

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
June 18, 2018 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM MAY 21, 2018—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

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

1. Approval of the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements – For Action
Motion to approve the agreements with the architect for the roofing repair project and the renovation project subject to the approval of the library attorney and to authorize the Library Director to sign the agreements

K. NEW BUSINESS

1. Resolution No. 2018-03 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. 2018-03 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library
2. Approval of the revisions to the Reference and Readers’ Advisory Service Policy- For Action
Motion to approve the revisions to the Reference and Readers’ Advisory Service Policy
3. Resolution No. 2018-04 to 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 – For Action
Motion to adopt Resolution No. 2018-04 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection
4. Strategic Plan Update – For Discussion
5. Chapter 8 : Public Services Reference and Readers’ Advisory Services of Serving Our Public 3.0 : Standards for Illinois Public Libraries review– For Discussion
6. Review of Chapters 6 – 10 of the Trustee Facts File 4th Edition – For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held May 21, 2018

The meeting was officially called to order by Christian Barcelona, President at 7:02 p.m.

Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Elan Kleis, Secretary; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee

Roll Call

Members absent: Charles McShane, Trustee

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; Andy Masura, Adult Services Manager; Kelly Cuci, Outreach Services Manager; Wendy Xie, Technical Services Manager; Theresa Hildebrand, Patron Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager

Trustee Healy motioned to approve the April 16, 2018 minutes. Secretary Kleis seconded. Trustee McMillan questioned if the topic of hiring a Village Actuary had been resolved from last month's meeting. Trustee Healy stated there might be a penalty if the Library did not use an actuary service. Finance Manager Kimmey stated it might be beneficial for the Library to have a discussion with the Village's Finance staff concerning this topic.

Minutes

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Executive Session

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None

Public Comment

Treasurer Jennings moved to accept the Treasurer's Report for April 2018. Vice President Leafblad seconded. Trustee McMillan asked about the Life/Health Insurance and Building Maintenance budget line items and why we are so under budget. Director Weimar stated three full-time manager positions were open for several months last year which has attributed to the underspending. She agreed Administration will spend more time discussing particular line items and how the monies are determined at the July board meeting.

Treasurer's Report

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

Motion passed. 6 ayes, 0 nays, 1 absent

Vice President Leafblad moved to accept the payment of bills listing from 4/17/18-5/21/18. Secretary Kleis seconded. Trustee Healy inquired about the Go Promotions payment. Public Information Manager Boyd stated monies were spent to purchase green fabric bags with library's logo for marketing purposes. Public Information Manager Boyd confirmed \$7,000 was spent on the May— August newsletter. More copies of the newsletter were ordered saving on a separate printing of the Summer Reading Challenge brochure. The library newsletter has a new design which was created by Graphic Assistant Kristen Holding. The library has received many compliments on the new look.

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

Motion passed. 6 ayes, 0 nays, 1 absent

President Barcelona and Treasurer Jennings, along with Director Weimar attended the LACONI Trustee Banquet featuring EveryLibrary's Executive Director, John Chrastka. Executive Director Chrastka's years of experience as a library trustee formed his role at EveryLibrary as the organization works to achieve its goal "to promote public, school, and college libraries, including by advocating in support of public funding for libraries and building public awareness of public funding initiatives." The evening's presentation was "How People Listen Determines what Stories to Tell." Director Weimar referred to Executive Director Chrastka's work with the recent Plainfield Public Library referendum and that it failed. Trustee Healy stated Plainfield recently built four new high schools and the taxes for those structures has put added strain on that community's property taxes. President Barcelona and Trustee Jennings both agreed that Executive Director Chrastka was an interesting speaker. Trustees Healy, McMillan and McShane and Director Weimar attended the Annual Trustee Workshop: *Funding and Design for a Renovation or New Building Project*. Trustee Healy said she appreciated that our library conducted a capital needs assessment and this information was useful and could be compared with information at the workshop. Director Weimar said it is important to have the assessment done before beginning a renovation project.

Librarian's Report

The Orland Park Area Chamber of Commerce's meeting on May 17 featured the State of the Village address by Mayor Keith Pekau. Director Weimar said the Mayor's address was well-received and he spoke of the challenges the Village is facing with the loss of several big box businesses at the Orland Square Mall.

Director Weimar mentioned she, President Barcelona, Trustee McMillan and Assistant Library Director Adamowski met with Mayor Pekau to discuss the Village's letter stating they would no longer snow plow the library's parking lot. After some discussion, it was said the Village would continue to investigate the costs associated with this service. Director Weimar said the Mayor was in the process of looking for a retail company to fill Carson's vacancy. He asked if the library board might consider participating in a tax abatement incentive for an upscale retailer in this space. Vice President Leafblad mentioned if an abatement is for a finite amount of time it could be better than paying indefinitely for snow plowing. Director Weimar said the library is also a part of the Village's health plan. She has had conversations with the Village's Human Resource Department about the library's health insurance coverage through the Village. It was mentioned the library's insurance claims have impacted the plan the past few years and this expense is being researched by the Village. Administration has begun investigating other health insurance options. After discussion on snow removal, insurance and tax abatements, Trustee McMillan stated the library does not have enough information to make a decision on tax abatement. Attorney Walsh summed up the discussion as the library is conceptually accepting of

the Village's proposal to participate in the tax abatement proposal, but the library needs more information. Trustees inquired if participation of any abatement issued by the Village was binding for the library and Attorney Walsh stated the library is not bound to abate its taxes. Trustee McMillan mentioned Fed Managers recently recommended increasing real estate taxes by 1% to help solve the pension funding issue.

The April 2018 circulation statistics were up 6.5% from April 2017. Hoopla checkouts more than doubled, and OverDrive had almost 1,000 more checkouts. There has been good feedback from reciprocal borrowers on their ability to place holds. The Summer Reading Challenge at OPPL will host its kick-off on Saturday, June 2. The theme this year is *Reading Takes you Everywhere* and will go through July 31. Youth Services Manager Smits explained the various activities that will take place on the kick-off day from 10 a.m. - 2 p.m. Nova Quarter Horses of Mokena, carnival games, DIY tattoos, tech petting zoo, Mr. D's Magic Wagon and frozen yogurt from TruGurt were some of the planned activities. As an added feature of the Summer Reading Challenge the children and teens will participate in a Scavenger Hunt by visiting 15 local area business locations. Adults who complete the summer reading challenge will receive a green recycled notebook with pen. An end of the summer party will be held for babies, children and teens on Aug 11 at 6 p.m. Entertainment that night will include a movie, karaoke and pizza. Teens will have a Zombie Party as their entertainment.

Digital Services Manager Lashbrook talked about the new 3D printer located in Youth Services and Trustee Healy commented that it is prominently placed in the department. Trustee McMillan said marketing the library to 15 year olds is very important since they will hopefully return in 10 years from now with their family and still be users. This was in reference of information from the workshop Trustee McMillan attended on May 19.

The library received its 2017 Per Capita Grant funds in the amount of \$44,076.17. The Youth Services Department was awarded the Back to Books Grant in the amount of \$1,813. Youth Services Manager Smits wrote the grant and it is focused on the Illinois State Library's Read for a Lifetime initiative. Youth Services Manager Smits distributed information on the grant and explained how teens can read 4 books from the predetermined list of titles and the certificate they earn can be mentioned on their college applications. She also said there was an upcoming meeting scheduled with high school librarians with herself and Teen Librarian Erin Faxel. This grant allows the library to increase its partnership with the community since the books will be given to the students of High School District 230.

Library Trustees will be discussing Chapters 6-10 of the Trustee Fact File at the June board meeting as a requirement for the 2019 Per Capita Grant application.

Adult Services Reference Librarian Deborah Oedzes received a very nice handwritten letter from a patron commending her on the great service he received from her. The library appreciates hearing these nice comments from patrons.

Technical Services Manager Xie has been putting Marc records in Polaris for all periodicals. Trustee Healy thought it was great the library now has over 7,000 newspapers available online via ProQuest and EBSCO.

Outreach Services Manager Cuci gave an update on the digitizing of archival items project with 840 documents having been added to the library database.

On May 3, the Library experienced a power failure twice during the day, first at 8:15 a.m. and again in the early afternoon. It is believed to have been caused by moisture seeping into the building from an unknown source and tripping the main circuit breaker. Administration received assistance from the Village of Orland Park's Public Works Department, as well as Linear Electric to reset the breakers. The building opened at 9 a.m. to accommodate the many patrons waiting outside and business carried on as usual. There was ample sunlight throughout the building for patrons and staff to safely navigate and locate materials. The Graphics Department posted updates on the Library's social media outlets, as

well as sending out eBlasts to keep patrons informed. In anticipation of any future power failures, Maintenance Superintendent Newman is working with the IT Department, as well as Linear Electric to see if the bathrooms and various servers can be put on the Library's backup generator. The Mitel phone system has a one-hour backup system already installed and Schindler Elevator has been contacted about installing backup batteries in both the patron and staff elevators. Trane, who handles the library's HVAC system, serviced air handler unit #3 located in the basement because of blown fuses in the transformer. This was a direct result of the power failure. Trane was able to reset the transformer and there have been no further problems.

The AAON rooftop heater motor, which stopped functioning has been replaced by Steve. The unit handles the air temperature for Room 104. The AAON rooftop unit allows for energy efficient airflow and keeps the temperature comfortable and static.

Maintenance Superintendent Newman ordered a new aerator for the pond which will help circulate the water and improve the natural systems taking place underwater, as well as enhance the beauty of the pond. The Aquamaster aerator has a 1 Hp motor with a digital timer and its range is 11 feet high/8 feet wide. Steve hopes to have it delivered and installed by early June.

PACE Systems, the company that services the audiovisual equipment in Rooms 104, 105 and the YS story time room serviced the projector in Room 105 on May 17. The projector has an internal failure and is no longer functional; it cannot be repaired due to age. Currently if video needs to be shown in that room, the large screen TV on the moveable cart will meet the needs of the library. Ian is currently researching projection options for Room 104.

Maintenance discovered the RPZ backflow valve was broken. Aquamist replaced the 14-year-old O ring which was the cause of the problem.

The snow plows used during the winter to clear the snow caused several of the lawn sprinkler heads to be broken off. B & R Irrigation has replaced them and the system is ready to go when sprinkling of the Library's lawn becomes necessary.

The Village of Orland Park has agreed with the Library's location for the planned StoryWalk installation. The area will be just north of the old police station on Ravinia Avenue. The angled display frames with sleeve have been ordered through Barking Dog Exhibits and are expected to be shipped by May 28. The Library will purchase 12 10' wooden posts, as well as concrete to be used for installation. The Village's Parks & Grounds Department will handle the installation of the 24 posts. This has been a long-awaited collaboration between the Village and the Library and it is hoped the StoryWalk will debut in mid-June.

No reports at this time.

Other Staff Reports

No report at this time

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

Approval of the Orland Park Public Library Roofing Project proposal from Wight & Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses – For Action

**Unfinished
Business**

Vice President Leafblad moved to approve of the Orland Park Public Library Roofing Project proposal from Wight & Company in the amount of 9.5% of the actual project costs, but not less than \$27,000, plus reimbursable expenses. Secretary Kleis seconded.

Director Weimar said she received the proposal from Wight & Company and mentioned they would be in charge of the entire project, from the bid process to final inspections. Michael Barnes of Wight & Company is the original architect of the library. Barnes has access to the blueprints and drawings of the building, has great attention to detail and is genuinely interested in achieving a good outcome. The library worked with him on the 2013 lighting project which went smoothly. Trustee McMillan asked if 9.5% was in line comparatively. Finance Manager Kimmey said 7-10% is their typical range. Trustee McMillan said he was fine with Wight & Company. President Barcelona asked about the life expectancy of a membrane roof. Director Weimar said the expected lifespan of the current membrane roof was 20 years and it has lasted 14 years. Trustee McMillan said a 10-20 year warranty is standard. Director Weimar said she would inquire about the warranty of the new roof.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Approval of the Orland Park Public Library Renovation Project Proposal from Wight & Company in the amount of \$69,900, plus reimbursable expenses at cost – For Action

Secretary Kleis motioned to approve the Orland Park Public Library Renovation Project Proposal from Wight & Company in the amount of \$69,900, plus reimbursable expenses at cost. Vice President Leafblad seconded.

Director Weimar indicated this would involve creating a master plan, getting focus groups together and interviewing staff, patrons, and stakeholders on renovation improvement ideas. The fee of \$69,900 does not include any reimbursable expenses, however, those expenses will be billed to the Library at cost. The approval of this motion would mean the library can start the process. Finance Manager Kimmey talked about how there are restrictions on how much the library is able to withdraw from our available funds, however, there is ample amount available in the operating funds as well as the special reserve fund. Director Weimar said it would take approximately 5 months to complete the Master Plan and the actual renovations should happen during 2019-2020. Trustee McMillan said he thought it was important to plan for the future.

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

Motion passed. 6 ayes, 0 nays, 1 absent

Adoption of Resolution Number 2018–02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action

New Business

Secretary Kleis motioned to adopt Resolution Number 2018-02 regarding the 2018 Annual Resolution Authorizing Public Library Non-Resident Cards. Vice President Leafblad seconded.

Director Weimar explained to the board this is an annual resolution dealing with individuals who live beyond the jurisdictional boundaries of the Orland Park Public Library and who do not live within the boundaries of another public library. The library uses the Tax Bill Method when determining the fee for a non-resident library card. Trustee Healy asked if patrons can use a credit card to pay for a library card if they do not live in the boundaries of the library's service area. Director Weimar said a credit card may be used.

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

Motion passed. 6 ayes, 0 nays, 1 absent

None

Announcements

Trustee Leafblad moved to adjourn the meeting and it was seconded by Secretary Kleis.

Adjournment

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

Motion passed. 6 ayes, 0 nays, 1 absent

The meeting was adjourned at 8:59 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended May 31, 2018

Revenues

There have been some tax receipts in May, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities at higher market rates of returns.

Expenditures

Total Expenditures were \$ 32,050 under budget for the month and \$ 352,553 under budget on a year-to-date basis.

Salaries is under budget by \$ 9,200 for May and \$ 46,018 under budget on a year-to-date basis. There are a few open positions at this time.

Audio Visual Materials is over budget by \$ 1,869 for the month and over budget on a year-to-date basis.

Automation - Equipment is over budget by \$ 23,791 for May and over budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 6,414 for the month and over budget on a year-to-date basis.

Library Supplies is over budget by \$ 2,113 for May, but under budget on a year-to-date basis.

Postage is over budget by \$ 1,070 for the month and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
May 31, 2018**

	General Fund	Special Reserve	Capital Campaign	Debt Service	Total
Assets					
Cash - Marquette	259,246	0	70,528		329,774
Cash - Marquette E-Commerce	3,059				3,059
PMA Financial Investments	6,677,025	1,081,029		1,453,634	9,211,689
Tax Receipts - Marquette	13,196			1,895	15,091
Special Reserve - Marquette	1	2,530			2,531
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	47,433	3,748		6,499	57,680
Property Taxes Receivable	2,470,845			729,198	3,200,043
Prepaid Expenses	258,894				258,894
Due from Debt Service	0	0	0	0	0
Total Assets	9,729,998	1,087,307	70,528	2,191,226	13,079,060
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,470,845	0	0	729,198	3,200,043
Accounts Payable	97,494	0	10	0	97,503
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
Total Liabilities	2,568,493	0	10	729,198	3,297,700
Beginning Unrestricted Fund Balance	6,092,330	1,081,040	70,379	580,512	7,824,261
Fund Balance - Nonspendable	258,894	0	0	0	258,894
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	0	0	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	796,684	6,268	140	881,517	1,684,609
Ending Fund Balance	7,161,505	1,087,307	70,519	1,462,028	9,781,360
Total Liabilities & Fund Balance	9,729,998	1,087,307	70,528	2,191,226	13,079,060

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended May 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	45,657	443,750	10.29%	2,802,155	2,218,750	52.62%	5,325,000
Impact Fees	875	833	105.04%	2,375	4,167	23.75%	10,000
Replacement Taxes	2,743	1,667	164.53%	8,218	8,333	41.09%	20,000
State Grants	1,813	3,333	54.40%	2,313	16,667	5.78%	40,000
Non Resident Fees	0	417	0.00%	371	2,083	7.42%	5,000
Fines	6,278	4,583	136.98%	24,990	22,917	45.44%	55,000
Gifts	247	833	29.62%	322	4,167	3.22%	10,000
Copy Machine	1,199	1,000	119.87%	5,871	5,000	48.92%	12,000
Interest Income	6,607	3,833	172.38%	44,889	19,167	97.58%	46,000
Miscellaneous Income	760	750	101.38%	3,467	3,750	38.52%	9,000
Total Revenues	66,179	461,000	14.36%	2,894,970	2,305,002	52.33%	5,532,000
<u>Expenditures</u>							
Salaries	212,622	221,822	95.85%	1,063,089	1,109,107	39.94%	2,661,859
Salaries-Maintenance	10,361	10,295	100.64%	50,674	51,475	41.02%	123,541
Life/Health Insurance	36,109	43,333	83.33%	206,396	216,667	39.69%	520,000
Books	28,204	30,667	91.97%	117,977	153,333	32.06%	368,000
Electronic Databases	6,315	8,167	77.33%	29,367	40,833	29.97%	98,000
Periodicals	2,792	3,250	85.92%	15,486	16,250	39.71%	39,000
Audio Visual Materials	15,202	13,333	114.02%	70,672	66,667	44.17%	160,000
Audio Visual Equipment	0	63	0.00%	0	313	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	750	1,021	73.44%	4,440	5,104	36.24%	12,250
Insurance	4,215	4,292	98.20%	20,601	21,458	40.00%	51,500
Landscaping & Groundskeeping	1,488	2,000	74.40%	6,010	10,000	25.04%	24,000
Building Maintenance	17,057	40,417	42.20%	64,968	202,083	13.40%	485,000
Security System	781	6,250	12.50%	7,076	31,250	9.44%	75,000
Library Office & Equipment	0	63	0.00%	185	313	24.65%	750
Legal	5,786	6,250	92.58%	11,764	31,250	15.68%	75,000
Library Consultant	0	1,333	0.00%	0	6,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	2,055	4,167	20.55%	10,000
Natural Gas	3,439	3,292	104.46%	15,327	16,458	38.80%	39,500
Telephone	627	750	83.56%	3,046	3,750	33.85%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	6,250	0.00%	15,000
Building & Custodial Supplies	2,448	3,125	78.32%	13,100	15,625	34.93%	37,500
Building Repairs	237	1,500	15.81%	2,219	7,500	12.33%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,134	1,500	75.58%	5,763	7,500	32.01%	18,000
Machine Rental	233	200	116.51%	466	1,000	19.42%	2,400
Automation - Equipment	29,958	6,167	485.78%	38,651	30,833	52.23%	74,000
Automation - Line Costs	280	458	61.09%	1,487	2,292	27.04%	5,500
Automation - Consultant	6,669	6,250	106.70%	28,519	31,250	38.03%	75,000
Automation - Maintenance	7,141	7,500	95.21%	32,163	37,500	35.74%	90,000
Library Furniture	0	3,333	0.00%	0	16,667	0.00%	40,000
Outreach Services	256	625	40.88%	5,603	3,125	74.70%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended May 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	130	667	19.49%	1,041	3,333	13.01%	8,000
Staff Training & Education	1,155	2,000	57.76%	9,743	10,000	40.59%	24,000
Conference Fees	0	500	0.00%	1,875	2,500	31.25%	6,000
Patron Programs & Events	9,997	3,583	279.02%	23,530	17,917	54.72%	43,000
Association Dues & Fees	199	583	34.13%	1,657	2,917	23.67%	7,000
Public Information	3,808	3,333	114.26%	21,328	16,667	53.32%	40,000
Library Supplies	5,863	3,750	156.34%	16,133	18,750	35.85%	45,000
Office Supplies	693	500	138.69%	1,612	2,500	26.87%	6,000
Postage	2,237	1,167	191.65%	6,248	5,833	44.63%	14,000
Printing	0	583	0.00%	0	2,917	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,464	20,250	96.12%	97,620	101,250	40.17%	243,000
Contribution to FICA	16,684	17,750	93.99%	83,377	88,750	39.14%	213,000
Audit	1,085	1,029	105.46%	4,204	5,146	34.04%	12,350
Liability Ins.-D&O,Bonds,WC	2,659	4,750	55.98%	12,666	23,750	22.22%	57,000
Unemployment Compensation	0	337	0.00%	0	1,667	0.00%	4,000
Bank Charges	43	50	85.28%	153	250	25.51%	600
Total Expenditures	458,121	490,171	93.46%	2,098,286	2,450,839	35.67%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	-391,942	(29,171)		796,684	(145,832)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	-391,942	(29,171)		796,684	(145,832)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended May 31, 2018

	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	0	0	0	31,740	935,770
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,501	6,278	6	29	1,976	6,150
Capital Campaign	0	0	150	525	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,501	6,278	156	554	33,716	941,920
Expenditures						
Building Repairs	0	0	10	414	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	10	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	60,403
Total Expenditures	10	10	10	414	12,081	60,403
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,491	6,268	146	140	21,635	881,517
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,491	6,268	146	140	21,635	881,517

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57866	05/24/2018	Chicago Federation of Musicians	101010 · Cash - Marquette	-205.73
Bill	6/11/18	06/11/2018		104642 · Patron Programs & Events-Youth	205.73
TOTAL					<u>205.73</u>
Bill Pmt -Check	57867	05/24/2018	ADP, LLC	101010 · Cash - Marquette	-481.75
Bill	514142469	05/11/2018		104420 · Accounting	481.75
TOTAL					<u>481.75</u>
Bill Pmt -Check	57868	05/24/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2251	05/07/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57869	05/24/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	5/30/18	05/30/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>
Bill Pmt -Check	57870	05/24/2018	Art Excursions, Inc.	101010 · Cash - Marquette	-315.00
Bill	6/14/18	06/17/2018		104640 · Patron Programs&Events-Outreach	315.00
TOTAL					<u>315.00</u>
Bill Pmt -Check	57871	05/24/2018	B & R Irrigation Systems	101010 · Cash - Marquette	-715.00
Bill	1 2018	05/20/2018		104440 · Landscaping & Groundskeeping	715.00
TOTAL					<u>715.00</u>
Bill Pmt -Check	57872	05/24/2018	Barking Dog Interpretive Design Inc.	101010 · Cash - Marquette	-5,556.20
Bill	13152	05/11/2018		104642 · Patron Programs & Events-Youth	5,556.20
TOTAL					<u>5,556.20</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57873	05/24/2018	Batteries Plus	101010 · Cash - Marquette	<u>-243.47</u>
Bill	277-446436	05/08/2018		104530 · Building & Custodial Supplies	<u>162.65</u>
TOTAL					162.65
Bill Pmt -Check	57874	05/24/2018	Bayscan Technologies	101010 · Cash - Marquette	<u>-3,170.00</u>
Bill	56491	05/01/2018		104710 · Library Supplies	<u>3,170.00</u>
TOTAL					3,170.00
Bill Pmt -Check	57875	05/24/2018	Blackstone Publishing	101010 · Cash - Marquette	<u>0.00</u>
TOTAL					0.00
Bill Pmt -Check	57876	05/24/2018	Center Point Large Print	101010 · Cash - Marquette	<u>-68.91</u>
Bill	1585575	05/03/2018		104310 · Books - Adult	<u>68.91</u>
TOTAL					68.91
Bill Pmt -Check	57877	05/24/2018	Chris Schultz	101010 · Cash - Marquette	<u>-50.21</u>
Bill	5/14/18	05/14/2018		104620 · Staff Training & Education	<u>50.21</u>
TOTAL					50.21
Bill Pmt -Check	57878	05/24/2018	Clara Orban	101010 · Cash - Marquette	<u>-100.00</u>
Bill	6/6/18	06/06/2018		104640 · Patron Programs&Events-Outreach	<u>100.00</u>
TOTAL					100.00
Bill Pmt -Check	57879	05/24/2018	Comcast	101010 · Cash - Marquette	<u>-319.41</u>
Bill	64678293	05/01/2018		104520 · Telephone	<u>319.41</u>
TOTAL					319.41
Bill Pmt -Check	57880	05/24/2018	Comcast Cable	101010 · Cash - Marquette	<u>-277.82</u>

Orland Park Public Library

Check Detail

May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	5/3/18	05/03/2018		104575 · Automation - Line Costs	199.25
				104520 · Telephone	78.57
TOTAL					277.82
Bill Pmt -Check	57881	05/24/2018	ESPN	101010 · Cash - Marquette	-26.00
Bill	5/24/18	05/24/2018		104320 · Periodicals - Adult	26.00
TOTAL					26.00
Bill Pmt -Check	57882	05/24/2018	FedEx	101010 · Cash - Marquette	-286.17
Bill	6-162-02597	05/01/2018		104730 · Postage	286.17
TOTAL					286.17
Bill Pmt -Check	57883	05/24/2018	Findaway World, LLC	101010 · Cash - Marquette	-1,594.81
Bill	252822	04/30/2018		104340 · Audio Visual Materials - Adult	628.20
Bill	254266	05/09/2018		104341 · Audio Visual Materials - Youth	388.42
Bill	254265	05/09/2018		104340 · Audio Visual Materials - Adult	518.22
Bill	255275	05/18/2018		104340 · Audio Visual Materials - Adult	19.99
Bill	255276	05/18/2018		104340 · Audio Visual Materials - Adult	39.98
TOTAL					1,594.81
Bill Pmt -Check	57884	05/24/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-1,711.38
Bill	63622887	05/03/2018		104310 · Books - Adult	91.17
Bill	63623704	05/03/2018		104310 · Books - Adult	90.37
Bill	63622965	05/03/2018		104310 · Books - Adult	59.18
Bill	63623235	05/03/2018		104310 · Books - Adult	28.79
Bill	63623353	05/03/2018		104310 · Books - Adult	59.18
Bill	63623244	05/03/2018		104310 · Books - Adult	30.39
Bill	63623602	05/03/2018		104312 · Books - Outreach	57.58
Bill	63623048	05/03/2018		104312 · Books - Outreach	675.76
Bill	63650190	05/09/2018		104312 · Books - Outreach	176.73
Bill	63659071	05/11/2018		104310 · Books - Adult	42.39
Bill	63687319	05/16/2018		104312 · Books - Outreach	399.84

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						1,711.38
	Bill Pmt -Check	57885	05/24/2018	Garvey's Office Products	101010 · Cash - Marquette	-86.55
	Bill	PINV1533950	05/11/2018		104720 · Office Supplies	42.42
	Bill	PINV1535311	05/15/2018		104641 · Patron Programs & Events-Adult	38.38
	Bill	PINV1537679	05/18/2018		104720 · Office Supplies	5.75
TOTAL						<u>86.55</u>
	Bill Pmt -Check	57886	05/24/2018	Grainger	101010 · Cash - Marquette	-84.75
	Bill	9782913157	05/09/2018		104530 · Building & Custodial Supplies	84.75
TOTAL						<u>84.75</u>
	Bill Pmt -Check	57887	05/24/2018	Hanover Insurance Co	101010 · Cash - Marquette	-56,792.00
	Bill	5/7/18	05/07/2018		104430 · Insurance	1,504.00
					104430 · Insurance	31,628.00
					104930 · Liability Ins. - D&O,Bonds,WC	10,985.00
					104430 · Insurance	12,675.00
TOTAL						<u>56,792.00</u>
	Bill Pmt -Check	57888	05/24/2018	Hearne & Associates, P.C.	101010 · Cash - Marquette	-150.00
	Bill	22433	05/07/2018		104420 · Accounting	150.00
TOTAL						<u>150.00</u>
	Bill Pmt -Check	57889	05/24/2018	Home Depot Credit Services	101010 · Cash - Marquette	-94.17
	Bill	4/27/18	04/27/2018		104530 · Building & Custodial Supplies	94.17
TOTAL						<u>94.17</u>
	Bill Pmt -Check	57890	05/24/2018	HUB International Limited	101010 · Cash - Marquette	-1,650.00
	Bill	1051075	05/09/2018		104430 · Insurance	1,650.00
TOTAL						<u>1,650.00</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57891	05/24/2018	Illinois Library Association	101010 · Cash - Marquette	-100.00
Bill	145915	05/01/2018		104650 · Association Dues & Fees	100.00
TOTAL					<u>100.00</u>
Bill Pmt -Check	57892	05/24/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-20.00
Bill	5/1/18	05/01/2018		104495 · Legal	20.00
TOTAL					<u>20.00</u>
Bill Pmt -Check	57893	05/24/2018	Jennifer McQuinn 1	101010 · Cash - Marquette	-38.68
Bill	5/16/18	05/01/2018		104642 · Patron Programs & Events-Youth	38.68
TOTAL					<u>38.68</u>
Bill Pmt -Check	57894	05/24/2018	Jorson & Carlson, Inc.	101010 · Cash - Marquette	-141.75
Bill	0544299	04/19/2018		104450 · Building Maintenance	141.75
TOTAL					<u>141.75</u>
Bill Pmt -Check	57895	05/24/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-621.29
Bill	9004561746	05/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	621.29
TOTAL					<u>621.29</u>
Bill Pmt -Check	57896	05/24/2018	Linear Electric Inc.	101010 · Cash - Marquette	-384.60
Bill	15195F	05/11/2018		104450 · Building Maintenance	384.60
TOTAL					<u>384.60</u>
Bill Pmt -Check	57897	05/24/2018	LinkedIn Corporation	101010 · Cash - Marquette	-13,125.00
Bill	10110457801	05/09/2018		104315 · Electronic Databases	13,125.00
TOTAL					<u>13,125.00</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill Pmt -Check	57898	05/24/2018	MailFinance	101010 · Cash - Marquette	-233.01
	Bill	N7144107	05/14/2018		104560 · Machine Rental	233.01
TOTAL						<u>233.01</u>
	Bill Pmt -Check	57899	05/24/2018	Maqbool Rashid	101010 · Cash - Marquette	-750.00
	Bill	May 2018	05/22/2018		104660 · Public Information	750.00
TOTAL						<u>750.00</u>
	Bill Pmt -Check	57900	05/24/2018	Midwest Tape	101010 · Cash - Marquette	-83.67
	Bill	96059300	05/02/2018		104340 · Audio Visual Materials - Adult	31.19
	Bill	96080744	05/09/2018		104341 · Audio Visual Materials - Youth	52.48
TOTAL						<u>83.67</u>
	Bill Pmt -Check	57901	05/24/2018	Neviol, Inc.	101010 · Cash - Marquette	-2,300.00
	Bill	6092	05/15/2018		104450 · Building Maintenance	2,300.00
TOTAL						<u>2,300.00</u>
	Bill Pmt -Check	57902	05/24/2018	Nicor Gas	101010 · Cash - Marquette	-2,159.50
	Bill	4/20/18	04/20/2018		104517 · Natural Gas	2,159.50
TOTAL						<u>2,159.50</u>
	Bill Pmt -Check	57903	05/24/2018	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-74.49
	Bill	6158061	05/01/2018		104450 · Building Maintenance	74.49
TOTAL						<u>74.49</u>
	Bill Pmt -Check	57904	05/24/2018	Out	101010 · Cash - Marquette	-44.00
	Bill	4/24/18	05/01/2018		104320 · Periodicals - Adult	44.00
TOTAL						<u>44.00</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57905	05/24/2018	OverDrive, Inc.	101010 · Cash - Marquette	-183.92
Bill	04125CO18087334	05/01/2018		104311 · Books - Youth	183.92
TOTAL					<u>183.92</u>
Bill Pmt -Check	57906	05/24/2018	Park Ace Hardware	101010 · Cash - Marquette	-31.83
Bill	4/30/18	04/30/2018		104530 · Building & Custodial Supplies	31.83
TOTAL					<u>31.83</u>
Bill Pmt -Check	57907	05/24/2018	Penguin Random House LLC	101010 · Cash - Marquette	-275.25
Bill	1087790792	05/01/2018		104340 · Audio Visual Materials - Adult	37.50
Bill	1087786887	05/01/2018		104342 · Audio Visual Materials-Outreach	30.00
Bill	1087910152	05/04/2018		104342 · Audio Visual Materials-Outreach	86.25
Bill	1087910145	05/04/2018		104340 · Audio Visual Materials - Adult	30.00
Bill	1088030747	05/23/2018		104342 · Audio Visual Materials-Outreach	91.50
TOTAL					<u>275.25</u>
Bill Pmt -Check	57908	05/24/2018	Recorded Books, INC	101010 · Cash - Marquette	-661.74
Bill	75775994	04/20/2018		104340 · Audio Visual Materials - Adult	45.09
Bill	75776405	04/20/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75776435	04/20/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75776797	04/23/2018		104340 · Audio Visual Materials - Adult	32.00
Bill	75776857	04/23/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75776803	04/23/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75776817	04/23/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75777216	04/23/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75776773	04/23/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75768729	05/01/2018		104340 · Audio Visual Materials - Adult	31.49
Bill	75779402	05/01/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75779776	05/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75780882	05/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75781047	05/01/2018		104340 · Audio Visual Materials - Adult	13.49
Bill	75781112	05/01/2018		104340 · Audio Visual Materials - Adult	<u>58.20</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						661.74
	Bill Pmt -Check	57909	05/24/2018	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-29.25
	Bill	5426235	04/11/2018		104450 · Building Maintenance	29.25
TOTAL						<u>29.25</u>
	Bill Pmt -Check	57910	05/24/2018	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,600.00
	Bill	5/15/18	05/15/2018		102160 · 457 Plan W/H Payable	2,600.00
TOTAL						<u>2,600.00</u>
	Bill Pmt -Check	57911	05/24/2018	Salem Press	101010 · Cash - Marquette	-117.00
	Bill	159464	05/01/2018		104311 · Books - Youth	117.00
TOTAL						<u>117.00</u>
	Bill Pmt -Check	57912	05/24/2018	Sam Fazio	101010 · Cash - Marquette	-600.00
	Bill	6/10/18	06/10/2018		104640 · Patron Programs&Events-Outreach	600.00
TOTAL						<u>600.00</u>
	Bill Pmt -Check	57913	05/24/2018	Scholastic Inc.	101010 · Cash - Marquette	-7.95
	Bill	067-7251	05/23/2018		104321 · Periodicals - Youth	7.95
TOTAL						<u>7.95</u>
	Bill Pmt -Check	57914	05/24/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-689.19
	Bill	5874	05/05/2018		104530 · Building & Custodial Supplies	461.71
	Bill	5879	05/12/2018		104530 · Building & Custodial Supplies	227.48
TOTAL						<u>689.19</u>
	Bill Pmt -Check	57915	05/24/2018	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,184.81
	Bill	5/15/18 Statement	05/15/2018		104340 · Audio Visual Materials - Adult	5,763.32

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
				104341 · Audio Visual Materials - Youth	1,311.39
				104342 · Audio Visual Materials-Outreach	387.17
				104310 · Books - Adult	84.19
				104311 · Books - Youth	54.61
				104642 · Patron Programs & Events-Youth	350.23
				104641 · Patron Programs & Events-Adult	97.79
				104570 · Automation - Equipment	912.13
				104550 · Lib. & Off. Eqpt Rep. & Maint	223.98
TOTAL					<u>9,184.81</u>
Bill Pmt -Check	57916	05/24/2018	Taste of Home Books	101010 · Cash - Marquette	-32.98
Bill	1054	05/10/2018		104310 · Books - Adult	32.98
TOTAL					<u>32.98</u>
Bill Pmt -Check	57917	05/24/2018	The Child's World	101010 · Cash - Marquette	-403.95
Bill	NA140186	05/11/2018		104311 · Books - Youth	403.95
TOTAL					<u>403.95</u>
Bill Pmt -Check	57918	05/24/2018	Trane U.S. Inc.	101010 · Cash - Marquette	-1,332.77
Bill	4238695	05/11/2018		104530 · Building & Custodial Supplies	140.76
Bill	4274370	05/15/2018		104530 · Building & Custodial Supplies	4.01
Bill	39022294	05/15/2018		104450 · Building Maintenance	1,188.00
TOTAL					<u>1,332.77</u>
Bill Pmt -Check	57919	05/24/2018	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
Bill	461852	05/01/2018		104495 · Legal	35.80
TOTAL					<u>35.80</u>
Bill Pmt -Check	57920	05/24/2018	Village of Orland Park	101010 · Cash - Marquette	0.00
TOTAL					0.00

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57921	05/24/2018	WebQA, Inc.	101010 · Cash - Marquette	-2,760.00
Bill	1098-180601	05/31/2018		104495 · Legal	2,760.00
TOTAL					<u>2,760.00</u>
Bill Pmt -Check	57922	05/24/2018	Recorded Books, INC	101010 · Cash - Marquette	-609.03
Bill	75781811	05/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75776561	05/01/2018		104341 · Audio Visual Materials - Youth	82.60
Bill	75778200	05/01/2018		104341 · Audio Visual Materials - Youth	37.40
Bill	75780931	05/01/2018		104341 · Audio Visual Materials - Youth	27.00
Bill	75781121	05/01/2018		104341 · Audio Visual Materials - Youth	12.60
Bill	75783768	05/03/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75784221	05/04/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75784193	05/04/2018		104340 · Audio Visual Materials - Adult	31.50
Bill	75783985	05/04/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75784959	05/07/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75784943	05/08/2018		104340 · Audio Visual Materials - Adult	39.99
Bill	75785178	05/09/2018		104340 · Audio Visual Materials - Adult	53.99
Bill	75785189	05/09/2018		104340 · Audio Visual Materials - Adult	99.00
Bill	75787036	05/11/2018		104341 · Audio Visual Materials - Youth	17.99
Bill	75787643	05/11/2018		104341 · Audio Visual Materials - Youth	31.49
TOTAL					<u>609.03</u>
Bill Pmt -Check	57923	05/24/2018	Blackstone Publishing	101010 · Cash - Marquette	-340.27
Bill	990867	05/01/2018		104342 · Audio Visual Materials-Outreach	230.64
Bill	990310	05/01/2018		104342 · Audio Visual Materials-Outreach	74.69
Bill	992311	05/01/2018		104342 · Audio Visual Materials-Outreach	34.94
TOTAL					<u>340.27</u>
Bill Pmt -Check	57924	05/24/2018	Village of Orland Park	101010 · Cash - Marquette	-130.00
Bill	5/23/18	05/01/2018		104640 · Patron Programs&Events-Outreach	130.00
TOTAL					<u>130.00</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57925	05/24/2018	Village of Orland Park	101010 · Cash - Marquette	<u>-56.96</u>
Bill	28189544	05/01/2018		104600 · Outreach Services	56.96
TOTAL					<u>56.96</u>
Bill Pmt -Check	57926	06/01/2018	Apple Books	101010 · Cash - Marquette	<u>-99.75</u>
Bill	108628	05/23/2018		104311 · Books - Youth	99.75
TOTAL					<u>99.75</u>
Bill Pmt -Check	57927	06/01/2018	Aquamist Plumbing & Lawn Sprinkling Co.	101010 · Cash - Marquette	<u>-275.00</u>
Bill	87374	05/18/2018		104450 · Building Maintenance	275.00
TOTAL					<u>275.00</u>
Bill Pmt -Check	57928	06/01/2018	Ava Logan	101010 · Cash - Marquette	<u>-600.00</u>
Bill	6/24/18	06/24/2018		104640 · Patron Programs&Events-Outreach	600.00
TOTAL					<u>600.00</u>
Bill Pmt -Check	57929	06/01/2018	Bal Industries	101010 · Cash - Marquette	<u>-4,000.00</u>
Bill	39294	05/25/2018		104450 · Building Maintenance	4,000.00
TOTAL					<u>4,000.00</u>
Bill Pmt -Check	57930	06/01/2018	Barrington Library	101010 · Cash - Marquette	<u>-31.99</u>
Bill	185473449	05/25/2018		104310 · Books - Adult	31.99
TOTAL					<u>31.99</u>
Bill Pmt -Check	57931	06/01/2018	Besco Water Treatment, Inc.	101010 · Cash - Marquette	<u>-95.84</u>
Bill	2977044	05/24/2018		104540 · Building Repairs	95.84
TOTAL					<u>95.84</u>
Bill Pmt -Check	57932	06/01/2018	Blackstone Publishing	101010 · Cash - Marquette	<u>-81.89</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	996828	05/18/2018		104342 · Audio Visual Materials-Outreach	81.89
TOTAL					<u>81.89</u>
Bill Pmt -Check	57933	06/01/2018	Cash	101010 · Cash - Marquette	-211.70
Bill	5/23/18	05/23/2018		104620 · Staff Training & Education	18.53
				104620 · Staff Training & Education	15.00
				104642 · Patron Programs & Events-Youth	13.93
				104620 · Staff Training & Education	5.05
				104620 · Staff Training & Education	22.02
				104642 · Patron Programs & Events-Youth	3.87
				104620 · Staff Training & Education	11.00
				104642 · Patron Programs & Events-Youth	14.96
				104620 · Staff Training & Education	23.00
				104600 · Outreach Services	18.03
				104641 · Patron Programs & Events-Adult	2.12
				104950 · Bank Charges	17.44
				104730 · Postage	4.19
				104642 · Patron Programs & Events-Youth	12.36
				104530 · Building & Custodial Supplies	20.00
				104950 · Bank Charges	10.20
TOTAL					<u>211.70</u>
Bill Pmt -Check	57934	06/01/2018	Center Point Large Print	101010 · Cash - Marquette	-22.50
Bill	1587292	05/02/2018		104310 · Books - Adult	22.50
TOTAL					<u>22.50</u>
Bill Pmt -Check	57935	06/01/2018	Current Technologies Corporation	101010 · Cash - Marquette	-1,726.14
Bill	8341	05/29/2018		104580 · Automation - Maintenance	1,726.14
TOTAL					<u>1,726.14</u>
Bill Pmt -Check	57936	06/01/2018	Envisionware, Inc.	101010 · Cash - Marquette	-15,824.63

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	INV-US-36298	05/17/2018		104580 · Automation - Maintenance	12,224.63
Bill	INV-US-36476	05/29/2018		104580 · Automation - Maintenance	3,600.00
TOTAL					15,824.63
Bill Pmt -Check	57937	06/01/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-506.25
Bill	63674324	05/15/2018		104310 · Books - Adult	176.76
Bill	63687952	05/16/2018		104310 · Books - Adult	27.19
Bill	63702817	05/17/2018		104310 · Books - Adult	23.20
Bill	63701999	05/17/2018		104312 · Books - Outreach	174.33
Bill	63720516	05/21/2018		104310 · Books - Adult	24.00
Bill	63727641	05/22/2018		104312 · Books - Outreach	28.79
Bill	63728063	05/22/2018		104312 · Books - Outreach	51.98
TOTAL					506.25
Bill Pmt -Check	57938	06/01/2018	Garvey's Office Products	101010 · Cash - Marquette	-233.81
Bill	PINV1541724	05/25/2018		104720 · Office Supplies	54.85
Bill	PINV1542402	05/29/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	94.95
TOTAL				104720 · Office Supplies	84.01
					233.81
Bill Pmt -Check	57939	06/01/2018	Grasso Graphics, Inc.	101010 · Cash - Marquette	-2,930.93
Bill	29453	05/31/2018		104660 · Public Information	2,930.93
TOTAL					2,930.93
Bill Pmt -Check	57940	06/01/2018	Ingram Library Services	101010 · Cash - Marquette	-10,603.98
Bill	See Detail List	05/31/2018		104310 · Books - Adult	9,005.35
				104312 · Books - Outreach	720.20
				104311 · Books - Youth	878.43
TOTAL					10,603.98
Bill Pmt -Check	57941	06/01/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-23.64

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	9004605946	05/19/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	10.44
Bill	9004608901	05/20/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					23.64
Bill Pmt -Check	57942	06/01/2018	Lisle Library District	101010 · Cash - Marquette	-30.99
Bill	7/13/17	05/01/2018		104310 · Books - Adult	30.99
TOTAL					30.99
Bill Pmt -Check	57943	06/01/2018	Mary G. Adamowski	101010 · Cash - Marquette	-42.78
Bill	6/1/18	06/01/2018		104620 · Staff Training & Education	42.78
TOTAL					42.78
Bill Pmt -Check	57944	06/01/2018	Mary K Weimar	101010 · Cash - Marquette	-55.95
Bill	5/23/18	05/23/2018		104530 · Building & Custodial Supplies	7.99
				104620 · Staff Training & Education	47.96
TOTAL					55.95
Bill Pmt -Check	57945	06/01/2018	Matthew Kissane	101010 · Cash - Marquette	-150.00
Bill	5/25/18	05/25/2018		104642 · Patron Programs & Events-Youth	150.00
TOTAL					150.00
Bill Pmt -Check	57946	06/01/2018	Neviol, Inc.	101010 · Cash - Marquette	-6,300.00
Bill	6093	06/01/2018		104450 · Building Maintenance	6,300.00
TOTAL					6,300.00
Bill Pmt -Check	57947	06/01/2018	OverDrive, Inc.	101010 · Cash - Marquette	-156.96
Bill	04125CO18090337	05/18/2018		104340 · Audio Visual Materials - Adult	119.98
				104310 · Books - Adult	16.99
Bill	04125DA18092713	05/22/2018		104311 · Books - Youth	19.99
TOTAL					156.96

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57948	06/01/2018	Penguin Random House LLC	101010 · Cash - Marquette	-159.00
Bill	1088030744	05/11/2018		104340 · Audio Visual Materials - Adult	24.00
Bill	1088148577	05/18/2018		104342 · Audio Visual Materials-Outreach	135.00
TOTAL					<u>159.00</u>
Bill Pmt -Check	57949	06/01/2018	Recorded Books, INC	101010 · Cash - Marquette	-166.49
Bill	75788367	05/15/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75788946	05/16/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75790101	05/17/2018		104340 · Audio Visual Materials - Adult	36.00
Bill	75791207	05/18/2018		104340 · Audio Visual Materials - Adult	53.99
TOTAL					<u>166.49</u>
Bill Pmt -Check	57950	06/01/2018	Rosen Publishing	101010 · Cash - Marquette	-1,114.18
Bill	RSL122288I	05/16/2018		104311 · Books - Youth	700.90
Bill	RSL122289I	05/16/2018		104311 · Books - Youth	413.28
TOTAL					<u>1,114.18</u>
Bill Pmt -Check	57951	06/01/2018	Schindler Elevator Corporation	101010 · Cash - Marquette	-723.89
Bill	7152724656	05/24/2018		104450 · Building Maintenance	723.89
TOTAL					<u>723.89</u>
Bill Pmt -Check	57952	06/01/2018	Sciencetellers	101010 · Cash - Marquette	-365.00
Bill	6/27/18	06/27/2018		104342 · Audio Visual Materials-Outreach	365.00
TOTAL					<u>365.00</u>
Bill Pmt -Check	57953	06/01/2018	Sunlight Maintenance Supply	101010 · Cash - Marquette	-486.79
Bill	16937	05/19/2018		104530 · Building & Custodial Supplies	28.00
Bill	5930	05/26/2018		104530 · Building & Custodial Supplies	458.79
TOTAL					<u>486.79</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57954	06/01/2018	U.S. Postal Service	101010 · Cash - Marquette	-1,946.18
Bill	5/31/18	05/31/2018		104730 · Postage	1,946.18
TOTAL					<u>1,946.18</u>
Bill Pmt -Check	57955	06/01/2018	Village of Orland Park Water	101010 · Cash - Marquette	-1,395.55
Bill	6/1/18	06/01/2018		104515 · Water & Sewer	1,395.55
TOTAL					<u>1,395.55</u>
Bill Pmt -Check	57956	06/01/2018	Village of Orland Park	101010 · Cash - Marquette	-29.19
Bill	28325172	05/16/2018		104600 · Outreach Services	29.19
TOTAL					<u>29.19</u>
Bill Pmt -Check	57958	06/12/2018	ADP, LLC	101010 · Cash - Marquette	-495.40
Bill	515398807	06/01/2018		104420 · Accounting	495.40
TOTAL					<u>495.40</u>
Bill Pmt -Check	57959	06/12/2018	Alternative Energy Solutions, Ltd.	101010 · Cash - Marquette	-467.00
Bill	35808	06/05/2018		104450 · Building Maintenance	467.00
TOTAL					<u>467.00</u>
Bill Pmt -Check	57960	06/12/2018	Amgard Exterminating Inc.	101010 · Cash - Marquette	-80.00
Bill	2260	06/05/2018		104450 · Building Maintenance	80.00
TOTAL					<u>80.00</u>
Bill Pmt -Check	57961	06/12/2018	Annuity Premium Reserve Account	101010 · Cash - Marquette	-375.00
Bill	5/31/18	05/31/2018		102160 · 457 Plan W/H Payable	375.00
TOTAL					<u>375.00</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57962	06/12/2018	Aquamist Plumbing & Lawn Sprinkling Co.	101010 · Cash - Marquette	-867.26
Bill	87630	05/29/2018		104450 · Building Maintenance	867.26
TOTAL					<hr/> 867.26
Bill Pmt -Check	57963	06/12/2018	AT&T	101010 · Cash - Marquette	-80.56
Bill	5/12/18	05/12/2018		104575 · Automation - Line Costs	80.56
TOTAL					<hr/> 80.56
Bill Pmt -Check	57964	06/12/2018	Blackstone Publishing	101010 · Cash - Marquette	-38.94
Bill	1000955	05/29/2018		104342 · Audio Visual Materials-Outreach	38.94
TOTAL					<hr/> 38.94
Bill Pmt -Check	57965	06/12/2018	Cardmember Service	101010 · Cash - Marquette	-4,858.47
Bill	May 2018	05/22/2018		104620 · Staff Training & Education	86.25
				104570 · Automation - Equipment	658.48
				104530 · Building & Custodial Supplies	19.99
				104530 · Building & Custodial Supplies	19.99
				104620 · Staff Training & Education	873.19
				104640 · Patron Programs&Events-Outreach	314.58
				104641 · Patron Programs & Events-Adult	16.17
				104640 · Patron Programs&Events-Outreach	49.89
				104710 · Library Supplies	103.35
				104640 · Patron Programs&Events-Outreach	7.99
				104642 · Patron Programs & Events-Youth	47.90
				104641 · Patron Programs & Events-Adult	24.50
				104650 · Association Dues & Fees	99.00
				104570 · Automation - Equipment	32.45
				104530 · Building & Custodial Supplies	107.89
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	162.37
				104642 · Patron Programs & Events-Youth	41.96
				104642 · Patron Programs & Events-Youth	18.08

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	7.90
				104642 · Patron Programs & Events-Youth	69.99
				104642 · Patron Programs & Events-Youth	83.94
				104642 · Patron Programs & Events-Youth	163.81
				104641 · Patron Programs & Events-Adult	22.59
				104620 · Staff Training & Education	15.00
				104341 · Audio Visual Materials - Youth	99.95
				104341 · Audio Visual Materials - Youth	89.95
				104341 · Audio Visual Materials - Youth	50.98
				104341 · Audio Visual Materials - Youth	114.95
				104570 · Automation - Equipment	66.99
				104530 · Building & Custodial Supplies	9.00
				104641 · Patron Programs & Events-Adult	13.91
				104530 · Building & Custodial Supplies	33.61
				104450 · Building Maintenance	434.39
				104540 · Building Repairs	141.34
				104641 · Patron Programs & Events-Adult	304.51
				104600 · Outreach Services	40.00
				104570 · Automation - Equipment	359.96
				104620 · Staff Training & Education	250.00
				104641 · Patron Programs & Events-Adult	9.13
TOTAL					<u>5,193.43</u>
Bill Pmt -Check	57966	06/12/2018	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
Bill	7941	06/01/2018		104230 · Life/Health Insurance	480.00
TOTAL					<u>480.00</u>
Bill Pmt -Check	57967	06/12/2018	Current Technologies Corporation	101010 · Cash - Marquette	-229.00
Bill	8375	06/06/2018		104580 · Automation - Maintenance	229.00
TOTAL					<u>229.00</u>
Bill Pmt -Check	57968	06/12/2018	Demco	101010 · Cash - Marquette	-2,468.54
Bill	6354605	05/01/2018		104710 · Library Supplies	2,468.54

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						2,468.54
	Bill Pmt -Check	57969	06/12/2018	Findaway World, LLC	101010 · Cash - Marquette	-69.99
	Bill	252036	05/01/2018		104341 · Audio Visual Materials - Youth	69.99
TOTAL						<u>69.99</u>
	Bill Pmt -Check	57970	06/12/2018	Gale/Cengage Learning	101010 · Cash - Marquette	-155.16
	Bill	63728621	05/22/2018		104310 · Books - Adult	25.59
	Bill	63741904	05/24/2018		104310 · Books - Adult	45.60
	Bill	63741835	05/24/2018		104310 · Books - Adult	24.80
	Bill	63742286	05/24/2018		104310 · Books - Adult	14.39
	Bill	63780528	05/30/2018		104310 · Books - Adult	22.39
	Bill	63780524	05/30/2018		104310 · Books - Adult	22.39
TOTAL						<u>22.39</u>
	Bill Pmt -Check	57971	06/12/2018	Garvey's Office Products	101010 · Cash - Marquette	-527.72
	Bill	PINV1543779	05/31/2018		104710 · Library Supplies	38.97
	Bill	PINV1544658	06/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	169.85
	Bill	PINV1545049	06/04/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	237.98
TOTAL					104720 · Office Supplies	<u>80.92</u>
	Bill Pmt -Check	57972	06/12/2018	Home Depot Credit Services	101010 · Cash - Marquette	-253.26
	Bill	5/28/18	05/28/2018		104530 · Building & Custodial Supplies	253.26
TOTAL						<u>253.26</u>
	Bill Pmt -Check	57973	06/12/2018	Illinois State Police Services Fund	101010 · Cash - Marquette	-70.00
	Bill	5/31/18	05/31/2018		104495 · Legal	70.00
TOTAL						<u>70.00</u>
	Bill Pmt -Check	57974	06/12/2018	Impressions In Stone	101010 · Cash - Marquette	0.00

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Bill Pmt -Check	57975	06/12/2018	Jet Stream Corp	101010 · Cash - Marquette	-2,300.00
Bill	1138	06/07/2018		104450 · Building Maintenance	2,300.00
TOTAL					<u>2,300.00</u>
Bill Pmt -Check	57976	06/12/2018	Joe Promotions, Inc.	101010 · Cash - Marquette	-880.00
Bill	10299	06/05/2018		104640 · Patron Programs&Events-Outreach	880.00
TOTAL					<u>880.00</u>
Bill Pmt -Check	57977	06/12/2018	Jon-Don	101010 · Cash - Marquette	-65.18
Bill	3219946	05/31/2018		104530 · Building & Custodial Supplies	65.18
TOTAL					<u>65.18</u>
Bill Pmt -Check	57978	06/12/2018	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-5,660.35
Bill	5/29/18	05/29/2018		104495 · Legal	5,616.80
Bill	5/30/18	05/30/2018		104495 · Legal	43.55
TOTAL					<u>5,660.35</u>
Bill Pmt -Check	57979	06/12/2018	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-748.31
Bill	9004651715	06/01/2018		104550 · Lib. & Off. Eqpt Rep. & Maint	748.31
TOTAL					<u>748.31</u>
Bill Pmt -Check	57980	06/12/2018	Midwest Tape	101010 · Cash - Marquette	-2,092.31
Bill	96149472	05/31/2018		104340 · Audio Visual Materials - Adult	1,420.79
				104310 · Books - Adult	472.98
				104341 · Audio Visual Materials - Youth	145.59
				104311 · Books - Youth	52.95
TOTAL					<u>2,092.31</u>

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	57981	06/12/2018	Nicor Gas	101010 - Cash - Marquette	-3,438.87
Bill	5/21/18	05/21/2018		104517 - Natural Gas	3,438.87
TOTAL					<u>3,438.87</u>
Bill Pmt -Check	57982	06/12/2018	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-75.03
Bill	6193339	06/01/2018		104450 - Building Maintenance	75.03
TOTAL					<u>75.03</u>
Bill Pmt -Check	57983	06/12/2018	OverDrive, Inc.	101010 - Cash - Marquette	-632.59
Bill	04125CO18094221	05/24/2018		104310 - Books - Adult	14.97
Bill	04125CO18095977	05/29/2018		104311 - Books - Youth	114.88
Bill	04125CO18095820	05/29/2018		104311 - Books - Youth	106.89
Bill	04125DA18096790	05/29/2018		104310 - Books - Adult	7.99
Bill	04125CO18100957	06/01/2018		104311 - Books - Youth	192.86
Bill	04125DA18103826	06/05/2018		104310 - Books - Adult	90.00
Bill	04125CO18105299	06/07/2018		104310 - Books - Adult	105.00
TOTAL					<u>632.59</u>
Bill Pmt -Check	57984	06/12/2018	Park Ace Hardware	101010 - Cash - Marquette	-99.39
Bill	5/31/18 Statement	05/31/2018		104530 - Building & Custodial Supplies	99.39
TOTAL					<u>99.39</u>
Bill Pmt -Check	57985	06/12/2018	Penguin Random House LLC	101010 - Cash - Marquette	-281.25
Bill	1088148574	05/18/2018		104340 - Audio Visual Materials - Adult	30.00
Bill	1088241580	05/24/2018		104340 - Audio Visual Materials - Adult	33.75
Bill	1088241582	05/24/2018		104342 - Audio Visual Materials-Outreach	33.75
Bill	1088336517	06/01/2018		104342 - Audio Visual Materials-Outreach	183.75
TOTAL					<u>281.25</u>
Bill Pmt -Check	57986	06/12/2018	Peter Honigmann	101010 - Cash - Marquette	-150.00

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

Type	Num	Date	Name	Account	Original Amount
Bill	8/3/18	08/03/2018		104620 · Staff Training & Education	150.00
TOTAL					<u>150.00</u>
Bill Pmt -Check	57987	06/12/2018	Recorded Books, INC	101010 · Cash - Marquette	-789.56
Bill	75767810	05/01/2018		104340 · Audio Visual Materials - Adult	106.72
Bill	75773433	05/01/2018		104340 · Audio Visual Materials - Adult	48.14
Bill	75791134	05/18/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75791158	05/18/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75791937	05/22/2018		104340 · Audio Visual Materials - Adult	17.99
Bill	75792011	05/22/2018		104340 · Audio Visual Materials - Adult	70.18
Bill	75792358	05/23/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75792444	05/23/2018		104340 · Audio Visual Materials - Adult	53.99
Bill	75793036	05/23/2018		104340 · Audio Visual Materials - Adult	40.50
Bill	75793054	05/24/2018		104340 · Audio Visual Materials - Adult	22.50
Bill	75793023	05/24/2018		104340 · Audio Visual Materials - Adult	59.59
Bill	75795840	05/31/2018		104340 · Audio Visual Materials - Adult	161.20
Bill	75796807	06/01/2018		104340 · Audio Visual Materials - Adult	35.99
Bill	75797796	06/05/2018		104340 · Audio Visual Materials - Adult	33.29
Bill	75798332	06/06/2018		104340 · Audio Visual Materials - Adult	31.50
TOTAL					<u>789.56</u>
Bill Pmt -Check	57988	06/12/2018	Rollins Aquatic Solutions	101010 · Cash - Marquette	-5,593.63
Bill	19474	06/08/2018		104440 · Landscaping & Groundskeeping	5,593.63
TOTAL					<u>5,593.63</u>
Bill Pmt -Check	57989	06/12/2018	Sprint	101010 · Cash - Marquette	-228.70
Bill	336044821-162	05/30/2018		104520 · Telephone	228.70
TOTAL					<u>228.70</u>
Bill Pmt -Check	57990	06/12/2018	Trane U.S. Inc.	101010 · Cash - Marquette	-3,593.00
Bill	39067091	06/01/2018		104450 · Building Maintenance	1,455.00

Orland Park Public Library
Check Detail
May 22 through June 18, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	39067092	06/01/2018		104450 · Building Maintenance	2,138.00
TOTAL					<u>3,593.00</u>
Bill Pmt -Check	57991	06/12/2018	Dell Marketing L.P.	101010 · Cash - Marquette	-27,828.27
Bill	356839612	05/01/2018		104570 · Automation - Equipment	27,828.27
					<u>27,828.27</u>
			Subtotal - Checks		\$231,465.04
			Gross Payroll on 5/31/18		\$112,492.19
			Payment to Village for IMRF/Insurance for May, 2018		\$67,524.53
			Gross Payroll on 6/15/18		\$115,255.07
TOTAL			Grand Total		<u><u>\$526,736.83</u></u>

Adult Services Board Report May 2018

PERSONNEL

Dominic Ricobene started as Adult Shelver on May 14.

Eric Gordon started as Adult Shelver on May 15.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 5/3; 10 adults

NoveList 5/8; 1 adult

eBooks, eMagazines, eReaders 5/10, 5/15, 5/21; 6 adults

Five genre book discussions 5/10, 5/15, 5/16, 5/21, 5/31; 41 adults

DIY Craft: Decorative Planter 5/11; 11 adults

Bingo 5/19; 7 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

John Burke attended Reaching Forward (Donald E. Stephens Convention Center) on May 4, 2018

Judy Brannigan attended Book Review Basics: Using Reviews and Annotations for Readers Advisory (Webinar) on May 14, 2018

Judy Brannigan attended Programming Ideas in Makerspaces (Webinar) on May 14, 2018

Kortnee Fingler attended New Voices in Mystery Fiction (Webinar (Booklist)) on May 22, 2018

Deborah Oedzes attended What's to Come in 2018: Reading and Collection Development Trends (Webinar RAILS) on May 22, 2018

STATISTICS

Database Statistics May 2017-2018 Comparison

Database	05/2018	05/2017	Data Type
Ancestry Library	360	1084	Total Searches
Careers College	47	36	Total Users
Consumer Reports	62	70	Total Log-Ins
EBSCO	1214*	27124	Total Searches
Gale Virtual Ref. Lib.	23	3	Total Searches
Heritage Quest	250	868	Total Searches
Lynda.com	121	274	Total Log-Ins
Mango Languages	19	66	Total sessions
OCLC	5433	6270	Total Searches

ProQuest	97	63	Total Searches
Reference USA	134	223	Total Searches
Weiss & Street Financial Ratings	N/A*	30	Total Log-Ins

Note: *EBSCO has changed the way they report statistics. These figures are more in line with the one click statistics kept by the library. *N/A Not available yet.

Statistics from web forms

Category	05/2018	05/2017
Reference	2871	3244
Reference Remote	138	212
Non-Reference	339	326
N-R Remote	55*	542
Extended Help	34	28
Passive Programming	3	6
Program Attendance	76	42
Items shelved	20065	19489
Carts shelved	324	284

*Last year we had the flooring project, so numbers were higher because we were rerouting patrons

GRANTS/SPECIAL PROJECTS

Judy Brannigan and Katie Allen participated in Orland Park Military Expo on May 5, 2018 to promote the Veterans' History Project.

CUSTOMER SERVICE LOG

Patron at Military Expo at Orland Civic Center: "I'm so impressed with how much the library has changed just within the past two years. You guys do such a great job with your programs and education. I was looking for a book and you found it for me in Minnesota!" Katie A.

Patron at Military Expo at Orland Civic Center: "My wife and I love your concerts. We go 3-4 times a year and we just love them." Katie A.

Patron at Military Expo at Orland Civic Center: "My wife has been draining your loan program. She really likes it. She reads 5 books a week." Katie A.

Book discussion group complained about excessive heat in the library. Judy B.

Patron was assisting in locating two medical supply companies. Comment: "Thank you so much. You have been absolutely wonderful." Andy M.

After helping a patron log in to Mango Language from home, she commented, "I have to say, the things your library offers are just fabulous. I've lived here over a year and one of the first things I did was to get my library card. Since I've started coming, I have been astonished at all of

the things you have available, particularly the Lynda.com and Mango languages. I took French in high school and I wanted to brush up on it--this is just great." Katie A.

Patron emailed to ask us to hold a few DVDs. When I emailed her to let her know her DVDs were ready and waiting for her, she replied: "You guys are the very best. So glad we moved to Orland! Thank you." Katie A.

Patron wrote a nice letter of thanks for exceptional service. Debbie O.

Patron was asking if the Library had the list of books from "The Great American Read" television program. I replied that a request for the list had been made. Judy B.

Patron Services Board Report

May 2018

CONTINUING EDUCATION/MEETINGS ATTENDED

Renata Neupauer attended Reaching Forward Conference 2018 (Rosemont, IL) on May 4, 2018

Theresa Hildebrand attended Interviewing Techniques webinar (Lynda.com) on May 22, 2018

Julie Pryor attended Libraries Go Viral: A New Approach to a New Era (Webinar at Orland Park Library) on May 26, 2018

CUSTOMER SERVICE LOG

05/08/2018 (Welcome Desk) "I hope they have beginner computer classes again." - Barb K.

05/09/2018 (Lobby) "I wish the Playaways were all in one section instead of filed with the other audiobooks." - Barb K.

05/10/2018 (Welcome Desk) "I found out there was a class tonight and I'm so excited!" - Sam S.

05/10/2018 (After patron check-out) "This floor - the sparkles - I love it!" - Clarke S.

05/11/2018 (Check-Out Desk) "You look like you really like your job and make us feel welcome." - Ian D.

05/15/2018 (Making new library card) Upon giving the patron a Welcome Bag and welcoming them to the library they said, "Well thank you very much! We like it (the library) already!" - Laura L.

05/16/2018 (Check-Out Desk) "I miss the flowers. They were so pretty!" Referring to paper flowers over the Check-out Desk. - Laura L.

05/25/2018 (Check-Out Desk) Patron stated, "This library offers the best service of any place I've ever been." - Clarke S.

05/29/2018 (Man stopped at Welcome Desk to comment on display case) "That exhibit (on honey) is the best I've seen! It's educational and well done." - Barb K.

5/31/2018 (Checkout Desk) "I just moved to Orland Park from Tinley & I love, love, LOVE this library. I really enjoyed the program tonight (20 Great Moments in Chicago's 20th Century). I'm going to tell all my old neighbors in Tinley that this library is WAAAY better." So of course Theresa explained about reciprocal borrowing & encouraged this patron to have her friends come in with their library cards to get in our system.

STATISTICS

MONTHLY CIRCULATION STATISTICS BREAKDOWN												
2018			2018									
	Staff	Self-checkout	Outreach	ILL	Pac, Mobile, Leap...	Polaris Totals		Museum passes	Hoopla	OverDrive	RB Digital (Zinio)	Circulation Totals
JAN. 2018	23,519	18,471	1,868	331	6,461	50,650		6	1134	3,821	377	55,988
FEB. 2018	20,772	15,924	1,948	232	6,698	45,574		4	1244	3,559	302	50,683
MAR. 2018	23,245	19,574	1,539	529	7,134	52,021		13	1317	3,761	295	57,407
APR. 2018	22,616	17,035	2,039	190	7,237	49,117		13	1183	3,798	293	54,404
MAY. 2018	19,237	16,269	2,010	210	6,954	44,680		21	1069	3,644	287	49,701
JUN. 2018						0						0
JUL. 2018						0						0
AUG. 2018						0						0
SEPT. 2018						0						0
OCT. 2018						0						0
NOV. 2018						0						0
DEC. 2018						0						0
TOTALS	109,389	87,273	9,404	1492	34,484	242,042		57	5947	18583	1554	268,183

Graphics Board Report

May 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work this month focused on:

- The new Flick Pix initiative to increase circulation involving movie kits
- Flyers, logs, and sponsor thank yous for Summer Reading Challenge
- Summer storytime ads
- Summer concert ads
- Mass emails for computer classes, displays, teen volunteer opportunities
- Revisions of booklets for 3D printing and Rokus
- Books award lists
- Book discussion lists
- Bookmarks to assist with reference advisory
- Slides to be displayed on library monitors and OPACs
- A mailer to the community
- Banners to be brought to events such as the Community Expo highlighting library services

CONTINUING EDUCATION/MEETINGS ATTENDED

Chris Schultz and Maurya Orr attended Reaching Forward on May 4 at the Stephens Center.

Jackie Boyd attended "Assessing and Improving Your Library's Website Part 1" on May 8 through RAILS continuing education.

Jackie Boyd attended "Assessing and Improving Your Library's Website Part 2" on May 8 through RAILS continuing education.

Jackie Boyd virtually attended "Mic Drop: Making a Lasting Impression in Your Community and the World" at Library Marketing OnConference via Reaching Across Illinois Library System on May 10.

Jackie Boyd virtually attended "Libraries Go Viral: A New Approach for a New Era" at Library Marketing OnConference via Reaching Across Illinois Library System on May 11.

Jackie Boyd attended "Contagious: How Things Catch On" via the Public Relations Society of America on May 15.

Jackie Boyd attended "Fill Your Garden: Mentorship and Making Lasting Connections" through the Public Relations Society of America on May 16.

STATISTICS

1,178 Library app downloads total

1,932 Facebook followers

396 Instagram followers

1,885 Twitter followers

462 Pinterest followers

18,470 Emails on the marketing email list

23 Meeting room requests received

124 Graphics requests completed

98 Welcome bags delivered

GRANTS/SPECIAL PROJECTS

Graphics was enlisted to help Youth Services market the Jesse White grant they have earned.

Graphics recruited more sponsors for library programs.

Information Technology Board Report May 2018

SERVICES/PROGRAMS/PROJECTS/CLASSES

- 5/8 - Social Media 101 (5)
- 5/9 - Introduction to 3D Printing (18)
- 5/10 - All Things Google (13)
- 5/10 - Intro to iPad 1 (20)
- 5/15 - Is Cloud Storage Right for Me? (16)
- 5/17 - Microsoft Word Part 1 (9)
- 5/17 - Intro to iPad 2 (18)
- 5/22 - Microsoft PowerPoint Part 1 (5)
- 5/24 - Microsoft Word Part 2 (6)
- 5/24 - Intro to iPad 3 (9)
- 5/29 - Microsoft PowerPoint Part 2 (0/cancelled)
- 5/31 - Intro to iPad 4 (8)

CONTINUING EDUCATION/MEETINGS ATTENDED

Lina Elzahdan attended Google Analytics 102: How to Build Google Analytics Dashboards like a Boss! (Webinar) on May 2, 2018

Daniel Williams attended Identify and Stop Malware in the Quickest and Most Accurate Way Possible (Webinar) on May 30, 2018

STATISTICS

Category	May 2018	May 2017
Study Room Usage	448	435
Patrons Assisted	503	491
Extended Assistance	130	70
Total PC Usage	1658	1727
Total Web pages	29643	28237
Number of Classes	11	10
Total Class Attendance	127	35
Wireless Usage	3962	3897

GRANTS/SPECIAL PROJECTS

The IT Commons has been updated with new computers.

Spark+ Spheros were purchased for the Youth Services Department (2).

Ian met with IT Consultant company Current Technologies Corporation on 5/14 to discuss goals for the IT Department and the use of CTC moving forward.

CUSTOMER SERVICE LOG

5/8/18 - Social Media- I would be interested in more hands on practice (online) with the different types of media.

5/9/18 - Intro to 3D Printing - Great class! How to use 3D modeling software

5/9/18 - Intro to 3D Printing - More 3D

5/10/18- All Things Google - I loved the typing class I went to. Future classes Windows 10 Level Fast Track, Excel Level 1 Fast Track, Mathematics forever.

5/10/18 - All Things Google - Make screen and handout "Font" much larger....can't read it.

5/10/18 - All Things Google - Printout a bit blurred.

5/10/18 - Intro to iPad Part 1 - Thought on screen went too fast, not loud enough. Later on it was slower.

5/10/18 - Intro to iPad Part 1 - Daniel is a very patient in answering many questions. Obvious he loves what he does.

5/10/18 - Intro to iPad Part 1 - I did not like the first video at all! The English accent was harder to understand and was too fast. Dan was much better. You could also ask him a question at any point that wasn't clear- not so with the video!

5/15/18 - Is Cloud Storage Right For Me? - Facebook for Beginners

5/15/18 - Is Cloud Storage Right For Me? - I liked the accompanying visual aids that enhanced the presentation of the material (use of the overhead projectors).

5/15/18 - Is Cloud Storage Right For Me? - Comprehensive class on Google Drive only.

5/17/18 - Word 1 - Need more time

5/17/18 - Word 1 -Since there are different levels of learning it might be a good idea to have hard copy handouts. Longer class time.

5/17/18 - Word 1 - I am very grateful for the opportunity to learn here for free. I appreciate all the time/resources available. I think typing classes would benefit (speed, time, and accuracy).

5/17/18 - iPad Part 2 - Need more time.

5/17/18 - iPad Part 2 - Wish the class could be a little longer than 1 hour.

5/17/18 - iPad Part 2 - iPad advance for future classes.

5/24/18 - Word 2- Well Done!

5/24/18 - Word 2 - How to mail merge documents.

5/24/18 - iPad Part 3 - iPad Advanced

5/24/18 - iPad Part 3 - Maybe Part A and B or more difference between beginner and advanced.

5/24/18 - iPad Part 3 - Thanks for being so patient.

5/24/18 - iPad Part 3 - Didn't like video on apps - talks too fast. If you try to look at your computer what he's talking about, you miss the next thing he says! Later videos are easier to hear and follow.

5/31/18 - iPad Part 4 - Talking to another senior in class, he said having a personal instructor would be ideal but expensive. He said he absorbs more slowly. I think this is true of many seniors. Why not have a "senior class"? Also, how about basic classes and advanced. Don't assume terminology is understood by all.

5/31/18 - iPad Part 4 - Allow instructor more talk and answer time for class time.

Outreach Services Board Report May 2018

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, American House (formerly Autumn Leaves), Lexington, Thomas Place, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living.

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.

In-house and offsite adult programming.

Book delivery to train stations.

Coordination and facilitation of the Archival Digitization Project.

Flyer distribution to surrounding establishments and at programs.

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

CONTINUING EDUCATION/MEETINGS ATTENDED

Theresa Marketti attended Crime Fiction for Mystery Month (Webinar) on May 4, 2018

Shane Peterson attended Reaching Forward 2018 (Rosemont, IL) on May 4, 2018

Duke Phelps attended Reaching Forward (Rosemont, IL) on May 4, 2018

Shane Peterson attended Military Expo (Civic Center) on May 5, 2018

Kelly A. Cuci attended Promoting Healthy Communities (Online class) on May 15, 2018

Kelly A. Cuci attended Promoting Healthy Communities (Online class) on May 16, 2018

Kelly A. Cuci attended 7 Steps for Getting Started in Major Gifts (Webinar) on May 30, 2018

STATISTICS

Onsite Adult Programs:

14 programs were given with a total of 505. *2017: 13 programs were given with a total of 454 patrons.*

Breakout:

5/2/18	Board Game Night	10
5/4/18	Meet the Artist - Barbara Eberhard	12
5/8/18	English Conversation for ESL Learners	3

5/9/18 Georgia O'Keefe - The Art of Nature	106
5/10/18 Afternoons @ OPPL - Lost Angel	15
5/16/18 Board Game Night	8
5/17/18 An Introduction to Commonly Used Indian Spices	32
5/18/18 Showcase - David Chiriboga	119
5/22/18 The Great American Game Show From the Early Days of Radio to Television	38
5/24/18 Heroes on the Air	33
5/25/18 Friday Film Series - Three Billboards Outside Ebbing Missouri	68
5/29/18 English Conversation for ESL Learners	1
5/30/18 Board Game Night	8
5/31/18 Great Moments in Chicago's 20th Century	52

Offsite Adult Programs:

14 programs were given with a total of 177 patrons attending. *2017: 16 programs were given with a total of 250 patrons attending.*

Breakout:

5/1/18 Senior Living Visits	10
5/2/18 Senior Living Visits	12
5/9/18 Orland Township Senior Drop-in Visit	12
5/11/18 Orland Township Senior Drop-in Visit	12
5/14/18 Senior Living Visits	19
5/15/18 Senior Living Visits	10
5/16/18 Senior Living Visits	15
5/17/18 Remember When with American House	26
5/17/18 Remember When with Brookdale	17
5/23/18 Orland Township Senior Drop-in Visit	13
5/23/18 Senior Living Visits	10
5/25/18 Orland Township Senior Drop-in Visit	9
5/29/18 Senior Living Visits	12
5/30/18 Senior Living Visits	15

Train Station Books:

Three Train Stations - **86**, 2017 - 106

Passive Programming

Orland Township - **31**, *New Statistic*

Program Flyer Distribution Statistics:

Village of O.P. - **650**, 2017 - 500

Sportsplex - **650**, 2017 - 0

Train Stations - **86**, 2017 - 106
Orland Township - **10**, 2017 - 5
Nursing Homes - **60**, 2017 - 29
During programs - **108**, 2017 - 142
Give-Aways at Programs - **33**, *New Statistic*
Other Offsite Flyer distribution - **25**, *New Statistic*

Other Outreach and Homebound Stats:

Outreach Circulation Statistics: 1033 items circulated with 1900 checkouts and 110 renewals. *2017: 1042 items circulated with 2512 checkouts and 240 renewals.*

Visits to single-family homebound patrons totaled 14. *2017: Visits totaled 13.*

5 new homebound patron cards were issued and 1 discontinued. 3 cards were renewed. *2017: 5 new homebound library cards were issued. 1 card was discontinued. 0 cards were renewed.*

OS staff logged 556 reference transactions. *2017: 1091 reference transactions.*

OS staff logged 119 programming questions. Please note that this is a new statistic. As soon as we get a whole year's worth of statistics we will begin comparing.

OS staff logged 62 exhibit questions. Please note that this is a new statistic. As soon as we get a whole year's worth of statistics we will begin comparing.

GRANTS/SPECIAL PROJECTS

Outreach Services has completed registering all founding documents housed in boxes and is in the process of completing oversized artifacts and realia.

Outreach Services is in the process of organizing the Library tabling for the Taste of Orland Park

Outreach Services Assistant, Shane Peterson team-hosted a tabling with Adult Services at the Military Expo.

Outreach Services Assistant, Theresa Marketti is in the process of creating two caregiver kits for patrons caring for family members with disabilities. She has also been instrumental in on-boarding Heartis Assisted Living.

Outreach Services Manager, Kelly A. Cuci completed the requirements for the Promoting Healthy Communities grant.

CUSTOMER SERVICE LOG

5/9/18 Georgia O'Keefe - The Art of Nature program

"Thank you for a wonderful program." Cathy D.

"What a wonderful program. Cathy D.

"The presenter was fantastic." Cathy D.

"Leslie Goddard is a wonderful performer." Cathy D.

"She nailed it." Cathy D.

"The Orland Park Library always has such great programs." Cathy D.

"This was awesome." Cathy D.

"You guys in Outreach are great!" Cathy D.

5/14/18 Smith Crossing Senior Living Visit

"Thank you so much." Theresa M.

5/14/18 Brookdale Senior Living Visit

"We missed you. We look forward to seeing you." Theresa M.

5/15/18 Thomas Place Senior Living Visit

"Thank you for coming." Theresa M.

5/15/18 Alden Assisted Living Senior Living Visits

"Thank you." Theresa M.

"Thank you. Such a great service you provide." Theresa M.

5/15/18 Homebound Delivery

"Don't work too hard. Thanks for visiting me." Theresa M.

5/16/18 Evergreen Assisted Living Senior Living Visits

"Thank you for coming." Theresa M.

5/16/18 Homebound Visit

"Thank you." Theresa M.

5/16/18 Lexington Assisted Living Senior Living Visits

"Thank you." Theresa M.

5/17/18 An Introduction to Commonly Used Indian Spices program

"Very informative program." Cathy D.

"Thank you for such a fun program." Cathy D.

"Thank you. Now I know how to use these great spices in my cooking." Cathy D.

"What a great program." Cathy D.

5/18/18 Showcase - David Chiriboga program

"He was really good." Cathy D.

"Thank you for having such a wonderful guitar player." Cathy D.

5/23/18 Orland Township Drop-in Book Visit

Gentleman at Township was hostile and angry because he was told as he lives in unincorporated Orland Park he would need to pay for a library card. He asked who made this decision. He was

referred to Administration and the Patron Services Department. He stated that our visit was deceptive as we were there at the behest of the Township.

5/24/18 Heroes On The air program

"Great program." Cathy D.

"Very interesting presentation." Cathy D.

"Thank you for having such a great program." Cathy D.

5/25/18 Homebound Visit

"Thank you so much. You do so much for us." Theresa M.

5/29/18 Alden Assisted Living Senior Living Visit

"Thank you so much for coming." Theresa M.

"Thank you for what you do." Theresa M.

5/30/18 Evergreen Assisted Living Senior Living Visit

"Thank you so much for all of the great movies." Theresa M.

"Thank you." Theresa M.

5/31/18 20 Great Moments in Chicago's 20th Century program

"Thank you for having this very informative program." Cathy D.

"Thank you." Cathy D.

"The library always has such wonderful programs." Cathy D.

Technical Services Board Report

May 2018

PERSONNEL

Technical Services Clerk Josh Chalifoux resigned his position. May 24 was his last day.

Technical Services Clerk position is open and the hiring is in process.

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for May 2018 is complete
- All withdrawn titles and items are removed from the system
- Monthly Popular Book and AV lists for Polaris PAC are created
- Monthly Novelist update is complete

CONTINUING EDUCATION/MEETINGS ATTENDED

- On May 4, 2018, Paul Rubio attended Reaching Forward Conference 2018 at Rosemont IL
- On May 18, 2018, Paul Rubio attended LACONI TSS: Cataloging Non-Traditional Items at Barrington Area Library
- On May 18, 2018, Nincy George attended LACONI TSS: Cataloging Non-Traditional Items at Barrington Area Library

STATISTICS

May-2018	Tech Services Monthly Statistics				Order #	1,821	eBook #	337 Print/Nonprint item #			2,446	Title #:	2,820
Print	MARC Records	PO/ order #		Added Items		Delete	Modify items	Total modify/ Delete	Print	Cover	Repair - All	Shelve magazine+LD items	All cover repair-shelve
Total:	2,820	1,821		2,783		3789		23,094		1,155	1040	821	3,016
Tech Services Monthly added Items at Polaris:													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
Added Books:	1613	1520	1801	1334	1175								7,443
Added AVs:	891	534	814	660	610								3,509
Added Periodicals:	657	654	710	658	661								3,340
Added eBooks:	134	1323	94	212	337								2,100
Compare Monthly Added Items:													
2018	3,295	4,031	3,419	2,864	2,783								16,392
2017	2,434	2,574	3,464	3,635	3,107								
Yearly change%	35.37%	58.60%	-1.30%	-21.21%	-10.43%								
Compare Monthly Delete:													
2018	3,303	6,554	15,724	5,324	3,789								34,694
2017	27,798	11,234	10,182	2,956	3,379								
Yearly change%	-88.12%	-41.66%	54.43%	80.11%	12.13%								
Compare Total OPPL Collection:													
2018	334,577	334,414	326,702	325,961	327,063								
2017	326,818	325,258	322,466	325,576	325,466								
Yearly change%	2.37%	2.81%	1.31%	0.12%	0.49%								
Polaris Total Item/Title by month:			327,063	268,544									

GRANTS/SPECIAL PROJECTS

- Start in late May, Technical Services is short of staff, all other members are working hard to create, order, process and update materials
- Wendy added 229 Hoopla movies into Polaris
- For patrons' convenience, Wendy created a new shelf location for Young Adult videogames and linked all YA videogames items at Polaris to this new shelf location

Youth Services Board Report May 2018

PERSONNEL

Emily Meszaros was hired for the part-time Reference Librarian I position. Her first day was May 2.

Mary Golden was hired for the Youth Services Shelver position. Her first day was May 6.

Ali Zegar was hired for the Youth Services Shelver position. His first day was May 23.

SERVICES/PROGRAMS/PROJECTS/CLASSES

The Youth Services Department received a resolution from the Orland School District 135 for the involvement and support to help the children achieve academic excellence.

Preschool Paks - 5 Paks, 85 items

PAL PAKS-22 PAKS, 376 items

Teacher Loan Cards--35 items checked out

Park & Centennial In-House Visit - 254

Sandbox May In-House Visit - 11

High Point In-House Visit - 174

School Visits

Century Jr. High School - 500

Orland Jr. High School – 360

Sandburg High School - 3500

Cardinal Joseph Bernardin School - 612

Liberty School (3 presentations)

195

195

105

St. Michael's Catholic School (3 presentations)

173

166

116

Liberty (Parent's University)

4

Centennial School (3 presentations)

113

75

79

Park School- 225

Center School (2 presentations)

173

154

High Point School (2 presentations)

203

192

Prairie School (2 presentations)

193

320

Youth Programs

Once Upon a Time Storytime (4 sessions) - 114

Building Blocks for Babies (6 sessions) - 193

Night Owls (4 sessions) - 59

Bright Starts (4 sessions) - 69

Buenas Noches (3 sessions) - 49

Video Game Club (4 sessions) - 76

Super Smash Bros. Bonanza - 32

Teddy Bear Picnic- 13

Mother's Day on the Farm with Miss Jamie - 51

Mother's Day Craft - 39

Children's Book Week Bookmark Contest - 120

Teen Programs

Volun-Teens Video Game Club (4 sessions) - 5

Finals Frenzy (2 sessions) - 11

Volun-Teens Super Smash Bros. Bonanza - 3

Volun-Teens Teddy Bear Picnic - 5

DIY Shirt Bag - 9

Teen Marker Tie-Dye - 11

Black Out Poetry - 16

Interactive Chalkboard Numbers - 7

Mini Book Reviews - 4

Computer Volunteers - 34

Sandburg School Drawing - 33

CONTINUING EDUCATION/MEETINGS ATTENDED

Holly Balasa attended Reaching Forward 2018 (Rosemont, IL) on May 4, 2018

Fanny Camargo attended Reaching Forward (Donald E. Stephens Convention Center, Rosemont, IL) on May 4, 2018

Brandi Smits attended Grants 101: Tricks & Tips for Writing a Successful Grant (webinar) on May 8, 2018

Erin Fixel attended Summer YA Announcements 2018 (Webinar (booklist)) on May 8, 2018

Vanessa Fernandez attended Epic Reads Spring Tour (Conrad Sulzer Regional Library) on May 9, 2018

Emily Meszaros attended SNAILS meeting (Brookfield Public Library) on May 9, 2018

Vanessa Fernandez attended Summer YA Announcements 2018 (webinar) on May 10, 2018

Brandi Smits attended iREAD Meeting (OPPL) on May 11, 2018

Catherine Riffice attended Booklist Webinar Must Have Middle Grade (OPPL) on May 23, 2018

STATISTICS

Youth Services Statistics

Category	Qty
Reference	2227
Reference Remote	153
Non-Reference	263
N-R Remote	76
Extended Help	88
Group Study	29
Study Rooms (New, started 4/17/2018)	689
Teen Program Attendance	4482
Youth Program Attendance	860
Combined Program Attendance	5342

CUSTOMER SERVICE LOG

Junior Desk

5/7/18 Woman trying to download an eBook, but then placing a hold on a book

"You guys make everything so easy. Thanks so much." Brandi S.

5/9/18 Evergreen Park Library user asking about our summer reading program

"I have heard great things about your programming!" Alex P.

5/10/18 Mom and daughter returning iPad

"I love this new system. It helps to keep the kids from going right to the iPads. Brilliant idea."

Brandi S.

5/30/18 Mom walking out with toddler

"I am so glad you moved the iPads. My kids always went right to them and now they don't."

Emily M.

5/30/18 Lady with young kids

"I love the crayons here and the plates for making rubbings." Emily M.

Preschool Desk

5/18/18 Mom with son in Preschool Area

"I love the butterflies on the windows. They did such a great job!" Alex P.

Teen Desk

5/7/18 A regular patron looking for CDs

"Thank God you're here! I've got another list I need help with and I love when you help me. You're so fast and good." Erin F.

5/11/18 A couple of teens were looking around the department

"These Harry Potter decorations are amazing. We love how the Teen Area looks now!"

Erin F.

5/13/18 Teen called in needing help with signing up on-line and was walked through the steps

"Thank you so much for helping me. I was about to give up before I called you." Erin F.

5/20/18 Teen looked over all the Harry Potter decor

"OMG! This is so cool. I love all the decorations. This is great. This place is great!"

Jennifer M.

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

DRAFT

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. 2018-03

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

adopted at a regular meeting of the said Board of Library Trustees on the 18th day of June, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of June, 2018.

ELAN KLEIS, Secretary

RESOLUTION NO. 2018-03

DRAFT

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

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

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

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

Section 1: To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Orland Park Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Cook County areas as determined by the Department of Labor of the State of Illinois, as of June 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, 2018, 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 18th day of June, 2018, 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 18th day of June, 2018.

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

ATTEST:

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

EXHIBIT A

**Prevailing Wage rates
for Cook County
effective Sept. 1, 2017**

Trade Title	Region	Type	Class	Base Wage	Fore-man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMM. ELECT.	ALL	BLD		43.10	45.90	1.5	1.5	2	8.88	13.22	1.00	0.85
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	ALL		47.40	50.40	1.5	1.5	2	14.33	16.10	1.00	1.18
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	ALL	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63

OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	ALL	ALL		46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		43.50	46.98	1.5	1.5	2	11.03	23.43	0.00	0.78
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2	4.85	3.28	0.00	0.00

SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.85	1.5	1.5	2	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	ALL	1	35.60	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	2	35.85	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	3	36.05	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	4	36.25	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	ALL	1	35.98	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	2	36.13	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	3	36.33	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	4	36.53	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TUCK POINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations COOK COUNTY

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

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

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

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

COMMUNICATIONS ELECTRICIAN

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

MARBLE FINISHER

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

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

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

OPERATING ENGINEER - BUILDING

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

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

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

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

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

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

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

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

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

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

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

Class 6. Field Mechanics and Field Welders

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

OPERATING ENGINEER - FLOATING

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

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

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

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

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

TERRAZZO FINISHER

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

TRAFFIC SAFETY

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

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

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

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turntrailers 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 Turntrailers 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".

**Prevailing Wage rates for
Will County effective
Sept. 1, 2017**

Trade Title	Region	Type	Class	Base Wage	Fore- man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.88	40.38	1.5	1.5	2	12.12	11.70	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	50.99	2	2	2	11.99	20.95	0.00	0.63
CEMENT MASON	ALL	ALL		42.00	44.00	2	1.5	2	10.00	23.97	0.00	0.50
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMMUNICATION TECH	ALL	BLD		34.50	36.00	1.5	1.5	2	14.62	12.69	1.50	0.72
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	BLD		42.50	46.33	1.5	1.5	2	15.47	17.44	3.50	1.20
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		42.50	46.75	2	2	2	11.26	24.59	0.00	0.85
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	50.99	2	2	2	11.99	20.95	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50

MILLWRIGHT	ALL	ALL		46.35	50.99	2	2	2	11.99	20.95	0.00	0.63
OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	50.99	2	2	2	11.99	20.95	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		45.77	47.77	1.5	1.5	2	10.65	14.10	0.00	0.82
SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90

TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.10	1.5	1.5	2	8.25	5.50	0.00	0.25
TRUCK DRIVER	ALL	ALL	1	37.91	38.46	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	ALL	ALL	2	38.06	38.46	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	ALL	ALL	3	38.26	38.46	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	ALL	ALL	4	38.46	38.46	1.5	1.5	2	8.10	7.97	0.00	0.15
TUCK POINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations WILL 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.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

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

CERAMIC TILE FINISHER

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

COMMUNICATIONS TECHNICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice, sound and vision production and reproduction, telephone and telephone interconnect, facsimile, equipment and appliances used for domestic, commercial, educational and entertainment purposes, pulling of wire through conduit but not the installation of conduit.

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

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

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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.

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.

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".

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 18th day of June, 2018, 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

DRAFT

Policy and Procedure Manual	Section B.8
Public Policy Reference and Readers' Advisory Service Policy	Issued: December 19, 1988, Amended June 18, 1990, Amended October 16, 1995, Amended April 16, 2007. Amended August 17, 2009. Amended February 20, 2017. Amended June 18, 2018 Approving Authority: Board of Library Trustees

Reference and Readers' Advisory Service Policy

Reference and readers' advisory service is a major role of the Orland Park Public Library. The following policy is designed to ensure that all patrons receive the highest possible level of service.

Goals

The goal of reference and readers' advisory service is to provide accurate information, materials and answers to library patrons' questions by trained staff members during all hours the library is open within the limits imposed by available resources and the Library's policies, practices and guidelines.

- To provide materials, **technology**, and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and facilitate access to the library's collections and cooperative resources.
- ~~To assist patrons in the use of reference resources, library materials and in the development of research strategies in multiple formats.~~
- To provide readers' advisory service in multiple formats.
- To provide efficient referral and effective follow through including interlibrary loan, resource sharing and supplementary reference services to Orland Park Public Library cardholders.
- To keep the community well informed about the reference services and resources available and encourage their use.

Ethics and Standards

Reference service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance social or economic status of, or personal view of the patron making the inquiry. Names of users and the transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

The library subscribes to the American Library Association's Professional Ethics Standards which are accessible online: <http://www.ala.org/advocacy/proethics>

Availability of Service

The Orland Park Public Library provides reference and readers' advisory assistance to any patron requesting it, regardless of residency.

Reference and readers' advisory service is provided by professionally trained staff during all hours the library is open. The entire collection youth, teen, and adult, circulating and non-circulating—is available to patrons of all ages in multiple formats.

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Requests will generally be handled in the order in which they are received. However, priority is given to in-person requests. ~~Providing reference and readers' advisory service has priority over other staff assignments.~~

If information appropriate to the patron's need is not available in the library, referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. Staff will attempt to answer a question within a patron's required deadline. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Providing Service

Reference staff will use all available sources of information to answer questions. This includes, but is not limited to books, periodicals, electronic databases, the Internet, government agencies, associations, and organizations. ~~Citations to~~ Sources of information will be given when questions are answered. The producers of a resource, not the library, are responsible for resource accuracy.

The librarian will provide sources of information, not interpretation. The librarian will not offer legal, medical, or ~~tax~~ financial advice or provide opinions, advice, or interpretation of information beyond the scope of their training in library reference work. Staff will not provide the following kinds of assistance, which is deemed to be beyond the scope of the Library's service responsibilities such as:

1. Critiquing or editing patron documents, including resumes for job seekers;

2. Completing forms (including online forms) for patrons, or assisting patrons in completing such forms;
3. Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons); **Provide repair or maintenance on personal computers or other electronic devices**; and
4. Translations will not be provided except in response to a patron's request for reference service when the patron does not speak English. This will only be provided if a person on staff with appropriate expertise is available. For all other transactions, staff will refer patrons to other appropriate resources to obtain information regarding translators.

Questions will be referred to another agency, when appropriate.

Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

Service to Schools

In recognition of the library's role as an educational support center, the Orland Park Public Library will cooperate with all local elementary and secondary schools, along with area colleges. Assigned staff members will coordinate with local schools on assignments and services. Attempts will be made to organize the library's response to assignments that are common to several school classes. Where appropriate, books will be pulled and placed on in-house reserve to ensure that adequate resources are available for all students. EResource instruction may be provided to schools served by the library.

Fees

Most reference and readers' advisory service at the Orland Park Public Library is delivered without charge. Patrons using photocopiers, ~~and/or~~ printers **and/or 3D printers** will be charged a ~~per page~~ fee. Any fees charged by the lending institution will be incurred by the patron.

Service to Non-Orland Park Public Library Cardholders

The Orland Park Public Library does not provide Interlibrary Loan Services to cardholders from other libraries. Remote access to some databases is reserved for Orland Park Public Library cardholders.

Approved by the Board of Library Trustees on: December 19, 1988, Amended June 18, 1990, Amended October 16, 1995, Amended April 16, 2007. Amended August 17, 2009. Amended February 20, 2017. Amended June 18, 2018

DRAFT

RESOLUTION NO. 2018-04

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

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

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

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

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

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

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

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

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

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

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

ADOPTED this 18th day of June, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

President, Board of Library Trustees

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
June 19, 2017
July 17, 2017
August 1, 2017
October 16, 2017
December 18, 2017
April 16, 2018

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
 December 19, 2016
 December 19, 2016
 June 19, 2017
 July 17, 2017
 August 1, 2017
 October 16, 2017 Portions available for public inspection

Exhibit "C"

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

December 17, 1990	
February 18, 1991	
March 18, 1991	
April 15, 1991	Portions remain confidential
June 17, 1991	
July 15, 1991	
August 19, 1991	
December 16, 1991	
February 17, 1992	
March 16, 1992	
April 20, 1992	Portions remain confidential
June 15, 1992	
July 27, 1992	
August 17, 1992	
February 15, 1993	Portions remain confidential
March 15, 1993	Portions remain confidential
April 19, 1993	
May 17, 1993	
June 21, 1993	
July 19, 1993	
August 16, 1993	
September 20, 1993	
February 21, 1994	Portions remain confidential
March 21, 1994	
April 18, 1994	
May 16, 1994	
June 20, 1994	
July 18, 1994	
August 15, 1994	
September 19, 1994	Portions remain confidential
November 21, 1994	
December 19, 1994	Portions remain confidential
February 20, 1995	Portions remain confidential
March 20, 1995	
May 15, 1995	
June 19, 1995	Portions remain confidential
August 21, 1995	Portions remain confidential
September 22, 1995	Portions remain confidential
January 15, 1996	Portions remain confidential
February 19, 1996	Portions remain confidential
April 15, 1996	Portions remain confidential
August 19, 1996	Portions remain confidential
January 20, 1997	Portions remain confidential
February 17, 1997	Portions remain confidential
July 21, 1997	Portions remain confidential
August 18, 1997	Portions remain confidential
April 4, 1998	
April 29, 1998	
May 11, 1998	
May 14, 1998	
May 19, 1998	
May 21, 1998	
May 28, 1998	
July 20, 1998	Portions remain confidential
March 15, 1999	
June 21, 1999	Portions remain confidential
April 17, 2000	
June 17, 2002	
June 16, 2003	
December 20, 2004	
April 18, 2005	
June 20, 2005	
June 19, 2006	
August 23, 2006	Portions remain confidential
November 20, 2006	
December 18, 2006	
January 15, 2007	
June 18, 2007	
August 13, 2007	Portions remain confidential
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
April 16, 2018 Portions remain confidential

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 18, 2017



ORLAND PARK
PUBLIC LIBRARY
A Natural Connection

Strategic Plan:

Orland Park Public Library 2018

Adopted by the Board of Library Trustees: Feb. 19, 2018 Reviewed by Board: Feb. 19, 2018 Updated: June 12, 2018



Mission Statement

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

Creativity
Communication
Truth
Inclusiveness
Efficient Service

Community Support
Learning
Dedication
Joy

Library Board of Trustees

Christian Barcelona
Joanna M. Liotine Leafblad
Diane I. Jennings
Elan Kleis
Nancy W. Healy
Daniel McMillan
Charles McShane

President
Vice-President
Treasurer
Secretary
Trustee
Trustee
Trustee

Strategic Plan Committee

Jackie Boyd **Chair**
Kelly Cuci
Diane Srebro
Daniel Williams
Stephanie Thomas
Mary Adamowski
Mary K. Weimar **Director**

Goal 1:

Offer more staff training.

Objective:

Increase interdepartmental communications to offer the best employee training by October 2018.

Action Steps:

- IP** Restructure the employee onboarding process by September 2018
- IP** Cross train departments to cover public service desks by September 2018
- IP** Managers will create a 3 month job knowledge test relating to their department's core competencies

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 2:

Update and Create plans and manuals.

Objective:

Keep plans and procedures current by November 2018.

Action Steps:



Write a Library wide procedure manual and make available electronically and in print by April 30, 2018



Update disaster plan by July 30, 2018



Create volunteer manual by May 31, 2018



Keep staff current on departmental procedures through communication and training

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 3:

Update programming and collection.

Objective:

Increase the number of patrons visiting the Library by 10% and increase the number of items circulated by 5% by December 2018.

Action Steps:



Host a handicraft / textile event by December 31, 2018



Offer programming which brings in people who have never used a Library



Conduct off-site library card drives



Explore the possibility of an adjacent outdoor reading and nature exploration center



Offer new computer programs with mass appeal



Introduce patrons to new services and tech devices



Provide a more comprehensive and dependable wireless service

Key:

P = Pending

IP = In Progress

✓ = Completed

Goal 4:

Focus on Library inclusivity .

Objective:

Designate programming, website links, and services to benefit more unserved populations

Action Steps:

- Offer more resources to job seekers
- Partner with businesses in new ways
- IP Redesign and keep current the autism awareness page on the Library web page
- IP Investigate doing a social event for LGBTQ high school patrons
- Coordinate with staff to wear rainbow flag pins on state during the month of June
- IP Partner with a local charity to try out a new program which supports and assists the poverty stricken
- IP Update and market the mental health collection
- IP Keep current and market the LBGTQ collection

Key:

P = Pending

IP = In Progress

✓ = Completed

Per Capita Grant 2019 Requirements

Management Team Meeting on April 18, 2018; Revised from MT Meeting on May 16, 2018

Chapter 8: Public Services Reference and Reader's Advisory Services of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, 2014.

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory and computer/Internet access.
The OPPL is open 72 hours a week with full-service in all departments. Reference staff with a Master's degree in Library Science serve the patrons answering reference questions on a variety of topics using print and electronic resources.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
OPPL approved a Reference Policy in 1988 and has been reviewed often as needed. Department managers met on May 9th to discuss these changes. At the May 16th Management Team meeting, the reference policy was discussed. Further changes were suggested. The revision to this policy will go on the June, 2018 board agenda.
3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language and literacy.
OPPL is staffed with MLS librarians who have been trained on all aspects of reference service to serve a diverse audience. The library has assistive technology available to patrons with disabilities. Staff are trained on the JAWS program. The librarians have attended presentations and webinars on serving patrons with disabilities and continue to seek further continuing education on serving these patrons.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
There are three staff dedicated to handling ILL. Managers of both adult and youth collections either purchase or ILL requested materials within two days. Reciprocal borrowers can now place holds on OPPL items, but do not receive ILL services.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
OPPL has a strong collection, although we have recently weeded and integrated the reference materials with the circulating collection for better accessibility. The library expends over \$90,000 on electronic databases ranging from language development to genealogy. Staff present informational workshops for patrons on various databases to help promote their use. We offer program stressing the importance of sources when doing any research. Reference staff attend continuing education classes to keep their skills current.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
Outreach services visits assisted living facilities in Orland Park and have done instructional computer classes with the seniors. Youth Services is to contact ELIM for a fall technology demonstration designed for them. Ian will conduct a computer presentation for the Orland Park Chamber of Commerce members in fall, 2018. These will be aimed a local and small businesses.

7. The library provides easy access to accurate and up-to-date community information/resource files.

The website does very little community links to our local businesses and community organizations. Ian stated our website needs a web designer to revamp it for better Internet presence. Our website had more links to community organizations in the past, but this was eliminated when the new format of the site came up several years ago. Kara is trying to convince the school districts to download the Libby app on the iPads they distribute to the students. Jackie has put together a list of the local community links we should currently put up on our website and sent it to the web developer. The website will be undergoing a re-design and so some of these links will not be available until the website has been redone.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

The library has Chicago Tribune, Chicago Sun-times, Southtown, The Regional, Orland Park Prairie, The New York Times, and the Wall Street Journal for patrons. The Adult Services department keeps six months of back issues of Chicago Tribune, Southtown, and Orland Park Prairie. Online availability:

- Chicago Tribune 1860-1872
- Chicago Tribune 1989 to present
- Chicago Sun-times online from 1985-2007.
- The New York Times. 2001 to present
- Daily Southtown Star, (has subscription login link; has free articles; like not in Polaris)
- The Regional News, daily current issue (OPPL paid for the online access with id/password)
- Orland Park Prairie,
- Wall Street Journal - Eastern Edition (2010 to present)
- Wall Street Journal - Eastern Edition (Sep 1994-Jan 2016]

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

The Village no longer prints an annual report since February, 2011. The current Village annual report is on their website.

10. The library provides access to local and state maps.

Yes

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

The library does not currently do this. The same list Jackie provided for accurate up-to-date community organizations will link their websites; and current minutes and agendas.

12. The library provides voter information, including precinct boundaries and location of polling places.

Voter information is current.

13. The library provides information about local history and events.

The website hosts the NASA database, and this fall the library will be making public the Founding and Historical documents on Orland Park Library history. The library also has some high school yearbooks from Sandburg listed in Polaris.

14. The library has telephone books for the local calling area and any other frequently requested areas.

The library uses Reference USA for this information. A few books have been delivered in the past, but print is dead. The library called to receive free directories at this time, but cannot guarantee this will continue.

15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

The library subscribes to a large number of databases to cover every subject.

16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

Yes

17. Staff members are encouraged to attend at least one relevant continuing education event each year.

The library has a required continuing education schedule of hours for each member of the staff to complete each year.

18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.

Yes

19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Discussion was had on offering an annual survey in person to help assess the service. Adult Services will be distributing a bookmark style survey in the upcoming months.

**CORRESPONDENCE RECEIVED FROM MAY 22, 2018 THROUGH
JUNE 18, 2018 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

NO CORRESPONDENCE RECEIVED