

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
May 21, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM APRIL 16, 2018 - FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

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

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

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

I. UNFINISHED BUSINESS

1. Approval of the Orland Park Public Library Roofing Project proposal from Wight and Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses – For Action

Motion to approve of the Orland Park Public Library Roofing Project proposal from Wight and Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses

2. Approval of the Orland Park Public Library Renovation Project Proposal from Wight and Company in the amount of \$69,900, plus reimbursable expenses at cost – For Action
Motion to approve the Orland Park Public Library Renovation Project Proposal from Wight and Company in the amount of \$69,900, plus reimbursable expenses at cost

J. NEW BUSINESS

1. Adoption of Resolution Number 2018–02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action
Motion to adopt Resolution Number 2018-02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 16, 2018

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

Call To Order

Members present: Christian Barcelona, Joanna Leafblad (left meeting at 10:00 p.m.), Nancy Healy, Dan McMillan, Charles McShane

Roll Call

Members absent: Elan Kleis, Diane Jennings

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

Motion to appoint Trustee McShane as temporary Secretary Pro Tem.

Vice President Leafblad motioned to appoint Trustee McShane as temporary Secretary Pro Tem. Trustee Healy seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to approve the February 16, 2018 minutes. President Barcelona seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Minutes

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to move into Executive Session at 7:05. Trustee McShane seconded. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – aye.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad motioned to resume regular session at 7:30. President Barcelona seconded.

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

Motion passed. 5 ayes, 0 nays, 2 absent

None.

Public Comment

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Chris McClure from McClure, Inserra and Company.

Mr. McClure gave a presentation on the 2017 audit of the library's financials. He indicated that the audit went well and the financial statements were issued a clean opinion. No problems were noted and there was full cooperation by management and staff. He detailed the comparison between income and expenses for 2017 and 2016 along with the library's proportionate share of net pension liability amounts. Total expenditures were under budget by approximately 10%. Trustee McMillan said maybe lowering budget amounts would be something to consider. Director Weimar said since there were various open positions and turnover throughout the year, actual expenses vs. budget would be lower, and there is no way to predict those occurrences. Mr. McClure read the section titled, Other Postemployment Benefits, and suggested utilizing the Village Actuary and their report next year. Trustee Healy asked if there would be a penalty if there was no Actuary involvement. Mr. McClure said they would have to state there was no Actuary report. This is a new process that is part of a new GASB coming out in 2018.

Michael Barnes and Lisa Schmidt, Architects from Wight and Company

Michael Barnes and Lisa Schmidt gave a presentation discussing Wight and Co's approach & resources for building renovation projects. As the original architect, Michael Barnes is very familiar with the building and would maintain its integrity. Trustee Healy asked if a Request For Qualifications or 'RFQ' would be needed. Dennis Walsh of KT&J said no RFQ was needed if there was a history established with an architect already. Wight and Company have recently been involved with multi-million dollar renovations with the Des Plaines and Evanston Public Libraries. They suggested starting by creating a design program to then be able to produce a master plan. A master plan would be used to garnish feedback from employees and patrons alike and would typically take a little over 3 months to compile. Design and pricing would follow completion of a master plan. Trustee Healy asked about their fees. Mr. Barnes said they could charge anywhere from 7-10% design fee depending on the amount of the project. Mr. Barnes feels libraries are community centers more so now than in the past and libraries need to adapt. Michael announced that the Orland Park Public Library had made the 200 Great Places list from The American Institute of Architects.

Vice President Leafblad moved to accept the Treasurer's Report for February 2018. Trustee McShane seconded. No discussion.

Treasurer's Report

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 2/20/18-3/19/18. Vice President Leafblad seconded. No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad moved to accept the Treasurer's Report for March 2018. Trustee McShane seconded. Trustee McMillan asked about the budget vs actual amounts. Finance Manager Kimmey said the library is on a straight line budget so month to month amounts will vary, however, the year-end total results should match.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Trustee Healy moved to accept the payment of bills listing from 3/20/18-4/16/18. Vice President Leafblad seconded. No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

The Public Library Association's Annual Conference was held the week of March 19-24. Staff members wrote reports highlighting the sessions attended. The severe weather in Philadelphia caused several cancellations of speakers and sessions. Many librarians who had planned to fly out Tuesday and Wednesday found their flights cancelled. The city of Philadelphia shut down on Wednesday closing not only government agencies, such as libraries, schools, city hall, and national monuments, but a significant amount of stores and restaurants closed. PLA has allowed conference attendees access to the virtual conference for a limited time. This is a great opportunity to listen to sessions that were missed. Director Weimar recently listened to a recording of "Millennials in Your Library" that was very good.

Librarian's Report

Jackie Boyd, Mary Adamowski, President Barcelona and Library Director Weimar attended the Southwest Conference of Mayor's program in early March highlighting speaker Paul Lisnek, a local political analyst. The Orland Park Public Library hosted a table at the expo portion of the event to promote our library.

The RAILS Update was live streamed last week and mentioned that the Standards for Public Libraries would be approved at the April RAILS board meeting. The standards were beta tested at 54 libraries throughout Illinois. One particular standard was met with resistance by many libraries as it required 8% of the library's budget to be expended on collection development, which they felt could not be met. RAILS revised the components for this percentage to not only include books, electronic resources, audiovisual, and periodicals; but also the cost of a shared catalog, OCLC fees, the electronic ERead Illinois consortium cost which are not included in IPLAR statistics. With this change, all but one library then met the 8% standard. Mary Weimar will be attending a Village of Orland Park's Strategic Planning Session on April 26th. Trustee McMillan stated he would also be attending a morning session.

The library had some very successful programs this month. Mr. D's Magic Show and Jim Nesci's Cold Blooded Creatures program packed the room and had over 150 in attendance for each. Our technology program "Cable No More" presented by Ian Lashbrook had 110 attendees and requests for more programming on this topic. He is planning to repeat the program for anyone who missed it this summer. During National Library Week the library offered Pop-Up tutorial programs on RBDigital, OverDrive and Hoopla. Ian taught most of these programs in the lobby. Our magazine giveaway was very successful. Patrons stayed all morning as the staff replenished the titles.

The Summer Reading Challenge program has been finalized. Public Information Manager Boyd confirmed the library has already partnered with 34 sponsors.

The library has not received any 2017 Per Capita Grant funds. At this time, 2018 Award letters are being sent to some libraries. The letters already sent were indicating a full funding at \$1.25 per capita. We have not received ours to date.

The Health and Wellness Committee has been researching various health initiatives for the staff. One particular idea which had been done at other libraries was to have a walking challenge involving tracking the amount of miles walked by participating staff with a goal of 400 miles from May 1 through October 31. Staff who have electronically tracked and recorded the number of miles walked within that time period would be eligible for four hours paid leave to be taken by the end of the year at approved times. Safe guards for tracking would be put in place along with definitive rules for participation. The Board Trustees all gave verbal acknowledgement that this was a good idea.

A bookmark was created to celebrate the Illinois Authors Bicentennial and was passed around.

The Cook County Clerk's Office sent emails to the staff and trustees regarding the filing of Statements of Economic Interest which must be completed with Cook County by May 1st or incur a penalty.

The Village of Orland Park sent the library a letter stating they will no longer be providing snow plowing services for the library beginning January 1, 2019. Trustee McMillan and Trustee McShane were expressive about their disappointment with the letter from the Village and they feel like this is not an efficient cost saving measure especially since we are losing revenue from the Mall anchor stores and other stores closing in the area. Director Weimar will follow-up with the Village on this issue.

AQUAMIST conducted its annual RPZ (reverse pressure zone) backflow test on the library's water valves in mid-March. This is a mandatory test by Illinois State law to ensure that the backflow device is preventing incoming water from siphoning back into the domestic water supply.

On Friday, April 13, new parking lot lights were installed. The lights were purchased from Emium Lighting and Maverick Lighting Solutions handled the installation of the 24 150w LED pole heads. By installing solid state LED lighting the library will save approximately 32,000 KWH (kilowatt hour) of electricity annually. The library will also receive an energy rebate from ComEd.

Pace Systems serviced the video color board in Meeting Room 104. The board feeds the mother board, and it was determined that 1 out of the 4 crystals in the board burned out which then doesn't allow color from the disk to be displayed when showing DVD movies. IT was able to troubleshoot the problem for a temporary fix, until a replacement video color board could be ordered.

Administration and Maintenance have begun preliminary research on the upcoming roofing project. The library needs to replace 40% of the roof and would like to complete the project before fall 2018. The library has been advised by Attorney Dennis Walsh that it needs to go through a formal bid process due to the cost and scope of the project. The library should also hire an architect who will then assist in the writing of the bid proposal, as well as oversee and inspect the extensive project.

Administration, along with Youth Services Manager Brandi Smits, met with representatives from the Orland Park Recreation and Parks Department to discuss the location of the StoryWalk area. The library suggested it would prefer to have the StoryWalk installed in the area north of the old Police Station. A decision was agreed upon that the materials for the StoryWalk would be purchased by the library, and the Recreation & Parks Department would be responsible for the installation of the 24 wooden posts and storyboards. The library will change out the large print books seasonally and staff will also inspect the area on a weekly basis to ensure that the StoryWalk is presentable and readable by all who visit. Administration and Brandi plan to meet with the representatives this week at the desired area to finalize the location. The equipment will then be ordered and it is our hope to have the StoryWalk debut June 1st, just in time for summer reading.

The library will once again participate in the Village's summer Market in the Park. Staff will represent the library on Thursday evenings June 7, 21 and July 5 and 19. Youth Services will offer simple craft projects for the children to do, while IT will bring along their robots for interactive fun and Adult Services will highlight some good summer reads.

No reports at this time.

Other Staff Reports

a. Building Committee Special Meeting on March 12, 2018– For Discussion

Building and Maintenance

Director Weimar stated the first project that should be worked on is the partial roof replacement and since it is such a large project in cost and scope, the lawyer has recommended that an architect should be involved. Trustee Healy asked about the generator situation because having functioning bathrooms during a power outage is a necessity. The library's current generator will run for approximately 2 hours at which-time the library will need to close. The capital needs assessment was discussed.

b. Approval of the Building Committee's Special Meeting Minutes on March 12, 2018 – For Action

Trustee McMillan motioned to approve the Building Committee's Special Meeting Minutes on March 12, 2018. Trustee McShane seconded.

A roll call vote of Building Committee Members only as follows: Barcelona – aye; McMillan – aye, McShane – aye, Kleis – absent.

Motion passed. 3 ayes, 0 nays, 1 absent

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

None.

**Unfinished
Business**

Approval of the HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316.– For Action

New Business

Trustee Healy motioned to approve the HUB International Midwest West Commercial Insurance Proposal for May 1, 2018 through May 1, 2019 in the amount of \$75,316. Vice President Leafblad seconded.

Finance Manager Kimmey reviewed the Executive Summary presented by HUB with the board and highlighted the Cyber Liability and Crime/Fidelity coverage. Crime/Fidelity coverage was increased and Trustee McShane thought this was very important and shared a couple real life scenarios in which social engineering could occur. Finance Manager Kimmey concluded by stating the bottom line pricing is almost flat versus last year and is even down slightly. Payment options are available but paying in full is the best since it eliminates additional charges.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Accept the 2017 Orland Park Public Library Audit by McClure, Inserra & Company – For Action
Vice President Leafblad motioned to accept the 2017 Orland Park Public Library Audit by McClure, Inserra & Company. Trustee McShane seconded.

No discussion.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Smart Lab Policy – For Action

Vice President Leafblad motioned to approve the revisions to the Smart Lab Policy. Trustee McShane seconded. Digital Services Manager Lashbrook suggested a few revisions to clarify the patron guidelines with an emphasis on safety. 3D Printer guidelines and best practices in the equipment section have also been expanded to limit the responsibility of loss that may occur from use of the various equipment found in the Smart Lab, in particular patrons are not to interact with 3D printers unless given instruction by staff to do so.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Circulation Policy – For Action

Vice President Leafblad motioned to approve the revisions to the Circulation Policy. Trustee McShane seconded.

Technical Services Manager Xie has created a branch library through Polaris allowing reciprocal borrowers to place holds on Orland Park materials. Director Weimar mentioned reciprocal library card holders will be queued behind OPPL card holders. Patron Services Manager Hildebrand stated reciprocal borrowers currently account for 15% of circulation of materials. Trustee Healy noted a few grammatical edits.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Study Room Policy – For Action

Trustee Healy motioned to approve the revisions to the Study Room Policy. Trustee McShane seconded.

Trustee Healy questioned why the verbiage of Orland Park residents being given priority has been removed. Director Weimar answered that staff would be unable to meet this requirement by forcing patrons out of rooms. Trustee Healy stated the policy could be approved at this point, but would like to revisit it later regarding cardholders before discussion on the building renovation take place. Trustee McMillan stated it could be done.

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

Motion passed. 5 ayes, 0 nays, 2 absent

Vice President Leafblad excused herself from the meeting at 10:00 p.m.

Approval of the revisions to the Meeting Room Policy – For Action

Trustee McMillan motioned to approve the revisions to the Meeting Room Policy. President Barcelona seconded.

Public Information Manager Boyd suggested to take out the fees associated with use by businesses. Trustee Healy mentioned she found a few grammatical edits and said she would submit them to be corrected.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650 – For Action

Trustee Healy motioned to approve the registration and travel reimbursement for the following staff: John Burke, Fanny Camargo, Holly Balasa, Paul Rubio, Alice Grabowski, Renee Neupauer, Dushaun Phelps, Shane Peterson, Chris Schultz and Maurya Orr to attend the Reaching Forward Conference to be held on May 4, 2018 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,650. Trustee McShane seconded.

Director Weimar stated it costs \$150 per person and with travel expenses included it comes to approximately \$1,650. Trustee Healy asked if staff were being rotated from year to year to attend and Director Weimar confirmed they are. Digital Services Manager Lashbrook will be presenting at the conference, while Youth Services Manager Smits will be manning the iREAD booth that day.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases – For Action

Trustee McMillan motioned to approve the Resolution 2018-01 A Resolution Authorizing the Settlement of Various Tax Rate Objection Cases – For Action

No Discussion.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for Orland Park Public Library Board Trustee members to attend the “Funding and Design for a Renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each –For Action

Trustee McMillan motioned to approve the Orland Park Public Library Board Trustee members to attend the “Funding and Design for a Renovation or New Building Project: What Trustees Need to Know” workshop on Saturday, May 19, 2018 at Alsip-Merrionette Park Public Library District in the amount of \$15 each. Trustee McShane seconded.

Director Weimar stated this workshop would be very informative and it runs from 9:00 a.m. to noon. Trustee McMillan and Trustee McShane said they would be able to attend and Trustee Healy said she would not be available.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Approval for Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each –For Action

Trustee McMillan motioned to approve the Orland Park Public Library Board Trustee members to attend the LACONI Trustee Banquet 2018 to be held on Friday, May 18, 2018 at The Carleton of Oak Park Hotel in the amount of \$65 each. Trustee McShane seconded.

Director Weimar pointed out John Chrastka, Executive Director of EveryLibrary will be this year's speaker. He will speak about advocating in support of public funding for libraries and building public awareness of funding initiatives.

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

Motion passed. 4 ayes, 0 nays, 3 absent

Trustee Healy wanted to thank the board for sending her to PLA this year. She really enjoyed her time there and took a lot of notes, some of which she shared with department managers. A few highlights from the programs she attended included a suggestion that staff be able to work on their own genealogy research in order to be experts and better able to help patrons. Programs are sometimes worthwhile even if the attendance numbers are not high. Outreach Manager Cuci offered the ESL program as an example of such a type. Book discussions could be held in locations related to the theme of a particular book. Director Weimar stated the 2019 Per Capita Grant requirements should be started. Trustees have been given Chapters 6-10 of the Illinois Library Association's *Trustee Fact File, Fourth Edition*. Trustees must review and discuss these chapters in the upcoming months.

Announcements

Trustee McMillan moved to adjourn the meeting and it was seconded by Trustee McShane.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 10:30 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended April 30, 2018

Revenues

There have been some tax receipts in April, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities at higher market rates of returns.

Expenditures

Total Expenditures were \$ 59,527 under budget for the month and \$ 319,499 under budget on a year-to-date basis.

Salaries is under budget by \$ 8,662 for April and \$ 36,818 under budget on a year-to-date basis. There are a few open positions at this time.

Audio Visual Materials is over budget by \$ 3,690 for the month and over budget on a year-to-date basis.

Staff Training & Education is over budget for April by \$ 610 and over budget on a year-to-date basis.

Conference Fees is over budget by \$ 1,000 for the month, but under budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 2,724 for April, but under budget on a year-to-date basis.

Public Information is over budget by \$ 11,621 for the month and over budget on a year-to-date basis.

Postage is over budget by \$ 1,426 for April, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	353,797	0	70,602		424,399
Cash - Marquette E-Commerce	2,635				2,635
PMA Financial Investments	6,947,188	1,079,846		1,377,988	9,405,022
Tax Receipts - Marquette	-13,338			38,658	25,320
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	101,295			78,785	180,080
Petty Cash	300				300
Interest Receivable	46,671	3,430		5,365	55,466
Property Taxes Receivable	2,527,604			749,836	3,277,440
Prepaid Expenses	198,768				198,768
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,164,921</u>	<u>1,085,816</u>	<u>70,602</u>	<u>2,250,632</u>	<u>13,571,971</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	375	0	0	0	375
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,527,604	0	0	749,836	3,277,440
Accounts Payable	84,345	0	229	0	84,574
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	60,403	60,403
Total Liabilities	<u>2,612,478</u>	<u>0</u>	<u>229</u>	<u>810,239</u>	<u>3,422,946</u>
Beginning Unrestricted Fund Balance	6,152,456	1,081,040	70,379	580,512	7,884,387
Fund Balance - Nonspendable	198,768	0	0	0	198,768
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	0	0	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,187,622</u>	<u>4,775</u>	<u>-5</u>	<u>859,881</u>	<u>2,052,273</u>
Ending Fund Balance	<u>7,552,443</u>	<u>1,085,815</u>	<u>70,374</u>	<u>1,440,393</u>	<u>10,149,025</u>
Total Liabilities & Fund Balance	<u>10,164,921</u>	<u>1,085,815</u>	<u>70,603</u>	<u>2,250,632</u>	<u>13,571,971</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	101,295	443,750	22.83%	2,756,498	1,775,000	51.77%	5,325,000
Impact Fees	0	833	0.00%	1,500	3,333	15.00%	10,000
Replacement Taxes	4,000	1,667	239.92%	5,475	6,667	27.38%	20,000
State Grants	0	3,333	0.00%	500	13,333	1.25%	40,000
Non Resident Fees	371	417	88.93%	371	1,667	7.42%	5,000
Fines	4,301	4,583	93.84%	18,713	18,333	34.02%	55,000
Gifts	25	833	3.00%	75	3,333	0.75%	10,000
Copy Machine	1,062	1,000	106.23%	4,672	4,000	38.93%	12,000
Interest Income	13,006	3,833	339.32%	38,282	15,333	83.22%	46,000
Miscellaneous Income	740	750	98.71%	2,707	3,000	30.07%	9,000
Total Revenues	124,800	461,000	27.07%	2,828,791	1,844,000	51.14%	5,532,000
Expenditures							
Salaries	213,160	221,822	96.10%	850,467	887,285	31.95%	2,661,859
Salaries-Maintenance	10,319	10,295	100.23%	40,312	41,180	32.63%	123,541
Life/Health Insurance	36,177	43,333	83.49%	170,286	173,333	32.75%	520,000
Books	25,685	30,667	83.75%	89,773	122,667	24.39%	368,000
Electronic Databases	6,024	8,167	73.76%	23,052	32,667	23.52%	98,000
Periodicals	3,498	3,250	107.64%	12,694	13,000	32.55%	39,000
Audio Visual Materials	17,023	13,333	127.68%	56,474	53,333	35.30%	160,000
Audio Visual Equipment	0	63	0.00%	0	250	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,082	1,021	105.93%	3,690	4,083	30.12%	12,250
Insurance	4,097	4,292	95.45%	16,386	17,167	31.82%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	4,522	8,000	18.84%	24,000
Building Maintenance	19,191	40,417	47.48%	47,911	161,667	9.88%	485,000
Security System	2,175	6,250	34.80%	6,295	25,000	8.39%	75,000
Library Office & Equipment	0	63	0.00%	185	250	24.65%	750
Legal	1,788	6,250	28.61%	5,978	25,000	7.97%	75,000
Library Consultant	0	1,333	0.00%	0	5,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	2,055	3,333	20.55%	10,000
Natural Gas	2,160	3,292	65.61%	11,888	13,167	30.10%	39,500
Telephone	629	750	83.83%	2,420	3,000	26.89%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	5,000	0.00%	15,000
Building & Custodial Supplies	2,722	3,125	87.10%	10,652	12,500	28.41%	37,500
Building Repairs	254	1,500	16.92%	1,982	6,000	11.01%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,360	1,500	90.67%	4,629	6,000	25.72%	18,000
Machine Rental	0	200	0.00%	233	800	9.71%	2,400
Automation - Equipment	1,368	6,167	22.18%	8,693	24,667	11.75%	74,000
Automation - Line Costs	287	458	62.73%	1,207	1,833	21.95%	5,500
Automation - Consultant	5,967	6,250	95.47%	21,850	25,000	29.13%	75,000
Automation - Maintenance	5,982	7,500	79.77%	25,022	30,000	27.80%	90,000
Library Furniture	0	3,333	0.00%	0	13,333	0.00%	40,000
Outreach Services	-377	625	-60.37%	5,347	2,500	71.29%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	211	667	31.65%	911	2,667	11.39%	8,000
Staff Training & Education	2,610	2,000	130.52%	8,587	8,000	35.78%	24,000
Conference Fees	1,500	500	300.00%	1,875	2,000	31.25%	6,000
Patron Programs & Events	6,307	3,583	176.03%	13,532	14,333	31.47%	43,000
Association Dues & Fees	250	583	42.88%	1,458	2,333	20.83%	7,000
Public Information	14,954	3,333	448.67%	17,519	13,333	43.80%	40,000
Library Supplies	670	3,750	17.86%	10,270	15,000	22.82%	45,000
Office Supplies	38	500	7.51%	919	2,000	15.31%	6,000
Postage	2,593	1,167	222.18%	4,011	4,667	28.65%	14,000
Printing	0	583	0.00%	0	2,333	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,866	20,250	98.10%	78,155	81,000	32.16%	243,000
Contribution to FICA	16,727	17,750	94.24%	66,694	71,000	31.31%	213,000
Audit	999	1,029	97.04%	3,119	4,117	25.25%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	10,007	19,000	17.56%	57,000
Unemployment Compensation	0	337	0.00%	0	1,333	0.00%	4,000
Bank Charges	75	50	150.00%	110	200	18.40%	600
Total Expenditures	430,644	490,171	87.86%	1,641,170	1,960,669	27.90%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	-305,844	(29,171)		1,187,622	(116,666)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	-305,844	(29,171)		1,187,622	(116,666)		(350,000)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	33,765	904,030
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,390	4,776	6	23	1,861	4,174
Capital Campaign	0	0	0	375	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,390	4,776	6	398	35,626	908,204
Expenditures						
Building Repairs	0	0	404	404	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	48,323
Total Expenditures	0	0	404	404	12,081	48,323
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,390	4,776	-398	-6	23,545	859,881
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,390	4,776	-398	-6	23,545	859,881

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57788	04/25/2018	ADP, LLC	101010 · Cash - Marquette	-1,548.70
Bill	509541252	04/01/2018		104420 · Accounting	567.00
Bill	510970219	04/01/2018		104420 · Accounting	495.40
Bill	512536839	04/13/2018		104420 · Accounting	486.30
TOTAL					<u>1,548.70</u>
Bill Pmt -Check	57789	04/25/2018	AT&T	101010 · Cash - Marquette	-80.56
Bill	April 12 Bill	04/25/2018		104575 · Automation - Line Costs	80.56
TOTAL					<u>80.56</u>
Bill Pmt -Check	57790	04/25/2018	Blackstone Publishing	101010 · Cash - Marquette	-110.03
Bill	982365	03/08/2018		104342 · Audio Visual Materials-Outreach	65.08
Bill	981024	03/26/2018		104340 · Audio Visual Materials - Adult	44.95
TOTAL					<u>110.03</u>
Bill Pmt -Check	57791	04/25/2018	Brandice Smits	101010 · Cash - Marquette	-42.90
Bill	4/11/18	04/11/2018		104620 · Staff Training & Education	42.90
TOTAL					<u>42.90</u>
Bill Pmt -Check	57792	04/25/2018	Cavendish Square	101010 · Cash - Marquette	-177.93
Bill	CAL3099461	03/28/2018		104311 · Books - Youth	177.93
TOTAL					<u>177.93</u>
Bill Pmt -Check	57793	04/25/2018	Center Point Large Print	101010 · Cash - Marquette	-161.79
Bill	1573258	04/01/2018		104312 · Books - Outreach	70.11
Bill	1571553	04/03/2018		104310 · Books - Adult	91.68
TOTAL					<u>161.79</u>
Bill Pmt -Check	57794	04/25/2018	Comcast Cable	101010 · Cash - Marquette	-287.82

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	4/3/18	04/03/2018		104575 · Automation - Line Costs	206.75
				104520 · Telephone	81.07
TOTAL					287.82
Bill Pmt -Check	57795	04/25/2018	Current Technologies Corporation	101010 · Cash - Marquette	-1,394.20
Bill	8229	04/09/2018		104460 · Security System	1,394.20
TOTAL					1,394.20
Bill Pmt -Check	57796	04/25/2018	Emium Lighting	101010 · Cash - Marquette	-3,940.00
Bill	EL180412319	04/12/2018		104450 · Building Maintenance	3,940.00
TOTAL					3,940.00
Bill Pmt -Check	57797	04/25/2018	FedEx	101010 · Cash - Marquette	-144.40
Bill	6-133-21898	04/01/2018		104730 · Postage	144.40
TOTAL					144.40
Bill Pmt -Check	57798	04/25/2018	Findaway World, LLC	101010 · Cash - Marquette	-59.97
Bill	248608	04/01/2018		104341 · Audio Visual Materials - Youth	59.97
TOTAL					59.97
Bill Pmt -Check	57799	04/25/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,655.40
Bill	63468880	04/02/2018		104310 · Books - Adult	17.60
Bill	63474459	04/03/2018		104312 · Books - Outreach	12.80
Bill	63489700	04/05/2018		104310 · Books - Adult	55.98
Bill	63489577	04/05/2018		104310 · Books - Adult	30.39
Bill	63489612	04/05/2018		104310 · Books - Adult	28.79
Bill	63489965	04/05/2018		104310 · Books - Adult	29.59
Bill	63497254	04/06/2018		104312 · Books - Outreach	129.55
Bill	63489532	04/06/2018		104312 · Books - Outreach	685.35
Bill	63524373	04/11/2018		104310 · Books - Adult	21.59
Bill	63524563	04/11/2018		104310 · Books - Adult	49.58
Bill	63524302	04/11/2018		104310 · Books - Adult	44.79

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	63524452	04/11/2018		104310 · Books - Adult	40.78
Bill	63528704	04/12/2018		104310 · Books - Adult	24.79
Bill	63547518	04/17/2018		104310 · Books - Adult	143.95
Bill	63555045	04/18/2018		104312 · Books - Outreach	339.87
TOTAL					<u>1,655.40</u>
Bill Pmt -Check	57800	04/25/2018	Garvey's Office Products	101010 · Cash - Marquette	-259.84
Bill	PINV1519562	04/16/2018		104530 · Building & Custodial Supplies	259.84
TOTAL					<u>259.84</u>
Bill Pmt -Check	57801	04/25/2018	Grasso Graphics, Inc.	101010 · Cash - Marquette	-7,276.67
Bill	4/24/18	04/24/2018		104660 · Public Information	7,276.67
TOTAL					<u>7,276.67</u>
Bill Pmt -Check	57802	04/25/2018	IHLS-OCLC	101010 · Cash - Marquette	-312.71
Bill	15902	04/05/2018		104580 · Automation - Maintenance	312.71
TOTAL					<u>312.71</u>
Bill Pmt -Check	57803	04/25/2018	Illinois Library Association	101010 · Cash - Marquette	-1,500.00
Bill	148026	04/17/2018		104630 · Conference Fees	1,500.00
TOTAL					<u>1,500.00</u>
Bill Pmt -Check	57804	04/25/2018	Ingram Library Services	101010 · Cash - Marquette	-6,678.39
Bill	See Detail List	04/25/2018		104310 · Books - Adult	5,743.50
				104312 · Books - Outreach	20.88
				104311 · Books - Youth	914.01
TOTAL					<u>6,678.39</u>
Bill Pmt -Check	57805	04/25/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-622.08
Bill	9004471115	04/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	622.08
TOTAL					<u>622.08</u>

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57806	05/01/2018	Leslie Goddard	101010 · Cash - Marquette	-300.00
Bill	5/9/18	05/09/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	57807	04/25/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-259.26
Bill	82123	04/18/2018		104530 · Building & Custodial Supplies	259.26
TOTAL					<u>259.26</u>
Bill Pmt -Check	57808	04/25/2018	Maqbool Rashid	101010 · Cash - Marquette	-500.00
Bill	4/1/18	04/01/2018		104660 · Public Information	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	57809	04/25/2018	Maverick Lighting Solutions	101010 · Cash - Marquette	-3,030.00
Bill	4/19/18	04/19/2018		104450 · Building Maintenance	3,030.00
TOTAL					<u>3,030.00</u>
Bill Pmt -Check	57810	04/25/2018	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-5,000.00
Bill	10192	04/01/2018		104920 · Audit	5,000.00
TOTAL					<u>5,000.00</u>
Bill Pmt -Check	57811	04/25/2018	Midwest Tape	101010 · Cash - Marquette	-2,922.56
Bill	95966261	04/01/2018		104340 · Audio Visual Materials - Adult	1,974.11
				104310 · Books - Adult	326.16
				104341 · Audio Visual Materials - Youth	283.05
				104311 · Books - Youth	110.31
Bill	95908462	04/01/2018		104340 · Audio Visual Materials - Adult	31.99
Bill	95950111	04/01/2018		104340 · Audio Visual Materials - Adult	125.97
Bill	95972198	04/04/2018		104340 · Audio Visual Materials - Adult	70.97
TOTAL					<u>2,922.56</u>

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57812	04/25/2018	OverDrive, Inc.	101010 · Cash - Marquette	-8,516.68
Bill	04125CO18058835	04/02/2018		104311 · Books - Youth	199.94
Bill	04125CO18062313	04/06/2018		104310 · Books - Adult	7.99
Bill	04125CO18063146	04/09/2018		104340 · Audio Visual Materials - Adult	169.97
Bill	04125CO18063013	04/09/2018		104310 · Books - Adult	92.98
				104340 · Audio Visual Materials - Adult	59.99
Bill	04125CO18063014	04/09/2018		104310 · Books - Adult	490.98
Bill	04125CO18067430	04/16/2018		104310 · Books - Adult	65.00
Bill	04125CO18070696	04/19/2018		104340 · Audio Visual Materials - Adult	49.99
				104310 · Books - Adult	78.99
Bill	04125CO18070698	04/19/2018		104310 · Books - Adult	505.96
Bill	04125CO18070683	04/19/2018		104310 · Books - Adult	15.99
Bill	04125CO18070682	04/19/2018		104310 · Books - Adult	92.99
Bill	04125CO18070678	04/19/2018		104310 · Books - Adult	225.97
Bill	04125CO18071079	04/20/2018		104310 · Books - Adult	3,382.59
				104340 · Audio Visual Materials - Adult	229.96
Bill	04125CO18071102	04/20/2018		104310 · Books - Adult	2,368.90
				104340 · Audio Visual Materials - Adult	478.49
TOTAL					8,516.68
Bill Pmt -Check	57813	04/25/2018	Paraclete Press Inc	101010 · Cash - Marquette	-126.53
Bill	34976	04/01/2018		104340 · Audio Visual Materials - Adult	126.53
TOTAL					126.53
Bill Pmt -Check	57814	04/25/2018	Penguin Random House LLC	101010 · Cash - Marquette	-480.00
Bill	1087302375	04/01/2018		104340 · Audio Visual Materials - Adult	101.25
Bill	1087302382	04/01/2018		104342 · Audio Visual Materials-Outreach	191.25
Bill	1087426333	04/05/2018		104340 · Audio Visual Materials - Adult	93.75
Bill	1087426337	04/05/2018		104342 · Audio Visual Materials-Outreach	93.75
TOTAL					480.00
Bill Pmt -Check	57815	04/25/2018	Recorded Books, INC	101010 · Cash - Marquette	-532.53
Bill	75749832	04/01/2018		104340 · Audio Visual Materials - Adult	39.99

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75750962	04/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75751107	04/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75752485	04/01/2018		104340 · Audio Visual Materials - Adult	27.00
Bill	75753582	04/01/2018		104340 · Audio Visual Materials - Adult	34.99
Bill	75753856	04/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75753857	04/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75754753	04/01/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75754891	04/01/2018		104340 · Audio Visual Materials - Adult	67.50
Bill	75754897	04/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75755187	04/01/2018		104340 · Audio Visual Materials - Adult	17.99
Bill	75756915	04/01/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75758054	04/01/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75758479	04/01/2018		104340 · Audio Visual Materials - Adult	23.39
Bill	75759163	04/01/2018		104340 · Audio Visual Materials - Adult	29.69
TOTAL					532.53
Bill Pmt -Check	57816	04/25/2018	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-40.35
Bill	710032	04/25/2018		104450 · Building Maintenance	40.35
TOTAL					40.35
Bill Pmt -Check	57817	04/25/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,650.00
Bill	4/16/18	04/16/2018		102160 · 457 Plan W/H Payable	2,650.00
TOTAL					2,650.00
Bill Pmt -Check	57818	04/25/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-983.95
Bill	5783	04/02/2018		104530 · Building & Custodial Supplies	372.46
Bill	5800	04/06/2018		104530 · Building & Custodial Supplies	321.23
Bill	5805	04/14/2018		104530 · Building & Custodial Supplies	262.26
Bill	16919	04/19/2018		104530 · Building & Custodial Supplies	28.00
TOTAL					983.95
Bill Pmt -Check	57819	04/25/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-8,782.42
Bill	4/15/18 Statement	04/25/2018		104340 · Audio Visual Materials - Adult	3,909.83

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104341 · Audio Visual Materials - Youth	2,096.06
				104342 · Audio Visual Materials-Outreach	175.99
				104310 · Books - Adult	268.86
				104311 · Books - Youth	33.49
				104710 · Library Supplies	426.08
				104642 · Patron Programs & Events-Youth	99.30
				104641 · Patron Programs & Events-Adult	101.94
				104570 · Automation - Equipment	960.92
				104550 · Lib. & Off. Eqpt Rep. & Maint	709.95
TOTAL					<u>8,782.42</u>
Bill Pmt -Check	57820	04/25/2018	Taste of Home Books	101010 · Cash - Marquette	-32.98
Bill	1053	04/06/2018		104310 · Books - Adult	32.98
TOTAL					<u>32.98</u>
Bill Pmt -Check	57821	04/25/2018	U.S. Postal Service	101010 · Cash - Marquette	-1,945.38
Bill	4/24/18	04/24/2018		104730 · Postage	1,945.38
TOTAL					<u>1,945.38</u>
Bill Pmt -Check	57822	05/09/2018	ADP, LLC	101010 · Cash - Marquette	-477.20
Bill	513376170	04/27/2018		104420 · Accounting	477.20
TOTAL					<u>477.20</u>
Bill Pmt -Check	57823	05/09/2018	ATLAS	101010 · Cash - Marquette	-110.00
Bill	4/26/18	04/26/2018		104610 · Board Training & Education	45.00
Bill	4/26/18 2	04/26/2018		104620 · Staff Training & Education	15.00
TOTAL				104650 · Association Dues & Fees	<u>50.00</u>
					110.00
Bill Pmt -Check	57824	05/09/2018	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	39207	04/27/2018		104450 · Building Maintenance	510.00
TOTAL					<u>510.00</u>

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	57825	05/09/2018	Blackstone Publishing	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	57826	05/09/2018	Bob Trzeciak	101010 · Cash - Marquette	-150.00
Bill	5/20/18	05/22/2018		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	57827	05/09/2018	Cardmember Service	101010 · Cash - Marquette	-5,828.72
Bill	April 2018 Statement	04/01/2018		104620 · Staff Training & Education	51.63
				104620 · Staff Training & Education	949.68
				104620 · Staff Training & Education	1,157.80
				104620 · Staff Training & Education	143.65
				104710 · Library Supplies	99.75
				104341 · Audio Visual Materials - Youth	139.95
				104341 · Audio Visual Materials - Youth	139.95
				104341 · Audio Visual Materials - Youth	55.98
				104710 · Library Supplies	134.30
				104450 · Building Maintenance	329.89
				104642 · Patron Programs & Events-Youth	21.94
				104640 · Patron Programs&Events-Outreach	393.00
				104320 · Periodicals - Adult	467.88
				104641 · Patron Programs & Events-Adult	28.42
				104530 · Building & Custodial Supplies	145.07
				104530 · Building & Custodial Supplies	93.88
				104642 · Patron Programs & Events-Youth	24.92
				104641 · Patron Programs & Events-Adult	40.20
				104530 · Building & Custodial Supplies	32.97
				104642 · Patron Programs & Events-Youth	15.93
				104640 · Patron Programs&Events-Outreach	20.00
				104660 · Public Information	127.50
				104570 · Automation - Equipment	207.00
				104641 · Patron Programs & Events-Adult	5.99
				104620 · Staff Training & Education	60.00

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104530 · Building & Custodial Supplies	70.73
				104320 · Periodicals - Adult	26.97
				104620 · Staff Training & Education	8.70
				104640 · Patron Programs&Events-Outreach	43.48
				104620 · Staff Training & Education	21.98
				104642 · Patron Programs & Events-Youth	387.90
				104450 · Building Maintenance	346.75
				104530 · Building & Custodial Supplies	54.35
				104640 · Patron Programs&Events-Outreach	13.98
				104642 · Patron Programs & Events-Youth	16.59
TOTAL					<u>5,878.71</u>
Bill Pmt -Check	57828	05/09/2018	Center Point Large Print	101010 · Cash - Marquette	-44.34
Bill	1582855	04/16/2018		104310 · Books - Adult	44.34
TOTAL					<u>44.34</u>
Bill Pmt -Check	57829	05/09/2018	Conrath, Linda C	101010 · Cash - Marquette	-25.51
Bill	4/26/18	04/27/2018		104620 · Staff Training & Education	25.51
TOTAL					<u>25.51</u>
Bill Pmt -Check	57830	05/09/2018	Dirk Spence	101010 · Cash - Marquette	-475.00
Bill	6/2/18	06/02/2018		104642 · Patron Programs & Events-Youth	475.00
TOTAL					<u>475.00</u>
Bill Pmt -Check	57831	05/09/2018	Findaway World, LLC	101010 · Cash - Marquette	-2,117.61
Bill	245782	04/01/2018		104340 · Audio Visual Materials - Adult	443.92
Bill	346693	04/01/2018		104340 · Audio Visual Materials - Adult	62.89
Bill	248612	04/01/2018		104340 · Audio Visual Materials - Adult	39.98
Bill	248906	04/01/2018		104340 · Audio Visual Materials - Adult	466.43
Bill	245726	04/01/2018		104341 · Audio Visual Materials - Youth	381.02
Bill	248018	04/01/2018		104341 · Audio Visual Materials - Youth	137.88
Bill	248670	04/01/2018		104341 · Audio Visual Materials - Youth	430.12
Bill	250932	04/10/2018		104341 · Audio Visual Materials - Youth	155.37

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						2,117.61
	Bill Pmt -Check	57832	05/09/2018	Fun Express, LLC	101010 · Cash - Marquette	-128.58
	Bill	689597082-01	04/19/2018		104642 · Patron Programs & Events-Youth	128.58
TOTAL						128.58
	Bill Pmt -Check	57833	05/09/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-719.76
	Bill	63349705	04/01/2018		104310 · Books - Adult	31.19
	Bill	63561621	04/19/2018		104312 · Books - Outreach	338.26
	Bill	63578667	04/24/2018		104312 · Books - Outreach	26.39
	Bill	63590631	04/25/2018		104310 · Books - Adult	24.80
	Bill	63590417	04/25/2018		104310 · Books - Adult	23.20
	Bill	63590483	04/25/2018		104310 · Books - Adult	48.00
	Bill	63590743	04/25/2018		104310 · Books - Adult	87.97
	Bill	63611395	05/01/2018		104310 · Books - Adult	139.95
TOTAL						719.76
	Bill Pmt -Check	57834	05/09/2018	Garvey's Office Products	101010 · Cash - Marquette	-588.36
	Bill	PINV1527580	05/01/2018		104710 · Library Supplies	81.94
	Bill	PINV1530153	05/04/2018		104720 · Office Supplies	506.42
TOTAL						588.36
	Bill Pmt -Check	57835	05/09/2018	Go Promotions	101010 · Cash - Marquette	-7,050.00
	Bill	149062	04/24/2018		104660 · Public Information	7,050.00
TOTAL						7,050.00
	Bill Pmt -Check	57836	05/09/2018	HUB International Limited	101010 · Cash - Marquette	-20,537.00
	Bill	1036666	04/26/2018		104930 · Liability Ins. - D&O,Bonds,WC	3,599.00
	Bill	1035902	04/26/2018		104430 · Insurance	3,122.00
	Bill	1036556	04/26/2018		104930 · Liability Ins. - D&O,Bonds,WC	13,816.00
TOTAL						20,537.00

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57837	05/09/2018	Illinois Library Association	101010 · Cash - Marquette	<u>-423.00</u>
Bill	143850	04/01/2018		104642 · Patron Programs & Events-Youth	423.00
TOTAL					<u>423.00</u>
Bill Pmt -Check	57838	05/09/2018	Indrani Hausner	101010 · Cash - Marquette	<u>-125.00</u>
Bill	5/17/18	05/17/2018		104640 · Patron Programs&Events-Outreach	125.00
TOTAL					<u>125.00</u>
Bill Pmt -Check	57839	05/09/2018	Ingram Library Services	101010 · Cash - Marquette	<u>-8,350.29</u>
Bill	See Detail List	05/09/2018		104310 · Books - Adult	4,901.18
				104312 · Books - Outreach	320.62
				104311 · Books - Youth	3,128.49
TOTAL					<u>8,350.29</u>
Bill Pmt -Check	57840	05/09/2018	Innovative Interfaces, Inc.	101010 · Cash - Marquette	<u>-33,646.93</u>
Bill	INV-INC17897	04/27/2018		104580 · Automation - Maintenance	33,646.93
TOTAL					<u>33,646.93</u>
Bill Pmt -Check	57841	05/09/2018	Jamie Martin	101010 · Cash - Marquette	<u>-450.00</u>
Bill	5/12/18	05/12/2018		104642 · Patron Programs & Events-Youth	450.00
TOTAL					<u>450.00</u>
Bill Pmt -Check	57842	05/09/2018	Joe Promotions, Inc.	101010 · Cash - Marquette	<u>-1,576.00</u>
Bill	10238	04/27/2018		104641 · Patron Programs & Events-Adult	1,576.00
TOTAL					<u>1,576.00</u>
Bill Pmt -Check	57843	05/09/2018	Jorson & Carlson, Inc.	101010 · Cash - Marquette	<u>-81.75</u>
Bill	0544868	04/26/2018		104540 · Building Repairs	81.75
TOTAL					<u>81.75</u>

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57844	05/09/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-1,748.04
Bill	195492	04/26/2018		104495 · Legal	1,582.00
Bill	4/30/18	04/30/2018		104495 · Legal	43.20
Bill	4/30/18 2	04/30/2018		104495 · Legal	122.84
TOTAL					1,748.04
Bill Pmt -Check	57845	05/09/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-28.02
Bill	251297455	04/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	14.82
Bill	251311762	04/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					28.02
Bill Pmt -Check	57846	05/09/2018	LACONI, Inc.	101010 · Cash - Marquette	-195.00
Bill	5/3/18	05/03/2018		104610 · Board Training & Education	130.00
				104620 · Staff Training & Education	65.00
TOTAL					195.00
Bill Pmt -Check	57847	05/09/2018	Management Association of Illinois	101010 · Cash - Marquette	-1,300.00
Bill	FY19-66453	05/02/2018		104650 · Association Dues & Fees	1,300.00
TOTAL					1,300.00
Bill Pmt -Check	57848	05/09/2018	Max Grinnell	101010 · Cash - Marquette	-350.00
Bill	5/31/18	05/31/2018		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Bill Pmt -Check	57849	05/09/2018	Midwest Tape	101010 · Cash - Marquette	-2,334.00
Bill	96038775	04/25/2018		104340 · Audio Visual Materials - Adult	14.99
				104341 · Audio Visual Materials - Youth	20.24
Bill	96053837	05/09/2018		104340 · Audio Visual Materials - Adult	1,544.76
				104310 · Books - Adult	327.33
				104341 · Audio Visual Materials - Youth	301.96
				104311 · Books - Youth	124.72

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						2,334.00
	Bill Pmt -Check	57850	05/09/2018	Neopost USA Inc	101010 · Cash - Marquette	-503.03
	Bill	4/26/18	04/26/2018		104730 · Postage	503.03
TOTAL						503.03
	Bill Pmt -Check	57851	05/09/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
	Bill	6090	05/01/2018		104450 · Building Maintenance	6,300.00
TOTAL						6,300.00
	Bill Pmt -Check	57852	05/09/2018	OverDrive, Inc.	101010 · Cash - Marquette	-1,237.21
	Bill	04125CO18072145	04/23/2018		104311 · Books - Youth	100.91
	Bill	04125DA18073481	04/24/2018		104310 · Books - Adult	195.00
	Bill	04125CO18075138	04/26/2018		104311 · Books - Youth	292.62
	Bill	04125CO18075984	04/28/2018		104310 · Books - Adult	360.00
	Bill	04125DA18078092	04/30/2018		104310 · Books - Adult	87.00
	Bill	04125CO18080458	05/02/2018		104311 · Books - Youth	174.69
	Bill	04125CO18040442	05/05/2018		104310 · Books - Adult	26.99
TOTAL						1,237.21
	Bill Pmt -Check	57853	05/09/2018	Penguin Random House LLC	101010 · Cash - Marquette	-322.50
	Bill	1087671281	04/20/2018		104342 · Audio Visual Materials-Outreach	161.25
	Bill	1087671279	04/20/2018		104340 · Audio Visual Materials - Adult	56.25
	Bill	1087757156	04/24/2018		104340 · Audio Visual Materials - Adult	33.75
	Bill	1087757249	04/24/2018		104342 · Audio Visual Materials-Outreach	33.75
	Bill	1087784968	04/24/2018		104342 · Audio Visual Materials-Outreach	37.50
TOTAL						322.50
	Bill Pmt -Check	57854	05/09/2018	Recorded Books, INC	101010 · Cash - Marquette	-653.15
	Bill	75759703	04/01/2018		104340 · Audio Visual Materials - Adult	26.99
	Bill	75759727	04/01/2018		104340 · Audio Visual Materials - Adult	31.45
	Bill	75760194	04/01/2018		104340 · Audio Visual Materials - Adult	22.49

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	75760236	04/01/2018		104340 · Audio Visual Materials - Adult	29.69
Bill	75760225	04/01/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75763734	04/01/2018		104340 · Audio Visual Materials - Adult	83.48
Bill	75763953	04/01/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75764008	04/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75765287	04/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75767402	04/02/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75767358	04/02/2018		104340 · Audio Visual Materials - Adult	59.59
Bill	75767456	04/02/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75769653	04/06/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75769942	04/06/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75770251	04/09/2018		104340 · Audio Visual Materials - Adult	31.50
TOTAL					653.15
Bill Pmt -Check	57855	05/09/2018	RentalMax	101010 · Cash - Marquette	-345.89
Bill	285083-2	04/28/2018		104640 · Patron Programs&Events-Outreach	345.89
TOTAL					345.89
Bill Pmt -Check	57856	05/09/2018	Sonanta LLC	101010 · Cash - Marquette	-300.00
Bill	5/18/18	05/18/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	57857	05/09/2018	Sprint	101010 · Cash - Marquette	-228.25
Bill	336044821-161	04/30/2018		104520 · Telephone	228.25
TOTAL					228.25
Bill Pmt -Check	57858	05/09/2018	Steve Darnall	101010 · Cash - Marquette	-275.00
Bill	5/24/18	05/24/2018		104640 · Patron Programs&Events-Outreach	275.00
TOTAL					275.00
Bill Pmt -Check	57859	05/09/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-745.56
Bill	5832	04/24/2018		104530 · Building & Custodial Supplies	451.48

Orland Park Public Library
Check Detail
April 17 through May 21, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	5853	04/28/2018		104530 · Building & Custodial Supplies	294.08
TOTAL						<u>745.56</u>
	Bill Pmt -Check	57860	05/09/2018	The Regional News	101010 · Cash - Marquette	-49.00
	Bill	4/3/18	04/03/2018		104320 · Periodicals - Adult	49.00
TOTAL						<u>49.00</u>
	Bill Pmt -Check	57861	05/09/2018	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-172.05
	Bill	50569	04/25/2018		104540 · Building Repairs	172.05
TOTAL						<u>172.05</u>
	Bill Pmt -Check	57862	05/09/2018	Wendy Xie	101010 · Cash - Marquette	-148.58
	Bill	4/27/18	04/27/2018		104620 · Staff Training & Education	148.58
TOTAL						<u>148.58</u>
	Bill Pmt -Check	57863	05/09/2018	Wine Spectator	101010 · Cash - Marquette	-59.95
	Bill	5/7/18	05/07/2018		104320 · Periodicals - Adult	59.95
TOTAL						<u>59.95</u>
	Bill Pmt -Check	57864	05/09/2018	Recorded Books, INC	101010 · Cash - Marquette	-512.08
	Bill	75770195	04/09/2018		104340 · Audio Visual Materials - Adult	40.49
	Bill	75770475	04/09/2018		104340 · Audio Visual Materials - Adult	26.99
	Bill	75770735	04/10/2018		104340 · Audio Visual Materials - Adult	13.49
	Bill	75770694	04/10/2018		104340 · Audio Visual Materials - Adult	35.99
	Bill	75771205	04/10/2018		104340 · Audio Visual Materials - Adult	35.99
	Bill	75771856	04/11/2018		104340 · Audio Visual Materials - Adult	26.99
	Bill	75772157	04/12/2018		104340 · Audio Visual Materials - Adult	35.99
	Bill	75772517	04/12/2018		104340 · Audio Visual Materials - Adult	17.99
	Bill	75772790	04/13/2018		104340 · Audio Visual Materials - Adult	40.49
	Bill	75773992	04/17/2018		104340 · Audio Visual Materials - Adult	35.09
	Bill	75774509	04/17/2018		104340 · Audio Visual Materials - Adult	44.99
	Bill	75774993	04/18/2018		104340 · Audio Visual Materials - Adult	35.99

**Orland Park Public Library
Check Detail
April 17 through May 21, 2018**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	75775674	04/19/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75775413	04/19/2018		104340 · Audio Visual Materials - Adult	45.00
Bill	75776189	04/20/2018		104340 · Audio Visual Materials - Adult	40.60
TOTAL					<u>512.08</u>
Bill Pmt -Check	57865	05/09/2018	Blackstone Publishing	101010 · Cash - Marquette	-104.83
Bill	988024 2	04/01/2018		104342 · Audio Visual Materials-Outreach	104.83
TOTAL					<u>104.83</u>
Bill Pmt -Check	57866	05/09/2018	Chicago Federation of Musicians	101010 · Cash - Marquette	-205.73
Bill	6/11/18	06/11/2018		104642 · Patron Programs & Events-Youth	205.73
TOTAL					<u>205.73</u>
Subtotal - Checks					\$163,988.93
Gross Payroll on 4/30/18					\$111,669.70
Payment to Village for IMRF/Insurance for April, 2018					\$68,079.81
Gross Payroll on 5/15/18					\$112,248.75
Grand Total					<u><u>\$455,987.19</u></u>

To: Library Board of Trustee's,

As usual each year, we have updated our 2017 year-end financial report to reflect the adjustments made by our auditors during the audit process.

Attached is the final 2017 year-end financial reports (after audit adjustments). If you have any questions, let me know during our upcoming board meeting.

Ross Kimmey
Finance Manager

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2017
(After Audit)

Revenues

Tax Revenues are at 99.1% of annual budget. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

Total Revenues are at 99.9% of annual budget.

Expenditures

Total Expenditures were \$ 8,399 over budget for the month and \$ 503,462 under budget on a year-to-date basis.

Salaries is under budget by \$ 14,472 for December and \$ 164,343 under budget year-to-date. There are a few open positions at this time.

Electronic Databases is over budget \$ 3,104 for December and over budget on a year-to-date basis.

Periodicals is over budget \$ 1,394 for the month and over budget on a year-to-date basis.

Audio-Visual Materials is over budget by \$ 5,861 for December, but under budget on a year-to-date basis.

Security System is over budget by \$ 25,281 for the month and over budget on a year-to-date basis.

Library Consultant is over budget by \$ 4,750 for December and over budget on a year-to-date basis.

Building and Custodial Supplies is over budget by \$ 1,351 for the month, but under budget on a year-to-date basis.

Building Repairs is over budget by \$ 2,603 for December, but under budget on a year-to-date basis.

Automation-Equipment is over budget by \$4,637 for the month, but under budget on a year-to-date basis.

Automation - Maintenance is over budget by \$ 873 for the month, but under budget on a year-to-date basis.

Patron Programs and Events is over budget by \$ 1,866 for December, but under budget on a year-to-date basis.

Public Information is over budget by \$ 5,032 for the month, but under budget on a year-to-date basis.

Library Supplies is \$1,664 over budget for the month and over budget on a year-to-date basis.

Postage is over budget by \$ 1,813 for December, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
December 31, 2017
(After Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	183,111.81	0.00	70,379.08		253,490.89
Cash - Marquette E-Commerce	2,696.19				2,696.19
PMA Financial Investments	6,079,875.40	1,075,881.96		542,900.91	7,698,658.27
Tax Receipts - Marquette	7,389.58			47,877.03	55,266.61
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00			0.00	0.00
Petty Cash	300.00				300.00
Interest Receivable	32,978.68	2,617.22		1,813.93	37,409.83
Property Taxes Receivable	5,273,000.00			1,664,968.00	6,937,968.00
Prepaid Expenses	93,138.31				93,138.31
Grants Receivable	44,076.17				44,076.17
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>11,716,567.14</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>2,257,559.87</u>	<u>15,125,545.68</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 W/H Payable	0.00	0.00	0.00	0.00	0.00
Garnishment 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	5,273,000.00	0.00	0.00	1,664,968.00	6,937,968.00
Accounts Payable	78,746.42	0.00	0.00	0.00	78,746.42
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	12,080.63	12,080.63
Total Liabilities	<u>5,351,746.42</u>	<u>0.00</u>	<u>0.00</u>	<u>1,677,048.63</u>	<u>7,028,795.05</u>
Beginning Unrestricted Fund Balance	6,332,472.05	773,078.83	68,284.75	533,848.88	7,707,684.51
Fund Balance - Nonspendable	93,138.31	0.00	0.00	0.00	93,138.31
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>225,612.95</u>	<u>7,960.76</u>	<u>2,094.33</u>	<u>46,662.36</u>	<u>282,330.40</u>
Ending Fund Balance	<u>6,364,820.72</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>580,511.24</u>	<u>8,096,750.63</u>
Total Liabilities & Fund Balance	<u>11,716,567.14</u>	<u>1,081,039.59</u>	<u>70,379.08</u>	<u>2,257,559.87</u>	<u>15,125,545.68</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(After Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	(11,000.90)	432,853	-2.54%	5,147,059.86	5,194,234	99.09%	5,194,234
Impact Fees	0.00	1,500	0.00%	6,500.00	18,000	36.11%	18,000
Replacement Taxes	433.34	1,000	43.33%	14,275.09	12,000	118.96%	12,000
State Grants	44,076.17	3,333	1322.42%	44,076.17	40,000	110.19%	40,000
Non Resident Fees	0.00	500	0.00%	3,920.44	6,000	65.34%	6,000
Fines	3,430.94	4,583	74.86%	54,860.25	55,000	99.75%	55,000
Gifts	9,000.00	750	1200.00%	14,919.66	9,000	165.77%	9,000
Copy Machine	1,145.87	1,000	114.59%	14,599.77	12,000	121.66%	12,000
Interest Income	5,197.15	2,000	259.86%	61,617.36	24,000	256.74%	24,000
Miscellaneous Income	562.27	750	74.97%	9,914.51	9,000	110.16%	9,000
Total Revenues	52,844.84	448,270	11.79%	5,371,743.11	5,379,235	99.86%	5,379,234
Expenditures							
Salaries	194,527.19	208,999	93.08%	2,343,647.75	2,507,991	93.45%	2,507,992
Salaries-Maintenance	9,725.73	9,476	102.64%	113,378.63	113,711	99.71%	113,711
Life/Health Insurance	36,268.94	40,000	90.67%	451,670.11	480,000	94.10%	480,000
Books	30,755.95	34,000	90.46%	351,570.51	408,000	86.17%	408,000
Electronic Databases	9,186.52	6,083	151.02%	81,653.21	73,000	111.85%	73,000
Periodicals	4,560.58	3,167	144.00%	40,874.48	38,000	107.56%	38,000
Audio Visual Materials	19,610.74	13,750	142.62%	148,540.86	165,000	90.02%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	1,000	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,056.45	1,158	91.23%	10,881.66	13,900	78.29%	13,900
Insurance	4,096.50	4,083	100.33%	47,158.25	49,000	96.24%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	20,897.45	24,000	87.07%	24,000
Building Maintenance	31,272.93	33,833	92.43%	384,159.88	406,000	94.62%	406,000
Security System	26,281.00	1,000	2628.10%	28,957.06	12,000	241.31%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	3,074.05	9,583	32.08%	62,713.71	115,000	54.53%	115,000
Library Consultant	5,583.35	833	0.00%	16,050.00	10,000	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	11,524.32	9,000	128.05%	9,000
Natural Gas	2,337.84	3,000	77.93%	33,644.45	36,000	93.46%	36,000
Telephone	689.47	800	86.18%	7,705.69	9,600	80.27%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	20,000	23.55%	20,000
Building & Custodial Supplies	4,350.71	3,000	145.02%	32,648.23	36,000	90.69%	36,000
Building Repairs	4,436.30	1,833	242.02%	14,217.44	22,000	64.62%	22,000
Lib. & Off. Eqpt Rep. & Maint	869.20	1,500	57.95%	14,446.20	18,000	80.26%	18,000
Machine Rental	0.00	333	0.00%	932.04	4,000	23.30%	4,000
Automation - Equipment	11,303.83	6,667	169.55%	68,144.80	80,000	85.18%	80,000
Automation - Line Costs	409.16	625	65.47%	3,953.06	7,500	52.71%	7,500
Automation - Consultant	4,124.75	12,083	34.14%	74,528.97	145,000	51.40%	145,000
Automation - Maintenance	7,955.94	7,083	112.32%	81,609.50	85,000	96.01%	85,000
Library Furniture	5,015.53	5,417	92.59%	81,335.02	65,000	125.13%	65,000
Outreach Services	29.47	583	5.05%	5,686.87	7,000	81.24%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(After Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	555.00	583	95.20%	3,381.38	7,000	48.31%	7,000
Staff Training & Education	278.96	1,984	14.06%	8,777.07	23,804	36.87%	23,804
Conference Fees	130.00	500	26.00%	7,685.00	6,000	128.08%	6,000
Patron Programs & Events	5,365.97	3,500	153.31%	40,974.95	42,000	97.56%	42,000
Association Dues & Fees	588.00	750	78.40%	5,810.00	9,000	64.56%	9,000
Public Information	8,281.67	3,250	254.82%	35,503.26	39,000	91.03%	39,000
Library Supplies	5,163.70	3,500	147.53%	44,843.56	42,000	106.77%	42,000
Office Supplies	320.92	750	42.79%	4,803.23	9,000	53.37%	9,000
Postage	3,063.26	1,250	245.06%	13,940.63	15,000	92.94%	15,000
Printing	620.22	750	82.70%	4,604.92	9,000	51.17%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,811.14	18,018	98.85%	207,938.78	216,221	96.17%	216,221
Contribution to FICA	15,028.57	16,713	89.92%	183,630.86	200,560	91.56%	200,560
Audit	972.24	942	103.21%	11,250.00	11,300	99.56%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	35,198.62	51,000	69.02%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	15.00	250	6.00%	495.78	3,000	16.53%	3,000
Total Expenditures	479,197.57	470,799	101.78%	5,146,130.16	5,649,592	91.09%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(426,352.73)	(22,529)		225,612.95	(270,353)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(426,352.73)	(22,529)		225,612.95	(270,353)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2017
(After Audit)**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	47,877.03	1,715,374.88
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	1,035.85	7,993.76	5.97	69.33	552.77	10,644.57
Capital Campaign	0.00	0.00	225.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	1,035.85	7,993.76	230.97	2,094.33	48,429.80	1,726,019.45
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	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	(17.00)	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	0.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	12,080.63	1,679,357.09
Total Expenditures	(17.00)	33.00	0.00	0.00	12,080.63	1,679,357.09
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,052.85	7,960.76	230.97	2,094.33	36,349.17	46,662.36
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	1,052.85	7,960.76	230.97	2,094.33	36,349.17	46,662.36

Adult Services Board Report

April 2018

PERSONNEL

Adult Shelver Karlene Wisniewski worked her last day April 26.
Several interviews were conducted for the two open Shelver positions.

SERVICES/PROGRAMS/PROJECTS/CLASSES

DIY Craft: Glass Painting 4/3; 18 adults
Writers Group 4/5; 9 adults
Bingo 4/7; 12 adults
eBooks, eMagazines, eReaders 4/2, 4/12; 4 adults
Five genre book discussions 4/12, 4/17, 4/18, 4/23, 4/26; 43 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended Library Love for Library Reads! (Webinar) on Apr 3, 2018
Kortnee Fingler attended C2E2 (McCormick Place, Chicago, IL) on Apr 6, 2018
Kaye Friberg attended C2E2 (McCormick Place, Chicago, IL) on Apr 6, 2018
Judy Brannigan attended Electronic Resources Training (IT Office) on Apr 6, 2018
Judy Brannigan attended RBdigital Demonstration (OPPL Lobby) on Apr 10, 2018
Diane Srebro attended Overdrive/Libby Demo (Lobby) on Apr 10, 2018
Linda Conrath attended Hoopla App Demo (Lobby) on Apr 10, 2018
Linda Conrath attended RBdigital App Demo (Lobby) on Apr 10, 2018
Diane Srebro attended Hoopla Demo (Lobby) on Apr 10, 2018
Linda Conrath attended Libby by Overdrive App (Lobby) on Apr 10, 2018
Linda Conrath attended Tutorial on 3 library apps (IT) on Apr 10, 2018
Judy Brannigan attended Hoopla Demo (OPPL Lobby) on Apr 11, 2018
Linda Conrath attended RBdigital (Lobby) on Apr 11, 2018
Judy Brannigan attended Overdrive/Libby Demo (OPPL Lobby) on Apr 11, 2018
Diane Srebro attended Reference Association South Suburban Libraries (South Suburban Genealogy & Historical Society, Hazel Crest, IL) on Apr 12, 2018
Linda Conrath attended Webinar: 12 Keys to Successful Digital Content Promoting (Webinar) on Apr 18, 2018
Kortnee Fingler attended Crime Fiction for Mystery Month (Webinar) (Booklist) on Apr 26, 2018

STATISTICS

Database Statistics April 2018-2017 Comparison

Database	2018	2017	Data Type
Ancestry Library	1452	1532	Total Searches
Careers College	64	18	Total Users
Consumer Reports	69	60	Total Log-Ins
EBSCO	1922*	24159	Total Searches
Gale Virtual Reference Library	16	4	Total Searches
Heritage Quest	244	192	Total Searches
Lynda.com	141	N/A	Total Log-Ins
Mango Languages	32	41	Total Sessions
OCLC	5630	5606	Total Searches
ProQuest	241	112	Total Searches
Reference USA	98	150	Total Searches
Weiss & Street Financial Ratings	72	30	Total Log-Ins

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

Statistics from web forms

Category	04/2018	04/2017
Reference	3111	3130
Ref Remote	164	152
Non-Reference	349	266
N-R Remote	25	19
Extended Help	34	35
Passive Programming	23	0
Programs Attendance	108	41
Items shelved	18653	19350
Carts shelved	260	268

GRANTS/SPECIAL PROJECTS

Linda Conrath and Judy Brannigan attended the award ceremony for the "Soon to be Famous Illinois Author" project at Fountaindale Library.

CUSTOMER SERVICE LOG

4-2-18 Patron requested instruction on how to obtain eBooks. She then said "I absolutely love this library, it is so great." "It also shows me how much I've saved in using the library." Deborah O.

4-21-18 Patron said that at her friend's library they have a mailing list patrons can sign up for that notifies patrons of forthcoming new releases by big name authors so they can place holds earlier. She then said that we should have that here at our library. John B.

4-27-18 I was helping a patron locate an audio book. Comment: Tinley Park Library now has their audio books shelved with the print titles. I like the way you have it shelved here. Andy M.

Patron Services Board Report

April 2018

PERSONNEL

On April 25th, DeAnna DeHoff was welcomed into the Inter-library Loan Assistant position from her previous position as a Youth Services Page. We are excited to have her on board.

Samantha Schmidt joined us as our newest Patron Services Clerk on April 30th.

CONTINUING EDUCATION/MEETINGS ATTENDED

On April 4, 2018, Julie Pryor attend a WebJunction webinar entitled, More Than #Motivation Monday: Motivating Your Team Any Day of the Week.

Almost 75% of our Patron Services staff attended one or more of our NLW pop-up programming in our lobby on April 10 & April 11. An ideal place for our staff to drop in. Attending were the following people:

Hoopla demo were Renee Neupauer, Matt Nemec, Nadine Lipowski, Barb Kandel, Therese Coppolino, Julie Pryor, Laura Larson, Becky Crume-Simmons & Theresa Hildebrand

RBDigital was attended by Matt Nemec, Ian Dziallo, Therese Coppolino, Jordin Morales, Laura Larson, Julie Pryor & Theresa Hildebrand

OverDrive/Libby was attended by Matt Nemec, Therese Coppolino, Jordin Morales, Barb Kandel, Laura Larson, Julie Pryor, Becky Crume-Simmons & Theresa Hildebrand

Julie Pryor attended RAILS Sparks Podcast: Serving the Unsheltered (OPPL Webinar) on Apr 12, 2018

Theresa Hildebrand attended ADP Learning Bytes - Scheduling Updates (OPPL) on Apr 27, 2018

STATISTICS

OPPL	TOTAL CIRCULATION		2018								
MONTH	2018	2017	CHANGE %	PATRON ATTENDANCE 2018	PATRON ATTENDANCE 2017	IN-HOUSE CHECKINS 2018	IN-HOUSE CHECKINS 2017	Polaris Search /Session 2018	Polaris Search /Sessions 2017	Overdrive Registratio n 2018	Overdrive Registration 2017
JAN	55,988	55,430	1.01%	35,020	36,949	3544	2,499	15,803	16302	59	52
FEB	50,683	51,565	-1.71%	36,111	36,864	3395	3,541	14,115	15753	51	49
MAR	57,407	57,523	-0.20%	42,485	41,617	3739	3,994	15,640	17813	49	54
APR	54,404	51,077	6.51%	39,007	32,758	3411	3,338	15,234	14737	60	52
MAY	0	49,659			31,859		3,084	0	15479	0	36
JUN	0	61,176			32,107		1,338	0	15445	0	57
JUL	0	59,637			33,762		856	0	15644	0	61
AUG	0	54,358			35,295		1,647	0	14656	0	57
SEPT	0	50,667			32,892		3,212	0	15705	0	44
OCT	0	53,717			36,533		3,550	0	13694	0	42
NOV	0	50,789			35,118		3,606	0	14848	0	55
DEC	0	45050			31349		2750	0	12977	0	51
TOTAL	218,482	640,648		152,623	417,103	14,089	33,415	60,792	183,053	219	610

OPPL	2018 OTHER CIRCULATION							
MONTH	Hoopla 2018	Hoopla 2017	Overdrive 2018	Overdrive 2017	RB Digital (Zinio) 2018	RB Digital (Zinio) 2017	Museum passes 2018	Museum passes 2017
JAN	1,134	473	3,821	2,775	377	575	6	9
FEB	1,244	474	3,559	2,637	302	328	4	14
MAR	1,317	556	3,761	2,924	295	349	13	14
APR	1,183	530	3,798	2,981	293	316	13	22
MAY	0	616	0	2,991	0	287	0	23
JUN	0	576	0	2,991	0	372	0	25
JUL	0	560	0	3,365	0	269	0	26
AUG	0	573	0	3,335	0	316	0	30
SEPT	0	541	0	3,301	0	389	0	19
OCT	0	591	0	3,544	0	347	0	24
NOV	0	672	0	3,183	0	225	0	17
DEC	0	658	0	3,138	0	302	0	16
TOTAL	4,878	6,820	14,939	37,165	1,267	4,075	36	239

CUSTOMER SERVICE LOG

04/09/2018 (Welcome Desk) Patron commented, "You have wonderful programs." - Julie P.

04/09/2018 (Welcome Desk) Patron purchasing Recycled Reads commented, "I love this place. It's wonderful." - Laura L.

04/11/2018 (Lobby) "The flowers are beautiful! It's Spring inside the library." - Barb K.

04/12/2018 (Lobby) "Did somebody make those kites? They are pretty cool looking." - Laura L.

04/14/2018 (Welcome Desk) Very irate patron was upset that she could not get into the Jim Nesci's Cold Blooded Creatures program, stating she has been a patron for 30 years. The

newsletter said no registration necessary and she even asked Outreach staff about it. When she came into the library they were handing out numbers and the room had reached capacity. She wanted all the board members e-mails. I gave her our newsletter. Nadine L.

4/14/2018 (Welcome Desk) Patron was upset when she found out Jim Nesci's program reached capacity and she should could not attend with her children. Newsletter did not say you needed to register for it, nor did it say to arrive early due to space limitations. Nadine L.

04/16/2018 (Welcome Desk) Patron referring to music playing in the lobby, "Where is that music coming from? I like it. It's very pretty. That's a nice idea." - Laura L.

04/16/2018 (Phone Call) Patron calling in commented, "You guys are all wonderful there. I really appreciate all you do." – Laura L.

04/18/2018 (Welcome Desk) "I wish they still had one-on-one teen volunteers for the computer." - Barb K.

4/19/2018 (Checkout desk) "Oooh...Really ?? Even though I live in Lockport ? How nice of you, thank you." Right after patron was told she could now place holds through our catalog. - Theresa H.

4/19/2018 (Checkout Desk) "That's a great idea! Taping them in is smart because they fly out all the time!" Checking out items to patron, taping damaged item slip in case. Jenna S.

04/20/2018 (Welcome Desk) "That was very nice. Just wonderful." Comment about Knights of Harmony concert. - Laura L.

04/20/2018 (Welcome Desk) "You have a beautiful library." Comment from member of Knights of Harmony. - Laura L.

4/20/2018 (Lobby) "The puzzle swap is a great idea. You finish a puzzle and you don't want to do it again. It's a great thing." Abby K.

4/25/2018 (Welcome Desk) Would like 1984 movie discussed and class on Facebook. Previous program was beneficial and enjoyable. Julie P.

4/25/2018 (Patron using lobby Self-Checkout) Fascinated how many people use the library at all hours of the day. It is a blessing for people of all ages. There are so many things to do here. Julie P.

4/27/2018 (Welcome Desk) Patron suggested to NOT print "discard" on Recycled Reads. Sometimes they buy to give as gifts. Therese C.

4/27/2018 (Caller looking for mail left in books) "I love your library and your staff is great." Julie P.

Graphics Board Report

April 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work the first week of April heavily focused on creation of the May-August newsletter.

Some of the Ads created this month were for the following programs:

Meet the Artist: Barbara Eberhard, Summer Concert Series, Board Game Night, English Conversation for ESL Learners, Georgia O'Keeffe – The Art of Nature, Bingo, The Great American Game Show from the Early Days of Radio to TV, Heroes On the Air, 20 Great Moments in Chicago's 20th Century, DIY Drop-In: Paper Flowers, Fiction/Nonfiction Book Discussion, Orland Reads @ Mariano's, Romance Discussion, All Things Google, Is Cloud Storage Right For Me?, Photoshop Elements Part 1

CONTINUING EDUCATION/MEETINGS ATTENDED

Kristen H. went to C2E2 on April 6.

Chris S. went to the OverDrive/Libby Demo on April 10.

Chris S. went to the Hoopla Demo on April 10.

Kristen H. went to the OverDrive/Libby Demo on April 10.

STATISTICS

1,178 Library app downloads total

1,913 Facebook followers

362 Instagram followers

1,866 Twitter followers

454 Pinterest followers

18,470 Emails on the marketing email list

18 Meeting room requests received

86 Graphics requests completed

81 Welcome bags delivered

GRANTS/SPECIAL PROJECTS

New marketing strategies have been put into place to better market the databases and increase circulation.

The 10 and 10 initiative in April focused on positive reinforcement for checking out items by awarding those who checked out more books with a drawing slip and scratch off ticket.

A new item in circulation is called Flicks Pix. This is a box of movies to be checked out over the weekend. They are themed, and the box is made more appealing by adding popcorn and snacks.

Summer Reading Challenge sponsors were also recruited all during the month of April. So far we have: Berkot's, Bonefish Grill, Nova Quarter Horses, Miroballi Shoes, DuPage Children's Museum, Windy City Thunderbolts, Texas Roadhouse, Kane County Cougars, Bear Paddle Swim, Traverso's, Granite City, Gizmo's Fun Factory, the Illinois Holocaust Museum, and Cooper's Hawk.

Information Technology Board Report April 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

4/3 - Facebook Drop-in Session

4/5 - Microsoft Word Part 1

4/10 - National Library Week Pop-up Programs: Overdrive/Libby, Hoopla, RBdigital

4/11 - National Library Week Pop-up Programs: Overdrive/Libby, Hoopla, RBdigital

4/12 - Microsoft Word Part 2

4/17 - Introduction to Selling on eBay

4/19 - Microsoft PowerPoint Basics

4/26 - Drop-in Session

CONTINUING EDUCATION/MEETINGS ATTENDED

Daniel Williams attended Sophos Fighting Back Against Cryptojacking (Webinar) on Apr 4, 2018

Lina Elzahdan attended Overview of the Library Digital Services (IT Office) on Apr 6, 2018

Daniel Williams attended Overview of the Library Digital Services (IT Office) on Apr 6, 2018

STATISTICS

Category	Apr 2018	Apr 2017
Study Room Usage	433	389
Patrons Assisted	523	460
Extended Assistance	88	52
Total PC Usage	1639	1649
Total Web pages	30687	26076
Number of Classes	6	9
Total Class Attendance	26	54
Wireless Usage	3899	343

GRANTS/SPECIAL PROJECTS

Spheros were purchased for Youth Services Department.

2 new iPad minis were purchased for Youth Services Department for use with Spheros, Lego WeDos, and other programming initiatives.

Youth Services 3D Printer was deployed.

Study room cameras were installed in Youth Services Department.

New computers for Phase 1 of computer placement plan were purchased and arrived.

Ian presented his Understanding Fake News program at the Reaching Forward Conference on May 4th to an audience of 65 people. He will be presenting this program at the library later this summer.

CUSTOMER SERVICE LOG

4/5/18 - Microsoft Word 1 - Perhaps classes that continue could be some day of week (i.e: Word 1 and 2) instead of a week later. Classes for Excel, PowerPoint, Outlook. Audrey P.

4/12/18 - Microsoft Word Part 2 - Please offer a class on Mail Merge for address labels. Audrey P.

4/12/18 - Microsoft Word Part 2 - Excel, making labels (merging) Audrey P.

Outreach Services Board Report

April 2018

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, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living.

Senior materials delivery to the Orland Township.

Special collection management of NASA artifacts, display cases, and databases.

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book delivery to train stations.

Coordination and facilitation of the Archival Digitization Project.

Flyer distribution to surrounding establishments and at programs.

Collection management, including ordering of all Outreach Services materials for the Outreach Services collection.

Maintenance and load-out of the NASA: Conquering Low Earth Orbit Exhibit.

CONTINUING EDUCATION/MEETINGS ATTENDED

Cathy DiGiorgio attended Lunch at the Library - Nourishing Minds and Bodies (Webinar) on Apr 4, 2018

Kelly A. Cuci attended FDLP Agency Training: What is the Federal Register (Webinar) on Apr 11, 2018

Theresa Marketti attended Heartis Library Card Drive (Heartis Village) on Apr 12, 2018

Dushaun Phelps attended Digital Preservation Recording (Webinar) on Apr 12, 2018

Kelly A. Cuci attended Digital Preservation Basics (Webinar) on Apr 12, 2018

Cathy DiGiorgio attended Health Expo (Sportsplex) on Apr 14, 2018

Duke Phelps attended Health Expo (Sportsplex) on Apr 14, 2018

Cathy DiGiorgio attended How Non-Profits Can Get \$10,000 Per Month in Free Google Advertising (OPPL) on Apr 17, 2018

Cathy DiGiorgio attended Voters Perceptions of Libraries from 2008-2018 (OPPL) on Apr 17, 2018

Cathy DiGiorgio attended SWAP Meeting (Lemont Public Library) on Apr 19, 2018

Kelly A. Cuci attended Promoting Healthy Communities (Online class) on Apr 23, 2018

Kelly A. Cuci attended Promoting Health Communities Webinar (Webinar) on Apr 23, 2018

Theresa Marketti attended User-Centered Assessment (Webinar) on Apr 25, 2018

Kelly A. Cuci attended Active Senior Expo (Gaelic Park) on Apr 25, 2018

Shane Peterson attended Active Senior Expo (Gaelic Park) on Apr 25, 2018

Theresa Marketti attended Active Senior Expo (Gaelic Park) on Apr 25, 2018

Kelly A. Cuci attended Promoting Healthy Communities (Online class) on Apr 30, 2018

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 750. *2017: 10 programs were given with a total of 501 patrons.*

Breakout:

4/3/18 In the Belly of the Beast: King in Chicago	40
4/6/18 Meet the Artist - Kip Pasta	5
4/10/18 English Conversation for ESL Learners	2
4/12/18 Afternoons @ OPPL - Stampede! The Gold Rush	24
4/12/18 Alicia, My Story	60
4/17/18 Monarch Butterflies	45
4/18/18 Queen Elizabeth II - The Extraordinary Life of a Modern Monarch	88
4/19/18 History of the Space Program	14
4/20/18 Showcase - Knights of Harmony	178
4/24/18 Companion Vegetable Planting	57
4/26/18 Dia de Los Ninos - Mariachi Night	202
4/27/18 Friday Film Series - Battle of the Sexes	35

Offsite Adult Programs:

15 programs were given with a total of 2136 patrons attending. *2017: 15 programs were given with a total of 2009 patrons attending.* These numbers include expos.

Breakout:

4/2/18 Senior Living Visits	25
4/3/18 Senior Living Visits	17
4/4/18 Senior Living Visits	14
4/5/18 Smart Art iPad for Seniors @ Brookdale	7
4/11/18 Orland Township Senior Drop-in Visit	13
4/13/18 Orland Township Senior Drop-in Visit	10
4/14/18 Health Fair Expo	325
4/16/18 Senior Living Visits	29
4/17/18 Senior Living Visits	12

4/18/18 Senior Living Visits	20
4/19/18 Remember When with Brookdale	14
4/25/18 Orland Township Senior Drop-in Visit	11
4/25/18 Active Senior Expo	1600
4/27/18 Orland Township Senior Drop-in Visit	14
4/30/18 Senior Living Visits	25

Train Station Books:

Three Train Stations - **72**, 2017 - 128

Passive Programming

Senior Expo - **25**, *New Statistic*

Program Flyer Distribution Stats:

Village of O.P. - **500**, 2017 - 250

Sportsplex - **500**, 2017 - 0

Train Stations - **72**, 2017 - 128

During programs - **111**, 2017 - 143

Expos (Give-aways and flyers) - **2020**, 2017 - 1200

Other Outreach and Homebound Statistics:

Outreach Circulation Statistics: 1076 items circulated with 1948 checkouts and 91 renewals. *2017: 741 items circulated with 1385 checkouts and 193 renewals.*

Visits to single-family homebound patrons totaled 18. *2017: Visits totaled 20.*

5 new homebound patron cards were issued and 0 discontinued. 1 card was renewed. *2017: 13 new homebound library cards were issued. 0 cards were discontinued. 0 cards were renewed.*

OS staff logged 1072 reference transactions. *2017: 1362 reference transactions.*

OS staff logged 98 programming questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

OS staff logged 52 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year of statistics we will begin comparing.

GRANTS/SPECIAL PROJECTS

Outreach Services said goodbye to the NASA Conquering Low Earth Orbit exhibit. It will be missed. Thanks to all those who helped; Kelly Cuci, Cathy DiGiorgio, Shane Peterson, Duke Phelps, Josh Chalifoux, Steve Newman and Joe Ebert.

The Founding and Historical Document Collection is in its final stages of progress. All items have been scanned, the last 50 are being registered in the database, and Technical services is busy cataloging them.

CUSTOMER SERVICE LOG

4/2/18 Smith Crossing Book Delivery

"Thank you for coming out!" Theresa M.

4/2/18 Brookdale Book Delivery

"Thank you for coming." Theresa M.

4/3/18 Thomas Place Book Delivery

"Thank you for coming out. We always enjoy seeing you." Theresa M.

4/3/18 Alden Prairie Book Delivery

"Thank you." Theresa M.

"Thank you for coming." Theresa M.

"Thank you." Theresa M.

"Thank you." Theresa M.

4/3/18 Homebound Delivery

"I am so grateful you provide this." Theresa M.

4/3/18 In the Belly of the Beast: King in Chicago program

"What a wonderful presenter." Cathy D.

"Thank you for having this program." Cathy D.

"This was wonderful." Cathy D.

"What a great presenter! Thank you." Cathy D.

4/11/18 Orland Township Book Visit

"We have so much fun when you come out. We enjoy your company." Theresa M.

4/11/18 Homebound Delivery

"Thank you for coming." Theresa M.

4/12/18 Gold Rush program

"This library has great program." Duke P.

"This library always has great programs." Duke P.

"What a nice show." Duke P.

"Keep up the good programs." Duke P.

"It's nice we don't need to register." Duke P.

4/12/18 Alicia: My Story program

"What a fantastic performer." Cathy D.

"The library always has wonderful programs." Cathy D.

"Please have her back again." Cathy D.

"Thank you for having such a wonderful program." Cathy D.

"Keep up the good work." Cathy D.

4/13/18 **Homebound Delivery**

"Thank you for coming." (Additional hug and kiss from patron) Theresa M.

4/16/18 **Smith Crossing Book Delivery**

"Thank you for coming." Theresa M.

4/16/18 **Brookdale Book Delivery**

"Thank you very much and for your troubles in coming here." Theresa M.

4/17/18 **Thomas Place Book Delivery**

"The best part of the week is when you come." Theresa M.

"Thank you for coming." Theresa M.

4/17/18 **Heartis Village Library Card Drive**

"Thank you for doing this for us." Theresa M.

4/19/18 **Remember When @ Brookdale**

"Thank you for coming! We always look forward to your visits." Theresa M.

"Thank you so much!" Theresa M.

4/19/18 **Homebound Delivery**

"Thank you for doing this." Theresa M.

4/17/18 **Monarch Butterfly program**

"What a wonderful program." Cathy D.

"The presenter was fantastic." Cathy D.

4/19/18 **Homebound Delivery**

"You take good care of us. You're doing a great job." Theresa M.

4/20/18 **Showcase - Knights of Harmony program**

"Thank you! What a wonderful concert." Cathy D.

"Have them again." Cathy D.

"They were fantastic." Cathy D.

"I knew every song!" Cathy D.

"Orland Park Library is great!" Cathy D.

4/24/18 **Companion Vegetable Gardening program**

"Great program!" Cathy D.

"Very good presenter." Cathy D.

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

"You do such a great job." Cathy D.

"Thank you." Cathy D.

4/26/18 **Dia de Los Ninos program**

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

"The group was fantastic." Cathy D.

"Thank you for such a fun night." Cathy D.

"Thank you for the great food and wonderful music." Cathy D.

"What a wonderful job you do." Cathy D.

"Thank you so much." Cathy D.

"You do a wonderful job." Cathy D.

"The food and music were fantastic." Cathy D.

Technical Services Board Report April 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

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

CONTINUING EDUCATION/MEETINGS ATTENDED

- On April 23-26, 2018, Wendy attended IUG Conference 2018 at Orlando FL.

STATISTICS

Apr-2018	Tech Services Monthly Statistics				Order #	1,663	eBook #	212	Print/Nonprint item #.	2,652	Title #:	3,113	
Tech Services Monthly added Items at Polaris:													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
Added Books:	1613	1520	1801	1334									6,268
Added AVs:	891	534	814	660									2,899
Added Periodicals:	657	654	710	658									2,679
Added eBooks:	134	1323	94	212									1,763
Compare Monthly Added Items:													
2018	3,295	4,031	3,419	2,864									13,609
2017	2,434	2,574	3,484	3,635									
Yearly change%	35.37%	56.80%	-1.30%	-21.21%									
Compare Monthly Delete:													
2018	3,303	6,554	15,724	5,324									30,905
2017	27,798	11,234	10,182	2,956									
Yearly change%	-88.12%	-41.66%	54.43%	80.11%									
Compare Total OPPL Collection:													
2018	334,577	334,414	326,702	325,961									
2017	326,818	325,258	322,466	325,576									
Yearly change%	2.37%	2.81%	1.31%	0.12%									
Polaris Total Item/Title by month:													
			325,961	268,101									

GRANTS/SPECIAL PROJECTS

- Per as IT Department's requirement, Wendy add all Smart Lab items into Polaris so that the system can track its usage.
- Wendy put 12 e-Newspaper from ProQuest database into Polaris. They are searchable and free of charge.

- Wendy added 124 e-Newspaper from EBSCO database into Polaris. They are searchable and free of charge.
- The project of creating a new patron group for the reciprocal borrowers so that these patrons can place holds was complete successfully.
- Wendy worked with IT staff Lina and updated courtesy email recipients list at Polaris system and server.

Youth Services Board Report

April 2018

PERSONNEL

Youth Services Shelver Deanna Dehoff's last day was April 23. She was hired in Patron Services to fill the ILL position.

Emily Meszaros started as the new Youth Services Reference Librarian I. Her first day was May 2, 2018.

We have interviewed candidates for the 2 open shelver positions. Two have been chosen. Mary Golden's start date is May 8. Ali Zegar will begin on May 23.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Teacher Loan Cards

109 items checked out

PAL PAKS

22 PAKS with 449 items

Outreach Visits

4/13 Sandbox (in-house) 10

Books Alive

4/13 Center School 125

Preschool Paks

11 Paks with 191 items

Youth Programs

Once Upon a Time Storytime (8 sessions) - 358

Building Blocks for Babies (8 sessions) - 278

Night Owls (4 sessions) - 48

Bright Starts (4 sessions) - 111

Buenas Noches (4 sessions) - 64

Video Game Club (5 sessions) - 121

Toddler Art (8 sessions) - 184

Let's Get Ready for Kindergarten (4 sessions) - 67

Super Senses Sensory Storytime (4 sessions) - 77

Family Bingo - 17

Steam Challenges - 12

Steam Challenges Jr. - 23

I Love Dinosaurs - 42

Super Smash Bros. Tournament - 45

Jim Nesci's Cold-Blooded Creatures - 167

International Art - 3

Trials of the OPPL Demigods - 4
Comic Book Club - 3
Bizarre Bazaar - 7
Dia de los Ninos - 80
Battle of the Books Bluestems - 56
Reading Tournament - 120

Teen Programs

Volun-Teens Video Game Club (5 sessions) - 11
Volun-Teens Let's Get Ready for Kindergarten (3 sessions) - 7
Volun-Teens Steam Challenges Jr. - 3
Teen Candy Creation Challenge - 15
Teen DIY Lip Gloss - 2
Computer Volunteer May Orientation - 4
Volun-Teen Bizarre Bazaar (2 sessions) - 8
Black Out Poetry - 16
Interactive Chalkboard Numbers - 19
Mini Book Reviews - 4
Computer Volunteers - 53

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Faxel attended YA SIG (Hodgkins Public Library) on Apr 2, 2018
Erin Faxel attended C2E2 (McCormick Place, Chicago, IL) on Apr 6, 2018
Brandi Smits attended C2E2 (McCormick Place) on Apr 6, 2018
Becky McCormack attended Libby Demo (OPPL Lobby) on Apr 9, 2018
Erin Faxel attended Library Love For Library Reads (Webinar) on Apr 11, 2018
Brandi Smits attended Young Adult Services Forum Meeting (Oak Lawn Public Library) on Apr 12, 2018
Catherine Riffice attended Ready to Read! Board Books, Picture Books, and Middle-Grade Novels (Library) on Apr 30, 2018

STATISTICS

April 2018 created May 07, 2018

Youth Services Statistics

Category	Qty
Reference	2341
Ref Remote	127
Non-Reference	270
N-R Remote	70
Extended Help	93

Group Study	339
Study Rooms (New, started 4/17/2018)	306
Teen Program Attendance	147
Youth Program Attendance	1892
Combined Program Attendance	2039

GRANTS/SPECIAL PROJECTS

The Youth Services Department was awarded the "Back to Books" grant to fund a remote collection of the titles on the Read for a Lifetime high school reading list, which is a program developed by the Illinois State Library. The grant will be used to purchase 3 complete collections of the 25 title reading list, one for each local high school. Youth Services Manager Brandi Smits wrote the grant, and she is currently coordinating with the local high school librarians on the best way to implement this partnership.

CUSTOMER SERVICE LOG

Teen Desk

4/14/18 Teen looking for WWII books "Thank you so much. I had no idea where I was going." Erin F.

4/16/18 A mom with a teen with special needs came upstairs to look around. "Thank you for understanding us. Most people don't. You showed us that you care. You're so sweet. Thank you!" Erin F.

4/16/18 One of our usual ladies was looking for CDs. "I'm so glad you were here tonight. You're the best at finding what I need." Erin F.

4/23/18 A teen, a mom, and a teen friend were looking for recommendations. Mom: "I'm so glad you're here today. We told our friends about you and brought one of them with us today to find new reads." Erin F.

4/23/18 A new patron looking for CDs (first time here). "Thank you. You're so dependable with what I'm looking for." Erin F.

Junior Desk

4/6/18 Mom leaving with two children Mom: "We've been here a long time!"

Child: "I want to stay here forever!" Becky M.

4/7/18 Man with son after dinosaur program. "The programming is great. We can't wait to see what is next." Jennifer M.

4/16/18 Grandmother entering library with grandchild. "Three weeks ago you got my grandson some boxing books and they were great! He kept reading them over and over." Alex P.

4/24/18 Little girl with family admiring the "Dia" artwork. "I love the library. I love the library!" Alex P.

4/26/18 Mother with two children after storytime. "Your storytimes are amazing!" Alex P.

Preschool Desk....No Report

DRAFT



May 17, 2018

Ms. Mary Weimar
Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

ORLAND PARK PUBLIC LIBRARY ROOFING PROJECT

Dear Mary,

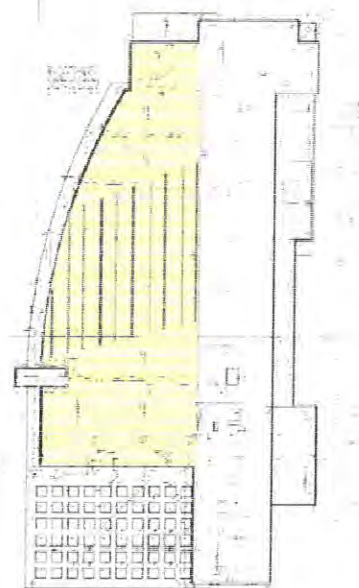
Wight & Company is pleased to submit this proposal to the Orland Park Public Library to provide professional design services for improvements to a portion of the roof of the library building, located at 14921 Ravinia Avenue, Orland Park, IL. This proposal is presented in four parts:

- Project Understanding
- Scope of Services
- Schedule
- Compensation

All the services required hereunder shall be performed by Wight & Company or under its direction, and all personnel engaged to perform such services shall be fully qualified and shall, when required by state law, be licensed in this state to perform such services. Wight shall comply with applicable federal, state and local laws to the extent applicable to the services provided by Wight. Any provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

Project Understanding

It is our understanding that the Library Board wishes to implement roofing improvements to a portion of the library building's roof. The project is to include a complete replacement of a portion of the existing roof, with the area to be limited to that indicated in the plan diagram to the right (roughly 21,000 sf). The Library has



estimated that the work on this area is approximately **Two Hundred Fifty Thousand Dollars (\$250,000)** in construction cost, which Wight & Company cannot substantiate at this time.

Scope of Services

Schematic Design

Wight & Company will review any reports previously commissioned by the Library regarding the roof's condition, and complete roof walk-thru and inspection to determine existing conditions and the complete project scope. Final schematic design drawings, plans, details, written narratives (specifications, notes, scope of work outline, etc.), concepts necessary for an appropriate schematic delineation of the work to be performed, and a project budget update will be submitted to the Library for review and approval prior to advancing into the next phase.

Construction Documents

The architectural requirements for the work will be set forth in detail and assembled into the final construction/bid documents. These documents will be developed, published, and used for permit review, bidding, and construction.

Bidding/Negotiation/Permitting

Wight & Company's architectural staff will assist with the advertisement and solicitation of bids, addenda (if needed), pre-bid meeting and responses to contractor questions, scope reviews after the bid, and contractor recommendations to the Library. Wight will assist in awarding contracts for construction and will review all shop drawings, samples and product data as required. Additionally, Wight & Company will prepare and submit permit application documents to the Library and the Village. Upon project completion, Wight & Company will submit the Statement of Completion and Occupancy Permit documentation to the Library and the Village.

Construction Administration Services

Wight will perform the following tasks during the construction phase of the project:

1. Contractor submittal review and approval.
2. Included meetings (5):
 - a. Bid-Phase contractor roof observation visit and meeting.
 - b. Contractor Kick-Off/Pre-installation meeting.
 - c. Construction Progress Meeting.
 - d. Field Observation Report
 - e. Punchlist Walk-thru and preparation.
 - f. Closeout Meeting.
3. Interpretations and decisions.
4. Pay Application review.

Other Services available upon request

As part of your project, these services may be added if required for the project as follows:

1. Redesign after schematic design.
2. Specialized Technical Roofing Consultant.

3. Engineering services including assessment of any equipment or services to be removed, replaced, or reconfigured.
4. Additional meetings can be offered at our current scheduled hourly rates or an agreed upon fixed fee.

Schedule

We understand that the Library intends that construction of this project will be completed during the summer of 2018. Upon approval of this proposal, we anticipate the design work to begin in late May or early June, and bid documents to be complete within six weeks. Wight shall diligently provide the services herein until completion of the work or upon termination of this Agreement. Wight shall regularly report to the Director of the Library, or her designee, regarding the progress of the services herein during the term of this Agreement.

Compensation

Wight & Company proposes to perform these professional services for **9.5% of the actual project costs, but not less than Twenty Seven Thousand Dollars (\$27,000)**, plus reimbursable expenses (when agreed to in advance) at cost.

The following is a list of typical reimbursable expenses in addition to the fees noted above:

1. CAD plots, reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Travel expenses for mileage to and from the Library when necessary to perform the agreed upon services as per the prevailing rates set by the IRS.

The basic services to be performed by the Architect/Engineer following the scope and intent of the American Institute of Architects Document B105, Standard Short Form of Agreement between Owner and Architect, 2017 edition as modified by the Library. If Additional Services are requested or required, they will be performed in accordance with our standard hourly billing rates in effect at the time.

Miscellaneous

Wight shall be fully responsible to Library for all acts and omissions of sub-consultants, suppliers and other persons and organizations performing or furnishing any of the Services under a direct contract with Wight just as Wight is responsible for Wight's own acts or omissions. Nothing in any documents shall create any contractual relationship between Library and any such sub-consultants, supplier or other person or organization, nor shall it create any obligation on the part of the Library to pay or to see to the payment of any moneys due any such sub-consultant, supplier or other person or organization except as may otherwise be required by laws and regulations.

When transmitting copyright-protected information for use on the Project, Wight represents that it is either the owner of the copyrighted information, or has permission from the owner of the copyrighted information to transmit the information for its use on the Project.

Wight shall indemnify and hold harmless the Library, its officers, agents and employees against any liability, including costs and expenses, to the extent resulting from any willful or intentional violation by

Wight of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use of disposition of any data furnished under this Agreement and from claims or liabilities to the extent that such claim or liability arises from Wight's, its officers', agents', or employees' wrongful or negligent performance of the Services.

Wight shall submit a list of sub-consultants to Library as soon as practicable after award of the Agreement, and Wight shall not contract with any sub-consultants not approved by Library. Such approval shall not be unreasonably withheld by Library. Wight shall require sub-consultants to be bound to Wight by the terms of this Agreement.

Wight shall provide evidence of professional liability insurance coverage that Wight currently holds.

Notwithstanding any other provision in this Agreement, either party may terminate this Agreement on fifteen (15) days prior written notice for any reason deemed adequate in that party's sole discretion. If Library terminates under this section, Wight shall be paid an amount that bears the same ratio to the total fee otherwise payable as the service actually rendered and at the option of the Library, all finished and unfinished drawings, specifications, estimates and data prepared by Wight shall become the property of the Library.

Wight agrees that this Agreement shall not be assigned, transferred, conveyed or subcontracted, in whole or in part, or otherwise disposed of without the prior written consent of the Library. Such consent shall in no way relieve Wight from the primary responsibility for the performance or accuracy of the Services required herein. All sub-consultants must be approved by the Library.

To the best of Wight's ability, all final plans, drawings and specifications provided shall conform to all applicable federal, state and local laws, statutes, ordinances, rules, regulations, orders or other legal requirements existing at the time of preparation of the plans, drawings and specifications. Wight, at its own expense shall modify the final plans, drawings and specifications where it has failed to prepare them in compliance with the existing applicable governmental requirements listed herein.

Wight shall have the relationship of an independent consultant to the Library. In no event shall Wight or any of its employees, agents or sub-consultants, be considered agents or employees of the Library. Furthermore, Wight agrees that none of its employees, agents or sub-consultants will hold themselves out as, or claim to be, agents officers or employees of the Library and will not by reason of any relationship with the Library make any claim, demand or application to or for any right or privilege applicable to an agent, officer or employee of the Library.

No elected or appointed official or employee of the Library shall be personally liable, in law or in contract, to Wight as the result of the execution of this Agreement.

Wight represents and certifies that Wight is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless Wight is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq. Wight represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Library prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Wight has, in procuring

Orland Park Public Library
2018 Roofing Project
May 17, 2018
Page 5

this Agreement, colluded with any other person, firm, or corporation, then Wight shall be liable to the Library for all loss or damage that the Library may suffer, and this Agreement shall, at the Library's option, be null and void.

We thank you for the opportunity to partner with the Orland Park Public Library and look forward to working with you on this effort. If this proposal meets your approval, please sign one copy and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,
Wight & Company



Michael C. Barnes, AIA
Design Principal
211 North Clinton Street, Suite 300N
Chicago, IL 60661



Floyd D. Anderson, AIA
Director, Chicago Office & Principal
211 North Clinton Street, Suite 300N
Chicago, IL 60661

Accepted on Behalf of the Orland Park Public Library

Name	Title	Date
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2018 PROFESSIONAL SERVICES RATE SCHEDULE

Architecture

Principal	\$290.00 per hour
Project Executive	\$270.00 per hour
Director of Interior Design	\$270.00 per hour
Senior Design Architect	\$250.00 per hour
Senior Project Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Senior Interior Designer	\$195.00 per hour
Senior Project Architect	\$175.00 per hour
Project Architect	\$160.00 per hour
Architect	\$140.00 per hour
Architectural Intern II	\$125.00 per hour
Architectural Intern I	\$110.00 per hour
Interior Designer	\$125.00 per hour
Intern	\$70.00 per hour
Executive Assistant	\$120.00 per hour
Project Coordinator	\$90.00 per hour



DRAFT

May 17, 2018

Ms. Mary Weimar
Director
Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462

ORLAND PARK PUBLIC LIBRARY RENOVATION PROJECT

Dear Mary,

Wight & Company (Wight) is pleased to submit this proposal to provide services for improvements to the interiors of the Orland Park Public Library. This proposal is based on our understanding of the anticipated work through our recent meetings, discussions, and the scope of work described herein. This proposal is presented in four parts:

- Project Understanding
- Scope of Services
- Schedule
- Compensation

All the services required hereunder shall be performed by Wight & Company or under its direction, and all personnel engaged to perform such services shall be fully qualified and shall, when required by state law, be licensed in this state to perform such services. . Wight shall comply with applicable federal, state and local laws to the extent applicable to the services provided by Wight. Any provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

Project Understanding

It is our understanding that the Library Board wishes to implement renovations to multiple interior and exterior areas, spaces, and features of the existing library building and site. A preliminary list of the items under consideration was shared in a "Focus Areas and Issues" document on April 18, 2018, but our understanding is that a collaborative effort should be undertaken to identify all possible areas for updating or improving. We also understand that the Library wishes to first develop and document for review and approval a Master Plan that verifies, encompasses, and describes the changes to be undertaken, with estimated cost for the various improvements, and that implementation of the Master Plan will only proceed upon Board direction.

Wight has assembled a team of architectural and interior designers, combined with in-house consulting engineers, to first perform the Master Plan scope as described below. Our proposed fee for these initial services is also described below. Should the project continue through the other implementation phases (Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration phases), our same team will perform those services.

Scope of Services

Master Planning / Conceptual Design

Wight & Company will perform the following tasks pertaining to the development of a Master Plan:

- Collect data, drawings, etc. pertaining to the existing building and site
- Conduct a facility survey to assess the condition of spaces and systems
- Conduct stakeholder visioning sessions to confirm project objectives
- Study options for renovations to achieve those objectives
- Develop design concepts for the renovations identified as feasible
- Develop cost estimates of design concepts
- Present and review objectives, options, concepts, and cost estimates with the Board, administration, and stakeholders
- Adjust design concepts as a result of reviews, and update cost estimates
- Review adjusted concepts and estimates with the Board and administration
- Document approved concepts and estimates in a Master Plan document

Schematic Design, Design Development, FF&E Selection and Documentation, Construction Documents, Permitting, Bidding and Negotiation, and Construction Administration / Management

Upon direction of the Library Board to implement modifications within the Master Plan, Wight & Company will be re-engaged to perform the above stated phases of work. For these services, Wight will provide another separate formal fee proposal.

Schedule

We understand that the Library hopes for this Master Plan project to be completed during the summer of 2018. Upon approval of this proposal, we anticipate the work to begin in late May or early June, and the Master Plan document to be complete within 5 months. Wight shall diligently provide the services herein until completion of the work or upon termination of this Agreement. Wight shall regularly report to the Director of the Library, or her designee, regarding the progress of the services herein during the term of this Agreement.

Compensation

For the Master Plan / Conceptual Design scope, Wight & Company proposes to perform these professional services for the fixed cost lump sum fee amount of **Sixty Nine Thousand, Nine Hundred Dollars (\$69,900)**, plus reimbursable expenses at cost. No reimbursement expenses shall be incurred without the approval of the Library. This proposed amount includes an estimated **420 hours** of staff time, including the services of our architectural and interior designers for meetings, programming,

design, and master plan documentation; MEP engineers for input on building assessment relative to concept feasibility; our civil engineers for input on site planning feasibility; and our professional cost estimator to advise our designers on the potential cost of options, and to prepare a conceptual level cost estimate of the full scope of the master plan.

The following is a list of typical reimbursable expenses in addition to the fees noted above:

1. CAD plots, reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Travel expenses for mileage to and from the Library when necessary to perform the agreed upon services as per the prevailing rates set by the IRS.

Upon completion and approval of the Master Plan, should the Board decide to proceed with a renovation project, Wight & Company will submit a new proposal for services to implement the work.

Terms

Our work will be billed monthly on a percent complete basis. The Library agrees to pay Wight & Company in accordance with the provisions of the Local Government Prompt Payment Act.

The basic services to be performed by the Architect/Engineer following the scope and intent of the American Institute of Architects Document B132, Standard Form of Agreement between Owner and Architect, 2009 edition as modified by the parties. In the event of a conflict, the terms of this agreement, and not the terms of Document B141 shall control. If Additional Services are requested or required, they will be performed in accordance with our standard hourly billing rates in effect at the time.

Miscellaneous

Wight shall be fully responsible to Library for all acts and omissions of sub-consultants, suppliers and other persons and organizations performing or furnishing any of the Services under a direct contract with Wight just as Wight is responsible for Wight's own acts or omissions. Nothing in any documents shall create any contractual relationship between Library and any such sub-consultants, supplier or other person or organization, nor shall it create any obligation on the part of the Library to pay or to see to the payment of any moneys due any such sub-consultant, supplier or other person or organization except as may otherwise be required by laws and regulations.

When transmitting copyright-protected information for use on the Project, Wight represents that it is either the owner of the copyrighted information, or has permission from the owner of the copyrighted information to transmit the information for its use on the Project.

Wight shall indemnify and hold harmless the Library, its officers, agents and employees against any liability, including costs and expenses, to the extent resulting from any willful or intentional violation by Wight of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use of disposition of any data furnished under this Agreement and from claims or liabilities to the extent that such claim or liability arises from Wight's, its officers', agents', or employees' wrongful or negligent performance of the Services.

Wight shall submit a list of sub-consultants to Library as soon as practicable after award of the Agreement, and Wight shall not contract with any sub-consultants not approved by Library. Such approval shall not be unreasonably withheld by Library. Wight shall require sub-consultants to be bound to Wight by the terms of this Agreement.

Wight shall provide evidence of professional liability insurance coverage that Wight currently holds.

Notwithstanding any other provision in this Agreement, either party may terminate this Agreement on fifteen (15) days prior written notice for any reason deemed adequate in that party's sole discretion. If Library terminates under this section, Wight shall be paid an amount that bears the same ratio to the total fee otherwise payable as the service actually rendered and at the option of the Library, all finished and unfinished drawings, specifications, estimates and data prepared by Wight shall become the property of the Library.

Wight agrees that this Agreement shall not be assigned, transferred, conveyed or subcontracted, in whole or in part, or otherwise disposed of without the prior written consent of the Library. Such consent shall in no way relieve Wight from the primary responsibility for the performance or accuracy of the Services required herein. All sub-consultants must be approved by the Library.

To the best of Wight's ability, all final plans, drawings and specifications provided shall conform to all applicable federal, state and local laws, statutes, ordinances, rules, regulations, orders or other legal requirements existing at the time of preparation of the plans, drawings and specifications. Wight, at its own expense shall modify the final plans, drawings and specifications where it has failed to prepare them in compliance with the existing applicable governmental requirements listed herein.

Wight shall have the relationship of an independent consultant to the Library. In no event shall Wight or any of its employees, agents or sub-consultants, be considered agents or employees of the Library. Furthermore, Wight agrees that none of its employees, agents or sub-consultants will hold themselves out as, or claim to be, agents officers or employees of the Library and will not by reason of any relationship with the Library make any claim, demand or application to or for any right or privilege applicable to an agent, officer or employee of the Library.

No elected or appointed official or employee of the Library shall be personally liable, in law or in contract, to Wight as the result of the execution of this Agreement.

Wight represents and certifies that Wight is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless Wight is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 et seq. Wight represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Library prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Wight has, in procuring this Agreement, colluded with any other person, firm, or corporation, then Wight shall be liable to the Library for all loss or damage that the Library may suffer, and this Agreement shall, at the Library's option, be null and void.

We thank you for the opportunity to partner with the Orland Park Public Library and look forward to working with you on this effort. If this proposal meets your approval, please sign one copy and return it to us. If you have any questions regarding this proposal, please do not hesitate to contact us.

Respectfully submitted,
Wight & Company



Michael C. Barnes, AIA
Design Principal
211 North Clinton Street, Suite 300N
Chicago, IL 60661



Floyd D. Anderson, AIA
Director, Chicago Office & Principal
211 North Clinton Street, Suite 300N
Chicago, IL 60661

Accepted on Behalf of the Orland Park Public Library

Name	Title	Date
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2018 PROFESSIONAL SERVICES RATE SCHEDULE

Architecture

Principal	\$290.00 per hour
Project Executive	\$270.00 per hour
Director of Interior Design	\$270.00 per hour
Senior Design Architect	\$250.00 per hour
Senior Project Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Senior Interior Designer	\$195.00 per hour
Senior Project Architect	\$175.00 per hour
Project Architect	\$160.00 per hour
Architect	\$140.00 per hour
Architectural Intern II	\$125.00 per hour
Architectural Intern I	\$110.00 per hour
Interior Designer	\$125.00 per hour
Intern	\$70.00 per hour
Executive Assistant	\$120.00 per hour
Project Coordinator	\$90.00 per hour



2018 PROFESSIONAL SERVICES RATE SCHEDULE

Land Development

Principal	\$290.00 per hour
Director of Land Development	\$270.00 per hour
Senior Project Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Engineer	\$140.00 per hour
Landscape Architect	\$130.00 per hour
Engineer II	\$125.00 per hour
Landscape Designer II	\$120.00 per hour
Engineer I	\$110.00 per hour
Landscape Designer I	\$105.00 per hour
Technician	\$90.00 per hour
Intern	\$70.00 per hour
Executive Assistant	\$120.00 per hour
Project Coordinator	\$90.00 per hour



2018 PROFESSIONAL SERVICES RATE SCHEDULE

MEP Engineering

Principal	\$290.00 per hour
Director of MEP Engineering	\$270.00 per hour
Senior Project Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Senior Project Engineer	\$175.00 per hour
Project Engineer	\$160.00 per hour
MEP Designer	\$120.00 per hour
Intern	\$70.00 per hour
Executive Assistant	\$120.00 per hour
Project Coordinator	\$90.00 per hour



2018 PROFESSIONAL SERVICES RATE SCHEDULE

Structural Engineering

Principal	\$290.00 per hour
Director of Structural Engineering	\$270.00 per hour
Senior Project Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Senior Project Engineer	\$175.00 per hour
Project Engineer	\$160.00 per hour
Structural Designer	\$120.00 per hour
Intern	\$70.00 per hour
Executive Assistant	\$120.00 per hour
Project Coordinator	\$90.00 per hour

DRAFT

**Resolution 2018-02
2018 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS**

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

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

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

WHEREAS, the Board of Library Trustees of the Orland Park Public Library has determined for the 2018-2019 year, commencing August 1, 2018 and ending July 31, 2019, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

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

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

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

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

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

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

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

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

ADOPTED this 21st day of May, 2018 by a roll call votes as follows:

AYES: _____

NAYS: _____

ABSENT: _____

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

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

**CORRESPONDENCE RECEIVED FROM APRIL 17, 2018 THROUGH
MAY 21, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received by Trustee Healy from Jeanne Urbanek of the Illinois State Library on 4/17/18 regarding the release of funds by the Illinois Comptroller's Office involving the FY2017 Per Capita Grant Funds; and also attached the FY2018 Per Capita Grant award letter.