

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

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

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOTION TO DECLARE A VACANCY IN THE OFFICE OF TRUSTEE ON THE BOARD OF LIBRARY TRUSTEES EFFECTIVE IMMEDIATELY – FOR ACTION**  
*Motion to declare a vacancy in the office of Trustee on the Board of Library Trustees effective immediately*

**D. APPOINTMENT OF LIBRARY TRUSTEE CHRISTIAN BARCELONA TO FILL THE UNEXPIRED TERM OF SECRETARY OF THE BOARD– FOR ACTION**  
*Motion to approve Library Trustee Christian Barcelona to fill the unexpired term of Secretary of the Board*

**E. APPROVAL OF MINUTES FROM FEBRUARY 20, 2017—FOR ACTION**

**F. INTRODUCTION OF VISITORS**

Chris McClure from McClure Inserra, and Company will present the 2016 Orland Park Public Library Audit

**G. 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.

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

**I. LIBRARIANS' REPORT/STAFF REPORTS**

**J. 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

## **K. UNFINISHED BUSINESS**

1. Approval of the revisions to the Bylaws of the Board of Library Trustees – For Action  
*Motion to approve the revisions to the Bylaws of the Board of Library Trustees*

## **L. NEW BUSINESS**

1. Approval of the Revision to the Collection Development Policy – For Action  
*Motion to approve the revisions to the Collection Development Policy*
2. Strategic Plan Update – For Discussion
3. Approval of the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M.– 1:00 P.M for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland – For Action  
*Motion to approve the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M.– 1:00 P.M for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland*
4. Approval for Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3700 which includes registration and reimbursements– For Action  
*Motion to approve Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3,700 which includes registration and reimbursements*
5. Approval for President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements– For Action  
*Motion to approve President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements*
6. Approval for mileage reimbursement for President Nancy Healy’s attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18 - For Action  
*Motion to approve mileage reimbursement for President Nancy Healy’s attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18*

7. Approval for thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements – For Action  
*Motion to approve thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements*
8. Approval for staff members Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements - For Action  
*Motion to approve staff member Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements*
9. Insurance Renewal Proposal -For Action  
*Motion to accept the Hub International Midwest, Ltd. Insurance renewal for 5/01/17 – 4/30/18 for the cost of \$75,772*
10. Accept the 2016 Audit – For Action  
*Motion to accept the 2016 Library Audit by McClure Inserra & Company*
11. Approval of updating the signature cards for the Marquette Bank accounts – For Action  
*Motion to approve the updating of the signature cards for the Marquette Bank accounts*
12. Approve a Resolution honoring Vice-President Denis Ryan for his years of service – For Action  
*Motion to approve a Resolution honoring Vice-President Denis Ryan for his years of service*
13. Approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service – For Action  
*Motion to approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service*

## **M. ANNOUNCEMENTS**

## **N. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 20, 2017

The meeting was officially called to order by President Healy at 7:05 p.m.

## Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad, 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; Aaron Peterson, Senior Administrative Coordinator

Treasurer Jennings made a motion to approve the January 16, 2017 minutes. Trustee Leafblad seconded. No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

## Minutes

Motion passed. 5 ayes, 0 nays, 2 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

None.

None.

## Executive Session

Trustee Kleis moved to accept the Treasurer's Report for January 2017. Trustee Leafblad seconded. Finance Manager Kimmey mentioned the auditors were in recently and wanted the library to breakdown the Fund Balance section into three categories: Non-spendable, Restricted by Donors and Restricted by Statute. The Non-spendable would be prepaid assets in which the library would expense throughout the year. This amount would adjust each month. The Statement of Revenue and Expenditures shows an amount of \$270,354 which represents funds carried over from 2016. In regards to the Nicor bill, President Healy asked about the increase in cost per therm for natural gas. Ross Kimmey stated the therm cost fluctuates and had increased from .27 to .41 per therm in the recent bill. 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 1/17/17-2/20/17. Trustee Barcelona seconded. No discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

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

**Librarian's  
Report**

Mark Ewasiuk and Ron Sierzega were able to successfully test the Raspberry Pi's on the second floor OPAC computers and now there is a screen saver advertising our programs on the catalog. The thin clients will be replaced by Raspberry Pi's over the next few months. Mark and Ron were able to use a Raspberry Pi to market new books at the Circulation Desk. There is a monitor located on the shelving behind the staff facing the patrons. Web Developer Lina and Graphics Assistant Kristen assisted on both of these projects by providing the content. IT is also working on a project to have the Zoneminder cameras linked to the Intranet so every staff member would be able to click on a camera zone and view real time. Having this access strengthens our safety objective in the Strategic Plan.

Jackie is working on the Boopsie app. The library hopes to have this app debuted by late March. Circulating Hotspots was researched and the library will be contracting with Mobile Beacon to have these available to OPPL patrons for a cost of \$120 per device per year. The library will use Tech Soup to purchase five of them for a one-time cost of \$60 for all five devices. The library hopes to have these available for circulation by early March.

The Chinese Lantern Festival on February 11 was a great success. Over 160 patrons came throughout the day. A big thank you to the 21st Century Institute and the Village of Orland Park for making this an enjoyable day. Although Outreach has given statistics of programs in January, the entertainment on Friday evening had over 50 patrons enjoying the sounds of String Grass music.

The final report from the Industrial Appraisal Company was received on January 17<sup>th</sup>. This report provided the library with an updated appraisal value of its items and materials, such as the NASA collection, technology, artwork, and print and non-print materials based on the inventory that was submitted in mid-November.

Jason from TYCO Integrated Security, the company that services our integrated burglar and access card system, conducted a preventive maintenance service call in early February to check on the reliability of the system. It has been determined that the Cellular Communicator needs to be replaced. The cost effective communicator is designed to strengthen and enhance the functionality of the library's existing alarm system. TYCO will also be providing a quote to the library on replacing our existing integrated system and separating it into two separate structures. As of the year 2020, parts for the mother board will no longer be available and it will be necessary to purchase a new system at that time.

Steve Newman and Joe Ebert have begun replacing the fluorescent light bulbs throughout the library with LED bulbs. The bulbs use half of the energy than the old ones, are much more cost efficient and offer a five year warranty. The light from the bulbs that is cast is much easier on the eyes for reading and sight. Staff have remarked on the improvement and soon the patrons will notice the difference, as well.

On Friday, Library Furniture International installed six moveable display shelving units—3 in Adult Services and 3 in Youth Services. The shelving units allow the librarians to create a bookstore-style book displays. These units hold approximately 80 items depending on the thickness of the books. The increase in face out displays of materials should increase browsing by the patrons, as well as pique their attention as they pass by. The new book shelves in Adult Services were dismantled and replaced with the units. They now hold the new fiction and nonfiction titles. In Youth Services, two of the units are located just north of the Junior Desk and are filled with various display books such as Black History Month and new DVDs. The third YS unit is located in the Preschool Area and is chockfull of books about concepts. The staff in both departments will need to be constantly arranging the shelves as books are selected, which will offer our patrons an ever changing display of materials to choose from.

No reports at this time.

**Other Staff  
Reports**

No reports at this time.

**Building and  
Maintenance**

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

None.

Unfinished  
Business

Approval of the revisions to the Employee Handbook – For Action

New Business

Treasurer Jennings moved to approve the revisions to the Employee Handbook. Trustee Leafblad seconded.

Director Weimar mentioned the changes were legislative requirements needing to be incorporated to be in compliance with Illinois law. These revisions affect both the sick leave and bereavement sections of the handbook. The terminology added is stepchild, adoptive child and domestic partner.

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 the revisions to the Unattended Children’s Policy – For Action

Trustee Leafblad motioned to approve the revisions to the Unattended Children’s Policy. Trustee Kleis seconded.

Director Weimar mentioned that the oldest dated policies were chosen for revisions first and were given to the Department Heads to revise and Attorney Dennis Walsh to review. Attorney Dennis Walsh added some suggested wording on parental responsibility. The staff felt the content on parents not being able to leave children at any time was necessary for inclusion.

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 the revisions to the Reference and Readers’ Advisory Service Policy – For Action

Treasurer Jennings moved to approve the revisions to the Reference and Readers’ Advisory Service Policy. Trustee Leafblad seconded.

Director Weimar stated that this policy not only is applicable for the Adult and Youth Services’ departments, but also the IT department. Patrons request IT staff to assist with their devices. Staff is also asked to help with patrons’ job resumes both in person and online. The suggested content added by Attorney Dennis Walsh clarifies the responsibilities allowed when working with patrons. President Healy asked if we can add a provision for typos in some of the drafts presented. Attorney Dennis

Walsh said they could be corrected. This policy also states the library provides nondiscriminatory service.

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 the revisions to the Media Photographing and Videotaping Policy - For Action

Trustee Kleis motioned to approve the revisions to the Media Photographing and Videotaping Policy. Trustee Barcelona seconded.

Director Weimar mentioned that the live streaming content was added. Finance Manager Kimmey asked if that included Facebook Live and Director Weimar said yes.

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 the revisions to the Program Attendance Policy – For Action

Trustee Barcelona moved to approve the revisions to the Program Attendance Policy. Trustee Kleis seconded.

Director Weimar stated the major change in this policy is the cardholders from other libraries must present their home library card. Assistant Library Director Adamowski mentioned many of youth services programs are drop in with no registration required. The attendance numbers have increased quite a bit. Attorney Dennis Walsh inquired about service to homeless. Director Weimar stated the Illinois State Library was still in discussion on service to the unserved and although library cards are required for some programs, the drop-ins and adult programs do not require library cards to attend.

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 the revisions to the Program Participant's Consent Policy – For Action

Treasurer Jennings moved to approve the revisions to the Program Participant's Consent Policy. Trustee Leafblad seconded.

Director Weimar stated the library is concerned about the safety of our patrons. The library does post patrons' photos to Facebook to advertise our programs, but no names or identification is given. Director Weimar mentioned this policy is posted near the elevator for patrons to view and marketing pictures have not been a problem.

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 the revisions to the Display Policy – For Action

Trustee Kleis motioned to approve the revisions to the Display Policy. Trustee Leafblad seconded.

Director Weimar stated this policy was one of the few which had not been revised. Outreach Services was eager to have it reviewed. The Outreach Department mentioned the ability to have audible presentations and it was agreed to allow these types of presentations. It was agreed that pictures of exhibitor's artwork can be included in motion pictures or television, but it is not the library's practice to take photos and post them. This language was inserted as a protection in case any photo from the newsletter went global. It was decided that this promotion statement will remain in the policy and if it should be adequately explained to exhibitors on an individual basis. President Healy asked about correcting a few typographical mistakes.

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 the revisions to the Bylaws of the Board of Library Trustees – For Action

Treasurer Jennings motioned to approve the revisions to the Bylaws of the Board of Library Trustees. Trustee Kleis seconded.

Treasurer Jennings expressed interest in lowering the number of years for term lengths. President Healy asked why volunteers are discussed. Attorney Dennis Walsh explained about indemnifying volunteers and the need to insert this language. President Healey inquired about the wording of how the Treasurer maintains the accounts and the Secretary takes the minutes. Attorney Dennis Walsh and trustee Jennings made some suggested verbiage changes to show delegation of tasks is permitted. A grammatical adjustment was pointed out by President Healy. She inquired if the time frame change from 30 to 60 days for the Illinois Public Library Annual Report was correct by law. President Healy requested a clean copy with the revisions, in black type only, be created and it was decided to table this action item.

Treasurer Jennings motioned to table the approval of revisions to the Bylaws of the Board of Library Trustees until the next regularly scheduled Board Meeting.

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 the 2016 Illinois Public Library Annual Report – For Action

Trustee Kleis motioned to approve the 2016 Illinois Public Library Annual Report. Treasurer Jennings seconded.

Director Mary Weimar presented the statistics covered by this report. The Illinois Public Library Annual Report (IPLAR) must be filed by March 1. It has been completed with the input of all of the departments. This is a statistical report without narrative. It highlights the collection, circulation and building statistics. The library offered fewer programs in 2016, which might have had an effect on the building attendance and some reference stats. The circulation increased by 3 percent with an annual circulation of 945,776. Children and teen account for over 500,000 of this total. The survey asked for database usage for the first time this year. Total collection use of physical, electronic and database hits was 1,028,804. This is the first year the survey required a study room usage count and ours was over 7,600 uses. This is only a use count, not a number of patrons in each room. Our annual gate count was lower by about 30,000. Reference questions answered were down about 6,000. This year the survey asked for one-on-one tutorials. This question was unknown in that the Illinois State Library did not



indicate to libraries this year to keep stats on this type of reference transaction. The library has about a thousand more registered users at 37,848. Another change to the survey this year was recording statistics on passive programming. The 1,300 plus count of the over 42,000 program attendees were primarily children and teens. Computer usage is up, with over 24,000 users. The amount of monies spent on staff training increased by about \$10,000. Public Library Association conference was in 2016 (every other year). Almost 1,000 more hours of training was acquired over 2015 for staff, Book Expo was in Chicago this year which may account for an increase in both spending and hours. The library has approximately 280,900 physical items (magazines, books, DVDs, video games and audio books. The library has over 7,600 eBooks.

The Capital Needs Assessment portion, which used to be required for the Illinois State Library every two years, was incorporated into this year's IPLAR. It asks for approximate costs of improvements or facility needs for your library, such as, security measures, energy conservation, roof, HVAC, etc.

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 for the payment of \$75 each for members of the Board of Library Trustees to be enrolled in the Illinois Library Association – For Action

Trustee Kleis motioned to approve the payment of \$75 each for members of the Board of Library Trustees to be enrolled in the Illinois Library Association. Trustee Leafblad seconded.

Director Weimar stated this item on the agenda allows for membership continuity as each Board Member's anniversary date is different.

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 for the payment of \$260 for Trustee Leafblad and Trustee Jennings who attended the Illinois Library Association Trustee Workshop on February 18, 2017 – For Action

Trustee Kleis moved to approve the payment of \$260 for Trustee Leafblad and Trustee Jennings who attended the Illinois Library Association Trustee Workshop on February 18, 2017. Trustee Barcelona seconded.

Treasurer Jennings and Trustee Leafblad both remarked on how interesting the workshop was. Treasurer Jennings said the main speaker spoke a lot about upcoming legislation and Trustee Leafblad mentioned she enjoyed learning more about the rules regarding children and their library cards along with how room usage profiling is not permitted.

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 the American Library Association 2017-2018 membership for President Healy in the amount of \$135– For Action

Trustee Barcelona motioned to approve the American Library Association 2017-2018 membership for President Healy in the amount of \$135. Trustee Leafblad seconded.

Director Weimar mentioned the ALA conference will be held June 22-27 at McCormick Place. It is less expensive to attend the conference if trustees are ALA members.

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 the Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Commercial Carpet Consultants, Inc., in an amount not to exceed \$178,000 and the Rider to the Standard Form of Agreement, and the General Conditions of the Contract for Construction, and the Supplementary General Conditions of the Contract for Construction– For Action

Trustee Kleis motioned to approve the Standard Form of Agreement between the Orland Park Public Library Board of Library Trustees of the Village of Orland Park and Commercial Carpet Consultants, Inc., in an amount not to exceed \$178,000 and the Rider to the Standard Form of Agreement, and the General Conditions of the Contract for Construction, and the Supplementary General Conditions of the Contract for Construction. Trustee Leafblad seconded. Dan Pohrte from Products Architects told Assistant Library Director Adamowski he has worked with Commercial Carpet Consultants in the past. He is confident they will do well.

Assistant Director Adamowski mentioned that the Commercial Carpet Consultants bid was the lower of the only two received sealed bids. The Lobby, Staircase, first floor meeting room corridor and Youth Services corridor is included in the \$178,000 proposal (along with a 10% contingency). \$51,006 of the total cost was awarded in 2016 from the Illinois State Library.

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.

President Healy asked about Lynda.com and wondered if the library should look into it since a few patrons left comments in regards to it. Director Weimar said Adult Services staff is looking into the cost and functionality of it. Staff are aware Tinley Park Public Library carries this service and will investigate usage statistics and cost. Director Weimar reiterated the subscription price will be based on current population figures, not cardholder numbers, which will cause a higher price. President Healy does not want the IT class evaluations included in their customer service log.

#### Announcements

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Kleis.

#### Adjournment

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.

The meeting was adjourned at 8:30 p.m.

Catherine Morrissey-Lebert  
Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Aaron Peterson

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended February 28, 2017**

**Revenues**

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

**Expenditures**

**Total Expenditures** were \$ 103,007 under budget for the month and \$ 196,257 under budget year-to-date.

**Salaries** is under budget by \$ 20,110 for February and \$ 40,325 under budget year-to-date. There are a few open positions at this time.

**Accounting** is over budget for the month by \$ 669, but below budget on a year-to-date basis.

**Automation - Equipment** is over budget for February by \$ 1,114, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
February 28, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	247,660.38	6,783.08	68,370.79		322,814.25
Cash - Marquette E-Commerce	4,599.18				4,599.18
Illinois Funds	91,346.10				91,346.10
PMA Financial Investments	5,618,083.03	766,623.66		912,385.01	7,297,091.70
US Bank	9,182.63	62.50		525.46	9,770.59
Tax Receipts - Marquette	988,371.83				988,371.83
Special Reserve - Marquette	1.00				1.00
Cash - Harris Bank	1.61				1.61
Petty Cash	300.00				300.00
Interest Receivable	26,236.40	304.20		1,371.64	27,912.24
Property Taxes Receivable	3,915,043.19			1,256,996.06	5,172,039.25
Prepaid Expenses	149,678.01				149,678.01
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>11,050,503.36</u></b>	<b><u>773,773.44</u></b>	<b><u>68,370.79</u></b>	<b><u>2,171,278.17</u></b>	<b><u>14,063,925.76</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	3,915,043.19	0.00	0.00	1,256,996.06	5,172,039.25
Accounts Payable	76,316.46	0.00	0.00	0.00	76,316.46
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	48,348.12	48,348.12
<b>Total Liabilities</b>	<b><u>3,991,359.65</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>1,305,344.18</u></b>	<b><u>5,296,703.83</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,283,251.37</b>	<b>773,078.83</b>	<b>68,284.75</b>	<b>470,727.88</b>	<b>7,595,342.83</b>
<b>Fund Balance - Nonspendable</b>	<b>149,678.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>149,678.01</b>
<b>Fund Balance - Restricted by Donors</b>	<b>51,006.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,006.00</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,597.41</b>
<b>Transfers between Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>561,610.92</u></b>	<b><u>694.61</u></b>	<b><u>86.04</u></b>	<b><u>395,206.11</u></b>	<b><u>957,597.68</u></b>
<b>Ending Fund Balance</b>	<b><u>7,059,143.71</u></b>	<b><u>773,773.44</u></b>	<b><u>68,370.79</u></b>	<b><u>865,933.99</u></b>	<b><u>8,767,221.93</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>11,050,503.36</u></b>	<b><u>773,773.44</u></b>	<b><u>68,370.79</u></b>	<b><u>2,171,278.17</u></b>	<b><u>14,063,925.76</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
February 28, 2017**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	1,279,190.80	432,853	295.53%	1,280,817.09	865,706	24.66%	5,194,234
Impact Fees	0.00	1,500	0.00%	1,750.00	3,000	9.72%	18,000
Replacement Taxes	0.00	1,000	0.00%	2,234.17	2,000	18.62%	12,000
State Grants	0.00	3,333	0.00%	0.00	6,667	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	322.30	1,000	5.37%	6,000
Fines	5,396.86	4,583	117.76%	10,274.69	9,167	18.68%	55,000
Gifts	0.00	750	0.00%	1,195.00	1,500	13.28%	9,000
Copy Machine	1,027.66	1,000	102.77%	1,962.69	2,000	16.36%	12,000
Interest Income	3,195.95	2,000	159.80%	6,823.54	4,000	28.43%	24,000
Miscellaneous Income	701.69	750	93.56%	1,580.66	1,500	17.56%	9,000
<b>Total Revenues</b>	<b>1,289,512.96</b>	<b>448,270</b>	<b>287.66%</b>	<b>1,306,960.14</b>	<b>896,541</b>	<b>24.30%</b>	<b>5,379,234</b>
<b>Expenditures</b>							
Salaries	188,888.73	208,999	90.38%	377,672.69	417,998	15.06%	2,507,992
Salaries-Maintenance	8,449.76	9,476	89.17%	16,707.87	18,952	14.69%	113,711
Life/Health Insurance	34,522.91	40,000	86.31%	91,308.12	80,000	19.02%	480,000
Books	15,949.52	34,000	46.91%	34,607.96	68,000	8.48%	408,000
Electronic Databases	6,120.50	6,083	100.62%	12,241.00	12,167	16.77%	73,000
Periodicals	2,149.52	3,167	67.87%	5,589.65	6,333	14.71%	38,000
Audio Visual Materials	10,215.36	13,750	74.29%	16,491.59	27,500	9.99%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	167	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,826.76	1,158	157.75%	2,308.42	2,317	16.61%	13,900
Insurance	3,893.58	4,083	95.36%	7,279.16	8,167	14.86%	49,000
Landscaping & Groundskeeping	0.00	2,000	0.00%	0.00	4,000	0.00%	24,000
Building Maintenance	15,204.91	33,833	44.94%	24,918.27	67,667	6.14%	406,000
Security System	0.00	1,000	0.00%	328.00	2,000	2.73%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	167	0.00%	1,000
Legal	4,933.70	9,583	51.48%	5,267.12	19,167	4.58%	115,000
Library Consultant	0.00	833	0.00%	0.00	1,667	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	1,078.70	1,500	11.99%	9,000
Natural Gas	2,853.22	3,000	95.11%	7,238.76	6,000	20.11%	36,000
Telephone	380.34	800	47.54%	1,119.62	1,600	11.66%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	3,333	0.00%	20,000
Building & Custodial Supplies	2,838.83	3,000	94.63%	6,060.88	6,000	16.84%	36,000
Building Repairs	1,522.45	1,833	83.06%	1,922.06	3,667	8.74%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,005.99	1,500	67.07%	1,402.71	3,000	7.79%	18,000
Machine Rental	233.01	333	69.97%	233.01	667	5.83%	4,000
Automation - Equipment	7,780.65	6,667	116.70%	12,509.16	13,333	15.64%	80,000
Automation - Line Costs	327.86	625	52.46%	662.85	1,250	8.84%	7,500
Automation - Consultant	7,868.25	12,083	65.12%	16,233.25	24,167	11.20%	145,000
Automation - Maintenance	6,163.25	7,083	87.01%	13,954.95	14,167	16.42%	85,000
Library Furniture	0.00	5,417	0.00%	0.00	10,833	0.00%	65,000
Outreach Services	164.08	583	28.14%	432.85	1,167	6.18%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
February 28, 2017**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	445.00	583	76.33%	695.00	1,167	9.93%	7,000
Staff Training & Education	961.61	1,984	48.47%	1,290.94	3,967	5.42%	23,804
Conference Fees	0.00	500	0.00%	0.00	1,000	0.00%	6,000
Patron Programs & Events	2,124.71	3,500	60.71%	3,352.47	7,000	7.98%	42,000
Association Dues & Fees	100.00	750	13.33%	550.00	1,500	6.11%	9,000
Public Information	866.67	3,250	26.67%	1,605.84	6,500	4.12%	39,000
Library Supplies	3,003.13	3,500	85.80%	6,212.02	7,000	14.79%	42,000
Office Supplies	267.99	750	35.73%	613.14	1,500	6.81%	9,000
Postage	690.92	1,250	55.27%	1,216.12	2,500	8.11%	15,000
Printing	0.00	750	0.00%	0.00	1,500	0.00%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,465.90	18,018	91.39%	33,065.69	36,037	15.29%	216,221
Contribution to FICA	14,747.02	16,713	88.24%	29,458.24	33,427	14.69%	200,560
Audit	938.00	942	99.58%	1,876.00	1,883	16.60%	11,300
Liability Ins.-D&O,Bonds,WC	3,796.50	4,250	89.33%	7,593.00	8,500	14.89%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	667	0.00%	4,000
Bank Charges	91.28	250	36.51%	200.14	500	6.67%	3,000
<b>Total Expenditures</b>	<b>367,791.91</b>	<b>470,799</b>	<b>78.12%</b>	<b>745,349.22</b>	<b>941,606</b>	<b>13.19%</b>	<b>5,649,588</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>921,721.05</b>	<b>(22,529)</b>		<b>561,610.92</b>	<b>(45,058)</b>		<b>(270,354)</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>921,721.05</b>	<b>(22,529)</b>		<b>561,610.92</b>	<b>(45,058)</b>		<b>(270,354)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
February 28, 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
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	426,396.94	426,922.40
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	297.59	702.61	5.24	11.04	243.30	515.79
Capital Campaign	0.00	0.00	75.00	75.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>297.59</b>	<b>702.61</b>	<b>80.24</b>	<b>86.04</b>	<b>426,640.24</b>	<b>427,438.19</b>
<b>Expenditures</b>						
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	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	5.00	8.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.04	32,232.08
<b>Total Expenditures</b>	<b>5.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,116.04</b>	<b>32,232.08</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>292.59</b>	<b>694.61</b>	<b>80.24</b>	<b>86.04</b>	<b>410,524.20</b>	<b>395,206.11</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>292.59</b>	<b>694.61</b>	<b>80.24</b>	<b>86.04</b>	<b>410,524.20</b>	<b>395,206.11</b>

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended March 31, 2017**

**Revenues**

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

**Expenditures**

**Total Expenditures** were \$ 68,614 under budget for the month and \$ 264,867 under budget year-to-date.

**Salaries** is under budget by \$ 9,926 for March and \$ 50,251 under budget year-to-date. There are a few open positions at this time.

**Water & Sewer** is over budget for the month by \$ 550 and over budget by \$ 129 on a year-to-date basis.

**Building & Custodial Supplies** is over budget for March by \$ 524 and over budget by \$ 585 on a year-to-date basis.

**Outreach Services** is over budget for the month by \$ 1,636 and over budget by \$ 902 on a year-to-date basis.

**Postage** is over budget for March by \$ 1,200, but is under budget on a year-to-date basis.

**Printing** is over budget for the month by \$ 2,141 and over budget by \$ 641 on a year-to-date basis.



**Orland Park Public Library  
Balance Sheet - All Funds  
March 31, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	191,135.06	0.00	68,451.60		259,586.66
Cash - Marquette E-Commerce	2,586.12				2,586.12
Illinois Funds	0.00				0.00
PMA Financial Investments	7,585,712.55	771,284.32		1,425,228.31	9,782,225.18
US Bank	0.02	2.91		0.00	2.93
Tax Receipts - Marquette	32,843.16				32,843.16
Special Reserve - Marquette	0.00	2,558.50			2,558.50
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	28,071.23	593.73		1,950.42	30,615.38
Property Taxes Receivable	2,549,775.29			801,906.76	3,351,682.05
Prepaid Expenses	156,763.07				156,763.07
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>10,547,186.50</u></b>	<b><u>774,439.46</u></b>	<b><u>68,451.60</u></b>	<b><u>2,229,085.49</u></b>	<b><u>13,619,163.05</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,549,775.29	0.00	0.00	801,906.76	3,351,682.05
Accounts Payable	19,697.20	0.00	0.00	0.00	19,697.20
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	64,464.16	64,464.16
<b>Total Liabilities</b>	<b><u>2,569,472.49</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>866,370.92</u></b>	<b><u>3,435,843.41</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,268,350.37</b>	<b>773,078.83</b>	<b>68,284.75</b>	<b>470,727.88</b>	<b>7,580,441.83</b>
<b>Fund Balance - Nonspendable</b>	<b>156,763.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156,763.07</b>
<b>Fund Balance - Restricted by Donors</b>	<b>51,006.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,006.00</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,597.41</b>
<b>Transfers between Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,537,310.71</u></b>	<b><u>1,359.63</u></b>	<b><u>166.85</u></b>	<b><u>834,858.20</u></b>	<b><u>2,373,695.39</u></b>
<b>Ending Fund Balance</b>	<b><u>8,027,027.56</u></b>	<b><u>774,438.46</u></b>	<b><u>68,451.60</u></b>	<b><u>1,305,586.08</u></b>	<b><u>10,175,503.70</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>10,547,186.50</u></b>	<b><u>774,439.46</u></b>	<b><u>68,451.60</u></b>	<b><u>2,229,085.49</u></b>	<b><u>13,619,163.05</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
March 31, 2017**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b><u>Revenues</u></b>							
Taxes	1,365,255.41	432,853	315.41%	2,646,072.50	1,298,559	50.94%	5,194,234
Impact Fees	0.00	1,500	0.00%	1,750.00	4,500	9.72%	18,000
Replacement Taxes	1,435.16	1,000	143.52%	3,669.33	3,000	30.58%	12,000
State Grants	0.00	3,333	0.00%	0.00	10,000	0.00%	40,000
Non Resident Fees	413.49	500	82.70%	735.79	1,500	12.26%	6,000
Fines	4,498.11	4,583	98.15%	14,772.80	13,750	26.86%	55,000
Gifts	0.00	750	0.00%	1,195.00	2,250	13.28%	9,000
Copy Machine	1,417.98	1,000	141.80%	3,380.67	3,000	28.17%	12,000
Interest Income	3,985.62	2,000	199.28%	10,809.16	6,000	45.04%	24,000
Miscellaneous Income	879.28	750	117.24%	2,459.94	2,250	27.33%	9,000
<b>Total Revenues</b>	<b>1,377,885.05</b>	<b>448,270</b>	<b>307.38%</b>	<b>2,684,845.19</b>	<b>1,344,810</b>	<b>49.91%</b>	<b>5,379,234</b>
<b><u>Expenditures</u></b>							
Salaries	199,072.94	208,999	95.25%	576,745.63	626,997	23.00%	2,507,992
Salaries-Maintenance	9,822.58	9,476	103.66%	26,530.45	28,428	23.33%	113,711
Life/Health Insurance	34,522.91	40,000	86.31%	125,831.03	120,000	26.21%	480,000
Books	28,173.11	34,000	82.86%	62,781.07	102,000	15.39%	408,000
Electronic Databases	5,721.50	6,083	94.06%	17,962.50	18,250	24.61%	73,000
Periodicals	2,226.52	3,167	70.30%	7,816.17	9,500	20.57%	38,000
Audio Visual Materials	13,281.24	13,750	96.59%	29,772.83	41,250	18.04%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	250	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,146.44	1,158	99.00%	3,454.86	3,475	24.86%	13,900
Insurance	3,893.58	4,083	95.36%	11,172.74	12,250	22.80%	49,000
Landscaping & Groundskeeping	1,528.66	2,000	76.43%	1,528.66	6,000	6.37%	24,000
Building Maintenance	16,532.21	33,833	48.86%	41,450.48	101,500	10.21%	406,000
Security System	1,047.11	1,000	104.71%	1,375.11	3,000	11.46%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	250	0.00%	1,000
Legal	8,482.87	9,583	88.52%	13,749.99	28,750	11.96%	115,000
Library Consultant	0.00	833	0.00%	0.00	2,500	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,300.30	750	173.37%	2,379.00	2,250	26.43%	9,000
Natural Gas	3,260.25	3,000	108.68%	10,499.01	9,000	29.16%	36,000
Telephone	558.78	800	69.85%	1,678.40	2,400	17.48%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	5,000	0.00%	20,000
Building & Custodial Supplies	3,524.33	3,000	117.48%	9,585.21	9,000	26.63%	36,000
Building Repairs	1,760.83	1,833	96.06%	3,682.89	5,500	16.74%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,726.34	1,500	115.09%	3,129.05	4,500	17.38%	18,000
Machine Rental	0.00	333	0.00%	233.01	1,000	5.83%	4,000
Automation - Equipment	2,120.59	6,667	31.81%	14,629.75	20,000	18.29%	80,000
Automation - Line Costs	327.86	625	52.46%	990.71	1,875	13.21%	7,500
Automation - Consultant	6,347.25	12,083	52.53%	22,580.50	36,250	15.57%	145,000
Automation - Maintenance	775.98	7,083	10.96%	14,730.93	21,250	17.33%	85,000
Library Furniture	0.00	5,417	0.00%	0.00	16,250	0.00%	65,000
Outreach Services	2,219.08	583	380.63%	2,651.93	1,750	37.88%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
March 31, 2017**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	942.34	583	161.64%	1,637.34	1,750	23.39%	7,000
Staff Training & Education	993.57	1,984	50.08%	2,284.51	5,951	9.60%	23,804
Conference Fees	300.00	500	60.00%	300.00	1,500	5.00%	6,000
Patron Programs & Events	2,484.93	3,500	71.00%	5,837.40	10,500	13.90%	42,000
Association Dues & Fees	45.00	750	6.00%	595.00	2,250	6.61%	9,000
Public Information	744.17	3,250	22.90%	2,350.01	9,750	6.03%	39,000
Library Supplies	3,222.08	3,500	92.06%	9,434.10	10,500	22.46%	42,000
Office Supplies	1,033.27	750	137.77%	1,646.41	2,250	18.29%	9,000
Postage	2,450.33	1,250	196.03%	3,666.45	3,750	24.44%	15,000
Printing	2,891.26	750	385.50%	2,891.26	2,250	32.13%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,197.63	18,018	95.45%	50,263.32	54,055	23.25%	216,221
Contribution to FICA	15,655.31	16,713	93.67%	45,113.55	50,140	22.49%	200,560
Audit	938.00	942	99.58%	2,814.00	2,825	24.90%	11,300
Liability Ins.-D&O,Bonds,WC	3,796.50	4,250	89.33%	11,389.50	12,750	22.33%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	1,000	0.00%	4,000
Bank Charges	117.61	250	47.04%	317.75	750	10.59%	3,000
<b>Total Expenditures</b>	<b>402,185.26</b>	<b>470,799</b>	<b>85.43%</b>	<b>1,147,534.48</b>	<b>1,412,401</b>	<b>20.31%</b>	<b>5,649,588</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>975,699.79</b>	<b>(22,529)</b>		<b>1,537,310.71</b>	<b>(67,588)</b>		<b>(270,354)</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>975,699.79</b>	<b>(22,529)</b>		<b>1,537,310.71</b>	<b>(67,588)</b>		<b>(270,354)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
March 31, 2017**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	455,101.77	882,024.17
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	670.02	1,372.63	5.81	16.85	666.36	1,182.15
Capital Campaign	0.00	0.00	75.00	150.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>670.02</b>	<b>1,372.63</b>	<b>80.81</b>	<b>166.85</b>	<b>455,768.13</b>	<b>883,206.32</b>
<b>Expenditures</b>						
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	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	5.00	13.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.04	48,348.12
<b>Total Expenditures</b>	<b>5.00</b>	<b>13.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,116.04</b>	<b>48,348.12</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>665.02</b>	<b>1,359.63</b>	<b>80.81</b>	<b>166.85</b>	<b>439,652.09</b>	<b>834,858.20</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>665.02</b>	<b>1,359.63</b>	<b>80.81</b>	<b>166.85</b>	<b>439,652.09</b>	<b>834,858.20</b>

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56512	02/21/2017	ALA Member Services	101010 - Cash - Marquette	-292.82
TOTAL	44996738	01/28/2017		104710 - Library Supplies	292.82
					292.82
Bill Pmt -Check	56513	02/21/2017	Badge-A-Minit	101010 - Cash - Marquette	-148.71
TOTAL	H2344	02/06/2017		104710 - Library Supplies	148.71
					148.71
Bill Pmt -Check	56514	02/21/2017	Bal Industries	101010 - Cash - Marquette	-2,070.00
TOTAL	37734	02/03/2017		104450 - Building Maintenance	2,070.00
					2,070.00
Bill Pmt -Check	56515	02/21/2017	Boilersource	101010 - Cash - Marquette	-306.07
Bill	58578	01/01/2017		104450 - Building Maintenance	90.43
Bill	58608	01/01/2017		104450 - Building Maintenance	272.64
TOTAL					363.07
Bill Pmt -Check	56516	02/21/2017	Comcast	101010 - Cash - Marquette	-302.82
TOTAL	50206809	02/01/2017		104520 - Telephone	302.82
					302.82
Bill Pmt -Check	56517	02/21/2017	Comcast Cable	101010 - Cash - Marquette	-325.38
Bill	2/3/17	02/03/2017		104575 - Automation - Line Costs	247.86
				104520 - Telephone	77.52
TOTAL					325.38

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56518	02/21/2017	EBSCO	101010 · Cash - Marquette	-118.26
Bill	990000046638	01/31/2017		104320 · Periodicals - Adult	118.26
TOTAL					118.26
Bill Pmt -Check	56519	02/21/2017	Gale/Cengage Learning	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56520	02/21/2017	Garvey's Office Products	101010 · Cash - Marquette	-83.51
Bill	PINNV1287695	02/06/2017		104710 · Library Supplies	83.51
TOTAL					83.51
Bill Pmt -Check	56521	02/21/2017	Green Hills Public Library District	101010 · Cash - Marquette	-16.00
Bill	SK-LL-0008	02/13/2017		104310 · Books - Adult	16.00
TOTAL					16.00
Bill Pmt -Check	56522	02/21/2017	Illinois Director of Employment Security	101010 · Cash - Marquette	-1,629.00
Bill	2/10/17	01/31/2017		104940 · Unemployment Compensation	1,629.00
TOTAL					1,629.00
Bill Pmt -Check	56523	02/21/2017	Impact Networking, LLC	101010 · Cash - Marquette	-174.50
Bill	IN266471	02/10/2017		104710 · Library Supplies	174.50
TOTAL					174.50

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56524	02/21/2017	Ingram Library Services	101010 - Cash - Marquette	-2,843.32
Bill	See Detail List	02/17/2017		104310 - Books - Adult	2,013.68
				104312 - Books - Outreach	210.62
				104311 - Books - Youth	619.02
TOTAL					2,843.32
Bill Pmt -Check	56525	02/21/2017	Jorson & Carlson, Inc.	101010 - Cash - Marquette	-65.75
Bill	0474646	02/09/2017		104450 - Building Maintenance	65.75
TOTAL					65.75
Bill Pmt -Check	56526	02/21/2017	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-467.42
Bill	9003216796	02/01/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	467.42
TOTAL					467.42
Bill Pmt -Check	56527	02/21/2017	Lite Tech, Inc.	101010 - Cash - Marquette	-1,978.00
Bill	80701	02/07/2017		104450 - Building Maintenance	278.00
Bill	80702	02/07/2017		104450 - Building Maintenance	1,700.00
TOTAL					1,978.00
Bill Pmt -Check	56528	02/21/2017	MailFinance	101010 - Cash - Marquette	-233.01
Bill	N6395237	02/11/2017		104560 - Machine Rental	233.01
TOTAL					233.01
Bill Pmt -Check	56529	02/21/2017	Malta Public Library	101010 - Cash - Marquette	-115.00
Bill	RRF 21717	02/17/2017		104620 - Staff Training & Education	115.00
TOTAL					115.00

**Orland Park Public Library  
Check Detail  
February 21 through March 20, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56530	02/21/2017	Midwest Tape	101010 · Cash - Marquette	-135.95
Bill	94750799	02/07/2017		104341 · Audio Visual Materials - Youth	89.97
Bill	94749380	02/07/2017		104341 · Audio Visual Materials - Youth	45.98
TOTAL					135.95
Bill Pmt -Check	56531	02/21/2017	Oriental Trading Company, Inc.	101010 · Cash - Marquette	-44.97
Bill	682154033-01	02/02/2017		104640 · Patron Programs&Events-Outreach	44.97
TOTAL					44.97
Bill Pmt -Check	56532	02/21/2017	Park Ace Hardware	101010 · Cash - Marquette	-191.10
Bill	1/31/17	01/31/2017		104530 · Building & Custodial Supplies	191.10
TOTAL					191.10
Bill Pmt -Check	56533	02/21/2017	Penguin Random House LLC	101010 · Cash - Marquette	-56.25
Bill	1080897895	02/03/2017		104342 · Audio Visual Materials-Outreach	56.25
TOTAL					56.25
Bill Pmt -Check	56534	02/21/2017	Recorded Books, INC	101010 · Cash - Marquette	-9.00
Bill	75476206	02/03/2017		104340 · Audio Visual Materials - Adult	9.00
TOTAL					9.00
Bill Pmt -Check	56535	02/21/2017	Sherwin-Williams Co.	101010 · Cash - Marquette	-57.02
Bill	2298-9	01/01/2017		104530 · Building & Custodial Supplies	51.99
Bill	2299-7	01/01/2017		104530 · Building & Custodial Supplies	5.03



**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					57.02
Bill Pmt -Check	56536	02/21/2017	Tyco Integrated Security LLC	101010 - Cash - Marquette	-885.00
Bill	27953769	02/02/2017		104540 - Building Repairs	557.00
Bill	27956584	02/06/2017		104540 - Building Repairs	328.00
TOTAL					885.00
Bill Pmt -Check	56537	03/01/2017	Aaron Hughes	101010 - Cash - Marquette	-150.00
Bill	3/7/17	03/07/2017		104640 - Patron Programs&Events- Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	56538	03/01/2017	Dr. William Brooks	101010 - Cash - Marquette	-800.00
Bill	3/5/17	03/05/2017		104640 - Patron Programs&Events- Outreach	800.00
TOTAL					800.00
Bill Pmt -Check	56539	02/21/2017	Gale/Cengage Learning	101010 - Cash - Marquette	-1,173.19
Bill	59765359	01/18/2017		104312 - Books - Outreach	147.94
Bill	59766197	01/18/2017		104312 - Books - Outreach	103.96
Bill	59792712	01/19/2017		104312 - Books - Outreach	71.17
Bill	59792244	01/19/2017		104312 - Books - Outreach	331.07
Bill	59794606	01/19/2017		104310 - Books - Adult	27.19
Bill	59851258	01/23/2017		104310 - Books - Adult	48.78
Bill	59892344	01/25/2017		104310 - Books - Adult	24.00
Bill	59891516	01/25/2017		104310 - Books - Adult	22.39
Bill	59957578	01/30/2017		104310 - Books - Adult	24.00
Bill	59973156	01/31/2017		104310 - Books - Adult	78.39
Bill	60056905	02/07/2017		104310 - Books - Adult	65.58
Bill	60080340	02/09/2017		104310 - Books - Adult	142.35
Bill	60080093	02/09/2017		104310 - Books - Adult	31.19

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	60080798	02/09/2017		104310 · Books - Adult	27.19
Bill	60080173	02/09/2017		104310 · Books - Adult	27.99
<b>TOTAL</b>					<b>1,173.19</b>
<b>Bill Pmt -Check</b>	<b>56540</b>	<b>02/21/2017</b>	<b>Diane S. Norris-Kuczynski</b>	<b>101010 · Cash - Marquette</b>	<b>-123.94</b>
Bill	RRF 220172	02/20/2017		104642 · Patron Programs & Events-Youth	123.94
<b>TOTAL</b>					<b>123.94</b>
<b>Bill Pmt -Check</b>	<b>56541</b>	<b>03/03/2017</b>	<b>Aaron Hughes</b>	<b>101010 · Cash - Marquette</b>	<b>-150.00</b>
Bill	3/21/17	03/21/2017		104640 · Patron Programs&Events-Outreach	150.00
<b>TOTAL</b>					<b>150.00</b>
<b>Bill Pmt -Check</b>	<b>56542</b>	<b>03/03/2017</b>	<b>ALA Member Services</b>	<b>101010 · Cash - Marquette</b>	<b>-135.00</b>
Bill	2/24/17	02/01/2017		104610 · Board Training & Education	135.00
<b>TOTAL</b>					<b>135.00</b>
<b>Bill Pmt -Check</b>	<b>56543</b>	<b>03/03/2017</b>	<b>Appraisal Associates</b>	<b>101010 · Cash - Marquette</b>	<b>-80.80</b>
Bill	2/22/17	02/22/2017		104495 · Legal	80.80
<b>TOTAL</b>					<b>80.80</b>
<b>Bill Pmt -Check</b>	<b>56544</b>	<b>03/03/2017</b>	<b>AT&amp;T</b>	<b>101010 · Cash - Marquette</b>	<b>-80.00</b>
Bill	2/24/17	02/01/2017		104575 · Automation - Line Costs	80.00
<b>TOTAL</b>					<b>80.00</b>
<b>Bill Pmt -Check</b>	<b>56545</b>	<b>03/03/2017</b>	<b>Audio Editions</b>	<b>101010 · Cash - Marquette</b>	<b>-29.19</b>

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL	1623082	02/07/2017		104342 · Audio Visual Materials-Outreach	29.19
Bill					29.19
Bill Pmt -Check	56546	03/03/2017	Barry Cloyd Productions	101010 · Cash - Marquette	-500.00
TOTAL	3/17/17	03/17/2017		104640 · Patron Programs&Events-Outreach	500.00
Bill					500.00
Bill Pmt -Check	56547	03/03/2017	Batteries Plus	101010 · Cash - Marquette	-2,151.48
Bill	277-216307-01	02/15/2017		104530 · Building & Custodial Supplies	131.49
Bill	277-216365-01	02/24/2017		104450 · Building Maintenance	1,773.00
Bill	277-216303-01	02/15/2017		104450 · Building Maintenance	246.99
TOTAL					2,151.48
Bill Pmt -Check	56548	03/03/2017	Cardmember Service	101010 · Cash - Marquette	-2,057.77
Bill	Feb 2017	03/02/2017		104530 · Building & Custodial Supplies	19.70
				104650 · Association Dues & Fees	45.00
				104710 · Library Supplies	990.46
				104630 · Conference Fees	300.00
				104610 · Board Training & Education	86.90
				104660 · Public Information	127.50
				104320 · Periodicals - Adult	39.99
				104620 · Staff Training & Education	450.00
TOTAL					2,059.55
Bill Pmt -Check	56549	03/03/2017	Cash	101010 · Cash - Marquette	-193.75
Bill	3/2/17	03/02/2017		104530 · Building & Custodial Supplies	10.00
				104530 · Building & Custodial Supplies	28.92
				104730 · Postage	6.70
				104530 · Building & Custodial Supplies	8.00

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	2.00
				104641 · Patron Programs & Events-Adult	9.47
				104641 · Patron Programs & Events-Adult	8.49
				104620 · Staff Training & Education	15.68
				104642 · Patron Programs & Events-Youth	11.97
				104530 · Building & Custodial Supplies	1.38
				104530 · Building & Custodial Supplies	20.93
				104311 · Books - Youth	13.99
				104530 · Building & Custodial Supplies	27.98
				104710 · Library Supplies	2.50
				104730 · Postage	4.78
				104642 · Patron Programs & Events-Youth	20.96
<b>TOTAL</b>					<b>193.75</b>
<b>Bill Pmt - Check</b>	<b>56550</b>	<b>03/03/2017</b>	<b>Cavendish Square</b>	<b>101010 · Cash - Marquette</b>	<b>-177.90</b>
Bill	3028897	02/01/2017		104311 · Books - Youth	177.90
<b>TOTAL</b>					<b>177.90</b>
<b>Bill Pmt - Check</b>	<b>56551</b>	<b>03/03/2017</b>	<b>Center Point Large Print</b>	<b>101010 · Cash - Marquette</b>	<b>-43.14</b>
Bill	1454868	02/16/2017		104310 · Books - Adult	21.57
Bill	1456466	02/22/2017		104310 · Books - Adult	21.57
<b>TOTAL</b>					<b>43.14</b>
<b>Bill Pmt - Check</b>	<b>56552</b>	<b>03/03/2017</b>	<b>Demco</b>	<b>101010 · Cash - Marquette</b>	<b>-1,963.84</b>
Bill	6068559	02/15/2017		104710 · Library Supplies	1,963.84
<b>TOTAL</b>					<b>1,963.84</b>
<b>Bill Pmt - Check</b>	<b>56553</b>	<b>03/03/2017</b>	<b>FedEx</b>	<b>101010 · Cash - Marquette</b>	<b>-128.94</b>
Bill	5-685-64105	02/02/2017		104730 · Postage	128.94

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					128.94
Bill Pmt -Check	56554	03/03/2017	Findaway World, LLC	101010 - Cash - Marquette	-443.93
Bill	208499	02/07/2017		104340 - Audio Visual Materials - Adult	443.93
TOTAL					443.93
Bill Pmt -Check	56555	03/03/2017	Gale/Cengage Learning	101010 - Cash - Marquette	-1,457.88
Bill	60080131	02/09/2017		104310 - Books - Adult	30.39
Bill	60080219	02/09/2017		104312 - Books - Outreach	419.85
Bill	60138872	02/13/2017		104312 - Books - Outreach	77.57
Bill	60138947	02/13/2017		104312 - Books - Outreach	103.16
Bill	60138990	02/13/2017		104310 - Books - Adult	52.78
Bill	60157368	02/15/2017		104310 - Books - Adult	21.60
Bill	60156829	02/15/2017		104310 - Books - Adult	20.79
Bill	60157245	02/15/2017		104310 - Books - Adult	21.60
Bill	60156974	02/15/2017		104310 - Books - Adult	23.20
Bill	60157153	02/15/2017		104310 - Books - Adult	22.40
Bill	60173900	02/17/2017		104310 - Books - Adult	51.18
Bill	60210440	02/22/2017		104310 - Books - Adult	52.78
Bill	60210363	02/22/2017		104312 - Books - Outreach	24.79
Bill	60210259	02/22/2017		104312 - Books - Outreach	360.66
Bill	60220941	02/23/2017		104310 - Books - Adult	78.37
Bill	60220019	02/23/2017		104312 - Books - Outreach	96.76
TOTAL					1,457.88
Bill Pmt -Check	56556	03/03/2017	Garvey's Office Products	101010 - Cash - Marquette	-377.97
Bill	PINV1294475	02/17/2017		104720 - Office Supplies	98.43
Bill	PINV1296259	02/21/2017		104710 - Library Supplies	99.90
Bill	PINV1297328	02/22/2017		104720 - Office Supplies	49.86
				104550 - Lib. & Off. Eqpt Rep. & Maint	49.25
				104720 - Office Supplies	46.58

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	PINNV1299315	02/27/2017		104720 · Office Supplies	33.95
TOTAL					377.97
Bill Pmt -Check	56557	03/03/2017	Hearne & Associates, P.C.	101010 · Cash - Marquette	-1,826.76
Bill	19757	02/08/2017		104420 · Accounting	1,466.76
Bill	19780	02/13/2017		104420 · Accounting	360.00
TOTAL					1,826.76
Bill Pmt -Check	56558	03/03/2017	Homewood Public Library	101010 · Cash - Marquette	-21.00
Bill	2/21/17	02/21/2017		104310 · Books - Adult	21.00
TOTAL					21.00
Bill Pmt -Check	56559	03/03/2017	Illinois Library Association	101010 · Cash - Marquette	-100.00
Bill	125756	02/01/2017		104650 · Association Dues & Fees	100.00
TOTAL					100.00
Bill Pmt -Check	56560	03/03/2017	Industrial Appraisal Company	101010 · Cash - Marquette	-150.00
Bill	5-546-235 (2/17)	02/10/2017		104495 · Legal	150.00
TOTAL					150.00
Bill Pmt -Check	56561	03/03/2017	Ingram Library Services	101010 · Cash - Marquette	-4,617.81
Bill	See Detail List	03/02/2017		104310 · Books - Adult	3,160.21
				104312 · Books - Outreach	32.98
				104311 · Books - Youth	1,424.62
TOTAL					4,617.81

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56562	03/03/2017	James G. Bilder	101010 - Cash - Marquette	-100.00
TOTAL					100.00
Bill	3/15/17	03/15/17		104640 - Patron Programs&Events-Outreach	100.00
Bill Pmt -Check	56563	03/03/2017	Jim Gibbons	101010 - Cash - Marquette	-275.00
TOTAL					275.00
Bill	3/22/17	03/22/2017		104640 - Patron Programs&Events-Outreach	275.00
Bill Pmt -Check	56564	03/03/2017	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56565	03/03/2017	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-35.68
Bill	9003247780	02/16/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	5.09
Bill	9003247783	02/16/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
Bill	9003259997	02/21/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	6.59
Bill	9003259998	02/21/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					35.68
Bill Pmt -Check	56566	03/03/2017	Lighting Supply Co.	101010 - Cash - Marquette	-66.95
Bill	V0216594	02/22/2017		104450 - Building Maintenance	66.95
TOTAL					66.95
Bill Pmt -Check	56567	03/03/2017	Lite Tech, Inc.	101010 - Cash - Marquette	-1,700.00
Bill	80743	02/16/2017		104450 - Building Maintenance	1,700.00
TOTAL					1,700.00

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56568	03/03/2017	Lynch, Terrance	101010 · Cash - Marquette	-257.00
Bill	3/2/17	03/30/2017		104640 · Patron Programs&Events-Outreach	257.00
TOTAL					257.00
Bill Pmt -Check	56569	03/03/2017	Midwest Tape	101010 · Cash - Marquette	-39.99
Bill	94770582	02/13/2017		104340 · Audio Visual Materials - Adult	39.99
TOTAL					39.99
Bill Pmt -Check	56570	03/03/2017	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6042	03/01/2017		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	56571	03/03/2017	Nicor Gas	101010 · Cash - Marquette	-2,853.22
Bill	3/2/17	02/21/2017		104517 · Natural Gas	2,853.22
TOTAL					2,853.22
Bill Pmt -Check	56572	03/03/2017	Ortigara's Musicville	101010 · Cash - Marquette	-90.00
Bill	2/14/17	02/14/2017		104640 · Patron Programs&Events-Outreach	90.00
TOTAL					90.00
Bill Pmt -Check	56573	03/03/2017	OverDrive, Inc.	101010 · Cash - Marquette	-2,242.71
Bill	163223580-090916	02/01/2017		104310 · Books - Adult	976.53
Bill	164350103-021317	02/13/2017		104311 · Books - Youth	599.59
Bill	164616437-021417	02/14/2017		104311 · Books - Youth	601.59



**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	121346563-022017	02/20/2017		104310 · Books - Adult	65.00
TOTAL					2,242.71
<b>Bill Pmt -Check</b>	<b>56574</b>	<b>03/03/2017</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-217.50</b>
Bill	1080897877	02/03/2017		104340 · Audio Visual Materials - Adult	86.25
Bill	1081008590	02/10/2017		104342 · Audio Visual Materials-Outreach	33.75
Bill	1081008588	02/10/2017		104340 · Audio Visual Materials - Adult	33.75
Bill	1081082753	02/16/2017		104342 · Audio Visual Materials-Outreach	63.75
TOTAL					217.50
<b>Bill Pmt -Check</b>	<b>56575</b>	<b>03/03/2017</b>	<b>Quill Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-73.80</b>
Bill	4691597	02/24/2017		104710 · Library Supplies	73.80
TOTAL					73.80
<b>Bill Pmt -Check</b>	<b>56576</b>	<b>03/03/2017</b>	<b>Rashid, Maqbool</b>	<b>101010 · Cash - Marquette</b>	<b>-500.00</b>
Bill	Feb 2017	02/20/2017		104660 · Public Information	500.00
TOTAL					500.00
<b>Bill Pmt -Check</b>	<b>56577</b>	<b>03/03/2017</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-222.59</b>
Bill	75483260	02/17/2017		104340 · Audio Visual Materials - Adult	41.39
Bill	75483279	02/17/2017		104340 · Audio Visual Materials - Adult	99.00
Bill	75483893	02/21/2017		104340 · Audio Visual Materials - Adult	82.20
TOTAL					222.59
<b>Bill Pmt -Check</b>	<b>56578</b>	<b>03/03/2017</b>	<b>Reliable Fire Equipment Co.</b>	<b>101010 · Cash - Marquette</b>	<b>-27.75</b>
Bill	687112	02/09/2017		104450 · Building Maintenance	27.75
TOTAL					27.75

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56579	03/03/2017	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,500.00
Bill	2/15/17	02/15/2017		102160 · 457 Plan W/H Payable	2,500.00
TOTAL					2,500.00
Bill Pmt -Check	56580	03/03/2017	Rosen Publishing	101010 · Cash - Marquette	-19.70
Bill	643633	03/01/2017		104311 · Books - Youth	19.70
TOTAL					19.70
Bill Pmt -Check	56581	03/03/2017	Scholastic Inc.	101010 · Cash - Marquette	-681.20
Bill	11476471	02/03/2017		104311 · Books - Youth	377.00
Bill	11476472	02/03/2017		104311 · Books - Youth	304.20
TOTAL					681.20
Bill Pmt -Check	56582	03/03/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-803.24
Bill	4772	02/14/2017		104530 · Building & Custodial Supplies	367.76
Bill	4778	02/18/2017		104530 · Building & Custodial Supplies	407.48
Bill	16803	02/19/2017		104530 · Building & Custodial Supplies	28.00
TOTAL					803.24
Bill Pmt -Check	56583	03/03/2017	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-7,832.56
Bill	2/15/17 Statement	02/27/2017		104340 · Audio Visual Materials - Adult	4,851.55
				104341 · Audio Visual Materials - Youth	1,619.36
				104342 · Audio Visual Materials-Outreach	448.44
				104310 · Books - Adult	202.22
				104311 · Books - Youth	11.59
				104710 · Library Supplies	31.84

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
				104570 · Automation - Equipment	174.75
				104550 · Lib. & Off. Eqpt Rep. & Maint	453.64
				104720 · Office Supplies	39.17
<b>TOTAL</b>					<b>7,832.56</b>
<b>Bill Pmt - Check</b>	<b>56584</b>	<b>03/03/2017</b>	<b>Taste of Home Books</b>	<b>101010 · Cash - Marquette</b>	<b>-32.98</b>
Bill	01050	02/07/2017		104310 · Books - Adult	32.98
<b>TOTAL</b>					<b>32.98</b>
<b>Bill Pmt - Check</b>	<b>56585</b>	<b>03/03/2017</b>	<b>Unique Management Services, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-17.90</b>
Bill	Replacemt Ck# 55773	02/20/2017		104495 · Legal	17.90
<b>TOTAL</b>					<b>17.90</b>
<b>Bill Pmt - Check</b>	<b>56586</b>	<b>03/03/2017</b>	<b>Klein, Thorpe and Jenkins, Ltd.</b>	<b>101010 · Cash - Marquette</b>	<b>-4,622.35</b>
Bill	2/20/17	02/20/2017		104495 · Legal	127.35
Bill	187679	02/23/2017		104495 · Legal	4,495.00
<b>TOTAL</b>					<b>4,622.35</b>
<b>Bill Pmt - Check</b>	<b>56587</b>	<b>03/15/2017</b>	<b>Annuity Premium Reserve Account</b>	<b>101010 · Cash - Marquette</b>	<b>-325.00</b>
Bill	2/28/17	03/01/2017		102160 · 457 Plan W/H Payable	325.00
<b>TOTAL</b>					<b>325.00</b>
<b>Bill Pmt - Check</b>	<b>56588</b>	<b>03/15/2017</b>	<b>Audio Editions</b>	<b>101010 · Cash - Marquette</b>	<b>-282.92</b>
Bill	1625378	02/24/2017		104342 · Audio Visual Materials-Outreach	282.92
<b>TOTAL</b>					<b>282.92</b>

**Orland Park Public Library  
Check Detail  
February 21 through March 20, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56589	03/15/2017	Bal Industries	101010 - Cash - Marquette	-510.00
TOTAL	37790	03/03/2017		104450 - Building Maintenance	510.00
					510.00
Bill Pmt -Check	56590	03/15/2017	Batteries Plus	101010 - Cash - Marquette	-16.95
Bill	277-418042	03/07/2017		104530 - Building & Custodial Supplies	16.95
TOTAL					16.95
Bill Pmt -Check	56591	03/15/2017	Calumet City Public Library	101010 - Cash - Marquette	-47.00
Bill	3/10/17	03/02/2017		104310 - Books - Adult	29.00
Bill	3/7/17	03/07/2017		104310 - Books - Adult	18.00
TOTAL					47.00
Bill Pmt -Check	56592	03/15/2017	Capital One Commercial	101010 - Cash - Marquette	-365.70
Bill	2/26/17	02/26/2017		104530 - Building & Custodial Supplies	45.49
				104530 - Building & Custodial Supplies	27.98
				104530 - Building & Custodial Supplies	13.48
				104530 - Building & Custodial Supplies	42.46
				104530 - Building & Custodial Supplies	222.31
				104640 - Patron Programs&Events-Outreach	13.98
TOTAL					365.70
Bill Pmt -Check	56593	03/15/2017	Catherine Riffice	101010 - Cash - Marquette	-42.00
Bill	3/2/17	03/02/2017		104642 - Patron Programs & Events-Youth	21.00
Bill	3/2/17 2	03/02/2017		104642 - Patron Programs & Events-Youth	21.00
TOTAL					42.00

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56594	03/15/2017	Center Point Large Print	101010 · Cash - Marquette	-334.35
TOTAL					334.35
Bill	1456447	03/03/2017		104312 · Books - Outreach	334.35
Bill Pmt -Check	56595	03/15/2017	Crystal Lake Public Library	101010 · Cash - Marquette	-39.99
TOTAL					39.99
Bill	2127117	02/23/2017		104310 · Books - Adult	39.99
Bill Pmt -Check	56596	03/15/2017	Current Technologies Corporation	101010 · Cash - Marquette	-7,476.35
TOTAL					7,476.35
Bill	7167	02/01/2017		104570 · Automation - Equipment	1,727.54
Bill	7166	02/01/2017		104580 · Automation - Maintenance	1,020.00
Bill	7168	02/01/2017		104580 · Automation - Maintenance	2,316.06
TOTAL					2,412.75
Bill Pmt -Check	56597	03/15/2017	Dell Marketing L.P.	101010 · Cash - Marquette	-3,175.00
TOTAL					3,175.00
Bill	10149900016	02/17/2017		104570 · Automation - Equipment	3,175.00
Bill Pmt -Check	56598	03/15/2017	ESPN	101010 · Cash - Marquette	-39.99
TOTAL					39.99
Bill	310117	03/10/2017		104320 · Periodicals - Adult	39.99
Bill Pmt -Check	56599	03/15/2017	Findaway World, LLC	101010 · Cash - Marquette	-404.00
TOTAL					62.89
Bill	201133	02/01/2017		104341 · Audio Visual Materials - Youth	62.89
Bill	208033	02/03/2017		104341 · Audio Visual Materials - Youth	225.65

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	209050	02/14/2017		104340 · Audio Visual Materials - Adult	39.98
Bill	209850	02/22/2017		104341 · Audio Visual Materials - Youth	55.49
Bill	210184	02/23/2017		104340 · Audio Visual Materials - Adult	19.99
<b>TOTAL</b>					<b>404.00</b>
<b>Bill Pmt -Check</b>	<b>56600</b>	<b>03/15/2017</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-105.56</b>
Bill	60237091	02/27/2017		104310 · Books - Adult	22.39
Bill	60236921	02/27/2017		104310 · Books - Adult	67.18
Bill	60236980	02/27/2017		104310 · Books - Adult	15.99
<b>TOTAL</b>					<b>105.56</b>
<b>Bill Pmt -Check</b>	<b>56601</b>	<b>03/15/2017</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-155.45</b>
Bill	PINNV/300939	03/01/2017		104720 · Office Supplies	34.36
Bill	PINNV/303343	03/06/2017		104720 · Office Supplies	121.09
<b>TOTAL</b>					<b>155.45</b>
<b>Bill Pmt -Check</b>	<b>56602</b>	<b>03/15/2017</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-3,687.29</b>
Bill	See Summary	03/15/2017		104310 · Books - Adult	3,546.73
				104312 · Books - Outreach	140.56
<b>TOTAL</b>					<b>3,687.29</b>
<b>Bill Pmt -Check</b>	<b>56603</b>	<b>03/15/2017</b>	<b>Innovative Interfaces, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-28,664.11</b>
Bill	INV-INC12795	02/01/2017		104580 · Automation - Maintenance	28,664.11
<b>TOTAL</b>					<b>28,664.11</b>
<b>Bill Pmt -Check</b>	<b>56604</b>	<b>03/15/2017</b>	<b>Konica Minolta Business Solutions USA Inc</b>	<b>101010 · Cash - Marquette</b>	<b>-536.64</b>
Bill	9003299609	03/01/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	536.64

**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					536.64
Bill Pmt -Check	56605	03/15/2017	Lighting Supply Co.	101010 · Cash - Marquette	-285.35
Bill	V0218613	03/03/2017		104530 · Building & Custodial Supplies	285.35
TOTAL					285.35
Bill Pmt -Check	56606	03/15/2017	Management Association of Illinois	101010 · Cash - Marquette	-50.00
Bill	4,719	03/08/2017		104620 · Staff Training & Education	50.00
TOTAL					50.00
Bill Pmt -Check	56607	03/15/2017	Midwest Tape	101010 · Cash - Marquette	-54.98
Bill	94790934	02/21/2017		104341 · Audio Visual Materials - Youth	54.98
TOTAL					54.98
Bill Pmt -Check	56608	03/15/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.82
Bill	5710473	03/01/2017		104450 · Building Maintenance	71.82
TOTAL					71.82
Bill Pmt -Check	56609	03/15/2017	Online Labels, Inc.	101010 · Cash - Marquette	-136.05
Bill	4407694	03/09/2017		104710 · Library Supplies	136.05
TOTAL					136.05
Bill Pmt -Check	56610	03/15/2017	OverDrive, Inc.	101010 · Cash - Marquette	-47.34
Bill	000752247-022817	02/28/2017		104310 · Books - Adult	11.97
Bill	000752030-022817	02/28/2017		104310 · Books - Adult	15.99

**Orland Park Public Library  
Check Detail  
February 21 through March 20, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	000751920-022817	02/28/2017		104310 · Books - Adult	14.39
Bill	133210493-030617	03/06/2017		104310 · Books - Adult	4.99
<b>TOTAL</b>					<b>47.34</b>
<b>Bill Pmt -Check</b>	<b>56611</b>	<b>03/15/2017</b>	<b>Park Ace Hardware</b>	<b>101010 · Cash - Marquette</b>	<b>-121.59</b>
Bill	2/28/17 Statement	02/28/2017		104530 · Building & Custodial Supplies	121.59
<b>TOTAL</b>					<b>121.59</b>
<b>Bill Pmt -Check</b>	<b>56612</b>	<b>03/15/2017</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-90.00</b>
Bill	1081297836	03/03/2017		104342 · Audio Visual Materials-Outreach	90.00
<b>TOTAL</b>					<b>90.00</b>
<b>Bill Pmt -Check</b>	<b>56613</b>	<b>03/15/2017</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-620.09</b>
Bill	75420500	02/01/2017		104340 · Audio Visual Materials - Adult	9.00
Bill	75431696	02/01/2017		104340 · Audio Visual Materials - Adult	62.20
Bill	75437504	02/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75441380	02/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75441487	02/01/2017		104340 · Audio Visual Materials - Adult	44.99
Bill	75441494	02/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75441704	02/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75441774	02/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75441848	02/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75441860	02/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75444414	02/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75444519	02/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75465093	02/01/2017		104340 · Audio Visual Materials - Adult	62.98
Bill	75465866	02/01/2017		104340 · Audio Visual Materials - Adult	53.99
Bill	75467405	02/01/2017		104340 · Audio Visual Materials - Adult	89.98
<b>TOTAL</b>					<b>620.09</b>



**Orland Park Public Library**  
**Check Detail**  
February 21 through March 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56614	03/15/2017	Richard Lindberg	101010 · Cash - Marquette	-110.00
TOTAL					110.00
Bill	4/4/17	04/04/2017		104640 · Patron Programs&Events-Outreach	110.00
Bill Pmt -Check	56615	03/15/2017	RWK IT Services	101010 · Cash - Marquette	-28.03
TOTAL					28.03
Bill	3211	03/07/2017		104580 · Automation - Maintenance	28.03
Bill Pmt -Check	56616	03/15/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-705.32
Bill	4818	02/24/2017		104530 · Building & Custodial Supplies	218.11
Bill	4833	03/06/2017		104530 · Building & Custodial Supplies	487.21
TOTAL					705.32
Bill Pmt -Check	56617	03/15/2017	The Private Bank	101010 · Cash - Marquette	-545.83
Bill	March 15, 2017 PR	03/15/2017		104230 · Life/Health Insurance	545.83
TOTAL					545.83
Bill Pmt -Check	56618	03/15/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	-100.00
Bill		03/15/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					100.00
Bill Pmt -Check	56619	03/15/2017	Trane U.S. Inc.	101010 · Cash - Marquette	-237.84
Bill	4649225	02/23/2017		104540 · Building Repairs	237.84
TOTAL					237.84

**Orland Park Public Library  
Check Detail  
February 21 through March 20, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	56620	03/15/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
Bill	441418	03/01/2017		104495 · Legal	26.85
<b>TOTAL</b>					<u>26.85</u>
Bill Pmt-Check	56621	03/15/2017	Recorded Books, INC	101010 · Cash - Marquette	-580.77
Bill	75466903	02/01/2017		104340 · Audio Visual Materials - Adult	67.49
Bill	75467943	02/01/2017		104340 · Audio Visual Materials - Adult	64.78
Bill	75468106	02/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75477510	02/01/2017		104340 · Audio Visual Materials - Adult	35.09
Bill	75464980	02/01/2017		104340 · Audio Visual Materials - Adult	17.99
Bill	75474998	02/01/2017		104340 · Audio Visual Materials - Adult	40.49
Bill	75478921	02/08/2017		104340 · Audio Visual Materials - Adult	39.97
Bill	75480847	02/13/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75481101	02/13/2017		104340 · Audio Visual Materials - Adult	67.48
Bill	75480779	02/13/2017		104340 · Audio Visual Materials - Adult	9.00
Bill	75480742	02/13/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75482767	02/16/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75482693	02/16/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75482680	02/16/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75482671	02/16/2017		104340 · Audio Visual Materials - Adult	31.50
<b>TOTAL</b>					<u>580.77</u>
Bill Pmt-Check	56622	02/28/2017	Neofunds By Neopost	101010 · Cash - Marquette	-542.15
Bill	2/28/17	02/28/2017		104730 · Postage	542.15
<b>TOTAL</b>					<u>542.15</u>

Subtotal - Checks **\$ 113,113.14**  
 Gross Payroll on 2/28/17 **\$ 99,654.60**  
 Payment to Village for IMRF/Insurancee for February, 2017 **\$ 61,413.28**  
 Gross Payroll on 3/15/17 **\$ 102,514.47**  
**Grand Total \$ 376,695.49**

11:45 AM  
04/13/17

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	56614	04/01/2017	Richard Lindberg	101010 · Cash - Marquette	-110.00
Bill	4/4/17	04/04/2017		104640 · Patron Programs&Events-Outreach	110.00
<b>TOTAL</b>					110.00
Bill Pmt-Check	56623	03/21/2017	Comcast	101010 · Cash - Marquette	-302.82
Bill	51046957	03/01/2017		104520 · Telephone	302.82
<b>TOTAL</b>					302.82
Bill Pmt-Check	56624	03/21/2017	Comcast Cable	101010 · Cash - Marquette	-325.38
Bill	3/3/17	03/03/2017		104575 · Automation - Line Costs	247.86
				104520 · Telephone	77.52
<b>TOTAL</b>					325.38
Bill Pmt-Check	56625	03/21/2017	Ethn Faxel	101010 · Cash - Marquette	-112.80
Bill	3/8/17	03/08/2017		104642 · Patron Programs & Events-Youth	67.80
Bill	3/8/17 2	03/08/2017		104642 · Patron Programs & Events-Youth	45.00
<b>TOTAL</b>					112.80
Bill Pmt-Check	56626	03/21/2017	Go Promotions	101010 · Cash - Marquette	-820.00
Bill	145796	03/10/2017		104600 · Outreach Services	820.00
<b>TOTAL</b>					820.00
Bill Pmt-Check	56627	03/21/2017	OverDrive, Inc.	101010 · Cash - Marquette	-1,193.28
Bill	124032237-030617	03/06/2017		104311 · Books - Youth	593.60
Bill	145026557-030717	03/07/2017		104311 · Books - Youth	599.68

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,193.28
Bill Pmt - Check	56628	03/21/2017	Recorded Books, INC	101010 · Cash - Marquette	-227.83
Bill	75485147	02/22/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75486209	02/22/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75486222	02/23/2017		104340 · Audio Visual Materials - Adult	40.49
Bill	75489315	02/28/2017		104340 · Audio Visual Materials - Adult	29.69
Bill	75488348	02/28/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75489286	02/28/2017		104340 · Audio Visual Materials - Adult	29.69
Bill	75489544	03/01/2017		104340 · Audio Visual Materials - Adult	28.98
TOTAL					227.83
Bill Pmt - Check	56629	03/21/2017	Renata Neupauer	101010 · Cash - Marquette	-387.25
Bill	Replacement Ck	03/15/2017		101010 · Cash - Marquette	387.25
TOTAL					387.25
Bill Pmt - Check	56630	03/21/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-264.33
Bill	4838	03/10/2017		104530 · Building & Custodial Supplies	264.33
TOTAL					264.33
Bill Pmt - Check	56631	03/21/2017	Tyce Integrated Security LLC	101010 · Cash - Marquette	-1,361.22
Bill	28102110	03/01/2017		104540 · Building Repairs	1,093.00
Bill	28108878	03/03/2017		104540 · Building Repairs	268.22
TOTAL					1,361.22
Bill Pmt - Check	56632	03/21/2017	Grasso Graphics, Inc.	101010 · Cash - Marquette	-2,891.26
Bill	28466	03/21/2017		104740 · Printing	2,891.26

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,891.26
Bill Pmt -Check	56633	03/21/2017	U.S. Postal Service	101010 · Cash - Marquette	-1,936.69
Bill	2016 Annual Rpt Mail	03/21/2017		104730 · Postage	1,936.69
TOTAL					1,936.69
Bill Pmt -Check	56634	03/30/2017	Amgard Exterminating Inc.	101010 · Cash - Marquette	-75.00
Bill	2315	03/15/2017		104450 · Building Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	56635	03/30/2017	Aquamist Plumbing & Lawn Sprinkling Co.	101010 · Cash - Marquette	-449.85
Bill	78387	03/06/2017		104440 · Landscaping & Groundskeeping	449.85
TOTAL					449.85
Bill Pmt -Check	56636	03/30/2017	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-141.40
Bill	3/23/17	03/23/2017		104495 · Legal	141.40
TOTAL					141.40
Bill Pmt -Check	56637	03/30/2017	AT&T	101010 · Cash - Marquette	-80.00
Bill	3/24/17	03/24/2017		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	56638	03/30/2017	Barrington Library	101010 · Cash - Marquette	-34.99
Bill	169844954	03/15/2017		104310 · Books - Adult	34.99
TOTAL					34.99

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56639	03/30/2017	Bayscan Technologies	101010 · Cash - Marquette	-11,985.00
Bill	51755	03/15/2017		104710 · Library Supplies	11,985.00
TOTAL					11,985.00
Bill Pmt - Check	56640	04/01/2017	Bob Trzeclak	101010 · Cash - Marquette	-150.00
Bill	4/11/17	04/11/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt - Check	56641	03/30/2017	Cardmember Service	101010 · Cash - Marquette	-1,652.65
Bill	3/1/17	03/01/2017		104620 · Staff Training & Education	30.00
				104640 · Patron Programs&Events-Outreach	25.42
				104341 · Audio Visual Materials - Youth	206.91
				104320 · Periodicals - Adult	34.97
				104610 · Board Training & Education	105.44
				104620 · Staff Training & Education	105.44
				104660 · Public Information	127.50
				104341 · Audio Visual Materials - Youth	229.90
				104620 · Staff Training & Education	145.77
				104530 · Building & Custodial Supplies	77.36
				104620 · Staff Training & Education	50.00
				104580 · Automation - Maintenance	155.94
				104660 · Public Information	250.00
				104570 · Automation - Equipment	108.00
TOTAL					1,652.65
Bill Pmt - Check	56642	03/30/2017	Center Point Large Print	101010 · Cash - Marquette	-44.34
Bill	1457231	03/03/2017		104310 · Books - Adult	22.77
Bill	1458807	03/13/2017		104310 · Books - Adult	21.57

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
TOTAL					44.34
Bill Pmt -Check	56643	03/30/2017	Circle Tractor	101010 · Cash - Marquette	-99.68
Bill	01-201974	03/16/2017		104440 · Landscaping & Groundskeeping	99.68
TOTAL					99.68
Bill Pmt -Check	56644	03/30/2017	Danco	101010 · Cash - Marquette	-723.28
Bill	6087652	03/14/2017		104710 · Library Supplies	723.28
TOTAL					723.28
Bill Pmt -Check	56645	03/30/2017	Findaway World, LLC	101010 · Cash - Marquette	-314.44
Bill	210689	03/06/2017		104341 · Audio Visual Materials - Youth	314.44
TOTAL					314.44
Bill Pmt -Check	56646	03/30/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,751.38
Bill	60290088	03/09/2017		104312 · Books - Outreach	624.58
Bill	60290152	03/09/2017		104310 · Books - Adult	30.39
Bill	60290342	03/09/2017		104310 · Books - Adult	24.79
Bill	60299641	03/10/2017		104312 · Books - Outreach	225.51
Bill	60299855	03/10/2017		104310 · Books - Adult	27.19
Bill	60300111	03/10/2017		104310 · Books - Adult	39.15
Bill	603007224	03/13/2017		104310 · Books - Adult	23.20
Bill	60325855	03/16/2017		104310 · Books - Adult	20.80
Bill	60326332	03/16/2017		104310 · Books - Adult	55.98
Bill	60330785	03/17/2017		104310 · Books - Adult	131.00
Bill	60330784	03/17/2017		104310 · Books - Adult	50.38
Bill	60330309	03/17/2017		104310 · Books - Adult	23.19
Bill	60338536	03/20/2017		104310 · Books - Adult	17.00
Bill	60355529	03/22/2017		104312 · Books - Outreach	186.33

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	60364732	03/23/2017		104312 · Books - Outreach	271.89
TOTAL					1,751.38
<b>Bill Pmt -Check</b>	<b>56647</b>	<b>03/30/2017</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-1,169.92</b>
Bill	PINNV1306841	03/13/2017		104720 · Office Supplies	42.52
Bill	PINNV1308524	03/15/2017		104720 · Office Supplies	83.10
Bill	PINNV1313249	03/23/2017		104710 · Library Supplies	292.10
				104720 · Office Supplies	752.20
TOTAL					1,169.92
<b>Bill Pmt -Check</b>	<b>56648</b>	<b>03/30/2017</b>	<b>Go Promotions</b>	<b>101010 · Cash - Marquette</b>	<b>-1,235.00</b>
Bill	145840	03/14/2017		104600 · Outreach Services	840.00
Bill	145907	03/23/2017		104600 · Outreach Services	395.00
TOTAL					1,235.00
<b>Bill Pmt -Check</b>	<b>56649</b>	<b>03/30/2017</b>	<b>H.W. Willson</b>	<b>101010 · Cash - Marquette</b>	<b>-432.50</b>
Bill	343649	03/14/2017		104310 · Books - Adult	432.50
TOTAL					432.50
<b>Bill Pmt -Check</b>	<b>56650</b>	<b>03/30/2017</b>	<b>Hearne &amp; Associates, P.C.</b>	<b>101010 · Cash - Marquette</b>	<b>-548.99</b>
Bill	19995	03/16/2017		104420 · Accounting	548.99
TOTAL					548.99
<b>Bill Pmt -Check</b>	<b>56651</b>	<b>03/30/2017</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-12,548.50</b>
Bill	See Detail List	03/30/2017		104311 · Books - Youth	7,887.04
				104310 · Books - Adult	4,424.20
				104312 · Books - Outreach	237.26



**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					12,548.50
Bill Pmt -Check	56652	03/30/2017	Kara DeCarlo	101010 · Cash - Marquette	-37.73
Bill	3/21/17	03/21/2017		104620 · Staff Training & Education	37.73
TOTAL					37.73
Bill Pmt -Check	56653	03/30/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-7,042.62
Bill	3/13/17	03/13/2017		104495 · Legal	67.72
Bill	3/23/17	03/23/2017		104495 · Legal	6,974.90
TOTAL					7,042.62
Bill Pmt -Check	56654	03/30/2017	Lighting Supply Co.	101010 · Cash - Marquette	-205.60
Bill	V0221164	03/16/2017		104530 · Building & Custodial Supplies	123.95
Bill	V0222136	03/22/2017		104530 · Building & Custodial Supplies	81.65
TOTAL					205.60
Bill Pmt -Check	56655	03/30/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-2,026.75
Bill	80816	03/09/2017		104530 · Building & Custodial Supplies	252.25
Bill	80823	03/13/2017		104450 · Building Maintenance	1,774.50
TOTAL					2,026.75
Bill Pmt -Check	56656	03/30/2017	McClure Insera & Company Chartered	101010 · Cash - Marquette	-6,000.00
Bill	9383	03/01/2017		104920 · Audit	6,000.00
TOTAL					6,000.00
Bill Pmt -Check	56657	03/30/2017	Midwest Tape	101010 · Cash - Marquette	-146.96

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	94815982	03/01/2017		104340 · Audio Visual Materials - Adult	39.99
Bill	94835468	03/07/2017		104340 · Audio Visual Materials - Adult	34.99
Bill	94860136	03/14/2017		104340 · Audio Visual Materials - Adult	71.98
<b>TOTAL</b>					<b>146.96</b>
<b>Bill Pmt -Check</b>	<b>56658</b>	<b>03/30/2017</b>	<b>Movie Licensing USA</b>	<b>101010 · Cash - Marquette</b>	<b>-1,272.00</b>
Bill	2310327	03/17/2017		104495 · Legal	1,272.00
<b>TOTAL</b>					<b>1,272.00</b>
<b>Bill Pmt -Check</b>	<b>56659</b>	<b>03/30/2017</b>	<b>Natural Technologies Group</b>	<b>101010 · Cash - Marquette</b>	<b>-84.00</b>
Bill	172803001	03/28/2017		104530 · Building & Custodial Supplies	84.00
<b>TOTAL</b>					<b>84.00</b>
<b>Bill Pmt -Check</b>	<b>56660</b>	<b>03/30/2017</b>	<b>Nicor Gas</b>	<b>101010 · Cash - Marquette</b>	<b>-3,260.25</b>
Bill	3/23/17	03/23/2017		104517 · Natural Gas	3,260.25
<b>TOTAL</b>					<b>3,260.25</b>
<b>Bill Pmt -Check</b>	<b>56661</b>	<b>03/30/2017</b>	<b>Orland Park Bakery</b>	<b>101010 · Cash - Marquette</b>	<b>-140.00</b>
Bill	168191	03/01/2017		104530 · Building & Custodial Supplies	140.00
<b>TOTAL</b>					<b>140.00</b>
<b>Bill Pmt -Check</b>	<b>56662</b>	<b>03/30/2017</b>	<b>Oswego Public Library District</b>	<b>101010 · Cash - Marquette</b>	<b>-22.00</b>
Bill	3/8/17	03/08/2017		104310 · Books - Adult	22.00
<b>TOTAL</b>					<b>22.00</b>

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56663	03/30/2017	OverDrive, Inc.	101010 · Cash - Marquette	-1,818.54
Bill	102127183-031317	03/13/2017		104310 · Books - Adult	22.49
Bill	114132187-031317	03/13/2017		104310 · Books - Adult	78.99
Bill	173227770-031417	03/14/2017		104310 · Books - Adult	60.00
Bill	155330487-031417	03/14/2017		104310 · Books - Adult	1,507.06
Bill	125154410-031517	03/15/2017		104310 · Books - Adult	150.00
<b>TOTAL</b>					<b>1,818.54</b>
Bill Pmt -Check	56664	03/30/2017	Penguin Random House LLC	101010 · Cash - Marquette	-142.50
Bill	1081443380	03/09/2017		104342 · Audio Visual Materials-Outreach	52.50
Bill	1081398538	03/10/2017		104342 · Audio Visual Materials-Outreach	33.75
Bill	1081398537	03/10/2017		104340 · Audio Visual Materials - Adult	56.25
<b>TOTAL</b>					<b>142.50</b>
Bill Pmt -Check	56665	03/30/2017	Rainbow Book Company	101010 · Cash - Marquette	-216.25
Bill	0127425	03/23/2017		104311 · Books - Youth	216.25
<b>TOTAL</b>					<b>216.25</b>
Bill Pmt -Check	56666	03/30/2017	Rashid, Maqbool	101010 · Cash - Marquette	-750.00
Bill	3/28/17	03/28/2017		104610 · Board Training & Education	750.00
<b>TOTAL</b>					<b>750.00</b>
Bill Pmt -Check	56667	03/30/2017	Recorded Books, INC	101010 · Cash - Marquette	-274.92
Bill	75491124	03/02/2017		104340 · Audio Visual Materials - Adult	99.00
Bill	75492224	03/03/2017		104340 · Audio Visual Materials - Adult	27.00
Bill	75492765	03/06/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75499051	03/09/2017		104340 · Audio Visual Materials - Adult	35.09
Bill	75476811	03/13/2017		104340 · Audio Visual Materials - Adult	7.95

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	75500461	03/13/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75500512	03/13/2017		104340 · Audio Visual Materials - Adult	31.45
Bill	75500934	03/17/2017		104340 · Audio Visual Materials - Adult	6.95
<b>TOTAL</b>					<b>274.92</b>
<b>Bill Pmt -Check</b>	<b>56668</b>	<b>03/30/2017</b>	<b>Scholastic Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-56.00</b>
Bill	14745522	03/14/2017		104311 · Books - Youth	56.00
<b>TOTAL</b>					<b>56.00</b>
<b>Bill Pmt -Check</b>	<b>56669</b>	<b>04/01/2017</b>	<b>Steven Frenzel</b>	<b>101010 · Cash - Marquette</b>	<b>-200.00</b>
Bill	4/13/17	04/13/2017		104640 · Patron Programs&Events-Outreach	200.00
<b>TOTAL</b>					<b>200.00</b>
<b>Bill Pmt -Check</b>	<b>56670</b>	<b>03/30/2017</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-714.48</b>
Bill	4845	03/17/2017		104530 · Building & Custodial Supplies	432.53
Bill	16925	03/19/2017		104530 · Building & Custodial Supplies	28.00
Bill	4889	03/25/2017		104530 · Building & Custodial Supplies	253.95
<b>TOTAL</b>					<b>714.48</b>
<b>Bill Pmt -Check</b>	<b>56671</b>	<b>03/30/2017</b>	<b>SYNCHRONY BANK/AMAZON</b>	<b>101010 · Cash - Marquette</b>	<b>-11,261.38</b>
Bill	3/15/17	03/24/2017		104340 · Audio Visual Materials - Adult	7,631.29
				104341 · Audio Visual Materials - Youth	876.22
				104342 · Audio Visual Materials-Outreach	294.59
				104310 · Books - Adult	39.94
				104710 · Library Supplies	78.94
				104530 · Building & Custodial Supplies	6.27
				104642 · Patron Programs & Events-Youth	5.84
				104570 · Automation - Equipment	1,159.48
				104550 · Lib. & Off. Eqpt Rep. & Maint	1,168.81

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					11,261.38
Bill Pmt -Check	56672	04/01/2017	Tom Emery	101010 - Cash - Marquette	-250.00
Bill	4/19/17	04/19/2017		104640 - Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt -Check	56673	03/30/2017	Trane U.S. Inc.	101010 - Cash - Marquette	-2,259.79
Bill	2176705	03/06/2017		104450 - Building Maintenance	2,259.79
TOTAL					2,259.79
Bill Pmt -Check	56674	03/30/2017	Tyco Integrated Security LLC	101010 - Cash - Marquette	-1,047.11
Bill	28245400	03/11/2017		104460 - Security System	147.00
Bill	28245371	03/11/2017		104460 - Security System	267.00
Bill	28274898	03/14/2017		104460 - Security System	633.11
TOTAL					1,047.11
Bill Pmt -Check	56675	03/30/2017	Village of Orland Park Water	101010 - Cash - Marquette	-1,300.30
Bill	3/31/17	03/31/2017		104515 - Water & Sewer	1,300.30
TOTAL					1,300.30
Bill Pmt -Check	56676	03/30/2017	Wingren Landscape, Inc.	101010 - Cash - Marquette	-11,749.51
Bill	3/30/17	03/30/2017		104440 - Landscaping & Groundskeeping	11,749.51
TOTAL					11,749.51
Bill Pmt -Check	56677	03/30/2017	Mary K Weimar	101010 - Cash - Marquette	-108.95

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	Staff Training Exp's	03/30/2017		104620 · Staff Training & Education	108.95
TOTAL					108.95
Bill Pmt -Check	56678	04/07/2017	ADP, LLC	101010 · Cash - Marquette	-2,179.00
Bill	490188582	03/17/2017		104420 · Accounting	1,669.95
Bill	491073037	04/06/2017		104420 · Accounting	509.05
TOTAL					2,179.00
Bill Pmt -Check	56679	04/07/2017	Bal Industries	101010 · Cash - Marquette	-4,230.00
Bill	37862	03/29/2017		104450 · Building Maintenance	4,230.00
TOTAL					4,230.00
Bill Pmt -Check	56680	04/07/2017	Batteries Plus	101010 · Cash - Marquette	-1,741.85
Bill	277-216425-01	03/10/2017		104450 · Building Maintenance	1,741.85
TOTAL					1,741.85
Bill Pmt -Check	56681	04/07/2017	Capital One Commercial	101010 · Cash - Marquette	-163.35
Bill	3/26/17 Statement	03/26/2017		104530 · Building & Custodial Supplies	149.37
				104640 · Patron Programs&Events-Outreach	13.98
TOTAL					163.35
Bill Pmt -Check	56682	04/07/2017	Cherry Lake Publishing	101010 · Cash - Marquette	-460.88
Bill	94871	03/29/2017		104311 · Books - Youth	16.99
Bill	94872	03/29/2017		104311 · Books - Youth	79.72
Bill	94873	03/29/2017		104311 · Books - Youth	33.98
Bill	94874	03/29/2017		104311 · Books - Youth	79.80
Bill	94875	03/29/2017		104311 · Books - Youth	9.99

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	94876	03/29/2017		104311 · Books - Youth	240.40
TOTAL					460.88
Bill Pmt -Check	56683	04/07/2017	Dan Laib	101010 · Cash - Marquette	-250.00
Bill	4/5/17	04/05/2017		104642 · Patron Programs & Events-Youth	250.00
TOTAL					250.00
Bill Pmt -Check	56684	04/07/2017	David Becker	101010 · Cash - Marquette	-150.00
Bill	4/27/17	04/27/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	56685	04/07/2017	Envisionware, Inc.	101010 · Cash - Marquette	-661.50
Bill	INV-US-30476	03/31/2017		104570 · Automation - Equipment	661.50
TOTAL					661.50
Bill Pmt -Check	56686	04/07/2017	Findaway World, LLC	101010 · Cash - Marquette	-447.62
Bill	212259	03/23/2017		104340 · Audio Visual Materials - Adult	447.62
TOTAL					447.62
Bill Pmt -Check	56687	04/07/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-515.47
Bill	60355600	03/22/2017		104310 · Books - Adult	25.59
Bill	60356198	03/22/2017		104310 · Books - Adult	19.00
Bill	60370515	03/24/2017		104310 · Books - Adult	17.00
Bill	60370514	03/24/2017		104310 · Books - Adult	23.20
Bill	60387937	03/28/2017		104312 · Books - Outreach	267.11
Bill	60388752	03/28/2017		104310 · Books - Adult	36.00
Bill	60387726	03/28/2017		104310 · Books - Adult	31.19

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	60398454	03/29/2017		104310 · Books - Adult	38.00
Bill	60398419	03/29/2017		104310 · Books - Adult	30.39
Bill	60407086	04/02/2017		104312 · Books - Outreach	27.99
<b>TOTAL</b>					<b>515.47</b>
<b>Bill Pmt - Check</b>	<b>56688</b>	<b>04/07/2017</b>	<b>Haley, Mary Jane</b>	<b>101010 · Cash - Marquette</b>	<b>-250.00</b>
Bill	3/29/17	03/29/2017		104642 · Patron Programs & Events-Youth	250.00
<b>TOTAL</b>					<b>250.00</b>
<b>Bill Pmt - Check</b>	<b>56689</b>	<b>04/07/2017</b>	<b>Home Depot Credit Services</b>	<b>101010 · Cash - Marquette</b>	<b>-113.44</b>
Bill	3/28/17	03/28/2017		104530 · Building & Custodial Supplies	113.44
<b>TOTAL</b>					<b>113.44</b>
<b>Bill Pmt - Check</b>	<b>56690</b>	<b>04/07/2017</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-200.00</b>
Bill	129888	04/05/2017		104650 · Association Dues & Fees	200.00
<b>TOTAL</b>					<b>200.00</b>
<b>Bill Pmt - Check</b>	<b>56691</b>	<b>04/07/2017</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-4,132.13</b>
Bill	See Detail List	04/06/2017		104311 · Books - Youth	732.22
				104310 · Books - Adult	3,157.21
				104312 · Books - Outreach	242.70
<b>TOTAL</b>					<b>4,132.13</b>
<b>Bill Pmt - Check</b>	<b>56692</b>	<b>04/07/2017</b>	<b>Jim Gibbons</b>	<b>101010 · Cash - Marquette</b>	<b>-250.00</b>
Bill	4/25/17	04/25/2017		104640 · Patron Programs&Events-Outreach	250.00
<b>TOTAL</b>					<b>250.00</b>



**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56693	04/07/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-20.89
Bill	9003342299	03/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
Bill	9003342298	03/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	8.89
<b>TOTAL</b>					<u>20.89</u>
Bill Pmt -Check	56694	04/07/2017	Lerner Publishing Group	101010 · Cash - Marquette	-113.94
Bill	1248554	03/29/2017		104311 · Books - Youth	113.94
<b>TOTAL</b>					<u>113.94</u>
Bill Pmt -Check	56695	04/07/2017	Midwest Tape	101010 · Cash - Marquette	-2,155.67
Bill	94880833	03/21/2017		104340 · Audio Visual Materials - Adult	11.99
Bill	94904064	03/29/2017		104341 · Audio Visual Materials - Youth	27.99
Bill	94923504	04/07/2017		104340 · Audio Visual Materials - Adult	144.95
Bill	94913940	03/31/2017		104341 · Audio Visual Materials - Youth	394.87
				104340 · Audio Visual Materials - Adult	400.23
				104341 · Audio Visual Materials - Youth	210.42
<b>TOTAL</b>					<u>965.22</u>
					<u>2,155.67</u>
Bill Pmt -Check	56696	04/07/2017	Neofunds By Neopost	101010 · Cash - Marquette	-502.16
Bill	3/27/17	03/27/2017		104730 · Postage	502.16
<b>TOTAL</b>					<u>502.16</u>
Bill Pmt -Check	56697	04/07/2017	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6045	04/01/2017		104450 · Building Maintenance	5,738.00
<b>TOTAL</b>					<u>5,738.00</u>

**Orland Park Public Library  
Check Detail  
March 21 through April 17, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56698	04/07/2017	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-71.82
Bill	5740765	04/01/2017		104450 - Building Maintenance	71.82
<b>TOTAL</b>					<b>71.82</b>
Bill Pmt -Check	56699	04/07/2017	OverDrive, Inc.	101010 - Cash - Marquette	-65.00
Bill	170813340-032817	03/28/2017		104310 - Books - Adult	65.00
<b>TOTAL</b>					<b>65.00</b>
Bill Pmt -Check	56700	04/07/2017	Penguin Random House LLC	101010 - Cash - Marquette	-216.00
Bill	1081489317	03/17/2017		104342 - Audio Visual Materials-Outreach	60.00
Bill	1081489313	03/17/2017		104340 - Audio Visual Materials - Adult	30.00
Bill	1081578170	03/20/2017		104340 - Audio Visual Materials - Adult	126.00
<b>TOTAL</b>					<b>216.00</b>
Bill Pmt -Check	56701	04/07/2017	ProQuest LLC	101010 - Cash - Marquette	-12,710.00
Bill	70449055	04/01/2017		104315 - Electronic Databases	12,710.00
<b>TOTAL</b>					<b>12,710.00</b>
Bill Pmt -Check	56702	04/07/2017	Recorded Books, INC	101010 - Cash - Marquette	-625.47
Bill	75502261	03/16/2017		104340 - Audio Visual Materials - Adult	35.99
Bill	75502009	03/16/2017		104340 - Audio Visual Materials - Adult	36.00
Bill	75502429	03/16/2017		104340 - Audio Visual Materials - Adult	61.87
Bill	75503854	03/20/2017		104340 - Audio Visual Materials - Adult	61.87
Bill	75503449	03/20/2017		104340 - Audio Visual Materials - Adult	36.00
Bill	75505158	03/21/2017		104340 - Audio Visual Materials - Adult	35.99
Bill	75504465	03/21/2017		104340 - Audio Visual Materials - Adult	36.00

**Orland Park Public Library**  
**Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	75505271	03/21/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75505282	03/21/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75504296	03/21/2017		104340 · Audio Visual Materials - Adult	82.86
Bill	75505502	03/22/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75505473	03/22/2017		104340 · Audio Visual Materials - Adult	85.98
Bill	75506824	03/23/2017		104340 · Audio Visual Materials - Adult	13.49
Bill	75508886	03/28/2017		104340 · Audio Visual Materials - Adult	40.45
<b>TOTAL</b>					<b>625.47</b>
<b>Bill Pmt -Check</b>	<b>56703</b>	<b>04/07/2017</b>	<b>Reliastar Life Insurance Company</b>	<b>101010 · Cash - Marquette</b>	<b>-2,500.00</b>
Bill	3/15/17	03/15/2017		102160 · 457 Plan W/H Payable	2,500.00
<b>TOTAL</b>					<b>2,500.00</b>
<b>Bill Pmt -Check</b>	<b>56704</b>	<b>04/07/2017</b>	<b>Sprint</b>	<b>101010 · Cash - Marquette</b>	<b>-178.44</b>
Bill	336044821-148	03/30/2017		104520 · Telephone	178.44
<b>TOTAL</b>					<b>178.44</b>
<b>Bill Pmt -Check</b>	<b>56705</b>	<b>04/07/2017</b>	<b>Steven Haberichter</b>	<b>101010 · Cash - Marquette</b>	<b>-350.00</b>
Bill	4/21/17	04/21/2017		104640 · Patron Programs&Events-Outreach	350.00
<b>TOTAL</b>					<b>350.00</b>
<b>Bill Pmt -Check</b>	<b>56706</b>	<b>04/07/2017</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-192.98</b>
Bill	4892	03/30/2017		104530 · Building & Custodial Supplies	192.98
<b>TOTAL</b>					<b>192.98</b>
<b>Bill Pmt -Check</b>	<b>56707</b>	<b>04/07/2017</b>	<b>Tom Vaughn, Trustee</b>	<b>101010 · Cash - Marquette</b>	<b>-100.00</b>
Bill	Garnishment Check	03/31/2017		102171 · Garnishment W/H Payable	100.00

**Orland Park Public Library  
Check Detail**  
March 21 through April 17, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					100.00
Bill Pmt - Check	56708	04/07/2017	Village of Orland Park	101010 - Cash - Marquette	-130.00
Bill	4/4/17	04/04/2017		104600 - Outreach Services	130.00
TOTAL					<u>130.00</u>
<b>Subtotal - Checks</b>					<b>\$ 137,173.03</b>
<b>Gross Payroll on 3/31/17</b>					<b>\$ 106,381.05</b>
<b>Payment to Village for IMRF/Insurance for March, 2017</b>					<b>\$ 62,420.30</b>
<b>Gross Payroll on 4/15/17</b>					<b>\$ 100,156.40</b>
<b>Grand Total</b>					<b><u><u>\$ 406,130.78</u></u></b>

# Adult Services Board Report February 2017

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 2/2; 9 adults

Five genre book discussions 2/9, 2/14, 2/15, 2/15, 2/27; 30 adults

Library eBooks for Tablets & Smartphones; 1 adult

Blizzard of Books, winter reading program 2017, registered 276 adults age 18 and over. 153 adults completed the program. Overall statistics were very consistent with last year. In 2016, we had 279 people register and 152 complete.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended Adult Reading Round Table-Speculative Fiction (Lisle PL) on Feb 2, 2017

Diane Srebro attended ILA-IREAD Committee 2016-18 (Plainfield PL) on Feb 3, 2017

Diane Srebro attended Reference Association of South Suburban Libraries (Chicago Heights PL) on Feb 9, 2017

Andrew Masura attended SNAAZ Meeting (Oak Park Public Library) on Feb 10, 2017

Diane Srebro attended World Languages Networking - RAILS (Des Plaines PL) on Feb 22, 2017

Deborah Oedzes attended Rails Webinar on Excellent Customer Service (OPPL Computer Lab) on Feb 28, 2017

## STATISTICS

**Database Statistics February 2017-2016 Comparison**

Database	02/2017	02/2016	Data Type
Ancestry	1153	2870	Searches
Careers College	9	40	Total Users
Consumer Reports	83	66	Log-Ins
EBSCO	28043	36466	Searches
Gale Virtual Ref. Lib	12	12	Searches
Heritage Quest	311	239	Searches
OCLC	5921	6749	Searches
ProQuest	227	224	Searches
Reference USA	58	123	Searches

# Circulation Board Report February 2017

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin is gathering information on Polaris LEAP.

Laura Larson is organizing Polaris information and continues to go through Collection and Overdue files.

Julie Pryor is working on statistics and editing monthly library card applications.

Becky Simmons is gathering information on locker systems.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Azzaline attended Microsoft Excel 2010 Part 1 Computer Class (OPPL Computer Lab) on Feb 10, 2017

Stephanie Azzaline attended Microsoft Excel 2010 Part 2 Computer Class (OPPL Computer Lab) on Feb 17, 2017

Nancy Lyons attended Budgeting with Microsoft Excel Computer Class (OPPL Computer Lab) on Feb 24, 2017

## STATISTICS

ORS MONTH	TOTAL CIRCULATION 2017	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
JAN	80,025	78,228	2%	36,949	2,499
FEB	74,287	77,836	-5%	36,864	3,541
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
<b>TOTAL</b>	<b>154,312</b>	<b>156,064</b>	<b>-1%</b>	<b>73,813</b>	<b>6,040</b>

Hoopla Checkouts: 474  
 Overdrive Registrations: 49  
 Overdrive Checkouts: 2,586  
 Zinio Checkouts: 328  
 Polaris Patron Sessions: 15,753

# Graphics Board Report February 2017

## SERVICES/PROGRAMS/PROJECTS/CLASSES

The graphics department made posters and flyers for the following initiatives:

Ready Steady Go - the Youth Services storytime for kindergarten through second grade

Family Dance Party

National Library Week

Laugh Your Cares Away

Romance Book Discussion

Funniest Women in Movies

Teen Inc

Family Glow Party

Pinterest Palooza Junior - Mother's Day Surprise

Graphics also created an email campaign designed to boost interest in the library's winter reading programs.

Graphics continued to post on social media to update those who use social media to plan their schedules.

## CONTINUING EDUCATION/MEETINGS ATTENDED

2/14 Jackie went to the ILA Legislative Meet up in Tinley Park to lobby local legislators on the library's behalf

## STATISTICS

	Room Requests	Graphics Requests
January	20	144
February	22	96

Facebook	Twitter	Pinterest
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Subscribers	Change	Followers	Change	Followers	Change
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1/2/2017	1,6641+	1,4792+	3491+
1/9/2017	1,6673+	1,4812+	3490+
1/16/2017	1,6692+	1,4865+	3567+
1/23/2017	1,6701+	1,4833-	3615+

## **CUSTOMER SERVICE LOG**

2/6 Patron was not able to login to her email - Created a new account for her. She thanked me several times for my help. Audrey P.

2/9 Patron came in saying he couldn't find 2016 tax table. I found it for him and he was very appreciative. He left saying thank you very much. Christy P.

2/20 Patron had problem with Wi-Fi on her laptop. I was able to reset her Wi-Fi connection and she was very grateful for assisting her. Dan W.

2/20 Female patron needed help with her Wi-Fi on her laptop and wireless printing. I was able to get her connected to Wi-Fi and print using our wireless printer and she thanked me. Dan W.

2/28 Helping print off a website."You are a genius and so helpful. I could have never done this without your help." Mark E.

## **Outreach Services Board Report February 2017**

### **PERSONNEL**

Dakari Jones was hired and began her job as Outreach Assistant.

### **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.

Coordination and planning of the WWI and America grant exhibit and programming.

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

Kelly A. Cuci attended Spring Staff Picks from Penguin Random House (Webinar) on Feb 24, 2017



### **Other Outreach and Homebound Stats:**

Outreach Circ Stats: 927 items circulated with 1176 checkouts and 35 renewals. *2016: 1011 items circulated with 1252 checkouts and 54 renewals.*

Visits to single-family homebound patrons totaled 13. *2016: Visits totaled 16.*

1 new homebound patron cards were issued and 3 discontinued. 0 cards were renewed. *2016: 7 new homebound library cards were issued. 0 cards discontinued. 4 cards were renewed.*

OS staff logged 883 reference transactions. *2016: 426 reference transactions.* This was high due to the amount of questions we answered about programming and exhibits.

36 books were displayed on the table with 25 having been checked out. *2016: 34 books on display with 12 checked out.*

### **GRANTS/SPECIAL PROJECTS**

The Outreach Services staff have been collectively working on several events: the Chinese Lantern Festival and the WWI exhibit, programming and sponsorships.

Head of Outreach Services, Kelly Cuci, reserved several more NASA artifacts.

### **CUSTOMER SERVICE LOG**

2/1 The Coloring Club program

Patrons said they enjoyed the program Cathy D.

2/2 Smart Art iPad for Seniors - Brookdale

"It's so wonderful. First Friday of the month? I have to remember that?"

"Thank you so much for coming by." Shane P.

2/2 Smart Art iPad for Senior - Autumn Leaves - Cancelled per facility

"The residents will be so disappointed I had to cancel. It's such a nice program. Please come back." Shane P.

2/2 Art Load-in, Wind Flow Photography

"Is this drawn, or is it a picture of something..?"

"Wow, that's incredible."

"When is the Meet the Artist?" Shane P.

2/3/17 Orland Township Drop-in

Told we offer a great service. Theresa M.

2/6 Smith Crossing visits

"I am so glad the library is coming here, it really means a lot." Dakari J.

2/7 Inside Cuba program

We had a great crowd. Everyone seemed to enjoy themselves. Cathy D.



2/27 High Point 3rd grade 119

4th grade 186

5th grade 153

**Outreach:** 1 visit, 85 people

2/8 Centennial Technology Night 83

**Teacher Loan Cards:** Items Checked Out 77

**PAL Paks:**

31 PAL Paks

652 items

**Preschool Visits/Paks Statistics**

14 Paks checked out containing 297 items total

**6 Preschool Visits;** Total attendance of 191

2/2: Mary Sears Children's Academy

2/9: Centennial School Early Childhood (AM & PM classes)

2/10: Park School Early Childhood PM

2/13: Park School Early Childhood AM

2/16: Sandbox 151st St.

2/23: Sandbox 82nd Ave.

**1 in-house storytime;** total attendance 8

2/17: Sandbox 82nd Ave.

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Diane Norris-Kuczynski attended Anderson's Children's Literature Conference (Woodridge, IL) on Feb 18, 2017

Alex Pappas attended Anderson's Children's Literature Conference (Woodridge, IL) on Feb 18, 2017

Fanny Camargo attended Anderson's Children's Literature Conference (Woodridge, IL) on Feb 18, 2017

Erin Fixel attended Booklist Webinar (OPPL) on Feb 28, 2017

2/13/17 Parent leaving department "Tell whoever is in charge of this department they are doing an amazing job. The programs are great and my kids love to be here. It's one of our regular spots now." Stephanie T.

2/15/17 Grandmother leaving storytime with granddaughter "We went to storytime at a different library and it was nowhere near as good as the storytimes here." Stephanie T.

2/23/17 Adult patron choosing a child's book "You are doing wonderful things here. This library is beautiful." Diane N-K.

### **TEEN DESK**

2/22/17 The father of a son who had been helped the day before stopped by "My son is so happy with his book recommendation! He's loving it and going through it so fast." Erin F.

2/22/17 Parents of a frequent teen visitor saw new tables "These are such an amazing thing. We're so glad there's finally tables!" Erin F.

2/23/17 A mother and daughter were looking for a movie "Thank you so much for helping us find this. We're so excited to watch it tonight." Erin F.

2/24/17 Family friend looking for books for a teen in the hospital "Thank you for these recommendations for books for my friend's daughter who's in the hospital. You've made her day!" Noelle S.

# Adult Services Board Report March 2017

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 3/2; 10 adults

Library eBooks for Tablets & Smartphones; 1 adult

Six genre book discussions 3/8, 3/9, 3/14, 3/15, 3/15, 3/27; 34 adults

## CONTINUING EDUCATION/MEETINGS ATTENDED

Andrew Masura attended Librarians Working Together Staff Development Day (302 Grove Street DeKalb, IL) on Mar 10, 2017

Deborah Oedzes attended Handling Difficult Customers (Webinar RAILS) on Mar 11, 2017

Kortnee Fingler attended New Graphic Novels for Your Library (Webinar (Booklist)) on Mar 14, 2017

Diane Srebro attended LACONI-RASS/RASSL: Making Collections Count (Burr Ridge, IL) on Mar 16, 2017

Kortnee Fingler attended LACONI-RASS/RASSL: Making Collections Count (Burr Ridge, IL) on Mar 16, 2017

Judy Brannigan attended Financial Ratings Series Database Webinar (OPPL) on Mar 20, 2017

Linda Conrath attended Financial Ratings Series Database Webinar (OPPL) on Mar 20, 2017

Diane Srebro attended ARRT-Create Successful Community Reading Program (Northbrook PL) on Mar 23, 2017

Diane Srebro attended RAILS-Collection Development (Webinar-RAILS) on Mar 29, 2017

Andrew Masura attended Getting Started with Polaris Leap (Webinar OPPL) on Mar 29, 2017

## STATISTICS

### Database Statistics March 2017-2016 Comparison

Database	03/2017	03/2016	Data Type
Ancestry	778	1909	Searches
Careers College	16	4	Total Users
Consumer Reports	51	79	Log-Ins
EBSCO	29744	37231	Searches
Gale Virtual Ref. Lib	7	10	Searches
Heritage Quest	486	287	Searches
OCLC	6313	6945	Searches

3/4/17 Patron browsing new books: "I like the new display. I like that there are less books, it's easier to pick." Kaye F.

3/4/17 Patron browsing new books: "I think the new display is nice. It is very inviting." Kaye F.

3/4/17 Patron browsing new books: "I haven't been here in a while, I like the new display. It's nice." Kaye F.

3/4/17 Patron browsing new books: "I like the new display. I can see things easier." Kaye F.

3/5/17 Patron approaches new book display, steps back and said, "This is really nice!" Linda C.

3/9/17 Patron stopped by the reference desk and said, "I like the new books display. I can now find my books easily. Thank you for the new arrangements." Rosemarie F.

3/12/17 Patron browsing new book section stopped me to ask, "Are these all the new books you have now?" When I explained the new shelving system, she replied, "It seems like you used to have a lot more. It's too bad--that is my husband's favorite part of the library." Katie A.

3/20/17 Patron stopped by the reference desk for the Rules of the Road booklet. Patron says "How come that the township doesn't have this booklet? Well, thank you! Your library is beautiful." Rosemarie F.

3/24/17 Patron was being helped to track down a lost recipe and said "This is just the nicest library." Kaye F.

03/30/17 Male patron stopped by the desk for Income Tax forms for three years back: Patron said "Thank you for your help, I really appreciate your customer service. I haven't been here for years. Your library is beautiful, clean and bright. I feel peace and harmony. People here are very friendly. Thank you & May God bless your heart. I'll come back again!" Rosemarie F.

## **Circulation Board Report March 2017**

### **SERVICES/PROGRAMS/PROJECTS/CLASSES**

Howard Griffin continues to prepare library staff for using Polaris Leap.

Julie Pryor continues to work on monthly circulation statistics.

Laura Larson continues to monitor long overdue item reports.

Becky Simmons continues to monitor locker transaction and lost item reports.

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

Howard Griffin attended Building Resiliency 101 Curalinc webinar (OPPL) on Mar. 8, 2017.

Howard Griffin attended Disrupting Negative Thoughts Curalinc webinar (OPPL) on Mar. 14, 2017.

Julie Pryor listened to a one hour Curalinc Webinar entitled "Information Overload" on 3-16-17.

03/07/2017 (Circulation Desk) "More of a selection for Lucky Day and New books. I don't like how new books are organized. It was better the way it was before."/Kelsey F.

03/09/2017 (Circulation Desk) "I like the new shelves upstairs."/Barb K.

03/10/2017 (Information Desk) "Beautiful flowers. What are they for?"/Julie P.

03/11/2017 (Circulation Desk) "Thank you for ordering a new book for me (Hacksaw Ridge). I love you guys."/Barb K.

03/11/2017 (Circulation Desk) "I think showing another form of address for a card is ridiculous."/Barb K.

03/14/2017 (Circulation Desk) "Neat thing you added. Just like Kohl's."-referring to value of library card on receipts./Julie P.

03/14/2017 (Information Desk) "You are so sweet."/Julie P.

03/15/2017 (Circulation Desk) "The (new) shelves upstairs are not functional. Everyone has to crowd in to get a book."/Renee N.

03/16/2017 (Information Desk) "I love how the receipts tell you how many items you have out."-referring to self-checkout receipts./Laura L.

03/18/2017 (Circulation Desk) "Be our Guest program was very cool."/Angie M.

03/18/2017 (Information Desk) "The event calendar needs a color coding index to explain what the colors mean for each program."-referring to calendar hanging on the wall by the stairs./Stephanie A.

03/22/2017 (Circulation Desk) In regards to email holds notices, "Missed hold because email did not state it was from the Orland Park Library. I don't open emails when I don't know where they are from because it could be a virus."/Renee N.

03/22/2017 (Information Desk) "More large print romances please. I have read all that you have."/Julie P.

03/22/2017 (Entering Library) "I love my library!"/Julie P.

03/22/2017 (Information Desk) "You have the best movie selection."/Angie M.

03/23/2017 (Information Desk) "You have a great library. I live in Oak Forest and enjoy coming here. Wonderful programs."/Barb K.

03/24/2017 (Circulation Desk) "All you ladies here are so helpful."/Laura L.

03/25/2017 (Circulation Desk) "Almost all of the WWI display is gone! The brochure says through 3/30/17. I haven't been to the library in a long time. Now I know why."/Barb K.

03/28/2017 (Information Desk) "I'm sorry I missed the WWI exhibit. I thought it was here all month."/Barb K.

03/29/2017 (Information Desk) "Why would they say WWI display through the 30th and it is already gone on the 29th?"/Julie P.

## STATISTICS

	Facebook	Twitter	Pinterest	eBlast
February	1674	1505	367	18,057
March	1690	1560	395	18,127

	Room Requests	Graphics Requests
January	20	144
February	22	96
March	10	124

## GRANTS/SPECIAL PROJECTS

Jackie and Kristen worked events for the World War I and America grant project.

## CUSTOMER SERVICE LOG

March 21:

Patron, Gene, phoned Jackie B. to say he attended the exhibit opener for the WWI and America exhibit. He said he enjoyed the program.

## Information Technology Board Report March 2017

### STATISTICS

Category	Mar 2017	Mar 2016
Study Room Usage	445	474
Patrons Assisted	512	495
Extended Assistance	27	
Total PC Usage	1863	2136
Total Web pages	27988	32253
Number of Classes	14	16
Total Class Attendance	53	73
Wireless Usage	3701	5513



## CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Maximizing Your Day: Effective Time Management (Webinar) on Mar 9, 2017

Kelly Cuci attended Librarians Working Together Staff Development (302 Grove Street DeKalb, IL) on Mar 10, 2017

Kelly Cuci attended Libraries Transform (Webinar) on Mar 14, 2017

Kelly Cuci attended Money Smart, Measure Smarter: Boost Your Financial Literacy Programs & Measure Their Impact (Webinar) on Mar 16, 2017

Kelly Cuci attended Making the Most of Your National Library of Medicine Traveling Banner Exhibition (Webinar) on Mar 29, 2017

Cathy DiGiorgio attended Making the Most of Your National Library of Medicine Traveling Banner Exhibition (Webinar) on Mar 29, 2017

Kelly Cuci attended Getting Started with Polaris Leap (Webinar) on Mar 29, 2017

Kelly Cuci attended Disrupting Negative Thoughts (Webinar) on Mar 30, 2017

## STATISTICS

### Onsite Adult Programs:

12 programs were given with a total of 658. *2016: 14 programs were given with a total of 505 patrons.*

#### Breakout:

3/1/17	The Coloring Club	3
3/5/17	Johnnies, Tommies, and Sammies, The World War I Opener	82
3/7/17	World War I and America Roundtable I	43
3/9/17	Over There, The United States Enters WWI, 1917	87
3/15/17	Artillery Scout - An Evening with James Bilder	44
3/16/17	Rules of the Road	26
3/17/17	Showcase - The U.S. in WWI, Seven Months That Changed the World	124
3/21/17	World War I and America Roundtable II	41
3/22/17	A World Gone Mad - WWI	45
3/23/17	Great Soldiers of the First Division, 1917-1919	36
3/24/17	Friday Film Special - American Experience & All Quiet on the Western Front	78
3/30/17	The Rise and Fall of the Doughboy	49

### Offsite Adult Programs:

12 programs were given with a total of 163 patrons attending. *2016: 13 programs were given with a total of 207 patrons attending.*

#### Breakout:

3/1/17 Orland Township Senior Drop-In Visits 13

Outreach Services worked with the Nutopia Production Company, UK to lend two NASA gloves for a new television series entitled, One Strange Rock. Our NASA gloves will be featured in one episode of the series to be viewed in the future on the National Geographic Channel.

## **CUSTOMER SERVICE LOG**

### **3/1/17 The Coloring Club program**

Patron said they really enjoyed the Coloring Club. "It's a nice way to relax." Dakari J.

### **3/5/17 Johnnies, Tommies and Sammies, WWI Opener program**

"Thank you for honoring our veterans." Kelly C.

"Where did you find them? They should perform in Kansas." Kelly C.

"Would you like some more artifacts to display?" (This was said in almost every program)  
Kelly C.

"I have some CCC items for an exhibit." Kelly C.

"My grandfather served in WWI." Kelly C.

"Great job!" They were great." Kelly C.

"What a wonderful presentation, thank you." Cathy D.

"I had an uncle and grandfather who served in WWI." "Thank you for thinking of us." Cathy D.

"This was a fantastic tribute to all of us Vets." Cathy D.

"Thank you for the great program and food." Cathy D.

### **3/7/17 World War I and America Roundtable I program**

"Loved it." Kelly C.

"When is the next one?" Kelly C.

"Are you having the same people back?" Kelly C.

"Really enjoyed the discussion." Kelly C.

### **3/9/17 Over There – The United States Enters World War I, 1917 program**

"That was the best speaker you have ever had!" Kelly C.

Impression - A group of A. A. Stagg H.S. and Carl Sandburg H. S. students showed up. Collectively they liked it and used the program for a class project/extra credit. They requested to take pictures with the speaker. Kelly C.

"The program was great." Kelly C.

"Paul Herbert knows his stuff." Kelly C.

### **3/15/17 Artillery Scout: An Evening with James Bilder**

"It's amazing to hear about how he connected to his family history and the war. Like, how easy it was to forget such a big thing for the world." Cathy D.

"Great program. He's as interesting as an author event and historical speaker in one." Cathy D.

"I am so glad I decided to come out." Dakari J.

"This program was well put together and the speaker was great." Dakari J.

"The program was so engaging and well put together." Dakari J.

"Dr. Herbert is great! He really knows his stuff!" Kelly C.

"Thanks for having the exhibit and the programs. It's nice to feel respected." Kelly C.

"When will Cantigny be open again?" Kelly C.

"Fantastic speaker! He has so much passion for his subject. It's actually moving in a way."  
Shane P.

"Will you be having him back, soon? That was the best military history talk I've seen."

Shane P.

"Where can I learn more?"

Shane P.

**3/24/17 Special Friday Film – American Experience: the Great War and All Quiet on the Western Front program**

"VERY GOOD! It's unbelievable that I never saw this before now." Cathy D.

"So this is from a documentary that hasn't aired yet? Wow!" Cathy D.

"How did you get a chance like that?" Cathy D.

"These kind of shared a theme, you know? I think people forget how being a soldier affects each individual person. Thank you for sharing them." Cathy D.

"Great choice of movies." Cathy D.

"Great film. Thank you for presenting this. Really enjoyed the story." Cathy D.

"Thank you for remembering this war and all who participated in it." Cathy D.

**3/29/17 Homebound visit**

"Thanks for bringing all the books on CD, I enjoy." Dakari J.

"I am so appreciative of this service as a patron of Palos Park." Dakari J.

**3/30/17 The Rise and Fall of the Doughboy program**

"I missed the exhibit. Do you know where it will be next?" Kelly C.

"Thank you for having all of this." Kelly C.

"Everything was great." Kelly C.

"Terry is great." Kelly C.

# Youth Services Board Report March 2017

## **PERSONNEL**

Firyal Yasin began her position as Youth Service page on March 9

Christy Dyer, YS page, celebrated her 2 year anniversary this month.

Therese Freeman, YS page, celebrated her 5 year anniversary and Marianne Dawson, YS Assistant, celebrated 15 years this month.

Youth Services Reference I part-time librarian position has been reposted.

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

### PAL PAK Circulation Statistics

30 PAKS

649 items

### Preschool Pak Circulation Statistics

12 Paks checked out containing 211 items total

### 4 visits with a total attendance of 124

3/6: Sandbox 151st St.

3/23: Sandbox 82nd Ave.

3/27: Park School Early Childhood AM

3/28: Cardinal Joseph Bernardin School

### 1 in-house visit with 136 in attendance

3/24: Quran Blossoms (AM and PM classes)

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Diane Norris-Kuczynski attended Targeting Autism-Train the Trainer (Dominican University) on Mar 3 & 4 2017

Kara DeCarlo attended Illinois Youth Services Institute Conference (Springfield, IL) on Mar 10 & 11, 2017

Stephanie Thomas attended Illinois Youth Services Conference (Springfield, IL) on Mar 10 & 11, 2017

Diane Norris-Kuczynski attended CLASS Meeting (Calumet City) on Mar 30, 2017

Policy and Procedure Manual	Section A 3
Governance and Organizational Structure Bylaws of the Board of Library Trustees	<p>Issued : January 15, 1990, Revised November 19, 1990, Revised November 20, 2006; Revised May 17, 2010 ; Revised March 20, 2017</p> <p>Approving Authority : Board of Library Trustees</p>

**BYLAWS OF THE BOARD OF LIBRARY TRUSTEES**

**ORLAND PARK PUBLIC LIBRARY**

**AILEEN S. ANDREW MEMORIAL**

The Orland Park Public Library was established by Public Referendum on April 30, 1941 and will be conducted as a public library, in accordance with statutes of the State of Illinois for the use and benefit of the Village of Orland Park. It is financed by a special tax. The library is governed by a Board of Trustees, whose members are elected by the citizens of the Village of Orland Park. The Orland Park Public Library, and its Board of Library Trustees, hereinafter referred to as the Library, exist pursuant to the Illinois Local Library Act, Chapter 75 ILCS Act 5 of the Illinois Compiled Statutes (the "Act") as a local governmental entity of the Village of Orland Park and has powers as are now or may hereafter be granted by said statutes. A specific responsibility of the Board is adoption of the policies and regulations governing the operations of the library.

The Orland Park Public Library Board of Trustees recognizes the implementation of library facilities shall include three basic goals:

1. The provision of materials suited to the needs of the community as they become evident, designed to provide information, entertainment, and personal development;
2. The encouragement within the community of intellectual and cultural pursuits through the direction and active participation in suitable programs for all age groups; and
3. The maintenance and development of adequate facilities and personnel to accomplish the first two goals.

### **Number, Tenure, and Qualifications**

The number of Trustees shall be seven (7), as provided by the Act, elected in accordance with general election laws of the State of Illinois to hold office for six (6) years or until their successors are elected and qualified. Nominations for the office of Trustee shall be by petition filed with the Village Clerk of the Village of Orland Park as prescribed by the Illinois General Election Law. All nominees must be residents of the Village of Orland Park. Current employees may not serve on the Board of Library Trustees.

### **Vacancy in Office of Trustee**

Any vacancy occurring on the Board may be filled by the remaining Trustees until the next regular Library election at which time a Trustee shall be elected for the unexpired term of his/her predecessor in office, unless the vacancy occurs with less than 28 months remaining in the term and occurs less than 88 days before the next regular scheduled election for this office, in which case the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

The Board of Trustees may declare a vacancy pursuant to Section 4-4 of the Act.

### **Indemnification of Trustees, Employees and Volunteers**

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If any claim or action not covered by insurance is instituted against a Trustee of the Orland Park Public Library out of an act or omission by a trustee acting in good faith for a purpose believed to be in the best interest of the Orland Park Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Orland Park Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Orland Park Public Library shall, at the request of the Trustee, employee, or volunteer:

- a. Appear and defend against the claim; and
- b. Pay or indemnify for a judgment and court costs, based on such claim or action; and
- c. Pay or indemnify for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Library Trustees.

For the purpose of this Section, the term trustee, employee and volunteer shall include a former trustee, employee, and volunteer of the library. This indemnification shall not apply if the Board of Library Trustees finds the claim or action is based on malicious, willful, or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.

In each instance in which a question of indemnification arises, entitlement thereto shall be determined by the Board acting by a quorum consisting of persons who are not

parties to said action, suit or proceedings; provided, however, that a person who has been wholly successful, on merits or otherwise, in defense of a civil action or proceeding of the character described in above paragraph shall be entitled to indemnification. If a quorum is not obtainable with due diligence, entitlement to indemnification shall be determined by the Board upon written opinion of legal counsel that indemnification is proper in the circumstances because the applicable standard of conduct has been met by such person.

### **Compensation, Expenses**

Trustees shall serve without compensation and are subject to all fines and charges imposed by the Library on patrons. Trustees shall be reimbursed their actual and necessary expenses incurred in the performance of their Library duties from Library funds subject to the Resolution For Reimbursement of Travel, Meal and Lodging Expenses to Comply with the Local Government Travel Expense Control Act (50 ILCS 150).

All trustees may request membership in the Illinois Library Association and the American Library Association upon request to the Board, and such membership fees shall be paid by the library.

### **Conflict of Interest**

No Trustee shall have an interest in any contract with the Library prohibited by the Public Officer Prohibited Activities Act (50 ILCS 105/3, et seq.) and no Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the performance of such official duties.

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Trustees and employees so required shall promptly file a copy of his or her annual Statement of Economic Interests. The copy of the statement filed shall be a true and correct copy of the statement required to be filed annually with the Cook County Clerk pursuant to the Illinois Governmental Ethics Act, as from time to time amended (5 ILCS 420/4A).

### **Conference Attendance and Travel**

Trustees are encouraged to attend community or local library events and will be reimbursed for all reasonable expenses incurred. Attendance requires prior approval by the Board. Attendance by more than two members requires a special vote by the Board. When several members apply, special consideration will be given to years of service, offices held, and chairmanship of particular committees whose attendance could benefit the functioning of the library. All reimbursements for travel, meal, lodging expenses are subject to the Resolution For Reimbursement of Travel, Meal and

Lodging Expenses to Comply with the Local Government Travel Expense Control Act (50 ILCS 150).

#### Process for reimbursement

Requests for reimbursement must comply with the Resolution For Reimbursement of Travel, Meal and Lodging Expenses to Comply with the Local Government Travel Expense Control Act (50 ILCS 150) and be accompanied with original receipts unless impractical (mileage) or when this policy exempts submission of a receipt (public transportation). When attending a conference or a meeting, a copy of the schedule of events must be submitted with the request for reimbursement. Items submitted for reimbursement not supported by a receipt, when applicable, will not be paid.

Major travel and activity expenses will be reimbursed by check, usually at the regular time of the month when other library bills are paid. Minor reimbursements may be paid from petty cash at the discretion of the Finance Manager.

Where appropriate and with the approval of the Board of Library Trustees, the library will prepay transportation, registration and hotel expenses.

#### **Officers**

Trustees will hold a biennial election at the May meeting for the offices of president, vice-president, treasurer, and secretary. If the election of officers shall not be held at said meeting, such election shall be held as soon thereafter as practicable. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting of the Board. Vacancies may be filled or new offices created and filled at any meeting of the Board as provided by law. Each officer shall hold office for a term of two (2) years or until his/her successor shall have been duly elected.

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#### **Removal**

Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Library would be served thereby.

#### **Duties of Officers and Board Members**

President: Shall preside at all meetings of the Board, appoint all standing and special committees and shall be ex-officio member of all committees and perform all other such duties as may be assigned by the Board. The President shall not serve more than two consecutive terms unless by unanimous Board consent.



Vice-President: The vice-president, in the absence of the President, shall assume all duties of the President and shall preside over meetings when the President is absent. The vice-president shall perform all other such duties as may be assigned by the Board.

Treasurer: Shall cause to maintain the accounts and financial records for all funds and securities of the Library and file accurate reporting at any time on the financial condition of the Library. Shall sign all checks and/or vouchers from the operating funds. Shall perform all duties of the President/Vice-President in their absence or inability to act in these capacities. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall perform all other such duties as may be assigned by the Board.

Secretary: The secretary shall cause minutes to be kept minutes of all board meetings, record attendance, record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such duties as may be assigned by the Board.

### **Powers of the Board of Trustees**

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The Board of Library Trustees (the "Board") of the Library exists pursuant to the Act and shall manage the affairs of the Library as authorized and empowered by said Act and other applicable statutes. In the provisions of library service to residents of the Village of Orland Park, the Board is empowered with all the powers conferred by the Act, including but not limited to:

1. Enact ordinances and to make and adopt bylaws, rules and regulations for the conduct of the Board.
2. Have exclusive control of the receipts and expenditures of the library.
3. Have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms of buildings constructed, leased or set apart for that purpose.
4. Purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established here under.
5. Sell or otherwise dispose of the real or personal property or lease to others any real property as stated by law.

6. Appoint and to fix the compensation of a qualified Library Director to manage the library.
7. Retain counsel for the library.
8. Retain professional consultants as needed.
9. Contract with any public or private corporation or entity for the purpose of providing or receiving library service or performing any and all other acts necessary and proper to provide or receive library service. Join with other boards of libraries for the maintenance of common library services for participants upon such terms as may be agreed upon by and between the boards. Enter into contracts and to take title any property acquired by it for library purposes.
10. Exclude from the use of the library any person who willfully violates the rules as determined by the Board.
11. Extend library privileges to persons living outside the Village of Orland Park as prescribed by law.
12. Provide for suitable civil or criminal penalties for persons committing injury upon the library or property of the library.
13. Invest funds pursuant to law.
14. Exercise the power of eminent domain.
15. Accumulate and set apart as, reserve funds, portions of the unexpended balances of the proceeds received annually from taxes or other sources.

### **Division of Responsibilities**

Board members should not run the library but should see that it is properly run. They should not attempt to manage the library, but must see that it is properly managed. Policy determination and management are different roles. Policy determination is the Board's power and duty; management is the Library Director's responsibility. The Director shall administer the policies adopted by this Board. Among duties and responsibilities of the Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, recommending such policy and procedure as will promote the efficiency and service of the Library, and other duties as deemed necessary by the Board.

## **Illinois Public Library Annual Report**

Within 60 days after the expiration of each fiscal year of the library, the Board of Library Trustees shall make a report of the condition of their trust. This report will be provided to the Village and filed with the Illinois State Library.

### **Meetings**

Board meetings will be held on the third Monday of the month in the meeting room of the library. Notice will be posted in the library, on the library's website, and the local newspaper is notified as prescribed by law. All meetings are open to the public. The agenda and/or information packet for the meetings will be distributed to the Trustees by the Director five (5) days prior to meetings. Any Trustee wishing to have an item placed on the agenda will call the Director in sufficient time preceding the meeting to have the item so placed. Any Trustee who is unable to attend a meeting must call the Director to indicate that he or she will be absent. Due to the fact that a quorum consisting of no less than four (4) members is required for each meeting, this phone call should be placed as far in advance as possible.

Closed sessions may be called by the President of the Board of Library Trustees as prescribed by law. Minutes of closed sessions are to be recorded and kept separately from regular minutes. The Board will review Closed Session minutes as prescribed by law.

Special meetings may be called by the President of the Board of Library Trustees to consider one or more items of business specified in the call of the meeting. Notice of time, place and exact purpose of the meeting must be sent to the members and posted in the library as prescribed by law.

A majority of the Trustees holding office shall constitute a quorum for the transaction of business at any meeting of the Board, provided that if less than a quorum is present at any meeting, a majority of those Trustees present may adjourn the meeting without further notice. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board except where otherwise prescribed by law.

Roll call votes will be taken in matters of expending monies, in the passage of ordinances and as otherwise prescribed by law.

### **Electronic Attendance at Meetings**

The fullest participation and attendance in all Board meetings should be achieved whenever possible. The use of telephone conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board, in all of its regular and special meetings and committee meetings, complies and intends to comply

with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

Section 1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record-keeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order for the public audience, the Trustees in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the Board conducts regular business shall have similar speaker-phone capabilities for use by Board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. Sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure any and all Trustees attending or voting purposes are in fact authorized Trustees with the right to speak and vote.

Section 4. As soon as it becomes apparent to the Board a meeting will require telephone conference, all subsequent notices of the meeting shall indicate that one (1) or more Trustees will or may be attending by telephone connection and the location or locations where speaker-phones will be available shall be noted thereon. In the event the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5. All Trustees attending meetings by telephone conference are entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists. All votes shall be taken by roll call to ensure that non-physically present members are casting their own votes if they cannot be seen.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are

unable to attend in person due to circumstances beyond their control. Acceptable circumstances include, but are not limited to, personal illness, disability, business purposes or the business of the public body, or family or other emergency .

Section 7. Teleconferencing shall not be provided for members of the public to use in order to attend or participate in a meeting.

Section 8. Only two (2) Trustees may participate by electronic attendance at a meeting. The presiding officer shall be present at the meeting. In the event that the President is not physically present at the meeting, the Vice-President shall preside.

Section 9. The Board of Library Trustees may conduct a closed meeting, pursuant to one of the exceptions to the Open Meetings Act, by way of a telephone conference call, provided that there is compliance with other requirements of the Act.

Section 10. The meeting minutes shall indicate those trustees who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

**The order of business for the board meeting shall be:**

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Call to Order  
Roll Call  
Approval of Minutes  
Introduction of Visitors  
Public Comment  
Treasurer's Report  
Librarians' Reports  
    Staff Reports  
Committee Reports  
    Building and Maintenance  
    Finance  
    Service and Policy  
    Personnel  
    Law  
    Strategic Planning  
    Capital Campaign  
Unfinished Business  
New Business  
Announcements  
Adjournment

The President may alter the order of business at his/her discretion.

### **Committees**

The President will appoint Trustees to serve on the following committees:

Building and Maintenance – This committee shall see to the maintenance and upkeep of the grounds and facilities, and those portions of the policy governing the use thereof.

Finance – The Finance Committee shall be charged with compiling the annual budget and the levy; require all financial records be properly kept, monies invested properly and advantageously.

Service and Policy – This committee shall deal with all matters relating to library service and policies and those parts of the policy dealing with same.

Personnel – This committee shall assist the Library Director in interpreting those parts of the policy dealing with personnel. Employer-employee difficulties which arrive at an impasse may be heard by this committee. This committee shall also screen resumes when the Board is hiring a Library Director.

Law – This committee will make Board members aware of new and revised legislation concerning library statutes.

Strategic Planning – This is an ad hoc committee charged with developing a strategic plan for library services.

Capital Campaign – This is an ad hoc committee charged with fundraising for extraordinary expenses.

Appointments to the standing committees are to be made by the President. Ad hoc committees may be established at the discretion of the President. The Library Director and/or Assistant Director shall be required to attend all committees, standing and ad hoc.

### **Board of Library Trustees – Library Director Relationship:**

- A. Board of Library Trustees – Duties and Responsibilities:
1. Board serves as basic policy-making body.
  2. Board shall select and appoint the Library Director.
  3. The Board shall be responsible for the library budget and its administration.
  4. The Board is responsible for duties granted to each of the officers.

B. Library Director – Duties and responsibilities:

1. Serves as chief executive of the library, and is responsible for the administration of all policies approved by the Board, and is directly responsible to the Board.
2. The Library Director is responsible for the administration of the budget as set forth by the Board.
3. The Library Director is required to attend all meetings of the Board and all committee meetings of the Board except those of the Personnel Committee directly relating to the Library Director.

**Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

**Amendment of Bylaws**

These bylaws can be amended, altered or repealed and new by-laws may be adopted at any regular meeting of the Board by a two-thirds vote of the members attending, provided that the amendment has been submitted in writing at the previous regular meeting and notice is given to all trustees and in accordance with the Illinois Open Meetings Act of intention to alter, amend or repeal or to adopt new by-laws at such meeting.

**Revise and Adopted: January 15, 1990; Revised November 19, 1990; Revised November 20, 2006; Revised May 17, 2010; Revised March 20, 2017.**

Policy and Procedure Manual	Section B 7
Public Policy Collection Development Policy	<b>Issued</b> : October 19, 1991; Revised June 19, 2000; Revised October 17, 2005; Revised December 17, 2007, Rev. April 15, 2013; Rev. April 20, 2015; <b>Revised March 20, 2017</b> <b>Approving Authority:</b> Board of Library Trustees

## Collection Development Policy

### Introduction

The ~~Orland Park Public Library~~ Board of **Library Trustees of the Village of Orland Park** supports **in principal** the Library Bill of Rights and the American Library Association's Freedom to Read

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement> and Freedom to View Statements

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>.

(See Section A of Policy Manual)

It is the goal of the Orland Park Public Library to meet the informational, educational, cultural, inspirational, and recreational needs of the residents of Orland Park. The **Library** recognizes the needs of the community are of primary importance in selection. This is a diverse community and each individual's needs will be considered in conjunction with the needs of the community as a whole. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials.

### Statement of Purpose

This collection development policy defines the standards and outlines the responsibility for materials selection for the Orland Park Public Library. Within these standards, the librarians use their education, experience and professional judgment to determine the materials which best meet the objectives of the **Library** and the needs of its patrons. Responsibility for the material chosen by children rests with their parents or legal guardians.



## Objectives in Materials Selections

The general objectives in materials selection are to carry out the Library's goals of providing the community with a variety of formats to meet their informational, educational, cultural, inspirational and recreational needs.

## Responsibilities for Selection

### *Library Board Responsibilities*

~~The Board of Library Trustees of the Village of Orland Park establishes the general policies regarding the Library's collection. It is the responsibility of the Orland Park Public Library Board of Library Trustees to formulate, establish, review, and update as needed this Collection Development Policy. The Board of Library Trustees shall review this Policy at least every two years. The Board of Library Trustees is responsible for protecting the rights of the Orland Park Public Library user and may hear objections to this Policy or objections to the inclusion or exclusion of individual works in the collection. ultimately answering any and all questions regarding the policy and preservation of an individual's right to know.~~

### *Library Staff Responsibilities*

~~In accordance with Illinois Library Law~~ **The Board of Library Trustees delegates the authority to organize the Library's collection to the Library Director. This includes overall responsibility for collection development, including selection, ordering, maintaining and weeding of all library materials shall be delegated to the Library Director who operates within the framework of the policies and materials-budgeting allocations determined by the Board of Library Trustees. Under the Library Director's direction, members of the professional staff who are qualified by education and training may participate in selection and weeding of library materials. The Library Director is ultimately responsible for all materials in the Library's collection.**

All members of the staff, Library Trustees and Orland Park residents may recommend titles for purchase. All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print or that the Library determines does not meet the criteria for purchase.

~~The collection is designed to meet the~~ **The Library strives within the limitations of budget and space to provide a wide range of materials that meet the diverse informational, educational, business, cultural, and recreational needs of the residents of Orland Park. It is the duty of the staff to acquire materials which meet these needs even though the materials may present views contrary to the personal beliefs of staff members, Library Trustees, community organizations or individuals. No employee may**

be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this written Collection Development Policy. (75 Illinois Compiled Statutes 5/4-7.2.)

## Parameters of the Collection

The Library is responsible for providing library materials to residents and taxpayers of all ages, backgrounds and opinions. The Library does not seek to exert doctrinal influence over any person by excluding materials from the Library or by denying any citizen access to them. Therefore, the Library's collection will represent broadly the views and preferences available in print, audiovisual and computer-based materials. To meet the needs of the community, the Library must build and maintain a diverse and balanced collection of quality materials including items of temporary significance and permanent value. Because the Library serves a public with a wide range of ages, educational background and reading skills, it will always seek to select materials of varying complexity. All formats will be considered when selecting materials.

## Standards for Selection

Orland Park Public Library policy directs that the selection of books and/or other library materials shall be made on the basis of their value to interest, enlighten and inform all residents of the Village of Orland Park. Selection of materials is based on the Library patron's right to read and their freedom from censorship by others. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval. Selection will be made on the merits of the work in relation to the building of the collection and to serving the interest and needs of the patrons. The addition of the item to the collection does not represent an endorsement by the Library of any theory, idea, or policy contained in it. No library material shall be excluded because of the race, disability, gender, cultural or sexual orientation, nationality, political or social views of the creator.

3

Selection of materials is influenced by their:

1. Significance, Relevance, both current and historical, and permanent value to the existing collection
2. Input garnered from critical reviews and selection sources
3. ~~Cost~~ Price as a reasonable value for anticipated use
4. Reputation and qualifications of the creator, publisher or producer
5. Timeliness or currency of subject matter
6. Suitability of subject and presentation for intended audience
7. Quality of format, including technical quality and durability
8. Popular Demand
9. Hardware and software requirements

10. Ease of use (user friendliness, searchability, connectivity)
11. Availability
12. Suitability of physical format for library use
13. Licensing restrictions

## Selection Tools

Because ~~Due to the impossibility it is impossible~~ for librarians to examine all items being considered for purchase, they depend on **professional** reliable selection aids and standard sources.

## Gifts to the Collection

~~Gifts to the library will be judged on the same basis as purchased materials.~~ **The same criteria of selection used for purchased items is applied to gift materials.** The Orland Park Public Library will accept materials as donations only with the understanding the Library will decide if they are added to the collection. Inclusion will depend upon whether the materials meet the Library's collection development policy, whether their condition is **satisfactory suitable** for Library use, and whether additional copies of the materials are needed. **Materials given to the Library but not added to the collection may be given to another library for its collection, may be donated to the Friends of the Library for sale, or may be disposed of in some other manner.**

A donation acknowledgement form will be given to donors upon request. The Library will not pick-up donations or offer onsite evaluations of materials.

Monetary gifts will be accepted for items specifically purchased for the collection with the authorization of the Library Director.

## Sale and Disposition of Library Materials

~~The collection of the Orland Park Public Library will be evaluated as an ongoing process in order to find areas that need strengthening as well as to identify materials that will be withdrawn.~~

The Orland Park Public Library's holdings are continuously evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Outdated and unused materials are withdrawn. Items are discarded if there are more duplicate copies than needed or if the material is in poor condition or in obsolete formats. Lost or missing items may be replaced if they are deemed to be of further use to the collection.

Books and non-print materials from the Library's collection may be discarded, sold, or with the approval of the Board of Library Trustees, given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations. In

cooperation with the Friends of the Library affiliated with the Orland Park Public Library, withdrawn materials may be donated to Recycled Reads.

## Challenge to Materials

The ~~Orland Park Public Library~~ Board of **Library Trustees of the Village of Orland Park** believes that censorship is purely an individual matter and declares that while anyone is free to reject for ~~him/herself~~ **themselves** materials which ~~he/she~~ they do ~~does~~ not approve of, ~~he/she~~ **they** cannot exercise this right of censorship to restrict the freedom of other persons to read.

If Orland Park residents wish to file a complaint about library materials, they must fill out in full a Request for Reconsideration of Library Resources. The form will be given to the Department Head who will review the complaint and material. The Department Head will evaluate the material using the Collection Development Policy and make a recommendation to the **Library Director**. A written response will be made to the petitioner within a reasonable time. The response will include a deadline for the petitioner to submit a written appeal to the Board **of Library Trustees**. If a written appeal is received, it will be provided to the Board **of Library Trustees**. The Board **of Library Trustees'** decision will be final. All such complaints will be reported to the Board of Library Trustees **of the Village of Orland Park** at its next regular meeting regardless of whether a written appeal is submitted.

Materials of sound authority shall not be removed from library shelves because of partisan or doctrinal disapproval. No library material will be excluded because of the race, **disability, gender, cultural or sexual orientation**, nationality, political or social views of the creator.

Based on the belief that the freedom to read is an inherent right of a free society, materials on controversial subjects will not be censored, labeled, or in any way marked or identified to show approval or disapproval of the contents. The collection development policy encourages providing materials impartially presenting all viewpoints. The ~~Orland Park Public Library~~ Board of Library Trustees **of the Village of Orland Park**, as guardians of the people's freedom to read, will contest encroachment upon that freedom by individuals or groups seeking to impose their standards of taste upon the community. The ~~Orland Park Public Library~~ Board of Library Trustees **of the Village of Orland Park** also guarantees to all patrons the right to use all materials. It is the ultimate responsibility of parents and/or legal guardians to determine the maturity level of minors. **Parents or guardians who decide that restrictions are appropriate for their children are responsible for imposing and enforcing those restrictions. However, the Library has the authority to reasonably address the use of the Internet by minors. Librarians do not have "in loco parentis" authority or responsibility. As such, the responsibility for children's reading, listening, and viewing materials rests with their parents or legal guardians. The Library staff will aid any child in the selection of materials based on their age group. However, no responsibility will be accepted for a**

child, adolescent, or teen selecting or checking out materials from the collection. Selection and display of materials will not be inhibited by the possibility that materials may come into the possession of children.

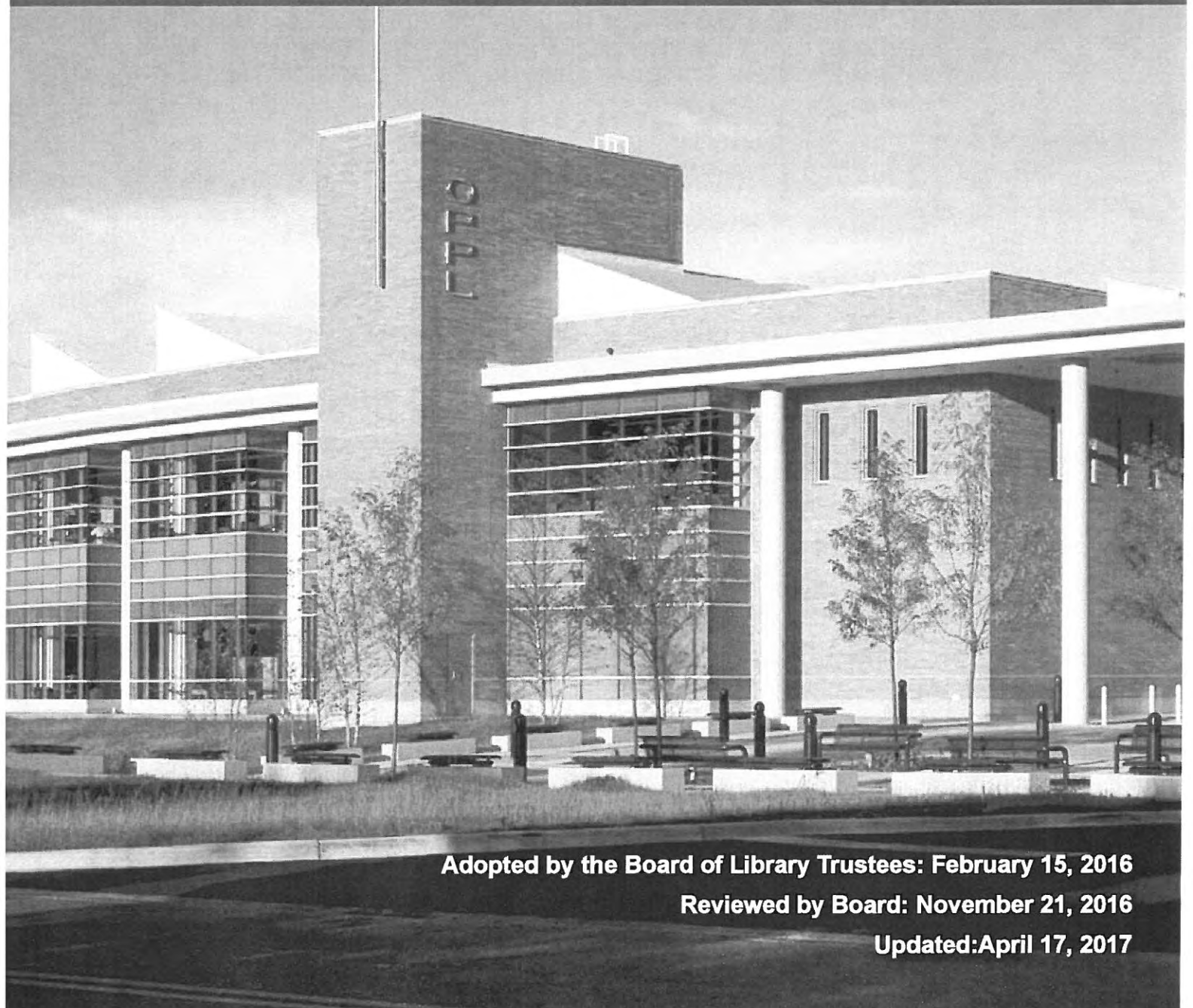
It shall be understood that the ~~Orland Park Public Library~~ Board of Library Trustees of the Village of Orland Park, the Library Director, and the Library staff do not advocate all of the ideas presented in the collection.

**Adopted by the Board of Library Trustees on October 19, 1991; revised June 19, 2000; revised October 17, 2005; revised December 17, 2007; revised April 15, 2013; revised April 20, 2015; March 20, 2017.**



# Strategic Plan:

Orland Park Public Library 2017



**Adopted by the Board of Library Trustees: February 15, 2016**

**Reviewed by Board: November 21, 2016**

**Updated: April 17, 2017**

## Mission Statement

Each and every day, we are committed to our **mission** to stimulate imaginations, educate, entertain, and welcome everyone so that we can achieve our **vision** to become an exciting, friendly, cutting edge center of the community while continually supporting our values of:

Creativity  
Communication  
Truth  
Inclusiveness  
Efficient Service

Community Support  
Learning  
Dedication  
Joy

## Library Board of Trustees

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Denis Ryan  
Diane I. Jennings  
Catherine M. Lebert  
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**Vice-President**  
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**Trustee**  
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Jackie Boyd **Chair**  
Linda Conrath  
Mark Ewasiuk  
Carol Maresh  
Stephanie Thomas  
Mary K. Weimar **Director**

## Ad Hoc Members

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Howard Griffin  
Kristen Holding  
Andrew Masura  
Diane Norris-Kuczynski  
Julie Pryor  
Diane Srebro  
Wendy Xie  
Becky McCormack

# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #1:

Provide five new initiatives to maintain excellent customer service rating by June 2017.

### Action Steps:

- IP Develop signage conducive to browsing and for directional purposes
- Provide provisional library card
- Adjust checkout limits for audiovisual materials in order to increase circulation
- Library will make every effort to purchase patron-requested materials in accordance with its Collection Development Policy and Plans
- P Local history collection and the library's founding documents to be digitized by December 2017

### Key:

P = Pending

IP = In Progress



= Completed



# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #2:

80% of staff will rate building as safe by December 2017

### Action Steps:

- IP Create safety manual and provide training for staff (Safe Harbor)
- Investigate the use of volunteer community law enforcement at peak times and events
- Utilize on-call maintenance staff on weekends
- P Update security camera system
- IP Highlight certain Patron Behavior Policy components in prominent areas
- IP Increase training and meetings for the development of Person-in-Charge (PIC)
- P Update Disaster Plan

### Key:

P = Pending

IP = In Progress



= Completed

# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #3:

75% of the customers will rate the building improvements as positive by December 2017

### Action Steps:

- Research flooring for high traffic areas
- Create moveable display shelving
- IP Complete Preschool decor project
- Update seating in Teen Area
- IP Reconfigure public service desks with furniture such as adjustable desks and seating to optimize patron interaction
- Develop plan for painting of interior
- Develop plan for roof replacement
- Research shading for lobby windows

### Key:

P = Pending

IP = In Progress



= Completed

# Goal 2:

Assure our resources and events are relevant and innovative

---

## Objective #1:

Maintain optimal training space and equipment by December 2017

### Action Steps:

- P** Upgrade to digital audiovisual equipment in rooms 104, 105, and the Youth Services storytime room
- Move Youth Services audiovisual materials to a more prominent area
- P** Research cost and placement of outdoor nature space
- IP** Redesign existing shelving for easier browsing
- P** Replace 24/7 lockers with upgraded system
- P** Investigate and develop plan for flexible wall system in Adult Computer Commons Area
- Use new marketing strategies to highlight digital resources

### Key:

**P** = Pending

**IP** = In Progress



= Completed

# Goal 2:

Assure our resources and events are relevant and innovative

## Objective #2:

75% of the community will identify the Library by June 2017

### Action Steps:

- Revise marketing plan
- Review and reassess departments' web pages at least four times annually
- Use Intranet to highlight information of current newsletter information on a daily basis
- Coordinate departments in providing promotional materials to Village and local area businesses
- Create a new web page devoted to market past, existing and upcoming OPPL art, special collections and exhibits
- Provide and market in-house special collections tours for Orland Park and surrounding communities
- Research developing an app specifically designed for OPPL
- Highlight return on investment information (ROI) on checkout receipt

**Key:**

P = Pending

IP = In Progress



= Completed

# Goal 2:

Assure our resources and events are relevant and innovative

## Objective #3:

Increase circulation to over one million items checked out by December 2017

### Action Steps:

- Evaluate Adult Services collection to include review of standing orders and continuation plans
- Inform users of digital resources such as databases
- Analyze circulation statistics to maintain relevant collections
- IP Explore off-site circulation options
- Add more MARC records for electronic subscriptions into Polaris catalog
- IP Use retail strategies to market the library's various materials

**Key:**

P = Pending

IP = In Progress



= Completed

# Goal 3:

Partner with and serve the entire community

---

## Objective #1:

Grow and market 7—10 new community partnerships through programming and services by December 2017

### Action Steps:

- Establish and provide Outreach Services visitations and book discussions to new assisted living centers
- Partner with area special needs groups to establish a movie series
- Outreach Services and Youth Services partner to provide dyslexia programming
- IP Partner with local craft guilds to host library-wide quilt show
- Explore additional opportunities with Village of Orland Park
- Promote the Friends of OPPL in a book sale
- IP Partner with community businesses to provide programming opportunities for patrons
- Partner with local area schools to provide programming opportunities for patrons

### Key:

P = Pending

IP = In Progress



= Completed

# Goal 3:

Partner with and serve the entire community

---

## Objective #2:

Introduce 5 new programming opportunities for patrons of all ages by December 2017

### Action Steps:

- Collaborate with local area schools for learning opportunities for students
- Coordinate with other departments on programs/events that recognize library-wide audiences
- Offer a weekly bilingual storytime
- IP** Re-evaluate materials and programming opportunities for LGBTQ patrons
- Provide outdoor family events during Summer Reading Challenge and summer concerts

**Key:**      **P** = Pending      **IP** = In Progress       = Completed

# Goal 3:

Partner with and serve the entire community

---

## Objective #3:

Devise and implement standards for library volunteers and interns by December 2016

### Action Steps:

- IP** Develop volunteer manual
- Develop a questionnaire to assess volunteer's interests and abilities
- P** Coordinate standard implementation for an intern program

**Key:**

**P** = Pending

**IP** = In Progress

= Completed



# Goal 4:

Be a desirable workplace

---

## Objective #1:

Analyze and adjust comprehensive staff compensation by December 2017

### Action Steps:



Conduct benchmark study for salaries



Work with Board to budget for benchmark study



Revise Personnel Policy by October 2016

**Key:**

**P** = Pending

**IP** = In Progress



= Completed

# Goal 4:

Be a desirable workplace

---

## Objective #2:

100% of all staff will meet core competencies set by Library by December 2017

### Action Steps:

- P** Email proficiency by all staff
- IP** Using measuring tool to develop core competencies for staff by position to assess each staff member for skill levels
- P** Create staff development plan and competency standards to provide consistent training
- IP** Offer training to staff in order to meet competency levels

**Key:**      **P** = Pending      **IP** = In Progress      **✓** = Completed

# Goal 4:

Be a desirable workplace

---

## Objective #3:

By September 2016 100% of Department Heads and Supervisors will coordinate schedule and resources electronically

### Action Steps:



Develop workflow/task timelines for Department Heads and Supervisors



Upload departmental procedure manuals



Require Department Heads to utilize email invitation component for all staff meetings

**Key:**

**P** = Pending

**IP** = In Progress



= Completed

# Goal 4:

Be a desirable workplace

---

## Objective #4:

80% of staff will say they are a part of a team atmosphere by December 2017

### Action Steps:



Redefine committees and establish goals and purpose



Introduce fun and creative workplace incentives



Develop staff mentoring program



Provide cost effective vending service

**Key:**

P = Pending

IP = In Progress



= Completed

# Goal 4:

Be a desirable workplace

---

## Objective #5:

Discover and cultivate staff skills and talents annually

### Action Steps:

- IP Develop minimum continuing education standards opportunities for staff in all departments
- IP Implement cross training between all departments
- Create new museum protocol continuing education opportunities
- Use internal survey to identify staff talents
- P Increase intradepartmental communication for effective workflow and better customer service
- Explore wireless access to areas in building for library use

**Key:**

P = Pending

IP = In Progress



= Completed

Orland Park Public Library  
Premium Summary 2017-2018

	Expiring Year 05/01/2016 - 05/01/2017	Renewal Exposures @ Expiring Rates	Renewal 05/01/2017 - 05/01/2018	% Change
<b>Exposures</b>				
Total Insured Property Values (Buildings, Business Personal Property, Business Income, EDP, etc.)	\$37,352,867		\$37,456,867	0%
Total Building & Business Personal Property	\$36,352,867		\$36,456,867	0%
Total Business Income Values	\$1,000,000		\$1,000,000	0%
Square Feet	93,000		93,000	0%
# of Vehicles	1		1	0%
Workers Comp - Payroll Estimates	\$2,477,111		\$2,621,703	6%
<b>Premiums / Rates</b>				
Property /B&M / Flood / EQ / Business Income Avg. Rate to Values (Per \$100)	\$23,970 0.064	\$24,037	\$23,405 0.062	-2% -3%
Inland Marine Coverage	\$2,307	\$2,528	\$2,307	0%
Commercial General Liability Avg. Rate to Square Foot (Per 1,000)	\$5,636 60.60	\$5,636	\$5,636 60.60	0% 0%
Commercial Auto Avg. Cost Per Unit	\$1,452 1,452	\$1,452	\$1,464 1,464	1% 1%
Workers' Compensation (without Taxes) Avg. Rate to Payroll (Per \$100) Experience Modification	\$11,914 0.48 1.12	\$12,609	\$12,617 0.48 1.12	6% 0% 0%
Umbrella Liability Avg. Rate to Square Foot (Per 1,000)	\$11,950 128.49	\$11,950	\$11,953 128.53	0% 0%
Crime (3 year policy)	\$1,428	\$1,428	\$1,575	10%
<b>Total Estimated Annual Cost for P &amp; C lines</b>	<b><u>\$58,657</u></b>	<b><u>\$59,640</u></b>	<b><u>\$58,957</u></b>	1%
Executive Protection	\$30,144	n/a	\$13,768	-54%
Cyber Liability	\$0	n/a	\$3,122	
<b>Total Estimated Annual Cost for all lines</b>	<b><u>\$88,801</u></b>		<b><u>\$75,847</u></b>	-15%





Board of Library Trustees  
Orland Park Public Library  
Orland Park, Illinois

We have audited the financial statements of the governmental activities and each major and non-major fund of Orland Park Public Library (the Library) for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated November 7, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of the Council's Significant Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2016. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Library's financial statements are:

Management's estimate of the property tax receivable and the resulting deferred inflows of resources are uncertain because the extended, final 2016 levy is not available until the third quarter of 2017 and it is difficult to estimate potential losses. Based on history, management has estimated they will fully collect the 2016 tax levy. We evaluated the key factors and assumptions used to develop this estimate and have determined it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of bond obligations in Note 5 is significant because of the large dollar amounts involved.

The disclosures in the financial statements are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has agreed to correct all such misstatements.

### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated April 7, 2017.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Additional Information, which accompany the financial statements, but are not RSI. With respect to the Additional Information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the Additional Information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the board of trustees and management of Orland Park Public Library and is not intended to be, and should not be, used by anyone other than these specified parties.

*M. Clure, Inserra + Co., Ltd.*

April 7, 2017



**ORLAND PARK PUBLIC LIBRARY**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**



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## INDEPENDENT AUDITOR'S REPORT

Board of Library Trustees  
Orland Park Public Library  
Orland Park, Illinois

We have audited the accompanying financial statements of the governmental activities and each major and non-major fund of Orland Park Public Library, a component unit of the Village of Orland Park, Illinois, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major and non-major fund of the Orland Park Public Library, as of December 31, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information on pages 3 through 5 and 20 through 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Orland Park Public Library's basic financial statements as a whole. The accompanying financial information listed as additional information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*M. Clure, Inserra + Co., Ltd.*

April 7, 2017

ORLAND PARK PUBLIC LIBRARY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2016

Management of Orland Park Public Library provides this narrative overview and analysis for the year ending December 31, 2016. It is recommended that readers consider this information in conjunction with the financial statements as a whole.

**Overview of the Financial Statements**

Management's discussion and analysis serves as an introduction to the Library's financial statements. The statements presented include a Governmental Funds Balance Sheet and Statement of Net Position, a Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and Statement of Activities, and notes to the financial statements. The Library qualifies as a special-purpose governmental entity engaged in only one governmental type activity allowing it to combine the fund and government-wide financial statements. This is done through the use of an adjustment column, on the face of the statements, which reconciles the fund based accounting policies to the government-wide statements.

**Financial Highlights**

The Library's total net position as of December 31, 2016 and 2015 was \$22,329,616 and \$22,133,166 respectively. For the years ended December 31, 2016 and 2015, net position increased \$196,450 and decreased \$354,716, respectively. The term "net position" represents the difference between total assets/deferred outflows of resources and total liabilities/deferred inflows of resources.

**Financial Statements**

The financial statements of the Library are intended to provide the reader with an understanding of the financial position of the Library as of the close of the fiscal year and the results of activities for the year then ended. The fund financial statements focus on current financial resources while government-wide financial statements are similar to a private-sector business.

The Governmental Funds Balance Sheet and Statement of Net Position provides information on the Library's assets/deferred outflows of resources and liabilities/deferred inflows of resources. The difference between these two represents governmental fund balances for the current financial resources reporting and net position for the government-wide reporting. Increases in fund balances and net position occur when revenues exceed expenditures/expenses. Information is presented for each fund and shows any restrictions on the fund or net position.

The Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance and Statement of Activities reflects the results of the Library's revenues, expenditures and activities during the year and the corresponding effect on fund and net position balances. This statement shows the source of Library revenues and how those revenues were used to provide Library services.

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. Required Supplementary Information consists of a retirement fund schedule of funding progress schedule of the Library's proportionate share of the Net Pension Liability and a comparison of estimated receipts and appropriation to actual revenues and expenditures for the general fund.

**Financial Analysis**

Net position may serve, over time, as a useful indicator of a government's financial position. The Library's assets/deferred outflows of resources exceeded liabilities/deferred inflows of resources by \$22,329,616 as of the close of the year. Of the net position balance, \$6,623,120 is unrestricted, \$666,737 is restricted, and \$15,039,759 is invested in capital assets.

Condensed Statement of Net Position

	December 31,	
	2016	2015
<b>Assets</b>		
Current Assets	\$ 14,726,581	\$ 13,714,879
Capital Assets, net of accumulated depreciation	15,039,759	15,570,320
<b>Total Assets</b>	<b>29,766,340</b>	<b>29,285,199</b>
Deferred Outflows of Resources	864,031	498,792
<b>Total Assets, Deferred Outflows of Resources</b>	<b>30,630,371</b>	<b>29,783,991</b>
<b>Liabilities</b>		
Current Liabilities	84,533	71,265
Non-Current Liabilities	1,337,187	818,249
<b>Total Liabilities</b>	<b>1,421,720</b>	<b>889,514</b>
Deferred Inflows of Resources	6,879,035	6,761,311
<b>Net Position</b>		
Net Investment in Capital Assets	15,039,759	15,570,320
Restricted	666,737	577,064
Unrestricted	6,623,120	5,985,782
<b>Total Net Position</b>	<b>\$ 22,329,616</b>	<b>\$ 22,133,166</b>

Condensed Statement of Activities

	For the Years Ended December 31,	
	2016	2015
<b>Revenues</b>		
Property and Replacement Taxes	\$ 6,758,611	\$ 6,608,724
Grants	96,565	70,959
Gifts	11,629	15,583
Interest Income	44,228	26,769
Fines, Fees and Other	104,289	136,688
<b>Total Revenues</b>	<b>7,015,322</b>	<b>6,858,723</b>
<b>Expenses</b>		
Staff	2,708,425	2,749,223
Library Materials	542,259	592,920
Contractual Services	255,049	301,777
Physical Facilities	356,820	362,095
Development	91,538	99,757
Supplies	49,493	65,613
Other Expenses	1,834	1,513
IMRF and FICA	504,848	701,662
Audit	10,500	9,800
Insurance	59,027	46,292
Debt Service	1,642,168	1,629,976
Special Reserve	18	-
Capital Campaign	436	324
Loss on Disposal of Assets	-	837
Depreciation	596,457	591,346
<b>Total Expenses</b>	<b>6,818,872</b>	<b>7,153,135</b>
<b>Change in Net Position</b>	<b>196,450</b>	<b>(294,412)</b>
<b>Net Position,</b>		
Beginning of Year, As Originally Stated	22,133,166	22,487,882
Cumulative Effect of Change in Accounting Principle	-	(60,304)
Beginning of Year, As Restated	22,133,166	22,427,578
<b>End of Year</b>	<b>\$ 22,329,616</b>	<b>\$ 22,133,166</b>

The following is a summary of changes in fund balances for the year ended December 31, 2016:

<u>Governmental Funds</u>	<u>Fund Balance December 31, 2015</u>	<u>Increase (Decrease)</u>	<u>Fund Balance December 31, 2016</u>
General	\$ 5,734,001	\$ 705,207	\$ 6,439,208
Special Reserve	669,735	103,344	773,079
Capital Campaign	66,628	1,657	68,285
Debt Service	484,190	49,659	533,849
<b>Total Fund Balances</b>	<b>\$ 6,954,554</b>	<b>\$ 859,867</b>	<b>\$ 7,814,421</b>

During the year, \$100,000 was transferred from the General Fund to the Special Reserve Fund.

### **Budgetary Highlight**

The Library's General Fund expended \$4,512,833, which was \$761,034 less than the appropriation of \$5,273,867 for the year ended December 31, 2016. The appropriation sets the maximum spending limit for the fiscal year.

### **Capital Assets and Debt Administration**

The following is a summary of capital assets:

	<u>December 31,</u>	
	<u>2016</u>	<u>2015</u>
Land	\$ 200,000	\$ 200,000
Artwork	62,702	62,702
Software	172,261	172,261
Building and Improvements	21,061,285	21,061,285
Furniture & Equipment	253,037	187,141
Vehicles	21,027	21,027
<b>Cost of Capital Assets</b>	<b>21,770,312</b>	<b>21,704,416</b>
<b>Less Accumulated Depreciation</b>	<b>6,730,553</b>	<b>6,134,096</b>
<b>Net Capital Assets</b>	<b>\$ 15,039,759</b>	<b>\$ 15,570,320</b>

During 2016, the Library purchased new shelving and continued to refurbish the furniture in Adult Services. The Library paid the Village of Orland Park \$1,642,168 of principal and interest on bonds the Village issued, and later refinanced, to construct the Library. As of December 31, 2016, the Library portion of the refunding bonds outstanding was \$5,780,000. See Notes 4 and 5 on pages 13 and 14 for more information on capital assets and debt.

### **Description of Current or Expected Conditions**

Presently, management is not aware of any significant changes in conditions that could have a significant effect on the financial position or results of activities of the Library in the near future.

### **Requests for Information**

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director, Orland Park Public Library, 14921 Ravinia Avenue, Orland Park, Illinois 60462.

**BASIC FINANCIAL STATEMENTS**



ORLAND PARK PUBLIC LIBRARY

GOVERNMENTAL FUNDS BALANCE SHEET  
AND STATEMENT OF NET POSITION

DECEMBER 31, 2016

	GENERAL FUND	SPECIAL RESERVE FUND	CAPITAL CAMPAIGN FUND	DEBT SERVICE FUND	TOTAL	ADJUSTMENTS (Note 9)	STATEMENT OF NET POSITION
<b>ASSETS</b>							
Cash and Cash Investments	\$ 6,401,705	\$ 771,490	\$ 68,285	\$ 549,016	\$ 7,790,496	\$ -	\$ 7,790,496
Property Taxes Receivable	5,144,234	-	-	1,683,393	6,827,627	-	6,827,627
Prepaid Expenses	82,192	-	-	-	82,192	-	82,192
Interest Receivable	23,728	1,589	-	949	26,266	-	26,266
Capital Assets, net of accumulated depreciation	-	-	-	-	-	15,039,759	15,039,759
<b>Total Assets</b>	<b>11,651,859</b>	<b>773,079</b>	<b>68,285</b>	<b>2,233,358</b>	<b>14,726,581</b>	<b>15,039,759</b>	<b>29,766,340</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>							
Deferred Outflows Related to Pension (IMRF)	-	-	-	-	-	864,031	864,031
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 11,651,859</b>	<b>\$ 773,079</b>	<b>\$ 68,285</b>	<b>\$ 2,233,358</b>	<b>\$ 14,726,581</b>	<b>15,903,790</b>	<b>30,630,371</b>
<b>LIABILITIES</b>							
Accounts Payable	\$ 68,417	\$ -	\$ -	\$ -	\$ 68,417	-	68,417
Due to Primary Government	-	-	-	16,116	16,116	-	16,116
Accrued Compensated Absences, Long-term	-	-	-	-	-	17,738	17,738
Net Pension Obligation, Long-term	-	-	-	-	-	1,319,449	1,319,449
<b>Total Liabilities</b>	<b>68,417</b>	<b>-</b>	<b>-</b>	<b>16,116</b>	<b>84,533</b>	<b>1,337,187</b>	<b>1,421,720</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Deferred Property Taxes	5,144,234	-	-	1,683,393	6,827,627	-	6,827,627
Deferred Items Related to Pensions (IMRF)	-	-	-	-	-	51,408	51,408
<b>Total Deferred Inflows of Resources</b>	<b>5,144,234</b>	<b>-</b>	<b>-</b>	<b>1,683,393</b>	<b>6,827,627</b>	<b>51,408</b>	<b>6,879,035</b>
<b>FUND BALANCES / NET POSITION</b>							
Fund Balances							
Nonspendable	82,192	-	-	-	82,192	(82,192)	-
Restricted for Specific Purposes	51,006	-	68,285	-	119,291	(119,291)	-
Restricted for Statutory Purposes	13,597	-	-	533,849	547,446	(547,446)	-
Committed for Capital Projects	-	773,079	-	-	773,079	(773,079)	-
Unassigned	6,292,413	-	-	-	6,292,413	(6,292,413)	-
<b>Total Fund Balances</b>	<b>6,439,208</b>	<b>773,079</b>	<b>68,285</b>	<b>533,849</b>	<b>7,814,421</b>	<b>(7,814,421)</b>	<b>-</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 11,651,859</b>	<b>\$ 773,079</b>	<b>\$ 68,285</b>	<b>\$ 2,233,358</b>	<b>\$ 14,726,581</b>	<b>-</b>	<b>-</b>
<b>Net Position</b>							
Net Investment in Capital Assets						15,039,759	15,039,759
Restricted						666,737	666,737
Unrestricted						6,623,120	6,623,120
<b>Total Net Position</b>						<b>\$ 22,329,616</b>	<b>\$ 22,329,616</b>

The accompanying notes are an integral part of these financial statements.

ORLAND PARK PUBLIC LIBRARY

GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2016

	GENERAL FUND	SPECIAL RESERVE FUND	CAPITAL CAMPAIGN FUND	DEBT SERVICE FUND	TOTAL	ADJUSTMENTS (Note 9)	STATEMENT OF ACTIVITIES
<b>REVENUES</b>							
Property Taxes	\$ 5,059,064	-	\$ -	\$ 1,686,029	\$ 6,745,093	\$ -	\$ 6,745,093
Slate Replacement Taxes	13,518	-	-	-	13,518	-	13,518
Grants	96,565	-	-	-	96,565	-	96,565
Fines and Fees	94,620	-	-	-	94,620	-	94,620
Gifts	9,604	-	2,025	-	11,629	-	11,629
Interest Income	35,000	3,362	68	5,798	44,228	-	44,228
Miscellaneous	9,669	-	-	-	9,669	-	9,669
<b>Total Revenues</b>	<b>5,318,040</b>	<b>3,362</b>	<b>2,093</b>	<b>1,691,827</b>	<b>7,015,322</b>	<b>-</b>	<b>7,015,322</b>
<b>EXPENDITURES / EXPENSES</b>							
Staff	2,706,937	-	-	-	2,706,937	1,488	2,708,425
Library Materials	542,259	-	-	-	542,259	-	542,259
Contractual Services	255,049	-	-	-	255,049	-	255,049
Physical Facilities	422,716	-	436	-	423,152	(65,896)	357,256
Development	91,538	-	-	-	91,538	-	91,538
Supplies	49,493	-	-	-	49,493	-	49,493
IMRF Pension	201,403	-	-	-	201,403	131,368	332,771
Contribution to FICA	172,077	-	-	-	172,077	-	172,077
Audit	10,500	-	-	-	10,500	-	10,500
Insurance	59,027	-	-	-	59,027	-	59,027
Other Expenses	1,834	18	-	-	1,852	-	1,852
Debt Service Paid to Primary Government	-	-	-	1,642,168	1,642,168	-	1,642,168
Depreciation	-	-	-	-	-	596,457	596,457
<b>Total Expenditures / Expenses</b>	<b>4,512,833</b>	<b>18</b>	<b>436</b>	<b>1,642,168</b>	<b>6,155,455</b>	<b>663,417</b>	<b>6,818,872</b>
Excess (Deficiency) of Revenues Over (Under) Expenditures	805,207	3,344	1,657	49,659	859,867	(663,417)	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers In (Out)	(100,000)	100,000	-	-	-	-	-
Net Change in Fund Balances	705,207	103,344	1,657	49,659	859,867	(859,867)	-
Change in Net Position						196,450	196,450
<b>FUND BALANCES / NET POSITION</b>							
Beginning of Year	5,734,001	669,735	66,628	484,190	6,954,554	15,178,612	22,133,166
End of Year	\$ 6,439,208	\$ 773,079	\$ 68,285	\$ 533,849	\$ 7,814,421	\$ 14,515,195	\$ 22,329,616

The accompanying notes are an integral part of these financial statements.

ORLAND PARK PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Orland Park Public Library (Library) have been prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. Reporting Entity

The Library's reporting entity includes all entities for which the Library exercised oversight responsibility as defined by the GASB.

The Library has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Library (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the Library has not included in its financial statements the activities of any other entity.

The Library is a component unit of the Village of Orland Park (Village).

B. Basis of Presentation

The government-wide and fund financial statements are combined, with a reconciliation shown between them. The Governmental Funds Balance Sheet and Statement of Net Position and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and Statement of Activities combine information about the reporting government as a whole and funds statements to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Library functions or activities.

Based on relative dollar values it has been determined that General and Debt Service are major funds and Special Reserve and Capital Campaign are non-major funds of the Library. Following is a description of the funds.

General Fund – The General Fund is the operating fund of the Library. It is used to account for all financial resources not accounted for in some other fund.

Special Reserve and Capital Campaign – These funds are used to account for the acquisition or construction of capital assets and for restricted contributions.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Debt Service Fund – This fund accounts for the monies received (primarily taxes) and payments made, to retire bond debt incurred by the Village on behalf of the Library.

### C. Basis of Accounting

The government-wide statements (the Statement of Net Position and the Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. Fund financial statements (the Governmental Funds Balance Sheet and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances) are prepared using the current financial measurement focus and are accounted for using the modified accrual basis of accounting. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or within sixty days after the year end. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The Library recognizes property taxes receivable during the fiscal year in which the taxes are levied and become a legal claim of the Library. However, property taxes are not recognized as revenue until the subsequent year when the property taxes are extended by Cook and Will Counties and remitted to the Library. Therefore, the 2016 levy is deferred and all of the 2015 levy which is collected in 2016 is recognized as revenue. Expenditures are recognized when the related obligations are incurred.

### D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual budgets are adopted for the general fund. All annual budget amounts lapse at fiscal year end.

A proposed budget is prepared annually and made available for public inspection at least thirty days prior to a public hearing and formal adoption. The Library may make transfers among the various items in any fund not exceeding, in the aggregate, ten percent of the total budget for a particular fund. The budget may be amended in other ways by the same procedures required for its original adoption.

### E. Deposits and Investments

Cash includes amounts in demand deposits, money market accounts and certificates of deposits. The vast majority of funds are invested with PMA Financial Network, Inc. which maintains a money market account and purchases certificates of deposit for the Library.

Illinois Revised Statutes authorize the Library to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer’s investment pool (authorized by

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ILCS 30, 235-2, e), and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks that are insured by the Federal Deposit Insurance Corporation.

Investments are stated at cost, which approximates fair market value, and consist of The Illinois Funds (fair value equals value of pool shares). Oversight of The Illinois Funds is performed by the State of Illinois Treasurer's office.

F. Capital Assets

The accounting treatment over property, furniture, and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

*Government-wide Statements*

In the government-wide financial statements capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets, which are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Building and Improvement	15-40 years
Furniture and Equipment	5-15 years
Software	5 years
Vehicles	5 years

The minimum capitalization threshold is any item with a total cost greater than \$10,000.

*Fund Financial Statements*

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

G. Deferred Outflows and Inflows of Resources

Deferred outflows of resources related to pension expense represent amounts related to the differences between expected and actual experience, changes in assumptions, the net difference between projected and actual earnings on pension plan investments and post measurement date payments. See Note 6 for additional information on these deferred outflows.

Deferred inflows of resources consists of two items. Deferred inflows relating to property taxes do not fit the definition of a liability, that is, the use of resources to satisfy an obligation. Rather deferred property taxes represent a future recognition of revenue, therefore are classified as deferred inflows of resources. Deferred inflows related to pensions represent differences between expected and actual experience.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### H. Fund Equity

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (such as amounts committed for capital projects); to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund.

The board of trustees establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. An assigned fund balance is established by the board of trustees through adoption or amendment of the budget as intended for specific purpose.

When fund balance resources are available for a specific purpose in more than one classification, it is the Library's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

### I. Compensated Absences

It is the Library's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated sick leave since it does not vest. Vacation pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a liability in the government-wide statements.

### J. Defined Benefit Pension Plan (IMRF)

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Illinois Municipal Retirement Fund (IMRF) and additions to/deductions from IMRF fiduciary net position have been determined on the same basis as they are reported by IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

accordance with the benefit terms. Investments are reported at fair value.

The Library has elected to use a December 31, 2015 measurement date. All IMRF liabilities, assets and deferred inflows and outflows are measured as of that date. This measurement date conforms to the requirements of GASB 68.

### K. Interfund Transactions

Interfund transfers are reported as operating transfers, the principal purpose of which is to set aside funds for future needs.

### L. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits. At year-end, the carrying amount of the Library's deposits was \$7,692,163, excluding petty cash of \$300, and the bank balance was \$7,730,662. Of the bank balance, \$6,936,061 was covered by federal depository insurance and \$794,601 was covered by a letter of credit. Included in deposits are certificates of deposit (CD's) totaling \$6,682,219. CD's terms are generally less than one year. Interest rates on CD's held at year end range from .311 % to 1.15%.

Investments. The Library's investments are in The Illinois Funds, which is an investment pool under the oversight of the State of Illinois Treasurer's Office. The Illinois Funds complies with Illinois law and is limited to the following: Direct United States Treasury obligations and issues of United States Agencies or Instrumentalities, agreements to repurchase United States Treasury obligations and issues of United States Agencies or Instrumentalities, Commercial Paper rated A1, P1 or equivalent, and AAA rated Money Market Funds. The carrying amount of deposits in The Illinois Funds at December 31 was \$98,033.

Custodial Credit Risk – Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned. The Library's investment policy protects it from custodial risk by requiring funds on deposit in excess of FDIC limits to be secured by collateral.

Concentration of Credit Risk – The Library's investment policy addresses concentration of credit risk by requiring investments to be diversified to reduce the risk of loss resulting from over concentration of assets in a specific issue or specific issues of securities.

Interest Rate Risk – The Library's investment policy addresses interest rate risk by requiring that investments be diversified and reviewed for concentration in maturity.

### NOTE 3 – PROPERTY TAXES

The Village of Orland Park passed its 2016 Tax Levy Ordinance on December 5, 2016, which included the Library's tax levy. Property Taxes for 2016 attached as an enforceable lien on property as of January 1, 2016. Taxes are payable in two installments generally on or around March 1 and August 1. As such, significant tax monies are received by the counties between March and August and they remit them to the library periodically. Substantially all of the 2015 taxes were collected by year end and within 60 days after year end. The 2016 levy is reflected as both a receivable and as deferred inflow of resources. The Library has estimated they will fully collect the 2016 levy.

### NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2016 was as follows:

	Balance December 31, 2015	Increases	Decreases	Balance December 31, 2016
Capital assets, not being depreciated				
Land	\$ 200,000	\$ -	\$ -	\$ 200,000
Artwork	62,702	-	-	62,702
Total capital assets not being depreciated	<u>262,702</u>	<u>-</u>	<u>-</u>	<u>262,702</u>
Capital assets, being depreciated				
Building and Improvements	21,061,285	-	-	21,061,285
Furniture & Equipment	187,141	65,896	-	253,037
Software	172,261	-	-	172,261
Vehicles	21,027	-	-	21,027
Total capital assets being depreciated	<u>21,441,714</u>	<u>65,896</u>	<u>-</u>	<u>21,507,610</u>
Less accumulated depreciation for				
Building and Improvements	(5,952,032)	(529,494)	-	(6,481,526)
Furniture & Equipment	(68,778)	(32,510)	-	(101,288)
Software	(92,259)	(34,453)	-	(126,712)
Vehicles	(21,027)	-	-	(21,027)
Total accumulated depreciation	<u>(6,134,096)</u>	<u>(596,457)</u>	<u>-</u>	<u>(6,730,553)</u>
Total capital assets being depreciated, net	<u>15,307,618</u>	<u>(530,561)</u>	<u>-</u>	<u>14,777,057</u>
Capital assets, net	<u>\$ 15,570,320</u>	<u>\$ (530,561)</u>	<u>\$ -</u>	<u>\$ 15,039,759</u>

### NOTE 5 – LONG-TERM DEBT

Long-term liabilities consist of the following general obligation bonds and pension obligation:

- a. **General Obligation Bonds.** The Village of Orland Park issued general obligation bonds Series 2002A to provide funds for the acquisition, construction, and renovation of the Library facility. On February 17, 2010 the Village of Orland Park refunded the Series 2002A bonds and issued new bonds. Listed below are the details of these bonds. The Library levies for principal and interest on these bonds and remits payment to the Village for the required amounts. The liability for these bonds is not reflected in the Library's financial statements, but rather in the Village statements since they are the debt's obligor.

Annual debt service requirements to maturity for the General Obligation Bonds are as follows:



NOTE 5 – LONG-TERM DEBT (Continued)

Year Ended December 31,	Principal	Interest	Total
2017	\$ 1,490,000	\$ 193,393	\$ 1,683,393
2018	1,520,000	144,968	1,664,968
2019	885,000	95,568	980,568
2020	490,000	66,805	556,805
2021	515,000	50,145	565,145
2022	<u>880,000</u>	<u>32,120</u>	<u>912,120</u>
	<u>\$ 5,780,000</u>	<u>\$ 582,999</u>	<u>\$ 6,362,999</u>

b. Net pension obligation recorded as of December 31, 2016 under GASB 68.

	Balance December 31, 2015	Additions	Reductions	Balance December 31, 2016	Amounts Due In One Year
a. \$13,785,000 thirteen-year General Obligation Refunding Bonds, Series 2010 dated February 1, 2010 with remaining interest rates from 3.0% - 3.65%	\$ 7,190,000	\$ -	\$ 1,410,000	\$ 5,780,000	\$ 1,490,000
b. Net Pension Obligation	<u>801,999</u>	<u>517,450</u>	<u>-</u>	<u>1,319,449</u>	<u>-</u>
	<u>\$ 7,991,999</u>	<u>\$ 517,450</u>	<u>\$ 1,410,000</u>	<u>\$ 7,099,449</u>	<u>\$ 1,490,000</u>

NOTE 6 – DEFINED BENEFIT PENSION PLAN

*General Information about the Pension Plan*

*Plan Description:* The Library's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multiple-employer public pension fund. A summary of IMRF's pension benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report may be obtained on-line at [www.imrf.org](http://www.imrf.org). The Library participates in IMRF through the Village of Orland Park.

*Benefits Provided:* IMRF has three benefit plans. All three IMRF benefit plans have two tiers. The Library participates in the Regular Plan (RP). Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of services, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

*Contributions:* As set by statute, the Library's Regular plan members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's annual required contribution rates for calendar years 2016 and 2015, were 12.32% and 12.59%, respectively. For calendar years 2016 and 2015, the Library contributed \$201,403 and \$211,603, respectively, to the plan. The Library also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

*Net Pension Liabilities:* At December 31, 2016, the Library reported a liability of \$1,319,449 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of the contributions to the pension plan relative to the projected contributions of the IMRF plan of the Village of Orland Park actuarially determined. At December 31, 2015, the Library's proportion was 9.9%, which was a decrease of .1% from its proportion measured as of December 31, 2014.

*Actuarial assumptions:* The total pension liability reported as of December 31, 2016 using the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market Value of Assets
Inflation Rate	3.50%
Salary Increases	3.75% to 14.50%, including inflation
Investment Rate of Return	7.50%

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

Projected retirement age was from the Experience-based Table of Rates, specific to the type of eligibility condition, last updated for the 2014 valuation according to an experience study from years 2011 to 2013.

For non-disabled retirees, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF-specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience.

For disabled retirees, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF-specific rates were developed from the RP-2014 Disabled Retirees Mortality Table, applying the same adjustments that were applied for nondisabled lives.

For active members, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF-specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

The *long-term expected rate of return* on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Portfolio Target Percentage	Long-Term Expected Real Rate of Return
Domestic Equities	38%	7.39%
International Equities	17	7.59%
Fixed Income	27	3.00%
Real Estate	8	6.00%
Alternative Investments	9	2.75-8.15%
Cash Equivalents	1	2.25%
Total	100%	

*Single Discount Rate:* A Single Discount Rate of 7.50% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

1. The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and
2. The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.50%, the municipal bond rate is 3.57%, and the resulting single discount rate is 7.47%.

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate:* The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.47%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

	1% Lower (6.47%)	Current (7.47%)	1% Higher (8.47%)
Library's proportionate share of Net Pension Liability (Asset)	\$ 2,510,393	\$ 1,319,449	\$ 345,206

*Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:*

For the year ended December 31, 2016, the Library recognized pension expense of \$332,771. At December 31, 2016, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 48,975	\$ 51,408
Changes of assumptions	168,499	-
Net difference between projected and actual earnings on pension plan investments	445,154	-
Changes in proportion and differences between Library contributions and proportionate share of contributions	-	-
Library contributions subsequent to the measurement date	201,403	-
Total	\$ 864,031	\$ 51,408

Deferred outflows of resources related to pensions resulting from Library contributions of \$201,403, made subsequent to the December 31, 2015 measurement date, are recognized as a reduction of the net pension liability in the year ended December 31, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2017	\$ 173,974
2018	173,974
2019	156,540
2020	106,732
2021	-
	<u>\$ 611,220</u>

#### NOTE 7 – DEFERRED COMPENSATION PLAN

The Village of Orland Park offers the Library employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all full time Village and Library employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. The plan assets are held in a trust. As such, plan assets are not subject to the claims of general creditors of the Library or Village.

#### NOTE 8 – RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance.

#### NOTE 9 – ADJUSTMENTS

Amounts reported in the statement of net position are different from the governmental funds balance sheet because:

Capital assets used in governmental activities are not financial resources and therefore are not capitalized in the funds.	\$ 15,039,759
Deferred outflows related to pensions.	864,031
Long-term liabilities are not due and payable in the current period and therefore they are not reported in the governmental funds balance sheet: Accrued Compensated Absences.	(17,738)
Net pension obligation.	(1,319,449)
Deferred inflows related to pensions.	<u>(51,408)</u>
	<u>\$ 14,515,195</u>

Amounts reported on the statement of activities are different from governmental funds statement of revenues, expenditures and changes in fund balances because:

The government funds report capital outlays as expenditures; however, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded net capital asset purchases (\$596,457 less \$65,896).	\$ 530,561
Recording the changes in the net pension obligation on the government-wide statements increasing pension expense.	131,368
Changes in compensated absences	<u>1,488</u>
	<u>\$ 663,417</u>

#### NOTE 10 – COMMITMENTS AND CONTINGENCIES

The Library is a consortium member defending against property tax appeals from various Orland Park businesses. Although the outcome of these appeals is not presently

**NOTE 10 – COMMITMENTS AND CONTINGENCIES (Continued)**

determinable, it is the opinion of the management in consultation with legal counsel, that the final settlements will not result in a material adverse effect on the financial position of the Library.

**NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS**

In addition to providing pension benefits through IMRF, the Library is obligated to provide certain health care insurance benefits for retired employees through participation in the Village of Orland Park's health insurance plan. The retiree pays the entire health insurance premium and therefore there is no explicit subsidy. Based on the prior year actuarial valuation, any potential implicit subsidy is immaterial and therefore not reflected in the Library's financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

ORLAND PARK PUBLIC LIBRARY

SCHEDULE OF THE LIBRARY'S PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY

ILLINOIS MUNICIPAL RETIREMENT FUND

	<u>2015</u>	<u>2014</u>
Library's proportion of the net pension liability	9.9%	10.0%
Library's proportionate share of the net pension liability	\$ 1,319,449	\$ 801,999
Library's covered-employee payroll	\$ 1,680,724	\$ 1,587,406
Library's proportionate share of the net pension liability as a percentage of its covered-employee payroll	78.5%	50.5%
Plan fiduciary net position as a percentage of the total pension liability	84.3%	90.0%



ORLAND PARK PUBLIC LIBRARY  
 SCHEDULE OF LIBRARY'S CONTRIBUTIONS  
 ILLINOIS MUNICIPAL RETIREMENT FUND

Calendar Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered-Valuation Payroll	Contributions as a Percentage of Covered-Valuation Payroll
2014	\$ 207,315	\$ 207,315	\$ -	\$ 1,587,406	13.06%
2015	211,603	211,603	-	1,680,724	12.59%

*Summary of Actuarial Methods and Assumptions Used in the Calculation of the 2015 Contribution Rate\**

*Valuation Date:* Actuarially determined contribution rates are calculated as of December 31 each year, which are 12 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine 2015 Contribution Rates:

*Actuarial Cost Method:* Aggregate entry age = normal  
*Amortization Method:* Level percentage of payroll, closed  
*Remaining Amortization Period:* 28-year closed period  
*Asset Valuation Method:* 5-year smoothed market; 20% corridor  
*Wage Growth:* 4%  
*Price Inflation:* 3%, approximate; No explicit price inflation assumption is used in this valuation.  
*Salary Increases:* 4.40% to 16.00%, including inflation  
*Investment Rate of Return:* 7.50%  
*Retirement Age:* Experience-based table of rates that are specific to the type of eligibility condition; last updated for the 2011 valuation pursuant to an experience study of the period 2008 to 2010.  
*Mortality:* RP-2000 Combined Healthy Mortality Table, adjusted for mortality improvements to 2020 using projection scale AA. For men, 120% of the table rates were used. For women, 92 percent of the table rates were used. For disabled lives, the mortality rates are the rates applicable to non-disabled lives set forward 10 years.

*Other Information:*

*Notes:* There were no benefit changes during the year.

\* Based on Valuation Assumptions used in the December 31, 2013, actuarial valuation; note two year lag between valuation and rate setting.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available

ORLAND PARK PUBLIC LIBRARY

GENERAL FUND

SCHEDULE OF REVENUES AND EXPENDITURES -  
ESTIMATED RECEIPTS AND APPROPRIATIONS COMPARED TO ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2016

	Estimated Receipts and Appropriations Original and		
	Final	Actual	Variance
<b>REVENUES</b>			
Property Taxes	\$ 5,093,367	\$ 5,059,064	\$ (34,303)
Replacement Taxes	12,500	13,518	1,018
Grants	25,000	96,565	71,565
Fines and Fees	108,000	94,620	(13,380)
Gifts	10,000	9,604	(396)
Interest Income	15,000	35,000	20,000
Miscellaneous	10,000	9,669	(331)
Total Revenues	<u>5,273,867</u>	<u>5,318,040</u>	<u>44,173</u>
<b>EXPENDITURES</b>			
Staff	2,926,642	2,706,937	219,705
Library Materials	682,000	542,259	139,741
Contractual Services	460,900	255,049	205,851
Physical Facilities	519,000	422,716	96,284
Development	133,500	91,538	41,962
Supplies	77,000	49,493	27,507
Contribution to IMRF	212,494	201,403	11,091
Contribution to FICA	189,831	172,077	17,754
Audit	10,500	10,500	-
Insurance	59,000	59,027	(27)
Other Expenses	3,000	1,834	1,166
Total Expenditures	<u>5,273,867</u>	<u>4,512,833</u>	<u>761,034</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	805,207	805,207
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers In (Out)	-	(100,000)	(100,000)
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ 705,207</u>	<u>\$ 705,207</u>

**ADDITIONAL INFORMATION**

ORLAND PARK PUBLIC LIBRARY

GENERAL FUND

STATEMENT OF EXPENDITURES -  
BUDGET AND ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
<b>STAFF</b>			
Salaries	\$ 2,373,785	\$ 2,198,481	\$ 175,304
Salaries - Maintenance	107,705	101,984	5,721
Life/Health Insurance	445,152	406,472	38,680
	<u>2,926,642</u>	<u>2,706,937</u>	<u>219,705</u>
<b>LIBRARY MATERIALS</b>			
Books	410,000	291,691	118,309
Electronic Databases	73,000	68,042	4,958
Periodicals	38,000	37,069	931
Audio Visual Materials	160,000	145,457	14,543
Audio Visual Equipment	1,000	-	1,000
	<u>682,000</u>	<u>542,259</u>	<u>139,741</u>
<b>CONTRACTUAL SERVICES</b>			
Book Rebinding	-	-	-
Accounting	8,000	7,792	208
Insurance	36,500	42,442	(5,942)
Landscaping and Grounds keeping	24,400	22,325	2,075
Building Maintenance	250,000	113,871	136,129
Security System	9,000	2,099	6,901
Library/Office Equipment	1,000	-	1,000
Legal Fees	120,000	55,424	64,576
Library Consultant	12,000	11,096	904
	<u>460,900</u>	<u>255,049</u>	<u>205,851</u>
<b>PHYSICAL FACILITIES</b>			
Electricity	-	-	-
Water and Sewer	7,000	8,823	(1,823)
Natural Gas	40,000	20,169	19,831
Telephone	11,000	6,857	4,143
Purchase - New Equipment	20,000	18,024	1,976
Building /Custodial Supplies	34,000	36,376	(2,376)
Building Repairs	22,000	6,119	15,881
Equipment Repairs and Maintenance	16,500	14,337	2,163
Machine Rental	4,000	865	3,135
Automation - Equipment	80,000	56,385	23,615
Automation - Line Costs	6,500	3,941	2,559
Automation - Consultant	161,000	129,567	31,433
Automation - Maintenance	50,000	46,600	3,400
Library Furniture	60,000	69,654	(9,654)
Outreach Services	7,000	4,999	2,001
	<u>519,000</u>	<u>422,716</u>	<u>96,284</u>

(Continued)

GENERAL FUND - STATEMENT OF EXPENDITURES -  
 BUDGET AND ACTUAL (Continued)

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
<b>DEVELOPMENT</b>			
Board Training and Education	\$ 8,000	\$ 4,600	\$ 3,400
Staff Training and Education	27,000	16,176	10,824
Conference Fees	6,500	3,227	3,273
Patron Programs and Events	45,000	31,311	13,689
Association Dues and Fees	8,000	5,197	2,803
Public Information	39,000	31,027	7,973
	<u>133,500</u>	<u>91,538</u>	<u>41,962</u>
<b>SUPPLIES</b>			
Library Supplies	45,000	30,989	14,011
Office Supplies	11,000	2,515	8,485
Postage	14,000	11,977	2,023
Printing	7,000	4,012	2,988
	<u>77,000</u>	<u>49,493</u>	<u>27,507</u>
<b>OTHER EXPENDITURES</b>			
Contingency	-	-	-
Contribution to IMRF	212,494	201,403	11,091
Contribution to FICA	189,831	172,077	17,754
Audit	10,500	10,500	-
Insurance	55,000	46,378	8,622
Unemployment Compensation	4,000	12,649	(8,649)
Bank Charges	3,000	1,834	1,166
	<u>474,825</u>	<u>444,841</u>	<u>29,984</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$5,273,867</u></u>	<u><u>\$4,512,833</u></u>	<u><u>\$ 761,034</u></u>

**CORRESPONDENCE RECEIVED FROM FEBRUARY 21, 2017  
THROUGH MARCH 20, 2017 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

**A card received by Mary Weimar on 3/15/17 from Kara DeCarlo and Stephanie Thomas, thanking her and The Board of Trustees for the opportunity to attend the Illinois Youth Services 2017 conference.**

**CORRESPONDENCE 2**

**A card received by Mary Weimar on 3/15/17 from Julie Pryor, thanking her and The Library Board of Trustees for doing the benchmark study and implementing the staff pay increases.**

**CORRESPONDENCE 3**

**Email received by Nancy Healy on 3/15/17 from Samantha Thompson, a Marketing Manager at ChameleonJohn.com, who is interested in donating to the library in conjunction with their marketing campaign.**

**CORRESPONDENCE 4**

**A card received by Mary Weimar on 3/20/17 from Trustee Catherine Morrissey Lebert addressed to President Nancy Healy, informing of her resignation from The Orland Park Library Board of Trustees and thanking the board for the opportunity to have served.**

**CORRESPONDENCE RECEIVED FROM MARCH 21, 2017 THROUGH  
APRIL 17, 2017 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

**Email with attachment received on 4/12/17 to Board members from Kevin DuJan on the Orland Park Bakery expense.**

**CORRESPONDENCE 2**

**Award letter to the Orland Park Public Library received April 13, 2017 addressed to Board President Nancy Healy from Secretary of State Jesse White regarding the FY2017 Illinois Per Capita Grant in the amount of \$44,076.17.**