

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
December 17, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM NOVEMBER 19, 2018—FOR ACTION

D. INTRODUCTION OF VISITORS

Michael C. Barnes, Architect and Lisa Schmidt, Wight & Co. – Renovation Project Discussion

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO DISCUSS THE APPROVAL OF CLOSED SESSION MINUTES AND SEMI-ANNUAL REVIEW 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

K. NEW BUSINESS

1. 2019 Per Capita Grant – For Action

Motion to approve the 2019 Per Capita Grant application for the Illinois State Library

2. Resolution No. 2018 – 07 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action
Motion to adopt Resolution 2018-07 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection
3. Resolution No. 2018 – 08 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Village of Orland Park – For Action
Motion to Adopt Resolution No. 2018-08 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees of the Village of Orland Park
4. Resolution No. 2018 – 09 Approving the Opening of a Construction Account in January, 2019 with PMA Financials for the purpose of the renovation project – For Action
Motion to Adopt Resolution 2018-09 A Resolution Approving the Opening of a Construction Account in January, 2019 with PMA Financials for the purpose of the renovation project
5. PMA Financial Investment Plan and Cash Flow Projection 2019 – For Action
Motion to approve the PMA 2019 Investment Plan and Cash Flow Projection
6. Approval of the Current Technologies consulting contract in the amount of \$27,000 for 2019 – For Action
Motion to approve the Current Technologies Consulting contract in the amount of \$27,000 for 2019

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 19, 2018

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

Call To Order

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

Roll Call

Members absent: Elan Kleis, Secretary

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

Vice President Leafblad motioned to approve the October, 2018 minutes. Trustee McShane seconded. No discussion.

Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer Jennings motioned to accept the Treasurer’s Report for October 2018. Vice President Leafblad seconded. Trustee McMillan inquired if the tax revenue was for the most part all accounted for and Finance Manager Kimmey confirmed tax revenue was over 95% to date. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Treasurer’s Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Trustee Healy motioned to accept the payment of bills listing from 10/16/18/-11/19/18. Vice President Leafblad seconded. Trustee McMillan asked about the payment to One Up Signs. Finance Manager Kimmey confirmed it was the 2nd and final payment for the library parking lot banners.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Director Weimar stated once decisions are made concerning the renovation project, as well as the roofing improvement project she will decide what project she would submit for a Live and Learn Grant from the state library.

Librarian's Report

Schindler Elevator conducted its annual inspection of the patron elevator, as well as the service elevator on November 6. Both elevators are in good condition and passed inspection.

Assistant Director Adamowski contacted Emium Lighting to ascertain that the rebate incentive paperwork from the parking light project had been properly submitted to ComEd. Emium sales representative Dan Drew stated ComEd has confirmed receipt of the paperwork and the library will receive a rebate plus a 15% early bird bonus.

The pick-up truck has been delivered to Currie Motors and is being outfitted with the necessary snowplow equipment. The truck should be delivered to the library by early December.

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

Capital Campaign Committee

Accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, architect and Wight & Co – For Action

Vice President Leafblad motioned to accept the Master Space Plan Study: Assessments and Recommendations from michael c barnes, Architect and Wight & Co. Trustee McShane seconded.

Architect Michael C. Barnes reviewed the Master Plan with the trustees focusing on the four contents of the document: Introduction; Needs Assessment; Recommendations and Community Engagement. Architect Barnes noted that libraries are experiencing change with the evolution of technology and the emphasis on community and the various resources they seek from libraries.

The overall goals of the project is to offer improved function of the public patron spaces, additional power and data points for patron use, new flooring finishes in public areas and finally, improved administration areas to create more efficient use of current operations and provide area for new/future staff positions. The main focus of meeting room renovations on the first floor would include an enlarged meeting room, as well as the relocation of the board room. Some improvements to the Youth Services Department include improved identification of the three age groups within the department, modified furnishings for age appropriateness, additional group study rooms, a Tween Zone and the addition of a Mother's/Wellness room and a Sensory room. A Nature Center for children was also added to the plan. The Lobby renovation would include a relocation of the Patron Services Desk, updated movable Welcome Desk, and sight line from Patron Services Office to the Lobby Desk. The Recycled Reads area would be relocated to an area adjacent to the Lobby.

The second floor focus would include an enlarged, updated and newly glass-enclosed Teen space, which would allow for a gaming area, additional study rooms and a DIY craft area. A new Multipurpose room for meetings and programs would replace the Quiet Study space and additional study rooms would also be configured into the area. The SMART LAB would be updated and a visible sight-line to this area would be designed. With the idea of combined future programming collaboration between Adult Services and Information Technology, the two departments would have a newly connected passageway.

Trustee McMillan wondered if there was a way to rank the desired items if the library decided not to do everything at once due to budgetary constraints, while pointing out the Nature Center ranked high on the surveys. Trustee Leafblad asked about the importance of having a designated areas for patrons to eat and drink beverages and said a happy medium could be to offer an area for patrons to bring in their own food. Director Weimar added since the library has many businesses for patrons to purchase food there might not be a need for a café, but food could be allowed in designated areas. Further discussion continued about the pros and cons of having a refreshment area.

Trustee Healy asked if the existing computers in the IT area used by patrons could be combined into one section for classes as well. Digital Services Manager Lashbrook said a separate dedicated learning space is necessary and he would like an open, inviting computer lab as opposed to one being enclosed in a separate room as it is currently. Exposing the 3D printer that is currently housed in the SMART LAB would be beneficial, as well.

Architect Lucas spoke about community engagement in which two surveys were offered to patrons in house and online. The library received over 250 responses in the short amount of time that the surveys were available. In addition, photo idea boards featuring modifications to each department were displayed in the lobby and patrons were asked to place a colored dot next to the renovation ideas they favored. The survey responses, as well as the idea boards responses were encouraging and favorable from the patrons who participated. Results indicated more study rooms, a larger meeting room, creating a Tween space and improving the Teen area were popular patron choices. Trustee Healy questioned if the library parking lot would be able to accommodate the proposed larger meeting room. Outreach Services Manager Cuci stated during the Summer Concert Series many of the events bring in close to 200 attendees and the parking lot seems to be able to handle the extra cars. It was pointed out additional parking may be available across 149th and along 151st street.

Architect Schmidt reviewed the overall budget summary prepared by Wight & Co. It was pointed out

the costs are based on Union/Prevailing Labor Wage rates and at today's costs. The contingency portion of the budget may be reduced when the project scope is lessened. In regards to the general renovation costs, Trustee Healy asked if the costs for extra security equipment could be broken down further. Architect Schmidt said that could be looked into, however, this was just a general cost summary at this point and once the project moved into the design stage more exact costs could be provided. She later added that the cost for security cameras could be taken out of the general renovation costs and put into the regular library budget if desired especially since the library had recently done a refresh on some of the cameras.

Trustee McMillan noted there is a Construction Manager fee of 4% within the Wight budget estimate. Clarification was requested on the difference between a Construction Manager and a General Contractor. The library would need to decide between using either manager for the project. Architect Schmidt stated both the Construction Manager and General Contractor have the same goal of completing the project on time and within budget. The Construction Manager is brought on at the beginning of the project giving input on the design and working with the subcontractors. They provide onsite supervision of the subcontractors in the same way as a General Contractor but has a more direct, collaborative relationship with the owner. General Contractor is a company that manages the day-to-day operations at the jobsite and have their own employees who serve as project manager or foreman. Director Weimar said when the current building was being constructed Lohan Anderson was the architectural firm, with W. E. O'Neil as the General Contractor and Owner's Services was hired to represent the library during construction in 2002-2004.

Architect Schmidt stated "Add Alternate" costs options could be incorporated in order to choose different design elements. She reminded the board that the Master Plan is a pre-design phase and is a very general and conservative estimate. Vice President Leafblad agreed that this is just a general idea and broad scope picture, which is not specific yet. It is just a preliminary step to get a ballpark figure of the renovation scope and costs. Architect Barnes confirmed this is just a ballpark estimate and actual designs could be more or less expensive. He added that in general the budget summary is very ala carte with the exception of the new flooring area budget line. Director Weimar stated the FY 2019 Operating Budget needs to be approved with monies allocated for the renovations project, as well as the roofing project at this meeting. Director Weimar also stated the Building Committee will need to meet on an ongoing basis in order to decide about elements of the project. Finance Manager Kimmey mentioned that monies from special reserves would not be touched for the renovations.

Three separate draft Budget, Levy Appropriation FY 2019 documents were reviewed by the board. The documents indicated the proposed budget with various amounts allocated for the renovation and roofing improvement projects: \$2.5 million, \$2.8 million and \$3 million. Before the approval of the FY 2019 budget, Director Weimar asked the department managers for their opinion as to what they would like to see accomplished with the renovation project. Adult Services Manager Masura said she would like to see spaces improved including the meeting room and study rooms. Patron Services Manager Hildebrand said she would like the lobby to have more functionality and a window to the work room would be helpful to assist staff and patrons. Technical Services Manager Xie said she would like designated spaces to come first and selecting age-appropriate furniture. She also said the display for audio-visual materials should be designed better for easier patron browsibility and accessibility. Youth Services Manager Smits said the entryway into the Youth Services Department, the first floor, really needs to be distinguished from the Adult Services Department which encompasses most of the entire second floor. She also mentioned carving out space for tweens and teen study rooms and the toddler area needs to be accomplished. The Mother's Room, along with a Sensory Room are also important additions that Smits would like to see considered in Youth Services. Digital Services Manager Lashbrook said the audio-visual infrastructure needs to be upgraded to accommodate public programs and exposing the computer class room is a top priority. He added that in order for the renovation to be a success it would be beneficial if the public was able to easily notice something had been improved. Assistant Director Adamowski said touching all areas of each proposed project would be beneficial. Public Information Manger Fordice said an eating area would be good and Vice President Leafblad agreed. Finance Manager Kimmey said getting the structure carved out is most important and filling it in later with detail can be done later on. Treasurer Jennings said the Senior Administrative Coordinator needs to have his own office space. He is currently situated in the waiting area location at the end of the Administration hallway where steady traffic flow is constant throughout the day. Trustee McMillan wondered if the Nature Center could be sponsored by a local business and Vice President Leafblad asked if we could have a sponsor program for the study rooms similar to what

is currently done with the pavers in front of the library. Director Weimar said she had a list similar to what was mentioned and she would send it to Board members.

Trustee McMillan said the library should be like a community center which focuses on both adults and youth alike. He felt the Master Space Plan Study report was very good and comprehensive. He added at this point the Building Committee would need to look into the details further and perhaps some or all of the architects would be able to attend a future meeting. Finance Manager Kimmey mentioned since the project probably would not be completed in 2019, the funds would be reallocated to the FY 2020 budget, and by that time it is possible that more funds will have accrued which could be used if necessary.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Motion to approve the 2019 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019”

Vice President Leafblad motioned to approve the 2019 Budget and Levy at a 4% increase and adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2019 and Ending December 31, 2019,” with the understanding the library will budget \$3,000,000 for the renovation. Trustee Healy seconded.

Trustee McMillan said since the architects’ estimate is close to \$4 million it will probably end up going over 4.4 million dollars and since the library will need to remain open during the renovations it will most likely carry over into the following year 2020. Finance Manager Kimmey explained there were three options on the table where an amount would be set aside and allocated toward the renovations. If the full amount is not used it can be rolled over into the next year. Director Weimar pointed out the levy had not been increased to pay for these renovations and the funding that would be used is from savings the library has accrued over the last 10 years.

Before the roll call vote was conducted, Trustee Healy said it was nice to see Patron Services Manager Hildebrand working over the weekend. She also mentioned IT Assistant Christy Pickens had expressed to her praise for the work the board does on behalf of the library. She also wanted to make sure the renovation will include generators to keep the toilets functional during a power outage. Trustee McMillan mentioned the volunteer lunch was a great event.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Motion to set forth in the Notice to Proceed issued to Anthony Roofing Teca America, LLC, a spring 2019 commencement of the work date, due to weather conditions and to authorize the Library Director to have the Notice to Proceed delivered to the contractor.

Or

Motion to terminate the contract with Anthony Roofing Teca America, LLC for convenience and to authorize the Library Director to prepare and deliver to Anthony Roofing Teca America, LLC, a Notice of Termination effective immediately.

Assistant Director Adamowski stated Bill Volz of Anthony Roofing informed Wight & Company Architect Mark Nelson that Anthony Roofing would be able to begin the library’s roofing improvement project on November 30. Mark Nelson notified the library that he did not recommend the project begin

at such a late date due to the ineffectiveness of the adhesive to adhere if the weather is consistently under 40 degrees. Discussion ensued in regards to the motion choices. Assistant Director Adamowski informed the board that Architect Nelson has drafted a notice to proceed indicating to Anthony Roof that the library will continue its contract with Anthony if the following stipulations are met: The roofing replacement project is anticipated to begin April 15, 2019, weather conditions and dew point must be acceptable for the adhesive availability and application; and there will be no increase in price for the project. Director Weimar stated the library has the option to go to bid again in January 2019 but there is a good chance that the cost of materials could rise. Treasurer Jennings stated Anthony Roofing was selected because of their solid reputation and they completed the bidding process in a highly acceptable way. Trustee McMillan asked if their references were good and Adamowski confirmed that Wight & Company highly recommended them. Finance Manager Kimmey said we should consider a stipulation they are to start by a certain date. Assistant Director Adamowski said an April 15, 2019 date has been set based on weather. Attorney Walsh stated the library could terminate the contract at any time and pay for whatever work had been done up to that point.

Treasurer Jennings motioned to set forth in the Notice to Proceed issued to Anthony Roofing Teca America, LLC, a spring 2019 commencement of the work date, due to weather conditions and to authorize the Library Director to have the Notice to Proceed delivered to the contractor. Trustee McShane seconded.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100 – For Action

New Business

Vice President Leafblad motioned to approve the 2018 audit engagement letter from McClure, Inserra & Co. in the amount of \$12,100. Treasurer Jennings seconded.

Trustee McMillan asked how this year's fee compared to last year and how many years Inserra has been conducting the audit for the library. Finance Manager Kimmey stated it was a 2.5% fee increase and Director Weimar stated the library has been working with McClure, Inserra & Co. since 2008. The former director made the change in auditing firms under her tenure. McClure, Inserra & Co. works with many other libraries and their work is very thorough.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000 - For Action

Trustee Healy motioned to approve the BAL Industries carpet cleaning contract from January – June, 2019 in the amount not to exceed \$8,000. Vice President Leafblad seconded.

No discussion.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the actuary contract with Lauterbach & Amen, LLP in an amount not to exceed \$2,600 - For Action

Trustee Healy motioned to approve the actuary contract with Lauterbach & Amen, LLP in an amount not to exceed \$2,600. Vice President Leafblad seconded.

Trustee Healy questioned the last sentence on the first page where it states costs for the reports would be \$900 higher during full-year reporting and remain the same during limited-year reporting. Finance Manager Kimmey said that stipulation would never be executed due to the library not employing over 100 full-time staff members. Trustee McMillan said he does not like the fact that the library has to contract for an actuary but that he knows it is necessary.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None.

Announcements

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

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

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

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

TRADITIONAL DESIGN-BID-BUILD

VS.

SEPARATE CM

VS. INTEGRATED DESIGN & DELIVERY

Wight & Company's integrated Design & Delivery method offers value to clients that the traditional Design-Bid-Build model cannot, while maintaining compliance with public procurement laws. Benefits such as a single point of accountability, the transfer of risk from the owner, a simplified payment process (since the client only pays one service provider versus multiple), and cost guarantees (guaranteed maximum price/GMAX) are clear advantages of our approach.



Design Construction Documents Bids Construction

In the traditional Design-Bid-Build approach, the project owner contracts separately with a designer and a contractor. Designers and contractors have no contractual obligation to one another, and the owner bears all risk associated with the final cost of the project.

The design firm is hired to deliver 100% complete design documents and produce bid documentation, including construction drawings and technical specifications, on which various contractors will bid to construct the project. The contractor is hired to build the project.

Finished bid documents are coordinated by the designer and owner for issuance to general contractors during the bid phase. Once a contractor is selected, generally based on the lowest bid, they execute the work using subcontractors of their own choosing.

The owner is responsible for coordinating the work of the designer and the contractor, and must act as arbiter between them as issues arise.

"Budget checks" are performed by the designer at major milestones, typically at the end of design development and at the end of bidding. However, the owner does not know what the final cost of the project will be until its completion, once all change orders are tallied. The contractor retains all savings on the project.



Design Construction Documents Bids Construction

In the separate CM approach, the project owner contracts separately with a designer and a construction manager. The design and CM fees are negotiated with each firm up front. The designer and CM have no contractual obligation to one another.

The design firm is hired to deliver 100% complete design documents and produce bid documentation, including construction drawings and technical specifications. The CM is hired to oversee construction of the project.

The CM typically provides input during the design phase, and supplies cost estimates at major milestones. Since they are involved during the design phase, they may be able to order long-lead items further in advance to mitigate delays during the construction process.

Finished bid documents are provided by the designer to the CM. The CM manages the bidding process and selection of subcontractors. The CM may also offer the owner the option of a guaranteed maximum price at some point prior to the start of construction.

The owner's budget includes an allowance for discrepancies in the drawings, based on the industry standard.

The owner is responsible for coordinating the work of the designer and the contractor, and must act as arbiter between them as issues arise.

If the project comes in under the GMAX, the CM typically shares a percentage of the savings.



Design Construction Documents Fast-Track Bidding Construction

With integrated Design & Delivery, the project owner contracts with one firm for the design and construction management (CM) of the project. Design and CM fees are negotiated up front.

Construction staff are involved early in the process to inform constructability, phasing, and site logistics. Cost estimators are also embedded early in the project, to provide accurate, real-time cost information as design alternatives are considered, ensuring continual alignment between the scope and the budget.

Our unique process enables us to offer a guaranteed maximum price early in the process. This means that Wight is at risk for any costs, within scope, over the GMAX.

We do not self-perform any work on our projects, since doing so reduces the competitive bidding landscape and puts a self-performing CM at cross purposes with the owner. All work is 100% competitively bid, and will conform to all local and Illinois procurement requirements. Contracts are awarded to the lowest responsible bidder, with owner involvement. We employ "open book" accounting principles, with complete transparency into the cost of the project as it progresses.

As both the designer and the builder, Wight assumes all risk for the completeness of the design and the execution of the construction work.

Once the project is complete, 100% of savings below the GMAX is returned to the owner.

BENEFITS OF WIGHT & COMPANY'S INTEGRATED DESIGN & DELIVERY MODEL

With Wight's integrated Design & Delivery model, owners gain the following:

A single point of accountability: A single point of contact makes the process easier for the client; the client gets an experienced advisor to guide them through the design and construction process. Plus, because trade contracts are awarded by the client but assigned to Wight, the owner can write one check every month instead of numerous checks to designer(s), the construction manager, and subcontractors.

The ability to be involved—as much or as little as they prefer—in the entire project: With the Design-Bid-Build model, there is an incentive for contractors to limit client involvement to protect their own interests (cutting corners on materials to reduce costs, so that they can share in the savings; if they also self-perform, padding their fees for those services; etc.). Our integrated Design & Delivery model is inherently transparent, and we welcome client involvement in every stage of the process.

Greater input into trades selection: While bids are awarded to the lowest responsible bidder, clients can help define what qualifies as "responsive," if they so choose. In Design-Bid-Build, the contractor selects the trades, and clients have little or no involvement.

Decreased time to project completion: Through "fast-tracked" bidding, many design and construction activities can run concurrently, reducing the time to project completion. Estimates are formulated at the conceptual phase, and unique project logistics can be accounted for early in the design process. Plus, because the project is being designed and delivered by a single firm, decision-making is streamlined.

Increased design quality and value: There efficiencies gained by having the entire project handled by one integrated team. Cost estimating occurs throughout the project, resulting in more informed decision-making earlier in the process and minimizing the need for "value engineering" late in the design process in order to stay within budget. Because the budget and project costs are managed through our collaborative estimating process, cost overruns and re-work can be significantly reduced, and design quality can be prioritized.

Reduced financial risk: We establish and guarantee the owner's price early in the project and will absorb the overage if project costs are exceeded. Within the GMAX, our fees are fixed, so there is no financial incentive to cut corners, reduce quality, or artificially inflate change orders. And, unlike contractors in the design-bid-build model, we do not mark-up change orders or receive "performance bonuses."

Money back: Unlike the Design-Bid-Build model, where contractors receive all or a share of any cost savings, with our integrated Design & Delivery model, any savings below the maximum budget are given directly back to the owner.



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

Revenues

Tax Revenues are at 97% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. Total Revenues are at 98.6% of year-to-date budget.

Expenditures

Total Expenditures were \$ 67,219 under budget for the month and \$ 768,653 under budget on a year-to-date basis.

Salaries is under budget by \$ 10,485 for November and \$ 102,465 under budget on a year-to-date basis. There are a few open positions at this time.

Books is over budget by \$ 1,952 for the month, but under budget on a year-to-date basis.

Audio Visual Materials is over budget by \$ 2,938 for November and over budget on a year-to-date basis.

Water and Sewer is over budget by \$ 746 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	143,779	0	71,927		215,706
Cash - Marquette E-Commerce	5,340				5,340
PMA Financial Investments	6,645,865	1,191,377		607,450	8,444,692
Tax Receipts - Marquette	13,640			2,766	16,406
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	63,271	3,981		1,609	68,861
Property Taxes Receivable	110,426			3,254	113,680
Prepaid Expenses	158,139				158,139
Due from Debt Service	0	0	0	0	0
Total Assets	<u>7,140,760</u>	<u>1,297,863</u>	<u>71,927</u>	<u>615,079</u>	<u>9,125,629</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	110,426	0	0	3,254	113,680
Accounts Payable	36,600	0	0	0	36,600
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
Total Liabilities	<u>147,026</u>	<u>0</u>	<u>0</u>	<u>3,254</u>	<u>150,280</u>
Beginning Unrestricted Fund Balance	6,193,085	1,081,040	70,379	580,512	7,925,016
Fund Balance - Nonspendable	158,139	0	0	0	158,139
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>828,913</u>	<u>16,824</u>	<u>1,548</u>	<u>31,314</u>	<u>878,599</u>
Ending Fund Balance	<u>6,993,734</u>	<u>1,297,863</u>	<u>71,927</u>	<u>611,825</u>	<u>8,975,350</u>
Total Liabilities & Fund Balance	<u>7,140,760</u>	<u>1,297,863</u>	<u>71,927</u>	<u>615,079</u>	<u>9,125,629</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	10,414	443,750	2.35%	5,162,574	4,881,250	96.95%	5,325,000
Impact Fees	-	833	0.00%	4,375	9,167	43.75%	10,000
Replacement Taxes	-	1,667	0.00%	12,505	18,333	62.52%	20,000
State Grants	-	3,333	0.00%	73,272	36,667	183.18%	40,000
Non Resident Fees	123	417	29.41%	3,146	4,583	62.91%	5,000
Fines	4,799	4,583	104.71%	57,161	50,417	103.93%	55,000
Gifts	125	833	15.01%	4,667	9,167	46.67%	10,000
Copy Machine	967	1,000	96.70%	12,820	11,000	106.83%	12,000
Interest Income	11,274	3,833	294.12%	113,556	42,167	246.86%	46,000
Miscellaneous Income	360	750	47.94%	8,024	8,250	89.16%	9,000
Total Revenues	28,060	461,000	6.09%	5,452,100	5,071,002	98.56%	5,532,000
<u>Expenditures</u>							
Salaries	211,337	221,822	95.27%	2,337,571	2,440,036	87.82%	2,661,859
Salaries-Maintenance	10,055	10,295	97.67%	111,257	113,246	90.06%	123,541
Life/Health Insurance	37,928	43,333	87.53%	434,047	476,667	83.47%	520,000
Books	32,619	30,667	106.36%	249,513	337,333	67.80%	368,000
Electronic Databases	7,287	8,167	89.23%	74,554	89,833	76.08%	98,000
Periodicals	3,306	3,250	101.73%	32,990	35,750	84.59%	39,000
Audio Visual Materials	16,271	13,333	122.04%	148,455	146,667	92.78%	160,000
Audio Visual Equipment	0	63	0.00%	0	688	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,108	1,021	108.54%	8,665	11,229	70.73%	12,250
Insurance	4,215	4,292	98.20%	45,890	47,208	89.11%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	16,881	22,000	70.34%	24,000
Building Maintenance	29,028	40,417	71.82%	195,019	444,583	40.21%	485,000
Security System	781	6,250	12.50%	33,956	68,750	45.27%	75,000
Library Office & Equipment	0	63	0.00%	185	688	24.65%	750
Legal	3,417	6,250	54.67%	45,851	68,750	61.13%	75,000
Library Consultant	0	1,333	0.00%	6,500	14,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,579	833	189.51%	9,046	9,167	90.46%	10,000
Natural Gas	2,857	3,292	86.79%	22,934	36,208	58.06%	39,500
Telephone	617	750	82.25%	6,795	8,250	75.50%	9,000
Purchase - New Equipment	175	1,250	14.00%	175	13,750	1.17%	15,000
Building & Custodial Supplies	2,975	3,125	95.21%	31,319	34,375	83.52%	37,500
Building Repairs	17	1,500	1.13%	3,154	16,500	17.52%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,717	1,500	114.47%	13,543	16,500	75.24%	18,000
Machine Rental	233	200	116.51%	932	2,200	38.84%	2,400
Automation - Equipment	1,430	6,167	23.18%	63,573	67,833	85.91%	74,000
Automation - Line Costs	305	458	66.63%	3,260	5,042	59.27%	5,500
Automation - Consultant	2,633	6,250	42.12%	59,553	68,750	79.40%	75,000
Automation - Maintenance	5,927	7,500	79.02%	72,083	82,500	80.09%	90,000
Library Furniture	0	3,333	0.00%	4,299	36,667	10.75%	40,000
Outreach Services	136	625	21.75%	7,379	6,875	98.39%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,719	7,333	21.49%	8,000
Staff Training & Education	36	2,000	1.81%	14,817	22,000	61.74%	24,000
Conference Fees	0	500	0.00%	3,885	5,500	64.75%	6,000
Patron Programs & Events	2,835	3,583	79.14%	41,525	39,417	96.57%	43,000
Association Dues & Fees	683	583	117.21%	4,272	6,417	61.02%	7,000
Public Information	128	3,333	3.83%	31,341	36,667	78.35%	40,000
Library Supplies	305	3,750	8.14%	25,485	41,250	56.63%	45,000
Office Supplies	50	500	9.92%	3,463	5,500	57.72%	6,000
Postage	623	1,167	53.40%	11,147	12,833	79.62%	14,000
Printing	0	583	0.00%	10,017	6,417	143.10%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,572	20,250	96.65%	215,144	222,750	88.54%	243,000
Contribution to FICA	16,523	17,750	93.09%	183,185	195,250	86.00%	213,000
Audit	1,085	1,029	105.46%	10,715	11,321	86.76%	12,350
Liability Ins.-D&O,Bonds,WC	2,371	4,750	49.91%	26,751	52,250	46.93%	57,000
Unemployment Compensation	0	337	0.00%	0	3,667	0.00%	4,000
Bank Charges	15	50	30.00%	342	550	57.01%	600
Total Expenditures	422,952	490,171	86.29%	4,623,186	5,391,839	78.60%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(394,892)	(29,171)		828,913	(320,832)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(394,892)	(29,171)		628,913	(320,832)		(350,000)

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	3,352	1,661,714
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	2,058	16,859	6	65	2,805	22,486
Capital Campaign	0	0	0	2,145	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,058	16,859	6	2,210	6,157	1,684,200
Expenditures						
Building Repairs	0	0	0	662	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	1,532,081	1,652,887
Total Expenditures	0	35	0	662	1,532,081	1,652,887
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,058	16,824	6	1,548	-1,525,923	31,314
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,058	16,824	6	1,548	-1,525,923	31,314

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58386	11/20/2018	Clarence Goodman	101010 · Cash - Marquette	-200.00
Bill	12/4/18	12/04/2018		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	58387	11/20/2018	Findaway World, LLC	101010 · Cash - Marquette	-499.40
Bill	271357	11/06/2018		104341 · Audio Visual Materials - Youth	381.02
Bill	271652	11/08/2018		104341 · Audio Visual Materials - Youth	118.38
TOTAL					499.40
Bill Pmt -Check	58388	11/20/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,174.79
Bill	65560158	11/07/2018		104310 · Books - Adult	30.39
Bill	65560168	11/07/2018		104310 · Books - Adult	30.39
Bill	65560746	11/07/2018		104310 · Books - Adult	142.35
Bill	65560641	11/07/2018		104312 · Books - Outreach	28.79
Bill	65560135	11/07/2018		104312 · Books - Outreach	942.87
TOTAL					1,174.79
Bill Pmt -Check	58389	11/20/2018	MailFinance	101010 · Cash - Marquette	-233.01
Bill	N7431092	11/14/2018		104560 · Machine Rental	233.01
TOTAL					233.01
Bill Pmt -Check	58390	11/20/2018	Max and Donna Daniels	101010 · Cash - Marquette	-300.00
Bill	12/5/18	12/05/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	58391	11/20/2018	OverDrive, Inc.	101010 · Cash - Marquette	-332.89
Bill	04125CO18203635	11/02/2018		104311 · Books - Youth	197.90
Bill	04125CO18208201	11/08/2018		104310 · Books - Adult	60.00
				104340 · Audio Visual Materials - Adult	74.99
TOTAL					332.89
Bill Pmt -Check	58392	11/20/2018	Shark Shredding, Inc.	101010 · Cash - Marquette	-150.00

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	39144	11/15/2018		104450 · Building Maintenance	150.00
TOTAL					150.00
Bill Pmt -Check	58393	11/20/2018	Village of Orland Park	101010 · Cash - Marquette	-619.35
Bill	30217838	11/07/2018		104642 · Patron Programs & Events-Youth	399.35
Bill	EL-19-18998	11/16/2018		104450 · Building Maintenance	110.00
Bill	EL-19-18999	11/16/2018		104450 · Building Maintenance	110.00
TOTAL					619.35
Bill Pmt -Check	58394	11/29/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-483.84
Bill	65560431	11/07/2018		104310 · Books - Adult	29.59
Bill	65560136	11/07/2018		104310 · Books - Adult	30.39
Bill	65567919	11/08/2018		104310 · Books - Adult	24.79
Bill	65567569	11/08/2018		104312 · Books - Outreach	53.58
Bill	65573307	11/09/2018		104312 · Books - Outreach	149.54
Bill	65580842	11/12/2018		104310 · Books - Adult	24.79
Bill	65580841	11/12/2018		104310 · Books - Adult	61.58
Bill	65580847	11/12/2018		104310 · Books - Adult	54.39
Bill	65600990	11/16/2018		104310 · Books - Adult	24.80
Bill	65607633	11/19/2018		104310 · Books - Adult	30.39
TOTAL					483.84
Bill Pmt -Check	58395	11/29/2018	Ingram Library Services	101010 · Cash - Marquette	-11,168.89
Bill	See Detail List	11/28/2018		104310 · Books - Adult	5,535.94
				104312 · Books - Outreach	504.07
				104311 · Books - Youth	5,128.88
TOTAL					11,168.89
Bill Pmt -Check	58396	11/29/2018	Midwest Tape	101010 · Cash - Marquette	-2,582.86
Bill	96553636	11/01/2018		104340 · Audio Visual Materials - Adult	11.24
Bill	96582435	11/01/2018		104341 · Audio Visual Materials - Youth	84.07
				104311 · Books - Youth	27.22
				104340 · Audio Visual Materials - Adult	2,027.57
				104310 · Books - Adult	432.76
TOTAL					2,582.86

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58397	11/29/2018	Reliastar Life Insurance Company	101010 - Cash - Marquette	-3,575.00
Bill	Nov'18 Contributions	11/01/2018		102160 - 457 Plan W/H Payable	3,575.00
TOTAL					3,575.00
Bill Pmt -Check	58398	11/29/2018	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-9,657.27
Bill	11/15/18	11/28/2018		104340 - Audio Visual Materials - Adult	5,564.47
				104341 - Audio Visual Materials - Youth	2,356.22
				104342 - Audio Visual Materials-Outreach	343.91
				104310 - Books - Adult	181.99
				104311 - Books - Youth	52.78
				104710 - Library Supplies	36.00
				104530 - Building & Custodial Supplies	49.44
				104570 - Automation - Equipment	289.64
				104525 - Purchase - New Equipment	174.98
				104550 - Lib. & Off. Eqpt Rep. & Maint	607.84
TOTAL					9,657.27
Bill Pmt -Check	58399	11/29/2018	Wight & Company	101010 - Cash - Marquette	-10,034.89
Bill	42545	11/01/2018		104450 - Building Maintenance	10,034.89
TOTAL					10,034.89
Bill Pmt -Check	58400	12/05/2018	ADP, LLC	101010 - Cash - Marquette	-990.15
Bill	524722607	11/16/2018		104420 - Accounting	497.40
Bill	525542067	11/30/2018		104420 - Accounting	492.75
TOTAL					990.15
Bill Pmt -Check	58401	12/05/2018	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00
Bill	2325	12/03/2018		104450 - Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	58402	12/05/2018	AT&T	101010 - Cash - Marquette	-90.63
Bill	11/12/18	11/12/2018		104575 - Automation - Line Costs	90.63
TOTAL					90.63

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58403	12/05/2018	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-24.61
Bill	10737	11/01/2018		104600 · Outreach Services	24.61
TOTAL					24.61
Bill Pmt -Check	58404	12/05/2018	Blackstone Publishing	101010 · Cash - Marquette	-295.55
Bill	1061307	11/15/2018		104342 · Audio Visual Materials-Outreach	221.65
Bill	1063631	11/20/2018		104342 · Audio Visual Materials-Outreach	73.90
TOTAL					295.55
Bill Pmt -Check	58405	12/05/2018	Blitt and Gaines, P.C.	101010 · Cash - Marquette	-54.23
			Blitt and Gaines, P.C.	20000 · *Accounts Payable	54.23
TOTAL					54.23
Bill Pmt -Check	58406	12/05/2018	Cardmember Service	101010 · Cash - Marquette	-3,844.55
Bill	November 2018	11/30/2018		104540 · Building Repairs	17.00
				104640 · Patron Programs&Events-Outreach	45.86
				104642 · Patron Programs & Events-Youth	20.48
				104530 · Building & Custodial Supplies	82.02
				104640 · Patron Programs&Events-Outreach	11.39
				104530 · Building & Custodial Supplies	25.77
				104640 · Patron Programs&Events-Outreach	95.91
				104642 · Patron Programs & Events-Youth	46.22
				104640 · Patron Programs&Events-Outreach	20.48
				104570 · Automation - Equipment	149.00
				104530 · Building & Custodial Supplies	44.00
				104640 · Patron Programs&Events-Outreach	262.75
				104570 · Automation - Equipment	297.42
				104640 · Patron Programs&Events-Outreach	14.99
				104642 · Patron Programs & Events-Youth	8.00
				104642 · Patron Programs & Events-Youth	25.14
				104530 · Building & Custodial Supplies	101.36
				104641 · Patron Programs & Events-Adult	99.66
				104530 · Building & Custodial Supplies	196.30
				104341 · Audio Visual Materials - Youth	91.96
				104341 · Audio Visual Materials - Youth	114.95
				104341 · Audio Visual Materials - Youth	114.95

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104341 · Audio Visual Materials - Youth	114.95
				104730 · Postage	45.00
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	94.47
				104642 · Patron Programs & Events-Youth	10.00
				104642 · Patron Programs & Events-Youth	20.52
				104642 · Patron Programs & Events-Youth	90.29
				104530 · Building & Custodial Supplies	14.30
				104640 · Patron Programs&Events-Outreach	3.18
				104570 · Automation - Equipment	164.99
				104570 · Automation - Equipment	1,799.70
				104642 · Patron Programs & Events-Youth	4.98
				104320 · Periodicals - Adult	248.83
				104570 · Automation - Equipment	278.69
				104641 · Patron Programs & Events-Adult	11.28
				104641 · Patron Programs & Events-Adult	34.21
				104641 · Patron Programs & Events-Adult	8.94
				104310 · Books - Adult	113.54
				104530 · Building & Custodial Supplies	152.89
				104530 · Building & Custodial Supplies	233.97
				104530 · Building & Custodial Supplies	41.93
				104570 · Automation - Equipment	124.07
				104530 · Building & Custodial Supplies	52.80
TOTAL					<u>5,676.64</u>
Bill Pmt -Check	58407	12/05/2018	Center Point Large Print	101010 · Cash - Marquette	-140.22
Bill	1641143	11/03/2018		104340 · Audio Visual Materials - Adult	46.74
Bill	1643359	11/12/2018		104310 · Books - Adult	93.48
TOTAL					<u>140.22</u>
Bill Pmt -Check	58408	12/05/2018	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
Bill	9119	12/01/2018		104230 · Life/Health Insurance	480.00
TOTAL					<u>480.00</u>
Bill Pmt -Check	58409	12/05/2018	Demco	101010 · Cash - Marquette	-269.40
Bill	6502287	11/27/2018		104710 · Library Supplies	269.40
TOTAL					<u>269.40</u>

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58410	12/05/2018	EBSCO	101010 · Cash - Marquette	-28,540.00
Bill	1000093050-1	12/04/2018		104315 · Electronic Databases	28,540.00
TOTAL					<u>28,540.00</u>
Bill Pmt -Check	58411	12/05/2018	FedEx	101010 · Cash - Marquette	-78.22
Bill	6-382-63152	11/28/2018		104730 · Postage	78.22
TOTAL					<u>78.22</u>
Bill Pmt -Check	58412	12/05/2018	Findaway World, LLC	101010 · Cash - Marquette	-649.98
Bill	272174	11/19/2018		104340 · Audio Visual Materials - Adult	185.97
Bill	272672	11/26/2018		104340 · Audio Visual Materials - Adult	424.03
Bill	272782	11/28/2018		104340 · Audio Visual Materials - Adult	39.98
TOTAL					<u>649.98</u>
Bill Pmt -Check	58413	12/05/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-654.94
Bill	65618233	11/22/2018		104312 · Books - Outreach	306.28
Bill	65630331	11/27/2018		104312 · Books - Outreach	310.27
Bill	65630605	11/27/2018		104310 · Books - Adult	25.59
Bill	65631029	11/27/2018		104310 · Books - Adult	12.80
TOTAL					<u>654.94</u>
Bill Pmt -Check	58414	12/05/2018	Garvey's Office Products	101010 · Cash - Marquette	-49.62
Bill	PINV1633403	11/09/2018		104720 · Office Supplies	49.62
TOTAL					<u>49.62</u>
Bill Pmt -Check	58415	12/05/2018	Holding, Kristen 1	101010 · Cash - Marquette	-36.24
Bill	11/28/18	11/28/2018		104620 · Staff Training & Education	36.24
TOTAL					<u>36.24</u>
Bill Pmt -Check	58416	12/05/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-90.00
Bill	10/31/18	11/01/2018		104495 · Legal	90.00
TOTAL					<u>90.00</u>

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58417	12/05/2018	Innovative Users Group	101010 · Cash - Marquette	-100.00
Bill	1896Y20181129	11/29/2018		104650 · Association Dues & Fees	100.00
TOTAL					100.00
Bill Pmt -Check	58418	12/05/2018	Judi Strauss	101010 · Cash - Marquette	-100.00
Bill	12/11/18	12/11/2018		104640 · Patron Programs&Events-Outreach	100.00
TOTAL					100.00
Bill Pmt -Check	58419	12/05/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	58420	12/05/2018	Lite Tech, Inc.	101010 · Cash - Marquette	-133.92
Bill	82769	11/28/2018		104530 · Building & Custodial Supplies	133.92
TOTAL					133.92
Bill Pmt -Check	58421	12/05/2018	Martina Mathisen	101010 · Cash - Marquette	-300.00
Bill	12/12/18	12/12/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	58422	12/05/2018	Michael C Barnes architect, llc	101010 · Cash - Marquette	-10,000.00
Bill	1805	11/21/2018		104450 · Building Maintenance	10,000.00
TOTAL					10,000.00
Bill Pmt -Check	58423	12/05/2018	Midwest Tape	101010 · Cash - Marquette	-2,509.15
Bill	96650793	11/21/2018		104340 · Audio Visual Materials - Adult	45.42
Bill	96676268	11/30/2018		104311 · Books - Youth	65.83
				104341 · Audio Visual Materials - Youth	311.27
				104310 · Books - Adult	417.98
				104340 · Audio Visual Materials - Adult	1,668.65
TOTAL					2,509.15
Bill Pmt -Check	58424	12/05/2018	Motion Picture Licensing Corporation	101010 · Cash - Marquette	-246.78

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	504184646	11/16/2018		104640 · Patron Programs&Events-Outreach	246.78
TOTAL						<u>246.78</u>
	Bill Pmt -Check	58425	12/05/2018	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
	Bill	11/26/18	11/26/2018		104730 · Postage	500.00
TOTAL						<u>500.00</u>
	Bill Pmt -Check	58426	12/05/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
	Bill	7019	12/01/2018		104450 · Building Maintenance	6,455.00
TOTAL						<u>6,455.00</u>
	Bill Pmt -Check	58427	12/05/2018	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-375.00
	Bill	1904	11/30/2018		104650 · Association Dues & Fees	375.00
TOTAL						<u>375.00</u>
	Bill Pmt -Check	58428	12/05/2018	OverDrive, Inc.	101010 · Cash - Marquette	-993.35
	Bill	04125DA18211422	11/13/2018		104310 · Books - Adult	174.00
	Bill	04125DA18211423	11/13/2018		104310 · Books - Adult	261.00
	Bill	04125CO18213975	11/16/2018		104310 · Books - Adult	8.99
					104340 · Audio Visual Materials - Adult	144.95
	Bill	04125CO18213789	11/16/2018		104311 · Books - Youth	102.92
	Bill	04125CO18221887	11/29/2018		104311 · Books - Youth	301.49
TOTAL						<u>993.35</u>
	Bill Pmt -Check	58429	12/05/2018	Park Ace Hardware	101010 · Cash - Marquette	-140.77
	Bill	11/30	11/30/2018		104530 · Building & Custodial Supplies	140.77
TOTAL						<u>140.77</u>
	Bill Pmt -Check	58430	12/05/2018	Penguin Random House LLC	101010 · Cash - Marquette	-486.75
	Bill	1084063486	11/02/2018		104340 · Audio Visual Materials - Adult	33.75
	Bill	1084063488	11/02/2018		104342 · Audio Visual Materials-Outreach	33.75
	Bill	1084129915	11/02/2018		104342 · Audio Visual Materials-Outreach	45.00
	Bill	1084332892	11/08/2018		104342 · Audio Visual Materials-Outreach	33.75

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1084308446	11/09/2018		104342 · Audio Visual Materials-Outreach	57.75
Bill	1083408440	11/09/2018		104340 · Audio Visual Materials - Adult	80.25
Bill	1084497244	11/16/2018		104342 · Audio Visual Materials-Outreach	22.50
Bill	1084515335	11/16/2018		104340 · Audio Visual Materials - Adult	45.00
Bill	1084497243	11/16/2018		104340 · Audio Visual Materials - Adult	22.50
Bill	1084617003	11/21/2018		104342 · Audio Visual Materials-Outreach	63.75
Bill	1084617002	11/21/2018		104340 · Audio Visual Materials - Adult	48.75
TOTAL					486.75
Bill Pmt -Check	58431	12/05/2018	Rebecca Crume-Simmons	101010 · Cash - Marquette	-250.00
Bill	TomVaughn 2018	11/20/2018		102171 · Gamishment W/H Payable	200.00
Bill	Reimbursement of 457	11/28/2018		102160 · 457 Plan W/H Payable	50.00
TOTAL					250.00
Bill Pmt -Check	58432	12/05/2018	Recorded Books, INC	101010 · Cash - Marquette	-342.04
Bill	76030052	11/06/2018		104341 · Audio Visual Materials - Youth	35.99
Bill	76032304	11/08/2018		104340 · Audio Visual Materials - Adult	71.98
Bill	76033002	11/09/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	76033033	11/09/2018		104340 · Audio Visual Materials - Adult	18.00
Bill	76034102	11/13/2018		104340 · Audio Visual Materials - Adult	32.39
Bill	76034330	11/14/2018		104340 · Audio Visual Materials - Adult	17.99
Bill	76036089	11/16/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	76002045	11/16/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	76038871	11/27/2018		104340 · Audio Visual Materials - Adult	62.20
TOTAL					342.04
Bill Pmt -Check	58433	12/05/2018	Rowman & Littlefield Publishing Group	101010 · Cash - Marquette	-71.73
Bill	10969240	11/08/2018		104310 · Books - Adult	71.73
TOTAL					71.73
Bill Pmt -Check	58434	12/05/2018	Schindler Elevator Corporation	101010 · Cash - Marquette	-820.00
Bill	7100383560	11/28/2018		104450 · Building Maintenance	820.00
TOTAL					820.00
Bill Pmt -Check	58435	12/05/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-757.94

Orland Park Public Library
Check Detail
November 20 through December 17, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	6322	11/12/2018		104530 · Building & Custodial Supplies	362.08
Bill	6327	11/17/2018		104530 · Building & Custodial Supplies	367.86
Bill	16952	11/19/2018		104530 · Building & Custodial Supplies	28.00
TOTAL					757.94
Bill Pmt -Check	58436	12/05/2018	Susan Maddox	101010 · Cash - Marquette	-300.00
Bill	12/13/18	12/13/2018		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	58437	12/05/2018	Tumbleweed Press Inc.	101010 · Cash - Marquette	-2,300.00
Bill	92204	11/14/2018		104315 · Electronic Databases	2,300.00
TOTAL					2,300.00
Bill Pmt -Check	58438	12/05/2018	Village of Orland Park Water	101010 · Cash - Marquette	-1,578.59
Bill	11/30/18	11/30/2018		104515 · Water & Sewer	1,578.59
TOTAL					1,578.59
Bill Pmt -Check	58439	12/05/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-131.54
Bill	11/21/18	11/21/2018		104495 · Legal	166.48
TOTAL					166.48
Subtotal - Checks					\$110,007.15
Gross Payroll on 11/30/18					\$105,951.63
Payment to Village for IMRF/Insurance for November, 2018					\$69,789.89
Gross Payroll on 12/14/2018					\$106,387.63
Grand Total					\$392,136.30

Adult Services Board Report November 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 11/1; 6 adults

Unwind: Knit, Crochet, and Needlework Hangout 11/6; 6 adults

Five genre book discussions 11/8, 11/14, 11/19, 11/20, 11/29; 31 adults

Bingo 11/10; 7 adults

DIY Craft: Clothespin Holiday Trees; 14 adults

eBooks, eMagazines, eReaders 11/15, 11/20, 11/26; 3 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Kortnee Fingler attended Grow Your Own Leaders: Nurturing Leadership and Management Skills for Staff at Every Level (Webinar (LJ)) on Nov 1, 2018

Kortnee Fingler attended Go-To Graphic Novels (Webinar (Booklist)) on Nov 2, 2018

Kortnee Fingler attended LibraryCon (Web Conference (LJ)) on Nov 7, 2018

Andrew Masura attended LibraryAware Demo (Computer Lab) on Nov 15, 2018

Peter Tew attended 21st Century Librarians for 21st Century Libraries (Webinar) on Nov 20, 2018

STATISTICS

Database	2018	2017	Data Type
Ancestry Library	405	561	Total Searches
Careers College	10	21	Total Users
Consumer Reports	113	118	Total Log-Ins
EBSCO	1749	1091	Total Searches
Gale Virtual Ref. Lib	3	4	Total Searches
Heritage Quest	161	514	Total Searches
Lynda.com	85	96	Total Log-Ins
Mango Languages	82	107	Total Sessions
OCLC	4543	5064	Total Searches
ProQuest	70	119	Total Searches
Reference USA	191	753	Total Searches
Weiss & Street Financial Ratings	48	12	Total Log-Ins

Statistics from web forms

Category	11/2018	11/2017
Reference	3060	3378
Ref Remote	145	174
Non-Reference	208	307
N-R Remote	47	24
Extended Help	18	26
Passive Programming	18	4
Program Attendance	67	65
Items shelved	17182	18811
Carts shelved	273	510

CUSTOMER SERVICE LOG

11-02-18 Patron stopped by the Reference desk with a hand flyer for English Conversation for ESL learners. The patron said that one of the flags in the background design was basically a "Japanese confederate flag, not the national flag of Japan." Then she said, "It is very offensive and should be removed from the design." Rosemarie FW

11-4-18 Patron indicated "I came in to pick up the New Books listing. It's so helpful each month." Diane S.

11-4-18 Patron complained. "I'd like to check this out - Where the Trails Cross (SSGHS). Well, if I can't take this copy home with me why does the library leave it here? No, I don't want to photocopy." Diane S.

A gentleman stopped by the Adult Services desk looking for an item. He commented on how nice and helpful the Reference librarians always are and that we are very helpful and cheerful. Judy B.

Gentleman stopped by the Adult Services desk to say that he was impressed with the library because it was quiet, like libraries should be. He remarked that it reminded him of libraries from his youth and that a lot of libraries today are very noisy and the people in them are very rude and disrespectful. Judy B.

11-9-18 After helping a patron find a TV series she'd been searching for, "Thank you so much--I just want to give you a big hug!" Katie A.

11-10-18 Patrons at Bingo commented that the Mokena Public Library has candy and other giveaways for their bingo prizes. Katie A.

11-15-18 Demonstrated self-check out for two patrons. "How does this work? I don't know if this stack of books checked out. I can see that they're on the account. I didn't select print receipt. Thanks for all your help." Diane S.

11-18-18 Patrons are delighted by the book turkey that Kortnee created--we've received numerous compliments. One patron, a reading specialist, said she would love to make one for her classroom and asked if we'd be having a class. Katie A.

11-19-18 Patron visiting her mother in Orland Park: "Wow! This is my first time here. This is such a beautiful library." Katie A.

11-19-18 Assisted patron in finding and reserving a recently published book, and she responded, "The Orland Park Library is such a great library, with wonderful service." Debbie O.

11-20-18 Provided assistance to patron seeking books from her favorite non-current author, and she stated "Finding all of these books was so much better than I had hoped for." Debbie O.

11-26-18 After assisting patron with Consumer Reports database, she stopped by the desk to comment, "You have some very creative people working here. I love these displays (holiday decorations) and your book tree." Katie A.

11-27-18 Husband and wife stopped by the desk and asked "Did you make the book tree?" I said, No. Then, they said "it's very pretty!" Rosemarie FW.

11-28-17 That book tree is so innovative. It's beautiful! You should call the newspaper and have them take a picture of it. Andy M.

Patron Services Board Report November 2018

CONTINUING EDUCATION/MEETINGS ATTENDED

Theresa Hildebrand attended the following webinars:

Coaching Skills for Library Supervisors: Building a Performance Culture One Employee at a Time (RAILS Webinar) on Nov 17, 2018

Conflict Resolution Foundations (Lynda.com webinar) on Nov 29, 2018

STATISTICS

Patron Services' staff assisted our patrons with 66 reference questions/interactions this month.

OPPL	Total Circulation		2018		2017		2018		2017		2018		2017	
	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 %	Overdrive Registration 2018	Overdrive Registration 2017
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%	59	52
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%	51	49
March	57,407	57,523	-0.20%	42,485	41,617	2.09%	3,739	3,994	-6.38%	15,640	17,813	-12.20%	49	54
April	54,404	51,077	6.51%	39,007	32,758	19.08%	3,411	3,338	2.19%	15,234	14,737	3.37%	60	52
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%	51	36
June	63,248	61,176	3.39%	38,793	32,107	20.82%	4,002	1,338	199.10%	15,223	15,445	-1.44%	71	57
July	62,697	59,637	5.13%	40,033	33,762	18.57%	4,110	856	380.14%	16,153	15,644	3.25%	92	61
Aug	57,759	54,358	6.26%	36,214	35,295	2.60%	3,632	1,647	120.52%	15,329	14,656	4.59%	54	57
Sept *	52,657	50,667	3.93%	32,301	32,892	-1.80%	2,635	3,212	-17.96%	14,081	15,705	-10.34%	53	44
Oct	57,422	53,717	6.90%	35,073	36,533	-4.00%	3,264	3,550	-8.06%	14,606	13,694	6.66%	44	42
Nov	57,681	50,789	13.57%	33,801	35,118	-3.75%	3,415	3,606	-5.30%	14,181	14,848	-4.49%	40	55
Dec	0	45050			31349			2750		0	12977		0	51
TOTAL	619,647	640,648		404,939	417,103		38,222	33,415		164,875	183,053		624	610

* Beginning Sept 2018, Polaris Online books are subtracted from total

OPPL	2018		OTHER CIRCULATION		2018		2017		2018		2017	
	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	1,203	573	109.95%	4,103	3,335	23.03%	346	316	9.49%	37	30	
SEPT	1,145	541	111.65%	3,754	3,301	13.72%	362	389	-6.94%	19	19	
OCT	1,258	591	112.86%	3,654	3,544	3.10%	661	347	90.49%	24	24	
NOV	1,242	672	84.82%	3,444	3,183	8.20%	842	225	274.22%	7	17	
DEC	0	658		0	3,138		0	302		0	16	
TOTAL	12,989	6,820		41,367	37,165		4,342	4,075		202	239	

CUSTOMER SERVICE LOG

11/02/2018 (Checkout Desk) Patron checking out videogames commented, "You guys have a great selection of videogames. Much better than at Tinley Park. You've saved me and my wife a lot of money." - Laura L.

11/05/2018 (Welcome Desk) Patrons exiting after using fax machine commented, "This is a beautiful library. We are coming from Oak Lawn, which is also nice, but this is very impressive." - Laura L.

11/07/2018 (Welcome Desk) Patron suggested using a PIN number for self-check-out usage so no one else can use a person's card. - Julie P.

11/08/2018 (After Radio Program at 2pm) Patron complimented the program and said the presenter was wonderful. - Jordin M.

11/12/18 (Checking in materials) Patron commented that the outside drops aren't the right size for his car - one is too tall, the other too short. He tried to return movies, but they fell to the ground. He ran them over by accident, luckily the discs were fine and we can replace the cases. - Jenna S.

11/16/2018 (At Checkout Desk) Patron mentioned how helpful Becky was in directing her to current book club information. She stated that Becky is welcoming each time she comes to the library. Adult Services Katie is so helpful as well." - Terry F.

11/18/2018 (At the front doors) Patron entering the library at opening on Sunday. "How amazing to see so many people lining up to get into the library on a Sunday afternoon! I never realized how many people come to the library on a Sunday!!!"

11/20/2018 (Reciprocal Borrower registering library card) Patron commented, "Why are libraries the most cooperative of all public services?" - Julie P.

11/21/2018 (Welcome Desk) Patron commented, "It's so busy for a Wednesday morning. Is it always so crowded?" - Laura L.

11/23/2018 (Lobby) "Every time I come there are people parked in the 5 minute parking spots who are parked there for more than 5 minutes. I have a bum knee and I can't be walking all the way in here to return my books. This is every time I come here!" - Theresa H.

11/24/2018 (Welcome Desk) Patron remarked, "All your Christmas decorations are beautiful." - Nadine L.

11/26/2018 (Welcome Desk) "Whose idea was it to make that book tree that is at the top of the stairs? It is so neat!" - Laura L.

11/27/2018 (Patron Checking Out) Patron commented that she enjoys seeing how much money she saves by using the library. Suggests we have a contest for highest year to date amount. - Terry F.

11/28/2018 (Puzzle Exchange) Patron said we need to put something in the local papers (like the Orland Park Prairie) regarding the puzzle exchange, and also in emails from the library. - Patrick D.

Graphics Board Report November 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

5 e-Blasts were sent to patrons informing them of upcoming programs

CONTINUING EDUCATION/MEETINGS ATTENDED

Kristen Holding attended *Photoshop for Lightroom Users* with Scott Kelby (Donald E. Stephens Convention Center; Rosemont IL) on Nov 26, 2018

Maurya Orr attended *Photoshop for Lightroom Users* with Scott Kelby (Donald E. Stephens Convention Center; Rosemont IL) on Nov 26, 2018

Stephanie Fordice attended Orland Park Area Chamber of Commerce Monthly Membership Meeting-Nov. 2018 (Andy Varga Insurance, 10759 W. 159th Street, Orland Park, IL) on Nov 28, 2018

STATISTICS

2,320 Facebook followers

628 Instagram followers

1,985 Twitter followers

454 Pinterest followers

17,875 Emails on the marketing email list

28 Meeting room requests received

93 Graphics requests completed for November 2018

Delivered 72 Welcome Bags (48 adult, 24 youth)

Information Technology Board Report November 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

11/1 - Cable No More (90)

11/8 - Smart Home (15)

11/13 - Gizmos, Gadgets, and Gear (7)

STATISTICS

Category	Nov 2018	Nov 2017
Study Room Usage	449	417
Patrons Assisted	490	466
Extended Assistance	105	75
Total PC Usage	1638	1643
Total Web pages	27105	25575
Number of Classes	3	9
Total Class Attendance	112	38
Wireless Usage	3851	

GRANTS/SPECIAL PROJECTS

IT has been interviewing to fill two openings. One has been filled and we are close to filling the last opening.

Web Developer Lina Elzahdan's Mac Mini was upgraded with more RAM and a new SSD.

ALL Patron Services staff have received their new machines.

Upgrading of OptiPlex (certain staff computers) components has begun.

CUSTOMER SERVICE LOG

11/1/18 - Cable No More - Very informative

11/1/18 - Cable No More - Ian was very knowledgeable and great presenter.

11/1/18 - Cable No More - Ian used humor appropriately - liked his stories.

11/1/18 - Cable No More - Great Class!

11/1/18 - Cable No More - Well done, Ian. Thanks!

11/1/18 - Cable No More - Can't wait for the next class!

11/8/18 - Smart Home - Very good information. Suggestion for future classes: cell phone apps

11/8/18 - Smart Home - Great information and presentation. Have a part II class. For example more details on different devices.

11/8/18 - Smart Home - Suggestion for future classes: how to stop your computer from slowing down/running slow.

11/8/18 - Smart Home - Appreciate reading about library classes in Orland Park Prairie newspaper. This presentation was excellent and interesting.

11/8/18 - Smart Home - Great job with staging for this event.

11/13/18 - Gizmo, Gadgets & Gear - Love this class

11/13/18 - Gizmo, Gadgets & Gear - Over 50 traveling tips. Funeral arrangements vs. Cremation. Medical Cannabis.

11/13/18 - Gizmo, Gadgets & Gear - Wonderful and fun and informative. Thank You!

Outreach Services Board Report November 2018

PERSONNEL

Katherine Kozlowski-Mitchel has accepted the position of Outreach Assistant.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing Independent Living and Assisted Living, Brookdale, Alden Prairie, American House, Lexington, Thomas Place, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book and flyer delivery to train stations.

Curation of the 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 Library Director Boot camp Session 1 (Webinar) on Nov 5, 2018

Kelly Cuci attended Winning Grants - Essentials for Writing Effective Proposals (Webinar) on Nov 7, 2018

Cathy DiGiorgio attended Winning Grants: Essentials for Writing Effective Proposals (Webinar) on Nov 7, 2018

Kelly Cuci attended Library Director Boot camp Session 2 (Webinar) on Nov 12, 2018

Kelly Cuci attended Library Director Boot camp Session 3 (Webinar) on Nov 19, 2018

Kelly Cuci attended Supporting Your Creative Community (Webinar) on Nov 28, 2018

Cathy DiGiorgio attended Supporting Your Creative Community (Webinar) on Nov 28, 2018

STATISTICS

Onsite Adult Programs:

11 programs were given with a total of 304 patrons. *2017: 13 programs were given with a total of 453 patrons.*

Breakout:

11/2/18 Meet the Artist - Marian Kraus	11
11/6/18 Silent Comedy All-Stars	46
11/7/18 Working to End the War	21
11/8/18 Afternoons @ OPPL: Radio Goes to War	35
11/13/18 English Conversation for ESL Learners	3
11/14/18 Adulting: Basic Financial Planning for Millennials	11
11/15/18 Rules of the Road	19
11/16/18 Showcase: Reid Spears Performs Billy Joel and Elton John	117
11/20/18 Our Land Between the Rivers, Illinois in Story and Song	31
11/23/18 Friday Film Series - Finding Your Feet	10
11/26/18 English Conversation for ESL Learners	0

Offsite Adult Programs:

13 programs were given with a total of 227 patrons attending. *2017: 15 programs were given with a total of 227 patrons attending.*

Breakout:

11/1/18 SmartArt iPad	3
11/7/18 Orland Township Senior Drop-in Visit	23
11/9/18 Orland Township Senior Drop-in Visit	11
11/12/18 Senior Living Visits	25
11/13/18 Senior Living Visits	17
11/14/18 Senior Living Visits	19
11/15/18 Remember When at American House	25
11/15/18 Remember When at Brookdale	20
11/20/18 Book discussion at Smith Crossing	12
11/21/18 Orland Township Senior Drop-in Visit	21
11/26/18 Senior Living Visits	23
11/27/18 Senior Living Visits	16
11/28/18 Senior Living Visits	18

Train Station Books:

Three Train Stations - **254**, 2017 - 102

Passive Programming

Nursing Homes - **20**, *New Statistic*

Program Flyer Distribution Stats:

Village of O.P. - **385**, *2017 - 1250*

Sportsplex - **390**, *2017 - 1250*

Train Stations - **22**, *2017 - 102*

During programs - **124**, *2017 - 152*

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1852 items circulated with 2758 checkouts and 85 renewals. *2017: 1817 items circulated with 2366 checkouts and 139 renewals.*

Visits to single-family homebound patrons totaled 26. *2017: Visits totaled 21.*

1 new homebound patron card was issued and 0 discontinued. 1 card was renewed. *2017: 2 new homebound library cards were issued. 1 card was discontinued. 2 cards were renewed.*

OS staff logged 350 reference transactions. *2017: 1339 reference transactions.*

OS staff logged 152 programming questions. *2017: 63 programming questions.*

OS staff logged 77 exhibit questions. *2017: 52 exhibit questions.*

GRANTS/SPECIAL PROJECTS

Outreach received 8 new NASA artifacts; including a mission patch and a shuttle seat belt.

CUSTOMER SERVICE LOG

11/2/18 Meet the Artist - Marian Kraus program

"You ordered beautiful pieces." Duke P.

"He's really talented, good stuff." Duke P.

11/13/18 Homebound Delivery

"You perform an amazing service." Theresa M.

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

11/14/18 Lexington Book Delivery

"I always look forward to this." Theresa M.

11/14/18 Evergreen Book Delivery

"Thank you for this service." Theresa M.

"Thank you so much." Theresa M.

11/14/18 Adulting - Basic Financial planning for Millennials program

"You should get him for his retirement program too, thanks." Duke P.

"Your services help a lot." Duke P.

11/16/18 Showcase - Reid Spears performs Billy Joel and Elton John program

"Wonderful program." Cathy D.

"Wow, this was great." Cathy D.

"We had so much fun." Cathy D.

"We really enjoyed this concert." Cathy D.

"That was a great concert." Cathy D.

"Thank you for a great concert." Cathy D.

"This was a lot of fun. Thank you." Cathy D.

"Please have him back again." Cathy D.

"We had so much fun. Thank you." Cathy D.

11/20/18 Our Land, Between the Rivers, Illinois in Story and Song program

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

"Mr. Cloyd was wonderful." Cathy D.

"Thank you for celebrating the Illinois Bicentennial." Cathy D.

"Mr. Cloyd is a great storyteller and singer." Cathy D.

11/26/18 Smith Crossing Book Delivery

"You provide such a wonderful service." Theresa M.

"Thank you for coming." Theresa M.

11/27/18 Thomas Place Book Delivery

"We look forward to seeing you." Theresa M.

GRANTS/SPECIAL PROJECTS

- Wendy Xie created new carousel display for OverDrive eBook and Audio eBook for OPPL patrons on the online catalog, PAC
- Wendy Xie added 281 Hoopla eBooks into Polaris. Entering keywords of “OPPL Hoopla eBook” can retrieve these titles together
- Wendy Xie added 200 Hoopla Audiobooks into Polaris. Entering keywords of “OPPL Hoopla Audio eBook” can retrieve these titles together
- Wendy Xie added 145 Hoopla Music albums into Polaris. Entering keywords of “OPPL Hoopla Music” can retrieve these titles together
- Wendy Xie added 249 Hoopla movies into Polaris. Entering keywords of “OPPL Hoopla Movie” can retrieve these titles together
- Staff’s Polaris notification issues were resolved

Youth Services Board Report November 2018

PERSONNEL

Youth Services Assistant Jennifer McQuinn resigned from her position after 17 years. Her last day was November 19. We are currently interviewing to fill the position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Preschool Paks: 16

Items Circulated: 286

Teacher Loan Card Check outs: 56

PAL PAKS: 7

Items Circulated: 145

School Outreach/Books Alive: 569 students and family members

11/6: Orland 135 Bilingual Parent Action Committee Meeting: 18

11/12: Books Alive, High Point 3rd grade: 120

11/12: Books Alive, High Point 4th grade: 80

11/13: Books Alive, Park School 1st & 2nd grade: 211

11/16: Books Alive, High Point 5th grade: 100

11/19: Parent/Teacher Conference day, Prairie School: 40

Preschool Visits:

11/8: KinderCare Pinewood Drive-25

11/12: KinderCare John Humphrey Drive-20

11/29: St. Michael's Preschool-50

11/30: Park School Early Childhood (PM) - 10

Outreach Events:

Orland Park Holiday Festival Storytime (2 sessions) - 285

Youth Programs

Once Upon a Time Storytime (8 sessions) - 353

Building Blocks for Babies (8 sessions) -416

Night Owls (4 sessions) - 139

Bright Starts (4 sessions) - 65

Toddler Art (2 sessions) - 36

Crafty Readers (2 sessions) - 10

International Art - 20

Special Needs Parent Meet-up - 2

1. 2. Crafts & More - 28

Baby Playtime - 23

Family STEAM Challenges - 25
Animal Habitats: Winter Animals - 7
Dia de los Muertos/Day of the Dead - 73
Sphero Races - 5
Exploring We Shall Go! (2 sessions) - 12
Preschool Art - 21
Cuentos & Canciones - 5
Tea Rex - 25
Happy Illinois Bicentennial Birthday Bash - 5
Puppies! Puppies! Puppies! - 27
Super Smash Bros Tournament - 90
Nintendo Switch Players - 53

Teen Programs

Chalk Board Additions (2 questions) - 66
Teen Video Game Players - 0
Mini Book Reviews - 1
Teen October Book Drawing - 60
Teen Day of the Dead Celebration - 3
Teen Mug Cakes - 23
Tween Green Screen -12
Teen Inc. Giving Tree - 7
Teen Inc. Food Drive (2 sessions) - 14
Volunteens-International Art - 2
Volunteens-1, 2, Crafts & More - 4
Volunteens-Smash Bros Tournament - 2
Volunteens - Crafty Readers (2 sessions) - 8
Volunteens - Family STEAM Challenge - 2
Volunteens-Tea Rex Party - 2
Volunteens - Winter Animals - 1
Volunteens-Day of the Dead Face Painting/Storytime - 7

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Faxel attended YA Announcements Winter & Beyond (Webinar (booklist) on Nov 5, 2018

Erin Faxel attended Library Con (Webinar) on Nov 8, 2018

Brandi Smits attended Library Aware Demo (OPPL) on Nov 15, 2018

Becky McCormack attended Library Aware Demo (OPPL) on Nov 15, 2018

Vanessa M. Fernandez attended CL.A.S.S. Meeting (Prairie Trails Public Library) on Nov 19, 2018

Alexander Pappas attended Activity Stations for Storytime (Florida Library Webinar) on Nov 27, 2018

Alexander Pappas attended Digital Tools and Apps That Inspire Storytelling and Creativity (Florida Library Webinar) on Nov 29, 2018

STATISTICS

November 2018 created Dec 04, 2018

Category	Qty
Reference	231
	7
Ref Remote	130
Non-Reference	189
N-R Remote	48
Extended Help	91
Group Study	0
Study Rooms (New, started 4/17/2018)	453
Teen Program Attendance	210
Youth Program Attendance	1659
Combined Program Attendance	1869

CUSTOMER SERVICE LOG

Preschool Desk

No report

Junior Desk

11/5/18 Little girl to her Mom "Is art class today? I want to go to art class!" Brandi S.

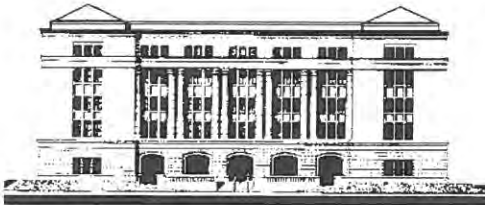
11/6/18 Mom with granddaughter "You guys are the best. You always help us find what we need. This is the perfect library." Amy N.

11/8/18 Mom and son talking about genie program "We discovered a lot of new books that way!" Alex P.

11/29/18 Grandmother called to put a book on hold "I recognize your voice. You are extraordinary! When I took my grandson to your story times he just loved them. Your passion for your job really shows." Becky M.

Teen Desk

11/23/18 Patron looking for DVDs and wondering how they can find them on their own "You are so sweet. You always help me find what I need." Erin F.



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Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Orland Park Public Library

2. Library's control number: 30521 Branch number: 00

3. Contact information of person completing this grant application:

Preparer's name: Mary Weimar
(First name) (Last name)

Preparer's title: Library Director

Preparer's telephone number: (708) 428-5203

Preparer's email: mweimar@orlandparklibrary.org

4. **Population Served:** 56,767

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Management Team of the Orland Park Public Library discussed Chapter 8 on April 18, 2018 and also reviewed it on May 16, 2018. The library is open 72 hours a week with full-service in all departments. Reference staff with a Master's degree in Library Science serve the patrons answering reference questions on a variety of topics using print and electronic resources. The library has a strong collection, and it has been recently weeded and the reference materials integrated with the circulating collection for better accessibility. The library expends over \$90,000 on electronic databases ranging from science and language development to genealogy. There are three staff dedicated to handling interlibrary loans. Our online catalog has a request for materials feature. Managers of adult and youth collections either purchase or ILL requested materials for patrons within two days. At the June 18, 2018 Library Board meeting, the Reference and Reader's Advisory Policy was reviewed and updated. The staff also discussed Chapter 8 with the Library Board members on June 18. Staff are required to perform several hours of continuing education each year to stay abreast of trends and new resources. The library also receives emails through various accounts for reference service. The library's will be debuting a new website in January, 2019 which will provide improved accessibility to all of our resources and will offer a mobile version. The library meets all of the requirements for Chapter 8 and continues to offer more online resources using Novelist and genre bibliographies to improve reader's advisory for patrons.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The Board of Library Trustees discussed Chapters 6-10 of the Trustee Fact File 4th edition at the June 18, 2018 Board meeting. Chapter 6 addressing intellectual freedom was particularly of interest to several board members as the library was awarded the ILA Intellectual Freedom Award in 2014 for their support of the Internet policy. The library has a display for Banned Books Week every year. The Strategic Plan Committee meets every month since 2013. The library is looking to repurpose areas in a renovation project, and so the patrons and staff were asked for their input on what changes they would like to see. The building and circulation of materials will be highlighted in the next strategic plan. Due to some recent changes in the services the Village supplied to the library in the past, it has become necessary to create a part-time Human Resource Generalist position in 2019 to assist with insurance plans, recruiting and interviewing new staff, leaves of absences, and our new Performance Management Guide. This new evaluation tool was instituted this year, and a new HR staff member may assist us in the onboarding and training of new staff so staff may better understand the performance level expected of them. The Board revised the evaluation process for the Library Director position linking it more closely with the job description and Strategic Plan. The library is a member of HR Sources which assists us with big projects and audits of our employment records. As stated earlier, the Board recently approved a Master Plan Study for the building to repurpose space. The funds necessary for this several million dollar project has been saved over the past decade. The Library Board participates in intergovernmental agreements to share the costs of property tax appeals on commercial property which has a big impact on our tax collection. The library applies for all available state grants. The library will look forward to applying for the e-rate

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

All of the staff and Library Board members were required to view a webinar or attend a workshop which focused on the patrons with challenges and disabilities. In July, 2018, Management Team members were given a list of appropriate webinars for their staff to be viewed by October 15th. The following were a sample of the webinars: Serving Patrons with Dementia (originally broadcasted February 10, 2017); Beyond Assistive Technologies: Improving Library Services to People With Disabilities; Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families; Access to All: Serving youths and young adults with disabilities; JJ's List Disability Awareness Training; and Inclusive Programming for Adults with Developmental Disabilities. The Serving Patrons with Dementia was very informative and gave our Outreach staff more ideas for programming. Outreach serves the senior and Homebound patrons, and in particular, visits several facilities for dementia and Alzheimer's patients. The library has a Volunteer program which invites volunteers with disabilities to visit weekly and assist in library staff with various tasks. This program has been ongoing for years. The library excels in its programming for the Homebound and provides materials and programs to about ten assisted living facilities.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes No
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

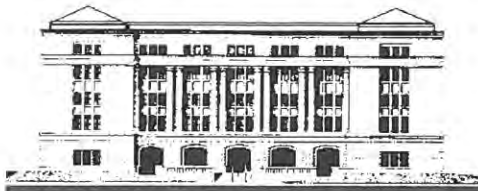
Please describe how the library connects with, serves and supports veterans and military families in your community.

In 2000, the Veterans' History Project was created as part of the Library of Congress' American Folklife Center. The mission of the Project is to "...collect, preserve, and make accessible the personal accounts of American war veterans..." The Illinois State Library also has an archived collection through the Illinois Veterans' History Project, which works in conjunction with the Federal Project. In 2014, the Orland Park Public Library began its participation in both the Library of Congress and State of Illinois Veterans' History Projects with its first veteran interview. To date, twenty-five veteran interviews have been conducted on-site at the Library or in various off-site locations. The goal of the Orland Park Public Library is to provide local veterans who were in the military, or civilians who have worked with the military, an opportunity to relate and preserve their own stories through video recordings, photographs, and/or manuscripts. Video recorded interviews are available for viewing from the Library. Both Veteran History Projects have provided the Orland Park Public Library and its staff the opportunity to establish relationships with a number of veterans' organizations, groups and individuals within the Orland Park community and surrounding communities. Some of these relationships include the local VFW and American Legion chapters; the Orland Park Department of Veterans' Affairs Vet Center, the Orland Park Veterans Commission; Smith Crossing – A Smith Senior Living Community; Illinois Joining Forces; and the Orland Park Military Expo. In the fall of 2017,

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please Not at this time

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

The Orland Park Public Library will use the funds to purchase materials for all ages. The library is proud to offer a variety of formats at all age levels. The library has a subscription to OverDrive, RB Digital and Hoopla. These collections have circulated over 53,000 items this year to date. Our circulation is holding steady at a 3% increase from last year, and it is because the library purchases the popular materials in a timely manner for patrons. For every three holds, the library purchases an additional copy of a title. DVD/Blu-Rays are the largest format circulated across age levels. Our Lucky Day collection located in the lobby allows for the newest movies to be checked out for a shorter time frame, ensuring a healthy browsing collection. The Library Board is very cognizant of the ILA Standards for collections and strives to budget 12% of their annual budget on collection (databases, print and electronic materials, periodicals and audiovisual materials including video games. The library circulates Roku, HotSpots and this year have added Google Home minis and Amazon Echo minis for patrons. Providing a wide variety of material offerings has kept our patrons engaged and the Per Capita Grant funds will assist us in our endeavors.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Orland Park Public Library City: Orland Park
Control Number: 30521 Branch Number: 00
Fiscal Year: 2017 Exact amount of Per Capita Grant received: 44,076.17

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

The Orland Park Public Library expended the Per capita Grant funds on materials for patrons of all ages. Materials were purchased in both print and non-print formats. Books, large print books, DVDs, Blu-Rays, video games, eBooks, eAudiobooks, graphic novels, PlayAway videos and music CDs were purchased.

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2018-07

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

adopted at a regular meeting of the said Board of Library Trustees on the 17th day of December, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of December, 2018.

ELAN KLEIS
Secretary of the Board of Library Trustees

RESOLUTION NO. 2018-07

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

WHEREAS, the Board of Library Trustees of the Orland Park Public Library have met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act (the "Act"), a list of said closed session meeting dates being attached hereto as Exhibit "A" and made a part hereof; and

WHEREAS, as required by the Act, the Secretary of the Board of Library Trustees has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to 5 ILCS 120/2.06(d), the Board of Library Trustees has met in closed session to review closed session minutes; and

WHEREAS, the Board of Library Trustees has previously made available for public inspection certain closed session meeting minutes, a list of said disclosed closed session minutes being attached hereto as Exhibit "B" and made a part hereof; and

WHEREAS, the Board of Library Trustees have determined that a need for confidentiality still exists as to the closed session meeting minutes from the closed session meetings set forth on Exhibit "C", attached hereto and made a part hereof; and

WHEREAS, the Board of Library Trustees have further determined that the minutes of the closed session meetings listed on Exhibit "D", attached hereto and made a part hereof, no longer require confidential treatment and should be made available for public inspection.

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

SECTION 1: The closed session minutes from those meetings set forth on Exhibit "D" attached hereto are hereby released.

SECTION 2: The Secretary of the Board of Library Trustees is hereby authorized and directed to make the minutes from those meetings set forth on Exhibit "D" available for inspection and copying in accordance with the standing procedures of the Orland Park Public Library.

law. SECTION 3: This Resolution shall take effect from and after its adoption as provided by

ADOPTED this 17th day of December, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

President, Board of Library Trustees

Secretary, Board of Library Trustees

Exhibit "A"

**LIST OF ALL DATES ON WHICH
CLOSED SESSION MEETINGS HAVE TAKEN PLACE**

December 17, 1990
February 18, 1991
March 18, 1991
April 15, 1991
June 17, 1991
July 15, 1991
August 19, 1991
December 16, 1991
February 17, 1992
March 16, 1992
April 20, 1992
June 15, 1992
July 27, 1992
August 17, 1992
February 15, 1993
March 15, 1993
April 19, 1993
May 17, 1993
June 21, 1993
July 19, 1993
August 16, 1993
September 20, 1993
February 21, 1994
March 21, 1994
April 18, 1994
May 16, 1994
June 20, 1994
July 18, 1994
August 15, 1994
September 19, 1994
November 21, 1994
December 19, 1994
January 16, 1995
February 20, 1995
March 20, 1995
April 17, 1995
May 15, 1995
June 19, 1995
July 17, 1995

August 21, 1995
September 22, 1995
October 18, 1995
November 20, 1995
December 18, 1995
January 15, 1996
February 19, 1996
April 15, 1996
May 20, 1996
June 17, 1996
July 15, 1996
August 19, 1996
September 19, 1996
October 21, 1996
November 18, 1996
December 16, 1996
January 20, 1997
February 17, 1997
March 17, 1997
April 21, 1997
May 19, 1997
June 16, 1997
July 21, 1997
August 18, 1997
October 20, 1997
November 17, 1997
December 15, 1997
January 19, 1998
February 16, 1998
March 16, 1998
April 4, 1998
April 20, 1998
April 29, 1998
May 11, 1998
May 14, 1998
May 18, 1998
May 19, 1998
May 21, 1998
May 28, 1998
June 15, 1998
July 20, 1998
August 17, 1998
December 21, 1998

EXHIBIT "A" (continued)

March 15, 1999
June 21, 1999
December 20, 1999
April 17, 2000
July 24, 2000
February 2001
May 22, 2001
June 18, 2001
January 21, 2002
February 18, 2002
March 18, 2002
June 17, 2002
November 18, 2002
June 16, 2003
December 20, 2004
March 15, 2005
April 18, 2005
June 20, 2005
July 18, 2005
August 15, 2005
June 19, 2006
August 23, 2006
November 20, 2006
December 18, 2006
January 15, 2007
June 18, 2007
July 16, 2007
August 13, 2007
August 15, 2007
August 20, 2007
April 21, 2008
May 19, 2008
June 16, 2008
August 18, 2008
April 20, 2009
May 6, 2009
May 18, 2009
September 21, 2009
October 19, 2009
September 20, 2010
October 17, 2011
May 20, 2013
June 17, 2013

September 16, 2013
November 18, 2013
December 16, 2013
January 13, 2014
January 23, 2014
February 17, 2014
March 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
July 20, 2015
December 21, 2015
January 18, 2016
March 21, 2016
June 20, 2016
October 17, 2016
December 19, 2016
June 19, 2017
July 17, 2017
August 1, 2017
October 16, 2017
December 18, 2017
April 16, 2018
June 20, 2018
August 20, 2018

Exhibit "B"

**LIST OF CLOSED SESSION MEETING MINUTES
BY DATE WHICH THE BOARD OF LIBRARY TRUSTEES
HAS PREVIOUSLY APPROVED FOR PUBLIC INSPECTION**

April 15, 1991	Portions available for public inspection
April 20, 1992	Portions available for public inspection
February 15, 1993	Portions available for public inspection
March 15, 1993	Portions available for public inspection
February 21, 1994	Portions available for public inspection
September 19, 1994	Portions available for public inspection
December 19, 1994	Portions available for public inspection
January 16, 1995	
February 20, 1995	Portions available for public inspection
April 17, 1995	
June 19, 1995	Portions available for public inspection
July 17, 1995	
August 21, 1995	Portions available for public inspection
September 22, 1995	Portions available for public inspection
October 18, 1995	
November 20, 1995	
December 18, 1995	
January 15, 1996	Portions available for public inspection
February 19, 1996	Portions available for public inspection
April 15, 1996	Portions available for public inspection
May 20, 1996	
June 17, 1996	
July 15, 1996	
August 19, 1996	Portions available for public inspection
September 19, 1996	
October 21, 1996	
November 18, 1996	
December 16, 1996	
January 20, 1997	Portions available for public inspection
February 17, 1997	Portions available for public inspection
March 17, 1997	
April 21, 1997	
May 19, 1997	
June 16, 1997	
July 21, 1997	Portions available for public inspection
August 18, 1997	Portions available for public inspection
October 20, 1997	
November 17, 1997	

December 15, 1997
 January 19, 1998
 February 16, 1998
 March 16, 1998
 April 20, 1998
 May 18, 1998
 June 15, 1998
 July 20, 1998 Portions available for public inspection
 August 17, 1998
 December 21, 1998
 June 21, 1999 Portions available for public inspection
 December 20, 1999
 July 24, 2000
 February 19, 2001
 May 22, 2001
 June 18, 2001
 January 21, 2002
 February 18, 2002
 March 18, 2002
 November 18, 2002
 March 15, 2005
 July 18, 2005
 August 15, 2005
 August 23, 2006 Portions available for public inspection
 July 16, 2007
 August 13, 2007 Portions available for public inspection
 August 15, 2007 Portions available for public inspection
 August 20, 2007
 April 21, 2008
 May 19, 2008 Portions available for public inspection
 November 18, 2013
 December 16, 2013
 January 23, 2014 Portions available for public inspection
 March 17, 2014
 July 20, 2015
 December 21, 2015
 June 20, 2016
 December 19, 2016
 December 19, 2016
 June 19, 2017
 July 17, 2017
 August 1, 2017
 October 16, 2017 Portions available for public inspection
 December 18, 2017
 April 16, 2018

Exhibit "C"

**LIST OF CLOSED SESSION MEETING
MINUTES BY DATE WHICH THE
BOARD OF LIBRARY TRUSTEES
HAS DETERMINED MUST REMAIN
CONFIDENTIAL**

December 17, 1990	
February 18, 1991	
March 18, 1991	
April 15, 1991	Portions remain confidential
June 17, 1991	
July 15, 1991	
August 19, 1991	
December 16, 1991	
February 17, 1992	
March 16, 1992	
April 20, 1992	Portions remain confidential
June 15, 1992	
July 27, 1992	
August 17, 1992	
February 15, 1993	Portions remain confidential
March 15, 1993	Portions remain confidential
April 19, 1993	
May 17, 1993	
June 21, 1993	
July 19, 1993	
August 16, 1993	
September 20, 1993	
February 21, 1994	Portions remain confidential
March 21, 1994	
April 18, 1994	
May 16, 1994	
June 20, 1994	
July 18, 1994	
August 15, 1994	
September 19, 1994	Portions remain confidential
November 21, 1994	
December 19, 1994	Portions remain confidential
February 20, 1995	Portions remain confidential
March 20, 1995	
May 15, 1995	
June 19, 1995	Portions remain confidential
August 21, 1995	Portions remain confidential
September 22, 1995	Portions remain confidential
January 15, 1996	Portions remain confidential
February 19, 1996	Portions remain confidential
April 15, 1996	Portions remain confidential
August 19, 1996	Portions remain confidential
January 20, 1997	Portions remain confidential
February 17, 1997	Portions remain confidential
July 21, 1997	Portions remain confidential
August 18, 1997	Portions remain confidential
April 4, 1998	
April 29, 1998	
May 11, 1998	
May 14, 1998	
May 19, 1998	
May 21, 1998	
May 28, 1998	
July 20, 1998	Portions remain confidential
March 15, 1999	
June 21, 1999	Portions remain confidential
April 17, 2000	
June 17, 2002	
June 16, 2003	
December 20, 2004	
April 18, 2005	
June 20, 2005	
June 19, 2006	
August 23, 2006	Portions remain confidential
November 20, 2006	
December 18, 2006	
January 15, 2007	
June 18, 2007	
August 13, 2007	Portions remain confidential
August 15, 2007	Portions remain confidential
May 19, 2008	Portions remain confidential
June 16, 2008	
August 18, 2008	
April 20, 2009	
May 6, 2009	
May 18, 2009	
September 21, 2009	
October 19, 2009	
September 20, 2010	

October 17, 2011
May 20, 2013
June 17, 2013
September 16, 2013
January 13, 2014
January 23, 2014 Portions remain confidential
February 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
January 18, 2016
March 21, 2016
October 17, 2016
April 16, 2018 Portions remain confidential
August 20, 2018 Portions remain confidential

Exhibit "D"

**LIST OF CLOSED SESSION MEETING MINUTES BY DATE WHICH WERE NOT
PREVIOUSLY APPROVED FOR PUBLIC INSPECTION BUT WHICH
ARE NOW APPROVED FOR PUBLIC INSPECTION**

EXHIBIT "D" (Continued)

June 20, 2018

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2018-08

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

adopted at a regular meeting of the said Board of Library Trustees on the 17th day of December, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of December, 2018.

ELAN KLEIS, Secretary

RESOLUTION NO. 2018-08

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

WHEREAS, the Board of Library Trustees of the Village of Orland Park has, on occasion, believed it to be necessary to meet in closed session and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, since January 1, 2004, the Open Meetings Act has required that a verbatim record of all closed sessions be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Board of Library Trustees (a) approves the meeting minutes for each completed closed session and (b) authorizes the destruction of such recordings, provided at least 18 months has passed since the date of the last such approval or authorization; and

WHEREAS, verbatim audio recordings of closed session meetings held by the Board of Library Trustees of the Village of Orland Park have been made and retained by the Board Secretary or his or her designee pursuant to the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, the Board of Library Trustees has approved written closed session minutes for all closed sessions that have taken place at least 18 months ago, and the audio recordings for all said executive sessions have been retained for at least 18 months.

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

Section 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

Section 2: The Board of Library Trustees resolves as follows: each of the audio recordings of closed session meetings, which were for meetings completed more than 18 months ago and for which written minutes have been prepared and approved by the Board of Library Trustees, shall be destroyed by the Board Secretary following the approval date of this Resolution.

Section 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy all the audio recordings of the closed session meetings through June 30, 2016, in accordance with the Open Meetings Act and the approval given in this Resolution.

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

Section 5: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 17th day of December, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

DRAFT

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

SECRETARY'S CERTIFICATE

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

**RESOLUTION NO. 2018-09
ORLAND PARK PUBLIC LIBRARY**

**A RESOLUTION AUTHORIZING THE OPENING OF A CONSTRUCTION
ACCOUNT WITH PMA FINANCIALS**

adopted at a regular meeting of the said Board of Library Trustees on the 17th day of December, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of December, 2018.

ELAN KLEIS, Secretary

**RESOLUTION NO. 2018-09
ORLAND PARK PUBLIC LIBRARY**

**A RESOLUTION AUTHORIZING THE OPENING OF A CONSTRUCTION
ACCOUNT WITH PMA FINANCIALS**

WHEREAS, the Orland Park Public Library (the "Library") is an Illinois local library established in accordance with the Illinois Local Library Act (75 ILCS 5/1-0.1) and

WHEREAS, the Board of Library Trustees has approved an amount of funds to be allocated to the renovation of the library building; and

WHEREAS, the Board of Library Trustees finds it is in the best interests of the Orland Park Public Library to open a separate Construction Account with PMA Financials in January of 2019 and to authorize the Finance Manager and Library Director to approve transfers of monies from the general operating account to pay the invoices related to the renovation and alterations of the library building; and

WHEREAS, the Library has determined that it is reasonable and prudent and in the best interests of the taxpayers of the Library to open the Construction Account and to transfer funds into it from the general operating account.

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

Section 1: That the recitals set forth above are incorporated herein and made a part hereof.

Section 2: That the Board authorizes the Finance Manager and Library Director to open up a Construction Account with PMA Financials in January of 2019 and to transfer funds from the general operating account into the Construction Account to pay invoices related to the renovation and alterations of the library building.

Section 3: That once the renovation and alterations project is complete the Finance Manager and Library Director shall transfer any remaining funds in the Construction Account back into the general operating account and may close the Construction Account.

Section 4: That this Resolution shall be effective immediately upon its passage.

Section 5: That all resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict.

ADOPTED this 17th day of December 2018.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees



Master Total Portfolio Report

As of: 10/31/18

PMA Financial Network, Inc.
 2135 CityGate Lane
 7th Floor
 Naperville, Illinois 60563
 Telephone 630-657-6400
 Facsimile 630-718-8701

ORLAND PARK PUBLIC LIBRARY (10831-101)

831

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	252013	1	03/15/18	11/01/18	24998	COMMERCE BANK, NA - MO - N	\$203,156.54	\$201,000.00	1.695
CD	252012	1	03/15/18	11/15/18	34607	FIRST INTERNET BANK OF INDIANA	\$202,312.15	\$200,000.00	1.722
CD	252011	1	03/15/18	12/03/18	18203	UNITED BANK - N	\$203,539.40	\$201,000.00	1.753
SDA					7213	Savings Deposit Account - CITIBANK	\$805,010.47	\$805,010.47	
CD	252010	1	03/15/18	12/17/18	57968	SONABANK	\$202,857.28	\$200,000.00	1.883
DTC	42108	1	03/28/18	12/28/18	57135	1.9% - CRESCOM BANK	\$200,000.00	\$200,163.55	1.790
CD	252329	1	03/23/18	01/02/19	4256	FIRST NATIONAL BANK / THE FIRST, NA	\$202,754.31	\$200,000.00	1.764
CD	252009	1	03/15/18	01/15/19	34074	CAPITOL BANK	\$203,200.84	\$200,000.00	1.909
CD	252328	1	03/23/18	02/01/19	5296	ASSOCIATED BANK, NA (N)	\$203,193.15	\$200,000.00	1.850
CD	260708	1	09/06/18	02/15/19	34982	LANDMARK COMMUNITY BANK	\$100,928.74	\$100,000.00	2.093
CD	260709	1	09/06/18	02/15/19	19842	BANK LEUMI USA	\$100,887.67	\$100,000.00	2.000
CD	260707	1	09/06/18	03/01/19	13868	FIRST STATE BANK NEBRASKA	\$201,988.88	\$200,000.00	2.062
CD	236976	1	03/09/17	03/11/19	12923	BREMER BANK, NA	\$249,887.11	\$243,300.00	1.350
CD	260706	1	09/06/18	03/15/19	5744	STATE BANK OF THE LAKES - WINTRUST	\$202,134.26	\$200,000.00	2.050
DTC	39344	1	03/15/17	03/15/19	33954	1.55% - Capital One Bank (usa), National Association Certificate of Deposit	\$248,000.00	\$248,409.11	1.466
CD	260705	1	09/06/18	04/01/19	57103	SCHAUMBURG B&TC / ADVANTAGE NATIONAL BANK - WINTRUST	\$202,325.21	\$200,000.00	2.050
CD	260704	1	09/06/18	04/15/19	34681	CRYSTAL LAKE B&TC, NA - WINTRUST	\$202,482.47	\$200,000.00	2.050
CD	260703	1	09/06/18	05/01/19	29268	EUREKA HOMESTEAD	\$202,688.17	\$200,000.00	2.070
CD	260702	1	09/06/18	05/15/19	58741	FIELDPOINT PRIVATE BANK & TRUST	\$202,908.89	\$200,000.00	2.115
CD	260701	1	09/06/18	06/03/19	31972	FIRST WESTERN FEDERAL SAVINGS BANK	\$203,243.71	\$200,000.00	2.193
CD	260700	1	09/06/18	06/17/19	58714	FRANKLIN SYNERGY BANK	\$203,423.57	\$200,000.00	2.200
CD	260699	1	09/06/18	07/01/19	4147	BANK 7	\$203,709.90	\$200,000.00	2.272
CD	260698	1	09/06/18	07/15/19	58203	NEWBANK, NA	\$203,919.24	\$200,000.00	2.293
CD	261539	1	09/20/18	08/01/19	33510	EAST BOSTON SAVINGS BANK	\$203,971.60	\$200,000.00	2.301
CD	261538	1	09/20/18	08/15/19	57927	ROCKFORD B&TC	\$204,219.32	\$200,000.00	2.341
CD	244615	1	08/24/17	10/03/19	33306	CIBC BANK USA / PRIVATE BANK - MI	\$249,730.74	\$241,700.00	1.575
CD	244616	1	08/24/17	10/03/19	57512	WESTERN ALLIANCE BANK / TORREY PINES BANK	\$249,797.71	\$242,800.00	1.364
DTC	42104	1	03/23/18	03/23/20	35141	2.45% - BMW BANK NORTH AMERICA	\$246,000.00	\$246,455.95	2.355
DTC	42110	1	03/21/18	03/23/20	33124	2.5% - GOLDMAN SACHS BANK USA	\$246,000.00	\$246,705.91	2.353
DTC	42246	1	04/26/18	04/27/20	34221	2.65% - MORGAN STANLEY PVT BANK	\$246,000.00	\$246,454.59	2.555
DTC	42247	1	04/26/18	04/27/20	32992	2.65% - MORGAN STANLEY BANK NA	\$246,000.00	\$246,454.59	2.555

Subtotal --> **\$7,046,271.33** **\$6,969,454.17**

ORLAND PARK PUBLIC LIBRARY / SPECIAL RESERVE FUND (10831-103)

2696

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	252006	1	03/15/18	11/15/18	3705	FIRST MID-ILLINOIS BANK & TRUST	\$101,255.52	\$100,000.00	1.870
SDA					7213	Savings Deposit Account - CITIBANK	\$489,181.82	\$489,181.82	
CD	252005	1	03/15/18	12/17/18	33653	BANK OF CHINA	\$101,427.17	\$100,000.00	1.881
CD	252858	1	04/20/18	01/22/19	19842	BANK LEUMI USA	\$101,403.98	\$100,000.00	1.850
CD	261542	1	09/20/18	02/15/19	34982	LANDMARK COMMUNITY BANK	\$100,867.94	\$100,000.00	2.141
CD	261541	1	09/20/18	03/15/19	110	Bank OZK	\$101,065.91	\$100,000.00	2.211
CD	261540	1	09/20/18	04/15/19	110	Bank OZK	\$101,259.77	\$100,000.00	2.221
CD	262802	1	10/26/18	04/25/19	713	ORRSTOWN BANK	\$101,175.26	\$100,000.00	2.370

Subtotal --> **\$1,197,637.37** **\$1,189,181.82**

12/11/18 9:33:39 AM

ORLAND PARK PUBLIC LIBRARY / DEBT SERVICE FUND (10831-104)

4036

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	244612	1	08/24/17	11/09/18	30306	BROADWAY FEDERAL BANK, F.S.B.	\$249,931.13	\$246,200.00	1.251
CD	244613	1	08/24/17	11/09/18	23498	TBK BANK, SSB / THE NATIONAL BANK	\$104,293.85	\$102,800.00	1.200
CD	252004	1	03/15/18	11/09/18	7213	CITIBANK NA	\$759,041.08	\$750,000.00	1.841
CD	252553	1	04/05/18	11/09/18	9172	SECURITY BANK & TRUST CO	\$101,075.07	\$100,000.00	1.800
SDA					7213	Savings Deposit Account - CITIBANK	\$637,437.42	\$637,437.42	
CD	261544	1	09/20/18	05/10/19	33653	BANK OF CHINA	\$101,443.31	\$100,000.00	2.271
CD	261543	1	09/20/18	11/08/19	34294	CFG COMMUNITY BANK	\$246,806.85	\$240,000.00	2.501
Subtotal -->							\$2,200,028.71	\$2,176,437.42	

ORLAND PARK PUBLIC LIBRARY / LIVE AND LEARN CONSTRUCTION GRANT (10831-105)

11247

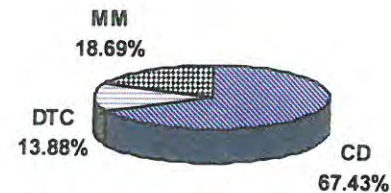
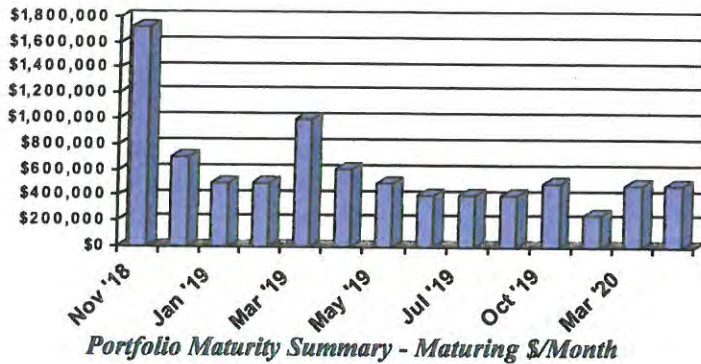
Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
SDA					7213	Savings Deposit Account - CITIBANK	\$3.15	\$3.15	
Subtotal -->							\$3.15	\$3.15	
Total Amount -->							\$10,443,940.56	\$10,335,076.56	

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated only on the CD, CP, & SEC desk.

Time and Dollar Weighted Portfolio Yield: 2.166 %

Weighted Average Portfolio Maturity: 182.12 Days

- MM: 18.69%**
- CD's: 67.43%**
- CDR's: 0.00%**
- DTC: 13.88%**
- CP: 0.00%**
- SEC: 0.00%**



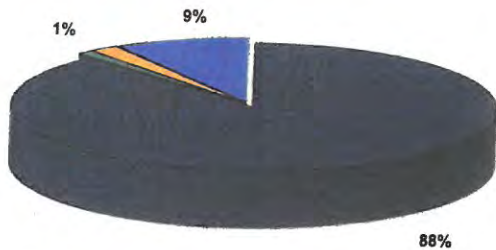
Rate and Yield as labeled on this statement. For certain investment products offered by PMA, the stated Rate may be the Bond Equivalent Yield (BEY), Yield to Maturity (YTM) or other calculation of yield offered on that product ("Rate"). For all fixed income investments included on this statement (investments other than liquid LGIP, money market or SDA products), the "Rate" is stated as of the purchase date. Time and Dollar Weighted Portfolio Yield only includes fixed income investments (investments other than liquid LGIP, money market or SDA products) and is calculated based on the "Rate" at the purchase date.

Orland Park Public Library

Aggregate Analysis

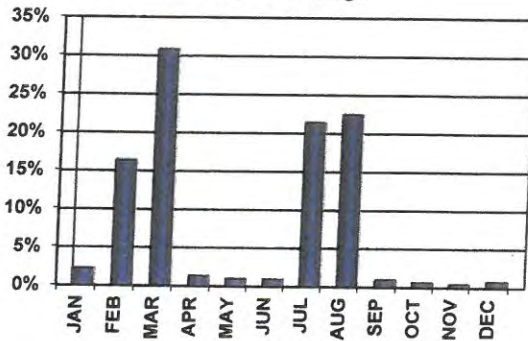
Revenue Analysis

Budget by Source (Avg)



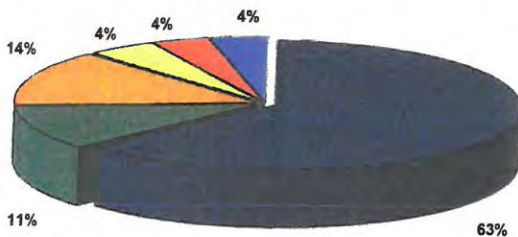
Local Fees and Fines Grants Other

Historical Average



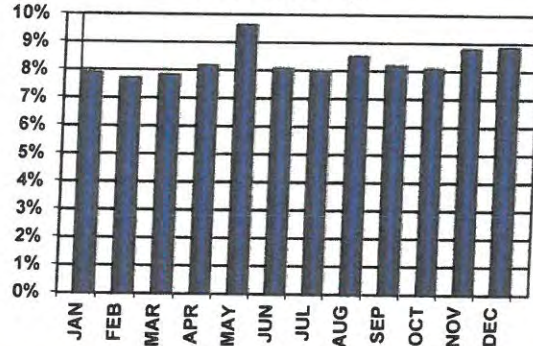
Expenditure Analysis

Budget by Category (Avg)



Salaries & Benefits Library Materials Contractual Svcs Physical Facilities Development Other

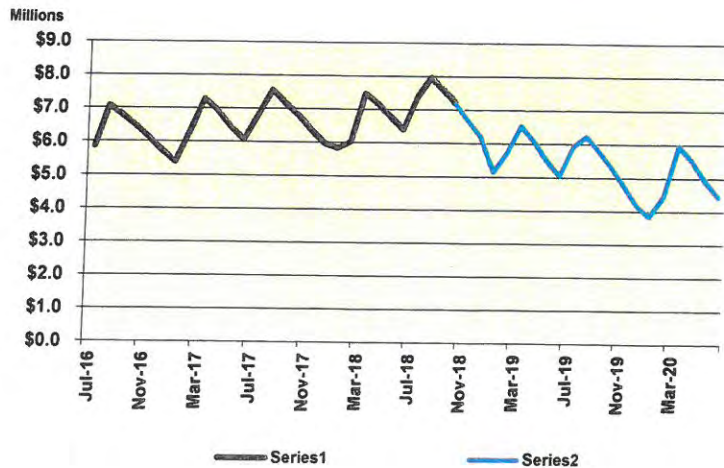
Historical Average



Fund Projections

	Total Revenue	Total Expenditures	Surplus/ (Deficit)
FY 2018	\$5,882,000.00	\$5,882,000.00	\$0.00
FY 2019	\$6,472,000.00	\$6,472,000.00	\$0.00

Fund Balance

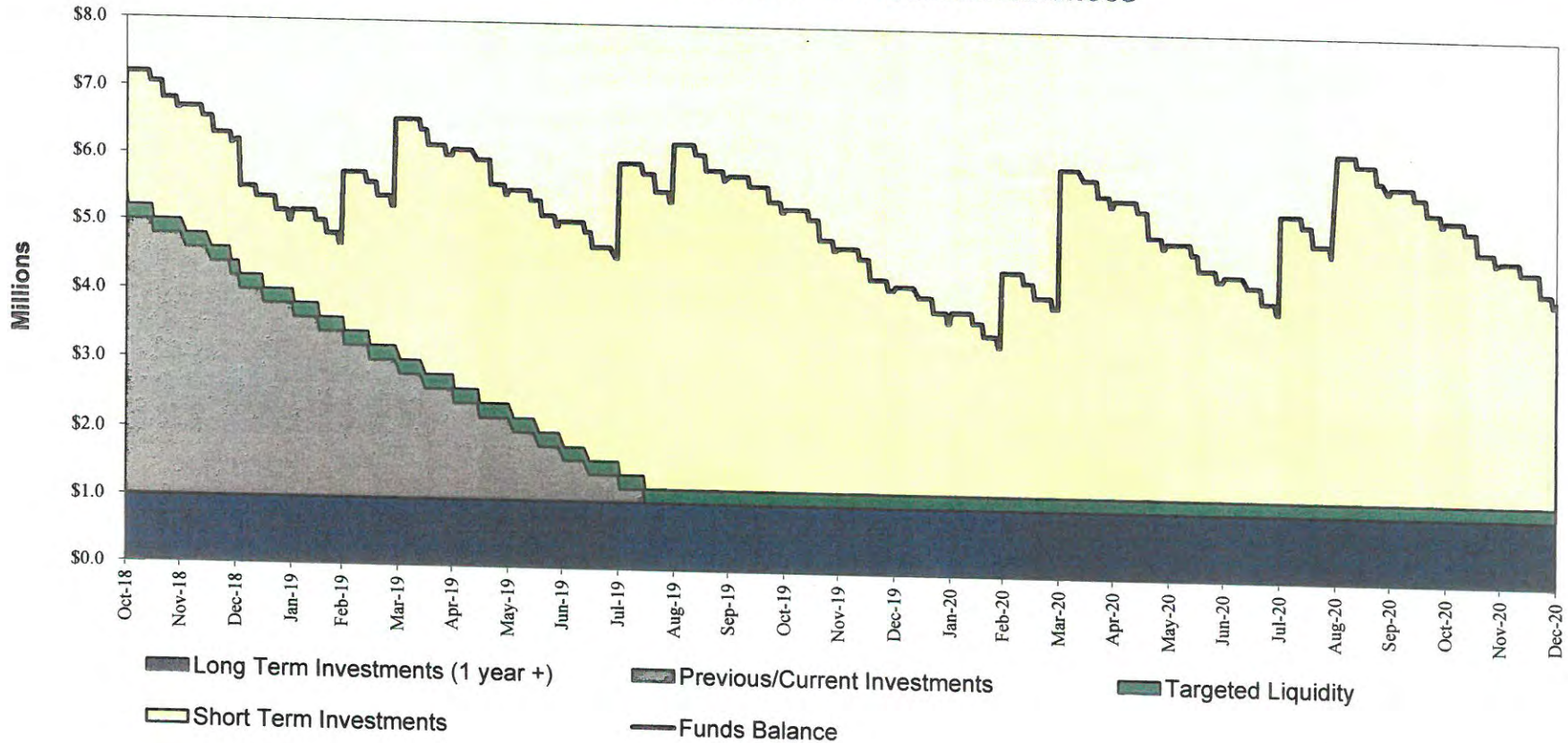




Orland Park Public Library

Integrity. Commitment. Performance.

Cash and Investment Balances



Max. Funds Balance (in \$ Millions) :
 Min. Funds Balance (in \$ Millions) :

LT on 10/31/18: **\$1,000,000**

FY 2018	
Oct-31-18	\$7.2
Dec-28-18	\$6.2

LT Proposed (Max): **\$1,000,000**

FY 2019	
Mar-29-19	\$6.5
Dec-27-19	\$4.2

FY 2020	
Aug-31-20	\$6.3
Feb-26-20	\$3.4

Liquidity: **\$200,000**

DRAFT

Orland Park Public Library
Construction Account
Projected Cash Inflow
2019

Amounts

1/2/2019	Account is opened up by PMA		
1/3/2019	Initial Funding of account by transfer of \$700K from Operating SDA	\$	700,000
1/4/2019	Investments not pegged for Operating use moved to Construction Account		
"	CD 236976 maturing 3/11/19	\$	249,887
"	DTC 39344 maturing 3/15/19	\$	248,000
"	CD 244615 maturing 10/3/19	\$	249,731
"	CD 244616 maturing 10/3/19	\$	249,798
Mar'19	Transfer \$700K from Cook County 1st Installment RE Taxes to Construction Account with balance of RE taxes to be retained by Operating Account for operational needs	\$	700,000
Sept'19	Transfer \$600K from Cook County 2nd Installment RE Taxes to Construction Account with balance of RE taxes to be retained by Operating Account for operational needs	\$	572,584
2019	Interest generated by investments/SDA funds in construction account (rough estimate)	\$	30,000
	Total Funds available for 2019/2020 OPPL Construction project	\$	<u>3,000,000</u>

Notes:

Withdrawals from this account will be determined once the final construction plan is developed with projected draw dates.

Investments that mature will be held in an construction SDA account to generate earnings prior to being withdrawn for use toward the construction project.

Short-term investment may be made with some SDA funds depending up the yield between SDA investments and CD's.

DRAFT

Orland Park Public Library
Construction Account
Projected Cash Inflow
2019

	Amounts
1/2/2019 Account is opened up by PMA	
1/3/2019 Initial Funding of account by transfer of \$700K from Operating SDA	\$ 700,000
1/4/2019 Investments not pegged for Operating use moved to Construction Account	
" CD 236976 maturing 3/11/19	\$ 249,887
" DTC 39344 maturing 3/15/19	\$ 248,000
" CD 244615 maturing 10/3/19	\$ 249,731
" CD 244616 maturing 10/3/19	\$ 249,798
Mar'19 Tranfer \$700K from Cook County 1st Installment RE Taxes to Construction Account with balance of RE taxes to be retained by Operating Account for operational needs	\$ 700,000
Sept'19 Tranfer \$600K from Cook County 2nd Installment RE Taxes to Construction Account with balance of RE taxes to be retained by Operating Account for operational needs	\$ 600,000
2019 Interest generated by investments/SDA funds in construction account (rough estimate)	\$ 30,000
Total Funds available for 2019/2020 OPPL Construction project	<u>\$ 3,027,416</u>

Notes:

Withdrawals from this account will be determined once the final construction plan is developed with projected draw dates.

Investments that mature will be held in an construction SDA account to generate earnings prior to being withdrawn for use toward the construction project.

Short-term investment may be made with some SDA funds depending up the yield between SDA investments and CD's.



Current Technologies
 450 Eisenhower Lane North
 Lombard, Illinois 60148
 United States
<http://www.currenttech.net>
 (P) 630-388-0240
 (F) 630-388-0241

DRAFT

Bill To

Orland Park Public Library
 Lashbrook, Ian
 14921 Ravinia Avenue
 Orland Park, IL 60462
 United States
 (P) 7084285167
 ilashbrook@orlandparklibrary.org

Ship To

Orland Park Public Library
 Lashbrook, Ian
 14921 Ravinia Avenue
 Orland Park, IL 60462
 United States
 (P) 7084285167
 ilashbrook@orlandparklibrary.org

Quotation (Open)

Doc #: 23441 1 rev of 1
 Modified Date: Nov 15, 2018 09:44 AM
 CST
 Expiration Date: 2018-12-15
 Description: 225 Hour Retainer
 November 2018

#	Description	Qty	Unit Price	Total
1	Current Technologies - Retainer - Prepaid Labor Block Hours Non-refundable, non-transferable. Expiration: 3 years from date of purchase.	225	\$120.00	\$27,000.00

Description of Retainer Agreement

We feel that one of our strong advantages over the competition is the depth and versatility of our support staff. The purpose of the Retainer is to provide access to that talent at reduced labor rates, for progressively larger blocks of time purchased in advance.

Advantages

Discounted Labor Rate - Significant discounts versus the time & materials rate

Locked in Rate - Locks in the discounted rate for 3 years

Convenience - No need to create a purchase order for every request for service

Usage

This Retainer can be utilized for but not limited to the following:

- System Administration, Implementation, Migration and Virtualization Projects
- Security & Availability Projects including Firewall/Antivirus/Antispam/Backup
- Networking Projects including Design, Installation and Maintenance on Wired and Wireless Devices
- Workstation Infrastructure Installation & Migration
- Remote and Onsite User Support and Knowledge Transfer
- Tower Climbing Work (billed at 1.25 times the stated labor rate)

Standard Response Times

Our goal is to provide prompt service and reach the service level targets listed below greater than 95% of the time

- Remote service within 1 hour for network down emergencies
- Onsite service within 4 hours for network down emergencies
- Remote service within 4 hours for non-emergency work
- Appointments for routine onsite service can be scheduled within 2 - 3 days

Emergency Rates

Emergency support outside normal business hours (8:00 AM to 5:00 PM Monday through Friday) or on holidays will be billed at 1.5 times the above stated labor rate

Terms & Conditions version 6.15.2009, previously signed by customer on 12.20.16 shall apply

Subtotal: \$27,000.00

Terms and Conditions

This quote is subject to Current Technologies' Terms and Conditions located at <http://www.currenttech.net/terms>
 Product and labor orders over \$2,500 require 50% payment up front, 50% due within 15 days of receipt or upon completion of project. Shipping/Handling & applicable sales tax are not included in this quote and will be invoiced. Software/support orders require prepayment in full.

To order, please sign and email to orders@currenttech.net or request an e-signature link from your salesperson

Agreed and Accepted by _____ Date _____ PO# _____

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

NO CORRESPONDENCE RECEIVED