

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
May 20, 2019 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. SWEARING IN OF NEW BOARD MEMBERS – FOR ACTION

D. ELECTION OF OFFICERS – FOR ACTION

E. APPROVAL OF MINUTES FROM APRIL 15, 2019—FOR ACTION

F. INTRODUCTION OF VISITORS

G. 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.

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

I. LIBRARIANS’ REPORT/STAFF REPORTS

J. COMMITTEE REPORTS

1. Building and Maintenance

A. Approval of the May 1, 2019 Building Committee Meeting Minutes – For Action

Motion to approve the May 1, 2019 Building Committee Meeting Minutes

B. Library’s Renovation Project Update – For Discussion

C. Roofing Project Update – For Discussion

2. Finance (Committee of the Whole)

3. Service and Policy

4. Personnel

5. Law

6. Strategic Planning

7. Capital Campaign

K. UNFINISHED BUSINESS

L. NEW BUSINESS

1. Adoption of Resolution Number 2019-03 regarding the 2019 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action
Motion to adopt Resolution Number 2019-03 regarding the 2019 Annual Resolution Authorizing Public Library Non-Resident Cards
2. Approval for the consultant expenses for Michael C. Barnes on the alternate project of the Nature Center from the operational budget – For Action
Motion to approve the consultant expenses for Michael C. Barnes on the alternate project of the Nature Center from the operational budget – For Action
3. Appointment of Trustee Nancy Healy for Treasurer Pro-Tem- For Action
4. Appointment for Trustee Bridget Lindbloom for Secretary Pro-Tem – For Action
5. Approve the authorization of signatures for the Marquette Bank accounts – For Action
Motion to approve the authorization of signatures for the Marquette Bank accounts
6. Approval for Bridget Lindbloom, Joanna Leafblad, and Mary Adamowski to attend the ATLAS Trustee Training workshop on May 11, 2019 at the Crete Public Library District in the amount of \$15 each –For Action
Motion to approve Bridget Lindbloom,, Joanna Leafblad, and Mary Adamowski to attend the ATLAS Trustee Training workshop on May 11, 2019 at the Crete Public Library District in the amount of \$15 each
7. Library Board Committee assignments – For Action

M. ANNOUNCEMENTS

N. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 15, 2019

The meeting was officially called to order by Christian Barcelona, President at 7:03 p.m.

Call To Order

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

Roll Call

Members absent:

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; Kelly Cuci, Outreach Services Manager; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Theresa Hildebrand, Patron Services Manager

Vice President Leafblad motioned to approve the March 18, 2019 minutes. Secretary Kleis seconded.

Minutes

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Bridget M. Lindbloom
Chris McClure of McClure Inserra & Company

Introduction of Visitors

Mr. McClure presented a summary on the 2018 audit of the library's financials. He indicated the audit went well and the financial statements were issued a clean opinion. No problems were noted and there was full cooperation by management and staff. He detailed the comparison between income and expenses for 2018 and 2017. The newly effective accounting standard, GASB 75, was implemented which required the recording of OPEB (Other Post-Employment Benefits) liabilities and the related expense. Trustee McMillan asked about the non-current liabilities difference and McClure directed him to page six of the audit, in which there is a balance sheet and statement of net position. Trustee Healy asked if an actuary report was required every three years. Finance Manager Kimmey stated a full report is required every two years and a smaller report in the years in between. Trustee McMillan asked about the tax levy and if more refunds had been collected in the past. Kimmey stated the library is on track for this year even with the PTAB's incurred so far. McClure also went through the library spending breakdown details.

None.

Public Comment

Hearing on suspension of library privileges

Mr. Robert Hinton represented himself in regards to his behavior on three separate occasions within the library recently.

Vice President Leafblad motioned to move into closed session at 7:48 p.m. to consider evidence and testimony presented in open hearing regarding the suspension of library privileges of a patron. Secretary Kleis seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer Jennings motioned to resume regular session at 8:00 p.m. Vice President Leafblad seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Vice President Leafblad motioned to accept the Treasurer's Report for March 2019. Secretary Kleis seconded.

Treasurer's Report

Trustee McMillan inquired if the Life/Health Insurance budget line savings were on track to reach the year end goal. Finance Manager Kimmey stated the current savings was on target. Kimmey also mentioned that early retirements are now being factored in to the IMRF budget line. The IMRF savings is ahead by \$11,000 year-to-date. 55% of taxes were received in the first half of 2019 and there have been numerous PTABs received recently. The Orland Square Mall settlement final payment was made in January 2019.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Secretary Kleis motioned to accept the payment of bills listing from 3/19/19-4/15/19. Vice President Leafblad seconded.

Trustee McMillan asked about the payment to Michael Barnes, as well as the payment to Grasso Graphics. Two payments have been made to Architect Barnes for his work on the upcoming renovation project. The payment to Grasso Graphics was for the library newsletter which will be received by patrons at the end of April. Trustee Healy asked about the Security Awareness class that was provided to library staff. She also inquired about the upcoming event for seniors. The Security Awareness seminar on 2/20/19 was presented by Paul Timm of Reta Security and offered staff tips and practices on security and safety in their work and home lives, as well as being aware of your surroundings at all times. Outreach Manager Cuci stated her staff will be representing the library, at the Senior Expo on 4/24/19 which usually attracts close to 3000 attendees. The library purchased pillboxes and jar openers, which features an image of the mural, which will be distributed at the event.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Director Weimar reminded the trustees their Statements of Economic Interest are due by May 1st. The Collection Development Plans for the Adult, Outreach and Youth Services Departments were included in the Board folders. The Collection Development Policy revision was part of the Board packets and will be discussed later in the meeting. Procedure for the Election of Officers were also included in the packet for review for next month's meeting. The next regularly scheduled Board meeting on May 20 will include the swearing in of the newly elected board members, as well as the nomination and election of new officers.

The HealthWorks Committee has requested permission to offer the Walking Challenge again this year whereby staff walk a designated amount of miles from May 1 – October 31. The challenge was raised over last year's 400 mile goal to walk 500 miles. Staff will earn four hours paid time off upon completion recording their mileage on a digital device of their own.

The Live and Learn Grant has not announced this year's recipients.

Explore More Illinois is a program RAILS has been working on for the last couple of years with a company called the Quipu Group on a new online program to allow cardholders from participating RAILS libraries to reserve free passes, discount admissions, and other incentives from cultural attractions in Illinois, such as museums, cultural centers, gardens, historical societies, etc. OPPL has contacted the RAILS staff member to join this service. This is a separate and distinct service from the Museum Adventure Pass administered through Libraries First. Trustee McMillan asked how much the Museum Adventure Pass service was annually. Director Weimar stated \$500 per year is paid for the service Libraries First.

There is a flyer for the ATLAS Trustee Day for Saturday, May 11. Trustees that wish to attend are to let Director Weimar know.

Circulation has increased by 2.2% over last year. Please refer to your 2018 Year in Review statistics chart in your folder. Digital Services Manager Lashbrook wanted to depict a visual picture of the library statistics and will continue to do so quarterly. Trustee McMillan pointed out that patron attendance was down. Director Weimar stated circulation overall is up and patron attendance could possibly be down due to more online usage, in particular the electronic resources. Patron Services Manager Hildebrand said she checked the Envisionware gate counters and nothing appeared off balance. Program attendance has increased compared to the first quarter of 2018. Public Information Manager Fordice mentioned the library purchased a one-time ad on Facebook in hopes to increase attendance. The eblasts also attract a lot of attention to the different programs the library offers. Trustee McMillan mentioned that surrounding area libraries including Tinley Park are using 22nd Century Media to advertise. Director Weimar will check with those libraries to see if they are doing that advertising because their attendance is down. More pop-up programs held in the lobby will be planned especially after the renovation project is completed. A review of the database usage will be done and those with low usage may not be renewed next fiscal year. Trustee Healy asked if joining a database consortium could be a possibility to keep pricing lower. Director Weimar stated it is not feasible because database pricing is determined by a library's population not cardholders. Adult Services Manager Masura mentioned database pricing is also a bit less expensive if the library chooses a package deal and not select a few databases to subscribe to.

The roofing project officially began on Friday, April 12 when some of the roofing supplies were delivered. Anthony Roofing brought in a large crane today to hoist the materials to the roof, as well as install safety equipment and nets. Because of the snow on the roof, no other work was completed today but hopefully the good weather will come so the project can be completed in the estimated 4-6 week time frame. The staging area for the project has changed so that the entire staff parking lot on the east side of the building will be blocked off and used only for the parking of construction trucks, dumpsters, chutes and portable washrooms. Staff will park in the far south end of the lot. Delivery instructions and Steve's contact information have been posted on the sawhorses so there is no interruption of the many deliveries the library receives on a daily basis.

The motor for the exhaust fan for the 2nd floor bathroom stopped working. Steve purchased a new one and rewired it for the required 110 low voltage output before installing it.

On April 8, Maintenance Superintendent Steve Newman and Maintenance Assistant Joe Ebert attended a one-day Trane Tracer SC Operator Training Class at Trane location in Willowbrook. This was the second time that Steve has attended and Joe's first class. Both agreed the class was extremely helpful in learning the workings of the web-based HVAC system.

On Saturday, the Friends of OPPL held their Spring Cleaning Book Sale from 9-3:00 p.m. Patrons lined up beginning at 8 a.m. and were ready to purchase books, DVDs, CDs, audiobooks and more. IT did their own spring cleaning and gave the Friends numerous iPads, Kindles, Nooks and various cables to sell. The library also included filing cabinets and electric typewriters for the patrons to purchase. Proceeds from the books and other materials equaled \$2943 and the technology, cables and cabinets brought in an additional \$1372. The monies from books will go to the library for programming for children, teens and adults, while the remaining proceeds will be deposited into the capital campaign fund to be used toward the construction of the Nature Center.

The library celebrated National Library Week April 7-13 beginning with the Magazine Giveaway last Monday. This annual giveaway was once again very popular as the patrons sifted through the 1000s of issues. Staff and their hard work were celebrated on Tuesday during National Library Workers Day with refreshments. An OPPL trivia contest also took place in which staff were asked to answer five questions about the library and its history and current services. Four staff members who answered the questions correctly received a National Library Workers Day mug or water bottle.

On behalf of the library, Steve Newman and Mary Adamowski thanked the District 135 Maintenance staff for their assistance with the ordering and loading of salt for the library's snowplow with refreshments for the workers who appreciated our thanks.

Trustee Healy mentioned the Youth Services Department was honored by the Orland School District 135 Board of Education by receiving a Community Spirit Award certificate. Youth Services Manager Smits said School Liaison Kara DeCarlo went to the April 8 event to receive the certificate.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy Personnel

Law

Strategic Plan

Capital Campaign Committee

Renovation Project Update – For Discussion

Director Weimar explained that she, and Assistant Library Director Adamowski met on 4/4/19 with Architects Michael C. Barnes, Lisa Schmidt and John Lucas, along with Adult Services Manager Masura, Youth Services Manager Smits, and Teen Librarian Erin Faxel. The architects showed several options of possible partition styles for the Youth Services Program Room. Architect Barnes said he would like to incorporate unique ceiling and lighting options for both the Tween and Teen Areas that would designate the intended audience. Alternative shelving ideas for the Adult Services audiovisual collection were discussed. Assistant Director Adamowski would provide the revised collection

Unfinished Business

numbers to Architect Lucas for shelving options. Director Weimar explained the Nature Center was included as an alternate bid for the renovation project. In order for the planning of the center to continue, a conceptual design is needed. Wight and Company has submitted a proposal for design to the library. The design is anticipate to be completed within a two-week time period and the fixed proposal fee is \$5000. Director Weimar asked the trustees if the library should continue to pursue the conceptual design proposal of the nature center. Trustee McMillan is in favor of the nature center and feels it would set the library apart from all others since no other libraries in the area have such a unique feature. Trustee Healy as to how it would be staffed. Youth Services Manager Smits said when programs are held it would be staffed during those times. Vice President Leafblad stated it is necessary to see the conceptual design to figure out how it can be staffed adequately. Director Weimar suggested Adult Services may schedule adult book discussions in the nature center. Secretary Kleis said he would need to review the conceptual design to see the interest it would generate with children. The board came to a consensus to have a conceptual design drawn up by the architects in the amount of \$5,000 in order to have more information to be able to determine if the nature center should be created. The Building Committee will meet on 5/1/19 at 7:00 p.m. to review the schematic design of the renovation project.

Adoption of Resolution 2019-02 Honoring Diane I. Jennings for Service As a Library Trustee for the Orland Park Public Library 2006-2019 – For Action

New Business

Vice President Leafblad motioned to adopt Resolution 2019-02 Honoring Diane I. Jennings for Service As a Library Trustee for the Orland Park Public Library 2006-2019. Secretary Kleis seconded.

Trustee McMillan thanked Treasurer Jennings for all of her service and Director Weimar honored Jennings for all of the support she has given to the Orland Park Public Library over the years and said it was a pleasure and a privilege to have worked with her. Treasurer Jennings stated receiving the Intellectual Freedom award was a highlight of her tenure and she encouraged staff and trustees to keep up the good work.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Collection Development Policy revision – For Action

Treasurer Jennings motioned to approve the Collection Development Policy revision as amended. Vice President Leafblad seconded.

Trustee Healy suggested striking the last two sentences of the second paragraph in the Introduction section due to redundancy. The board agreed with the change and Director Weimar will make the necessary edit to the Policy. The motion was approved as amended.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Schedule of Fines revision – For Action

Secretary Kleis motioned to approve the revisions to the Schedule of Fines. Vice President Leafblad seconded.

Director Weimar stated the Schedule of Fines was last updated 5/18/15 and most materials have a three week loan period, 10¢ a day fine. Recently different formats of materials have been added to the collection that have different loan periods and accompanying fines such as Flick Pix, Roku and Hotspots. As an example Director Weimar stated the Flick Pix boxes have a \$3 a day fine because three movies are included in each box. The misspelling of the word Launchpads on material line 17 will be corrected.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the revisions to the Orland Park Public Library’s Organizational Chart – For Action

Secretary Kleis motioned to approve the revision to the Orland Park Public Library’s Organizational Chart. President Barcelona seconded.

The newly created position of Human Resource Generalist has been added to the chart. Director Weimar said Nicole Suhm will attend the next regularly scheduled board meeting in May so she may be introduced to the trustees. Trustee McMillan inquired about a list indicating the various positions within the library, along with the corresponding staff members’ names. Director Weimar stated that document was included in the board members folders.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Commercial Insurance Package for May 1, 2019 – April 30, 2020 – For Action

Trustee Healy motioned to approve the commercial insurance package with HUB International Midwest Ltd. in an amount of \$66,351 for May 1, 2019 – April 30, 2020; or motion to approve the commercial insurance package with Libraries of Illinois Risk Agency (LIRA) in the amount of \$54,546 and adopt Resolution 2019-03 Authorizing Membership in the Libraries of Illinois Risk Association. Vice President Leafblad seconded.

Director Weimar explained there are two motions concerning the commercial insurance package for the library. HUB is the current provider, and has been for several years, for the library’s insurance coverage for library property, general liability, auto, and worker’s compensation. Libraries of Illinois Risk Agency (LIRA), a group insurance pool limited to Illinois Library Association members, provided a quote to the library for insurance coverage. Trustee Healy asked if the LIRA self-insurance program structure was part of a pool. Director Weimar stated LIRA, which was established six years ago, is part of a consortium that is the largest broker of Illinois libraries. LIRA requires a four year commitment in that the library will enroll for three years and the fourth year is added if the library decides to leave the consortium. Trustee McMillan said he likes the higher limits, lower premiums and dividend program that are offered by LIRA and that it is a consortium, which he took to mean more viable volume discounts. Director Weimar is hesitant to join a consortium due to the uncertainty of what will occur when the library has an unfavorable climate. She also has misgivings about a provider not being in existence for a longer amount of years. Attorney Walsh stated when the common fund runs out, the participating libraries need to replenish the funds. Director Weimar stated there is \$12,000 difference in quotes between HUB and LIRA with LIRA offering the less expensive price. Weimar reminded the board that Hanover has supported the library as a client over the past several years and all claims the library incurred have been paid. Director Weimar also mentioned that as part of a consortium, the larger libraries pay more in premiums. Any claims over \$10,000 are put before the LIRA board to be reviewed. Finance Manager Kimmey stated some of the pros for choosing LIRA are: coverages may

be increased each year; lower premiums are offered; and the return of surplus. Cons include: four year commitment and the need for the library to add additional monies if the common pool is depleted. Trustee McMillan stated he would like the library to have a conversation with other libraries that have joined LIRA, as well as begin the discussion later this year or early 2020 so more time can be given to the decision of which insurance broker to choose. Vice President Leafblad inquired if LIRA has the right to terminate the library's contract due to the amount of claims. Attorney Walsh stated a vote of two-thirds of the LIRA board membership is needed to terminate any members.

Trustee Healy motioned to approve the commercial insurance package with HUB International Midwest Ltd. In an amount of \$66,351 for May 1, 2019 – April 30, 2020. Vice President Leafblad seconded.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Accept the 2018 Orland Park Public Library Audit by McClure, Inserra & Company – For Action

Secretary Kleis motioned to accept the 2018 Orland Park Public Library Audit by McClure Inserra & Company. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the 2019-2020 Strategic Plan – For Action

Secretary Kleis motioned to approve the 2019-2020 Strategic Plan. Vice President Leafblad seconded.

Assistant Director Adamowski presented the Strategic Plan 2010-2020 to the board.

The Strategic Plan 2019-2020 one page snapshot, which was distributed at the March regularly scheduled board meeting, clearly illustrates to the patrons the library's Vision and Mission Statements, as well as the motto and the three goals which staff will focus on for the next two years.

In trustee's packets this month was the internal document Administration and the Management Team will use to track the library's progress as staff do their best to complete the goals, objectives and action steps.

Goal 1 focuses on the library's many services and programs and how we can provide more so we attract the underserved patrons such as millennials or patrons who wish to receive citizenship status. Goal 1/Objective 3 targets the upcoming renovation project and how the library will engage the patrons through effective communication.

Goal 2 concentrates on staff who are the library's most important asset. Staff need to succeed in their daily work and it is up to the library to give them the means to do so. Within the 2 objectives of Goal 2 the plan will focus on creating a welcoming environment that will attract new hires, provide effective onboarding to staff so they feel a part of the organization and work to promote a positive shift in the organizational culture that makes staff feel pleased with their work and proud to be a part of OPPL.

Goal 3 and its three objectives concentrate on the patrons and what the library can do to gather the attention of the people who live in Orland Park. The introduction of the library's new website by May 1

will allow patrons to see at a click and a glance all the different library programs and services. Staff will inquire at local area venues such as Centennial Aquatic Center and Sportsplex to see if there is an interest to have the library present programs and provide library services information on their sites. Staff will also look at statistics to see which programs may need to be sunsetted due to a change in program trends and create programs that reflect the diversity and interests in the community such as the homeschooling population.

The plan is an aggressive one, but it's one that the Administration and Management know can be accomplished. The Strategic Plan Committee will meet on a monthly basis to track the progress of the plan and a progress report will be given to the board on a quarterly basis. Trustee McMillan asked if the new website would be up and running on 4/30. Digital Services Manager Lashbrook said it would be up by 5/1 and tweaks may be made afterwards by Web Developer Lina Elzahdan. Assistant Director Adamowski said she thought it looked very clean and user friendly. Director Weimar said the search the catalog link needed to be bigger. Trustee Healy pointed out a grammatical edit that will be corrected.

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

Motion passed. 7 ayes, 0 nays, 0 absent

Trustee McMillan acknowledged Adult Services Manager Masura on his 29 years of service. Vice President Leafblad pointed out that newly elected board member Bridget Lindbloom was in attendance observing tonight's meeting.

Announcements

Treasurer Jennings motioned to adjourn the meeting and it was seconded by Secretary Kleis.

Adjournment

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

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:33 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended April 30, 2019

Revenues

Tax Receipts have continued to come in during April, 2019. Interest Income was higher than budgeted due to Investments being set up with longer maturities providing higher rates of return.

Expenditures

Total Expenditures were \$ 298,014 under budget for the month and \$ 1,424,969 under budget on a year-to-date basis.

Salaries is under budget by \$ 12,595 for April and \$ 52,685 under budget on a year-to-date basis. There were a few open positions at this time.

Automation - Equipment is over budget by \$ 34,307 for the month and is over budget on a year-to-date basis.

Automation - Consultant is over budget by \$ 1,233 for April and is over budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 2,483 for the month and is over budget on a year-to-date basis.

Public Information is over budget by \$ 3,474 for April, but under budget on a year-to-date basis.

Postage is over budget by \$ 594 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
April 30, 2019**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	303,200	0	73,569		376,769
Cash - Marquette E-Commerce	5,239				5,239
PMA Financial Investments	5,066,238	1,204,986		1,154,590	7,425,815
PMA Construction Account	2,389,505				2,389,505
Tax Receipts - Marquette	79,126			12,247	91,373
Special Reserve - Marquette	2	102,495			102,498
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	53,075	1,620		6,915	61,610
Interest Receivable - Construction Account	13,612				13,612
Property Taxes Receivable	2,408,483			426,567	2,835,050
Prepaid Expenses	211,171				211,171
Due from Debt Service	0	0	0	0	0
Total Assets	10,529,952	1,309,101	73,569	1,600,320	13,512,942
Liabilities & Fund Balance					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,408,483	0	0	426,567	2,835,050
Accounts Payable	52,230	0	0	0	52,230
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	39,820	39,820
Total Liabilities	2,460,713	0	0	466,387	2,927,100
Beginning Unrestricted Fund Balance	6,316,754	1,300,073	72,009	605,591	8,294,427
Fund Balance - Nonspendable	211,171	0	0	0	211,171
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	1,527,716	9,028	1,561	528,342	2,066,648
Ending Fund Balance	8,069,239	1,309,101	73,569	1,133,933	10,585,842
Total Liabilities & Fund Balance	10,529,952	1,309,101	73,569	1,600,320	13,512,942

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended April 30,2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	66,667	461,500	14.4%	3,129,516	1,846,000	56.5%	5,538,000
Impact Fees	875	417	209.8%	2,125	1,667	42.5%	5,000
Replacement Taxes	3,735	1,250	298.8%	5,321	5,000	35.5%	15,000
State Grants	-	16,250	0.0%	0	65,000	0.0%	195,000
Non Resident Fees	-	125	0.0%	0	500	0.0%	1,500
Fines	3,844	4,917	78.2%	18,397	19,667	31.2%	59,000
Gifts	374	833	44.9%	1,000	3,333	10.0%	10,000
Copy Machine	1,115	1,000	111.5%	4,438	4,000	37.0%	12,000
Interest Income	21,226	7,292	291.1%	55,478	29,167	63.4%	87,500
Miscellaneous Income	453	750	60.5%	2,145	3,000	23.8%	9,000
Total Revenues	98,290	494,334	19.9%	3,218,420	1,977,334	54.3%	5,932,000
<u>Expenditures</u>							
Salaries	218,714	231,309	94.6%	872,549	925,234	31.4%	2,775,706
Salaries-Maintenance	11,202	11,604	96.5%	44,759	46,417	32.1%	139,250
Life/Health Insurance	38,323	51,250	74.8%	151,470	205,000	24.6%	615,000
Books	26,379	30,593	86.2%	91,535	122,373	24.9%	367,120
Electronic Databases	7,460	9,167	81.4%	28,316	36,667	25.7%	110,000
Periodicals	2,964	3,000	98.8%	12,183	12,000	33.8%	36,000
Audio Visual Materials	14,442	15,000	96.3%	50,290	60,000	27.9%	180,000
Audio Visual Equipment	0	42	0.0%	0	167	0.0%	500
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	1,072	1,050	102.1%	3,546	4,200	28.1%	12,600
Insurance	4,215	4,442	94.9%	16,957	17,767	31.8%	53,300
Landscaping & Groundskeeping	1,195	2,167	55.2%	2,741	8,667	10.5%	26,000
Building Maintenance	8,471	65,417	12.9%	39,288	261,667	5.0%	785,000
Security System	0	583	0.0%	1,436	2,333	20.5%	7,000
Library Office & Equipment	0	63	0.0%	0	250	0.0%	750
Legal	2,429	4,167	58.3%	10,716	16,667	21.4%	50,000
Library Consultant	2,400	3,500	68.6%	5,050	14,000	12.0%	42,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	0	1,054	0.0%	961	4,217	7.6%	12,650
Natural Gas	2,621	3,350	78.2%	9,983	13,400	24.8%	40,200
Telephone	614	750	81.9%	2,397	3,000	26.6%	9,000
Purchase - New Equipment	1,447	1,000	144.7%	1,447	4,000	12.1%	12,000
Building & Custodial Supplies	3,041	3,250	93.6%	10,910	13,000	28.0%	39,000
Building Repairs	666	1,500	44.4%	1,732	6,000	9.6%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,741	1,250	139.3%	1,826	5,000	12.2%	15,000
Machine Rental	0	100	0.0%	233	400	19.4%	1,200
Automation - Equipment	38,890	4,583	848.6%	48,204	18,333	87.6%	55,000
Automation - Line Costs	772	458	168.7%	3,234	1,833	58.8%	5,500
Automation - Consultant	3,733	2,500	149.3%	11,016	10,000	36.7%	30,000
Automation - Maintenance	10,400	7,917	131.4%	39,496	31,667	41.6%	95,000
Library Furniture	0	1,500	0.0%	0	6,000	0.0%	18,000
Outreach Services	483	3,625	13.3%	2,536	14,500	5.8%	43,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended April 30, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	70	500	14.0%	655	2,000	10.9%	6,000
Staff Training & Education	574	1,750	32.8%	4,465	7,000	21.3%	21,000
Conference Fees	0	600	0.0%	1,900	2,400	26.4%	7,200
Patron Programs & Events	3,190	3,583	89.0%	14,280	14,333	33.2%	43,000
Association Dues & Fees	308	500	61.7%	1,790	2,000	29.8%	6,000
Public Information	7,057	3,583	196.9%	8,519	14,333	19.8%	43,000
Library Supplies	802	3,750	21.4%	6,378	15,000	14.2%	45,000
Office Supplies	267	500	53.3%	1,063	2,000	17.7%	6,000
Postage	2,011	1,417	141.9%	3,529	5,667	20.8%	17,000
Printing	0	917	0.0%	0	3,667	0.0%	11,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	17,325	20,746	83.5%	68,654	82,982	27.6%	248,946
Contribution to FICA	17,227	18,498	93.1%	68,624	73,993	30.9%	221,978
Audit	1,233	1,250	98.7%	2,240	5,000	14.9%	15,000
Liability Ins.-D&O,Bonds,WC	2,341	4,917	47.6%	9,453	19,667	16.0%	59,000
Unemployment Compensation	0	167	0.0%	0	667	0.0%	2,000
Bank Charges	30	54		44	200	7.3%	600
Building Renovations	24,798	250,000	9.9%	34,298	1,000,000	1.1%	3,000,000
Total Expenditures	480,909	778,923	61.7%	1,690,704	3,115,673	18.1%	9,347,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(382,619)	(284,589)		1,527,716	(1,138,339)		(3,415,000)
Interfund Transfers In / (Out)	-	0		0	0		0
Net Change in Fund Balance	(382,619)	(284,589)		1,527,716	(1,138,339)		(3,415,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended April 30,2019

	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	11,802	554,001
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	2,331	9,038	6	24	2,235	6,197
Capital Campaign	0	0	1,537	1,537	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,331	9,038	1,543	1,561	14,036	560,198
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	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	31,856
Total Expenditures	0	10	0	0	7,964	31,856
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,331	9,028	1,543	1,561	6,072	528,342
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,331	9,028	1,543	1,561	6,072	528,342

General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2018 (After Audit)

Revenues

Tax Revenues are at 97% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. Total Revenues are at 99.1% of year-to-date budget.

Expenditures

Total Expenditures were \$ 8,388 under budget for the month and \$ 777,035 under budget on a year-to-date basis.

Salaries is under budget by \$ 16,731 for December and \$ 119,196 under budget on a year-to-date basis. There are a few open positions at this time.

Electronic Databases is over budget by \$750 for the month, but under budget on a year-to-date basis.

Audio Visual Materials is over budget by \$1,417 for December and over budget on a year-to-date basis.

Insurance is over budget by \$ 583 for the month, but under budget on a year-to-date basis.

Building Maintenance is over budget by \$ 39,892 for December, but under budget on a year-to-date basis.

Library Consultant is over budget by \$ 5,167 for the month, but under budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 1,562 for December, but under budget on a year-to-date basis.

Lib. & Off.Eqpt Rep. & Maint is over budget by \$ 1,693 for the month, but under budget on a year-to-date basis.

Public Information is over budget by \$ 3,708 for December, but under budget on a year-to-date basis.

Postage is over budget by \$ 804 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
12/31/2018 (After Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	245,302	0	72,009		317,310
Cash - Marquette E-Commerce	7,372				7,372
PMA Financial Investments	6,130,728	1,194,010		607,953	7,932,690
Tax Receipts - Marquette	13,897			3,290	17,187
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	64,646	3,558		2,312	70,515
Property Taxes Receivable	5,538,000			980,568	6,518,568
Prepaid Expenses	161,148				161,148
Due from Debt Service	0	0	0	0	0
Total Assets	<u>12,161,393</u>	<u>1,300,073</u>	<u>72,009</u>	<u>1,594,122</u>	<u>15,127,597</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
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	81,871	0	0	0	81,871
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	7,964	7,964
Total Liabilities	<u>5,619,870</u>	<u>0</u>	<u>0</u>	<u>988,532</u>	<u>6,608,402</u>
Beginning Unrestricted Fund Balance	<u>6,190,075</u>	<u>1,081,040</u>	<u>70,379</u>	<u>580,512</u>	<u>7,922,006</u>
Fund Balance - Nonspendable	<u>161,148</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>161,148</u>
Fund Balance - Restricted by Donors	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund Balance - Restricted by Statute	<u>13,597</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,597</u>
Fund Balance - Restricted by Budget	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Transfers between Funds	<u>-200,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>376,702</u>	<u>19,033</u>	<u>1,629</u>	<u>25,079</u>	<u>422,444</u>
Ending Fund Balance	<u>6,541,523</u>	<u>1,300,073</u>	<u>72,009</u>	<u>605,590</u>	<u>8,519,194</u>
Total Liabilities & Fund Balance	<u>12,161,393</u>	<u>1,300,073</u>	<u>72,009</u>	<u>1,594,122</u>	<u>15,127,597</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (After Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	(201)	443,750	0.0%	5,162,373	5,325,000	96.9%	5,325,000
Impact Fees	-	833	0.0%	4,375	10,000	43.8%	10,000
Replacement Taxes	473	1,667	28.4%	12,978	20,000	64.9%	20,000
State Grants	-	3,333	0.0%	73,272	40,000	183.2%	40,000
Non Resident Fees	-	417	0.0%	3,146	5,000	62.9%	5,000
Fines	4,189	4,583	91.4%	61,350	55,000	111.5%	55,000
Gifts	12,417	833	1490.7%	17,084	10,000	170.8%	10,000
Copy Machine	836	1,000	83.6%	13,656	12,000	113.8%	12,000
Interest Income	11,261	3,833	293.8%	124,816	46,000	271.3%	46,000
Miscellaneous Income	597	750	79.5%	8,621	9,000	95.8%	9,000
Total Revenues	29,571	461,000	6.4%	5,481,671	5,532,001	99.1%	5,532,000
<u>Expenditures</u>							
Salaries	205,091	221,822	92.5%	2,542,662	2,661,858	95.5%	2,661,859
Salaries-Maintenance	9,899	10,295	96.2%	121,156	123,541	98.1%	123,541
Life/Health Insurance	39,076	43,333	90.2%	473,123	520,000	91.0%	520,000
Books	22,951	30,667	74.8%	272,464	368,000	74.0%	368,000
Electronic Databases	8,917	8,167	109.2%	83,471	98,000	85.2%	98,000
Periodicals	2,715	3,250	83.6%	35,705	39,000	91.6%	39,000
Audio Visual Materials	14,750	13,333	110.6%	163,205	160,000	102.0%	160,000
Audio Visual Equipment	0	63	0.0%	0	750	0.0%	750
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	1,243	1,021	121.7%	9,907	12,250	80.9%	12,250
Insurance	4,875	4,292	113.6%	50,765	51,500	98.6%	51,500
Landscaping & Groundskeeping	773	2,000	38.6%	17,654	24,000	73.6%	24,000
Building Maintenance	80,309	40,417	198.7%	275,328	485,000	56.8%	485,000
Security System	1,217	6,250	19.5%	35,173	75,000	46.9%	75,000
Library Office & Equipment	0	63	0.0%	185	750	24.6%	750
Legal	5,729	6,250	91.7%	51,579	75,000	68.8%	75,000
Library Consultant	6,500	1,333	487.6%	13,000	16,000	81.3%	16,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	987	833	118.5%	10,033	10,000	100.3%	10,000
Natural Gas	2,961	3,292	90.0%	25,895	39,500	65.6%	39,500
Telephone	617	750	82.3%	7,412	9,000	82.4%	9,000
Purchase - New Equipment	0	1,250	0.0%	175	15,000	1.2%	15,000
Building & Custodial Supplies	4,687	3,125	150.0%	36,006	37,500	96.0%	37,500
Building Repairs	0	1,500	0.0%	3,154	18,000	17.5%	18,000
Lib. & Off. Eqpt Rep. & Maint	3,193	1,500	212.8%	16,735	18,000	93.0%	18,000
Machine Rental	0	200	0.0%	932	2,400	38.8%	2,400
Automation - Equipment	2,729	6,167	44.3%	66,303	74,000	89.6%	74,000
Automation - Line Costs	305	458	66.6%	3,565	5,500	64.8%	5,500
Automation - Consultant	3,363	6,250	53.8%	62,916	75,000	83.9%	75,000
Automation - Maintenance	5,927	7,500	79.0%	78,010	90,000	86.7%	90,000
Library Furniture	0	3,333	0.0%	4,299	40,000	10.7%	40,000
Outreach Services	184	625	29.4%	7,563	7,500	100.8%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (After Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.0%	1,719	8,000	21.5%	8,000
Staff Training & Education	48	2,000	2.4%	14,865	24,000	61.9%	24,000
Conference Fees	0	500	0.0%	3,885	6,000	64.8%	6,000
Patron Programs & Events	2,804	3,583	78.3%	44,329	43,000	103.1%	43,000
Association Dues & Fees	328	583	56.3%	4,600	7,000	65.7%	7,000
Public Information	7,041	3,333	211.3%	38,382	40,000	96.0%	40,000
Library Supplies	1,392	3,750	37.1%	26,877	45,000	59.7%	45,000
Office Supplies	131	500	26.2%	3,594	6,000	59.9%	6,000
Postage	1,971	1,167	168.9%	13,118	14,000	93.7%	14,000
Printing	38	583	6.5%	10,055	7,000	143.6%	7,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	19,525	20,250	96.4%	234,669	243,000	96.6%	243,000
Contribution to FICA	16,034	17,750	90.3%	199,220	213,000	93.5%	213,000
Audit	1,085	1,029	105.5%	11,800	12,350	95.5%	12,350
Liability Ins.-D&O,Bonds,WC	2,371	4,750	49.9%	29,122	57,000	51.1%	57,000
Unemployment Compensation	0	337	0.0%	0	4,000	0.0%	4,000
Bank Charges	15	50	30.0%	357	600	59.5%	600
Total Expenditures	481,783	490,171	98.3%	5,104,969	5,882,004	86.8%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(452,212)	(29,171)		376,702	(350,000)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(452,212)	(29,171)		176,702	(350,000)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (After Audit)

	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	524	1,662,238
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	2,210	19,068	6	71	1,206	23,692
Capital Campaign	0	0	75	2,220	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,210	19,068	81	2,291	1,729	1,685,930
Expenditures						
Building Repairs	0	0	0	662	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	1,660,851
Total Expenditures	0	35	0	662	7,964	1,660,851
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,210	19,033	81	1,629	-6,235	25,079
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,210	19,033	81	1,629	-6,235	25,079

Orland Park Public Library
Check Detail
April 16 through May 20, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58822	04/29/2019	ADP, LLC	101010 · Cash - Marquette	-488.10
Bill	533583241	04/17/2019		104420 · Accounting	488.10
TOTAL					488.10
Bill Pmt -Check	58823	04/29/2019	Annuity Premium Reserve Account	101010 · Cash - Marquette	-425.00
Bill	4/1/19	04/01/2019		102160 · 457 Plan W/H Payable	425.00
TOTAL					425.00
Bill Pmt -Check	58824	04/29/2019	AT&T	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	58825	04/29/2019	ATLAS	101010 · Cash - Marquette	-45.00
Bill	4/25/19	04/25/2019		104620 · Staff Training & Education	15.00
				104610 · Board Training & Education	30.00
TOTAL					45.00
Bill Pmt -Check	58826	04/29/2019	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	40391	04/05/2019		104450 · Building Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	58827	04/29/2019	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-138.37
Bill	F2CS110496	04/01/2019		104600 · Outreach Services	138.37
TOTAL					138.37
Bill Pmt -Check	58828	04/29/2019	Blackstone Publishing	101010 · Cash - Marquette	-327.77
Bill	1107037	04/01/2019		104342 · Audio Visual Materials-Outreach	65.85
Bill	1106540	04/01/2019		104342 · Audio Visual Materials-Outreach	64.29
Bill	1107323	04/01/2019		104342 · Audio Visual Materials-Outreach	65.85
Bill	1108510	04/08/2019		104342 · Audio Visual Materials-Outreach	34.94

Orland Park Public Library
Check Detail
April 16 through May 20, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	1110654	04/17/2019		104342 · Audio Visual Materials-Outreach	96.84
TOTAL					<u>327.77</u>
Bill Pmt -Check	58829	04/29/2019	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-108.83
Bill	April 2019	04/01/2019		102171 · Garnishment W/H Payable	108.83
TOTAL					<u>108.83</u>
Bill Pmt -Check	58830	04/29/2019	Blue Cross Blue Shield of IL	101010 · Cash - Marquette	-38,345.61
Bill	May 2019	04/16/2019		104230 · Life/Health Insurance	38,345.61
TOTAL					<u>38,345.61</u>
Bill Pmt -Check	58831	04/29/2019	Center Point Large Print	101010 · Cash - Marquette	-382.89
Bill	1673586	04/01/2019		104310 · Books - Adult	23.37
Bill	1680231	04/01/2019		104310 · Books - Adult	359.52
TOTAL					<u>382.89</u>
Bill Pmt -Check	58832	04/29/2019	Chicago Tribune	101010 · Cash - Marquette	-195.00
Bill	4/17/19	04/17/2019		104320 · Periodicals - Adult	195.00
TOTAL					<u>195.00</u>
Bill Pmt -Check	58833	04/29/2019	Chris Schultz	101010 · Cash - Marquette	-31.71
Bill	4/9/19	04/09/2019		104620 · Staff Training & Education	31.71
TOTAL					<u>31.71</u>
Bill Pmt -Check	58834	04/29/2019	Comcast Business Cable	101010 · Cash - Marquette	-651.99
Bill	4/3/19	04/03/2019		104575 · Automation - Line Costs	587.83
				104520 · Telephone	64.16
TOTAL					<u>651.99</u>
Bill Pmt -Check	58835	04/29/2019	Computer Greeks	101010 · Cash - Marquette	-200.00

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	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	5/7/19	05/07/2019		104640 · Patron Programs&Events-Outreach	200.00
TOTAL						<u>200.00</u>
	Bill Pmt -Check	58836	04/29/2019	Current Technologies Corporation	101010 · Cash - Marquette	-2,895.54
	Bill	9268	04/11/2019		104580 · Automation - Maintenance	1,676.54
	Bill	9276	04/12/2019		104580 · Automation - Maintenance	1,219.00
TOTAL						<u>2,895.54</u>
	Bill Pmt -Check	58837	04/29/2019	Daily Southtown	101010 · Cash - Marquette	-358.80
	Bill	4/17/19	04/17/2019		104320 · Periodicals - Adult	358.80
TOTAL						<u>358.80</u>
	Bill Pmt -Check	58838	04/29/2019	Dell Marketing L.P.	101010 · Cash - Marquette	-35,724.35
	Bill	10308948185	04/10/2019		104570 · Automation - Equipment	35,724.35
TOTAL						<u>35,724.35</u>
	Bill Pmt -Check	58839	04/29/2019	Demco	101010 · Cash - Marquette	-475.62
	Bill	6592242	04/15/2019		104710 · Library Supplies	475.62
TOTAL						<u>475.62</u>
	Bill Pmt -Check	58840	04/29/2019	Fidelity Security Life Insurance Co	101010 · Cash - Marquette	-342.31
	Bill	163892299	04/29/2019		104230 · Life/Health Insurance	342.31
TOTAL						<u>342.31</u>
	Bill Pmt -Check	58841	04/29/2019	Findaway World, LLC	101010 · Cash - Marquette	-645.48
	Bill	281430	04/01/2019		104341 · Audio Visual Materials - Youth	422.72
	Bill	281799	04/01/2019		104341 · Audio Visual Materials - Youth	222.76
TOTAL						<u>645.48</u>
	Bill Pmt -Check	58842	04/29/2019	Gale/Cengage Learning	101010 · Cash - Marquette	-1,917.66

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	66884352	04/03/2019		104312 · Books - Outreach	467.83
Bill	66884440	04/03/2019		104310 · Books - Adult	55.18
Bill	66884835	04/03/2019		104310 · Books - Adult	30.39
Bill	66884836	04/03/2019		104310 · Books - Adult	89.57
Bill	66893984	04/04/2019		104312 · Books - Outreach	233.51
Bill	66894309	04/04/2019		104310 · Books - Adult	56.78
Bill	66920225	04/10/2019		104312 · Books - Outreach	58.38
Bill	66920634	04/10/2019		104310 · Books - Adult	29.59
Bill	66956759	04/17/2019		104312 · Books - Outreach	640.54
Bill	66962962	04/18/2019		104312 · Books - Outreach	43.18
Bill	66978513	04/23/2019		104312 · Books - Outreach	27.19
Bill	66983755	04/24/2019		104312 · Books - Outreach	185.52
TOTAL					1,917.66
Bill Pmt -Check	58843	04/29/2019	IHLS-OCLC	101010 · Cash - Marquette	-324.45
Bill	18455	04/05/2019		104580 · Automation - Maintenance	324.45
TOTAL					324.45
Bill Pmt -Check	58844	04/29/2019	Illinois Library Association	101010 · Cash - Marquette	-200.00
Bill	162183	04/10/2019		104650 · Association Dues & Fees	200.00
TOTAL					200.00
Bill Pmt -Check	58845	04/29/2019	Illinois State Police Services Fund	101010 · Cash - Marquette	-70.00
Bill	March 2019	04/01/2019		104495 · Legal	70.00
TOTAL					70.00
Bill Pmt -Check	58846	04/29/2019	Ingram Library Services	101010 · Cash - Marquette	-10,886.79
Bill	See Detail List	04/29/2019		104310 · Books - Adult	7,373.10
				104312 · Books - Outreach	399.98
				104311 · Books - Youth	3,113.71
TOTAL					10,886.79
Bill Pmt -Check	58847	04/29/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-769.44

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	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	905475425	04/01/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	769.44
TOTAL						<u>769.44</u>
	Bill Pmt -Check	58848	04/29/2019	Lite Tech, Inc.	101010 · Cash - Marquette	-127.81
	Bill	83147	04/10/2019		104530 · Building & Custodial Supplies	127.81
TOTAL						<u>127.81</u>
	Bill Pmt -Check	58849	04/29/2019	Marti LaHood	101010 · Cash - Marquette	-300.00
	Bill	5/8/19	05/08/2019		104640 · Patron Programs&Events-Outreach	300.00
TOTAL						<u>300.00</u>
	Bill Pmt -Check	58850	04/29/2019	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-4,000.00
	Bill	10792	04/01/2019		104920 · Audit	4,000.00
TOTAL						<u>4,000.00</u>
	Bill Pmt -Check	58851	04/29/2019	MetLife	101010 · Cash - Marquette	-581.83
	Bill	4/16/19	04/16/2019		104230 · Life/Health Insurance	581.83
TOTAL						<u>581.83</u>
	Bill Pmt -Check	58852	04/29/2019	Midwest Tape	101010 · Cash - Marquette	-98.95
	Bill	97077417	04/01/2019		104341 · Audio Visual Materials - Youth	31.98
	Bill	97141291	04/01/2019		104341 · Audio Visual Materials - Youth	54.98
	Bill	97234795	04/10/2019		104340 · Audio Visual Materials - Adult	11.99
TOTAL						<u>98.95</u>
	Bill Pmt -Check	58853	04/29/2019	OGR Publishing Inc.	101010 · Cash - Marquette	-62.95
	Bill	4/17/19	04/17/2019		104320 · Periodicals - Adult	62.95
TOTAL						<u>62.95</u>
	Bill Pmt -Check	58854	04/29/2019	OverDrive, Inc.	101010 · Cash - Marquette	-4,981.46

Orland Park Public Library
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Type	Num	Date	Name	Account	Original Amount
Bill	04125CO19064853	04/04/2019		104341 · Audio Visual Materials - Youth	513.94
Bill	04125CO19064852	04/04/2019		104311 · Books - Youth	282.99
Bill	04125CO19065664	04/05/2019		104311 · Books - Youth	80.00
Bill	04125CO19065571	04/05/2019		104311 · Books - Youth	297.54
Bill	04125CO19065727	04/05/2019		104310 · Books - Adult	55.00
Bill	04125CO19065442	04/05/2019		104310 · Books - Adult	55.00
Bill	04125CO19067484	04/09/2019		104341 · Audio Visual Materials - Youth	905.66
Bill	04125CO19070476	04/14/2019		104310 · Books - Adult	55.00
Bill	04125CO19075737	04/23/2019		104311 · Books - Youth	135.93
Bill	04125CO19076226	04/23/2019		104310 · Books - Adult	55.00
Bill	04125DA19076792	04/23/2019		104310 · Books - Adult	55.00
Bill	04125CO19077506	04/24/2019		104310 · Books - Adult	2,363.90
				104340 · Audio Visual Materials - Adult	66.50
Bill	04125CO19077294	04/24/2019		104310 · Books - Adult	60.00
TOTAL					4,981.46
Bill Pmt -Check	58855	04/29/2019	Penguin Random House LLC	101010 · Cash - Marquette	-420.00
Bill	1087052945	04/01/2019		104340 · Audio Visual Materials - Adult	22.50
Bill	1087754041	04/01/2019		104342 · Audio Visual Materials-Outreach	30.00
Bill	1187754041	04/01/2019		104342 · Audio Visual Materials-Outreach	30.00
Bill	1087925184	04/01/2019		104340 · Audio Visual Materials - Adult	90.00
Bill	1087925185	04/01/2019		104342 · Audio Visual Materials-Outreach	131.25
Bill	1088083422	04/11/2019		104340 · Audio Visual Materials - Adult	33.75
Bill	1088083423	04/11/2019		104342 · Audio Visual Materials-Outreach	22.50
Bill	1088195016	04/17/2019		104342 · Audio Visual Materials-Outreach	30.00
Bill	1088195012	04/17/2019		104340 · Audio Visual Materials - Adult	30.00
TOTAL					420.00
Bill Pmt -Check	58856	04/29/2019	Recorded Books, INC	101010 · Cash - Marquette	-579.22
Bill	76204974	04/01/2019		104340 · Audio Visual Materials - Adult	31.50
Bill	76204387	04/01/2019		104340 · Audio Visual Materials - Adult	34.19
Bill	76206447	04/01/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76203839	04/01/2019		104340 · Audio Visual Materials - Adult	53.99
Bill	76206575	04/02/2019		104340 · Audio Visual Materials - Adult	27.00

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	76207336	04/03/2019		104340 · Audio Visual Materials - Adult	31.49
Bill	76209189	04/05/2019		104340 · Audio Visual Materials - Adult	31.50
Bill	76209666	04/08/2019		104340 · Audio Visual Materials - Adult	36.00
Bill	76211587	04/10/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76213747	04/16/2019		104340 · Audio Visual Materials - Adult	59.39
Bill	76214178	04/16/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76213775	04/16/2019		104340 · Audio Visual Materials - Adult	36.00
Bill	76213745	04/16/2019		104340 · Audio Visual Materials - Adult	36.00
Bill	76214800	04/17/2019		104340 · Audio Visual Materials - Adult	58.20
Bill	76215968	04/18/2019		104340 · Audio Visual Materials - Adult	35.99
TOTAL					<u>579.22</u>
Bill Pmt -Check	58857	04/29/2019	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-157.75
Bill	2470955	04/09/2019		104450 · Building Maintenance	157.75
TOTAL					<u>157.75</u>
Bill Pmt -Check	58858	04/29/2019	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,800.00
Bill	4/15/19	04/15/2019		102160 · 457 Plan W/H Payable	2,800.00
TOTAL					<u>2,800.00</u>
Bill Pmt -Check	58859	04/29/2019	Resurgence Legal Group, PC	101010 · Cash - Marquette	-450.53
Bill	April 2019	04/01/2019		102171 · Garnishment W/H Payable	235.62
				102171 · Garnishment W/H Payable	214.91
TOTAL					<u>450.53</u>
Bill Pmt -Check	58860	04/29/2019	Shorewood Home & Auto Inc	101010 · Cash - Marquette	-99.95
Bill	03-114654	04/18/2019		104530 · Building & Custodial Supplies	99.95
TOTAL					<u>99.95</u>
Bill Pmt -Check	58861	04/29/2019	Stephanie Fordice	101010 · Cash - Marquette	-42.40
Bill	4/9/19	04/09/2019		104620 · Staff Training & Education	42.40
TOTAL					<u>42.40</u>

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	58862	04/29/2019	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,527.43
Bill	6656	04/01/2019		104530 · Building & Custodial Supplies	372.08
Bill	6671	04/06/2019		104530 · Building & Custodial Supplies	463.71
Bill	6674	04/12/2019		104530 · Building & Custodial Supplies	348.56
Bill	17035	04/19/2019		104530 · Building & Custodial Supplies	28.00
Bill	6681	04/19/2019		104530 · Building & Custodial Supplies	315.08
TOTAL					<u>1,527.43</u>
Bill Pmt -Check	58863	04/29/2019	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-11,354.94
Bill	4/15/19 Statement	04/15/2019		104340 · Audio Visual Materials - Adult	4,540.29
				104341 · Audio Visual Materials - Youth	2,528.84
				104342 · Audio Visual Materials-Outreach	371.30
				104310 · Books - Adult	362.90
				104311 · Books - Youth	17.70
				104710 · Library Supplies	326.78
				104530 · Building & Custodial Supplies	111.88
				104642 · Patron Programs & Events-Youth	75.36
				104570 · Automation - Equipment	2,743.73
				104550 · Lib. & Off. Eqpt Rep. & Maint	235.18
				104720 · Office Supplies	40.98
TOTAL					<u>11,354.94</u>
Bill Pmt -Check	58864	04/29/2019	Taste of Home Books	101010 · Cash - Marquette	-33.98
Bill	1056	04/04/2019		104310 · Books - Adult	33.98
TOTAL					<u>33.98</u>
Bill Pmt -Check	58865	04/29/2019	Unique Management Services, Inc.	101010 · Cash - Marquette	-53.70
Bill	550542	04/01/2019		104495 · Legal	53.70
TOTAL					<u>53.70</u>
Bill Pmt -Check	58866	04/29/2019	Village of Orland Park	101010 · Cash - Marquette	-201.53

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Type	Num	Date	Name	Account	Original Amount
Bill	4/15/19	04/01/2019		104600 · Outreach Services	130.00
Bill	31983753	04/17/2019		104600 · Outreach Services	71.53
TOTAL					201.53
Bill Pmt -Check	58867	04/29/2019	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-302.63
Bill	53009	04/05/2019		104540 · Building Repairs	302.63
TOTAL					302.63
Bill Pmt -Check	58868	04/29/2019	Wight Construction Services Inc.	101010 · Cash - Marquette	-5,422.50
Bill	4/10/19	04/10/2019		104960 · Building Renovations	5,422.50
TOTAL					5,422.50
Bill Pmt -Check	58869	04/29/2019	AT&T	101010 · Cash - Marquette	-184.60
Bill	4/13-5/12	04/12/2019		104575 · Automation - Line Costs	184.60
TOTAL					184.60
Bill Pmt -Check	58870	04/29/2019	Richard Pickren	101010 · Cash - Marquette	-350.00
Bill	5/9/19	05/09/2019		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Bill Pmt -Check	58872	05/09/2019	ADP, LLC	101010 · Cash - Marquette	-488.10
Bill	534441172	04/26/2019		104420 · Accounting	488.10
TOTAL					488.10
Bill Pmt -Check	58873	05/09/2019	American Library Association	101010 · Cash - Marquette	-255.37
Bill	52226267	04/19/2019		104310 · Books - Adult	255.37
TOTAL					255.37
Bill Pmt -Check	58874	05/09/2019	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00

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Type	Num	Date	Name	Account	Original Amount
Bill	2372	05/03/2019		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	58875	05/09/2019	Annuity Premium Reserve Account	101010 · Cash - Marquette	-425.00
Bill	4/30/19	04/30/2019		102160 · 457 Plan W/H Payable	425.00
TOTAL					<u>425.00</u>
Bill Pmt -Check	58876	05/09/2019	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-143.23
Bill	11955	04/01/2019		104600 · Outreach Services	143.23
TOTAL					<u>143.23</u>
Bill Pmt -Check	58877	05/09/2019	Blackstone Publishing	101010 · Cash - Marquette	-69.88
Bill	1111836	04/26/2019		104342 · Audio Visual Materials-Outreach	69.88
TOTAL					<u>69.88</u>
Bill Pmt -Check	58878	05/09/2019	Cardmember Service	101010 · Cash - Marquette	-5,103.62
Bill	April 2019 Statement	04/01/2019		104620 · Staff Training & Education	152.32
				104570 · Automation - Equipment	297.42
				104570 · Automation - Equipment	14.99
				104642 · Patron Programs & Events-Youth	69.00
				104580 · Automation - Maintenance	1,200.00
				104720 · Office Supplies	50.33
				104620 · Staff Training & Education	135.00
				104570 · Automation - Equipment	60.00
				104730 · Postage	42.57
				104530 · Building & Custodial Supplies	5.00
				104320 · Periodicals - Adult	539.88
				104642 · Patron Programs & Events-Youth	41.05
				104530 · Building & Custodial Supplies	72.08
				104580 · Automation - Maintenance	960.00
				104642 · Patron Programs & Events-Youth	26.34
				104530 · Building & Custodial Supplies	112.98
				104642 · Patron Programs & Events-Youth	29.96

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104641 · Patron Programs & Events-Adult	229.92
				104641 · Patron Programs & Events-Adult	39.16
				104530 · Building & Custodial Supplies	132.34
				104540 · Building Repairs	265.00
				104320 · Periodicals - Adult	13.98
				104530 · Building & Custodial Supplies	18.95
				104530 · Building & Custodial Supplies	24.85
				104530 · Building & Custodial Supplies	18.99
				104530 · Building & Custodial Supplies	57.31
				104540 · Building Repairs	98.36
				104570 · Automation - Equipment	50.00
				104660 · Public Information	127.50
				104610 · Board Training & Education	39.97
				104730 · Postage	22.14
				104620 · Staff Training & Education	195.00
TOTAL					5,142.39
Bill Pmt -Check	58879	05/09/2019	Cash	101010 · Cash - Marquette	-245.92
Bill	5/9/19	05/09/2019		104620 · Staff Training & Education	4.93
				104730 · Postage	4.57
				104620 · Staff Training & Education	7.42
				104620 · Staff Training & Education	6.96
				104320 · Periodicals - Adult	17.98
				104730 · Postage	3.10
				104641 · Patron Programs & Events-Adult	21.57
				104641 · Patron Programs & Events-Adult	5.00
				104530 · Building & Custodial Supplies	15.00
				104642 · Patron Programs & Events-Youth	18.60
				104642 · Patron Programs & Events-Youth	2.99
				104641 · Patron Programs & Events-Adult	1.74
				104641 · Patron Programs & Events-Adult	9.99
				104730 · Postage	11.00
				104730 · Postage	4.57
				104530 · Building & Custodial Supplies	6.42
				104530 · Building & Custodial Supplies	9.56
				104530 · Building & Custodial Supplies	10.11

Orland Park Public Library
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Type	Num	Date	Name	Account	Original Amount
				104530 · Building & Custodial Supplies	12.95
				104642 · Patron Programs & Events-Youth	10.00
				104620 · Staff Training & Education	12.53
				104642 · Patron Programs & Events-Youth	25.00
				104620 · Staff Training & Education	8.93
				104620 · Staff Training & Education	15.00
TOTAL					245.92
Bill Pmt -Check	58880	05/09/2019	Cavendish Square	101010 · Cash - Marquette	-177.93
Bill	CAO3104961	04/23/2019		104311 · Books - Youth	177.93
TOTAL					177.93
Bill Pmt -Check	58881	05/09/2019	Findaway World, LLC	101010 · Cash - Marquette	-215.36
Bill	283699	04/17/2019		104341 · Audio Visual Materials - Youth	215.36
TOTAL					215.36
Bill Pmt -Check	58882	05/09/2019	Gale/Cengage Learning	101010 · Cash - Marquette	-85.57
Bill	66998867	04/29/2019		104310 · Books - Adult	31.19
Bill	66998336	04/29/2019		104310 · Books - Adult	27.19
Bill	67015034	04/30/2019		104310 · Books - Adult	27.19
TOTAL					85.57
Bill Pmt -Check	58883	05/09/2019	Garvey's Office Products	101010 · Cash - Marquette	-244.24
Bill	PINV1721825	04/30/2019		104720 · Office Supplies	175.41
Bill	PINV1722775	05/01/2019		104710 · Library Supplies	68.83
TOTAL					244.24
Bill Pmt -Check	58884	05/09/2019	Grainger	101010 · Cash - Marquette	-1,446.88
Bill	9152689775	04/23/2019		104525 · Purchase - New Equipment	1,446.88
TOTAL					1,446.88
Bill Pmt -Check	58885	05/09/2019	Hanover Insurance Co	101010 · Cash - Marquette	-48,575.00

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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	5/7/19 Statement	05/07/2019		104430 · Insurance	3,461.00
				104430 · Insurance	24,284.00
				104930 · Liability Ins. - D&O,Bonds,WC	8,696.00
				104430 · Insurance	12,134.00
TOTAL					<u>48,575.00</u>
Bill Pmt -Check	58886	05/09/2019	Home Depot Credit Services	101010 · Cash - Marquette	-156.88
Bill	4/28 Statement	04/28/2019		104530 · Building & Custodial Supplies	156.88
TOTAL					<u>156.88</u>
Bill Pmt -Check	58887	05/09/2019	HR Source	101010 · Cash - Marquette	-1,340.00
Bill	FY20-66453	05/01/2019		104650 · Association Dues & Fees	1,340.00
TOTAL					<u>1,340.00</u>
Bill Pmt -Check	58888	05/09/2019	HUB International Limited	101010 · Cash - Marquette	-17,776.00
Bill	1429175	04/18/2019		104930 · Liability Ins. - D&O,Bonds,WC	13,816.00
Bill	1431160	04/19/2019		104430 · Insurance	2,310.00
Bill	1450583	05/08/2019		104430 · Insurance	1,650.00
TOTAL					<u>17,776.00</u>
Bill Pmt -Check	58889	05/09/2019	Innovative Interfaces, Inc.	101010 · Cash - Marquette	-2,400.00
Bill	EST-INC9338	04/01/2019		104497 · Library Consultant	2,400.00
TOTAL					<u>2,400.00</u>
Bill Pmt -Check	58890	05/09/2019	iRead	101010 · Cash - Marquette	-849.12
Bill	160226	04/01/2019		104642 · Patron Programs & Events-Youth	757.62
Bill	163024	04/17/2019		104642 · Patron Programs & Events-Youth	91.50
TOTAL					<u>849.12</u>
Bill Pmt -Check	58891	05/09/2019	John Traverso	101010 · Cash - Marquette	-200.00

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	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	5/17/19	05/17/2019		104640 · Patron Programs&Events-Outreach	200.00
TOTAL						<u>200.00</u>
	Bill Pmt -Check	58892	05/09/2019	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-2,035.55
	Bill	202470	04/30/2019		104495 · Legal	2,035.55
TOTAL						<u>2,035.55</u>
	Bill Pmt -Check	58893	05/09/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-36.88
	Bill	9005616646	04/19/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	22.36
	Bill	9005619674	04/20/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	14.52
TOTAL						<u>36.88</u>
	Bill Pmt -Check	58894	05/09/2019	Lauterbach & Amen LLP	101010 · Cash - Marquette	-2,600.00
	Bill	35627	04/10/2019		104920 · Audit	2,600.00
TOTAL						<u>2,600.00</u>
	Bill Pmt -Check	58895	05/09/2019	Lite Tech, Inc.	101010 · Cash - Marquette	-228.75
	Bill	83192	05/01/2019		104530 · Building & Custodial Supplies	228.75
TOTAL						<u>228.75</u>
	Bill Pmt -Check	58896	05/09/2019	Maqbool Rashid	101010 · Cash - Marquette	-250.00
	Bill	4/29/19	04/29/2019		104660 · Public Information	250.00
TOTAL						<u>250.00</u>
	Bill Pmt -Check	58897	05/09/2019	Michael C Barnes architect, llc	101010 · Cash - Marquette	-9,875.00
	Bill	1907	04/30/2019		104450 · Building Maintenance	9,875.00
TOTAL						<u>9,875.00</u>
	Bill Pmt -Check	58898	05/09/2019	Midwest Tape	101010 · Cash - Marquette	-2,631.11
	Bill	97268254	04/17/2019		104340 · Audio Visual Materials - Adult	10.39

Orland Park Public Library
Check Detail
April 16 through May 20, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	97300311	04/24/2019		104340 · Audio Visual Materials - Adult	28.78
Bill	97336279	04/30/2019		104311 · Books - Youth	73.10
				104341 · Audio Visual Materials - Youth	193.05
				104310 · Books - Adult	402.55
				104340 · Audio Visual Materials - Adult	1,923.24
TOTAL					2,631.11
Bill Pmt -Check	58899	05/09/2019	Nancy McCully	101010 · Cash - Marquette	-210.00
Bill	5/14/19	05/14/2019		104640 · Patron Programs&Events-Outreach	210.00
TOTAL					210.00
Bill Pmt -Check	58900	05/09/2019	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
Bill	7031	05/01/2019		104450 · Building Maintenance	6,455.00
TOTAL					6,455.00
Bill Pmt -Check	58901	05/09/2019	Nicor Gas	101010 · Cash - Marquette	-2,621.09
Bill	4/22/19	04/22/2019		104517 · Natural Gas	2,621.09
TOTAL					2,621.09
Bill Pmt -Check	58902	05/09/2019	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-75.15
Bill	6557053	05/01/2019		104450 · Building Maintenance	75.15
TOTAL					75.15
Bill Pmt -Check	58903	05/09/2019	One Up Signs	101010 · Cash - Marquette	-203.56
Bill	2019-14532	05/09/2019		104450 · Building Maintenance	203.56
TOTAL					203.56
Bill Pmt -Check	58904	05/09/2019	OverDrive, Inc.	101010 · Cash - Marquette	-1,947.40
Bill	04125CO19078527	04/26/2019		104310 · Books - Adult	1,597.85
				104340 · Audio Visual Materials - Adult	114.99
Bill	04125CO19080735	04/30/2019		104340 · Audio Visual Materials - Adult	95.00

Orland Park Public Library
Check Detail
April 16 through May 20, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	04125CO19084014	05/01/2019		104310 · Books - Adult	13.99
Bill	04125CO19084109	05/01/2019		104311 · Books - Youth	125.57
TOTAL					<u>1,947.40</u>
Bill Pmt -Check	58905	05/09/2019	Paraclete Press Inc	101010 · Cash - Marquette	-91.47
Bill	47346	04/30/2019		104340 · Audio Visual Materials - Adult	91.47
TOTAL					<u>91.47</u>
Bill Pmt -Check	58906	05/09/2019	Park Ace Hardware	101010 · Cash - Marquette	-132.40
Bill	4/30/19 Statement	04/30/2019		104530 · Building & Custodial Supplies	132.40
TOTAL					<u>132.40</u>
Bill Pmt -Check	58907	05/09/2019	Recorded Books, INC	101010 · Cash - Marquette	-227.67
Bill	76216512	04/19/2019		104340 · Audio Visual Materials - Adult	26.99
Bill	76216559	04/19/2019		104340 · Audio Visual Materials - Adult	31.50
Bill	76217251	04/23/2019		104340 · Audio Visual Materials - Adult	34.19
Bill	76219741	04/24/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76219990	04/25/2019		104340 · Audio Visual Materials - Adult	31.50
Bill	76220554	04/26/2019		104340 · Audio Visual Materials - Adult	31.50
Bill	76220795	04/29/2019		104340 · Audio Visual Materials - Adult	36.00
TOTAL					<u>227.67</u>
Bill Pmt -Check	58908	05/09/2019	Shorewood Home & Auto Inc	101010 · Cash - Marquette	-96.56
Bill	03-111635	04/04/2019		104530 · Building & Custodial Supplies	39.66
Bill	03-115879	04/23/2019		104530 · Building & Custodial Supplies	56.90
TOTAL					<u>96.56</u>
Bill Pmt -Check	58909	05/09/2019	Sprint	101010 · Cash - Marquette	-230.05
Bill	336044821-173	04/30/2019		104520 · Telephone	230.05
TOTAL					<u>230.05</u>
Bill Pmt -Check	58910	05/09/2019	Sunlight Maintenance Supply	101010 · Cash - Marquette	-641.32

Orland Park Public Library
Check Detail
April 16 through May 20, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	6718	04/29/2019		104530 · Building & Custodial Supplies	345.86
Bill	6730	05/04/2019		104530 · Building & Custodial Supplies	295.46
TOTAL					641.32
Bill Pmt -Check	58911	05/09/2019	Susan A. Witek	101010 · Cash - Marquette	-300.00
Bill	5/25/19	05/25/2019		104642 · Patron Programs & Events-Youth	300.00
TOTAL					300.00
Bill Pmt -Check	58912	05/09/2019	Tim Wilsey	101010 · Cash - Marquette	-300.00
Bill	5/28/19	05/28/2019		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	58913	05/09/2019	Wingren Landscape, Inc.	101010 · Cash - Marquette	-1,195.35
Bill	50877	05/01/2019		104440 · Landscaping & Groundskeeping	1,195.35
TOTAL					1,195.35
Subtotal - Checks					\$243,334.82
Gross Payroll on 4/30/19					\$120,964.13
Payment to Village for IMRF for April, 2019					\$25,900.17
Gross Payroll on 5/15/2019					\$117,672.34
Grand Total					\$507,871.46

Adult Services Board Report

April 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

Unwind: Knit, Crochet and Needlework Hangout 4/3; 5 adults

Writers Group 4/4; 10 adults

Seven genre book discussions 4/6, 4/8, 4/11, 4/16, 4/17, 4/25, 4/29; 41 adults

eBooks, eMagazines, eReaders 4/11, 4/16, 4/22; 2 adults

Bingo 4/13; 4 adults

Tour a Database: Consumer Reports 4/15; 1 adult

DIY Drop-In: Bottle Cap Garden Art; 3 adults

Reading Without Walls, April 1-30; 198 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended Macmillan Spring Fling: Best New Adult Books & (and some YA, Too!) (Webinar) on Apr 2, 2019

Kortnee Fingler attended Spring Fling: Best New Adult Books (Webinar (Booklist) on Apr 2, 2019

Judy Brannigan attended Learning to Create Videos (Computer Lab) on Apr 2, 2019

Judy Brannigan attended Learning to Create Videos (Computer Lab) on Apr 3, 2019

Judy Brannigan attended Learning to Create Videos (Computer Lab) on Apr 9, 2019

Diane Srebro attended Novelist: Promote Your Collection to Increase Circulation & Engage Readers (Webinar) on Apr 9, 2019

Kortnee Fingler attended Moraine Valley - One Book One College (Moraine Valley Community College) on Apr 10, 2019

Diane Srebro attended LibraryAware Admin Training (Webinar) on Apr 11, 2019

Katie Allan attended LibraryAware Web Tutorials (Webinar) on Apr 12, 2019

Judy Brannigan attended BeanstackEDU Mobile App Tour (Webinar) on Apr 16, 2019

Andrew Masura attended LibraryAware Training (Computer Lab) on Apr 23, 2019

Diane Srebro attended Library Aware Admin Training (Computer Lab) on Apr 23, 2019

Judy Brannigan attended Learning to Create Videos (Computer Lab) on Apr 25, 2019

Judy Brannigan attended Learning to Create Videos (Computer Lab) on Apr 30, 2019

STATISTICS

Database Statistics April 2019-2018 Comparison

Database	2019	2018	Data Type
Ancestry Library	722	1452	Total Searches
Careers College	11	64	Total Users
Consumer Reports	71	69	Total Log-Ins
EBSCO	1161	1922	Total Searches
Gale Virtual Ref. Library	3	16	Total Searches
Heritage Quest	159	244	Total Searches
Lynda.com	64	141	Total Log-Ins
Mango Languages	70	32	Total Sessions
OCLC	5270	5630	Total Searches
ProQuest	67	241	Total Searches
Reference USA	97	98	Total Searches
Weiss & Street Financial Ratings	34	72	Total Log-Ins

Statistics from web forms

Category	04/2019	04/2018
Reference	3080	3111
Reference Remote	185	164
Non-Reference	272	349
N-R Remote	147	25
Extended Help	14	34
Passive Programming	21	23
Program Attendance	262	108
Items shelved	18678	18653
Carts shelved	319	260

GRANTS/SPECIAL PROJECTS

Diane Srebro has completed the application for the Freedom to Read Foundation's 2019 Banned Book Week Grant.

CUSTOMER SERVICE LOG

4-9-19 I was putting out magazines for the Magazine Giveaway. Patron Comment: How lucky am I to be here when you are putting out more magazines. I see you have some children's magazines and that is what I am looking for. Thank you for doing every year, I really appreciate it. I actually look forward to it. Andy M.

4-11-19 I was putting out more magazines for the Magazine Giveaway. Patron Comment: I can't believe this great selection. I'm having several surgeries this summer and this is going to be

perfect reading material while I'm recuperating; and I don't have to worry about returning anything. Andy M.

4-11-19 Patron borrowing reading glasses at the Reference Desk: "This is a nice service you provide here--I appreciate it. Thank you." Katie A.

4-12-19 A patron using a walker stopped by the Adult Services Reference Desk and said, "I called two days ago for two books and the person said she'll bring them downstairs, but they weren't there." I assisted her in getting the books from the Outreach Department, as one of the books was checked out and the other was nowhere to be found. Patron comment: "You're very accommodating! Thanks very much for your help. Now, I have something to read." KUDOS to Duke from Outreach Department for stepping in and loaning their books. Rose F-W

4-20-19 Patron searching for books on the public catalog computer expressed some frustration with the search function in Polaris. She wanted only print books, but when she limited the format to "book", the results list included regular print books, large print books, and audiobooks. "Why am I getting audiobooks and all this other stuff when I do this? I just want the regular book!" I was able to help her work around this issue by scanning the call numbers in the result list. Katie A.

4-23-19 Patron in the new book section commented on the lack of large print titles. "Tinley Park Library has a much better selection for large print." Andy M.

Patron Services Board Report

April 2019

CONTINUING EDUCATION/MEETINGS ATTENDED

Theresa Hildebrand attended Innovative 2019 Customer Support Update (OPPL Webinar) on Apr 4, 2019

STATISTICS

The Patron Services Department handled 65 reference questions over the phone as well as in person. Assisting patrons with forgotten PINs to access their online accounts was a frequent issue.

Month	Circulation			Patron attendance			In-House Checkins			Polaris Search Sessions			Overdrive Registrations	
	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	52,782	50,683	4.14%	32,698	36,111	-9.45%	3,394	3,395	-0.03%	14,040	14,115	-0.53%	44	51
March	59,453	57,407	3.56%	35,334	42,485	-16.83%	4,426	3,739	18.37%	16,036	15,640	2.53%	47	49
April	52,954	54,404	-2.67%	34,864	39,007	-10.62%	3,628	3,411	6.36%	14,910	15,234	-2.13%	35	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	47888			30280			3018		0	13799			51
Total	220,639	667,535		133,553	435,219		14,789	41,240		61,248	178,674		178	675

Month	Other Circulation			Overdrive			RB Digital / Zinio			Museum passes	
	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	1,220	1,244	-1.93%	3,666	3,559	3.01%	836	302	176.82%	9	4
March	1,364	1,317	3.57%	3,874	3,761	3.00%	871	295	195.25%	19	13
April	1,271	1,183	7.44%	3,816	3,798	0.47%	684	293	133.45%	12	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	1,169		0	3,227		0	664			22
Total	5,362	14,158		15,432	44,594		3,141	5,006		48	224

CUSTOMER SERVICE LOG

Welcome Desk

04/03/2019 (Welcome Desk) Patron stopped by Welcome Desk to donate books and inquire about future programs. She stated, "There's always something happening here. It's great. This is my tax dollars well spent." - Laura L.

04/08/2019 (Welcome Desk) A patron commented on their way out, "The decorations are gorgeous!" - Patrick D.

04/18/2019 (Welcome Desk) Patrons love the Pocket Poems! They take one on multiple visits. - Lisa S.

04/23/2019 (Welcome Desk) "Who made those beautiful flowers (over the check-out desk)? It's nice to walk in somewhere and see something so pretty and unexpected like that." - Laura L.

04/24/2019 (Welcome Desk) Patron commented on her way out, "This is such a nice library and the people (staff) here are always so nice. This library is one of the best things about living in Orland Park." - Nadine L.

04/30/2019 (Welcome Desk) Patron commented about the umbrella bags we have out for patrons in the vestibule, "Whoever thought of putting these out had a great idea!" - Laura L.

Lobby

04/08/2019 (Lobby) Patron at our magazine giveaway was overjoyed, saying the Jazz magazines mean so much to him. - Lisa S.

04/09/2019 (Front Doors) While Theresa was letting the first patrons of the day into the library, one woman told her, "I heard on the radio that it's National Library Workers Day ~ so Happy You Day." - Theresa H.

04/11/2019 (Lobby) Patron leaving the 1893 Chicago program said that the speaker did a great job talking about Chicago in 1893. - Lisa S.

Checkout Desk & Self Checks

04/09/2019 (Check-Out Desk) Patron came up and said, "As a taxpayer I want to complain about the stupidity of the book tree at the top of the stairs. Books are meant to be read, not made a mockery of." - Nadine L.

04/11/2019 (Express Reserves/Self Check) "Thank you so much for helping me find my DVD & showing me how to check it out. It was easy ~ so easy. Thank you." - Theresa H.

04/18/2019 (Self Check) Mother with multiple children said, "The kids like to help. Can we have a minimum 45 seconds before it times out?" - Lisa S.

04/26/2019 (Patron service Desk) "I love the recently returned shelves. They have helped me discover books I would not have normally read. It's also fun to see what everyone else is reading." - Patrick D.

Phone Calls

04/01/2019 (Phone call) Patron who was calling about a Youth Services program recommended we get a fish tank. - Lisa S.

04/11/2019 (Phone call) "We live in Orland Hills & just got our Tinley Park library cards. We were wondering if the Orland Park library was just for Orland Park residents." Upon hearing that they are more than welcome, our caller continued with "Oh my gosh! That is SO great ~ we will definitely be coming there soon." - Theresa H.

Graphics Board Report

April 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work this month focused on:

Monthly e-blast with news/programs/events happening in May 2019 sent Apr. 26

3 videos for social media (Mary Kubica, Chicago Bubble Show, Denny Diamond)

Mass emails for Friends of the Library Book Sale (sent Apr. 8), Easter Sunday Closing (sent Apr. 16) and Roofing Project (sent Apr. 11)

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Fordice attended ILA Marketing Forum Mini-Conference at Schaumburg Township District Library on Apr. 5

Stephanie Fordice attended Orland Park Area Chamber of Commerce Monthly Membership Meeting at OPPL on Apr. 24

Stephanie Fordice attended Orland Women's Networking Luncheon 2019 at Chicago Gaelic Park Oak Forest on Apr. 25

STATISTICS

2,471 Facebook followers

888 Instagram followers

2,036 Twitter followers

476 Pinterest followers

17,612 Emails on the marketing email list

14 Meeting room requests received

128 Graphics requests completed

Delivered 48 Welcome Bags

GRANTS/SPECIAL PROJECTS

May-August 2019 newsletter was delivered to OPPL on Apr. 18, dropped at the Post Office on Apr. 19 and mailed to homes a week early.

A logo for the renovation project was created.

The library hosted the Orland Park Chamber of Commerce monthly meeting in Room 104 on Apr. 24

CUSTOMER SERVICE LOG

From patron on Facebook regarding 4/9 post about National Library Workers Day: Thanks OPPL Technical Services Department!

From patron on Facebook regarding 4/9 post about National Library Workers Day: You are all wonderful! Professional, knowledgeable, courteous. Always a pleasure to be in our library!

From patron on Facebook regarding 4/9 post about National Library Workers Day: My daughter in law Erin Fixel is doing a wonderful job with the Teens! A Special shout out to her! 😊❤️

From patron on Facebook regarding 4/9 post about National Library Workers Day: Thank you Laura Larson!

From patron on Facebook regarding 4/9 post about National Library Workers Day: Thanks to "Miss Emily" for a great sensory story time and always embracing all of our children and treating them so sweetly. She sees each child's strength! 🍷❤️

From patron on Facebook regarding 4/12 post about the Friends Spring Sale: It was a huge success! Thanks to all the volunteers who helped out!

From patron on Facebook regarding 4/15 post about photos from Mini Golf at the Library: Looks like they all had a good time!

From patron on Facebook regarding 4/15 post about photos from Mini Golf at the Library: I love the Orland Park Library and all it does for the community.

From patron on Facebook regarding 4/16 post about Diane Jennings honored at recent Board meeting: Thank you for your service to our community, Diane.

From patron on Facebook regarding 10/24/18 post announcing the renovation: Drinking water should be cold. (Patron posted this comment on 4/9)

From patron on Facebook regarding 4/17 post about StoryWalk: We love this little trail of story! 🍷

From patron on Facebook regarding 4/17 post about StoryWalk: Now I know! I'd wondered from the road as I drive by what those are. Nice idea!

From patron on Facebook regarding 4/17 post about StoryWalk: A story and nature! What a perfect blend!

From patron on Facebook regarding 4/17 post about StoryWalk: Thanks OPPL!

From patron on Facebook regarding 4/17 post about StoryWalk: (Tagged name)- Let's take the kids!!

From patron on Facebook regarding 4/17 post about StoryWalk: I was curious what all those stations were for. Nice addition to the path.

Twitter comment from patron on Apr. 18: Shout out and great thanks to the [@OrlandPkLibrary](https://www.facebook.com/OrlandPkLibrary) IT Department for helping my brother with his project today.

From patron on Facebook regarding 4/18 post about Pocket Poems: Love it ❤️

From patron on Facebook regarding 4/18 post about Easter Sunday closing: As a regular patron of the Orland Park library I was terribly disappointed today when I came to the children's section and could not find a single book on the true meaning of Easter. There were several books on Passover. And a billion bunny books. But not a single book about the resurrection of Jesus. I would be more than happy to purchase age appropriate books for this holiday by next year.

Comment from the Orland Park Prairie on Facebook regarding 4/25 Throwback Thursday photo post: That's fantastic. We'd love to run this in next week's Social Snapshot.

From patron on Facebook regarding 4/25 Throwback Thursday photo post: I'm so proud to teach dance at our old library!

Information Technology Board Report April 2019

SERVICES/PROGRAMS/PROJECTS/CLASSES

- 4/4 - Shopping on the Internet (8)
- 4/9 - Cable No More (66)
- 4/17 - "Hey, Google..." (6)
- 4/25 - Digitize Your Memories (19)
- 4/30 - Is Cloud Storage Right for Me? (11)

STATISTICS

Category	Apr 2019	Apr 2018
Study Room Usage	802	706
Patrons Assisted	447	523
Extended Assistance	172	88
Total PC Usage	1784	1639
Total Web pages	29085	30687
Number of Classes	5	9
Total Class Attendance	110	104
Wireless Usage	3484	3899

- Going forward, Study Room Usage will be total number of people that were in the room instead of the count of how many times the study room was used
- Total PC usage: PC Res: From 4/1/2019 - 4/21/19. On 4/22, we switched from PC Reservation to MyPC

GRANTS/SPECIAL PROJECTS

On 4/22, the library switched from PC Reservation to MyPC to manage patron use of computers. All public computers were switched over.

On 4/22, the Youth Services Commons computers and Teen Area computers were replaced due to compatibility issues with MyPC. 8 new computers were deployed in the Youth Services Department and 3 in Teen.

All monitors in the library have been updated to new, widescreen Dell monitors.

CUSTOMER SERVICE LOG

4/4/19 - Shopping on the Internet – Suggestions for future classes: How to sell things on computer.

4/9/19 - Cable No More – Ian does a great job of presenting! I attend a ton of events, returning classes etc. He is great and animated. Keeps your attention.

4/9/19 - Cable No More – The chairs were spaced nicely for plenty of leg room. Suggestions for future classes: In the future, give general estimate of the length of the program.

4/9/19 - Cable No More – Great class, great instructor.

4/9/19 - Cable No More – The class content was thorough, but the presentation was too fast. He assumed we knew the basics. Suggestions for future classes: Split the class into 2 sessions: Basics and advanced.

4/25/19 - Digitize Your Memories – Possibly have registration so that the class could be smaller and more could be included.

4/25/19 - Digitize Your Memories – He did a great job!

4/25/19 - Digitize Your Memories – Instructor very clear and easy to understand, he helped me in the past once & went beyond the call of duty to help me.

4/25/19 - Digitize Your Memories – Suggested for future classes - convert negatives to Disc

4/25/19 - Digitize Your Memories – Very Good Class! Wonderful equipment available to us, I had no idea. Dan is a very good teacher! Suggest for future classes: Advertise how long classes last. It said starts at 6 pm but had no idea how long it would be.

Outreach Services Board Report

April 2019

PERSONNEL

Katie Mitchel has resigned her position as Outreach Assistant.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing Independent Living and Assisted Living, Brookdale, Alden Prairie, American House, 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 Programming and Collections for Those with Dementia (Webinar) on Apr 5, 2019

Cathy DiGiorgio attended Programming and Collections for Those with Dementia (Webinar) on Apr 5, 2019

Katie Mitchel attended RAILS Online Round Table: Programming and Collections for Those with Dementia/Alzheimer's (Webinar) on Apr 5, 2019

Kelly Cuci attended LibraryAware Training (Computer Lab) on Apr 23, 2019

Kelly Cuci attended Active Senior Expo (Gaelic Park) on Apr 24, 2019

Cathy DiGiorgio attended Active Senior Expo (Gaelic Park) on Apr 24, 2019

Duke Phelps attended Active Senior Expo (Gaelic Park) on Apr 24, 2019

Kelly Cuci attended The Library as Social Connector: Forging Community Connection (Webinar) on Apr 25, 2019

Kelly Cuci attended Women's Networking Luncheon (Gaelic Park) on Apr 25, 2019

STATISTICS

Onsite Adult Programs:

9 programs were given with a total of 524. *2018: 12 programs were given with a total of 750 patrons.*

Breakout:

4/2/19 Chicago Roller Skating History	28
4/3/19 How Money Works	16
4/5/19 Meet the Artist - Art Connections	22
4/11/19 Afternoons @ OPPL - Chicago, The Rest of the Story	36
4/11/19 The Challenges and Rewards of Foster Parenting	5
4/16/19 From Old Worlds to New Worlds - Genealogy	53
4/19/19 Showcase - Denny Diamond	240
4/23/19 Dia del Los Ninos - Mariachi Night	106
4/26/19 Friday Film Series - The Rider	18

Offsite Adult Programs:

15 programs were given with a total of 2937 patrons attending. *2018: 15 programs were given with a total of 2136 patrons attending. Outreach Services saw 2700 senior patrons at the Active Senior Expo.*

Breakout:

4/1/19 Senior Living Visits	28
4/2/19 Senior Living Visits	18
4/3/19 Senior Living Visits	11
4/10/19 Orland Township Drop-in Visit	20
4/11/19 Remember When with American House	13
4/11/19 Remember When with Brookdale	9
4/12/19 Orland Township Drop-in Visit	9
4/15/19 Senior Living Visits	21
4/16/19 Senior Living Visits	18
4/17/19 Senior Living Visits	12
4/24/19 Active Senior Expo	2700
4/24/19 Orland Township Drop-in Visit	17
4/26/19 Orland Township Drop-in Visit	10
4/29/19 Senior Living Visits	30
4/30/19 Senior Living Visits	11

Train Station Books:

Three Train Stations - **38**, 2018 - 58

Passive Programming

Nursing Homes - **30**, 2018 - 72

Program Flyer Distribution Stats:

Village of O.P. - **84**, 2018 - 500

Sportsplex - **84**, 2018 - 500

Nursing Homes - **15**, 2018 - 0

Train Stations - **38**, 2018 - 72

Orland Township - **20**, 2018 - 0

During programs - **121**, 2018 - 111

Expos (Giveaways and flyers) -**2100**, 2018 – 2020

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1524 items circulated with 2634 checkouts and 138 renewals. *2018: 1076 items circulated with 1948 checkouts and 91 renewals.*

Visits to single-family homebound patrons totaled 31. *2018: Visits totaled 18.*

7 new homebound patron cards were issued and 2 discontinued. 7 cards were renewed. *2018: 5 new homebound library cards were issued. 0 cards were discontinued. 1 card was renewed.*

OS staff logged 722 reference transactions. *2018: 1072 reference transactions.*

OS staff logged 86 programming questions. *2018: 98 programming questions.*

OS staff logged 47 exhibit questions. *2018: 52 exhibit questions.*

GRANTS/SPECIAL PROJECTS

Theresa Marketti and Duke Phelps have been working on new offsite programs for those patrons in Assisted Living care.

CUSTOMER SERVICE LOG

4/2/19 Book Delivery - Thomas Place

"Thank you for everything you guys do." Theresa M.

4/2/19 Book Delivery - Alden Assisted Living

"Thank you for coming. I really appreciate it." Theresa M.

4/16/19 Book Delivery - Evergreen Assisted Living

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

4/19/19 Showcase - Denny Diamond program

"Thank you for bringing him in. That was great!" Katie M.

"These are always fun to come and see." Katie M.

4/23/19 Email sent from Alden

"Dear Theresa and Orland Park Library,

Happy World Book Day!!!! We are so thankful for all that you do for us at Alden!

Happy Reading!

Emily Triolo

Activity Director

The Alden Estates of Orland Park

16450 South 97th Avenue

Orland Park, IL 60487" Theresa M.

4/23/19 Dia de los Ninos - Mariachi Night program

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

"They were wonderful." Cathy D.

"We had a wonderful time." Cathy D.

"Please have them back." Cathy D.

4/24/19 Book Delivery - Orland Township

"You are the best!" Theresa M.

4/24/19 Book Delivery - Heartis Assisted Living

"You don't realize how great you are." Theresa M.

4/24/19 Active Senior Expo tabling

"Great service." Cathy D.

Thanks for the homebound and OT service." Cathy D.

"You guys are great!" Cathy D.

"What a wonderful library you have." Cathy D.

"We really like the OP library." Cathy D.

"I love the Library!" Kelly C.

"Can I check out things there?" (Someone not in district) Kelly C.

"Your library is big!" Kelly C.

"Are you in the group?" (Meaning RAILS) Kelly C.

"What programs do you have?" Kelly C.

"Do you have a newsletter?" (One was handed to her when asked) Kelly C.

"Thank you!" (For giveaways)

"Can I use your library?" Kelly C.

"I come to your concerts!" Kelly C.

"Love, love, love your library!" Kelly C.

"I love all your programs." Kelly C.

"What is this!" (Jar opener) Kelly C.

"Your library is great!" Kelly C.

AARP came by to tell us about their programs. Kelly C.

"I love these!" (Jar openers) Kelly C.

"I come to all of the computer classes and I love the handout carousel!" Kelly C.

"What a great library, along with great programs!" Duke P.

4/26/19 Friday Film Series - The Rider

"What an interesting film." Katie M.

"I enjoy coming to see these, they are good movies." Katie M.

"Thank you for hosting the movie nights." Katie M.

GRANTS/SPECIAL PROJECTS

- Technical Services staff successfully deleted over 10,000 of items for Friends Book Sale.
- Wendy Xie added 350 Hoopla eBooks into Polaris. Entering keywords of “OPPL Hoopla eBook” can retrieve these titles together.
- Wendy Xie added 150 Hoopla Music into Polaris. Entering keywords of “OPPL Hoopla Music” can retrieve these titles together.
- Wendy Xie added 200 Hoopla Audiobooks into Polaris. Entering keywords of “OPPL Hoopla Audio eBook” can retrieve these titles together.
- Wendy Xie added 231 Hoopla movies into Polaris. Entering keywords of “OPPL Hoopla Movie” can retrieve these titles together.
- Wendy Xie combined those similar statistical codes for over 4,000 children’s books in the system.
- Wendy Xie updated all 3-day-loan books as regular books’ loan period to match library’s loan rule policy.

Youth Services Board Report

April 2019

PERSONNEL

Youth Services Assistant Amy Najewski's last day is April 18. She was here for 13 years.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Youth Outreach Visits: 2 visits and 187

April 9: Center School Family Reading Night, 148 people

April 22: Orland ELL Grades 3-5, 39 people

Teacher Loan Card Checkouts: 42

PAL PAKS: 7 PAL PAKS and 143 items

Preschool Packs:

19 packs, circulating 307 items

Preschool Visits:

4/4: KinderCare Pinewood Drive-34

4/8: KinderCare John Humphrey Drive-20

4/11: Sandbox Learning Center-45

4/18: KinderCare Pinewood Drive-30

4/25: St. Mike's Preschool: 50

4/29: KinderCare John Humphrey Drive-20

Teen Outreach Visits:

April 18: Sandburg High School Mental Health Fair, 756 people

Reading Without Walls Reading Initiative Youth & Teen

243 sign-ups

105 finishers

Youth Programs - 2,126 total attendance

Once Upon a Time Storytime (4 sessions) - 166

Building Blocks for Babies (8 sessions) - 364

Toddler Time (4 sessions) - 197

Night Owls (4 sessions) - 107

Bright Starts (4 sessions) - 98

Art's Alive (6 sessions) - 86

Crafty Readers (2 sessions) - 30

Teeny Tunes (3 sessions) - 102

Mini Golf - 18

3D Stories - 9

Monarch Preview - 0
International Art - 12
Preschool Art - 14
1, 2, Crafts & More - 14
Baby Playtime - 28
STEAM: The Science of Helicopters - 13
Loteria - 11
Get Your Wiggles Out - 32
Video Game Club- 26
Battle of the Books: Bluestems - 62
Super Smash Bros. Tournament - 42
Robo Kids: Green Screen - 12
Sensory Storytime - 17
Dia de los Ninos Mariachi Night - 106
Chicago Bubble Show - 230
Nintendo Switch Players - 26
Youth Pocket Programs - 200

Teen Programs - 316 total attendance

Chalk Board Additions - 9
Teen Video Game Players - 4
Teen Book Drawing - 26
Teen Pocket Poems - 148
Blackout Poetry Board - 2
Read for a Lifetime Finishers - 17
Sandburg Book Drawing - 37
Teen DIY Bunny Craft - 11
Decorate your Peeps Challenge - 10
Teen Inc Mini Golf (3 sessions) - 22
Volunteens-International Art - 1
Volunteens-1, 2, Crafts & More - 2
Volunteens-Preschool Art - 2
Volunteens-Green Screen - 2
Volunteens-Smash Bros. Tournament - 1
Volunteens Dia De Los Ninos - 0
Volunteens - Crafty Readers (2 sessions) - 3
Volunteens -STEAM -1
Volunteens-Book Sale (2 sessions) - 13

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Thomas attended Preschool Outreach Programmers Meeting (Bloomington Public Library) on Apr 1, 2019

Lenore Garoufalas attended Security Awareness - Paul Timm (YouTube) on Apr 2, 2019

Erin Fixel attended Macmillan Spring Fling: Best New Adult Books (and some YA, too!) (Webinar) on Apr 3, 2019

Erin Faxel attended Feminist Reads Reading List K-12 (Webinar) on Apr 6, 2019
 Erin Faxel attended BeanstackEDU Mobile App Tour (Webinar) on Apr 6, 2019
 Fanny Camargo attended BeanstackEDU Library Staff Overview (Webinar) on Apr 7, 2019
 Erin Faxel attended Moraine Valley -One Book One College (Moraine Valley Community College) on Apr 10, 2019
 Becky McCormack attended Beanstack mobile app tour (Webinar) on Apr 11, 2019
 Kara DeCarlo attended Drawing to Learn (Field Museum) on Apr 13, 2019
 Alex Pappas attended BeanstackEDU Mobile App Tour (Webinar) on Apr 19, 2019
 Emily Meszaros attended BeanstackEDU presents: Library Staff & Patron Services Webinar (Webinar) on Apr 20, 2019
 Brandi Smits attended LibraryAware Administration Webinar (OPPL) on Apr 23, 2019
 Emily Meszaros attended Harwood Library Webinar – New Engagement Strategies for Diverse Communities (Webinar) on Apr 23, 2019
 Becky McCormack attended LibraryAware Administration Webinar (OPPL) on Apr 23, 2019

STATISTICS

Youth Services Statistics

Category	Qty
Reference	225
Reference Remote	8
Non-Reference	93
N-R Remote	211
Extended Help	49
Group Study	81
Study Rooms (New, started 4/17/2018)	0
Teen Program Attendance	517
Youth Program Attendance	1072
Combined Program Attendance	2087
	3159

Statistics from web forms

Category	04/2019	04/2018	Change
Reference	2258	2341	-83, -3.55%
Reference Remote	93	127	-34, -26.77%
Non-Reference	211	270	-59, -21.85%
N-R Remote	49	70	-21, -30%
Extended Help	81	93	-12, -12.9%

Teen Programs 1072 147 925, 629.25%

Youth Programs 2087 1892 195, 10.31%

Databases

Scholastic Teachables: 3 In-house, 10 Accessed Remotely, 13 Total

Series Searcher: 35 In-house, 47 Accessed Remotely, 82 Total

Tumblebooks: 5 In-house, 4 Accessed Remotely, 9 Total

GRANTS/SPECIAL PROJECTS

The Read for a Lifetime high school reading program ended in April. The Back to Books grant funded the purchasing of multiple titles of the list of 25 books for the three local high schools, Sandburg, Andrew, and Staff. We had 17 students read the required 4 books and 3 of those 17 read all 25 titles. The school librarians are interested in partnering with us again to promote the program and we hope to have even more students finish next year.

CUSTOMER SERVICE LOG

Junior Desk

4/3 - Woman leaving asking about the Reading Without Walls prize baskets: "That is a great program idea. Kids really need to read about diversity more often." Brandi S.

4/6 - Mom with child at Battle of the Books: "My daughter was never a big reader, but when she started reading the Bluestem award nominees for this program, she just can't get enough. Thank you for hosting this program!" Amy N.

4/11 - Mom with 2 children after attending first storytime: "That was our first time. They had fun!" Alex P.

4/18 - Adult getting a Museum Adventure Pass: "I love this library!" Alex P.

4/20 - Comments from Chicago Bubble Show (Successful show, filled the room with 230 people which was at room capacity so some people could not get in to the program.)

-We drove all the way out here from Chicago to see the show.

-It was impossible to find parking.

-We didn't know we needed to get a number to get into the program. We've been in line this whole time.

-This is really disorganized.

-You guys are doing a good job managing this crowd. It's crazy!

-Thank you so much! This was great!

-Awesome show!

-Wow, it's crazy here! I've never seen it so busy!

- The bubbles are popping and stinging my child's eyes.
- This is our first time here and this was great. Thanks!
- When comments about the size of the room were heard by staff, staff responded that the room would be expanded in the renovation project in order to provide more space for popular programs like this one.

Preschool Desk

4/2 - Helping grandmother look for a picture book: "This is really a great library for kids." Alex P.

4/25 - Little girl playing on ABC Mouse Computer: "Grandma! I love this!" Alex P.

Teen Desk

4/13/19 - Parent leaving mini golf program with child: "This was so wonderful! The kids had a great time and the teens were all so good with them. Such a super program!" Erin F

4/15/19 - I helped a patron get downstairs. She has a bad hip and couldn't carry her bags: "Thank you so much! You're an awesome person! I really appreciate you!" Erin F.

4/15/19 - Helped a patron find a bunch of CDs and DVDs on Worldcat: "You're awesome! I'm going to keep coming back to you from now on!" Erin F.

4/23/19 - Talking to a patron who regularly works around teen area: "Everyone here is so nice! I appreciate all the help." Alex P.

APRIL

STAFF ANNIVERSARIES

**Congratulation to those staff members who have completed
a milestone anniversary date in April 2019.**

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

Diane Srebro Assistant Manager Adult Services 25 years

Steve Newman Maintenance Superintendent 13 years

Minutes of the Special Meeting of the Building Committee of the Board of Library Trustees of the Orland Park Public Library held May 1, 2019

The meeting was officially called to order by Christian Barcelona, President at 7:03 p.m.

Call To Order

Members present: Christian Barcelona, President; Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Members absent: Elan Kleis, Secretary

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager, Alice Grabowski, Administrative Clerk

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

Introduction of Visitors

Public Comment

None

Old Business

Roofing Project Update

Assistant Library Director Adamowski began the meeting with an update on the current roofing project. Pictures were passed to display the various stages of work that has been accomplished. Anthony Roofing started the work on April 15 and is currently on week two of a four to six week expected time line. Assistant Director Adamowski stated that the work started strong, the equipment arrived and was put in place. There has been a delay in the project due to the wet weather the area has experienced. A leak was discovered on April 27 from inside the building over the Adult Services Reference desk. Assistant Director Adamowski notified Superintendent Maintenance Steve Newman who then contacted Project Manager Tony Claussen of Anthony Roofing. Two slits were found in the membrane roof as a result of the work done the day before which were patched immediately.

The roofers have found that as the membrane roof is being removed the underneath insulation is damaged by moisture, in particular the area on the north end of the 2nd floor over Artist Alley. Anthony Roofing will need to order the proper materials and Architect Mark Nelson has been contacted so the contract can be reviewed to determine who is responsible for the additional costs and labor. Project Manager Claussen will check additional areas for more damage especially on the 2nd floor west bay areas.

Library Director Weimar asked about the process of ordering new insulation, is it the responsibility of Anthony Roofing or is Wight contacted. Architect Lisa Schmidt verified the Roofing Project Manager

should be the contact point for this project going forward. Assistant Director Adamowski stated the design of a membrane roof can lead to damage caused by various factors. Architect Schmidt said that a cost review will need to be signed off before ordering any further materials. Follow up with Architect Floyd Anderson will be done on Thursday. Trustee McMillan asked about the progress of the timeline. Assistant Director Adamowski stated the project is moving along but has been interrupted by the heavy rains, but it is hopeful the project will be finished within the established time frame. Architect Schmidt emphasized a work order needs to be completed before the ordering of materials.

Library Building Renovation Schematic Design

Architect Michael C. Barnes stated the schedule of the project is on track. Barnes began with a slide show of the Schematic Design depicting the progress that has been made on the design. Full black line documents have been created, as well. Furthermore, it was suggested that the images from this meeting should be added to the Library's blog so patrons may be made aware of the upcoming project. Architect Barnes went through the entire scope of the project, including both floors and all areas that will be renovated in some manner. The ground floor was discussed first.

The presentation began with the Friends Sale Room on the main level. Trustee McMillan inquired if the Friends were being relocated within the building to create an actual book store. He expressed an interest in this idea as he had recently visited a local area library and liked their Friends Store design. Library Director Weimar confirmed that the Friends Room would be more of a storefront setting. Architect Barnes added that the Friends Room will have more capacity for storage with a door that will open and close as needed.

Architect Barnes continued the presentation by discussing the Lobby/Patron Services Area. The idea is to reduce the number of Patron Services desks within the lobby for a more open space. There will be a mobile Welcome Desk which will be manned to greet patrons as they enter and leave. The mobility of the desk will allow even more space for events in the lobby. Trustee McMillan and Library Director Weimar concur that this design will provide the space needed. Assistant Director Adamowski asked if the intention is to keep the trellis over the current Patron Services Desk for visual height and lighting purposes. Director Weimar stated that more lighting is required for staff working in that area. Architect Barnes will redesign the area with the changes mentioned.

The next area reviewed is the hallway entrance into Youth Services. The goal is to establish a gateway changing the perception to a children-only area emphasizing a nature theme expanding from the current mural located near the north end of the department. This will include expansion of wood and 3D elements. Currently the colorful rubber flooring is the only transition into the department. Director Weimar discussed that Youth Services Manager Brandi Smits had expressed concern about there being a definite separation into this department. Additionally, Director Weimar would prefer the use of darker colors with additional elements to evoke a whimsical feel. Trustee McMillan inquired on the definition of Youth Services and expressed the confusion the wording may cause. Director Weimar clarified that this area is for birth to 5th grade and stated that some brainstorming will take place to determine the final title used for the entrance to this area. The idea was presented to add more 3D to the top of the arch entrance. Architect Barnes suggested incorporating elements of the tree in the mural as one aspect of expansion.

The Youth Services Department will include different shelving for audiovisual materials, a Mother's Room, a Sensory Room, in addition to new furniture and study rooms. Currently the Storytime Room has wooden sliding panels that separate the room from the Craft Room. Within the Schematic Design phase sliding panel doors constructed of resin which can be cast with a design have been included. Architect Barnes stated this type of panel cannot be frameless due to its size but the frame will be minimal. Finance Manager Kimmey asked how translucent the panels will be to allow for natural light into the rooms. Architect Schmidt stated that the level of translucency can be selected, and natural light will brighten the rooms. Architect Barnes noted the overhead projector in the Storytime Room will be removed, and a flat-screen monitor will be installed and used with the existing wall speakers. Director Weimar confirmed that the current cloud ceiling will remain.

At the south end of the Youth Services Department, a Tween Area will be created which will incorporate design elements that will provide a visual separation from the rest of the department. Architect Barnes described several components in that concept from carpeting to geometric ceiling

with diamond light pendants, as well as colorful furniture and a gaming area. Director Weimar inquired about the current millwork shelving along the brick wall. Architect Barnes stated that about a 3-foot section will be lost in this design, but ample shelving will remain so materials may be displayed. The installation of an additional study room in that area is the reason for the reduction in the millwork shelving. Both Director Weimar and Assistant Director Adamowski requested that the study rooms have a glass component for the staff to be able to see in.

Architect Barnes continued the Schematic Design presentation related to the Meeting Room area. The plan is the same as previously suggested with only aesthetic additions. Nesting/stacking furniture, as well as a new projector system and lighting will be a part of the design phase. LED lights within the recessed linear lighting on the floating ceiling will add effect, and the use of paint colors on the existing architecture bands throughout the room will provide depth. Director Weimar said the library should use the name of Aileen S. Andrew in more aspects of library signage. Architect Barnes pointed out on the meeting room slide that the logo as well as the Andrew name have been included in the design.

Discussion continued with the second floor design. Architect Barnes reviewed the plans for the two additional Study Rooms and the new Multipurpose Room. The Multipurpose Room entrance will have a low wall with a glass-to-ceiling enclosure. The entry door will be located around the corner, and there will be a need for signage either directly on the glass or on the wall above the glass. Trustee McMillan inquired if there will be security cameras added to this area. Director Weimar agreed and stated the IT staff will be able to install them. Assistant Director Adamowski mentioned the 2nd floor study rooms have security cameras installed but there are none in the Youth Services study rooms.

The computer area will be renovated to provide a server room that can better ventilate the equipment. With Information Technology and Adult Services combining their workrooms, there will be fewer workstations in the area. Architect Barnes continued to describe the design of the Smart Lab with the use of glass/partial wall to make this area more visible to patrons as they walk by. A translucent film will be applied to the Smart Lab glass that has the capability of projecting images inside the room, as well as outside of the room which should draw patrons' interest. The fascia outside of the Smart Lab and Computer Area will be painted green to accentuate the area. New lights will be installed around the perimeter of this area that will also define the space. The Tech Center will be surrounded by glass on three sides with an open entrance near the IT service desk. All computer screens have been reconfigured to face south, which will allow staff to monitor patrons. Assistant Director mentioned the database computers currently located in Adult Services may be moved to the Computer Area for patron use.

Architect Barnes described the Teen Area as a unique area within the library that will be enclosed and larger. There will be no definitive ceiling in this area which will allow the building's duct work to be exposed. Pendant-type lighting, along with acoustical baffles will add to the loft effect. A lower wall with glass to the ceiling will encase the two new study rooms. The study rooms will be accessible only through the Teen Area. The use of a half wall with glass that encloses the Teen Area will give the teens a sense of their own space. Additional storage will be provided with the use of benches for seating within the area. Director Weimar asked about the height of the mobile study pods. Architect Schmidt stated that these can be rendered at various heights and can be changed.

Director Weimar inquired about the staff areas in Administration. There will be two additional offices added to Administration on the east side of the building. One office will house the Senior Administrative Coordinator and the other will be for the Administrative Clerk. These additional rooms will offer more privacy for the Finance Office. Graphics will expand by incorporating the Graphics closet into the space design. The extra space will accommodate the equipment used on a daily basis and provide an office for the Public Information Manager, as well as cubicles for the Graphic Designers and Information Clerk. The repurposing of furniture will be utilized. Architect Barnes continued with the other staff areas to be renovated: the reconfiguration of the Patron Services workstation area, as well as building an office for the Human Resources Generalist within the sorting area on the first floor. Director Weimar assured the Building Committee members that most of the renovation is on the public side.

Trustee McMillan began the discussion about the design of the Nature Center. Architect Schmidt stated that the center is not part of this Schematic Design. On April 22nd Administration met with Wight & Co. Architect Patty King to discuss the design of the nature center, as well as a budget.

Ideally \$150,000 is desired to fund this project to ensure all aspects will be included. Director Weimar stated that she was informed by the architects that they surveyed the area and realized that more grading is needed than originally anticipated especially by the pond. The grading of the pond area cannot be compromised because it is needed for the drainage flow into the pond. An idea of a deck area located outside the Preschool bay window area was offered as a possible solution. Architect Schmidt said that using a deck with a guard rail would be cost efficient. Director Weimar stated there is information included in the packet regarding this meeting. Trustee McMillan inquired if this project will be cost effective for all age groups. Assistant Director Adamowski stated that there will programs offered to patrons of all ages. President Barcelona inquired about offering programming in the plaza area. Assistant Director Adamowski stated the library does offer movies occasionally outside in the area, as well as summer concerts. Director Weimar added that there will be outdoor lighting and AV needed to ensure that this space can be utilized day and night to the desired potential. Trustee McShane asked where the access to this area will be located. Director Weimar responded that there will be a separate entrance through the Preschool Area of the building. Architect Schmidt added that there will be a clear unobstructed path on the outside as well. Trustee McMillan inquired if the \$73,000 listed as earmarked for this project was part of the renovation project. Finance Manager Kimmey said no it is not a part of the \$3 million renovation budget.

Library Building Renovation Project Budget

Architect Schmidt examined the budget and has itemized the savings and cost increases in each of the proposed renovated areas. At this point the budget has been cut by an additional \$100,000. The Storytime Room costs have been reduced \$5,000-\$6,000. The Study Rooms had an increase of \$22,000 due to the cost of materials. More wood and glass were needed that was not originally in the plans. The Computer Area, Tech Center and Smart Lab has been reduced \$30,000. The Teen Area costs have been reduced \$27,000 due to the savings of the specialty ceiling structure. The Multipurpose Room was reduced \$30,000 by reusing existing lights, installing LED bulbs and keeping the existing ceiling. The Large Meeting Room costs have increased by \$100,000 because the curved walls in the room need to be removed and acoustic panels will be needed. The Wellness-Sensory Rooms have decreased by a couple of thousand dollars. The Tween Area has a \$35,000 increase due to some added features with the specialty lights and ceiling. The cost of the Administration offices has been decreased by \$8,000 and the Friends Book Sale room has been decreased by \$1,400. The Lobby area has an increase due to allowance for possible slate flooring replacement.

Architect Schmidt added that as of now there is a 12% contingency for the renovation but as the project progresses that percentage will go down to possibly 7-9%. Architect Barnes asked how much of the contingency is for design purposes. Architect Schmidt replied the contingency is earmarked only for construction costs. Trustee McMillan asked about the cost of phasing. Architect Schmidt explained that the more phasing or overlapping the higher the cost. Director Weimar inquired if the Library were to close occasionally, would there be a savings. Architect Schmidt explained that it would depend on the area that is being worked on and the length of closure. The cost of the contingency went down from 15% to 12% and will continue to lower as we get closer. Architect Schmidt clarified that there are currently three phases of construction scheduled.

Architect Schmidt continued that the contractors will try to salvage anything of value that can be reused within the project. This would include but is not limited to: stacks and shelving, lockers, wood and carpet. Trustee McMillan asked if the project total was final. Finance Manager Kimmey stated there could be surprises along the way and if there were any savings, the money could be utilized for the Nature Center. Trustee McMillan inquired when bidding will start. Architect Schmidt responded that bidding should begin in July to be on target with the July 22nd bidding timeframe. Architect Schmidt also mentioned it is a competitive market for construction.

Adjournment

Trustee McMillan motioned to adjourn the meeting and it was seconded by Trustee McShane. A roll call vote as follows: Barcelona - aye; McMillan -aye-, McShane -aye.

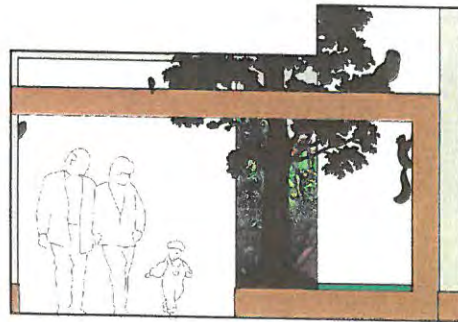
Motion passed. 3 ayes, 0 nays, 1 absent

The meeting was adjourned at 9:20 p.m.

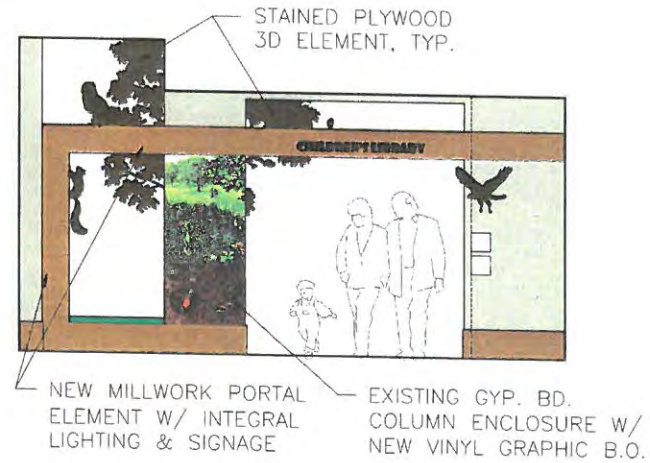
Elan Kleis
Secretary

Approved: _____ Date: _____

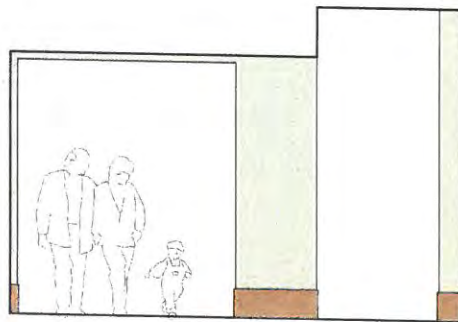
Minutes prepared by Alice Grabowski and Mary Adamowski



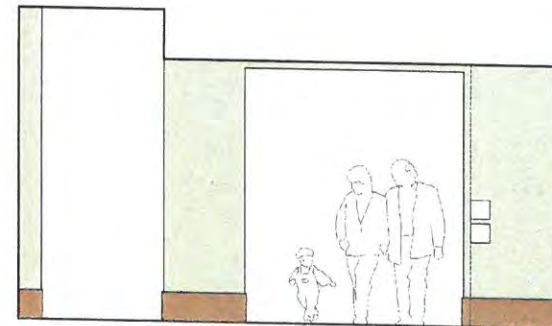
1ST FLOOR
Looking South @ Children's Portal



1ST FLOOR
Looking North @ Children's Portal




Existing Condition



Existing Condition

OPPL CHILDREN'S PORTAL STUDY
2019-0515
michael c barnes architect, pllc

 ADULT SERVICES
UPSTAIRS

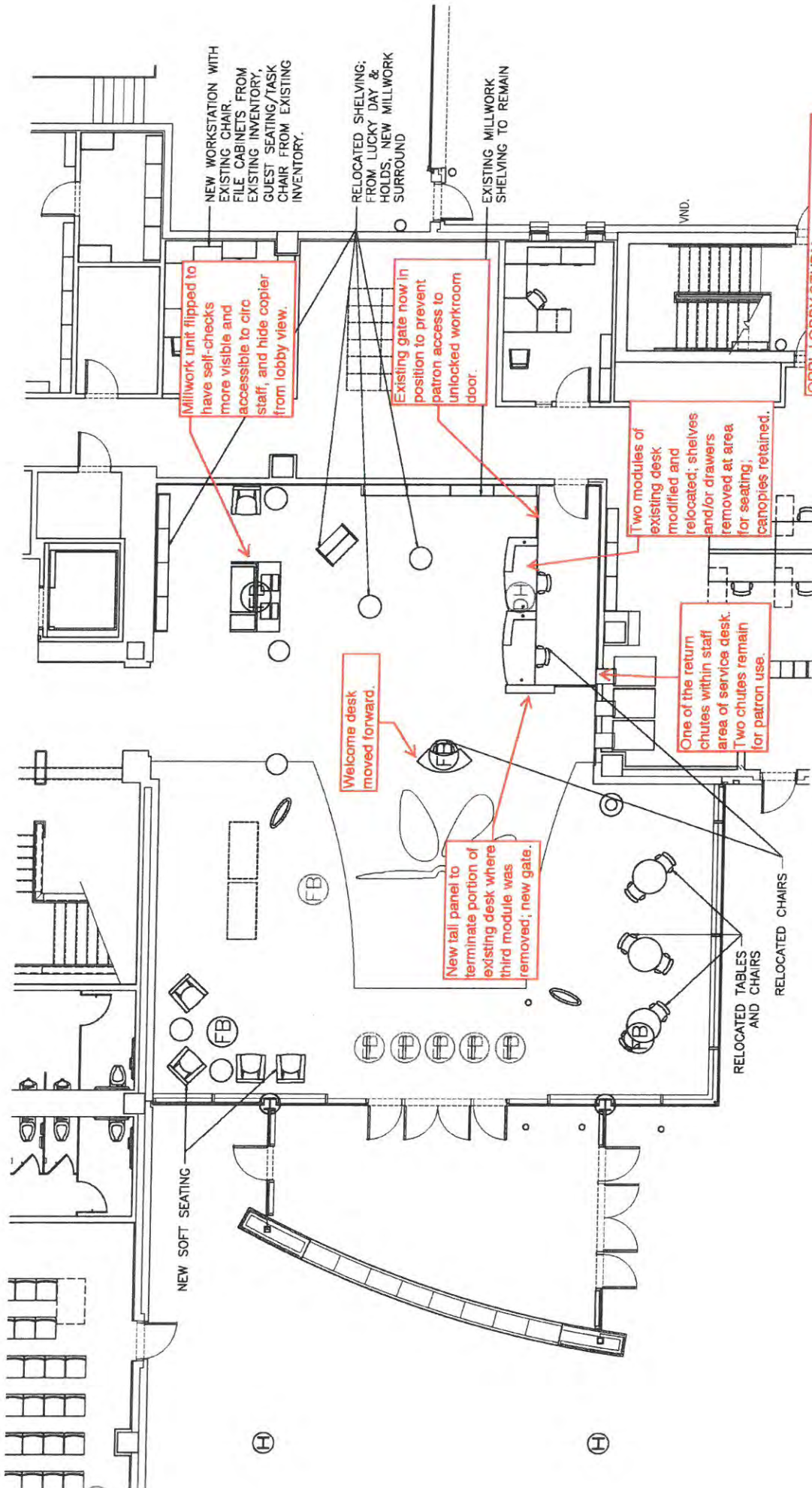
MEETING ROOMS
RESTROOMS

CHURCH LIBRARY

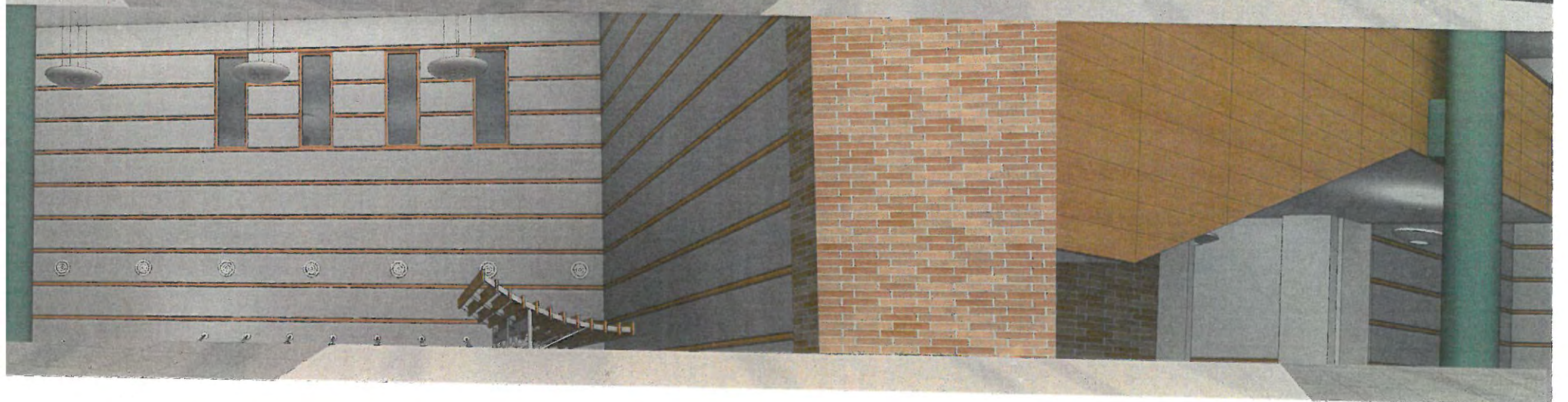








OPPL LOBBY STUDY
 2019-0509
 michael c barnes architect, pllc













ALLEN S. ANDREW MEMORIAL LIBRARY



OLAND PARK
PUBLIC LIBRARY



















DRAFT

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

SECRETARY'S CERTIFICATE

I, _____, the duly qualified 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:

"2019 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS"

adopted at a regular meeting of the said Board of Library Trustees held on the 20th day of May, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of May, 2019.

Secretary of the Board of Library Trustees

DRAFT

Resolution 2019-03
2019 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Orland Park Public Library is a tax-supported public library; and

WHEREAS, "Section 5/4-7(12) of the Illinois Local Library Act "stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Orland Park Public Library has determined for the 2019-2020 year, commencing August 1, 2019 and ending July 31, 2020, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE ORLAND PARK PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Orland Park Public Library whose closest public library is the Orland Park Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Orland Park Public Library, may purchase a non-resident fee card using the Tax Bill Method (23 Ad. Code 3050.60(b))

Section 2: Individuals residing beyond the jurisdictional boundaries of the Orland Park Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Orland Park Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Orland Park Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Orland Park Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

DRAFT

Section 5: The Orland Park Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Orland Park Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Orland Park Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Orland Park Public Library.

ADOPTED this 20th day of May, 2019 by a roll call votes as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Orland Park Public Library.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

**CORRESPONDENCE RECEIVED FROM APRIL 16, 2019 THROUGH
MAY 20, 2019 FOR BOARD OF LIBRARY TRUSTEES (AVAILABLE IN
THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email sent on 4/19/19 from Heather Castillo to the members of the Board of Library Trustees in regards to the library not having enough Easter programing featured in the latest Connection newsletter.

CORRESPONDENCE 2

Letter dated 4/25/19 from O'Neill & Gaspardo, LLS to Christian Barcelona, President soliciting their consulting, accounting and auditing services.