

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
October 15, 2018 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES FROM SEPTEMBER 17, 2018—FOR ACTION**

**D. INTRODUCTION OF VISITORS**

Michael Barnes, Architect  
Lisa Schmidt, Wight & Co.  
John Lucas, Wight & Co.

**E. PUBLIC COMMENT**

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

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

**G. LIBRARIANS' REPORT/STAFF REPORTS**

**H. COMMITTEE REPORTS**

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

**I. UNFINISHED BUSINESS**

1. Renovation project - For Discussion
2. 2019 Budget and Levy— For Discussion

**J. NEW BUSINESS**

1. Revision to the Circulation Policy – For Action  
*Motion to approve the revision to the Circulation Policy*
2. Approval of the Carson's Redevelopment-Tax Abatement Agreements –For Action  
*Motion to approve the Carson's Redevelopment-Tax Abatement Agreements*

3. Approval of the purchase of a new vehicle for the use of maintenance and snow plowing in the amount not to exceed \$50,000 and to authorize the Library Director to select the vehicle and to take all steps necessary to complete the purchase– For Action

*Motion to approve the purchase of a new vehicle for the use of maintenance and snow plowing in an amount not to exceed \$50,000 and to authorize the Library Director to select the vehicle and to take all steps necessary to complete the purchase.*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 17, 2018

The meeting was officially called to order by Joanna Leafblad, Vice President at 7:02 p.m.

## Call To Order

Members present: Joanna Leafblad, Vice President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee;

## Roll Call

Members absent: Christian Barcelona, President; Elan Kleis, Secretary; Charles McShane, Trustee

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; Andy Masura, Adult Services Manager

Treasurer Jennings motioned to approve the August 20, 2018 minutes. Trustee Healy seconded. No discussion.

## Minutes

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

Motion passed. 4 ayes, 0 nays, 3 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Treasurer Jennings motioned to approve the September 10, 2018 Special meeting minutes. Director Weimar pointed out the misspelling of Trustee Healy's name on page two of the minutes. No further discussion.

## Treasurer's Report

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Healy motioned to accept the Treasurer's Report for August 2018. Treasurer Jennings seconded. Trustee McMillan asked for confirmation that the under budget amount indicated in the General Fund Activity report for Total Expenditures could be earmarked for the roofing improvement project. Finance Manager Kimmey confirmed the amount was able to be used.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee McMillan motioned to accept the payment of bills listing from 8/21/18-9/17/18. Trustee Healy seconded. Trustee McMillan asked about the payment to Current Technologies Corporation. Director Weimar said the payment was for the 50% deposit for the outdoor camera upgrade project which should be completed by the end of September. Weimar explained CTC deducts consultant hours as they are used and any used consultant fees roll over to the next year. IT plans to use less consulting in the future. Trustee McMillan inquired about the Trane invoice. Assistant Director Adamowski confirmed the payment was for the 2018-2019 maintenance agreement for the system's software and hardware and the cost is slightly higher than last year.

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

Motion passed. 4 ayes, 0 nays, 3 absent

The circulation statistics increased 3% overall. All of the electronic circulation statistics are steadily increasing as well.

## **Librarian's Report**

Director Weimar stated the hiring process for Public Information Manager is in its final stages and second interviews have been scheduled for this week. She hopes to make a decision by Friday and have the position filled by the end of October. She would like the final candidate to give their current work place a one month notice. Director Weimar thanked Graphics Artists Kristen Holding and Maurya Orr, as well as Information Clerk Chris Schultz for handling the day-to-day operations this past month. They all did a great job. The evaluation process using the Performance Management Guide is almost finished. Trustee Healy asked Adult Services Manager Masura how the process has worked for him. Masura stated he has had little turnover of staff and he expects to tweak the evaluation process for next year which will make it easier to conduct.

The three unsuccessful bidders were notified on September 11 of the bid award for the roofing improvement project. Architect Mark Nelson has been in touch with Anthony Roofing to get the project started. Anthony Roofing has requested a site visit to do some exploratory work regarding the type of fasteners needed for the cover board.

Over the Labor Day weekend the AAON unit developed condensation which resulted in wet ceiling tiles and flooring in Room 104 corridor. This has never happened before but Steve believes it occurred because of the hot weather and build-up of humidity during that weekend and the days preceding it.

The air handler in the basement stopped functioning but Steve was able to troubleshoot the problem and replaced the shafts and bearings.

On Wednesday and Thursday of last week there was a battery failure of the fire alarm system which

sent a notification to the Orland Fire Protection District. Steve located the batteries that were malfunctioning in the janitorial closet and replaced them. The batteries had previously been changed three years ago. Maintenance will spot check them on an annual basis going forward.

On Thursday, September 13 the library’s StoryWalk officially opened. The collaborative effort was a long time coming but the Orland Park community will have this awesome reading adventure to enjoy for a very long time. Graphics Designer Kristen Holding sent out a news blast to over 19,000 email addresses and bookmarks have been created and are being distributed at Patron Services, as well as all service desks.

Brandon of One-Up Signs has received the library’s signed estimate for the banner project in the library’s parking lot. Kristen Holding has created two banner designs: one which highlights the library’s logo, and the other which announces the library’s AIA award as one of Illinois’ 200 Great Places. There will be 16 double-sided, full color vinyl banners on 8 light poles adjacent to Ravinia Avenue, as well as the center ones on the lot. The banner with the logo imprinted on it will remain displayed at all times, while the other banner will be changed out as the library decides what different program or service should be advertised. Brandon is in the process of ordering the hardware needed and it is hoped that this project will be completed by mid- to late October.

The Friends of OPPL had a very successful Fall Extravaganza Book Sale on Saturday, September 8. They were able to sell books and AV materials at reduced prices and made a considerable amount more than last year’s sale. The Friends are holding a board meeting on Tuesday, September 25 at 3 p.m. at which time they will be voting for new officers. If you know of anyone who may be interested in serving on the Friends Board, please let them know about the meeting and the great work they do for the library.

Trustee McMillan asked if the poles on Ravinia Avenue would be used to display the banners. Assistant Library Director Adamowski stated that the light poles adjacent to Ravinia Avenue within the library’s parking lot, as well as the center ones in the lot would have the banners mounted on them.

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**

Approval of the Minutes from the August 29, 2018 Meeting of the Personnel Committee – For Action

**Personnel**

Trustee McMillan motioned to approve the August 29, 2018 Meeting of the Personnel Committee minutes. Treasurer Jennings seconded.

Treasurer Jennings reviewed the Personnel Committee meeting recommendations and discussion ensued. Trustee McMillan thanked Treasurer Jennings for doing such a great job. Treasurer Jennings reported the recommended salary schedule for 2019 would reflect a 2% adjustment to keep the previously approved benchmarking on track. The new evaluation tool implemented this year for the first time will determine staff merit raises for 2019. The committee recommends that raises range from 0% for an employee who is underperforming, to 4% for those who have exceeded expectations on a consistent level. A solid performer staff member would receive a 2.5% increase with the competencies used as a guide for further percent increases or decreases. This amount is .5% higher than the salary schedule guideline so employees hired later wouldn’t be making the same amount as an employee who are already on staff. Those employees hired after May 1 will not receive a raise until 2020. Trustee McMillan asked how the month of May was decided to be the cutoff point. Director Weimar stated this year’s evaluations were based on a shorten evaluation time frame of January to August. Managers will now have a full year to evaluate staff beginning September 2018—August 2019. Finance Manager Kimmey mentioned this is also the final year of the salary gap adjustments that some employees will receive.

The library was officially notified that it will no longer be part of the Village health insurance plan. Director Weimar, Finance Manager Kimmey and Assistant Library Director Adamowski worked with three different brokers to evaluate the various insurance options. Out of the three brokers, Assurance came back to the Library with the best quote and medical insurance would be provided through Blue Cross/Blue Shield. Trustee McMillan commended Administration on doing a great job of taking the initiative to secure insurance options for the staff and their families. There will be an increase of 2% in what the employee would pay for the HSA, BCO and PPO. The employee would then pay 5%, 12% and 30% for the total cost for the HSA, BCO and PPO plans respectively. The HMO option would remain the same at 10% of the total cost to be paid by the employee. Employees going forward in 2019 will contribute 5% toward the vision and dental portion, there will be no cost for basic life insurance for employees.

Director Weimar recommended the hiring of a part-time, IMRF eligible, Human Resource position. She stated this position would assist with the onboarding process, as well as the additional handling of the insurance coverage, explanation of benefits and FMLA. Human Resource positions within public libraries is becoming a necessity.

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

Motion passed. 4 ayes, 0 nays, 3 absent.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

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

New Business

Treasurer Jennings motioned to approve the Illinois Library Association annual dues (2018-2019) for the Library Trustees in the amount of \$75 each. Trustee McMillan seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the 2019 Salary Schedule – For Action

Treasurer Jennings motioned to approve the 2019 Salary Schedule with a 2% increase across the board. Trustee McMillan seconded.

The motion was approved as amended. No further discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

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

Trustee McMillan motioned to approve staff salaries for 2019 based on a merit raise performance system with the range of merit increase percentages of 0% to 4% and new employees hired after May 1, 2018 will not be considered. Trustee Healy seconded.

The motion was approved as amended. No further discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

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

Trustee Healy motioned 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. Trustee McMillan seconded.

Trustee McMillan wanted to know when open enrollment would be for the new library health insurance plan. Finance Manager Kimmey said he is in the process of working out a plan to have open enrollment occur between late October to mid-November. Insurance coverage would take effect January 1, 2019.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Benefit Cost Allocation for 2019 – For Action

Trustee McMillan motioned to approve the Benefit Cost Allocation for 2019. Trustee Healy seconded.

Trustee Healy commented she was pleased employees will be contributing a higher percentage towards their health insurance coverage.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Library Director's 2019 salary with a merit increase of 4% - For Action

Treasurer Jennings motioned to approve the Library Director's 2019 salary with a merit increase of 4%. Trustee McMillan seconded.

Trustee McMillan said he thinks Director Weimar is very passionate about libraries and her work and she should continue her passion, especially by staying out in the community. Vice President Leafblad shared a story about how she was present at a gathering and a neighbor was discussing all of the different programs and services the library has to offer. The neighbor was very excited about all of the great things at the library. Trustee McMillan also mentioned there is great teamwork among the managers and their staff.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval to create a Human Resource 20 hour part-time position in 2019 – For Action

Treasurer Jennings motioned to approve creating a Human Resource 20 hour part-time position in 2019. Trustee McMillan seconded.

Trustee McMillan asked why this was a non-exempt position. Director Weimar said this position, at this time, will not manage staff. However, if the position does go to full time status in the future it will then be changed to an exempt position. Finance Manager Kimmey said a lot of libraries similar in size to the Orland Park Public Library have a full-time Human Resources person. A part-time Adult Services Reference 1 position was not filled to help pay for the Human Resources position. Trustee Healy expressed concern about having such a sensitive position be part-time. The job ad will be posted in November and the position is expected to begin in January 2019.

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

Motion passed. 4 ayes, 0 nays, 3 absent

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

Trustee Healy motioned 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. Trustee McMillan seconded.

Director Weimar and Digital Services Manager Lashbrook discussed how EnvisionWare was the company the library has contracted with for the self-checkout hardware and software, PC Reservation software which allows access to public computers, and print release stations with fine payment capability. Since 2013 there has been a steady decline in customer service which has impacted service to library patrons. Beginning in late May there was an issue involving Verifone's upgraded software that would not allow library patrons to make fine payments using their MasterCard credit and debit cards. Digital Services Manager Lashbrook made numerous attempts to work with Envisionware to fix the problem but they were very unresponsive. The problem was finally reconciled in early September. Lashbrook has met with sales representatives from Today's Business Solutions to discuss their products. Director Weimar mentioned the library met with TBS about eighteen months ago to discuss wireless printing solutions but decided to remain with Envisionware's product because the library already had the software available. Patron Services Manager Hildebrand stated she prefers TBS's products, in particular the cash drawers that will be used at the Circulation Desk. The software will be installed on the PCs at the desk allowing for three cash drawers to be used for payment transaction, thus eliminating the need for a cash register. There will be better staff accountability as the employees will need to sign in to use the drawers. Hildebrand will be able to go back to the point of sale if necessary and custom inventory reports are able to be generated. The contract with TBS will cover MYPC and print management with three payment kiosks and three point of sales solutions. There is a five year lease option, as well. The three coin boxes purchased through Envisionware will be repurposed and supported by TBS. Dan McMillan questioned if it is more beneficial to lease than buy. Digital Services Manager Lashbrook said he felt more comfortable leasing since he wouldn't be able to



fix these types of machines. He thought the lease would for the most part be through TBS directly and also mentioned the owner lives in Orland Park so he felt very certain the library would receive great service. Director Weimar mentioned PC compliance and credit card updates will be handled by TBS. Digital Services Manager Lashbrook also mentioned since TBS works on an independent cellular network their services will be much more reliable and safer for credit card transactions. Currently the transactions are running through the library's fire wall. Lashbrook mentioned the library will receive a full refund for the credit card readers from Envisionware and that TBS will hold off its first payment until January 2019. Both Director Weimar and Digital Services Manager emphasized TBS is a more reliable company that will be able to offer strong customer service to the library.

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

Motion passed. 4 ayes, 0 nays, 3 absent

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

Trustee McMillan motioned 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. Treasurer Jennings seconded.

Trustee McMillan asked if this was a Section 125 Plan. Finance Manager Kimmey said it was a Section 125 Plan and it reduces employees' net costs by making payments pre-tax, which will also reduce the FICA costs for the library. Trustee Healy asked about short-term disability. Finance Manager Kimmey said short-term disability will continue to be offered through IMRF.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of a letter to the Village of Orland Park in regards to no longer being included in their insurance benefit plan– For Action

Trustee McMillan motioned to approve as a letter as amended by Attorney Dennis Walsh to the Village of Orland Park in regards to no longer being included in their insurance benefit plan. Trustee Healy seconded.

Trustee McMillan commended the letter and how well it spelled everything out so clearly, especially the claims incurred section. Vice President Leafblad said it is very important that we are making it very clear. Trustee Healy asked about employees with pre-existing conditions. Director Weimar said since the new plan is fully funded no one can be turned down due to having a pre-existing condition. Finance Manager Kimmey said we will be grouped within a BlueCross/BlueShield small business pool for businesses with full-time employees of 50 or less. He also mentioned BlueCross/BlueShield is putting in benchmarks so our rates should be somewhat capped for 2020. Discussion continued about who should sign the letter and it was decided that the Board President should sign since it is the board who approves the budget. Vice President Leafblad asked what happens if they don't agree to the letter. Attorney Walsh will craft amended wording for the letter to be sent to the Village on September 18 after President Barcelona signs it.

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

Motion passed. 4 ayes, 0 nays, 3 absent

A five minute break was taken at this point of the meeting from 8:20 - 8:25 p.m.

FY2019 Budget and levy – For Discussion

Finance Manager Kimmey distributed spreadsheets that will help keep trustees current with the trend of library revenues this year. There were four income line items in which the budget probably would not be hit. There were some unexpected tax refunds in July 2017 in the amount of \$78,000. Since more and more businesses are going with PTAB's the library may come up \$150,000 short on taxes on the budget. Trustee McMillan asked about the increase amount in tax levy and Finance Manager Kimmey said 4% is what was being recommended at this point. He also mentioned Interest income was lowered somewhat from the last budget draft and some more changes may occur before the next board meeting. Director Weimar and Assistant Director Adamowski will apply for a Live and Learn grant to apply toward the cost for the final portion of the roofing improvement. She also mentioned \$10,000 was moved from Electronic Databases and put into the Library Consultant line. Trustee Healy remembered back in 2014 there was a significant tax levy increase.

**Unfinished Business**

Trustee Healy asked about a recent FOIA that the library received and Assistant Director Adamowski said she called GovQA and they have adjusted the front page of the library's portal so the name of the requestor is not displayed. Director Weimar said the library will reconsider renewing the GovQA contract since it isn't required and will help save funds. Trustee McMillan wanted to point out how the staff statistics keep going up, referring to the Adult Services Board Report, and how important it was to have great staff members and to keep up the good work.

**Announcements**

Trustee Healy motioned to adjourn the meeting and it was seconded by Treasurer Jennings.

**Adjournment**

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 8:53 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 September 30, 2018**

**Revenues**

Tax Revenues are at 96.4% 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 97.3% of year-to-date budget.

**Expenditures**

**Total Expenditures** were \$ 64,877 under budget for the month and \$ 637,476 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 18,763 for September and \$ 77,570 under budget on a year-to-date basis. There are a few open positions at this time.

**Audio Visual Materials** is over budget by \$ 2,405 for the month, but under budget on a year-to-date basis.

**Legal** is over budget by \$ 3,911 for September, but under budget on a year-to-date basis.

**Water and Sewer** is over budget by \$ 1,759 for the month, but under budget on a year-to-date basis.

**Automation - Equipment** is over budget by \$ 5,880 for September and over budget on a year-to-date basis.

**Association Dues & Fees** is over budget by \$ 553 for the month, but under budget on a year-to-date basis.

**Printing** is over budget by \$ 974 for September and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	145,557	0	71,918		217,475
Cash - Marquette E-Commerce	5,617				5,617
PMA Financial Investments	7,393,426	1,187,226		2,172,963	10,753,614
Tax Receipts - Marquette	37,639			1,689	39,328
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	62,269	4,038		13,385	79,692
Property Taxes Receivable	141,814			13,357	155,171
Prepaid Expenses	165,046				165,046
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>7,951,669</u></b>	<b><u>1,293,769</u></b>	<b><u>71,918</u></b>	<b><u>2,201,393</u></b>	<b><u>11,518,749</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	375	0	0	0	375
Garnishment W/H Payable	100	0	0	0	100
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	141,814	0	0	13,357	155,171
Accounts Payable	35,793	0	0	0	35,793
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	48,322	48,322
<b>Total Liabilities</b>	<b><u>178,082</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>61,679</u></b>	<b><u>239,761</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,186,678</b>	<b>1,081,040</b>	<b>70,379</b>	<b>580,512</b>	<b>7,918,609</b>
<b>Fund Balance - Nonspendable</b>	<b>164,546</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,546</b>
<b>Fund Balance - Restricted by Donors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,597</b>
<b>Fund Balance - Restricted by Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between Funds</b>	<b>-200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,608,766</u></b>	<b><u>12,729</u></b>	<b><u>1,539</u></b>	<b><u>1,559,203</u></b>	<b><u>3,182,237</u></b>
<b>Ending Fund Balance</b>	<b><u>7,773,587</u></b>	<b><u>1,293,769</u></b>	<b><u>71,918</u></b>	<b><u>2,139,714</u></b>	<b><u>11,278,988</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>7,951,669</u></b>	<b><u>1,293,769</u></b>	<b><u>71,918</u></b>	<b><u>2,201,393</u></b>	<b><u>11,518,749</u></b>

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

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	23,886	443,750	5.38%	5,131,186	3,993,750	96.36%	5,325,000
Impact Fees	-	833	0.00%	3,625	7,500	36.25%	10,000
Replacement Taxes	-	1,667	0.00%	11,857	15,000	59.29%	20,000
State Grants	-	3,333	0.00%	73,272	30,000	183.18%	40,000
Non Resident Fees	215	417	51.53%	1,295	3,750	25.91%	5,000
Fines	5,266	4,583	114.91%	46,771	41,250	85.04%	55,000
Gifts	175	833	21.01%	4,517	7,500	45.17%	10,000
Copy Machine	1,041	1,000	104.08%	10,444	9,000	87.03%	12,000
Interest Income	19,977	3,833	521.17%	93,102	34,500	202.40%	46,000
Miscellaneous Income	569	750	75.80%	6,727	6,750	74.74%	9,000
<b>Total Revenues</b>	<b>51,128</b>	<b>461,000</b>	<b>11.09%</b>	<b>5,382,796</b>	<b>4,149,001</b>	<b>97.30%</b>	<b>5,532,000</b>
<b>Expenditures</b>							
Salaries	203,059	221,822	91.54%	1,918,823	1,996,393	72.09%	2,661,859
Salaries-Maintenance	9,623	10,295	93.48%	90,925	92,656	73.60%	123,541
Life/Health Insurance	36,830	43,333	84.99%	359,019	390,000	69.04%	520,000
Books	24,800	30,667	80.87%	207,175	276,000	56.30%	368,000
Electronic Databases	6,357	8,167	77.84%	56,867	73,500	58.03%	98,000
Periodicals	2,748	3,250	84.57%	26,834	29,250	68.81%	39,000
Audio Visual Materials	15,738	13,333	118.04%	119,554	120,000	74.72%	160,000
Audio Visual Equipment	-	63	0.00%	0	563	0.00%	750
Book Rebinding	-	0	0.00%	0	0	0.00%	0
Accounting	118	1,021	11.56%	7,438	9,188	60.72%	12,250
Insurance	4,215	4,292	98.20%	37,461	38,625	72.74%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	15,035	18,000	62.65%	24,000
Building Maintenance	21,812	40,417	53.97%	133,185	363,750	27.46%	485,000
Security System	1,217	6,250	19.47%	22,313	56,250	29.75%	75,000
Library Office & Equipment	-	63	0.00%	185	563	24.65%	750
Legal	10,161	6,250	162.58%	34,024	56,250	45.37%	75,000
Library Consultant	-	1,333	0.00%	3,250	12,000	0.00%	16,000
Electricity	-	0	0.00%	0	0	0.00%	0
Water & Sewer	2,592	833	311.21%	7,467	7,500	74.67%	10,000
Natural Gas	379	3,292	11.53%	17,972	29,625	45.50%	39,500
Telephone	856	750	114.13%	5,559	6,750	61.77%	9,000
Purchase - New Equipment	-	1,250	0.00%	0	11,250	0.00%	15,000
Building & Custodial Supplies	3,612	3,125	115.58%	25,801	28,125	68.80%	37,500
Building Repairs	22	1,500	1.46%	3,095	13,500	17.20%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,340	1,500	89.31%	10,814	13,500	60.08%	18,000
Machine Rental	-	200	0.00%	699	1,800	29.13%	2,400
Automation - Equipment	12,047	6,167	195.35%	57,841	55,500	78.16%	74,000
Automation - Line Costs	293	458	64.04%	2,644	4,125	48.08%	5,500
Automation - Consultant	4,329	6,250	69.26%	51,773	56,250	69.03%	75,000
Automation - Maintenance	7,515	7,500	100.20%	60,229	67,500	66.92%	90,000
Library Furniture	2,378	3,333	71.35%	4,299	30,000	10.75%	40,000
Outreach Services	304	625	48.64%	7,069	5,625	94.26%	7,500

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

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	375	667	56.22%	1,719	6,000	21.49%	8,000
Staff Training & Education	2,051	2,000	102.54%	13,077	18,000	54.49%	24,000
Conference Fees	325	500	65.00%	3,445	4,500	57.42%	6,000
Patron Programs & Events	3,906	3,583	109.01%	36,016	32,250	83.76%	43,000
Association Dues & Fees	1,136	583	194.91%	3,280	5,250	46.86%	7,000
Public Information	3,490	3,333	104.71%	27,871	30,000	69.68%	40,000
Library Supplies	190	3,750	5.07%	21,323	33,750	47.39%	45,000
Office Supplies	214	500	42.73%	2,522	4,500	42.03%	6,000
Postage	500	1,167	42.84%	9,769	10,500	69.78%	14,000
Printing	1,557	583	267.05%	10,017	5,250	143.10%	7,000
Contingency	-	0	0.00%	0	0	0.00%	0
Contribution to IMRF	18,987	20,250	93.76%	176,361	182,250	72.58%	243,000
Contribution to FICA	15,889	17,750	89.52%	150,401	159,750	70.61%	213,000
Audit	1,085	1,029	105.46%	8,544	9,263	69.19%	12,350
Liability Ins.-D&O,Bonds,WC	2,369	4,750	49.87%	22,012	42,750	38.62%	57,000
Unemployment Compensation	-	337	0.00%	0	3,000	0.00%	4,000
Bank Charges	100	50	200.00%	321	450	53.51%	600
<b>Total Expenditures</b>	<b>425,294</b>	<b>490,171</b>	<b>86.76%</b>	<b>3,774,030</b>	<b>4,411,506</b>	<b>64.16%</b>	<b>5,882,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(374,166)</b>	<b>(29,171)</b>		<b>1,608,766</b>	<b>(262,499)</b>		<b>(350,000)</b>
<b>Interfund Transfers In / (Out)</b>	<b>-</b>	<b>0</b>		<b>(200,000)</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(374,166)</b>	<b>(29,171)</b>		<b>1,408,766</b>	<b>(262,499)</b>		<b>(350,000)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended September 30, 2018

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<b>Revenues</b>						
Taxes	0	0	0	0	7,688	1,651,611
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	1,881	12,764	6	53	3,081	16,317
Capital Campaign	0	0	650	1,900	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,881</b>	<b>12,764</b>	<b>656</b>	<b>1,953</b>	<b>10,769</b>	<b>1,667,928</b>
<b>Expenditures</b>						
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	0	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	108,726
<b>Total Expenditures</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>414</b>	<b>12,081</b>	<b>108,726</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,881</b>	<b>12,729</b>	<b>656</b>	<b>1,539</b>	<b>-1,311</b>	<b>1,559,203</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,881</b>	<b>12,729</b>	<b>656</b>	<b>1,539</b>	<b>-1,311</b>	<b>1,559,203</b>

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	266609	09/13/2018		104341 · Audio Visual Materials - Youth	729.96
Bill	266835	09/14/2018		104341 · Audio Visual Materials - Youth	36.99
Bill	266949	09/14/2018		104341 · Audio Visual Materials - Youth	446.52
Bill	267317	09/19/2018		104340 · Audio Visual Materials - Adult	468.42
Bill	268253	09/26/2018		104340 · Audio Visual Materials - Adult	59.97
<b>TOTAL</b>					<b>2,374.02</b>
<b>Bill Pmt -Check</b>	<b>58219</b>	<b>09/28/2018</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-1,265.14</b>
Bill	64801382	09/05/2018		104310 · Books - Adult	208.73
Bill	64800402	09/05/2018		104310 · Books - Adult	29.59
Bill	64800403	09/05/2018		104310 · Books - Adult	30.39
Bill	64840530	09/06/2018		104310 · Books - Adult	79.17
Bill	64839637	09/06/2018		104310 · Books - Adult	27.99
Bill	64840520	09/06/2018		104310 · Books - Adult	27.99
Bill	64839794	09/06/2018		104310 · Books - Adult	24.79
Bill	64839569	09/06/2018		104312 · Books - Outreach	213.52
Bill	64839850	09/06/2018		104312 · Books - Outreach	25.59
Bill	64869553	09/07/2018		104312 · Books - Outreach	124.75
Bill	65020539	09/12/2018		104310 · Books - Adult	24.80
Bill	65144776	09/18/2018		104312 · Books - Outreach	74.38
Bill	65167371	09/19/2018		104312 · Books - Outreach	320.67
Bill	65169250	09/19/2018		104310 · Books - Adult	27.19
Bill	65187645	09/20/2018		104310 · Books - Adult	25.59
<b>TOTAL</b>					<b>1,265.14</b>
<b>Bill Pmt -Check</b>	<b>58220</b>	<b>09/28/2018</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-22.80</b>
Bill	PINV1600848	09/14/2018		104720 · Office Supplies	22.80
<b>TOTAL</b>					<b>22.80</b>
<b>Bill Pmt -Check</b>	<b>58221</b>	<b>09/28/2018</b>	<b>Grey House Publishing, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-5,661.00</b>
Bill	947549	09/18/2018		104315 · Electronic Databases	5,661.00
<b>TOTAL</b>					<b>5,661.00</b>
<b>Bill Pmt -Check</b>	<b>58222</b>	<b>09/28/2018</b>	<b>Home Depot Credit Services</b>	<b>101010 · Cash - Marquette</b>	<b>-166.73</b>



**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	8/28/18 Statement	09/01/2018		104530 · Building & Custodial Supplies	166.73
TOTAL					<u>166.73</u>
<b>Bill Pmt -Check</b>	<b>58223</b>	<b>09/28/2018</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-575.00</b>
Bill	151244	09/01/2018		104650 · Association Dues & Fees	100.00
Bill	151198	09/01/2018		104650 · Association Dues & Fees	100.00
Bill	145970	09/04/2018		104610 · Board Training & Education	75.00
Bill	150701	09/04/2018		104610 · Board Training & Education	75.00
Bill	150897	09/04/2018		104610 · Board Training & Education	75.00
Bill	150699	09/04/2018		104610 · Board Training & Education	75.00
Bill	150765	09/04/2018		104610 · Board Training & Education	75.00
TOTAL					<u>575.00</u>
<b>Bill Pmt -Check</b>	<b>58224</b>	<b>09/28/2018</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-8,296.56</b>
Bill	See Detail List	09/28/2018		104310 · Books - Adult	3,719.48
				104312 · Books - Outreach	408.34
				104311 · Books - Youth	4,168.74
TOTAL					<u>8,296.56</u>
<b>Bill Pmt -Check</b>	<b>58225</b>	<b>09/28/2018</b>	<b>Innovative Interfaces, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-3,400.00</b>
Bill	INV-INC 19641	09/24/2018		104580 · Automation - Maintenance	3,000.00
Bill	INV-INC 19640	09/24/2018		104580 · Automation - Maintenance	400.00
TOTAL					<u>3,400.00</u>
<b>Bill Pmt -Check</b>	<b>58226</b>	<b>09/28/2018</b>	<b>John P. Burke</b>	<b>101010 · Cash - Marquette</b>	<b>-108.14</b>
Bill	9/13/18	09/13/2018		104641 · Patron Programs & Events-Adult	108.14
TOTAL					<u>108.14</u>
<b>Bill Pmt -Check</b>	<b>58227</b>	<b>09/28/2018</b>	<b>Johnson Controls Security Solutions</b>	<b>101010 · Cash - Marquette</b>	<b>-436.05</b>
Bill	31166732	09/08/2018		104460 · Security System	169.05
Bill	31166705	09/08/2018		104460 · Security System	267.00

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						436.05
	Bill Pmt -Check	58228	09/28/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-225.00
	Bill	9/12/18	09/12/2018		104495 · Legal	225.00
TOTAL						225.00
	Bill Pmt -Check	58229	09/28/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-677.50
	Bill	9004926361	09/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	677.50
TOTAL						677.50
	Bill Pmt -Check	58230	09/28/2018	Krueger International, Inc.	101010 · Cash - Marquette	-2,378.00
	Bill	13930651	09/21/2018		104590 · Library Furniture	2,378.00
TOTAL						2,378.00
	Bill Pmt -Check	58231	09/28/2018	Mary K Weimar	101010 · Cash - Marquette	-58.68
	Bill	9/25/18	09/25/2018		104620 · Staff Training & Education	54.99
					104530 · Building & Custodial Supplies	3.69
TOTAL						58.68
	Bill Pmt -Check	58232	09/28/2018	Midwest Tape	101010 · Cash - Marquette	-2,334.13
	Bill	96400235	09/01/2018		104341 · Audio Visual Materials - Youth	258.71
					104311 · Books - Youth	38.85
					104340 · Audio Visual Materials - Adult	1,595.26
					104310 · Books - Adult	441.31
TOTAL						2,334.13
	Bill Pmt -Check	58233	09/28/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-74.97
	Bill	6298745	09/01/2018		104450 · Building Maintenance	74.97
TOTAL						74.97
	Bill Pmt -Check	58234	09/28/2018	Ollis Book Corporation	101010 · Cash - Marquette	-2,027.69

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	245708	09/24/2018		104311 · Books - Youth	33.90
Bill	245710	09/24/2018		104311 · Books - Youth	1,270.34
Bill	245704	09/24/2018		104311 · Books - Youth	209.22
Bill	245705	09/24/2018		104311 · Books - Youth	160.33
Bill	245706	09/24/2018		104311 · Books - Youth	119.60
Bill	245707	09/24/2018		104311 · Books - Youth	234.30
<b>TOTAL</b>					<b>2,027.69</b>
<b>Bill Pmt -Check</b>	<b>58235</b>	<b>09/28/2018</b>	<b>One Up Signs</b>	<b>101010 · Cash - Marquette</b>	<b>-3,215.00</b>
Bill	2018-6737	09/14/2018		104660 · Public Information	3,215.00
<b>TOTAL</b>					<b>3,215.00</b>
<b>Bill Pmt -Check</b>	<b>58236</b>	<b>09/28/2018</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-5,488.20</b>
Bill	04125CO18157283	09/04/2018		104310 · Books - Adult	84.00
Bill	04125DA18158080	09/04/2018		104310 · Books - Adult	60.00
Bill	04125CO18159188	09/05/2018		104311 · Books - Youth	209.75
Bill	04125CO18159043	09/05/2018		104310 · Books - Adult	1,848.33
				104340 · Audio Visual Materials - Adult	298.97
Bill	04125DA18163485	09/11/2018		104310 · Books - Adult	83.96
Bill	04125DA18163484	09/11/2018		104310 · Books - Adult	20.99
Bill	04125CO18164293	09/12/2018		104340 · Audio Visual Materials - Adult	69.99
Bill	04125CO18168572	09/18/2018		104340 · Audio Visual Materials - Adult	95.00
				104310 · Books - Adult	2,702.22
Bill	04125CO18171312	09/20/2018		104310 · Books - Adult	14.99
<b>TOTAL</b>					<b>5,488.20</b>
<b>Bill Pmt -Check</b>	<b>58237</b>	<b>09/28/2018</b>	<b>Paramont-EO, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-90.00</b>
Bill	S700772813.001	09/04/2018		104530 · Building & Custodial Supplies	90.00
<b>TOTAL</b>					<b>90.00</b>
<b>Bill Pmt -Check</b>	<b>58238</b>	<b>09/28/2018</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-157.50</b>
Bill	1081866835	09/07/2018		104342 · Audio Visual Materials-Outreach	33.75

Orland Park Public Library  
Check Detail  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1081866806	09/07/2018		104340 · Audio Visual Materials - Adult	33.75
Bill	1082070430	09/11/2018		104342 · Audio Visual Materials-Outreach	30.00
Bill	1082089072	09/14/2018		104342 · Audio Visual Materials-Outreach	60.00
TOTAL					157.50
Bill Pmt -Check	58239	10/01/2018	Philip Passen	101010 · Cash - Marquette	-250.00
Bill	10/11/18	10/11/2018		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt -Check	58240	09/28/2018	Quill Corporation	101010 · Cash - Marquette	-19.18
Bill	1206106	09/17/2018		104341 · Audio Visual Materials - Youth	47.95
TOTAL					47.95
Bill Pmt -Check	58241	09/28/2018	Recorded Books, INC	101010 · Cash - Marquette	-682.63
Bill	75942257	09/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75992471	09/01/2018		104340 · Audio Visual Materials - Adult	53.99
Bill	75994100	09/01/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75994146	09/01/2018		104340 · Audio Visual Materials - Adult	70.03
Bill	76001060	09/12/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76001068	09/12/2018		104340 · Audio Visual Materials - Adult	28.80
Bill	76000989	09/12/2018		104340 · Audio Visual Materials - Adult	28.80
Bill	76001891	09/14/2018		104340 · Audio Visual Materials - Adult	82.20
Bill	76002616	09/17/2018		104340 · Audio Visual Materials - Adult	35.95
Bill	76002455	09/17/2018		104340 · Audio Visual Materials - Adult	45.40
Bill	76003216	09/18/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	76003488	09/18/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	76003503	09/18/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76005385	09/21/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76005387	09/21/2018		104340 · Audio Visual Materials - Adult	31.50
TOTAL					682.63
Bill Pmt -Check	58242	09/28/2018	Sprint	101010 · Cash - Marquette	-229.74
Bill	336044821-165	09/01/2018		104520 · Telephone	229.74

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						229.74
	Bill Pmt -Check	58243	09/28/2018	Stephen Szabados	101010 · Cash - Marquette	-175.00
	Bill	10/16/18	09/28/2018		104640 · Patron Programs&Events-Outreach	175.00
TOTAL						175.00
	Bill Pmt -Check	58244	09/28/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-524.86
	Bill	6162	09/01/2018		104530 · Building & Custodial Supplies	183.53
	Bill	6177	09/10/2018		104530 · Building & Custodial Supplies	341.33
TOTAL						524.86
	Bill Pmt -Check	58245	09/28/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,611.01
	Bill	9/15/18 Statement	09/15/2018		104340 · Audio Visual Materials - Adult	6,134.73
					104341 · Audio Visual Materials - Youth	1,571.06
					104342 · Audio Visual Materials-Outreach	386.75
					104310 · Books - Adult	101.43
					104311 · Books - Youth	19.19
					104530 · Building & Custodial Supplies	15.98
					104642 · Patron Programs & Events-Youth	177.50
					104641 · Patron Programs & Events-Adult	94.79
					104640 · Patron Programs&Events-Outreach	77.00
					104570 · Automation - Equipment	398.65
					104550 · Lib. & Off. Eqpt Rep. & Maint	633.93
TOTAL						9,611.01
	Bill Pmt -Check	58246	09/28/2018	Trane U.S. Inc.	101010 · Cash - Marquette	-586.10
	Bill	4943538	09/01/2018		104530 · Building & Custodial Supplies	117.54
	Bill	4972370	09/06/2018		104530 · Building & Custodial Supplies	374.64
	Bill	4972421	09/06/2018		104530 · Building & Custodial Supplies	48.08
	Bill	4972446	09/06/2018		104530 · Building & Custodial Supplies	45.84
TOTAL						586.10
	Bill Pmt -Check	58247	09/28/2018	Village of Orland Park	101010 · Cash - Marquette	-192.70

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL	Bill	29449500	09/07/2018		104600 · Outreach Services	192.70
						<u>192.70</u>
	Bill Pmt -Check	58248	09/28/2018	Wight & Company	101010 · Cash - Marquette	-12,058.86
TOTAL	Bill	42402	09/01/2018		104450 · Building Maintenance	12,058.86
						<u>12,058.86</u>
	Bill Pmt -Check	58249	09/28/2018	William Pack	101010 · Cash - Marquette	-325.00
TOTAL	Bill	10/2/18	09/28/2018		104640 · Patron Programs&Events-Outreach	325.00
						<u>325.00</u>
	Bill Pmt -Check	58250	10/10/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
TOTAL	Bill	2231 2018	10/06/2018		104450 · Building Maintenance	80.00
						<u>80.00</u>
	Bill Pmt -Check	58251	10/10/2018	Apple Books	101010 · Cash - Marquette	-41.90
TOTAL	Bill	109085	09/01/2018		104311 · Books - Youth	41.90
						<u>41.90</u>
	Bill Pmt -Check	58252	10/10/2018	AT&T	101010 · Cash - Marquette	-93.99
TOTAL	Bill	9/12/18	09/12/2018		104575 · Automation - Line Costs	93.99
						<u>93.99</u>
	Bill Pmt -Check	58253	10/10/2018	Bal Industries	101010 · Cash - Marquette	-510.00
TOTAL	Bill	39697	09/21/2018		104450 · Building Maintenance	510.00
						<u>510.00</u>
	Bill Pmt -Check	58254	10/10/2018	Batteries Plus	101010 · Cash - Marquette	-43.90

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	277-P6522180	10/04/2018		104530 · Building & Custodial Supplies	43.90
TOTAL					<u>43.90</u>
Bill Pmt -Check	58255	10/10/2018	Bayscan Technologies	101010 · Cash - Marquette	<b>-768.00</b>
Bill	58177	10/01/2018		104710 · Library Supplies	768.00
TOTAL					<u>768.00</u>
Bill Pmt -Check	58256	10/10/2018	Blackstone Publishing	101010 · Cash - Marquette	<b>-65.85</b>
Bill	1042378	09/26/2018		104342 · Audio Visual Materials-Outreach	30.91
Bill	1043273	09/27/2018		104342 · Audio Visual Materials-Outreach	34.94
TOTAL					<u>65.85</u>
Bill Pmt -Check	58257	10/10/2018	Blue Cross Blue Shield of IL	101010 · Cash - Marquette	<b>-40,000.00</b>
Bill	Prepaid 2019 Health	10/01/2018		101230 · Prepaid Expenses	40,000.00
TOTAL					<u>40,000.00</u>
Bill Pmt -Check	58258	10/10/2018	Bob Trzeciak	101010 · Cash - Marquette	<b>-150.00</b>
Bill	10/25/18	10/25/2018		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					<u>150.00</u>
Bill Pmt -Check	58259	10/10/2018	Cardmember Service	101010 · Cash - Marquette	<b>-15,212.47</b>
Bill	September 2018	09/01/2018		104620 · Staff Training & Education	157.50
				104642 · Patron Programs & Events-Youth	84.97
				104620 · Staff Training & Education	17.89
				104530 · Building & Custodial Supplies	105.84
				104642 · Patron Programs & Events-Youth	6.98
				104341 · Audio Visual Materials - Youth	47.99
				104530 · Building & Custodial Supplies	71.63
				104710 · Library Supplies	48.95
				104642 · Patron Programs & Events-Youth	27.27
				104642 · Patron Programs & Events-Youth	26.34
				104530 · Building & Custodial Supplies	16.08

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104642 · Patron Programs & Events-Youth	69.38
				104340 · Audio Visual Materials - Adult	151.80
				104570 · Automation - Equipment	108.00
				104580 · Automation - Maintenance	538.00
				104620 · Staff Training & Education	17.89
				104341 · Audio Visual Materials - Youth	95.98
				104340 · Audio Visual Materials - Adult	19.92
				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37
				104570 · Automation - Equipment	382.37
				104341 · Audio Visual Materials - Youth	75.95
				104620 · Staff Training & Education	40.00
				104620 · Staff Training & Education	15.00
				104620 · Staff Training & Education	30.00
				104580 · Automation - Maintenance	650.10
				104620 · Staff Training & Education	90.00
				104321 · Periodicals - Youth	45.94
				104660 · Public Information	127.50
				104641 · Patron Programs & Events-Adult	199.95
				104620 · Staff Training & Education	206.14
				104620 · Staff Training & Education	23.16
				104530 · Building & Custodial Supplies	18.99
				104570 · Automation - Equipment	9,911.00
				104641 · Patron Programs & Events-Adult	38.43
				104620 · Staff Training & Education	220.00
				104340 · Audio Visual Materials - Adult	69.90
				104630 · Conference Fees	325.00
TOTAL					<u>15,228.95</u>
Bill Pmt -Check	58260	10/10/2018	Christopher Davis	101010 · Cash - Marquette	-450.00
Bill	10/19/18	10/19/2018		104640 · Patron Programs&Events-Outreach	450.00
TOTAL					<u>450.00</u>
Bill Pmt -Check	58261	10/10/2018	Comcast	101010 · Cash - Marquette	-321.21



**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	70628585	10/01/2018		104520 · Telephone	321.21
TOTAL					<u>321.21</u>
<b>Bill Pmt -Check</b>	<b>58262</b>	<b>10/10/2018</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-184.73</b>
Bill	65187648	09/20/2018		104310 · Books - Adult	25.59
Bill	65187073	09/20/2018		104310 · Books - Adult	25.59
Bill	65186611	09/20/2018		104312 · Books - Outreach	75.97
Bill	65320428	10/01/2018		104312 · Books - Outreach	27.19
Bill	65332186	10/02/2018		104310 · Books - Adult	30.39
TOTAL					<u>184.73</u>
<b>Bill Pmt -Check</b>	<b>58263</b>	<b>10/10/2018</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-167.86</b>
Bill	PINV1602893	09/19/2018		104720 · Office Supplies	63.92
Bill	PINV1608078	09/27/2018		104720 · Office Supplies	103.94
TOTAL					<u>167.86</u>
<b>Bill Pmt -Check</b>	<b>58264</b>	<b>10/10/2018</b>	<b>Grasso Graphics, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-1,556.88</b>
Bill	29691	09/27/2018		104740 · Printing	1,167.03
Bill	29692	09/27/2018		104740 · Printing	389.85
TOTAL					<u>1,556.88</u>
<b>Bill Pmt -Check</b>	<b>58265</b>	<b>10/10/2018</b>	<b>Home Depot Credit Services</b>	<b>101010 · Cash - Marquette</b>	<b>-328.59</b>
Bill	9/28/18 Statement	09/28/2018		104530 · Building & Custodial Supplies	328.59
TOTAL					<u>328.59</u>
<b>Bill Pmt -Check</b>	<b>58266</b>	<b>10/10/2018</b>	<b>Illinois State Police Services Fund</b>	<b>101010 · Cash - Marquette</b>	<b>-20.00</b>
Bill	8/31/18	09/01/2018		104495 · Legal	20.00
TOTAL					<u>20.00</u>
<b>Bill Pmt -Check</b>	<b>58267</b>	<b>10/10/2018</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-4,814.75</b>
Bill	See Detail List	10/09/2018		104310 · Books - Adult	3,007.28

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
				104312 · Books - Outreach	293.35
				104311 · Books - Youth	1,514.12
TOTAL					<u>4,814.75</u>
Bill Pmt -Check	58268	10/10/2018	John P. Hopkins	101010 · Cash - Marquette	-275.00
Bill	10/23/18	10/23/2018		104640 · Patron Programs&Events-Outreach	275.00
TOTAL					<u>275.00</u>
Bill Pmt -Check	58269	10/10/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-9,475.10
Bill	9/25/18	09/25/2018		104495 · Legal	9,475.10
TOTAL					<u>9,475.10</u>
Bill Pmt -Check	58270	10/10/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-28.29
Bill	9004970957	09/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	15.09
Bill	9004973994	09/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					<u>28.29</u>
Bill Pmt -Check	58271	10/10/2018	Lighting Supply Co.	101010 · Cash - Marquette	-132.99
Bill	V0321356	09/20/2018		104530 · Building & Custodial Supplies	132.99
TOTAL					<u>132.99</u>
Bill Pmt -Check	58272	10/10/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-392.38
Bill	82595	09/28/2018		104530 · Building & Custodial Supplies	392.38
TOTAL					<u>392.38</u>
Bill Pmt -Check	58273	10/10/2018	Mary G. Adamowski	101010 · Cash - Marquette	-25.61
Bill	Mileage Reimbursemt	10/10/2018		104620 · Staff Training & Education	25.61
TOTAL					<u>25.61</u>
Bill Pmt -Check	58274	10/10/2018	Michael C Barnes architect, llc	101010 · Cash - Marquette	-3,900.00

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1802	10/01/2018		104450 · Building Maintenance	3,900.00
TOTAL					<u>3,900.00</u>
Bill Pmt -Check	58275	10/10/2018	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
Bill	Postage	09/26/2018		104730 · Postage	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	58276	10/10/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
Bill	7015	10/01/2018		104450 · Building Maintenance	6,455.00
TOTAL					<u>6,455.00</u>
Bill Pmt -Check	58277	10/10/2018	Nicor Gas	101010 · Cash - Marquette	-379.42
Bill	8/20/18-9/19/18	09/19/2018		104517 · Natural Gas	379.42
TOTAL					<u>379.42</u>
Bill Pmt -Check	58278	10/10/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-75.15
Bill	6330777	10/01/2018		104450 · Building Maintenance	75.15
TOTAL					<u>75.15</u>
Bill Pmt -Check	58279	10/10/2018	OverDrive, Inc.	101010 · Cash - Marquette	-390.35
Bill	04125CO18176299	09/27/2018		104311 · Books - Youth	89.93
Bill	04125CO18177206	09/28/2018		104311 · Books - Youth	300.42
TOTAL					<u>390.35</u>
Bill Pmt -Check	58280	10/10/2018	Park Ace Hardware	101010 · Cash - Marquette	-75.76
Bill	9/30/18 Statement	09/30/2018		104530 · Building & Custodial Supplies	75.76
TOTAL					<u>75.76</u>
Bill Pmt -Check	58281	10/10/2018	Penguin Random House LLC	101010 · Cash - Marquette	-56.25

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1082318113	09/21/2018		104342 · Audio Visual Materials-Outreach	56.25
TOTAL					56.25
<b>Bill Pmt -Check</b>	<b>58282</b>	<b>10/10/2018</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-271.24</b>
Bill	75993751	09/01/2018		104340 · Audio Visual Materials - Adult	40.49
Bill	75994004	09/01/2018		104340 · Audio Visual Materials - Adult	39.97
Bill	76001641	09/13/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76001666	09/13/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75922556	09/25/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76010110	10/01/2018		104340 · Audio Visual Materials - Adult	82.80
TOTAL					271.24
<b>Bill Pmt -Check</b>	<b>58283</b>	<b>10/10/2018</b>	<b>Reliastar Life Insurance Company</b>	<b>101010 · Cash - Marquette</b>	<b>-2,550.00</b>
Bill	Sept'18 Contribution	09/17/2018		102160 · 457 Plan W/H Payable	2,550.00
TOTAL					2,550.00
<b>Bill Pmt -Check</b>	<b>58284</b>	<b>10/10/2018</b>	<b>Scott Kenemore</b>	<b>101010 · Cash - Marquette</b>	<b>-250.00</b>
Bill	10/30/18	10/30/2018		104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
<b>Bill Pmt -Check</b>	<b>58285</b>	<b>10/10/2018</b>	<b>Sprint</b>	<b>101010 · Cash - Marquette</b>	<b>-227.90</b>
Bill	336044821-116	09/30/2018		104520 · Telephone	227.90
TOTAL					227.90
<b>Bill Pmt -Check</b>	<b>58286</b>	<b>10/10/2018</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-1,034.91</b>
Bill	6184	09/17/2018		104530 · Building & Custodial Supplies	289.72
Bill	16713	09/19/2018		104530 · Building & Custodial Supplies	28.00
Bill	6210	09/22/2018		104530 · Building & Custodial Supplies	261.38
Bill	6234	10/01/2018		104530 · Building & Custodial Supplies	455.81
TOTAL					1,034.91
<b>Bill Pmt -Check</b>	<b>58287</b>	<b>10/10/2018</b>	<b>The Library Store, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-598.61</b>

**Orland Park Public Library**  
**Check Detail**  
September 18 through October 15, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	359899	10/03/2018		104710 · Library Supplies	598.61
TOTAL					<u>598.61</u>
Bill Pmt -Check	58288	10/10/2018	Village of Orland Park Water	101010 · Cash - Marquette	-2,592.35
Bill	190610	09/30/2018		104515 · Water & Sewer	2,592.35
TOTAL					<u>2,592.35</u>
Bill Pmt -Check	58289	10/10/2018	Zoobean	101010 · Cash - Marquette	-1,995.00
Bill	4302	10/01/2018		104315 · Electronic Databases	1,995.00
TOTAL					<u>1,995.00</u>
<b>Subtotal - Checks</b>					<b>\$163,706.07</b>
<b>Gross Payroll on 9/30/18</b>					<b>\$109,252.55</b>
<b>Payment to Village for IMRF/Insurance for September, 2018</b>					<b>\$67,165.46</b>
<b>Gross Payroll on 10/15/2018</b>					<b>\$103,509.99</b>
<b>Grand Total</b>					<b><u><u>\$443,634.07</u></u></b>

# Adult Services Board Report September 2018

## SERVICES/PROGRAMS/PROJECTS/CLASSES

UNWIND: Knit, Crochet, and Needlework Hangout 9/5; 2 adults

Writers Group 9/6; 9 adults

eBooks, eMagazines, eReaders 9/13, 9/18, 9/24; 4 adults

Five genre book discussions 9/13, 9/18, 9/19, 9/24, 9/27; 42 adults

DIY Craft: Rope Coasters 9/14; 9 adults

Bingo 9/15; 10 adults

## CONTINUING EDUCATION/MEETINGS ATTENDED

### Meetings & Cont. Ed. Tabulation Form

Adult Services Librarians met on Saturday, September 8.

Kortnee Fingler attended The Latest Must-Have Graphic Novels for Fall (Webinar (LJ) on Sep 11, 2018

Judy Brannigan attended Local Author/Writer Mashup - RASS (New Lenox Public Library) on Sep 13, 2018

Kortnee Fingler attended Cultural Competence and Responsiveness (Webinar (YALSA) on Sep 13, 2018

Peter Tew attended Libraries and Autism: Why it Matters (online) on Sep 14, 2018

Dawn Gowgiel attended Autism 101 for Libraries (Webinar) on Sep 14, 2018

Kortnee Fingler attended Fall Mystery Releases Unveiled (Webinar (LJ) on Sep 17, 2018

Diane Srebro attended Novelist: Unlocking Themes to Improve Your Readers' Advisory (Webinar) on Sep 18, 2018

Judy Brannigan attended Autism 101 for Libraries (Orland Park Public Library) on Sep 19, 2018

Deborah Oedzes attended Serving Patrons with Dementia (Webinar) on Sep 25, 2018

Andrew Masura attended Libraries and Autism: Why it Matters (Orland Park Public Library) on Sep 28, 2018

## STATISTICS

### Database Statistics September 2018-2017 Comparison

Database	2018	2017	Data Type
Ancestry Library Edition	1179	1171	Total Searches
Careers College	15	16	Total Users

Consumer Reports	33	71	Total Log-Ins
EBSCO	8560	2830	Total Searches
Gale Virtual Reference Library	16	11	Total Searches
Heritage Quest	206	217	Total Searches
Lynda.com	52	111	Total Log-Ins
Mango Languages	174	130	Total Sessions
OCLC	5468	6095	Total Searches
ProQuest	65	79	Total Searches
Reference USA	*	210	Total Searches
Weiss & Street Financial Ratings	29	12	Total Log-Ins

\* Has an issue and they're in process working on it.

## Statistics from web forms

Category	09/2018	09/2017
Reference	3102	3027
Ref Remote	129	201
Non-Reference	296	259
N-R Remote	12	7
Extended Help	38	39
Passive Programming	7	13
Program Attendance	76	88
Items shelved	16800	19946
Carts shelved	576	241

## GRANTS/SPECIAL PROJECTS

On September 26, Andrew Masura and Digital Services Manager Ian Lashbrook presented at the monthly meeting of the Orland Park Area Chamber of Commerce.

## CUSTOMER SERVICE LOG

9/1/18 Patron at the Reference Desk: "I just got your newsletter and there are so many wonderful programs. I don't know how to choose!" Katie A.

9/6/18 Patron suggested we carry family-friendly Flick Pix movie boxes with animated Pixar/Disney movies, saying, "Even some adults like G-rated movies." Katie A.

9/22/18 Older patron with a cane suggested we have a mobility scooter available for use in the library like they do in grocery stores. Katie A.

9/26/18 Patron inquired about Flicks Pix boxes. "How does that program work? Oh, that's such a great idea plus it's no charge. I'll have to check one out soon." Diane S.

9/26/18 Patron requested foreign language materials. "The library has changed since I attended college. Back then I don't remember self-check outs like this. You're helpful. Thank you for finding these books." Diane S.

09/30/18 A patron phoned asking for information on how to access Lynda.com from home. After walking her through, she said "What is your name? Thank you so much, Rosemarie! I've been trying to figure this out for a while but I couldn't find the video. I'm glad I contacted the library." Rose F-W.



## **Patron Services Board Report September 2018**

### **PERSONNEL**

Ian Dziallo, Patron Services Clerk resigned his position to pursue a full-time career on September 7th. Terry Freeman joined us as a new clerk on September 11th.

Interviews took place for the two Patron Services Clerks' vacancies. Two new hires are slated to start in early October.

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

Theresa Hildebrand attended How to Avoid Missteps in the Social Media Minefield (Crete Public Library) on Sep 12, 2018

Julie Pryor attended Autism 101 for Libraries (Webinar at Orland Park Library) on Sep 21, 2018

DeAnna DeHoff attended Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families (Webinar) on Sep 26, 2018

Nadine Lipowski attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (Webinar) on Sep 26, 2018

Jordin Morales attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (Webinar) on Sep 26, 2018

Julie A. Doyle attended Serving Patrons with Dementia (Webinar) on Sep 28, 2018

# STATISTICS

During the month of September, our Patron Services staff handled 70 reference transactions. Some of these transactions included placing item holds or demonstrating how to access patron accounts online.

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
March	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
April	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
June	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
July	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 *	52,657	50,667	3.93%	32,301	32,892	-1.80%	2,635	3,212	-17.96%	14,081	15,705	-10.34%	53	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	45,050			31,349			2,750		0	12,977		0	51
TOTAL	504,544	640,648		336,065	417,103		31,543	33,415		136,088	183,053		540	610

\* Beginning Sept 2018, Polaris Online books are subtracted from total

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	1,145	541	111.65%	3,754	3,301	13.72%	362	389	-6.94%	19	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	10,489	6,820		34,269	37,165		2,839	4,075		171	239

## GRANTS/SPECIAL PROJECTS

Patron Services has completed the deletion of patron accounts that expired in 2013 and owed less than \$20.00. We were surprised to find that there were a handful of our OPPL patrons who were actively checking out e-books despite their cards being expired.

We will continue purging patron accounts that expired in 2014 & 2015 during October.

## CUSTOMER SERVICE LOG

09/01/2018 (Welcome Desk) Patron commented, "Never stop audiobooks or CDs!" - Ian D.

09/06/2018 (Patron setting up Reciprocal Card) Patron loved our decorations for the bicentennial. - Patrick D.

09/08/2018 (Patron entering lobby) "It is colder in here than it is outside. How did you do that?" - Julie P.

09/08/2018 (Patron entering lobby) "It is cold in here." - Julie P.

09/08/2018 (Patron entering lobby) "It is winter in here!" - Julie P.

09/08/2018 (Lobby) Patron commented, "It is freezing in here. I'm surprised you're not all sick." - Therese C.

09/08/2018 (Lobby) Patron commented, "It is so cold in here. This is crazy." - Therese C.

09/11/2018 (Phone call) Patron called upset that there was a staff member at the front desk who was wearing a US flag sticker with a rainbow pin partially covering it. Patron felt that this employee was being allowed to promote their Gay Rights agenda on a day that was set aside for 9/11 remembrances. Theresa Hildebrand explained that the rainbow signified our staffs' commitment to serving all of our patrons. The pin (attached to the employee name badge) covering the US flag sticker was not a political statement, but rather an oversight on the part of the employee. Theresa H.

09/13/2018 (Welcome Desk) Patron inquired about details and location of the Story Walk and commented, "That sounds great. I can't wait to take my grandkids to see it! They love the library." - Laura L.

09/13/2018 (Patron setting up a reciprocal card) Patron said we should have the entertainer from our program, "Mo Beat Blues," here for our summer concert series. - Nadine L.

09/14/2018 (Patron calling about programs) Senior patron would like more programs earlier than 7pm. - Julie P.

09/15/2018 (Self Check-Out) Patron was frustrated with changes to self check-out. They do not like the additional "Check-out" step. - Julie P.

09/17/2018 (Patron trying to renew a card) "Patron found it 'dumb' that a second form of ID is needed for renewal. He said he'd come back next year once it was really expired." - Abby K.

09/18/2018 (Patron Checking Out) "There are not many large print books in the new section." - Barb K.

09/19/2018 (Phone call) A Tinley Park patron called to ask if she was allowed renewals on her DVDs. Theresa informed her that not only could she renew, but she could also access her

account through our website. And...she could also place holds. The patron responded with an excited ~ " No Way!! That is great, now I won't have to go to Tinley to get holds, I like you guys better any way. Thank you!!" Theresa H.

09/22/18 (Check Out) A family checking out numerous items mentioned how wonderful it is to have music in the lobby. They have a son with special needs who enjoys coming to the Library, but sometimes struggles with waiting while his items are checked out. Today, with the music, I was told that their son remained calm and interactive! They were delighted to see this behavior, I was delighted to see something as simple as music meeting this family's needs! Win, win for OPPL! - Terry F

09/23/2018 (Patron Checking Out) Patron commented, "I don't like being bombarded with people asking my opinion." Referring to man out in front of the library with a sign. I explained his right to be there. - Barb K.

09/27/2018 (Checkout Desk) Patron commented, "This CD I took out was all gross. Could you guys wipe them down when they come in?" - Jordin M.

09/27/2018 (Entering Lobby) Patron commented, "Finally feels warm in here today. I felt sad for you guys always having jackets on last winter because it was so cold in here (in the lobby) for you guys." - Julie P.

09/27/2018 (Lobby) Patron complimented the Banned Books display and said, "Great job. I can't believe they still ban books." - Jordin M.

09/27/2018 (Caller inquiring about Fiction/Non-Fiction book discussions) "Only in the morning? Nothing for working people then?" Then caller hung up. - Julie P.

## **Graphics Board Report September 2018**

### **STATISTICS**

The graphics department received 20 Meeting Room Reservations and completed 108 Graphics requests this month.

# Information Technology Board Report September 2018

## SERVICES/PROGRAMS/PROJECTS/CLASSES

9/4 - Job Hunting (20)

9/10-9/13 - Keyboarding (27)

9/18 - Word for Job Seekers (22)

9/19 - PowerPoint for Job Seekers (6)

9/20 - Excel for Job Seekers (9)

## CONTINUING EDUCATION/MEETINGS ATTENDED

9/26 - Meeting with Chamber of Commerce (36 attendees)

## STATISTICS

### Statistics from web forms

Category	Sep 2018	Sep 2017
Study Room Usage	444	417
Patrons Assisted	510	411
Extended Assistance	109	50
Total PC Usage	1831	1723
Total Web pages	31087	27086
Number of Classes	5	6
Total Class Attendance	84	24
Wireless Usage	3643	3408

## **GRANTS/SPECIAL PROJECTS**

Replaced computers in the Graphics Department

Replacement of Patron Services computers has started

Office 365 migration was successful

New website project has started

## **CUSTOMER SERVICE LOG**

9/4/18 - Job Hunting - We need bigger room for class. Offer the sewing classes again.

9/4/18 - Job Hunting - Ian was very clear and explained everything in detail.

9/4/18 - Job Hunting - I learned so much in this one class.

9/4/18 - Job Hunting - Great presentation - Very helpful. Thank You.

9/13/18 - Keyboarding- Classes to test how fast we can type.

9/18/18 - Microsoft Word - I think it was a great introduction for Microsoft Word.

9/18/18- Microsoft Word - Info to GCF. Excellent.

9/18/18 - Microsoft Word - Be clear to what will be covered in class.

9/19/18 - PowerPoint - Have subsequent classes as a continuation.

9/20/18 - Microsoft Excel - Nice job. Kind enough to help others in class.

# Outreach Services Board Report September 2018

## PERSONNEL

Shane Peterson gave notice and has left his position as Outreach Assistant.

## 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.

Curation 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.

## STATISTICS

### Onsite Adult Programs:

14 programs were given with a total of 439. *2017: 12 programs were given with a total of 371 patrons.*

### Breakout:

9/5/18	The New Life Insurance You Don't Have to Die to Use	16
9/7/18	Meet the Artist - Susan Flanagan	28
9/11/18	English Conversation for ESL Learners	0
9/12/18	Unlocking Autism	20
9/13/18	Afternoons @ OPPL - Mo' Beat Blues	23
9/13/18	Ten People From Illinois Who Changed History	46
9/18/18	Restoring the People's House	51
9/19/18	Words Have Power: Discussing Banned Books	15
9/20/18	Understanding Mental Health and Mental Illness	15
9/21/18	Showcase: Maureen Christine	175

9/24/18 English Conversation for ESL Learners	1
9/25/18 Focusing on Mental Health	19
9/26/18 Practical Strategies for Children with Autism	13
9/28/18 Friday Film Series - Black Panther	17

**Offsite Adult Programs:**

14 programs were given with a total of 210 patrons attending. *2017: 14 programs were given with a total of 210 patrons attending.*

**Breakout:**

9/4/18 Senior Living Visits	15
9/5/18 Senior Living Visits	13
9/6/18 SmartArt iPad at Brookdale	4
9/12/18 Orland Township Senior Drop-in Visit	23
9/12/18 Heartis Senior Living Visit	11
9/17/18 Senior Living Visits	31
9/18/18 Senior Living Visits	11
9/19/18 Senior Living Visits	16
9/20/18 Remember When with American House	20
9/20/18 Remember When with Brookdale	14
9/26/18 Orland Township Senior Drop-in Visit	19
9/26/18 Heartis Senior Living Visit	8
9/27/18 SmartArt Heartis	9
9/28/19 Orland Township Senior Drop-in Visit	16

**Train Station Books:**

Three Train Stations - **100**, *2017 - 110*

**Passive Programming**

Orland Township - **12**, *New Statistic*

**Program Flyer Distribution Stats:**

Village of O.P. - **400**, *2017 - 465*

Sportsplex - **520**, *2017 - 900*

Train Stations - **100**, *2017 - 110*

Orland Township - **100**, *2017 - 10*

Nursing Homes - **10**, *2017 - 0*

During programs - **210**, *2017 - 131*

**Other Outreach and Homebound Stats:**



Outreach Circulation Statistics: 1550 items circulated with 2378 checkouts and 88 renewals. *2017: 861 items circulated with 1553 checkouts and 113 renewals.*

Visits to single-family homebound patrons totaled 23. *2017: Visits totaled 19.*

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

OS staff logged 514 reference transactions. *2017: 1232 reference transactions.*

OS staff logged 41 programming questions. *2017: 80 programming questions.*

OS staff logged 19 exhibit questions. *2017: 32 exhibit questions.*

## **CUSTOMER SERVICE LOG**

### **9/4/18 Thomas Place Book Visit**

"Thank you so much." Theresa M.

"Thank you, library kids." Theresa M.

"I really appreciate it when you come." Theresa M.

### **9/4/18 Alden Prairie Village Book Visit**

"Thank you so much." Theresa M.

### **9/5/18 Evergreen Assisted Living Book Visit**

"Thank you. See you in 2 weeks." Theresa M.

### **9/5/18 Homebound Delivery**

"Thanks an awful lot for coming." Theresa M.

### **9/5/18 The New Life Insurance program**

"You have some great programs coming up." Duke P.

"Thank you. It was informative." Duke P.

### **9/7/18 Meet the Artist - Susan Flanagan program**

Note: The people who attended were all commenting on how amazing the artwork is. Duke P.

"So talented." Duke P.

### **9/10/18 Homebound Delivery**

"Thank you for the books. You make life happy." Theresa M.

### **9/13/18 Afternoons @ OPPL - Mo' Beat Blues program**

"Oh, you have goodies! How wonderful." Theresa M.

"That was a good program. Thank you." Theresa M.

"That was a good program." Theresa M.

**9/13/18 Ten People From Illinois Who Changed History program**

"What a great program." Cathy D.

Wonderful presenter." Cathy D.

"Thank you for all your great programs." Cathy D.

**9/17/18 Smith Crossing Book Visit**

"Thank you for your help." Theresa M.

"Thank you." Theresa M.

"You do a great job." Theresa M.

"It's a great service." Theresa M.

"You provide a fantastic service. Theresa M.

**9/18/18 Homebound Delivery**

"You do a great job." Theresa M.

9/18/18 Homebound Delivery

"I really appreciate this service." Theresa M.

**9/18/18 Restoring the People's House program**

Thank you for such a wonderful presentation." Cathy D.

"Great presenter." Cathy D.

"Wow, what a great program for the Bicentennial and all!" Cathy D.

"Thank you." Cathy D.

"We really enjoyed this program." Cathy D.

"Thank you, Orland Park Library, for finding this presenter." Cathy D.

**9/19/18 Words Have Power program**

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

"Very good speaker." Cathy D.

**9/20/18 Understanding Mental Health program**

"Very informative program." Cathy D.

"Thank you." Cathy D.

"Thank you, the presenter was very good." Cathy D.

"Wonderful program. Thank you." Cathy D.

**9/21/18 Showcase - Maureen Christine**

"We need her back for Christmas." Duke P.

"Maureen did amazing. Thank you." Duke P.

"Definitely a great pick, need her here more." Duke P.

"I think you guys had her here before, she is awesome. Thank you." Duke P.

"Thank you for tonight, she was fun." Duke P.



## **GRANTS/SPECIAL PROJECTS**

- Wendy and Polaris staff completed OverDrive eContent project. Almost 10,000 titles are converted to Integration format.

# Youth Services Board Report September 2018

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

### **Preschool Paks**

17 preschool paks created circulating 284 items

### **PAL PAKS**

15 PAKS and 298 items circulated

### **School Visits**

9/20: KinderCare Pinewood Drive- 25

9/24: Park Early Childhood (AM) - 8

9/27: St. Mike's Preschool-50

9/28: Park Early Childhood (PM) – 6

### **Teacher Loan Cards**

352 NEW Teacher Loan Cards created

109 Teacher Loan Card check-outs

### **Outreach**

Mariano's Storytime -30

### **Youth Programs**

Once Upon a Time Storytime (sessions) - 363

Building Blocks for Babies (8 sessions) - 392

Night Owls (4 sessions) - 117

Bright Starts (4 sessions) - 70

Toddler Art (4 sessions) - 82

Crafty Readers (2 sessions) - 15

Harry Potter Movie Marathon (8 sessions) - 14

Harry Potter 20th Anniversary Extravaganza - 92

Illinois Bicentennial Heart Map - 18

International Art - 17

Bear Down for Fall - 8

Special Needs Parent Meet-up - 1

1, 2, Crafts & More - 28

Mini Magicians - 8

Cuentos & Canciones - 5

Baby Playtime - 33

Movement Fridays - 18

Family STEAM Challenges - 16

Video Game Club - 19

Nintendo Switch Players - 46  
National Library Card Sign-Up Month Harry Potter Bookmarks - 43

### **Teen Programs**

Chalk Board Additions - 29  
Teen Video Game Players - 3  
Mini Book Reviews - 1  
Teen September Book Drawing - 20  
Harry Potter Escape Room (5 sessions) - 32  
Slime Time - 17  
Volunteens-International Art - 1  
Volunteens-1, 2, Crafts & More - 3  
Volunteens - Crafty Readers (2 sessions) - 3  
Volunteens - Book Sale (2 sessions) - 28  
Volunteens - Family STEAM Challenge - 3  
Volunteens - Harry Potter Party - 11  
Orland Park Jr. High Field Trip (2 sessions) - 220

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

Stephanie Thomas attended Creating Meaningful Programs for Infants and Caregivers (ALA eCourse) on Sep 10, 2018

Kara DeCarlo attended Tinker (Oak Lawn Public Library) on Sep 11, 2018

Brandi Smits attended How to Avoid Missteps in the Social Media Minefield (Crete Public Library) on Sep 12, 2018

Erin Fixel attended Fall for These Must-Haves for Every Elementary to YA Reader (Webinar) on Sep 13, 2018

Alex Pappas attended CLASS Meeting (South Holland Public Library) on Sep 17, 2018

Amy Najewski attended Webinar: "Libraries and Autism: Why It Matters!" (online) on Sep 18, 2018

Vanessa Fernandez attended Accessible to All: Serving Youth and Young Adults with Disabilities (webinar) on Sep 18, 2018

Stephanie Thomas attended Beyond Assistive Technology: Improving Library Services to people with Disabilities (Webinar) on Sep 20, 2018

Stephanie Thomas attended LACONI Puttin' On the Hits: Incorporating Music and Finding Your Voice in Storytime (Harold Washington Public Library) on Sep 21, 2018

Brandi Smits attended iREAD Meeting (OPPL) on Sep 21, 2018

Erin Fixel attended Libraries and Autism: Why It Matters (Webinar) on Sep 21, 2018

Cathy Riffice attended Why It Matters: Libraries and Autism (Library) on Sep 21, 2018

Jennifer McQuinn attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (OPPL) on Sep 22, 2018

Cathy Riffice attended Ready to Read Webinar (library) on Sep 22, 2018

Kara DeCarlo attended No Fear Coding Webinar (Webinar) on Sep 24, 2018

Brandi Smits attended Accessible to All: Serving Youth and Young Adults with Disabilities (RAILS Webinar) on Sep 25, 2018

Becky McCormack attended Autism 101 for Libraries (webinar) on Sep 25, 2018

Emily Meszaros attended Unconscious Bias: Beyond Awareness (RAILS Webinar) on Sep 26, 2018

Lenore Garoufalis attended Accessible to All: Servicing Youth & YA with Disabilities (Webinar) on Sep 29, 2018

Fanny Camargo attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (Online Webinar) on Sep 29, 2018

## **STATISTICS**

### **September 2018 created Oct 01, 2018**

#### **Youth Services Statistics**

<b>Category</b>	<b>Qty</b>
Reference	231
Reference Remote	1
Non-Reference	128
N-R Remote	276
Extended Help	78
Group Study	103
Study Rooms (New, started 4/17/2018)	0
Teen Program Attendance	495
Youth Program Attendance	321
Combined Program Attendance	1361
	1682

## **GRANTS/SPECIAL PROJECTS**

The Storywalk was completed in September. The book *Goodbye Summer, Hello Autumn* by Kenard Pak will be featured until December 1. In addition to the book, patrons can see upcoming library programs, find readalikes, and get ideas for fall activities.



## **CUSTOMER SERVICE LOG**

### **Preschool Desk**

No report

### **Junior Desk**

9/5/18 Grandmother leaving with granddaughter "First time here- it's beautiful!" Alex P.

9/11/18 Guardian signing up their child for Toddler Art "We have done this program before. The librarian is fantastic!" Alex P.

9/18/18 Grandparent with kids after school "I love this library. Everyone here is so nice." Kara D.

9/24/18 Grandparents with kids while leaving "We got a train puzzle. It's a great day!" Alex P.

### **Teen Desk**

9/8/18 Teen librarian from another library stopped by "I'm so glad you're here! I live in Orland and see your programs for teens and they're all so awesome. Would you mind telling me about some of them and exchanging ideas with me?" Erin F.

9/10/18 A staff member stopped me to tell me... "All of your teen volunteers were so wonderful this weekend...the best group we've ever had.!" Erin F.

9/17/18 A mother and daughter looking for "clean YA" for school. "Thank you so much. You've been so helpful and sweet." Erin F.



ORLAND PARK  
PUBLIC LIBRARY



michael c barnes  
ARCHITECT

**MASTER PLAN:  
INITIAL ASSESSMENTS AND RECOMMENDATIONS**  
OCTOBER 15, 2018



# MASTER PLAN: NEEDS ASSESSMENT SUMMARY

## BASEMENT FLOOR:

### OVERALL GOALS

- Renew, reinvigorate, and improve the function of the public spaces for patrons.
- Only improve administration areas to create more efficient use of the department operations and/or provide area for new/future staff positions.
- Remain open/ operational throughout construction.
- New flooring finishes in public areas
- Upgrade meeting/ program room lighting, Audio Visual/ Information technology (AV/IT)
- Preserve collection sizes responsibly
- Update signage/ increase wayfinding
- Improve climate control - 2nd Floor

### BASEMENT FLOOR

#### DIGITAL MEDIA STUDIO

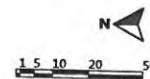
- A. Provide digital media studio with sound booths, green screen, and video editing.

Improved lighting, acoustics, current AV/ IT infrastructure, temperature/ humidity controls.



#### LEGEND

- Patron Area: Collection
- Patron Area: Tables/ Lounge
- Patron Area: Technology
- Patron Area: Program/ Conference
- Staff Area: Administration
- Staff Area: Service Desk
- Support Area: Stairs/ Maintenance



# MASTER PLAN: NEEDS ASSESSMENT SUMMARY

## FIRST FLOOR:



### OVERALL GOALS

- Renew, reinvigorate, and improve the function of the public spaces for patrons.
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- Improve climate control - 2nd Floor

### FIRST FLOOR CONFERENCE ROOMS

- A. Enlarge existing large conference room: -200 person capacity, lighting, acoustic, & AV/ IT updates
- B. New open kitchenette for demonstrations

### CHILDREN'S

- C. Improve storage & millwork to house Tinker Lab components, add microwaves if feasible for programs.
- D. Craft/ Storytime: seating around room for parents to sit during story time, new transparent movable wall, new room theme, lighting, acoustic, & AV/ IT updates, possible connection to Nature explorium.
- E. Update furniture: provide age group differentiators
- F. Relocate/redesign service desk: provide a means to corral infant/toddlers in a play area.
- G. (2) additional study rooms for Youth Services
- H. Tween "hang out" area: gaming & DIY crafts
- I. Tween Performance space: curtain, stage, costume storage
- J. Redesign service desk: (2) staff - sit/stand option
- K. New Youth Services department entry portal
- L. New Mother's/ Wellness room: lounge seating with sink & changing station.
- M. New Sensory room: multiple textures, lighting, acoustical privacy.

### ADMINISTRATION

- N. Outreach storage: climate controlled room for NASA collection.
- O. Relocate Admin entry: public access to elevator for possible public media lab on the lower level.
- P. Friends/ Booksale Area: separate from electrical panels, new connection to book sale.

### PATRON SERVICES/ LOBBY

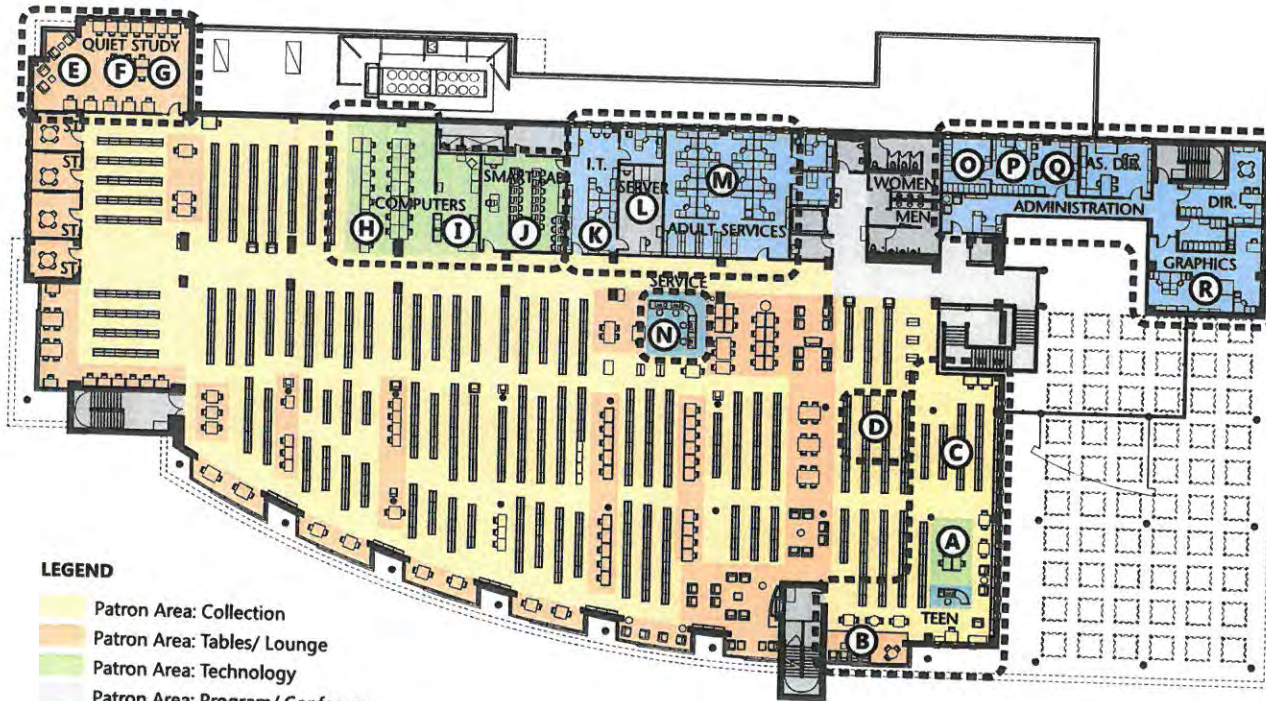
- Q. Patron Services Office: open up to workroom
- R. Welcome Desk: clarity of function, movable with sit/stand operation, phone only.
- S. Patron Services desk: rearrange to avoid glare issues, visual connection to workroom, ADA requirements
- T. Patron Services Workroom: efficient layout, possibly relocate book drop, provide ILL workstation, visual connection to lobby.
- U. Lobby: increased power/ data infrastructure, heat curtain, area for pop up programs and performances.
- V. Add HR Office: storage for current/ past staff files
- W. Holds shelving: increase capacity, provide connection to self-checks.

### EXPLORIUM

- X. Possible outdoor nature center: outdoor programs, exploration areas

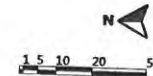
# MASTER PLAN: NEEDS ASSESSMENT SUMMARY

## FIRST FLOOR:



### LEGEND

- Patron Area: Collection
- Patron Area: Tables/ Lounge
- Patron Area: Technology
- Patron Area: Program/ Conference
- Staff Area: Administration
- Staff Area: Service Desk
- Support Area: Stairs/ Maintenance



## OVERALL GOALS

- Renew, reinvigorate, and improve the function of the public spaces for patrons.
- Only improve administration areas to create more efficient use of the department operations and/or provide area for new/future staff positions.
- Remain open/ operational throughout construction.
- New flooring finishes in public areas
- Upgrade meeting/ program room lighting, Audio Visual/ Information technology (AV/IT)
- Preserve collection sizes responsibly
- Update signage/ increase wayfinding
- Improve climate control - 2nd Floor

## SECOND FLOOR

### TEEN ROOM

- A.** Teen "hangout": lounge furniture, increased visibility to staff desk, group study tables, booth seating, charging stations, security cameras, accommodate (20-30) persons.
- Gaming/ Computer Area: Single monitor, printer area, laptop access.
- B.** (2) Study Rooms or Nooks for Teens
- C.** DIY/ Craft Area: program storage, writable wall/chalk boards, bulletin board displays, possible sink, vending, increased power/ data infrastructure, maintain visibility to drop off/pick up driveway.
- D.** Teen Service Desk: outside of room with no circulation exposure to the back of the desk.

### STUDY ROOMS

- E.** Multipurpose Room: multiple setups, book discussion, sewing classes, optimize view/ natural daylight, improve temperature control, program storage
- F.** (2) Study Rooms: (4) person capacity max, provide security cameras, HDMI/ powered tables
- G.** Quiet Study: convert to Multipurpose room and additional study rooms.

### TECHNOLOGY LABS

- H.** Public Computers: possible "Forum" aesthetic, translucent elevation for visibility.
- I.** 3D Printers/ Copy Room: Consolidate technology for public use, ability to pass through, connection to SMART Lab and public computers, upgrade IT infrastructure.
- J.** SMART Lab: increased visibility, maintain current capacity, upgrade AV/ IT infrastructure, improve lighting.

### ADULT SERVICES/ I.T.

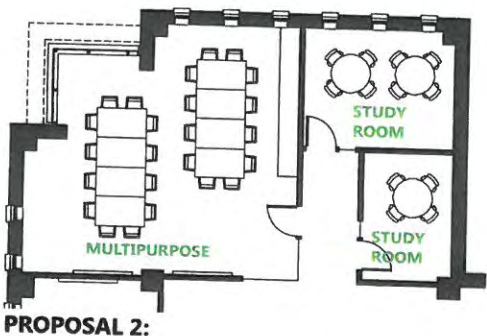
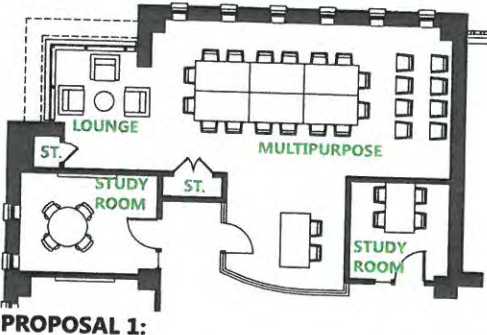
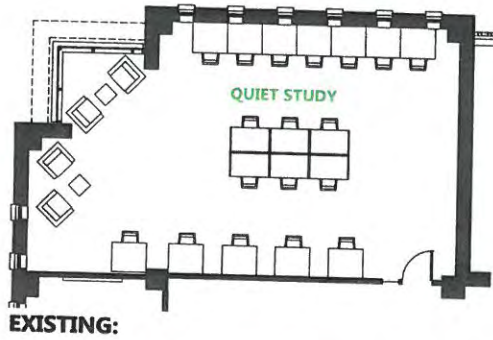
- K.** I.T. Workroom: Connection to Adult Service Workroom
- L.** Server Room: consolidate, new supplemental HVAC, dry chemical sprinkler update.
- M.** Adult Service Workroom: efficient layout, new work table
- N.** Adult Service Desk: revised design, minimal footprint (2) staff stations, sit/ stand capability

### ADMINISTRATION

- O.** Senior Administration Coordinator Office: finance file to remain in existing room, possible separate door to corridor
- P.** Finance Office: modified to allow for room for Admin. Clerk
- Q.** Admin. Clerk Office: next to Assistant Director's office, copier location.
- R.** Graphics: reallocation of space, consolidate storage

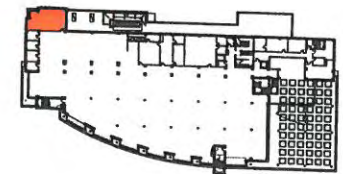
# MASTER PLAN: IDEATION

## MULTIPURPOSE/ STUDY ROOMS:



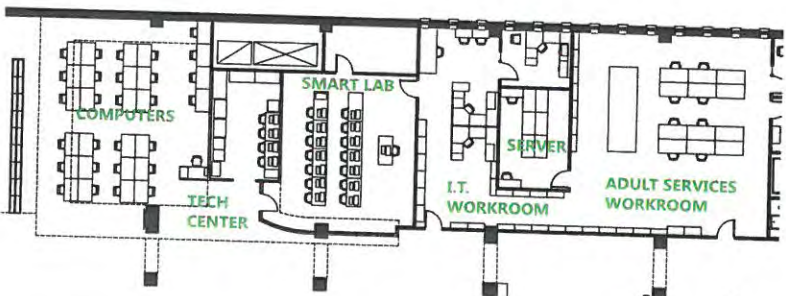
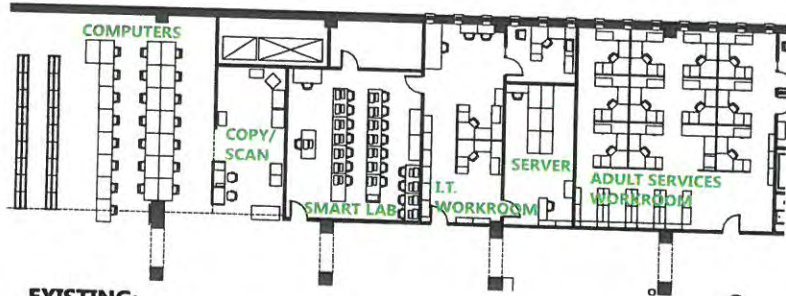
### GOALS AND CHALLENGES:

- Provide a multipurpose room to accommodate a group of 20-30 persons.
- Provide (2) new study rooms.
- Study rooms should accommodate a maximum of (4) patrons.
- Design of study rooms should follow existing principles presented in building and blend seamlessly.
- Multipurpose room should remain flexible while allowing furniture to be relocated within room for different modes of use, ie. classroom, lecture, group meetings, and programs such as sewing or book group.



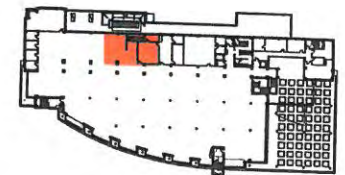
# MASTER PLAN: IDEATION

## SMART LAB/ COMPUTERS/ ADULT SERVICE WORKROOM:

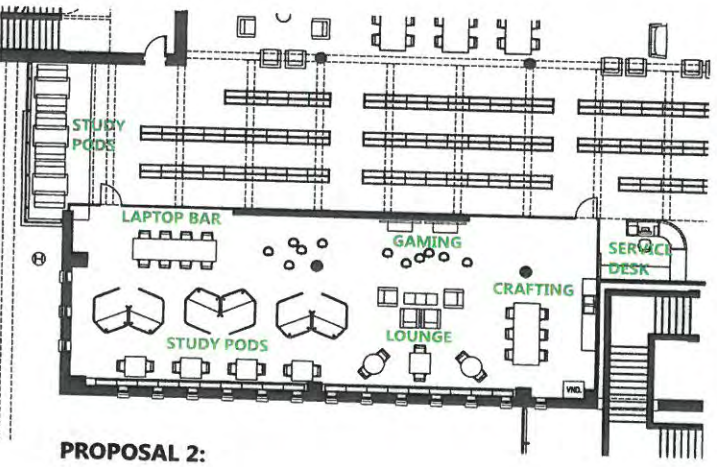
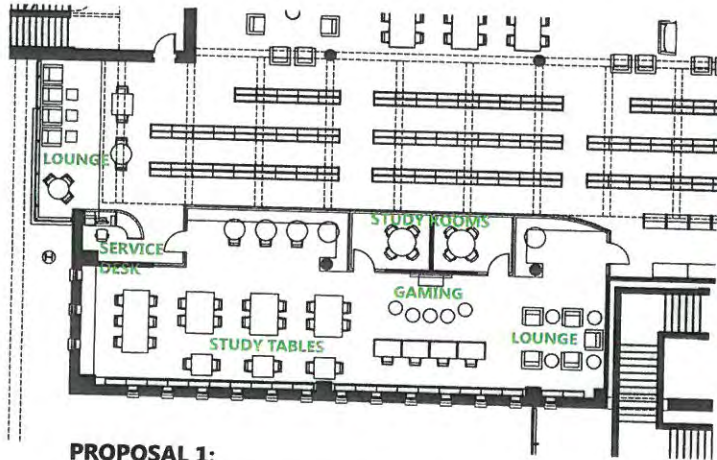


### GOALS AND CHALLENGES:

- Provide better visual presence to SMART LAB and computer area.
- Provide a technology center for copiers, scanners, and 3D printers.
- Promote better patron utilization of technology services.
- Reorganize adult services workroom and IT workroom to allow more efficient operation/promotion of patron services.
- SMART Lab should still be accessible to the IT workroom.
- Existing SMART Lab is adequately sized.
- Audiovisual and IT upgrades should be completed according to current technology trends.
- (9) shelves may need to be relocated elsewhere within the adult services department to accommodate reorganized computer area
- Layout of computers and SMART Lab should consider desktop configurations; however trends follow a laptop model of teaching to allow for flexibility within the lab.

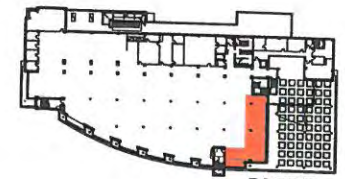


# MASTER PLAN: IDEATION TEEN ROOM:

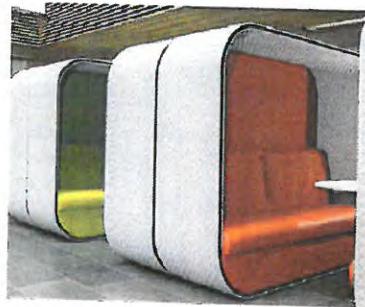
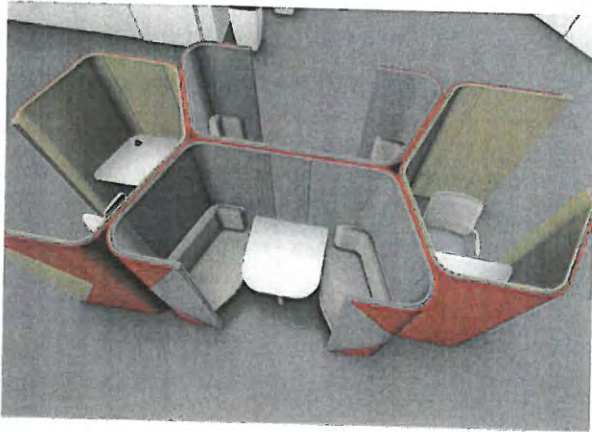


## GOALS AND CHALLENGES:

- Teen area should remain at existing location within the building.
- Retain windows for teen sight lines to parking lot pickup/drop off.
- Teen area should be enclosed.
- Area should include: a DIY crafting area with storage, gaming area with (1) monitor, study tables and nooks, and a lounge area.
- Existing ceiling conditions make enclosing the existing lounge area difficult .
- Teen desk should be relocated to allow visual control over the Teen room but be located outside of the Teen Room.
- Approximately (56) AV and teen fiction double faced shelves will need to be relocated elsewhere on the second floor due to the Teen Room addition.

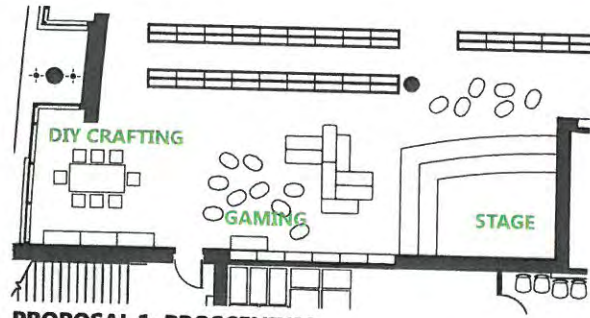




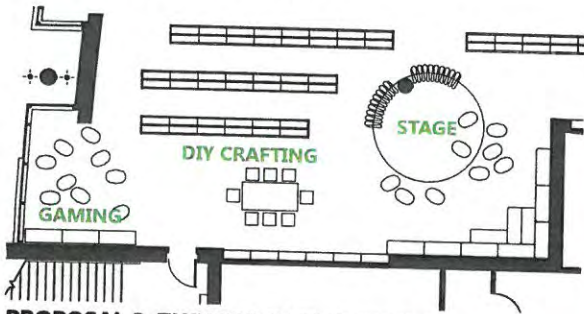


# MASTER PLAN: IDEATION

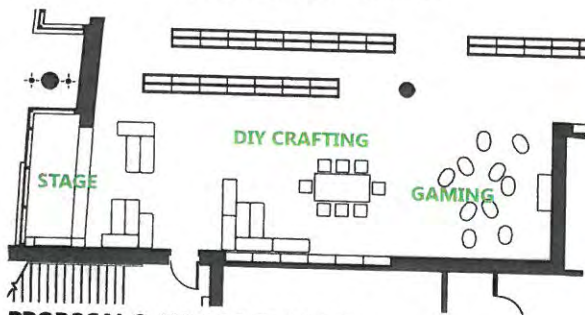
TWEEN ZONE: A PLACE TO PERFORM, CRAFT, COMPETE, HANGOUT



PROPOSAL 1: PROSCENIUM



PROPOSAL 2: THEATRE-IN-THE-ROUND



PROPOSAL 3: HANGOUT NOOKS



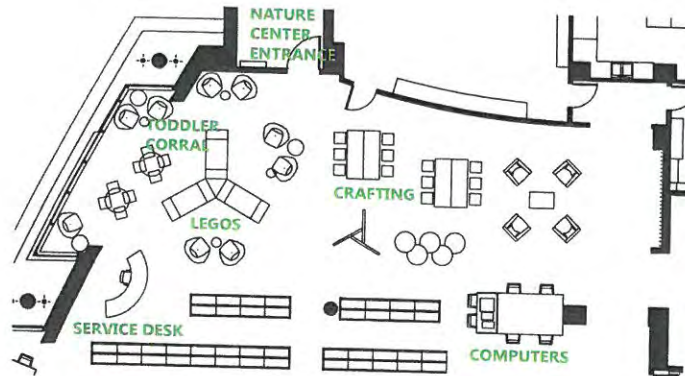
## GOALS AND CHALLENGES:

- Provide an area specific for tween age group
- Area should include: DIY crafting table, gaming area, and performance stage.
- Furnishings should provide some age differentiators when compared to other furniture within the youth services department.
- Emergency access will still be required to the stairwell.
- West side of area is enclosed by exterior glass windows.
- (26) existing double faced shelves will need to be relocated elsewhere within the department to accommodate the tween area modifications.

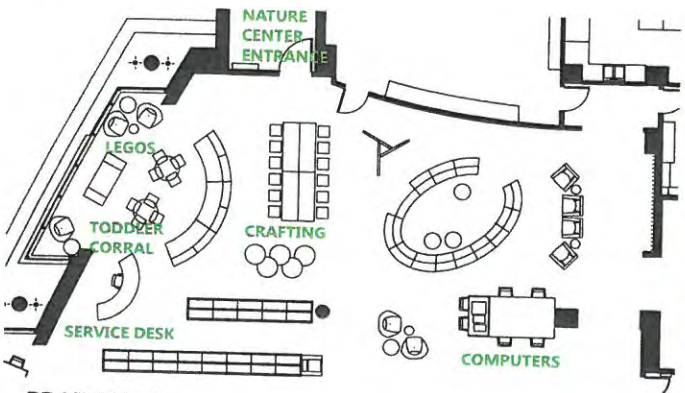


# MASTER PLAN: IDEATION

## TODDLER PLAY:



PROPOSAL 1:



PROPOSAL 2:



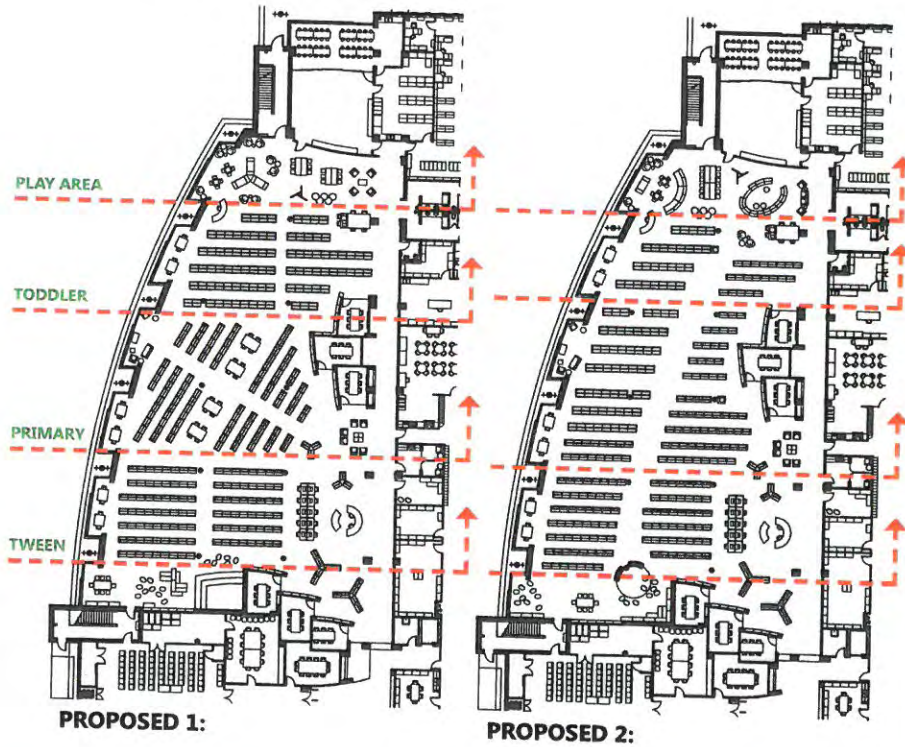
### GOALS AND CHALLENGES:

- Relocate service desk to provide better visual access across the room while providing security for staff
- Provide corraling for toddler play area for security of small children
- Provide several furniture options that stimulate learning and play
- Existing mural wall is to remain untouched
- Allow access to stairwell for possible future exploritorium



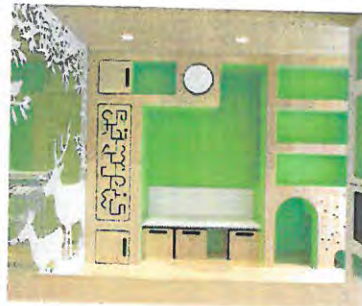
# MASTER PLAN: IDEATION

## CHILDRENS DEPARTMENT:



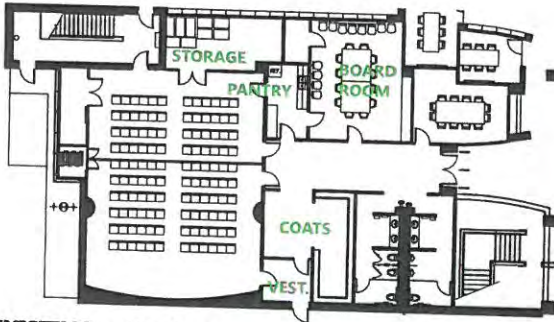
### GOALS AND CHALLENGES:

- Provide new entry threshold to distinguish youth services as such to the common patron
- Provide age group differentiators within the stacks with either furniture, or new layout
- Relocate/ redesign service desks to more efficiently serve patrons
- Provide corral for toddlers within play area
- Provide (2) new study rooms
- Provide a Mother's room with sink
- Provide a Sensory room
- Revitalize the tween area: provide multiple hangout areas, a performance stage, a DIY crafting area
- Update craft/ storytime area: provide design theme, new transparent movable partition, improve Tinker Lab storage

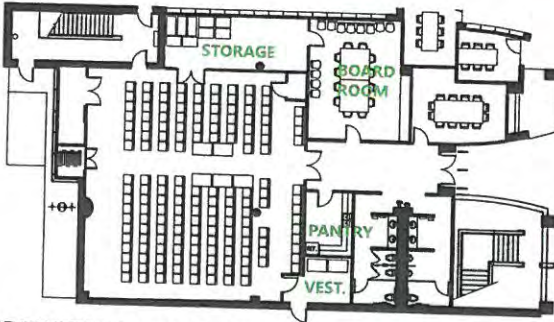


# MASTER PLAN: IDEATION

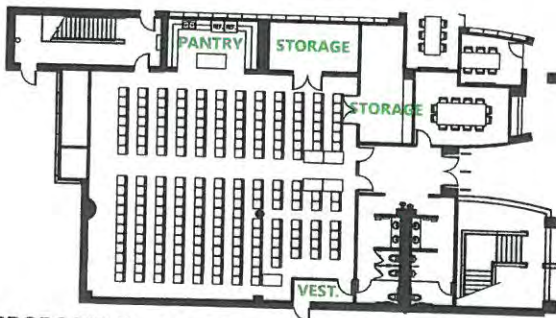
## LARGE CONFERENCE ROOM:



EXISTING: ~120 chairs



PROPOSAL 1: ~160 chairs



PROPOSAL 2: ~200 chairs



### CONSIDERATIONS:

- Existing Board Room remains intact
- Pantry for catering is relocated
- Does not meet 200 person capacity
- Loss of some storage space
- Structural column minimizes sight lines

### CONSIDERATIONS:

- Meets 200 person capacity
- Large amount of storage available
- Existing Board Room is lost
- Storage is only available to one room if it becomes divisible
- Dividing room will be difficult considering structure and storage locations
- Structural column minimizes sight lines

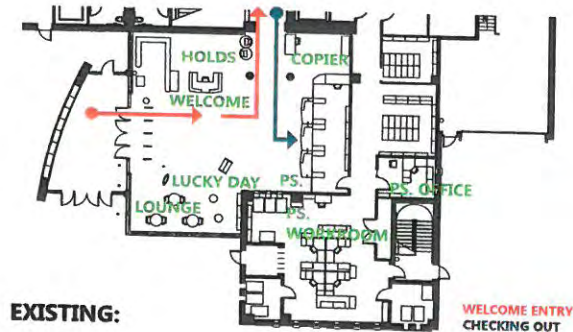
### GOALS AND CHALLENGES:

- Provide 200 person capacity conference room
- Any reconfiguring of room will still require a minimum of two exits
- It is preferential to keep an exit vestibule at exterior doors to minimize temperature differentials for occupants
- ADA guidelines require a minimum of (5) wheelchair and companion seats for the new capacity
- Improve Audiovisual and IT infrastructure for programs and meetings
- Consider open pantry concept for demonstrations and cooking classes
- New capacity of room requires reorienting the speakers location
- Movable partition may not be possible in current configuration due to reorientation, structural requirements, and storage availability
- Structural columns present some visual challenges for sight lines
- Storage must be maintained for chairs, tables, piano, and AV racks
- Any loss in additional public room function must be accounted for elsewhere in the building/ design

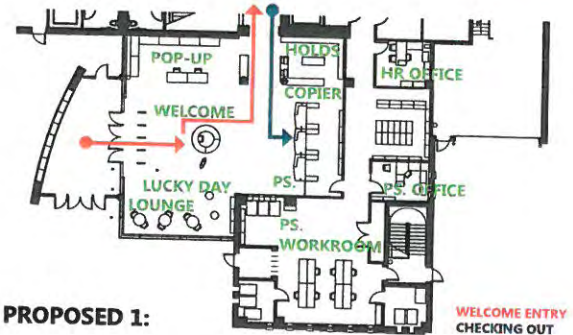


# MASTER PLAN: IDEATION

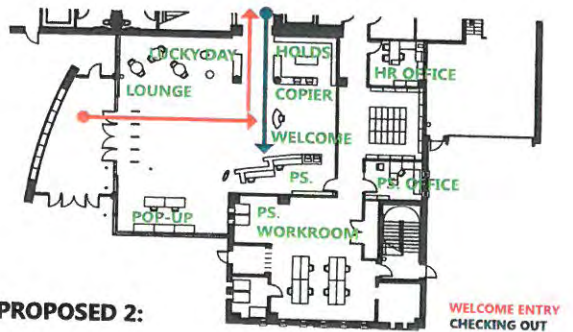
## PATRON SERVICES/ LOBBY:



EXISTING:



PROPOSED 1:

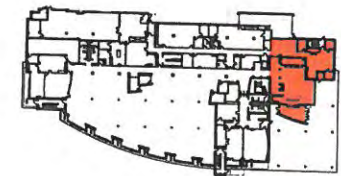


PROPOSED 2:



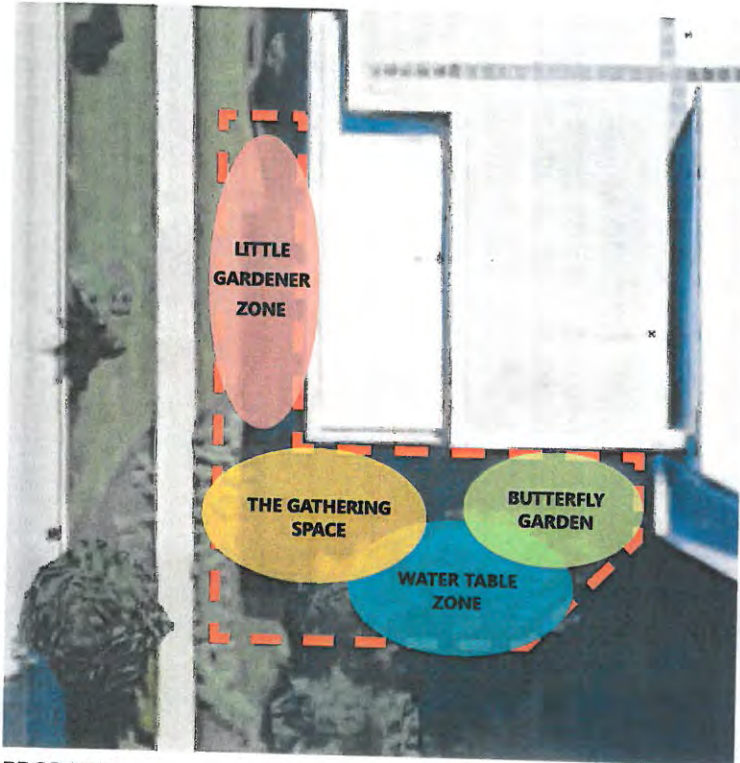
### GOALS AND CHALLENGES:

- Revise design to reduce glare issues for patron services desk
- Provide visual access from workroom to patron services desk
- Relocate welcome desk to reduce discomfort from exterior temperature influxes
- Provide new heat curtain at lobby entrance to reduce air infiltration
- Reduce patron services desk size to provide more efficient services
- Relocate booksale and holds shelving to provide better visual access for patrons and reduce theft
- Reorganize lobby services to promote patron outreach programs
- Reorganize furniture in patron services workroom for more efficient layout

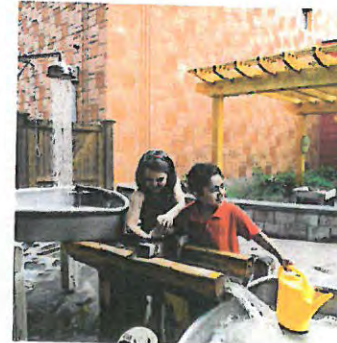


# MASTER PLAN: IDEATION

EXPLORIUM: A PLACE TO LEARN, GROW, PLAY, DISCOVER

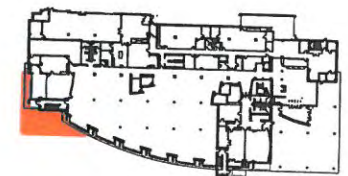


PROPOSAL:



## GOALS AND CHALLENGES:

- Promote play and learning within a natural environment
- Offer a variety of activities/ learning programs for multiple age groups to take part in
- Nearby detention pond provides an aesthetic backdrop for environmental activities
- Install metal gate for area to provide security for children within the area
- The north side of the site is bordered by 149th Street and the adjacent sidewalk making the possibility of extending this way cramped
- The west and south sides of the site are bordered by the detention pond
- Direct access from the Youth Department will be difficult to provide



# MASTER PLAN/ CONCEPTUAL DESIGN: DESIGN SCHEDULE:

ACTIVITY	DURATION	ACTIVITY END DATE	August 2018				September 2018			October 2018				November 2018				
			WEEK 8/6-8/10	WEEK 8/13-8/17	WEEK 8/20-8/24	WEEK 8/27-9/31	WEEK 9/3-9/7	WEEK 9/10-9/14	WEEK 9/24-9/28	WEEK 10/1-10/5	WEEK 10/8-10/12	WEEK 10/15-10/19	WEEK 10/22-10/26	WEEK 10/29-10/31	WEEK 11/1-11/2	WEEK 11/5-11/9	WEEK 11/12-11/16	WEEK 11/19-11/23
USER GROUP MEETINGS	8/6/2018	8/10/2018	MEETING															
CONSULTANT MEETINGS	10/1/2018	11/9/2018							MEETING		MEETING		MEETING			MEETING		
TEAM MEETINGS WITH OPPL	10/8/2018	11/12/2018																
-SCHEDULED AS NEEDED TO REVIEW DESIGN UPDATES																		
SITE SURVEYING EXISTING CONDITIONS	9/12/2018	11/12/2018	SURVEYING/ ASSESSING ONGOING															
CONCEPT DRAWINGS	9/24/2018	11/19/2018																
-DESIGN PLAN REVIEW										MEETING		MEETING				MEETING		
Phasing Plan Review	10/22/2018	11/9/2018											MEETING					
Furniture Concepts Meetings	10/22/2018	11/9/2018											MEETING					
CONCEPTUAL BUDGET	10/16/2018	11/19/2018																
Master Plan Study Draft Reviews	10/12/2018	11/6/2018																
Master Plan Study Completion/ Board Presentation		11/19/2018																
			WEEK 8/6-8/10	WEEK 8/13-8/17	WEEK 8/20-8/24	WEEK 8/27-9/31	WEEK 9/3-9/7	WEEK 9/10-9/14	WEEK 9/24-9/28	WEEK 10/1-10/5	WEEK 10/8-10/12	WEEK 10/15-10/19	WEEK 10/22-10/26	WEEK 10/29-10/31	WEEK 11/1-11/2	WEEK 11/5-11/9	WEEK 11/12-11/16	WEEK 11/19-11/23



# DRAFT

**Orland Park Public Library  
Budget, Levy, Appropriation FY2019**

		10/12/2018						
		Draft 9						
GL		2018	2019		2019	Other	Appropriation	
Account	Revenues	Total Budget	Working Budget	% Increase From 2018	Levy	Sources		
103100	Taxes - Cook County	5,273,000	5,483,920	4.00%	5,483,920	0	5,483,920	
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0	
103100	Taxes - Will County	52,000	54,080	4.00%	54,080	0	54,080	
103120	Impact Fees	10,000	5,000	-50.00%	0	5,000	5,000	
103140	Replacement Taxes	20,000	17,000	-15.00%	0	17,000	17,000	
103175	State Grants	40,000	195,000	387.50%	0	195,000	195,000	
103200	Non Resident Fees	5,000	1,500	-70.00%	0	1,500	1,500	
103300	Fines	55,000	58,000	5.45%	0	58,000	58,000	
103400	Gifts	10,000	10,000	0.00%	0	10,000	10,000	
103610	Copy Machine	12,000	12,000	0.00%	0	12,000	12,000	
103800	Interest Income	46,000	86,000	86.96%	0	86,000	86,000	
	Other Sources - Operating Funds (Renovation	0	0		0	0	0	
	Other Sources - Special Reserve (2019 Roof)	310,000	435,000	40.32%	0	435,000	435,000	
	Other Sources - Operations Savings	40,000	39,000	-2.50%	0	39,000	39,000	
103900	Miscellaneous Income	9,000	8,500	-5.56%	0	8,500	8,500	
	<b>Total Revenues</b>	<b>5,882,000</b>	<b>6,405,000</b>	<b>8.89%</b>	<b>5,538,000</b>	<b>867,000</b>	<b>6,405,000</b>	
	<b>Expenditures</b>							
104110	Salaries	2,661,859	2,776,825	4.32%	2,738,725	38,100	2,776,825	
104220	Salaries - Maintenance	123,541	138,131	11.81%	137,231	900	138,131	
104230	Life/Health Insurance	520,000	615,000	18.27%	555,000	60,000	615,000	
104310	Books	368,000	367,120	-0.24%	349,120	18,000	367,120	
104315	Electronic Databases	98,000	110,000	12.24%	101,000	9,000	110,000	
104320	Periodicals	39,000	36,000	-7.69%	30,000	6,000	36,000	
104340	Audio Visual Materials	160,000	180,000	12.50%	171,000	9,000	180,000	
104345	Audio Visual Equipment	750	500	-33.33%	500	0	500	
104410	Book Rebinding	0	0	0.00%	0	0	0	
104420	Accounting	12,250	12,600	2.86%	12,600	0	12,600	
104430	Insurance	51,500	53,300	3.50%	53,300	0	53,300	
104440	Landscaping & Groundskeeping	24,000	26,000	8.33%	26,000	0	26,000	
104450	Building Maintenance	485,000	845,000	74.23%	250,000	595,000	845,000	
104460	Security System	75,000	7,000	-90.67%	7,000	0	7,000	
104470	Library Office & Equipment	750	750	0.00%	750	0	750	
104495	Legal	75,000	50,000	-33.33%	38,000	12,000	50,000	
104497	Library Consultant	16,000	42,000	162.50%	42,000	0	42,000	
104513	Electricity	0	0	0.00%	0	0	0	
104515	Water & Sewer	10,000	12,650	26.50%	12,650	0	12,650	
104517	Natural Gas	39,500	40,200	1.77%	35,200	5,000	40,200	
104520	Telephone	9,000	9,000	0.00%	9,000	0	9,000	
104525	Purchase - New Equipment	15,000	12,000	-20.00%	7,000	5,000	12,000	
104530	Building & Custodial Supplies	37,500	39,000	4.00%	39,000	0	39,000	
104540	Building Repairs	18,000	18,000	0.00%	13,000	5,000	18,000	
104550	Lib. & Off. Eqpt Rep. & Maint	18,000	15,000	-16.67%	15,000	0	15,000	
104560	Machine Rental	2,400	1,200	-50.00%	1,200	0	1,200	
104570	Automation - Equipment	74,000	55,000	-25.68%	43,000	12,000	55,000	
104575	Automation - Line Costs	5,500	5,500	0.00%	5,500	0	5,500	
104577	Automation - Consultant	75,000	30,000	-60.00%	20,000	10,000	30,000	
104580	Automation - Maintenance	90,000	95,000	5.56%	85,000	10,000	95,000	
104590	Library Furniture	40,000	18,000	-55.00%	13,000	5,000	18,000	

# DRAFT

		Orland Park Public Library					
		Budget, Levy, Appropriation FY2019					
			10/12/2018				
			Draft 9				
		2018	2019		2019	Other	Appropriation
		Total	Working	% Increase	Levy	Sources	
		Budget	Budget	From 2018			
<b>GL</b>							
104600	Outreach Services	7,500	43,500	480.00%	8,500	35,000	43,500
104610	Board Training & Education	8,000	6,000	-25.00%	6,000	0	6,000
104620	Staff Training & Education	24,000	21,000	-12.50%	18,000	3,000	21,000
104630	Conference Fees	6,000	7,200	20.00%	7,200	0	7,200
104640	Patron Programs & Events	43,000	43,000	0.00%	43,000	0	43,000
104650	Association Dues & Fees	7,000	6,000	-14.29%	6,000	0	6,000
104660	Public Information	40,000	43,000	7.50%	40,000	3,000	43,000
104710	Library Supplies	45,000	45,000	0.00%	42,000	3,000	45,000
104720	Office Supplies	6,000	6,000	0.00%	4,000	2,000	6,000
104730	Postage	14,000	17,000	21.43%	14,000	3,000	17,000
104740	Printing	7,000	11,000	57.14%	9,000	2,000	11,000
104810	Contingency	0	0	0.00%	0	0	0
104910	Contribution to IMRF	243,000	246,916	1.61%	240,916	6,000	246,916
104915	Contribution to FICA	213,000	221,008	3.76%	215,008	6,000	221,008
104920	Audit	12,350	16,000	29.55%	12,000	4,000	16,000
104930	Liability Ins.-D&O,Bonds,WC	57,000	59,000	3.51%	59,000	0	59,000
104940	Unemployment Compensation	4,000	2,000	-50.00%	2,000	0	2,000
104950	Bank Charges	600	600	0.00%	600	0	600
	<b>Total Expenditures</b>	<b>5,882,000</b>	<b>6,405,000</b>	<b>8.89%</b>	<b>5,538,000</b>	<b>867,000</b>	<b>6,405,000</b>
	<b>Excess (Deficiency) of Revenues</b>						
	<b>Over (Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Net Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>

Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued: September 20, 1993; revised December 18, 2006; revised September 17, 2012, revised May 18, 2015; Revised April 16, 2018 ; Revised October 15, 2018 Approving Authority: Board of Library Trustees

## Circulation Policy

### LIBRARY CARDS

#### RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

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

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

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

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

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

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

### NON-RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

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

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

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

#### A. Privileges

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

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

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

#### B. Fees

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

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

#### C. Refunds

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

### PROPERTY OWNER ORLAND PARK PUBLIC LIBRARY CARDS

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

### COMMERCIAL PROPERTY OWNERS ORLAND PARK PUBLIC LIBRARY CARDS

~~An individual non-resident~~ **A non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the incorporated boundaries of the Village of Orland Park may obtain a library card at no charge upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property** producing a current itemized tax bill for the property and valid driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

### STAFF ORLAND PARK PUBLIC LIBRARY CARDS

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

## TEMPORARY ORLAND PARK PUBLIC LIBRARY CARDS

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

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

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

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

## RENEWAL OF LIBRARY CARDS

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

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

### LOST OR STOLEN LIBRARY CARDS

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

### RECIPROCAL LIBRARY CARDS

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

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

### **CONFIDENTIALITY OF RECORDS**

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

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

### **RESPONSIBILITIES OF BORROWERS**

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

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

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

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

## **CIRCULATION OF MATERIAL**

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

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

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

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

## **OVERDUE MATERIAL**

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



received by the cardholder. Patron accounts having material not returned may be sent to a collection agency.

## **LOST AND/OR DAMAGED MATERIALS**

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

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

**INTERGOVERNMENTAL AGREEMENT AMONG THE VILLAGE OF ORLAND PARK, CONSOLIDATED HIGH SCHOOL DISTRICT 230, ORLAND SCHOOL DISTRICT 135, ORLAND FIRE PROTECTION DISTRICT, BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ORLAND PARK AND VON MAUR, INC., RELATIVE TO THE DEVELOPMENT OF THE CARSON PIRIE SCOTT & CO. PROPERTY**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into this \_\_\_\_\_ day of October, 2018 ("Effective Date"), by and among the VILLAGE OF ORLAND PARK, an Illinois home rule municipal corporation ("VILLAGE"), CONSOLIDATED HIGH SCHOOL DISTRICT 230, an Illinois school district ("HIGH SCHOOL DISTRICT"), ORLAND SCHOOL DISTRICT 135, an Illinois school district ("ELEMENTARY SCHOOL DISTRICT"), ORLAND FIRE PROTECTION DISTRICT, an Illinois fire protection district ("FIRE PROTECTION DISTRICT"), BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ORLAND PARK, an Illinois local library ("LIBRARY"), and VON MAUR, INC., an Illinois corporation ("VON MAUR"). The VILLAGE, HIGH SCHOOL DISTRICT, ELEMENTARY SCHOOL DISTRICT, FIRE PROTECTION DISTRICT, LIBRARY and VON MAUR are sometimes individually referred to herein as a "Party" and collectively referred to as the "Parties".

**WITNESSETH**

**WHEREAS**, VON MAUR is under contract to acquire the vacant property formerly occupied by Carson Pirie Scott & Co., commonly known as 4 Orland Square Drive, Orland Park, Illinois, said property being legally described on EXHIBIT A-1, attached hereto and made part hereof, and depicted on EXHIBIT A-2, attached hereto and made part hereof ("Subject Property"); and

**WHEREAS**, VON MAUR desires to remodel and develop the Subject Property into a retail department store consisting of approximately ONE HUNDRED SIXTY THOUSAND (160,000) square feet on a tract of approximately THIRTEEN (13) acres, as depicted and further described in EXHIBIT B-1 and EXHIBIT B-2, respectively, attached hereto and made a part hereof (“Project”); and

**WHEREAS**, VON MAUR desires to own, develop and operate the Project on the Subject Property; and

**WHEREAS**, in order to induce VON MAUR to proceed with the Project, the VILLAGE agrees to (a) waive all VILLAGE building permit and inspection fees; (b) provide VON MAUR with a partial real estate tax abatement in regard to certain of the real estate taxes assessed and levied by the VILLAGE against the Subject Property (“Tax Abatement”) pursuant to the VILLAGE’s home rule authority; and (c) the VILLAGE will provide certain Retailers’ Occupation Tax rebates (“Sales Tax Rebates”) to VON MAUR pursuant to the Village’s home rule authority and Sections 8-1-2.5 and 8-11-20 of the Illinois Municipal Code (65 ILCS 5/8-1-2.5 and 5/8-11-20); and

**WHEREAS**, in order to further induce VON MAUR to proceed with the Project, the HIGH SCHOOL DISTRICT, ELEMENTARY SCHOOL DISTRICT, FIRE PROTECTION DISTRICT and LIBRARY (collectively the “NON-VILLAGE UNITS OF GOVERNMENT”) agree to provide VON MAUR with a Tax Abatement pursuant to 35 ILCS 200/18-165 (“Abatement Law”); and

**WHEREAS**, the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT have agreed to provide the Tax Abatement to VON MAUR, pursuant to the terms and conditions as set forth in this Agreement, provided VON MAUR agrees to refrain from taking any actions,

either directly or indirectly, to lower the equalized assessed valuation (“EAV”) of the Subject Property, including the Project located thereon, below the Threshold EAV as hereinafter provided and defined for a term commencing with the Effective Date and ending on the first to occur of a) the tenth (10<sup>th</sup>) anniversary of the Effective Date, or b) the date on which VON MAUR has received a total cumulative benefit from the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT of EIGHT MILLION, FIVE HUNDRED THOUSAND DOLLARS AND NO/100 DOLLARS (\$8,500,000.00) from Tax Abatements, Sales Tax Rebates and waivers of building and inspection fees; and

**WHEREAS**, VON MAUR is in agreement with the restriction set forth above, relative to refraining from taking any actions, either directly or indirectly, to lower the equalized assessed valuation of the Subject Property below the Threshold EAV; and

**WHEREAS**, by providing the Tax Abatement, in exchange for VON MAUR agreeing to refrain from taking any actions, either directly or indirectly, to lower the equalized assessed valuation of the Subject Property below the Threshold EAV, the VILLAGE and the NON-VILLAGE UNITS OF GOVERNMENT will induce VON MAUR to cause the Project to be constructed and operated, which the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT anticipate will provide future financial benefits for the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT; and

**WHEREAS**, the parties hereto acknowledge, and VON MAUR represents and warrants, that it requires economic assistance from the VILLAGE and the NON-VILLAGE UNITS OF GOVERNMENT in order to commence and complete the Project, and that, but for said economic assistance, the Project as contemplated would not be economically viable nor would the funds necessary for its commencement and completion be available.

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution, 5 ILCS 220/1 *et seq.* and the VILLAGE's home rule powers provide the authority for this Agreement; and

**WHEREAS**, it is in the best interests of the Parties to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which the Parties hereto acknowledge, the Parties hereto agree as follows:

1. **INCORPORATION OF PREAMBLES.** The preambles hereto, as set forth above, are incorporated herein by reference and are made part hereof.
2. **VON MAUR CONDITIONS.** VON MAUR's right to receive the Tax Abatement under this Agreement is expressly conditioned upon the satisfaction by VON MAUR of the following conditions:
  - A. VON MAUR shall: Acquire title to and occupy (as evidenced by issuance of a VILLAGE Occupancy Permit) the Subject Property on or before June 30, 2020, subject only to *force majeure*. As used herein "*force majeure*" shall mean delays beyond the reasonable control of VON MAUR, including, without limitation, acts of God, natural disasters, war, strikes and unavailability of labor or materials.
  - B. Construct and operate continuously (approximately similar to dates and times as other retail businesses within the Orland Square shopping center and the other VON MAUR stores in the Chicagoland area) the Project on the Subject Property substantially in accordance with EXHIBITS B-1 and B-2, in accordance with all applicable laws, ordinances and regulations. However, it shall not be a breach of this condition should VON MAUR close the retail department store for a period of time not to exceed ninety (90) days for remodeling or due to *force majeure*;
  - C. Obtain certificates of occupancy, or final approvals, for the Project from all governmental entities having jurisdiction over the design and construction of the Project, on or before June 30, 2020. The date VON MAUR receives the last of the final certificates of occupancy or final approvals for the Project from all governmental entities having jurisdiction over the design and construction of the Project shall be the "Commencement Date." VON MAUR shall notify each of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT of the Commencement Date within fourteen (14) days after the Commencement Date has occurred;
  - D. Comply with the real estate tax obligations set forth in Section 4. below; and

- E. Notwithstanding any provision in this Agreement to the contrary, if VON MAUR fails to meet any of its obligations in the above Sections 2.A., 2.B., 2.C. or 2.D., the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT shall provide written notice of such default (a "Default Notice") to VON MAUR. If VON MAUR does not cure such default within thirty (30) days of VON MAUR's receipt of a Default Notice, then the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT may elect, by written notice to VON MAUR delivered following such thirty (30) day period to terminate this Agreement (a "Termination"), whereupon VON MAUR shall reimburse the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT the entire Tax Abatement and will reimburse the VILLAGE the Sales Tax Rebates and the amount of all VILLAGE building permit and inspection fees.

**3. REAL ESTATE TAX ABATEMENT AND SALES TAX REBATES.**

- A. Subject to VON MAUR being in full compliance with Section 2. above, and Section 4.A. below, the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT pursuant to the home rule authority of the VILLAGE and the Abatement Law shall provide VON MAUR with the Tax Abatement relative to the real estate taxes assessed against the Subject Property, including the Project located thereon, and Sales Tax Rebates, with said Tax Abatement and Sales Tax Rebates being:
1. For a maximum of ten (10) years, beginning with the real estate taxes levied on the Subject Property, including the Project located thereon, for the full calendar year after the calendar year in which the Commencement Date occurs, which real estate taxes are payable in the year thereafter, even if the full amount referenced in Subsection 3.A.2. below has not been abated;
  2. Limited to a total cumulative amount from the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT combined of EIGHT MILLION, FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$8,500,000.00), which amount includes the amount of the Village's building permit and inspection fee waivers, even if the Tax Abatement and Sales Tax Rebates have not occurred for the full ten (10) year period referenced in 3.A.1. above.
  3. Limited to an annual amount equal to One Hundred Percent (100%) of the real estate taxes to be received by the VILLAGE from the Subject Property, including the Project located thereon, exclusive of real estate taxes received to satisfy any debt service tax levy of general applicability to all taxable property within the VILLAGE in any given year;
  4. Limited to an amount equal to Fifty Percent (50%) of the Illinois Retailer's Occupation Taxes and Service Occupation Taxes as well as Fifty Percent

(50%) of the Village's Home Rule Municipal Retailer's Occupation Taxes and Home Rule Municipal Service Occupation Taxes received by the VILLAGE annually from the Project;

5. Limited to an annual amount equal to Fifty Percent (50%) of the real estate taxes to be received by the NON-VILLAGE UNITS OF GOVERNMENT from the Subject Property, including the Project located thereon, up to a maximum of FOUR MILLION AND NO/100 DOLLARS (\$4,000,000.00) for the maximum of ten (10) years, exclusive of real estate taxes received to satisfy any debt service tax levy of general applicability to all taxable property within any one or more of the respective NON-VILLAGE UNITS OF GOVERNMENT, in any given year; and
6. Limited by the Abatement Law, and any amendments thereto after the Effective Date.

Within sixty (60) days of the Commencement Date, each of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT shall adopt the ordinance, or resolution, attached hereto as EXHIBIT C and made a part hereof ("Abatement Ordinance/Resolution"), and send a certified copy of the Abatement Ordinance/Resolution to the Cook County Clerk ("Clerk"), with such changes to the Abatement Ordinances/Resolutions being made to tailor the Abatement Ordinances/Resolutions to the specific ordinance, or resolution, form requirements of each of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT, and after updating the current P.I.N.s and legal description(s) for the Subject Property, including the Project located thereon, if any. The Parties acknowledge that under the Abatement Law, the Clerk administers the Tax Abatement. The Parties acknowledge that as of the Effective Date, the process for administering the Tax Abatement as is described in EXHIBIT D, attached hereto and made a part hereof, and that the process described in EXHIBIT D may change after the Effective Date. If the process for administering the Tax Abatement as described in EXHIBIT D is changed after the Effective Date, the Parties shall update EXHIBIT D to reflect the new process. The Parties shall cooperate with one another, and the Clerk, in administering the Tax Abatement. Upon a reasonable request of the Clerk, or any other Party, the Parties shall timely respond to requests for information and documents related to the Tax Abatement, and the Parties shall take all reasonable steps in a timely manner needed to administer the Tax Abatement consistent with the terms of this Agreement.

- B. During the term of this Agreement, if VON MAUR ceases operating the Project on the Subject Property, or if VON MAUR breaches any of its obligations under Section 4.A., the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT shall provide written notice of such cessation (a "Default Notice") to VON MAUR. If VON MAUR does not recommence operation of the Project within thirty (30) days of VON MAUR's receipt of a Default Notice, or if VON MAUR does not cure the breach of its obligations under Section 4.A. within thirty (30)

days of VON MAUR's receipt of a Default Notice, then the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT may elect, by written notice to VON MAUR delivered following such thirty (30) day period, to terminate this Agreement (hereinafter, a "Termination"), whereupon VON MAUR shall reimburse the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT the entire Tax Abatement, and will reimburse the Village the Sales Tax Rebates, and the total amount of VILLAGE permit and inspection fee waivers, if a Termination occurs within ten (10) years from the Commencement Date.

VON MAUR's reimbursement obligations herein shall survive, and be binding upon VON MAUR, regardless of the termination or expiration of this Agreement, until fifteen (15) years after the Commencement Date. VON MAUR shall reimburse the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT within thirty (30) days of a written demand from the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT for such reimbursement.

**4. REAL ESTATE TAX OBLIGATIONS OF VON MAUR.**

- A. VON MAUR agrees to pay, or cause to be paid, all general and special real estate taxes levied against its respective interest in the Subject Property, including the Project located thereon, on or prior to the date same is due, and said real estate taxes shall not become delinquent. VON MAUR shall deliver evidence of payment of such real estate taxes to the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT upon request.
- B. In relation to all challenges to, or requests for reduction in, the assessed value, VON MAUR agrees:
  - (1) to not, and shall not, permit or allow any of its affiliates, agents, attorneys, consultants or employees, to challenge, contest, or seek a reduction in, or assert tax-exempt status in relation to, the real estate taxes assessed against the Subject Property below an EAV of SIXTY DOLLARS (\$60.00) per square foot (building and improvements) plus a THREE PERCENT (3.0%) compounded annual increase in said per square foot EAV commencing with the 2021 tax year EAV (the "Threshold EAV"), including the Project located thereon; and
  - (2) to prohibit any third party obligated to pay the real estate taxes, in whole or in part, assessed against the Subject Property below the Threshold EAV, including the Project located thereon, or any portion thereof, or said third party's affiliates, agents, attorneys, consultants or employees, from challenging, contesting, seeking a reduction in or asserting tax-exempt status in relation to the real estate taxes assessed against the Subject Property below the Threshold EAV, including the Project located thereon; and



(3) Notwithstanding other provision of this Agreement, in the event that the real estate tax assessment for the Subject Property as determined by the Cook County Assessor's office exceeds the Threshold EAV for any tax year, then, in that event, VON MAUR shall be allowed to challenge, contest or seek a reduction in the real estate tax assessment of the Subject Property for that year; *provided, however*, if VON MAUR'S challenge or contest results in a reduction of the real estate tax assessment for the Subject Property below the Threshold EAV, *then, in that event*, Von Maur shall make a payment in lieu of taxes for such tax years as follows:

(a) to the VILLAGE in the amount of the real estate tax that the VILLAGE would otherwise have received for the Subject Property if the Subject Property was assessed at the Threshold EAV for its debt service tax levy of general applicability minus the amounts actually paid by VON MAUR for the VILLAGE'S debt service levy for such tax year; and

(b) to the NON-VILLAGE UNITS OF GOVERNMENT in an amount equal to fifty percent (50%) of the real estate tax plus one hundred percent (100%) of any debt service levy of general applicability that such NON-VILLAGE UNITS OF GOVERNMENT would have received for the Subject Property if the Subject Property were assessed at the Threshold EAV, minus the amounts actually paid by VON MAUR for its general real estate taxes levied by the NON-VILLAGE UNITS OF GOVERNMENT for such tax years.

- C. VON MAUR agrees to not file, participate in, or allow any of its affiliates, agents, attorneys, consultants or employees to file or participate in a tax rate objection, contest or other challenge to the taxes and/or levies of the taxing districts authorized by law to levy property taxes against the Subject Property, including the Project located thereon.
- D. VON MAUR agrees to not pursue, permit or allow any of its affiliates, agents, attorneys or employees to agree to, pursue or permit the disconnection or detachment of the Subject Property from any of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT.

## 5. SALES TAX REBATE AGREEMENT.

Contemporaneously with the execution of this Agreement by all Parties, VON MAUR and the VILLAGE shall enter into a SALES TAX REBATE AGREEMENT, in a form substantially as that attached hereto and made a part hereof as EXHIBIT E, whereby the VILLAGE shall annually, for a maximum of ten (10) consecutive years commencing on the Commencement Date, pay to VON MAUR the VILLAGE's Sales Tax revenue (as defined in EXHIBIT E) for each annual period that is attributable to gross sales from the Project as contemplated and described in the SALES TAX REBATE AGREEMENT. Said SALES TAX REBATE AGREEMENT shall terminate on the first to occur of (a)

the completion of said ten (10) year period; or (b) when the combined VILLAGE Sales Tax Rebate payments, VILLAGE building permit and inspection fee waivers and the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT Tax Abatements provided for in this Agreement total EIGHT MILLION, FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$8,500,000.00).

**6. VILLAGE WAIVER OF BUILDING PERMIT AND INSPECTION FEES.**

All building permit fees and VILLAGE inspection fees as set forth in the VILLAGE Codes and Ordinances and which VON MAUR would normally be obligated to the VILLAGE for in connection with the Project shall be waived by the VILLAGE so long as VON MAUR proceeds diligently with the Project and remains in compliance with all terms of this Agreement.

**7. REPORTING BY VON MAUR.**

During the term of this Agreement and in addition to any other reporting obligations required by law, this Agreement or the SALES TAX REBATE AGREEMENT (EXHIBIT E), VON MAUR shall report annually to the VILLAGE and NON-VILLAGE GOVERNMENTAL BODIES the status of employment and its annual estimated payroll. Within thirty (30) days following the Commencement Date, VON MAUR will report to the VILLAGE the total estimated Project renovation and construction costs. All reports received by the VILLAGE from VON MAUR pursuant to this Section shall be distributed by the VILLAGE to all NON-VILLAGE UNITS OF GOVERNMENT.

**8. GENERAL CONDITIONS/REQUIREMENTS.**

- A. This Agreement is entered into for the benefit of each of the Parties, solely, and not for the benefit of any third party.
- B. Nothing contained in this Agreement shall constitute a waiver of any privileges, defenses or immunities which the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT may have under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*, or any other applicable laws, with respect to any claim brought by a third party.
- C. The obligations of VON MAUR shall constitute covenants running with the land legally described in Exhibit A-1 and shall be binding on successors and assigns of VON MAUR and shall bind all owners of the Subject Property, including the Project located thereon, or any portion thereof.
- D. A Memorandum of this Agreement in a form approved by counsel for the Parties shall be recorded on the title to the Subject Property at the expense of VON MAUR upon taking effect.
- E. Upon a breach of this Agreement by VON MAUR, any of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT may repeal their respective

Abatement Ordinance/Resolution, and any Party, by an action or proceeding brought in the Circuit Court of Cook County, Illinois, may recover from VON MAUR the amounts of their respective Tax Abatements, Sales Tax Rebates and building permit and inspection fees for failure of performance.

- F. In the event of a default by any of the Parties, the defaulting Party, as adjudicated by a court of competent jurisdiction, shall pay to the non-defaulting Party/Parties, upon demand, all of the non-defaulting Party's/ Parties' reasonable costs, charges and expenses, including, but not limited to, the costs of accountants, consultants, attorneys and others retained by the non-defaulting Party/Parties for the purpose of enforcing any of the obligations of the defaulting Party under this Agreement.
- G. The failure of any Party to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, by any other Party, shall not constitute or be construed as a waiver or relinquishment of any Party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.
- H. If the performance by any Party hereunder is delayed as a result of circumstances which are beyond the reasonable control of such Party (which circumstances shall only include acts of God, war, strikes or similar acts of *force majeure*), the time for such performance shall be extended by the amount of time of such delay.
- I. This Agreement shall remain in full force and effect for ten (10) years after the Commencement Date, except as otherwise provided in Section 3B. of this Agreement.
- J. In the event that any VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT's authority under the Abatement Law to carry out its obligation in this Agreement is repealed, becomes null and void or otherwise becomes invalid, then (i) such VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT's obligations hereunder shall cease and no further obligations of any sort shall be required of the VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT, and (ii) VON MAUR's obligations to such VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT hereunder (including, without limitation, VON MAUR's obligations to such VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT under Section 3.B.) shall cease as of the date on which any such VILLAGE or NON-VILLAGE UNIT OF GOVERNMENT's authority under the Abatement Law to carry out its obligation in this Agreement is repealed, becomes null and void or otherwise becomes invalid. Neither VON MAUR shall have recourse against the affected UNITS OF GOVERNMENT in such event and such affected UNIT(s) OF GOVERNMENT shall have no recourse against VON MAUR.
- K. No amendment to, or modification of, this Agreement shall be effective unless and until it is in writing and approved by the authorized representative of VON

MAUR and by each of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT's corporate authorities, and executed and delivered by the authorized representatives of each Party.

- L. If, during the term of this Agreement, any lawsuits or other proceedings are filed or initiated against any Party before any court, commission, board, bureau, agency, unit of government or sub-unit thereof, arbitrator, or other instrumentality, that may materially affect or inhibit the ability of any Party to perform its obligations under, or otherwise to comply with, this Agreement ("Litigation"), the Party against which the Litigation is filed or initiated shall promptly deliver a copy of the complaint or charge related thereto to the other Parties and shall thereafter keep the other Parties fully informed concerning all aspects of the Litigation. Each Party shall, to the extent necessary, cooperate with the other Parties in this event. The Parties each agree to use their respective best efforts to defend the validity of this Agreement and the Abatement Ordinances / Resolutions adopted pursuant to this Agreement, including every portion thereof and every approval given, and every action taken, pursuant thereto.
- M. VON MAUR shall maintain the Subject Property, and operate the Project, in compliance with all Federal, State, County, and VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT laws, ordinances, resolutions, rules and regulations.
- N. From the Effective Date until the end of the ten (10) year period after the Commencement Date, VON MAUR shall not assign this Agreement to any person or entity without the prior written consent of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT, which consent may be given or withheld as determined by the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT, in their sole and absolute discretion; provided, however, that VON MAUR may, without the requirement of any approval or consent by the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT, assign this Agreement and any rights to payment hereunder (i) to a party which is a trustee or nominee for, or a parent or subsidiary of, or has common ownership with, VON MAUR; or (ii) any entity that simultaneously acquires the Subject Property and the other Von Maur stores in the Chicagoland area. However, any such assignment that is not subject to the prior consent of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT may be made only after VON MAUR gives the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT written notice thereof. No such assignment shall be effective, even if consented to by the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT, unless and until the Assignee acknowledges in writing to the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT that the obligations of the VILLAGE and NON-VILLAGE UNITS OF GOVERNMENT to VON MAUR or any Assignee hereunder are contingent upon certain conditions, covenants and/or the performance of certain obligations on the part of VON MAUR which are set forth in this Agreement which such Assignee is willing to assume. Notwithstanding any such assignment and/or assumption of responsibility, VON MAUR shall

remain liable for all of its agreements, covenants and obligations and the performance thereof pursuant to this Agreement.

9. **NOTICES.** Notice or other writings which any Party is required to, or may wish to, serve upon any other Party in connection with this Agreement shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the VILLAGE:

Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, IL 60462  
Attn: Village President

With copies to:

Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, IL 60462  
Attn: Village Manager

- and -

Klein, Thorpe & Jenkins, Ltd.  
15010 S. Ravinia – Suite 10  
Orland Park, Illinois 60462  
Attn: E. Kenneth Friker, Esq.

If to the LIBRARY:

Orland Park Public Library  
14921 S. Ravinia Avenue  
Orland Park, Illinois 60462  
Attn: President

With copies to:

Orland Park Public Library  
14921 S. Ravinia Avenue  
Orland Park, Illinois 60462  
Attn: Library Director

- and -

Klein, Thorpe & Jenkins, Ltd.  
15010 S. Ravinia – Suite 10  
Orland Park, Illinois 60462  
Attn: Dennis G. Walsh, Esq.

If to the ELEMENTARY SCHOOL DISTRICT:

Orland School District 135  
15100 S. 94<sup>th</sup> Avenue  
Orland Park, Illinois 60462  
Attn: President

With copies to:

Orland School District 135  
15100 S. 94<sup>th</sup> Avenue  
Orland Park, Illinois 60462  
Attn: Superintendent

- and -

If to the HIGH SCHOOL DISTRICT:

Consolidated High School District 230  
15100 S. 94<sup>th</sup> Avenue  
Orland Park, Illinois 60462  
Attn: President

With copies to:

Consolidated High School District 230  
15100 S. 94<sup>th</sup> Avenue  
Orland Park, Illinois 60462  
Attn: Superintendent

- and -

Klein, Thorpe & Jenkins, Ltd.  
15010 S. Ravinia Avenue, Suite 10  
Orland Park, Illinois 60462  
Attn: Thomas M. Melody, Esq.

Franczek Radelet, P.C.  
300 S. Wacker Drive – Suite 3400  
Chicago, Illinois 60606  
Attn: Ares G. Dalianis, Esq.

If to the FIRE PROTECTION DISTRICT:

If to VON MAUR:

Orland Fire Protection District  
9790 W. 151<sup>st</sup> Street  
Orland Park, Illinois 60462  
Attn: President

VON MAUR, INC.  
6565 Brady Street  
Davenport, Iowa 52806  
Attn: Chief Financial Officer

With copies to:

With a copy to:

Orland Fire Protection District  
9790 W. 151<sup>st</sup> Street  
Orland Park, Illinois 60462  
Attn: Fire Chief

Lane & Waterman, LLP  
220 N. Main Street, Suite 600  
Davenport, Iowa 52801  
Attn: Richard A. Davidson, Esq.

or to such other address, or additional individuals/entities, as any Party may from time to time designate in a written notice to the other Parties. Service by personal delivery shall be deemed given when delivery occurs, and service by certified or registered mail shall be deemed given three (3) days after depositing same in the mail.

10. **COUNTERPARTS.** This Agreement may be executed simultaneously in up to seven (7) counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.
11. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the Parties and supersedes any prior understanding or written or oral agreements between them regarding the within subject matter. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.
12. **EFFECTIVE DATE.** This Agreement shall be deemed dated and become effective on the date the last of the Parties executes this Agreement as set forth below, which date shall be filled in on page 1 hereof.

**IN WITNESS WHEREOF,** the VILLAGE, pursuant to authority granted by the adoption of an Ordinance by its Village President and Board of Trustees, has caused this Agreement to be executed by its Village President and attested by its Village Clerk: the

LIBRARY, pursuant to the authority granted by the adoption of a Motion/Resolution by its Board of Library Trustees, has caused this Agreement to be signed by its President and attested by its Secretary; the FIRE PROTECTION DISTRICT, pursuant to the authority granted by the adoption of a Motion/Resolution by its Board of Trustees, has caused this Agreement to be signed by its President and attested by its Secretary; the ELEMENTARY SCHOOL DISTRICT, pursuant to the authority granted by the adoption of a Motion/Resolution by its Board of Education, has caused this Agreement to be signed by its President and attested by its Secretary; the HIGH SCHOOL DISTRICT, pursuant to the authority granted by the adoption of a Motion/Resolution by its Board of Education, has caused this Agreement to be signed by its President and attested by its Secretary; and VON MAUR, INC., has caused this Agreement to be executed by its Chief Financial Officer and attested by its Secretary.

**VILLAGE OF ORLAND PARK**

**BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ORLAND PARK**

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

ATTEST:

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Secretary, Board of Library Trustees

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORLAND SCHOOL DISTRICT 135**

**CONSOLIDATED HIGH SCHOOL DISTRICT 230**

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
President, Board of Education

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ORLAND FIRE  
PROTECTION DISTRICT**

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary  
Dated: \_\_\_\_\_

**VON MAUR, INC.**

By: \_\_\_\_\_  
Robert Larsen, Chief Financial Officer

ATTEST:

\_\_\_\_\_  
Secretary  
Dated: \_\_\_\_\_



ACKNOWLEDGMENTS

STATE OF ILLINOIS )  
                                      ) SS.  
COUNTY OF C O O K )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that KEITH PEKAU, personally known to me to be the President of the Village of Orland Park, and JOHN C. MEHALEK, personally known to me to be the Village Clerk of said municipal corporation, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such President and Village Clerk, they signed and delivered the said instrument and caused the corporate seal of said municipal corporation to be affixed thereto, pursuant to authority given by the Board of Trustees of said municipal corporation, as their free and voluntary act, and as the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF C O O K )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named CHRISTIAN J. BARCELONA and ELAN KLEIS, personally known to me to be the President and Secretary of the Board of Library Trustees of the Village of Orland Park, and also known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary, respectively, appeared before me this day in person and severally acknowledged that, as such President and Secretary, they signed and delivered the signed instrument, pursuant to authority given by the Board of Library Trustees of the Village of Orland Park, as their free and voluntary act, and as the free and voluntary act and deed of said Board of Library Trustees of the Village of Orland Park, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF ILLINOIS )  
  ) SS.  
COUNTY OF C O O K )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named \_\_\_\_\_ and \_\_\_\_\_, personally known to me to be the President and Secretary of the Orland Fire Protection District, and also known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary, respectively, appeared before me this day in person and severally acknowledged that, as such President and Secretary, they signed and delivered the signed instrument, pursuant to authority given by the Orland Fire Protection District, as their free and voluntary act, and as the free and voluntary act and deed of said Orland Fire Protection District, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF C O O K    )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named LAURA BERRY and ANGIE SEXTON, personally known to me to be the President and Secretary of the Board of Education of School District 135, and also known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary, respectively, appeared before me this day in person and severally acknowledged that, as such President and Secretary, they signed and delivered the signed instrument, pursuant to authority given by the Board of Education of School District 135, as their free and voluntary act, and as the free and voluntary act and deed of said Board of Education of School District 135, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF ILLINOIS    )  
  ) SS.  
COUNTY OF C O O K    )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named RICK NOGAL and SUSAN DALTON, personally known to me to be the President and Secretary of the Board of Education of Consolidated High School District 230, and also known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary, respectively, appeared before me this day in person and severally acknowledged that, as such President and Secretary, they signed and delivered the signed instrument, pursuant to authority given by the Board of Education of Consolidated High School District 230, as their free and voluntary act, and as the free and voluntary act and deed of said Board of Education of Consolidated High School District 230, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for the County and State aforesaid, DO HEREBY CERTIFY that the above-named ROBERT LARSEN and \_\_\_\_\_, personally known to me to be the Chief Financial Officer and Secretary of VON MAUR, INC., and also known to me to be the same persons whose names are subscribed to the foregoing instrument as such Chief Financial Officer and Secretary, respectively, appeared before me this day in person and severally acknowledged that, as such President and Secretary, they signed and delivered the signed instrument, pursuant to authority given by VON MAUR, INC., as their free and voluntary act, and as the free and voluntary act and deed of VON MAUR, INC., for the uses and purposes therein set forth.

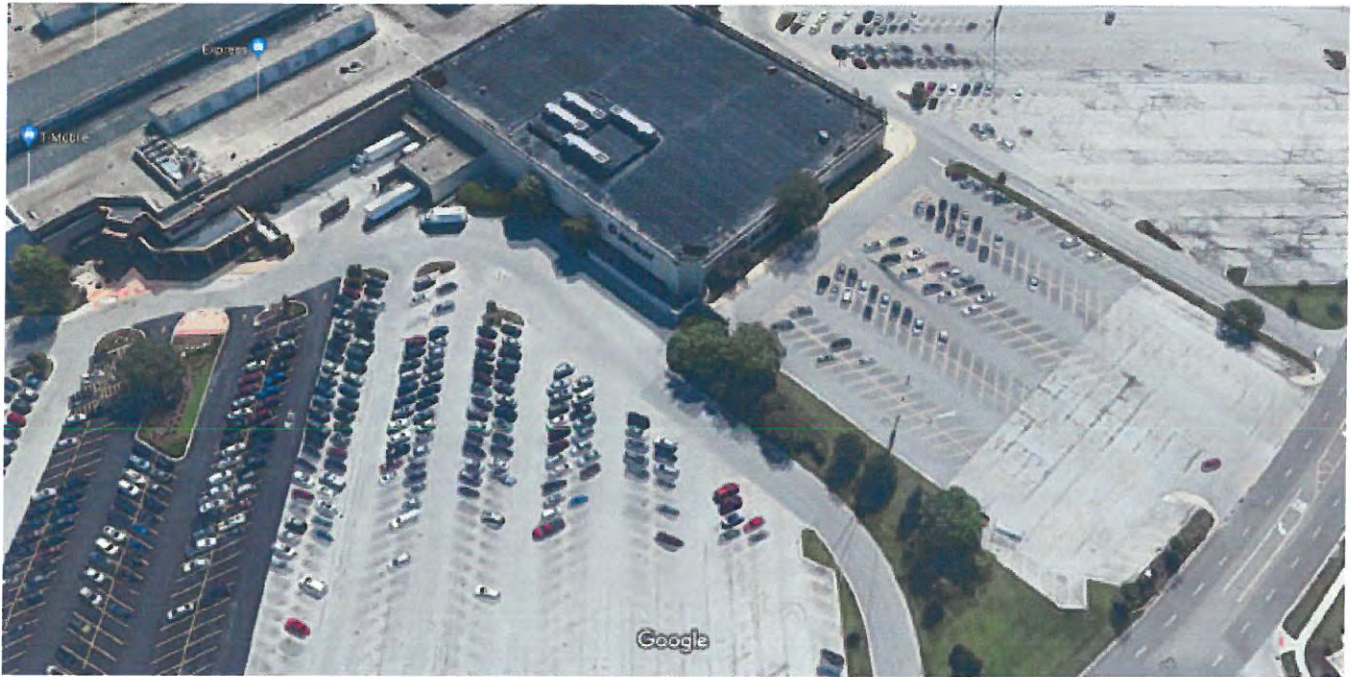
GIVEN under my hand and Notary Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**EXHIBIT A-2**

**Depiction of Subject Property**



## **EXHIBIT B-2**

### **Project Description**

- Acquisition and renovation of the former Carson Pirie Scott & Co. store located at 40 Orland Square Drive, Orland Park, Illinois.
- The existing building will be redeveloped into a Von Maur Department Store featuring high quality finishes and floor coverings which accentuate Von Maur's residential ambiance with antiques, original artwork and live piano music.
- Von Maur is known for its outstanding selection of brand name apparel, shoes, accessories and gifts.
- Von Maur is widely regarded for its superior customer service including interest free charge cards, free gift wrapping and shipping services, and a liberal return policy.
- Von Maur offers its associates, above-market wages, excellent benefits, internal advancement opportunities and a professional work environment.



**EXHIBIT A-1**

**Legal Description of Subject Property**

**For APN/Parcel ID(s): 27-10-300-012-0000**

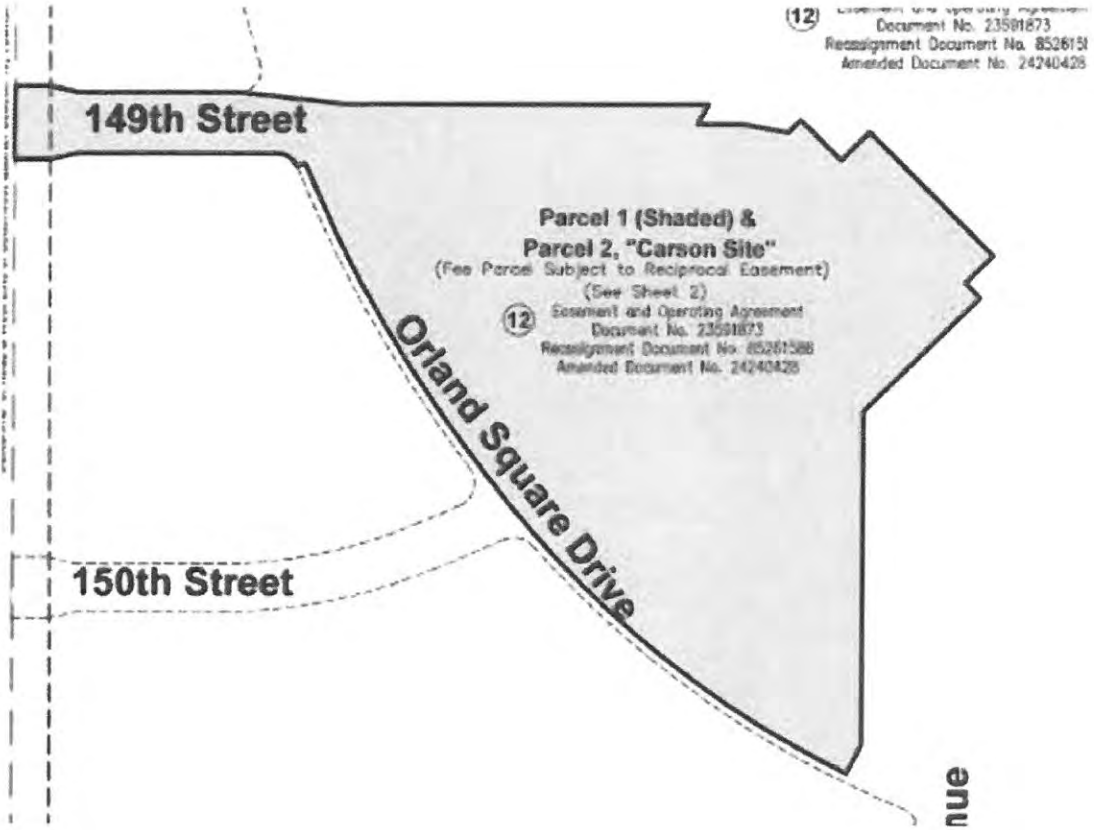
A tract of Land in the South 1/2 of Section 10, Township 36 North, Range 12, East of the Third Principal Meridian, described as follows:

Commencing on the West Line of said Section 10 a distance of 1274.60 feet North of the South Line of said Section 10; thence North 00 degrees 01 minutes 40 seconds East 104.00 feet along the West line of said South 1/2; thence South 89 degrees 58 minutes 20 seconds East 50.40 feet; thence South 77 degrees 59 minutes 08 seconds East 40.93 feet; thence South 89 degrees 58 minutes 20 seconds East 231.61 feet; thence South 83 degrees 35 minutes 28 seconds East 156.17 feet; thence due East 512.84 feet; thence South 30 degrees West 31.75 feet; thence due East 65.60 feet; thence South 79 degrees 42 minutes 36 seconds East 64.98 feet; thence North 45 degrees East 25.15 feet; thence South 44 degrees 59 minutes 08 seconds East 80.59 feet; thence North 45 degrees 04 minutes 08 seconds East 56.63 feet; thence South 45 degrees 00 minutes 25 seconds East 248.71 feet; thence South 44 degrees 57 minutes 32 seconds West 55.89 feet; thence South 44 degrees 54 minutes 17 seconds East 30.09 feet; thence South 45 degrees West 231.20 feet; thence due South 475.24 feet; thence South 26 degrees 32 minutes 43 seconds West 45.50 feet to a point on curve; thence Northwesterly on a curve convex to the South West having a radius of 1536.30 feet; an arc distance of 320.54 feet and a chord bearing of North 57 degrees 28 minutes 38 seconds West to a point of compound curve; thence Northwesterly on a curve convex to the South West having a radius of 1414.59 feet, an arc distance of 296.29 feet and a chord bearing of North 45 degrees 30 minutes West to a point of compound curve; thence Northwesterly on a curve convex to the South West having a radius of 1949.66 feet, an arc distance of 576.12 feet and a chord bearing of North 31 degrees 02 minutes 04 seconds West to a point; thence South 67 degrees 25 minutes 52 seconds West 12.50 feet to a point on curve; thence Northwesterly on a curve convex to the North East having a radius of 30 feet, an arc distance of 35.29 feet and a chord bearing of North 56 degrees 16 minutes 12 seconds West to a point of Tangent; thence North 89 degrees 58 minutes 20 seconds West 285.74 feet; thence South 78 degrees 01 minutes 15 seconds West 40.86 feet; thence North 89 degrees 58 minutes 20 seconds West 50.83 feet to the place of beginning, all in Cook County, Illinois.

**EXHIBIT B-1**

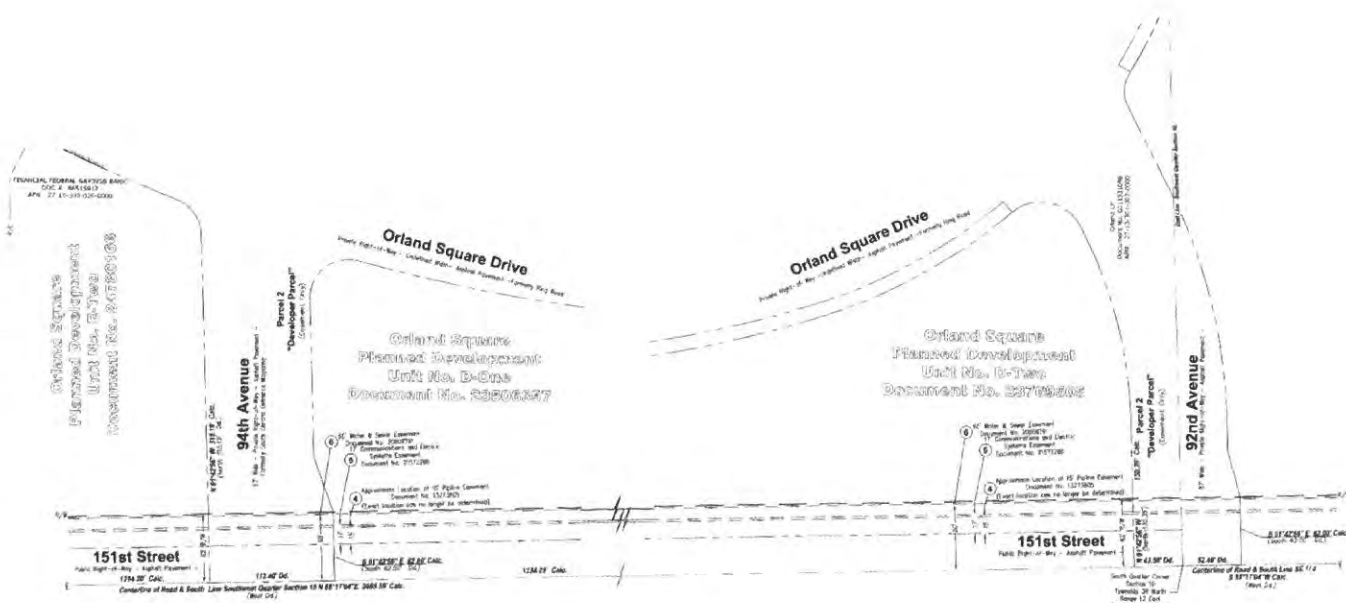
**Project Site Plans**

(See attached sheets)









Detail of Easements Listed in Schedule B  
Affecting South Entrances of Reciprocal Easement  
(Parcel 2)

1/4" = 100' Scale  
Tolerance: 1/32" = 100'  
Range: 17' East  
3/4" = 100' Scale  
Drawing: Parcel 2

**millman**  
National Land Services  
Transforming the Industry  
Surveying  
Zoning  
Environmental  
Real Support - Title Review  
Millman Surveying, Inc.  
Corporate Headquarters  
4111 Bradley Circle NW  
Canton, OH 44718  
Phone: 800-520-1010  
Fax: 330-342-0834  
www.millmanland.com  
landsurveyors@millmanland.com

ALTA/NPS LAND TITLE  
SURVEY PREPARED FOR:

**RJW CPS, LLC**  
5 Haddon Road  
Suite 201  
Fort Lee, New Jersey 07024

40 Orland Square Drive  
City of Orland Park  
County of Cook  
State of Illinois



Sheet No. **3** of **3**

Project No. 38548  
P.C. E. FORD  
P.M. B. HACKATHORN  
Drafter: J. ORTIZ

**CORRESPONDENCE RECEIVED FROM SEPTEMBER 18, 2018  
THROUGH OCTOBER 15, 2018 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**NO CORRESPONDENCE RECEIVED**