

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
October 17, 2016 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF SEPTEMBER 19, 2016 MINUTES—FOR ACTION

D. INTRODUCTION OF VISITORS

Architect from Product Architecture + Design presentation for Flooring Replacement Project – For Discussion

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS

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

H. LIBRARIANS’ REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

1. Building and Maintenance
 - a. Flooring replacement for high traffic areas on the first and second floors – For Discussion
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
 - a. Approval of the September 19, 2016 Personnel Committee Meeting Minutes – For Action
Motion to approve the September 19, 2016 Personnel Committee Meeting Minutes
5. Law
6. Strategic Planning

7. Capital Campaign

J. UNFINISHED BUSINESS

1. Review and approval of 2017 Budget and Levy - For Final Action
Motion to approve the 2017 Budget and Levy at a 2.0% increase and to adopt a "Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017"

K. NEW BUSINESS

1. Approval to go to bid for the flooring replacement of the high traffic areas on the first and second floors - For Final Action
Motion to approve going to bid for the flooring replacement of the high traffic areas on the first and second floors
2. Approval of the Library Director's 2016 Evaluation – For Action
Motion to approve the Library Director's 2016 Evaluation as presented in the Closed Session
3. Approval of the revisions to the Employee Handbook – For Action
Motion to approve the revisions regarding bereavement leave and sick leave of the Employee Handbook
4. Approval of the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually
Motion to approve the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 19, 2016

The meeting was officially called to order by President Healy at 7:45 p.m.

Call To Order

Members present: Nancy Healy, Diane Jennings, Christian Barcelona, Joanna Leafblad

Roll Call

Members absent: Elan Kleis, Catherine Lebert and Denis Ryan

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

Minutes

Treasurer Jennings made a motion to approve the July 18, 2016 minutes. Trustee Leafblad seconded the motion. Trustee Leafblad mentioned she wanted to bring the topic of the temporary maintenance position up later in the meeting. No further discussion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Introduction of Visitors

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Public Comment

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Nanc Junker

Executive Session

None

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report for July and August, 2016. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Treasurer Jennings moved to accept the accounts payable listing from 7/19/16-8/15/16 and 8/16/16-9/19/16. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Librarian's Report

Grants

The library has received three proposals from architectural firms to assist with the Live and Learn Grant for replacing the flooring in high traffic areas. After meeting with Trustee Barcelona, the library accepted the proposal from *Product Architecture + Design* which submitted a \$5,000 fixed fee. This proposal includes determining the best flooring, three meetings with the staff and one meeting with the board; plans specifications and bidding documents. Also included is the pre-bid walkthrough and bid opening. The firm will make sure the installation is monitored and provide a punch list at the conclusion of the project.

Thanks to Kelly Cuci and the Outreach staff, the library has received the *World War I and America* programming grant to be exhibited in March of 2017. This grant is a two-year national initiative of Library of America presented in partnership with The Gilder Lehrman Institute of American History, the National World War I Museum and Memorial, the National Endowment for the Humanities and other organizations. This exhibit will honor the 100th anniversary of the “War to End All Wars.”

Continuing Education and Programs

Staff attended the annual In-Service Day on August 5. In the morning, the staff divided into two groups for tours of either Barrington Area Public Library District or Arlington Heights Memorial Library. In the afternoon, a speaker from Giant Steps of Illinois presented information on better serving special populations, especially children with autism. A portion of the afternoon was devoted to safety and two videos on what to do in an event of an active shooting incident were featured. Director Weimar attended a workshop presented by Katherine Schweit on this same topic and distributed a “quick reference guide” to the staff.

The Taste of Orland library booth hosted a “spin the wheel” activity along with a guessing jar for adults and children. OPPLCon was the theme with small superheroes prizes handed out as staff promoted the upcoming August 13th event.

The Summer Reading Challenge ended on Saturday, August 13th. The library had about a 50% finish rate for the reading program. Our second annual comic con event which featured costumed players, demonstrations of the 3D printer, and photo ops for children, teens and families; crafts, ice cream and more was a success thanks to the OPPLCon Committee chaired by Sara Dempster and the many staff who planned and dressed for the event.

The Chinese delegates from Shanghai toured our building on September 13. This was the first time delegates came from Shanghai, China. Each department head spoke about the duties and responsibilities of their staff. It was a very enjoyable visit.

Together with the American Writers Museum, the library hosted Jennifer Armstrong, author of *Seinfeldia*, on Friday, September. Thank you to Rock Bottom Brewery and Rocco Vino’s for sponsoring the refreshments for the 90 plus patrons in attendance.

The fall paver order has been submitted and the library had twelve submissions which will be installed by early November.

Polaris Upgrade

Polaris will be upgrading the catalog on October 4. This is a minor software upgrade, but the catalog will be down for the morning. Jackie Boyd and the Polaris Committee are working on notification of the public.

Administration and Steve Newman met with two audiovisual system companies to receive information about their services and package pricing for the library’s four systems. Administration has decided to contract with Pace Systems because of their competitive cost package. Many of the Pace technicians were previously employed by Soundvision before their company dismantled and are familiar with our AV equipment. Pace will provide preventive maintenance, as well as troubleshoot any mechanical problems that may arise. Pace is scheduled to come out this week to do a preventive maintenance call.

Midwest Office Interiors has installed three new shelving hutches in Outreach Services for support staff. These hutches provide shelving above the workstation areas, which give the staff more desktop space. Lighting and tack boards were also included in the hutches.

Installing hutches above the work stations provided Steve the opportunity to paint and patch a few walls in Outreach. The two large walls, as well as the two columns have been painted a medium shade of blue. Steve used the remaining paint to do the Circulation work area as well. Technical Services also had three walls patched and painted. Plans are for Steve to paint the first floor interior hallway on the staff side of the building, as well as the staff room. A more comprehensive painting plan will outline other areas within the library for both staff and patron’s areas. The staff has expressed their thanks and are enjoying the new brightness.

Wingren Landscape, who is under contract as the library's landscaping company, has been contacted to plant perennial flowers this month. The flowers will include Black-Eyed Susans and Purple Coneflowers. Over the past couple of years plants have thinned out in the north and west beds of the library and more plantings are needed to enhance the landscape. The planting should be completed by the end of this month.

Midwest Mechanical, who handles our HVAC system, inspected the system, as well as the chiller on the roof. The systems are in good working order, and the company's technician will return in October to conduct a preventive maintenance call.

A representative from LFI, a shelving vendor for libraries, is in the process of giving the library a quote on shelving for the audiovisual collection. Our DVDs, CDs and video games comprise a large amount of our circulation and new shelving is needed to allow patrons an easier way to browse through our nearly 35,000 items. We are working with Adult Services to envision the layout of the AV area, as well as the surrounding collections.

Tiffany Nash from Product Architect + Design will meet with Administration on Wednesday, September 21 to discuss the plan for the upcoming carpet replacement project which is part of the Live and Learn grant.

The Friends of the Orland Park Public Library held their first Fall Extravaganza Book and AV sale this past Saturday. Books, Blu-Rays, CDs, and DVDs items were sold at a reduced rate. The Friends raised over \$1,200 during this sale.

A part-time temporary Maintenance Assistant position has been posted. There has been minimal interest in this job by prospective employees.

No reports 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.

No report at this time.

None

Salary Adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016 - For Final Action

Treasurer Jennings motioned to increase the salary for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order for each employee to meet the

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

New Business

minimum salary by October 1, 2016. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Salary Adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 to not be lower than \$5,000 of the recommended midpoint - For Final Action

Treasurer Jennings motioned to increase the salary for all employees that are currently more than \$5,000 under the recommended midpoint listed on the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 to not be lower than \$5,000 of the recommended midpoint. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

2017 Staff Rate Increase – For Final Action

Trustee Leafblad motioned to approve a Staff Rate increase for all eligible employees not to exceed 2.50% for 2017. Treasurer Jennings seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Benefit Cost Allocation- For Final Action

Treasurer Jennings motioned to approve the allocation health insurance expense for the library portion to be 90% for HMO, Gold PPO 72%, Silver PPO 90%, HSA PPO 97% effective 1/1/2017 and to participate in the Village of Orland Park Wellness Screening Program. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Revision to the Personnel Policy (Employee Handbook) – For Final Action

Treasurer Jennings motioned to approve the revisions to the Personnel Policy recommended by the Personnel Committee and rename it Employee Handbook. Trustee Leafblad seconded the motion after asking if there should be a plan in place when temporary help is needed. Director Weimar said she could work with the Personnel Committee to come up with a procedure. Trustee Leafblad stressed she felt this was important since she felt the Maintenance Supervisor is having to do the work of two people currently. President Healy asked about cross training and Director Weimar said that is part of the Strategic Plan and she will research it more, however IMRF laws come in to play for part time workers who might work more hours.

President Healy responded to criticism of board spending by specifying expenses regarding the number of staff at a conference dinner. Director Weimar, Assistant Director Adamowski and President Healy all agreed they are all working together with the best interests of OPPL in mind.

Returning to the topic of the employee handbook, a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Rescind the Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy – For Final Action

Trustee Leafblad motioned to rescind The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy effective immediately. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Budget and Levy 2017 Fiscal year – For Discussion

Director Weimar talked about the draft 2017 budget handout. There are less impact fees coming in, less State Grants, less non-resident fees, lower fines, etc. coming in as revenue. Interest income has increased and the other savings from open positions will be used to implement the Market Benchmarking without effecting the levy. Draft budget reflects a potential 3% levy increase based on the revenue changes as well as the updating of some of the line items. At least 12% of the Budget will continue to be spent on collection development, which is an Illinois Library Association recommendation and will be a system standard for RAILS. Books, AV, Magazines, and Databases are is considered collection. Finance Director Kimmey talked about how insurance expenses are better matched with their expense line items now. Administration met with RWK Design to discuss a new model of managing our IT staff and projects which could be a savings in the budget. Further training for our IT employees would be very useful. Any savings in the new budget may be directed at furniture reupholstering and replacing the current security cameras. Eliminating the Virtual Services Manager position was discussed by Director Weimar as a possible way to get the 3% levy down, which is her intention. President Healy asked about the postage line item. Director Weimar and Public Information Coordinator confirmed it is mostly made up from Inter library loan costs and the mailing of the Newsletters. Director Weimar welcomed any further questions at any time about any line items and mentioned that the Resolution Budget Levy must be passed and brought over in time to the Village so they can pass it at their first December meeting.

Resolution No. 2016-05 for Participation in State of Illinois Federal Surplus Property Program –For Action

Treasurer Jennings motioned to approve Resolution No. 2016-05 for Participation in State of Illinois Federal Surplus Property Program. Director Weimar discussed how this is a resolution that is done every three years and allows us to continue expanding the NASA collection for permanent display. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

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

Treasurer Jennings mentioned Director Weimar will be sending out evaluations forms to Board Members and they should be returned promptly to Treasurer Jennings.

Announcements

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

Adjournment

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

The meeting was adjourned at 8:55 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Minutes of the Personnel Committee Meeting of the Board of Library Trustees of the Orland Park Public Library held September 19, 2016

The meeting was officially called to order by Diane Jennings at 6:15 p.m.

Call To Order

Committee Members present: Diane Jennings; Chair, Christian Barcelona, Joanna Leafblad

Roll Call

Committee Members absent: Denis Ryan

Other Board Members present: Nancy Healy

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

None

Minutes

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Public Comment

Market Benchmarking & Compensation Structure Development Project impact/adjustments to the budget – For Discussion

New Business

Treasurer Jennings asked about the impact of the benchmarking to the budget after mentioning that we were off the midpoint of the Benchmarking analysis on quite a few employees; under on quite a few with some being quite a bit under and with a few being over. Finance Manager Kimmey spoke in detail about the model spreadsheet handout and how different adjustments would impact our budget and help the library meet the recommendations of the benchmarking study. Mr. Kimmey's model showed three percentage options to consider (60% in 2017 followed by 20% the next two years; 40% in 2017 followed by 30% the next two years and 50% in 2017 followed by 25% the next two years.) Administration recommended the implementation be over three years with a 50% adjustment in 2017; followed by a 25% adjustment in 2018; and the remainder 25% in 2019 to complete the project. Director Weimar specified the salary budget scenarios include social security, IMRF and paid sick time hours for part-time staff. Chair Jennings asked how this implementation impacted the levy and Director Weimar stated the benchmarking implementation cost would not impact the levy in the calendar year 2017. Property Tax Appeals refunds were briefly discussed as a budget concern as the Orland Square Mall appeal was settled and took effect beginning with the July, 2016 Tax distribution. The Library normally collects about 100% of its taxes. Finance Manager Kimmey stated the library has two outstanding Will County distributions pending.

Salary Adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016 - For Discussion

Director Weimar referred to the spreadsheet given out last month which showed which employees were currently below the minimum benchmark and spoke about bringing these employees up to a minimum benchmark level. Director Weimar stated the library currently has the funds available in the operating budget. Chair Jennings inquired how much this would cost and Mr. Kimmey responded approximately

\$26,000 for the balance of 2016.

Salary Adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 - For Discussion

The Management Association of Illinois had recommended to Administration that the midpoint of the salary schedule be the goal for starting salaries for competent and experienced employees. Finance Director Kimmey mentioned this would affect under 20 people and discussed how it would be prudent to adjust those employees' salaries who fall more than \$5,000 under the midpoint by October 1. If someone was \$7,500 under the benchmark \$2,500 will be the adjustment amount. Also, since we are in the last quarter only 25% would impact this year. Nancy Healy asked if the numbers in red were on an annual basis. Director Weimar answered yes. Joanna Leafblad asked if the numbers on the spreadsheet were before or after the \$5,000 was subtracted. Director Weimar answered, before. Chair Jennings asked if we can do all of this with 2016 monies, Director Weimar replied, yes. President Healy inquired about staffing levels. Director Weimar stated recent staff have left OPPL most frequently to continue their careers and attain more responsibility and or move to obtain full-time positions. Trustee Leafblad inquired about part-timers. Both Finance Director Kimmey and Director Weimar said there is a trend now to give more benefits to part-time staff. Cook County was recently trying to pass a resolution that would require businesses to pay part-time employees sick pay. Also this benefit might help to build morale which is part of our Strategic objectives.

Staff salaries for 2017 – For Discussion

The preliminary draft of 2017 budget has included a 2.5 % increase. Director Weimar said the past salary adjustments over the years varied. 2016 had a 2.5% increase, and past years showed anywhere from flat to 2.5%. The years of little or no increase had an impact on why the benchmark study needs to be adjusted as recommended. Finance Director Kimmey mentioned the Management Association of Illinois said that around 3% is going to be the average salary increase going forward. Chair Jennings asked if the 2.5% increase would be on top of the Market Benchmarking increases. Finance Director Kimmey said yes and Director Weimar mentioned that this will allow us to say competitive. Director Weimar also mentioned that around the 2008 financial crisis time we lowered our salary increases and that in turn may have contributed to us falling behind when compared to other libraries our size and other non-profit organizations. Nancy Healy asked about people over the midpoint and Director Weimar said they may freeze depending on the 2017 salary schedule. If a staff member stays within the range they will receive the increase however the percentage may be less than 2.5% depending on how close they are to the top rate on the salary schedule.

Benefit Cost Allocation- For Discussion

Director Weimar and Finance Director Kimmey attended Horton's benefit presentation. Horton representatives stated employees are using the insurance plan in a more cost-effective manner with the HMO and High Deductible Health Plan options. Finance Manager Kimmey mentioned the Village does not have the final 2017 increases. Director Weimar explained the Village funds a wellness screening program for employees and spouses as a preventive component to try and keep costs down. Horton mentioned the Wellness Program has been very important to catch medical conditions early and the Village would like to encourage the library to offer this wellness screening. Finance Director Kimmey mentioned those check-ups would be offered for employee and spouses for about \$125 each. Those employees who do not participate would pay a higher amount per month for their insurance. Director Weimar said this is only for our employees that are on our medical insurance program, which is less than 30. Director Weimar mentioned the estimated cost of \$7,500 is included in the draft budget. She also said the Curalink service which is provided to employees at no cost to them has seen limited use. Director Weimar will review the numbers before any decision is made on continuing this benefit in 2017.

Employee Handbook – For Discussion

Director Weimar offered to go over the changes by sections and explained the color coding of the Handbook was black-currently in the policy, blue-Administration suggestions, and red-Management Associates suggestions. Discussion took place particularly on the new bereavement and sick leave legislation impacting employers. Attorney Kelly Hayden of Management Associates has vetted the OPPL proposed policy. Kelly is very experienced in writing these handbooks. A draft of additional changes offered by the Management Association of Illinois are not included in this Employee Handbook revision. It was decided by administration that those additions would be revised at a later date as long as the Library closely followed the existing laws. President Healy inquired about the Social Media Use Policy and Director Weimar explained they are being rescinded since they are now being incorporated into the Handbook. The Bereavement section will be additionally amended to fully comply with government laws pertaining to the loss of children and Dennis Walsh mentioned additional information pertaining to the FMLA leave section that will be incorporated as well. Director Weimar mentioned that any changes will be made and be available before the October meeting. This new Handbook gives staff a much clearer picture of what is expected of them.

President Healy inquired at 7:02 about the time and the need to delay the regular board meeting. Dennis Walsh of K T & J stated that the regularly scheduled board meeting will begin approximately 7:20 or so.

President Healy discussed the anti-bullying section in the Employee Handbook. Director Weimar discussed the distinction regarding the Patron Behavior Policy and the Employee Handbook. The Employee Handbook is an internal/staff document which talks about how employees interact with each other. Trustee Leafblad mentioned perhaps the Patron Policy may need to be looked into when we are reviewing library policies at a later date since, for example, even though someone has the right to ask for something doesn't mean they have the right to get it.

Rescinding the Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy – For Discussion

Director Weimar explained policies on social media, cell phone, and email communication were incorporated in the Employee Handbook revision and therefore were no longer needed as separate policies.

Recommendation(s) to the Board of Library Trustees- For Final Action

Treasurer Jennings motioned to recommend going with the 3 year adjustment option plan of 50% adjustment in 2017 followed by a 25% adjustment in 2018 and 25% adjustment in 2019. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the salary adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016. Trustee Barcelona seconded the motion. No further discussion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the Salary adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016. Treasurer Jennings asked again about the cost and Finance Director Kimmey replied approximately \$18,000 for this quarter. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad –

aye; Jennings – aye; Ryan– absent. President Healy asked about employee’s responsibilities versus their compensation and Director Weimar said she felt confident that the Market Benchmarking analysis was accurate and job duties have been increased and reflect the recommended compensation. Public Information Coordinator Boyd gave insight into her staff member’s expanded responsibilities.

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend 2.5 % salary increases for 2017 for eligible staff. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend the Benefit Cost Allocations. Finance Director Kimmey brought up the Wellness Program and both President Healy and Trustee Leafblad thought the program was appropriate. Trustee Leafblad asked if an employee would be penalized if the results of these tests were problematic. Director Weimar and Finance Manager Kimmey assured her there would be no negative impact to the employee. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend adopting the Employee Handbook as such with the understanding that there may be some additional tweaking done on the Sick Leave and Bereavement sections. Trustee Leafblad inquired about the Bereavement section and Director Weimar said any additional requirements will be added into October’s amended version. Dennis Walsh of Klein Thorpe and Jenkins confirmed any additional requirements will be added to make it compliant with current legislation. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Treasurer Jennings motioned to recommend Rescinding The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy. No further discussion. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Motion passed. 3 ayes, 0 nays, 1 absent.

Announcements

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Leafblad – aye; Jennings – aye; Ryan– absent

Adjournment

Motion passed. 3 ayes, 0 nays, 1 absent.

The meeting was adjourned at 7:30 p.m.

Diane Jennings
Chair

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended September 30, 2016

Revenues

Tax Revenues are at 99% 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 99.5% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 89,387 under budget for the month and \$ 646,043 under budget year-to-date.

Salaries is under budget by \$ 26,055 for September and \$ 137,065 under budget year-to-date. There are open positions to be filled.

Electronic Databases is over budget by 1,142 for the month, but is under budget on a year-to-date basis.

Insurance is over budget for September by \$ 852 and over budget on a year-to-date basis.

Landscaping & Groundskeeping is over budget for the month by \$ 4,435 for the month, but is under budget on a year-to-date basis.

Water and Sewer is over budget for September by \$ 1,801 and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
September 30, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	180,163.26	0.00	68,416.02	0.00	248,579.28
Cash - Marquette E-Commerce	2,171.79	0.00	0.00	0.00	2,171.79
Illinois Funds	91,152.44	6,768.76	0.00	0.00	97,921.20
PMA Financial Investments	7,181,675.28	764,051.26	0.00	1,987,821.02	9,933,547.56
US Bank	24,246.28	79.50	0.00	2,087.93	26,413.71
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	17,405.47	1,397.08	0.00	4,905.11	23,707.66
Property Taxes Receivable	52,214.15	0.00	0.00	16,870.46	69,084.61
Prepaid Expenses	127,082.56	0.00	0.00	0.00	127,082.56
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,676,411.23</u>	<u>772,296.60</u>	<u>68,416.02</u>	<u>2,011,684.52</u>	<u>10,528,808.37</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	52,214.15	0.00	0.00	16,870.46	69,084.61
Accounts Payable	28,284.62	0.00	0.00	0.00	28,284.62
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	78,564.20	78,564.20
Total Liabilities	<u>80,498.77</u>	<u>0.00</u>	<u>0.00</u>	<u>95,434.66</u>	<u>175,933.43</u>
Beginning Unrestricted Fund Balance	5,673,835.36	669,735.13	66,628.45	459,943.59	6,870,142.53
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	3,543.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	25,462.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	25,012.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	5,408.00
Fund Balance-Restricted Unemploymt Ins.	22,851.00	0.00	0.00	0.00	22,851.00
Transfers between Funds	(100,000.00)	100,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,939,801.10</u>	<u>2,561.47</u>	<u>1,787.57</u>	<u>1,456,306.27</u>	<u>3,400,456.41</u>
Ending Fund Balance	<u>7,595,912.46</u>	<u>772,296.60</u>	<u>68,416.02</u>	<u>1,916,249.86</u>	<u>10,352,874.94</u>
Total Liabilities & Fund Balance	<u>7,676,411.23</u>	<u>772,296.60</u>	<u>68,416.02</u>	<u>2,011,684.52</u>	<u>10,528,808.37</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
September 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	58,651.78	424,447	13.82%	5,041,496.67	3,820,025	98.98%	5,093,367
Impact Fees	7,000.00	2,083	336.05%	13,544.13	18,750	54.18%	25,000
Replacement Taxes	289.16	1,042	27.75%	9,863.29	9,375	78.91%	12,500
State Grants	0.00	2,083	0.00%	94,764.84	18,750	379.06%	25,000
Non Resident Fees	289.00	667	43.33%	2,663.97	6,000	33.30%	8,000
Fines	4,719.77	5,000	94.40%	44,861.86	45,000	74.77%	60,000
Gifts	3.89	833	0.47%	1,603.89	7,500	16.04%	10,000
Copy Machine	1,031.66	1,250	82.53%	11,463.74	11,250	76.42%	15,000
Interest Income	1,400.97	1,250	112.08%	21,561.61	11,250	143.74%	15,000
Miscellaneous Income	714.24	833	85.74%	7,333.61	7,500	73.34%	10,000
Total Revenues	74,100.47	439,489	16.86%	5,249,157.61	3,955,400	99.53%	5,273,867
Expenditures							
Salaries	171,759.47	197,814	86.83%	1,643,272.49	1,780,338	69.23%	2,373,785
Salaries-Maintenance	7,793.15	8,975	86.83%	75,741.43	80,779	70.32%	107,705
Life/Health Insurance	34,962.46	37,096	94.25%	310,145.01	333,864	69.67%	445,152
Books	31,381.45	34,167	91.85%	212,326.99	307,500	51.79%	410,000
Electronic Databases	7,225.42	6,083	118.78%	49,248.07	54,750	67.46%	73,000
Periodicals	1,876.83	3,167	59.26%	20,989.20	28,500	55.23%	38,000
Audio Visual Materials	12,311.39	13,333	92.34%	111,960.07	120,000	69.98%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	725.69	667	108.80%	5,961.26	6,000	74.52%	8,000
Insurance	3,893.58	3,042	127.99%	30,760.90	27,375	84.28%	36,500
Landscaping & Groundskeeping	6,468.22	2,033	318.16%	15,312.15	18,300	62.75%	24,400
Building Maintenance	6,563.38	20,833	31.50%	77,867.60	187,500	31.15%	250,000
Security System	414.00	750	55.20%	1,684.50	6,750	18.72%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Legal	692.56	10,000	6.93%	30,400.78	90,000	25.33%	120,000
Library Consultant	930.28	1,000	0.00%	7,874.49	9,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	2,383.71	583	408.87%	7,478.14	5,250	106.83%	7,000
Natural Gas	1,472.64	3,333	44.18%	14,205.03	30,000	35.51%	40,000
Telephone	560.00	917	61.07%	5,169.73	8,250	47.00%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	15,000	90.12%	20,000
Building & Custodial Supplies	2,297.92	2,833	81.11%	23,855.92	25,500	70.16%	34,000
Building Repairs	0.00	1,833	0.00%	3,846.18	16,500	17.48%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,369.86	1,375	99.63%	11,353.46	12,375	68.81%	16,500
Machine Rental	233.01	333	69.97%	865.02	3,000	21.63%	4,000
Automation - Equipment	368.99	6,667	5.53%	19,097.19	60,000	23.87%	80,000
Automation - Line Costs	331.92	542	61.24%	2,930.76	4,875	45.09%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	99,580.34	120,750	61.85%	161,000
Automation - Maintenance	3,046.83	4,167	73.12%	26,656.94	37,500	53.31%	50,000
Library Furniture	2,369.32	5,000	47.39%	54,136.75	45,000	90.23%	60,000
Outreach Services	257.23	583	44.12%	4,077.65	5,250	58.25%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
September 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	747.00	667	111.99%	3,774.96	6,000	47.19%	8,000
Staff Training & Education	135.03	2,250	6.00%	15,250.85	20,250	56.48%	27,000
Conference Fees	0.00	542	0.00%	2,337.00	4,875	35.95%	6,500
Patron Programs & Events	2,046.02	3,750	54.56%	21,407.31	33,750	47.57%	45,000
Association Dues & Fees	459.00	667	68.82%	3,362.00	6,000	42.03%	8,000
Public Information	489.17	3,250	15.05%	20,007.08	29,250	51.30%	39,000
Library Supplies	668.14	3,750	17.82%	19,689.99	33,750	43.76%	45,000
Office Supplies	545.77	917	59.52%	1,897.26	8,250	17.25%	11,000
Postage	7.72	1,167	0.66%	9,012.81	10,500	64.38%	14,000
Printing	0.00	584	0.00%	1,268.30	5,250	18.12%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	15,656.21	17,708	88.41%	150,677.09	159,371	70.91%	212,494
Contribution to FICA	13,426.78	15,819	84.88%	128,848.05	142,373	67.88%	189,831
Audit	0.00	875	0.00%	10,500.00	7,875	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	34,988.46	41,250	63.62%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	3,000	0.00%	4,000
Bank Charges	183.08	250	73.23%	1,513.47	2,250	50.45%	3,000
Total Expenditures	350,102.04	439,489	79.66%	3,309,356.51	3,955,400	62.75%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(276,001.57)	0	-100.00%	1,939,801.10	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(276,001.57)	0	-100.00%	1,939,801.10	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
September 30, 2016**

	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	0.00	0.00	0.00	0.00	18,950.48	1,628,914.12
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	299.82	2,570.47	5.61	50.57	755.25	4,161.56
Capital Campaign	0.00	0.00	225.00	1,875.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	299.82	2,570.47	230.61	1,925.57	19,705.73	1,633,075.68
Expenditures						
Building Repairs	0.00	0.00	0.00	138.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	3.00	9.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.05	176,769.41
Total Expenditures	3.00	9.00	0.00	138.00	19,641.05	176,769.41
Excess (Deficiency) of Revenues Over (Under) Expenditures	296.82	2,561.47	230.61	1,787.57	64.68	1,456,306.27
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	296.82	2,561.47	230.61	1,787.57	64.68	1,456,306.27

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56051	09/22/2016	Wingren Landscape, Inc.	101010 · Cash - Marquette	-5,430.31
Bill	34770	09/01/2016		104440 · Landscaping & Groundskeeping	5,430.31
TOTAL					5,430.31
Bill Pmt -Check	56052	09/22/2016	Wisey, Tim	101010 · Cash - Marquette	-200.00
Bill	1027/16	09/22/2016		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	56053	09/22/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-242.96
Bill	1379826X	09/07/2016		104530 · Building & Custodial Supplies	242.96
TOTAL					242.96
Bill Pmt -Check	56054	09/22/2016	The Penworthy Company	101010 · Cash - Marquette	-4,871.33
Bill	0520057-IN	09/12/2016		104311 · Books - Youth	351.76
Bill	0520062-IN	09/12/2016		104311 · Books - Youth	2,231.31
Bill	0520066-IN	09/12/2016		104311 · Books - Youth	1,040.93
Bill	0520056-IN	09/12/2016		104311 · Books - Youth	611.20
Bill	0520181-IN	09/14/2016		104311 · Books - Youth	366.25
Bill	0520182-IN	09/14/2016		104311 · Books - Youth	269.88
TOTAL					4,871.33
Bill Pmt -Check	56055	09/22/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,475.19
Bill	9/15/16	09/22/2016		104340 · Audio Visual Materials - Adult	6,702.04
				104341 · Audio Visual Materials - Youth	1,703.01
				104342 · Audio Visual Materials-Outreach	410.66
				104310 · Books - Adult	33.20
				104311 · Books - Youth	137.08

**Orland Park Public Library
Check Detail
September 20 through October 17, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL				104710 - Library Supplies	489.20
					9,475.19
Bill Pmt - Check	56056	09/22/2016	Sunlight Maintenance Supply	101010 - Cash - Marquette	-675.92
Bill	4405	09/03/2016		104530 - Building & Custodial Supplies	371.71
Bill	4426	09/06/2016		104530 - Building & Custodial Supplies	304.21
TOTAL					675.92
Bill Pmt - Check	56057	09/22/2016	Scholastic Library	101010 - Cash - Marquette	-1,137.20
Bill	11468435	08/26/2016		104311 - Books - Youth	75.40
Bill	11468434	08/26/2016		104311 - Books - Youth	490.10
Bill	11468433	08/26/2016		104311 - Books - Youth	45.20
Bill	11468432	08/26/2016		104311 - Books - Youth	109.20
Bill	11468436	08/26/2016		104311 - Books - Youth	113.10
Bill	11469239	09/01/2016		104311 - Books - Youth	304.20
TOTAL					1,137.20
Bill Pmt - Check	56058	09/22/2016	RWK IT Services	101010 - Cash - Marquette	-10,712.33
Bill	2603	09/01/2016		104577 - Automation - Consultant	10,252.31
Bill	2622	09/01/2016		104580 - Automation - Maintenance	385.00
Bill	2636	09/01/2016		104580 - Automation - Maintenance	50.00
Bill	2648	09/01/2016		104580 - Automation - Maintenance	25.02
TOTAL					10,712.33
Bill Pmt - Check	56059	09/22/2016	Rosen Publishing	101010 - Cash - Marquette	-39.40
Bill	638078	08/26/2016		104311 - Books - Youth	39.40
TOTAL					39.40

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56060	09/22/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	9/15/16	09/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	56061	09/22/2016	Recorded Books, INC	101010 · Cash - Marquette	-968.82
Bill	75392333	08/22/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75392260	08/22/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75392897	08/23/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75382685	08/24/2016		104340 · Audio Visual Materials - Adult	550.41
Bill	75393978	08/24/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75395069	08/25/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75396404	08/26/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75398077	08/31/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75400571	09/02/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75400260	09/02/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75401004	09/06/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75402617	09/08/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75402872	09/08/2016		104340 · Audio Visual Materials - Adult	53.99
TOTAL					968.82
Bill Pmt -Check	56062	09/22/2016	Rashid, Maqbool	101010 · Cash - Marquette	-750.00
Bill	September	09/22/2016		104610 · Board Training & Education	500.00
				104660 · Public Information	250.00
TOTAL					750.00
Bill Pmt -Check	56063	09/22/2016	Penguin Random House LLC	101010 · Cash - Marquette	-436.25
Bill	1088444175	08/29/2016		104340 · Audio Visual Materials - Adult	20.00
Bill	1088460030	09/02/2016		104342 · Audio Visual Materials-Outreach	97.50
Bill	1088460152	09/02/2016		104340 · Audio Visual Materials - Adult	60.00
Bill	1288460152	09/02/2016		104340 · Audio Visual Materials - Adult	37.50

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	1188460152	09/02/2016		104310 - Books - Adult	21.00
Bill	1388535695	09/09/2016		104340 - Audio Visual Materials - Adult	22.50
Bill	1088535695	09/09/2016		104340 - Audio Visual Materials - Adult	82.50
Bill	1188535695	09/09/2016		104340 - Audio Visual Materials - Adult	52.50
Bill	1288535695	09/09/2016		104310 - Books - Adult	42.75
TOTAL					436.25
Bill Pmt -Check	56064	09/22/2016	OverDrive, Inc.	101010 - Cash - Marquette	-532.38
Bill	000550540-083016	08/30/2016		104311 - Books - Youth	29.98
Bill	165243953-090616	09/06/2016		104311 - Books - Youth	502.40
TOTAL					532.38
Bill Pmt -Check	56065	09/22/2016	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-71.19
Bill	9/1/16	09/01/2016		104450 - Building Maintenance	71.19
TOTAL					71.19
Bill Pmt -Check	56066	09/22/2016	Neofunds By Neopost	101010 - Cash - Marquette	-507.76
Bill	8/28/16	08/29/2016		104730 - Postage	507.76
TOTAL					507.76
Bill Pmt -Check	56067	09/22/2016	Midwest Tape	101010 - Cash - Marquette	-305.87
Bill	94274916	08/29/2016		104341 - Audio Visual Materials - Youth	29.99
Bill	94318559	09/13/2016		104341 - Audio Visual Materials - Youth	275.88
TOTAL					305.87
Bill Pmt -Check	56068	09/22/2016	Midwest Living	101010 - Cash - Marquette	-15.00
Bill	9/15/16	09/15/2016		104320 - Periodicals - Adult	15.00

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					15.00
Bill Pmt -Check	56069	09/22/2016	Mary G. Adamowski	101010 · Cash - Marquette	-28.96
Bill	9/19/16	09/19/2016		104530 · Building & Custodial Supplies	28.96
TOTAL					28.96
Bill Pmt -Check	56070	09/22/2016	Management Association of Illinois	101010 · Cash - Marquette	-50.00
Bill	3819	09/16/2016		104620 · Staff Training & Education	50.00
TOTAL					50.00
Bill Pmt -Check	56071	09/22/2016	Lynch, Terrance	101010 · Cash - Marquette	-275.00
Bill	10/4/16	09/07/2016		104640 · Patron Programs&Events-Outreach	275.00
TOTAL					275.00
Bill Pmt -Check	56072	09/22/2016	Lindberg, Richard	101010 · Cash - Marquette	-135.00
Bill	10/25/16	09/22/2016		104640 · Patron Programs&Events-Outreach	135.00
TOTAL					135.00
Bill Pmt -Check	56073	09/22/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-310.75
Bill	9002719737	09/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	297.55
Bill	9002722288	09/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					310.75
Bill Pmt -Check	56074	09/22/2016	Ingram Library Services	101010 · Cash - Marquette	-7,395.21
Bill	See Detail list	09/22/2016		104310 · Books - Adult	4,180.23

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL				104312 · Books - Outreach 104311 · Books - Youth	16.39 3,198.59 <hr/> 7,395.21
Bill Pmt - Check	56075	09/22/2016	Illinois State Police Services Fund	101010 · Cash - Marquette	-10.00
Bill	9/16/16	09/16/2016		104495 · Legal	10.00
TOTAL					<hr/> 10.00
Bill Pmt - Check	56076	09/22/2016	Illinois Library Association	101010 · Cash - Marquette	-100.00
Bill	9/8/16	09/08/2016		104650 · Association Dues & Fees	100.00
TOTAL					<hr/> 100.00
Bill Pmt - Check	56077	09/22/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-725.69
Bill	19102	09/02/2016		104420 · Accounting	535.69
Bill	19133	09/07/2016		104420 · Accounting	190.00
TOTAL					<hr/> 725.69
Bill Pmt - Check	56078	09/22/2016	GreenMan Theatre Troupe, NFP	101010 · Cash - Marquette	-200.00
Bill	10/26/16	09/22/2016		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					<hr/> 200.00
Bill Pmt - Check	56079	09/22/2016	Garvey's Office Products	101010 · Cash - Marquette	-784.79
Bill	PINNV1203985	08/30/2016		104720 · Office Supplies	23.29
Bill	PINNV1205307	09/01/2016		104720 · Office Supplies	11.46
				104550 · Lib. & Off. Eqpt Rep. & Maint	97.99
				104530 · Building & Custodial Supplies	98.25
Bill	PINNV1213371	09/16/2016		104530 · Building & Custodial Supplies	19.49

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL				104720 · Office Supplies	534.31
					784.79
Bill Pmt -Check	56080	09/22/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,816.76
Bill	58631240	08/24/2016		104310 · Books - Adult	68.80
Bill	58670754	08/26/2016		104310 · Books - Adult	560.36
Bill	58670640	08/26/2016		104310 · Books - Adult	22.40
Bill	58670239	08/26/2016		104310 · Books - Adult	22.40
Bill	58754503	08/31/2016		104310 · Books - Adult	20.79
Bill	58854258	09/07/2016		104310 · Books - Adult	118.36
Bill	58877645	09/08/2016		104312 · Books - Outreach	682.16
Bill	58878239	09/08/2016		104310 · Books - Adult	55.98
Bill	58877083	09/08/2016		104310 · Books - Adult	60.78
Bill	58878065	09/08/2016		104310 · Books - Adult	55.98
Bill	58877373	09/08/2016		104310 · Books - Adult	30.39
Bill	58877295	09/08/2016		104310 · Books - Adult	30.39
Bill	58877089	09/08/2016		104310 · Books - Adult	27.99
Bill	58877114	09/08/2016		104310 · Books - Adult	30.39
Bill	58877013	09/08/2016		104310 · Books - Adult	29.59
TOTAL					1,816.76
Bill Pmt -Check	56081	09/22/2016	Frenzel, Steven	101010 · Cash - Marquette	-175.00
Bill	1013/16	09/15/2016		104640 · Patron Programs&Events-Outreach	175.00
TOTAL					175.00
Bill Pmt -Check	56082	09/22/2016	Findaway World, LLC	101010 · Cash - Marquette	-584.57
Bill	195219	09/08/2016		104340 · Audio Visual Materials - Adult	351.44
Bill	195218	09/08/2016		104340 · Audio Visual Materials - Adult	133.18
Bill	195519	09/12/2016		104340 · Audio Visual Materials - Adult	79.96
Bill	195522	09/12/2016		104340 · Audio Visual Materials - Adult	19.99
TOTAL					584.57

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56083	09/22/2016	Dennco	101010 - Cash - Marquette	-1,109.17
Bill	5947839	08/30/2016		104710 - Library Supplies	158.84
Bill	5947842	08/30/2016		104710 - Library Supplies	158.84
Bill	5947843	08/30/2016		104710 - Library Supplies	176.88
Bill	5947850	08/30/2016		104710 - Library Supplies	202.71
Bill	5947834	08/30/2016		104710 - Library Supplies	158.84
Bill	5947846	08/30/2016		104710 - Library Supplies	253.06
TOTAL					1,109.17
Bill Pmt -Check	56084	09/22/2016	Curalinc, LLC	101010 - Cash - Marquette	-480.00
Bill	4624	09/09/2016		104230 - Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt -Check	56085	09/22/2016	Comcast Cable	101010 - Cash - Marquette	-330.79
Bill	9/3/16	09/03/2016		104575 - Automation - Line Costs	251.92
				104520 - Telephone	78.87
TOTAL					330.79
Bill Pmt -Check	56086	09/22/2016	Comcast	101010 - Cash - Marquette	-303.10
Bill	45715180	09/01/2016		104520 - Telephone	303.10
TOTAL					303.10
Bill Pmt -Check	56087	09/22/2016	Center Point Large Print	101010 - Cash - Marquette	-111.45
Bill	1407161	09/01/2016		104312 - Books - Outreach	111.45
TOTAL					111.45

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56088	09/22/2016	Cavendish Square	101010 · Cash - Marquette	-414.95
Bill	3025452	09/01/2016		104311 · Books - Youth	237.05
Bill	3025308	09/01/2016		104311 · Books - Youth	177.90
TOTAL					414.95
Bill Pmt -Check	56089	09/22/2016	Brown Industries, Inc.	101010 · Cash - Marquette	-247.00
Bill	117-01377	09/09/2016		104610 · Board Training & Education	247.00
TOTAL					247.00
Bill Pmt -Check	56090	09/22/2016	Brodart Co.	101010 · Cash - Marquette	-256.80
Bill	446465	08/30/2016		104710 · Library Supplies	256.80
TOTAL					256.80
Bill Pmt -Check	56091	09/22/2016	Ben Bedford	101010 · Cash - Marquette	-400.00
Bill	10/21/16	09/22/2016		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	56092	09/22/2016	Baker & Taylor	101010 · Cash - Marquette	-92.88
Bill	2032261174	08/29/2016		104312 · Books - Outreach	78.20
Bill	2032279526	09/06/2016		104310 · Books - Adult	14.68
TOTAL					92.88
Bill Pmt -Check	56093	09/22/2016	Audio Editions	101010 · Cash - Marquette	-197.70
Bill	1604749	09/01/2016		104342 · Audio Visual Materials-Outreach	197.70

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					197.70
Bill Pmt - Check	56094	09/22/2016	Associated Property Counselors, Ltd.	101010 - Cash - Marquette	-400.00
Bill	9/15/16	09/15/2016		104495 - Legal	140.00
Bill	9/15/16 2	09/15/2016		104495 - Legal	140.00
Bill	9/15/16 3	09/15/2016		104495 - Legal	120.00
TOTAL					400.00
Bill Pmt - Check	56095	09/22/2016	Apple Books	101010 - Cash - Marquette	-708.36
Bill	105194	09/01/2016		104311 - Books - Youth	603.45
Bill	105286	09/01/2016		104311 - Books - Youth	104.91
TOTAL					708.36
Bill Pmt - Check	56096	09/22/2016	Annuity Premium Reserve Account	101010 - Cash - Marquette	-325.00
Bill	8/31/16	09/01/2016		102160 - 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill Pmt - Check	56097	09/22/2016	Andrews, Jeanette	101010 - Cash - Marquette	-400.00
Bill	10/14/16	09/22/2016		104640 - Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt - Check	56098	09/22/2016	Amgard Exterminating Inc.	101010 - Cash - Marquette	-70.00
Bill	2401	08/29/2016		104450 - Building Maintenance	70.00
TOTAL					70.00
Bill Pmt - Check	56099	09/22/2016	American Alliance of Museums	101010 - Cash - Marquette	-150.00

**Orland Park Public Library
Check Detail
September 20 through October 17, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	9/21/16	09/21/2016		104650 · Association Dues & Fees	150.00
TOTAL					150.00
Bill Pmt -Check	56100	09/22/2016	ALA Member Services	101010 · Cash - Marquette	-209.00
Bill	9/20/16	09/20/2016		104650 · Association Dues & Fees	209.00
TOTAL					209.00
Bill Pmt -Check	56101	10/07/2016	ALA Store	101010 · Cash - Marquette	-29.14
Bill	1093239645	09/08/2016		104311 · Books - Youth	29.14
TOTAL					29.14
Bill Pmt -Check	56102	10/07/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2519	09/30/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	56103	10/07/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	8/13/16-9/12/16	09/23/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	56104	10/07/2016	Audio Editions	101010 · Cash - Marquette	-375.87
Bill	1607481	09/23/2016		104342 · Audio Visual Materials-Outreach	248.69
Bill	1607736	09/27/2016		104342 · Audio Visual Materials-Outreach	127.18
TOTAL					375.87
Bill Pmt -Check	56105	10/07/2016	Baker & Taylor	101010 · Cash - Marquette	-127.01

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	2032295139	09/13/2016		104312 · Books - Outreach	98.35
Bill	2032311981	09/20/2016		104312 · Books - Outreach	28.66
TOTAL					127.01
Bill Pmt -Check	56106	10/07/2016	Boilersource	101010 · Cash - Marquette	-284.58
Bill	58233	09/01/2016		104450 · Building Maintenance	284.58
TOTAL					284.58
Bill Pmt -Check	56107	10/07/2016	Brookfield Public Library	101010 · Cash - Marquette	-32.00
Bill	9/27/16	09/27/2016		104310 · Books - Adult	32.00
TOTAL					32.00
Bill Pmt -Check	56108	10/07/2016	Capital One Commercial	101010 · Cash - Marquette	-313.32
Bill	9/26/16	10/05/2016		104530 · Building & Custodial Supplies	77.76
				104530 · Building & Custodial Supplies	235.56
TOTAL					313.32
Bill Pmt -Check	56109	10/07/2016	Cardmember Service	101010 · Cash - Marquette	-2,336.19
Bill	September 2016	10/05/2016		104620 · Staff Training & Education	60.00
				104530 · Building & Custodial Supplies	91.03
				104570 · Automation - Equipment	232.69
				104570 · Automation - Equipment	232.69
				104570 · Automation - Equipment	232.69
				104570 · Automation - Equipment	232.69
				104570 · Automation - Equipment	232.69
				104570 · Automation - Equipment	232.69
				104660 · Public Information	20.00
				104730 · Postage	127.50
				104630 · Conference Fees	41.48
					690.00

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,358.83
Bill Pmt -Check	56110	10/07/2016	CDW Government	101010 · Cash - Marquette	-177.38
Bill	ccs0973	09/01/2016		104570 · Automation - Equipment	85.88
Bill	cpb0200	09/01/2016		104570 · Automation - Equipment	91.50
TOTAL					177.38
Bill Pmt -Check	56111	10/07/2016	Findaway World, LLC	101010 · Cash - Marquette	-944.83
Bill	196435	09/22/2016		104311 · Books - Youth	325.54
Bill	196436	09/22/2016		104340 · Audio Visual Materials - Adult	599.30
Bill	196885	09/27/2016		104340 · Audio Visual Materials - Adult	19.99
TOTAL					944.83
Bill Pmt -Check	56112	10/07/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-892.18
Bill	58877024	09/08/2016		104310 · Books - Adult	27.19
Bill	58877698	09/08/2016		104310 · Books - Adult	30.39
Bill	58877093	09/08/2016		104310 · Books - Adult	27.99
Bill	58877691	09/08/2016		104310 · Books - Adult	30.39
Bill	58877800	09/08/2016		104310 · Books - Adult	29.59
Bill	58893975	09/09/2016		104312 · Books - Outreach	30.39
Bill	58894436	09/09/2016		104310 · Books - Adult	30.39
Bill	58894355	09/09/2016		104310 · Books - Adult	30.39
Bill	58933528	09/12/2016		104312 · Books - Outreach	255.90
Bill	58934470	09/12/2016		104310 · Books - Adult	22.40
Bill	58952924	09/13/2016		104310 · Books - Adult	23.20
Bill	58952323	09/13/2016		104310 · Books - Adult	21.60
Bill	58985507	09/15/2016		104310 · Books - Adult	266.77
Bill	58984852	09/15/2016		104310 · Books - Adult	23.20
Bill	58984471	09/15/2016		104310 · Books - Adult	42.39

**Orland Park Public Library
Check Detail
September 20 through October 17, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					892.18
Bill Pmt -Check	56113	10/07/2016	Garvey's Office Products	101010 · Cash - Marquette	-1,069.77
Bill	PIN/V1218384	09/27/2016		104710 · Library Supplies	121.85
Bill	PIN/V1220809	09/30/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	947.92
TOTAL					1,069.77
Bill Pmt -Check	56114	10/07/2016	Granger	101010 · Cash - Marquette	-100.06
Bill	9197612055	09/01/2016		104530 · Building & Custodial Supplies	55.26
Bill	9192417526	09/01/2016		104530 · Building & Custodial Supplies	18.66
Bill	9187833133	09/01/2016		104530 · Building & Custodial Supplies	26.14
TOTAL					100.06
Bill Pmt -Check	56115	10/07/2016	Histories for Kids, Inc.	101010 · Cash - Marquette	-275.00
Bill	8/20/16	09/20/2016		104642 · Patron Programs & Events-Youth	275.00
TOTAL					275.00
Bill Pmt -Check	56116	10/07/2016	Ingram Library Services	101010 · Cash - Marquette	-6,364.21
Bill	See Detail Worksheet	09/30/2016		104310 · Books - Adult	5,001.43
				104312 · Books - Outreach	181.86
				104311 · Books - Youth	1,180.92
TOTAL					6,364.21
Bill Pmt -Check	56117	10/07/2016	Joseph, Bennett A	101010 · Cash - Marquette	-500.00
Bill	12/27/16	09/20/2016		104642 · Patron Programs & Events-Youth	500.00
TOTAL					500.00

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56118	10/07/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-282.56
TOTAL					<u>282.56</u>
Bill	9/27/16	09/27/2016		104495 · Legal	282.56
Bill Pmt -Check	56119	10/07/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-13.20
TOTAL					<u>13.20</u>
Bill	240956787	09/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
Bill Pmt -Check	56120	10/07/2016	MailFinance	101010 · Cash - Marquette	-233.01
TOTAL					<u>233.01</u>
Bill	N6155064	09/28/2016		104560 · Machine Rental	233.01
Bill Pmt -Check	56121	10/07/2016	Midwest Office Interiors	101010 · Cash - Marquette	-2,369.32
TOTAL					<u>2,369.32</u>
Bill	255393	09/16/2016		104590 · Library Furniture	2,369.32
Bill Pmt -Check	56122	10/07/2016	Newiol, Inc.	101010 · Cash - Marquette	-5,738.00
TOTAL					<u>5,738.00</u>
Bill	6027	10/01/2016		104450 · Building Maintenance	5,738.00
Bill Pmt -Check	56123	10/07/2016	Nicor Gas	101010 · Cash - Marquette	-1,472.64
TOTAL					<u>1,472.64</u>
Bill	9/21/16	09/21/2016		104517 · Natural Gas	1,472.64
TOTAL					<u>1,472.64</u>

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56124	10/07/2016	OverDrive, Inc.	101010 · Cash - Marquette	-2,613.22
Bill	000615080-090616	09/06/2016		104310 · Books - Adult	65.00
Bill	112415070-091416	09/14/2016		104310 · Books - Adult	47.48
Bill	112209097-091416	09/14/2016		104310 · Books - Adult	2,487.74
Bill	124756137-092316	09/23/2016		104310 · Books - Adult	13.00
TOTAL					2,613.22
Bill Pmt -Check	56125	10/07/2016	Park Ace Hardware	101010 · Cash - Marquette	-182.60
Bill	8/31/16 Statement	09/01/2016		104530 · Building & Custodial Supplies	182.60
TOTAL					182.60
Bill Pmt -Check	56126	10/07/2016	Penguin Random House LLC	101010 · Cash - Marquette	-195.00
Bill	1088535699	09/09/2016		104342 · Audio Visual Materials-Outreach	138.75
Bill	1088621390	09/16/2016		104342 · Audio Visual Materials-Outreach	56.25
TOTAL					195.00
Bill Pmt -Check	56127	10/07/2016	ProQuest LLC	101010 · Cash - Marquette	-3,100.00
Bill	10/6/16	10/06/2016		104315 · Electronic Databases	3,100.00
TOTAL					3,100.00
Bill Pmt -Check	56128	10/07/2016	Recorded Books, INC	101010 · Cash - Marquette	-4,063.07
Bill	1419	09/01/2016		104315 · Electronic Databases	3,600.00
Bill	75403872	09/09/2016		104340 · Audio Visual Materials - Adult	45.40
Bill	75403393	09/09/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75388850	09/13/2016		104340 · Audio Visual Materials - Adult	35.09
Bill	75407518	09/14/2016		104340 · Audio Visual Materials - Adult	40.50

Orland Park Public Library
Check Detail
September 20 through October 17, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	75407328	09/14/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75407670	09/15/2016		104340 · Audio Visual Materials - Adult	7.95
Bill	75409367	09/19/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75409402	09/19/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75410316	09/20/2016		104340 · Audio Visual Materials - Adult	44.99
Bill	75412092	09/23/2016		104340 · Audio Visual Materials - Adult	82.20
Bill	75412910	09/26/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75412885	09/26/2016		104340 · Audio Visual Materials - Adult	35.99
TOTAL					4,063.07
Bill Pmt -Check	56129	10/07/2016	RWK IT Services	101010 · Cash - Marquette	-10,720.22
Bill	2722	10/05/2016		104577 · Automation - Consultant	10,252.31
Bill	2758	10/05/2016		104580 · Automation - Maintenance	392.50
Bill	2733	10/05/2016		104580 · Automation - Maintenance	25.41
Bill	2731	10/05/2016		104580 · Automation - Maintenance	50.00
TOTAL					10,720.22
Bill Pmt -Check	56130	10/07/2016	Scholastic Inc.	101010 · Cash - Marquette	-113.10
Bill	11470381	09/13/2016		104311 · Books - Youth	113.10
TOTAL					113.10
Bill Pmt -Check	56131	10/07/2016	Sprint	101010 · Cash - Marquette	-178.03
Bill	September	09/30/2016		104520 · Telephone	178.03
TOTAL					178.03
Bill Pmt -Check	56132	10/07/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-777.62
Bill	4432	09/17/2016		104530 · Building & Custodial Supplies	299.61
Bill	16684	09/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4458	09/22/2016		104530 · Building & Custodial Supplies	450.01

**Orland Park Public Library
Check Detail
September 20 through October 17, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					777.62
Bill Pmt -Check	56133	10/07/2016	The Library Store, Inc.	101010 · Cash - Marquette	-57.09
Bill	227670	09/30/2016		104710 · Library Supplies	57.09
TOTAL					57.09
Bill Pmt -Check	56134	10/07/2016	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	27208262	09/17/2016		104460 · Security System	147.00
Bill	27208234	09/17/2016		104460 · Security System	267.00
TOTAL					414.00
Bill Pmt -Check	56135	10/07/2016	Village of Orland Park Water	101010 · Cash - Marquette	-2,383.71
Bill	10/5/16	09/30/2016		104515 · Water & Sewer	2,383.71
TOTAL					2,383.71
Bill Pmt -Check	56136	10/07/2016	Village of Orland Park	101010 · Cash - Marquette	-79.71
Bill	21221036	09/13/2016		104600 · Outreach Services	79.71
TOTAL					79.71
Subtotal - AP Checks					\$ 106,172.76
Gross Payroll on 9/30/16					\$ 90,959.29
Payment to Village for IMRF/Insurance for September, 2016					\$ 59,772.14
Gross Payroll on 10/15/16					\$ 93,725.33
Grand Total					\$ 350,629.52

Adult Services Board Report September 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 9/1; 10 adults

Andy and Katie worked the "Meet the Author of Seinfeldia" program

Four genre book discussions 9/7, 9/20, 9/21, 9/21; 26 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended RASSL Officer Meeting-Chris Buetow (Fifth Third Bank-Matteson, IL) on Sep 2, 2016

Diane Srebro attended ILA-iREAD Committee (Plainfield PL) on Sep 2, 2016

Diane Srebro attended Grow Your Novelist Usage (Webinar) on Sep 8, 2016

Diane Srebro attended ILA-Cultural & Racial Diversity Program (Oak Park PL) on Sep 14, 2016

Judy Brannigan attended WWI in America Committee Meeting (Computer Lab) on Sep 14, 2016

Kortnee Konrath attended Managing Time Sensitive Projects Successfully - Webinar (OPPL) on Sep 15, 2016

Judy Brannigan attended Writers Workshop (Homer Public Library) on Sep 19, 2016

Judy Brannigan attended I'm Indie You (Webinar (OPPL)) on Sep 21, 2016

Diane Srebro attended LACONI-Reference: Engaging YA Programs Showcase (Oak Park PL) on Sep 29, 2016

STATISTICS

Database Statistics September 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	3774	2049	Searches
Careers College	23	7	Total Users
Consumer Reports	*	41	Log-INS
EBSCO	24815	26960	Searches
Gale Virtual Ref. Lib.	6	73	Searches
Heritage Quest	464	109	Searches
Morning Star Investment	36	96	Searches

OCLC	5441	6083	Searches
ProQuest	289	59	Searches
Reference USA	342	324	Searches
World Book	2	68	Searches

Note: EBSCO includes NoveList Plus usage

* Statistics not currently available.

Statistics from web forms

Category	09/2016	09/2015
Reference	3107	3256
Ref Remote	108	231
Non-Reference	235	326
N-R Remote	7	11
Prog Att	134	123
Items shelved	22372	21833
Carts shelved	333	284

CUSTOMER SERVICE LOG

9/1 7:10 p.m. A Chicago Public Library patron visited our library. Comment: This is such a beautiful library.

9/6 7:46 p.m. Patron being helped at the desk. Comment: I would like to see the library offer ESL classes.

9/18 1:20 p.m. Katie was locating items for a patron. Comment: Wow, she is great. Perfect personality for this job.

9/23 9:45 a.m. A patron was contacted about a recent "comment card." Comment: Thank you. I'm completely satisfied with that response.

**Circulation Board Report
September 2016**

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin has been working on the Polaris 5.1 upgrade for the past few weeks. The Training server was upgraded on Thursday September 22nd. The Polaris server was updated to 5.1 on Tuesday October 4th.

Julie Pryor is monitoring patron records.

Laura Larson and Becky Simmons are keeping track of lost items and patron billed records

CONTINUING EDUCATION/MEETINGS ATTENDED

Becky Simmons attended World War 1 & America webinar (OPPL) on Sept. 14, 2016

CUSTOMER SERVICE LOG

9/10/16 (Circulation Desk) Patron was complaining that the library was too cold. She said she needed hats & gloves.

9/16/16 (Circulation Desk) "You have so many good movies here." "You guys have the best library!"

9/25/16 (Circulation Desk) Patron returning a exercise DVD commented: "It is a good that I can check out video games and exercise videos before I buy them."

9/27/16 (Circulation Desk) "It was an excellent program on Planning Wills and Trusts with Amy Delaney CELA." Thank you for sponsoring it.

9/1/16 (Information Desk) This really is a beautiful library.

9/3/16 (Information Desk) "Thank you for finding the DVD I was looking for."

9/3/16 (Information Desk) "The air in this library is bad. You need a new exhaust fan."

9/8/16 (Information Desk) Patron commented after Sweet Reminder Program "Those gals did a good job!"

9/13/16 (Information Desk) "Thank you to whoever put up that 9/11 display in the lobby."

9/13/16 (Information Desk) "You should label the display of stones in the lobby."

9/14/16 (Information Desk) Patron was frustrated that the Information Desk did not know when the lady who handles the meeting rooms would be back at her desk. I offered to take a message and gave her the direct number but she still was not happy.

ORS MONTH	TOTAL CIRCULATION 2016	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
JAN	78,228	82,937	-6%	33,484	1,849
FEB	77,836	73,126	6%	33,655	1,554
MAR	82,831	79,332	4%	36,160	2,034
APR	79,296	73,976	7%	33,498	1,133
MAY	73,230	71,274	3%	31,859	1,529
JUN	90,118	92,119	-2%	36,331	936
JUL	88,104	88,827	-1%	33,849	621
AUG	79,844	78,981	1%	33,682	1,266
SEPT	73,851	69,105	7%	31,541	2,830
OCT					
NOV					
DEC					
TOTAL	723,338	709,677	2%	304,059	13,752
	Overdrive Registrations : 46				
	Overdrive Checkouts : 2,794				
	Zinio Checkouts : 557				
	Polaris Patron Sessions: 15,801				

Graphics Board Report September 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Created new designs for Youth Services posters, flyers, and digital slides for the following events:

Art and Crafting Club

College Prep Workshops

Toddler Art

Building Blocks for Babies

Once Upon a Time Storytime

Night Owl Storytime

Cozy Corner Bedtime Storytime

Bright Starts Family Storytime

Created designs for Outreach new events:

Mudslinging, Muckraking, and Apple Pie

Embracing Dyslexia: The basics

Mystery: An Elegant Encore of Illusions

Devils in the White City and Beyond

Spooky Stories and Songs of the Season

Chicago Mafia History

How to Navigate the ACA Marketplace

CONTINUING EDUCATION/MEETINGS ATTENDED

Public Information Coordinator attended webinars:

Develop Allies and Form Coalitions on September 8 through the Public Relations Society of America

Pulling in Partners in Times of Crisis on September 20 through the Public Relations Society of America

Jackie Boyd and Kristen Holding attended:

WWI Webinar for WWI Grant Exhibit in March 2017

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
2016 YTD	247	860
	September	August
Facebook Followers	1608	1592
Twitter Followers	1352	1335
Pinterest	297	284
eBlast Subscriptions	17,949	17,949

GRANTS/SPECIAL PROJECTS

Work in September focused on promotion of National Library Card Sign-up Month and posting library positions to the public. The Public Information Coordinator worked with department heads to put job postings in new places like social media and on new job boards to test whether more qualified candidates would apply.

The graphic artists did mock ups of possible pins for veterans to wear during the March 2017 WWI exhibit.

CUSTOMER SERVICE LOG

On September 7, library patron Brianna asked about computer classes. The Public Information Coordinator responded, and Brianna said, "Thank you so much for your help."

Information Technology Board Report September 2016

STATISTICS

Statistics from web forms

Category	Sep 2016	Sep 2015
Study Room Usage	455	413
Patrons Assisted	439	494
Total PC Usage	1900	2033
Total Web pages	29374	31020
Number of Classes	14	22
Total Class Attendance	80	99
Wireless Connections	4830	

CUSTOMER SERVICE LOG

9/16 Helped patron fill out job application. Patron said I was very helpful. Thanked me many times for all the help.

9/16 Assisted patron with copying documents on both sides. Patron said that they appreciated the time taken to help print several documents.

9/16 Assisted patron with websites to help prevent people from hacking Skype account. Female patron thanked me for giving her info on stopping hackers on her account.

Outreach Services Board Report September 2016

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, Autumn Leaves, Lexington, Thomas Place and Evergreen assisted living facilities.

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.

One book display located at the table by the center display case.

In-house and offsite adult programming.

Book delivery to train stations.

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 A. Cuci attended WWI & America Webinar (Computer Lab) on Sep 14, 2016

Cathy DiGiorgio attended WWI & America Webinar (Computer Lab) on Sep 14, 2016

Shane Peterson attended WWI & America Webinar (Computer Lab) on Sep 14, 2016

Kitty Creed attended Firehouse Expo (Fire Department Training Ground) on Sep 24, 2016

Shane Peterson attended Firehouse Expo (Fire Department Training Ground) on Sep 24, 2016

STATISTICS

Onsite Adult Programs:

15 programs were given with a total of 558. *2015: 14 programs were given with a total of 298 patrons.*

Breakout:

9/1/16	Introduction to Beekeeping	41
9/2/16	Meet the Artist - John Zajac	6
9/7/16	The Coloring Club	8
9/8/16	Afternoons @ OPPL - Sweet Reminder	56
9/8/16	The Endurance	29
9/9/16	An Evening with Jerry, George, Elaine and Kramer	98
9/13/16	Who's Afraid of Windows 10	32
9/14/16	Don't Pay the College Sticker Price	8
9/16/16	Showcase - Tom Sharpe	91
9/18/16	Petra Van Nuis in Concert	32
9/22/16	Fall Cardmaking Part 1	12
9/23/16	Friday Film Series - My Big Fat Greek Wedding 2	42
9/26/16	Pinterest Palooza	12
9/27/16	Planning with Wills and Trusts with Amy Delaney	86
9/29/16	Transgender Individuals - Are They On Your Radar	5

Offsite Adult Programs:

14 programs were given with a total of 380 patrons attending. *2015: 11 programs were given with a total of 310 patrons attending.*

Breakout:

9/2/16	Orland Township Drop-In Visit	8
9/6/16	Senior Living Visits	21
9/6/16	Library Card Drive - Alden	8
9/7/16	Senior Living Visits	6
9/8/16	Smart Art iPad - Autumn Leaves	7
9/13/16	Book Discussion at Smith Crossing	13
9/14/16	Orland Township Drop-In Visit	11
9/15/16	Remember When with Autumn Leaves	13
9/16/16	Orland Township Drop-In Visit	11
9/19/16	Senior Living Visits	39
9/20/16	Senior Living Visits	17
9/24/16	Firehouse Expo	203
9/28/16	Orland Township Drop-In Visit	11
9/30/16	Orland Township Drop-In Visit	12

Train Station Books:

Three train stations – **78**, *2015 - 306*

Program Flyer Distribution Stats:

Orland Township - **52**, *2015 - 53*

Assisted Living - **4**, *2015 - 14*

Train Station - **128**, *2015 - 306*

During programs - **576**, *2015 - 934*

Other Outreach and Homebound Stats:

Outreach Circ Stats: 982 items circulated with 1135 checkouts and 134 renewals. *2015: 921 items circulated with 1106 checkouts and 58 renewals.*

Visits to single-family homebound patrons totaled 19. *2015: Visits totaled 18.*

6 new homebound patron cards were issued and 2 discontinued. 0 cards were renewed. *2015: 1 new homebound library cards were issued. 1 card discontinued. 3 cards were renewed.*

OS staff logged 420 reference transactions. *2015: 500 reference transactions.*

28 books were displayed on the table with 16 having been checked out. *2015: 32 books on display with 17 checked out.*

GRANTS/SPECIAL PROJECTS

The WWI and America Committee viewed a webinar from The Library of America in preparation of the grant's arrival.

Thanks to the Board for passing the resolution to reapply for our GSA/CMS account for NASA artifacts.

The library was contacted and offered a large NASA display for May of 2017.

CUSTOMER SERVICE LOG

9/1/16 7pm Introduction to Beekeeping program

Good crowd. Presenter was very helpful.

9/2/16 7pm Meet the Artist - Jack Zajac program

"Nice to see something different."

"I always love to come and see the new art, every month."

9/8/16 7pm The Endurance program

"This was incredible. Be sure to tell Kelly."

"She was really great!"

9/9/16 7pm Seinfeldia program

"The library always gets such wonderful speakers!"

"Amazing food. This is like dinner."

9/13/16 6:30pm Who's Afraid of Windows 10? Program

"Great presenter. Very informative."

"Will he be coming back to the library? He's so helpful."

9/16/16 7pm Showcase - Tom Sharpe program

"You need to have him back. Absolutely incredible."

"He certainly is a genius on those drums."

9/24/16 10:30am Orland Fire District Open House expo

Multiple patrons commented on how great the library is, loved YS and Adult programs and displays.

9/28/16 10am Orland Township visit

Evergreen Senior Living PR Rep, "Outreach has been wonderful to our facility - Residents are very grateful for the service."

9/18/16 2pm Petra Van Nuis in Concert program

"You know this library always has just the absolute best programs. Good work!"

9/22/16 2pm Fall Cardmaking Part 1 program

Patrons said they enjoyed the program.

9/26/16 7pm Pinterest program

"Fun project."

9/27/16 7pm Planning Wills and Trusts with Amy Delaney program

"Thank you so much for having her. People need to know these things!"

"I'm glad that you do educational programming as well as entertainment."

9/28/16 7pm Transgender Individuals - Are They on Your Radar Screen program

"Is this all that came?"

9/30/16 10am Art Load-in (James Kammin)

"This is wonderful." (Mary A. reported patron comment to OS)

Technical Services Board Report September 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Technical Services

- OCLC ongoing holding upgrade for September 2016 is complete.
- All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

Technical Services

- On Sep. 16, 2016, Erin and Nancy attended LACONI Cataloger Bootcamp workshop
- On Sep. 14, 2016 Carol attended Webinar for WW1 America Committee meeting

STATISTICS

Technical Services

See Attached:

Monthly Statistics between 09/01/2016 and 09/30/2016:

GRANTS/SPECIAL PROJECTS

Technical Services

- OCLC starts to use data sync collections for library's holdings. Wendy will adapt to the new procedure and continue to update and maintain OPPL collection records at OCLC.
- Wendy added 1,067 e-journals into Polaris without cost in September. Patrons can search, read, print, and download these electronic articles as same as OverDrive ebooks.

Youth Services Board Report September 2016

PERSONNEL

Winnie Lau, YS Assistant, resigned after 15 years on September 28

Interview and selection process for the Full-time Reference I and Part-time Young Adult librarian positions has concluded

SERVICES/PROGRAMS/PROJECTS/CLASSES

68 children participated in the "Find the Winnie the Pooh" contest for Library Card Sign-up Month

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended a C.L.A.S.S. meeting Monday, September 19 at EvergreenPark Public Library

STATISTICS

Preschool Services/Outreach

- 30 Preschool Teacher Loan Cards renewed
- 13 new Preschool Teacher Loan Cards created
- 14 Preschool Paks created circulating 282 items total
- 1 Preschool storytime visit serving 40 students

School Liaison/Outreach

- 96 New Teacher Loan Cards
- 20 PAL Paks circulated containing
- 411 Total Items (PAL Paks)
- 25 Individual items checked out with Teacher Loan Cards

Youth Programs

- 46 Programs offered
- 957 Total attendance

Young Adult Programs

- 6 Programs offered
- 91 Total attendance

Statistics from web forms

Category	09/2016	09/2015
Reference	1893	2371
Ref Remote	166	120
Non-Reference	303	410
N-R Remote	78	43
Teen Programs	91	68
Youth Programs	957	1086
Circulation totals 2016 (combined YS and YA) 28,920	
Circulation totals 2015 28,616	

CUSTOMER SERVICE LOG

Preschool Desk

9/25/16 Mom came in to register children for Teen programs. "Thank you for offering so many wonderful programs. We'd like to see more for our 2nd grader." AN

Junior Desk

9/26/16 Mother and toddler were visiting and leaving with a bag full of books. "I just wanted to say thank you to whomever fills online book requests. I request books weekly and we wouldn't be able to read as much as we do without that." KD

9/26/16 Grandmother and toddler were leaving department. "Really nice section for him!" MLD

9/28/16 Staff was filling PalPak order. A note left by Prairie School stated, "We love Pal Paks!" DNK

9/28/16 Patron was on the phone calling in regard to teen volunteer program. "The librarian on the phone was very helpful." DNK

9/29/16 Teacher from Meadow Ridge was returning PalPaks. "The whole 3rd grade team loves these (Pal)Paks!"

Teen Desk

no entries

New Leave Rights Granted for Employees: Child Bereavement and Sick Leave

This past month, Illinois has expanded employee leave rights by creating the Child Bereavement Leave Act (Public Act 99-0703) and the Employee Sick Leave Act (Public Act 99-0841).

Child Bereavement Leave Act - Public Act 99-0703

The Child Bereavement Leave Act, which is now in effect, requires employers with at least fifty employees to provide eligible employees with up to two weeks (ten working days) of unpaid leave following the death of a child. An employee is eligible for leave under this Act if he or she is otherwise eligible to take leave under the federal Family and Medical Leave Act (i.e. has worked 1,250 hours for the employer during the prior twelve month period.)

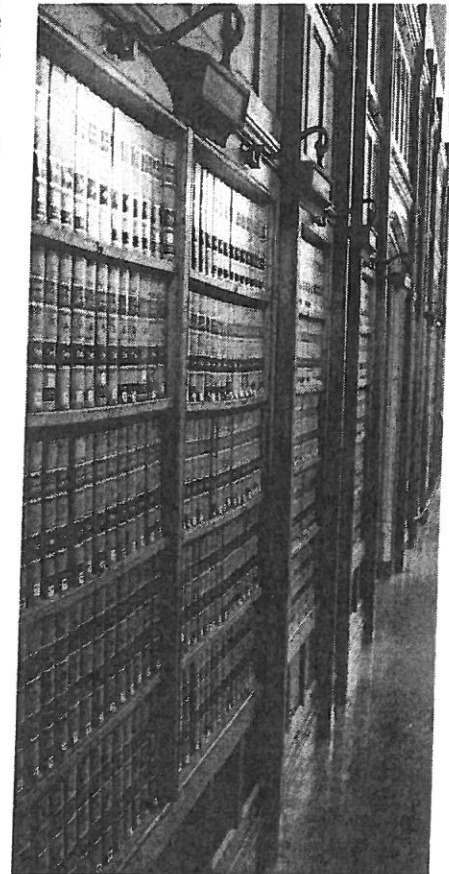
The Act permits covered employees to use unpaid child bereavement leave to:

1. attend the funeral or an alternative to the funeral of a child;
2. make arrangements necessitated by the death of a child; or
3. grieve the death of a child.

The employee must complete the bereavement leave within sixty days of receiving notice of the death of a child. Where reasonable and practicable, the employee must provide at least forty-eight hours notice of his or her intention to take bereavement leave. An employer may also require reasonable documentation to verify the necessity of the leave.

Unlike FMLA requirement, employers cannot mandate that an employee use paid time during this leave. Additionally, the Act does not create a right for employees to take unpaid leave that exceeds, or is in addition to, the unpaid leave time available under the FMLA. Therefore, an employee who has already utilized his or her twelve weeks of FMLA is not entitled to an additional ten working days of leave time under the Act. With that said, nothing in the Act prohibits an employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, or personal) pursuant to federal, state, or local law, a collective bargaining agreement, or employment benefits program, from substituting a period of such leave for an equivalent period of leave under the Act.

For more information about matters discussed in this issue, please feel free to contact Klein, Thorpe and Jenkins, Ltd.



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Employers are prohibited from taking any adverse action against an employee in response to the employee: (1) exercising rights or attempting to exercise rights under the Act; (2) opposing practices which an employee believes to be in violation of the Act; or (3) supporting the exercise of rights of another employee under the Act.

Covered employers should update their employee manuals or leave policies to ensure that qualified employees are eligible for this leave benefit.

The full text of Public Act 99-0703 can be accessed at:

[Public Act 99-0703](#)

Employee Sick Leave Act - Public Act 99-0841

The Employee Sick Leave Act, which becomes effective on January 1, 2017, requires Illinois employers to provide employees with the ability to use employer-provided personal sick leave benefits for absences due to illness, injury, or medical appointments concerning the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. In other words, it expands an employee's ability to use sick leave for an eligible family member on the same terms upon which he or she is able to use sick leave benefits for his or her own illness or injury.

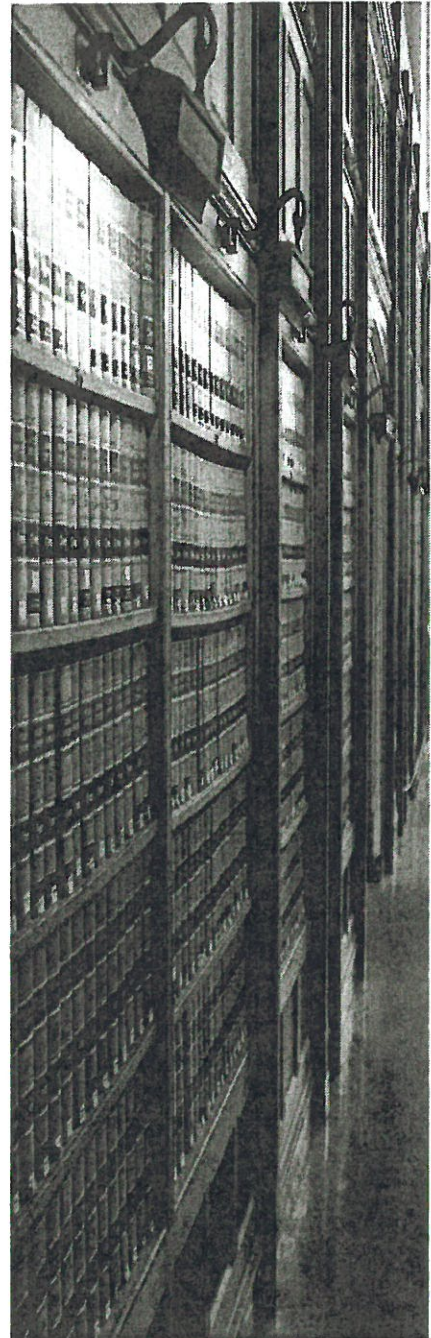
The Act allows an employer to limit the use of such benefits to an amount not less than the personal sick leave that would be accrued during six months at the employee's then current rate of entitlement. The rights and remedies specified in the Act are in addition to any other rights or remedies afforded by contract or law, including FMLA entitlements. However, the Act does not extend the maximum period of leave under the FMLA. Notably, employers who already have a paid time off policy that would otherwise provide benefits as required under the Act are not required to modify such policy.

The Act also prohibits employers from denying an employee the right to use personal sick leave benefits in accordance with this Act or retaliating against an employee for using the benefits granted in this Act.

Employers should review their employment manual or leave policy to ensure that an employee may use his or her sick leave time to care for the above-specified family members.

The full text of Public Act 99-0841 can be accessed at:

[Public Act 99-0841](#)



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VILLAGE HALL

TRUSTEES
Kathleen M. Fenton
James V. Dodge
Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello
Michael F. Carroll

September 7, 2016

Dear Orland Park Business Community:

At its September 6, 2016 regular meeting, the Village of Orland Park Board of Trustees unanimously passed a resolution opposing a proposed Cook County ordinance that would directly affect all of our local businesses.

The Cook County Board of Commissioners is considering passage of an ordinance requiring "covered employers" (those employers having a principal place of business in Cook County or doing business with Cook County) to grant "covered employees" (those employees who perform at least eighty hours of work for his/her employer in any 120 day period paid sick leave as follows:

One (1) hour of paid sick leave for every forty (40) hours worked, to be accrued to a maximum of forty (40) hours of paid sick leave for every twelve (12) month period

The Village of Orland Park is opposed to the proposal for a number of reasons including:

1. Small Orland Park businesses would be directly affected by the acknowledged costs for most employers. While the added cost is deemed "small, 0.7 to 1.5 percent," we find it an unnecessary burden for small businesses that have chosen Orland Park and Cook County as their location of choice.
2. The Village of Orland Park lies within two counties -- Cook and Will. A Cook County ordinance of this type creates an unfair balance between those within Cook County and neighboring businesses in Will County. This ordinance would result in two sets of rules for businesses within the village.
3. The proposed Cook County mandate defies the Village of Orland Park's home rule authority. We are exploring whether a home rule ordinance could limit Cook County's mandates. A mandate of this type should be from the national and not the county level, keeping the business environment fair for all.
4. Cook County has not notified the Village of Orland Park about the proposed mandate and its rushed approval date does not allow time to study its full impact on businesses within the village.

We have been told that the ordinance could be considered by the Cook County Board of Commissioners as soon as September 14, 2016. The Village of Orland Park is asking that the County Board stop any further action until more information can be gathered and more talks can take place.

Orland Park businesses that would like to share their sentiments about this rushed Cook County mandate may write to County Board President Toni Preckwinkle at 118 North Clark St., Room 537, Chicago, IL 60602.

Sincerely,

Daniel J. McLaughlin
Mayor

Orland Park Public Library Budget, Levy, Appropriation FY2017 As of 10/12/16							
GL		2016 Total Budget	2017 Working Budget	% Increase From 2016	2017 Levy	Other Sources	Appropriation
Account	Revenues						
103100	Taxes - Cook County	5,043,367	5,144,234	2.00%	5,144,234	0	5,144,234
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0
103100	Taxes - Will County	50,000	50,000	0.00%	0	50,000	50,000
103120	Impact Fees	25,000	18,000	-28.00%	0	20,000	20,000
103140	Replacement Taxes	12,500	12,000	-4.00%	0	12,500	12,500
103175	State Grants	25,000	40,000	60.00%	0	40,000	40,000
103200	Non Resident Fees	8,000	6,000	-25.00%	0	6,000	6,000
103300	Fines	60,000	55,000	-8.33%	0	55,000	55,000
103400	Gifts	10,000	9,000	-10.00%	0	8,000	8,000
103610	Copy Machine	15,000	12,000	-20.00%	0	15,000	15,000
103800	Interest Income	15,000	24,000	60.00%	0	20,000	20,000
	Other sources	0	210,354		0	210,354	210,354
103900	Miscellaneous Income	10,000	9,000	-10.00%	0	8,500	8,500
	Total Revenues	5,273,867	5,589,588	5.99%	5,144,234	445,354	5,589,588
	Expenditures						
104110	Salaries	2,373,785	2,507,992	5.65%	2,413,783	94,209	2,507,992
104220	Salaries - Maintenance	107,705	113,711	5.58%	110,734	2,977	113,711
104230	Life/Health Insurance	445,152	480,000	7.83%	480,000	0	480,000
104310	Books	410,000	408,000	-0.49%	408,000	0	408,000
104315	Electronic Databases	73,000	73,000	0.00%	73,000	0	73,000
104320	Periodicals	38,000	38,000	0.00%	38,000	0	38,000
104340	Audio Visual Materials	160,000	165,000	3.13%	165,000	0	165,000
104345	Audio Visual Equipment	1,000	1,000	0.00%	1,000	0	1,000
104410	Book Rebinding	0	0	0.00%	0	0	0
104420	Accounting	8,000	13,900	73.75%	13,900	0	13,900
104430	Insurance	36,500	49,000	34.25%	49,000	0	49,000
104440	Landscaping & Groundskeeping	24,400	24,000	-1.64%	24,000	0	24,000
104450	Building Maintenance	250,000	346,000	38.40%	243,000	103,000	346,000
104460	Security System	9,000	12,000	33.33%	12,000	0	12,000
104470	Library Office & Equipment	1,000	1,000	0.00%	1,000	0	1,000
104495	Legal	120,000	115,000	-4.17%	115,000	0	115,000
104497	Library Consultant	12,000	10,000	-16.67%	10,000	0	10,000
104513	Electricity	0	0	0.00%	0	0	0
104515	Water & Sewer	7,000	9,000	28.57%	9,000	0	9,000
104517	Natural Gas	40,000	36,000	-10.00%	36,000	0	36,000
104520	Telephone	11,000	9,600	-12.73%	9,600	0	9,600
104525	Purchase - New Equipment	20,000	20,000	0.00%	20,000	0	20,000
104530	Building & Custodial Supplies	34,000	36,000	5.88%	36,000	0	36,000
104540	Building Repairs	22,000	22,000	0.00%	22,000	0	22,000
104550	Lib. & Off. Eqpt Rep. & Maint	16,500	18,000	9.09%	18,000	0	18,000
104560	Machine Rental	4,000	4,000	0.00%	4,000	0	4,000
104570	Automation - Equipment	80,000	80,000	0.00%	80,000	0	80,000
104575	Automation - Line Costs	6,500	7,500	15.38%	7,500	0	7,500
104577	Automation - Consultant	161,000	145,000	-9.94%	145,000	0	145,000
104580	Automation - Maintenance	50,000	85,000	70.00%	85,000	0	85,000
104590	Library Furniture	60,000	65,000	8.33%	65,000	0	65,000
104600	Outreach Services	7,000	7,000	0.00%	7,000	0	7,000
104610	Board Training & Education	8,000	7,000	-12.50%	7,000	0	7,000
104620	Staff Training & Education	27,000	23,804	-11.84%	23,804	0	23,804
104630	Conference Fees	6,500	6,000	-7.69%	6,000	0	6,000
104640	Patron Programs & Events	45,000	42,000	-6.67%	42,000	0	42,000
104650	Association Dues & Fees	8,000	9,000	12.50%	9,000	0	9,000
104660	Public Information	39,000	39,000	0.00%	39,000	0	39,000
104710	Library Supplies	45,000	42,000	-6.67%	42,000	0	42,000
104720	Office Supplies	11,000	9,000	-18.18%	9,000	0	9,000

Orland Park Public Library							
Budget, Levy, Appropriation FY2017							
As of 10/12/16							
		2016 Total Budget	2017 Working Budget	% Increase From 2016	2017 Levy	Other Sources	Appropriation
GL							
104730	Postage	14,000	15,000	7.14%	15,000	0	15,000
104740	Printing	7,000	9,000	28.57%	9,000	0	9,000
104810	Contingency	0	0	0.00%	0	0	0
104910	Contribution to IMRF	212,494	216,221	1.75%	102,493	113,728	216,221
104915	Contribution to FICA	189,831	200,560	5.65%	126,220	74,340	200,560
104920	Audit	10,500	11,300	7.62%	550	10,750	11,300
104930	Liability Ins.-D&O,Bonds,WC	55,000	51,000	-7.27%	8,650	42,350	51,000
104940	Unemployment Compensation	4,000	4,000	0.00%	0	4,000	4,000
104950	Bank Charges	3,000	3,000	0.00%	3,000	0	3,000
	Total Expenditures	5,273,867	5,589,588	5.99%	5,144,234	445,354	5,589,588
	Excess (Deficiency) of Revenues						
	Over (Under) Expenditures	0	0	0.00%	0	0	0
	Interfund Transfers In / (Out)	0	0	0.00%	0	0	0
	Net Change in Fund Balance	0	0	0.00%	0	0	0

DRAFT

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

SECRETARY'S CERTIFICATE

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

**"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF
THE ORLAND PARK PUBLIC LIBRARY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2017
AND ENDING DECEMBER 31, 2017"**

adopted at a regular meeting of the said Board of Library Trustees held on the 17th day of October, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of October, 2016.

Catherine Morrissey Lebert, Secretary

DRAFT

**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2017 AND ENDING DECEMBER 31, 2017**

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

Section 1: That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2017, and ending December 31, 2017, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,413,783	94,209	2,507,992
Salaries- Maintenance	110,734	2,977	113,711
Life/Health Insurance	480,000	-0-	480,000

2. LIBRARY MATERIALS

Books	408,000	-0-	408,000
Electronic Databases	73,000	-0-	73,000
Periodicals	38,000	-0-	38,000
Audio-Visual Materials	165,000	-0-	165,000
Audio-Visual Equipment	1,000	-0-	1,000

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	13,900	-0-	13,900
Insurance	49,000	-0-	49,000
Landscaping & Groundskeeping	24,000	-0-	24,000
Building Maintenance	243,000	103,000	346,000
Security System	12,000	-0-	12,000
Library & Office Equipment	1,000	-0-	1,000
Legal Fees	115,000	-0-	115,000
Library Consultant	10,000	-0-	10,000

4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	9,000	-0-	9,000
Natural Gas	36,000	-0-	36,000
Telephone	9,600	-0-	9,600
Purchase of New Equipment	20,000	-0-	20,000
Building & Custodial Supplies	36,000	-0-	36,000
Building Repairs	22,000	-0-	22,000
Library & Office Equip Repairs & Maintenance	18,000	-0-	18,000
Machine Rental	4,000	-0-	4,000
Automation - Equipment	80,000	-0-	80,000
Automation - Line Costs	7,500	-0-	7,500
Automation - Consultant	145,000	-0-	145,000
Automation - Maintenance	85,000	-0-	85,000
Library Furniture	65,000	-0-	65,000
Outreach Services	7,000	-0-	7,000

5. DEVELOPMENT

Board Training & Education	7,000	-0-	7,000
Staff Training & Education	23,804	-0-	23,804
Conference Fees	6,000	-0-	6,000
Patron Programs & Events	42,000	-0-	42,000
Association Dues & Fees	9,000	-0-	9,000
Public Information	39,000	-0-	39,000

6. SUPPLIES

Library Supplies	42,000	-0-	42,000
Office Supplies	9,000	-0-	9,000
Postage	15,000	-0-	15,000
Printing	9,000	-0-	9,000

7. OPERATING EXPENSES

Contribution to IMRF	102,493	113,728	216,221
Contribution to FICA	126,220	74,340	200,560
Audit	550	10,750	11,300

DRAFT

Liability Ins.			
D&O, Bonds, WC	8,650	42,350	51,000
Unemployment			
Compensation	-0-	4,000	4,000
Bank Charges	3,000	-0-	3,000
8. <u>OTHER</u>			
Contingency	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL CORPORATE			
 EXPENDITURES	\$5,144,234	\$445,354	\$5,589,588
	=====	=====	=====

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

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

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

DRAFT

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

ADOPTED this 17th day of October, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

NANCY WENDT HEALY, President

ATTEST:

Catherine Morrissey Lebert, Secretary

SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or a member of their immediate family is ill. ~~(Request for Time Off Appendix I.1). Sick leave may be used for medical and dental appointments with approval by the department head. In the event of illness or injury in the employee's immediate family (those living in the household and/or dependent on the employee's care), sick leave may be granted by the department head, Library Director or Assistant Director.~~ Employees may use sick leave benefits to cover absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, for reasonable periods of time, on the same terms as an employee may use the time for his/her own illness/injury. Full-time employees must maintain at least 18 of their 36 accumulated days to use for their own absence under this policy. Part-time employee must maintain at least maintain at least nine hours of the 18 they accumulate to use for their own absence under this policy.

RATE

Full-time employees accrue one day of sick leave for each calendar month they are employed, credited at the beginning of each month of service. Part-Time employees accrue one hour of sick leave for each calendar month they are employed, credited at the beginning of each month of service.

ACCUMULATION

Full-time employees may accumulate unused sick leave up to 36 days. Sick leave in excess of 36 days may be accrued solely for the purpose of additional unpaid sick leave credit for the Illinois Municipal Retirement Fund. Benefits will be in accordance with the IMRF policies and procedures.

Upon leaving the Library's employment, employees shall lose all sick leave accumulated to the date of termination and shall not be compensated in any way for such sick leave unless the employee is retiring under the provisions of the Illinois Municipal Retirement Fund. In such case, the accumulated sick leave will be reported to IMRF in accordance with IMRF policies and procedures.

Part-time employees may accumulate unused sick leave up to 18 hours. Upon leaving the Library's employment, part-time employees shall lose all sick leave accumulated to the date of termination and shall not be compensated in any way for such sick leave.

NOTIFICATION

Payment of sick leave will be contingent upon prompt notification of illness or injury to the employee's supervisor, department head or Director, in accordance with the Library's Attendance section of this handbook.

VERIFICATION

Any sick time taken may require written verification, including but not limited to a doctor's note, by the Library Director. A doctor's release may be required for employees returning to work. Such conditions as surgery, hospitalization, contagious disease, may require such release before work may resume. See the Attendance section in this handbook for more information.

BEREAVEMENT

Paid bereavement leave not to exceed three working days may be granted by the Library Director to an employee who has suffered the death of a loved one in their immediate family, for the purpose of this policy, immediate family includes: spouse, child, parent, brother, sister, step-parent, step-sibling, mother- or father-in- law, son- or daughter-in-law, grandparent, grandchild, great grandparent, great grandchild, sister- or brother-in-law. Part-time employees shall be paid only for work hours already scheduled during this bereavement leave.

Employees wishing to attend the funeral of someone other than immediate family must make arrangements with the department head or the Director.

Bereavement leave of up to three (3) days may be granted by the Director for a special significant relationship, if not one of those listed above. (Request for Time Off (Appendix I.1)). In the event an employee requires more than three (3) days, the employee may request to use vacation, personal business or unpaid time off. Furthermore, an employee who has been employed by the Library for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee's child. Three days of this time will be paid pursuant to this bereavement policy, and employees may use available vacation or personal hours or take unpaid time off for the remainder of the two-week period. Should an employee experience the death of more than one child in a 12-month period, the employee may take up to six weeks of unpaid leave.

In certain circumstances, proof of the need for the leave may be required.