

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
November 20, 2017 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES FROM OCTOBER 16, 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. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION**

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

**H. COMMITTEE REPORTS**

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

**I. UNFINISHED BUSINESS**

**J. NEW BUSINESS**

1. Per Capita Grant Requirement regarding literacy services provided by the Illinois State Library- For Discussion
2. Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of \$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020 – For Action

*Motion to approve the Wingren Landscape three-year landscape management contract in the amount of \$9,275.88 for April 1, 2018 through November 30, 2018; in the amount of*

- \$9,554.15 for April 1, 2019 through November 30, 2019; and in the amount of \$9,832.43 for April 1, 2020 through November 30, 2020.*
3. Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470-  
For Action  
*Motion to approve the Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470.*
  4. Engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800 – For Action  
*Motion to approve the engagement letter for the audit of the library's financial statements for the year ended December 31, 2017 from McClure Inserra in the amount of \$11,800.*
  5. Approval of the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Faxel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31 – For Action  
*Motion to approve the meal reimbursements for the Illinois Library Association Conference held October 10-13, 2017 for Erin Faxel in the amount of \$10.20; Becky McCormick in the amount of \$8.54; Wendy Xie in the amount of \$10.02; and Vanessa Fernandez in the amount of \$10.31.*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 16, 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, Nancy Healy, Charles McShane

## Roll Call

Members absent: Elan Kleis, Dan McMillan (7:02)

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

Vice President Leafblad motioned to approve the September 18, 2017 minutes. Treasurer Jennings seconded. Trustee Healy indicated she should be mentioned as suggesting the library contact Comcast to see if the current contract could be renegotiated. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

## Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins  
Don Renner, Attorney from Klein Thorp and Jenkins  
Andy Masura, Head of Adult Services  
Wendy Xie, Head of Technical Services

## Introduction of Visitors

None.

## Public Comment

Treasurer Jennings motioned to move into Executive Session at 7:08. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

## Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings motioned to resume regular session at 8:04. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the Treasurer's Report for September 2017. President Barcelona seconded.

**Treasurer's Report**

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings moved to accept the payment of bills listing from 9/19/17-10/16/17. President Barcelona seconded.

Trustee Healy asked about the increase in the Sprint bill and Assistant Director Adamowski explained there will be a credit forth coming on the November bill. The existing flip phones battery life had expired and many of the phones were not operational so new phones were purchased, as well as two smart phones for Steve Newman and the PIC (Person-in Charge). The cost of the flip phones were \$99.99 each with a credit of \$99.00 and the smart phone costs were \$49.99 with the \$49.00 credit for each. The newer phones offer better connectivity among the staff when used, especially during fire and tornado drills in which the phones are used to communicate location and safety. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The Village of Orland Park held their annual TIF Joint Review Board meeting on September 21. Karie Friling, Assistant Village Manager and Director of Development Services, reported the 9750 apartments are 95% filled and very stabilized. The average rent is about \$1,500-\$1,700 a month. Their future projects will be designed to drive events to the Crescent Park area. The next phase of the hospital portion of the triangle is going to focus on entertainment. The parking garage (of which the Village only paid 25% of the cost) had to be done first and now the focus will change. Orland Park did beat the market by offering apartments before many other suburbs started. The suburbs of Wheeling and Schaumburg have also begun apartment building rentals.

**Librarian's Report**

Trustee McMillan mentioned that TOD (Transit Oriented Development) has hit a craze and is very popular in the suburbs. He also spoke about the possibility that a movie complex may be constructed near Crescent Park, but another viable location will be near the Sears store at Orland Square Mall due to Sears perhaps downsizing its store to just one floor.

Our musical programs have been very popular. Last week we hosted 78 patrons for the afternoon program with the Traverso Singers. Last Friday evening's concert "Music of the West African Kora" was enjoyed by 87 patrons. This fall is a busy time for offsite expos and fairs. Fifty seniors attended the Brook Dale Health Fair and 350 people stopped by the library table at the Community Expo on October 14<sup>th</sup>. Outreach will also be hosting a table at the Village of Orland Park Expo tomorrow morning. Outreach will be finishing up the commemoration of the 100<sup>th</sup> Anniversary of World War I this November with a series of three programs.

A discussion followed concerning the amount of handicapped parking spots located in the library's parking lot. Director Weimar stated that Orland Park has an aging community and the spots are heavily used during afternoon programs geared toward the senior population.

Trustee Healy asked about the 10,000 deletions indicated in the Technical Services report. Head of Technical Services Wendy Xie mentioned she is working hard to keep all systems updated to reflect all deletions that occur. Wendy stated that the deletion numbers reflect the authority file of the title, as well as the number of titles associated with the file. These numbers are included in the total deletion figures, as well as the author field.

Head of Adult Services Masura said that his department has done a heavy weeding of the fiction collection because many old, less circulated items needed to be removed to make room for newer titles. Director Weimar stated the last thorough weeding of the adult fiction collection happened before the library began using RFID. The collection is heavily patron driven and additional copies are purchased to satisfy patron holds. The staff is also purchasing updated copies of travel guides for circulation. The department is currently interfiling the mystery books into the regular fiction titles. Vice President Leafblad agreed this was a good idea since it will be easier for patrons to browse. The Adult Services staff has recently purchased additional eBook titles from Overdrive to fulfill the holds and to reduce the wait time for patrons.

Director Weimar stated that Wendy Xie, who is also the Polaris Administrator, discovered duplication errors within the circulation figures for the years 2015—current, in which the totals for self-checkout, online remote and ILL were counted twice. The duplicated numbers totaled between 22,000—23,000 monthly which means the library's total annual circulation for those years has been overstated. Director Weimar will inform the Illinois State Library of the correct numbers and why the discrepancy occurred when completing the IPLAR (Illinois Public Library Annual Report) report. Also to be reported in the IPLAR will be the reduction in attendance of patrons entering the building due to the attendance counter being disabled during the flooring project. Wendy reported library holds are filled within a month 75% of the time.

Trustee McMillan inquired as to why the study room attendance was lower thus far in 2017 than the previous year. Assistant Library Director mentioned that the study rooms on the second floor are in constant use and that many patrons place their name on a wait list. It was also stated that many patrons like to have their own space and are not keen on sharing table space with a stranger. Director Weimar stated that the library has budgeted for a consultant to study the current use of space within the library and to see how it can be repurposed.

The library will be adding an additional module to assist in updating patron information in Polaris. There will be a software program which automatically changes the status of a patron's library card from child to adult without manually having to change it. As you know, the age limit restrictions for our computers is linked to a patron's library card and its best to always be up-to-date. At ILA there were some vendors who had new ways to advertise programs, etc. on the checkout receipt. There will be a discussion and demonstration forthcoming on this marketing tool.

The two new department heads will begin shortly. Theresa Hildebrand, the new Patron Services Manager will begin October 25<sup>th</sup> and Brandi Smits, the new Head of Youth Services will start November 9<sup>th</sup>. It is hoped that Theresa, with over nine years' experience at Fountaindale PLD will assist Wendy Xie, our Polaris Administrator, in straightening out the circulation statistics. Brandi will be starting just in time to plan the winter and early spring programs. Brandi will be Chair of the 2019 IREAD Committee. We look forward to working with both of these experienced managers. One of our IT2's recently resigned for health reasons and looking at the budget, the library plans on making one of the part-time IT2 positions full-time effective this month. This position will take on the responsibilities of upgrading the Smart Lab and offering more programs for patrons, handling the upgrade of Mac products, as well as, providing more assistance with IT tickets and working with our outside network contractor.

Administration and Maintenance Superintendent Steve Newman will meet with Dan Pohrte of Products Architect, Jeremy Watson of Commercial Carpets and Steve Starcher of Timco Flooring on Wednesday morning to finalize plans to strip, clean and reseal the Nurazzo flooring in the lobby, stairs, meeting room corridor and second floor landing. On September 30 Timco stripped 32 tiles in the lobby to make sure that the newly replaced tiles were the same color as the original tiles. All of the tiles match in color so the next step is to discuss when the rest of the project will be completed, as well as reaching an agreement as to what sealer should be applied and the best way in which the floor should be maintained in the future.

The library is nearing the end of its three-year contract with Wingren Landscaping. In order to provide transparency and also make sure that the library was paying a fair amount for lawn maintenance, Administration asked for Request for Quote for pricing on one year and/or three year lawn maintenance service from various companies. On October 10 the library received four quotes to review. A favorable quote was given to Dennis so he could look over the Terms & Conditions and his suggestions

have been forwarded now to the landscaping company's legal team. Administration plans to have a motion to approve the new landscaping maintenance contract on the November board meeting agenda.

Technicians from Trane have been working with Steve Newman in anticipation of the upcoming installation of the new summit control system. The new system should be installed by the end of this month.

Due to the heavy rainfall on Saturday and into Sunday, the first floor of the library was flooded, mainly in Youth Services, Meeting Room 104, Board Room 105, and the adjoining kitchen and cloak room. Steve has reported the problem seems to be with the drainage system in the pond. The columns in Youth Services hold water pipes that drain the water from the roof. The water then travels through a 6" pipe that is under the flooring of Youth Services and the meeting rooms. The water then travels west to a 12" pipe that then empties into the pond drainage system. The drain system was positioned low within the bank of the pond and becomes covered with water during a heavy downpour. This then causes the water to back up into the affected areas and cause the flooding. This type of flooding has occurred about 6 times since 2004, but over the last few years, more frequently. Steve contacted the Village to have them inspect the drainage system to make sure the pipes are clear of debris. Once a decision has been given the Board will be notified. Depending on what the Village reports, the library may contact Michael Barnes of Lohan Architects who designed the building.

The library will be honoring the many volunteers who generously donate their time at a luncheon on Tuesday, October 24 at noon. The staff would love to have you join us as we thank the 32 women and men who have assisted us during the past year.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

**Strategic Plan**

**Capital Campaign Committee**

Review and Approval of the 2018 Budget and Levy – For Action

**Unfinished  
Business**

Vice President Leafblad motioned 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. President Barcelona seconded.

Finance Manager Kimmey pointed out that there will be a savings in the health insurance line since there will only be a 2.5% increase instead of a 6% increase as the Village had first indicated. At this time Administration is only estimating what insurance the two new full-time staff members will select. With some changes in staffing, Finance Manager Kimmey was able to crunch some numbers and the library is able to sustain a full-time IT 2 position.

Maintenance Superintendent Newman informed Finance Manager Kimmey that the roof will be in need of repairs within the next fiscal year. Funds have been appropriated for the repairs and put into Other Sources line item from Special Reserves. The cost to upgrade the security cameras will be taken out of Special Reserves.

The cost of the locker upgrade, SAN purchase, Tyco Security system upgrade and possibly some new PC’s will be used with FY 2017 budget monies.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Library Director’s 2017 Evaluation – For Action

**New Business**

Treasurer Jennings motioned to approve the Library Director’s 2017 Evaluation as presented in the Closed Session. Trustee Healy seconded.

No Discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee McMillan praised Wendy on her presentation and hard work of keeping the databases up to date. He also commented on a few of safety webinars that he watched and suggested a safety book and having a site security assessment done. Trustee McShane asked about security testing for the library’s databases and to perhaps implement in some social engineering training. Trustee McMillan wanted to make sure we had cyber insurance and Finance Manager Kimmey confirmed it is part of the current library insurance policy.

**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 – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:19 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 October 31, 2017**

**Revenues**

**Tax Revenues** are at 99.2% 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 98.5% of annual budget.

**Expenditures**

**Total Expenditures** were \$ 56,947 under budget for the month and \$ 494,615 under budget year-to-date.

**Salaries** is under budget by \$ 19,616 for October and \$ 133,448 under budget year-to-date. There are a few open positions at this time.

**Books** is over budget for the month by \$ 3,751, but under budget on a year-to-date basis.

**Building Maintenance** is over budget by \$ 12,225 for October, but under budget on a year-to-date basis.

**Conference Fees** is over budget for the month by \$ 1,620 and over budget on a year-to-date basis.

**Library Supplies** is over budget by \$ 2,420 for October and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	238,829.50	0.00	70,142.34		308,971.84
Cash - Marquette E-Commerce	2,650.27				2,650.27
PMA Financial Investments	6,869,466.82	1,074,411.17		2,120,397.87	10,064,275.86
Tax Receipts - Marquette	15,362.14				15,362.14
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	30,047.91	2,109.23		8,417.62	40,574.76
Property Taxes Receivable	43,807.20			14,338.83	58,146.03
Prepaid Expenses	129,601.82				129,601.82
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>7,330,066.66</u></b>	<b><u>1,079,060.81</u></b>	<b><u>70,142.34</u></b>	<b><u>2,143,154.32</u></b>	<b><u>10,622,424.13</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 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	43,807.20	0.00	0.00	14,338.83	58,146.03
Accounts Payable	60,297.11	0.00	0.00	0.00	60,297.11
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	80,580.25	80,580.25
<b>Total Liabilities</b>	<b><u>104,104.31</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>94,919.08</u></b>	<b><u>199,023.39</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,295,491.54</b>	<b>773,095.83</b>	<b>68,284.75</b>	<b>533,848.88</b>	<b>7,670,721.00</b>
<b>Fund Balance - Nonspendable</b>	<b>129,601.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>129,601.82</b>
<b>Fund Balance - Restricted by Donors</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,597.41</b>
<b>Fund Balance - Restricted by Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfers between Funds</b>	<b>(300,000.00)</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,087,271.58</u></b>	<b><u>5,964.98</u></b>	<b><u>1,857.59</u></b>	<b><u>1,514,386.36</u></b>	<b><u>2,609,480.51</u></b>
<b>Ending Fund Balance</b>	<b><u>7,225,962.35</u></b>	<b><u>1,079,060.81</u></b>	<b><u>70,142.34</u></b>	<b><u>2,048,235.24</u></b>	<b><u>10,423,400.74</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>7,330,066.66</u></b>	<b><u>1,079,060.81</u></b>	<b><u>70,142.34</u></b>	<b><u>2,143,154.32</u></b>	<b><u>10,622,424.13</u></b>

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

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b><u>Revenues</u></b>							
Taxes	29,689.09	432,853	6.86%	5,155,129.28	4,328,528	99.25%	5,194,234
Impact Fees	0.00	1,500	0.00%	3,875.00	15,000	21.53%	18,000
Replacement Taxes	1,643.58	1,000	164.36%	13,841.75	10,000	115.35%	12,000
State Grants	0.00	3,333	0.00%	0.00	33,333	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	3,800.16	5,000	63.34%	6,000
Fines	3,944.96	4,583	86.08%	46,232.42	45,833	84.06%	55,000
Gifts	0.00	750	0.00%	5,902.07	7,500	65.58%	9,000
Copy Machine	1,412.18	1,000	141.22%	11,971.30	10,000	99.76%	12,000
Interest Income	7,416.57	2,000	370.83%	51,166.33	20,000	213.19%	24,000
Miscellaneous Income	821.07	750	109.48%	8,728.62	7,500	96.98%	9,000
<b>Total Revenues</b>	<b>44,927.45</b>	<b>448,270</b>	<b>10.02%</b>	<b>5,300,646.93</b>	<b>4,482,695</b>	<b>98.54%</b>	<b>5,379,234</b>
<b><u>Expenditures</u></b>							
Salaries	189,383.14	208,999	90.61%	1,956,544.23	2,089,992	78.01%	2,507,992
Salaries-Maintenance	10,290.70	9,476	108.60%	93,486.94	94,759	82.21%	113,711
Life/Health Insurance	32,674.93	40,000	81.69%	377,899.49	400,000	78.73%	480,000
Books	37,751.41	34,000	111.03%	297,093.34	340,000	72.82%	408,000
Electronic Databases	6,329.98	6,083	104.06%	66,477.54	60,833	91.07%	73,000
Periodicals	3,401.04	3,167	107.39%	33,032.56	31,667	86.93%	38,000
Audio Visual Materials	11,884.98	13,750	86.44%	113,056.64	137,500	68.52%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	833	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,727.71	11,583	69.98%	13,900
Insurance	4,096.50	4,083	100.33%	38,965.32	40,833	79.52%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	18,268.88	20,000	76.12%	24,000
Building Maintenance	46,057.74	33,833	136.13%	294,743.18	338,333	72.60%	406,000
Security System	0.00	1,000	0.00%	2,676.06	10,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	833	0.00%	1,000
Legal	3,491.60	9,583	36.44%	54,680.18	95,833	47.55%	115,000
Library Consultant	333.33	833	0.00%	6,333.32	8,333	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	9,170.79	7,500	101.90%	9,000
Natural Gas	1,735.20	3,000	57.84%	28,538.58	30,000	79.27%	36,000
Telephone	383.55	800	47.94%	6,936.20	8,000	72.25%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	16,667	23.55%	20,000
Building & Custodial Supplies	2,067.72	3,000	68.92%	26,359.23	30,000	73.22%	36,000
Building Repairs	414.10	1,833	22.59%	9,781.52	18,333	44.46%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,142.51	1,500	76.17%	12,962.19	15,000	72.01%	18,000
Machine Rental	0.00	333	0.00%	699.03	3,333	17.48%	4,000
Automation - Equipment	503.19	6,667	7.55%	44,942.98	66,667	56.18%	80,000
Automation - Line Costs	328.69	625	52.59%	3,288.55	6,250	43.85%	7,500
Automation - Consultant	6,288.75	12,083	52.05%	65,899.72	120,833	45.45%	145,000
Automation - Maintenance	5,123.44	7,083	72.33%	58,455.56	70,833	68.77%	85,000
Library Furniture	0.00	5,417	0.00%	72,426.49	54,167	111.43%	65,000
Outreach Services	764.99	583	131.22%	5,549.16	5,833	79.27%	7,000

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

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	150.00	583	25.73%	2,826.38	5,833	40.38%	7,000
Staff Training & Education	296.67	1,984	14.95%	8,147.84	19,837	34.23%	23,804
Conference Fees	2,120.00	500	424.00%	7,555.00	5,000	125.92%	6,000
Patron Programs & Events	2,919.11	3,500	83.40%	29,263.53	35,000	69.68%	42,000
Association Dues & Fees	878.00	750	117.07%	4,679.00	7,500	51.99%	9,000
Public Information	127.50	3,250	3.92%	26,950.07	32,500	69.10%	39,000
Library Supplies	5,920.45	3,500	169.16%	37,130.39	35,000	88.41%	42,000
Office Supplies	188.70	750	25.16%	3,879.55	7,500	43.11%	9,000
Postage	225.00	1,250	18.00%	10,370.21	12,500	69.13%	15,000
Printing	307.62	750	41.02%	3,984.70	7,500	44.27%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,728.56	18,018	92.84%	172,440.12	180,184	79.75%	216,221
Contribution to FICA	14,977.23	16,713	89.61%	153,424.58	167,133	76.50%	200,560
Audit	972.22	942	103.21%	9,305.54	9,417	82.35%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	30,195.30	42,500	59.21%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,333	0.00%	4,000
Bank Charges	15.00	250	6.00%	465.78	2,500	15.53%	3,000
<b>Total Expenditures</b>	<b>413,851.84</b>	<b>470,799</b>	<b>87.90%</b>	<b>4,213,375.35</b>	<b>4,707,990</b>	<b>74.58%</b>	<b>5,649,588</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(368,924.39)</b>	<b>(22,529)</b>		<b>1,087,271.58</b>	<b>(225,294)</b>		<b>(270,354)</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(368,924.39)</b>	<b>(22,529)</b>		<b>1,087,271.58</b>	<b>(225,294)</b>		<b>(270,354)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended October 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
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	9,896.37	1,666,520.69
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	947.39	6,014.98	5.95	57.59	1,613.26	9,026.13
Capital Campaign	0.00	0.00	75.00	1,800.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>947.39</b>	<b>6,014.98</b>	<b>80.95</b>	<b>1,857.59</b>	<b>11,509.63</b>	<b>1,675,546.82</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	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	161,160.46
<b>Total Expenditures</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,116.05</b>	<b>161,160.46</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>947.39</b>	<b>5,964.98</b>	<b>80.95</b>	<b>1,857.59</b>	<b>(4,606.42)</b>	<b>1,514,386.36</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>947.39</b>	<b>5,964.98</b>	<b>80.95</b>	<b>1,857.59</b>	<b>(4,606.42)</b>	<b>1,514,386.36</b>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill Pmt -Check	57271	10/27/2017	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
	Bill	10/2/17	10/02/2017		102160 · 457 Plan W/H Payable	325.00
TOTAL						<u>325.00</u>
	Bill Pmt -Check	57272	10/27/2017	AT&T	101010 · Cash - Marquette	-80.47
	Bill	10/12/17	10/12/2017		104575 · Automation - Line Costs	80.47
TOTAL						<u>80.47</u>
	Bill Pmt -Check	57273	10/27/2017	Bal Industries	101010 · Cash - Marquette	-510.00
	Bill	38499	10/15/2017		104450 · Building Maintenance	510.00
TOTAL						<u>510.00</u>
	Bill Pmt -Check	57274	10/27/2017	Comcast Cable	101010 · Cash - Marquette	-325.86
	Bill	10/3/17	10/03/2017		104575 · Automation - Line Costs	248.22
					104520 · Telephone	77.64
TOTAL						<u>325.86</u>
	Bill Pmt -Check	57275	10/27/2017	Findaway World, LLC	101010 · Cash - Marquette	-532.71
	Bill	232629	10/20/2017		104340 · Audio Visual Materials - Adult	532.71
TOTAL						<u>532.71</u>
	Bill Pmt -Check	57276	10/27/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,322.77
	Bill	61957616	09/27/2017		104310 · Books - Adult	24.00

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	61956971	09/27/2017		104310 · Books - Adult	24.00
Bill	61968791	09/28/2017		104310 · Books - Adult	23.19
Bill	62019297	10/04/2017		104310 · Books - Adult	24.79
Bill	62020893	10/04/2017		104310 · Books - Adult	27.99
Bill	62019376	10/04/2017		104310 · Books - Adult	30.39
Bill	62019414	10/04/2017		104310 · Books - Adult	59.98
Bill	62019631	10/04/2017		104312 · Books - Outreach	772.53
Bill	62030719	10/05/2017		104310 · Books - Adult	29.59
Bill	62030772	10/05/2017		104310 · Books - Adult	87.97
Bill	62030621	10/05/2017		104310 · Books - Adult	31.19
Bill	62030384	10/05/2017		104312 · Books - Outreach	83.17
Bill	62040039	10/06/2017		104310 · Books - Adult	24.80
Bill	62040291	10/06/2017		104310 · Books - Adult	54.39
Bill	62039714	10/06/2017		104310 · Books - Adult	24.79
<b>TOTAL</b>					<b>1,322.77</b>
<b>Bill Pmt -Check</b>	<b>57277</b>	<b>10/27/2017</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-392.48</b>
Bill	PINV1415984	10/06/2017		104720 · Office Supplies	38.10
				104550 · Lib. & Off. Eqpt Rep. & Maint	236.98
				104530 · Building & Custodial Supplies	16.08
Bill	PINV1417934	10/11/2017		104720 · Office Supplies	15.98
Bill	PINV1420078	10/13/2017		104720 · Office Supplies	85.34
<b>TOTAL</b>					<b>392.48</b>
<b>Bill Pmt -Check</b>	<b>57278</b>	<b>10/27/2017</b>	<b>Grasso Graphics, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-307.62</b>
Bill	28946	10/25/2017		104740 · Printing	307.62
<b>TOTAL</b>					<b>307.62</b>
<b>Bill Pmt -Check</b>	<b>57279</b>	<b>10/27/2017</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-450.00</b>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	139846	10/18/2017		104650 · Association Dues & Fees	100.00
Bill	134577	10/18/2017		104650 · Association Dues & Fees	200.00
Bill	134428	10/18/2017		104610 · Board Training & Education	75.00
Bill	134306	10/18/2017		104610 · Board Training & Education	75.00
TOTAL					450.00
<b>Bill Pmt -Check</b>	<b>57280</b>	<b>10/27/2017</b>	<b>Illinois State Police Services Fund</b>	<b>101010 · Cash - Marquette</b>	<b>-30.00</b>
Bill	9/30/17	10/01/2017		104495 · Legal	30.00
TOTAL					30.00
<b>Bill Pmt -Check</b>	<b>57281</b>	<b>10/27/2017</b>	<b>Infogroup</b>	<b>101010 · Cash - Marquette</b>	<b>-7,000.00</b>
Bill	10003244466	10/15/2017		104315 · Electronic Databases	7,000.00
TOTAL					7,000.00
<b>Bill Pmt -Check</b>	<b>57282</b>	<b>10/27/2017</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-9,218.17</b>
Bill	See Detail List	10/26/2017		104310 · Books - Adult	8,189.41
				104312 · Books - Outreach	123.17
				104311 · Books - Youth	905.59
TOTAL					9,218.17
<b>Bill Pmt -Check</b>	<b>57283</b>	<b>10/27/2017</b>	<b>Konica Minolta Business Solutions USA Inc</b>	<b>101010 · Cash - Marquette</b>	<b>-11.17</b>
Bill	9003968620	10/19/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	11.17
TOTAL					11.17
<b>Bill Pmt -Check</b>	<b>57284</b>	<b>10/27/2017</b>	<b>Midwest Tape</b>	<b>101010 · Cash - Marquette</b>	<b>-205.76</b>



**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	95456998	10/04/2017		104341 · Audio Visual Materials - Youth	124.97
Bill	95476176	10/11/2017		104340 · Audio Visual Materials - Adult	80.79
TOTAL					205.76
<b>Bill Pmt -Check</b>	<b>57285</b>	<b>10/27/2017</b>	<b>Nicor Gas</b>	<b>101010 · Cash - Marquette</b>	<b>-1,735.20</b>
Bill	10/26/17	10/19/2017		104517 · Natural Gas	1,735.20
TOTAL					1,735.20
<b>Bill Pmt -Check</b>	<b>57286</b>	<b>10/27/2017</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-4,389.42</b>
Bill	04125DA17046021	10/01/2017		104310 · Books - Adult	16.95
Bill	04125CO17046593	10/02/2017		104310 · Books - Adult	3,270.36
Bill	04125CO17046456	10/02/2017		104311 · Books - Youth	291.87
Bill	04125DA17047979	10/03/2017		104310 · Books - Adult	271.94
Bill	04125DA17047980	10/03/2017		104311 · Books - Youth	14.39
Bill	04125CO17047232	10/03/2017		104311 · Books - Youth	50.99
Bill	04125DA17050207	10/07/2017		104310 · Books - Adult	10.00
Bill	04125DA17052023	10/10/2017		104310 · Books - Adult	309.97
Bill	04125DA17052024	10/10/2017		104311 · Books - Youth	92.95
Bill	04125CO17054280	10/15/2017		104310 · Books - Adult	60.00
TOTAL					4,389.42
<b>Bill Pmt -Check</b>	<b>57287</b>	<b>10/27/2017</b>	<b>Paramont-EO, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-414.10</b>
Bill	S700679714.001	10/24/2017		104540 · Building Repairs	414.10
TOTAL					414.10
<b>Bill Pmt -Check</b>	<b>57288</b>	<b>10/27/2017</b>	<b>Park Ace Hardware</b>	<b>101010 · Cash - Marquette</b>	<b>-98.80</b>
Bill	9/30/17	10/01/2017		104530 · Building & Custodial Supplies	98.80

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						98.80
	<b>Bill Pmt -Check</b>	<b>57289</b>	<b>10/27/2017</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-558.75</b>
	Bill	1084222177	10/01/2017		104340 · Audio Visual Materials - Adult	86.25
	Bill	1084081531	10/01/2017		104342 · Audio Visual Materials-Outreach	30.00
	Bill	1084222179	10/01/2017		104342 · Audio Visual Materials-Outreach	37.50
	Bill	1084324572	10/02/2017		104340 · Audio Visual Materials - Adult	37.50
	Bill	1184324572	10/02/2017		104340 · Audio Visual Materials - Adult	37.50
	Bill	1084324575	10/02/2017		104342 · Audio Visual Materials-Outreach	37.50
	Bill	1084374157	10/06/2017		104342 · Audio Visual Materials-Outreach	56.25
	Bill	1084374154	10/06/2017		104340 · Audio Visual Materials - Adult	56.25
	Bill	1084514059	10/13/2017		104342 · Audio Visual Materials-Outreach	90.00
	Bill	1084514057	10/13/2017		104340 · Audio Visual Materials - Adult	90.00
TOTAL						<u>558.75</u>
	<b>Bill Pmt -Check</b>	<b>57290</b>	<b>10/27/2017</b>	<b>Quill Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-77.49</b>
	Bill	1795415	10/19/2017		104530 · Building & Custodial Supplies	77.49
TOTAL						<u>77.49</u>
	<b>Bill Pmt -Check</b>	<b>57291</b>	<b>10/27/2017</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-671.94</b>
	Bill	75589604	10/01/2017		104340 · Audio Visual Materials - Adult	61.87
	Bill	75589828	10/01/2017		104340 · Audio Visual Materials - Adult	31.50
	Bill	75589849	10/01/2017		104340 · Audio Visual Materials - Adult	31.50
	Bill	75591442	10/01/2017		104340 · Audio Visual Materials - Adult	63.48
	Bill	75592003	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
	Bill	75993521	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
	Bill	75593538	10/01/2017		104340 · Audio Visual Materials - Adult	99.00
	Bill	75594175	10/01/2017		104340 · Audio Visual Materials - Adult	40.49
	Bill	75594244	10/01/2017		104340 · Audio Visual Materials - Adult	35.95

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	75594650	10/01/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75594670	10/01/2017		104340 · Audio Visual Materials - Adult	22.49
Bill	75594700	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75594708	10/01/2017		104340 · Audio Visual Materials - Adult	27.00
Bill	75595739	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75595775	10/01/2017		104340 · Audio Visual Materials - Adult	74.20
TOTAL					<u>671.94</u>
<b>Bill Pmt -Check</b>	<b>57292</b>	<b>10/27/2017</b>	<b>Reliastar Life Insurance Company</b>	<b>101010 · Cash - Marquette</b>	<b>-2,500.00</b>
Bill	10/16/17	10/16/2017		102160 · 457 Plan W/H Payable	2,500.00
TOTAL					<u>2,500.00</u>
<b>Bill Pmt -Check</b>	<b>57293</b>	<b>10/27/2017</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-853.74</b>
Bill	5345	10/06/2017		104530 · Building & Custodial Supplies	440.01
Bill	5349	10/14/2017		104530 · Building & Custodial Supplies	385.73
Bill	16788	10/19/2017		104530 · Building & Custodial Supplies	28.00
TOTAL					<u>853.74</u>
<b>Bill Pmt -Check</b>	<b>57294</b>	<b>10/27/2017</b>	<b>SYNCHRONY BANK/AMAZON</b>	<b>101010 · Cash - Marquette</b>	<b>-8,205.26</b>
Bill	10/15/17 Statement	10/15/2017		104340 · Audio Visual Materials - Adult	4,681.24
				104341 · Audio Visual Materials - Youth	2,195.74
				104342 · Audio Visual Materials-Outreach	331.81
				104310 · Books - Adult	127.90
				104710 · Library Supplies	95.58
				104642 · Patron Programs & Events-Youth	252.47
				104570 · Automation - Equipment	121.59
				104550 · Lib. & Off. Eqpt Rep. & Maint	398.93
TOTAL					<u>8,205.26</u>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57296	10/27/2017	U.S. Postal Service	101010 · Cash - Marquette	-225.00
Bill	10/20/17	10/20/2017		104730 · Postage	225.00
TOTAL					<u>225.00</u>
Bill Pmt -Check	57297	10/27/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,069.94
Bill	62040194	10/06/2017		104310 · Books - Adult	27.99
Bill	62040013	10/06/2017		104310 · Books - Adult	24.74
Bill	62039774	10/06/2017		104312 · Books - Outreach	149.54
Bill	62063278	10/10/2017		104310 · Books - Adult	20.79
Bill	62063621	10/10/2017		104310 · Books - Adult	24.79
Bill	62063981	10/10/2017		104310 · Books - Adult	47.18
Bill	62084601	10/13/2017		104310 · Books - Adult	24.00
Bill	62110602	10/18/2017		104310 · Books - Adult	26.39
Bill	62110738	10/18/2017		104310 · Books - Adult	27.99
Bill	62110994	10/18/2017		104310 · Books - Adult	27.99
Bill	62111213	10/18/2017		104310 · Books - Adult	27.99
Bill	62111149	10/18/2017		104310 · Books - Adult	55.98
Bill	62110701	10/19/2017		104310 · Books - Adult	277.49
Bill	62118209	10/19/2017		104312 · Books - Outreach	307.08
TOTAL					<u>1,069.94</u>
Bill Pmt -Check	57298	10/27/2017	Recorded Books, INC	101010 · Cash - Marquette	-426.95
Bill	75596603	10/01/2017		104340 · Audio Visual Materials - Adult	74.98
Bill	75596867	10/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75598149	10/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75598263	10/01/2017		104340 · Audio Visual Materials - Adult	39.99
Bill	75599173	10/01/2017		104340 · Audio Visual Materials - Adult	31.45
Bill	75599314	10/01/2017		104340 · Audio Visual Materials - Adult	39.99

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	75599400	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75599667	10/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75600293	10/01/2017		104340 · Audio Visual Materials - Adult	25.60
Bill	75602489	10/01/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75602977	10/01/2017		104340 · Audio Visual Materials - Adult	17.99
Bill	75602978	10/01/2017		104340 · Audio Visual Materials - Adult	34.99
TOTAL					<u>426.95</u>
<b>Bill Pmt -Check</b>	<b>57299</b>	<b>11/01/2017</b>	<b>Adam Kimble</b>	<b>101010 · Cash - Marquette</b>	<b>-400.00</b>
Bill	Nov 9'17 Program	11/01/2017		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					<u>400.00</u>
<b>Bill Pmt -Check</b>	<b>57300</b>	<b>11/01/2017</b>	<b>Kovac, James P.</b>	<b>101010 · Cash - Marquette</b>	<b>-250.00</b>
Bill	Nov 1'17 Program	11/01/2017		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					<u>250.00</u>
<b>Bill Pmt -Check</b>	<b>57301</b>	<b>11/01/2017</b>	<b>Thomas J. Emery</b>	<b>101010 · Cash - Marquette</b>	<b>-250.00</b>
Bill	Nov 9'17 Program	11/01/2017		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					<u>250.00</u>
<b>Bill Pmt -Check</b>	<b>57302</b>	<b>11/10/2017</b>	<b>Amgard Exterminating Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-80.00</b>
Bill	2231	11/03/2017		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
<b>Bill Pmt -Check</b>	<b>57303</b>	<b>11/10/2017</b>	<b>Annuity Premium Reserve Account</b>	<b>101010 · Cash - Marquette</b>	<b>-325.00</b>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	10/31/17	10/31/2017		102160 · 457 Plan W/H Payable	325.00
TOTAL						<u>325.00</u>
	Bill Pmt -Check	57304	11/10/2017	B & R Irrigation Systems	101010 · Cash - Marquette	-250.00
	Bill	11/2/17	11/02/2017		104440 · Landscaping & Groundskeeping	250.00
TOTAL						<u>250.00</u>
	Bill Pmt -Check	57305	11/10/2017	Batteries Plus	101010 · Cash - Marquette	-55.99
	Bill	277-2176002-01	11/09/2017		104530 · Building & Custodial Supplies	55.99
TOTAL						<u>55.99</u>
	Bill Pmt -Check	57306	11/10/2017	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-764.99
	Bill	DOCS457063	10/19/2017		104600 · Outreach Services	764.99
TOTAL						<u>764.99</u>
	Bill Pmt -Check	57307	11/10/2017	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-38.36
	Bill	10/31/17	10/31/2017		102171 · Garnishment W/H Payable	38.36
TOTAL						<u>38.36</u>
	Bill Pmt -Check	57308	11/10/2017	Capital One Commercial	101010 · Cash - Marquette	-191.51
	Bill	10/26/17 Statement	10/26/2017		104640 · Patron Programs&Events-Outreach	52.47
					104530 · Building & Custodial Supplies	42.66
					104640 · Patron Programs&Events-Outreach	83.49
					104530 · Building & Custodial Supplies	12.89
TOTAL						<u>191.51</u>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57309	11/10/2017	Cardmember Service	101010 · Cash - Marquette	<b>-3,994.65</b>
Bill	October Statement	10/01/2017		104630 · Conference Fees	280.00
				104630 · Conference Fees	280.00
				104630 · Conference Fees	280.00
				104630 · Conference Fees	195.00
				104630 · Conference Fees	195.00
				104630 · Conference Fees	195.00
				104630 · Conference Fees	195.00
				104630 · Conference Fees	475.00
				104642 · Patron Programs & Events-Youth	39.00
				104530 · Building & Custodial Supplies	53.36
				104530 · Building & Custodial Supplies	205.95
				104630 · Conference Fees	220.00
				104530 · Building & Custodial Supplies	9.40
				104530 · Building & Custodial Supplies	9.40
				104530 · Building & Custodial Supplies	9.40
				104341 · Audio Visual Materials - Youth	375.83
				104450 · Building Maintenance	384.00
				104640 · Patron Programs&Events-Outreach	302.52
				104660 · Public Information	127.50
				104642 · Patron Programs & Events-Youth	10.50
				104642 · Patron Programs & Events-Youth	48.35
				104620 · Staff Training & Education	130.00
				104570 · Automation - Equipment	189.99
				104642 · Patron Programs & Events-Youth	26.00
				104710 · Library Supplies	16.45
				104640 · Patron Programs&Events-Outreach	17.00
TOTAL					<u>4,074.65</u>
Bill Pmt -Check	57310	11/10/2017	Cash	101010 · Cash - Marquette	<b>-241.62</b>
Bill	11/6/17	11/06/2017		104730 · Postage	7.16

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104642 · Patron Programs & Events-Youth	62.82
				104640 · Patron Programs&Events-Outreach	10.00
				104642 · Patron Programs & Events-Youth	6.00
				104620 · Staff Training & Education	10.02
				104620 · Staff Training & Education	10.20
				104620 · Staff Training & Education	10.31
				104620 · Staff Training & Education	8.54
				104620 · Staff Training & Education	8.13
				104530 · Building & Custodial Supplies	4.03
				104530 · Building & Custodial Supplies	25.00
				104620 · Staff Training & Education	17.65
				104642 · Patron Programs & Events-Youth	23.76
				104620 · Staff Training & Education	38.00
TOTAL					<u>241.62</u>
<b>Bill Pmt -Check</b>	<b>57311</b>	<b>11/10/2017</b>	<b>Cavendish Square</b>	<b>101010 · Cash - Marquette</b>	<b>-83.85</b>
Bill	CAL3044811	10/02/2017		104311 · Books - Youth	83.85
TOTAL					<u>83.85</u>
<b>Bill Pmt -Check</b>	<b>57312</b>	<b>11/10/2017</b>	<b>Dan Laib</b>	<b>101010 · Cash - Marquette</b>	<b>-400.00</b>
Bill	11/18/17	11/18/2017		104642 · Patron Programs & Events-Youth	400.00
TOTAL					<u>400.00</u>
<b>Bill Pmt -Check</b>	<b>57313</b>	<b>11/10/2017</b>	<b>Demco</b>	<b>101010 · Cash - Marquette</b>	<b>-3,901.00</b>
Bill	6215140	10/01/2017		104710 · Library Supplies	3,901.00
TOTAL					<u>3,901.00</u>
<b>Bill Pmt -Check</b>	<b>57314</b>	<b>11/10/2017</b>	<b>French Battlefields</b>	<b>101010 · Cash - Marquette</b>	<b>-150.00</b>



**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	11/14/17	11/14/2017		104640 · Patron Programs&Events-Outreach	150.00
<b>TOTAL</b>					<u>150.00</u>
<b>Bill Pmt -Check</b>	<b>57315</b>	<b>11/10/2017</b>	<b>Fun Express, LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-277.31</b>
Bill	686326673-01	10/24/2017		104642 · Patron Programs & Events-Youth	148.74
Bill	686374466-01	10/27/2017		104642 · Patron Programs & Events-Youth	128.57
<b>TOTAL</b>					<u>277.31</u>
<b>Bill Pmt -Check</b>	<b>57316</b>	<b>11/10/2017</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-806.19</b>
Bill	62111386	10/18/2017		104310 · Books - Adult	26.39
Bill	62118171	10/19/2017		104310 · Books - Adult	26.39
Bill	62118195	10/19/2017		104310 · Books - Adult	25.59
Bill	62135284	10/23/2017		104312 · Books - Outreach	26.39
Bill	62148750	10/25/2017		104310 · Books - Adult	24.80
Bill	62148719	10/25/2017		104310 · Books - Adult	22.40
Bill	62149304	10/25/2017		104310 · Books - Adult	24.80
Bill	62148736	10/25/2017		104310 · Books - Adult	25.60
Bill	62149058	10/25/2017		104310 · Books - Adult	25.60
Bill	62148845	10/25/2017		104310 · Books - Adult	38.38
Bill	62154292	10/26/2017		104310 · Books - Adult	96.78
Bill	62174575	10/31/2017		104310 · Books - Adult	345.47
Bill	62174532	10/31/2017		104310 · Books - Adult	51.20
Bill	62174466	10/31/2017		104310 · Books - Adult	23.20
Bill	62174437	10/31/2017		104310 · Books - Adult	23.20
<b>TOTAL</b>					<u>806.19</u>
<b>Bill Pmt -Check</b>	<b>57317</b>	<b>11/10/2017</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-523.30</b>
Bill	PINV1427849	10/27/2017		104710 · Library Supplies	63.25

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	PINV1429497	10/31/2017		104720 · Office Supplies	49.28
Bill	PINV1431124	11/02/2017		104720 · Office Supplies	410.77
<b>TOTAL</b>					<b>523.30</b>
<b>Bill Pmt -Check</b>	<b>57318</b>	<b>11/10/2017</b>	<b>Gaylord Bros., Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-810.00</b>
Bill	2507320	10/23/2017		104710 · Library Supplies	762.40
Bill	2507918	10/26/2017		104710 · Library Supplies	47.60
<b>TOTAL</b>					<b>810.00</b>
<b>Bill Pmt -Check</b>	<b>57319</b>	<b>11/10/2017</b>	<b>Greenhaven Publishing</b>	<b>101010 · Cash - Marquette</b>	<b>-219.60</b>
Bill	3007776	10/01/2017		104310 · Books - Adult	219.60
<b>TOTAL</b>					<b>219.60</b>
<b>Bill Pmt -Check</b>	<b>57320</b>	<b>11/10/2017</b>	<b>Home Depot Credit Services</b>	<b>101010 · Cash - Marquette</b>	<b>-68.09</b>
Bill	102717	11/10/2017		104530 · Building & Custodial Supplies	68.09
<b>TOTAL</b>					<b>68.09</b>
<b>Bill Pmt -Check</b>	<b>57321</b>	<b>11/10/2017</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-150.00</b>
Bill	134526	10/18/2017		104650 · Association Dues & Fees	150.00
<b>TOTAL</b>					<b>150.00</b>
<b>Bill Pmt -Check</b>	<b>57322</b>	<b>11/10/2017</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-7,461.08</b>
Bill	See Detail List	11/10/2017		104311 · Books - Youth	4,065.15
				104310 · Books - Adult	3,161.72
				104312 · Books - Outreach	234.21

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						7,461.08
	Bill Pmt -Check	57323	11/10/2017	Innovative Interfaces, Inc.	101010 · Cash - Marquette	-590.00
	Bill	INV-INC16225	11/06/2017		104580 · Automation - Maintenance	90.00
	Bill	INV-INC16226	11/06/2017		104580 · Automation - Maintenance	500.00
TOTAL						590.00
	Bill Pmt -Check	57324	11/10/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-2,983.70
	Bill	0396-01	10/26/2017		104495 · Legal	2,983.70
TOTAL						2,983.70
	Bill Pmt -Check	57325	11/10/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-12.00
	Bill	9003972449	10/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL						12.00
	Bill Pmt -Check	57326	11/10/2017	LACONI, Inc.	101010 · Cash - Marquette	-100.00
	Bill	11/1/17	11/01/2017		104650 · Association Dues & Fees	100.00
TOTAL						100.00
	Bill Pmt -Check	57327	11/10/2017	Laura Hoffman	101010 · Cash - Marquette	-300.00
	Bill	11/17/17	11/17/2017		104640 · Patron Programs&Events-Outreach	300.00
TOTAL						300.00
	Bill Pmt -Check	57328	11/10/2017	Library Furniture International, Inc.	101010 · Cash - Marquette	-3,893.00

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL	Bill	QT-699	11/03/2017		104590 · Library Furniture	3,893.00
						<u>3,893.00</u>
	Bill Pmt -Check	57329	11/10/2017	Midwest Tape	101010 · Cash - Marquette	-1,285.52
	Bill	95515139	10/25/2017		104341 · Audio Visual Materials - Youth	52.98
	Bill	95533502	10/31/2017		104340 · Audio Visual Materials - Adult	1,074.64
TOTAL					104341 · Audio Visual Materials - Youth	157.90
						<u>1,285.52</u>
	Bill Pmt -Check	57330	11/10/2017	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
TOTAL	Bill	6069	11/01/2017		104450 · Building Maintenance	6,300.00
						<u>6,300.00</u>
	Bill Pmt -Check	57331	11/10/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-72.60
TOTAL	Bill	5672462	11/01/2017		104450 · Building Maintenance	72.60
						<u>72.60</u>
	Bill Pmt -Check	57332	11/10/2017	OverDrive, Inc.	101010 · Cash - Marquette	0.00
TOTAL						0.00
	Bill Pmt -Check	57333	11/10/2017	Penguin Random House LLC	101010 · Cash - Marquette	-183.75
	Bill	1084640970	10/20/2017		104340 · Audio Visual Materials - Adult	33.75
	Bill	1084640410	10/20/2017		104340 · Audio Visual Materials - Adult	26.25
	Bill	1084640972	10/20/2017		104342 · Audio Visual Materials-Outreach	33.75

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	1084640413	10/20/2017		104342 · Audio Visual Materials-Outreach	90.00
TOTAL					<u>183.75</u>
<b>Bill Pmt -Check</b>	<b>57334</b>	<b>11/10/2017</b>	<b>Penny Dell Puzzles</b>	<b>101010 · Cash - Marquette</b>	<b>-318.70</b>
Bill	10/31/17	10/31/2017		104320 · Periodicals - Adult	318.70
TOTAL					<u>318.70</u>
<b>Bill Pmt -Check</b>	<b>57335</b>	<b>11/10/2017</b>	<b>RAILS</b>	<b>101010 · Cash - Marquette</b>	<b>-82.50</b>
Bill	4648	10/25/2017		104315 · Electronic Databases	82.50
TOTAL					<u>82.50</u>
<b>Bill Pmt -Check</b>	<b>57336</b>	<b>11/10/2017</b>	<b>Rainbow Book Company</b>	<b>101010 · Cash - Marquette</b>	<b>-1,014.35</b>
Bill	142022	10/01/2017		104311 · Books - Youth	538.75
Bill	142842	10/01/2017		104311 · Books - Youth	475.60
TOTAL					<u>1,014.35</u>
<b>Bill Pmt -Check</b>	<b>57337</b>	<b>11/10/2017</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-953.10</b>
Bill	5372	10/21/2017		104530 · Building & Custodial Supplies	372.36
Bill	5399	10/27/2017		104530 · Building & Custodial Supplies	207.51
Bill	5409	11/04/2017		104530 · Building & Custodial Supplies	373.23
TOTAL					<u>953.10</u>
<b>Bill Pmt -Check</b>	<b>57338</b>	<b>11/10/2017</b>	<b>Susan Kelbus</b>	<b>101010 · Cash - Marquette</b>	<b>-100.00</b>
Bill	11/15/17	11/15/2017		104640 · Patron Programs&Events-Outreach	100.00
TOTAL					<u>100.00</u>

**Orland Park Public Library**  
**Check Detail**  
October 17 through November 20, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57339	11/10/2017	Taste of Home Books	101010 · Cash - Marquette	<u>-32.98</u>
Bill	01052	10/16/2017		104310 · Books - Adult	32.98
TOTAL					<u>32.98</u>
Bill Pmt -Check	57340	11/10/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	<u>-200.00</u>
Bill	10/13/17	10/13/2017		102171 · Garnishment W/H Payable	100.00
Bill	10/31/17	10/31/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					<u>200.00</u>
Bill Pmt -Check	57341	11/10/2017	Trane U.S. Inc.	101010 · Cash - Marquette	<u>-36,000.00</u>
Bill	38573952	10/31/2017		104450 · Building Maintenance	36,000.00
TOTAL					<u>36,000.00</u>
Bill Pmt -Check	57342	11/10/2017	Comcast Cable	101010 · Cash - Marquette	<u>-335.37</u>
Bill	11/3/17	11/03/2017		104575 · Automation - Line Costs	255.35
				104520 · Telephone	80.02
TOTAL					<u>335.37</u>
Bill Pmt -Check	57343	11/10/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	<u>-271.07</u>
Bill	9004015902	11/01/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	271.07
TOTAL					<u>271.07</u>
Bill Pmt -Check	57344	11/10/2017	OverDrive, Inc.	101010 · Cash - Marquette	<u>-5,908.75</u>
Bill	04125DA17056194	10/17/2017		104310 · Books - Adult	178.98
Bill	04125DA17057186	10/18/2017		104310 · Books - Adult	27.99
Bill	04125DA17060813	10/24/2017		104310 · Books - Adult	130.00
Bill	04125DA17061793	10/25/2017		104310 · Books - Adult	26.99
Bill	04125CO17061237	10/25/2017		104310 · Books - Adult	1,181.22

**Orland Park Public Library  
Check Detail  
October 17 through November 20, 2017**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	04125CO17061243	10/25/2017		104310 · Books - Adult	778.96
Bill	04125CO17061245	10/25/2017		104310 · Books - Adult	544.97
Bill	04125CO17061246	10/25/2017		104310 · Books - Adult	15.99
Bill	04125CO17061274	10/25/2017		104310 · Books - Adult	60.00
Bill	04125CO17061268	10/25/2017		104310 · Books - Adult	1,970.49
Bill	04125CO17063195	10/28/2017		104311 · Books - Youth	82.21
Bill	04125CO17063196	10/28/2017		104311 · Books - Youth	5.24
Bill	04125CO17064764	10/31/2017		104340 · Audio Visual Materials - Adult	127.94
Bill	04125DA17066587	10/31/2017		104310 · Books - Adult	198.98
Bill	04125CO17064648	10/31/2017		104311 · Books - Youth	578.79
TOTAL					5,908.75
<b>Bill Pmt -Check</b>	<b>57345</b>	<b>11/14/2017</b>	<b>Commercial Carpet Consultants, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-47,970.92</b>
Bill	M164749	11/14/2017		104450 · Building Maintenance	47,970.92
TOTAL					47,970.92
<b>Bill Pmt -Check</b>	<b>57346</b>	<b>11/14/2017</b>	<b>Current Technologies Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-12,048.87</b>
Bill	7882	11/13/2017		104570 · Automation - Equipment	11,083.27
Bill	7885	11/13/2017		104580 · Automation - Maintenance	965.60
TOTAL					12,048.87
<b>Subtotal - Checks</b>					<b>\$184,748.32</b>
<b>Gross Payroll on 10/31/17</b>					<b>\$104,737.29</b>
<b>Payment to Village for IMRF/Insurance for October, 2017</b>					<b>\$60,164.19</b>
<b>Gross Payroll on 11/15/17</b>					<b>\$102,787.76</b>
<b>Grand Total</b>					<b>\$452,437.56</b>

# **Adult Services Board Report October 2017**

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

eBooks, eMagazines, eReaders program 10/2, 10/19; 5 adults

Writer's Group 10/5; 12 adults

Book Frames 10/9; 15 adults

Six genre book discussions 10/12, 10/17, 10/18, 10/18, 10/26, 10/30; 39 adults

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Judy Brannigan attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar) on Oct 3, 2017

Kortnee Fingler attended Violence Prevention in the Public Library (Webinar) on Oct 3, 2017

Kaye Friberg attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Online) on Oct 4, 2017

Kortnee Fingler attended Defying Definitions: Top Graphic Novels for Fall (Webinar (LJ) on Oct 4, 2017

Diane Srebro attended Hoopla (Webinar) on Oct 5, 2017

Deborah Oedzes attended Hoopla (Webinar) on Oct 5, 2017

Diane Srebro attended RAILS Member Update-Vernon Hills PLD (Webinar) on Oct 5, 2017

Julie Kwiatt attended Keeping Patrons Safe: Our Responsibilities During High Risk Situations (Webinar) on Oct 6, 2017

Diane Srebro attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 10, 2017

Rosemarie Forto-Whitemiller attended Violence Prevention in the Public Library (Adult Services Workroom Computer) on Oct 10, 2017

Deborah Oedzes attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 11, 2017

Peter Tew attended Webinar: Library Safety and Security Discussion (online) on Oct 12, 2017

Katie Allan attended Keeping Patrons Safe: Our Responsibilities During High Risk Situations (Webinar) on Oct 12, 2017

Rosemarie Forto-Whitemiller attended Webinar-The Challenging Patron Workshop (OPPL Adult Services Work Office computer) on Oct 12, 2017

Dawn Gowgiel attended Violence Prevention in the Public Library (Webinar) on Oct 14, 2017

Peter Tew attended AL Live: Library Security (online) on Oct 14, 2017

Peter Tew attended Keeping Patrons Safe: Our Responsibilities During High Risk Situations (online) on Oct 15, 2017



Peter Tew attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (online) on Oct 16, 2017

Peter Tew attended Violence Prevention in the Public Library (online) on Oct 16, 2017

Diane Srebro attended Novelist Book Clubs: Your Community Connection (Webinar) on Oct 26, 2017

## STATISTICS

### Database Statistics October 2017-2016 Comparison

Database	2017	2016	Data Type
Ancestry	953	4278	Total Searches
Careers College	45	17	Total Users
Consumer Reports	79	86	Total Log-Ins
EBSCO	2017*	27136	Total Searches
Gale Virtual Ref. Lib	3	1	Total Searches
Heritage Quest	155	117	Total Searches
Lynda.com	129	N/A	Total Log-Ins
Mango Languages	104	N/A	Total Sessions
OCLC	6735	5438	Total Searches
ProQuest	79	329	Total Searches
Reference USA	320	251	Total Searches
Weiss & Street Financial Ratings	53	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	10/2017	10/2016
Reference	3374	2986
Ref Remote	193	155
Non-Reference	324	277
N-R Remote	29	25
Extended Help	27	0
Passive Programming	4	0
Prog Att	71	47
Items shelved	19870	19843
Carts shelved	241	698

## **CUSTOMER SERVICE LOG**

10/8 Patron was looking for a Mystery book and was having trouble finding a title. I explained to him that we were in the process of integrating the Mysteries into the general fiction collection. Patron comment: "Thank you for doing that. I can't tell you how many times I've had to check both places when I was looking for a particular author." Andy M.

10/16 Patron called to comment that an Overdrive title was listed in a non-English language. I offered to notify Technical Services and Overdrive to tag items for preventing future errors for all patrons. "Well that will be great since I'm unable to read this book. I appreciate your efforts to correct this problem." Diane S.

10/16 Patron approached staff member at the Adult Services Reference Desk and very politely asked "Why do I like being a librarian." I responded that "I enjoy providing excellent customer service, and helping patrons to achieve their needs." He responded that he is like that too in providing service, and seemed very pleased with his visit today. Deborah O.

10/17 Patron whom I provided extended service to earlier this month, approached the Adult Services Reference Desk, asking whether I remembered her, and I said of course I do. She was very appreciative and thanked me for all of the assistance I provided when she was last here. She was looking to copy documents, and I directed her there, asking if I can assist her any further. She said "No, thank you so much." Deborah O.

10/18 Patron emailed Ask Ref requesting information on saving OPPL account passwords. I responded via email with steps to access My Account/My Record and requested confirmation about instructions. I received a reply, "Thank you - I was able to solve my problem. Appreciate your time." Diane S.

10/18 Patron approached the Adult Reference Desk and commented: "You have a very cool space exhibit." I concurred and thanked him. Peter T.

10/23 Patron approached the Adult Reference Desk. Comment: "I'm really happy you are combining the mystery books with fiction. It will be nice when it's all together. Sometimes I read suspense and I have to go to the other section. Good idea." Andy M.

10/24 Helping a patron find a book. Comment: "I love the new "Hot Pick" display. I just read a review of this book and here it is on the shelf. This is great." Andy M.

## **Circulation Board Report October 2017**

### **PERSONNEL**

On Wednesday, October 25th, Renata Neupauer started her new position as an Interlibrary Assistant.

Also on this day, Theresa Hildebrand started as our new Patron Services Manager.

## 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	53,717	53,026	1.30%	36,533			3,550
NOV							
DEC							
<b>TOTAL</b>	<b>544,809</b>	<b>550,068</b>	<b>-0.96%</b>	<b>350,636</b>			<b>27,059</b>
Hoopla Checkouts: 591 Overdrive Registrations: 42 Overdrive Checkouts: 3,544 Zinio Checkouts: 347 Polaris Patron Sessions: 13,694				*May count unavailable. Used last year's number. **First week of June unavailable. Used an average of the rest of the month.			

## CONTINUING EDUCATION/MEETINGS ATTENDED

Barbara Kandel attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar) on Oct 4, 2017

Julie A Pryor attended Polaris ILL module in operation (White Oak Library in Romeoville) on Oct 5, 2017

Stephanie Azzaline attended White Oak ILL Meeting (Romeoville Public Library) on Oct 5, 2017

Therese Coppolino attended Library Security Webinar (Orland Park Library) on Oct 6, 2017

John Burke attended Webinar - Keeping Patrons Safe (Orland Park Library) on Oct 7, 2017

Therese Coppolino attended "That's Not What I Said" webinar (Orland Park Library) on Oct 7, 2017

Dushaun Phelps attended PLA Webinar (Orland Park Public Library) on Oct 9, 2017

Jordin Morales attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 10, 2017

Julie A Pryor attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 10, 2017

Laura Larson attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 11, 2017

Becky Crume-Simmons attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 12, 2017

Laura Larson attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar) on Oct 14, 2017

Terry Freeman attended Webinar - Library Security (Orland Park Library) on Oct 14, 2017

Stephanie Azzaline attended Keeping Patrons Safe: Our Responsibilities During High Risk Situations (Webinar) on Oct 16, 2017

## **GRANTS/SPECIAL PROJECTS**

Circulation staff is working on clearing a list of long overdue items to change the status to "Lost." A setting has been adjusted by Wendy Xie so that going forward, this will happen automatically.

## **CUSTOMER SERVICE LOG**

10/4/17 (Welcome Desk) "Enjoyed game night. Would like to see more." - Terry F.

10/4/17 (Welcome Desk) "Loved game night!" - Terry F.

10/4/17 (Welcome Desk) "Need another game night. I had a wonderful time!" - Terry F.

10/4/17 (Welcome Desk) Patron enjoyed game night. Wants to see more (hopefully this year!) - Terry F.

All above comments refer to the Game Night we had in Room 104 on October 4.

10/10/17 (Welcome Desk) "That was a waste of time." Referring to program Your Fortune Told: Palmistry and Fortune Telling. - John B.

10/10/17 (Circ Desk) Patron wanted to register a complaint that she misses the "line starts here" circle in front of the Circulation Desk. - Laura L.

10/12/17 (Circ Desk) Patron stated, "I think libraries are magical. I'll be 80 years old in February and I've probably read about half a million dollars' worth of books." - Nadine L.

10/12/17 (Welcome Desk) Patron wanted to know who was responsible for making so many handicapped parking spaces. Said it was excessive. Said she is older but not handicapped and now has to get here early to find a regular spot she can park in that isn't a far walk. - Laura L.

10/14/17 (Welcome Desk) "The library is so cold! It's always cold in here." Patron comment upon leaving the library. - Laura L.

10/17/17 (Circ Desk) Patron thanked us for being a library that goes the extra mile! - Terry F.

10/20/17 (Welcome Desk) "We love this place!" - John B.

10/21/17 (Circ Desk) "When is the line coming back? It's confusing to people." Referring to "Line Starts Here" dot that used to be in front of Check-Out Desk. - Barb K.

10/23/17 (Circ Desk) Patron commented, "Instead of fines, you should say an extended usage fee. Thought for the day." - Barb K.

10/26/17 (Welcome Desk) "Lucky Day magazine rack is difficult to go through." - Angie M.

10/26/17 (Welcome Desk) "I like the new Lucky Day movie shelf. It's easier on the back." - Angie M.

10/27/17 (Self Check-Out) "It's so handy!" Patron using Self Check-out for the first time.- Julie P.

## Graphics Board Report October 2017

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Graphics requests this month included:

- Ad for Mysteries of the Cosmos
- Ad for October picture books coming soon
- Redesign of NASA brochure
- Junior Fiction Coming Soon poster
- Buttons created for the Friends of the Library Recycled Reads volunteers
- Ad for Meet the Artist - Justin Santora
- Ad for event: Chicago's Role in WWI
- Ad for Crossing the U.S. of Foot
- Ad for Romance book discussion - Miracle of 5th

### CONTINUING EDUCATION/MEETINGS ATTENDED

Kristen Holding attended and tabled at the Orland Park Area Chamber of Commerce Community Expo on October 14 all day.

Maurya Orr attended ILA on October 12 all day.

### STATISTICS

	Room Requests	Graphics Requests		
2017 Total	184	1094		
This month	19	98		
	Facebook	Twitter	Pinterest	Instagram
Subscribers	1,799	1,775	430	258
Library app downloads		626		

## GRANTS/SPECIAL PROJECTS

In October, Graphics delegated social media account management to the Marketing Committee to experiment with putting the social media back into the hands of librarians. Each Marketing Committee member tried out one of the library's social media accounts.

## Information Technology Board Report October 2017

### STATISTICS

Category	Oct 2017	Oct 2016
Study Room Usage	482	433
Patrons Assisted	451	391
Extended Assistance	61	N/A
Total PC Usage	1761	1856
Total Web pages	28321	30352
Number of Classes	14	11
Total Class Attendance	75	76
Wireless Usage	4115	4619

### CUSTOMER SERVICE LOG

10/6/17 One of the better classes I took. Great instructor!! Ron S.

10/9/17 Helped patron print from email – “Thank you so much for all your help. It took me so long to get the print right.” Audrey P.

10/17/17 Patron didn't know how to use a computer - Helped patron to login to the computer. Patron was very happy and thanked me many times. Audrey P.

10/17/17 Excel Part 1 - I am trying to increase my knowledge of computer programs in an updated fashion. Ron S.

10/17/17 Excel Part 1 – Need more time. Ron S.

10/20/17 Gmail Part 2 - Need faster WI FI in the Smart Lab. Audrey P.

10/20/17 Gmail Part 2 - Need Gmail 3 for forwarding pictures. Audrey P.

10/24/17 Excel 2 - The instructor and class structure was very easy to follow. I would take more classes. Ron S.

10/24/17 Excel 2 - I've been to 3 other computer classes at another library and this was by far the best. Nice flow. Not all over the place. Ron S.

10/24/17 Excel 2 - Handouts would be helpful to take home. Ron S.

10/24/17 Excel 2 - It would be helpful to have some handouts or takeaways to practice on once we leave the class. Ron S.

10/24/17 Excel 2 - More time for future classes. Ron S.

10/30/17 Budgeting - Thank You! Ron S.

10/30/17 Budgeting - Enjoyed class, could have been longer and hand-outs. Ron S.

10/30/17 Budgeting - This class could strongly benefit from having a supplement handout (guide in order to replicate at home). If I hadn't taken notes this knowledge would've been lost when I tried to replicate at home. Ron S.

10/31/17 "Thank you for all the help you gave me." Audrey P.

## **Outreach Services Board Report October 2017**

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

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.

Coordination of the Archival Digitization Project.

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**

Shane Peterson attended ILA Conference 2017 (Tinley Park Convention Center) on Oct 12, 2017

Theresa Marketti attended Senior Health Fair (Brookdale Senior Living) on Oct 13, 2017

Cathy DiGiorgio attended Community Expo (Carl Sandburg High School) on Oct 14, 2017

Cathy DiGiorgio attended Village Clerk's Office Senior Health Fair (Village of O.P. Annex Building) on Oct 17, 2017

Cathy DiGiorgio attended Illinois Retired Teacher's Group Presentation (Petie's Restaurant) on Oct 18, 2017

Kelly Cuci attended Illinois Retired Teacher's Group Presentation (Petie's Restaurant) on Oct 18, 2017

Shane Peterson attended Keeping Patrons Safe: Our Responsibilities During High Risk Situations (Webinar) on Oct 18, 2017

Shane Peterson attended The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth (Webinar) on Oct 20, 2017

Kelly Cuci attended Pulse Pounding Mysteries (Webinar) on Oct 24, 2017

Cathy DiGiorgio attended Pulse Pounding Mysteries for Fall (Webinar) on Oct 24, 2017

## STATISTICS

### Onsite Adult Programs:

12 programs were given with a total of 557. *2016: 13 programs were given with a total of 514 patrons.*

#### Breakout:

10/4/17 Board Game Night	9
10/5/17 An Evening With Claude Bourbon	45
10/6/17 Meet the Artist - Antonia Rupert	15
10/10/17 English Conversation for ESL Learners	3
10/10/17 Your Fortune Told - Palmistry and Fortune Telling	71
10/12/17 Cabaret: The Traverso Singers	78
10/13/17 Showcase - Music of the West African Kora	87
10/23/17 English Conversation for ESL Learners	3
10/24/17 Mind Games - A Night of Self-Deception	65
10/25/17 Shattered Sense of Innocence - The Chicago Child Murders of 1955	95
10/26/17 Haunted Bars and Pubs of Chicago	60
10/27/17 Friday Film Series - Beauty and the Beast	25

### Offsite Adult Programs:

18 programs were given with a total of 771 patrons attending. *2016: 11 programs were given with a total of 731 patrons attending.*

#### Breakout:

10/2/17 Senior Living Visits	32
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10/3/17 Senior Living Visits	11
10/4/17 Senior Living Visits	17
10/5/17 Smart Art Brookdale	6
10/5/17 Smart Art Autumn Leaves	3
10/11/17 Senior Health Fair at Brookdale	50
10/11/17 Orland Township Senior Drop-In Visits	18
10/13/17 Orland Township Senior Drop-In Visits	17
10/14/17 Chamber Community Expo	350
10/16/17 Senior Living Visits	42
10/17/17 Senior Living Visits	13
10/17/17 Village of Orland Park Expo	100
10/18/17 Senior Living Visits	18
10/24/17 Book Discussion at Smith Crossing	7
10/25/17 Orland Township Senior Drop-In Visits	18
10/26/17 Remember When with Autumn Leaves	15
10/26/17 Remember When with Brookdale	15
10/27/17 Orland Township Senior Drop-In Visits	15
10/30/17 Senior Living Visits	31
10/31/17 Senior Living Visits	15

**Train Station Books:**

Three Train Stations - **130**, 2016 - 77

**Program Flyer Distribution Stats:**

Village of Orland Park - **800**, 2016 - 0

Orland Township - **5**, 2016 - 8

Assisted Living - **10**, 2016 - 0

Sportsplex - **950**, 2016 - 100

During programs - **238**, 2016 - 203

**Other Outreach and Homebound Stats:**

Outreach Circulation Statistics: 916 items circulated with 1774 checkouts and 252 renewals. 2016: 913 items circulated with 1071 checkouts and 106 renewals.

Visits to single-family homebound patrons totaled 19. 2016: Visits totaled 18.

4 new homebound patron cards were issued and 0 discontinued. 1 card was renewed. 2016: 2 new homebound library cards were issued. 0 cards were discontinued. 2 cards were renewed.

OS staff logged 1373 reference transactions. 2016: 396 reference transactions.

OS staff logged 135 programming questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

OS staff logged 83 exhibit questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

## **GRANTS/SPECIAL PROJECTS**

Outreach Services just finished its first batch of scans for the Archive Project. We are now adding identification numbers to each and will be registering them into our internal database.

## **CUSTOMER SERVICE LOG**

10/1/17 Smith Crossing Book Visit

"Thanks so much for coming out." Dakari J.

"Thanks for being so kind." Dakari J.

"Thanks for coming out with my favorites." Dakari J.

10/3/17 Thomas Place Book Visit

"Thank you for coming." Theresa M.

10/3/17 Alden Book Visit

"Thank you." Theresa M.

10/3/17 Comment while rearranging part of the NASA CLEO exhibit

"You guys aren't taking down the NASA stuff already, are you?" (Told no) "Oh, great because I love being able to look at it, and seeing it around the library." Shane P.

10/3/17 Homebound Delivery

"Thank you so much. I love the service you provide." Theresa M.

I tell all my friends about your service." Theresa M.

"Thank you." Theresa M.

10/4/17 Evergreen Book Visit

"Thank you for the constant service." Theresa M.

10/4/17 Lexington Book Visit

"Thank you for providing this service." Theresa M.

"Thank God you come. It helps make the day here better." Theresa M.

10/4/17 Board Game Night program

"This was fun! I wish there were more of them. My friends and I would make it a regular thing." Shane P.

10/5/17 An Evening with Claude Bourbon program

"He can really play!" Cathy D.

"Wow, we really enjoyed his playing." Cathy D.  
"Thank you for having such a wonderful guitar performance." Cathy D.  
10/6/17 Homebound Delivery  
"Thanks for all you do." Dakari J.  
10/10/17 Homebound Delivery  
"Thank you for coming." Dakari J.  
10/11/17 Orland Township Book Visit  
"Thanks for bringing the book I enjoy." Dakari J.  
"Thanks for the service, it's so convenient." Dakari J.  
10/12/17 Cabaret - Traverso Singers program  
"Thanks for all your help." (Asked about upcoming programs) Dakari J.  
"Thanks for bringing this group to the library." Dakari J.  
"Thanks for having such nice concerts." Dakari J.  
10/13/17 Orland Township Book Visit  
"Thank you." Theresa M.  
10/13/17 Homebound Delivery  
"Thank you for coming." Theresa M.  
10/13/17 Homebound Delivery  
"Thank you." Theresa M.  
10/13/17 Showcase - Music of the West African Kora  
Many patrons thanked me for bringing Mr. Gaskell to the library. Shane P.  
"I appreciated hearing music I'd never heard." Shane P.  
10/14/17 Orland Area Chamber Expo  
"Thanks for coming out. You guys have great programs." Dakari J.  
"Thanks for servicing the community." Dakari J.  
"Thanks for offering homebound services." Dakari J.  
"Thanks for all you do." Dakari J.  
10/16/17 Smith Crossing Book Visit  
"Thank you." Theresa M.  
10/16/17 Brookdale Book Visit  
"Thank you." Theresa M.  
10/17/17 Thomas Place Book Visit  
"Thank you." Theresa M.

"Thanks for coming out." Dakari J.

10/17/17 Village Senior Health Fair

"This community is very fortunate to have such a wonderful library." Cathy D.

"The library has such wonderful programs. We really enjoy the movies." Cathy D.

"They always have the best ones." (Programs) Cathy D.

"We love our library." Cathy D.

"You always have great displays." Cathy D.

10/18/17 Email from a nursing home director

"Thank you for all you do." Theresa M.

10/18/17 Evergreen Book Visit

"Thank you so much for coming. You helped brighten the day." Theresa M.

10/18/17 Thomas Place Book Visit

"Thank you so much." Theresa M.

10/23/17 English Conversation for ESL Learners program

"Thank you so much for your help." Dakari J.

10/24/17 Mind Games - A Night of Self-Deception program

"The program was wonderful and he is such an excellent speaker." Shane P.

"Make sure you let us know the next program of his you schedule." Shane P.

"Some of that stuff (in the program) was so wild. I couldn't believe it." Shane P.

"Really great!" Shane P.

"It's wonderful that your library does so many programs for free. It's great to be educated as well as entertained." Shane P.

10/24/17 Smith Crossing Book Discussion

"Thank you for coming here and doing this." Theresa M.

"I thought it was a strange book." Theresa M.

"It was a different book." Theresa M.

"I liked the book." Theresa M.

10/25/17 Shattered Sense of Innocence - The Chicago Child Murders of 1955 program

"Awesome program." Cathy D.

"I learned a lot about the topic I never knew." Cathy D.

"Keep up the good programming." Cathy D.

10/26/17 Remember When Autumn Leaves memory program

"Thank you for coming." Theresa M.

10/26/17 Remember When Brookdale memory program

"Thank you so much." Theresa M.

"Thank you for coming." Theresa M.

"Thank you." Theresa M.

10/27/17 Orland Township Book Visit

"Thank you so much. It means a lot to me." Dakari J.

"Thank you so much. I could give you a hug." Dakari J.

10/30/17 Smith Crossing Book Visit

"Thank you for coming." Theresa M.

"Thank you." Theresa M.

10/30/17 Brookdale Book Visit

"Thank you." Theresa M.

10/31/17 Thomas Place Book Visit

"Thank you for coming." Theresa M.

10/31/17 Alden Book Visit

"Thank you for this wonderful service." Theresa M.

"You provide a wonderful service." Theresa M.

## **Technical Services Board Report October 2017**

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

- OCLC ongoing holding upgrade for October 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 Oct. 10 and 11, 2017 Wendy attended ILA at Tinley Park.
- On Oct. 12, 2017, Carol attended ILA at Tinley Park.
- On Oct. 25, 2017, Wendy attended RAILS workshop, SkyRiver Demonstration at Burr Ridge IL.

## STATISTICS

October-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	1551			15,469
Added AVs:	455	652	1134	1081	518	486	655	593	553	597			6,724
Added Periodicals:	621	627	659	624	630	646	575	613	663	660			6,318
Added eBooks:	230	42	67	321	111	100	73	485	306	429			2,164
<b>Compare Monthly Add-on items:</b>													
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982	3,563	3,136	3,237			30,675
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%	27.09%			
<b>Compare Monthly Delete:</b>													
2017	27,798	11,234	10,182	2,956	3,379	4,329	3,979	3,975	5,120	5,814			78,766
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%	21.66%			
<b>Compare Total OPPL Collection:</b>													
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409	329,013	330,916	330,916			
2016	317,254	321,148	315,957	314,581	317,786	320,682	320,682	323,254	323,901	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%	2.42%	1.94%	2.10%	1.78%	2.17%	1.89%			
<b>Polaris Total Item/Title by month:</b>			<b>330,916</b>	<b>268,439</b>									

## Youth Services Board Report October 2017

### SERVICES/PROGRAMS/PROJECTS/CLASSES

#### PAL PACKS

30 Packs 569 items

#### Teacher Loan Card check-outs

68 items checked out on Teacher Loan cards

#### Family Reading Night

10/12 Centennial School: 120

#### Books Alive

##### **10/13 Center School**

1:50 PM presentation: 125

##### **10/23 Park School**

1 PM presentation: 130

1:30 PM presentation: 130

**10/27 High Point School**

8:15 AM presentation: 152

9:00 AM presentation: 173

9:30 AM presentation: 173

PRESCHOOL PACKS

23 Packs 347 items

OUTREACH PRESCHOOL VISITS

10/5 Sandbox Learning Center: 60

10/29 Park School Early Childhood PM: 7

10/30 Park School Early Childhood AM: 10

IN-HOUSE PRESCHOOL VISITS

10/6 Sandbox Learning Center: 14

**CONTINUING EDUCATION/MEETINGS ATTENDED**

Preschool Services Coordinator Stephanie Thomas and School Liaison Kara DeCarlo were presenters at the recent Illinois Library Association Conference in October. The name of their program was Getting Ready for Kindergarten at the Library. They presented to the attendees OPPL's program Let's Get Ready for Kindergarten which incorporates national kindergarten readiness standards and area teacher feedback. The second half of the presentation was a hands-on demonstration of activities the children completed throughout the library's four-week session including math, fine/gross motor skills, language/literacy, and social/emotional skills.

Kara also presented a second workshop entitled From Tween to Teen. Tween to Teen covered collaborative programming designed to retain patrons as they age from the children's department into the teen department.

Vanessa Fernandez attended ILA Conference 2017 on October 10, 2017

Becky McCormack attended ILA Conference 2017 on October 10-11, 2017

Erin Fixel attended ILA Conference 2017 on October 10-11, 2017

Kara DeCarlo attended ILA Conference 2017 on October 12, 2017

Stephanie Thomas attended ILA Conference 2017 on October 12, 2017

Amy Najewski attended Keeping Patrons Safe webinar on October 12, 2017

Lenore Garoufalis attended Raising Well Adjusted Kids webinar on October 22, 2017

Lenore Garoufalis attended How to Enjoy the Holidays and Minimize Holiday Stress on October 24, 2017

Alexander Pappas attended Making Banned Books Week Work in Your Community webinar on October 24, 2017

Cathy Riffice attended Keeping Patrons Safe webinar on October 25, 2017

Lenore Garoufalis attended Keeping Patrons Safe webinar on October 26, 2017

Fanny Camargo attended Library Safety & Security Discussion webinar on October 28, 2017

Alexander Pappas attended A New Approach to Building Family Engagement Pathways: The 5Rs Framework webinar on October 30, 2017

## **STATISTICS**

### **Youth Statistics:**

441 participants for Once Upon A Time

438 participants for Building Blocks for Babies

115 participants for Night Owls

41 participants for Buenas Noches

189 participants for Toddler Art

77 participants for Super Senses! Sensory Storytime

164 participants for Bright Starts

53 participants for Math Majors

14 participants for LEGO Sunday Fun

52 participants for Video Game Club

6 participants for *Wonder* Book Discussion

108 participants for Halloween Scavenger Hunt

451 participants for Trick-or-Treat (10/25-10/31 storytimes)

### **Teen Statistics:**

43 teen volunteers for Computer Volunteers

6 teen volunteers for November Computer Volunteer Orientation

8 teen volunteers for Math Majors

3 teen volunteers for Video Game Club

39 teen volunteers for Teen Service Club Halloween Program

22 teen participants for Top Chef Pudding Creation Challenge

22 teen participants for Slime Time Part 2

14 teen participants for Crazy Crafts Stuffed Monsters

45 teen participants for Interactive Chalk Board



2 teen participants for Mini Book Reviews

28 teen participants for Wii Teen Gamers

## **CUSTOMER SERVICE LOG**

### **Teen Desk**

10/4/17 Girl was looking for a movie and could not remember the title. "That's it! Thank you so much! You're amazing!" Erin F.

10/5/17 Lady looking for movies and at the end was wished a nice day. "I'm already having a nice day. I met you." Erin F.

10/6/17 Two teens in Teen Area. "Did you do the Teen Department? It looks great!" Erin F.

10/20/17 Man looking for an adult book. "Thank you so much. I never would have found this on my own. You're so sweet." Erin F.

10/25/17 Mom trying to help her daughter relog her hours for community service that the school lost. "Thank you so much for your help. We'd be in so much trouble without you. You're awesome!" Erin F.

10/25/17 Older couple using a walker was looking for a cookbook. "Thank you so much. When do you work so that we can get you again?" Erin F.

10/30/17 Group of parents at the Halloween Scavenger Hunt. "This was wonderful. You guys did such a great job. The teens were so friendly." Erin F.

### **Junior Desk**

10/3/17 Mom looking for beginning reader books. "Thank you for all your help. This is wonderful." Amy N.

10/3/17 Grandparent leaving study room. "Your banned book display was the topic of conversation at dinner the other night. We couldn't believe what things were banned for." Stephanie T.

10/3/17 Patrons at Junior Desk "What happened to all the shelving? You look so out in the open. It looks so bare." Lenore G.

10/5/17 Young adult patrons "What happened here? Why don't you have your shelves?" Lenore G.

10/25/17 Grandparent handing in a "Book Haunt" coloring sheet. "We appreciate all you do for the kids." Alex P.

10/26/17 Mother looking for books for her beginning reader. "Thank you very much. You've been a big help." Amy N.

### **Preschool Desk**

No report



October 11, 2017

**2018 Landscape Management Proposal**

**Submitted To:**

Orland Park Public Library  
 Ms. Mary Adamowski  
 14921 S. Ravinia  
 Orland Park, IL 60462

**Project Information:**

Orland Park Public Library  
 14921 S. Ravinia  
 Orland Park, IL 60462  
 Proposal # 20549

Wingren Landscape would like to thank you for the opportunity to present our Landscape Management program to you. Your satisfaction is our primary goal. In this program, you will find detailed information describing our program and the services provided. Our services are virtually limitless and includes full scale landscape design build, maintenance, irrigation and snow removal. If you have any questions, please contact us at 630.759.8100.

*Please check one box for the billing program you would like. Monthly cost is billed in 8 equal installments.*

**\*Wingren Landscape offers a Single Pay 3% Discount off the landscape management program if paid in full by March 1st.**

1 Year Landscape Management Program	Monthly Cost (8 Installments)	Seasonal Cost	Single Pay 3% Discount*
2018 Season: April 1st-November 30th	\$1,195.35 <input type="checkbox"/>	\$9,562.76 <input type="checkbox"/>	\$9,275.88 <input type="checkbox"/>

3 Year Landscape Management Program	Monthly Cost (8 Installments)	Seasonal Cost	Single Pay 3% Discount* Seasonal Cost
2018 Season: April 1st-November 30th	\$1,195.35 <input type="checkbox"/>	\$9,562.76 <input type="checkbox"/>	\$9,275.88 <input type="checkbox"/>
2019 Season: April 1st-November 30th	\$1,231.21 <input type="checkbox"/>	\$9,849.64 <input type="checkbox"/>	\$9,554.15 <input type="checkbox"/>
2020 Season: April 1st-November 30th	\$1,267.07 <input type="checkbox"/>	\$10,136.53 <input type="checkbox"/>	\$9,832.43 <input type="checkbox"/>

**Mulch Installation**

Furnish and install premium brown mulch at \$68.00 per cubic yard installed. ....

**Core Aeration**

Core aerate my lawn in the fall at \$24.00 per 1,000 square feet. ....

**Over-Seeding**

Core aerate and over-seed my lawn in the fall at the rate of \$46.00 per 1,000 square feet. ....

**Lawn Fungicide Treatments**

Treat my lawn for turf diseases at \$18.00 per 1,000 square feet, per treatment. ....

Average 6-8 treatments per season is sufficient for control.

*Bradly Lawrence*

Bradly Lawrence, Acct. Mgr.

630-759-8100  
 Digitally Signed by  
 Wingren Landscape, Inc.

Special Provisions

Price includes a 1x mowing around the pond in the fall.

**Acceptance**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Spring Clean Up*

Leaves and debris will be removed from landscaped beds and turf areas. Large scale debris may incur an additional cost. Initial mowing of entire lawn will be completed. (1 occurrence)

Ornamental grasses, roses and applicable perennials will be cut back. (1 occurrence)

Lawns adjacent to planting beds and tree rings will be edged to prevent encroachment of the lawn into the bed area and present a clean crisp appearance. (1 occurrence)

Planting beds and tree rings will be cultivated as necessary to present a neat and weed free appearance. (1 occurrence)

Spring clean up will be completed when weather and ground conditions permit.

*Weekly Services*

Weather permitting, lawns shall be cut at a height of 2.5" to 3.5" as conditions dictate. Mowing shall be done frequently enough so that no more than 1/3 of the grass blade is removed per cutting. Clippings and debris will be picked up and removed from the property when necessary. Blades on all equipment shall be sharp to prevent tearing of the grass blades. (20 occurrences)

Turf adjacent to all sidewalks and curbs will be edge to maintain a neat appearance. (8 occurrences)

Planting beds and tree rings shall have a combination of hand weeding and use of non-selective herbicide to help control unwanted and noxious weeds. (24 occurrences)

All deciduous and evergreen shrubs, groundcover plants, and ornamental trees up to 15' will be pruned to maintain the natural shape and form of the plants. (3 occurrences)

Pruning work includes seasonal growth of shrubs, groundcover and ornamental trees that can be pruned without climbing. Plant material over 15' may be pruned by request and will be billed accordingly. (3 occurrences)

Lawns adjacent to planting beds and tree rings will be edged to prevent encroachment of the lawn into the bed area and present a clean crisp appearance. (2 occurrences)

Planting beds and tree rings will be cultivated as necessary to present a neat and weed free appearance. (2 occurrences)

Perennial flowers will be maintained accordingly to each specimen's needs by pinching, deadheading or removing spent flower blooms at the correct time of the season. (4 occurrences)

All shrubs, groundcovers, trees and perennial planting beds will be fertilized with a balanced granular fertilizer and pre-emergent weed control application. (1 occurrence)

*Lawn Application 1 of 3*

As conditions permit, in the early spring all lawn areas will have an application of 3 way lawn application which includes pre-emergent plus granular fertilizer and broadleaf weed control. (1 occurrence)

*Lawn Application 2 of 3*

As conditions permit, in May/June all lawn areas will have an application of 2 way lawn Application which includes granular fertilizer and broadleaf weed control. (1 occurrence)

*Lawn Application 3 of 3*

As conditions permit, in August/September all lawn areas will have an application of 2 way lawn Application which includes granular fertilizer and broadleaf weed control. (1 occurrence)

*Fall Clean Up*

Leaves and debris will be removed from landscaped beds and lawn areas. (As needed)

Annual flowers will be removed and perennials and roses will be cut back as needed. (1 occurrence)

Final mowing of all lawn areas will be completed. (1 occurrence)

Due to increased time required at each property to perform spring and fall clean ups, scheduling and frequency will be adjusted before May 1<sup>st</sup> and after October 15<sup>th</sup>. As weather permits, properties will be visited approximately every 10-14 days.

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## *Terms & Conditions*

1. The landscape season maintenance is April 1<sup>st</sup> through November 30<sup>th</sup>. Initial installment for the season may be prorated if work starts after the first of the month.
2. Uniformed, skilled, and supervised personnel will perform all work.
3. All chemicals will be applied by properly licensed personnel and in accordance with the recommendations of the manufacturer. Detailed product information is available upon request.
4. All material, labor, and services outlined in this proposal will be provided, performed, and completed in a neat and timely manner. Any additional services requested will not be performed until a written proposal has been approved and signed.
5. A Certificate of Insurance will be provided, upon request, prior to the beginning of the season. Any additional coverage beyond that stated may result in additional costs.
6. Weekly service will normally be performed on the same day each week. In the event of holidays, weather, or other factors, Wingren Landscape may need to reschedule the work to be performed.
7. Wingren Landscape periodically notifies its customers of service related issues due to weather conditions or other service related problems by email. By providing your email address, you authorize Wingren Landscape to subscribe you to this list.
8. Either party, for any reason, may cancel this contract by serving a notice 30 days prior to date of cancellation. Such notice may be served personally or by registered mail. Only the amount due and owing will be paid to Wingren Landscape for services rendered up to the date of cancellation.
9. It is understood that Wingren Landscape, need not perform any work, nor given any notice to terminate, if Owner\designee fails pay within 60 days of invoicing. Accounts that are past due will not be serviced until account is brought current.
10. Wingren Landscaping reserves the right to increase costs, upon written notice to the Owner\designee, based upon increases in the cost of living, including fuel and insurance surcharges.
11. Wingren Landscape shall provide competent, suitably qualified personnel to perform the work as required by the contract. Services shall be rendered to the highest professional standards to meet or exceed those standards met by others providing the same or similar services in the Chicagoland area. Sufficient personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. Wingren Landscape shall at all times maintain good discipline and order at the work site. Wingren Landscape's personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Library patrons or Library employees in a respectful manner. At the request of the Library, Wingren

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Landscape shall replace any incompetent, abusive or disorderly person in its employ. Wingren Landscape and any subcontractor shall comply at all times with all applicable federal, state, and county laws, ordinances and regulations, as well as with the Orland Park Village Code, as amended, and any applicable Village rules, regulations, and policies. If Wingren Landscape 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 seven (7) days' notice to Wingren Landscape 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 hereafter. Wingren Landscape will independently perform all services specified in this contract, except as provided herein.

12. Wingren Landscape shall have sole control over the manner and means of providing the work and services performed under this contract including the selection and use of any subcontractors used in the performance of the required services. The Library's relationship to Wingren Landscape under this contract shall be that of Independent Contractor. Wingren Landscape will not be considered an agent or employee of the Library for any purpose. Wingren Landscape will not hire Library employees to perform any portion of the work or services provided for herein, including clerical, secretarial, and similar incidental services, except with the prior written approval of the Library. The Library shall have no responsibility to any subcontractor employed by Wingren Landscape for performance of work, and all subcontractors and material suppliers shall look exclusively to Wingren Landscape for any payments due. The Library will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this contract as far as applicable to their work. Wingren Landscape shall be fully responsible to the Library for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Library. Wingren Landscape is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Library harmless for any and all damages resulting from violations thereof.
13. The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this contract. Prices will remain firm for the duration of the annual agreement. For the contract period, it is understood and agreed that should there be any increase in wage rates or in the costs of materials or equipment, or in any other of Wingren Landscape's costs, or should Wingren Landscape be compelled to pay premium wages for overtime work during the term of this contract or prior to completion of Wingren Landscape's work thereunder, Wingren Landscape shall absorb all such increased costs within and without addition to the contract sum. Wingren Landscape shall be paid in accordance with the Illinois Government Prompt Payment Act.
14. 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:
  - A) Breach by Wingren Landscape of any of its obligations under the 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);
  - B) Third party claims filed or reasonable evidence indicating probable filing of such claims;

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- C) Wingren Landscape's failure to properly pay subcontractors or to properly pay for equipment, materials or labor;
  - D) 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 Wingren Landscape and subcontractors or their agents, employees or any other person to whom, directly or indirectly, Wingren Landscape or any subcontractor may be liable;
  - E) Reasonable evidence that the work will not be completed within the time requirements specified in the contract or for the balance of the contract price then unpaid;
  - F) Unsatisfactory work performed; or
  - G) Incomplete, inaccurate, or unauthorized billing.
15. Wingren Landscape shall procure and maintain for the duration of the contract, insurance acceptable by the Orland Park Public Library against claims for injuries or death to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Wingren Landscape, its agents, representatives, employees or subcontractors. All costs for insurance required herein shall be paid by Wingren Landscape. The Orland Park Public Library shall be named as an additional insured on a primary non-contributory basis. Wingren Landscape assumes liability for all injury to or death of any person or persons including employees of the Wingren Landscape, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the contract. Wingren Landscape covenants and agrees at its own expense to defend, indemnify and hold harmless the Library, its Trustees, officers, directors, agents, employees and representatives and assigns, from and against all lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence or wrongful act of Wingren Landscape or subcontractor, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Wingren Landscape, any Subcontractor, anyone directly or indirectly employed by any of them, their officers, agents and/or employees arising out of, or in performance of any of the provisions of the contract and/or work, including any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Library, its Trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. Wingren Landscape shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities. Wingren Landscape shall protect, indemnify, and hold and save harmless the Library from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Wingren Landscape's breach of any obligations under or Wingren Landscape's default of any provision of the contract.
- Wingren Landscape shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Library and any other indemnified party. The Library or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Wingren Landscape shall promptly reimburse the Library or other indemnified party, upon written demand, for any expenses, including but not limited to court

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costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Library or other indemnified party in connection therewith.

Wingren Landscape shall purchase and maintain such insurance as will protect it from claims which may arise out of or result from Wingren Landscape's work under the contract, whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

All insurance shall be provided under enforceable and valid policies issued by insurance companies licensed to do business in the State of Illinois and approved by the Library. Before commencing any work under the contract, Wingren Landscape shall deliver to Library evidence of all insurance, which evidence shall be in form and substance satisfactory to the Library.

It shall be the sole and exclusive responsibility of Wingren Landscape and its subcontractors and material suppliers to separately insure each of their own property such as tools and equipment whether owned, borrowed or rented. Should Wingren Landscape cause damage to the work or the property of the Library, Wingren Landscape shall promptly remedy such damage.

16. Notwithstanding anything in the contract or purchase order to the contrary, the parties hereto agree that for purposes of any lawsuit(s) between them concerning this contract, its enforcement, or the subject matter thereof, venue shall be in Cook County, Illinois, and the laws of the State of Illinois, USA, shall govern the cause of action.
17. Wingren Landscape agrees not to use the name of the Library in advertising or for any other commercial purpose without the prior written approval of the Library. Wingren Landscape may be required to acknowledge sponsorship of work performed under this contract.
18. The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010, adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Library has contracted. The Library will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information. Wingren Landscape 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 Wingren Landscape or its subcontractors possession and to provide the requested public records to the Library within two (2) business days of the request being made by the Library. Wingren Landscape to indemnify and hold harmless the Library from all claims, costs, penalty, 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.
19. This contract constitutes the entire contract between the parties with respect to the subject matter herein and supersedes all prior communications and writings with respect to the content of said contract. No modification, renewal, extension, or waiver of this contract or of any of the provisions of this contract, shall be binding upon either Wingren Landscape or the Library unless reduced to writing and duly executed as provided for in the contract.
20. If any provisions of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by

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limiting such provision it may become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

21. Wingren Landscape and subcontractor shall not display any signs, posters, or other advertising matter in or on the work or on or around the Library property without the specified approval in writing by the Library. In addition, no advertising copy mentioning the Library or quoting the opinions of any of its employees may be released unless such copy is approved in writing by the Library before release.



BAL INDUSTRIES 9270 CORSAIR RD., STE 13, FRANKFORT IL 60423

NOV 08,2017

ORLAND PARK PUBLIC LIBRARY

14921 RAVINIA AVE.

ORLAND PARK, IL 60462

DEAR MARY K. WEIMAR

We at BAL INDUSTRIES, INC. Are pleased to have this opportunity again to submit our proposal for the Cleaning of your carpets at ORLAND PARK PUBLIC LIBRARY.

We are aware of the program changes do to the tile replacing carpet. However, we feel quarterly Didn't work for the cycle of 2017 program. We have arranged a monthly cleaning program. To better serve your carpet cleaning needs better.

Careful consideration will be given to the high standard of services required and a complete program is designed To your needs.

Our hot Water Extraction is the preferred method of cleaning. This method is proven to be the most effective Means of removing entrapped soil and other residues. This method does require effort and will take some time to dry. The use of air movement systems and the HVAC Systems to aide in drying time.

Our program will consist of color code cleaning.

The red areas 9 times, The yellow and red areas 2 times. The red, yellow and blue once a year.

These programs may be adjusted from time to time. Depending on the condition and the level of soil that is in the carpet. In any case there will be also a spot cleaning with each program. If we need to dip in others areas to spot clean we will at the time of cleaning.

The cleaning going back to monthly will be more beneficial for All. We are adjusting the prices for yellow which will also include the red cleaning. List of monthly program cleanings as follows

January 2018:	Will be red cleaning \$510.00 per cleaning
February 2018:	Will be red and yellow cleaning \$1440.00 per cleaning
March 2018:	Will be red cleaning \$510.00 per cleaning
April 2018:	Will be red cleaning \$510.00 per cleaning
May 2018:	Will be red, yellow, and blue \$4000.00 per cleaning
June 2018:	Will be red cleaning \$510.00 per cleaning
July 2018:	Will be red cleaning \$510.00 per cleaning
August 2018:	Will be red, yellow cleaning \$1440.00 per cleaning
September 2018:	Will be red cleaning \$510.00 per cleaning
October 2018:	Will be red cleaning \$510.00 per cleaning
November 2018:	Will be red cleaning \$510.00 per cleaning
December 2018:	Will be red cleaning \$510.00 per cleaning

If you have any questions please contact. I Violet Johnson 815 342 5320 this is my cell.

If I can ever be of help. Thank you again

Thank You

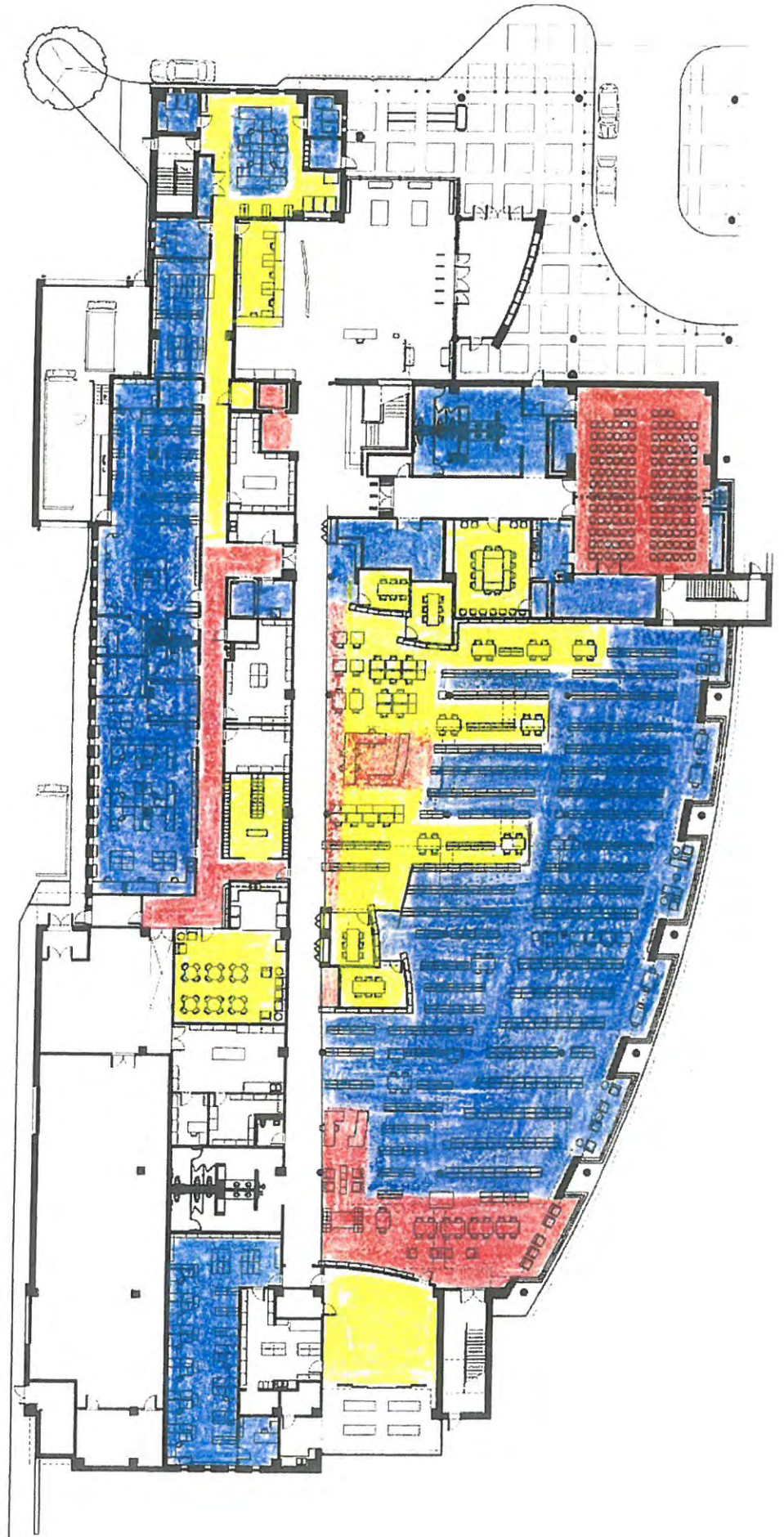
Violet Johnson

Accepted by. \_\_\_\_\_ date \_\_\_\_\_

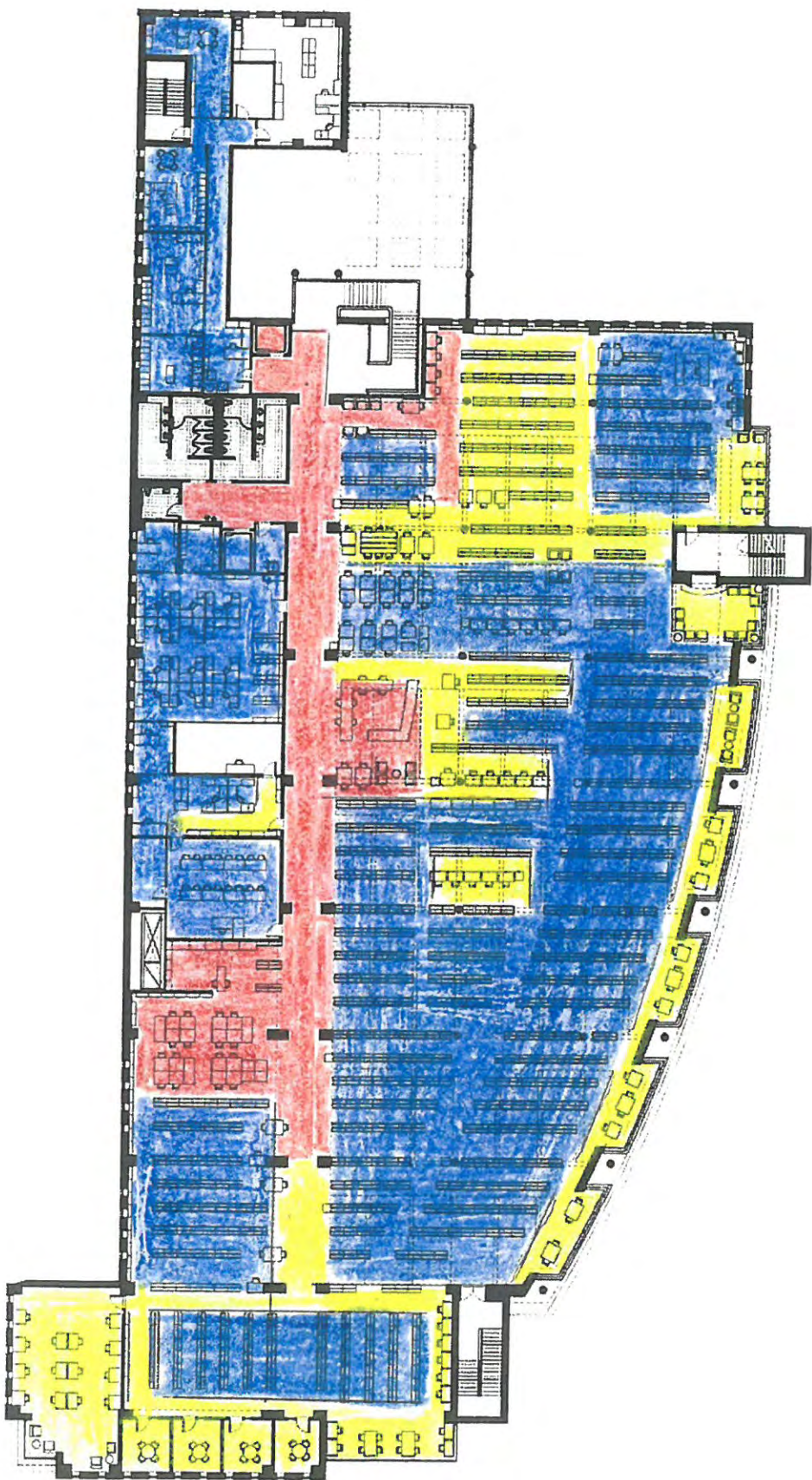
815-469-9278

fax 815 469-8867

First Floor



Second Floor





November 13, 2017

Board of Trustees and Management  
c/o Ms. Mary Weimar, Library Director  
Orland Park Public Library  
14921 Ravinia Avenue  
Orland Park, Illinois 60462

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Orland Park Public Library for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Orland Park Public Library as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Orland Park Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Orland Park Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by U.S. Generally Accepted Accounting Principles and will be subjected to certain limited procedures, but will not be audited:

1. Schedule of the Library's Proportionate Share of the Net Pension Liability
2. Schedule of Library Contributions
3. General Fund – Schedule of Revenues and Expenditures – Estimated Receipts and Appropriations Compared to Actual

We have also been engaged to report on additional information other than RSI that accompanies Orland Park Public Library's financial statements. We will subject the following additional information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Statement of Expenditures—Budget and Actual—General Fund

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Orland Park Public Library's financial statements. Our report will be addressed to the Board of Library Trustees of Orland Park Public Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from the engagement.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Orland Park Public Library's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of Orland Park Public Library in conformity with U.S. generally accepted accounting principles based on information provided by you. Also, we will update your capital asset and depreciation schedules. We will ask you to review and approve both of these documents prior to finalizing the audit.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement and depreciation schedules previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees and Other**

We understand that your employees will prepare all confirmations we request, locate any invoices selected by us for testing and complete the requested schedules accordance with the agreed upon time frame. The fee estimate is based on the premise that your personnel will be available and able to provide us with the aforementioned assistance. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of Library personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees to you.

We expect to begin our audit in January 2017 and issue our report at the May 2017 board meeting. Chris McClure is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on actual hours spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable



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on presentation. Based on our estimates, the fee will be \$11,800 for the audit. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances, such as a new bond issue, major construction project or suspected or actual fraud, will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Orland Park Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,



McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Orland Park Public Library.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**CORRESPONDENCE 1**

**Email received 11/13/17 from Allison Shirk of Content Services to Board Trustee Nancy Healy asking for answers to five interview questions regarding a property tax freeze.**