

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
August 20, 2018 7:00 P.M.
Room 104**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES FROM JULY 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. CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS**
- G. TREASURER’S REPORT AND PAYMENT OF BILLS—FOR ACTION**
- H. LIBRARIANS’ REPORT/STAFF REPORTS**
- I. 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
- J. UNFINISHED BUSINESS**
 - 1. Roofing Improvement Project – For Discussion
 - 2. Renovation Project – For Discussion
 - 3. 2019 Levy and Budget – For Discussion

K. NEW BUSINESS

1. Approval for the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack , Brandi Smits, Mary Adamowski, Mary Weimar, and Carol Maresh in the amount not to exceed \$3800– For Action

Motion to approve the registration, lodging, travel and meal costs for the 2018 Illinois Library Association Conference in Peoria, Illinois from October 8-11 for Becky McCormack, Brandi Smits, Mary Adamowski, Mary Weimar, and Carol Maresh in the amount not to exceed \$3800

2. Approval for the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee – For Action

Motion to approve the registration and travel costs for the 2018 Illinois Library Association Conference in Peoria, Illinois on October 11 for a Library Trustee

3. Approval of the contract for Weblinx, Inc. for a website design in the amount of \$13,000 – For Action

Motion to enter into a contact with Weblinx subject to the review and approval of the Library Attorney, and authorize the Library Director to sign the contract.

L. ANNOUNCEMENTS

M. ADJOURNMENT

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

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

Call To Order

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

Roll Call

Members absent: Nancy Healy, Trustee; Joanna Leafblad, Vice President (7:05)

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; 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

Treasurer Jennings moved to approve the June 18, 2018 minutes. Secretary Kleis seconded. No discussion.

Minutes

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

Motion passed. 6 ayes, 0 nays, 2 absent

None

Introduction of Visitors

None

Public Comment

None

Executive Session

Secretary Kleis moved to accept the Treasurer's Report for June 2018. President Barcelona seconded. Trustee McMillan asked how the budget amounts are calculated. Finance Manager Kimmey explained the library shows expenditures in a straight line budget in which the annual budget is allocated on a monthly basis. This method does not take into account the fluctuation that occurs on a monthly basis.

Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 2 absent

Treasurer Jennings moved to accept the payment of bills listing from 6/19/18-7/16/18. President Barcelona seconded. Trustee McMillan asked about the payment to 22nd Century Media. Director Weimar said this payment was for the publications of the Treasurers Report FY17 and the Prevailing Wage Resolution in The Orland Park Prairie. Next year the Prevailing Wage Resolution will be posted on the library's website instead of the newspaper which will save money.

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

Motion passed. 6 ayes, 0 nays, 1 absent

The presentation by the American Institute of Architects on June 24 commemorating the library being named to the The 200 Great Places in Illinois list went very well. Congressman Bobby Rush sent a very nice letter which was read to the audience, and State Representative Fran Hurley was kind enough to attend.

Librarian's Report

Our circulation and annual visitor statistics have steadily increased over the last three months. Patron Services Manager Hildebrand was very happy to report circulation statistics increased 2% and patron attendance is up 7% compared to last year.

Outreach Services Manager Cuci reported 187 people attended the June 24 Summer Concert Series. She stated the patrons are enjoying the Sunday concerts which this year featured five concerts with various genres of music. She also mentioned the library received six brand new sewing machines that were donated from Sew Vac Direct. She stated that the library always wanted to support sewists in the community and that the-sewing machines will be used for new sewing programs in August.

Trustee McMillan asked about the database statistics in the monthly report generated by Adult Services. Adult Services Manager Masura talked about database statistics and over the past year the library has used the one-click method to track database usage. Digital Services Manager Lashbrook said Ancestry.com, for example, does not count statistics the way the rest of the databases count them. The library is moving toward a more accurate way of counting and thus numbers may look lower than before but they will be more honest, granular statistics. Vice President Leafblad pointed-out the library would have better comparison numbers in 2019 due to the process having been changed long enough ago that a month to month comparison will become possible. Director Weimar mentioned the database budget may increase for FY2019 because a new genealogy database is being considered for purchase.

The Per Capita Grant is half completed. Another requirement calls for staff and trustees to complete one online education opportunity that focuses on the needs of patrons with challenges or disabilities. Director Weimar told board members to look for an email with a link(s) to a suitable webinar that she will send. The remaining requirement for the grant will concentrate on the Veteran's project which our library has been involved with for years.

The Master Plan process for the upcoming renovation project is beginning this week. Questionnaires to be completed by all staff will be sent to department managers at the end of this week, followed by the manager's summary. The summaries are due back to Wight & Company by August 1, and the data will be used during the meetings between the architects and managers in early August. The Master Plan should be completed by October.

Assistant Library Director Adamowski and Maintenance Superintendent Steve Newman met with District 135 Superintendent of Parks and Grounds Rick Hanson on July 3 to discuss the possibility of his crew assisting with the library's snowplowing beginning in January 2019. District 135 Superintendent of Parks and Grounds Hanson was very helpful in sharing information as to what vehicle and equipment the library should purchase if it is decided that is the direction to follow.

Vice President Leafblad asked if the village might be willing to agree to plow the library parking lot during emergency situations of six inches or more for example. Trustee McMillan said the village doesn't have the manpower and would like to see the library be self-sufficient with their own truck. Treasurer Jennings said the cost savings to the library by purchasing our own vehicle would be worth the investment. President Barcelona asked if Maintenance Superintendent Newman would be agreeable with the overtime or earlier hours. Assistant Director Adamowski said his hours would need to be adjusted, but that he and Maintenance Assistant Joe Ebert are quite flexible.

Mark Nelson of Wight & Co. contacted Assistant Library Director Adamowski to explain the steps that will be taken regarding the upcoming roofing project. By Wednesday of this week, a preliminary project schedule will be issued and there will be a review meeting with Assistant Library Director Adamowski and Superintendent Maintenance Steve Newman to make any adjustments. After Nelson of Wight & Co. reviews the project drawings he will schedule site visits to inspect the roof. His crew will inspect the entire roof to see if other areas may need immediate repair or if the remainder should be addressed before its anticipated replacement in 2023. After the inspections the bidding process will begin. Wight & Company is aware of the library's anticipation in completing the roofing project by October 2018.

On July 16, a service call was made to TYCO Security concerning the access control system.

Superintendent Maintenance Newman and his staff have been busy with summer clean-up outside on the library grounds, as well as upkeep within the building. Superintendent Maintenance Newman brought 9 broken book carts to A-Julian Welding for repair. All of the carts had shelves that were broken off and they were welded back. Maintenance Assistant Joe Ebert has been busy painting all of the book carts on both the patron and staff side bright colors that have really brightened up the building.

The library was set to participate in the July 5 Market at the Park event but it was cancelled due to heavy rains. On July 21 the library's technology will be highlighted as the Digital Services Manager brings the Star Wars and regular spheros to the Market. Adult Services Reference Librarian Deborah Oedzes and Adult Services Assistant Manager Diane Srebro will man the table and let the patrons know about the library's many services and programs, as well as register some of those last minute summer readers.

On Aug. 3 the library will have its annual In-service Day for all staff. The day will begin with a training presentation by the Orland Park Police Department on active shooting situations. A fire drill will be conducted by the Orland Fire Protection District. The keynote speaker, Dr. Katherine Jeffery will present The Generational Shift to the staff in which she shares how staff of different generations can work respectfully and cohesively with each other. In the afternoon 4 breakout sessions will be offered: Self-defense, meditation, technology petting zoo and Escape Room 80s Style. Digital Services Manager Lashbrook will be informing the staff about the newest technology that the library has to offer such as Roku sticks, Hotspots and information about the Orland Park Public Library app. Youth Services Reference Librarian Vanessa Fernandez will be leading us through the clues of the Escape Room and bring back all of the wonderful memories. 17 staff members will receive their service awards that day, as well.

No reports at this time.

Other Staff Reports

No report at this time

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

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 Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019 – For Action

New Business

Secretary Kleis moved to approve the Trane Tracer SC hardware and software maintenance agreement in the amount of \$8,861.00 for July 1, 2018 through June 30, 2019. Vice President Leafblad seconded.

Trustee McMillan asked what the prior amount was. Assistant Director Adamowski said this years' service agreement renewals cover the hardware and software and there is an increase of approximately \$200. She also reported that Maintenance Superintendent Newman is very happy with the customer service from Trane and that they are responsive to the library's HVAC needs.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Adoption of Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account – For Action

Vice President Leafblad moved to approve the Adoption of Resolution No. 2018- 05 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the operational account to the Special Reserve account. Trustee McShane seconded.

Trustee McMillan asked if a certain amount is always moved each year. Finance Manager Kimmey said each year it is determined how much to move depending on how much excess funds are available.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval for Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900 – For Action

Secretary Kleis moved to approve Patron Services Manager Theresa Hildebrand to attend the 2018 Back in Circulation Again Conference from October 15-16, 2018 in Madison Wisconsin in an amount not to exceed \$900. Vice President Leafblad seconded.

Patron Services Manager Hildebrand said this conference is held every other year and is especially focused on all things relating to patron services. Employee retention, staff motivation and others' ideas about new and different services being offered at various libraries will be presented.

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

Motion passed. 6 ayes, 0 nays, 1 absent

FY2019 Budget and Levy – For Discussion

Finance Manager Kimmey referred to the draft Budget, Levy, Appropriation FY2019 spreadsheet and said it was created in order to get feedback from the board and that the library is initially looking at increasing the levy by 2.5%. He also mentioned that the third and final phase of the employee gap salary adjustments are included in the Salaries line and in revenue Other Sources. Health and Life Insurance policy pricing is still being worked on to get the final amounts. Trustee McMillan said the library should get serious about getting their own health insurance and wanted to know if all the plans would be fully insured. Finance Manager Kimmey confirmed the health insurance plans would be fully insured plans. Director Weimar said since the library has shifted to merit increases for staff there would be a range, but for now 3% was budgeted in. Director Weimar said a web redesign is in process. Finance Manager Kimmey said 12% of the budget was allocated for books, audio-visual, periodicals and databases. Trustee McMillan asked about the library consultant budget line item. Director Weimar stated the number was not determined yet. Digital Services Manager Lashbrook talked about lowering the line item for the IT consultant which would then free up those funds since he feels many of those duties can be handled in-house. Outreach Services may need a new library van next year. Public Information Manager Boyd mentioned funds for printing need to be increased for newer marketing strategies taking place. The library's first Facebook ad was recently purchased and has already increased "likes" exponentially. Other budgeting news for the Village was mentioned. President Barcelona mentioned that Video Gaming is coming soon to The Village of Orland Park. Finance Manager Kimmey said the library's bond is for the most part decreasing until 2022 when it will be paid off.

Treasurer Jennings handed out evaluations for Director Weimar and said they need to be received back to her by Aug. 15. Director Weimar said the October ILA conference in Peoria will be on the August agenda so any interested board members should let her know as soon as possible if they would like to attend in order to have their names included. Assistant Director Adamowski said she would like the trustees to bring their Safety Manual, as well as their Policy & Procedure Manual to the August board meeting to be updated.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:19 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

DRAFT

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended July 31, 2018

Revenues

Tax Revenues are at **78.5%** of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. Total Revenues are at **78%** of year-to-date budget.

Expenditures

Total Expenditures were \$ 83,698 under budget for the month and \$ 519,375 under budget on a year-to-date basis.

Salaries is under budget by \$ 44 for July and \$ 55,296 under budget on a year-to-date basis. There are a few open positions at this time.

Water & Sewer is over budget by \$591 for the month, but under budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 678 for July, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
July 31, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	240,007	0	71,106		311,113
Cash - Marquette E-Commerce	5,439				5,439
PMA Financial Investments	7,074,625	1,183,579		1,914,987	10,173,191
Tax Receipts - Marquette	8,748			0	8,748
Special Reserve - Marquette	1	102,520			102,521
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	53,092	3,897		9,828	66,817
Property Taxes Receivable	1,089,479			270,461	1,359,940
Prepaid Expenses	208,221				208,221
Due from Debt Service	0	0	0	0	0
Total Assets	<u>8,679,914</u>	<u>1,289,997</u>	<u>71,106</u>	<u>2,195,276</u>	<u>12,236,292</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	1,089,479	0	0	270,461	1,359,940
Accounts Payable	22,269	0	0	0	22,269
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	24,161	24,161
Total Liabilities	<u>1,111,903</u>	<u>0</u>	<u>0</u>	<u>294,622</u>	<u>1,406,525</u>
Beginning Unrestricted Fund Balance	6,143,003	1,081,040	70,379	580,512	7,874,934
Fund Balance - Nonspendable	208,221	0	0	0	208,221
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	-200,000	200,000	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,403,190</u>	<u>208,957</u>	<u>727</u>	<u>1,320,143</u>	<u>2,933,016</u>
Ending Fund Balance	<u>7,568,011</u>	<u>1,489,997</u>	<u>71,106</u>	<u>1,900,654</u>	<u>11,029,768</u>
Total Liabilities & Fund Balance	<u>8,679,914</u>	<u>1,489,997</u>	<u>71,106</u>	<u>2,195,276</u>	<u>12,436,293</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended July 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	1,366,997	443,750	308.06%	4,183,522	3,106,250	78.56%	5,325,000
Impact Fees	1,250	833	150.06%	3,625	5,833	36.25%	10,000
Replacement Taxes	1,287	1,667	77.18%	9,504	11,667	47.52%	20,000
State Grants	0	3,333	0.00%	2,313	23,333	5.78%	40,000
Non Resident Fees	0	417	0.00%	777	2,917	15.54%	5,000
Fines	5,542	4,583	120.92%	36,403	32,083	66.19%	55,000
Gifts	0	833	0.00%	4,322	5,833	43.22%	10,000
Copy Machine	1,021	1,000	102.13%	8,012	7,000	66.77%	12,000
Interest Income	9,228	3,833	240.76%	61,141	26,833	132.92%	46,000
Miscellaneous Income	1,200	750	160.05%	5,366	5,250	59.63%	9,000
Total Revenues	1,386,526	461,000	300.76%	4,314,986	3,227,000	78.00%	5,532,000
<u>Expenditures</u>							
Salaries	221,778	221,822	99.98%	1,497,454	1,552,750	56.26%	2,661,859
Salaries-Maintenance	10,644	10,295	103.39%	70,811	72,066	57.32%	123,541
Life/Health Insurance	42,901	43,333	99.00%	285,818	303,333	54.96%	520,000
Books	20,711	30,667	67.53%	156,754	214,667	42.60%	368,000
Electronic Databases	5,998	8,167	73.44%	43,030	57,167	43.91%	98,000
Periodicals	2,835	3,250	87.24%	20,976	22,750	53.78%	39,000
Audio Visual Materials	13,015	13,333	97.61%	95,564	93,333	59.73%	160,000
Audio Visual Equipment	0	63	0.00%	0	438	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,117	1,021	109.45%	7,152	7,146	58.39%	12,250
Insurance	4,215	4,292	98.20%	29,031	30,042	56.37%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	13,149	14,000	54.79%	24,000
Building Maintenance	7,500	40,417	18.56%	86,221	282,917	17.78%	485,000
Security System	781	6,250	12.50%	10,340	43,750	13.79%	75,000
Library Office & Equipment	0	63	0.00%	185	438	24.65%	750
Legal	5,271	6,250	84.34%	19,921	43,750	26.56%	75,000
Library Consultant	0	1,333	0.00%	0	9,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,424	833	170.91%	4,875	5,833	48.75%	10,000
Natural Gas	179	3,292	5.44%	15,506	23,042	39.26%	39,500
Telephone	629	750	83.84%	4,302	5,250	47.80%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	8,750	0.00%	15,000
Building & Custodial Supplies	3,803	3,125	121.69%	19,159	21,875	51.09%	37,500
Building Repairs	715	1,500	47.67%	2,934	10,500	16.30%	18,000
Lib. & Off. Eqpt Rep. & Maint	957	1,500	63.78%	8,100	10,500	45.00%	18,000
Machine Rental	0	200	0.00%	466	1,400	19.42%	2,400
Automation - Equipment	1,951	6,167	31.64%	41,828	43,167	56.52%	74,000
Automation - Line Costs	297	458	64.75%	2,064	3,208	37.52%	5,500
Automation - Consultant	6,113	6,250	97.81%	40,862	43,750	54.48%	75,000
Automation - Maintenance	6,338	7,500	84.50%	45,717	52,500	50.80%	90,000
Library Furniture	0	3,333	0.00%	1,921	23,333	4.80%	40,000
Outreach Services	403	625	64.51%	6,599	4,375	87.98%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended July 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	128	667	19.19%	1,169	4,667	14.61%	8,000
Staff Training & Education	167	2,000	8.37%	10,151	14,000	42.30%	24,000
Conference Fees	0	500	0.00%	1,875	3,500	31.25%	6,000
Patron Programs & Events	3,349	3,583	93.47%	31,389	25,083	73.00%	43,000
Association Dues & Fees	108	583	18.58%	1,765	4,083	25.22%	7,000
Public Information	335	3,333	10.04%	17,836	23,333	44.59%	40,000
Library Supplies	120	3,750	3.19%	20,271	26,250	45.05%	45,000
Office Supplies	289	500	57.88%	2,139	3,500	35.65%	6,000
Postage	575	1,167	49.24%	7,323	8,167	52.30%	14,000
Printing	0	583	0.00%	8,460	4,083	120.86%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	20,241	20,250	99.96%	137,390	141,750	56.54%	243,000
Contribution to FICA	17,353	17,750	97.76%	117,340	124,250	55.09%	213,000
Audit	1,085	1,029	105.46%	6,374	7,204	51.61%	12,350
Liability Ins.-D&O,Bonds,WC	2,367	4,750	49.82%	17,399	33,250	30.52%	57,000
Unemployment Compensation	0	337	0.00%	0	2,333	0.00%	4,000
Bank Charges	8	50	16.00%	176	350	29.34%	600
Total Expenditures	406,473	490,171	82.92%	2,911,796	3,431,171	49.50%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	980,054	(29,171)		1,403,190	(204,166)		(350,000)
Interfund Transfers In / (Out)	(200,000)	0		(200,000)	0		0
Net Change in Fund Balance	780,054	(29,171)		1,203,190	(204,166)		(350,000)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	453,947	1,394,507
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	1,337	8,977	6	41	2,135	10,200
Capital Campaign	0	0	575	1,100	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,337	8,977	581	1,141	456,082	1,404,707
Expenditures						
Building Repairs	0	0	0	414	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	20	20	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	84,564
Total Expenditures	20	20	0	414	12,081	84,564
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,317	8,957	581	727	444,001	1,320,143
Interfund Transfers In / (Out)	200,000	200,000	0	0	0	0
Net Change in Fund Balance	201,317	208,957	581	727	444,001	1,320,143

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58069	07/30/2018	ADP, LLC	101010 · Cash - Marquette	-492.75
Bill	517617182	07/13/2018		104420 · Accounting	492.75
TOTAL					<u>492.75</u>
Bill Pmt -Check	58070	07/30/2018	AT&T	101010 · Cash - Marquette	-89.81
Bill	7/30/18	07/12/2018		104575 · Automation - Line Costs	89.81
TOTAL					<u>89.81</u>
Bill Pmt -Check	58071	07/30/2018	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-54.23
Bill	Garnishmt 73118	07/30/2018		102171 · Garnishment W/H Payable	54.23
TOTAL					<u>54.23</u>
Bill Pmt -Check	58072	07/30/2018	Capstone Press Inc.	101010 · Cash - Marquette	-83.46
Bill	119915	07/01/2018		104311 · Books - Youth	83.46
TOTAL					<u>83.46</u>
Bill Pmt -Check	58073	07/30/2018	Cash	101010 · Cash - Marquette	-195.01
Bill	7/30/18	07/27/2018		104642 · Patron Programs & Events-Youth	4.19
				104642 · Patron Programs & Events-Youth	8.53
				104642 · Patron Programs & Events-Youth	11.63
				104620 · Staff Training & Education	4.39
				104642 · Patron Programs & Events-Youth	13.09
				104642 · Patron Programs & Events-Youth	11.98
				104642 · Patron Programs & Events-Youth	2.94
				104642 · Patron Programs & Events-Youth	17.44
				104640 · Patron Programs&Events-Outreach	9.88
				104640 · Patron Programs&Events-Outreach	25.54
				104620 · Staff Training & Education	22.24
				104530 · Building & Custodial Supplies	11.00
				104620 · Staff Training & Education	8.00
				104730 · Postage	4.93

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104642 · Patron Programs & Events-Youth	16.58
				104642 · Patron Programs & Events-Youth	15.00
				104950 · Bank Charges	7.65
TOTAL					195.01
Bill Pmt -Check	58074	07/30/2018	Center Point Large Print	101010 · Cash - Marquette	-23.37
Bill	1604151	07/03/2018		104310 · Books - Adult	23.37
TOTAL					23.37
Bill Pmt -Check	58075	07/30/2018	Comcast Cable	101010 · Cash - Marquette	-287.80
Bill	7/3/18	07/03/2018		104575 · Automation - Line Costs	206.73
				104520 · Telephone	81.07
TOTAL					287.80
Bill Pmt -Check	58076	07/30/2018	Dr. Katherine Jeffery	101010 · Cash - Marquette	-875.00
Bill	8/3/18	08/03/2018		104620 · Staff Training & Education	875.00
TOTAL					875.00
Bill Pmt -Check	58077	07/30/2018	Findaway World, LLC	101010 · Cash - Marquette	-386.53
Bill	260704	07/01/2018		104341 · Audio Visual Materials - Youth	386.53
TOTAL					386.53
Bill Pmt -Check	58078	07/30/2018	G.O.K. Mason Contractors, Inc.	101010 · Cash - Marquette	-645.00
Bill	369	07/01/2018		104540 · Building Repairs	645.00
TOTAL					645.00
Bill Pmt -Check	58079	07/30/2018	Gale/Cengage Learning	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	58080	07/30/2018	Garvey's Office Products	101010 · Cash - Marquette	-409.15

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	PINV1564024	07/10/2018		104720 · Office Supplies	111.48
Bill	PINV1565447	07/12/2018		104710 · Library Supplies	119.74
Bill	PINV1568924	07/19/2018		104720 · Office Supplies	177.93
TOTAL					409.15
Bill Pmt -Check	58081	07/30/2018	Grainger	101010 · Cash - Marquette	-210.56
Bill	9852885483	07/20/2018		104530 · Building & Custodial Supplies	210.56
TOTAL					210.56
Bill Pmt -Check	58082	07/30/2018	IHLS-OCLC	101010 · Cash - Marquette	-3,680.78
Bill	17043	07/09/2018		104315 · Electronic Databases	3,680.78
TOTAL					3,680.78
Bill Pmt -Check	58083	07/30/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-30.00
Bill	June 2018	07/01/2018		104495 · Legal	30.00
TOTAL					30.00
Bill Pmt -Check	58084	07/30/2018	Ingram Library Services	101010 · Cash - Marquette	-5,226.40
Bill	See Detail List	07/30/2018		104310 · Books - Adult	3,261.03
				104312 · Books - Outreach	196.75
				104311 · Books - Youth	1,768.62
TOTAL					5,226.40
Bill Pmt -Check	58085	07/30/2018	Kerri Mauch	101010 · Cash - Marquette	-125.00
Bill	7/21/18	07/21/2018		104642 · Patron Programs & Events-Youth	125.00
TOTAL					125.00
Bill Pmt -Check	58086	07/30/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-901.97
Bill	9004746008	07/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	869.27
Bill	9004788817	07/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	19.50
Bill	9004792548	07/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						901.97
	Bill Pmt -Check	58087	07/30/2018	Kortnee Fingler	101010 - Cash - Marquette	-30.36
	Bill	7/23/18	07/23/2018		104342 - Audio Visual Materials-Outreach	30.36
TOTAL						30.36
	Bill Pmt -Check	58088	07/30/2018	Lighting Supply Co.	101010 - Cash - Marquette	-130.43
	Bill	V0307294	07/08/2018		104530 - Building & Custodial Supplies	130.43
TOTAL						130.43
	Bill Pmt -Check	58089	07/30/2018	Lite Tech, Inc.	101010 - Cash - Marquette	-61.10
	Bill	82350	07/10/2018		104530 - Building & Custodial Supplies	61.10
TOTAL						61.10
	Bill Pmt -Check	58090	07/30/2018	M. Cooper Winsupply Company	101010 - Cash - Marquette	-54.75
	Bill	S1981049.001	07/13/2018		104550 - Lib. & Off. Eqpt Rep. & Maint	54.75
TOTAL						54.75
	Bill Pmt -Check	58091	07/30/2018	Matthew Kissane	101010 - Cash - Marquette	-150.00
	Bill	7/30/18	08/11/2018		104642 - Patron Programs & Events-Youth	150.00
TOTAL						150.00
	Bill Pmt -Check	58092	07/30/2018	Maximum PC Magazine	101010 - Cash - Marquette	-19.95
	Bill	7/18/18	07/18/2018		104320 - Periodicals - Adult	19.95
TOTAL						19.95
	Bill Pmt -Check	58093	07/30/2018	Melvin J. Biske	101010 - Cash - Marquette	-350.00
	Bill	7/23/18	07/23/2018		104642 - Patron Programs & Events-Youth	350.00
TOTAL						350.00

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58094	07/30/2018	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-250.00
Bill	7/11/18	07/11/2018		104600 · Outreach Services	250.00
TOTAL					<u>250.00</u>
Bill Pmt -Check	58095	07/30/2018	OverDrive, Inc.	101010 · Cash - Marquette	-76.00
Bill	04125CO18124039	07/07/2018		104340 · Audio Visual Materials - Adult	76.00
TOTAL					<u>76.00</u>
Bill Pmt -Check	58096	07/30/2018	Penguin Random House LLC	101010 · Cash - Marquette	-141.25
Bill	1089531356	07/01/2018		104342 · Audio Visual Materials-Outreach	33.75
Bill	1080154622	07/06/2018		104340 · Audio Visual Materials - Adult	10.00
Bill	1080060680	07/06/2018		104340 · Audio Visual Materials - Adult	30.00
Bill	1080060682	07/06/2018		104342 · Audio Visual Materials-Outreach	67.50
TOTAL					<u>141.25</u>
Bill Pmt -Check	58097	07/30/2018	Recorded Books, INC	101010 · Cash - Marquette	-625.00
Bill	75778159	07/01/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75798783	07/01/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75798663	07/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75915788	07/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75891210	07/01/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75919314	07/02/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75919756	07/03/2018		104340 · Audio Visual Materials - Adult	41.39
Bill	75919574	07/03/2018		104340 · Audio Visual Materials - Adult	62.20
Bill	75919972	07/05/2018		104340 · Audio Visual Materials - Adult	26.99
Bill	75920964	07/09/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75921458	07/10/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75921603	07/10/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75921646	07/10/2018		104340 · Audio Visual Materials - Adult	53.99
Bill	75922475	07/11/2018		104340 · Audio Visual Materials - Adult	26.99
Bill	75922993	07/12/2018		104340 · Audio Visual Materials - Adult	31.50
TOTAL					<u>625.00</u>

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58098	07/30/2018	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,550.00
Bill	7/16/18	07/16/2018		102160 - 457 Plan W/H Payable	2,550.00
TOTAL					<u>2,550.00</u>
Bill Pmt -Check	58099	07/30/2018	Renee Oswald	101010 - Cash - Marquette	-300.00
Bill	8/3/18	08/03/2018		104640 - Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	58100	07/30/2018	Schindler Elevator Corporation	101010 - Cash - Marquette	-5,454.00
Bill	8104831036	07/01/2018		104450 - Building Maintenance	5,454.00
TOTAL					<u>5,454.00</u>
Bill Pmt -Check	58101	07/30/2018	Sunlight Maintenance Supply	101010 - Cash - Marquette	-808.75
Bill	6022	07/08/2018		104530 - Building & Custodial Supplies	374.13
Bill	6035	07/13/2018		104530 - Building & Custodial Supplies	286.21
Bill	16974	07/19/2018		104530 - Building & Custodial Supplies	28.00
Bill	6064	07/23/2018		104530 - Building & Custodial Supplies	120.41
TOTAL					<u>808.75</u>
Bill Pmt -Check	58102	07/30/2018	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-6,426.02
Bill	7/15/18 Statement	07/15/2018		104340 - Audio Visual Materials - Adult	4,592.62
				104341 - Audio Visual Materials - Youth	1,127.38
				104342 - Audio Visual Materials-Outreach	404.21
				104310 - Books - Adult	88.47
				104311 - Books - Youth	10.36
				104530 - Building & Custodial Supplies	19.14
				104641 - Patron Programs & Events-Adult	33.90
				104640 - Patron Programs&Events-Outreach	149.94
TOTAL					<u>6,426.02</u>
Bill Pmt -Check	58103	07/30/2018	Village of Orland Park Water	101010 - Cash - Marquette	-1,423.71

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	7/31/18	07/31/2018		104515 · Water & Sewer	1,423.71
TOTAL					<u>1,423.71</u>
Bill Pmt -Check	58104	07/30/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,212.37
Bill	64024958	07/04/2018		104312 · Books - Outreach	700.55
Bill	64038605	07/06/2018		104310 · Books - Adult	30.39
Bill	64036456	07/06/2018		104312 · Books - Outreach	259.11
Bill	64056697	07/10/2018		104312 · Books - Outreach	55.98
Bill	64064964	07/11/2018		104310 · Books - Adult	135.95
Bill	64071908	07/12/2018		104310 · Books - Adult	30.39
TOTAL					<u>1,212.37</u>
Bill Pmt -Check	58105	08/10/2018	ADP, LLC	101010 · Cash - Marquette	-506.70
Bill	518582316	07/27/2018		104420 · Accounting	506.70
TOTAL					<u>506.70</u>
Bill Pmt -Check	58106	08/10/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2218	07/30/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	58107	08/10/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	7/31/18	07/31/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	58108	08/10/2018	Apple Books	101010 · Cash - Marquette	-157.60
Bill	109014	07/26/2018		104311 · Books - Youth	53.85
Bill	109050	07/27/2018		104311 · Books - Youth	103.75
TOTAL					<u>157.60</u>
Bill Pmt -Check	58109	08/10/2018	B & R Irrigation Systems	101010 · Cash - Marquette	-340.00
Bill	3	08/08/2018		104440 · Landscaping & Groundskeeping	340.00

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						340.00
	Bill Pmt -Check	58110	08/10/2018	Bal Industries	101010 · Cash - Marquette	-510.00
	Bill	39520	07/27/2018		104450 · Building Maintenance	510.00
TOTAL						<u>510.00</u>
	Bill Pmt -Check	58111	08/10/2018	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-41.85
	Bill	F2CS102577	07/31/2018		104600 · Outreach Services	41.85
TOTAL						<u>41.85</u>
	Bill Pmt -Check	58112	08/10/2018	Blackstone Publishing	101010 · Cash - Marquette	-464.36
	Bill	1015112	07/01/2018		104342 · Audio Visual Materials-Outreach	143.73
	Bill	1015220	07/01/2018		104342 · Audio Visual Materials-Outreach	18.95
	Bill	1020905	07/01/2018		104342 · Audio Visual Materials-Outreach	169.91
	Bill	1021647	07/01/2018		104342 · Audio Visual Materials-Outreach	34.94
	Bill	1019243	07/19/2018		104342 · Audio Visual Materials-Outreach	96.83
TOTAL						<u>464.36</u>
	Bill Pmt -Check	58113	08/10/2018	Bottom Line Personal	101010 · Cash - Marquette	-39.00
	Bill	8/1/18	08/01/2018		104320 · Periodicals - Adult	39.00
TOTAL						<u>39.00</u>
	Bill Pmt -Check	58114	08/10/2018	Cardmember Service	101010 · Cash - Marquette	-3,743.60
	Bill	July 2018 Statement	07/20/2018		104341 · Audio Visual Materials - Youth	39.99
					104642 · Patron Programs & Events-Youth	10.06
					104642 · Patron Programs & Events-Youth	26.00
					104530 · Building & Custodial Supplies	126.18
					104642 · Patron Programs & Events-Youth	41.56
					104620 · Staff Training & Education	100.00
					104530 · Building & Custodial Supplies	75.11
					104641 · Patron Programs & Events-Adult	22.44
					104641 · Patron Programs & Events-Adult	75.00

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104340 · Audio Visual Materials - Adult	74.69
				104530 · Building & Custodial Supplies	92.26
				104641 · Patron Programs & Events-Adult	37.38
				104530 · Building & Custodial Supplies	224.35
				104341 · Audio Visual Materials - Youth	31.99
				104570 · Automation - Equipment	359.88
				104320 · Periodicals - Adult	20.00
				104540 · Building Repairs	70.00
				104340 · Audio Visual Materials - Adult	120.25
				104570 · Automation - Equipment	382.37
				104660 · Public Information	54.78
				104660 · Public Information	127.50
				104570 · Automation - Equipment	359.88
				104660 · Public Information	25.00
				104642 · Patron Programs & Events-Youth	44.97
				104642 · Patron Programs & Events-Youth	49.35
				104730 · Postage	30.00
				104320 · Periodicals - Adult	110.83
				104640 · Patron Programs&Events-Outreach	271.58
				104341 · Audio Visual Materials - Youth	31.99
				104341 · Audio Visual Materials - Youth	47.98
				104530 · Building & Custodial Supplies	60.85
				104620 · Staff Training & Education	32.94
				104530 · Building & Custodial Supplies	37.93
				104340 · Audio Visual Materials - Adult	109.78
				104641 · Patron Programs & Events-Adult	23.96
				104642 · Patron Programs & Events-Youth	18.78
				104642 · Patron Programs & Events-Youth	4.78
				104642 · Patron Programs & Events-Youth	19.95
				104570 · Automation - Equipment	359.88
				104530 · Building & Custodial Supplies	47.19
TOTAL					<u>3,799.41</u>
Bill Pmt -Check	58115	08/10/2018	Circle Tractor	101010 · Cash - Marquette	-299.95
Bill	01-227312	08/08/2018		104530 · Building & Custodial Supplies	299.95
TOTAL					<u>299.95</u>

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58116	08/10/2018	FedEx	101010 · Cash - Marquette	-36.69
Bill	6-254-73426	07/25/2018		104730 · Postage	36.69
TOTAL					36.69
Bill Pmt -Check	58117	08/10/2018	Findaway World, LLC	101010 · Cash - Marquette	-478.22
Bill	262492	07/11/2018		104340 · Audio Visual Materials - Adult	478.22
TOTAL					478.22
Bill Pmt -Check	58118	08/10/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-2,009.68
Bill	64103338	07/18/2018		104312 · Books - Outreach	55.18
Bill	64105432	07/18/2018		104310 · Books - Adult	63.17
Bill	64103343	07/18/2018		104310 · Books - Adult	22.40
Bill	64103292	07/18/2018		104310 · Books - Adult	45.59
Bill	64111142	07/19/2018		104312 · Books - Outreach	288.68
Bill	64112948	07/19/2018		104310 · Books - Adult	24.79
Bill	64118280	07/20/2018		104312 · Books - Outreach	282.29
Bill	64121331	07/20/2018		104310 · Books - Adult	29.59
Bill	64146177	07/26/2018		104310 · Books - Adult	48.00
Bill	64177732	07/31/2018		104310 · Books - Adult	25.59
Bill	64177625	07/31/2018		104310 · Books - Adult	24.79
Bill	64177617	07/31/2018		104312 · Books - Outreach	253.50
Bill	64199071	08/03/2018		104312 · Books - Outreach	28.79
Bill	64199764	08/03/2018		104312 · Books - Outreach	642.98
Bill	64200125	08/03/2018		104310 · Books - Adult	174.34
TOTAL					2,009.68
Bill Pmt -Check	58119	08/10/2018	Garvey's Office Products	101010 · Cash - Marquette	-133.54
Bill	PINV1577705	08/03/2018		104710 · Library Supplies	79.21
Bill	PINV1578760	08/06/2018		104710 · Library Supplies	54.33
TOTAL					133.54
Bill Pmt -Check	58120	08/10/2018	Grainger	101010 · Cash - Marquette	-116.56

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	9859421647	07/27/2018		104530 · Building & Custodial Supplies	116.56
TOTAL					<u>116.56</u>
Bill Pmt -Check	58121	08/10/2018	Grey House Publishing, Inc.	101010 · Cash - Marquette	-462.05
Bill	940555	07/27/2018		104310 · Books - Adult	462.05
TOTAL					<u>462.05</u>
Bill Pmt -Check	58122	08/10/2018	Home Depot Credit Services	101010 · Cash - Marquette	-111.33
Bill	7/27/18 Statement	07/27/2018		104530 · Building & Custodial Supplies	111.33
TOTAL					<u>111.33</u>
Bill Pmt -Check	58123	08/10/2018	Ingram Library Services	101010 · Cash - Marquette	-6,003.12
Bill	See Detail List	08/10/2018		104310 · Books - Adult	4,249.23
				104312 · Books - Outreach	217.25
				104311 · Books - Youth	1,536.64
TOTAL					<u>6,003.12</u>
Bill Pmt -Check	58124	08/10/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-5,011.35
Bill	7/27/18	07/27/2018		104495 · Legal	5.94
Bill	7/27/18 2	07/27/2018		104495 · Legal	84.21
Bill	7/30/18	07/30/2018		104495 · Legal	4,921.20
TOTAL					<u>5,011.35</u>
Bill Pmt -Check	58125	08/10/2018	Midwest Tape	101010 · Cash - Marquette	-2,280.78
Bill	96316688	07/31/2018		104341 · Audio Visual Materials - Youth	224.25
				104311 · Books - Youth	25.39
				104340 · Audio Visual Materials - Adult	1,552.50
				104310 · Books - Adult	478.64
TOTAL					<u>2,280.78</u>
Bill Pmt -Check	58126	08/10/2018	Neofunds By Neopost	101010 · Cash - Marquette	-503.00

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	7/27/18	07/27/2018		104730 · Postage	503.00
TOTAL					503.00
Bill Pmt -Check	58127	08/10/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
Bill	7009	08/01/2018		104450 · Building Maintenance	6,455.00
TOTAL					6,455.00
Bill Pmt -Check	58128	08/10/2018	Nicor Gas	101010 · Cash - Marquette	-178.99
Bill	7/26/18	07/26/2018		104517 · Natural Gas	178.99
TOTAL					178.99
Bill Pmt -Check	58129	08/10/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-75.06
Bill	8/1/18 Statement	08/01/2018		104450 · Building Maintenance	75.06
TOTAL					75.06
Bill Pmt -Check	58130	08/10/2018	OverDrive, Inc.	101010 · Cash - Marquette	-4,026.17
Bill	04125CO18133135	07/25/2018		104310 · Books - Adult	3,198.87
Bill	04125CO18133757	07/26/2018		104340 · Audio Visual Materials - Adult	196.55
Bill	04125CO18134822	07/30/2018		104311 · Books - Youth	94.97
Bill	04125CO18134760	07/30/2018		104310 · Books - Adult	27.95
Bill	04125CO18138904	08/02/2018		104311 · Books - Youth	309.91
Bill					197.92
TOTAL					4,026.17
Bill Pmt -Check	58131	08/10/2018	Park Ace Hardware	101010 · Cash - Marquette	-432.83
Bill	July 2018	07/31/2018		104530 · Building & Custodial Supplies	432.83
TOTAL					432.83
Bill Pmt -Check	58132	08/10/2018	Penguin Random House LLC	101010 · Cash - Marquette	-180.00
Bill	1080241828	07/13/2018		104342 · Audio Visual Materials-Outreach	30.00

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1080241827	07/13/2018		104340 · Audio Visual Materials - Adult	30.00
Bill	1080450912	07/20/2018		104342 · Audio Visual Materials-Outreach	60.00
Bill	1080450911	07/20/2018		104340 · Audio Visual Materials - Adult	30.00
Bill	1080625849	07/27/2018		104342 · Audio Visual Materials-Outreach	30.00
TOTAL					180.00
Bill Pmt -Check	58133	08/10/2018	Recorded Books, INC	101010 · Cash - Marquette	-703.10
Bill	75920570	07/09/2018		104340 · Audio Visual Materials - Adult	7.95
Bill	75923014	07/12/2018		104340 · Audio Visual Materials - Adult	34.99
Bill	75922557	07/12/2018		104340 · Audio Visual Materials - Adult	61.87
Bill	75923607	07/13/2018		104340 · Audio Visual Materials - Adult	62.20
Bill	75923815	07/16/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75924582	07/17/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75924101	07/17/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75924578	07/17/2018		104340 · Audio Visual Materials - Adult	33.29
Bill	75925717	07/18/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75925917	07/19/2018		104340 · Audio Visual Materials - Adult	44.99
Bill	75926061	07/19/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75926778	07/23/2018		104340 · Audio Visual Materials - Adult	27.00
Bill	75929104	07/26/2018		104340 · Audio Visual Materials - Adult	61.87
Bill	75929488	07/27/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75929961	07/27/2018		104340 · Audio Visual Materials - Adult	89.98
TOTAL					703.10
Bill Pmt -Check	58134	08/10/2018	Sprint	101010 · Cash - Marquette	-228.37
Bill	336044821-164	07/30/2018		104520 · Telephone	228.37
TOTAL					228.37
Bill Pmt -Check	58135	08/10/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-882.55
Bill	6084	07/28/2018		104530 · Building & Custodial Supplies	471.69
Bill	6096	08/03/2018		104530 · Building & Custodial Supplies	410.86
TOTAL					882.55
Bill Pmt -Check	58136	08/10/2018	Unique Management Services, Inc.	101010 · Cash - Marquette	-44.75

Orland Park Public Library
Check Detail
July 17 through August 20, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	466000	08/01/2018		104495 - Legal	44.75
TOTAL					44.75
Subtotal - Checks					\$70,803.33
Gross Payroll on 7/31/18					\$119,635.80
Payment to Village for IMRF/Insurance for June, 2018					\$75,464.17
Gross Payroll on 8/15/2018					\$115,644.22
Grand Total					\$381,547.52

Adult Services Board Report July 2018

PERSONNEL

Shelver Michelle Prezekwas started on July 30.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 7/5; 11 adults

eBooks, eMagazines, eReaders 7/12, 7/23; 2 adults

DIY Craft 7/13; 9 adults

Bingo 7/14; 9 adults

Five genre book discussions 7/12, 7/17, 7/18, 7/26, 7/30; 46 adults

Weiss Financial Ratings/ReferenceUSA 7/16; 1 adult

CONTINUING EDUCATION/MEETINGS ATTENDED

Peter Tew attended Trends in Safety and Security for Libraries (Webinar) on Jul 5, 2018

Peter Tew attended Dealing with Angry Customer Behaviors (Webinar) on Jul 5, 2018

Diane Srebro attended Booklist Small Press Extravaganza (Webinar) on Jul 10, 2018

Diane Srebro attended Reference Association of South Suburban Libraries (Orland Park) on Jul 12, 2018

Kortnee Fingler attended Exploring New Horizons in SF/Fantasy & Horror (Webinar (Booklist) on Jul 17, 2018

Judy Brannigan attended Springtime D.I.Y.: New Crafts Titles in Print and Audio (Webinar) on Jul 18, 2018

Deborah Oedzes attended Databases and Polaris Tutorial (Computer Lab) on Jul 23, 2018

Diane Srebro attended Fresh Food & Fresh Thinking: Youth Development & Learning (PLA Webinar) on Jul 25, 2018

Judy Brannigan attended Exploring New Horizons in SF/Fantasy and Horror (Webinar) on Jul 30, 2018

Judy Brannigan attended Dealing with Angry Customer Behaviors (Webinar) on Jul 30, 2018

Kortnee Fingler attended Summer Book Club Bash (Webinar (Booklist)) on Jul 31, 2018

STATISTICS

Database	07/2018	07/2017	Data Type
Ancestry	577	2032	Total Searches
Careers College	26	44	Total Users
Consumer Reports	65	72	Total Log-Ins
EBSCO	1296*	32254	Total Searches
Gale Virtual Ref. Lib.	2	3	Total Searches
Heritage Quest	264	139	Total Searches
Lynda.Com	376	153	Total Log-Ins
Mango Languages	93	199	Total Sessions
OCLC	5395	6044	Total Searches
Proquest	31	84	Total Searches
Reference USA	201	169	Total Searches
Weiss & Street Financial Ratings	44	20	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	07/2018	07/2017
Reference	3272	3689
Reference Remote	233	128
Non-Reference	257	248
N-R Remote	20	20
Extended Help	31	34
Passive Programming	4	26
Program Attendance	1977*	1930
Items shelved	17708	23777
Carts shelved	607	288

*OPPLCon had over 1,900 attendees on July 21, 2018

GRANTS/SPECIAL PROJECTS

Diane Srebro and Debbie Oedzes staffed a table at Market in the Park on July 19.

CUSTOMER SERVICE LOG

Patron called to complain about the temperature in the library. Patron said it makes it impossible for him to stay on the second floor for any length of time. Judy B.

Patron Services Board Report July 2018

PERSONNEL

Clarke Smith, Patron Services Clerk resigned her position on July 26th. Clarke will be teaching English in Japan for the next two years.

Four interviews were conducted to fill this vacancy. We hope to make an offer in early August.

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie A Pryor and Nadine Lipowski attended Databases and Holds Training (Computer Lab) on Jul 11, 2018

Barb Kandel attended Database searches and placing patron holds (Orland Park Public Library) on Jul 23, 2018

STATISTICS

OPPL	TOTAL CIRCULATION		2018									
MONTH	2018	2017	Circulation Change %	Patron attendance 2018	Patron attendance 2017	Patron attendance Change	In-House Checkins 2018	In-House Checkins 2017	In-House Checkins Change %	Polaris Search Sessions 2018	Polaris Search Sessions 2017	Polaris Search Change %
JAN	55,988	55,430	1.01%	35,020	36,949	-5.22%	3,544	2,499	41.82%	15,803	16,302	-3.06%
FEB	50,683	51,565	-1.71%	36,111	36,864	-2.04%	3,395	3,541	-4.12%	14,115	15,753	-10.40%
MAR	57,407	57,523	-0.20%	42,485	41,617	2.09%	3,739	3,994	-6.38%	15,640	17,813	-12.20%
APR	54,404	51,077	6.51%	39,007	32,758	19.08%	3,411	3,338	2.19%	15,234	14,737	3.37%
MAY	49,701	49,659	0.08%	36,101	31,859	13.31%	3,075	3,084	-0.29%	14,510	15,479	-6.26%
JUN	63,248	61,176	3.39%	38,793	32,107	20.82%	4,002	1,338	199.10%	15,223	15,445	-1.44%
JUL	62,697	59,637	5.13%	40,033	33,762	18.57%	4,110	856	380.14%	16,153	15,644	3.25%
AUG	0	54,358			35,295			1,647		0	14,656	
SEPT	0	50,667			32,892			3,212		0	15,705	
OCT	0	53,717			36,533			3,550		0	13,694	
NOV	0	50,789			35,118			3,606		0	14,848	
DEC	0	45050			31349			2750		0	12977	
TOTAL	394,128	640,648		267,550	417,103		25,276	33,415		106,678	183,053	

OPPL	2018		OTHER CIRCULATION									
MONTH	Hoopla 2018	Hoopla 2017	Hoopla change %	Overdrive 2018	Overdrive 2017	OverDrive change %	RB Digital (Zinio) 2018	RB Digital (Zinio) 2017	RB Digital change %	Museum passes 2018	Museum passes 2017	
JAN	1,134	473	139.75%	3,821	2,775	37.69%	377	575	-34.43%	6	9	
FEB	1,244	474	162.45%	3,559	2,637	34.96%	302	328	-7.93%	4	14	
MAR	1,317	556	136.87%	3,761	2,924	28.63%	295	349	-15.47%	13	14	
APR	1,183	530	123.21%	3,798	2,981	27.41%	293	316	-7.28%	13	22	
MAY	1,069	616	73.54%	3,644	2,991	21.83%	287	287	0.00%	21	23	
JUN	1,032	576	79.17%	3,751	2,991	25.41%	304	372	-18.28%	29	25	
JUL	1,162	560	107.50%	4,078	3,365	21.19%	273	269	1.49%	29	26	
AUG	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	8,141	6,820		26,412	37,165		2,131	4,075		115	239	

During the month of July, Patron Services staff handled 126 reference questions.

Patron Services is counting looking up titles and/or placing holds either over the phone or in person. In addition, demonstrating our library app or showing someone how to access their library card account through our website also counts towards our reference totals. We are thoroughly enjoying taking our patron services to the next level.

GRANTS/SPECIAL PROJECTS

Laura Larson, Jordin Morales & April Balasa all donned apparel of the day to participate in our July 21st OPPLCon celebration. Laura and Jordin participated as members of the OPPLCon committee, while April just really enjoys cosplay & interacting with our patrons. Well done ladies.

CUSTOMER SERVICE LOG

07/02/2018 (Checkout Desk) Patron was frustrated that 2 forms of ID were needed to renew a library card. - Julie P.

07/03/2018 (Phone Call) Patron suggested that more chairs or available seating be provided in the DVD area. There is a computer desk in that area and only one low stool. Her 91-year-old mother comes in to look for DVDs and sometimes needs to sit to take a break. She thought maybe this would be a problem for other elderly patrons. - Barb K.

07/05/2018 (On the phone) "Aw man, I wish we could put holds on those Movie Kits. We love 'em. Hey ~ if we renew a movie kit, can we come in & pick up more candy & popcorn? This is SUCH a great idea." - Theresa H.

07/05/2018 (Checking Out) "You are so polite." - Julie P.

07/05/2018 (Copier) "You know Jordin who works here? She was so pleasant, kind, and patient helping me make copies." - Sam S.

07/06/2018 (Checking out item after looking for it) "The sign for the audiobooks is not in the right place. It's over the DVDs and stuff." - Abby K.

07/11/2018 (On the phone) "I have a Flossmoor card, can I use it at Orland? You guys have a new book that no one else in the area has, I'm stopping in today to get registered & pick it up. Thank you so much for letting people from other libraries check out your stuff." Theresa H.

07/15/2018 (Phone Call) Patron phoned because due dates different on 2 receipts. "Thank you so much for taking my word for it over the phone - I appreciate it." She then showed the receipts. - Sam S.

07/15/2018 (Checkout Desk) When checking out a book after the Moraine Valley Jazz Concert, patron remarked, "That music was terrific!" - Julie P.

07/16/2018 (Welcome Desk) Patron commented, "The layout of the parking lot is kind of crazy. All these handicapped spots are always empty." - Laura L.

07/18/2018 (Patron inquiring about the availability of a new book and placing a hold) "Thank you very much. You've been very helpful." - Laura L.

07/19/2018 (Phone call) "Oh my gosh ~ the library is WONDERFUL, thank you SO much." One of our patrons who received a call from us because someone called the library to say that they found car keys in their driveway. The key rings contained an OPPL key tag library card. We were able to look up the patron & put her in touch with the finder of the keys.

07/19/2018 (Checkout Desk) While updating a card for a patron who moved to another town - "Thank you for being so knowledgeable and helpful." - Julie P.

07/21/2018 (2 patrons talking about the collection) Patron #1: "Did you checkout the movies? They have a lot, surprisingly." Patron #2: "They do have a good selection." - Clarke S.

07/25/2018 (Reciprocal Borrower at Checkout Desk) "I have been to a lot of libraries around the area and yours is by far the best. It is so big and has so many great programs. Just wonderful." - Laura L.

07/27/2018 (Welcome Desk) Patron whose son was volunteering and who had taken some discarded YS books commented, "I love this library. What you guys do for us is unbelievable." - Laura L.

07/27/2018 (Welcome Desk) Patron suggested that the library open earlier for people who have to start work early. - Laura L.

07/27/2018 (Overheard patron walking out) "I guess I'll have to start coming back to the library now. Way too many cool things going on here." - Laura L.

Graphics Board Report July 2018

PERSONNEL

Jackie Boyd's last day was August 15.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Graphics created signage and ads for OPPLCon as well as participating on the date as characters.

Work began on the September-December 2018 newsletter.

The backgrounds and activities pages for the StoryWalk were created and laminated.

A targeted email marketing survey was deployed to help patrons identify the types of information they would like to receive from the library.

Work continued on designs for an adult and youth trade show banner.

Book discussion ads were created for Romance Book Discussion, Pages and Pastries, Make It a Mystery, Orland Reads at Mariano's, and fiction/nonfiction book discussion.

Event posters and quarter sheets were created for Sewing Basics 1 and Sewing Basics 2.

An event poster was created for DIY Back to School Teen event.

STATISTICS

1,570 Library app downloads total

2,167 Facebook followers

435 Instagram followers

1,928 Twitter followers

434 Pinterest followers

18,058 Emails on the marketing email list

27 Meeting room requests received

126 Graphics requests completed

72 Welcome Bags (48 adult, 24 youth)

GRANTS/SPECIAL PROJECTS

Chinese delegates toured the library on Aug. 2. Informational packets were created for them in Graphics.

Information Technology Board Report July 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- 7/5 - Social Media 101 (1)
- 7/5 - Intro to iPad 1 (10)
- 7/6 - Intro to PowerPoint (2)
- 7/9 - Intro to 3D Printing (6)
- 7/10 - Intro to Adobe Illustrator (2)
- 7/12 - Word Part 1 (6)
- 7/12 - Intro to iPad 2 (11)
- 7/17 - Cloud Storage (18)
- 7/18 - Bitcoin (26)
- 7/19 - Word Part 2 (10)
- 7/19 - Intro to iPad 3 (8)
- 7/25 - All Things Google (14)
- 7/26 - Intro to iPad 4 (6)
- 7/31 - Cable No More (140)

CONTINUING EDUCATION/MEETINGS ATTENDED

Daniel Williams attended Ransomware Resilience (Webinar) on Jul 10, 2018

Daniel Williams attended Network Reliability for Your WAN and Beyond (Webinar on line) on Jul 16, 2018

STATISTICS

Category	Jul 2018	Jul 2017
Study Room Usage	344	349
Patrons Assisted	528	451
Extended Assistance	126	48
Total PC Usage	2122	1824

Total Web pages	33959	28400
Number of Classes	14	11
Total Class Attendance	260	23
Wireless Usage	3108	2733

GRANTS/SPECIAL PROJECTS

Built and deployed new self-check machine and decommissioned Posiflex machine on 2nd floor.

Installed Polaris 6.0 training server in preparation for August upgrade to Polaris 6.0

Took Spheros to Market in the Park for demonstration to patrons

CTC built and deployed new email server to stabilize email

CUSTOMER SERVICE LOG

7/5/18 - Intro to iPad Pt 1 - Future classes in Facebook and Google.

7/5/18 - Intro to iPad Pt 1- Dan did an excellent job of going over parts of video (guy on video talks too fast).

7/5/18 - Intro to iPad Pt 1 - Future classes Chromebook and Twitter

7/5/18 - Intro to iPad Pt 1 - Important information - so much to learn. I've been using my iPad for a few months and realized I didn't know what I was doing. Pleased with course and instructor.

7/5/18 - Intro to iPad Pt 1 - Worth it!

7/5/18 - Intro to iPad Pt 1 - Future class Facebook

7/12/18 - Word Part 1 - Great class. Too short. Need more than 1 and 2.

7/12/18 - Word Part 1 - Keyboarding

7/12/18 - Word Part 1 - The class material is useful for me! Thank you for your patience. Learn more Practice doing and printing.

7/17/18 - iCloud - Thank You

7/17/18- iCloud - Great Class

7/19/18 - Word Part 2 - iPad Series, Adobe Creative

7/19/18 - Word Part 2 - Really enjoyed the class

7/19/18 - Word Part 2 - A letter needs to be on our screens, so we can work along.

7/19/18 - Word Part 2 - I'd like to see this offered again.

7/19/18- Word Part 2 - Instructor covered a great deal in a very systematic way. Helped me to continue on my own and not feel overwhelmed.

7/19/18 - Word Part 2 - Would have been beneficial to also create on the computer rather than just watching. Continue with Word I and II.

7/19/18 - Word Part 2 - Thank you Audrey. I learned new stuff. Future class Adobe Photoshop.

7/19/18 - Word Part 2 - Do these classes again.

Outreach Services Board Report July 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, American House (formerly Autumn Leaves), Lexington, Thomas Place, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book and flyer delivery to train stations.

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.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Copyright and Standardized Right Statements for Digital Collections (Webinar) on Jul 17, 2018

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 772. *2017: 8 programs were given with a total of 605 patrons.*

Breakout:

7/8/18 Summer Concert Series - The Stingers	176
7/10/18 English Conversation for ESL Learners	2
7/11/18 Board Game Night	8
7/13/18 Meet the Artist Night - James Bowdon	15
7/15/18 Summer Concert Series - MVCC Jazz Band	173
7/17/18 Hooray for Bollywood - Let's Dance!	45
7/19/18 Rules of the Road	24
7/24/18 The Sculpture of Auguste Rodin	32
7/25/18 Board Game Night	8

7/27/18 Friday Film Series - The Post	40
7/29/18 Summer Concert Series - Cadillac Groove	246
7/30/18 English Conversation for ESL Learners	3

Offsite Adult Programs:

15 programs were given with a total of 393 patrons attending. *2017: 14 programs were given with a total of 212 patrons attending.*

Breakout:

7/5/18 SmartArt with iPad	6
7/6/18 Orland Township Senior Drop-in Visit	12
7/9/18 Senior Living Visits	23
7/10/18 Senior Living Visits	10
7/11/18 Senior Living Visits	21
7/17/18 Book Discussion	8
7/18/18 Orland Township Senior Drop-in Visit	13
7/18/18 Heartis Book Visit	8
7/19/18 Remember When with American House	24
7/19/18 Remember When with Brookdale	13
7/20/18 Orland Township Senior Drop-in Visit	12
7/21/18 Firehouse Expo	180
7/23/18 Senior Living Visits	25
7/24/18 Senior Living Visits	14
7/25/18 Senior Living Visits	23

Train Station Books:

Three Train Stations - **90**, *2017 - 60*

Passive Programming

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

Program Flyer Distribution Stats:

Village of O.P. - **500**, *2017 - 370*

Sportsplex - **500**, *2017 - 346*

Train Stations - **90**, *2017 - 60*

Orland Township - **5**, *2017 - 4*

Nursing Homes - **48 and 4 bags**, *2017 - 18*

During programs - **318**, *2017 - 445*

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 2012 items circulated with 2956 checkouts and 124 renewals. *2017: 976 items circulated with 1860 checkouts and 121 renewals.*

Visits to single-family homebound patrons totaled 17. *2017: Visits totaled 20.*

4 new homebound patron cards were issued and 0 discontinued. 3 cards were renewed. *2017: 11 new homebound library cards were issued. 0 cards were discontinued. 0 cards were renewed.*

OS staff logged 602 reference transactions. *2017: 1299 reference transactions.*

OS staff logged 42 programming questions. *2017: 61 programming questions.*

OS staff logged 22 exhibit questions. *2017: 50 exhibit questions.*

GRANTS/SPECIAL PROJECTS

The Archival Committee has finished entering the Founding and Historical Documents Collection into our database and will be making it available for the public via a website, sometime early winter.

We received two new NASA artifacts to add to the collection, a film changing bag and a reserve water bag.

CUSTOMER SERVICE LOG

7/3/18 Homebound Delivery

"Thank you for coming. Enjoy your Fourth." Theresa M.

7/9/18 Homebound Delivery

"Thank you! This is a fantastic service." Theresa M.

7/9/18 Homebound Delivery

"Thank you for coming." Theresa M.

7/15/18 Summer Concert Series - MVCC Jazz Band

"Thank you! That was wonderful!" Theresa M.

"That was very good!" Theresa M.

7/17/18 Book Discussion at Smith Crossing

"That was a fantastic discussion we had! Thank you." Theresa M.

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

"I really enjoyed the discussion." Theresa M.

"I didn't care for the book but I really enjoyed the discussion." Theresa M.

7/17/18 Hooray for Bollywood - Let's Dance! program

"Great fun!" Cathy D.

"Thank you, we really enjoyed this." Cathy D.

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

7/18/18 Orland Township Drop-in visit

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

"Thank you for coming." Theresa M.

7/18/18 Heartis Book Visit

"Thank you for coming." Theresa M.

7/18/18 Homebound Delivery

"Thank you." Theresa M.

7/24/18 The Sculpture of Auguste Rodin program

"Great program!" Cathy D.

"Please have more art programs!" Cathy D.

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

7/29/18 Summer Concert Series - Cadillac Groove

"This is a fabulous venue!" Theresa M.

"They were fantastic!" Theresa M.

"They were amazing!" Theresa M.

"That was so much fun!" Theresa M.

"Please have them back!" Theresa M.

"That was fantastic!" Theresa M.

"Please have them back!" Theresa M.

"Great show!" Theresa M.

"Thank you!" Theresa M.

"Please have them back!" Theresa M.

"I really enjoyed the concert!" Theresa M.

Technical Services Board Report July 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for July 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 July 10, 2018, Carol Maresh and Wendy Xie watched Webinar: Polaris Forums
- On July 11, 2018, Carol Maresh watched ALCTS webinar: Introduction LC Subject Headings, Part 1
- On July 18, 2018, Carol Maresh watched ALCTS webinar for Intermediate LC subject headings, Part 2

STATISTICS

Jul-2018 Tech Services Monthly Statistics				Order #	1,770	eBook #	412	Print/Nonprint item #:	3,208	Title #:	2,781		
Print	MARC Records	PCI order #	Added Items	Delete	Modify items	Total modify/ Delete	Print	Cover	Repair - All	Shelve magazine+LD items	All cover repair-shelve		
Total:	2,781	1,770	3,620	5821		18,681		1,125	932	268	2,325		
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	1175	1414	1351						10,208
Added AVs:	891	534	814	660	610	758	1221						5,488
Added Periodicals:	657	654	710	658	661	684	636						4,660
Added eBooks:	134	1323	94	212	337	15	412						2,527
Compare Monthly Added Items:													
2018	3,295	4,031	3,419	2,864	2,783	2,871	3,620						22,883
2017	2,434	2,574	3,464	3,635	3,107	2,543	2,982						
Yearly change%	35.37%	56.60%	-130%	-21.2%	-10.43%	12.90%	21.40%						
Compare Monthly Delete:													
2018	3,303	6,554	15,724	5,324	3,789	5,156	5,821						45,671
2017	27,798	11,234	10,182	2,956	3,379	4,329	3,979						
Yearly change%	-88.12%	-41.66%	54.43%	80.11%	12.13%	19.10%	46.29%						
Compare Total OPPL Collection:													
2018	334,577	334,414	326,702	325,961	327,063	328,737	330,130						
2017	326,818	325,258	322,466	325,576	325,466	326,897	327,409						
Yearly change%	2.37%	2.81%	1.31%	0.12%	0.49%	0.56%	0.83%						
Polaris Total Item/Title by month:			330,130	269,547									

GRANTS/SPECIAL PROJECTS

- The OverDrive eContent Integration Services are confirmed with Polaris. Wendy Xie and Polaris staff are working on this project.
- Wendy Xie added 390 Hoopla titles into Polaris.
- Technical Services completed the protection procedure for nonfiction items with multiple discs.

Youth Services Board Report July 2018

PERSONNEL

Lukas Kolbrecki started as Youth Services Shelves on July 18.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Outreach visit

Back to School Health Fair at Orland Park Township - 154

Teacher Loan Card check outs - 10

Summer Reading Stats -Totals June and July

Sign-ups - 1,948 total participants

Birth-5th grade - 1,027

Teen - 333

Adult - 588

Completions - 767 participants finished

Birth-5th grade - 331

Teen - 98

Adult - 338

Books Read - 4,984 total books

Teen - 2,440

Adult - 2,544

Minutes Read

Birth-5th grade - 306,355

Youth Programs

- Once Upon a Time Storytime (9 sessions) - 409
- Building Blocks for Babies (6 sessions) - 240
- Night Owls (4 sessions) - 113
- Bright Starts (4 sessions) - 110
- Uno, Dos, Craft & Mores (4 sessions) - 120
- Storytime Takes You Everywhere (4 sessions) - 102
- Community Helper Storytime (4 sessions) - 104
- This Day in History (2 sessions) - 29
- International Art - 17
- Survival Escape Room - 12
- Magic Tree House Adventures Pirates - 13
- Giant Board Game - 23
- See a Juggler, Be a Juggler - 92
- Super Smash Bros. Tournament - 86
- OPPL Con Trivia - 13
- Light Saber Training - 67
- Choo Choo Toddler Drive-In - 38
- Read to a Dog - 32
- Youth Gaming Area - 89
- Take and Make (4 passive sessions) - 200

Teen Programs

- Chalk Board Additions June - 43
- Teen Video Game Players - 14
- Teen Have Button Will Travel - 5
- Mini Book Reviews - 3
- Teen July Book Drawing - 116
- Make It Take It Week Five - 31
- Make It Take It Week Six - 21
- Make It Take It Week Seven - 31
- Make It Take It Week Eight - 29
- Crash Test Dummies - 11
- Teen DIY Mug Planters - 16
- Teen DIY Canvas Bag - 13
- OPPL Con Attendance - 1,868
- Teen Video Game Tournament - 41
- Teen Video Game Tournament Volunteers - 4
- Volunteens- OPPL Con - 30
- Volunteens- OPPL Con Face Painting Orientation - 5
- Uno, Dos, Craft and more Volunteens (4 sessions) - 8
- Volunteens-Let's Get Ready for Kindergarten - 5
- Volunteens-Worm Race - 3
- Teen Inc. Giant Board Game (3 sessions) - 18

CONTINUING EDUCATION/MEETINGS ATTENDED

Brandi Smits attended iREAD Meeting (OPPL) on Jul 6, 2018

Alexander Pappas attended Conflict as Opportunity: Library Restorative Practices for Youth (PLA Online Webinar) on Jul 11, 2018

Emily Meszaros attended "After Story Time" Webinar ALSC (Online) on Jul 20, 2018

Erin Fixel attended Exploring New Horizons in SF/Fantasy and Horror (Webinar) on Jul 25, 2018

STATISTICS

July 2018 created Aug 06, 2018

Youth Services Statistics

Category	Qty
Reference	274
Reference Remote	1
Non-Reference	102
N-R Remote	321
Extended Help	60
Group Study	114
Study Rooms (New, started 4/17/2018)	0
Teen Program Attendance	172
Youth Program Attendance	2315
Combined Program Attendance	1909
	4224

CUSTOMER SERVICE LOG

Preschool Desk

7/18/18 Mom watching two kids play "I love how you've moved things around. It's much easier to watch my kids while they play." Brandi S.

Junior Desk

7/2/18 Grandmother with grandson at Junior Desk "You guys are the best of the best. I'm so happy I live in Orland Park because of the library." Becky M.

7/9/18 Mom with kids trying to find books, but can't find OPAC "Are you guys bringing that back?" (In response to front OPAC being removed.) Alex P.

7/16/18 Turning in summer reading forms "We love the scavenger hunt. We went to places we didn't even know existed. Hopefully you'll do this again." Brandi S.

7/17/18 Special needs group leaving after attending story time "You guys are amazing!" Becky M.

- 7/18/18 Woman requesting book "I love all the beautiful artwork displayed." Brandi S.
- 7/21/18 Family leaving OPPL Con "I may be biased, but this is the best library, and I've been to a lot. Thanks for making this awesome." Brandi S.
- 7/21/18 Mother with child at Junior Desk "She loves that song we sing at story time. She likes that she can do the motions by herself. She's always singing it." Stephanie T.
- 7/21/18 Woman with family at Junior Desk during OPPL Con This is awesome! This library is top-notch. We're here all the time." Amy N.
- 7/21/18 Two adults talking by 3-D printer "This is amazing what this library has. Why doesn't our library have things like this?" Amy N.
- 7/22/18 After locating and holding a DVD for a patron "I love this library!" Brandi S.
- 7/25/18 Family who just attended the juggler program "What a great program. We really enjoyed it!" Alex P.
- 7/30/18 Family turning in summer reading logs "Whoever went to the schools to talk about summer reading did a great job. My daughter was pumped." Brandi S.
- 7/30/18 Family turning in summer reading logs "The party was a great idea for a prize. It's something for the kids to look forward to." Brandi S.

Teen Desk

- 7/5/18 Patron admiring Harry Potter decorations "This is a beautiful library." Brandi S.
- 7/6/18 Patron looking for DVDs "You made this so easy. I'd be looking for hours without you!" Erin F.
- 7/12/18 Patron looking for several documentaries "Thank you for your help. I'd be looking in the movies and would have never found them. You made my day." Amy N.
- 7/16/18 Patron looking through "discard" book cart "I'm a teacher in Markham and these books are a huge help. The students love them. Thank you, thank you, thank you!" Jennifer M.

		Orland Park Public Library					
		Budget, Levy, Appropriation FY2019					
		8/2/2018					
		Draft 7					
GL		2018	2019		2019	Other	Appropriation
Account	Revenues	Total Budget	Working Budget	% Increase From 2018	Levy	Sources	
103100	Taxes - Cook County	5,273,000	5,431,190	3.00%	5,431,190	0	5,431,190
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0
103100	Taxes - Will County	52,000	53,560	3.00%	53,560	0	53,560
103120	Impact Fees	10,000	5,000	-50.00%	0	5,000	5,000
103140	Replacement Taxes	20,000	18,000	-10.00%	0	18,000	18,000
103175	State Grants	40,000	70,958	77.40%	0	70,958	70,958
103200	Non Resident Fees	5,000	1,500	-70.00%	0	1,500	1,500
103300	Fines	55,000	60,000	9.09%	0	60,000	60,000
103400	Gifts	10,000	10,000	0.00%	0	10,000	10,000
103610	Copy Machine	12,000	13,000	8.33%	0	13,000	13,000
103800	Interest Income	46,000	101,000	119.57%	0	101,000	101,000
	Other Sources - Special Reserve	310,000	0		0	0	0
	Other Sources - Operations Savings	40,000	40,000		0	40,000	40,000
103900	Miscellaneous Income	9,000	8,792	-2.31%	0	8,792	8,792
	Total Revenues	5,882,000	5,813,000	-1.17%	5,484,750	328,250	5,813,000
	Expenditures						
104110	Salaries	2,661,859	2,781,643	4.50%	2,742,643	39,000	2,781,643
104220	Salaries - Maintenance	123,541	129,100	4.50%	128,100	1,000	129,100
104230	Life/Health Insurance	520,000	590,000	13.46%	540,700	49,300	590,000
104310	Books	368,000	365,000	-0.82%	350,000	15,000	365,000
104315	Electronic Databases	98,000	114,000	16.33%	110,000	4,000	114,000
104320	Periodicals	39,000	36,000	-7.69%	34,000	2,000	36,000
104340	Audio Visual Materials	160,000	178,000	11.25%	172,000	6,000	178,000
104345	Audio Visual Equipment	750	500	-33.33%	500	0	500
104410	Book Rebinding	0	0	0.00%	0	0	0
104420	Accounting	12,250	12,600	2.86%	12,600	0	12,600
104430	Insurance	51,500	53,300	3.50%	53,300	0	53,300
104440	Landscaping & Groundskeeping	24,000	27,000	12.50%	27,000	0	27,000
104450	Building Maintenance	485,000	285,000	-41.24%	161,300	123,700	285,000
104460	Security System	75,000	7,000	-90.67%	1,000	6,000	7,000
104470	Library Office & Equipment	750	750	0.00%	750	0	750
104495	Legal	75,000	40,000	-46.67%	30,000	10,000	40,000
104497	Library Consultant	16,000	25,000	56.25%	25,000	0	25,000
104513	Electricity	0	0	0.00%	0	0	0
104515	Water & Sewer	10,000	13,000	30.00%	13,000	0	13,000
104517	Natural Gas	39,500	40,182	1.73%	36,182	4,000	40,182
104520	Telephone	9,000	9,000	0.00%	9,000	0	9,000
104525	Purchase - New Equipment	15,000	15,000	0.00%	11,000	4,000	15,000
104530	Building & Custodial Supplies	37,500	40,000	6.67%	40,000	0	40,000
104540	Building Repairs	18,000	18,000	0.00%	14,000	4,000	18,000
104550	Lib. & Off. Eqpt Rep. & Maint	18,000	15,000	-16.67%	15,000	0	15,000
104560	Machine Rental	2,400	1,200	-50.00%	1,200	0	1,200
104570	Automation - Equipment	74,000	55,000	-25.68%	43,000	12,000	55,000
104575	Automation - Line Costs	5,500	5,500	0.00%	5,500	0	5,500
104577	Automation - Consultant	75,000	55,000	-26.67%	45,000	10,000	55,000

		Orland Park Public Library							
		Budget, Levy, Appropriation FY2019							
		8/2/2018							
		Draft 7							
		2018	2019			2019	Other		
		Total	Working	% Increase		Levy	Sources	Appropriation	
		Budget	Budget	From 2018					
GL									
104580	Automation - Maintenance	90,000	92,000	2.22%		92,000	0	92,000	
104590	Library Furniture	40,000	20,000	-50.00%		15,000	5,000	20,000	
104600	Outreach Services	7,500	38,500	413.33%		38,500	0	38,500	
104610	Board Training & Education	8,000	6,000	-25.00%		6,000	0	6,000	
104620	Staff Training & Education	24,000	21,000	-12.50%		18,000	3,000	21,000	
104630	Conference Fees	6,000	7,200	20.00%		7,200	0	7,200	
104640	Patron Programs & Events	43,000	43,000	0.00%		43,000	0	43,000	
104650	Association Dues & Fees	7,000	6,000	-14.29%		6,000	0	6,000	
104660	Public Information	40,000	43,000	7.50%		40,000	3,000	43,000	
104710	Library Supplies	45,000	45,000	0.00%		42,000	3,000	45,000	
104720	Office Supplies	6,000	6,000	0.00%		4,000	2,000	6,000	
104730	Postage	14,000	17,000	21.43%		14,000	3,000	17,000	
104740	Printing	7,000	10,525	50.36%		8,525	2,000	10,525	
104810	Contingency	0	0	0.00%		0	0	0	
104910	Contribution to IMRF	243,000	246,500	1.44%		238,050	8,450	246,500	
104915	Contribution to FICA	213,000	221,700	4.08%		215,900	5,800	221,700	
104920	Audit	12,350	14,200	14.98%		14,200	0	14,200	
104930	Liability Ins.-D&O,Bonds,WC	57,000	59,000	3.51%		59,000	0	59,000	
104940	Unemployment Compensation	4,000	4,000	0.00%		1,000	3,000	4,000	
104950	Bank Charges	600	600	0.00%		600	0	600	
	Total Expenditures	5,882,000	5,813,000	-1.17%		5,484,750	328,250	5,813,000	
	Excess (Deficiency) of Revenues								
	Over (Under) Expenditures	0	0	0.00%		0	0	0	
	Interfund Transfers In / (Out)	0	0	0.00%		0	0	0	
	Net Change in Fund Balance	0	0	0.00%		0	0	0	



PROPOSAL OF SERVICES

Orland Park Public Library

14921 Ravinia Avenue | Orland Park | IL 60462

7/11/18 r7/24/18

General Background

Weblinx Incorporated (“Weblinx”), an Illinois Corporation established in 2001, is a leader in providing design and digital marketing solutions. Our mission is developing unique websites that create brand awareness and connect to your audience. Your website should speak clearly and guide visitors to the content they want.

We understand what it takes to build a successful website. The most prominent benefit of working with Weblinx is our knowledge of user experience design. We use leading industry technology to create interactive and professional websites.

We stand behind our product. Since starting as a one-person operation in 1997 we still maintain excellent relationships with our original clients. We believe in building client relationships that last a lifetime.

Located

Weblinx Inc.
165 Kirkland Circle
Oswego Il
www.weblinxinc.com

Contact

Dan Zarembski
dan@weblinxinc.com
630-551-0334-121

Service Offerings

Website Design & User Experience
Brandmark Development
Web and Content Marketing Strategy Consultation
Website Analysis
Web Development
Database Development and Integration
Ecommerce Solutions and Merchant Gateway Integration
Online Forms & E-mail
Optimization of Web Sites for Search Engines (SEO)
Pay Per Click Campaign Management
Search Engine Marketing Services
Section 508 / ADA Compliance
Content Management System Integration
Website Hosting

Project Team

Joe Chavez (Project Manager): Joe has over ten years' experience in website and graphic design and has been with Weblinx for seven years. He is a graduate of Columbia College Chicago with a Bachelor's Degree in Music Business Management and a minor in Web Design. Joe specializes in creating a unique vision and helping the customer achieve their goals. Joe guides the overall site production from initial project meeting to site launch. Joe works closely with Art Director and web developers for the project duration. Joe has been the Project Manager for all the Weblinx Library projects over the last 3 years.

Rick Pawela (Director of Interactive Media): Rick is an International Award Winning Interactive Designer and a graduate of Columbia College Chicago with his Bachelor's Degree in Interactive Media Design. Rick plays a critical role in creating graphics that leave a memorable impression through the use of Animation and Motion Graphics techniques. Rick also has over 15 years of design experience, with ten of those years at Weblinx. Rick guides the overall front facing web design guiding our designers to provide an attractive design within an easy to use interface. Rick has been the Art Director for all the Weblinx Library projects over the last 3 years.

Project Team

Dan Zarembski (Account Executive): Dan brings over fifteen years of sales and marketing experience to Weblinx with ten of those years at Weblinx. During the course of his career, He graduated from Southern Illinois University earning a Bachelor's of Arts. Dan prides himself for focusing on customer's needs and providing timely service. He manages the pre and post production communication working to provide a positive experience throughout the relationship.

Throughout the production of the site, team members work on design and development under the guidance of Rick and Joe who closely review the brand image for Weblinx standards of quality. Weblinx team is currently 10 employees. Staff is available Monday through Friday during normal business hours except for scheduled vacations, personal leave, and holidays.

Award Winning Site for 2018

DEERFIELD PARK DISTRICT

Muse Creative Awards: Rose Gold

Category: Government Website

www.deerfieldparks.org

Muse Creative Awards is an international competition for creative professionals who inspire with a concept, idea or design through print or electronic media. It honors designers, marketers, artists, writers, photographers, videographers and digital experts who transcend cultures and borders with their messages.

Judges are senior-level advertising and graphic design professionals, including creative and art directors from global agencies, educators, copywriters, photographers, digital leaders, and web and app developers.



Recent Library Experience

Weblinx has worked with many Public Libraries since our inception in 2001. Here is a list of recent relevant websites:



Marshalltown Public Library
(<https://www.marshalltownlibrary.org/>)



West Chicago Public Library District (<https://wcpld.info/>)



Ella Johnson Memorial Public Library District
(<http://www.ellajohnsonlibrary.org/>)



Town and Country Public Library (<https://elburn.lib.il.us/>)



Sugar Grove Public Library (<https://www.sgpl.org/>)



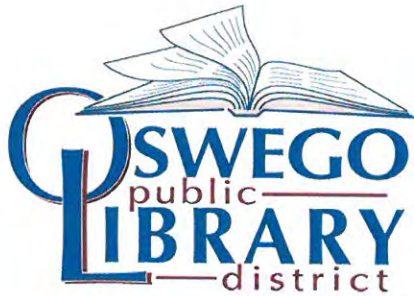
Villa Park Public Library (<http://www.vppl.info/>)



Waukegan Public Library (<https://www.waukeganpl.org/>)

In addition, Weblinx is currently working on 5 other area library website redesigns.

References



Oswego Public Library District

Sarah Skilton, Library Director

T: 630.554.3150

E: sskilton@oswego.lib.il.us



ELLA JOHNSON
MEMORIAL PUBLIC LIBRARY
DISTRICT

Freeport Public Library

Emily Klonicki, Executive Director

T: 815-233-3000, ext. 216

E: eklonicki@freeportpubliclibrary.org

(formally Library Director of Ella Johnson)



WAUKEGAN PUBLIC LIBRARY
putting quality in your life ■■■■■■

Waukegan Public Library

Amanda Civitello,

Marketing and Communications Manager

T: 847.775.2560

E: amandacivitello@waukeganpl.info

Project Overview

Orland Park Public Library is interested in enhancing its web presence and ability to effectively communicate the organization's vision. To help meet the current objectives, Weblinx will design an attractive responsive website to communicate the organization's brand essence. Weblinx has years of experience working with area public organizations including Libraries. Weblinx has won multiple design awards over the years for a user friendly custom designs. In addition we have been building websites for public libraries for over 10 years furthering our understanding of a libraries unique place unique value for the community. The website will serve as a tool that will assist in the development, expansion and maintenance of the organization.



Our Process

Phase 1: Full Custom Design, Revisions, and Site Interactivity – Weblinx will offer 2 custom design concepts from our designers using responsive web design for scalable viewing on portable devices. These design concepts will be based on your color palette, logo, vision, conversation, and direct answers from the project creative brief. One design concept or a combination of elements from multiple design concepts will begin the revision process. A typical design will go through up to 10 hours of design revisions before the final design is achieved. An internal page design will be completed following home page graphics approval and a consistent theme will be carried throughout the website. Weblinx will also provide a mobile scale version of the home and needed internal pages. Orland Park Public Library will be responsible for completing a project brief, submitting any images, and for providing design feedback at this time. Typical time frame for custom designs is 6 weeks.



Our Process

Phase 2: Demo Development to Include Client Customizations – After the static designs have been approved, Weblinx takes the graphics and builds the custom code for the site. Weblinx will build the internal pages of the website with customer supplied content. Additional functionality and customizations will be implemented at this time. Traditional pages of site will be built, and a demo site will be created and sent for review and feedback. The Public Library staff will also be responsible for reviewing the demo and providing feedback and questions. Typical time frame for Demo Development is 6-8 weeks.



Our Process

Phase 3: Full Content Migration, Site Enhancements and Testing – Following the build out of the website, we will elicit feed back on the demo. Weblinx will work closely with you to make all necessary enhancements to the existing areas of the website for improvement of the formatting and overall look. Weblinx also engages in extensive beta testing and editing throughout this phase to ensure all functionality is working per our high standards. The site will be tested on many devices and browsers prior to launch. Orland Park Public Library will be responsible for reviewing content. Typical timeframe for full content migration is 4 weeks



Our Process

Phase 4: Final Review, WordPress Training, and Project Completion – Customer completes a final review and approves the website for public launch. Weblinx has deployed in excess of 200 sites on 3rd party servers. Up to 2 hours of Wordpress training will be provided to staff at this time. Following site launch, Weblinx administers the following optimization strategies: Unique ALT Tags, Page Titles, Meta Descriptions, Live Text Navigation, XML Sitemap Creation. The website is subject to an additional 30 days of monitoring and link testing by the Weblinx team. We will perform minor site updates (up to 2 hours) during this period at no additional fee. Orland Park Public Library staff will be responsible for being available for a remote desktop CMS training and for providing Weblinx necessary credentials to launch website, and to provide any feedback on bugs they may see. Typical time frame for site finalization is 2-3 weeks.



Scope Summary

Weblinx has the experience and personnel to see that the project is completed in a timely fashion. The digital marketing deliverables will consist of the following components:

Design

- Creative Brief to Be Completed
- Establish User Interface to guide user experience
- Mobile first approach
- Custom Home Page Design w/ Design Revisions (Typically initial design moves through 4-6 iterations before achieving desired look, up to 10 hours of changes)
- Internal Page Design Concept w/ Design Revisions
- Appropriate Page Layouts to display site dynamic elements
- Design will be created with web ADA compliance in mind

Development

- Code Website Utilizing Responsive Design techniques along with AMP elements for quick load
- Apply scripts that facilitate presentation and usability
- Code HTML for use with content management system
- Work with 3rd party services and systems to embed organizational web scripts or iframes
- Work with Orland Park Library web developers to incorporate library custom scripts and custom database queries
- Apply and setup Google Analytics
- Site code developed to comply with ADA

Scope Summary continued

Content Management System

- Set up WordPress Content Management System. The WordPress CMS is Open. The WordPress CMS is Open Source and has many features. New pages can be added at any time and edited through the use of a page content editor. This editor can be customized and will be structured to meet your specific needs. For instance, permissions may be set up so that staff members may submit to a supervisor for approval prior to publishing. The staff will have the ability to edit pages, post current news releases, announcements, PDF documents, links, and content scheduling and expiration. 3rd party web code like YouTube can easily be embedded or placed on pages.

- Site Search

- Set up Google Analytics dashboard for summary stats

- Form software with easy to use features to create and place forms on pages

- Document Manager

- Easy to manage slide show element

- Site hardened with Security techniques and features applied to make site resistant to brute force attacks. Examples include like login redirects, and password lock

- Emergency alert banner functionality

Scope Summary continued

Content

- Link To Social Media Sites
- Apply 3rd party embed codes/links for databases and other services
- Migrate existing content and provide process for adding new content.
- Engage In Extensive Beta Testing Throughout Building Process
- rain Staff on the WordPress CMS
- Launch One Responsive Website

Total Website Investment:

\$13,000

Web Hosting Requirements

Here are the minimum hosting requirements to operate WordPress according to WordPress:

- [PHP](#) version 7.2 or greater.
- [MySQL](#) version 5.6 or greater OR [MariaDB](#) version 10.0 or greater.
- Nginx or Apache with mod_rewrite module
- [HTTPS](#) support

Weblinx offers web hosting and hosts in excess of 300 WordPress websites on our servers:

Optional Web Hosting (Annual Fee) \$400
10 GB Disk Space | 30 GB Monthly Data Transfer | POP3 E-mail Accounts | 2 MySQL Databases (Linux)

Optional Web Hosting (Annual Fee) \$600
20 GB Disk Space | 30 GB Monthly Data Transfer | POP3 E-mail Accounts | 2 MySQL Databases (Linux)

-Weblinx servers are located with Softlayer which offers 24/7 hardware and bandwidth support in case of equipment failure. Servers are backed up weekly. Additionally Weblinx has a an emergency 24 hour number. We host multiple Libraries, Park Districts, and Municipalities.

CMS Plug-in License / Maintenance* (Annual) \$200

*required if hosted with Weblinx.

Domain Name Pointers (Annual Fee) \$20 per pointer

Optional Ongoing Maintenance

Optional Ongoing Site Maintenance Package
(12 hours annually) \$780

This time can be utilized for minor adjustments
To features, additional staff training, content help,
Or graphic design assistance.

Optional Ongoing Site Maintenance Package
(6 hours annually) \$390

This time can be utilized for minor adjustments
To features, additional staff training, content help,
Or graphic design assistance.

Other
Evanced/Demco Services 2019 TBD

It was mentioned that Evanced is updating its software
at some point in 2019. Unfortunately, Weblinx can provide
An estimate for integrating the new solution into the site
Without any details or information about the update. It could
Vary anywhere from a simple update to an involved integration.

Compliance with Laws

Weblinx is in compliance with the following:

- All services and any qualifying firm shall comply with all federal and state laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
- A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, disability, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
- A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3, 33E-4)
- A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act (30 ILCS 580/1, et. seq.), and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

Terms and Conditions

Standard Payment Plan – Project Total is \$13,000. 25% website down (\$3,250) plus optional requests. Balance of \$9,750 paid in 3 equal installments of \$3,250 each plus optional requests with final installment. Payments may be made payable to Weblinx, Inc. Deposits are non-refundable. There will be a 15% penalty on invoices past 60 days. Accounts 90 days past due are subject to termination.

Default of Payment. In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 16th Judicial Circuit, Kendall County, Illinois.

30-Day Grace Period. Weblinx will administer up to 2 hours of standard text and photo changes on website up to 30 days following site launch. Layout, programming changes, or page additions will require an additional fee.

Deliverable Ownership. **Orland Park Public Library** will own all rights to the content and source code of the website.

Work. Weblinx will take responsibility for the quality and timeliness of the work produced. If the actual duration of the work exceeds the estimated number of hours allotted to complete the work, Weblinx has the right to review the project scope and additional fees may apply.

Graphics Approval. The client will incur hourly fees if Weblinx is required to go back to revise home and/or internal page designs following graphics Phase 1 approval. E-mail approval of graphics is required to build the website.

Let's Get This Started

Expiration. There is a 60-day rate lock on this agreement, from the date indicated below. After this period of time, Weblinx has the right to alter fees based on the going rates for service.

Hold Harmless / Indemnification. The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

Orland Park Public Library has caused this agreement to be effective as of the date indicated below. Please authorize this page and return to Weblinx, Inc. via mail, e-mail, or fax to 630.551.0353. Thank you for your business.

Orland Park Public Library
14921 Ravinia Avenue
Orland Park IL 60462

For Customer:

Signature & Date

WEBLiNX, INCORPORATED
165 Kirkland Circle
Oswego, Illinois 60543

For Weblinx:

Signature & Date

**CORRESPONDENCE RECEIVED FROM JULY 17, 2018 THROUGH
AUGUST 20, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

NO CORRESPONDENCE RECEIVED

**ADDENDUM TO THE CORRESPONDENCE RECEIVED FROM JUNE 19,
2018 THROUGH JULY 16, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email received by Trustee McMillan on 7/3/18 forwarded from Village of Orland Park employee Jennifer Peterson regarding a person requesting help with the library's online catalog.