

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

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

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES FROM OCTOBER 15, 2018—FOR ACTION**

**D. INTRODUCTION OF VISITORS**

Michael Barnes, Architect; Lisa Schmidt, Wight & Co. and John Lucas, Wight & Co. to discuss the Master Space Plan Study

**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. Accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, architect and Wight & Co – For Action  
*Motion to accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, Architect and Wight & Co*

2. Review and Approval of the 2019 Budget and Levy – For Action  
*Motion to approve the 2019 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019”*
3. Decision to be made with respect to the roofing project and existing contract with Anthony Roofing Teca America, LLC - For Action  
*Motion to set forth in the Notice to Proceed issued to Anthony Roofing Teca America, LLC, a spring 2019 commencement of the work date, due to weather conditions and to authorize the Library Director to have the Notice to Proceed delivered to the contractor.*  
Or  
*Motion to terminate the contract with Anthony Roofing Teca America, LLC for convenience and to authorize the Library Director to prepare and deliver to Anthony Roofing Teca America, LLC, a Notice of Termination effective immediately.*

#### **J. NEW BUSINESS**

1. Approval of the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100 – For Action  
*Motion to approve the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100*
2. Approval of the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000 - For Action  
*Motion to approve the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000*
3. Approval of the actuary contract with Lauterbach & Amen, LLP in an amount not to exceed \$2,600 - For Action  
*Motion to approve the actuary contract with Lauterbach & Amen, LLP in an amount not to exceed \$2,600*

#### **K. ANNOUNCEMENTS**

#### **L. ADJOURNMENT**

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

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

**Call To Order**

Members present: Christian Barcelona, President; Diane Jennings, Treasurer; Elan Kleis, Secretary  
Nancy Healy, Trustee; Dan McMillan, Trustee

**Roll Call**

Members absent: Joanna Leafblad, Vice President; 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; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital  
Services Manager; Andy Masura, Adult Services Manager

Treasurer Jennings motioned to approve the September 17, 2018 minutes. Trustee Kleis seconded. No discussion.

**Minutes**

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

Motion passed. 5 ayes, 0 nays, 2 absent

Michael Barnes, Architect  
Lisa Schmidt, Wight & Co.  
John Lucas, Wight & Co.  
Stephanie Fordice, incoming Public Information Manager

**Introduction of Visitors**

None

**Public Comment**

None

**Executive Session**

Secretary Kleis motioned to accept the Treasurer's Report for September 2018. Treasurer Jennings seconded. No Discussion

**Treasurer's Report**

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

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary Kleis motioned to accept the payment of bills listing from 9/18/18-10/15/18. Treasurer Jennings seconded. Trustee McMillan asked about the payment to Blue Cross/Blue Shield. Finance Manager Kimmey explained it was a pre-payment for the first month of health benefit premiums. Trustee McMillan also asked about the letter that was sent to the Village of Orland Park in regards to no longer being included in their health insurance benefit plan. Director Weimar said there was no answer by the requested due date of 10/9, which was referenced in the letter, so an email was sent on 10/10 asking for a response. Again no response was received.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The circulation statistics increased 3% overall. There were two correspondence to our staff thanking them for great service. Director Weimar distributed a copy of each correspondence to the trustees.

**Librarian's Report**

Since insurance follows the employer, the library will continue to provide Cobra benefits to retirees and another eligible person who the Village had been carrying on their plan. Assurance has checked with Eye Med and Blue Cross Blue Shield - medical and dental, on retirees and stated their inclusion on our policy is acceptable. Those eligible for Cobra medical and the other plans will pay the full premium amount.

Stephanie Fordice, the new Public Information Manager, was kind enough to attend this Board meeting to observe and be informed of upcoming plans.

Administration asked Architect Mark Nelson for an update on the upcoming roofing improvement project. Currently Anthony Roofing is reviewing the AIA contract that was forwarded to them on September 18. Mark mentioned that there were some not so typical terms within the contract and that Anthony Roofing was taking their time reviewing it. Mark said that Anthony Roofing plans to start work in early November when and if the contract is agreed upon.

The banners were installed in the parking lot last Wednesday, October 10. They brighten up the lot and are very eye-catching. The banners are quite visible from Ravinia Avenue and should grab a lot of attention from those driving by and also entering the lot. In the future, the banner showing the library's picture and logo will remain on display, while the other banner will be changed out as new marketing is needed.

Maintenance Superintendent Steve Newman and his staff are beginning various winterizing projects within the building and on the grounds. Such projects include changing the temperature throughout the building and keeping it stabilized, as well as removing the aerator from the pond.

The Volunteer Luncheon will be held on Wednesday, October 24 at noon in Room 104. The library has 36 volunteers throughout each of its departments, as well as Recycled Reads volunteers. They do a wide variety of tasks to give back to the library and the community. Each volunteer will receive a lapel pin and a certificate in appreciation of their hard work.

No reports at this time.

**Other Staff Reports**

No report at this time

**Building and Maintenance**

No report at this time.

**Finance**

No report at this time.

**Service & Policy**

No report at this time.

**Personnel**

**Law**

No report at this time.

**Strategic Plan**

No report at this time.

**Capital Campaign Committee**

Renovation project – For Discussion

Architect Barnes, Schmidt and Lucas gave a joint presentation on their initial assessments and recommendations of the Master Plan for the library renovations. The Master Plan, which was created by talking with library staff, managers and board members regarding needs assessments, is a road map to the renovation project and is not to be considered a final design. The plan offers very basic conceptual ideas that can be used to achieve results. A full report that documents all the needs with budget estimates as subsets to choose from will be available approximately the first week of November. The Master Plan will allow the library to see what is possible as far as renovations and the associated costs involved. Eight overall goals of the project were presented, some of which include; 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; and remain open/operational throughout construction. A main focus of the renovation would be the large meeting room. The large meeting room could be modified to increase the room capacity to hold 200 people in contrast to the current room capacity of 120 people. An open pantry area, which would allow for cooking demonstrations, will be worked into the plan. Trustee McMillan asked if there was demand for a bigger conference room. Outreach Services Manager Cuci, Youth Services Manager Smits and Digital Service Manager Lashbrook have all experienced programs with over 100 patrons in attendance and some with well over 200. Standing room only has had to be enforced multiple times due to high turnouts and some patrons had to be unfortunately turned away. It was agreed upon that a 200 person meeting room capacity should be a priority. The Youth Services Department changes would include a focus on updating the furniture which is not child friendly, as well as create a section in the Preschool Area in which furniture and/or shelving could be integrated to help corral the little ones and keep them contained in the area. It is important that the sight lines of the department not be lost. Other features discussed included updating the story time room partition, adding a study room, and providing a sensory room, as well as a nursing room for mothers. Various options were given for the Tween Area within Youth Services including a craft area, gaming section and some type of performance area. Secretary Kleis said he really liked the new Teen gaming area concept idea with the pictured portable stool seats, along with having more technology in the toddler space and the circular modules with books on both sides in the Youth Services department. Developing an outdoor nature space, which would promote play and learning within a natural environment through STEAM activities, was discussed. In regards to the outdoor area, Director Weimar said it may be best to focus on the interior of the building at this time and the outdoor space could even be achieved in the future through fundraising.

**Unfinished Business**

The Patron Services work area needs to be reconfigured to be a more efficient work space. New offices may be added for additional library staff and sight lines to the Circulation Desk will be included. Relocating the Welcome Desk, as well as the Circulation Desk was highlighted for a possible entry improvement flow along with reorganizing lobby services to help promote library programs.

On the second floor substantial improvements to the Teen Area were discussed. A teen “hangout” area would be created with comfortable lounge furniture and a clear visibility to the teen staff desk. The area would also include a DIY/Craft space, a possible sink and increased power/data infrastructure. Two study rooms would be added, as well as a gaming area. The collection would be housed outside of the “hangout” area. The Quiet Study Room located in the northeast area of the second floor would be converted into a Multipurpose Room which would have multiple set up options that could be used for a variety of programs. Two additional study rooms with a 4-person capacity maximum would also be included in the room. President Barcelona asked how the drop ceiling will be addressed in the Teen area. Architect Barnes said the ceiling won’t be an issue and needs to remain similar to because of the roof structure.

The current Smart Lab would have increased visibility to attract and pique the attention of patrons. The public computer area and Smart Lab may become one zone, with high visibility and an upgrade in the AV/IT infrastructure and improved lighting. The Adult Services Department work area would be modified in order to connect with the IT Department. The Server Room area would be reduced in size, allowing for a pass-through between both departments. A secured, gated enclosure would house the library’s various servers which would help with security and ventilation of the equipment.

Modification to the Administration wing would allow for reallocation of space within the Graphics Department, and reconfiguration of space within the Finance Manager’s office, as well as the offices of Director and Assistant Director.

Discussion continued among board members and Director Weimar concerning the renovation project. Some of the points discussed included the need for face out shelving for the Adult Services audiovisual collection and keeping that collection, as well as the Next Chapter seating close to the same location it currently is in. Treasurer Jennings said it is important to consider what the staff thinks is needed as far as the renovation plans and they need to be heard. Trustee McMillan asked if the digital service media room was a feasible option. Architect Barnes said there would be a good amount of work that would need to be done to develop that area including: mechanical, plumbing and electrical. The need for a washroom and additional plumbing in the basement was also discussed and Barnes said it would be a major undertaking. Trustee McMillan stated the basement media room would be great for millennials but he wasn’t sure if the library could afford it due to the numerous pieces of digital equipment that would be need to be purchased, as well as the increase in staff salaries in order to adequately staff it. Digital Services Manager Lashbrook said that there is not a large audience for the digital media center and that not a lot of space is need to create various media. Architect Barnes stated that the digital media center could be incorporated into the Teen Area. Youth Services Manager Smits mentioned that the teens have already incorporated a green screen by using green tablecloths. She also mentioned that she likes the idea of a stage that can be created out of movable furniture instead of a permanent fixture within the Tween Area. Trustee McMillan wanted to know the basis of the presentation points. Architect Schmidt said a wish list was compiled questionnaire answers and two meetings that she and Architect Barnes had with managers and Administration. Administration also met separately with as many trustees as possible who gave their input, as well Trustee McMillan said at this point it would be good to conduct a survey to give patrons an opportunity to give their input on what they would like to see come out of the renovation project. Director Weimar said a PowerPoint presentation highlighting possible changes could be displayed for patrons during peak program dates so they will have a chance to share their views. Online surveys will be used, as well as paper ones for distribution within the library. Finance Manager Kimmey explained a draft operating funds spreadsheet showing current balances available for repairs and renovations along with special reserve funds. A substantial amount of savings was accumulated over the last 8-10 years.

#### 2019 Budget and Levy – For Discussion

#### New Business

Director Weimar reviewed the latest draft Budget, Levy, Appropriation spreadsheet with board members. It was noted that the State Grants budget line was increased due to an expected upcoming Per Capita grant funds for 2019, as well as the maximum amount the library could receive from the

Live and Learn Grant. The Interest Income line will be less now since there will be more funds going toward roof repairs and renovations. The Non Resident Fees line was also lowered due to the fact that less non-residents are purchasing a card from the library. The Outreach Services line has been raised to cover the possible purchase of a new van for library use. Monies will be used from Special Reserves to purchase a pickup truck for snowplowing from this budget year. Trustee Healy was under the impression the library was getting a truck for free. Director Weimar clarified that the library will need to purchase the truck. Assistant Director Adamowski mentioned that District 135 is willing to order salt and help the library load the salt spreader, and the library will pay for the salt. Trustee Healy inquired if a beet juice spreader was considered, because beet juice may be a better option over using traditional salt. Assistant Director Adamowski will look into the possibility of using beet juice as a salt alternative. The Life/Health Insurance line increased since there may be potential payment of runoff health insurance cost from the Village of Orland Park in 2019. The Audit line has increased due to the possible need for the library to hire their own actuary.

Secretary Kleis excused himself from the meeting at 9:00 p.m.

Revision to the Circulation Policy – For Action

Treasurer Jennings motioned to approve the revision to the Circulation Policy. President Barcelona seconded.

Trustee Healy inquired about the Circulation of Material section, specifically where it states a child under 17 can check out materials without a card if they can provide their name, address and telephone number. Digital Services Manager Lashbrook and Youth Services Manager Smits both agreed that it was sufficient to ask for those specific pieces of personal information. The Commercial Property Owners Orland Park Public Library Cards section is being revised so non-resident Orland Park commercial property owners or other joint owners who are named within those leases are able to acquire an Orland Park Library card. Attorney Walsh noted that whoever leases the property would be entitled to an Orland Park Library card so the second to last sentence was struck.

The motion was approved as amended.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the Carson's Redevelopment-Tax Abatement Agreements –For Action

Trustee Healy motioned to approve the Carson's Redevelopment-Tax Abatement Agreements. President Barcelona seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the 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

Trustee McMillan motioned to approve 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. Treasurer Jennings seconded.

Assistant Director Adamowski indicated that seven different local auto dealers were contacted concerning the purchase of a new, heavy duty pickup truck with snowplowing equipment. As of Oct. 15, two dealers responded with quotes. The cost proposal the library is considering is one that gave a quote for a Ford F-450 from Currie Motors in Frankfort. The two quotes ranged from a base price of \$21,000 to 52,000. Currie Motors offered the quote of \$21,000 through the Suburban Pricing Cooperation but with limited features. Assistant Director Adamowski mentioned that she needs to meet with Maintenance Superintendent Steve Newman to add the options and snowplowing equipment to the base price to get a clear indication of the final cost. There would be an 8-10 week window in order to get the truck once the order is placed, leaving little time before it might start to snow.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee McShane recently had their first baby be born and everyone wishes him and his family well.

**Announcements**

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

**Adjournment**

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 9:43 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 October 31, 2018**

**Revenues**

Tax Revenues are at 96.8% 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 98.1% of year-to-date budget.

**Expenditures**

**Total Expenditures** were \$ 63,982 under budget for the month and \$ 701,436 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 14,410 for October and \$ 91,980 under budget on a year-to-date basis. There are a few open positions at this time.

**Electronic Databases** is over budget by \$ 2,233 for the month, but under budget on a year-to-date basis.

**Security System** is over budget by \$ 4,612 for October, but under budget on a year-to-date basis

**Legal** is over budget by \$ 2,160 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
October 31, 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	199,165	0	71,922		271,087
Cash - Marquette E-Commerce	5,923				5,923
PMA Financial Investments	6,969,457	1,189,182		2,176,437	10,335,077
Tax Receipts - Marquette	23,498			5,935	29,433
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	58,167	4,118		15,779	78,064
Property Taxes Receivable	120,840			6,606	127,445
Prepaid Expenses	182,088				182,088
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>7,559,440</u></b>	<b><u>1,295,805</u></b>	<b><u>71,922</u></b>	<b><u>2,204,757</u></b>	<b><u>11,131,923</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	25	0	0	0	25
Garnishment W/H Payable	100	0	0	0	100
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	120,840	0	0	6,606	127,445
Accounts Payable	49,874	0	0	0	49,874
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	60,403	60,403
<b>Total Liabilities</b>	<b><u>170,839</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>67,009</u></b>	<b><u>237,848</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,169,135</b>	<b>1,081,040</b>	<b>70,379</b>	<b>580,512</b>	<b>7,901,066</b>
<b>Fund Balance - Nonspendable</b>	<b>182,088</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>182,088</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>1,223,780</u></b>	<b><u>14,765</u></b>	<b><u>1,542</u></b>	<b><u>1,557,237</u></b>	<b><u>2,797,325</u></b>
<b>Ending Fund Balance</b>	<b><u>7,388,601</u></b>	<b><u>1,295,805</u></b>	<b><u>71,922</u></b>	<b><u>2,137,748</u></b>	<b><u>10,894,076</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>7,559,440</u></b>	<b><u>1,295,805</u></b>	<b><u>71,922</u></b>	<b><u>2,204,757</u></b>	<b><u>11,131,923</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended October 31, 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	20,974	443,750	4.73%	5,152,160	4,437,500	96.75%	5,325,000
Impact Fees	750	833	90.04%	4,375	8,333	43.75%	10,000
Replacement Taxes	1,934	1,667	116.02%	13,791	16,667	68.96%	20,000
State Grants	-	3,333	0.00%	73,272	33,333	183.18%	40,000
Non Resident Fees	441	417	105.70%	1,736	4,167	34.72%	5,000
Fines	5,567	4,583	121.47%	52,338	45,833	95.16%	55,000
Gifts	25	833	3.00%	4,542	8,333	45.42%	10,000
Copy Machine	1,409	1,000	140.90%	11,853	10,000	98.78%	12,000
Interest Income	9,180	3,833	239.50%	102,282	38,333	222.35%	46,000
Miscellaneous Income	938	750	125.10%	7,665	7,500	85.17%	9,000
<b>Total Revenues</b>	<b>41,218</b>	<b>461,000</b>	<b>8.94%</b>	<b>5,424,014</b>	<b>4,610,000</b>	<b>98.05%</b>	<b>5,532,000</b>
<b>Expenditures</b>							
Salaries	207,412	221,822	93.50%	2,126,235	2,218,215	79.88%	2,661,859
Salaries-Maintenance	10,277	10,295	99.83%	101,202	102,951	81.92%	123,541
Life/Health Insurance	37,100	43,333	85.62%	396,119	433,333	76.18%	520,000
Books	9,719	30,667	31.69%	216,894	306,667	58.94%	368,000
Electronic Databases	10,400	8,167	127.34%	67,267	81,667	68.64%	98,000
Periodicals	2,850	3,250	87.68%	29,684	32,500	76.11%	39,000
Audio Visual Materials	12,630	13,333	94.73%	132,184	133,333	82.62%	160,000
Audio Visual Equipment	0	63	0.00%	0	625	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	118	1,021	11.56%	7,556	10,208	61.68%	12,250
Insurance	4,215	4,292	98.20%	41,676	42,917	80.92%	51,500
Landscaping & Groundskeeping	1,073	2,000	53.65%	16,108	20,000	67.12%	24,000
Building Maintenance	32,791	40,417	81.13%	165,991	404,167	34.22%	485,000
Security System	10,862	6,250	173.80%	33,175	62,500	44.23%	75,000
Library Office & Equipment	0	63	0.00%	185	625	24.65%	750
Legal	8,410	6,250	134.55%	42,434	62,500	56.58%	75,000
Library Consultant	3,250	1,333	0.00%	6,500	13,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	7,467	8,333	74.67%	10,000
Natural Gas	2,105	3,292	63.94%	20,076	32,917	50.83%	39,500
Telephone	619	750	82.58%	6,178	7,500	68.65%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	12,500	0.00%	15,000
Building & Custodial Supplies	2,542	3,125	81.35%	28,343	31,250	75.58%	37,500
Building Repairs	41	1,500	2.76%	3,137	15,000	17.43%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,011	1,500	67.42%	11,826	15,000	65.70%	18,000
Machine Rental	0	200	0.00%	699	2,000	29.13%	2,400
Automation - Equipment	4,302	6,167	69.76%	62,144	61,667	83.98%	74,000
Automation - Line Costs	310	458	67.72%	2,954	4,583	53.72%	5,500
Automation - Consultant	5,148	6,250	82.37%	56,921	62,500	75.89%	75,000
Automation - Maintenance	5,927	7,500	79.02%	66,156	75,000	73.51%	90,000
Library Furniture	0	3,333	0.00%	4,299	33,333	10.75%	40,000
Outreach Services	174	625	27.83%	7,243	6,250	96.58%	7,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended October 31, 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	0	667	0.00%	1,719	6,667	21.49%	8,000
Staff Training & Education	1,704	2,000	85.18%	14,781	20,000	61.59%	24,000
Conference Fees	440	500	88.00%	3,885	5,000	64.75%	6,000
Patron Programs & Events	2,673	3,583	74.62%	38,690	35,833	89.98%	43,000
Association Dues & Fees	308	583	52.89%	3,588	5,833	51.26%	7,000
Public Information	3,343	3,333	100.29%	31,213	33,333	78.03%	40,000
Library Supplies	3,856	3,750	102.83%	25,179	37,500	55.95%	45,000
Office Supplies	892	500	178.36%	3,414	5,000	56.90%	6,000
Postage	755	1,167	64.69%	10,524	11,667	75.17%	14,000
Printing	0	583	0.00%	10,017	5,833	143.10%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,211	20,250	94.87%	195,572	202,500	80.48%	243,000
Contribution to FICA	16,261	17,750	91.61%	166,662	177,500	78.25%	213,000
Audit	1,085	1,029	105.46%	9,630	10,292	77.97%	12,350
Liability Ins.-D&O,Bonds,WC	2,369	4,750	49.87%	24,381	47,500	42.77%	57,000
Unemployment Compensation	0	337	0.00%	0	3,333	0.00%	4,000
Bank Charges	6	50	12.00%	327	500	54.51%	600
<b>Total Expenditures</b>	<b>426,189</b>	<b>490,171</b>	<b>86.95%</b>	<b>4,200,234</b>	<b>4,901,670</b>	<b>71.41%</b>	<b>5,882,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(384,971)</b>	<b>(29,171)</b>		<b>1,223,780</b>	<b>(291,666)</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>(384,971)</b>	<b>(29,171)</b>		<b>1,023,780</b>	<b>(291,666)</b>		<b>(350,000)</b>

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<b>Revenues</b>						
Taxes	0	0	0	0	6,751	1,658,362
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	2,036	14,800	6	59	3,364	19,681
Capital Campaign	0	0	245	2,145	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>2,036</b>	<b>14,800</b>	<b>251</b>	<b>2,204</b>	<b>10,115</b>	<b>1,678,043</b>
<b>Expenditures</b>						
Building Repairs	0	0	247	662	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	120,806
<b>Total Expenditures</b>	<b>0</b>	<b>35</b>	<b>247</b>	<b>662</b>	<b>12,081</b>	<b>120,806</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>2,036</b>	<b>14,765</b>	<b>4</b>	<b>1,542</b>	<b>-1,966</b>	<b>1,557,237</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>2,036</b>	<b>14,765</b>	<b>4</b>	<b>1,542</b>	<b>-1,966</b>	<b>1,557,237</b>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58290	10/18/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	10/1/18	10/01/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	58291	10/18/2018	Center Point Large Print	101010 · Cash - Marquette	-23.37
Bill	1630886	10/01/2018		104310 · Books - Adult	23.37
TOTAL					<u>23.37</u>
Bill Pmt -Check	58292	10/18/2018	Comcast	101010 · Cash - Marquette	-288.27
Bill	10/3/18	10/03/2018		104520 · Telephone	68.73
				104575 · Automation - Line Costs	219.54
TOTAL					<u>288.27</u>
Bill Pmt -Check	58293	11/01/2018	Daniel Myers	101010 · Cash - Marquette	-130.00
Bill	11/7/18	11/07/2018		104640 · Patron Programs&Events-Outreach	130.00
TOTAL					<u>130.00</u>
Bill Pmt -Check	58294	11/01/2018	Dennis Wolkowicz	101010 · Cash - Marquette	-200.00
Bill	10/6/18	11/06/2018		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					<u>200.00</u>
Bill Pmt -Check	58295	10/18/2018	Employee Benefits Corporation	101010 · Cash - Marquette	-250.00
Bill	10/18/18	10/18/2018		104230 · Life/Health Insurance	250.00
TOTAL					<u>250.00</u>
Bill Pmt -Check	58296	10/18/2018	Envisionware, Inc.	101010 · Cash - Marquette	-1,950.00
Bill	INV-US-38488	10/01/2018		104570 · Automation - Equipment	1,950.00
TOTAL					<u>1,950.00</u>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>58297</b>	<b>10/18/2018</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-1,287.13</b>
Bill	65343550	10/03/2018		104310 · Books - Adult	24.79
Bill	65343385	10/03/2018		104310 · Books - Adult	30.39
Bill	65343888	10/03/2018		104310 · Books - Adult	61.58
Bill	65342721	10/03/2018		104310 · Books - Adult	30.39
Bill	65342704	10/03/2018		104310 · Books - Adult	58.38
Bill	65343924	10/03/2018		104310 · Books - Adult	24.79
Bill	65342614	10/03/2018		104310 · Books - Adult	29.59
Bill	65343997	10/03/2018		104310 · Books - Adult	31.19
Bill	65343223	10/03/2018		104310 · Books - Adult	31.19
Bill	65343222	10/03/2018		104312 · Books - Outreach	60.78
Bill	65342715	10/03/2018		104312 · Books - Outreach	563.00
Bill	65342899	10/03/2018		104312 · Books - Outreach	146.73
Bill	65353796	10/04/2018		104310 · Books - Adult	27.99
Bill	65353156	10/04/2018		104310 · Books - Adult	27.99
Bill	65353217	10/04/2018		104312 · Books - Outreach	138.35
<b>TOTAL</b>					<b>1,287.13</b>
<b>Bill Pmt -Check</b>	<b>58298</b>	<b>10/18/2018</b>	<b>Jon-Don</b>	<b>101010 · Cash - Marquette</b>	<b>-36.92</b>
Bill	3340684	10/09/2018		104530 · Building & Custodial Supplies	36.92
<b>TOTAL</b>					<b>36.92</b>
<b>Bill Pmt -Check</b>	<b>58299</b>	<b>10/18/2018</b>	<b>Konica Minolta Business Solutions USA Inc</b>	<b>101010 · Cash - Marquette</b>	<b>-399.48</b>
Bill	9005021440	10/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	399.48
<b>TOTAL</b>					<b>399.48</b>
<b>Bill Pmt -Check</b>	<b>58300</b>	<b>10/18/2018</b>	<b>Mary G. Adamowski</b>	<b>101010 · Cash - Marquette</b>	<b>-35.20</b>
Bill	10/17/18	10/17/2018		104620 · Staff Training & Education	35.20
<b>TOTAL</b>					<b>35.20</b>
<b>Bill Pmt -Check</b>	<b>58301</b>	<b>10/18/2018</b>	<b>MetLife</b>	<b>101010 · Cash - Marquette</b>	<b>-533.00</b>
Bill	10/18/18	10/18/2018		101230 · Prepaid Expenses	533.00

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						533.00
	Bill Pmt -Check	58302	10/18/2018	Midwest Tape	101010 · Cash - Marquette	<b>-2,314.07</b>
	Bill	96483147	10/01/2018		104311 · Books - Youth	55.99
					104341 · Audio Visual Materials - Youth	265.04
					104310 · Books - Adult	495.11
	Bill	96488299	10/02/2018		104340 · Audio Visual Materials - Adult	1,406.76
					104340 · Audio Visual Materials - Adult	91.17
TOTAL						<u>2,314.07</u>
	Bill Pmt -Check	58303	10/18/2018	One Up Signs	101010 · Cash - Marquette	<b>-3,215.00</b>
	Bill	2018-14111	10/11/2018		104660 · Public Information	3,215.00
TOTAL						<u>3,215.00</u>
	Bill Pmt -Check	58304	10/18/2018	OverDrive, Inc.	101010 · Cash - Marquette	<b>-211.50</b>
	Bill	04125DA18185780	10/09/2018		104310 · Books - Adult	22.51
	Bill	04125DA18185781	10/09/2018		104310 · Books - Adult	55.00
	Bill	04125CO18186680	10/10/2018		104310 · Books - Adult	84.00
					104340 · Audio Visual Materials - Adult	49.99
TOTAL						<u>211.50</u>
	Bill Pmt -Check	58305	10/18/2018	Penguin Random House LLC	101010 · Cash - Marquette	<b>-446.25</b>
	Bill	1082950544	10/01/2018		104340 · Audio Visual Materials - Adult	30.00
	Bill	1082682026	10/01/2018		104340 · Audio Visual Materials - Adult	86.25
	Bill	1182682026	10/01/2018		104340 · Audio Visual Materials - Adult	33.75
	Bill	1082682028	10/01/2018		104342 · Audio Visual Materials-Outreach	138.75
	Bill	1083150705	10/05/2018		104312 · Books - Outreach	157.50
TOTAL						<u>446.25</u>
	Bill Pmt -Check	58306	10/18/2018	Recorded Books, INC	101010 · Cash - Marquette	<b>-657.31</b>
	Bill	76011440	10/03/2018		104340 · Audio Visual Materials - Adult	9.00
	Bill	76011418	10/03/2018		104340 · Audio Visual Materials - Adult	9.00



**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	76012250	10/03/2018		104340 · Audio Visual Materials - Adult	29.65
Bill	76010006	10/03/2018		104340 · Audio Visual Materials - Adult	6.95
Bill	76012685	10/04/2018		104340 · Audio Visual Materials - Adult	129.01
Bill	76013885	10/05/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76013948	10/05/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	76013974	10/05/2018		104341 · Audio Visual Materials - Youth	35.99
Bill	76014463	10/08/2018		104340 · Audio Visual Materials - Adult	50.39
Bill	76014460	10/08/2018		104340 · Audio Visual Materials - Adult	54.00
Bill	76014411	10/08/2018		104340 · Audio Visual Materials - Adult	75.96
Bill	76014624	10/09/2018		104341 · Audio Visual Materials - Youth	41.40
Bill	76015238	10/10/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76015697	10/10/2018		104340 · Audio Visual Materials - Adult	71.99
Bill	76015221	10/10/2018		104340 · Audio Visual Materials - Adult	35.99
<b>TOTAL</b>					<b>657.31</b>
<b>Bill Pmt -Check</b>	<b>58307</b>	<b>11/01/2018</b>	<b>Steve Darnall</b>	<b>101010 · Cash - Marquette</b>	<b>-275.00</b>
Bill	11/8/18	11/08/2018		104640 · Patron Programs&Events-Outreach	275.00
<b>TOTAL</b>					<b>275.00</b>
<b>Bill Pmt -Check</b>	<b>58308</b>	<b>10/18/2018</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-662.81</b>
Bill	6249	10/08/2018		104530 · Building & Custodial Supplies	314.13
Bill	6253	10/13/2018		104530 · Building & Custodial Supplies	348.68
<b>TOTAL</b>					<b>662.81</b>
<b>Bill Pmt -Check</b>	<b>58309</b>	<b>10/18/2018</b>	<b>Unique Management Services, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-17.90</b>
Bill	468729	10/01/2018		104495 · Legal	17.90
<b>TOTAL</b>					<b>17.90</b>
<b>Bill Pmt -Check</b>	<b>58310</b>	<b>10/18/2018</b>	<b>Wight &amp; Company</b>	<b>101010 · Cash - Marquette</b>	<b>-8,250.00</b>
Bill	42621	10/01/2018		104450 · Building Maintenance	8,250.00
<b>TOTAL</b>					<b>8,250.00</b>
<b>Bill Pmt -Check</b>	<b>58312</b>	<b>10/29/2018</b>	<b>Cash</b>	<b>101010 · Cash - Marquette</b>	<b>-248.09</b>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	10/29/18	10/29/2018		104720 · Office Supplies	10.09
				104230 · Life/Health Insurance	29.85
				104620 · Staff Training & Education	20.90
				104620 · Staff Training & Education	16.32
				104620 · Staff Training & Education	8.56
				104620 · Staff Training & Education	18.75
				104530 · Building & Custodial Supplies	34.55
				104730 · Postage	1.15
				104620 · Staff Training & Education	15.42
				104730 · Postage	4.93
				104730 · Postage	5.41
				104730 · Postage	10.00
				104620 · Staff Training & Education	15.15
				104620 · Staff Training & Education	21.93
				104620 · Staff Training & Education	30.00
				104730 · Postage	5.41
				104620 · Staff Training & Education	8.67
<b>TOTAL</b>					<u>257.09</u>
<b>Bill Pmt -Check</b>	<b>58313</b>	<b>10/29/2018</b>	<b>Current Technologies Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-10,470.72</b>
Bill	8805	10/17/2018		104570 · Automation - Equipment	389.47
Bill	8814	10/18/2018		104460 · Security System	10,081.25
<b>TOTAL</b>					<u>10,470.72</u>
<b>Bill Pmt -Check</b>	<b>58314</b>	<b>10/29/2018</b>	<b>Infogroup</b>	<b>101010 · Cash - Marquette</b>	<b>-7,000.00</b>
Bill	10003426454	10/15/2018		104315 · Electronic Databases	7,000.00
<b>TOTAL</b>					<u>7,000.00</u>
<b>Bill Pmt -Check</b>	<b>58315</b>	<b>10/29/2018</b>	<b>SYNCHRONY BANK/AMAZON</b>	<b>101010 · Cash - Marquette</b>	<b>-8,089.10</b>
Bill	10/15/18 Statement	10/15/2018		104340 · Audio Visual Materials - Adult	3,571.67
				104341 · Audio Visual Materials - Youth	2,268.75
				104342 · Audio Visual Materials-Outreach	302.92
				104310 · Books - Adult	192.86

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104710 · Library Supplies	616.26
				104530 · Building & Custodial Supplies	93.82
				104642 · Patron Programs & Events-Youth	51.77
				104641 · Patron Programs & Events-Adult	70.18
				104570 · Automation - Equipment	336.89
				104550 · Lib. & Off. Eqpt Rep. & Maint	583.98
TOTAL					<u>8,089.10</u>
<b>Bill Pmt -Check</b>	<b>58316</b>	<b>11/01/2018</b>	<b>American Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-440.00</b>
Bill	9/19/18	10/01/2018		104630 · Conference Fees	220.00
Bill	10/17/18	10/17/2018		104630 · Conference Fees	220.00
TOTAL					<u>440.00</u>
<b>Bill Pmt -Check</b>	<b>58317</b>	<b>11/01/2018</b>	<b>AT&amp;T</b>	<b>101010 · Cash - Marquette</b>	<b>-90.63</b>
Bill	10/12/18	10/12/2018		104575 · Automation - Line Costs	90.63
TOTAL					<u>90.63</u>
<b>Bill Pmt -Check</b>	<b>58318</b>	<b>11/01/2018</b>	<b>B &amp; R Irrigation Systems</b>	<b>101010 · Cash - Marquette</b>	<b>-300.00</b>
Bill	4	10/17/2018		104440 · Landscaping & Groundskeeping	300.00
TOTAL					<u>300.00</u>
<b>Bill Pmt -Check</b>	<b>58319</b>	<b>11/01/2018</b>	<b>Bal Industries</b>	<b>101010 · Cash - Marquette</b>	<b>-510.00</b>
Bill	39848	10/27/2018		104450 · Building Maintenance	510.00
TOTAL					<u>510.00</u>
<b>Bill Pmt -Check</b>	<b>58320</b>	<b>11/01/2018</b>	<b>Barry Cloyd</b>	<b>101010 · Cash - Marquette</b>	<b>-500.00</b>
Bill	11/20/18	11/20/2018		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					<u>500.00</u>
<b>Bill Pmt -Check</b>	<b>58321</b>	<b>11/01/2018</b>	<b>Blackstone Publishing</b>	<b>101010 · Cash - Marquette</b>	<b>-165.38</b>
Bill	1047599	10/10/2018		104342 · Audio Visual Materials-Outreach	30.95

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	1051092	10/19/2018		104342 · Audio Visual Materials-Outreach	134.43
TOTAL						<u>165.38</u>
	Bill Pmt -Check	58322	11/01/2018	Center Point Large Print	101010 · Cash - Marquette	-113.85
	Bill	1629638	10/03/2018		104310 · Books - Adult	113.85
TOTAL						<u>113.85</u>
	Bill Pmt -Check	58323	11/01/2018	Circle Tractor	101010 · Cash - Marquette	-116.44
	Bill	01-230201	10/17/2018		104530 · Building & Custodial Supplies	116.44
TOTAL						<u>116.44</u>
	Bill Pmt -Check	58324	11/01/2018	Demco	101010 · Cash - Marquette	-1,798.76
	Bill	6466191	10/03/2018		104710 · Library Supplies	1,093.51
	Bill	6477215	10/18/2018		104710 · Library Supplies	705.25
TOTAL						<u>1,798.76</u>
	Bill Pmt -Check	58325	11/01/2018	Employee Benefits Corporation	101010 · Cash - Marquette	-450.00
	Bill	10/18/18 2	10/18/2018		104230 · Life/Health Insurance	450.00
TOTAL						<u>450.00</u>
	Bill Pmt -Check	58326	11/01/2018	Findaway World, LLC	101010 · Cash - Marquette	-568.98
	Bill	268825	10/08/2018		104340 · Audio Visual Materials - Adult	39.98
	Bill	269557	10/12/2018		104341 · Audio Visual Materials - Youth	281.14
	Bill	269694	10/16/2018		104340 · Audio Visual Materials - Adult	247.86
TOTAL						<u>568.98</u>
	Bill Pmt -Check	58327	11/01/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,248.36
	Bill	65361858	10/05/2018		104312 · Books - Outreach	73.96
	Bill	65361787	10/05/2018		104312 · Books - Outreach	149.54
	Bill	65388467	10/09/2018		104310 · Books - Adult	30.39
	Bill	65388461	10/09/2018		104312 · Books - Outreach	91.17

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	65388552	10/09/2018		104312 · Books - Outreach	87.23
Bill	65390013	10/09/2018		104310 · Books - Adult	25.59
Bill	65390020	10/09/2018		104310 · Books - Adult	25.59
Bill	65398740	10/10/2018		104312 · Books - Outreach	58.38
Bill	65407486	10/11/2018		104310 · Books - Adult	30.39
Bill	65443667	10/17/2018		104312 · Books - Outreach	111.96
Bill	65453151	10/18/2018		104310 · Books - Adult	25.59
Bill	65452087	10/18/2018		104312 · Books - Outreach	43.57
Bill	65452019	10/18/2018		104312 · Books - Outreach	182.33
Bill	65453088	10/18/2018		104310 · Books - Adult	27.99
Bill	65461091	10/19/2018		104312 · Books - Outreach	284.68
<b>TOTAL</b>					<b>1,248.36</b>
<b>Bill Pmt -Check</b>	<b>58328</b>	<b>11/01/2018</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-396.84</b>
Bill	PINV1622070	10/22/2018		104720 · Office Supplies	374.36
Bill	PINV1623416	10/24/2018		104720 · Office Supplies	12.99
Bill	PINV1625012	10/26/2018		104710 · Library Supplies	9.49
<b>TOTAL</b>					<b>396.84</b>
<b>Bill Pmt -Check</b>	<b>58329</b>	<b>11/01/2018</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-100.00</b>
Bill	155110	10/15/2018		104650 · Association Dues & Fees	100.00
<b>TOTAL</b>					<b>100.00</b>
<b>Bill Pmt -Check</b>	<b>58330</b>	<b>11/01/2018</b>	<b>Illinois State Police Services Fund</b>	<b>101010 · Cash - Marquette</b>	<b>-60.00</b>
Bill	9/30/18	10/01/2018		104495 · Legal	60.00
<b>TOTAL</b>					<b>60.00</b>
<b>Bill Pmt -Check</b>	<b>58331</b>	<b>11/01/2018</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-13,066.30</b>
Bill	See Detail List	11/01/2018		104310 · Books - Adult	10,455.61
				104312 · Books - Outreach	881.36
				104311 · Books - Youth	1,729.33
<b>TOTAL</b>					<b>13,066.30</b>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58332	11/01/2018	Joe Promotions, Inc.	101010 · Cash - Marquette	-494.35
Bill	10496	10/01/2018		104720 · Office Supplies	494.35
TOTAL					494.35
Bill Pmt -Check	58333	11/01/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-8,136.58
Bill	198986	10/24/2018		104495 · Legal	8,136.58
TOTAL					8,136.58
Bill Pmt -Check	58334	11/01/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-27.79
Bill	9005065744	10/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	14.59
Bill	9005069030	10/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					27.79
Bill Pmt -Check	58335	11/01/2018	LACONI, Inc.	101010 · Cash - Marquette	-100.00
Bill	11/1/18	11/01/2018		104650 · Association Dues & Fees	100.00
TOTAL					100.00
Bill Pmt -Check	58336	11/01/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-34.52
Bill	82663	10/22/2018		104530 · Building & Custodial Supplies	34.52
TOTAL					34.52
Bill Pmt -Check	58337	11/01/2018	Mary K Weimar	101010 · Cash - Marquette	-72.50
Bill	10/31/18	10/31/2018		104620 · Staff Training & Education	72.50
TOTAL					72.50
Bill Pmt -Check	58338	11/01/2018	Michael C Barnes architect, llc	101010 · Cash - Marquette	-10,000.00
Bill	1803	10/31/2018		104450 · Building Maintenance	10,000.00
TOTAL					10,000.00
Bill Pmt -Check	58339	11/01/2018	Midwest Tape	101010 · Cash - Marquette	-550.83

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	96450070	10/01/2018		104340 · Audio Visual Materials - Adult	211.95
				104341 · Audio Visual Materials - Youth	52.48
Bill	96469670	10/01/2018		104340 · Audio Visual Materials - Adult	75.96
Bill	96511161	10/10/2018		104340 · Audio Visual Materials - Adult	87.98
				104341 · Audio Visual Materials - Youth	52.48
Bill	96531444	10/17/2018		104340 · Audio Visual Materials - Adult	69.98
<b>TOTAL</b>					<b>550.83</b>
<b>Bill Pmt -Check</b>	<b>58340</b>	<b>11/01/2018</b>	<b>Neviol, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-8,755.00</b>
Bill	7016	10/15/2018		104450 · Building Maintenance	2,300.00
Bill	7017	11/01/2018		104450 · Building Maintenance	6,455.00
<b>TOTAL</b>					<b>8,755.00</b>
<b>Bill Pmt -Check</b>	<b>58341</b>	<b>11/01/2018</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-519.86</b>
Bill	04125CO18179549	10/01/2018		104311 · Books - Youth	180.91
Bill	04125CO18189289	10/15/2018		104310 · Books - Adult	220.00
Bill	04125CO18196221	10/24/2018		104311 · Books - Youth	118.95
<b>TOTAL</b>					<b>519.86</b>
<b>Bill Pmt -Check</b>	<b>58342</b>	<b>11/01/2018</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-225.00</b>
Bill	1083150704	10/05/2018		104340 · Audio Visual Materials - Adult	41.25
Bill	1083450892	10/12/2018		104342 · Audio Visual Materials-Outreach	116.25
Bill	1083687030	10/19/2018		104342 · Audio Visual Materials-Outreach	67.50
<b>TOTAL</b>					<b>225.00</b>
<b>Bill Pmt -Check</b>	<b>58343</b>	<b>11/01/2018</b>	<b>RAILS</b>	<b>101010 · Cash - Marquette</b>	<b>-82.50</b>
Bill	5462	10/24/2018		104315 · Electronic Databases	82.50
<b>TOTAL</b>					<b>82.50</b>
<b>Bill Pmt -Check</b>	<b>58344</b>	<b>11/01/2018</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-394.31</b>
Bill	76012614	10/04/2018		104340 · Audio Visual Materials - Adult	39.99

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	76015743	10/10/2018		104341 · Audio Visual Materials - Youth	41.40
Bill	76016557	10/15/2018		104340 · Audio Visual Materials - Adult	7.95
Bill	76018495	10/16/2018		104340 · Audio Visual Materials - Adult	26.99
Bill	76018332	10/16/2018		104340 · Audio Visual Materials - Adult	35.02
Bill	76019667	10/18/2018		104340 · Audio Visual Materials - Adult	71.98
Bill	76017782	10/19/2018		104340 · Audio Visual Materials - Adult	53.99
Bill	76020657	10/19/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	76020648	10/19/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	76021366	10/22/2018		104340 · Audio Visual Materials - Adult	35.99
TOTAL					<u>394.31</u>
<b>Bill Pmt -Check</b>	<b>58345</b>	<b>11/01/2018</b>	<b>Reid Spears</b>	<b>101010 · Cash - Marquette</b>	<b>-450.00</b>
Bill	11/16/18	11/16/2018		104640 · Patron Programs&Events-Outreach	450.00
TOTAL					<u>450.00</u>
<b>Bill Pmt -Check</b>	<b>58346</b>	<b>11/01/2018</b>	<b>Reliable Fire Equipment Co.</b>	<b>101010 · Cash - Marquette</b>	<b>-27.75</b>
Bill	720521	10/23/2018		104450 · Building Maintenance	27.75
TOTAL					<u>27.75</u>
<b>Bill Pmt -Check</b>	<b>58347</b>	<b>11/01/2018</b>	<b>Reliastar Life Insurance Company</b>	<b>101010 · Cash - Marquette</b>	<b>-3,100.00</b>
Bill	10/15/18	10/15/2018		102160 · 457 Plan W/H Payable	3,100.00
TOTAL					<u>3,100.00</u>
<b>Bill Pmt -Check</b>	<b>58348</b>	<b>11/01/2018</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-314.61</b>
Bill	16735	10/19/2018		104530 · Building & Custodial Supplies	28.00
Bill	6258	10/20/2018		104530 · Building & Custodial Supplies	286.61
TOTAL					<u>314.61</u>
<b>Bill Pmt -Check</b>	<b>58349</b>	<b>11/01/2018</b>	<b>Terrence Lynch</b>	<b>101010 · Cash - Marquette</b>	<b>-275.00</b>
Bill	11/17/18	11/17/2018		104342 · Audio Visual Materials-Outreach	275.00
TOTAL					<u>275.00</u>



**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>58350</b>	<b>11/01/2018</b>	<b>Theresa Hildebrand</b>	<b>101010 · Cash - Marquette</b>	<b>-90.16</b>
Bill	10/26/18	10/26/2018		104620 · Staff Training & Education	50.56
Bill	10/26/18 2	10/26/2018		104620 · Staff Training & Education	24.75
Bill	10/26/18 3	10/26/2018		104620 · Staff Training & Education	14.85
<b>TOTAL</b>					<b>90.16</b>
<b>Bill Pmt -Check</b>	<b>58351</b>	<b>11/01/2018</b>	<b>Theresa Marketti</b>	<b>101010 · Cash - Marquette</b>	<b>-31.77</b>
Bill	10/31/18	10/31/2018		104600 · Outreach Services	31.77
<b>TOTAL</b>					<b>31.77</b>
<b>Bill Pmt -Check</b>	<b>58352</b>	<b>11/01/2018</b>	<b>U.S. Postal Service</b>	<b>101010 · Cash - Marquette</b>	<b>-225.00</b>
Bill	10/20/18	10/20/2018		104730 · Postage	225.00
<b>TOTAL</b>					<b>225.00</b>
<b>Bill Pmt -Check</b>	<b>58353</b>	<b>11/13/2018</b>	<b>Amgard Exterminating Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-80.00</b>
Bill	2312	11/02/2018		104450 · Building Maintenance	80.00
<b>TOTAL</b>					<b>80.00</b>
<b>Bill Pmt -Check</b>	<b>58354</b>	<b>11/13/2018</b>	<b>Annuity Premium Reserve Account</b>	<b>101010 · Cash - Marquette</b>	<b>-400.00</b>
Bill	10/31/18	10/31/2018		102160 · 457 Plan W/H Payable	400.00
<b>TOTAL</b>					<b>400.00</b>
<b>Bill Pmt -Check</b>	<b>58355</b>	<b>11/13/2018</b>	<b>Blackstone Publishing</b>	<b>101010 · Cash - Marquette</b>	<b>-285.33</b>
Bill	1054655	10/30/2018		104342 · Audio Visual Materials-Outreach	88.76
Bill	1054419	10/30/2018		104342 · Audio Visual Materials-Outreach	30.95
Bill	1054716	10/31/2018		104342 · Audio Visual Materials-Outreach	99.73
Bill	1056359	11/01/2018		104342 · Audio Visual Materials-Outreach	65.89
<b>TOTAL</b>					<b>285.33</b>
<b>Bill Pmt -Check</b>	<b>58356</b>	<b>11/13/2018</b>	<b>Blitt and Gaines, P.C.</b>	<b>101010 · Cash - Marquette</b>	<b>-108.46</b>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	10/31/18	10/31/2018		102171 · Garnishment W/H Payable	54.23
Bill	11/15/18	11/15/2018		102171 · Garnishment W/H Payable	54.23
<b>TOTAL</b>					<b>108.46</b>
<b>Bill Pmt -Check</b>	<b>58357</b>	<b>11/13/2018</b>	<b>Cardmember Service</b>	<b>101010 · Cash - Marquette</b>	<b>-4,791.10</b>
Bill	October Statement	10/22/2018		104641 · Patron Programs & Events-Adult	138.06
				104530 · Building & Custodial Supplies	75.20
				104530 · Building & Custodial Supplies	136.04
				104570 · Automation - Equipment	115.76
				104530 · Building & Custodial Supplies	38.96
				504540 · Building Repairs-Capital Camp.	41.44
				104341 · Audio Visual Materials - Youth	99.95
				104341 · Audio Visual Materials - Youth	164.95
				104341 · Audio Visual Materials - Youth	114.95
				104642 · Patron Programs & Events-Youth	83.36
				104642 · Patron Programs & Events-Youth	139.58
				104620 · Staff Training & Education	30.00
				104570 · Automation - Equipment	209.98
				104311 · Books - Youth	53.97
				104640 · Patron Programs&Events-Outreach	291.59
				104341 · Audio Visual Materials - Youth	139.92
				104341 · Audio Visual Materials - Youth	47.99
				104341 · Audio Visual Materials - Youth	17.89
				104660 · Public Information	127.50
				104570 · Automation - Equipment	1,200.00
				104620 · Staff Training & Education	95.92
				104620 · Staff Training & Education	143.75
				104620 · Staff Training & Education	143.75
				104620 · Staff Training & Education	143.75
				104620 · Staff Training & Education	93.27
				104620 · Staff Training & Education	55.72
				104620 · Staff Training & Education	36.11
				104620 · Staff Training & Education	287.50
				104620 · Staff Training & Education	287.50
				104620 · Staff Training & Education	287.50
				104642 · Patron Programs & Events-Youth	8.94

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104341 · Audio Visual Materials - Youth	22.99
				104341 · Audio Visual Materials - Youth	79.96
				104341 · Audio Visual Materials - Youth	99.95
				104641 · Patron Programs & Events-Adult	15.00
				104620 · Staff Training & Education	178.00
				104340 · Audio Visual Materials - Adult	33.40
<b>TOTAL</b>					<u>5,280.10</u>
<b>Bill Pmt -Check</b>	<b>58358</b>	<b>11/13/2018</b>	<b>Center Point Large Print</b>	<b>101010 · Cash - Marquette</b>	<b>-70.11</b>
Bill	1640822	11/01/2018		104310 · Books - Adult	23.37
Bill	1640823	11/01/2018		104310 · Books - Adult	23.37
Bill	1640821	11/01/2018		104310 · Books - Adult	23.37
<b>TOTAL</b>					<u>70.11</u>
<b>Bill Pmt -Check</b>	<b>58359</b>	<b>11/13/2018</b>	<b>Chicago Tribune</b>	<b>101010 · Cash - Marquette</b>	<b>-195.00</b>
Bill	10/25/18	10/25/2018		104320 · Periodicals - Adult	195.00
<b>TOTAL</b>					<u>195.00</u>
<b>Bill Pmt -Check</b>	<b>58360</b>	<b>11/13/2018</b>	<b>Current Technologies Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-58.26</b>
Bill	8859	11/01/2018		104570 · Automation - Equipment	58.26
<b>TOTAL</b>					<u>58.26</u>
<b>Bill Pmt -Check</b>	<b>58361</b>	<b>11/13/2018</b>	<b>Demco</b>	<b>101010 · Cash - Marquette</b>	<b>-3,145.00</b>
Bill	INV00008481	10/15/2018		104580 · Automation - Maintenance	3,145.00
<b>TOTAL</b>					<u>3,145.00</u>
<b>Bill Pmt -Check</b>	<b>58362</b>	<b>11/13/2018</b>	<b>Findaway World, LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-19.99</b>
Bill	271113	11/05/2018		104340 · Audio Visual Materials - Adult	19.99
<b>TOTAL</b>					<u>19.99</u>
<b>Bill Pmt -Check</b>	<b>58363</b>	<b>11/13/2018</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-180.73</b>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	65504187	10/29/2018		104312 · Books - Outreach	180.73
TOTAL						<u>180.73</u>
	Bill Pmt -Check	58364	11/13/2018	Garvey's Office Products	101010 · Cash - Marquette	-64.95
	Bill	PINV1626610	10/30/2018		104710 · Library Supplies	64.95
TOTAL						<u>64.95</u>
	Bill Pmt -Check	58365	11/13/2018	Grainger	101010 · Cash - Marquette	-37.05
	Bill	9951581538	10/31/2018		104530 · Building & Custodial Supplies	37.05
TOTAL						<u>37.05</u>
	Bill Pmt -Check	58366	11/13/2018	Illinois Library Association	101010 · Cash - Marquette	-100.00
	Bill	150615	10/22/2018		104650 · Association Dues & Fees	100.00
TOTAL						<u>100.00</u>
	Bill Pmt -Check	58367	11/13/2018	Information Today, Inc.	101010 · Cash - Marquette	-442.53
	Bill	1676785-B1	11/03/2018		104310 · Books - Adult	442.53
TOTAL						<u>442.53</u>
	Bill Pmt -Check	58368	11/13/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-704.40
	Bill	9005112116	11/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	704.40
TOTAL						<u>704.40</u>
	Bill Pmt -Check	58369	11/13/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-371.60
	Bill	82706	11/05/2018		104530 · Building & Custodial Supplies	371.60
TOTAL						<u>371.60</u>
	Bill Pmt -Check	58370	11/13/2018	Midwest Tape	101010 · Cash - Marquette	-166.48
	Bill	96578023	10/31/2018		104341 · Audio Visual Materials - Youth	52.48
					104340 · Audio Visual Materials - Adult	56.78

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	96601430	11/07/2018		104341 · Audio Visual Materials - Youth	29.99
				104340 · Audio Visual Materials - Adult	27.23
<b>TOTAL</b>					<b>166.48</b>
<b>Bill Pmt -Check</b>	<b>58371</b>	<b>11/13/2018</b>	<b>Neofunds By Neopost</b>	<b>101010 · Cash - Marquette</b>	<b>-503.00</b>
Bill	10/28/18	10/28/2018		104730 · Postage	503.00
<b>TOTAL</b>					<b>503.00</b>
<b>Bill Pmt -Check</b>	<b>58372</b>	<b>11/13/2018</b>	<b>Nicor Gas</b>	<b>101010 · Cash - Marquette</b>	<b>-2,104.85</b>
Bill	10/19/18	10/19/2018		104517 · Natural Gas	2,104.85
<b>TOTAL</b>					<b>2,104.85</b>
<b>Bill Pmt -Check</b>	<b>58373</b>	<b>11/13/2018</b>	<b>NuWay Disposal Service, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-75.54</b>
Bill	6365638	11/01/2018		104450 · Building Maintenance	75.54
<b>TOTAL</b>					<b>75.54</b>
<b>Bill Pmt -Check</b>	<b>58374</b>	<b>11/13/2018</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-3,456.06</b>
Bill	04125CO18192958	10/19/2018		104310 · Books - Adult	54.99
Bill	04025CO18199397	10/30/2018		104311 · Books - Youth	301.35
Bill	04125DA18205203	11/05/2018		104310 · Books - Adult	165.00
Bill	04125CO18204753	11/05/2018		104310 · Books - Adult	2,773.74
				104340 · Audio Visual Materials - Adult	105.98
Bill	04125DA18205202	11/05/2018		104310 · Books - Adult	55.00
<b>TOTAL</b>					<b>3,456.06</b>
<b>Bill Pmt -Check</b>	<b>58375</b>	<b>11/13/2018</b>	<b>Park Ace Hardware</b>	<b>101010 · Cash - Marquette</b>	<b>-107.98</b>
Bill	10/31/18 Statement	10/31/2018		104530 · Building & Custodial Supplies	107.98
<b>TOTAL</b>					<b>107.98</b>
<b>Bill Pmt -Check</b>	<b>58376</b>	<b>11/13/2018</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-258.75</b>
Bill	1083450889	10/12/2018		104340 · Audio Visual Materials - Adult	93.75

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1083680109	10/17/2018		104340 · Audio Visual Materials - Adult	18.75
Bill	1183680109	10/17/2018		104340 · Audio Visual Materials - Adult	26.25
Bill	1083689408	10/17/2018		104342 · Audio Visual Materials-Outreach	18.75
Bill	1083687029	10/19/2018		104340 · Audio Visual Materials - Adult	33.75
Bill	1083913727	10/26/2018		104342 · Audio Visual Materials-Outreach	26.25
Bill	1083913726	10/26/2018		104340 · Audio Visual Materials - Adult	41.25
TOTAL					<u>258.75</u>
<b>Bill Pmt -Check</b>	<b>58377</b>	<b>11/13/2018</b>	<b>ProQuest LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-3,337.00</b>
Bill	70545645	11/01/2018		104315 · Electronic Databases	3,337.00
TOTAL					<u>3,337.00</u>
<b>Bill Pmt -Check</b>	<b>58378</b>	<b>11/13/2018</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-484.26</b>
Bill	76022259	10/24/2018		104340 · Audio Visual Materials - Adult	54.00
Bill	76022192	10/24/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	76024775	10/29/2018		104340 · Audio Visual Materials - Adult	110.61
Bill	76025596	10/30/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	76025519	10/30/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	76025116	10/30/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	76026971	10/31/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76029551	11/06/2018		104340 · Audio Visual Materials - Adult	82.20
Bill	76029922	11/06/2018		104340 · Audio Visual Materials - Adult	70.96
TOTAL					<u>484.26</u>
<b>Bill Pmt -Check</b>	<b>58379</b>	<b>11/13/2018</b>	<b>Sprint</b>	<b>101010 · Cash - Marquette</b>	<b>-229.39</b>
Bill	336044821-167	10/30/2018		104520 · Telephone	229.39
TOTAL					<u>229.39</u>
<b>Bill Pmt -Check</b>	<b>58380</b>	<b>11/13/2018</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-613.79</b>
Bill	6291	10/30/2018		104530 · Building & Custodial Supplies	353.53
Bill	6301	11/02/2018		104530 · Building & Custodial Supplies	260.26
TOTAL					<u>613.79</u>

**Orland Park Public Library**  
**Check Detail**  
October 16 through November 19, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58381	11/13/2018	Unique Management Services, Inc.	101010 - Cash - Marquette	-26.85
Bill	475541	11/01/2018		104495 - Legal	26.85
TOTAL					<u>26.85</u>
Bill Pmt -Check	58382	11/13/2018	Village of Orland Park	101010 - Cash - Marquette	-30.83
Bill	30170368	10/30/2018		104600 - Outreach Services	30.83
TOTAL					<u>30.83</u>
Bill Pmt -Check	58383	11/13/2018	Weblinx Inc.	101010 - Cash - Marquette	-3,250.00
Bill	26664	10/24/2018		104497 - Library Consultant	3,250.00
TOTAL					<u>3,250.00</u>
Bill Pmt -Check	58384	11/13/2018	Comcast	101010 - Cash - Marquette	-323.96
Bill	71905327	11/01/2018		104520 - Telephone	323.96
TOTAL					<u>323.96</u>
Bill Pmt -Check	58385	11/13/2018	Comcast Cable	101010 - Cash - Marquette	-278.27
Bill	11/3/18	11/03/2018		104575 - Automation - Line Costs	214.54
				104520 - Telephone	63.73
TOTAL					<u>278.27</u>
<b>Subtotal - Checks</b>					<b>\$128,496.71</b>
<b>Gross Payroll on 10/31/18</b>					<b>\$114,568.26</b>
<b>Payment to Village for IMRF/Insurance for October, 2018</b>					<b>\$67,489.27</b>
<b>Gross Payroll on 10/15/2018</b>					<b>\$115,593.73</b>
<b>Grand Total</b>					<b><u><u>\$426,147.97</u></u></b>

# Adult Services Board Report

## October 2018

### PERSONNEL

John Burke, part-time Reference Librarian I, has accepted a full-time position in Technical Services. His last day in AS will be November 23; John will start in TS on Monday, November 26.

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 10/4; 14 adults

DIY Craft: Paracord Survival Bracelets 10/9; 9 adults

Unwind: Knit, Crochet, and Needlework Hangout 10/10; 11 adults

Five genre book discussions 10/11, 10/16, 10/17, 10/25, 10/29; 36 adults

eBooks, eMagazines, eReaders 10/11, 10/16, 10/22; 2 adults

Bingo 10/13; 9 adults

### CONTINUING EDUCATION/MEETINGS ATTENDED

#### Meetings & Cont. Ed. Tabulation Form

Julie Kwiatt attended Serving Patrons with Dementia (Webinar) on Oct 8, 2018

Michelle Przekwas attended Libraries and Autism Why It Matters (Webinar) on Oct 8, 2018

Diane Srebro attended Illinois Library Association Conference (Peoria, Illinois) on Oct 9, 2018

Kevin Carroll attended Autism 101 for Libraries (Webinar) on Oct 9, 2018

Kortnee Fingler attended Spectacular Series Nonfiction: Fall 2018 (Webinar (Booklist) on Oct 9, 2018

Linda Conrath attended Autism 101 for Librarians (web) on Oct 11, 2018

Rosemarie Forto-Whitemiller attended Autism 101 for Libraries (Orland Park Library webinar) on Oct 12, 2018

Rosemarie Forto-Whitemiller attended Serving Patrons with Dementia (Orland Park Library webinar) on Oct 12, 2018

John Burke attended JJ's List Disability Awareness Training (Orland Park Library webinar) on Oct 12, 2018

John Burke attended Libraries and Autism: Why it Matters! (Orland Park Library webinar) on Oct 12, 2018

Dominic Ricobene attended Libraries and Autism: Why It Matters (Webinar) on Oct 12, 2018

Rosemarie Forto-Whitemiller attended Inclusive Programming for Adults with Developmental Disability (Orland Park Library webinar) on Oct 12, 2018



Eric Gordon attended Beyond Assistive Technology (Webinar) on Oct 13, 2018

Katie Allan attended Webinar: Serving Patrons with Dementia (Webinar) on Oct 13, 2018

Diane Srebro attended Communication Technology & Security (Computer Lab) on Oct 18, 2018

Diane Srebro attended Booklist Book Club Matchmaker: Standout Selections (Webinar) on Oct 18, 2018

Peter Tew attended Autism 101 for Libraries (Webinar) on Oct 23, 2018

Kortnee Fingler attended Falling for Mystery (Webinar (Booklist) on Oct 30, 2018

## STATISTICS

### Database Statistics October 2018-2017 Comparison

Database	2018	2017	Data Type
Ancestry Library	1702	953	Total Searches
Careers College	21	45	Total Users
Consumer Reports	113	79	Total Log-Ins
EBSCO	1865	2017	Total Searches
Gale Virtual Reference Library	10	3	Total Searches
Heritage Quest	58	155	Total Searches
Lynda.com	60	129	Total Log-Ins
Mango Languages	136	104	Total Sessions
OCLC	5583	6735	Total Searches
ProQuest	127	79	Total Searches
Reference USA	128	320	Total Searches
Weiss & Street Financial Ratings	48	12	Total Log-Ins

### Statistics from web forms

Category	10/2018	10/2017
Reference	3127	3374
Ref Remote	164	193
Non-Reference	318	324
N-R Remote	14	29
Extended Help	35	27
Passive Programming	3	4
Program Attendance	81	71
Items shelved	18212	19870
Carts shelved	715	241

## **CUSTOMER SERVICE LOG**

10-1-18 Patron contacted regarding holds report. "I stopped in several times about that book and staff members looked for me. Thanks for finding it and calling." Diane S.

10-9-18 Patron comment: It would be nice if you had a vending machine at the library. Is there one in the building I can use? Andy M

10-13-18 I've been here for 3 hours listening to you while I research. You are very good at what you do, you find the answers and are tactful, too. Linda C

10-24-18 Patron wanted to know why we don't circulate the e-readers and let them download books to the devices. Linda C

10-25-18 Book group member off-site comment. "I loved today's story...it was a delight to read. I can't tell you how many times I laughed. It's been so loud here (at Mariano's) it's great to find out that you've arranged for us to meet at Starbucks with another author visiting next year." Diane S.

10-26-18 Patron complained that she continues to receive Overdrive eBook hold notifications on her library barcode. She never opened an Overdrive/Libby account and doesn't view Polaris records for downloadable books. Patron indicated that she's notified the library in previous complaints but problem continues to occur. Diane S.

10-26-18 I've received numerous admiring comments about the scary movie poster art installation. Patrons really seem to be enjoying this display. Katie A.

10-26-18 Helped a patron with a quick eBook demo on her smartphone. She was happily surprised at how easy it was to set up Libby on her phone. "Thank you for sitting down with me. This was easier than I thought." Katie A.

10-31/18 Patron commented "I loved this book. Thanks." Diane S.

# Patron Services Board Report October 2018

## PERSONNEL

In October, we welcomed two new Patron Services clerks, Denise Mitchel on October 4th and Jill Muller on October 11th. We are again at full staff.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Webinars attended this month:

**Access to All: Serving Youths and Young Adults with Disabilities (Webinar)**, Jenna Schwartz on Oct 4, 2018

**Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families (Webinar)** Laura Larson on Oct 3, 2018

**JJ's List Disability Awareness Training (Webinar)** Rebecca Crume-Simmons on Oct 1, 2018, Denise Mitchel & Jill Muller on Oct 11, 2018

**Serving Patrons with Dementia (Webinar)** Barbara Kandel on Oct 3, 2018, Therese Coppolino & Patrick Deitche on Oct 5, 2018, Terry Freeman & Abby Kearns on Oct 6, 2018, Renata Neupauer on Oct 11, 2018 and April Balasa on Oct 12, 2018

**ILLINET ILL & Reciprocal Borrower Survey (IL State Library Webinar)** attended by Theresa Hildebrand on October 25, 2018

Conference attended this month:

Theresa Hildebrand attended the Back in Circulation Conference at the University of Wisconsin-Madison on October 15 & 16, 2018

# STATISTICS

OPPL	TOTAL CIRCULATION		2018											
MONTH	2018	2017	Circulation Change %	Patron attendance 2018	Patron attendance 2017	Patron attendance Change	In-House Checkins 2018	In-House Checkins 2017	In-House Checkins Change %	Polaris Search Sessions 2018	Polaris Search Sessions 2017	Polaris Search Change %	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	57,422	53,717	6.90%	35,073	36,533	-4.00%		3,550		14,606	13,694	6.66%	44	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
<b>TOTAL</b>	<b>561,966</b>	<b>640,648</b>		<b>371,138</b>	<b>417,103</b>		<b>31,543</b>	<b>33,415</b>		<b>150,694</b>	<b>183,053</b>		<b>584</b>	<b>610</b>

\* 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	1,258	591	112.86%	3,654	3,544	3.10%	661	347	90.49%	24	24
NOV	0	672		0	3,183		0	225		0	17
DEC	0	658		0	3,138		0	302		0	16
<b>TOTAL</b>	<b>11,747</b>	<b>6,820</b>		<b>37,923</b>	<b>37,165</b>		<b>3,500</b>	<b>4,075</b>		<b>195</b>	<b>239</b>

Patron Services staff handled reference questions by phone or in person for 71 individuals this month.

## GRANTS/SPECIAL PROJECTS

Patron Services has completed the deletion of patron accounts that expired in 2014 & 2015 and owed less than \$20.00.

## **CUSTOMER SERVICE LOG**

### **Checkout Desk**

10/01/2018 Patron checking out copies of Lucky Day magazine - Flea Market Decor. "I've never seen this magazine before, it looks like fun. Finally something I can checkout from Lucky Days & get returned on time. When I'm done with the Flea Market ones, I'm coming back for the Victorian Homes magazine. I love the magazines that you're buying for us." - Theresa H.

10/02/2018 Patron commented, "I love these library card holders. It is the best giveaway you have." - Julie P.

10/03/2018 (Patron checkout out who saw the StoryWalk flyer) "The StoryWalk is a great idea! My husband and I enjoyed it." - Barb K.

10/04/2018 "That is so cool! I'll have to try that at home." Patron was referring to the tree stacked up out of books with the pumpkin on top. - Nadine L.

10/08/2018 Patron said, "Newspapers are hard to get when some patrons take three at a time and then nothing is available." - Barb K.

10/15/2018 (Reciprocal Borrower at Checkout Desk) Patron commented, "You are so friendly at this library! Better than my own!" - Julie P.

10/16/2018 (Checkout Desk) Patron commented, "I enjoy coming here because the staff is so friendly." - Laura L.

10/18/2018 (Checkout desk) Patron signing up for an Orland Park library card & placing holds) "Thank you so much for everything. You have been a big help." - Laura L.

10/18/2018 (Checkout desk) Assisting patron at copier. "I love your staff. You're so friendly. I love your library building." - Julie P.

10/24/2018 (Checkout Desk) Patron referring to our green library bags said, "These are the nicest bags. So sturdy. Everyone loves them." - Laura L.

10/29/2018 (Checkout Desk) "I'm wondering if the library will ever offer a Shutter-fly class. I'd definitely attend it!" - Theresa H.

10/30/2018 (Checkout Desk) Patron looking at the puzzles in the lobby commented, "You should put an article in the Prairie about the puzzle exchange. The same puzzles are always here. I think I've done them all and brought them back. An ad might bring some more in." Laura L.

### **Welcome Desk**

10/13/2018 (Welcome Desk) Referring to the book tree in the lobby, patron said, "Cute display." - Barb K.

10/16/2018 (Patron picking up hold at Express Reserves) "You have four empty cars in the book drop parking (five minute parking) who are obviously not just dropping off or picking up books. It's not fair to the rest of us who follow the rules." - Laura L.

10/25/2018 (Patron in lobby viewing our renovation boards) Patron commented, "When are you doing renovations? I mean, it's already amazing! How much better could the library be?" - Laura L.

10/25/2018 (Welcome Desk) Thanks for giving me the Self Check tutorial, now I know why I'm always beeping! - Theresa H.

10/27/2018 (Welcome Desk) Patron remarked, "You can't see what's on the returned carts in front of the checkout desk when people are waiting. They should be moved." - Nadine L.

**Phone calls**

10/17/2018 (Phone call) Patron called to ask, "Do you have any computer classes for old guys like me?" Yes! We do. "That's great, hopefully it's not too late for me to learn." - Theresa H.

# Graphics Board Report October 2018

## PERSONNEL

Stephanie Fordice joined the Graphics Department as the Public Information Manager on October 25, 2018

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Work this month focused on:

- Renovation e-blast, video for social media (85 views on YouTube), survey
- Mass emails for Holiday Buying Guide, Small Business Series, Unwind and Writers Group
- Book discussion lists
- Bookmarks to assist with reference advisory for adults and youth
- Completed Bicentennial events promotional materials
- Slides to be displayed on library monitors and OPACs

## CONTINUING EDUCATION/MEETINGS ATTENDED

Maurya Orr attended *How to Colorize a Black and White Photo in Photoshop* (Online) on Oct 3, 2018

Chris Schultz attended RAILS Webinar: *Serving Patrons with Dementia* (Online) on Oct 18, 2018

Kristen Holding attended RAILS Webinar: *Serving Patrons with Dementia* (Online) on Oct 18, 2018

Maurya Orr attended RAILS Webinar: *Serving Patrons with Dementia* (Online) on Oct 18, 2018

## STATISTICS

2,288 Facebook followers

588 Instagram followers

1,970 Twitter followers

448 Pinterest followers

17,819 Emails on the marketing email list

28 Meeting room requests received

117 Graphics requests completed

Delivered 72 Welcome Bags (48 adult, 24 youth)

# Information Technology Board Report October 2018

## PERSONNEL

Audrey Peskys' last day will be November 30th.

Christy Pickens last day will be December 9th.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

10/8 - Photoshop Elements Part 1 (11)

10/11 - My Business on the Internet (3)

10/15 - Photoshop Elements Part 2 (8)

10/15 - Digitizing Your Memories (15)

10/18 - Communication, Technology, and Security (3)

10/22 - Simple Business Card Design (7)

10/24 - Introduction to 3D Printing (7)

10/29 - Logo Design and Editing (3)

10/30 - Shopping on the Internet (10)

## CONTINUING EDUCATION/MEETINGS ATTENDED

Lina Elzahdan attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (RAILS Webinar: Orland Park Public Library) on Oct 4, 2018

Daniel Williams attended Beyond Assistive Technology: Improving Library Services to People with Disabilities (Rails Webinar for OPPL) on Oct 10, 2018

Lina Elzahdan attended Q and A: Should You Outsource Your IT for Your Nonprofit? (Watched the Recording) (Webinar) on Oct 17, 2018

Ian Lashbrook attended Serving Patrons with Dementia (Webinar) on Oct 18, 2018

## STATISTICS

### Statistics from web forms

Category	Oct 2018	Oct 2017
Study Room Usage	526	482
Patrons Assisted	568	451



<b>Extended Assistance</b>	<b>113</b>	<b>61</b>
<b>Total PC Usage</b>	<b>1948</b>	<b>1761</b>
<b>Total Web pages</b>	<b>29716</b>	<b>28321</b>
<b>Number of Classes</b>	<b>9</b>	<b>14</b>
<b>Total Class Attendance</b>	<b>67</b>	<b>75</b>
<b>Wireless Usage</b>	<b>4100</b>	<b>4115</b>

## **GRANTS/SPECIAL PROJECTS**

Smart Lab specialty computers were all updated, the MACs to Mojave OS.

All Adobe Creative Cloud accounts have been consolidated into one monthly payment to Adobe. It will manage this moving forward.

The CD player in Patron Services has been replaced with a Google Home Hub so that staff and patrons can use some smart home technology and see it in action.

A Spotify account has been created for the library so that Patron Services and the Youth Department have better access to music that they use for the public. Other departments will be given access to this account as needed.

Instructions for using the AV in Room 104 have been given to Patron Services and Outreach and a copy of the directions is also in the podium in 104.

Patron Services machines used for check-in/checkout have been updated and the IT staff continue to update the individual workstations in Patron Services.

## **CUSTOMER SERVICE LOG**

10/8/18 - Photoshop Part 1 - Could easily be 1 1/2 hours. Another class for full version PS.

10/8/18 - Photoshop Part 1 - Great and very well done. Thanks! I really appreciate all the new and interesting classes being added.

10/11/18 - My Business on the Internet - Excellent class

10/15/18 - Digitizing Your Memories - Wonderful class and equipment.

10/15/18 - Digitizing Your Memories - I would have liked to see some photos or slides digitalized in real time.

10/15/18 - Digitizing You Memories - Great Information.

10/15/18 - Digitizing Your Memories - Great job, Ian.

10/15/18 - Digitizing Your Memories - Thank You.

10/15/18 - Digitizing Your Memories - Suggested Class: Android Phones and the Cloud

10/18/18 - Communication, Technology and Security - I am definitely going to use IFTTT website and Lynda.com! I did not understand what these sites on the library website were until Ian explained it. I was expecting more information on cybersecurity and how to prepare for the eventual attack. It was covered, but not in depth.

10/18/18 - Communication, Technology and Security - Two class suggestions: MS Office, Google, other programs. Podcast series for invisible, digital patrons.

10/22/18 - Business Cards Design - Excellent knowledge, lovely person - Needs to work on presentation skills, lost control of pacing - let the class get off track too early, so presentation seemed disorganized and unclear. Too much technical. Start off with demonstrating how to do a business card from initial opening URL through ordering on VISTA.

10/22/18 - Business Card Design - I loved the knowledge gained regarding NFC business cards. The instructor has a very personable demeanor; have everyone get a chance to create a business cards.

10/22/18 - Business Card Design - More graphic design classes. Classes in Programming Languages.

10/29/18 - 3-D Printing/Modeling - Have more hands on demonstrations to solidify the content.

10/29/18 - 3-D Printing/Modeling - Very informative. Glad to hear that Lynda.com is free for Orland Park library users. Talk about the 3-D scanner.

10/29/18 - Logo Design - More MAC Computers please

10/29/18 - Logo Design - We need more MACs in the lab

10/29/18 - Logo Design - Kristen goes out of her way to accommodate the class needs -very much appreciated!

10/30/18 - Shopping on the Internet- Always a good class with Ian. I've always learned something each class.

# Outreach Services Board Report October 2018

## PERSONNEL

Anne Knight has been hired to replace Shane Peterson. She started on 10/30/18.

## 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.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Inclusive Programming for Adults with Developmental Disabilities (Webinar) on Oct 15, 2018

Theresa Marketti attended Serving Patrons with Dementia (Webinar) on Oct 15, 2018

Duke Phelps attended Serving Patrons with Dementia (Webinar) on Oct 16, 2018

Cathy DiGiorgio attended Serving Patrons with Dementia (OPPL) on Oct 16, 2018

Duke Phelps attended Libraries and Autism: Why It Matters! (Webinar) on Oct 22, 2018

Kelly Cuci attended Outreach Programs in Rural Communities: Simple Steps for Surprising Results (Webinar) on Oct 25, 2018

## STATISTICS

### Onsite Adult Programs:

13 programs were given with a total of 572. *2017: 12 programs were given with a total of 557 patrons.*

**Breakout:**

10/2/18	Illinois at 200	41
10/5/18	Meet the Artist - Amanda Taves	11
10/6/18	Sewing with Kelly	8
10/9/18	English Conversation for ESL Learners	1
10/11/18	Afternoons @ OPPL - From Prairie to Farm to City: Music to Commemorate Illinois	16
10/16/18	Polish Immigration to America - When, Where, Why and How	83
10/18/18	Stress Management	31
10/19/18	Showcase - Chris Davis Jazztet	195
10/23/18	Frauds, Charlatans, and Rogues	56
10/25/18	Cemeteries in Chicago - Mystery and History	92
10/26/18	Friday Film Series - Jumanji, Welcome to the Jungle	3
10/29/18	English Conversation for ESL Learners	1
10/30/18	Evolution of the Modern Zombie	34

**Offsite Adult Programs:**

18 programs were given with a total of 1073 patrons attending. *2017: 18 programs were given with a total of 771 patrons attending.* These numbers are due to very high attendance at two expos we participated in.

**Breakout:**

10/1/18	Senior Living Visits	25
10/2/18	Senior Living Visits	19
10/3/18	Senior Living Visits	9
10/4/18	SmartArt iPad at Brookdale	3
10/10/18	Orland Township Senior Drop-in Visit	21
10/10/18	Senior Living Visits	5
10/12/18	Women's Expo	200
10/12/18	Orland Township Senior Drop-in Visit	17
10/13/18	Community Expo	600
10/15/18	Senior Living Visits	35
10/16/18	Senior Living Visits	22
10/17/18	Senior Living Visits	14
10/18/18	Remember When with American House	20
10/18/18	Remember When with Brookdale	12
10/24/18	Senior Living Visits	10
10/29/18	Senior Living Visits	27
10/30/18	Senior Living Visits	18

**Train Station Books:**

Three Train Stations - **183**, 2017 - 130

**Passive Programming**

Orland Township - **20**, *New Statistic*

**Program Flyer Distribution Statistics:**

Village of O.P. - **440**, 2017 - 800

Sportsplex - **440**, 2017 - 950

Train Stations - **28**, 2017 - 130

Nursing Homes - **20**, 2017 - 0

During programs - **865**, 2017 - 238

Passive Programming - Puzzle Packets - **20**

Expos - Newsletters - **120**, Pillbox Openers - **300**, Bags - **400**

**Other Outreach and Homebound Statistics:**

Outreach Circulation Statistics: 1058 items circulated with 1979 checkouts and 74 renewals. 2017: 916 items circulated with 1774 checkouts and 252 renewals.

Visits to single-family homebound patrons totaled 22. 2017: Visits totaled 19.

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

OS staff logged 735 reference transactions. 2017: 1373 reference transactions.

OS staff logged 65 programming questions. 2017: 135 programming questions.

OS staff logged 36 exhibit questions. 2017: 83 exhibit questions.

## **GRANTS/SPECIAL PROJECTS**

Kelly Cuci coordinated two tabling at expos: the Women's Expos and the Community Expo.

Kelly Cuci submitted an order of NASA artifacts for the library.

## **CUSTOMER SERVICE LOG**

### **10/1/18 Senior Living Visits**

"I appreciate all of your efforts." Theresa M.

"Thank you so much for all you do." Theresa M.

"Thank you for coming." Theresa M.

### **10/2/18 Senior Living Visits**

"We really appreciate you." Theresa M.

"Thank you." Theresa M.

**10/2/18 Illinois at 200 program**

"Great program!" Cathy D.

"I am so glad I came. Thank you." Cathy D.

"Wonderful presentation." Cathy D.

"I learned a lot about Illinois." Cathy D.

"Thank you." Cathy D.

"Thank you for celebrating Illinois' 200th." Cathy D.

"I really enjoyed this program. Thank you." Cathy D.

**10/3/18 Senior Living Visits**

"Thanks for coming." Theresa M.

**10/10/18 Orland Township Drop-in Visit**

"Thank you for coming out." Theresa M.

"We love when you come out." Theresa M.

"You always have a smile on your face." Theresa M.

**10/11/18 Homebound Visit**

"I really appreciate your effort. Thank you." Theresa M.

**10/11/18 Homebound Visit**

"Thank you so much." Theresa M.

**10/11/18 Homebound Visit**

"Thank you. You do a great job." Theresa M.

**10/11/18 Homebound Visit**

"Thank you." Theresa M.

**10/11/18 Afternoons @ OPPL - From Prairie to Farm to City program**

"Interesting program." Duke P.

"That guy has good work." (Phrased that way. Probably meant "does.") Duke P.

"Thank you." Duke P.

"Good one." Duke P.

**10/13/18 Community Expo tabling**

"Our library is the best!" Kelly C.

"I love the library." Kelly C.

"We bring the kids over." Kelly C.

"I was just there!" Kelly C.

"I bring my granddaughter." Kelly C.

"I've been to several good programs there." Kelly C.

"Oh, a zombie program, cool!" Kelly C.

"We love the library!" Cathy D.

"OPPL is the best library, ever!" Cathy D.

"Your programming is great!" Cathy D.

"I was just there, today." Cathy D.

"Thank you for the wonderful programs." Cathy D.

"I bring my grandchildren there all the time." Cathy D.

"Thank you for your hard work and dedication to the community." Cathy D.

"Thanks for doing all of this." Duke P.

"We appreciate you coming." Duke P.

#### **10/16/18 Senior Living Visits**

"You're very good at what you do." Theresa M.

"Thank you." Theresa M.

"Thank you." Theresa M.

"Thanks for coming." Theresa M.

#### **10/18/18 Remember When - American House**

"Thank you for coming." Theresa M.

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

"Thank you so much." Theresa M.

#### **10/18/18 Remember When Brookdale**

"Thank you so much. We miss you." Theresa M.

"Thank you." Theresa M.

"Thank you so much." Theresa M.

"Thank you so much. I really like when you come." Theresa M.

#### **10/19/18 Showcase - Chris Davis Jazztet**

"Thank you, it was an excellent program as always!" Duke P.

"So great!" Duke P.

"Thanks!" Duke P.

#### **10/24/18 Frauds, Charlatans, and Rogues program**

"So much fun. Thank you." Cathy D.

"This was a wonderful program." Cathy D.

"Please have this type of program more often." Cathy D.

"He was great!" Cathy D.

"What a wonderful program." Cathy D.

**10/24/18 Homebound Delivery**

"Thank you for all you do." Theresa M.

**10/24/18 Homebound Visit**

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

**10/25/18 Cemeteries in Chicago program**

"Wonderful program, we really enjoy Bob Trzciak!" Cathy D.

"This was good! Keep up the good work." Cathy D.

"This was such a fun program. Please have him back." Cathy D.

**Comments about the survey during this program:**

Several patrons refused to fill out the survey.

One person wrote on one of the lobby boards and told me no one would like what she wrote. Cathy D.

"I am not interested in filling out this survey. It (the building) doesn't need it. Cathy D.

Many of the patrons threw the survey on the table and said, "This is garbage." Cathy D.

"What's going on in this place? You just did the flooring." Cathy D.

"You do know that my tax dollars pay for this place." Cathy D.

**10/26/18 Homebound Delivery**

"Thank you." Theresa M.



# Technical Services Board Report October 2018

## PERSONNEL

- Nincy George resigned and her last date is October 31, 2018.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

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

## CONTINUING EDUCATION/MEETINGS ATTENDED

- On Oct. 9-11, 2018, Carol Maresh attended ILA Conference Peoria Civic Center, Peoria, IL
- On Oct. 17, 2018, Wendy Xie attended Polaris webinar From Chaos to Confidence: A Plan for Success with ILS Hosting
- On Oct. 17, 2018, Carol Maresh and Wendy Xie attended RAILS webinar: Serving Patrons with Dementia
- On Oct. 18, 2018, Selene Madonia attended Polaris webinar Libraries and Autism: Why It Matters!
- On Oct. 18, 2018, Paul Rubio attended Polaris webinar Beyond Assistive Technology: Improving Library Services to People with Disabilities
- On Oct. 18, 2018, Nincy George attended Polaris webinar Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families
- On Oct. 18, 2018, Wendy Xie attended Polaris webinar RAILS webinar: Libraries and Autism: Why it Matters!
- Oct. 19, 2018, Dianna Mackowiak attended Polaris webinar Serving Patrons with Dementia
- Oct. 20, 2018, Matt Potempa attended Polaris webinar Beyond Assistive Technology: Improving Library Services to People with Disabilities

# STATISTICS

Oct-2018	Tech Services Monthly Statistics				Order #	1,124	eBook #	722	Print/Nonprint item #	2,776	Title #:	2,852	
Print	MARC Records	PO/ order #	Added Items	Delete	Modify items	Total modify/Delete	Print	Cover	Repair - All	Shelve magazine+LD items	All cover repair-shelve		
Total:	2,852	1,124	3,498	12350		34,493		1,204	879	311	2,394		
<b>Tech Services Monthly added Items at Polaris:</b>													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
Added Books:	1613	1520	1801	1334	1175	1414	1351	1402	1367	1355			14,332
Added AVs:	891	534	814	660	610	758	1221	677	623	668			7,456
Added Periodicals:	657	654	710	658	661	684	636	740	613	753			6,766
Added eBooks:	134	1323	94	212	337	15	412	92	10	722			3,351
<b>Compare Monthly Added Items:</b>													
2018	3,295	4,031	3,419	2,864	2,783	2,871	3,620	2,911	2,613	3,498			31,905
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982	3,563	3,136	3,237			
Yearly change%	35.37%	56.60%	-1.30%	-21.21%	-10.43%	12.90%	21.40%	-18.30%	-16.68%	8.06%			
<b>Compare Monthly Delete:</b>													
2018	3,303	6,554	15,724	5,324	3,789	5,156	5,821	9,035	6,639	12,350			73,695
2017	27,798	11,234	10,182	2,956	3,379	4,329	3,979	3,975	5,120	5,814			
Yearly change%	-88.12%	-41.66%	54.43%	80.11%	12.13%	19.10%	46.29%	127.30%	29.67%	112.42%			
<b>Compare Total OPPL Collection:</b>													
2018	334,577	334,414	326,702	325,961	327,063	328,737	330,130	329,199	330,352	331,689			
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409	329,013	330,279	330,916			
Yearly change%	2.37%	2.81%	1.31%	0.12%	0.49%	0.56%	0.83%	0.06%	0.02%	0.23%			
<b>Polaris Total Item/Title by month:</b>			<b>331,689</b>	<b>269,373</b>									

## GRANTS/SPECIAL PROJECTS

- Wendy Xie and Polaris staff are working on the Polaris notification issues
- Wendy Xie is working on digital book Carousal for PAC

## CUSTOMER SERVICE LOG

Kelly Cuci, Outreach Services Manager brought a new staff member through the Technical Services Department. She said we are the heartbeat of the library. Everything comes through here. Carol M.

# Youth Services Board Report October 2018

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

Preschool Paks: 15

Total Items Circulated: 247

Preschool Visits:

10/1: KinderCare John Humphrey Drive-15

10/4: KinderCare Pinewood Drive-25

10/15: KinderCare John Humphrey Drive-20

10/18: KinderCare Pinewood Drive-21

10/25: St. Mike's Preschool-50

10/29: Park Early Childhood (AM) –10

Teacher Loan Cards created: 31

Teacher Loan Card Check outs: 16

9 PAL PAKS and 181 items out

Books Alive: 300 students

High Point School

10/15 10 am 3rd grade: 100

10/15 10:30 4th grade: 100

10/19 9:30 5th grade: 100

School Outreach: 220 students and family members

10/10: Family Reading Night at Centennial School: 80

10/12: Career Day at Central Middle School: 40

10/15: Literacy at the Library Event with Orland School District 135: 100

### **Youth Programs**

Once Upon a Time Storytime (9 sessions) - 465

Building Blocks for Babies (10 sessions) - 649

Night Owls (4 sessions) - 130

Bright Starts (4 sessions) - 83

Toddler Art (10 sessions) - 224

Crafty Readers (2 sessions) - 26

In the Neighborhood (4 sessions) - 75

International Art - 20

Special Needs Parent Meet-up - 1  
1. 2. Crafts & More - 21  
Baby Playtime - 41  
Movement Fridays - 21  
Family STEAM Challenges - 18  
Video Game Club - 29  
Animal Habitats: Fall Animals - 2  
Tiny Pumpkins Painting - 22  
Preschool Play-dough Extravaganza - 22  
Techie Tots: 3D Stories - 14  
Nintendo Switch Players - 28  
Guess the Weight of the Pumpkin - 106  
Book Genie - 94

### **Teen Programs**

Chalk Board Additions - 29  
Teen Video Game Players - 5  
Mini Book Reviews - 1  
Teen October Book Drawing - 33  
Mad Scientist Escape Room (2 sessions) - 20  
Teen Pumpkin Fun - 14  
Teen Candy Apple Bar - 13  
Teen Paint and Sip - 9  
Volunteens-International Art - 2  
Volunteens-1, 2, Crafts & More - 1  
Volunteens - Crafty Readers (2 sessions) - 8  
Volunteens - Family STEAM Challenge - 6  
Volunteer - Fall Animals - 4

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Erin Faxel attended YA SIG (Acorn Library) on Oct 1, 2018  
Alexander Pappas attended Coding Quest (Booklist Webinar) on Oct 2, 2018  
Lukas Kolbrecki attended Libraries and Autism: Why it Matters! (webinar) on Oct 2, 2018  
Mary Golden attended Libraries and Autism: Why it Matters! (webinar) on Oct 2, 2018  
Jacob Walk attended Libraries and Autism: Why it Matters! (webinar) on Oct 3, 2018  
Holly Balasa attended Libraries and Autism: Why it Matters! (webinar) on Oct 4, 2018  
Alex Pappas attended Libraries and Autism: Why it Matters! (RAILS Webinar) on Oct 4, 2018  
Cathy Riffice attended Coding Quest (Webinars online) on Oct 5, 2018  
Brandi Smits attended ILA Conference (Peoria Civic Center, Peoria, IL) on Oct 9, 2018  
Becky McCormack attended ILA Conference 2018 (Peoria Civic Center, Peoria, Illinois) on Oct 9, 2018

Lou Ann Muhanna attended Autism 101 (webinar) on Oct 9, 2018

Cathy Riffice attended Booklist Webinar YA Announcements: Winter and Beyond (Library) on Oct 14, 2018

Kara DeCarlo attended RAILS webinar: Accessible to All (Webinar) on Oct 15, 2018

Brandi Smits attended M-CATS (OPPL) on Oct 19, 2018

Becky McCormack attended MCATS (OPPL) on Oct 19, 2018

Erin Fixel attended Anderson's YA Literature Conference (Naperville) on Oct 20, 2018

Alexander Pappas attended Everything You Need to Know About Musical Storytimes (Florida Library Webinar) on Oct 22, 2018

Jennifer McQuinn attended Reads for the Reluctant: Tips and Tools to Help Engage Every Potential Reader (webinar) on Oct 24, 2018

## STATISTICS

**October 2018 created Nov 07, 2018**

### Youth Services Statistics

Category	Qty
Reference	263
	5
Ref Remote	94
Non-Reference	266
N-R Remote	59
Extended Help	95
Group Study	0
Study Rooms (New, started 4/17/2018)	573
Teen Program Attendance	145
Youth Program Attendance	2106
Combined Program Attendance	2251

## CUSTOMER SERVICE LOG

### Junior Desk

10/2/18 Woman at desk "I went to the Story Walk this morning. That was so clever and the book was wonderful! How often are you changing it?" Brandi S.

10/2/18 Patron calling to put book on hold "I know my number by heart - it's one busy card! You guys have a great library and you're always so helpful." Amy N.

10/2/18 Two patrons stopping to watch 3-D printer "I love this place. I've been coming here since I was a kid. It's my fortress." Amy N.

10/9/18 Adult with baby had printed in YS Department and was sent to IT Department for scanning. When she came back to YS, she was asked if she got what she needed. "Yes, they were very helpful up there just like you guys are. Thank you." Amy N.

10/11/18 Senior patron visiting from New York "This is a fantastic library. This was worth stopping for!" Alex P.

10/18/18 Grandmother getting book for grandson "This library is amazing. I brought my grandson for a story hour and we stayed two hours extra!" Alex P.

10/23/18 Mom leaving with preschooler "We love story time here. You do such a great job." Amy N.

10/24/18 Grandmother leaving with grandchild after story time "Such a wonderful program. That librarian is great." Kara D.

10/29/18 Mom leaving 3D story time "This is so good. I hope you do it again." Brandi S.

10/30/18 Mom returning book bundle "These book bundles are the best thing ever. We'd love one on robots." Amy N.

### **Preschool Desk**

10/10/18 Mother leaving with son "I love this place!" Alex P.

10/11/18 Grandfather with granddaughter "This is a big place with nice resources; nice people, too." Alex P.

10/15/18 Overheard - Mom with 2 young children "I live in Lockport, but I love this library." Becky M.

10/23/18 Grandfather with grandchildren "The story time today was better than usual." Kara D.

10/27/18 "What's with all the renovations? This library is better than most the way it is. Why is this needed?" Amy N.

### **Teen Desk**

10/26/18 Teen hanging out after program "I had such a great time at the pumpkin program. It was really fun." Erin F.

10/26/18 Teens who were hanging out tried out some of the crafts for the Day of the Dead program "These flowers are so cool! I'm going to decorate my room with them. Thanks for showing me how to make them." Erin F.



michael c barnes  
ARCHITECT



ORLAND PARK  
PUBLIC LIBRARY

***MASTER SPACE PLAN STUDY:  
ASSESSMENTS & RECOMMENDATIONS***

NOVEMBER 19, 2018









## EXECUTIVE SUMMARY

The Orland Park Public Library has been named one of the *200 Great Places in Illinois* in honor of this year's Illinois State Bicentennial by the Illinois Council of the American Institute of Architects. The library is proud to be the "jewel" of the community with extensive services, a spacious facility and a diverse collection of resources supported by a knowledgeable and friendly staff. Since this award-winning building opened in 2004, the Board of Library Trustees and staff understood that keeping current for patrons and providing the newest materials and technology was of utmost importance. In the past fourteen years, the library strove to stay in step with trends, offering the newest and best. Times change quickly, and the library is used by patrons much differently than twenty years ago. The library has become a center for community engagement and learning. In that end, OPPL needed to create new flexible spaces to accommodate the patron's needs without compromising the beauty and openness of the building.

The library looked to the architect who had designed this facility to repurpose spaces and keep the integrity of the architecture. The Board selected Michael C. Barnes, Architect together with Wight & Co. because of their experience, reputation and primarily for their connection to this building as the original architects of record.

The purpose of this study is to create a master space plan that will be used to holistically redesign, upgrade, rearrange, and refresh the interior space of the building to meet emerging service patterns, and fulfill the current and future needs of the community.

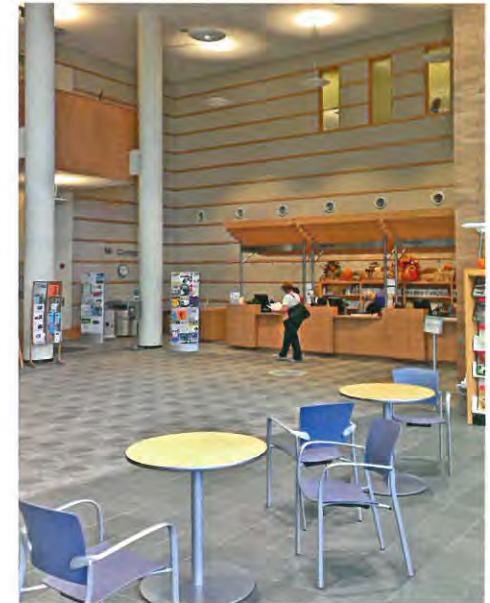


Some of the key elements focused on in this study were:

- Expand the number of study rooms on both floors and allow visibility in them
- Rearrange the lobby to allow the hold pick-up shelves to be more accessible; the Lucky Day Collection to be more visible and expanded; and a designated space for "Pop-Up" programs
- Better temperature control in the lobby
- Relocate Teen area collection to be adjacent to an enclosed and sound protected social area
- Larger meeting room to accommodate more than 100
- Permanent ventilation in the server room
- Update and increase visibility of learning spaces, including computer smart lab
- Repurpose Quiet Study Room at north end of building to accommodate more individual study rooms and create a multi-purpose room for patrons and programs
- Redesign entrance to Youth Services area with a memorable and recognizable art design
- Story time room décor redesign
- Create a Tween social area
- Eliminate sorting area on staff side to create additional office space
- Allow visibility between Patron Services workroom/manager's office to the front desk
- Create a Sensory Room and Nursing Room in Youth area
- Provide more data and power throughout building
- Relocate and expand Friends Book Sale area
- Expand the Graphics department area
- Create a nature area adjacent to Youth area outside
- Create a defined teen area on the second floor

This report was a result of input from staff, department managers, the Board of Library Trustees and patrons. Surveys available online and in print were distributed and collected. A comment board was placed in the lobby providing a means for patrons to share their ideas and needs. Pictorial boards of furniture placement, style and room designs were shown to elicit responses from visitors.

This Master Plan is described and illustrated on the following pages. The Master Plan Study recommends that the modifications described within this report be completed in phases while the Library remains open to the public.





## **ACKNOWLEDGMENTS**

The individuals listed below contributed to the development of this Master Plan Study for various modifications envisioned for the future betterment of the Orland Park Public Library:

### ***LIBRARY ADMINISTRATION & STAFF***

Mary Weimar, Library Director  
 Mary Adamowski, Assistant Library Director  
 Steve Newman, Superintendent of Maintenance  
 Jackie Boyd, Former Public Information Manager  
 Stephanie Fordice, Public Information Manager  
 Ross Kimmey, Business Finance Manager  
 Andrew Masura, Adult Services Manager  
 Brandi Smits, Youth Services Manager  
 Kelly Cuci, Outreach Services Manager  
 Theresa Hildebrand, Patron Services Manager  
 Ian Lashbrook, Digital Services Manager  
 Wendy Xie, Technical Services Manager

Orland Park Public Library Board of Trustees

### ***DESIGN TEAM***

**michael c barnes architect, llc:**  
 Michael C. Barnes, AIA, LEED AP

**Wight & Company:**  
 Lisa Schmidt, AIA, LEED AP  
 John Lucas II, NCARB, RA  
 Anthony Sullentrop, MEP Manager  
 Asfandyar Khan, PE, LEED AP BD+C  
 Matthew Babiak, Estimator

## **CONTENTS**

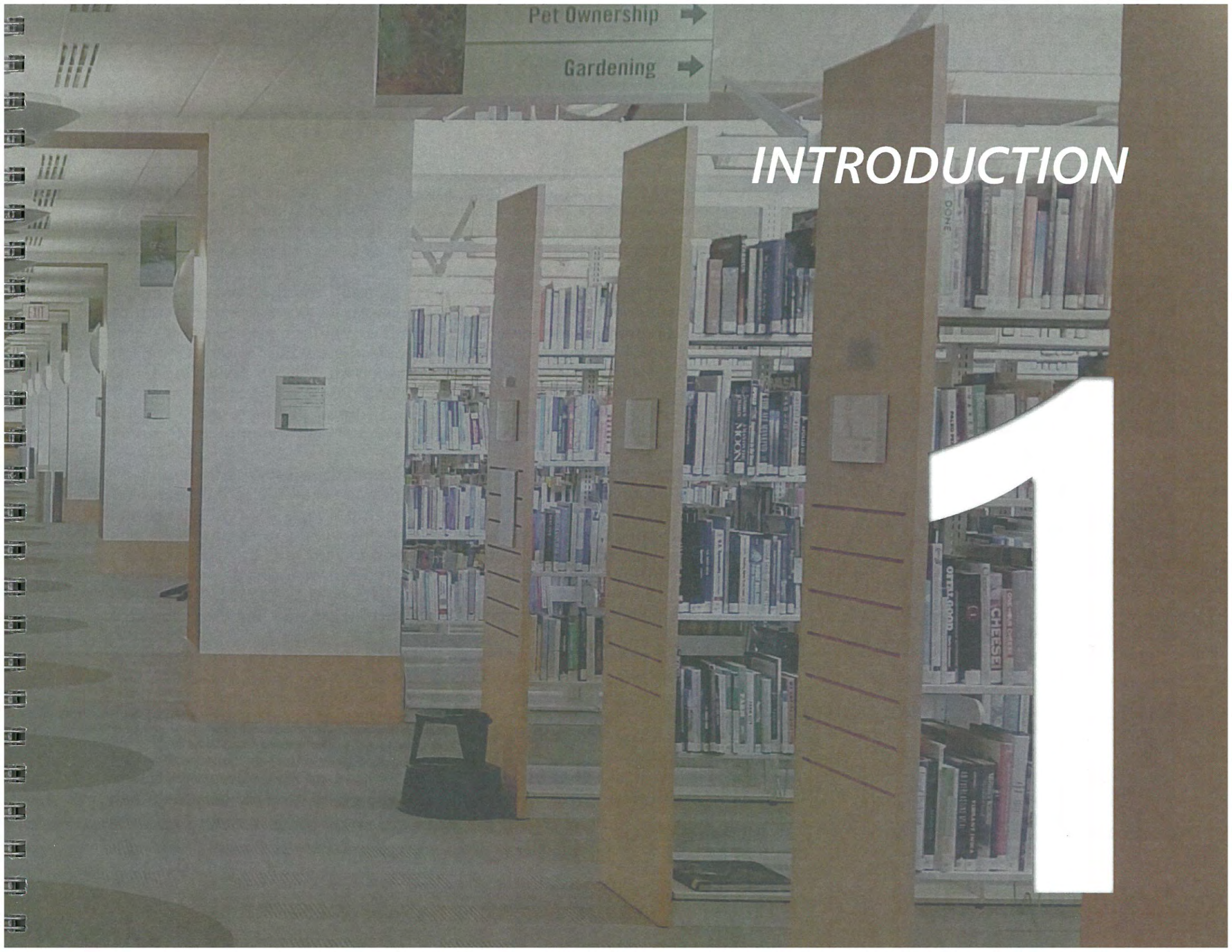
- 1** *INTRODUCTION*
- 2** *NEEDS ASSESSMENT*
- 3** *RECOMMENDATIONS*
- 4** *COMMUNITY ENGAGEMENT*



Pet Ownership →

Gardening →

# *INTRODUCTION*







## INTRODUCTION

Central to its fundamental mission, a public library provides egalitarian access to knowledge. A library is a shared resource for communication, innovation, and collective effort toward a better tomorrow. Historically, that mission was achieved by sharing information produced by others, through print material, and available on site. Technology has changed that. There is today ubiquitous availability of information through digital means, from around the world, and libraries have been adapting to share that as well, so that today they remain a valued resource for information.

But further, today public libraries are more and more frequently not just places to find information – they are now also places for each individual of a community to create their own content, to discover and experience things in ways beyond the printed word that were previously unimagined, and to communicate and collaborate with others. Increasingly, libraries are places for each person to better themselves through learning and entertainment, while also participating in the pursuit of the common good. Thus, public libraries are increasing in significance within their communities, becoming more relevant than ever.

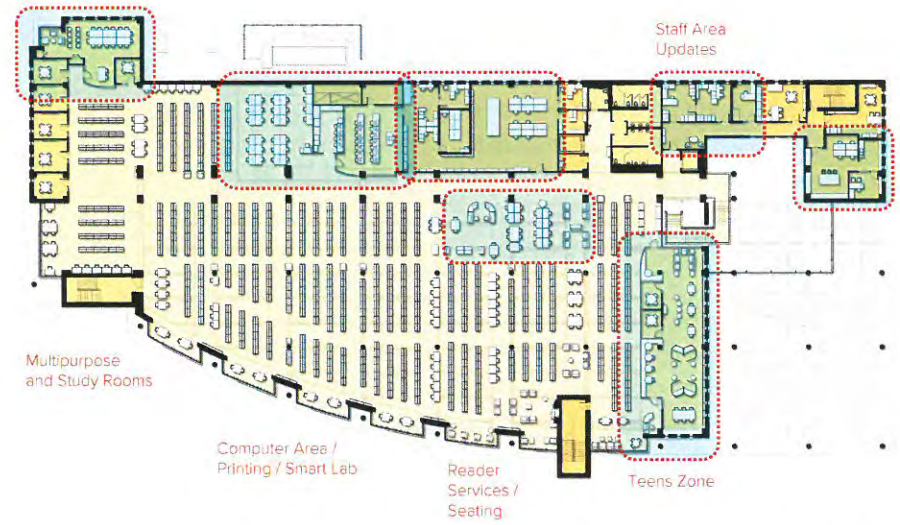
There are other cultural changes, partly stemming from the common use of technology, that are impacting the ways libraries are serving their communities. For one, today's library patrons are increasingly able and interested in discovering and doing things on their own, freeing library staff from being the gatekeepers of information so that they can assist patrons more intensively as desired. And further, libraries used to fulfill their mission in offering materials and space for individual patrons' regulated pursuits, but they now foster group efforts, collaboration, and communication, as determined by the patrons.

As a result of these changes, libraries around the world are in a state of transformation. Likewise, the Board, administration, staff, and patrons of the Orland Park Public Library have seen, since the new library opened in 2004, the need for some updates to better align the facility with the Library's evolving role and expanding mission, by introducing more and larger spaces for collaborative and community activities, and an updated setting for the exploration and creation of technology-based content. Below is a summary of the facility updates sought and identified through an extensive collaborative needs assessment process, all described more in depth elsewhere in this document.

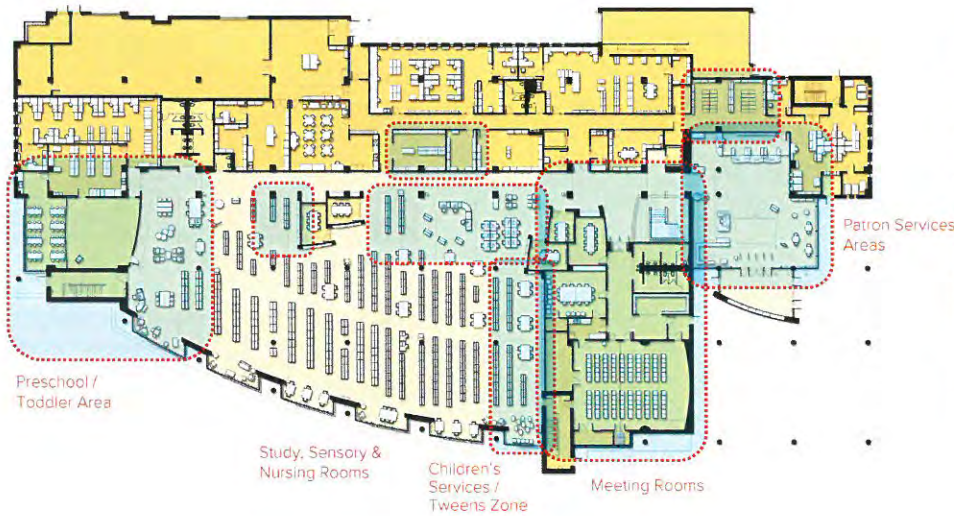




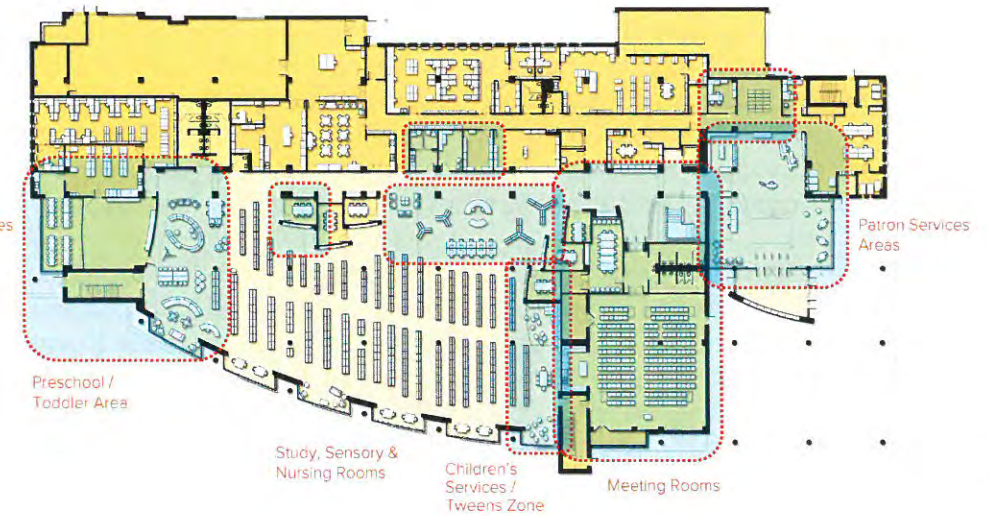
**EXISTING: SECOND FLOOR PLAN**



**PROPOSED: SECOND FLOOR PLAN**



**EXISTING: GROUND FLOOR PLAN**



**PROPOSED: GROUND FLOOR PLAN**





## **OVERALL GOALS**

- Renewed, reinvigorated, and improved function of the public spaces for patrons.
- Additional power & data points for patron use
- New flooring finishes in public areas
- Improved administration areas only to create more efficient use of the operations and/or provide area for new/future staff positions.

## **FIRST FLOOR**

### **MEETING ROOMS**

- Enlarged and updated community meeting room with pantry
- Relocated Board meeting room

### **CHILDREN'S**

- Improved identification of three age group areas within department
- Remodeled Craft/Storytime room
- Modified furnishings for Toddler Zone
- Updated patron services desk
- Additional group study rooms
- Updated and enhanced Tween Zone
- Addition of Mother's / Wellness room
- Addition of Sensory room

### **STAFF AREAS**

- Minor office and storage modifications
- Modified Friends / Booksale storage room

### **PATRON SERVICES / LOBBY**

- Updated movable Welcome Desk
- Relocated and reduced Patron Services desk
- Enlarged and relocated Patron Holds
- Additional Self-check stations
- Additional power & data points
- Relocated Recycled Reads display
- Patron Services Office opened up to workroom; addition of window to lobby desk
- Addition of heat curtain at vestibule doors

## **NATURE CENTER**

- Addition of outdoor children's education & discovery garden

## **SECOND FLOOR**

### **TEEN ZONE**

- Enlarged, updated, and newly glass-enclosed Teen space
- Addition of a gaming area
- Addition of a DIY craft area
- Updated furnishings, including study booths
- Addition of Study rooms

### **STUDY ROOMS**

- New Multipurpose room for meetings and programs to replace Quiet Study space
- Addition of Study rooms

### **COLLECTION AREA**

- Updated public service desk
- Expanded and updated Patron lounge seating areas

### **COMPUTER AREA**

- Updated and newly glass-enclosed SMART Lab
- Enlarged and updated Public Computers area
- Updated and more accessible space for 3D printers, copiers, and other equipment for the public

### **STAFF AREAS**

- Updated and newly connected Adult Services and I.T. Workroom
- Improved HVAC for Server room

### **ADMINISTRATION**

- Minor office and storage modifications



COMMUNITY  
CONNECTION

A photograph of a library interior. The room features rows of bookshelves filled with books. In the foreground, there are several computer workstations with monitors and chairs. A large, white, stylized question mark is overlaid on the right side of the image. The ceiling has a grid of wooden beams. The overall lighting is somewhat dim, and the image has a slightly grainy texture.

# *NEEDS ASSESSMENT*

2





## NEEDS ASSESSMENT

The Design team prepared questionnaires for staff based on their internal assessment of needs and improvements for the Orland Park Public Library community. The Design team conducted workshops, held discussions, and follow up meetings with the administration, staff, and the Board of the Orland Park Public Library to determine the primary areas of focus for the Master Plan.

The following summarizes their collective, collaborative efforts.

### ***GENERAL PLANNING CONCEPTS, GOALS AND CONSIDERATIONS***

#### **GOALS:**

1. Renew, reinvigorate, and improve the function of the Library's public spaces for patrons.
2. Remain open and operational throughout the renovation process.
3. Improve wayfinding in the Youth Services department.
4. Preserve collection sizes responsibly.
5. Provide new flooring in public areas.
6. Improve power, audio visual, and information technology infrastructure.
7. Assess and address climate control issues on the 2nd floor.
8. Only improve Administration areas to create more efficient use of department operations and/or provide area for new/future staff positions.
9. Repurpose staff space to provide more patron focused areas.
10. Update all public service desks to be more compact with sit/stand capabilities for (2) staff members.

## ***FIRST FLOOR***

### ***LOBBY:***

1. Improve the circulation and flow of the Main Lobby.
2. Modify the Welcome Desk and provide a movable station with clarity of function as an information/greeter station.
3. Patron Services desk
  - Relocate to avoid glare issues at desk.
  - Improve functional layout and accessibility.
4. Increase the power/data/AV infrastructure for Pop-Up programs & performances.
5. Relocate the Hold shelves to increase capacity and provide better access to the Self Check Out Kiosks.
6. Provide some lounge type seating in the open areas.
7. Introduce a heat curtain at the entry to improve the climate in the Lobby during cold weather months.

### ***PATRON SERVICES:***

1. Provide new window from the Workroom to the Lobby for visual connection to the Patron services circulation desk.
2. Improve the workroom layout for additional staff and work flow.
3. Reduce sorting area to add a new Human Resources Generalist Office.

### ***LARGE MEETING ROOM:***

1. Enlarge the existing Large meeting room to a 200 person capacity.
2. Update ceilings, lighting, acoustics, and power/data/AV infrastructure.
3. Provide a new open pantry for programs.
4. Remove the existing dividing partition.

### ***BOARD ROOM:***

1. By enlarging the Large Meeting Room, combine existing classroom and Board Room into (1) Board Room with a seating capacity of 20.
2. Update the ceiling, lighting, and power/data/AV infrastructure as required.

**YOUTH SERVICES:**

1. Add (2) Study Rooms in this department.
2. Create a entry portal to distinguish the Youth Services department.
3. Reinvigorate the "TWEEN" area.
  - Provide reconfigurable/stackable type lounge seating for potential collaboration areas or performance programs.
  - Improve the gaming and craft area to encourage more of a "hangout" vibe.
  - Update furnishings to provide options for the Tweens.
4. Children's Area
  - Update furniture to provide more age appropriate seating and tables for young children.
  - Relocate/redesign public service desk and stacks to provide a means to corral infant/toddlers in the play area.
5. Craft/Storytime
  - Possibly replace the movable wall with an updated movable partition with some transparency to bring more natural light into the storytime room.
  - Update the flooring in the Craft/Storytime rooms.
  - Update furniture, ceiling, lighting, power/data/AV infrastructure in the Storytime room as needed.
6. New Wellness room: lounge seating with sinks and changing stations.
7. New Sensory Room
  - Textured walls, specialty lighting, acoustics, and interactive toys with the room to promote sensory development.

**STAFF AREAS:**

1. Outreach storage: provide a climate controlled room for the NASA collection per the requirements of the collection holder.
2. Friends of the Library & Booksale area
  - New Booksale area along the corridor and in line with the Large Meeting Room.
  - Modify the existing Friends workroom to enclose the electrical panels.

**NATURE CENTER:**

1. Provide an outdoor Nature Center for youth programs focused on the outdoors and areas for exploration.

## **SECOND FLOOR**

### **TEEN AREA:**

1. Teen Room: Create a new enclosed Teen Room with the following amenities:
  - Group study tables/Booths
  - Room to accommodate 20-30 Teens
  - Gaming area
  - (2) Study Rooms or Nooks for Quiet Study
  - DIY/Craft area
  - Program storage
  - Writable surfaces/Chalkboards
  - Tackable surfaces
  - Upgrade power/AV infrastructure/charging stations
  - Location of Teen Room at the South end with views outside to the main driveway for ease in view for drop off/pick up accommodations.
2. Teen Reference Desk
  - Locate outside of the Teen Room
  - Redesign to match the aesthetic of the new teen reference desks.

### **ADULT SERVICES / INFORMATION TECHNOLOGY:**

1. Combine open office area to provide a shared workroom.
2. Server Room: provide new supplemental HVAC and dry chemical sprinkler system if feasible with budget.
3. Update Adult Services workstations to a smaller footprint and create a more efficient workroom layout.
4. Provide a new work table to be shared by IT and Adult Services and rework the shelving to accommodate the updated workroom layout.

### **TECHNOLOGY LABS:**

1. Create a technology zone with the Public Computers, 3D Printing/Copy services, and the SMART Lab program room.
2. Consolidate technology for public use with the ability to pass through and view into the SMART Lab.
3. Upgrade IT/AV infrastructure and improving lighting in these areas.



**MULTIPURPOSE MEETING ROOM:**

1. Repurpose the Quiet Study Room and create a Multipurpose meeting room with the following requirements:
  - Flexible tables and movable chairs for various room setups
  - Storage for program supplies
  - AV/IT infrastructure upgrades

**STUDY ROOMS:**

1. Provide (2) New Study Rooms as part of the rework of the existing Quiet Study Room.

**ADMINISTRATIVE OFFICES:**

1. Graphic Department: reallocation of space and modify the workroom to include the existing storage closet to provide a more efficient workspace.
2. New Senior Administration Coordinator Office: Rework the Finance storage room to provide a new desk. Existing files to remain in the office.
3. New Administrative Clerk Office: Reduce the size of the existing Finance office to create this workspace that will include the office copy machine as well.

## ***BUILDING SYSTEM COMPONENTS***

### ***ELECTRICAL POWER:***

1. The existing electrical infrastructure is original to the building and in good shape. The existing switchboard is a Cutler-Hammer Switchboard rated at 480Y/120V 3 Phase 4 Wire. It is in good condition and has more than sufficient power to facilitate any and all of the proposed revisions. The service is protected by surge protection.
2. There is a 300KVA transformer that provides the building with its 208Y/120V power needs. There is also enough capacity here for the proposed renovations branch circuit needs. The branch panel boards located throughout the facility have space and spare breaker for additional load requirements. Sub Panels will need to be added in a couple areas to facilitate the new modern library technology and equipment needs.
3. The existing 60KW Cummins generator currently powers the building fire pump and fire alarm panel. It is currently loaded to 50% of its capacity and has some room to serve future loads.

### ***LIGHTING:***

1. Most of the existing lighting is 3 lamp fluorescent T8 technology. In the areas where there is proposed ceiling work the fluorescent fixtures will be removed and new dimmable LED fixtures will be installed. They will be controlled by occupancy/vacancy and sensors as required by the 2015 IECC.

### ***INTERCOM CLOCK:***

1. The existing intercom system is in good working condition and can be expanded as required. The existing clock system utilized wireless clocks and is fully expandable.

### ***FIRE ALARM SYSTEM***

1. The existing fire alarm panel is a Notifier AFP-200 addressable system. It is fully programmable and expandable. It can accommodate the proposed revisions. It has the capability of adding new initiation devices and annunciation devices where required.



## **MECHANICAL**

1. The mechanical systems serving the library are original to the building and in good operating condition. All the cooling needs of the building are satisfied by an air-cooled chiller and the heating is satisfied by hot water boilers. There are two air handling units located in the first-floor mechanical room, one serves the first floor and one serves the second floor. Both air handling units are multi-zone VAV type units, with chilled water and hot water coils. Spaces are supplied air for cooling, heating and ventilation via VAV boxes equipped with hot water reheat coils. An additional air handling unit is located in and serves the basement. This is a single zone constant volume unit equipped with chilled water and hot water coils. All systems are in good condition as they have been regularly maintained and should not require any immediate work.
2. Areas on the first and the second floor that include interior renovations such as enlarging the meeting rooms or dividing one space into two or more will require some demolition of the existing ductwork and diffusers. In most cases the same VAV boxes can be used to serve the spaces, however, in areas where new spaces are being created new VAV boxes would need to be installed in order to provide separate control, in line with the existing mechanical system.
3. Areas requiring new ceiling work would include the demolition of existing diffusers and associated flex ductwork. New diffusers, along with the flex ductwork, would be installed to align with the new ceiling layout.
4. NASA storage is currently being supplied via a VAV box that serves the locker room and another storage room. This room will require a dedicated VAV box along with a unit to maintain the humidity levels in the space.
5. The server room presently has a stand-alone portable cooling unit. This unit does not satisfy the room loads adequately and is being used as a make shift solution with all the excess heat being transferred to the plenum. The server room should have a dedicated DX duct free split system controlled by a thermostat located in the room.
6. Based on the information from the building engineer, there are two VAV reheat coils that are damaged on the second floor. These VAV reheat coils are in the corridor outside the copier area. These reheat coils shall be replaced with new ones. Additionally, the building engineer pointed out that the inability of the air handling unit serving the second floor to maintain its set point in the summer time. This could be a result of the high solar load the space experiences due to high window and skylight exposure. This should be investigated further to determine the most effective solution. Ceiling fans can be installed in each bay, two per bay, to improve the air circulation. Alternatively, the VAV boxes can be rebalanced to supply more air to the bays with skylights/windows as opposed to the corridor. Another strategy could be to supply air at a lower temperature.
7. In conclusion the mechanical systems are in good operation condition and should not require any replacement in the new future. Majority of the changes associated with the interior work involve the demolition of VAV, ductwork, diffusers and piping with new ones being added to accommodate the changes or any new spaces.

# GROUND FLOOR ASSESSMENT SUMMARY

## 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

## MEETING ROOMS

- A. Enlarge existing large meeting room: 200 person capacity, lighting, acoustic, & AV/ IT updates
- B. New open pantry 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 center.
- E. Update furniture: provide age group differentiators
- F. Relocate/redesign public service desk
- G. (2) additional study rooms for Youth Services
- H. Tween "hang out" area: gaming & DIY crafts
- I. Tween performance space/lounge area.
- J. Redesign public service desk: (2) staff - sit/stand option
- K. New Youth Services department entry portal
- L. New Wellness room: lounge seating with sink & changing station.
- M. New Sensory room: multiple textures, lighting, acoustical privacy.

## STAFF AREAS

- N. Outreach storage: climate controlled room for NASA collection.
- O. Modify existing first aid room to create a larger Friends/Booksale workroom.
- P. Friends/ Booksale Area: separate from electrical panels, new connection to book sale.

## PATRON SERVICES/ LOBBY

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

## NATURE CENTER

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



## SECOND FLOOR ASSESSMENT SUMMARY

### 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

### 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.
- B. Gaming/ Computer Area: Single monitor, printer area, laptop access.
- C. (2) Study Rooms or Nooks for Teens
- D. 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.
- E. Teen Reference Desk: outside of room with no circulation exposure to the back of the desk.

### STUDY ROOMS

- F. Multipurpose Room: repurpose quiet study, multiple setups, book discussion, programs, optimize view/ natural daylight, improve temperature control, program storage
- G. (2) Study Rooms: (4) person capacity max, provide security cameras, HDMI/ powered tables

### 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 Reference Desk: revised design, minimal footprint (2) staff stations, sit/ stand capability

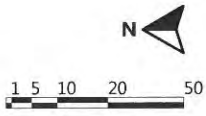
### ADMINISTRATION

- 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



**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



**NEEDS ASSESSMENT: EXISTING SECOND FLOOR PLAN**





# RECOMMENDATIONS

a  
R  
E  
A

## Youth Services Computer Procedures

### Attention:

January 2, 2016

## TEEN MINI BOOK REVIEW

3



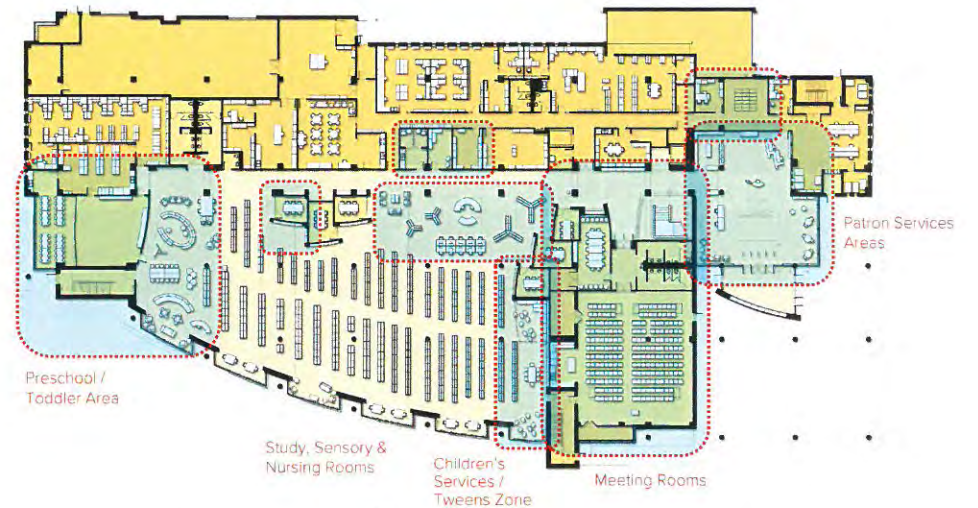


# RECOMMENDATIONS

The following pages depict a variety of image concepts and potential floor plan changes for the recommended improvements in areas within the library, as identified for particular focus through the needs assessment process. Also included are floor plan diagrams illustrating the full scope of anticipated renovations for the library facility.



**PROPOSED: SECOND FLOOR PLAN**



**PROPOSED: GROUND FLOOR PLAN**



AGE ZONE DEFINING FURNITURE



SHELF/ SEATING CONCEPTS



DEFINABLE ENTRYWAY



IMAGINATIVE SEATING



FURNITURE ENCLOSURES



SENSORY EXPERIENCES



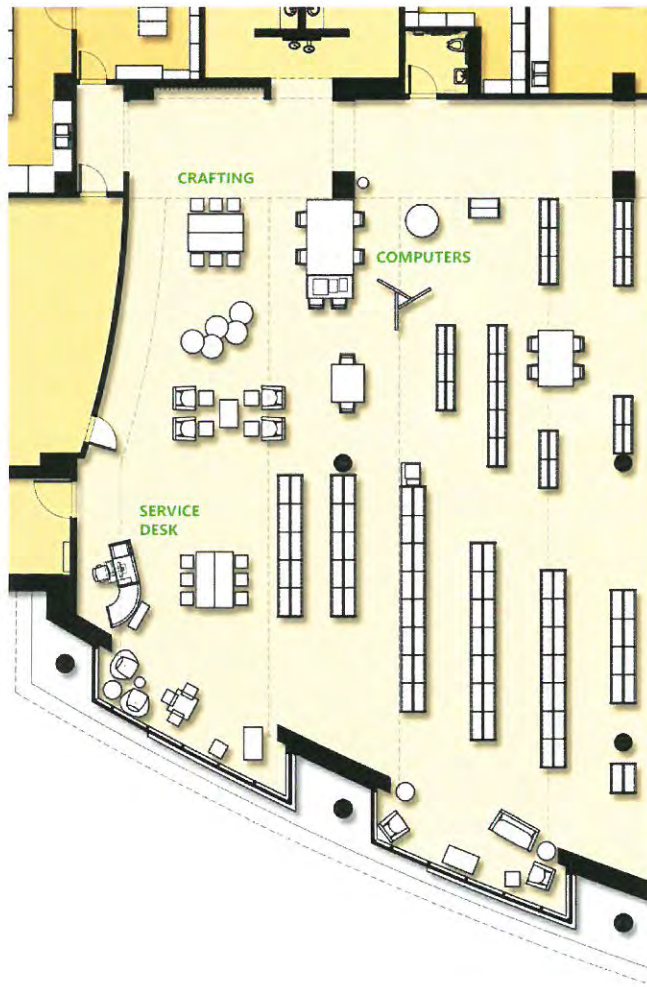
MOTHERS ROOM



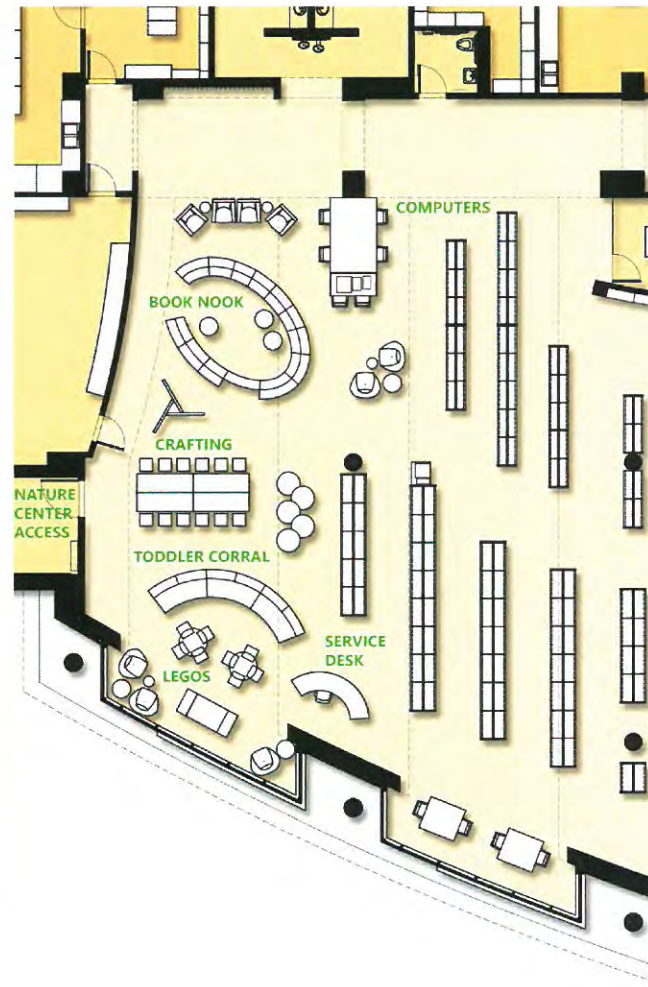
LEARN/ PLAY FURNITURE



INTERACTIVE PLAY



EXISTING

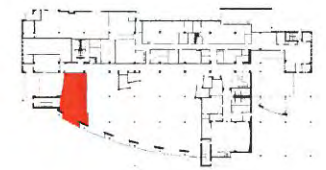


PROPOSED

**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 nature center

**CHILDRENS DEPARTMENT**





LOUNGE SEATING



DISCUSSION/ STAGE SPACE



INTERNAL STORAGE



GAMING ZONE



WRITEABLE SURFACES



VARIETY OF SEATING TYPES



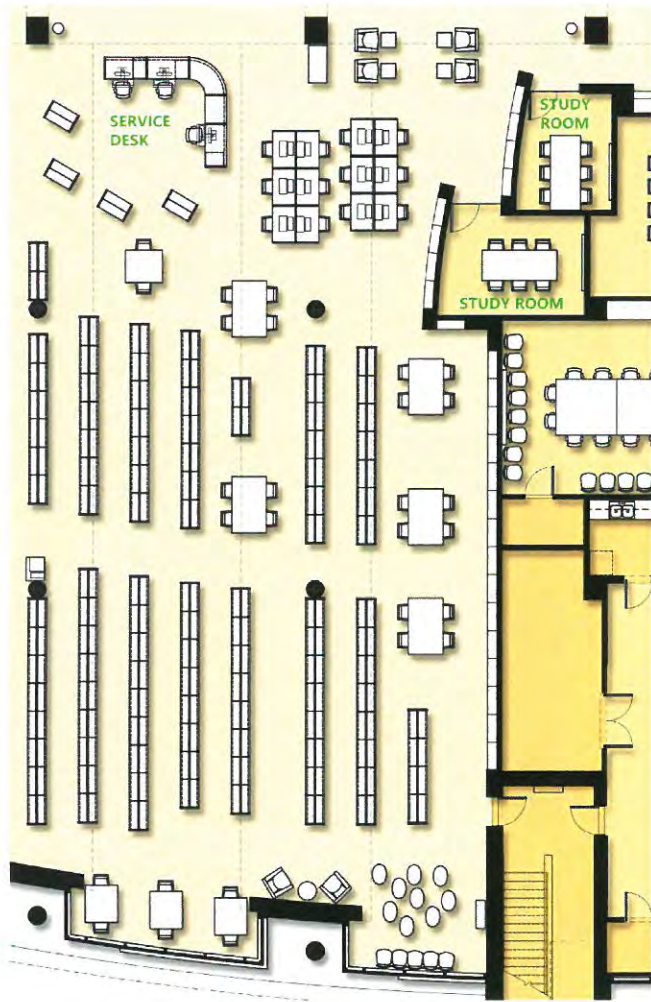
AGE SPECIFIC AREA



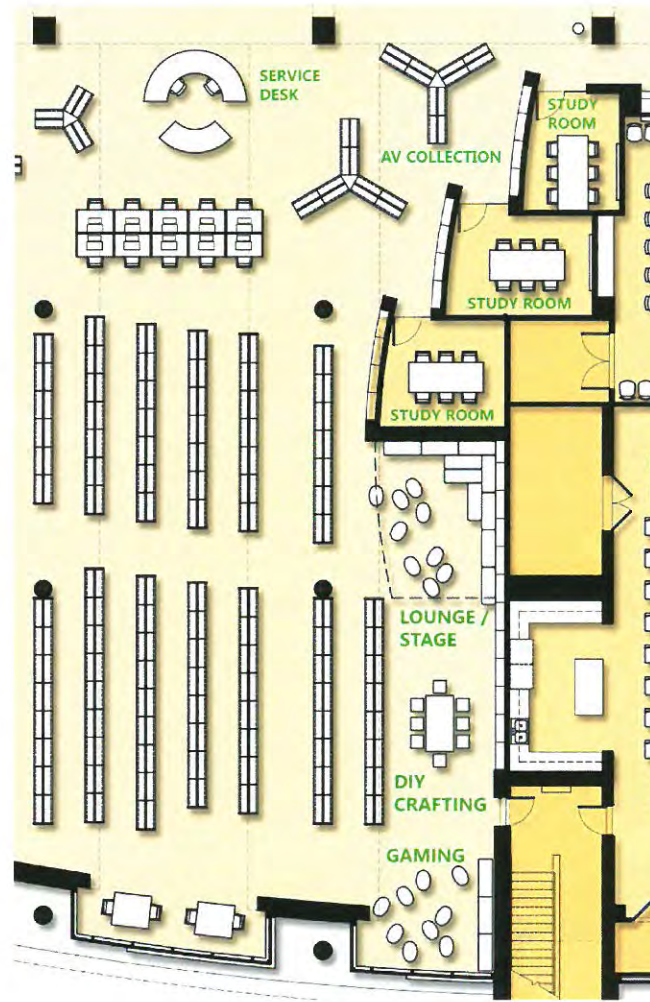
DIY CRAFT AREA



ALL INCLUSIVE FURNITURE



EXISTING

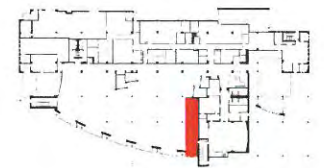


PROPOSED

## TWEEN ZONE

### 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 .
- Existing double faced shelves will need to be relocated elsewhere within the department to accommodate the tween area modifications.
- Youth services AV Collection will need to be reviewed to provide face out shelving for the modified collection.





TWO HUNDRED PERSON CAPACITY



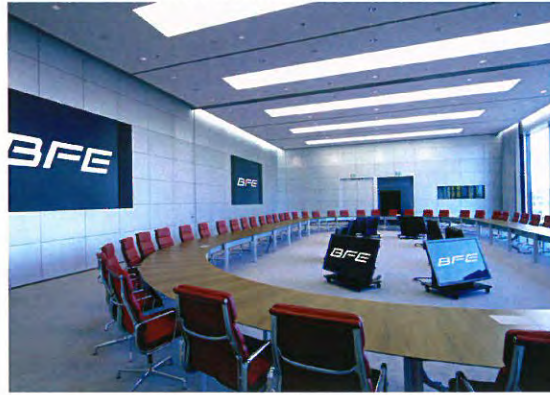
ACOUSTICAL TREATMENTS



STACKING/ NESTING FURNITURE



OPEN PANTRY DEMONSTRATIONS



REVISED ORIENTATION



MULTIPLE PROJECTION SCREENS



FLEXIBLE FURNITURE SOLUTIONS

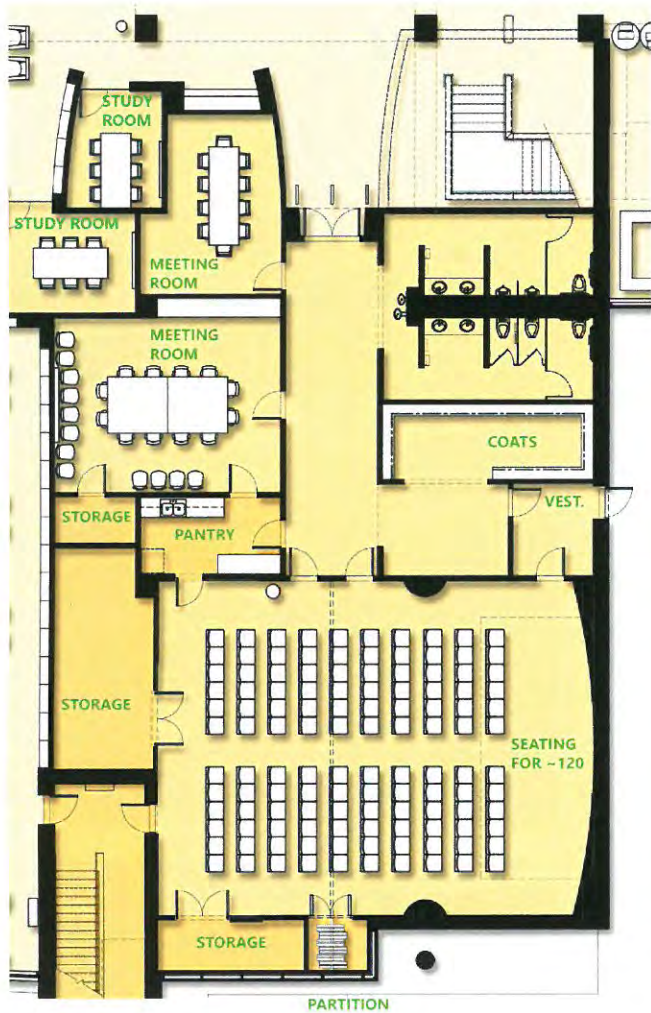


AV/ IT UPGRADES

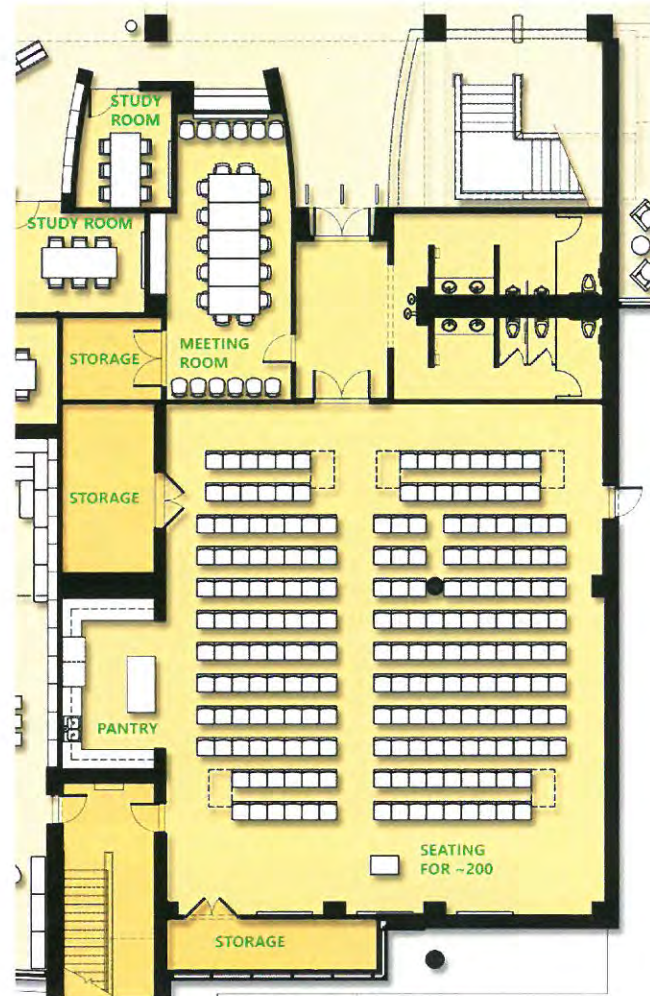


REVISED STORAGE





EXISTING



PROPOSED

**GOALS AND CHALLENGES**

- Provide 200 person capacity conference room
- Any reconfiguring of room will still require a minimum of two exits
- 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

**MEETING ROOMS**





REVISE PATRON SERVICES / WELCOME DESK



MOBILE WELCOME DESK



CAFE / LOUNGE SEATING



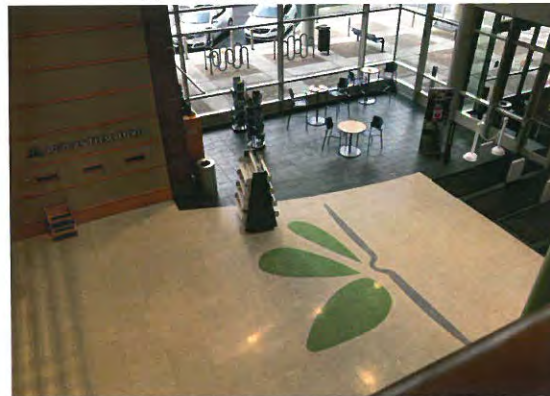
RELOCATE BOOKSALE



SELF-CHECKOUT COUNTER



PATRON HOLDS AREA



PRESERVE RECENT ENHANCEMENTS



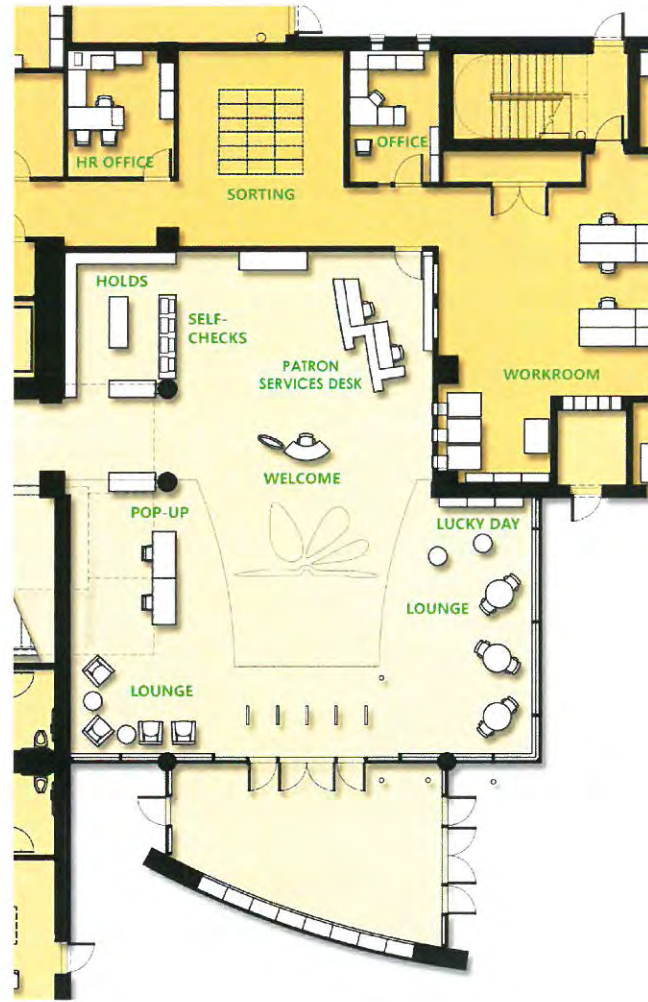
OPEN OUTREACH AREA



COPY CENTER



EXISTING

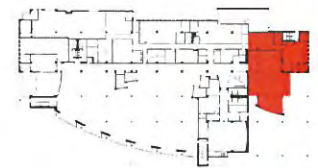


PROPOSED

**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

**LOBBY/ PATRON SERVICES**





PRESENTATION ORIENTED



ROUNDTABLE DISCUSSIONS



ACOUSTICAL TREATMENTS



LOUNGE SEATING



COMMUNITY MEETINGS



NEW FLOORING



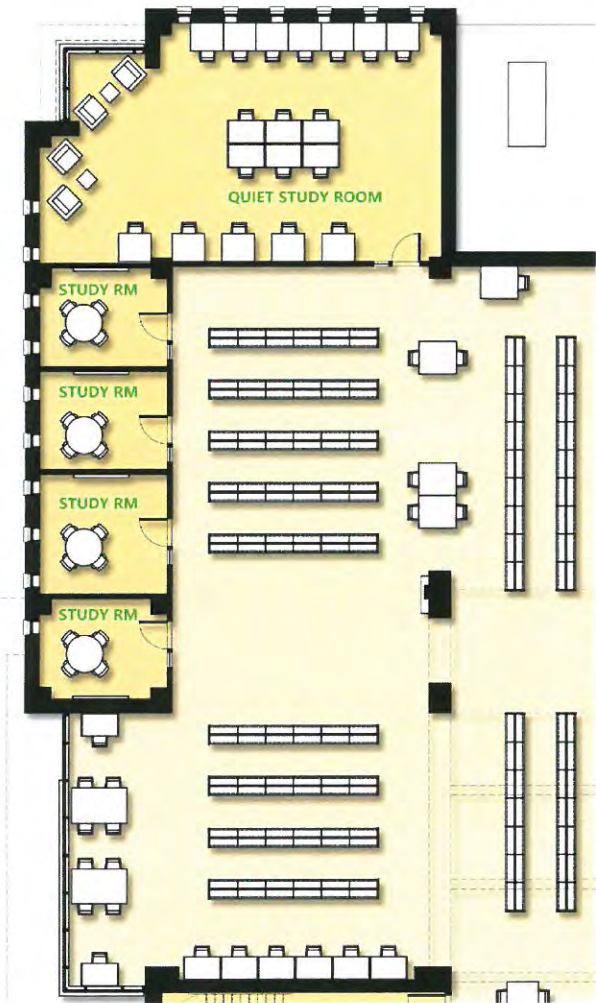
INTEGRATED STORAGE



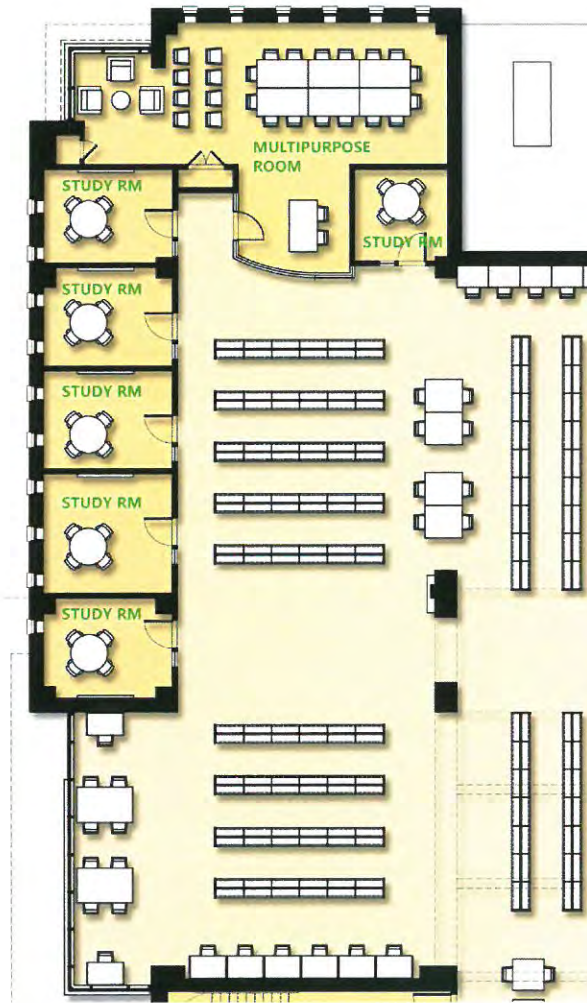
WRITEABLE SURFACES



NATURAL LIGHTING



EXISTING

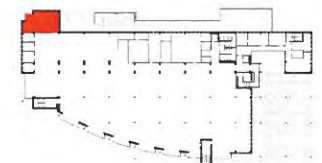


PROPOSED

**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 adult programs .

**MULTIPURPOSE / STUDY ROOMS**





VISUAL EXPOSURE TO PATRONS



ENCLOSED ROOM



VARIETY OF SEATING AREAS



DESKTOP COMPUTERS



ACOUSTIC SEPARATION



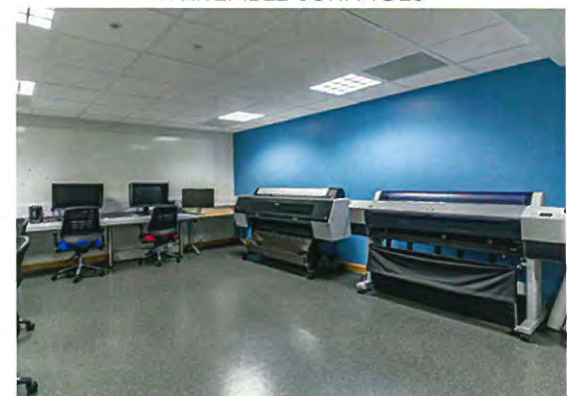
WRITEABLE SURFACES



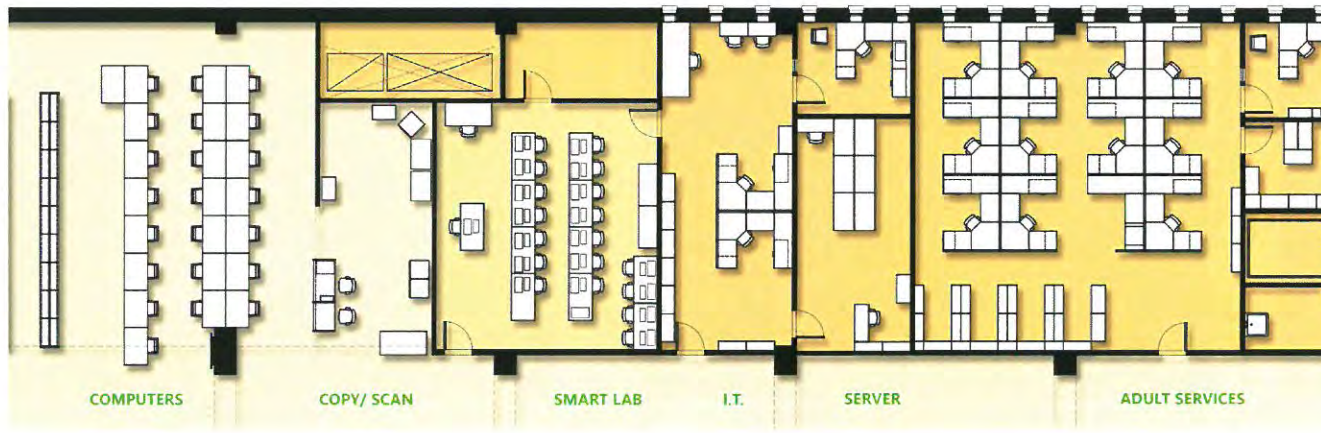
TECHNOLOGY LAB



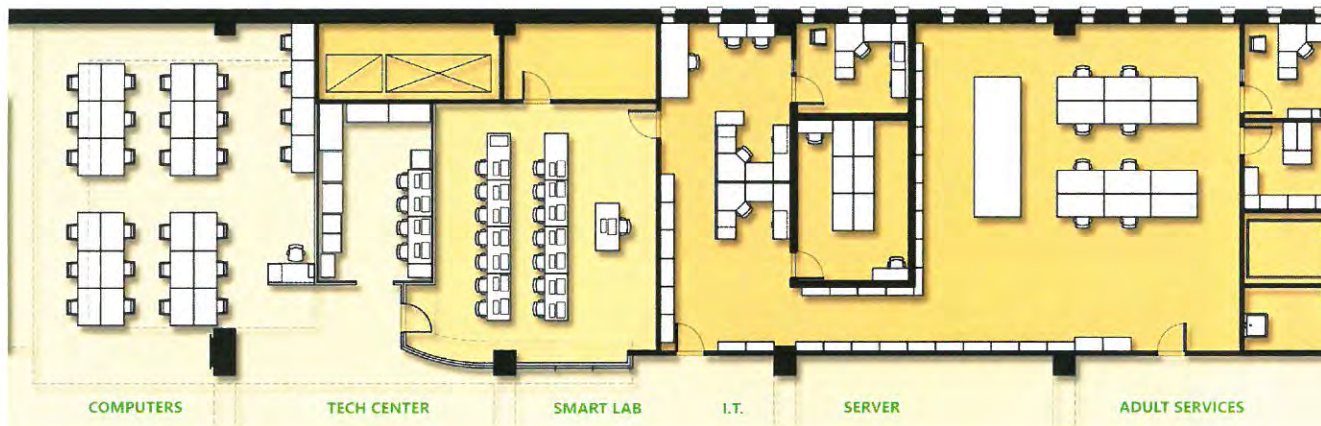
UPGRADED IT/AV EQUIPMENT



COPY/ PRINTING



**EXISTING**



**PROPOSED**

**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
- Some 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

**COMPUTER AREA / WORKROOM**

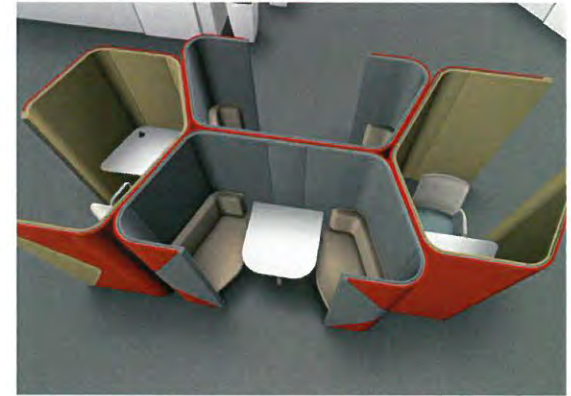




FIXED STUDY BOOTH



CREATING A ROOM FOR TEENS



MOBILE STUDY NOOKS



BLACKBOARD/WRITEABLE SURFACES



GAMING AREA WITH LOUNGE SEATS



INDIVIDUAL STUDY ROOMS



MAKER/CRAFT AREA

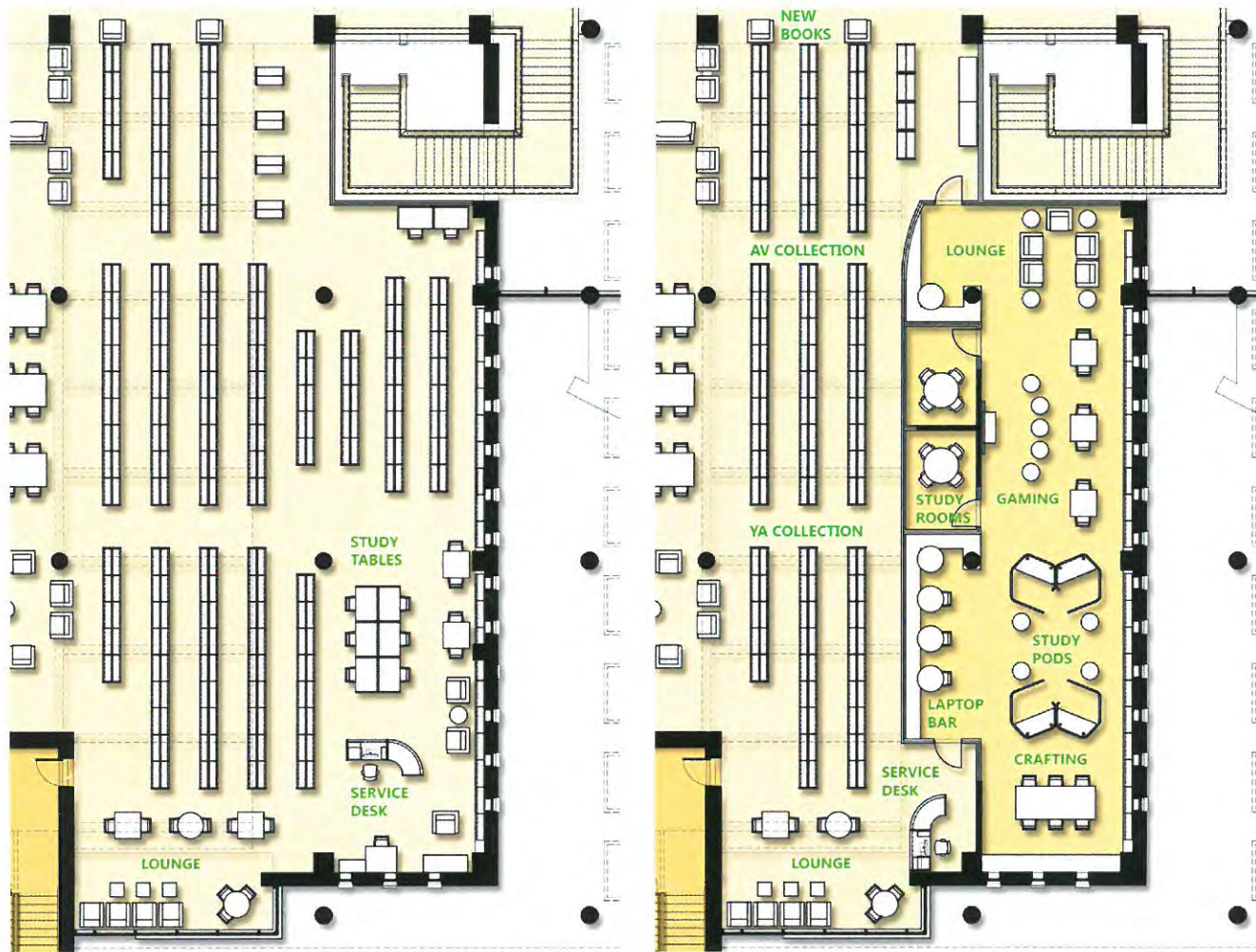


SEGMENTED ACTIVITY AREAS



GROUP LOUNGE/TEAMING AREAS





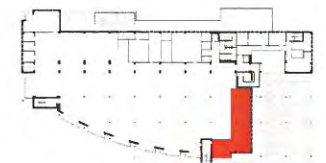
EXISTING

PROPOSED

## TEEN ZONE

### 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
- Some AV and teen fiction double faced shelves will need to be relocated elsewhere on the second floor due to the Teen Room addition.





PLAY TIME / STEM LEARNING



ENCLOSED AREA



VARIETY OF AGE GROUP ACTIVITIES



BUILD-IT AREA



OUTDOOR STORYTIME



FLOWER GARDEN



BUTTERFLY GARDEN



PLAY TIME



WATER FEATURE

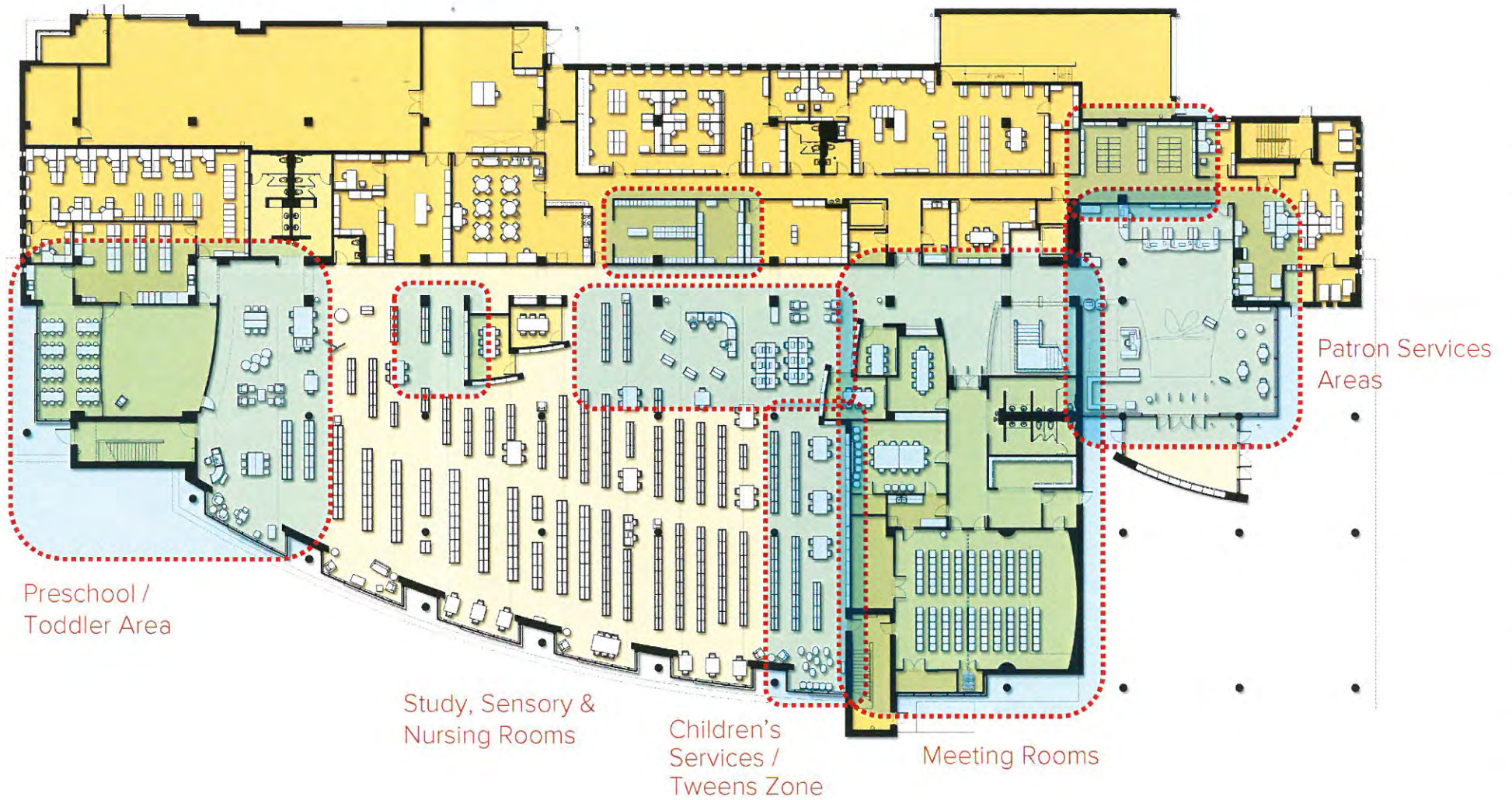


ENHANCED USE OF SITE FOR CHILDREN

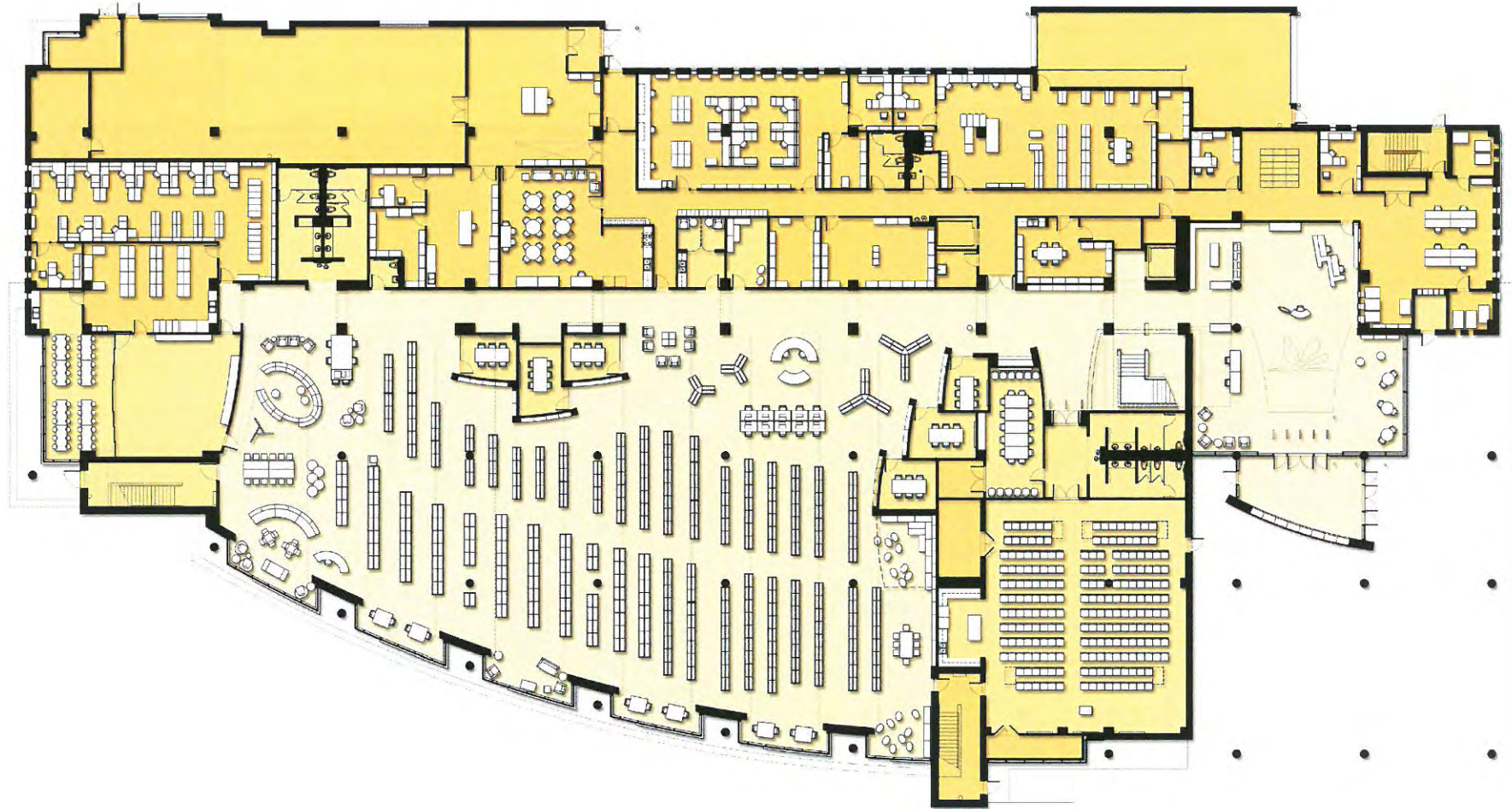
### GOALS AND CHALLENGES

- 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

## NATURE CENTER



**EXISTING: GROUND FLOOR PLAN**



***PROPOSED: GROUND FLOOR PLAN***



**EXISTING: SECOND FLOOR PLAN**

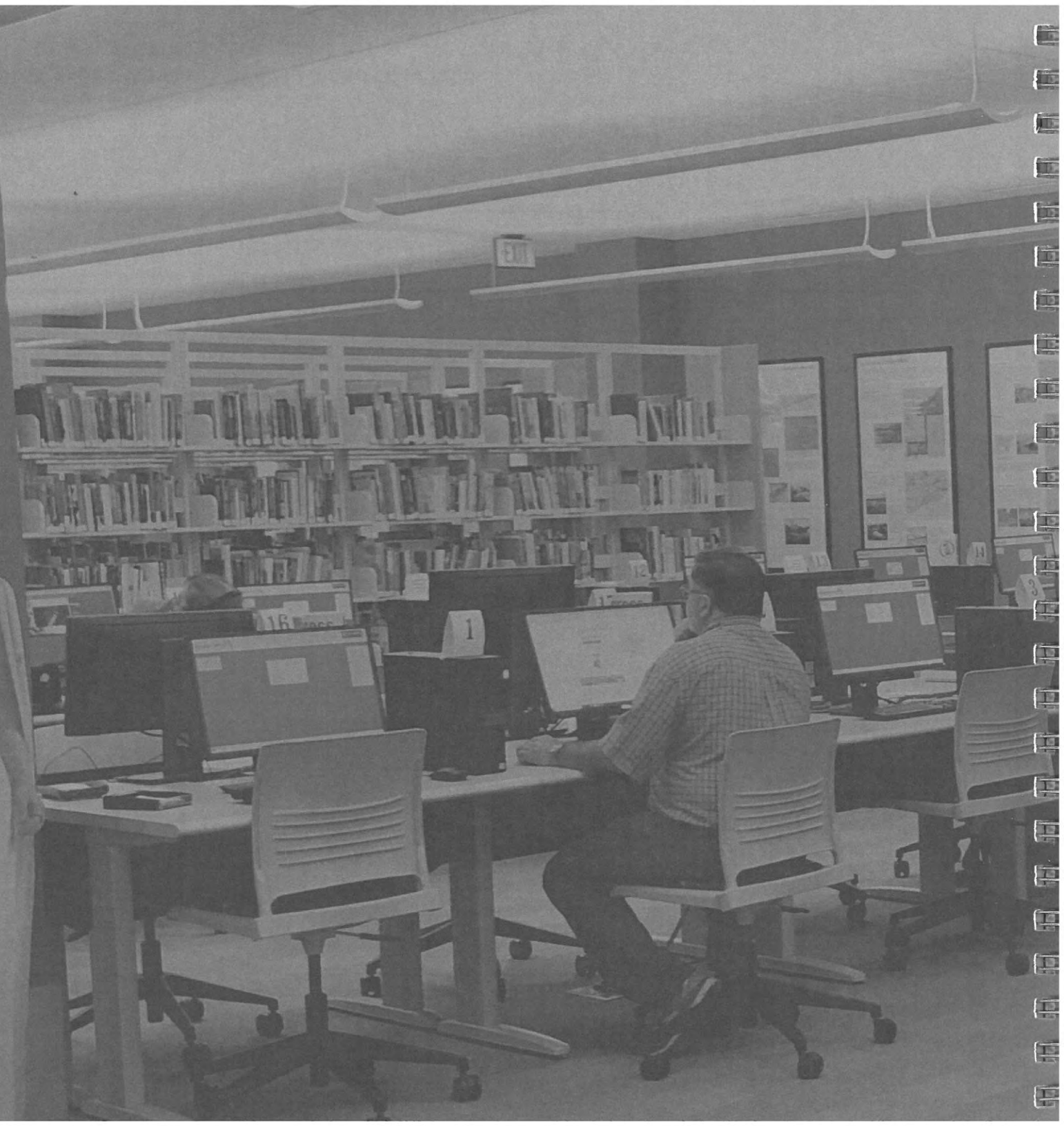


**PROPOSED: SECOND FLOOR PLAN**

...and order only

- No computer is provided and users of any picture ID with proof of age (18+ years) are required to use computers.
- Non-residents are limited to one computer session of no more than one hour per day. There will be a \$3.00 fee for non-residents to use library computers.
- Two to three laptop battery chargers will be available at no charge for their stations.
- Non-residents are limited to one computer session per day, regardless of location.

14





# COMMUNITY ENGAGEMENT

# 4







# COMMUNITY ENGAGEMENT

## PURPOSE

During the process of the producing the Orland Park Public Library Master Plan Study a series of surveys and presentations was conducted to engage input from patrons of the library and the greater community at large. With the help of Wight & Company and Michael C. Barnes Architect, the Library conducted three independent surveys. One was a digital survey sent to persons within the community to gauge their feelings and interests about potential master plan improvements. The same survey was adopted in paper form for patrons entering the Library. The third survey, a separate physical board presentation with areas for input was placed within the lobby of the Library, offering patrons direct engagement to possible design ideas. In addition to the surveys, the Library also ran a slideshow presentation in the Library for a few weeks to help foster ideas that patrons might have and their possible inclusion among other improvements that the Library might consider.

In total, the Library had over 250 respondents in two weeks to its surveys. In each type of survey, it was found that the community holds their library in high regard and is interested in improvements that would better facilitate learning programs as well as improve technology offerings. Updated furniture and crafting areas were other areas that the community felt should be considered.

The following documentation is a compilation of the results from all community engagement surveys.



# COMMUNITY ENGAGEMENT BOARDS

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**CHILDREN'S Department**

AGE ZONE SEATING FURNITURE  
SHELVE SEATING CONCEPTS  
DEFINABLE ENTRYWAY  
IMAGINABLE SEATING  
FURNITURE ENCLOSURES  
FLEXIBLE EXPERIENCES  
MOTHERS ROOM  
LEARN PLAY FURNITURE  
INTERACTIVE PLAY

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**LARGE MEETING Room**

240 PERSON PERSON CAPACITY  
OPEN PLAN DEMONSTRATIONS  
FLEXIBLE FURNITURE SOLUTIONS  
EXISTING LARGE MEETING ROOM  
PROPOSED 200 PERSON MEETING ROOM

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**TEEN Zone**

TEEN STUDY ROOM  
CREATING A ROOM FOR TEEN  
MOBILE STUDY TABLES  
BACKPACKS/WRITEABLE SURFACES  
CLASSING AREA WITH LOUNGE SEAT  
INDIVIDUAL STUDY ROOMS  
MAKING/ART AREA  
SEGREGATED ACTIVITY AREAS  
GROUP LOUNGE/FURNITURE

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**COMPUTER Area**

VISUAL EXPOSURE TO PATRONS  
ENCLOSED ROOM  
VARIETY OF SEATING AREAS  
DESKTOP COMPUTERS  
ACOUSTIC SEPARATION  
WRITEABLE SURFACES  
TECHNOLOGY LAB  
UPGRADED IT/AV EQUIPMENT  
COPY/PRINTING

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**MULTIPURPOSE Room**

PRESENTATION ORIENTED  
ROUNDTABLE DISCUSSIONS  
EXISTING QUIET STUDY ROOM  
LOUNGE SEATING  
COMMUNITY MEETINGS  
INTEGRATED STORAGE  
WRITEABLE SURFACES  
NEW MULTIPURPOSE STUDY ROOMS

ORLAND PARK PUBLIC LIBRARY : ENVISIONING OUR RENOVATION  
**TWEEN Zone**

LOUNGE SEATING  
DISCUSSION/ STAGE SPACE  
INTERNAL STORAGE  
CLASSING ZONE  
WRITEABLE SURFACES  
VARIETY OF SEATING TYPES  
AGE SPECIFIC AREA  
DIY CRAFT AREA  
AGE INCLUSIVE FURNITURE

Patrons of the Library placed dots upon the provided boards to show ideas of interest that they believed the Library should consider as a part of any improvements. Technology and imaginative furniture options throughout the Library were popular improvement ideas.



# SURVEY RESULTS

Q1.

*Why do you come to the library?*

TYPICAL RESPONSES:

*"To study or check out books or movies"*

*"For a quiet place and to get books to read for fun and for school"*

*"To take advantage of the many things that are offered- materials and programs"*

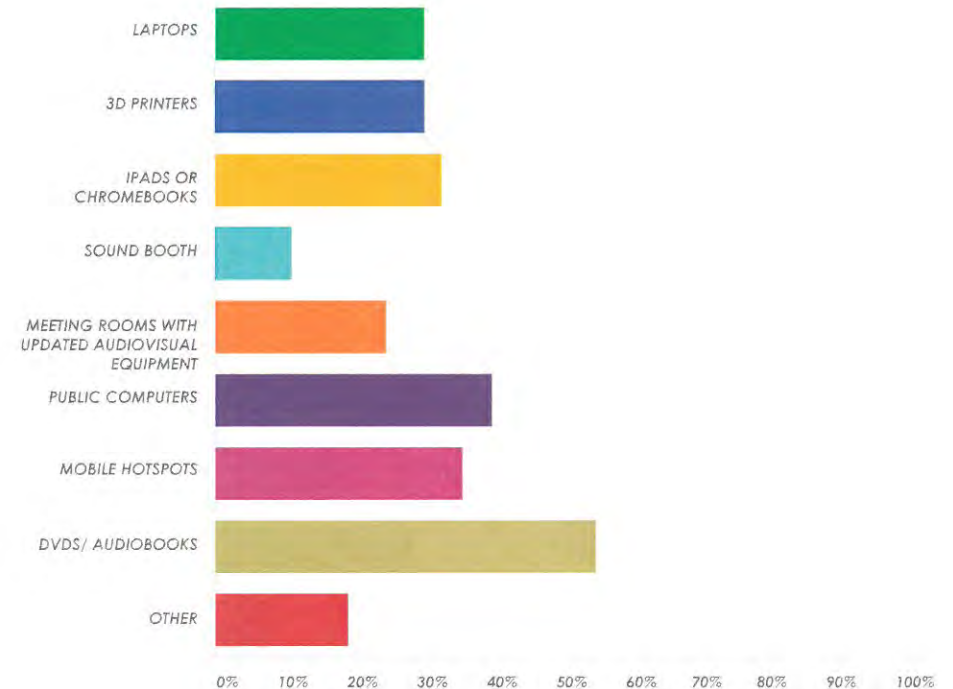
*"To study/tutor"*

*"To check out books, play in the kids area, attend story time and family events"*

*"Books, magazines, movies, programs, meetings"*

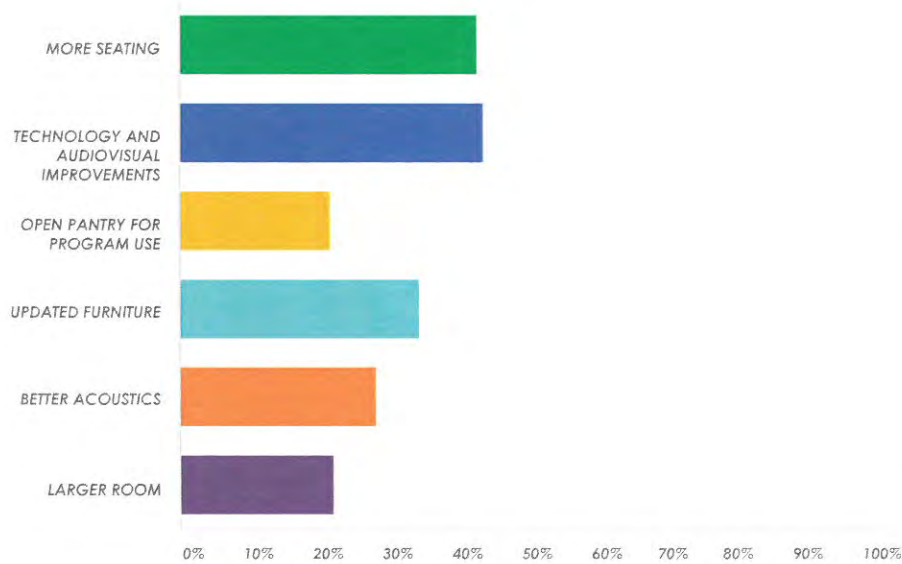
Q2.

*What types of technology would you use at the library?*



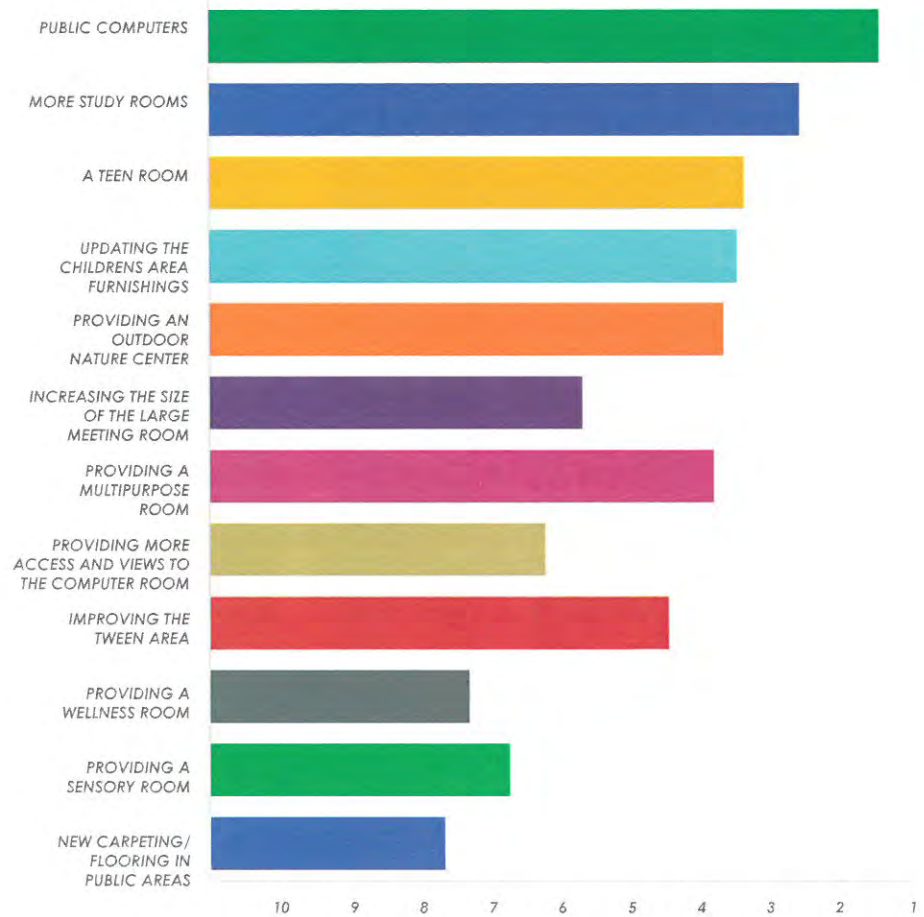
**Q3.**

What types of amenities would you like to see in the Large Meeting Room?



**Q4.**

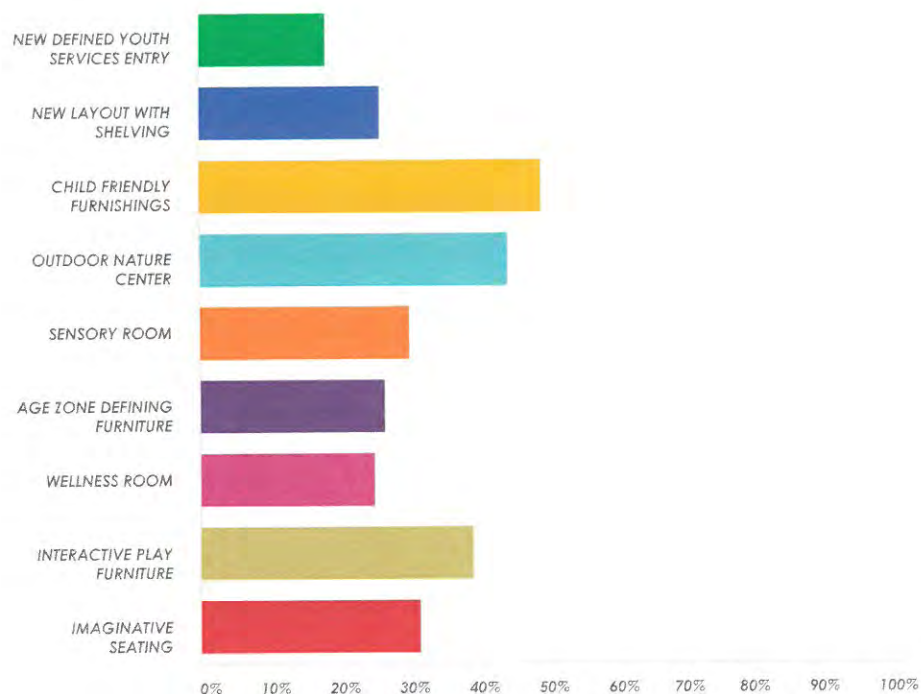
Please rate the importance of each of these items (1 - being most important)





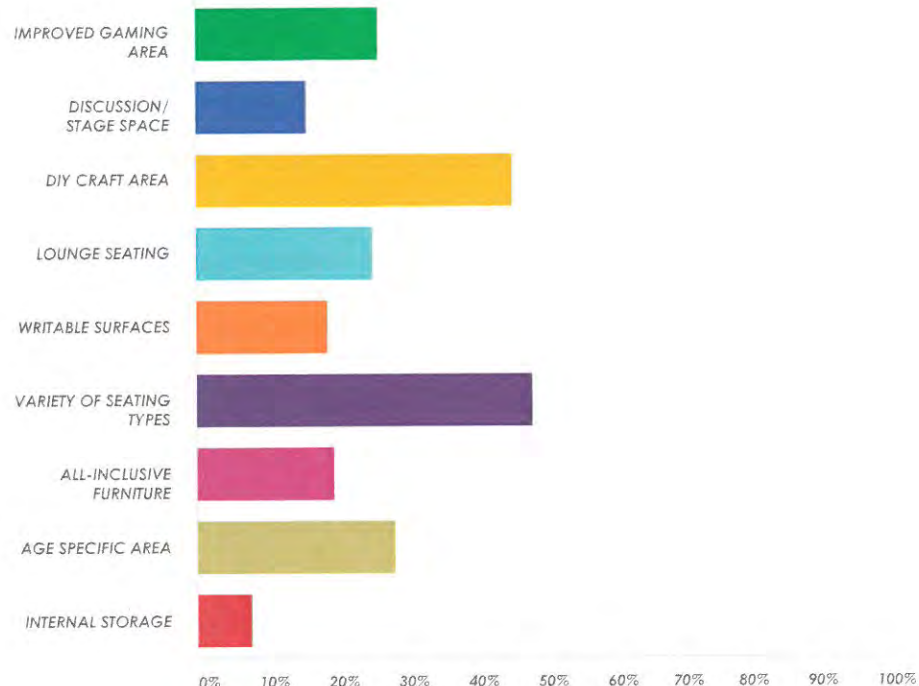
**Q5.**

*For the Children's Area Improvements.  
Select your concept preferences.*

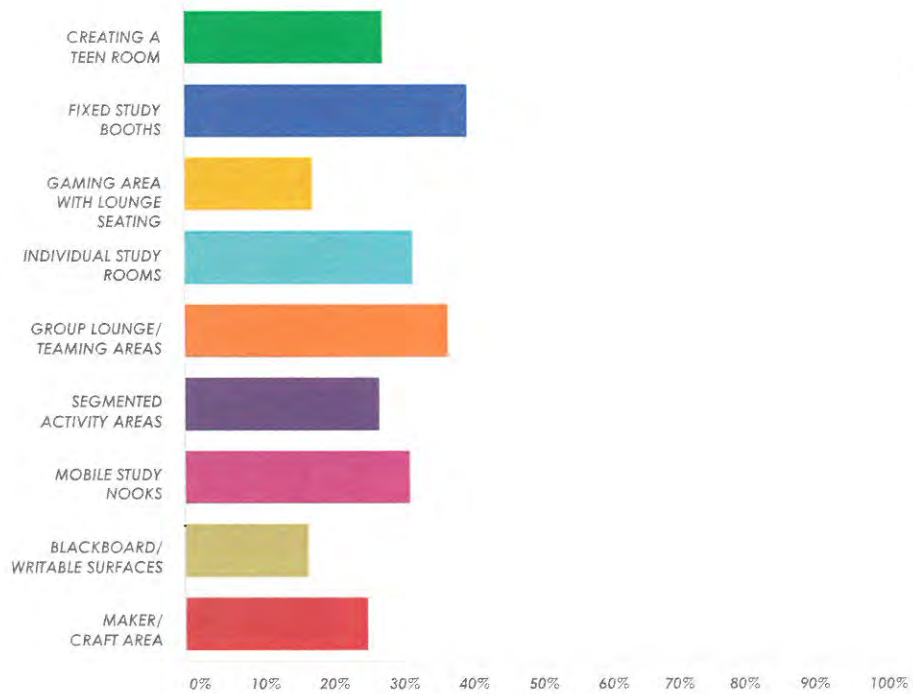


**Q6.**

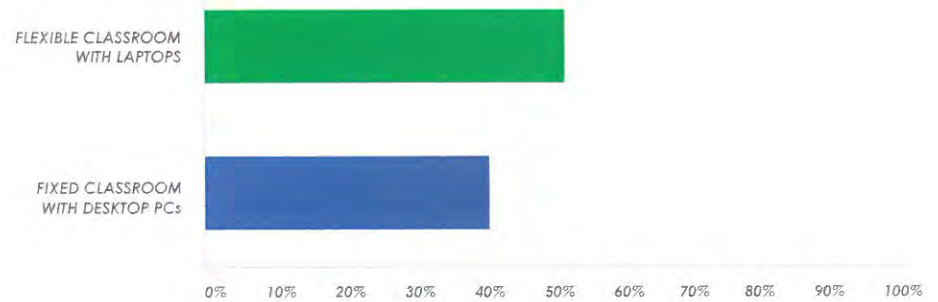
*For the Tween Area (Grades 3-5) Improvements.  
Select your concept preferences.*



**Q7.**  
For the Teen Room (Grades 6-12) Improvements.  
Select your concept preferences.



**Q8.**  
What style of computer teaching lab would you prefer?

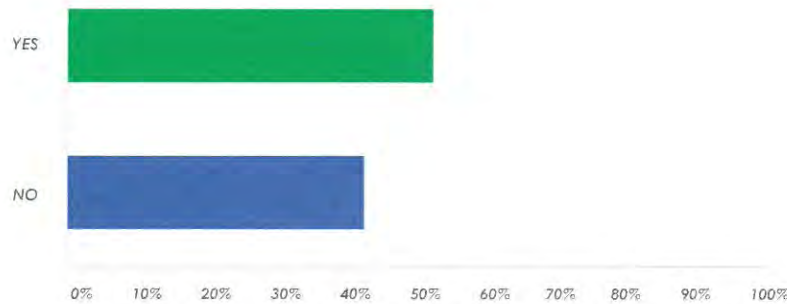






**Q9.**

*Do you think the Library needs more study rooms? If so, how many?*



**TYPICAL RESPONSES TO HOW MANY:**

*"Just an additional 2 or 3 rooms would go a long way"*

*"4-6"*

*"There could be more because sometimes all of them are full"*

**Q10.**

*What type of improvements would you like to see as part of the Master Plan Study?*

**TYPICAL RESPONSES:**

*"Opening up the library a bit with larger meeting/gathering spaces; long, deep tables with rows of chairs and charging stations for mobile devices and laptops to attract the college and high school crowds"*

*"Technology Improvements which are more user friendly."*

*"Improving the size and acoustics in the large meeting room, new carpeting and flooring, improving the size and access in the computer lab"*

*"More large print books. Better selection of books on tape with batteries when you check them out. More outlets at the tables for computers. Larger small meeting room for about 20-25 a large book club size."*

*"I think there should be a room for teens that's a craft room."*

*"More outdoors/crafts-things that connect kids to nature and creative spirit. Thank you, I'm blessed to have such a wonderful library close to home."*

*"There are many independent adult studiers who benefit from the quiet atmosphere. Many of these designs promote noise-please enclose them or enclose silent study."*

# RENOVATION PROJECT SURVEY



**WE WANT YOUR FEEDBACK**

**1. Why do you come to the library?**

**2. What types of technology would you use at the library?**

- LAPTOPS
- 3D PRINTERS
- IPADS OR CHROMEBOOKS
- SOUND BOOTH
- MEETING ROOMS WITH UPDATED AUDIO VISUAL EQUIPMENT
- PUBLIC COMPUTERS
- MOBILE HOTSPOTS
- DVDS/AUDIOBOOKS
- Other (please specify)

### 3. What types of amenities would you like to see in the Large Meeting Room?

- MORE SEATING
- TECHNOLOGY AND AUDIO VISUAL IMPROVEMENTS
- OPEN PANTRY FOR PROGRAM USE
- UPDATED FURNITURE
- BETTER ACOUSTICS
- LARGER ROOM

### 4. Please rate the importance of these items 1- 12. Each number should be used once. (1 = most important 12 = Least important)

⋮	<input type="text"/>	PUBLIC COMPUTERS
⋮	<input type="text"/>	MORE STUDY ROOMS
⋮	<input type="text"/>	A TEEN ROOM
⋮	<input type="text"/>	UPDATING THE CHILDREN'S AREA FURNISHINGS
⋮	<input type="text"/>	PROVIDING AN OUTDOOR NATURE CENTER IN THE YOUTH SERVICES AREA
⋮	<input type="text"/>	INCREASING THE SIZE OF THE LARGE MEETING ROOM
⋮	<input type="text"/>	PROVIDING A MULTIPURPOSE MEETING ROOM
⋮	<input type="text"/>	PROVIDING MORE ACCESS AND VIEWS TO THE COMPUTER PROGRAM ROOM
⋮	<input type="text"/>	IMPROVING THE TWEEN AREA
⋮	<input type="text"/>	PROVIDING A MOTHER'S /WELLNESS ROOM
⋮	<input type="text"/>	PROVIDING A SENSORY ROOM
⋮	<input type="text"/>	NEW CARPETING/FLOORING IN PUBLIC AREAS

5. For the Children's Area Improvements.  Select your concept preferences with a checkmark.



NEW DEFINED YOUTH SERVICES ENTRY



NEW LAYOUT WITH SHELVING



CHILD FRIENDLY FURNISHINGS



OUTDOOR NATURE CENTER



SENSORY ROOM



AGE ZONE DEFINING FURNITURE



MOTHERS ROOM



INTERACTIVE PLAY FURNITURE



IMAGINATIVE SEATING

6. For the Tween Area (Grades 3-5) Improvements.  
Select your concept preferences with a checkmark.



IMPROVED GAMING AREA



DISCUSSION/ STAGE SPACE



DIY CRAFT AREA



LOUNGE SEATING



WRITEABLE SURFACES



VARIETY OF SEATING TYPES



ALL-INCLUSIVE FURNITURE



AGE SPECIFIC AREA



INTERNAL STORAGE

**7. For the Teen Area (Grades 6-12) Improvements.**  
Select your concept preferences with a checkmark.



**CREATING A TEEN ROOM**



**FIXED STUDY BOOTHS**



**GAMING AREA WITH LOUNGE SEATING**



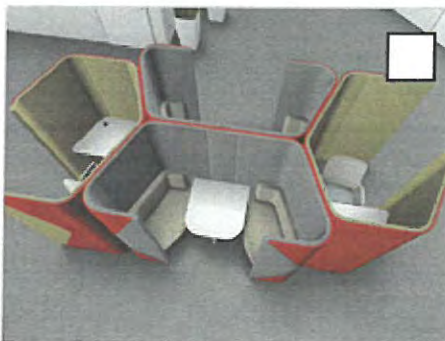
**INDIVIDUAL STUDY ROOMS**



**GROUP LOUNGE/TEAMING AREAS**



**SEGMENTED ACTIVITY AREAS**



**MOBILE STUDY NOOKS**

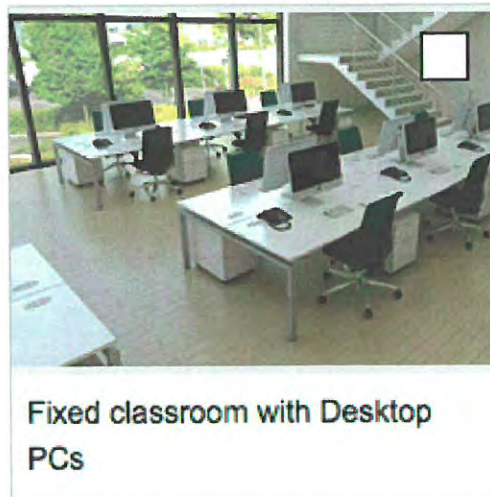
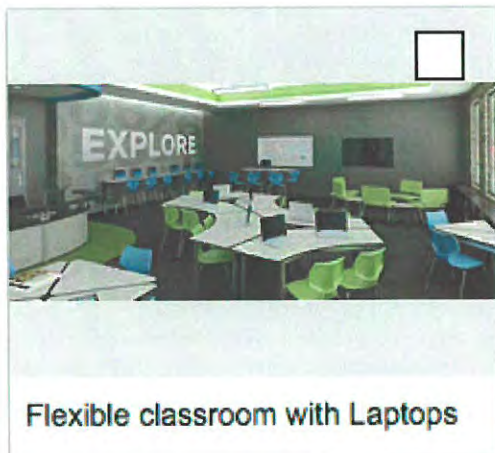


**BLACKBOARD/WRITEABLE SURFACES**



**MAKER/CRAFT AREA**

8. What style of computer teaching lab would you prefer?  
Select your concept preference with a checkmark



9. Do you think the Library needs more study rooms?

Yes

No

If yes, please specify how many:

10. What type of improvements would you like to see as part of the Master Plan Study?



ORLAND PARK  
PUBLIC LIBRARY  
*A Natural Connection*

14921 Ravinia Ave., Orland Park, IL 60462  
708-428-5100

## Renovation Project Survey

### **Question 1. Why do you come to the library?**

For books

Work on projects or homework with friends

To have fun

Because I have nowhere else to go of interest other than Borders

Children's activities and books

Free activities for kids. Check out books, DVD's, videogames, audio books

For books or SMART lab

Read magazines and newspapers and use computers

To return books

To get books, study or do homework with others

To focus or work with a classmate

Children programs and checkout items

Study and borrow books/videos

The best deal in town!

To have a quiet place to read and study

To check out books and sometimes go on the computer

Check out material and to study

For the books and programs

Mostly with my preschooler for books and activities. I also get books for myself

Books and DVD's(BluRays)

To borrow books, DVD's, magazines and audiobooks, CD's

Books and internet

To get books, to read newspapers and periodicals, to buy used books, to attend some special events

To read/checkout books, read newspapers and magazines. Use the computer

For my kids to play in the children's area and we take a lot of books home to read

Books, magazines, movies, programs, meetings

Wife



Guest speakers, ladies that become famous persons, movies (last Friday night of each month), use computers, take out audio books & regular books, concerts, etc.

Programs. I am from Palos Park. I very much enjoy many of your programs.

Programs and books

To learn and improve my mind

Check out books, great presentations

Books, meetings, programs, movies

I get books and computer time. Chat with friends. I like to study for school so this place has all the books

Books, programs, bring grandkids

Programs

There is so much to see and do

To have fun and escape boredom plus I get to borrow books, Cd's and DVD'd for free , well I pay taxes so might as well.

Programs and events

Evening events

For books, movies, presentations

To see History and Mystery Cemeteries

Take out books, use the computers, and attend sessions given at library

"Cemeteries" with Bob Trzeciak

TO check out books and DVD's

It is good for school and having fun

Check out a book for my book club

To enrich my kids with books not TV

Mostly storytime and use of the childrens center

Borrow books and movies. We also come to Library Board Game night and some other events

For a variety of books, music and movies. Also for a place my 3 year old can socialize and pick new bedtime stories

To study school work and other interesting subjects or hobbies

To get movies

To use the PC/iPad and craft time

To get books and DVD's

To check out books to read

We love to read and check out books. I enjoy reading and studying in a quiet place

We come to borrow books and relax

For work and projects

To learn

To get books

Check out games/movies. Study with friends

Kids play area, presentations, books/DVD's

Borrow books, magazines & DVD's. Programs on history

Study. Do homework (papers and research) Quiet place to study without family distractions

For books, dvds, and cds

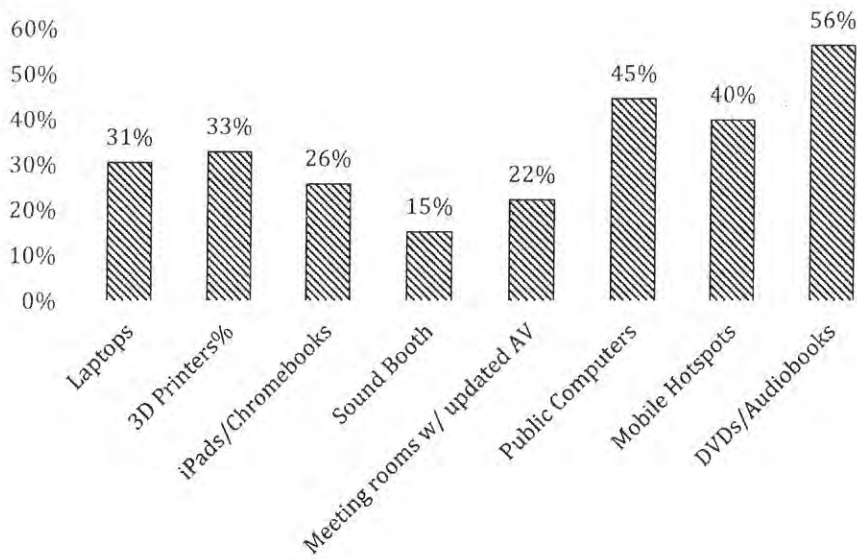
Magazines, dvds

Books, dvds, cds

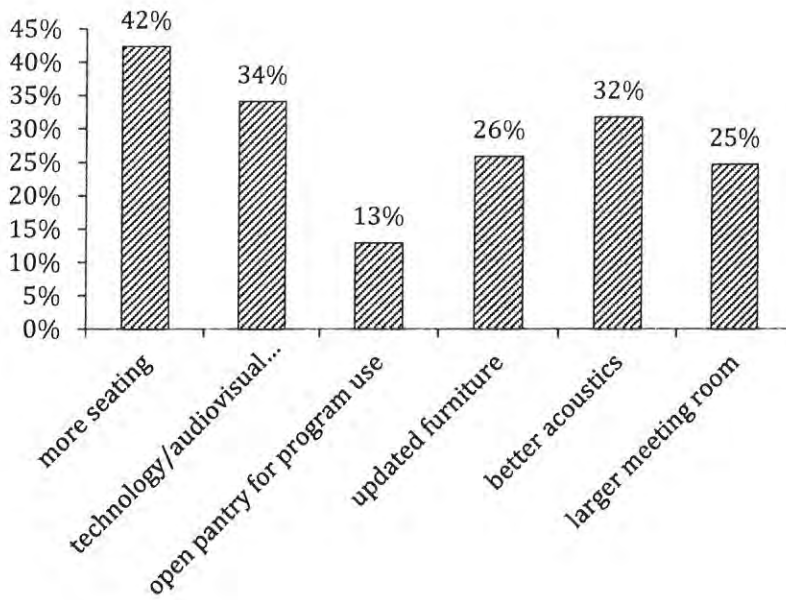
To study/tutor

Love to read

**Question 2: What types of technology would you use at the library?**



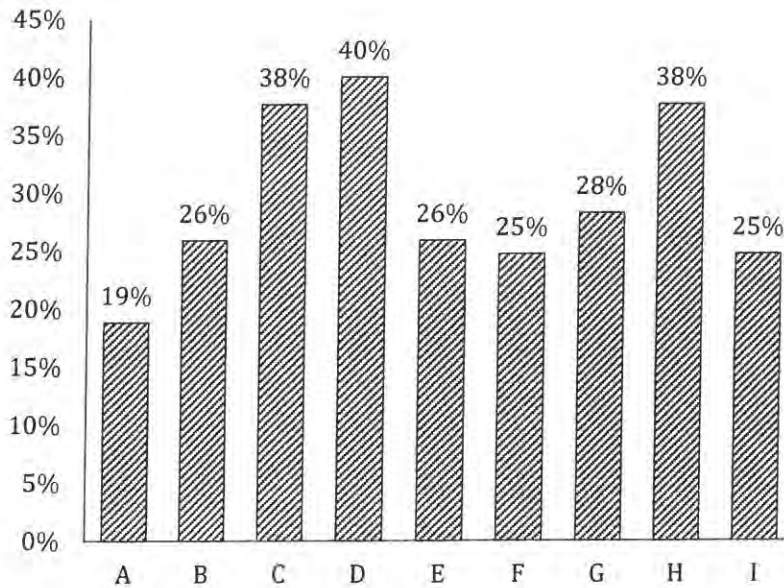
**Question 3: What types of amenities would you like to see in the Large Meeting Room?**



**Question 4: Please rate the following items**

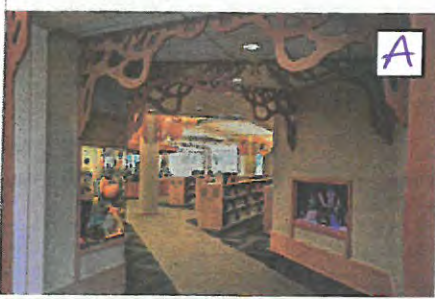
Public Computers	1
More Study Rooms	2
A Teen Room	3
Updating the children's area furnishings	4
Providing an Outdoor nature center in the Youth Services area	5
Increasing the size of the Large Meeting Room	9
Providing a multipurpose meeting room	6
Providing more access and views to the computer program area	10
Improving the Tween area	7
Providing a mother's/wellness room	11
Providing a sensory room	8
New carpeting/flooring in public areas	12

**Questions 5: Concept preference for Children's Area Improvements**



5. For the Children's Area Improvements.

Select your concept preferences with a checkmark.



A

NEW DEFINED YOUTH SERVICES ENTRY



B

NEW LAYOUT WITH SHELVING



C

CHILD FRIENDLY FURNISHINGS



D

OUTDOOR NATURE CENTER



E

SENSORY ROOM



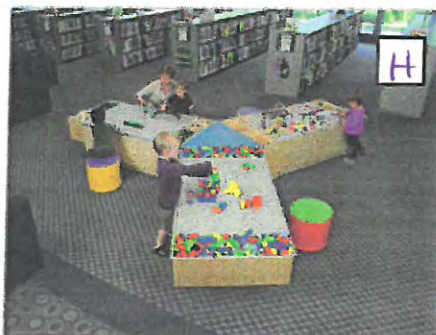
F

AGE ZONE DEFINING FURNITURE



G

MOTHERS ROOM



H

INTERACTIVE PLAY FURNITURE



I

IMAGINATIVE SEATING

6. For the Tween Area (Grades 3-5) Improvements.  
Select your concept preferences with a checkmark.



A

IMPROVED GAMING AREA



B

DISCUSSION/ STAGE SPACE



C

DIY CRAFT AREA



D

LOUNGE SEATING



E

WRITEABLE SURFACES



F

VARIETY OF SEATING TYPES



G

ALL-INCLUSIVE FURNITURE



H

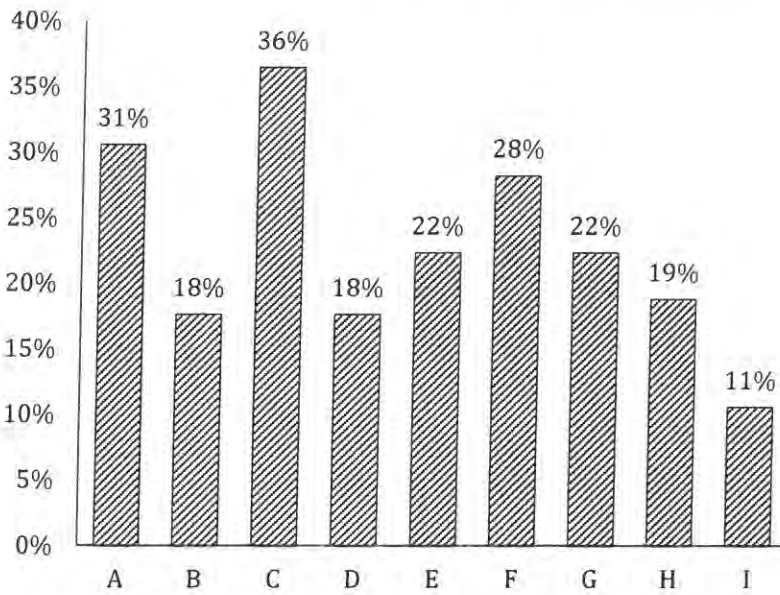
AGE SPECIFIC AREA



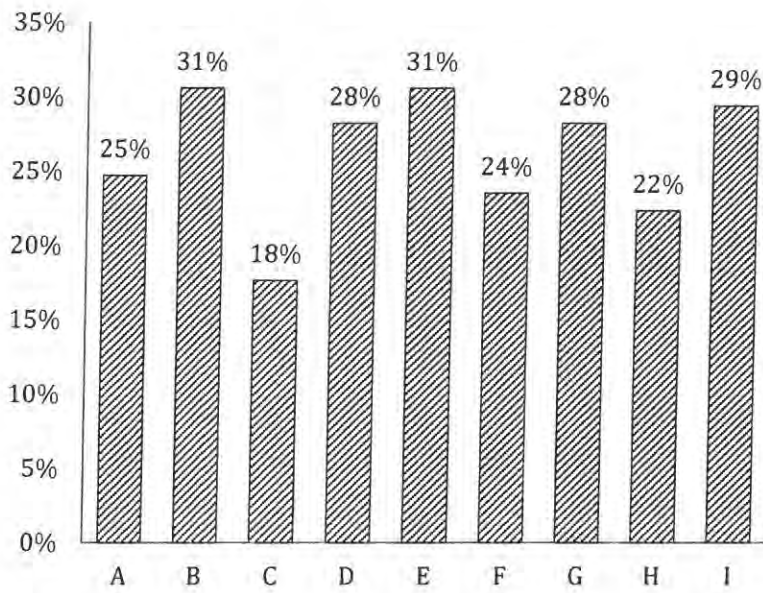
I

INTERNAL STORAGE

**Questions 6: Concept preference for Tween Area Improvements**



**Questions 7: Concept preference for Teen Area Improvements**



7. For the Teen Area (Grades 6-12) Improvements.  
Select your concept preferences with a checkmark.



A

CREATING A TEEN ROOM



B

FIXED STUDY BOOTHS



C

GAMING AREA WITH LOUNGE SEATING



D

INDIVIDUAL STUDY ROOMS



E

GROUP LOUNGE/TEAMING AREAS



F

SEGMENTED ACTIVITY AREAS



G

MOBILE STUDY NOOKS



H

BLACKBOARD/WRITEABLE SURFACES



I

MAKER/CRAFT AREA



8. What style of computer teaching lab would you prefer?  
Select your concept preference with a checkmark



Flexible classroom with Laptops



Fixed classroom with Desktop  
PCs

9. Do you think the Library needs more study rooms?

Yes

No

If yes, please specify how many:

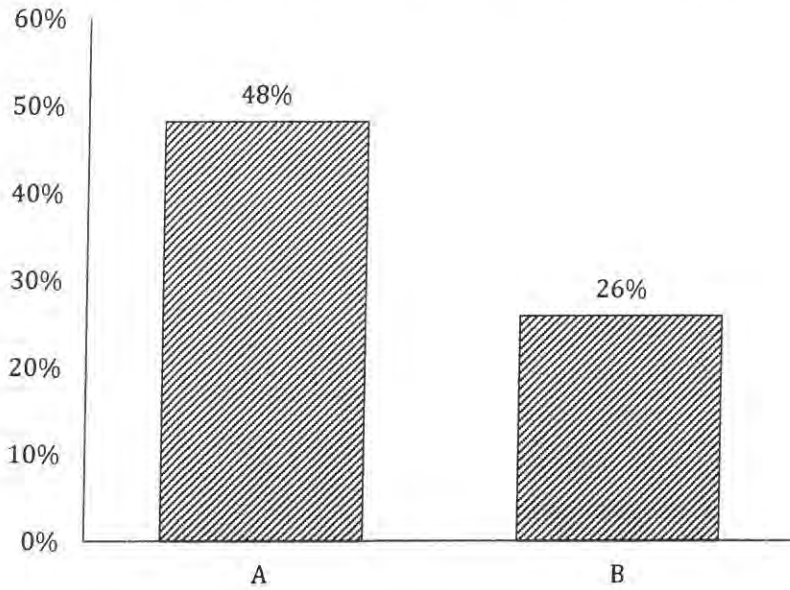
10. What type of improvements would you like to see as part of the Master Plan Study?



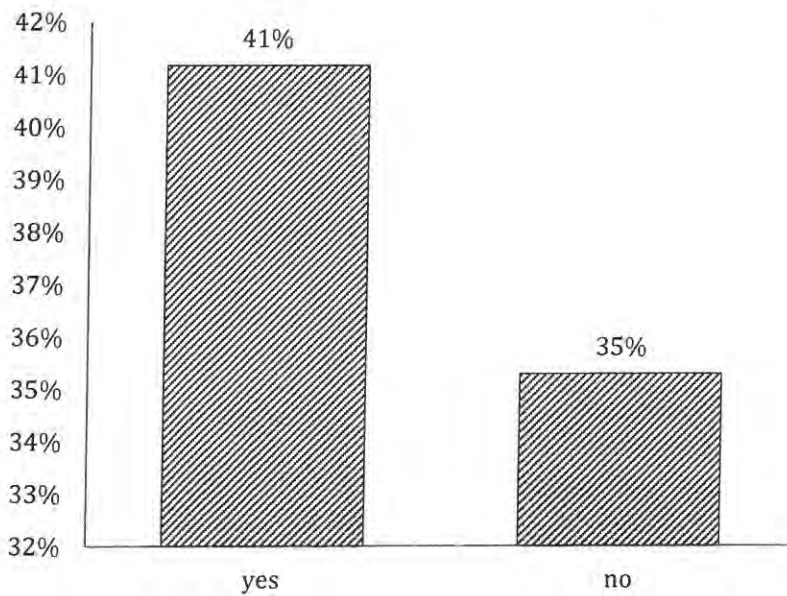
ORLAND PARK  
PUBLIC LIBRARY  
*A Natural Connection*

14921 Ravinia Ave., Orland Park, IL 60462  
708-428-5100

**Questions 8: What style of computer teaching lab would you prefer?**



**Questions 9a: Do you think the library needs more study rooms?**



**Questions 9b: Specify how many?**

4-6 study rooms

**Question 10: What type of improvements would you like to see as part of the Master Plan Study?**

Bookmobile, small café, book fixer

Café, Pet room, chargers

More emphasis on stock/funds investing especially for 50+ ages

What Master Plan? Everything is pretty good right now

The library is well maintained as it is. Digital resources are well done, don't over due this aspect and forget about the print matter. Save our tax \$\$\$

A space where learning can be uninterrupted

If more community areas are built then please keep policing the back and 2nd floor to ensure a quiet environment to study. The quiet study room is great because it's silent which is hard to find at libraries.

More interactive things for preschoolers and programs. More separate and defined areas for kids by age. More visibility in kids section, he's always disappearing around corners.

Tween area. 3-5 grades programs. I have a son that doesn't have many friends. He is always wanting anyone to come over. No one does. This would be perfect for that grade that doesn't want to just play video games.

More general seating areas to read. The library is very good now. It doesn't need too much improvement. Staff is great. I don't want my Orland Park taxes to go up too much. A lot of the "improvement" look like fluff and are not needed.

More room for recycled reads.

STEM type play for young kids

New to Orland Park. Just getting to "know" your library. Former Tinley Park resident. Came here on a few occasions before 8/2017. Former teacher (1st-2nd grades) Very important for children to have library experience.

It's a pretty great the way it is.

Nothing you decide

No increase in my library tax

I would have to think about that

The computers spaced away from another. The computer "helpers" stop chatting so much. A quieter computer section

Better quiet areas

Adult lounge seating in library vestibule. These ideas are fantastic. I would choose all of them if possible. Thank you for all you accomplish for our patrons of OPPL

More creative, imaginative type outlets

Make the adult area easier to find materials/better signage. It's like one huge square room. Use different shelving-not all tall. Signs and librarians reinforcing the quiet and courteousness to others @ the library especially children's area.

Coffee shop

More tech

General updating

More books, library is fine as is. More adult programs

Construction noise to a minimum

With the way the village tax base is shrinking this is a horrible idea. This shouldn't be a legacy for certain individuals

It depends on how the library will be using the space. The study booths are they replacing the tables or the study room or will the library have both? The tween area and the children's are blend together. A bigger recycle reads area.

A place for adults to sit and read and have a coffee

More computers with 3D technology (Autocad, Solidworks)

More outdoors/crafts-things that connect kids to nature and creative spirit. Thank you, I'm blessed to have such a wonderful library close to home.

Sound studio where patrons could record podcast music or work on video editing

More imaginative play area for kids. No more technology! Need to strengthen children's creativity.

Kids play area is so noisy! The play area should be away from quiet areas.

More study rooms, bigger recycle reads area, more programs and different days for said programs

This is a library NOT a gaming place or lounge.

It's a library-it's supposed to be quiet! More books, dvds, cds, audiobooks, etc. instead. Craft areas, gaming areas, etc. are not needed. It is a library, not an activity center. If people want that stuff, there's other places they can go, not the library.

## Renovation Project Survey

### **Comments from Whiteboard and ASK OPPL:**

Those all look like wonderful ideas and a great use of taxpayers dollars! Those new rooms look inviting, almost like a shopping mall, and if I were a teen, it would be just the place I would want to be.

Utilize more pictures for people w/ disabilities who can't read for instructions on book selections

Viewable shelving in the children's section so they can see books better

I think you should have the ability to have an area that has iPads available to check out and play on it in a comfy spot

More up-to-date books

More seating in children's area

I think there should be a whole room of science and art

A place where books can be fixed for free or a small charge

Community garden in front of lobby

Doesn't have to structural. Upgrade programs, bring in authors who would be paid. I love this library!

LG MTG ROOM I would enjoy elevated flooring to allow for viewing even in the back rows, like a theater.

More picture books for people with disabilities

Bigger tables

More picture directions instead of written words for people with disabilities

Better comfortable chairs for the meeting room

Improve parking if you have more people here, especially with a 200 sear conference room

More 3D printers for people to use

The designs are nice and modern but there's nothing wrong with the library as is. Please don't change the current aesthetics to much

Library is great and new. Why change it for change sake?

I think that there should be a whole room of chapter books for ages 6-15 and everything even the chairs are made of books

Please keep the quiet study area!!!

Don't fix what's not broken!!!

Donate the money to someone less fortunate

Cut our taxes

I don't think we need any more renovations

Great ideas what about the adults

Writeable surfaces in study rooms

More gaming systems

There are many independent adult studiers who benefit from quiet atmosphere. Many of these designs promote noise-please enclose them or enclose silent study.

I would like to see my picture up in circulation area of the library. Right behind the checkout would be nice.

Cubicles or more secluded study area. MACs would be nice.

If you have a video game area-contain it so not everyone has to hear it.

Would like a fun entrance to Youth area

More tech

The driveway closest to the building should be wider

More things for kids ages 5-10

We are all good right now

Sound proof walls in study rooms

More study rooms, video game disc on higher shelves, coffee shop, better chairs

Snack lunchroom for families

Starbucks in the library

More events focused on teens

Stadium seating for meeting room so ones in back can see presenter

Coffee shop with snacks

Small eating area would be great especially for kids to have a quick snack

Extended hours on weekends

Programs, for example, story hour for Adults with Disabilities

Coffee Shop

More display cases near main entrance for shorter wait times

Café or at least snack area. More Youth programs, especially early childhood development

Outlets on tables. A little coffee kiosk may make revenue for the library

A comfortable seating area in lobby of library close to the front windows

It would be awesome to have a café or “eating room” to take a quick coffee/snack break

Have Best Seller lists available. More large print books

Coffee Shop

More quiet study areas

Designated study area where snack/food is allowed

Vote out all democrats

A section for large print recent edition non-fiction books. There are never any.

Coffee snack area for sale

Books in better order

More 4k movies

Bigger tables

Craft area, more comfy seating

A café where you can eat

Sensory area for kids with special needs. Carpet that doesn't rip/get caught up in chairs. Area where food is allowed.

Teen movie shows or kids movie night. Also maybe for adults too

Political-waking people up to the times

More talks about artists such as Van Gogh, etc.

Coffee, croissants and donuts

Remove old art books and get up to date books that are currently at Michaels.

More study rooms!

Open Pantry demonstrations

Vending machines

Individual study rooms

Interactive area

Comfortable seating

Have a little bookshop, yes!

Coffee available in building

Warm paint color tones/too industrial. Coffee shop

No change needed. Save your money. Feed the hungry.

STEM for kids

More study rooms for teens working on projects or homework together

A café to purchase food, yes!

Toys in childrens department

More room for books and media upstairs

I think there should be a room for teens that's a craft room

I suggest the gaming zone

Larger tables for group work!

Updated study room with projector, smartboard, or full wall white board. And maybe there can be some only for recording with noise cancelling foam on walls. Thank you.

Game room

Inspiring things on the walls

It's great just the way it is (no need to renovate)

Small café to buy coffee. Yes!

Coffee area

Just make sure you keep a set of checkers to play in kids area! Please.

No coffee shop or food in library. Keep the sanctity and purpose of library reading, studying and quiet.

Elevate screen in movie showing room so people in back rows can see the whole screen. This is especially important to see subtitles on foreign films. Thank you! (Usually on very bottom of screen!)

More study rooms please!

Jump house!

Animal observers aka pet tanks or pet here

A café

Great fantastic the way it is!

Study rooms for students, MORE!

Regarding 2<sup>nd</sup> floor new book shelving: go back to original. Current layout is so ineffective, it's laughable

Baseball Digest



I think that the shelf/seating concepts should have Minecraft

Cooking classes with healthy easy meals

More accessible seating in the recycled reading area for those of us who can't bend or squat to see lower shelves

It would be nice to have a "snack room" where people could bring in a sandwich or chips or coffee, pop, etc. The room could even have a microwave oven, maybe. The snack room could be in the basement maybe if there isn't enough room in the regular library.

# Orland Park Public Library Master Plan

## Overall Budget - Summary

November 19, 2018



### Clarifications

- 1) Costs are based on Union / Prevailing Labor Wage Rates
- 2) Costs are based on 1st shift (regular) work hours, Monday through Friday
- 3) Budget is based on todays costs and are not escalated to a future date
- 4) Budget includes M.E.P. costs as needed. Only costs for conduit and boxes are included for IT & AV systems
- 5) Budget includes premium costs for phased construction sequencing
- 6) Budget does not include specialty Wayfinding/Signage, Moving Costs.
- 7) A/E Fee, Permits, Reimbursables, Etc. would be approximately 9% of the Construction cost.
- 8) FF&E Design & Specifications Fee, and Procurement Fees would be approximately 2% of the Construction cost.

### Description

General Renovation		\$1,533,500
Ground Floor Staff Areas	\$137,000	
Children's Collections / Toddler Areas	\$274,900	
Wellness / Sensory Rooms	\$65,100	
Children's Study Rooms	\$171,100	
Tween Zone	\$91,900	
Second Floor Staff Areas	\$137,500	
Second Floor Collections Areas	\$160,000	
New Flooring in These Areas	\$496,000	
Meeting Rooms		\$594,900
Lobby		\$226,400
Storytime-Craft Rooms		\$250,500
Open Computer, Tech Center & Smart Lab		\$406,200
Teen Room		\$637,800
Multipurpose Room		\$164,000
Ramp		\$21,400
Nature Center		\$142,200

**GRAND TOTAL** **\$3,976,900**

### Overall Budget - Summary Break Out

	Construction	FF&E	Fees, Permits, etc.	TOTALS (Rounded)
General Renovation	\$1,239,200	\$158,000	\$136,312	\$1,533,500
Meeting Rooms	\$481,000	\$61,000	\$52,910	\$594,900
Lobby	\$181,400	\$25,000	\$19,954	\$226,400
Storytime-Craft Rooms	\$210,800	\$16,500	\$23,188	\$250,500
Computers, Tech Center, Smart Lab	\$305,100	\$67,500	\$33,561	\$406,200
Teen Room	\$522,800	\$57,500	\$57,508	\$637,800
Multipurpose Room	\$118,500	\$32,500	\$13,035	\$164,000
Ramp	\$19,600	\$0	\$1,764	\$21,400
Nature Center	\$130,500	\$0	\$11,745	\$142,200
<b>TOTALS (Rounded)</b>	<b>\$3,208,900</b>	<b>\$418,000</b>	<b>\$350,000</b>	<b>\$3,976,900</b>



## General Renovation

Project Data:

Scope Square Footage: 48,217 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Allowance to demo furniture & stacks at Tween Zone Area	1	LS	\$10,000.00	\$10,000
Demo lighting	2,641	SF	\$1.00	\$2,641
Demo ceiling	2,641	SF	\$0.75	\$1,981
Demo flooring	44,785	SF	\$1.00	\$44,785
Demo desks. (3) total	1	LS	\$2,500.00	\$2,500
Demo walls. 16'H	1,840	SF	\$3.00	\$5,520
<b>Concrete:</b>				
Trenching for floor boxes	42	LF	\$125.00	\$5,250
Concrete infill at trenches	1	LS	\$5,000.00	\$5,000
<b>Interior Construction:</b>				
Gyp walls. 16'H	2,680	SF	\$11.50	\$30,820
Acoustic Gyp wall. 16'H	233	SF	\$15.00	\$3,495
Glass above wall shelves at Study Rms. 5'H	115	SF	\$75.00	\$8,625
Glass wall at Patron Services. 7'H	124	SF	\$75.00	\$9,300
1/2" tempered glass door	2	EA	\$2,500.00	\$5,000
New single solid core maple finish door	9	EA	\$2,000.00	\$18,000
Reconfigure AV shelving w/ loss of soft seating	1	LS	\$16,000.00	\$16,000
<b>Casework:</b>				
Maple veneer front shelving at Friends/Booksale rm. 10'H	19	LF	\$450.00	\$8,550
30" H clear maple veneer curved desk w/ 3 form front & quartz top Service Desk	1	LS	\$25,000.00	\$25,000
7'-3" maple veneer millwork wall w/ inset shelves. match exist Study Rms	32	LF	\$1,000.00	\$32,000
PLAM base cabs w/ top at Mothers Room	9	LF	\$450.00	\$4,050
PLAM upper cabs at Mothers Room	9	LF	\$250.00	\$2,250
Maple veneer desks w/ quartz tops, 3form fronts Service Desk 2nd flr	1	LS	\$25,000.00	\$25,000
Maple veneer desks w/ quartz tops, 3form fronts, sit/stand option Service Desk	1	LS	\$25,000.00	\$25,000
Maple veneer gaming station at Tween Zone	1	LS	\$5,000.00	\$5,000
Plam shelves at Graphics Workroom	31	LF	\$150.00	\$4,650
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	41,000	SF	\$6.00	\$246,000
New LVT. \$8/SF material allowance included	4,332	SF	\$12.00	\$51,984
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$25,000.00	\$25,000
Wall graphic at tween zone & Youth Services Childrens. 10'H	588	SF	\$10.00	\$5,880
12" H solid maple wall base. Allowance. Quantity assumed	1,000	LF	\$16.00	\$16,000
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	1,000	LF	\$3.00	\$3,000
<b>Ceiling Finishes:</b>				
New ACT	2,641	SF	\$6.00	\$15,846
Specialty ceiling at Tween Zone	300	SF	\$30.00	\$9,000
1st floor ceiling repair for floor cores, allowance	1	LS	\$5,000.00	\$5,000
<b>Specialties:</b>				
Entry Portals	2	EA	\$15,000.00	\$30,000
Full height curtains w/ track at Mothers Room	1	LS	\$5,000.00	\$5,000
Self-contained locking cage at Server Room	1	EA	\$3,500.00	\$3,500
Library stack relocation allowance	1	LS	\$50,000.00	\$50,000

Orland Park Public Library  
Remodel

Conceptual Budget Estimate

November 19, 2018



**General Renovation**

Fire Protection:				
New dry chemical sprinklers at Server room	1	LS	\$10,000.00	\$10,000
Rework sprinklers in new Study Rooms & Open Areas affected, allowance	1	LS	\$25,000.00	\$25,000
Plumbing:				
New sink at Mothers Room	1	EA	\$3,500.00	\$3,500
HVAC:				
New HVAC connection & humidity control at Server Room	1	LS	\$10,000.00	\$10,000
Upgraded HVAC & humidity controls at NASA Storage rm.	1	LS	\$7,500.00	\$7,500
Rework ductwork/grilles/controls at Open Area as required, allowance	1	LS	\$25,000.00	\$25,000
Rework ductwork/grilles/controls at New Study Rooms	640	SF	\$15.00	\$9,600
Rework ductwork/grilles/controls at HR Office	153	SF	\$15.00	\$2,295
Rework ductwork/grilles/controls at Sensory Rm	160	SF	\$15.00	\$2,400
Rework ductwork/grilles/controls at Mothers Rms	177	SF	\$15.00	\$2,655
Rework ductwork/grilles/controls at Friends Book Rm	294	SF	\$15.00	\$4,410
Electrical:				
Coring for floor boxes	9	EA	\$500.00	\$4,500
Floor boxes	16	EA	\$450.00	\$7,200
New LED lighting	2,641	SF	\$12.00	\$31,692
Phone/Data/power in new walls at Graphic Workroom	1	LS	\$7,500.00	\$7,500
Security camera at Study rooms. (6) cameras	1	LS	\$30,000.00	\$30,000
<b>Subtotal - Remodel</b>				<b>\$949,900</b>
General Conditions		12%		\$114,000
Contingency		12%		\$127,668
CM Fee		4%		\$47,663
<b>Hard Cost Subtotal</b>				<b>\$1,239,200</b>
<b>Soft / Other Owner Costs / Allowances/Contingency</b>				<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.		11%		\$136,312
Furniture allowance at Patron Services/ HR Office				\$32,000
Furniture allowance at Youth Services Childrens				\$40,000
Furniture allowance at Study Rooms				\$16,000
Furniture allowance at Tween Zone				\$30,000
Furniture allowance at Second Floor Workrooms/ Admin. Area				\$35,000
Signage allowance				\$5,000
<b>Subtotal</b>				<b>\$294,300</b>
<b>Project Total</b>				<b>\$1,533,500</b>

Orland Park Public Library  
Remodel

Conceptual Budget Estimate

November 19, 2018



**Meeting Rooms**

Project Data:

Scope Square Footage: 2,781 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Demo lighting	3,296	SF	\$1.00	\$3,296
Demo ceiling	3,296	SF	\$0.75	\$2,472
Demo flooring	3,296	SF	\$1.00	\$3,296
Demo walls. 16'H	2,512	SF	\$3.00	\$7,536
Remove operable partition	1	LS	\$7,500.00	\$7,500
<b>Concrete:</b>				
Trenching for floor boxes	157	LF	\$125.00	\$19,625
Concrete infill at trenches	1	LS	\$7,500.00	\$7,500
<b>Interior Construction:</b>				
Gyp walls. 16'H	1,584	SF	\$11.50	\$18,216
New single solid core maple finish door	2	EA	\$2,000.00	\$4,000
New pair solid core maple finish door	3	EA	\$3,800.00	\$11,400
<b>Casework:</b>				
Island w/ quartz top	1	LS	\$7,500.00	\$7,500
Maple veneer base cabs w/ quartz tops	27	LF	\$450.00	\$12,150
Maple veneer upper cabs	31	LF	\$250.00	\$7,750
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	3,096	SF	\$6.00	\$18,576
New LVT. \$8/SF material allowance included	200	SF	\$12.00	\$2,400
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$7,500.00	\$7,500
Acoustic wall treatments. 6'H. \$40/SF material allowance included	800	SF	\$60.00	\$48,000
12" H solid maple wall base. Allowance. Quantity assumed	300	LF	\$16.00	\$4,800
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	300	LF	\$3.00	\$900
<b>Ceiling Finishes:</b>				
2x2 ACT	3,296	SF	\$6.00	\$19,776
36" gyp soffit surround	556	SF	\$12.00	\$6,672
<b>Specialties:</b>				
Stainless steel fridge	2	EA	\$2,000.00	\$4,000
Stainless steel microwave	2	EA	\$250.00	\$500
Dishwasher	1	EA	\$750.00	\$750
Coffeemaker	1	EA	\$500.00	\$500
<b>Fire Protection:</b>				
Rework sprinklers, allowance	1	LS	\$7,500.00	\$7,500
<b>Plumbing:</b>				
Relocate roof drains	3	EA	\$2,000.00	\$6,000
Floor drains	1	EA	\$1,500.00	\$1,500
New sink	1	EA	\$3,500.00	\$3,500
Waterline for coffee maker	1	EA	\$1,000.00	\$1,000
<b>HVAC:</b>				
Rework ductwork/grilles/controls	3,296	SF	\$15.00	\$49,440



## Meeting Rooms

Electrical:				
Floor boxes	14	EA	\$450.00	\$6,300
New LED lighting	3,296	SF	\$12.00	\$39,552
AV/Mic/Speakers	3,296	SF	\$6.00	\$19,776
AV/IT upgrade at Board Room	1	LS	\$7,500.00	\$7,500
<b>Subtotal - Remodel</b>				<b>\$368,700</b>
General Conditions		12%		\$44,300
Contingency		12%		\$49,560
CM Fee		4%		\$18,502
<b>Hard Cost Subtotal</b>				<b>\$481,000</b>
<b>Soft / Other Owner Costs / Allowances/Contingency</b>				<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.		11%		\$52,910
Furniture allowance at Large Meeting Room (add'l seating to match existing), lecturn				\$35,000
Furniture allowance at Board Room				\$25,000
Signage allowance				\$1,000
<b>Subtotal</b>				<b>\$113,900</b>
<b>Project Total</b>				<b>\$594,900</b>



## Lobby Renovation

Project Data:

Scope Square Footage: 2,342 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Demo large desk	1	LS	\$2,500.00	\$2,500
Demo, small desk	1	LS	\$2,500.00	\$2,500
Demo shelves	1	EA	\$1,500.00	\$1,500
Demo wall at Patron Services for window	1	LS	\$1,500.00	\$1,500
<b>Casework:</b>				
66" high maple veneer shelving w/ hidden standards & lower cabs	44	LF	\$550.00	\$24,200
Welcome desk allowance	1	LS	\$15,000.00	\$15,000
Circulation desk allowance	1	LS	\$50,000.00	\$50,000
<b>Floor Finishes:</b>				
Patch/repair flooring as needed	2,342	SF	\$5.00	\$11,710
New (patch) Terrazzo look floor \$15/SF material allowance included	500	SF	\$15.00	\$7,500
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$2,500.00	\$2,500
<b>Specialties:</b>				
New window at Patron Services	1	LS	\$2,500.00	\$2,500
<b>HVAC:</b>				
Heater curtain	1	LS	\$10,000.00	\$10,000
<b>Electrical:</b>				
Coring for floor boxes	8	EA	\$500.00	\$4,000
Floor boxes	8	EA	\$450.00	\$3,600
<b>Subtotal - Remodel</b>				<b>\$139,000</b>
General Conditions		12%		\$16,700
Contingency		12%		\$18,684
CM Fee		4%		\$6,975
<b>Hard Cost Subtotal</b>				<b>\$181,400</b>
<b>Soft / Other Owner Costs / Allowances/Contingency</b>				<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.		11%		\$19,954
Furniture allowance				\$20,000
Signage allowance				\$5,000
<b>Subtotal</b>				<b>\$45,000</b>
<b>Project Total</b>				<b>\$226,400</b>



## Storytime & Craft Renovation

Project Data:

Scope Square Footage: 1,375 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Demo lighting	1,376	SF	\$1.00	\$1,376
Demo ceiling	1,376	SF	\$1.00	\$1,376
Demo flooring	1,375	SF	\$1.00	\$1,375
Remove operable partition	1	LS	\$7,500.00	\$7,500
<b>Concrete:</b>				
Trenching for floor boxes	43	LF	\$125.00	\$5,375
Concrete infill at trenches	1	LS	\$5,000.00	\$5,000
<b>Interior Construction:</b>				
Sliding glass partition (assuming reuse of existing structure in place)	1	LS	\$25,000.00	\$25,000
<b>Casework:</b>				
Plam base cabs w/ solid surface top	9	LF	\$450.00	\$4,050
Plam upper cabs	8	LF	\$250.00	\$2,000
Maple veneer benches w/ cubbies & 2" upholstered cushion	29	LF	\$500.00	\$14,500
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	831	SF	\$6.00	\$4,986
New LVT. \$8/SF material allowance included	537	SF	\$12.00	\$6,444
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$5,000.00	\$5,000
Acoustic wall treatments. 6'H. \$40/SF material allowance included	150	SF	\$60.00	\$9,000
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	100	LF	\$3.00	\$300
<b>Ceiling Finishes:</b>				
New Acoustic Tile Ceiling	850	SF	\$12.00	\$10,200
<b>Fire Protection:</b>				
Rework based on updated ceilings, allowance	1	LS	\$7,500.00	\$7,500
<b>HVAC:</b>				
Rework ductwork/grilles/controls	1,375	SF	\$15.00	\$20,625
<b>Electrical:</b>				
Floor boxes	5	EA	\$450.00	\$2,250
New LED lighting	850	SF	\$12.00	\$10,200
Projection screen	1	EA	\$2,500.00	\$2,500
Projector	1	EA	\$5,000.00	\$5,000
Speakers	1	LS	\$10,000.00	\$10,000
<b>Subtotal - Remodel</b>				<b>\$161,600</b>
General Conditions		12%		\$19,400
Contingency		12%		\$21,720
CM Fee		4%		\$8,109
<b>Hard Cost Subtotal</b>				<b>\$210,800</b>





**Storytime & Craft Renovation**

<b>Soft / Other Owner Costs / Allowances/Contingency</b>		<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.	11%	\$23,188
Furniture allowance (storytime)		\$14,000
Signage allowance		\$2,500
<b>Subtotal</b>		<b>\$39,700</b>
<b>Project Total</b>		<b>\$250,500</b>

Orland Park Public Library  
Remodel

Conceptual Budget Estimate  
November 19, 2018



**Open Computers/Tech Center/Smart Lab Renovation**

Project Data:

Scope Square Footage: 2,194 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Allowance to demo furniture & stacks at Open Computer	1	EA	\$7,500.00	\$7,500
Demo lighting	2,236	SF	\$1.00	\$2,236
Demo ceiling	2,236	SF	\$1.00	\$2,236
Demo flooring	2,236	SF	\$1.00	\$2,236
Demo walls. 16'H	704	LF	\$3.50	\$2,464
<b>Interior Construction:</b>				
Maple veneer knee wall at Tech Center. 3'H	137	SF	\$15.00	\$2,055
Glass wall at Smart Lab. 10'H	327	SF	\$75.00	\$24,525
Glass wall at Tech Center. 7'H	310	SF	\$75.00	\$23,250
1/2" tempered glass door at Smart Lab	1	EA	\$2,500.00	\$2,500
<b>Casework:</b>				
Plam base cabs w/ quartz top & integral P/D at Tech Center	45	LF	\$450.00	\$20,250
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	2,236	SF	\$6.00	\$13,416
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$7,500.00	\$7,500
Acoustic wall treatments. 6'H. \$40/SF material allowance included	150	SF	\$60.00	\$9,000
12" H solid maple wall base. Allowance. Quantity assumed	200	LF	\$16.00	\$3,200
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	200	LF	\$3.00	\$600
<b>Ceiling Finishes:</b>				
Specialty ceiling at Open Computers	695	SF	\$20.00	\$13,900
2x2 ACT	1,527	SF	\$6.00	\$9,162
<b>Fire Protection:</b>				
Rework based on updated ceilings, allowance	1	LS	\$7,500.00	\$7,500
<b>HVAC:</b>				
Rework ductwork/grilles/controls	2,194	SF	\$15.00	\$32,910
<b>Electrical:</b>				
Coring for floor boxes	1	EA	\$250.00	\$250
Floor boxes	1	EA	\$450.00	\$450
New LED lighting	2,222	SF	\$12.00	\$26,664
AV/IT infrastructure at Smart Lab	1	LS	\$10,000.00	\$10,000
Security cameras. (2) cameras	1	LS	\$10,000.00	\$10,000
<b>Subtotal - Remodel</b>				<b>\$233,800</b>
General Conditions		12%		\$28,100
Contingency		12%		\$31,428
CM Fee		4%		\$11,733
<b>Hard Cost Subtotal</b>				<b>\$305,100</b>



**Open Computers/Tech Center/Smart Lab Renovation**

<b>Soft / Other Owner Costs / Allowances/Contingency</b>		<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.	11%	\$33,561
Furniture allowance at Open Computers		\$20,000
Furniture allowance at Tech Center		\$10,000
Furniture allowance at Smart Lab		\$35,000
Signage allowance		\$2,500
<b>Subtotal</b>		<b>\$101,100</b>
<b>Project Total</b>		<b>\$406,200</b>

Orland Park Public Library  
Remodel

Conceptual Budget Estimate

November 19, 2018



**Teen Room Renovation**

Project Data:

Scope Square Footage: 1,759 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Allowance to demo furniture & stacks at Teen room Area	1	EA	\$25,000.00	\$25,000
Demo lighting	2,118	SF	\$1.00	\$2,118
Demo ceilings	2,118	SF	\$1.00	\$2,118
Demo flooring	2,118	SF	\$1.00	\$2,118
Demo desk	1	EA	\$1,000.00	\$1,000
<b>Interior Construction:</b>				
Gyp walls. 16'H	477	SF	\$11.50	\$5,486
Maple veneer knee wall at Teen Room. 3'H	165	SF	\$15.00	\$2,475
Glass wall. 7'H	366	SF	\$75.00	\$27,450
Glass Wall. 16'H	864	SF	\$75.00	\$64,800
1/2" tempered glass door	4	EA	\$2,500.00	\$10,000
<b>Casework:</b>				
Maple veneer benching w/ storage & 2" cushion Teen Room	52	LF	\$500.00	\$26,000
Maple veneer gaming station w/ AV/IT infrastructure Teen Room	1	LS	\$5,000.00	\$5,000
Maple veneer island w/ integral power & concrete top Teen Room	1	LS	\$7,500.00	\$7,500
Maple veneer lower shelving at Teen Room	16	LF	\$150.00	\$2,400
Teen info desk allowance	1	LS	\$30,000.00	\$30,000
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	176	SF	\$6.00	\$1,056
New LVT. \$8/SF material allowance included	1,585	SF	\$12.00	\$19,020
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$5,000.00	\$5,000
Acoustic wall treatments. 6'H. \$40/SF material allowance included	300	SF	\$60.00	\$18,000
Vinyl wall graphic. 10'H	227	SF	\$15.00	\$3,405
12" H solid maple wall base. Allowance. Quantity assumed	150	LF	\$16.00	\$2,400
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	150	LF	\$3.00	\$450
<b>Ceiling Finishes:</b>				
Specialty ceiling	1,585	SF	\$20.00	\$31,700
1st floor ceiling repair for floor cores	1	LS	\$2,000.00	\$2,000
<b>Specialties:</b>				
Glass markerboards at Teen Room	1	LS	\$5,000.00	\$5,000
<b>Fire Protection:</b>				
Rework based on updated ceilings, allowance	1	LS	\$10,000.00	\$10,000
<b>HVAC:</b>				
Rework ductwork/grilles/controls	1,759	SF	\$15.00	\$26,385
<b>Plumbing:</b>				
New sink at Craft Area	1	EA	\$3,500.00	\$3,500
<b>Electrical:</b>				
Coring for floor boxes at Teen Room	10	EA	\$250.00	\$2,500
Floor boxes at Teen Room	10	EA	\$450.00	\$4,500
New LED lighting	2,280	SF	\$12.00	\$27,360
Security cameras. (2) cameras	1	LS	\$10,000.00	\$10,000
AV/ IT infrastructure and equipment	1	EA	\$15,000.00	\$15,000



**Teen Room Renovation**

<b>Subtotal - Remodel</b>			<b>\$400,700</b>
General Conditions	12%		\$48,100
Contingency	12%		\$53,856
CM Fee	4%		\$20,106

**Hard Cost Subtotal** **\$522,800**

<b>Soft / Other Owner Costs / Allowances/Contingency</b>		<b>Item Total</b>
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.	11%	\$57,508
Furniture allowance		\$55,000
Signage allowance		\$2,500

**Subtotal** **\$115,000**

**Project Total** **\$637,800**

Orland Park Public Library  
Remodel

Conceptual Budget Estimate

November 19, 2018



**Multipurpose Room Renovation**

Project Data:

Scope Square Footage: 700 SF  
Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
<b>Building Demo:</b>				
Demo lighting	1,037	SF	\$1.00	\$1,037
Demo ceiling	1,037	SF	\$1.00	\$1,037
Demo flooring	1,037	SF	\$1.00	\$1,037
Demo walls. 16'H	1	LS	\$1,500.00	\$1,500
<b>Interior Construction:</b>				
Gyp wall. 16'H	304	SF	\$11.50	\$3,496
Glass wall. 10'H	203	SF	\$75.00	\$15,225
1/2" tempered glass door	1	EA	\$2,500.00	\$2,500
Single solid core maple finish door	1	EA	\$2,000.00	\$2,000
Pair solid core maple finish door	1	EA	\$3,800.00	\$3,800
<b>Casework:</b>				
Wood veneer shelving w/ integral AV	1	LS	\$2,500.00	\$2,500
<b>Floor Finishes:</b>				
New carpet. \$3/SF material allowance included	700	SF	\$6.00	\$4,200
<b>Wall Finishes:</b>				
Paint walls. Allowance	1	LS	\$5,000.00	\$5,000
12" H solid maple wall base. Allowance. Quantity assumed	200	LF	\$16.00	\$3,200
Paint/Stain 12" H solid maple wall base. Allowance. Quantity assumed	200	LF	\$3.00	\$600
<b>Ceiling Finishes:</b>				
2x2 ACT	700	SF	\$6.00	\$4,200
<b>Specialties:</b>				
Glass markerboards	1	LS	\$5,000.00	\$5,000
<b>Fire Protection:</b>				
Rework based on updated ceilings, allowance	1	LS	\$5,000.00	\$5,000
<b>HVAC:</b>				
Rework ductwork/grilles/controls	700	SF	\$15.00	\$10,500
<b>Electrical:</b>				
Coring for floor boxes	8	EA	\$250.00	\$2,000
Floor boxes	8	EA	\$450.00	\$3,600
New LED lighting	700	SF	\$12.00	\$8,400
Security camera	1	LS	\$5,000.00	\$5,000
<b>Subtotal - Remodel</b>				<b>\$90,800</b>
General Conditions		12%		\$10,900
Contingency		12%		\$12,204
CM Fee		4%		\$4,556
<b>Hard Cost Subtotal</b>				<b>\$118,500</b>



**Multipurpose Room Renovation**

Soft / Other Owner Costs / Allowances/Contingency	11%	Item Total
A/E Fee, Permits, Reimbursables and FF&E Design, Specification & Procurement Fees, etc.	11%	\$13,035
Furniture allowance		\$30,000
Signage allowance		\$2,500
<b>Subtotal</b>		<b>\$45,500</b>
<b>Project Total</b>		<b>\$164,000</b>



**Ramp**

Project Data:

Scope Square Footage: SF  
 Overall Site Area: SF

Hard Construction Costs				Quantity	Unit	Unit Cost	Item Total
Demo:							
Demo existing ramp	1	LS	\$5,000.00				\$5,000
Specialties:							
New metal ramp w/ concrete topping	1	EA	\$10,000.00				\$10,000
<b>Subtotal - Remodel</b>							<b>\$15,000</b>
General Conditions			12%				\$1,800
Contingency			12%				\$2,016
CM Fee			4%				\$753
<b>Hard Cost Subtotal</b>							<b>\$19,600</b>
<b>Soft / Other Owner Costs / Allowances/Contingency</b>							<b>Item Total</b>
A/E Fee, Permits, Reimbursables, Etc.			9%				\$1,764
<b>Subtotal</b>							<b>\$1,800</b>
<b>Project Total</b>							<b>\$21,400</b>





**Nature Center**

Project Data:

Scope Square Footage: SF  
 Overall Site Area: SF

Hard Construction Costs	Quantity	Unit	Unit Cost	Item Total
Exterior Improvements: Nature Center approx. 2,500 SF. Based on concept discussion	1	LS	\$100,000.00	\$100,000
<b>Subtotal - Remodel</b>				<b>\$100,000</b>
General Conditions		12%		\$12,000
Contingency		12%		\$13,440
CM Fee		4%		\$5,018
<b>Hard Cost Subtotal</b>				<b>\$130,500</b>
Soft / Other Owner Costs / Allowances/Contingency				Item Total
A/E Fee, Permits, Reimbursables, Etc.		9%		\$11,745
<b>Subtotal</b>				<b>\$11,700</b>
<b>Project Total</b>				<b>\$142,200</b>

**DRAFT**

Orland Park Public Library  
Recap of Operating Funds Available  
for Building Repairs and Renovations  
As of October 31, 2018

---

PMA Operating Funds balance as of 10/31/18	\$ 6,969,457
Less: Half of 2019 Operating Budget	\$ (2,966,000)
Plus: Projected Revenues 11/1/18 - 12/31/18	\$ 80,000
Less: Projected Expenses 11/1/18 - 12/31/18	\$ (867,000)
Plus: Operating Funds in Checking Accounts	\$ 228,586
Less: 2018 Snow Plow Truck	\$ (45,043)
Operating funds available for Renovations	<u>\$ 3,400,000</u>
Funds in Special Reserve Accounts as of 9/30/18	\$ 1,295,805
Less: Special Reserve Funds for Roof	\$ (500,000)
Special Reserve funds available for Repairs	<u>\$ 795,805</u>
Total funds potentially available for future Repairs/Renovations	<u><u>\$ 4,195,805</u></u>

DRAFT

Orland Park Public Library  
Budget, Levy, Appropriation FY2019

DRAFT

GL		11/15/2018			2019		Appropriation
Account	Revenues	2018 Total Budget	2019 Working Budget	% Increase From 2018	2019 Levy	Other 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	15,000	-25.00%	0	15,000	15,000
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	59,000	7.27%	0	59,000	59,000
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	87,500	90.22%	0	87,500	87,500
	Other Sources - Operating Funds (Renovation)	0	2,375,000	0.00%	0	2,375,000	2,375,000
	Other Sources - Special Reserve (2019 Roof)	310,000	500,000	61.29%	0	500,000	500,000
	Other Sources - Operations Savings	40,000	40,000	0.00%	0	40,000	40,000
103900	Miscellaneous Income	9,000	9,000	0.00%	0	9,000	9,000
	<b>Total Revenues</b>	<b>5,882,000</b>	<b>8,847,000</b>	<b>50.41%</b>	<b>5,538,000</b>	<b>3,309,000</b>	<b>8,847,000</b>
	<b>Expenditures</b>						
104110	Salaries	2,661,859	2,775,706	4.28%	2,736,421	39,285	2,775,706
104220	Salaries - Maintenance	123,541	139,250	12.72%	138,535	715	139,250
104230	Life/Health Insurance	520,000	615,000	18.27%	555,000	60,000	615,000
104310	Books	368,000	367,120	-0.24%	350,120	17,000	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	785,000	61.86%	250,000	535,000	785,000
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**

**DRAFT**

		Orland Park Public Library Budget, Levy, Appropriation FY2019					
		11/15/2018					
		Draft 10 - \$ 2.5M					
		2018 Total Budget	2019 Working Budget	% Increase From 2018	2019 Levy	Other Sources	Appropriation
<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	248,946	2.45%	241,946	7,000	248,946
104915	Contribution to FICA	213,000	221,978	4.22%	214,978	7,000	221,978
104920	Audit	12,350	15,000	21.46%	11,000	4,000	15,000
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
	Building Renovations	0	2,500,000	0.00%	0	2,500,000	2,500,000
	<b>Total Expenditures</b>	<b>5,882,000</b>	<b>8,847,000</b>	<b>50.41%</b>	<b>5,538,000</b>	<b>3,309,000</b>	<b>8,847,000</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>

DRAFT

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

SECRETARY'S CERTIFICATE

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

**"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF  
THE ORLAND PARK PUBLIC LIBRARY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019  
AND ENDING DECEMBER 31, 2019"**

adopted at a regular meeting of the said Board of Library Trustees held on the 19th day of November, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of November, 2018.

---

Elan Kleis, Secretary

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019**

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

Section 1: That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2019, and ending December 31, 2019, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,736,421	39,285	2,775,706
Salaries- Maintenance	138,535	715	139,250
Life/Health Insurance	555,000	60,000	615,000

2. LIBRARY MATERIALS

Books	350,120	17,000	367,120
Electronic Databases	101,000	9,000	110,000
Periodicals	30,000	6,000	36,000
Audio-Visual Materials	171,000	9,000	180,000
Audio-Visual Equipment	500	-0-	500

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	12,600	-0-	12,600
Insurance	53,300	-0-	53,300
Landscaping & Groundskeeping	26,000	-0-	26,000
Building Maintenance	250,000	535,000	785,000
Security System	7,000	-0-	7,000
Library & Office Equipment	750	-0-	750
Legal Fees	38,000	12,000	50,000
Library Consultant	42,000	-0-	42,000

4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	12,650	-0-	12,650
Natural Gas	35,200	5,000	40,200
Telephone	9,000	-0-	9,000
Purchase of New Equipment	7,000	5,000	12,000
Building & Custodial Supplies	39,000	-0-	39,000
Building Repairs	13,000	5,000	18,000
Library & Office Equip Repairs & Maintenance	15,000	-0-	15,000
Machine Rental	1,200	-0-	1,200
Automation - Equipment	43,000	12,000	55,000
Automation - Line Costs	5,500	-0-	5,500
Automation - Consultant	20,000	10,000	30,000
Automation - Maintenance	85,000	10,000	95,000
Library Furniture	13,000	5,000	18,000
Outreach Services	8,500	35,000	43,500



5. DEVELOPMENT

Board Training & Education	6,000	-0-	6,000
Staff Training & Education	18,000	3,000	21,000
Conference Fees	7,200	-0-	7,200
Patron Programs & Events	43,000	-0-	43,000
Association Dues & Fees	6,000	-0-	6,000
Public Information	40,000	3,000	43,000

6. SUPPLIES

Library Supplies	42,000	3,000	45,000
Office Supplies	4,000	2,000	6,000
Postage	14,000	3,000	17,000
Printing	9,000	2,000	11,000

7. OPERATING EXPENSES

Contribution to IMRF	241,946	7,000	248,946
Contribution to FICA	214,978	7,000	221,978
Audit	11,000	4,000	15,000

Liability Ins.			
D&O, Bonds, WC	59,000	-0-	59,000
Unemployment Compensation	2,000	-0-	2,000
Bank Charges	600	-0-	600
<b>8. <u>OTHER</u></b>			
Renovation	-0-	2,500,000	2,500,000
<b>TOTAL CORPORATE EXPENDITURES</b>	<b>\$5,538,000</b>	<b>\$3,309,000</b>	<b>\$8,847,000</b>
	=====	=====	=====

The foregoing amounts to be appropriated and levied are hereby appropriated and to be levied from the general property tax for corporate purposes.

**Section 2:** That the Board of Library Trustees of the Village of Orland Park hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1978 and subsequent years, said fund being accumulated and set aside as a reserve fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with 75 ILCS 5/5-8 and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.

**Section 3:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of Orland Park within the time specified by law for

inclusion in the next annual Budget and Levy Ordinance of the Village of Orland Park.

ADOPTED this 19<sup>th</sup> day of November, 2018, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Christian Barcelona, President

ATTEST:

\_\_\_\_\_  
Elan Kleis, Secretary

**TRAD**

Orland Park Public Library  
Budget, Levy, Appropriation FY2019

**DRAFT**

		11/15/2018					
		Draft 10 - \$ 2.8M					
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	15,000	-25.00%	0	15,000	15,000
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	59,000	7.27%	0	59,000	59,000
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	87,500	90.22%	0	87,500	87,500
	Other Sources - Operating Funds (Renovation)	0	2,675,000	0.00%	0	2,675,000	2,675,000
	Other Sources - Special Reserve (2019 Roof)	310,000	500,000	61.29%	0	500,000	500,000
	Other Sources - Operations Savings	40,000	40,000	0.00%	0	40,000	40,000
103900	Miscellaneous Income	9,000	9,000	0.00%	0	9,000	9,000
	<b>Total Revenues</b>	<b>5,882,000</b>	<b>9,147,000</b>	<b>55.51%</b>	<b>5,538,000</b>	<b>3,609,000</b>	<b>9,147,000</b>
	<b>Expenditures</b>						
104110	Salaries	2,661,859	2,775,706	4.28%	2,736,421	39,285	2,775,706
104220	Salaries - Maintenance	123,541	139,250	12.72%	138,535	715	139,250
104230	Life/Health Insurance	520,000	615,000	18.27%	555,000	60,000	615,000
104310	Books	368,000	367,120	-0.24%	350,120	17,000	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	785,000	61.86%	250,000	535,000	785,000
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

		Orland Park Public Library						
		Budget, Levy, Appropriation FY2019						
		11/15/2018						
		Draft 10 - \$ 2.8M						
		2018	2019		2019	Other	Appropriation	
		Total	Working	% Increase	Levy	Sources		
		Budget	Budget	From 2018				
GL								
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	248,946	2.45%	241,946	7,000	248,946	
104915	Contribution to FICA	213,000	221,978	4.22%	214,978	7,000	221,978	
104920	Audit	12,350	15,000	21.46%	11,000	4,000	15,000	
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	
	Building Renovations	0	2,800,000	0.00%	0	2,800,000	2,800,000	
	<b>Total Expenditures</b>	<b>5,882,000</b>	<b>9,147,000</b>	<b>55.51%</b>	<b>5,538,000</b>	<b>3,609,000</b>	<b>9,147,000</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>	

**DRAFT**

DRAFT

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

SECRETARY'S CERTIFICATE

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

"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF  
THE ORLAND PARK PUBLIC LIBRARY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019  
AND ENDING DECEMBER 31, 2019"

adopted at a regular meeting of the said Board of Library Trustees held on the 19th day of November, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of November, 2018.

\_\_\_\_\_  
Elan Kleis, Secretary

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019**

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

**Section 1:** That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2019, and ending December 31, 2019, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,736,421	39,285	2,775,706
Salaries- Maintenance	138,535	715	139,250
Life/Health Insurance	555,000	60,000	615,000

2. LIBRARY MATERIALS

Books	350,120	17,000	367,120
Electronic Databases	101,000	9,000	110,000
Periodicals	30,000	6,000	36,000
Audio-Visual Materials	171,000	9,000	180,000
Audio-Visual Equipment	500	-0-	500

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	12,600	-0-	12,600
Insurance	53,300	-0-	53,300
Landscaping & Groundskeeping	26,000	-0-	26,000
Building Maintenance	250,000	535,000	785,000
Security System	7,000	-0-	7,000
Library & Office Equipment	750	-0-	750
Legal Fees	38,000	12,000	50,000
Library Consultant	42,000	-0-	42,000



4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	12,650	-0-	12,650
Natural Gas	35,200	5,000	40,200
Telephone	9,000	-0-	9,000
Purchase of New Equipment	7,000	5,000	12,000
Building & Custodial Supplies	39,000	-0-	39,000
Building Repairs	13,000	5,000	18,000
Library & Office Equip Repairs & Maintenance	15,000	-0-	15,000
Machine Rental	1,200	-0-	1,200
Automation - Equipment	43,000	12,000	55,000
Automation - Line Costs	5,500	-0-	5,500
Automation - Consultant	20,000	10,000	30,000
Automation - Maintenance	85,000	10,000	95,000
Library Furniture	13,000	5,000	18,000
Outreach Services	8,500	35,000	43,500

5. DEVELOPMENT

Board Training & Education	6,000	-0-	6,000
Staff Training & Education	18,000	3,000	21,000
Conference Fees	7,200	-0-	7,200
Patron Programs & Events	43,000	-0-	43,000
Association Dues & Fees	6,000	-0-	6,000
Public Information	40,000	3,000	43,000

6. SUPPLIES

Library Supplies	42,000	3,000	45,000
Office Supplies	4,000	2,000	6,000
Postage	14,000	3,000	17,000
Printing	9,000	2,000	11,000

7. OPERATING EXPENSES

Contribution to IMRF	241,946	7,000	248,946
Contribution to FICA	214,978	7,000	221,978
Audit	11,000	4,000	15,000

Liability Ins.			
D&O, Bonds, WC	59,000	-0-	59,000
Unemployment Compensation	2,000	-0-	2,000
Bank Charges	600	-0-	600
<b>8. <u>OTHER</u></b>			
Renovation	-0-	2,800,000	2,800,000
<b>TOTAL CORPORATE EXPENDITURES</b>	<b>\$5,538,000</b>	<b>\$3,609,000</b>	<b>\$9,147,000</b>
	<b>=====</b>	<b>=====</b>	<b>=====</b>

The foregoing amounts to be appropriated and levied are hereby appropriated and to be levied from the general property tax for corporate purposes.

**Section 2:** That the Board of Library Trustees of the Village of Orland Park hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1978 and subsequent years, said fund being accumulated and set aside as a reserve fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with 75 ILCS 5/5-8 and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.

**Section 3:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of Orland Park within the time specified by law for

inclusion in the next annual Budget and Levy Ordinance of the Village of Orland Park.

ADOPTED this 19<sup>th</sup> day of November, 2018, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
Christian Barcelona, President

ATTEST:

\_\_\_\_\_  
Elan Kleis, Secretary

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

**DRAFT**

		11/15/2018					
		Draft 10 - \$ 3M					
GL		2018	2019	% Increase	2019	Other	Appropriation
Account	Revenues	Total Budget	Working Budget	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	15,000	-25.00%	0	15,000	15,000
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	59,000	7.27%	0	59,000	59,000
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	87,500	90.22%	0	87,500	87,500
	Other Sources - Operating Funds (Renovation)	0	2,875,000	0.00%	0	2,875,000	2,875,000
	Other Sources - Special Reserve (2019 Roof)	310,000	500,000	61.29%	0	500,000	500,000
	Other Sources - Operations Savings	40,000	40,000	0.00%	0	40,000	40,000
103900	Miscellaneous Income	9,000	9,000	0.00%	0	9,000	9,000
	<b>Total Revenues</b>	<b>5,882,000</b>	<b>9,347,000</b>	<b>58.91%</b>	<b>5,538,000</b>	<b>3,809,000</b>	<b>9,347,000</b>
	<b>Expenditures</b>						
104110	Salaries	2,661,859	2,775,706	4.28%	2,736,421	39,285	2,775,706
104220	Salaries - Maintenance	123,541	139,250	12.72%	138,535	715	139,250
104230	Life/Health Insurance	520,000	615,000	18.27%	555,000	60,000	615,000
104310	Books	368,000	367,120	-0.24%	350,120	17,000	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	785,000	61.86%	250,000	535,000	785,000
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
104600	Outreach Services	7,500	43,500	480.00%	8,500	35,000	43,500

**DRAFT**

		Orland Park Public Library					
		Budget, Levy, Appropriation FY2019					
		11/15/2018					
		Draft 10 - \$ 3M					
		2018	2019		2019	Other	Appropriation
		Total	Working	% Increase	Levy	Sources	
		Budget	Budget	From 2018			
GL							
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	248,946	2.45%	241,946	7,000	248,946
104915	Contribution to FICA	213,000	221,978	4.22%	214,978	7,000	221,978
104920	Audit	12,350	15,000	21.46%	11,000	4,000	15,000
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
	Building Renovations	0	3,000,000	0.00%	0	3,000,000	3,000,000
	<b>Total Expenditures</b>	<b>5,882,000</b>	<b>9,347,000</b>	<b>58.91%</b>	<b>5,538,000</b>	<b>3,809,000</b>	<b>9,347,000</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>

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

EX-17A-7

SECRETARY'S CERTIFICATE

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

**"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF  
THE ORLAND PARK PUBLIC LIBRARY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019  
AND ENDING DECEMBER 31, 2019"**

adopted at a regular meeting of the said Board of Library Trustees held on the 19th day of November, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of November, 2018.

\_\_\_\_\_  
Elan Kleis, Secretary

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE  
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019**

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

Section 1: That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2019, and ending December 31, 2019, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,736,421	39,285	2,775,706
Salaries- Maintenance	138,535	715	139,250
Life/Health Insurance	555,000	60,000	615,000



2. LIBRARY MATERIALS

Books	350,120	17,000	367,120
Electronic Databases	101,000	9,000	110,000
Periodicals	30,000	6,000	36,000
Audio-Visual Materials	171,000	9,000	180,000
Audio-Visual Equipment	500	-0-	500

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	12,600	-0-	12,600
Insurance	53,300	-0-	53,300
Landscaping & Groundskeeping	26,000	-0-	26,000
Building Maintenance	250,000	535,000	785,000
Security System	7,000	-0-	7,000
Library & Office Equipment	750	-0-	750
Legal Fees	38,000	12,000	50,000
Library Consultant	42,000	-0-	42,000

4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	12,650	-0-	12,650
Natural Gas	35,200	5,000	40,200
Telephone	9,000	-0-	9,000
Purchase of New Equipment	7,000	5,000	12,000
Building & Custodial Supplies	39,000	-0-	39,000
Building Repairs	13,000	5,000	18,000
Library & Office Equip Repairs & Maintenance	15,000	-0-	15,000
Machine Rental	1,200	-0-	1,200
Automation - Equipment	43,000	12,000	55,000
Automation - Line Costs	5,500	-0-	5,500
Automation - Consultant	20,000	10,000	30,000
Automation - Maintenance	85,000	10,000	95,000
Library Furniture	13,000	5,000	18,000
Outreach Services	8,500	35,000	43,500

5. DEVELOPMENT

Board Training & Education	6,000	-0-	6,000
Staff Training & Education	18,000	3,000	21,000
Conference Fees	7,200	-0-	7,200
Patron Programs & Events	43,000	-0-	43,000
Association Dues & Fees	6,000	-0-	6,000
Public Information	40,000	3,000	43,000

6. SUPPLIES

Library Supplies	42,000	3,000	45,000
Office Supplies	4,000	2,000	6,000
Postage	14,000	3,000	17,000
Printing	9,000	2,000	11,000

7. OPERATING EXPENSES

Contribution to IMRF	241,946	7,000	248,946
Contribution to FICA	214,978	7,000	221,978
Audit	11,000	4,000	15,000

Liability Ins.			
D&O, Bonds, WC	59,000	-0-	59,000
Unemployment			
Compensation	2,000	-0-	2,000
Bank Charges	600	-0-	600
<b>8.   <u>OTHER</u></b>			
Renovation	-0-	3,000,000	3,000,000
<b>TOTAL CORPORATE</b>			
<b>EXPENDITURES</b>	<b>\$5,538,000</b>	<b>\$3,809,000</b>	<b>\$9,347,000</b>
	=====	=====	=====

The foregoing amounts to be appropriated and levied are hereby appropriated and to be levied from the general property tax for corporate purposes.

**Section 2:** That the Board of Library Trustees of the Village of Orland Park hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1978 and subsequent years, said fund being accumulated and set aside as a reserve fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with 75 ILCS 5/5-8 and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.

**Section 3:** That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of Orland Park within the time specified by law for

inclusion in the next annual Budget and Levy Ordinance of the Village of Orland Park.

ADOPTED this 19<sup>th</sup> day of November, 2018, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Christian Barcelona, President

ATTEST:

\_\_\_\_\_  
Elan Kleis, Secretary



October 23, 2018

Board of Trustees and Management  
c/o Ms. Mary Weimar, Library Director  
Orland Park Public Library  
14921 Ravinia Avenue  
Orland Park, Illinois 60462

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Orland Park Public Library for the year ended December 31, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Orland Park Public Library as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Orland Park Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Orland Park Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by U.S. Generally Accepted Accounting Principles and will be subjected to certain limited procedures, but will not be audited:

1. Schedule of the Library's Proportionate Share of the Net Pension Liability
2. Schedule of Library Contributions
3. General Fund – Schedule of Revenues and Expenditures – Estimated Receipts and Appropriations Compared to Actual
4. Schedule of Changes in OPEB Liability and Related Ratios (if necessary)

We have also been engaged to report on additional information other than RSI that accompanies Orland Park Public Library's financial statements. We will subject the following additional information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Statement of Expenditures—Budget and Actual—General Fund

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Orland Park Public Library's financial statements. Our report will be addressed to the Board of Library Trustees of Orland Park Public Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from the engagement.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the

engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Orland Park Public Library's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of Orland Park Public Library in conformity with U.S. generally accepted accounting principles based on information provided by you. Also, we will update your capital asset and depreciation schedules. We will ask you to review and approve both of these documents prior to finalizing the audit. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement preparation and depreciation schedules previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected



misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees and Other**

We understand that your employees will prepare all confirmations we request, locate any invoices selected by us for testing and complete the requested schedules accordance with the agreed upon time frame. The fee estimate is based on the premise that your personnel will be available and able to provide us with the aforementioned assistance. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of Library personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees to you.

We expect to begin our audit in January or February of 2019 and issue our report at the April 2019 board meeting, again assuming all the information is provided to us in the agreed upon time frame. Chris McClure is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

**DRAFT**

Board of Trustees and Management  
October 23, 2018  
Page 5 of 5

Our fees for these services will be based on actual hours spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our estimates, the fee will be \$12,100 for the audit. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances, such as a new bond issue, major construction project or suspected or actual fraud, will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Orland Park Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,



McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Orland Park Public Library.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

**BAL INDUSTRIES**

9270 CORSAIR RD, UNIT 13, FRANKFORT, IL 60423

815 469 9278: EMAIL: Vi1959@aol.com



November 13, 2018

Mary K. Weimar  
Orland Park Public Library  
14921 Ravinia Ave.  
Orland Park, IL 60462

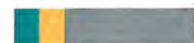
Dear Mary K. Weimar,

We at Bal Industries, INC. are please to have the opportunity to provide you a 6-month carpet cleaning program at Orland Park Public Library. We are aware of the changes that will be happening after the 6-month contract is up. The proposal that we provide for the carpet cleaning will be January 2019 thru June 2019. Then at that point we can re evaluate

The program we will continue with the color coding from last year. Our hot water Extraction is the preferred method of cleaning. This method does require effort and will take some time to dry. The use of air movement systems and HVAC systems to aide in drying time.

Thank You

Violet Johnson



These programs may be adjusted from time to time. Depending on the condition and the level of soil that is in the carpet. In any case there will be also a spot cleaning with each program. If we need to dip in others areas to spot clean, we will at the time of cleaning.

JANUARY 2019: WILL BE RED CLEANING \$510.00

FEBRUARY 2019: WILL BE RED & YELLOW CLEANING \$1440.00

MARCH 2019: WILL BE RED CLEANING \$510.00

APRIL 2019: WILL BE RED CLEANING \$510.00

MAY 2019: WILL BE THE ENTIRE BLUE, RED, YELLOW \$4000.00

JUNE 2019: WILL BE THE RED CLEANING \$510.00

If you have any questions please contact. I Violet Johnson cell: 815 342 5320

Thank you

Violet Johnson

Accepted by: \_\_\_\_\_ date \_\_\_\_\_



DRAFT

October 29, 2018

Aaron Peterson
Senior Administrative Coordinator
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, Illinois 60462

We are pleased to confirm our understanding of the services we are to provide for the Orland Park Public Library for the fiscal years ending December 31, 2018 through December 31, 2021. It is our understanding that Lauterbach & Amen, LLP will prepare the GASB 74/75 Actuarial Reports, under the Alternative Measurement Method, for the Library.

You agree to assume all management responsibilities for the actuarial services we provide; you will oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; you will evaluate the adequacy and results of the services; and you will accept responsibility for them.

Lauterbach and Amen, LLP does not assume any management responsibilities for the Library. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Fees for our services are as follows:

Table with 5 columns: Actuarial Financial Statement Reporting, Fiscal Year End December 31, 2018, Fiscal Year End December 31, 2019, Fiscal Year End December 31, 2020, Fiscal Year End December 31, 2021. Rows include implementation and preparation of GASB 74/75 Actuarial Valuation, preparation of audit friendly exhibits, attendance at meeting to present results, and total annual actuarial services.

\*The above fee table assumes implementation of the new GASB 74/75 requirements for the Library's fiscal year ending December 31, 2018. After GASB 74/75 implementation year, all OPEB reporting will follow a biennial reporting cycle and for all fiscal year ends where a full-valuation is not required, we will prepare financial statement entries based on a limited actuary's report.

Should a full GASB 74/75 actuarial valuation be needed, not completed under Alternative Measurement Method, the cost for the reports would be \$900 higher during full-year reporting and remain the same during limited-year reporting.



DRAFT

We appreciate the opportunity to be of service to the Orland Park Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Orland Park Public Library:

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_



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

**CORRESPONDENCE 1**

**Thank you note received 10/29/18 from Becky McCormack and Carol Maresh to the Board of Library Trustees thanking them for the opportunity to attend the ILA Conference in Peoria this year.**

**CORRESPONDENCE 2**

**Email received 10/30/18 from Doran Phillips of Unincorporated Palos Park to Mary Weimar and Christian Barcelona disagreeing with the library policy on issuing non-resident Orland Park Public Library Cards.**