

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
December 18, 2017 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM NOVEMBER 20, 2017—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO DISCUSS THE APPROVAL OF CLOSED SESSION MINUTES AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Per Capita Grant 2018 – For Action
Motion to approve the 2018 Per Capita Grant application for the Illinois State Library.

2. Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy – For Action
Motion to approve Resolution No. 2017-08 Approving and Adopting a revised Anti-Harassment Policy.
3. Resolution No. 2017-09 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action
Motion to adopt Resolution 2017-09 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection
4. Resolution No. 2017-10 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library – For Action
Motion to adopt Resolution No. 2017-10 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees Of The Village Of Orland Park.
5. PMA Financial Investment Plan and Cash Flow Projection 2018 – For Action
Motion to approve the PMA 2018 Investment Plan and Cash Flow Projection.
6. Approval of registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325 – For Action
Motion to approve the registration for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference from April 23-26, 2018 in Orlando, Florida in the amount of \$325.

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 20, 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, Elan Kleis, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Diane Jennings

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

Trustee Healy motioned to approve the October 16, 2017 minutes. Vice President Leafblad seconded. Trustee Healy suggested to clarify Dennis on page 3 as Dennis of KT&J. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Head of Adult Services
Kelly Cuci, Head of Outreach Services
Brandi Smits, Head of Youth Services

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Vice President Leafblad moved to accept the Treasurer's Report for October 2017. President Barcelona seconded. Trustees Healy and McMillan inquired about Impact Fees and the effect it is having on this year's budget. Trustee McMillan also asked about the Gifts category and what monies are included in that category. Director Weimar explained that the Friends of the Orland Park Library donate a large portion twice a year to the Library. In June a check was given to the Library to be used toward prizes for the summer reading challenge. It is expected that another gift will be presented in December during one of the Library's holiday adult programs. Trustee McMillan commended Finance Manager Kimmey on the Interest Income that the Library is receiving. Finance Manager Kimmey stated that PMA looks at banks that offer higher interest rates that then benefit the Library. Director Weimar mentioned that Conference Fees line is over due to early registration payments for the 2018 PLA Conference which will be held in March, 2018.

Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy moved to accept the payment of bills listing from 10/17/17-11/20/17. Vice President Leafblad seconded. Trustee McMillan inquired if the Commercial Carpet Consultants payment, as well as the Trane payment were the final ones. Assistant Library Director Adamowski confirmed those payments were final payments.

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

Motion passed. 6 ayes, 0 nays, 1 absent

IT Assistant 2 Dan Williams has developed Outlook email training classes for the staff. This is the first training in correlation to the Core Competencies for all staff. IT Assistant 2's Mark Ewasiuk and Dan will teach these classes and add more classes for staff as needed. IT needs to offer print release stations whereby patrons can pay for all print job including wireless ones. Presentations from two reputable companies were heard and the decision to go with Envisionware was made since part of our maintenance cost each year did include the print release software, and the library need only purchase the coin boxes and rent additional credit card readers. PCI Compliance is already done on the existing seven credit card readers. The cost of the coin boxes and stands will be taken out of 2017 funds and the remainder of the cost for the print release function will be done in 2018. This service should be available by late January. The Digital Services Manager job position was posted today. IT would like to investigate a new procedure for taking personal IDs at the IT desk. Collecting IDs becomes troublesome when patrons forget to retrieve their ID. The new computers for IT Commons and other public stations will be done in 2018.

Librarian's Report

The Management Team will have their final meeting with the Management Association of Illinois human resources personnel on the new evaluation tool which will be introduced to the staff in 2018. The core and elective competencies were developed by the department heads and supervisors, as well as staff focus groups.

At this time new hire, Brandi Smits, Head of Youth Services, introduced herself and shared her background with the Board.

Trane installed the upgraded summit control system earlier this month. Steve Newman has been trained on the controls and now has access to the system via the Trane app that has been installed on his smart phone. This will allow him to monitor and adjust the HVAC system remotely.

As mentioned in last month's report, main areas of the first floor flooded due to the heavy rains the area experienced. In order to pinpoint the problem the Village was notified that this was a frequent occurrence and Steve asked them to check the sewer system to make sure it was clear of any debris. A blockage was found in the sewer line and it has been cleared. Hopefully this will solve the problem.

Due to the most recent flooding, some of the millwork in the Board Room, as well as the large meeting room and a section in Youth Services needs to be replaced because of mold. Cain Millwork has been contracted to complete the work during the first week of December.

In compliance with the Illinois Local Records Act the library had public documents shredded on November 13 by Shark Shredding. This statute requires local government to keep public records and outlines procedures in which the public bodies can destroy the records. This is done annually and includes digital records.

For the past several weeks staff and patrons noticed an intermittent crackling noise coming from the speakers in the ceiling of the lobby and meeting room corridor. Last week the noise became persistent and quite loud. Steve pinpointed the problem which turned out to be a defect in the paging amplifier.

A new unit has been ordered and will be installed upon delivery.

On the evenings of November 4th and 11th, Timco Flooring stripped and cleaned the Nurazzo flooring in the lobby, meeting room corridor, stairs and 2nd floor landing. After much research by Steve Newman the library hired Jet Stream Cleaning Service to apply a different sealer that the company highly recommended for the tile floor. Administration and Maintenance are very happy with the end result. Steve and his staff have reported that the floor is quite easy to maintain and the time to do so has been greatly reduced. The remaining balance owed to Commercial Carpets was paid on November 14 to Jeremy Watson.

The library will work with Jet Stream to clean and seal the rubber flooring in Youth Services. The rubber flooring has been difficult to maintain and Jet Stream has done a test cleaning on part of the floor with excellent results.

The library and its staff celebrated its wonderful volunteers at an appreciation luncheon on October 24. Many of the 32 volunteers were able to attend and they enjoyed good food and company. In appreciation of the work that the volunteers do each week, they received a lapel pin, as well as a certificate.

Trustee McMillan asked about the extent of water damage from last month's flooding. Library Director Weimar stated there was not enough damage for the Library to file an insurance claim.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

None.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Library Director Weimar explained that the Library offers many literacy-based programs throughout the year including the annual Family Reading Night held each November, the 1000 Books before Kindergarten initiative, and the English Conversation for ESL Learners sessions. It was further stated that Orland Park has a strong literacy base, especially within the school districts. The staff have been made aware of the state library's initiative and will ensure the literacy newsletter be sent electronically to both trustees and staff.

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

Vice President Leafblad motioned 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. President Barcelona seconded.

Trustee McMillan asked for confirmation that the Library was going to take advantage of the 3% discount if payment is made by March 1, 2018. Assistant Library Director Adamowski confirmed the Library will make payment by March 1 so the discount will be applied. It was also stated that Wingren Landscape has contracted with the Library for 10 years and that the company does exemplary work and Superintendent of Maintenance Steve Newman finds it quite easy to work with the company. The Library received four additional quotes from landscape companies and the contract price range was wide. Trustee McShane asked about the Terms and Conditions of the Wingren contract in which it states that they have the right to increase their costs. Attorney Walsh stated that he was aware of the verbiage and indicated he had added term #13 in which the Library will have a 30-day window to cancel the service if need be.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470- For Action

Secretary Kleis motioned to approve the Carpet Cleaning Services Contract from BAL Carpet for 2018 in the amount of \$11,470. President Barcelona seconded.

Assistant Library Director Adamowski said BAL lowered their amount since the library has less carpet now but it needs to be cleaned more often since it is aging and is seeing more traffic. The library is happy with their work.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Vice President Leafblad moved 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. Secretary Kleis seconded.

Trustee McMillan said the letter looked good. Finance Manager Kimmey mentioned they have a lot of specific experience with libraries. Library Director Weimar said they have been associated with the library for approximately 10 years.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Fixel 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

Secretary Kleis moved to approve the meal reimbursements for the Illinois Library Association Conference held October 10-12, 2017 for Erin Fixel 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. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Announcements

Library Director Weimar highlighted the 2018 Board Meeting Dates and Schedule of Important Deadlines handouts that were included in each Board Member's packet. Trustee McMillan asked if McClure Inserra would be able to change issuing their report from May to April since the Annual Audit needs to be approved at that month's meeting. President Barcelona and Vice President Leafblad asked if the library was planning anything to honor the late Trustee Denis Ryan. Library Director Weimar said they are going to have a paver placed and purchase some books in his memory.

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:23 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

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

Revenues

Tax Revenues are at 99.3% 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 98.9% of annual budget.

Expenditures

Total Expenditures were \$ 17,242 under budget for the month and \$ 511,864 under budget year-to-date.

Salaries is under budget by \$ 16,423 for November and \$ 149,871 under budget year-to-date. There are a few open positions at this time.

Salaries-Maintenance is over budget \$ 690 for the month, but under budget on a year-to-date basis.

Audio-Visual Materials is over budget by \$ 2,123 for November, but under budget on a year-to-date basis.

Building Maintenance is over budget \$ 24,311 for the month, but under budget on a year-to-date basis.

Water & Sewer is over budget by \$ 1,604 for November and over budget on a year-to-date basis.

Automation - Equipment is over budget \$ 5,231 for the month, but under budget on a year-to-date basis.

Automation -Maintenance is over budget by \$ 8,115 for November, but under budget on a year-to-date basis.

Patron Programs & Events is over budget \$ 2,845 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	155,752.16	0.00	70,148.11		225,900.27
Cash - Marquette E-Commerce	2,500.86				2,500.86
PMA Financial Investments	6,473,398.33	1,075,026.50		541,806.88	8,090,231.71
Tax Receipts - Marquette	17,972.14				17,972.14
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	2,931.48			977.16	3,908.64
Petty Cash	300.00				300.00
Interest Receivable	31,351.29	2,436.83		1,378.03	35,166.15
Property Taxes Receivable	40,875.72			13,361.67	54,237.39
Prepaid Expenses	122,593.89				122,593.89
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,847,676.87</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>557,523.74</u>	<u>8,555,352.46</u>
Liabilities & Fund Balance					
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	40,875.72	0.00	0.00	13,361.67	54,237.39
Accounts Payable	16,144.70	0.00	0.00	0.00	16,144.70
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>57,020.42</u>	<u>0.00</u>	<u>0.00</u>	<u>13,361.67</u>	<u>70,382.09</u>
Beginning Unrestricted Fund Balance	6,302,499.47	773,095.83	68,284.75	533,848.88	7,677,728.93
Fund Balance - Nonspendable	122,593.89	0.00	0.00	0.00	122,593.89
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>651,965.68</u>	<u>6,907.91</u>	<u>1,863.36</u>	<u>10,313.19</u>	<u>671,050.14</u>
Ending Fund Balance	<u>6,790,656.45</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>544,162.07</u>	<u>8,484,970.37</u>
Total Liabilities & Fund Balance	<u>6,847,676.87</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>557,523.74</u>	<u>8,555,352.46</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	2,931.48	432,853	0.68%	5,158,060.76	4,761,381	99.30%	5,194,234
Impact Fees	2,625.00	1,500	175.00%	6,500.00	16,500	36.11%	18,000
Replacement Taxes	0.00	1,000	0.00%	13,841.75	11,000	115.35%	12,000
State Grants	0.00	3,333	0.00%	0.00	36,667	0.00%	40,000
Non Resident Fees	120.28	500	24.06%	3,920.44	5,500	65.34%	6,000
Fines	5,196.89	4,583	113.39%	51,429.31	50,417	93.51%	55,000
Gifts	17.59	750	2.35%	5,919.66	8,250	65.77%	9,000
Copy Machine	1,482.60	1,000	148.26%	13,453.90	11,000	112.12%	12,000
Interest Income	5,253.88	2,000	262.69%	56,420.21	22,000	235.08%	24,000
Miscellaneous Income	623.62	750	83.15%	9,352.24	8,250	103.91%	9,000
Total Revenues	18,251.34	448,270	4.07%	5,318,898.27	4,930,966	98.88%	5,379,234
Expenditures							
Salaries	192,576.33	208,999	92.14%	2,149,120.56	2,298,992	85.69%	2,507,992
Salaries-Maintenance	10,165.96	9,476	107.28%	103,652.90	104,235	91.15%	113,711
Life/Health Insurance	37,501.68	40,000	93.75%	415,401.17	440,000	86.54%	480,000
Books	23,721.20	34,000	69.77%	320,814.54	374,000	78.63%	408,000
Electronic Databases	5,989.15	6,083	98.46%	72,466.69	66,917	99.27%	73,000
Periodicals	3,281.34	3,167	103.61%	36,313.90	34,833	95.56%	38,000
Audio Visual Materials	15,873.48	13,750	115.44%	128,930.12	151,250	78.14%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	917	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,825.21	12,742	70.68%	13,900
Insurance	4,096.43	4,083	100.33%	43,061.75	44,917	87.88%	49,000
Landscaping & Groundskeeping	1,649.44	2,000	82.47%	19,918.32	22,000	82.99%	24,000
Building Maintenance	58,143.77	33,833	171.86%	352,886.95	372,167	86.92%	406,000
Security System	0.00	1,000	0.00%	2,676.06	11,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	4,959.48	9,583	51.75%	59,639.66	105,417	51.86%	115,000
Library Consultant	4,133.33	833	0.00%	10,466.65	9,167	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	2,353.53	750	313.80%	11,524.32	8,250	128.05%	9,000
Natural Gas	2,768.03	3,000	92.27%	31,306.61	33,000	86.96%	36,000
Telephone	80.02	800	10.00%	7,016.22	8,800	73.09%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	18,333	23.55%	20,000
Building & Custodial Supplies	1,938.29	3,000	64.61%	28,297.52	33,000	78.60%	36,000
Building Repairs	0.00	1,833	0.00%	9,781.52	20,167	44.46%	22,000
Lib. & Off. Eqpt Rep. & Maint	614.81	1,500	40.99%	13,577.00	16,500	75.43%	18,000
Machine Rental	233.01	333	69.97%	932.04	3,667	23.30%	4,000
Automation - Equipment	11,897.99	6,667	178.46%	56,840.97	73,333	71.05%	80,000
Automation - Line Costs	255.35	625	40.86%	3,543.90	6,875	47.25%	7,500
Automation - Consultant	4,504.50	12,083	37.28%	70,404.22	132,917	48.55%	145,000
Automation - Maintenance	15,198.00	7,083	214.57%	73,653.56	77,917	86.65%	85,000
Library Furniture	3,893.00	5,417	71.87%	76,319.49	59,583	117.41%	65,000
Outreach Services	108.24	583	18.57%	5,657.40	6,417	80.82%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0.00	583	0.00%	2,826.38	6,417	40.38%	7,000
Staff Training & Education	350.27	1,984	17.65%	8,498.11	21,820	35.70%	23,804
Conference Fees	0.00	500	0.00%	7,555.00	5,500	125.92%	6,000
Patron Programs & Events	6,345.45	3,500	181.30%	35,608.98	38,500	84.78%	42,000
Association Dues & Fees	543.00	750	72.40%	5,222.00	8,250	58.02%	9,000
Public Information	271.52	3,250	8.35%	27,221.59	35,750	69.80%	39,000
Library Supplies	2,549.11	3,500	72.83%	39,679.50	38,500	94.48%	42,000
Office Supplies	602.76	750	80.37%	4,482.31	8,250	49.80%	9,000
Postage	507.16	1,250	40.57%	10,877.37	13,750	72.52%	15,000
Printing	0.00	750	0.00%	3,984.70	8,250	44.27%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,687.52	18,018	98.17%	190,127.64	198,203	87.93%	216,221
Contribution to FICA	15,177.71	16,713	90.81%	168,602.29	183,847	84.07%	200,560
Audit	972.22	942	103.21%	10,277.76	10,358	90.95%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	32,696.96	46,750	64.11%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	15.00	250	6.00%	480.78	2,750	16.03%	3,000
Total Expenditures	453,557.24	470,799	96.34%	4,666,932.59	5,178,797	82.61%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(435,305.90)	(22,529)		651,965.68	(247,824)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(435,305.90)	(22,529)		651,965.68	(247,824)		(270,354)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	977.16	1,667,497.85
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	942.93	6,957.91	5.77	63.36	1,065.67	10,091.80
Capital Campaign	0.00	0.00	0.00	1,800.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	942.93	6,957.91	5.77	1,863.36	2,042.83	1,677,589.65
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	17.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	1,506,116.00	1,667,276.46
Total Expenditures	0.00	50.00	0.00	0.00	1,506,116.00	1,667,276.46
Excess (Deficiency) of Revenues Over (Under) Expenditures	942.93	6,907.91	5.77	1,863.36	(1,504,073.17)	10,313.19
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	942.93	6,907.91	5.77	1,863.36	(1,504,073.17)	10,313.19

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57347	11/30/2017	Adult Reading Round Table	101010 · Cash - Marquette	-15.00
Bill	11/27/17	11/27/2017		104650 · Association Dues & Fees	15.00
TOTAL					<u>15.00</u>
Bill Pmt -Check	57348	11/30/2017	ALA Member Services	101010 · Cash - Marquette	-428.00
Bill	11/17/17	11/13/2017		104650 · Association Dues & Fees	213.00
Bill	11/28/17	11/28/2017		104650 · Association Dues & Fees	215.00
TOTAL					<u>428.00</u>
Bill Pmt -Check	57349	11/30/2017	Batteries Plus	101010 · Cash - Marquette	-55.99
Bill	277-217602-01	11/09/2017		104530 · Building & Custodial Supplies	55.99
TOTAL					<u>55.99</u>
Bill Pmt -Check	57350	11/30/2017	Boilersource	101010 · Cash - Marquette	-395.28
Bill	60580	11/21/2017		104450 · Building Maintenance	395.28
TOTAL					<u>395.28</u>
Bill Pmt -Check	57351	11/30/2017	Center Point Large Print	101010 · Cash - Marquette	-23.37
Bill	1525657	11/03/2017		104310 · Books - Adult	23.37
TOTAL					<u>23.37</u>
Bill Pmt -Check	57352	11/30/2017	CIBC	101010 · Cash - Marquette	-1,300.00
Bill	11/22/17	11/22/2017		104230 · Life/Health Insurance	1,300.00
TOTAL					<u>1,300.00</u>

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57353	11/30/2017	Current Technologies Corporation	101010 · Cash - Marquette	-8,518.96
Bill	7889	11/15/2017		104580 · Automation - Maintenance	2,982.56
Bill	7902	11/20/2017		104580 · Automation - Maintenance	2,787.90
Bill	7900	11/20/2017		104580 · Automation - Maintenance	2,748.50
TOTAL					<u>8,518.96</u>
Bill Pmt -Check	57354	11/30/2017	EBSCO	101010 · Cash - Marquette	-25,180.00
Bill	1000068268-1	11/28/2017		104315 · Electronic Databases	25,180.00
TOTAL					<u>25,180.00</u>
Bill Pmt -Check	57355	11/30/2017	Findaway World, LLC	101010 · Cash - Marquette	-127.27
Bill	235189	11/13/2017		104341 · Audio Visual Materials - Youth	19.99
Bill	43521	11/29/2017		104340 · Audio Visual Materials - Adult	107.28
TOTAL					<u>127.27</u>
Bill Pmt -Check	57356	11/30/2017	Folkmanis, Inc.	101010 · Cash - Marquette	-967.73
Bill	11612202	11/09/2017		104642 · Patron Programs & Events-Youth	967.73
TOTAL					<u>967.73</u>
Bill Pmt -Check	57357	11/30/2017	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-34.64
Bill	4754	11/16/2017		104530 · Building & Custodial Supplies	34.64
TOTAL					<u>34.64</u>
Bill Pmt -Check	57358	11/30/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-1,371.53

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	62193927	11/03/2017		104310 · Books - Adult	24.79
Bill	62193749	11/03/2017		104310 · Books - Adult	25.59
Bill	62193713	11/03/2017		104312 · Books - Outreach	583.80
Bill	62193911	11/03/2017		104312 · Books - Outreach	107.96
Bill	62193635	11/03/2017		104310 · Books - Adult	30.39
Bill	62203370	11/06/2017		104312 · Books - Outreach	30.39
Bill	62203245	11/06/2017		104312 · Books - Outreach	83.97
Bill	62203429	11/06/2017		104310 · Books - Adult	30.39
Bill	62203824	11/06/2017		104310 · Books - Adult	30.39
Bill	62203349	11/06/2017		104310 · Books - Adult	30.39
Bill	62211719	11/07/2017		104312 · Books - Outreach	25.59
Bill	62211639	11/07/2017		104312 · Books - Outreach	203.92
Bill	62212252	11/07/2017		104310 · Books - Adult	87.17
Bill	62218053	11/08/2017		104310 · Books - Adult	27.19
Bill	62224603	11/09/2017		104310 · Books - Adult	49.60
TOTAL					1,371.53
Bill Pmt -Check	57359	11/30/2017	Garvey's Office Products	101010 · Cash - Marquette	-116.83
Bill	PINV1433514	11/07/2017		104720 · Office Supplies	5.13
Bill	PINV1438830	11/16/2017		104720 · Office Supplies	11.80
Bill	PINV1440665	11/20/2017		104720 · Office Supplies	99.90
TOTAL					116.83
Bill Pmt -Check	57360	11/30/2017	Go Promotions	101010 · Cash - Marquette	-799.88
Bill	147895	11/14/2017		104660 · Public Information	271.52
Bill	147960	11/27/2017		104641 · Patron Programs & Events-Adult	528.36
TOTAL					799.88
Bill Pmt -Check	57361	11/30/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-20.00
Bill	10/31/17	10/31/2017		104495 · Legal	20.00
TOTAL					20.00

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57362	11/30/2017	Information Today, Inc.	101010 · Cash - Marquette	-433.03
Bill	1649760-B1	11/07/2017		104310 · Books - Adult	433.03
TOTAL					<u>433.03</u>
Bill Pmt -Check	57363	11/30/2017	Ingram Library Services	101010 · Cash - Marquette	-7,391.72
Bill	See Detail List	11/29/2017		104311 · Books - Youth	745.39
				104310 · Books - Adult	6,261.21
				104312 · Books - Outreach	385.12
TOTAL					<u>7,391.72</u>
Bill Pmt -Check	57364	11/30/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-9.92
Bill	4225-056	11/17/2017		104495 · Legal	9.92
TOTAL					<u>9.92</u>
Bill Pmt -Check	57365	11/30/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-26.66
Bill	9004058510	11/19/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	14.66
Bill	9004061829	11/20/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					<u>26.66</u>
Bill Pmt -Check	57366	11/30/2017	Lakeshore Learning Materials	101010 · Cash - Marquette	-1,571.94
Bill	3369331017	11/01/2017		104642 · Patron Programs & Events-Youth	1,571.94
TOTAL					<u>1,571.94</u>
Bill Pmt -Check	57367	11/30/2017	MailFinance	101010 · Cash - Marquette	-233.01

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	N6853522	11/15/2017		104560 · Machine Rental	233.01
TOTAL					<u>233.01</u>
Bill Pmt -Check	57368	11/30/2017	Mary G. Adamowski	101010 · Cash - Marquette	-41.30
Bill	11/22/17	11/22/2017		104620 · Staff Training & Education	41.30
TOTAL					<u>41.30</u>
Bill Pmt -Check	57369	11/30/2017	Mary K Weimar	101010 · Cash - Marquette	-39.45
Bill	11/30/17	11/30/2017		104620 · Staff Training & Education	39.45
TOTAL					<u>39.45</u>
Bill Pmt -Check	57370	12/01/2017	Melvin J. Biske	101010 · Cash - Marquette	-350.00
Bill	12/9/17	12/09/2017		104642 · Patron Programs & Events-Youth	350.00
TOTAL					<u>350.00</u>
Bill Pmt -Check	57371	12/01/2017	Michael Knauf	101010 · Cash - Marquette	-500.00
Bill	12/14/17	12/14/2017		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	57372	11/30/2017	Midwest Tape	101010 · Cash - Marquette	-23.99
Bill	95599811	11/22/2017		104340 · Audio Visual Materials - Adult	23.99
TOTAL					<u>23.99</u>
Bill Pmt -Check	57373	11/30/2017	Motion Picture Licensing Corporation	101010 · Cash - Marquette	-240.06
Bill	504120371	11/16/2017		104495 · Legal	240.06

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						240.06
	Bill Pmt -Check	57374	12/01/2017	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
	Bill	6075	12/01/2017		104450 · Building Maintenance	6,300.00
TOTAL						6,300.00
	Bill Pmt -Check	57375	11/30/2017	Nicor Gas	101010 · Cash - Marquette	-2,768.03
	Bill	11/20/17	11/20/2017		104517 · Natural Gas	2,768.03
TOTAL						2,768.03
	Bill Pmt -Check	57376	11/30/2017	OverDrive, Inc.	101010 · Cash - Marquette	-6,643.25
	Bill	04125DA17071451	11/07/2017		104310 · Books - Adult	102.96
	Bill	04125CO17073448	11/10/2017		104311 · Books - Youth	15.99
	Bill	04125CO17074241	11/13/2017		104311 · Books - Youth	11.99
	Bill	04125CO17074290	11/13/2017		104340 · Audio Visual Materials - Adult	656.96
	Bill	04125CO17074844	11/13/2017		104310 · Books - Adult	2,662.95
	Bill	04125CO17074844	11/13/2017		104340 · Audio Visual Materials - Adult	306.47
	Bill	04125CO17074123	11/13/2017		104310 · Books - Adult	1,411.25
	Bill	04125DA17075878	11/14/2017		104310 · Books - Adult	404.97
	Bill	04125DA17075877	11/14/2017		104311 · Books - Youth	53.97
	Bill	04125DA17075877	11/14/2017		104310 · Books - Adult	152.00
	Bill	04125CO17077900	11/17/2017		104340 · Audio Visual Materials - Adult	95.00
	Bill	04125CO17078630	11/20/2017		104310 · Books - Adult	87.00
	Bill	04125DA17079272	11/20/2017		104311 · Books - Youth	400.87
	Bill	04125DA17080452	11/21/2017		104310 · Books - Adult	199.99
	Bill	04125DA17080451	11/21/2017		104310 · Books - Adult	65.00
	Bill	04125CO17079520	11/21/2017		104311 · Books - Youth	15.88
TOTAL						6,643.25
	Bill Pmt -Check	57377	11/30/2017	Park Ace Hardware	101010 · Cash - Marquette	-38.91

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	10/31/17 Statement	11/01/2017		104530 · Building & Custodial Supplies	38.91
TOTAL					<u>38.91</u>
Bill Pmt -Check	57378	11/30/2017	Recorded Books, INC	101010 · Cash - Marquette	-610.38
Bill	75586866	11/01/2017		104340 · Audio Visual Materials - Adult	28.45
Bill	75586916	11/01/2017		104340 · Audio Visual Materials - Adult	53.36
Bill	75587318	11/01/2017		104340 · Audio Visual Materials - Adult	85.84
Bill	75590033	11/01/2017		104340 · Audio Visual Materials - Adult	102.12
Bill	75590116	11/01/2017		104340 · Audio Visual Materials - Adult	63.22
Bill	75591387	11/01/2017		104340 · Audio Visual Materials - Adult	56.99
Bill	75600392	11/01/2017		104340 · Audio Visual Materials - Adult	40.60
Bill	75608756	11/01/2017		104340 · Audio Visual Materials - Adult	179.80
TOTAL					<u>610.38</u>
Bill Pmt -Check	57379	11/30/2017	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	11/15/17	11/15/2017		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					<u>2,000.00</u>
Bill Pmt -Check	57380	12/01/2017	Rochelle Pennington	101010 · Cash - Marquette	-225.00
Bill	12/6/17	12/06/2017		104640 · Patron Programs&Events-Outreach	225.00
TOTAL					<u>225.00</u>
Bill Pmt -Check	57381	11/30/2017	Shark Shredding, Inc.	101010 · Cash - Marquette	-240.00
Bill	33404	11/13/2017		104450 · Building Maintenance	240.00
TOTAL					<u>240.00</u>
Bill Pmt -Check	57382	11/30/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-597.87

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	5422	11/11/2017		104530 · Building & Custodial Supplies	313.31
Bill	5430	11/18/2017		104530 · Building & Custodial Supplies	256.56
Bill	16808	11/19/2017		104530 · Building & Custodial Supplies	28.00
TOTAL					597.87
Bill Pmt -Check	57383	12/01/2017	Susan Maddox	101010 · Cash - Marquette	-350.00
Bill	12/11/17	12/11/2017		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Bill Pmt -Check	57384	11/30/2017	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-13,110.87
Bill	11/15/17 Statement	11/15/2017		104340 · Audio Visual Materials - Adult	7,350.71
				104341 · Audio Visual Materials - Youth	3,764.86
				104342 · Audio Visual Materials-Outreach	519.38
				104310 · Books - Adult	82.76
				104710 · Library Supplies	343.29
				104642 · Patron Programs & Events-Youth	643.84
				104570 · Automation - Equipment	88.95
				104550 · Lib. & Off. Eqpt Rep. & Maint	317.08
TOTAL					13,110.87
Bill Pmt -Check	57385	11/30/2017	The HR Specialist	101010 · Cash - Marquette	-199.00
Bill	11/30/17	11/30/2017		104320 · Periodicals - Adult	199.00
TOTAL					199.00
Bill Pmt -Check	57386	12/01/2017	Tom Kens	101010 · Cash - Marquette	-225.00
Bill	12/7/17	12/07/2017		104640 · Patron Programs&Events-Outreach	225.00
TOTAL					225.00

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57387	11/30/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
Bill	452865	11/01/2017		104495 · Legal	26.85
TOTAL					<u>26.85</u>
Bill Pmt -Check	57388	11/30/2017	Village of Orland Park Water	101010 · Cash - Marquette	-2,353.53
Bill	11/30/17	11/30/2017		104515 · Water & Sewer	2,353.53
TOTAL					<u>2,353.53</u>
Bill Pmt -Check	57389	11/30/2017	Village of Orland Park	101010 · Cash - Marquette	-328.24
Bill	26075287	11/08/2017		104600 · Outreach Services	53.38
Bill	26140219	11/09/2017		104600 · Outreach Services	54.86
Bill	11/30/17	11/30/2017		104450 · Building Maintenance	110.00
Bill	11/30/17 2	11/30/2017		104450 · Building Maintenance	110.00
TOTAL					<u>328.24</u>
Bill Pmt -Check	57390	11/30/2017	Wingren Landscape, Inc.	101010 · Cash - Marquette	-420.31
Bill	41976	11/10/2017		104440 · Landscaping & Groundskeeping	420.31
TOTAL					<u>420.31</u>
Bill Pmt -Check	57391	12/12/2017	ALA Member Services	101010 · Cash - Marquette	-213.00
Bill	12/7/17	12/07/2017		104650 · Association Dues & Fees	213.00
TOTAL					<u>213.00</u>
Bill Pmt -Check	57392	12/12/2017	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	2242	12/04/2017		104450 · Building Maintenance	80.00
TOTAL						<u>80.00</u>
	Bill Pmt -Check	57393	12/12/2017	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
	Bill	11/30/17 Statement	11/30/2017		102160 · 457 Plan W/H Payable	325.00
TOTAL						<u>325.00</u>
	Bill Pmt -Check	57394	12/12/2017	Argenta-Oreana Public Library District	101010 · Cash - Marquette	-27.00
	Bill	11/13/17	11/13/2017		104310 · Books - Adult	27.00
TOTAL						<u>27.00</u>
	Bill Pmt -Check	57395	12/12/2017	AT&T	101010 · Cash - Marquette	-80.47
	Bill	12/11/17	12/11/2017		104575 · Automation - Line Costs	80.47
TOTAL						<u>80.47</u>
	Bill Pmt -Check	57396	12/12/2017	Audio Editions	101010 · Cash - Marquette	-410.59
	Bill	1652459	11/13/2017		104342 · Audio Visual Materials-Outreach	218.09
	Bill	1653544	11/21/2017		104342 · Audio Visual Materials-Outreach	192.50
TOTAL						<u>410.59</u>
	Bill Pmt -Check	57397	12/12/2017	Bal Industries	101010 · Cash - Marquette	-1,440.00
	Bill	38749	12/08/2017		104450 · Building Maintenance	1,440.00
TOTAL						<u>1,440.00</u>
	Bill Pmt -Check	57398	12/12/2017	Capital One Commercial	101010 · Cash - Marquette	-226.55

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	11/26/17 Statement	12/07/2017		104530 · Building & Custodial Supplies	58.80
				104530 · Building & Custodial Supplies	167.75
TOTAL					226.55
Bill Pmt -Check	57399	12/12/2017	Cardmember Service	101010 · Cash - Marquette	-5,405.57
Bill	November Statement	12/07/2017		104640 · Patron Programs&Events-Outreach	62.83
				104540 · Building Repairs	85.44
				104570 · Automation - Equipment	2,168.00
				104640 · Patron Programs&Events-Outreach	267.75
				104530 · Building & Custodial Supplies	35.10
				104642 · Patron Programs & Events-Youth	22.40
				104530 · Building & Custodial Supplies	15.64
				104530 · Building & Custodial Supplies	61.90
				104530 · Building & Custodial Supplies	13.66
				104530 · Building & Custodial Supplies	43.84
				104590 · Library Furniture	330.84
				104320 · Periodicals - Adult	206.75
				104530 · Building & Custodial Supplies	12.22
				104640 · Patron Programs&Events-Outreach	11.07
				104660 · Public Information	127.50
				104341 · Audio Visual Materials - Youth	229.90
				104320 · Periodicals - Adult	29.95
				104590 · Library Furniture	661.70
				104620 · Staff Training & Education	15.00
				104530 · Building & Custodial Supplies	223.94
				104320 · Periodicals - Adult	247.16
				104530 · Building & Custodial Supplies	499.98
				104641 · Patron Programs & Events-Adult	33.00
TOTAL					5,405.57
Bill Pmt -Check	57400	12/12/2017	Comcast	101010 · Cash - Marquette	-611.82
Bill	59410306	12/12/2017		104520 · Telephone	611.82
TOTAL					611.82

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57401	12/12/2017	Comcast Cable	101010 · Cash - Marquette	-325.87
Bill	12/3/17 Statement	12/03/2017		104575 · Automation - Line Costs	248.22
				104520 · Telephone	77.65
TOTAL					<u>325.87</u>
Bill Pmt -Check	57402	12/12/2017	Demco	101010 · Cash - Marquette	-534.16
Bill	6261658	11/28/2017		104570 · Automation - Equipment	534.16
TOTAL					<u>534.16</u>
Bill Pmt -Check	57403	12/12/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-986.89
Bill	62224606	11/09/2017		104310 · Books - Adult	24.80
Bill	62224568	11/09/2017		104310 · Books - Adult	21.59
Bill	62254745	11/15/2017		104312 · Books - Outreach	24.79
Bill	62253744	11/15/2017		104312 · Books - Outreach	219.11
Bill	62253821	11/15/2017		104312 · Books - Outreach	49.58
Bill	62266656	11/17/2017		104312 · Books - Outreach	279.09
Bill	62266778	11/17/2017		104312 · Books - Outreach	79.17
Bill	62279171	11/21/2017		104310 · Books - Adult	112.77
Bill	62297066	11/28/2017		104310 · Books - Adult	24.80
Bill	62297607	11/28/2017		104310 · Books - Adult	77.59
Bill	62296792	11/28/2017		104310 · Books - Adult	49.60
Bill	62301475	11/29/2017		104310 · Books - Adult	24.00
TOTAL					<u>986.89</u>
Bill Pmt -Check	57404	12/12/2017	Garvey's Office Products	101010 · Cash - Marquette	-396.08
Bill	PINV1443691	11/28/2017		104720 · Office Supplies	75.16
Bill	PINV1445824	12/01/2017		104720 · Office Supplies	320.92
TOTAL					<u>396.08</u>

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57405	12/12/2017	Gaylord Bros., Inc.	101010 · Cash - Marquette	-162.13
Bill	2512546	11/29/2017		104710 · Library Supplies	162.13
TOTAL					<u>162.13</u>
Bill Pmt -Check	57406	12/12/2017	Go Promotions	101010 · Cash - Marquette	-681.00
Bill	147916	11/21/2017		104642 · Patron Programs & Events-Youth	681.00
TOTAL					<u>681.00</u>
Bill Pmt -Check	57407	12/12/2017	Grainger	101010 · Cash - Marquette	-37.22
Bill	9633813713	12/04/2017		104530 · Building & Custodial Supplies	37.22
TOTAL					<u>37.22</u>
Bill Pmt -Check	57408	12/12/2017	Home Depot Credit Services	101010 · Cash - Marquette	-121.39
Bill	11/28/17 Statement	11/28/2017		104530 · Building & Custodial Supplies	121.39
TOTAL					<u>121.39</u>
Bill Pmt -Check	57409	12/12/2017	ID Label Inc.	101010 · Cash - Marquette	-739.00
Bill	0106870-IN	11/29/2017		104710 · Library Supplies	739.00
TOTAL					<u>739.00</u>
Bill Pmt -Check	57410	12/12/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-10.00
Bill	12/7/17	11/30/2017		104495 · Legal	10.00
TOTAL					<u>10.00</u>

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57411	12/12/2017	Jet Stream Corp	101010 · Cash - Marquette	-3,000.00
Bill	1760	12/03/2017		104450 · Building Maintenance	2,800.00
Bill	10760/1	12/03/2017		104450 · Building Maintenance	200.00
TOTAL					<u>3,000.00</u>
Bill Pmt -Check	57412	12/12/2017	Jon-Don	101010 · Cash - Marquette	-36.14
Bill	3067356	12/06/2017		104530 · Building & Custodial Supplies	36.14
TOTAL					<u>36.14</u>
Bill Pmt -Check	57413	12/12/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-4,232.65
Bill	11/27/17	11/27/2017		104495 · Legal	4,232.65
TOTAL					<u>4,232.65</u>
Bill Pmt -Check	57414	12/12/2017	LibrariesFirst	101010 · Cash - Marquette	-500.00
Bill	6884	12/01/2017		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	57415	12/12/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-153.77
Bill	81671	11/29/2017		104450 · Building Maintenance	153.77
TOTAL					<u>153.77</u>
Bill Pmt -Check	57416	12/12/2017	Management Association of Illinois	101010 · Cash - Marquette	-3,800.00
Bill	6179	11/21/2017		104497 · Library Consultant	3,800.00
TOTAL					<u>3,800.00</u>

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57417	12/12/2017	Midwest Tape	101010 · Cash - Marquette	-1,401.77
Bill	95620424	11/30/2017		104340 · Audio Visual Materials - Adult	1,182.11
				104341 · Audio Visual Materials - Youth	219.66
TOTAL					<u>1,401.77</u>
Bill Pmt -Check	57418	12/12/2017	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
Bill	11/7/17	11/07/2017		104730 · Postage	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	57419	12/12/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-72.96
Bill	6003351	12/01/2017		104450 · Building Maintenance	72.96
TOTAL					<u>72.96</u>
Bill Pmt -Check	57420	12/12/2017	OverDrive, Inc.	101010 · Cash - Marquette	-336.18
Bill	04125CO17086612	12/01/2017		104311 · Books - Youth	163.93
Bill	04125CO17088430	12/05/2017		104311 · Books - Youth	40.00
Bill	04125DA17089098	12/05/2017		104310 · Books - Adult	60.00
Bill	04125CO17089937	12/06/2017		104310 · Books - Adult	72.25
TOTAL					<u>336.18</u>
Bill Pmt -Check	57421	12/12/2017	Penguin Random House LLC	101010 · Cash - Marquette	-588.00
Bill	1083955410	11/01/2017		104342 · Audio Visual Materials-Outreach	37.50
Bill	1084885120	11/03/2017		104342 · Audio Visual Materials-Outreach	270.00
Bill	1084986993	11/10/2017		104342 · Audio Visual Materials-Outreach	80.25
Bill	1084986992	11/10/2017		104340 · Audio Visual Materials - Adult	33.75
Bill	1184986992	11/10/2017		104340 · Audio Visual Materials - Adult	69.00

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	1085168964	11/21/2017		104342 · Audio Visual Materials-Outreach	37.50
Bill	1085168963	11/21/2017		104340 · Audio Visual Materials - Adult	37.50
Bill	1085286859	12/01/2017		104342 · Audio Visual Materials-Outreach	22.50
TOTAL					588.00
Bill Pmt -Check	57422	12/12/2017	Recorded Books, INC	101010 · Cash - Marquette	-40.60
Bill	75629039	11/15/2017		104340 · Audio Visual Materials - Adult	40.60
TOTAL					40.60
Bill Pmt -Check	57423	12/12/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-468.19
Bill	5468	11/25/2017		104530 · Building & Custodial Supplies	293.46
Bill	5481	12/03/2017		104530 · Building & Custodial Supplies	174.73
TOTAL					468.19
Bill Pmt -Check	57424	12/12/2017	U.S. Postal Service	101010 · Cash - Marquette	-2,043.00
Bill	12/8/17	12/08/2017		104730 · Postage	2,043.00
TOTAL					2,043.00
Bill Pmt -Check	57425	12/12/2017	Vernon Library Supplies, Inc.	101010 · Cash - Marquette	-305.94
Bill	0089085-IN	11/01/2017		104710 · Library Supplies	305.94
TOTAL					305.94
Bill Pmt -Check	57426	12/12/2017	Village of Orland Park	101010 · Cash - Marquette	-29.47
Bill	26396834	12/01/2017		104600 · Outreach Services	29.47
TOTAL					29.47

Orland Park Public Library
Check Detail
November 21 through December 18, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57427	12/12/2017	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-269.69
Bill	49691	11/22/2017		104530 · Building & Custodial Supplies	269.69
TOTAL					<u>269.69</u>
Bill Pmt -Check	57428	12/12/2017	World Book, Inc.	101010 · Cash - Marquette	-359.00
Bill	0001566377	11/22/2017		104311 · Books - Youth	359.00
TOTAL					<u>359.00</u>
Subtotal - Checks					\$117,603.90
Gross Payroll on 11/30/17					\$101,341.21
Payment to Village for IMRF/Insurance for November, 2017					\$65,205.23
Gross Payroll on 12/15/17					\$103,139.03
Grand Total					<u><u>\$387,289.37</u></u>

Adult Services Board Report November 2017

PERSONNEL

John Burke started November 24, 2017, as a part-time Reference Librarian I

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 11/2; 12 adults

eBooks, eMagazines, eReaders 11/6, 11/30; 5 adults

Six genre book discussions 11/9, 11/14, 11/15, 11/15, 11/27, 11/30; 43 adults

Around the Databases in 60 Minutes 11/10; 2 adults

Drop-in Craft: Ugly Holiday Sweaters 11/17; 3 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended From Privacy to Pornography: What staff need to know about Intellectual Freedom (Webinar) on Nov 27, 2017

Diane Srebro attended Outlook email training (Computer Lab) on Nov 28, 2017

Samantha Passi attended Outlook email training (Computer Lab) on Nov 28, 2017

Karlene Wisniewski attended Outlook email training (Computer Lab) on Nov 28, 2017

STATISTICS

Database Statistics November 2017-2016 Comparison

Database	2017	2016	Data Type
Ancestry	561	1273	Total Searches
Careers College	21	12	Total Users
Consumer Reports	118	85	Total Log-Ins
EBSCO	1091*	29415	Total Searches
Gale Virtual Ref. Lib	4	12	Total Searches
Heritage Quest	514	522	Total Searches
Lynda.com	96	N/A	Total Log-Ins
Mango Languages	107	N/A	Total Sessions
OCLC	5064	5606	Total Searches
ProQuest	119	87	Total Searches
Reference USA	753	132	Total Searches
Weiss & Street Financial Ratings	12	N/A	Total Log-Ins

Note: *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	11/2017	11/2016
Reference	3378	2794
Ref Remote	174	138
Non-Reference	307	220
N-R Remote	24	12
Extended Help	26	0
Passive Programming	4	0
Program Attendance	65	30
Items shelved	18811	21903
Carts shelved	510	302

CUSTOMER SERVICE LOG

11-5-17 Patron called requesting information on Greece, and after receiving that information commented, "The Orland Park Library is a great resource." "Unlike the library near where I live, the Orland Park Library is very service oriented." Deborah O.

11-6-17 "Well I thank you for printing these directions to Chicago Ridge PL after finding a copy of Ordinary Grace for a discussion group. I don't want to wait for it to be returned at Orland so you called Tinley, Palos Heights, Palos Park, Oak Forest, and Frankfort. This must be advertised since it's checked out at so many places! You have been the most helpful person." Diane S.

11-7-17 "You guys are always so helpful. I've been ordering Dark Shadows and I'm up to episode 19. Thanks for getting these videos." Diane S.

11-7-17 Patron stopped by the desk asking for mystery books. Comment: "I used to find my favorite authors but now I can't find where they are. Did you get rid of them? It's awful." Rosemarie F-W.

11-8-17 Patron called with a simple reference question and said, "I hope I'm not bothering you with such a silly question. I'm handicapped and it's not easy to get out. I depend on my library so much." When I let her know we were here to help anytime, she was very appreciative. Katie A.

11-16-17 The only available copy of a book was on Lucky Day, and the patron didn't want this copy. I offered to place a hold on a regular copy for her. Comment: No thanks, I'm from Oak Forest and you can't hold it for me. When are you going to get rid of your Lucky Day books? Tinley Park got rid of theirs, and it's nice. Andy M.

11-17-17 Patrons attending a program. "We renewed our library cards just to come to this. I'm glad there are so many activities now that we can attend!" Kortnee F.

Circulation Board Report November 2017

PERSONNEL

John Burke left the Circulation department on November 24th for his new role as an Adult Services Librarian.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Circulation staff began handing out Welcome Bags to all new library cardholders. Separate bags were offered for adults and children. New patrons also had the option of going on a department tour.

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie Pryor attended CURALINC webinar, Disrupting Negative Thoughts on November 8, 2017

Rebecca Crume-Simmons attended Service Excellence in Challenging Times (Webinar) on Nov 13, 2017

Theresa Hildebrand attended Customer Service in the field (Lynda.com webinar) on Nov 14, 2017

Theresa Hildebrand attended Trends in Safety & Security in Libraries (RAILS Webinar) on Nov 15, 2017

Theresa Hildebrand attended LACONI Circulation Tech trends in Circulation (Gail Borden Public Library, Elgin, IL) on Nov 16, 2017

Theresa Hildebrand, Jordin Morales, Barb Kandel attended Outlook Email training in our computer lab on November 27, 2017

Therese Coppolino, Julie Doyle and Angie Mazza attended Outlook Email training (Orland Park Library) on Nov 28, 2017

STATISTICS

OPPL	TOTAL CIRCULATION			PATRON			IN-HOUSE		
MONTH	2017	2016	CHANGE %	ATTENDANCE	CHECKINS				
JAN	55,430	54,093	2.47%	36,949	2,499				
FEB	51,565	53,774	-4.11%	36,864	3,541				
MAR	57,523	56,732	1.39%	41,617	3,994				
APR	51,077	54,414	-6.13%	32,758	3,338				
MAY	49,659	50,509	-1.68%	31,859 *	3,084				
JUN	61,176	61,657	-0.78%	32,107 **	1,338				
JUL	59,637	60,036	-0.66%	33,762	856				
AUG	54,358	54,730	-0.68%	35,295	1,647				
SEPT	50,667	51,097	-0.84%	32,892	3,212				
OCT	53,717	53,026	1.30%	36,533	3,550				
NOV	50,789	51,813	-1.98%	35,118	3,606				
DEC									
TOTAL	595,598	601,881	-1.04%	385,754	30,665				
Hoopla Checkouts:	672					*May count unavailable. Used last year's number.			
Overdrive Registrations:	44					**First week of June unavailable.			
Overdrive Checkouts:	3,183					Used an average of the rest of the month.			
Zinio Checkouts:	225								
Polaris Patron Sessions:	14,331								

GRANTS/SPECIAL PROJECTS

Circulation staff has completed the task of clearing a list of long overdue items to change the status to Lost. This project included checking our shelves for over 500 items prior to making the change in Polaris.

CUSTOMER SERVICE LOG

11/3/17 (Call Center) Patron called to complain about a man in YS with his feet up on a table, barefoot. - Therese C.

11/3/17 (Welcome Desk) "This floor is beautiful. It makes me want to grab all the sparkles." - Laura L.

11/3/17 (Circ Desk) In regards to receiving a Welcome Bag for signing up for a library card: "This is great! I feel like I've won something!" - John B.

11/5/17 (Circ Desk) "Your children's librarians are the best. I don't know what I would do without them." - John B.

11/7/17 (Welcome Desk) "Nice people work here." - Duke P.

11/8/17 (Circ Desk) "George and Mark in IT are brilliant." - Barb K.

11/9/17 (Circ Desk) "Too many handicap parking spaces." - Terry F.

11/9/17 (Patron Checking Out) "It would be nice if you had some hot reads in the kids section because I never get to make it upstairs with my kids." - Jordin M.

11/16/17 (Patron called to settle discrepancies) "You have phenomenal Circulation staff." - Julie P.

11/16/17 (Welcome Desk) "There are way too many handicap parking spots. They are never in use and I visit here regularly." - Angie M.

11/20/17 (Patron in regards to Lucky Day) "Your Lucky Day collection is always beautifully organized and such a great selection." - Theresa H.

Graphics Board Report November 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Some graphics requests this month included:

- Meet the Artist- Mary Ann Trzyna ad
- Christmas Cookie Potluck menu
- The Hidden History of Dickens' A Christmas Carol ad
- A mass email for November events
- Healthy eating for the Holidays ad
- Friday Film Series: Paris Can Wait ad
- Board Game Night ad
- Cabaret – Mike Knauf Trio ad
- Romance Book Discussion – Deception Island by Brynn Kelly ad

STATISTICS

	Room Requests	Graphics Requests		
2017 Total	197	1150		
This month	13	56		
	Facebook	Twitter	Pinterest	Instagram
Subscribers	1,809	1,801	435	267
Library app downloads		626		

GRANTS/SPECIAL PROJECTS

Graphics Department and the Teen librarian worked together to create more interesting signage for the Teen department after book shelving was recently updated.

Information Technology Board Report November 2017

STATISTICS

Statistics from web forms

Category	Nov 2017	Nov 2016
Study Room Usage	417	419
Patrons Assisted	466	397
Extended Assistance	75	n/a
Total PC Usage	1643	1733
Total Web pages	25575	27976
Number of Classes	9	16
Total Class Attendance	38	22
Wireless Usage	3320	4318

CUSTOMER SERVICE LOG

Microsoft Word 2016 - Suggestion of future class: mail merge labels

Word Part 2 - Basic information was very good. Some areas which were more difficult will probably not be remembered. Some of the future classes should include mailing labels and sending docs to emails. Audrey P.

Word Part 2 - Suggestion for future classes-- Classes more often, not enough. A couple times a month, days and evenings. Audrey P.

Word Part 2 - Suggestion for future classes- mailings would be of interest. Audrey P.

Word Part 2 - Need more time to observe teacher and practice- go slower if a novice- let us catch up to her instructions. Audrey P.

11/13/17 Helped patron with copier – “Audrey, you are always a great help. I appreciate all you do and help. Audrey P.

Internet Basics- The best information I received was the sheet for GCF Learn Free. Thank you. This will help tremendously. George M.

11/28/17 – “You're awesome. Thank you for your help.” Audrey P.

Outreach Services Board Report November 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing independent living and assisted living, Brookdale, Alden Prairie, Autumn Leaves, Lexington, Thomas Place and Evergreen assisted living and independent living facilities. A new facility is being built at 159th, almost to Harlem. We are keeping an eye on the completion date.

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 and facilitation 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

Kelly Cuci attended Cyber Security Threats and Protection (Webinar) on Nov 2, 2017

Cathy DiGiorgio attended Cyber Security Threats and Protection (Webinar) on Nov 2, 2017

Kelly Cuci attended Spring 2018: Penguin Random House Staff Picks (Webinar) on Nov 3, 2017

Theresa Marketti attended Pulse Pounding Mysteries for Fall (Webinar) on Nov 24, 2017

Theresa Marketti attended Run-Hide-Fight video (YouTube.com) on Nov 24, 2017

Theresa Marketti attended POLARIS videoconference Q & A (YouTube.com) on Nov 24, 2017

Cathy DiGiorgio attended Basic Outlook Email Training (OPPL) on Nov 27, 2017

Theresa Marketti attended Outlook Web App 2013 Essential Training (Computer Lab) on Nov 28, 2017

Dakari Jones attended Basic Outlook Email Training (Computer Lab) on Nov 28, 2017

STATISTICS

Onsite Adult Programs:

13 programs were given with a total of 453. *2016: 11 programs were given with a total of 323 patrons.*

Breakout:

11/1/17	Mysteries of the Cosmos - Life on the Moons of Jupiter and Saturn	55
11/7/17	English Conversation for ESL Learners	12
11/7/17	Chicago's Role in World War I	30
11/8/17	The Coloring Club	6
11/9/17	Afternoons @ OPPL - Howard Knotts Ace of the Prairie	17
11/9/17	Crossing the U.S. on Foot	52
11/10/17	Meet the Artist - Justin Santora	14
11/14/17	The Defense of Bastogne	61
11/15/17	Scams, Identity Theft and You	57
11/16/17	Rules of the Road	25
11/17/17	Showcase - A Jazz Trio Remembers	103
11/21/17	English Conversation for ESL Learners	2
11/24/17	Friday Film Series - Jackie	19

Offsite Adult Programs:

15 programs were given with a total of 227 patrons attending. *2016: 15 programs were given with a total of 197 patrons attending.*

Breakout:

11/1/17	Senior Living Visits	20
11/2/17	Smart Art Brookdale	5
11/2/17	Smart Art Autumn Leaves	6
11/7/17	Book Discussion - Thomas Place	5
11/8/17	Orland Township Senior Drop-In Visits	25
11/9/17	Remember When - Autumn Leaves	12
11/9/17	Remember When - Brookdale	15
11/10/17	Orland Township Senior Drop-In Visits	15
11/13/17	Senior Living Visits	22
11/14/17	Senior Living Visits	14
11/15/17	Senior Living Visits	16
11/22/17	Orland Township Senior Drop-In Visits	17
11/27/17	Senior Living Visits	25
11/28/17	Senior Living Visits	14

Train Station Books:

Three Train Stations - **102**, 2016 - 62

Program Flyer Distribution Statistics:

Village of O.P. - **1250**, 2016 - 0

Orland Township - **2**, 2016 - 33

Assisted Living - **25**, 2016 - 0

Sportsplex - **1250**, 2016 - 275

During programs - **152**, 2016 - 387

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1817 items circulated with 2366 checkouts and 139 renewals. 2016: 1482 items circulated with 1682 checkouts and 161 renewals.

Visits to single-family homebound patrons totaled 21. 2016: Visits totaled 16.

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

OS staff logged 1339 reference transactions. 2016: 412 reference transactions.

OS staff logged 63 programming questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

OS staff logged 52 exhibit questions. Please note that this is a new statistic. We broke it out from our reference transaction numbers.

GRANTS/SPECIAL PROJECTS

Outreach Services has been working on the Archival Project. To date 140 founding documents have been scanned and 128 have been registered to our internal database.

Outreach Services has been invited to the Field Museum to learn about maintaining and registering artifacts.

We have also been invited to bring the NASA Collection to Centennial School for a presentation. Five classes will get to view the artifacts.

Outreach Services performed its annual weed. All weeded items went to Adult Services to be looked over for possible acquisition.

CUSTOMER SERVICE LOG**11/1/17 Evergreen Assisted Living Book Visit**

"Thanks so much for doing this." Theresa M.

"Thank You." Theresa M.

"Thank you for coming all the time." Theresa M.

11/1/17 Lexington Assisted Living Book Visit

"I like that you come here." Theresa M.

11/2/17 Brookdale Assisted Living Book Visit

"Thanks for coming out. I really enjoy SmartArt" Dakari J.

"Thanks for your service." Dakari J.

11/7/17 Thomas Place Book Discussion

"I loved this book!" Theresa M.

"Thanks for Coming." Theresa M.

"I loved it. Thanks for doing this." Theresa M.

11/7/17 ESL program

Observation - The group was very appreciative. Cathy D.

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

11/7/17 Chicago's Role in World War I program

"He reminds me of my favorite teachers back at school." Shane P.

Observation - Many patrons had questions and wished to speak to Mr. Fullen after the program. Shane P.

11/7/17 A young patron passing the small display case, on his way to Youth Services with his mother. "WoooooW!" Shane P.

11/8/17 Orland Township Drop-in book visit

"Thank you." Theresa M.

11/9/17 Remember When Autumn Leaves program

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

11/9/17 Homebound Delivery

"Thanks for the services. It helps." Dakari J.

11/9/17 Remember When Brookdale program

"Thanks for coming out." Dakari J.

11/8/17 The Coloring Club program

"I enjoy coming to the library." Cathy D.

"Very relaxing program." Cathy D.

11/9/17 Crossing the U.S. on Foot program

"This was a fantastic presentation." Cathy D.

"Thank you for having him." Cathy D.

"What an incredible story." Cathy D.

"Very inspiring. You always have such wonderful programs." Cathy D.

"You do a fantastic job." Cathy D.

"Keep them coming." Cathy D.

11/10/17 Orland Township Drop-in book visit

"Thank you." Theresa M.

"Thank you for letting me know." (Regarding inquiry about homebound service.)

11/13/17 Smith Crossing Assisted Living book delivery

"Thanks for coming out. We really appreciate the Orland Park Library." Dakari J.

"Thank you." Theresa M.

"Thank you for coming. I appreciate it." Theresa M.

11/14/17 The Defense of Bastogne program

"Excellent presentation." Cathy D.

"Thank you for remembering our fallen soldiers." Cathy D.

Observation - We had several veterans attend. Cathy D.

"My dad was there." Cathy D.

"Thank you for having such a wonderful program." Cathy D.

"Very interesting presentation." Cathy D.

11/14/17 Homebound Delivery

"Thank you for coming." Theresa M.

11/14/17 Homebound Delivery

"Thank you very much." Theresa M.

11/15/17 Evergreen Assisted Living book delivery

"Thank you so much." Dakari J.

"Thank you for coming." Theresa M.

"Thank you for doing this." Theresa M.

"We really appreciate it." Theresa M.

11/15/17 Lexington Assisted Living book delivery

"Thank you for coming." Theresa M.

"You made my day brighter." Theresa M.

"Thank you for being here." Theresa M.

11/15/17 Scams, Identity Theft and You program

"Excellent topic." Cathy D.

"Very helpful." Cathy D.

"Good presenter." Cathy D.

"Glad you had this presenter." Cathy D.

"Have more of these types of programs." Cathy D.

11/17/17 Showcase - A Jazz Trio Remembers program

"They were great." Cathy D.

Wonderful music." Cathy D.

"We knew every song. Thank you for having them perform here at the library." Cathy D.

"Thank you for having the Friday Night Showcase." Cathy D.

"Keep up the good work." Cathy D.

11/20/17 Homebound Delivery

"Thanks for coming out." Dakari J.

11/21/17 Homebound Delivery

"Thank you so much." Theresa M.

11/22/17 Orland Township Drop-in book visit

"Thank you for doing this. The library sends two of the friendliest and happiest employees to us." Theresa M.

11/27/17 Smith Crossing Assisted Living book delivery

"Thank you for coming." Theresa M.

"I tell people about the invaluable service you provide. Thank you." Theresa M.

"Thank you." Theresa M.

"Thanks so much. Just a good service." Dakari J.

11/28/17 Thomas Place book delivery

"Thanks for coming out." Dakari J.

11/28/17 Alden Prairie Assisted Living book delivery

"Thank you for coming." Theresa M.

"You provide a great service. Theresa M.

11/28/17 ESL program

Observation - Students from the morning ESL class came to see me to let me know they were in the building, in a study room practicing. They thanked me for helping them with their English studies. Cathy D.

11/29/17 Evergreen Assisted Living book delivery

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

GRANTS/SPECIAL PROJECTS

- For better retrieving the collection usage, Wendy split AV Lucky Day items into two categories: Lucky Day movies and Lucky Day music.
- The library added two new Lucky Day categories for patrons: Lucky Day Videogame and Lucky Day Audiobooks. Wendy created related cataloging codes and locations for the new collections.
- Tech Services processed 66 Lucky Day magazines. Those 66 magazines contributed to about 76.44% of the total magazine circulation numbers for Nov 2017.

Youth Services Board Report November 2017

PERSONNEL

Brandi Smits started as Head of Youth Services on November 9, 2017.

Lindsey Mattson has resigned as Youth Services shelver. Her last day was November 20, 2017.

Monica Lane has given her two weeks' notice. Her last day as a Youth Services shelver will be December 4, 2017.

We are currently hiring two Youth Services shelvers. We've had some interest thus far.

SERVICES/PROGRAMS/PROJECTS/CLASSES

PAL PACKS

26 Packs and 545 items

TEACHER LOAN CARD CHECK-OUTS

37 items checked out on Teacher Loan cards this month

BOOKS ALIVE

11/3 Center School

1:50 presentation: 125 people

11/6 Park School

9 AM presentation: 125 people

11/17 High Point School

8:15 presentation: 152 people

9:00 am presentation: 173 people

9:30 am presentation: 173 people

4 Preschool Packs total, circulating 97 items

Outreach

Sandbox Learning Center Preschool Visit: 60

Park School Early Childhood: 9

In-House

Sandbox Learning Center In-House Visit: 14

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Fixel attended Anderson's YA Conference (Hilton Lisle/Naperville) on Nov 4, 2017

Vanessa Fernandez attended Anderson's YA Conference (Hilton Lisle/Naperville) on Nov 4, 2017

Erin Fixel attended District 230 Local Partner Collaboration Meeting (Andrew High School) on Nov 6, 2017

Cathy Riffice attended Outlook Web training (library computer lab) on Nov 27, 2017

Holly Balasa attended Outlook Email training (OPPL computer lab) on Nov 28, 2017

STATISTICS

Youth Statistics:

100 participants for Bright Starts

106 participants for Night Owl

362 participants for Building Blocks for Babies

312 participants for Once Upon a Time

45 participants for Super Senses! Sensory Storytime

50 participants for Buenas Noches Bilingual Storytime

6 participants for International Art - Thailand

64 participants for Video Game Club

75 participants for Toddler Art

11 participants for Art of Design

10 participants for LEGO Sunday Fun!

135 participants for Win Elephant and Piggie!

2 participants signed up for the 1,000 Books Before Kindergarten program, making the participant total to date 242

1 participant met the halfway mark in the 1,000 Books Before Kindergarten program

Teen Statistics:

27 participants for Teen Inc. Service Club Food Drive

3 participants for Video Game Club Volunteers

22 participants for Food Fun - Frozen Hot Chocolate and Decorate a Mug

15 participants for Crazy Crafts - DIY Felt Hand Warmers

10 participants for Marble Run Competition

57 participants for November Computer Volunteers

2 participants for December Computer Volunteer Orientation

CUSTOMER SERVICE LOG

TEEN DESK

11/10/17 Mom stopping on the way out of a program "Your programs are so great! My daughter is loving them and is learning so much. She can't wait to come to the next one!" Erin F.

11/10/17 Man looking for movies "I'm so glad you're here. You're my go-to girl who I trust to find everything on my list!" Erin F.

11/17/17 Woman looking for a book for her teen "I love what you guys have changed up here. It's so friendly and inviting." Erin F.

11/17/17 Teens at the Marble Run program "Thank you for having this. It was so awesome!" "This was so different and cool." "I loved getting prizes for my win!" Erin F.

11/21/17 Woman looking for some books from her list "Thank you for your help. I would have been wandering around lost for hours without you." Erin F.

11/26/17 Adult in Teen Area complaining about our WiFi "Frankfort's WiFi acutally works. Ask them how to fix yours. Yours has sucked for 3 years now! Frankfort lets me sit in kid's section. Why is it different here? I've talked to your IT department and they just blow me off." Erin F.

JUNIOR DESK

11/4/17 Grandmother and aunt with child "Thank you very much. You've been a big help." Amy N.

11/5/17 Preschool teacher looking for classroom-use picture books "You guys have such great resources! You are so helpful. You just made my day." Kara D.

11/17/17 Grandmother with toddler "Your storytimes on Tuesday and Thursday are wonderful." Marianne D.

11/22/17 Grandmother with toddler "I called to make sure you were here. A lot of other libraries canceled their programs this week. You guys are the best." Kara D.

11/27/17 Mom with daughter at Junior desk "My daughter is reading 1 1/2 grades above her level in school and I attribute that to you here at the library." Becky M.

PRESCHOOL DESK

No report

DRAFT

RESOLUTION NO. 2017-08

**RESOLUTION APPROVING AND ADOPTING A REVISED
ANTI-HARASSMENT POLICY**

WHEREAS, the Illinois General Assembly recently enacted Public Act 100-0554, which requires all governmental units to adopt by resolution or ordinance a policy prohibiting sexual harassment; and

WHEREAS, the Board of Library Trustees of the Village of Orland Park have previously adopted and maintained in effect an Employee Handbook, which includes an Anti-Harassment Policy; and

WHEREAS, the Board of Library Trustees have determined that certain revisions to the Anti-Harassment Policy are necessary in order to bring the Policy into compliance with Public Act 100-0554.

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

SECTION 1: The above "Whereas" recitals are incorporated into and made a part of this Resolution.

SECTION 2: The Board of Library Trustees approve and adopt the Anti-Harassment Policy, attached hereto as **Exhibit A** and incorporate said Policy herein by reference as if it were fully set forth herein.

SECTION 3: That the revised Anti-Harassment Policy, attached hereto as **Exhibit A**, shall and does supersede all prior personnel and/or employee policies, including without limitation the last version of the policy approved by this Board of Library Trustees.

SECTION 4: That the revised Anti-Harassment Policy, attached hereto as **Exhibit A**, shall be and remain in effect until such time as it is further revised or amended by the Board of Library Trustees.

SECTION 5: Those sections, paragraphs and provisions of the Employee Handbook, which are not expressly amended by this Resolution, are hereby reenacted, and it is expressly declared to be the intention of this Resolution not to amend any portion of the Employee Handbook other than the Anti-Harassment Policy.

DRAFT

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

AYES: _____

NAYS: _____

ABSENT: _____

Approved by the President and Board of Library Trustees of the Village of Orland Park.

Christian Barcelona, President,
Board of Library Trustees

ATTESTED BY

Elan Kleis, Secretary
Board of Library Trustees

EXHIBIT A

ANTI-HARASSMENT POLICY

The Library is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of Library employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.

"Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

DRAFT

Keep in mind that an employee may complain about harassment if the employee is subjected to consensual behavior between two or more other employees.

All Library employees are responsible to help assure that the Library avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the employee's supervisor or the Director. The Director (or designee, particularly if the Director is the accused) will direct that an investigation be conducted and shall oversee such investigation.

The Library shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge.

False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. False accusations of sexual harassment can have serious effects on innocent men and women. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269.

DRAFT

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

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2017- 08
"RESOLUTION APPROVING AND ADOPTING A REVISED
ANTI-HARASSMENT POLICY"

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of December, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of December, 2017.

ELAN KLEIS
Secretary of the Board of Library Trustee

DRAFT

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

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2017-09

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of December, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of December, 2017.

ELAN KLEIS,
Secretary of the Board of Library Trustees

DRAFT

RESOLUTION NO. 2017-09

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

WHEREAS, the Board of Library Trustees of the Orland Park Public Library have met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act (the "Act"), a list of said closed session meeting dates being attached hereto as Exhibit "A" and made a part hereof; and

WHEREAS, as required by the Act, the Secretary of the Board of Library Trustees has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to 5 ILCS 120/2.06(d), the Board of Library Trustees has met in closed session to review closed session minutes; and

WHEREAS, the Board of Library Trustees has previously made available for public inspection certain closed session meeting minutes, a list of said disclosed closed session minutes being attached hereto as Exhibit "B" and made a part hereof; and

WHEREAS, the Board of Library Trustees have determined that a need for confidentiality still exists as to the closed session meeting minutes from the closed session meetings set forth on Exhibit "C", attached hereto and made a part hereof; and

WHEREAS, the Board of Library Trustees have further determined that the minutes of the closed session meetings listed on Exhibit "D", attached hereto and made a part hereof, no longer require confidential treatment and should be made available for public inspection.

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

SECTION 1: The closed session minutes from those meetings set forth on Exhibit "D" attached hereto are hereby released.

SECTION 2: The Secretary of the Board of Library Trustees is hereby authorized and directed to make the minutes from those meetings set forth on Exhibit "D" available for inspection and copying in accordance with the standing procedures of the Orland Park Public Library.

DRAFT

SECTION 3: This Resolution shall take effect from and after its adoption as provided by law.

ADOPTED this 18th day of December, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

DRAFT

Exhibit "A"

**LIST OF ALL DATES ON WHICH
CLOSED SESSION MEETINGS HAVE
TAKEN PLACE**

December 17, 1990	July 17, 1995
February 18, 1991	August 21, 1995
March 18, 1991	September 22, 1995
April 15, 1991	October 18, 1995
June 17, 1991	November 20, 1995
July 15, 1991	December 18, 1995
August 19, 1991	January 15, 1996
December 16, 1991	February 19, 1996
February 17, 1992	April 15, 1996
March 16, 1992	May 20, 1996
April 20, 1992	June 17, 1996
June 15, 1992	July 15, 1996
July 27, 1992	August 19, 1996
August 17, 1992	September 19, 1996
February 15, 1993	October 21, 1996
March 15, 1993	November 18, 1996
April 19, 1993	December 16, 1996
May 17, 1993	January 20, 1997
June 21, 1993	February 17, 1997
July 19, 1993	March 17, 1997
August 16, 1993	April 21, 1997
September 20, 1993	May 19, 1997
February 21, 1994	June 16, 1997
March 21, 1994	July 21, 1997
April 18, 1994	August 18, 1997
May 16, 1994	October 20, 1997
June 20, 1994	November 17, 1997
July 18, 1994	December 15, 1997
August 15, 1994	January 19, 1998
September 19, 1994	February 16, 1998
November 21, 1994	March 16, 1998
December 19, 1994	April 4, 1998
January 16, 1995	April 20, 1998
February 20, 1995	April 29, 1998
March 20, 1995	May 11, 1998
April 17, 1995	May 14, 1998
May 15, 1995	May 18, 1998
June 19, 1995	May 19, 1998
	May 21, 1998
	May 28, 1998
	June 15, 1998
	July 20, 1998
	August 17, 1998
	December 21, 1998

DRAFT

EXHIBIT "A" (continued)

March 15, 1999
June 21, 1999
December 20, 1999
April 17, 2000
July 24, 2000
February 2001
May 22, 2001
June 18, 2001
January 21, 2002
February 18, 2002
March 18, 2002
June 17, 2002
November 18, 2002
June 16, 2003
December 20, 2004
March 15, 2005
April 18, 2005
June 20, 2005
July 18, 2005
August 15, 2005
June 19, 2006
August 23, 2006
November 20, 2006
December 18, 2006
January 15, 2007
June 18, 2007
July 16, 2007
August 13, 2007
August 15, 2007
August 20, 2007
April 21, 2008
May 19, 2008
June 16, 2008
August 18, 2008
April 20, 2009
May 6, 2009
May 18, 2009
September 21, 2009
October 19, 2009
September 20, 2010
October 17, 2011

May 20, 2013
June 17, 2013
September 16, 2013
November 18, 2013
December 16, 2013
January 13, 2014
January 23, 2014
February 17, 2014
March 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
July 20, 2015
December 21, 2015
January 18, 2016
March 21, 2016
June 20, 2016
October 17, 2016

December 19, 2016
June 19, 2017
July 17, 2017
August 1, 2017
October 16, 2017

DRAFT

Exhibit "B"

**LIST OF CLOSED SESSION MEETING MINUTES
BY DATE WHICH THE BOARD OF LIBRARY TRUSTEES
HAS PREVIOUSLY APPROVED FOR PUBLIC INSPECTION**

April 15, 1991	Portions available for public inspection
April 20, 1992	Portions available for public inspection
February 15, 1993	Portions available for public inspection
March 15, 1993	Portions available for public inspection
February 21, 1994	Portions available for public inspection
September 19, 1994	Portions available for public inspection
December 19, 1994	Portions available for public inspection
January 16, 1995	
February 20, 1995	Portions available for public inspection
April 17, 1995	
June 19, 1995	Portions available for public inspection
July 17, 1995	
August 21, 1995	Portions available for public inspection
September 22, 1995	Portions available for public inspection
October 18, 1995	
November 20, 1995	
December 18, 1995	
January 15, 1996	Portions available for public inspection
February 19, 1996	Portions available for public inspection
April 15, 1996	Portions available for public inspection
May 20, 1996	
June 17, 1996	
July 15, 1996	
August 19, 1996	Portions available for public inspection
September 19, 1996	
October 21, 1996	
November 18, 1996	
December 16, 1996	
January 20, 1997	Portions available for public inspection
February 17, 1997	Portions available for public inspection
March 17, 1997	
April 21, 1997	
May 19, 1997	
June 16, 1997	
July 21, 1997	Portions available for public inspection
August 18, 1997	Portions available for public inspection
October 20, 1997	

DRAFT

November 17, 1997
December 15, 1997
January 19, 1998
February 16, 1998
March 16, 1998
April 20, 1998
May 18, 1998
June 15, 1998
July 20, 1998 Portions available for public inspection
August 17, 1998
December 21, 1998
June 21, 1999 Portions available for public inspection
December 20, 1999
July 24, 2000
February 19, 2001
May 22, 2001
June 18, 2001
January 21, 2002
February 18, 2002
March 18, 2002
November 18, 2002
March 15, 2005
July 18, 2005
August 15, 2005
August 23, 2006 Portions available for public inspection
July 16, 2007
August 13, 2007 Portions available for public inspection
August 15, 2007 Portions available for public inspection
August 20, 2007
April 21, 2008
May 19, 2008 Portions available for public inspection
November 18, 2013
December 16, 2013
January 23, 2014 Portions available for public inspection
March 17, 2014
July 20, 2015
December 21, 2015
June 20, 2016

DRAFT

Exhibit "C"

**LIST OF CLOSED SESSION MEETING
MINUTES BY DATE WHICH THE
BOARD OF LIBRARY TRUSTEES
HAS DETERMINED MUST REMAIN
CONFIDENTIAL**

December 17, 1990	
February 18, 1991	
March 18, 1991	
April 15, 1991	Portions remain confidential
June 17, 1991	
July 15, 1991	
August 19, 1991	
December 16, 1991	
February 17, 1992	
March 16, 1992	
April 20, 1992	Portions remain confidential
June 15, 1992	
July 27, 1992	
August 17, 1992	
February 15, 1993	Portions remain confidential
March 15, 1993	Portions remain confidential
April 19, 1993	
May 17, 1993	
June 21, 1993	
July 19, 1993	
August 16, 1993	
September 20, 1993	
February 21, 1994	Portions remain confidential
March 21, 1994	
April 18, 1994	
May 16, 1994	
June 20, 1994	
July 18, 1994	
August 15, 1994	
September 19, 1994	Portions remain confidential
November 21, 1994	
December 19, 1994	Portions remain confidential
February 20, 1995	Portions remain confidential
March 20, 1995	
May 15, 1995	
June 19, 1995	Portions remain confidential
August 21, 1995	Portions remain confidential
September 22, 1995	Portions remain confidential
January 15, 1996	Portions remain confidential
February 19, 1996	Portions remain confidential
April 15, 1996	Portions remain confidential
August 19, 1996	Portions remain confidential
January 20, 1997	Portions remain confidential
February 17, 1997	Portions remain confidential
July 21, 1997	Portions remain confidential
August 18, 1997	Portions remain confidential
April 4, 1998	
April 29, 1998	
May 11, 1998	
May 14, 1998	
May 19, 1998	
May 21, 1998	
May 28, 1998	
July 20, 1998	Portions remain confidential
March 15, 1999	
June 21, 1999	Portions remain confidential
April 17, 2000	
June 17, 2002	
June 16, 2003	
December 20, 2004	
April 18, 2005	
June 20, 2005	
June 19, 2006	
August 23, 2006	Portions remain confidential
November 20, 2006	
December 18, 2006	
January 15, 2007	
June 18, 2007	
August 13, 2007	Portions remain confidential
August 15, 2007	Portions remain confidential
May 19, 2008	Portions remain confidential
June 16, 2008	
August 18, 2008	
April 20, 2009	
May 6, 2009	
May 18, 2009	
September 21, 2009	
October 19, 2009	
September 20, 2010	

DRAFT

October 17, 2011
May 20, 2013
June 17, 2013
September 16, 2013
January 13, 2014
January 23, 2014 Portions remain confidential
February 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
January 18, 2016
March 21, 2016
October 17, 2016

August 1, 2017 Portions remain confidential

October 16, 2017 Portions remain confidential

DRAFT

Exhibit "D"

**LIST OF CLOSED SESSION MEETING MINUTES BY DATE WHICH WERE NOT
PREVIOUSLY APPROVED FOR PUBLIC INSPECTION BUT WHICH
ARE NOW APPROVED FOR PUBLIC INSPECTION**

EXHIBIT "D" (Continued)

December 19, 2016

June 19, 2017

July 17, 2017

DRAFT

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

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2017-10

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of December, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of December, 2017.

ELAN KLEIS, Secretary

DRAFT

RESOLUTION NO. 2017-10

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

WHEREAS, the Board of Library Trustees of the Village of Orland Park has, on occasion, believed it to be necessary to meet in closed session and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, since January 1, 2004, the Open Meetings Act has required that a verbatim record of all closed sessions be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Board of Library Trustees (a) approves the meeting minutes for each completed closed session and (b) authorizes the destruction of such recordings, provided at least 18 months has passed since the date of the last such approval or authorization; and

WHEREAS, verbatim audio recordings of closed session meetings held by the Board of Library Trustees of the Village of Orland Park have been made and retained by the Board Secretary or his or her designee pursuant to the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, the Board of Library Trustees has approved written closed session minutes for all closed sessions that have taken place at least 18 months ago, and the audio recordings for all said executive sessions have been retained for at least 18 months.

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

Section 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

Section 2: The Board of Library Trustees resolves as follows: each of the audio recordings of closed session meetings, which were for meetings completed more than 18 months ago and for which written minutes have been prepared and approved by the Board of Library Trustees, shall be destroyed by the Board Secretary following the approval date of this Resolution.

Section 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy all the audio recordings of the closed session meetings through June 30, 2016, in accordance with the Open Meetings Act and the approval given in this Resolution.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.

DRAFT

ADOPTED this 18th day of December, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

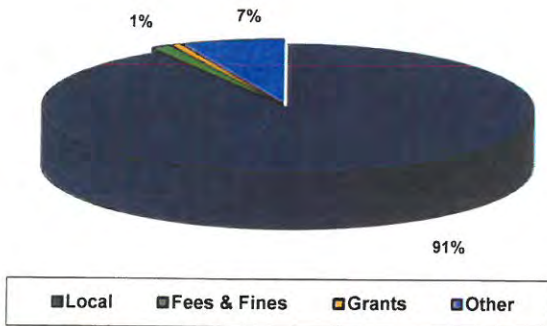
Secretary, Board of Library Trustees

Orland Park Public Library

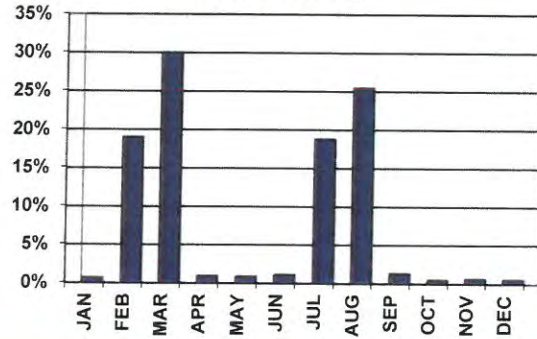
Aggregate Analysis

Revenue Analysis

Budget by Source (Avg)

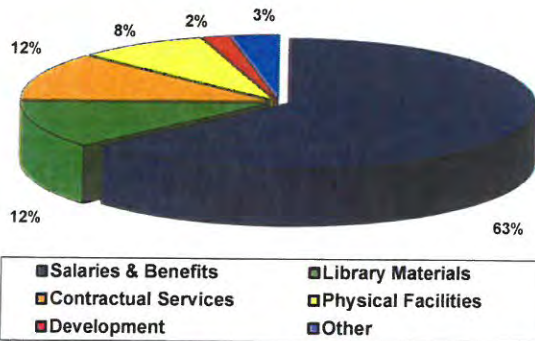


Historical Average

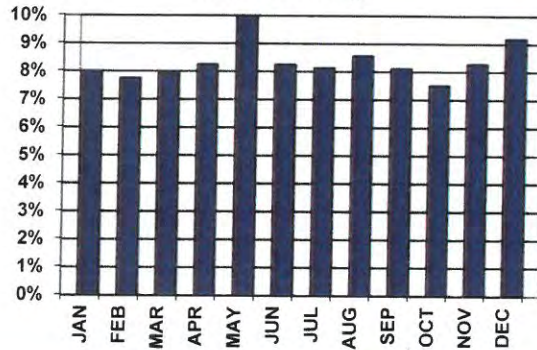


Expenditure Analysis

Budget by Category (Avg)



Historical Average

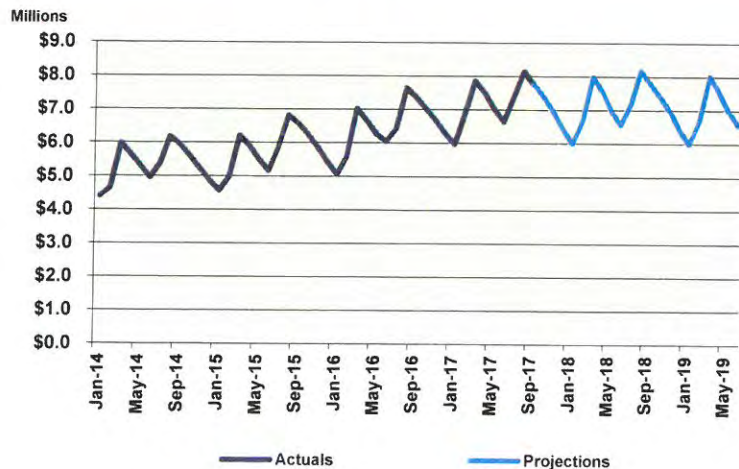


Fund Projections

	Total Revenue	Total Expenditures	Surplus/ (Deficit)
FY 2017	\$5,649,588.00	\$5,649,588.00	\$0.00
FY 2018	\$5,882,000.00	\$5,882,000.00	\$0.00

	Monthly Projections	Fund Balance
Oct-17	\$26,974.16	\$7,353,842.98
Nov-17	\$37,257.62	\$6,919,753.33
Dec-17	\$30,083.39	\$6,403,982.02
Jan-18	\$39,515.80	\$5,983,911.54
Feb-18	\$1,119,250.81	\$6,664,213.64
Mar-18	\$1,766,456.69	\$7,977,434.42
Apr-18	\$54,953.47	\$7,550,363.29
May-18	\$52,314.44	\$6,966,952.68
Jun-18	\$67,592.95	\$6,551,999.01
Jul-18	\$1,107,320.16	\$7,187,141.17
Aug-18	\$1,499,072.76	\$8,175,789.12
Sep-18	\$77,327.83	\$7,782,377.82

Fund Balance

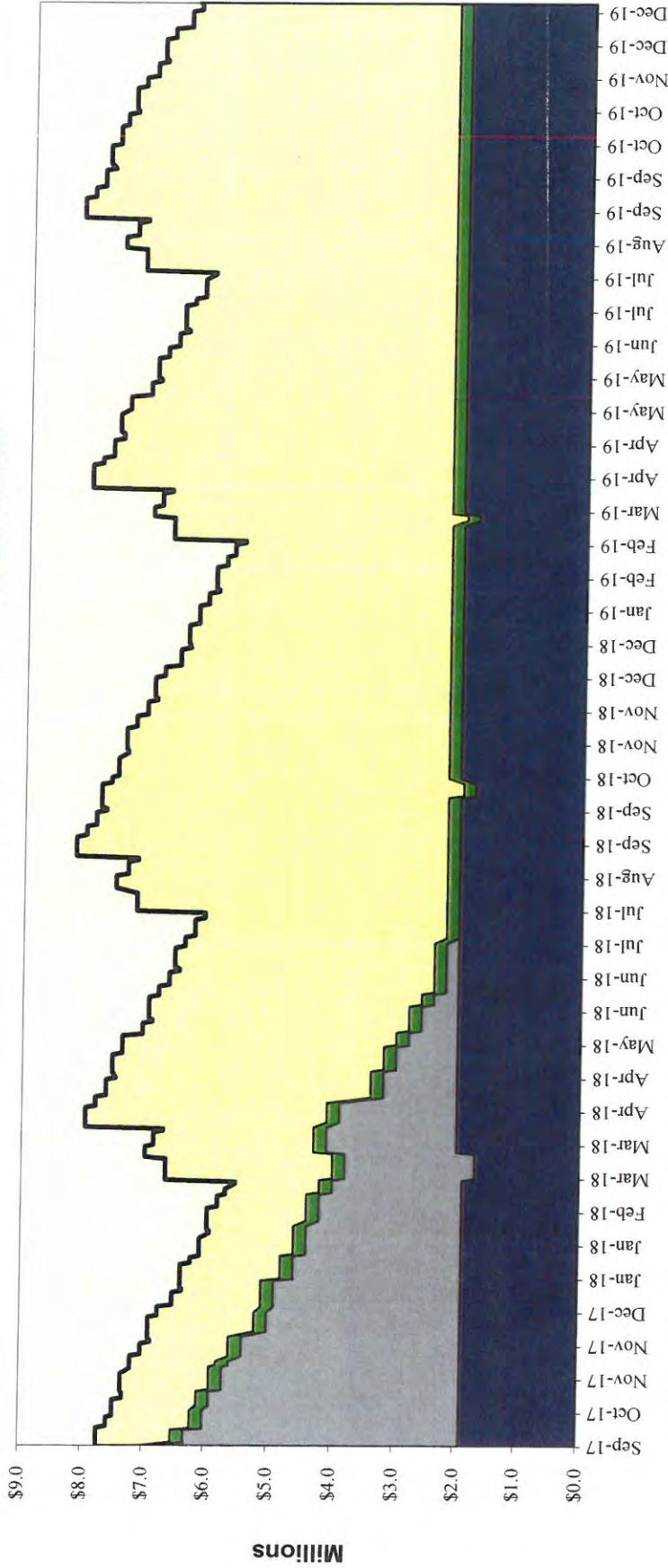




Orland Park Public Library

Integrity. Commitment. Performance.

Cash and Investment Balances



Long Term Investments (1 year +)
 Short Term Investments
 Previous/Current Investments
 Funds Balance
 Targeted Liquidity

	FY 2017		FY 2018		FY 2019	
Max. Funds Balance (in \$ Millions) :	Sep-30-17	\$7.7	Aug-31-18	\$8.2	Aug-30-19	\$8.2
Min. Funds Balance (in \$ Millions) :	Dec-27-17	\$6.4	Feb-26-18	\$5.5	Feb-26-19	\$5.5
LT on 09/30/17:		\$1,895,587	LT Proposed (Max):		Liquidity:	\$200,000

Orland Park Public Library
Proposed Investments

ID #	Investment Date		Maturity Date	# of Days	Amount		Investment Type
	Proposed	Actual			Proposed	Actual	
1	01-Dec-17		27-Jun-18	208	\$200,000		
2	01-Dec-17		11-Jul-18	222	\$300,000		
3	01-Dec-17		12-Sep-18	285	\$300,000		
4	01-Dec-17		26-Sep-18	299	\$200,000		
5	01-Dec-17		12-Oct-18	315	\$200,000		
6	31-Jan-18		12-Oct-18	254	\$100,000		
7	28-Feb-18		12-Oct-18	226	\$100,000		
8	28-Feb-18		13-Nov-18	258	\$500,000		
9	28-Feb-18		12-Dec-18	287	\$500,000		
10	16-Mar-18		16-Mar-20	731	\$500,000		
11	30-Mar-18		11-Jan-19	287	\$500,000		
12	30-Mar-18		13-Feb-19	320	\$500,000		
13	30-Mar-18		12-Apr-19	378	\$200,000		
14	30-Apr-18		12-Apr-19	347	\$300,000		



Orland Park Public Library

Proposed Investments

ID #	Investment Date		Maturity Date	# of Days	Amount		Investment Type
	Proposed	Actual			Proposed	Actual	
15	30-Apr-18	_____	13-May-19	378	\$200,000	_____	_____
16	29-Jun-18	_____	13-May-19	318	\$200,000	_____	_____
17	31-Jul-18	_____	13-May-19	286	\$200,000	_____	_____
18	31-Jul-18	_____	12-Jun-19	316	\$500,000	_____	_____
19	31-Jul-18	_____	12-Jul-19	346	\$400,000	_____	_____
20	31-Aug-18	_____	12-Jul-19	315	\$100,000	_____	_____
21	31-Aug-18	_____	11-Sep-19	376	\$500,000	_____	_____
22	31-Aug-18	_____	11-Oct-19	406	\$400,000	_____	_____
23	28-Sep-18	_____	11-Oct-19	378	\$100,000	_____	_____
24	15-Oct-18	_____	15-Oct-20	731	\$500,000	_____	_____
25	30-Nov-18	_____	13-Nov-19	348	\$100,000	_____	_____
26	28-Feb-19	_____	13-Nov-19	258	\$400,000	_____	_____
27	28-Feb-19	_____	11-Dec-19	286	\$600,000	_____	_____

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

NO CORRESPONDENCE RECEIVED