

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
August 21, 2017 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPOINTMENT OF LIBRARY TRUSTEE TO FILL VACANCY—FOR ACTION
Motion to appoint the new Library Trustee to fill vacancy until the next election.

D. SWEARING IN OF NEW LIBRARY TRUSTEE—FOR ACTION

**E. APPROVAL OF MINUTES FROM THE REGULARLY SCHEDULED MEETING ON
JULY 17, 2017 —FOR ACTION**

**F. APPROVAL OF MINUTES FROM THE SPECIAL MEETING ON AUGUST 1, 2017 —
FOR ACTION**

G. INTRODUCTION OF VISITORS

H. 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.

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

J. LIBRARIANS' REPORT/STAFF REPORTS

K. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
 - a. Approval of the Minutes from the August 8, 2017 Meeting of the Personnel Committee – For Action
 - b. Personnel Committee Meeting Recommendations– For Discussion
5. Law
6. Strategic Planning
7. Capital Campaign

L. NEW BUSINESS

1. 2018 Salary Schedule – For Action
Motion to approve the 2018 Salary Schedule
2. Staff salaries and salary adjustments for 2018 – For Action
Motion to approve the staff salaries and salary adjustments for 2018
3. Benefit Cost Allocation for 2018- For Action
Motion to approve the benefit cost allocation for 2018
4. 2018 Enrollment in the Village of Orland Park’s Wellness Screenings Initiative and authorization to pay the library’s portion of the costs – For Action
Motion to approve the enrollment in the 2018 Village of Orland Park Wellness Screenings Initiative and to pay the library’s portion of the costs
5. Staff Salary Adjustments in 2017 - For Action
Motion to approve the staff salary adjustments in 2017 beginning with the September, 2017 payroll
6. Payment of a \$1,000 stipend to Assistant Head of Circulation Services – For Action
Motion to approve the payment of a \$1,000 stipend for Assistant Head of Circulation Services
7. Approval of the Current Technologies 2018 IT services retainer agreement in the amount of \$118/hour for 500 service hours – For Action
Motion to approve the Current Technologies 2018 IT services retainer agreement in the amount of \$118/hour for 500 service hours
8. 2018 Per Capita Grant requirement Chapter 12 of the *Standards for Illinois Public Libraries: Serving Our Public 3.0* – For Discussion
9. Approval of the asphalt resealing, restriping, patchwork and repairs; and installation of three speed humps and eight handicap posts in the parking lot in September, 2017 by Smoothover Seal and Pave, LLC. in the amount of \$24,575 – For Action
Motion to approve the asphalt resealing, restriping, patchwork and repairs; and installation of three speed humps and eight handicap posts in the parking lot in September, 2017 by Smoothover Seal and Pave, LLC. in the amount of \$24,575
10. Approval for reimbursement for Web Developer Lina Elzahdan’s class from Moraine Valley Community College on designing interactive websites using JavaScript and jQuery in the amount of \$400 – For Action
Motion to approve the reimbursement for Web Developer Lina Elzahdan’s class from Moraine Valley Community College on designing interactive websites using JavaScript and jQuery in the amount of \$400.
11. Approval for the registration costs for the 2017 Illinois Library Association Conference in Tinley Park from October 10-12 for Diane Srebro, Becky McCormack, Erin Fixel, Wendy Xie, Julie Pryor and Vanessa Fernandez in the amount of \$1,200 – For Action
Motion to approve the registration costs for the 2017 Illinois Library Association Conference in Tinley Park from October 10-12 for Diane Srebro, Becky McCormack, Erin Fixel, Wendy Xie, Julie Pryor and Vanessa Fernandez in the amount of \$1,200.

12. Approval for the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for a library board trustee in the amount of \$150 – For Action
Motion to approve the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for (name of the specific Trustee after the discussion) in the amount of \$150.
13. Approval for the registration costs for the 2018 Public Library Association Conference in Philadelphia, PA from for Mary Adamowski, Andrew Masura, Kelly Cuci and Mary Weimar in the amount of \$1,120 – For Action
Motion to approve the registration costs for the 2018 Public Library Association Conference in Philadelphia, PA from for Mary Adamowski, Andrew Masura, Kelly Cuci and Mary Weimar in the amount of \$1,120.
14. Approval for the registration cost for the 2018 Public Library Association Conference in Philadelphia, PA for a library board trustee in the amount of \$280 – For Action
Motion to approve the registration cost for the 2018 Public Library Association Conference in Philadelphia, PA for (name of the specific Trustee after the discussion) in the amount of \$280.

M. UNFINISHED BUSINESS

1. FY2018 Budget and Levy – For Discussion

N. ANNOUNCEMENTS

O. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 17, 2017

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

Call To Order

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

Roll Call

Members absent:

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Secretary Kleis made a motion to approve the June 19, 2017 minutes. Vice President Leafblad seconded. Trustee Healy pointed out a grammatical edit on page 6. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

Minutes

Motion passed. 5 ayes, 0 nays, 1 absent

None.

Public Comment

Treasurer Jennings moved to go into closed session for the consideration of the selection of a person to fill the vacancy on the Orland Park Public Library Board of Library Trustees pursuant to 5 ILCS 120.2(3) and to approve closed session minutes (5 ILCS 120.2(c)(21). Secretary Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

Executive Session

Motion passed. 5 ayes, 0 nays, 1 absent

The Board went into Executive Session at 7:03 p.m. Executive Session ended at 7:22 p.m.

The regular session resumed at 7:26 when President Barcelona made the motion to return to regular session. Vice President Leafblad seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Treasurer Jennings moved to accept the Treasurer's Report for June, 2017. Vice President Leafblad seconded.

Treasurer's Report

Trustee Healy inquired about the state grants revenue line and Director Weimar confirmed the per capita money has been awarded. Trustee Healy mentioned that the book expenditures for the year were low, with under 40% being spent by mid-year. Director Weimar explained that a recent Overdrive expenditure was made. Trustee McMillan and Secretary Kleis asked about the process for purchasing materials. Director Weimar explained the library's Collection Development Policy, as well as the various departments' Collection Plans. Further explanation was given regarding the use of professional review journals to assist staff with selecting books for the library's various collections. The staff are responsive to patron demand of materials and use other sources such as the Chicago Tribune, New York Times and People Magazine for keeping up to date with popular materials that Orland patrons may request. Director Weimar shared that some staff recently attended Book Buzz at the Harold Washington Cultural Center. This event, held the day before the start of the American Library Association Annual Conference, introduced librarians to the forthcoming 2017 fall and winter book titles. Publishers such as Random House, HarperCollins, Penguin and many more showcased fiction and nonfiction titles they perceive will be popular for children and adults. Further explanation on the process of purchasing materials included Technical Services placing orders after selection by staff, as well as processing of the materials. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 6/20/17-7/17/17. Trustee Healy seconded.

Trustee Healy asked about the Schindler Elevator payment. Assistant Director Adamowski confirmed it was their annual contract payment amount. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

A long-time and very valuable employee, Howard Griffin, our Head of Circulation, passed away last night. He was the department head for seventeen years. He was instrumental in moving the library to the Polaris platform, had excellent customer service skills, was very well respected, and always said the library was his home. He will truly be missed by his colleagues and staff.

Librarian's Report

The assistive technology software and hardware has been installed on the second floor in Adult Services for the sight-impaired. Current Technologies is working with Administration on the automation maintenance and equipment lines for the 2018 budget. Some key purchases will be earmarked to upgrade the Storage Area Network and PCs. Although our Polaris Leap software is working offsite, the library has not found a compatible wireless scanner and printer that fits our needs. IT is working with Polaris and the user group to find an effective solution. Technical Services is also looking to find RFID tags that work with our more challenging formats so items can be checked out on the self-checkout machines rather than at the circulation desk. The database servers will have some intermittent work done on Friday which might impact the catalog as the links to articles are embedded in Polaris. Current Technologies hopes it is not too problematic. The library will be purchasing more HotSpots for circulation. The library is replacing the older version of Roku with the sticks. Trustee Healy talked about her experience with checking-out Roku sticks when Trustee McMillan inquired about their value she pointed out some highlights about them.

The Live and Learn Grant quarterly report was submitted and the final narrative and financial report will be completed when the irregular tiles get replaced in the next month. Treasurer Jennings asked about the upkeep of the new flooring. Assistant Director Adamowski said our maintenance staff is doing a good job of keeping them looking good.

The outdoor concert series planned this summer has been an outstanding success. Patrons bring their

own chairs and listen from under the trees of the parking lot.

Reading By Design, the summer program, has been going well. The library registered about 75 more patrons than last year. The completion totals cannot be determined until the end because the children were logging in minutes not number of books.

July 22 is our third annual OPPLCON: A celebration of Pop Culture. Director Weimar recommended to stop in the library on Saturday for the festivities.

ALA put out an email announcing that library funding (Labor, Health and Human Services, Education and Related Agencies) voted to recommend level funding in FY2018 for the Institute of Museum and Library Services which funds LSTA (Library Services and Technology Act) funds.

The main staircase was closed all day on Wednesday, July 5 in order for the stairs and the landings to be stripped, cleaned thoroughly and resealed.

Jeremy Watson, President of Commercial Carpets Consultants, met with Administration to discuss the replacement of 18 Nurazzo tiles in the lobby and 2nd floor landing. The defective tiles were laid during the project, but the defect was not detected until the sealer was applied. Jeremy has asked the sales representative from Nurazzo to come to the library to see the tiles. An agreement will need to be arranged between Jeremy and the manufacturer as to who is responsible for the replacement of the tiles.

On July 7th, four A-frame shelving units were delivered to the library by Library Furniture International. Three of the units are in the Adult Services Department and one is in Youth Services.

The Youth Services furniture reupholstery project is nearly complete. On Wednesday 51 pieces of furniture taken on trip 2 will be delivered and the remaining 32 pieces will be loaded on the truck for trip 3. Once completed, the Youth Services Department will have a fresh, clean and welcoming feel to it thanks to the recovered furniture and colorful rubber flooring.

Tyco Integrated Security submitted a proposal to Administration detailing the work and cost factors in separating the burglar system from the card access system. The upgrade is needed as the parts for the motherboard will be unavailable within the next two years. The proposal for the two systems includes scope of work, schedule of equipment, pricing and maintenance information.

Earlier this morning, Wingren Landscaping applied mulch to the library's grounds which is done every three years.

The library mans a booth at the Village's Market in the Park every other Thursday. Administration spoke with Adult Services' staff who have been participating and they have reported that it is a positive experience. Many patrons have stopped by the booth to hear about the library's many programs and services.

Trustee McMillan inquired about the upcoming Fake News program on July 31. Public Information Manager Jackie Boyd spoke about the content of the event and the speakers who will be a part of the panel discussion that evening. Trustee Healy mentioned that the Regional Newspaper may have been recently sold, and Boyd said she would check on this new development.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

**Other Staff
Reports**

**Building and
Maintenance**

Finance

Service & Policy

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

Adoption of Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account not to exceed \$300,000 – For Action

New Business

Treasurer Jennings moved to approve Resolution No. 2017-06 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account not to exceed \$300,000 as amended. Vice President Leafblad seconded. Finance Manager Kimmey explained that the library had a surplus from last year’s budget from monies we had not expended. Director Weimar explained that Special Reserves funds can only be used for projects involving building improvements, equipment and landscape.

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

Motion passed. 6 ayes, 0 nays, 0 absent

FY2018 Budget and Levy – For Discussion

Director Weimar said the budget should be passed no later than the November Board meeting. The Personnel committee and Building and Maintenance committee will look to meet on August 8th in the evening. Finance Manager Kimmey will create a chart showing how the library’s portion of a homeowner’s tax bill is reflected in the levy. Public Information Manger Boyd can put this information up on our website. Property tax appeals were briefly discussed.

None.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 0 absent

The meeting was adjourned at 8:42 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Minutes of the Special Meeting of the Board of Library Trustees of the Orland Park Public Library held August 1, 2017

The meeting was officially called to order by President Barcelona at 7:02 p.m.

Call To Order

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

Roll Call

Members absent: Daniel McMillan (entered Closed Session at 7:15 p. m.)

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director;

None

Introduction of Visitors

None.

Public Comment

Treasurer Jennings moved to go into closed session for the purpose of considering the selection of a person to fill the vacancy on the Orland Park Public Library Board of Library Trustees. Vice-President Leafblad seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

Executive Session

Motion passed. 5 ayes, 0 nays, 1 absent

The Board went into Executive Session at 7:03 p.m. Executive Session ended at 9:29 p.m.

The regular session resumed at 9:30 p.m. when Trustee Leafblad made the motion to return to regular session. Trustee Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

No Final Action taken on the vacancy on the Board of Library Trustees

Vice President Leafblad moved to adjourn the meeting and it was seconded by Trustee McMillan.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:31 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar

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

Revenues

Tax Revenues are at 75.4% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. **Total Revenues** are at 74.7% of year-to-date budget.

Expenditures

Total Expenditures were \$ 50,192 under budget for the month and \$ 375,215 under budget year-to-date.

Salaries is under budget by \$ 8,963 for July and \$ 90,798 under budget year-to-date. There are a few open positions at this time.

Life/Health Insurance is over budget for the month by \$ 2,481, but under budget on a year-to-date basis.

Electronic Databases is over budget by \$ 1,466 for July and over budget on a year-to-date basis.

Periodicals is over budget for the month by \$ 913 and over budget on a year-to-date basis.

Landscaping & Groundskeeping is over budget by \$ 3,479 for July and over budget on a year-to-date basis.

Water & Sewer is over budget by \$ 690 for the month, but under budget on a year-to-date basis.

Natural Gas is over budget by \$ 1,202 for July and over budget on a year-to-date basis.

Library Furniture is over budget for the month by \$ 22,877 and over budget on a year-to-date basis.

Staff Training & Education is over budget by \$ 1,566 for July, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	230,318.93	0.00	69,499.74		299,818.67
Cash - Marquette E-Commerce	2,769.81				2,769.81
PMA Financial Investments	6,023,954.11	1,072,794.52		1,444,981.98	8,541,730.61
Tax Receipts - Marquette	796,954.28			261,637.24	1,058,591.52
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	30,774.67	1,075.87		4,946.26	36,796.80
Property Taxes Receivable	1,305,865.88			403,936.95	1,709,802.83
Prepaid Expenses	197,460.35				197,460.35
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>8,588,399.03</u>	<u>1,076,410.80</u>	<u>69,499.74</u>	<u>2,115,502.43</u>	<u>11,849,812.00</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
Garnishment W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	1,305,865.88	0.00	0.00	403,936.95	1,709,802.83
Accounts Payable	47,251.44	0.00	0.00	0.00	47,251.44
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	32,232.10	32,232.10
Total Liabilities	<u>1,353,117.32</u>	<u>0.00</u>	<u>0.00</u>	<u>436,169.05</u>	<u>1,789,286.37</u>
Beginning Unrestricted Fund Balance	6,228,133.01	773,095.83	68,284.75	533,848.88	7,603,362.47
Fund Balance - Nonspendable	197,460.35	0.00	0.00	0.00	197,460.35
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,096,090.94</u>	<u>3,314.97</u>	<u>1,214.99</u>	<u>1,145,484.50</u>	<u>2,246,105.40</u>
Ending Fund Balance	<u>7,235,281.71</u>	<u>1,076,410.80</u>	<u>69,499.74</u>	<u>1,679,333.38</u>	<u>10,060,525.63</u>
Total Liabilities & Fund Balance	<u>8,588,399.03</u>	<u>1,076,410.80</u>	<u>69,499.74</u>	<u>2,115,502.43</u>	<u>11,849,812.00</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended July 31, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,156,865.87	432,853	267.27%	3,916,386.69	3,029,970	75.40%	5,194,234
Impact Fees	0.00	1,500	0.00%	2,250.00	10,500	12.50%	18,000
Replacement Taxes	2,407.55	1,000	240.76%	12,087.17	7,000	100.73%	12,000
State Grants	0.00	3,333	0.00%	0.00	23,333	0.00%	40,000
Non Resident Fees	975.85	500	195.17%	3,062.88	3,500	51.05%	6,000
Fines	4,987.89	4,583	108.83%	33,095.62	32,083	60.17%	55,000
Gifts	80.00	750	10.67%	5,902.07	5,250	65.58%	9,000
Copy Machine	1,125.50	1,000	112.55%	7,855.20	7,000	65.46%	12,000
Interest Income	4,692.91	2,000	234.65%	29,963.06	14,000	124.85%	24,000
Miscellaneous Income	555.79	750	74.11%	5,866.10	5,250	65.18%	9,000
Total Revenues	1,171,691.36	448,270	261.38%	4,016,468.79	3,137,887	74.67%	5,379,234
Expenditures							
Salaries	200,035.93	208,999	95.71%	1,372,195.82	1,462,994	54.71%	2,507,992
Salaries-Maintenance	8,766.19	9,476	92.51%	63,396.15	66,331	55.75%	113,711
Life/Health Insurance	42,481.37	40,000	106.20%	277,672.97	280,000	57.85%	480,000
Books	20,600.69	34,000	60.59%	179,620.78	238,000	44.02%	408,000
Electronic Databases	7,548.63	6,083	124.09%	44,659.04	42,583	61.18%	73,000
Periodicals	4,080.13	3,167	128.83%	23,339.99	22,167	61.42%	38,000
Audio Visual Materials	12,159.42	13,750	88.43%	76,766.95	96,250	46.53%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	583	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,094.65	1,158	94.53%	8,467.16	8,108	60.91%	13,900
Insurance	4,096.50	4,083	100.33%	27,355.82	28,583	55.83%	49,000
Landscaping & Groundskeeping	5,479.44	2,000	273.97%	14,175.49	14,000	59.06%	24,000
Building Maintenance	9,441.52	33,833	27.91%	191,429.47	236,833	47.15%	406,000
Security System	0.00	1,000	0.00%	1,789.11	7,000	14.91%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	583	0.00%	1,000
Legal	3,678.89	9,583	38.39%	33,391.13	67,083	29.04%	115,000
Library Consultant	333.33	833	0.00%	2,333.33	5,833	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,439.61	750	191.95%	4,935.66	5,250	54.84%	9,000
Natural Gas	4,202.10	3,000	140.07%	21,603.08	21,000	60.01%	36,000
Telephone	560.74	800	70.09%	4,431.95	5,600	46.17%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	11,667	0.00%	20,000
Building & Custodial Supplies	2,756.42	3,000	91.88%	23,365.21	21,000	64.90%	36,000
Building Repairs	0.00	1,833	0.00%	7,860.64	12,833	35.73%	22,000
Lib. & Off. Eqpt Rep. & Maint	652.65	1,500	43.51%	9,352.68	10,500	51.96%	18,000
Machine Rental	0.00	333	0.00%	466.02	2,333	11.65%	4,000
Automation - Equipment	715.66	6,667	10.73%	26,056.65	46,667	32.57%	80,000
Automation - Line Costs	408.06	625	65.29%	2,302.69	4,375	30.70%	7,500
Automation - Consultant	5,382.00	12,083	44.54%	49,841.47	84,583	34.37%	145,000
Automation - Maintenance	5,333.39	7,083	75.30%	42,060.86	49,583	49.48%	85,000
Library Furniture	28,294.07	5,417	522.32%	54,271.99	37,917	83.50%	65,000
Outreach Services	40.00	583	6.86%	4,280.59	4,083	61.15%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended July 31, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	150.00	583	25.73%	2,178.09	4,083	31.12%	7,000
Staff Training & Education	3,549.47	1,984	178.90%	5,672.70	13,886	23.83%	23,804
Conference Fees	0.00	500	0.00%	4,175.00	3,500	69.58%	6,000
Patron Programs & Events	3,906.81	3,500	111.62%	21,863.32	24,500	52.06%	42,000
Association Dues & Fees	350.00	750	46.67%	2,851.00	5,250	31.68%	9,000
Public Information	2,127.50	3,250	65.46%	18,403.40	22,750	47.19%	39,000
Library Supplies	2,315.51	3,500	66.16%	26,565.38	24,500	63.25%	42,000
Office Supplies	1,132.00	750	150.93%	3,198.40	5,250	35.54%	9,000
Postage	481.36	1,250	38.51%	7,593.00	8,750	50.62%	15,000
Printing	0.00	750	0.00%	2,891.26	5,250	32.13%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,935.59	18,018	99.54%	120,619.88	126,129	55.79%	216,221
Contribution to FICA	15,603.01	16,713	93.36%	107,406.78	116,993	53.55%	200,560
Audit	972.22	942	103.21%	6,388.88	6,592	56.54%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	22,690.32	29,750	44.49%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	2,333	0.00%	4,000
Bank Charges	(0.02)	250	-0.01%	405.77	1,750	13.53%	3,000
Total Expenditures	420,606.50	470,799	89.34%	2,920,377.85	3,295,593	51.69%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	751,084.86	(22,529)		1,096,090.94	(157,706)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	751,084.86	(22,529)		1,096,090.94	(157,706)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended July 31, 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
<u>Revenues</u>						
Taxes	0.00	0.00	0.00	0.00	385,621.96	1,253,606.49
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	596.07	3,364.97	5.90	39.99	878.32	4,690.32
Capital Campaign	0.00	0.00	0.00	1,175.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	596.07	3,364.97	5.90	1,214.99	386,500.28	1,258,296.81
<u>Expenditures</u>						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	17.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.05	112,812.31
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	112,812.31
Excess (Deficiency) of Revenues Over (Under) Expenditures	596.07	3,314.97	5.90	1,214.99	370,384.23	1,145,484.50
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	596.07	3,314.97	5.90	1,214.99	370,384.23	1,145,484.50

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57023	07/19/2017	Premier Princess Parties	101010 · Cash - Marquette	-200.00
Bill	7/18/17	07/18/2017		104642 · Patron Programs & Events-Youth	200.00
TOTAL					200.00
Bill Pmt -Check	57024	07/26/2017	ADP, LLC	101010 · Cash - Marquette	-490.85
Bill	496762283	07/14/2017		104420 · Accounting	490.85
TOTAL					490.85
Bill Pmt -Check	57025	07/26/2017	American Library Association	101010 · Cash - Marquette	-133.00
Bill	46448937	07/10/2017		104640 · Patron Programs&Events-Outreach	133.00
TOTAL					133.00
Bill Pmt -Check	57026	07/26/2017	AT&T	101010 · Cash - Marquette	-80.00
Bill	6/13/17-7/12/17	07/25/2017		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	57027	07/26/2017	Audio Editions	101010 · Cash - Marquette	-890.02
Bill	1638318	07/01/2017		104342 · Audio Visual Materials-Outreach	60.72
Bill	1638711	07/01/2017		104342 · Audio Visual Materials-Outreach	447.41
Bill	1639560	07/10/2017		104342 · Audio Visual Materials-Outreach	278.03
Bill	1639650	07/11/2017		104342 · Audio Visual Materials-Outreach	31.95
Bill	1640053	07/14/2017		104342 · Audio Visual Materials-Outreach	71.91
TOTAL					890.02
Bill Pmt -Check	57028	07/26/2017	Cash	101010 · Cash - Marquette	-234.12

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	7/21/17	07/21/2017		104620 · Staff Training & Education	15.98
				104620 · Staff Training & Education	24.00
				104620 · Staff Training & Education	23.00
				104620 · Staff Training & Education	7.92
				104620 · Staff Training & Education	17.95
				104620 · Staff Training & Education	19.68
				104620 · Staff Training & Education	14.50
				104642 · Patron Programs & Events-Youth	7.77
				104730 · Postage	16.26
				104642 · Patron Programs & Events-Youth	14.00
				104642 · Patron Programs & Events-Youth	9.99
				104642 · Patron Programs & Events-Youth	4.95
				104730 · Postage	6.58
				104730 · Postage	7.16
				104641 · Patron Programs & Events-Adult	1.00
				104620 · Staff Training & Education	15.00
				104642 · Patron Programs & Events-Youth	9.50
				104710 · Library Supplies	9.00
				104530 · Building & Custodial Supplies	9.88
TOTAL					234.12
				101010 · Cash - Marquette	-45.54
Bill Pmt -Check	57029	07/26/2017	Center Point Large Print		
Bill	1489923	07/03/2017		104310 · Books - Adult	23.37
Bill	1489963	07/03/2017		104310 · Books - Adult	22.17
TOTAL					45.54
Bill Pmt -Check	57030	07/26/2017	Daily Southtown	101010 · Cash - Marquette	-717.60
Bill	7/2/17	07/02/2017		104320 · Periodicals - Adult	717.60
TOTAL					717.60
Bill Pmt -Check	57031	07/26/2017	Diane S. Norris-Kuczynski	101010 · Cash - Marquette	-60.70

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	7/14/17	07/14/2017		104642 · Patron Programs & Events-Youth	32.93
Bill	7/14/17 2	07/14/2017		104642 · Patron Programs & Events-Youth	27.77
TOTAL					60.70
Bill Pmt -Check	57032	07/26/2017	Erin Faxel	101010 · Cash - Marquette	-41.00
Bill	7/12/17	07/12/2017		104642 · Patron Programs & Events-Youth	41.00
TOTAL					41.00
Bill Pmt -Check	57033	07/26/2017	Findaway World, LLC	101010 · Cash - Marquette	-528.30
Bill	222582	07/10/2017		104340 · Audio Visual Materials - Adult	39.98
Bill	222696	07/11/2017		104340 · Audio Visual Materials - Adult	488.32
TOTAL					528.30
Bill Pmt -Check	57034	07/26/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,479.93
Bill	60806321	06/28/2017		104310 · Books - Adult	48.00
Bill	60785719	07/01/2017		104310 · Books - Adult	44.79
Bill	60839254	07/06/2017		104310 · Books - Adult	97.58
Bill	60838596	07/06/2017		104310 · Books - Adult	27.99
Bill	60838717	07/06/2017		104312 · Books - Outreach	408.65
Bill	60845806	07/07/2017		104312 · Books - Outreach	30.39
Bill	60846243	07/07/2017		104312 · Books - Outreach	264.71
Bill	60845756	07/07/2017		104310 · Books - Adult	37.99
Bill	60846379	07/07/2017		104310 · Books - Adult	29.59
Bill	60845804	07/07/2017		104310 · Books - Adult	30.39
Bill	60846390	07/07/2017		104310 · Books - Adult	60.78
Bill	60846208	07/07/2017		104310 · Books - Adult	60.78
Bill	60845772	07/07/2017		104310 · Books - Adult	30.39
Bill	60856375	07/10/2017		104312 · Books - Outreach	229.51
Bill	60868142	07/12/2017		104310 · Books - Adult	78.39
TOTAL					1,479.93

**Orland Park Public Library
Check Detail
July 18 through August 21, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57035	07/26/2017	Garvey's Office Products	101010 · Cash - Marquette	-247.34
Bill	PINV1370183	07/13/2017		104720 · Office Supplies	137.27
Bill	PINV1371113	07/14/2017		104720 · Office Supplies	65.60
Bill	PINV1374589	07/21/2017		104720 · Office Supplies	44.47
TOTAL					247.34
Bill Pmt -Check	57036	07/26/2017	Hearne & Associates, P.C.	101010 · Cash - Marquette	-20.00
Bill	1094	07/01/2017		104420 · Accounting	20.00
TOTAL					20.00
Bill Pmt -Check	57037	07/26/2017	IHLS-OCLC	101010 · Cash - Marquette	-3,573.57
Bill	13842	07/13/2017		104315 · Electronic Databases	3,573.57
TOTAL					3,573.57
Bill Pmt -Check	57038	07/26/2017	Illinois Library Association	101010 · Cash - Marquette	-300.00
Bill	134123	07/17/2017		104650 · Association Dues & Fees	300.00
TOTAL					300.00
Bill Pmt -Check	57039	07/26/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-20.00
Bill	June Statement	07/01/2017		104495 · Legal	20.00
TOTAL					20.00
Bill Pmt -Check	57040	07/26/2017	Ingram Library Services	101010 · Cash - Marquette	-5,689.73
Bill	See Detail List	07/24/2017		104311 · Books - Youth	1,504.79

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
				104310 · Books - Adult	3,808.12
				104312 · Books - Outreach	356.82
TOTAL					<u>5,669.73</u>
Bill Pmt -Check	57041	07/26/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-25.62
Bill	9003698359	07/19/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	13.62
Bill	9003701539	07/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					<u>25.62</u>
Bill Pmt -Check	57042	07/26/2017	Lansing Public Library	101010 · Cash - Marquette	-37.95
Bill	5/25/17	07/01/2017		104310 · Books - Adult	37.95
TOTAL					<u>37.95</u>
Bill Pmt -Check	57043	07/26/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-203.00
Bill	81226	07/07/2017		104530 · Building & Custodial Supplies	203.00
TOTAL					<u>203.00</u>
Bill Pmt -Check	57044	07/26/2017	Management Association of Illinois	101010 · Cash - Marquette	-100.00
Bill	5531	07/14/2017		104620 · Staff Training & Education	100.00
TOTAL					<u>100.00</u>
Bill Pmt -Check	57045	07/26/2017	Mango Languages	101010 · Cash - Marquette	-3,472.00
Bill	INV000857	07/01/2017		104315 · Electronic Databases	3,472.00
TOTAL					<u>3,472.00</u>
Bill Pmt -Check	57046	07/26/2017	Media Fusion, Inc.	101010 · Cash - Marquette	-283.24

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	PS1000311	07/13/2017		104640 · Patron Programs&Events-Outreach	283.24
TOTAL					283.24
Bill Pmt -Check	57047	07/26/2017	Midwest Tape	101010 · Cash - Marquette	-24.99
Bill	95204696	07/05/2017		104341 · Audio Visual Materials - Youth	24.99
TOTAL					24.99
Bill Pmt -Check	57048	07/26/2017	OverDrive, Inc.	101010 · Cash - Marquette	-4,517.23
Bill	143931087-071117	07/11/2017		104310 · Books - Adult	4,328.36
Bill	000449460-071117	07/11/2017		104310 · Books - Adult	23.39
Bill	170822840-072117	07/21/2017		104310 · Books - Adult	165.48
TOTAL					4,517.23
Bill Pmt -Check	57049	07/26/2017	Pace Systems, Inc	101010 · Cash - Marquette	-1,650.00
Bill	205694	07/01/2017		104450 · Building Maintenance	1,650.00
TOTAL					1,650.00
Bill Pmt -Check	57050	07/26/2017	Penguin Random House LLC	101010 · Cash - Marquette	-161.25
Bill	1082990360	07/08/2017		104342 · Audio Visual Materials-Outreach	131.25
Bill	1083070352	07/11/2017		104342 · Audio Visual Materials-Outreach	30.00
TOTAL					161.25
Bill Pmt -Check	57051	07/26/2017	Quill Corporation	101010 · Cash - Marquette	-56.94
Bill	8214027	07/13/2017		104530 · Building & Custodial Supplies	56.94
TOTAL					56.94

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	57052	07/26/2017	Recorded Books, INC	101010 · Cash - Marquette	-627.53
Bill	75546765	07/01/2017		104340 · Audio Visual Materials - Adult	13.49
Bill	75547410	07/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75549100	07/01/2017		104340 · Audio Visual Materials - Adult	33.29
Bill	75549573	07/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75550429	07/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75550616	07/01/2017		104340 · Audio Visual Materials - Adult	38.87
Bill	75551162	07/01/2017		104340 · Audio Visual Materials - Adult	113.24
Bill	75551214	07/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75552615	07/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75551740	07/01/2017		104340 · Audio Visual Materials - Adult	82.20
Bill	75553219	07/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75554171	07/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75554458	07/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75554694	07/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75555010	07/01/2017		104340 · Audio Visual Materials - Adult	53.99
TOTAL					627.53
Bill	57053	07/26/2017	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,500.00
Bill	7/17/17	07/17/2017		102160 · 457 Plan W/H Payable	2,500.00
TOTAL					2,500.00
Bill	57054	07/26/2017	Search, Inc.	101010 · Cash - Marquette	-850.00
Bill	8/4/17	07/31/2017		104620 · Staff Training & Education	850.00
TOTAL					850.00
Bill	57055	07/26/2017	Stephen J. Beck and Associates, Inc.	101010 · Cash - Marquette	-2,000.00
Bill	8/4/17	07/31/2017		104620 · Staff Training & Education	2,000.00

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,000.00
Bill Pmt -Check	57056	07/26/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-725.21
Bill	5118	07/10/2017		104530 · Building & Custodial Supplies	140.10
Bill	5127	07/15/2017		104530 · Building & Custodial Supplies	557.11
Bill	16723	07/19/2017		104530 · Building & Custodial Supplies	28.00
TOTAL					725.21
Bill Pmt -Check	57057	07/26/2017	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-6,264.04
Bill	7/15/17 Statement	07/24/2017		104340 · Audio Visual Materials - Adult	3,829.28
				104341 · Audio Visual Materials - Youth	1,480.76
				104342 · Audio Visual Materials-Outreach	257.25
				104310 · Books - Adult	155.58
				104640 · Patron Programs&Events-Outreach	117.07
				104570 · Automation - Equipment	265.84
				104550 · Lib. & Off. Eqpt Rep. & Maint	90.79
				104720 · Office Supplies	67.47
TOTAL					6,264.04
Bill Pmt -Check	57058	07/26/2017	TCC Learning LLC	101010 · Cash - Marquette	-1,750.00
Bill	3144	07/12/2017		104315 · Electronic Databases	1,750.00
TOTAL					1,750.00
Bill Pmt -Check	57059	07/26/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	-200.00
Bill	7/14/17	07/14/2017		102171 · Garnishment W/H Payable	100.00
Bill	7/31/17	07/31/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					200.00

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57060	07/26/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-71.60
Bill	447133	07/01/2017		104495 · Legal	71.60
TOTAL					71.60
Bill Pmt -Check	57061	07/26/2017	Village of Orland Park Water	101010 · Cash - Marquette	-1,439.61
Bill	7/31/17	07/31/2017		104515 · Water & Sewer	1,439.61
TOTAL					1,439.61
Bill Pmt -Check	57062	08/07/2017	ADP, LLC	101010 · Cash - Marquette	-486.30
Bill	497477044	07/28/2017		104420 · Accounting	486.30
TOTAL					486.30
Bill Pmt -Check	57063	08/07/2017	ATLAS	101010 · Cash - Marquette	-50.00
Bill	7/28/17	07/28/2017		104650 · Association Dues & Fees	50.00
TOTAL					50.00
Bill Pmt -Check	57064	08/07/2017	Audio Editions	101010 · Cash - Marquette	-66.31
Bill	1640323	07/18/2017		104342 · Audio Visual Materials-Outreach	66.31
TOTAL					66.31
Bill Pmt -Check	57065	08/07/2017	Bloomfields Florist	101010 · Cash - Marquette	-253.80
Bill	077277 / 077295	08/01/2017		104610 · Board Training & Education	253.80
TOTAL					253.80
Bill Pmt -Check	57066	08/07/2017	Capital One Commercial	101010 · Cash - Marquette	-205.44

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	7/26/17	07/26/2017		104530 · Building & Custodial Supplies	18.99
				104530 · Building & Custodial Supplies	186.45
TOTAL					205.44
Bill Pmt -Check	57067	08/07/2017	Cardmember Service	101010 · Cash - Marquette	-4,877.99
Bill	July 2017 Statement	08/03/2017		104660 · Public Information	260.00
				104620 · Staff Training & Education	18.00
				104620 · Staff Training & Education	23.00
				104620 · Staff Training & Education	23.00
				104620 · Staff Training & Education	23.00
				104620 · Staff Training & Education	96.50
				104570 · Automation - Equipment	750.00
				104620 · Staff Training & Education	23.00
				104570 · Automation - Equipment	108.00
				104570 · Automation - Equipment	809.97
				104570 · Automation - Equipment	111.96
				104620 · Staff Training & Education	23.00
				104530 · Building & Custodial Supplies	89.82
				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104660 · Public Information	127.50
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104530 · Building & Custodial Supplies	671.68
				104570 · Automation - Equipment	382.37
				104720 · Office Supplies	19.20
				104720 · Office Supplies	19.20
				104720 · Office Supplies	17.28
				104570 · Automation - Equipment	382.37

Orland Park Public Library
 Check Detail
 July 18 through August 21, 2017

4:38 PM
 08/16/17

Type	Num	Date	Name	Account	Original Amount
TOTAL					4,877.99
Bill Pmt -Check	57068	08/07/2017	Center Point Large Print	101010 · Cash - Marquette	-21.57
Bill	1493024	07/03/2017		104310 · Books - Adult	21.57
TOTAL					21.57
Bill Pmt -Check	57069	08/07/2017	Deluxe Checks	101010 · Cash - Marquette	-807.21
Bill	0068742956	07/28/2017		104720 · Office Supplies	807.21
TOTAL					807.21
Bill Pmt -Check	57070	08/07/2017	Diane S. Norris-Kuczynski	101010 · Cash - Marquette	-31.13
Bill	7/26/17	07/26/2017		104642 · Patron Programs & Events-Youth	31.13
TOTAL					31.13
Bill Pmt -Check	57071	08/07/2017	FedEx	101010 · Cash - Marquette	-451.36
Bill	5-877-99709	07/26/2017		104730 · Postage	451.36
TOTAL					451.36
Bill Pmt -Check	57072	08/07/2017	Findaway World, LLC	101010 · Cash - Marquette	-288.54
Bill	222695	07/11/2017		104341 · Audio Visual Materials - Youth	288.54
TOTAL					288.54
Bill Pmt -Check	57073	08/07/2017	Forward Space	101010 · Cash - Marquette	-18,490.97
Bill	742816	07/25/2017		104590 · Library Furniture	18,490.97
TOTAL					18,490.97

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57074	08/07/2017	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-73.10
Bill	4374	07/20/2017		104530 · Building & Custodial Supplies	73.10
TOTAL					73.10
Bill Pmt -Check	57075	08/07/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-832.52
Bill	60889185	07/17/2017		104310 · Books - Adult	24.00
Bill	60888474	07/17/2017		104310 · Books - Adult	24.00
Bill	60902395	07/19/2017		104312 · Books - Outreach	78.37
Bill	60902196	07/19/2017		104312 · Books - Outreach	27.19
Bill	50908324	07/20/2017		104310 · Books - Adult	27.19
Bill	60908405	07/20/2017		104312 · Books - Outreach	151.14
Bill	60915732	07/21/2017		104312 · Books - Outreach	275.89
Bill	60915497	07/21/2017		104310 · Books - Adult	26.39
Bill	60921267	07/24/2017		104310 · Books - Adult	185.55
Bill	60921268	07/24/2017		104310 · Books - Adult	12.80
TOTAL					832.52
Bill Pmt -Check	57076	08/07/2017	Garvey's Office Products	101010 · Cash - Marquette	-397.73
Bill	PINV1375599	07/24/2017		104720 · Office Supplies	9.98
Bill	PINV1377937	07/27/2017		104710 · Library Supplies	152.40
Bill	PINV1379196	07/31/2017		104530 · Building & Custodial Supplies	235.35
TOTAL					397.73
Bill Pmt -Check	57077	08/07/2017	Go Promotions	101010 · Cash - Marquette	-2,641.92
Bill	146689	07/01/2017		104640 · Patron Programs&Events-Outreach	641.92
Bill	147041	07/25/2017		104660 · Public Information	2,000.00
TOTAL					2,641.92

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57078	08/07/2017	Greenhaven Publishing	101010 · Cash - Marquette	-375.44
Bill	3006045	07/01/2017		104311 · Books - Youth	375.44
TOTAL					375.44
Bill Pmt -Check	57079	08/07/2017	Illinois Library Association	101010 · Cash - Marquette	-75.00
Bill	134230	07/13/2017		104610 · Board Training & Education	75.00
TOTAL					75.00
Bill Pmt -Check	57080	08/07/2017	Ingram Library Services	101010 · Cash - Marquette	-4,246.22
Bill	See Detail List	08/07/2017		104310 · Books - Adult	2,952.35
				104312 · Books - Outreach	328.65
				104311 · Books - Youth	965.22
TOTAL					4,246.22
Bill Pmt -Check	57081	08/07/2017	JanWay Company USA, Inc.	101010 · Cash - Marquette	-954.11
Bill	126595	07/25/2017		104710 · Library Supplies	954.11
TOTAL					954.11
Bill Pmt -Check	57082	08/07/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-3,071.92
Bill	7/25/17	07/25/2017		104495 · Legal	55.82
Bill	7/27/17	07/27/2017		104495 · Legal	3,016.10
TOTAL					3,071.92
Bill Pmt -Check	57083	08/07/2017	Midwest Tape	101010 · Cash - Marquette	-1,368.87

**Orland Park Public Library
Check Detail**

July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	95241754	07/19/2017		104341 · Audio Visual Materials - Youth	188.95
Bill	95257357	07/26/2017		104341 · Audio Visual Materials - Youth	49.98
Bill	95271727	07/31/2017		104340 · Audio Visual Materials - Adult	1,149.94
TOTAL					1,388.87
Bill Pmt -Check	57084	08/07/2017	Neviol, Inc.	101010 · Cash - Marquette	-6,900.00
Bill	60557	07/31/2017		104450 · Building Maintenance	600.00
Bill	6061	08/01/2017		104450 · Building Maintenance	6,300.00
TOTAL					6,900.00
Bill Pmt -Check	57085	08/07/2017	Nicor Gas	101010 · Cash - Marquette	-4,202.10
Bill	7/24/17	07/24/2017		104517 · Natural Gas	4,202.10
TOTAL					4,202.10
Bill Pmt -Check	57086	08/07/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.61
Bill	8/1/17	08/01/2017		104450 · Building Maintenance	71.61
TOTAL					71.61
Bill Pmt -Check	57087	08/07/2017	OverDrive, Inc.	101010 · Cash - Marquette	-105.00
Bill	165254730-072517	07/25/2017		104310 · Books - Adult	105.00
TOTAL					105.00
Bill Pmt -Check	57088	08/07/2017	Peek-A-Book LLC	101010 · Cash - Marquette	-1,195.00
Bill	2047	07/26/2017		104315 · Electronic Databases	1,195.00
TOTAL					1,195.00

Orland Park Public Library
Check Detail
 July 18 through August 21, 2017

4:38 PM
 08/16/17

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57089	08/07/2017	Penguin Random House LLC	101010 · Cash - Marquette	-260.00
Bill	1082990359	07/08/2017		104340 · Audio Visual Materials - Adult	60.00
Bill	1083028305	07/11/2017		104340 · Audio Visual Materials - Adult	20.00
Bill	1083070258	07/11/2017		104340 · Audio Visual Materials - Adult	30.00
Bill	1083157026	07/21/2017		104342 · Audio Visual Materials-Outreach	90.00
Bill	1083157024	07/21/2017		104340 · Audio Visual Materials - Adult	60.00
TOTAL					260.00
Bill Pmt -Check	57090	08/07/2017	Recorded Books, INC	101010 · Cash - Marquette	-504.83
Bill	75555012	07/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75556090	07/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75556384	07/01/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75556076	07/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75556855	07/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75557686	07/01/2017		104340 · Audio Visual Materials - Adult	74.69
Bill	75557776	07/01/2017		104340 · Audio Visual Materials - Adult	72.00
Bill	75557799	07/01/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75558152	07/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75560470	07/01/2017		104341 · Audio Visual Materials - Youth	36.00
Bill	75560902	07/01/2017		104341 · Audio Visual Materials - Youth	17.99
Bill	75562661	07/11/2017		104341 · Audio Visual Materials - Youth	26.99
Bill	75567607	07/20/2017		104341 · Audio Visual Materials - Youth	11.69
Bill	75571064	07/26/2017		104341 · Audio Visual Materials - Youth	27.00
TOTAL					504.83
Bill Pmt -Check	57091	08/07/2017	Sprint	101010 · Cash - Marquette	-178.32
Bill	336044821-152	07/30/2017		104520 · Telephone	178.32
TOTAL					178.32
Bill Pmt -Check	57092	08/07/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-437.41

Orland Park Public Library Check Detail

July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	5147	07/22/2017		104530 · Building & Custodial Supplies	110.20
Bill	5178	07/29/2017		104530 · Building & Custodial Supplies	327.21
TOTAL					<u>437.41</u>
Bill Pmt -Check	57093	08/07/2017	Vernon Library Supplies, Inc.	101010 · Cash - Marquette	-201.25
Bill	0087756-IN	07/01/2017		104710 · Library Supplies	201.25
TOTAL					<u>201.25</u>
Bill Pmt -Check	57094	08/07/2017	Wingren Landscape, Inc.	101010 · Cash - Marquette	-4,500.31
Bill	40088	07/25/2017		104440 · Landscaping & Groundskeeping	4,500.31
TOTAL					<u>4,500.31</u>
Bill Pmt -Check	57095	08/14/2017	CDW Government	101010 · Cash - Marquette	-755.57
Bill	JRR0979	08/03/2017		104570 · Automation - Equipment	139.16
Bill	JRR4891	08/03/2017		104570 · Automation - Equipment	192.75
Bill	JRX4029	08/03/2017		104570 · Automation - Equipment	423.66
TOTAL					<u>755.57</u>
Bill Pmt -Check	57096	08/14/2017	Comcast	101010 · Cash - Marquette	-305.07
Bill	55542096	08/01/2017		104520 · Telephone	305.07
TOTAL					<u>305.07</u>
Bill Pmt -Check	57097	08/14/2017	Comcast Cable	101010 · Cash - Marquette	-325.73
Bill	8/3/17	08/03/2017		104575 · Automation - Line Costs	248.12
				104520 · Telephone	77.61
TOTAL					<u>325.73</u>

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57098	08/14/2017	Home Depot Credit Services	101010 · Cash - Marquette	-70.07
Bill	7/28/17 Statement	07/28/2017		104530 · Building & Custodial Supplies	70.07
TOTAL					70.07
Bill Pmt -Check	57099	08/14/2017	Ingram Library Services	101010 · Cash - Marquette	-4,612.65
Bill	See Detail List	08/14/2017		104310 · Books - Adult	3,363.95
				104312 · Books - Outreach	98.92
				104311 · Books - Youth	1,149.78
TOTAL					4,612.65
Bill Pmt -Check	57100	08/14/2017	Management Association of Illinois	101010 · Cash - Marquette	-2,000.00
Bill	5616	07/31/2017		104497 · Library Consultant	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	57101	08/14/2017	NIR Roof Care, Inc.	101010 · Cash - Marquette	-725.00
Bill	119258	07/28/2017		104450 · Building Maintenance	725.00
TOTAL					725.00
Bill Pmt -Check	57102	08/14/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-468.36
Bill	5198	08/05/2017		104530 · Building & Custodial Supplies	468.36
TOTAL					468.36
Bill Pmt -Check	57103	08/14/2017	Recorded Books, INC	101010 · Cash - Marquette	-629.45
Bill	75560423	07/06/2017		104340 · Audio Visual Materials - Adult	35.99

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	75561534	07/07/2017		104340 · Audio Visual Materials - Adult	38.69
Bill	75560946	07/07/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75562640	07/11/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75563263	07/11/2017		104340 · Audio Visual Materials - Adult	61.87
Bill	75564002	07/12/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75564292	07/13/2017		104340 · Audio Visual Materials - Adult	44.99
Bill	75564491	07/13/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75564495	07/13/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75565068	07/14/2017		104340 · Audio Visual Materials - Adult	62.20
Bill	75565300	07/17/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75566447	07/18/2017		104340 · Audio Visual Materials - Adult	45.00
Bill	75566474	07/18/2017		104340 · Audio Visual Materials - Adult	61.87
Bill	75567587	07/20/2017		104340 · Audio Visual Materials - Adult	31.45
Bill	75567560	07/20/2017		104340 · Audio Visual Materials - Adult	31.45
TOTAL					629.45

Bill Pmt -Check	57104	08/14/2017	Recorded Books, INC	101010 · Cash - Marquette	-603.35
Bill	75567577	07/20/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75567986	07/20/2017		104340 · Audio Visual Materials - Adult	34.19
Bill	75568234	07/21/2017		104340 · Audio Visual Materials - Adult	61.87
Bill	75568393	07/21/2017		104340 · Audio Visual Materials - Adult	61.87
Bill	75569130	07/24/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75569509	07/25/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75569511	07/25/2017		104340 · Audio Visual Materials - Adult	31.49
Bill	75571803	07/27/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75571831	07/27/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75571453	07/27/2017		104340 · Audio Visual Materials - Adult	99.00
Bill	75572068	07/27/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75572085	07/28/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75572385	07/28/2017		104340 · Audio Visual Materials - Adult	40.49
Bill	75572394	07/28/2017		104340 · Audio Visual Materials - Adult	31.49
TOTAL					603.35

Subtotal - Checks **\$110,830.44**

Orland Park Public Library
Check Detail
July 18 through August 21, 2017

Type	Num	Date	Name	Account	Original Amount
			Gross Payroll on 7/31/17		\$104,528.41
			Payment to Village for IMRF/Insurancee for July, 2017		\$71,662.30
			Gross Payroll on 8/15/17		\$104,915.22
			Grand Total		<u>\$391,936.37</u>

Adult Services Board Report July 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 7/6; 12 adults

Five genre book discussions 7/13, 7/18, 7/19,7/19, 7/24; 31 adults

Bingo 7/15, 7/29; 12 adults

Market in the Park 7/13, 7/27; 81 adults

Summer of Design Programs 7/7, 7/13, 7/20, 7/25, 7/27; 35 adults

The Careers College 7/24; 2 adults

Weiss Ratings Database 7/25; 0

Reading Social Media: Fake News 7/31; 32 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Kortnee Fingler attended Booklist: Enticing Book Club Picks (Webinar) on Jul 18, 2017

Diane Srebro attended Reference Association of South Suburban Libraries Fall Season (RASSL) (South Holland PL) on Jul 18, 2017

Diane Srebro attended RAILS-Libraries and Privacy (Webinar) on Jul 25, 2017

STATISTICS

Database Statistics July 2017-2016 Comparison

Database	2017	2016	Data Type
Ancestry	2032	3017	Searches
Careers College	44	6	Total Users
Consumer Reports	72	59	Log-Ins
EBSCO	32254	28400	Searches
Gale Virtual Ref. Lib.	1	7	Searches
Heritage Quest	139	906	Searches
Lynda.com	153	N/A	Log-Ins
Mango Languages	199	N/A	Sessions
OCLC	6044	2399	Searches
Proquest	84	124	Searches
Reference USA	169	173	Searches
Weiss & Street Financial Ratings	20	N/A	Log-Ins

Note: EBSCO includes NoveList Plus usage

Statistics from web forms

Category	07/2017	07/2016
Reference	3689	3701
Ref Remote	128	178
Non-Reference	248	315
N-R Remote	20	22
Extended Help	34	0
Passive Programming	26	0
Program Attendance	205	46
Items shelved	23777	23212
Carts shelved	288	343

GRANTS/SPECIAL PROJECTS

OPPLCon

OPPLCon was a huge success this year, with a final door count of 1,725 patrons - the most since the event was started. We had the participation of over 20 volunteers, 8 artists, TCBY, and Premier Princess Parties. Families enjoyed the superhero training, costume parades, artists' alley, and both superhero story and craft times provided by Youth Services.

CUSTOMER SERVICE LOG

6/28/17 Patron upset that the book she placed a hold on and drove in to pick up was checked out to another patron. "What's the point of the hold system if they bypass it anyway? I drove here for nothing." Kortnee F.

7/5/2017 "I am this little girl's great grandmother and this is not my home library. But I have to tell you this is the most beautiful library I have ever been to. You should be very proud!" Mary A

7/5/2017 "This place is getting so fancy with the new floor. I'm going to have to dress up when I come here! I love the new flooring. I have told my family and friends all about it!" Mary A.

7/5/2017 "Everything about this library is wonderful! I really love the flooring. Nice job!"

Mary A.

7/8/2017 Comment from reciprocal borrower: "I keep trying to get my husband to move to Orland. He asks why and I said, it's closer to family. But it's because the Orland Library is the best! Seriously, you guys are the best library. You have everything--books, audiobooks. I love my home library--my kids grew up there--but they don't have anything. I love being able to come here and grab what I need off the shelf." Katie A.

7/11/2017 Kortnee was assisting a patron at the Reference Desk. Comment: Patron thanked Kortnee for her wonderful service. He said that "she was a great hire, and was always efficient and accurate." Andy M.

7/22/17 Patron at Reference Desk asked if there has been any report or analysis about the switch from SWAN. She said that she misses being able to get items via ILL in a shorter time frame.
Katie A.

Circulation Board Report July 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Julie Pryor is preparing statistics.

Julie Pryor and Laura Larson are invoicing other libraries for long overdue items borrowed by reciprocal borrowers.

Becky Crume-Simmons is investigating the status of lost items in Polaris.

Barb Kandel is learning how to pull paperwork for ILL items.

Kelsey Flynn, Nadine Lipowski, Angie Mazza, and Renee Neupauer are learning how to sort and count library card applications.

Terry Freeman, Jordin Morales, and Duke Phelps are being trained as Circulation Clerks.

Stephanie Azzaline is being trained as an Interlibrary Loan Assistant.

STATISTICS

ORS MONTH	TOTAL CIRCULATION			CHANGE	PATRON	IN-HOUSE
	2017	LAST YR.			ATTENDANCE	CHECKINS
JAN	79,552	78,228	2%	36,949	2,499	
FEB	74,287	77,836	-5%	36,864	3,541	
MAR	83,748	82,831	1%	41,617	3,994	
APR	72,970	79,296	-9%	32,758	3,338	
MAY	72,098	73,619	-2%	31,859*	3,084	
JUN	90,721	90,480	0%	32,107**	1,338	
JUL	88,344	88,725	-1%	33,762	856	
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	563,737	571,015	-1%	245,916	18,650	

Hoopla Checkouts: 560
Overdrive Registrations: 62
Overdrive Checkouts: 3,365
Zinio Checkouts: 269
Polaris Patron Sessions: 15,644

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

CUSTOMER SERVICE LOG

07/03/17 (Circ Desk) "I like the floor!" - Barb K.

07/06/17 (Welcome Desk) "You have such a nice facility here." Comment from a person who was not one of our patrons. - Nadine L.

07/07/17 (Welcome Desk) Patron likes the Welcome Desk sign and says it should be on the other side of the desk facing the door. - Julie P.

07/07/17 (Circ Desk) "Is this a new floor? It is very pretty" - Laura L.

07/08/17 (Welcome Desk) "I like the floor. It's like twinkling stars" - Nadine L.

07/08/17 (Welcome Desk) "Floor looks beautiful." - Nadine L.

07/09/17 (Welcome Desk) "The band (Legacy) sounded great!" - Barb K.

07/11/17 (Circ Desk) "The library looks very nice. They did a good job with the floor!" - Nadine L.

07/14/17 (Circ Desk) "The new floor is gorgeous. You fixed it really nice in here." - Laura L.

07/14/17 (Circ Desk) "I love the floor!" - Barb K.

07/21/17 (Someone tripped up the stairs) Patron said there wasn't much traction. - Kelsey F.

07/23/17 (Welcome Desk) "Bring back Tom Sharpe for entertainment again! They are really good." Referring to music outside in the turnaround. - Barb K.

07/23/17 (Welcome Desk) "The tile looks beautiful." - Barb K.

07/23/17 (Circ Desk) Patron commented about the band, "Keep inviting Tom Sharpe back!" - Angela M.

07/23/17 (Circ Desk) Patron remarked, "I haven't been here in a while. The floor looks lovely." - Nadine L.

07/24/17 (Call Center) "Please have (musician) Tom Sharpe back! He was amazing!" - Angela M.

07/24/17 (Circ Desk) Patron commented that the message on our website about Howard Griffin's passing was very nice. - Laura L.

07/25/17 (Patron approached clerk in the parking lot) Patron got out of her car to complain that the outside drive-up book drop was made for SUVs only. "It needs to be fixed!" - Terry F.

07/25/17 (Welcome Desk-gave directions to Reference Desk) "You are the best." - Julie P.

07/25/17 (Welcome Desk) "Thank you so much for the solar eclipse glasses. You are wonderful." - Laura L.

07/27/17 (Welcome Desk) "We have heard great things about your children's department. We are new to the area." - Julie P.

07/27/17 (Welcome Desk) 3 patrons came in at the same time in the lobby asking about the solar eclipse program that's date was a misprint in our newsletter. They were very angry that the library did not inform the public about the misprint. - Dushaun P.

07/28/17 (Welcome Desk) A reciprocal borrower stopped by the Welcome Desk. She said she never minds paying late fees to the library because it's a good cause. She also likes the little bits of sparkle in the floor and said the stairs look cleaner too. She loves email notices to remind her of late books. - Julie P.

07/29/17 (Welcome Desk) "Are you going to bring back the 'Recently Returned' cart? I really liked that." Referring to the cart of recently returned items available for checkout that was in the lobby before the new flooring was put in. - Laura L.

07/30/17 (Patron leaving the building) "Nice library." - Julie P.

07/30/17 Orland Park property owner with no IL Driver's License was asked to show more than property tax bill to get a library card. "I travel the country and use libraries everywhere and the only place I have problems is the place I have paid taxes for 47 years!" - Julie P.

Graphics Board Report July 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Some graphics projects this month included:

- TV Slides for lobby monitor and public television
- VRC/DVD booklet update
- Romance book discussion flyers and quarter sheets
- Flyers for "Meet the Artist: Justin Castaneda"
- Safety floor plans with fire extinguishers noted
- Library card applications in Polish, Arabic and French
- Special mass email for Solar Eclipse event
- Pages & Pastries book discussion flyers
- Friday Film Series: Fences poster
- Half sheet and poster flyers for August computer classes
- Special mass email for the library table at the Taste of Orland Park

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie B. attended the Friends of the Library meeting on July 11 at 3 p.m.

STATISTICS

	Room Requests	Graphics Requests
2017 Total	118	801
This month	18	97

	Facebook	Twitter	Pinterest	Instagram
Subscribers	1,767	1,675	418	211
Library app downloads	496			

The amount of all time library app downloads doubled with the publication of the Orland Park Prairie article about the library's new app.

GRANTS/SPECIAL PROJECTS

New permanent signage for the library columns going down the main hall are being worked on. A new design is being worked on, so these signs do not blend as well into the background. Also, departments are coming together to decide whether the directions on each sign are still true.

Work began on the Sept-Dec 2017 newsletter.

CUSTOMER SERVICE LOG

Patron happy about being heard: "Thanks for your reply to my suggestion." Jackie B. on July 17.

In passing, a patron remarked to Jackie B. that the stairs were probably easier to clean without carpet on them on July 24.

Information Technology Board Report July 2017

STATISTICS

Category	Jul 2017	Jul 2016
Study Room Usage	349	333
Patrons Assisted	451	357
Extended Assistance	48	
Total PC Usage	1824	
Total Web pages	28400	29103
Number of Classes	11	10
Total Class Attendance	23	20
Wireless Usage	2733	

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

CUSTOMER SERVICE LOG

7/5/17 Patron using the 15 minute computer – “Thank you for being so kind and helpful.”
Audrey P.

7/6/17 Patron couldn't access website or email – “I appreciate you taking time out, by getting next to me and helping me complete an important paper.” Dan W.

7/8/17 Patron using our computers request help with printing. – “Thank you so much for showing me how to copy and print articles.” Dan W.

Outreach Services Board Report July 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing independent living and assisted living, Brookdale, Alden Prairie, Autumn Leaves, Lexington, Thomas Place and Evergreen assisted living and independent living facilities.

Senior materials delivery to the Orland Township.

Special collection management of NASA artifacts, display cases, and databases.

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

Collection management, including ordering of all Outreach Services materials for the Outreach Services collection.

Coordination of the NASA: Conquering Low Earth Orbit Exhibit

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

STATISTICS

Onsite Adult Programs:

8 programs were given with a total of 605. *2016: 6 programs were given with a total of 260 patrons.*

Breakout:

7/7/17 Meet the Artist - Emily Hendel	21
7/9/17 Summer Concert Series - Legacy	156
7/13/17 Chicago By Design: Architectural Vistas for a Visitor's Eyes	31

7/16/17 Summer Concert Series - Rosie & the Rivets	195
7/20/17 Rules of the Road	17
7/20/17 Summer Concert Series - Tom Sharpe	111
7/26/17 A Solar Eclipse is Coming	59
7/28/17 Friday Film Series - Arrival	15

Offsite Adult Programs:

14 programs were given with a total of 212 patrons attending. *2016: 15 programs were given with a total of 337 patrons attending.*

Breakout:

7/5/17 Orland Township Senior Drop-In Visits	17
7/6/17 Smart Art iPad for Seniors - Brookdale	7
7/6/17 Smart Art iPad for Seniors - Autumn Leaves	4
7/7/17 Orland Township Senior Drop-In Visits	15
7/10/17 Senior Living Visits	34
7/11/17 Senior Living Visits	11
7/11/17 Remember when with Autumn Leaves	11
7/12/17 Senior Living Visits	17
7/19/17 Orland Township Senior Drop-In Visits	21
7/20/17 Remember When with Brookdale	7
7/21/17 Orland Township Senior Drop-In Visits	12
7/24/17 Senior Living Visits	24
7/25/17 Senior Living Visits	15
7/26/17 Senior Living Visits	17

Train Station Books:

Three Train Stations - **60**, 2016 - 35

Program Flyer Distribution Stats:

Village of O.P. - **370**, 2016 - 320

Orland Township - **4**, 2016 - 6

Nursing Homes - **18**, 2016 - 0

Sportsplex - **346**, 2016 - 0

During programs - **445**, 2016 - 78

Local businesses - 35, 2016 - 0

Cultural Center - 25, 2016 - 0

Additional Giveaways

Eclipse Glasses - 162

Other Outreach and Homebound Stats:

Outreach Circulation Stats: 976 items circulated with 1860 checkouts and 121 renewals. *2016: 928 items circulated with 1115 checkouts and 85 renewals.*

Visits to single-family homebound patrons totaled 20. *2016: Visits totaled 15.*

11 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. *2016: 9 new homebound library cards were issued. 0 cards discontinued. 0 cards were renewed.*

OS staff logged 1299 reference transactions. *2016: 459 reference transactions.*

OS staff logged 61 programming questions. Please note that this is a new stat. We broke it out from our reference transaction numbers.

OS staff logged 50 exhibit questions. Please note that this is a new stat. We broke it out from our reference transaction numbers.

GRANTS/SPECIAL PROJECTS

The Outreach Services Department hosted the Field Museum this month. We gave them a tour of the NASA Special collection and demonstrated our internal and external NASA databases. A special thanks to Lina Elzadan in IT for demonstrating the back portion of the database.

We returned the *Frankenstein: Penetrating the Secrets of Nature* exhibit. We were thanked by the National Library of Medicine for hosting their exhibits. Jane Markowitz, Exhibition Coordinator for NLM told me that because we hosted the *For All People* exhibit last December, a member of the National Black Nurses Association saw it and would like to host the exhibit for an upcoming scheduled conference.

Library of America called and said that they would be sending us a free copy of the World War I and America book published this year for the Centennial as an additional gift.

CUSTOMER SERVICE LOG

7/9/17 Summer Concert Series - Legacy program

"What an awesome concert." Cathy D.

"Great group." Cathy D.

"Wonderful." Cathy D.

"Had a lot of fun." Cathy D.

7/10/17 Smith Crossing Book Delivery

"Thanks for coming out!" Dakari J.

7/10/17 Brookdale Book Delivery

"Thanks for coming out. You guys are so helpful." Dakari J.

7/12/17 Evergreen Book Delivery

"Thanks for coming out. It really means a lot." Dakari J.

"The Library is so wonderful to us." Dakari J.

7/16/17 Summer Concert Series - Rosie and the Rivets program

"What a great band!" Dakari J.

"I'm so glad the library puts on these concerts." Dakari J.

"This was a great band." Dakari J.

7/23/17 Summer Concert Series - Tom Sharpe

"Great concert." Cathy D.

"He was wonderful." Cathy D.

"Have him again." Cathy D.

"What a great musician." Cathy D.

"Please have him again." Kelly C.

"He is great." Kelly C.

"I saw him last time and came this time too." Kelly C.

7/24/17 Smith Crossing Book Delivery

"Thanks for coming out." Dakari J.

"We really appreciate OPPL for coming out." Dakari J.

7/25/17 Thomas Book Delivery

"Thanks for coming out." Dakari J.

7/26/17 Thanks so much for coming out." Dakari J.

7/26/17 Lexington Book Delivery

"Thanks for all you have done." Dakari J.

"Thanks for coming out." Dakari J.

Technical Services Board Report July 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

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

CONTINUING EDUCATION/MEETINGS ATTENDED

- On July 13, 2017, Wendy and Vanessa attended RAILS workshop: Introduction to Library of Congress Subject Headings Workshop at Des Plaines Library, Des Plaines IL.
- On July 18, 2017, Wendy attended an EBSCO Webinar: Administration Basic Overview

STATISTICS

Monthly Statistics between 07/01/2017 and 07/31/2017:

July-17	Tech Services Monthly Statistics												
Monthly Items at Polaris:													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD Total
Added Books:	1128	1253	1604	1609	1848	1311	1679						10,432
Added AVs:	455	652	1134	1081	518	486	655						4,981
Added Periodicals:	621	627	659	624	630	646	575						4,382
Added eBooks:	230	42	67	321	111	100	73						944
Monthly Add-on items:													
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982						20,739
2016	2,828	2,987	3,827	2,603	3,078	3,394	2,080	3,469	3,348	2,547	5,270	2,314	37,745
Yearly change%	-13.93%	-13.83%	-9.49%	39.65%	0.94%	-25.07%	43.37%						
Monthly Delete:													
2017	27,798	11,234	10,182	2,956	3,379	4,329	4,814						64,632
2016	2,697	2,638	4,031	5,447	7,105	12,042	10,582	4,223	4,097	4,779	1,436	3,892	62,969
Yearly change%	930.70%	325.85%	152.59%	-45.73%	-52.44%	-64.05%	-54.51%						
Total OPPL Collection:													
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409						
2016	317,254	321,148	315,957	314,581	317,786	319,008	320,682	323,254	323,901	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%	2.42%	3.56%	2.10%						
Polaris Total Item/Title by month:			327,409	267,037									

GRANTS/SPECIAL PROJECTS

- Wendy found over 600 checked out items that were due on a library's closing date. Wendy, Carol and Vanessa adjusted them to correct due date
- Wendy created records and linked them to NASA database at Orland Park Library website. Now these digital items are searchable through Polaris remotely

CUSTOMER SERVICE LOG

July 18, 2017 Kelly brought Field Museum people through our department on a tour. Kelly said: "They are the heart of the library. Wendy was instrumental in getting the records into catalog. Technical Services is where it all happens." Carol M.

July 31, 2107 All items with August 6 due dates need to be changed to August 7 because we are closed August 6. All checked out items that were due on August 6, 2017 are updated as Due on August 7, 2017. Wendy said "Carol and Vanessa: Thanks for the help!" Closing dates in the system are also updated to 2018. Thanks. Jackie sent email saying "Great! Thank you Wendy". Carol M.

Youth Services Board Report July 2017

PERSONNEL

Diane Norris-Kuczynski resigned her position as Head of Youth Services on July 27

SERVICES/PROGRAMS/PROJECTS/CLASSES

No school visits or teacher paks were distributed during July

CONTINUING EDUCATION/MEETINGS ATTENDED

Marianne Dawson attended "Stick With It" webinar on July 7, 2017

Diane Norris-Kuczynski attended "Sensory Processing Disorders and Movement" webinar on July 13, 2017

STATISTICS

<u>Category</u>	<u>7/2017</u>	<u>7/2016</u>
Reference	2709	1762
Reference Remote	82	79
Non-Reference	570	318
N-R Remote	44	54
Extended Help	202	0
Teen Programs	2026	393
Youth Programs	1758	1484

Final Summer Reading Statistics "Reading by Design" 2017

	Completed	Registered	Percentage
Birth through 35 months	55	101	54 %
Age 3- Grade 5	410	1011	40 %
Teen (Grade 6-12)	166	377	44 %
Adult	429	809	53 %
Total	1205	2298	52%

Patrons were delighted with the drawstring backpacks. We also received an overwhelmingly positive response from parents of the Age 3 - Grade 5 group regarding the shift from recording number of books to recording minutes of reading. Parents felt this was more equitable for children who read on different levels.

The total final completion rate is up 2% from 2016.

GRANTS/SPECIAL PROJECTS

The second stage of the furniture reupholstering project was completed. The remaining pieces will be delivered in August.

CUSTOMER SERVICE LOG

Preschool Desk

No report

Junior Desk

7/1/17 Girl looking for books to take on vacation "Thanks for telling me about the Playaways. That's awesome!" Amy N.

7/13/17 Grandmother with grandson looking for truck books "This is wonderful. Thank you for your help - you all are so nice, too!" Amy N.

Teen Desk

7/3/17 Gentleman looking for a few old movies. "It's been so wonderful to talk to you. You really know your old stuff and new!" Erin F.

7/3/17 Checking to see that an adult in the teen sitting area had a teen with them "I do have a teen with me. Thank you so much for checking. It's wonderful that you do that!" Erin F.

7/17/17 Mom looking for books for her kids "I'm so glad you're here. My kids love your recommendations!" Erin F.

7/17/17 A junior high boy who comes in a lot for books was looking for new things to read "Got any recommendations? I really love the stuff you suggest." Erin F.

7/26/17 Mom looking for a book for her daughter "Thank you for the suggestions. I think my daughter will love this." Erin F.

Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held August 8, 2017

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 7:00 p.m.

Call To Order

Members present: Diane Jennings, Christian Barcelona, Joanna Leafblad

Roll Call

Members absent: None

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator

None

Introduction of Visitors

None

Public Comment

2018 Salary Schedule – For Discussion and Final Action

New Business

The Committee Members discussed with the Finance Manager and the Library Director the recommended salary schedule for 2018. Referring to the hand-out, Finance Manager Kimmey said it reflected a 2% adjustment, which is recommended by the Management Association of Illinois, to keep the previously approved benchmarking on track. The committee discussed this handout asking about the various grade levels.

The Committee agreed to recommend the 2018 Salary Schedule to the Board of Library Trustees.

Staff salaries and salary adjustments for 2018 – For Discussion and Final Action

The Committee Members discussed with Finance Manager Kimmey and Library Director Weimar the 2018 salary increases. It is recommended the salaries increase 2.5% in keeping with the national average of 2.5% and the national library average of 2.4%. The committee concurred this percentage was acceptable. The salary adjustments discussed included the change of personnel in three department head level positions. The Head of Circulation which will now be titled Patron Services Manager and Head of Youth Services will need to be filled and are in Grade Level O which will also include the reinstatement of the manager of IT position to be posted soon. There were adjustments in all grade levels because of the change of staffing after the benchmarking was approved last year, but not as significant of a change as in grade level O. These posted starting salaries need to be in keeping with the 2018 salary schedule to remain in line with the benchmarking.

The Committee agreed to recommend the 2018 staff salaries and salary adjustments to the Board of Library Trustees.

Benefit Cost Allocation for 2018 – For Discussion and Final Action

Finance Manager Kimmey explained the cost allocation chart. He reminded the committee members the library is part of the Village of Orland Park's health plan and the library for the past several years has opted to go with the Village allocations for employee and employers. Kimmey stated that there was not any information from the Village as to increases, so the chart reflects a six per cent increase which was the 2017 increase percentage. The advantages of the HSA plan were discussed and more employees are moving to this plan which will help to keep the cost of the entire plan lower for the employer. Finance Manager Kimmey will keep in close contact with the Village for any changes in allocation and costs.

The Committee agreed to recommend the benefit cost allocation for 2018 to the Board of Library Trustees, subject to any changes made by the Village of Orland Park for 2018.

2018 Enrollment in the Village of Orland Park's Wellness Screening Initiative – For Discussion and Final Action

The Committee Members discussed this wellness initiative and how having early screenings is good for both the health plan and the employees. Vice President Leafblad received confirmation from Director Weimar that the library required Wellness Screenings for all employees and was previously voted for by the Board for the 2017 budget along with the cost associated with this screening initiative. Spouses are included if they are on the employees' plan. Employees are not mandated to participate but they will pay a higher insurance premium if they do not complete the wellness screening. Wellness Screenings are meant to try and catch any health issues early and it has been very helpful and appreciated by the vast majority of employees.

The Committee agreed to recommend the 2018 enrollment in the Village of Orland Park's Wellness Screenings Initiative.

Staff salary adjustments in 2017 – For Discussion and Final Action

Treasurer Jennings mentioned some employees that had been here for over 17 years were being paid nearly the same as new hires. Director Weimar explained that subtracting five years from an employee's years of service was used to begin the formula and Finance Manager Kimmey explained the full-time employee formula took every year after the first five and multiplied \$50 times each year. Part-time employees used the formula but multiplied each year after the first five with \$25 or \$33 depending upon the number of hours annually worked. While talking through the spreadsheet Finance Manager Kimmey pointed out we are \$84,000 under budget on the salary line item through June of this year and this would be the time to make these fair adjustments starting in September. The formula could not be used in all cases especially when employees who came started less than five years ago who had more experience but took a lower salary could be accommodated. Some subjectivity was necessary to make adjustments and still stay within the salary scale. Vice President Leafblad agreed that paying people fairly what they deserve was fine.

The Committee agreed to recommend the 2017 salary adjustments reflected in the proposed chart to the Board of Library Trustees.

\$1,000 compensation for Assistant Head of Circulation Services – For Discussion and Final Action

The Committee Members discussed the \$1,000 net compensation for Assistant Head of Circulation Services. Director Weimar informed the committee that due to the sudden death of the Head of Circulation, the Assistant Head has stepped up to perform many tasks above her grade level from scheduling to hiring with the assistance of the Director. These tasks have been performed by her since mid-May and based on the timeline of hiring a replacement, will be doing them until the end of September. Vice President Leafblad asked if this had ever been done in the past and Director Weimar informed her that in 2010 the Head of Outreach performed both her job and the Head of Technical

Services for over four months and was given the same compensation.

The Committee agreed to recommend the \$1,000 net compensation for Assistant Head of Circulation Services but would like to come to agreement with the rest of the Board Members on the amount.

Director Weimar mentioned that the new staff evaluation project is underway and this tool will be ready by early November, but not implemented until the 2018 evaluations for 2019 salary recommendations.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Personnel Committee Chair and Treasurer Jennings.

Adjournment

The meeting was adjourned at 7:46 p.m.

Diane I Jennings
Personnel Committee, Chair

Approved: _____

Date: _____

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

myWELLNESS INCENTIVE

Pay less in health care premiums by participating in the wellness incentive.

my Wellness Incentive factsheet

VILLAGE OF ORLAND PARK BENEFITS PROGRAM



PLAN FEATURES

CHC Wellness

CHC Wellness provides a proactive approach focusing on improving health for the individual and minimizing cost to the village. The CHC comprehensive biometric screenings consist of a full venipuncture blood draw and a blood pressure reading. The blood draw is comprised of 37 different tests including a full lipid panel (cholesterol, triglycerides, etc), fasting glucose reading, a complete blood count and many others. The screenings are generally each April.

The basic wellness screenings are FREE and CONFIDENTIAL and include a comprehensive biometric screening, health risk assessment, and personal health report. Results are available online for employees to measure their health improvement year after year. Results can also be sent directly to your physician. Learn more at www.chcw.com.

Full-time, non-union village and OPPL benefit eligible employees and their spouse on the plan must participate in the annual wellness screenings for that plan year to qualify for the wellness employee and spousal incentives. All other employee groups should refer to their collective bargaining agreements.

Full-time employees, officials, and spouses of non-union/DCC/IBEW/MAP/OPPL employees on the plan, are eligible to participate at no cost. All other spouses and part-time employees may participate by paying the 2017 flat rate of \$130 (*subject to change*) at the time of the screening.

THINGS TO REMEMBER

- The village conducts on-site health screenings scheduled by the village on pre-determined dates each calendar year for employees.
- To qualify for the wellness rate, employees must participate in the annual wellness screening for that plan year. Spouses on the health plan of some employee groups must also participate to qualify for the incentive.

2017 Wellness Incentive Rates

The chart below outlines the additional monthly amount you pay if you or your spouse are required to complete the basic wellness screening and you choose not to.

ADDITIONAL RATES	HMO ILLINOIS	HDHP/HSA	SILVER	GOLD
• Non-Union, IBEW, & Library Employee	\$60	\$65	\$75	\$85
• Non-Union, IBEW, & Library Spouse	\$60	\$65	\$75	\$85
• AFSCME, DCC, MAP, & OPPSA Employee	----- Refer to your CBA for rates. -----			
• AFSCME, DCC, MAP, & OPPSA Spouse	N/A	N/A	N/A	N/A

Wellness premium rate reductions are approximately 10% of the employee full premium rate added to the employee premium rate for your current selected health plan.

Employee premium rates will be administered with the wellness incentive applied. Upon confirmation of non-compliance with the wellness screening, discount removal will be applied retroactively to January 1 of the plan year.

Refer to the *myPlan Comparison* factsheets for monthly benefit cost details. Employees covered under a union group should refer to their respective CBA for wellness incentive rate information.

Remote Screening

If you are unable to participate in the on-site wellness screening, you have to complete the screening at an alternate location to maintain the wellness incentive rate within 30 days after the on-site dates.

THINGS TO REMEMBER

- Part-time employees and spouses not required to participate, may participate by paying the 2017 flat rate of \$130 (subject to change) at the time of the screening.
- Failure to obtain a screening by the specified date will result in the loss of the wellness incentive rate.

Contact us

Human Resources Office
708.403.6155



**Health Insurance Breakdown
Rates - Estimated 6% Increase
Recommendation for Employee Contribution for 2018**

2017 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	7,534.56	10,951.68	9,629.76	8,298.48
Emp + Child(ren)	14,300.16	22,385.28	17,681.28	16,190.40
Emp + Spouse	14,901.36	23,326.80	18,431.04	16,925.28
Family	22,124.88	34,633.92	26,801.28	25,129.44
Employee Cost				
Employee	753.36	3,066.48	962.88	248.88
Emp + Child(ren)	1,429.92	6,267.84	1,768.08	485.76
Emp + Spouse	1,490.16	6,531.60	1,843.20	507.60
Family	2,212.32	9,697.44	2,680.08	753.60
Employer Cost				
Employee	6,781.20	7,885.20	8,666.88	8,049.60
Emp + Child(ren)	12,870.24	16,117.44	15,913.20	15,704.64
Emp + Spouse	13,411.20	16,795.20	16,587.84	16,417.68
Family	19,912.56	24,936.48	24,121.20	24,375.84

Employee pays 10% 28% 10% 3%

HSA funding by employer of 40% of deductible: \$1,350 employee / \$2,700 other tiers

2018 Dental

No Cost to Employees

Monthly Annual

Employee	\$ 36.55	\$ 438.59
Emp + Child(ren)	\$ 90.48	\$ 1,085.78
Emp + Spouse	\$ 73.08	\$ 876.92
Family	\$ 127.03	\$ 1,524.36

2018 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	7,986.63	11,608.78	10,207.55	8,796.39
Emp + Child(ren)	15,158.17	23,728.40	18,742.16	17,161.82
Emp + Spouse	15,795.44	24,726.41	19,536.90	17,940.80
Family	23,452.37	36,711.96	28,409.36	26,637.21
Employee Cost				
Employee	798.56	3,250.47	1,020.65	263.81
Emp + Child(ren)	1,515.72	6,643.91	1,874.16	514.91
Emp + Spouse	1,579.57	6,923.50	1,953.79	538.06
Family	2,345.06	10,279.29	2,840.88	798.82
Employer Cost				
Employee	7,188.07	8,358.31	9,186.89	8,532.58
Emp + Child(ren)	13,642.45	17,084.49	16,867.99	16,646.92
Emp + Spouse	14,215.87	17,802.91	17,583.11	17,402.74
Family	21,107.31	26,432.67	25,568.47	25,838.39

Employee pays 10% 28% 10% 3%

2018 Vision

No Cost to Employees

Monthly Annual

Employee	\$ 5.26	\$ 63.09
Emp + Child(ren)	\$ 10.52	\$ 126.18
Emp + Spouse	\$ 9.99	\$ 119.82
Family	\$ 15.43	\$ 185.20

**Orland Park Public Library
Competitive Pay Structure
Based on a 37.5 Hour Workweek
Effective: January 1, 2018**

Pay Grade	Range Minimum	Range Midpoint	Range Maximum
D	\$16,421	\$20,526	\$24,632
	\$8.42	\$10.53	\$12.63
E	\$18,400	\$23,000	\$27,600
	\$9.44	\$11.79	\$14.15
F	\$20,617	\$25,771	\$30,926
	\$10.57	\$13.22	\$15.86
G	\$23,102	\$28,877	\$34,652
	\$11.85	\$14.81	\$17.77
H	\$25,886	\$32,357	\$38,828
	\$13.27	\$16.59	\$19.91
I	\$29,005	\$36,257	\$43,508
	\$14.87	\$18.59	\$22.31
J	\$32,500	\$40,626	\$48,751
	\$16.67	\$20.83	\$25.00
K	\$36,417	\$45,522	\$54,625
	\$18.68	\$23.34	\$28.01
L	\$40,805	\$51,007	\$61,208
	\$20.93	\$26.16	\$31.39
M	\$45,723	\$57,154	\$68,584
	\$23.45	\$29.31	\$35.17
N	\$51,233	\$64,041	\$76,849
	\$26.27	\$32.84	\$39.41
O	\$57,407	\$71,758	\$86,109
	\$29.44	\$36.80	\$44.16
P	\$64,324	\$80,406	\$96,486
	\$32.99	\$41.23	\$49.48
Q	\$72,075	\$90,095	\$108,114
	\$36.96	\$46.20	\$55.44
R	\$80,762	\$100,951	\$121,142
	\$41.42	\$51.77	\$62.12
S	\$90,493	\$113,117	\$135,741
	\$46.41	\$58.01	\$69.61
T	\$101,398	\$126,748	\$152,097
	\$52.00	\$65.00	\$78.00

Forty hour equivalent of Pay Grade O:			
O40	\$61,234	\$76,542	\$91,850
	\$29.44	\$36.80	\$44.16

Orland Park Public Library
Staff Salary Adjustments for 2017 / Proposed Raise Amounts for 2018

Name	2017 Years of Service\ Experience Adjustment	2017 New Hire Additional Cost	2018 Years of Service\ Experience Adjustment	2018 New Hire Additional Cost	2017 Budgeted Annual Compensation	Proposed 2.5% raise for 2018 Effect 1-1-18	Gap Payment for 2018 Effect 1-1-18	2018 Raise Amount	2018 Budgeted Annual Compensation
Pay Grade D *	\$ 180		\$ 359		\$ 118,739	\$ 2,582	\$ 2,179	\$ 4,761	\$ 106,683
Pay Grade G	\$ 270	\$ -	\$ 539	\$ -	\$ 254,803	\$ 5,893	\$ 8,137	\$ 14,030	\$ 268,833
Pay Grade H	\$ 141	\$ -	\$ 283	\$ -	\$ 90,715	\$ 2,265	\$ 3,257	\$ 5,522	\$ 96,236
Pay Grade I	\$ 666	\$ -	\$ 1,334	\$ -	\$ 73,857	\$ 1,846	\$ 912	\$ 2,758	\$ 76,616
Pay Grade J *	\$ 1,597	\$ -	\$ 3,197	\$ -	\$ 302,223	\$ 7,352	\$ 8,236	\$ 15,588	\$ 317,811
Pay Grade K *	\$ 508	\$ -	\$ 1,017	\$ -	\$ 408,776	\$ 9,545	\$ 7,089	\$ 16,634	\$ 424,939
Pay Grade L *	\$ 500	\$ -	\$ 1,000	\$ -	\$ 479,384	\$ 10,613	\$ 5,627	\$ 16,239	\$ 474,264
Pay Grade N	\$ 33	\$ -	\$ 67	\$ -	\$ 184,337	\$ 4,608	\$ 3,906	\$ 8,514	\$ 192,851
Pay Grade O **	\$ 2,333	\$ 26,187	\$ 4,667	\$ 52,376	\$ 437,364	\$ 10,934	\$ 957	\$ 11,891	\$ 449,255
Pay Grade O40	\$ 1,000		\$ 2,000.00		\$ 79,357	\$ 1,984	\$ -	\$ 1,984	\$ 81,341
Pay Grade P	\$ 1,000		\$ 2,000.00		\$ 80,252	\$ 2,006	\$ 391	\$ 2,397	\$ 82,649
Pay Grade Q	\$ 1,000		\$ 2,000.00		\$ 91,150	\$ 2,279	\$ -	\$ 2,279	\$ 93,429
Pay Grade T					\$ 127,001	\$ 3,175	\$ -	\$ 3,175	\$ 130,176
	\$ 9,228	\$ 26,187	\$ 18,463	\$ 52,376	\$ 2,727,957	\$ 65,082	\$ 40,691	\$ 105,772	\$ 2,795,082



Retainer Agreement
For
Orland Park Public Library

07/26/17

Description of Retainer Agreement

We feel that one of our strong advantages over the competition is the depth and versatility of our support staff. The purpose of the Retainer is to provide access to that talent at reduced labor rates, for progressively larger blocks of time purchased in advance.

Advantages of Retainer Agreement

- Discounted Labor Rate** Significant volume discounts versus the standard time & materials rate.
- Locked in Rate** Protection against rate increases for the hours purchased in the Retainer block for a period of one (1) year from the execution of the agreement.
- Convenience** No need to create a purchase order for every request for service.

Labor Rate

Line #	Description	Qty	Unit Price	Ext. Price
1	Retainer - Prepaid Labor Block - 500 Hours at \$118/hr	1	\$59,000.00	\$59,000.00
			Total	\$59,000.00

Emergency support after normal business hours or on holidays will be billed at 1.5 times the above stated labor rate. Normal business hours are Monday through Friday 8:00 AM to 5:00 PM.

Usage of Retainer Time

This Retainer can be utilized for, but not limited to the following:

- System Administration, Implementation, Migration, and Virtualization Projects
- Security & Availability Projects including Firewall / Antivirus / Antispam / Backup
- Networking Projects including Design, Installation, and Maintenance on Wired and Wireless Devices
- Workstation Infrastructure Installation & Migration
- Remote and Onsite User Support and Knowledge Transfer
- Tower Climbing Work (billed at 1.25 times the stated labor rate)

Standard Response Times

Our goal is to provide prompt service and reach the service level targets listed below greater than 95% of the time.

- 1) Remote service within 1 Hour for network down emergencies
- 2) Onsite service within 4 Hours for network down emergencies
- 3) Remote service within 4 Hours for non-emergency work
- 4) The Primary assigned consultant can typically be scheduled for onsite service when we have 2 - 3 days advance notice.

Payment

All labor blocks must be pre-paid in order to receive the discounted labor rate. These Retainer hours are non-transferable and non-refundable. All labor blocks must be used within a one (1) year period from the date of the agreement or said agreement shall become null and void. However, Current Technologies will allow remaining hours to be used after the one year time period, if notified prior to the end of the one (1) year limitation with the written authorization from a Current Technologies Officer. Current Technologies reserves the right to increase the hourly labor rate by up to 5%, for each yearly carry over period after the initial one-year term.

The purchase of products and/or services from Current Technologies are subject to the standard terms and conditions located at the following URL: <http://www.currenttech.net/terms> By signing this agreement you are agreeing that you have read and agreed to the terms and conditions.

Quote # CTCQ17021

Agreed and Accepted:

Orland Park Public Library

Date

PO #

Ordering Instructions: Email to: orders@currenttech.net or Fax to: 630-388-0241

SMOOTHOVER SEAL AND PAVE, LLC.
773-758-0758 FAX 773-445-8058

S.O.S. PAVEMENT CORRECTION COMPANY

EST. 2006

WOMEN OWNED ENTERPRISE .CERTIFIED with CITY OF CHICAGO, COOK COUNTY, STATE OF ILLINOIS.WBE PARTICIPATION FULFILLMENT. SUB CONTRACTORS ARE ADDED TO JOBS AS NEEDED. INS CERTS PROVIDED AS NEEDED. EXTRA RETURN TRIPS SURCHARGED

Contact Steve Newman THIS IS A HOLIDAY PREMIUM DATES 3 MOBILIZATIONS POSSIBLY 4

LOCATION/JOB NUMBER Orland Park Public Library 14921 Ravinia Ave, Orland Park

Job Description: ASPHALT WORK/BARRICADE/CLEAN/EDGE/RE-SEALING/RE-STRIP/PATCHWORK AND REPAIRS
Installed speed humps and 8 handicap posts

1. **SEALCOAT APPROX ALL SQUARE FEET OF PAVEMENT AND WALKWAYS**
WITH SEALMASTER RTU ASPHALT BASED PMM OR ULTRA COAL TAR ULTRA IS PRE SANDED AND FSA TREATED SEALER APPLIED PER MANUFACTURED SPECS BY HAND BRUSH OR SPARY METHOD. RTU IS PRE SANDED AND MOLLIFIERS AS NO TAMPERING TO SEALER CAN BE DONE.
ALL EDGES HAND APPLIED TO A MINMUM OF 10 INCHES OUT. GROUND TEMP WILL BE GUARDED AND DECISIONS MADE AT APPLICATION TO GROUND TEMP.
2. **LOT CLOSURE, CLEAN, AIR COMPRESSED WHERE NEEDED, EDGE, SEAL OR RESEAL. BARICADE REMOVAL AS JOB DICTATES.**
3. **RTU HAS IN IT SILICA SAND MIX AS REQUIRED LBS. PER GALLON PER. SPECS AND PRODUCT. MIXED BY POWER AGITATION**
4. **RTU LATEX MODIFIERS are FSA OR TARMAX ADDITIVES/FASTER DRYING AND CURING TIME AS NEEDED AND BID.**
5. **ANY JOINT/CRACK FILL AS PROPOSED WITH 3405 asdm HOT CRACK FILL. POWERWHEEL ROUTED AND CLEANED WITH COMPRESSED AIR. CLEAN AND FILL AS DECIDED ½ INCH OR BETTER. 350 Degree application**
6. **STRIPING AS SHOWN/ STALLS/ 4 LARGE STOP BARS/ CHARACTERS/ STRIPES/ 16 ARROWS LARGE/ SMALL/ 8 ADA COLOR HANDICAPS/ 85 HASHOUTS/ LINEAR FEET CENTER LINES/ NUMBERED STALLS/ PAINTED BUMPERS/ REPLACEMENT BUMPERS/ NO PARKING/ FIRE LANE/ 8 HANDICAP/ COLORMAT WITH BLOCK EDGE/ LIGHT POLE AND BALLASTS/ NEW LAYOUT FEE IF NEEDED IS 350.00**
7. **AREAS OF POTHOLE PATCHWORK IS A CUT, SAW, AND REPLACE METHOD. REPLACE BROKEN ASPHALT WITH HOT SURFACE ROLLED AND COMPACTED AS NEEDED. HAUL AWAY TO PROPER DUMPSITE TO RECYCLE. CA 6 GRAVEL ADDED AS NEEDED TO BASE. STONE ADDED AS NEEDED TO ALL PAVING.**
8. **ALL AREAS PRIOR OF PAVING RESURFACE SHALL BE CUT OR GRINDED TO PROPER ELEVATION. ALL CLEANED AND REMOVED OF LOOSE SURFACE. ALL LOW AND SUNKEN AREAS SHALL BE LEVEL AND COMPACTED WITH EDGES GRINDED AND AREAS PATCHED AND LEVELED, TACKED AND**

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COMPACTED WITH HOT BITIMOUS ASPHALT SURFACE. ALL DEBRIS FIELDS CLEANED UP AND HAULED AWAY TO PROPER DUMP, THEREFORE CONCRETE OR HEAVY DIRT MAY HAVE DUMP FEES IN BID.

PRICING AS FOLLOWS:

\$1250.00	8 new handicap posts with signage AND 250 FINE FEE. DUG IN FEET ADA ON GROUND
\$1550.00	3 NEW SPEED HUMPS OF ASPHALT 3 BY 15 APPROX IN ASPHALT
\$1365.00	FILL.IDOT 3,000LF ASMD 3405 A SEALMASTER PRODUCT. SPEC SHEETS INC. Applied at 350 degrees
\$	SEWER/ REHEATS AND PAVE SUNKEN AREAS/ CUT & PATCH. NEW O RINGS EXTRA CHARGE.
\$975.00	SQ. FT. AS MARKED POT HOLES. CUT AND REPLACE WITH HOT BITIMOUS ASPHALT SURFACE REPLACEMENT AND INSTALLATION. POWER COMPACTION AND ROLLED. INFRARED OR CUT AND SAW.
\$16480.00	PRICED AT SEALCOAT SQ.FT. 1 COAT SEAL METHOD all SQUARE FEET LOTS. 2ND COAT DRIVE LANES AND PATCHWORK of holes.
\$2955.00	STRIPING ALL STALLS LOTS/ AS SHOWN/ SEE ABOVE FOR DETAILED STRIPING. HIGHWAY GRADE SEALMASTER PRODUCTS PAINT SPEC SHEETS AVAILABLE. COLORS TBD. YELLOW, WHITE, OR BLUES 16 ARROWS 3 STOP BARS 8 ADA 1 FIRE LANE 85 HASHOUT

TOTAL COSTS \$24,575.00 ALL WORK asphalt work striping handicap installed hot crackfill

Terms: Payment TERMS 50% upon contract/ Balance due in total on completion. 250 late fee after 7 days.

- Bid is good for **20** days from the date on the estimate
- All permits to be provided BY JOB SPECIFICS. COSTS TO BE ADDED to contract.
- SMOOTHOVER is not responsible for delays in work due to weather, acts of God, governmental restrictions or regulations; local labor shortages, shortages of raw materials, supplies, transportation, fuel, or any other result out of the control of Smoothover Sealcoating and Paving.
- All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. All work is covered by 3,000,000 general liability insurance. CERTIFICATES AVAILBALE ON REQUESTS.
- Any opening of lot early nulls all warranty on sealers. 48 hours is best for curing, but 24 is req.
- See Terms and Conditions

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Respectfully submitted,

KATHLEEN STRAND

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I understand that I am liable for all late fees and legal expenses.

Date of Acceptance _____

Signature _____

Special Notes: Not responsible for white out and black out marks due to a heavy winter salt; any additional mobilizations subject to fuel surcharge. We offer various products of sealer for your specific needs.

NO GUARANTEE ON SEALER IN AREAS OR WEATHER out of manufacturer SPECS. Ex. opening lot prior to the recommended time nulls all guarantees. Minimum of 24/48 hours under proper weather conditions for sealer.

PLEASE NOTE: WE SPECIALIZE IN USE ON **NON**-COAL TAR SEALERS. PMM OR ASPHALT BASE FOR THE PEDEATRIAN FRIENDLY PATHWAYS AND LOTS. SCOPE OF REPAIR AND MAINTENANCE AS DEEMED. I AM A SEALMASTER PREFERRED CONTRACTOR OF THESE PRODUCT AND HAVE REFERRALS AVAILABLE UPON REQUEST. Trip charges apply to changes and add ons in some cases.

BUSINESS LICENSE# 323487

WBE CERTIFIED/CITY OF CHICAGO /FEIN 61-1470129

IDOT SUBCONTRACTOR #13767

WBE CERTIFIED COOK COUNTY

INSURED 3,000,000

SMOOTHVERSEAL@AOL.COM/KATHLEENSTRAND

773-758-0758

773-445-8058 FAX

2222 W 113TH PL CHICAGO IL 60643 PAYMENT ADDRESS

Terms and Conditions

The Library shall pay all invoices pursuant to the Illinois Local Government Prompt Payment Act.

Smoothover Seal and Pave, LLC is required to provide the Library with advanced written notice of its request to enter into a subcontract for any work to be performed pursuant to this Contract. The Library shall have the unilateral and unconditional right to accept or reject, in writing, any proposed subcontractor.

Nothing contained in the Smoothover Seal and Pave, LLC's Proposal or in this Contract shall create or be construed as creating any contractual relationship between any Library approved subcontractor and the Library. Smoothover Seal and Pave, LLC shall be solely responsible for making any and all payments to any and all Library approved subcontractor used to perform the asphalt work under this Contract, and shall defend, indemnify and hold the Library harmless for any and all causes of action and liabilities arising from the failure of Smoothover Seal and Pave, LLC to pay any Library approved subcontractor.

Section 7(2) of the Illinois Freedom of Information Act (FOIA) (5 ILCS 120/7(2)) requires certain records that qualify as "public records," which have been prepared by and are in the possession of a party who has contracted with the Library, be turned over to the Library so that a FOIA requestor can inspect and photocopy the non-exempt portions of the public records pursuant to a FOIA request. The Library has a very short period of time from receipt of a FOIA request to comply with the request, and it requires sufficient time to review the records to decide what information is or is not exempt from disclosure. Smoothover Seal and Pave, LLC acknowledges the requirements of FOIA and agrees to comply with all requests made by the Library for public records (as that term is defined by Section 2(c) of FOIA) in the Smoothover Seal and Pave, LLC's possession and to provide the requested public records to the Library within two (2) business days of the request being made by the Library. Smoothover Seal and Pave, LLC agrees to indemnify and hold harmless the Library from all claims, costs, penalties, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Library under this Contract.

As a material inducement for the Library to enter into this Contract, Smoothover Seal and Pave, LLC agrees to defend, indemnify, protect and hold harmless the Library, its elected or appointed officers and officials, presidents and trustees, agents, volunteers, attorneys, engineers, representatives and/or employees ("Library Affiliates") from and against any and all claims, actions, suits, damages, costs, expenses and liabilities, including the reasonable fees and expenses of their attorneys, expert witnesses and consultants, court costs and fines, asserted against them or sought to be imposed upon them, individually, jointly or severally, and which arise directly or indirectly out of or in connection in any way with the acts of Smoothover Seal and Pave, LLC or its subcontractor while performing the work covered by this Contract, or the intentional or negligent acts or omissions of Smoothover Seal and Pave, LLC or its subcontractor, their officers, agents, or employees, except to the extent that those claims, actions, suits, damages, costs, expenses and liabilities arise solely from the Library's willful or wanton acts or omissions.

Smoothover Seal and Pave, LLC agrees to waive and relinquish any and all claims, actions, suits, damages, costs, expenses and liabilities that it may have against the Library, its elected or appointed officers and officials, presidents and trustees, agents, volunteers, attorneys, engineers, representatives

and/or employees, arising out of, connected with, or in any way associated with this Contract or any matters of any kind covered by the Contract, or from the termination of this Contract by the Library or Library Affiliates, except to the extent those claims, actions, suits, damages, costs, expenses and liabilities arise solely from the Library or Library Affiliates' failure to perform its/their obligations under the Contract

In the performance of its obligations pursuant to this Contract, Smoothover Seal and Pave, LLC shall at all times observe and comply with all laws, ordinances and regulation of the Federal, State, county and local government, including but not limited to all of the applicable provisions of the Illinois Prevailing Wage Act, the Illinois Human Rights Act and all environmental laws. Neither the company nor its subcontractor shall engage in any prohibited form of discrimination in employment as defined in the Illinois Human Rights Act. Smoothover Seal and Pave, LLC shall maintain, and require that its subcontractor to maintain policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability or unfavorable discharge from military service. Smoothover Seal and Pave, LLC and its subcontractor shall comply with all requirements of the Illinois Human Rights Act including maintaining a sexual harassment policy and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Smoothover Seal and Pave, LLC and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this Contract.

Library may decline to pay an invoice, in whole or in part, to the extent Library decides it is necessary to protect it from loss due to any of the following:

- (i) Breach by Smoothover Seal and Pave, LLC of any of its obligations under this Contract (including the costs to Library of remedying the breach (whether by replacing or repairing the work or otherwise) and all other costs directly attributable to other services that are required to be performed in connection with remedying such breach);
- (ii) Third party claims filed or reasonable evidence indicating probable filing of such claims;
- (iii) Smoothover Seal and Pave, LLC's failure to properly pay subcontractors or to properly pay for equipment, materials or labor;
- (iv) Damage to Library's or another's property where such damage arises out of the actual or alleged willful misconduct or negligent acts or omissions of Smoothover Seal and Pave, LLC and subcontractors or their agents, employees or any other person to whom, directly or indirectly, Smoothover Seal and Pave, LLC or any subcontractors may be liable;
- (v) Reasonable evidence that the work will not be completed within the time requirements specified in this Contract or for the balance of the Contract price then unpaid;
- (vi) Unsatisfactory work performed; or
- (vii) Incomplete, inaccurate, or unauthorized billing.

If the Smoothover Seal and Pave, LLC should neglect to execute the work or any part or parts thereof diligently and properly or fail to perform any provision of the Contract, the Library, after two (2) days' written notice to the Smoothover Seal and Pave, LLC, may without prejudice to any other remedy it

may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Smoothover Seal and Pave, LLC.

Smoothover Seal and Pave, LLC and its officers, corporate authorities, employees and agents, subcontractors certify that they are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or 5/33E-6 (interference with contract submission and award by public official) or as a result of a violation of 820 ILCS 130/1 et seq. (the Illinois Prevailing Wage Act) or as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue or any fee required by any unit of local government or the State, unless the Party is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax or the fee, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq. Smoothover Seal and Pave, LLC and its officers, corporate authorities, employees and agents further certify by signing this Agreement that Smoothover Seal and Pave, LLC and its officers, corporate authorities, employees and agents have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 et seq.; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that officer's or employee's official capacity. Nor has Smoothover Seal and Pave, LLC and their officers, corporate authorities, employees and agents made admission of guilt of such conduct which is a matter of record, nor has any official, officer, agent or employee of Smoothover Seal and Pave, LLC been so convicted nor made such an admission.

Smoothover Seal and Pave, LLC and all subcontractors shall pay to all laborers, workman and mechanics performing work under the Contract, where applicable, not less than the prevailing rate of wages determined by the Illinois Department of Labor in accordance with the Prevailing Wage Act (820 ILCS 130/1 et seq.). It is Smoothover Seal and Pave, LLC's sole responsibility and duty to insure that any revision in the prevailing wage rates during the course of the project will be reflected in payment from Smoothover Seal and Pave, LLC and each subcontractor to each worker where the change is applicable. In no case shall any revision in the rates of prevailing wages result in an increase in the total Contract sum.

**CORRESPONDENCE RECEIVED FROM JULY 18, 2017 THROUGH
AUGUST 21, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received 7/25/17 from Story Time with Megan Fox to FOIA Compliance team and Mary Adamowski regarding Bridget Bittman video removal.

CORRESPONDENCE 2

Email received 7/28/17 from Story Time with Megan Fox to the FOIA Compliance team, Mary Adamowski and the Orland Park Public Library Board of Trustees regarding an ALA expense.

CORRESPONDENCE 3

Email received 7/29/17 from Story Time with Megan Fox to the Orland Park Public Library Board of Trustees and FOIA Compliance team regarding an ALA expense.

CORRESPONDENCE 4

Email received 8/4/17 from Story Time with Megan Fox to the FOIA Compliance team, Mary Adamowski and the Orland Park Public Library Board of Trustees regarding the Illinois Travel Expense Bill.

CORRESPONDENCE 5

Email received 8/4/17 from Kevin Dujan to the FOIA Compliance team, Mary Adamowski and the Orland Park Public Library Board of Trustees regarding the Illinois Travel Expense Bill.

CORRESPONDENCE 6

Email received 8/4/17 from John Kraft to the FOIA Compliance team regarding a FOIA on a Travel Expense.

CORRESPONDENCE 7

Email received 8/5/17 from Story Time with Megan Fox to the FOIA Compliance team, Mary Adamowski and the Orland Park Library Board of Trustees regarding a FOIA request.

CORRESPONDENCE 8

Email received 8/10/17 from Story Time with Megan Fox to the Orland Park Library Board of Trustees and Mary Adamowski regarding an ALA expense and related articles in the Prairie and South Cook News newspapers.

CORRESPONDENCE 9

Email received 8/15/17 from Story Time with Megan Fox to the Orland Park Library Board of Trustees, FOIA and Mary Adamowski requesting the Board have a roll call vote to approve a spending instance related to ALA and pursuant to FOIA request.