

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
April 20, 2015 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES—FOR ACTION**

**D. INTRODUCTION OF VISITORS**

**E. PUBLIC COMMENT**

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

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

**G. LIBRARIANS' REPORT/STAFF REPORTS**

**H. COMMITTEE REPORTS**

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

**I. UNFINISHED BUSINESS**

**J. NEW BUSINESS**

1. Accept the FY2014 Audit-For Action  
*Motion to accept the 2014 Library Audit by McClure Inserra & Company*
2. Insurance Renewal Proposal-For Action  
*Motion to accept the Hub International Midwest Ltd. Insurance renewal for 5/01/2015-4/30/2016 for the cost of \$78,106*
3. Approval of the revisions to the Collection Development Policy-For Action  
*Motion to approve the revisions to the Collection Development Policy*

4. Approval of the Request for Reconsideration of Library Resources Form-For Action  
*Motion to approve the Request for Reconsideration of Library Resources form (replacing the Material Complaint Form)*
5. Approval of the revisions to the Circulation Policy-For Action  
*Motion to approve the revisions to the Circulation Policy*
6. Approval of the Schedule of Fines-For Action  
*Motion to approve the revised Schedule of Fines*
7. Approval of the revisions to the Freedom of Information Act Practices and Procedures-For Action  
*Motion to approve the revisions to the Freedom of Information Act Practices and Procedures*
8. Approval of the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action  
*Motion to approve the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015*
9. Approval of the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action  
*Motion to approve the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 16, 2015

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

## Call To Order

Members present: Dan Drew, Beth Gierach, Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

## Roll Call

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Treasurer Jennings made a motion to approve the January 19, 2015 minutes. Trustee Gierach seconded the motion. President Healy requested a minor descriptive wording change be made. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – abstain.

## Minutes

Motion passed. 5 ayes, 1 absent, 1 abstain.

None.

## Introduction of Visitors

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

## Public Comment

### 1. Nanc Junker

Treasurer Jennings moved to go into Executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (ILCS 120.2 (c)(1)) and to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval of minutes from prior closed sessions (5 ILCS 120.2 (c)(21)). Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Executive Session

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:08 p.m. Executive Session ended at 7:58 p.m.

After a brief break to use the facilities the regular session resumed at 8:04 p.m. when Treasurer Jennings made the motion to return to regular session. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

Patrick Rocks, of Jackson Lewis, arrived at 8:04 p.m.

Treasurer Jennings moved to accept the Treasurer's Reports for January 2015 and February 2015. The motion was seconded by Trustee Gierach. President Healy asked for clarification on the purchase of two Apple Mac mini computers. Administration explained that the computers will be used by the graphic artists. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Trustee Gierach moved to approve the Accounts Payable Listing of January 20, 2015 through March 16, 2015 and was seconded by Treasurer Drew with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

#### *Programs and Services*

The Illinois Public Library Annual Report was electronically submitted February 17, 2015. Most of the statistics from this report were used in the 2014 Highlights mailing sent to our residents. Our circulation continues to increase. We are up about 4 % from this time last year.

#### Librarian's Report

The Library was delighted to host author Mary Pat Kelly on March 6, 2015. Her new book *Of Irish Blood* was just released and our library was her first Chicago signing. Ms. Kelly delighted audiences with her dialogue and particularly mentioned how Orland Park Public Library was highly regarded nationally when she attended the American Library Association's annual conference in late January. Ms. Kelly was accompanied by renowned singer, Catherine O'Connell. The library had over 170 patrons attend. Our next author program will be in May when we host local Chicago author Elizabeth Berg who recently wrote *The Dream Lover*.

The IRS sent the minimal number of tax forms to libraries this year. Adult Services and Graphics have been proactive in making copies of popular tax forms available. Patrons have verbally expressed their gratitude for providing these hard to find forms.

#### *Personnel*

We are very delighted to announce our staff member, Jamie Kallio, has had three more titles published for young readers. Her non-fiction books: *12 Things to Know About Invasive Species*, *12 Things to Know About Climate Change*, and *12 Things to Know About Wild Weather* were recently released by Peterson Publishing. Jamie will be the new Preschool Coordinator replacing Lora Siebert who has accepted a Youth Services head position at another library. Millie Olds, a long time staff member who worked in Technical Services, retired last month. She had been a member of the Orland Park Public Library family for over twenty years.

#### *Miscellaneous*

The Illinois Library Association sponsored two events for librarians, trustees and legislators in February. These are annual events and are an excellent means to speak directly with the representatives of our community and other legislators from the area. The programs addressed concerns libraries face throughout Illinois. Director Weimar and Trustee Jennings attended these events.

Although our library could not pass a resolution to eradicate bullying in our community (requested by the Village of Orland Park) in time for the Village of Orland Park's Chef Auction, the library did send a letter in support of this community initiative.

2015 marks the 100<sup>th</sup> Anniversary of the genocide in Armenia. Several community members met with Director Weimar to discuss ways our community can mark this remembrance. The library will collaborate with representatives by celebrating the culture of Armenia through a few programs and providing a case for their display items in July.

Several staff attended the Orland Area Chamber of Commerce event in March to network with local legislators and Village staff at Mayor Dan McLaughlin's State of the Village Address. A very good video was produced by Village staff to demonstrate the strength of our community to the business members present. In one interview, a local business woman mentioned the library as a service she highlights to future clients. Also, two long standing residents were interviewed and mentioned how the library is the first place they come when their grandchildren visit.

No report at this time.

Other Staff  
Reports

No report at this time.

Building and  
Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

None

Unfinished  
Business

1. Approve the summer Sunday closings and the Friday In-Service Day closing for 2015 – For Action

New Business

Motion to approve the Closing of Sunday, May 24, 2015; Sunday, July 5, 2015; and Sunday, September 6, 2015; and Friday, July 31, 2015 for In-Service Day. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. The Administration clarified the dates to the Board. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

2. Settlement agreement regarding pending litigation-For Action

Motion to approve the settlement agreement and release between Megan Fox and Kevin DuJan and the Orland Park Public Library and to authorize the Library Director to execute the same. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. A summary of the settlement agreement was presented by Patrick Rocks, insurance attorney, from Jackson Lewis. President Healy asked for any further points of discussion. None were needed. A roll call vote took place as follows: Craig – absent; Drew – nay; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 5 ayes, 1 nay, 1 absent.

3. Approval of the 2014 Library Director Evaluation-For Action

Motion to approve the 2014 Evaluation of the Library Director. Trustee Gierach moved to approve the motion. Treasurer Jennings seconded the motion. No further discussion was needed. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

None.

Announcements

Treasurer Jennings moved to adjourn the meeting and was seconded by Vice-President Ryan with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

**Adjournment**

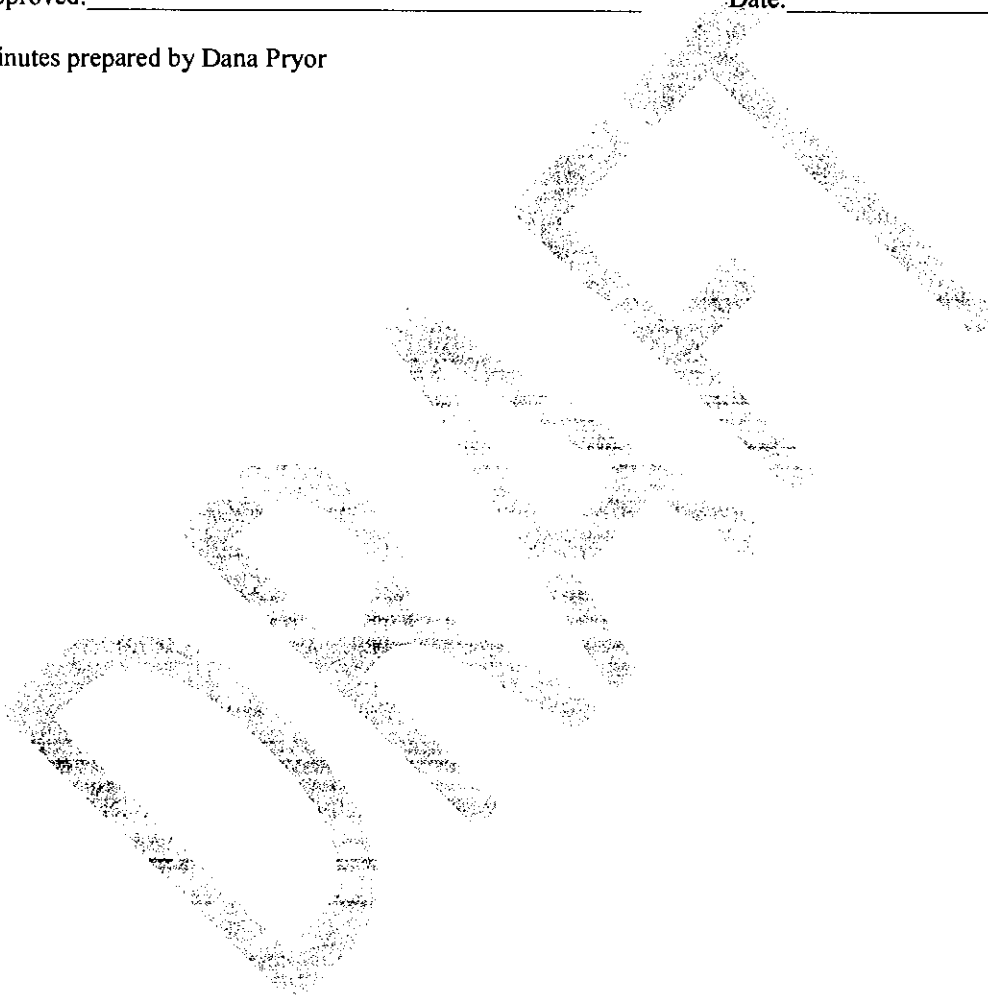
Motion passed. 6 ayes, 1 absent.

The meeting was adjourned at 8:33 p.m.

Catherine Morrissey-Lebert  
Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Minutes prepared by Dana Pryor



**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended March 31, 2015**

**Revenues**

There were significant tax receipts received in March and now 47.44% of budget has been received. **Fines** continue to be slightly above budget. **Miscellaneous Income** includes receipts from Mary Pat Kelly books and last installment of the IEEE grant.

**Expenditures**

Overall Expenditures are \$76,500 under budget for the month and \$223,600 under budget year-to-date.

**Salaries** is under budget by \$15,100 for March. There were several open positions during March including a full-time position in Technical Services.

**Life/Health Insurance** is \$3,500 under budget for March. The year-to-date overage is from the funding of the HSA accounts for the year. This line should be within or below budget by the end of the year.

**Building & Custodial Supplies** is slightly over budget for March but \$1,800 under budget year-to-date. This line will fluctuate based on needs and when invoices are paid.

**Postage** is \$900 over budget for the month due to annual highlights mailing. This line is still \$800 under budget year-to-date and is anticipated to remain within budget for the year.

**Printing** activity for the month is for the annual highlights document. This line should remain within budget for the year.

**Liability Ins.-D&O,Bonds,WC** is \$200 over budget for March. This line will vary based on renewal effective in May. It is not clear what the increase will be this year but will most likely be over for the year.

**Orland Park Public Library  
Balance Sheet - All Funds  
As of March 31, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	119,672.52	0.00	66,291.84	0.00	185,964.36
Cash - Marquette E-Commerce	5,430.81	0.00	0.00	0.00	5,430.81
Illinois Funds	304,072.53	6,839.25	0.00	2.92	310,914.70
PMA Financial Investments	6,016,676.16	657,862.01	0.00	1,250,419.48	7,924,957.65
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	8,230.93	2,818.00	0.00	452.19	11,501.12
Property Taxes Receivable	2,594,154.78	0.00	0.00	856,739.38	3,450,894.16
Prepaid Expenses	67,977.16	0.00	0.00	0.00	67,977.16
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>9,116,514.89</u></b>	<b><u>667,519.26</u></b>	<b><u>66,291.84</u></b>	<b><u>2,107,613.97</u></b>	<b><u>11,957,939.96</u></b>
<b>Liabilities &amp; Fund Balance</b>					
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,584,187.03	0.00	0.00	853,446.85	3,437,633.88
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	91,030.84	91,030.84
<b>Total Liabilities</b>	<b><u>2,584,187.03</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>944,477.69</u></b>	<b><u>3,528,664.72</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,112,959.54</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>449,932.42</b>	<b>6,295,785.22</b>
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemployment Ins.	26,247.00	0.00	0.00	0.00	0.00
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,333,696.32</u></b>	<b><u>686.54</u></b>	<b><u>231.30</u></b>	<b><u>713,203.86</u></b>	<b><u>2,047,818.02</u></b>
<b>Ending Fund Balance</b>	<b><u>6,532,327.86</u></b>	<b><u>667,519.26</u></b>	<b><u>66,291.84</u></b>	<b><u>1,163,136.28</u></b>	<b><u>8,429,275.24</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>9,116,514.89</u></b>	<b><u>667,519.26</u></b>	<b><u>66,291.84</u></b>	<b><u>2,107,613.97</u></b>	<b><u>11,957,939.96</u></b>



**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended March 31, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<b>Revenues</b>							
Taxes	1,573,912.22	415,373	378.92%	2,364,740.09	1,246,119	47.44%	4,984,477
Impact Fees	0.00	833	0.00%	3,500.00	2,500	35.00%	10,000
Replacement Taxes	597.14	833	71.69%	2,688.88	2,500	26.89%	10,000
State Grants	0.00	6,250	0.00%	0.00	18,750	0.00%	75,000
Non Resident Fees	455.52	667	68.29%	1,926.02	2,000	24.08%	8,000
Fines	5,801.22	5,000	116.02%	16,533.25	15,000	27.56%	60,000
Gifts	280.00	833	33.61%	7,393.49	2,500	73.93%	10,000
Copy Machine	1,472.64	1,250	117.81%	3,900.97	3,750	26.01%	15,000
Interest Income	1,150.37	833	138.10%	3,141.93	2,500	31.42%	10,000
Miscellaneous Income	2,281.49	833	273.89%	4,359.24	2,500	43.59%	10,000
<b>Total Revenues</b>	<b>1,585,950.60</b>	<b>432,706</b>	<b>366.52%</b>	<b>2,408,183.87</b>	<b>1,298,119</b>	<b>46.38%</b>	<b>5,192,477</b>
<b>Expenditures</b>							
Salaries	183,447.36	197,817	92.74%	557,072.87	593,452	23.47%	2,373,813
Salaries - Maintenance	8,076.10	8,840	91.36%	26,568.06	26,519	25.05%	106,076
Life/Health Insurance	33,326.40	36,854	90.43%	113,782.82	110,562	25.73%	442,249
Books	30,231.08	34,167	88.48%	63,085.87	102,500	15.39%	410,000
Electronic Databases	5,703.57	6,083	93.76%	17,110.71	18,250	23.44%	73,000
Periodicals	2,585.85	3,250	79.56%	7,597.25	9,750	19.48%	39,000
Audio Visual Materials	8,591.32	13,333	64.44%	25,915.52	40,000	16.20%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	250	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	533.70	650	82.11%	2,382.85	1,950	30.55%	7,800
Insurance	2,682.08	2,875	93.29%	8,196.24	8,625	23.76%	34,500
Landscaping & Groundskeeping	449.85	2,167	20.76%	502.63	6,500	1.93%	26,000
Building Maintenance	6,378.08	18,750	34.02%	24,042.39	56,250	10.69%	225,000
Security System	0.00	583	0.00%	588.75	1,750	8.41%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	250	0.00%	1,000
Legal	1,558.77	10,417	14.96%	10,388.69	31,250	8.31%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	667	0.00%	770.04	2,000	9.63%	8,000
Natural Gas	0.00	4,167	0.00%	7,062.90	12,500	14.13%	50,000
Telephone	491.67	1,250	39.33%	1,364.84	3,750	9.10%	15,000
Purchase - New Equipment	0.00	667	0.00%	0.00	2,000	0.00%	8,000
Building & Custodial Supplies	3,246.68	2,833	114.60%	6,740.47	8,500	19.82%	34,000
Building Repairs	725.00	1,667	43.49%	928.47	5,000	4.64%	20,000
Lib. & Off. Eqpt Rep. & Maint	7,645.50	1,375	556.04%	7,645.50	4,125	46.34%	16,500
Machine Rental	214.00	333	64.26%	428.00	1,000	10.70%	4,000
Automation - Equipment	2,265.74	8,750	25.89%	19,060.04	26,250	18.15%	105,000
Automation - Line Costs	322.54	458	70.42%	1,061.98	1,375	19.31%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	28,217.34	37,750	18.69%	151,000
Automation - Maintenance	71.01	3,750	1.89%	280.01	11,250	0.62%	45,000
Library Furniture	0.00	1,583	0.00%	921.49	4,750	4.85%	19,000
Outreach Services	104.12	583	17.86%	382.43	1,750	5.46%	7,000

Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended March 31, 2015

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	250.00	750	33.33%	680.41	2,250	7.56%	9,000
Staff Training & Education	746.06	2,500	29.84%	2,900.12	7,500	9.67%	30,000
Conference Fees	0.00	417	0.00%	1,440.00	1,250	28.80%	5,000
Patron Programs & Events	3,495.37	3,750	93.21%	9,256.95	11,250	20.57%	45,000
Association Dues & Fees	255.00	583	43.74%	1,550.00	1,750	22.14%	7,000
Public Information	877.50	2,737	32.06%	3,102.94	8,211	9.45%	32,844
Library Supplies	1,535.10	4,167	36.84%	3,170.12	12,500	6.34%	50,000
Office Supplies	433.11	1,083	39.99%	1,921.13	3,250	14.78%	13,000
Postage	2,094.21	1,167	179.45%	2,676.55	3,500	19.12%	14,000
Printing	2,831.88	500	566.38%	3,556.80	1,500	59.28%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,422.47	17,868	97.51%	53,362.32	53,603	24.89%	214,413
Contribution to FICA	14,360.52	15,682	91.57%	43,778.70	47,046	23.26%	188,182
Audit	0.00	842	0.00%	3,500.00	2,525	34.65%	10,100
Liability Ins.-D&O,Bonds,WC	3,678.08	3,500	105.09%	11,034.24	10,500	26.27%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	1,000	0.00%	4,000
Bank Charges	136.13	208	65.45%	459.11	625	18.36%	2,500
<b>Total Expenditures</b>	<b>356,171.63</b>	<b>432,705</b>	<b>82.31%</b>	<b>1,074,487.55</b>	<b>1,298,118</b>	<b>20.69%</b>	<b>5,192,477</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,229,778.97</b>	<b>0</b>	<b>100.00%</b>	<b>1,333,696.32</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,229,778.97</b>	<b>0</b>	<b>100.00%</b>	<b>1,333,696.32</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended March 31, 2015**

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	519,891.46	781,116.11
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	234.19	686.54	5.62	16.30	153.89	360.88
Capital Campaign	0.00	0.00	225.00	225.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>234.19</b>	<b>686.54</b>	<b>230.62</b>	<b>241.30</b>	<b>520,045.35</b>	<b>781,476.99</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	10.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	68,273.13
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>10.00</b>	<b>22,757.71</b>	<b>68,273.13</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>234.19</b>	<b>686.54</b>	<b>220.62</b>	<b>231.30</b>	<b>497,287.64</b>	<b>713,203.86</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>234.19</b>	<b>686.54</b>	<b>220.62</b>	<b>231.30</b>	<b>497,287.64</b>	<b>713,203.86</b>

**Oriand Park Public Library  
Accounts Payable/Payroll Listing**

<b>Check</b>	<b>Name</b>	<b>Account</b>	<b>Original Amount</b>
<b>March 17, 2015-March 31, 2015</b>			
54402	A.M. Best Company, Inc.	104310 · Books - Adult	175.75
	A.M. Best Company, Inc.	104310 · Books - Adult	175.75
	A.M. Best Company, Inc.	104310 · Books - Adult	1,293.50
	A.M. Best Company, Inc.	104310 · Books - Adult	1,293.50
	<b>A.M. Best Company, Inc. Total</b>		<b>2,938.50</b>
54403	American Library Association	104642 · Patron Programs & Events-Youth	277.80
	<b>American Library Association Total</b>		<b>277.80</b>
54404	Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
	<b>Amgard Exterminating Inc. Total</b>		<b>70.00</b>
54405	Annuity Premium Reserve Account	102160 · 457 Plan W/H Payable	300.00
	<b>Annuity Premium Reserve Account Total</b>		<b>300.00</b>
54406	Antioch Public Library District	104310 · Books - Adult	29.49
	<b>Antioch Public Library District Total</b>		<b>29.49</b>
54407	Apple Books	104311 · Books - Youth	2,021.29
	<b>Apple Books Total</b>		<b>2,021.29</b>
54408	Appraisal Associates	104495 · Legal	70.00
	<b>Appraisal Associates Total</b>		<b>70.00</b>
54409	Aquamist Plumbing & Lawn Sprinkling Co.	104440 · Landscaping & Groundskeeping	449.85
	<b>Aquamist Plumbing &amp; Lawn Sprinkling Co. Total</b>		<b>449.85</b>
54410	Arlington Heights Memorial Library	104310 · Books - Adult	14.99
	<b>Arlington Heights Memorial Library Total</b>		<b>14.99</b>
54411	Associated Property Counselors, Ltd.	104495 · Legal	70.00
	<b>Associated Property Counselors, Ltd. Total</b>		<b>70.00</b>
54412	Capital One Commercial	104642 · Patron Programs & Events-Youth	48.01
	Capital One Commercial	104530 · Building & Custodial Supplies	38.75
	Capital One Commercial	104642 · Patron Programs & Events-Youth	20.98
	Capital One Commercial	104720 · Office Supplies	39.99
	Capital One Commercial	104640 · Patron Programs&Events-Outreach	13.38
	<b>Capital One Commercial Total</b>		<b>161.11</b>
54413	Cash	104642 · Patron Programs & Events-Youth	8.77
	Cash	104620 · Staff Training & Education	30.25
	Cash	104642 · Patron Programs & Events-Youth	3.47
	Cash	104730 · Postage	3.02
	Cash	104730 · Postage	7.18
	Cash	104620 · Staff Training & Education	2.88
	Cash	104530 · Building & Custodial Supplies	2.30
	Cash	104642 · Patron Programs & Events-Youth	10.33
	Cash	104642 · Patron Programs & Events-Youth	12.47
	Cash	104620 · Staff Training & Education	44.53
	<b>Cash Total</b>		<b>125.20</b>
54414	Center Point Large Print	104340 · Audio Visual Materials - Adult	22.77
	Center Point Large Print	104312 · Books - Outreach	173.16
	Center Point Large Print	104310 · Books - Adult	133.02
	Center Point Large Print	104310 · Books - Adult	21.57
	<b>Center Point Large Print Total</b>		<b>350.52</b>
54415	Comcast	104520 · Telephone	307.41

## Grand Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	<b>Comcast Total</b>		<b>307.41</b>
54416	Comcast Cable	104575 · Automation - Line Costs	322.54
	<b>Comcast Cable Total</b>		<b>322.54</b>
54417	CuraLinc, LLC	104230 · Life/Health Insurance	480.00
	<b>CuraLinc, LLC Total</b>		<b>480.00</b>
54418	Dost Valuation Group, Ltd.	104495 · Legal	63.00
	Dost Valuation Group, Ltd.	104495 · Legal	63.00
	<b>Dost Valuation Group, Ltd. Total</b>		<b>126.00</b>
54419	Ellison Educational Equipment, Inc.	104642 · Patron Programs & Events-Youth	270.47
	<b>Ellison Educational Equipment, Inc. Total</b>		<b>270.47</b>
54420	Gale/Cengage Learning	104312 · Books - Outreach	175.93
	Gale/Cengage Learning	104310 · Books - Adult	209.04
	Gale/Cengage Learning	104310 · Books - Adult	24.79
	Gale/Cengage Learning	104310 · Books - Adult	80.35
	Gale/Cengage Learning	104312 · Books - Outreach	28.79
	Gale/Cengage Learning	104312 · Books - Outreach	660.55
	Gale/Cengage Learning	104310 · Books - Adult	24.79
	Gale/Cengage Learning	104312 · Books - Outreach	256.70
	Gale/Cengage Learning	104310 · Books - Adult	43.20
	Gale/Cengage Learning	104310 · Books - Adult	22.40
	Gale/Cengage Learning	104310 · Books - Adult	1,081.10
	Gale/Cengage Learning	104310 · Books - Adult	684.95
	Gale/Cengage Learning	104310 · Books - Adult	744.80
	Gale/Cengage Learning	104312 · Books - Outreach	111.95
	<b>Gale/Cengage Learning Total</b>		<b>4,149.34</b>
54421	Goldy Locks, Inc.	104530 · Building & Custodial Supplies	220.00
	<b>Goldy Locks, Inc. Total</b>		<b>220.00</b>
54422	Grey House Publishing, Inc.	104310 · Books - Adult	432.50
	<b>Grey House Publishing, Inc. Total</b>		<b>432.50</b>
54423	Hearne & Associates, P.C.	104420 · Accounting	533.70
	<b>Hearne &amp; Associates, P.C. Total</b>		<b>533.70</b>
54424	Home Depot Credit Services	104530 · Building & Custodial Supplies	71.05
	<b>Home Depot Credit Services Total</b>		<b>71.05</b>
54425	Ingram Library Services	104311 · Books - Youth	1,604.75
54426	Ingram Library Services	104310 · Books - Adult	3,956.73
	Ingram Library Services	104312 · Books - Outreach	217.35
	<b>Ingram Library Services Total</b>		<b>5,778.83</b>
54427	Sara Killough	104642 · Patron Programs & Events-Youth	34.42
	Sara Killough	104642 · Patron Programs & Events-Youth	51.57
	Sara Killough	104642 · Patron Programs & Events-Youth	56.49
	<b>Sara Killough Total</b>		<b>142.48</b>
54428	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	123.05
	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	12.84
	<b>Klein, Thorpe and Jenkins, Ltd. Total</b>		<b>135.89</b>
54429	Lighting Supply Co.	104530 · Building & Custodial Supplies	101.75
	<b>Lighting Supply Co. Total</b>		<b>101.75</b>
54430	Lite Tech, Inc.	104530 · Building & Custodial Supplies	205.00
	Lite Tech, Inc.	104530 · Building & Custodial Supplies	83.41

# Grand Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	<b>Lite Tech, Inc. Total</b>		<b>288.41</b>
54431	Midwest Tape	104341 · Audio Visual Materials - Youth	117.95
	Midwest Tape	104341 · Audio Visual Materials - Youth	108.36
	<b>Midwest Tape Total</b>		<b>226.31</b>
54432	Movie Licensing USA	104640 · Patron Programs&Events-Outreach	2,067.00
	<b>Movie Licensing USA Total</b>		<b>2,067.00</b>
54433	Nextel Communications	104520 · Telephone	184.26
	<b>Nextel Communications Total</b>		<b>184.26</b>
54434	NuWay Disposal Service, Inc.	104450 · Building Maintenance	60.08
	<b>NuWay Disposal Service, Inc. Total</b>		<b>60.08</b>
54435	Oriental Trading Company, Inc.	104642 · Patron Programs & Events-Youth	55.40
	<b>Oriental Trading Company, Inc. Total</b>		<b>55.40</b>
54436	OverDrive, Inc.	104311 · Books - Youth	323.76
	OverDrive, Inc.	104311 · Books - Youth	277.42
	OverDrive, Inc.	104311 · Books - Youth	583.54
	<b>OverDrive, Inc. Total</b>		<b>1,184.72</b>
54437	Paramont-EO, Inc.	104530 · Building & Custodial Supplies	100.00
	<b>Paramont-EO, Inc. Total</b>		<b>100.00</b>
54438	Park Ace Hardware	104530 · Building & Custodial Supplies	30.99
	Park Ace Hardware	104530 · Building & Custodial Supplies	64.45
	<b>Park Ace Hardware Total</b>		<b>95.44</b>
54439	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	26.25
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	30.00
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	60.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	30.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	30.00
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	131.25
	<b>Penguin Random House LLC Total</b>		<b>307.50</b>
54440	Proven Business Systems	104550 · Lib. & Off. Eqpt Rep. & Maint	7,625.00
	<b>Proven Business Systems Total</b>		<b>7,625.00</b>
54441	Quill Corporation	104720 · Office Supplies	85.68
	Quill Corporation	104710 · Library Supplies	97.87
	Quill Corporation	104710 · Library Supplies	13.54
	Quill Corporation	104530 · Building & Custodial Supplies	-11.02
	Quill Corporation	104530 · Building & Custodial Supplies	11.02
	Quill Corporation	104710 · Library Supplies	29.99
	Quill Corporation	104710 · Library Supplies	22.78
	<b>Quill Corporation Total</b>		<b>249.86</b>
54442	Rainbow Book Company	104311 · Books - Youth	1,075.04
	<b>Rainbow Book Company Total</b>		<b>1,075.04</b>
54443	Rashid, Maqbool	104610 · Board Training & Education	250.00
	Rashid, Maqbool	104660 · Public Information	500.00
	<b>Rashid, Maqbool Total</b>		<b>750.00</b>
54444	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	13.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	13.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	22.50

## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	<b>Recorded Books, INC Total</b>		<b>152.96</b>
54445	Reliable Fire Equipment Co.	104550 · Lib. & Off. Eqpt Rep. & Maint	20.50
	<b>Reliable Fire Equipment Co. Total</b>		<b>20.50</b>
54446	Reliastar Life Insurance Company	102160 · 457 Plan W/H Payable	1,000.00
	<b>Reliastar Life Insurance Company Total</b>		<b>1,000.00</b>
54447	Renzi & Associates, Inc.	104495 · Legal	133.00
	Renzi & Associates, Inc.	104495 · Legal	262.50
	Renzi & Associates, Inc.	104495 · Legal	192.50
	Renzi & Associates, Inc.	104495 · Legal	175.00
	<b>Renzi &amp; Associates, Inc. Total</b>		<b>763.00</b>
54448	Rotham, Mark	104310 · Books - Adult	40.00
	<b>Rotham, Mark Total</b>		<b>40.00</b>
54449	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	<b>RWK Design, Inc. Total</b>		<b>4,702.89</b>
54450	Sound Vision Inc	104530 · Building & Custodial Supplies	411.25
	<b>Sound Vision Inc Total</b>		<b>411.25</b>
54451	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	28.00
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	183.16
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	255.44
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	686.31
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	268.31
	<b>Sunlight Maintenance Supply Total</b>		<b>1,421.22</b>
54452	SYNCHRONY BANK/AMAZON	104340 · Audio Visual Materials - Adult	5,309.29
	SYNCHRONY BANK/AMAZON	104341 · Audio Visual Materials - Youth	1,380.32
	SYNCHRONY BANK/AMAZON	104342 · Audio Visual Materials-Outreach	312.74
	SYNCHRONY BANK/AMAZON	104310 · Books - Adult	347.08
	SYNCHRONY BANK/AMAZON	104311 · Books - Youth	410.07
	SYNCHRONY BANK/AMAZON	104710 · Library Supplies	214.98
	SYNCHRONY BANK/AMAZON	104570 · Automation - Equipment	437.86
	<b>SYNCHRONY BANK/AMAZON Total</b>		<b>8,412.34</b>
54453	The Penworthy Company	104311 · Books - Youth	2,111.04
	<b>The Penworthy Company Total</b>		<b>2,111.04</b>
54454	Unique Management Services, Inc.	104495 · Legal	35.80
	<b>Unique Management Services, Inc. Total</b>		<b>35.80</b>
54455	Cardmember Service	104620 · Staff Training & Education	668.40
	Cardmember Service	104311 · Books - Youth	421.21
	Cardmember Service	104530 · Building & Custodial Supplies	217.01
	Cardmember Service	104730 · Postage	55.16
	Cardmember Service	104710 · Library Supplies	1,048.30
	Cardmember Service	104570 · Automation - Equipment	1,530.38
	Cardmember Service	104720 · Office Supplies	19.54
	Cardmember Service	104660 · Public Information	377.50
	Cardmember Service	104341 · Audio Visual Materials - Youth	254.85
	Cardmember Service	104495 · Legal	246.47
	<b>Cardmember Service Total</b>		<b>4,838.82</b>
	Village of Orland Park	IMRF/Insurance Wire Transfer	60,488.26
	<b>Village of Orland Park Total</b>		<b>60,488.26</b>

# Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Net Payroll	Payroll March 31, 2015	73,815.84
	<b>Sub Total</b>		<b>\$ 192,433.65</b>
 <b>April 1, 2015-April 20, 2015</b>			
190	Unilock Chicago, Inc.	504540 · Building Repairs-Capital Camp.	120.00
	<b>Unilock Chicago, Inc. Total</b>		<b>120.00</b>
54456	ALA Member Services	104650 · Association Dues & Fees	135.00
	<b>ALA Member Services Total</b>		<b>135.00</b>
54457	AT&T	104575 · Automation - Line Costs	80.00
	<b>AT&amp;T Total</b>		<b>80.00</b>
54497	Bal Industries	104450 · Building Maintenance	4,230.00
	<b>Bal Industries Total</b>		<b>4,230.00</b>
54458	Barry Cloyd Productions	104640 · Patron Programs&Events-Outreach	500.00
	<b>Barry Cloyd Productions Total</b>		<b>500.00</b>
54498	Brodart Co.	104710 · Library Supplies	342.00
	<b>Brodart Co. Total</b>		<b>342.00</b>
54459	Capital One Commercial	104642 · Patron Programs & Events-Youth	42.75
	Capital One Commercial	104530 · Building & Custodial Supplies	12.59
	Capital One Commercial	104642 · Patron Programs & Events-Youth	69.60
	Capital One Commercial	104530 · Building & Custodial Supplies	6.58
	Capital One Commercial	104641 · Patron Programs & Events-Adult	13.38
	Capital One Commercial	104530 · Building & Custodial Supplies	72.24
	Capital One Commercial	104720 · Office Supplies	39.99
	<b>Capital One Commercial Total</b>		<b>257.13</b>
54499	Comcast	104520 · Telephone	307.76
	<b>Comcast Total</b>		<b>307.76</b>
54460	DeBondt, Dennis	104642 · Patron Programs & Events-Youth	175.00
	<b>DeBondt, Dennis Total</b>		<b>175.00</b>
54500	Demco	104710 · Library Supplies	1,655.22
	Demco	104710 · Library Supplies	462.47
	<b>Demco Total</b>		<b>2,117.69</b>
54461	Envisionware, Inc.	104560 · Machine Rental	214.00
	<b>Envisionware, Inc. Total</b>		<b>214.00</b>
54462	Faronics	104570 · Automation - Equipment	450.00
	<b>Faronics Total</b>		<b>450.00</b>
54463	Flynn III, John M.	104640 · Patron Programs&Events-Outreach	400.00
	<b>Flynn III, John M. Total</b>		<b>400.00</b>
54464	Gale/Cengage Learning	104310 · Books - Adult	3,795.00
	Gale/Cengage Learning	104312 · Books - Outreach	840.44
	<b>Gale/Cengage Learning Total</b>		<b>4,635.44</b>
54465	Gaylord Bros., Inc.	104710 · Library Supplies	106.50
	<b>Gaylord Bros., Inc. Total</b>		<b>106.50</b>
54466	Gilleland, Janet	104640 · Patron Programs&Events-Outreach	250.00
	<b>Gilleland, Janet Total</b>		<b>250.00</b>
54467	Grainger	104530 · Building & Custodial Supplies	29.16
	<b>Grainger Total</b>		<b>29.16</b>



# Grand Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
54468	Histories for Kids, Inc.	104640 · Patron Programs&Events-Outreach	400.00
	<b>Histories for Kids, Inc. Total</b>		<b>400.00</b>
54469	Ingram Library Services	104310 · Books - Adult	5,302.46
	Ingram Library Services	104312 · Books - Outreach	129.13
54470	Ingram Library Services	104311 · Books - Youth	736.88
	<b>Ingram Library Services Total</b>		<b>6,168.47</b>
54471	MailFinance	104560 · Machine Rental	233.01
	<b>MailFinance Total</b>		<b>233.01</b>
54472	Marous & Company	104495 · Legal	157.50
	<b>Marous &amp; Company Total</b>		<b>157.50</b>
54473	Midwest Tape	104341 · Audio Visual Materials - Youth	14.99
	Midwest Tape	104341 · Audio Visual Materials - Youth	44.99
	Midwest Tape	104341 · Audio Visual Materials - Youth	39.98
	<b>Midwest Tape Total</b>		<b>99.96</b>
54474	Amy Najewski	104642 · Patron Programs & Events-Youth	18.35
	Amy Najewski	104620 · Staff Training & Education	84.38
	<b>Amy Najewski Total</b>		<b>102.73</b>
54475	Neviol, Inc.	104450 · Building Maintenance	5,738.00
	<b>Neviol, Inc. Total</b>		<b>5,738.00</b>
54476	Nextel Communications	104520 · Telephone	177.12
	<b>Nextel Communications Total</b>		<b>177.12</b>
54477	Nicor Gas	104517 · Natural Gas	2,221.54
	<b>Nicor Gas Total</b>		<b>2,221.54</b>
54478	NuWay Disposal Service, Inc.	104450 · Building Maintenance	60.23
	<b>NuWay Disposat Service, Inc. Total</b>		<b>60.23</b>
54479	OverDrive, Inc.	104310 · Books - Adult	911.28
	<b>OverDrive, Inc. Total</b>		<b>911.28</b>
54480	Park Ace Hardware	104530 · Building & Custodial Supplies	131.88
	<b>Park Ace Hardware Total</b>		<b>131.88</b>
54481	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	30.00
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	30.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	67.50
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	30.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	45.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	30.00
	Penguin Random House LLC	104310 · Books - Adult	25.20
	Penguin Random House LLC	104310 · Books - Adult	-25.20
	<b>Penguin Random House LLC Total</b>		<b>232.50</b>
54482	Proven Business Systems	104550 · Lib. & Off. Eqpt Rep. & Maint	5,059.63
	<b>Proven Business Systems Total</b>		<b>5,059.63</b>
54483	Quill Corporation	104710 · Library Supplies	73.79
	Quill Corporation	104710 · Library Supplies	75.59
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	1,024.00
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	129.78
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	235.78
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	154.18
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	205.78
	Quill Corporation	104710 · Library Supplies	9.99

# Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Quill Corporation	104642 · Patron Programs & Events-Youth	50.00
	Quill Corporation	104710 · Library Supplies	199.20
	Quill Corporation	104720 · Office Supplies	8.88
	Quill Corporation	104710 · Library Supplies	-22.08
	<b>Quill Corporation Total</b>		<b>2,144.89</b>
54484	Rashid, Maqbool	104660 · Public Information	500.00
	<b>Rashid, Maqbool Total</b>		<b>500.00</b>
54485	Recorded Books, INC	104340 · Audio Visual Materials - Adult	40.50
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	99.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	39.98
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	99.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.50
	Recorded Books, INC	104320 · Periodicals - Adult	8,835.58
	Recorded Books, INC	104321 · Periodicals - Youth	421.53
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	6.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	64.00
	Recorded Books, INC	104315 · Electronic Databases	4,000.00
	<b>Recorded Books, INC Total</b>		<b>13,719.02</b>
54486	Riffice, Jackie	104640 · Patron Programs&Events-Outreach	175.00
	<b>Riffice, Jackie Total</b>		<b>175.00</b>
54487	RWK Design, Inc.	104570 · Automation - Equipment	305.00
	RWK Design, Inc.	104580 · Automation - Maintenance	22.95
	RWK Design, Inc.	104580 · Automation - Maintenance	50.00
	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	<b>RWK Design, Inc. Total</b>		<b>5,080.84</b>
54488	Sentimental Productions	104340 · Audio Visual Materials - Adult	95.00
	<b>Sentimental Productions Total</b>		<b>95.00</b>
54489	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	310.81
	<b>Sunlight Maintenance Supply Total</b>		<b>310.81</b>
54490	The Organic Gardner Ltd.	104640 · Patron Programs&Events-Outreach	250.00
	<b>The Organic Gardner Ltd. Total</b>		<b>250.00</b>
54491	Tyco Integrated Security LLC	104460 · Security System	267.00
	Tyco Integrated Security LLC	104460 · Security System	147.00
	<b>Tyco Integrated Security LLC Total</b>		<b>414.00</b>
54492	Venmill Industries Incorporated	104710 · Library Supplies	224.98
	<b>Venmill Industries Incorporated Total</b>		<b>224.98</b>
54493	Village of Orland Park	104515 · Water & Sewer	859.75
54494	Village of Orland Park	104450 · Building Maintenance	110.00
	Village of Orland Park	104450 · Building Maintenance	110.00
	<b>Village of Orland Park Total</b>		<b>1,079.75</b>
54495	Mary Weimar	104620 · Staff Training & Education	75.80
	Mary Weimar	104310 · Books - Adult	20.00
	<b>Mary Weimar Total</b>		<b>95.80</b>
54496	Wingren Landscape, Inc.	104440 · Landscaping & Groundskeeping	11,084.45
	<b>Wingren Landscape, Inc. Total</b>		<b>11,084.45</b>

Grand Park Public Library  
**Accounts Payable/Payroll Listing**

<u>Check</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Net Payroll		Payroll April 15, 2015	<u>69,798.25</u>
<b>Sub Total</b>			<b>\$ 141,016.32</b>
<b>Grand Total</b>			<b><u>\$ 333,449.97</u></b>

## **Explanation of Premium Summary Renewal for Property/Casualty Insurance**

**Property / Business Income / Boiler & Machinery** will have a net increase of \$1,523. There were two claims involving water damage this last year that impacted the renewal for this area of coverage.

**Inland Marine** will have a small increase of \$135. This is from additional items being added to the Fine Arts coverage which include the NASA items.

**Commercial General Liability** will have a slight decrease of \$58.

**Commercial Auto** will have a minimal increase of \$94.

**Worker's Compensation** will have an increase of \$2,653. The experience modification had a significant increase (from .92 to 1.13) as anticipated due to a large claim this past year. Although the experience modification is still low (anything 1.0 or lower reduces rates) this near 22.83% increase resulted in the higher increase. In addition, the increased total payroll estimate of about \$100,000 also is a factor in the premium calculation.

**Umbrella Liability** will have a minimal increase of \$18.

**Crime** will have no increase.

**Executive Protection (Directors & Officers)** will have an increase of \$819. The current carrier renewed with no significant changes in the policy coverage.

The overall increase for all coverage listed above totals \$5,184 or 7.11%. This will be about \$4,000 higher than budget for the remainder of this year and primarily due to larger increases from claim activity this year than in past years. A larger adjustment in the insurance lines will be factored in the next year's budget to try and account for these potential variances.

Please contact me at 708-428-5201 or stop by Administration if you have any questions regarding any of the above information. The renewal will be on the Monday, April 21 agenda for approval.

Scott Remmenga  
Finance Manager

# Premium Summary

## Coverage Summary

### Orland Park Public Library

	Expired Year 05/01/2013 - 05/01/2014	Expiring Year 05/01/2014 - 05/01/2015	Renewal 05/01/2015 - 05/01/2016	% Change
<b>Exposures</b>				
Total Insured Property Values (Buildings, Business Personal Property, Business Income, EDP, etc.)	\$29,008,958	\$35,136,544	\$35,502,006	1.04%
Total Building & Business Personal Property	\$28,008,958	\$34,136,544	\$34,502,006	1.07%
Total Business Income Values	\$1,000,000	\$1,000,000	\$1,000,000	0.00%
Square Feet	93,000	93,000	93,000	0.00%
# of Vehicles	1	1	1	0.00%
Workers Comp - Payroll Estimates	\$2,270,768	\$2,381,491	\$2,429,100	2.00%
<b>Premiums / Rates</b>				
Property/Business Income /Boiler & Machinery	\$19,781	\$21,344	\$22,867	7.14%
Avg. Rate to Values (Per \$100)	0.068	0.061	0.064	6.03%
Inland Marine Coverage	\$0	\$2,393	\$2,528	5.64%
Commercial General Liability	\$5,488	\$5,718	\$5,660	-1.01%
Avg. Rate to Sales (Per \$1,000)	59.01	61.48	60.86	-1.01%
Commercial Auto	\$1,205	\$1,302	\$1,396	7.22%
Avg. Cost Per Unit	1,205	1,302	1,396	7.22%
Workers' Compensation	\$9,607	\$10,983	\$13,636	24.16%
Avg. Rate to Payroll (Per \$100)	0.42	0.46	0.56	21.72%
Experience Modification	0.95	0.92	1.13	22.83%
Umbrella Liability	\$11,800	\$11,918	\$11,936	0.15%
Avg. Rate to Sales (Per \$1,000)	126.88	128.15	128.34	0.15%
Crime (3 Year Policy)	\$1,417	\$1,428	\$1,428	0.00%
<b>Subtotal</b>	<b><u>\$49,298</u></b>	<b><u>\$55,086</u></b>	<b><u>\$59,451</u></b>	<b>7.92%</b>
Executive Protection	\$6,016	\$17,836	\$18,655	4.59%
<b>Total Estimated Annual Cost</b>	<b><u>\$55,314</u></b>	<b><u>\$72,922</u></b>	<b><u>\$78,106</u></b>	<b>7.11%</b>



**CORRESPONDENCE RECEIVED FROM MARCH 17, 2015 THROUGH  
APRIL 16, 2015 FOR BOARD OF TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

A letter, received on April 6, 2015, sent to President Healy from The Bridge Teen Center regarding an anti-bullying initiative.

**CORRESPONDENCE 2**

A postcard received on April 6 2015 from State Representative Margo McDermed, regarding the opening of her new district office.



April 2, 2015

Dear Orland Park Community Organization:

When is the last time you shared a meal, uninterrupted, with your family?

The Mayor's Campaign to End Bullying, the Village of Orland Park, the South/Southwest Suburban Bullying Coalition, and The Bridge Teen Center are organizing the first annual FAMILY DAY on Saturday, August 15, 2015. FAMILY DAY is just one element of a plan that is being implemented locally to take a proactive stance against bullying in our community.

According to the *Journal of American Medicine*, less than 50 percent of American families do so. According to *A.C. Nielsen*, the average parent now spends less than 38.5 minutes per week in meaningful conversation with their children.

The family dinner table is disappearing from our busy culture, and our young people are paying the price. Not taking time out to connect as a family can be directly linked to increased depression, anxiety, eating disorders, and thoughts of suicide. Research also indicates that spending time with family around the dinner table greatly reduces the effects of bullying among young people.

The purpose of FAMILY DAY is to annually set aside one day from busy schedules to connect with family by sharing a meal together – whether it is breakfast, lunch or dinner. We are asking that families come together for at least one hour, free of social media and electronics - completely unplugged from the outside world. We are writing to ask your organization to support this community-wide effort by keeping your calendar clear on Saturday, August 15, 2015 --- a day with no scheduled events.

By designating a day where organizations, institutions, companies/corporations and religious institutions take a break from normal activities, we can provide time where family relationships are pushed to the front and valued without the distractions of mobile devices, social media and the daily rush of activities.

Our hope is that this effort will encourage and strengthen families and relationships in our community.

We invite your families to join ours on August 15<sup>th</sup> as we celebrate FAMILY DAY in Orland Park, gathering with those we hold dear and unplugging from the outside world so we can focus on those we love.

Sincerely yours,

Handwritten signature of Daniel J. McLaughlin.

Daniel J. McLaughlin, Mayor  
Village of Orland Park

Handwritten signature of Priscilla Steinmetz.

Priscilla Steinmetz, Executive Director  
The Bridge Teen Center

# Adult Services Board Report March 2015

## PERSONNEL

AS Page Jenna Schwartz started in a temporary part time position on March 16, 2015.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 4/5; 6 adults

Irish Tunes & Tales with Mary Pat Kelly; 180 adults

Five genre book discussions 3/17, 3/18, 3/19, 3/24, 3/26; 27 adults

## CONTINUING EDUCATION/MEETINGS ATTENDED

### Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended PLA Program Proposal (Skokie PL-Adult Services) on Mar 3, 2015

Diane Srebro attended ILA Program Proposal (Conference Call) on Mar 11, 2015

Diane Srebro attended LJ Editor's Picks: Next Big Reads HarperCollins, Penguin, Random House (Webinar) on Mar 12, 2015

Linda Conrath attended CPR Training (OPPL) on Mar 22, 2015

Andrew Masura attended CPR Training (OPPL) on Mar 22, 2015

Andrew Masura attended Adult Services Department Head Networking Meeting (Oak Lawn Public Library) on Mar 26, 2015

Linda Conrath attended Hoopla Webinar (Room 105) on Mar 31, 2015

Andrew Masura attended Hoopla Webinar (OPPL) on Mar 31, 2015

## STATISTICS

Database Statistics March 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	5926	4795	Searches
EBSCO	29034	1980	Searches
Gale Virtual Ref. Lib.	22	8	Searches
Heritage Quest	767	213	Searches



Lit. Criticism Online	116	8	Searches
OCLC	7074	6797	Searches
ProQuest	267	258	Searches
Reference USA	359	246	Searches
Rocket Languages	46	3	Sessions
Something About the Author	2	0	Searches
World Book	6	3	Searches
Careers College	N/A	19	Total Users
MorningStar Investment	123	24	Searches
Consumer Reports	127	53	Log-Ins

### Statistics from web forms

Category	03/2015	03/2014	Change
Reference	4929	5141	-212, -4.12%
Ref Remote	228	119	109, 91.6%
Non-Reference	902	442	460, 104.07%
N-R Remote	30	18	12, 66.67%
Prog Att	213	41	172, 419.51%
Items shelved	22216	22400	-184, -0.82%
Carts shelved	408	318	90, 28.3%

### GRANTS/SPECIAL PROJECTS

Read and judged for advancement (5) books for the *Soon to be Famous Illinois Author Project*. *Linda Conrath*

Read and judged for advancement (5) books for the *Soon to be Famous Illinois Author Project*. *Judy Brannigan*

Conducted veteran interview for the Veterans History Project on March 11, 2015. *Judy Brannigan*

Submitted three author event proposals to Macmillan Publishing on March 16 deadline for fall 2015 events. *Diane Srebro*

Submitted ILA Adult Services program proposal, 'Chit, Chat & Chew : a Readers' Advisory Rap Session,' on March 20th in collaboration with colleagues at Downers Grove and Plainfield PL. *Diane Srebro*

Contacted Adult Services librarians at Arlington Heights Memorial PL; Evanston PL; Naperville PL; Oak Park PL; Skokie PL; and Warren Newport PL to plan Public Library Association readers' advisory program proposal due mid-April to PLA Conference Committee. *Diane Srebro*

## CUSTOMER SERVICE LOG

3/6 4:38 p.m. Patron was having trouble using self checkout in AS. Comment: I've tried to use self checkout at least five times, and it never recognizes my books. I never have trouble at the manual checkout downstairs. This is stupid to have a checkout system that doesn't work.

3/6 6:40 p.m. Patron buying a book for the Mary Pat Kelly author program. Comment: Thank you for passing the discount on to us. You are good people here.

3/14 12:17 p.m. Patron wanted to buy the *Chicago Sun-Times* from March 13. Comment: Why not? It's just yesterday's paper.

3/17 9:40 a.m. Woman passing the AS desk. Comment: I love this place. I just like to walk around here.

3/17 9:46 a.m. Man come up to the AS desk. Comment: Thank you for finding my jacket last week. I appreciate it.

3/17 7:30 p.m. Patron at the desk. Comment: Zaray was very helpful. Unfortunately, I can't say the same about others in the past.

3/18 9:15 p.m. Adult patron was concerned about two children who were left at the Library after closing. She asked me several questions about our procedures. Comment: Thank you. You can never be too sure in this day and age. It sounds like a well organized plan for children who are left.

3/19 6:10 p.m. Patron using Ancestry.com. Comment: The articles I emailed via Yahoo mail did not work, but those I emailed via Comcast did work.

3/21 4:35 p.m. Patron using *The Wall Street Journal*. Comment: Every time there is an article about the Middle East in *The Wall Street Journal* it seems to get cut out. Can't you get two copies and have one on reserve?

3/25 5:05 p.m. Patron inquiring about the status of an ILL request. Comment: The woman who said she would do it the other day was a bit rude and seemed to be in a rush. I had a feeling she hadn't done it.

3/29 2:30 p.m. Patron was looking for the *Chicago Tribune* from 3/26 and 3/28. They were missing. Comment: I've complained about this before. Do I need to go to the Library Director about this? It's ridiculous.

# Circulation Board Report March 2015

## PERSONNEL

Kelsey Flynn started as a Circulation clerk on Monday March 2nd.

Vanessa Buzo started as a Circulation clerk on Tuesday March 3rd.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin continues to monitor lost item records on Polaris.

Howard Griffin is in the process of testing the Polaris wand for inventory control.

Laura Larson is still updating Transworld Collection Agency from the previous Millenium ILS.

Julie Pryor is sending invoices for material not returned from Reciprocal Borrowers in the Polaris module.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Nadine Lipowski, Julie Pryor and Laura Larson attended CPR training here at OPPL on March 22, 2015.

Howard Griffin attended the Hoopla webinar here at OPPL on March 31, 2015.

## STATISTICS

Please see following page.

## CUSTOMER SERVICE LOG

3/10/15 (Information Desk) Patron commented that "we do a great job here"!

3/10/15 (Information Desk) Ukranian is spelled wrong online event calendar.

3/10/15 (Information Desk) Would like to see more programs for seniors during the day or on Saturday. They go to Mokena library more often for programs.

3/11/15 Mokena patron trying to pick up hold. Patron was upset that she received misinformation from reference regarding the process of getting a library card. Patron had to come back twice after calling once to get information.

3/11/15 (Information Desk) Wanted to know if she needed to call ahead to attend Book Buzz in April. We have such wonderful programs here.

3/19/15 (Self-Checkout) When choosing e-mail receipt, patron was upset that keyboard was

in A-Z order instead of QWERTY.

3/20/15 - (Information Desk) Patron was pleased that we pronounced her name correctly after only one time.

3/21/15 (Information Desk) Patron wanted to make self-checkout program larger on screen - prefers new interface on other self-checkout station-when will it be updated?

3/22/15 (Self-Checkout) "Gotta love that machine".

3/23/15 (Information Desk) I've never been disappointed here. Everyone is so nice and friendly/ helpful. Who picks your employees.

3/29/15 (Phone call) Hard to get people to answer my calls. I keep getting transfered around.

3/8/15 (Circulation Desk) Patron disappointed in fact that we left SWAN. Wanted to know when Board meeting was.

3/12/15 (Circulation Desk) This library is so beautiful! The best library we have seen. Very pleasant.

3/17/15 (Circulation Desk) People should not be allowed to put CD's in the drop box because many times they are damaged.

3/17/15 (Circulation Desk) Tinley patron said "we" (the library) are life-savers. Our library had an item for her son's school project that Tinley didn't have.

3/18/15 (Meeting room area) The library must treat it's employee's very well because everyone is so nice and helpful and makes time for you.

3/18/15 (Circulation Desk) Patron said it was so much easier ordering from SWAN. Doesn't like the new system.

3/2/15 (Circulation Desk) Patron paid \$1.00 fine. You guys are wonderful! Thanks again!

3/4/15 (Circulation Desk) Mom upset that she cannot get into the library with her 5 year old to get a card because she works full-time. It's not convenient to come in with the child.

3/17/15 (Circulation Desk) Patron registering their reciprocal card. Thank you so much. This is excellent.

3/17/15 (Circulation Desk) Patron expressed disappointment at limited selection of new biographies.

3/17/15 (Circulation Desk) This library is amazing! I will definitely be back.

3/20/15 (Circulation Desk) This is my favorite place to be.

3/27/15 (Circulation Desk) Patron said that the clerk was very kind.

3/30/15 (Circulation Desk) Love the decorations. It always looks so nice.

3/30/15 (Circulation Desk) I appreciate the email reminders very much.

ORS MONTH	TOTAL CIRCULATION 2015	LAST YR.	CHANGE	PATRON ATTENDANCE
JAN	82,937	77,351	7%	34,403
FEB	74,885	73,711	2%	32,238
MAR	81,878	80,420	2%	40,785
APR				
MAY				
JUN				
JUL				
AUG				
SEPT				
OCT				
NOV				
DEC				
<b>TOTAL</b>	<b>239,700</b>	<b>231,482</b>	<b>4%</b>	<b>107,426</b>

# Graphics Board Report March 2015

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Graphics prepared and designed the May-August 2015 newsletter. Residents will receive newsletter in their mailboxes around April 30 or May 1.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Bridget Bittman attended RAILS Marketing Meeting (Eisenhower Public Library) on Mar 6, 2015

Bridget Bittman attended Orland Park Chamber State of Village (Elements Conference Center, Orland Park) on Mar 11, 2015

Kristen Holding attended LACONI Getting Dangerous With Design (Skokie Public Library) on Mar 13, 2015

## STATISTICS

2015

Meeting Room Requests: 33 (125% increase from 2014)

Graphic Requests: 111 (85% increase from 2014)

2014

Meeting Room Requests: 15

Graphic Requests: 60

## OPPL enews March 2-15

17,664 Subscribers

**26.3% Opens**

**5.7% Clicks**

#1 click Italians in Chicago Exhibit & Programs, March 2015

**OPPL enews March 16-29**

17,711 Subscribers

**23.0% Opens**

**4.2% Clicks**

#1 click Consumer Reports on OPPL's Database webpage

# Information Technology Board Report March 2015

## PERSONNEL

Nothing to report at this time.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

### Computer Classes for Adults:

*March 2015*

21 computer classes for adults were offered with a total of 108 attendees

*March 2014 Comparison*

17 computer classes for adults were offered with a total of 80 attendees

## CONTINUING EDUCATION/MEETINGS ATTENDED

Jason Rock attended Management Seminar (Rosemont) on Mar 5, 2015

## STATISTICS

### Statistics from web forms

Category	Mar 2015	Mar 2014	Change
Study Room Usage	478	399	79, 19.8%
Patrons Assisted	696	788	-92, -11.68%
Total PC Usage	2110	2616	-506, -19.34%
Total Web pages	37439	37623	-184, -0.49%
Number of Classes	13	17	-4, -23.53%
Total Class Attendance	76	80	-4, -5%
Overdrive Checkouts	2995	2562	433, 16.9%
Overdrive Registration	76	86	-10, -11.63%
Zinio Checkouts	606	880	-274, -31.14%

## GRANTS/SPECIAL PROJECTS

Nothing to report at this time.



## **CUSTOMER SERVICE LOG**

2/11 2:00pm While helping download an eBook via Overdrive on a smartphone Comment: I want to make sure your boss knows how excellent you were. You were great, thank you.

3/13 3:45pm Helping to print from email Comment: Thanks a bunch. Every time I come here you are always so helpful.

3/17 9:15am Helping print a boarding pass Comment: You have been so helpful. Thank you very much. You helped me a lot.

3/17 3:25pm Helping look for a job online and create an account Comment: Thank you so much for helping me. You are so nice and patient.

3/18 6:06pm helping print a document Comment: You were so nice helping me out.

3/23 10:30am helped with resume and cover letter Comment: You are very helpful. What a wonderful worker.

3/27 3:30pm helping log back into email and other things Comment: You are so patient and wonderful, thank you.

3/27 7:10pm helped patron with the scanner Comment: I appreciate you taking the time out to show me how to scan and attach to my email.

3/27 4:20pm helped patron on computer print groupons Comment: Thank you for showing me how to print from groupon.

3/30 5:30pm helped a patron use the scanner Comment: Thank you for all your help I could not have done it myself.

3/31 4:55pm Helped patron with scanning Comment: Thank you so much for showing me how to scan and attach to email.

# Outreach Services Board Report March 2015

## PERSONNEL

Outreach Assistant, Leigh Twaragowski has vacated her position. She found a full-time job. Outreach Services wishes her well.

The job has been posted and interviews will begin in April.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to patrons in single family homes, Smith Crossing, Emeritus, Alden Prairie, Autumn Leaves, Lexington, and Thomas Place.

Senior materials delivery to the Orland Township.

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

Art and collection management of three display areas.

One book display for the table by the center display case.

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

Coordination of traveling exhibition - Generation to Generation: Folk Art of Illinois

## CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended AAM Road to Results: Know the Audience (Webinar) on Mar 11, 2015

Kelly Cuci attended AAM Road to Results: Aligning the Organization (Webinar) on Mar 18, 2015

Kelly Cuci attended CPR Training (OPPL RM 104) on Mar 23, 2015

## STATISTICS

### Onsite Adult Programs:

13 programs were given with a total of 531 patrons. *2014: 13 programs were given with a total of 481 patrons.*

### Offsite Adult Programs:

9 programs were given with a total of 161 patrons attending. *2014: 8 programs were given with a total of 183 patrons attending.*

### Train Station Books:

Three train stations – 141 books

### **Program Flyer Distribution Stats:**

Orland Park Businesses - 19

Village of OP - 13

Assisted Living - 35

Orland Township - 85

Train Stations - 141

In-house during programs - 1431 - This high number is due to Outreach Assistant, Cathy DiGiorgio developing a new way to provide patrons with flyers.

### **Other Outreach and Homebound Stats:**

Outreach Circ Stats: 826 items circulated with 1033 checkouts and 67 renewals. *2014: 792 items circulated with 1181 checkouts and 78 renewals.*

Visits to single-family homebound patrons totaled 24. *2014: Visits totaled 21.*

3 new homebound patron cards were issued and 1 discontinued. 2 cards were renewed. *2014: 1 new homebound library card was issued for this month. 0 cards were discontinued. 4 cards were renewed.*

OS staff logged 599 reference transactions. *2014: 773 reference transactions.*

60 books were displayed on the table with 31 having been checked out. *2014: 44 books on display with 28 checked out.*

## **GRANTS/SPECIAL PROJECTS**

Outreach Services staff worked on providing purpose narratives for each NASA artifact in the NASA database.

Head of Outreach Services, Kelly Cuci worked on processing and registering new special collection artifacts donated to the library. Three collections will be combined to create a new Kennedy Collection. Thanks to IT Webmaster, Kassandra Spence for adding new collection titles to the internal registration database so that the new artifacts may be entered. The majority of the new artifacts are print materials.

Cuci has also worked with the 21st Century Institute (a Chinese cultural foundation) to host a week of Chinese cultural events at the library. The events will run from August 10-August 14 and we hope everyone will attend. The events are also being presented with support from the city of Beijing, China.

## **CUSTOMER SERVICE LOG**

3/3 7pm An Evening with Bette Davis program

"Wow, she's great!"

3/3 7pm An Evening with Bette Davis program

"Can you get her again?" Several patrons asked this.

3/10 7pm Italian Women in Chicago program

Multiple patrons said they enjoyed the program.

3/19 7pm Mark Rothman, His Life and Opinions program

"Loved the program."

3/19 7pm Mark Rothman, His Life and Opinions program

Several patrons said they enjoyed Mark and his stories.

3/24 7pm Italian American Internment program

"Had no idea or knowledge of this topic! Thank you!"

# **Technical Services Board Report March 2015**

## **PERSONNEL**

Matt Hamermeister is hired as Technical Services Cataloger 1.

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

OCLC ongoing holding upgrade for March 2015 is complete.

All withdrawn titles and items are removed from the system.

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

On March 6<sup>th</sup>, 2015, Wendy Xie attended RDA Serials Cataloging at Schaumburg public library.

## **STATISTICS**

See next page for Monthly Statistics between 03/01/2015 and 03/31/2015.

## **GRANTS/SPECIAL PROJECTS**

All giveaway magazines are deleted and decoded by Tech Services staff.

Tech Services modified the existing children's award books as regular books while processed hundreds of new titles for this collection category.

Tech Services staff are working with Adult Services for deleting and modifying large quantity of books and AVs.



# Youth Services Board Report March 2015

## PERSONNEL

Preschool Services Coordinator Lora Siebert resigned her position effective March 26. She has accepted the position as Head of Youth Services at Prairie Trails Public Library in Burbank.

YS Reference Librarian Jamie Kallio has accepted the position of Preschool Services Coordinator and began her duties on March 28.

Mary Adamowski interviewed candidates for full-time Reference Librarian. Stephanie Thomas was selected to fill the position and will begin her duties on April 13. Stephanie previously worked in Circulation and Adult Services.

Mary Adamowski interviewed candidates for part-time Teen Librarian. Lauren Rizzo was selected to fill the position and began her duties on March 18.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

March 2015

Youth programs: 1813 attendees/61 programs (birth--grade 5)

Teen programs: 72 attendees/ 17 programs (grades 6--12)

Preschool visits: 382 students/17 visits

School visits: none

Miscellaneous teacher checkouts: 77 items

PRESCHOOL PAKS: 8 PAKS/158 items

PAL PAKS: 11 PAKS/135 items

**Total number of children served: 2195 children (birth--grade 5)**

**Total number of teens served: 72 teens (grades 6--12)**

March 2015 circulation: 35,435 items

March 2014 comparisons

Youth programs: 1529 attendees/49 programs (birth--grade 5)

Teen programs: 65 attendees/4 programs (grades 6--12)

Preschool visits: 314 students/8 visits

School visits: none

PRESCHOOL PAKS: 13 PAKS/188 items

PAL PAKS: 14 PAKS/ 252 items

**Total number of children served: 1843 children (birth--grade 5)**

**Total number of teens served: 72 teens (grades 6--12)**

March 2014 statistics: 36,390 items

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Mary Adamowski attended KI Furniture Demo (OPPL) on Mar 10, 2015

Mary Adamowski attended Integra Furniture (OPPL) on Mar 13, 2015

Amy Najewski attended NIU Children Lit Conference (DeKalb) on Mar 13, 2015

Jennifer McQuinn attended NIU Children Lit Conference (DeKalb) on Mar 13, 2015

Holly Balasa attended CPR Training (OPPL) on Mar 22, 2015

Fanny Camargo attended CPR Training (OPPL) on Mar 22, 2015

Sara Killough attended CPR Training (OPPL) on Mar 22, 2015

Jamie Kallio attended CPR Training (OPPL) on Mar 22, 2015

Diane Norris-Kuczynski attended CPR Training (OPPL) on Mar 22, 2015

Mary Adamowski attended CPR Training (OPPL) on Mar 22, 2015

Becky McCormack attended CPR Training (OPPL) on Mar 23, 2015

Diane Norris-Kuczynski attended CLASS (Bridgeview PL) on Mar 23, 2015

Mary Adamowski attended CLASS (Bridgeview PL) on Mar 23, 2015

Mary Adamowski attended Hoopla Webinar (OPPL) on Mar 31, 2015

## **STATISTICS**

Category	March 2015	March 2014
Reference	3136	3816
Ref Remote	144	607
Non-Reference	547	1193
N-R Remote	67	290
Teen Prog	72	65
Youth Prog	1713	1048

## **GRANTS/SPECIAL PROJECTS**

The Youth Services staff is currently working on programming ideas for the upcoming Read to the Rhythm summer reading challenge. Many ideas are brewing that will pique the interest of children and teens!



## CUSTOMER SERVICE LOG

### Pre-school desk

No entries.

### Jr. Desk

3/2/15 1:56 pm Assisted patron finding books. Thank you! You are always so kind! MGA

3/4/15 10:51 am Patron (mom) leaving for the day. We are like psycho moms on registration morning. We HAVE to get into Wednesday morning storytimes! DNK

3/6/15 9:07 am Patron turning in 1000 BBK log. I love the services you provide here!  
MLD

3/18/15 7:00 pm Family leaving Youth Services preschool area. We're leaving because there's a woman in the preschool area who just keeps talking on her cell phone. She's very loud. BWM

### Teen desk

3/4/15 3:08 pm Call from teen patron's mom. Thank you for having *Bad Art Night* and *Chocolate Party*. My daughter and her friends loved them! SK

3/9/15 2:18pm Adult patron in teen area. I love these chairs (in the bay area), I never noticed them before. SK

3/10/15 4:08 pm Mom and teen patron reader's advisory. You are so helpful; my daughter has found *her* librarian.

3/15/15 3:23 pm Adult looking for BOCD in teen area. It is wildly inconvenient to put the books on CD 'all over the place' (Interfiled with books) SK

Policy and Procedure Manual	Section B 7
Public Policy Collection Development Policy	<b>Issued : October 19, 1991; Revised June 19, 2000; Revised October 17, 2005; revised December 17, 2007, Revised April 15, 2013; Revised April 20, 2015</b> Approving Authority: Board of Library Trustees

## Collection Development Policy

### Introduction

The Orland Park Public Library Board of Trustees supports the Library Bill of Rights and the American Library Association's Freedom to Read and Freedom to View Statements. (See Section A of Policy Manual)

It is the goal of the Orland Park Public Library to meet the informational, educational, cultural, inspirational, and recreational needs of the residents of Orland Park. The library recognizes the needs of the community are of primary importance in selection. This is a diverse community and each individual's needs will be considered in conjunction with the needs of the community as a whole. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials.

### Statement of Purpose

This collection development policy defines the standards and outlines the responsibility for materials selection for the Orland Park Public Library. Within these standards, the librarians use their education, experience and professional judgment to determine the materials which best meet the objectives of the library and the needs of its patrons. Responsibility for the material chosen by children rests with their parents or legal guardians.

### Objectives in Materials Selections

The general objectives in materials selection are to carry out the library's goals of providing the community with a variety of formats to meet their informational, educational, cultural, inspirational and recreational needs.

## **Responsibilities for Selection**

### *Library Board Responsibilities*

It is the responsibility of the Orland Park Public Library Board of Library Trustees to formulate, establish, review, and update this Collection Development Policy. The Board is responsible for protecting the rights of the Orland Park Public Library user and ultimately answering any and all questions regarding the policy and preservation of an individual's right to know.

### *Library Staff Responsibilities*

In accordance with Illinois Library Law, overall responsibility for collection development, including selection, ordering, maintaining and weeding of all library materials shall be delegated to the Library Director who operates within the framework of policies determined by the Board of Library Trustees. Under the Library Director's direction, members of the professional staff who are qualified by education and training may participate in selection and weeding of library materials.

All members of the staff, library trustees and ~~patrons~~ **Orland Park residents** may recommend titles for purchase. All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print or that the library determines does not meet the criteria for purchase.

The collection is designed to meet the needs of the residents of Orland Park. It is the duty of the staff to acquire materials which meet these needs even though the materials may present views contrary to the personal beliefs of staff members, library trustees, community organizations or individuals. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this written Collection Development Policy. ( 75 Illinois Compiled Statutes 5/4-7.2.)

## **Parameters of the Collection**

To meet the needs of the community, the library must build and maintain a diverse and balanced collection of quality materials including items of temporary significance and permanent value. Because the library serves a public with a wide range of ages, educational background and reading skills, it will always seek to select materials of varying complexity. All formats will be considered when selecting materials.

## Standards for Selection

Orland Park Public Library policy directs that the selection of books and/or other library materials shall be made on the basis of their value to interest, enlighten and inform all residents of the Village of Orland Park. No library material shall be excluded because of the race, nationality, political or social views of the creator.

Selection of materials is influenced by their:

1. Significance, both current and historical, and permanent value to the existing collection
2. Input garnered from critical reviews and selection sources
3. Cost
4. Reputation and qualifications of the creator, publisher or producer
5. Timeliness or currency of subject matter
6. Suitability of subject and presentation for intended audience
7. Quality of format, including technical quality and durability
8. Demand
9. Hardware and software requirements
10. Ease of use (user friendliness, searchability, connectivity)
11. Availability

## Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids and standard sources.

## Gifts to the Collection

Gifts to the library will be judged on the same basis as purchased materials. The Orland Park Public Library will accept materials as donations only with the understanding the library will decide if they are added to the collection. Inclusion will depend upon whether the materials meet the Library's collection development policy, whether their condition is satisfactory for library use, and whether additional copies of the materials are needed.

~~Neither the Library Director, staff, nor any Board members will appraise any donation of materials. A thank you letter on Friends of the Orland Park Public Library stationery acknowledging the donation will be given along with a Recycled Reads~~ A donation acknowledgement form **will be given** to donors upon request.

The Library will ~~offer~~ **not** pick-up of donations or **offer** onsite evaluations of materials.

Monetary gifts will be accepted for items specifically purchased for the collection with the authorization of the Library Director.

### **Sale and Disposition of Library Materials**

The collection of the Orland Park Public Library will be evaluated as an ongoing process in order to find areas that need strengthening as well as to identify materials that will be withdrawn.

The Orland Park Public Library's holdings are continuously evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Outdated and unused materials are withdrawn. Items are discarded if there are more duplicate copies than needed or if the material is in poor condition or in obsolete formats. Lost or missing items may be replaced if they are deemed to be of further use to the collection.

Books and non-print materials from the library's collection may be discarded, sold, or with the approval of the Board of Library Trustees, given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations. In cooperation with the Friends of the Library affiliated with the Orland Park Public Library, withdrawn materials may be donated to Recycled Reads.

### **Challenge to Materials**

The Orland Park Public Library Board of Trustees believes that censorship is purely an individual matter and declares that while anyone is free to reject for him/herself materials which he/she does not approve of, he/she cannot exercise this right of censorship to restrict the freedom of other persons to read.

If ~~patrons~~ **Orland Park residents** wish to file a complaint about library materials, they must fill out in full a ~~Material Complaint Form~~ **Request for Reconsideration of Library Resources**. The form will be given to the Department Head who will review the complaint and material. The Department Head will evaluate the material using the Collection Development Policy and make a recommendation to the Director. A written response will be made to the petitioner within a reasonable time. **The response will include a deadline for the petitioner to submit a written appeal to the Board. If a written appeal is received, it will be provided to the Board. The Board's decision will be final.** ALL ~~Such~~ complaints will be reported to the Orland Park Public Library's Board of Library Trustees at its next regular meeting **regardless of whether a written appeal is submitted.**

~~A written appeal to that response may be made to the Board at its next regular scheduled meeting. Such an appeal must be made seven (7) days prior to the date of the Board meeting. The Board's decision will be final.~~

Materials of sound authority shall not be removed from library shelves because of partisan or doctrinal disapproval. No library material will be excluded because of race, nationality, political, or social views of the creator.

Based on the belief that the freedom to read is an inherent right of a free society, materials on controversial subjects will not be censored, labeled, or in any way marked or identified to show approval or disapproval of the contents. The collection development policy encourages providing materials impartially presenting all viewpoints. The Orland Park Public Library Board of Library Trustees, as guardians of the people's freedom to read, will contest encroachment upon that freedom by individuals or groups seeking to impose their standards of taste upon the community. The Orland Park Public Library Board of Library Trustees also guarantees to all patrons the right to use all materials. It is the ultimate responsibility of parents and/or legal guardians to determine the maturity level of minors. Selection and display of materials will not be inhibited by the possibility that materials may come into the possession of children.

It shall be understood that the Orland Park Public Library Board of Library Trustees, the Library Director, and the Library staff do not advocate all of the ideas presented in the collection.

**Adopted by the Board of Library Trustees on October 19, 1991; revised June 19, 2000; revised October 17, 2005; revised December 17, 2007; revised April 15, 2013; revised April 20, 2015.**

Policy and Procedure Manual	Section B 7.4
Public Policy Collection Development Policy <del>Material Complaint Form</del> Request for Reconsideration of Library Resources	Issued : October 21, 1991 Revised April 18, 2011; Revised April 20, 2015 Approving Authority: Board of Library Trustees

**MATERIAL COMPLAINT FORM**  
**REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

Orland Park Public Library cardholders who wish to have materials removed from reconsidered for the library collection must completely fill out and sign this form. The material will then be reviewed by the library staff and the Library Director, and a A recommendation will be presented to the Library Board. Forms that are not completely filled out will not be considered. discarded by the staff and no action will be taken.

**AUTHOR** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**FORMAT** \_\_\_\_\_ **PUBLISHER/Production Company** \_\_\_\_\_

**COPYRIGHT DATE** \_\_\_\_\_

**REVIEW REQUESTED BY (Name)** \_\_\_\_\_

**COMPLAINANT REPRESENTS:** \_\_\_\_\_ Himself/Herself \_\_\_\_\_ An Organization

1. What do you believe is the theme of this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you aware of the reviews of this material by critics?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you read the entire book/watch the entire film/ listen to the entire song?

\_\_\_\_\_  
\_\_\_\_\_

4. ~~To what in the material do you object?~~ What specifically in the material do you find objectionable? (Be specific, cite pages, lyrics, scenes, etc.)

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5. What good or valuable features do you find in the material?

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6. What would you like the library to do about this material?

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~~Your completion and signing of this form identifies you with specific library materials. As such, the information you provide in completing this form will be kept confidential by the Orland Park Public Library.~~

Signature of Complainant ~~Complainant~~ Cardholder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
(If applicable)

Email: \_\_\_\_\_

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**For Library Use Only**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Date Reviewed by Library Board (If applicable): \_\_\_\_\_

Revised and Adopted by Library Board  
October 21, 1991, Revised April 18, 2011; Revised April 20, 2015



DRAFT

Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued: September 20, 1993; revised December 18, 2006; revised September 17, 2012, <u>revised April 20, 2015</u> Approving Authority: Board of Library Trustees

## Circulation Policy

### LIBRARY CARDS

#### RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

Library cards will be issued by the Orland Park Public Library to persons living within the incorporated boundaries of the Village of Orland Park upon presentation of proof indicating residence in the ~~v~~Village.

Children age 14 and older living with a parent or legal guardian may use the parent's or legal guardian's proof of residence until they obtain qualifying proof of residency in their own names.

Library cards will be issued to children age 13 and under residing in the incorporated boundaries of the Village of Orland Park with the signature of the parent or legal guardian.- The child must be accompanied by the parent or legal guardian with whom they reside and who meets the residency requirement.

~~Proof of residence will show a current address within the Village of Orland Park and may be established with one of the following:~~ Residents must provide a **valid driver's license or state ID with current address** and one of the following listing their Village of Orland Park address:

- ~~➤ Valid driver's license~~
- Current ~~C~~car registration
- Current ~~utility bill~~Natural gas, water or electric bill received in the last three (3) months
- Current ~~l~~ease agreement
- Property deed
- Current ~~Most recent~~ property tax bill

- ~~Current bill from major charge account~~Visa, MastercardMasterCard, Discover or American Express billing statement received in the last three (3) months
- ~~Checkbook with name and address imprint~~

Application forms must be completed and signed in person and verified by a library staff member. Library cards are valid for five years from the date of issuance.

DRAFT

## NON-RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

The Orland Park Public Library provides a library card for purchase by people living outside the library's jurisdictional boundaries, which are the same as the jurisdictional boundaries of the Village of Orland Park. Non-resident cards are valid for one (1) year from the date of purchase. Individual cards may be issued to all members of the immediate family residing at the same address. Family members must complete applications in person. Children age 13 and under must be accompanied by the parent or legal guardian with whom they reside. Children age 14 and over may use the parent's or legal guardian's identification until they obtain identification in their own names.

~~Applicants must provide a picture ID with current address and one of the following documents:~~ Applicants must provide a **valid driver's license or state ID with current address** and their **most recent property tax bill**.

~~Non-residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, must provide their~~ **current lease or rent receipt or proof of home ownership**, to purchase a one-year card for a fee established by the Board of Library Trustees in its sole discretion.

- ~~❖ Current property tax bill (homeowner)~~
- ~~❖ Current lease or rent receipt (renter)~~
- ~~❖ Proof of home ownership (new buyer)~~

### A. Privileges

This card shall entitle the cardholder to all services provided by the Orland Park Public Library, including reciprocal borrowing and interlibrary loan services.

Reciprocal borrowing is when a library cardholder from one library can go to another library and checkout materials. Orland Park Public Library cardholders can go to almost all of the libraries in the state of Illinois and use their card. There may be a short registration process the first time a cardholder visits a new library.

Interlibrary loan is when an Orland Park Public Library cardholder makes a request for materials not available at the Orland Park Public Library. The Library locates the desired item at another library, places the request, receives the item, makes it available to the cardholder, and arranges for its return.

### B. Fees

The fee shall be determined by the tax bill method, where the library's current tax rate is multiplied times the equalized assessed valuation appearing on the applicant's most recent tax bill.

Non-residents who are renters shall be charged in an amount determined annually by the Board of Library Trustees. Renters must show a current rent receipt or a cancelled rent check for verification purposes.

~~Non residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, may purchase a one year card for a fee established by the Board of Library Trustees in its sole discretion. Renters must show a rent receipt or lease.~~

### C. Refunds

Refunds will be given only to non-resident cardholders who are moving into the Village of Orland Park and have more than three (3) months left on their current non-resident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a current tax bill, lease, rental agreement, or other formal document~~natural gas, water or electric bill with the Village address received in the last three (3) months.~~

Adopted by the Board of Library Trustees in- 1999, revised- 2005; ~~revised-????~~

### NON-RESIDENT PROPERTY OWNER'S ORLAND PARK PUBLIC LIBRARY CARDS

Persons who do not live within the incorporated boundaries of the Village of Orland Park, but own ~~or pay real estate tax for~~ property located within the incorporated boundaries of the ~~v~~Village may obtain a library card at no charge upon producing a current itemized tax bill for that property and valid ~~picture identification~~driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property~~per tax bill~~. These cards are valid for one (1) year from the date of issuance.

### ORLAND PARK PUBLIC LIBRARY STAFF CARDS

An Orland Park Public Library card may be issued to staff members who reside outside the corporate limits of the Village of Orland Park. These cards are issued for one (1) year. The card will be cancelled when the staff member leaves the library's employment.

### ORLAND PARK PUBLIC LIBRARY TEMPORARY CARDS

Temporary Orland Park Public Library Cards will be issued to the following individuals with verification of residency within the incorporated boundaries of the Village of Orland Park.

- ❖ Foreign exchange students
- ❖ Au pair workers
- ❖ Evacuees of natural disasters
- ❖ Live-In Caregivers

The temporary card will be valid for a period of six (6) months from the date of issuance. Holders of a temporary card are entitled to all library services available for Orland Park Public Library cardholders.

Patrons applying for a temporary card must present one form of ID with their name and the address of their temporary residence. In the case of an evacuee, acceptable forms of ID may include hotel bills, shelter letterhead and mail.

Adopted by the Board of Library Trustees, 10/2005-??

## ORLAND PARK PUBLIC LIBRARY COMMERCIAL PROPERTY OWNERS CARDS

An individual who is a partner, principal stockholder, other joint owner, or senior administrative officer of a firm, business, or other corporation owning taxable property within the incorporated boundaries of the Village of Orland Park may obtain a library card at no charge upon producing a current itemized tax bill for the property and valid driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

### RENEWAL OF LIBRARY CARDS

All library cards will have an expiration date affixed to the card and application. To renew an Orland Park Public Library card, a patron must fulfill the necessary requirements to obtain ~~an~~ the original library card and complete and sign a new registration form. All fines and fees must be paid before a card can be renewed.

## LOST OR STOLEN LIBRARY CARDS

Lost or stolen Orland Park Public Library cards must be immediately reported to the Library. The cardholder is responsible for materials checked out on ~~that the~~ card until the card is reported lost or stolen to the Orland Park Public Library. A fee will be charged for the replacement of a lost or stolen card.

## **CONFIDENTIALITY OF RECORDS**

All records in the Orland Park Public Library relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the Library Records Confidentiality Act (75 ILCS 70.) The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Only authorized library staff may provide information about overdue and lost materials to a minor's parent or legal guardian.

Notices and bills are sent by email or text message. The Library will make a good faith effort to maintain confidentiality. ~~If the patron has requested notification by email, the Library cannot be responsible for maintaining confidentiality.~~

## **RESPONSIBILITIES OF BORROWERS**

Cardholders are responsible for all materials borrowed on their card and must agree to abide by the lending rules and all policies and regulations of the Orland Park Public Library. It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library if the card is lost or stolen. The cardholder is responsible for all materials checked out on their card until the card is reported lost or missing.

The parent or legal guardian of a cardholder age 17 and under is responsible for the child's selection of materials.

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library of any change of address, email address or telephone number.

## **CIRCULATION OF MATERIAL**



Materials from the Library's circulating collection may be borrowed by valid library cardholders in accordance with the Library's policies and procedures. Valid library cardholders include: Orland Park Public Library cardholders, ~~Reaching Across Illinois Library System~~ Library System (RAILS) member library cardholders, and cardholders from libraries having reciprocal borrowing privileges with the Orland Park Public Library. The Orland Park Public Library is a member of ~~the Reaching Across Illinois Library System~~ RAILS and participates in reciprocal borrowing as defined by ~~the Reaching Across Illinois Library System~~ RAILS.

Cardholders must present their library cards in order to check out materials. Orland Park Public Library cardholders will be allowed to check out materials without a card if they ~~have current identification~~ present a valid driver's license or state ID. Children age 17 and under, holding Orland Park Public Library cards, will be allowed to check out materials without a card if they can provide their name, address and telephone number.

Patrons from other libraries must present a valid library card and ~~a supporting picture identification~~ valid driver's license, state ID or school ID with picture, if requested to have their home library card registered into the Library's Integrated library system (ILS). The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.

Cardholders from other libraries may not place materials on hold, use the ~~interlibrary loan~~ loan service or use the vacation loan period at the Orland Park Public Library.

*Vacation Loan is an extended loan period which may be granted to Orland Park Public Library cardholders due to being on vacation or other circumstances where extra time is needed.*

Materials have specified loan periods and must be returned on time and in good condition. Loan periods are defined in the ~~e~~ Circulation ~~m~~ Manual.

## OVERDUE MATERIAL

Materials held by a cardholder beyond the date they are due will be considered overdue and fines will be assessed according to a schedule of fines established by the Orland Park Public Library Board of Library Trustees. The Orland Park Public Library will make a good faith effort to notify cardholders electronically when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder. Material not returned may be sent to a collection agency.

~~When a patron claims to have returned material which the library records show to be outstanding, library staff will make a thorough search for the material. If the material cannot be located, the items may be checked out to Claims Returned. A supervisor must authorize this action. If the material is subsequently found and returned by the patron, it will be considered overdue and fines will be charged.~~

## LOST AND/OR DAMAGED MATERIALS

Lost material must be paid for before the patron can check out any more material. The cost of lost material will be determined by the cost listed ~~on the SWAN database in the library's database~~ and/or the Technical Services department. ~~A processing fee will be assessed and added to the cost of any lost item.~~

~~If an item reported lost and paid for is found within a 30-day period, the cost of the item will be refunded to the patron if the patron has a receipt of payment. Processing fees are not refundable.~~

If library material is judged by a department supervisor to be damaged and unsuitable for the collection, full replacement cost and a processing fee will be charged. ~~Damaged items will be held in the Circulation Department until the patron is notified. If the patron has taken no action within 30 days after notification, the item will be discarded and the full charge will remain on the patron's record.~~

**Adopted by the Board of Library Trustees September 20, 1993; revised December 18, 2006; revised September 17, 2012; revised April 20, 2015**

Policy and Procedure Manual

Section B 9.2

Public Policy

Issued: April 20, 2015

Schedule of Fines

Approving Authority: Board of Library Trustees

	Material	Lucky Day	Regular
1	Kilowatt meters		2 weeks/\$1f
2	Audiobook Cassette		3 weeks/.10f
3	Audiobook CD		3 weeks/.10f
4	Audiobook MP3		3 weeks/.10f
5	Blu-ray	3 Days/\$2f	1 week/\$1f
6	Blu-ray Nonfiction	3 Days/\$2f	3 weeks/.10f
7	Book	1 week/\$2f	3 weeks/.10f
8	Book Bundle		3 weeks/\$1f
9	CD-ROM (Software)		3 weeks/.10f
10	CPR Dummies		3 weeks/.10f
11			
12	DVD	3 Days/\$2f	1 week/\$1f
13	DVD Nonfiction	3 Days/\$2f	3 weeks/.10f
14			
15	Equipment		1 week/\$1f
16	eReader (Nook, Kindle)		2 weeks/\$2f
17	Interlibrary Loan (ILL)		3 weeks/.10f
18	Kit		3 weeks/.10f
19	Magazine	1 week/\$2f	3 weeks/.10f
20	Map		3 weeks/.10f
21	Music CD	3 Days/\$2f	1 week/\$1f
22			
23	Pamphlets (Cliff Notes)		3 weeks/.10f
24	Playaway Audiobook		3 weeks/.10f
25	Playaway View		3 weeks/.10f
26	Puppet/Toy/Game		3 weeks/.10f
27	Puzzle		3 weeks/.10f
28	Spoken CD		3 weeks/.10f
29	Video		1 week/\$1f
30	Video Game		1 week/\$1f
31	Video Nonfiction		3 weeks/.10f

Policy and Procedure Manual	Section A13.1
Freedom of Information Act Practices and Procedures	Issued: March 15, 2010; Revised April 20, 2015 Approving Authority: Administration

## FREEDOM OF INFORMATION ACT PRACTICES AND PROCEDURES

### I. Compliance

It is the policy of the Orland Park Public Library (the "Library") to permit access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accord with Resolution No. 2010-01 Resolution Setting Forth Provisions for Compliance with the Illinois Freedom of Information Act (A 13) , the following practices and procedures are provided and established by the Library.

### II. Freedom of Information Officers

#### A. Current FOIA Officers

Robin O. Wagner  
Assistant Library Director  
708-428-5202  
[rwagner@orlandparklibrary.org](mailto:rwagner@orlandparklibrary.org)

Scott Remmenga  
Finance Manager  
708-428-5201  
[sremmenga@orlandparklibrary.org](mailto:sremmenga@orlandparklibrary.org)

#### B. Designation

The Library Director or other indicated Library staff members are hereby designated to act as the Library's FOIA Officer(s), to receive requests submitted under the Act, ensure timely responses to requests and issue responses under the Act, except in instances where records are furnished immediately.

#### C. Procedures

The FOIA Officer(s) shall:

1. Develop a list of documents and/or categories of records to be immediately disclosed upon request;
2. Note the date a written request is received;

3. Compute the day on which the period for response will expire and make a notation of that date on the written request;
4. Maintain an electronic or paper copy of a written request, including all documents submitted with it, until the request is complied with or denied; and
5. Create a file for the retention of the original request, a copy of the response, a record of written communication with the requester and a copy of other communications.

The FOIA Officer(s) shall also make available to the public at no charge the following materials:

A brief description of the Library, including a short summary of its purposes, operating budget, location, approximate number of full and part-time employees and identification of and membership of the Library Board and its committees;

A brief description of the methods for requesting information and public records, a directory of the Freedom of Information Officers, the address where requests for public records should be sent and any fees allowed by FOIA; and

A list of types and categories of public records maintained by the Orland Park Public Library.

This information must also be posted on the Library's website.

#### D. Training.

1. Whenever a new FOIA Officer is designated, he or she will successfully complete the electronic training developed and maintained by the Public Access Counselor within thirty (30) days after assuming the position. This can be found at:

[http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx)

The *Public Access Counselor (PAC)* is an attorney in the Attorney General's (AG) office whose ~~responsibility is to insure a government agency's compliance with FOIA~~ whose mission is to help people obtain access to public records

2. Annually, the FOIA officer(s) shall successfully complete the electronic training curriculum at:

[http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx)

3. Successful completion of the required training curriculum within the periods provided shall be a prerequisite to continue serving as a Freedom of Information Officer.
4. A list naming the Freedom of Information Officers shall be submitted annually to the Public Access Counselor.

### **III. Requesting Records**

- A. Requests for all records must be in writing and submitted to the attention of the FOIA Officer(s) by mail, fax, e-mail, or delivery during regular business hours of the Administration Office of the Library.

No oral request for records will be processed. The person orally requesting records shall be advised to put the request in writing.

- B. Designated mailing address for submission of FOIA requests:

Freedom of Information Officer  
Orland Park Public Library  
14921 Ravinia Avenue  
Orland Park, IL 60462

FOIA requests may also be submitted via email to [FOIA@orlandparklibrary.org](mailto:FOIA@orlandparklibrary.org)

Hours: The hours during which the Administration Office of the Library is open for business are:

9:00 a.m. to 5:00 p.m. - Monday through Friday

FOIA requests received after 5:00 p.m., Monday through Thursday, will be dated as received the next business day. FOIA requests received after 5:00 p.m. on Friday will be dated as received the following Monday as the next business day.

- C. Content of Requests.

In addition to being in writing, all requests must specify, in particular, the records requested to be retrieved and and/or inspected. Requesters should provide as much information as possible on the subject matter. This will help expedite the search process. All requests must also specify whether the records are requested for a commercial purpose as well as whether the requester is requesting a fee waiver. If any records are to be certified, it must be indicated in the request, specifying which records are to be certified. A written request should include the requester's name, the date and contact

information (phone number or email address), so the FOIA Officer can contact the requester with questions.

- D. When a person requests a copy of a record maintained in an electronic format, the FOIA Officer shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the FOIA Officer shall furnish it in the format in which it is maintained by the Library or in paper format at the option of the requester. The Library may charge the requester for the actual cost of purchasing the recording medium, whether disc, USB flash drive, or other medium. The Library may not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

#### **IV. Responses to Requests for Records ~~Not Sought for a Commercial Purpose That are Not Commercial Requests, Voluminous Requests or Requests from Recurrent Requesters~~**

The Library shall respond to FOIA requests ~~W~~ within five (5) business days (the count starts the next business day after the day of the request) from receipt of a written request for records ~~except for commercial requests, recurrent requesters and voluminous requests not sought for a commercial purpose,~~ ~~e~~ One or more of the following responses will be given to the person requesting records:

1. The requested inspection or copying of the records may be granted immediately if the request is for a record or records easily accessible and immediately available. The person releasing the records shall prepare a response letter regarding the release.
2. Notify the requester that the record is available online and direct the requester to the website where the record can reasonably be accessed. If the person is unable to reasonably access the record after being directed to the website, he/she may resubmit the request stating his or her inability to reasonably access the record. In that event, the Library will make the requested record available for inspection and/or copying in accordance with FOIA.
3. Advise in writing the records are available for inspection at the Library if the records cannot be copied.
4. Advise in writing the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with the FOIA Officer in an attempt to reduce the request to a manageable proportion.

5. Advise in writing the request cannot be filled within five (5) business days and that it will be responded to within an additional five (5) business days from the original due date and notify the requester of the reason(s) for the extension.
6. Agree in writing to extend the time for compliance for a period of time to be determined by the parties and notify the requester of the reason(s) for the extension and response delay.
6. Deny, in whole or in part, the request in writing, stating the reasons for the denial. When a request for public records is denied on the grounds the records are exempt under [Section 7](#) or [Section 7.5](#) of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Each notice of denial shall inform the requester of his or her right to judicial review under Section 11 of the Act, the right to review by a Public Access Counselor, and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or emailed within the five (5) business day period or any extension thereof. Copies of all notices of denial shall be retained by the Library in a single central office file open to the public and indexed according to the type of exemption asserted and to the extent feasible according to the types of records requested.

#### **V. Responses to Requests for Records Sought for a Commercial Purpose.**

Within twenty-one (21) business days (the count starts the next business day after the day of the request) from receipt of a written request for records sought for a commercial purpose, one or more of the following responses shall be given to the person requesting this record:

1. The requested inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available. The person releasing the record shall prepare a memorandum of the release.
2. [Notify the requester that the record is available online and direct the requester to the website where the record can reasonably be accessed. If the person is unable to reasonably access the record after being directed to the website, he/she may resubmit his request stating his or her inability to reasonably access the record. In that event, the Library will make the requested record available for inspection and/or copying in accordance with FOIA](#)
3. Advise in writing the records are available for inspection at the Library if the records cannot be copied.
4. Advise in writing that the request is unduly burdensome with an offer to the person making the request of an opportunity to confer with the FOIA Officer in an attempt to reduce the request to a manageable proportion.



5. Deny, in whole or in part, the request in writing, stating the reasons for the denial. When a request for public records is denied on the grounds the records are exempt under Section 7 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Each notice of denial shall inform the requester of his or her right to judicial review under Section 11 of the Act, the right to review by a Public Access Counselor, and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or emailed within the twenty-one (21) business day period or any extension thereof. Copies of all notices of denial shall be retained by the Library in a single central office file open to the public and indexed according to the type of exemption asserted and to the extent feasible according to the types of records requested.
6. Provide, in writing, to the requester an estimate of the time required to provide the requested records and an estimate of the fees to be charged, which must be paid in full before copying the requested document. Unless the records are exempt from disclosure, the Library shall comply with the request within a reasonable time period considering the size and complexity of the request and giving priority to records requested for non-commercial purposes.

## VI. Responses to Requests from Recurrent Requesters

A recurrent requester is a person, who, in the twelve (12) months immediately preceding the request, submitted to the Library (i) a minimum of fifty (50) requests for records; (ii) a minimum of fifteen (15) requests for records within a thirty (30)-day period, or (iii) a minimum of seven (7) requests for records within a seven (7)-day period. Recurrent requester does not apply to requests by news media and non-profit, scientific or academic organizations, when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interests to the public, or (iii) for the purpose of academic, scientific, or public research or education. A request may identify multiple records for inspection or copying.

Within five (5) business days after receiving a request from a recurrent requester, the Library shall notify the requester (i) that the Library is treating the request as a recurrent request under Section 2(g), (ii) the reason for such treatment, and (iii) that the Library will send an initial response within twenty-one (21) business days after receipt.

Within twenty-one (21) business days after receiving a request from a recurrent requester, the Library shall respond to the recurrent requester in one of the following ways:

1. Provide an estimate of the time required for the Library to provide the requested records and an estimate of the fees to be charged, which fees must be paid in full before copying;
2. Deny the request pursuant to applicable exemptions under the Act. When a request for public records is denied on the grounds the records are exempt under

Section 7 or Section 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Each notice of denial shall inform the requester of his or her right to judicial review under Section 11 of the Act, the right to review by a Public Access Counselor, and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or emailed within the five (5) business day period or any extension thereof. Copies of all notices of denial shall be retained by the Library in a single central office file open to the public and indexed

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according to the type of exemption asserted and, to the extent feasible, according to the types of records requested;

3. Notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable portions; or
4. Provide the requested records.

## VII. Responses to Voluminous Requests

A voluminous request is a request that:

(i) includes more than five (5) individual requests for more than five (5) different categories of records or a combination of individual requests that total requests for more than five (5) different categories of records in a period of twenty (20) business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. "Single requested record" may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape or recording.

As with commercial requests and recurrent requesters, the definition of voluminous requests does not include requests made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific or public research or education.

Within five (5) business days of the receipt of a voluminous request, the Freedom of Information Officer must inform the requester of the following:

- the Library is treating the request as a voluminous request;
  - the reasons why the Library is treating the request as a voluminous request;
  - that the requester has ten (10) business days to amend the request in such a way that the Library will no longer treat the request as a voluminous request;
  - that if the requester does not respond within ten (10) business days or if the request continues to be a voluminous request even after an attempted amendment, the Library will respond to the request and assess any fees the Library may charge under FOIA;
  - that the Library has five (5) business days after the receipt of the requester's response or the last day for the requester to amend his or her request, whichever is earlier, to respond to the request;
  - that the Library may extend its time to respond up to an additional ten (10) business days;
  - that the requester has a right to a review of the Library's determination by the Public Access Counselor ("PAC") and provide the contact information of the PAC;
- and

- if the requester fails to accept or collect the responsive records, the Library may still charge the requester applicable fees and the requester's failure to pay the fees will be considered a debt due and owing to the Library.

If the request continues to be voluminous or the requester fails to respond to the Library's initial notification, the Library shall respond to the voluminous request within five (5) business days after (1) it receives the requester's response; or (2) the final day for the requester to respond to the initial notification.

The Library's response to a voluminous request shall do one of the following:

1. Provide the records requested;
2. Deny the request. When a request for public records is denied on the grounds the records are exempt under Section 7 or Section 7.5 of the Act, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. Each notice of denial shall inform the requester of his or her right to judicial review under Section 11 of the Act, the right to review by a Public Access Counselor, and the Public Access Counselor's address and phone number. Any denial shall be made in writing and mailed or emailed within the five (5) business day period or any extension thereof. Copies of all notices of denial shall be retained by the Library in a single central office file open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested;
3. Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable portions;
4. Extend the time to respond by ten (10) business days; or
5. Provide an estimate of the fees to be charged.

## **VIII. Interpretation/Advisement**

The Library has no obligation to interpret public records or to advise requester of their meaning or significance.

## **IX. Exempt Records**

When a request is made to inspect or copy a public record that contains information exempt from disclosure under the Act, but also contains information not exempt from disclosure, the Library ~~may elect to~~ will redact the information that is exempt. The Library shall make the remaining information available for inspection and copying.

## **X. Records Not in Library's Possession But In Possession of Contractor Party**

A public record not in the possession of the Library but in the possession of a party with whom the Library has contracted to perform a governmental function on behalf of the Library, and directly relates to the governmental function and is not otherwise exempt under this Act, is to be considered a public record of the Library, for purposes of the Act.

## **XI. Public Access Counselor**

- A. Review by Public Access Counselor. Any person whose request to inspect or copy a public record is denied may file a request for review with the Public Access Counselor established in the Office of the Attorney General within 60 calendar days after the date of final denial (or the date upon which the response was due).
- B. Written Request for Review. Requests for review must be written, signed by the requestor and include both a copy of the request for access to records and any response from the Library. Upon receipt, the Public Access Counselor shall determine whether further inquiry is warranted.
- C. Further Inquiry Warranted. Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines the alleged violation is unfounded, he or she shall so advise the requester and the Library, and no further action shall be undertaken. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Library within seven (7) business days after receipt and shall specify the records or other documents the Library shall furnish to facilitate the review. Within seven (7) business days after receipt of the request for review, the Library shall provide copies of records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent records or documents produced by the Library contain information claimed to be exempt from disclosure under the Act, the Public Access Counselor shall not further disclose that information.

Within seven (7) business days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the Library may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of the answer to the person submitting the request for review, with any alleged confidential information to which the request pertains redacted from the copy. The requester may, but is not required to, respond in writing to the answer within seven (7) business days. The Public Access Counselor shall provide a copy of the response to the Library.

In addition to the request for review, and the answer and the response thereto, if any, a requester or the Library may furnish affidavits or records concerning any matter germane to the review.

Unless the Public Access Counselor extends the time by no more than twenty-one (21) business days by sending written notice to the requester and the Library that includes a statement of the reasons for the extension in the notice, or decides to address the matter without the issuance of a binding opinion, the Attorney General shall examine the issues and the records, shall make findings of fact and conclusions of law, and shall issue to the requester and the Library an opinion in response to the request for review within sixty (60) days after its receipt. The opinion shall be binding upon both the requester and the public body, subject to administrative review under Section 11.5 of the Act.

In responding to any request under Section 9.5 of the Act, the Attorney General may exercise his or her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. The decision not to issue a binding opinion shall not be reviewable. If the requester files suit under Section 11 with respect to the same denial that is the subject of a pending request for review, the requester shall notify the Public Access Counselor, and the Public Access Counselor shall take no further action with respect to the request for review and shall so notify the Library.

- D. Violation Notice. Upon receipt of a binding opinion concluding a violation of this Act has occurred, the Library shall either take necessary action immediately to comply with the directive of the opinion or shall initiate administrative review under Section 11.5 of the Act.
- E. Administrative Review. A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law. (735 ILCS 5/Art. III) An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a Library shall not be considered a final decision of the Attorney General for purposes of this Section.

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## **XII. Retrieval and Copying**

Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.

## **XIII. Inspection of Records**

Inspection of records shall only be permitted by appointment, in the presence of an employee of the Library designated by the FOIA Officer, during regular Administration hours.

#### **XIV. Catalog of Records**

Records are catalogued by type in accord with the List of Records below.

1. Financial records
2. Board resolutions
3. Board ordinances
4. Board minutes
5. Committee minutes
6. Correspondence received of the Library
7. Correspondence from the Library
8. Construction records
9. Insurance information
10. Grant records
11. Policy and Personnel records
12. Meeting room requests
13. Insurance records
14. Capital equipment and maintenance
15. Agendas and minutes of meetings
16. Contracts
17. Public notices
18. FOIA requests and responses

#### **XV. Central File for Denial Letters**

A central file for denial letters [indexed according to the type of exemption asserted and to the extent feasible according to the types of records requested](#) will be maintained by the FOIA Officer.

#### **XVI. Fees**

The fees for copies of records are as follows:

- A. The first 50 pages of black and white, letter or legal size copies: Free
- B. 15¢ per page for each page in excess of 50 pages copied by a Library employee in-house.

- C. The actual cost per page for each color copy or size other than letter or legal.
- D. The actual cost per page for each page copied by a third party when the Library is unable to copy the records in-house.
- E. \$1.00 per certificate if the copies are to be certified.
- F. Reproduction on disc, USB flash drive, or other media: actual cost of recording media.

If the person making the request for records states the purpose of the request is for health, safety and welfare or legal rights of the general public rather than the personal or commercial gain and requests the fee be waived or reduced, the FOIA Officer may, upon inquiry of the precise reason for the request, grant such waiver or reduction as he/she deems appropriate.

No fee shall be charged for copies of records if the Library fails to respond to a request within the time permitted for extension, but later provides the requested public records.

No fee shall be charged for any personnel costs related to searching for, reviewing or reproducing records.

### Commercial Requests

For commercial requests, the Library will charge \$10.00 per hour for each hour in excess of eight (8) hours spent searching for or retrieving records or for examining the record for necessary redactions and will also charge the actual costs of retrieving records stored off-site by a third party storage company, if any.

### Voluminous Requests

For voluminous requests for electronic records, if the records are not in a portable document format (pdf), the Library will impose the following charges:

Amount of data	Fee
For up to 2 megabytes of data	\$20
For more than 2 and less than 4 megabytes of data	\$40
For more than 4 megabytes of data	\$100

For voluminous requests for electronic records, if the records are in a portable document format (pdf), the Library will impose the following charges:

Amount of data	Fee
For up to 80 megabytes of data	\$20
For more than 80 and less than 160 megabytes of data	\$40
For more than 160 megabytes of data	\$100



For fees imposed pursuant to this section regarding voluminous requests, the Library will provide the requester with an accounting of all fees, costs and personnel hours in connection with the request. The fees the Library may charge for voluminous requests can still be charged even if the requester fails to accept or collect the records. If a requester does not pay a fee charged pursuant to Section 6 of FOIA, the debt shall be considered a debt due and owing to the Library and may be collected in accordance with applicable law.

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## **XVII. Questions**

Should any person have any questions regarding access to public records of the Library not answered herein, those questions may be addressed to the FOIA Officer.

## **XVIII. Orland Park Public Library Freedom of Information Act Directory**

The Orland Park Public Library is a Local Municipal Library incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with access to information for educational, informational and recreational needs. The information is provided jointly from the Library's collection of materials and services and by referral and/or access to levels of information and research beyond the Library's collection through interlibrary loan, Reaching Across Illinois Libraries System (RAILS) services and other similar services.

The Orland Park Public Library has certain functional subdivisions which are shown below. The approximate amount of the operating budget of the Orland Park Public Library is \$5,192,477. The Library's sole office is located at 14921 Ravinia Avenue, Orland Park, Illinois, 60462. The Orland Park Public Library currently employs approximately 30 full-time and 65 part-time employees. The members of the Board of Library Trustees and standing committees of the Orland Park Public Library are as follows:

### Board of Library Trustees

Nancy Wendt Healy, President, [nhealy@orlandparklibrary.org](mailto:nhealy@orlandparklibrary.org)  
Denis P. Ryan, Vice-President, [dryan@orlandparklibrary.org](mailto:dryan@orlandparklibrary.org)  
Catherine M. Lebert, Secretary, [clebert@orlandparklibrary.org](mailto:clebert@orlandparklibrary.org)  
Diane I. Jennings, Treasurer, [djennings@orlandparklibrary.org](mailto:djennings@orlandparklibrary.org)  
Julie Ann Craig, Trustee, [jcraig@orlandparklibrary.org](mailto:jcraig@orlandparklibrary.org)  
Dan Drew, Trustee, [ddrew@orlandparklibrary.org](mailto:ddrew@orlandparklibrary.org)  
Beth Gierach, Trustee, [bgierach@orlandparklibrary.org](mailto:bgierach@orlandparklibrary.org)

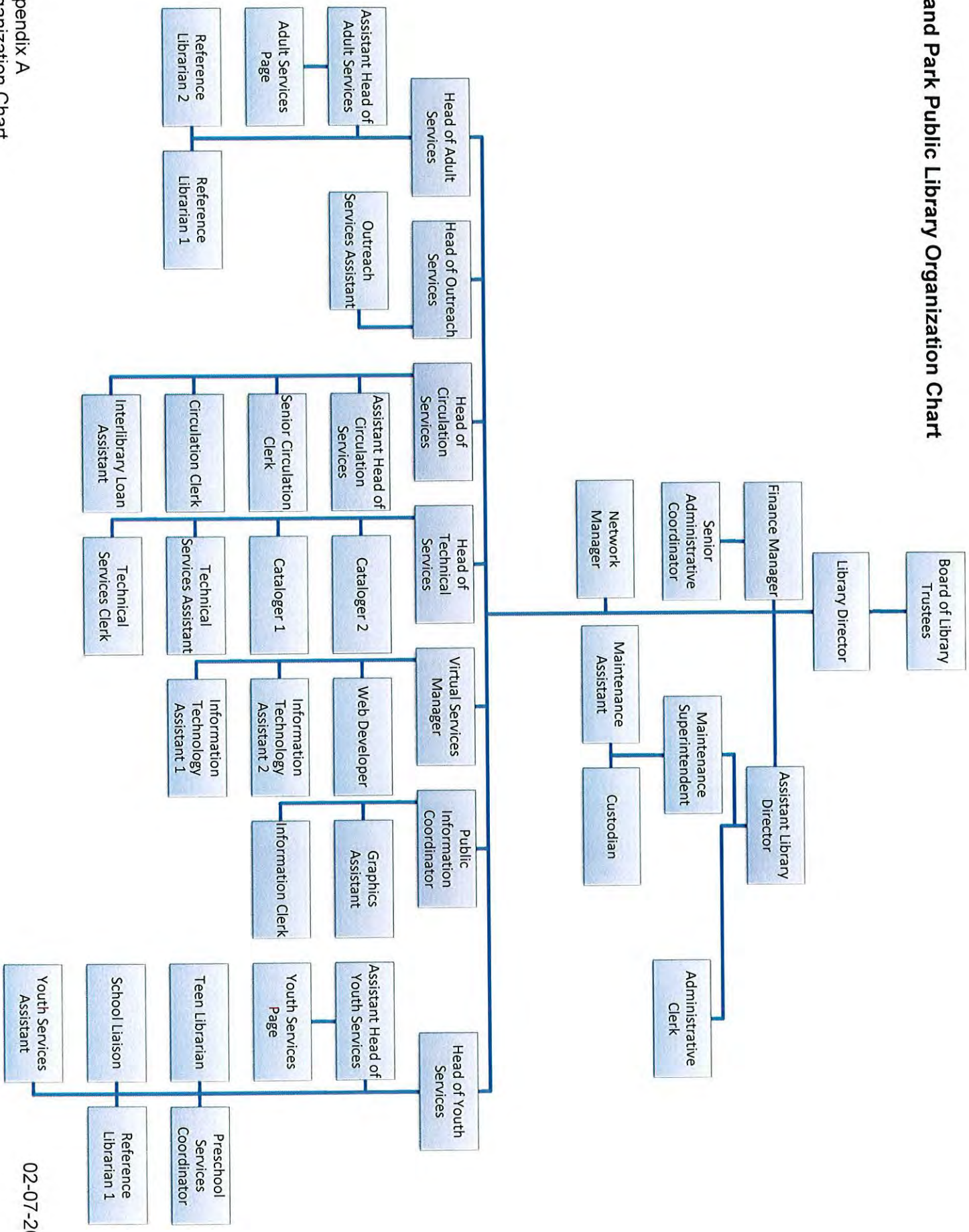
### Committees

- a. Finance –Committee of the Whole
- b. Building and Maintenance – Ryan, Jennings, Drew, Lebert
- c. Personnel—Gierach, Healy, Ryan, Craig
- d. Service and Policy—Healy, Lebert, Jennings, Drew
- e. Law—Jennings, Ryan, Gierach
- f. Strategic Plan—Committee of the Whole

## **IX. Organizational Chart**

A block diagram of the functional subdivisions of the Library is attached to these Practices and Procedures.

# Orland Park Public Library Organization Chart



**ILLINOIS EMPLOYERS CAN NO LONGER INQUIRE ABOUT CRIMINAL CONVICTIONS ON JOB APPLICATIONS**

The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/1 *et seq.*, took effect on January 1, 2015. This law is colloquially referred to as the “Ban the Box Law.” The Act aims to protect the civil rights of job applicants who have past criminal convictions, and to give employers access to a greater pool of qualified applicants. The Act prohibits employers, including libraries and library districts, from inquiring into, considering, or requiring the disclosure of a job applicant’s criminal history on a job application.

Any employer with more than 15 employees must comply with this Act. Besides those with fewer than 15 employees, the only exceptions are positions where: (1) employers are required to exclude applicants with certain convictions due to federal or state law; (2) a standard fidelity or equivalent bond is required and where a specific criminal conviction would disqualify the applicant; and (3) employers that hire employees licensed under the Emergency Medical Services (EMS) Systems Act.

Although employers are not permitted to request information about applicant’s criminal history on the job application, employers can notify applicants in writing about specific offenses or convictions that will disqualify applicants from the positions, due to either employer policy or to state or federal law. Employers can also inquire about criminal history once candidates have been designated as qualified for the position and notified that they have been selected for an in-



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Orland Park, IL 60462  
T 708.349.3888 F 708.349.1506[www.ktjlaw.com](http://www.ktjlaw.com)

interview or, if there is no interview, after a conditional offer of employment has been made.

In order to ensure compliance with the Act, employers should review their form job applications and remove any questions about criminal convictions or criminal history from their job applications. Employers can only consider an applicant's criminal history once an interview or conditional offer has been extended. The Department of Labor has the authority to impose civil penalties for violations of this Act.

If you have questions about how the Act applies to particular positions at the Library or to particular candidates for employment, please contact your Attorney.

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