

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
June 15, 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. CLOSED SESSION TO APPROVE CLOSED SESSION MINUTES AND TO DISCUSS APPROVAL AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS (5 ILCS 120.2 (c)(21))

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Resolution for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action
Motion to adopt the Resolution adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library
2. 2014-2015 Strategic Plan Update – For Discussion

3. **Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library – For Action**
Motion to adopt the Resolution approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Orland Park Public Library

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 18, 2015

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

Call To Order

Members present: Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

Roll Call

Members absent:

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; Jason Rock, Virtual Services Manager

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Secretary Lebert swore in new Board Members, Trustee Barcelona and Trustee Leafblad. President Healy welcomed and offered congratulations to the new trustees on behalf of the Board.

Swearing in of
New Board
Members

Vice-President Ryan moved to keep the current slate of officers for the Board of Trustees. The motion was seconded by Treasurer Jennings. No further discussion was needed. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Election of
Officers

Motion passed. 6 ayes.

Treasurer Jennings made a motion to approve the April 20, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Minutes

Motion passed. 6 ayes.

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. Kevin DuJan
2. Megan Fox
3. J.P. Parker
4. Nanc Junker

Vice-President Ryan moved to go into Executive Session to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval of minutes from prior closed sessions (ILCS 120.2 (c)(21)). Treasurer Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Executive Session

Motion passed. 6 ayes.

The Board went into Executive Session at 7:26 p.m. Executive Session ended at 7:43 p.m.

After a brief break to use the facilities the regular session resumed at 7:46 p.m. when Vice-President Ryan made the motion to return to regular session. Treasurer Jennings seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

Treasurer Jennings moved to accept the Treasurer's Reports for April 2015. The motion was seconded by Vice-President Ryan. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Treasurer's
Report

Motion passed. 6 ayes.

Treasurer Jennings moved to approve the Accounts Payable Listing of April 20, 2015 through May 18, 2015 and was seconded by Trustee Leafblad with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

Per Capita Grant and Resolutions

The Library has received its Per Capita Grant monies in the amount of \$70,958.75. Orland School District 135 Board of Education passed a Resolution at the May 4 meeting honoring local agencies and officials for providing educational programs and services to the children which assist them in their academic success.

Librarian's
Report

Every year public libraries pass a resolution to offer non-residents service in Illinois. The Library has used the tax bill method since 2002 as the means to allow non-residents a chance to purchase a library card. This method involves the patron bringing in their most recent tax bill and the current library rate is applied. This service is only for patrons who are not currently taxed for library service and reside in a close geographic unserved area.

Circulation Update

Our Head of Circulation Services, Howard Griffin, has updated the statistical sheet showing the circulation figures. With Polaris ILS, the Library has been able to use the check-in feature to capture the circulation statistics of all materials that are used "in-house" and returned to the shelves. Mr. Griffin had been including these stats in the monthly calculations for 2015, only. It was decided by the management team to show these statistics in a separate column for clarity. The in-house statistics are not calculated for the Illinois Public Library Annual Report (IPLAR), but can be used for collection development and managing staff. The Library's circulation is still increasing, even with the totals for in-house usage withdrawn from the counts.

President Healy asked for further detail on the calculation of in-house check-ins. After checking with other libraries procedures were put in place to gather this statistic going forward.

On the agenda are the revisions to the Circulation Policy last updated in 2012. A brief explanation of the revisions were included in the Board packet.

President Healy asked for clarification regarding Orland Hills residents. Administration replied Orland Hills contracts with Tinley Park Public Library to receive library services.

Director Weimar offered her thanks to Assistant Director Wagner on a seamless upgrade to Polaris 5.0.

Upcoming Programs

The Summer Reading Program kick-off is June 7, 2015. The SRC program booklet is finished and available for patrons. The Summer Reading program was planned by Mary Adamowski, Andrew Masura, Kelly Cuci, Bridget Bittman, Diane Norris-Kuczynski, Angela Mazza and Renee Neupauer. Many thanks to these staff who have planned some wonderful events. A special thanks to Kristen Holding for a beautiful program booklet under the supervision of Bridget Bittman. All staff and Board members are encouraged to join and finish the Summer Reading Challenge.

Author Elizabeth Berg will speak Wednesday evening, May 20 at 7:00 p.m. about her novel, *The Dream Lover*, set in nineteenth century Paris about author George Sand, pseudonym for a young woman who defies the restrictions of society.

The Chinese Culture Exhibition opening event ceremony is scheduled for Monday, August 10, 2015 at

10:00 a.m. This exhibition is made in collaboration with 21st Century Institute, Beijing, China's municipal government and the Village of Orland Park. This week long exhibit will feature tea ceremonies twice a day and exhibit beautiful paintings illustrating Chinese culture.

An author visit for Marja Mills, author of *The Mockingbird Next Door: Life with Harper Lee* is scheduled for Saturday, September 20, 2015 after hours at 5:30 p.m.

Staff will be present at the Village of Orland Park's Farmers Market from June 12 through August 14 to present stories for children and to man an informational table.

Parking Lot Sealcoating

The Library parking lot will be patched and seal coated over Memorial Day weekend. This job will be done by Smoothover Seal Coating for \$12,990. The last time this was done was in 2013. We have used Smoothover since 2011.

Polaris

The Polaris upgrade to version 5.0 went very smoothly and quickly on May 14. Jesus Reyes, Jason Rock, Cassandra Spence, Howard Griffin, and Wendy Xie coordinated preparations and workflows in the weeks leading up to the upgrade. Most of the improvements are being seen on the staff side of the system. In particular, the Technical Services staff computers are not crashing while running cataloging processes as they had been before the upgrade.

Volunteer Recognition

The Volunteer Recognition on May 13, 2015 was a great success with fifteen volunteers and twenty-five staff members attending. It was nice to recognize a group of individuals, some who have volunteered for 7+ years, in a relaxed atmosphere. Thank you to Board President Nancy Healy for attending.

Sound System Purchased

The Library has just purchased a sound system to be used outside and in the lobby as well as add components to Room 104's system. This system was purchased from Midlothian Music located on 94th Avenue and includes a 6-channel mixer, 2-250 Watt speakers, 2 vocal microphones, 2 speaker stands, 2 microphone boom stands, and associated cables. The total cost of the system was \$1,608.93. Included in the cost is delivery, training, technical support and a 5-year warranty.

Graphics Department

A new workstation area for the Graphics Department has been ordered to accommodate a part-time Graphics Assistant. Cubicle walls, work-surface, pedestal file units, task chair, delivery and installation have been ordered from KI and will total \$3,226.68. Delivery and installation should take place in June.

Maintenance

The Maintenance staff put the aerator in the pond for the season. Wingren has completed spring clean-up and replenished the mulch on the property. Steve Newman has inspected the HVAC system and replaced air filters. Neviol completed window washing inside and out last week.

The Village of Orland Park cut down the ash trees in the parkway along Ravinia Avenue several weeks ago due to the Emerald Ash Borer infestation which killed the trees. The trees will be replaced as part of the Village program. This may be delayed quite a while due to possible plans to widen Ravinia Avenue.

Jason Rock, Virtual Services Manager, introduced himself to the Board and provided a brief work history. I.T. topics being implemented currently include looking at viable patron classes, Hoopla, the Edge Initiative, and the development of a digital media lab.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

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

1. Approval of the revisions to the Circulation Policy-For Action

Unfinished
Business

Motion to approve the revisions to the Circulation Policy. Treasurer Jennings moved to approve the motion. Trustee Barcelona seconded the motion. Director Weimar reviewed the revisions and explained whoever pays the tax bills would be eligible cardholders. After brief discussion a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

2. Approval of the Schedule of Fines-For Action

Motion to approve the revised Schedule of Fines. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar reviewed the revisions to lower fines in a few categories and emphasis was put on the Lucky Day collection changes. After brief discussion it was determined changes would go into effect by June 1. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

1. 2015 Resolution for Service to Non-Residents-For Action

New Business

Motion to approve the 2015 Resolution for Service to Non-Residents. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. There was no discussion required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes.

President Healy announced the resignation of Trustee Julie Craig. There were no other announcements. The Board will need to appoint to fill the vacancy. After discussion of different options available per the by-laws the consensus was to post the opening asking for applications and then conduct interviews.

Announcements

Secretary Lebert moved to adjourn the meeting and was seconded by Treasurer Jennings with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Adjournment

Motion passed. 6 ayes.

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

Diane Jennings
Secretary Pro-Tem
Approved: _____

Date: _____

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

Revenues

There were a small amount of tax receipts received in May and 48.73% of budgeted amount has been received. **Replacement Taxes** continue to be well above budget through May. **Interest Income** is higher than anticipated and partly due to better interest rates from longer term investments with reserve funds.

Expenditures

Overall Expenditures are \$23,600 over budget for the month and \$232,700 under budget year-to-date.

Salaries is under budget by \$11,500 for May. There were several open positions during May.

Audio Visual Materials is \$13,200 over budget for May due to paying \$12,000 to be used for Hoopla activity in the coming months.

Landscaping & Groundskeeping is \$2,000 over budget for the month due to annual purchase of mulch. This line is anticipated to remain within budget for the year.

Legal is \$11,000 over budget for May from the paying of 1st quarter billing but remains under budget for the year.

Purchase - New Equipment activity is for the sound equipment purchases for programming held at the library as mentioned at the April Board Meeting.

Building & Custodial Supplies is \$500 over budget for May but is \$2,000 lower than budget year-to-date. This line will vary based on timing of purchases.

Automation - Maintenance activity included the annual renewals of Polaris card catalog software and Envisionware software for RFID and credit card processing / self-checkout stations. There were very minimal increases.

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

Association Dues & Fees included annual renewal for Management Association.

Public Information overage of \$2,700 in May is from the replenishing of tote bags for patrons. There were also additional promotional videos done highlighting different programs at the library.

Library Supplies is \$7,400 over budget for May but still under budget by \$2,500 year-to-date. Activity included a \$8,500 order of 15,000 RFID tags and also new library cards at just over \$2,000 with a different vendor resulting in significant savings.

Audit is \$5,500 over budget for May due to the final payment of the FY2014 audit. This line should remain slightly under budget for the year.

**Oriand Park Public Library
Balance Sheet - All Funds
As of May 31, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	109,772.85	0.00	66,482.93	0.00	176,255.78
Cash - Marquette E-Commerce	3,702.92	0.00	0.00	0.00	3,702.92
Illinois Funds	286,173.75	6,839.51	0.00	11,154.05	304,167.31
PMA Financial Investments	5,318,340.98	657,872.99	0.00	1,127,302.02	7,103,515.99
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	9,568.62	3,298.02	0.00	833.74	13,700.38
Property Taxes Receivable	2,474,926.11	0.00	0.00	817,355.99	3,292,282.10
Prepaid Expenses	112,977.97	0.00	0.00	0.00	112,977.97
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>8,315,763.20</u>	<u>668,010.52</u>	<u>66,482.93</u>	<u>1,956,645.80</u>	<u>11,006,902.45</u>
Liabilities & Fund Balance					
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	2,474,926.11	0.00	0.00	817,355.99	3,292,282.10
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	0.00	0.00
Total Liabilities	<u>2,474,926.11</u>	<u>0.00</u>	<u>0.00</u>	<u>817,355.99</u>	<u>3,292,282.10</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
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 Unemploymt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>642,205.55</u>	<u>1,177.80</u>	<u>422.39</u>	<u>689,357.39</u>	<u>1,333,163.13</u>
Ending Fund Balance	<u>5,840,837.09</u>	<u>668,010.52</u>	<u>66,482.93</u>	<u>1,139,289.81</u>	<u>7,714,620.35</u>
Total Liabilities & Fund Balance	<u>8,315,763.20</u>	<u>668,010.52</u>	<u>66,482.93</u>	<u>1,956,645.80</u>	<u>11,006,902.45</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	33,766.53	415,373	8.13%	2,429,138.05	2,076,865	48.73%	4,984,477
Impact Fees	0.00	833	0.00%	5,750.00	4,167	57.50%	10,000
Replacement Taxes	3,011.10	833	361.48%	9,354.57	4,167	93.55%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	31,250	94.61%	75,000
Non Resident Fees	1,015.37	667	152.23%	3,262.79	3,333	40.78%	8,000
Fines	4,772.73	5,000	95.45%	26,482.41	25,000	44.14%	60,000
Gifts	25.00	833	3.00%	7,493.49	4,167	74.93%	10,000
Copy Machine	1,276.83	1,250	102.15%	6,727.84	6,250	44.85%	15,000
Interest Income	1,732.89	833	208.03%	6,816.09	4,167	68.16%	10,000
Miscellaneous Income	1,470.61	833	176.54%	7,081.70	4,167	70.82%	10,000
Total Revenues	47,071.06	432,706	10.88%	2,573,065.69	2,163,533	49.55%	5,192,477
Expenditures							
Salaries	186,303.13	197,817	94.18%	926,948.05	989,088	39.05%	2,373,813
Salaries - Maintenance	8,866.14	8,840	100.30%	43,974.14	44,198	41.46%	106,076
Life/Health Insurance	34,576.93	36,854	93.82%	181,929.14	184,270	41.14%	442,249
Books	21,744.54	34,167	63.64%	122,812.40	170,833	29.95%	410,000
Electronic Databases	5,736.48	6,083	94.30%	28,583.67	30,417	39.16%	73,000
Periodicals	2,983.30	3,250	91.79%	14,223.77	16,250	36.47%	39,000
Audio Visual Materials	26,542.37	13,333	199.07%	65,819.87	66,667	41.14%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	417	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	521.10	650	80.17%	3,444.85	3,250	44.16%	7,800
Insurance	2,823.25	2,875	98.20%	13,701.61	14,375	39.71%	34,500
Landscaping & Groundskeeping	4,144.92	2,167	191.27%	15,732.00	10,833	60.51%	26,000
Building Maintenance	15,052.84	18,750	80.28%	49,903.43	93,750	22.18%	225,000
Security System	0.00	583	0.00%	1,002.75	2,917	14.33%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	417	0.00%	1,000
Legal	21,391.06	10,417	205.35%	31,964.10	52,083	25.57%	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%	1,629.79	3,333	20.37%	8,000
Natural Gas	1,578.54	4,167	37.88%	10,862.98	20,833	21.73%	50,000
Telephone	307.76	1,250	24.62%	2,234.63	6,250	14.90%	15,000
Purchase - New Equipment	1,808.93	667	241.22%	1,608.93	3,333	20.11%	8,000
Building & Custodial Supplies	3,369.22	2,833	118.93%	12,176.99	14,167	35.81%	34,000
Building Repairs	718.48	1,667	43.10%	7,782.95	8,333	38.91%	20,000
Lib. & Off. Eqpt Rep. & Maint	567.12	1,375	41.25%	15,071.77	6,875	91.34%	16,500
Machine Rental	214.00	333	64.26%	1,089.01	1,667	27.23%	4,000
Automation - Equipment	330.89	8,750	3.78%	21,327.18	43,750	20.31%	105,000
Automation - Line Costs	482.62	458	105.38%	1,870.07	2,292	34.00%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	47,028.90	62,917	31.14%	151,000
Automation - Maintenance	39,391.40	3,750	1050.44%	40,022.36	18,750	88.94%	45,000
Library Furniture	0.00	1,583	0.00%	561.99	7,917	2.96%	19,000
Outreach Services	377.66	583	64.78%	822.11	2,917	11.74%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended May 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%	1,614.91	3,750	17.94%	9,000
Staff Training & Education	906.32	2,500	36.25%	4,952.21	12,500	16.51%	30,000
Conference Fees	0.00	417	0.00%	1,440.00	2,083	28.80%	5,000
Patron Programs & Events	3,924.50	3,750	104.65%	18,816.38	18,750	41.81%	45,000
Association Dues & Fees	1,390.00	583	238.42%	3,129.00	2,917	44.70%	7,000
Public Information	5,399.78	2,737	197.29%	16,564.62	13,685	50.43%	32,844
Library Supplies	11,554.58	4,167	277.29%	18,373.88	20,833	36.75%	50,000
Office Supplies	421.94	1,083	38.96%	2,391.12	5,417	18.39%	13,000
Postage	1,085.95	1,167	93.05%	5,834.21	5,833	41.67%	14,000
Printing	1,268.30	500	253.66%	4,825.10	2,500	80.42%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,853.98	17,868	99.92%	88,532.59	89,339	41.29%	214,413
Contribution to FICA	14,622.51	15,682	93.24%	72,805.96	78,409	38.69%	188,182
Audit	6,300.00	842	748.22%	9,800.00	4,208	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	2,155.25	3,500	61.58%	16,867.61	17,500	40.16%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	1,667	0.00%	4,000
Bank Charges	173.53	208	83.43%	783.11	1,042	31.32%	2,500
Total Expenditures	456,345.10	432,705	105.46%	1,930,860.14	2,163,532	37.19%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(409,274.04)	0	100.00%	642,205.55	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(409,274.04)	0	100.00%	642,205.55	0	100.00%	0

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	11,153.72	802,387.95
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	249.65	1,177.80	5.64	27.39	198.99	757.98
Capital Campaign	0.00	0.00	75.00	525.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	249.65	1,177.80	80.64	552.39	11,352.71	803,145.93
Expenditures						
Building Repairs	0.00	0.00	0.00	120.00	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	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.70	113,788.54
Total Expenditures	0.00	0.00	0.00	130.00	22,757.70	113,788.54
Excess (Deficiency) of Revenues Over (Under) Expenditures	249.65	1,177.80	80.64	422.39	(11,404.99)	689,357.39
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	249.65	1,177.80	80.64	422.39	(11,404.99)	689,357.39

Orland Park Public Library
Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
May 19, 2015 - May 31, 2015		
Amgard Exterminating, Inc.	104450 Building Maintenance	70.00
Annuity Premium Reserve Account	102160 457 Plan W/H Payable	300.00
AT&T	104575 Automation-Line Costs	80.00
Audio Editions	104342 Audio Visual Materials-Outreach	466.96
B & R Irrigation Systems	104440 Landscaping & Groundskeeping	575.00
Bal Industries	104450 Building Maintenance	510.00
Bayscan Technologies	104710 Library Supplies	8,850.00
Bradley, Kate	104640 Patron Programs & Events-Outreach	280.00
Center Point Large Print	104310 Books Adult	155.19
Center Point Large Print	104312 Books-Outreach	152.79
Collins, Patrick	104640 Patron Programs & Events-Outreach	275.00
Comcast	104520 Telephone	307.76
Comcast Cable	104575 Automation-Line Costs	322.62
Daily Southtown	104320 Periodicals-Adult	390.00
DEO Consulting, Inc	104642 Patron Programs & Events-Youth	425.00
Doherty, Laura	104642 Patron Programs & Events-Youth	550.00
Envisionware, Inc.	104580 Automation-Maintenance	11,425.13
Findaway World, LLC	104340 Audio Visual Materials-Adult	330.75
Gale/Cengage Learning	104310 Books Adult	22.40
Gale/Cengage Learning	104310 Books Adult	22.40
Gale/Cengage Learning	104310 Books Adult	57.58
Gale/Cengage Learning	104310 Books Adult	51.98
Gale/Cengage Learning	104310 Books Adult	27.19
Gale/Cengage Learning	104310 Books Adult	28.79
Gale/Cengage Learning	104312 Books-Outreach	799.71
Gale/Cengage Learning	104310 Books-Adult	56.78
Gale/Cengage Learning	104312 Books-Outreach	54.38
Gale/Cengage Learning	104310 Books-Adult	28.79
Gale/Cengage Learning	104312 Books-Outreach	100.76
Gale/Cengage Learning	104310 Books-Adult	51.18
Gale/Cengage Learning	104312 Books-Outreach	134.34
Gale/Cengage Learning	104310 Books-Adult	27.19
Gale/Cengage Learning	104310 Books-Adult	14.99
Gale/Cengage Learning	104312 Books-Outreach	479.01
Grainger	104530 Building & Custodial Supplies	65.38
Grasso Graphics	104740 Printing	1,268.30
Go Promotions	104660 Public Information	4,899.78
Grey House Publishing, Inc.	104310 Books-Adult	443.05
Grey House Publishing, Inc.	104310 Books-Adult	452.05
Hanover Insurance Co	104430 Insurance	1,396.00
Hanover Insurance Co	104430 Insurance	31,055.00
Hanover Insurance Co	104930 Liability Ins-D&), Bonds, WC	13,927.00
Hanover Insurance Co	104930 Liability Ins-D&), Bonds, WC	11,936.00
Hearne & Associates, P.C.	104420 Accounting	521.10
Ingram Library Services	104311 Books-Youth	1,255.23
Ingram Library Services	104310 Books-Adult	3,405.70
Ingram Library Services	104312 Books-Outreach	354.88
Klein, Thorpe, and Jenkins, Ltd.	104495 Legal	34.24
Klein, Thorpe, and Jenkins, Ltd.	104495 Legal	85.94
Klein, Thorpe, and Jenkins, Ltd.	104495 Legal	80.15
Laib, Daniel	104642 Patron Programs & Events-Youth	250.00
Lighting Supply Co.	104530 Building & Custodial Supplies	68.85
Master Brew Beverages Inc.	104530 Building & Custodial Supplies	77.95
McClure Inserrra & Company Chartered	104920 Audit	6,300.00
Midlothian Music	104525 Purchase-New Equipment	1,608.93
Midwest Tape	104341 Audio Visual Materials-Youth	29.98
Midwest Tape	104341 Audio Visual Materials-Youth	14.99
Midwest Tape	104340 Audio Visual Materials-Adult	245.93
Mt. Greenwood Catering Co., Inc	104642 Patron Programs & Events-Youth	200.00
Neofunds by Neopost	104730 Postage	500.00
Neviol, Inc	104450 Building Maintenance	1,650.00
Norris-Kuczynski, Diane	104642 Patron Programs & Events-Youth	72.22
Norris-Kuczynski, Diane	104642 Patron Programs & Events-Youth	27.46
NuWay Disposal Service, Inc	104450 Building Maintenance	59.78
Oriental Trading Company, Inc.	104342 Audio Visual Materials-Outreach	143.51
Oriental Trading Company, Inc.	104600 Outreach Services	165.09
Orland Park Area Chamber of Commerce	104620 Staff Training & Education	17.00
Overdrive	104311 Books-Youth	141.91

Orland Park Public Library
 Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
Overdrive	104310 Books-Adult	81.11
Overdrive	104310 Books-Adult	629.74
Overdrive	104310 Books-Adult	40.00
Overdrive	104310 Books-Adult	37.98
Overdrive	104310 Books-Adult	1,582.25
Overdrive	104340 Audio Visual Materials-Adult	44.97
Overdrive	104311 Books-Youth	99.00
Overdrive	104311 Books-Youth	16.99
Overdrive	104310 Books-Adult	15.98
Overdrive	104310 Books-Adult	7.59
Park Ace Hardware	104530 Building & Custodial Supplies	14.42
Penguin Random House LLC	104340 Audio Visual Materials-Adult	67.50
Penguin Random House LLC	104340 Audio Visual Materials-Adult	10.00
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	101.25
Penguin Random House LLC	104340 Audio Visual Materials-Adult	10.00
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	105.00
Penguin Random House LLC	104340 Audio Visual Materials-Adult	33.75
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	10.00
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	142.49
Penguin Random House LLC	104340 Audio Visual Materials-Adult	116.24
Penguin Random House LLC	104340 Audio Visual Materials-Adult	24.00
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	95.25
Quill Corporation	104710 Library Supplies	336.00
Quill Corporation	104720 Office Supplies	78.36
Quill Corporation	104530 Building & Custodial Supplies	14.98
Quill Corporation	104720 Office Supplies	32.37
Quill Corporation	104720 Office Supplies	168.00
Ralph Covert Performance, LLC	104642 Patron Programs & Events-Youth	650.00
Rashid, Maqbool	104610 Board Training & Education	250.00
Rashid, Maqbool	104660 Public Information	500.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	99.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	36.89
Recorded Books, INC	104340 Audio Visual Materials-Adult	31.49
Recorded Books, INC	104340 Audio Visual Materials-Adult	31.50
Recorded Books, INC	104340 Audio Visual Materials-Adult	31.50
Recorded Books, INC	104340 Audio Visual Materials-Adult	1,203.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	383.70
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	36.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	40.49
Recorded Books, INC	104340 Audio Visual Materials-Adult	515.68
Recorded Books, INC	104340 Audio Visual Materials-Adult	7.95
Recorded Books, INC	104340 Audio Visual Materials-Adult	99.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	129.90
Reliable Fire Equipment Co.	104450 Building Maintenance	530.06
Reliastar Life Insurance Company	102160 457 Plan W/H Payable	1,000.00
Rusnak, John	104640 Patron Programs & Events-Outreach	500.00
RWK Design, Inc.	104577 Automation-Consultant	4,702.89
Scholastic Inc.	104310 Books Adult	38.45
Smooth Over Seal and Paving	104450 Building Maintenance	6,495.00
SSI Technologies	104710 Library Supplies	2,021.02
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	28.00
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	631.32
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	308.04
Synchrony Bank/Amazon	104340 Audio Visual Materials-Adult	6,178.32
Synchrony Bank/Amazon	104341 Audio Visual Materials-Youth	1,393.05
Synchrony Bank/Amazon	104342 Audio Visual Materials-Outreach	417.06
Synchrony Bank/Amazon	104310 Books Adult	122.12
Synchrony Bank/Amazon	104311 Books-Youth	105.44
Synchrony Bank/Amazon	104710 Library Supplies	224.36
The Book Farm, Inc.	104311 Books-Youth	2,291.94
The Book Farm, Inc.	104311 Books-Youth	288.78
The Private Bank	104230 Life/Health Insurance	1,040.00
Thaddeus Stevens College	104310 Books Adult	125.00
Torralba, Ann	104642 Patron Programs & Events-Youth	500.00
Unique Management Services, Inc.	104495 Legal	53.70
Village of Orland Park	104600 Outreach Services	130.00

Orland Park Public Library
Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
Village of Orland Park	104600 Outreach Services	82.57
Wingren Landscape, Inc.	104440 Landscaping & Groundskeeping	3,540.00
Petty Cash Reimbursement	104620 Staff Training & Education	24.37
Petty Cash Reimbursement	104640 Patron Programs & Events-Outreach	5.00
Petty Cash Reimbursement	104341 Audio Visual Materials-Youth	10.00
Petty Cash Reimbursement	104642 Patron Programs & Events-Youth	7.78
Petty Cash Reimbursement	104620 Staff Training & Education	6.90
Petty Cash Reimbursement	104620 Staff Training & Education	10.64
Petty Cash Reimbursement	104641 Patron Programs & Events-Adult	7.06
Petty Cash Reimbursement	104642 Patron Programs & Events-Youth	6.50
Petty Cash Reimbursement	104730 Postage	85.95
Petty Cash Reimbursement	104642 Patron Programs & Events-Youth	24.24
Management Association of Illinois	104650 Association Dues & Fees	1,185.00
Net Payroll	Payroll May 29, 2015	71,196.38
Insurance Payment to Village	104230 Life/Health Insurance	37,512.23
IMRF Payment to Village	104910 IMRF	24,235.44
TOTAL		\$285,500.25

June 1, 2015 - June 15, 2015

Bal Industries	104450 Building Maintenance	1,980.00
Cardmember Service	104730 Postage	318.25
Cardmember Service	104570 Automation-Equipment	470.82
Cardmember Service	104630 Conference Fees	700.00
Cardmember Service	104320 Periodicals-Adult	347.88
Cardmember Service	104550 Lib. & Off. Eqpt Rep. & Maint	40.00
Cardmember Service	104620 Staff Training & Education	288.04
Cardmember Service	104600 Outreach Services	143.01
Cardmember Service	104660 Public Information	127.50
Cardmember Service	104640 Patron Programs & Events-Outreach	153.00
Cardmember Service	104310 Books-Adult	100.00
Cardmember Service	104530 Bulding & Custodial Supplies	78.12
Cardmember Service	104710 Library Supplies	181.28
Cardmember Service	104642 Patron Programs & Events-Youth	111.85
Center Point Large Print	104310 Books-Adult	22.77
Center Point Large Print	104310 Books-Adult	22.77
Center Point Large Print	104310 Books-Adult	22.77
Envisionware, Inc.	104580 Automation-Maintenance	1,180.00
Envisionware, Inc.	104560 Machine Rental	214.00
Gale/Cengage Learning	104310 Books-Adult	987.24
Gale/Cengage Learning	104310 Books-Adult	25.60
Gale/Cengage Learning	104310 Books-Adult	21.60
Gale/Cengage Learning	104312 Books-Outreach	213.51
Gale/Cengage Learning	104310 Books-Adult	24.00
Gale/Cengage Learning	104310 Books-Adult	24.00
Gale/Cengage Learning	104310 Books-Adult	104.52
Gale/Cengage Learning	104310 Books-Adult	208.75
Gale/Cengage Learning	104310 Books-Adult	25.59
Gale/Cengage Learning	104310 Books-Adult	27.99
GroundsKeeper Landscape Car, LLC	104440 Landscaping & Groundskeeping	250.00
Hearne & Associates, P.C.	104420 Accounting	190.00
HUB International Limited	104930 Liability Ins. -D&O,Bonds,WC	18,655.00
ID Label Inc.	104710 Library Supplies	418.00
Ingram Library Services	104310 Books-Adult	4,046.94
Ingram Library Services	104312 Books-Outreach	133.63
Ingram Library Services	104311 Books-Youth	1,344.37
Konica Minolta Business Solutions USA Inc.	104525 Purchase-New Equipment	5,575.00
Lisle Library District	104310 Books-Adult	26.99
Midwest Tape	104341 Audio Visual Materials-Youth	42.99
Midwest Tape	104341 Audio Visual Materials-Youth	272.91
Neviol	104450 Building Maintenance	5,738.00
Nicor Gas	104517 Natural Gas	1,856.88
OverDrive, Inc.	104310 Books-Adult	242.95
Penguin Random House LLC	104340 Audio Visual materials-Adult	24.00
Penguin Random House LLC	104340 Audio Visual materials-Adult	37.50
Penguin Random House LLC	104340 Audio Visual materials-Adult	330.00
Penguin Random House LLC	104340 Audio Visual materials-Adult	18.75
Penguin Random House LLC	104312 Books-Outreach	120.00
Quill Corporation	104720 Office Supplies	17.09
Quill Corporation	104710 Library Supplies	76.59
Recorded Books	104340 Audio Visual materials-Adult	35.99

Orland Park Public Library
 Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
Recorded Books	104340 Audio Visual materials-Adult	35.99
Recorded Books	104340 Audio Visual materials-Adult	35.99
Recorded Books	104340 Audio Visual materials-Adult	33.29
Recorded Books	104340 Audio Visual materials-Adult	74.25
RWK Design, Inc.	104580 Automation-Maintenance	24.50
RWK Design, Inc.	104580 Automation-Maintenance	50.00
RWK Design, Inc.	104577 Automation-Consultant	4,702.89
RWK Design, Inc.	104570 Automation-Equipment	312.50
Smoothover Seal and Paving	104450 Building Maintenance	6,495.00
Southtown Paint/Wallpaper	104530 Bulding & Custodial Supplies	51.48
Sunlight Maintenance Supply	104530 Bulding & Custodial Supplies	450.06
Unilock Chicago, Inc.	504540 Building Repairs	105.00
Village of Orland Park	104515 Water & Sewer	726.38
Weimar, Mary	104620 Staff Training & Education	238.64
Net Payroll	Payroll June 15, 2015	75,353.21
TOTAL		\$136,307.62
GRAND TOTAL		\$421,807.87

**CORRESPONDENCE RECEIVED FROM MAY 19, 2015 THROUGH
JUNE 11, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

A letter from South Suburban College Chairman, Frank M. Zuccarelli, congratulating Trustee Christian J. Barcelona and Trustee Joanna M. Liotine Leafblad on recent election victory and extending an invitation to tour the campus to learn more about how we can work together to meet the needs of our residents.

Adult Services Board Report May 2015

PERSONNEL

Dean Leyers resigned as Adult Services Page.

Adult Services posted notice of an open shelving position at 15 hours per week.

Conducted interviews and hired Catherine Crosse to fill the part-time Reference Librarian I position. Her first day was May 18.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 5/7; 4 adults

Four genre book discussions 5/19, 5/20, 5/21, 5/28; 27 adults

Elizabeth Berg author program; 75 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Linda Conrath attended Careers College Webinar (workstation) on May 8, 2015

Linda Conrath attended Hoopla Webinar (Room 105) on May 12, 2015

Diane Srebro attended Booklist: What We're Reading Fall 2015 (Booklist-Webinar) on May 12, 2015

Andrew Masura attended Hoopla Webinar (Room 105) on May 12, 2015

Andrew Masura attended Adult Services Department Head Networking Meeting (Oak Lawn Public Library) on May 21, 2015

STATISTICS

Database Statistics May 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	3438	1156	Searches
EBSCO	27402	46089	Searches
Gale Virtual Ref. Lib.	2	133	Searches
Heritage Quest	366	115	Searches

Lit. Criticism Online	*	80	Searches
OCLC	6212	5640	Searches
ProQuest	205	256	Searches
Reference USA	135	239	Searches
Rocket Languages	0	3	Sessions
World Book	2	38	Searches
Careers College	120	10	Total Users
MorningStar Investment	*	153	Searches
Consumer Reports	96	45	Log-Ins
NoveList Plus	13733	11977	Searches

*Statistics is not yet available

Statistics from web forms

Category	05/2015	05/2014	Change
Reference	3455	4352	-897, -20.61%
Ref Remote	249	145	104, 71.72%
Non-Reference	359	275	84, 30.55%
N-R Remote	13	21	-8, -38.1%
Prog Att	106	41	65, 158.54%
Items shelved	21345	33903	-12558, -37.04%
Carts shelved	320	380	-60, -15.79%

GRANTS/SPECIAL PROJECTS

Diane Srebro confirmed a panel presentation, 'Chit Chat & Chew: a Readers' Advisory Rap Session,' at the Illinois Library Association conference October 22-24, 2015 in Peoria.

NoveList (\$500) and Book Page (publication) to sponsor an hour long breakfast discussion for librarians in public, school, academic and special settings.

Diane Srebro arranged to contribute ebook reviews to Public Libraries Online, a publication of the American Library Association, each month.

CUSTOMER SERVICE LOG

5/6 7:35 p.m. Woman came to the desk and asked if there were any evening sessions of the Fiction/Non-Fiction Books Discussion. Comment: This is inconvenient for people who work.

5/7 7:45 p.m. Patron complained about having to pay for the Internet. Comment: Green Bay Library does not do this.

5/19 9:20 a.m. Patron asked if a book she had placed on hold was in. When I checked the

catalog, I saw that it was on the shelf and retrieved it for her. Comment: You are wonderful and saved me time.

5/20 7:00 p.m. A Tinely Park patron visted the Elizabeth Berg program. Comment: Your Library always has such wonderful programs. You all do a great job.

Circulation Board Report May 2015

PERSONNEL

Alexandra Dean, Circulation clerk accepted a new position in Outreach Services department. She started on May 18, 2015.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin updating OCLC transactions that were still in database in 2013.

CONTINUING EDUCATION/MEETINGS ATTENDED

Matt Nemec attended Reaching Forward Conference in Rosemont, IL. on 5/8/15.

Kristina Jo Chiko attended Reaching Forward Conference in Rosemont, IL. on 5/8/15.

Howard Griffin attended a Hoopla webinar here at OPPL on May 12, 15.

CUSTOMER SERVICE LOG

5/19/2015 (Circulation Desk) Patron was told that they needed a second form of address to sign up for a library card. He said "I've lived in Orland Park all my life" and then turned around and walked away.

5/22/2015 (Circulation Desk) Patron upset he could not renew card with only having a picture I.D. He said he would not renew after advising him of proper paperwork needed.

5/27/2015 (Circulation Desk) I like this library a lot! I used to bring my wife here all the time for the music.

5/7/2015 (Circulation Desk) Your kites are great! What a talented staff.

5/7/2015 (Circulation Desk) This is a wonderful library.

5/7/2015 (Circulation Desk) I think it is an embarrassment that a large library like this charges for computer use.

5/7/2015 (Circulation Desk) Even my small library of 3,000 residents doesn't charge anyone. How embarrassing to you.

5/7/2015 (Circulation Desk) Patron mentioned that she is moving to Orland Park but has long admired this building from the outside and is looking forward to being one of our patrons.

5/8/2015 (Circulation Desk) You're a Godsend. Thanks for finding my lost items.

5/9/2015 (Circulation Desk) "You guys are great!"

5/27/2015 (Circulation Desk) Patron remarked. "I just love this library. My friend and I are teachers in this area and we both like the same author for tracking lessons and the library was kind enough to purchase these books for us and other teachers."

5/20/2015 (Circulation Desk) "This is ridiculous", I shouldn't need to kinds of identification."

5/28/2015 (Adult computers) "Patron came down from the computers while taking a COL exam complaining about the volume level of the voice of the computer help desk clerk. She said her voice was loud and distracting with each person she helped and was looking away to let the computer help desk clerk know without sounding insulting.

5/29/2015 (Circulation Desk) An Oak Lawn patron said she got the message "too many holds" when she tried to reserve an OPPL book online. When it was explained to her that Oak Lawn patrons can't place holds on OPPL materials, she said that she wished that the online message had read that insted of just "too many holds."

5/4/2015 (Information Desk) Patron received an email to renew his card. Email states to bring in proof of residency. He was disappointed when he stopped in to do so, but was unable to because he did not have his card. Suggests we change email message.

5/7/2015 (Information Desk) Thank you so much. That was very helpful (explaining about Lucky Days and renewals)

5/8/2015 (Information Desk) A Tinley Park patron was informed that the computers are limited to 15 minutes for free or no more than 1 hour for \$3.00. She said ""You got to be kidding" and left, calling the library "cheesy."

5/11/2015 (Information Desk) Thank you so much. You are wonderful. (Answered questions about programs)

5/17/2015 (Information Desk) Patron was upset she could not use MAC in teen. She's an 18 year old senior in High School. - felt the policy was deceiving.

5/18/2015 (Information Desk) Do you use chlorine to clean here? It smells like a public swimming pool.

5/19/2015 (Information Desk) Patron said "never mind" when trying to renew card when advised of documents needed to renew card.

5/20/2015 (Information Desk) "Thank you, very nice program!" (Elizabeth Berg)

5/22/2015 (Information Desk) Patron walked in to ask about policy on renewing card. His wife was in earlier today and din not have proper paperwork to renew card. He was upset and decided to come here to find out for himself why the policy changed. I did give hime a comment card to fill out.

5/30/2015 (Information Desk) "They're really nice upstairs. Everyone here is."

ORS MONTH	TOTAL CIRCULATION		LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2015					
JAN	82,937		77,351	7%	34,403	0
FEB	73,126		73,711	0%	32,238	1,586
MAR	79,332		80,420	-1%	40,785	2,352
APR	73,976		72,061	3%	34,910	2,818
MAY	71,274		70,700	1%	49,617	2,051
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	380,645		374,243	2%	191,953	8,807

Graphics Board Report May 2015

PERSONNEL

Bridget Bittman posted the new graphics assistant part-time position. Interviews will take place in early June.

CONTINUING EDUCATION/MEETINGS ATTENDED

Bridget Bittman attended Customer Service Meeting (OPPL) on May 7, 2015

Bridget Bittman attended Success in Business with OP Chamber (Silver Lake CC, Orland Park) on May 19, 2015

Bridget Bittman attended Meeting with reps from Polish Genealogical Society of America (OPPL) on May 26, 2015

Bridget Bittman attended RAILS Marketing Group (Park Ridge Public Library) on May 29, 2015

STATISTICS

2015

Meeting Room Requests: 16 (30% decrease from 2014)

Graphic Requests: 122 (16% increase from 2014)

2014

Meeting Room Requests: 23

Graphic Requests: 105

MailChimp newsletter

OPPL enews May 26-June 7

17,413 Subscribers

20.1% Opens

5.9% Clicks

#1 Click for Museum Pass program

OPPL enews May 12-May 24

17,461 Subscribers

21.2% Opens

3.9% Clicks

#1 Click for Summer Reading Challenge booklet

OPPL enews April 27-May10

17,548 Subscribers

20.2% Opens

4.0% Clicks

#1 Click for Organic Vegetable Gardening

CUSTOMER SERVICE LOG

Gentleman in lobby remarked how great the SS Eastland Disaster program was. He mentioned it would be wonderful to do the program for adults here in the library. He could not say enough about how wonderful all of our programs are and how the staff are friendly and efficient. He's a patron at Green Hills and prefers coming to our library for everything.

Information Technology Board Report May 2015

PERSONNEL

Jason has been interviewing for the vacant IT2 position and hopefully will find someone soon.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

May, 2015

20 computer classes for adults were offered with a total of 89 attendees

May, 2014 Comparison

13 computer classes for adults were offered with a total of 61 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Mark Ewasiuk attended Reaching Forward (Rosemont) on May 6, 2015

Jason Rock attended Introduction to Web Service APIs Using PHP and HTML (Online) on May 7, 2015

STATISTICS

Statistics from web forms

Category	May 2015	May 2014	Change
Study Room Usage	415	409	6, 1.47%
Patrons Assisted	627	700	-73, -10.43%
Total PC Usage	1913	2307	-394, -17.08%
Total Web pages	33266	31964	1302, 4.07%
Number of Classes	20	13	7, 53.85%
Total Class Attendance	89	61	28, 45.9%
Overdrive Checkouts	2906	2382	524, 22%
Overdrive Registration	66	66	0, 0%
Zinio Checkouts	645	627	18, 2.87%

GRANTS/SPECIAL PROJECTS

Nothing to report at this time.

CUSTOMER SERVICE LOG

5/7/15 4:45pm Scenario: Patron making small talk Comment: You guys do such a great job here. Definitely the best library around.

5/14/15 1:45pm Scenario: Problem in room 104, patron couldnt connect laptop to the display. Comment: Cathy from outreach said thank you for coming down so quickly.

5/20/15 6:45pm Scenario: Finishing up teaching a class Comment: Thank you for being so patient and informative. This library is the best in the area!

Outreach Services Board Report May 2015

PERSONNEL

Shane Peterson and Alexandra Dean joined Outreach Services this month.

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.

Two book displays 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 Hoopla Webinar (Room 105) on May 12, 2015

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 402 patrons. *2014: 14 programs were given with a total of 319 patrons.*

Offsite Adult Programs:

9 programs were given with a total of 159 patrons attending. *2014: 9 programs were given with a total of 187.*

Train Station Books:

Three train stations – 70 books

Program Flyer Distribution Stats:

Orland Park Businesses - 5

Village of OP - 75

Assisted Living - 10

Orland Township - 45

Train Stations - 70

In-house during programs - 488

Other Outreach and Homebound Stats:

Outreach Circ Stats: 965 items circulated with 1294 checkouts and 44 renewals. *2014: 718 items circulated with 913 checkouts and 47 renewals.*

Visits to single-family homebound patrons totaled 15. *2014: Visits totaled 18.*

4 new homebound patron cards were issued and 0 discontinued. 5 cards were renewed. *2014: 6 new homebound library card was issued for this month. 0 cards were discontinued. 4 cards were renewed.*

OS staff logged 492 reference transactions. *2014: 588 reference transactions.*

47 books were displayed on the table with 24 having been checked out. *2014: 24 books on display with 12 checked out.*

GRANTS/SPECIAL PROJECTS

Generation to Generation: Folk Arts of Illinois is currently on display through June 30th on the second floor.

CUSTOMER SERVICE LOG

5/1/15 1:30pm Homebound Delivery

"I love how you take care of me."

5/6/15 7pm Hiroya Tsukamoto in Concert - program

Several patrons said they enjoyed the program.

5/8/15 8pm Meet the Artist - Kassandra Spence - program

Everyone who attended said the art was great.

5/10/15 4pm Sunday Film Series - Unbroken - program

Patrons liked the movie.

5/12/15 8pm Mystery Paintings - program

Patrons enjoyed the presentation.

5/15/15 10am Township Visit

Patron stated, " As I was reading my book, I stopped and wondered, did anyone ever think to say 'Thank You' for the wonderful service you provide to the township patrons." 2 other patrons concurred.

5/15/15 8pm Showcase - The Leadfoot Band - program

"Can't wait for the Summer Concert Series!"

5/15/15 8pm Showcase - The Leadfoot Band - program

"We love all the music." "Amazing that I can come here to hear music!"

5/17/15 2pm Jimmy Keane - An Accordion on My Knee - program

Patrons were very engaged with the performer. Lots of questions were asked about traditional Irish music.

5/22/15 8:40pm Friday Film Series - American Sniper - program

Several patrons said they enjoyed the film.

5/26/15 8:30pm Barcelona: Art, Architecture and Food - program

Many patrons enjoyed this program.

5/28/15 8:45pm Roadside History of Illinois - program

"Stan - Tex - Banash gave a very good and informative presentation."

Technical Services Board Report May 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for May 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On May 8, 2015, Dianna Mackowiak attended the Reaching Forward conference, Rosemont, IL 60018.

On May 8, 2015, Josh Chalifoux attended the Reaching Forward conference, Rosemont, IL 60018.

On May 15, 2015, Carol Maresh attended LACONI RDA Authority Control Cataloging, Elgin, IL 6012.

On May 15, 2015, Wendy Xie attended LACONI RDA Authority Control Cataloging, Elgin, IL 6012.

STATISTICS

Attached: Monthly Statistics between 05/01/2015 and 05/31/2015:

GRANTS/SPECIAL PROJECTS

Wendy made all movies at Roku devices are searchable and holdable by patrons through Polaris Online Catalog.

Wendy modified all Lucky Day print and non-print items' circulation loan rule and fine code for matching the approval Circulation Policy.

Tech Services staff modified those items without lined prices.

Tech Services staff deleted the large quantity of withdrawn collections from the system.

Tech Services staff recreated item records for those reorder collections so that the system can be better maintained.

CUSTOMER SERVICE LOG

5/4 2:02 Checked a Dvd for a patron- circ brought it down to us. "you guys are always so helpful- thanks so much! cm

5/7 12:45 AS memeber said to tech Thanks for deleting our discards cm

5/28 10:30 Fixed a problematic RFID tag for ys. Thanks- you were right on it! cm

Youth Services Board Report May 2015

PERSONNEL

YS Page Ramy Elian resigned his position. He has accepted a job at St. Xavier University. His last day was May 28, 2015. Assistant Head of Youth Services Diane Norris-Kuczynski will interview applicants in June.

SERVICES/PROGRAMS/PROJECTS/CLASSES

May 2015

Youth Programs: 655 attendees/33 programs (birth--grade 5)

Teen Programs: 71 attendees/ 19 programs (grades 6--12)

Preschool visits: 260 students/ 10 visits

School visits: SUMMER READING PROMOTION 4650 students (grades K--5)

574 students (grades 6--8)

4000 students (grades 9-12)

More school visits will be held in June.

Miscellaneous teacher checkouts: 108 items

PRESCHOOL PAKS: 9 PAKS/111 items

PAL PAKS: 7 PAKS/161 items

Total number of children served: 5565 children (birth--grade 5)

Total number of teens served: 4071 teens (grades 6--12)

April 2015 circulation: 33,094 items

May 2015 circulation: 28,821 items

May 2014 comparisons

Youth Programs: 839 attendees/33 programs (birth--grade 5)

Teen Programs: 12 attendees/ 6 programs (grade 6--12)

Preschool visits: 152 students/5 visits

School visits: 10,041 students/17 visits (Kindergarten--grade 12)

Miscellaneous teacher checkouts: No items

PRESCHOOL PAKS: 5 PAKS/86 items

PAL PAKS: 11 PAKS 273/items

April 2014 circulation: 32,156 items

May 2014 circulation: 30,821 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended Reaching Forward (Rosemont Convention Center) on May 8, 2015

Mary Adamowski attended Hoopla Webinar (OPPL) on May 12, 2015

Becky McCormack attended CATS Title Talk (Naperville, IL) on May 14, 2015

Diane Norris-Kuczynski attended CATS Title Talk (Naperville PL 95th Branch) on May 14, 2015

Mary Adamowski attended Book Expo America (Javits Center, New York City (miles=airfare)) on May 27, 2015

STATISTICS

Category	05/2015	05/2014
Reference	2961	2748
Ref Remote	135	355
Non-Reference	472	777
N-R Remote	64	142
Teen Prog	71	7
Youth Prog	655	795

GRANTS/SPECIAL PROJECTS

The Youth Services Staff has been promoting our upcoming summer reading program, *Read to the Rhythm*, students of Orland Park, preschool through high school. The response has been very enthusiastic and we are looking forward to a fun-filled, busy summer at OPPL!

School Liaison Becky McCormack attended the English as a Second Language event at Prairie School on May 28. She promoted the Youth Services' extensive foreign language collection and bilingual programs.

Head of Youth Services Mary Adamowski was a presenter at the Reaching Forward Conference on May 8 at Rosemont Convention Center. She told of the successful foreign language collection that the YS Department has, as well as presented information about the popular Very Special Bright Starts bilingual storytimes that are held monthly at OPPL. Thus far, the YS Department has offered storytimes in 13 different languages.

CUSTOMER SERVICE LOG

Preschool desk

Junior desk

5/5/15 1:15 Mom came in 'sans' kids to pick up scholastic movies. "I love being able to request things online then come to pick them up without the kids. It's so easy!" DNK

5/6/15 7:15 Adult patron with son using family unit computer. "This is taking WAY too long to load. I can get this much faster upstairs." BWM

Teen desk

DRAFT

RESOLUTION NO. 2015-04

**RESOLUTION ADOPTING THE PREVAILING WAGE
RATES FOR LABORERS, WORKERS AND MECHANICS
EMPLOYED BY THE ORLAND PARK PUBLIC LIBRARY**

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended (820 ILCS 130/1-12); and

WHEREAS, the aforesaid Act requires that the Orland Park Public Library investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Orland Park Public Library employed in performing construction of public works for said Orland Park Public Library.

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

Section 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Orland Park Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Cook County areas as determined by the Department of Labor of the State of Illinois, as of June 1, 2015, a copy of that determination shall be attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any

terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply to said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Orland Park Public Library to the extent required by the aforesaid Act.

Section 3: The Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Orland Park Public Library this determination of such prevailing rate of wage.

Section 4: The Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their name and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary shall file no later than July 15, 2015, a certified copy of this Resolution with the Department of Labor of the State of Illinois.

Section 6: The Secretary shall, within 30 days of the filing provided for in Section 5 above, cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto as Exhibit "B" and incorporated herein by reference. Such publication shall constitute notice that this is the determination of the Orland Park Public Library and is effective.

Section 7: In all Orland Park Public Library public works construction contracts or other written instruments, there shall be inserted a written stipulation that the prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website.

ADOPTED this 15th day of June, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Orland Park Public Library this 15th day of June, 2015.

President, Board of Library Trustees
of the Orland Park Public Library

ATTEST:

Secretary, Board of Library Trustees
of the Orland Park Public Library

Exhibit "A"

Cook County Prevailing Wage for June 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	====	====	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		38.200	38.700	1.5	1.5	2.0	13.78	10.12	0.000	0.500
ASBESTOS ABT-MEC		BLD		35.100	37.600	1.5	1.5	2.0	11.17	10.76	0.000	0.720
BOILERMAKER		BLD		45.650	49.760	2.0	2.0	2.0	6.970	17.81	0.000	0.400
BRICK MASON		BLD		42.580	46.840	1.5	1.5	2.0	9.850	13.60	0.000	1.030
CARPENTER		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
CEMENT MASON		ALL		43.100	45.100	2.0	1.5	2.0	12.70	13.24	0.000	0.450
CERAMIC TILE FNSHER		BLD		35.810	0.000	1.5	1.5	2.0	10.55	8.440	0.000	0.710
COMM. ELECT.		BLD		39.000	41.800	1.5	1.5	2.0	8.420	11.98	1.100	0.700
ELECTRIC PWR EQMT OP		ALL		46.100	51.100	1.5	1.5	2.0	10.76	14.87	0.000	0.460
ELECTRIC PWR GRNDMAN		ALL		35.960	51.100	1.5	1.5	2.0	8.390	11.60	0.000	0.360
ELECTRIC PWR LINEMAN		ALL		46.100	51.100	1.5	1.5	2.0	10.76	14.87	0.000	0.460
ELECTRICIAN		ALL		44.000	47.000	1.5	1.5	2.0	13.33	14.77	0.000	0.750
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR		ALL		35.840	37.840	1.5	1.5	2.0	13.01	11.51	0.000	0.300
GLAZIER		BLD		40.000	41.500	1.5	2.0	2.0	12.49	15.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER		ALL		43.000	45.000	2.0	2.0	2.0	13.45	20.65	0.000	0.350
LABORER		ALL		38.000	38.750	1.5	1.5	2.0	13.78	10.12	0.000	0.500
LATHER		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
MACHINIST		BLD		44.350	46.850	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS		ALL		31.400	32.970	1.5	1.5	2.0	9.850	13.10	0.000	0.600
MARBLE MASON		BLD		41.780	45.960	1.5	1.5	2.0	9.850	13.42	0.000	0.760
MATERIAL TESTER I		ALL		28.000	0.000	1.5	1.5	2.0	13.78	10.12	0.000	0.500
MATERIALS TESTER II		ALL		33.000	0.000	1.5	1.5	2.0	13.78	10.12	0.000	0.500
MILLWRIGHT		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
OPERATING ENGINEER		BLD	1	47.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	2	45.800	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	3	43.250	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	4	41.500	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	5	50.850	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	6	48.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD	7	50.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT	1	52.450	52.450	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		FLT	2	50.950	52.450	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		FLT	3	45.350	52.450	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		FLT	4	37.700	52.450	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		FLT	5	53.950	52.450	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		FLT	6	35.000	35.000	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	1	45.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	2	44.750	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	3	42.700	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	4	41.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	5	40.100	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	6	48.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY	7	46.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
ORNAMNTL IRON WORKER		ALL		43.900	46.400	2.0	2.0	2.0	13.36	17.24	0.000	0.650
PAINTER		ALL		40.750	45.500	1.5	1.5	1.5	10.75	11.10	0.000	0.770

PAINTER SIGNS	BLD	33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER	ALL	43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
PIPEFITTER	BLD	46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER	BLD	42.250	44.790	1.5	1.5	2.0	11.40	12.19	0.000	0.650
PLUMBER	BLD	46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER	BLD	40.100	43.100	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER	BLD	41.530	44.850	1.5	1.5	2.0	10.48	20.06	0.000	0.690
SIGN HANGER	BLD	31.310	33.810	1.5	1.5	2.0	4.850	3.280	0.000	0.000
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR	ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STONE MASON	BLD	42.580	46.840	1.5	1.5	2.0	9.850	13.60	0.000	1.030
SURVEY WORKER —NOT IN EFFECT		37.000	37.750	1.5	1.5	2.0	12.97	9.930	0.000	0.500
TERRAZZO FINISHER	BLD	37.040	0.000	1.5	1.5	2.0	10.55	10.32	0.000	0.620
TERRAZZO MASON	BLD	40.880	43.880	1.5	1.5	2.0	10.55	11.63	0.000	0.820
TILE MASON	BLD	42.840	46.840	1.5	1.5	2.0	10.55	10.42	0.000	0.920
TRAFFIC SAFETY WRKR	HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER	E ALL 1	33.850	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E ALL 4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	W ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD	42.800	43.800	1.5	1.5	2.0	8.180	12.66	0.000	0.650

Legend: RG (Region)

TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the

removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder;

Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5

ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane

(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit;

Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

Strategic Plan: Orlando Park Public Library 2015

Each and every day, we are committed to our **mission** to...

Stimulate imaginations, educate, entertain, and welcome everyone.

So that we can achieve our **vision** to become...

An exciting, friendly, cutting edge center of the community.

While continually supporting our **values** of ...

- Creativity
- Communication
- Truth
- Inclusiveness
- Efficient Service
- Community Support
- Learning
- Dedication
- Joy



GOAL #1

**Offer a fun,
welcoming, &
safe
environment.**

OBJECTIVE #1

75% of library users will
rate customer service
as positive by
December 2015.

ACTION STEPS

- | | |
|----|----------------------------------------------|
| ✓ | Develop customer service policy |
| ✓ | Establish customer service core competencies |
| ✓ | Create customer service handbook & training |
| ✓ | Budget for & conduct service training |
| ✓ | Prepare customer survey questions |
| ✓ | Proactively distribute comment forms |
| IP | Analyze customer feedback/needs |
| IP | Develop signage conducive to browsing |
| ✓ | Create tool to effectively measure feedback |
| ✓ | Assure patron request notifications are met |
| P | Develop technology reference interview |
| ✓ | Hold quarterly department meetings |

Key

- ✓ -- Completed
- IP -- In Progress
- P -- Pending

GOAL #1

Offer a fun, welcoming, & safe environment.

OBJECTIVE #2

80% of staff & customers will rate building as "safe" by December 2015.

ACTION STEPS

- Provide patron assistance & security by walking floor regularly
- Re-evaluate role of Person-in-Charge as well as increase training and meetings
- Improve visibility on all steps and curbs
- Enhance lobby lighting
- Offer assertiveness training for all staff
- Person-in-Charge perform routine safety checks during shifts
- P Create safety manual and training

GOAL #1

**Offer a fun,
welcoming, &
safe
environment.**

OBJECTIVE #3

**Devise & implement
service & program
staffing standards by
December 2015.**

ACTION STEPS

- Utilize Interns to enhance service & programming
- IP Cross-train IT staff to increase number of available trainers
- IP Develop program implementation standards

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #1

Maintain optimal training space & equipment by June 2015.

ACTION STEPS

- Utilize new Polaris capabilities
- Ensure staff are proficient in new email interface
- Collect data to determine digital media lab needs
- Update supply & purchasing procedures to optimize resources
- Use patron photos to personalize publications
- Put social media links on all publications when materials are created and reprinted
- Use social media to share events and reader suggestions

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #2

Create & implement effective Marketing Plan by December 2015.

ACTION STEPS

- ✓ Adopt formal Marketing Plan
- IP Develop patron-friendly directional signage

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #3

Utilize effective assessment tool by June 2015, to evaluate, add, or discontinue resources & programming.

ACTION STEPS

- ✓ Create series database to support reader's advisory
- ✓ Expand duties of staff in collection development
- IP Develop internal assessment tool and analyze relevance of library's programming
- ✓ Create and offer programming survey

GOAL #3

**Partner with
and serve the
entire
community.**

OBJECTIVE #1

**Introduce ten new
programming
opportunities for
community groups by
December 2015.**

ACTION STEPS

- Offer Adult Book Discussion Group at Thomas Place of
Orland Park
- Offer adult series programs for those with special needs
- Host preschool information fair
- Engage in community service projects with local
nonprofit organizations
- IP Display Carl Sandburg High School artwork

GOAL #3

**Partner with
and serve the
entire
community.**

OBJECTIVE #2

**Grow & market three
new community
partnerships by
December 2015, and
enrich three existing
relationships.**

ACTION STEPS

- Partner with 2 local art facilities/museums
- Partner with retail stores, malls, and banks
- Partner with village special recreation department
- Partner with schools, clubs, Scouts to share NASA collection off-site
- IP Offer Summer Reading Program and "1,000 Books Before Kindergarten" to preschools
- Promote Preschool Paks and Book Bundles
- Welcome & support LGBTQ users with space, materials and programming
- Partner with local history groups

GOAL #4

Be a desirable workplace.

OBJECTIVE #1

Analyze & adjust comprehensive staff compensation by December 2015.

ACTION STEPS

- ✓ Introduce fun and creative workplace incentives
- IP Revise all job descriptions
- P Conduct benchmark study for salaries
- P Work with board to budget for benchmark study
- IP Share comparable library budgets; salaries with Board

GOAL #4

**Be a desirable
workplace.**

OBJECTIVE #2

**Develop & adopt a
Professional
Development plan by
June 2015.**

ACTION STEPS

- P Devise method of assigning network responsibilities effectively to IT Assistant II staff
- P Develop workflow/task timelines for department heads
- ✓ Develop workflow/task timelines for Board projects
- IP Establish staff core competencies & training needs
- P Create staff development plan to provide consistent training

GOAL #4

**Be a desirable
workplace.**

OBJECTIVE #3

Improve staff rating of camaraderie and team brand by June 2015.

ACTION STEPS

- ✓ Build staff and Board camaraderie
- ✓ Involve staff in social committee activities
- ✓ Proactively increase Person-in-Charge/staff awareness and interaction
- ✓ Encourage name awareness with co-workers
- IP Redesign Intranet to increase function & communication
- ✓ Increase events sponsored by Social and Health & Wellness committees

GOAL #4

Be a desirable workplace.

OBJECTIVE #4

Improve the cultivation of staff skills & talents annually.

ACTION STEPS

- Research continuing education opportunities in all departments
- Use storytime observation schedule for Youth & Outreach staff
- Offer "Every Child Ready to Read 2" workshop
- Implement cross training between all departments
- Use internal survey to identify staff talents
- Optimize workflow in all departments
- Encourage staff service on committees
- Participate in continuing education for customer service
- Participate in continuing education in RFID decoding, RDA, and MARC tags, and other Technical Services functions

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2015-05

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

adopted at a regular meeting of the said Board of Library Trustees on the 15th day of June, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of June, 2015.

CATHERINE MORRISSEY LEBERT, Secretary

RESOLUTION NO. 2015-05

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

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

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

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

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

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

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

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

Section 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy the audio recordings of the closed session meetings from January 1, 2004 through January 1, 2013, in accordance with the Open Meetings Act and the approval given in this Resolution.

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

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

ADOPTED this 15th day of June, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees