

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
February 19, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM JANUARY 15, 2018—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 PROBABLE, IMMINENT, OR PENDING LITIGATION AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Approval of the revisions to the Program Attendance Policy— For Action
Motion to approve the revisions to the Program Attendance Policy

2. Approval of the travel expenses for Wendy Xie for the Innovative Users Group Conference to be held April 24 – 27, 2018 in Orlando, Florida in an amount not to exceed \$1,700 – For Action
Motion to approve the travel expenses for Wendy Xie for the Innovative Users Group Conference to be held April 24 – 27, 2018 in Orlando, Florida in an amount not to exceed \$1,700
3. Approval of the revisions to the Employee Handbook, including the Organizational Chart – For Action
Motion to approve the revisions to the Employee Handbook, including the Organizational Chart
4. Approval of the Illinois Public Library Annual Report for 2017 – For Action
Motion to approve the 2017 Illinois Public Library Annual Report
5. 2016-2017 Strategic Plan Review – For Discussion
6. Approval of the 2018 Strategic Plan – For Action
Motion to approve the 2018 Strategic Plan

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 15, 2018

The meeting was officially called to order by President Barcelona at 7:01 p.m.

Call To Order

Members present: Christian Barcelona, Diane Jennings, Nancy Healy, Dan McMillan

Roll Call

Members absent: Joanna Leafblad, Elan Kleis, Charles McShane

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

Treasurer Jennings motioned to approve the December 18, 2017 minutes. Trustee Healy seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – absent.

Minutes

Motion passed. 4 ayes, 0 nays, 3 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Head of Adult Services
Kelly Cuci, Head of Outreach Services
Wendy Xie, Head of Technical Services
Theresa Hildebrand, Head of Circulation
Brandi Smits, Head of Youth Services

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer's Report for December, 2017. President Barcelona seconded. No discussion.

Treasurer's Report

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

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer Jennings moved to accept the payment of bills listing from 12/19/17-1/15/18. President Barcelona seconded. Trustee McMillan inquired about the TYCO project. Assistant Director Adamowski confirmed that the project was completed ahead of time and that the check will be mailed. Trustee McMillan asked for clarification of Current Technologies contract payment. Director Weimar stated that the library renewed its contract with CTC for FY 2018 for 500 hours. If all the hours are not used in 2018 they will roll over to the new year. Trustee McMillan inquired about the LEID Products project. Director Weimar stated that the project is not yet completed, but is expected to be soon. Trustee Healy mentioned the budget account coded on the Maqbool Rashid invoice should be Public Relations instead of Board Training and Education.

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

Motion passed. 4 ayes, 0 nays, 3 absent

The new Digital Services Manager, Ian Lashbrook, will be starting February 12. Ian comes to Orland Park with experience in planning and executing computer classes, project management through his work with the American Library Association, and public service experience working at the Glen Ellyn Public Library. The security camera upgrade will need to go to bid.

Librarian's Report

The Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by March 1. The library has filed the list of staff and Board members required to file Statements of Economic Interest. The library filed the Annual Library Certification with the Illinois State Library this month which needed to be completed by the end of March.

Head of Adult Services Andrew Masura explained the Overdrive checkout limit has been increased from 5 items to 10. Patrons may now check out 20 items from Hoopla from the previous limit of 10. Masura also mentioned that RBDigital, the library's online magazine platform, now allows patrons to check out audiobooks. The audiobooks are only available from Recorded Books, the parent company of RB Digital, and include many classic titles.

Head of Youth Services Brandi Smits stated she is reviewing the Program Attendance Policy so non-Orland Park cardholders may participate in library programming, especially the Summer Reading Challenge. Director Weimar stated reciprocal borrowers make up approximately 15% of the library's circulation. Smits mentioned as the Chair of the Summer Reading Challenge, she and her committee will be reevaluating the type of final prize which be given to patrons who complete the program. No incentive prize or coupon will be given to patrons at the time of registration.

Head of Circulation Theresa Hildebrand stated overdue email notices have been changed to 1 week, 2 week and 3 week notifications replacing the 2, 4, and 6 week notice sequence. Billing of overdue materials will occur at 4 weeks. Materials placed on the Express Reserves shelf will be held for 5 days for patrons to pick up. These changes are in place to improve customer service.

The security system project was completed. The project involved TYCO Integrated Security separating the burglar alarm system from the card access system.

An LTA (Librarian Technical Assistant) student from the College of Du Page will begin his internship at the library on January 22. He will be interning for a total of 13 weeks and will be placed in most of the departments for hands-on experiences to prepare him for library employment.

A sophomore student from Stagg High School has created a display of milkweed seeds to interest patrons in the process of attracting Monarch butterflies back to their native land. He has donated over 100 seed packets that patrons are invited to take and plant in the spring in the hopes that the butterflies will be drawn to the milkweed plants. The library plans to plant some seed, as well, perhaps near the pond. Coincidentally the library is hosting a program on Monarch Conservation in mid-April.

No reports at this time.

Other Staff Reports

No reports at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

None.

Unfinished Business

Approval of the wire transfers to pay bills for Fiscal Year 2018 – For Action

New Business

Treasurer Jennings motioned to approve the wire transfers to pay bills for Fiscal Year 2018. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018 – For Action

Trustee Healy motioned to approve the registration cost for trustees in the amount of \$25 each for the 2018 South Suburban Library Legislative Meet-Up event held at Tinley Park Public Library on February 16, 2018. Treasurer Jennings seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook – For Action

Treasurer Jennings motioned to approve the registration cost for trustees in the amount of \$135 each for the 2018 Illinois Library Trustee Forum Workshop on Saturday, February 17, 2018 at the Chicago Marriott Oak Brook. Trustee Healy seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday; - For Action

Treasurer Jennings motioned to approve the of the closing of Sunday, May 27, 2018 for the Memorial Day holiday; Friday, August 3, 2018 for Staff In-Service training; Sunday, August 5, 2018 for the Taste of Orland; and Sunday, September 2, 2018 for the Labor Day holiday. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$6,600 – For Action

Treasurer Jennings motioned to approve the expenditures and reimbursements for Mary Adamowski, Mary Weimar, Andrew Masura, and Kelly Cuci for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$6,600. Trustee Healy seconded.

Director Weimar stated that iRead will pay for Head of Youth Services Brandi Smits' travel and lodging expenditures for PLA.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$900 – For Action

Treasurer Jennings moved to approve the expenditures and reimbursements for Trustee Nancy Healy for the Public Library Association Conference held from March 19-24, 2018 in Philadelphia for an amount not to exceed \$900. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Announcements

Director Weimar explained that a copy of the new Performance Management Guide has been given to the Personnel Committee Chair Diane Jennings for review. The Guide will be discussed at a future meeting.

Trustee Healy moved to adjourn the meeting and it was seconded by President Barcelona.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 7:41 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 January 31, 2018

Revenues

There have been some tax receipts in January due to taxpayers prepaying their 2017 real estate taxes. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

Expenditures

Total Expenditures were \$ 43,763 under budget for the month and the year.

Salaries is under budget by \$ 7,371 for January and the year. There are a few open positions at this time.

Life/Health Insurance is over budget for the month by \$ 17,214 from the funding of the HSA accounts for the year. This line should be within budget by the end of the year.

Audio Visual Materials is over budget by \$ 2,708 for January and the year.

Purchases - New Equipment is over budget for the month by \$ 6,973 and the year.

Library Supplies is over budget by \$ 5,908 for January and the year.

**Orland Park Public Library
Balance Sheet - All Funds
January 31, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	114,924	0	70,535		185,459
Cash - Marquette E-Commerce	2,869				2,869
PMA Financial Investments	5,684,093	1,076,715		543,025	7,303,834
Tax Receipts - Marquette	295,054			86,913	381,967
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	36,842	2,865		2,250	41,957
Property Taxes Receivable	5,026,969			1,587,274	6,614,243
Prepaid Expenses	170,606				170,606
Due from Debt Service	0	0	0	0	0
Total Assets	11,331,658	1,082,121	70,535	2,219,462	14,703,776
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,026,969	0	0	1,587,274	6,614,243
Accounts Payable	84,860	0	0	0	84,860
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	24,161	24,161
Total Liabilities	5,111,984	0	0	1,611,435	6,723,418
Beginning Unrestricted Fund Balance	6,219,068	1,081,040	70,379	541,853	7,912,340
Fund Balance - Nonspendable	170,606	0	0	0	170,606
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	0	0	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	-183,597	1,081	156	66,174	-116,186
Ending Fund Balance	6,219,675	1,082,121	70,535	608,027	7,980,357
Total Liabilities & Fund Balance	11,331,658	1,082,121	70,535	2,219,462	14,703,776

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	246,031	443,750	55.44%	246,031	443,750	4.62%	5,325,000
Impact Fees	1,500	833	180.07%	1,500	833	15.00%	10,000
Replacement Taxes	1,475	1,667	88.51%	1,475	1,667	7.38%	20,000
State Grants	500	3,333	15.00%	500	3,333	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	417	0.00%	5,000
Fines	5,615	4,583	122.53%	5,615	4,583	10.21%	55,000
Gifts	50	833	6.00%	50	833	0.50%	10,000
Copy Machine	1,279	1,000	127.90%	1,279	1,000	10.66%	12,000
Interest Income	5,584	3,833	145.68%	5,584	3,833	12.14%	46,000
Miscellaneous Income	776	750	103.48%	776	750	8.62%	9,000
Total Revenues	262,811	461,000	57.01%	262,811	461,000	4.75%	5,532,000
<u>Expenditures</u>							
Salaries	214,451	221,822	96.68%	214,451	221,821	8.06%	2,661,859
Salaries-Maintenance	10,771	10,295	104.62%	10,771	10,295	8.72%	123,541
Life/Health Insurance	60,547	43,333	139.72%	60,547	43,333	11.64%	520,000
Books	25,511	30,667	83.19%	25,511	30,667	6.93%	368,000
Electronic Databases	6,680	8,167	81.79%	6,680	8,167	6.82%	98,000
Periodicals	3,042	3,250	93.61%	3,042	3,250	7.80%	39,000
Audio Visual Materials	16,041	13,333	120.31%	16,041	13,333	10.03%	160,000
Audio Visual Equipment	0	63	0.00%	0	63	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,061	1,021	103.92%	1,061	1,021	8.66%	12,250
Insurance	4,097	4,292	95.45%	4,097	4,292	7.95%	51,500
Landscaping & Groundskeeping	979	2,000	48.96%	979	2,000	4.08%	24,000
Building Maintenance	10,519	40,417	26.03%	10,519	40,417	2.17%	485,000
Security System	781	6,250	12.50%	781	6,250	1.04%	75,000
Library Office & Equipment	0	63	0.00%	0	63	0.00%	750
Legal	978	6,250	15.65%	978	6,250	1.30%	75,000
Library Consultant	1,750	1,333	0.00%	1,750	1,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	915	833	109.90%	915	833	9.15%	10,000
Natural Gas	3,694	3,292	112.21%	3,694	3,292	9.35%	39,500
Telephone	399	750	53.15%	399	750	4.43%	9,000
Purchase - New Equipment	8,223	1,250	657.85%	8,223	1,250	54.82%	15,000
Building & Custodial Supplies	3,858	3,125	123.45%	3,858	3,125	10.29%	37,500
Building Repairs	83	1,500	5.53%	83	1,500	0.46%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,777	1,500	118.46%	1,777	1,500	9.87%	18,000
Machine Rental	0	200	0.00%	0	200	0.00%	2,400
Automation - Equipment	43	6,167	0.71%	43	6,167	0.06%	74,000
Automation - Line Costs	346	458	75.46%	346	458	6.28%	5,500
Automation - Consultant	5,675	6,250	90.79%	5,675	6,250	7.57%	75,000
Automation - Maintenance	7,814	7,500	104.18%	7,814	7,500	8.68%	90,000
Library Furniture	0	3,333	0.00%	0	3,333	0.00%	40,000
Outreach Services	261	625	41.77%	261	625	3.48%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	1,255	667	188.15%	1,255	667	15.69%	8,000
Staff Training & Education	2,529	2,000	126.43%	2,529	2,000	10.54%	24,000
Conference Fees	375	500	75.00%	375	500	6.25%	6,000
Patron Programs & Events	1,870	3,583	52.19%	1,870	3,583	4.35%	43,000
Association Dues & Fees	1,015	583	174.11%	1,015	583	14.50%	7,000
Public Information	128	3,333	3.83%	128	3,333	0.32%	40,000
Library Supplies	9,658	3,750	257.56%	9,658	3,750	21.46%	45,000
Office Supplies	388	500	77.55%	388	500	6.46%	6,000
Postage	15	1,167	1.33%	15	1,167	0.11%	14,000
Printing	0	583	0.00%	0	583	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,507	20,250	96.33%	19,507	20,250	8.03%	243,000
Contribution to FICA	16,873	17,750	95.06%	16,873	17,750	7.92%	213,000
Audit	0	1,029	0.00%	0	1,029	0.00%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	2,502	4,750	4.39%	57,000
Unemployment Compensation	0	337	0.00%	0	333	0.00%	4,000
Bank Charges	0	50	0.00%	0	50	0.00%	600
Total Expenditures	446,408	490,171	91.07%	446,408	490,171	7.59%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	-183,597	(29,171)		-183,597	(29,166)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	-183,597	(29,171)		-183,597	(29,166)		(350,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended January 31, 2018**

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
Revenues						
Taxes	0	0	0	0	77,694	77,694
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,081	1,081	6	6	560	560
Capital Campaign	0	0	150	150	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,081	1,081	156	156	78,254	78,254
Expenditures						
Building Repairs	0	0	0	0	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	12,081
Total Expenditures	0	0	0	0	12,081	12,081
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,081	1,081	156	156	66,174	66,174
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,081	1,081	156	156	66,174	66,174

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57503	01/19/2018	American Library Association	101010 · Cash - Marquette	-191.00
Bill	0155547-R18	01/04/2018		104580 · Automation - Maintenance	191.00
TOTAL					<u>191.00</u>
Bill Pmt -Check	57504	01/19/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2271	01/08/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57505	01/19/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	Dec'17 Billing	12/31/2017		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57506	01/19/2018	Audio Editions	101010 · Cash - Marquette	-170.18
Bill	1655890	12/15/2017		104342 · Audio Visual Materials-Outreach	170.18
TOTAL					<u>170.18</u>
Bill Pmt -Check	57507	01/19/2018	Audubon	101010 · Cash - Marquette	-45.00
Bill	1/9/18	01/09/2018		104320 · Periodicals - Adult	45.00
TOTAL					<u>45.00</u>
Bill Pmt -Check	57508	01/19/2018	Blackstone Publishing	101010 · Cash - Marquette	-162.67
Bill	951454	12/07/2017		104342 · Audio Visual Materials-Outreach	127.73
Bill	955636	01/01/2018		104312 · Books - Outreach	34.94
TOTAL					<u>162.67</u>
Bill Pmt -Check	57509	01/19/2018	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-4.79
Bill	Dec 31 Garnishment	12/31/2017		102171 · Garnishment W/H Payable	4.79
TOTAL					<u>4.79</u>

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57510	01/19/2018	Cash	101010 · Cash - Marquette	-363.27
Bill	1/19/18	01/19/2018		103610 · Copy Machine	102.00
Bill	Petty Cash	01/19/2018		104320 · Periodicals - Adult	6.99
				104530 · Building & Custodial Supplies	19.42
				104642 · Patron Programs & Events-Youth	24.00
				104730 · Postage	5.32
				104530 · Building & Custodial Supplies	16.00
				104640 · Patron Programs&Events-Outreach	15.08
				104730 · Postage	4.85
				104642 · Patron Programs & Events-Youth	36.57
				104320 · Periodicals - Adult	11.98
				104730 · Postage	5.32
				104641 · Patron Programs & Events-Adult	22.36
				104620 · Staff Training & Education	17.12
				104320 · Periodicals - Adult	3.99
				104530 · Building & Custodial Supplies	14.00
				104320 · Periodicals - Adult	12.99
				104620 · Staff Training & Education	8.03
				104530 · Building & Custodial Supplies	9.25
				104642 · Patron Programs & Events-Youth	10.00
				104530 · Building & Custodial Supplies	18.00
TOTAL					363.27
Bill Pmt -Check	57511	01/19/2018	Center Point Large Print	101010 · Cash - Marquette	-254.07
Bill	1541639	01/03/2018		104310 · Books - Adult	23.37
Bill	1541309	01/03/2018		104312 · Books - Outreach	230.70
TOTAL					254.07
Bill Pmt -Check	57512	01/19/2018	Chicago Tribune	101010 · Cash - Marquette	-806.00
Bill	12/17/17	12/17/2017		104320 · Periodicals - Adult	806.00
TOTAL					806.00
Bill Pmt -Check	57513	01/19/2018	CIBC	101010 · Cash - Marquette	-26,600.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	01/19/18	01/19/2018		104230 · Life/Health Insurance	26,600.00
TOTAL						<u>26,600.00</u>
	Bill Pmt -Check	57514	01/19/2018	Comcast	101010 · Cash - Marquette	-320.25
	Bill	60420843	01/02/2018		104520 · Telephone	320.25
TOTAL						<u>320.25</u>
	Bill Pmt -Check	57515	01/19/2018	Conserv FS, Inc	101010 · Cash - Marquette	-85.90
	Bill	66017995	01/08/2018		104530 · Building & Custodial Supplies	85.90
TOTAL						<u>85.90</u>
	Bill Pmt -Check	57516	01/19/2018	Current Technologies Corporation	101010 · Cash - Marquette	-4,083.75
	Bill	8009	01/02/2018		104580 · Automation - Maintenance	4,083.75
TOTAL						<u>4,083.75</u>
	Bill Pmt -Check	57517	01/19/2018	Demco	101010 · Cash - Marquette	-144.97
	Bill	6287784	01/11/2018		104642 · Patron Programs & Events-Youth	144.97
TOTAL						<u>144.97</u>
	Bill Pmt -Check	57518	01/19/2018	Envisionware, Inc.	101010 · Cash - Marquette	-8,223.16
	Bill	INV-US-34303	01/01/2018		104525 · Purchase - New Equipment	8,223.16
TOTAL						<u>8,223.16</u>
	Bill Pmt -Check	57519	01/19/2018	Findaway World, LLC	101010 · Cash - Marquette	-1,636.55
	Bill	234760	12/01/2017		104341 · Audio Visual Materials - Youth	310.74
	Bill	239215	12/20/2017		104340 · Audio Visual Materials - Adult	325.54
	Bill	239438	01/01/2018		104341 · Audio Visual Materials - Youth	468.42
	Bill	240239	01/01/2018		104341 · Audio Visual Materials - Youth	101.88
	Bill	240240	01/01/2018		104341 · Audio Visual Materials - Youth	429.97
TOTAL						<u>1,636.55</u>

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57520	01/19/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,313.89
Bill	62394518	01/01/2018		104310 · Books - Adult	25.59
Bill	62394399	01/01/2018		104310 · Books - Adult	24.79
Bill	62394346	01/01/2018		104310 · Books - Adult	25.59
Bill	62400192	01/01/2018		104312 · Books - Outreach	145.54
Bill	62400163	01/01/2018		104312 · Books - Outreach	51.18
Bill	62429522	01/02/2018		104312 · Books - Outreach	23.98
Bill	62429697	01/02/2018		104312 · Books - Outreach	12.79
Bill	62449795	01/04/2018		104312 · Books - Outreach	589.39
Bill	62449592	01/04/2018		104310 · Books - Adult	30.39
Bill	62449614	01/04/2018		104310 · Books - Adult	30.39
Bill	62449713	01/04/2018		104310 · Books - Adult	30.39
Bill	62460980	01/05/2018		104310 · Books - Adult	30.39
Bill	62460506	01/05/2018		104312 · Books - Outreach	27.19
Bill	62485269	01/08/2018		104312 · Books - Outreach	254.30
Bill	62509005	01/09/2018		104312 · Books - Outreach	11.99
TOTAL					1,313.89
Bill Pmt -Check	57521	01/19/2018	Garvey's Office Products	101010 · Cash - Marquette	-401.28
Bill	PINV1459419	01/01/2018		104710 · Library Supplies	324.03
Bill	PINV1460921	01/03/2018		104710 · Library Supplies	15.98
Bill	PINV1465697	01/10/2018		104720 · Office Supplies	15.72
				104710 · Library Supplies	23.35
Bill	PINV1466662	01/11/2018		104720 · Office Supplies	22.20
TOTAL					401.28
Bill Pmt -Check	57522	01/19/2018	Home Depot Credit Services	101010 · Cash - Marquette	-124.65
Bill	12/28/17 Statement	01/01/2018		104530 · Building & Custodial Supplies	124.65
TOTAL					124.65
Bill Pmt -Check	57523	01/19/2018	Illinois Library Association	101010 · Cash - Marquette	-135.00
Bill	141787	01/16/2018		104610 · Board Training & Education	135.00
TOTAL					135.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57524	01/19/2018	Industrial Appraisal Company	101010 · Cash - Marquette	-510.00
Bill	1/9/18	01/09/2018		104495 · Legal	350.00
Bill	1/11/18	01/11/2018		104495 · Legal	160.00
TOTAL					<u>510.00</u>
Bill Pmt -Check	57525	01/19/2018	Ingram Library Services	101010 · Cash - Marquette	-11,499.90
Bill	See Detail List	01/19/2018		104311 · Books - Youth	7,435.28
				104310 · Books - Adult	3,749.38
				104312 · Books - Outreach	315.24
TOTAL					<u>11,499.90</u>
Bill Pmt -Check	57526	01/19/2018	Jon-Don	101010 · Cash - Marquette	-170.23
Bill	3088087	01/04/2018		104530 · Building & Custodial Supplies	170.23
TOTAL					<u>170.23</u>
Bill Pmt -Check	57527	01/19/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-27.94
Bill	1/10/18	01/10/2018		104495 · Legal	27.94
TOTAL					<u>27.94</u>
Bill Pmt -Check	57528	01/19/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-806.08
Bill	9004103598	01/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	409.88
Bill	9004194021	01/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	396.20
TOTAL					<u>806.08</u>
Bill Pmt -Check	57529	01/19/2018	Management Association of Illinois	101010 · Cash - Marquette	-1,750.00
Bill	6293	01/01/2018		104497 · Library Consultant	1,750.00
TOTAL					<u>1,750.00</u>
Bill Pmt -Check	57530	01/19/2018	Midwest Tape	101010 · Cash - Marquette	-1,435.49

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	95695429	01/01/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	95705314	01/01/2018		104340 · Audio Visual Materials - Adult	1,178.36
				104341 · Audio Visual Materials - Youth	197.15
Bill	95713114	01/03/2018		104340 · Audio Visual Materials - Adult	19.99
TOTAL					<u>1,435.49</u>
Bill Pmt -Check	57531	01/19/2018	Nincy George	101010 · Cash - Marquette	-71.94
Bill	1/8/17	01/08/2018		104320 · Periodicals - Adult	71.94
TOTAL					<u>71.94</u>
Bill Pmt -Check	57532	01/19/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-72.93
Bill	1/1/18 Statement	01/01/2018		104450 · Building Maintenance	72.93
TOTAL					<u>72.93</u>
Bill Pmt -Check	57533	01/19/2018	OverDrive, Inc.	101010 · Cash - Marquette	-9,592.63
Bill	04125DA17098484	01/01/2018		104310 · Books - Adult	8.99
Bill	04125CO17097309	01/01/2018		104310 · Books - Adult	1,429.93
				104340 · Audio Visual Materials - Adult	606.48
Bill	04125CO17098130	01/01/2018		104340 · Audio Visual Materials - Adult	95.00
Bill	04125CO17099628	01/01/2018		104310 · Books - Adult	19.99
Bill	04125CO17100407	01/01/2018		104311 · Books - Youth	98.95
Bill	04125CO17101891	01/01/2018		104310 · Books - Adult	34.93
Bill	04125DA17101306	01/01/2018		104311 · Books - Youth	9.99
Bill	04125CO17101905	01/01/2018		104311 · Books - Youth	153.40
Bill	H-0047450	01/01/2018		104315 · Electronic Databases	5,000.00
Bill	04125CO18000633	01/02/2018		104310 · Books - Adult	10.19
Bill	04125CO18003661	01/06/2018		104310 · Books - Adult	60.00
Bill	04125CO18003759	01/07/2018		104310 · Books - Adult	300.00
Bill	04125CO18004143	01/08/2018		104310 · Books - Adult	143.55
Bill	04125CO18007654	01/12/2018		104340 · Audio Visual Materials - Adult	1,084.34
				104310 · Books - Adult	462.94
Bill	04125CO18007559	01/12/2018		104310 · Books - Adult	73.95
TOTAL					<u>9,592.63</u>

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57534	01/19/2018	Penguin Random House LLC	101010 · Cash - Marquette	-146.25
Bill	1085727435	01/01/2018		104342 · Audio Visual Materials-Outreach	56.25
Bill	1085727419	01/01/2018		104340 · Audio Visual Materials - Adult	56.25
Bill	1085859375	01/05/2018		104340 · Audio Visual Materials - Adult	33.75
TOTAL					146.25
Bill Pmt -Check	57535	01/19/2018	ProQuest LLC	101010 · Cash - Marquette	-3,210.00
Bill	70486795	01/01/2018		104315 · Electronic Databases	3,210.00
TOTAL					3,210.00
Bill Pmt -Check	57536	01/19/2018	Recorded Books, INC	101010 · Cash - Marquette	-908.92
Bill	75635741	01/01/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75636452	01/01/2018		104340 · Audio Visual Materials - Adult	45.00
Bill	75636756	01/01/2018		104340 · Audio Visual Materials - Adult	80.98
Bill	75636843	01/01/2018		104340 · Audio Visual Materials - Adult	26.99
Bill	75637631	01/01/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75637649	01/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75637974	01/01/2018		104340 · Audio Visual Materials - Adult	63.00
Bill	75649790	01/01/2018		104340 · Audio Visual Materials - Adult	82.20
Bill	75651381	01/01/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75652138	01/01/2018		104340 · Audio Visual Materials - Adult	107.98
Bill	75653402	01/01/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75653430	01/01/2018		104310 · Books - Adult	45.09
Bill	75653525	01/01/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75675887	01/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75677710	01/01/2018		104340 · Audio Visual Materials - Adult	210.19
TOTAL					908.92
Bill Pmt -Check	57537	01/19/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-927.21
Bill	5555	01/06/2018		104530 · Building & Custodial Supplies	586.53
Bill	5567	01/13/2018		104530 · Building & Custodial Supplies	340.68
TOTAL					927.21

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57538	02/01/2018	Thomas Campbell	101010 · Cash - Marquette	-100.00
Bill	02/06/18	02/06/2018		104640 · Patron Programs&Events-Outreach	100.00
TOTAL					100.00
Bill Pmt -Check	57539	01/19/2018	Uline	101010 · Cash - Marquette	-56.48
Bill	93755687	01/08/2018		104710 · Library Supplies	56.48
TOTAL					56.48
Bill Pmt -Check	57540	01/19/2018	Village of Orland Park	101010 · Cash - Marquette	-66.08
Bill	26662265	01/02/2018		104600 · Outreach Services	66.08
TOTAL					66.08
Bill Pmt -Check	57542	02/02/2018	ADP, LLC	101010 · Cash - Marquette	-963.50
Bill	506761135	01/12/2018		104420 · Accounting	486.30
Bill	508022484	01/26/2018		104420 · Accounting	477.20
TOTAL					963.50
Bill Pmt -Check	57543	02/02/2018	AT&T	101010 · Cash - Marquette	-80.47
Bill	1/12/18	01/12/2018		104575 · Automation - Line Costs	80.47
TOTAL					80.47
Bill Pmt -Check	57544	02/02/2018	Audio Editions	101010 · Cash - Marquette	-29.55
Bill	1656952	01/02/2018		104342 · Audio Visual Materials-Outreach	29.55
TOTAL					29.55
Bill Pmt -Check	57545	02/02/2018	Blackstone Publishing	101010 · Cash - Marquette	-187.97
Bill	959387	01/15/2018		104342 · Audio Visual Materials-Outreach	187.97
TOTAL					187.97
Bill Pmt -Check	57546	02/02/2018	Brandice Smits	101010 · Cash - Marquette	-27.36

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	1/19/18	01/19/2018		104620 · Staff Training & Education	27.36
TOTAL					<u>27.36</u>
Bill Pmt -Check	57547	02/02/2018	Cardmember Service	101010 · Cash - Marquette	-6,677.73
Bill	January 2018	01/01/2018		104530 · Building & Custodial Supplies	33.90
				104610 · Board Training & Education	555.00
				104650 · Association Dues & Fees	100.00
				104642 · Patron Programs & Events-Youth	14.73
				104530 · Building & Custodial Supplies	18.79
				104530 · Building & Custodial Supplies	457.94
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	3.50
				104530 · Building & Custodial Supplies	108.44
				104650 · Association Dues & Fees	230.00
				104620 · Staff Training & Education	26.06
				104641 · Patron Programs & Events-Adult	12.00
				104641 · Patron Programs & Events-Adult	20.00
				104641 · Patron Programs & Events-Adult	14.99
				104641 · Patron Programs & Events-Adult	24.72
				104640 · Patron Programs&Events-Outreach	62.59
				104530 · Building & Custodial Supplies	59.79
				104650 · Association Dues & Fees	175.05
				104530 · Building & Custodial Supplies	25.78
				104450 · Building Maintenance	1,126.74
				104720 · Office Supplies	109.96
				104610 · Board Training & Education	289.96
				104620 · Staff Training & Education	289.96
				104620 · Staff Training & Education	326.96
				104620 · Staff Training & Education	289.96
				104620 · Staff Training & Education	289.96
				104620 · Staff Training & Education	236.00
				104720 · Office Supplies	180.00
				104710 · Library Supplies	94.85
				104540 · Building Repairs	83.00
				104620 · Staff Training & Education	495.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104620 · Staff Training & Education	75.00
				104610 · Board Training & Education	25.00
				104320 · Periodicals - Adult	39.00
				104630 · Conference Fees	375.00
				104620 · Staff Training & Education	103.30
				104620 · Staff Training & Education	177.30
TOTAL					6,677.73
Bill Pmt -Check	57548	02/02/2018	Circle Tractor	101010 · Cash - Marquette	-26.86
Bill	01-217009	01/30/2018		104530 · Building & Custodial Supplies	26.86
TOTAL					26.86
Bill Pmt -Check	57549	02/02/2018	Clarence Goodman	101010 · Cash - Marquette	-150.00
Bill	2/16/18	02/16/2018		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	57550	02/02/2018	Comcast Cable	101010 · Cash - Marquette	-343.53
Bill	1/3/18	01/03/2018		104575 · Automation - Line Costs	265.15
				104520 · Telephone	78.38
TOTAL					343.53
Bill Pmt -Check	57551	02/02/2018	Craig Pierce	101010 · Cash - Marquette	-149.00
Bill	2/20/18	02/20/2018		104640 · Patron Programs&Events-Outreach	149.00
TOTAL					149.00
Bill Pmt -Check	57552	02/02/2018	Current Technologies Corporation	101010 · Cash - Marquette	-3,622.00
Bill	8044	01/23/2018		104580 · Automation - Maintenance	3,622.00
TOTAL					3,622.00
Bill Pmt -Check	57553	02/02/2018	Daniel Myers	101010 · Cash - Marquette	-150.00
Bill	2/14/18	02/14/2018		104340 · Audio Visual Materials - Adult	150.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						150.00
	Bill Pmt -Check	57554	02/02/2018	Demco	101010 · Cash - Marquette	-1,162.67
	Bill	6288771	01/12/2018		104710 · Library Supplies	106.21
	Bill	6296324	01/24/2018		104710 · Library Supplies	1,056.46
TOTAL						<u>1,162.67</u>
	Bill Pmt -Check	57555	02/02/2018	EBSCO	101010 · Cash - Marquette	-18,683.05
	Bill	0478	01/01/2018		104320 · Periodicals - Adult	18,683.05
TOTAL						<u>18,683.05</u>
	Bill Pmt -Check	57556	02/02/2018	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-12.75
	Bill	4831	01/18/2018		104530 · Building & Custodial Supplies	12.75
TOTAL						<u>12.75</u>
	Bill Pmt -Check	57557	02/02/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-805.32
	Bill	62582412	01/12/2018		104310 · Books - Adult	24.80
	Bill	62582135	01/12/2018		104310 · Books - Adult	24.80
	Bill	62629483	01/16/2018		104312 · Books - Outreach	13.59
	Bill	62629576	01/16/2018		104310 · Books - Adult	82.37
	Bill	62698171	01/18/2018		104312 · Books - Outreach	336.67
	Bill	62698642	01/18/2018		104310 · Books - Adult	25.59
	Bill	62728559	01/19/2018		104310 · Books - Adult	98.38
	Bill	62726878	01/19/2018		104312 · Books - Outreach	199.12
TOTAL						<u>805.32</u>
	Bill Pmt -Check	57558	02/02/2018	Garvey's Office Products	101010 · Cash - Marquette	-418.32
	Bill	PINV1469525	01/16/2018		104530 · Building & Custodial Supplies	80.99
	Bill	PINV1472894	01/22/2018		104550 · Lib. & Off. Eqpt Rep. & Maint.	236.98
					104710 · Library Supplies	40.50
	Bill	PINV1476008	01/26/2018		104720 · Office Supplies	35.89
	Bill	PINV1477593	01/30/2018		104720 · Office Supplies	23.96

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						418.32
	Bill Pmt -Check	57559	02/02/2018	Grainger	101010 · Cash - Marquette	-57.06
	Bill	9676928642	01/23/2018		104530 · Building & Custodial Supplies	57.06
TOTAL						57.06
	Bill Pmt -Check	57560	02/02/2018	Illinois Library Association	101010 · Cash - Marquette	-350.00
	Bill	142285	01/19/2018		104650 · Association Dues & Fees	250.00
	Bill	142069	01/19/2018		104650 · Association Dues & Fees	100.00
TOTAL						350.00
	Bill Pmt -Check	57561	02/02/2018	Impact Networking, LLC	101010 · Cash - Marquette	-2,586.00
	Bill	1020894	01/29/2018		104710 · Library Supplies	2,022.00
	Bill	1020769	01/29/2018		104710 · Library Supplies	564.00
TOTAL						2,586.00
	Bill Pmt -Check	57562	02/02/2018	Ingram Library Services	101010 · Cash - Marquette	-6,928.94
	Bill	See Detail List	02/02/2018		104310 · Books - Adult	3,813.58
					104312 · Books - Outreach	268.26
					104311 · Books - Youth	2,847.10
TOTAL						6,928.94
	Bill Pmt -Check	57563	02/02/2018	Joe Rauen	101010 · Cash - Marquette	-150.00
	Bill	2/8/18	02/08/2018		104640 · Patron Programs&Events-Outreach	150.00
TOTAL						150.00
	Bill Pmt -Check	57564	02/02/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-26.68
	Bill	9004236959	01/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.48
	Bill	9004239738	01/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL						26.68

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57565	02/02/2018	Manufacturers' News, Inc.	101010 · Cash - Marquette	<u>-222.90</u>
Bill	2892224-01	01/12/2018		104310 · Books - Adult	222.90
TOTAL					<u>222.90</u>
Bill Pmt -Check	57566	02/02/2018	Maqbool Rashid	101010 · Cash - Marquette	-250.00
Bill	Email 1-29-18	01/29/2018		104610 · Board Training & Education	250.00
TOTAL					<u>250.00</u>
Bill Pmt -Check	57567	02/02/2018	Midwest Tape	101010 · Cash - Marquette	-24.99
Bill	95745131	01/16/2018		104341 · Audio Visual Materials - Youth	24.99
TOTAL					<u>24.99</u>
Bill Pmt -Check	57568	02/02/2018	National Railway Historical Society	101010 · Cash - Marquette	-50.00
Bill	1/1/18	01/01/2018		104320 · Periodicals - Adult	50.00
TOTAL					<u>50.00</u>
Bill Pmt -Check	57569	02/02/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
Bill	6080	02/01/2018		104450 · Building Maintenance	6,300.00
TOTAL					<u>6,300.00</u>
Bill Pmt -Check	57570	02/02/2018	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-375.00
Bill	1199	01/01/2018		104650 · Association Dues & Fees	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57571	02/02/2018	OverDrive, Inc.	101010 · Cash - Marquette	-3,783.09
Bill	04125CO17021517	01/01/2018		104310 · Books - Adult	130.00
Bill	04125DA17032513	01/01/2018		104311 · Books - Youth	74.96
Bill	04125DA17041935	01/01/2018		104310 · Books - Adult	274.89
				104340 · Audio Visual Materials - Adult	119.99
Bill	04125CO17041334	01/01/2018		104311 · Books - Youth	899.69

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	04125CO17053958	01/01/2018		104311 · Books - Youth	60.96
Bill	04125CO17067486	01/01/2018		104311 · Books - Youth	287.82
Bill	04125DA17071452	01/01/2018		104311 · Books - Youth	60.00
Bill	04125CO17069849	01/01/2018		104310 · Books - Adult	11.99
Bill	04125DA17078033	01/01/2018		104310 · Books - Adult	78.00
Bill	04125CO18007542	01/12/2018		104310 · Books - Adult	180.00
Bill	04125CO18007536	01/12/2018		104340 · Audio Visual Materials - Adult	95.00
				104310 · Books - Adult	310.99
Bill	04125CO18007730	01/12/2018		104311 · Books - Youth	12.99
Bill	04125DA18008847	01/15/2018		104340 · Audio Visual Materials - Adult	47.99
				104310 · Books - Adult	80.90
Bill	04125DA18010514	01/16/2018		104310 · Books - Adult	856.96
				104340 · Audio Visual Materials - Adult	187.97
Bill	04125CO18009732	01/16/2018		104310 · Books - Adult	11.99
TOTAL					<u>3,783.09</u>
Bill Pmt -Check	57572	02/02/2018	Pace Systems, Inc	101010 · Cash - Marquette	-2,000.00
Bill	206373	01/01/2018		104450 · Building Maintenance	2,000.00
TOTAL					<u>2,000.00</u>
Bill Pmt -Check	57573	02/02/2018	Penguin Random House LLC	101010 · Cash - Marquette	-351.25
Bill	1085859380	01/05/2018		104342 · Audio Visual Materials-Outreach	60.00
Bill	1085951626	01/09/2018		104340 · Audio Visual Materials - Adult	10.00
Bill	1085950651	01/11/2018		104340 · Audio Visual Materials - Adult	97.50
Bill	1085950653	01/11/2018		104342 · Audio Visual Materials-Outreach	131.25
Bill	1086061365	01/19/2018		104342 · Audio Visual Materials-Outreach	26.25
Bill	1086062267	01/19/2018		104340 · Audio Visual Materials - Adult	26.25
TOTAL					<u>351.25</u>
Bill Pmt -Check	57574	02/02/2018	Recorded Books, INC	101010 · Cash - Marquette	-334.46
Bill	75699193	01/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75699206	01/01/2018		104340 · Audio Visual Materials - Adult	108.67
Bill	75699464	01/01/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75699500	01/01/2018		104340 · Audio Visual Materials - Adult	18.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75677709	01/08/2018		104341 · Audio Visual Materials - Youth	90.80
Bill	75707710	01/17/2018		104341 · Audio Visual Materials - Youth	49.50
TOTAL					334.46
Bill Pmt -Check	57575	02/02/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,600.00
Bill	1/17/18 Billing	01/17/2018		102160 · 457 Plan W/H Payable	2,600.00
TOTAL					2,600.00
Bill Pmt -Check	57576	02/02/2018	Scholastic Inc.	101010 · Cash - Marquette	-43.95
Bill	M6413427 3	01/23/2018		104321 · Periodicals - Youth	43.95
TOTAL					43.95
Bill Pmt -Check	57577	02/02/2018	Steven Frenzel	101010 · Cash - Marquette	-200.00
Bill	2/27/18	02/27/2018		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	57578	02/02/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-427.99
Bill	16853	01/19/2018		104530 · Building & Custodial Supplies	28.00
Bill	5577	01/20/2018		104530 · Building & Custodial Supplies	116.53
Bill	5614	01/26/2018		104530 · Building & Custodial Supplies	283.46
TOTAL					427.99
Bill Pmt -Check	57579	02/02/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-7,846.70
Bill	1/15/18	01/15/2018		104340 · Audio Visual Materials - Adult	3,378.21
				104341 · Audio Visual Materials - Youth	1,933.25
				104342 · Audio Visual Materials-Outreach	394.90
				104310 · Books - Adult	132.20
				104710 · Library Supplies	719.27
				104530 · Building & Custodial Supplies	120.31
				104642 · Patron Programs & Events-Youth	167.05
				104570 · Automation - Equipment	43.49
				104550 · Lib. & Off. Eqpt Rep. & Maint	707.13

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL				104642 · Patron Programs & Events-Youth	250.89
					<u>7,846.70</u>
Bill Pmt -Check	57580	02/02/2018	Trane U.S. Inc.	101010 · Cash - Marquette	-180.64
Bill	3705363	01/11/2018		104530 · Building & Custodial Supplies	150.48
Bill	3717864	01/15/2018		104530 · Building & Custodial Supplies	30.16
TOTAL					<u>180.64</u>
Bill Pmt -Check	57581	02/02/2018	Village of Orland Park	101010 · Cash - Marquette	-915.45
Bill	1/31/18	01/31/2018		104515 · Water & Sewer	915.45
TOTAL					<u>915.45</u>
Bill Pmt -Check	57582	02/02/2018	Goldy Locks, Inc.	101010 · Cash - Marquette	-715.00
Bill	655407	02/02/2018		104450 · Building Maintenance	715.00
TOTAL					<u>715.00</u>
Bill Pmt -Check	57583	02/02/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-1,832.20
Bill	Bill 1-17-2018	02/02/2018		104495 · Legal	1,832.20
TOTAL					<u>1,832.20</u>
Bill Pmt -Check	57584	02/12/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2190	02/02/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57585	02/12/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	1/31/18	01/31/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57586	02/12/2018	Bal Industries	101010 · Cash - Marquette	-510.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	38879	01/28/2018		104450 · Building Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	57587	02/12/2018	Bearport Publishing	101010 · Cash - Marquette	-181.50
Bill	159054	01/30/2018		104311 · Books - Youth	37.90
Bill	159055	01/30/2018		104311 · Books - Youth	143.60
TOTAL					181.50
Bill Pmt -Check	57588	02/12/2018	Blackstone Publishing	101010 · Cash - Marquette	-250.93
Bill	962091	01/25/2018		104342 · Audio Visual Materials-Outreach	119.23
Bill	962731	01/29/2018		104342 · Audio Visual Materials-Outreach	131.70
TOTAL					250.93
Bill Pmt -Check	57589	02/12/2018	Capital One Commercial	101010 · Cash - Marquette	-230.28
Bill	1/26/18 Statement	01/26/2018		104530 · Building & Custodial Supplies	230.28
TOTAL					230.28
Bill Pmt -Check	57590	02/12/2018	Cavendish Square	101010 · Cash - Marquette	-177.93
Bill	CAL3078681	01/25/2018		104311 · Books - Youth	177.93
TOTAL					177.93
Bill Pmt -Check	57591	02/12/2018	Current Technologies Corporation	101010 · Cash - Marquette	-11,431.41
Bill	8057	01/30/2018		104460 · Security System	9,373.15
Bill	8064	01/30/2018		104580 · Automation - Maintenance	2,058.26
TOTAL					11,431.41
Bill Pmt -Check	57592	02/12/2018	Demco	101010 · Cash - Marquette	-3,636.60
Bill	6274958	01/01/2018		104710 · Library Supplies	3,636.60
TOTAL					3,636.60
Bill Pmt -Check	57593	02/12/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-613.15

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	62967285	01/29/2018		104310 · Books - Adult	81.58
Bill	62967195	01/29/2018		104310 · Books - Adult	27.19
Bill	62967240	01/29/2018		104310 · Books - Adult	81.58
Bill	63101157	02/05/2018		104310 · Books - Adult	422.80
TOTAL					<u>613.15</u>
Bill Pmt -Check	57594	02/12/2018	Garvey's Office Products	101010 · Cash - Marquette	-215.76
Bill	PINV1483763	02/08/2018		104710 · Library Supplies	84.83
Bill	PINV1483757	02/08/2018		104720 · Office Supplies	130.93
TOTAL					<u>215.76</u>
Bill Pmt -Check	57595	02/12/2018	Greenhaven Publishing	101010 · Cash - Marquette	-219.60
Bill	3011255	01/23/2018		104310 · Books - Adult	219.60
TOTAL					<u>219.60</u>
Bill Pmt -Check	57596	02/12/2018	Grey House Publishing, Inc.	101010 · Cash - Marquette	-494.76
Bill	348369	01/22/2018		104310 · Books - Adult	345.00
Bill	942063	01/25/2018		104310 · Books - Adult	149.76
TOTAL					<u>494.76</u>
Bill Pmt -Check	57597	02/12/2018	Home Depot Credit Services	101010 · Cash - Marquette	-151.84
Bill	1/28/18 Statement	01/28/2018		104530 · Building & Custodial Supplies	151.84
TOTAL					<u>151.84</u>
Bill Pmt -Check	57598	02/12/2018	Lighting Supply Co.	101010 · Cash - Marquette	-130.43
Bill	V0280792	02/01/2018		104530 · Building & Custodial Supplies	130.43
TOTAL					<u>130.43</u>
Bill Pmt -Check	57599	02/12/2018	Malta Public Library	101010 · Cash - Marquette	-92.00
Bill	2/6/18	02/06/2018		104620 · Staff Training & Education	92.00

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						92.00
	Bill Pmt -Check	57600	02/12/2018	Midwest Tape	101010 · Cash - Marquette	-2,403.70
	Bill	95764324	01/23/2018		104340 · Audio Visual Materials - Adult	23.99
	Bill	95787060	01/31/2018		104340 · Audio Visual Materials - Adult	1,655.45
					104310 · Books - Adult	297.02
					104341 · Audio Visual Materials - Youth	304.97
					104311 · Books - Youth	102.28
	Bill	95782284	01/31/2018		104340 · Audio Visual Materials - Adult	19.99
TOTAL						<u>2,403.70</u>
	Bill Pmt -Check	57601	02/12/2018	Nicor Gas	101010 · Cash - Marquette	-3,694.08
	Bill	1/19/18	01/19/2018		104517 · Natural Gas	3,694.08
TOTAL						<u>3,694.08</u>
	Bill Pmt -Check	57602	02/12/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-73.20
	Bill	2/1/18 Statement	02/01/2018		104450 · Building Maintenance	73.20
TOTAL						<u>73.20</u>
	Bill Pmt -Check	57603	02/12/2018	OverDrive, Inc.	101010 · Cash - Marquette	-3,079.87
	Bill	04125CO18011077	01/17/2018		104311 · Books - Youth	42.96
	Bill	04125DA18014577	01/23/2018		104310 · Books - Adult	137.94
	Bill	04125CO18013919	01/23/2018		104310 · Books - Adult	4.97
	Bill	04125CO18015186	01/24/2018		104310 · Books - Adult	1,030.90
					104340 · Audio Visual Materials - Adult	229.98
	Bill	04125DA18018820	01/30/2018		104310 · Books - Adult	328.97
	Bill	04125DA18018821	01/30/2018		104310 · Books - Adult	1,061.72
					104340 · Audio Visual Materials - Adult	95.00
	Bill	04125CO18018279	01/30/2018		104311 · Books - Youth	147.43
TOTAL						<u>3,079.87</u>
	Bill Pmt -Check	57604	02/12/2018	Park Ace Hardware	101010 · Cash - Marquette	-431.36

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1/31/18 Statement	01/31/2018		104530 · Building & Custodial Supplies	431.36
TOTAL					<u>431.36</u>
Bill Pmt -Check	57605	02/12/2018	Penguin Random House LLC	101010 · Cash - Marquette	-366.25
Bill	1085795019	01/25/2018		104340 · Audio Visual Materials - Adult	10.00
Bill	1086218057	01/26/2018		104340 · Audio Visual Materials - Adult	165.00
Bill	1086217476	01/26/2018		104342 · Audio Visual Materials-Outreach	191.25
TOTAL					<u>366.25</u>
Bill Pmt -Check	57606	02/12/2018	Recorded Books, INC	101010 · Cash - Marquette	-638.13
Bill	75704079	01/09/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75705367	01/11/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75705371	01/11/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75699290	01/16/2018		104340 · Audio Visual Materials - Adult	7.95
Bill	75707360	01/16/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75710148	01/22/2018		104340 · Audio Visual Materials - Adult	26.99
Bill	75710383	01/22/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75712106	01/25/2018		104340 · Audio Visual Materials - Adult	33.29
Bill	75712158	01/25/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75712175	01/25/2018		104340 · Audio Visual Materials - Adult	33.29
Bill	75711435	01/25/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75712058	01/25/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75711243	01/25/2018		104340 · Audio Visual Materials - Adult	71.98
Bill	75713863	01/26/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75714042	01/26/2018		104340 · Audio Visual Materials - Adult	74.20
TOTAL					<u>638.13</u>
Bill Pmt -Check	57607	02/12/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-100.00
General Journal	1985R	12/01/2017	Reliastar Life Insurance Company	20000 · *Accounts Payable	-100.00
TOTAL					<u>-100.00</u>
Bill Pmt -Check	57608	02/12/2018	Salem Press	101010 · Cash - Marquette	-163.80
Bill	159463	01/25/2018		104310 · Books - Adult	163.80

Orland Park Public Library
Check Detail
January 16 through February 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						163.80
	Bill Pmt -Check	57609	02/12/2018	Scholastic Inc.	101010 · Cash - Marquette	-481.44
	Bill	16430112	01/24/2018		104311 · Books - Youth	36.40
	Bill	16434203	01/24/2018		104311 · Books - Youth	109.20
	Bill	16434102	01/24/2018		104311 · Books - Youth	304.20
	Bill	16430147	01/24/2018		104311 · Books - Youth	4.52
	Bill	16434236	01/24/2018		104311 · Books - Youth	27.12
TOTAL						<u>481.44</u>
	Bill Pmt -Check	57610	02/12/2018	Sherwin-Williams Co.	101010 · Cash - Marquette	-44.81
	Bill	4293-8	01/05/2018		104530 · Building & Custodial Supplies	44.81
TOTAL						<u>44.81</u>
	Bill Pmt -Check	57611	02/12/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-278.18
	Bill	5621	02/02/2018		104530 · Building & Custodial Supplies	278.18
TOTAL						<u>278.18</u>
	Bill Pmt -Check	57612	02/12/2018	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
	Bill	457339	02/01/2018		104495 · Legal	26.85
TOTAL						<u>26.85</u>
	Bill Pmt -Check	57613	02/12/2018	Village of Orland Park	101010 · Cash - Marquette	-29.96
	Bill	26960438	02/01/2018		104600 · Outreach Services	29.96
TOTAL						<u>29.96</u>
	Bill Pmt -Check	57614	02/12/2018	Brandice Smits	101010 · Cash - Marquette	-134.61
	Bill	2/3/18	02/03/2018		104620 · Staff Training & Education	134.61
TOTAL						<u>134.61</u>

Orland Park Public Library
Check Detail

January 16 through February 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
			Subtotal - Checks		\$ 179,253.27
			Gross Payroll on 1/31/18		\$ 114,902.43
			Payment to Village for IMRF/Insurance for January, 2018		\$ 65,305.53
			Gross Payroll on 2/15/18		\$ 111,750.74
			Grand Total		<u>\$ 471,211.97</u>

Adult Services Board Report January 2018

PERSONNEL

Hajrije Kolimja, Adult Services Shelver, started on January 26.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 1/4; 11 adults

Bingo 1/6; 15 adults

eBooks, eMagazines, eReaders 1/8, 1/18; 1 adult

DIY Craft: Mini Zen Garden; 1/10; 20 adults

Five genre book discussions 1/11, 1/17, 1/22, 1/23, 1/25; 39 adults

ReferenceUSA database training 1/31; 5 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Deborah Oedzes attended Adult Programming: A Webinar Full of Ideas and Resource and Generation Sharing (OPPL) on Jan 24, 2018

Andrew Masura attended Reference USA Training (Computer Lab) on Jan 31, 2018

Kortnee Fingler attended Reference USA Training (Computer Lab) on Jan 31, 2018

Linda Conrath attended Adult Programming: a Webinar (Rails website) on Jan 31, 2018

STATISTICS

Database Statistics January 2018-2017 Comparison

Database	2018	2017	Data Type
Ancestry	284	1923	Total Searches
Careers College	26	10	Total Users
Consumer Reports	84	58	Total Log-Ins
EBSCO	2538*	28190	Total Searches
Gale Virtual Ref. Lib.	41	24	Total Searches
Heritage Quest	89	1497	Total Searches
Lynda.com	121	N/A	Total Log-Ins
Mango Languages	115	N/A	Total Sessions
OCLC	7773	6335	Total Searches
ProQuest	102	235	Total searches
Reference USA	437	217	Total Searches

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	01/2018	01/2017	Change
Reference	3781	3362	419, 12.46%
Ref Remote	213	200	13, 6.5%
Non-Reference	337	253	84, 33.2%
N-R Remote	35	13	22, 169.23%
Extended Help	32	0	32
Passive Programming	21	0	21
Prog Att	91	45	46, 102.22%
Items shelved	19945	22031	-2086, -9.47%
Carts shelved	271	282	-11, -3.9%

CUSTOMER SERVICE LOG

1/2 Patron needed help with her Kindle. Kortnee assisted her. Comment: "Kortnee, you are a genius. Thank you." Andy M.

1/6 Great turnout at first Bingo session of the year! We played so many rounds we ran out of paper game cards and the prize selection was quite depleted. More than half the group stayed to finish their coffee and chat afterward! One patron asked whether we would be having weekly sessions because, she said, "I'm all by myself and I was so happy to have this reason to get out of the house." Another patron who had come over the summer said she thought winter was a better time for bingo since there is less going on. Katie A.

1/10 Patron asked why the parking lot was so full at 11 am. When told that storytime was being held and that many children and parents attend, he commented "Boy, this is a popular place!" Mary A.

1/19 Palos Township resident complained about limitations on Internet access at OPPL. She stopped at the IRS office for forms then came to library for additional sources and online coursework but was unable to remain for necessary duration. Patron thanked staff members for clarifying policy. Diane S.

1/22 Patron at Panera Book Discussion group raved about the music performance she'd attended at the library the previous Friday (Tim Wilsey Trio). "It was something I would have paid money for!" She added how much she loved the tropical music in the middle of winter. Katie A.

1/22 Patron at the Panera Book Discussion. Comment: "I wish we could put holds on eBooks from other libraries. Orland Park's eBook collection is so limited." Andy M.

1/26 When I was removing older titles from the new book area, a patron asked me what I was doing. I explained to him that I was removing older titles (to be added to the regular collection)

so we could feature newer titles. Comment: "Oh, that's a wonderful idea. Thanks for explaining and offering to help me. You guys do a great job." Andy M.

1/29 I was coming up the stairs and said "hello" to a patron who was coming down the stairs. Comment: " I just wanted you to know that Judy is always so helpful. I like when I come in and see her at the desk. She makes my day." Andy M.

1/29 Patron picking up tax forms: "The library is better than the IRS. I found everything I needed here." Katie A.

1/30 Patron getting assistance with their iPad. "Linda was a great help getting my iPad set up for my eBooks." Kortnee F.

1/31 Another library requested the Latino magazine listings from our book titled "Magazines for Libraries," which I fulfilled. Her response was "Thank you so very much, Deborah! Great customer service." Deborah O.

Circulation Board Report January 2018

PERSONNEL

Angie Mazza resigned her Circulation Clerk position as of January 4th.

Interviews were conducted for two vacant Circulation Clerk positions.

CONTINUING EDUCATION/MEETINGS ATTENDED

Rebecca Crume-Simmons attended Dealing with Angry Patrons (Webinar) on Jan 11, 2018

Theresa Hildebrand attended LACONI Circulation Committee (Elk Grove Library) on Jan 26, 2018

STATISTICS

MONTHLY CIRCULATION STATISTICS BREAKDOWN											
2018		2018									
	Staff	Self-checkout	Outreach	ILL	Pac, Mobile, Leap...	Polaris Totals	Museum passes	Hoopla	OverDrive	RB Digital (Zinio)	Circulation Totals
JAN. 2018	23,519	18,471	1,868	331	6,461	50,650	6	1134	3,821	358	55,969
FEB. 2018						0					0
MAR. 2018						0					0
APR. 2018						0					0
MAY. 2018						0					0
JUN. 2018						0					0
JUL. 2018						0					0
AUG. 2018						0					0
SEPT. 2018						0					0
OCT. 2018						0					0
NOV. 2018						0					0
DEC. 2018						0					0
TOTALS	23,519	18,471	1,868	331	6,461	50,650	6	1134	3821	358	55,969

CUSTOMER SERVICE LOG

- 01/02/2018 (Call Center) "People are parking their cars and blocking the drop-off." - Duke P.
- 01/04/2018 (Main Desk - Father with two children) "I don't see why my wife couldn't renew their library cards when she was here this morning. She had everyone's cards with her, but was told the kids had to be here 'in person'." - Theresa H.
- 01/09/2018 (Welcome Desk) "There should be a garbage can by each self check-out. Too far to walk from one side to the other." - Terry F.
- 01/10/2018 (Welcome Desk) Referring to Laura L. in Circulation, "What a delightful person. You are all very sweet." - Therese C.
- 01/15/2018 (Patron on phone) "I need to know your web address because I want to put you guys on my favorites. Your staff is really the best, I really love the library." - Theresa H.
- 01/17/2018 (Circ Desk) "Where is the music coming from? It's lovely. They say it soothes the savage beast." Regarding piano music playing behind the Circulation desk. - Laura L.
- 01/17/2018 (Note left at Welcome Desk) "The yoga class is great! Please do it again." - Laura L.
- 01/22/2018 (Welcome Desk) Patron requested we send out more reminders for events (pertaining to the book sale a few months back) and online reminders. - Duke P.
- 01/23/2018 (Welcome Desk) "Need a place to sit down by the Lucky Days." - Terry F.
- 01/23/2018 (Young Patron at the Circulation Desk) "Best library in the world." (As translated by his mom). - Julie P.
- 01/24/2018 (Welcome Desk) Patron said upon checking out books, "I don't want a receipt that tells me how much money I 'saved.' I pay taxes. I hate the amount being printed on there." - Laura L.
- 01/25/2018 (Welcome Desk) Reciprocal patron commented, "I like your library better than mine. You have like five times more stuff." - Laura L.
- 01/26/2018 (Welcome Desk) Patron commented, "It's a nice service we offer with Express Reserves. Busy life, but this service allows me to keep up with my reading!" - Terry F.
- 01/28/2018 (Circulation Desk) Patron commented, "There are too many handicapped spots. There must be 40. Shouldn't have more than 10. It is ridiculous that you cannot turn left after the (drive-up) book drop." - Terry F.
- 01/30/2018 (Welcome Desk) Patron leaving the library remarked how very helpful Mark in IT was. "He was patient with me. Thank you." - Barb K.
- 01/30/2018 (Circulation Desk) Patron commented, "Why don't you have the Enquirer? I go to the Worth Library to read it." - Barb K.
- 01/30/2018 (Circulation Desk) Patron commented that there is excessive handicap parking and stated it should be "cut in half." - Duke P.
- 01/31/2018 (Calling patron about a book that was returned and not checked in) Patron appreciates all we do in Circulation Department to hold her books and keep everything organized. - Julie P.

Graphics Board Report

January 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Projects worked on:

2017 tax forms printed for public

IT customer service survey adapted to other programming

Fractured Fairy Tales bookmarks created

Adult Services fiction aisle signage replaced

Book discussion ads for six book discussions created

Storytime ads created for "Once Upon a Time", "Building Blocks", "Night Owl", "Buenas Noches", "Bright Starts", "Toddler Art", "Super Senses", "Music Makers" and more

Press releases created for "British Bulldog" and "Blues Slide Guitar"

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd, Kristen Holding, and Maurya Orr attended "Inspiration or Infringement" presented by Linda Joy Kattwinkel and Pieter Folkens of the Graphic Artists Guild on Friday, January 5 at 3 p.m.

Jackie Boyd attended "5 Surefire Ways to Knock a Media Interview out of the Park" via the Public Relations Society of America on January 11 at 10 a.m.

Jackie Boyd attended "Leading with Innovation" via the Public Relations Society of America on January 12 at 10 a.m.

Kristen Holding attended "Q&A with a Graphic Designer and an Illustrator" via the Graphic Artists Guild on Monday, January 22 at noon.

Jackie Boyd attended "6 Tips to Identify and Generate Positive Stories" via the Public Relations Society of America on Monday, January 29 at 1 p.m.

STATISTICS

Facebook Followers: 1828

Twitter Followers: 1829

Pinterest Followers: 440

eBlast subscribers: 18683

Outside meeting room requests this month: 22

Graphics Requests completed this month: 147

GRANTS/SPECIAL PROJECTS

New Library tote bags priced out and ordered

CUSTOMER SERVICE LOG

Patron named Sally D. said "Thank you so much!" in response to having questions answered about reciprocal borrowers.

Information Technology Board Report January 2018

STATISTICS

Category	Jan 2018	Jan 2017
Study Room Usage	410	409
Patrons Assisted	412	445
Extended Assistance	58	NA
Total PC Usage	1739	1789
Total Web pages	30723	34103
Number of Classes	11	13
Total Class Attendance	55	94
Wireless Usage	3348	3072

CUSTOMER SERVICE LOG

1/17/18 - Microsoft Word – “Probably would be helpful if we can have a copy of what's to be typed as a document so we can have that ready on the computer.” Audrey P.

1/7/18 - Microsoft Word - Morning or late Morning Excel classes- “It's difficult to attend the evening classes. Audrey P.

1/7/18 - Microsoft Word – “The hour went by so quickly, wish it could have been a 2 hour class.” Audrey P.

1/17/18 - Microsoft Word – “Handout re all the header symbols would be helpful. Lot to learn and retain for 1 hour class. Thank You.” Audrey P.

1/17/18 - Microsoft Word – “Please more slow.” Audrey P.

1/19/18 - Internet Basics – “Very good summary for Internet basics.” George M.

1/22/18 - iPad Part 1 – “Very interesting class for a beginner on an iPad.” Dan W.

1/22/18 - iPad Part 1 – “I had a hard time keeping up because my iPad is not functioning well enough.” Dan W.

1/22/18 - iPad Part 1 – “Looking forward to next week (1-29). Thank You.” Dan W.

1/22/18 - iPad Part 1 – “Continue classes on Apple products.” Dan W.

1/22/18 - iPad Part 1 – “I liked only 1 apple product covered with the class - the store usually doesn't and it is poor learning experience.” Dan W.

1/24/18 -Word Part 2 –“Wish the class was longer than one hour.” Audrey P.

1/25/18 - Excel Part 1 – “Needed a little more time.” Ron S.

Outreach Services Board Report January 2018

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. The new assisted living facility is named, Heartis. It is located at 7420 W. 159th St and is scheduled to open at the beginning of April. We have met with two members of their staff and discussed services.

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

Dakari Jones attended Caregiver as an Older Adult (Webinar) on Jan 4, 2018

Dakari Jones attended Morris Award Finalist (Webinar) on Jan 9, 2018

Shane Peterson attended Booklist Webinar: Presenting the 2018 Andrew Carnegie Shortlist (Webinar) on Jan 11, 2018

Kelly A. Cuci attended Promoting Healthy Communities Grant Webinar (Webinar) on Jan 30, 2018

STATISTICS

Onsite Adult Programs:

14 programs were given with a total of 490 patrons attending. *2017: 11 programs were given with a total of 390 patrons attending..*

Breakout:

1/9/18 English Conversation for ESL Learners	4
1/10/18 Intro to Yoga	34

1/11/18 Cabin Fever Remedies	45
1/12/18 Meet the Artist - Melanie Bohner and Pablo Vindel	7
1/16/18 Before You Call the Handyman	60
1/17/18 Intro to Yoga	50
1/18/18 The Opioid Situation	16
1/19/18 Showcase - The Tim Wilsey Trio	71
1/24/18 Intro to Yoga	40
1/25/18 The Beatles Performing Years	63
1/26/18 Friday Film Series - The Bog Sick	18
1/29/18 English Conversation for ESL Learners	1
1/30/18 Dining Out in Chicago	33
1/31/18 Intro to Yoga	48

Offsite Adult Programs:

11 programs were given with a total of 188 patrons attending. *2017: 9 programs were given with a total of 158 patrons attending.*

Breakout:

1/8/18 Senior Living Visits	35
1/9/18 Senior Living Visits	13
1/10/18 Senior Living Visits	15
1/17/18 Orland Township Senior Drop-in Visit	18
1/18/18 Remember When - Autumn Leaves	12
1/18/18 Remember When - Brookdale	13
1/19/18 Orland Township Senior Drop-in Visit	15
1/22/18 Senior Living Visits	31
1/23/18 Senior Living Visits	12
1/24/18 Senior Living Visits	9
1/31/18 Orland Township Senior Drop-in Visit	15

Train Station Books:

Three Train Stations - **46, 2017 - 84**

Program Flyer Distribution Stats:

Village of O.P. - **1200, 2017 - 330**

Sportsplex - **1200, 2017 - 0**

Nursing Homes - **205, 2017 - 0**

Train Stations - **46, 2017 - 84**

During programs - **300, 2017 - 235**

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 880 items circulated with 1658 checkouts and 210 renewals. *2017: 832 items circulated with 990 checkouts and 115 renewals.*

Visits to single-family homebound patrons totaled 25. *2017: Visits totaled 16.*

3 new homebound patron cards were issued and 4 discontinued. 2 cards were renewed. *2017: 2 new homebound library cards were issued. 1 card was discontinued. 2 cards were renewed.*

OS staff logged 1251 reference transactions. *2017: 381 reference transactions.*

OS staff logged 40 programming questions. Please note that this is a new statistic. As soon as we get a whole year's statistic we will begin comparing.

OS staff logged 26 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year's statistic we will begin comparing.

GRANTS/SPECIAL PROJECTS

Outreach Services staff are planning a school visitation with the NASA Special Collection. They will be showing artifacts and giving a presentation to 5 classes of grade school children at Centennial School.

Outreach Staff was invited to come to the Field Museum for a day to learn how to catalog, process and register artifacts.

Staff signed up patrons for the Blizzard of Books Adult Winter Reading program.

Outreach staff are working on creating passive program packets to give to offsite patrons.

Outreach staff met with Heartis Assisted Living staff. They are the newest facility soon to open.

Adult Services staff coached Outreach Services staff on the Overdrive app as offsite patrons wanted to know more about it.

CUSTOMER SERVICE LOG

1/5/18 Homebound Delivery

"Thanks for coming out in this cold weather. I really appreciate the library service." Dakari J.

1/5/18 Homebound Delivery

"Thank you for coming out." Theresa M.

1/8/18 Smith Crossing Book Delivery

"Thanks so much." Theresa M.

"Thanks for coming out." Dakari J.

"Thanks, this library service means a lot." Dakari J.

1/9/18 Thomas Place Book Delivery

"Thanks for coming." Theresa M.

1/9/18 Homebound Delivery

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

1/10/18 Amanda - the Life-Enrichment Director for Evergreen Assisted Living

"Thanks for all you do." Theresa M.

1/10/18 Evergreen Assisted Living Book Delivery

"Thanks for coming out." Dakari J.

"I really appreciate the service." Dakari J.

1/10/18 Intro to Yoga program

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

"This is great, thank you." Cathy D.

"We really enjoyed the program." Cathy D.

"Keep up the good work." Cathy D.

1/11/18 Cabin Fever Remedies program

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

"Great program." Cathy D.

1/16/18 Before You Call the Handyman program

"Please have more programs like this." Cathy D.

"Thumbs up for this one." Cathy D.

"We really enjoyed this program." Cathy D.

1/17/18 Orland Township Drop-in Visit

"Thanks for coming out in the cold." Dakari J.

1/18/18 Remember When - Autumn Leaves offsite program

"Thank you for coming." Theresa M.

1/18/18 Remember When - Brookdale

"Thank you!" Theresa M.

"Thank you! That was great!" Theresa M.

1/18/18 The Opioid Situation program

"Thank you for addressing this issue." Cathy D.

"You guys do such a good job." Cathy D.

"Thank you." Cathy D.

"Glad you had the Orland Park Police address this." Cathy D.

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

1/19/18 Orland Township Drop-in Visit

"Thank you." Theresa M.

"Thank you! We enjoy having you come." Theresa M.

"Thank you for talking with us. We have a great time." Theresa M.

"Thanks for your service, it means a lot." Dakari J.

"Thanks for all you do." Dakari J.

1/22/18 Smith Crossing Book Delivery

"Thanks for coming out." Dakari J.

"We really appreciate your services." Dakari J.

1/22/18 Homebound Delivery

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

1/23/18 Thomas Place Book Delivery

"Thank you." Theresa M.

"Thanks for coming out, it means a lot." Dakari J.

1/23/18 Alden book Delivery

"Thank you very much." Theresa M.

"Thanks, this service means a lot to us." Dakari J.

1/23/18 Homebound Delivery

"Thank you so much." Theresa M.

1/24/18 Evergreen Book Delivery

"Thank you, you provide a lovely service." Theresa M.

"Thanks for coming, I really appreciate having the service." Dakari J.

"Thanks for coming out. You guys do a great job." Dakari J.

1/24/18 Homebound Delivery

"Thank you." Theresa M.

1/24/18 Homebound Delivery

"My tax dollars are put to great use! Thanks for providing this service." Theresa M.

1/24/18 Homebound Delivery

"Thanks for coming out in this terrible weather." Dakari J.

1/29/18 Homebound Delivery

"Thanks for coming out." Dakari J.

1/30/18 Dining Out in Chicago program

The presenter was "moved" by how well the program was put together and organized. Shane P.

Patrons loved the program. Shane P.

"This was a really excellent program. He makes you feel welcome to discuss the stuff." Shane P.

Patrons also loved the sponsor-provided food. Shane P.

1/31/18 Homebound Delivery

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

1/31/18 Homebound Delivery

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

Technical Services Board Report January 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for January 2018 is complete.
- All withdrawn titles and items are removed from the system.
- Monthly Popular Book and AV lists for Polaris PAC are created.
- Monthly Novelist update is complete.

STATISTICS

Tech Services Monthly added Items at Polaris:													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD Total
Added Books:	1613												1,613
Added AVs:	891												891
Added Periodicals:	657												657
Added eBooks:	134												134
Compare Monthly Added Items:													
2018	3,295												3,295
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982	3,563	3,136	3,237	2,686	2,670	36,031
Yearly change%	35.37%	-13.83%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-49.03%	15.38%
Compare Monthly Delete:													
2018	3,303												3,303
2017	27,798	11,234	10,182	2,956	3,379	4,329	3,979	3,975	5,120	5,814	24,438	6,976	110,180
Yearly change%	-88.12%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	21.66%	-78.17%	79.24%
Compare Total OPPL Collection:													
2018	334,577												
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409	329,013	330,916	330,916	332,266	332,279	
Yearly change%	2.37%	1.28%	2.06%	3.50%	2.42%	1.94%	2.10%	1.78%	2.17%	1.89%	1.13%	2.70%	
Polaris Total Item/Title by month:													
		334,577	271,863										

GRANTS/SPECIAL PROJECTS

- Youth Services and Tech Services worked together to create YA Study category and the books will be shelved to the new location for Teens' convenience.

CUSTOMER SERVICE LOG

1/16/18 4:35 Kelly had 4 books on CD on order for a grieving patron. We rushed them through- she told us great job on the quick turnaround time. Carol M.

1/25/18 12:00 1 person called in sick, another was off. Carol was handling their jobs and hers. Wendy said she wished she had a couple more Carols! Carol M.

Youth Services Board Report January 2018

PERSONNEL

Brendan O'Brien started as a Youth Services Page on January 22, 2018

Jacob Walk started as a Youth Services Page on January 23, 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

TEACHER LOAN CARD CHECK OUTS

154

PAL PAKS

21 PAL PAKS with 435 items

BOOKS ALIVE VISITS

January 19

8:15 AM presentation: 152 people

9:00 AM presentation: 173 people

9:30 AM presentation: 173 people

Outreach Preschool Visits:

1/25/18: Park School Early Childhood: 8

In-House Preschool Visits:

1/18/18: Orland Park Christian Preschool: 40

1/19/18: Orland Park Christian Preschool: 45

Preschool Paks:

19 paks circulating 376 items total

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Fixel attended Morris Award Finalist (Booklist) (Webinar) on Jan 9, 2018

Brandi Smits attended M-CATS Meeting (YS Managers) (Crete Public Library) on Jan 12, 2018

Alex Pappas attended CLASS Meeting (Green Hills Public Library) on Jan 22, 2018

Cathy Riffice attended Support Linc- Free Yourself (Webinar) on Jan 24, 2018

Cathy Riffice attended Support Linc- Time Management Basics Part 1 (Webinar) on Jan 24, 2018

Cathy Riffice attended Must Have Middle Grade: Librarian Tips and Tricks (Webinar) on Jan 29, 2018

STATISTICS

Youth Programs:

- 11 participants added to 1,000 Books Before Kindergarten
- 75 participants for Chicago Wolves Reading Challenge
- 333 participants for Once Upon a Time storytime
- 323 participants for Building Blocks for Babies storytime
- 128 participants for Night Owl storytime
- 27 participants for Buenas Noches storytime
- 72 participants for Bright Starts Family storytime
- 11 participants for Family Bingo
- 72 participants for Video Game Club
- 35 participants for Stories & Scribbles
- 10 participants for STEAM Challenges
- 20 participants for STEAM Challenges Jr.
- 2 participants for What a Novel Idea!
- 4 participants for International Art - Australia
- 42 participants for Super Senses Sensory storytime
- 35 participants for Teddy Bear Sleepover
- 108 participants for Toddler Art
- 17 participants for Calling All Homeschoolers

Teen Programs:

- 29 participants for Interactive Chalk Board
- 1 participant for Mini Book Reviews
- 8 participants for Wii Teen Gamers
- 3 participants for Volun-Teens - Video Game Club
- 10 participants for Teen Inc. Service Club Pop-Pop Project
- 5 participants for Teen volunteers - STEAM Challenge Jr.
- 17 participants for Edible Slime
- 10 participants for Escape Room Adventure
- 4 participants for Teen Computer Volunteers February Orientation
- 18 participants for January Teen Computer Volunteers

CUSTOMER SERVICE LOG

Preschool Desk

1/29/18 A neighbor of one of the library trustees visited the library. "Your storytimes are wonderful." Alex P.

1/30/18 Grandparents with grandchild in preschool area (from Homer Glen) "This is super. We'll be back. You have a lot here." Amy N.

Junior Desk

1/11/18 Mom, Dad and child coming to library for the first time "This is unbelievable. It's the mega of all libraries." Lenore G.

1/18/18 Mom walking past desk. "I just love the library." Stephanie T.

1/18/18 Parents leaving storytime. "Great activities today...so much fun!" Stephanie T.

1/18/18 Mom talking during a program. "You guys have so many new programs. It's great!" Stephanie T.

1/18/18 Grandparents coming from preschool area with grandchild. "The people who bought the kitchen did a great job. The kids love this stuff." Alex P.

1/18/18 Mother during Sensory Storytime. "My son was so excited for the program he couldn't sleep last night. He woke me up at 3 a.m. and asked if it was library time yet." Vanessa F.

Teen Desk

1/2/18 Man looking for DVDs for his wife. "Thank you so much. My wife will be so happy with me. I owe you!" Erin F.

1/2/18 Man looking for DVDs/Blu-rays. "I never knew there was a help desk over here. You just saved me so much time searching. Thank you!" Erin F.

1/9/18 Man looking at the chairs. "These are really well built and nice chairs. Do you know where I could get a set for my house?" Erin F.

1/10/18 Woman looking for CDs with certain songs. "Thank you. You're amazing! You're so good at finding things. Thank you again so much." Erin F.

1/11/18 I spent time searching for a song/CD that a man wanted and finally found it. "High five. Persistence really pays off. This is so great!" Erin F.

1/19/18 Patron remarked how much he loved this library as he checks out video games to review for his YouTube channel. He said he would thank the library for carrying so many great games. Brandi S.

1/21/18 A woman had a hard time looking for our CDs. "This system/labeling is very confusing. Maybe you guys should put genre signs above each shelf." Erin F.

1/22/18 Teen who is a regular patron came in. "I'm so glad you're here. I need a new good book." Erin F.

1/22/18 A frequent senior patron came in looking for movies. "I'm so glad you're here. I've found four of the movies on my list so I'm starting to get the hang of it, but I'm not sure how to find these two. You're so good at teaching so I was hoping you'd help me again." Erin F.

Policy and Procedure Manual	Section B 10
Public Policy Program Attendance Policy	Issued : February 19, 2007; Amended March 15, 2010 ; Amended March 18, 2013; Amended February 20, 2017; Amended February 19, 2018 Approving Authority: Board of Library Trustees

Program Attendance Policy

It is the intent of the Orland Park Public Library to offer a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community.

Children and Teen Programming

Programs requiring registration are offered first to Orland Park Public Library cardholders. Registration may be done in person, or online. Every program registrant must register under their own library card number. Cardholders from other libraries may register beginning seven days after Orland Park Public Library cardholders' registration starts. Cardholders from other libraries must register in person and present their home library card.

Programs not requiring registration are offered to cardholders from other libraries on a first come, first served basis if the maximum attendance by Orland Park Public Library cardholders has not been reached at the time the program commences.

Children must be the minimum age required at the beginning of the program session they are attending. Parents are responsible for their children and should not leave the library during a program.

Patrons who repeatedly fail to attend programs they have registered for may be refused admittance to future programs.

Winter and Summer Reading Programs are open to all patrons with a valid library card.

Adult Programming

Adult programs are open to both Orland Park Public Library cardholders and non-cardholders. Some programs may require registration. Registration may be done in person, or online for Orland Park Public Library cardholders. Every program registrant must register under their own library card number. Cardholders from other libraries must register in person and present their home library card.

Winter and Summer Reading Programs are open to all patrons with a valid library card.

Summer Reading Program

~~The Orland Park Public Library offers a reading program during the summer months for all ages. Children and teens attending schools where Youth Services' staff promote our summer program will be able to participate, but must have a valid library card from their home library. Young~~

~~siblings of those children will also be able to participate as a member of the family. Library cards for those children will be required if their home library policy issues them to this age level.~~

Computer Classes

Computer classes are offered to non-cardholders on a first come, first served basis if the maximum attendance by Orland Park Public Library cardholders has not been reached at the time the class commences.

**Program Attendance Policy adopted by the Board of Library Trustees
on February 19, 2007 ; Amended March 15, 2010 ; Amended March 18, 2013;
Amended February 20, 2017**

DRAFT

VACATION TIME

Paid vacation time is earned by all full-time and part-time employees. Substitute and temporary employees do not earn vacation time. Vacation leave is governed by the following regulations:

FULL-TIME EMPLOYEES

For the first **two** years of employment, vacation days are tracked on a service year; subsequently vacation is tracked on a calendar year basis (**at the commencement of year three**). To be eligible, service must be continuous in a benefit-earning position.

During the first year of employment, full-time employees acquire 5 days of vacation after three (3) months of employment per year and are eligible to use the acquired time after six (6) months of employment for that year. (**Employees may use the time prior to the six month date upon approval of the supervisor**). Full-time employees acquire an additional five (5) vacation days after six (6) months of employment and may use them as needed (subject to the maximum carryover to the next year of 5 days).

After completing one year of service, you will acquire 10 vacation days **for use during your year two of employment. at the beginning of the next calendar year**. Additional vacation time may be earned based on your position and length of employment with the library as follows:

- A. Director and Assistant Director acquire twenty (20) days of vacation at the beginning of the next calendar year in which years two (2) through four (4) are completed. After five (5) years of service are completed, an additional day per year is acquired at the beginning of the next calendar year for each additional year of service not to exceed twenty-five (25) working days.
- B. Department heads and/or professional librarians acquire fifteen (15) working days of vacation at the beginning of the next calendar year in which years two (2) through four (4) are completed. After five (5) years of service, twenty (20) working days of vacation are acquired at the beginning of the next calendar year.
- C. After five (5) years of service, other full-time employees acquire an additional five (5) vacation days not to exceed fifteen (15) working days at the beginning of the next calendar year. After ten (10) years of service, other full-time employees acquire an additional five (5) vacation days not to exceed twenty (20) at the beginning of the next calendar year.

PART-TIME EMPLOYEES

For the first **two** years of employment, vacation time is tracked on a service year; subsequently vacation time is tracked on a calendar year basis (**at the commencement of year three**).

During the first year of employment, part-time employees will acquire ten (10) hours of vacation time after three (3) months of employment and are eligible to use this time after six (6) months of employment. (**Employees may use the time prior to the six month date upon approval of the**

supervisor). After completing one year of service, part-time employees will acquire ten (10) vacation hours for use during year two of employment. ~~at the beginning of the next calendar year.~~

Unused vacation time may be carried over to the next year up to a maximum of five (5) hours. Any vacation in excess of the maximum that may be accumulated shall be lost at the end of the calendar year in which it is acquired and no pay provided to the employee. All employees are responsible for the tracking their own vacation and knowledge as to whether any vacation time will be lost at the end of the calendar year.

INCREMENTS OF LEAVE

No employee is allowed more than three (3) weeks of time off at one time, without special approval from the Library Director or the Board of Library Trustees.

REQUESTED TIME OFF WITHOUT PAY

Employees may request time off without pay. This is subject to approval by their supervisor, department head, and the Library Director. Time off must be requested in writing at least two (2) weeks in advance when the need is foreseeable. Where the need for leave is not foreseeable, the employee is expected to notify the Library Director as soon as practicable, and absent unusual circumstances, in accordance with the library's normal leave procedures. Vacation time and personal business days must be used before requests for unpaid time off will be considered (Request for Time Off [Appendix I. 1](#)).

ACCUMULATION OF VACATION LEAVE

For full-time employees, vacation not taken in the current year may be carried forward to the next year up to a maximum of five (5) days. Any vacation in excess of the maximum that may be accumulated shall be lost at the end of the calendar year in which it is acquired and no pay provided to the employee. All employees are responsible for the tracking their own vacation and knowledge as to whether any vacation time will be lost at the end of the calendar year.

APPROVAL OF VACATION LEAVE

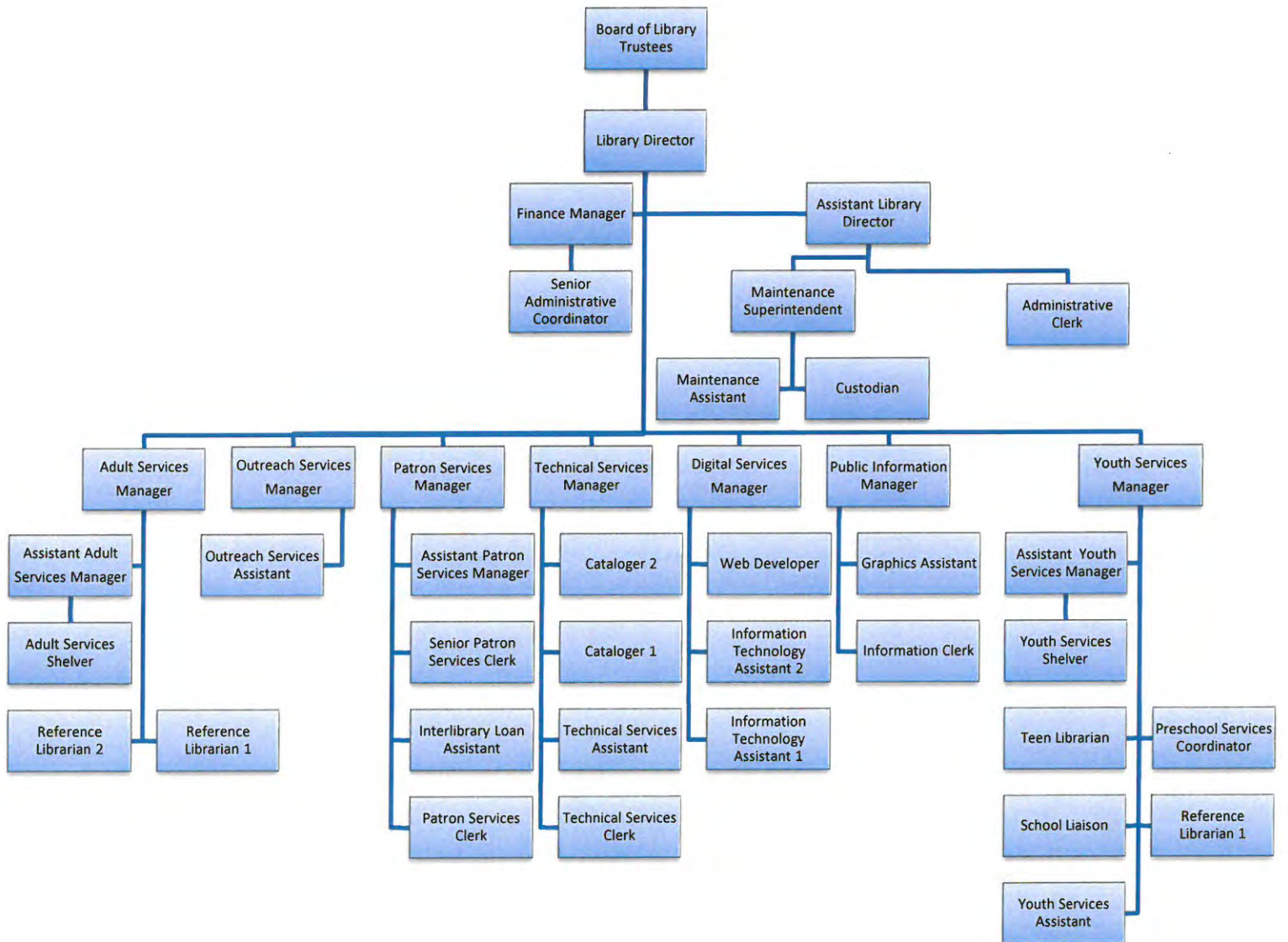
Vacation time shall be scheduled with the approval of the department head and/or the Director. All vacation shall be taken at such time or times during the year as deemed by the Library to be in its best interests. Vacation requests of more than two consecutive working days require that approval be obtained at least two weeks in advance of the time requested. (Request for Time Off [Appendix I.1](#))

PAYMENT FOR UNUSED VACATION TIME

Full-time and Part-time employees may not receive monetary compensation in lieu of unused vacation. Staff leaving the Library's employ shall receive a lump-sum payment for any acquired, unused vacation leave at their concluding rate of pay.

Orland Park Public Library Organization Chart

DRAFT



DRAFT

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018
ORLAND PARK PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30521
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0405
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Orland Park Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	<input type="checkbox"/>
1.5a Facility Street Address [PLSC 153]	14921 South Ravinia Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	<input type="checkbox"/>
1.6a Facility City [PLSC 154]	Orland Park
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60462
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	14921 South Ravinia Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Orland Park
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60462
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	7084285100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(708) 349-8169
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.orlandparklibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Mary K. Weimar
1.15 Title	Library Director
1.16 Library Director's E-mail	mweimar@orlandparklibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	<input type="checkbox"/>
1.17b If the library type has changed, then enter the updated answer here.	<input type="checkbox"/>
1.18 Is the main library a combined public and school library?	No <input type="checkbox"/>
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No <input type="checkbox"/>

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No <input type="checkbox"/>
1.22b IF YES, indicate the reason for the boundary change	<input type="checkbox"/>
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	56,767
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	<input type="checkbox"/>
1.25a This library is currently a member of what Illinois library system?	RAILS <input type="checkbox"/>
1.25b If the library's system has changed, then enter the updated answer here.	<input type="checkbox"/>

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes <input type="checkbox"/>
1.27 Does this library have paid staff?	Yes <input type="checkbox"/>
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes <input type="checkbox"/>
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes <input type="checkbox"/>
1.30 Is this library supported in whole or in part with public funds?	Yes <input type="checkbox"/>
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes <input type="checkbox"/>

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	<input type="checkbox"/>
2.2b If YES, provide the name of the branch or branches in the box provided.	

DBW

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/17
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Mary K. Welmar
3.5 Telephone Number of Person Preparing Report	708-428-5203
3.6 FAX Number	708-428-5182
3.7 E-Mail Address	mwelmar@orlandparklibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No <input type="checkbox"/>
4.1b How many referenda was your library involved in?	<input type="checkbox"/>

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<input type="checkbox"/>			<input type="checkbox"/>		

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<input type="checkbox"/>			<input type="checkbox"/>		

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<input type="checkbox"/>			<input type="checkbox"/>		

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<input type="checkbox"/>			<input type="checkbox"/>		

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<input type="checkbox"/>			<input type="checkbox"/>		

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission

of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7 <input type="checkbox"/>
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes <input type="checkbox"/>
5.4 IF NO, please explain	

First Member

5.5 Name	Elan Kleis
5.6 Trustee Position	Secretary <input type="checkbox"/>
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	773-968-6934
5.9 E-mail Address	ekleis@orlandparklibrary.org
5.10 Home Address	7530 Hemlock Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Second member

5.5 Name	Charles McShane
5.6 Trustee Position	Other <input type="checkbox"/>
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	708-446-9607
5.9 E-mail Address	cmcshane@orlandparklibrary.org
5.10 Home Address	8317 Wheeler Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Third member

5.5 Name	Daniel McMillan
5.6 Trustee Position	Other <input type="checkbox"/>
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	708-764-3612
5.9 E-mail Address	dmcmillan@orlandparklibrary.org

5.10 Home Address	
5.11 City	8621 West 141st Street
5.12 State	Orland Park
5.13 Zip Code	IL 60462

Fourth member

5.5 Name	
5.6 Trustee Position	Joanna M Liotine Leafblad
5.7 Present Term Ends (mm/year)	Vice-President <input type="checkbox"/>
5.8 Telephone Number	04/2021
5.9 E-mail Address	708-204-0245
5.10 Home Address	jleafblad@orlandparklibrary.org
5.11 City	10504 Pentagon Drive
5.12 State	Orland Park
5.13 Zip Code	IL 60467

Fifth member

5.5 Name	
5.6 Trustee Position	Nancy Wendt Healy
5.7 Present Term Ends (mm/year)	Other <input type="checkbox"/>
5.8 Telephone Number	04/2023
5.9 E-mail Address	708-349-6059
5.10 Home Address	nhealy@orlandparklibrary.org
5.11 City	8539 West Fir
5.12 State	Orland Park
5.13 Zip Code	IL 60462

Sixth member

5.5 Name	
5.6 Trustee Position	Diane I. Jennings
5.7 Present Term Ends (mm/year)	Treasurer <input type="checkbox"/>
5.8 Telephone Number	04/2019
5.9 E-mail Address	708-349-9798
5.10 Home Address	djennings@orlandparklibrary.org
5.11 City	16144 Hackney Drive
5.12 State	Orland Park
5.13 Zip Code	IL 60467

Seventh member

5.5 Name	
5.6 Trustee Position	Christian Barcelona
5.7 Present Term Ends (mm/year)	President <input type="checkbox"/>
5.8 Telephone Number	04/2021
5.9 E-mail Address	708-873-0094
5.10 Home Address	cbarcelona@orlandparklibrary.org
5.11 City	14615 Westwood Drive
5.12 State	Orland Park
5.13 Zip Code	IL 60462

Eighth member

5.5 Name	
5.6 Trustee Position	<input checked="" type="checkbox"/>
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	<input checked="" type="checkbox"/>
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	93,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes <input checked="" type="checkbox"/>
6.2b If so, please describe	The library offers sensory story times for young children throughout the year. In spring of 2017, the library created a Quiet Corner with appropriate sensory devices for children and their parents.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	210
6.4a Total Number of Study Rooms	8
6.4b Total number of times study room(s) used by the public during the fiscal year	9,168

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$28,314,764
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No <input checked="" type="checkbox"/>

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
--------------	--

7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes <input checked="" type="checkbox"/>
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Special Reserve Fund \$1,081,039.59 to be used for capital improvements and building needs; General Fund \$6,400,753.55 to be used for operation and cash flow; Capital Campaign \$70,379.08 to be used for artwork; Debt Service Fund \$541,853.24 to be used for the bond payment

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes <input checked="" type="checkbox"/>
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$4,755,703
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	\$4,679,605 is the amount owed on the bond payment; \$76,098 is amount for the bills from 2017 which were paid in January, 2018

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (Includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$6,868,935
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No <input checked="" type="checkbox"/>
8.1b Local government funds for the ensuing or upcoming/current fiscal year (Includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$5,273,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$0
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$14,275
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] ¹	\$14,275

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$14,920
8.14 Other receipts intended to be used for operating expenditures	\$165,576
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$180,496
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$7,063,706
---	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond <input type="checkbox"/>
8.18b Proof of Certificate of Insurance for Library Funds	SBusiness M18012611250.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/Insurance instrument?	\$3,508,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes <input type="checkbox"/>

8.21 The designated custodian of the library's funds is: Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,457,027
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$843,240
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	<input checked="" type="checkbox"/>
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,300,267

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$278,557
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$190,873
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$132,114
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, Video Games, Playaways, Playaway Views, Audio Books, MP3's
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$601,544

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,253,674
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$5,155,485

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 <input checked="" type="checkbox"/> Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$308,601
--	-----------

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	26	26	\$759.77	838.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director <input type="checkbox"/>	\$65.13	37.50
	Assistant Library Director	Assistant Library Director <input type="checkbox"/>	\$46.74	37.50
	Head of Adult Services	Adult Services <input type="checkbox"/>	\$42.58	37.50
	Head of Youth Services	Children's Services <input type="checkbox"/>	\$35.90	37.50
	Reference Librarian II	Adult Services <input type="checkbox"/>	\$31.05	37.50

Reference Librarian II	Adult Services	▼	\$26.96	37.50
Reference Librarian I	Adult Services	▼	\$21.86	37.50
Reference Librarian I	Adult Services	▼	\$21.25	18.00
Reference Librarian I	Adult Services	▼	\$21.96	18.00
Reference Librarian I	Adult Services	▼	\$21.63	18.00
Reference Librarian I	Adult Services	▼	\$21.63	18.00
Reference Librarian I	Adult Services	▼	\$21.63	18.00
Reference Librarian I	Adult Services	▼	\$21.63	18.00
Head of Outreach Services	Other Type of Librarian	▼	\$37.52	37.50
Assistant Head of Adult Services	Adult Services	▼	\$35.85	37.50
Assistant Head of Youth Services	Children's Services	▼	\$27.39	37.50
School Liaison	Children's Services	▼	\$25.23	37.50
Preschool Coordinator	Children's Services	▼	\$25.23	37.50
Teen Librarian	Young Adult Services	▼	\$24.92	37.50
Reference Librarian I	Children's Services	▼	\$21.86	37.50
Reference Librarian I	Children's Services	▼	\$21.63	18.00
Head of Technical Services	Cataloging	▼	\$36.50	37.50
Head of Circulation	Circulation	▼	\$34.92	37.50
Cataloger II	Cataloging	▼	\$25.91	37.50
Cataloger I	Cataloging	▼	\$21.86	37.50
Cataloger I	Cataloging	▼	\$21.00	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	20.96
--	-------

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
		▼	▼		

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.96

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,002.00
13.14 Minimum hourly rate actually paid	\$13.21
13.15 Maximum hourly rate actually paid	\$41.15
13.16 Total FTE Group C employees (13.13 / 40)	25.05

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	198.00
13.18 Minimum hourly rate actually paid	\$9.80
13.19 Maximum hourly rate actually paid	\$10.24
13.20 Total FTE Group D employees (13.17 / 40)	4.95

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	90.00
13.22 Minimum hourly rate actually paid	\$13.43
13.23 Maximum hourly rate actually paid	\$38.15
13.24 Total FTE Group E employees (13.21 / 40)	2.25
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	32.25
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	53.21

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
1	Reference Librarian I	Children's Services	Master's Degree (ALA accredited)	37.50	Filled	06/2017

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
2	Teen Librarian- Part Time	Young Adult Services	Master's Degree (ALA accredited)	18.00	04/2017	\$21,360	Combined positions to create full
	Reference Librarian I-Part Time	Children's Services	Master's Degree (ALA accredited)	18.00	04/2017	\$21,360	Combined positions to create a f

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	417,103

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	542	25,076	113	2,662
Young Adult	105	27,959	49	977
Other	546	14,329	11	240
Total	1,193	47,364	173	3,879
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes <input checked="" type="checkbox"/>			
15.17b Please describe the programming provided.	The Library offers sensory story time year round from birth through preschool. Also offered was a financial planning program for parents of children on the autism spectrum. A Quiet Corner containing fidgets, and other appropriate materials was created for families with children on the autism spectrum.			

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	No <input type="checkbox"/>
Provide space for one-to-one adult volunteer tutoring	No <input type="checkbox"/>
Recruit low literate/ESL adult learners	Yes <input checked="" type="checkbox"/>

Refer low literate/ESL adult learners	No <input type="checkbox"/>
Train adult volunteer tutors	No <input type="checkbox"/>
Provide ESL conversation groups	Yes <input type="checkbox"/>
House a high interest/low reading level collection	Yes <input type="checkbox"/>
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes <input type="checkbox"/>
Employ bilingual or multilingual staff	Yes <input type="checkbox"/>
Provide bilingual or multilingual services	Yes <input type="checkbox"/>
Provide low literate adult learner programming	No <input type="checkbox"/>
Provide family literacy programming, i.e. parent and child together literacy activities	Yes <input type="checkbox"/>
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes <input type="checkbox"/>

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	37,567
16.2a Total Number of Unexpired Non-resident Users Cards	110
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$7,118.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	37,677
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes <input type="checkbox"/>

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	247,894
17.2 Current Print Serial Subscriptions [PLSC 460]	408
17.3 Total Print Materials (17.1+17.2)	248,302
17.4 E-books Held at end of the fiscal year [PLSC 451] ³	10,700
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	22,350
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	920
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	33,163
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,242

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided

through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	21
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	34

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	319,275
18.2 Number of young adult materials loaned	44,912
18.3 Number of children's materials loaned [PLSC 551]	224,565
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	588,752

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	340,304
18.6 Videos/DVDs- Physical	161,496
18.7 Audios (Include music)- Physical	45,336
18.8 Magazines/Periodicals- Physical	24,504
18.9 Other Items- Physical	17,112
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	588,752
18.11 Use of Electronic Materials [PLSC 552]	47,553
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	636,305
18.13 Successful Retrieval of Electronic Information [PLSC 554]	11,669
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	59,222
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	647,974
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	1,934
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	13,836

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	96,723
---	--------

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	2,127
--	-------

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	239
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	97
20.3 Is your library's catalog automated?	Yes <input type="checkbox"/>
20.4 Is your library's catalog accessible via the web?	Yes <input type="checkbox"/>
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No <input type="checkbox"/>

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes <input type="checkbox"/>
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more <input type="checkbox"/>
21.2b If Other, please specify	100mpbs or more download 25 mbps upload
21.3 What is the monthly cost of the library's internet access?	\$415
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	51
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	20,896
21.6 Wireless Sessions Per Year [PLSC 652]	40,549
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes <input type="checkbox"/>
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes <input type="checkbox"/>

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No <input type="checkbox"/>
22.2a If YES, did your library apply for Category 1, Category 2 or both?	<input type="checkbox"/>
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Not eligible

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$15,886
23.2 Does the above amount include travel expenses?	Yes <input type="checkbox"/>
23.3 How many hours of training did employees receive this year?	1,615.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes <input type="checkbox"/>
23.5 Would you like to receive autism training at your library?	Yes <input type="checkbox"/>

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Our circulation figures are considerably different from past years. After our Circulation manager passed away, it was discovered the statistics had been counted incorrectly for years. I believe it was a mistake in how they were counted, not intentional.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We host a NASA Collection which has been digitized and available through our catalog and website
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	I would like the number of in-house materials used to be counted. I would like some reference to marketing numbers, such as graphic flyers produced, etc. I would like to have the number of reciprocal borrower cards counted. Also, Playaways and Playaway videos ARE NOT electronic resources (the instructions should be corrected). They should be counted with the circulation figures associated with AV physical materials. I also do not see anywhere to show the number of electronic magazines (Zinio and online subscriptions)- why are these not counted?

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 <input checked="" type="checkbox"/> Not Applicable
25.3 First board member completing the audit	-1 <input checked="" type="checkbox"/> Not Applicable
25.4 Second board member completing the audit	-1 <input checked="" type="checkbox"/> Not Applicable
25.5 Date the Secretary's Audit was completed	-1 <input checked="" type="checkbox"/> Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Mary K. Weimar	
President	Christian Barcelona	
Secretary	Elan Kleis	

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 8.7 Our Library did not receive our Per Capita Grant monies, nor did the Library receive and Live and Learn Grant monies in 2017 (0-2018-02-01)

², 15.17b Our Teen Librarian went to many high school visits to book talk in 2017. (0-2018-02-07)

³, 17.4 Our library made an effort to increase the OverDrive collection to reflect a shorter hold-wait list. This required more monies to be spent on this collection and many titles and copies were added (0-2018-02-01)



Strategic Plan:

Orland Park Public Library 2017



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

Reviewed by Board: April 17, 2017

Updated: December 26, 2017

Mission Statement

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

Creativity
Communication
Truth
Inclusiveness
Efficient Service

Community Support
Learning
Dedication
Joy

Library Board of Trustees

Christian Barcelona
Joanna M. Liotine Leafblad
Diane I. Jennings
Elan Kleis
Nancy Wendt Healy
Daniel McMillan
Charles McShane

President
Vice-President
Treasurer
Secretary
Trustee
Trustee
Trustee

Strategic Plan Committee

Jackie Boyd
Linda Conrath
Mark Ewasiuk
Carol Maresh
Stephanie Thomas
Mary Weimar
Mary Adamowski

Chair

Director

Ad Hoc Members

Kelly Cuci
Andrew Masura
Diane Norris-Kuczynski
Julie Pryor
Diane Srebro
Wendy Xie
Becky McCormack

Goal 1:

Offer a fun, welcoming & safe environment.

Objective #1:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 1:

Offer a fun, welcoming & safe environment.

Objective #2:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 1:

Offer a fun, welcoming & safe environment.

Objective #3:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 2:

Assure our resources and events are relevant and innovative

Objective #1:

Maintain optimal training space and equipment by December 2017

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 2:

Assure our resources and events are relevant and innovative

Objective #2:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 2:

Assure our resources and events are relevant and innovative

Objective #3:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 3:

Partner with and serve the entire community

Objective #1:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 3:

Partner with and serve the entire community

Objective #2:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 3:

Partner with and serve the entire community

Objective #3:

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

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed

Goal 4:

Be a desirable workplace

Objective #1:

Analyze and adjust comprehensive staff compensation by December 2017

Action Steps:



Conduct benchmark study for salaries



Work with Board to budget for benchmark study



Revise Personnel Policy by October 2016

Key:

P = Pending

IP = In Progress



= Completed

Goal 4:

Be a desirable workplace

Objective #2:

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

Action Steps:



Email proficiency by all staff



Using measuring tool to develop core competencies for staff by position to assess each staff member for skill levels



Create staff development plan and competency standards to provide consistent training



Offer training to staff in order to meet competency levels

Key:

P = Pending

IP = In Progress



= Completed

Goal 4:

Be a desirable workplace

Objective #3:

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

Action Steps:

- Develop workflow/task timelines for Department Heads and Supervisors
- Upload departmental procedure manuals
- Require Department Heads to utilize email invitation component for all staff meetings

Key:

P = Pending

IP = In Progress



= Completed

Goal 4:

Be a desirable workplace

Objective #4:

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

Action Steps:



Redefine committees and establish goals and purpose



Introduce fun and creative workplace incentives



Develop staff mentoring program



Provide cost effective vending service

Key:

P = Pending

IP = In Progress



= Completed

Goal 4:

Be a desirable workplace

Objective #5:

Discover and cultivate staff skills and talents annually

Action Steps:

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

Key:

P = Pending

IP = In Progress



= Completed



ORLAND PARK
PUBLIC LIBRARY
A Natural Connection

DRAFT

Strategic Plan:

Orland Park Public Library 2018

Adopted by the Board of Library Trustees:

Reviewed by Board:

Updated:



Mission Statement

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

Creativity
Communication
Truth
Inclusiveness
Efficient Service

Community Support
Learning
Dedication
Joy

Library Board of Trustees

Christian Barcelona
Joanna M. Liotine Leafblad
Diane I. Jennings
Elan Kleis
Nancy W. Healy
Daniel McMillan
Charles McShane

President
Vice-President
Treasurer
Secretary
Trustee
Trustee
Trustee

Strategic Plan Committee

Jackie Boyd **Chair**
Kelly Cuci
Diane Srebro
Daniel Williams
Stephanie Thomas
Mary Adamowski
Mary K. Weimar **Director**

Goal 1:

Offer more staff training.

Objective:

Increase interdepartmental communications to offer the best employee training by October 2018.

Action Steps:

- Restructure the employee onboarding process by June 2018
- Cross train departments to cover public service desks by September 2018
- Managers will create a 3 month job knowledge test relating to their department's core competencies

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 2:

Update and Create plans and manuals.

Objective:

Keep plans and procedures current by November 2018.

Action Steps:

Write a Library wide procedure manual and make available electronically and in print by April 30, 2018

Update disaster plan by May 31, 2018

Create volunteer manual by July 30, 2018

Keep staff current on departmental procedures through communication and training

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 3:

Update programming and collection.

Objective:

Increase the number of patrons visiting the Library by 10% and increase the number of items circulated by 5% by December 2018.

Action Steps:

- Host a handicraft / textile event by November 2018
- Offer programming which brings in people who have never used a Library
- Conduct off-site library card drives
- Explore the possibility of an adjacent outdoor reading and nature exploration center
- Offer new computer programs with mass appeal
- Introduce patrons to new services and tech devices
- Provide a more comprehensive and dependable wireless service

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 4:

Focus on Library inclusivity .

Objective:

Designate programming, website links, and services to benefit more unserved populations

Action Steps:

- Offer more resources to job seekers
- Partner with businesses in new ways
- Redesign and keep current the autism awareness page on the Library web page
- Investigate doing a social event for LGBTQ high school patrons
- Coordinate with staff to wear rainbow flag pins on state and nationwide LGBTQ days
- Partner with a local charity to try out a new program which supports and assists the poverty stricken
- Update and market the mental health collection
- Keep current and market the LBGTQ collection

Key:

P = Pending

IP = In Progress

✓ = Completed

**CORRESPONDENCE RECEIVED FROM JANUARY 16, 2018 THROUGH
FEBRUARY 19, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

NO CORRESPONDENCE RECEIVED