

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
February 18, 2019 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM JANUARY 21, 2019—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

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

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

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

I. UNFINISHED BUSINESS

1. Approval of Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project -- For Action
Motion to Approve Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project
2. Approval of Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project-- For Action
Motion to Approve Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project

J. NEW BUSINESS

1. Approval of the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New York in an amount not to exceed \$2800 – For Action
Motion to approve the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New York in an amount not to exceed \$2800
2. Approval of the revisions to the Employee Handbook– For Action
Motion to approve the revisions to the Employee Handbook
3. Approval of the Illinois Public Library Annual Report for Fiscal Year 2018 – For Action
Motion to approve the Illinois Public Library Annual Report for Fiscal Year 2018
4. Approval of the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 5, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday; - For Action
Motion to approve the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 4, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday.
5. Adoption of Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board – For Action
Motion to adopt Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 21, 2019

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

Call To Order

Members present: Christian Barcelona, President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Elan Kleis, Secretary; Joanna Leafblad, Vice President (7:05)

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Stephanie Fordice, Public Information Manager; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Theresa Hildebrand, Patron Services Manager

Treasurer Jennings motioned to approve the December 17, 2018 minutes. Trustee McShane seconded. Trustee McMillan asked for clarification as to the percentage the Master Plan would need to be reduced by to achieve the 3 million dollar budget amount. Since the exact percentage is unknown that part will be omitted and the minutes were approved as amended.

Minutes

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

Motion passed. 5 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer Jennings motioned to accept the Treasurer's Report for December 2018. President Barcelona seconded. Trustee McMillan inquired about the Taxes revenue line. Finance Manager Kimmy stated PTAB's were still being received by the library. Kimmy also mentioned the IMRF Board of Trustees lowered their target return rate by a quarter percent for 2019 and this will impact the employers' percentage for their payments to IMRF for 2020 by an estimated increase of 1 to 1.5%. Director Weimar mentioned the library received two state grants within one year which is unusual and is not expected for the new fiscal year.

Treasurer's Report

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

Motion passed. 5 ayes, 0 nays, 1 absent, 1 abstained

Trustee Healy motioned to accept the payment of bills listing from 12/18/18/-1/21/19. Vice President Leafblad seconded.

Trustee Healy asked about the payment to Wight and Co. Assistant Director Adamowski said this was from the 2018 budget in regards to the consulting fees for the roofing project. President Barcelona stated Assistant Director Adamowski received an email from Wight and Company Architect Mark Nelson stating the minimum fee agreed to on the proposal was \$27,000 or 9.5% of the construction cost, whichever was more. Calculating the 9.5% fee using the cost of work for the new roofing awarded to Anthony Roofing, the revised fee would be \$42,823.33 or an increase of \$15,823.33 over the original fee. Wight and Company has made a decision not to increase the library's fee as a goodwill gesture. Trustee McMillan inquired about the automation consultant payment to Current Technologies. Digital Services Manager Lashbrook stated more monies were budgeted for this line item in 2018 and the remaining monies not expended have been rolled over into the new budget. The consulting fees have been reduced considerably for 2019 since the consultant works 4 hours instead of 8 hours each week at the library. The line item has a \$7000 cushion in it because of the reduction in consulting hours. IT staff will be handling more of the technology projects and troubleshooting issues that may arise. Trustee McMillan asked if the library's legal firm Klein Thorpe & Jenkins recently submitted a higher amount of invoices to seemingly catch up on their accounts. Finance Manager Kimmey stated the firm was behind in billing and they are now catching up. Director Weimar noted the library utilizes the services of Attorney Don Renner for PTAB information and contractual matters are handled by Attorney Dennis Walsh.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The Per Capita Grant was filed in December. The Illinois Public Library Annual Report (IPLAR) is in progress and is due by Feb. 28. The library filed the Annual Library Certification with the Illinois State Library this month which is to be completed by the end of March. The library has filed its tax exempt status for 2019. The Live and Learn Construction Grant was filed Jan. 11 requesting funds for the renovation project, and the need for expansion of the meeting room.

Librarian's Report

The South Suburban Legislative Meet-Up is Feb. 1 at 7:45 a.m. at Tinley Park Public Library. There is also a Library Trustee Forum Workshop on March 16 at the Chicago Marriot Oak Brook. The registration information is located in the trustees' folders.

Adult Services Manager Masura announced author Mary Pat Kelly will be coming to the library on March 4 to read selections of her new book *Irish Above All*. Also Catherine O'Connell will perform her Irish Tunes and Tales songs that evening, as well. Trustee Healy, friend of Ms. Kelly, was thanked for helping the library contact her. Author Mary Kubica, who resides in the Chicagoland area, will visit the library on March 25 and discuss her new book. Both authors are incredibly popular and the library is thrilled to have Adult and Outreach Services coordinating these program for the patrons. Books will be available for purchase and signing. Youth Services Manager Smits said 115 patrons came on Saturday for the dinosaur program even in snowy inclement weather. Program, circulation and building attendance statistics have all increased since 2017. Patron Services Manager Hildebrand stated circulation was up by 4.2% along with building attendance also being up by 4%.

Trustee McMillan was excited for the upcoming Beatles on Apple program the library will be having

on Jan 29. Trustee McMillan mentioned he saw the post which is being currently shared on the library Facebook account. Trustee Healy was pleased to see the Hoopla statistics had increased by almost double from last year and it was mentioned the Libby app is the updated version of Overdrive, except if you are using a Kindle device. Adult Services Manager Masura stated Kindle device users can access their eBooks through the Overdrive app. The library's Museum Pass program discussed as to the different local museums that are available for patrons to checkout a pass, if available, using their library card. Director Weimar informed the trustees of the history of the program and stated it is very popular with patrons, especially Brookfield Zoo passes. She also mentioned RAILS is trying to revamp the program by offering different venues for patrons to choose from but the details are still in process. The library pays a subscription fee each year to Innovative Experts who now manages the program. Trustee McMillan enjoyed attending the concert by String Fusion at the library last Friday. Assistant Director Adamowski informed trustees she has added a page to the monthly department reports in which staff anniversaries are listed. Three long term employees retired recently who had been with the library a combined 49 years.

Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert were very successful in clearing the snow on Saturday morning. The snowfall was quite heavy during the early morning hours but they were able to clear most of the lot before the patrons came. It took approximately 4.5 hours for them to plow and salt the lot, as well as shovel and salt the sidewalks and staff and patron entrances. School District 135 has been extremely helpful in ordering salt for the library, as well as dumping it into the spreader. The library is grateful to them for their assistance. Thank you to Adult Services Reference Librarian II Judy Brannigan, who as PIC, assisted with patron and staff entrance snow removal and salting.

The Building Maintenance Plan was recently updated from its last revision in 2014. With Maintenance Superintendent Steve Newman's assistance the plan has been made current with the existing cleaning service responsibilities, the Capital Needs Assessment, as well as the listing of vendors the library would contact in case of a system failure or needed services. The updated plan was also recently included in the Live & Learn Grant documentation that was submitted last week.

On January 16 the Management Team began writing the Strategic Plan 2019. The two-year plan will help guide Administration and staff in focusing on the various aspects of providing outstanding services and programs to the patrons. As the chair of the committee I look forward to presenting you with a draft of the plan at the March 18 board meeting. In your folders is the completed Strategic Plan 2018. Administration and staff are happy with the extensive progress that was made with the goals, objectives and action steps that were completed in a short time period. The action steps that are labeled as in progress will be moved to the new plan for reevaluation.

The library was contacted by the American Library Association concerning the library's circulation of CPR kits to patrons. Lauren Carlton of ALA's Public Programs Office was impressed with the creative way in which OPPL brought safety to the attention of our patrons. A short article and the history of how the circulation of these unique materials was written by Assistant Director Adamowski and has been included on ALA's website. Assistant Director Adamowski mentioned the library will offer CPR/AED training for all interested staff and trustees on Sunday, February 24. Lt. Chris Smith of the Orland Fire Protection District will conduct the training. Smith mentioned to Adamowski he was glad to see the library's recent newsletter promotion of the CPR kits that are available to patrons for circulation. The two CPR kits were a collaborative effort between the library and Orland Fire Protection District.

No reports at this time.

Other Staff Reports

- a. Approval of Building Committee Minutes from January 7, 2019 – For Action

Building and Maintenance

Treasurer Jennings motioned to approve the Building Committee Minutes from January 7, 2019. Trustee McShane seconded.

No Discussion

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

Motion passed. 6 ayes, 0 nays, 1 absent

b. Approval of Building Committee Minutes from January 14, 2019 – For Action

Vice President Leafblad motioned to approve the Building Committee Minutes from January 14, 2019. Trustee McShane seconded.

Trustee McMillan asked for clarification on the statement that Wight’s Head CM could not attend the meeting. Director Weimar stated Jim Nagle offered to answer questions Attorney Dennis Walsh or trustees may have about the CM’s project responsibilities before the regular January meeting, but a conversation did not take place.

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

Motion passed. 6 ayes, 0 nays, 1 absent

c. Library’s Renovation Project Update – For Discussion

The trustees questioned as to why the Conceptual/Schematic Design phase of the project of both Michael Barnes’s and Wight and Company’s proposals mirrored each other. They requested clarification if this was written in both proposals because of collaboration between the two companies. Trustee McMillan mentioned the project timeline has a completion date of July 2020 which he felt would be aggressive. Discussion was held concerning the General Conditions as outlined on page 6 of Wight and Company’s Integrated Services Proposal. The General Condition costs are included in the \$3 million budget allocated for the project. The General Conditions include on-site superintendent requirements, project management and project support which will be developed as part of the project budgeting process based on the project schedule. Trustee McMillan stated he would like to have a conversation with the architects concerning the fees associated with the project. Director Weimar mentioned she spoke with the director of the Villa Park Public Library and they are going through a construction project that includes an addition to their current building. Their project is following the Traditional Design-Bid-Build method and their construction budget is more extensive than OPPL’s budget. They have retained Wight and Company as their General Contractor.

No report at this time.

a. Social Media Policy – For Discussion

Trustee Healy pointed out grammatical and formatting edits which Director Weimar will update. Director Weimar explained comments are currently not allowed on the library’s social media accounts. The new policy will allow the library to engage with the patrons with comments being allowed that follow the guidelines of the Social Media Policy. Key staff members will moderate the Twitter, Facebook and Instagram accounts on a frequent basis to ensure reasonable civil discussions are being followed. President Barcelona mentioned the Village had received many negative comments about a recent construction project and he wondered if the same could happen with the upcoming roofing and renovation projects. Vice President Leafblad said the library renovation project should be perceived positively by the public and she would like to see the comments shared by all who follow the library’s social media outlets. Digital Services Manager Lashbrook feels there are many positive comments patrons would like to post to the library pages which will in turn be shared with many are currently being hidden unnecessarily. Vice President Leafblad asked if there were many negative comments made during the flooring project. Assistant Director Adamowski said the majority of negative comments were addressed in person while patrons were at the library. President Barcelona asked if comments could be removed. Digital Services Manager Lashbrook said they could if they did not meet the criteria set forth in the policy; but screenshots kept. Lashbrook will also research and learn more

Finance

Service & Policy

about setting up profanity filters. Assistant Director Adamowski stated when Public Information Manager Fordice answers an Ask OPPL question via email the response is only going to that one person. If she were responding to a comment via Facebook for example, the answer would go out to many others and would be a means for disseminating information to so many more patrons. Trustee Healy asked if the library would ever get voice mail back. Director Weimar stated not at this time. Any missed calls are returned in a timely manner.

b. Patron Behavior Policy revisions – For Discussion

Social Media behavior verbiage has been added to the Patron Behavior Policy for consistency between policies. Trustee Healy pointed out a section within the current Patron Behavior Policy where clarification was needed in regards to parent or legal guardian accompanying their minor child to a program for children.

No report at this time.

No report at this time.

No report at this time.

Personnel

Law

Strategic Plan

Capital
Campaign
Committee

Approval of Michael C Barnes as the Design Architect for the Library's Renovation Project – For Action

Unfinished
Business

Vice President Leafblad motioned to approve Michael C Barnes as the Design Architect for the Library's Renovation Project. Trustee McShane seconded.

Trustee McMillan stated he thought the architect fees were above the norm; generally architect fees average about 10-11% and the library's proposal shows 12.4%. Trustee McMillan also mentioned the overlap between the proposals submitted by Architect Barnes and Wight and Company for the Conceptual Development phase. He would prefer a more clear statement about the responsibilities held by each of the architects. McMillan would like to have a conversation between the two firms to discuss the fees. Treasurer Jennings stated Attorney Walsh can negotiate the proposals at hand. Vice President Leafblad and Trustee McMillan will have a discussion with the architects about the fees. Architect Barnes and Wight and Company are all knowledgeable and qualified for this project. Vice President Leafblad reminded the board that their obligation at this meeting is to approve the architects and that the board is not approving contracts at this time.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of Wight & Co for the Architect of Record and Construction Manager of the Library's Renovation Project – For Action

Vice President Leafblad motioned to approve Wight & Co for the Architect of Record and the Construction Manager of the Library's Renovation Project. Trustee McShane seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for the Orland Park Public Library Board's Building Committee to make non-monetary decisions relating to the Library's Renovation Project – For Action

Treasurer Jennings motioned to approve the Orland Park Public Library's Board's Building Committee to make non-monetary decisions relating to the Library's Renovation Project. Vice President Leafblad seconded.

Trustee Healy asked if the wording should include the additional wording of Committee 'as a whole'. Vice President Leafblad said no since it was non-monetary decisions. Treasurer Jennings pointed out any board members are welcome to attend the Building Committee meetings.

Approval of the Social Media Policy – For Action

Vice President Leafblad motioned to approve the Social Media Policy as amended. President Barcelona seconded.

As previously mentioned above grammatical edits will be made. No further discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Revisions to the Patron Behavior Policy – For Action

Treasurer Jennings motioned to approve the revisions to the Patron Behavior Policy as amended. Vice President Leafblad seconded.

The previously mentioned correction will be added. No further discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for Library Trustee(s) to attend the Illinois Library Association Legislative Meet-Up on February 1, 2019 at the Tinley Park Public Library in the amount of \$25 each – For Action

Vice President Leafblad motioned to approve Library Trustee(s) to attend the Illinois Library Association Legislative Meet-Up on February 1, 2019 at the Tinley Park Public Library in the amount of \$25 each. Trustee McShane seconded.

Director Weimar mentioned President Barcelona attended last year and he would like to attend again this year. Senator Bill Cunningham, who wrote a letter of support for the library's recently submitted Live and Learn Grant, will be in attendance.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for conference fee, travel, accommodations and meals for Wendy Xie and Theresa Hildebrand to attend the Innovative User Group Conference from May 5-8, 2019 in Phoenix, Arizona and reimburse for eligible expenses not to exceed \$2,480 – For Action

Treasurer Jennings motioned to approve conference fee, travel, accommodations and meals for Wendy Xie and Theresa Hildebrand to attend the Innovative User Group Conference from May 5-8, 2019 in Phoenix, Arizona and reimburse for eligible expenses not to exceed \$2,480. Vice President Leafblad seconded.

Patron Services Manager Hildebrand and Technical Services Manager Xie will both be attending this year. Hildebrand will attend this year as many of the workshops offered pertaining to the Polaris circulation module. It will be Hildebrands first time attending this conference.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for conference fee, travel, accommodations and meals for Kara DeCarlo to attend the Illinois Youth Services Institute in Bloomington, IL from March 21-22, 2019 and reimburse for eligible expenses not to exceed \$670 – For Action

Vice President Leafblad motioned to approve conference fee, travel, accommodations and meals for Kara DeCarlo to attend the Illinois Youth Services Institute in Bloomington, IL from March 21-22, 2019 and reimburse for eligible expenses not to exceed \$670. President Barcelona seconded.

This conference meets biennially, opposite the years in which the Public Library Association conferences are held. Youth Services Manager Brandi Smits, who is the chair of the 2019 iREAD committee, will also attend representing Illinois Association Library. Her expenses will be paid by ILA

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the wire transfers to pay bills for Fiscal Year 2019 – For Action

Vice President Leafblad motioned to approve the wire transfers to pay bills for Fiscal Year 201. Trustee McShane seconded.

Director Weimar mentioned this is completed annually in January so funds can be moved from the PMA account to Marquette Bank throughout the fiscal year.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Leafblad motioned to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:49 p.m.

Elan Kleis
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson

DRAFT

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended January 31, 2019

Revenues

There have been no tax receipts in January, but should start to receive tax receipts in February. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

Expenditures

Total Expenditures were \$ 361,426 under budget for the month and year.

Salaries is under budget by \$ 6,454 for January and the year. There are a few open positions at this time.

Salary-Maintenance is over budget by \$ 1,014 for the month and year.

Audio Visual Materials is over budget by \$ 2,651 for January and the year.

Automation-Equipment is over budget by \$1,131 for the month and year.

Automation-Line Cost is over budget by \$ 652 for January and the year.

Automation-Maintenance is over budget by \$ 4,501 for the month and year.

**Orland Park Public Library
Balance Sheet - All Funds
January 31, 2019**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	207,316	0	72,015		279,331
Cash - Marquette E-Commerce	5,623				5,623
PMA Financial Investments	5,688,776	1,196,832		608,475	7,494,082
Tax Receipts - Marquette	17,177			2,845	20,022
Special Reserve - Marquette	2	102,505			102,507
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	67,075	3,025		3,014	73,114
Property Taxes Receivable	5,538,000			980,568	6,518,568
Prepaid Expenses	245,749				245,749
Due from Debt Service	0	0	0	0	0
Total Assets	<u>11,770,018</u>	<u>1,302,362</u>	<u>72,015</u>	<u>1,594,902</u>	<u>14,739,296</u>
Liabilities & Fund Balance					
HSA W/H Payable	-900	0	0	0	-900
457 W/H Payable	-800	0	0	0	-800
Garnishment W/H Payable	111	0	0	0	111
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,538,000	0	0	980,568	6,518,568
Accounts Payable	64,694	0	0	0	64,694
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	15,928	15,928
Total Liabilities	<u>5,601,105</u>	<u>0</u>	<u>0</u>	<u>996,495</u>	<u>6,597,601</u>
Beginning Unrestricted Fund Balance	6,306,607	1,300,073	72,009	605,147	8,283,836
Fund Balance - Nonspendable	245,749	0	0	0	245,749
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds			0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-397,040</u>	<u>2,289</u>	<u>6</u>	<u>-6,739</u>	<u>-401,484</u>
Ending Fund Balance	<u>6,168,913</u>	<u>1,302,362</u>	<u>72,015</u>	<u>598,407</u>	<u>8,141,695</u>
Total Liabilities & Fund Balance	<u>11,770,018</u>	<u>1,302,362</u>	<u>72,015</u>	<u>1,594,902</u>	<u>14,739,296</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	-	461,500	0.0%	0	461,500	0.0%	5,538,000
Impact Fees	1,250	417	299.8%	1,250	417	25.0%	5,000
Replacement Taxes	1,586	1,250	126.8%	1,586	1,250	10.6%	15,000
State Grants	-	16,250	0.0%	0	16,250	0.0%	195,000
Non Resident Fees	-	125	0.0%	0	125	0.0%	1,500
Fines	5,366	4,917	109.1%	5,366	4,917	9.1%	59,000
Gifts	541	833	64.9%	541	833	5.4%	10,000
Copy Machine	847	1,000	84.7%	847	1,000	7.1%	12,000
Interest Income	10,505	7,292	144.1%	10,505	7,292	12.0%	87,500
Miscellaneous Income	362	750	48.3%	362	750	4.0%	9,000
Total Revenues	20,457	494,334	4.1%	20,457	494,334	0.3%	5,932,000
<u>Expenditures</u>							
Salaries	224,855	231,309	97.2%	224,855	231,308	8.1%	2,775,706
Salaries-Maintenance	12,618	11,604	108.7%	12,618	11,604	9.1%	139,250
Life/Health Insurance	36,188	51,250	70.6%	36,188	51,250	5.9%	615,000
Books	22,976	30,593	75.1%	22,976	30,593	6.3%	367,120
Electronic Databases	7,263	9,167	79.2%	7,263	9,167	6.6%	110,000
Periodicals	3,143	3,000	104.8%	3,143	3,000	8.7%	36,000
Audio Visual Materials	17,651	15,000	117.7%	17,651	15,000	9.8%	180,000
Audio Visual Equipment	0	42	0.0%	0	42	0.0%	500
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	475	1,050	45.2%	475	1,050	3.8%	12,600
Insurance	4,215	4,442	94.9%	4,215	4,442	7.9%	53,300
Landscaping & Groundskeeping	773	2,167	35.7%	773	2,167	3.0%	26,000
Building Maintenance	10,484	65,417	16.0%	10,484	65,417	1.3%	785,000
Security System	0	583	0.0%	0	583	0.0%	7,000
Library Office & Equipment	0	63	0.0%	0	63	0.0%	750
Legal	1,731	4,167	41.5%	1,731	4,167	3.5%	50,000
Library Consultant	2,650	3,500	75.7%	2,650	3,500	6.3%	42,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	987	1,054	93.7%	987	1,054	7.8%	12,650
Natural Gas	1,316	3,350	39.3%	1,316	3,350	3.3%	40,200
Telephone	616	750	82.1%	616	750	6.8%	9,000
Purchase - New Equipment	0	1,000	0.0%	0	1,000	0.0%	12,000
Building & Custodial Supplies	2,230	3,250	68.6%	2,230	3,250	5.7%	39,000
Building Repairs	0	1,500	0.0%	0	1,500	0.0%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,135	1,250	90.8%	1,135	1,250	7.6%	15,000
Machine Rental	0	100	0.0%	0	100	0.0%	1,200
Automation - Equipment	5,714	4,583	124.7%	5,714	4,583	10.4%	55,000
Automation - Line Costs	1,110	458	242.3%	1,110	458	20.2%	5,500
Automation - Consultant	2,449	2,500	97.9%	2,449	2,500	8.2%	30,000
Automation - Maintenance	12,418	7,917	156.8%	12,418	7,917	13.1%	95,000
Library Furniture	0	1,500	0.0%	0	1,500	0.0%	18,000
Outreach Services	448	3,625	12.4%	448	3,625	1.0%	43,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	50	500	10.0%	50	500	0.8%	6,000
Staff Training & Education	990	1,750	56.5%	990	1,750	4.7%	21,000
Conference Fees	0	600	0.0%	0	600	0.0%	7,200
Patron Programs & Events	2,120	3,583	59.2%	2,120	3,583	4.9%	43,000
Association Dues & Fees	638	500	127.7%	638	500	10.6%	6,000
Public Information	371	3,583	10.4%	371	3,583	0.9%	43,000
Library Supplies	1,201	3,750	32.0%	1,201	3,750	2.7%	45,000
Office Supplies	373	500	74.6%	373	500	6.2%	6,000
Postage	509	1,417	35.9%	509	1,417	3.0%	17,000
Printing	0	917	0.0%	0	917	0.0%	11,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	17,652	20,746	85.1%	17,652	20,746	7.1%	248,946
Contribution to FICA	17,772	18,498	96.1%	17,772	18,498	8.0%	221,978
Audit	7	1,250	0.5%	7	1,250	0.0%	15,000
Liability Ins.-D&O,Bonds,WC	2,371	4,917	48.2%	2,371	4,917	4.0%	59,000
Unemployment Compensation	0	167	0.0%	0	167	0.0%	2,000
Bank Charges	0	54	0.0%	0	50	0.0%	600
Building Renovations	0	250,000	0.0%	0	250,000	0.0%	3,000,000
Total Expenditures	417,497	778,923	53.6%	417,497	778,923	4.5%	9,347,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(397,040)	(284,589)		(397,040)	(284,589)		(3,415,000)
Interfund Transfers In / (Out)	-	0		0	0		0
Net Change in Fund Balance	(397,040)	(284,589)		(397,040)	(284,589)		(3,415,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	0	0
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	2,289	2,289	6	6	1,225	1,125
Capital Campaign	0	0	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,289	2,289	6	6	1,225	1,125
Expenditures						
Building Repairs	0	0	0	0	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	7,964
Total Expenditures	0	0	0	0	7,964	7,964
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,289	2,289	6	6	-6,739	-6,839
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,289	2,289	6	6	-6,739	-6,839

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58561	01/25/2019	ABDO-Spotlight-Magic Wagon	101010 · Cash - Marquette	-215.40
Bill	224295	01/01/2019		104311 · Books - Youth	215.40
TOTAL					<u>215.40</u>
Bill Pmt -Check	58562	01/25/2019	ADP, LLC	101010 · Cash - Marquette	-604.90
Bill	527456203	01/04/2019		104420 · Accounting	107.50
Bill	527794261	01/11/2019		104420 · Accounting	497.40
TOTAL					<u>604.90</u>
Bill Pmt -Check	58563	01/25/2019	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2335	01/05/2019		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	58564	01/25/2019	AT&T	101010 · Cash - Marquette	-92.24
Bill	1/12/19	01/12/2019		104575 · Automation - Line Costs	92.24
TOTAL					<u>92.24</u>
Bill Pmt -Check	58565	01/25/2019	Blackstone Publishing	101010 · Cash - Marquette	-18.94
Bill	1075238	01/08/2019		104342 · Audio Visual Materials-Outreach	18.94
TOTAL					<u>18.94</u>
Bill Pmt -Check	58566	01/25/2019	Blue Cross Blue Shield of IL	101010 · Cash - Marquette	-36,691.22
Bill	1/17/19	01/17/2019		104230 · Life/Health Insurance	36,691.22
TOTAL					<u>36,691.22</u>
Bill Pmt -Check	58567	01/25/2019	Cash	101010 · Cash - Marquette	-209.76
Bill	1/23/19	01/23/2019		104920 · Audit	6.70
				104620 · Staff Training & Education	10.00
				104642 · Patron Programs & Events-Youth	18.97

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104530 · Building & Custodial Supplies	4.48
				104642 · Patron Programs & Events-Youth	17.43
				104730 · Postage	2.13
				104642 · Patron Programs & Events-Youth	9.07
				104642 · Patron Programs & Events-Youth	10.00
				104642 · Patron Programs & Events-Youth	8.65
				104620 · Staff Training & Education	15.91
				104730 · Postage	7.20
				104642 · Patron Programs & Events-Youth	14.95
				104642 · Patron Programs & Events-Youth	11.28
				104642 · Patron Programs & Events-Youth	10.00
				104620 · Staff Training & Education	10.90
				104320 · Periodicals - Adult	18.98
				104642 · Patron Programs & Events-Youth	6.00
				104642 · Patron Programs & Events-Youth	13.00
				104620 · Staff Training & Education	14.11
TOTAL					<u>209.76</u>
Bill Pmt -Check	58568	01/25/2019	Cherry Lake Publishing	101010 · Cash - Marquette	-20.95
Bill	125324	01/01/2019		104311 · Books - Youth	20.95
TOTAL					<u>20.95</u>
Bill Pmt -Check	58569	01/25/2019	Comcast	101010 · Cash - Marquette	-321.02
Bill	74468018	01/01/2019		104520 · Telephone	321.02
TOTAL					<u>321.02</u>
Bill Pmt -Check	58570	01/25/2019	Comcast Cable	101010 · Cash - Marquette	-1,081.83
Bill	1/17/19	01/03/2019		104575 · Automation - Line Costs	1,017.62
				104520 · Telephone	64.21
TOTAL					<u>1,081.83</u>
Bill Pmt -Check	58571	01/25/2019	Demco Software	101010 · Cash - Marquette	-1,350.00

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	INV00008480	01/01/2019		104315 · Electronic Databases	1,350.00
TOTAL					<u>1,350.00</u>
Bill Pmt -Check	58572	01/25/2019	EBSCO	101010 · Cash - Marquette	-21,524.80
Bill	0436	01/01/2019		104321 · Periodicals - Youth	2,964.60
				104320 · Periodicals - Adult	18,560.20
TOTAL					<u>21,524.80</u>
Bill Pmt -Check	58573	01/25/2019	Findaway World, LLC	101010 · Cash - Marquette	-19.99
Bill	275356	01/01/2019		104340 · Audio Visual Materials - Adult	19.99
TOTAL					<u>19.99</u>
Bill Pmt -Check	58574	01/25/2019	Folkmanis, Inc.	101010 · Cash - Marquette	-32.20
Bill	1626578	01/04/2019		104642 · Patron Programs & Events-Youth	32.20
TOTAL					<u>32.20</u>
Bill Pmt -Check	58575	01/25/2019	Gale/Cengage Learning	101010 · Cash - Marquette	-131.96
Bill	65861309	01/09/2019		104310 · Books - Adult	12.80
Bill	65860442	01/09/2019		104310 · Books - Adult	12.80
Bill	65937327	01/14/2019		104312 · Books - Outreach	51.18
Bill	65965996	01/15/2019		104310 · Books - Adult	28.79
Bill	66025594	01/17/2019		104312 · Books - Outreach	26.39
TOTAL					<u>131.96</u>
Bill Pmt -Check	58576	01/25/2019	Gareth Stevens Publishing	101010 · Cash - Marquette	-67.80
Bill	GSL2051111	01/04/2019		104311 · Books - Youth	67.80
TOTAL					<u>67.80</u>
Bill Pmt -Check	58577	01/25/2019	Garvey's Office Products	101010 · Cash - Marquette	-155.88
Bill	PINV1662368	01/09/2019		104710 · Library Supplies	25.98

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	PINV1663736	01/11/2019		104710 · Library Supplies	31.92
Bill	PINV1665269	01/14/2019		104720 · Office Supplies	54.56
Bill	PINV1666860	01/16/2019		104720 · Office Supplies	43.42
TOTAL					<u>155.88</u>
Bill Pmt -Check	58578	01/25/2019	Grey House Publishing, Inc.	101010 · Cash - Marquette	-462.05
Bill	950856	01/01/2019		104310 · Books - Adult	462.05
TOTAL					<u>462.05</u>
Bill Pmt -Check	58579	01/25/2019	Illinois Library Association	101010 · Cash - Marquette	-100.00
Bill	1/25/19	01/25/2019		104620 · Staff Training & Education	50.00
				104610 · Board Training & Education	50.00
TOTAL					<u>100.00</u>
Bill Pmt -Check	58580	01/25/2019	Jeanne Angel	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	58581	01/25/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-349.59
Bill	9005295251	01/01/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	349.59
TOTAL					<u>349.59</u>
Bill Pmt -Check	58582	01/25/2019	MetLife	101010 · Cash - Marquette	-581.83
Bill	1/16/19	01/16/2019		104230 · Life/Health Insurance	581.83
TOTAL					<u>581.83</u>
Bill Pmt -Check	58583	01/25/2019	Midwest Tape	101010 · Cash - Marquette	-22.48
Bill	96775047	01/01/2019		104340 · Audio Visual Materials - Adult	22.48
TOTAL					<u>22.48</u>
Bill Pmt -Check	58584	01/25/2019	Orland School District 135	101010 · Cash - Marquette	-154.96

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	100	01/14/2019		104530 · Building & Custodial Supplies	154.96
TOTAL					154.96
Bill Pmt -Check	58585	01/25/2019	OverDrive, Inc.	101010 · Cash - Marquette	-190.99
Bill	04125CO19003731	01/08/2019		104310 · Books - Adult	135.99
Bill	04125DA19004350	01/08/2019		104310 · Books - Adult	55.00
TOTAL					190.99
Bill Pmt -Check	58586	01/25/2019	Penguin Random House LLC	101010 · Cash - Marquette	-67.50
Bill	1085688862	01/03/2019		104340 · Audio Visual Materials - Adult	33.75
Bill	1085688863	01/03/2019		104342 · Audio Visual Materials-Outreach	33.75
TOTAL					67.50
Bill Pmt -Check	58587	01/25/2019	Quill Corporation	101010 · Cash - Marquette	-93.28
Bill	4079975	01/09/2019		104710 · Library Supplies	93.28
TOTAL					93.28
Bill Pmt -Check	58588	01/25/2019	Recorded Books, INC	101010 · Cash - Marquette	-99.00
Bill	76132328	01/01/2019		104340 · Audio Visual Materials - Adult	99.00
TOTAL					99.00
Bill Pmt -Check	58589	01/25/2019	Reliastar Life Insurance Company	101010 · Cash - Marquette	-3,600.00
Bill	1/16/19	01/16/2019		102160 · 457 Plan W/H Payable	3,600.00
TOTAL					3,600.00
Bill Pmt -Check	58590	01/25/2019	Rourke Educational Media	101010 · Cash - Marquette	-866.00
Bill	169023	01/01/2019		104311 · Books - Youth	178.55
Bill	169022	01/01/2019		104311 · Books - Youth	367.10
Bill	169024	01/16/2019		104311 · Books - Youth	320.35

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						866.00
	Bill Pmt -Check	58591	01/25/2019	Suzan Bates	101010 · Cash - Marquette	-200.00
	Bill	2/12/19	02/12/2019		104640 · Patron Programs&Events-Outreach	200.00
TOTAL						<u>200.00</u>
	Bill Pmt -Check	58592	01/25/2019	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,655.58
	Bill	1/15/19	01/15/2019		104340 · Audio Visual Materials - Adult	3,862.54
					104341 · Audio Visual Materials - Youth	1,378.95
					104342 · Audio Visual Materials-Outreach	182.61
					104310 · Books - Adult	97.12
					104710 · Library Supplies	64.19
					104530 · Building & Custodial Supplies	278.18
					104642 · Patron Programs & Events-Youth	100.61
					104641 · Patron Programs & Events-Adult	49.42
					104570 · Automation - Equipment	2,913.61
					104550 · Lib. & Off. Eqpt Rep. & Maint	728.35
TOTAL						<u>9,655.58</u>
	Bill Pmt -Check	58593	01/25/2019	Tim Wilsey	101010 · Cash - Marquette	-150.00
	Bill	2/7/19	02/07/2019		104640 · Patron Programs&Events-Outreach	150.00
TOTAL						<u>150.00</u>
	Bill Pmt -Check	58594	01/25/2019	Village of Orland Park Water	101010 · Cash - Marquette	-987.23
	Bill	1/31/19	01/31/2019		104515 · Water & Sewer	987.23
TOTAL						<u>987.23</u>
	Bill Pmt -Check	58595	01/25/2019	Village of Orland Park	101010 · Cash - Marquette	-126.46
	Bill	30924988	01/11/2019		104600 · Outreach Services	126.46
TOTAL						<u>126.46</u>

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58596	01/25/2019	Weblinx Inc.	101010 · Cash - Marquette	-2,650.00
Bill	26950	01/07/2019		104497 · Library Consultant	2,650.00
TOTAL					<u>2,650.00</u>
Bill Pmt -Check	58597	02/08/2019	ADP, LLC	101010 · Cash - Marquette	-497.40
Bill	529568138	02/01/2019		104420 · Accounting	497.40
TOTAL					<u>497.40</u>
Bill Pmt -Check	58598	02/08/2019	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2325 '19	02/01/2019		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	58599	02/08/2019	Audubon	101010 · Cash - Marquette	-45.00
Bill	2/8/19	02/08/2019		104320 · Periodicals - Adult	45.00
TOTAL					<u>45.00</u>
Bill Pmt -Check	58600	02/08/2019	Blackstone Publishing	101010 · Cash - Marquette	-287.80
Bill	1078486	01/10/2019		104342 · Audio Visual Materials-Outreach	30.94
Bill	1085558	01/17/2019		104342 · Audio Visual Materials-Outreach	18.94
Bill	1087057	01/22/2019		104342 · Audio Visual Materials-Outreach	168.04
Bill	1088375	01/25/2019		104342 · Audio Visual Materials-Outreach	69.88
TOTAL					<u>287.80</u>
Bill Pmt -Check	58602	02/08/2019	Cardmember Service	101010 · Cash - Marquette	-2,378.19
Bill	January 2019	01/01/2019		104570 · Automation - Equipment	14.99
				104570 · Automation - Equipment	297.42
				104570 · Automation - Equipment	239.98
				104570 · Automation - Equipment	711.98
				104660 · Public Information	135.47
				104642 · Patron Programs & Events-Youth	5.96

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104530 · Building & Custodial Supplies	23.63
				104641 · Patron Programs & Events-Adult	29.37
				104642 · Patron Programs & Events-Youth	5.99
				104530 · Building & Custodial Supplies	75.94
				104650 · Association Dues & Fees	180.00
				104642 · Patron Programs & Events-Youth	22.00
				104580 · Automation - Maintenance	99.00
				104620 · Staff Training & Education	50.00
				104530 · Building & Custodial Supplies	60.75
				104660 · Public Information	243.75
				104530 · Building & Custodial Supplies	30.92
				104620 · Staff Training & Education	138.70
				104710 · Library Supplies	138.61
				104320 · Periodicals - Adult	11.69
TOTAL					<u>2,516.15</u>
Bill Pmt -Check	58603	02/08/2019	Cavendish Square	101010 · Cash - Marquette	-215.56
Bill	CAL3167231	01/24/2019		104311 · Books - Youth	215.56
TOTAL					<u>215.56</u>
Bill Pmt -Check	58604	02/08/2019	Center Point Large Print	101010 · Cash - Marquette	-70.11
Bill	1650747	01/01/2019		104310 · Books - Adult	23.37
Bill	1655583	01/03/2019		104310 · Books - Adult	23.37
Bill	1655819	01/03/2019		104310 · Books - Adult	23.37
TOTAL					<u>70.11</u>
Bill Pmt -Check	58605	02/08/2019	Christine Thornton	101010 · Cash - Marquette	-300.00
Bill	2/12/19	02/12/2019		104642 · Patron Programs & Events-Youth	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	58606	02/08/2019	CIBC	101010 · Cash - Marquette	-2,600.00
Bill	2/7/19	02/07/2019		104230 · Life/Health Insurance	2,600.00

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						2,600.00
	Bill Pmt -Check	58607	02/08/2019	Connie Marshall	101010 · Cash - Marquette	-300.00
	Bill	2/14/19	02/14/2019		104640 · Patron Programs&Events-Outreach	300.00
TOTAL						300.00
	Bill Pmt -Check	58608	02/08/2019	Conserv FS, Inc	101010 · Cash - Marquette	-98.85
	Bill	66026015	01/23/2019		104530 · Building & Custodial Supplies	98.85
TOTAL						98.85
	Bill Pmt -Check	58609	02/08/2019	Current Technologies Corporation	101010 · Cash - Marquette	-4,240.38
	Bill	9074	01/29/2019		104580 · Automation - Maintenance	137.53
	Bill	9072	01/30/2019		104580 · Automation - Maintenance	4,102.85
TOTAL						4,240.38
	Bill Pmt -Check	58610	02/08/2019	Daily Southtown	101010 · Cash - Marquette	-221.00
	Bill	1/23/19	01/23/2019		104320 · Periodicals - Adult	221.00
TOTAL						221.00
	Bill Pmt -Check	58611	02/08/2019	David Clark	101010 · Cash - Marquette	-180.00
	Bill	2/19/19	02/19/2019		104640 · Patron Programs&Events-Outreach	180.00
TOTAL						180.00
	Bill Pmt -Check	58612	02/08/2019	Fidelity Security Life Insurance Co	101010 · Cash - Marquette	-342.31
	Bill	163789877	02/01/2019		104230 · Life/Health Insurance	342.31
TOTAL						342.31
	Bill Pmt -Check	58613	02/08/2019	Findaway World, LLC	101010 · Cash - Marquette	-400.32
	Bill	276680	01/17/2019		104341 · Audio Visual Materials - Youth	400.32

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						400.32
	Bill Pmt -Check	58614	02/08/2019	Gale/Cengage Learning	101010 · Cash - Marquette	-790.09
	Bill	66025008	01/17/2019		104312 · Books - Outreach	766.89
	Bill	66196242	01/25/2019		104310 · Books - Adult	23.20
TOTAL						<u>790.09</u>
	Bill Pmt -Check	58615	02/08/2019	Garvey's Office Products	101010 · Cash - Marquette	-134.35
	Bill	PINV1669438	01/21/2019		104720 · Office Supplies	96.48
	Bill	PINV1670142	01/22/2019		104720 · Office Supplies	69.79
TOTAL						<u>166.27</u>
	Bill Pmt -Check	58616	02/08/2019	Grainger	101010 · Cash - Marquette	-72.63
	Bill	9075214248	02/01/2019		104530 · Building & Custodial Supplies	72.63
TOTAL						<u>72.63</u>
	Bill Pmt -Check	58617	02/08/2019	Grey House Publishing, Inc.	101010 · Cash - Marquette	-345.00
	Bill	353418	01/29/2019		104310 · Books - Adult	345.00
TOTAL						<u>345.00</u>
	Bill Pmt -Check	58618	02/08/2019	Home Depot Credit Services	101010 · Cash - Marquette	-76.36
	Bill	1/28/19	01/28/2019		104530 · Building & Custodial Supplies	76.36
TOTAL						<u>76.36</u>
	Bill Pmt -Check	58619	02/08/2019	Illinois Library Association	101010 · Cash - Marquette	-250.00
	Bill	158163	01/08/2019		104650 · Association Dues & Fees	250.00
TOTAL						<u>250.00</u>
	Bill Pmt -Check	58620	02/08/2019	Impact Networking, LLC	101010 · Cash - Marquette	-189.00

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	1321209	01/14/2019		104710 · Library Supplies	189.00
TOTAL					189.00
Bill Pmt -Check	58621	02/08/2019	Industrial Appraisal Company	101010 · Cash - Marquette	-165.00
Bill	1/24/19	01/24/2019		104495 · Legal	165.00
TOTAL					165.00
Bill Pmt -Check	58622	02/08/2019	Ingram Library Services	101010 · Cash - Marquette	-6,344.91
Bill	See Detail List	02/08/2019		104310 · Books - Adult	3,152.02
				104312 · Books - Outreach	111.56
				104311 · Books - Youth	3,081.33
TOTAL					6,344.91
Bill Pmt -Check	58623	02/08/2019	Innovative Interfaces, Inc.	101010 · Cash - Marquette	-36,892.35
Bill	INV-INC20673	01/15/2019		104580 · Automation - Maintenance	36,892.35
TOTAL					36,892.35
Bill Pmt -Check	58624	02/08/2019	Jorson & Carlson, Inc.	101010 · Cash - Marquette	-65.75
Bill	0571433	01/24/2019		104450 · Building Maintenance	65.75
TOTAL					65.75
Bill Pmt -Check	58625	02/08/2019	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-1,308.72
Bill	1/24/19	01/24/2019		104495 · Legal	6.72
Bill	1/29/19	01/29/2019		104495 · Legal	1,302.00
TOTAL					1,308.72
Bill Pmt -Check	58626	02/08/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-57.09
Bill	9005339755	01/19/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	57.09
TOTAL					57.09

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58627	02/08/2019	Laura Hoffman	101010 · Cash - Marquette	-300.00
Bill	2/15/19	02/15/2019		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	58628	02/08/2019	M. Cooper Winsupply Company	101010 · Cash - Marquette	-8.66
Bill	S2013712.001	01/15/2019		104530 · Building & Custodial Supplies	8.66
TOTAL					<u>8.66</u>
Bill Pmt -Check	58629	02/08/2019	Manufacturers' News, Inc.	101010 · Cash - Marquette	-231.90
Bill	289224-01 2	01/18/2019		104310 · Books - Adult	231.90
TOTAL					<u>231.90</u>
Bill Pmt -Check	58630	02/08/2019	Midwest Tape	101010 · Cash - Marquette	-3,444.98
Bill	96856415	01/15/2019		104341 · Audio Visual Materials - Youth	159.96
Bill	96887861	01/23/2019		104341 · Audio Visual Materials - Youth	120.97
Bill	96918486	01/30/2019		104340 · Audio Visual Materials - Adult	107.98
Bill	96939515	01/31/2019		104311 · Books - Youth	83.24
				104341 · Audio Visual Materials - Youth	303.33
				104310 · Books - Adult	465.84
				104340 · Audio Visual Materials - Adult	2,203.66
TOTAL					<u>3,444.98</u>
Bill Pmt -Check	58631	02/08/2019	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
Bill	1/27/19	01/27/2019		104730 · Postage	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	58632	02/08/2019	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
Bill	7024	02/01/2019		104450 · Building Maintenance	6,455.00
TOTAL					<u>6,455.00</u>

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58633	02/08/2019	Nicor Gas	101010 · Cash - Marquette	-1,315.60
Bill	1/21/19	01/21/2019		104517 · Natural Gas	1,315.60
TOTAL					<u>1,315.60</u>
Bill Pmt -Check	58634	02/08/2019	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-74.64
Bill	6459634	02/01/2019		104450 · Building Maintenance	74.64
TOTAL					<u>74.64</u>
Bill Pmt -Check	58635	02/08/2019	OverDrive, Inc.	101010 · Cash - Marquette	-3,612.38
Bill	04125CO19007538	01/14/2019		104310 · Books - Adult	1,289.98
Bill	04125CO19012746	01/22/2019		104340 · Audio Visual Materials - Adult	269.66
Bill	04125CO19014571	01/24/2019		104310 · Books - Adult	895.95
Bill	04125CO19016333	01/28/2019		104340 · Audio Visual Materials - Adult	713.93
Bill	04125CO19016392	01/28/2019		104311 · Books - Youth	127.98
Bill				104311 · Books - Youth	277.90
Bill				104310 · Books - Adult	36.98
TOTAL					<u>3,612.38</u>
Bill Pmt -Check	58636	02/08/2019	Park Ace Hardware	101010 · Cash - Marquette	-95.09
Bill	1/31/19	01/31/2019		104530 · Building & Custodial Supplies	95.09
TOTAL					<u>95.09</u>
Bill Pmt -Check	58637	02/08/2019	Penguin Random House LLC	101010 · Cash - Marquette	-116.25
Bill	1085835171	01/11/2019		104342 · Audio Visual Materials-Outreach	30.00
Bill	1085973710	01/16/2019		104342 · Audio Visual Materials-Outreach	56.25
Bill	1086193491	01/25/2019		104342 · Audio Visual Materials-Outreach	30.00
TOTAL					<u>116.25</u>
Bill Pmt -Check	58638	02/08/2019	Quill Corporation	101010 · Cash - Marquette	-108.99
Bill	4107899	01/10/2019		104720 · Office Supplies	108.99

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						108.99
	Bill Pmt -Check	58639	02/08/2019	Recorded Books, INC	101010 · Cash - Marquette	-794.85
	Bill	76050789	01/01/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76104419	01/01/2019		104340 · Audio Visual Materials - Adult	40.49
	Bill	76166405	01/08/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76167229	01/10/2019		104340 · Audio Visual Materials - Adult	31.50
	Bill	76168613	01/11/2019		104340 · Audio Visual Materials - Adult	58.49
	Bill	76168536	01/11/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76168996	01/14/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76170013	01/16/2019		104340 · Audio Visual Materials - Adult	53.99
	Bill	76170101	01/16/2019		104340 · Audio Visual Materials - Adult	39.99
	Bill	76170186	01/16/2019		104340 · Audio Visual Materials - Adult	39.99
	Bill	76171242	01/17/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76171410	01/18/2019		104340 · Audio Visual Materials - Adult	80.49
	Bill	76174936	01/25/2019		104340 · Audio Visual Materials - Adult	26.99
	Bill	76175870	01/28/2019		104340 · Audio Visual Materials - Adult	40.49
	Bill	76176783	01/29/2019		104340 · Audio Visual Materials - Adult	36.00
	Bill	76178209	01/31/2019		104340 · Audio Visual Materials - Adult	31.50
	Bill	76177963	01/31/2019		104340 · Audio Visual Materials - Adult	31.50
	Bill	76178997	02/01/2019		104340 · Audio Visual Materials - Adult	35.99
	Bill	76179419	02/04/2019		104340 · Audio Visual Materials - Adult	36.00
	Bill	76179165	02/04/2019		104340 · Audio Visual Materials - Adult	31.49
TOTAL						<u>794.85</u>
	Bill Pmt -Check	58640	02/08/2019	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-2,479.65
	Bill	725256	01/29/2019		104450 · Building Maintenance	2,479.65
TOTAL						<u>2,479.65</u>
	Bill Pmt -Check	58641	02/08/2019	Salem Press	101010 · Cash - Marquette	-706.42
	Bill	165966	01/02/2019		104310 · Books - Adult	163.02
	Bill	165965	01/02/2019		104310 · Books - Adult	271.70
	Bill	165967	01/02/2019		104310 · Books - Adult	271.70

Orland Park Public Library
Check Detail
January 22 through February 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						706.42
	Bill Pmt -Check	58642	02/08/2019	Shorewood Home & Auto Inc	101010 · Cash - Marquette	-68.70
	Bill	03-104185	01/28/2019		104530 · Building & Custodial Supplies	68.70
TOTAL						<u>68.70</u>
	Bill Pmt -Check	58643	02/08/2019	Sprint	101010 · Cash - Marquette	-230.35
	Bill	3360448211-170	01/30/2019		104520 · Telephone	230.35
TOTAL						<u>230.35</u>
	Bill Pmt -Check	58644	02/08/2019	Sunlight Maintenance Supply	101010 · Cash - Marquette	-916.64
	Bill	6467	01/14/2019		104530 · Building & Custodial Supplies	233.51
	Bill	16986	01/19/2019		104530 · Building & Custodial Supplies	28.00
	Bill	6471	01/22/2019		104530 · Building & Custodial Supplies	370.90
	Bill	6509	01/30/2019		104530 · Building & Custodial Supplies	284.23
TOTAL						<u>284.23</u>
	Bill Pmt -Check	58645	02/08/2019	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-56.89
	Bill	2/8/19	02/08/2019		102171 · Garnishment W/H Payable	111.12
TOTAL						<u>111.12</u>
				Subtotal - Checks		\$163,889.22
				Gross Payroll on 1/31/19		\$120,928.07
				Payment to Village for IMRF for January, 2019		\$26,384.33
				Gross Payroll on 2/15/2019		\$115,114.25
				Grand Total		<u><u>\$426,315.87</u></u>

Adult Services Board Report January 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 1/3; 10 adults

Six genre books discussions 1/5, 1/10, 1/15, 1/16, 1/24, 1/28; 38 adults

ProQuest Newspapers Database 1/8; 3 adults

Unwind: Knit, Crochet, and Needlework 1/9, 1/16, 1/23; 4 adults

DIY Drop-In 1/9; 7 adults

eBooks Drop-In 1/10, 1/15 1/21; 1 adults

Bingo 1/12; 0 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended Novelist Getting Started with LibraryAware (Webinar) on Jan 8, 2019

Kortnee Fingler attended Presenting the 2019 Carnegie Shortlist (Webinar--Booklist) on Jan 8, 2019

Diane Srebro attended Novelist Circulating Ideas (Webinar) on Jan 10, 2019

Diane Srebro attended Why Read Science Fiction & How to Help Those Who Do (Webinar) on Jan 24, 2019

Diane Srebro attended LibraryAware Novelist (Teleconference) on Jan 24, 2019

STATISTICS

Database Statistics January 2019-2018 Comparison

<u>Database</u>	<u>2019</u>	<u>2018</u>	<u>Data Type</u>
Ancestry Library Edition	556	284	Total Searches
Careers College	7	26	Total Users
Consumer Reports	112	84	Total Log-Ins
EBSCO	570	2538*	Total Searches
Gale Virtual Reference Library	11	41	Total Searches
Heritage Quest	168	89	Total Searches
Lynda.com	127	121	Total Log-Ins
Mango Languages	120	115	Total Sessions
OCLC	4770	7773	Total Searches
ProQuest	130	102	Total Searches
Reference USA	82	437	Total Searches
Weiss & Street Financial Ratings	48	22	Total Log-Ins

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

Statistics from web forms

<u>Category</u>	<u>01/2019</u>	<u>01/2018</u>
Reference	3208	3781
Reference Remote	136	213
Non-Reference	250	337
N-R Remote	45	35
Extended Help	14	32
Passive Programming	9	21
Program Attendance	63*	91
Items shelved	16747	19945
Carts shelved	269	271

* Due to the weather, many of our January programs had fewer attendees

GRANTS/SPECIAL PROJECTS

Judy Brannigan nominated the manuscripts of two writers from the Orland Park Public Library Writers Group for the *Soon To Be Famous Illinois Author Manuscript Project* competition on January 2, 2019.

CUSTOMER SERVICE LOG

1-3-19 Patron wanted to sign up for Winter Reading but when I explained the team system, she was not a fan: "What was wrong with the old way? You're not doing this for summer are you?" I tried to persuade her to try the new format, but she opted to sit out this time. Katie A.

1-3-19 Patron requested a book discussion book. I went back to the workroom to retrieve the requested copy. Patron comment: I liked it better when you had all the book discussion books at the back of the desk. I could just pick up my own copy. Now I have to bother you to get a copy for me. Andy M.

1-3-19 A patron signing up for Winter Reading wanted to know how it worked this year. So, I explained it to her. Patron Comment: I hate working as a team. I had to do that in college and two girls didn't do their fair share and still got an "A" because three of us worked our butts off. (Patron still signed up). Andy M.

1-4-19 Patron Comment: Would you please consider keeping the *Barron's* newspaper at the desk. Someone keeps taking the stock data section in the back of the newspaper. Peter T.

1-4-19 Received a suggestion that we add signage to the Performance DVD section within the stacks. The foreign films, TV series, and anime DVDs all have stickers to indicate what they are, but there is no sticker or signage for the Performance DVDs. Katie A.

1-7-19 Helping a patron with the Consumer Reports database. Thank you for all your help. Dan in IT is always very helpful too. Andy M.

1-7-19 Helping a patron find a large print book. "You guys are always so helpful!" Kortnee F.

1-9-19 Helping a patron find a book. Comment: This is the most beautiful library I've ever been in. Every time I come in here, I'm always so impressed. Staff is so friendly and helpful. In Chicago, where I'm from, they just look at you like "what do you want?" Thanks again for your help. Andy M

1-9-19 Senior patron using a cane was making her way to the IT Department: "I don't know why you put the computers on the second floor and all the way down here. You should have something on the main floor for the elderly." Katie A.

1-17-17 Winter Reading participant: "I wish you had some kind of log for keeping track of what I've read. It's hard to remember!" Katie A.

1-18-19 Patron picking up tax forms: "Thank you for having these, especially with the IRS office closed. Thank you--I really appreciate it." Katie A.

1-29-19 Patron e-mailed she couldn't access an Overdrive e-book. Judy Brannigan reordered the e-book since its license had expired. Patron e-mailed "Thank you for the quick response."

A member of the OPPL Writers Group acknowledged the support and inspiration the Group provided him, especially on the manuscript he submitted to the Soon to be Famous Authors Manuscript Project. He added a special acknowledgement to Judy Brannigan for her support and encouragement for all the group's members, and noted what a positive place the Writers Group has become for all writers.

Patron Services Board Report January 2019

PERSONNEL

Patron Services Clerk, Therese Coppolino resigned her position as of January 22, 2019 for personal reasons.

Patron Services Clerk, Jenna Schwartz resigned her position to accept a position with our Adult Services Department, effective January 30, 2019

Theresa Hildebrand conducted interviews from a pool of 41 applicants. We hope to extend two offers in early February.

CONTINUING EDUCATION/MEETINGS ATTENDED

Rebecca Crume-Simmons attended People: Difficult or Different? Effectiveness Institute (OPPL Webinar) on Jan 11, 2019

Building Rapport with customers (Lynda.com webinar)

- Theresa Hildebrand attended on Jan 14, 2019
- Laura Larson attended on Jan 18, 2019
- Abigail Kearns attended on Jan 19, 2019
- Julie Pryor attended on Jan 23, 2019

STATISTICS

Patron Services assisted our patrons with 78 reference questions, in-person and by phone during the month of January.

	Circulation			Patron attendance			In-House Checkins			Polaris Search Sessions			Overdrive Registrations	
Month	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018
Jan	55,450	55,988	-0.96%	30,657	35,020	-12.46%	3,341	3,544	-5.73%	16,262	15,803	2.90%	52	59
Feb		50,683			36,111			3,395			14,115			51
March		57,407			42,485			3,739			15,640			49
April		54,404			39,007			3,411			15,234			60
May		49,701			36,101			3,075			14,510			51
June		63,248			38,793			4,002			15,223			71
July		62,697			40,033			4,110			16,153			92
Aug		57,759			36,214			3,632			15,329			54
Sept*		52,657			32,301			2,635			14,081			53
Oct		57,422			35,073			3,264			14,606			44
Nov		57,681			33,801			3,415			14,181			40
Dec	0									0				
TOTAL	55,450	619,647		30,657	404,939		3,341	38,222		16,262	164,875		52	624

	Hoopla			Overdrive			RB Digital / Zinio			Museum passes	
Month	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018
Jan	1,507	1,134	32.89%	4,076	3,821	6.67%	750	377	98.94%	8	6
Feb		1,244			3,559			302			4
March		1,317			3,761			295			13
April		1,183			3,798			293			13
May		1,069			3,644			287			21
June		1,032			3,751			304			29
July		1,162			4,078			273			29
Aug		1,203			4,103			346			37
Sept		1,145			3,754			362			19
Oct		1,258			3,654			661			24
Nov		1,242			3,444			842			7
Dec	0			0			0				
TOTAL	1,507	12,989		4,076	41,367		750	4,342		8	202

CUSTOMER SERVICE LOG

01/03/2019 (Reciprocal Borrower using Self Check-Out) "Everyone has been so helpful. This library is 5 star." - Julie P.

01/04/2019 (Accompanying an Outreach patron up to the Computer Lab) This library is so beautiful! Don't get me wrong, I'm glad you guys come out to the home to bring me stuff but I wanted to see the actual building. This place is amazing! Heck, if the bus can bring me here ~ I'm coming in person from now on." Theresa H.

01/04/2019 (Welcome Desk) I'm a Tinley Park patron, but I like this library way more. What would it cost me to buy an Orland Park Library card? I want to be an "official" member of this library. She was pleased to learn that as a Tinley Park patron she had access to all of our materials and could even place holds. Theresa H.

01/04/2019 (Welcome Desk) Checking out a patron after looking up a book for her. "Thank you for all your help. Everyone here is so nice. It always amazes me how nice everyone is. This is a great place." - Laura L.

01/08/2019 (Welcome Desk) Patron upon exiting the library. "Thank you for all that you do. I like coming here." - Laura L.

01/08/2019 (Welcome Desk) Patron commented on our "Snow Many Books" decorations, "I like the giant snowflakes. Who made the decorations? It looks so pretty. I also love the book tree upstairs." - Laura L.

01/09/2019 (Checkout Desk) Patron remarked, "I love your snowflakes! Did someone make them?" I told her yes, we have some talented staff members. - Nadine L.

01/10/2019 (Checkout Desk) "I couldn't believe it when I saw in your newsletter that you had CPR kits. This is just great." Patron who was checking out our CPR kit. Theresa H.

01/10/2019 (Welcome Desk) Patron registering for a library card. "It is cumbersome to have to show 2 proofs of ID to get a card. I already had to show proof of residence to get a Driver's License." - Julie P.

01/11/2019 (Welcome Desk) "I love the part of the receipt that tells you how much money you saved by using the library." - Laura L.

01/14/2019 (Phone renewal for Palos Heights patron) "I'm so glad that you allow your Palos pals to participate in using your library. I love it so much, you are all so nice." - Theresa H.

01/16/2019 (Patron exiting the library) "I love this place. I could stay all day here." - Laura L.

01/18/2019 (Entering Library) Patron was impressed with the large snowflake cut-outs on the windows. - Julie P.

01/23/2019 (Welcome Desk) "I love the snowflakes! Did someone make them?" On telling her they were made by our Decorating Committee, she said, "Well the Decorating Committee did a great job!" - Laura L.

01/23/2019 (Welcome Desk) Patron returning books and looking for a new book. "This Library just keeps getting better and better. You always have something new and something going on." - Laura L.

01/31/2019 (Calling patron in regards to expired hold) "Oh, I appreciate you guys hanging onto them. I'll be in Friday morning to pick 'em up." - Theresa H.

01/31/2019 (Calling patron in regards to expired hold) "Oh my Gosh!! You still have it?!?! I'm going to come get it tomorrow! I'm so glad you didn't send it back." - Theresa H.

Graphics Board Report January 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work this month focused on:

Monthly e-blast with news/programs/events happening in Feb. 2019 sent Jan. 25

1 video for social media (T-Rexplorers)

Mass emails for Hoopla (sent Jan. 18), Closing Early for Icy Weather (sent Jan. 22), Weather Closures (sent Jan. 29), Rescheduled Programs (sent Jan. 29), and Delayed Opening (sent Jan. 30)

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Fordice attended *RAILS: Getting All the Right Stuff Done: Goal Setting and Measurement* (Webinar) on Jan. 17, 2019

Stephanie Fordice attended RAILS/ILA Marketing Meeting in Burr Ridge on Jan. 29, 2019

STATISTICS

2,376 Facebook followers

730 Instagram followers

2,009 Twitter followers

456 Pinterest followers

17,811 Emails on the marketing email list

18 Meeting room requests received

142 Graphics requests completed

Delivered 75 Welcome Bags

CUSTOMER SERVICE LOG

Patron on Jan. 29th via email regarding the library closures for 1/29 and 1/30 announced in e-blast: "Thank You and SMART. People should stay home. You all be safe too."

Patron on Jan. 29th via email regarding the library closures for 1/29 and 1/30 announced in e-blast: "Thank you! Great idea!!!"

Information Technology Board Report January 2019

STATISTICS

Category	Jan 2019	Jan 2018
Study Room Usage	375	410
Patrons Assisted	357	412
Extended Assistance	112	58
Total PC Usage	1504	1739
Total Web pages	31660	30723
Number of Classes	9	11
Total Class Attendance	101	55
Wireless Usage	2907	3348

CUSTOMER SERVICE LOG

01/03/19 - Intro to iPad Part 1 - Numerous versions of iPad made some explanations less clear.

01/03/19 - Intro to iPad Part 1 - Suggestions for future classes: Show us how to sync iPhone to iPad.

01/03/19 - Intro to iPad Part 1 - Suggestions for future classes: Thought we would review all the "settings" info in order...

01/03/19 - Intro to iPad Part 1 - Too many people were talking together – distraction in class.

01/03/19 - Intro to iPad Part 1 – Too fast to follow.

01/24/19 - Intro to iPad Part 4 – Spoke well to all levels of experience.

01/24/19 - Intro to iPad Part 4 – Instructor always willing to help.

01/24/19 - Intro to iPad Part 4 - Suggestions for future classes: Only attended last 2 classes – need to attend all 4 classes.

01/24/19 - Intro to iPad Part 4 – Interesting, but hard to put it all together.

01/24/19 - Intro to iPad Part 4 – 1st class was a bit disorganized, but classes #2, 3 & 4 were fine and handouts were good. Lots of good tips in this class.

01/24/19 - Intro to iPad Part 4 – Dan did a great job. Thank you.

01/24/19 - Intro to iPad Part 4 – Dan did a great job.

01/24/19 - Intro to iPad Part 4 – Too much to cover in the allotted time – class too large.

01/24/19 - Intro to iPad Part 4 – I have lots to learn. Thank you!

01/24/19 - Intro to iPad Part 4 – The last class was the best.

01/29/19 - Intro to Word – Reinforced and reminded me of features I have used.

Outreach Services Board Report January 2019

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, 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 Founding Documents Collection.

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 DECA competition (Moraine Valley Community College) on Jan 25, 2019

Kelly Cuci attended Improve Your Health with Proper Ergonomics (Webinar) on Jan 28, 2019

Cathy DiGiorgio attended Improve Your Health with Proper Ergonomics (Webinar) on Jan 28, 2019

Kelly Cuci attended Maintaining Respect and Civility in the Workplace (Webinar) on Jan 28, 2019

Cathy DiGiorgio attended Maintaining Respect and Civility in the Workplace (Webinar) on Jan 28, 2019

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 528. *2018: 14 programs were given with a total of 490 patrons. Please note that two January programs were rescheduled for February due to inclement weather.*

Breakout:

1/4/19	Meet the Artist - Kevin O'Connell	15
1/9/19	All Levels Yoga	50

1/10/19 Afternoons @ OPPL - The Book Club	12
1/15/19 Cut to the Chase! Which DNA Kit Do I Buy?	50
1/16/19 All Levels Yoga	50
1/17/19 Comedy Plex	52
1/18/19 Showcase - String Fusion	241
1/23/19 All Levels Yoga	48
1/25/19 Friday Film Series - A Quiet Place	2
1/26/19 Sewing With Kelly	8

Offsite Adult Programs:

11 programs were given with a total of 189 patrons attending. *2018: 11 programs were given with a total of 188 patrons attending.*

Breakout:

1/2/19 Senior Living Visits	6
1/3/19 SmartArt iPad	3
1/7/19 Senior Living Visits	25
1/8/19 Senior Living Visits	15
1/9/19 Senior Living Visits	17
1/16/19 Orland Township Drop-in Visit	26
1/17/19 Remember When with Brookdale	17
1/18/19 Orland Township Drop-in Visit	16
1/21/19 Senior Living Visits	22
1/22/19 Senior Living Visits	17
1/23/19 Senior Living Visits	15

Train Station Books:

Three Train Stations - **30**, 2018 - 46

Passive Programming

Nursing Homes - **30**, *New Statistic*

Program Flyer Distribution Stats:

Village of Orland Park - **495**, 2018 - 1200

Sportsplex - **332**, 2018 - 1200

Train Stations - **30**, 2018 - 46

During programs - **157**, 2018 - 300

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1003 items circulated with 1706 checkouts and 109 renewals. *2018: 880 items circulated with 1658 checkouts and 210 renewals.*

Visits to single-family homebound patrons totaled 27. *2018: Visits totaled 25.*

5 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. *2018: 3 new homebound library cards were issued. 4 cards were discontinued. 2 cards were renewed.*

OS staff logged 798 reference transactions. *2018: 1251 reference transactions.*

OS staff logged 58 programming questions. *2018: 40 programming questions.*

OS staff logged 24 exhibit questions. *2018: 26 exhibit questions.*

GRANTS/SPECIAL PROJECTS

Outreach Services staff, Kelly Cuci and Duke Phelps added rare books, NASA and Kennedy artifacts to the internal database. Some items were scanned using the new archival equipment.

Theresa Marketti and Katie Mitchel started looking into ideas for new offsite programming.

Cathy DiGiorgio and Duke Phelps procured two food sponsorships for the author events coming in March; City Barbecue and Square Celt.

CUSTOMER SERVICE LOG

1/3/19 SmartArt iPad program

"Thank you for coming." Cathy D.

Thank you for showing us how the iPads work." Cathy D.

1/8/19 Homebound Delivery

"Thank you so much." Theresa M.

1/9/19 Homebound Delivery

"This is such a great service you provide." Theresa M.

1/9/19 Nursing Home book delivery

"Thank you." Theresa M.

1/9/19 All Levels Yoga program

"This is such a wonderful class." Cathy D.

"Thank you for having this great class." Cathy D.

"Thank you for having Marti back!" Cathy D.

"We really appreciate your putting this yoga class back in the schedule." Cathy D.

"Thank you for having yoga back." Cathy D.

"Thank you for all of the wonderful programs you have." Cathy D.

1/10/19 Afternoons @ OPPL - The Book Club program

"Thank you, nice movie." Duke P.

"Good show." Duke P.

1/15/19 Cut to the Chase! Which DNA Kit Do I Buy program

"Great program!" Cathy D.

"Very informative." Cathy D.

"Thank you." Cathy D.

"Glad to see she will be returning in February." Cathy D.

"What great fun." Cathy D.

"Have them back." Cathy D.

"Thank you." Cathy D.

"Loved this." Cathy D.

"They were great. Do this again." Cathy D.

"You do such wonderful programs." Cathy D.

"Thank you." Cathy D.

1/18/19 Telephone call from patron

"I want to send a letter to Kelly and the Department. I think you guys do so much and need to be appreciated and thanked." Theresa M.

1/18/19 Showcase - String Fusion program

"He played some good songs. Thanks for tonight." Duke P.

"Nice program. Keep them coming." Duke P.

1/22/19 Homebound Delivery

"Thank you for the services." Theresa M.

1/31/19 Homebound Delivery

"I love you guys." Theresa M.

GRANTS/SPECIAL PROJECTS

- Technical Services staff deleted over 8,500 items from the library system.
- Wendy added 200 Hoopla eBooks into Polaris. Entering keywords of “OPPL Hoopla eBook” can retrieve these titles together.
- Wendy added 199 Hoopla Audiobooks into Polaris. Entering keywords of “OPPL Hoopla Audio eBook” can retrieve these titles together.
- Wendy added 150 Hoopla Music albums into Polaris. Entering keywords of “OPPL Hoopla Music” can retrieve these titles together.
- Wendy added 238 Hoopla movies into Polaris. Entering keywords of “OPPL Hoopla Movie” can retrieve these titles together.

Youth Services Board Report January 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

Snow Many Books Library-wide Winter Reading Program

Youth-82 registered

Teen-10 registered

Books Alive Visits

January 29: 131 at Park (Second grade)

PAL PAK checkouts

9 PAKS with 151 items

Teacher Loan Checkouts

232 items

Preschool Visits

1/3: KinderCare Pinewood Drive-25

1/7: KinderCare John Humphrey Drive-20

1/24: Sandbox Learning Center-45

1/24: KinderCare John Humphrey Drive-20

1/25: KinderCare Pinewood Drive-25

In-House Visits

1/9: Village of Orland Park Preschool-16

1/10: Village of Orland Park Preschool-51

1/11: Village of Orland Park Preschool-80

1/14: Village of Orland Park Preschool-40

1/17: Village of Orland Park Preschool-32

1/25: Sandbox Learning Center-10

Preschool Paks Created: 25

Number of Items Circulated: 443

Youth Programs

Once Upon a Time Storytime (4 sessions) - 207

Building Blocks for Babies (8 sessions) -332

Toddler Time (4 sessions) - 189

Night Owls (5 sessions) - 96

Bright Starts (4 sessions) - 40

Art's Alive (2 sessions) - 40

Crafty Readers (2 sessions) - 20

International Art - 17

What's an Ology: Dragonology - 12
1, 2, Crafts & More - 18
Baby Playtime - 25
Family STEAM Challenges - 18
Preschool Art - 21
Toy Take Apart - 13
Ozobots - 14
T-Rexplorers - 115
Loteria -14
Get Your Wiggles Out - 72
Sensory Storytime - 8
Video Game Club- 22
Team Trivia - 14
Lego We-Do Robotics (2 sessions) - 16
Nintendo Switch Players - 15

Teen Programs

Chalk Board Additions - 2
Teen Video Game Players - 2
Mini Book Reviews - 0
Teen Book Drawing - 7
Teen No Sew Snowman - 7
Teen DIY Buttonmaker - 32
Teen Hot Chocolate Bar and Cup Decorating - 22
DIY Tetris Magnets - 5
Volunteens-International Art - 3
Volunteens-1, 2, Crafts & More - 2
Volunteens - Crafty Readers (2 sessions) - 5
Volunteens - Family STEAM Challenge - 4
Volunteens-Team Trivia - 2
Volunteens - Lego Robotics (2 sessions) - 4

CONTINUING EDUCATION/MEETINGS ATTENDED

Becky McCormack attended Getting Started with LibraryAware (webinar) on Jan 8, 2019

Becky McCormack attended Best Children's Books from 2018 (webinar) on Jan 22, 2019

Erin Fixel attended Presenting the 2019 Morris Award Finalists (Webinar-- Booklist) on Jan 24, 2019

STATISTICS

January 2019 created Feb 07, 2019

Youth Services Statistics

Category	Qty
Reference	208
Reference Remote	2
Non-Reference	133
N-R Remote	218
Extended Help	65
Group Study	105
Study Rooms (New, started 4/17/2018)	0
Teen Program Attendance	260
Youth Program Attendance	95
Combined Program Attendance	1271
	1366

Statistics from web forms

Category	01/2019	01/2018	Change
Reference	2082	2818	-736, -26.12%
Reference Remote	133	158	-25, -15.82%
Non-Reference	218	288	-70, -24.31%
N-R Remote	65	82	-17, -20.73%
Extended Help	105	130	-25, -19.23%
Teen Programs	95	105	-10, -9.52%
Youth Programs	1271	1188	83, 6.99%

CUSTOMER SERVICE LOG

Preschool Desk

1/10/19 Little girl during story time "This place is so cool!" Alex P.

1/18/19 Little girl talking with Librarian "I love the library!" Alex P.

Junior Desk

1/3/19 First time visit from Palos Park residents "This place is amazing!" Alex P.

1/14/19 Mother who works at Chicago Ridge Library, after a program here "This is great service. Thank you so much." Becky M.

1/16/19 Grandmother with grandchild "He loves it here!" Alex P.

1/16/19 Another grandmother with grandchild "We love it here - great programs!" Alex P.

- 1/17/19 Written on study room white board "OPPL is the best library!" Alex P.
- 1/18/19 Man with daughter and son "We wanted to stop by and let you know that thanks to the library and all the books we check out, he got the highest MAP score in his reading class!" Kara D.
- 1/21/19 Father with kids looking at football display "This is really cool!" Alex P.
- 1/21/19 Family at Ozobots program "This was a great program! We can't wait for the next one. You should do them all the time." Brandi S.
- 1/24/19 Mother and son heading to the preschool area "We were so surprised by the donuts in the lobby. That made our day. Thank you." Brandi S.
- 1/24/19 Reciprocal patron at desk "You have a lovely library here." Amy N.
- 1/26/19 Patron trying to find Shakespeare works "You librarians are amazing." Alex P.
- 1/28/19 Email from patron who sent a picture of a framed piece of work her child did in International Art "Thank you for all you do to help her learn about other countries." Amy N.

Teen Desk

- 1/3/19 A family with 2 teens new to the library were checking out the teen area "This is the best teen section we've ever seen! And this is one of the best libraries in the area." (Teen) "That's why I always come here." (Mom to teen) Erin F.
- 1/3/19 A mom called asking about teen programming "Thank you for all that you do. Your programs have been so great and my girls have loved all of them. They're so excited for the upcoming ones." Erin F.
- 1/14/19 A father and daughters came in and were using the button maker "This is awesome that you let teens do this." (Dad) "This was so cool. I'm going to tell my friends about it at school tomorrow." (Teen)
- 1/14/19 Three different patrons throughout the night came in and said things like..."There's my favorite librarian." "I'm so glad you're here. You're my favorite." "You're always smiling It makes my day. That's why you're my favorite." Erin F.
- 1/21/19 One patron to another who came to ask me a question "You're in good hands. She's our favorite librarian." Erin F.
- 1/25/19 Three boys from the teen snowman program were overheard telling their moms how much fun they had. Their moms stopped me in the hall afterwards to thank me, too. "Thank you so much for these programs. The boys have a blast and are bringing their friend along now." Erin F.

FEBRUARY
STAFF ANNIVERSARIES

**Congratulations to those staff members who have
completed a milestone anniversary date.**

Thank you for your dedicated service to the Orland Park Public Library!

Rebecca Crume-Simmons	Senior Patron Services Clerk	13 years
Ann Finnegan	Youth Services Assistant	13 years
Kaye Friberg	Adult Services Reference Librarian	3 years
Ian Lashbrook	Digital Services Manager	1 year
April Balasa	Patron Services Clerk	1 year

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019
ORLAND PARK PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30521
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0405
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Orland Park Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	14921 South Ravinia Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Orland Park
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60462
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	14921 South Ravinia Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Orland Park
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60462
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(708) 428-5100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(708) 349-8169
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.orlandparklibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Mary K. Weimar
1.15 Title	Library Director
1.16 Library Director's E-mail	mweimar@orlandparklibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

1.19 Does your library contract with another library to RECEIVE ALL your library services? No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	56,767
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Mary K. Weiomar
3.5 Telephone Number of Person Preparing Report	708-428-5203
3.6 FAX Number	708-428-5182
3.7 E-Mail Address	mweiomar@orlandparklibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
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Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Elan Kleis
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	773-968-6934
5.9 E-mail Address	ekleis@orlandparklibrary.org
5.10 Home Address	7530 Hemlock Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Second member

5.5 Name	Charles McShane
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	708-446-9607
5.9 E-mail Address	cmcshane@orlandparklibrary.org
5.10 Home Address	8317 Wheeler Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Third member

5.5 Name	Daniel McMillan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	708-764-3612
5.9 E-mail Address	dmcmillan@orlandparklibrary.org
5.10 Home Address	8621 West 141st Street
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Fourth member

5.5 Name	Joanna M Liotine Leafblad
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	708-204-0245
5.9 E-mail Address	jleafblad@orlandparklibrary.org
5.10 Home Address	10504 Pentagon Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60467

Fifth member

5.5 Name	Nancy Wendt Healy
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	708-349-6059
5.9 E-mail Address	nhealy@orlandparklibrary.org
5.10 Home Address	8539 West Fir
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Sixth member

5.5 Name	Diane I. Jennings
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	708-349-9798
5.9 E-mail Address	djennings@orlandparklibrary.org
5.10 Home Address	16144 Hackney Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60467

Seventh member

5.5 Name	Christian Barcelona
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	708-873-0094
5.9 E-mail Address	cbarcelona@orlandparklibrary.org
5.10 Home Address	14615 Westwood Drive
5.11 City	Orland Park
5.12 State	IL
5.13 Zip Code	60462

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	93,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	The library offers sensory story times for young children. The library has a Quiet Corner with appropriate sensory devices for children and their parents.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	264
6.4a Total Number of Study Rooms	8
6.4b Total number of times study room(s) used by the public during the fiscal year	10,096

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	0	0	1	0	0	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$3,000,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$450,000	0	\$0
Heating/ventilation/air conditioning	1	\$5,500	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$25,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$6,000	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$2,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$240,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$10,000	0	\$0

New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$3,000,000	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	1	\$450,000	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$3,000	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$29,205,182
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Special Reserves \$1,300,000 to be used for capital improvement and building maintenance; General Fund \$6,565,952 to be used for operations, cash flow, and the upcoming renovation project; Capital Campaign \$72,009 to be used for artwork; Debt Service \$605,145 to be used for the bond payment

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$6,828,986
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$5,538,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant ¹	\$115,035
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$12,978
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] ²	\$128,013

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$1,813
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$1,813

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$17,084
8.14 Other receipts intended to be used for operating expenditures	\$257,140
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$274,224
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$7,233,036
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	SBusiness M19021112350.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,599,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,663,818
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$907,012
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,570,830

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. **Exclude** charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$233,207
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$171,047
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$137,500
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Blu-Rays, CDs, Video Games, Puzzles, Audio Books, Playaways, Playaway Views, MP3s
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$541,754

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$971,942
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$5,084,526

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$99,691
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	28	28	\$845.52	913.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$66.76	37.50
	Assistant Library Director	Assistant Library Director	\$47.91	37.50
	Adult Services Manager	Adult Services	\$43.64	37.50
	Assistant Adult Services Manager	Adult Services	\$36.75	37.50
	Reference Librarian II	Reference	\$31.39	37.50
	Reference Librarian II	Reference	\$27.63	37.50
	Reference Librarian I	Reference	\$22.83	37.50
	Reference Librarian I	Reference	\$22.71	18.00
	Reference Librarian I	Reference	\$22.87	18.00
	Reference Librarian I	Reference	\$22.71	18.00
	Reference Librarian I	Reference	\$22.71	18.00
	Reference Librarian I	Reference	\$22.40	18.00
	Youth Services Manager	Children's Services	\$36.80	37.50
	Assistant Youth Services Manager	Children's Services	\$29.77	37.50
	School Liaison	Children's Services	\$25.95	37.50
	Preschool Coordinator	Children's Services	\$25.95	37.50
	Reference Librarian I	Children's Services	\$22.71	37.50
	Reference Librarian I	Children's Services	\$22.83	37.50
	Reference Librarian I	Reference	\$22.40	18.00
	Reference Librarian I	Reference	\$22.71	18.00

Teen Librarian	Young Adult Services	\$25.79	37.50
Patron Services Manager	Circulation	\$35.80	37.50
Outreach Services Manager	Other Type of Librarian	\$38.70	37.50
Technical Services Manager	Cataloging	\$37.66	37.50
Cataloger II	Cataloging	\$26.68	37.50
Cataloger I	Cataloging	\$22.71	37.50
Cataloger I	Cataloging	\$21.95	37.50
Digital Services Manager	Automation/Technology/Systems	\$36.80	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	22.84
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Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary				\$0.00	0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
				\$0.00	0.00
				\$0.00	0.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	22.84

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	785.50
13.14 Minimum hourly rate actually paid	\$13.90
13.15 Maximum hourly rate actually paid	\$42.38
13.16 Total FTE Group C employees (13.13 / 40)	19.64

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	180.00
13.18 Minimum hourly rate actually paid	\$10.05
13.19 Maximum hourly rate actually paid	\$10.68
13.20 Total FTE Group D employees (13.17 / 40)	4.50

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	90.00
13.22 Minimum hourly rate actually paid	\$14.31
13.23 Maximum hourly rate actually paid	\$39.11
13.24 Total FTE Group E employees (13.21 / 40)	2.25
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	26.39
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	49.23

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	435,219

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	628	27,528	57	2,387
Young Adult	152	12,279	58	1,366
Other	532	17,797	306	861
Total	1,312	57,604	421	4,614
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Sensory Story Times Unlocking Autism (09/12/2018) Practical Strategies for Children with Autism (09/26/2018)			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	25,744
16.2a Total Number of Unexpired Non-resident Users Cards	77
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$8,762.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	25,821
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	238,974
17.2 Current Print Serial Subscriptions [PLSC 460]	391
17.3 Total Print Materials (17.1+17.2)	239,365
17.4 E-books Held at end of the fiscal year [PLSC 451]	19,071
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	21,228
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	1,994
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	33,879
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	2,560

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may

not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	23
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	36

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	332,062
18.2 Number of young adult materials loaned	50,097
18.3 Number of children's materials loaned [PLSC 551]	226,481
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	608,640

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	359,105
18.6 Videos/DVDs- Physical	161,857
18.7 Audios (include music)- Physical	46,782
18.8 Magazines/Periodicals- Physical	12,572
18.9 Other Items- Physical	16,920
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	597,236
18.11 Use of Electronic Materials [PLSC 552]	63,982
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	661,218
18.13 Successful Retrieval of Electronic Information [PLSC 554]	11,404
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	75,386
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	672,622
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	3,116
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	12,139

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	86,416
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	2,874
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	204
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	90
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$539
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	50
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	21,529
21.6 Wireless Sessions Per Year [PLSC 652]	43,527
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	361,068

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	The library does not consider us eligible at this time

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,903
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,768.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 8.2 Orland Park Public Library received both 2017 and 2018 Per Capita Grant monies in the same fiscal year (0-2019-02-11)

², 8.7 Orland Park Public Library received both 2017 and 2018 Per Capita Grant monies in the same fiscal year (0-2019-02-11)

- Inform the Library in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request arrangements in advance with his/her supervisor for such absence.
- Contact their supervisor via phone on the first day of the absence. If it is not feasible for an employee to make arrangements in advance for an absence, the employee is then required to contact the supervisor on the first day of the absence within one hour of normal starting time. In the event the employee cannot personally contact the supervisor, the employee should leave a detailed message with someone in their department, including where the employee can be reached for confirmation. The employee should be prepared to explain the reason for the absence and give an expected date of return to work.
- Keep the Library informed. Employees must personally contact the Library on a daily basis during all absences, except those arranged in advance with the Library.
- Furnish the Library reason for absence. The employee must furnish the Library the reason for absence from work, in all instances.
- The Library may require that additional documentation be furnished.
- In instances of absence due to employee's health, the Library reserves the right to require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee not work. Ordinarily any absence due to illness over three consecutive work days requires a report from the attending doctor. Where deemed appropriate, the Library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to the Library.
- Three consecutive work days of absence without notice to the Library constitutes job abandonment and results in termination of an employee as a voluntary separation.

SUNDAY HOURS

Employees are required to work Sundays as scheduled by their department supervisors. All full-time staff working a Sunday shift receive another day off within that same week to maintain a five day work week.

MEALS AND REST PERIODS

~~Full-time employees must take a one-half hour, unpaid, meal break for a full day. Part-time employees working more than six (6) hours a day must take a 30-minute unpaid meal break. Employees are permitted a 15-minute paid rest break for each four-hour work period. It is also understood that the 15-minute rest period is a privilege and not a guaranteed right. Employees will be expected to forego the rest period if, because of personnel shortages or other unusual conditions, public service will be affected. Time allotted for meals or rest periods may not be accumulated for future use. Rest breaks may not be used to shorten a work day, nor will they count as overtime if not taken. Employees are not permitted to leave the Library building during the rest break except by specific authorization of their supervisor or Person in Charge (PIC).~~

Employees who are scheduled to work 6.5 hours or more in a work day must take a 30-minute unpaid meal break. Employees scheduled to work 4 to 6 hours in a work day must take an uninterrupted, paid 20-minute rest break. Time allotted for meals or rest periods may not be

accumulated for future use. Rest periods may not be used to shorten a work day, nor will they count as overtime if not taken. Employees are not permitted to leave the Library building during the paid rest break except by specific authorization of their supervisor or Person-In-Charge (PIC). Employees may take time for personal necessities.

OVERTIME

Hours worked in excess of 37.5 hours per week are considered to be “overtime” for all non-exempt staff members, except the Maintenance Superintendent. Hours worked in excess of 37.5 hours per week, but less than 40 hours per week, will be compensated at the employee’s regular hourly rate. Only hours in excess of 40 hours per week will be compensated at the time and a half rate and must be approved in advance by the Director.

The Maintenance Superintendent will be paid for emergency responses to the building’s alarm systems. The minimum increment for such responses shall be one half hour. Time traveling to and from the building is paid time.

Overtime is not earned for the additional hour in connection with the change over from daylight savings to standard time. Conversely, time is accounted as standard for the hour when standard time changes to daylight savings time.

Exempt employees are paid on a salary basis and do not receive overtime pay.

DRAFT

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

SECRETARY'S CERTIFICATE

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

**RESOLUTION NO. 2019-01
ORLAND PARK PUBLIC LIBRARY**

**RESOLUTION AUTHORIZING INTERVENTION IN ALL 2017-2019 TAX YEAR
APPEALS BEFORE THE STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD**

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of February, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of February, 2019.

ELAN KLEIS, Secretary

RESOLUTION NO. 2019-01

**RESOLUTION AUTHORIZING INTERVENTION
IN ALL 2017-2019 TAX YEAR APPEALS
BEFORE THE STATE OF ILLINOIS
PROPERTY TAX APPEAL BOARD**

WHEREAS, the Orland Park Public Library (the "Library") acknowledges that the owners of certain parcels of real property located within the corporate boundaries of the Library, have heretofore filed appeals and may hereafter file appeals of the assessments of certain parcels of real property with the State of Illinois Property Tax Appeal Board (the "PTAB") for tax years 2017 through 2019; and

WHEREAS, these appeals seek or will seek a reduction in the assessed value of the parcels that are the subject of the appeals; and

WHEREAS, in such circumstances a taxing district has the right to intervene in the proceedings before the PTAB in order to protect its revenue interest in the assessed valuation of the parcels.

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

Section 1: The Board of Library Trustees finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.

Section 2: The Board of Library Trustees hereby authorizes Klein, Thorpe and Jenkins, Ltd., as its legal representative, to file a Request to Intervene in Appeal Proceedings with the PTAB, and to represent the Library's interests with respect to the appeals challenging the assessed valuations for tax years 2017 through 2019, with respect to property located within the corporate boundaries of the Library.

Section 3: That all resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: That this Resolution shall be effective immediately upon its passage.

ADOPTED THIS 18th day of February 2019, pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

**CORRESPONDENCE RECEIVED FROM JANUARY 22, 2019 THROUGH
FEBRUARY 18, 2019 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

**Invitation to Board of Trustees received on 1/23/19 from the Palos Heights Public Library
Celebrating their 75th year anniversary on 2/28/19.**

CORRESPONDENCE 2

**Thank you note to Library Director Mary Weimar and Board of Library Trustees received
on 2/12/19 from Assistant Library Director Mary Adamowski expressing thanks for the
recent approval of merit raises.**