

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
September 17, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM AUGUST 20, 2018—FOR ACTION

**D. APPROVAL OF MINUTES FROM THE SPECIAL MEETING HELD ON
SEPTEMBER 10, 2018 – FOR ACTION**

E. INTRODUCTION OF VISITORS

F. 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.

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

H. LIBRARIANS’ REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
 - a. Approval of the Minutes from the August 29, 2018 Meeting of the Personnel Committee – For Action
 - b. Personnel Committee Meeting Recommendations – For Discussion
5. Law
6. Strategic Planning
7. Capital Campaign

J. NEW BUSINESS

1. Approval for the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each – For Action
Motion to approve the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each

2. Approval of the 2019 Salary Schedule – For Action
Motion to approve the 2019 Salary Schedule
3. Approval of staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% - For Action
Motion to approve staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4%
4. Accept Assurance as the Library’s benefit provider for health insurance through Blue Cross Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross Blue Shield Dental and life insurance through MetLife– For Action
Motion to accept Assurance as the Library’s benefit provider for health insurance through Blue Cross Blue Shield of Illinois, vision insurance through EyeMed, dental insurance through Blue Cross Blue Shield Dental and life insurance through MetLife
5. Approval of the Benefit Cost Allocation for 2019 – For Action
Motion to approve the Benefit Cost Allocation for 2019
6. Approval of the Library Director’s 2019 salary with a merit increase of 4% - For Action
Motion to approve the Library Director’s 2019 salary with a merit increase of 4%
7. Approval to create a Human Resource 20 hour part-time position in 2019 – For Action
Motion to approve a Human Resource 20 hour part-time position in 2019
8. Approval of a contract with Today’s Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library’s attorney – For Action
Motion to approve the contract with Today’s Business Solutions for MYPC and print management with three coin/bill/credit card kiosks and three point of sales solutions with a five year lease option including maintenance for five annual payments of \$8,619.90 and authorize the Library Director to sign the contract after review and approval by the Library’s attorney
9. Approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis – For Action
Motion to approve using a professional service company at an estimated cost of \$500 to set up a Premium Only plan with the Internal Revenue Service that will allow our employees medical, dental, vision and HSA contributions (if applicable) to be taken on a pre-tax basis.
10. Approval of a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan– For Action
Motion to approve a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan

K. UNFINISHED BUSINESS

FY2019 Budget and levy – For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 20, 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; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Joanna Leafblad, Vice President; Elan Kleis, Secretary

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance 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

Treasurer Jennings moved to approve the July 16, 2018 minutes. Trustee McShane seconded. No discussion.

Minutes

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

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

Treasurer Jennings motioned to move into Executive Session at 7:04. Trustee McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – absent; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer Jennings moved to resume regular session at 7:35. Trustee McShane seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Treasurer Jennings moved to accept the Treasurer's Report for July 2018. President Barcelona seconded. No Discussion.

Treasurer's Report

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 7/17/18-8/20/18. Treasurer Jennings seconded. Trustee McMillan asked about the Schindler Elevator payment. Assistant Director Adamowski said the payment was for their annual preventative maintenance fee.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Public Information Manager Jackie Boyd resigned from her position and her last day was Aug. 15. The Public Information Manager posting went out last week and interviews will be scheduled over the next several weeks.

Librarian's Report

The Village of Orland Park approved a resolution to allow IMRF members associated with the Village and Library an early buy out if they had 20 years of service with Orland Park and were age 55 or over. This retirement incentive may have a significant impact on the library's budget of potentially \$660,000 plus. The cost would impact 2021's budget and Administration does not have any of the payment particulars at this time, nor what staff are interested. Trustee Healy asked if Attorney Walsh could write a letter to the Village indicating the need to communicate with the Library Board whenever they pass anything that would impact the Library financials.

The tax abatement proposal discussed with the Village is still pending upon further corrections to the draft Intergovernmental Agreement. Library Trustees were sent a draft of this document several weeks ago. Finance Manager Kimmey said there would be a potential \$125,000 impact over a 10 year period if the Library agrees to the tax abatement proposal. Trustee McShane said he doesn't feel the Library and public tax monies should be used to fund private companies.

Our circulation is still on the upswing. The overall increase for the year is 2%. Contributing factors are: allowing reciprocal borrowers to place holds, increasing limits of Hoopla downloads, diligence on tracking OverDrive holds, reciprocal borrower's attendance in youth programs, checking out gaming equipment and iPads for in-house use and better security of these items, Patron Services' staff placing holds for patrons at main desk, and improved hardware at self-checkout stations.

Digital Services Manager Lashbrook said during the recent library In-Service Day an upgraded version of our ILS-Polaris was installed throughout the library on all necessary PC stations.

With the upgrade, the public will also notice that the catalog will scale to mobile devices for easier access. Two new self-checkout stations, created by IT staff, have been rolled out. The old ones were clunky and slow, and the new ones are sleek looking and display Library programs and services on their monitors. The parking lot security cameras project will be happening soon. The new cameras will be digital and weather proof. Trustee Healy asked if the inside cameras were done. Director Weimar said that CTC has completed the camera upgrades for inside the library.

Youth Services Manager Smits said the Summer Reading Challenge is completed and the end of summer party on 8/11 was very well attended with 375 patrons coming to the library to celebrate their

reading achievements after hours. 75 teens were in attendance for the Zombie party that evening, as well. Overall 1966 patrons registered for the challenge with 884 completed. This was a higher completion rate than 2017. Children, birth—grade 5, read a total of 359,939 minutes while teens/adults read a total of 5,225 books. Smits is researching an online app called Beanstack to be used for next year's various reading programs. Beanstack is a software which allows patrons to register for reading programs and track their own reading statistics. During reading programs, many libraries are measuring participation and completion statistics as opposed to registration and completion numbers as a more true indication of patron involvement.

Adult Services Manager Masura distributed a Hoopla statistics sheet which showed usage information such as peak download time as weeknights after 7:00 p.m. The change in download limits from 10 to 20 items, along with marketing has helped increase usage. Audiobooks are very popular because of the large non-fiction title selection, and overall the average cost of Hoopla item is \$2.04 each. Masura stated that there is a lot of talent in the Adult Services Department and he showed colorful baskets made out of magazines pages as the latest DIY craft project offered to patrons by Reference Librarian Rosemarie Forto-Whitemiller.

Outreach Services Manager Cuci lead the recent sewing program in which 22 patrons attended. The program allowed patrons to become acquainted with the machines and their functions. Trustee Healy inquired as to where the machines were obtained. Cuci stated they were donated by Sew Vac Direct and a thank you was in the summer newsletter. The next class will involve patterns and choosing the appropriate fabrics for certain projects. All of the Library Summer Concert Series were well attended, with attendance in the triple figures. Some upcoming fall programs will focus on: LGBTQ, Autism and Mental Health issues which our Strategic Plan highlighted to address underserved populations.

Technical Services Manager Xie is working with Polaris and Overdrive eBooks to get titles to automatically load into the library's system. This in turn will allow Adult Services and Polaris to work more seamlessly since the checkout function and availability information will both be improved. IPLAR report numbers will also be more accurate. Trustee Healy asked about Overdrive prices. Adult Services Manager Masura said prices are still high and restrictions vary between publishers. Trustee Healy also asked about a glitch with music equipment during a recent story time. Youth Services Manager Smits said she knew about the issue that occurred, which was related to an employee being unfamiliar with an iPod and is hoping update the technology during the upcoming building renovation project.

On July 20, Reliable Fire did their annual check of the library's fire systems, including the sprinklers and fire pumps. All systems are in good working order.

Several bricks near the 5-minute parking were damaged last year when a car jumped the curb. GOK Masonry repaired the area and there is no tell-tale sign of the repair.

In July, Jackie Boyd, Steve Newman and Mary Adamowski met with Brandon of One-Up Signs to discuss the possibility of installing banners on the library's light poles in the parking lot. In order to market the library and its programs and services throughout the community an idea was discussed that the publicity should start at the library. The areas that were decided to have the best optimal view are the poles adjacent to Ravinia Avenue and the center ones of the lot. Brandon delivered two estimates for this proposed marketing idea. The quotes include the cost of 18 double-sided, full-color vinyl banners, as well as the hardware and installation. The quotes of \$4830.00 and \$6430.00 vary in price by \$1600.00 because of the difference in the standard and premium hardware. Steve has recommended that the library consider purchasing the premium hardware so there is less chance of corrosion of the metal. Ideally the Graphics Department would create new banners 3 times a year to coincide with the publication of the newsletter. The first set of banners that the library would like to create and install would be ones that publicize AIA's recognition of the library as one of 200 Great Places in Illinois. At this time Administration asked for the approval of the Board to proceed with this project. The Board was in full agreement to proceed with the project.

The installation of the library's StoryWalk began in late July. It was stopped so that the Village could prepare for the Taste of Orland and then Public Works resumed work on August 6. As of today all 24 posts have been installed. The posts were not cut to specifications that the library provided and Steve has been cutting the posts to the recommended height for easier viewing by the children. Due to the

late installation of the walk, Brandi Smits chose a fall title, *Goodbye Summer, Hello Autumn* by author Kenard Pak to be the debut book. Graphics Designer Kristen Holding plans to have the artwork completed by September 1 and the library will have the StoryWalk ready to go before the September 15 date which was published in the upcoming newsletter.

The Friends of the Orland Park Library will be holding their upcoming Fall Extravaganza book sale on Saturday, September 8 from 9 a.m.—3 p.m. in Room 104, as well as the corridor and lobby of the library.

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

Roofing Improvement Project – For Discussion

Unfinished Business

Mark Nelson and Nick Jaworsky of Wight & Co. have met with Administration and Superintendent Maintenance Steve Newman to discuss the upcoming project. A timeline was given that estimates the project to be completed by December 5. An Advertisement for Bid for Roofing Improvements was published by the library in the Daily Southtown on Sunday and will continue through Tuesday. All of the bid documents, as well as the bid submissions will be done electronically and sent to Wight & Co. Mark emailed Assistant Director Adamowski today to say that 8 companies have requested bidding documents and one company is a confirmed bidder so far. He will reach out to all of the companies tomorrow who have not yet confirmed their intent to bid.

A mandatory walk-through of the roof will be conducted by Mark and Nick, with Superintendent Maintenance Newman in attendance, on Wednesday morning at 10:00 a.m. Wight & Co. will receive the bids electronically on Sept. 4 and send a follow-up confirmation of receipt email to the bidding contractors. At 5:01 p.m. on Sept 4 Wight will open the submitted documents and begin the bid review. Wight & Co. has been asked to inform Administration as to the recommended contractor no later than Thursday, September 6. There will be a special meeting of the Board on Monday, Sept. 10 at 7 p.m. to vote on the awarding of the bid.

The awarded contractor will be notified on Tuesday, Sept. 11 of the decision. Although the contract will be awarded by Sept. 11 work is not expected to begin for several days/weeks so that contractors can purchase the necessary materials and ready the job site.
Renovation Project – For Discussion

Director Weimar said the results of the Master Plan Survey questionnaires were given to the board members and they should all take their time to read them over after the meeting. Director Weimar received a call recently from Floyd Anderson of Wight and Co. to inform her that Michael Barnes, the original architect of the building was no longer with Wight and Co at their request. The project is on hold currently and Director Weimar will try to find out if working with Michael Barnes outside of Wight is an option.

2019 Levy and Budget – For Discussion

Digital Services Manager Lashbrook distributed to the board members a handout showing how computer class attendance has greatly increased compared with the last couple years. Due to email connectivity issues the library will be shifting to Office 365 over the Labor Day weekend. There will be an upfront cost but the ongoing savings per year makes the shift very beneficial. Trustee Healy asked if TechSoup could be utilized. Lashbrook said he has looked into TechSoup and since it will be the 365 Education version there will be no cost for the licenses. Over Memorial Day weekend the MaterCard debit cards stopped working through Envisionware and they have not been able to correct the issue. A new company named TBS is being considered to replace them. The credit card transactions through TBS would be more secure but would also require new coin boxes to be leased. Director Weimar said there were some unexpected tax refunds in July from 2017 in the amount of \$78,000. Attorney Don Renner was contacted in regards to these refunds and if there had been PTAB's reflecting these amounts. A handout was discussed about showing how the library's taxes are about 2.8% of residents total tax bill and it showed the difference between a 2.5% and 3% increase in the tax levy. A 3% increase is being recommended and the budget and levy will be passed in November.

Approval for the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack , Brandi Smits, Mary Adamowski, Mary Weimar, and Carol Maresh in the amount not to exceed \$3800– For Action

New Business

Treasurer Jennings moved to approve the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack, Brandi Smits, Mary Adamowski, Mary Weimar and Carol Maresh in the amount not to exceed \$3800. Trustee McShane seconded.

Director Weimar mentioned Youth Services Manager Smits is the upcoming 2019 iRead chair and that Carol Maresh will be a first time ILA Conference attendee. Director Weimar and Assistant Director Adamowski have not attended the conference in the last couple of years. The total amount of the conference will be less than \$3,800 since the group will be leaving a day later than proposed and one day of rooms will be dropped.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval for the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee – For Action

Trustee Healy moved to approve the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee. Treasurer Jennings seconded.

Director Weimar said the registration cost of \$150 is all inclusive of program and meals, so just travel costs would need to be reimbursed. President Barcelona stated he would be able to attend. Director Weimar will complete his registration.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the contract for Weblinx, Inc. for a website design in the amount of \$13,000 – For Action

Trustee McShane moved to approve the contract for Weblinx, Inc. for a website design in the amount of \$13,000. President Barcelona seconded.

Director Weimar said no contract will be signed unless the attorney says it is in the library's best interest. Digital Services Manager Lashbrook said Weblinx is a Chicago based web design firm and they priced in the middle of the other quotes received from different companies. The library will still retain their current Web Developer Lina Elzahdan, who will maintain the site. The website server will be hosted off site. Graphic design and coding are two separate departments at Weblinx which is preferred. The annual maintenance cost will be between \$1,200 and \$2,000. Lashbrook mentioned that once Evanced rolls out their updated version in Spring 2019, the library will need to go back to Weblinx to have them upgrade to the new event/calendar software. Lashbrook is researching a change in the library's URL for easier access.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Announcements

The Personnel Committee will meet Aug. 29. The agenda will be sent out on Aug. 27.

Treasurer Jennings moved to adjourn the meeting and it was seconded by President Barcelona.

Adjournment

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

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 9:53 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

**Minutes of the Special Meeting of the Board of Library Trustees of
the Orland Park Public Library held
September 10, 2018**

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 7:00 p.m.

Call To Order

Members of Committee present: Christian Barcelona, Nancy Healy, Diane Jennings, Joanna Leafblad, Charles McShane

Roll Call

Members of Board present: Elan Kleis, Dan McMillan (7:09)

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

Floyd Anderson, Architect from Wight and Co.
Michael C Barnes, Independent Architect
Dennis Walsh, Attorney from Klein Thorpe and Jenkins

**Introduction of
Visitors**

None

Public Comment

Presentation of the revision to the Master Plan Project Contract by michael c barnes architect, LLC and Wight & Co– For Discussion

New Business

Director Weimar introduced architects Floyd Anderson of Wight & Company and Michael C. Barnes. She stated the library would like to proceed with the Master Plan. Architects Anderson and Barnes stated they have come to an agreement to work together to complete the Master Plan project, with Barnes being hired as an independent consultant. Mr. Anderson referred the trustees to a handout that outlines the scope of services both he and Mr. Barnes will be working on to complete the Master Planning. Architect Barnes would be the lead architect on 6 of the 10 services to be performed. He stated that he would in fact have more hands on work with the library's renovation project working as an independent consultant. No reimbursable charges will be expensed for him now either as a result. An early November timeline has tentatively been set for the completion of the Master Plan/Conceptual Design. Trustee McMillan asked if both architects' names will be on the design. Architect Anderson said that both names would be included, however, the lead designer will be Barnes. The current contract with Wight & Company will be amended to show the changes within the scope of the project, and Architect Barnes will have a contract drawn indicating he will work as an independent contractor and lead design architect on the project. Director Weimar mentioned the operating budget draft will be ready for the board to review at the October meeting. She stated that the budget needs to be passed no later than the November meeting. After October's meeting Director Weimar and Finance Manager Kimmey will decide what needs to be allocated from savings for the renovation.

Director Weimar stated that she has enjoyed working with Architects Barnes and Anderson in the past during the construction of the current library and she is looking forward to moving forward with the Master Plan.

Approval to revise the Master Plan Project and Contract with Wight and Co. and authorize the Library Director to sign the revised Master Plan Project and revised contract after review and approval by the Library's attorney and to approve a contract with michael c barnes, architect, LLC in the amount of \$23,900, and authorize the Library Director to sign the contract after review and approval by the Library's attorney – For Action

Treasurer Jennings motioned to approve the revision of the Master Plan Project and Contract with Wight and Co. and authorize the Library Director to sign the revised Master Plan Project and revised contract after review and approval by the Library's attorney and to approve a contract with michael c barnes, architect, LLC in the amount of \$23,900 and authorize the Library Director to sign the contract after review and approval by the Library's attorney. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 1 absent

Approval or rejection of the bids for the Roofing Improvement Project and final action on the contract, if any, and authorize the Library Director to sign the contract after review and approval by the Library's attorney – For Action

Trustee Healy motioned to approve or reject the bids on the Roofing Improvement Project and final action on the contract, if any, and authorize the Library Director to sign the contract after review and approval by the Library's attorney. Treasurer Jennings seconded.

Discussion followed with reference to the bid sheet showing four bids proposals submitted from local roofing companies. Trustee McMillan asked about the large variance in total amount from the different companies. Architect Anderson spoke on behalf of fellow Architect Mark Nelson from Wight & Company who was unable to attend the meeting. Architect Anderson mentioned a bid from one of the companies was incomplete, which made it much lower than the others and ineligible to be chosen. The remaining three companies were close in price, however, since one was lower than the other two, Attorney Walsh stated the board is obligated to take the lowest responsible bidder. Thus, the choice is to either reject all of the bids or to take the lowest responsible one. Architect Anderson pointed out that the lowest bidder's price per square foot was lower than their in-house estimate. He also inquired of the companies to see if material costs would be decreasing in the near future. He stated that the pricing that was included in the bids if good for the current market. Treasurer Jennings said that the cost of materials will not be less expensive in the future, and that there will be a bump in the prevailing wage cost. Four alternate bids were provided in 3 of the 4 bid proposals which covered the proposed cost of an extended warranty of the new roof, as well as repairing an additional 7% of the roof which is located on the north end of the building. Director Weimar mentioned that the library allocated \$250,000 in the current FY 2018 budget for the roof project based on an estimate given by the current company that maintains the roof. Finance Manager Kimmey stated the current operating budget was under budget by a significant amount on several line items and the library has the necessary funds to cover the added expense of the roofing improvement project. He stated that the Building Maintenance budget could cover the expense. Director Weimar explained that the library can apply for a Live and Learn Grant from the Illinois State Library that could be used to pay for the remaining portion of the roofing project that may be done earlier than the 2023 date projected in the Capital Needs Assessment. Attorney Walsh stated that special reserve funds can be used to pay for the additional costs of the project. Vice President Leafblad said if the library has the funds and the north end of the roof is showing a need for repair, then it should be included in the current project. The estimated days for completion for the project is 90 days and if approved the contract would need to be reviewed by Attorney Walsh before it was signed.

Vice President Leafblad motioned to find Anthony Roofing Tecta America LLC as the lowest responsible bidder in the amount of \$450,774 and authorize the Library Director to sign the contract with Anthony after the review and approval by the Library Attorney. President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 1 absent

None.

Announcements

Trustee Healey motioned to adjourn the meeting and it was seconded by Vice President Leafblad.

Adjournment

The meeting was adjourned at 8:40 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 August 31, 2018

Revenues

Tax Revenues are at 95.9% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. Total Revenues are at 96.4% of year-to-date budget.

Expenditures

Total Expenditures were \$ 53,230 under budget for the month and \$ 572,602 under budget on a year-to-date basis.

Salaries is under budget by \$ 3,512 for August and \$ 58,808 under budget on a year-to-date basis. There are a few open positions at this time.

Security System is over budget by \$ 4,506 for the month, but under budget on a year-to-date basis.

Conference fees is over budget by \$ 745 for August, but under budget on a year-to-date basis.

Public Information is over budget by \$ 3,211 for the month, but under budget on a year-to-date basis.

Postage is over budget by \$ 780 for August, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	115,131	0	71,262		186,393
Cash - Marquette E-Commerce	5,352				5,352
PMA Financial Investments	7,756,427	1,185,301		2,153,200	11,094,927
Tax Receipts - Marquette	61,703			12,547	74,251
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	56,385	4,082		11,520	71,987
Property Taxes Receivable	165,700			21,045	186,745
Prepaid Expenses	186,236				186,236
Due from Debt Service	0	0	0	0	0
Total Assets	<u>8,347,234</u>	<u>1,291,888</u>	<u>71,262</u>	<u>2,198,313</u>	<u>11,908,697</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	201	0	0	0	201
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	165,700	0	0	21,045	186,745
Accounts Payable	33,581	0	0	0	33,581
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	36,242	36,242
Total Liabilities	<u>199,482</u>	<u>0</u>	<u>0</u>	<u>57,287</u>	<u>256,769</u>
Beginning Unrestricted Fund Balance	6,164,987	1,081,040	70,379	580,512	7,896,918
Fund Balance - Nonspendable	186,236	0	0	0	186,236
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	-200,000	200,000	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,982,932</u>	<u>10,849</u>	<u>883</u>	<u>1,560,514</u>	<u>3,555,177</u>
Ending Fund Balance	<u>8,147,752</u>	<u>1,291,888</u>	<u>71,262</u>	<u>2,141,026</u>	<u>11,651,928</u>
Total Liabilities & Fund Balance	<u>8,347,234</u>	<u>1,291,888</u>	<u>71,262</u>	<u>2,198,313</u>	<u>11,908,697</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	923,779	443,750	208.18%	5,107,300	3,550,000	95.91%	5,325,000
Impact Fees	0	833	0.00%	3,625	6,667	36.25%	10,000
Replacement Taxes	2,353	1,667	141.16%	11,857	13,333	59.29%	20,000
State Grants	70,959	3,333	2128.98%	73,272	26,667	183.18%	40,000
Non Resident Fees	303	417	72.74%	1,080	3,333	21.61%	5,000
Fines	5,101	4,583	111.31%	41,505	36,667	75.46%	55,000
Gifts	20	833	2.40%	4,342	6,667	43.42%	10,000
Copy Machine	1,391	1,000	139.13%	9,403	8,000	78.36%	12,000
Interest Income	11,984	3,833	312.65%	73,125	30,667	158.97%	46,000
Miscellaneous Income	792	750	105.56%	6,158	6,000	68.42%	9,000
Total Revenues	1,016,682	461,000	220.54%	5,331,668	3,688,002	96.38%	5,532,000
Expenditures							
Salaries	218,310	221,822	98.42%	1,715,764	1,774,572	64.46%	2,661,859
Salaries-Maintenance	10,491	10,295	101.90%	81,302	82,361	65.81%	123,541
Life/Health Insurance	36,371	43,333	83.93%	322,189	346,667	61.96%	520,000
Books	25,621	30,667	83.55%	182,375	245,333	49.56%	368,000
Electronic Databases	7,480	8,167	91.58%	50,510	65,333	51.54%	98,000
Periodicals	3,110	3,250	95.68%	24,086	26,000	61.76%	39,000
Audio Visual Materials	8,251	13,333	61.89%	103,816	106,667	64.88%	160,000
Audio Visual Equipment	0	63	0.00%	0	500	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	168	1,021	16.46%	7,320	8,167	59.76%	12,250
Insurance	4,215	4,292	98.20%	33,246	34,333	64.55%	51,500
Landscaping & Groundskeeping	1,113	2,000	55.65%	14,262	16,000	59.43%	24,000
Building Maintenance	25,152	40,417	62.23%	111,373	323,333	22.96%	485,000
Security System	10,756	6,250	172.10%	21,095	50,000	28.13%	75,000
Library Office & Equipment	0	63	0.00%	185	500	24.65%	750
Legal	3,941	6,250	63.06%	23,863	50,000	31.82%	75,000
Library Consultant	3,250	1,333	0.00%	3,250	10,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	4,875	6,667	48.75%	10,000
Natural Gas	2,086	3,292	63.37%	17,592	26,333	44.54%	39,500
Telephone	401	750	53.45%	4,703	6,000	52.26%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	10,000	0.00%	15,000
Building & Custodial Supplies	3,030	3,125	96.98%	22,189	25,000	59.17%	37,500
Building Repairs	140	1,500	9.30%	3,073	12,000	17.07%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,375	1,500	91.66%	9,475	12,000	52.64%	18,000
Machine Rental	233	200	116.51%	699	1,600	29.13%	2,400
Automation - Equipment	3,967	6,167	64.32%	45,794	49,333	61.88%	74,000
Automation - Line Costs	287	458	62.75%	2,351	3,667	42.74%	5,500
Automation - Consultant	6,581	6,250	105.30%	47,444	50,000	63.26%	75,000
Automation - Maintenance	6,997	7,500	93.29%	52,714	60,000	58.57%	90,000
Library Furniture	0	3,333	0.00%	1,921	26,667	4.80%	40,000
Outreach Services	166	625	26.64%	6,765	5,000	90.20%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	175	667	26.24%	1,344	5,333	16.80%	8,000
Staff Training & Education	875	2,000	43.75%	11,026	16,000	45.94%	24,000
Conference Fees	1,245	500	249.00%	3,120	4,000	52.00%	6,000
Patron Programs & Events	722	3,583	20.14%	32,111	28,667	74.68%	43,000
Association Dues & Fees	378	583	64.89%	2,144	4,667	30.62%	7,000
Public Information	6,544	3,333	196.35%	24,381	26,667	60.95%	40,000
Library Supplies	862	3,750	23.00%	21,133	30,000	46.96%	45,000
Office Supplies	169	500	33.84%	2,308	4,000	38.47%	6,000
Postage	1,947	1,167	166.82%	9,269	9,333	66.21%	14,000
Printing	0	583	0.00%	8,460	4,667	120.86%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,984	20,250	98.68%	157,374	162,000	64.76%	243,000
Contribution to FICA	17,173	17,750	96.75%	134,512	142,000	63.15%	213,000
Audit	1,085	1,029	105.46%	7,459	8,233	60.40%	12,350
Liability Ins.-D&O,Bonds,WC	2,244	4,750	47.25%	19,643	38,000	34.46%	57,000
Unemployment Compensation	0	337	0.00%	0	2,667	0.00%	4,000
Bank Charges	45	50	90.00%	221	400	36.84%	600
Total Expenditures	436,941	490,171	89.14%	3,348,737	3,921,339	56.93%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	579,742	(29,171)		1,982,931	(233,332)		(350,000)
Interfund Transfers In / (Out)	(200,000)	0		(200,000)	0		0
Net Change in Fund Balance	379,742	(29,171)		1,782,931	(233,332)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended August 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	249,416	1,643,923
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	1,906	10,883	6	47	3,037	13,236
Capital Campaign	0	0	150	1,250	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,906	10,883	156	1,297	252,452	1,657,159
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	15	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	96,645
Total Expenditures	15	35	0	414	12,081	96,645
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,891	10,848	156	883	240,372	1,560,514
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,891	10,848	156	883	240,372	1,560,514

Orland Park Public Library
Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58137	08/23/2018	ADP, LLC	101010 - Cash - Marquette	-50.00
Bill	519714721	08/17/2018		104420 - Accounting	50.00
TOTAL					50.00
Bill Pmt -Check	58138	08/23/2018	ATLAS	101010 - Cash - Marquette	-50.00
Bill	8/21/18	08/21/2018		104650 - Association Dues & Fees	50.00
TOTAL					50.00
Bill Pmt -Check	58139	08/23/2018	Blackstone Publishing	101010 - Cash - Marquette	-88.79
Bill	1024543	08/07/2018		104342 - Audio Visual Materials-Outreach	88.79
TOTAL					88.79
Bill Pmt -Check	58140	08/23/2018	Cavendish Square	101010 - Cash - Marquette	-177.93
Bill	CAL3138391	08/03/2018		104311 - Books - Youth	177.93
TOTAL					177.93
Bill Pmt -Check	58141	08/23/2018	Center Point Large Print	101010 - Cash - Marquette	-22.77
Bill	1610826	08/03/2018		104310 - Books - Adult	22.77
TOTAL					22.77
Bill Pmt -Check	58142	08/23/2018	Chicago Sun-Times	101010 - Cash - Marquette	-416.00
Bill	8/8/18	08/08/2018		104320 - Periodicals - Adult	416.00
TOTAL					416.00
Bill Pmt -Check	58143	08/23/2018	Comcast	101010 - Cash - Marquette	-319.76
Bill	68151749	08/01/2018		104520 - Telephone	319.76
TOTAL					319.76
Bill Pmt -Check	58144	08/23/2018	Comcast Cable	101010 - Cash - Marquette	-287.92

Orland Park Public Library
Check Detail
August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	8/3/18	08/03/2018		104575 · Automation - Line Costs	206.82
				104520 · Telephone	81.10
TOTAL					287.92
Bill Pmt - Check	58145	08/23/2018	Current Technologies Corporation	101010 · Cash - Marquette	-11,294.84
Bill	8609	08/15/2018		104580 · Automation - Maintenance	1,320.00
Bill	8608	08/15/2018		104460 · Security System	9,974.84
TOTAL					11,294.84
Bill Pmt - Check	58146	08/23/2018	Findaway World, LLC	101010 · Cash - Marquette	-580.38
Bill	263700	08/01/2018		104341 · Audio Visual Materials - Youth	454.12
Bill	264600	08/15/2018		104341 · Audio Visual Materials - Youth	86.28
Bill	264638	08/15/2018		104340 · Audio Visual Materials - Adult	39.98
TOTAL					580.38
Bill Pmt - Check	58147	08/23/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-706.14
Bill	64200043	08/03/2018		104310 · Books - Adult	27.99
Bill	64200034	08/03/2018		104310 · Books - Adult	26.39
Bill	64199676	08/03/2018		104310 · Books - Adult	27.19
Bill	64199172	08/03/2018		104310 · Books - Adult	87.17
Bill	64209453	08/06/2018		104310 · Books - Adult	24.79
Bill	64209400	08/06/2018		104312 · Books - Outreach	25.59
Bill	64209341	08/06/2018		104312 · Books - Outreach	178.33
Bill	64223504	08/08/2018		104310 · Books - Adult	49.59
Bill	64259136	08/14/2018		104310 · Books - Adult	12.80
Bill	64295115	08/17/2018		104312 · Books - Outreach	246.30
TOTAL					706.14
Bill Pmt - Check	58148	08/23/2018	Garvey's Office Products	101010 · Cash - Marquette	-259.78
Bill	PINV1580557	08/09/2018		104530 · Building & Custodial Supplies	210.36
Bill	PINV1585215	08/17/2018		104720 · Office Supplies	49.42
TOTAL					259.78

Orland Park Public Library

Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58149	08/23/2018	Grainger	101010 - Cash - Marquette	-41.58
Bill	9872426987	08/10/2018		104530 - Building & Custodial Supplies	41.58
TOTAL					41.58
Bill Pmt -Check	58150	08/23/2018	Grasso Graphics, Inc.	101010 - Cash - Marquette	-6,044.37
Bill	29627	08/22/2018		104660 - Public Information	6,044.37
TOTAL					6,044.37
Bill Pmt -Check	58151	08/23/2018	Grey House Publishing, Inc.	101010 - Cash - Marquette	-295.70
Bill	350193	08/01/2018		104310 - Books - Adult	295.70
TOTAL					295.70
Bill Pmt -Check	58152	08/23/2018	Illinois Library Association	101010 - Cash - Marquette	-1,620.00
Bill	151040	08/08/2018		104650 - Association Dues & Fees	200.00
Bill	8/23/18	08/23/2018		104630 - Conference Fees	1,245.00
TOTAL					175.00
Bill Pmt -Check	58153	08/23/2018	Illinois State Police Services Fund	101010 - Cash - Marquette	-60.00
Bill	7/31/18	08/01/2018		104495 - Legal	60.00
TOTAL					60.00
Bill Pmt -Check	58154	08/23/2018	Ingram Library Services	101010 - Cash - Marquette	-8,120.61
Bill	See Detail List	08/23/2018		104310 - Books - Adult	3,911.86
				104312 - Books - Outreach	175.44
				104311 - Books - Youth	4,033.31
TOTAL					8,120.61
Bill Pmt -Check	58155	08/23/2018	MailFinance	101010 - Cash - Marquette	-233.01

Orland Park Public Library
Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	N7285718	08/14/2018		104560 · Machine Rental	233.01
TOTAL					233.01
Bill Pmt -Check	58156	08/23/2018	Maqbool Rashid	101010 · Cash - Marquette	-500.00
Bill	8/20/18	08/20/2018		104660 · Public Information	500.00
TOTAL					500.00
Bill Pmt -Check	58157	08/23/2018	Midwest Tape	101010 · Cash - Marquette	-444.40
Bill	96014147	08/01/2018		104340 · Audio Visual Materials - Adult	40.79
Bill	96332575	08/08/2018		104341 · Audio Visual Materials - Youth	338.63
Bill	96350823	08/14/2018		104341 · Audio Visual Materials - Youth	64.98
TOTAL					444.40
Bill Pmt -Check	58158	08/23/2018	OverDrive, Inc.	101010 · Cash - Marquette	-7,517.64
Bill	04125CO18139834	08/06/2018		104310 · Books - Adult	23.97
Bill	04125CO18140033	08/06/2018		104310 · Books - Adult	40.00
Bill	04125CO18142852	08/10/2018		104310 · Books - Adult	6,339.30
Bill	04125CO18143882	08/13/2018		104340 · Audio Visual Materials - Adult	420.95
Bill	04125CO18146384	08/16/2018		104310 · Books - Adult	612.43
Bill	04125CO18146303	08/16/2018		104340 · Audio Visual Materials - Adult	54.99
Bill				104310 · Books - Adult	26.00
TOTAL					7,517.64
Bill Pmt -Check	58159	08/23/2018	Penguin Random House LLC	101010 · Cash - Marquette	-337.50
Bill	1080625848	08/01/2018		104340 · Audio Visual Materials - Adult	30.00
Bill	1080776171	08/03/2018		104342 · Audio Visual Materials-Outreach	138.75
Bill	1080776169	08/03/2018		104340 · Audio Visual Materials - Adult	63.75
Bill	1080907193	08/07/2018		104342 · Audio Visual Materials-Outreach	26.25
Bill	1180925736	08/09/2018		104342 · Audio Visual Materials-Outreach	22.50
Bill	1080925736	08/09/2018		104342 · Audio Visual Materials-Outreach	33.75
Bill	1080925722	08/10/2018		104340 · Audio Visual Materials - Adult	22.50
TOTAL					337.50

Orland Park Public Library Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58160	08/23/2018	Recorded Books, INC	101010 - Cash - Marquette	-3,972.71
Bill	75929459	07/27/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75930374	07/30/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75931172	07/31/2018		104340 - Audio Visual Materials - Adult	31.49
Bill	75720468	08/01/2018		104340 - Audio Visual Materials - Adult	40.60
Bill	75720467	08/01/2018		104340 - Audio Visual Materials - Adult	40.60
Bill	75766910	08/01/2018		104315 - Electronic Databases	3,366.76
Bill	75774361	08/01/2018		104340 - Audio Visual Materials - Adult	56.99
Bill	75933720	08/03/2018		104340 - Audio Visual Materials - Adult	31.49
Bill	75933402	08/03/2018		104340 - Audio Visual Materials - Adult	27.00
Bill	75933830	08/03/2018		104340 - Audio Visual Materials - Adult	71.99
Bill	75934084	08/06/2018		104340 - Audio Visual Materials - Adult	40.49
Bill	75934217	08/06/2018		104340 - Audio Visual Materials - Adult	35.09
Bill	75934968	08/08/2018		104340 - Audio Visual Materials - Adult	51.37
Bill	75935441	08/08/2018		104340 - Audio Visual Materials - Adult	44.99
Bill	75936105	08/09/2018		104340 - Audio Visual Materials - Adult	61.87
TOTAL					3,972.71
Bill Pmt -Check	58161	08/23/2018	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,550.00
Bill	8/15/18	08/15/2018		102160 - 457 Plan W/H Payable	2,550.00
TOTAL					2,550.00
Bill Pmt -Check	58162	08/23/2018	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-9,927.59
Bill	8/15/18 Statement	08/15/2018		104340 - Audio Visual Materials - Adult	3,074.85
				104341 - Audio Visual Materials - Youth	1,376.13
				104342 - Audio Visual Materials-Outreach	492.64
				104310 - Books - Adult	181.90
				104311 - Books - Youth	53.85
				104710 - Library Supplies	337.33
				104530 - Building & Custodial Supplies	272.86
				104641 - Patron Programs & Events-Adult	19.41
				104570 - Automation - Equipment	3,866.81
				104550 - Lib. & Off. Eqpt Rep. & Maint	221.45
				104720 - Office Supplies	30.36

Orland Park Public Library

Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					9,927.59
Bill Pmt -Check	58163	08/23/2018	Trane U.S. Inc.	101010 - Cash - Marquette	-8,861.00
Bill	8/13/18	08/13/2018		104450 - Building Maintenance	8,861.00
TOTAL					8,861.00
Bill Pmt -Check	58164	08/23/2018	U.S. Postal Service	101010 - Cash - Marquette	-1,946.84
Bill	8/22/18	08/22/2018		104730 - Postage	1,946.84
TOTAL					1,946.84
Bill Pmt -Check	58165	08/23/2018	Village of Orland Park	101010 - Cash - Marquette	-55.14
Bill	29044771	08/01/2018		104600 - Outreach Services	55.14
TOTAL					55.14
Bill Pmt -Check	58166	09/11/2018	Annuity Premium Reserve Account	101010 - Cash - Marquette	-375.00
Bill	August 2018	08/31/2018		102160 - 457 Plan W/H Payable	375.00
TOTAL					375.00
Bill Pmt -Check	58167	09/11/2018	AT&T	101010 - Cash - Marquette	-80.56
Bill	8/12/18	08/12/2018		104575 - Automation - Line Costs	80.56
TOTAL					80.56
Bill Pmt -Check	58168	09/11/2018	Benny Delgado	101010 - Cash - Marquette	-200.00
Bill	9/12/18	09/12/2018		104640 - Patron Programs&Events-Outreach	100.00
Bill	9/26/18	09/26/2018		104640 - Patron Programs&Events-Outreach	100.00
TOTAL					200.00
Bill Pmt -Check	58169	09/11/2018	Blackstone Publishing	101010 - Cash - Marquette	-352.30
Bill	1032623	08/01/2018		104342 - Audio Visual Materials-Outreach	65.89
Bill	1028827	08/07/2018		104342 - Audio Visual Materials-Outreach	96.80

Orland Park Public Library Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1030811	08/07/2018		104342 · Audio Visual Materials-Outreach	38.94
Bill	1028634	08/20/2018		104342 · Audio Visual Materials-Outreach	150.67
TOTAL					352.30
Bill Pmt -Check	58170	09/11/2018	Cardmember Service	101010 · Cash - Marquette	-4,279.07
Bill	Aug 2018 Statement	09/10/2018		104641 · Patron Programs & Events-Adult	73.55
				104320 · Periodicals - Adult	10.00
				104320 · Periodicals - Adult	37.94
				104660 · Public Information	20.00
				104642 · Patron Programs & Events-Youth	11.00
				104642 · Patron Programs & Events-Youth	23.09
				104340 · Audio Visual Materials - Adult	58.90
				104642 · Patron Programs & Events-Youth	3.18
				104620 · Staff Training & Education	18.45
				104642 · Patron Programs & Events-Youth	316.22
				504540 · Building Repairs-Capital Camp	21.92
				104620 · Staff Training & Education	31.13
				104640 · Patron Programs&Events-Outreach	7.99
				104620 · Staff Training & Education	630.95
				104620 · Staff Training & Education	445.00
				104340 · Audio Visual Materials - Adult	65.84
				104660 · Public Information	127.50
				104641 · Patron Programs & Events-Adult	60.00
				104642 · Patron Programs & Events-Youth	29.00
				104530 · Building & Custodial Supplies	19.98
				104530 · Building & Custodial Supplies	35.36
				104530 · Building & Custodial Supplies	72.51
				104641 · Patron Programs & Events-Adult	220.60
				104642 · Patron Programs & Events-Youth	17.16
				104642 · Patron Programs & Events-Youth	23.46
				104530 · Building & Custodial Supplies	166.16
				104642 · Patron Programs & Events-Youth	127.91
				104642 · Patron Programs & Events-Youth	60.45
				104642 · Patron Programs & Events-Youth	600.00
				104641 · Patron Programs & Events-Adult	49.98
				104620 · Staff Training & Education	10.26

Orland Park Public Library
Check Detail
August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	10.78
				104642 · Patron Programs & Events-Youth	91.46
				104641 · Patron Programs & Events-Adult	41.34
				104340 · Audio Visual Materials - Adult	77.82
				104640 · Patron Programs&Events-Outreach	57.68
				104341 · Audio Visual Materials - Youth	34.99
				104341 · Audio Visual Materials - Youth	119.96
				104341 · Audio Visual Materials - Youth	121.95
				104341 · Audio Visual Materials - Youth	114.95
				104341 · Audio Visual Materials - Youth	99.95
				104341 · Audio Visual Materials - Youth	99.95
				104620 · Staff Training & Education	15.00
TOTAL					4,281.32
				101010 · Cash - Marquette	-44.36
				104310 · Books - Adult	20.99
				104310 · Books - Adult	23.37
TOTAL					44.36
				101010 · Cash - Marquette	-480.00
				104230 · Life/Health Insurance	480.00
TOTAL					480.00
				101010 · Cash - Marquette	-19.99
				104340 · Audio Visual Materials - Adult	19.99
TOTAL					19.99
				101010 · Cash - Marquette	-92.27
				104530 · Building & Custodial Supplies	92.27
TOTAL					92.27
				101010 · Cash - Marquette	-957.04

Orland Park Public Library Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	691533785-02	08/20/2018		104342 - Audio Visual Materials-Outreach	4.80
Bill	691533785-01	08/20/2018		104642 - Patron Programs & Events-Youth	952.24
TOTAL					<u>957.04</u>
Bill Pmt -Check	58176	09/11/2018	Gale/Cengage Learning	101010 - Cash - Marquette	-1,089.23
Bill	64322748	08/20/2018		104312 - Books - Outreach	215.91
Bill	64322257	08/20/2018		104310 - Books - Adult	60.78
Bill	64383942	08/22/2018		104310 - Books - Adult	103.17
Bill	64410895	08/23/2018		104310 - Books - Adult	46.40
Bill	64434695	08/24/2018		104310 - Books - Adult	25.59
Bill	64539440	08/28/2018		104310 - Books - Adult	22.39
Bill	64537014	08/28/2018		104310 - Books - Adult	23.20
Bill	64799761	09/05/2018		104312 - Books - Outreach	591.79
TOTAL					<u>1,089.23</u>
Bill Pmt -Check	58177	09/11/2018	Garvey's Office Products	101010 - Cash - Marquette	-271.25
Bill	PINV1587383	08/22/2018		104720 - Office Supplies	89.40
Bill	PINV1590697	08/28/2018		104710 - Library Supplies	158.85
Bill	PINV1594453	09/05/2018		104720 - Office Supplies	23.00
TOTAL					<u>271.25</u>
Bill Pmt -Check	58178	09/11/2018	Goldy Locks, Inc.	101010 - Cash - Marquette	-28.00
Bill	660988	08/17/2018		104530 - Building & Custodial Supplies	5.50
Bill	661267	08/28/2018		104530 - Building & Custodial Supplies	22.50
TOTAL					<u>28.00</u>
Bill Pmt -Check	58179	09/11/2018	Grainger	101010 - Cash - Marquette	-130.78
Bill	989127759	08/30/2018		104530 - Building & Custodial Supplies	27.38
Bill	9892197246	08/30/2018		104530 - Building & Custodial Supplies	75.44
Bill	9893018722	08/30/2018		104530 - Building & Custodial Supplies	27.96
TOTAL					<u>130.78</u>
Bill Pmt -Check	58180	09/11/2018	Greenhaven Publishing	101010 - Cash - Marquette	-219.60

Orland Park Public Library
Check Detail
August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	GRL500549I	08/20/2018		104311 - Books - Youth	219.60
TOTAL					219.60
Bill Pmt -Check	58181	09/11/2018	Illinois Library Association	101010 - Cash - Marquette	-450.00
Bill	150596	09/04/2018		104650 - Association Dues & Fees	300.00
Bill	150959	09/04/2018		104650 - Association Dues & Fees	150.00
TOTAL					450.00
Bill Pmt -Check	58182	09/11/2018	Impact Networking, LLC	101010 - Cash - Marquette	-141.00
Bill	1202669	09/03/2018		104710 - Library Supplies	141.00
TOTAL					141.00
Bill Pmt -Check	58183	09/11/2018	Ingram Library Services	101010 - Cash - Marquette	-6,342.00
Bill	See Detail List	09/10/2018		104310 - Books - Adult	3,424.33
				104312 - Books - Outreach	186.10
				104311 - Books - Youth	2,731.57
TOTAL					6,342.00
Bill Pmt -Check	58184	09/11/2018	Janice Lozada	101010 - Cash - Marquette	-275.00
Bill	9/13/18	09/13/2018		104640 - Patron Programs&Events-Outreach	275.00
TOTAL					275.00
Bill Pmt -Check	58185	09/11/2018	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-3,552.91
Bill	8/21/18	08/21/2018		104495 - Legal	88.91
Bill	197744	08/23/2018		104495 - Legal	3,464.00
TOTAL					3,552.91
Bill Pmt -Check	58186	09/11/2018	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-1,153.42
Bill	9004835886	08/01/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	1,125.13
Bill	9004878981	08/19/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	15.09

Orland Park Public Library Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	9004882083	08/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					<u>1,153.42</u>
Bill Pmt -Check	58187	09/11/2018	Leslie Goddard	101010 · Cash - Marquette	-300.00
Bill	9/13/18	09/13/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	58188	09/11/2018	Lighting Supply Co.	101010 · Cash - Marquette	-158.91
Bill	V0314229	08/15/2018		104530 · Building & Custodial Supplies	158.91
TOTAL					<u>158.91</u>
Bill Pmt -Check	58189	09/11/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-153.00
Bill	82524	08/30/2018		104530 · Building & Custodial Supplies	153.00
TOTAL					<u>153.00</u>
Bill Pmt -Check	58190	09/11/2018	Maureen Christine	101010 · Cash - Marquette	-395.00
Bill	9/21/18	09/21/2018		104640 · Patron Programs&Events-Outreach	395.00
TOTAL					<u>395.00</u>
Bill Pmt -Check	58191	09/11/2018	Midwest Tape	101010 · Cash - Marquette	-34.99
Bill	96368977	08/21/2018		104341 · Audio Visual Materials - Youth	34.99
TOTAL					<u>34.99</u>
Bill Pmt -Check	58192	09/11/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
Bill	7011	09/01/2018		104450 · Building Maintenance	6,455.00
TOTAL					<u>6,455.00</u>
Bill Pmt -Check	58193	09/11/2018	Nicor Gas	101010 · Cash - Marquette	-2,086.13
Bill	8/20/18	08/20/2018		104517 · Natural Gas	2,086.13
TOTAL					<u>2,086.13</u>

Orland Park Public Library
Check Detail
August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,086.13
Bill Pmt -Check	58194	09/11/2018	OverDrive, Inc.	101010 - Cash - Marquette	-435.98
Bill	04125CO18116105	08/01/2018		104310 - Books - Adult	30.00
Bill	04125CO18150253	08/23/2018		104311 - Books - Youth	101.66
Bill	04125CO18152539	08/28/2018		104311 - Books - Youth	304.32
TOTAL					436.98
Bill Pmt -Check	58195	09/11/2018	Paramont-EO, Inc.	101010 - Cash - Marquette	-277.73
Bill	S700768289.001	08/13/2018		104540 - Building Repairs	139.50
Bill	S700771409.001	08/23/2018		104450 - Building Maintenance	138.23
TOTAL					277.73
Bill Pmt -Check	58196	09/11/2018	Park Ace Hardware	101010 - Cash - Marquette	-123.61
Bill	8/31/18 Statement	09/01/2018		104530 - Building & Custodial Supplies	123.61
TOTAL					123.61
Bill Pmt -Check	58197	09/11/2018	Penguin Random House LLC	101010 - Cash - Marquette	-168.75
Bill	1081140079	08/17/2018		104342 - Audio Visual Materials-Outreach	26.25
Bill	1181140079	08/17/2018		104342 - Audio Visual Materials-Outreach	30.00
Bill	1081140453	08/17/2018		104340 - Audio Visual Materials - Adult	52.50
Bill	1181140453	08/17/2018		104340 - Audio Visual Materials - Adult	30.00
Bill	1081589191	09/01/2018		104342 - Audio Visual Materials-Outreach	30.00
TOTAL					168.75
Bill Pmt -Check	58198	09/11/2018	Prairie State Story League	101010 - Cash - Marquette	-20.00
Bill	8/29/18	08/29/2018		104650 - Association Dues & Fees	20.00
TOTAL					20.00
Bill Pmt -Check	58199	09/11/2018	Quill Corporation	101010 - Cash - Marquette	-232.64
Bill	9610814	08/23/2018		104710 - Library Supplies	232.64

Orland Park Public Library Check Detail

August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					<u>232.64</u>
Bill Pmt -Check	58200	09/11/2018	Recorded Books, INC	101010 - Cash - Marquette	-367.33
Bill	75939744	08/16/2018		104340 - Audio Visual Materials - Adult	99.00
Bill	75942233	08/23/2018		104340 - Audio Visual Materials - Adult	99.00
Bill	75942224	08/23/2018		104340 - Audio Visual Materials - Adult	61.87
Bill	75992315	08/24/2018		104340 - Audio Visual Materials - Adult	31.50
Bill	75994937	08/31/2018		104340 - Audio Visual Materials - Adult	35.99
Bill	75996540	09/05/2018		104340 - Audio Visual Materials - Adult	39.97
TOTAL					<u>367.33</u>
Bill Pmt -Check	58201	09/11/2018	Scholastic Library Publishing	101010 - Cash - Marquette	-775.92
Bill	17630914	08/24/2018		104311 - Books - Youth	327.60
Bill	17630699	08/24/2018		104311 - Books - Youth	304.20
Bill	17631068	08/24/2018		104311 - Books - Youth	117.00
Bill	17631047	08/24/2018		104311 - Books - Youth	27.12
TOTAL					<u>775.92</u>
Bill Pmt -Check	58202	09/11/2018	Sunlight Maintenance Supply	101010 - Cash - Marquette	-1,231.92
Bill	6106	08/11/2018		104530 - Building & Custodial Supplies	541.56
Bill	6111	08/18/2018		104530 - Building & Custodial Supplies	311.23
Bill	16996	08/19/2018		104530 - Building & Custodial Supplies	28.00
Bill	6144	08/27/2018		104530 - Building & Custodial Supplies	351.13
TOTAL					<u>1,231.92</u>
Bill Pmt -Check	58203	09/11/2018	Unique Management Services, Inc.	101010 - Cash - Marquette	-107.40
Bill	455724	08/01/2018		104495 - Legal	53.70
Bill	467368	09/01/2018		104495 - Legal	53.70
TOTAL					<u>107.40</u>
Bill Pmt -Check	58204	09/11/2018	Weblix Inc.	101010 - Cash - Marquette	-3,250.00
Bill	26431	08/31/2018		104497 - Library Consultant	3,250.00

Orland Park Public Library
Check Detail
August 21 through September 17, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					3,250.00
Bill Pmt - Check	58205	09/11/2018	Wight & Company	101010 - Cash - Marquette	-16,552.12
Bill	42372	08/31/2018		104450 - Building Maintenance	16,552.12
TOTAL					16,552.12
			Subtotal - Checks		\$120,447.11
			Gross Payroll on 8/31/18		\$115,769.05
			Payment to Village for IMRF/Insurance for August, 2018		\$68,571.63
			Gross Payroll on 9/14/2018		\$103,834.21
			Grand Total		<u>\$408,622.00</u>

Adult Services Board Report

August 2018

PERSONNEL

Michelle Przekwas, Adult Services Shelver, was hired on July 30th.

Kevin Carroll, Adult Services Shelver, started on August 22nd.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 8/2; 11 adults

DIY Craft, Basket Making 8/7; 15 adults

Five genre books discussions 8/9, 8/15, 8/21, 8/23, 8/27; 52 adults

Job Search with Careers College and ReferenceUSA 8/13; 4 adults

Bingo 8/18; 8 adults

eBooks, eMagazines, eReaders 8/9, 8/14, 8/20, 6 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Peter Tew attended JAWSDemos (Webinar) on Aug 2, 2018

Michelle Przekwas attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Katie Allan attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

John Burke attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Rosemarie Forto-Whitemiller attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Deborah Oedzes attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Peter Tew attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Dawn Gowgiel attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Julie Kwiatt attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Kortnee Fingler attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Judy Brannigan attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Linda Conrath attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Diane Srebro attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Andrew Masura attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Eric Gordon attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Dominic Ricobene attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Kortnee Fingler attended Adult Books on the Horizon: Fall and Winter Announcement (Webinar Booklist) on Aug 7, 2018

Judy Brannigan attended Librarian Copyright Superpowers: Inter-Library Loan, Preservation, Fair Use and More! (Webinar) on Aug 10, 2018

Deborah Oedzes attended Librarian Copyright Superpowers: Inter-Library Loan, Preservation, Fair Use and More! (Webinar) on Aug 14, 2018

Diane Srebro attended Adult Books on the Horizon: Fall & Winter (Booklist Webinar) on Aug 16, 2018

Diane Srebro attended Summer Book Club Bash (Booklist Webinar) on Aug 17, 2018

Andrew Masura attended SNAAZ Meeting (Orland Park Public Library) on Aug 17, 2018

Diane Srebro attended Let Data Do the Talking : Analytics On Demand (Booklist Webinar) on Aug 20, 2018

Andrew Masura attended Office 365 Training (Orland Park Public Library) on Aug 28, 2018

Judy Brannigan attended Office 365 Training (Orland Park Public Library) on Aug 28, 2018

Diane Srebro attended Accessible To All: Serving Youth & YA Disabilities (RAILS Webinar) on Aug 29, 2018

STATISTICS

Database	08/2018	08/2017	Data Type
Ancestry Library edition	322	1080	Total Searches
Careers College	59	17	Total Users
Consumer Reports	*	78	Total Log-Ins
EBSCO	563	733	Total Searches
Gale Virtual Ref. Lib.	1	3	Total Searches
Heritage Quest	119	220	Total Searches
Lynda.Com	116	129	Total Log-Ins
Mango Languages	184	211	Total Sessions
OCLC	5492	5590	Total Searches
ProQuest	47	150	Total Searches
Reference USA	189	135	Total Searches
Weiss & Street Financial Ratings	N/A	38	Total Log-Ins

* There has been an issue with the August usage report. They're working on a resolution.

N/A - Not yet available

Category	08/2018	08/2017
Reference	3361	3628
Reference Remote	226	198
Non-Reference	304	262
N-R Remote	18	42
Extended Help	24	46
Passive Programming	0	28
Program Attendance	96	141
Items shelved	15703	22872
Carts shelved	469	285

GRANTS/SPECIAL PROJECTS

Andy worked the End-of-the-Summer Party for Summer Reading on August 11.

Judy and Katie conducted a Veterans History Interview on August 30

CUSTOMER SERVICE LOG

8/2/2018 Patron asked about whether we would be adding more Flick Pix boxes. Suggested several possible new genres: Twist Endings, Foreign Films, Documentaries, and Movies with Strong Female Leads. Katie A.

8/9/2018 Patrons attending for 10:00 am technology device support. "You've been a great help to us. Thank you for your time. This is an excellent service." Diane S.

8/27/2018 As we were wrapping up our monthly Pages & Pastries discussion at Panera, a man at a nearby table approached us to comment, "I'm not much of a reader and I haven't been in a library in years, but seeing all of you gathered together to talk about the printed word is just amazing." Katie A.

8/31/18 Patron contacted service desk. "The library will plan the interlibrary loan and purchase the book in electronic format so I get it for book discussion? That's great." Diane S.

Patron Services Board Report August 2018

CONTINUING EDUCATION/MEETINGS ATTENDED

All Patron Services staff attended our In-Service day on Friday, August 3rd.

Laura Larson & Renata Neupauer attended the Holds/Database training on August 9th.

Theresa Hildebrand completed a Lynda.com webinar entitled, Preventing Harassment in the Workplace on August 6th and also Handling Workplace Bullying on August 13th.

STATISTICS

Patron Services is counting looking up titles and/or placing holds either over the phone or in person. In addition, demonstrating our library app or showing someone how to access their library card account through our website also counts towards our reference totals. We are thoroughly enjoying taking our patron services to the next level.

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 %	Overdrive Registration 2018	Overdrive Registration 2017
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%	59	52
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%	51	49
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%	49	54
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%	60	52
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%	51	36
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%	71	57
JUL	62,697	59,637	5.13%	40,033	33,762	18.57%	4,110	856	380.14%	16,153	15,644	3.25%	92	61
AUG	57,759	54,358	6.26%	36,214	35,295	2.60%	3,632	1,647	120.52%	15,329	14,656	4.59%	54	57
SEPT	0	50,667			32,892			3,212		0	15,705		0	44
OCT	0	53,717			36,533			3,550		0	13,694		0	42
NOV	0	50,789			35,118			3,606		0	14,848		0	55
DEC	0	45050			31349			2750		0	12977		0	51
TOTAL	451,887	640,648		303,764	417,103		28,908	33,415		122,007	183,053		487	610

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	1,162	560	107.50%	4,078	3,365	21.19%	273	269	1.49%	29	26
AUG	1,203	573	109.95%	4,103	3,335	23.03%	346	316	9.49%	37	30
SEPT	0	541		0	3,301		0	389		0	19
OCT	0	591		0	3,544		0	347		0	24
NOV	0	672		0	3,183		0	225		0	17
DEC	0	658		0	3,138		0	302		0	16
TOTAL	9,344	6,820		30,515	37,165		2,477	4,075		152	239

GRANTS/SPECIAL PROJECTS

Ian Dziallo, Renee Neupauer, Becky Crume-Simmons and Theresa Hildebrand got a "taste" of working an Outreach event when they worked the library booth at the Taste of Orland on Saturday, August 4th & Sunday, August 5th. It was great to see our patrons outside of the library & having a great time. We were also able to talk up our programs, services & let people know that everyone is welcome at our library.

CUSTOMER SERVICE LOG

08/02/2018 (Welcome desk) After Theresa told a young patron, Good night habibi, he smiled & told his mother ~ Mom, the lady called me habibi. Mom responded, Because she knows you are a good boy. Habibi means sweetheart in Arabic. - Theresa H.

08/02/2018 (Welcome Desk) Patron remarked, "It would be nice to have a place to get coffee and talk to people." - Jordin M.

08/06/2018 (Welcome Desk) Patron commented, "There should be more staff in the Computer Lab who know how to operate a scanner." - Patrick D.

08/06/2018 (Welcome Desk) "You have wonderful accommodations here." Patron remark upon leaving the large meeting room (104) she had reserved for a program. - Laura L.

08/06/2018 (Patron returning book at the Welcome Desk) "Thank you for the email reminding me that my book was due." - Laura L.

08/08/2018 (Checkout Desk) Patron commented, "I love this system of reserving books online and getting emails when they are ready to pick up. It's made me start loving coming to the library again!" - Laura L.

08/09/2018 (Checkout Desk) Patron was unhappy with the new library website (catalog) and commented, "If someone changes the website it should be easier to use, not harder to use." - Laura L.

08/10/2018 (Welcome Desk) Patron renewing her library card. "People in this community just don't realize how much you guys are doing with our tax dollars. It's amazing what you are doing here ~ so much going on. I keep telling my neighbors that they need to get back to the library. - Theresa H.

08/10/2018 (Welcome Desk) "Shane Peterson did an excellent job with Game Night. Can we please have this program in the Fall and Spring? PLEASE?" - Abby K.

08/10/2018 (Welcome Desk) Patron remarked upon leaving, "We have used Room 102 for the last 2 days. Thank you so much. It has been wonderful!" - Laura L.

08/10/2018 (Welcome Desk) Patron remarked upon leaving, "I love this place. It's the best library in the world." - Laura L.

08/14/2018 (Welcome Desk) After helping her look up a book and DVD, patron remarked, "Thank you very much. You are so helpful and nice." She later came back down from upstairs and said that this is the most helpful library around. - Laura L.

08/15/2018 (Self Check-Out/Welcome Desk) When helping a patron at the Welcome Desk who was aggravated that Self-Checkout wasn't working properly, she commented, "Why don't they fix your website. It's the worst I've ever seen." - Laura L.

08/21/2018 (Check-Out Desk) Patron remarked, "I love this place so much I'm volunteering here now." - Nadine L.

08/22/2018 (Welcome Desk) Patron dropping off donations commented, "I love how you're always so welcoming. I love this place. It's such a nice quiet place to come." - Laura L.

08/22/2018 (Welcome Desk) Patron commented, "I have LOVED game night. Please extend the program. Shane is terrific! We had 14 people tonight."

08/24/2018 (Welcome Desk) Patron commented, "Room 104 is freezing for the movies. Uncomfortable temperature. People in charge aren't here at this time to know how cold it gets." - Jordin M.

08/27/2018 (Self Check/ Welcome desk) "Oh I see your Self checks are new. I bet your new IT guy did that. I really like him, I've been to his classes ~ he has so much personality." Theresa H.

08/29/2018 (Welcome Desk) Patron remarked, "My daughter refuses to live anywhere but Orland Park because she loves the library so much." - Laura L.

08/30/2018 (Getting Library Cards for Children) Patron commented, "It's ridiculous that I have to show proof of address for my kids when I already have a library card in the system." - Julie P.

08/30/2018 (Lucky Day Shelf) Patron said, "Large number of handicapped parking spaces. I am 90 and have to walk a long distance into the library." - Julie P.

08/31/2018 (Check-Out Desk) Upon getting a library card patron said, "That was easy! You have been very nice." - Julie P.

08/31/2018 (Returning late movies to the Check-Out Desk) Patron remarked, "This is the second time I did not get courtesy notices. I rely on those! Last time they told me it was fixed! It has been almost a month! I am not paying fines!" - Julie P.

Graphics Board Report August 2018

STATISTICS

Graphics requests - 101

Meeting room requests - 38

Information Technology Board Report August 2018

STATISTICS

Category	Aug 2018	Aug 2017
Study Room Usage	326	355
Patrons Assisted	571	481
Extended Assistance	148	37
Total PC Usage	2172	1854
Total Web pages	31636	29628
Number of Classes	8	9
Total Class Attendance	83	49
Wireless Usage	3105	2846

CUSTOMER SERVICE LOG

- 8/21/18 - Excel Part 1 - A little longer of a class. Didn't get to cover everything.
- 8/21/18 - Excel Part 1 - There is a lot of content. Needs to be longer or more classes. Thanks!
- 8/21/18 - Excel Part 1 - PowerPoint for future classes.
- 8/21/18 - Excel Part 1 - Instead of 60 minutes, maybe 90.
- 8/21/18 - Excel Part 1 - Thanks for your patience! Video provided excellent info easy to follow.
- 8/28/18 - Excel Part 2 - Excellent education instructions and advice.
- 8/28/18 - Excel Part 2 - Great intro! Video and hands on help.
- 8/28/18 - Excel Part 2 - 90 minutes needed.
- 8/28/18 - Excel Part 2 - Thank you so very much for your patience.

Outreach Services Board Report August 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 and flyer 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

Kelly Cuci attended In-Service (Room 104) on Aug 3, 2018

Cathy DiGiorgio attended In-Service (Room 104) on Aug 3, 2018

Shane Peterson attended In-Service (Room 104) on Aug 3, 2018

Theresa Marketti attended In-Service (Room 104) on Aug 3, 2018

Duke Phelps attended In-Service (Room 104) on Aug 3, 2018

Kelly Cuci attended Adult Books on the Horizon (Webinar) on Aug 7, 2018

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 132. *2017: 2 programs were given with a total of 37 patrons.*

Breakout:

8/8/18 Board Game Night	12
8/10/18 Meet the Artist - Zach Barnard	9
8/14/18 English Conversation for ESL Learners	2
8/15/18 Understanding Sexual Orientation	17

8/16/18 Sewing Basics 1	22
8/22/18 Board Game Night	17
8/23/18 Sewing Basics 2	18
8/24/18 Friday Film Series - The Book of Henry	32
8/27/18 English Conversation for ESL Learners	0
8/29/18 Understanding Gender Identity	15

Offsite Adult Programs:

17 programs were given with a total of 1731 patrons attending. *2017: 17 programs were given with a total of 1715 patrons attending.*

Breakout:

8/1/18	Orland Township Senior Drop-in Visit	24
8/2/18	SmartArt iPad Program for Senior	4
8/3 - 8/5/18	The Taste of Orland Park	1500
8/6/18	Senior Living Visits	27
8/7/18	Senior Living Visits	17
8/8/18	Senior Living Visits	18
8/14/18	Book Discussion @ Thomas Place	6
8/15/18	Orland Township Senior Drop-in Visit	22
8/16/18	Remember When with American House	13
8/17/18	Orland Township Senior Drop-in Visit	11
8/20/18	Senior Living Visits	21
8/21/18	Senior Living Visits	16
8/22/18	Senior Living Visits	15
8/29/18	Orland Township Senior Drop-in Visit	25
8/31/18	Orland Township Senior Drop-in Visit	12

Train Station Books:

Three Train Stations - **107**, 2017 - 160

Passive Programming

Orland Township - **10**, *New Statistic*

Program Flyer Distribution Stats:

Village of O.P. - **775**, 2017 - 675

Sportsplex - **835**, 2017 - 675

Train Stations - **107**, 2017 - 160

Orland Township - **20**, 2017 - 33

Nursing Homes - **23 and 7 bags**, 2017 - 18

During programs - **86**, 2017 - 30

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1818 items circulated with 3181 checkouts and 115 renewals. *2017: 921 items circulated with 1755 checkouts and 180 renewals.*

Visits to single-family homebound patrons totaled 17. *2017: Visits totaled 27.*

2 new homebound patron cards were issued and 1 discontinued. 2 cards were renewed. *2017: 3 new homebound library cards were issued. 0 cards were discontinued. 2 cards were renewed.*

OS staff logged 906 reference transactions. *2017: 1340 reference transactions.*

OS staff logged 168 programming questions. *2017: 35 programming questions.*

OS staff logged 62 exhibit questions. *2017: 68 exhibit questions.*

GRANTS/SPECIAL PROJECTS

Outreach Services coordinated the tabling at the Taste of Orland Park.

OS also began booking programming for the early Spring season.

CUSTOMER SERVICE LOG

8/1/18 Orland Township Book Visit

"Thank you for coming." Theresa M.

8/6/18 Smith Crossing Book Visit

"Thank you so much for dropping off that book." Theresa M.

"Thank you for the great selection you bring." Theresa M.

"You guys are great to us." Theresa M.

8/7/18 Thomas Place Book Visit

"Thank you for bringing me that book. I really enjoyed it." Theresa M.

"Thank you for coming. You make our residents very happy." Theresa M.

8/7/18 Homebound Visit

"Thank you. I enjoy when you come." Theresa M.

"You do a great job choosing books." Theresa M.

8/7/18 Homebound Visit

"Thank you!" Theresa M.

8/8/18 Evergreen Assisted Living Book Visit

"Thank you. This is a great service." Theresa M.

"Thank you so much." Theresa M.

8/8/18 Homebound Visit

"Thank you so much. I appreciate what you do so much." Theresa M.

8/14/18 Book Discussion - Thomas Place

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

"Thank you." Theresa M.

8/15/18 Orland Township Book Visit

"Thank you! Enjoy your day." Theresa M.

8/15/18 Understanding Sexual Orientation program

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

"This cleared up a lot of misconceptions I had on this topic." Cathy D.

"Thank you." Cathy D.

8/16/18 Sewing Basics 1 program

"Wonderful program." Cathy D.

"I am looking forward to the next program." Cathy D.

"This program helped me with using a sewing machine." Cathy D.

"Thank you." Cathy D.

"This program was a lot of fun." Cathy D.

"Thank you." Cathy D.

"Thanks, I had no idea how to do this." Kelly C.

"Thanks, this was great." Kelly C.

"Will you do more of these classes?" Kelly C.

"This was fun." Kelly C.

"Thanks." Kelly C.

8/20/18 Smith Crossing Book Visit

"Thank you." Theresa M.

8/21/18 Thomas Place Book Visit

"The library is great!" Duke P.

"Thank you both for coming." Duke P.

"Thank you." Theresa M.

8/21/18 Homebound Visit

"You do a great job picking out books." Theresa M.

"Thank you." Theresa M.

8/22/18 Board Game Night program

"This has been an amazing program." Shane P.

"Thank you for making it regular." Shane P.

8/23/18 Call about a possible program proposal

"Your library is just incredible. Beautiful, active, but also quiet." Shane P.

8/23/18 Sewing Basics 2 program

"You made it really clear." Kelly C.

"Thanks for the review." Kelly C.

"Can we have more classes?" Kelly C.

"Can you get more machines?" Kelly C.

"How do I sew a pillow together?" Kelly C.

"Can we make something next time?" Kelly C.

8/24/18 Friday Film Series - The Book of Henry

"Very nice story." Cathy D.

"Great fun having the movie trivia." Cathy D.

"Great movie." Cathy D.

8/28/18 New Homebound Patron Registration

"I am so glad I learned of this service. Thank you so much." Theresa M.

8/28/18 Homebound Visit

"Thank you." Theresa M.

8/28/18 Homebound Visit

"Thank you so much!" Theresa M.

8/29/18 Understanding Gender Identity program

"Thank you again for addressing this topic." Cathy D.

"This was a great program." Cathy D.

"This was wonderful." Cathy D.

GRANTS/SPECIAL PROJECTS

- Wendy Xie and Polaris staff are continuing to work on the OverDrive eContent project. It will be completed in September.
- Technical Services staff withdraw a large number of books and AV items for Friends of OPPL Fall Extravaganza book sale.

Youth Services Board Report August 2018

PERSONNEL

Youth Services Shelver Ali Zegar's last day was August 1, 2018. We will not be replacing him at this time.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Summer Reading Stats -Totals June through August

Sign-ups - 1,966 total participants

Birth-5th grade - 1,029

Teen - 335

Adult - 602

Completions - 767 participants finished

Birth-5th grade - 410

Teen - 119

Adult - 355

Books Read - 4,984 total books

Teen - 2,527

Adult - 2,698

Minutes Read

Birth-5th grade - 356,939

Outreach visits

8/8 at High Point: 68

8/28 at Liberty Open House: 400

Pal Packs

Preschool Packs: 10 packs

Items circulated: 211

Teacher Loan Cards

Teacher Loan Cards Created: 73

Teacher Loan Card Check Outs: 21

Youth Programs

Once Upon a Time Storytime (9 sessions) - 431

Building Blocks for Babies (10 sessions) - 389

Night Owls (5 sessions) - 118

Bright Starts (4 sessions) - 54

Video Game Club (4 sessions) - 86
Let's Get Ready for Kindergarten! (3 sessions) - 25
Nintendo Switch Players - 49
All Around Town Scavenger Hunt - 112
End of the Summer Party - 375

Teen Programs

Chalk Board Additions - 18
Teen Video Game Players - 1
Mini Book Reviews - 1
Teen Have Button Will Travel August - 5
Make It Take It Week 9 - 41
Teen August Book Drawing - 51
Teen DIY Phone Crafts - 14
Teen DIY School Supplies - 15
End of Summer Zombie Party - 27
All Around Town Scavenger Hunt - 31
Teen Pizza and Movie - 8
Teen Inc School Supply Drive Day (2 sessions) - 17
Volunteens-Let's Get Ready for Kindergarten - 13
Volunteern-End of the Summer Party - 11

CONTINUING EDUCATION/MEETINGS ATTENDED

Alex Pappas attended Librarian Copyright Superpowers: Inter-Library Loan, Preservation, Fair Use and More! (RAILS Webinar) on Aug 1, 2018

Jennifer McQuinn attended In-Service Day (OPPL) on Aug 3, 2018

Vanessa Fernandez attended In-Service Day (OPPL) on Aug 3, 2018

Lenore Garoufalis attended In-service Day (OPPL) on Aug 3, 2018

Jacob Walk attended In-Service (OPPL) on Aug 3, 2018

Lou Ann Muhanna attended In-Service (OPPL) on Aug 3, 2018

Fanny Camargo attended In-Service Day (OPPL) on Aug 3, 2018

Holly Balasa attended In-Service Day (OPPL) on Aug 3, 2018

Mary Golden attended In-Service (OPPL) on Aug 3, 2018

Cathy Riffice attended In service (OPPL) on Aug 3, 2018

Emily Meszaros attended Staff In-Service (Orland Park Public Library) on Aug 3, 2018

Brandi Smits attended In Service Day (OPPL) on Aug 3, 2018

Erin Fixel attended In-Service Day (OPPL) on Aug 3, 2018

Kara DeCarlo attended In-Service Day (OPPL) on Aug 3, 2018

Amy Najewski attended In-Service (OPPL) on Aug 3, 2018

Becky McCormack attended In-Service (OPPL) on Aug 3, 2018

Stephanie Thomas attended In-Service Day (OPPL) on Aug 3, 2018

Lukas Kolbrecki attended In-Service (OPPL) on Aug 3, 2018

Alexander Pappas attended In-Service Day (Orland Park Public Library) on Aug 3, 2018

Alex Pappas attended Let Data Do the Talking (Booklist Webinar) on Aug 9, 2018

Erin Fixel attended Amplifying Teen Voices (SLJ Teen Live) (Webinar) on Aug 15, 2018

Erin Fixel attended Readers Advisory (SLJ Teen Live) (Webinar) on Aug 15, 2018

Brandi Smits attended Detoxing Masculinity (SLJ Teen Live Virtual Conference) on Aug 15, 2018

Brandi Smits attended Mental Health in YA (SLJ Teen Live Virtual Conference) on Aug 15, 2018

Becky McCormack attended webinar (OPPL) on Aug 16, 2018

Brandi Smits attended M-CATS Youth Services Managers Networking Meeting (Woodridge Public Library) on Aug 17, 2018

Cathy Riffice attended Springtime DIY: New Crafts Titles in Print and audio (Webinars online) on Aug 18, 2018

Erin Fixel attended Middle Grade and More (Webinar) on Aug 20, 2018

Erin Fixel attended Let's Talk YA: Fall Announcements (Webinar (booklist)) on Aug 21, 2018

Cathy Riffice attended Office 365 (Library) on Aug 27, 2018

Brandi Smits attended iREAD Meeting (Noise Floor Recording Studio) on Aug 28, 2018

Alex Pappas attended BOOM! Studios - Comics Are For Everyone (RAILS - Burr Ridge Office) on Aug 29, 2018

Lenore Garoufalis attended Office 365 Training (OPPL) on Aug 29, 2018

Erin Fixel attended Office 365 Training (OPPL) on Aug 30, 2018

Holly Balasa attended Office 365 Training (OPPL) on Aug 30, 2018

Amy K. Najewski attended Office 365 Training (OPPL) on Aug 30, 2018

Brandi Smits attended Children and Young Adult Librarians Luncheon (Mokena Public Library) on Aug 30, 2018

Lou Ann Muhanna attended Office 365 Training (OPPL) on Aug 31, 2018

Stephanie Thomas attended Office 365 Training (OPPL) on Aug 31, 2018

STATISTICS

August 2018 created Sep 04, 2018

Youth Services Statistics

Category	Qty
Reference	233
	7
Reference Remote	139
Non-Reference	256
N-R Remote	63
Extended Help	117
Group Study	0
Study Rooms (New, started 4/17/2018)	246
Teen Program Attendance	253
Youth Program Attendance	1511
Combined Program Attendance	1764

CUSTOMER SERVICE LOG

Preschool Desk

8/10/18 Grandma with little boy--"I'm trying to take him to McDonald's for lunch, but he doesn't want to leave. He's having so much fun." Brandi S.

8/30/18 Mom with younger son and daughter--"My daughter is really shy, but story time makes her want to play with all the kids!" Alex P.

Junior Desk

8/11/18 Family attending the End of Summer party--"This was such a great idea. Thanks so much for doing this." Brandi S.

8/16/18 Teacher picking up Preschool Pack--"You guys are the best. I can't imagine anyone not using the Preschool Packs!" Brandi S.

8/24/18 First time family new to our library--"Our son doesn't want to leave! We'll come back again." Alex P.

Teen Desk

8/18/18 Patron looking for adult DVDs second day in row--"You are my go-to-girl. You always help me find what I need." Amy N.

8/21/18 Teacher taking giveaway deletes for classroom--"Thank you so much! I can't wait to see my students' faces when they see how much they have now. I'm so lucky to have found this cart of giveaways!" Erin F.

8/22/18 Mom coming to talk to Teen Librarian--"You do a wonderful job with all of your programs and department. It shows how much time and love you put into everything." Erin F.

Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held August 29, 2018

The meeting was officially called to order by Personnel Committee Chair and Treasurer Jennings at 6:34 p.m.

Call To Order

Members of Committee present: Diane Jennings, Christian Barcelona, Joanna Leafblad, Charles McShane

Roll Call

Members of Board present: Dan McMillan (6:45)

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

None

Introduction of Visitors

None

Public Comment

2019 Salary Schedule – For Discussion and Final Action

New Business

The Committee Members discussed with Finance Manager Kimmey and Director Weimar the recommended salary schedule for 2019. Referring to the hand-out, Finance Manager Kimmey said it reflected a 2% adjustment to keep the previously approved benchmarking on track. Director Weimar stated this keeps us competitive with other libraries and it is below the current cost of living rate of 2.7%, which consistently keeps climbing. The 2% adjustment also ensures the salary schedule stays behind any increases to current staff. President Leafblad agreed that 2% was a reasonable increase. Finance Manger Kimmey stated 2019 would be the final year for any employees receiving gap adjustments.

The Committee agreed to recommend the 2019 Salary Schedule to the Board of Library Trustees.

Staff cost of living salary increases for 2019 – For Discussion and Final Action

The Committee Members discussed with Finance Manager Kimmey and Director Weimar the 2019 salary increases. The cost of living will no longer be used as the library is moving toward a merit-based raise process.

The Committee agreed to recommend that the 2019 cost of living terminology no longer be used, and the staff will receive merit salary increases based on performance.

Staff merit raises for 2019 – For Discussion and Final Action

The Committee Members continued to discuss with Finance Manager Kimmey and Director Weimar the staff merit raises for 2019. Chair Jennings suggested that we have the option to give 0% for an

employee who is underperforming. After discussion it was agreed upon that a 'solid performer' staff member would be around the 2.5% mark and then use the core competencies as a guide for further percent increases. Finance Manager Kimmey said some employees may need improvement in only a few areas on their evaluation. Director Weimar stated if an employee makes improvements within 3-6 months they may be eligible for a monetary incentive. Employees have opportunities to make improvements through webinars, training and continuing education both on and off site. Vice President Leafblad said if an employee is close to the maximum rate, according to the salary schedule, they would not be eligible for the maximum merit increase. Finance Manager Kimmey mentioned there are some employees who have had their salaries frozen as they have exceeded the maximum salary rate already.

The Committee agreed to recommend the Staff merit raises be between 0% and 4% for 2019 to the Board of Library Trustees.

Library Director salary compensation for 2019 – For Discussion and Final Action

Chair Jennings discussed her handout with the committee members; based on a 2017 salary study she summarized showing comparative pay structures of other Library Directors in Illinois. These comparisons were broken down by operating budget, population, building square feet, and total number of employees. Director Weimar is at a T level on the salary schedule and is close to its midpoint. After taking into account these factors it was recommended Director Weimar's merit increase be 4%.

The Committee agreed to recommend the Library Director salary compensation of 4% for 2019 to the Board of Library Trustees.

Staff benefits insurance provider selection, benefit plans selection, and benefit cost allocation for 2019 – For Discussion and Final Action

Finance Manager Kimmey explained the cost allocation chart which reflected a 2% potential increase in final 2019 rates for medical costs. He reminded the Committee members the library is currently part of the Village of Orland Park's health plan, however, it wouldn't be financially beneficial to stay with the Village going forward. The Library has not heard from the Village in regards to their 2019 health insurance plans, their plan is self-funded, and better pricing has been identified through an outside vendor who is fully-funded. Three brokers were compared through the marketplace, which included: HUB, Horton, and Assurance. These brokers provided quotes from health insurance companies like BlueCross/BlueShield, United, and Humana etc. Assurance came back to the Library with the best quote and insurance would be through BlueCross/BlueShield. Four plan options were selected including a 2 tier plan with lower deductibles for tier 1 doctors and higher deductibles for tier 2 doctors, both tiers would count toward the same deductible amount. The Committee came to a decision that a 2% increase in what the employee would pay for the HSA, BCO or PPO plans would be a good idea. The employee would then pay 5%, 12% and 30% of the total cost for the HSA, BCO and PPO plans respectively. The HMO option will remain the same at 10% of the total cost to be paid by the employee. Currently employees do not pay any portion of the vision, dental, and life insurance. Dan McMillan raised the point of cost share on dental and vision plans. It was suggested by Chair Jennings that employees cover 5% of the vision and dental portions and the committee members agreed. Director Weimar mentioned she contacted Attorney Dennis Walsh in regards to drafting a letter to be sent to the Village stating the library will not be included in their plan for 2019 and any insurance claims incurred up until 12/31/18 are to be covered by the Village and any claims incurred on 1/1/19 and after will be covered by the library. Vice President Leafblad agreed there should be a line of demarcation sent to the Village.

The Committee agreed to recommend using Assurance as the insurance vendor; the BlueCross/BlueShield HAS, BCO, PPO and HMO plan with a 2% employee portion increase: excluding the HMO which will keep the employer/employee portion the same as last year; having employees pay 5% of the vision and dental plans; and informing the Village the library would no longer be included in the Village health plan with specific details on incurred claims.

Creating a Human Resource part-time position for 2019 – For Discussion and Final Action

Director Weimar discussed with the Committee members the importance of creating a part-time Human Resource position. The processing of health insurance including plan explanations, the evaluation process, on-boarding new employees, some payroll functions, processing and evaluating FMLA requests, assisting with performance improvement plans, helping with interviewing for open positions, posting positions, doing background checks, compliance requirements, and exit interviews, are some of the duties that will be assigned to the new part time HR position. Director Weimar would like the position to be 20 hours per week because of the number of tasks; and will necessitate enrollment in IMRF. Current staffing changes in 2018 will help keep the additional increase in the budget to a minimum. Chair Jennings pointed out it is good to have a neutral position in order to field any complaints from employees. It is possible the position would become full time in the future.

The Committee agreed to recommend creating a Human Resource 20 hour per week part-time position for 2019 to the Board of Library Trustees.

None.

Announcements

Chair Jennings moved to adjourn the meeting and it was seconded by Vice President Leafblad.

Adjournment

The meeting was adjourned at 8:09 p.m.

Diane I Jennings
Personnel Committee, Chair

Approved: _____

Date: _____

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

ORLAND PARK PUBLIC LIBRARY
SALARY SCHEDULE
JANUARY 1, 2019
BASED ON A 37.5 HOUR WORK WEEK

DRAFT

GRADE	POSITION TITLE		MINIMUM	MIDPOINT	MAXIMUM
D	Library Shelver	Annual	\$16,749	\$20,937	\$25,125
		Hourly	\$8.59	\$10.74	\$12.88
E		Annual	\$18,768	\$23,460	\$28,152
		Hourly	\$9.62	\$12.03	\$14.44
F		Annual	\$21,029	\$26,286	\$31,545
		Hourly	\$10.78	\$13.48	\$16.18
G	IT Assistant 1	Annual	\$23,564	\$29,455	\$35,345
	Custodian	Hourly	\$12.08	\$15.10	\$18.13
	Technical Services Clerk				
	Circulation Clerk				
	Information Clerk				
H	Administrative Clerk	Annual	\$26,404	\$33,004	\$39,605
	Interlibrary Loan Assistant	Hourly	\$13.54	\$16.93	\$20.31
	Technical Serv. Assistant				
	Maintenance Assistant				
I	Senior Circulation Clerk	Annual	\$29,585	\$36,982	\$44,378
		Hourly	\$15.17	\$18.97	\$22.76
J	Senior Administrative Coord.	Annual	\$33,150	\$41,439	\$49,726
	IT Assistant 2	Hourly	\$17.00	\$21.25	\$25.50
	Outreach Assistant				
	Youth Serv. Assistant				
K	Cataloger 1	Annual	\$37,145	\$46,432	\$55,718
	Reference Librarian 1	Hourly	\$19.05	\$23.81	\$28.57
	Asst. Head Circulation				

GRADE	POSITION TITLE		MINIMUM	MIDPOINT	MAXIMUM
L	Graphic Assistant	Annual	\$41,621	\$52,027	\$62,432
	School Liaison	Hourly	\$21.34	\$26.68	\$32.02
	Web Developer				
	Cataloger 2				
	Preschool Coordinator				
	Teen Librarian				
	Reference Librarian 2				
M		Annual	\$46,637	\$58,297	\$69,956
		Hourly	\$23.92	\$29.90	\$35.87
N	Patron Services Manager	Annual	\$52,258	\$65,322	\$78,386
	Public Info. Manager	Hourly	\$26.80	\$33.50	\$40.20
	Asst. Head Youth Serv.				
	Asst. Head Adult Serv.				
O	Head Technical Services	Annual	\$58,555	\$73,193	\$87,831
	Head Youth Services	Hourly	\$30.03	\$37.53	\$45.04
	Head Adult Services				
	Head Outreach Services				
	Digital Services Manager				
O40	Superintendent Maintenance (Based on 40 hours per week)	Annual	\$62,459	\$78,073	\$93,687
		Hourly	\$30.03	\$37.54	\$45.04
P	Finance Manager	Annual	\$65,610	\$82,014	\$98,416
		Hourly	\$33.65	\$42.06	\$50.47
Q	Asst. Library Director	Annual	\$73,517	\$91,897	\$110,276
		Hourly	\$37.70	\$47.13	\$56.55
R		Annual	\$82,377	\$102,970	\$123,565
		Hourly	\$42.24	\$52.81	\$63.37
S		Annual	\$92,303	\$115,379	\$138,456
		Hourly	\$47.33	\$59.17	\$71.00
T	Library Director	Annual	\$103,426	\$129,283	\$155,139
		Hourly	\$53.04	\$66.30	\$79.56

Note: 2% increase over 2018

**Orland Park Public Library
Health Insurance Breakdown
Final Rates - Estimated with 2% Increase
Recommendation for Annual Employee Contributions for 2019**

DRAFT

2018 ANNUAL COST

Total Cost	HMO	HSA PPO	Silver PPO	Gold PPO
Employee	7,746.00	8,463.12	9,900.00	11,259.12
Emp + Child(ren)	14,701.44	16,511.52	18,177.36	23,013.60
Emp + Spouse	15,319.44	17,261.28	18,948.00	23,981.52
Family	22,745.76	25,627.92	27,553.44	35,605.92
Employee Cost				
Employee	774.60	253.92	990.00	3,152.52
Emp + Child(ren)	1,470.12	495.36	1,817.76	6,443.76
Emp + Spouse	1,531.92	517.68	1,894.80	6,714.84
Family	2,274.48	768.96	2,755.32	9,969.60
Employer Cost				
Employee	6,971.40	8,209.20	8,910.00	8,106.60
Emp + Child(ren)	13,231.32	16,016.16	16,359.60	16,569.84
Emp + Spouse	13,787.52	16,743.60	17,053.20	17,266.68
Family	20,471.28	24,858.96	24,798.12	25,636.32

Employee pays 10% 3% 10% 28%

HSA funding by employer: \$ 1,400 employee; \$ 2,800 other tiers

Projected Medical Plan Cost for 2018 \$ 487,491

**Dental Plan - BCBS **
2019**

Annual Employee Contribution	Annual Employer Contribution
------------------------------	------------------------------

Employee	\$ 22.17	\$ 421.23	443.4
Emp + Child(ren)	\$ 54.83	\$ 1,041.73	\$ 1,096.56
Emp + Spouse	\$ 42.48	\$ 807.12	\$ 849.60
Family	\$ 81.19	\$ 1,542.53	\$ 1,623.72
Contribution Rates	5%	95%	

Projected Employer Cost **\$ 25,386**

2019 ANNUAL COST

Total Cost	HMO	HSA PPO	BCO (Silver)	PPO (Gold)
Employee	8,116.22	8,521.86	9,656.99	10,393.96
Emp + Child(ren)	13,903.91	14,598.65	16,542.97	17,805.65
Emp + Spouse	18,187.54	19,096.24	21,639.83	23,291.37
Family	23,974.98	25,173.03	28,525.93	30,703.06
Employee Cost				
Employee	811.62	426.09	1,158.84	3,118.19
Emp + Child(ren)	1,390.39	729.93	1,985.16	5,341.70
Emp + Spouse	1,818.75	954.81	2,596.78	6,987.41
Family	2,397.50	1,258.65	3,423.11	9,210.92
Employer Cost				
Employee	7,304.60	8,095.76	8,498.15	7,275.77
Emp + Child(ren)	12,513.52	13,868.72	14,557.82	12,463.96
Emp + Spouse	16,368.78	18,141.42	19,043.05	16,303.96
Family	21,577.48	23,914.38	25,102.82	21,492.14

Employee pays 10% 5% 12% 30%

HSA funding by employer: \$ 1,300 employee; \$ 2,600 other tiers

Projected Medical Plan Cost for 2019 \$ 479,480

**Vision Plan - Eyemed
2019**

Annual Employee Contribution	Annual Employer Contribution
------------------------------	------------------------------

Employee	\$ 3.95	\$ 75.13	\$ 79.08
Emp + Child(ren)	\$ 7.91	\$ 150.25	\$ 158.16
Emp + Spouse	\$ 7.51	\$ 142.73	\$ 150.24
Family	\$ 11.63	\$ 220.93	\$ 232.56
Contribution Rates	5%	95%	

Projected Employer Cost **\$ 4,090**

Group Life Insurance Plan - MetLife

	2018 Annual Employer Contribution	2019 Annual Employer Contribution
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Employee Basic Life	\$ 6,034.44	\$ 5,640.96
Employee Basic AD&D	\$ 874.56	\$ 743.40
Dependent Basis Life	\$ 312.36	\$ 470.14
Contribution Rates	100%	100%

Projected Employer Cost **\$ 7,221 \$ 6,854**

* Final Rates may increase 2-3%

Policy and Procedure Manual	Section C 1.3
Position Description Human Resources Manager Administration	Issued: August 29, 2018 Approving Authority: Administration

Scope of Work:

A part-time position under the administration of the Library Director manages the operations of human resources and is responsible for library-wide recruitment, employee relations, performance management, benefits and compensation administration, and employment law and regulations.

Understands and complies with the Library's Customer Service Plan and Standards to provide courteous and friendly service to library patrons and staff.

Comprehends and follows all Library policies and procedures for consistent and efficient service.

GRADE LEVEL N

STATUS Non- Exempt

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Coordinates recruiting and screening of applicants and assists in interviewing and selection of new employees; and performs background check
- Manage the recruitment process including hiring and job placement activities and assists supervisors by providing training and consulting in hiring, supervising and evaluating employees
- Develops and conducts new employee orientation program and exit interviews. Process all new hire and termination paperwork including payroll and benefits.
- Collaborates with the Village of Orland Park with full-time employees about IMRF benefits
- Develop and implement systems and procedures to maintain records on employees and on human resource related programs and activities including worker's compensation administration
- Monitor compensation administration and recommend changes to existing programs to meet marketplace competitive objectives
- Manages the Employee Assistance Program provider
- Keep current on State and Federal statutes and guidelines, which may impact the Library's Human resources practices
- Coordinate Library Wide staff training initiatives and programs
- Coach management team in utilizing current and effective supervisory and staff evaluation tools
- Manage general continuing education opportunities for all levels of staff library
- Keeps abreast of current community and library trends by reading community information, attending meetings and activities, including keeping updated through print or electronic news feeds

- Promotes the library through best practices
- Promotes safety among co-workers and clearly communicates its importance to patrons and staff
- Performs other duties as assigned

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge of principles and practices of human resources management
- Integrity in working with employees and handling confidential information
- Considerable ability to work with people of all ages in a friendly, approachable, and tactful manner
- Ability to work independently and with a minimum of supervision
- Knowledge of federal, state and local employment laws
- Knowledge of staff training and development
- Ability to handle multiple tasks efficiently
- Ability to deal in a calm, positive manner with staff and patrons of a diverse background
- Ability to read, write and communicate fluently in English
- Ability to speak effectively in public
- Experience in current technology including Microsoft Office and Google Suite
- Ability to be a team player
- Ability to attend meetings outside the library
- Ability to reach, bend and lift
- Hand/finger dexterity sufficient to use a computer
- Visual acuity to read fine print and numbers

QUALIFICATIONS:

- Bachelor's degree in Business Administration or Human Resources. Relevant certification preferred
- Minimum of three years Human Resource management experience
- Must be willing to work evenings and weekends
- Valid driver's license and ability to meet the library's policy for driving on library business



MyPC Easy Booking

**Complete Print Management
Library Print Edition**

**Payment Kiosk
Coin, Bill, Credit Card & Card**

Quotation Date

August 15, 2018

Valid for 60 Days

Quote # MS8152018OPPL



MYPC and Print Management w/(3) Coin/Bill/Credit Card Kiosks and (3) Point of Sale Solutions

ACKNOWLEDGE TO: Orland Park Public Library 708-428-5167		CUSTOMER CONTACT: Ian Lashbrook Digital Services Manager		
BILL TO: Orland Park Public Library 14921 Ravinia Avenue Orland Park, IL 60462		SHIP TO: Orland Park Public Library 14921 Ravinia Avenue Orland Park, IL 60462		
Customer:		Reference No.		
Existing	New	PO No.	Order Subject to Applicable Sales and Use Taxes.	
X		Sales Rep: Mick Smith		
Requested Delivery Date:		Requested Method of Shipment: Standard UPS Ground		
		Non-Taxable		
		Exempt No.		
Product No.	Qty	Description	Unit Price	Gross Amount
MyPC Base	1	MyPC Software Licenses - Base License	\$ 1,995.00	\$ 1,995.00
MyPC -ADD	36	MyPC Migration Workstation License	\$ 19.00	\$ 694.00
MyPC-ASM-IMWS	1	MyPC Software Maintenance (12 Months)	\$ 551.00	\$ 551.00
TBS-ILS-CL	1	TBS ILS Connector Licenses	\$ 795.00	\$ 795.00
PCUT-MF	1	PaperCut MF - Library Edition (Main Location)	\$ 898.00	\$ 898.00
PCUT-CCC	3	Cartadis cPad Connection Licences	\$ 75.00	\$ 225.00
PCUT-CVL	3	Cartadis cPad Value Loader Release Modules	\$ 330.00	\$ 990.00
PCUT-UAS	1	Upgrade assurance and support (12 months)	\$ 424.00	\$ 424.00
TBS KIOSK CC	1	TBS Kiosk Cpad W/Coin, Bill and Credit Card for Print Release	\$ 3,795.00	\$ 3,795.00
BSA-KIOSK	1	Annual Maintenance (1st 12 months Included)		Included
KRFK-CPAD	2	Cpad Retro Kit to add to an existing Tower	\$ 1,195.00	\$ 2,390.00
KRFK-BAR CODE	2	Bar Code Retro Kit to add to an existing Tower	\$ 265.00	\$ 530.00
KRFK-CREDIT CARD	2	Credit Card Retro Kit to add to an existing Tower	\$ 695.00	\$ 1,390.00
MAGNA POS LM	1	Location Manager for the Building for Central Consolidation/Audit	\$ 850.00	\$ 850.00
MAGNA POS	3	Library Edition Software per PC (Using existing PC's)	\$ 895.00	\$ 2,685.00
MAGNA POS D	3	Cash Drawers (using existing Scanners and Receipt Printers)	\$ 199.00	\$ 597.00
MX915	3	Verifone MX-915 Credit Card Terminal Monthly Fee (\$42.75 each)		See Attached
BSA-MAGNA	1	Annual Maintenance (1st 12 months Included)		Included
			Sub-Total	\$ 18,809.00
			Professional Services- Includes Both Remote and On-Site Installation and Training	\$ 2,100.00
			Total Purchase Price	\$ 20,909.00
5 Year Lease Option (Includes all maintenance) for (5) Annual Payments of <input type="checkbox"/> \$8,619.90 (\$6,758.70 + Monthly CC \$1,861.20)				
Requirements: A PC, scanner and receipt printer is required for each of the POS systems. Merchant processing transaction fees and flat monthly processing fees are not reflected on this quote.				
Notes: There is an \$8.95 monthly charge for each Credit Card terminal on the Print Release Kiosk Towers. If purchased , Annual Maintenance for Each Tower is \$595, plus \$200 for each Cpad, PaperCut \$254, MyPC \$812, POS \$720. If Leased all maintenance for entire term is included.				

BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES
Customer:

TODAY'S BUSINESS SOLUTIONS

By: Mick Smith

Director of Sales

By: _____

Authorized Signature
Title _____ Date _____

Today's Business Solutions Inc.
7820 S Quincy St., Willowbrook, IL 60527
Phone: 630-537-1370
Fax: 630-537-1369

Terms and Conditions

1. Freight Prepaid
2. This price quote is good for 40 days from the date of this quotation
3. TERMS are Net 30 days from the date of shipment (not installation)
4. Lead-time is 6-8 weeks
5. Equipment remains TBS Inc. property until payment is received

Please email purchase orders to: orders@singlecard.com
Include the TBS Quote # on your purchase order.

September 17, 2018

Stephana Przybylski
Human Resources Director
Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, IL 60462

Dear Ms. Przbylski:

Per our visit on September 10, 2018 with the Village Manager and you regarding the Village's decision to no longer include the Library employees on the Village of Orland Park's health benefit plan, Orland Park Public Library is hereby notifying you of our termination from the Village of Orland Park medical, dental, vision and group life insurance offerings effective at 11:59:59 P.M. on December 31, 2018.

Based upon our termination from the Village of Orland Park medical, dental, vision and life insurance current plans, the Orland Park Public Library would like to confirm claims processing for any medical, dental, vision and group life services incurred prior to January 1, 2019 that were not paid prior to the termination date.

Any claims incurred prior to January 1, 2019 will continue to be paid through Village funds that were established under the self-funding arrangement through our monthly premium payments for 2018 and prior years. To make sure we are clear, this will include any medical, dental, vision or group life claims submitted before or after January 1, 2019 as long as the claims incurred date was on or before December 31, 2018. Consistent with the past custom and practice for all of the years the Library employees have been on the Village of Orland Park's health benefit plan, Orland Park Public Library will not be responsible for any reimbursement of the payment of these claims to the Village of Orland Park.

Again, consistent with past custom and practice, these 'run-off' cost will be the full responsibility of the Village of Orland Park, which we understand the village will be covered under its stop gap insurance on its current medical, dental, vision and group life offerings.

Any claims incurred dated January 1, 2019 or after will be the responsibility of the Library through the use of its own medical, dental, vision and group life insurance policies that come into effect as of that date.

This letter will serve as official notice that we are no longer participating in the Village of Orland Park Medical, Dental, Vision and Life plans as of December 31, 2018. In addition, we expect

that the Village of Orland Park will communicate this to the appropriate medical, dental, vision and group life carriers in advance of that date that the Library will no longer be participating in the village plan at 11:59:59 P.M. on December 31, 2018.

The Library thanks you for the past years of partnership under these health plans, and wishes you the best in future endeavors.

Sincerely,

Christian Bareclona,
President, Board of Library Trustees

Cc: Joseph LaMargo, Village Manager

DRAFT

**CORRESPONDENCE RECEIVED FROM AUGUST 21, 2018 THROUGH
SEPTEMBER 17, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

**Email received by the Library Board of Trustees on 9/1/18 from Garlick Litigation re:
Posting FOIA Log.**