

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
June 20, 2016 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO APPROVE CLOSED SESSION MINUTES AND TO DISCUSS APPROVAL AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS (5 ILCS 120.2 (c)(21))

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Accept the FY2015 Audit- For Action
Motion to accept the 2015 Library Audit by McClure Inserra & Company

2. Approval of the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016
Motion to approve the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016
3. Resolution for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action
Motion to adopt Resolution No. 2016-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library
4. 2017 Strategic Plan Update – For Discussion
5. Resolution No. 2016-04 to make certain closed session meeting minutes available for public inspection – For Action
Motion to adopt Resolution No. 2016-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection.
6. Market Benchmarking & Compensation Structure Development Project- For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 16, 2016

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Denis Ryan, and Joanna Leafblad

Roll Call

Members absent: Diane Jennings, Elan Kleis, and Catherine Lebert

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager, Aaron Peterson, Senior Administrative Coordinator

Minutes

Vice-President Ryan made a motion to approve the April 18, 2016 minutes. Trustee Leafblad seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Ryan – aye; Kleis – absent; Leafblad – Aye; Lebert– absent

Motion passed. 4 ayes, 0 nays, 3 absent.

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

Nanc Junker
Evan Torson

Vice-President Ryan moved to accept the Treasurer’s Report for May, 2016, Trustee Leafblad seconded the motion. Nor further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Treasurer’s Report

Motion passed. 4 ayes, 0 nays, 3 absent.

Trustee Leafblad moved to accept the accounts payable listing from April 19, 2016 to May 16, 2016. Trustee Barcelona seconded the motion. Nor further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

The Illinois State Library granted the library a Live and Learn Grant for 2016. The grant entails replacing the carpet with flooring in high traffic areas which include: the lobby; the corridor leading south to north on both floors, the elevator area including the elevator itself; and the restroom area on the second floor. The grant allows for one year to complete the project and is funding the project at \$51,006. Lisa Schmidt from Wight and Co. has given the library some preliminary flooring options covering a variety of materials from cork rubber to poured polyurethane. The agreement to accept the funding is on the agenda.

Librarian’s Report

Administration is still working on revisions to the Employee Handbook and the benchmarking study

with the Management Association of Illinois. These projects may be furthered discussed at the June meeting.

Every May, Orland Park Public Library approves a resolution for patrons who live outside the Village limits to obtain library cards. Our library uses the tax bill method which allows patrons who are not able to receive library service in their area the option to bring in their current tax bill. The library applies the formula with the current library rate to determine the amount to be paid. All public libraries must have this resolution or ordinance approved by the end of June.

The circulation increased by 7% in April and the statistics show the library is up for the year by 3%. The pavers for spring have been ordered and will be placed in the next few weeks. The Summer Reading Challenge kickoff is June 4th. Mark your calendars to register you and your family for this summer program.

Furniture-2nd Floor

All the furniture has been reupholstered and returned to the Library. The only item we are waiting for is installation of swinging tablets on 4 of the Teen lounge chairs.

Volunteer Recognition

On Tuesday, May 24, at 12-2 p.m., the Library will again be recognizing its volunteers with a light lunch and speeches. Board members are welcome to join us. Please let Robin Wagner know by Friday, May 20 for planning purposes.

Flooring-2nd Floor

The Library has learned that the small square carpet tiles that are throughout the 2nd floor are no longer made by Milliken Carpet. The large square carpet tiles as in Room 104 are still available. 50 of these tiles were ordered at a cost of \$2, 039.00 and will be used to replace the tiles in Adult Quiet Study Rooms.

Salvageable tiles from the Study Rooms and the new flooring areas will be kept and used as replacements on the 2nd floor.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

None.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Approve the Resolution No. 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Vice-President Ryan motioned to approve the Resolution No. 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards and Trustee Barcelona seconded the motion. Trustee Leafblad asked how non-residents used the card. Director Weimar explained how the library changed from a fixed fee method to the tax bill method in 2002 so the cost was equitable for anyone living outside the Village limits. It was also explained the card could be used at other reciprocal borrowing libraries. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval of the proposal from Midwest Mechanical in the amount of \$6,792 for the Preventive Maintenance Service for the HVAC System of the Orland Park Public Library – For Action

Trustee Leafblad motioned to approve the proposal from Midwest Mechanical in the amount of \$6,792 for the Preventive Maintenance service for the HVAC System of the Orland Park Public Library. Trustee Barcelona seconded the motion. Assistant Library Director Wagner explained the process used to obtain proposals from a variety of companies. The Library received six quotes out of ten solicited. All quotes were for a one-year period from July 1, 2016 through June 30, 2017. The Library requested automatic renewal clauses be removed from the contracts as well as other specifications of equipment included, expected services, and documentation to be sent with the quote. Prices ranged from \$3,000-\$13,940. Administration and the Maintenance Superintendent reviewed each quote for compliance. After confirming references, administration was recommending this one-year contract with Midwest Mechanical. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval of the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant- New Construction/Remodeling” – For Action

Trustee Leafblad motioned to approve the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant- New Construction/Remodeling.” Vice-President Ryan seconded the motion. Director Weimar explained the grant would enable the high traffic area carpet on both floors and the lobby be replaced with suitable flooring which would be easier to maintain. The grant allowed the library one year to complete the project and could not start until Secretary of State Jesse White signed the agreement. Director Weimar explained this was a project needing expertise and she was looking to hire a consultant to assist in the project. This was a matching funds grant. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 4 ayes, 0 nays, 3 absent.

Vice-President Ryan thanked Robin Wagner for all of her hard work and the other trustees conveyed their thanks and best wishes.

Announcements

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

Adjournment

Motion passed. 4 ayes, 0 nays, 3 absent.

The meeting was adjourned at 7:38 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

DRAFT

**Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended May 31, 2016**

Revenues

Replacement Taxes and Copy Machine receipts are above budget for the month. **Interest Income** continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Expenditures

Overall Expenditures were \$ 6,029 under budget for the month and \$ 281,417 under budget year-to-date.

Salaries is under budget by \$ 11,302 for May and \$ 59,267 under budget year-to-date. There are open positions to be filled.

Books is \$ 970 over budget for the month, but is under budget year-to-date.

Insurance is over budget for May by \$ 852, but under budget year-to-date.

Building & Custodial Supplies is \$ 637 over budget for the month due to replacement of flags.

Automation Equipment is over budget for May by \$ 3,176, but under budget year-to-date.

Library Furniture is \$ 46,750 over budget for the month due to 2016 furniture refurbishing and should come in around budget for the year.

Association Dues & Fees is over budget for May by \$ 861, but under budget year-to-date.

Printing is \$ 684 over budget for the month, but under budget year-to-date.

Audit is over budget for May by \$ 2,925, but should come in at budget for the year.

**Orland Park Public Library
Balance Sheet - All Funds
May 31, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	198,050.42	0.00	67,406.35	0.00	265,456.77
Cash - Marquette E-Commerce	6,335.87	0.00	0.00	0.00	6,335.87
Illinois Funds	91,039.42	6,848.88	0.00	0.00	97,888.30
PMA Financial Investments	6,093,377.95	763,240.86	0.00	1,222,679.59	8,079,298.40
US Bank	33,935.91	0.00	0.00	8,225.48	42,161.39
Cash - Harris Bank	127.49	0.00	0.00	0.00	127.49
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	13,452.07	954.49	0.00	2,600.09	17,006.65
Property Taxes Receivable	2,351,156.48	0.00	0.00	775,836.15	3,126,992.63
Prepaid Expenses	183,316.09	0.00	0.00	0.00	183,316.09
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>8,971,091.70</u>	<u>771,044.23</u>	<u>67,406.35</u>	<u>2,009,341.31</u>	<u>11,818,883.59</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	25.00	0.00	0.00	0.00	25.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,351,156.48	0.00	0.00	775,836.15	3,126,992.63
Accounts Payable	122,430.72	0.00	0.00	0.00	122,430.72
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>2,473,612.20</u>	<u>0.00</u>	<u>0.00</u>	<u>775,836.15</u>	<u>3,249,448.35</u>
Beginning Unrestricted Fund Balance	5,673,835.36	669,735.13	66,628.45	459,943.59	6,870,142.53
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	3,543.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	25,462.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	25,012.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	5,408.00
Fund Balance-Restricted Unemploymt Ins.	26,247.00	0.00	0.00	0.00	26,247.00
Transfers between Funds	(100,000.00)	100,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>837,972.16</u>	<u>1,309.10</u>	<u>777.90</u>	<u>773,561.55</u>	<u>1,613,620.71</u>
Ending Fund Balance	<u>6,497,479.52</u>	<u>771,044.23</u>	<u>67,406.35</u>	<u>1,233,505.14</u>	<u>8,569,435.24</u>
Total Liabilities & Fund Balance	<u>8,971,091.72</u>	<u>771,044.23</u>	<u>67,406.35</u>	<u>2,009,341.29</u>	<u>11,818,883.59</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended May 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	25,445.60	424,447	6.00%	2,692,540.26	2,122,236	52.86%	5,093,367
Impact Fees	0.00	2,083	0.00%	6,544.13	10,417	26.18%	25,000
Replacement Taxes	5,112.96	1,042	490.69%	7,090.24	5,208	56.72%	12,500
State Grants	0.00	2,083	0.00%	0.00	10,417	0.00%	25,000
Non Resident Fees	0.00	667	0.00%	853.64	3,333	10.67%	8,000
Fines	4,129.80	5,000	82.60%	23,419.06	25,000	39.03%	60,000
Gifts	175.00	833	21.01%	1,450.00	4,167	14.50%	10,000
Copy Machine	1,310.81	1,250	104.86%	6,877.53	6,250	45.85%	15,000
Interest Income	2,696.19	1,250	215.70%	11,939.14	6,250	79.59%	15,000
Miscellaneous Income	635.67	833	76.31%	3,283.72	4,167	32.84%	10,000
Total Revenues	39,506.03	439,489	8.99%	2,753,997.72	2,197,445	52.22%	5,273,867
Expenditures							
Salaries	186,512.35	197,814	94.29%	929,808.77	989,076	39.17%	2,373,785
Salaries - Maintenance	8,235.90	8,975	91.76%	44,919.91	44,877	41.71%	107,705
Life/Health Insurance	30,155.82	37,096	81.29%	177,514.43	185,480	39.88%	445,152
Books	35,136.61	34,167	102.84%	133,915.65	170,833	32.66%	410,000
Electronic Databases	5,035.17	6,083	82.77%	26,072.13	30,417	35.72%	73,000
Periodicals	1,877.30	3,167	59.28%	13,409.10	15,833	35.29%	38,000
Audio Visual Materials	11,203.69	13,333	84.03%	61,502.98	66,667	38.44%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	417	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	474.39	667	71.12%	3,458.78	3,333	43.23%	8,000
Insurance	3,893.58	3,042	127.99%	15,186.58	15,208	41.61%	36,500
Landscaping & Groundskeeping	1,210.62	2,033	59.55%	5,570.20	10,167	22.83%	24,400
Building Maintenance	10,149.37	20,833	48.72%	46,265.01	104,167	18.51%	250,000
Security System	0.00	750	0.00%	856.50	3,750	9.52%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	417	0.00%	1,000
Legal	6,586.52	10,000	65.87%	13,629.27	50,000	11.36%	120,000
Library Consultant	1,361.21	1,000	0.00%	3,722.43	5,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	801.71	583	137.51%	2,324.27	2,917	33.20%	7,000
Natural Gas	0.00	3,333	0.00%	7,608.99	16,667	19.02%	40,000
Telephone	546.70	917	59.62%	2,886.07	4,583	26.24%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	11,656.83	8,333	58.28%	20,000
Building & Custodial Supplies	3,470.44	2,833	122.50%	15,419.71	14,167	45.35%	34,000
Building Repairs	0.00	1,833	0.00%	1,153.37	9,167	5.24%	22,000
Lib. & Off. Eqpt Rep. & Maint	611.71	1,375	44.49%	6,020.20	6,875	36.49%	16,500
Machine Rental	0.00	333	0.00%	399.00	1,667	9.98%	4,000
Automation - Equipment	9,843.00	6,667	147.64%	14,516.09	33,333	18.15%	80,000
Automation - Line Costs	362.69	542	66.92%	1,642.60	2,708	25.27%	6,500
Automation - Consultant	10,814.41	13,417	80.60%	55,711.30	67,083	34.60%	161,000
Automation - Maintenance	3,039.80	4,167	72.95%	13,612.19	20,833	27.22%	50,000
Library Furniture	51,750.27	5,000	1035.01%	51,750.27	25,000	86.25%	60,000
Outreach Services	1,052.39	583	180.51%	3,209.65	2,917	45.85%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended May 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	296.00	667	44.38%	2,033.96	3,333	25.42%	8,000
Staff Training & Education	1,050.24	2,250	46.68%	13,278.40	11,250	49.18%	27,000
Conference Fees	15.00	542	2.77%	2,337.00	2,708	35.95%	6,500
Patron Programs & Events	2,540.88	3,750	67.76%	10,051.70	18,750	22.34%	45,000
Association Dues & Fees	1,528.00	667	229.09%	2,188.00	3,333	27.35%	8,000
Public Information	127.50	3,250	3.92%	11,878.93	16,250	30.46%	39,000
Library Supplies	2,810.89	3,750	74.96%	14,811.23	18,750	32.91%	45,000
Office Supplies	0.00	917	0.00%	1,033.25	4,583	9.39%	11,000
Postage	507.00	1,167	43.44%	5,158.34	5,833	36.85%	14,000
Printing	1,268.30	584	217.17%	1,268.30	2,917	18.12%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,245.22	17,708	97.39%	86,327.29	88,539	40.63%	212,494
Contribution to FICA	14,618.22	15,819	92.41%	73,073.07	79,096	38.49%	189,831
Audit	3,800.00	875	434.29%	8,300.00	4,375	79.05%	10,500
Liability Ins.-D&O,Bonds,WC	3,504.83	4,583	76.47%	19,510.83	22,917	35.47%	55,000
Unemployment Compensation	22.45	334	6.72%	22.45	1,667	0.56%	4,000
Bank Charges	0.00	250	0.00%	1,010.53	1,250	33.68%	3,000
Total Expenditures	433,460.18	439,489	98.63%	1,916,025.56	2,197,443	36.33%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(393,954.15)	0	-100.00%	837,972.16	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(393,954.15)	0	-100.00%	837,972.16	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended May 31, 2016**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	8,221.51	869,965.77
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	283.63	1,309.10	5.72	27.90	490.10	1,800.99
Capital Campaign	0.00	0.00	150.00	750.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	283.63	1,309.10	155.72	777.90	8,711.61	871,766.76
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.04	98,205.21
Total Expenditures	0.00	0.00	0.00	0.00	19,641.04	98,205.21
Excess (Deficiency) of Revenues Over (Under) Expenditures	283.63	1,309.10	155.72	777.90	(10,929.43)	773,561.55
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	283.63	1,309.10	155.72	777.90	(10,929.43)	773,561.55

Orland Park Public Library
Check Detail
May 17 through June 20, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55722	05/20/2016	ABDO-Spotlight-Magic Wagon	101010 · Cash - Marquette	-831.70
Bill	202732	04/30/2016		104311 · Books - Youth	536.50
Bill	202733	04/30/2016		104311 · Books - Youth	227.40
Bill	202734	04/30/2016		104311 · Books - Youth	67.80
TOTAL					831.70
Bill Pmt -Check	55723	05/20/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
Bill	May 2 Stmt	05/02/2016		102160 · 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill Pmt -Check	55724	05/20/2016	Audio Editions	101010 · Cash - Marquette	-108.38
Bill	1590531	05/02/2016		104342 · Audio Visual Materials-Outreach	108.38
TOTAL					108.38
Bill Pmt -Check	55725	05/20/2016	Baker & Taylor	101010 · Cash - Marquette	-101.62
Bill	2031997165	05/09/2016		104312 · Books - Outreach	86.36
Bill	2031992023	05/13/2016		104310 · Books - Adult	15.26
TOTAL					101.62
Bill Pmt -Check	55726	05/20/2016	Barcelona, Christian	101010 · Cash - Marquette	-46.00
Bill	5/16/16	05/16/2016		104610 · Board Training & Education	46.00
TOTAL					46.00
Bill Pmt -Check	55727	05/20/2016	Bearport Publishing	101010 · Cash - Marquette	-584.45
Bill	150969	04/28/2016		104311 · Books - Youth	253.35

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	150970	04/28/2016		104311 · Books - Youth	331.10
TOTAL					584.45
Bill Pmt -Check	55728	05/20/2016	Blick Art Materials	101010 · Cash - Marquette	-212.61
Bill	5997819	05/01/2016		104642 · Patron Programs & Events-Youth	212.61
TOTAL					212.61
Bill Pmt -Check	55729	05/20/2016	Brown Industries, Inc.	101010 · Cash - Marquette	-184.50
Bill	116-06591	05/04/2016		104640 · Patron Programs&Events-Outreach	184.50
TOTAL					184.50
Bill Pmt -Check	55730	05/20/2016	Cavendish Square	101010 · Cash - Marquette	-177.90
Bill	3022645	04/26/2016		104311 · Books - Youth	177.90
TOTAL					177.90
Bill Pmt -Check	55731	05/20/2016	CDW Government	101010 · Cash - Marquette	-440.72
Bill		05/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	440.72
TOTAL					440.72
Bill Pmt -Check	55732	05/20/2016	Center Point Large Print	101010 · Cash - Marquette	-349.32
Bill	1374148	05/01/2016		104310 · Books - Adult	349.32
TOTAL					349.32
Bill Pmt -Check	55733	05/20/2016	Cherry Lake Publishing	101010 · Cash - Marquette	-1,149.57
Bill	79142	04/29/2016		104311 · Books - Youth	314.25

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	79141	04/29/2016		104311 · Books - Youth	9.99
Bill	79140	04/29/2016		104311 · Books - Youth	558.60
Bill	79139	04/29/2016		104311 · Books - Youth	19.98
Bill	79138	04/29/2016		104311 · Books - Youth	246.75
TOTAL					<u>1,149.57</u>
Bill Pmt -Check	55734	05/20/2016	Comcast	101010 · Cash - Marquette	-275.22
Bill	42888553	05/01/2016		104520 · Telephone	275.22
TOTAL					<u>275.22</u>
Bill Pmt -Check	55735	05/20/2016	Comcast Cable	101010 · Cash - Marquette	-375.42
Bill	05/03/16	05/03/2016		104575 · Automation - Line Costs	282.69
				104520 · Telephone	92.73
TOTAL					<u>375.42</u>
Bill Pmt -Check	55736	05/20/2016	Conrath, Linda C	101010 · Cash - Marquette	-78.08
Bill	5/17/16	05/17/2016		104620 · Staff Training & Education	78.08
TOTAL					<u>78.08</u>
Bill Pmt -Check	55737	05/20/2016	Crabtree Publishing Company	101010 · Cash - Marquette	-140.94
Bill	IN495572	04/29/2016		104311 · Books - Youth	140.94
TOTAL					<u>140.94</u>
Bill Pmt -Check	55738	05/20/2016	Diane S. Norris-Kuczynski	101010 · Cash - Marquette	-49.97
Bill	5/18/16	05/18/2016		104642 · Patron Programs & Events-Youth	49.97
TOTAL					<u>49.97</u>

Orland Park Public Library
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Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55739	05/20/2016	Dino Jump Chicago	101010 · Cash - Marquette	-250.00
Bill	5/12/16	05/12/2016		104642 · Patron Programs & Events-Youth	250.00
TOTAL					250.00
Bill Pmt - Check	55740	05/20/2016	Findaway World, LLC	101010 · Cash - Marquette	-418.03
Bill	184193	05/10/2016		104341 · Audio Visual Materials - Youth	62.89
Bill	184773	05/16/2016		104340 · Audio Visual Materials - Adult	355.14
TOTAL					418.03
Bill Pmt - Check	55741	05/20/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,238.77
Bill	57992544	05/04/2016		104310 · Books - Adult	60.78
Bill	57992667	05/04/2016		104310 · Books - Adult	551.00
Bill	58001288	05/05/2016		104310 · Books - Adult	144.75
Bill	58001653	05/05/2016		104310 · Books - Adult	121.56
Bill	58001832	05/05/2016		104310 · Books - Adult	29.59
Bill	58008986	05/06/2016		104310 · Books - Adult	25.59
Bill	58008636	05/06/2016		104310 · Books - Adult	175.93
Bill	58042658	05/13/2016		104310 · Books - Adult	24.00
Bill	58042830	05/13/2016		104310 · Books - Adult	21.59
Bill	58043064	05/13/2016		104310 · Books - Adult	15.99
Bill	58042690	05/13/2016		104310 · Books - Adult	22.40
Bill	58043149	05/13/2016		104310 · Books - Adult	45.59
TOTAL					1,238.77
Bill Pmt - Check	55742	05/20/2016	Grasso Graphics, Inc.	101010 · Cash - Marquette	-1,268.30
Bill	27714	05/12/2016		104740 · Printing	1,268.30
TOTAL					1,268.30

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55743	05/20/2016	Hanover Insurance Co	101010 · Cash - Marquette	-57,209.00
Bill	5/7/16	05/18/2016		104930 · Liability Ins. - D&O,Bonds,WC	11,914.00
				104430 · Insurance	45,295.00
TOTAL					57,209.00
Bill Pmt -Check	55744	05/20/2016	Harper, Terry	101010 · Cash - Marquette	-300.00
Bill	6/26/16	05/01/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	55745	05/20/2016	Head, Andy	101010 · Cash - Marquette	-450.00
Bill	4/16/16	05/01/2016		104640 · Patron Programs&Events-Outreach	450.00
TOTAL					450.00
Bill Pmt -Check	55746	05/20/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-474.39
Bill	18654	05/12/2016		104420 · Accounting	474.39
TOTAL					474.39
Bill Pmt -Check	55747	05/20/2016	Holding, Kristen 1	101010 · Cash - Marquette	-32.98
Bill	5/9/16	05/18/2016		104620 · Staff Training & Education	32.98
TOTAL					32.98
Bill Pmt -Check	55748	05/20/2016	Ingram Library Services	101010 · Cash - Marquette	-4,001.29
Bill	see detailed list	05/16/2016		104310 · Books - Adult	3,405.25
				104312 · Books - Outreach	16.79

**Orland Park Public Library
Check Detail
May 17 through June 20, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL				104311 · Books - Youth	579.25 4,001.29
Bill Pmt -Check	55749	05/20/2016	Joseph, Bennett A	101010 · Cash - Marquette	-500.00
Bill	4/16/16	05/01/2016		104642 · Patron Programs & Events-Youth	500.00 500.00
TOTAL					
Bill Pmt -Check	55750	05/20/2016	Kelly A Cuci	101010 · Cash - Marquette	-46.00
Bill	5/16/16	05/16/2016		104620 · Staff Training & Education	46.00 46.00
TOTAL					
Bill Pmt -Check	55751	05/20/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-184.14
Bill	5/11/16	05/11/2016		104495 · Legal	111.28
Bill	5/11/16 (2)	05/11/2016		104495 · Legal	72.86 184.14
TOTAL					
Bill Pmt -Check	55752	05/20/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-71.00
Bill	9002388036	05/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	59.00
Bill	902390384	05/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00 71.00
TOTAL					
Bill Pmt -Check	55753	05/20/2016	Lighting Supply Co.	101010 · Cash - Marquette	-159.90
Bill	V0155170	04/11/2016		104530 · Building & Custodial Supplies	159.90 159.90
TOTAL					
Bill Pmt -Check	55754	05/20/2016	Management Association of Illinois	101010 · Cash - Marquette	-3,928.50

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	2975	04/30/2016		104497 · Library Consultant	3,878.50
Bill	3021	05/11/2016		104620 · Staff Training & Education	50.00
TOTAL					<u>3,928.50</u>
Bill Pmt -Check	55755	05/20/2016	Martin, Jamie	101010 · Cash - Marquette	-225.00
Bill	4/16/16	05/01/2016		104642 · Patron Programs & Events-Youth	225.00
TOTAL					<u>225.00</u>
Bill Pmt -Check	55756	05/20/2016	Mary G. Adamowski	101010 · Cash - Marquette	-38.62
Bill	5/19/16	05/19/2016		104642 · Patron Programs & Events-Youth	10.44
				104620 · Staff Training & Education	28.18
TOTAL					<u>38.62</u>
Bill Pmt -Check	55757	05/20/2016	McClure Inerra & Company Chartered	101010 · Cash - Marquette	-3,800.00
Bill	9034	05/01/2016		104920 · Audit	3,800.00
TOTAL					<u>3,800.00</u>
Bill Pmt -Check	55758	05/20/2016	Midwest Tape	101010 · Cash - Marquette	-23.98
Bill	93927393	05/11/2016		104340 · Audio Visual Materials - Adult	23.98
TOTAL					<u>23.98</u>
Bill Pmt -Check	55759	05/20/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-64.74
Bill	5398826	05/01/2016		104450 · Building Maintenance	64.74
TOTAL					<u>64.74</u>

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55760	05/20/2016	Oriental Trading Company, Inc.	101010 · Cash - Marquette	-206.70
Bill	677082801-01	04/07/2016		104642 · Patron Programs & Events-Youth	206.70
TOTAL					206.70
Bill Pmt -Check	55761	05/20/2016	OverDrive, Inc.	101010 · Cash - Marquette	-2,172.36
Bill	154518290-050216	05/02/2016		104311 · Books - Youth	207.87
Bill	173812230-050216	05/02/2016		104311 · Books - Youth	417.59
Bill	000547870-050316	05/03/2016		104311 · Books - Youth	181.97
Bill	0000548140-050316	05/03/2016		104311 · Books - Youth	16.99
Bill	135539450-050416	05/04/2016		104310 · Books - Adult	133.94
Bill	134253320-050416	05/04/2016		104310 · Books - Adult	441.81
Bill	123753807-050416	05/04/2016		104310 · Books - Adult	149.00
Bill	123052817-050416	05/04/2016		104310 · Books - Adult	156.99
Bill	122108987-050416	05/04/2016		104310 · Books - Adult	13.99
Bill	1211808093-050416	05/04/2016		104310 · Books - Adult	250.27
Bill	120505897-050416	05/04/2016		104310 · Books - Adult	186.95
Bill	0003080057-051016	05/10/2016		104310 · Books - Adult	14.99
TOTAL					2,172.36
Bill Pmt -Check	55762	05/20/2016	Park Ace Hardware	101010 · Cash - Marquette	-122.43
Bill	4-30-16 Stmt	04/30/2016		104530 · Building & Custodial Supplies	122.43
TOTAL					122.43
Bill Pmt -Check	55763	05/20/2016	Penguin Random House LLC	101010 · Cash - Marquette	-511.50
Bill	1087293488	05/01/2016		104340 · Audio Visual Materials - Adult	192.75
Bill	1087293491	05/01/2016		104342 · Audio Visual Materials-Outreach	161.25
Bill	1087358417	05/06/2016		104340 · Audio Visual Materials - Adult	67.50
Bill	1087358419	05/06/2016		104342 · Audio Visual Materials-Outreach	56.25
Bill	1087435171	05/11/2016		104342 · Audio Visual Materials-Outreach	33.75
TOTAL					511.50

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55764	05/20/2016	Ralph Covert Performance, LLC	101010 · Cash - Marquette	-650.00
Bill	5/9/16	05/09/2016		104642 · Patron Programs & Events-Youth	650.00
TOTAL					<u>650.00</u>
Bill Pmt -Check	55765	05/20/2016	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
Bill	May Invoice	05/16/2016		104610 · Board Training & Education	250.00
TOTAL					<u>250.00</u>
Bill Pmt -Check	55766	05/20/2016	Recorded Books, INC	101010 · Cash - Marquette	-583.96
Bill	75326284	04/26/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75324388	04/27/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75334106	05/09/2016		104340 · Audio Visual Materials - Adult	34.99
Bill	75333926	05/09/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75335826	05/12/2016		104340 · Audio Visual Materials - Adult	35.09
Bill	75335487	05/12/2016		104340 · Audio Visual Materials - Adult	64.79
Bill	75335676	05/12/2016		104340 · Audio Visual Materials - Adult	164.40
Bill	75336236	05/12/2016		104340 · Audio Visual Materials - Adult	82.20
Bill	75335790	05/12/2016		104340 · Audio Visual Materials - Adult	31.50
TOTAL					<u>583.96</u>
Bill Pmt -Check	55767	05/20/2016	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-2,011.57
Bill	670859	04/20/2016		104450 · Building Maintenance	2,011.57
TOTAL					<u>2,011.57</u>
Bill Pmt -Check	55768	05/20/2016	Rourke Publishing	101010 · Cash - Marquette	-951.80
Bill	INV106676	04/29/2016		104311 · Books - Youth	782.30

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	INV106675	04/29/2016		104311 · Books - Youth	169.50
TOTAL					951.80
Bill Pmt -Check	55769	05/20/2016	RWK IT Services	101010 · Cash - Marquette	-11,267.40
Bill	2178	05/02/2016		104580 · Automation - Maintenance	50.00
Bill	2152	05/02/2016		104580 · Automation - Maintenance	377.50
Bill	2138	05/02/2016		104577 · Automation - Consultant	500.00
Bill	2137	05/02/2016		104577 · Automation - Consultant	10,252.31
Bill	2128	05/02/2016		104580 · Automation - Maintenance	25.49
Bill	2220	05/04/2016		104577 · Automation - Consultant	62.10
TOTAL					11,267.40
Bill Pmt -Check	55770	05/20/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-943.60
Bill	16509	02/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	16561	04/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4112	04/23/2016		104530 · Building & Custodial Supplies	424.16
Bill	4153	05/14/2016		104530 · Building & Custodial Supplies	463.44
TOTAL					943.60
Bill Pmt -Check	55771	05/20/2016	SWAN	101010 · Cash - Marquette	-35.00
Bill	4954	05/02/2016		104310 · Books - Adult	35.00
TOTAL					35.00
Bill Pmt -Check	55772	05/20/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-84.48
Bill	2868388	05/09/2016		104530 · Building & Custodial Supplies	84.48
TOTAL					84.48
Bill Pmt -Check	55773	05/20/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-17.90

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	427006	05/01/2016		104495 · Legal	17.90
TOTAL					<u>17.90</u>
Bill Pmt -Check	55774	05/20/2016	Village of Orland Park	101010 · Cash - Marquette	-232.09
Bill	19525798	05/04/2016		104600 · Outreach Services	102.09
Bill	5/9/16	05/09/2016		104600 · Outreach Services	130.00
TOTAL					<u>232.09</u>
Bill Pmt -Check	55775	05/20/2016	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-1,040.50
Bill	45545	05/11/2016		104530 · Building & Custodial Supplies	1,040.50
TOTAL					<u>1,040.50</u>
Bill Pmt -Check	55776	06/03/2016	ACE American Insurance Company	101010 · Cash - Marquette	-6,384.48
Bill	5/27/16	05/27/2016		104495 · Legal	6,384.48
TOTAL					<u>6,384.48</u>
Bill Pmt -Check	55777	06/03/2016	ALA Member Services	101010 · Cash - Marquette	-209.00
Bill	5/18/2016	05/18/2016		104650 · Association Dues & Fees	209.00
TOTAL					<u>209.00</u>
Bill Pmt -Check	55778	06/03/2016	ALA Store	101010 · Cash - Marquette	-50.92
Bill	0073635542	05/18/2016		104311 · Books - Youth	50.92
TOTAL					<u>50.92</u>
Bill Pmt -Check	55779	06/03/2016	American School Bus Company	101010 · Cash - Marquette	-714.00

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Type	Num	Date	Name	Account	Original Amount
Bill	August 5th	05/05/2016		104620 · Staff Training & Education	714.00
TOTAL					714.00
Bill Pmt -Check	55780	06/03/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2429	05/21/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	55781	06/03/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	5/27/16	05/12/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	55782	06/03/2016	Baker & Taylor	101010 · Cash - Marquette	-53.96
Bill	2032016715	05/16/2016		104312 · Books - Outreach	53.96
TOTAL					53.96
Bill Pmt -Check	55783	06/03/2016	Bal Industries	101010 · Cash - Marquette	-2,070.00
Bill	37122	05/27/2016		104450 · Building Maintenance	2,070.00
TOTAL					2,070.00
Bill Pmt -Check	55784	06/03/2016	Cardmember Service	101010 · Cash - Marquette	-650.95
Bill	May 2016 Statement	05/23/2016		104642 · Patron Programs & Events-Youth	33.54
				104642 · Patron Programs & Events-Youth	53.97
				104630 · Conference Fees	150.00
				104530 · Building & Custodial Supplies	95.95
				104530 · Building & Custodial Supplies	33.46
				104650 · Association Dues & Fees	99.00

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
				104660 · Public Information	127.50
				104642 · Patron Programs & Events-Youth	31.86
				104620 · Staff Training & Education	13.00
				104620 · Staff Training & Education	42.00
				104320 · Periodicals - Adult	19.97
				104620 · Staff Training & Education	23.00
				104620 · Staff Training & Education	23.00
				104730 · Postage	7.00
				104640 · Patron Programs&Events-Outreach	32.70
TOTAL					785.95
Bill Pmt -Check	55785	06/03/2016	CDW Government	101010 · Cash - Marquette	-85.88
Bill	CQB8391	05/01/2016		104570 · Automation - Equipment	85.88
TOTAL					85.88
Bill Pmt -Check	55786	06/03/2016	Forward Space	101010 · Cash - Marquette	-51,750.27
Bill	721710	05/10/2016		104590 · Library Furniture	48,587.91
Bill	722324	05/24/2016		104590 · Library Furniture	3,162.36
TOTAL					51,750.27
Bill Pmt -Check	55787	06/03/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-341.50
Bill	58009261	05/09/2016		104310 · Books - Adult	51.98
Bill	58067288	05/18/2016		104310 · Books - Adult	211.95
Bill	58059442	05/18/2016		104310 · Books - Adult	27.99
Bill	58066994	05/18/2016		104310 · Books - Adult	27.19
Bill	58067291	05/18/2016		104310 · Books - Adult	22.39
TOTAL					341.50
Bill Pmt -Check	55788	06/03/2016	Garvey's Office Products	101010 · Cash - Marquette	-1,375.55

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	PIN1155034	05/20/2016		104710 · Library Supplies	367.64
Bill	1156541	05/25/2016		104710 · Library Supplies	72.65
Bill	1157600	05/26/2016		104710 · Library Supplies	768.29
Bill	1158224	05/27/2016		104710 · Library Supplies	166.97
TOTAL					<u>1,375.55</u>
Bill Pmt -Check	55789	06/03/2016	Goddard, Leslie	101010 · Cash - Marquette	-275.00
Bill	6/28/16	06/01/2016		104640 · Patron Programs&Events-Outreach	275.00
TOTAL					<u>275.00</u>
Bill Pmt -Check	55790	06/03/2016	HUB International Limited	101010 · Cash - Marquette	-3,500.00
Bill	336916	05/31/2016		104930 · Liability Ins. - D&O,Bonds,WC	3,500.00
TOTAL					<u>3,500.00</u>
Bill Pmt -Check	55791	06/03/2016	Ingram Library Services	101010 · Cash - Marquette	-8,942.90
Bill	see detailed list	05/31/2016		104310 · Books - Adult	2,159.73
				104311 · Books - Youth	6,783.17
TOTAL					<u>8,942.90</u>
Bill Pmt -Check	55792	06/03/2016	Lerner Publishing Group	101010 · Cash - Marquette	-428.76
Bill	1212044	05/04/2016		104311 · Books - Youth	239.88
Bill	1212050	05/04/2016		104311 · Books - Youth	119.93
Bill	1212042	05/04/2016		104311 · Books - Youth	56.21
Bill	1212043	05/04/2016		104311 · Books - Youth	12.74
TOTAL					<u>428.76</u>
Bill Pmt -Check	55793	06/03/2016	Mark Taylor	101010 · Cash - Marquette	-500.00

Orland Park Public Library
Check Detail
May 17 through June 20, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	6/12/16	06/01/2016		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					500.00
Bill Pmt -Check	55794	06/03/2016	Mary G. Adamowski	101010 · Cash - Marquette	-44.96
Bill	5/27/16	05/25/2016		104642 · Patron Programs & Events-Youth	44.96
TOTAL					44.96
Bill Pmt -Check	55795	06/03/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6014	06/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	55796	06/03/2016	Nicor Gas	101010 · Cash - Marquette	-1,272.78
Bill	5/23/16	06/01/2016		104517 · Natural Gas	1,272.78
TOTAL					1,272.78
Bill Pmt -Check	55797	06/03/2016	Ollis Book Corporation	101010 · Cash - Marquette	-4,016.70
Bill	244003	05/18/2016		104311 · Books - Youth	489.25
Bill	244002	05/18/2016		104311 · Books - Youth	200.38
Bill	244001	05/18/2016		104311 · Books - Youth	72.75
Bill	244000	05/18/2016		104311 · Books - Youth	212.59
Bill	243999	05/18/2016		104311 · Books - Youth	159.62
Bill	243998	05/18/2016		104311 · Books - Youth	2,324.35
Bill	243997	05/18/2016		104311 · Books - Youth	281.31
Bill	243996	05/18/2016		104311 · Books - Youth	105.95
Bill	243995	05/18/2016		104311 · Books - Youth	170.50
TOTAL					4,016.70
Bill Pmt -Check	55798	06/03/2016	Oriental Trading Company, Inc.	101010 · Cash - Marquette	-697.62

Orland Park Public Library
Check Detail
May 17 through June 20, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	677851805-01	05/24/2016		104600 - Outreach Services 104642 - Patron Programs & Events-Youth	656.22 41.40 <u>697.62</u>
TOTAL					
Bill Pmt -Check	55800	06/03/2016	Penguin Random House LLC	101010 - Cash - Marquette	-180.00
Bill	1287434606	05/13/2016		104340 - Audio Visual Materials - Adult	30.00
Bill	1187434606	05/13/2016		104340 - Audio Visual Materials - Adult	123.75
Bill	1087434606	05/13/2016		104340 - Audio Visual Materials - Adult	26.25 <u>180.00</u>
TOTAL					
Bill Pmt -Check	55801	06/03/2016	Recorded Books, INC	101010 - Cash - Marquette	-229.46
Bill	75336930	05/16/2016		104340 - Audio Visual Materials - Adult	53.99
Bill	75338812	05/18/2016		104340 - Audio Visual Materials - Adult	26.99
Bill	75338807	05/18/2016		104340 - Audio Visual Materials - Adult	31.50
Bill	75338657	05/18/2016		104340 - Audio Visual Materials - Adult	26.99
Bill	75339582	05/19/2016		104340 - Audio Visual Materials - Adult	54.00
Bill	75339477	05/19/2016		104340 - Audio Visual Materials - Adult	35.99 <u>229.46</u>
TOTAL					
Bill Pmt -Check	55802	06/03/2016	Reinders, Inc.	101010 - Cash - Marquette	-72.89
Bill	4042041	05/26/2016		104530 - Building & Custodial Supplies	72.89 <u>72.89</u>
TOTAL					
Bill Pmt -Check	55803	06/03/2016	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,000.00
Bill	5/16/16	05/16/2016		102160 - 457 Plan W/H Payable	2,000.00 <u>2,000.00</u>
TOTAL					

Orland Park Public Library
Check Detail
May 17 through June 20, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55804	06/03/2016	RWK IT Services	101010 · Cash - Marquette	-8,165.70
Bill	2242	05/31/2016		104570 · Automation - Equipment	1,822.10
Bill	2243	05/31/2016		104570 · Automation - Equipment	1,525.00
Bill	2245	05/31/2016		104570 · Automation - Equipment	399.00
Bill	2246	05/31/2016		104570 · Automation - Equipment	4,419.60
TOTAL					8,165.70
Bill Pmt -Check	55805	06/03/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-504.86
Bill	16586	05/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4192	05/31/2016		104530 · Building & Custodial Supplies	476.86
TOTAL					504.86
Bill Pmt -Check	55806	06/03/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,978.43
Bill	5/15/16	05/15/2016		104340 · Audio Visual Materials - Adult	6,226.11
				104341 · Audio Visual Materials - Youth	1,608.43
				104342 · Audio Visual Materials-Outreach	253.11
				104310 · Books - Adult	194.68
				104311 · Books - Youth	40.84
				104710 · Library Supplies	1,063.84
				104570 · Automation - Equipment	1,591.42
TOTAL					10,978.43
Bill Pmt -Check	55807	06/03/2016	Village of Orland Park Water	101010 · Cash - Marquette	-801.71
Bill	5/31/16	05/31/2016		104515 · Water & Sewer	801.71
TOTAL					801.71
Bill Pmt -Check	55808	06/03/2016	OverDrive, Inc.	101010 · Cash - Marquette	-6,430.35
Bill	114870-050416	05/04/2016		104311 · Books - Youth	16.99

Orland Park Public Library
Check Detail
May 17 through June 20, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	00038177-051016	05/10/2016		104311 · Books - Youth	53.97
Bill	000354713-051716	05/17/2016		104311 · Books - Youth	60.00
Bill	000354853	05/17/2016		104310 · Books - Adult	24.29
Bill	000354993	05/17/2016		104310 · Books - Adult	81.00
Bill	134342877-052016	05/20/2016		104310 · Books - Adult	3,849.04
Bill	130832650	05/20/2016		104310 · Books - Adult	124.94
Bill	125729237	05/20/2016		104310 · Books - Adult	441.53
Bill	131740720	05/20/2016		104310 · Books - Adult	640.98
Bill	125959117	05/20/2016		104310 · Books - Adult	1,137.61
TOTAL					6,430.35

Bill Pmt -Check	55809	06/03/2016	Illinois Paper & Copier Co	101010 · Cash - Marquette	-192.00
Bill	IN222716	05/10/2016		104710 · Library Supplies	192.00
TOTAL					192.00

Subtotal - AP Checks 220,005.96

Gross Payroll on 5/31/16 95,444.14

Payment to Village for IMRF/Insurance for May, 2016 57,208.86

Gross Payroll on 6/15/16 97,995.95

Grand Total 470,654.91

Adult Services Board Report May 2016

PERSONNEL

Julie Kwiatt starts May 16, 2016 as Adult Services Page.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 5/5; 9 adults

Four genre book Discussions 5/12, 5/17, 5/18, 5/18; 35 adults

Library eBooks for Tablets and Smart Phones 5/26; 1 adult

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Peter Tew attended Reaching Forward (Rosemont) on May 6, 2016

Deborah Oedzes attended Reaching Forward (Rosemont) on May 6, 2016

Linda Conrath attended How to Market Your Large Print Collection (Webinar OPPL) on May 10, 2016

Linda Conrath attended BookExpo America (BEA) (Chicago) on May 11, 2016

Kortnee Konrath attended BookExop Amerifca (BEA) (Chicago) on May 11, 2016

Judy Brannigan attended BookExpo America (BEA) (Chicago) on May 12, 2016

Linda Conrath attended BookExpo America (BEA) (Chicago) on May 12, 2016

Kortnee Konrath attended BookExpo America (BEA) (Chicago) on May 13, 2016

Diane Srebro attended LACONI-Reference&AdultServices-Bridging Physical/Virtual Divide (Glen Ellyn Public Library) on May 17, 2016

Linda Conrath attended Staff Picks: The Hottest Titles for Fall 2016 (Webinar OPPL) on May 17, 2016

Linda Conrath attended an OverDrive Marketplace Webinar on May 19

Andrew Masura attended an In-Service Day Committe meeting on May 19

Kortnee Konrath attended a Summer Reading Committee meeting om May 19

Andrew Masura attended SNAAZ Meeting (Oak Lawn Public Library) on May 20, 2016

Judy Brannigan attended Fun in the Sun: Summer Genealogy Activities for Your Library (Webinar OPPL) on May 25, 2016

Judy Brannigan attended Genealogy Meeting (Orland Park Public Library) on May 25, 2016

Andrew Masura attended Genealogy Meeting (OPPL) on May 25, 2016

STATISTICS

Database Statistics May 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	2868	3438	Searches
Careers College	27	120	Total Users
Consumer Reports	84	96	Log-Ins
EBSCO	33319	27402	Searches
Gale Virtual Ref. Lib.	21	2	Searches
Heritage Quest	292	366	Searches
Morning Star Investment	3	8	Searches
OCLC	5165	6212	Searches
ProQuest	131	205	Searches
Reference USA	334	135	Searches
World Book	3	2	Searches

Statistics from web forms

Category	05/2016	05/2015	Change
Reference	3221	3455	-234, -6.77%
Ref Remote	139	249	-110, -44.18%
Non-Reference	298	359	-61, -16.99%
N-R Remote	33	13	20, 153.85%
Prog Att	45	106 **	-61, -57.55%
Items shelved	20243	21345	-1102, -5.16%
Carts shelved	320	320	0, 0%

** In May of 2015, we hosted author Elizabeth Berg, with 75 people in attendance.

GRANTS/SPECIAL PROJECTS

Judy Brannigan and Linda Conrath conducted a Veterans' History Project interview with a veteran on May 9, 2016.

Circulation Board Report May 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin is going through long overdue reports, checking on patron status records in Polaris.

Laura Larson is checking on old Transworld Collection Agency accounts for updates.

Julie Pryor is keeping up to date with expired patron records that need to be updated.

Becky continues to check on lost status items on a monthly basis using Polaris.

Laura and Becky continue to learn about the Simply Reports module in Polaris.

CUSTOMER SERVICE LOG

5/12/16 - (Information Desk) Patron enjoyed the meditation and the harmonica player programs. Patron spent a good portion of the day here. Another patron would like us to bring back the musician.

5/12/16 - (Information Desk) Such a wonderful service you provide with the recycled reads.

5/12/16 - (Information Desk) Bring back the blues player - very good.

5/22/16 - (Information Desk) "I'm so glad you guys are open on Sunday."

5/21/16 - (Circulation Desk) "Thank you for calling upstairs to check if they were still holding that book for me, you are such a kind, considerate employee."

ORS MONTH	TOTAL CIRCULATION		LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2016					
JAN	78,228		82,937	-6%	33,484	1,849
FEB	77,836		73,126	6%	33,655	1,554
MAR	82,831		79,332	4%	36,160	2,034
APR	79,296		73,976	7%	33,498	1,133
MAY	73,230		71,274	3%	31,859	1,529
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	391,421		380,645	3%	168,656	8,099

Graphics Board Report May 2016

PERSONNEL

Christine Schultz joined Graphics as the Graphics Information Clerk May 9

SERVICES/PROGRAMS/PROJECTS/CLASSES

In May, Graphics worked to promote:

the SMART lab

Summer Reading Challenge

Summer programming

Most work focused on designing posters, projects, and tickets for the Summer Reading Challenge - READ for the WIN!

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended:

High Performing Organizations seminar, May 4 to May 6 in room 104

Strategic Plan meeting May 10 at 2 p.m.

Book Expo on May 11 and 13 at McComick Place, Chicago

Rotary meeting at Silver Lake on May 19 at 12:15 p.m.

Volunteer Luncheon May 24 at noon in room 104

Kristen Holding attended:

Reaching Forward, May 6 at Donald E Stephens Convention Center, Rosemont

Volunteer Luncheon May 24 at noon in room 104

STATISTICS

Meeting Room Reservation Requests Approved Total Graphics Requests Closed

2013

306

989

2014	309	991
2015	316	1223
2016 YTD	135	493

Facebook Followers 1510

Twitter Followers 1231

Pinterest 111

eBlast Subscriptions 17,760

GRANTS/SPECIAL PROJECTS

Graphics created the certificates of appreciation given to all the library volunteers during the Volunteer Luncheon.

CUSTOMER SERVICE LOG

Patron thanked Public Information Coordinator for putting their mind to rest about the availability and process of meeting room bookings on Monday, May 2 at 11 a.m.

Information Technology Board Report May 2016

CONTINUING EDUCATION/MEETINGS ATTENDED

Kassandra Spence attended BookExpo America (BEA) (Chicago) on May 12, 2016

STATISTICS

Statistics from web forms

Category	May 2016	May 2015	Change
Study Room Usage	453	415	38, 9.16%
Patrons Assisted	374	627	-253, -40.35%
Total PC Usage		1913	-1913, -100%
Total Web pages	29933	33266	-3333, -10.02%
Number of Classes	9	20	-11, -55%
Total Class Attendance	13	89	-76, -85.39%
Overdrive Checkouts	3077	2906	171, 5.88%
Overdrive Registration	51	66	-15, -22.73%
Zinio Checkouts	436	645	-209, -32.4%

Outreach Services Board Report May 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing, Brookdale, Alden Prairie, Autumn Leaves, Lexington, Thomas Place and Evergreen assisted living facilities.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six display areas.

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 for the Outreach Services collection.

Management, load-out and shipping of the National Library of Medicine's traveling exhibit, Binding Wounds: Pushing Boundaries.

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Sindewald attended Reaching Forward (Rosemont) on May 6, 2016

Shane Peterson attended Reaching Forward (Rosemont) on May 6, 2016

Kitty Creed attended BookExpo America (BEA) (Chicago) on May 11, 2016

Kelly A. Cuci attended BookExpo America (BEA) (Chicago) on May 11, 2016

Kelly A. Cuci attended BookExpo America (BEA) (Chicago) on May 13, 2016

Kitty Creed attended BookExpo America (BEA) (Chicago) on May 13, 2016

STATISTICS

Onsite Adult Programs:

15 programs were given with a total of 436 patrons. *2015: 12 programs were given with a total of 402 patrons.*

Breakout:

5/6/16	Board Game Night	9
5/6/16	Meet the Artist - Didier Nolet	10
5/7/16	Board Game Saturday - Game On!	6

5/10/16	The World's Columbian Exposition	84
5/11/16	The Key to Life	15
5/12/16	Relax and Rejuvenate with Meditation	26
5/12/16	Afternoons @ OPPL - Mo' Beat Blues	28
5/16/16	SNP - Morning Movie	6
5/17/16	The Remarkable and Tragic Life of Christy Mathewson	29
5/19/16	Relax and Rejuvenate with Meditation	26
5/20/16	Showcase - Chicago Cossacks	73
5/21/16	Writing WWII Stories	4
5/24/16	Magical Mackinac Island	25
5/26/16	Relax and Rejuvenate with Meditation	22
4/26/15/27/16	Friday Film Series - The Lady in the Van	73

Offsite Adult Programs:

15 programs were given with a total of 194 patrons attending. *2015: 9 programs were given with a total of 159 patrons attending.*

Breakout:

5/2/16	Nursing Home Visit	38
5/3/16	Nursing Home Visit	16
5/4/16	Nursing Home Visit	4
5/10/16	Book Discussion at Smith Crossing	9
5/11/16	Orland Township Drop-In Visit	8
5/11/16	Remember When with Autumn Leaves	5
5/12/16	Smart Art iPad - Brookdale	6
5/12/16	Smart Art iPad - Autumn Leaves	5
5/13/16	Orland Township Drop-In Visit	9
5/16/16	Nursing Home Visit	37
5/17/16	Nursing Home Visit	17
5/18/16	Nursing Home Visit	6
5/25/16	Orland Township Drop-In Visit	10
5/27/16	Orland Township Drop-In Visit	9
5/31/16	Nursing Home Visit	15

Train Station Books:

Three train stations – **78**, *2015 - 70*

Program Flyer Distribution Stats:

Orland Park Businesses - **45**, *2015 - 5*

Village of OP - **600**, *2015 - 75*

Train Station - **78**, *2015 - 70*

In-house during programs - **299**, *2015 - 488*

Other Outreach and Homebound Stats:

Outreach Circ Stats: 978 items circulated with 1173 checkouts and 92 renewals. *2015: 965 items*

circulated with 1294 checkouts and 44 renewals.

Visits to single-family homebound patrons totaled 17. *2015: Visits totaled 15.*

6 new homebound patron cards were issued and 0 discontinued. 3 cards were renewed. *2015: 4 new homebound library cards were issued. 0 card discontinued. 5 cards were renewed.*

OS staff logged 477 reference transactions. *2015: 492 reference transactions.*

35 books were displayed on the table with 16 having been checked out. *2015: 47 books on display with 24 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach Services staff worked on preparations for OPPLcon, Inservice and the Taste of Orland Park.

Staff also attended a meeting for the new Genealogy committee.

CUSTOMER SERVICE LOG

5/10/16 7pm The World's Columbian Exposition program

"Love the Presenter!" "Have Bob back again."

5/12/16 10am Meditation program

"This meditation really works."

"Will you have her as a regular presenter?"

5/12/16 2pm Mo' Beat Blues program

"Awesome program." Several patrons enjoyed this musical program.

5/19/16 11am Meditation program

"Thanks for having this program."

"It's nice to de-stress."

Technical Services Board Report May 2016

PERSONNEL

Technical Services

Nincy George started as Cataloger 1.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Technical Services

- OCLC ongoing holding upgrade for May 2016 is complete.
- All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

Technical Services

- On May 6, 2016, Matt attended ILA Reaching Forward Conference at Rosemont, IL 60018.
- On May 11 and 13, 2016 Carol attended BookExpo America (BEA) at Chicago.
- On May 17, 2016, Carol attended Strategic Plan Committee Meeting.
- On May 19, 2016, Wendy attended In-Service-Day Committee Meeting.

STATISTICS

Technical Services

Attached:

Monthly Statistics between 05/01/2016 and 05/31/2016:

May-16 Tech Services Monthly Statistics					Order#	1,966	eBook#	218	Print/Nonprint Item #	2,860	MARC#	2,243	
Print	MARC Records	PO Line/order #	Added Print/ NonPrint Items				All modify/w ithdraw	Print	Cover		Shelve magazine	All cover repair-shelve	
Total:	May-16	2,243	1,966	3,078			16,544	Total: May-16	1,283		303	2,590	
Annual Processing Items to Polaris:													
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
Adult	1604	1736	1950	1674	1593								8,557
Young Adult	152	132	367	170	249								1,070
Youth	768	534	458	564	856								3,180
Outreach	226	185	133	112	162								818
Online Resource	78	400	919	83	218								1,698
May-16	2,828	2,987	3,827	2,603	3,078								15,323
May-15	2,757	3,120	3,490	2,949	2,802								15,118
Yearly change%	2.58%	-4.26%	9.66%	-11.73%	9.85%								1.36%
Total OPPL collection:													
May-16	317,254	321,148	315,957	344,581	317,786								
May-15	307,053	300,816	300,253	302,425	307,596								
Yearly change%	3.32%	6.76%	5.23%	4.02%	3.31%								5.23%
Other update:													
May-16	25,390	311,725	81,957	26,095	20,785								
May-15	14,806	22,990	37,063	28,453	29,378								
Yearly change%	71.48%	1255.92%	121.13%	-8.29%	-29.25%								251.16%
Total Item/Title by date:													
			317,786	253,485									

GRANTS/SPECIAL PROJECTS

Technical Services

- Based on the system update and department needs, Wendy modified some department training documents regarding processing procedures.

Youth Services Board Report May 2016

PERSONNEL

Head of Youth Services Mary Adamowski began her duties as Assistant Library Director on May 28.

Brandon Pan began his duties as Youth Services Page on May 16.

SERVICES/PROGRAMS/PROJECTS/CLASSES

May 2016

Youth Programs: 733 attendees/33 programs (birth--grade 5)

Teen Programs: 154 attendees/20 programs (grades 6--12)

Preschool visits: 261 students/10 visits

School visits: SUMMER READING PROMOTION (**Includes June 1 visit**)

3312 students (grades K--5)

1144 students (grades 6--8)

3177 students (grades 9--12)

Miscellaneous teacher checkouts: 150 items

Miscellaneous teacher checkouts: 33 items (**April statistics**)

PRESCHOOL PAKS: 0 PAKS/0 items

PAL PAKS: 17 PAKS/377 items

PAL PAKS: 15 PAKS/333 items (**April statistics**)

May 2016 circulation: 30,821 items

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

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

Preschool visits: 260 students/10 visits

School visits: SUMMER READING PROMOTION

4650 students (grades K--5)

574 students (grades 6--8)

4000 students (grades 9--12)

Miscellaneous teacher checkouts: 108 items

PRESCHOOL PAKS: 9 PAKS/111 itmes

PAL PAKS: 7 PAKS/161 items

May 2015 circulation: 28,985 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended CLASS meeting (Richton Park PL) on May 2, 2016

Diane Norris-Kuczynski attended CLASS meeting (Richton Park PL) on May 2, 2016

Becky McCormack attended CLASS meeting (Richton Park PL) on May 2, 2016

Amy Najewski attended Reaching Forward (Rosemont) on May 6, 2016

Mary Adamowski attended Day of Dialog (UIC Forum) on May 11, 2016

Mary Adamowski attended Fifth Anniveersary BEA Children's Librarians' Dinner (Palmer House) on May 11, 2016

Stephanie Thomas attended BookExpo America (BEA) (Chicago) on May 11 and 12, 2016

Jamie Kallio attended BookExpo America (BEA) (Chicago) on May 12, 2016

Sara Killough attended BookExpo America (BEA) (Chicago) on May 12, 2016

STATISTICS

CATEGORY	MAY 2016	MAY 2015
Reference	1444	2961
Ref Remote	60	135
Non-Reference	389	472
N-R Remote	50	64
Teen Program	154	71
Youth Program	733	655

GRANTS/SPECIAL PROJECTS

Diane Norris-Kuczynski received the Rita A. Bert Librarianship Award from the Children's Librarians' Association of the South Suburbs (CLASS) on May 2. This award is given to a librarian who exhibits professionalism, graciousness and works tirelessly on the behalf of children. Congratulations Diane!

Mary Adamowski and Becky McCormack presented a workshop on booktalking to children and teens at the CLASS meeting on May 2.

Sara Dempster participated in Career Day at Century Junior High on May 4. She spoke to the students about her career as a Teen Librarian.

Sara Dempster, along with Jackie Boyd, spoke at the May meeting of the Rotary Club about the library's Smart Lab and the innovative services it has to offer.

CUSTOMER SERVICE LOG

Preschool desk

No entries.

Junior desk

No entries.

Teen desk

No entries.

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2016-03

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

adopted at a regular meeting of the said Board of Library Trustees on the 20th day of June, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2016.

CATHERINE M. LEBERT, Secretary

RESOLUTION NO. 2016-03

DRAFT

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

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

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

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

Section 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Orland Park Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Cook County areas as determined by the Department of Labor of the State of Illinois, as of June 1, 2016, a copy of that determination shall be attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any

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

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

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

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

Section 5: The Secretary shall file no later than July 15, 2016, a certified copy of this Resolution with the Department of Labor of the State of Illinois.

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

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

DRAFT

ADOPTED this 20th day of June, 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Orland Park Public Library this 20th day of June, 2016.

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

ATTEST:

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

DRAFT

Exhibit "A"

Cook County Prevailing Wage for June 2015

(See explanation of column headings at bottom of wages)

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

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

Legend: RG (Region)

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

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

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

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

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

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

COOK COUNTY

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

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

EXPLANATION OF CLASSES

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

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

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

CERAMIC TILE FINISHER

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

COMMUNICATIONS ELECTRICIAN

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

MARBLE FINISHER

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

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

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

OPERATING ENGINEER - BUILDING

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

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

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

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

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

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

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

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

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

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

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

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

Class 6. Field Mechanics and Field Welders

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

OPERATING ENGINEER - FLOATING

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

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

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

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

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

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

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

TERRAZZO FINISHER

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

TRAFFIC SAFETY

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

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

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

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

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

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

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

Other Classifications of Work:

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

LANDSCAPING

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

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

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

DRAFT

EXHIBIT "B"

NOTICE OF DETERMINATION

NOTICE IS GIVEN by the Board of Library Trustees of the Orland Park Public Library that by Resolution adopted the 20th day of June, 2016, the Orland Park Public Library has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, Chapter 820, Act 130, Sections 1-12.

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

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

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2016-04

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

adopted at a regular meeting of the said Board of Library Trustees on the 20th day of June, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2016.

CATHERINE M. LEBERT, Secretary of the Board of Library Trustees

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RESOLUTION NO. 2016-04

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

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

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

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

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

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

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

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

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

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

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

ADOPTED this 20th day of June, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

DRAFT

Exhibit "A"

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

December 17, 1990
February 18, 1991
March 18, 1991
April 15, 1991
June 17, 1991
July 15, 1991
August 19, 1991
December 16, 1991
February 17, 1992
March 16, 1992
April 20, 1992
June 15, 1992
July 27, 1992
August 17, 1992
February 15, 1993
March 15, 1993
April 19, 1993
May 17, 1993
June 21, 1993
July 19, 1993
August 16, 1993
September 20, 1993
February 21, 1994
March 21, 1994
April 18, 1994
May 16, 1994
June 20, 1994
July 18, 1994
August 15, 1994
September 19, 1994
November 21, 1994
December 19, 1994
January 16, 1995
February 20, 1995
March 20, 1995
April 17, 1995
May 15, 1995
June 19, 1995
July 17, 1995
August 21, 1995
September 22, 1995
October 18, 1995
November 20, 1995
December 18, 1995
January 15, 1996
February 19, 1996
April 15, 1996
May 20, 1996
June 17, 1996
July 15, 1996
August 19, 1996
September 19, 1996
October 21, 1996
November 18, 1996
December 16, 1996
January 20, 1997
February 17, 1997
March 17, 1997
April 21, 1997
May 19, 1997
June 16, 1997
July 21, 1997
August 18, 1997
October 20, 1997
November 17, 1997
December 15, 1997
January 19, 1998
February 16, 1998
March 16, 1998
April 4, 1998
April 20, 1998
April 29, 1998
May 11, 1998
May 14, 1998
May 18, 1998
May 19, 1998
May 21, 1998
May 28, 1998
June 15, 1998
July 20, 1998
August 17, 1998
December 21, 1998

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EXHIBIT "A" (continued)

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

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

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Exhibit "B"

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

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

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

Exhibit "C"

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

December 17, 1990
February 18, 1991
March 18, 1991
June 17, 1991
July 15, 1991
August 19, 1991
December 16, 1991
February 17, 1992
March 16, 1992
June 15, 1992
July 27, 1992
August 17, 1992
April 19, 1993
May 17, 1993
June 21, 1993
July 19, 1993
August 16, 1993
September 20, 1993
March 21, 1994
April 18, 1994
May 16, 1994
June 20, 1994
July 18, 1994
August 15, 1994
September 19, 1994
November 21, 1994
March 20, 1995
May 15, 1995
April 4, 1998
April 29, 1998
May 11, 1998
May 14, 1998
May 19, 1998
May 21, 1998
May 28, 1998

March 15, 1999
April 17, 2000
June 17, 2002
June 16, 2003
December 20, 2004
April 18, 2005
June 20, 2005
June 19, 2006
November 20, 2006
December 18, 2006
January 15, 2007
June 18, 2007
June 16, 2008
August 18, 2008
April 20, 2009
May 6, 2009
May 18, 2009
September 21, 2009
October 19, 2009
September 20, 2010
October 17, 2011
May 20, 2013
June 17, 2013
September 16, 2013
January 13, 2014
February 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
January 18, 2016
March 21, 2016

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Exhibit "D"

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

EXHIBIT "D" (Continued)

December 21, 2015

**CORRESPONDENCE RECEIVED FROM MAY 17, 2016 THROUGH
JUNE 20 2016 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Thank you note from Kitty Creed to the Board for being able to attend Book Expo America received on May 17, 2016

CORRESPONDENCE 2

A thank you note from Laura Larson to the Board for being able to attend Book Expo America received on May 23, 2016

CORRESPONDENCE 3

An email from J.P. Parker to the Board regarding a book published about the Orland Park Public Library received on May 26, 2016

CORRESPONDENCE 4

An email from Nanc Junker to the Board regarding her book donation placement in the collection received on June 1, 2016

CORRESPONDENCE 5

An email from Story Time to the Board regarding the expenditures for a conference attended by Robin Wagner and Jason Rock received on June 7, 2016



Strategic Plan:

Orland Park Public Library 2017



Adopted by the Board of Library Trustees: February 15, 2016

Reviewed by Board:

Updated:



Mission Statement

Each and every day, we are committed to our **mission** to stimulate imaginations, educate, entertain, and welcome everyone so that we can achieve our **vision** to become an exciting, friendly, cutting edge center of the community while continually supporting our values of:

Creativity
Communication
Truth
Inclusiveness
Efficient Service

Community Support
Learning
Dedication
Joy

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Denis Ryan
Diane I. Jennings
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Vice-President
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Jackie Boyd
Linda Conrath
Laura Larson
Carol Maresh
Stephanie Thomas
Mary K. Weimar **Director**

Ad Hoc Members

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Kelly Cuci
Howard Griffin
Kristen Holding
Andrew Masura
Diane Norris-Kuczynski
Julie Pryor
Kassandra Spence
Diane Srebro
Wendy Xie



Goal 1:

Offer a fun, welcoming & safe environment.

Objective #1:

Provide five new initiatives to maintain excellent customer service rating by June 2017.

Action Steps:

IP

Develop signage conducive to browsing and for directional purposes



Provide provisional library card



Adjust checkout limits for audiovisual materials in order to increase circulation

IP

Library will make every effort to purchase patron-requested materials in accordance with its Collection Development Policy and Plans

P

Local history collection to be digitized by December 2017



Goal 1:

Offer a fun, welcoming & safe environment.

Objective #2:

80% of staff will rate building as safe by December 2017

Action Steps:

P

Create safety manual and provide training for staff (Safe Harbor)

P

Investigate the use of volunteer community law enforcement at peak times and events

IP

Utilize on-call maintenance staff on weekends

P

Update security camera system

IP

Highlight certain Patron Behavior Policy components in prominent areas

IP

Increase training and meetings for the development of Person-in-Charge (PIC)

P

Update Disaster Plan



Goal 1:

Offer a fun, welcoming & safe environment.

Objective #3:

75% of the customers will rate the building improvements as positive by December 2017

Action Steps:

- IP Research flooring for high traffic areas
- P Create moveable display shelving
- IP Complete Preschool decor project
- Update seating in Teen Area
- P Reconfigure public service desks with furniture such as adjustable desks and seating to optimize patron interaction
- P Develop plan for painting of interior
- P Develop plan for roof replacement
- P Research shading for lobby windows



Goal 2:

Assure our resources and events are relevant and innovative

Objective #1:

Maintain optimal training space and equipment by December 2017

Action Steps:

- P** Upgrade to digital audiovisual equipment
- P** Move Youth Services audiovisual materials to Preschool Area
- IP** Research cost and placement of outdoor nature space
- P** Redesign existing shelving for easier browsing
- P** Replace 24/7 lockers with upgraded system
- P** Investigate and develop plan for flexible wall system in Adult Computer Commons Area
- IP** Use new marketing strategies to highlight digital resources



Goal 2:

Assure our resources and events are relevant and innovative

Objective #2:

75% of the community will identify the Library by June 2017

Action Steps:



Revise marketing plan



Review and reassess departments' web pages at least four times annually



Use Intranet to highlight information of current newsletter information on a daily basis



Coordinate departments in providing promotional materials to Village and local area businesses



Create a new web page devoted to market past, existing and upcoming OPPL art, special collections and exhibits



Provide and market in-house special collections tours for Orland Park and surrounding communities



Research developing an app specifically designed for OPPL



Highlight return on investment information (ROI) on checkout receipt



Goal 2:

Assure our resources and events are relevant and innovative

Objective #3:

Increase circulation to over one million items checked out by December 2017

Action Steps:

IP

Evaluate Adult Services collection plan to include review of standing orders and continuation plans

IP

Inform users of digital resources

IP

Analyze circulation statistics to maintain relevant collections

P

Explore off-site circulation options

IP

Add more MARC records for electronic subscriptions into Polaris catalog

IP

Use retail strategies to market the library's various materials



Goal 3:

Partner with and serve the entire community

Objective #1:

Grow and market 7—10 new community partnerships through programming and services by December 2017

Action Steps:

- IP Establish and provide Outreach Services visitations and book discussions to new assisted living centers
- Partner with area special needs groups to establish a movie series
- IP Outreach Services and Youth Services partner to provide dyslexia programming
- P Partner with local craft guilds to host library-wide quilt show
- IP Explore additional opportunities with Village of Orland Park
- IP Promote the Friends of OPPL
- P Partner with community businesses to provide programming opportunities for patrons
- IP Partner with local area schools to provide programming opportunities for patrons



Goal 3:

Partner with and serve the entire community

Objective #2:

Introduce 5 new programming opportunities for patrons of all ages by December 2017

Action Steps:

IP

Collaborate with local area schools for learning opportunities for students

IP

Coordinate with other departments on programs/events that recognize library-wide audiences

P

Re-establish teacher workshops offering CPDU

P

Re-evaluate materials and programming opportunities for LGBTQ patrons

P

Provide outdoor family movies and events



Goal 3:

Partner with and serve the entire community

Objective #3:

Devise and implement standards for library volunteers and interns by December 2016

Action Steps:

- P Develop volunteer manual
- P Develop a questionnaire to assess volunteer's interests and abilities
- P Coordinate standard implementation for an intern program



Goal 4:

Be a desirable workplace

Objective #1:

Analyze and adjust comprehensive staff compensation by December 2017

Action Steps:



Conduct benchmark study for salaries



Work with Board to budget for benchmark study



Revise Personnel Policy by October 2016



Goal 4:

Be a desirable workplace

Objective #2:

100% of all staff will meet core competencies set by Library by December 2017

Action Steps:

P

Email proficiency by all staff by December 2016

P

Using measuring tool to develop core competencies for staff by position to assess each staff member for skill levels

P

Create staff development plan and competency standards to provide consistent training

P

Offer training to staff in order to meet competency levels





Goal 4:

Be a desirable workplace

Objective #3:

By June 2016 100% of Department Heads and Supervisors will coordinate schedule and resources electronically

Action Steps:

P

Develop workflow/task timelines for Department Heads and Supervisors

P

Upload departmental procedure manuals

IP

Require Department Heads to utilize email invitation component for all staff meetings



Goal 4:

Be a desirable workplace

Objective #4:

80% of staff will say they are a part of a team atmosphere by December 2017

Action Steps:



Redefine committees and establish goals and purpose



Introduce fun and creative workplace incentives



Develop staff mentoring program



Provide cost effective vending service



Goal 4:

Be a desirable workplace

Objective #5:

Discover and cultivate staff skills and talents annually

Action Steps:

P

Develop minimum continuing education standards opportunities for staff in all departments

IP

Implement cross training between all departments

IP

Create new museum protocol continuing education opportunities

P

Use internal survey to identify staff talents

P

Increase intradepartmental communication for effective workflow and better customer service

P

Explore wireless access to areas in building for library use