

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

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM SEPTEMBER 18, 2017—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY AND TO DISCUSS PROBABLE, IMMINENT, OR PENDING LITIGATION AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

1. Review and Approval of the 2018 Budget and Levy – For Action
Motion to approve the 2018 Budget and Levy at a 2.5% increase and adopt a "Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018"

K. NEW BUSINESS

1. Approval of the Library Director's 2017 Evaluation – For Action
Motion to approve the Library Director's 2017 Evaluation as presented in the Closed Session

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 18, 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, Charles McShane

Roll Call

Members absent:

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Kelly Cuci, Head of Outreach
Wendy Xie, Head of Technical Services

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Secretary Kleis made a motion to approve the August 21, 2017 minutes. Vice President Leafblad seconded. Trustee Healy indicated a grammatical edit. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer Jennings moved to accept the Treasurer's Report for August 2017. Secretary Kleis seconded.

Treasurer's Report

Discussion took place regarding year-to-date expenditures in the Databases, Furniture, Public Information, Legal Fees and Investment categories. Director Weimar explained that the Database line item is over because of the recent purchase of Lynda.com with a subscription cost of \$13,000 based on our population. The recent purchase of the Call Center desk, the additional A-frame new book shelving units and the Youth Services furniture reupholster project was the reason the Library Furniture line item went over on year-to-date expenditures. The overage in Public Information included the purchase of 988 beach balls which were used as a promotional giveaway at the recent Taste of Orland.

Trustee McMillan inquired about the projected amount of money for Legal for FY2018. Director Weimar stated for the past several years more monies were allocated for Legal due to ongoing issues. Administration believes the amount can be lessened since the Library had decreased legal costs. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 7/18/17-8/21/17. President Barcelona seconded.

Trustee Healy noted that a library staff member had recently spent a significant amount of her own money to purchase programming materials. Director Weimar stated she has spoken to the staff member recently concerning this matter and the staff member will use petty cash and/or the library Visa card when making future purchases. It was verified the library has two credit cards staff use for various purchases: Cardmember Services (Visa), Capital One (Costco). Trustee McShane suggested that the Library try to renegotiate its contract with Comcast and to inquire if it is possible to get more bandwidth and increased connection speed. Director Weimar stated that the Comcast contract is a governmental one offering lower pricing but will check with the company. Trustee McMillan inquired about the company Reliastar and how the Library is associated with it. Finance Manager Kimmey explained the company offers a 457B retirement plan to some full-time staff, as well as Annuity Premium fully funded by the employee. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee Healy suggested that the two new full-time staff members might be hired at a 40-hour per week schedule. Director Weimar stated it would create an imbalance with the other full-time staff members. Salary adjustments would also have to be made accordingly. Director Weimar suggested it might be possible to add one hour per year to each full-time staff member so there would be less of a financial impact realized.

Librarian's Report

Dan Williams is working on the Roku sticks which are circulated to the patrons. The old devices are still able to be used, but will only be activated when a patron who doesn't have the adequate device set-up needs it. The Voodoo account will only allow a limited amount of devices. He is researching a work around. Mark Ewasiuk is training the other IT staff to monitor the wireless and hardwire Internet traffic to ensure adequate bandwidth for all patrons. He is also training the staff on searching the Barracuda spam filter for legitimate emails which might have been captured. After meeting with the IT staff, there may be some additional one-on-one classes advertised through the web and eBlast to better assist patrons.

The Chinese delegates from Shanghai, China toured our library on September 12th. There were sixteen delegates representing many municipal positions in Shanghai. It was a very successful tour. The library gifted them with backpacks and other OPPL items along with some informational material.

September 19th is Talk Like a Pirate Day and the library staff are going to be pirates for the day and help promote the Mango Language database and other databases offered to our patrons. A staff member will be distributing individual mango flavored gel treats to the patrons in the lobby with promotional materials.

The DIY Drop-In Crafts program hosted a wreath craft made from book pages and had 23 participants. Adult Services has planned several other Maker Spaces type crafts to address patron's interest. The Rat Pack Jazz program hosted a full house with music from the 50s and 60s on September 14th. The Teen programs have also been attracting a different audience as they are now more service oriented. Teens decorated the School Drive boxes for donations and are going to have a bigger role in these projects.

The library is happy to be partnering with the Orland Township to provide flu shots for all ages on Tuesday, October 10 at various times during the day and evening.

Kelly Cuci has been named the Chair of the Archival Committee and has embarked on digitizing the library documents. This project will take almost two years to complete and then will be ongoing. A purchase of the SAN for expanding storage will be needed as a separate archive server has been established.

Kelly passed around the first of the completed archived boxes containing some of the Library's founding documents. The plastic cover sheets are made from a special material that doesn't allow the papers to fade.

There has been new legislation from the Governor's Office. Governor Rauner signed three Illinois Library Association bills: House Bill 373 amends the Local Library Act to permit library board of trustees to submit the accurate tax levy amount required to fund its upcoming fiscal year no less than sixty days prior to when the tax levy must be certified under the Property Tax Code. House Bill 547 raised the bid advertisement dollar amount for library construction, remodeling, repairing, or building improvements from \$20,000 to \$25,000. Senate Bill 2068 allows library boards to authorize specific non-binding advisory questions to be placed on the ballot at the next regularly scheduled election in the city, village, incorporated town, or township in which the public library is located.

Our new Polaris Administrator, Wendy Xie, is researching whether the library will participate in the next Polaris upgrade this year. As the new person in charge of Polaris, she has recently been assisting Circulation in looking at the statistics which have been provided to Administration. There has been some discrepancy in how the statistics were counted in comparison to her research. Next month, Head of Technical Services will have more to report to the Board with her findings.

Reliable Fire installed two new contactors to the library's fire sprinkler system. The system is now completely functional on automatic mode.

Smoothover Seal and Pave completed the asphalt work of the parking lot over the Labor Day weekend. In addition to the sealing, Smoothover repaired the cracks in many areas of the lot, paved sunken areas especially around the sewer covers, installed 8 new handicap spots with signage, and added 3 speed humps in the staff parking area.

The contract for Trane has been signed and Steve will be contacting them to come out and inspect the equipment and to assist with any maintenance that may be necessary as the seasons change. The upgrade of the summit control system should begin within the next few weeks.

Steve Newman and Mary Adamowski will meet with Dan Pohrte of Product Architecture + Design and Jeremy Watson, President of Commercial Carpet Consultants on Wednesday morning to discuss the repair work of the Nurazzo tile flooring. Jeremy's staff started replacing the damaged tiles last week. They begin their work at 6 a.m. so that the loud drilling is completed by the time the library opens for business. The replacement tiles are being sealed in the basement and then brought to the lobby for placement. Maintenance and Administration have noticed a definite color difference between the old tiles and the replacement ones. Steve Newman has recommended to Administration that after the 22 tiles have been replaced, the floor be completely stripped, cleaned and covered with a different sealer than the one that Commercial Carpet Consultants has recommended. The current sealer product seems to not keep the dirt from penetrating and becoming embedded on the tile.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital
Campaign
Committee

FY2018 Budget and Levy – For Discussion

Unfinished
Business

Trustee McMillan asked for an explanation of line items, such as Building Maintenance, Security, and Liability Insurance. TYCO Integrated Security Systems will be separating the burglar and access card systems, as well as upgrading their software and hardware. The Compulock after-hours locker system is in need of a software upgrade but the company is out of business. LEID products has submitted a proposal for under \$25,000. The lockers have a small, but loyal audience who uses them on a regular basis. The money for the upgrade would come out of Building Maintenance which has enough funds to cover the cost of \$23,740. The Library has recommended that the Security line be increased to cover the cost of upgrading the existing security cameras, as well as installing more, perhaps facing the parking lot. With regards to Liability Insurance the library's rates have gone up over the years due to the amount of claims. CNA has given the library a very reasonable rate because they valued the library's business. Money has also been put into the FY2018 budget for a consultant to be hired to look at the building and its current structure and see how to repurpose the space. Computers in IT Commons, Teen, Youth Services and those used by department heads need to be upgraded. The plan is to upgrade half of them in 2017 and finish the second half in FY2018. Trustee McShane suggested the library investigate the possibility of leasing the computers to be more fiscally responsible since technology is ever-changing. Trustee Healy suggested the library check out the Tech Soup event on September 26 in which discounted pricing may be available. Director Weimar mentioned she intends to post the Virtual Services Manager job before the end of the year.

Referring to the spreadsheet handout, Director Weimar explained how Orland Park Public Library compares with surrounding libraries in regards to EAV. Director Weimar stated that the 2018 budget will be passed at the October board meeting. She asked for assurance from the Board that the budget is headed in the right direction. She stated that some line items may be readjusted in the next couple of weeks. Out of respect for the Village the library proposes a low levy amount. Director Weimar reminded the Board that the Village files the library's levy on the first Monday in December.

Chapters 1-5 of the Illinois Library Association Trustee Facts File, 4th Edition – For Discussion

New Business

Discussion took place in regards to Chapters 1-5 of the Illinois Library Association of Trustees Facts File. Trustee McMillan stated that the report offered a nice outline of responsibilities for trustees as crucial partners. Director Weimar stated she would provide the Board with copies of the Illinois Public Library Annual Report (IPLAR). IPLAR is a compilation of statistics that the Library records throughout the year. In order to be eligible for a Per Capita Grant the library must have its IPLAR on file with the state of Illinois.

Patron Service Manual (formerly Customer Service Training Plan) Revision – For Action

Vice President Leafblad motioned to approve the revision to the Patron Service Manual (formerly the Customer Service Training Plan) and authorize the Library Director to make any future revisions as needed. Secretary Kleis seconded. Director Weimar mentioned this was originally passed by the Board in January 2014. Trustee Healy asked about the Welcome Packets and Director Weimar said she wanted to keep that in place. Trustee McMillan said he liked the ‘take responsibility’ theme that is used throughout.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Access Control and Security Alarm upgrade customer proposal involving a software upgrade from Tyco Integrated Security in the amount of \$25,867 – For Action

Secretary Kleis motioned to approve the Access Control and Security Alarm upgrade customer proposal involving a software upgrade from Tyco Integrated Security in the amount of \$25,867. Vice President Leafblad seconded. Director Weimar explained that the swipe card system is failing and that recently some staff were not able to enter the building at their designated times. Tyco was not able to locate the problem and luckily there has not been an issue since. Assistant Library Director Adamowski will check with Tyco to see when the system will be upgraded.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Director Weimar stated that since the recent Safety webinar hosted by RAILS on September 13 was inadequate she will send an email with a number of links to other safety webinars to the staff and board. Trustee Jennings agreed that the webinar was not a good presentation.

Announcements

Trustee Jennings reminded the Board they need to complete and mail back to her the Director’s evaluation documents using the metered return envelope by October 9.

Director Weimar reported the Core Technology Competencies for staff has been completed and the first test that will be given to staff is email competency. Those staff in need of assistance will be identified by the results of the test and training will be offered so that all staff are on the same level.

Director Weimar pointed out the revised schedule of policy updates that the Management Team refers to so all policies are current.

Trustee McMillan inquired about the sponsorships follow-up that Public Information Manager Jackie Boyd was to look into. Director Weimar reported that Boyd is on maternity leave until the end of December but that an email was sent from her suggesting an annual outline of possible sponsorships with Village businesses and Library events.

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, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:12 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

DRAFT

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

Revenues

Tax Revenues are at 98.7% of annual budget. 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 97.7% of annual budget.

Expenditures

Total Expenditures were \$ 43,268 under budget for the month and \$ 437,671 under budget year-to-date.

Salaries is under budget by \$ 14,662 for September and \$ 113,832 under budget year-to-date. There are a few open positions at this time.

Books is over budget for the month by \$ 6,873, but under budget on a year-to-date basis.

Electronic Databases is over budget by \$ 1,611 for September and over budget on a year-to-date basis.

Water & Sewer is over budget for the month by \$ 3,485 and over budget on a year-to-date basis.

Natural Gas is over budget by \$ 909 for September, but under budget on a year-to-date basis.

Telephone is over budget for the month by \$ 760, but under budget on a year-to-date basis.

Automation-Equipment is over budget by \$ 7,268 for September, but under budget on a year-to-date basis.

Conference Fees is over budget for the month by \$ 760 and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	203,328.90	0.00	70,061.39		273,390.29
Cash - Marquette E-Commerce	2,917.26				2,917.26
PMA Financial Investments	7,227,096.42	1,073,899.46		2,110,171.66	10,411,167.54
Tax Receipts - Marquette	13,733.56				13,733.56
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	35,335.46	1,673.55		7,134.20	44,143.21
Property Taxes Receivable	96,812.38			919.11	97,731.49
Prepaid Expenses	156,832.40				156,832.40
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,736,357.38</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,118,224.97</u>	<u>11,002,757.16</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 W/H Payable	325.03	0.00	0.00	0.00	325.03
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	96,812.38	0.00	0.00	919.11	97,731.49
Accounts Payable	44,333.23	0.00	0.00	0.00	44,333.23
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	64,464.20	64,464.20
Total Liabilities	<u>141,470.64</u>	<u>0.00</u>	<u>0.00</u>	<u>65,383.31</u>	<u>206,853.95</u>
Beginning Unrestricted Fund Balance	<u>6,268,260.96</u>	<u>773,095.83</u>	<u>68,284.75</u>	<u>533,848.88</u>	<u>7,643,490.42</u>
Fund Balance - Nonspendable	<u>156,832.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>156,832.40</u>
Fund Balance - Restricted by Donors	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance - Restricted by Statute	<u>13,597.41</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,597.41</u>
Fund Balance - Restricted by Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Transfers between Funds	<u>(300,000.00)</u>	<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,456,195.97</u>	<u>5,017.59</u>	<u>1,776.64</u>	<u>1,518,992.78</u>	<u>2,981,982.98</u>
Ending Fund Balance	<u>7,594,886.74</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,052,841.66</u>	<u>10,795,903.21</u>
Total Liabilities & Fund Balance	<u>7,736,357.38</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,118,224.97</u>	<u>11,002,757.16</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	18,903.62	432,853	4.37%	5,125,440.19	3,895,676	98.68%	5,194,234
Impact Fees	0.00	1,500	0.00%	3,875.00	13,500	21.53%	18,000
Replacement Taxes	0.00	1,000	0.00%	12,198.17	9,000	101.65%	12,000
State Grants	0.00	3,333	0.00%	0.00	30,000	0.00%	40,000
Non Resident Fees	331.74	500	66.35%	3,800.16	4,500	63.34%	6,000
Fines	4,030.55	4,583	87.95%	42,287.46	41,250	76.89%	55,000
Gifts	0.00	750	0.00%	5,902.07	6,750	65.58%	9,000
Copy Machine	1,196.04	1,000	119.60%	10,559.12	9,000	87.99%	12,000
Interest Income	7,958.28	2,000	397.91%	43,749.76	18,000	182.29%	24,000
Miscellaneous Income	644.88	750	85.98%	7,907.55	6,750	87.86%	9,000
Total Revenues	33,065.11	448,270	7.38%	5,255,719.48	4,034,427	97.70%	5,379,234
<u>Expenditures</u>							
Salaries	194,336.63	208,999	92.98%	1,767,161.09	1,880,993	70.46%	2,507,992
Salaries-Maintenance	9,743.98	9,476	102.83%	83,196.24	85,283	73.16%	113,711
Life/Health Insurance	33,062.75	40,000	82.66%	345,224.56	360,000	71.92%	480,000
Books	40,872.57	34,000	120.21%	259,341.93	306,000	63.56%	408,000
Electronic Databases	7,694.47	6,083	126.49%	60,147.56	54,750	82.39%	73,000
Periodicals	3,165.24	3,167	99.94%	29,631.52	28,500	77.98%	38,000
Audio Visual Materials	11,480.48	13,750	83.49%	101,171.66	123,750	61.32%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	750	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,630.21	10,425	69.28%	13,900
Insurance	4,096.50	4,083	100.33%	34,868.82	36,750	71.16%	49,000
Landscaping & Groundskeeping	2,135.13	2,000	106.76%	17,289.75	18,000	72.04%	24,000
Building Maintenance	23,455.95	33,833	69.33%	248,685.44	304,500	61.25%	406,000
Security System	886.95	1,000	88.70%	2,676.06	9,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Legal	8,954.90	9,583	93.45%	51,188.58	86,250	44.51%	115,000
Library Consultant	3,333.33	833	0.00%	5,999.99	7,500	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	4,235.13	750	564.68%	9,170.79	6,750	101.90%	9,000
Natural Gas	3,909.01	3,000	130.30%	26,803.38	27,000	74.45%	36,000
Telephone	1,559.56	800	194.95%	6,552.65	7,200	68.26%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	15,000	23.55%	20,000
Building & Custodial Supplies	2,439.02	3,000	81.30%	24,291.51	27,000	67.48%	36,000
Building Repairs	1,490.40	1,833	81.31%	9,367.42	16,500	42.58%	22,000
Lib. & Off. Eqpt Rep. & Maint	583.48	1,500	38.90%	11,819.68	13,500	65.66%	18,000
Machine Rental	0.00	333	0.00%	699.03	3,000	17.48%	4,000
Automation - Equipment	13,935.35	6,667	209.02%	44,439.79	60,000	55.55%	80,000
Automation - Line Costs	409.05	625	65.45%	2,959.86	5,625	39.46%	7,500
Automation - Consultant	5,177.25	12,083	42.85%	59,610.97	108,750	41.11%	145,000
Automation - Maintenance	5,123.44	7,083	72.33%	53,332.12	63,750	62.74%	85,000
Library Furniture	0.00	5,417	0.00%	72,426.49	48,750	111.43%	65,000
Outreach Services	439.95	583	75.46%	4,784.17	5,250	68.35%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	244.49	583	41.94%	2,676.38	5,250	38.23%	7,000
Staff Training & Education	1,263.35	1,984	63.68%	7,851.17	17,853	32.98%	23,804
Conference Fees	1,260.00	500	252.00%	5,435.00	4,500	90.58%	6,000
Patron Programs & Events	1,908.14	3,500	54.52%	26,344.42	31,500	62.72%	42,000
Association Dues & Fees	950.00	750	126.67%	3,801.00	6,750	42.23%	9,000
Public Information	255.00	3,250	7.85%	26,822.57	29,250	68.78%	39,000
Library Supplies	2,629.03	3,500	75.12%	31,209.94	31,500	74.31%	42,000
Office Supplies	184.55	750	24.61%	3,690.85	6,750	41.01%	9,000
Postage	68.40	1,250	5.47%	10,145.21	11,250	67.63%	15,000
Printing	0.00	750	0.00%	3,677.08	6,750	40.86%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,394.91	18,018	96.54%	155,711.56	162,166	72.02%	216,221
Contribution to FICA	15,251.23	16,713	91.25%	138,447.35	150,420	69.03%	200,560
Audit	972.22	942	103.21%	8,333.32	8,475	73.75%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	27,693.64	38,250	54.30%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,000	0.00%	4,000
Bank Charges	30.01	250	12.00%	450.78	2,250	15.03%	3,000
Total Expenditures	427,531.01	470,799	90.81%	3,799,523.51	4,237,195	67.25%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(394,465.90)	(22,529)		1,456,195.97	(202,765)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(394,465.90)	(22,529)		1,456,195.97	(202,765)		(270,354)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<u>Revenues</u>						
Taxes	0.00	0.00	0.00	0.00	6,301.21	1,656,624.32
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	895.62	5,067.59	5.74	51.64	1,553.14	7,412.87
Capital Campaign	0.00	0.00	325.00	1,725.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	895.62	5,067.59	330.74	1,776.64	7,854.35	1,664,037.19
<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	145,044.41
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	145,044.41
Excess (Deficiency) of Revenues Over (Under) Expenditures	895.62	5,017.59	330.74	1,776.64	(8,261.70)	1,518,992.78
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	895.62	5,017.59	330.74	1,776.64	(8,261.70)	1,518,992.78

Orland Park Public Library
Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57191	09/22/2017	Smooth Over Seal and Paving	101010 · Cash - Marquette	-12,287.50
Bill	Final Contract pymt	08/24/2017		104450 · Building Maintenance	12,287.50
TOTAL					12,287.50
Bill Pmt -Check	57192	09/26/2017	American Alliance of Museums	101010 · Cash - Marquette	-150.00
Bill	9/21/17	09/13/2017		104650 · Association Dues & Fees	150.00
TOTAL					150.00
Bill Pmt -Check	57193	09/26/2017	AT&T	101010 · Cash - Marquette	-80.47
Bill	8/13/17-9/12/17	09/12/2017		104575 · Automation - Line Costs	80.47
TOTAL					80.47
Bill Pmt -Check	57194	09/26/2017	B & R Irrigation Systems	101010 · Cash - Marquette	-1,020.00
Bill	3 2017	09/20/2017		104440 · Landscaping & Groundskeeping	1,020.00
TOTAL					1,020.00
Bill Pmt -Check	57195	09/26/2017	Batteries Plus	101010 · Cash - Marquette	-125.50
Bill	277-217389-01	09/23/2017		104530 · Building & Custodial Supplies	125.50
TOTAL					125.50
Bill Pmt -Check	57196	10/01/2017	Bob Trzeciak	101010 · Cash - Marquette	-150.00
Bill	10/10/17	10/10/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00

Orland Park Public Library

Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57197	09/26/2017	Cash	101010 · Cash - Marquette	-265.82
Bill	9/21/17	09/21/2017		104620 · Staff Training & Education	12.87
				104620 · Staff Training & Education	13.20
				104641 · Patron Programs & Events-Adult	11.92
				104641 · Patron Programs & Events-Adult	80.46
				104530 · Building & Custodial Supplies	15.01
				104530 · Building & Custodial Supplies	3.69
				104620 · Staff Training & Education	5.78
				104620 · Staff Training & Education	19.26
				104610 · Board Training & Education	5.88
				104530 · Building & Custodial Supplies	2.00
				104642 · Patron Programs & Events-Youth	15.98
				104642 · Patron Programs & Events-Youth	20.74
				104730 · Postage	4.85
				104530 · Building & Custodial Supplies	18.00
				104610 · Board Training & Education	13.81
				104620 · Staff Training & Education	7.70
				104620 · Staff Training & Education	6.10
				104620 · Staff Training & Education	8.77
TOTAL					265.82
Bill Pmt -Check	57198	09/26/2017	Center Point Large Print	101010 · Cash - Marquette	-387.69
Bill	1509359	09/03/2017		104312 · Books - Outreach	68.91
Bill	1509369	09/03/2017		104310 · Books - Adult	295.41
Bill	1509323	09/03/2017		104310 · Books - Adult	23.37
TOTAL					387.69
Bill Pmt -Check	57199	10/01/2017	Claude Bourbon	101010 · Cash - Marquette	-500.00
Bill	10/5/17	10/05/2017		104640 · Patron Programs&Events-Outreach	500.00

Orland Park Public Library
September 19 through October 16, 2017

Check Detail

Type	Num	Date	Name	Account	Original Amount
TOTAL					500.00
Bill Pmt -Check	57200	09/26/2017	Current Technologies Corporation	101010 · Cash - Marquette	-10,973.74
Bill	7761	09/20/2017		104570 · Automation - Equipment	10,973.74
TOTAL					10,973.74
Bill Pmt -Check	57201	09/26/2017	Dan Laib	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	57202	09/26/2017	Findaway World, LLC	101010 · Cash - Marquette	-1,183.09
Bill	228825	09/15/2017		104341 · Audio Visual Materials - Youth	388.43
Bill	229239	09/19/2017		104340 · Audio Visual Materials - Adult	734.69
Bill	229658	09/21/2017		104340 · Audio Visual Materials - Adult	39.98
Bill	229632	09/21/2017		104340 · Audio Visual Materials - Adult	19.99
TOTAL					1,183.09
Bill Pmt -Check	57203	09/26/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,192.40
Bill	61535062	09/05/2017		104312 · Books - Outreach	31.19
Bill	61534835	09/05/2017		104312 · Books - Outreach	62.38
Bill	61536159	09/05/2017		104310 · Books - Adult	62.38
Bill	61536466	09/05/2017		104310 · Books - Adult	31.19
Bill	61534833	09/05/2017		104310 · Books - Adult	31.19
Bill	61582410	09/05/2017		104310 · Books - Adult	55.98
Bill	61583290	09/06/2017		104310 · Books - Adult	25.59
Bill	61582257	09/06/2017		104310 · Books - Adult	30.39
Bill	61582757	09/06/2017		104310 · Books - Adult	27.19
Bill	61582199	09/06/2017		104310 · Books - Adult	31.19
Bill	61583093	09/06/2017		104310 · Books - Adult	29.59

Orland Park Public Library Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	61582691	09/06/2017		104310 · Books - Adult	30.39
Bill	61583227	09/06/2017		104312 · Books - Outreach	81.58
Bill	61582441	09/06/2017		104312 · Books - Outreach	176.74
Bill	61582290	09/06/2017		104312 · Books - Outreach	485.43
TOTAL					1,192.40
Bill Pmt -Check	57204	09/26/2017	Garvey's Office Products	101010 · Cash - Marquette	-138.93
Bill	PINV1401678	09/12/2017		104720 · Office Supplies	31.35
Bill	PINV1403287	09/14/2017		104720 · Office Supplies	83.60
Bill	PINV1407183	09/20/2017		104710 · Library Supplies	23.98
TOTAL					138.93
Bill Pmt -Check	57205	09/26/2017	Gaylord Bros., Inc.	101010 · Cash - Marquette	-1,166.80
Bill	2501134	09/12/2017		104710 · Library Supplies	1,166.80
TOTAL					1,166.80
Bill Pmt -Check	57206	09/26/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-30.00
Bill	8/31/17	09/01/2017		104495 · Legal	30.00
TOTAL					30.00
Bill Pmt -Check	57207	09/26/2017	Ingram Library Services	101010 · Cash - Marquette	-17,082.88
Bill	See Detail List	09/26/2017		104311 · Books - Youth	7,273.21
				104310 · Books - Adult	9,534.01
				104312 · Books - Outreach	275.66
TOTAL					17,082.88
Bill Pmt -Check	57208	10/01/2017	John Traverso	101010 · Cash - Marquette	-200.00

Orland Park Public Library

Check Detail

September 19 through October 16, 2017

7:28 AM
10/12/17

Type	Num	Date	Name	Account	Original Amount
Bill	10/12/17	10/12/2017		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	57209	09/26/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-8,458.05
Bill	9/18/17	09/18/2017		104495 · Legal	83.55
Bill	0396-001	09/22/2017		104495 · Legal	8,374.50
TOTAL					8,458.05
Bill Pmt -Check	57210	09/26/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-203.00
Bill	81461	09/20/2017		104530 · Building & Custodial Supplies	203.00
TOTAL					203.00
Bill Pmt -Check	57211	09/26/2017	Management Association of Illinois	101010 · Cash - Marquette	-2,000.00
Bill	5778	09/01/2017		104497 · Library Consultant	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	57212	09/26/2017	Melvin J. Biske	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	57213	09/26/2017	Midwest Tape	101010 · Cash - Marquette	-433.68
Bill	95390124	09/12/2017		104340 · Audio Visual Materials - Adult	146.74
Bill	95412449	09/20/2017		104311 · Books - Youth	22.99
TOTAL					263.95
					433.68

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57214	09/26/2017	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-235.00
Bill	9/18/17	09/18/2017		104600 · Outreach Services	235.00
TOTAL					235.00
Bill Pmt -Check	57215	09/26/2017	OverDrive, Inc.	101010 · Cash - Marquette	-11,940.66
Bill	04125CO17022651	09/01/2017		104310 · Books - Adult	1,881.82
Bill	04125CO17022639	09/01/2017		104310 · Books - Adult	76.96
Bill	04125CO17022607	09/01/2017		104310 · Books - Adult	84.97
Bill	04125CO17026883	09/02/2017		104310 · Books - Adult	6.99
Bill	04125CO17037151	09/19/2017		104310 · Books - Adult	602.95
Bill	04125CO17036995	09/19/2017		104310 · Books - Adult	367.94
Bill	04125CO17039374	09/22/2017		104310 · Books - Adult	1,713.64
Bill	04125CO17039457	09/22/2017		104310 · Books - Adult	2,900.64
Bill	04125CO17039559	09/22/2017		104310 · Books - Adult	4,274.78
Bill	04125CO17039660	09/22/2017		104310 · Books - Adult	29.97
TOTAL					11,940.66
Bill Pmt -Check	57216	09/26/2017	Penguin Random House LLC	101010 · Cash - Marquette	-585.00
Bill	1083718240	09/01/2017		104340 · Audio Visual Materials - Adult	97.50
Bill	1083825077	09/07/2017		104340 · Audio Visual Materials - Adult	33.75
Bill	1083827113	09/08/2017		104342 · Audio Visual Materials-Outreach	176.25
Bill	1183827110	09/08/2017		104340 · Audio Visual Materials - Adult	52.50
Bill	1083827110	09/08/2017		104340 · Audio Visual Materials - Adult	33.75
Bill	1283827110	09/08/2017		104340 · Audio Visual Materials - Adult	120.00
Bill	1083954896	09/16/2017		104340 · Audio Visual Materials - Adult	37.50
Bill	1183954896	09/16/2017		104340 · Audio Visual Materials - Adult	33.75
TOTAL					585.00

Orland Park Public Library
Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57217	09/26/2017	Quill Corporation	101010 · Cash - Marquette	-180.98
Bill	9626555	09/06/2017		104710 · Library Supplies	180.98
TOTAL					<u>180.98</u>
Bill Pmt -Check	57218	09/26/2017	Recorded Books, INC	101010 · Cash - Marquette	-240.09
Bill	75583483	09/01/2017		104310 · Books - Adult	240.09
TOTAL					<u>240.09</u>
Bill Pmt -Check	57219	09/26/2017	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-27.75
Bill	698948	09/12/2017		104450 · Building Maintenance	27.75
TOTAL					<u>27.75</u>
Bill Pmt -Check	57220	09/26/2017	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,500.00
Bill	9/15/17	09/15/2017		102160 · 457 Plan W/H Payable	2,500.00
TOTAL					<u>2,500.00</u>
Bill Pmt -Check	57221	09/26/2017	Scholastic Library Publishing	101010 · Cash - Marquette	-840.92
Bill	15597940	09/01/2017		104311 · Books - Youth	36.40
Bill	15601285	09/01/2017		104311 · Books - Youth	473.20
Bill	15598041	09/01/2017		104311 · Books - Youth	4.52
Bill	15601362	09/01/2017		104311 · Books - Youth	22.60
Bill	15601231	09/01/2017		104311 · Books - Youth	253.50
Bill	15597861	09/01/2017		104311 · Books - Youth	50.70
TOTAL					<u>840.92</u>
Bill Pmt -Check	57222	10/01/2017	Sean Gaskell	101010 · Cash - Marquette	-400.00

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	10/13/17	10/13/2017		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					<u>400.00</u>
Bill Pmt -Check	57223	09/26/2017	Sue Griffin	101010 · Cash - Marquette	-50.00
Bill	9/21/17	09/21/2017		104110 · Salaries	50.00
TOTAL					<u>50.00</u>
Bill Pmt -Check	57224	09/26/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-538.84
Bill	5277	09/13/2017		104530 · Building & Custodial Supplies	236.31
Bill	5283	09/17/2017		104530 · Building & Custodial Supplies	274.53
Bill	16765	09/19/2017		104530 · Building & Custodial Supplies	28.00
TOTAL					<u>538.84</u>
Bill Pmt -Check	57225	09/26/2017	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-7,847.57
Bill	9/15/17 Statement	09/22/2017		104340 · Audio Visual Materials - Adult	4,437.66
				104341 · Audio Visual Materials - Youth	2,689.32
				104342 · Audio Visual Materials-Outreach	263.71
				104310 · Books - Adult	23.41
				104311 · Books - Youth	19.99
				104642 · Patron Programs & Events-Youth	137.41
				104341 · Audio Visual Materials - Youth	117.53
				104550 · Lib. & Off. Eqpt Rep. & Maint	158.54
TOTAL					<u>7,847.57</u>
Bill Pmt -Check	57226	09/26/2017	Trane U.S. Inc.	101010 · Cash - Marquette	-6,903.00
Bill	38415398	09/15/2017		104450 · Building Maintenance	6,903.00
TOTAL					<u>6,903.00</u>

Orland Park Public Library

Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57227	09/26/2017	Tyco Integrated Security LLC	101010 · Cash - Marquette	-886.95
Bill	29120691	09/05/2017		104460 · Security System	472.95
Bill	29251629	09/09/2017		104460 · Security System	267.00
Bill	29251657	09/09/2017		104460 · Security System	147.00
TOTAL					886.95
Bill Pmt -Check	57228	09/26/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-750.97
Bill	61617015	09/07/2017		104310 · Books - Adult	30.39
Bill	61616891	09/07/2017		104312 · Books - Outreach	140.75
Bill	61642584	09/08/2017		104310 · Books - Adult	27.19
Bill	61642553	09/08/2017		104312 · Books - Outreach	102.36
Bill	61642435	09/08/2017		104312 · Books - Outreach	154.34
Bill	61642527	09/08/2017		104310 · Books - Adult	26.39
Bill	61642366	09/08/2017		104310 · Books - Adult	27.99
Bill	61762384	09/13/2017		104310 · Books - Adult	23.20
Bill	61762223	09/13/2017		104310 · Books - Adult	21.59
Bill	61762111	09/13/2017		104310 · Books - Adult	20.79
Bill	61762014	09/13/2017		104310 · Books - Adult	23.20
Bill	61761945	09/13/2017		104310 · Books - Adult	24.80
Bill	61763679	09/13/2017		104310 · Books - Adult	97.59
Bill	60968121 2	09/25/2017		104310 · Books - Adult	30.39
TOTAL					750.97
Bill Pmt -Check	57229	10/10/2017	ALA Member Services	101010 · Cash - Marquette	-428.00
Bill	10/10/17	10/10/2017		104650 · Association Dues & Fees	215.00
Bill	10/11/17	10/10/2017		104650 · Association Dues & Fees	213.00
TOTAL					428.00

Orland Park Public Library

Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57230	10/10/2017	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2239	10/02/2017		104450 · Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	57231	10/10/2017	Audio Editions	101010 · Cash - Marquette	-382.70
Bill	1647514	09/21/2017		104342 · Audio Visual Materials-Outreach	350.75
Bill	1647671	09/22/2017		104342 · Audio Visual Materials-Outreach	31.95
TOTAL					382.70
Bill Pmt -Check	57232	10/10/2017	Blackstone Audio, Inc.	101010 · Cash - Marquette	-47.90
Bill	932333	09/21/2017		104340 · Audio Visual Materials - Adult	47.90
TOTAL					47.90
Bill Pmt -Check	57233	10/10/2017	Bob Trzeciak	101010 · Cash - Marquette	-150.00
Bill	10/26/17	10/26/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	57234	10/10/2017	Bottom Line Personal	101010 · Cash - Marquette	-19.95
Bill	9/29/17	09/29/2017		104320 · Periodicals - Adult	19.95
TOTAL					19.95
Bill Pmt -Check	57235	10/10/2017	Brodart Co.	101010 · Cash - Marquette	-80.64
Bill	480875	09/20/2017		104710 · Library Supplies	80.64
TOTAL					80.64

Orland Park Public Library

Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57236	10/10/2017	Capital One Commercial	101010 · Cash - Marquette	-185.03
Bill	9/26/17	09/26/2017		104530 · Building & Custodial Supplies	29.97
				104530 · Building & Custodial Supplies	144.07
				104642 · Patron Programs & Events-Youth	10.99
					185.03
Bill Pmt -Check	57237	10/10/2017	Cardmember Service	101010 · Cash - Marquette	-4,528.09
Bill	9/21/17	09/22/2017		104610 · Board Training & Education	75.00
				104530 · Building & Custodial Supplies	64.55
				104650 · Association Dues & Fees	100.00
				104630 · Conference Fees	200.00
				104630 · Conference Fees	200.00
				104650 · Association Dues & Fees	150.00
				104630 · Conference Fees	200.00
				104650 · Association Dues & Fees	100.00
				104650 · Association Dues & Fees	150.00
				104450 · Building Maintenance	94.97
				104650 · Association Dues & Fees	100.00
				104650 · Association Dues & Fees	100.00
				104630 · Conference Fees	230.00
				104630 · Conference Fees	230.00
				104630 · Conference Fees	200.00
				104730 · Postage	9.80
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	72.62
				104610 · Board Training & Education	150.00
				104730 · Postage	23.75
				104341 · Audio Visual Materials - Youth	264.90
				104530 · Building & Custodial Supplies	123.00
				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37
				104650 · Association Dues & Fees	100.00
					<u>4,595.57</u>
Bill Pmt -Check	57238	10/10/2017	Center Point Large Print	101010 · Cash - Marquette	-22.77
Bill	1516797	09/18/2017		104310 · Books - Adult	22.77
TOTAL					<u>22.77</u>
Bill Pmt -Check	57239	10/10/2017	Comcast	101010 · Cash - Marquette	-305.91
Bill	57442338	10/01/2017		104520 · Telephone	305.91
TOTAL					<u>305.91</u>
Bill Pmt -Check	57240	10/10/2017	Conserv FS, Inc	101010 · Cash - Marquette	-136.00
Bill	66016199	09/21/2017		104440 · Landscaping & Groundskeeping	136.00
TOTAL					<u>136.00</u>
Bill Pmt -Check	57241	10/10/2017	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
Bill	6391	09/15/2017		104230 · Life/Health Insurance	480.00
TOTAL					<u>480.00</u>
Bill Pmt -Check	57242	10/10/2017	Demco	101010 · Cash - Marquette	-21.60
Bill	6220624	09/28/2017		104720 · Office Supplies	21.60
TOTAL					<u>21.60</u>

Orland Park Public Library
Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57243	10/10/2017	Findaway World, LLC	101010 · Cash - Marquette	-307.04
Bill	230942	10/05/2017		104341 · Audio Visual Materials - Youth	307.04
TOTAL					307.04
Bill Pmt -Check	57244	10/10/2017	Full-line Janitor Supply, Inc.	101010 · Cash - Marquette	-98.79
Bill	4683	09/22/2017		104530 · Building & Custodial Supplies	98.79
TOTAL					98.79
Bill Pmt -Check	57245	10/10/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,372.95
Bill	61833999	09/18/2017		104310 · Books - Adult	98.21
Bill	61870575	09/20/2017		104310 · Books - Adult	266.31
Bill	61870202	09/20/2017		104312 · Books - Outreach	109.56
Bill	61870500	09/20/2017		104310 · Books - Adult	12.80
Bill	61870267	09/20/2017		104310 · Books - Adult	28.79
Bill	61886888	09/21/2017		104312 · Books - Outreach	317.47
Bill	61887168	09/21/2017		104312 · Books - Outreach	26.39
Bill	61902205	09/22/2017		104312 · Books - Outreach	243.90
Bill	61902233	09/22/2017		104312 · Books - Outreach	47.18
Bill	61929292	09/25/2017		104312 · Books - Outreach	23.98
Bill	61929591	09/25/2017		104310 · Books - Adult	55.18
Bill	61943545	09/26/2017		104312 · Books - Outreach	23.98
Bill	61956713	09/27/2017		104312 · Books - Outreach	72.00
Bill	61956756	09/27/2017		104310 · Books - Adult	23.20
Bill	61956908	09/27/2017		104310 · Books - Adult	24.00
TOTAL					1,372.95
Bill Pmt -Check	57246	10/10/2017	Garvey's Office Products	101010 · Cash - Marquette	-48.00
Bill	PINV1411143	09/28/2017		104720 · Office Supplies	48.00
TOTAL					48.00

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57247	10/10/2017	Gaylord Bros., Inc.	101010 · Cash - Marquette	-177.88
Bill	2503903	09/28/2017		104710 · Library Supplies	177.88
TOTAL					<u>177.88</u>
Bill Pmt -Check	57248	10/10/2017	Home Depot Credit Services	101010 · Cash - Marquette	-119.50
Bill	9/28/17	09/28/2017		104530 · Building & Custodial Supplies	119.50
TOTAL					<u>119.50</u>
Bill Pmt -Check	57249	10/10/2017	Ingram Library Services	101010 · Cash - Marquette	-13,756.62
Bill	See Detail List	10/10/2017		104311 · Books - Youth	5,444.04
				104310 · Books - Adult	8,189.41
				104312 · Books - Outreach	123.17
TOTAL					<u>13,756.62</u>
Bill Pmt -Check	57250	10/10/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-509.09
Bill	9003874024	09/19/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	13.66
Bill	9003876487	09/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
Bill	9003923851	10/01/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	483.43
TOTAL					<u>509.09</u>
Bill Pmt -Check	57251	10/10/2017	LEID Products	101010 · Cash - Marquette	-11,870.00
Bill	217046	09/25/2017		104450 · Building Maintenance	11,870.00
TOTAL					<u>11,870.00</u>

Orland Park Public Library
Check Detail

September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57252	10/10/2017	Management Association of Illinois	101010 - Cash - Marquette	-1,000.00
Bill	5936	09/30/2017		104497 - Library Consultant	1,000.00
TOTAL					<u>1,000.00</u>
Bill Pmt -Check	57253	10/10/2017	Midwest Tape	101010 - Cash - Marquette	-1,228.22
Bill	95431886	09/27/2017		104340 - Audio Visual Materials - Adult	19.99
Bill	95445699	09/30/2017		104341 - Audio Visual Materials - Youth	29.99
				104340 - Audio Visual Materials - Adult	1,025.38
				104341 - Audio Visual Materials - Youth	152.86
TOTAL					<u>1,228.22</u>
Bill Pmt -Check	57254	10/10/2017	Neofunds By Neopost	101010 - Cash - Marquette	-500.00
Bill	9/26/16	09/26/2016		104730 - Postage	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	57255	10/10/2017	Neviol, Inc.	101010 - Cash - Marquette	-8,600.00
Bill	6094	09/22/2017		104450 - Building Maintenance	2,300.00
Bill	6067	10/01/2017		104450 - Building Maintenance	6,300.00
TOTAL					<u>8,600.00</u>
Bill Pmt -Check	57256	10/10/2017	Nicor Gas	101010 - Cash - Marquette	-3,909.01
Bill	9/22/17	09/22/2017		104517 - Natural Gas	3,909.01
TOTAL					<u>3,909.01</u>
Bill Pmt -Check	57257	10/10/2017	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-72.54

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	10/1/17 Statement	10/01/2017		104450 · Building Maintenance	72.54
TOTAL					72.54
Bill Pmt -Check	57258	10/10/2017	OverDrive, Inc.	101010 · Cash - Marquette	-6,417.85
Bill	04125CO17033900	09/01/2017		104311 · Books - Youth	601.39
Bill	04125CO17026870	09/02/2017		104311 · Books - Youth	524.95
Bill	04125CO17038499	09/20/2017		104311 · Books - Youth	1,407.93
Bill	04125CO17039700	09/22/2017		104311 · Books - Youth	1,012.18
Bill	04125CO17040579	09/25/2017		104310 · Books - Adult	1,099.90
Bill	04125CO17040515	09/25/2017		104311 · Books - Youth	217.95
Bill	04125CO17041006	09/26/2017		104311 · Books - Youth	240.90
Bill	04125CO17041402	09/26/2017		104310 · Books - Adult	907.70
TOTAL					299.99
					6,417.85
Bill Pmt -Check	57259	10/10/2017	Penguin Random House LLC	101010 · Cash - Marquette	-80.25
Bill	1084081529	09/22/2017		104340 · Audio Visual Materials - Adult	80.25
TOTAL					80.25
Bill Pmt -Check	57260	10/10/2017	Rainbow Book Company	101010 · Cash - Marquette	-221.86
Bill	142427	09/21/2017		104311 · Books - Youth	221.86
TOTAL					221.86
Bill Pmt -Check	57261	10/10/2017	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-1,170.00
Bill	699574	09/07/2017		104540 · Building Repairs	1,170.00
TOTAL					1,170.00

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57262	10/10/2017	Richard Lindberg	101010 · Cash - Marquette	-110.00
Bill	10/25/17	10/25/2017		104640 · Patron Programs&Events-Outreach	110.00
TOTAL					110.00
Bill Pmt -Check	57263	10/10/2017	Sprint	101010 · Cash - Marquette	-1,176.87
Bill	336044821-154	09/30/2017		104520 · Telephone	1,176.87
TOTAL					1,176.87
Bill Pmt -Check	57264	10/10/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-522.31
Bill	5309	09/25/2017		104530 · Building & Custodial Supplies	343.63
Bill	5331	10/01/2017		104530 · Building & Custodial Supplies	178.68
TOTAL					522.31
Bill Pmt -Check	57265	10/10/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	-200.00
Bill	9/15/17	09/15/2017		102171 · Garnishment W/H Payable	100.00
Bill	9/29/17	09/29/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					200.00
Bill Pmt -Check	57266	10/10/2017	Trane U.S. Inc.	101010 · Cash - Marquette	-1,861.76
Bill	38450064	09/25/2017		104450 · Building Maintenance	1,700.00
Bill	3198355	09/26/2017		104530 · Building & Custodial Supplies	161.76
TOTAL					1,861.76
Bill Pmt -Check	57267	10/10/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-17.90

Orland Park Public Library
Check Detail
September 19 through October 16, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	451437	10/01/2017	104495 · Legal		17.90
TOTAL					<u>17.90</u>
Bill Pmt -Check	57268	10/10/2017	Vernon Library Supplies, Inc.	101010 · Cash - Marquette	-35.42
Bill	0089240-IN	10/04/2017	104710 · Library Supplies		35.42
TOTAL					<u>35.42</u>
Bill Pmt -Check	57269	10/10/2017	Village of Orland Park Water	101010 · Cash - Marquette	-4,235.13
Bill	9/30/17	09/30/2017	104515 · Water & Sewer		4,235.13
TOTAL					<u>4,235.13</u>
Bill Pmt -Check	57270	10/10/2017	William Pack	101010 · Cash - Marquette	-300.00
Bill	10/24/17	10/24/2017	104640 · Patron Programs&Events-Outreach		300.00
TOTAL					<u>300.00</u>
			Subtotal - Checks		\$158,879.82
			Gross Payroll on 9/30/17		\$103,891.37
			Payment to Village for IMRF/Insurance for September, 2017		\$60,383.22
			Gross Payroll on 10/15/17		\$96,362.38
			Grand Total		<u><u>\$419,516.79</u></u>

Adult Services Board Report September 2017

PERSONNEL

Interviews were conducted for the open part-time Reference Librarian I position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Book Wreaths 9/5; 25 adults

Writer's Group 9/7; 8 adults

eBooks, eMagazines, eReaders 9/11, 9/21; 3 adults

Six genre book discussions 9/14, 9/19, 9/20, 9/20, 9/25, 9/28; 40 adults

Around the Databases in 60 Minutes 9/19; 12 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended Opioid Crisis Town Hall (Webinar) on Sep 12, 2017

Andrew Masura attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Carol Gianoli attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Deborah Oedzes attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Diane Srebro attended Basic Supervision (Elmhurst, IL) on Sep 13, 2017

Diane Srebro attended LACONI-RASS- Who's On Desk? Changing Trends in Public Service (Wheaton PL) on Sep 14, 2017

Judy Brannigan attended Exclusive Discussion with Documentarian Ken Burns (Webinar) on Sep 15, 2017

Samantha Passi attended Keeping Patrons Safe (Webinar) on Sep 20, 2017

Ahmad Abusneineh attended Keeping Patrons Safe (Webinar) on Sep 21, 2017

Diane Srebro attended Library Safety & Security (Webinar) on Sep 21, 2017

Karlene Wisniewski attended Violence Prevention in the Public Library (Webinar) on Sep 23, 2017

Diane Srebro attended NoveList: Field Experiences: Targeted Newsletters (Webinar) on Sep 26, 2017

Linda Conrath attended Keeping Patrons Safe (Webinar) on Sep 29, 2017

Linda Conrath attended The Challenging Patron Workshop (Webinar) on Sep 29, 2017

STATISTICS

Database Statistics September 2017-2016 Comparison

Database	2017	2016	Data Type
Ancestry	1171	3774	Total Searches
Careers College	16	23	Total Users
Consumer Reports	71	85	Total Log-Ins
EBSCO	2830*	24815	Total Searches
Gale Virtual Ref. Lib	11	6	Total Searches
Heritage Quest	217	464	Total Searches
Lynda.com	111	N/A	Total Log-Ins
Mango Languages	130	N/A	Total Sessions
OCLC	6095	5441	Total Searches
Proquest	79	289	Total Searches
Reference USA	210	342	Total searches
Weiss & Street Financial Ratings	12	N/A	Total Log-Ins

*EBSCO has changed the way they report statistics. These figures are more in line with the one click statistics kept by the library.

Statistics from web forms

Category	09/2017	09/2016
Reference	3027	3107
Ref Remote	201	108
Non-Reference	259	235
N-R Remote	7	7
Extended Help	39	0
Passive Programming	13	0
Program Attendance	88*	134
Items shelved	19946	22372
Carts shelved	241	333

*Decrease in program attendance for 2017 due to an author visit held in 2016.

GRANTS/SPECIAL PROJECTS

Working with Outreach Services in preserving and scanning OPPL founding documents.

Started integrating and shifting the Mystery books into the general Fiction collection. The books will still be labeled with "mystery" stickers.

CUSTOMER SERVICE LOG

9-1 Patron: (Regarding the artwork) "Those are some neat pictures up there; very nice." Peter T.

9-8 A patron and her friend stopped by the desk to pick up a book discussion book. Friend's comment: "This library is huge and beautiful!" Rosemarie FW.

9-8 Patron unhappy with the customer service she received from YS staff regarding a museum pass. Comment: "I know good service because I work in customer service. What I got was not good customer service." Andy M.

9-14 Patron called to compliment Kortnee on her service. Comment: "I just wanted to say how helpful Kortnee was. I was looking for a specific magazine article from Canada on decorating. Instead of saying 'we don't own it,' she took the time to find out how to access the article. I'm in my 60s, and this is not something I would normally do. She was very patient and talked me through the process. Thank you." Andy M.

9-26 Patron called for Technical Support on 9/25 using Hoopla video content on Samsung and Chromebook devices. The transaction required extended Customer Service through 9/26 with vendor contact. Patron indicated, "All OPPL digital services are great to use with no problems except this account. I appreciate the library's follow up." Diane S.

9/27/17 Patron looking for a book for book discussion. I located it for him and he said "This is wonderful, you've been so helpful. Can you show me how to check it out? Thank you so much!" Linda C.

9/27/17 Patron looking for *ValueLine* that used to be kept behind the desk. Comment: "Why are you doing this (moving things). Sorry to bother you. Thank you." Andy M.

Circulation Board Report September 2017

PERSONNEL

Shelly Cruz resigned as Interlibrary Loan Assistant effective 9-14-17

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelsey Flynn attended RAILS Library Security and Safety (webinar) on Sep 8, 2017

Laura Larson attended RAILS Introduction to Library Security (Webinar at OPPL) on Sep 13, 2017

Renata Neupauer attended RAILS Introduction to Library Security (webinar at OPPL) on Sep 13, 2017

Jordin Morales attended RAILS Introduction to Library Security (OPPL) on Sep 13, 2017

Angie Mazza attended RAILS Introduction to Library Security (webinar at OPPL) on Sep 13, 2017

Nadine Lipowski attended RAILS Introduction to Library Security Webinar (Orland Park Public Library) on Sep 13, 2017

Jenna Schwartz attended RAILS Introduction to Library Security Part 1 (Webinar) on Sep 13, 2017

Terry Freeman attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Barbara Kandel attended RAILS Introduction to Library Security Safety Part 1 (Webinar) on Sep 13, 2017

Julie Pryor attended RAILS Introduction to Library Security (Webinar at Orland Park Library) on Sep 13, 2017

Julie Doyle attended RAILS Introduction to Library Security (Orland Park Public Library Webinar) on Sep 13, 2017

Dushaun Phelps attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Julie A. Pryor attended Around the Databases in 60 Minutes (Orland Park Library Computer Lab) on Sep 19, 2017

Nadine Lipowski attended RAILS Library Security Webinar (OPPL) on Sep 20, 2017

Julie A. Pryor attended American Libraries Live: Library Security (YouTube) (Orland Park Library Webinar) on Sep 20, 2017

Rebecca Crume-Simmons attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar) on Sep 23, 2017

Renata Neupauer attended The Challenging Patron Workshop Webinar (OPPL) on Sep 23, 2017

Jenna Schwartz attended How to Survive an Active Shooter (YouTube) on Sep 24, 2017

Jenna Schwartz attended Library Security and Safety discussion (YouTube) on Sep 24, 2017

Jenna Schwartz attended Violence Prevention in the Public Library (ALA conference) on Sep 25, 2017

Jenna Schwartz attended Keeping Patrons Safe: our responsibilities during high risk situations (Webinar from RAILS) on Sep 25, 2017

Jenna Schwartz attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar from RAILS) on Sep 25, 2017

Jenna Schwartz attended AL Live Library Security (YouTube) on Sep 25, 2017

Julie Doyle attended AL Live Library Security (YouTube) on Sep 27, 2017

Angie Mazza attended Violence Prevention in the Public Library (Webinar) on Sep 28, 2017

STATISTICS

OPPL	TOTAL CIRCULATION			PATRON			IN-HOUSE		
MONTH	2017	2016	CHANGE %	ATTENDANCE	CHECKINS				
JAN	55,430	54,093	2.47%	36,949	2,499				
FEB	51,565	53,774	-4.11%	36,864	3,541				
MAR	57,523	56,732	1.39%	41,617	3,994				
APR	51,077	54,414	-6.13%	32,758	3,338				
MAY	49,659	50,509	-1.68%	31,859 *	3,084				
JUN	61,176	61,657	-0.78%	32,107 **	1,338				
JUL	59,637	60,036	-0.66%	33,762	856				
AUG	54,358	54,730	-0.68%	35,295	1,647				
SEPT	50,667	51,097	-0.84%	32,892	3,212				
OCT									
NOV									
DEC									
TOTAL	491,092	497,042	-1.20%	314,103	23,509				
Hoopla Checkouts: 541				*May count unavailable. Used last year's number.					
Overdrive Registrations: 44				**First week of June unavailable.					
Overdrive Checkouts: 3,301				Used an average of the rest of the month.					
Zinio Checkouts: 389									
Polaris Patron Sessions: 15,705									

CUSTOMER SERVICE LOG

9-5-17 (Circ Desk) Patron loves the summer reading program and is encouraged to read more. Won the Mariano's prize and thought that was wonderful. Enjoys library programs! - Terry F.

9-7-17 (Circ Desk) Patron was upset that there are now 12 handicapped parking spaces available. Says it is too many. - Terry F.

9-7-17 (Welcome Desk) Patron LOVES our Library. We are an inviting environment. Loves the brightness. Grandkids enjoy it as well. Employees are so nice and always helpful. - Terry F.

9-8-17 (Welcome Desk) "The new floor is so nice and sparkly!" - Laura L.

9-8-17 (Center Display Case) "Can you post photos of the contents of the display cases online? It is difficult for me to walk, so I don't often travel to the library in person." - John B.

9-9-17 (Call Center) Person wanted to know if adult programs in the newsletter require reservations. She said this newsletter has so many good programs listed, more than usual. She likes the hardcopy more than looking online. - Julie P.

9-14-17 (Circ Desk) Patron wanted to know why the Arabic language "Libraries are for Everyone" sign at the Circulation Desk is posted higher than the other languages. She said it offends her. - Laura L.

9-14-17 (Circ Desk) "Very nice program today." Patron comment about the Rat Pack Concert. - Nadine L.

9-14-17 (Circ Desk) "What's going on with the floor? That's an expensive mistake." Comment about floor tiles being replaced. - Nadine L.

9-14-17 (Circ Desk) "Why are these marks on the floor? Too bad because it took so long to get it, and all that craziness the library went through during the installation." Comment about floor tiles being replaced. - Nadine L.

9-14-17 (Circ Desk) "Can't believe floor tiles are being replaced." - Duke P.

9-14-17 (Welcome Desk) Model ship by stairs "is a beautiful piece of artwork." - Jordin M.

9-14-17 (Call Center) Patron called to complain that one of the "Libraries are for Everyone" signs was hung higher than the rest. She was offended and she is a taxpayer. Her friends are offended too. - Julie P.

9-15-17 (Circ Desk) "I love this new floor they put in. It's beautiful." - Laura L.

9-15-17 (Welcome Desk) Various patrons commented on how much they enjoyed the Jazz musicians. - Terry F.

9-15-17 (Welcome Desk) Patron would like to write comments herself. Please bring back comment cards soon. - Terry F.

9-19-17 (Circ Desk) Patron called for information regarding book club discussion and was told no information was available. - Terry F.

9-20-18 (Circ Desk) Patron was looking for a chair so she could watch for her ride. It was too hot outside and no place to sit inside. - Renee N.

9-23-17 (Welcome Desk) Why are there so many new handicap parking spaces? They are not often used and the parents with kids have far to walk. - Renee N.

Graphics Board Report September 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Some graphics projects this month included:

- Ads for Talk Like a Pirate Day
- TV slides for databases and special collections
- Updating the Zinio (now RBdigital) brochure
- Ad for An Evening with Claude Bourbon
- Updating the 1000 Books Before Kindergarten brochure

- Updating dates on ads for reoccurring storytimes

Press releases for:

- Afternoons @ OPPL: Howard Knotts: Ace of the Prairie
- Meet the Artist: Antonia Ruppert
- West African Kora Concert
- Jazz Concert in the lobby
- Meet the Artist - Carrie Carlson
- Library display of founding documents

CONTINUING EDUCATION/MEETINGS ATTENDED

Members of management lead a tour on Sept. 12 at 1 p.m. to delegates from China.

Kristen attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Kristen Holding attended RAILS Introduction to Library Security (Webinar) on Sep 20, 2017

STATISTICS

	Room Requests	Graphics Requests			
2017 Total	165	998			
This month	20	89			
	Facebook	Twitter	Pinterest	Instagram	
Subscribers	1,797	1,747	423	228	
Library app downloads		640			

GRANTS/SPECIAL PROJECTS

September is National Library Card sign-up month. Graphics specifically worked to get that message out to patrons through social media.

CUSTOMER SERVICE LOG

September 5 - Patron said: "There have been so many activities I have been interested in but could not be there for (due to) other responsibilities."

Information Technology Board Report September 2017

CONTINUING EDUCATION/MEETINGS ATTENDED

Audrey Peskys attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Lina Elzahdan attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

STATISTICS

Category	Sep 2017	Sep 2016
Study Room Usage	417	455
Patrons Assisted	411	439
Extended Assistance	50	
Total PC Usage	1723	1900
Total Web pages	27086	29374
Number of Classes	6	14
Total Class Attendance	24	80
Wireless Usage	3408	4830

CUSTOMER SERVICE LOG

9/1/17 Audrey was very helpful and offered individual help when folks were unfamiliar with what they were doing. Word Part II

9/20/17 Looking forward to upcoming classes for iPad!

9/13/17 Patron needed help to attach a file and then forward the document. Helped him to attach a file from his flash drive and then forwarded his email. Audrey P.

9/14/17 Directions using Google maps. "Everytime you help me you make it so easy." Mark E.

Outreach Services Board Report

September 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.

Maintenance of the NASA: Conquering Low Earth Orbit Exhibit

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended LACONI - -On-Boarding and Orientation (Joliet Public Library) on Sep 8, 2017

Kelly A. Cuci attended Starnet Libraries, Cassini: The Grand Finale (Webinar) on Sep 12, 2017

Kelly A. Cuci attended Opioid Crisis Town Hall (Webinar) on Sep 12, 2017

Theresa Marketti attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Shane Peterson attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Cathy DiGiorgio attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Kelly A. Cuci attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Dakari Jones attended RAILS Introduction to Library Security (OPPL) on Sep 13, 2017

Cathy DiGiorgio attended Measuring the Impact of Digital Literacy Services with Project Outcome and Digital Learn.Org (OPPL) on Sep 14, 2017

Cathy DiGiorgio attended Keeping Patrons Safe at Your Library (Webinar) on Sep 26, 2017

Kelly Cuci attended Keeping Patrons Safe at Your Library (Webinar) on Sep 26, 2017

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 371. *2016: 15 programs were given with a total of 558 patrons.*

Breakout:

9/1/17 Meet the Artist - Carrie Carlson	19
9/6/17 The Coloring Club	8
9/12/17 English Conversation for ESL Learners	8
9/12/17 Unravel Your Past to Preserve Your Future	31
9/14/17 Cabaret: Rat Pack Jazz	87
9/15/17 Showcase: Daniela Bisenius and Don Stille, Gypsy Jazz	76
9/19/17 Native American Culture Through Oral Traditions, Music and Food	27
9/21/17 Establishing an Effective Job Search	12
9/22/17 Friday Film Series: Hidden Figures	21
9/25/17 English Conversation for ESL Learners	7
9/26/17 Exotic Morocco	20
9/28/17 Unknown Russia: How Russian History Explains the Present Day	51

Offsite Adult Programs:

14 programs were given with a total of 210 patrons attending. *2016: 14 programs were given with a total of 380 patrons attending.*

Breakout:

9/1/17 Orland Township Senior Drop-In Visits	18
9/5/17 Senior Living Visits	14
9/6/17 Senior Living Visits	15
9/7/17 Smart Art Brookdale	6
9/7/17 Smart Art Autumn Leaves	7
9/13/17 Orland Township Senior Drop-In Visits	20
9/15/17 Orland Township Senior Drop-In Visits	20
9/18/17 Senior Living Visits	29
9/19/17 Senior Living Visits	10
9/20/17 Senior Living Visits	9
9/27/17 Orland Township Senior Drop-In Visits	19
9/28/17 Remember when Autumn Leaves	12
9/28/17 Remember when Brookdale	12
9/29/17 Orland Township Senior Drop-In Visits	19

Train Station Books:

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

Program Flyer Distribution Stats:

Village of O.P. - **465**, 2016 - 0

Orland Township - **10**, 2016 - 52

Assisted Living - **20**, 2016 - 4

Sportsplex - **900**, 2016 - 0

During programs - **131**, 2016 - 576

Other Outreach and Homebound Stats:

Outreach Circulation Stats: 861 items circulated with 1553 checkouts and 113 renewals. 2016: *982 items circulated with 1135 checkouts and 134 renewals.*

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

5 new homebound patron cards were issued and 0 discontinued. 2 cards were renewed. 2016: *6 new homebound library cards were issued. 2 cards discontinued. 0 cards were renewed.*

OS staff logged 1232 reference transactions. 2016: *420 reference transactions.*

OS staff logged 80 programming questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

OS staff logged 32 exhibit questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

GRANTS/SPECIAL PROJECTS

Head of Outreach Services, Kelly Cuci and Outreach Assistants Cathy DiGiorgio and Shane Peterson worked on organizing the OPPL Founding Documents collection. All documents were placed in new containers and prepared for digitization. An Archive Committee was formed and will be chaired by Kelly Cuci.

CUSTOMER SERVICE LOG

9/1/17 Orland Township Book Delivery

"Thank you so much!" Theresa M.

9/1/17 Homebound Delivery

"Thank you so much for coming." Theresa M.

9/6/17 Lexington Assisted Living Book Delivery

"You guys provide a very wanted service." Theresa M.

9/8/17 Homebound Delivery

"Thank you for coming. I really enjoy the books you choose for me." Theresa M.

9/12/17 ESL Program

"Thank you so much." Dakari J.

"Thank you, this program will help me to learn the English language." Dakari J.

9/14/17 Cabaret - Rat Pack Jazz program

"Thank you. That was nice." Theresa M.

"Thank you."

"These guys are good. You should have them again." Theresa M.

9/14/17 Homebound Delivery

"Thank you so much for doing this." Theresa M.

9/15/17 Orland Township Book Visit

"Thanks for coming out." Dakari J.

"You ladies are great! Thanks!" Dakari J.

"Thanks for bringing my favorite books." Dakari J.

9/15/17 Phone call from patron about an event

"I really enjoyed last night's program." Theresa M.

9/18/17 Smith Crossing Book Visit

"I really appreciate this service." Dakari J.

9/19/17 Thomas Place Book Visit

"Thanks for bringing what I like." Dakari J.

"Thanks for everything you do." Dakari J.

9/19/17 Homebound Delivery

"Wonderful work you do." Theresa M.

9/29/17 Evergreen Assisted Living Book Visit

"Thanks for bringing the books I like." Dakari J.

9/21/17 Establishing an Effective Job Search program

Almost everyone in attendance stayed after the program to thank the presenter. Shane P.

"This was extremely helpful. I learned a lot." Shane P.

9/25/17 Homebound Delivery

"Thanks for coming by with the books I like to read." Dakari J.

9/25/17 Patron asked staff for help finding books

"Thanks for helping me find a book." Dakari J.

9/26/17 ESL program

"Thanks you for all your help." Cathy D.

9/27/17 Homebound Delivery

"Thank you. I didn't know you provided this service." Theresa M.

9/28/17 Remember When - Autumn Leaves

"Thank you!" from several patrons Theresa M.

9/28/17 Remember When - Brookdale

"Thank you!" from several patrons Theresa M.

9/28/17 Unknown Russia program

"Great program." Cathy D.

"Thank you. Very informative." Cathy D.

"Thank you for having this presentation." Cathy D.

"Very good presenter. Enjoyed his presentation." Cathy D.

Technical Services Board Report September 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

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

CONTINUING EDUCATION/MEETINGS ATTENDED

- On Sep 8, 2017, Wendy Xie attended LACONI workshop: On-boarding and Orientation at Joliet Public Library
- On Sep 13, 2017 Wendy Xie attended RAILS Introduction to Library Security (Webinar)
- On Sep 13, 2017 Carol Maresh attended RAILS Introduction to Library Security (Webinar)
- On Sep 13, 2017 Nincy George attended RAILS Introduction to Library Security (Webinar)
- On Sep 13, 2017 Vanessa Liptack attended RAILS Introduction to Library Security (Webinar)
- On Sep 20, 2017, Wendy Xie attended PLA Webinar: Violence Prevention in the Public Library
- On Sep 20, 2017 Carol Maresh attended PLA Webinar: Violence Prevention in the Public Library
- On Sep 20, 2017 Matt Potempa attended PLA Webinar: Violence Prevention in the Public Library

- On Sep 20, 2017 Nincy George attended PLA Webinar: Violence Prevention in the Public Library
- On Sep 20, 2017 Josh Chalifoux attended RAILS Webinar: Keeping Patrons Safe: Our Responsibilities during High Risk Situations
- On Sep 20, 2017 Vanessa Liptack attended RAILS Webinar: Keeping Patrons Safe: Our Responsibilities during High Risk Situations
- On Sep 22, 2017, Dianna attended RAILS Webinar: The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth

STATISTICS

September-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	1872	1614				13,918
Added AVs:	455	652	1134	1081	518	486	655	593	553				6,127
Added Periodicals:	621	627	659	624	630	646	575	613	663				5,658
Added eBooks:	230	42	67	321	111	100	73	485	306				1,735
Compare Monthly Add-on items:													
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982	3,563	3,136				27,438
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%	2.71%	-6.33%				
Compare Monthly Delete:													
2017	27,798	11,234	10,182	2,956	3,379	4,329	3,979	3,975	5,120				72,952
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%	-62.40%	-5.87%	24.97%				
Compare Total OPPL Collection:													
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409	329,013	330,279				
2016	317,254	321,148	315,957	314,581	317,786	320,682	320,682	323,254	324,780	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%	2.42%	1.94%	2.10%	1.78%	1.69%				
Polaris Total Item/Title by month:			330,279	268,629									

CUSTOMER SERVICE LOG

9/5/17 3:20 pm During a staff member's long absence, Kelly told Carol and Vanessa "They are doing a great job!" Carol M.

9/12/17 2:29 pm Mary A. brought a tour through TS. She said we are a "great team" Carol M.

9/12/17 2:46 pm Mary W. brought a tour through TS. She said we are "speed demons" Carol M.

Youth Services Board Report September 2017

PERSONNEL

Demetra Materis resigned her position as shelver on 8/23/17.

Erin Randstrom's last day as shelver was 9/28/17.

Monica Lane started her position as YS shelver on 9/28/17.

DeAnna DeHoff started her position as YS shelver on 9/28/17.

SERVICES/PROGRAMS/PROJECTS/CLASSES

New Teacher Loan Cards: **48**

Teacher Loan Card checkouts: **13**

School Visits: **0**

PAL PAKS Checkout: **20** PAKS

Total Items out: **381**

Preschool Visits September 2017

9/7

Sandbox Preschool

Babies---**6**

Teenies---**20**

5 year olds---**20**

4 year olds---**14**

9/15

Sandbox- In-house

8

9/18

Park Early Childhood AM

9

9/28

Park Early Childhood PM

4

Total= 81

24 Preschool Paks checked out, circulating **420** items total.

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Fixel attended "Booklist Top Ten Tips for Managing Reference Today" on Sep 7, 2017

Marianne Dawson attended RAILS Introduction to Library Security (Webinar) on Sep 13, 2017

Stephanie Thomas attended "Basic Supervision" on Sep 13, 2017

Becky McCormack attended "Basic Supervision" on Sep 13, 2017

Holly Balasa attended RAILS Introduction to Library Security Part 2 (Webinar) on Sep 20, 2017

LouAnn Muhanna attended RAILS Introduction to Library Security Part 2 (Webinar) on Sep 20, 2017

Selene Madonia attended RAILS Introduction to Library Security Part 2 (Webinar) on Sep 20, 2017

Jennifer McQuinn attended "Library Safety and Security Webinar" on Sep 21, 2017

Alexander Pappas attended "Violence Prevention in the Public Library" on Sep 23, 2017

Erin Fixel attended "Friends and Family CPR" on Sep 23, 2017

Erin Fixel attended "PLA Webinar Violence and Prevention in the Public Library" on Sep 26, 2017

Stephanie Thomas attended "The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth" on Sep 28, 2017

Marianne Dawson attended "Managing Challenging Patrons: Security for the New Library Environment" on Sep 29, 2017

STATISTICS

Youth Statistics

408 participants for Once Upon a Time drop-in story times

381 participants for Building Blocks for Babies

126 participants for Night Owls Family Drop-in storytime

56 participants for Buenas Noches bilingual storytime

124 participants for Toddler Art

77 participants for Super Senses Sensory storytime

97 participants for Bright Starts storytime

31 participants for Stories & Scribbles

13 participants for LEGO Sunday Fun

83 participants for Video Game Club

21 participants for Bye Bye Diapers storytime

Teen Statistics

71 teen participants for Interactive Chalk Board
4 teen volunteers for Video Game Club
36 teen computer volunteers
10 teen participants for Mini Book Reviews
5 teen participants for Wii Teen Gamers
10 teen volunteers for Teen Inc Service Club: School Supply Drive Part 1
5 teen participants for Teen Inc Service Club: School Supply Drive Part 2
6 teen participants for Computer Volunteer Orientation
18 teen participants for Galaxy Jars
17 teen participants for Pita Pizza Challenge

CUSTOMER SERVICE LOG

Preschool Desk

9/21/17 Grandmother with grandchildren who attended storytime "The kids really enjoy your storytimes." Alex P.

Junior Desk

9/5/17 Patron registering for programs "You have such wonderful programs here. We moved here for the school and got a bonus of a fabulous library." Becky M.

9/11/17 Patron on the phone asking about toddler storytimes "I'm from Washington D.C. and your library website is amazing. It's not like anything we have there." Alex P.

9/13/17 Grandmother leaving with grandchild (see above quote - must have been the same patron) Marianne D.

9/15/17 Grandmother with grandchildren "I've never been in this department. It is beautiful." Marianne D.

9/20/17 Mom with baby "Miss Stephanie is so great! We just love storytime with her. Kara D.

9/21/17 Toddler and mom leaving library "I love the library, Mom. The library makes me have fun." Stephanie T.

Teen Desk

9/1/17 A transgender gentleman came in and was worried about the reaction he'd get when asking about a certain topic "Thank you so much for your kindness and understanding. Thank you for taking the time to talk to me and help me. You're so nice." Erin F.

9/1/17 A lady looking for multiple CDs "You're so fast and good at this. I'm going to make sure to come back while you're here. Thank you so much." Erin F.

9/6/17 A man looking for movies for his wife "You're always so helpful and friendly. I really appreciate it." Erin F.

		Orland Park Public Library						
		Budget, Levy, Appropriation FY2018						
		As of 10_11_17						
		2017	2018		2018	Other	Appropriation	
		Total	Working	% Increase	Levy	Sources		
		Budget	Budget	From 2017				
GL								
Account	Revenues							
103100	Taxes - Cook County	5,144,234	5,273,000	2.50%	5,273,000	0	5,273,000	
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0	
103100	Taxes - Will County	50,000	52,000	4.00%	0	52,000	52,000	
103120	Impact Fees	18,000	10,000	-44.44%	0	10,000	10,000	
103140	Replacement Taxes	12,000	20,000	66.67%	0	20,000	20,000	
103175	State Grants	40,000	40,000	0.00%	0	40,000	40,000	
103200	Non Resident Fees	6,000	5,000	-16.67%	0	5,000	5,000	
103300	Fines	55,000	55,000	0.00%	0	55,000	55,000	
103400	Gifts	9,000	10,000	11.11%	0	10,000	10,000	
103610	Copy Machine	12,000	12,000	0.00%	0	12,000	12,000	
103800	Interest Income	24,000	46,000	91.67%	0	46,000	46,000	
	Other Sources - Special Reserve		310,000		0	310,000	310,000	
	Other Sources - Operations Savings	270,354	40,000		0	40,000	40,000	
103900	Miscellaneous Income	9,000	9,000	0.00%	0	9,000	9,000	
	Total Revenues	5,649,588	5,882,000	4.11%	5,273,000	609,000	5,882,000	
	Expenditures							
104110	Salaries	2,507,992	2,661,859	6.14%	2,622,574	39,285	2,661,859	
104220	Salaries - Maintenance	113,711	123,541	8.64%	122,826	715	123,541	
104230	Life/Health Insurance	480,000	520,000	8.33%	487,000	33,000	520,000	
104310	Books	408,000	368,000	-9.80%	353,000	15,000	368,000	
104315	Electronic Databases	73,000	98,000	34.25%	94,000	4,000	98,000	
104320	Periodicals	38,000	39,000	2.63%	37,000	2,000	39,000	
104340	Audio Visual Materials	165,000	160,000	-3.03%	154,000	6,000	160,000	
104345	Audio Visual Equipment	1,000	750	-25.00%	750	0	750	
104410	Book Rebinding	0	0	0.00%	0	0	0	
104420	Accounting	13,900	12,250	-11.87%	12,250	0	12,250	
104430	Insurance	49,000	51,500	5.10%	51,500	0	51,500	
104440	Landscaping & Groundskeeping	24,000	24,000	0.00%	24,000	0	24,000	
104450	Building Maintenance	406,000	485,000	19.46%	142,000	343,000	485,000	
104460	Security System	12,000	75,000	525.00%	15,000	60,000	75,000	
104470	Library Office & Equipment	1,000	750	-25.00%	750	0	750	
104495	Legal	115,000	75,000	-34.78%	60,000	15,000	75,000	
104497	Library Consultant	10,000	16,000	60.00%	16,000	0	16,000	
104513	Electricity	0	0	0.00%	0	0	0	
104515	Water & Sewer	9,000	10,000	11.11%	10,000	0	10,000	
104517	Natural Gas	36,000	39,500	9.72%	35,500	4,000	39,500	
104520	Telephone	9,600	9,000	-6.25%	9,000	0	9,000	
104525	Purchase - New Equipment	20,000	15,000	-25.00%	10,000	5,000	15,000	
104530	Building & Custodial Supplies	36,000	37,500	4.17%	37,500	0	37,500	
104540	Building Repairs	22,000	18,000	-18.18%	13,000	5,000	18,000	
104550	Lib. & Off. Eqpt Rep. & Maint	18,000	18,000	0.00%	18,000	0	18,000	
104560	Machine Rental	4,000	2,400	-40.00%	2,400	0	2,400	
104570	Automation - Equipment	80,000	74,000	-7.50%	59,000	15,000	74,000	
104575	Automation - Line Costs	7,500	5,500	-26.67%	5,500	0	5,500	
104577	Automation - Consultant	145,000	75,000	-48.28%	65,000	10,000	75,000	

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		Orland Park Public Library						
		Budget, Levy, Appropriation FY2018						
		As of 10_11_17						
		2017	2018		2018	Other	Appropriation	
		Total	Working	% Increase	Levy	Sources		
		Budget	Budget	From 2017				
GL								
104580	Automation - Maintenance	85,000	90,000	5.88%	90,000	0	90,000	
104590	Library Furniture	65,000	40,000	-38.46%	25,000	15,000	40,000	
104600	Outreach Services	7,000	7,500	7.14%	7,500	0	7,500	
104610	Board Training & Education	7,000	8,000	14.29%	8,000	0	8,000	
104620	Staff Training & Education	23,804	24,000	0.82%	20,000	4,000	24,000	
104630	Conference Fees	6,000	6,000	0.00%	6,000	0	6,000	
104640	Patron Programs & Events	42,000	43,000	2.38%	43,000	0	43,000	
104650	Association Dues & Fees	9,000	7,000	-22.22%	7,000	0	7,000	
104660	Public Information	39,000	40,000	2.56%	37,000	3,000	40,000	
104710	Library Supplies	42,000	45,000	7.14%	40,000	5,000	45,000	
104720	Office Supplies	9,000	6,000	-33.33%	4,000	2,000	6,000	
104730	Postage	15,000	14,000	-6.67%	11,000	3,000	14,000	
104740	Printing	9,000	7,000	-22.22%	5,000	2,000	7,000	
104810	Contingency	0	0	0.00%	0	0	0	
104910	Contribution to IMRF	216,221	243,000	12.39%	233,800	9,200	243,000	
104915	Contribution to FICA	200,560	213,000	6.20%	208,200	4,800	213,000	
104920	Audit	11,300	12,350	9.29%	12,350	0	12,350	
104930	Liability Ins.-D&O,Bonds,WC	51,000	57,000	11.76%	57,000	0	57,000	
104940	Unemployment Compensation	4,000	4,000	0.00%	0	4,000	4,000	
104950	Bank Charges	3,000	600	0.00%	600	0	600	
	Total Expenditures	5,649,588	5,882,000	4.11%	5,273,000	609,000	5,882,000	
	Excess (Deficiency) of Revenues							
	Over (Under) Expenditures	0	0	0.00%	0	0	0	
	Interfund Transfers In / (Out)	0	0	0.00%	0	0	0	
	Net Change in Fund Balance	0	0	0.00%	0	0	0	

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

SECRETARY'S CERTIFICATE

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

**"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF
THE ORLAND PARK PUBLIC LIBRARY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018
AND ENDING DECEMBER 31, 2018"**

adopted at a regular meeting of the said Board of Library
Trustees held on the 16th day of October, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th
day of October, 2017.

Elan Kleis, Secretary

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**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018**

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

Section 1: That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2018, and ending December 31, 2018, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,622,574	39,285	2,661,859
Salaries- Maintenance	122,826	715	123,541
Life/Health Insurance	487,000	33,000	520,000

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4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	10,000	-0-	10,000
Natural Gas	35,500	4,000	39,500
Telephone	9,000	-0-	9,000
Purchase of New Equipment	10,000	5,000	15,000
Building & Custodial Supplies	37,500	-0-	37,500
Building Repairs	13,000	5,000	18,000
Library & Office Equip Repairs & Maintenance	18,000	-0-	18,000
Machine Rental	2,400	-0-	2,400
Automation - Equipment	59,000	15,000	74,000
Automation - Line Costs	5,500	-0-	5,500
Automation - Consultant	65,000	10,000	75,000
Automation - Maintenance	90,000	-0-	90,000
Library Furniture	25,000	15,000	40,000
Outreach Services	7,500	-0-	7,500

2. LIBRARY MATERIALS

Books	353,000	15,000	368,000
Electronic Databases	94,000	4,000	98,000
Periodicals	37,000	2,000	39,000
Audio-Visual Materials	154,000	6,000	160,000
Audio-Visual Equipment	750	-0-	750

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	12,250	-0-	12,250
Insurance	51,500	-0-	51,500
Landscaping & Groundskeeping	24,000	-0-	24,000
Building Maintenance	142,000	343,000	485,000
Security System	15,000	60,000	75,000
Library & Office Equipment	750	-0-	750
Legal Fees	60,000	15,000	75,000
Library Consultant	16,000	-0-	16,000

5. DEVELOPMENT

Board Training & Education	8,000	-0-	8,000
Staff Training & Education	20,000	4,000	24,000
Conference Fees	6,000	-0-	6,000
Patron Programs & Events	43,000	-0-	43,000
Association Dues & Fees	7,000	-0-	7,000
Public Information	37,000	3,000	40,000

6. SUPPLIES

Library Supplies	40,000	5,000	45,000
Office Supplies	4,000	2,000	6,000
Postage	11,000	3,000	14,000
Printing	5,000	2,000	7,000

7. OPERATING EXPENSES

Contribution to IMRF	233,800	9,200	243,000
Contribution to FICA	208,200	4,800	213,000
Audit	12,350	-0-	12,350

Liability Ins.			
D&O, Bonds, WC	57,000	-0-	57,000
Unemployment			
Compensation	-0-	4,000	4,000
Bank Charges	600	-0-	600
8. <u>OTHER</u>			
Contingency	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL CORPORATE			
 EXPENDITURES	<u>\$5,273,000</u>	<u>\$609,000</u>	<u>\$5,882,000</u>

The foregoing amounts to be appropriated and levied are hereby appropriated and to be levied from the general property tax for corporate purposes.

Section 2: That the Board of Library Trustees of the Village of Orland Park hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1978 and subsequent years, said fund being accumulated and set aside as a reserve fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with 75 ILCS 5/5-8 and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.

Section 3: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of Orland Park within the time specified by law for

DRAFT

inclusion in the next annual Budget and Levy Ordinance of the Village of Orland Park.

ADOPTED this 16th day of October, 2017, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Christian Barcelona, President

ATTEST:

Elan Kleis, Secretary

**CORRESPONDENCE RECEIVED FROM SEPTEMBER 19, 2017
THROUGH OCTOBER 18, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Letter dated September 15, 2017 and received September 20, 2017 from Jane Jasek sent to President Barcelona regarding former employee Owen Jasek who passed away and the checked out material outstanding.

CORRESPONDENCE 2

Email received by Nancy Healy on October 1, 2017 regarding an invitation to join Andrew Angel on LinkedIn.