

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
August 17, 2015 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM JULY 20, 2015—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

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

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

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

I. UNFINISHED BUSINESS

1. Health Benefit Cost Allocation – For Action

Motion to approve the allocation health insurance expense for the library portion to be 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSA PPO 3% (all allocations the same as 2015) effective 1/1/2016.

2. Renewal of the Maintenance Agreement Program Contract for Trane – For Action

Motion to approve the Renewal of the Maintenance Agreement Program Contract for Trane for 1 year at \$11,626.00.

J. NEW BUSINESS

1. Smart Lab (Media Lab) Policy – For Action
Motion to approve the Smart Lab Policy as presented.
2. 2016 Budget – For Discussion

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 20, 2015

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Joanna Leafblad, Catherine Lebert, and Denis Ryan

Roll Call

Members absent: none

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; and Mary Adamowski, Head of Youth Services

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Appointment of Library Trustee to Fill Vacancy-For Action

Vice President Ryan made a motion to appoint Elan Kleis as Library Trustee to fill vacancy until the next election. Treasurer Jennings seconded the motion. There was no additional 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, 0 nays.

Swearing In of New Library Trustee-For Action

Secretary Lebert swore in Elan Kleis. The Board welcomed Mr. Kleis.

Minutes

Trustee Leafblad made a motion to approve the June 15, 2015, June 29, 2015, and June 30, 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; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

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. J.P. Parker

Trustee Leafblad noted she would be responding with her comments later in the meeting.

3. Nanc Junker

Executive Session

Treasurer Jennings made a motion to go into Executive 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)) at 7:21 p.m. Trustee Leafblad second the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Secretary Lebert made a motion to return to Regular Session at 7:48 p.m. Trustee Leafblad second the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Treasurer Jennings moved to accept the Treasurer's Reports for June 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; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Treasurer's Report

Motion passed. 7 ayes, 0 nays.

Vice President Ryan moved to approve the Accounts Payable Listing of June 16, 2015 through July 20, 2015 and was seconded by Trustee Jennings. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Circulation and Programming

Our upcoming partnership with the 21st Century Institute and the Village of Orland Park is August 10 through the 14th. The *Chinese Culture Exhibition*, which includes tea ceremonies throughout the week, is a very special opportunity to experience this Chinese tradition in our own community. The Youth Services Department has planned some events for children to highlight this celebration for younger audiences.

Librarian's Report

Our current collaboration with the Illinois Humanities Council and the U.S. National Library of Medicine is *Life and Limb: The Toll of the American Civil War*. The exhibit is on the second floor and programs have been planned by Outreach staff under the supervision of Kelly Cuci on how battlefield surgeries saved lives. This exhibit will be featured until August 15. We will be hosting a companion Civil War exhibit next year.

Adult Services has planned an author event in late September featuring Marija Mills, the author of *The Mockingbird Next Door* to continue the spotlighting of Harper Lee's *Go Set a Watchman* which came out last week. Adult Services staff Judy Brannigan, Linda Conrath, and Andy Masura and Director Weimar read aloud from Lee's *To Kill a Mockingbird* at the Orland Park Barnes and Noble Bookstore. This collaboration is just a small beginning of partnering with our local businesses. Barnes and Noble will be hosting a book fair this fall for the library. Also look for the Kurt Vonnegut traveling exhibit on the second floor in November. The Youth Services' staff have taken this year's annual Southland Author's Fair to highlight children's book writers. This event will be in October. Our staff have planned some incredible programs this year and the summer statistics show over 2,500 patrons have registered for *Read to the Rhythm*. Circulation is holding a steady increase of 2% over 2014. I also would like to compliment the marketing pieces coming out of Graphics these past several months. Kristen Holding and Bridget Bittman have outdone themselves with professional booklets and flyers.

Financial

Finance Manager Remmenga and Director Weimar have been working on the numbers for the 2016 levy and budget. Presentation on salary and health benefits is on the agenda.

Building

Power Outlets in Teen Area

The Teen Area is a busy place with all the staff has to offer for that age group. One thing lacking has been power outlets for users to plug in their personal devices for use and re-charging.

Power outlets were added to the south wall where we currently have lounge seating by Linear Electric Inc. at a cost of \$3,162.00.

Exterior In-Ground Lighting

The exterior in-ground lighting at the base of the columns and along the west façade of the building have several fixtures that have shorted out due to water in the fixtures. Maintenance Superintendent Steve Newman has been working with Linear Electric to find a solution. Joe Witry at Linear Electric contacted Hydrel Ground Lights and requested, at no cost, a retro-fit LED replacement insert for the S-5 ground fixtures. It is encapsulated to keep it water tight as well as the LED bulb. Once installed, we will analyze its functionality. If we accept it, the cost will be \$775 for the fixture. If not, we will return it to the manufacturer. If this works, we will explore the options for fixture replacement going forward.

Trane HVAC Preventative Maintenance Contract

Trane’s new contract for HVAC Maintenance is \$13,410 per year for each of the next three years (total for three years \$40,230). This is a 17.9% increase over the \$11,374 paid for each of the last three years. The advantage to this contract is we lock the rate in for three years and they have included connecting to the Tracer Summit control program for 24/7 monitoring of our HVAC system. This will provide us with real-time monitoring on Trane’s end and includes 30 minutes of free phone support and system changes. Continuing to be included are two free training classes per year, eight onsite inspections, priority emergency response, and waiver of the four hour minimum service call charge.

Trane engineers have recently visited the Library and are developing solutions for the heating and cooling issues in the lobby and on the second floor. We hope to bring to the Board by the end of the year ways to improve the comfort of patrons and as always keep our heating and cooling costs low.

Adult Services Furniture

The furniture sent out to be reupholstered will be returned on July 27. Eight lounge chairs, three benches and twenty David Edwards chairs have been structurally examined and repaired, padding replaced and new materials used to recover our existing pieces.

The following questions were asked about the reported information:

President Healy asked if the exterior lighting was considered a safety issue. Administration responding the lighting points up and does provide security lighting around the building by design.

Secretary Lebert asked if there would be a warranty for light replacements. Administration responded this is a test and no purchase has been made. However, the warranty information will be asked about once the test is completed.

Trustee Barcelona asked what all was included by the Trane Contract. Administration responded this included all maintenance review including system software, all replacement parts are discounted, special pricing of services, training workshops, and preferred emergency response time.

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

1. 2014-2015 Strategic Plan Update-For Discussion.

Head of Youth Services, Mary Adamowski, reviewed the goals, objectives, and the progress achieved on the Strategic Plan. It was noted this is the second year of the plan. President Healy asked for clarification on a couple of objectives. The new Strategic Plan process for 2016-2018 will begin very soon.

Unfinished Business

2. Resolution No. 2015-05 Approving the Destruction of Certain Closed Session Meeting Recordings

of the Board of Library Trustees of the Orland Park Public Library-For Action
Vice President Ryan moved to adopt the Resolution No. 2015-05 approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Orland Park Public Library. Treasurer Jennings seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

3. Resolution No. 2015-06 Allowing Public Inspection of Certain Closed Session Meeting Minutes of the Board of Library Trustees of the Orland Park Public Library-For Action
Treasurer Jennings moved to adopt Resolution No. 2015-06 allowing public inspection of certain closed session meeting minutes of the Board of Library Trustees of the Orland Park Public Library. Trustee Leafblad seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

1. 2016 Salary Schedule and Staff Rate Increases-For Action

New Business

Vice President Ryan moved to approve the staff rate increases of 2.50% and increase to the salary schedule of 1.50% effective 1/1/2016. Treasurer Jennings seconded the motion. Finance Manager Remmenga provided some background information and explained what the Village has in place. After further discussion a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

2. Health Benefit Cost Allocation for 2016-For Action

Remmenga explained the information chart presented. After discussion Secretary Lebert moved to table this action item until the next regular board meeting. President Healy seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – nay; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 nays.

3. Renewal of the Maintenance Agreement Program Contract for Trane-For Action

Trustee Barcelona asked when the contract expires. Administration explained the contract expired on 6-30-15. Trustee Leafblad asked if there were additional benefits received through negotiation of the first contract offer received. Administration noted there were additional services added along with a lowering of the price so the contract was improved upon further negotiation. After further discussion Trustee Barcelona made a motion to table this action item until the next regular board meeting. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays.

Trustee Leafblad responded to comments made during the Public Comment section.

Announcements

President Healy inquired about whether an email is sent regarding the requirement of two forms of identification for getting or renewing a library card. Administration noted an email from Polaris is being sent.

Vice President Ryan moved to adjourn the meeting and was seconded by Treasurer Jennings. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – aye.

Adjournment

Motion passed. 7 ayes, 0 nays.

The meeting was adjourned at 9:15 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Scott Remmenga

DRAFT

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

Revenues

There were a large amount of **Tax Receipts** received in July and 70.33% of the annu budgeted amount has been received. **Impact Fees** and **Replacement Taxes** are significantly higher than anticipated. **Fines** continue to also be above budget year-to-date. **Interest Income** remains higher than budget due to investments being set up with longer terms increasing rate returns. The tax receipts coming in timely has allowed for longer investment terms with some of the reserve funds.

Expenditures

Overall Expenditures are \$54,000 under budget for the month and \$344,000 under budget year-to-date.

Salaries is under budget by \$12,100 for July and \$81,500 year-to-date. There were several positions open during July.

Telephone had higher activity from required maintenance work and set up. This line is still well under budget year-to-date.

Building Repairs activity included HVAC repairs required by Trane. This line is still within budget through July.

Automation - Maintenance included the annual OCLC renewal for \$3,509. This line should have minimal activity the remainder of the year.

Liability Ins.-D&O,Bonds,WC activity will be above budget each month for the remainder of the year due to higher cost at renewal that started on May 1. This line will need to be budgeted higher to cover increases next year.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	105,961.50	0.00	66,464.03	0.00	172,425.53
Cash - Marquette E-Commerce	522.15	0.00	0.00	0.00	522.15
Illinois Funds	449,119.25	6,839.95	0.00	0.00	455,959.20
PMA Financial Investments	5,534,917.55	657,883.97	0.00	1,493,986.14	7,686,787.66
Cash - Harris Bank	167.99	0.00	0.00	0.00	167.99
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	10,613.59	3,778.03	0.00	1,220.40	15,612.02
Property Taxes Receivable	1,377,214.66	0.00	0.00	454,762.17	1,831,976.83
Prepaid Expenses	105,197.84	0.00	0.00	0.00	105,197.84
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,584,014.53</u>	<u>668,501.95</u>	<u>66,464.03</u>	<u>1,949,968.71</u>	<u>10,268,949.22</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	1,377,214.66	0.00	0.00	454,762.17	1,831,976.83
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	45,515.42	45,515.42
Total Liabilities	<u>1,377,214.66</u>	<u>0.00</u>	<u>0.00</u>	<u>500,277.59</u>	<u>1,877,492.25</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>1,008,168.33</u>	<u>1,669.23</u>	<u>403.49</u>	<u>999,758.70</u>	<u>2,009,999.75</u>
Ending Fund Balance	<u>6,206,799.87</u>	<u>668,501.95</u>	<u>66,464.03</u>	<u>1,449,691.12</u>	<u>8,391,456.97</u>
Total Liabilities & Fund Balance	<u>7,584,014.53</u>	<u>668,501.95</u>	<u>66,464.03</u>	<u>1,949,968.71</u>	<u>10,268,949.22</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,062,769.84	415,373	255.86%	3,505,447.42	2,907,612	70.33%	4,984,477
Impact Fees	20,875.00	833	2506.00%	26,625.00	5,833	266.25%	10,000
Replacement Taxes	2,473.69	833	296.96%	11,828.26	5,833	118.28%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	43,750	94.61%	75,000
Non Resident Fees	1,560.06	667	233.89%	5,064.93	4,667	63.31%	8,000
Fines	5,985.03	5,000	119.70%	38,667.39	35,000	64.45%	60,000
Gifts	50.00	833	6.00%	7,543.49	5,833	75.43%	10,000
Copy Machine	1,408.13	1,250	112.65%	9,358.80	8,750	62.39%	15,000
Interest Income	1,574.42	833	189.01%	9,993.97	5,833	99.94%	10,000
Miscellaneous Income	244.08	833	29.30%	7,634.09	5,833	76.34%	10,000
Total Revenues	1,096,940.25	432,706	253.51%	3,693,122.10	3,028,944	71.12%	5,192,477
Expenditures							
Salaries	186,006.40	197,817	94.03%	1,303,524.76	1,384,723	54.91%	2,373,813
Salaries - Maintenance	8,573.30	8,840	96.98%	61,544.52	61,878	58.02%	106,076
Life/Health Insurance	32,854.07	36,854	89.15%	248,800.14	257,979	56.26%	442,249
Books	26,189.60	34,167	76.65%	179,076.45	239,167	43.68%	410,000
Electronic Databases	5,802.97	6,083	95.40%	40,123.12	42,583	54.96%	73,000
Periodicals	2,705.24	3,250	83.24%	19,875.18	22,750	50.96%	39,000
Audio Visual Materials	11,147.40	13,333	83.61%	87,162.34	93,333	54.48%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	583	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	466.60	650	71.78%	4,633.55	4,550	59.40%	7,800
Insurance	2,823.25	2,875	98.20%	19,348.11	20,125	56.08%	34,500
Landscaping & Groundskeeping	561.33	2,167	25.90%	16,637.93	15,167	63.99%	26,000
Building Maintenance	11,454.99	18,750	61.09%	77,441.42	131,250	34.42%	225,000
Security System	0.00	583	0.00%	1,416.75	4,083	20.24%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	583	0.00%	1,000
Legal	35.18	10,417	0.34%	32,079.99	72,917	25.66%	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%	2,356.17	4,667	29.45%	8,000
Natural Gas	1,244.75	4,167	29.87%	13,964.61	29,167	27.93%	50,000
Telephone	1,808.35	1,250	144.67%	4,564.67	8,750	30.43%	15,000
Purchase - New Equipment	0.00	667	0.00%	7,183.93	4,667	89.80%	8,000
Building & Custodial Supplies	1,852.26	2,833	65.38%	16,370.46	19,833	48.15%	34,000
Building Repairs	2,427.00	1,667	145.59%	10,209.95	11,667	51.05%	20,000
Lib. & Off. Eqpt Rep. & Maint	28.93	1,375	2.10%	10,713.55	9,625	64.93%	16,500
Machine Rental	233.01	333	69.97%	1,750.02	2,333	43.75%	4,000
Automation - Equipment	29,121.41	8,750	332.82%	52,216.46	61,250	49.73%	105,000
Automation - Line Costs	0.00	458	0.00%	2,195.52	3,208	39.92%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	65,840.46	88,083	43.60%	151,000
Automation - Maintenance	3,890.02	3,750	103.73%	45,166.88	26,250	100.37%	45,000
Library Furniture	0.00	1,583	0.00%	3,788.67	11,083	19.94%	19,000
Outreach Services	200.07	583	34.32%	1,165.19	4,083	16.65%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	600.00	750	80.00%	3,250.62	5,250	36.12%	9,000
Staff Training & Education	0.00	2,500	0.00%	6,628.72	17,500	22.10%	30,000
Conference Fees	0.00	417	0.00%	2,140.00	2,917	42.80%	5,000
Patron Programs & Events	1,515.30	3,750	40.41%	23,794.56	26,250	52.88%	45,000
Association Dues & Fees	200.00	583	34.31%	3,329.00	4,083	47.56%	7,000
Public Information	127.50	2,737	4.66%	17,256.92	19,159	52.54%	32,844
Library Supplies	0.00	4,167	0.00%	20,297.09	29,167	40.59%	50,000
Office Supplies	624.32	1,083	57.65%	3,321.62	7,583	25.55%	13,000
Postage	548.03	1,167	46.96%	6,737.89	8,167	48.13%	14,000
Printing	0.00	500	0.00%	5,576.29	3,500	92.94%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,506.80	17,868	97.98%	123,719.18	125,074	57.70%	214,413
Contribution to FICA	14,578.90	15,682	92.97%	102,343.79	109,773	54.39%	188,182
Audit	0.00	842	0.00%	9,800.00	5,892	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	26,425.19	24,500	62.92%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	2,333	0.00%	4,000
Bank Charges	182.06	208	87.53%	1,182.10	1,458	47.28%	2,500
Total Expenditures	378,716.32	432,705	87.52%	2,684,953.77	3,028,943	51.71%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	718,223.93	0	100.00%	1,008,168.33	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	718,223.93	0	100.00%	1,008,168.33	0	100.00%	0

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

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
<u>Revenues</u>						
Taxes	0.00	0.00	0.00	0.00	351,051.99	1,157,912.30
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	249.77	1,669.23	5.64	38.49	202.56	1,150.36
Capital Campaign	0.00	0.00	0.00	600.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	249.77	1,669.23	5.64	638.49	351,254.55	1,159,062.66
<u>Expenditures</u>						
Building Repairs	0.00	0.00	0.00	225.00	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	22,757.71	159,303.96
Total Expenditures	0.00	0.00	0.00	235.00	22,757.71	159,303.96
Excess (Deficiency) of Revenues Over (Under) Expenditures	249.77	1,669.23	5.64	403.49	328,496.84	999,758.70
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	249.77	1,669.23	5.64	403.49	328,496.84	999,758.70

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54778	07/24/2015	Advanced Telecommunications of IL, Inc.	101010 · Cash - Marquette	-1,323.68
				104520 · Telephone	1,323.68
TOTAL					<u>1,323.68</u>
Check	54779	07/24/2015	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
				104450 · Building Maintenance	70.00
TOTAL					<u>70.00</u>
Check	54780	07/24/2015	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
				102160 · 457 Plan W/H Payable	300.00
TOTAL					<u>300.00</u>
Check	54781	07/24/2015	Audio Editions	101010 · Cash - Marquette	-220.10
				104342 · Audio Visual Materials-Outreach	220.10
TOTAL					<u>220.10</u>
Check	54782	07/24/2015	Batteries Plus	101010 · Cash - Marquette	-19.95
				104530 · Building & Custodial Supplies	19.95
TOTAL					<u>19.95</u>
Check	54783	07/24/2015	Cardmember Service	101010 · Cash - Marquette	-8,988.14
				104320 · Periodicals - Adult	-23.97
				104730 · Postage	76.67
				104570 · Automation - Equipment	8,299.39
				104660 · Public Information	127.50
				104450 · Building Maintenance	262.36
				104642 · Patron Programs & Events-Youth	173.44
				104311 · Books - Youth	72.76
TOTAL					<u>8,988.14</u>
Check	54784	07/24/2015	Center Point Large Print	101010 · Cash - Marquette	-133.02
				104310 · Books - Adult	133.02
TOTAL					<u>133.02</u>
Check	54785	07/24/2015	Findaway World, LLC	101010 · Cash - Marquette	-454.30
				104341 · Audio Visual Materials - Youth	324.83
				104341 · Audio Visual Materials - Youth	85.08
				104341 · Audio Visual Materials - Youth	44.39
TOTAL					<u>454.30</u>
Check	54786	07/24/2015	FedEx	101010 · Cash - Marquette	-471.36
				104730 · Postage	471.36
TOTAL					<u>471.36</u>
Check	54787	07/24/2015	Fisk, Terry	101010 · Cash - Marquette	-300.00
				104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Check	54788	07/24/2015	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-49.30
				104530 · Building & Custodial Supplies	49.30
TOTAL					<u>49.30</u>
Check	54789	07/24/2015	Funny Valentine Press	101010 · Cash - Marquette	-250.00
				104640 · Patron Programs&Events-Outreach	250.00

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
TOTAL					250.00
Check	54790	07/24/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-2,406.21
				104310 · Books - Adult	1,471.35
				104312 · Books - Outreach	934.86
TOTAL					<u>2,406.21</u>
Check	54791	07/24/2015	Goldy Locks, Inc.	101010 · Cash - Marquette	-15.00
				104530 · Building & Custodial Supplies	15.00
TOTAL					<u>15.00</u>
Check	54792	07/24/2015	Grainger	101010 · Cash - Marquette	-71.64
				104530 · Building & Custodial Supplies	71.64
TOTAL					<u>71.64</u>
Check	54793	07/24/2015	Hearne & Associates, P.C.	101010 · Cash - Marquette	-466.60
				104420 · Accounting	466.60
TOTAL					<u>466.60</u>
Check	54794	07/24/2015	IHLS-OCLC	101010 · Cash - Marquette	-3,508.76
				104580 · Automation - Maintenance	3,508.76
TOTAL					<u>3,508.76</u>
Check	54795	07/24/2015	Illinois Library Association	101010 · Cash - Marquette	-160.00
				104650 · Association Dues & Fees	160.00
TOTAL					<u>160.00</u>
Check	54796	07/24/2015	Ingram Library Services	101010 · Cash - Marquette	-3,140.01
				104311 · Books - Youth	3,128.16
				104642 · Patron Programs & Events-Youth	11.85
TOTAL					<u>3,140.01</u>
Check	54797	07/24/2015	Ingram Library Services	101010 · Cash - Marquette	-7,246.67
				104310 · Books - Adult	7,197.50
				104312 · Books - Outreach	49.17
TOTAL					<u>7,246.67</u>
Check	54798	07/24/2015	Sara Killough	101010 · Cash - Marquette	-297.93
				104642 · Patron Programs & Events-Youth	155.45
				104642 · Patron Programs & Events-Youth	142.48
TOTAL					<u>297.93</u>
Check	54799	07/24/2015	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-28.93
				104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
				104550 · Lib. & Off. Eqpt Rep. & Maint	16.93
TOTAL					<u>28.93</u>
Check	54800	07/24/2015	Krueger International, Inc.	101010 · Cash - Marquette	-3,481.68
				104540 · Building Repairs	255.00
				104590 · Library Furniture	281.84
				104590 · Library Furniture	420.68
				104590 · Library Furniture	2,524.16
TOTAL					<u>3,481.68</u>
Check	54801	07/24/2015	Lerner Publishing Group	101010 · Cash - Marquette	-17.95

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
TOTAL				104311 · Books - Youth	17.95
					<u>17.95</u>
Check	54802	07/24/2015	Lite Tech, Inc.	101010 · Cash - Marquette	-86.87
TOTAL				104530 · Building & Custodial Supplies	86.87
					<u>86.87</u>
Check	54803	07/24/2015	Mergent, Inc.	101010 · Cash - Marquette	-2,602.00
TOTAL				104310 · Books - Adult	2,602.00
					<u>2,602.00</u>
Check	54804	07/24/2015	Midwest Tape	101010 · Cash - Marquette	-174.95
TOTAL				104340 · Audio Visual Materials - Adult	67.98
				104341 · Audio Visual Materials - Youth	43.99
				104341 · Audio Visual Materials - Youth	22.99
				104340 · Audio Visual Materials - Adult	39.99
					<u>174.95</u>
Check	54805	07/24/2015	Multnomah County Library	101010 · Cash - Marquette	-29.99
TOTAL				104310 · Books - Adult	29.99
					<u>29.99</u>
Check	54806	07/24/2015	Nextel Communications	101010 · Cash - Marquette	-177.13
TOTAL				104520 · Telephone	177.13
					<u>177.13</u>
Check	54807	07/24/2015	OverDrive, Inc.	101010 · Cash - Marquette	-3,000.43
TOTAL				104310 · Books - Adult	460.79
				104310 · Books - Adult	8.99
				104310 · Books - Adult	19.99
				104310 · Books - Adult	1,346.43
				104310 · Books - Adult	293.52
				104310 · Books - Adult	24.99
				104310 · Books - Adult	696.75
				104310 · Books - Adult	148.97
					<u>3,000.43</u>
Check	54808	07/24/2015	Park Ace Hardware	101010 · Cash - Marquette	-20.44
TOTAL				104530 · Building & Custodial Supplies	20.44
					<u>20.44</u>
Check	54809	07/24/2015	Penguin Random House LLC	101010 · Cash - Marquette	-210.00
TOTAL				104340 · Audio Visual Materials - Adult	60.00
				104340 · Audio Visual Materials - Adult	30.00
				104342 · Audio Visual Materials-Outreach	60.00
				104340 · Audio Visual Materials - Adult	26.25
				104340 · Audio Visual Materials - Adult	33.75
					<u>210.00</u>
Check	54810	07/24/2015	Penny Dell Puzzles	101010 · Cash - Marquette	-135.91
TOTAL				104320 · Periodicals - Adult	58.97
				104320 · Periodicals - Adult	31.97
				104320 · Periodicals - Adult	44.97
					<u>135.91</u>
Check	54811	07/24/2015	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
TOTAL				104610 · Board Training & Education	250.00
					<u>250.00</u>

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54812	07/24/2015	Recorded Books, INC	101010 · Cash - Marquette	-1,250.01
TOTAL				104340 · Audio Visual Materials - Adult	<u>1,250.01</u> 1,250.01
Check	54813	07/24/2015	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-115.00
TOTAL				104450 · Building Maintenance	<u>115.00</u> 115.00
Check	54814	07/24/2015	Reliastar Life Insurance Company	101010 · Cash - Marquette	-1,000.00
TOTAL				102160 · 457 Plan W/H Payable	<u>1,000.00</u> 1,000.00
Check	54815	07/24/2015	RWK Design, Inc.	101010 · Cash - Marquette	-331.26
TOTAL				104580 · Automation - Maintenance	23.76
				104580 · Automation - Maintenance	<u>307.50</u> 331.26
Check	54816	07/24/2015	Stephens, Carole	101010 · Cash - Marquette	-586.00
TOTAL				104642 · Patron Programs & Events-Youth	<u>586.00</u> 586.00
Check	54817	07/24/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,234.16
TOTAL				104530 · Building & Custodial Supplies	418.51
				104530 · Building & Custodial Supplies	286.29
				104530 · Building & Custodial Supplies	<u>529.36</u> 1,234.16
Check	54818	07/24/2015	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,050.11
TOTAL				104340 · Audio Visual Materials - Adult	5,765.47
				104341 · Audio Visual Materials - Youth	1,449.68
				104342 · Audio Visual Materials-Outreach	286.74
				104310 · Books - Adult	222.07
				104311 · Books - Youth	138.93
				104570 · Automation - Equipment	<u>2,187.22</u> 10,050.11
Check	54819	07/24/2015	TCC Learning LLC	101010 · Cash - Marquette	-1,995.00
TOTAL				104315 · Electronic Databases	<u>1,995.00</u> 1,995.00
Check	54820	07/24/2015	Trane U.S. Inc.	101010 · Cash - Marquette	-2,172.00
TOTAL				104540 · Building Repairs	<u>2,172.00</u> 2,172.00
Check	54821	07/24/2015	22nd Century Media, LLC	101010 · Cash - Marquette	-17.28
TOTAL				104495 · Legal	<u>17.28</u> 17.28
Check	54822	07/24/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-17.90
TOTAL				104495 · Legal	<u>17.90</u> 17.90
Check	54823	07/24/2015	WebQA, Inc.	101010 · Cash - Marquette	-3,400.00

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
TOTAL				104570 · Automation - Equipment	<u>3,400.00</u> 3,400.00
Check	54825	08/05/2015	Advanced Telecommunications of IL, Inc.	101010 · Cash - Marquette	-381.00
TOTAL				104520 · Telephone	<u>381.00</u> 381.00
Check	54826	08/05/2015	Alternative Energy Solutions, Ltd.	101010 · Cash - Marquette	-487.00
TOTAL				104450 · Building Maintenance	<u>487.00</u> 487.00
Check	54827	08/05/2015	AT&T	101010 · Cash - Marquette	-80.00
TOTAL				104575 · Automation - Line Costs	<u>80.00</u> 80.00
Check	54828	08/05/2015	Audio Editions	101010 · Cash - Marquette	-238.31
TOTAL				104342 · Audio Visual Materials-Outreach	93.98
				104342 · Audio Visual Materials-Outreach	29.19
				104342 · Audio Visual Materials-Outreach	80.38
				104342 · Audio Visual Materials-Outreach	<u>34.76</u> 238.31
Check	54829	08/05/2015	Bal Industries	101010 · Cash - Marquette	-510.00
TOTAL				104450 · Building Maintenance	<u>510.00</u> 510.00
Check	54830	08/05/2015	Battery Giant Orland Park	101010 · Cash - Marquette	-134.40
TOTAL				104710 · Library Supplies	<u>134.40</u> 134.40
Check	54831	08/05/2015	Capstone Press Inc.	101010 · Cash - Marquette	-2,390.93
TOTAL				104311 · Books - Youth	18.04
				104311 · Books - Youth	<u>2,372.89</u> 2,390.93
Check	54832	08/05/2015	Cash	101010 · Cash - Marquette	-170.40
TOTAL				104642 · Patron Programs & Events-Youth	10.00
				104642 · Patron Programs & Events-Youth	24.76
				104620 · Staff Training & Education	9.20
				104642 · Patron Programs & Events-Youth	10.56
				104600 · Outreach Services	1.97
				104320 · Periodicals - Adult	5.99
				104642 · Patron Programs & Events-Youth	28.11
				104642 · Patron Programs & Events-Youth	3.79
				104620 · Staff Training & Education	58.47
				104640 · Patron Programs&Events-Outreach	2.00
				104720 · Office Supplies	7.50
				104620 · Staff Training & Education	<u>8.05</u> 170.40
Check	54833	08/05/2015	Center Point Large Print	101010 · Cash - Marquette	-87.00
TOTAL				104310 · Books - Adult	<u>87.00</u> 87.00
Check	54834	08/05/2015	Comcast Cable	101010 · Cash - Marquette	-322.60
TOTAL				104575 · Automation - Line Costs	245.45
				104520 · Telephone	<u>77.15</u> 322.60

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54835	08/05/2015	Envisionware, Inc.	101010 · Cash - Marquette	-214.00
TOTAL				104560 · Machine Rental	214.00
					<u>214.00</u>
Check	54836	08/05/2015	Findaway World, LLC	101010 · Cash - Marquette	-323.35
TOTAL				104340 · Audio Visual Materials - Adult	19.99
				104340 · Audio Visual Materials - Adult	144.28
				104340 · Audio Visual Materials - Adult	159.08
					<u>323.35</u>
Check	54837	08/05/2015	Forward Space	101010 · Cash - Marquette	-14,871.51
TOTAL				104590 · Library Furniture	14,871.51
					<u>14,871.51</u>
Check	54838	08/05/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-1,386.36
TOTAL				104310 · Books - Adult	225.15
				104310 · Books - Adult	55.98
				104310 · Books - Adult	30.39
				104310 · Books - Adult	24.00
				104310 · Books - Adult	24.00
				104310 · Books - Adult	24.00
				104312 · Books - Outreach	303.88
				104310 · Books - Adult	144.77
				104310 · Books - Adult	27.99
				104310 · Books - Adult	27.99
				104312 · Books - Outreach	326.27
				104310 · Books - Adult	22.39
				104310 · Books - Adult	22.40
				104310 · Books - Adult	127.15
					<u>1,386.36</u>
Check	54839	08/05/2015	Grey House Publishing, Inc.	101010 · Cash - Marquette	-498.95
TOTAL				104310 · Books - Adult	498.95
					<u>498.95</u>
Check	54840	08/05/2015	Ingram Library Services	101010 · Cash - Marquette	-1,277.09
TOTAL				104311 · Books - Youth	1,277.09
					<u>1,277.09</u>
Check	54841	08/05/2015	Ingram Library Services	101010 · Cash - Marquette	-2,906.95
TOTAL				104310 · Books - Adult	2,695.49
				104312 · Books - Outreach	211.46
					<u>2,906.95</u>
Check	54842	08/05/2015	Home Depot Credit Services	101010 · Cash - Marquette	-180.71
TOTAL				104530 · Building & Custodial Supplies	180.71
					<u>180.71</u>
Check	54843	08/05/2015	Illinois Library Association	101010 · Cash - Marquette	-160.00
TOTAL				104650 · Association Dues & Fees	160.00
					<u>160.00</u>
Check	54844	08/05/2015	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-26,095.07
TOTAL				104495 · Legal	191.48
				104495 · Legal	98.16
				104495 · Legal	25,805.43
					<u>26,095.07</u>

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54845	08/05/2015	Laib, Daniel	101010 · Cash - Marquette	-250.00
TOTAL				104642 · Patron Programs & Events-Youth	<u>250.00</u> 250.00
Check	54846	08/05/2015	Linear Electric Inc.	101010 · Cash - Marquette	-3,162.00
TOTAL				104450 · Building Maintenance	<u>3,162.00</u> 3,162.00
Check	54847	08/05/2015	Master Brew Beverages Inc.	101010 · Cash - Marquette	-140.90
TOTAL				104530 · Building & Custodial Supplies	<u>140.90</u> 140.90
Check	54848	08/05/2015	Matthew Bender & Co., Inc.	101010 · Cash - Marquette	-2,615.25
TOTAL				104310 · Books - Adult	<u>2,615.25</u> 2,615.25
Check	54849	08/05/2015	Midwest Tape	101010 · Cash - Marquette	-337.93
TOTAL				104340 · Audio Visual Materials - Adult	189.96
				104340 · Audio Visual Materials - Adult	59.99
				104340 · Audio Visual Materials - Adult	<u>87.98</u> 337.93
Check	54850	08/05/2015	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
TOTAL				104730 · Postage	<u>500.00</u> 500.00
Check	54851	08/05/2015	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
TOTAL				104450 · Building Maintenance	<u>5,738.00</u> 5,738.00
Check	54852	08/05/2015	Nextel Communications	101010 · Cash - Marquette	-177.08
TOTAL				104520 · Telephone	<u>177.08</u> 177.08
Check	54853	08/05/2015	Nicor Gas	101010 · Cash - Marquette	-797.00
TOTAL				104517 · Natural Gas	<u>797.00</u> 797.00
Check	54854	08/05/2015	Oriental Trading Company, Inc.	101010 · Cash - Marquette	-26.72
TOTAL				104642 · Patron Programs & Events-Youth	<u>26.72</u> 26.72
Check	54855	08/05/2015	OverDrive, Inc.	101010 · Cash - Marquette	-1,505.24
TOTAL				104311 · Books - Youth	287.75
				104311 · Books - Youth	186.94
				104311 · Books - Youth	9.99
				104311 · Books - Youth	114.00
				104311 · Books - Youth	50.97
				104340 · Audio Visual Materials - Adult	335.83
				104310 · Books - Adult	77.97
				104310 · Books - Adult	15.99
				104310 · Books - Adult	408.81
				104310 · Books - Adult	<u>16.99</u> 1,505.24

Oriand Park Public Library
Check Detail
July 21 through August 17, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54856	08/05/2015	Penguin Random House LLC	101010 - Cash - Marquette	-262.50
				104342 · Audio Visual Materials-Outreach	60.00
				104342 · Audio Visual Materials-Outreach	33.75
				104342 · Audio Visual Materials-Outreach	30.00
				104340 · Audio Visual Materials - Adult	30.00
				104340 · Audio Visual Materials - Adult	48.75
				104340 · Audio Visual Materials - Adult	30.00
				104340 · Audio Visual Materials - Adult	30.00
TOTAL					<u>262.50</u>
Check	54857	08/05/2015	Peterson's, a Nelnet Company	101010 - Cash - Marquette	-29.48
				104310 · Books - Adult	29.48
TOTAL					<u>29.48</u>
Check	54858	08/05/2015	Quill Corporation	101010 - Cash - Marquette	-1,159.13
				104550 · Lib. & Off. Eqpt Rep. & Maint	259.48
				104550 · Lib. & Off. Eqpt Rep. & Maint	259.48
				104550 · Lib. & Off. Eqpt Rep. & Maint	259.48
				104720 · Office Supplies	13.99
				104720 · Office Supplies	291.91
				104550 · Lib. & Off. Eqpt Rep. & Maint	74.79
TOTAL					<u>1,159.13</u>
Check	54859	08/05/2015	Recorded Books, INC	101010 - Cash - Marquette	-264.14
				104340 · Audio Visual Materials - Adult	40.50
				104340 · Audio Visual Materials - Adult	31.49
				104340 · Audio Visual Materials - Adult	31.49
				104340 · Audio Visual Materials - Adult	6.95
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	17.99
				104340 · Audio Visual Materials - Adult	7.95
				104340 · Audio Visual Materials - Adult	26.99
				104340 · Audio Visual Materials - Adult	28.80
TOTAL					<u>264.14</u>
Check	54860	08/05/2015	RWK Design, Inc.	101010 - Cash - Marquette	-9,787.41
				104577 · Automation - Consultant	9,405.78
				104570 · Automation - Equipment	307.50
				104580 · Automation - Maintenance	24.13
				104580 · Automation - Maintenance	50.00
TOTAL					<u>9,787.41</u>
Check	54861	08/05/2015	Schilling, Christopher	101010 - Cash - Marquette	-85.00
				104642 · Patron Programs & Events-Youth	85.00
TOTAL					<u>85.00</u>
Check	54862	08/05/2015	Sound Vision Inc	101010 - Cash - Marquette	-2,600.00
				104450 · Building Maintenance	2,600.00
TOTAL					<u>2,600.00</u>
Check	54863	08/05/2015	Sunlight Maintenance Supply	101010 - Cash - Marquette	-746.18
				104530 · Building & Custodial Supplies	28.00
				104530 · Building & Custodial Supplies	413.97
				104530 · Building & Custodial Supplies	304.21
TOTAL					<u>746.18</u>
Check	54864	08/05/2015	Thomas Rueters-West Publishing Corp.	101010 - Cash - Marquette	-212.94
				104310 · Books - Adult	212.94
TOTAL					<u>212.94</u>

Orland Park Public Library
Check Detail
July 21 through August 17, 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Check	54865	08/05/2015	Tyco Integrated Security LLC	101010 · Cash - Marquette	-1,252.20
				104540 · Building Repairs	1,252.20
TOTAL					<u>1,252.20</u>
Check	54866	08/05/2015	Village of Orland Park	101010 · Cash - Marquette	-1,119.30
				104515 · Water & Sewer	1,119.30
TOTAL					<u>1,119.30</u>
Check	54867	08/05/2015	Village of Orland Park	101010 · Cash - Marquette	-44.82
				104600 · Outreach Services	44.82
TOTAL					<u>44.82</u>
Check	54868	08/05/2015	Yoga Journal	101010 · Cash - Marquette	-40.97
				104320 · Periodicals - Adult	40.97
TOTAL					<u>40.97</u>
Check	54869	08/05/2015	Books In Common	101010 · Cash - Marquette	-1,250.00
				104641 · Patron Programs & Events-Adult	1,250.00
TOTAL					<u>1,250.00</u>
Check	54870	08/05/2015	Daily Southtown	101010 · Cash - Marquette	-624.00
				104320 · Periodicals - Adult	624.00
TOTAL					<u>624.00</u>
		7/31/2015	Total Net Payroll		72,253.15
		7/31/2015	July IMRF and Insurance pymt to Village		60,574.07
		8/14/2015	Total Net Payroll		<u>78,580.67</u>
			Total Payroll, Insurance, and IMRF		211,407.89

**Health Insurance Breakdown
Rates - Estimated 10% Increase
Recommendation for Employee Contribution for 2016**

2015 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	6,969.84	10,131.00	8,908.08	7,873.44
Emp + Child(ren)	13,228.44	20,707.80	16,356.12	15,361.08
Emp + Spouse	13,784.64	21,578.76	17,049.72	16,058.40
Family	20,466.96	32,038.44	24,792.84	23,842.20
Employee Cost				
Employee	696.98	2,532.75	890.81	236.20
Emp + Child(ren)	1,322.84	5,176.95	1,635.61	460.83
Emp + Spouse	1,378.46	5,394.69	1,704.97	481.75
Family	2,046.70	8,009.61	2,479.28	715.27
Employer Cost				
Employee	6,272.86	7,598.25	8,017.27	7,637.24
Emp + Child(ren)	11,905.60	15,530.85	14,720.51	14,900.25
Emp + Spouse	12,406.18	16,184.07	15,344.75	15,576.65
Family	18,420.26	24,028.83	22,313.56	23,126.93

Employee pays 10% 25% 10% 3%

2016 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	7,666.82	11,144.10	9,798.89	8,660.78
Emp + Child(ren)	14,551.28	22,778.58	17,991.73	16,897.19
Emp + Spouse	15,163.10	23,736.64	18,754.69	17,664.24
Family	22,513.66	35,242.28	27,272.12	26,226.42
Employee Cost				
Employee	766.68	2,786.03	979.89	259.82
Emp + Child(ren)	1,455.13	5,694.65	1,799.17	506.92
Emp + Spouse	1,516.31	5,934.16	1,875.47	529.93
Family	2,251.37	8,810.57	2,727.21	786.79
Employer Cost				
Employee	6,900.14	8,358.08	8,819.00	8,400.96
Emp + Child(ren)	13,096.16	17,083.94	16,192.56	16,390.27
Emp + Spouse	13,646.79	17,802.48	16,879.22	17,134.31
Family	20,262.29	26,431.71	24,544.91	25,439.63

Employee pays 10% 25% 10% 3%

HSA funding by employer of 40% of deductible: \$1,100 employee / \$2,200 other tiers

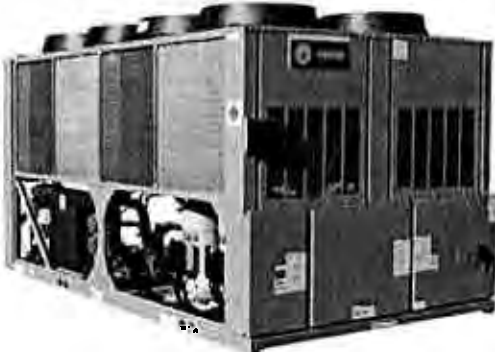
Dental 6% Increase	No Cost to Employees		Vision No Increase	No Cost to Employees	
	Monthly	Annual		Monthly	Annual
Employee	34.84	418.08	Employee	4.95	59.4
Emp + Child(ren)	86.27	1,035.24	Emp + Child(ren)	9.91	118.92
Emp + Spouse	69.67	836.04	Emp + Spouse	9.41	112.92
Family	121.11	1,453.32	Family	14.56	174.72

Maintenance Agreement Program

**ORLAND PARK PUBLIC
LIBRARY**



TRANE[®]



Maintenance Agreement Program

The objective of this agreement is to insure reliable, efficient comfort for **Orland Park Public Library**. Trane Chicago Service will accomplish this by providing knowledgeable, professional people to work with your building personnel. Working as a team, we can meet your objectives. Our commitment includes:

Assigned Service Team

Your service team will consist of an Account Executive and Factory Trained Service Technicians with extensive HVAC experience. Our technicians have a thorough understanding of controls, refrigeration and airside systems. Utilizing the correct diagnostic methods will ensure minimal downtime.

Energy and System Optimization

In order to assure effective environmental conditioning while minimizing the cost to operate the equipment, Trane technicians will review operating sequences and practices for the equipment covered by this agreement and advise you of energy saving opportunities.

Training

The cost of professional training always pays you back. We offer two annual operation and maintenance classes at our Willowbrook facility with the tuition fees waived. Additionally, we encourage questions during each service visit.

Complete Documentation

Complete documentation of all work performed on your equipment will be provided to you at the completion of each visit.

Priority Emergency Response

Our 24-hour *Priority Emergency Response* phone number is: **(630) 734-3200**. **Orland Park Public Library** will receive *Priority Emergency Response* with a typical response time of less than two hours.

Discounts

Orland Park Public Library will enjoy discounts on services needed in addition to this maintenance agreement:

- Discount off book price on Trane parts
- Discount off our prevailing labor rate
- Waiver of the four hour minimum charge


Automated Scheduling System

Trane Chicago Service utilizes a computerized scheduling program to assure that all services included in this agreement are performed.

Equipment List

Manufacture	Equipment Type	Model Number	Serial Number
Trane	Air Cooled Helical Rotary	RTAC200	U03K02468
Aerco	Gas Boiler	BMK2.0	G-03-0984
Aerco	Gas Boiler	BMK2.0	G-03-0984
Aaon	Rooftop Heating/Cooling	RK-16-3-FO-31M	200401- AKGM53012
Trane	Tracer MP581	BMTM	E04C06660
Trane	Summit System	BMTW	E04B09901

Maintenance Agreement Program Scope

Scope of Maintenance Agreement Services	Included
Comprehensive Annual Maintenance for listed mechanical equipment. Quantity 1	Yes
Operating Inspections for Trane RTAC. Qty (1)	Yes
Seasonal Start up and Shut Down of Trane RTAC	Yes
Boiler Operating Inspections Qty (2)	Yes
Condenser Cleaning Qty (1)	Yes
Aaon RTU Operating Inspections Qty (2)	Yes
BAS Onsite Inspections Quantity 2	Yes
BAS Intelligent Inspections Quantity 2	Yes
Tracer Software Maintenance Plan	Yes
BAS Technical Phone Support Service	Yes
Trane Intelligent Services (TIS)  BAS Alarm Notification	Yes
Connectivity and Alarm Notification	Yes
Software Service Packs (as released)	Yes
Repair Parts	Quoted / Billable
Repair Labor	Quoted / Billable
Priority Response	Yes
Customer Training	Yes
Written Reports	Yes

Maintenance Agreement Program Scope

Comprehensive Annual Maintenance Service

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends.

General Assembly

- Inspect for leaks and report leak check result.
- Repair minor leaks as required (e.g. valve packing, flare nuts).
- Calculate the refrigerant loss rate and report the results to the customer.
- Check the condenser fans for clearances and free operation.
- Visually inspect the condenser coil for cleanliness.
- Verify the performance of the fan control inverter VFD, if applicable.
- Verify Evaporator heat tape and immersion heater.

Controls and Safeties



- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify the working condition the CH530.
- Test oil pressure safety device (as required). Calibrate and record setting.
- Test the operation of the chilled water pump starter auxiliary contacts.
- Test all LLID devices.
- Check bindings on all LLID devices.
- Verify the working condition of all indicator/alarm lights and LED/LCD displays.



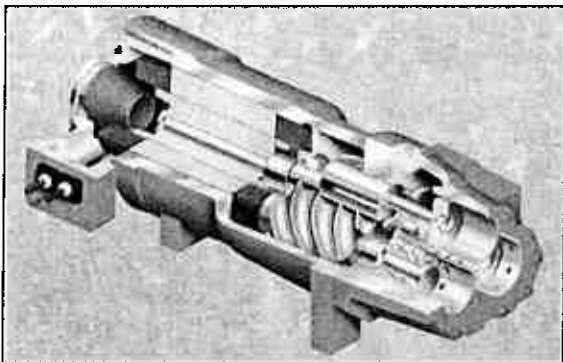
Maintenance Agreement Program Scope

Lubrication System

- Verify the operation of the oil heaters.

Motor and Starter

- Clean the starter cabinet and starter components.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check contactors for free and smooth operation.
- Check all mechanical linkages for wear, security and clearances.
- Verify tightness of the motor terminal connections.
- Meg the motor and record readings.
- Verify the operation of the electrical interlocks.
- Measure voltage and record. Voltage should be nominal voltage $\pm 10\%$.



Maintenance Agreement Program Scope

Seasonal Start-up Inspection

- Verify the operation of the oil sump heaters.
- Verify a full chilled water system.
- Verify glycol concentration (if applicable).
- Start the chilled water pump.
- Test the operation of all flow-proving devices on the chilled water circuit.
- Check water flow rates.
- Start the chiller.
- Verify the unit starter panel operation, amperage, and voltage.
- Verify the operation of all timing devices.
- Check the setpoint and sensitivity of the chilled water temperature control.
Verify the operation.
- Verify the operation of the current control device.
- Check the refrigerant level and correct charge.
- Verify the operation of the capacity control slide valves.
- Verify the operation of the "load" and "unload" solenoid valves.
- Verify a clean refrigerant filter.
- Verify the lead-lag compressor operation.
- Verify the operation of the electronic expansion valves.
- Check pressure drop across the oil filter.
- Verify clear refrigerant sight glasses.
- Check oil level.
- Test the high condenser pressure safety device and record setting.
- Test the low refrigerant temperature safety device and record setting.
- Review operating procedures with operating personnel and provide a written report of completed work, operating log, and indicate any uncorrected deficiencies noted.
- Review all diagnostic information.
- Trend all LLID values and save readings.

Operating Inspections

- Check the general operation of the unit.
- Log the operating temperatures, pressures, voltages, and amperages.
- Check the operation of the control circuit.
- Check the operation of the lubrication system.
- Check the operation of the motor and starter.
- Analyze the recorded data. Compare the data to the original design conditions.

Maintenance Agreement Program Scope

- Review operating procedures with operating personnel and provide a written report of completed work, operating log, and indicate any uncorrected deficiencies noted.
- Trend all LLID values and save readings.



Seasonal Shutdown Procedure

- Check the general operation of the unit.
- Shut down the chiller, pumps, and auxiliary equipment.
- Verify voltage to heat tape.
- Turn off equipment power as necessary.
- Verify evaporator drained or flow through evaporator.

Condenser Coil Cleaning

- Air cooled *condenser coil cleaning* will be provided once per year and will be performed in conjunction with the mid-season cooling inspection.
- Condenser coils will be cleaned by washing coils with a pressure washer.
- Water and electrical source must be within 50 feet of a unit.

Maintenance Agreement Program Descriptions

Operating Inspection

- Report in with the Customer Representative.
- Check the general condition of the unit.
- Verify smooth fan operation.
- Check the belts for tension, wear, cracks, and glazing (Replace as necessary).
- Check and record supply and control air pressure.
- Verify the operation of the control system.
- Log the operating conditions after the system has stabilized.
- Check VFD settings.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate uncorrected deficiencies detected.

Aerco Boiler Operating Inspection

- Report in with the Customer Representative.
- Check the general condition of the unit.
- Inspect the burner.
- Adjust the burner controls to obtain proper combustion.
- Check the operation of the pressure relief valve.
- Check the operation of the low water cutoff and feed controls.
- Check the setting and test the operation of the operating and limit controls.
- Check the operation of the modulating motor.
- Lift the safety/relief valves with at least 70% of rated pressure.
- Blow down and try gauge cocks to confirm glass water level.
- Check and test boiler blow down valve.
- Log operating conditions after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate uncorrected deficiencies detected.

Aaon Rooftop Operating Inspection (Cooling Season)

- Report in with the Customer Representative.
- Start the unit.
- Verify the starter operation.
- Verify the smooth operation of the compressors and fans.
- Log operating conditions of the unit after the system has stabilized.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Maintenance Agreement Program Descriptions

Aaon Rooftop Operating Inspection (Heating Season)

- Report in with the Customer Representative.
- Verify smooth operation of the fans.
- Check the belts for tension, wear, cracks, and glazing.
- Verify clean air filters.
- Verify proper operation of the heating section.
- Verify the operation of the temperature controls.
- Review operating procedures with operating personnel.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

BAS Onsite inspections – Trane will conduct a (2) onsite visits. The purpose of these visits is to work with the automation system to maximize energy efficiency. During the onsite visit the Technician will perform the following tasks in addition to the tasks that were created from the intelligent inspection.

On Site Tasks -

- a. The technician will check the condition and accuracy of all critical sensors such as but not limited to chilled water sensors, AHU sensors, and outside side air (OSA).
- b. All automation communication signals will be verified for accuracy and that all components are communicating without issue.
- c. Sequence of operation verification is tested for any system that failed testing during the intelligent inspection.
- d. Verification of site controls riser diagram and component locations.
- e. The site audit will include a verification of the condition of all Building Automation Systems. Note this may not be applicable for every site.
- f. A list of all controls equipment and age.
- g. If outdated equipment is found a migration plan will be created and delivered to the customer for review.

Maintenance Agreement Program Descriptions

BAS Intelligent inspections – the intelligent inspection involves (2) two inspections review of system analytics created through the Intelligent Services platform. The Technician will generate a report for review by the customer and for the technician to use during the onsite visit. This report shall include the following information.

- a. History of alarms report.
- b. Override report.
- c. A service advisory.
- d. All services advisories created from the IS analytics are addressed and documented.
- e. All trends related to the advisories are reviewed and documented.
- f. If a trend indicates that control loop tuning is required the technician may attempt to correct during the intelligent inspection and verify the correction during the onsite visit.
- g. If the trend indicates that there is a mechanical issue then the technician will advise the customer of the issue and indicate how best to proceed.
- h. The technicians will assess the current operation of HVAC equipment and, where appropriate, modify the sequence of operation through enhanced control strategies. Improvements may include, but are not limited to, the following: Air supply and water temperature reset schedules; ventilation control strategies; and VAV pressure optimization strategies.

Software Updates

The latest software updates will be downloaded and installed to the existing software version when available. This assures the software is always up to date with the current versions that enhance usability and functionality.

Tracer Database Backup

Trane will proactive backup the site through the remote connection as part of the Intelligent and onsite inspection process.

Trane Intelligent Services – 24 x 7 Support, is included

With an active Trane service agreement and Tracer™ Building Automation System or other qualified controls, you are eligible for Trane Intelligent Services (TIS). A revolutionary integration of technology and Trane professionals, TIS monitors, analyzes and acts to improve the performance of building systems to support your business mission. Three levels of TIS serve a range of needs: Alarm Notification is exclusive to Trane and is included in this agreement. Active

Maintenance Agreement Program Descriptions

Monitoring and Building Performance are optional service levels that may be customized to meet your unique requirements

Trane Intelligent Services

Establishing connectivity between the building automation system and our Intelligent Services Center enables Trane to monitor performance and collect data from the facility 24 hours a day, 365 days a year. Trane integrates continuous monitoring, data analysis and Trane professional insight to offer a continuum of service enhancements. Included in this service agreement: Alarm Notification

Note: Customer is responsible for providing a Trane approved connection to enable Trane Intelligent Services capabilities.

④ Alarm Notification / TIS

Providing a high level of Alarm Notification this service minimizes downtime by providing alarm dial out to multiple devices and features:

- Automatic notification from customer defined critical alarm points
- 7 days per week 24 hours per day automated alarm notification
- Automated alarm routing via one or all, e-mail, text message, or pager-devices
- Archiving of critical alarm data
- Activity will be tracked via a monthly alarm report
- To ensure customers Building Automation System is communicating with Trane we automatically validate site connection each week

Trane Intelligent Services (TIS)

④ BAS Alarm Notification: Standard Connection Types:

- Tracer SC
- Connectivity Module
- Tracer ES

Connections and phone lines maintained by owner

Maintenance Agreement Program Descriptions

Additional Services	Building Automation Controls Services
<input type="checkbox"/>	Phone Support —Trane will have available a technician in Trane's Command Center for phone support to help a customer with a problem and help determine if an onsite inspection is needed to solve the problem or help the owner solve the problem over the phone. (Most problems are usually mechanical failures, actuators etc. and this requires someone on site to correct the problem).

Operator Coaching and Remote Phone Support

During normal business hours of 7:00 AM to 4:00PM Trane will have a technical person available to connect to your site and work with you to review problems or questions in regard to the BAS system.

The customer will be able to contact the Energy Center for Operator Coaching from 7am -4pm. You will be able to utilize this anytime during your contract. The Energy Center can also be used to remotely trouble shoot and help with onsite issues that may occur outside of the normal inspection periods. *****The first 30 minutes is included in this agreement. Anything above and beyond the firsts 30 minutes will be billable at our standard contract customer labor rates.***

Maintenance Agreement Program Descriptions Priority Emergency Response

Priority Emergency Response

Trane Maintenance Agreement customers will receive PRIORITY EMERGENCY RESPONSE on service requests over non-maintenance agreement customers.

- Trane's 24-hour emergency service phone number is (630) 734-3200.
- Typical response time is less than two hours.
- Diagnostic and repair time will be billable at the prevailing discounted labor rates.



Acceptance

Effective Date

- **Start Date:** July 1, 2015
- **End Date:** June 30, 2016

This agreement shall remain in effect from year to year thereafter, unless terminated by either party at least 30 days prior to the anniversary date.


Equipment Serviced

See equipment list page for a list of equipment included in this service agreement.

Agreement Pricing

Trane Chicago Service will furnish the services, as stipulated in the scope of coverage, for the following amount. Agreement pricing is subject to adjustment at anniversary date. Please indicate payment approval by initialing the appropriate line.

	<u>Pricing</u>	<u>Initial & Date</u>
• Annual pre-payment 7/1/15 thru 6/30/16 (Includes a 4% Discount)	\$11,626.00	_____

Submitted By: 
Erich Franks Account Executive

Date: 8/6/15

Customer Acceptance

Approval - Trane Chicago

Name (Please Print): _____

Signature: _____

Ed Harding

Title: _____

Sales Manager

Date: _____

Trane Chicago Service

Purchase Order: _____

* This agreement is subject to the attached Terms and Conditions *

TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. **Acceptance.** These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Trane Energy Manager Monitoring and/or Diagnostic Services, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Energy and Building Performance Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to perform in accordance with the Proposal and Company Terms. If Customer does not reject or object in writing to Company within 10 days, Company's counter-offer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.
2. **Fees and Taxes.** Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.
3. **Term, Renewal, and Cancellation.** The "Term" of this Agreement shall be as stated in the Proposal. Thereafter, unless earlier terminated, this Agreement shall be automatically renewed for succeeding 12 month terms (each a "Renewal Term"), subject to Section 4 of these Terms, upon Company's delivery to Customer of a service renewal letter at least 45 days in advance of the scheduled expiration date and Customer's failure to notify Company in writing no later than 30 days prior to the scheduled expiration date that the Agreement shall not be renewed. This Agreement may be cancelled upon the written notice of either party to the other (for any reason or no reason) no later than 30 days prior to the scheduled expiration date. Upon cancellation by Customer not due to Company's default, Customer shall pay to Company the balance of the Service Fees applicable to the then current 12 month period of the Term or the Renewal Term. Customer shall remain liable for any amounts due and unpaid if either party cancels the Agreement.
4. **Renewal Pricing Adjustment.** The Service Fees for an impending Renewal Term shall be the Current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term less the price of any Additional Work that is not recurring) adjusted by the following: (a) increase and/or decrease for additions and/or deletions to Scope of Services; (b) 25% of the Current Service Fees shall be adjusted based upon the calendar year change in the (i) U.S. Bureau of Labor Statistics Producer Price Index for selected commodity groupings (Metals and Metal Products) for Services performed in the United States; or (ii) Statistics Canada Industrial Producer Price Index, Goods (Raw Material Price Indexes) for Services performed in Canada; (c) 65% of the Current Service Fees shall be adjusted based upon the change to cost of labor/labour; and (d) 10% of the Service Fees shall be adjusted based upon changes to Company services overhead costs, which include but are not limited to the cost of fuel, truck leasing, and office-related overhead factors. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.
5. **Payment.** Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.
6. **Customer Breach.** Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.
7. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the area under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA or state industrial safety regulations. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion.
8. **Customer Obligations.** Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; (c) Reimburse Company for services, repairs, and/or replacements performed by Company beyond the Services or otherwise excluded under this Agreement and such reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials and may at Company's option be subject to a separate written agreement prior to its undertaking such work; and (d) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.
9. **Exclusions.** Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be liable for, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Trane. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.
10. **Limited Warranty.** Company warrants that: (a) the material manufactured by Company and furnished hereunder is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly

performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include damage or failure arising from: wear and tear, corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Trane; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Company Limited Warranty shall not apply to those components and any warranty of the components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE LIMITED WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY EXPRESS OR IMPLIED REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY SPECIFICALLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE ENERGY AND BUILDING PERFORMANCE SERVICES ARE PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS), OR PUNITIVE DAMAGES WHETHER CLAIMED UNDER CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR ANY OTHER LEGAL THEORY OR FACTS. Should Company nevertheless be found liable for any damages they shall be limited to the compensation received by Company for the Services and Additional Work for one location over a 12 month term. **IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: ERRORS, INACCURACIES, OMISSIONS, OR OTHER DEFECTS IN THE ENERGY AND BUILDING PERFORMANCE SERVICES PROVIDED; INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.**

13. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

14. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive rights of subrogation.

15. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

16. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

17. Remote Connectivity. Remote connectivity services refers services by Company provided, in whole or in part, using any method of connecting to Customer Building Automation System (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data via phone modem, internet or other agreed upon means. The Intelligent Services, including any reports Company provides, are intended to provide operational assessments and recommendations. **Electronic Monitoring.** Any electronic monitoring Company performs is undertaken solely to enable Company to collect the data and perform any analysis included in Company's Services. Customer agrees that Company is not liable for inability to perform and/or losses that may occur in cases of malfunction or nonfunctioning of communications equipment, HVAC and other equipment, the energy management system, failure to identify equipment or system performance issues, failure to recommend corrective action, or otherwise related to the monitoring of Customer's equipment and building systems. **Data Collected.** Customer hereby grants to Company the irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to use, reproduce, display, distribute internally or externally and prepare derivative works based upon any such data Company collects from Customer. Company shall not use or publish such data in any way that identifies Customer as the source of that data without Customer's prior written consent. The data Company will collect from Customer will not include any personal or individual information. Upon Customer's written request, Company will endeavor to provide an electronic copy of data collected from Customer, subject to availability. For Energy and Building Performance Services (except digital assessments), Company will use commercially reasonable efforts to store Customer's data for up to 18 months. Company cannot guarantee the availability of the data. **Data Privacy and Security.** Company has implemented various security measures for the purpose of protecting Customer's data against accidental or unlawful access, unauthorized disclosure, loss, destruction, and alteration. Customer is responsible for maintaining the confidentiality of Customer's user name(s) and password(s). Customer is responsible for all uses of Customer's password(s), whether or not authorized by Customer. Customer must inform Company immediately of any unauthorized use of Customer's user name(s) or password(s). Transmission of data over the Internet by its nature entails the use of systems under the control of third parties, and as a result Company cannot ensure total control of the security of such systems. Company will take commercially reasonable efforts to ensure that data and other configuration parameters are not visible or accessed by other customers. Customer acknowledges that the very nature of communication via the Internet restricts Company from offering any guarantee of the privacy or confidentiality of information relating to Customer passing over the Internet. In gaining access via the Internet, Customer also acknowledges and accepts that electronic communication may not be free from interference by unauthorized persons and may not remain confidential. Customer therefore accepts that access and storage of data is at Customer's own risk. Company will notify Customer of any breach in security of which Company become aware. Any breach in privacy of which Customer become aware should be reported by Customer to Company immediately. Company does not disclose Customer's information to third parties for their marketing purposes, but Company does use third party software and services to assist Company with collecting and analyzing information. Company may also disclose Customer's information if required to do so by law, in which case, Company would inform Customer of such disclosure.

18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction

located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. Except as provided for Service Fees adjustments, this Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

19. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

20. U.S. Government Services.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

21. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0214)

Supersedes 1-26.130-7 (1213)

Correspondence

Trane Chicago Service records indicate the following contacts and information for distribution.

Customer Information

	Billing Information	Correspondence & Approvals	Technical / job site Information
Name and Title	Mary Weimar	Mary Weimar	Steve Newman
Company:	Director	Director	Maintenance Superintendent
Address	Orland Park Public Library	Orland Park Public Library	Orland Park Public Library
City, State Zip	14921 Ravinia Avenue	14921 Ravinia Avenue	14921 Ravinia Avenue
Phone No:	Orland Park, IL 60462	Orland Park IL 60462	Orland Park IL 60464
Email	Mweimar@orlandparklibrary.org	mweimar@orlandparklibrary.org	snewman@orlandparklibrary.org
Mobile No.	(708) 349-8138	(708) 349-8138	(708) 428-5133
Fax No:	(708) 349-8322	(708) 349-8322	(708) 349-8322

Service by the Manufacturer



Trane Chicago Service Information

Erich Franks
Account Executive
The Trane Company
7100 Madison St.
Willowbrook, IL 60527-5505

Erich.franks@lrco.com
Phone: (630) 734-6048
Cell (630) 740-2928
Fax: (630) 323-7480

Policy and Procedure Manual	Section B 6.6
Smart Lab Policy	Issued : August 17, 2015 Approving Authority: Board of Library Trustees

Smart Lab Policy

The purpose of the Smart Lab is to provide Orland Park Public Library cardholders in good standing with a space where they may use various digital media technologies which support their educational, professional, and personal goals and endeavors.

Patrons using the Smart Lab must leave their Orland Park Public Library card while using the lab with the Smart Lab staff member managing the Lab.

No food or drinks will be allowed in the Smart Lab.

General Guidelines

- Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member managing the Smart Lab in-person or by phone. Patrons can make reservations up to a week in advance. Reservations will be held for 10 minutes after they are scheduled to begin. If there are no reservations, the lab is available on a first come, first serve basis.
- The individual whose library card is being held will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. The main user will pay all costs for Smart Lab hardware, accessories and software that result from loss, theft or damage. A maximum of 8 people (no more than two to a computer) may use the lab at any one time.
- Behavior in the Smart Lab is to be consistent with the Orland Park Public Library's Patron Behavior Policy (Section B 4).
- Internet and equipment usage must be consistent with the Public Access to Electronic Information Networks Policy (Section B 6.1).
- All patrons must adhere to all Orland Park Public Library Policies and obey all local, state and federal laws when using the Smart Lab.
- Downloading, installing or uninstalling software of any kind is strictly prohibited. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, repeaters, switches or hubs. The Library will remove or disable any such unauthorized equipment.
- Computer equipment, including cables, keyboards, mouse, speakers, scanners, etc., are not to be modified, moved, unplugged, or changed in any way. Smart Lab software and hardware are to be used for projects that are not:

1. Prohibited by local, state or federal law.

2. Unsafe, harmful, dangerous or pose a threat to the well-being of others including but not limited to cyber-bullying; harassment; libel; slander; destruction of or damage to equipment, software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material.
3. In violation of the terms of use of the manufacturer of the equipment.
4. Obscene, sexually explicit or inappropriate for the library environment.
5. In violation of intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.

- Any personal information sent through the network could be intercepted by a third party, and users are encouraged to be cautious about sending personal, financial or legal data.

Fair Use

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in Smart lab projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication:

Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion:

Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

File Storage

Patrons may store project files on the machine and backed up on the local server. The Orland Park Public Library reserves the right to periodically clean up the server of any unused files. Saving work prepared at the computer stations is the sole responsibility of the patron. Equipment that uses removable media storage cards or has hard drives for media storage will be erased regularly and cannot be recovered. The Orland Park Public Library and its staff are not liable for any loss, damage or expense sustained by any user due to the utilization of services, equipment, software, advice or information. The Library is not responsible for equipment or files left behind in the Lab.

Equipment

All equipment available in the Smart Lab must stay in the Lab. Approval may be given to use the equipment elsewhere in the Library.

Users must use the Smart Lab equipment in a responsible manner. The Smart Lab user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. The Orland Park Public Library card holder will be responsible for any charges incurred by the group. Please note a cost based on the project being replicated by the 3D printer will be assessed.

Adopted by the Board of Library Trustees on August 17, 2015

Draft

Adult Services Board Report July 2015

PERSONNEL

Matthew Meyrick, Jessica O'Connor, and Steven Osmolski resigned from Adult Services as Pages as of July 30, 2015.

Page Jenna Schwartz transfers to Circulation Department on July 28, 2015.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 7/9; 7 adults

Five genre book discussions 7/14, 7/15, 7/16, 7/23, 7/28; 37 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended ARRT: Fall Book Preview - RAILS (Burr Ridge, IL) on Jul 9, 2015

Diane Srebro attended Illinois Library Association: Chit, Chat, Chew RA (Conference Call) on Jul 29, 2015

STATISTICS

Database Statistics July 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	1915	733	Searches
EBSCO	26600	33592	Searches
Gale Virtual Ref. Lib.	3	16	Searches
Heritage Quest	211	26	Searches
Lit. Criticism Online	4	40	Searches
OCLC	6610	6499	Searches
ProQuest	226	173	Searches
Reference USA	352	87	Searches
Rocket Languages	0	1	Sessions
World Book	8	8	Searches

Careers College	34	8	Total Users
MorningStar Investment	65	73	Searches
Consumer Reports	90	51	Log-Ins

Statistics from web forms

Category	07/2015	07/2014	Change
Reference	4019	5128	-1109, -21.63%
Ref Remote	255	148	107, 72.3%
Non-Reference	478	356	122, 34.27%
N-R Remote	36	25	11, 44%
Prog Att	44	47	-3, -6.38%
Items shelved	26217	24713	1504, 6.09%
Carts shelved	355	303	52, 17.16%

GRANTS/SPECIAL PROJECTS

Staff continued to register patrons for the Summer Reading Challenge: Read to the Rhythm.

Staff participated in the Library In-Service day on Friday, July 31.

CUSTOMER SERVICE LOG

7/16 3:45 p.m. Patron stopped at the desk. Comment: I just wanted to say how happy I was with the service I received. Rosemarie was very kind and helpful.

7/17 10:21 a.m. Patron at the Farmer's Market. Comment: The Orland Park Library is so clean and nice. Best library I've ever been in.

7/24 11:30 a.m. Patron at the Farmer's Market. Comment: You have the best programs. Every time I go by the library, your parking lot is packed.

7/24 12:20 Patron passing the library booth at the Farmer's Market. Comment: Best library ever (giving a thumbs up).

7/25 10:15 a.m. Patron looking for readers advisory assistance. Comment: I wish I was able to write in on the survey how great Linda and Judy have been in assisting me.

7/30 10:21 a.m. Patron stopped me when I was passing by the reupholstered chairs. Comment: These chairs are beautiful. Very smart idea to get the chair arms covered in a fabric that won't wear easily.

Circulation Board Report July 2015

PERSONNEL

Jenna Schwartz Started as a Circulation clerk on July 27th.

CUSTOMER SERVICE LOG

7/2/15 (Circulation Desk) Patron misses the SWAN system. Has not gotten used to the new one yet.

7/6/15 (Information Desk) Patron upset that book was placed on hold on an expired card.

7/22/15 (Information Desk) Patron from another library inquired about using a computer. When I told them the policy and the cost he said "Jesus, I've never heard of this at any other library" and he walked out.

7/23/15 (Information Desk) Phone call about what was needed to renew card (Driver's license plus 1 other proof of residence) "I don't think I had to go through this much when I took my child home from the hospital."

7/27/15 (Information Desk) (Card policy) It's more difficult to get a library card than a license.

7/1/15 (Circulation Desk) "She's really a nice lady!" Patron referring to Nancy.

7/3/15 (Circulation Desk) We need another ID to get a library card. Ridiculous!

7/8/15 (Circulation Desk) Your foreign film collection is superb! Who purchases these? They do a fantastic job. It's great that they are filed seperately. I can never find them at Tinley.

7/9/15 (Circulation Desk) The magician was wonderful! Please bring him back! Kid's, parents loved him.

7/15/15 (Circulation Desk) (Card policy) This is ridiculous! When we made library cards before it wasn't this much of an issue.

7/18/15 (Circulation Desk) (Card policy) Isn't it enough that I have my Village ID Sportsplex pass?

7/24/15 (Circulation Desk) Patron commented: "We really enjoyed the jazz band from Moraine Valley."

7/26/15 (Circulation Desk) Linda and Judy in reference upstairs are simply the best! "They are always so helpful and sweet."

7/27/15 (Circulation Desk) "Love this library. Don't ever make it go away. Most awesome place in Orland."

7/3/15 (Circulation Desk) "Thank you for telling me that this book was not from this library,

I didn't want to return it to the wrong library if it couldn't be checked in."

7/7/15 (Circulation Desk) "Oh F***, I don't have any of that with me. D*** it. You guys should say that in the email that is sent." Man who didn't have proper ID forms to get a library card.

7/7/15 (Circulation Desk) ILL is a great service - can get things from all over.

7/10/15 (Circulation Desk) Patron and grand children enjoyed the storytime at Farmer's Market today.

7/18/15 (Circulation Desk) Patron asked if it was normally this hot in here.

7/20/15 (Circulation Desk) Patron said to clerk after being given a green bag. Thank you, you're a good help.

7/21/15 (Circulation Desk) Great service. Thank you.

7/21/15 (Circulation Desk) You're a lifesaver. Thank you.

7/21/15 (Circulation Desk) You're the best! Fantastic library.

7/22/15 (Circulation Desk) My God, it's like breaking into the vault. (Patron commenting about library card policy)

7/29/15 (Circulation Desk) "Why is a license not enough to renew a library card? It's enough everywhere else."

7/30/15 It's easier to get out of Fort Knox, then to get a library card here!

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	92,119		90,322	2%	38,446	2,373
JUL	88,827 **		92,535	-4%	36,867	2,231
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	561,591		557,100	1%	267,266	13,411

Graphics Board Report July 2015

PERSONNEL

Bridget Bittman resigned her position effective July 30, 2015.

SERVICES/PROGRAMS/PROJECTS/CLASSES

In July, work was focused on the Chinese Culture Exhibition, OPPL Comic-Con, and Life and Limb programming. Work began on the September-December newsletter and fall program materials.

STATISTICS

	Room Requests 2015	Room Requests 2014	Room Requests 2013	Graphics Requests 2015	Graphics Requests 2014	Graphics Requests 2013	
January		36	24	42	116	97	126
February		27	40	35	116	70	52
March		33	15	7	111	60	50
April		21	27	20	91	68	80
May		16	23	18	122	105	130
June		33	20	30	114	113	87
July		21	23	15	79	75	81
August		0	27	31	0	75	86
September		0	41	41	0	89	116
October		0	33	17	0	145	83
November		0	18	27	0	56	35
December		0	18	23	0	38	63
Total	187	309	306	749	991	989	

0.65

0.0088496

Information Technology Board Report July 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

July, 2015

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

July, 2014 Comparison

8 computer classes for adults were offered with a total of 32 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Laconi IT board Meeting (RAILS, Burr Ridge) on Jul 28, 2015

STATISTICS

Statistics from web forms

Category	Jul 2015	Jul 2014	Change
Study Room Usage	361	326	35, 10.74%
Patrons Assisted	553	723	-170, -23.51%
Total PC Usage		2241	-2241, -100%
Total Web pages	33318	31870	1448, 4.54%
Number of Classes	21	8	13, 162.5%
Total Class Attendance	80	32	48, 150%
Overdrive Checkouts	3259	2808	451, 16.06%
Overdrive Registration	89	68	21, 30.88%
Zinio Checkouts	595	533	62, 11.63%

GRANTS/SPECIAL PROJECTS

We are entering the final phase of the Digital Media Lab (Officially called the SMART Lab) and will be revealing it to the public soon.

CUSTOMER SERVICE LOG

7/2/15 Scenario: Helping a patron scan papers and email them Comment: Thank you son for taking the time out to show me how to do this. I would still be trying to figure this out if it wasn't for you.

7/12/15 Scenario: Helping patron download pictures from a cellphone to a flash drive
Comment: Thank you for helping me. I tried to figure it out before and ended up deleting some of my pictures. You're a lifesaver.

Outreach Services Board Report July 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

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

Senior materials delivery to the Orland Township.

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

Art and collection management of three display areas.

One book display located at 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 - Life and Limb: The Toll of the American Civil War

Coordination of the tabling at the Taste of Orland Park

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Inservice (OPPL RM 104) on Jul 31, 2015

Kitty Creed attended Inservice (OPPL RM 104) on Jul 31, 2015

Cathy DiGiorgio attended Inservice (OPPL RM 104) on Jul 31, 2015

Shane Peterson attended Inservice (OPPL RM 104) on Jul 31, 2015

Kelly Cuci attended Taste of Orland Park (O.P. Civic Center) on Jul 31, 2015

Kitty Creed attended Taste of Orland Park (O.P. Civic Center) on Jul 31, 2015

Cathy DiGiorgio attended Taste of Orland Park (O.P. Civic Center) on Jul 31, 2015

Shane Peterson attended Taste of Orland Park (O.P. Civic Center) on Jul 31, 2015

STATISTICS

Onsite Adult Programs:

8 programs were given with a total of 514 patrons. *2014: 8 programs were given with a total of 375 patrons.*

Offsite Adult Programs:

12 programs were given with a total of 785 patrons attending. *2014: 11 programs were given with a total of 221.* The big increase is due to the first day of the Taste of O.P.

Train Station Books:

Three train stations – 64 books

Program Flyer Distribution Stats:

Orland Park Businesses - 40

Assisted Living - 10

Orland Township - 12

Train Stations - 64

In-house during programs - 80

Other Outreach and Homebound Stats:

Outreach Circ Stats: 832 items circulated with 1146 checkouts and 124 renewals. *2014: 828 items circulated with 1132 checkouts and 54 renewals.*

Visits to single-family homebound patrons totaled 17. *2014: Visits totaled 16.*

6 new homebound patron cards were issued and 0 discontinued. 7 cards were renewed. *2014: 2 new homebound library card was issued for this month. 0 cards were discontinued. 4 cards were renewed.*

OS staff logged 599 reference transactions. *2014: 771 reference transactions.*

33 books were displayed on the table with 31 having been checked out. *2014: 37 books on display with 10 checked out.*

GRANTS/SPECIAL PROJECTS

The National Library of Medicine's Life and Limb: The Toll of the American Civil War was installed this month. This exhibit will run from July 6th to August 15th.

We were awarded two more NASA items. We received biocide wipes and a cup assembly used during the Skylab project.

CUSTOMER SERVICE LOG

7/12/15 4:15pm Summer Concert Series - Moraine Valley CC Jazz Band program

Multiple patrons expressed how much they enjoyed the band and asked if we would have them back.

7/14/15 8:30pm Civil War Field Embalming: A Demonstration program

"This was impressive." Several patrons told us, "Really great!"

7/21/15 8:30pm Civil War Surgeon General: Dr. William Hammond program

Several patrons expressed how much they were impressed with the presenter R. J. Lindsay.

7/26/15 4:15pm Summer Concert Series: The K. Michaels Band program

"Awesome!" Several patrons really enjoyed the music.

Technical Services Board Report July 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for July 2015 is complete.

All withdrawn titles and items are removed from the system.

GRANTS/SPECIAL PROJECTS

Robin helped Wendy with updating those Provisional Reference collections that are shelved in Administration area.

Wendy modified these codes of Outreach collections.

Tech Services staff modified codes for the items including Reference, Foreign language, bilingual, graphic novels, and audiobook, etc.

That to cleaning lost/missing/withdrawn items and adding reorder items is still ongoing.

CUSTOMER SERVICE LOG

7/13 2:05 A staff member caught an item that AS wanted deleted but it was an error. AS department head told her good catch- thanks for saving the item. cm

7/14 4:30 A staff member helped a co-worker place a hold on a specific item for a patron. " I want to thank you! it worked. Thank god" MH

7/27 1:05 re-ordered a cancelled item for AS staff. "Good work" MH

Youth Services Board Report July 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Youth Programs: 1860 attendees/81 programs (birth--grade 5)

Teen Programs: 315 attendees/19 programs (grades 6--12)

July 2015 materials circulation statistics: 38,160 items

July 2014 comparisons

Youth Programs: 2061 attendees/71 programs (birth--grade 5)

Teen Programs: 45 attendees/7 programs (grades 6--12)

Preschool visits: 146 students/9visits

July 2014 materials circulation statistics: 43,243 items

STATISTICS

Category	07/2015	07/2014
Reference	2469	2873
Ref Remote	102	242
Non-Reference	361	743
N-R Remote	83	106
Teen Prog	315	45
Youth Prog	1860	2061

GRANTS/SPECIAL PROJECTS

The Youth Services staff continued to register patrons for the Summer Reading Challenge: ***Read to the Rhythm***. The patrons, young and old, have been very pleased and complimentary of our department's many programs, services and the summer reading challenge.

All Youth Services staff actively participated in the library's In-Service day on Friday, July 31. The sessions offered were quite useful for our daily work at the library, and the in-service was a success as a whole!

The staff is gearing up for our fall programming!

CUSTOMER SERVICE LOG

Preschool desk

7/11/15 10:15 Grandmother talking to YS department head. "My granddaughter's wish for the day was to come to your library."

Jr. desk

7/6/15 4:41 Patron complimented our SRC program. "Your mission is working! I know more about your collections because they are listed in the SRC booklog. Great idea!" MGA

7/17/15 9:30 Helping patron find DVD's. "Thanks for your help! I'm asking for you everytime I come here." ST

7/22/15 9:12 Patron waiting for museum pass. I really love your decorations for summer reading. Nice job! ST

7/30/15 12:03 Gave young boy SRC t-shirt and he put it on. "Thanks you for my t-shirt! I love it!" MGA

Teen desk

7/6/15 8:14 Movie advisory for teens. "My friend said you recommended really good movies for teenagers. Can you tell me some?"SD

7/6/15 8:32 CD advisory fo adult. "The way the CD's are organixzed is really frustrating." SD

7/9/15 2:32 Movie request for adult. "I asked the AS librarian to put a movie on hold but she couldn't & wouldn't tell me why." SD

7/9/15 3:41 Movie request for family. "I love how this area looks!" SD

7/16/15 3:12 Teen looking for movies. "I like that you have a lot of movies in Arabic." SD

7/20/15 3:39 Mom looking for books for teen. "you are always so helpful when recommending books." SD

7/25/15 11:00 Adult with her teen. "Place the books on CD with the Playaways!" MD

**CORRESPONDENCE RECEIVED FROM JULY 21 2015 THROUGH
AUGUST 13, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

A email received on July 22, 2015 from Mr. Kevin DuJan, regarding a supplemental response to his FOIA request.

CORRESPONDENCE 2

A email received on July 22, 2015 from Mr. Kevin DuJan, expressing his gratitude to the Board.

CORRESPONDENCE 3

A email received on July 22, 2015 from Ms. Nanc Junker, regarding contact information.

CORRESPONDENCE 4

A email received on July 24, 2015 from Mr. Kevin DuJan, regarding inconsistencies on the OPPL website.

CORRESPONDENCE 5

A email received on July 27, 2015 from Mr. Kevin DuJan, regarding scheduling a document inspection time.

CORRESPONDENCE 6

A email received on July 29, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 7

A email received on July 31, 2015 from Mr. Kevin DuJan, regarding past FOIA production.

CORRESPONDENCE 8

A email received on July 31, 2015 from Mr. Kevin DuJan, regarding FOIA production disputes.

CORRESPONDENCE 9

A email received on July 31, 2015 from Mr. John Kraft, as a FOIA request.

CORRESPONDENCE 10

A email received on August 4, 2015 from Mr. Kevin DuJan, regarding the recent Public Information Coordinator job listing.

CORRESPONDENCE 11

A email received on August 4, 2015 from Mr. J.P. Parker, regarding requests to the Board.

CORRESPONDENCE 12

A email received on August 6, 2015 from Mr. Kevin DuJan, regarding FOIA requests.

CORRESPONDENCE 13

A email sent on August 6, 2015 from Mr. John Kraft, regarding a recent FOIA response.

CORRESPONDENCE 14

A email sent on August 6, 2015 from Mr. Kevin DuJan, regarding the past FOIA production.

CORRESPONDENCE 15

A email sent on August 6, 2015 from Mr. John Kraft, as a FOIA request.

CORRESPONDENCE 16

A email sent on August 6, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 17

A email sent on August 8, 2015 from Mr. Kevin DuJan, regarding expenditures.

CORRESPONDENCE 18

A email sent on August 9, 2015 from Mr. Kevin DuJan, regarding expenditures.

CORRESPONDENCE 19

A email sent on August 9, 2015 from Mr. Kevin DuJan, regarding expenditures.

CORRESPONDENCE 20

A email sent on August 10, 2015 from Mr. Kevin DuJan, regarding public comment.

CORRESPONDENCE 21

A email sent on August 11, 2015 from Mr. Kevin DuJan as a FOIA request.