

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
June 19, 2017 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM MAY 15, 2017—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 (5ilcs 120.2 (c) (21))

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Resolution No. 2017-04 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. 2017-04 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
2. Approve the authorization of signatures for the Marquette Bank accounts – For Action
Motion to approve the authorization of signatures for the Marquette Bank accounts
3. Approve the revision to the Employee Handbook regarding sick time – For Action
Motion to approve the revision to the Employee Handbook regarding sick time
4. Approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020 – For Action
Motion to approve the three year janitorial contract from Neviol Inc in the amount of \$75,600 for 2017-2018; \$77,460 for 2018 - 2019; and \$79,380 for 2019-2020
5. Resolution No. 2017-05 to make certain closed session meeting minutes available for public inspection – For Action
Motion to adopt Resolution No. 2017-05 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. Authorization for the Administrative staff to negotiate the update to the Trane Tracer Summit Control System's web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018 – For Action
Motion to authorize for the Administrative staff to negotiate the update to the Trane Tracer Summit Control System web-based BAS system in an amount not to exceed \$36,000; and to negotiate the preventive maintenance proposals for our HVAC system including the Tracer Summit Control System in an amount not to exceed \$12,279 for 2017-2018

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 15, 2017

The meeting was officially called to order by President Healy at 7:47 p.m.

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad, Elan Kleis, Dan McMillan

Roll Call

Members absent: None

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

Interim President Healy requested the trustees and staff to introduce themselves and share a brief bio about themselves.

Election of President

Trustee Jennings nominated Trustee Healy to return as President and shared her reasons that Trustee Healy is a strong candidate who has done a very good job leading the Board. Trustee Leafblad nominated interim Secretary Barcelona as President. Both candidates accepted their nominations for President and spoke briefly about their experience and why they thought they would be able to successfully serve as President going forward. A roll call vote as follows: Barcelona – Barcelona; Healy – Healy; Jennings – Healy; Kleis – Barcelona; Leafblad – Barcelona; McMillan – Barcelona.

Trustee Christian Barcelona elected President.

Election of Vice President

President Barcelona nominated Trustee Leafblad for the role of Vice President. No other nominations were offered. Trustee Leafblad accepted the nomination for Vice President. No further discussion. A roll call vote as follows: Barcelona – Leafblad; Healy – Leafblad; Jennings – Leafblad; Kleis – Leafblad; Leafblad – Leafblad; McMillan – Leafblad.

Trustee Joanna Leafblad elected Vice President.

Election of Treasurer

Vice President Leafblad nominated Trustee Jennings to continue her role as Treasurer. No other nominations were offered. Trustee Jennings accepted the nomination for Treasurer. No further discussion. A roll call vote as follows: Barcelona – Jennings; Healy – Jennings; Jennings – Jennings; Kleis – Jennings; Leafblad – Jennings; McMillan – Jennings.

Trustee Diane Jennings elected Treasurer.

Election of Secretary

Trustee Healy nominated Trustee Kleis as Secretary. No other nominations were offered. Director Weimar explained the role and duties of the position. Trustee Kleis accepted the nomination for Secretary. A roll call vote as follows: Barcelona – Kleis; Healy – Kleis; Jennings – Kleis; Kleis – Kleis; Leafblad – Kleis; McMillan – Kleis

Trustee Elan Kleis elected Secretary.

Treasurer Jennings made a motion to approve the April 17, 2017 minutes. Secretary Kleis seconded. Trustee Healy mentioned an edit to the minutes to clarify the cancellation option of the ALA registrations. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Minutes

Motion passed. 6 ayes, 0 nays, 0 absent

None.

Public Comment

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer's Report for April 2017. Vice President Leafblad seconded.

Treasurer's Report

Director Weimar mentioned that Diane Norris-Kuczynski, Head of Youth Services, submitted a significant book order with spring publisher releases for the Pre-K to 4th grade age groups. Finance Manager Kimmey spoke briefly about the General Fund Activity Report and mentioned some tax receipts will be coming in soon and our investments are laddered in CDs which have different maturity dates. Salaries are under budget due to open positions and Youth Services hopes to fill their positions soon. The Outreach Department made several purchases for the Health and Senior Fairs which explains the account expenditures. Trustee Healy inquired about the Daily Southtown newspaper's high cost. Director Weimar will talk to the Technical and Adult Services department heads to have them work on negotiating a lower price.

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

Motion passed. 6 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 4/18/17-5/15/17. Vice President Leafblad seconded.

Director Weimar pointed out the installment payment to Commercial Carpet Consultants was in this listing for the flooring project. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye.

Motion passed. 6 ayes, 0 nays, 0 absent

The Fire and Freedom: Food and Enslavement in Early America Exhibit provided by the National Library of Medicine, and the National Institute of Health with research assistance provided by the staff at The Washington Library at George Washington's Mount Vernon is being displayed this month. Due to the new traffic patterns caused by the flooring construction, Outreach staff moved the panels from the second floor main corridor to the first floor along the new flooring as this is the path adults are using to navigate to the staircase. The exhibit runs through mid-June. Patron attendance at the Meditation program as well as the White Sox program was very good.

Every year, the Illinois State Library sets forth the requirements for the Per Capita Grant. This year's Per Capita Grant will be due in mid-January 2018. The Management Team will be discussing Chapter 12 of the Standards for Illinois Public Libraries: Serving Our Public 3.0 on safety. The trustee requirement is to discuss Chapters 1 through 5 of the Trustee Facts File Fourth Edition. Copies of these pages have been distributed and should be on the agenda later this year.

This spring's pavers will be installed by Memorial Day.

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.

Our circulation went down a considerable amount. One reason may be the start of the construction project which began in mid-April. Some patrons have expressed their determination to come back when it is over, and many patrons were happy the library stayed open.

Director Weimar inquired if the library could officially post the Library Board of Trustee vacancy. President Barcelona agreed to have the notice posted. All letters of interest and resumes will be submitted to President Barcelona either electronically or dropped off at the Library.

On April 26, the Library experienced a power outage due to the motor failing in one of the smaller air handlers. The outage lasted roughly 90 minutes but the building was kept open and many patrons remained. Steve purchased a new motor for the handler and was assisted by a technician from Midwest Mechanical with the installation the next day.

The Youth Services reupholstery project has begun. Today 69 pieces of Youth Services furniture were picked up by the Furniture Shop company. The pieces included 40 David Edward chairs, 2 sofas, 3 rockers and numerous ottomans and puzzle stools. The Library expects to have the furniture back within 2-3 weeks. The remaining furniture will be taken out in 2 additional trips. The Library has been working with Becki Jeka of Forward Space, and she has worked well with us in selecting the new coverings.

On April 23 the Library ran a 7-day legal notice in the Daily Southtown newspaper announcing the Library's acceptance of Request for Proposals for its janitorial/cleaning services. On Monday, May 8, a mandatory walk-through of the building was conducted and 15 companies participated. Next Monday, May 22 the proposals are due to the Library by 5:00 p.m. and will be opened publicly. In addition to a reasonable price quote, the Library will take into consideration the company's demonstrated experience and qualifications, as well as the availability and capacity of the company to perform the work in a timely manner when making a final selection. The RFP did state that the company can offer a 3 year quote, in addition to the required one year quote.

As mentioned in last month's report, the Library is participating with the University of Illinois SEDAC (Smart Energy Design Assistance Center) program. The goal of the project is to monitor the Library's energy consumption data and then work with the feedback that is offered. Last week Todd Rusk of SEDAC spoke with Steve and Administration to discuss the need to reduce the lighting and HVAC loads when the building is unoccupied. After an explanation was given by Steve about the need to keep the energy levels constant, a compromise was agreed upon and the energy levels will be modified especially on the weekends.

The flooring project is moving along at a steady pace with the expected completion date of June 1st. The Youth Services corridor is nearly finished, and the final segment will be completed when the Nurazzo tile is installed in that area so that the joints align. The stairs will be completed at that time, as well. The lobby installation is in its final stage with the workers putting the finishing touches on the logo. The next part to be tackled will be the areas near the 1st floor elevator and the meeting room corridor. Epoxy will be applied to the Nurazzo tile and Administration has been in contact with Product Architecture who has given their assurance that the epoxy has met all air quality standards and it does not contain any matter that can be harmful to our patrons, young and old.

Until the meeting room corridor work begins, patrons have been entering through the plaza door. For the convenience of our patrons, all three of the new book shelving units have been relocated to the 1st floor area near the meeting room entrance, as well as the Lucky Day collection and Express Reserves. Circulation Staff is manning the "Welcome Door", as well as having staff conduct all circulation functions at the Youth Services and Adult Services reference desks. The lobby's two self-checkout machines have been placed in YS and AS for patron use. Volunteers have been quite helpful in guiding patrons to the YS north staircase so they can get upstairs, and assisting those patrons who need to use the staff elevator. The patron elevator was placed out of service due to the heavy use and will not be accessible until the flooring project is complete. Steve has been researching scrubbers that will help keep the Nurazzo and rubber flooring clean. All in all, patrons have been very patient and are excited to see the Library's new look.

Public Information Manager Jackie Boyd was delighted to mention that Panduit donated \$500 toward the cost of ceramic mugs to give to patrons for the NASA shuttle kick-off event on June 17th. The freight company YRC is transporting the shuttle here for free. Both of these companies will be featured prominently on the mugs in thanks. Trustee Healy is very pleased about the usage of Lynda.com by the patrons. Director Weimar stated this database would be utilized by the staff for continuing education opportunities. The usage stats on Mango are also going well. Director Weimar added that the Hotspots are circulating very well and more Roku sticks were recently ordered.

No reports at this time.

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.

Librarian's Report

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

None.

Capital Campaign Committee

Resolution Number 2017-03 regarding the 2017 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

Unfinished Business

Vice President Leafblad moved to approve the Resolution number 2017-03 Annual Resolution Authorizing Public Library Non-Resident Cards. Treasurer Jennings seconded. Director Weimar reiterated the library uses the tax bill method for non-residents. They may bring in their tax bill and have the tax-rate formula applied to it to determine the amount they are required to pay. Vice President Leafblad agreed this method was an equitable means for non-residents to receive library services.

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

Motion passed. 6 ayes, 0 nays, 0 absent

Director Weimar thanked Trustee Healy for serving as President for the past four years and especially for the support she showed for the staff. Assistant Library Director Mary Adamowski and the other staff members were also very appreciative. Trustee McMillan mentioned Orland Day’s Parade is coming up on June 4th and he wondered if the Library would like to participate.

New Business

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

Announcements

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

Motion passed. 6 ayes, 0 nays, 0 absent

The meeting was adjourned at 9:32p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Adjournment

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended May 31, 2017

Revenues

There have been minimal tax receipts received in May. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Expenditures

Total Expenditures were \$ 58,947 over budget for the month and \$ 281,376 under budget year-to-date.

Salaries is under budget by \$ 9,490 for May and \$ 77,171 under budget year-to-date. There are a few open positions at this time.

Books is over budget for the month by \$ 6,833, but under budget on a year-to-date basis.

Periodicals is over budget by \$ 1,226 for May and slightly over budget on a year-to-date basis.

Building Maintenance is over budget for the month by \$ 86,297 and over budget on a year-to-date basis.

Library Consultant is over budget by \$ 1,167 for May, but under budget on a year-to-date basis.

Building Repairs is over budget for the month by \$ 943 and under budget on a year-to-date basis.

Lib. & Off. Equipmt Repairs & Maint. is over budget by \$ 1,101 for May, but under budget on a year-to-date basis.

Conference Fees is over budget for the month by \$ 1,425 and over budget on a year-to-date basis.

Patron Programs & Events is over budget for May by \$ 770, but under budget on a year-to-date basis.

Association Dues and Fees is over budget for the month by \$ 956, but under budget on a year-to-date basis.

Public Information is over budget for May by \$ 3,049, but under budget on a year-to-date basis.

Library Supplies is over budget for the month by \$ 2,038, but under budget on a year-to-date basis.

Note: Per ILCS 5/3.1-35-65, The Annual Treasurers Report for the Orland Park Public Library for FYE 12/31/16 has been published on a timely basis in the Orland Park Prairie newspaper on Thursday, June 8, 2017.

**Orland Park Public Library
Balance Sheet - All Funds
May 31, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	227,212.35	0.00	69,488.13		296,700.48
Cash - Marquette E-Commerce	2,644.31				2,644.31
PMA Financial Investments	6,683,841.75	771,921.88		1,301,189.61	8,756,953.24
Tax Receipts - Marquette	49,929.52			13,112.20	63,041.72
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	27,127.84	848.90		3,278.58	31,255.32
Property Taxes Receivable	2,482,642.45			796,195.81	3,278,838.26
Prepaid Expenses	245,528.53				245,528.53
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,719,227.75</u>	<u>775,311.19</u>	<u>69,488.13</u>	<u>2,113,776.20</u>	<u>12,677,803.27</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	325.00	0.00	0.00	0.00	325.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,482,642.45	0.00	0.00	796,195.81	3,278,838.26
Accounts Payable	64,527.23	0.00	0.00	0.00	64,527.23
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>2,547,494.68</u>	<u>0.00</u>	<u>0.00</u>	<u>796,195.81</u>	<u>3,343,690.49</u>
Beginning Unrestricted Fund Balance	<u>6,180,064.83</u>	<u>773,095.83</u>	<u>68,284.75</u>	<u>533,848.88</u>	<u>7,555,294.29</u>
Fund Balance - Nonspendable	<u>245,528.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>245,528.53</u>
Fund Balance - Restricted by Donors	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance - Restricted by Statute	<u>13,597.41</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,597.41</u>
Fund Balance - Restricted by Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Transfers between Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>732,542.30</u>	<u>2,215.36</u>	<u>1,203.38</u>	<u>783,731.51</u>	<u>1,519,692.55</u>
Ending Fund Balance	<u>7,171,733.07</u>	<u>775,311.19</u>	<u>69,488.13</u>	<u>1,317,580.39</u>	<u>9,334,112.78</u>
Total Liabilities & Fund Balance	<u>9,719,227.75</u>	<u>775,311.19</u>	<u>69,488.13</u>	<u>2,113,776.20</u>	<u>12,677,803.27</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
May 31, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	37,874.37	432,853	8.75%	2,739,610.14	2,164,264	52.74%	5,194,234
Impact Fees	500.00	1,500	33.33%	2,250.00	7,500	12.50%	18,000
Replacement Taxes	0.00	1,000	0.00%	7,325.23	5,000	61.04%	12,000
State Grants	0.00	3,333	0.00%	0.00	16,667	0.00%	40,000
Non Resident Fees	768.98	500	153.80%	1,504.77	2,500	25.08%	6,000
Fines	3,488.20	4,583	76.11%	22,340.11	22,917	40.62%	55,000
Gifts	627.07	750	83.61%	1,822.07	3,750	20.25%	9,000
Copy Machine	1,362.82	1,000	136.28%	5,729.70	5,000	47.75%	12,000
Interest Income	7,458.70	2,000	372.94%	20,673.29	10,000	86.14%	24,000
Miscellaneous Income	808.44	750	107.79%	3,913.67	3,750	43.49%	9,000
Total Revenues	52,888.58	448,270	11.80%	2,805,168.98	2,241,349	52.15%	5,379,234
Expenditures							
Salaries	199,508.91	208,999	95.46%	967,825.49	1,044,996	38.59%	2,507,992
Salaries-Maintenance	9,173.94	9,476	96.81%	44,390.56	47,380	39.04%	113,711
Life/Health Insurance	36,319.23	40,000	90.80%	197,659.86	200,000	41.18%	480,000
Books	40,832.76	34,000	120.10%	137,214.65	170,000	33.63%	408,000
Electronic Databases	6,382.62	6,083	104.93%	30,727.74	30,417	42.09%	73,000
Periodicals	4,393.06	3,167	138.71%	15,948.59	15,833	41.97%	38,000
Audio Visual Materials	10,940.75	13,750	79.57%	53,434.45	68,750	32.38%	165,000
Audio Visual Equipment	0.00	83	0.00%	52.38	417	5.24%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,191.05	1,158	102.85%	6,256.91	5,792	45.01%	13,900
Insurance	4,096.50	4,083	100.33%	19,162.82	20,417	39.11%	49,000
Landscaping & Groundskeeping	1,224.13	2,000	61.21%	3,731.92	10,000	15.55%	24,000
Building Maintenance	120,130.21	33,833	355.07%	171,042.06	169,167	42.13%	406,000
Security System	0.00	1,000	0.00%	1,375.11	5,000	11.46%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	417	0.00%	1,000
Legal	3,701.38	9,583	38.62%	24,839.08	47,917	21.60%	115,000
Library Consultant	2,000.00	833	0.00%	2,000.00	4,167	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,117.05	750	148.94%	3,496.05	3,750	38.85%	9,000
Natural Gas	3,353.38	3,000	111.78%	15,760.63	15,000	43.78%	36,000
Telephone	741.60	800	92.70%	3,310.77	4,000	34.49%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	8,333	0.00%	20,000
Building & Custodial Supplies	3,042.64	3,000	101.42%	13,276.02	15,000	36.88%	36,000
Building Repairs	2,775.71	1,833	151.43%	6,858.21	9,167	31.17%	22,000
Lib. & Off. Eqpt Rep. & Maint	2,600.73	1,500	173.38%	6,632.23	7,500	36.85%	18,000
Machine Rental	233.01	333	69.97%	466.02	1,667	11.65%	4,000
Automation - Equipment	2,594.28	6,667	38.91%	22,310.67	33,333	27.89%	80,000
Automation - Line Costs	327.97	625	52.48%	1,646.65	3,125	21.96%	7,500
Automation - Consultant	7,985.25	12,083	66.09%	37,322.50	60,417	25.74%	145,000
Automation - Maintenance	7,181.68	7,083	101.39%	25,739.89	35,417	30.28%	85,000
Library Furniture	0.00	5,417	0.00%	1,638.84	27,083	2.52%	65,000
Outreach Services	364.95	583	62.60%	4,149.68	2,917	59.28%	7,000

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
May 31, 2017

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	205.00	583	35.16%	1,917.34	2,917	27.39%	7,000
Staff Training & Education	402.74	1,984	20.30%	3,778.77	9,918	15.87%	23,804
Conference Fees	1,925.00	500	385.00%	4,175.00	2,500	69.58%	6,000
Patron Programs & Events	4,270.05	3,500	122.00%	16,074.69	17,500	38.27%	42,000
Association Dues & Fees	1,706.00	750	227.47%	2,501.00	3,750	27.79%	9,000
Public Information	6,298.65	3,250	193.80%	15,536.77	16,250	39.84%	39,000
Library Supplies	5,538.44	3,500	158.24%	16,329.21	17,500	38.88%	42,000
Office Supplies	232.52	750	31.00%	1,907.85	3,750	21.20%	9,000
Postage	622.86	1,250	49.83%	6,241.62	6,250	41.61%	15,000
Printing	0.00	750	0.00%	2,891.26	3,750	32.13%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,563.56	18,018	97.48%	84,708.51	90,092	39.18%	216,221
Contribution to FICA	15,596.24	16,713	93.32%	75,757.67	83,567	37.77%	200,560
Audit	658.22	942	69.87%	4,444.44	4,708	39.33%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.00	4,250	58.85%	17,687.00	21,250	34.68%	51,000
Unemployment Compensation	13.00	337	3.86%	0.00	1,667	0.00%	4,000
Bank Charges	0.00	250	0.00%	405.77	1,250	13.53%	3,000
Total Expenditures	529,746.07	470,799	112.52%	2,072,626.68	2,354,003	36.69%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(476,857.49)	(22,529)		732,542.30	(112,647)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(476,857.49)	(22,529)		732,542.30	(112,647)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
May 31, 2017**

	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	12,624.79	861,347.63
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	466.35	2,265.36	5.88	28.38	901.08	2,964.09
Capital Campaign	0.00	0.00	575.00	1,175.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	466.35	2,265.36	580.88	1,203.38	13,525.87	864,311.72
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	17.00	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	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.05	80,580.21
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	80,580.21
Excess (Deficiency) of Revenues Over (Under) Expenditures	466.35	2,215.36	580.88	1,203.38	(2,590.18)	783,731.51
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	466.35	2,215.36	580.88	1,203.38	(2,590.18)	783,731.51

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56815	05/22/2017	ADP, LLC	101010 - Cash - Marquette	-504.50
Bill	493291578	05/12/2017		104420 - Accounting	504.50
TOTAL					504.50
Bill Pmt -Check	56816	05/22/2017	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00
Bill	2065	05/05/2017		104450 - Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	56817	05/22/2017	Andrew G Masura	101010 - Cash - Marquette	-60.00
Bill	5/15/17	05/15/2017		104310 - Books - Adult	60.00
TOTAL					60.00
Bill Pmt -Check	56818	05/22/2017	Audio Editions	101010 - Cash - Marquette	-595.55
Bill	1633182	04/27/2017		104342 - Audio Visual Materials-Outreach	75.18
Bill	1633183	04/27/2017		104342 - Audio Visual Materials-Outreach	520.37
TOTAL					595.55
Bill Pmt -Check	56819	05/22/2017	Bayscan Technologies	101010 - Cash - Marquette	-768.00
Bill	52567	05/15/2017		104710 - Library Supplies	768.00
TOTAL					768.00
Bill Pmt -Check	56820	05/22/2017	Cavendish Square	101010 - Cash - Marquette	-424.80
Bill	CAL3004121	05/01/2017		104311 - Books - Youth	424.80
TOTAL					424.80

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56821	05/22/2017	Chicago Tribune	101010 · Cash - Marquette	-173.74
Bill	003229814	05/01/2017		104495 · Legal	173.74
TOTAL					173.74
Bill Pmt - Check	56822	05/22/2017	Comcast	101010 · Cash - Marquette	-303.21
Bill	52819893	05/01/2017		104520 · Telephone	303.21
TOTAL					303.21
Bill Pmt - Check	56823	05/22/2017	Comcast Cable	101010 · Cash - Marquette	-325.55
Bill	5/3/17	05/03/2017		104575 · Automation - Line Costs	247.97
TOTAL					77.58
					325.55
Bill Pmt - Check	56824	06/01/2017	Cynthia Ciampitt	101010 · Cash - Marquette	-165.00
Bill	6/1/17	06/01/2017		104640 · Patron Programs&Events-Outreach	165.00
TOTAL					165.00
Bill Pmt - Check	56825	06/01/2017	David Peterson	101010 · Cash - Marquette	-200.00
Bill	6/25/17	06/25/2017		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt - Check	56826	05/22/2017	Demco	101010 · Cash - Marquette	-324.48
Bill	6123644	05/01/2017		104710 · Library Supplies	324.48
TOTAL					324.48

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56827	05/22/2017	Envisionware, Inc.	101010 · Cash - Marquette	-14,909.63
Bill	INV-US-31055	05/08/2017		104580 · Automation - Maintenance	11,537.63
Bill	INV-US-31233	05/12/2017		104580 · Automation - Maintenance	3,372.00
TOTAL					14,909.63
Bill Pmt -Check	56828	05/22/2017	Erin Faxel	101010 · Cash - Marquette	-41.25
Bill	5/10/17	05/10/2017		104642 · Patron Programs & Events-Youth	24.25
Bill	5/10/17 2	05/10/2017		104642 · Patron Programs & Events-Youth	17.00
TOTAL					41.25
Bill Pmt -Check	56829	05/22/2017	Erin Randstrom	101010 · Cash - Marquette	-187.41
Bill	12/31/16	05/22/2017		104110 · Salaries	187.41
TOTAL					187.41
Bill Pmt -Check	56830	05/22/2017	Findaway World, LLC	101010 · Cash - Marquette	-537.26
Bill	212948	05/01/2017		104340 · Audio Visual Materials - Adult	19.99
Bill	213680	05/01/2017		104340 · Audio Visual Materials - Adult	39.98
Bill	214822	05/01/2017		104340 · Audio Visual Materials - Adult	19.99
Bill	214821	05/01/2017		104340 · Audio Visual Materials - Adult	19.99
Bill	215583	05/01/2017		104340 · Audio Visual Materials - Adult	19.99
Bill	216214	05/01/2017		104340 · Audio Visual Materials - Adult	39.98
Bill	216327	05/02/2017		104340 · Audio Visual Materials - Adult	377.34
TOTAL					537.26
Bill Pmt -Check	56831	05/22/2017	Fun Express, LLC	101010 · Cash - Marquette	-364.95
Bill	683619711-01	05/04/2017		104600 · Outreach Services	364.95

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56832	05/22/2017	Gale/Cengage Learning	101010 - Cash - Marquette	-1,361.91
Bill	60524533	05/01/2017		104310 - Books - Adult	24.79
Bill	60524748	05/01/2017		104310 - Books - Adult	13.56
Bill	60533854	05/03/2017		104310 - Books - Adult	101.59
Bill	60540657	05/04/2017		104310 - Books - Adult	60.78
Bill	60539440	05/04/2017		104310 - Books - Adult	30.39
Bill	60539643	05/04/2017		104312 - Books - Outreach	601.39
Bill	60540229	05/04/2017		104310 - Books - Adult	59.98
Bill	60546197	05/05/2017		104312 - Books - Outreach	29.59
Bill	60546645	05/05/2017		104310 - Books - Adult	91.97
Bill	60546396	05/05/2017		104310 - Books - Adult	91.17
Bill	60555018	05/08/2017		104312 - Books - Outreach	256.70
TOTAL					1,361.91
Bill Pmt -Check	56833	05/22/2017	Gareth Stevens Publishing	101010 - Cash - Marquette	-452.85
Bill	GSL2000861	05/01/2017		104311 - Books - Youth	317.25
Bill	GSL2000831	05/01/2017		104311 - Books - Youth	135.60
TOTAL					452.85
Bill Pmt -Check	56834	05/22/2017	Garvey's Office Products	101010 - Cash - Marquette	-258.91
Bill	PINV921710	05/05/2017		104530 - Building & Custodial Supplies	140.24
Bill	PINV1339258	05/11/2017		104710 - Library Supplies	70.85
Bill	PINV1339444	05/11/2017		104710 - Library Supplies	47.82
TOTAL					258.91
Bill Pmt -Check	56835	05/22/2017	Hanover Insurance Co	101010 - Cash - Marquette	-26,161.00
Bill	57717	05/07/2017		104430 - Insurance	1,464.00

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL				104930 · Liability Ins. - D&O,Bonds,WC 104430 · Insurance	12,744.00 11,953.00 <u>26,161.00</u>
Bill Pmt -Check	56836	05/22/2017	Hearne & Associates, P.C.	101010 · Cash - Marquette	-80.00
Bill	20593	05/19/2017		104420 · Accounting	80.00 <u>80.00</u>
TOTAL					
Bill Pmt -Check	56837	05/22/2017	Home Depot Credit Services	101010 · Cash - Marquette	-189.42
Bill	April Statement	05/01/2017		104530 · Building & Custodial Supplies	189.42 <u>189.42</u>
TOTAL					
Bill Pmt -Check	56838	05/22/2017	ID Label Inc.	101010 · Cash - Marquette	-1,426.00
Bill	0101036-IIN	05/11/2017		104710 · Library Supplies	1,426.00 <u>1,426.00</u>
TOTAL					
Bill Pmt -Check	56839	05/22/2017	Illinois State Police Services Fund	101010 · Cash - Marquette	-20.00
Bill	April 2017	05/01/2017		104495 · Legal	20.00 <u>20.00</u>
TOTAL					
Bill Pmt -Check	56840	05/22/2017	Ingram Library Services	101010 · Cash - Marquette	-8,962.83
Bill	See detail list	05/22/2017		104310 · Books - Adult 104312 · Books - Outreach 104311 · Books - Youth	4,011.34 348.62 4,602.87 <u>8,962.83</u>
TOTAL					

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56841	05/22/2017	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	<u>-365.48</u>
Bill	9003476820	05/01/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	346.12
Bill	9003458189	05/01/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
Bill	9003458187	05/01/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	7.36
TOTAL					<u>365.48</u>
Bill Pmt -Check	56842	06/01/2017	Lynn Lupo	101010 - Cash - Marquette	-600.00
Bill	6/11/17	06/11/2017		104640 - Patron Programs&Events-Outreach	600.00
TOTAL					<u>600.00</u>
Bill Pmt -Check	56843	05/22/2017	MailFinance	101010 - Cash - Marquette	-233.01
Bill	N6546490	05/14/2017		104560 - Machine Rental	233.01
TOTAL					<u>233.01</u>
Bill Pmt -Check	56844	05/22/2017	Management Association of Illinois	101010 - Cash - Marquette	-100.00
Bill	5129	05/15/2017		104620 - Staff Training & Education	100.00
TOTAL					<u>100.00</u>
Bill Pmt -Check	56845	05/22/2017	Maqbool Rashid	101010 - Cash - Marquette	-750.00
Bill	May 2017	05/15/2017		104660 - Public Information	750.00
TOTAL					<u>750.00</u>
Bill Pmt -Check	56846	06/01/2017	Megan Wells	101010 - Cash - Marquette	-300.00
Bill	6/13/17	06/13/2017		104640 - Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>

Orland Park Public Library

Check Detail

May 16 through June 19, 2017

5:37 PM
06/14/17

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56847	06/01/2017	Michelle Nichols	101010 · Cash - Marquette	-150.00
Bill	6/17/17	06/17/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					<u>150.00</u>
Bill Pmt -Check	56848	05/22/2017	Midwest Mechanical	101010 · Cash - Marquette	-1,168.78
Bill	112102279	05/01/2017		104540 · Building Repairs	1,168.78
TOTAL					<u>1,168.78</u>
Bill Pmt -Check	56849	05/22/2017	Midwest Tape	101010 · Cash - Marquette	-59.99
Bill	950504111	05/10/2017		104341 · Audio Visual Materials - Youth	59.99
TOTAL					<u>59.99</u>
Bill Pmt -Check	56850	05/22/2017	Ollis Book Corporation	101010 · Cash - Marquette	-5,096.33
Bill	244675	05/05/2017		104642 · Patron Programs & Events-Youth	327.20
Bill	244713	05/10/2017		104311 · Books - Youth	187.95
Bill	244715	05/10/2017		104311 · Books - Youth	1,844.79
Bill	244707	05/10/2017		104311 · Books - Youth	1,083.28
Bill	244709	05/10/2017		104311 · Books - Youth	651.70
Bill	244710	05/10/2017		104311 · Books - Youth	216.41
Bill	244708	05/10/2017		104311 · Books - Youth	15.95
Bill	244711	05/10/2017		104311 · Books - Youth	683.61
Bill	244712	05/10/2017		104311 · Books - Youth	85.44
TOTAL					<u>5,096.33</u>
Bill Pmt -Check	56851	05/22/2017	OverDrive, Inc.	101010 · Cash - Marquette	-1,292.85
Bill	163047180-042817	05/01/2017		104310 · Books - Adult	146.99

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	001215123-050217	05/02/2017		104310 · Books - Adult	130.00
Bill	162330293-050817	05/08/2017		104311 · Books - Youth	29.97
Bill	1243481740-050917	05/09/2017		104310 · Books - Adult	940.89
Bill	000826633-050917	05/09/2017		104310 · Books - Adult	45.00
TOTAL					1,292.85
Bill Pmt -Check	56852	05/22/2017	Paramont-EO, Inc.	101010 · Cash - Marquette	-234.36
Bill	S700625755.001	05/02/2017		104540 · Building Repairs	234.36
TOTAL					234.36
Bill Pmt -Check	56853	05/22/2017	Park Ace Hardware	101010 · Cash - Marquette	-186.91
Bill	4/30/17	05/01/2017		104530 · Building & Custodial Supplies	186.91
TOTAL					186.91
Bill Pmt -Check	56854	05/22/2017	Penguin Random House LLC	101010 · Cash - Marquette	-161.25
Bill	1082162190	05/01/2017		104340 · Audio Visual Materials - Adult	30.00
Bill	1082252693	05/05/2017		104340 · Audio Visual Materials - Adult	131.25
TOTAL					161.25
Bill Pmt -Check	56855	05/22/2017	Quill Corporation	101010 · Cash - Marquette	-48.48
Bill	5393652	05/01/2017		104720 · Office Supplies	28.99
Bill	5434587	05/01/2017		104720 · Office Supplies	19.49
TOTAL					48.48
Bill Pmt -Check	56856	05/22/2017	Rainbow Book Company	101010 · Cash - Marquette	-922.34
Bill	135512	05/03/2017		104311 · Books - Youth	922.34
TOTAL					922.34

Orland Park Public Library
 Check Detail
 May 16 through June 19, 2017

5:37 PM
 06/14/17

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56857	05/22/2017	Rosen Publishing	101010 - Cash - Marquette	-730.05
Bill	RSL1007921	05/01/2017		104311 - Books - Youth	730.05
TOTAL					730.05
Bill Pmt -Check	56858	05/22/2017	Sprint	101010 - Cash - Marquette	-180.12
Bill	336044821-149	05/01/2017		104520 - Telephone	180.12
TOTAL					180.12
Bill Pmt -Check	56859	05/22/2017	Sunlight Maintenance Supply	101010 - Cash - Marquette	-974.61
Bill	4967	05/02/2017		104530 - Building & Custodial Supplies	360.31
Bill	4976	05/08/2017		104530 - Building & Custodial Supplies	614.30
TOTAL					974.61
Bill Pmt -Check	56860	05/22/2017	SWAN	101010 - Cash - Marquette	-29.00
Bill	5574	05/15/2017		104310 - Books - Adult	29.00
TOTAL					29.00
Bill Pmt -Check	56861	05/23/2017	Current Technologies Corporation	101010 - Cash - Marquette	-3,974.25
Bill	7446	05/23/2017		104580 - Automation - Maintenance	3,974.25
TOTAL					3,974.25
Bill Pmt -Check	56862	06/01/2017	ADP, LLC	101010 - Cash - Marquette	-509.05
Bill	494085818	05/26/2017		104420 - Accounting	509.05
TOTAL					509.05

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56863	06/01/2017	ALA Member Services	101010 - Cash - Marquette	-210.00
Bill	0110912	05/08/2017		104650 - Association Dues & Fees	210.00
TOTAL					210.00
Bill Pmt -Check	56864	06/01/2017	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00
Bill	2081	05/30/2017		104450 - Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	56865	06/01/2017	Apple Books	101010 - Cash - Marquette	-3,506.41
Bill	106851	05/15/2017		104311 - Books - Youth	1,890.71
Bill	106873	05/24/2017		104311 - Books - Youth	1,615.70
TOTAL					3,506.41
Bill Pmt -Check	56866	06/01/2017	AT&T	101010 - Cash - Marquette	-80.00
Bill	5/31/17	05/31/2017		104575 - Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	56867	06/01/2017	Audio Editions	101010 - Cash - Marquette	-95.58
Bill	1635227	05/16/2017		104342 - Audio Visual Materials-Outreach	95.58
TOTAL					95.58
Bill Pmt -Check	56868	06/01/2017	B & R Irrigation Systems	101010 - Cash - Marquette	-245.00
Bill	1 2017	05/25/2017		104440 - Landscaping & Groundskeeping	245.00
TOTAL					245.00

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56869	06/01/2017	Capstone Press Inc.	101010 · Cash - Marquette	-19.49
Bill	CI10571643	05/19/2017		104311 · Books - Youth	19.49
TOTAL					19.49
Bill Pmt -Check	56870	06/01/2017	Cardmember Service	101010 · Cash - Marquette	-1,909.44
Bill	5/23/17	05/31/2017		104540 · Building Repairs	874.26
				104530 · Building & Custodial Supplies	169.54
				104630 · Conference Fees	300.00
				104650 · Association Dues & Fees	99.00
				104530 · Building & Custodial Supplies	30.47
				104640 · Patron Programs&Events-Outreach	285.54
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	22.44
				104530 · Building & Custodial Supplies	64.02
				104730 · Postage	35.00
				104530 · Building & Custodial Supplies	130.67
TOTAL					2,138.44
Bill Pmt -Check	56871	06/01/2017	Cavendish Square	101010 · Cash - Marquette	-724.80
Bill	CAL301049I	05/22/2017		104311 · Books - Youth	724.80
TOTAL					724.80
Bill Pmt -Check	56872	06/01/2017	Center Point Large Print	101010 · Cash - Marquette	-221.88
Bill	1474810	05/03/2017		104310 · Books - Adult	21.75
Bill	1472340	05/03/2017		104312 · Books - Outreach	200.13
TOTAL					221.88

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56873	06/01/2017	Current Technologies Corporation	101010 · Cash - Marquette	-1,225.00
Bill	Doc 20811	06/01/2017		104580 · Automation - Maintenance	1,225.00
TOTAL					1,225.00
Bill Pmt - Check	56874	06/01/2017	FedEx	101010 · Cash - Marquette	-60.39
Bill	5-812-76194	05/24/2017		104730 · Postage	60.39
TOTAL					60.39
Bill Pmt - Check	56875	06/01/2017	Findaway World, LLC	101010 · Cash - Marquette	-315.93
Bill	216213	05/01/2017		104341 · Audio Visual Materials - Youth	19.99
Bill	216376	05/03/2017		104341 · Audio Visual Materials - Youth	295.94
TOTAL					315.93
Bill Pmt - Check	56876	06/01/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-355.89
Bill	60570614	05/11/2017		104310 · Books - Adult	23.20
Bill	60571250	05/11/2017		104310 · Books - Adult	49.60
Bill	60570501	05/11/2017		104310 · Books - Adult	22.39
Bill	60598262	05/17/2017		104312 · Books - Outreach	260.70
TOTAL					355.89
Bill Pmt - Check	56877	06/01/2017	Garvey's Office Products	101010 · Cash - Marquette	-185.47
Bill	PINV1344144	05/19/2017		104720 · Office Supplies	40.50
Bill	PINV1345439	05/23/2017		104720 · Office Supplies	14.98
Bill	PINV1347017	05/25/2017		104710 · Library Supplies	129.99
TOTAL					185.47
Bill Pmt - Check	56878	06/01/2017	Go Promotions	101010 · Cash - Marquette	-5,054.48

Orland Park Public Library

Check Detail

May 16 through June 19, 2017

5:37 PM
06/14/17

Type	Num	Date	Name	Account	Original Amount
Bill	146526	05/18/2017		104660 - Public Information	304.48
Bill	146604	05/26/2017		104660 - Public Information	4,750.00
TOTAL					5,054.48
Bill Pmt -Check	56879	06/01/2017	Grasso Graphics, Inc.	101010 - Cash - Marquette	-1,408.62
Bill	28601	05/22/2017		104642 - Patron Programs & Events-Youth	1,408.62
TOTAL					1,408.62
Bill Pmt -Check	56880	06/01/2017	HUB International Limited	101010 - Cash - Marquette	-3,508.00
Bill	689463	05/25/2017		104930 - Liability Ins. - D&O,Bonds,WC	3,508.00
TOTAL					3,508.00
Bill Pmt -Check	56881	06/01/2017	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-3,365.19
Bill	5/19/17	05/19/2017		104495 - Legal	46.84
Bill	189477	05/26/2017		104495 - Legal	3,318.35
TOTAL					3,365.19
Bill Pmt -Check	56882	06/01/2017	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-26.99
Bill	9003520239	05/19/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	14.99
Bill	9003522647	05/20/2017		104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					26.99
Bill Pmt -Check	56883	06/01/2017	Management Association of Illinois	101010 - Cash - Marquette	-250.00
Bill	5,232	05/23/2017		104620 - Staff Training & Education	250.00
TOTAL					250.00

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56884	06/01/2017	Nicor Gas	101010 - Cash - Marquette	-3,353.38
Bill	5/22/17	05/22/2017		104517 - Natural Gas	3,353.38
TOTAL					3,353.38
Bill Pmt -Check	56885	06/01/2017	OverDrive, Inc.	101010 - Cash - Marquette	-3,216.24
Bill	130730597-051917	05/19/2017		104310 - Books - Adult	2,657.27
Bill	130811343-051917	05/19/2017		104310 - Books - Adult	558.97
TOTAL					3,216.24
Bill Pmt -Check	56886	06/01/2017	Penguin Random House LLC	101010 - Cash - Marquette	-387.75
Bill	1082162193	05/01/2017		104342 - Audio Visual Materials-Outreach	54.00
Bill	1082250468	05/03/2017		104340 - Audio Visual Materials - Adult	71.25
Bill	1082252696	05/05/2017		104342 - Audio Visual Materials-Outreach	33.75
Bill	1082343942	05/13/2017		104342 - Audio Visual Materials-Outreach	78.75
Bill	1082343938	05/13/2017		104340 - Audio Visual Materials - Adult	52.50
Bill	1082420692	05/20/2017		104342 - Audio Visual Materials-Outreach	30.00
Bill	1082420680	05/20/2017		104340 - Audio Visual Materials - Adult	67.50
TOTAL					387.75
Bill Pmt -Check	56887	06/01/2017	Rainbow Book Company	101010 - Cash - Marquette	-7,600.15
Bill	0126573	05/01/2017		104311 - Books - Youth	6,782.90
Bill	135802	05/09/2017		104311 - Books - Youth	175.00
Bill	135907	05/10/2017		104311 - Books - Youth	210.75
Bill	135904	05/10/2017		104311 - Books - Youth	203.30
Bill	136015	05/11/2017		104311 - Books - Youth	228.20
TOTAL					7,600.15

Orland Park Public Library

Check Detail

May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56888	06/01/2017	Recorded Books, INC	101010 - Cash - Marquette	-3,600.00
Bill	75512254	05/01/2017		104320 - Periodicals - Adult	3,600.00
TOTAL					3,600.00
Bill Pmt -Check	56889	06/01/2017	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,500.00
Bill	05152017 Billing	05/31/2017		102160 - 457 Plan W/H Payable	2,500.00
TOTAL					2,500.00
Bill Pmt -Check	56890	06/01/2017	Sunlight Maintenance Supply	101010 - Cash - Marquette	-707.94
Bill	4985	05/18/2017		104530 - Building & Custodial Supplies	385.38
Bill	16980	05/19/2017		104530 - Building & Custodial Supplies	28.00
Bill	5022	05/25/2017		104530 - Building & Custodial Supplies	294.56
TOTAL					707.94
Bill Pmt -Check	56891	06/01/2017	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-10,702.41
Bill	5/15/17	05/31/2017		104340 - Audio Visual Materials - Adult	5,115.31
				104341 - Audio Visual Materials - Youth	879.79
				104342 - Audio Visual Materials-Outreach	568.91
				104310 - Books - Adult	137.74
				104710 - Library Supplies	260.52
				104641 - Patron Programs & Events-Adult	257.81
				104570 - Automation - Equipment	1,202.67
				104550 - Lib. & Off. Eqpt Rep. & Maint	2,208.26
				104720 - Office Supplies	71.40
TOTAL					10,702.41
Bill Pmt -Check	56892	06/01/2017	Today's Business Solutions, Inc.	101010 - Cash - Marquette	-203.25
Bill	4700	05/01/2017		104580 - Automation - Maintenance	203.25

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					203.25
Bill Pmt -Check	56893	06/01/2017	Tom Vaughn, Trustee	101010 - Cash - Marquette	-200.00
Bill	5/15/17	05/31/2017		102171 - Garnishment W/H Payable	100.00
Bill	5/31/17	05/31/2017		102171 - Garnishment W/H Payable	100.00
TOTAL					200.00
Bill Pmt -Check	56894	06/01/2017	Trane U.S. Inc.	101010 - Cash - Marquette	-98.70
Bill	2513381	05/22/2017		104540 - Building Repairs	98.70
TOTAL					98.70
Bill Pmt -Check	56895	06/01/2017	Village of Orland Park Water	101010 - Cash - Marquette	-1,117.05
Bill	5/31/17	05/31/2017		104515 - Water & Sewer	1,117.05
TOTAL					1,117.05
Bill Pmt -Check	56896	06/12/2017	Audio Editions	101010 - Cash - Marquette	-67.98
Bill	1316670-1	05/24/2017		104342 - Audio Visual Materials-Outreach	67.98
TOTAL					67.98
Bill Pmt -Check	56897	06/12/2017	Diane S. Norris-Kuczynski	101010 - Cash - Marquette	-101.27
Bill	6/3/17	06/03/2017		104642 - Patron Programs & Events-Youth	15.00
Bill	6/3/17 2	06/03/2017		104642 - Patron Programs & Events-Youth	29.99
Bill	6/5/17	06/05/2017		104642 - Patron Programs & Events-Youth	10.00
Bill	6/5/17 2	06/05/2017		104642 - Patron Programs & Events-Youth	26.31
Bill	6/5/17 3	06/05/2017		104642 - Patron Programs & Events-Youth	14.98
Bill	6/5/17 4	06/05/2017		104642 - Patron Programs & Events-Youth	4.99
TOTAL					101.27

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56898	06/12/2017	Dost Valuation Group, Ltd.	101010 - Cash - Marquette	-115.60
Bill	1295	05/30/2017		104495 - Legal	115.60
TOTAL					115.60
Bill Pmt -Check	56899	06/12/2017	Erin Faxel	101010 - Cash - Marquette	-82.31
Bill	6/7/17	06/07/2017		104642 - Patron Programs & Events-Youth	23.37
Bill	6/7/17 2	06/07/2017		104642 - Patron Programs & Events-Youth	17.94
Bill	6/7/17 3	06/07/2017		104642 - Patron Programs & Events-Youth	41.00
TOTAL					82.31
Bill Pmt -Check	56900	06/12/2017	Findaway World, LLC	101010 - Cash - Marquette	-318.14
Bill	219207	06/06/2017		104341 - Audio Visual Materials - Youth	318.14
TOTAL					318.14
Bill Pmt -Check	56901	06/12/2017	Gale/Cengage Learning	101010 - Cash - Marquette	-273.54
Bill	60389206	05/01/2017		104310 - Books - Adult	47.19
Bill	60598853	05/17/2017		104310 - Books - Adult	55.19
Bill	60625576	05/23/2017		104310 - Books - Adult	43.98
Bill	60633516	05/24/2017		104310 - Books - Adult	24.80
Bill	60632833	05/24/2017		104310 - Books - Adult	21.60
Bill	60633472	05/24/2017		104310 - Books - Adult	24.00
Bill	60658161	05/31/2017		104312 - Books - Outreach	25.59
Bill	60665314	06/01/2017		104310 - Books - Adult	31.19
TOTAL					273.54
Bill Pmt -Check	56902	06/12/2017	Home Depot Credit Services	101010 - Cash - Marquette	-132.41

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	Home Depot May 28 17	05/28/2017		104530 - Building & Custodial Supplies	132.41
TOTAL					132.41
Bill Pmt -Check	56903	06/12/2017	Ingram Library Services	101010 - Cash - Marquette	-9,207.89
Bill	See Detail List	06/12/2017		104310 - Books - Adult	7,304.35
Bill	6/12/17	06/12/2017		104312 - Books - Outreach	494.54
				104311 - Books - Youth	1,409.00
TOTAL					9,207.89
Bill Pmt -Check	56904	06/12/2017	Management Association of Illinois	101010 - Cash - Marquette	-2,000.00
Bill	5295	05/31/2017		104497 - Library Consultant	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	56905	06/12/2017	Midwest Tape	101010 - Cash - Marquette	-1,326.08
Bill	95109321	05/31/2017		104341 - Audio Visual Materials - Youth	199.67
				104340 - Audio Visual Materials - Adult	1,126.41
TOTAL					1,326.08
Bill Pmt -Check	56906	06/12/2017	Neofunds By Neopost	101010 - Cash - Marquette	-500.00
Bill	5/28/17	05/28/2017		104730 - Postage	500.00
TOTAL					500.00
Bill Pmt -Check	56907	06/12/2017	Neviol, Inc.	101010 - Cash - Marquette	-5,738.00
Bill	6050	06/01/2017		104450 - Building Maintenance	5,738.00
TOTAL					5,738.00

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56908	06/12/2017	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-71.85
Bill	5806487	06/01/2017		104450 - Building Maintenance	71.85
TOTAL					71.85
Bill Pmt -Check	56909	06/12/2017	Ollis Book Corporation	101010 - Cash - Marquette	-60.96
Bill	244714	05/10/2017		104311 - Books - Youth	60.96
TOTAL					60.96
Bill Pmt -Check	56910	06/12/2017	OverDrive, Inc.	101010 - Cash - Marquette	-1,287.36
Bill	114715863-060217	06/02/2017		104311 - Books - Youth	602.05
Bill	111600203-060317	06/03/2017		104311 - Books - Youth	562.32
Bill	164843080-060617	06/06/2017		104310 - Books - Adult	9.99
Bill	001314767-060617	06/06/2017		104310 - Books - Adult	113.00
TOTAL					1,287.36
Bill Pmt -Check	56911	06/12/2017	Park Ace Hardware	101010 - Cash - Marquette	-233.29
Bill	Park May 17	05/31/2017		104530 - Building & Custodial Supplies	233.29
TOTAL					233.29
Bill Pmt -Check	56912	06/12/2017	Penguin Random House LLC	101010 - Cash - Marquette	-97.50
Bill	1082502460	05/25/2017		104342 - Audio Visual Materials-Outreach	63.75
Bill	1082503817	05/25/2017		104340 - Audio Visual Materials - Adult	33.75
TOTAL					97.50
Bill Pmt -Check	56913	06/12/2017	Quill Corporation	101010 - Cash - Marquette	-198.63
Bill	7133253	05/30/2017		104720 - Office Supplies	25.57

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	7181236	06/01/2017		104710 · Library Supplies	173.06
TOTAL					198.63
Bill Pmt -Check	56914	06/12/2017	Rainbow Book Company	101010 · Cash - Marquette	-627.80
Bill	137216	05/31/2017		104311 · Books - Youth	627.80
TOTAL					627.80
Bill Pmt -Check	56915	06/12/2017	Recorded Books, INC	101010 · Cash - Marquette	-577.96
Bill	75526632	05/01/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75527556	05/02/2017		104340 · Audio Visual Materials - Adult	9.00
Bill	75527587	05/02/2017		104340 · Audio Visual Materials - Adult	28.80
Bill	75528319	05/03/2017		104340 · Audio Visual Materials - Adult	20.69
Bill	75529002	05/04/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75530824	05/08/2017		104340 · Audio Visual Materials - Adult	152.11
Bill	75530886	05/08/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	755252144	05/09/2017		104340 · Audio Visual Materials - Adult	7.95
Bill	75530980	05/09/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75531253	05/09/2017		104340 · Audio Visual Materials - Adult	71.98
Bill	75531769	05/09/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75531770	05/09/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75532305	05/10/2017		104340 · Audio Visual Materials - Adult	39.97
Bill	75532787	05/10/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75535779	05/17/2017		104340 · Audio Visual Materials - Adult	22.49
TOTAL					577.96
Bill Pmt -Check	56916	06/12/2017	RentalMax	101010 · Cash - Marquette	-418.79
Bill	228839-2	06/01/2017		104450 · Building Maintenance	418.79
TOTAL					418.79
Bill Pmt -Check	56917	06/12/2017	Sprint	101010 · Cash - Marquette	-180.69

Orland Park Public Library
Check Detail
May 16 through June 19, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	336044821-150	05/30/2017		104520 · Telephone	180.69
TOTAL					180.69
Bill Pmt -Check	56918	06/12/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-372.06
Bill	5030	06/03/2017		104530 · Building & Custodial Supplies	372.06
TOTAL					372.06
Bill Pmt -Check	56919	06/12/2017	Recorded Books, INC	101010 · Cash - Marquette	-519.56
Bill	75536631	05/18/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75536648	05/18/2017		104340 · Audio Visual Materials - Adult	53.99
Bill	75539989	05/24/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75541140	05/26/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75542380	05/30/2017		104340 · Audio Visual Materials - Adult	33.29
Bill	75541769	05/30/2017		104341 · Audio Visual Materials - Youth	245.41
Bill	75542774	05/31/2017		104340 · Audio Visual Materials - Adult	45.00
Bill	75536032	05/31/2017		104340 · Audio Visual Materials - Adult	7.95
Bill	75535862	05/31/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	755411067	05/31/2017		104340 · Audio Visual Materials - Adult	7.95
TOTAL					519.56
Subtotal - Checks					\$158,448.21
Gross Payroll on 5/31/17					\$98,813.76
Payment to Village for IMRF/Insurancee for May, 2017					\$63,667.50
Gross Payroll on 6/15/17					\$110,803.38
Grand Total					\$431,732.85

Adult Services Board Report May 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 5/4; 9 adults

Five genre book discussions 5/11, 5/16, 5/17, 5/17 (evening), 5/22; 28 adults

Bingo; 5/13, 5/27; 1 adult

Weiss & Street Ratings 5/18; 4 adults

Careers College; 5/22; 0 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Andrew Masura attended Autism Basics: A Primer for Librarians (Orland Park Public Library) on May 1, 2017

Linda Conrath attended Autism Basics: A Primer for Librarians (Orland Park Public Library) on May 1, 2017

Linda Conrath attended Weiss Database Training (Computer Lab) on May 2, 2017

Andrew Masura attended Weiss Database Training (Orland Park Public Library) on May 2, 2017

Judy Brannigan attended Weiss Database Training (Orland Park Public Library) on May 2, 2017

Diane Srebro attended Weiss Database Training (Orland Park Public Library) on May 2, 2017

Kaye Friberg attended Reaching Forward Conference (Rosemont) on May 5, 2017

Katie Allan attended Reaching Forward Conference (Rosemont) on May 5, 2017

Diane Srebro attended RAILS-Librarians vs Fake News (Webinar) on May 9, 2017

Diane Srebro attended Novelist Where Does RA Fit 21st Century Service? (Webinar) on May 10, 2017

Andrew Masura attended Designing Interactive Library Spaces on Limited Budgets (Webinar OPPL) on May 11, 2017

Diane Srebro attended Reference USA (Webinar) on May 12, 2017

Andrew Masura attended SNAAZ Meeting (Elmhurst Public Library) on May 12, 2017

Judy Brannigan attended Basics of Personal File Management (Webinar) on May 16, 2017

Kortnee Fingler attended The Hottest Graphic Novels of Spring 2017 (Webinar LJ) on May 17, 2017

Kortnee Fingler attended Independents Day for Crime Fiction (Webinar (Booklist) on May 18, 2017

Judy Brannigan attended Where Does Readers' Advisory Service Fit in Your 21st Century Library? (Webinar) on May 18, 2017

STATISTICS

Database Statistics

May 2017-2016 Comparison

Database	05/2017	05/2016	Data Type
Ancestry	1084	2868	Searches
Careers College	36	27	Total Users
Consumer Reports	70	84	Log-Ins
EBSCO	27124	33319	Searches
Gale Virtual Ref. Lib.	3	21	Searches
Heritage Quest	868	292	Searches
Lynda.com	274	N/A	Total Log-Ins
Mango Languages	66	N/A	Total Sessions
OCLC	6270	5165	Searches
ProQuest	63	131	Searches
Reference USA	223	334	Searches
Weiss & the Street Financial Ratings	59	N/A	Searches

Note: EBSCO includes NoveList Plus usage

Statistics from web forms

Category	05/2017	05/2016
Reference	3244	3221
Ref Remote	212	139
Non-Reference	326	298
N-R Remote	542*	33
Extended Help	28	0
Passive Programming	6	0
Prog Att	42	45
Items shelved	19489	20243
Carts shelved	284	320

*Non-Reference Remote statistics increased this month due to the flooring project.

GRANTS/SPECIAL PROJECTS

Judy Brannigan and Katie Allan staffed a Veterans' History Project booth on behalf of the Orland Park Public Library at the Military Expo at the Orland Park Civic Center on Sunday, May 7th.

CUSTOMER SERVICE LOG

5/7/17 The following comments were volunteered by visitors to OPPL's booth at the Military Expo at the Orland Park Civic Center:

"You have great programs at your library. I'm from Tinley and I bring friends to your programs."
Katie A.

"I love the library. I'm 78 years old and I live alone. It gives me somewhere to go. I've been going for 41 years." Katie A.

"I used to go to the library all the time. Now I download the Kindle books online (from Overdrive). I love it." Katie A.

"I'm at the library every week. I've gotten the receipt showing how much I've saved; it was something like \$600. It's clever--I like that. They've done a great job getting me the large print. Sometimes it even comes before the regular print." Katie A.

5/8/17 Helping a patron by the new books (downstairs) due to the flooring project renovation. Comment: "Thank you for bringing the new books down here. I appreciated the effort." Andy M.

5/8/17 Patron coming up the back stairs to look for DVDs. Comment: "Wow, you have books here too? Who knew?" Andy M.

5/8/17 Riding with a patron on the elevator. Comment: "How long is this going to be like this? You won't see me for another month. I'll wait until things die down." Andy M.

5/8/17 Asked a patron if he needed assistance. Comment: "No thanks, I left a trail of crumbs with the donut hole you provided." Andy M.

5/8/17 Directing a patron toward the back stairs. Comment: "I just came from the Health Club. If I would have known this (about the flooring project) I would have come here first." Andy M.

5/8/17 Riding with a patron on the elevator. Comment: "Who's the idiot that thought this (the flooring project) was a good idea?" Andy M.

5/9/17 Riding with two patrons on the elevator. Comment: "You didn't have to come all the way down here with us. That was very nice of you." Andy M.

5/9/17 Gates went off downstairs. Patron leaving with items not checked out. Comment: (after walking patron to checkout at youth). "Thank you. No one told me where to check out. I thought it was at the table by the door where I came in." Andy M.

5/9/17 Taking a patron downstairs on the elevator. Comment: "Not a good time for your main elevator to go out. When is it going to be fixed?" Andy M.

5/10/17 - Patron stopped by the adult reference desk to tell us that OPPL was used as a source for an essay question on the nationwide AP English test given to high school students. He was happy to let us know that he used his positive experiences coming into the library to answer the question, which had to do with the future of libraries in communities. - Kortnee F.

5/11/17 Patron (on the 2nd floor) asked where we moved the new books. Comment: "They told me to come up here. Why would they do that? Now I have to navigate that maze again? Can I use the elevator?" Andy M.

5/11/17 Where is the Fire & Freedom exhibit? Comment: "Thank you for bringing us down here. We would never have found it." Andy M.

5/11/17 Pulled two books for a patron and told her where to find the Express Reserves. Comment: "I was there Monday. I know how screwed up it is." Andy M.

5/11/17 Patron asking if we received many complaints because of the flooring project. Comment: "Well, at least you are open." Andy M.

5/11/17 Letting a patron on the elevator. Comment: "You don't have to ride down with me. I'm perfectly capable of riding down by myself. That's just plain silly." Andy M.

5/11/17 I approached two patrons by the elevator. Comment: "How do we get back downstairs? We came for the Meditation program and wanted to come upstairs." (Riding down with them) "I hope that new floor doesn't have that rubber smell. I can't stand that recycled rubber, it stinks." Andy M.

5/11/17 Helping a patron with the self-checkout. Comment: "Thank you; that was easy. I don't know why I haven't used it before." Andy M.

5/11/2017 Patron wanted to donate a book we already own as a memorial donation. Comment: "That's kind of misleading. Why do you have the form on your website? It should spell out and/or say in bold print "do not buy the book, magazine or DVD." Andy M.

5/13/2017 Letting patron down the staff elevator. Comment: "This must be a nuisance for you." Peter T.

5/13/17 After assisting patrons with self-checkout: "You'd better watch out. If these machines take off, you're out of a job." Katie A.

5/15/17 Escorting patron to the back stairs, she commented, "This is a real pain in the neck. It almost makes me not want to come here." Katie A.

5/16/17 Patron asked how long the flooring project will last. Comment: "All things considered, you guys are doing a great job dealing with this mess." Andy M.

5/16/17 Asked a patron if he needed help (patron was standing by the caution tape looking at the flooring project) Comment: "When are they going to finish this? I never see anyone working. They must be union workers." Andy M.

5/16/17 Escorting a patron upstairs on the elevator. She asks what we are doing on the main staircase. Comment: (when we arrive upstairs) "I hope they aren't replacing this carpeting. There is nothing wrong with it. It's perfectly fine." Andy M.

5/17/17 "Thank you so much for the information. You saved me a lot a time." Diane S.

5/17/17 "How much longer will this construction be going on?" When I replied it would only be a few more weeks, patron responded, "Well, I'm sure it will be nice when it's all finished." Katie A.

5/18/17 While taking a patron upstairs on the elevator, she asks what is going on in the lobby. Comment: "I hope the tile isn't going to be slippery. It's not a good idea to put tile on stairs." Andy M.

5/18/17 Patron asked how much longer the flooring project will last. Comment: "Well, you are all doing a wonderful job directing people. Thank you." Andy M.

5/19/17 Taking a patron upstairs on the elevator. Comment: "How much longer is this going to go on? You are closed two days for Memorial Day. Seems like that would be a good time for them to work and finish it up." Andy M.

5/10/17 "Could someone let me down by elevator? How long is the renovation going to take? I hope soon because this is such a hassle." Diane S.

5/20/17 While showing patron Consumer Reports Database, patron comments "What a wonderful service." Peter T

5/21/17 Patron comment: "I would still be looking for this book. Thanks for helping me find it." Diane S.

5/22/17 Helping a patron locate specific books. "Thanks a lot, great service!" Kortnee F.

5/22/17 Patron smiling as she walked past the desk: "I love all this walking!" Katie A.

5/22/17 Patron asked, "Is this construction curtailing visits? I think I'm going to wait until it's all done to come back." Katie A.

5/23/17 "When are they going to be finished with this?" (flooring project) Comment: "That's ridiculous. Is this being done just to spend money? Why are you remodeling a new building?" Andy M.

5/23/17 "What kind of tile is this? Is it rubber or ceramic?" Comment: "I would like that in my bathroom at home. It really looks nice. I can't wait to see it all finished." Andy M.

5/23/17 "When are they going to finish?" (flooring project) Comment: "They better hurry up." Andy M.

5/23/17 "I can't believe how organized you are! I was able to get my books without a hassle even with all of this construction. Nice job!" Mary A.

5/23/17 Patron asked where to find the Express Reserves. Comment: (leaving the building after checkout) "Quickest library service ever. I love this; I've never been out of here so fast." Andy M.

5/23/17 Helping patron down from second floor. "I bet you all are tired of this." Peter T.

5/23/17 Helping patron down from the second floor. "You must be getting a lot of exercise." Peter T.

5/24/17 Taking a patron upstairs on the elevator. Comment: "Are you doing this to keep people away (the flooring project). Because it's working." Andy M.

5/25/17 Patron looking for a book upstairs. "The smell up here is terrible. Is that from the floors? I'm surprised you aren't all sick." Kortnee F.

5/25/17 Helping patron down from second floor. "Wait, we have to go all the way back around again? You need a trolley back here." Kortnee F.

5/25/17 Helping two patrons down from the second floor. Comment: "How much did this library cost? You did a nice job; you should be proud. It's a beautiful building." Andy M.

5/25/17 Helping a patron find a book upstairs. Comment: "That smell up here is so strong. It's giving me a headache, and I've only been here for 15 minutes." Andy M.

5/25/17 Patron trying to get from New Books to the front exit: "This is a mess. Why would the library do this?" Judy B.

5/25/17 Talking with a regular patron: "When will this be done? I won't be back until it's finished". Judy B.

5/25/17 Assisting an elderly patron with cane to the exit: "Why did they make this so hard? I won't be coming back." Judy B.

5/25/17 Taking a patron down in the elevator: "I feel bad for the staff. This makes so much more work for all of you." Judy B.

5/25/17 Escorting a patron down the elevator: "This is a pain. You keep making it harder to get around here instead of easier." Katie A.

5/31/17 "Love the new flooring--great choice!" Mary A.

5/31/17 "Why did you pick this color of tile? You should have used green like your shirt." Mary A.

Circulation Board Report May 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin checking on wireless bar code scanners and wireless printers for use in the Outreach Department that will be compatible using Polaris Leap on IPADS. Barscan Technologies will be sending information on wireless scanners and printers that are compatible using Polaris Leap.

CIRCULATION STATISTICS

ORS MONTH	TOTAL CIRCULATION 2017	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
JAN	79,552	78,228	-2%	36,949	2,499
FEB	74,287	77,836	-5%	36,864	3,541
MAR	83,748	82,831	1%	41,617	3,994
APR	72,970	79,296	-9%	32,758	3,338
MAY	72,098	73,619	-2%	31,859*	3,084
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	384,672	391,810	-2%	180,047	16,456

Hoopla Checkouts: 616
Overdrive Registrations: 36
Overdrive Checkouts: 2,991
Zinio Checkouts: 287
Polaris Patron Sessions: 15,479

*Count not available. Used last year's number.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelsey Flynn attended Reaching Forward (Rosemont) on May 5, 2017.

Shelly Cruz attended Reaching Forward (Rosemont) on May 5, 2017.

CUSTOMER SERVICE LOG

05/01/17 (Welcome Desk) "I love libraries...and books." - Julie P.

05/03/17 (Welcome Desk) "I love this system. This is great. A great way to do it." Referring to Express Pick-up. - Laura L.

05/03/17 (Circulation Desk) "How long will the stairs be closed? What a bad time for the elevators to be out." - Laura L.

05/04/17 (Circulation Desk) "Does anything work in your library? It is so inconvenient the elevator and stairs being out. And all of the self check-outs! This is a mess!" - Kelsey F.

05/04/17 (Welcome Desk) "There should be a sign on the elevator with an estimate of when it will be working so people know when they can come back in to us it." - Laura L.

05/04/17 (Circulation Desk) "I love the handmade book display. It's amazing!" - Angie M.

05/4/17 (Circulation Desk) Regarding construction, "Some people bit**ed all the way to the stairs. I thought it was great! I got to see things and places I don't normally see when I come into the library!" - Becky C.

05/04/17 (Circulation Desk) "Do you have any bags? Why not? When are you getting some?" - Renee N.

05/08/17 (Call Center) Patron called to verify nothing was checked out on his card. He didn't like leaving a book that was checked out under his name in a bin by an open door that could have been picked up by anyone. He said the bins were left unattended and he was uncomfortable leaving book in bin, but he did. - Angie M.

05/11/17 (Welcome Door) "It's nice to see different parts of the library." - Laura L.

05/11/17 (Welcome Door) Of the Jazz Trio, "Very nice!" - Becky C.

05/11/17 (Welcome Door) "How long will the (flooring) project take? This is a great library!" - Becky C.

05/11/17 (Welcome Door) "When will you be finished with construction?" I said two weeks. Patron said, "That's what you guys said two weeks ago! Humph!" - Renee N.

05/12/17 (Welcome Door) "So how long do you get to do this fun?" - Laura L.

05/15/17 (Welcome Door) "I'm glad we only come once a week." Referring to construction. - Laura L.

05/16/17 (Welcome Door) "How much longer do we have to do this? Really? I guess it could be worse." - Laura L.

05/16/17 (Welcome Door) "I hope they are going to throw you guys a party after this. You deserve it." - Laura L.

05/16/17 (Welcome Door) "Is there something going on for kids today? It's so wonderful to see little ones coming to the library." - Laura L.

05/16/17 (Welcome Door) "Thanks for the pad and pen. Nice!" - Barb K.

05/16/17 (Welcome Door) "Thanks. You folks are the best!" - Therese C.

05/17/17 (Welcome Door) Patron remarked as leaving, "This place is a hot mess but you guys nailed it." - Nadine L.

05/17/17 (Welcome Door) "Why did we not close the library down for a week? This is an absolute mess." - Kelsey F.

05/17/17 (Welcome Door) "Thanks for all you guys do!" - Kelsey F.

05/18/17 (Welcome Door) "What a wonderful library. You have so much to offer. I especially enjoy the actor presentations. So much to choose from." - Renee N.

05/19/17 (Welcome Door) "Aren't you scared mice or rats are going to come in this open door?" - Laura L.

05/20/17 (Welcome Door) "It's the little things." (Pleased with the pen and Post-it notes to take) - Julie P.

05/21/17 (Welcome Door) "It will be nice when this construction is done." - Julie P.

05/22/17 (Welcome Door) "How much longer until this is done? Oh boy. Good luck." - Laura L.

05/23/17 (Elevator) "Why didn't you guys close for a week to do this?" - Laura L.

05/24/17 (Youth Desk Checkout Station) "You guys have done a good job of making this easy and seamless. I know it must be hard, but you're doing a great job!" - Laura L.

05/24/17 (Welcome Door) "What are they doing over there?" When told about the flooring project, they replied, "It looked nice before to me, but nobody asks us. Oh well." - Laura L.

05/24/17 (Welcome Door) "They should have turned that display around in the lobby display case so people can see it." - Laura L.

05/24/17 (Welcome Door) "Well done. Hard thing to try to pull off." Referring to being open during construction. - Julie P.

05/24/17 (Welcome Door) "When will construction be done?" Quoted June 1st. Patron replied, "Looks nice so far." - Nadine L.

05/24/17 (Welcome Door) Patron was EXTREMELY UPSET when she was told that she could not access Wi-Fi on her laptop on the first floor because she was an adult and when she left there was an adult on her laptop in the children's area. She was very upset. - Nadine L.

05/25/17 (Welcome Door) "Those stairs are a killer. I'm not coming back until everything's done. I'll read the books I have at home." - Barb K.

05/25/17 (Welcome Door) Regarding flooring area odor, "They need to ventilate air better." - Barb K.

05/26/17 (Welcome Door) "Thank you. I'm so sorry for you guys. How do you stand the smell!" - Renee N.

05/30/17 (Welcome Desk) "I'm so glad you're back to normal." - Laura L.

05/30/17 (Circulation Desk) Regarding the new floor, "I'm not impressed. Sorry." Also expressed concern about it being slippery when raining or snowing out." - Laura L.

05/30/17 (Welcome Desk) "The floor looks great." - Barb K.

05/31/17 (Welcome Desk) "It looks so much brighter in here." - Laura L.

05/31/17 (Circulation Desk) "I miss your little spot on the floor." - Laura L.

Graphics Board Report May 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Graphics team:

- completed the SRC brochure
- completed Summer Reading Challenge book logs for adults, teen, and youth
- completed the Frankenstein brochure
- made a poster for BINGO
- mocked up a design to put on a mug for the NASA ribbon cutting
- created address labels and sent invitations to the NASA ribbon cutting
- created a poster for a meditation class
- made new Blue Stem Award booklets
- worked on special mass emails for the upcoming grants/exhibits
- worked on a poster for teen trivia night
- worked on a posters for teen Slime Time
- worked on leaflets for sharing computer class information
- worked on a poster for June romance book discussion
- designed a new template for stack end cap signage
- designed a poster for the Mary Shelley event
- formatted all recent posters and fliers to PDFs to be sent to the high school for them to share with students before school let out for the summer
- worked on a new version of the NASA brochure to include the NASA shuttle lobby exhibit
- made TV slides to send to public television about June events
- made calendar squares for Youth Services large storytime calendar
- designed and printed thousands of raffle and Summer Reading Challenge tickets
- created and provided graphics to web designer for website homepage cards

- printed large blueprints and other pictures for decorating committee
- updated the Library Facebook, Twitter, Pinterest, and Instagram daily with fresh postings and tv slides created for public television
- sent updated information to The Orland Park Prairie and The Regional about Summer Reading Challenge and the NASA exhibit in the form of calendar events and press releases
- processed meeting room requests for outside groups booking the meeting rooms and made patrons aware of the flooring project during phone conversations about bookings
- delegated customer service questions and comments to appropriate departments that come in through AskOPPL@orlandparklibrary.org

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie B. attended the Children's Librarians' Association of the South Suburbs meeting about Autism Basics in meeting room 104 on May 1 at 10:30 a.m.

Kristen H. and Chris S. attended Reaching Forward on May 5 at Donald E. Stevens Center.

Jackie B. attended Simple Strategies for Social Media on May 9 through RAILS via webinar.

Jackie B. attended Accessible to All: Serving Youth and Young Adults with Disabilities through RAILS on May 5 via webinar.

STATISTICS

2017	Outside Meeting Room Requests	Graphics Requests			
January	20	144			
February	22	96			
March	10	124			
April	14	79			
May	17	121			
	Facebook	Twitter	Pinterest	Instagram	
Subscribers	1,719	1,619	403	172	
Library app downloads	159				

GRANTS/SPECIAL PROJECTS

Graphics team:

- Produced brochures, flyers, and posters for Fire and Freedom - Food and Enslavement
- Produced brochures, flyers, and posters for NASA: Conquering Low Earth Orbit Exhibit
- Started putting together marketing materials and prize baskets for Taste of Orland Park

Kristen H. is part of the OPPL CON committee, and she has been looking for sponsors for the event on July 22.

Maurya O. is part of the Summer Reading Challenge committee, and she has been working on a special design for the front library window to thank the SRC sponsors.

Chris S. is part of the decorating committee, and she has been participating by helping set up the library's decorations for summer.

CUSTOMER SERVICE LOG

Patron Steve Gilson told Jackie B. "Thanks for getting this done quickly and efficiently," in response to changing the date on his class sign up.

Information Technology Board Report May 2017

STATISTICS

Category	May 2017	May 2016
Study Room Usage	435	453
Patrons Assisted	491	374
Extended Assistance	70	
Total PC Usage	1727	1765
Total Web pages	28237	29933
Number of Classes	10	9
Total Class Attendance	35	13
Wireless Usage	3897	5658

Outreach Services Board Report

May 2017

PERSONNEL

5/1/17 Senior Living Visits - Smith Crossing Book Visit

"Thanks for coming out, we really appreciate the service." Dakari J.

"We really appreciate the time you spend with us." Theresa M.

5/2/17 Senior Living Visits - Thomas Place Book Visit

"Thanks for bringing our favorite authors." Dakari J.

5/4/17 Relax and Rejuvenate with Meditation program

"Thank you for having this kind of program." Cathy D.

"This was great." Cathy D.

"Glad there will be several classes." Cathy D.

"I feel really great." Cathy D.

"I'll be back next time." Cathy D.

5/5/17 Meet the Artist - Adrienne Pike Program

"What a nice idea, for the library to give us a chance to talk to the artist." Shane P.

"I always look at the art, but this was my first time." Shane P.

5/9/17 The White Sox from the Very Beginning program

"This was a fantastic program." (Several patrons) Cathy D.

"Great presentation." Cathy D.

"You guys do such a good job." Cathy D.

"Thank you." Cathy D.

5/9/17 Book discussion - Thomas Place Program

"Thanks for coming out. It was a great discussion for the book." Dakari J.

5/11/17 Cabaret - The Tim Wilsey Trio program

"Wonderful performance, great music, and a great selection of songs. Thank you." Cathy D.

5/15/17 Senior Living Visits - Smith Crossing Book Visit

"Thanks for coming out, we really appreciate it." Dakari J.

5/17/17 Senior Living Visits - Lexington Book Visit

"Thanks for coming out. I really appreciate the library getting what I want." Dakari J.

"Thanks for having the books I requested." Dakari J.

5/17/17 One Brief Shining Moment: The Kennedy's in Chicago Program

"This was a fantastic program and the presenter made it a lot of fun." Cathy D.

"Thank you." Cathy D.

"Please have him back again." Cathy D.

"What a wonderful program. You guys do such a great job." Cathy D.

"Thank you, the Outreach Department does such a wonderful job." Cathy D.

"The presenter was very knowledgeable about this topic." Cathy D.

"Good job, Outreach!" Cathy D.

"Really enjoyed this one." Cathy D.

"Thank you for having such great exhibits and programs." Cathy D.

5/24/17 Orland Township Drop-in Visit

"Thanks for coming out and knowing what we like to read." Dakari J.

5/25/17 Relax and Rejuvenate with Meditation program

"Great program." Cathy D.

"Will you be doing this again? We really liked her." Cathy D.

"Very helpful program." Cathy D.

"We really enjoyed this, Thank you." Cathy D.

5/26/17 Orland Township Drop-in Visit

"It's always great to see all the new books and puzzles." Dakari J.

"Thanks for coming out. You guys always know what to bring." Dakari J.

"Thanks for remembering the movies I requested on your last visit." Dakari J.

5/31/17 Senior Living Visits - Evergreen Book Visit

"Thanks for coming out. We really appreciate your service."

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

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

Coordination of the *Fire and Freedom - Food and Enslavement* Exhibit

Coordination of the *NASA: Conquering Low Earth Orbit* Exhibit

Coordination of the *Frankenstein: Penetrating the Secrets of Nature* Exhibit.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Autism Basics: A Primer for Librarians (OPPL Room 104) on May 1, 2017

Cathy DiGiorgio attended Autism Basics-A Primer for Librarians (OPPL - Room 104) on May 1, 2017

Theresa Marketti attended Reaching Forward (Donald E Stephens Convention Center) on May 5, 2017

Dakari Jones attended Reaching Forward (Donald E. Stephens Convention Center) on May 5, 2017

Kelly Cuci attended Get to Know Grant Station (Webinar) on May 9, 2017

Kelly Cuci attended CPR Training (Orland Park Fire Department) on May 13, 2017

Kelly Cuci attended Beyond the Welcome Sign: Tailoring Immigrant Services for Success (Webinar) on May 24, 2017

Kelly Cuci attended RDA for Copy Catalogers (Webinar) on May 26, 2017

STATISTICS

Onsite Adult Programs:

13 programs were given with a total of 454. *2016: 15 programs were given with a total of 436 patrons.*

Breakout:

5/4/17 Relax & Rejuvenate	33
5/5/17 Meet the Artist - Adrienne Pike	8
5/9/17 The White Sox - From the Very Beginning	52
5/10/17 Black-Eyed Peas: A Symbolic Cuisine	16
5/11/17 Relax & Rejuvenate	51
5/11/17 Cabaret - The Tim Wilsey Trio	31
5/16/17 Why Your 401K isn't Doing What You Think It Is	21
5/17/17 One Brief Shining Moment - The Kennedy's in Chicago	48
5/18/17 Relax & Rejuvenate	49
5/19/17 Showcase - Famous Unknown	25
5/23/17 How Corn Changed Itself and Then Changed Everything Else	41

5/25/17 Relax & Rejuvenate	40
5/26/17 Friday Film Series - Sully	39

Offsite Adult Programs:

16 programs were given with a total of 250 patrons attending. *2016: 15 programs were given with a total of 194 patrons attending.*

Breakout:

5/1/17 Senior Living Visits	31
5/2/17 Senior Living Visits	12
5/4/17 Smart Art iPad for Seniors - Brookdale	5
5/4/17 Smart Art iPad for Seniors - Autumn Leaves	6
5/9/17 Book Discussion at Thomas Place	4
5/10/17 Orland Township Senior Drop-In Visits	27
5/12/17 Orland Township Senior Drop-In Visits	15
5/15/17 Senior Living Visits	25
5/16/17 Senior Living Visits	15
5/17/17 Senior Living Visits	16
5/24/17 Orland Township Senior Drop-In Visits	19
5/25/17 Remember When with Autumn Leaves	10
5/25/17 Remember When with Brookdale	13
5/26/17 Orland Township Senior Drop-in Visits	19
5/30/17 Senior Living Visits	13
5/31/17 Senior Living Visits	20

Train Station Books:

Three Train Stations - **106**, 2016 - 78

Program Flyer Distribution Statistics:

Local Businesses - **500**, 2016 - 45

Village of O.P. - **500**, 2016 - 600

Train Stations - **106**, 2016 - 78

Orland Township - **5**, 2016 - 0

Nursing Homes - **29**, 2016 - 0

During programs - **142**, 2016 - 299

Other Outreach and Homebound Stats:

Outreach Circulation Stats: 1042 items circulated with 2512 checkouts and 240 renewals. *2016: 978 items circulated with 1173 checkouts and 92 renewals.*

Visits to single-family homebound patrons totaled 13. *2016: Visits totaled 17.*

5 new homebound patron cards were issued and 1 discontinued. 0 cards were renewed. *2016: 6 new homebound library cards were issued. 0 cards discontinued. 3 cards were renewed.*

OS staff logged 1091 reference transactions. *2016: 477 reference transactions.* This was high due to the amount of questions we answered during programs and assisted living visits.

Outreach Services books were not displayed this month because of the flooring project.

GRANTS/SPECIAL PROJECTS

Multiple NASA preparations were made.

Cathy DiGiorgio, Theresa Marketti, and Kelly Cuci obtained sponsorships for the *NASA: Conquering Low Earth Orbit*. Sponsorships include: Mariano's, Dunkin Donuts, Starbucks, Fleckenstein's Bakery, Rental Max, YRC Freight, and Panduit.

The Field Museum has asked to come tour our NASA Collection and check out our internal database. Outreach is in the process of scheduling them for a day.

Theresa Marketti and Dakari Jones have increased visits to Evergreen and Lexington assisted living facilities.

Dakari Jones and Cathy DiGiorgio worked on obtaining materials for our new ESL programming for this fall.

Kelly Cuci began weeding the large print fiction collection. Weeded books were given to Adult Services.

Technical Services Board Report May 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for May 2017 is complete.
- All withdrawn titles and items are removed from the system.
- Popular Book and AV lists for Polaris PAC are created.

CONTINUING EDUCATION/MEETINGS ATTENDED

- On May 5, 2017, Matt attended Reaching Forward Conference 2017 at Rosemont IL.
- On May 19, 2019, Vanessa and Nancy attended LACONI workshop: RDA Serials Cataloging at Poplar Creek Public Library, Streamwood, IL.

STATISTICS

Monthly Holdings Statistics between 05/01/2017 and 05/31/2017:

May-17	Tech Services Monthly Statistics												
Monthly Items at Polaris:													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD Total
Added Books:	1128	1253	1604	1848	1848								7,681
Added AVs:	455	652	1134	518	518								3,277
Added Periodicals:	621	627	659	630	630								3,167
Added eBooks:	230	42	67	111	111								561
Monthly Add-on items:													
2017	2,434	2,574	3,464	3,635	3,107								15,214
2016	2,828	2,987	3,827	2,603	3,078	3,394	2,080	3,469	3,348	2,547	5,270	2,314	37,745
Yearly change%	-13.93%	-13.83%	-9.49%	39.65%	0.94%								
Monthly Delete:													
2017	27,798	11,234	10,182	3,379	3,379								55,972
2016	2,697	2,638	4,031	5,447	7,105	12,042	10,582	4,223	4,097	4,779	1,436	3,892	62,969
Yearly change%	930.70%	325.85%	152.59%	-37.97%	-52.44%								
Total OPPL Collection:													
2017	326,818	325,258	322,466	325,576	325,466								
2016	317,254	321,148	315,957	314,581	317,786	319,008	320,682	323,254	323,901	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%	2.42%								
Polaris Total Item/Title by month:			325,466	263,805									

GRANTS/SPECIAL PROJECTS

- Wendy found and corrected circulation status of approximately 500 AV items and books as circulation so that they will not be blocked when patrons use the self-checkout machines.
- Those donated Chinese books are added into children's foreign languages collection at Polaris.

CUSTOMER SERVICE LOG

5/25/17 2:53 pm. YS staff brought us a cart of award books to change to regular collection. She said "You guys are great!" Carol M.

Youth Services Board Report May 2017

PERSONNEL

Youth Services Page Tricia Golec resigned her position on May 24

Interviews continued for the Youth Services Reference I position

Applications are still being accepted for the Part-Time Teen Librarian position

SERVICES/PROGRAMS/PROJECTS/CLASSES

PAL PAKS

33 PAKS/729 items total

Summer Reading school visits statistics

5/8	588	Meadow Ridge
5/9	600	Cardinal Joseph Bernardin
5/12	343	Center
5/15	458	High Point
5/18	464	Centennial
5/19	381	Park
5/22	592	St. Michael's
5/30	498	Prairie

TOTAL 3,924

PRESCHOOL PAKS

4 PAKS/45 items total

Preschool Visits Stats

3 outreach visits, Total Attendance 98

5/8:	34	Sandbox Learning Center (151st Street)
5/11:	29	Sandbox Learning Center (82nd Avenue)
4/28:	35	Park School Early Childhood

4 in-house storytimes, Total Attendance 240

5/12: 234 Sandbox Preschool and Childcare (82nd Avenue)
5/19: 6 District 135 Early Childhood classrooms and their families (2 storytimes)

Teen Summer Reading school visits statistics

Carl Sandburg High School drawing	31
Carl Sandburg High School visit	3435
Century Junior High visit	500
Orland Junior High visit	360
<u>Jerling Junior High visit</u>	<u>382</u>
TOTAL	4,708

CONTINUING EDUCATION/MEETINGS ATTENDED

C.L.A.S.S. (Children's Librarian Association of the South Suburbs) met on May 1 in room 104

Diane Norris-Kuczynski attended Autism Basics: A Primer for Librarians (OPPL) on May 1, 2017

Terry Freeman attended Reaching Forward Conference (Rosemont) on May 5, 2017

Jennifer McQuinn attended Reaching Forward Conference (Rosemont) on May 5, 2017

Marianne Dawson attended Information Overload (online webinar) on May 6, 2017

Kara DeCarlo attended Get Kids Coding (Webinar) on May 9, 2017

Erin Fixel attended Hot YA Reads, Summer 2017 (Webinar OPPL) on May 9, 2017

Erin Fixel attended Booklist: Teaching Tolerance (Webinar OPPL) on May 10, 2017

Marianne Dawson attended Effective Time Management (webinar) on May 11, 2017

Stephanie Thomas attended Improving Your Conflict Competence (Webinar) on May 11, 2017

Marianne Dawson attended Coping With Change (Webinar) on May 12, 2017

Amy Najewski attended Maximizing Your Day: Effective Time Management (webinar) on May 15, 2017

Amy Najewski attended Staying Fit at Work (Webinar) on May 18, 2017

Amy Najewski attended Nobody Likes a Bully: Bullying in the Workplace (Webinar) on May 21, 2017

STATISTICS

Category	05/2017	05/2016
Reference	2730	1444
Ref Remote	178	60
Non-Reference	799	389
N-R Remote	151	50
Extended Help	148	0
Teen Programs	4462	154
Youth Programs	884	733

GRANTS/SPECIAL PROJECTS

Furniture pieces have been removed to be reupholstered.

Flooring project continues in Youth Services.

CUSTOMER SERVICE LOG

Preschool Desk

5/30 Grandfather in Preschool Area with two grandkids "This is a super library!" Alex P.

Junior Desk

5/4/17 Patron with two children leaving library "Storytime on Tuesday was wonderful. We loved it!" Becky M.

5/4/17 Patron walking down new hallway "I like this!" Amy N.

5/11/17 Patron walking down new YS hallway "I like this floor."

5/11/17 Older patron at library "I just want to tell you thank you for helping me the last time I was in. I was looking for a book and you took me right to it." Amy N.

5/13/17 Patron asking about SRC as a Tinley Park resident "We like the programs Orland Park offers so much more than what Tinley Park offers." Becky M.

5/16/17 Patron checking out at YS desk "They should close down the library and have a party for the employees when this is over."

5/17/17 Patron writing down TV series titles for grandson "Thank you so much - you understand - you are so nice!" Marianne D.

5/18/17 Patron leaving storytime with young son "Thank you for storytime. It was wonderful!" Becky M.

5/18/17 Adult patron leaving through YS department "I never have an opportunity to see this area. It's beautiful. You have so much for the children." Diane N-K

5/20/1 Patron and child headed to Bright Starts "I love this floor. It's beautiful!" Kara D.

5/23/17 Senior gentleman being escorted to elevator "This flooring project is a waste of taxpayers' money." Diane N-K

Teen Desk

5/4/17 Adult who had wandered into Teen area "You have such a lovely library. I'm from California and I am just amazed by this place." Amy N.

5/5/17 Adult checking our department "You've done such a wonderful job up here. It looks fantastic!" Erin F.

5/12/17 Leader of special needs group "Thank you so much for letting us all hang out here tonight. The kids loved it!" Erin F.

DRAFT

RESOLUTION NO. 2017-04

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

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

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

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

Section 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Orland Park Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Cook County areas as determined by the Department of Labor of the State of Illinois, as of June 5, 2017, 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, 2017, a certified copy of this Resolution with the Department of Labor of the State of Illinois.

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

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

ADOPTED this 19th day of June, 2017, 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 19th day of June, 2017.

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

ATTEST:

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

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COOK COUNTY PREVAILING WAGE RATES EFFECTIVE JUNE 5, 2017													
Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training	
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50	
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72	
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40	
BRICK MASON	All	BLD		44.88	48.84	1.5	1.5	2.0	10.25	15.30	0.00	0.85	
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63	
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65	
CERAMIC TILE FNSHER	All	BLD		37.81		1.5	1.5	2.0	10.55	10.12	0.00	0.65	
COMM. ELECT.	All	BLD		42.02	44.82	1.5	1.5	2.0	8.88	12.78	0.59	0.75	
ELECTRIC PWR EQMT OP	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10	
ELECTRIC PWR GRNDMAN	All	All		38.14	53.90	1.5	1.5	2.0	8.90	12.78	0.00	2.75	
ELECTRIC PWR LINEMAN	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10	
ELECTRICIAN ELEVATOR	All	All		46.10	49.10	1.5	1.5	2.0	14.33	15.52	0.70	1.00	
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90	
FENCE ERECTOR	All	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40	
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94	
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72	

OPERATING	All	FLT	6	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
ENGINEER OPERATING	All	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ENGINEER OPERATING	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON												
WORKER	All	All		45.75	48.25	2.0	2.0	2.0	13.65	18.99	0.00	0.75
PAINTER	All	All		44.55	49.30	1.5	1.5	1.5	11.50	11.10	0.00	1.27
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL												
WORKER	All	BLD		43.03	46.47	1.5	1.5	2.0	10.73	21.87	0.00	0.75
SIGN HANGER	All	BLD		31.31	33.81	1.5	1.5	2.0	4.85	3.28	0.00	0.00
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	All	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79

TILE MASON	All	BLD	43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY	All	BLD	43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
WRKR	All	HWY	33.50	39.50	1.5	1.5	2.0	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	All	35.60	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	35.85	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	36.05	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	36.25	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	All	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCK POINTER	All	BLD	44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

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 scuffing equipment

used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

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

MARBLE FINISHER

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

sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

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

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

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle

Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete

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

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

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

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

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

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

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

Class 6. Field Mechanics and Field Welders

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

OPERATING ENGINEER - FLOATING

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

Class 2. Crane/Backhoe Operator; Boat Operator with towing

endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge);
Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane
(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch
Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall,
Slip/Dock, or Scow, Deck Machinery, etc.

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

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

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, hoses 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 19th day of June, 2017, 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

PAYMENT FOR UNUSED VACATION TIME

Full-time and Part-time employees may not receive monetary compensation in lieu of unused vacation. Staff leaving the Library's employ shall receive a lump-sum payment for any acquired, unused vacation leave at their concluding rate of pay.

HOLIDAYS

The Library shall be closed all day on the following holidays and shall give its full-time employees holiday pay for these days.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Part-time employees, beginning with the second year of employment, will receive holiday compensation (4 hours) for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Christmas Day

SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or a member of their immediate family is ill. Employees may use sick leave benefits to cover absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, for reasonable periods of time, on the same terms as an employee may use the time for his/her own illness/injury. Full-time employees must maintain at least 18 of their 36 accumulated days to use for their own absence under this policy. Part-time employee must maintain at least nine hours of the 18 they accumulate to use for their own absence under this policy.

RATE

Full-time employees accrue one day of sick leave for each calendar month they are employed, credited at the beginning of each month of service. Part-Time employees accrue one hour of sick leave for each calendar month they are employed, credited at the beginning of each month of service.



Proposal Contract for
Cleaning Services
2017-2018

Neviol Inc.
Cleaning Services



May 19, 2017

Orland Park Public Library
Ms. Mary Weimar, Director
14921 S. Ravinia Ave.
Orland Park, IL 60462

Dear. Ms. Weimar,

Neviol Inc. has been honored to serve the Orland Park Public Library for the duration of ten ongoing years. We are delighted to present you with a new contract for the upcoming year of 2017-2018. We hope to continue business partnership with you as we strive to deliver the highest quality of cleaning services to our clients.

Enclosed you will find the proposal contract for 2017-2018, please let us know if there are any omissions or errors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Olga Nestsiarovich', written in a cursive style.

Olga Nestsiarovich
Owner
neviolinc@gmail.com
773-710-0831

Neviol, Inc. Cleaning Services
13648 S Shannon Dr.
Homer Glen, IL, 60491
FEIN: 20/8877507

Statement of Qualification/Corporate Profile

Neviol is a full service company that prides itself on doing the best possible cleaning for all of our customers. Our services include everything from the ceiling to the floor and everything in between.

Based on our 10-year experience working with public and private businesses, we have developed a business model that suits our clients and treats our workers fairly. Before signing a contract, we inspect the building and develop detailed plans which would insure quality cleaning. Our plans are individualized per business and address specific areas, timing, and class of work necessary to maintain these spaces. These plans also insure that our workers have a reasonable cleaning schedule to follow, allowing them to keep the workload even while staying on top of things. We also understand that there are unforeseen situations, in which the schedules may need to be altered – that's where our daily supervisors come in and adjust the schedules for our workers.

All of our cleaning solutions and supplies used are discussed with the maintenance of each business to insure no chemical damage is done to the property. We are constantly looking for neutral-strength natural substitutes to industrial chemicals as a way to stay eco-friendly.

We value our workers and make sure that each and every one of our personnel undergoes extensive training before working on their own. We also perform background checks and insure that every worker has proper documentation (work authorization) in order for our clients to feel confident in our company. We are fully bonded and insured.

Neviol Inc.
Cleaning Services



File Number

6547-835-8



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

NEVIOL INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON APRIL 13, 2007, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 8TH day of MAY A.D. 2017 .

Jesse White

SECRETARY OF STATE

References

- 1. Orland Park Public Library – 10 years – 82,000 sq. ft.**

14921 South Ravinia Avenue
Orland Park, IL, 60462
Mr. Steve Newman, Superintendent of Maintenance
(708) 426-9864
Mrs. Mary K. Weimar, Library Director
(708) 428-5203
- 2. Indian Prairie Public Library – 2 years – 42,000 sq. ft.**

401 Plainfield Road
Darien, IL, 60561
Ms. Laura Birmingham, Library Director
laurab@ippl.info
630-887-8760
- 3. Avelino Inc. – 6 years – 12,000 sq. ft.**

Mrs. Zoriana Hutnuk, Office Manager
zorhutnyk@yahoo.com
(773) 220-3927
- 4. Sam's Painting & Decorating, Inc. – 8 years**

Mr. Sam Butnori, Owner
samsbrush@gmail.com
(708) 253-2033
Post-construction cleaning of commercial properties with areas ranging from 8,000 – 17,000 sq. ft.

Neviol Participating Staff

Supervisors:

- Olga Nestsiarovich: 10 years
- Ala Liashko: 5 years

Janitorial Staff:

- Nina Eismant: 7 years
- Zhanna Siuda: 5 years
- Natalia Ileyko: 3 years
- Liutsia Makarchyk: 3 years
- Maria Witeck: 1 year

Additional services staff (scrubbing, buffing, waxing):

- Hryhory Lackusta: 8 years
- Stanislav Yafimay: 2 years

Pricing

Due to the addition of new surfaces, we are extending our work hours and cleaning supply budget. The following price reflects the following changes made in the library:

- Newly tiled floors
- Newly tiled stairwells
- New rubber flooring in the halls

Price for 2017-2018 year

- Price per month: \$6,300
- Price per year: \$75,600

Price for 2018-2019 year

- Price per month: \$6,455
- Price per year: \$77,460

Price for 2019-2020 year

- Price per month: \$6,615
- Price per year: \$79,380

Included in the price:

- Two people for night shift
Seven days/week
- Day shift five days/week
Monday through Friday
One Person, 4.5 hours per day, 7 a.m. – 11:30 a.m.
- One person 8 hours per week
High dusting, floor buffing and scrubbing
- Supervisor will be in the building daily

In addition to the provided cleaning specifications, our price includes the following:

- Washing of all study room door glass (twice a year)
- Washing of all youth services lower portion glass (quarterly – Jan, Apr, July, Oct)
- Detailed cleaning of administrative offices (twice a year, at the library's request)
- Additional cleaning services during construction periods (at no additional charge)

Breakdown of monthly charges:

Expenses	Amount
Labor	\$5,000.00
Insurance	\$359.00
Cleaning supplies & equipment	\$450.00
Office	\$350.00
Management fee	\$560.00

Agreement

An agreement to provide janitorial services

By:

Neviol, Inc
FEIN: 20/8877507
13648 S. Shannon Dr.
Homer Glen, IL 60491
Phone: 773-710-0831
(herein after referred to as "Neviol")

For:

Orland Park Public Library
14921 S. Ravinia Ave.
Orland Park, IL 60462
(herein after referred to as "Customer")

"Neviol" and "Customer" agree as follows:

1. The term of this agreement shall be from August 1, 2017, thru and including July 31, 2018. This contract will be automatically reinstated for the same period unless stipulated in writing thirty days prior to the expiration date stated herein.
2. All janitorial services will not be rendered on the following legal holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Default

The contract may be canceled or annulled by either the contractor or the Orland Park Public Library Board of Library Trustees within thirty (30) days by written notice of default to the contractor upon non-performance or violation of contract terms. In either event, the defaulting Contractor (or his surety) shall be liable to the library for costs incurred by the library in excess of the defaulted contract prices.



Olga Nestsiarovich, Owner

May 19, 2017

Additional Services (Optional)

On request window cleaning:

- ✓ All general windows inside and outside (excluding skylights) *
- ✓ Clear stories (outside)
- ✓ Stairwell glass

Service will be performed for an additional \$2,300.00 each time the service is requested.

*Skylight cleaning may be requested at an additional \$500.00.

NOTE: All window cleaning equipment will be provided by Neviol Inc. The lift must be provided by Orland Park Public Library.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
05/09/17

PRODUCER INSURHAUS Insurance Solutions for You CERTIFICATE N#: CT58268	INSURHAUS, Inc. 17w045 Hodges Road Oakbrook Terrace, IL-60181 Ph: 312-489-8268 Fax: 630-495-6039	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED NEVIOL INC. 13648 S. SHANNON DR. HOMER GLEN IL 60491	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Allied Insurance</td> <td></td> </tr> <tr> <td>INSURER B: Technology Insurance</td> <td></td> </tr> <tr> <td>INSURER C: CNA</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>		INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Allied Insurance		INSURER B: Technology Insurance		INSURER C: CNA		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #													
INSURER A: Allied Insurance														
INSURER B: Technology Insurance														
INSURER C: CNA														
INSURER D:														
INSURER E:														

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITION OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	SUBR WVD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input type="checkbox"/>	<input type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	ACPGLA03006440811	12/22/16	12/22/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 _____ \$ XXXXXXXX
	<input type="checkbox"/>	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____ _____	NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	<input type="checkbox"/>	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX OTHER THAN AUTO ONLY EA ACC AGG \$ XXXXXXXX _____ \$ XXXXXXXX
A	<input type="checkbox"/>	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____	ACPCAA3006440811	12/22/16	12/22/17	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 _____ \$ XXXXXXXX _____ \$ XXXXXXXX
B	<input type="checkbox"/>	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PRIVISIONS below	TARIL63480-03	12/22/16	12/22/17	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER \$ XXXXXXXX E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<input type="checkbox"/>	<input type="checkbox"/>	OTHER _____ BOND	NOT APPLICABLE			Limits: \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PRIVISIONS

Schedule Autos list provided upon request;

Schedule often changes, please confirm is issued certificate in force or reprint new one;

Insured's system code# **BZJHYT**

To print new COI go: WWW.TRUCKSLINK.COM

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement of this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

To confirm is this certificate in force please call 312.489.8268 or fax 630.495.6039



Scan to validate the certificate

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PRIVISIONS.

PREPARED BY

Peta Stewart

AGENT

Iryna Kondratenko



AGENCY CUSTOMER ID: BZJHYT

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY INSURHAUS, Inc. ph: 312-489-8268, fax: 630-495-6039		NAMED INSURED NEVIOL INC. 13648 S. SHANNON DR. HOMER GLEN IL 60491
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS IS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE CERTIFICATE N°: CT58268

Cleaning Specifications

	Daily	Weekly	Bi-Weekly	Monthly
Entrance and Lobby Area				
Clean all lobby door glass inside and outside	●			
Clean lower portion of inside glass *Bi-monthly				***
Spot clean lower portion of inside glass		●		
Clean lower portion of the outside glass *4 times/year (Apr, Jun, Aug, Oct)				***
Clean security clear plastic panels		●		
Clean outside glass of display cabinet (when empty)				●
Clean inside of display cabinet				
Sweep floor	●			
Wet mop floor	●			
Scrub tile floor	●			●
Vacuum carpets, mats, runners	●			
Dust horizontal surfaces (low)	●			
Damp wipe horizontal surfaces				●
Dust vertical surfaces (low)	●			
Dust vertical surfaces (high)		●		
Damp wipe vertical surfaces		●		
Clean and disinfect tables and chairs		●		
Clean and disinfect self-checkout station		●		
Empty trash containers (change liners as needed)	●			
Spot clean walls		●		
Public and Staff Restrooms				
Clean all toilets and urinals	●			
Clean all sinks, mirrors, countertops	●			
Spot clean partitions (stainless steel)	●			
Clean partitions		●		
Spot clean walls	●			
Clean Walls		●		
Sweep floor	●			
Damp mop floor	●			
Scrub floors (spot scrub as needed)				●
Empty trash containers and sanitary receptacles	●			
Spot clean electrical switch plate covers		●		
Clean and sanitize tables right outside the restrooms		●		
Add toilet paper and paper towels	●			

Public Areas

	Daily	Weekly	Bi-Weekly	Monthly
Dust available workstation surfaces	●			
Vacuum senior area, teen area, pre-school area, computer area	●			
Vacuum hallways and high traffic areas	●			
Vacuum green-carpeted areas (near windows)	●			
Vacuum all other areas	●			
Spot vacuum all other areas as needed	●		●	
Vacuum upholstered chairs	●		●	
Dust horizontal surfaces (low)	●		●	
Dust horizontal surfaces (high)	●		●	
Damp wipe horizontal surfaces	●		●	
Clean and disinfect teen area tables and chairs	●	●		
Clean and disinfect teen video game area	●	●		
Clean and disinfect public tables	●	●		
Clean and disinfect computers and accessories	●	●		
Clean and disinfect IT computer area	●	●		
Dust vertical surfaces (low)	●	●		
Dust vertical surfaces (high)	●	●		
Damp wipe and disinfect vertical surfaces	●	●		●
Spot clean interior glass	●	●		
Empty trash containers (change liners as needed)	●	●		
Spot clean walls	●	●		
Clean and disinfect drinking fountains	●	●		

Workrooms, Offices, and Staff Hallways

	Daily	Weekly	Bi-Weekly	Monthly
Dust available workstation surfaces	●			
Vacuum carpets, mats, runners		●		
Vacuum upholstered chairs		●	●	
Dust horizontal surfaces (low)		●	●	
Damp wipe horizontal surfaces		●	●	
Dust vertical surfaces (low)		●	●	
Dust vertical surfaces (high)		●	●	
Damp wipe vertical surfaces		●	●	
Wipe and sanitize telephones (if applicable)		●		●
Clean sink (if applicable)	●			
Spot clean interior glass	●			
Empty trash containers (change liners as needed)	●			
Spot clean walls	●			
Spot clean electrical switch plate covers		●		

Meeting and Program Rooms

	Daily	Weekly	Bi-Weekly	Monthly
Vacuum carpets, mats, runners	•			
Dust horizontal surfaces (low)	•			
Dust horizontal surfaces (high)				•
Damp wipe horizontal surfaces			•	
Dust vertical surfaces (low)	•			
Dust vertical surfaces (high)			•	
Damp wipe vertical surfaces				•
Wipe and sanitize telephones (if applicable)		•		
Clean sink (if applicable)	•			
Spot clean interior glass	•			
Empty trash containers (change liners as needed)	•			
Spot clean walls		•		
Spot clean electrical switch plate covers		•		

Stairways, Foyer, and Elevator

	Daily	Weekly	Bi-Weekly	Monthly
Vacuum carpets, mats, runners	•			
Vacuum upholstered chairs			•	
Clean hand contact areas	•			
Clean elevator tracks			•	
Sweep slate floor	•			
Damp mop wood floor	•			
Clean interior glass	•			
Dust horizontal surfaces (low)	•			
Dust horizontal surfaces (high)				•
Damp wipe horizontal surfaces		•		
Dust vertical surfaces (low)	•			
Dust vertical surfaces (high)			•	
Damp wipe vertical surfaces				•
Dust information desk surface	•			
Wipe and sanitize telephones (if applicable)		•		
Empty trash containers (change liners as needed)	•			
Clean exterior doors inside and out	•			
Clean and shine elevator stainless steel walls and doors	•			
Buff staff elevator floor				•

Staff Entrance, Break Room, and First Aid Room

	Daily	Weekly	Bi-Weekly	Monthly
Clean tables	●			
Wipe chairs	●			
Sweep tile areas	●			
Clean sink and counters	●			
Clean microwave interior and exterior	●			
Clean stovetop	●			
Vacuum carpets, mats, runners	●			
Vacuum upholstered chairs	●			
Damp wipe horizontal surfaces			●	
Damp wipe vertical surfaces		●		
Wipe and sanitize telephones (if applicable)		●		
Clean hand contact areas		●		
Empty trash containers (change liners as needed)	●			
Spot clean garbage containers	●			
Spot clean walls		●		
Spot clean electrical switch plate covers	●			
Damp mop floor		●		
Buff floor	●			
				●

Emergency Exits

	Daily	Weekly	Bi-Weekly	Monthly
Sweep floors				
Mop floors		●		
Remove cobwebs			●	
Empty trash containers	●	●		

Janitorial Room

	Daily	Weekly	Bi-Weekly	Monthly
Clean walls, floor, and sink with disinfecting solution		●		
Newly installed Nurazzo tile in the lobby, main staircase, second floor landing, and meeting room corridor to be clean daily.				
Newly installed rubber flooring in the Youth Services corridor to be cleaned daily.				
Any newly installed tables/fixtures to be cleaned along with existing tables/fixtures.				
Upon request all general windows inside and out, outside clearstory windows, and main staircase glass to be cleaned. Service will be at an additional cost. The lift will be provided by OPPL.				

DRAFT

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

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2017-05

**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 19th day of June, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of June, 2017.

ELAN KLEIS
Secretary of the Board of Library Trustees

DRAFT

RESOLUTION NO. 2017-05

**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.

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

ADOPTED this 19th day of June, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

Exhibit "A"

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

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

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

EXHIBIT "A" (continued)

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

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

Exhibit "B"

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

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

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

Exhibit "C"

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

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

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

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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 19, 2016

**CORRESPONDENCE RECEIVED FROM MAY 16, 2017 THROUGH
JUNE 19, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Invitation to The Board of Library Trustees received on 5/22/17 from The Matteson Area Public Library District for a Regional Meet and Greet with local legislators.

CORRESPONDENCE 2

Email received on 5/24/17 by Nancy Healy from Michelle Sanders volunteering to customize our website.