

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

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

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES FROM JUNE 18, 2018—FOR ACTION**
- D. INTRODUCTION OF VISITORS**
- E. PUBLIC COMMENT**
There will be 30 minutes allowed for public comment with a five minute maximum per speaker.
The time limit may be extended upon a majority vote of the Board.
- F. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION**
- G. LIBRARIANS' REPORT/STAFF REPORTS**
- H. COMMITTEE REPORTS**
 - 1. Building and Maintenance
 - 2. Finance (Committee of the Whole)
 - 3. Service and Policy
 - 4. Personnel
 - 5. Law
 - 6. Strategic Planning
 - 7. Capital Campaign
- I. UNFINISHED BUSINESS**
- J. NEW BUSINESS**
 - 1. Approval of the Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019 – For Action
Motion to approve the Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019

2. Adoption of Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action
Motion to adopt Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account
3. Approval for Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900 – For Action
Motion to approve Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900
4. FY2019 Budget and Levy – For Discussion

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 18, 2018

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

Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Elan Kleis, Secretary; Diane Jennings, Treasurer; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Nancy Healy, Trustee (7:04)

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; 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

Secretary Kleis moved to approve the May 21, 2018 minutes. Vice President Leafblad seconded. Vice President Leafblad noted a grammatical edit. No further discussion.

Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

Secretary Kleis motioned to move into Executive Session to approve closed session minutes and to discuss approval and semi-annual review of minutes from prior closed sessions at 7:03. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – absent; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 6 ayes, 0 nays, 1 absent

Secretary Kleis motioned to resume regular session at 7:26. Vice President Leafblad seconded.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Vice President Leafblad moved to accept the Treasurer's Report for May 2018. Trustee Healy seconded. Trustee McMillan asked why the Automation, Audio Visual and Library Supplies budget line items are over budget. Director Weimar explained Digital Services Manager Lashbrook purchased new computers for the public which caused the Automation line to go over budget. Also, Spring and Fall are heavy release times for Audio Visual purchases and Technical Services Manager Xie explained an annual purchase of RFID tags is costly and are paid through the Library Supplies line budget. Finance Manager Kimmey said the supplies purchased for the StoryWalk was a large expenditure and caused the Patron Programs & Events line item to go over budget on a year-to-date basis.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Vice President Leafblad moved to accept the payment of bills listing from 5/22/18-6/18/18. President Barcelona seconded. No discussion

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

Motion passed. 7 ayes, 0 nays, 0 absent

Overall for 2018, circulation has increased 2%. Our electronic resources circulation statistics are still climbing, and RBdigital stayed flat, an improvement over the past months of declining usage. Youth Services Manager Smits spoke on the Summer Reading Challenge Kick-off and was very happy to say it was a huge success with approximately 400 patrons signing up. A magician, as well as Nova Quarter Horses provided some of the entertainment that day. An article was published in the Orland Park Prairie about the many volunteers that participated in the Kick-off. Currently, 1,487 people have signed up for the Summer Reading Challenge: 438 adults, 806 children, and 243 teens. Monday, June 18 was the first day to turn in reading logs and finish the reading challenge. So far, 4 adults, as well as 1 child have completed. 13 patrons have finished the scavenger hunt.

Outreach Services Manager Cuci talked about the library's plans for the Taste of Orland celebration the weekend of Aug. 3-5. Once again the library will be doing a "Show Me Your Library Card" promotion at the Taste. The library will be giving out colorful sunglasses with the library's name on the arm of the glasses as the premium item to anyone who is able to show their Orland Park Public Library card at the booth. A spin-the-wheel game will also be used to attract attendees to the table with prizes such as rubber duckies.

Patron Services Manager Hildebrand talked about the new service that allows reciprocal borrowers to place holds on Orland Park Library items. In one instance, a new library patron brought her friends to a Thursday night program at the library. The friends had library cards for other area libraries. The friends were able to become reciprocal borrowers.

Trustee McMillan said he has read about the process for reconsideration of materials.

An Orland Park Library cardholder submitted a request for reconsideration of materials on a foreign film titled *Ajami* which was added to the collection in 2010 and has circulated over forty times. Over seventy libraries have the film in their collection, as it was a winner of numerous awards in 2009. Adult Services Manager Masura has responded to the patron with his research findings and believes it meets the library's Collection Development Policy. Trustee McMillan related how the First Amendment was talked about within the chapters the Board were asked to read, to be discussed later, from the Trustee Facts File, Fourth Edition.

Trustee Healy said some of the Database Statistics looked low. Director Weimar said EBSCO statistics changed due to the way they report statistics and believes the numbers are more in-line with the one-click method of tracking statistics done now in the library. Director Weimar explained the database usage is slower during the summer due to students not being in school. Public Information Manager Boyd sent a series of eBlasts which helped to increase patron awareness of the library's databases in May. Digital Services Manager Lashbrook explained the Lynda.com database was not accessible for a little over a week, but still had a strong presence.

Trustee McMillan asked what the term NR Remote stood for. Assistant Director Adamowski said those are 'non-reference' related questions such as: Where's the bathroom? Do you have a pay phone? Non-Reference Remote Statistics were higher last year due to the flooring project because many patrons asked for assistance in finding the staircases, exit doors, or various collections. Trustee Healy was pleased to see the IT class numbers were up.

Director Weimar, Finance Manager Kimmey, and Assistant Director Adamowski have been researching other health insurance options for library staff. Trustee McMillan asked about the employee Walking Challenge. Director Weimar said the Walking Challenge is going very well and most employees are averaging 100 miles per month.

Trane serviced Chiller 1 on May 29. All four condenser fan contactors for circuit 1 were replaced. Even though only one contactor failed, Trane recommended that they all be replaced due to them being worn out. The four contactors for circuit 2 were also replaced.

TYCO Security serviced the access card system in early June. Assistant Library Director Adamowski discovered a problem with the system when she was unable to delete access cards of two former staff members. The technician was able to retrieve all of the data showing the access history of all staff and others using access cards. The problem was believed to be caused by Microsoft Windows automatic server backup which may have corrupted the system. Information Technology staff continue to back up the access card system on a monthly basis so data can be retrieved at all times.

On June 11, TYCO Security was called to assist with a problem involving the building's staff entrance. Although the reader and sensor equipment are operational, the door interface card is not transmitting the access card information to the board in the Communications Room. Parts have been ordered which should solve the problem and it is hoped that the door will be functional by mid-week. The staff have been using the south entrance or the main library doors to enter the building.

Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert installed the new aerator in the library's pond. The aerator's spray reaches 11' high and 8' wide and is doing an excellent job in keeping the pond water moving and not letting algae form on the water's surface. The aerator has been installed in the north end of the pond which is the deepest area at 15 feet. It can be easily spotted as patrons walk or drive by on Ravinia Avenue.

Over the weekend the library's AAON rooftop unit stopped functioning due to the condensers being dirty and clogged with debris. Maintenance Superintendent Newman and Maintenance Assistant Ebert power washed the motor this morning and the unit is working.

The library's StoryWalk installation is moving right along. The library received the angled display frames from Barking Dogs Exhibits. Schillings Lumber allowed the library to pay cost for the 12 12' wooden posts and the Village's Parks and Grounds Department has agreed to cut the posts in half at a 45 degree angle. All graphics requests have been submitted as of today. Although the library hoped to have the StoryWalk debut in mid-June, it looks as if that date will be closer to early July.

The library participated in the Village's Market at the Park event on Thursday, June 7. Director Weimar, Adult Services Reference Librarian Katie Allan and Assistant Library Director Adamowski manned the booth from 4-8 p.m. that evening. Summer reading registrations were taken at the booth, as well as offering additional information about library services and programs. The children were able to create scratch-off animal masks which they really enjoyed. It was a very busy evening with an estimate of over 200 patrons visiting the booth. The library will again participate this Thursday June 21, as well as July 5 and 19.

The library hosted a RAILS-sponsored workshop entitled *A Librarian's Guide to Homelessness* on June 14. 27 librarians, including several from our library, registered for this training which focused on how to understand and work with individuals experiencing homelessness. The training was led by Joe Dutra and the library was happy to be able to host such an important and timely professional workshop.

Trustee Healy asked Outreach Services Manager Cuci how the Promoting Healthy Communities grant and offering better reference for medical questions was going. Outreach Services Manager Cuci said she completed her 4-week training and she is planning on having several new health programs at the library in the future.

Vice President Leafblad mentioned she attended the technology petting zoo at the Summer Reading Challenge Kick-off and really enjoyed it. Digital Services Manager Lashbrook said the volunteers at the petting zoo table were particularly dedicated.

No reports at this time.

Other Staff Reports

No report at this time

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Approval of the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements – For Action

Unfinished Business

Secretary Kleis moved to approve the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements. Vice President Leafblad seconded.

Director Weimar said the proposals were signed in May and the next step is to sign the agreements. The library's lawyer has reviewed and revised the agreements and they are now in the hands of Wight & Company's lawyers. Director Weimar gave some information about the expected date of the roofing project completion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Resolution No. 2018-03 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

New Business

Vice President Leafblad moved to adopt Resolution No. 2018-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Secretary Kleis seconded.

Director Weimar said, by law, the resolution must be passed in June. The resolution will be verified by posting it on the website, as well as having it placed in the newspaper. A copy will be sent to Secretary of State Jesse White. Trustee Healy said in September 2017 it was amended for Cook and Will counties. Attorney Walsh said this was the most current updated version of Prevailing Wage rates we have.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the revisions to the Reference and Readers' Advisory Service Policy- For Action

Secretary Kleis moved to approve the revisions to the Reference and Readers' Advisory Service Policy. Vice President Leafblad seconded.

Director Weimar said this revision was a result of the requirement of the 2019 Per Capita Grant regarding reference service to patrons. Trustee McMillan said the word 'tax' should not be stricken when explaining what advice or opinions the librarian will not offer. The board agreed and decided to accept the Policy as amended.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Resolution No. 2018-04 to A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Trustee Healy moved to adopt Resolution No. 2018-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent
Strategic Plan Update – For Discussion

Public Information Manager Boyd presented an overview of the 2018 Strategic Plan, which is still in progress, with some action steps already complete. Public Information Manager Boyd mentioned the committee meets on a monthly basis to review the plan's progress. Trustee McMillan asked how the library conducts off site library card drives. The Taste of Orland Park and Senior Expos are examples of events in which library card drives are conducted. Trustee McMillan also asked if the objective for

Goal 3 relating to increasing the number of patrons visiting the library was being measured year over year. Director Weimar confirmed it was and we would not know until the end of the year if it had been met. Non-residents now being able to participate in the library's programs, as well as place holds on materials is helping to increase the statistics of patrons visiting the library and items circulated.

Chapter 8 : Public Services Reference and Readers' Advisory Services of Serving Our Public 3.0 : Standards for Illinois Public Libraries review– For Discussion

Digital Services Manager Lashbrook spoke about how a website designer and developer are very different. He feels the library website needs a web designer to revamp it for better internet interactive presence since he feels it currently is outdated. Trustee McShane asked if he was thinking of re-skinning the website, going to use base level SCO and whether it would be built by scratch or just modified. Digital Services Manager Lashbrook said it will not be coded over and will receive a full re-do makeover. Director Weimar said she would like to see the catalog have a better presence on the front page. There is a tentative timetable to complete the update by October and monies from the Library Consultant line may be used. Trustee Healy said in reference to item #13, yearbooks will be a bigger draw than the founding documents. Outreach Services Manager Cuci said there are currently 938 pieces in the founding documents collection for genealogy research. She also mentioned ProQuest Historical Newspapers are a wonderful tool for locating past documents. Lashbrook said the staff should be trained in the use of the JAWS reader-for visually impaired individuals in order to assist those patrons in need.

Review of Chapters 6 – 10 of the Trustee Facts File 4th Edition – For Discussion

Director Weimar said she was a little disappointed the book has not been updated since 2012. In reference to Chapter 6 she said it deals with access to information in a responsible way. The library has put many measures into place which allow information to be obtained by patrons of all ages in a reasonable manner. Trustees stated they had read the required reading and were aware of their responsibilities.

Director Weimar said focus groups can start up this summer after the agreement has been signed for the renovation project.

Announcements

She also mentioned a certificate will be presented to the Library Board of Trustees, on Sunday, June 24 at 2 p.m. before the Summer Concert, by architects from AIA in recognition of the Orland Park Public Library building being named one of the 200 Great Places in Illinois in honor of Illinois' Bicentennial.

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

Adjournment

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

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:06 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

DRAFT

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended June 30,2018

Revenues

There have been some tax receipts in June, 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 \$ 83,634 under budget for the month and \$ 435,682 under budget on a year-to-date basis.

Salaries is under budget by \$ 9,235 for June and \$ 55,253 under budget on a year-to-date basis. There are a few open positions at this time.

Accounting is over budget by \$ 574 for the month, but under budget on a year-to-date basis.

Landscaping & Groundskeeping is over budget by \$ 4,367 for June and over budget on a year-to-date basis.

Water & Sewer is over budget by \$563 for the month, but under budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 927 for June and over budget on a year-to-date basis.

Printing is over budget by \$ 3,301 for the month and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
June 30, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	207,533	0	70,525		278,058
Cash - Marquette E-Commerce	5,055				5,055
PMA Financial Investments	6,282,216	832,367		1,453,912	8,568,496
Tax Receipts - Marquette	27,550			6,684	34,235
Special Reserve - Marquette	1	252,540			252,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	49,245	3,772		8,136	61,153
Property Taxes Receivable	2,456,476			724,408	3,180,884
Prepaid Expenses	229,872				229,872
Due from Debt Service	0	0	0	0	0
Total Assets	<u>9,258,248</u>	<u>1,088,679</u>	<u>70,525</u>	<u>2,193,141</u>	<u>12,610,594</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	375	0	0	0	375
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,456,476	0	0	724,408	3,180,884
Accounts Payable	13,286	0	0	0	13,286
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	12,081	12,081
Total Liabilities	<u>2,470,291</u>	<u>0</u>	<u>0</u>	<u>736,489</u>	<u>3,206,780</u>
Beginning Unrestricted Fund Balance	6,121,351	1,081,040	70,379	580,512	7,853,282
Fund Balance - Nonspendable	229,872	0	0	0	229,872
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>423,136</u>	<u>7,640</u>	<u>146</u>	<u>876,141</u>	<u>1,307,063</u>
Ending Fund Balance	<u>6,787,957</u>	<u>1,088,679</u>	<u>70,525</u>	<u>1,456,653</u>	<u>9,403,814</u>
Total Liabilities & Fund Balance	<u>9,258,248</u>	<u>1,088,679</u>	<u>70,525</u>	<u>2,193,141</u>	<u>12,610,594</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended June 30, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	14,369	443,750	3.24%	2,816,524	2,662,500	52.89%	5,325,000
Impact Fees	0	833	0.00%	2,375	5,000	23.75%	10,000
Replacement Taxes	0	1,667	0.00%	8,218	10,000	41.09%	20,000
State Grants	0	3,333	0.00%	2,313	20,000	5.78%	40,000
Non Resident Fees	406	417	97.43%	777	2,500	15.54%	5,000
Fines	5,871	4,583	128.10%	30,861	27,500	56.11%	55,000
Gifts	4,000	833	480.19%	4,322	5,000	43.22%	10,000
Copy Machine	1,120	1,000	112.01%	6,991	6,000	58.26%	12,000
Interest Income	7,024	3,833	183.25%	51,913	23,000	112.85%	46,000
Miscellaneous Income	699	750	93.20%	4,166	4,500	46.29%	9,000
Total Revenues	33,489	461,000	7.26%	2,928,460	2,766,001	52.94%	5,532,000
<u>Expenditures</u>							
Salaries	212,587	221,822	95.84%	1,275,676	1,330,929	47.92%	2,661,859
Salaries-Maintenance	9,493	10,295	92.21%	60,167	61,771	48.70%	123,541
Life/Health Insurance	36,521	43,333	84.28%	242,917	260,000	46.71%	520,000
Books	18,067	30,667	58.91%	136,044	184,000	36.97%	368,000
Electronic Databases	7,665	8,167	93.86%	37,032	49,000	37.79%	98,000
Periodicals	2,655	3,250	81.68%	18,141	19,500	46.51%	39,000
Audio Visual Materials	11,877	13,333	89.08%	82,549	80,000	51.59%	160,000
Audio Visual Equipment	0	63	0.00%	0	375	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,595	1,021	156.23%	6,035	6,125	49.26%	12,250
Insurance	4,215	4,292	98.20%	24,816	25,750	48.19%	51,500
Landscaping & Groundskeeping	6,367	2,000	318.33%	12,376	12,000	51.57%	24,000
Building Maintenance	13,754	40,417	34.03%	78,722	242,500	16.23%	485,000
Security System	2,482	6,250	39.71%	9,558	37,500	12.74%	75,000
Library Office & Equipment	0	63	0.00%	185	375	24.65%	750
Legal	2,886	6,250	46.18%	14,650	37,500	19.53%	75,000
Library Consultant	0	1,333	0.00%	0	8,000	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,396	833	167.53%	3,451	5,000	34.51%	10,000
Natural Gas	0	3,292	0.00%	15,327	19,750	38.80%	39,500
Telephone	627	750	83.61%	3,673	4,500	40.82%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	7,500	0.00%	15,000
Building & Custodial Supplies	2,256	3,125	72.20%	15,356	18,750	40.95%	37,500
Building Repairs	0	1,500	0.00%	2,219	9,000	12.33%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,380	1,500	92.02%	7,143	9,000	39.68%	18,000
Machine Rental	0	200	0.00%	466	1,200	19.42%	2,400
Automation - Equipment	1,225	6,167	19.87%	39,876	37,000	53.89%	74,000
Automation - Line Costs	280	458	61.09%	1,767	2,750	32.13%	5,500
Automation - Consultant	6,230	6,250	99.68%	34,749	37,500	46.33%	75,000
Automation - Maintenance	7,216	7,500	96.22%	39,379	45,000	43.75%	90,000
Library Furniture	1,921	3,333	57.64%	1,921	20,000	4.80%	40,000
Outreach Services	593	625	94.87%	6,196	3,750	82.61%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended June 30, 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%	1,041	4,000	13.01%	8,000
Staff Training & Education	241	2,000	12.06%	9,984	12,000	41.60%	24,000
Conference Fees	0	500	0.00%	1,875	3,000	31.25%	6,000
Patron Programs & Events	4,510	3,583	125.88%	28,040	21,500	65.21%	43,000
Association Dues & Fees	0	583	0.00%	1,657	3,500	23.67%	7,000
Public Information	750	3,333	22.50%	17,502	20,000	43.75%	40,000
Library Supplies	4,019	3,750	107.17%	20,151	22,500	44.78%	45,000
Office Supplies	238	500	47.57%	1,850	3,000	30.83%	6,000
Postage	0	1,167	0.00%	6,748	7,000	48.20%	14,000
Printing	3,884	583	666.25%	8,460	3,500	120.86%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,529	20,250	96.44%	117,149	121,500	48.21%	243,000
Contribution to FICA	16,610	17,750	93.58%	99,987	106,500	46.94%	213,000
Audit	1,085	1,029	105.46%	5,289	6,175	42.83%	12,350
Liability Ins.-D&O,Bonds,WC	2,367	4,750	49.82%	15,032	28,500	26.37%	57,000
Unemployment Compensation	0	337	0.00%	0	2,000	0.00%	4,000
Bank Charges	15	50	30.00%	168	300	28.01%	600
Total Expenditures	406,537	490,171	82.94%	2,505,323	2,941,005	42.59%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(373,048)	(29,171)		423,136	(174,999)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(373,048)	(29,171)		423,136	(174,999)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended June 30, 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	4,790	940,560
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	1,338	7,640	6	35	278	8,065
Capital Campaign	0	0	0	525	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,338	7,640	6	560	5,068	948,625
Expenditures						
Building Repairs	0	0	0	414	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	-10	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	72,484
Total Expenditures	-10	0	0	414	12,081	72,484
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,348	7,640	6	146	-7,013	876,141
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,348	7,640	6	146	-7,013	876,141

Orland Park Public Library Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57992	06/27/2018	ABDO-Spotlight-Magic Wagon	101010 · Cash - Marquette	-2,301.90
Bill	217661A	06/01/2018		104311 · Books - Youth	219.40
Bill	517660A	06/01/2018		104311 · Books - Youth	646.20
Bill	217656A	06/01/2018		104311 · Books - Youth	1,436.30
TOTAL					2,301.90
Bill Pmt -Check	57993	06/27/2018	ADP, LLC	101010 · Cash - Marquette	-495.40
Bill	516077062	06/15/2018		104420 · Accounting	495.40
TOTAL					495.40
Bill Pmt -Check	57994	06/27/2018	Apple Books	101010 · Cash - Marquette	-1,687.60
Bill	108666	05/31/2018		104311 · Books - Youth	1,687.60
TOTAL					1,687.60
Bill Pmt -Check	57995	06/27/2018	Batteries Plus	101010 · Cash - Marquette	0.00
Bill					0.00
TOTAL					0.00
Bill Pmt -Check	57996	06/27/2018	Blackstone Publishing	101010 · Cash - Marquette	-265.12
Bill	1002900	06/01/2018		104342 · Audio Visual Materials-Outreach	65.89
Bill	1004058	06/12/2018		104342 · Audio Visual Materials-Outreach	199.23
TOTAL					265.12
Bill Pmt -Check	57997	06/27/2018	Capstone Press Inc.	101010 · Cash - Marquette	-1,368.37
Bill	113823	05/17/2018		104311 · Books - Youth	1,368.37
TOTAL					1,368.37
Bill Pmt -Check	57998	06/27/2018	CDW Government	101010 · Cash - Marquette	-205.90
Bill	LNW9916	06/01/2018		104570 · Automation - Equipment	102.40
Bill	LNN7462	06/01/2018		104570 · Automation - Equipment	103.50

**Orland Park Public Library
Check Detail
June 19 through July 16, 2018**

Type	Num	Date	Name	Account	Original Amount
TOTAL					205.90
Bill Pmt -Check	57999	06/27/2018	Center Point Large Print	101010 - Cash - Marquette	-46.74
Bill	1593670	06/03/2018		104310 - Books - Adult	46.74
TOTAL					46.74
Bill Pmt -Check	58000	06/27/2018	Comcast	101010 - Cash - Marquette	-319.41
Bill	65688891	06/01/2018		104520 - Telephone	319.41
TOTAL					319.41
Bill Pmt -Check	58001	06/27/2018	Comcast Cable	101010 - Cash - Marquette	-277.82
Bill	6/3/18	06/03/2018		104575 - Automation - Line Costs	199.25
				104520 - Telephone	78.57
TOTAL					277.82
Bill Pmt -Check	58002	06/27/2018	Demco	101010 - Cash - Marquette	-8,803.64
Bill	INV00004581	06/01/2018		104580 - Automation - Maintenance	3,145.00
Bill	INV000004421	06/01/2018		104315 - Electronic Databases	1,350.00
Bill	6393654	06/08/2018		104590 - Library Furniture	1,921.00
Bill	6397557	06/15/2018		104710 - Library Supplies	2,377.85
Bill	6399859	06/20/2018		104710 - Library Supplies	9.79
TOTAL					8,803.64
Bill Pmt -Check	58003	06/27/2018	Ellison Educational Equipment, Inc.	101010 - Cash - Marquette	-429.30
Bill	3194892	06/06/2018		104710 - Library Supplies	429.30
TOTAL					429.30
Bill Pmt -Check	58004	06/27/2018	Fanny Camargo	101010 - Cash - Marquette	-28.78
Bill	6/15/18	06/15/2018		104642 - Patron Programs & Events-Youth	28.78
TOTAL					28.78

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58005	06/27/2018	Findaway World, LLC	101010 · Cash - Marquette	-931.53
Bill	258608	06/12/2018		104341 · Audio Visual Materials - Youth	420.02
Bill	259316	06/20/2018		104340 · Audio Visual Materials - Adult	511.51
TOTAL					931.53
Bill Pmt -Check	58006	06/27/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,508.30
Bill	63837384	06/06/2018		104310 · Books - Adult	60.78
Bill	63837968	06/06/2018		104310 · Books - Adult	55.18
Bill	63837735	06/06/2018		104310 · Books - Adult	30.39
Bill	63837500	06/06/2018		104310 · Books - Adult	29.59
Bill	63837295	06/06/2018		104310 · Books - Adult	29.59
Bill	63837345	06/06/2018		104312 · Books - Outreach	421.45
Bill	63847210	06/07/2018		104312 · Books - Outreach	24.79
Bill	63854922	06/08/2018		104312 · Books - Outreach	205.52
Bill	63883162	06/12/2018		104312 · Books - Outreach	435.87
Bill	63883186	06/12/2018		104310 · Books - Adult	27.99
Bill	63883117	06/12/2018		104310 · Books - Adult	31.19
Bill	63883022	06/12/2018		104310 · Books - Adult	62.38
Bill	63892552	06/13/2018		104310 · Books - Adult	24.00
Bill	63892311	06/13/2018		104310 · Books - Adult	22.39
Bill	63892570	06/13/2018		104310 · Books - Adult	47.19
TOTAL					1,508.30
Bill Pmt -Check	58007	06/27/2018	Information Today, Inc.	101010 · Cash - Marquette	-404.53
Bill	1660672-B1	06/01/2018		104310 · Books - Adult	404.53
TOTAL					404.53
Bill Pmt -Check	58008	06/27/2018	Ingram Library Services	101010 · Cash - Marquette	-10,108.59
Bill	See Detail List	06/27/2018		104310 · Books - Adult	6,102.02
				104312 · Books - Outreach	326.13
				104311 · Books - Youth	3,680.44
TOTAL					10,108.59

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58009	06/27/2018	Jason Kollum	101010 - Cash - Marquette	-395.00
TOTAL					395.00
Bill	7/25/18	07/25/2018		104342 - Audio Visual Materials-Outreach	395.00
Bill Pmt -Check	58010	06/27/2018	Johnson Controls Security Solutions	101010 - Cash - Marquette	-950.00
Bill	30690736	06/09/2018		104460 - Security System	169.05
Bill	30690708	06/09/2018		104460 - Security System	267.00
Bill	30717001	06/11/2018		104460 - Security System	513.95
TOTAL					950.00
Bill Pmt -Check	58011	06/27/2018	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-2,413.20
Bill	196364	06/15/2018		104495 - Legal	2,378.80
Bill	6/20/18	06/20/2018		104495 - Legal	34.40
TOTAL					2,413.20
Bill Pmt -Check	58012	06/27/2018	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-63.50
Bill	9004634581	06/01/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	30.75
Bill	9004696217	06/19/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	19.55
Bill	9004699892	06/20/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					63.50
Bill Pmt -Check	58013	06/27/2018	Lite Tech, Inc.	101010 - Cash - Marquette	-168.85
Bill	82289	06/14/2018		104530 - Building & Custodial Supplies	168.85
TOTAL					168.85
Bill Pmt -Check	58014	06/27/2018	Maqbool Rashid	101010 - Cash - Marquette	-750.00
Bill	6/1/18	06/01/2018		104660 - Public Information	750.00
TOTAL					750.00
Bill Pmt -Check	58015	06/27/2018	Midwest Tape	101010 - Cash - Marquette	-279.93

Orland Park Public Library Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	96099417	06/01/2018		104340 · Audio Visual Materials - Adult	71.98
Bill	96162525	06/05/2018		104340 · Audio Visual Materials - Adult	135.97
Bill	96201695	06/19/2018		104340 · Audio Visual Materials - Adult	71.98
TOTAL					279.93
Bill Pmt -Check	58016	06/27/2001	Moraine Valley C. C. - Jazz Ensemble	101010 · Cash - Marquette	-200.00
Bill	7/15/18	07/15/2018		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	58017	06/27/2018	Online Labels, Inc.	101010 · Cash - Marquette	-98.25
Bill	4882642	06/11/2018		104710 · Library Supplies	98.25
TOTAL					98.25
Bill Pmt -Check	58018	06/27/2018	Penguin Random House LLC	101010 · Cash - Marquette	-333.75
Bill	1088336516	06/01/2018		104340 · Audio Visual Materials - Adult	60.00
Bill	1088455473	06/06/2018		104342 · Audio Visual Materials-Outreach	33.75
Bill	1088454118	06/08/2018		104340 · Audio Visual Materials - Adult	56.25
Bill	1088454123	06/08/2018		104342 · Audio Visual Materials-Outreach	56.25
Bill	1089121941	06/15/2018		104342 · Audio Visual Materials-Outreach	127.50
TOTAL					333.75
Bill Pmt -Check	58019	06/27/2018	Rainbow Book Company	101010 · Cash - Marquette	-1,401.72
Bill	155925	06/13/2018		104311 · Books - Youth	397.35
Bill	155954	06/14/2018		104311 · Books - Youth	1,004.37
TOTAL					1,401.72
Bill Pmt -Check	58020	06/27/2018	Recorded Books, INC	101010 · Cash - Marquette	-562.58
Bill	75774373	06/01/2018		104340 · Audio Visual Materials - Adult	64.59
Bill	75787661	06/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75787548	06/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75787155	06/01/2018		104340 · Audio Visual Materials - Adult	13.49
Bill	75788115	06/01/2018		104340 · Audio Visual Materials - Adult	41.39

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75793063	06/01/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75798231	06/06/2018		104340 - Audio Visual Materials - Adult	26.99
Bill	75798649	06/06/2018		104340 - Audio Visual Materials - Adult	36.00
Bill	75796791	06/07/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75799662	06/07/2018		104340 - Audio Visual Materials - Adult	31.50
Bill	75800271	06/08/2018		104340 - Audio Visual Materials - Adult	26.99
Bill	75800263	06/08/2018		104340 - Audio Visual Materials - Adult	31.49
Bill	75799966	06/08/2018		104340 - Audio Visual Materials - Adult	74.20
Bill	75800638	06/11/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75801928	06/13/2018		104340 - Audio Visual Materials - Adult	35.99
TOTAL					562.58
Bill Pmt -Check	58021	06/27/2018	Richard Ricchiuto	101010 - Cash - Marquette	-500.00
Bill	7/8/18	07/08/2018		104640 - Patron Programs&Events-Outreach	500.00
TOTAL					500.00
Bill Pmt -Check	58022	06/27/2018	Sunlight Maintenance Supply	101010 - Cash - Marquette	-807.64
Bill	5954	06/11/2018		104530 - Building & Custodial Supplies	430.86
Bill	5960	06/18/2018		104530 - Building & Custodial Supplies	348.78
Bill	16955	06/19/2018		104530 - Building & Custodial Supplies	28.00
TOTAL					807.64
Bill Pmt -Check	58023	06/27/2018	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-8,891.44
Bill	6/15/18 Statement	06/15/2018		104340 - Audio Visual Materials - Adult	3,812.26
				104341 - Audio Visual Materials - Youth	1,594.68
				104342 - Audio Visual Materials-Outreach	374.28
				104310 - Books - Adult	97.23
				104311 - Books - Youth	19.83
				104710 - Library Supplies	177.30
				104530 - Building & Custodial Supplies	378.69
				104642 - Patron Programs & Events-Youth	870.84
				104641 - Patron Programs & Events-Adult	316.31
				104570 - Automation - Equipment	919.45
				104550 - Lib. & Off. Eqpt Rep. & Maint	330.57

Orland Park Public Library Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					8,891.44
Bill Pmt -Check	58024	06/27/2018	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
Bill	463256	06/01/2018		104495 · Legal	35.80
TOTAL					35.80
Bill Pmt -Check	58025	06/27/2018	Vernon Library Supplies, Inc.	101010 · Cash - Marquette	-926.36
Bill	0092323-IN	06/20/2018		104710 · Library Supplies	926.36
TOTAL					926.36
Bill Pmt -Check	58026	06/27/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,550.00
Bill	6/15/18	06/15/2018		102160 · 457 Plan W/H Payable	2,550.00
TOTAL					2,550.00
Bill Pmt -Check	58027	06/27/2018	Garvey's Office Products	101010 · Cash - Marquette	-224.79
Bill	PINV1552178	06/15/2018		104720 · Office Supplies	98.82
Bill	PINV1552871	06/18/2018		104720 · Office Supplies	5.99
Bill	PINV1556140	06/22/2018		104530 · Building & Custodial Supplies	119.98
TOTAL					224.79
Bill Pmt -Check	58028	06/27/2018	AT&T	101010 · Cash - Marquette	-80.56
Bill	Jun - Jul Services	06/12/2018		104575 · Automation - Line Costs	80.56
TOTAL					80.56
Bill Pmt -Check	58029	06/27/2018	Unique Management Services, Inc.	101010 · Cash - Marquette	-107.40
Bill	459039	06/01/2018		104495 · Legal	80.55
Bill	460459	06/01/2018		104495 · Legal	26.85
TOTAL					107.40
Bill Pmt -Check	58030	07/10/2018	22nd Century Media, LLC	101010 · Cash - Marquette	-302.98

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	June 2018	06/28/2018		104495 - Legal	302.98
TOTAL					302.98
Bill Pmt -Check	58031	07/10/2018	ADP, LLC	101010 - Cash - Marquette	-486.30
Bill	516974067	06/29/2018		104420 - Accounting	486.30
TOTAL					486.30
Bill Pmt -Check	58032	07/10/2018	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00
Bill	2271 2	07/02/2018		104450 - Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	58033	07/10/2018	Annuity Premium Reserve Account	101010 - Cash - Marquette	-375.00
Bill	7/2/18	07/02/2018		102160 - 457 Plan W/H Payable	375.00
TOTAL					375.00
Bill Pmt -Check	58034	07/10/2018	Art Excursions, Inc.	101010 - Cash - Marquette	-315.00
Bill	7/24/18	07/24/2018		104640 - Patron Programs&Events-Outreach	315.00
TOTAL					315.00
Bill Pmt -Check	58035	07/10/2018	Bal Industries	101010 - Cash - Marquette	-510.00
Bill	39418	06/29/2018		104450 - Building Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	58036	07/10/2018	Blackstone Publishing	101010 - Cash - Marquette	-216.61
Bill	1010752	06/01/2018		104342 - Audio Visual Materials-Outreach	150.73
Bill	1011717	06/29/2018		104342 - Audio Visual Materials-Outreach	65.88
TOTAL					216.61
Bill Pmt -Check	58037	07/10/2018	Cadillac Groove	101010 - Cash - Marquette	-600.00

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	7/29/18	07/29/2018		104340 · Audio Visual Materials - Adult	600.00
TOTAL					600.00
Bill	58038	07/10/2018	Cardmember Service	101010 · Cash - Marquette	-2,723.52
Bill	June 2018 Statement	07/06/2018		104642 · Patron Programs & Events-Youth	34.00
				104570 · Automation - Equipment	265.41
				104570 · Automation - Equipment	123.96
				104642 · Patron Programs & Events-Youth	17.32
				104642 · Patron Programs & Events-Youth	44.47
				104530 · Building & Custodial Supplies	134.40
				104642 · Patron Programs & Events-Youth	11.94
				104642 · Patron Programs & Events-Youth	56.64
				104642 · Patron Programs & Events-Youth	135.65
				104320 · Periodicals - Adult	30.00
				104641 · Patron Programs & Events-Adult	38.77
				104341 · Audio Visual Materials - Youth	124.95
				104341 · Audio Visual Materials - Youth	24.99
				104530 · Building & Custodial Supplies	69.99
				104530 · Building & Custodial Supplies	37.28
				104642 · Patron Programs & Events-Youth	31.27
				104640 · Patron Programs&Events-Outreach	14.96
				104641 · Patron Programs & Events-Adult	123.46
				104530 · Building & Custodial Supplies	74.76
				104660 · Public Information	127.50
				104341 · Audio Visual Materials - Youth	63.74
				104341 · Audio Visual Materials - Youth	63.74
				104642 · Patron Programs & Events-Youth	185.04
				104580 · Automation - Maintenance	661.00
				104610 · Board Training & Education	128.28
				104641 · Patron Programs & Events-Adult	100.00
TOTAL					2,723.52
Bill	58039	07/10/2018	Comcast	101010 · Cash - Marquette	-319.36
Bill	66967026	07/01/2018		104520 · Telephone	319.36
TOTAL					319.36

**Orland Park Public Library
Check Detail
June 19 through July 16, 2018**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	58040	07/10/2018	Deepthi Chiruvuri	101010 · Cash - Marquette	-200.00
Bill	7/17/18	07/17/2018		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt-Check	58041	07/10/2018	Findaway World, LLC	101010 · Cash - Marquette	-355.32
Bill	259222	06/18/2018		104341 · Audio Visual Materials - Youth	355.32
TOTAL					356.32
Bill Pmt-Check	58042	07/10/2018	Fun Express, LLC	101010 · Cash - Marquette	-402.18
Bill	690689056-01	06/21/2018		104600 · Outreach Services	354.22
Bill	690819841-01	06/29/2018		104600 · Outreach Services	47.96
TOTAL					402.18
Bill Pmt-Check	58043	07/10/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,184.42
Bill	63892622	06/13/2018		104310 · Books - Adult	176.79
Bill	63892786	06/13/2018		104310 · Books - Adult	113.56
Bill	63934987	06/20/2018		104310 · Books - Adult	25.59
Bill	63934976	06/20/2018		104312 · Books - Outreach	256.70
Bill	63942890	06/21/2018		104312 · Books - Outreach	239.10
Bill	63949640	06/22/2018		104310 · Books - Adult	59.98
Bill	63987882	06/27/2018		104310 · Books - Adult	24.00
Bill	63999346	07/01/2018		104312 · Books - Outreach	106.36
Bill	64020414	07/03/2018		104310 · Books - Adult	91.97
Bill	64024950	07/04/2018		104310 · Books - Adult	30.39
Bill	64024863	07/04/2018		104310 · Books - Adult	29.59
Bill	64024881	07/04/2018		104310 · Books - Adult	30.39
TOTAL					1,184.42
Bill Pmt-Check	58044	07/10/2018	Garney's Office Products	101010 · Cash - Marquette	-52.10
Bill	PINW1558221	06/27/2018		104720 · Office Supplies	42.90
Bill	PINW1559734	06/29/2018		104720 · Office Supplies	9.20

Orland Park Public Library Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					52.10
Bill	58045	07/10/2018	Grasso Graphics, Inc.	101010 · Cash - Marquette	-3,884.23
Bill	29493	06/29/2018		104740 · Printing	3,884.23
TOTAL					3,884.23
Bill	58046	07/10/2018	Home Depot Credit Services	101010 · Cash - Marquette	-74.27
Bill	June Statement	07/10/2018		104530 · Building & Custodial Supplies	74.27
TOTAL					74.27
Bill	58047	07/10/2018	Ian Lashbrook	101010 · Cash - Marquette	-48.48
Bill	6/27/18	06/27/2018		104620 · Staff Training & Education	48.48
TOTAL					48.48
Bill	58048	07/10/2018	Illinois Library Association	101010 · Cash - Marquette	-86.40
Bill	149714	06/01/2018		104642 · Patron Programs & Events-Youth	86.40
TOTAL					86.40
Bill	58049	07/10/2018	Ingram Library Services	101010 · Cash - Marquette	-7,614.72
Bill	See Detail List	07/10/2018		104310 · Books - Adult	5,128.24
				104312 · Books - Outreach	257.90
				104311 · Books - Youth	2,228.58
TOTAL					7,614.72
Bill	58050	07/10/2018	Jennifer McQuinn 1	101010 · Cash - Marquette	-32.22
Bill	6/27/18	06/27/2018		104642 · Patron Programs & Events-Youth	32.22
TOTAL					32.22
Bill	58051	07/10/2018	Johnson Controls Security Solutions	101010 · Cash - Marquette	-750.95
Bill	30737345	06/28/2018		104460 · Security System	750.95

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					750.95
Bill Pmt-Check	58052	07/10/2018	Jon-Don	101010 - Cash - Marquette	-70.66
Bill	3249735	07/03/2018		104530 - Building & Custodial Supplies	70.66
TOTAL					70.66
Bill Pmt-Check	58053	07/10/2018	Lite Tech, Inc.	101010 - Cash - Marquette	-123.45
Bill	82308	06/21/2018		104530 - Building & Custodial Supplies	123.45
TOTAL					123.45
Bill Pmt-Check	58054	07/10/2018	Midwest Tape	101010 - Cash - Marquette	-2,384.10
Bill	95930715	06/01/2018		104341 - Audio Visual Materials - Youth	52.98
Bill	96145102	06/01/2018		104341 - Audio Visual Materials - Youth	29.99
Bill	96235193	06/30/2018		104340 - Audio Visual Materials - Adult	232.75
				104340 - Audio Visual Materials - Adult	1,407.23
				104310 - Books - Adult	457.13
				104341 - Audio Visual Materials - Youth	181.73
				104311 - Books - Youth	22.29
TOTAL					2,384.10
Bill Pmt-Check	58055	07/10/2018	Neofunds By Neopost	101010 - Cash - Marquette	-500.00
Bill	5/30/18	05/30/2018		104730 - Postage	500.00
TOTAL					500.00
Bill Pmt-Check	58056	07/10/2018	Neviol, Inc.	101010 - Cash - Marquette	-6,300.00
Bill	6095	07/01/2018		104450 - Building Maintenance	6,300.00
TOTAL					6,300.00
Bill Pmt-Check	58057	07/10/2018	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-75.15
Bill	7/1/18 Statement	07/01/2018		104450 - Building Maintenance	75.15
TOTAL					75.15

Orland Park Public Library Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	58058	07/10/2018	OverDrive, Inc.	101010 · Cash - Marquette	-616.60
Bill	04125CO18111849	06/19/2018		104311 · Books - Youth	45.97
Bill	04125CO18118459	06/28/2018		104311 · Books - Youth	60.95
Bill	04125CO18118000	06/28/2018		104311 · Books - Youth	307.78
Bill	04125CO18121638	07/02/2018		104311 · Books - Youth	201.90
TOTAL					616.60
Bill	58059	07/10/2018	Park Ace Hardware	101010 · Cash - Marquette	-275.03
Bill	6/30/18 Statement	06/30/2018		104530 · Building & Custodial Supplies	275.03
TOTAL					275.03
Bill	58060	07/10/2018	Penguin Random House LLC	101010 · Cash - Marquette	-63.75
Bill	1089321780	06/22/2018		104342 · Audio Visual Materials-Outreach	63.75
TOTAL					63.75
Bill	58061	07/10/2018	Rainbow Book Company	101010 · Cash - Marquette	-41.94
Bill	156896	07/03/2018		104311 · Books - Youth	23.99
Bill	156897	07/03/2018		104311 · Books - Youth	17.95
TOTAL					41.94
Bill	58062	07/10/2018	Recorded Books, INC	101010 · Cash - Marquette	-533.43
Bill	75801968	06/13/2018		104340 · Audio Visual Materials - Adult	28.80
Bill	75802207	06/14/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75802865	06/15/2018		104340 · Audio Visual Materials - Adult	31.99
Bill	75802805	06/15/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75804095	06/19/2018		104340 · Audio Visual Materials - Adult	82.20
Bill	75826639	06/21/2018		104340 · Audio Visual Materials - Adult	40.49
Bill	75868045	06/22/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75867893	06/22/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75868464	06/25/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75868535	06/25/2018		104340 · Audio Visual Materials - Adult	35.99

Orland Park Public Library
Check Detail
June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75915159	06/26/2018		104340 - Audio Visual Materials - Adult	40.50
Bill	75760146	06/27/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75916454	06/27/2018		104340 - Audio Visual Materials - Adult	34.99
Bill	75917505	06/28/2018		104340 - Audio Visual Materials - Adult	26.99
TOTAL					533.43
Bill Pmt -Check	58063	07/10/2018	Sherwin-Williams Co.	101010 - Cash - Marquette	-114.17
Bill	1895-3	06/25/2018		104530 - Building & Custodial Supplies	114.17
TOTAL					114.17
Bill Pmt -Check	58064	07/10/2018	Sprint	101010 - Cash - Marquette	-229.13
Bill	336044821-163	06/30/2018		104520 - Telephone	229.13
TOTAL					229.13
Bill Pmt -Check	58065	07/10/2018	Sunlight Maintenance Supply	101010 - Cash - Marquette	-579.06
Bill	5985	06/23/2018		104530 - Building & Custodial Supplies	288.53
Bill	6015	07/02/2018		104530 - Building & Custodial Supplies	310.53
TOTAL					579.06
Bill Pmt -Check	58066	07/10/2018	Unique Management Services, Inc.	101010 - Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	58067	07/10/2018	Village of Orland Park	101010 - Cash - Marquette	-79.40
Bill	28783536	06/29/2018		104600 - Outreach Services	79.40
TOTAL					79.40
Bill Pmt -Check	58068	07/10/2018	Unique Management Services, Inc.	101010 - Cash - Marquette	-26.85
Bill	464635	06/01/2018		104495 - Legal	26.85
TOTAL					26.85

Orland Park Public Library

Check Detail

June 19 through July 16, 2018

Type	Num	Date	Name	Account	Original Amount
			Subtotal - Checks		\$83,550.48
			Gross Payroll on 6/29/18		\$108,473.69
			Payment to Village for IMRF/Insurance for June, 2018		\$67,606.13
			Gross Payroll on 7/13/18		\$114,837.93
			Grand Total		<u>\$374,468.23</u>

Adult Services Board Report June 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

DIY Craft 7/2; 12 adults

Writers Group 7/7; 9 adults

eBooks, eMagazines, eReaders 7/7, 7/12, 7/18; 9 adults

Improve Your Job Search 7/3; 3 adults

Five genre book discussions 7/14, 7/19, 7/20, 7/25, 7/28; 31 adults

Bingo 7/9; 9 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Kortnee Fingler attended VIZ Graphic Novels: Trends, Best-sellers & New Releases (Webinar-- Baker & Taylor) on Jun 6, 2018

Linda Conrath attended Librarian's Guide to the Homelessness (OPPL) on Jun 14, 2018

Deborah Oedzes attended Entrepreneurship: Research (Online) for Starting, Managing, and Growing Businesses (Webinar) on Jun 21, 2018

Deborah Oedzes attended Weiss and The Street Ratings - Financial Online Ratings (Webinar) on Jun 21, 2018

STATISTICS

Database	06/2018	06/2017	Data Type
Ancestry	201	1486	Total Searches
Careers College	45	5	Total Users
Consumer Reports	84	93	Total Log-Ins
EBSCO	1171*	31712	Total Searches
Gale Virtual Ref. Lib.	6	14	Total Searches
Heritage Quest	101	434	Total Searches
Lynda.Com	69	134	Total Log-Ins
Mango Languages	57	115	Total Sessions
OCLC	5583	6436	Total Searches

ProQuest	114	77	Total Searches
Reference USA	148	338	Total Searches
Weiss & Street Financial Ratings	32	12	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	06/2018	06/2017
Reference	3493	3475
Reference Remote	182	169
Non-Reference	308	345
N-R Remote	25	208
Extended Help	33	32
Passive Programming 2		24
Program Attendance	73	154
Items shelved	18702	20972
Carts shelved	257	286

GRANTS/SPECIAL PROJECTS

Andy Masura, Kortnee Fingler, and Katie Allan worked the Summer Reading Kickoff on June 2

CUSTOMER SERVICE LOG

6/14/18 Patron commented that she preferred mysteries being in their own section. Katie A.

6/18/18 Patron studying: "I wish there were more tables with access to power outlets." Katie A.

6/27/18 Assisted patron with Weiss database, Value Line, and he remarked "This is a beautiful, large library. I love all of the light." Debbie O.

Patron Services Board Report June 2018

PERSONNEL

On June 15, 2018 our former LTA intern, Patrick Deitche joined our staff as the newest Patron Services Clerk.

CONTINUING EDUCATION/MEETINGS ATTENDED

Theresa Hildebrand attended Managing a Cross Functional Team (Lynda.com webinar) on Jun 3, 2018

Ian Dziallo attended 3D modeling (OPPL Lab) on Jun 6, 2018

STATISTICS

OPPL	TOTAL CIRCULATION		2018									
MONTH	2018	2017	Circulation Change %	Patron attendance 2018	Patron attendance 2017	Patron attendance Change	In-House Checkins 2018	In-House Checkins 2017	In-House Checkins Change %	Polaris Search Sessions 2018	Polaris Search Sessions 2017	Polaris Search Change %
JAN	55,988	55,430	1.01%	35,020	36,949	-5.22%	3,544	2,499	41.82%	15,803	16,302	-3.06%
FEB	50,683	51,565	-1.71%	36,111	36,864	-2.04%	3,395	3,541	-4.12%	14,115	15,753	-10.40%
MAR	57,407	57,523	-0.20%	42,485	41,617	2.09%	3,739	3,994	-6.38%	15,640	17,813	-12.20%
APR	54,404	51,077	6.51%	39,007	32,758	19.08%	3,411	3,338	2.19%	15,234	14,737	3.37%
MAY	49,701	49,659	0.08%	36,101	31,859	13.31%	3,075	3,084	-0.29%	14,510	15,479	-6.26%
JUN	63,248	61,176	3.39%	38,793	32,107	20.82%	4,002	1,338	199.10%	15,223	15,445	-1.44%
JUL	0	59,637			33,762			856		0	15,644	
AUG	0	54,358			35,295			1,647		0	14,656	
SEPT	0	50,667			32,892			3,212		0	15,705	
OCT	0	53,717			36,533			3,550		0	13,694	
NOV	0	50,789			35,118			3,606		0	14,848	
DEC	0	45050			31349			2750		0	12977	
TOTAL	331,431	640,648		227,517	417,103		21,166	33,415		90,525	183,053	

OPPL	2018 OTHER CIRCULATION										
MONTH	Hoopla 2018	Hoopla 2017	Hoopla change %	Overdrive 2018	Overdrive 2017	OverDrive change %	RB Digital (Zinio) 2018	RB Digital (Zinio) 2017	RB Digital change %	Museum passes 2018	Museum passes 2017
JAN	1,134	473	139.75%	3,821	2,775	37.69%	377	575	-34.43%	6	9
FEB	1,244	474	162.45%	3,559	2,637	34.96%	302	328	-7.93%	4	14
MAR	1,317	556	136.87%	3,761	2,924	28.63%	295	349	-15.47%	13	14
APR	1,183	530	123.21%	3,798	2,981	27.41%	293	316	-7.28%	13	22
MAY	1,069	616	73.54%	3,644	2,991	21.83%	287	287	0.00%	21	23
JUN	1,032	576	79.17%	3,751	2,991	25.41%	304	372	-18.28%	29	25
JUL	0	560	-100.00%	0	3,365	-100.00%	0	269	-100.00%	0	26
AUG	0	573	-100.00%	0	3,335	-100.00%	0	316	-100.00%	0	30
SEPT	0	541	-100.00%	0	3,301	-100.00%	0	389	-100.00%	0	19
OCT	0	591	-100.00%	0	3,544	-100.00%	0	347	-100.00%	0	24
NOV	0	672	-100.00%	0	3,183	-100.00%	0	225	-100.00%	0	17
DEC	0	658	-100.00%	0	3,138	-100.00%	0	302	-100.00%	0	16
TOTAL	6,979	6,820	2.33%	22,334	37,165	-39.91%	1,858	4,075	-54.40%	86	239

GRANTS/SPECIAL PROJECTS

During the month of June, the Patron Services staff began to sort returned materials in a fine sort call number order. This is being done to expedite the process of getting our materials back to our shelves.

CUSTOMER SERVICE LOG

06/04/2018 (Welcome Desk) Patron commented that they enjoyed the Narnia decorations when exiting the elevator upstairs by Administration. - Julie P.

06/07/2018 (Welcome Desk) "It's our first time here. This is a very nice library." - Laura L.

06/07/2018 (Checkout Desk) Patron picking up her ILL loan item said she has nothing but trouble checking these items out and will go to Tinley from now on. - Nadine L.

06/10/2018 (Welcome Desk) "The concert (Sam Fazio) was excellent!" - Barb K.

06/11/2018 (Checkout Desk) "Oh wow! I didn't know the library had an app that would look up books at the bookstore. That is so cool!! So I can place library holds while I'm standing in the bookstore ~ sooo cool." (Library app was demonstrated by Theresa after patron mentioned she spends Friday nights at the bookstore with her husband.)

6/12/2018 (Note dropped off by patron) "Please stop giving us the information as to how much money I have saved by using the library, unless you also tell us as to how much I have paid in taxes towards the library funds. Example. I paid \$560 in 2016 toward library funds. You did not write that. The library plays an essential useful part for the education of the community. So let us keep it that way. We love Orland Park Library and its wonderful staff."

06/13/2018 (Welcome Desk) Patron came over from the copier and said, "What a beautiful library we have. It has to be one of the best in the world." - Laura L.

06/13/2018 (Checkout Desk) Patron asked, "Is that painting for sale? It is very nice." Referring to painting "Imagination Voyage" by Vance Orr - Laura L.

06/16/2018 (Welcome Desk) Patron commented, "I couldn't enjoy the presentation in Room 104 the other night because it was too cold in there." - Therese C.

06/18/2018 (Checkout Desk) "You guys just have the BEST ideas! My family LOVES the Flick Pix boxes. What a great idea! You guys are the BEST!" Patron upon returning the Romance Flick Pix box - Theresa H.

06/18/2018 (Checkout Desk) "Why isn't faxing free? Everything should be free in a public library ~ it is for the public so it should be free." Patron who needed to fax 30+ pages - Theresa H.

06/19/2018 (Welcome Desk) Patron loves the painting by Vance Orr of the boy reading being transported onto a ship at sea. - Julie P.

06/19/2018 (Welcome Desk) Patron who was checking out stated, "I love coming here. You guys are wonderful." - Julie P.

06/20/2018 (Explaining to Tinley Park card holder that she can now request holds) "I am so glad you changed it. This library is so convenient for me." - Julie P.

06/22/2018 (via email) "Please cancel my account. We are moving to a Senior Living home. My son and his family will be staying in Orland Park. This library is wonderful!" Theresa H.

06/25/2018 (Returning Flick Pix Kit) "This program is such a neat idea." - Julie P.

06/27/2018 (Leaving after seeking help from Adult Services) "Nice young man at Reference Desk was very helpful. You aim to please - but I knew that." - Julie P.

06/28/2018 (Self Check-Out) Patron was amazed at the speed and efficiency of the Self Check-Out. - Julie P.

06/29/2018 (Welcome Desk) Patron said we are very nice and helpful, but she is very disappointed that we charge non-residents for computer use. - Sam S.

06/30/2018 (Checkout Desk) "Three weeks for a book checkout is too long. Do you realize what's going on now? People are checking the book out for 3 weeks, then passing it around to the whole family before it comes back. Plus we have to wait another week while people come in to pick up their books! That's 4 weeks every time someone has a book, it takes too long. Whoever came up with a 3 week loan was using poor judgement." (Patron who was checking on his place in our hold queues) Theresa H.

Graphics Board Report

June 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- Zombie Party invites
- Invitations for 200 Great Places
- Summer storytime ads
- Summer concert ads
- Mass emails for book discussions
- Revisions of booklets for checking items out in IT
- Book discussion lists
- Bookmarks to assist with reference advisory for adults and youth
- Slides to be displayed on library monitors and OPACs

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie B. attended "The Librarian's Guide to Homelessness" on Thursday, June 14 at 1 p.m. through Reaching Across Illinois Libraries (RAILS).

Jackie B. attended "Trending Technology Tactics for the Internal Communications Professional" on June 15 at 2 p.m. through the Public Relations Society of America.

Jackie B. attended "Best Practices in Libraries and Community Partnerships" on June 19 at 1p.m.

Kristen H. attended "Social Media for Creatives" on June 20 at 10 a.m.

STATISTICS

1,570 library app downloads total

2,072 Facebook followers

435 Instagram followers

1,922 Twitter followers

434 Pinterest followers

18,352 Emails on the marketing email list

13 Meeting room requests received

160 Graphics requests completed

Delivered 144 Welcome Bags (72 adult, 72 youth)

Information Technology Board Report June 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- 6/1 - Digitizing VHS (13)
- 6/6 - 3D Modeling (7)
- 6/12 - Safely Surfing the Web (8)
- 6/12 - Figuring Out Fake News (8)
- 6/14 - Intro to Buying on eBay (2)
- 6/18 - Photoshop Elements Part 1 (7)
- 6/19 – Microsoft Excel Part 1 (8)
- 6/21 - Intro to eBay Selling (5)
- 6/25 - Photoshop Elements Part 2 (6)
- 6/26 - Microsoft Excel Part 2 (6)

CONTINUING EDUCATION/MEETINGS ATTENDED

Ian Lashbrook attended Cloud Bootcamp for Nonprofits (Chicago) on Jun 19, 2018

Mark Ewasiuk attended Cloud Bootcamp for Nonprofits (Chicago) on Jun 19, 2018

STATISTICS

Category	Jun 2018	Jun 2017
Study Room Usage	320	322
Patrons Assisted	501	442
Extended Assistance	130	33
Total PC Usage	1910	1715
Total Web pages	30422	31079
Number of Classes	10	12
Total Class Attendance	70	49
Wireless Usage	3010	2748

GRANTS/SPECIAL PROJECTS

Set up tech "petting zoo" for Summer Reading Kickoff, including Sphero races, Lego WeDos, Nintendo Labo demo, and Star Wars droids.

CUSTOMER SERVICE LOG

6/1/18 - VHS to DVD - The video prompt helped a great deal with explaining the visual.

6/1/18 - VHS to DVD - You could add a little more time at the end for questions.

6/1/18 - VHS to DVD - Great Presenter - had Dan before!

6/1/18 - VHS to DVD - Suggestion for future class Super 8

6/1/18 - VHS to DVD - Transfer movies to 8mm for super 8 to DVD

6/6/18 - 3D Modeling - Would like to see a class in Blender

6/6/1/ - 3D Modeling - More advanced classes would be great

6/12/18 - Surf the Web - Great class Ian! Anything technical for this non-techy.

6/19/18 - Excel Part 1 - Where I felt challenged was the video presenter's pace and volume of content. (A lot to listen to and absorb before going to our own screen).

6/19/18 - Excel Part 1 - Loved having the video tutorial with all the proper terminology and then the opportunity to work through the progression of steps.

6/19/18 - Excel Part 1 - Gmail, GDrive

6/19/18 - Excel Part 1 - Very patient with all of us

Outreach Services Board Report

June 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing Independent Living and Assisted Living, Brookdale, Alden Prairie, American House (formerly Autumn Leaves), Lexington, Thomas Place, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living

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

CONTINUING EDUCATION/MEETINGS ATTENDED

Shane Peterson attended Excel for Beginners (Webinar) on Jun 4, 2018

Cathy DiGiorgio attended Excel for Beginners (Webinar) on Jun 4, 2018

Duke Phelps attended Excel for Beginners (Webinar) on Jun 4, 2018

Theresa Marketti attended Listen Up! New Audiobooks for Summer and Beyond (Webinar) on Jun 5, 2018

Kelly A. Cuci attended Making Space for Active Learning (Webinar) on Jun 12, 2018

Cathy DiGiorgio attended Making Space for Active Learning (Webinar) on Jun 12, 2018

Shane Peterson attended Making Space for Active Learning (Webinar) on Jun 12, 2018

Cathy DiGiorgio attended Seeding Vitality Arts in Museums (Webinar) on Jun 13, 2018

Kelly A. Cuci attended Seeding Vitality Arts in Museums (Webinar) on Jun 13, 2018

Kelly A. Cuci attended The Librarian's Guide to Homelessness (Room 104) on Jun 14, 2018

Kelly A. Cuci attended Digitizing Local Newspapers (Webinar) on Jun 19, 2018

Cathy DiGiorgio attended Digitizing Local Newspapers (Webinar) on Jun 19, 2018

Shane Peterson attended Digitizing Local Newspapers (Webinar) on Jun 19, 2018

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 488. *2017: 9 programs were given with a total of 524 patrons. This number is higher due to the 2 grant exhibits and programming and the NASA exhibit and programming.*

Breakout:

6/6/18 Exploring Illinois Wines	51
6/8/18 Meet the Artist - Benjamin Lowder	12
6/10/18 Summer Concert Series - Sam Fazio	127
6/12/18 English Conversation for ESL Learners	2
6/13/18 Board Game Night	7
6/14/18 Pinched Paintings - Famous Art Heists	62
6/22/18 Friday Film Series - A Fantastic Woman	35
6/24/18 Summer Concert Series - The Ava Logan Quintet	187
6/25/18 English Conversation for ESL Learners	0
6/27/18 Board Game Night	5

Offsite Adult Programs:

15 programs were given with a total of 192 patrons attending. *2017: 14 programs were given with a total of 212 patrons attending.*

Breakout:

6/6/18 Orland Township Senior Drop-in Visit	15
6/6/18 Heartis Book Visit	8
6/7/18 SmartArt with iPad	6
6/8/18 Orland Township Senior Drop-in Visit	10
6/11/18 Senior Living Visits	20
6/12/18 Senior Living Visits	11
6/13/18 Senior Living Visits	14
6/20/18 Orland Township Senior Drop-in Visit	21
6/20/18 Heartis Book Visit	9
6/21/18 Remember When with American House	9
6/21/18 Remember When with American House	8
6/22/18 Orland Township Senior Drop-in Visit	12
6/25/18 Senior Living Visits	25
6/26/18 Senior Living Visits	10
6/27/18 Senior Living Visits	14

Train Station Books:

Three Train Stations - **98**, 2017 - 110

Passive Programming

Orland Township - **27**, *New Statistic*

Program Flyer Distribution Stats:

Village of Orland Park - **800**, 2017 - 300

Sportsplex - **800**, 2017 - 300

Train Stations - **98**, 2017 - 110

Orland Township - **13**, 2017 - 5

Nursing Homes - **59**, 2017 - 10

During programs - **201**, 2017 - 187

Give-Aways at Programs - **20**, *New Statistic*

Other Outreach and Homebound Statistics:

Outreach Circulation Statistics: 973 items circulated with 1699 checkouts and 107 renewals. 2017: 1399 items circulated with 2387 checkouts and 229 renewals

Visits to single-family homebound patrons totaled 18. 2017: Visits totaled 16

5 new homebound patron cards were issued and 2 discontinued. 3 cards were renewed. 2017: 7 new homebound library cards were issued. 0 cards were discontinued. 2 cards were renewed

OS staff logged 509 reference transactions. 2017: 1383 reference transactions

OS staff logged 138 programming questions. 2017: 108 programming questions

OS staff logged 71 exhibit questions. 2017: 195 exhibit questions

GRANTS/SPECIAL PROJECTS

Outreach Services has been working diligently to finish registering the Founding Documents Collection. We are happy to report that the last seven items are now in the collection. It has been a pleasure to have been entrusted with such historical documents.

Outreach Services Manager, Kelly A. Cuci reserved two new NASA artifacts which have been approved for transfer to the Library.

CUSTOMER SERVICE LOG

6/5/18 Phone call from Homebound patron

"Thank you so much." Theresa M.

6/6/18 Heartis patron spoke to us in person

"I love the service you provide." Duke P.

6/6/18 Homebound Delivery

"Thank you for doing this." Theresa M.

6/6/18 Orland Township Book Delivery

"You pick good murders. Thank you." (Yes, this was the real comment from a patron who loves gory murder novels.) Theresa M.

6/8/18 Orland Township Book Delivery

"Thank you so much!" Theresa M.

6/10/18 Summer Concert Series - Sam Fazio program

"Very good program!" Duke P.

"What an excellent program." Duke P.

"Best program I've been to!" Duke P.

"Very good program, thank you." Duke P.

"Wow, what a wonderful concert." Cathy D.

"We really enjoyed this concert." Cathy D.

"Great concert." Cathy D.

"This was great fun." Cathy D.

"Have them back. They were great." Cathy D.

6/11/18 Smith Crossing Book Delivery

"Thank you! You guys do such a great job." Theresa M.

"Thank you! I don't know how you do it all." Theresa M.

"Thank you for coming." Theresa M.

"Thank you for dropping off the book." Theresa M.

6/11/18 Brookdale Book Delivery

"Shane does such a great job with SmartArt." Theresa M.

6/14/18 Pinched Paintings program

"Great program." Cathy D.

"Very interesting presentation." Cathy D.

"Thank you for having such wonderful programs." Cathy D.

"Loved the program." Cathy D.

6/21/18 Remember When - American House

"Thank you for coming here." Theresa M.

"We appreciate your time."

6/22/18 Homebound Delivery

"Thank you for this service." Theresa M.

6/22/18 Orland Township Book Delivery

"Thank you for coming." Theresa M.

"Thanks for coming." Theresa M.

GRANTS/SPECIAL PROJECTS

- Wendy updated all current patrons' record regarding their Internet Access default selection
- Wendy and Technical Services staff are working on updating multiple-discs collections. Adult Services will select the related items for update; Patron Services staff will be trained and involve their special circulating services
- Wendy updated YA and Juvenile Reference collections and they can be circulated the same loan period as regular books. But they are not holdable
- Wendy modified the system settings and now the Hotspot collections can only have one hold and one check-out limit per patron
- Wendy created the new patron code for reciprocal patrons under 18 years old. They were separated from Adult patron group and changed as Reciprocal Juvenile patrons
- OverDrive integration services with Polaris are still in process

Youth Services Board Report June 2018

PERSONNEL

Selene Madonia left Youth Services to fill an opening in Technical Services. Her last day was June 24.

We are currently interviewing to fill the Youth Services Shelver position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Summer Reading Stats - Halfway through the program

Sign-ups - 1,799 total participants

Birth-5th grade - 960

Teen - 303

Adult - 536

Completions - 105 participants finished

Birth-5th grade - 35

Teen - 12

Adult - 58

Books Read - 624 total books

Teen - 122

Adult - 536

Minutes Read

Birth-5th grade - 44,548

Library visit

Stagg High School – 16

Teacher Loan Card check outs

30

Outreach visit

6/27 High Point: 63 people

Youth Programs

Once Upon a Time Storytime (8 sessions) - 343

Building Blocks for Babies (8 sessions) - 298

Night Owls (4 sessions) - 92

Bright Starts (4 sessions) - 105

Uno, Dos, Crafts & More (4 sessions) - 129
Journals and Zines Club (4 sessions) - 33
Storytime Takes You Everywhere (4 sessions) - 76
Mother Goose Storytime (4 sessions) - 130
Crafty Readers (4 sessions) - 41
Summer STEAM Series (2 sessions) - 107
American Girl Picnic - 9
Science Tellers: Wild West - 32
International Art - 13
Astronaut Training - 21
Lego Pinewood Derby - 17
Father's Day Craft - 35
Wendy and DB Children's Music Show - 101
Survival Escape Room - 12
Build-a-Book - 22
Magic Tree House Adventures Ancient Egypt - 21
Youth Gaming Area - 62
Summer Reading Kick-off - 550
Peter Pan Drawing - 367
Take and Make (4 passive sessions) - 194

Teen Programs

Chalk Board Additions June - 109
Teen Video Game Players - 19
Teen Have Button Will Travel - 1
Mini Book Reviews - 2
Teen June Book Drawing - 118
Make It Take It Week One - 55
Make It Take It Week Two - 33
Make It Take It Week Three - 27
Make It Take It Week Four - 22
Minute to Win It - 53
Teen Cupcake Challenge - 23
Teen Survival Escape Room - 8
Teen Life Hacks - 13
Teen Inc Service Club Crayon Collection - 4
Volunteens Summer Reading Kickoff - 16
Volunteens- Summer STEAM Series (2 sessions) - 10
Volunteens- Crafty Readers (4 sessions) - 19
Volunteens-Uno, Dos Crafts & More (2 sessions) - 4
Teen Inc Giant Board Game (2 sessions) - 13
Volunteens-Pinewood Derby - 5

CONTINUING EDUCATION/MEETINGS ATTENDED

Becky McCormack attended Librarian's Guide to Homelessness (OPPL) on Jun 14, 2018

Jennifer McQuinn attended Using Reviews/Annotations for Readers Advisory (webinar OPPL) on Jun 20, 2018

STATISTICS

June 2018 created Jul 02, 2018

Youth Services Statistics

Category	Qty
Reference	320
	1
Reference Remote	114
Non-Reference	446
N-R Remote	64
Extended Help	128
Group Study	0
Study Rooms (New, started 4/17/2018)	127
Teen Program Attendance	554
Youth Program Attendance	2187
Combined Program Attendance	2741

CUSTOMER SERVICE LOG

Junior Desk

6/4/18 Mother over the phone. "Thank you for offering such awesome programs this summer. My kids are very excited to participate." Vanessa F.

6/6/18 Man with big stack of books. "Keep up the good work. You guys make this easy." Alex P.

6/7/18 Mom leaving program with son. "Your programs keep getting better and better." Kara D.

6/7/18 Mom and daughter in new gaming area. "This is not a good place for this. Isn't there a place to set this up so it doesn't disturb people who are studying or reading?" Amy N.

6/14/18 Woman asking for books. "We just moved here and this is our first time here. This place is amazing!" Brandi S.

6/21/18 Mom in Preschool Area. "What happened to all the search catalogs? I miss them." Becky M.

6/21/18 Mom at Youth Services Junior desk. Patron was interested in "Read to a Dog" program for her kids with high functioning autism spectrum disorder. She couldn't make this event but would love to come in the future. Emily M.

Preschool Desk

6/12/18 Mom leaving storytime. "You guys have the best story times!" Kara D.

6/12/18 Mom leaving storytime. "Your summer programs are great this year. We have a new baby and it's great to be able to come here almost every day." Kara D.

6/19/18 Grandma leaving storytime. "This was just excellent." Kara D.

6/19/18 Grandma leaving storytime. "This was wonderful. Thank you." (no initials)

6/26/18 Grandma leaving storytime. "My grandson loved it. This was his first story time and it was great. Thank you!" (no initials)

6/28/18 Little boy running into "kitchen" area. "I LOVE this place!" Amy N.

Teen Desk

6/5/18 Woman with teen doing crafts. "The area looks so cool!" Erin F.

6/15/18 Mother and daughter looking for "clean" YA reads. "This list is so helpful! Thank you so much for making it. It's so hard having a young junior high teen. Books for them are hard to find." Erin F.

6/18/18 Mom and daughter looking for books and daughter hates reading. "Thank you so much for helping us find something she's interested in. It's so hard searching on our own." Erin F.

6/19/18 A few parents came to look at the decorations for summer reading "This is beautiful." "So marvelous." "You really made all this?" "It's amazing." "I can't wait to bring the kids over to see this." Erin F.

6/20/18 A lady was looking to start a book club with her teen and their friends and wanted suggestions. "You gave me so many great resources and ideas. I'm definitely going to use them." Erin F.

6/25/18 2 ladies looking for a movie. "Thank you for finding that for us. You're the perfect person for this job, so personable." Erin F.



Trane U.S. Inc.
7100 South Madison
Willowbrook, IL 60527-5505
Phone: (630) 734-3200, Fax: (630) 323-9040

July 5, 2018

Mary Weimar
Orland Park Public Library
14921 Ravinia Avenue
ORLAND PARK, IL 60462 U.S.A.

Site Address:
Orland Park Public Library
14921 South Ravinia Avenue
ORLAND PARK, IL 60462
United States

ATTN: MARY WEIMAR

SUBJECT: Continuation of Service Agreement 2191952

Your Trane Service Agreement is scheduled for renewal on July 1, 2018. To assure that there will be no interruption of service and benefits to Orland Park Public Library your Service Agreement will be extended through June 30, 2019.

The adjusted Service Fees for all sites is set forth in the following table:

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	8,861.00	8,861.00	Annual

SCOPE OF SERVICE

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

The following "Covered Equipment" will be serviced at Orland Park Public Library:

Equipment	Qty	Manufacturer	Model Number	Serial Number
Indoor Modular Climate Changer air handler	1	Trane	MCCB008UA0	K03J35739A
Indoor Modular Climate Changer air handler	1	Trane	MCCB066UA0	K03J31855A
Indoor Modular Climate Changer air handler	1	Trane	MCCB066UA0	K03J30888A

Description	Quantity Per Term
Air Handler Inspections	2

Equipment	Qty	Manufacturer	Model Number	Serial Number
Air-Cooled Series R(TM)	1	Trane	RTAC2004UF	U03K02468

Description	Quantity Per Term
RTAC seasonal startup standard work. 2 Compressor up to 250 Tons	1
RTAC Seasonal Shut Down	1
RTAC condenser cleaning	1

Equipment	Qty	Manufacturer	Model Number	Serial Number
Rooftop Air Conditioners - Generic	1	AAON Inc	RK-16-3-FO	200401-AKGM53012

Description	Quantity Per Term
Aaon Cooling Annual Pre-Season Start Up	1
Aaon Heating Annual Pre-Season Start Up	1

Equipment	Qty	Manufacturer	Model Number	Serial Number
Boilers - Generic	1	Aerco International	BMK2.0	G-03-0984A
Boilers - Generic	1	Aerco International	BMK2.0	G-03-0984B

Description	Quantity Per Term
Boiler Seasonal Start Up	1

Equipment	Qty	Manufacturer	Model Number	Serial Number
Packaged Pumping Systems	1	Bell and Gossett	CIRCULATIN	PUMP1197C

Description	Quantity Per Term
Ice Storage Plant System and Systecon Pumping Package Review	2

Description	Quantity Per Term
SC-BAS-SCHEDULED-ONSITE	1

Equipment	Qty	Manufacturer	Model Number	Serial Number
Tracer SC	1	Trane	BMCF000AAA	E17K60421
Tracer SC	1	Trane	BMCF000AAA	E17K60422
Tracer SC	1	Trane	BMCF000AAA	E17K60423
Tracer SC	1	Trane	BMCF000AAA	E17K60424
Tracer SC	1	Trane	BMCF000AAA	E17K60425
Tracer SC	1	Trane	BMCF000AAA	E17K60426
Tracer SC	1	Trane	BMCF000AAA	E17K60427
Integration and Connectivity Products	1	Trane	BMSB001AAA	E17K90190

TERMS & CONDITIONS

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

CLARIFICATIONS

If Orland Park Public Library accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane.

One Year Renewal July 1, 2018 through June 30, 2019

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	8,861.00	8,861.00	Annual

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Trane's License Number:

Fax this page to our contract administrator, Nannette Booth, at your earliest convenience.
Fax #630-323-7480 or email to chicagoservice@trane.com.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,



Trane Chicago Building Service Information

Erich Franks
Trane
7100 South Madison St
Willowbrook, Illinois 60527
Phone: (630) 734-6048
Cell: (630) 740-2928
Erich.Franks@irco.com

DRAFT

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

SECRETARY'S CERTIFICATE

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

NO. 2018-05

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF ORLAND PARK PROVIDING FOR
TRANSFER OF FUNDS FROM THE LIBRARY'S OPERATIONAL
ACCOUNT TO THE LIBRARY'S SPECIAL RESERVE ACCOUNT**

adopted at a regular meeting of the said Board of Library Trustees held on the 16th day of July, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of July, 2018.

ELAN KLEIS, Secretary
of the Board of Library Trustees

DRAFT

NO. 2018-05

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF ORLAND PARK PROVIDING FOR
TRANSFER OF FUNDS FROM THE LIBRARY'S OPERATIONAL
ACCOUNT TO THE LIBRARY'S SPECIAL RESERVE ACCOUNT**

WHEREAS, in accordance with the Local Library Act (75 ILCS 5/5-8), the Board of Library Trustees of the Village of Orland Park, Cook County, Illinois, has accumulated and set apart reserve funds, in a Special Reserve Account, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes and for planned or emergency repairs and alterations of library buildings and equipment; and

WHEREAS, the Board has paid into said Account the unexpended balances of the proceeds annually received from taxes not in excess of statutory limits pursuant to 75 ILCS 5/4-15.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Village of Orland Park, Cook County, Illinois, that the Board authorizes and directs that the unexpended balances of the proceeds received annually from the Library's taxes which are unexpended ninety (90) days after the close of the Library's fiscal year shall be transferred from the Library's Operational Account to said Special Reserve Account not to exceed TWO HUNDRED THOUSAND AND 00/100 DOLLARS (\$200,000.00).

DRAFT

ADOPTED this 16th day of July, 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

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		Orland Park Public Library Budget, Levy, Appropriation FY2019					
		7/12/2018 Draft 5					
		2018 Total Budget	2019 Working Budget	% Increase From 2018	2019 Levy	Other Sources	Appropriation
GL Account	Revenues						
103100	Taxes - Cook County	5,273,000	5,404,825	2.50%	5,404,825	0	5,404,825
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0
103100	Taxes - Will County	52,000	53,300	2.50%	53,300	0	53,300
103120	Impact Fees	10,000	5,000	-50.00%	0	5,000	5,000
103140	Replacement Taxes	20,000	18,000	-10.00%	0	18,000	18,000
103175	State Grants	40,000	70,958	77.40%	0	70,958	70,958
103200	Non Resident Fees	5,000	1,500	-70.00%	0	1,500	1,500
103300	Fines	55,000	60,000	9.09%	0	60,000	60,000
103400	Gifts	10,000	10,000	0.00%	0	10,000	10,000
103610	Copy Machine	12,000	13,000	8.33%	0	13,000	13,000
103800	Interest Income	46,000	100,000	117.39%	0	100,000	100,000
	Other Sources - Special Reserve	310,000	0		0	0	0
	Other Sources - Operations Savings	40,000	40,000		0	40,000	40,000
103900	Miscellaneous Income	9,000	8,417	-6.48%	0	8,417	8,417
	Total Revenues	5,882,000	5,785,000	-1.65%	5,458,125	326,875	5,785,000
	Expenditures						
104110	Salaries	2,661,859	2,781,643	4.50%	2,742,643	39,000	2,781,643
104220	Salaries - Maintenance	123,541	129,100	4.50%	128,100	1,000	129,100
104230	Life/Health Insurance	520,000	560,000	7.69%	510,700	49,300	560,000
104310	Books	368,000	365,000	-0.82%	350,000	15,000	365,000
104315	Electronic Databases	98,000	112,000	14.29%	108,000	4,000	112,000
104320	Periodicals	39,000	37,000	-5.13%	35,000	2,000	37,000
104340	Audio Visual Materials	160,000	176,000	10.00%	170,000	6,000	176,000
104345	Audio Visual Equipment	750	500	-33.33%	500	0	500
104410	Book Rebinding	0	0	0.00%	0	0	0
104420	Accounting	12,250	12,600	2.86%	12,600	0	12,600
104430	Insurance	51,500	53,300	3.50%	53,300	0	53,300
104440	Landscaping & Groundskeeping	24,000	27,000	12.50%	27,000	0	27,000
104450	Building Maintenance	485,000	285,000	-41.24%	161,300	123,700	285,000
104460	Security System	75,000	7,000	-90.67%	1,000	6,000	7,000
104470	Library Office & Equipment	750	750	0.00%	750	0	750
104495	Legal	75,000	40,000	-46.67%	30,000	10,000	40,000
104497	Library Consultant	16,000	25,000	56.25%	25,000	0	25,000
104513	Electricity	0	0	0.00%	0	0	0
104515	Water & Sewer	10,000	13,000	30.00%	13,000	0	13,000
104517	Natural Gas	39,500	40,252	1.90%	36,252	4,000	40,252
104520	Telephone	9,000	9,000	0.00%	9,000	0	9,000
104525	Purchase - New Equipment	15,000	15,000	0.00%	11,000	4,000	15,000
104530	Building & Custodial Supplies	37,500	40,000	6.67%	40,000	0	40,000
104540	Building Repairs	18,000	18,000	0.00%	14,000	4,000	18,000
104550	Lib. & Off. Eqpt Rep. & Maint	18,000	15,000	-16.67%	15,000	0	15,000
104560	Machine Rental	2,400	1,200	-50.00%	1,200	0	1,200
104570	Automation - Equipment	74,000	55,000	-25.68%	43,000	12,000	55,000
104575	Automation - Line Costs	5,500	5,500	0.00%	5,500	0	5,500
104577	Automation - Consultant	75,000	55,000	-26.67%	45,000	10,000	55,000

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		Orland Park Public Library						
		Budget, Levy, Appropriation FY2019						
		7/12/2018						
		Draft 5						
		2018	2019		2019	Other	Appropriation	
		Total	Working	% Increase	Levy	Sources		
		Budget	Budget	From 2018				
GL								
104580	Automation - Maintenance	90,000	92,000	2.22%	92,000	0	92,000	
104590	Library Furniture	40,000	20,000	-50.00%	15,000	5,000	20,000	
104600	Outreach Services	7,500	38,500	413.33%	38,500	0	38,500	
104610	Board Training & Education	8,000	6,000	-25.00%	6,000	0	6,000	
104620	Staff Training & Education	24,000	21,000	-12.50%	18,000	3,000	21,000	
104630	Conference Fees	6,000	7,200	20.00%	7,200	0	7,200	
104640	Patron Programs & Events	43,000	43,000	0.00%	43,000	0	43,000	
104650	Association Dues & Fees	7,000	6,000	-14.29%	6,000	0	6,000	
104660	Public Information	40,000	43,000	7.50%	40,000	3,000	43,000	
104710	Library Supplies	45,000	45,000	0.00%	42,000	3,000	45,000	
104720	Office Supplies	6,000	6,000	0.00%	4,000	2,000	6,000	
104730	Postage	14,000	17,000	21.43%	14,000	3,000	17,000	
104740	Printing	7,000	10,525	50.36%	8,525	2,000	10,525	
104810	Contingency	0	0	0.00%	0	0	0	
104910	Contribution to IMRF	243,000	250,545	3.10%	242,470	8,075	250,545	
104915	Contribution to FICA	213,000	222,585	4.50%	217,785	4,800	222,585	
104920	Audit	12,350	14,200	14.98%	14,200	0	14,200	
104930	Liability Ins.-D&O,Bonds,WC	57,000	59,000	3.51%	59,000	0	59,000	
104940	Unemployment Compensation	4,000	4,000	0.00%	1,000	3,000	4,000	
104950	Bank Charges	600	600	0.00%	600	0	600	
	Total Expenditures	5,882,000	5,785,000	-1.65%	5,458,125	326,875	5,785,000	
	Excess (Deficiency) of Revenues							
	Over (Under) Expenditures	0	(0)	0.00%	(0)	0	(0)	
	Interfund Transfers In / (Out)	0	0	0.00%	0	0	0	
	Net Change in Fund Balance	0	(0)	0.00%	(0)	0	(0)	

CLRTM539-A

OFFICE OF THE COUNTY CLERK

DATE 06/20/18 TAX YEAR 2017

AGENCY TAX RATE REPORT

AGENCY 03-0950-001 VILLAGE OF ORLAND PARK LIBRARY FUND

PRIOR YEAR COOK COUNTY EAV 2,032,537,364
 CURR NEW PROP, ANNEX., REC. TIF VAL, 11,700,064
 EXP. INCENTIVES MINUS DISCONNECT PROP 2,044,237,428
 TOTAL

2017 EAV 2,320,497,450
 COOK COUNTY
 DUPAGE
 LAKE
 WILL 20,501,124
 KANE
 MCHENRY
 DEKALB
 GRUNDY
 KANKAKEE
 KENDALL
 LA SALLE
 LIVINGSTON

2016 AGGREGATE EXTENSION 2017 EAV MINUS NEW PROP, ANNEX.,
 X 0.0000 REC TIF VAL, EXP. INCENTIVES
 PLUS DISCONNECTIONS

LIMITING RATE

HOME RULE AGENCY OR PTELL NOT APPLICABLE
 CONNECTING 03-0950-000 VILLAGE OF ORLAND PARK
 AGENCIES

AGENCY OVERALL EAV

2,340,998,574

TOTAL

2,340,998,574

FUND DESCRIPTION OF FUND	LEVY AMOUNT	LOSS AMOUNT	LOSS %	TOTAL LEVY	TAX RATE	CEILING	MAXIMUM ALLOWABLE LEVY	PRELIMINARY TAX RATE	PTELL REDUCED LEVY	100.00% OF BURDEN IN COOK COUNTY	FINAL TAX RATE
003 BONDS & INTEREST	1,664,968	83,248	5	1,748,216	0.0000	1,748,216	1,748,216	0.0747		1,748,216	0.0747
005 LIBRARY	4,761,650	142,850	3	4,904,500	0.0000	4,904,500	4,904,500	0.2095		4,904,500	0.2095
008 I.M.R.F.	233,800	7,014	3	240,814	0.0000	240,814	240,814	0.0103		240,814	0.0103
016 SOCIAL SECURITY	208,200	6,246	3	214,446	0.0000	214,446	214,446	0.0092		214,446	0.0092
018 AUDITING	12,350	371	3	12,721	0.0000	12,721	12,721	0.0005		12,721	0.0005
019 LIABILITY INSURANCE	57,000	1,710	3	58,710	0.0000	58,710	58,710	0.0025		58,710	0.0025
251 WORKMEN'S COMPENSATION	0	0	3	0	0.0000	0	0	0.0000		0	0.0000
262 UNEMPLOYMENT INSURANCE	0	0	3	0	0.0000	0	0	0.0000		0	0.0000
AGENCY GRAND TOTAL				7,179,407		7,179,407	7,179,407	0.307		7,179,407	0.307

2017 TAX EXTENSION GRAND TOTAL

7,123,927.17

**ADDENDUM TO THE CORRESPONDENCE RECEIVED FROM MAY 22,
2018 THROUGH
JUNE 18, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received by President Barcelona on 6/13/18 from SuburbanChicagoland.com soliciting their website for press releases.

CORRESPONDENCE 2

Email received by President Barcelona on 6/14/18 from James Dillon soliciting their website development.

**CORRESPONDENCE RECEIVED FROM JUNE 19, 2018 THROUGH
JULY 16, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Letter dated 6/18/18 and received on 6/26/18 addressed to President Barcelona from O'Neill & Gaspardo, LLC soliciting their consulting, accounting or auditing services.

CORRESPONDENCE 2

Email received by President Barcelona on 6/26/18 from Logo Mat - USA offering a no-obligation quote for a Logo-Doormat.