

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
January 16, 2017 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM DECEMBER 19, 2016—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

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

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

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

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. Approve wire transfers to pay bills for Fiscal Year 2017 – For Action
The Orland Park Public Library Board of Library Trustees approves the wire transfers to pay bills for Fiscal Year 2017.

2. Approval of Automated Data Processing (ADP) payroll and time tracking services in the amount of \$11,335 which includes set-up/training as well as the annual cost of the service – For Action
Motion to approve the Automated Data Processing (ADP) payroll and time tracking services in an amount not to exceed \$11,335 which includes set-up/training as well as the annual cost of the service.
3. Approval to close the Illinois Funds Operating and Special Reserve accounts and the US Bank Operating and Special Reserve accounts - For Action
Motion to approve the closing of the Illinois Funds Operating and Special Reserves accounts and the US Bank Operating and Special Reserve accounts.
4. Approval to open a Tax Receipts Funds account and a Special Reserves Funds account with Marquette Bank – For Action
Motion to approve the opening of a Tax Receipts Funds account and a Special Reserves Funds account with Marquette Bank.
5. Approval of the updated wire transfer authorization agreement for the Marquette Bank accounts – For Action
Motion to approve the updated wire transfer authorization agreement for the Marquette Bank accounts
6. Approval for the registration cost for trustees in the amount of \$25 each for the 2017 Legislative Meet-Up event held at Tinley Park Public Library on February 14, 2017 – For Action
Motion to approve the registration cost for trustees in the amount of \$25 each for the 2017 Legislative Meet-Up event held at Tinley Park Public Library on February 14, 2017.
7. Approval for the reimbursement cost for School Liaison Kara DeCarlo and Preschool Coordinator Stephanie Thomas to attend the Illinois Youth Services Institute Conference in Springfield, Illinois from March 10-11, 2017 in an amount not to exceed \$550 for both attendees – For Action
Motion to approve the reimbursement cost for School Liaison Kara DeCarlo and Preschool Coordinator Stephanie Thomas to attend the Illinois Youth Services Institute Conference in Springfield, Illinois from March 10-11, 2017 in an amount not to exceed \$550 for both attendees.

K. ANNOUNCEMENTS

L. ADJOURNMENT

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

Revenues

Tax Revenues are at 100.1% 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 101.6% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 1,537 under budget for the month and \$ 777,461 under budget year-to-date.

Salaries is under budget by \$ 11,204 for December and \$ 175,303 under budget year-to-date. There are open positions to be filled.

Salaries-Maintenance is over budget by 552 for the month, but under budget on a year-to-date basis.

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

Building & Custodial Supplies is over budget by \$ 2,016 for the month and over budget on a year-to-date basis.

Library & Office Equipment Repairs and Maintenance is over budget by \$ 987 for December, but under budget on a year-to-date basis.

Automation - Equipment is over budget by \$ 33,081 for the month, but under budget on a year-to-date basis.

Automation-Maintenance is over budget by \$ 9,664 for December, but under budget on a year-to-date basis.

Library Furniture is over budget by \$ 3,144 for the month, but over budget on a year-to-date basis.

Patron Program and Events is over budget by \$ 612 for December, but under budget on a year-to-date basis.

Public Information is over budget \$ 6,286 for the month, but under budget on a year-to-date basis.

Postage is over budget by \$ 1,463 for December, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	192,657.48	0.00	68,284.75	0.00	260,942.23
Cash - Marquette E-Commerce	3,755.11	0.00	0.00	0.00	3,755.11
Illinois Funds	91,256.77	6,776.47	0.00	0.00	98,033.24
PMA Financial Investments	6,163,802.09	764,642.92	0.00	495,177.95	7,423,622.96
US Bank	3,771.84	70.50	0.00	0.00	3,842.34
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	23,727.96	1,588.94	0.00	948.53	26,265.43
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	83,767.01	0.00	0.00	0.00	83,767.01
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,563,038.26</u>	<u>773,078.83</u>	<u>68,284.75</u>	<u>496,126.48</u>	<u>7,900,528.32</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	825.00	0.00	0.00	0.00	825.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
Accounts Payable	64,240.07	0.00	0.00	0.00	64,240.07
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	16,116.04	16,116.04
Total Liabilities	<u>65,065.07</u>	<u>0.00</u>	<u>0.00</u>	<u>16,116.04</u>	<u>81,181.11</u>
Beginning Unrestricted Fund Balance	5,672,094.00	669,735.13	66,628.45	459,943.59	6,868,401.17
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>860,507.98</u>	<u>3,343.70</u>	<u>1,656.30</u>	<u>10,784.29</u>	<u>876,292.27</u>
Ending Fund Balance	<u>6,497,973.19</u>	<u>773,078.83</u>	<u>68,284.75</u>	<u>480,010.44</u>	<u>7,819,347.21</u>
Total Liabilities & Fund Balance	<u>6,563,038.26</u>	<u>773,078.83</u>	<u>68,284.75</u>	<u>496,126.48</u>	<u>7,900,528.32</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
December 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	24,871.04	424,447	5.86%	5,097,938.57	5,093,367	100.09%	5,093,367
Impact Fees	0.00	2,083	0.00%	17,750.00	25,000	71.00%	25,000
Replacement Taxes	601.16	1,042	57.69%	13,517.86	12,500	108.14%	12,500
State Grants	0.00	2,083	0.00%	96,564.84	25,000	386.26%	25,000
Non Resident Fees	0.00	667	0.00%	3,738.59	8,000	46.73%	8,000
Fines	3,564.10	5,000	71.28%	58,270.67	60,000	97.12%	60,000
Gifts	8,000.00	833	960.38%	9,603.89	10,000	96.04%	10,000
Copy Machine	824.76	1,250	65.98%	14,859.64	15,000	99.06%	15,000
Interest Income	3,719.62	1,250	297.57%	34,999.76	15,000	233.33%	15,000
Miscellaneous Income	759.16	833	91.14%	9,669.18	10,000	96.69%	10,000
Total Revenues	42,339.84	439,489	9.63%	5,356,913.00	5,273,867	101.57%	5,273,867
<u>Expenditures</u>							
Salaries	186,609.98	197,814	94.34%	2,198,481.27	2,373,784	92.62%	2,373,785
Salaries-Maintenance	9,527.18	8,975	106.15%	101,983.82	107,705	94.69%	107,705
Life/Health Insurance	33,789.70	37,096	91.09%	405,991.89	445,152	91.20%	445,152
Books	13,464.83	34,167	39.41%	285,173.16	410,000	69.55%	410,000
Electronic Databases	5,918.43	6,083	97.29%	68,042.34	73,000	93.21%	73,000
Periodicals	2,757.02	3,167	87.05%	36,951.15	38,000	97.24%	38,000
Audio Visual Materials	11,806.32	13,333	88.55%	145,457.10	160,000	90.91%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	723.16	667	108.42%	7,791.88	8,000	97.40%	8,000
Insurance	3,893.58	3,042	127.99%	42,441.64	36,500	116.28%	36,500
Landscaping & Groundskeeping	1,037.91	2,033	51.05%	22,324.75	24,400	91.49%	24,400
Building Maintenance	14,386.16	20,833	69.05%	113,170.03	250,000	45.27%	250,000
Security System	414.00	750	55.20%	2,098.50	9,000	23.32%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	8,622.32	10,000	86.22%	55,099.18	120,000	45.92%	120,000
Library Consultant	1,361.24	1,000	0.00%	11,096.29	12,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	583	0.00%	8,822.91	7,000	126.04%	7,000
Natural Gas	2,798.40	3,333	83.96%	20,169.02	40,000	50.42%	40,000
Telephone	563.21	917	61.42%	6,856.55	11,000	62.33%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	20,000	90.12%	20,000
Building & Custodial Supplies	4,849.26	2,833	171.17%	36,249.72	34,000	106.62%	34,000
Building Repairs	2,273.12	1,833	124.01%	6,119.30	22,000	27.82%	22,000
Lib. & Off. Eqpt Rep. & Maint	32,431.38	1,375	2358.65%	14,336.37	16,500	86.89%	16,500
Machine Rental	0.00	333	0.00%	865.02	4,000	21.63%	4,000
Automation - Equipment	39,747.81	6,667	596.19%	60,874.92	80,000	76.09%	80,000
Automation - Line Costs	339.07	542	62.56%	3,940.84	6,500	60.63%	6,500
Automation - Consultant	11,221.06	13,417	83.63%	129,567.02	161,000	80.48%	161,000
Automation - Maintenance	13,831.14	4,167	331.92%	46,600.20	50,000	93.20%	50,000
Library Furniture	8,144.06	5,000	162.88%	69,636.65	60,000	116.06%	60,000
Outreach Services	359.08	583	61.59%	4,999.16	7,000	71.42%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
December 31, 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%	4,599.96	8,000	57.50%	8,000
Staff Training & Education	419.54	2,250	18.65%	16,175.63	27,000	59.91%	27,000
Conference Fees	0.00	542	0.00%	3,227.00	6,500	49.65%	6,500
Patron Programs & Events	4,362.25	3,750	116.33%	31,311.42	45,000	69.58%	45,000
Association Dues & Fees	555.00	667	83.21%	5,197.00	8,000	64.96%	8,000
Public Information	9,536.17	3,250	293.42%	31,026.59	39,000	79.56%	39,000
Library Supplies	3,441.32	3,750	91.77%	30,988.95	45,000	68.86%	45,000
Office Supplies	276.34	917	30.14%	2,515.37	11,000	22.87%	11,000
Postage	2,629.61	1,167	225.33%	11,976.89	14,000	85.55%	14,000
Printing	383.63	584	65.69%	4,012.11	7,000	57.32%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,980.23	17,708	95.89%	201,403.34	212,494	94.78%	212,494
Contribution to FICA	14,413.46	15,819	91.11%	172,076.76	189,831	90.65%	189,831
Audit	0.00	875	0.00%	10,500.00	10,500	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	46,377.96	55,000	84.32%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	108.51	250	43.40%	1,851.53	3,000	61.72%	3,000
Total Expenditures	468,021.98	439,489	106.49%	4,496,405.02	5,273,866	85.26%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(425,682.14)	0	-100.00%	860,507.98	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(425,682.14)	0	-100.00%	860,507.98	0	-100.00%	0

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
December 31, 2016

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	8,035.86	1,647,154.26
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	257.07	3,361.70	5.80	67.80	258.01	5,797.53
Capital Campaign	0.00	0.00	0.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	257.07	3,361.70	5.80	2,092.80	8,293.87	1,652,951.79
Expenditures						
Building Repairs	0.00	0.00	298.50	436.50	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	18.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.04	1,642,167.50
Total Expenditures	3.00	18.00	298.50	436.50	16,116.04	1,642,167.50
Excess (Deficiency) of Revenues Over (Under) Expenditures	254.07	3,343.70	(292.70)	1,656.30	(7,822.17)	10,784.29
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	254.07	3,343.70	(292.70)	1,656.30	(7,822.17)	10,784.29

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56324	12/20/2016	Advance Electrical Supply Co., Inc.	101010 · Cash - Marquette	-366.18
Bill	S2073256.002	12/01/2016		104530 · Building & Custodial Supplies	366.18
TOTAL					366.18
Bill Pmt - Check	56325	12/20/2016	ALA Store	101010 · Cash - Marquette	-227.70
Bill	0073671230	12/02/2016		104710 · Library Supplies	227.70
TOTAL					227.70
Bill Pmt - Check	56326	12/20/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
Bill	12/11/16	12/01/2016		102160 · 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill Pmt - Check	56327	12/20/2016	Appraisal Associates	101010 · Cash - Marquette	-103.62
Bill	12/12/16	12/12/2016		104495 · Legal	103.62
TOTAL					103.62
Bill Pmt - Check	56328	12/20/2016	ARC1 Electric, Inc.	101010 · Cash - Marquette	-474.00
Bill	7992	12/05/2016		104450 · Building Maintenance	474.00
TOTAL					474.00
Bill Pmt - Check	56329	12/20/2016	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	37511	11/01/2016		104450 · Building Maintenance	510.00
TOTAL					510.00

Orland Park Public Library
Check Detail
December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56330	12/20/2016	Center Point Large Print	101010 · Cash - Marquette	-246.87
Bill	1433693	12/01/2016		104312 · Books - Outreach	201.93
Bill	1435031	12/01/2016		104310 · Books - Adult	44.94
TOTAL					246.87
Bill Pmt -Check	56331	12/20/2016	Comcast	101010 · Cash - Marquette	-303.78
Bill	48523859	12/01/2016		104520 · Telephone	303.78
TOTAL					303.78
Bill Pmt -Check	56332	12/20/2016	Comcast Cable	101010 · Cash - Marquette	-340.33
Bill	12/3/16	12/03/2016		104575 · Automation - Line Costs	259.07
				104520 · Telephone	81.26
TOTAL					340.33
Bill Pmt -Check	56333	12/20/2016	Connie Marshall	101010 · Cash - Marquette	-300.00
Bill	1/12/17	12/20/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	56334	12/20/2016	Dell Marketing L.P.	101010 · Cash - Marquette	-20,157.68
Bill	10133661680	12/02/2016		104570 · Automation - Equipment	19,363.93
Bill	10135357450	12/14/2016		104570 · Automation - Equipment	793.75
TOTAL					20,157.68

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56335	12/20/2016	Evanced Solutions, LLC	101010 · Cash - Marquette	-1,350.00
Bill	5982891	12/01/2016		104315 · Electronic Databases	1,350.00
TOTAL					1,350.00
Bill Pmt -Check	56336	12/20/2016	Findaway World, LLC	101010 · Cash - Marquette	-1,346.55
Bill	197366	12/01/2016		104341 · Audio Visual Materials - Youth	270.05
Bill	20016	12/01/2016		104341 · Audio Visual Materials - Youth	358.82
Bill	203813	12/16/2016		104340 · Audio Visual Materials - Adult	717.68
TOTAL					1,346.55
Bill Pmt -Check	56337	12/20/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-767.76
Bill	59424734	11/23/2016		104310 · Books - Adult	23.20
Bill	59424883	11/23/2016		104310 · Books - Adult	69.58
Bill	59438555	11/23/2016		104310 · Books - Adult	31.19
Bill	599442836	11/30/2016		104310 · Books - Adult	74.40
Bill	59474383	12/07/2016		104312 · Books - Outreach	80.77
Bill	59474120	12/07/2016		104312 · Books - Outreach	282.30
Bill	59474091	12/07/2016		104310 · Books - Adult	30.39
Bill	59482531	12/08/2016		104312 · Books - Outreach	151.14
Bill	59482901	12/08/2016		104312 · Books - Outreach	24.79
TOTAL					767.76
Bill Pmt -Check	56338	12/20/2016	Garvey's Office Products	101010 · Cash - Marquette	-8.55
Bill	PINV1254132	12/06/2016		104720 · Office Supplies	8.55
TOTAL					8.55
Bill Pmt -Check	56339	12/20/2016	Go Promotions	101010 · Cash - Marquette	-680.00

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	145026	12/01/2016		104641 · Patron Programs & Events-Adult	680.00
TOTAL					680.00
Bill Pmt -Check	56340	12/20/2016	Grasso Graphics, Inc.	101010 · Cash - Marquette	-8,292.00
Bill	28220	12/09/2016		104660 · Public Information	8,292.00
TOTAL					8,292.00
Bill Pmt -Check	56341	12/20/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-723.16
Bill	848	12/05/2016		104420 · Accounting	533.16
Bill	19440	12/06/2016		104420 · Accounting	190.00
TOTAL					723.16
Bill Pmt -Check	56342	12/20/2016	HGTV Magazine	101010 · Cash - Marquette	-34.97
Bill	12/16/16	12/16/2016		104320 · Periodicals - Adult	34.97
TOTAL					34.97
Bill Pmt -Check	56343	12/20/2016	Holding, Kristen 1	101010 · Cash - Marquette	-44.54
Bill	12/8/16	12/08/2016		104620 · Staff Training & Education	44.54
TOTAL					44.54
Bill Pmt -Check	56344	12/20/2016	Illinois Director of Employment Security	101010 · Cash - Marquette	-2.36
Bill	12/16/16	12/16/2016		104940 · Unemployment Compensation	2.36
TOTAL					2.36

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56345	12/20/2016	Ingram Library Services	101010 · Cash - Marquette	-6,994.90
Bill	See detail list	12/20/2016		104311 · Books - Youth	2,028.71
				104310 · Books - Adult	4,770.48
				104312 · Books - Outreach	195.71
TOTAL					6,994.90
Bill Pmt -Check	56346	12/20/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-171.48
Bill	12/7/16	12/07/2016		104495 · Legal	5.35
Bill	12/8/16	12/08/2016		104495 · Legal	166.13
TOTAL					171.48
Bill Pmt -Check	56347	12/20/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-335.33
Bill	9003022437	12/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	322.13
Bill	9003027010	12/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					335.33
Bill Pmt -Check	56348	12/20/2016	Library of Congress	101010 · Cash - Marquette	-525.00
Bill	12/10/16	12/10/2016		104580 · Automation - Maintenance	525.00
TOTAL					525.00
Bill Pmt -Check	56349	12/20/2016	Lite Tech, Inc.	101010 · Cash - Marquette	-635.40
Bill	80396	12/01/2016		104530 · Building & Custodial Supplies	80.00
Bill	80397	12/01/2016		104530 · Building & Custodial Supplies	362.40
Bill	80432	12/07/2016		104530 · Building & Custodial Supplies	193.00

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					635.40
Bill Pmt -Check	56350	12/20/2016	Midwest Tape	101010 · Cash - Marquette	-29.99
Bill	94576798	12/06/2016		104341 · Audio Visual Materials - Youth	29.99
TOTAL					29.99
Bill Pmt -Check	56351	12/20/2016	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-295.00
Bill	MR0202017	12/09/2016		104650 · Association Dues & Fees	295.00
TOTAL					295.00
Bill Pmt -Check	56352	12/20/2016	OverDrive, Inc.	101010 · Cash - Marquette	-711.53
Bill	110240007-120116	12/01/2016		104310 · Books - Adult	34.98
Bill	123724217-120216	12/02/2016		104311 · Books - Youth	497.14
Bill	125525600-120516	12/05/2016		104310 · Books - Adult	26.99
Bill	000553050-120616	12/06/2016		104310 · Books - Adult	51.00
Bill	141832820-121216	12/12/2016		104310 · Books - Adult	14.99
Bill	125209750-121216	12/12/2016		104310 · Books - Adult	74.44
Bill	123511540-121316	12/13/2016		104310 · Books - Adult	11.99
TOTAL					711.53
Bill Pmt -Check	56353	12/20/2016	Paraclete Press Inc	101010 · Cash - Marquette	-103.99
Bill	14944	12/02/2016		104340 · Audio Visual Materials - Adult	103.99
TOTAL					103.99
Bill Pmt -Check	56354	12/20/2016	Park Ace Hardware	101010 · Cash - Marquette	-378.94

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	Nov sntm	11/30/2016		104530 · Building & Custodial Supplies	378.94
TOTAL					378.94
Bill Pmt -Check	56355	12/20/2016	Penguin Random House LLC	101010 · Cash - Marquette	-315.75
Bill	1189184740	11/03/2016		104340 · Audio Visual Materials - Adult	21.75
Bill	1089214466	11/04/2016		104340 · Audio Visual Materials - Adult	22.50
Bill	1089469888	11/18/2016		104340 · Audio Visual Materials - Adult	24.00
Bill	1089420328	11/18/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1189475869	11/22/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1089475869	11/22/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1289475869	11/22/2016		104340 · Audio Visual Materials - Adult	22.50
Bill	1089475872	11/22/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1089585650	12/02/2016		104342 · Audio Visual Materials-Outreach	41.25
Bill	1189585649	12/02/2016		104310 · Books - Adult	22.50
Bill	1089585649	12/02/2016		104340 · Audio Visual Materials - Adult	41.25
TOTAL					315.75
Bill Pmt -Check	56356	12/20/2016	Product Architecture + Design	101010 · Cash - Marquette	-5,062.64
Bill	1650.75	12/14/2016		104450 · Building Maintenance	5,062.64
TOTAL					5,062.64
Bill Pmt -Check	56357	12/20/2016	ProQuest LLC	101010 · Cash - Marquette	-1,229.15
Bill	61278041	12/07/2016		104310 · Books - Adult	1,229.15
TOTAL					1,229.15
Bill Pmt -Check	56358	12/20/2016	Quill Corporation	101010 · Cash - Marquette	-99.99
Bill	2629449	12/13/2016		104710 · Library Supplies	99.99

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					99.99
Bill Pmt -Check	56359	12/20/2016	RAILS	101010 · Cash - Marquette	-82.50
Bill	3903	12/14/2016		104315 · Electronic Databases	82.50
TOTAL					82.50
Bill Pmt -Check	56360	12/20/2016	Rashid, Maqbool	101010 · Cash - Marquette	-1,000.00
Bill	12/19/16	12/19/2016		104610 · Board Training & Education	250.00
				104660 · Public Information	750.00
TOTAL					1,000.00
Bill Pmt -Check	56361	12/20/2016	Recorded Books, INC	101010 · Cash - Marquette	-223.42
Bill	75446915	11/30/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75447829	12/01/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75448721	12/02/2016		104340 · Audio Visual Materials - Adult	40.50
Bill	75446462	12/02/2016		104340 · Audio Visual Materials - Adult	7.95
Bill	75449605	12/05/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75450372	12/06/2016		104340 · Audio Visual Materials - Adult	40.50
Bill	75452048	12/09/2016		104340 · Audio Visual Materials - Adult	39.99
TOTAL					223.42
Bill Pmt -Check	56362	12/20/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,100.00
Bill	12/15/16	12/15/2016		102160 · 457 Plan W/H Payable	2,100.00
TOTAL					2,100.00
Bill Pmt -Check	56363	12/20/2016	RWK IT Services	101010 · Cash - Marquette	-3,920.39

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	2956	12/08/2016		104580 · Automation - Maintenance	27.42
Bill	2936	12/08/2016		104580 · Automation - Maintenance	395.00
Bill	2968	12/16/2016		104570 · Automation - Equipment	2,331.98
Bill	2969	12/16/2016		104570 · Automation - Equipment	1,165.99
TOTAL					<u>3,920.39</u>
Bill Pmt -Check	56364	12/20/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-429.26
Bill	4629	12/09/2016		104530 · Building & Custodial Supplies	429.26
TOTAL					<u>429.26</u>
Bill Pmt -Check	56365	12/20/2016	SWAN	101010 · Cash - Marquette	-18.00
Bill	5209	12/01/2016		104310 · Books - Adult	18.00
TOTAL					<u>18.00</u>
Bill Pmt -Check	56366	12/20/2016	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	27722380	12/10/2016		104460 · Security System	267.00
Bill	27722411	12/10/2016		104460 · Security System	147.00
TOTAL					<u>414.00</u>
Bill Pmt -Check	56367	12/20/2016	U.S. Postal Service	101010 · Cash - Marquette	-2,091.05
Bill	2091.05	12/09/2016		104730 · Postage	2,091.05
TOTAL					<u>2,091.05</u>
Bill Pmt -Check	56368	12/20/2016	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-955.00

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	47246	12/06/2016		104540 · Building Repairs	955.00
TOTAL					955.00
Bill Pmt -Check	56369	12/30/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	11/13/16-12/12/16	12/28/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	56370	12/30/2016	Forward Space	101010 · Cash - Marquette	-1,071.06
Bill	3712	12/22/2016		104590 · Library Furniture	1,071.06
TOTAL					1,071.06
Bill Pmt -Check	56371	12/30/2016	Midwest Mechanical	101010 · Cash - Marquette	-698.10
Bill	112101079	12/20/2016		104540 · Building Repairs	698.10
TOTAL					698.10
Bill Pmt -Check	56372	12/30/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,241.70
Bill	12/28/16	12/28/2016		104340 · Audio Visual Materials - Adult	4,853.58
				104341 · Audio Visual Materials - Youth	1,945.93
				104342 · Audio Visual Materials-Outreach	418.59
				104310 · Books - Adult	89.24
				104312 · Books - Outreach	36.15
				104710 · Library Supplies	279.26
				104570 · Automation - Equipment	1,005.55
				104550 · Lib. & Off. Eqpt Rep. & Maint	1,613.40
TOTAL					10,241.70

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56373	12/30/2016	Today's Business Solutions, Inc.	101010 · Cash - Marquette	-1,793.00
Bill	121917-17	12/21/2016		104580 · Automation - Maintenance	298.00
Bill	122716-01	12/27/2016		104570 · Automation - Equipment	1,495.00
TOTAL					1,793.00
Bill Pmt -Check	56374	01/12/2017	American Library Association	101010 · Cash - Marquette	-260.00
Bill	12/28/16	12/28/2016		104650 · Association Dues & Fees	260.00
TOTAL					260.00
Bill Pmt -Check	56375	01/12/2017	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2767	01/07/2017		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	56376	01/12/2017	Audio Editions	101010 · Cash - Marquette	-24.39
Bill	1614225	12/01/2016		104342 · Audio Visual Materials-Outreach	24.39
TOTAL					24.39
Bill Pmt -Check	56377	01/12/2017	Boopsie, Inc.	101010 · Cash - Marquette	-4,490.00
Bill	25626	12/30/2016		104570 · Automation - Equipment	4,490.00
TOTAL					4,490.00
Bill Pmt -Check	56378	01/12/2017	Capital One Commercial	101010 · Cash - Marquette	-383.06
Bill	12/26/16	12/26/2016		104530 · Building & Custodial Supplies	109.70
				104530 · Building & Custodial Supplies	222.91

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	31.46
				104530 · Building & Custodial Supplies	18.99
TOTAL					383.06
Bill Pmt -Check	56379	01/12/2017	Cardmember Service	101010 · Cash - Marquette	-3,872.35
Bill	Dec 2016 Stmt	12/21/2016		104530 · Building & Custodial Supplies	424.12
				104740 · Printing	261.13
				104730 · Postage	6.80
				104540 · Building Repairs	127.89
				104642 · Patron Programs & Events-Youth	88.41
				104740 · Printing	122.50
				104530 · Building & Custodial Supplies	101.11
				104642 · Patron Programs & Events-Youth	206.00
				104730 · Postage	16.34
				104660 · Public Information	127.50
				104642 · Patron Programs & Events-Youth	47.00
				104642 · Patron Programs & Events-Youth	9.58
				104642 · Patron Programs & Events-Youth	8.97
				104570 · Automation - Equipment	2,000.00
				104620 · Staff Training & Education	325.00
TOTAL					3,872.35
Bill Pmt -Check	56380	01/12/2017	Center Point Large Print	101010 · Cash - Marquette	-112.65
Bill	1436424	12/07/2016		104310 · Books - Adult	112.65
TOTAL					112.65
Bill Pmt -Check	56381	01/12/2017	Comcast	101010 · Cash - Marquette	-302.82
Bill	49277195	01/01/2017		104520 · Telephone	302.82
TOTAL					302.82

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56382	01/12/2017	Comcast Cable	101010 · Cash - Marquette	-334.88
Bill	1/3/17	01/03/2017		104575 · Automation - Line Costs	254.99
				104520 · Telephone	79.89
TOTAL					334.88
Bill Pmt -Check	56383	01/12/2017	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
Bill	5037	12/27/2016		104230 · Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt -Check	56384	01/12/2017	Current Technologies Corporation	101010 · Cash - Marquette	-59,468.75
Bill	716929	12/31/2016		104577 · Automation - Consultant	968.75
Bill	716882	01/01/2017		104577 · Automation - Consultant	58,500.00
TOTAL					59,468.75
Bill Pmt -Check	56385	01/12/2017	Demco	101010 · Cash - Marquette	-2,834.37
Bill	6031082	12/22/2016		104710 · Library Supplies	2,834.37
TOTAL					2,834.37
Bill Pmt -Check	56386	01/12/2017	EBSCO	101010 · Cash - Marquette	-23,981.00
Bill	order	12/01/2016		104315 · Electronic Databases	23,981.00
TOTAL					23,981.00
Bill Pmt -Check	56387	01/12/2017	Findaway World, LLC	101010 · Cash - Marquette	-484.15

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	201137	11/16/2016	104341 · Audio Visual Materials - Youth		155.37
Bill	201136	11/16/2016	104341 · Audio Visual Materials - Youth		40.24
Bill	204884	12/22/2016	104341 · Audio Visual Materials - Youth		288.54
TOTAL					484.15
Bill Pmt -Check	56388	01/12/2017	Fun Express, LLC	101010 · Cash - Marquette	-343.50
Bill	681517398-01	12/15/2016	104642 · Patron Programs & Events-Youth		343.50
TOTAL					343.50
Bill Pmt -Check	56389	01/12/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-78.39
Bill	59393964	12/01/2016	104310 · Books - Adult		47.20
Bill	59584744	12/01/2016	104310 · Books - Adult		31.19
TOTAL					78.39
Bill Pmt -Check	56390	01/12/2017	Gareth Stevens Publishing	101010 · Cash - Marquette	-1,090.84
Bill	1080826	12/01/2016	104311 · Books - Youth		601.43
Bill	1080825	12/01/2016	104311 · Books - Youth		67.80
Bill	1081146	12/01/2016	104311 · Books - Youth		302.96
Bill	1080827	12/01/2016	104311 · Books - Youth		118.65
TOTAL					1,090.84
Bill Pmt -Check	56391	01/12/2017	Garvey's Office Products	101010 · Cash - Marquette	-560.07
Bill	PINV1263893	12/22/2016	104720 · Office Supplies		65.32
Bill	PINV1265273	12/28/2016	104550 · Lib. & Off. Eqpt Rep. & Maint		412.88
Bill	PINV1266546	12/30/2016	104720 · Office Supplies		81.87
TOTAL					560.07

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56392	01/12/2017	Goodman, Clarence	101010 · Cash - Marquette	-150.00
Bill	1/18/17	01/18/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	56393	01/12/2017	Grainger	101010 · Cash - Marquette	-92.52
Bill	9315820036	12/23/2016		104540 · Building Repairs	92.52
TOTAL					92.52
Bill Pmt -Check	56394	01/12/2017	Illinois Library Association	101010 · Cash - Marquette	-350.00
Bill	125996	01/05/2017		104650 · Association Dues & Fees	250.00
Bill	125773	01/05/2017		104650 · Association Dues & Fees	100.00
TOTAL					350.00
Bill Pmt -Check	56395	01/12/2017	Ingram Library Services	101010 · Cash - Marquette	-6,372.10
Bill	See Detail List	01/11/2017		104310 · Books - Adult	3,647.48
				104312 · Books - Outreach	201.88
				104311 · Books - Youth	2,522.74
TOTAL					6,372.10
Bill Pmt -Check	56396	01/12/2017	Jim Gibbons	101010 · Cash - Marquette	-250.00
Bill	1/17/17	01/17/2017		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56397	01/12/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-4,750.00
Bill	243148888	12/28/2016		104570 · Automation - Equipment	4,750.00
TOTAL					4,750.00
Bill Pmt -Check	56398	01/12/2017	Lighting Supply Co.	101010 · Cash - Marquette	-239.45
Bill	V0204826	12/27/2016		104530 · Building & Custodial Supplies	239.45
TOTAL					239.45
Bill Pmt -Check	56399	01/12/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-203.46
Bill	80501	12/22/2016		104530 · Building & Custodial Supplies	203.46
TOTAL					203.46
Bill Pmt -Check	56400	01/12/2017	Manufacturers' News, Inc.	101010 · Cash - Marquette	-218.90
Bill	289224-00-2016	12/15/2016		104310 · Books - Adult	218.90
TOTAL					218.90
Bill Pmt -Check	56401	01/12/2017	Midwest Tape	101010 · Cash - Marquette	-140.97
Bill	94595104	12/13/2016		104341 · Audio Visual Materials - Youth	44.99
Bill	94617459	12/19/2016		104340 · Audio Visual Materials - Adult	95.98
TOTAL					140.97
Bill Pmt -Check	56402	01/12/2017	Miriam Iwrey	101010 · Cash - Marquette	-125.00
Bill	1/24/17	01/24/2017		104640 · Patron Programs&Events-Outreach	125.00
TOTAL					125.00

Orland Park Public Library Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56403	01/12/2017	Neopost USA Inc	101010 · Cash - Marquette	-453.29
Bill	12/27/16	12/27/2016		104730 · Postage	453.29
TOTAL					453.29
Bill Pmt -Check	56404	01/12/2017	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6037	01/01/2017		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	56405	01/12/2017	Nicor Gas	101010 · Cash - Marquette	-2,798.40
Bill	12/20/16	12/20/2016		104517 · Natural Gas	2,798.40
TOTAL					2,798.40
Bill Pmt -Check	56406	01/12/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.70
Bill	5651723	01/01/2017		104450 · Building Maintenance	71.70
TOTAL					71.70
Bill Pmt -Check	56407	01/12/2017	OverDrive, Inc.	101010 · Cash - Marquette	-521.65
Bill	113412710-120716	12/07/2016		104311 · Books - Youth	464.68
Bill	000302320-121316	12/13/2016		104311 · Books - Youth	56.97
TOTAL					521.65
Bill Pmt -Check	56408	01/12/2017	Passen, Philip	101010 · Cash - Marquette	-250.00

Orland Park Public Library

Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	1/20/17	01/20/2017		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt -Check	56409	01/12/2017	Penguin Random House LLC	101010 · Cash - Marquette	-26.25
Bill	1080270510	12/20/2016		104340 · Audio Visual Materials - Adult	26.25
TOTAL					26.25
Bill Pmt -Check	56410	01/12/2017	Quill Corporation	101010 · Cash - Marquette	-70.68
Bill	3015321	12/29/2016		104720 · Office Supplies	70.68
TOTAL					70.68
Bill Pmt -Check	56411	01/12/2017	Recorded Books, INC	101010 · Cash - Marquette	-290.54
Bill	75452527	12/12/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75452520	12/12/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75452507	12/12/2016		104340 · Audio Visual Materials - Adult	13.49
Bill	75455028	12/15/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75455806	12/19/2016		104340 · Audio Visual Materials - Adult	34.99
Bill	75456253	12/19/2016		104340 · Audio Visual Materials - Adult	41.40
Bill	75457027	12/21/2016		104340 · Audio Visual Materials - Adult	63.89
Bill	75457489	12/21/2016		104340 · Audio Visual Materials - Adult	33.29
TOTAL					290.54
Bill Pmt -Check	56412	01/12/2017	Roman Endeavors, Inc.	101010 · Cash - Marquette	-250.00
Bill	01-2017-01	01/05/2017		104620 · Staff Training & Education	250.00
TOTAL					250.00

Orland Park Public Library Check Detail

December 20, 2016 through January 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56413	01/12/2017	Schindler Elevator Corporation	101010 - Cash - Marquette	-790.00
Bill	7152452287	12/22/2016		104450 - Building Maintenance	790.00
TOTAL					790.00
Bill Pmt -Check	56414	01/12/2017	Silver Star Expositions	101010 - Cash - Marquette	-195.00
Bill	11/18/16	12/01/2016		104600 - Outreach Services	195.00
TOTAL					195.00
Bill Pmt -Check	56415	01/12/2017	Sunlight Maintenance Supply	101010 - Cash - Marquette	-662.50
Bill	16756	12/19/2016		104530 - Building & Custodial Supplies	28.00
Bill	4658	12/20/2016		104530 - Building & Custodial Supplies	316.70
Bill	4683	12/29/2016		104530 - Building & Custodial Supplies	317.80
TOTAL					662.50
Bill Pmt -Check	56416	01/12/2017	Unique Management Services, Inc.	101010 - Cash - Marquette	-53.70
Bill	438554	01/01/2017		104495 - Legal	53.70
TOTAL					53.70
Subtotal - AP Checks					\$ 202,846.95
Gross Payroll on 12/31/16					\$ 97,962.40
Payment to Village for IMRF/Insurance for December, 2016					\$ 60,624.11
Gross Payroll on 1/13/17					\$ 98,688.87
Grand Total					\$ 460,122.33

Adult Services Board Report December 2016

PERSONNEL

Adult Services shelver, Ahmad Abusneineh, started on December 27th.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 12/1; 8 adults

Five genre book discussions 12/8, 12/9, 12/13, 12/14, 12/21; 23 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended Boopsie Webinar (OPPL) on Dec 5, 2016

Diane Srebro attended Reference Association South Suburban Libraries (RASSL) (Richton Park PL) on Dec 8, 2016

Diane Srebro attended ILA-IREAD Committee (Plainfield PL) on Dec 9, 2016

STATISTICS

Database Statistics December 2016-2015 Comparison

Database	12/2016	12/2015	Data Type
Ancestry	1393	772	Searches
Careers College	26	5	Total Users
Consumer Reports	83	80	Log-Ins
EBSCO	27918	27092	Searches
Gale Virtual Ref. Lib	10	7	Searches
Heritage Quest	800	264	Searches
OCLC	5470	5005	Searches
ProQuest	108	158	Searches
Reference USA	136	208	Searches
World Book	5	0	Searches

Note: EBSCO includes NovelList Plus usage

Category	12/2016	12/2015
Reference	2516	2637
Ref Remote	131	210
Non-Reference	165	252
N-R Remote	10	29
Prog Att	31	45
Items shelved	20047	22673
Carts shelved	372	323

CUSTOMER SERVICE LOG

12/3 10:00 a.m. Patron called the AS desk. Comment: "What happened to Morningstar, you need to give people a warning when you stop a service."

12/12 3:45 p.m. Patron came to the desk. Comment: "What can I use in place of Morningstar. You used to have something in print for mutual funds. Do you still have it?"

Circulation Board Report December 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin attended Supportal Training for Polaris Libraries (Orland Park P.L. webinar) on Dec. 1, 2016

Howard Griffin attended ILL. Workflow Analysis Webinar (OPPL) on Dec. 6, 201

GRANTS/SPECIAL PROJECTS

Howard Griffin analyzing circulation item trends for 2017.

Laura Larson and Beck Simmons continue to track old overdue accounts and lost item records.

Julie Pryor continues to learn about Circulation Statistic tracking.

CUSTOMER SERVICE LOG

12/8/2016 (Circulation Desk) Patron commented: "I can feel the draft of cold air. I can see why you are wearing gloves."

12/8/2016 (Circulation Desk) Patron commented: "The Christmas music is nice."

12/8/2016 (Circulation Desk) Patron commented: "It is cold in here for you!"

12/12/2016 (Circulation Desk) Old Navy in Tinley Park mailed us a book back with a note attached; "We love libraries!"

12/14/2016 (Circulation Desk) Patron commented: "You look like you're dressed for the North Pole."

12/15/2016 (Circulation Desk) Patron returning items said - "Brrr it's cold in here!"

12/15/2016 (Circulation Desk) Patron checking out remarked "It's a little nippy in here for you guys. I guess the architect didn't keep that in mind when designing this building."

12/14/2016 (Circulation Desk) Man at lobby copier commented: "It's freezing in here!"

12/14/2016 (Circulation Desk) A family of 4 walking through the lobby commented: "Alright, let's go through the cold room."

12/15/2016 (Circulation Desk) "It was nice of you have the hot chocolate station."

12/26/2016 (Circulation Desk) "I love this library."

12/26/2016 (Circulation Desk) "You've kind of got a rough afternoon when the sun is in your eyes."

12/1/2016 (Information Desk) "I am so happy the held items are not on the bottom shelf. Thank you for having more Large Print books in the new section."

12/1/2016 (Information Desk) "Too many cuckoo's in this library. They sleep upstairs by the windows."

12/5/2016 (Information Desk) "The Pearl Harbor speaker was really good."

12/8/2016 (Information Desk) "I can feel a huge difference in temperature from the meeting room to the lobby."

12/8/2016 (Information Desk) "It is very cold for you sitting here. I hope you only have 1 hour shifts!"

12/8/2016 (Information Desk) "They should lock some of the doors so only 1 or 2 are open at a time."

12/9/2016 (Information Desk) "It's a good sign - no earmuffs and gloves on you today."

12/14/2016 (Information Desk) "Gosh! It's cold in here!"

12/15/2016 (Information Desk) "You just try to stay warm. I bet it gets very cold sitting here by the door."

12/16/2016 (Information Desk) "It's so cold in this lobby. I need to go someplace warm. How can you stand it?"

12/20/2016 (Information Desk) "Very loud upstairs."

12/14/2016 (Information Desk) Volunteer commented: "I get more out of volunteering here 2 hours a week than I get from my full time job all week."

12/26/2016 (Information Desk) "Thank you guys for being open. Tinley Park is closed today. Thank you. I appreciate it."

12/28/2016 (Information Desk) Patron commented leaving library. "It's crummy that I cannot check out books with my Colorado I.D. while I visit my mom in hospice. Staff offered the option of using the Friend's book sale but she was not interested."

12/28/2016 (Information Desk) Patron calling to check on status of an ILL request. Patron commented. "You are the greatest!"

12/28/2016 (Information Desk) Patron exiting library. Patron commented: "Great library!"

STATISTICS

ORS MONTH	TOTAL CIRCULATION			PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2016	LAST YR.	CHANGE		
JAN	78,228	82,937	-6%	33,484	1,849
FEB	77,836	73,126	6%	33,655	1,554
MAR	82,831	79,332	4%	36,160	2,034
APR	79,296	73,976	7%	33,498	1,133
MAY	73,230	71,274	3%	31,859	1,529
JUN	90,118	92,119	-2%	36,331	936
JUL	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	66,789	65,188	2%	30,269	2,466
TOTAL	941,744	922,221	2%	397,677	21,174

Overdrive Registrations: 55
 Overdrive Checkouts: 2,410
 Zinio Checkouts: 352
 Polaris Patron Sessions: 14,848

Graphics Board Report December 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work in December focused heavily on the creation of January-April posters and online promotions.

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

Discovery Guides

Teen Book Club: Hour of Bees

Computer Classes for January

Coming Soon for kids picture books

Super Smash Brothers Tournament

Publisher's Weekly best sellers lists for Adult Services and lobby

Adult book new releases

Pages and Pastries NEW book discussion club

Family Glow Party

Anti-Valentine's Day Party for Teens

Monarch Mania

Life after divorce presentation for Outreach

CONTINUING EDUCATION/MEETINGS ATTENDED

Kristen H. attended:

"Sparking Innovation and Creativity" seminar on December 8 at 8 a.m. in Arlington Heights.

Jackie B. met via online meeting with representatives from Boopsie app creation services on December 5 at 2 p.m.

STATISTICS

Month of December:

89 graphics requests (274 for the year)

14 meeting room reservations (1030 for the year)

The library ended the year with:

1663 Facebook followers (+267 for the year)

1477 Twitter followers (+424 for the year)

348 Pinterest followers (+251 for the year)

GRANTS/SPECIAL PROJECTS

Graphics is partnering with Adult Services to help get the word out about Blizzard of Books. If you haven't signed up yet, please do! This is a great winter reading program run by Adult Services to get people reading!

CUSTOMER SERVICE LOG

The Bensenville coordinator of the Lap Sit group for children's librarians said "thank you so much" for the library booking a meeting room to their group.

Information Technology Board Report December 2016

STATISTICS

Statistics from web forms

Category	Dec 2016	Dec 2015
Study Room Usage	384	355
Patrons Assisted	347	451
Total PC Usage	1512	1695
Total Web pages	28325	28375
Number of Classes	12	9
Total Class Attendance	34	54
Wireless Usage	4441	5148

CUSTOMER SERVICE LOG

12/6/16 Helping a patron access Gmail. "You are such a genius. Thank you. Everytime I come in and see you working I smile, because I know you'll help me a lot." ME

12/6/16 Female patron called me to assist with brochures for her paper. "I want to tell you thank you, for helping me navigate and save changes on my project." DW

12/7/16 Patron needed to print from her MAC book. "Thank you so much. You were very helpful." AP

12/7/16 Patron needed to attach a file to her email and blackboard. "Thanks for helping me save the documents and attach them to my email and blackboard." AP

12/1 & 12/8 Microsoft Word I & II class survey—Excellent instructor. Thanks to Audrey and the Orland Park Library for allowing me to take these classes.

12/8 Microsoft Word II class survey—Thank you.

12/10/16 Patron walked to the desk with a coin and needed info on where it was from. The male patron thanked me for fining out all the information he needed on the coin. Patron was a military veteran. DW

12/10/16 Assisted a patron with Excel issues. I helped him with several frustrating issues. He was very thankful. CP

12/10/16 A woman came in and stated she couldn't get on the Orland Library website. She wanted to bring in her desktop computer because she had a virus and can't get into our website. I told her that she couldn't bring a desktop to the library. CP

12/10 A young mom needed to send a fax and had her very rambunctious son. I stood behind the chair so he couldn't take off and run in the library. She thanked me and said I handled him very well. CP

12/15 Helping a patron print to b & w printer. "Thank you. Thank you. I really like this library."
ME

12/20 Microsoft Excel class survey--Longer class times needed.

12/20 Microsoft Excel class survey—Excellent instructor and class. Thank you Orland Park Library.

Outreach Services Board Report December 2016

PERSONNEL

Kitty Creed has tendered her resignation. She will be retiring after 17 years of dedicated service. She will be greatly missed. Her last day will be January 26th, 2017.

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.

Management and load-out of the traveling exhibit, For All the People - A Century of Citizen Healthcare Reform.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended Boopsie Webinar (Webinar) on Dec 5, 2016

Kelly A. Cuci attended Getting Started on Collections Storage webinar (Webinar) on Dec 7, 2016

Shane Peterson attended Getting Started on Collections Storage webinar (Webinar) on Dec 7, 2016

Kelly A. Cuci attended Getting Started on Collections Planning (Webinar) on Dec 14, 2016

Shane Peterson attended Getting Started on Collections Planning (Webinar) on Dec 14, 2016

Cathy DiGiorgio attended Getting Started on Collections Planning (Webinar) on Dec 14, 2016

STATISTICS

Onsite Adult Programs:

9 programs were given with a total of 245. *2015: 8 programs were given with a total of 462 patrons.*

Breakout:

12/2/16	A Century of Citizen Action in Health Care Reform	7
12/5/16	Night of Dance, Day of Infamy	63
12/7/16	The Coloring Club	12
12/8/16	Afternoons @ OPPL - Christmas in Chicago	43
12/15/16	Rules of the Road	12
12/15/16	Christmas in Santa Fe	21
12/16/16	Showcase - Christmas Once More	37
12/21/16	The World War I Christmas Miracle	45
12/23/16	Friday Film Series - Me Before You	5

Offsite Adult Programs:

7 programs were given with a total of 93 patrons attending. *2015: 7 programs were given with a total of 113 patrons attending.*

Breakout:

12/1/16	SmartArt - iPad Brookdale	4
12/1/16	SmartArt - iPad Autumn Leaves	6
12/7/16	Remember When with Autumn Leaves	8
12/8/16	Remember When with Brookdale	14
12/12/16	Senior Living Visits	41
12/13/16	Senior Living Visits	15

Train Station Books:

Three train stations – **130**, 2015 - 91

Program Flyer Distribution Stats:

Orland Township - **30**, 2015 - 0

Local Businesses - **330**, 2015 - 150

Train Station - **130**, 2015 - 107

Village of O.P. - **330**, 2015 - 239

During programs - **135**, 2015 - 244

Other Outreach and Homebound Stats:

Outreach Circulation Stats: 770 items circulated with 809 checkouts and 64 renewals. 2015: 628 items circulated with 647 checkouts and 104 renewals.

Visits to single-family homebound patrons totaled 24. 2015: Visits totaled 12.

3 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. 2015: 2 new homebound library cards were issued. 0 cards discontinued. 2 cards were renewed.

OS staff logged 317 reference transactions. 2015: 427 reference transactions.

52 books were displayed on the table with 31 having been checked out. 2015: 37 books on display with 31 checked out.

GRANTS/SPECIAL PROJECTS

Outreach Services packed up the For All the People exhibit loaned from the National Library of Medicine and shipped it to the next exhibitor.

CUSTOMER SERVICE LOG

12/1/16 10am SmartArt @ Brookdale program

Both Brookdale residents who participated found something in the program to engage and entertain them. "I hope you'll come back with these soon."

12/1/16 11:30am Small Display Load-out

Patron stopped collector to speak to him about their collection, offer compliments, and ask where the store could be found.

12/2/16 4pm Small Display Load-in

Several residents stopped to compliment the collection and ask questions about the models and manufacturers.

12/5/16 7pm A Century of Citizen Action in Health Care Reform program

Patrons who attended told us the presenter was very well informed.

12/8/16 1:20pm Passing patron's comments

"This is the best library I know for presentations and displays and stuff. It's almost like a museum. It's worth coming out just to see what's in the cases."

12/15/16 1pm Rules for the Road program

"Thanks for all you do."

"The program was very informative."

12/21/16 7pm The World War I Christmas Miracle program

"This was a wonderful presentation. Very informative and detailed."

12/23/16 6:30pm Friday Film Series - Me Before You program

"Thank you. That was a lovely movie."

12/28/16 10am Artist Load-in

Patrons stopped to compliment art.

"Very nice. I like it."

12/30/16 11am NASA Case Load-in

"It looks nice."

"Where did the library get this? Very cool!"

GRANTS/SPECIAL PROJECTS

- Tech Services searched and updated those Repair-status items so that they can be browsed and circulated normally. The items that are not found on shelf were deleted from the system by Tech Services.
- Tech Services are working with departments on updating the status of those not-on-shelf items. These over 2,500 items are counted as current collections, but there are either lost, missing, claim to return/never had, withdrawn, unavailable, or re-order, and cannot be found and circulated. This project was started in December 2016 and will be completed in January 2017.
- Wendy is reviewing and renewing library's magazines and newspapers through EBSCO. Because some titles are discontinued by publishers. Hopefully, the departments can find some alternative titles to meet patron's needs.

Youth Services Board Report December 2016

PERSONNEL

Interviewing has begun for the full time Teen Librarian position.

Interviewing continues for the vacant Page position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Teacher Loan Card: check outs: 39

Books Alive: none

PAL PAKS: 5 PAKS with 88 items

Outreach Visit; District 135 Parent Night: 30

Preschool Teacher Loan Card: 2 Paks checked out, a total of 30 items circulated

Preschool Visits: No preschool visits for the month of December

Youth Services Statistics

Category	Qty
Youth Programs Offered	29
Youth Program Att	929
Teen Programs Offered	3

Teen Program Att 23
Combined Program Att 952

Passive programming

Woggle: 78 participants

Find Frosty: 154 participants

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended the Boopsie webinar on Monday, December 5th.

STATISTICS

Youth Services Statistics 2016

Category	Qty
Reference	1854
Ref Remote	136
Non-Reference	444
N-R Remote	106
Group Study	325

Youth Services Statistics 2015

Category	Qty
Reference	2429
Ref Remote	51
Non-Reference	375
N-R Remote	45
Group Study	271

GRANTS/SPECIAL PROJECTS

Work continues on the Preschool Decor project. Graphics Department worked in conjunction with Youth Services to design woodland themed decals for the storytime room.

CUSTOMER SERVICE LOG

Preschool Desk

no entries

Junior Desk

12/7/16 11:00 a.m. A grandmother leaving the library with her grandson from the Holly Jolly Storytime exclaimed "Thank you, this was a Wonderful program." DNK

12/21/16 1:26 p.m. Email received: [Polar Express] was such a wonderful event and was a great memory for my daughter.

Teen Desk

11/17/16 1:09 An adult was requesting titles for her teen son. "My son will be thrilled to know he can get these. Thank you so much" (WorldCat request) AN

11/18 6:08 Parent of teen in program "Thank you so much for doing these events. My daughter and her friends love them." SD

**CORRESPONDENCE RECEIVED FROM DECEMBER 20, 2016
THROUGH JANUARY 16, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

**Email from Laura Haase, received on January 8, 2017, to President Healy
requesting consideration for a discounted or free non-resident Orland Park Public
Library card.**

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 19, 2016

The meeting was officially called to order by President Healy at 7:00 p.m.

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad (7:05), Elan Kleis

Roll Call

Members absent: Denis Ryan, 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

Trustee Barcelona made a motion to approve the November 21, 2016 minutes. Trustee Kleis seconded. Discussion on wording of a sentence needing correction at the bottom of page 4 was suggested by President Healy. Minutes amended. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; 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

Nanc Junker
Janet Almen
Jeff Reiter

Treasurer Jennings moved to go into Executive Session for the approval of closed session minutes and semi-annual review of minutes from prior closed sessions. Trustee Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Executive Session

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

The Board went into Executive Session at 7:18 p.m. Executive Session ended at 7:28 p.m.

The regular session resumed at 7:31 when Treasurer Jennings made the motion to return to regular session. Trustee Barcelona seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

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

Treasurer's Report

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

Treasurer Jennings moved to accept the payment of bills listing from 11/22/16-12/19/16. Trustee Leafblad seconded the motion.

Treasurer Jennings offered a congratulations on expenditures being under budget this year. Finance Director Kimmey mentioned they are still planning on changing banks and are still looking into using a new Payroll Service. More information will follow next year and the hope is to have it implemented within the first quarter. President Healey inquired if Hearne and Assoc. will be used again next year. Finance Manager Kimmey stated that they had submitted a proposal. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Management Team members attended a webinar on Boopsie and the library was given a cost of \$3,494 per year (price locked in for three years) with a onetime implementation cost of \$1,495. Department heads were impressed with the applications this app can offer patrons. Purchasing it now will allow the library to have it public by March.

Librarian's Report

More information on purchasing circulating Hot Spots for patrons was researched and Mobile Beacon, a non-profit organization who works with Tech Soup offers these devices and data for a low cost. Outreach Services will need one of these devices to perform circulation functions through Polaris Leap. With the chrome books distributed to students by our local school districts, the young patrons have been having difficulty using our wireless printing services because of the filters on our Sonic Wall points. The library has purchased new Meraki switches to install to correct this problem. These higher grade switches have a more granular setting to allow the Printer-on app to be accessed and print jobs sent to the Youth Services' printers. Another Meraki switch will be installed in the IT work area and Computer Lab for improved service.

New Dell computers and monitors were purchased for the Computer Lab. These new units are Windows 10 Pro and the Windows 7 computers will be used to upgrade other needed computer stations throughout the building. Raspberry Pi's are being tested to be used with the OPACs which have more memory and will allow for screen saver information and another marketing outlet for upcoming programs and services. Microsoft Office 2016 licenses were also purchased to upgrade Computer Lab, IT Commons and other public computers.

Outreach Services just received notification that the exhibit *Fire and Freedom- Food and Enslavement in Early America* which looks at the Chesapeake region during early Colonial period and how the farming and slavery trade intertwined and influenced the balance of power during those times has been awarded to the library. The exhibit was offered without application for our library and will be hosted May 8 through June 17.

The library is still in the process of obtaining cover images of audiovisual material for our ILS. This request to Polaris/Innovative began in August and is still in process. Circulation increased by 4% in November.

Chinese delegates visited our library on December 14. The group were educators and were touring the local school districts. They had heard the library had several collaborations with the schools and wished to hear more about them. Youth Services' staff talked about the PAL Pak program and the school visits involving book talks that are done throughout the school year and especially before Summer Reading programs begin. The 21st Century Institute who sponsored our visitors have offered to host a Chinese New Year program for our patrons.

The Village of Orland Park is asking everyone in the community to support the Village's social media campaign to challenge people to be more kind and post pictures with people wearing #OPKIND stickers on Instagram, Twitter, etc.

Midwest Mechanical, the company that services our HVAC system, completed the preventive maintenance on the system last week. The system has been winterized for the season and is in good

operating condition.

In late November CertaPro painted the staff hallway, the archways on the first and second floors, the second floor columns, as well as the AV area. There was no change in the colors except for the staff hallway and the AV area. CertaPro completed the job in 3 days and did excellent work. Steve painted the Administration greeting area last week which makes it a more welcoming space. As we enter a new year, other areas within the library, such as the group study rooms, will receive a fresh coat of paint.

Joe Ebert, our temporary maintenance worker, has been keeping busy cleaning all of the light fixtures throughout the library, as well as assisting Steve on a daily basis.

Tiffany Nash and Dan Pohrte discussed the flooring project. Today word was received that the library will begin accepting sealed bids as soon as the ad appears in the newspaper. A mandatory walk through will be held on Thursday, January 12 at noon, and the bids are due Thursday, January 26. As discussed at last month's board meeting, Nurazzo tile will be installed in the lobby and on the stairs. Rubber flooring will be installed in the Youth Services corridor. The library will not install new flooring on the second floor at this time. A separate second bid for the installation of Nurazzo will be accepted for the meeting room corridor, as well.

The new moveable book shelving units have been ordered. Three units will be placed in Adult Services where the existing new book shelves are, and three will be located in Youth Services. The face out browsing capability will be enjoyed by the patrons as they search for their books.

For insurance purposes, each year the library completes an inventory of materials that have been purchased and/or deleted from the building such as technology, furniture, NASA artifacts. The inventory was completed at the end of November and once the report is received from Industrial Appraisals, it will be reported to our insurance carrier. An appraiser came out and appraised all of the artwork within the Library which is included as a component in the report.

Steve worked together with the IT staff to clean up the department's workstation area, as well as the server room. The area is now brighter and more organized, making equipment more accessible. This clean-up also allowed Steve to strip, clean and wax the tile flooring in those areas.

Jackie and her staff created new overhead signage for Adult Services and Youth. The signage features a large, readable font, as well as images from the mural. Steve was able to hang them throughout both departments.

Assistant Director Adamowski will be attending the ATLAS Institute for Middle Managers and Assistant Directors beginning in January. The 3 half-day sessions will cover human resources, budgets and levies, as well as advice for new managers. The sessions will be held at a nearby library.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

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

**Unfinished
Business**

Trustee Leafblad moved that we do not approve the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 (amended). Trustee Kleis seconded. Discussion followed about the technology contract. Director Weimar stated how at the last meeting it was discussed how the contract negotiations with RWK in regards to the Limitation of Liability section was not favorable to the library. Director Weimar along with Public Information Coordinator Jackie Boyd, IT 2 Mark Ewasiuk, and Finance Manager Ross Kimmey have been interviewing companies and feel one company has a good business model and was willing to negotiate their contract terms.

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

Per Capita Grant 2017 – For action

Trustee Kleis motioned to approve the 2017 Per Capita Grant application for the Illinois State Library. Trustee Leafblad seconded. Director Weimar mentioned how at the last meeting this was discussed at length and the Financial report will be included with the application.

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

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

Resolution No. 2016-08 To Make Certain Closed Session Meetings Available for Public Inspection –
For Action

New Business

Treasurer Jennings moved to adopt Resolution No. 2016-08 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meetings Available for Public Inspection. Trustee Leafblad seconded. No discussion. A roll call vote took place as follows:

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

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

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

Trustee Leafblad motioned to approve 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. Trustee Kleis seconded the motion. No discussion. A roll call vote took place as follows:

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

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

PMA Financial Network, Inc. and/or PMA Securities, Inc. Terms and Conditions agreement – For Action

Trustee Kleis motioned 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. Trustee Barcelona seconded. Finance Manager Kimmey discussed how the SEC has made some different changes to their rules over the past year and are trying to improve the fiduciary relationship between security dealers and government bodies, thus rule G-42 was implemented putting more fiduciary responsibility on security dealer organizations and a new agreement was therefore provided to us. Finance Manager Kimmey had discussions with PMA in regards to their contract and asked them to make changes to the language of the contract. Attorney Dennis Walsh reviewed the contract. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

PMA Financial Investment Plan and Cash Flow Projection 2017 - For Action

Treasurer Jennings motioned to approve the PMA 2017 Investment Plan and Cash Flow Projection. Trustee Leafblad seconded. Finance Manager Kimmey mentioned that Trustee Leafblad looked over the investment plan. PMA has made recommendations on where and when to invest any excess cash throughout the year. Payroll and payables are factored in this plan. Laddered investments are used so the library has a base of investments to fall back on and they will be providing us with cash balances and projections throughout the year. Director Weimar mentioned that it is recommended that libraries have access to at least 6 months of their budget and PMA factors this in. Several long term investments were made for two years out to take advantage of a better interest rate. PMA researches banks on interest rates and security. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Current Technology contract for technology services from January 1, 2017 through December 31, 2017 – For Action

Trustee Kleis moved 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. Treasurer Jennings seconded. Director Weimar said Current Technology is used by many libraries our size and have been around for almost 20 years. This is an opportunity for our IT staff to obtain more training and become more self-sufficient. Staff is enthusiastic about increasing their involvement in the workflow and projects effecting the network. The 500 hours option seemed sufficient time and was the best price. If all the hours aren't utilized they roll over into the next year. IT Assistant 2 Mark Ewasiuk has been able to handle workflow up until now. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

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

Trustee Leafblad motioned 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 2-3, 2017 in the amount of approximately \$1,600. Trustee Kleis seconded the motion. This conference highlights the new innovations of software for the catalogs and other new features. Attorney Dennis Walsh added that this is a pre-approval of expenses and if Ms. Xie exceeds in any categories then it will come back to the Board. President Healy inquired about the cost of registration.

Director Weimar said it is \$350 for this conference.

A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Announcements

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

Adjournment

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

The meeting was adjourned at 8:22 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson