

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
April 16, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM FEBRUARY 19, 2018 – FOR ACTION

D. 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.

E. CLOSED SESSION TO DISCUSS PROBABLE, IMMINENT, OR PENDING LITIGATION AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS

F. INTRODUCTION OF VISITORS

1. Chris McClure from McClure, Inserra & Company
2. Michael Barnes, Architect from Wight & Co.

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

H. COMMITTEE REPORTS

1. Building and Maintenance
 - a. Building Committee Special Meeting on March 12, 2018– For Discussion
 - b. Approval of the Building Committee’s Special Meeting Minutes on March 12, 2018 – For Action
Motion to approve the Building Committee’s Special Meeting Minutes on March 12, 2018
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

I. LIBRARIANS’ REPORT/STAFF REPORTS

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Approval of the HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316.
Motion to approve the HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316.
2. Accept the 2017 Orland Park Public Library Audit by McClure, Inserra & Company – For Action
Motion to accept the 2017 Orland Park Public Library Audit by McClure Inserra & Company
3. Approval of the revisions to the Smart Lab Policy – For Action
Motion to approve the revisions to the Smart Lab Policy
4. Approval of the revisions to the Circulation Policy – For Action
Motion to approve the revisions to the Circulation Policy
5. Approval of the revisions to the Study Room Policy – For Action
Motion to approve the revisions to the Study Room Policy
6. Approval of the revisions to the Meeting Room Policy – For Action
Motion to approve the revisions to the Meeting Room Policy
7. Approval of the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650 – For Action
Motion to approve the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650
8. Approval of Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases – For Action
Motion to approve of Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases

9. Approval for Orland Park Public Library Board Trustee members to attend the “Funding and Design for a Renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each –For Action
Motion to approve Orland Park Public Library Board Trustee members to attend the “Funding and Design for a renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each

10. Approval for Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each –For Action
Motion to approve Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each.

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 19, 2018

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

Call To Order

Members present: Christian Barcelona, Elan Kleis, Diane Jennings, Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Joanna Leafblad

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

Trustee Healy motioned to approve the January 15, 2018 minutes. Secretary Kleis seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; McMillan – aye, McShane – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Andy Masura, Adult Services Manager
Kelly Cuci, Outreach Services Manager
Wendy Xie, Technical Services Manager
Theresa Hildebrand, Patron Services Manager
Brandi Smits, Youth Services Manager
Ian Lashbrook, Digital Services Manager

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Secretary Kleis moved to accept the Treasurer's Report for January, 2018. Trustee McShane seconded. Trustee McMillan wanted to confirm the property taxes receivables and deferred income matched up with the levy. Finance Manager Kimmey confirmed yes and said the taxes receivables and deferred income will go away as the library receives tax receipts from the counties.

Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Treasurer Jennings moved to accept the payment of bills listing from 1/16/18-2/15/18. President Barcelona seconded. Trustee Healy inquired as to why health insurance budget line was over by \$17,000. Finance Manager Kimmey said this was due to the library's contribution to the HSA staff accounts which is paid out in January. The contribution is contributed to the HSA accounts of those full-time staff who belong to the plan.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The new Digital Services Manager, Ian Lashbrook, introduced himself and mentioned he is excited to be planning some new technology based programs such as “Cable No More”, helping patrons find other options to view television programming. He also stated that he will be working on the security camera project which will entail installing cameras in the study rooms.

Librarian's Report

President Barcelona, Assistant Director Adamowski, Public Relations Manager Boyd and Director Weimar attended the Illinois Library Association's Legislative Meet-Up on February 16. Only a handful of legislators attended Friday's event. House Representative Margo McDermed, who is a great supporter of libraries, was in attendance. We were encouraged by her enthusiasm for public libraries. Legislation has been stalled due to the election and the consensus by those in attendance was that nothing will be done until after the November election. President Barcelona mentioned legislators would be busy until after the primary election in March. Assistant Director Adamowski, Public Relations Manager Boyd and Director Weimar will be attending the free Southwest Conference of Mayors Expo on March 10 along with President Barcelona. The library will be hosting a table to promote the library's services and programs. At the recent Zone 5 meeting, Director Weimar asked other area library directors to commit to this opportunity.

About forty staff members were able to view the RAILS webinar Sexual Harassment in Your Workplace on February 14. The webinar has been archived for a limited time and department managers were encouraged to make time for staff to view it. The In-Service Day in August will also discuss this topic.

Assistant Director Adamowski and Library Director Weimar attended the January Orland Chamber of Commerce meeting hosted at the Bridge Teen Center. The topic was on legislation affecting businesses. Besides health care costs, Net Neutrality was explained. The ILA Meet-Up on Friday also discussed net neutrality and the possibility of the state putting forth separate legislation of their own.

Patron Services Manager Hildebrand talked about how our circulation statistics showed a slight increase, but very noticeably are the stats for OverDrive and Hoopla. She confirmed there have been over 1000 more Overdrive checkouts in January 2018 vs 2017. Adult Services has been closely monitoring the patron holds list in OverDrive and have increased the number of copies for many titles. The library also increased the number of checkouts allowed in Hoopla resulting in over 600 additional Hoopla checkouts from last January. Outreach staff went to several schools and did a presentation on the library's NASA collection reaching about 150 students. Both the musical program “Cabaret” in the afternoon and the Clarence Goodman Showcase in the lobby on Friday were well-attended with over seventy for the afternoon program and over 100 for last Friday evening's musical showing. As always, historical programs are of big interest to the patrons, and over eighty patrons attended “The British Bulldog: Winston S. Churchill” on Valentine's Day. Despite the inclement weather over fifty parents ventured out on the Saturday after the big snowfall to attend the Preschool Fair. The Teen Service projects were very successful over the holidays. Teen Librarian Erin Fixel and her Teen Inc Service Club are collecting pop top tabs for the Ronald McDonald House Charities. The teen programs are being well-attended, a full house of ten for the first-ever Escape Room and another full-house on Friday of 20 participants making bath bombs.

Adult Services Manager Masura talked about the Blizzard of Books adult winter reading program which has registered of over 300 patrons so far with 184 having already finished the program. Masura also mentioned the February Blind Date with a Book ongoing program has been very well received by patrons.

For the last several months Administration has been in the process of onboarding new department managers. This is an ongoing process, and at the same time, the new evaluation tool is now in place. Managers and supervisors are meeting with their staff to discuss individual goals as they relate to their job descriptions and tasks. A mid-year review will be conducted by supervisors in early June, with the 2018 evaluations due by mid-August to keep on track with the budget cycle as the Board decides on 2019 salaries.

The Village of Orland Park filed an application for 2017 Real Estate Tax Exemption with the Cook County Board of Review on the parcel of land at 15430 West Avenue.

Outreach Services Manager Cuci gave an update on the digitizing of archival items project.

Thank you to Maintenance Superintendent Steve Newman, Maintenance Assistant Joe Ebert and Custodian Tom East for their excellent work in clearing the snow around the library during the recent snowfall on February 9th weekend. They shoveled and plowed the entrances to the building, parking spaces and sidewalks for easy access for patrons and staff when the building reopened on February 10. The riding snowplow's gearbox broke and the plow was nonoperational that weekend. The snow was handled using shovels and one snow blower. Steve ordered a new gearbox for the snowplow and is currently repairing it. Steve is also researching the cost for a larger snow blower to purchase for future snow removal.

Steve Newman will attend the Trane Tracer SC Operator Training class on February 20. The all-day session is intended to assist Steve in becoming more familiar with the operation and maintenance of the new system. The Tracer SC provides web-based details that can be retrieved through Steve's smartphone and offers him easy access to the building's HVAC schedule and operation.

Administration is in the process of choosing paint colors to be considered to paint the walls in Room 104. The library has recently introduced more color into its décor such as the lobby pillars, the study rooms in both Youth and Adult Services, as well as the staff offices. By painting the walls of Room 104 the library hopes to offer a more inviting look as patrons enter the room for the numerous programs offered.

The library will be offering CPR/AED training to PICs and staff on Sunday, March 4 at 10:00 a.m. The training is intended for all PICs whose two-year certification is expired and for interested staff members. Lt. Chris Smith of the Orland Fire Protection District will be presenting the hands-on session. A mandatory meeting for all PICs will immediately follow the CPR training.

No reports at this time.

No reports at this time. Committee Chair Barcelona scheduled a meeting for March 5th at 7:00 p.m. Due to the PLA Conference, the March 19th regularly scheduled Board Meeting will be cancelled.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

None.

**Unfinished
Business**

Approval of the revisions to the Program Attendance Policy– For Action

New Business

Secretary Kleis motioned to approve the revisions to the Program Attendance Policy. Treasurer Jennings seconded.

As suggested by Youth Services Manager Smits the Winter and Summer reading programs will now be open to all patrons with a valid library card.

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Secretary Kleis motioned 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. Treasurer Jennings seconded.

Library Director Weimar stated the amount includes the pre-conference session, flight, hotel, shuttle bus and daily per diem.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the revisions to the Employee Handbook, including the Organizational Chart – For Action

Trustee McMillan motioned to approve as amended the revisions to the Employee Handbook, including the Organizational Chart. Secretary Kleis seconded.

Trustee Healy suggested adding an example for the full-time vacation section and making the unused vacation time a separate section. Trustee McMillan agreed. Trustee Healy would also like the Organizational Chart edited so it is clearer to see which employees report to whom. Trustee McMillan would like a version of the chart with employee names on it.

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

Motion passed. 6 ayes, 0 nays, 1 absent

2016-2017 Strategic Plan Review – For Discussion

Public Information Manager Boyd presented an overview of the 2016-2017 Strategic Plan, which has concluded.

Approval of the 2018 Strategic Plan – For Action

Secretary Kleis motioned to approve the 2018 Strategic Plan. Trustee McShane seconded.

Public Information Manager Boyd presented the 2018 Strategic Plan. The new Strategic Plan is meant to be an abbreviated plan, as it is for only one year. Further discussion of the facility improvements will affect 2019 Strategic Plan.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Director Weimar stated the Public Library Association Conference is March 19-24. Since the next regularly scheduled Board Meeting is scheduled for March 19 and Managers and a trustee will be attending the conference, it has been decided to cancel the March Board meeting.

Announcements

Secretary Kleis moved to adjourn the meeting and it was seconded by Trustee Healy.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:52 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 February 28, 2018

Revenues

There have been significant tax receipts in February, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities providing higher rates of returns.

Expenditures

Total Expenditures were \$ 89,340 under budget for the month and \$ 129,651 under budget on a year-to-date basis.

Salaries is under budget by \$ 12,808 for February and \$ 20,177 under budget on a year-to-date basis. There are a few open positions at this time.

Books are \$ 723 over budget for the month, but under budget on a year-to-date basis.

Audio Visual Materials is over budget by \$ 1,903 for February and over budget on a year-to-date basis.

Outreach Services is over budget for the month by \$ 1,020 and over budget on a year-to-date basis.

Audit is over budget by \$ 571 for February, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
February 28, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	283,256	0	70,540		353,796
Cash - Marquette E-Commerce	4,982				4,982
PMA Financial Investments	5,634,637	1,077,733		715,990	7,428,359
Tax Receipts - Marquette	345,436			102,823	448,260
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	38,401	2,878		2,644	43,923
Property Taxes Receivable	4,429,247			1,398,519	5,827,767
Prepaid Expenses	142,827				142,827
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,879,087</u>	<u>1,083,151</u>	<u>70,540</u>	<u>2,219,976</u>	<u>14,252,755</u>
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	4,429,247	0	0	1,398,519	5,827,767
Accounts Payable	26,282	0	0	0	26,282
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	36,242	36,242
Total Liabilities	<u>4,455,684</u>	<u>0</u>	<u>0</u>	<u>1,434,761</u>	<u>5,890,445</u>
Beginning Unrestricted Fund Balance	6,246,847	1,081,040	70,379	541,853	7,940,119
Fund Balance - Nonspendable	142,827	0	0	0	142,827
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	<u>20,133</u>	<u>2,111</u>	<u>161</u>	<u>243,362</u>	<u>265,767</u>
Ending Fund Balance	<u>6,423,404</u>	<u>1,083,151</u>	<u>70,540</u>	<u>785,215</u>	<u>8,362,311</u>
Total Liabilities & Fund Balance	<u>10,879,088</u>	<u>1,083,151</u>	<u>70,540</u>	<u>2,219,976</u>	<u>14,252,755</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	597,722	443,750	134.70%	843,753	887,500	15.85%	5,325,000
Impact Fees	0	833	0.00%	1,500	1,667	15.00%	10,000
Replacement Taxes	0	1,667	0.00%	1,475	3,333	7.38%	20,000
State Grants	0	3,333	0.00%	500	6,667	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	833	0.00%	5,000
Fines	3,688	4,583	80.48%	9,304	9,167	16.92%	55,000
Gifts	0	833	0.00%	50	1,667	0.50%	10,000
Copy Machine	1,141	1,000	114.11%	2,420	2,000	20.17%	12,000
Interest Income	4,787	3,833	124.89%	10,371	7,667	22.55%	46,000
Miscellaneous Income	670	750	89.33%	1,446	1,500	16.07%	9,000
Total Revenues	608,008	461,000	131.89%	870,819	922,002	15.74%	5,532,000
Expenditures							
Salaries	209,014	221,822	94.23%	423,465	443,642	15.91%	2,661,859
Salaries-Maintenance	9,296	10,295	90.30%	20,067	20,590	16.24%	123,541
Life/Health Insurance	33,970	43,333	78.39%	94,516	86,667	18.18%	520,000
Books	31,390	30,667	102.36%	56,901	61,333	15.46%	368,000
Electronic Databases	6,779	8,167	83.01%	13,459	16,333	13.73%	98,000
Periodicals	2,990	3,250	91.99%	6,032	6,500	15.47%	39,000
Audio Visual Materials	15,236	13,333	114.27%	34,726	26,667	21.70%	160,000
Audio Visual Equipment	0	63	0.00%	0	125	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	575	1,021	56.29%	1,636	2,042	13.35%	12,250
Insurance	4,097	4,292	95.45%	8,193	8,583	15.91%	51,500
Landscaping & Groundskeeping	1,997	2,000	99.83%	2,976	4,000	12.40%	24,000
Building Maintenance	11,517	40,417	28.50%	22,036	80,833	4.54%	485,000
Security System	781	6,250	12.50%	1,562	12,500	2.08%	75,000
Library Office & Equipment	0	63	0.00%	0	125	0.00%	750
Legal	3,416	6,250	54.66%	4,394	12,500	5.86%	75,000
Library Consultant	0	1,333	0.00%	1,750	2,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	915	1,667	9.15%	10,000
Natural Gas	2,530	3,292	76.84%	6,224	6,583	15.76%	39,500
Telephone	567	750	75.56%	965	1,500	10.73%	9,000
Purchase - New Equipment	0	1,250	0.00%	8,223	2,500	54.82%	15,000
Building & Custodial Supplies	2,390	3,125	76.48%	6,248	6,250	16.66%	37,500
Building Repairs	0	1,500	0.00%	83	3,000	0.46%	18,000
Lib. & Off. Eqpt Rep. & Maint	923	1,500	61.51%	2,700	3,000	15.00%	18,000
Machine Rental	233	200	116.51%	233	400	9.71%	2,400
Automation - Equipment	2,792	6,167	45.27%	2,835	12,333	3.83%	74,000
Automation - Line Costs	287	458	62.66%	633	917	11.50%	5,500
Automation - Consultant	5,002	6,250	80.03%	10,676	12,500	14.24%	75,000
Automation - Maintenance	6,239	7,500	83.19%	14,053	15,000	15.61%	90,000
Library Furniture	0	3,333	0.00%	0	6,667	0.00%	40,000
Outreach Services	1,645	625	263.19%	1,906	1,250	25.41%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,255	1,333	15.69%	8,000
Staff Training & Education	455	2,000	22.75%	2,984	4,000	12.43%	24,000
Conference Fees	0	500	0.00%	375	1,000	6.25%	6,000
Patron Programs & Events	1,191	3,583	33.24%	3,061	7,167	7.12%	43,000
Association Dues & Fees	0	583	0.00%	1,015	1,167	14.50%	7,000
Public Information	1,895	3,333	56.85%	2,022	6,667	5.06%	40,000
Library Supplies	2,896	3,750	77.22%	12,554	7,500	27.90%	45,000
Office Supplies	229	500	45.83%	617	1,000	10.28%	6,000
Postage	900	1,167	77.13%	916	2,333	6.54%	14,000
Printing	0	583	0.00%	0	1,167	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,134	20,250	94.49%	38,641	40,500	15.90%	243,000
Contribution to FICA	16,345	17,750	92.09%	33,218	35,500	15.60%	213,000
Audit	1,600	1,029	155.49%	1,600	2,058	12.96%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	5,003	9,500	8.78%	57,000
Unemployment Compensation	20	337	5.93%	20	667	0.50%	4,000
Bank Charges	0	50	0.00%	0	100	0.00%	600
Total Expenditures	400,831	490,171	81.77%	850,687	980,338	14.46%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	207,178	(29,171)		20,133	(58,332)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	207,178	(29,171)		20,133	(58,332)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended February 28, 2018

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	188,754	266,448
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	1,030	2,111	5	11	515	1,075
Capital Campaign	0	0	0	150	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,030	2,111	5	161	189,269	267,523
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	24,161
Total Expenditures	0	0	0	0	12,081	24,161
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,030	2,111	5	161	177,188	243,362
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,030	2,111	5	161	177,188	243,362

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						320.25
	Bill Pmt -Check	57625	02/27/2018	Comcast Cable	101010 · Cash - Marquette	-268.83
	Bill	2/3/18	02/03/2018		104575 · Automation - Line Costs	206.43
					104520 · Telephone	62.40
TOTAL						<u>268.83</u>
	Bill Pmt -Check	57626	02/27/2018	Conserv FS, Inc	101010 · Cash - Marquette	-42.95
	Bill	66018611	02/06/2018		104530 · Building & Custodial Supplies	42.95
TOTAL						<u>42.95</u>
	Bill Pmt -Check	57627	02/27/2018	Current Technologies Corporation	101010 · Cash - Marquette	-3,067.02
	Bill	8129	02/26/2018		104570 · Automation - Equipment	2,391.81
	Bill	8130	02/26/2018		104580 · Automation - Maintenance	675.21
TOTAL						<u>3,067.02</u>
	Bill Pmt -Check	57628	02/27/2018	Findaway World, LLC	101010 · Cash - Marquette	-3,468.02
	Bill	240120	01/01/2018		104341 · Audio Visual Materials - Youth	2,529.82
	Bill	239570	01/01/2018		104340 · Audio Visual Materials - Adult	39.98
	Bill	241031	01/10/2018		104341 · Audio Visual Materials - Youth	429.12
	Bill	241932	01/18/2018		104340 · Audio Visual Materials - Adult	19.99
	Bill	242238	01/23/2018		104340 · Audio Visual Materials - Adult	429.12
	Bill	244484	02/12/2018		104340 · Audio Visual Materials - Adult	19.99
TOTAL						<u>3,468.02</u>
	Bill Pmt -Check	57629	02/27/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,169.99
	Bill	63150964	02/08/2018		104312 · Books - Outreach	610.18
	Bill	63150902	02/08/2018		104310 · Books - Adult	59.98
	Bill	63151687	02/08/2018		104310 · Books - Adult	55.98
	Bill	63150949	02/08/2018		104310 · Books - Adult	29.59
	Bill	63150931	02/08/2018		104310 · Books - Adult	27.19
	Bill	63150846	02/08/2018		104310 · Books - Adult	30.39

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	63161853	02/09/2018		104312 · Books - Outreach	12.80
Bill	63188610	02/12/2018		104312 · Books - Outreach	180.73
Bill	63201270	02/13/2018		104310 · Books - Adult	29.59
Bill	63212697	02/14/2018		104310 · Books - Adult	24.00
Bill	63213085	02/14/2018		104310 · Books - Adult	27.19
Bill	63222435	02/15/2018		104312 · Books - Outreach	30.39
Bill	63222298	02/15/2018		104310 · Books - Adult	30.39
Bill	63222943	02/15/2018		104310 · Books - Adult	21.59
TOTAL					1,169.99
Bill Pmt -Check	57630	02/27/2018	Gareth Stevens Publishing	101010 · Cash - Marquette	-387.00
Bill	GL201993l	02/09/2018		104311 · Books - Youth	387.00
TOTAL					387.00
Bill Pmt -Check	57631	02/27/2018	Garvey's Office Products	101010 · Cash - Marquette	-26.35
Bill	PINV1485530	02/13/2018		104720 · Office Supplies	26.35
TOTAL					26.35
Bill Pmt -Check	57632	02/27/2018	ID Label Inc.	101010 · Cash - Marquette	-1,415.00
Bill	0109150-IN	02/02/2018		104710 · Library Supplies	1,415.00
TOTAL					1,415.00
Bill Pmt -Check	57633	02/27/2018	Illinois Humanities Council	101010 · Cash - Marquette	-75.00
Bill	2/14/18	02/14/2018		104640 · Patron Programs&Events-Outreach	75.00
TOTAL					75.00
Bill Pmt -Check	57634	02/27/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-70.00
Bill	1/31/18	02/01/2018		104495 · Legal	70.00
TOTAL					70.00
Bill Pmt -Check	57635	02/27/2018	Ingram Library Services	101010 · Cash - Marquette	-7,565.57

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	See Detail List	02/27/2018		104310 · Books - Adult	2,357.59
				104312 · Books - Outreach	515.58
				104311 · Books - Youth	4,692.40
TOTAL					<u>7,565.57</u>
Bill Pmt -Check	57636	02/27/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-61.85
Bill	2/16/18	02/16/2018		104495 · Legal	25.90
Bill	4301-002	02/16/2018		104495 · Legal	35.95
TOTAL					<u>61.85</u>
Bill Pmt -Check	57637	02/27/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-680.31
Bill	9004285144	02/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	680.31
TOTAL					<u>680.31</u>
Bill Pmt -Check	57638	02/27/2018	Lerner Publishing Group	101010 · Cash - Marquette	-138.93
Bill	1276994	02/02/2018		104311 · Books - Youth	138.93
TOTAL					<u>138.93</u>
Bill Pmt -Check	57639	02/27/2018	MailFinance	101010 · Cash - Marquette	-233.01
Bill	N6996401	02/11/2018		104560 · Machine Rental	233.01
TOTAL					<u>233.01</u>
Bill Pmt -Check	57640	02/27/2018	Maqbool Rashid	101010 · Cash - Marquette	-250.00
Bill	2/26/18	02/26/2018		104660 · Public Information	250.00
TOTAL					<u>250.00</u>
Bill Pmt -Check	57641	02/27/2018	Mary G. Adamowski	101010 · Cash - Marquette	-27.00
Bill	2/22/18	02/22/2018		104530 · Building & Custodial Supplies	27.00
TOTAL					<u>27.00</u>
Bill Pmt -Check	57642	02/27/2018	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-1,600.00

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	9850	02/02/2018		104920 · Audit	1,600.00
TOTAL					<u>1,600.00</u>
Bill Pmt -Check	57643	03/01/2018	Megan Wells	101010 · Cash - Marquette	-300.00
Bill	3/8/18	03/08/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	57644	02/27/2018	Midwest Tape	101010 · Cash - Marquette	-68.78
Bill	95801640	02/07/2018		104340 · Audio Visual Materials - Adult	68.78
TOTAL					<u>68.78</u>
Bill Pmt -Check	57645	02/27/2018	Neopost USA Inc	101010 · Cash - Marquette	-363.00
Bill	1533422	02/22/2018		104730 · Postage	181.50
Bill	15333421	02/22/2018		104730 · Postage	181.50
TOTAL					<u>363.00</u>
Bill Pmt -Check	57646	02/27/2018	Northern Illinois Lake and Pond Mgmt.	101010 · Cash - Marquette	-1,017.50
Bill	884	02/19/2018		104440 · Landscaping & Groundskeeping	1,017.50
TOTAL					<u>1,017.50</u>
Bill Pmt -Check	57647	02/27/2018	OverDrive, Inc.	101010 · Cash - Marquette	-913.85
Bill	04125CO18025687	02/08/2018		104310 · Books - Adult	39.95
Bill	04125CO18027169	02/12/2018		104311 · Books - Youth	240.90
Bill	04125DA18028516	02/13/2018		104340 · Audio Visual Materials - Adult	285.00
				104310 · Books - Adult	65.00
Bill	04125CO18031735	02/20/2018		104310 · Books - Adult	283.00
TOTAL					<u>913.85</u>
Bill Pmt -Check	57648	02/27/2018	Penguin Random House LLC	101010 · Cash - Marquette	-348.75
Bill	1086336782	02/02/2018		104342 · Audio Visual Materials-Outreach	26.25

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Type	Num	Date	Name	Account	Original Amount
Bill	1086336781	02/02/2018		104340 · Audio Visual Materials - Adult	26.25
Bill	1086453480	02/09/2018		104342 · Audio Visual Materials-Outreach	116.25
Bill	1086453469	02/09/2018		104340 · Audio Visual Materials - Adult	116.25
Bill	1086549445	02/15/2018		104342 · Audio Visual Materials-Outreach	63.75
TOTAL					348.75
Bill Pmt -Check	57649	02/27/2018	Quill Corporation	101010 · Cash - Marquette	-73.22
Bill	4770368	02/12/2018		104530 · Building & Custodial Supplies	73.22
TOTAL					73.22
Bill Pmt -Check	57650	02/27/2018	Recorded Books, INC	101010 · Cash - Marquette	-201.46
Bill	75711008	01/29/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75715628	01/30/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75715768	01/30/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75716273	01/31/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75720232	02/06/2018		104341 · Audio Visual Materials - Youth	41.40
Bill	75722717	02/08/2018		104341 · Audio Visual Materials - Youth	20.60
TOTAL					201.46
Bill Pmt -Check	57651	02/27/2018	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-2,479.65
Bill	705655	02/01/2018		104450 · Building Maintenance	2,479.65
TOTAL					2,479.65
Bill Pmt -Check	57652	02/27/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,600.00
Bill	2/15/18	02/15/2018		102160 · 457 Plan W/H Payable	2,600.00
TOTAL					2,600.00
Bill Pmt -Check	57653	02/27/2018	Rourke Publishing	101010 · Cash - Marquette	-693.35
Bill	02487	02/01/2018		104311 · Books - Youth	22.95
Bill	002489	02/01/2018		104311 · Books - Youth	20.95
Bill	002490	02/01/2018		104311 · Books - Youth	230.45
Bill	002488	02/01/2018		104311 · Books - Youth	419.00

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	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						693.35
	Bill Pmt -Check	57654	02/27/2018	Sprint	101010 · Cash - Marquette	-184.08
	Bill	336044821-158	02/01/2018		104520 · Telephone	184.08
TOTAL						<u>184.08</u>
	Bill Pmt -Check	57655	03/01/2018	Stephen Szabados	101010 · Cash - Marquette	-175.00
	Bill	3/6/18	03/06/2018		104640 · Patron Programs&Events-Outreach	175.00
TOTAL						<u>175.00</u>
	Bill Pmt -Check	57656	02/27/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-470.51
	Bill	5637	02/12/2018		104530 · Building & Custodial Supplies	470.51
TOTAL						<u>470.51</u>
	Bill Pmt -Check	57657	02/27/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,341.00
	Bill	2/15/18	02/15/2018		104340 · Audio Visual Materials - Adult	6,040.83
					104341 · Audio Visual Materials - Youth	3,062.75
					104342 · Audio Visual Materials-Outreach	422.31
					104310 · Books - Adult	48.34
					104312 · Books - Outreach	66.21
					104710 · Library Supplies	68.70
					104530 · Building & Custodial Supplies	90.93
					104642 · Patron Programs & Events-Youth	147.46
					104570 · Automation - Equipment	399.88
					104720 · Office Supplies	32.50
TOTAL						<u>10,379.91</u>
	Bill Pmt -Check	57658	02/27/2018	The Penworthy Company	101010 · Cash - Marquette	-3,830.62
	Bill	0537534-IN	02/14/2018		104311 · Books - Youth	79.64
	Bill	0537539-IN	02/14/2018		104311 · Books - Youth	903.91
	Bill	0537541-IN	02/14/2018		104311 · Books - Youth	907.14
	Bill	0537554-IN	02/14/2018		104311 · Books - Youth	216.63

Orland Park Public Library
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Type	Num	Date	Name	Account	Original Amount
Bill	0537548-IN	02/14/2018		104311 · Books - Youth	876.01
Bill	053550-IN	02/14/2018		104311 · Books - Youth	847.29
TOTAL					<u>3,830.62</u>
Bill Pmt -Check	57659	02/27/2018	Today's Business Solutions, Inc.	101010 · Cash - Marquette	-253.25
Bill	7752	02/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	253.25
TOTAL					<u>253.25</u>
Bill Pmt -Check	57660	02/27/2018	Trane U.S. Inc.	101010 · Cash - Marquette	-87.12
Bill	3717864 2	02/01/2018		104530 · Building & Custodial Supplies	87.12
TOTAL					<u>87.12</u>
Bill Pmt -Check	57661	03/09/2018	ADP, LLC	101010 · Cash - Marquette	-481.75
Bill	510227568	03/02/2018		104420 · Accounting	481.75
TOTAL					<u>481.75</u>
Bill Pmt -Check	57662	03/09/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2221	03/01/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57663	03/09/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	2/28/2018 Bill	02/28/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57664	03/09/2018	Bal Industries	101010 · Cash - Marquette	-1,440.00
Bill	38946	02/22/2018		104450 · Building Maintenance	1,440.00
TOTAL					<u>1,440.00</u>
Bill Pmt -Check	57665	03/09/2018	Ben Bedford	101010 · Cash - Marquette	-400.00

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	75722490	02/08/2018		104340 · Audio Visual Materials - Adult	130.49
Bill	75725520	02/14/2018		104341 · Audio Visual Materials - Youth	31.49
Bill	75725790	02/14/2018		104341 · Audio Visual Materials - Youth	40.50
Bill	75726132	02/15/2018		104341 · Audio Visual Materials - Youth	76.50
Bill	75726565	02/15/2018		104341 · Audio Visual Materials - Youth	26.99
Bill	75727978	02/21/2018		104341 · Audio Visual Materials - Youth	22.49
TOTAL					<u>745.91</u>
Bill Pmt -Check	57700	03/09/2018	Rourke Publishing	101010 · Cash - Marquette	-20.95
Bill	002489 2	02/01/2018		104311 · Books - Youth	20.95
TOTAL					<u>20.95</u>
Bill Pmt -Check	57701	03/09/2018	Salem Press	101010 · Cash - Marquette	-463.32
Bill	159467	02/20/2018		104310 · Books - Adult	463.32
TOTAL					<u>463.32</u>
Bill Pmt -Check	57702	03/09/2018	Sprint	101010 · Cash - Marquette	-194.11
Bill	336044821-159	03/02/2018		104520 · Telephone	194.11
TOTAL					<u>194.11</u>
Bill Pmt -Check	57703	03/09/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-473.00
Bill	16875	02/19/2018		104530 · Building & Custodial Supplies	28.00
Bill	5682	02/21/2018		104530 · Building & Custodial Supplies	445.00
TOTAL					<u>473.00</u>
Bill Pmt -Check	57704	03/09/2018	Village of Orland Park Water	101010 · Cash - Marquette	-915.45
Bill	1/31/2018 Water	01/31/2018		104515 · Water & Sewer	915.45
TOTAL					<u>915.45</u>
Bill Pmt -Check	57705	03/09/2018	World Book, Inc.	101010 · Cash - Marquette	-999.00
Bill	0001572744	02/21/2018		104311 · Books - Youth	999.00

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57615	02/27/2018	ABDO-Spotlight-Magic Wagon	101010 · Cash - Marquette	-1,741.70
Bill	217659	02/07/2018		104311 · Books - Youth	373.05
Bill	217658	02/07/2018		104311 · Books - Youth	1,199.10
Bill	217657	02/07/2018		104311 · Books - Youth	169.55
TOTAL					<u>1,741.70</u>
Bill Pmt -Check	57616	02/27/2018	ADP, LLC	101010 · Cash - Marquette	-477.20
Bill	509405676	02/16/2018		104420 · Accounting	477.20
TOTAL					<u>477.20</u>
Bill Pmt -Check	57617	02/27/2018	AT&T	101010 · Cash - Marquette	-80.56
Bill	2/12/18	02/12/2018		104575 · Automation - Line Costs	80.56
TOTAL					<u>80.56</u>
Bill Pmt -Check	57618	02/27/2018	Blackstone Publishing	101010 · Cash - Marquette	-84.80
Bill	966719	02/12/2018		104342 · Audio Visual Materials-Outreach	84.80
TOTAL					<u>84.80</u>
Bill Pmt -Check	57619	02/27/2018	Brodart Co.	101010 · Cash - Marquette	-244.80
Bill	493473	02/20/2018		104710 · Library Supplies	244.80
TOTAL					<u>244.80</u>
Bill Pmt -Check	57620	02/27/2018	Cash	101010 · Cash - Marquette	-266.19
Bill	2/2718	02/27/2018		104530 · Building & Custodial Supplies	11.42
				104620 · Staff Training & Education	9.42
				104320 · Periodicals - Adult	1.00
				104320 · Periodicals - Adult	1.00
				104641 · Patron Programs & Events-Adult	16.00
				104730 · Postage	5.89
				104642 · Patron Programs & Events-Youth	8.55

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104730 · Postage	9.25
				104642 · Patron Programs & Events-Youth	6.63
				104730 · Postage	10.00
				104620 · Staff Training & Education	6.54
				104620 · Staff Training & Education	6.07
				104620 · Staff Training & Education	6.57
				104620 · Staff Training & Education	6.57
				104620 · Staff Training & Education	7.96
				104620 · Staff Training & Education	10.65
				104730 · Postage	5.21
				104530 · Building & Custodial Supplies	10.10
				104530 · Building & Custodial Supplies	83.78
				104620 · Staff Training & Education	7.85
				104730 · Postage	6.70
				104642 · Patron Programs & Events-Youth	9.03
				104950 · Bank Charges	20.00
TOTAL					<u>266.19</u>
Bill Pmt -Check	57621	02/27/2018	Center Point Large Print	101010 · Cash - Marquette	-70.11
Bill	1554475	02/03/2018		104312 · Books - Outreach	70.11
TOTAL					<u>70.11</u>
Bill Pmt -Check	57622	02/27/2018	Chicago Sun-Times	101010 · Cash - Marquette	-231.40
Bill	2/26/18	02/26/2018		104320 · Periodicals - Adult	231.40
TOTAL					<u>231.40</u>
Bill Pmt -Check	57623	02/27/2018	Circle Tractor	101010 · Cash - Marquette	-439.56
Bill	01-217398	02/09/2018		104530 · Building & Custodial Supplies	12.38
Bill	01-217682	02/15/2018		104530 · Building & Custodial Supplies	427.18
TOTAL					<u>439.56</u>
Bill Pmt -Check	57624	02/27/2018	Comcast	101010 · Cash - Marquette	-320.25
Bill	61449209	02/01/2018		104520 · Telephone	320.25

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Type	Num	Date	Name	Account	Original Amount
Bill	3/16/18	03/16/2018		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	57666	03/09/2018	Bennett A. Joseph	101010 · Cash - Marquette	-500.00
Bill	3/26/18	03/26/2018		104642 · Patron Programs & Events-Youth	500.00
TOTAL					500.00
Bill Pmt -Check	57667	03/09/2018	Blackstone Publishing	101010 · Cash - Marquette	-188.04
Bill	969270	02/23/2018		104342 · Audio Visual Materials-Outreach	158.70
Bill	9710156	02/28/2018		104342 · Audio Visual Materials-Outreach	29.34
TOTAL					188.04
Bill Pmt -Check	57668	03/09/2018	Blick Art Materials	101010 · Cash - Marquette	-83.76
Bill	9047156	02/27/2018		104710 · Library Supplies	83.76
TOTAL					83.76
Bill Pmt -Check	57669	03/09/2018	Bob Kann	101010 · Cash - Marquette	-250.00
Bill	3/20/18	03/20/2018		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt -Check	57670	03/09/2018	Cardmember Service	101010 · Cash - Marquette	-2,868.66
Bill	February Statement	03/05/2018		104620 · Staff Training & Education	36.10
				104570 · Automation - Equipment	99.00
				104470 · Library Office & Equipment	74.85
				104470 · Library Office & Equipment	184.84
				104530 · Building & Custodial Supplies	19.95
				104642 · Patron Programs & Events-Youth	5.99
				104530 · Building & Custodial Supplies	160.06
				104650 · Association Dues & Fees	45.00
				104530 · Building & Custodial Supplies	69.55
				104642 · Patron Programs & Events-Youth	107.86
				104642 · Patron Programs & Events-Youth	4.39

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104642 · Patron Programs & Events-Youth	157.56
				104650 · Association Dues & Fees	217.00
				104642 · Patron Programs & Events-Youth	51.66
				104642 · Patron Programs & Events-Youth	35.94
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	99.64
				104530 · Building & Custodial Supplies	18.22
				104530 · Building & Custodial Supplies	33.96
				104640 · Patron Programs&Events-Outreach	5.99
				104620 · Staff Training & Education	15.00
				104530 · Building & Custodial Supplies	13.98
				104530 · Building & Custodial Supplies	7.67
				104641 · Patron Programs & Events-Adult	29.22
				104650 · Association Dues & Fees	100.00
				104650 · Association Dues & Fees	100.00
				104641 · Patron Programs & Events-Adult	24.97
				104320 · Periodicals - Adult	147.06
				104530 · Building & Custodial Supplies	61.06
				104341 · Audio Visual Materials - Youth	22.26
				104341 · Audio Visual Materials - Youth	8.48
				104530 · Building & Custodial Supplies	21.26
				104530 · Building & Custodial Supplies	18.10
				104530 · Building & Custodial Supplies	544.61
				104530 · Building & Custodial Supplies	64.91
				104570 · Automation - Equipment	149.99
TOTAL					2,883.63
Bill Pmt -Check	57671	03/09/2018	Cherry Lake Publishing	101010 · Cash - Marquette	-161.79
Bill	109964	02/02/2018		104311 · Books - Youth	39.90
Bill	109963	02/02/2018		104311 · Books - Youth	19.95
Bill	109962	02/02/2018		104311 · Books - Youth	101.94
TOTAL					161.79
Bill Pmt -Check	57672	03/09/2018	CIBC	101010 · Cash - Marquette	-2,800.00
Bill	3/8/18	03/08/2018		104230 · Life/Health Insurance	2,800.00

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						2,800.00
	Bill Pmt -Check	57673	03/09/2018	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
	Bill	7396	03/01/2018		104230 · Life/Health Insurance	480.00
TOTAL						480.00
	Bill Pmt -Check	57674	03/09/2018	Dirk Spence	101010 · Cash - Marquette	-375.00
	Bill	3/31/18	03/31/2018		104642 · Patron Programs & Events-Youth	375.00
TOTAL						375.00
	Bill Pmt -Check	57675	03/09/2018	Donna Herula	101010 · Cash - Marquette	-350.00
	Bill	3/15/18	03/15/2018		104640 · Patron Programs&Events-Outreach	350.00
TOTAL						350.00
	Bill Pmt -Check	57676	03/09/2018	Envisionware, Inc.	101010 · Cash - Marquette	-2,373.30
	Bill	INV-US-35221	02/28/2018		104580 · Automation - Maintenance	2,373.30
TOTAL						2,373.30
	Bill Pmt -Check	57677	03/09/2018	Findaway World, LLC	101010 · Cash - Marquette	-39.98
	Bill	242885	02/01/2018		104340 · Audio Visual Materials - Adult	19.99
	Bill	242888	02/01/2018		104340 · Audio Visual Materials - Adult	19.99
TOTAL						39.98
	Bill Pmt -Check	57678	03/09/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-673.35
	Bill	63250137	02/20/2018		104310 · Books - Adult	24.80
	Bill	63268407	02/22/2018		104310 · Books - Adult	28.79
	Bill	63268107	02/22/2018		104310 · Books - Adult	28.79
	Bill	63267574	02/22/2018		104312 · Books - Outreach	286.29
	Bill	63276103	02/23/2018		104312 · Books - Outreach	147.14
	Bill	63290221	02/26/2018		104310 · Books - Adult	45.59
	Bill	63289849	02/26/2018		104310 · Books - Adult	23.20

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	63290148	02/26/2018		104310 · Books - Adult	21.59
Bill	63297853	02/27/2018		104310 · Books - Adult	24.78
Bill	63298022	02/27/2018		104310 · Books - Adult	26.39
Bill	63305395	02/28/2018		104310 · Books - Adult	15.99
TOTAL					673.35
Bill Pmt -Check	57679	03/09/2018	Gareth Stevens Publishing	101010 · Cash - Marquette	-271.20
Bill	GSL201997I	02/12/2018		104311 · Books - Youth	169.50
Bill	GSL201995I	02/12/2018		104311 · Books - Youth	101.70
TOTAL					271.20
Bill Pmt -Check	57680	03/09/2018	Garvey's Office Products	101010 · Cash - Marquette	-125.35
Bill	PINV1492513	02/26/2018		104720 · Office Supplies	39.35
Bill	PINV1495477	03/02/2018		104530 · Building & Custodial Supplies	86.00
TOTAL					125.35
Bill Pmt -Check	57681	03/09/2018	Go Promotions	101010 · Cash - Marquette	-3,055.00
Bill	148522	02/20/2018		104600 · Outreach Services	820.00
Bill	148567	02/28/2018		104600 · Outreach Services	795.00
Bill	148568	03/01/2018		104600 · Outreach Services	1,440.00
TOTAL					3,055.00
Bill Pmt -Check	57682	03/09/2018	Grasso Graphics, Inc.	101010 · Cash - Marquette	-1,644.80
Bill	29213	02/28/2018		104660 · Public Information	1,644.80
TOTAL					1,644.80
Bill Pmt -Check	57683	03/09/2018	Grey House Publishing, Inc.	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	57684	03/09/2018	Home Depot Credit Services	101010 · Cash - Marquette	-56.51
Bill	2/28/18 Statement	02/28/2018		104530 · Building & Custodial Supplies	56.51

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						56.51
	Bill Pmt -Check	57685	03/09/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-1,375.50
	Bill	194380	02/28/2018		104495 · Legal	1,375.50
TOTAL						<u>1,375.50</u>
	Bill Pmt -Check	57686	03/09/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-564.96
	Bill	9004327086	02/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	14.82
	Bill	9004330231	02/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
	Bill	9004374732	03/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	536.94
TOTAL						<u>564.96</u>
	Bill Pmt -Check	57687	03/09/2018	Lerner Publishing Group	101010 · Cash - Marquette	-654.68
	Bill	1276996	02/02/2018		104311 · Books - Youth	405.81
	Bill	1276995	02/02/2018		104311 · Books - Youth	248.87
TOTAL						<u>654.68</u>
	Bill Pmt -Check	57688	03/09/2018	Leslie Goddard	101010 · Cash - Marquette	-300.00
	Bill	3/29/18	03/29/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL						<u>300.00</u>
	Bill Pmt -Check	57689	03/09/2018	Midwest Tape	101010 · Cash - Marquette	-2,853.98
	Bill	95846794	02/21/2018		104341 · Audio Visual Materials - Youth	183.95
	Bill	95865308	02/27/2018		104341 · Audio Visual Materials - Youth	82.97
	Bill	95871192	02/28/2018		104340 · Audio Visual Materials - Adult	1,804.15
					104310 · Books - Adult	324.87
					104341 · Audio Visual Materials - Youth	348.53
					104311 · Books - Youth	109.51
TOTAL						<u>2,853.98</u>
	Bill Pmt -Check	57690	03/09/2018	Mobile Beacon	101010 · Cash - Marquette	-1,200.00

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	3/1/18	03/01/2018		104570 · Automation - Equipment	1,200.00
TOTAL						<u>1,200.00</u>
	Bill Pmt -Check	57691	03/09/2018	Movie Licensing USA	101010 · Cash - Marquette	-1,336.00
	Bill	2476477	03/01/2018		104600 · Outreach Services	1,336.00
TOTAL						<u>1,336.00</u>
	Bill Pmt -Check	57692	03/09/2018	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
	Bill	3/6/18	02/02/2018		104730 · Postage	500.00
TOTAL						<u>500.00</u>
	Bill Pmt -Check	57693	03/09/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
	Bill	6084	03/01/2018		104450 · Building Maintenance	6,300.00
TOTAL						<u>6,300.00</u>
	Bill Pmt -Check	57694	03/09/2018	Nicor Gas	101010 · Cash - Marquette	-2,529.58
	Bill	2/20/18	02/20/2018		104517 · Natural Gas	2,529.58
TOTAL						<u>2,529.58</u>
	Bill Pmt -Check	57695	03/09/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-73.38
	Bill	6093640	03/01/2018		104450 · Building Maintenance	73.38
TOTAL						<u>73.38</u>
	Bill Pmt -Check	57696	03/09/2018	OverDrive, Inc.	101010 · Cash - Marquette	-4,340.86
	Bill	04125CO18000608	02/01/2018		104311 · Books - Youth	204.92
	Bill	04125CO18017372	02/01/2018		104311 · Books - Youth	39.97
	Bill	04125CO18007131	02/01/2018		104311 · Books - Youth	107.48
	Bill	04125DA18008848	02/01/2018		104311 · Books - Youth	45.00
	Bill	04125CO18034083	02/23/2018		104311 · Books - Youth	57.98
	Bill	04125CO18034121	02/23/2018		104310 · Books - Adult	24.95
	Bill	04125CO18035337	02/26/2018		104311 · Books - Youth	273.93

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	04125CO18035264	02/26/2018		104310 · Books - Adult	994.81
				104340 · Audio Visual Materials - Adult	190.00
Bill	04125DA18036551	02/27/2018		104310 · Books - Adult	7.99
Bill	04125CO18035983	02/27/2018		104340 · Audio Visual Materials - Adult	95.00
Bill	04125DA18036552	02/27/2018		104310 · Books - Adult	67.99
Bill	04125CO18035693	02/27/2018		104310 · Books - Adult	688.66
				104340 · Audio Visual Materials - Adult	59.99
Bill	04125CO18037124	02/28/2018		104311 · Books - Youth	337.29
Bill	04125CO18037000	02/28/2018		104310 · Books - Adult	825.90
				104340 · Audio Visual Materials - Adult	190.00
Bill	04125CO18041537	03/06/2018		104310 · Books - Adult	129.00
TOTAL					4,340.86
Bill Pmt -Check	57697	03/09/2018	Park Ace Hardware	101010 · Cash - Marquette	-115.15
Bill	2/28/18 Statement	02/28/2018		104530 · Building & Custodial Supplies	115.15
TOTAL					115.15
Bill Pmt -Check	57698	03/09/2018	Penguin Random House LLC	101010 · Cash - Marquette	-127.50
Bill	1086549444	02/15/2018		104340 · Audio Visual Materials - Adult	26.25
Bill	1086670300	02/22/2018		104342 · Audio Visual Materials-Outreach	33.75
Bill	1086669897	02/22/2018		104340 · Audio Visual Materials - Adult	33.75
Bill	1086805667	02/27/2018		104342 · Audio Visual Materials-Outreach	33.75
TOTAL					127.50
Bill Pmt -Check	57699	03/09/2018	Recorded Books, INC	101010 · Cash - Marquette	-745.91
Bill	75706515	02/01/2018		104341 · Audio Visual Materials - Youth	36.00
Bill	75717836	02/02/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75718101	02/02/2018		104340 · Audio Visual Materials - Adult	52.19
Bill	75718039	02/02/2018		104340 · Audio Visual Materials - Adult	40.49
Bill	75718459	02/05/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75720701	02/06/2018		104340 · Audio Visual Materials - Adult	33.29
Bill	75721633	02/07/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75721640	02/07/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75721102	02/07/2018		104340 · Audio Visual Materials - Adult	99.00

Orland Park Public Library
Check Detail
February 20 through March 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL					999.00
			Subtotal - Checks		\$ 94,169.12
			Gross Payroll on 2/28/18		\$ 108,244.67
			Payment to Village for IMRF/Insurance for February, 2018		\$ 64,789.12
			Gross Payroll on 3/15/18		\$ 108,678.91
			Grand Total		<u>\$ 375,881.82</u>

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended March 31, 2018

Revenues

There have been significant tax receipts in March, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities at higher market rates of returns.

Expenditures

Total Expenditures were \$ 89,269 under budget for the month and \$ 218,917 under budget on a year-to-date basis.

Salaries is under budget by \$ 7,981 for March and \$ 28,157 under budget on a year-to-date basis. There are a few open positions at this time.

Outreach Services is over budget by \$ 3,193 for the month and over budget on a year-to-date basis.

Staff Training & Education is over budget for March by \$ 993, but under budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 581 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	74,428	0	70,771		145,199
Cash - Marquette E-Commerce	2,763				2,763
PMA Financial Investments	7,576,724	1,078,853		1,422,827	10,078,405
Tax Receipts - Marquette	21,396			0	21,396
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	46,671	3,033		3,685	53,389
Property Taxes Receivable	2,628,900			783,601	3,412,500
Prepaid Expenses	156,086				156,086
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,507,268</u>	<u>1,084,427</u>	<u>70,771</u>	<u>2,210,113</u>	<u>13,872,579</u>
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	2,628,900	0	0	783,601	3,412,500
Accounts Payable	22,541	0	176	0	22,716
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	48,323	48,323
Total Liabilities	<u>2,651,595</u>	<u>0</u>	<u>176</u>	<u>831,923</u>	<u>3,483,693</u>
Beginning Unrestricted Fund Balance	6,233,588	1,081,040	70,379	541,853	7,926,860
Fund Balance - Nonspendable	156,086	0	0	0	156,086
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	<u>1,452,402</u>	<u>3,387</u>	<u>217</u>	<u>836,336</u>	<u>2,292,342</u>
Ending Fund Balance	<u>7,855,674</u>	<u>1,084,427</u>	<u>70,596</u>	<u>1,378,190</u>	<u>10,388,885</u>
Total Liabilities & Fund Balance	<u>10,507,268</u>	<u>1,084,427</u>	<u>70,771</u>	<u>2,210,113</u>	<u>13,872,579</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,811,450	443,750	408.21%	2,655,202	1,331,250	49.86%	5,325,000
Impact Fees	0	833	0.00%	1,500	2,500	15.00%	10,000
Replacement Taxes	0	1,667	0.00%	1,475	5,000	7.38%	20,000
State Grants	0	3,333	0.00%	500	10,000	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	1,250	0.00%	5,000
Fines	5,108	4,583	111.46%	14,412	13,750	26.20%	55,000
Gifts	0	833	0.00%	50	2,500	0.50%	10,000
Copy Machine	1,189	1,000	118.95%	3,610	3,000	30.08%	12,000
Interest Income	14,905	3,833	388.85%	25,276	11,500	54.95%	46,000
Miscellaneous Income	520	750	69.37%	1,966	2,250	21.85%	9,000
Total Revenues	1,833,172	461,000	397.65%	2,703,991	1,383,001	48.88%	5,532,000
Expenditures							
Salaries	213,841	221,822	96.40%	637,307	665,464	23.94%	2,661,859
Salaries-Maintenance	9,927	10,295	96.42%	29,994	30,885	24.28%	123,541
Life/Health Insurance	39,593	43,333	91.37%	134,109	130,000	25.79%	520,000
Books	21,228	30,667	69.22%	78,128	92,000	21.23%	368,000
Electronic Databases	6,779	8,167	83.00%	20,238	24,500	20.65%	98,000
Periodicals	3,163	3,250	97.34%	9,195	9,750	23.58%	39,000
Audio Visual Materials	8,957	13,333	67.18%	43,683	40,000	27.30%	160,000
Audio Visual Equipment	0	63	0.00%	0	188	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	973	1,021	95.26%	2,608	3,063	21.29%	12,250
Insurance	4,097	4,292	95.45%	12,290	12,875	23.86%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	3,749	6,000	15.62%	24,000
Building Maintenance	8,416	40,417	20.82%	30,720	121,250	6.33%	485,000
Security System	2,558	6,250	40.92%	4,120	18,750	5.49%	75,000
Library Office & Equipment	185	63	293.40%	185	188	24.65%	750
Legal	1,627	6,250	26.04%	6,022	18,750	8.03%	75,000
Library Consultant	0	1,333	0.00%	1,750	4,000	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,140	833	136.86%	2,055	2,500	20.55%	10,000
Natural Gas	3,505	3,292	106.46%	9,728	9,875	24.63%	39,500
Telephone	826	750	110.08%	1,791	2,250	19.90%	9,000
Purchase - New Equipment	0	1,250	0.00%	8,223	3,750	54.82%	15,000
Building & Custodial Supplies	2,974	3,125	95.17%	8,406	9,375	22.42%	37,500
Building Repairs	1,178	1,500	78.53%	1,728	4,500	9.60%	18,000
Lib. & Off. Eqpt Rep. & Maint	979	1,500	65.29%	3,679	4,500	20.44%	18,000
Machine Rental	0	200	0.00%	233	600	9.71%	2,400
Automation - Equipment	4,489	6,167	72.80%	7,325	18,500	9.90%	74,000
Automation - Line Costs	287	458	62.77%	920	1,375	16.73%	5,500
Automation - Consultant	5,207	6,250	83.30%	15,883	18,750	21.18%	75,000
Automation - Maintenance	4,987	7,500	66.49%	19,040	22,500	21.16%	90,000
Library Furniture	0	3,333	0.00%	0	10,000	0.00%	40,000
Outreach Services	3,818	625	610.95%	5,724	1,875	76.33%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,255	2,000	15.69%	8,000
Staff Training & Education	2,993	2,000	149.66%	5,977	6,000	24.90%	24,000
Conference Fees	0	500	0.00%	375	1,500	6.25%	6,000
Patron Programs & Events	4,164	3,583	116.22%	7,225	10,750	16.80%	43,000
Association Dues & Fees	568	583	97.43%	1,583	1,750	22.62%	7,000
Public Information	543	3,333	16.28%	2,565	10,000	6.41%	40,000
Library Supplies	926	3,750	24.69%	13,561	11,250	30.13%	45,000
Office Supplies	264	500	52.83%	881	1,500	14.69%	6,000
Postage	503	1,167	43.10%	1,419	3,500	10.13%	14,000
Printing	0	583	0.00%	0	1,750	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,649	20,250	97.03%	58,290	60,750	23.99%	243,000
Contribution to FICA	16,749	17,750	94.36%	49,967	53,250	23.46%	213,000
Audit	520	1,029	50.53%	2,120	3,088	17.17%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	7,505	14,250	13.17%	57,000
Unemployment Compensation	15	337	4.45%	35	1,000	0.88%	4,000
Bank Charges	0	50	0.00%	0	150	0.00%	600
Total Expenditures	400,902	490,171	81.79%	1,251,589	1,470,506	21.28%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,432,270	(29,171)		1,452,402	(87,499)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	1,432,270	(29,171)		1,452,402	(87,499)		(350,000)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	603,817	870,265
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	1,276	3,387	6	17	1,239	2,314
Capital Campaign	0	0	225	375	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,276	3,387	231	392	605,055	872,578
Expenditures						
Building Repairs	0	0	176	176	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	36,242
Total Expenditures	0	0	176	176	12,081	36,242
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,276	3,387	56	217	592,975	836,336
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,276	3,387	56	217	592,975	836,336

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57706	03/27/2018	Andrew G Masura	101010 · Cash - Marquette	-64.21
Bill	3/27/18	03/27/2018		104620 · Staff Training & Education	64.21
TOTAL					<u>64.21</u>
Bill Pmt -Check	57707	03/27/2018	Aquamist Plumbing & Lawn Sprinkling Co.	101010 · Cash - Marquette	-449.85
Bill	85811	03/12/2018		104450 · Building Maintenance	449.85
TOTAL					<u>449.85</u>
Bill Pmt -Check	57708	03/27/2018	Automatic Doors, Inc.	101010 · Cash - Marquette	-433.00
Bill	02-107-R	03/01/2018		104540 · Building Repairs	433.00
TOTAL					<u>433.00</u>
Bill Pmt -Check	57709	03/27/2018	Betsey Means	101010 · Cash - Marquette	-350.00
Bill	4/12/18	04/12/2018		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					<u>350.00</u>
Bill Pmt -Check	57710	03/27/2018	Center Point Large Print	101010 · Cash - Marquette	-159.39
Bill	1564475	03/01/2018		104310 · Books - Adult	23.37
Bill	1563054	03/03/2018		104310 · Books - Adult	46.74
Bill	1564740	03/03/2018		104310 · Books - Adult	89.28
TOTAL					<u>159.39</u>
Bill Pmt -Check	57711	03/27/2018	Clarence Goodman	101010 · Cash - Marquette	-175.00
Bill	4/3/18	04/03/2018		104640 · Patron Programs&Events-Outreach	175.00
TOTAL					<u>175.00</u>
Bill Pmt -Check	57712	03/27/2018	Comcast	101010 · Cash - Marquette	-320.25
Bill	62500417	03/01/2018		104520 · Telephone	320.25
TOTAL					<u>320.25</u>

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57713	03/27/2018	Comcast Cable	101010 · Cash - Marquette	-288.03
Bill	3/3/18	03/03/2018		104575 · Automation - Line Costs	206.91
				104520 · Telephone	81.12
TOTAL					288.03
Bill Pmt -Check	57714	03/27/2018	Current Technologies Corporation	101010 · Cash - Marquette	-10,942.08
Bill	8169	03/12/2018		104580 · Automation - Maintenance	2,164.75
Bill	8170	03/12/2018		104460 · Security System	1,362.66
Bill	8179	03/15/2018		104580 · Automation - Maintenance	1,350.42
Bill	8178	03/15/2018		104570 · Automation - Equipment	1,738.27
Bill	8211	03/26/2018		104580 · Automation - Maintenance	4,325.98
TOTAL					10,942.08
Bill Pmt -Check	57715	03/27/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-787.75
Bill	62385875	02/01/2018		104310 · Books - Adult	24.80
Bill	63327863	03/05/2018		104310 · Books - Adult	23.99
Bill	63340885	03/07/2018		104310 · Books - Adult	12.80
Bill	63349409	03/08/2018		104310 · Books - Adult	27.19
Bill	63349903	03/08/2018		104310 · Books - Adult	30.39
Bill	63349263	03/08/2018		104310 · Books - Adult	32.00
Bill	63349179	03/08/2018		104312 · Books - Outreach	347.89
Bill	63357187	03/09/2018		104342 · Audio Visual Materials-Outreach	207.12
Bill	63357540	03/09/2018		104310 · Books - Adult	27.99
Bill	63357344	03/09/2018		104310 · Books - Adult	10.40
Bill	63383588	03/15/2018		104340 · Audio Visual Materials - Adult	43.18
TOTAL					787.75
Bill Pmt -Check	57716	03/27/2018	Garvey's Office Products	101010 · Cash - Marquette	-292.15
Bill	PINV1440847	03/12/2018		104720 · Office Supplies	48.68
Bill	PINV1500532	03/12/2018		104720 · Office Supplies	124.98
Bill	PINV1505642	03/21/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	118.49
TOTAL					292.15

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57717	03/27/2018	Go Promotions	101010 · Cash - Marquette	-1,430.94
Bill	148635	03/02/2018		104600 · Outreach Services	1,430.94
TOTAL					<u>1,430.94</u>
Bill Pmt -Check	57718	03/27/2018	Goldy Locks, Inc.	101010 · Cash - Marquette	-178.00
Bill	656640	03/07/2018		104530 · Building & Custodial Supplies	178.00
TOTAL					<u>178.00</u>
Bill Pmt -Check	57719	03/27/2018	Grainger	101010 · Cash - Marquette	-561.44
Bill	9721168046	03/08/2018		104540 · Building Repairs	561.44
TOTAL					<u>561.44</u>
Bill Pmt -Check	57720	03/27/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-50.00
Bill	2/28/18 Statement	02/28/2018		104495 · Legal	50.00
TOTAL					<u>50.00</u>
Bill Pmt -Check	57721	03/27/2018	Ingram Library Services	101010 · Cash - Marquette	-16,167.68
Bill	See Detail Report	03/27/2018		104310 · Books - Adult	9,250.99
				104312 · Books - Outreach	186.16
				104311 · Books - Youth	6,730.53
TOTAL					<u>16,167.68</u>
Bill Pmt -Check	57722	03/27/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-387.39
Bill	3/22/18	03/22/2018		104495 · Legal	355.93
Bill	2/28/18	03/22/2018		104495 · Legal	31.46
TOTAL					<u>387.39</u>
Bill Pmt -Check	57723	03/27/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-26.61
Bill	9004420079	03/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.41

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	9004423278	03/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL						<u>26.61</u>
	Bill Pmt -Check	57724	03/27/2018	Martina Mathisen	101010 · Cash - Marquette	-250.00
	Bill	4/12/18	04/12/2018		104640 · Patron Programs&Events-Outreach	250.00
TOTAL						<u>250.00</u>
	Bill Pmt -Check	57725	03/27/2018	Mary G. Adamowski	101010 · Cash - Marquette	-141.42
	Bill	3/26/18	03/26/2018		104620 · Staff Training & Education	116.24
	Bill	Mileage Reimbursemt	03/27/2018		104620 · Staff Training & Education	25.18
TOTAL						<u>141.42</u>
	Bill Pmt -Check	57726	03/27/2018	Mary K Weimar	101010 · Cash - Marquette	-127.39
	Bill	3/27/18	03/27/2018		104620 · Staff Training & Education	94.15
	Bill	Mileage Reimbursemt	03/27/2018		104620 · Staff Training & Education	33.24
TOTAL						<u>127.39</u>
	Bill Pmt -Check	57727	03/27/2018	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-5,200.00
	Bill	9993	03/01/2018		104920 · Audit	5,200.00
TOTAL						<u>5,200.00</u>
	Bill Pmt -Check	57728	03/27/2018	Midwest Tape	101010 · Cash - Marquette	-157.95
	Bill	95826606	02/14/2018		104341 · Audio Visual Materials - Youth	52.98
					104340 · Audio Visual Materials - Adult	79.98
	Bill	65818440	03/06/2018		104341 · Audio Visual Materials - Youth	24.99
TOTAL						<u>157.95</u>
	Bill Pmt -Check	57729	03/27/2018	Orland Park Bakery	101010 · Cash - Marquette	-179.40
	Bill	194787	02/13/2018		104640 · Patron Programs&Events-Outreach	179.40
TOTAL						<u>179.40</u>

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57730	03/27/2018	OverDrive, Inc.	101010 · Cash - Marquette	-1,874.26
Bill	04125CO18011842	02/01/2018		104310 · Books - Adult	251.95
Bill	04125DA18012749	02/01/2018		104340 · Audio Visual Materials - Adult	47.99
Bill	04125DA18020671	02/01/2018		104310 · Books - Adult	65.00
Bill	04125CO18039082	03/01/2018		104311 · Books - Youth	813.87
Bill	04125DA18039914	03/02/2018		104310 · Books - Adult	1.99
Bill	04125CO18039734	03/02/2018		104311 · Books - Youth	198.39
Bill	04125DA18043777	03/08/2018		104310 · Books - Adult	2.99
Bill	04125CO18049740	03/20/2018		104310 · Books - Adult	16.99
Bill	04125CO18051444	03/22/2018		104310 · Books - Adult	89.96
				104340 · Audio Visual Materials - Adult	385.13
TOTAL					<u>1,874.26</u>
Bill Pmt -Check	57731	03/27/2018	PC Gamer	101010 · Cash - Marquette	-69.90
Bill	3/27/18	03/27/2018		104320 · Periodicals - Adult	34.95
				104321 · Periodicals - Youth	34.95
TOTAL					<u>69.90</u>
Bill Pmt -Check	57732	03/27/2018	Penguin Random House LLC	101010 · Cash - Marquette	-56.25
Bill	108633781	02/02/2018		104340 · Audio Visual Materials - Adult	26.25
Bill	1086817678	03/02/2018		104342 · Audio Visual Materials-Outreach	30.00
TOTAL					<u>56.25</u>
Bill Pmt -Check	57733	03/27/2018	ProQuest LLC	101010 · Cash - Marquette	-13,130.00
Bill	70508409	03/31/2018		104315 · Electronic Databases	13,130.00
TOTAL					<u>13,130.00</u>
Bill Pmt -Check	57734	03/27/2018	Recorded Books, INC	101010 · Cash - Marquette	-427.57
Bill	75722817	02/09/2018		104340 · Audio Visual Materials - Adult	13.49
Bill	75724925	02/13/2018		104340 · Audio Visual Materials - Adult	40.49
Bill	75722926	02/13/2018		104340 · Audio Visual Materials - Adult	6.95
Bill	75725805	02/14/2018		104340 · Audio Visual Materials - Adult	26.99

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	75725698	02/14/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75726046	02/15/2018		104340 · Audio Visual Materials - Adult	40.49
Bill	75727031	02/16/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75727086	02/16/2018		104340 · Audio Visual Materials - Adult	74.20
Bill	75728617	02/22/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75746830	02/23/2018		104340 · Audio Visual Materials - Adult	27.00
Bill	75747087	02/26/2018		104341 · Audio Visual Materials - Youth	17.99
Bill	75747721	02/27/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75749205	02/28/2018		104340 · Audio Visual Materials - Adult	35.99
TOTAL					<u>427.57</u>
Bill Pmt -Check	57735	03/27/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,600.00
Bill	3/15/18	03/15/2018		102160 · 457 Plan W/H Payable	2,600.00
TOTAL					<u>2,600.00</u>
Bill Pmt -Check	57736	03/27/2018	Salem Press	101010 · Cash - Marquette	-271.44
Bill	159466	03/01/2018		104310 · Books - Adult	154.44
Bill	159465	03/01/2018		104310 · Books - Adult	117.00
TOTAL					<u>271.44</u>
Bill Pmt -Check	57737	03/27/2018	Scholastic Inc.	101010 · Cash - Marquette	-100.00
Bill	16692541	03/07/2018		104311 · Books - Youth	100.00
TOTAL					<u>100.00</u>
Bill Pmt -Check	57738	03/27/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,076.55
Bill	5701	03/03/2018		104530 · Building & Custodial Supplies	375.51
Bill	5719	03/12/2018		104530 · Building & Custodial Supplies	376.58
Bill	5722	03/16/2018		104530 · Building & Custodial Supplies	296.46
Bill	16897	03/19/2018		104530 · Building & Custodial Supplies	28.00
TOTAL					<u>1,076.55</u>
Bill Pmt -Check	57739	03/27/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,872.31

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	3/15/18 Statement	03/14/2018		104340 · Audio Visual Materials - Adult	4,513.12
				104341 · Audio Visual Materials - Youth	2,181.37
				104342 · Audio Visual Materials-Outreach	422.30
				104310 · Books - Adult	102.49
				104710 · Library Supplies	777.91
				104530 · Building & Custodial Supplies	47.48
				104642 · Patron Programs & Events-Youth	138.06
				104570 · Automation - Equipment	2,467.15
				104550 · Lib. & Off. Eqpt Rep. & Maint	222.43
TOTAL					<u>10,872.31</u>
Bill Pmt -Check	57740	03/27/2018	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	30223435	03/10/2018		104460 · Security System	147.00
Bill	30223407	03/10/2018		104460 · Security System	267.00
TOTAL					<u>414.00</u>
Bill Pmt -Check	57741	03/27/2018	Village of Orland Park	101010 · Cash - Marquette	-127.47
Bill	27398563	03/07/2018		104600 · Outreach Services	127.47
TOTAL					<u>127.47</u>
Bill Pmt -Check	57742	03/27/2018	Wingren Landscape, Inc.	101010 · Cash - Marquette	-9,275.88
Bill	43573	03/14/2018		104440 · Landscaping & Groundskeeping	9,275.88
TOTAL					<u>9,275.88</u>
Bill Pmt -Check	57743	03/27/2018	Yoga Journal	101010 · Cash - Marquette	-29.97
Bill	3/27/18	03/27/2018		104320 · Periodicals - Adult	29.97
TOTAL					<u>29.97</u>
Bill Pmt -Check	57744	03/27/2018	AT&T	101010 · Cash - Marquette	-80.56
Bill	March 12 Bill	03/12/2018		104575 · Automation - Line Costs	80.56
TOTAL					<u>80.56</u>

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57745	04/09/2018	ADP, LLC	101010 · Cash - Marquette	-490.85
Bill	511790133	03/30/2018		104420 · Accounting	490.85
TOTAL					<u>490.85</u>
Bill Pmt -Check	57746	04/09/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2239 2	04/05/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57747	04/09/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	3/31/18	03/31/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57748	04/09/2018	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	39081	03/29/2018		104450 · Building Maintenance	510.00
TOTAL					<u>510.00</u>
Bill Pmt -Check	57749	04/09/2018	Blackstone Publishing	101010 · Cash - Marquette	-368.34
Bill	973909	03/01/2018		104342 · Audio Visual Materials-Outreach	127.77
Bill	979810	03/08/2018		104342 · Audio Visual Materials-Outreach	174.68
Bill	978831	04/04/2018		104342 · Audio Visual Materials-Outreach	65.89
TOTAL					<u>368.34</u>
Bill Pmt -Check	57750	04/09/2018	Cardmember Service	101010 · Cash - Marquette	-4,754.22
Bill	March 2018 Statement	03/29/2018		104530 · Building & Custodial Supplies	42.76
				104640 · Patron Programs&Events-Outreach	81.91
				104311 · Books - Youth	142.14
				104620 · Staff Training & Education	30.00
				104341 · Audio Visual Materials - Youth	275.88
				104530 · Building & Custodial Supplies	18.99
				104641 · Patron Programs & Events-Adult	5.59
				104320 · Periodicals - Adult	110.14

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104620 · Staff Training & Education	50.00
				104570 · Automation - Equipment	35.00
				104642 · Patron Programs & Events-Youth	26.99
				104341 · Audio Visual Materials - Youth	281.88
				104660 · Public Information	127.20
				104620 · Staff Training & Education	1,634.79
				104650 · Association Dues & Fees	106.00
				104530 · Building & Custodial Supplies	70.55
				104640 · Patron Programs&Events-Outreach	18.56
				104530 · Building & Custodial Supplies	190.95
				104450 · Building Maintenance	573.76
				104320 · Periodicals - Adult	49.95
				104530 · Building & Custodial Supplies	183.79
				104620 · Staff Training & Education	149.20
				104550 · Lib. & Off. Eqpt Rep. & Maint	74.90
				104660 · Public Information	288.00
				104620 · Staff Training & Education	122.84
				104620 · Staff Training & Education	59.83
				104620 · Staff Training & Education	77.50
TOTAL					<u>4,829.10</u>
Bill Pmt -Check	57751	04/09/2018	Center Point Large Print	101010 · Cash - Marquette	-233.70
Bill	1562876	03/03/2018		104310 · Books - Adult	23.37
Bill	1569376	03/12/2018		104310 · Books - Adult	186.96
Bill	1570914	03/21/2018		104310 · Books - Adult	23.37
TOTAL					<u>233.70</u>
Bill Pmt -Check	57752	04/09/2018	Chicago Ridge Public Library	101010 · Cash - Marquette	-32.00
Bill	3/13/18	03/13/2018		104310 · Books - Adult	32.00
TOTAL					<u>32.00</u>
Bill Pmt -Check	57753	04/09/2018	Cold Blooded Creatures	101010 · Cash - Marquette	-400.00
Bill	4/14/18	04/14/2018		104642 · Patron Programs & Events-Youth	400.00
TOTAL					<u>400.00</u>

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57754	04/09/2018	Comcast	101010 · Cash - Marquette	-319.41
Bill	4/1/18	04/01/2018		104520 · Telephone	319.41
TOTAL					<u>319.41</u>
Bill Pmt -Check	57755	04/09/2018	Dolly Foster	101010 · Cash - Marquette	-370.00
Bill	4/17/18	04/17/2018		104640 · Patron Programs&Events-Outreach	185.00
Bill	4/24/18	04/24/2018		104640 · Patron Programs&Events-Outreach	185.00
TOTAL					<u>370.00</u>
Bill Pmt -Check	57756	04/09/2018	Emium Lighting	101010 · Cash - Marquette	-3,940.00
Bill	EL1803040012	04/03/2018		104450 · Building Maintenance	3,940.00
TOTAL					<u>3,940.00</u>
Bill Pmt -Check	57757	04/09/2018	Fun Express, LLC	101010 · Cash - Marquette	-274.77
Bill	688396031	03/01/2018		104642 · Patron Programs & Events-Youth	274.77
TOTAL					<u>274.77</u>
Bill Pmt -Check	57758	04/09/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,485.89
Bill	63388727	03/16/2018		104312 · Books - Outreach	55.18
Bill	63413151	03/21/2018		104312 · Books - Outreach	546.18
Bill	63413094	03/21/2018		104310 · Books - Adult	24.79
Bill	63413842	03/21/2018		104310 · Books - Adult	26.39
Bill	63414123	03/21/2018		104310 · Books - Adult	79.18
Bill	63431380	03/26/2018		104310 · Books - Adult	26.39
Bill	63438896	03/27/2018		104312 · Books - Outreach	455.87
Bill	63439938	03/27/2018		104310 · Books - Adult	30.39
Bill	63439517	03/27/2018		104310 · Books - Adult	59.98
Bill	63439333	03/27/2018		104310 · Books - Adult	31.19
Bill	63438817	03/27/2018		104310 · Books - Adult	30.39
Bill	63438791	03/27/2018		104310 · Books - Adult	31.19
Bill	63447946	03/28/2018		104310 · Books - Adult	24.00

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	63447588	03/28/2018		104310 · Books - Adult	22.39
Bill	63457680	04/01/2018		104312 · Books - Outreach	42.38
TOTAL					<u>1,485.89</u>
Bill Pmt -Check	57759	04/09/2018	Garvey's Office Products	101010 · Cash - Marquette	-137.52
Bill	PINV1510391	03/29/2018		104720 · Office Supplies	105.88
Bill	PINV1511795	04/02/2018		104720 · Office Supplies	37.55
Bill	PINV1513065	04/04/2018		104710 · Library Supplies	9.49
TOTAL					<u>152.92</u>
Bill Pmt -Check	57760	04/09/2018	Go Promotions	101010 · Cash - Marquette	-820.00
Bill	148738	03/19/2018		104600 · Outreach Services	820.00
TOTAL					<u>820.00</u>
Bill Pmt -Check	57761	04/09/2018	Home Depot Credit Services	101010 · Cash - Marquette	-85.04
Bill	3/28/18 Statement	03/28/2018		104530 · Building & Custodial Supplies	85.04
TOTAL					<u>85.04</u>
Bill Pmt -Check	57762	04/09/2018	Illinois Library Association	101010 · Cash - Marquette	-275.00
Bill	145881	04/03/2018		104650 · Association Dues & Fees	200.00
Bill	145989	04/03/2018		104610 · Board Training & Education	75.00
TOTAL					<u>275.00</u>
Bill Pmt -Check	57763	04/09/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-40.00
Bill	3/31/18	04/09/2018		104495 · Legal	40.00
TOTAL					<u>40.00</u>
Bill Pmt -Check	57764	04/09/2018	Ingram Library Services	101010 · Cash - Marquette	-7,187.42
Bill	See detail list	04/09/2018		104310 · Books - Adult	4,932.35
				104312 · Books - Outreach	619.45
				104311 · Books - Youth	1,635.62
					<u>1,635.62</u>

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						7,187.42
	Bill Pmt -Check	57765	04/09/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-1,239.80
	Bill	3/27/18	03/27/2018		104495 · Legal	1,239.80
TOTAL						1,239.80
	Bill Pmt -Check	57766	04/09/2018	Knights of Harmony - Will Cook Chapter	101010 · Cash - Marquette	-275.00
	Bill	4/20/18	04/20/2018		104640 · Patron Programs&Events-Outreach	275.00
TOTAL						275.00
	Bill Pmt -Check	57767	04/09/2018	Lake Villa District Library	101010 · Cash - Marquette	-42.00
	Bill	31981005563451	03/01/2018		104310 · Books - Adult	42.00
TOTAL						42.00
	Bill Pmt -Check	57768	04/09/2018	Lawrence Boyle	101010 · Cash - Marquette	-100.00
	Bill	4/19/18	04/19/2018		104640 · Patron Programs&Events-Outreach	100.00
TOTAL						100.00
	Bill Pmt -Check	57769	04/09/2018	Leslie Goddard	101010 · Cash - Marquette	-300.00
	Bill	4/18/18	04/18/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL						300.00
	Bill Pmt -Check	57770	04/09/2018	Mango Languages	101010 · Cash - Marquette	-3,645.60
	Bill	INV002877	03/28/2018		104315 · Electronic Databases	3,645.60
TOTAL						3,645.60
	Bill Pmt -Check	57771	04/09/2018	Nancy W Healy	101010 · Cash - Marquette	-91.09
	Bill	4/6/18	04/06/2018		104610 · Board Training & Education	91.09
TOTAL						91.09

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57772	04/09/2018	Neofunds By Neopost	101010 · Cash - Marquette	-503.00
Bill	3/5/18	03/05/2018		104730 · Postage	503.00
TOTAL					<u>503.00</u>
Bill Pmt -Check	57773	04/09/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
Bill	6087	04/01/2018		104450 · Building Maintenance	6,300.00
TOTAL					<u>6,300.00</u>
Bill Pmt -Check	57774	04/09/2018	Nicor Gas	101010 · Cash - Marquette	-3,504.51
Bill	3/22/18	03/22/2018		104517 · Natural Gas	3,504.51
TOTAL					<u>3,504.51</u>
Bill Pmt -Check	57775	04/09/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-74.28
Bill	4/1/18 Statement	04/01/2018		104450 · Building Maintenance	74.28
TOTAL					<u>74.28</u>
Bill Pmt -Check	57776	04/09/2018	OverDrive, Inc.	101010 · Cash - Marquette	-767.61
Bill	04125CO18052103	03/23/2018		104311 · Books - Youth	100.14
Bill	04125CO18053225	03/26/2018		104311 · Books - Youth	347.56
Bill	04125CO18054197	03/27/2018		104311 · Books - Youth	300.92
Bill	04125CO18056640	03/30/2018		104310 · Books - Adult	18.99
TOTAL					<u>767.61</u>
Bill Pmt -Check	57777	04/09/2018	Park Ace Hardware	101010 · Cash - Marquette	-122.55
Bill	March Statement	03/31/2018		104530 · Building & Custodial Supplies	122.55
TOTAL					<u>122.55</u>
Bill Pmt -Check	57778	04/09/2018	Penguin Random House LLC	101010 · Cash - Marquette	-258.75
Bill	1086936849	03/09/2018		104342 · Audio Visual Materials-Outreach	123.75
Bill	1087064701	03/16/2018		104342 · Audio Visual Materials-Outreach	41.25

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1087206879	03/23/2018		104342 · Audio Visual Materials-Outreach	63.75
Bill	1087206969	03/23/2018		104340 · Audio Visual Materials - Adult	30.00
TOTAL					258.75
Bill Pmt -Check	57779	04/09/2018	Quill Corporation	101010 · Cash - Marquette	-199.90
Bill	5814442	03/23/2018		104530 · Building & Custodial Supplies	199.90
TOTAL					199.90
Bill Pmt -Check	57780	04/09/2018	Recorded Books, INC	101010 · Cash - Marquette	-13,171.43
Bill	75766911	04/02/2018		104320 · Periodicals - Adult	13,171.43
TOTAL					13,171.43
Bill Pmt -Check	57781	04/09/2018	Ricardo Rivera	101010 · Cash - Marquette	-400.00
Bill	4/26/18	04/26/2018		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	57782	04/09/2018	Secure by Design Inc.	101010 · Cash - Marquette	-960.00
Bill	74230616	03/30/2018		104580 · Automation - Maintenance	960.00
TOTAL					960.00
Bill Pmt -Check	57783	04/09/2018	Sprint	101010 · Cash - Marquette	-230.13
Bill	336044821-160	03/30/2018		104520 · Telephone	230.13
TOTAL					230.13
Bill Pmt -Check	57784	04/09/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-352.92
Bill	5771	03/23/2018		104530 · Building & Custodial Supplies	352.92
TOTAL					352.92
Bill Pmt -Check	57785	04/09/2018	Uline	101010 · Cash - Marquette	-61.87
Bill	96139348	03/28/2018		104710 · Library Supplies	61.87

Orland Park Public Library
Check Detail
March 20 through April 16, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						61.87
	Bill Pmt -Check	57786	04/09/2018	Unilock Chicago, Inc.	101010 - Cash - Marquette	0.00
TOTAL						0.00
	Bill Pmt -Check	57787	04/09/2018	Village of Orland Park Water	101010 - Cash - Marquette	-1,140.02
	Bill	3/29/18	03/29/2018		104515 - Water & Sewer	1,140.02
TOTAL						<u>1,140.02</u>
				Subtotal - Checks		\$135,626.27
				Gross Payroll on 3/31/18		\$116,919.46
				Payment to Village for IMRF/Insurance for March, 2018		\$67,905.65
				Gross Payroll on 4/15/18		\$113,473.92
				Grand Total		<u><u>\$433,925.30</u></u>

Minutes of the Building Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held March 12, 2018

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

Call To Order

Members present: Christian Barcelona, Elain Kleis, Charles McShane and Daniel McMillan (arrived 7:05 p.m.)

Roll Call

Other Trustees Present: Vice-President Joanna Leafblad (left meeting at 7:45 p.m.) and Trustee Nancy Healy (arrived 7:05 p.m.)

Members absent: None

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Steve Newman, Maintenance Superintendent

None

Introduction of Visitors

None

Public Comment

Capital Needs Assessment – For Discussion

New Business

Director Weimar led the discussion on the individual line items on the Capital Needs Plan draft provided to the Board. Finance Manager Kimmey also explained the 2017 dollars are provided on the spreadsheet with future dollars at a 4% inflation rate increase for budgeting planning. Discussion took place on all of the physical aspects of the building including equipment repairs and/or replacement over the next twelve years. All of the trustees asked Steve Newman questions on past repairs and the longevity of some of the current equipment and his opinion on some landscaping strategies to keep pond weeds under control. Steve Newman stated the clerestory windows were in very good shape; but the other windows have started to need caulking which has a shorter life span, and those repairs have been started. Trustee McMillan stated the landscape is a very important part of a well-kept building. Trustee McShane inquired about the replacement cost of the generator. Newman explained it has a smaller capacity and could not sufficiently run this building in case of a power outage. Assistant Director Adamowski and Steve Newman discussed the energy rebates associated with replacing the light bulbs in the building. Director Weimar stated the Library may not replace light bulbs in an area in which the space may be repurposed and the light fixtures would be removed. Maintenance Superintendent Newman will install LED lights in the remaining staff office areas, as well as, the first floor patron areas. Plans will be finalized for the upcoming installation of the exterior lights and parking lot fixtures. Assistant Library Director Adamowski mentioned she and Steve Newman will begin writing a Request for Proposal for the roofing project in early April. The intent is to have 40% of the roof replaced in early summer 2018 and the completion of the project is proposed for 2023. Trustee Healy commented favorably on Mr. Newman's knowledge and skills. Vice-President Leafblad stated she had heard from a patron how this building still looked so good. President Barcelona shared information on the mechanical equipment associated with this building (RPZ's, pump controllers, etc.) Some expenses listed may not have to be done for about twenty-years based on their current condition. A longer discussion of the parking lot repair which is needed took place. Discussion took place on the amount in the Special Reserve Fund whose purpose is facility expenses. Over one million is currently in the fund, making the repairs/replacement projects 60% funded at this time.

Building Program Process Overview – For Discussion

Director Weimar explained the Management Team members had discussed some of the reallocation of space and services it would be nice to see the library do over the next several years. Some of the suggestions from staff were, larger meeting room, more study rooms, a better teen area, a tween area, a distinguishing art feature at the entrance to the Youth area, better temperature control and bright sunlight solution for the lobby, visible Smart Lab, more power and data for the patrons, permanent ventilation in the server room, and more were listed. A learning nature area attached to the library was discussed as a supplement to the school’s STEAM curriculum and a nice addition to the library which has nature-related programs for the patrons. Director Weimar said there were funding opportunities for this type of nature project available and would be explored. Finance Manager Kimmey explained the current funds available for such a project taking in consideration of having a minimum of six months of the budget available to be fiscally responsible. Funding level showed approximately three million dollars available to improvements, reallocation of space for current and new services. Finance Manager Kimmey explained the Library may be able to pay off the bond before its maturity year of 2022. After the 2018 payment of \$1.7 million, the Library will owe approximately \$3 million over the next four years. Director Weimar inquired if the library board was interested in inviting the architect of the building, Michael Barnes, to the April meeting to hear information on a project of this nature including focus groups for community members, staff and stakeholders.

Recommendation(s) to the Board of Library Trustees – For Final Action

The Committee agreed by consensus to instruct the Library Director to invite Architect Michael Barnes to the next regularly scheduled meeting of the board in April.

Secretary Kleis moved to adjourn the meeting and it was seconded by Building Committee Chair and President Barcelona.

Adjournment

The meeting was adjourned at 8:51 p.m.

Christian Barcelona
Building Committee, Chair

Approved: _____

Date: _____

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Mary K. Weimar

Adult Services Board Report February 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 2/1; 9 adults

Bingo 2/3; 10 adults

eBooks, eMagazines, eReaders 2/5, 2/15 3 adults

Five genre book discussions 2/8, 2/19, 2/20, 2/21, 2/22; 42 adults

DIY craft 3/15; 3 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Linda Conrath attended Front Desk Safety & Security (Clarion Hotel & Convention Center-Joliet) on Feb 2, 2018

Andrew Masura attended Front Desk Safety & Security (Clarion Hotel & Convention Center - Joliet) on Feb 2, 2018

Diane Srebro attended Reference Association of South Suburban Libraries (OPPL) on Feb 8, 2018

Deborah Oedzes attended Reference Association of South Suburban Libraries (OPPL) on Feb 8, 2018

John Burke attended Reference Association of South Suburban Libraries (OPPL) on Feb 8, 2018

Linda Conrath attended Sexual Harassment in Your Workplace: (Webinar) on Feb 14, 2018

Diane Srebro attended Sexual Harassment in Your Workplace (RAILS Webinar) on Feb 14, 2018

Deborah Oedzes attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Andrew Masura attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Peter Tew attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Rosemarie Forto-Whitemiller attended Sexual Harassment in Your Workplace (Webinar) on Feb 16, 2018

John Burke attended Sexual Harassment in Your Workplace (Webinar) on Feb 16, 2018

Andrew Masura attended SNAAZ Meeting (Oak Lawn Public Library) on Feb 16, 2018

Judy Brannigan attended Sexual Harassment in Your Workplace (Webinar) on Feb 22, 2018

Kortnee Fingler attended Sexual Harassment in Your Workplace (Webinar) on Feb 27, 2018

Kortnee Fingler attended Comics Build Better Worlds: World Building, Reader Engagement, and Empathy (Webinar) (Baker & Taylor) on Feb 27, 2018

Judy Brannigan attended Information & Media Literacy (Webinar) on Feb 27, 2018

STATISTICS

Database Statistics February 2018-2017 Comparison

Database	02/2018	02/2017	Data Type
Ancestry Library	1026	1153	Total Searches
Careers College	6	9	Total Users
Consumer Reports	17	83	Total Log-Ins
EBSCO	2383*	28043	Total Searches
Gale Virtual Ref. Lib	11	12	Total Searches
Heritage Quest	104	311	Total Searches
Lynda.com	83	N/A	Total Log-Ins
Mango Languages	22	N/A	Total Sessions
OCLC	6090	2921	Total Searches
ProQuest	114	227	Total Searches
Reference USA	322	58	Total searches
Weiss & Street Financial Ratings	42	48	Total Log-Ins

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

Statistics from web forms

Category	02/2018	02/2017
Reference	2902	3052
Ref Remote	179	160
Non-Reference	242	268
N-R Remote	26	15
Extended Help	33	0
Passive Programming	16	0
Program Attendance	67	40
Items shelved	19252	20320
Carts shelved	262	357

GRANTS/SPECIAL PROJECTS

Monday, February 12, 2018 - Judy Brannigan and Linda Conrath conducted two interviews at Smith Crossing for the Veterans' History Project.

Wednesday, February 14, 2018 - Linda Conrath and Judy Brannigan conducted an interview at Smith Crossing for the Veterans' History Project.

Blizzard of Books, Adult Winter Reading Program 2018, registered 350 adults age 18 and over. 188 adults completed the program

CUSTOMER SERVICE LOG

2/3/2018 Patron said the paperbacks at the Frankfort Library have sturdy laminate covers and asked why OPPL does not have something similar. Katie A.

2/10/2018 Patron phoned complaining about Zinio. After explaining the new app is called "RBdigital" and walking him through the installation of the app he was able to download the magazine he was interested in. Comment: "You must have been trained for this. You're good! You even can assist me over the phone." Rosemarie F-W.

2/13/2018 Patron wanted to know why some staff will tell you what number you are in a hold queue and others won't. I explained to him that the position can change due to patrons managing their own holds. Staff have been instructed to tell patrons, that for most items, we have 1 copy for every three holds. If staff does tell a patron where he is on the list, staff should also qualify this with the statement "this can change due to patrons managing their own holds." Comment: Well, couldn't they just lie to me? I understand it may change, but just give me a number. Andy M.

2/15/18 Patron commented that she did not like the new set up with the back counter removed. She thought it was not safe with people being able to walk up behind the librarians without them being aware of an individual's presence. Judy B.

2/17/18 Patron wanted to let us know that she loves the library and especially likes the fact that we keep all of our book club books in one location so that they are easy for her to find. John B.

2/19/2018 Patron picked up her drawing prize from the Winter Reading Program. Comment: "Thank you so much; this is awesome. I hope you do this again next year." Andy M.

2/22/2018 After assisting a patron on the phone, she said, "I just have to tell you that I love dealing with this library. I have never talked to someone who wasn't nice or helpful." Katie A.

2/23/2018 Patron picked up her drawing prize from the Winter Reading Program. Comment: "Thank you so much not only for the prize, but also for putting up with me and my questions and finding the books I can't find at the library. With great appreciation." Andy M

2/26/2018 Patron was upset about the smell on the second floor. "It isn't usually like this. Why does it smell so bad up here today?" Kortnee F.

2/26/18 Patron did not like the new placement of the New DVD section. He preferred the old layout instead. John B.

Patron Services Board Report February 2018

PERSONNEL

April Balasa joined our staff as a Patron Services clerk on February 15th.

CONTINUING EDUCATION/MEETINGS ATTENDED

Laura Larson attended Front Desk Safety and Security (Clarion Hotel & Convention Center - Joliet) on Feb 2, 2018

Therese Coppelino attended Sexual Harassment in Your Workplace Webinar (Meeting Room 104) on Feb 14, 2018

Dushaun Phelps attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Nadine Lipowski attended Sexual Harassment in the Workplace (Webinar) on Feb 14, 2018

Julie A Doyle attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Barbara Kandel attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Julie Pryor attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Laura Larson attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Theresa Hildebrand attended Sexual Harassment in Your Workplace (OPPL Webinar) on Feb 14, 2018

Rebecca Crume-Simmons attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Megan Kennelly attended Sexual Harassment in Your Workplace on Feb 14, 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	20,772	15,924	1,948	232	6,698	45,574		4	1244	3,559	283	50,664
MAR. 2018						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	44,291	34,395	3,816	563	13,159	96,224		10	2378	7380	641	106,633

CUSTOMER SERVICE LOG

02/03/2018 (Patron Services Desk) Patron commented, "I like the instrumental music in the lobby. It is very calming." - Barb K.

02/07/2018 (Patron Services Desk) Patron commented, "It's ridiculous that a library this size does not have a cash station. I owe \$2.00 for copies and have to leave the library." - Nadine L.

02/07/2018 (Riding to work in an Uber) My Uber driver and I this morning had a conversation about how it's sad that people do not visit the library anymore. He felt they were becoming obsolete until he pulled up to our library and was speechless. He could not believe this was a library. He waited outside so I could bring him a newsletter, bookmark, and my business card. He said he was coming back with his 15 year old son to register their Calumet City cards here at our library. - Becky C.

02/08/2018 (Welcome Desk) "That was really fun to watch!" Referring to the Experimental Musical Instrument Concert. - Laura L.

02/08/2018 (Welcome Desk) "The concert was really good. The talent that man has is amazing." Referring to the Experimental Musical Instrument Concert. - Laura L.

02/08/2018 (Patron Services Desk) Patron regarding music playing behind the Patron Services Desk, "Is the piano music playing new? I love it! I'm a piano teacher." - Laura L.

02/14/2018 (Patron exiting the Churchill program) "Thank you. That was an enjoyable program." - Barb K.

2/15/2018 (Patron called to inquire where to send thank you note) Loved the wonderful basket of books she won for winter reading program. - Julie P.

02/20/2018 (Patron Services Desk) Chicago reciprocal borrower remarked that our library seemed to have the best resources for his son's reports. He thinks our library is great. - Nadine L.

02/20/2018 (Patron calling to renew item) "I always know it is you because you sound so pleasant on the phone." - Julie P.

02/21/2018 (Welcome Desk) "Thank you so much. You guys are excellent." Patron comment upon hearing his fine was lower than he thought. - Laura L.

02/21/2018 (Welcome Desk) "I like the music." Referring to the "Olympic" music that was playing in the lobby. - Laura L.

02/21/2018 (Patron approached Check-Out Desk and asked for Julie) "Thank you for staying late with children last week. I will pick them up earlier from now on." - Julie P.

02/23/2018 (Welcome Desk) "Thank you. The movie was excellent (Dunkirk). It is really wonderful all the programs you offer here." Patron exiting after movie on Friday night. Laura L.

02/23/2018 (Self Check-Out) "Wow. That's amazing! I'm going to tell all my friends." Patron comment about the self-check out scanning all her books on the RFID pad. - Laura L.

02/26/2018 (Welcome Desk-Patron seeking information, sent to Adult Services) "They were so helpful! They printed articles of exactly what I was looking for." - Barb K.

02/27/2018 (Patron Services Desk) Patron commented to me and her friend, "The decorations (winter) are lovely. I should come here more often to sit and read. It's a beautiful place." - Laura L.

02/27/2018 (Patron Services Desk) Patron remarked during checkout how nice the music sounded. Piano concerto was playing at the time. - Nadine L.

Graphics Board Report February 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Creation of original artwork for:

In the Belly of the Beast event

Jim Nesci's Cold-Blooded Creatures event

Teen DIY Lip Gloss Event

Computer Classes in March

Showcase: Ben Bedford

Alice Paul- Winning Votes event

Promotional imprints for sunglasses, first aid kits, walker bags

Mass email about Online Resources offered

Created Press Releases for:

Blind Date with a Book

Losing at the Oscars

Fighting Slavery in Chicago

Blues Slide guitar

Took pictures for social media of:

Legislative breakfast

Teen Inc. Service Club

Minecraft Themed Escape Room

Olympic Readers

Super Senses Storytime

Blind Date with a Book display

Children's Book Donation Bins

Perler Bead Creation Craft

Searra Vinnett Meeting the Artist

Young Adult Book Display

Promotional Videos were commissioned and recorded on the Teen Edible Slime Event and The British Bulldog event.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd went to "Dealing with Angry Customer Behaviors" with Reaching Across Illinois Libraries on February 7.

Jackie Boyd, Kristen Holding, Chris Schultz, and Maurya Orr attended "Sexual Harassment in Your Workplace: Creating an Environment of Respect Through Training, Policy, and Action" on February 14 at 1:30 p.m. through Reaching Across Illinois Libraries.

STATISTICS

106 graphic requests

24 meeting room reservations

44 adult Welcome Bags and 24 youth Welcome Bags

1,106 Library app downloads total

1,891 Facebook followers

354 Instagram followers

1,859 Twitter followers

445 Pinterest followers

18,490 Emails on the marketing email list

1 Snap Chat filter of the Library as a location

GRANTS/SPECIAL PROJECTS

The Library Wide Initiatives committee looked into events and books supporting the Illinois Bicentennial and the National Library Week.

The Marketing Committee looked at plans for increasing circulation by doing various promotions like a weekend box of movie trilogies or doing more with the checkout challenge during National Library Week. Additionally, the Marketing Committee is looking at strategies for increasing database usage. The databases are: Ancestry Library, Heritage Quest, EBSCO, Reference USA, Novelist, Lynda.com, Mango Languages, Business Source Premier, etc. The Library is rebranding "Databases" as "Online Resources", so people will better understand what they are. Bookmarks are being produced to help librarians explain quickly what online resources are.

The Strategic Plan committee met to decide who will complete each section of the plan and in what way. Staff trainings are being scheduled to cross train on placing holds, checking out at every service desk, using the Polaris software, using the databases, and beginners ILL. Library card drives are being planned off campus at all the Outreach tabling events this year.

The Graphics department looked at purchasing an online software to schedule social media posts on all social media accounts for the library. Currently the library is scheduling and posting on each social media platform individually.

CUSTOMER SERVICE LOG

Upon booking their meeting room for March, the Boy Scout representative said "Thank you for everything" on Feb. 28 at noon.

Information Technology Board Report February 2018

PERSONNEL

Ian Lashbrook, Digital Services Manager, started on February 12th.

CONTINUING EDUCATION/MEETINGS ATTENDED

Mark Ewasiuk attended Connecting Florida State Parks with Meraki (Webinar) on Feb 1, 2018

Ron Sierzega attended Connecting Florida State Parks with Meraki (Webinar) on Feb 1, 2018

Lina Elzahdan attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Mark Ewasiuk attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Dan Williams attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Ian Lashbrook attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

STATISTICS

Category	Feb 2018	Feb 2017
Study Room Usage	380	401
Patrons Assisted	410	575
Extended Assistance	65	NA
Total PC Usage	1560	1745
Total Web pages	27118	27830
Number of Classes	12	15
Total Class Attendance	98	98
Wireless Usage	3392	3371

GRANTS/SPECIAL PROJECTS

A 49" TV on a rolling stand, Nintendo Switch, and various streaming devices were all purchased for library-wide programming.

A 3D Printer was purchased for the Youth Services Department.

CUSTOMER SERVICE LOG

2/12/18 - iPad Part 4 - Have an updated tutorial. Dan W.

2/12/18 - iPad Part 4- Video was old. You should find a newer video. What would be helpful would be some free apps for iPad. Dan W.

2/12/18 - iPad Part 4 - Good class - would like to go to more. Dan W.

2/20/18 - Advanced Gmail - I am happy that the library offers computer courses. Audrey P.

2/21/18 - Beyond Gmail - iPad classes in March. Mary W.

2/21/18 - Beyond Gmail - Great class. Really helped me navigate Google - exactly what I needed. Mary W.

2/22/18 - Excel Part 3 - Maybe a handout. Ron S.

2/26/18 - Selling on eBay - Learned so much. Look forward to other classes. Dan W.

2/26/18 - Selling on eBay - More time- less questions from audience or wait till end of class.

Dan W.

2/26/18 - Selling on eBay - Better organization: Clear step-by-step process rather than format. Dan W.

2/26/18 - Selling on eBay - Handout that has all the main points listed on it would be helpful and more understandable than my notes. Dan W.

Outreach Services Board Report February 2018

PERSONNEL

Dakari Jones resigned her position as she is relocating.

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.

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

Offsite mobile museum of the NASA artifacts to Centennial School.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended Artifact Training (The Field Museum) on Feb 1, 2018

Cathy DiGiorgio attended Artifact Training (The Field Museum) on Feb 1, 2018

Shane Peterson attended Artifact Training (The Field Museum) on Feb 1, 2018

Theresa Marketti attended Artifact Training (The Field Museum) on Feb 1, 2018

Dakari Jones attended Artifact Training (The Field Museum) on Feb 1, 2018

Shane Peterson attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Cathy DiGiorgio attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Kelly A. Cuci attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Dakari Jones attended Sexual Harassment in Your Workplace Training (Webinar) on Feb 14, 2018

Theresa Marketti attended Sexual Harassment in Your Workplace (Webinar) on Feb 14, 2018

Kelly A. Cuci attended Newspaper Microfilm Digitization (Webinar) on Feb 28, 2018

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 452. *2017: 11 programs were given with a total of 673 patrons. The difference is due to the large attendance for the Chinese Lantern Festival in 2017.*

Breakout:

2/2/18 Meet the Artist - Searra Vinnett	8
2/6/18 Fighting Slavery in Chicago	21
2/8/18 Cabaret: Experimental Musical Instruments	70
2/13/18 English Conversation for ESL Learners	5
2/14/18 The British Bulldog: Winston Churchill	76
2/16/18 Showcase: Clarence Goodman	115
2/20/18 Murder, Mayhem, Mystery & the Birth of Motion Pictures	60
2/23/18 Friday Film Series - Dunkirk	33
2/26/18 English Conversation for ESL Learners	1
2/27/18 Losing at the Oscars	63

Offsite Adult Programs:

15 programs were given with a total of 384 patrons attending. *2017: 10 programs were given with a total of 170 patrons attending.*

Breakout:

2/2/18 Orland Township Senior Drop-in Visit	13
2/5/18 Senior Living Visits	30
2/6/18 Senior Living Visits	17
2/7/18 Senior Living Visits	19
2/7/18 NASA Collection Offsite @ Centennial	150
2/8/18 Smart Art iPad for Seniors @ Brookdale	6
2/8/18 Smart Art iPad for Seniors @ Autumn Leaves	3
2/14/18 Orland Township Senior Drop-in Visit	12
2/15/18 Remember When with Autumn Leaves	12
2/15/18 Remember When with Brookdale	10
2/16/18 Orland Township Senior Drop-in Visit	17
2/19/18 Senior Living Visits	32
2/20/18 Senior Living Visits	13
2/21/18 Senior Living Visits	28
2/28/18 Orland Township Senior Drop-in Visit	22

Train Station Books:

Three Train Stations - **51**, 2017 - 0

Passive Programming

Orland Township - **47**, *New Statistic*

Program Flyer Distribution Stats:

Village of O.P. - **400**, 2017 - 575

Sportsplex - **400**, 2017 - 0

Nursing Homes - **25**, 2017 - 4

Train Stations - **51**, 2017 - 0

During programs - **118**, 2017 - 381

Orland Park Health and Fitness - **100**, *New Venue*

Other Outreach and Homebound Statistics:

Outreach Circulation Statistics: 1013 items circulated with 1701 checkouts and 247 renewals. *2017: 927 items circulated with 1176 checkouts and 35 renewals.*

Visits to single-family homebound patrons totaled 17. *2017: Visits totaled 13.*

3 new homebound patron cards were issued and 1 discontinued. 4 cards were renewed. *2017: 1 new homebound library card was issued. 3 cards were discontinued. 0 cards were renewed.*

OS staff logged 1233 reference transactions. *2017: 883 reference transactions.*

OS staff logged 89 programming questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

OS staff logged 39 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

GRANTS/SPECIAL PROJECTS

Outreach Services took a collection of NASA artifacts to Centennial School and presented them to five classes. This mini museum was well received.

Outreach Services has registered 708 documents of the Founding and Historical Documents Collection.

CUSTOMER SERVICE LOG**2/3/18 Smith Crossing Book Delivery**

"Thanks for coming out. It's such a great service." Dakari J.

2/5/18 Smith Crossing Book Delivery

"Thank you for taking a special trip to deliver a book I requested." Theresa M.

2/5/18 Brookdale Book Delivery

"Thank you for coming." Theresa M.

2/6/18 Thomas Place Book Delivery

"Thanks for coming out. I really appreciate it." Dakari J.

"Thanks for bringing out the books on CD. It helps a great deal." Dakari J.

2/6/18 Homebound Delivery

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

2/6/18 Fighting Slavery in Chicago program

"Excellent program. Thank you for having a program on this topic." Cathy D.

2/7/18 Evergreen Book Delivery

"Thanks for coming out. I really appreciate it." Dakari J.

2/7/18 Lexington Book Delivery

"Thank you for coming out." Theresa M.

2/7/18 Homebound Delivery

"Thank you so much." Theresa M.

2/13/18 English Conversation for ESL Learners program

Patrons are very appreciative. They said how wonderful it is that the library is offering this program for them and how helpful it has been for them. Cathy D.

One of the patrons told me how her daughters laugh at her when she speaks in English and how sad it makes her feel. She hugged me and thanked me for having the patience to sit with her and help her with what words mean and how to use them in the context of a sentence. She told me this has helped her a great deal. Cathy D.

2/14/18 Homebound Delivery

"Thank you for Coming." Theresa M.

2/15/18 Remember When @ Brookdale offsite program

"Thank you so much." Theresa M.

2/15/18 Remember When @ Autumn Leaves

"Thank you for coming out. It means a lot." Dakari J.

2/16/18 Orland Township, met to add more dates on schedule

"Thank you for doing this. The Seniors love it when you come." Theresa M.

2/18/18 Smith Crossing Book Delivery

"Thanks for coming out. You ladies provide a great service." Dakari J.

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

2/20/18 Thomas Book Delivery

"Thanks for coming out. I really appreciate everything you do." Dakari J.

2/20/18 Alden Book Delivery

"Thank you so much." Theresa M.

2/20/18 Homebound Delivery

"Thank you for coming out, even in bad weather." Theresa M.

2/20/18 Phone call about a program

"Genealogy programs should be for every country. I would like to attend but I want a program for Mexico. Theresa M.

2/20/18 Homebound Book Delivery

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

2/20/18 Murder, Mayhem, Mystery, and the Birth of Motion Pictures program

"What a wonderful program! Keep up the good work." Cathy D.

"The presenter was very entertaining." Cathy D.

"Really enjoyed this program. Thank you." Cathy D.

2/21/18 Orland Township Book Delivery

"Thank you for coming out in the cold." Theresa M.

2/26/18 English Conversation for ESL Learners program

"Thank you so much." Dakari J.

2/27/18 Losing at the Oscars program

"Wonderful program, this program was a lot of fun." Cathy D.

"Keep up the good work." Cathy D.

Technical Services Board Report February 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for February 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.

CONTINUING EDUCATION/MEETINGS ATTENDED

- On Feb. 14, 2018, Matt Potempa, Nincy George, Carol Maresh and Paul Rubio attended Webinar: Sexual Harassment in Your Workplace: Creating an Environment of Respect through Training, Policy, and Action.
- On Feb. 19, 2018, Wendy Xie attended Webinar: Sexual Harassment in Your Workplace: Creating an Environment of Respect through Training, Policy, and Action.
- On Feb. 22, 2018, Carol Maresh and Nincy George attended RAILS Technical Services Networking Group meeting at OPPL.

STATISTICS

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Feb-2018	Tech Services Monthly Statistics				Order #	1,779	eBook #	1323	Print/Nonprint item #.	2,708	Title #:	3,569		
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	Total	
Added Books:	1613	1520												3,133
Added AVs:	891	534												1,425
Added Periodicals:	657	654												1,311
Added eBooks:	134	1323												1,457
Compare Monthly Added Items:														
2018	3,295	4,031												7,326
2017	2,434	2,574												
Yearly change%	35.37%	56.60%												
Compare Monthly Delete:														
2018	3,303	6,554												9,857
2017	27,798	11,234												
Yearly change%	-88.12%	-41.66%												
Compare Total OPPL Collection:														
2018	334,577	334,414												
2017	326,818	325,258												
Yearly change%	2.37%	2.81%												
Polaris Total Item/Title by month:			334,414	272,143										

GRANTS/SPECIAL PROJECTS

- For improving the circulation of streaming collections, Wendy Xie added 1,300 Hoopla movies, music and graphic novels into Polaris. They can be searched and browsed as same as OverDrive eBooks through online catalog.
- Adult and Tech Services Staff worked together and withdrew over six thousand books for updating the current collections.
- Adult Services staff start to pull out the 2017 magazines and Tech Services will remove them from Polaris in late March. This is in preparation for the upcoming magazine giveaway to be held during National Library Week, April 8—14.

Youth Services Board Report February 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

In-House Preschool Visits:

2/16/18: Sandbox: 16

Preschool Packs:

16 packs circulating 274 items total

New Teacher Loan Cards created

1

Teacher Loan Card Check outs

207

Books Alive Visits:

723 people total

2/2 High Point

8:45: 152 people

9:15: 173 people

9:45: 173 people

2/5 Park

9: 100 people

2/23 Center

1:50: 125 people

PAL PAKS

22 PAKS out with 456 items circulated

Outreach Visits

2/28: 40 people

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Faxel attended Mirror, Mirror, Who Do You See in Your Books? (Booklist Webinar) on Feb 2, 2018

Cathy Riffice attended Mirror, Mirror, Who Do You See in Your Books? (Booklist Webinar) on Feb 2, 2018

Brandi Smits attended iREAD Meeting (Plainfield Public Library) on Feb 2, 2018

Becky McCormack attended Front Desk Safety and Security (Clarion Hotel & Convention Center - Joliet) on Feb 2, 2018

Brandi Smits attended Rebecca Caudill Committee Meeting (Hilton Garden Inn Urbana/Champaign) on Feb 3, 2018

Erin Fixel attended YA SIG (Oak Lawn Library) on Feb 5, 2018

Fanny Camargo attended Diverse Titles for Youth and Young Adults (Booklist Webinar) on Feb 8, 2018

Erin Fixel attended Diverse Titles for Youth and Young Adults (Booklist Webinar) on Feb 13, 2018

Vanessa Fernandez attended Problem Patron Webinar (Webinar) on Feb 14, 2018

Kara DeCarlo attended Tinker Meeting (Alsip-Merrionette Park Public Library) on Feb 15, 2018

Cathy Riffice attended Sexual Harassment in Your Workplace: Creating an Environment of Respect through Training Policy and (Webinars online) on Feb 16, 2018

Amy Najewski attended Anderson's 16th Annual Children's Literature Breakfast (Bobak's Signature Events, Woodridge, IL) on Feb 24, 2018

Kara DeCarlo attended Anderson's 16th Annual Children's Literature Breakfast (Bobak's Signature Events, Woodridge, IL) on Feb 24, 2018

Lenore Garoufalis attended Anderson's 16th Annual Children's Literature Breakfast (Bobak's Signature Events, Woodridge, IL) on Feb 24, 2018

Vanessa Fernandez attended Anderson's 16th Annual Children's Literature Breakfast (Bobak's Signature Events, Woodridge, IL) on Feb 24, 2018

STATISTICS

Youth Services programs:

182 participants for Once Upon a Time storytimes

280 participants for Building Blocks for Babies storytimes

106 participants for Night Owl storytimes

69 participants for Buenas Noches storytimes

75 participants for Bright Starts storytimes

31 participants for Super Senses Sensory storytimes

113 participants for February Reading Bingo

219 participants for Toddler Art

83 participants for Video Game Club

72 participants for Novel Idea Jr.

24 participants for STEAM Challenges

18 participants for STEAM Challenges Jr.

14 participants for American Girl Valentine's Day Tea Party
4 participants for International Art - Brazil
46 participants for I LOVE TRAINS
32 participants for Super Smash Bros. Tournament
17 participants for Family BINGO
8 participants for Comic Book Club
19 participants for Music Makers
10 participants for Portrait Artists
56 participants for Preschool Fair
1 completed, 5 added participants for 1,000 Books Before Kindergarten

Teen programs:

17 participants for Teen Inc. Service Club Kids Who Care project
5 participants for Volun-Teens Video Game Club
4 participants for Volun-Teens American Girl Tea Party
3 participants for Volun-Teens STEAM Challenges Jr.
20 participants for DIY Bath Bombs
4 participants for Teen Computer Volunteers March Orientation
18 participants for February Teen Computer Volunteers
8 participants for Perler Bead Creations
33 participants for Interactive Chalkboard
8 participants for Wii Teen Gamers
7 participants for Mini Book Reviews

CUSTOMER SERVICE LOG

Preschool Desk

2/2/18 Mom in preschool area "How often do you clean the toys here? It should be done daily with all the flu going around." Amy N.
2/27/18 Mom in preschool area with son "He loves it here." (Said repeatedly) Alex P.

Junior Desk

2/3/18 Mom with son "He said that you came to his school and he was so excited to come see the rocket and check out books. What you're doing is working. Thank you!" Kara D.
2/13/18 Grandmother asking about classes for her grandchildren "We just love this library! You offer so much more than the New Lenox library." Becky M.
2/19/18 Grandmother with grandson as told to Mary A. "Love Ms. Jennifer and Toddler Art. She's so sweet." Jennifer M.

2/22/18 Grandmother after story time "Fantastic! Awesome! Great Job! Alex P.

Teen Desk

2/17/18 Dance teacher looking for 1940s musicals on DVD "You're amazing. How do you do it? It would have taken me all day to find anything!" Erin F.

2/19/18 Teen who needed help with homework "Thank you so much. Now I understand these problems!" Erin F.

2/21/18 Patron looking for a movie she couldn't remember title to "I don't speak English well and couldn't think of the word. You were so patient and helpful with me." Erin F.

2/27/18 Patron looking for a CD "The genre signs are really hard to see. Thank you so much for helping me find this section. I walked by it and missed it on my own." Erin F.

Adult Services Board Report March 2018

PERSONNEL

Shelver Michelle Gamero has resigned to devote more time to her education. Her last day is April 11, 2018.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 3/1; 15 adults

Bingo 3/3; 10 adults

eBooks, eMagazines, eReaders 3/5, 3/15; 4 adults

Five genre book discussions 3/8, 3/19, 3/20, 3/21, 3/22; 45 adults

DIY Craft 3/12; 4 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended CPR/AED training (OPPL) on Mar 4, 2018

Diane Srebro attended CPR/AED training (OPPL) on Mar 4, 2018

Linda Conrath attended PIC meeting (OPPL) on Mar 4, 2018

Andrew Masura attended PIC meeting (OPPL) on Mar 4, 2018

Diane Srebro attended PIC meeting (OPPL) on Mar 4, 2018

Linda Conrath attended CPR/AED training (OPPL) on Mar 4, 2018

Linda Conrath attended Stand Up & Stand Out (Faranda's Banquet Center, DeKalb, IL) on Mar 9, 2018

Katie Allan attended Stand Up and Stand Out (Faranda's Banquets, DeKalb, IL) on Mar 9, 2018

Linda Conrath attended Novelist Webinar (OPPL) on Mar 13, 2018

Kortnee Fingler attended Current in Comics: Upcoming Graphic Novels for Your Library (Webinar (Booklist)) on Mar 13, 2018

Andrew Masura attended Novelist Webinar (OPPL) on Mar 13, 2018

Andrew Masura attended Negotiating Vendor Contracts (RAILS Webinar) on Mar 15, 2018

Andrew Masura attended PLA 2018 (Philadelphia, Pennsylvania) on Mar 19, 2018

Kortnee Fingler attended The Newest Graphic Novels: What's Hot for Spring (Webinar (LJ)) on Mar 22, 2018

STATISTICS

Database Statistics March 2018-2017 Comparison

Database	2018	2017	Data Type
Ancestry Library	201	778	Total Searches
Careers College	82	16	Total Users
Consumer Reports	47	51	Total Log-Ins
EBSCO	2155*	29744	Total Searches
Gale Virtual Ref. Library	5	7	Total Searches
Heritage Quest	364	486	Total Searches
Lynda.com	117	N/A	Total Log-Ins
Mango Languages	63	N/A	Total Sessions
OCLC	6682	6313	Total Searches
ProQuest	365	142	Total Searches
Reference USA	251	463	Total Searches
Weiss & Street Financial Ratings		26	Total Log-Ins

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

Statistics from web forms

Category	03/2018	03/2017
Reference	3424	3736
Ref Remote	201	170
Non-Reference	287	257
N-R Remote	31	2
Extended Help	48	7
Passive Programming	6	0
Program Attendance	78	45
Items shelved	21703	21123
Carts shelved	587	832

GRANTS/SPECIAL PROJECTS

Judy Brannigan and Linda Conrath judged books for the "Soon to be Famous Illinois Author Project" on March 2, and April 2, 2018.

CUSTOMER SERVICE LOG

3-1-18 Patron suggested dividers between the different languages in the Foreign Film DVD section to make it easier to find movies. Katie A.

3-2-18 Patron stopped by the desk. Comment: "This is my first time here. Your library has an enormous collection." She also noticed the displayed pair of eyeglasses. She asked if we are lending them to patrons. Comment: "It seems like you have everything that patrons need here... Good job Orland Park Library!" Rosemarie F-W.

3-2-18 Patron commented that she enjoys using our Hoopla Digital Service and hopes that we will continue to provide it in the future. She also likes that the titles she suggests for the library to purchase in Overdrive and Hoopla often wind up being added to the collection. John B.

3-12-18 Patron said that she attended the book discussion on March 8th. Comment: "It was one of the best discussions this group has ever had, because of the book selected by Judy." We had a total of 9 who attended, including three new people. Great job. Andy M

3-19-18 New attendee at Pages & Pastries discussion at Panera: "I think the library is the best game in town. You have so much to offer." Katie A.

3-19-18 Patrons at Pages & Pastries discussion were delighted to know about the barcode feature on the OPPL smartphone app I showed them. Said one: "That is so cool! I'm definitely going to give that a try." Katie A.

Patron Services Board Report

March 2018

PERSONNEL

Patron Services welcomed Ian Dziallo and Clarke Smith as our newest Patron Services Clerks on March 21, 2018.

Stephanie Azzaline, Interlibrary Loan Assistant, left our employment on March 21, 2018.

CONTINUING EDUCATION/MEETINGS ATTENDED

Nadine Lipowski attended CPR Training (OPPL) on Mar 4, 2018

Julie A Pryor attended PIC meeting (OPPL Room 104) on Mar 4, 2018

Rebecca Crume-Simmons attended CPR Training (OPPL) on Mar 4, 2018

Rebecca Crume-Simmons attended PIC meeting (OPPL) on Mar 4, 2018

Barbara Kandel attended CPR Training (OPPL) on Mar 4, 2018

Laura Larson attended CPR/AED training (OPPL) on Mar 4, 2018

Laura Larson attended PIC Meeting (OPPL) on Mar 4, 2018

Theresa Hildebrand attended PIC Meeting (OPPL) on Mar 4, 2018

Theresa Hildebrand attended CPR/AED Training (OPPL) on Mar 4, 2018

Julie A Pryor attended Stand Up and Stand Out (Faranda's Banquet Center, DeKalb, IL) on Mar 9, 2018

Julie A Pryor attended CPR/AED training (OPPL room 104) on Mar 13, 2018

Julie A Pryor attended Mental Health First Aid at a Glance (Indian Trails Public Library) on Mar 15, 2018

Theresa Hildebrand attended LACONI - Mental Health First Aid (Indian Trails Public Library) on Mar 15, 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	20,772	15,924	1,948	232	6,698	45,574	4	1244	3,559	283	50,664
MAR. 2018	23,245	19,574	1,539	529	7,134	52,021	13	1317	3,761	282	57,394
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	67,536	53,969	5,355	1092	20,293	148,245	23	3695	11141	923	164,027

CUSTOMER SERVICE LOG

03/03/2018 (Welcome Desk) Person getting new library card said, "It's easier to vote than get a library card." - Therese C.

03/05/2018 (Welcome Desk) "Book drops outside should have signs." - Duke P.

03/05/2018 (Welcome Desk) "I love the space shuttle exhibit." - Duke P.

03/07/18 (2 Reciprocal Borrowers renewing cards at the Patron Services Desk) "You renewed your library cards quickly and efficiently. Thank you." - Julie P.

03/08/2018 (Patron Services Desk) "Now you're going to give me a receipt saying how much I 'saved' by paying taxes. Whoever came up with that one should hit delete." Patron comment regarding the money saved printed at the bottom of check-out receipts. - Laura L.

03/08/2018 (Patron Services Desk) "Your decorations look so pretty!" Referring to decorations behind the Patron Services Desk - Laura L.

03/08/2018 (Welcome Desk) Patron remarked after afternoon program "Maura's Eyes," "It was a good program. The speaker must have had some acting classes." - Nadine L.

03/09/2018 (Welcome Desk) "Your books helped a lot with our kid's school report. You have an amazing kid's section." Comment from patron returning books. - Laura L.

03/10/2018 (Patron Services Desk) Dad renewing library cards for himself & daughters. "I'm glad that you guys ask for 2 pieces of ID to renew. We pay alot of taxes, so I'm happy that the library is safeguarding our investment." - Theresa H.

03/13/2018 (Patron Services Desk) Patron asked about a coffee/vending machine and commented, "Tinley Park has a coffee machine." - Barb K.

3/14/2018 (Reciprocal Borrower leaving the library) "It's not fair that I can only use the computer for 15 minutes or pay for one hour. Other libraries don't make me do that." - Julie P.

03/15/2018 (Welcome Desk) Patron commented, "I don't like that things are only held (on the reserve shelves) for 5 days now. I wish it would go back to 7 days." - Laura L.

03/15/2018 (Patron Services Desk) Mom of a young man clutching a Pikachu toy. "He just won that Pikachu in the Video Game Club. He LOVES the Video Game Club. That Alex is like a big kid, I think he has as much fun as the kids do." - Theresa H.

03/16/2018 (Patron Services Desk) Patron came in to pick up a notebook that she left behind which contained a list of all the books that she has read. "You are all so sweet and so nice to call me to get my book back to me." - Theresa H.

03/16/2018 (Lobby) 3 different patrons commented on how much they loved the Spring decor in the lobby. - Julie P.

03/16/2018 (Renewing a library card at a very busy time) "You guys are juggling a lot out here. It doesn't go unnoticed." - Julie P.

03/16/2018 (Welcome Desk) "The music tonight and yesterday was just wonderful. It's so great that the library has this. What a treat." Patron was referring to Blues Slide Guitar program and Ben Bedford program. - Laura L.

03/18/2018 (Patron Services Desk) "The flowers in the lobby are beautiful." - Barb K.

03/20/2018 (Patron Services Desk) Reciprocal borrower comment about children's books, "You guys have so many books. I love it. I'm from Evanston and we don't have such a big selection." - Laura L.

03/20/2018 (Patron Services Desk) "The (paper) flowers in the lobby are stunning!" - Barb K.

03/20/2018 (Patron Services Desk) "The (paper) flowers are really beautiful." - Abby K.

03/21/2018 (Patron Services Desk) "I love the (paper) flowers. They are so cheerful!" - Laura L.

03/21/2018 (Patron Services Desk) "Thank you for making the lobby so beautiful with the flowers" - Barb K.

03/24/2018 (Lobby) Overheard patron saying to his son, "It's so beautiful in here." - Laura L.

03/25/2018 (Patron Services Desk) "The flowers are really pretty." - Abby K.

03/28/2018 (Patron Services Desk) "That was the best program you'll see anywhere. What a quality program!" Comment about Cable No More program. - Barb K.

03/28/2018 (Welcome Desk) "This is a beautiful library." - Ian D.

03/28/2018 (Welcome Desk) "This looks like a brand new building." - Ian D.

03/31/18 (Caller from another town who wanted to know how to use our library) "I saw pictures of your library. It is beautiful. I want to study there." - Julie P.

03/31/2018 (Patron Services Desk) Patron returning books, "What would we do without the Orland Park Library bags?" - Julie P.

Graphics Board Report March 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Creation of original artwork for:

Promotional imprint for sponsor University of Chicago Medical Center

Thank you poster for sponsor: Marcus Theatre

Ad for "Cable No More"

Mass email to promote Careers College database

Ad to promote teen volunteer project "Teddy Bear Picnic"

Ad for Queen Elizabeth II program

Ad for History of the Space Program event

Ad for Pages & Pastries April Book Discussion

Created Press Releases for:

Children's Reptile Show

Took pictures for social media of:

Tabling at Mayors' Expo

Women's History Month book displays in Adult and Youth Services

CONTINUING EDUCATION/MEETINGS ATTENDED

RAILS Marketing Group met Friday, March 2 in Burr Ridge to compare notes on Social Media Marketing in Libraries. Jackie Boyd went.

Jackie Boyd attended "Innovative Technologies and Tech Trends" on Thursday, March 8 at 10 a.m.

Jackie Boyd attended Mayors' Expo to table and advocate for libraries on Saturday, March 10 at 8 a.m.

Kristen Holding attended "A Semester of Type at 90 MPH with Justin Perricone" via the Graphic Artist's Guild on Wednesday, March 14 at 10 a.m.

STATISTICS

112 graphics requests

14 meeting room reservations

1,178 Library app downloads total (91 this month)

1,913 Facebook followers

362 Instagram followers

1,866 Twitter followers

454 Pinterest followers

18,519 Emails on the marketing email list

1 SnapChat filter of the Library as a location

31 Welcome Bags

GRANTS/SPECIAL PROJECTS

Jackie B. followed up with Demco about the MARC records that do not show up in the library app. Their team of technicians has fixed the problem. Additionally, they changed the name of Zinio to RBdigital on the app per our request.

CUSTOMER SERVICE LOG

Jennifer Jones commented to Jackie B.: "I actually grew up in Tinley Park and frequented your library often. I wish you the most success with your program," upon finding out about the Summer Reading Challenge. 3/30/2018

While tabling at the Mayors' Expo on March 10:

Jessica from Pace told Jackie B. that OPPL is her home library. She said that the library is always so clean, the Wi-Fi is great now, and she enjoys working from the library.

A dad from the Boy Scouts told Jackie B. that his son works for Oak Lawn Library, and he wanted to bring him one of the library's bags to show him how the library does wonderful things for their patrons.

A nurse from Metro South visited the library table and said that she loves libraries.

Information Technology Board Report March 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

March Computer Classes

- 3/1 - Google Chromebook
- 3/5 - Computer Mouse Basics
- 3/7 - Gmail Pt 1
- 3/7 - Managing Digital Photos
- 3/8 - Budgeting with Excel
- 3/9 - PowerPoint Beginning
- 3/12 - Photoshop Elements
- 3/13 - Facebook for Beginners
- 3/14 - Gmail Pt 2
- 3/15 - Windows 10 Basics
- 3/16 - Internet Basics
- 3/20-3/23 - Keyboarding
- 3/21 - Twitter Basics
- 3/27 - Digitizing VHS Tapes
- 3/28 - Cable No More
- 3/29 - Pinterest Basics
- 3/29 - Introduction to Buying on eBay
- 3/30 - Drop-In Session

CONTINUING EDUCATION/MEETINGS ATTENDED

- Audrey Peskys attended Stand Up and Stand Out (Faranda's Banquet Center) on Mar 9, 2018
- Daniel Williams attended Webinar on Ransomware and tactics (On-line) on Mar 20, 2018
- Daniel Williams attended Intercepting Ransomware (On-line) on Mar 28, 2018

STATISTICS

Category	Mar 2018	Mar 2017
Study Room Usage	482	445
Patrons Assisted	502	512
Extended Assistance	85	27
Total PC Usage	1793	1863
Total Web pages	32739	27988
Number of Classes	11	14
Total Class Attendance	143	53
Wireless Usage	4060	3701

GRANTS/SPECIAL PROJECTS

Gaming systems were purchased for the Teen and Youth Areas.

Laptops being used by Outreach were replaced with lighter, more efficient Chromebooks. The laptops will be repurposed.

6 new Wi-Fi Access Points were received and 5 have been deployed throughout the library, increasing and strengthening our wireless internet coverage.

CUSTOMER SERVICE LOG

3/13/18 - Facebook – “Very Nice- Thank You.” Christy P.

3/14/18 - Gmail Part 2 – “Very well presented- very helpful.” Thank You. Audrey P.

3/14/18 - Gmail Part 2 – “I should have been to the first one.” Audrey P.

3/14/18 - Gmail Part 2 – “Older students need repeat classes.” Audrey P.

3/16/18 - Internet Basics – “More to time to learn. One hour is not enough.” George M.

3/28/18 - Cable No More - Congratulations to the new member of the library who gave the wonderful presentation of the cable cutting class (sorry, forgot his name). He is filled with and presents with such wondrous knowledge, enthusiasm, and easily establishes a personal connection for/to all. This is but the beginning of many of his talents I intend to attend as well as numerous other events.

I have for years past maintained we have not only the best public library in the entire state but have had for many years and will in the future. Kudos and my thanks to all involved.

“This program was outstanding. Thanks!” Mary A.

“I need his card. I have so many questions.” Mary A.

“Does he work here now? Where can I find him?” Mary A.

Outreach Services Board Report March 2018

PERSONNEL

DuShaun (Duke) Phelps was hired for the Outreach Assistant position.

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.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book delivery to train stations.

Coordination and facilitation of the Archival Digitization Project.

Flyer distribution to surrounding establishments and at programs.

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

Maintenance of the NASA: Conquering Low Earth Orbit Exhibit

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended PIC Meeting (Room 104) on Mar 4, 2018

Kelly Cuci attended Mental Health First Aid at a Glance (Indian Trails P.L.) on Mar 15, 2018

Theresa Marketti attended RAILS Meeting-Serving Patrons with Dementia (Tinley Park PL) on Mar 16, 2018

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 368. *2017: 12 programs were given with a total of 658 patrons. The difference is due to the large attendance for the World War I and America grant exhibit in 2017.*

Breakout:

3/2/18 Meet the Artist - Joyce Symoniak	15
3/6/18 Polish Genealogy - Four Steps to Successful Research	55
3/8/18 Afternoons @ OPPL - Maura's Eyes	60
3/13/18 English Conversation for ESL Learners	1
3/15/18 Blues Slide Guitar with Donna Herula	55
3/16/18 Showcase: Ben Bedford	84
3/20/18 The Women of the All American Girls Professional Baseball League	35
3/26/18 English Conversation for ESL Learners	2
3/29/18 Alice Paul - Winning Votes for Women	41
3/30/18 Friday Film Series - The Glass Castle	20

Offsite Adult Programs:

14 programs were given with a total of 225 patrons attending. *2017: 12 programs were given with a total of 163 patrons attending.*

Breakout:

3/2/18 Orland Township Senior Drop-in Visit	14
3/5/18 Senior Living Visits	38
3/6/18 Senior Living Visits	10
3/7/18 Senior Living Visits	14
3/8/18 Smart Art iPad for Seniors @ Brookdale	6
3/15/18 Remember When with Autumn Leaves	13
3/15/18 Remember When with Brookdale	15
3/19/18 Senior Living Visits	30
3/20/18 Senior Living Visits	15
3/21/18 Senior Living Visits	15
3/21/18 Orland Township Senior Drop-in Visit	15
3/23/18 Orland Township Senior Drop-in Visit	12
3/27/18 Book Discussion at Smith Crossing	15
3/28/18 Orland Township Senior Drop-in Visit	13

Train Station Books:

Three Train Stations - **58**, 2017 - 248, *not many books taken last month.*

Passive Programming

Orland Township - **34**, *New Statistic*

Program Flyer Distribution Statistics:

Village of O.P. - **440**, 2017 - 650

Sportsplex - **465**, 2017 - 0

Train Stations - **58**, 2017 - 248

During programs - **150**, 2017 - 381

Other Outreach and Homebound Statistics:

Outreach Circulation Statistics: 939 items circulated with 1439 checkouts and 100 renewals. 2017: 1033 items circulated with 1560 checkouts and 56 renewals.

Visits to single-family homebound patrons totaled 24. 2017: Visits totaled 10.

3 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. 2017: 4 new homebound library cards were issued. 2 cards were discontinued. 0 cards were renewed.

OS staff logged 553 reference transactions. 2017: 1174 reference transactions.

OS staff logged 20 programming questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

OS staff logged 34 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

GRANTS/SPECIAL PROJECTS

Cathy DiGiorgio worked on and received community sponsorships. University of Chicago Medicine gave us one sponsorship for senior giveaways.

Cathy also received a sponsorship of a popcorn machine and a monetary donation from CIBC Bank for the Friday Film Series.

She also got a sponsorship from Marcus Theatre for popcorn for the Friday Film Series.

Outreach Services is preparing for the load-out of the NASA exhibit, Conquering Low Earth Orbit.

Outreach Services is trying to work out a partnership with the Orland Park History Museum to exchange digital representations of our collections.

CUSTOMER SERVICE LOG

3/1/18 Homebound Delivery

"This is such a great service you offer. Thank you so much." Theresa M.

3/1/18 Homebound Delivery

"Books are what keep me going. Thank you for this." Theresa M.

3/1/18 Homebound Delivery

"Thank you for dropping off my books." Theresa M.

3/5/18 Smith Crossing Book Delivery

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

"Thank you." Theresa M.

3/5/18 Brookdale Book Delivery

"Thank you. I enjoy your visits." Theresa M.

3/6/18 Thomas Place Book Delivery

"Thanks for coming." Theresa M.

3/6/18 Alden Prairie Book Delivery

"Thank you for doing this." Theresa M.

3/6/18 Polish Genealogy program

"Wonderful program. Thank you. This was a big help for me." Cathy D.

"The presenter was very good." Cathy D.

"Very helpful with my research." Cathy D.

3/7/18 Evergreen Book Delivery

"Thanks for coming." Theresa M.

3/7/18 The library van was stopped in front of a homebound patron's house. A person out for a walk asked what the library does with the van. It was explained to the walker.

"What an admirable thing to do!" Theresa M.

3/8/18 Afternoons @ OPPL - Maura's Eyes program

"This was great." Cathy D.

"The presenter was great. Have her again, please." Cathy D.

3/15/18 Remember When with Brookdale

"Thanks for coming." Theresa M.

"Thank you so much (and an air kiss)!" Theresa M.

"Thank you." Theresa M.

3/15/18 Blues Slide Guitar program

"I loved them." Duke P.

3/20/18 The Women of the All American Professional Baseball League program

"Great way to start off the baseball season." Cathy D.

"I learned a lot of baseball history tonight." Cathy D.

"Thank you. What a fun program." Cathy D.

"I really enjoyed this program. Keep up the good work." Cathy D.

3/21/18 Orland Township Drop-in Visit

"Thank you very much." Theresa M.

"Thank you. It's nice to see you." Theresa M.

3/27/18 Book Discussion at Smith Crossing

"Thank you for doing this." Theresa M.

"Thank you." Theresa M.

3/26/18 ESL program

"You are so helpful. Thank you so much." Cathy D.

3/28/18 Orland Township Drop-in Visit

"Thank you." Theresa M.

3/28/18 Homebound Delivery

"Thank you for coming." Theresa M.

3/29/18 Alice Paul - Winning Votes for Women program

"Leslie is great at what she does." Duke P.

"What a good program, very nice." Duke P.

"Wonderful, Thank you." Duke P.

3/30/18 Homebound Delivery

"Thank you." Theresa M.

3/30/18 Friday Film Series - The Glass Castle program

"Popcorn is such an awesome thing for you to do. Things like that set this library apart." Shane P.

"The movie was so great. I didn't notice how much time was passing." Shane P.

Technical Services Board Report March 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for March 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.

CONTINUING EDUCATION/MEETINGS ATTENDED

- On Mar. 4, 2018, Wendy attended CPR/AED training.
- On Mar. 4, 2018, Wendy attended PIC meeting.

STATISTICS

Mar-2018	Tech Services Monthly Statistics			Order #	1,957	eBook #	94	Print/Nonprint item #	3,325	Title #:	3,442		
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	Total
Added Books:	1613	1520	1801										4,934
Added AVs:	891	534	814										2,239
Added Periodicals:	657	654	710										2,021
Added eBooks:	134	1323	94										1,551
Compare Monthly Added Items:													
2018	3,295	4,031	3,419										10,745
2017	2,434	2,574	3,464										
Yearly change%	35.37%	56.60%	-1.30%										
Compare Monthly Delete:													
2018	3,303	6,554	15,724										25,581
2017	27,798	11,234	10,182										
Yearly change%	-88.12%	-41.66%	54.43%										
Compare Total OPPL Collection:													
2018	334,577	334,414	326,702										
2017	326,818	325,258	322,466										
Yearly change%	2.37%	2.81%	1.31%										
Polaris Total Item/Title by month:			326,702	269,038									

GRANTS/SPECIAL PROJECTS

- Wendy discovered that Polaris server never ran an “end circulation count” job so that the Year-to-date circulation amount is the lifetime accumulated count. Wendy worked with Polaris to schedule the SQL job on a yearly basis. This can make the “You saved message” and statistical function work better.
- Wendy helped IT and Youth Services add four iPad items into Polaris for circulating.
- Tech Services staff, three Departments staff as well as volunteers completed the magazine giveaway project.
- For better service to all library patrons, Wendy is working to create a new patron group for the reciprocal borrowers so that these patrons can place holds. But the system can automatically adjust the holds queues so that OPPL patrons will always be on the top queue.

CUSTOMER SERVICE LOG

3/5/18 11:30 Technical Services had a volunteer for several days in TS doing service hours. Mary A. said she received a thank you note telling her how calm and accommodating we were. She enjoyed working with us. Mary A. thanked us. Carol M.

Youth Services Board Report

March 2018

PERSONNEL

Part-time Youth Assistant Marianne Dawson's last day was March 24. We are currently seeking to fill the position.

Youth Services Shelver Brendan O'Brien's last day was March 29. We are currently accepting applications to fill the position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Teacher Loan Card

156 items checked out with a Teacher Loan Card

March PAL PAKS

21 Packs with 397 items circulated

Outreach Visits (59 persons total)

3/9 (in-house) 9 from Sandbox Preschool

3/14 (in-house) 12 Girl Scouts from Saint Michael's School

3/22 (in-house) 38 Girl Scouts from District 135

Preschool Packs:

13 packs circulating 337 items total

1,000 Books Before Kindergarten

8 New Sign-ups

Youth Programs

Once Upon a Time Storytime - 436 participants

Building Blocks for Babies - 321 participants

Night Owl Storytime - 148 participants

Buenas Noches Storytime - 76 participants

Bright Starts - 87 participants

Music Makers - 58 participants

Family BINGO - 8 participants

Video Game Club - 78 participants

Little Snapshots - 70 participants

STEAM Challenges - 20 participants

Escape Room - 11 participants

STEAM Challenges Jr - 22 participants

International Art (Egypt) - 5 participants

Toddler Art - 107 participants

What a Novel Idea! - 4 participants

Bennett Joseph Chess - 56 participants

Comic Book Club - 1 participant
Super Senses Sensory Storytime - 21 participants
Mr. D's Magic Show - 193 participants

Teen Programs

Teen Inc. Service Club: Cards for Kids Project - 15 participants
Volun-teens: Video Game Club - 4 participants
Volun-teens: Little Snapshots - 9 participants
Volun-teens: STEAM Challenges Jr - 2 participants
Teen Computer Volunteers April Orientation - 11 participants
Teen Computer Volunteers March - 28 participants
Teen Spring Read - 3 participants
DIY Beaded Wind Chimes - 9 participants
Sandburg Key Club Craft and Storytime - 14 participants
Teen 3D Printing - 11 participants
Interactive Chalkboard - 3 participants
Wii Teen Gamers - 13 participants
Mini Book Reviews - 3 participants

CONTINUING EDUCATION/MEETINGS ATTENDED

Brandi Smits attended PIC Meeting (OPPL) on Mar 4, 2018
Brandi Smits attended CPR/AED Training (OPPL) on Mar 4, 2018
Amy Najewski attended CPR/AED Training (OPPL) on Mar 4, 2018
Becky McCormack attended CPR/AED Training (OPPL) on Mar 4, 2018
Becky McCormack attended PIC Meeting (OPPL) on Mar 4, 2018
Erin Faxel attended PIC Meeting (OPPL) on Mar 4, 2018
Kara DeCarlo attended PIC Meeting (OPPL) on Mar 4, 2018
Erin Faxel attended Spring YA Announcements 2018 (Webinar (booklist)) on Mar 6, 2018
Becky McCormack attended MCATS (Downers Grove Public Library) on Mar 9, 2018
Cathy Riffice attended Webinar Feminist Reads: A Penguin Reading List for Readers Grades K-12 (Youth Services) on Mar 10, 2018
Erin Faxel attended Novelist Webinar (Webinar) on Mar 13, 2018
Becky McCormack attended Novelist webinar (webinar) on Mar 13, 2018
Amy K. Najewski attended Novelist Webinar (OPPL) on Mar 13, 2018
Cathy Riffice attended Current in Comics Upcoming Graphic Novels for Your Library (library) on Mar 25, 2018
Catherine Riffice attended Spring into Picture Books New Books, 2018 (Library) on Mar 30, 2018
Brandi Smits attended Storywalk Visit (Oak Lawn Public Library) on Mar 30, 2018

STATISTICS

March 2018

Youth Services Statistics

Category	Qty
Reference	2918
Ref Remote	125
Non-Reference	328
N-R Remote	63
Extended Help	104
Group Study	341
Teen Program Att	126
Youth Program Att	1676
Combined Program Att	1802

GRANTS/SPECIAL PROJECTS

Brandi Smits submitted the "Back to Books" grant to fund a remote collection of the titles on the Read for a Lifetime high school reading list, which is a program developed by the Illinois State Library. We are currently waiting to hear whether or not we've received the grant.

CUSTOMER SERVICE LOG

Preschool Desk

3/2/18 Green Hills PLD Mom with children "This library is so spacious." Alex P.

3/6/18 Man with toddler coming in for the first time for storytime "We just moved this weekend from Evanston. We were afraid to lose our library there, but this looks wonderful." Amy N.

3/16/18 Mom with son registering for sensory storytime "We have to sign up for another class with Vanessa. She's so good with the kids. We just love her." Kara D.

3/29/18 Moms with kids in preschool area "Wasn't that storytime fun?" Alex P.

Junior Desk

3/26/18 Mom came to the desk to ask about streaming movies "I can't believe I can get so much for free. This is why we love the library." Brandi S.

3/27/18 Grandmother in with her two grandchildren "Thank you - beautiful library and beautiful people working her. Thank you for your research." Amy N.

3/29/18 Middle school teacher returning Pal PAKS "These are amazing. The kids get so excited for them." Alex P.

3/29/18 Preschool teacher returning Pal PAK "These PAKS are so wonderful. I don't know why more teachers don't use them." Amy N.

Teen Desk

3/2/18 A patron who looked lost was asked if he needed help "No thanks, I'm just looking for someone, but you guys are so nice here for asking." Erin F.

3/23/18 A man looking for a bunch of CDs "Thank you for taking the time to help me find all of these. I'd be here forever if it weren't for you." Erin F.

3/24/18 Man looking for movies for his grandchildren "Thank you so much for helping. This is such a nice place, but it's hard to navigate. You were so sweet for helping me." Erin F.

3/24/18 Lady looking for CDs "Thank you so much. I love when you're here to help. You're so sweet." Erin F.

Executive Summary

We are pleased to present the insurance renewal for 5/1/18 to 5/1/19 policy term.

Property and Casualty

Hanover has offered a solid renewal this policy period. Please note that the underwriter requested a premium increase on the renewal of UHC911625105 due to the increases that they are taking on their sexual abuse and molestation coverages. You have a sublimit for this coverage that is part of the umbrella. The underwriter agreed to divide this increase between the next two years. They are asking for half of the premium increase for the 18/19 term and will need to include the remaining increase in the 19/20 policy term.

Cyber Liability

We are pleased to provide Cyber Liability renewal terms for your review. Beazley offered flat pricing with the following coverage enhancements:

- Contingent Business Interruption (\$100k)
- System Failure (\$2MM)
- 8 Hour Waiting Period vs 10 Hour Waiting Period (Business Interruption & Contingent Business Interruption coverage)
- NEW endorsement - Incidental Hospitality Technology Services Liability

Please note there is a new form this year which is non-admitted (surplus lines taxes included). Beazley can only offer up to \$100k Social Engineering Sublimit which is the standard for most carriers. Beazley includes \$100k with \$5k retention and Hanover includes a \$100k sublimit with \$5k retention. If a loss were to occur and both limits were exhausted it would end up being a total of \$10k retention.

Included is an alternative option from Axis but it ended up being a higher premium with no Media coverage (website), Contingent Business Interruption or System Failure Coverage. Option 1 includes an Social Engineering sublimit of \$100k and the increased premium in Option 2 reflects the increased sublimit of \$250k.

Contingent Business Interruption covers a business loss of income and interruption expenses incurred as a result of a third party service providers system going down.

System Failure covers unintentional and unplanned outage or failure of the network, however caused, including but not limited to administrative errors.

I recommend staying with Beazley which is offering flat pricing and boarder coverage.

We appreciate the opportunity to place your cyber coverage, and look forward to our continued relationship throughout the policy period!

Directors and Offices/ Employment practices

CNA took a very small increase in the renewal premium this year due to ratable exposures. They pushed to keep the overall as flat as possible. All limits and retentions remain per expiring with the added Specific Matter Exclusion to address claim KY17K2207040. This exclusion is being added to clarify that this claim would not be covered under the CNA policy and instead be picked up by prior carrier. This is a common exclusion when moving coverage and the CNA underwriters missed putting it on last year. This new exclusion just clarifies the policy language in the D&O section about related matters and will specifically exclude claim number: KY17K2207040.

We negotiated with CNA to keep this as specific as possible as to not exclude other FOIA claims that may be brought up that are unrelated to past claims.

Items needed prior to binding:

- Application signed and dated (within 30 days of renewal)

Crime / Fidelity

Hanover has agreed to increase the Social Engineering coverage from \$50,000 to \$100,000 for \$75 annual starting at the 05/01/2018 renewal. Since this is on a 3 year deal the total premium increase would be \$150.

They would need a completed Social Engineering application to consider increasing to \$250,000. Our underwriter indicated that due to the \$1,000,000 limit they would be hesitant to increase past the \$100,000. With the application they could underwrite and try providing a higher limit but would be subject to home office approval and the exposure presented on the application.

We appreciate the opportunity to place your coverages , and look forward to our continued relationship throughout the policy period!

Premium Summary

Coverage Summary

	Expiring 05/01/2017 - 05/01/2018	Renewal Exposures @ Expiring Rates	Renewal 05/01/2018 - 05/01/2019	% Change
Exposures				
Total Insured Property Values (Buildings, Business Personal Property, Business Income, EDP, etc.)	\$37,465,007		\$38,255,176	2%
Total Building & Business Personal Property	\$36,465,007		\$37,255,176	2%
Total Business Income Values	\$1,000,000		\$1,000,000	0%
Square Feet	93,000		93,000	0%
# of Vehicles	1		1	0%
Workers Comp - Payroll Estimates	\$2,621,703		\$2,785,400	6%
Premiums / Rates				
Property /B&M / Flood / EQ / Business Income	\$23,270	\$23,761	\$23,538	1%
Avg. Rate to Values (Per \$100)	0.062		0.062	-1%
Inland Marine Coverage & Cyber	\$2,213	\$2,528	\$2,213	0%
Commercial General Liability	\$5,561	\$5,561	\$5,877	6%
Avg. Rate to Square Foot (Per 1,000)	59.80		63.19	6%
Commercial Auto	\$1,464	\$1,464	\$1,504	3%
Avg. Cost Per Unit	1,464		1,504	3%
Workers' Compensation (without Taxes)	\$12,617	\$13,405	\$10,921	-13%
Avg. Rate to Payroll (Per \$100)	0.48		0.39	-19%
Experience Modification	1.12		1.12	0%
Umbrella Liability	\$11,953	\$11,953	\$12,675	6%
Avg. Rate to Square Foot (Per 1,000)	128.53		136.29	6%
Crime (3 year policy)	\$1,575	\$1,428	\$1,650	5%
Total Estimated Annual Cost for P & C lines	<u>\$58,653</u>	<u>\$60,100</u>	<u>\$58,378</u>	-0.47%
Executive Protection	\$13,768	n/a	\$13,816	0%
Cyber Liability	\$3,235	n/a	\$3,122	-3%
Total Estimated Annual Cost for all lines	<u>\$75,656</u>		<u>\$75,316</u>	0%

Payment Options

Coverage Summary

Orland Park Public Library

Hanover Direct Bill Options- Package, Umbrella, Workers Compensation

Full Pay

4 Pay (25% down and 3 equal installments) plus service charge*

10 Pay (20% down and 9 equal installments) plus service charge*

*Service Charge of \$5.00 per installment

Hanover Direct Bill Options- Auto

Full Pay

Hanover Agency Bill Options- Crime (3 year policy)

Full Pay

Executive Protection

Full Pay

Premium Financing quotes available upon request



Board of Library Trustees
Orland Park Public Library
Orland Park, Illinois

We have audited the financial statements of the governmental activities and each major and non-major fund of Orland Park Public Library (the Library) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated November 13, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of the Council's Significant Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Library's financial statements are:

Management's estimate of the property tax receivable and the resulting deferred inflows of resources are uncertain because the extended, final 2017 levy is not available until the third quarter of 2018 and it is difficult to estimate potential losses. Based on history, management has estimated they will fully collect the 2017 tax levy. We evaluated the key factors and assumptions used to develop this estimate and have determined it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of bond obligations in Note 5 is significant because of the large dollar amounts involved.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has agreed to correct all such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 6, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Additional Information, which accompany the financial statements, but are not RSI. With respect to the Additional Information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the Additional Information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the board of trustees and management of Orland Park Public Library and is not intended to be, and should not be, used by anyone other than these specified parties.

M. Clure, Insena + Co., Ltd.

April 6, 2018

ORLAND PARK PUBLIC LIBRARY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017



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INDEPENDENT AUDITOR'S REPORT

Board of Library Trustees
Orland Park Public Library
Orland Park, Illinois

We have audited the accompanying financial statements of the governmental activities and each major and non-major fund of Orland Park Public Library, a component unit of the Village of Orland Park, Illinois, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major and non-major fund of the Orland Park Public Library, as of December 31, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information on pages 3 through 5 and 19 through 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Orland Park Public Library's basic financial statements as a whole. The accompanying financial information listed as additional information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

M. Clure, Israena + Co., Ltd.

April 6, 2018

ORLAND PARK PUBLIC LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2017

Management of Orland Park Public Library provides this narrative overview and analysis for the year ending December 31, 2017. It is recommended that readers consider this information in conjunction with the financial statements as a whole.

Overview of the Financial Statements

Management's discussion and analysis serves as an introduction to the Library's financial statements. The statements presented include a Governmental Funds Balance Sheet and Statement of Net Position, a Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and Statement of Activities, and notes to the financial statements. The Library qualifies as a special-purpose governmental entity engaged in only one governmental type activity allowing it to combine the fund and government-wide financial statements. This is done through the use of an adjustment column, on the face of the statements, which reconciles the fund based accounting policies to the government-wide statements.

Financial Highlights

The Library's total net position as of December 31, 2017 and 2016 was \$22,177,147 and \$22,239,616 respectively. For the years ended December 31, 2017 and 2016, net position decreased \$152,469 and increased \$196,450, respectively. The term "net position" represents the difference between total assets/deferred outflows of resources and total liabilities/deferred inflows of resources.

Financial Statements

The financial statements of the Library are intended to provide the reader with an understanding of the financial position of the Library as of the close of the fiscal year and the results of activities for the year then ended. The fund financial statements focus on current financial resources while government-wide financial statements are similar to a private-sector business.

The Governmental Funds Balance Sheet and Statement of Net Position provides information on the Library's assets/deferred outflows of resources and liabilities/deferred inflows of resources. The difference between these two represents governmental fund balances for the current financial resources reporting and net position for the government-wide reporting. Increases or decreases in fund balances and net position occur when revenues exceed or fall short of expenditures/expenses. Information is presented for each fund and shows any restrictions on the fund or net position.

The Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance and Statement of Activities reflects the results of the Library's revenues, expenditures and activities during the year and the corresponding effect on fund and net position balances. This statement shows the source of Library revenues and how those revenues were used to provide Library services.

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. Required Supplementary Information consists of the Library's proportionate share of the Net Pension Liability, a schedule of the Library's contributions to the pension plan and a comparison of estimated receipts and appropriation to actual revenues and expenditures for the general fund.

Financial Analysis

Net position may serve, over time, as a useful indicator of a government's financial position. The Library's assets/deferred outflows of resources exceeded liabilities/deferred inflows of resources by \$22,177,147 as of the close of the year. Of the net position balance, \$6,712,809 is unrestricted, \$715,493 is restricted, and \$14,748,845 is net investment capital assets.

Condensed Statement of Net Position

	December 31,	
	2017	2016
Assets		
Current Assets	\$ 15,125,546	\$ 14,726,581
Capital Assets, net of accumulated depreciation	14,748,845	15,039,759
Total Assets	29,874,391	29,766,340
Deferred Outflows of Resources	730,771	864,031
Total Assets, Deferred Outflows of Resources	30,605,162	30,630,371
Liabilities		
Current Liabilities	90,827	84,533
Non-Current Liabilities	1,265,817	1,337,187
Total Liabilities	1,356,644	1,421,720
Deferred Inflows of Resources	7,071,371	6,879,035
Net Position		
Net Investment in Capital Assets	14,748,845	15,039,759
Restricted	715,493	666,737
Unrestricted	6,712,809	6,623,120
Total Net Position	\$ 22,177,147	\$ 22,329,616

Condensed Statement of Activities

	For the Years Ended December 31,	
	2017	2016
Revenues		
Property and Replacement Taxes	\$ 6,876,710	\$ 6,758,611
Grants	44,076	96,565
Gifts	16,945	11,629
Interest Income	80,324	44,228
Fines, Fees and Other	89,795	104,289
Total Revenues	7,107,850	7,015,322
Expenses		
Staff	2,912,375	2,708,425
Library Materials	622,691	542,259
Contractual Services	335,620	255,049
Physical Facilities	352,154	356,820
Development	102,131	91,538
Supplies	68,192	49,493
Other Expenses	496	1,834
IMRF and FICA	531,777	504,848
Audit	11,250	10,500
Insurance	35,199	59,027
Debt Service	1,679,357	1,642,168
Special Reserve	33	18
Capital Campaign	-	436
Depreciation	609,044	596,457
Total Expenses	7,260,319	6,818,872
Change in Net Position	(152,469)	196,450
Net Position,		
Beginning of Year	22,329,616	22,133,166
End of Year	\$ 22,177,147	\$ 22,329,616

The following is a summary of changes in fund balances for the year ended December 31, 2017:

<u>Governmental Funds</u>	<u>Fund Balance December 31, 2016</u>	<u>Increase (Decrease)</u>	<u>Fund Balance December 31, 2017</u>
General	\$ 6,439,208	\$ (74,387)	\$ 6,364,821
Special Reserve	773,079	307,961	1,081,040
Capital Campaign	68,285	2,094	70,379
Debt Service	533,849	46,662	580,511
Total Fund Balances	\$ 7,814,421	\$ 282,330	\$ 8,096,751

During the year, \$300,000 was transferred from the General Fund to the Special Reserve Fund.

Budgetary Highlight

The Library's General Fund expended \$5,146,130, which was \$503,458 less than the appropriation of \$5,649,588 for the year ended December 31, 2017. The appropriation sets the maximum spending limit for the fiscal year.

Capital Assets and Debt Administration

The following is a summary of capital assets:

	<u>December 31,</u>	
	<u>2017</u>	<u>2016</u>
Land	\$ 200,000	\$ 200,000
Artwork	62,702	62,702
Software	232,001	172,261
Building and Improvements	21,223,285	21,061,285
Furniture & Equipment	349,427	253,037
Vehicles	21,027	21,027
Cost of Capital Assets	22,088,442	21,770,312
Less Accumulated Depreciation	7,339,597	6,730,553
Net Capital Assets	\$ 14,748,845	\$ 15,039,759

During 2017, the Library installed new flooring, updated software and finished refurbishing the furniture in Youth Services. The Library paid the Village of Orland Park \$1,679,357 of principal and interest on bonds the Village issued, and later refinanced, to construct the Library. As of December 31, 2017, the Library portion of the refunding bonds outstanding was \$4,290,000. See Notes 4 and 5 on pages 13 and 14 for more information on capital assets and debt.

Description of Current or Expected Conditions

Presently, management is not aware of any significant changes in conditions that could have a significant effect on the financial position or results of activities of the Library in the near future.

Requests for Information

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director, Orland Park Public Library, 14921 Ravinia Avenue, Orland Park, Illinois 60462.

BASIC FINANCIAL STATEMENTS

ORLAND PARK PUBLIC LIBRARY
GOVERNMENTAL FUNDS BALANCE SHEET
AND STATEMENT OF NET POSITION

DECEMBER 31, 2017

	GENERAL FUND	SPECIAL RESERVE FUND	CAPITAL CAMPAIGN FUND	DEBT SERVICE FUND	TOTAL	ADJUSTMENTS (Note 9)	STATEMENT OF NET POSITION
ASSETS							
Cash	\$ 6,273,374	\$ 1,078,423	\$ 70,379	\$ 590,778	\$ 8,012,954	\$ -	\$ 8,012,954
Property Taxes Receivable	5,273,000	-	-	1,664,968	6,937,968	-	6,937,968
Prepaid Expenses	93,138	-	-	-	93,138	-	93,138
Interest Receivable	32,979	2,617	-	1,814	37,410	-	37,410
Grants Receivable	44,076	-	-	-	44,076	-	44,076
Capital Assets, net of accumulated depreciation	-	-	-	-	-	14,748,845	14,748,845
Total Assets	11,716,567	1,081,040	70,379	2,257,560	15,125,546	14,748,845	29,874,391
DEFERRED OUTFLOWS OF RESOURCES							
Deferred Outflows Related to Pension (IMRF)	-	-	-	-	-	730,771	730,771
Total Assets and Deferred Outflows of Resources	\$ 11,716,567	\$ 1,081,040	\$ 70,379	\$ 2,257,560	\$ 15,125,546	15,479,616	30,605,162
LIABILITIES							
Accounts Payable	\$ 78,746	\$ -	\$ -	\$ -	\$ 78,746	-	78,746
Due to Primary Government	-	-	-	12,081	12,081	-	12,081
Accrued Compensated Absences, Long-term	-	-	-	-	-	21,416	21,416
Net Pension Obligation, Long-term	-	-	-	-	-	1,244,401	1,244,401
Total Liabilities	78,746	-	-	12,081	90,827	1,265,817	1,356,644
DEFERRED INFLOWS OF RESOURCES							
Deferred Property Taxes	5,273,000	-	-	1,664,968	6,937,968	-	6,937,968
Deferred Items Related to Pensions (IMRF)	-	-	-	-	-	133,403	133,403
Total Deferred Inflows of Resources	5,273,000	-	-	1,664,968	6,937,968	133,403	7,071,371
FUND BALANCES / NET POSITION							
Fund Balances							
Nonspendable	93,138	-	-	-	93,138	(93,138)	-
Restricted for Specific Purposes	51,006	-	70,379	-	121,385	(121,385)	-
Restricted for Statutory Purposes	13,597	-	-	580,511	594,108	(594,108)	-
Committed for Capital Projects	-	1,081,040	-	-	1,081,040	(1,081,040)	-
Unassigned	6,207,080	-	-	-	6,207,080	(6,207,080)	-
Total Fund Balances	6,364,821	1,081,040	70,379	580,511	8,096,751	(8,096,751)	-
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 11,716,567	\$ 1,081,040	\$ 70,379	\$ 2,257,560	\$ 15,125,546		
Net Position							
Net Investment in Capital Assets						14,748,845	14,748,845
Restricted						715,493	715,493
Unrestricted						6,712,809	6,712,809
Total Net Position						\$ 22,177,147	\$ 22,177,147

The accompanying notes are an integral part of these financial statements.

ORLAND PARK PUBLIC LIBRARY
GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2017

	GENERAL FUND	SPECIAL RESERVE FUND	CAPITAL CAMPAIGN FUND	DEBT SERVICE FUND	TOTAL	ADJUSTMENTS (Note 9)	STATEMENT OF ACTIVITIES
REVENUES							
Property Taxes	\$ 5,147,060	\$ -	\$ -	\$ 1,715,375	\$ 6,862,435	\$ -	\$ 6,862,435
State Replacement Taxes	14,275	-	-	-	14,275	-	14,275
Grants	44,076	-	-	-	44,076	-	44,076
Fines and Fees	79,880	-	-	-	79,880	-	79,880
Gifts	14,920	-	2,025	-	16,945	-	16,945
Interest Income	61,617	7,994	69	10,644	80,324	-	80,324
Miscellaneous	9,915	-	-	-	9,915	-	9,915
Total Revenues	5,371,743	7,994	2,094	1,726,019	7,107,850	-	7,107,850
EXPENDITURES / EXPENSES							
Staff	2,908,697	-	-	-	2,908,697	3,678	2,912,375
Library Materials	622,691	-	-	-	622,691	-	622,691
Contractual Services	570,818	-	-	-	570,818	(235,198)	335,620
Physical Facilities	435,086	-	-	-	435,086	(82,932)	352,154
Development	102,131	-	-	-	102,131	-	102,131
Supplies	68,192	-	-	-	68,192	-	68,192
IMRF Pension	207,939	-	-	-	207,939	140,207	348,146
Contribution to FICA	183,631	-	-	-	183,631	-	183,631
Audit	11,250	-	-	-	11,250	-	11,250
Insurance	35,199	-	-	-	35,199	-	35,199
Other Expenses	496	33	-	-	529	-	529
Debt Service Paid to Primary Government	-	-	-	1,679,357	1,679,357	-	1,679,357
Depreciation	-	-	-	-	-	609,044	609,044
Total Expenditures / Expenses	5,146,130	33	-	1,679,357	6,825,520	434,799	7,260,319
Excess (Deficiency) of Revenues Over (Under) Expenditures	225,613	7,961	2,094	46,662	282,330	(434,799)	-
OTHER FINANCING SOURCES (USES)							
Transfers In (Out)	(300,000)	300,000	-	-	-	-	-
Net Change in Fund Balances	(74,387)	307,961	2,094	46,662	282,330	(282,330)	-
Change in Net Position						(152,469)	(152,469)
FUND BALANCES / NET POSITION							
Beginning of Year	6,439,208	773,079	68,285	533,849	7,814,421	14,515,195	22,329,616
End of Year	\$ 6,364,821	\$ 1,081,040	\$ 70,379	\$ 580,511	\$ 8,096,751	\$ 14,080,396	\$ 22,177,147

The accompanying notes are an integral part of these financial statements.

ORLAND PARK PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2017

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Orland Park Public Library (Library) have been prepared in conformity with U.S. generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

A. Reporting Entity

The Library's reporting entity includes all entities for which the Library exercised oversight responsibility as defined by the GASB.

The Library has developed criteria to determine whether outside agencies should be included within its financial reporting entity. The criteria include, but are not limited to, whether the Library (1) selects the governing authority or management, (2) has the ability to significantly influence operations, or (3) has accountability for fiscal matters (e.g., final budget approval, responsibility for funding deficits, management of assets, etc.). Using these criteria, the Library has not included in its financial statements the activities of any other entity.

The Library is a component unit of the Village of Orland Park (Village).

B. Basis of Presentation

The government-wide and fund financial statements are combined, with a reconciliation shown between them. The Governmental Funds Balance Sheet and Statement of Net Position and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances and Statement of Activities combine information about the reporting government as a whole and funds statements to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Library functions or activities.

Based on relative dollar values it has been determined that General and Debt Service are major funds and Special Reserve and Capital Campaign are non-major funds of the Library. Following is a description of the funds.

General Fund – The General Fund is the operating fund of the Library. It is used to account for all financial resources not accounted for in some other fund.

Special Reserve and Capital Campaign – These funds are used to account for the acquisition or construction of capital assets and for restricted contributions.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Debt Service Fund – This fund accounts for the monies received (primarily taxes) and payments made, to retire bond debt incurred by the Village on behalf of the Library.

C. Basis of Accounting

The government-wide statements (the Statement of Net Position and the Statement of Activities) are prepared using the economic resources measurement focus and the accrual basis of accounting. Fund financial statements (the Governmental Funds Balance Sheet and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances) are prepared using the current financial measurement focus and are accounted for using the modified accrual basis of accounting. Under this basis, revenues are recognized in the accounting period in which they become measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or within sixty days after the year end. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

The Library recognizes property taxes receivable during the fiscal year in which the taxes are levied and become a legal claim of the Library. However, property taxes are not recognized as revenue until the subsequent year when the property taxes are extended by Cook and Will Counties and remitted to the Library. Therefore, the 2017 levy is deferred and all of the 2016 levy which was collected in 2017 is recognized as revenue. Expenditures are recognized when the related obligations are incurred.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual budgets are adopted for the general fund. All annual budget amounts lapse at fiscal year end.

A proposed budget is prepared annually and made available for public inspection at least thirty days prior to a public hearing and formal adoption. The Library may make transfers among the various items in any fund not exceeding, in the aggregate, ten percent of the total budget for a particular fund. The budget may be amended in other ways by the same procedures required for its original adoption.

E. Deposits

Cash includes amounts in demand deposits, money market accounts and certificates of deposits. The vast majority of funds are invested with PMA Financial Network, Inc. which maintains a money market account and purchases certificates of deposit for the Library.

Illinois Revised Statutes authorize the Library to invest in securities guaranteed by the full faith and credit of the United States of America, interest-bearing savings accounts, certificates of deposit or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, the State Treasurer’s investment pool (authorized by

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ILCS 30, 235-2, e), and other permitted investments under paragraph 902, chapter 85 of the Statutes as amended by Public Act 86-426. Investments may only be made in banks that are insured by the Federal Deposit Insurance Corporation.

F. Capital Assets

The accounting treatment over property, furniture, and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets, which are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Building and Improvement	15-40 years
Furniture and Equipment	5-15 years
Software	5 years
Vehicles	5 years

The minimum capitalization threshold is any item with a total cost greater than \$10,000.

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

G. Deferred Outflows and Inflows of Resources

Deferred outflows of resources related to pension expense represent amounts related to the differences between expected and actual experience, changes in assumptions, the net difference between projected and actual earnings on pension plan investments and post measurement date payments. See Note 6 for additional information on these deferred outflows.

Deferred inflows of resources consists of two items. Deferred inflows relating to property taxes do not fit the definition of a liability, that is, the use of resources to satisfy an obligation. Rather deferred property taxes represent a future recognition of revenue, therefore are classified as deferred inflows of resources. Deferred inflows related to pensions represent differences between expected and actual experience.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Fund Equity

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority (such as amounts committed for capital projects); to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund.

The board of trustees establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. An assigned fund balance is established by the board of trustees through adoption or amendment of the budget as intended for specific purpose.

When fund balance resources are available for a specific purpose in more than one classification, it is the Library's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

I. Compensated Absences

It is the Library's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated sick leave since it does not vest. Vacation pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a liability in the government-wide statements.

J. Defined Benefit Pension Plan (IMRF)

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Illinois Municipal Retirement Fund (IMRF) and additions to/deductions from IMRF fiduciary net position have been determined on the same basis as they are reported by IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

accordance with the benefit terms. Investments are reported at fair value.

The Library has elected to use a December 31, 2016 measurement date. All IMRF liabilities, assets and deferred inflows and outflows are measured as of that date. This measurement date conforms to the requirements of GASB 68.

K. Interfund Transactions

Interfund transfers are reported as operating transfers, the principal purpose of which is to set aside funds for future needs.

L. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS

Deposits. At year-end, the carrying amount of the Library's deposits was \$8,012,654, excluding petty cash of \$300, and the bank balance was \$8,060,731. Of the bank balance, \$7,039,806 was covered by federal depository insurance and \$1,020,925 was covered by letters of credit. Included in deposits are certificates of deposit (CD's) totaling \$6,789,806. CD's terms are generally less than one year. Interest rates on CD's held at year end range from .840% to 1.575%.

Custodial Credit Risk – Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned. The Library's investment policy protects it from custodial risk by requiring funds on deposit in excess of FDIC limits to be secured by collateral.

Concentration of Credit Risk – The Library's investment policy addresses concentration of credit risk by requiring investments to be diversified to reduce the risk of loss resulting from over concentration of assets in a specific issue or specific issues of securities.

Interest Rate Risk – The Library's investment policy addresses interest rate risk by requiring that investments be diversified and reviewed for concentration in maturity.

NOTE 3 – PROPERTY TAXES

The Village of Orland Park passed its 2017 Tax Levy Ordinance on December 19, 2017, which included the Library's tax levy. Property Taxes for 2017 attached as an enforceable lien on property as of January 1, 2017. Taxes are payable in two installments generally on or around March 1 and August 1. As such, significant tax monies are received by the counties between March and August and they remit them to the library periodically. Substantially all of the 2016 taxes were collected by year end and within 60 days after year end. The 2017 levy is reflected as both a receivable and as deferred inflow of resources. The Library has estimated they will fully collect the 2017 levy.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017 was as follows:

	Balance December 31, 2016	Increases	Decreases	Balance December 31, 2017
Capital assets, not being depreciated				
Land	\$ 200,000	\$ -	\$ -	\$ 200,000
Artwork	62,702	-	-	62,702
Total capital assets not being depreciated	<u>262,702</u>	<u>-</u>	<u>-</u>	<u>262,702</u>
Capital assets, being depreciated				
Building and Improvements	21,061,285	162,000	-	21,223,285
Furniture & Equipment	253,037	96,390	-	349,427
Software	172,261	59,740	-	232,001
Vehicles	21,027	-	-	21,027
Total capital assets being depreciated	<u>21,507,610</u>	<u>318,130</u>	<u>-</u>	<u>21,825,740</u>
Less accumulated depreciation for				
Building and Improvements	(6,481,526)	(531,295)	-	(7,012,821)
Furniture & Equipment	(101,288)	(40,910)	-	(142,198)
Software	(126,712)	(36,839)	-	(163,551)
Vehicles	(21,027)	-	-	(21,027)
Total accumulated depreciation	<u>(6,730,553)</u>	<u>(609,044)</u>	<u>-</u>	<u>(7,339,597)</u>
Total capital assets being depreciated, net	<u>14,777,057</u>	<u>(290,914)</u>	<u>-</u>	<u>14,486,143</u>
Capital assets, net	<u>\$ 15,039,759</u>	<u>\$ (290,914)</u>	<u>\$ -</u>	<u>\$ 14,748,845</u>

NOTE 5 – LONG-TERM DEBT

Long-term liabilities consist of the following general obligation bonds and pension obligation:

- a. **General Obligation Bonds.** The Village of Orland Park issued general obligation bonds Series 2002A to provide funds for the acquisition, construction, and renovation of the Library facility. On February 17, 2010 the Village of Orland Park refunded the Series 2002A bonds and issued new bonds. Listed below are the details of these bonds. The Library levies for principal and interest on these bonds and remits payment to the Village for the required amounts. The liability for these bonds is not reflected in the Library's financial statements, but rather in the Village statements since they are the debt's obligor.

Annual debt service requirements to maturity for the General Obligation Bonds are as follows:

Year Ended December 31,	Principal	Interest	Total
2018	\$ 1,520,000	\$ 144,968	\$ 1,664,968
2019	885,000	95,568	980,568
2020	490,000	66,805	556,805
2021	515,000	50,145	565,145
2022	<u>880,000</u>	<u>32,120</u>	<u>912,120</u>
	<u>\$ 4,290,000</u>	<u>\$ 389,606</u>	<u>\$ 4,679,606</u>

NOTE 5 – LONG-TERM DEBT (Continued)

b. Net pension obligation recorded as of December 31, 2017 under GASB 68.

	Balance December 31, 2016	Additions	Reductions	Balance December 31, 2017	Amounts Due In One Year
a. \$13,785,000 thirteen-year General Obligation Refunding Bonds, Series 2010 dated February 1, 2010 with remaining interest rates from 3.0% - 3.65%	\$ 5,780,000	\$ -	\$ 1,490,000	\$ 4,290,000	\$ 1,520,000
b. Net Pension Obligation	<u>1,319,449</u>	<u>-</u>	<u>75,048</u>	<u>1,244,401</u>	<u>-</u>
	<u>\$ 7,099,449</u>	<u>\$ -</u>	<u>\$ 1,565,048</u>	<u>\$ 5,534,401</u>	<u>\$ 1,520,000</u>

NOTE 6 – DEFINED BENEFIT PENSION PLAN

General Information about the Pension Plan

Plan Description: The Library's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multiple-employer public pension fund. A summary of IMRF's pension benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report may be obtained on-line at www.imrf.org. The Library participates in IMRF through the Village of Orland Park.

Benefits Provided: IMRF has three benefit plans. All three IMRF benefit plans have two tiers. The Library participates in the Regular Plan (RP). Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of services, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

Contributions: As set by statute, the Library's Regular plan members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's annual required contribution rates for calendar years 2017 and 2016, were 11.97% and 12.32%, respectively. For calendar years 2017 and 2016, the Library contributed \$207,939 and \$201,403, respectively, to the plan. The Library also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

Net Pension Liabilities: At December 31, 2017, the Library reported a liability of \$1,244,401 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of the contributions to the pension plan relative to the projected contributions of the IMRF plan of the Village of Orland Park actuarially determined. At December 31, 2016, the Library's proportion was 10.3%, which was an increase of .4% from its proportion measured as of December 31, 2015.

Actuarial assumptions: The total pension liability reported as of December 31, 2017 using the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market Value of Assets
Inflation Rate	2.75%
Salary Increases	3.75% to 14.50%, including inflation
Investment Rate of Return	7.50%

Projected retirement age was from the Experience-based Table of Rates, specific to the type of eligibility condition, last updated for the 2014 valuation according to an experience study from years 2011 to 2013.

For non-disabled retirees, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF-specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience.

For disabled retirees, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF-specific rates were developed from the RP-2014 Disabled Retirees Mortality Table, applying the same adjustments that were applied for nondisabled lives.

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

For active members, an IMRF-specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF-specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

The *long-term expected rate of return* on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Portfolio Target Percentage	Long-Term Expected Real Rate of Return
Domestic Equities	38%	6.85%
International Equities	17	6.75%
Fixed Income	27	3.00%
Real Estate	8	5.75%
Alternative Investments	9	2.65-7.35%
Cash Equivalents	1	2.25%
Total	100%	

Single Discount Rate: A Single Discount Rate of 7.50% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

1. The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and
2. The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.50%, the municipal bond rate is 3.78%, and the resulting single discount rate is 7.50%.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate: The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.50%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

NOTE 6 – DEFINED BENEFIT PENSION PLAN (Continued)

	1% Lower (6.50%)	Current (7.50%)	1% Higher (8.50%)
Library's proportionate share of Net Pension Liability (Asset)	<u>\$ 2,511,992</u>	<u>\$ 1,244,401</u>	<u>\$ 207,506</u>

Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:

For the year ended December 31, 2017, the Library recognized pension expense of \$348,146. At December 31, 2017, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 36,345	\$ 106,200
Changes of assumptions	108,545	27,203
Net difference between projected and actual earnings on pension plan investments	377,942	-
Changes in proportion and differences between Library contributions and proportionate share of contributions	-	-
Library contributions subsequent to the measurement date	<u>207,939</u>	<u>-</u>
Total	<u>\$ 730,771</u>	<u>\$ 133,403</u>

Deferred outflows of resources related to pensions resulting from Library contributions of \$207,939, made subsequent to the December 31, 2016 measurement date, are recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2018	\$ 160,389
2019	142,250
2019	90,429
2020	(3,639)
2021	<u>-</u>
	<u>\$ 389,429</u>

NOTE 7 – DEFERRED COMPENSATION PLAN

The Village of Orland Park offers the Library employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all full time Village and Library employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. The plan assets are held in a trust. As such, plan assets are not subject to the claims of general creditors of the Library or Village.

NOTE 8 – RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance.

NOTE 9 – ADJUSTMENTS

Amounts reported in the statement of net position are different from the governmental funds balance sheet because:

Capital assets used in governmental activities are not financial resources and therefore are not capitalized in the funds.	\$ 14,748,845
Deferred outflows related to pensions.	730,771
Long-term liabilities are not due and payable in the current period and therefore they are not reported in the governmental funds balance sheet: Accrued Compensated Absences.	(21,416)
Net pension obligation.	(1,244,401)
Deferred inflows related to pensions.	<u>(133,403)</u>
	<u>\$ 14,080,396</u>

Amounts reported on the statement of activities are different from governmental funds statement of revenues, expenditures and changes in fund balances because:

The government funds report capital outlays as expenditures; however, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded net capital asset purchases (\$609,044 less \$318,130).	\$ 290,914
Recording the changes in the net pension obligation on the government-wide statements increasing pension expense.	140,207
Changes in compensated absences.	<u>3,678</u>
	<u>\$ 434,799</u>

NOTE 10 – COMMITMENTS AND CONTINGENCIES

The Library is a consortium member defending against property tax appeals from various Orland Park businesses. Although the outcome of these appeals is not presently determinable, it is the opinion of the management in consultation with legal counsel, that the final settlements will not result in a material adverse effect on the financial position of the Library.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS

In addition to providing pension benefits through IMRF, the Library is obligated to provide certain health care insurance benefits for retired employees through participation in the Village of Orland Park's health insurance plan. The retiree pays the entire health insurance premium and therefore there is no explicit subsidy. Based on a prior year actuarial valuation, any potential implicit subsidy is immaterial and therefore not reflected in the Library's financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

ORLAND PARK PUBLIC LIBRARY

SCHEDULE OF THE LIBRARY'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY

ILLINOIS MUNICIPAL RETIREMENT FUND

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Library's proportion of the net pension liability	10.3%	9.9%	10.0%
Library's proportionate share of the net pension liability	\$ 1,244,401	\$ 1,319,449	\$ 801,999
Library's covered-employee payroll	\$ 1,635,343	\$ 1,680,724	\$ 1,587,406
Library's proportionate share of the net pension liability as a percentage of its covered-employee payroll	76.1%	78.5%	50.5%
Plan fiduciary net position as a percentage of the total pension liability	86.4%	84.3%	90.0%

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available.

ORLAND PARK PUBLIC LIBRARY
 SCHEDULE OF LIBRARY'S CONTRIBUTIONS
 ILLINOIS MUNICIPAL RETIREMENT FUND

Calendar Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered-Valuation Payroll	Contributions as a Percentage of Covered-Valuation Payroll
2014	\$ 207,315	\$ 207,315	\$ -	\$ 1,587,406	13.06%
2015	211,603	211,603	-	1,680,724	12.59%
2016	201,403	201,403	-	1,635,343	12.32%

*Summary of Actuarial Methods and Assumptions Used in the Calculation of the 2016 Contribution Rate**

Valuation Date: Actuarially determined contribution rates are calculated as of December 31 each year, which are 12 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine 2016 Contribution Rates:

Actuarial Cost Method: Aggregate entry age = normal
Amortization Method: Level percentage of payroll, closed
Remaining Amortization Period: 27-year closed period
Asset Valuation Method: 5-year smoothed market; 20% corridor
Wage Growth: 3.50%
Price Inflation: 2.75%, approximate; No explicit price inflation assumption is used in this valuation.
Salary Increases: 3.75% to 14.50%, including inflation
Investment Rate of Return: 7.50%
Retirement Age: Experience-based table of rates that are specific to the type of eligibility condition; last updated for the 2014 valuation pursuant to an experience study of the period 2011 to 2013.
Mortality: RP-2014 Blue Collar Health Annuitant Mortality Table, and RP-2014 (base year 2012) Disability Mortality Table with adjustments to match current IMRF experience.
Other Information:
Notes: There were no benefit changes during the year.

* Based on Valuation Assumptions used in the December 31, 2014, actuarial valuation.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, information is presented for those years for which information is available

ORLAND PARK PUBLIC LIBRARY

GENERAL FUND

SCHEDULE OF REVENUES AND EXPENDITURES -
ESTIMATED RECEIPTS AND APPROPRIATIONS COMPARED TO ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2017

	Estimated Receipts and Appropriations		
	Original and		
	Final	Actual	Variance
REVENUES			
Property Taxes	\$ 5,194,234	\$ 5,147,060	\$ (47,174)
Replacement Taxes	12,000	14,275	2,275
Grants	40,000	44,076	4,076
Fines and Fees	91,000	79,880	(11,120)
Gifts	9,000	14,920	5,920
Interest Income	24,000	61,617	37,617
Miscellaneous	9,000	9,915	915
Total Revenues	<u>5,379,234</u>	<u>5,371,743</u>	<u>(7,491)</u>
EXPENDITURES			
Staff	3,101,703	2,908,697	193,006
Library Materials	685,000	622,691	62,309
Contractual Services	630,900	570,818	60,082
Physical Facilities	544,100	435,086	109,014
Development	126,804	102,131	24,673
Supplies	75,000	68,192	6,808
Contribution to IMRF	216,221	207,939	8,282
Contribution to FICA	200,560	183,631	16,929
Audit	11,300	11,250	50
Insurance	55,000	35,199	19,801
Other Expenses	3,000	496	2,504
Total Expenditures	<u>5,649,588</u>	<u>5,146,130</u>	<u>503,458</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(270,354)	225,613	495,967
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	<u>-</u>	<u>(300,000)</u>	<u>(300,000)</u>
Net Change in Fund Balance	<u>\$ (270,354)</u>	<u>\$ (74,387)</u>	<u>\$ 195,967</u>

ADDITIONAL INFORMATION

ORLAND PARK PUBLIC LIBRARY

GENERAL FUND

STATEMENT OF EXPENDITURES -
BUDGET AND ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
STAFF			
Salaries	\$ 2,507,992	\$ 2,343,648	\$ 164,344
Salaries - Maintenance	113,711	113,379	332
Life/Health Insurance	480,000	451,670	28,330
	<u>3,101,703</u>	<u>2,908,697</u>	<u>193,006</u>
LIBRARY MATERIALS			
Books	408,000	351,571	56,429
Electronic Databases	73,000	81,653	(8,653)
Periodicals	38,000	40,874	(2,874)
Audio Visual Materials	165,000	148,541	16,459
Audio Visual Equipment	1,000	52	948
	<u>685,000</u>	<u>622,691</u>	<u>62,309</u>
CONTRACTUAL SERVICES			
Book Rebinding	-	-	-
Accounting	13,900	10,882	3,018
Insurance	49,000	47,158	1,842
Landscaping and Grounds keeping	24,000	20,897	3,103
Building Maintenance	406,000	384,160	21,840
Security System	12,000	28,957	(16,957)
Library/Office Equipment	1,000	-	1,000
Legal Fees	115,000	62,714	52,286
Library Consultant	10,000	16,050	(6,050)
	<u>630,900</u>	<u>570,818</u>	<u>60,082</u>
PHYSICAL FACILITIES			
Electricity	-	-	-
Water and Sewer	9,000	11,524	(2,524)
Natural Gas	36,000	33,644	2,356
Telephone	9,600	7,706	1,894
Purchase - New Equipment	20,000	4,710	15,290
Building /Custodial Supplies	36,000	32,648	3,352
Building Repairs	22,000	14,217	7,783
Equipment Repairs and Maintenance	18,000	14,446	3,554
Machine Rental	4,000	932	3,068
Automation - Equipment	80,000	68,145	11,855
Automation - Line Costs	7,500	3,953	3,547
Automation - Consultant	145,000	74,529	70,471
Automation - Maintenance	85,000	81,610	3,390
Library Furniture	65,000	81,335	(16,335)
Outreach Services	7,000	5,687	1,313
	<u>544,100</u>	<u>435,086</u>	<u>109,014</u>

(Continued)

GENERAL FUND - STATEMENT OF EXPENDITURES -
 BUDGET AND ACTUAL (Continued)

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
DEVELOPMENT			
Board Training and Education	\$ 7,000	\$ 3,381	\$ 3,619
Staff Training and Education	23,804	8,777	15,027
Conference Fees	6,000	7,685	(1,685)
Patron Programs and Events	42,000	40,975	1,025
Association Dues and Fees	9,000	5,810	3,190
Public Information	39,000	35,503	3,497
	<u>126,804</u>	<u>102,131</u>	<u>24,673</u>
SUPPLIES			
Library Supplies	42,000	44,843	(2,843)
Office Supplies	9,000	4,803	4,197
Postage	15,000	13,941	1,059
Printing	9,000	4,605	4,395
	<u>75,000</u>	<u>68,192</u>	<u>6,808</u>
OTHER EXPENDITURES			
Contingency	-	-	-
Contribution to IMRF	216,221	207,939	8,282
Contribution to FICA	200,560	183,631	16,929
Audit	11,300	11,250	50
Insurance	51,000	35,199	15,801
Unemployment Compensation	4,000	-	4,000
Bank Charges	3,000	496	2,504
	<u>486,081</u>	<u>438,515</u>	<u>47,566</u>
TOTAL EXPENDITURES	<u>\$5,649,588</u>	<u>\$5,146,130</u>	<u>\$ 503,458</u>

Policy and Procedure Manual	Section B 6.6
Smart Lab Policy	Issued : August 17, 2015; Amended April 16, 2018 Approving Authority: Board of Library Trustees

Smart Lab Policy

The purpose of the Smart Lab is to provide Orland Park Public Library cardholders in good standing with a space where they may use various digital media technologies which support their educational, professional, and personal goals and endeavors.

Patrons must leave their Orland Park Public Library card with the Smart Lab staff member managing the Lab while using the equipment. **The specific equipment being used will be checked out on the card while the patron occupies the Smart Lab.**

No food or drinks will be allowed in the Smart Lab.

General Guidelines

The procedures governing the use of the Library's Smart Lab are subject to change

- Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member managing the Smart Lab in-person or by phone. Patrons can make reservations up to a week in advance. Reservations will be held for 10 minutes after they are scheduled to begin. If there are no reservations, the lab is available on a first come, first serve basis.
- The individual whose library card is being held will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. The main user will pay all costs for Smart Lab hardware, accessories and software that result from loss, theft or damage. A maximum of 8 people (no more than two to a computer) may use the lab at any one time.
- Behavior in the Smart Lab is to be consistent with the Orland Park Public Library's Patron Behavior Policy (Section B 4).
- Internet and equipment usage must be consistent with the Public Access to Electronic Information Networks Policy (Section B 6.1).
- All patrons must adhere to all Orland Park Public Library Policies and obey all local, state and federal laws when using the Smart Lab.
- Downloading, installing or uninstalling software of any kind is strictly prohibited. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, repeaters, switches or hubs. The Library will remove or disable any such unauthorized equipment.

- Computer equipment, including cables, keyboards, mouse, speakers, scanners, etc., are not to be modified, moved, unplugged, or changed in any way. Smart Lab software and hardware are to be used for projects that are not:
 1. Prohibited by local, state or federal law.
 2. Unsafe, harmful, dangerous or pose a threat to the well-being of others including but not limited to cyber-bullying; harassment; libel; slander; destruction of or damage to equipment, software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material.
 3. In violation of the terms of use of the manufacturer of the equipment.
 4. Obscene, sexually explicit or inappropriate for the library environment.
 5. In violation of intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.
 6. [Weapons or look-alike weapons](#)

- Any personal information sent through the network could be intercepted by a third party, and users are encouraged to be cautious about sending personal, financial or legal data.

Fair Use

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in Smart lab projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication:

Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion:

Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

File Storage

Patrons may store project files on the machine and backed up on the local server. The Orland Park Public Library reserves the right to periodically clean up the server of any unused files. Saving work prepared at the computer stations is the sole responsibility of the patron. Equipment that uses removable media storage cards or has hard drives for media storage will be erased regularly and cannot be recovered. The Orland Park Public Library and its staff are not liable for any loss, damage or expense sustained by

any user due to the utilization of services, equipment, software, advice or information. The Library is not responsible for equipment or files left behind in the Lab.

Equipment

All equipment available in the Smart Lab must stay in the Lab. Approval may be given to use the equipment elsewhere in the Library.

Users must use the Smart Lab equipment in a responsible manner. The Smart Lab user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. **Patrons are not to interact with 3D printers unless given explicit instruction by staff to do so.** The Orland Park Public Library card holder will be responsible for any charges incurred by the group. Please note a cost based on the project being replicated by the 3D printer will be assessed.

The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, network or 3D printers nor for the functionality or quality of 3D objects printed using Library machines or for any injuries or damages that may result from the use of said objects. The Library is not responsible for failed 3D scans. The Library recommends that 3D printers not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail. The Library is not responsible for failed 3D prints although we will make every effort to assist in completing successful 3D prints. Refunds are not permitted. Supervision of the use of a 3D printer by Library staff does not constitute knowledge or acknowledgment of any apparent or unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

Library staff will review every object file before it is printed and approved print jobs are added to a queue. Larger jobs or jobs with several components may drop in the queue based on staff discretion.

Print jobs can include no more than three duplicate items, unless approved by staff.

Due to the amount of time it takes to print an object, the number of requests received and staff availability, the Library will not guarantee that a print job will be ready on a specific date but the Library staff will make an educated guess about the length of a job upon request.

Items that are not picked up within 30 days will become the property of the Library and may be kept, discarded, or resold at the discretion of staff. Items should be picked up by the individual who requested the print.

The nature of 3D printing does not allow complete patron privacy but the Library will not share information about a person's legal activities with third parties unless required to do so by law.

Adopted by the Board of Library Trustees on August 17, 2015; Amended April 16, 2018

Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued: September 20, 1993; revised December 18, 2006; revised September 17, 2012, revised May 18, 2015; Revised April 16, 2018 Approving Authority: Board of Library Trustees

Circulation Policy

LIBRARY CARDS

RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

Library cards will be issued by the Orland Park Public Library to persons living within the incorporated boundaries of the Village of Orland Park upon presentation of proof indicating residence in the Village.

Children age 14 and older living with a parent or legal guardian may use the parent's or legal guardian's proof of residence until they obtain qualifying proof of residency in their own names.

Library cards will be issued to children age 13 and under residing in the incorporated boundaries of the Village of Orland Park with the signature of the parent or legal guardian. The child must be accompanied by the parent or legal guardian with whom they reside and who meets the residency requirement.

Residents must provide a **valid driver's license or state ID with current address** and one of the following listing their Village of Orland Park address:

- Current car registration
- Natural gas, water or electric bill received in the last three (3) months
- Current lease agreement
- Property deed
- Most recent property tax bill
- Visa, MasterCard, Discover or American Express billing statement received in the last three (3) months

Application forms must be completed and signed in person and verified by a library staff member. Library cards are valid for five years from the date of issuance.

NON-RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

The Orland Park Public Library provides a library card for purchase by people living outside the library's jurisdictional boundaries, which are the same as the jurisdictional boundaries of the Village of Orland Park. Non-resident cards are valid for one (1) year from the date of purchase. Individual cards may be issued to all members of the immediate family residing at the same address. Family members must complete applications in person. Children age 13 and under must be accompanied by the parent or legal guardian with whom they reside. Children age 14 and over may use the parent's or legal guardian's identification until they obtain identification in their own names.

Applicants must provide a **valid driver's license or state ID with current address** and their **most recent property tax bill**.

Non-residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, must provide their **current lease or rent receipt or proof of home ownership**, to purchase a one-year card for a fee established by the Board of Library Trustees in its sole discretion.

A. Privileges

This card shall entitle the cardholder to all services provided by the Orland Park Public Library, including reciprocal borrowing and interlibrary loan services.

Reciprocal borrowing is when a library cardholder from one library can go to another library and checkout materials. Orland Park Public Library cardholders can go to almost all of the libraries in the state of Illinois and use their card. There may be a short registration process the first time a cardholder visits a new library.

Interlibrary loan is when an Orland Park Public Library cardholder makes a request for materials not available at the Orland Park Public Library. The Library locates the desired item at another library, places the request, receives the item, makes it available to the cardholder, and arranges for its return.

B. Fees

The fee shall be determined by the tax bill method, where the library's current tax rate is multiplied times the equalized assessed valuation appearing on the applicant's most recent tax bill.

Non-residents who are renters shall be charged an amount determined annually by the Board of Library Trustees. Renters must show a current rent receipt or a cancelled rent check for verification purposes.

C. Refunds

Refunds will be given only to non-resident cardholders who are moving into the Village of Orland Park and have more than three (3) months left on their current nonresident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a current tax bill, lease, rental agreement, or natural gas, water or electric bill with the Village address received in the last three (3) months.

Adopted by the Board of Library Trustees in 1999, revised 2005

PROPERTY OWNER ORLAND PARK PUBLIC LIBRARY CARDS

Persons who do not live within the incorporated boundaries of the Village of Orland Park, but own property located within the incorporated boundaries of the Village may obtain a library card at no charge upon producing a current itemized tax bill for that property and valid driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

COMMERICAL PROPERTY OWNERS ORLAND PARK PUBLIC LIBRARY CARDS

An individual non-resident or a partner, principal stockholder, other joint owner, or senior administrative officer of a firm, business, or other corporation owning taxable property within the incorporated boundaries of the Village of Orland Park may obtain a library card at no charge upon producing a current itemized tax bill for the property and valid driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

STAFF ORLAND PARK PUBLIC LIBRARY CARDS

An Orland Park Public Library card may be issued to staff members who reside outside the corporate limits of the Village of Orland Park. These cards are issued for one (1) year. The card will be cancelled when the staff member leaves the Library's employment.

TEMPORARY ORLAND PARK PUBLIC LIBRARY CARDS

Temporary Orland Park Public Library Cards will be issued to the following individuals with verification of residency within the incorporated boundaries of the Village of Orland Park:

- Foreign exchange students
 - Au pair workers
 - Evacuees of natural disasters
 - Live-In Caregivers
 - Individuals whose primary nighttime residence is located within the jurisdictional boundaries of the Orland Park Public Library, and such residence is either:
 - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, and transitional housing;
 - (ii) An institution that provides a temporary residence for individuals; or
 - (iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- These residents without a permanent address must present an up-to-date letter certifying their residency from the institution or place at which they are staying.

The temporary card will be valid for a period of six (6) months from the date of issuance. Holders of a temporary card are entitled to all library services available for Orland Park Public Library cardholders.

Patrons applying for a temporary card must present one form of ID with their name and the address of their temporary residence. In the case of an evacuee, acceptable forms of ID may include hotel bills, shelter letterhead and mail.

~~Adopted by the Board of Library Trustees, 10/2005~~

RENEWAL OF LIBRARY CARDS

All library cards will have an expiration date affixed to the card and application. To renew an Orland Park Public Library card, a patron must fulfill the necessary

requirements to obtain the original library card and complete and sign a new registration form. All fines and fees must be paid before a card can be renewed.

LOST OR STOLEN LIBRARY CARDS

Lost or stolen Orland Park Public Library cards must be immediately reported to the Library. The cardholder is responsible for materials checked out on the card until the card is reported lost or stolen to the Orland Park Public Library. A fee will be charged for the replacement of a lost or stolen card.

Moving section forward from below –

RECIPROCAL LIBRARY CARDS

Patrons from other libraries must present a valid library card and a valid driver's license, state ID or school ID with picture, to have their home library card registered into the Library's integrated library system (ILS). The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.

Cardholders from other libraries may **not** place materials on hold, **queuing behind Orland Park Public Library card holders**. Cardholders from other libraries may **not** use the interlibrary loan service or use the vacation loan period at the Orland Park Public Library.

CONFIDENTIALITY OF RECORDS

All records in the Orland Park Public Library relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the Library Records Confidentiality Act (75 ILCS 70.) The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Only authorized library staff may provide information about overdue and lost materials to a minor's parent or legal guardian.

Notices and bills are sent by email or text message. The Library will make a good faith effort to maintain confidentiality

RESPONSIBILITIES OF BORROWERS

Cardholders are responsible for all materials borrowed on their card and must agree to abide by the lending rules and all policies and regulations of the Orland Park Public Library. It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library if the card is lost or stolen. The

cardholder is responsible for all materials checked out on their card until the card is reported lost or missing.

The parent or legal guardian of a cardholder age 17 and under is responsible for the child's selection of materials.

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library of any change of address, email address or telephone number.

CIRCULATION OF MATERIAL

Materials from the Library's circulating collection may be borrowed by valid library cardholders in accordance with the Library's policies and procedures. Valid library cardholders include: Orland Park Public Library cardholders, Reaching Across Illinois Library System (RAILS) member library cardholders, cardholders from libraries having reciprocal borrowing privileges with the Orland Park Public Library. The Orland Park Public Library is a member of RAILS and participates in reciprocal borrowing as defined by RAILS.

Cardholders must present their library cards in order to check out materials. Orland Park Public Library **and registered reciprocal** cardholders will be allowed to check out materials without a card if they present a valid driver's license or state ID. Children age 17 and under, holding Orland Park Public Library **or registered reciprocal** cards, will be allowed to check out materials without a card if they can provide their name, address and telephone number.

~~Section moved forward in document~~

~~Patrons from other libraries must present a valid library card and a valid driver's license, state ID or school ID with picture, to have their home library card registered into the Library's integrated library system (ILS). The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.~~

~~Cardholders from other libraries may not place materials on hold, use the interlibrary loan service or use the vacation loan period at the Orland Park Public Library.~~

Vacation Loan is an extended loan period which may be granted to Orland Park Public Library cardholders due to being on vacation or other circumstances where extra time is needed.

Materials have specified loan periods and must be returned on time and in good condition. Loan periods are defined in the Circulation Manual.

OVERDUE MATERIAL

Materials held by a cardholder beyond the date they are due will be considered overdue and fines will be assessed according to a schedule of fines established by the Orland Park Public Library Board of Library Trustees. The Orland Park Public Library will make a good faith effort to notify cardholders electronically when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder. **Patron accounts having** material not returned may be sent to a collection agency.

LOST AND/OR DAMAGED MATERIALS

Lost material must be paid for before the patron can check out any more material. The cost of lost material will be determined by the cost listed in the Library's database and/or determined by the **Head of Technical Services Manager**. If library material is judged by a department supervisor to be damaged and unsuitable for the collection, full replacement cost will be charged.

Adopted by the Board of Library Trustees September 20, 1993; revised December 18, 2006; revised September 17, 2012; revised May 18, 2015; Revised April 16, 2018

Policy and Procedure Manual	Section B.2
Public Policy Study Room Policy	<p>Issued: September 20, 2004; amended October 18, 2004; amended January 16, 2012, amended February 12, 2014; ratified March 17, 2014; re-approved August 18, 2014; Amended April 16, 2018</p> <p>Approving Authority: Board of Library Trustees</p>

Study Room Policy

The study rooms of the library are for use by small groups or individuals for quiet study and/or work on team projects. The rooms are not available for regularly scheduled classes. Use of these rooms should be consistent with the objective of the library, which is to provide for all ages, a suitable environment for research, study, reading and learning.

Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services.

Use of the study rooms will be arranged at the **Juvenile Youth Area Reference Desk** on the first floor and Computer Help Desk on the second floor. Study rooms may be used as they become available on a first-come first served basis ~~but Orland Park Public Library residents will be given priority.~~ A waiting list will be kept if the rooms are occupied. No advance registration will be taken.

Study rooms are equipped **according to fire code occupancy** ~~for four, six and/or eight people;~~ **no** extra chairs will be allowed ~~without prior approval from library staff.~~ Activities in a study room should not materially or substantially interfere with the proper functions of the library. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.

All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. Repair costs to fix any damage to the room will be charged. All individuals in the room are responsible for the behavior of others using the room during their session.

Study rooms may be used for two hours. ~~The length of these sessions may be extended if no other patrons are waiting to use the rooms.~~ **When the two-hour time limit expires, rooms will convert to a first-in-first-out policy as administered by library staff. On the 2nd floor,** a designated individual in the group using a study room must ~~leave~~ **present a valid, personal photo ID to staff** (i.e. valid driver's license, ~~current library card,~~ **state ID,** student ID). **On the 1st floor, a valid Orland Park Library Card will also be an acceptable form of**

ID for study room use. ~~ID or his/her valid Orland Park Public Library card at the desk. The names of all the individuals using the study room must be given at the desk.~~

The Board of Library Trustees reserves the right to amend this policy at any time. The library may also deny access to the study rooms to groups that have failed to follow the rules and regulations for the rooms' use.

DRAFT

Policy and Procedure Manual	Section B 1
Public Policy Meeting Room Policy	Issued: July 19, 2004; amended October 18, 2004; amended February 18, 2008; amended March 15, 2010; amended April 16, 2018 Approving Authority: Board of Library Trustees

Meeting Room Policy

~~The Orland Park Public Library provides meeting rooms as a limited forum to support its informational, educational, and recreational mission and roles. The library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of the users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by the Orland Park Public Library or the Board of Library Trustees.~~

The public meeting rooms of the Orland Park Public Library are operated by the Library as a part of its community services as a limited public forum to provide for the informational, cultural, educational and recreational needs of the community. It is expected that these rooms will be used to accomplish this goal. Library public meeting rooms will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, material status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law. The Library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.

Meeting Rooms are available on a first come, first serve basis to groups regardless of the beliefs or affiliations of the group.

Priority for reserving the use of the meeting rooms is given in the following order:

1. Library sponsored meetings and programs
2. Official agencies and government units serving the Village of Orland Park
3. Orland Park community groups
4. Businesses located in the Village of Orland Park for non-commercial use
5. Non-profit organizations serving the Orland Park area. Non-profit organizations must have proof of 501(c) status.

In order to use the meeting rooms, an adult representative of the group must take the responsibility for the group's use of the room by signing or electronically acknowledging a Reservation and Use Agreement for each meeting room use. This person must be an Orland Park Public Library cardholder in good standing age eighteen years or older. Non-profit organizations and government units are exempt from the cardholder requirement. The Library Director will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms. Authorization to use the meeting room is not transferable to any other individual, organization or group.

As a courtesy, the Library requests that groups notify the Library of a cancellation no less than 24 hours before the scheduled meeting. The Library reserves the right to change or cancel meeting

room reservations due to unusual circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.

Meeting room users agree to hold harmless, defend and indemnify the Orland Park Public Library, its Board of Trustees, and all Library staff, against all loss, liability, damage and expense, including attorney's fees, incurred by any of the parties on account of any injury to or death of any person or persons while on the premises as a result of user's activities.

All users are responsible for complying with applicable Americans with Disabilities Act (ADA) requirements when using the rooms. All special ADA accommodations will be provided by the sponsoring group/organization.

ALL MEETINGS MUST BE OPEN TO THE PUBLIC. Groups may not charge admission nor solicit or require donations for attendance by non-members and/or the public. No products or services may be solicited or sold. Meeting rooms may not be used for gatherings of a purely social nature. Exceptions will be made for special events or programs sponsored by the Library or the Friends of the Library.

Activities at a meeting should not materially or substantially interfere with the proper functions of the library. Prohibited activities include causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.

The Board of Library Trustees reserves the right to amend this policy at any time. The library reserves the right to cancel any reservation due to unforeseen circumstances. The Library may also deny access to the meeting rooms to groups that have failed to follow the rules and regulations for the rooms' use.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms. ~~and related fees.~~

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Library Director. We reserve the right to waive portions of this policy to accommodate library sponsored meetings and programs.

Adopted by the Orland Park Public Library Board of Library Trustees on July 19, 2004; amended October 18, 2004; amended February 18, 2008; amended March 15, 2010; amended April 16, 2018.

**RESOLUTION NO. 2018-1
ORLAND PARK PUBLIC LIBRARY**

**A RESOLUTION AUTHORIZING THE SETTLEMENT
OF VARIOUS TAX RATE OBJECTION CASES**

WHEREAS, the Orland Park Public Library (the "Library") is an Illinois local library established in accordance with the Illinois Local Library Act (75 ILCS 5/1-0.1); and

WHEREAS, the Library acknowledges that Orland, L.P., an Illinois limited partnership, and Simon Property Group (Delaware), Inc., a Delaware corporation authorized to do business in Illinois (collectively, "Taxpayers") hold interests in and are responsible for payment of taxes upon the real property commonly known as the Orland Square Mall, located in Orland Park, Illinois (the "Subject Property"); and

WHEREAS, Taxpayers are the plaintiffs in certain tax objection cases pending in the Circuit Court of Cook County, Illinois, in which they seek refunds of taxes paid upon the Subject Property for tax years 2014-2016, inclusive (the "2014 Triennial") (collectively the "Tax Objections"). The Cook County Treasurer and ex officio County Collector (the "Collector") is the named defendant in the Tax Objections pursuant to statute, and the Library and other taxing bodies have intervened or will intervene in the Tax Objections as additional party defendants by agreement; and

WHEREAS, the Subject Property is subject to triennial reassessment in tax year 2017 (for taxes payable in 2018) and, in the ordinary course of events, the market value and assessed valuation established in such reassessment (the "2017 Triennial Reassessment") would remain in effect for tax years 2017, 2018 and 2019 (the "2017 Triennial"); and

WHEREAS, the 2017 Triennial Reassessment is presently pending before the Cook County Board of Review (“Board of Review”) upon the Taxpayers’ complaint; and

WHEREAS, the Taxpayers, the Library and other taxing bodies of the Subject Property, and the Collector all desire to settle the tax objections, in order to avoid the burdens, expenses, and risks of further protracted litigation, and without any party making or having made any concessions as to the merits of any of the various claims or defenses that have been asserted or may have been asserted by any of the parties; and

WHEREAS, the Library has determined that it is reasonable and prudent and in the best interests of the taxpayers of the Library to enter into the proposed settlement.

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

SECTION 1: That the recitals set forth above are incorporated herein and made a part hereof.

SECTION 2: That the settlement proposed herein and attached as Exhibit A is approved, and the officers, officials, employees and counsel for the Library are authorized to take such action, including execution of any documents required for purposes of settlement in the court cases, as are necessary to carry out and effectuate the intent and purposes of the settlement and this Resolution.

SECTION 3: That this Resolution shall be effective immediately upon its passage.

SECTION 4: That all resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict

ADOPTED this ____ day of _____, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees
of the Village of Orland Park

ATTEST:

Secretary, Board of Library Trustees
of the Village of Orland Park



Funding and Design for a Renovation or New Building Project: What Trustees Need to Know

Saturday, May 19 from 9 am — noon
Alsip-Merrionette Park Public Library District
11960 S Pulaski Rd
Alsip IL 60803

Is your library in need of an upgrade? Whether you are looking at renovating a portion of an existing building or starting from scratch with a whole new building project, it is an extensive undertaking that can quickly get away from you. This program will help you understand the basics of how to fund such a project, as well as how to go from the pre-planning and design stages to construction and completion.

Speakers:

**Jamie Rachlin, Managing Director of Municipal Finance
at RBC Capital Markets**

Rick McCarthy, Architect at StudioGC Architecture + Interiors

FEE PER ATTENDEE: \$15.00 ATLAS MEMBERS \$20.00 NON-MEMBERS

Make checks payable & send registration form to:

**ATLAS c/o Megan Millen
Joliet Public Library
150 N Ottawa St
Joliet, IL 60432**

Trustee Day 2018

Name _____

Library _____

Phone # _____ **Email** _____

Amount Enclosed _____

Mary Weimar

From: LACONI Administrators Section <invite@eventbrite.com>
Sent: Wednesday, April 04, 2018 9:16 AM
To: Mary Weimar
Subject: You're invited to LACONI Trustee Banquet 2018 (May 18, 2018)

Hello,

You are invited to the following event:

LACONI TRUSTEE BANQUET 2018

Event to be held at the following time, date, and location:

Friday, May 18, 2018 from 6:00 PM to 9:00 PM (CDT)

The Carleton of Oak Park Hotel
1110 Pleasant Street
Oak Park, IL 60302



[View Map](#)

[Attend Event](#)

Our annual event designed just for library administrators and trustees.

About our speaker: John Chrastka, Executive Director at EveryLibrary

Mr. Chrastka's years of experience as a library trustee inform his role at EveryLibrary as the organization works to achieve its goal "to promote public, school, and college libraries, including by advocating in support of public funding for libraries and building public awareness of public funding initiatives."

The evening's presentation "How People Listen Determines what Stories to Tell"

Voters, donors, and constituents want to hear from their library trustees and library staff about the work you do in the community, and the lives you touch in your hometowns. They are eager to hear about how you are doing something that they believe in, and that they value. But when we don't anticipate or understand who we

are talking to, we can accidentally tell the wrong stories. And when folks stop listening to us, they won't vote, donate or stand with us. Our funding suffers and our support eroded. Join EveryLibrary's executive director John Chrastka for a keynote discussion about the right ways to anticipate how people will listen to you, and how to frame the work you want to do in a way that is fundable. EveryLibrary is the first national political action committee for libraries. Since 2012, they have provided pro-bono support to nearly 100 libraries on Election Days and with funding negotiations with city councils and town boards, and helping to secure well over \$250 million in stable tax funding for libraries.

About EveryLibrary:

EveryLibrary is a not-for-profit that works directly with public libraries to provide guidance, consulting services, and support as they work towards a referendum or public vote.

Visit everylibrary.org for more information

The Venue:

The Carleton of Oak Park is located near downtown Oak Park and is easy to access via I-290, the CTA, and Metra. Free parking is available for guests, there is also plenty of public parking around the building.

A buffet style dinner will be served including coffee and dessert. Cash bar is available.

Contact:

If you have additional questions about the evening please contact Pilar Shaker, Director of the Forest Park Public Library; pshaker@fppl.org 708.689.6112

We hope you can make it!Cheers,LACONI Administrators Section

This invitation was sent to mweimar@orlandparklibrary.org by the organizer of this event, [LACONI Administrators Section](#).

To stop receiving invitations from this organizer, you can [unsubscribe](#).

Eventbrite, Inc. | 155 5th St, 7th Floor | San Francisco, CA 94103

**CORRESPONDENCE RECEIVED FROM FEBRUARY 20, 2018
THROUGH MARCH 19, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received by Trustee Nancy Healy on 3/1/18 from Becky Hunter re: Illinois History – Digital Imaging Grant Offering Applications Due April 16, 2018.

CORRESPONDENCE 2

Email received by President Christian Barcelona, Vice President Joanna Leafblad, Secretary Elan Kleis, Trustee Dan McMillan, and Trustee Charles McShane on 3/8/18 from Storytime with Megan Fox re: Village of Orland Park FOIA Request and Complaint: 3/8/18.

CORRESPONDENCE 3

Email received by President Barcelona on 3/9/18 from Diane Foote of ILA re: Advocacy Action and Meet-Ups Evaluation Survey.

**CORRESPONDENCE RECEIVED FROM MARCH 20, 2018 THROUGH
APRIL 16, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received from Trustee Nancy Healy on 3/28/18 from Recorded Books thanking for visiting them at their booth at PLA.

CORRESPONDENCE 2

Email received from Trustee Nancy Healy on 3/28/18 from Fabled Films promoting their new nocturnal early reader books.

CORRESPONDENCE 3

Email received from Trustee Nancy Healy on 3/28/18 from The New York Times thanking for visiting their booth at PLA and sharing a 25% discount offer.

CORRESPONDENCE 4

Email received from Trustee Nancy Healy on 4/5/18 from Digital Reel from PLA promoting their Microfilm Conversion Solution.