

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
July 17, 2017 7:00 P.M.
Room 104**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES FROM JUNE 19, 2017—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 FOR THE CONSIDERATION OF THE SELECTION OF A PERSON TO FILL THE VACANCY ON THE ORLAND PARK PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES PURSUANT TO 5 ILCS 120.2 (3) AND TO APPROVE CLOSED SESSION MINUTES (5 ILCS 120.2 (c) (21))**
- G. TREASURER'S REPORT 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**

K. NEW BUSINESS

1. Adoption of Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account _ For Action
Motion to adopt Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account
2. FY2018 Budget and Levy – For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 19, 2017

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

Call To Order

Members present: Christian Barcelona, Joanna Leafblad, Elan Kleis, Nancy Healy, Dan McMillan (7:04)

Roll Call

Members absent: Diane Jennings

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Vice President Leafblad made a motion to approve the May 15, 2017 minutes. Trustee Healy seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – absent.

Minutes

Motion passed. 4 ayes, 0 nays, 2 absent

None.

Public Comment

Vice President Leafblad moved to go into closed session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions (5ilcs 120.2 (c) (21). President Barcelona seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – absent.

Executive Session

Motion passed. 4 ayes, 0 nays, 2 absent

The Board went into Executive Session at 7:03 p.m. Executive Session ended at 7:20 p.m.

The regular session resumed at 7:25 when Trustee Leafblad made the motion to return to regular session. Secretary Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Secretary Kleis moved to accept the Treasurer's Report for May, 2017. President Barcelona seconded.

Treasurer's Report

Finance Manager Kimmey explained the library is required to publish an annual Treasurers Report before June 30th and it must be published in the local newspaper. The library's report appeared in the Orland Park Prairie June, 8th edition. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the payment of bills listing from 5/16/17-6/19/17. Secretary Kleis seconded.

Finance Manager Kimmey said next month there will be a Resolution to move funds from the General account to the Special Reserve in the amount of \$250,000 approximately. Director Weimar stated that those funds can only be used for building and maintenance, not toward materials or staffing. Trustee McMillan inquired about the warranty of the roof. Director Weimar said the roof is a membrane roof and that flashing has caused some damage in certain areas of the roof over the years. It is believed that the roof has a 20 year warranty and Director Weimar will contact W.E. O'Neil, the building's contractor to verify. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

The spring pavers were installed on time thanks to Steve Newman.

Librarian's Report

The Summer Reading Challenge Kick-off was Saturday June 3rd and the library had over 480 patrons attend the various events from Angry Birds, Giant Jenga and the favorite event was Touch-a-Truck, a collaboration with the Village of Orland Park each year. The Friends of the Orland Park Public Library made a very generous donation of \$4,000 this summer to sponsor the backpacks which will be given out to all readers young and old who finish the program. There is a picture of the donation being gifted by Treasurer of the Friends Mary Ann Ahl in the *Village View*, June 6th edition. The *Orland Park Prairie* covered the Summer Reading Program events in their June 8th edition. The library was on the front page. Diane Norris-Kuczynski, the summer reading challenge coordinator, and her committee did a great job organizing the event.

The NASA exhibit was installed on June 2nd in time for the Summer Reading kick-off. There were many compliments about the exhibit. The NASA Exhibit opener this past weekend was a success. The ribbon cutting was done by The Orland Chamber of Commerce, Head of Outreach Kelly Cuci, a representative from YRC Freight, and Denis Ryan, our former trustee who is a big supporter of the NASA collection. The Outreach staff: Kelly Cuci, Cathy DiGiorgio and Shane Peterson did an excellent job planning and executing this program.

The library has contracted with Chicago Project Management to provide the library with a Long Range Capital Plan. This plan will help the Board and Administration assess the needs and the financial obligations for the facility. Dan Ruzic is the Project Manager and he hopes to begin by early September. He came recommended by many of the directors in the south suburbs as thorough and reasonably priced.

Please notice the new exhibit, *Frankenstein: Penetrating the Secrets of Nature* is already displayed on the second floor. Thank you to our Web Developer, Lina Elzahden for the wonderful web pages she has created for all of the exhibits and summer programs.

"Libraries Are For Everyone" signage went up all around the library, both public and staff areas, in English, Polish, Arabic and Spanish. Thanks to Jackie and Graphic Assistant Kristen Holding for these professional signs. This free design was done by artist-librarian Rebecca McCorkindale for all libraries to utilize. At this time there are over 50 translations.

The library has purchased the necessary equipment to have all of the databases on Raspberry Pis because they function more efficiently than the thin clients. The stations are in the process of being switched over. All staff have been moved from thin clients to PCs as computers were shifted from the Computer Lab. The library is purchasing Photoshop licenses for all of the computer lab stations so when our class is taught, the patrons will have hands-on capabilities. Mark Ewasiuk is working closely with our IT service (CTC) representative to ensure there is a file of all maintenance renewal contracts available to all IT staff on the network. The library is in the process of replacing the UPS back up batteries for both the sonic wall and the servers. The credit card chip readers are PCI compliant and the new chip feature is working on all seven machines. Also being updated is the computer software (JAWS) for the assisted technology station for low-vision patrons.

The library has contracted with the Management Association of Illinois to assist in providing a new formula and process for staff evaluations. The Management Team members have already met with MAI to discuss the general values or standards for employees to be considered and the library is setting up additional dates for other staff to input their ideas and suggestions. The process should be complete by early fall, but the evaluation tool developed will not be used until 2018 so all staff will completely understand the requirements and expectations of the job. The library will incorporate the continuing education chart of minimum requirements for each position which was completed and distributed to all staff.

The Prevailing Wage resolution is on the agenda and this resolution is adopted each June whereby the library complies with the prevailing wage rates determined by the Illinois Department of Labor for the County of Cook. Last year, there were no changes from 2015, but on June 5th of this year, the DOL posted the newest wage rates.

Our circulation decreased, but it is hoped that the summer reading program and the NASA exhibit will bring more patrons into the building.

President Barcelona commented on the open trustee seat and said he would like to wait until July when he hopes to have a minimum of 5 candidates' applications. In regards to the current committee appointments, Trustee McMillan offered to be on the Building and Maintenance and Service and Policy committees. Trustee Healy has requested to be removed from the Building and Maintenance committee. New committee assignments may be given when the open seat is filled.

The flooring project has been completed as of June 10th, and the patrons and staff have expressed their pleasure with the end result. The Library closed at 5:00 p.m. on Monday, June 12th in order for the Nurazzo tile to be cleaned and sealed. Administration has asked that the stairs be stripped, cleaned and sealed again due to residual dirt that was not removed with the initial cleaning. Steve Newman has purchased a scrubber that is being used to clean the Nurazzo tile, as well as the rubber flooring each day. He purchased a new set of pads that will allow the machine to clean the tile more aggressively to remove the scuff marks left by shoes. Steve and Olga from Neviol Inc., who provides the Library's janitorial services, are working closely to develop a plan for cleaning the new flooring each morning. Currently it takes a minimum of two hours daily to vacuum, remove scuff marks and wash the floors. Although the flooring project ended a few days past the original deadline, it gives the lobby and the Youth Services Department a new look that is quite impressive. The contractors worked diligently in cutting and placing each piece of flooring. The staircase was a difficult area to do because it was uneven and needed to be leveled in order for the tiles to fit properly. The Library is quite satisfied with the end product, and very pleased to have worked with Dan Pohrte of Product Architecture + Design and Jeremy Watson of Commercial Carpet Consultants. The project also allowed the Library staff and volunteers to extend their best customer service to the patrons as they were guided through alternate doors, staircases and elevators. Staff, especially within the Adult and Youth Services Departments were able to cross-train and learn job responsibilities of the Circulation staff as they were relocated to those departments' service desk when the lobby was closed. It proved to be a positive experience for all.

On May 22nd eleven quotes were submitted in response to the Library's request for proposal for janitorial and cleaning services. In reviewing the proposals, Administration considered the price quote for services, as well as other requirements set forth by the request such as adequacy and completeness of the proposal, experience in providing like services and the company's qualifications and references.

On Thursday, June 15th, the first trip of Youth Services furniture was returned to the Library. Sixty-nine chairs, sofas and rockers were reupholstered and the new fabric brightens up the surrounding area. An additional 51 furniture pieces were taken on trip 2 which should return within one month, at which time trip 3 will occur with the final 32 pieces. When this project is complete, the new rubber flooring and the reupholstered furniture will give the Youth Services Department a clean, bright and cheerful feel that the staff, patrons and their families should enjoy and appreciate.

The Library is participating in the Village's Market in the Park events this summer. The Adult Services staff will be manning a table every other week to promote the many services and programs the Library has to offer. Using Polaris Leap and a hot spot, staff are able to create library cards for patrons, as well as check out materials and register summer reading participants. Linda Conrath and Owen Jasek from Adult Services manned the table last Thursday and reported that 10 patrons joined summer reading, while over 40 people stopped by to hear about the Library and what it has to offer.

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.

No report at this time.

None.

Resolution No. 2017-04 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

Secretary Kleis moved to approve Resolution No. 2017-04 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Vice President Leafblad seconded. No Discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

New Business

Approve the authorization of signatures for the Marquette Bank accounts – For Action

Secretary Kleis moved to approve the authorization of signatures for the Marquette Bank accounts. Trustee Healy Seconded. Finance Manager Kimmey explained this is necessary due to the recent Board member changes.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Approve the revision to the Employee Handbook regarding sick time – For Action

Vice President Leafblad moved to approve the revision to the Employee Handbook regarding sick time. Secretary Kleis seconded. After consulting with each other and others at the HR Roundtable, Finance Manager Kimmey and Director Weimar decided to strike the last two sentences from the Sick Leave portion of the Employee Handbook. Employees will not have to maintain a certain amount of sick time in order to be able to use it in a Sick Leave situation. Trustee Healy asked about sick time for employees in general. Finance Manager Kimmey said that part-time employees may accumulate a maximum of 18 hours and full-time up to 36 days (days over 36 will get banked into their IMRF for an additional retirement benefit according to the IMRF conversion equation). Director Weimar explained part-time staff earn 10 hours of vacation which must be used within the calendar year. Full-time employees are allowed to carry over 5 days of vacation into the new year.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020 – For Action

Secretary Kleis moved to approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020. Vice President Leafblad seconded. Vice President Leafblad asked how the company calculated the increase over the three years. Director Weimar said it is about 2% higher each year and a breakdown of their monthly charges is included in their proposal. Trustee McMillan inquired if Neviol was the current janitorial service and if the library was happy with their work. Assistant Director Adamowski stated that the library is quite pleased with Neviol's performance. 10 other proposals were submitted. The Neviol proposal was renegotiated to a lower quote.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Resolution No. 2017-05 to make certain closed session meeting minutes available for public inspection – For Action

Secretary Kleis moved Resolution No. 2017-05 to make certain closed session meeting minutes available for public inspection. Vice President Leafblad seconded. No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

Authorization for the Administrative staff to negotiate the update to the Trane Tracer Summit Control System's web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018 and to authorize the library director to execute the contract – For Action

Vice President Leafblad moved to authorization for the Administrative staff to negotiate the update to the Trane Tracer Summit Control System's web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018 and to authorize the library director to execute the contract. Secretary Kleis seconded.

President Barcelona said this is a superior web based system. Director Weimar said our Head of Maintenance Steve Newman will be able through a smartphone app to be notified if there is a system problem and it will give specific details on the problem. Midwest Mechanical, the current company servicing the HVAC system, only worked on the hardware and did not service the system software even though they were contracted to do so. Administration will meet with Trane's sales rep to negotiate the proposals that were submitted.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

None.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Secretary Kleis.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 5 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:49 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended June 30, 2017

Revenues

There have been minimal tax receipts received in June. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Expenditures

Total Expenditures were \$ 41,654 under budget for the month and \$ 325,028 under budget year-to-date.

Salaries is under budget by \$ 4,654 for June and \$ 81,835 under budget year-to-date. There are a few open positions at this time.

Landscaping & Groundskeeping is over budget for the month by \$ 2,964, but under budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 4,333 for June and over budget on a year-to-date basis.

Lib. & Off. Equipmt Repairs & Maint. is over budget by \$ 568 for the month, but under budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 3,905 for June, but under budget on a year-to-date basis.

Library Furniture is over budget for the month by \$ 18,922, but under budget on a year-to-date basis.

Library Supplies is over budget by \$ 4,421 for June and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
June 30, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	230,365.65	0.00	69,493.84		299,859.49
Cash - Marquette E-Commerce	2,628.13				2,628.13
PMA Financial Investments	6,286,322.11	772,255.72		1,301,217.35	8,359,795.18
Tax Receipts - Marquette	72,194.57			19,749.10	91,943.67
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	29,224.49	1,018.60		4,098.75	34,341.84
Property Taxes Receivable	2,462,731.77			789,558.91	3,252,290.68
Prepaid Expenses	213,012.50				213,012.50
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,296,780.22</u>	<u>775,814.73</u>	<u>69,493.84</u>	<u>2,114,624.11</u>	<u>12,256,712.90</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
Garnishment W/H Payable	200.00	0.00	0.00	0.00	200.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,462,731.77	0.00	0.00	789,558.91	3,252,290.68
Accounts Payable	49,651.60	0.00	0.00	0.00	49,651.60
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	16,116.05	16,116.05
Total Liabilities	<u>2,512,583.37</u>	<u>0.00</u>	<u>0.00</u>	<u>805,674.96</u>	<u>3,318,258.33</u>
Beginning Unrestricted Fund Balance	6,212,580.86	773,095.83	68,284.75	533,848.88	7,587,810.32
Fund Balance - Nonspendable	213,012.50	0.00	0.00	0.00	213,012.50
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	0.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>345,006.08</u>	<u>2,718.90</u>	<u>1,209.09</u>	<u>775,100.27</u>	<u>1,124,034.34</u>
Ending Fund Balance	<u>6,784,196.85</u>	<u>775,814.73</u>	<u>69,493.84</u>	<u>1,308,949.15</u>	<u>8,938,454.57</u>
Total Liabilities & Fund Balance	<u>9,296,780.22</u>	<u>775,814.73</u>	<u>69,493.84</u>	<u>2,114,624.11</u>	<u>12,256,712.90</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended June 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	19,910.68	432,853	4.60%	2,759,520.82	2,597,117	53.13%	5,194,234
Impact Fees	0.00	1,500	0.00%	2,250.00	9,000	12.50%	18,000
Replacement Taxes	2,354.39	1,000	235.44%	9,679.62	6,000	80.66%	12,000
State Grants	0.00	3,333	0.00%	0.00	20,000	0.00%	40,000
Non Resident Fees	582.26	500	116.45%	2,087.03	3,000	34.78%	6,000
Fines	5,767.62	4,583	125.85%	28,107.73	27,500	51.10%	55,000
Gifts	4,000.00	750	533.33%	5,822.07	4,500	64.69%	9,000
Copy Machine	1,000.00	1,000	100.00%	6,729.70	6,000	56.08%	12,000
Interest Income	4,596.86	2,000	229.84%	25,270.15	12,000	105.29%	24,000
Miscellaneous Income	1,396.64	750	186.22%	5,310.31	4,500	59.00%	9,000
Total Revenues	39,608.45	448,270	8.84%	2,844,777.43	2,689,618	52.88%	5,379,234
Expenditures							
Salaries	204,334.40	208,999	97.77%	1,172,159.89	1,253,995	46.74%	2,507,992
Salaries-Maintenance	10,239.40	9,476	108.06%	54,629.96	56,856	48.04%	113,711
Life/Health Insurance	37,531.74	40,000	93.83%	235,191.60	240,000	49.00%	480,000
Books	21,805.29	34,000	64.13%	159,020.09	204,000	38.98%	408,000
Electronic Databases	6,382.67	6,083	104.93%	37,110.41	36,500	50.84%	73,000
Periodicals	3,311.01	3,167	104.55%	19,259.86	19,000	50.68%	38,000
Audio Visual Materials	11,173.08	13,750	81.26%	64,607.53	82,500	39.16%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	500	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,115.60	1,158	96.34%	7,372.51	6,950	53.04%	13,900
Insurance	4,096.50	4,083	100.33%	23,259.32	24,500	47.47%	49,000
Landscaping & Groundskeeping	4,964.13	2,000	248.21%	8,696.05	12,000	36.23%	24,000
Building Maintenance	10,945.89	33,833	32.35%	181,987.95	203,000	44.82%	406,000
Security System	414.00	1,000	41.40%	1,789.11	6,000	14.91%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	500	0.00%	1,000
Legal	4,873.16	9,583	50.85%	29,712.24	57,500	25.84%	115,000
Library Consultant	0.00	833	0.00%	2,000.00	5,000	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	3,496.05	4,500	38.85%	9,000
Natural Gas	1,640.35	3,000	54.68%	17,400.98	18,000	48.34%	36,000
Telephone	560.44	800	70.06%	3,871.21	4,800	40.33%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	10,000	0.00%	20,000
Building & Custodial Supplies	7,332.77	3,000	244.43%	20,608.79	18,000	57.25%	36,000
Building Repairs	1,002.43	1,833	54.69%	7,860.64	11,000	35.73%	22,000
Lib. & Off. Eqpt Rep. & Maint	2,067.80	1,500	137.85%	8,700.03	9,000	48.33%	18,000
Machine Rental	0.00	333	0.00%	466.02	2,000	11.65%	4,000
Automation - Equipment	3,030.32	6,667	45.45%	25,340.99	40,000	31.68%	80,000
Automation - Line Costs	247.98	625	39.68%	1,894.63	3,750	25.26%	7,500
Automation - Consultant	7,136.97	12,083	59.07%	44,459.47	72,500	30.66%	145,000
Automation - Maintenance	10,987.58	7,083	155.13%	36,727.47	42,500	43.21%	85,000
Library Furniture	24,339.08	5,417	449.31%	25,977.92	32,500	39.97%	65,000
Outreach Services	90.91	583	15.59%	4,240.59	3,500	60.58%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended June 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	110.75	583	19.00%	2,028.09	3,500	28.97%	7,000
Staff Training & Education	344.46	1,984	17.36%	2,123.23	11,902	8.92%	23,804
Conference Fees	0.00	500	0.00%	4,175.00	3,000	69.58%	6,000
Patron Programs & Events	1,881.82	3,500	53.77%	17,956.51	21,000	42.75%	42,000
Association Dues & Fees	0.00	750	0.00%	2,501.00	4,500	27.79%	9,000
Public Information	739.13	3,250	22.74%	16,275.90	19,500	41.73%	39,000
Library Supplies	7,920.66	3,500	226.30%	24,249.87	21,000	57.74%	42,000
Office Supplies	158.55	750	21.14%	2,066.40	4,500	22.96%	9,000
Postage	870.02	1,250	69.60%	7,111.64	7,500	47.41%	15,000
Printing	0.00	750	0.00%	2,891.26	4,500	32.13%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,975.78	18,018	99.77%	102,684.29	108,111	47.49%	216,221
Contribution to FICA	16,046.10	16,713	96.01%	91,803.77	100,280	45.77%	200,560
Audit	972.22	942	103.21%	5,416.66	5,650	47.94%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	20,188.66	25,500	39.59%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	2,000	0.00%	4,000
Bank Charges	0.04	250	0.02%	405.79	1,500	13.53%	3,000
Total Expenditures	429,144.69	470,799	91.15%	2,499,771.35	2,824,799	44.25%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(389,536.24)	(22,529)		345,006.08	(135,176)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(389,536.24)	(22,529)		345,006.08	(135,176)		(270,354)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended June 30, 2017

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	6,636.90	867,984.53
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	503.54	2,768.90	5.71	34.09	847.91	3,812.00
Capital Campaign	0.00	0.00	0.00	1,175.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	503.54	2,768.90	5.71	1,209.09	7,484.81	871,796.53
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	17.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.05	96,696.26
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	96,696.26
Excess (Deficiency) of Revenues Over (Under) Expenditures	503.54	2,718.90	5.71	1,209.09	(8,631.24)	775,100.27
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	503.54	2,718.90	5.71	1,209.09	(8,631.24)	775,100.27

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56920	06/22/2017	ADP, LLC	101010 · Cash - Marquette	-509.05
TOTAL	495088203	06/16/2017		104420 · Accounting	509.05
Bill Pmt -Check	56921	06/22/2017	Capstone Press Inc.	101010 · Cash - Marquette	-626.68
TOTAL	C110566864	06/01/2017		104311 · Books - Youth	626.68
Bill Pmt -Check	56922	06/22/2017	Center Point Large Print	101010 · Cash - Marquette	-445.80
Bill	1482139	06/01/2017		104310 · Books - Adult	112.05
Bill	1480692	06/03/2017		104342 · Audio Visual Materials-Outreach	333.75
TOTAL					445.80
Bill Pmt -Check	56923	06/22/2017	Comcast	101010 · Cash - Marquette	-303.21
Bill	53709870	06/01/2017		104520 · Telephone	303.21
TOTAL					303.21
Bill Pmt -Check	56924	06/22/2017	Comcast Cable	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56925	06/22/2017	Current Technologies Corporation	101010 · Cash - Marquette	-4,410.14
Bill	7524	06/16/2017		104580 · Automation - Maintenance	4,410.14
TOTAL					4,410.14

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Demco	Name	Account	Original Amount
Bill Pmt -Check	56926	06/22/2017	Demco		101010 - Cash - Marquette	-1,672.54
Bill	6152447	06/12/2017			104710 - Library Supplies	113.49
Bill	6151061	06/16/2017			104710 - Library Supplies	1,559.05
TOTAL						1,672.54
Bill Pmt -Check	56927	06/22/2017		Diane E. Stebro	101010 - Cash - Marquette	-48.26
Bill	6-13-17 Reimbursemt	06/13/2017			104641 - Patron Programs & Events-Adult	48.26
TOTAL						48.26
Bill Pmt -Check	56928	06/22/2017		Donald Ewasjuk	101010 - Cash - Marquette	-250.00
Bill	7/9/17	06/30/2017			104640 - Patron Programs&Events-Outreach	250.00
TOTAL						250.00
Bill Pmt -Check	56929	06/22/2017		Dost Valuation Group, Ltd.	101010 - Cash - Marquette	-64.64
Bill	1302	06/15/2017			104495 - Legal	64.64
TOTAL						64.64
Bill Pmt -Check	56930	06/22/2017		Erin Faxel	101010 - Cash - Marquette	-59.65
Bill	6/19/17	06/19/2017			104642 - Patron Programs & Events-Youth	59.65
TOTAL						59.65
Bill Pmt -Check	56931	06/22/2017		Gale/Cengage Learning	101010 - Cash - Marquette	-1,521.90
Bill	60686869	06/06/2017			104310 - Books - Adult	176.75
Bill	60686820	06/06/2017			104310 - Books - Adult	53.58
Bill	60696664	06/07/2017			104310 - Books - Adult	30.39
Bill	60710394	06/09/2017			104310 - Books - Adult	31.19

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	60710518	06/09/2017		104310 · Books - Adult	30.39
Bill	60710593	06/09/2017		104310 · Books - Adult	89.57
Bill	60710338	06/09/2017		104312 · Books - Outreach	93.58
Bill	60710598	06/09/2017		104312 · Books - Outreach	327.08
Bill	60710741	06/09/2017		104312 · Books - Outreach	31.19
Bill	60710452	06/09/2017		104312 · Books - Outreach	348.68
Bill	60711328	06/09/2017		104310 · Books - Adult	60.79
Bill	60721855	06/12/2017		104312 · Books - Outreach	30.39
Bill	60722449	06/12/2017		104310 · Books - Adult	28.79
Bill	60722466	06/12/2017		104310 · Books - Adult	59.98
Bill	60733734	06/13/2017		104312 · Books - Outreach	129.55
TOTAL					1,521.90
Bill Pmt -Check	56932	06/22/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-40.00
Bill	MS0708559	06/01/2017		104495 · Legal	40.00
TOTAL					40.00
Bill Pmt -Check	56933	06/22/2017	Ingram Library Services	101010 · Cash - Marquette	-3,348.58
Bill	6/22/17	06/22/2017		104311 · Books - Youth	635.75
				104310 · Books - Adult	2,611.84
				104312 · Books - Outreach	100.99
TOTAL					3,348.58
Bill Pmt -Check	56934	06/22/2017	JJ's List Disability Awareness Training	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56935	06/22/2017	Jon-Don	101010 · Cash - Marquette	-4,925.36
Bill	2899319	06/09/2017		104530 · Building & Custodial Supplies	4,710.00
Bill	20125606	06/13/2017		104530 · Building & Custodial Supplies	200.00

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	2908549	06/14/2017		104530 · Building & Custodial Supplies	15.36
TOTAL					4,925.36
Bill Pmt -Check	56936	06/22/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-680.91
Bill	9003565385	06/01/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	680.91
TOTAL					680.91
Bill Pmt -Check	56937	06/22/2017	Magpool Rashid	101010 · Cash - Marquette	-500.00
Bill	6/22/17	06/22/2017		104660 · Public Information	500.00
TOTAL					500.00
Bill Pmt -Check	56938	06/22/2017	Midwest Tape	101010 · Cash - Marquette	-182.95
Bill	95128350	06/07/2017		104340 · Audio Visual Materials - Adult	29.99
Bill	95150196	06/14/2017		104341 · Audio Visual Materials - Youth	182.96
TOTAL					182.95
Bill Pmt -Check	56939	06/22/2017	OverDrive, Inc.	101010 · Cash - Marquette	-168.00
Bill	150544723-061317	06/13/2017		104310 · Books - Adult	168.00
TOTAL					168.00
Bill Pmt -Check	56940	06/22/2017	Penguin Random House LLC	101010 · Cash - Marquette	-612.74
Bill	1082618337	06/01/2017		104340 · Audio Visual Materials - Adult	116.24
Bill	1082689835	06/01/2017		104342 · Audio Visual Materials-Outreach	37.50
Bill	1082612820	06/02/2017		104342 · Audio Visual Materials-Outreach	147.75
Bill	1082612195	06/02/2017		104340 · Audio Visual Materials - Adult	56.25
Bill	1082697918	06/09/2017		104342 · Audio Visual Materials-Outreach	217.50
Bill	1082740359	06/12/2017		104342 · Audio Visual Materials-Outreach	37.50

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					612.74
Bill Pmt -Check	56941	06/22/2017	Recorded Books, INC	101010 - Cash - Marquette	-357.27
Bill	75546827	06/07/2017		104341 - Audio Visual Materials - Youth	190.79
Bill	75546742	06/07/2017		104341 - Audio Visual Materials - Youth	19.80
Bill	75547471	06/08/2017		104341 - Audio Visual Materials - Youth	146.68
TOTAL					357.27
Bill Pmt -Check	56942	06/22/2017	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,500.00
Bill	6/15/17	06/15/2017		102160 - 457 Plan W/H Payable	2,500.00
TOTAL					2,500.00
Bill Pmt -Check	56943	06/22/2017	Sunlight Maintenance Supply	101010 - Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56944	06/22/2017	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-8,606.12
Bill	6/15/17	06/22/2017		104340 - Audio Visual Materials - Adult	4,550.96
				104341 - Audio Visual Materials - Youth	1,882.51
				104342 - Audio Visual Materials-Outreach	295.99
				104310 - Books - Adult	160.40
				104710 - Library Supplies	36.31
				104641 - Patron Programs & Events-Adult	9.52
				104570 - Automation - Equipment	251.12
				104550 - Lib. & Off. Eqpt Rep. & Maint	1,338.47
				104642 - Patron Programs & Events-Youth	80.84
TOTAL					8,606.12
Bill Pmt -Check	56945	06/22/2017	The Private Bank	101010 - Cash - Marquette	-1,300.00

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	6/22/17	06/22/2017		104230 · Life/Health Insurance	1,300.00
TOTAL					1,300.00
Bill Pmt -Check	56946	06/22/2017	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	28756886	06/10/2017		104460 · Security System	147.00
Bill	28756857	06/10/2017		104460 · Security System	267.00
TOTAL					414.00
Bill Pmt -Check	56947	06/22/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
Bill	445705	06/01/2017		104495 · Legal	26.85
TOTAL					26.85
Bill Pmt -Check	56948	06/22/2017	Wingren Landscape, Inc.	101010 · Cash - Marquette	-3,750.00
Bill	38926	06/01/2017		104440 · Landscaping & Groundskeeping	3,750.00
TOTAL					3,750.00
Bill Pmt -Check	56949	06/23/2017	Comcast Cable	101010 · Cash - Marquette	-325.54
Bill	6/23/17	06/23/2017		104575 · Automation - Line Costs	247.98
				104520 · Telephone	77.56
TOTAL					325.54
Bill Pmt -Check	56950	06/23/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-854.92
Bill	5047	06/10/2017		104530 · Building & Custodial Supplies	428.71
Bill	5052	06/16/2017		104530 · Building & Custodial Supplies	426.21
TOTAL					854.92

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56951	06/23/2017	Unilock Chicago, Inc.	101010 · Cash - Marquette	-174.00
TOTAL	SIN2345214	06/23/2017		504540 · Building Repairs-Capital Camp.	174.00
					174.00
Bill Pmt - Check	56952	06/30/2017	Alexander Pappas	101010 · Cash - Marquette	-48.36
Bill	6/28/17	06/28/2017		104642 · Patron Programs & Events-Youth	25.38
Bill	6/28/17 2	06/28/2017		104642 · Patron Programs & Events-Youth	22.98
TOTAL					48.36
Bill Pmt - Check	56953	06/30/2017	Bayscan Technologies	101010 · Cash - Marquette	-5,040.00
Bill	52706	06/01/2017		104710 · Library Supplies	5,040.00
TOTAL					5,040.00
Bill Pmt - Check	56954	06/30/2017	Brookfield Public Library	101010 · Cash - Marquette	-19.00
Bill	6/1/17	06/01/2017		104310 · Books - Adult	19.00
TOTAL					19.00
Bill Pmt - Check	56955	06/30/2017	Center Point Large Print	101010 · Cash - Marquette	-200.73
Bill	14808896	06/03/2017		104310 · Books - Adult	22.77
Bill	1482815	06/03/2017		104310 · Books - Adult	133.02
Bill	1481130	06/03/2017		104310 · Books - Adult	22.77
Bill	1483861	06/06/2017		104310 · Books - Adult	22.17
TOTAL					200.73
Bill Pmt - Check	56956	06/30/2017	Clark, David	101010 · Cash - Marquette	-180.00

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	7/13/17	06/30/2017		104640 · Patron Programs&Events-Outreach	180.00
TOTAL					180.00
Bill Pmt -Check	56957	06/30/2017	Curalinc, LLC	101010 · Cash - Marquette	-480.00
Bill	5611	06/02/2017		104230 · Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt -Check	56958	06/30/2017	Current Technologies Corporation	101010 · Cash - Marquette	-229.00
Bill	7537	06/27/2017		104580 · Automation - Maintenance	229.00
TOTAL					229.00
Bill Pmt -Check	56959	06/30/2017	Diane S. Norris-Kuczynski	101010 · Cash - Marquette	-36.61
Bill	6/28/17	06/28/2017		104642 · Patron Programs & Events-Youth	15.96
Bill	6/29/17 2	06/28/2017		104642 · Patron Programs & Events-Youth	20.65
TOTAL					36.61
Bill Pmt -Check	56960	06/30/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-183.13
Bill	60733899	06/13/2017		104312 · Books - Outreach	151.94
Bill	60734762	06/13/2017		104310 · Books - Adult	31.19
TOTAL					183.13
Bill Pmt -Check	56961	06/30/2017	Kelly A Cuci	101010 · Cash - Marquette	-34.67
Bill	6/26/17	06/26/2017		104620 · Staff Training & Education	34.67
TOTAL					34.67

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56962	06/30/2017	Mary K Weimar	101010 - Cash - Marquette	-69.57
TOTAL					69.57
Bill	6/27/17	06/27/2017		104620 - Staff Training & Education	69.57
Bill Pmt -Check	56963	06/30/2017	Nancy W Healy	101010 - Cash - Marquette	-110.75
TOTAL					110.75
Bill	6/8/17	06/28/2017		104610 - Board Training & Education	110.75
Bill Pmt -Check	56964	06/30/2017	Nincy George	101010 - Cash - Marquette	-26.75
TOTAL					26.75
Bill	6/28/17	06/28/2017		104620 - Staff Training & Education	26.75
Bill Pmt -Check	56965	07/11/2017	22nd Century Media, LLC	101010 - Cash - Marquette	-297.61
TOTAL					297.61
Bill	2017-26559 / 28135	07/06/2017		104495 - Legal	297.61
Bill Pmt -Check	56966	07/11/2017	ADP, LLC	101010 - Cash - Marquette	-509.05
TOTAL					509.05
Bill	496033482	06/30/2017		104420 - Accounting	509.05
Bill Pmt -Check	56967	07/11/2017	Alternative Energy Solutions, Ltd.	101010 - Cash - Marquette	-467.00
TOTAL					467.00
Bill	33764	06/22/2017		104450 - Building Maintenance	467.00
Bill Pmt -Check	56968	07/11/2017	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	2143	07/01/2017		104450 · Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	56969	07/11/2017	Annuity Premium Reserve Account	101010 · Cash - Marquette	-975.00
Bill	6/1/17	06/01/2017		102160 · 457 Plan W/H Payable	325.00
Bill	6/1/17 2	06/01/2017		102160 · 457 Plan W/H Payable	325.00
Bill	6/30/17	07/01/2017		102160 · 457 Plan W/H Payable	325.00
TOTAL					975.00
Bill Pmt -Check	56970	07/11/2017	Appraisal Associates	101010 · Cash - Marquette	-96.96
Bill	7/6/17	07/06/2017		104495 · Legal	96.96
TOTAL					96.96
Bill Pmt -Check	56971	07/11/2017	Assoc. for Library Services to Children	101010 · Cash - Marquette	-80.80
TOTAL					80.80
Bill Pmt -Check	56972	07/11/2017	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-345.42
Bill	2017-193	06/29/2017		104495 · Legal	183.82
Bill	2017-178	06/29/2017		104495 · Legal	80.80
Bill	2017-183	06/29/2017		104495 · Legal	80.80
TOTAL					345.42
Bill Pmt -Check	56973	07/11/2017	AT&T	101010 · Cash - Marquette	-80.00
Bill	7/7/17	07/07/2017		104575 · Automation - Line Costs	80.00
TOTAL					80.00

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56974	07/11/2017	Audio Editions	101010 · Cash - Marquette	-92.66
Bill	1636398	06/01/2017		104342 · Audio Visual Materials-Outreach	92.66
TOTAL					92.66
Bill Pmt -Check	56975	07/11/2017	B & R Irrigation Systems	101010 · Cash - Marquette	-235.00
Bill	2 2017	06/24/2017		104440 · Landscaping & Groundskeeping	235.00
TOTAL					235.00
Bill Pmt -Check	56976	07/11/2017	Bal Industries	101010 · Cash - Marquette	-1,840.00
Bill	38171	06/19/2017		104450 · Building Maintenance	1,840.00
TOTAL					1,840.00
Bill Pmt -Check	56977	07/11/2017	Bloomfields Florist	101010 · Cash - Marquette	-85.90
Bill	077156	07/01/2017		104530 · Building & Custodial Supplies	85.90
TOTAL					85.90
Bill Pmt -Check	56978	07/11/2017	Capital One Commercial	101010 · Cash - Marquette	-310.39
Bill	6129/17	07/01/2017		104530 · Building & Custodial Supplies	22.98
				104530 · Building & Custodial Supplies	18.99
				104530 · Building & Custodial Supplies	164.11
				104530 · Building & Custodial Supplies	71.34
				104530 · Building & Custodial Supplies	18.99
				104640 · Patron Programs&Events-Outreach	13.98
TOTAL					310.39

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56979	07/11/2017	Cardmember Service	101010 · Cash - Marquette	-2,163.94
Bill	June 2017 Statement	07/07/2017		104620 · Staff Training & Education	269.00
				104530 · Building & Custodial Supplies	0.99
				104641 · Patron Programs & Events-Adult	34.00
				104640 · Patron Programs&Events-Outreach	261.31
				104530 · Building & Custodial Supplies	27.00
				104530 · Building & Custodial Supplies	14.30
				104530 · Building & Custodial Supplies	165.05
				104530 · Building & Custodial Supplies	45.22
				504540 · Building Repairs-Capital Camp.	16.36
				104600 · Outreach Services	40.00
				104530 · Building & Custodial Supplies	19.81
				104341 · Audio Visual Materials - Youth	350.83
				104341 · Audio Visual Materials - Youth	227.88
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	47.24
				104610 · Board Training & Education	75.00
				104530 · Building & Custodial Supplies	8.10
				104642 · Patron Programs & Events-Youth	62.25
				104320 · Periodicals - Adult	37.97
				104320 · Periodicals - Adult	45.92
				104570 · Automation - Equipment	258.21
				104530 · Building & Custodial Supplies	30.00
TOTAL					2,163.94
Bill Pmt -Check	56980	07/11/2017	CDW Government	101010 · Cash - Marquette	-1,000.09
Bill	JUN5793	06/30/2017		104570 · Automation - Equipment	1,000.09
TOTAL					1,000.09
Bill Pmt -Check	56981	07/11/2017	Center Point Large Print	101010 · Cash - Marquette	-349.92
Bill	1485039	06/12/2017		104310 · Books - Adult	327.75
Bill	1487944	06/12/2017		104310 · Books - Adult	22.17

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
TOTAL					349.92
Bill Pmt - Check	56982	07/11/2017	Comcast	101010 - Cash - Marquette	-304.83
Bill	54617901	07/01/2017		104520 - Telephone	304.83
TOTAL					304.83
Bill Pmt - Check	56983	07/11/2017	Comcast Cable	101010 - Cash - Marquette	-325.65
Bill	7/3/17	07/03/2017		104575 - Automation - Line Costs	248.06
				104520 - Telephone	77.59
TOTAL					325.65
Bill Pmt - Check	56984	07/11/2017	Current Technologies Corporation	101010 - Cash - Marquette	-209.95
Bill	7565	07/10/2017		104580 - Automation - Maintenance	209.95
TOTAL					209.95
Bill Pmt - Check	56985	07/11/2017	Dell Marketing L.P.	101010 - Cash - Marquette	-1,587.50
Bill	10174349135	06/24/2017		104570 - Automation - Equipment	1,587.50
TOTAL					1,587.50
Bill Pmt - Check	56986	07/11/2017	Diane S. Norris-Kuczynski	101010 - Cash - Marquette	-46.80
Bill	6/30/17	06/30/2017		104620 - Staff Training & Education	19.82
				104620 - Staff Training & Education	13.48
				104620 - Staff Training & Education	13.50
TOTAL					46.80
Bill Pmt - Check	56987	07/11/2017	Doit Valuation Group, Ltd.	101010 - Cash - Marquette	-80.80

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	1308	06/22/2017		104495 · Legal	80.80
TOTAL					80.80
Bill Pmt -Check	56988	07/11/2017	FedEx	101010 · Cash - Marquette	-367.02
Bill	5-848-48737	06/28/2017		104730 · Postage	367.02
TOTAL					367.02
Bill Pmt -Check	56989	07/11/2017	Findaway World, LLC	101010 · Cash - Marquette	-404.44
Bill	221547	06/29/2017		104340 · Audio Visual Materials - Adult	404.44
TOTAL					404.44
Bill Pmt -Check	56990	07/11/2017	Forward Space	101010 · Cash - Marquette	-24,339.08
Bill	741382	06/20/2017		104590 · Library Furniture	24,339.08
TOTAL					24,339.08
Bill Pmt -Check	56991	07/11/2017	Frank Canino	101010 · Cash - Marquette	-500.00
Bill	7/16/17	07/16/2017		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					500.00
Bill Pmt -Check	56992	07/11/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,379.56
Bill	60746850	06/15/2017		104310 · Books - Adult	24.00
Bill	60746736	06/15/2017		104310 · Books - Adult	24.00
Bill	60746252	06/15/2017		104310 · Books - Adult	24.00
Bill	60746700	06/15/2017		104310 · Books - Adult	110.38
Bill	60746822	06/15/2017		104310 · Books - Adult	67.18
Bill	60746319	06/15/2017		104310 · Books - Adult	47.19

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	60786191	06/20/2017		104310 · Books - Adult	24.79
Bill	60786479	06/20/2017		104312 · Books - Outreach	268.69
Bill	60786221	06/20/2017		104310 · Books - Adult	57.58
Bill	60773197	06/21/2017		104312 · Books - Outreach	235.11
Bill	60773314	06/21/2017		104312 · Books - Outreach	26.39
Bill	60773816	06/21/2017		104310 · Books - Adult	27.19
Bill	60780134	06/22/2017		104310 · Books - Adult	291.08
Bill	60785812	06/23/2017		104310 · Books - Adult	22.39
Bill	60801419	06/27/2017		104310 · Books - Adult	129.59
TOTAL					1,379.56
Bill Pmt -Check	56993	07/11/2017	Garvey's Office Products	101010 · Cash - Marquette	-269.95
Bill	PINV1360171	06/21/2017		104720 · Office Supplies	50.97
Bill	PINV1360020	06/21/2017		104720 · Office Supplies	23.37
Bill	PINV1362877	06/27/2017		104720 · Office Supplies	84.21
Bill	PINV1364323	06/29/2017		104530 · Building & Custodial Supplies	111.40
TOTAL					269.95
Bill Pmt -Check	56994	07/11/2017	Home Depot Credit Services	101010 · Cash - Marquette	-259.62
Bill	6/28/17 Statement	06/28/2017		104530 · Building & Custodial Supplies	259.62
TOTAL					259.62
Bill Pmt -Check	56995	07/11/2017	Ingram Library Services	101010 · Cash - Marquette	-6,559.45
Bill	See Detail List	07/11/2017		104311 · Books - Youth	2,379.09
				104310 · Books - Adult	3,943.85
				104312 · Books - Outreach	236.51
TOTAL					6,559.45
Bill Pmt -Check	56996	07/11/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-4,315.45

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	189918	06/20/2017	104495 · Legal	104495 · Legal	3,943.40
Bill	6/22/17	06/22/2017	104495 · Legal	104495 · Legal	372.05
TOTAL					4,315.45
Bill Pmt -Check	56997	07/11/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-584.66
Bill	9003616145	06/22/2017	104550 · Lib. & Off. Eqpt Rep. & Maint	104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
Bill	903616142	06/22/2017	104550 · Lib. & Off. Eqpt Rep. & Maint	104550 · Lib. & Off. Eqpt Rep. & Maint	36.42
Bill	9003656109	07/01/2017	104550 · Lib. & Off. Eqpt Rep. & Maint	104550 · Lib. & Off. Eqpt Rep. & Maint	536.24
TOTAL					584.66
Bill Pmt -Check	56998	07/11/2017	Library Furniture International, Inc.	101010 · Cash - Marquette	-9,803.10
Bill	5589	07/07/2017	104590 · Library Furniture	104590 · Library Furniture	9,803.10
TOTAL					9,803.10
Bill Pmt -Check	56999	07/11/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-315.30
Bill	81190	06/22/2017	104530 · Building & Custodial Supplies	104530 · Building & Custodial Supplies	180.75
Bill	81204	06/29/2017	104530 · Building & Custodial Supplies	104530 · Building & Custodial Supplies	134.55
TOTAL					315.30
Bill Pmt -Check	57000	07/11/2017	Mary G. Adamowski	101010 · Cash - Marquette	-25.77
Bill	7/3/17	07/03/2017	104620 · Staff Training & Education	104620 · Staff Training & Education	15.77
			104620 · Staff Training & Education	104620 · Staff Training & Education	10.00
TOTAL					25.77
Bill Pmt -Check	57001	07/11/2017	Michelle Nichols	101010 · Cash - Marquette	-150.00
Bill	7/27/17	07/27/2017	104640 · Patron Programs&Events-Outreach	104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57002	07/11/2017	Midwest Mechanical	101010 · Cash - Marquette	-2,279.00
TOTAL	112102676	06/20/2017		104450 · Building Maintenance	2,279.00
Bill Pmt -Check	57003	07/11/2017	Midwest Tape	101010 · Cash - Marquette	-1,220.39
TOTAL	95198349	06/30/2017		104340 · Audio Visual Materials - Adult	1,220.39
Bill Pmt -Check	57004	07/11/2017	Neofunds By Neopost	101010 · Cash - Marquette	-503.00
TOTAL	6/26/17	06/26/2017		104730 · Postage	503.00
Bill Pmt -Check	57005	07/11/2017	Newiol, Inc.	101010 · Cash - Marquette	-5,738.00
TOTAL	6055	07/01/2017		104450 · Building Maintenance	5,738.00
Bill Pmt -Check	57006	07/11/2017	Nicor Gas	101010 · Cash - Marquette	-1,640.35
TOTAL	6/21/17	06/21/2017		104517 · Natural Gas	1,640.35
Bill Pmt -Check	57007	07/11/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.73
TOTAL	5840919	07/01/2017		104450 · Building Maintenance	71.73

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57008	07/11/2017	Ollis Book Corporation	101010 · Cash - Marquette	-189.50
Bill	244812	06/16/2017		104311 · Books - Youth	87.80
Bill	244830	06/19/2017		104311 · Books - Youth	101.70
TOTAL					189.50
Bill Pmt -Check	57009	07/11/2017	OverDrive, Inc.	101010 · Cash - Marquette	-3,352.31
Bill	000537267-061317	06/13/2017		104311 · Books - Youth	18.99
Bill	194335623-062217	06/22/2017		104310 · Books - Adult	356.69
Bill	164354530-062917	06/29/2017		104310 · Books - Adult	2,377.81
Bill	144807257-070117	07/01/2017		104311 · Books - Youth	598.82
TOTAL					3,352.31
Bill Pmt -Check	57010	07/11/2017	Park Ace Hardware	101010 · Cash - Marquette	-65.10
Bill	6/30/17	06/30/2017		104530 · Building & Custodial Supplies	65.10
TOTAL					65.10
Bill Pmt -Check	57011	07/11/2017	Penguin Random House LLC	101010 · Cash - Marquette	-315.00
Bill	1082740358	06/12/2017		104340 · Audio Visual Materials - Adult	37.50
Bill	1082770499	06/16/2017		104340 · Audio Visual Materials - Adult	26.25
Bill	1082770602	06/16/2017		104342 · Audio Visual Materials-Outreach	56.25
Bill	1082854695	06/23/2017		104342 · Audio Visual Materials-Outreach	131.25
Bill	1182854694	06/23/2017		104340 · Audio Visual Materials - Adult	33.75
Bill	1082854694	06/23/2017		104340 · Audio Visual Materials - Adult	30.00
TOTAL					315.00
Bill Pmt -Check	57012	07/11/2017	Recorded Books, INC	101010 · Cash - Marquette	0.00

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Bill Pmt - Check	57013	07/11/2017	Schindler Elevator Corporation	101010 · Cash - Marquette	-5,150.16
Bill	8104569590	07/01/2017		104450 · Building Maintenance	5,150.16
TOTAL					5,150.16
Bill Pmt - Check	57014	07/11/2017	Sprint	101010 · Cash - Marquette	-179.67
Bill	336044821-151	06/30/2017		104520 · Telephone	179.67
TOTAL					179.67
Bill Pmt - Check	57015	07/11/2017	Steve Belliveau	101010 · Cash - Marquette	-350.00
Bill	7/6/17	07/06/2017		104642 · Patron Programs & Events-Youth	350.00
TOTAL					350.00
Bill Pmt - Check	57016	07/11/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-429.01
Bill	16702	06/19/2017		104530 · Building & Custodial Supplies	28.00
Bill	5096	06/25/2017		104530 · Building & Custodial Supplies	401.01
TOTAL					429.01
Bill Pmt - Check	57017	07/11/2017	Tom Sharpe	101010 · Cash - Marquette	-550.00
Bill	7/23/17	07/23/2017		104640 · Patron Programs&Events-Outreach	550.00
TOTAL					550.00
Bill Pmt - Check	57018	07/11/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	-200.00
Bill	6/15/17	07/11/2017		102171 · Garnishment W/H Payable	100.00

**Orland Park Public Library
Check Detail
June 20 through July 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	6/30/17	07/11/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					200.00
Bill Pmt -Check	57019	07/11/2017	Trane U.S. Inc.	101010 · Cash - Marquette	-428.82
Bill	2667839	06/20/2017		104540 · Building Repairs	428.82
TOTAL					428.82
Bill Pmt -Check	57020	07/11/2017	Village of Orland Park	101010 · Cash - Marquette	-90.91
Bill	24734824	06/21/2017		104600 · Outreach Services	53.88
Bill	24740471	06/22/2017		104600 · Outreach Services	37.03
TOTAL					90.91
Bill Pmt -Check	57021	07/11/2017	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-80.80
Bill	2017-192	07/11/2017		104495 · Legal	80.80
TOTAL					80.80
Bill Pmt -Check	57022	07/11/2017	Recorded Books, INC	101010 · Cash - Marquette	-606.28
Bill	75537934	06/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75545290	06/02/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75545847	06/06/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75546118	06/06/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75548122	06/09/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75548299	06/09/2017		104340 · Audio Visual Materials - Adult	28.80
Bill	75548627	06/12/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75549175	06/13/2017		104341 · Audio Visual Materials - Youth	17.99
Bill	75548635	06/13/2017		104341 · Audio Visual Materials - Youth	98.84
Bill	75551925	06/15/2017		104341 · Audio Visual Materials - Youth	38.87
Bill	75551389	06/15/2017		104341 · Audio Visual Materials - Youth	71.98
Bill	75553346	06/20/2017		104341 · Audio Visual Materials - Youth	31.49

Orland Park Public Library
Check Detail
June 20 through July 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	75564321	06/21/2017		104341 - Audio Visual Materials - Youth	43.87
Bill	75554500	06/21/2017		104340 - Audio Visual Materials - Adult	40.49
Bill	75556416	06/26/2017		104341 - Audio Visual Materials - Youth	22.48
TOTAL					<u>606.28</u>
Subtotal - Checks					\$129,616.38
Gross Payroll on 6/30/17					\$105,541.46
Payment to Village for IMRF/Insurance for June, 2017					\$64,977.58
Gross Payroll on 7/15/17					\$105,606.38
Grand Total					<u>\$405,741.80</u>

Adult Services Board Report June 2017

PERSONNEL

Dushaun Phelps, Adult Services shelver, accepted a position in Circulation.

Jordan Morales, Adult Services shelver, accepted a position in Circulation.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 6/1; 7 adults

Kortnee Konrath worked the Summer Reading Challenge Kick-off Celebration on June 3. So far, we registered 745 adults.

Five genre book discussions 6/8, 6/20, 6/21, 6/21, 6/26; 33 adults

Bingo 6/7, 6/24; 9 adults

Market in the Park (Farmers' Market) 6/15, 6/29; 62 adults

Summer of Design Programs 6/6, 6/13, 6/15, 6/19, 6/21, 6/27, 6/30; 41 adults

Introduction to LinkedIn 6/15; 0

Reference USA 6/26; 2 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended Reference Association of South Suburban Libraries (Harvey PLD) on Jun 8, 2017

Diane Srebro attended Creating a Friendly Environments for English Language Learners (Webinar) on Jun 13, 2017

Diane Srebro attended ALA Conference-IREAD (Chicago IL) on Jun 24, 2017

Katie Allan attended ALA Exhibits (McCormick Place, Chicago, IL) on Jun 25, 2017

STATISTICS

Database Statistics June 2017-2016 Comparison

Database	06/2017	06/2016	Data Type
Ancestry	1486	2227	Searches
Careers College	5	10	Total Users
Consumer Reports	77	93	Log-Ins
EBSCO	31712	29606	Searches
Gale Virtual Ref. Lib.	14	4	Searches
Heritage Quest	434	454	Searches

Lynda.Com	134	N/A	Log-Ins
Mango Languages	115	N/A	Sessions
OCLC	6436	5281	Searches
Proquest	77	83	Searches
Reference USA	338	159	Searches
Weiss & Street Financial Ratings *		N/A	Sessions

Note: EBSCO includes NoveList Plus usage

*** Statistic is not available yet**

Statistics from web forms

Category	06/2017	06/2016
Reference	3475	3817
Ref Remote	169	152
Non-Reference	345	354
N-R Remote	208	38
Extended Help	32	0
Passive Programming	24	0
Program Attendance	154	34
Items shelved	20972	23940
Carts shelved	286	357

GRANTS/SPECIAL PROJECTS

Linda Conrath and Judy Brannigan conducted two veteran interviews at Smith Crossing for the Veterans' History Project on Wednesday, June 6, 2017.

CUSTOMER SERVICE LOG

6/3/17 A patron, regarding the Summer Reading Program "It's a wonderful program." Peter T.

6/4/17 A patron, regarding the flower-pens: "You have so many nice things here." Peter T.

6/5/17 Patron comment: I think you're trying to kill us, making the old folk take the stairs." Judy B.

6/5/17 Telephone patron: "I'm trying to login to Lynda.com but it's very confusing from the webpage. I'd appreciate clarification on how to sign up posted online. Thank you for helping me." Diane S.

6/6/17 Telephone patron: "Oh, thank you for finding The Woman in Cabin 10. A friend told me to read it and you know I have to now. I love the library." Diane S.

6/6/17 Patron telephones to indicate that she forgot to request a vacation loan on items. Reference staff member confirmed that Circulation handles the transaction via telephone. "Oh, bless you ... I don't have to make a trip back to the library. Thanks for your help." Diane S.

6/6/17 Patron stops at Reference. "I can't seem to find any books by Emily Giffin. Does the library have her work? Oh, here they are ... I wouldn't have looked in this aisle." Diane S.

6/6/17 Patron comment. "It's so much quieter when people need to exercise to get up here, huh? Thanks." Diane S.

6/6/17 Patron requesting use of the staff elevator. "Why does nothing ever work here anymore? It's getting difficult to just stop by on a whim." Kortnee F.

6/6/17 Patron requesting use of the staff elevator. "This place has become too confusing. When will this work finally be done?" Kortnee F.

6/6/17 Registering patrons in the lobby for Summer Reading. Patrons walks around the corner and comes back. Comment: "Jesus Christ, they're still not finished and the elevator isn't working. This is ridiculous." (and walks out the door). Andy M

6/6/17 Patron requesting use of the staff elevator. "The floor is nice and all, but was it really worth tearing the library up for almost two months? It's so hard to get around." Kortnee F.

6/6/17 Patron stopped by to find a book. "The new floor looks great!" Kortnee F.

6/7/17 Patron stops at Reference. "You recommended Hamilton to me. I just loved that biography and told my kids to read it. What can I take while on vacation? I can't sign up for summer reading ... I will be out of town but thanks for asking." Diane S.

6/7/17 Patron stops at Reference. "I'm confused, the sign said the elevator is not working but I just took it up here. How do I get back down? I want to sign up for the reading program before you take me." Diane S.

6/7/17 Patron stops at Reference. "After I sign up, I need help finding some books. What do you recommend that's new? I like Macomber ... so tell me about debuts. Boy, you've been very helpful, now I have many options." Diane S.

6/7/17 Patron registration. "What are the prizes this year? The library used to let us read a lot more than three." Diane S.

6/7/17 Staff assisting patron at OPAC. "Does the library realize these computers are ridiculously so low? I mean, I have to bend over to see this monitor and to type. Look at me! Why don't they order some stools right?" Diane S.

6/8/17 Registering patrons in the lobby for Summer Reading. Comment: "Is this the new floor? Why is it so dirty? Love the center thing" (logo). Andy M

6/8/17 Registering patrons in the lobby for Summer Reading. Comment: "The tile looks really nice. I like the sparkles." Andy M

6/8/17 Patron stops by the table (for Summer Reading) in the lobby Comment: "You should have a room in the library just for coffee. God bless you." Andy M

6/9/17 At the SRC table in the lobby. Comment: "Thank you for doing this down here. I have an appointment that I need to get to." Andy M

6/9/17 Patron signing up for SRC in the lobby. Comment: "I love the library; I love reading, and I love coming here to talk to nice people like you." Andy M

6/9/17 A patron was waiting to make one copy in the lobby and someone was at the copy machine making several copies. I offered to make it in back so she wouldn't have to wait. Comment: "Thank you so much, I really appreciate it. It's just for a rebate." Andy M

6/9/17 Patron walking by the SRC table in the lobby and exiting the building. Comment: "Wow, I'm getting out of here. I can't believe they make you work in this" (smell from the flooring project). Andy M

6/10/17 Patron response to emailed list of personalized audiobook recommendations: "I cannot tell you how much I appreciate you taking the time to list those wonderful books. You hit the bulls eye. I will share this list with my family as well and send my reviews of the books. Thanks again." Katie A.

6/11/17 Patron stopped by Reference Desk after concert looking for nonfiction books, "How often do you have these concerts? They're wonderful. I need to start reading the newsletter!" Katie A.

6/13/17 Patron at Reference Desk. "Well, I want to officially complain about this library for not having books to repair my Jeep Cherokee 2001. Why don't you have a database to print out instructions like other libraries? I pay this village for service and can't believe I don't have a manual for this Saturday. No, I can't wait to borrow the book and don't have time to fill out a card. But pass this on for me." Diane S

6/13/17 Patron stopped by the SRC table in the lobby. Comment: "I think it's stupid for you to sit here and sign people up to read. If they want to read, fine; if they don't, fine. Are my tax dollars being spent on the backpacks?" Andy M

6/13/17 Asked a patron in the lobby if she wanted to sign up for summer reading. Comment: "I don't read 5 books in a year. Still a good idea though." Andy M

6/13/17 Thanked a patron for signing up for summer reading. Comment: "Thank you for being down here for me to sign up." Andy M

6/13/17 I asked a patron if she signed up for summer reading. Comment: "No thanks; we are going to be gone this summer. I enjoy the library though. I think it's wonderful and use it all the time." Andy M

6/14/17 Patron telephoned. "I haven't received such a great explanation about the reason it takes time to get books here from area libraries and why I'm unable to get a card issued to me in adjacent communities. My group that reads together wants to see the SWAN system back so I'll fill out a comment card. I've taken enough of your time up today. You've been helpful." Diane S

6/15/17 Signing up a patron for SRC. Comment: "I love this library. I know there are people who think you don't do a good job, but I appreciate everything you do." Andy M

6/15/17 Patron walking by reference desk, admiring summer reading prizes: "Those are great-looking gift baskets!" Katie A.

06/16/17 Patron phoned. Comment: "Thank you very much! I talked to you before, you always find my DVDs." Rose FW.

06/16/17 Patron stopped by the desk. Comment: "I love this library. It's beautiful! You have all I need." Rose FW

06/16/17 Patron asks, "Do you have Romanian books?". Comment: "I should donate some." Rose FW

6/20/17 Patron stopped at the SRC table in the lobby. Comment: "Are you sorry that you got white tile? It shows every scuff mark and all the dirt." Andy M

6/20/17 Patron was looking to check out. After assisting her she said, "Thank you so much! You were very helpful." Linda C

6/20/2017 Patron stopped by the desk. Comment: "I'm checking out the latest book by one of the authors you recommended. I'm hooked." Andy M

06/20/17 Patron who attended the evening event, "Frankenstein" came upstairs to view the wall art exhibits. Comment: "I just wanted to let you know that the new floor is beautiful." Rose FW

6/26/17 Patron attending Pages & Pastries book discussion: "I come even when I haven't finished the book because I enjoy this group so much." Katie A.

6/29/17 Patron at Market at the Park: "My favorite library ever and I've seen a few." Katie A.

6/29/2017 Little girl looking at new flooring: "Mommy, look! The floor is all sparkly!" Mary A.

Circulation Board Report June 2017

PERSONNEL

Nancy Lyons resigned as a Circulation Clerk effective 6-11-17.

Jo Chiko resigned as an Interlibrary Loan Assistant effective 6-16-17.

Vanessa Buzo is resigning as a Circulation Clerk effective 7-6-17.

Terry Freeman accepted a position as Circulation Clerk and began training on 6-26-17.

Dushan Phelps accepted a position as Circulation Clerk and began training on 6-27-17.

Stephanie Azzaline accepted the position of Interlibrary Loan Assistant and will begin training on 7-10-17.

Jordin Morales accepted the position of Circulation Clerk and will begin training on 7-10-17.

CONTINUING EDUCATION/MEETINGS ATTENDED

Laura Larson attended ALA on 6-24-17.

CIRCULATION STATISTICS

TOTAL CIRCULATION	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
2017				
79,552	78,228	2%	36,949	2,499
74,287	77,836	-5%	36,864	3,541
83,748	82,831	1%	41,617	3,994
72,970	79,296	-9%	32,758	3,338
72,098	73,619	-2%	31,859*	3,084
90,721	90,480	0%	32,107 **	1,338
475,393	482,290	-2%	212,154	17,794

Hoopla Checkouts: 576
 Overdrive Registrations: 57
 Overdrive Checkouts: 2,991
 Zinio Checkouts: 372
 Polaris Patron Sessions: 15,445

*May count unavailable. Used last year's number.
 **First week of June unavailable.
 Used an average of the rest of the month.

CUSTOMER SERVICE LOG

06/02/17 (Circ Desk) "I was so excited to read on your website that the lobby is open. I come in, and it is a mess! You are re-routing people and it is a long walk. Get your information correct and get it done." - Renee N.

06/10/17 (Circ Desk) Patron remarked, "Whoever is in charge of keeping the floor clean is doing a lousy job." - Nadine L.

06/12/17 (Circ Desk) "I'm so glad you send email reminders! It helps so much." - Barb K.

06/14/17 (Circ Desk) "You need to put back the "wait here" sign on the floor. Sometimes people cut in line." - Nadine L.

06/14/17 (Welcome Desk) "Floor looks nice," patron remarked when leaving the library. - Nadine L.

06/16/17 (Circ Desk) "The new floor looks nice. Very sparkly." - Laura L.

06/16/17 (Welcome Desk) Patron stated, "How do you like the floor? Looks like it will be hard to keep clean. I see some scuff marks. It sparkles." - Laura L.

06/17/17 (Circ Desk) "The concert last Sunday (Heart) was fantastic." - Laura L.

06/17/17 (Phone Call) Patron called to complain that the new flooring in Youth Services is dangerous, as her nephew fell down on it and hurt his knee. She suggested that we go back to carpeting. - Laura L.

06/17/17 (Circ Desk) "What happened to the table by the copier? I really needed it and am not sure I have all my copies." - Barb K.

06/17/17 (Circ Desk) "The new floor is beautiful!" - Barb K.

06/20/17 (Circ Desk) "Where did you put the just returned cart? It was easy to find something quick." - Barb K.

06/21/17 (Welcome Desk) "They did a great job on the floor. It looks really nice!" - Laura L.

06/21/17 (Copier) "I don't like that they took away the tables in the lobby and by the copier. The copier is different too. They sure don't make things easy." - Laura L.

06/23/17 (Circ Desk) "What happened to the circle on the floor?" - Angie M.

06/23/17 (Welcome Desk) "When will the system be back up?" - Jenna S.

06/23/17 (Welcome Desk) "When will the system be back up?" - Jenna S.

06/23/17 (Welcome Desk) "When will the system be back up? It's been 3 days." - Jenna S.

06/24/17 (Circ Desk) "Love the sparkles." - Patron comment about the new floor. - Nadine L.

06/25/17 (Welcome Desk) "Thank you, we really enjoyed it (Absolute Brass). - John B.

06/25/17 (Call Center) "Ridiculous to require all this information when I don't have my barcode." - Julie P.

06/25/17 (Call Center) Patron upset that the system has been down for so long. Poor use of resources. - Julie P.

06/25/17 (Call Center) Patron VERY ANGRY that the system is still down. - Jenna S.

06/27/17 (Welcome Desk) "Did hackers get to your website?" - Laura L.

06/27/17 (Welcome Desk) "Why is your website still down? Were you guys hacked? Do I need to delete the library page from my computer?" - Laura L.

06/27/17 (Circ Desk) "The floor is absolutely beautiful!" - Barb K.

06/28/17 (Circ Desk) "Thank you. That is very generous." - Patron comment after being told she could keep the tan reusable library bag she was given. - Laura L.

06/28/17 (Circ Desk) "I miss my circle." Referring to "line starts here" circle in front of Circ desk. - Laura L.

Graphics Board Report June 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

The graphics team worked on the following projects:

2018 Monarch Award Booklets

Children's bookmarks

Buttons and other promotional materials for OPPL CON

A guide to Libraries and Autism

Promotional materials for the NASA exhibit

A poster for Chicago architectural program

Book discussion flyers

Book recommendation posters and bookmarks

Promotional items for Summer Concert Series

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie B. attended Creating a Friendly Environment for English Language Learners on June 13 at 3 p.m.

Jackie B. attended ALA conference in Chicago June 22-26.

Kristen H. attended ALA conference in Chicago June 27.

STATISTICS

2017	Outside Meeting Room Requests	Graphics Requests			
January	20	144			
February	22	96			
March	10	124			
April	14	79			
May	17	121			
June	17	140			

	Facebook	Twitter	Pinterest	Instagram
Subscribers	1,747	1,651	418	194
Library app downloads	235			

CUSTOMER SERVICE LOG

Patron, Audrey, commented to Jackie B. on June 8:

"Thank you very much. You've been very helpful and the library card number and pin worked."

Patron, Rich, commented to Jackie B. on June 27:

"Thank you for the quick return and approval on the room. You are the best."

Information Technology Board Report June 2017

STATISTICS

Category	Jun 2017	Jun 2016
Study Room Usage	322	371
Patrons Assisted	442	405
Extended Assistance	33	
Total PC Usage	1715	1915
Total Web pages	31079	29466
Number of Classes	12	12
Total Class Attendance	49	50
Wireless Usage	2748	4212

Minecraft is added under PC Reservation usage and included in the "Total PC Usage"

CUSTOMER SERVICE LOG

6/8/17 Computer Help Desk - A man stated he loved the signs! He said very welcoming, but the Arabic one was slightly wrong, but he said close enough and he loved it. He stated that I was very welcoming, too! Christy P.

6/9/17 Patron was unable to fax. I helped her with her faxing. Patron was very thankful. Audrey P.

6/14/17 I was helping a patron fax to email on the copier. He stated that I was always helpful and willing to go the extra mile. Christy P.

6/15/17 A woman couldn't get onto a website on her phone. - I helped her with her issue and as she was leaving she said "Thank you, you have always been very helpful." Christy P.

Outreach Services Board Report June 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 and independent 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.

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.

Coordination of the Fire and Freedom - Food and Enslavement Exhibit

Coordination of the NASA: Conquering Low Earth Orbit Exhibit

Coordination of the Frankenstein: Penetrating the Secrets of Nature Exhibit.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended The Community Connector: Referring Social Services at the Library (Webinar) on Jun 8, 2017

Kelly A. Cuci attended Creating a Friendly Environment for English Language Learners (Webinar) on Jun 13, 2017

Cathy DiGiorgio attended Creating a Friendly Environment for English Language Learners (OPPL) on Jun 13, 2017

Kelly Cuci attended Book Buzz (Harold Washington Library) Jun 22, 2017

Kelly Cuci attended ALA Conference (McCormick Place) from Jun 23, 2017 through June 25, 2017

Cathy DiGiorgio attended ALA (McCormick Place) on Jun 24, 2017 and June 25, 2017

STATISTICS

Onsite Adult Programs:

9 programs were given with a total of 524. *2016: 8 programs were given with a total of 354 patrons.*

Breakout:

6/1/17	Rule of Rum	16
6/2/17	Meet the Artist - Andrew Zydell	11
6/9/17	Reducing Stress Through Meditation	23
6/11/17	Summer Concert Series - Heartless	165
6/13/17	Mary Shelley - Monster and Medicine	31
6/17/17	NASA Conquering Low Earth Orbit	82
6/20/17	Frankenstein - Defining the Monster	48
6/23/17	Friday Film Series - La La Land	39
6/25/17	Summer Concert Series - Absolute Brass	109

Offsite Adult Programs:

14 programs were given with a total of 212 patrons attending. *2016: 16 programs were given with a total of 208 patrons attending.*

Breakout:

6/7/17	Orland Township Senior Drop-In Visits	14
6/8/17	Smart Art iPad for Seniors - Brookdale	6
6/8/17	Smart Art iPad for Seniors - Autumn Leaves	4
6/9/17	Orland Township Senior Drop-In Visits	14
6/12/17	Senior Living Visits	26
6/13/17	Senior Living Visits	13
6/14/17	Senior Living Visits	17
6/21/17	Orland Township Senior Drop-In Visits	18
6/22/17	Remember When with Autumn Leaves	12
6/22/17	Remember When with Brookdale	16
6/23/17	Orland Township Senior Drop-In Visits	15
6/26/17	Senior Living Visits	28
6/27/17	Senior Living Visits	14
6/28/17	Senior Living Visits	15

Train Station Books:

Three Train Stations - **110**, 2016 - 10

Program Flyer Distribution Stats:

Village of O.P. - **300**, 2016 - 325

Train Stations - **110**, 2016 - 78

Orland Township - **5**, 2016 - 7

Nursing Homes - **10**, 2016 - 0

Sportsplex - **300**, 2016 - 325

During programs - **187**, 2016 - 98

Other Outreach and Homebound Stats:

Outreach Circulation Stats: 1399 items circulated with 2387 checkouts and 229 renewals. 2016: 967 items circulated with 1174 checkouts and 123 renewals.

Visits to single-family homebound patrons totaled 16. 2016: Visits totaled 19.

7 new homebound patron cards were issued and 0 discontinued. 2 cards were renewed. 2016: 7 new homebound library cards were issued. 2 cards discontinued. 0 cards were renewed.

OS staff logged 1383 reference transactions. 2016: 480 reference transactions.

OS staff logged 108 programming questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

OS staff logged 195 programming questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

Outreach Services has discontinued the book display in the lobby.

GRANTS/SPECIAL PROJECTS

Outreach Services Head, Kelly Cuci, Outreach Assistants Shane Peterson and Cathy DiGiorgio loaded-in the NASA Conquering Low Earth Orbit exhibit. We also hosted the opener.

Outreach Services worked on Taste of Orland Park table planning.

We also collected up goodies at the ALA Conference for giveaways and for the Taste of Orland Park drawing baskets.

CUSTOMER SERVICE LOG

6/2/17 Meet the Artist - Andrew Zydell program

"It's so nice to be able to meet the artist and speak with him concerning his art work."

Dakari J.

6/8/17 Smart Art at Brookdale iPad program

"Thank you so much." Shane P.

"You are a great teacher." Shane P.

"I'm so glad Sharon convinced me to try [the program]. I learned something I never knew about. That's really good for me." Shane P.

6/8/17 Smart Art at Autumn Leaves iPad program

"Thank you, really. It was fun." Shane P.

6/9/17 Reducing Stress through Meditation program

"Thank you. Nice." Cathy D.

6/11/17 Summer Concert Series - Heartless program

"This was so much fun." Cathy D.

"What a great concert." Cathy D.

"They were awesome." Cathy D.

"Have them back again." Cathy D.

"We had a great time. We really enjoyed them." Cathy D.

6/13/17 Thomas Place Senior Living Book Visit

"Thanks for coming out. We really appreciate it." Dakari J.

6/13/17 Alden Assisted Living Book Visit

"Thanks so much for thinking of us." Dakari J.

6/17/17 NASA Conquering Low Earth Orbit program

Observation - Many patrons stopped to get a look at the OPPL collection of artifacts, especially the parents with children. Shane P. and Kelly C.

"Amazing, to get so close to real stuff from NASA." Shane P.

"This sort of thing is what makes OPPL a step up from other libraries I've been to." Shane P.

"I had no idea you guys had your own collection. Can we go and see it anytime?" Shane P.

"This has actually been to space? Seriously? No way! That's incredible!" Shane P.

"It's like going to a museum, except you have free programs and people standing by to answer questions." Shane P.

"When is the Eclipse?" Kelly C.

"How did you get this exhibit?" Kelly C.

"This is cool." Kelly C.

"I love it." Kelly C.

"Can I have extra eclipse glasses?" Kelly C.

"Where did it [the exhibit] come from?" Kelly C.

"Very nice affair. Good job." Kelly C.

"Wow, this is great!" Kelly C.

"My daughter wants to be an astronaut." Kelly C.

"All this food too! Where is the coffee?" Kelly C.

"Michelle Nichols is great! I come to all of her programs." Kelly C.

"Wow, what an awesome exhibit." Cathy D.

"How did the library come about getting this? Does the library have connections with NASA?" Cathy D.

"The library always has such nice exhibits and programs." Cathy D.

"Thank you for taking the time to get this exhibit for us." Cathy D.

"That's great that we will have the exhibit for a whole year, wow!" Cathy D.

"The library always works so hard for this community. Thank you." Cathy D.

"The program and the exhibit are unbelievable!" Cathy D.

"Thank you for getting it [the exhibit] for the community. My family thinks this is really exciting for Orland Park." Cathy D.

6/21/17 Homebound delivery

"Thanks for coming out. This is so helpful." Dakari J.

Remember When with Brookdale program

"Thanks for coming. How exciting." Dakari J.

6/23/17 Orland Township Drop-in Visit

"Thanks for coming. You ladies are lovely." Dakari J.

6/26/17 Summer Concert Series - Absolute Brass program

"I really enjoyed the concert." Dakari J.

6/27/17 Smith Crossing Senior Living Book visit

"Thanks for coming out." Dakari J.

Technical Services Board Report June 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for June 2017 is complete.
- All withdrawn titles and items are removed from the system.
- Popular Book and AV lists for Polaris PAC are created.

CONTINUING EDUCATION/MEETINGS ATTENDED

- On June 13, 2017, Wendy took EBSCO webinar: Getting Your Library Visible on the Web
- On June 25 and June 26, 2019, Carol and Nincy attended ALA Conference at Chicago

STATISTICS

Monthly Statistics between 06/01/2017 and 06/30/2017:

June-17	Tech Services Monthly Statistics												
Monthly Items at Polaris:													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD Total
Added Books:	1128	1253	1604	1609	1848	1311							8,753
Added AVs:	455	652	1134	1081	518	486							4,326
Added Periodicals:	621	627	659	624	630	646							3,807
Added eBooks:	230	42	67	321	111	100							871
Monthly Add-on Items:													
2017	2,434	2,574	3,464	3,635	3,107	2,543							17,757
2016	2,828	2,987	3,827	2,603	3,078	3,394	2,080	3,469	3,348	2,547	5,270	2,314	37,745
Yearly change%	-13.93%	-13.83%	-9.49%	39.65%	0.94%	-25.07%							-51.26%
Monthly Delete:													
2017	27,798	11,234	10,182	2,956	3,379	4,329							59,878
2016	2,697	2,638	4,031	5,447	7,105	12,042	10,582	4,223	4,097	4,779	1,436	3,892	62,969
Yearly change%	930.70%	325.85%	152.59%	-45.73%	-52.44%	-64.05%							-4.91%
Total OPPL Collection:													
2017	326,818	325,258	322,466	325,576	325,466	326,897							
2016	317,254	321,148	315,957	314,581	317,786	319,008	320,682	323,254	323,901	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%	2.42%	3.56%							
Polaris Total Item/Title by month:			326,897	263,871									

GRANTS/SPECIAL PROJECTS

- Wendy found about 800 AV materials and books with circulation status of In-Repair and corrected them as either on shelf or storage based on their locations.
- Wendy is helping Circulation Department to update those lost and paid records. For updating the records efficiently, Wendy will create an electronic list and send it to Circulation staff on a monthly basis.
- Wendy added a new function to PAC search result: to display the collection's format for patrons' selection.

CUSTOMER SERVICE LOG

June 20, 2017 Wendy cleaned a disc that Youth Services needed for a program. It cleaned well so Becky said "Fantastic!" Carol M.

June 27, 2017 Patron saw a DVD TV series in "Repair" status and wanted to know when he could have it. It had been cleaned but not disc checked due to machine repairs. We let patron take it out anyway but said it had not been disc checked. Patron said that was fine. It was for a friend who just had surgery. It will come back to Tech when patron returns. Carol M.

Youth Services Board Report June 2017

PERSONNEL

Terry Freeman left the Youth Services Department and joined the Circulation Services team

Demetra Materis began as a Youth Services page June 12

Vanessa Fernandez began as Youth Services Reference I Librarian on June 12

The following staff members celebrated anniversaries in June:

Erin Randstrom	1 year
Lenore Garoufalis	10 years
Cathy Riffice	17 years
Diane Norris-Kuczynski	18 years

SERVICES/PROGRAMS/PROJECTS/CLASSES

Pal PAKS checked out: 2

Items totaled: 47

PreSchool PAKS

Individual Items totaled: 59

Read by Design summer reading challenge:

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Fixel attended 50 Years of YA Part 1 (Webinar OPPL) on Jun 6, 2017

Marianne Dawson attended Nobody Likes a Bully: Bullying in the Workplace (Webinar) on Jun 9, 2017

Marianne Dawson attended Practical Strategies to Stay Safe (Webinar) on Jun 16, 2017

Erin Fixel attended ALA Conference (McCormick Place) on Jun 26, 2017

Diane Norris-Kuczynski attended the ALA Conference (McCormick Place) from June 22 through June 26

STATISTICS

Read by Design Summer Reading Challenge Statistics: Results for Jun 1, 2017 to Jun 30, 2017

Age group	Registration	Completion
Birth-35 mos	86	0
Age 3-grade 3	0	0
Age 3-grade 5	939	23
Grades 4 and 5	0	0
Teen	345	12
Adult	704	64
Total	2074	99

Youth Services Statistics 2017

June 2017

Category	Qty
Reference	3442
Ref Remote	171
Non-Reference	1038
N-R Remote	80
Extended Help	214
Group Study	136
Teen Program Att	257
Youth Program Att	2172
Combined Program Att	2429

Youth Services Statistics 2016

June 2016

Category	Qty
Reference	2235
Ref Remote	111
Non-Reference	372
N-R Remote	52
Extended Help	0
Group Study	80
Teen Program Att	733
Youth Program Att	2333
Combined Program Att	3066

GRANTS/SPECIAL PROJECTS

Furniture reupholstering project continues.

Preparation for "Quiet Corner," area dedicated to quieting the senses, is complete.

CUSTOMER SERVICE LOG

Junior Desk

6/3/17 Mother leaving storytime "My son just loved the Mother Goose program. Will she be coming back again?" Amy N.

6/5/17 Mother signing up for summer reading program "No registration for programs? Great! This makes life so much easier!" Diane N.

6/7/17 Patron signing up for summer reading program "You have so many nice activities this summer." Diane N.

6/7/17 Patron signing up for summer reading program "I like minutes." (reading for minutes vs. # of books.) Diane N.

6/13/17 Patron in YS department "Thank you very much for your help. I'm so lucky to have a library like this." Amy N.

6/17/17 Patron speaking to 4th grade son looking for book "Ask her." (referring to librarian) She's really good and knows a lot." Becky M.

Preschool Desk

6/2/17 Man leaving library during construction "Thank you for helping me with the elevator. I really appreciate your help." Amy N.

6/13/17 Mom with daughter and baby in preschool area "Look at all the things they have. This is a nice library, isn't it?" Diane N.

Teen Desk

6/19/17 Man looking for a certain book for his daughter "Thank you so much. You're a sweetie." Erin F.

6/22/17 Man looking for movie/TV show "Thank you so much for finding this! You're the nicest person I've talked to all day. You're great!" Erin F.

6/27/17 Lady looking for John Wayne movies for husband "Thank you so much. He'll love these picks!" Erin F.

6/27/17 Lady walking up the main stairs "These stairs look so nice now...really brightens things up!" Erin F.

DRAFT

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

SECRETARY'S CERTIFICATE

I, ELAN KLEIS, 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:

NO. 2017-6

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF ORLAND PARK PROVIDING FOR
TRANSFERS OF FUNDS FROM THE LIBRARY'S OPERATIONAL
ACCOUNT TO THE LIBRARY'S SPECIAL RESERVE ACCOUNT**

adopted at a regular meeting of the said Board of Library Trustees held on the ____ day of _____, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2017.

ELAN KLEIS, Secretary
of the Board of Library Trustees

NO. 2017-6

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF ORLAND PARK PROVIDING FOR
TRANSFERS OF FUNDS FROM THE LIBRARY'S OPERATIONAL
ACCOUNT TO THE LIBRARY'S SPECIAL RESERVE ACCOUNT**

WHEREAS, in accordance with the Local Library Act (75 ILCS 5/5-8), the Board of Library Trustees of the Village of Orland Park, Cook County, Illinois, has accumulated and set apart reserve funds, in a Special Reserve Account, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes and for planned or emergency repairs and alterations of library buildings and equipment; and

WHEREAS, the Board has paid into said Account the unexpended balances of the proceeds annually received from taxes not in excess of statutory limits pursuant to 75 ILCS 5/4-15.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Village of Orland Park, Cook County, Illinois, that the Board authorizes and directs that the unexpended balances of the proceeds received annually from the Library's taxes which are unexpended ninety (90) days after the close of the Library's fiscal year shall be transferred from the Library's Operational Account to said Special Reserve Account.

ADOPTED this ____ day of _____, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees
of the Village of Orland Park

ATTEST:

Secretary, Board of Library Trustees
of the Village of Orland Park

**CORRESPONDENCE RECEIVED FROM JUNE 20, 2017 THROUGH
JULY 17, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Card received from Diane Norris-Kuczynski on 6/27/17 thanking Mary Weimar and the Library Board for allowing her to attend the 2017 American Library Association's conference in Chicago.

CORRESPONDENCE 2

Card received from Erin Fixel on 6/28/17 thanking Mary Weimar and the Library Board for sending her to ALA.

CORRESPONDENCE 3

Card received from Laura Larson on 6/29/17 thanking Mary Weimar and the Library Board for allowing her to attend ALA.