

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
May 18, 2015 7:00 P.M.  
Room 104**

- A. CALL TO ORDER**
- B. SWEARING IN OF NEW BOARD MEMBERS – FOR ACTION**
- C. ELECTION OF OFFICERS TO THE BOARD – FOR ACTION**
- D. APPROVAL OF MINUTES – FOR ACTION**
- E. INTRODUCTION OF VISITORS**
- F. CORRESPONDENCE**
- G. 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.
- H. CLOSED SESSION TO DISCUSS PROBABLE, IMMINENT, OR PENDING LITIGATION (ILCS 120.2 (c)(11)) AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS (5 ILSC 120.2 (c)(21))**
- I. TREASURER’S REPORT AND PAYMENT OF BILLS – FOR ACTION**
- J. LIBRARIANS’ REPORT/STAFF REPORTS**
- K. 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
- L. UNFINISHED BUSINESS**
  - 1. Approval of the revisions to the Circulation Policy – For Action  
*Motion to approve the revisions to the Circulation Policy*

2. Approval of the Schedule of Fines – For Action  
*Motion to approve the revised Schedule of Fines*

**M. NEW BUSINESS**

1. 2015 Resolution for Service to Non-Residents – For Action  
*Motion to approve the 2015 Resolution for Service to Non-Residents*

**N. ANNOUNCEMENTS**

**O. ADJOURNMENT**

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

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

Call To Order

Members present: Dan Drew, Beth Gierach, Nancy Healy, Diane Jennings, Catherine Morrissey-Lebert, and Denis Ryan

Roll Call

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; Bridget Bittman, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Trustee Gierach made a motion to approve the March 16, 2015 minutes. Treasurer Jennings seconded the motion. No further discussion occurred. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Minutes

Motion passed. 6 ayes, 1 absent.

Paul Inserra, McClure Inserra. Mr. Inserra gave a short review of the FY2014 Audit report for the Board of Trustees. Mr. Inserra left the meeting after his presentation.

Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Public Comment

1. Nanc Junker
2. Female Orland Park resident, name withheld
3. Female citizen, name withheld

No session held

Executive Session

Vice-President Ryan moved to accept the Treasurer's Reports for March 2015. The motion was seconded by Treasurer Jennings. A discussion took place between several board members and Administration pertaining to the insurance policies, attorney fees and settlement discussions. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of March 17, 2015 through April 20, 2015 and was seconded by Trustee Gierach with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

## *Programs and Services*

The newsletter for May is at the printer and the Library has many programs planned for the next four months. Author Elizabeth Berg will be here on May 20, 2015 to speak about her newest release, *The Dream Lover*. In the Fall the Library will be hosting Marja Mills, the author of *The Mockingbird Next Door: The Life of Harper Lee*. In November, the Library will be host to the Kurt Vonnegut Library exhibit from Indianapolis. The *Italians in Chicago* exhibit will be leaving soon, but check out the second floor for the *Generation to Generation: Folk Art of Illinois*, which will be here until June 30, 2015. Together with the Village of Orland Park, the Library will be hosting a *Chinese Culture Exhibit* from August 10 through August 18, 2015. Corresponding with a paintings exhibit will be demonstrations of the Chinese tea ceremony and music. The Summer Reading Challenge, *Read to the*

Librarian's Report

*Rhythm*, starts June 7, 2015. All board members and employees are encouraged to register. July through mid-August, the Library will host *Life and Limb: The Toll of the American Civil War* in cooperation with the South Suburban Archaeological Society and the National Library of Medicine. The display case in July will host an exhibit on Armenian culture provided by the South Suburban Armenian-American community and Sts. Joachim and Anne Armenian Apostolic Church. The Youth and Adult Services Departments will be at each Farmer's Market this Summer at the Orland Park Civic Center representing the Library, either manning an informational table or presenting children's stories. Youth Services will also be at Centennial Pool to present story times for children. OPPL will be hosting its first ComicCon on August 8, 2015. This is a collaboration between Youth and Adult Services.

The IT Department will be circulating Roku devices which connect to the TV and are loaded with several preselected digital movies. The Library will also start offering streaming video, audiobooks, and music later in May/early June. Hoopla is a service from Midwest Tape which allows libraries to offer movies, music and audiobooks to be downloaded to iPads, tablets, smart phones, etc. This service will be available to Orland Park Public Library cardholders.

Several Board members discussed the details of Hoopla availability and pricing structure with Administration. President Healy also informed the Administration of a problem with the OverDrive checkout process.

#### *Building*

Last week Automatic Doors Inc. technicians were out to do maintenance on the front doors and change the locking system to a manual key system. The doors no longer open automatically on a timer but are manually unlocked and locked by Circulation staff. This will prevent issues that have occurred in the past with power outages causing locked doors during business hours.

Maintenance is currently collecting quotes for sealcoating the parking lot over Memorial Day weekend. The quotes and references will be reviewed in the next week or so.

The Friends of the Orland Park Public Library had a Board meeting last week which Mary Weimar attended on behalf of Robin Wagner. The Friends have agreed to again sponsor the t-shirts given as completion prizes for the upcoming Summer Reading Program.

The Polaris integrated library system (ILS) will be upgraded from version 4.1R2 to 5.0 SP1 on Thursday, May 14, 2015 starting at 6:30 a.m. During that time, the online catalog and self-checkout units will be down and there will be limited functions available at the Circulation Desk. The system are anticipated to be up and running by early afternoon.

Vice-President Ryan asked for clarification on the impact to patrons during the upgrade.

Administration noted this update will provide a few minor enhancements for patrons but most enhancements are for staff operations. Upgrades are included in the annual maintenance fees.

The Friends and Library will be having a Volunteer Appreciation lunch on Wednesday, May 13, 2015 at 12 p.m. in Room 104. This is the 2<sup>nd</sup> annual event which was greatly enjoyed by staff and volunteers alike last year. If any Board members would like to drop by, please let Robin Wagner know by May 4, 2015 for planning purposes.

No report 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

None

Unfinished  
Business

1. Accept the FY2014 Audit-For Action

New Business

Motion to accept the 2014 Library Audit by McClure Inserra & Company

Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. No further discussion ensued. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

2. Insurance Renewal Proposal-For Action

Motion to accept the Hub International Midwest Ltd. Insurance renewal for 5/01/2015-4/30/2016 for the cost of \$78,106. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. Secretary Lebert asked for clarification. Finance Remmenga reviewed the proposal summary. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

3. Approval of the revisions to the Collection Development Policy-For Action

Motion to approve the revisions to the Collection Development Policy. Treasurer Jennings moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar explained the biennial review process of this policy to keep it relevant. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

4. Approval of the Request for Reconsideration of Library Resources Form-For Action

Motion to approve the Request for Reconsideration of Library Resources form (replacing the Material Complaint Form). Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar reviewed the history and use of the form. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

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

Motion to approve the revisions to the Circulation Policy. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. A discussion took place between several members of the Board and the Administration regarding multiple points in the policy. Vice-President Ryan amended his motion to table this approval until the regular May 2015 meeting. Secretary Lebert seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion tabled. 6 ayes, 1 absent.

6. Approval of the Schedule of Fines-For Action

Motion to approve the revised Schedule of Fines. Vice-President Ryan moved to approve the motion. Treasurer Jennings seconded the motion. A discussion took place between several members of the Board and the Administration regarding reducing the fines on certain materials and equipment. Trustee Gierach mentioned inconsistencies in the Lucky Day Collection materials. Vice-President Ryan amended his motion to table this approval until the regular May 2015 meeting. Secretary Lebert seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion tabled. 6 ayes, 1 absent.

7. Approval of the revisions to the Freedom of Information Act Practices and Procedures-For Action

Motion to approve the revisions to the Freedom of Information Act Practices and Procedures. Treasurer Jennings moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar explained the updates to the procedures to incorporate current legislation. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

8. Approval of the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action

Motion to approve the resolution honoring Trustee Gierach for service as Library Trustee for the Orland Park Public Library 2014-2015. After reading the motion aloud President Healy moved to approve the motion. Treasurer Jennings seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – abstain; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 5 ayes, 1 abstain, 1 absent.

9. Approval of the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015 -For Action

Motion to approve the resolution honoring Trustee Drew for service as Library Trustee for the Orland Park Public Library 2014-2015. After reading the motion aloud President Healy moved to approve the motion. Vice-President Ryan seconded the motion. A roll call vote took place as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

None.

**Announcements**

Treasurer Jennings moved to adjourn the meeting and was seconded by Vice-President Ryan with a roll call vote as follows: Craig – absent; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

**Adjournment**

Motion passed. 6 ayes, 1 absent.

The meeting was adjourned at 8:28 p.m.

Catherine Morrissey-Lebert

Secretary

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes prepared by Dana Pryor

**CORRESPONDENCE RECEIVED FROM APRIL 17, 2015 THROUGH  
MAY 14, 2015 FOR BOARD OF TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

A letter from Amy Najewski, received on May 1, 2015, sent to the Board and Director, in thanks for the opportunity to attend the Children's Literature Conference.

**CORRESPONDENCE 2**

A letter from Jennifer McQuinn, received on May 4, 2015, sent to the Board and Director, in thanks for the opportunity to attend the Children's Literature Conference.

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended April 30, 2015**

**Revenues**

There were a small amount of tax receipts received in April and 48.06% of budgeted amount has been received. **Impact Fees** and **Replacement Taxes** received are above budget. **State Grants** is for the Area & Per Capita Grant received in full. Other Revenue categories are all slightly above budget year-to-date.

**Expenditures**

Overall Expenditures are \$32,700 under budget for the month and \$256,300 under budget year-to-date.

**Salaries** is under budget by \$14,500 for April. There were several open positions during April and the one open full-time position was filled in the middle of the month.

**Life/Health Insurance** is \$3,300 under budget for April. The funding of the HSA accounts for the year impacts this line. However, based on job openings and selection changes this line should remain within or below budget for the year.

**Books** is \$3,800 over budget for April but \$35,600 under budget year-to-date. Purchases vary month to month.

**Landscaping & Groundskeeping** is \$8,900 over budget for the month due to paying annual contract up front for discount. This line is anticipated to remain within budget for the year.

**Water & Sewer** is \$200 over budget for April but well under budget for the year.

**Building Repairs** activity was for repairs on the front doors and internal components.

**Lib. & Off. Eqpt Rep. & Maint** included annual maintenance contract for all copiers. This line should have minimal activity for the rest of the year.



**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended April 30, 2015**

**Patron Programs & Events** is \$1,900 over budget for April but slightly under budget year-to-date. Many programs are done in the summer months and this line will fluctuate throughout the year.

**Public Information** overage of \$5,300 in April is from the printing of the newsletter. There have also been promotional videos done highlighting different programs at the library.

**Postage** is \$900 over budget for the month due to newsletter mailing. This line is just over budget year-to-date and anticipated to remain within budget for the year.

**Liability Ins.-D&O,Bonds,WC** is \$200 over budget for April and \$700 over budget year-to-date. This line will be slightly over budget for the year due to larger than expected increases in Worker's Comp at renewal on 5/1/15.

**Orland Park Public Library  
Balance Sheet - All Funds  
As of April 30, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	143,672.77	0.00	66,402.29	0.00	210,075.06
Cash - Marquette E-Commerce	830.70	0.00	0.00	0.00	830.70
Illinois Funds	511,135.25	6,839.38	0.00	13,413.84	531,388.47
PMA Financial Investments	5,517,153.88	657,867.41	0.00	1,250,429.67	7,425,450.96
Cash - Harris Bank	122.79	0.00	0.00	0.00	122.79
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	8,923.49	3,054.08	0.00	639.84	12,617.41
Property Taxes Receivable	2,522,142.04	0.00	0.00	832,952.28	3,355,094.32
Prepaid Expenses	67,972.25	0.00	0.00	0.00	67,972.25
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>8,772,253.17</u></b>	<b><u>667,760.87</u></b>	<b><u>66,402.29</u></b>	<b><u>2,097,435.63</u></b>	<b><u>11,603,851.96</u></b>
<b>Liabilities &amp; Fund Balance</b>					
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,522,142.04	0.00	0.00	832,952.28	3,355,094.32
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	113,788.55	113,788.55
<b>Total Liabilities</b>	<b><u>2,522,142.04</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>946,740.83</u></b>	<b><u>3,468,882.87</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,112,959.54</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>449,932.42</b>	<b>6,295,785.22</b>
<b>Fund Balance-Restricted IMRF</b>	<b>3,543.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Social Security</b>	<b>25,462.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Liab. Insurance</b>	<b>25,012.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Worker's Comp</b>	<b>5,408.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Unemploymt Ins.</b>	<b>26,247.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,051,479.59</u></b>	<b><u>928.15</u></b>	<b><u>341.75</u></b>	<b><u>700,762.38</u></b>	<b><u>1,753,511.87</u></b>
<b>Ending Fund Balance</b>	<b><u>6,250,111.13</u></b>	<b><u>667,760.87</u></b>	<b><u>66,402.29</u></b>	<b><u>1,150,694.80</u></b>	<b><u>8,134,969.09</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>8,772,253.17</u></b>	<b><u>667,760.87</u></b>	<b><u>66,402.29</u></b>	<b><u>2,097,435.63</u></b>	<b><u>11,603,851.96</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<b>Revenues</b>							
Taxes	30,631.43	415,373	7.37%	2,395,371.52	1,661,492	48.06%	4,984,477
Impact Fees	2,250.00	833	270.11%	5,750.00	3,333	57.50%	10,000
Replacement Taxes	3,654.59	833	438.73%	6,343.47	3,333	63.43%	10,000
State Grants	70,958.75	6,250	1135.34%	70,958.75	25,000	94.61%	75,000
Non Resident Fees	321.40	667	48.19%	2,247.42	2,667	28.09%	8,000
Fines	5,176.43	5,000	103.53%	21,709.68	20,000	36.18%	60,000
Gifts	75.00	833	9.00%	7,468.49	3,333	74.68%	10,000
Copy Machine	1,550.04	1,250	124.00%	5,451.01	5,000	36.34%	15,000
Interest Income	1,941.27	833	233.05%	5,083.20	3,333	50.83%	10,000
Miscellaneous Income	1,251.85	833	150.28%	5,611.09	3,333	56.11%	10,000
<b>Total Revenues</b>	<b>117,810.76</b>	<b>432,706</b>	<b>27.23%</b>	<b>2,525,994.63</b>	<b>1,730,824</b>	<b>48.65%</b>	<b>5,192,477</b>
<b>Expenditures</b>							
Salaries	183,572.05	197,817	92.80%	740,644.92	791,270	31.20%	2,373,813
Salaries - Maintenance	8,539.94	8,840	96.61%	35,108.00	35,359	33.10%	106,076
Life/Health Insurance	33,569.39	36,854	91.09%	147,352.21	147,416	33.32%	442,249
Books	37,981.99	34,167	111.17%	101,067.86	136,667	24.65%	410,000
Electronic Databases	5,736.48	6,083	94.30%	22,847.19	24,333	31.30%	73,000
Periodicals	3,643.22	3,250	112.10%	11,240.47	13,000	28.82%	39,000
Audio Visual Materials	13,361.98	13,333	100.22%	39,277.50	53,333	24.55%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	333	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	540.90	650	83.22%	2,923.75	2,600	37.48%	7,800
Insurance	2,682.12	2,875	93.29%	10,878.36	11,500	31.53%	34,500
Landscaping & Groundskeeping	11,084.45	2,167	511.51%	11,587.08	8,667	44.57%	26,000
Building Maintenance	10,808.20	18,750	57.64%	34,850.59	75,000	15.49%	225,000
Security System	414.00	583	71.01%	1,002.75	2,333	14.33%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	333	0.00%	1,000
Legal	184.35	10,417	1.77%	10,573.04	41,667	8.46%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	859.75	667	128.90%	1,629.79	2,667	20.37%	8,000
Natural Gas	2,221.54	4,167	53.31%	9,284.44	16,667	18.57%	50,000
Telephone	562.03	1,250	44.96%	1,926.87	5,000	12.85%	15,000
Purchase - New Equipment	0.00	667	0.00%	0.00	2,667	0.00%	8,000
Building & Custodial Supplies	2,067.30	2,833	72.97%	8,807.77	11,333	25.91%	34,000
Building Repairs	6,136.00	1,667	368.09%	7,064.47	6,667	35.32%	20,000
Lib. & Off. Eqpt Rep. & Maint	6,859.15	1,375	498.85%	14,504.65	5,500	87.91%	16,500
Machine Rental	447.01	333	134.24%	875.01	1,333	21.88%	4,000
Automation - Equipment	1,936.25	8,750	22.13%	20,996.29	35,000	20.00%	105,000
Automation - Line Costs	325.47	458	71.06%	1,387.45	1,833	25.23%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	37,623.12	50,333	24.92%	151,000
Automation - Maintenance	350.95	3,750	9.36%	630.96	15,000	1.40%	45,000
Library Furniture	0.00	1,583	0.00%	921.49	6,333	4.85%	19,000
Outreach Services	62.02	583	10.64%	444.45	2,333	6.35%	7,000

Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2015

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	325.00	750	43.33%	1,005.41	3,000	11.17%	9,000
Staff Training & Education	1,145.77	2,500	45.83%	4,045.89	10,000	13.49%	30,000
Conference Fees	0.00	417	0.00%	1,440.00	1,667	28.80%	5,000
Patron Programs & Events	5,634.93	3,750	150.26%	14,891.88	15,000	33.09%	45,000
Association Dues & Fees	189.00	583	32.42%	1,739.00	2,333	24.84%	7,000
Public Information	8,061.90	2,737	294.55%	11,164.84	10,948	33.99%	32,844
Library Supplies	3,649.18	4,167	87.57%	6,819.30	16,667	13.64%	50,000
Office Supplies	48.05	1,083	4.44%	1,969.18	4,333	15.15%	13,000
Postage	2,071.71	1,167	177.52%	4,748.26	4,667	33.92%	14,000
Printing	0.00	500	0.00%	3,556.80	2,000	59.28%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,316.29	17,868	96.91%	70,678.61	71,471	32.96%	214,413
Contribution to FICA	14,404.75	15,682	91.86%	58,183.45	62,727	30.92%	188,182
Audit	0.00	842	0.00%	3,500.00	3,367	34.65%	10,100
Liability Ins.-D&O,Bonds,WC	3,678.12	3,500	105.09%	14,712.36	14,000	35.03%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	1,333	0.00%	4,000
Bank Charges	150.47	208	72.34%	609.58	833	24.38%	2,500
<b>Total Expenditures</b>	<b>400,027.49</b>	<b>432,705</b>	<b>92.45%</b>	<b>1,474,515.04</b>	<b>1,730,823</b>	<b>28.40%</b>	<b>5,192,477</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(282,216.73)</b>	<b>0</b>	<b>100.00%</b>	<b>1,051,479.59</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(282,216.73)</b>	<b>0</b>	<b>100.00%</b>	<b>1,051,479.59</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>



**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2015**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	10,118.12	791,234.23
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	241.61	928.15	5.45	21.75	198.11	558.99
Capital Campaign	0.00	0.00	225.00	450.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>241.61</b>	<b>928.15</b>	<b>230.45</b>	<b>471.75</b>	<b>10,316.23</b>	<b>791,793.22</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	120.00	120.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	91,030.84
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>120.00</b>	<b>130.00</b>	<b>22,757.71</b>	<b>91,030.84</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>241.61</b>	<b>928.15</b>	<b>110.45</b>	<b>341.75</b>	<b>(12,441.48)</b>	<b>700,762.38</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>241.61</b>	<b>928.15</b>	<b>110.45</b>	<b>341.75</b>	<b>(12,441.48)</b>	<b>700,762.38</b>



**Orland Park Public Library  
Accounts Payable/Payroll Listing**

Check	Name	Account	Original Amount
<b>April 20, 2015-April 24, 2015</b>			
54501	Kelly, Mary Pat	104641 · Patron Programs & Events-Adult	100.00
	<b>Kelly, Mary Pat Total</b>		<b>100.00</b>
54502	Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
	<b>Amgard Exterminating Inc. Total</b>		<b>70.00</b>
54503	Annuity Premium Reserve Account	102160 · 457 Plan W/H Payable	300.00
	<b>Annuity Premium Reserve Account Total</b>		<b>300.00</b>
54504	Audio Editions	104342 · Audio Visual Materials-Outreach	181.96
	Audio Editions	104340 · Audio Visual Materials - Adult	31.95
	Audio Editions	104342 · Audio Visual Materials-Outreach	30.80
	<b>Audio Editions Total</b>		<b>244.71</b>
54505	Automatic Doors, Inc.	104540 · Building Repairs	6,136.00
	<b>Automatic Doors, Inc. Total</b>		<b>6,136.00</b>
54506	Banash, Stanley	104640 · Patron Programs&Events-Outreach	200.00
	<b>Banash, Stanley Total</b>		<b>200.00</b>
54507	Books In Common	104641 · Patron Programs & Events-Adult	1,250.00
	<b>Books In Common Total</b>		<b>1,250.00</b>
54508	Brodart Co.	104710 · Library Supplies	98.00
	<b>Brodart Co. Total</b>		<b>98.00</b>
54509	Brown Industries, Inc.	104640 · Patron Programs&Events-Outreach	228.25
	<b>Brown Industries, Inc. Total</b>		<b>228.25</b>
54510	Cardmember Service	104730 · Postage	57.62
	Cardmember Service	104570 · Automation - Equipment	266.00
	Cardmember Service	104530 · Building & Custodial Supplies	130.27
	Cardmember Service	104650 · Association Dues & Fees	99.00
	Cardmember Service	104320 · Periodicals - Adult	157.92
	Cardmember Service	104450 · Building Maintenance	489.97
	Cardmember Service	104340 · Audio Visual Materials - Adult	25.00
	Cardmember Service	104660 · Public Information	127.50
	Cardmember Service	104620 · Staff Training & Education	170.00
	<b>Cardmember Service Total</b>		<b>1,523.28</b>
54511	Cash	104620 · Staff Training & Education	151.93
	Cash	104530 · Building & Custodial Supplies	5.94
	Cash	104642 · Patron Programs & Events-Youth	9.62
	<b>Cash Total</b>		<b>167.49</b>
54512	Center Point Large Print	104310 · Books - Adult	110.85
	Center Point Large Print	104310 · Books - Adult	110.85
	Center Point Large Print	104312 · Books - Outreach	22.77
	<b>Center Point Large Print Total</b>		<b>244.47</b>
54513	Chicago Tribune	104320 · Periodicals - Adult	442.00
	<b>Chicago Tribune Total</b>		<b>442.00</b>
54514	Comcast Cable	104575 · Automation - Line Costs	245.47
	Comcast Cable	104520 · Telephone	77.15
	<b>Comcast Cable Total</b>		<b>322.62</b>
54515	Conway, William	104640 · Patron Programs&Events-Outreach	200.00
	<b>Conway, William Total</b>		<b>200.00</b>

## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
54516	Drower, Sara R	104640 · Patron Programs&Events-Outreach	150.00
	<b>Drower, Sara R Total</b>		<b>150.00</b>
54517	Findaway World, LLC	104341 · Audio Visual Materials - Youth	-295.96
	Findaway World, LLC	104341 · Audio Visual Materials - Youth	299.66
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	107.29
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	562.33
	Findaway World, LLC	104341 · Audio Visual Materials - Youth	48.09
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	39.98
	<b>Findaway World, LLC Total</b>		<b>761.39</b>
54518	Gale/Cengage Learning	104310 · Books - Adult	1,466.01
	Gale/Cengage Learning	104312 · Books - Outreach	743.71
	<b>Gale/Cengage Learning Total</b>		<b>2,209.72</b>
54519	Grasso Graphics, Inc.	104660 · Public Information	6,684.40
	<b>Grasso Graphics, Inc. Total</b>		<b>6,684.40</b>
54520	Haberichter, Steven	104640 · Patron Programs&Events-Outreach	350.00
	<b>Haberichter, Steven Total</b>		<b>350.00</b>
54521	Haley, Mary Jane	104642 · Patron Programs & Events-Youth	250.00
	<b>Haley, Mary Jane Total</b>		<b>250.00</b>
54522	Hearne & Associates, P.C.	104420 · Accounting	540.90
	<b>Hearne &amp; Associates, P.C. Total</b>		<b>540.90</b>
54523	HUB International Limited	104430 · Insurance	1,428.00
	<b>HUB International Limited Total</b>		<b>1,428.00</b>
54524	IHLS-OCLC	104580 · Automation - Maintenance	278.00
	<b>IHLS-OCLC Total</b>		<b>278.00</b>
54525	Illinois Dietitians LLC	104640 · Patron Programs&Events-Outreach	150.00
	<b>Illinois Dietitians LLC Total</b>		<b>150.00</b>
54526	Illinois Library Association	104650 · Association Dues & Fees	160.00
	Illinois Library Association	104610 · Board Training & Education	75.00
	<b>Illinois Library Association Total</b>		<b>235.00</b>
54527	Ingram Library Services	104311 · Books - Youth	5,775.88
54528	Ingram Library Services	104310 · Books - Adult	9,392.62
	Ingram Library Services	104312 · Books - Outreach	350.66
	<b>Ingram Library Services Total</b>		<b>15,519.16</b>
54529	Lighting Supply Co.	104530 · Building & Custodial Supplies	74.70
	Lighting Supply Co.	104530 · Building & Custodial Supplies	228.50
	<b>Lighting Supply Co. Total</b>		<b>303.20</b>
54530	Master Brew Beverages Inc.	104530 · Building & Custodial Supplies	77.95
	<b>Master Brew Beverages Inc. Total</b>		<b>77.95</b>
54531	Midwest Tape	104340 · Audio Visual Materials - Adult	39.99
	Midwest Tape	104341 · Audio Visual Materials - Youth	301.90
	<b>Midwest Tape Total</b>		<b>341.89</b>
54532	Ollis Book Corporation	104311 · Books - Youth	114.80
	Ollis Book Corporation	104311 · Books - Youth	25.90
	Ollis Book Corporation	104311 · Books - Youth	1,653.00
	Ollis Book Corporation	104311 · Books - Youth	810.65
	<b>Ollis Book Corporation Total</b>		<b>2,604.35</b>

## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
54533	Orland Park Bakery	104640 · Patron Programs&Events-Outreach	96.00
	<b>Orland Park Bakery Total</b>		<b>96.00</b>
54534	OverDrive, Inc.	104310 · Books - Adult	642.09
	OverDrive, Inc.	104340 · Audio Visual Materials - Adult	17.94
	OverDrive, Inc.	104310 · Books - Adult	259.97
	OverDrive, Inc.	104310 · Books - Adult	57.97
	OverDrive, Inc.	104311 · Books - Youth	316.28
	OverDrive, Inc.	104310 · Books - Adult	1,224.82
	OverDrive, Inc.	104310 · Books - Adult	675.93
	OverDrive, Inc.	104310 · Books - Adult	16.99
	<b>OverDrive, Inc. Total</b>		<b>3,211.99</b>
54535	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	30.00
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	33.75
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	56.25
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	26.25
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	86.25
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	26.25
	<b>Penguin Random House LLC Total</b>		<b>258.75</b>
54536	Printers Row Journal	104320 · Periodicals - Adult	99.00
	<b>Printers Row Journal Total</b>		<b>99.00</b>
54537	Proven Business Systems	104550 · Lib. & Off. Eqpt Rep. & Maint	50.00
	<b>Proven Business Systems Total</b>		<b>50.00</b>
54538	Quill Corporation	104640 · Patron Programs&Events-Outreach	56.98
	Quill Corporation	104710 · Library Supplies	256.41
	Quill Corporation	104720 · Office Supplies	33.32
	Quill Corporation	104710 · Library Supplies	57.73
	Quill Corporation	104642 · Patron Programs & Events-Youth	-50.00
	<b>Quill Corporation Total</b>		<b>354.44</b>
54539	Rashid, Maqbool	104610 · Board Training & Education	250.00
	Rashid, Maqbool	104660 · Public Information	750.00
	<b>Rashid, Maqbool Total</b>		<b>1,000.00</b>
54540	Recorded Books, INC	104340 · Audio Visual Materials - Adult	27.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	29.69
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	99.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	27.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	6.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.09
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	6.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	443.54
	<b>Recorded Books, INC Total</b>		<b>837.18</b>
54541	Reliastar Life Insurance Company	102160 · 457 Plan W/H Payable	1,000.00
	<b>Reliastar Life Insurance Company Total</b>		<b>1,000.00</b>
54542	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89



## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	RWK Design, Inc.	104570 · Automation - Equipment	800.00
	<b>RWK Design, Inc. Total</b>		<b>5,502.89</b>
54543	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	352.81
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	183.16
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	28.00
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	330.71
	<b>Sunlight Maintenance Supply Total</b>		<b>894.68</b>
54544	SYNCHRONY BANK/AMAZON	104340 · Audio Visual Materials - Adult	6,965.55
	SYNCHRONY BANK/AMAZON	104341 · Audio Visual Materials - Youth	2,665.30
	SYNCHRONY BANK/AMAZON	104342 · Audio Visual Materials-Outreach	230.00
	SYNCHRONY BANK/AMAZON	104310 · Books - Adult	209.64
	SYNCHRONY BANK/AMAZON	104311 · Books - Youth	103.43
	SYNCHRONY BANK/AMAZON	104710 · Library Supplies	109.38
	SYNCHRONY BANK/AMAZON	104570 · Automation - Equipment	115.25
	<b>SYNCHRONY BANK/AMAZON Total</b>		<b>10,398.55</b>
54545	Taste of Home Books	104310 · Books - Adult	31.98
	<b>Taste of Home Books Total</b>		<b>31.98</b>
54546	The Book Farm, Inc.	104311 · Books - Youth	14.95
	<b>The Book Farm, Inc. Total</b>		<b>14.95</b>
54547	The Great Courses	104340 · Audio Visual Materials - Adult	124.90
	<b>The Great Courses Total</b>		<b>124.90</b>
54548	The HR Specialist	104320 · Periodicals - Adult	305.00
	<b>The HR Specialist Total</b>		<b>305.00</b>
54549	The Penworthy Company	104311 · Books - Youth	1,940.05
	<b>The Penworthy Company Total</b>		<b>1,940.05</b>
54550	The Regional News	104320 · Periodicals - Adult	46.00
	<b>The Regional News Total</b>		<b>46.00</b>
54551	Tinley Park Public Library	104310 · Books - Adult	175.00
	<b>Tinley Park Public Library Total</b>		<b>175.00</b>
54552	Trane U.S. Inc.	104530 · Building & Custodial Supplies	92.00
	<b>Trane U.S. Inc. Total</b>		<b>92.00</b>
54553	Tsukamoto, Hiroya	104640 · Patron Programs&Events-Outreach	300.00
	<b>Tsukamoto, Hiroya Total</b>		<b>300.00</b>
54554	Unique Management Services, Inc.	104495 · Legal	26.85
	<b>Unique Management Services, Inc. Total</b>		<b>26.85</b>
54555	U.S. Postal Service	104730 · Postage	2,014.09
	<b>U.S. Postal Service Total</b>		<b>2,014.09</b>
54556	Village of Orland Park	104600 · Outreach Services	62.02
	Village of Orland Park	IMRF/Insurance Wire Transfer	61,040.43
	<b>Village of Orland Park Total</b>		<b>61,102.45</b>
54557	Robin Wagner	104620 · Staff Training & Education	663.66
	<b>Robin Wagner Total</b>		<b>663.66</b>
	Net Payroll	Payroll April 30, 2015	70,208.44
	<b>Sub Total</b>		<b>70,208.44</b>

\$ 204,159.63

## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
<b>April 25, 2015-May 18, 2015</b>			
54558	Mary Adamowski	104620 · Staff Training & Education	56.93
	<b>Mary Adamowski Total</b>		<b>56.93</b>
54559	Alternative Energy Solutions, Ltd.	104540 · Building Repairs	404.50
	<b>Alternative Energy Solutions, Ltd. Total</b>		<b>404.50</b>
54560	ALA Member Services	104650 · Association Dues & Fees	205.00
	<b>ALA Member Services Total</b>		<b>205.00</b>
54561	AT&T	104575 · Automation - Line Costs	80.00
	<b>AT&amp;T Total</b>		<b>80.00</b>
54562	Audio Editions	104340 · Audio Visual Materials - Adult	34.99
	<b>Audio Editions Total</b>		<b>34.99</b>
54563	Battery Giant Orland Park	104710 · Library Supplies	123.20
	<b>Battery Giant Orland Park Total</b>		<b>123.20</b>
54564	Capital One Commercial	104530 · Building & Custodial Supplies	18.99
	Capital One Commercial	104642 · Patron Programs & Events-Youth	27.78
	Capital One Commercial	104640 · Patron Programs&Events-Outreach	33.36
	Capital One Commercial	104642 · Patron Programs & Events-Youth	14.37
	Capital One Commercial	104640 · Patron Programs&Events-Outreach	26.97
	Capital One Commercial	104642 · Patron Programs & Events-Youth	41.76
	Capital One Commercial	104530 · Building & Custodial Supplies	19.98
	<b>Capital One Commercial Total</b>		<b>183.21</b>
54565	Conserv FS, Inc	104440 · Landscaping & Groundskeeping	29.92
	<b>Conserv FS, Inc Total</b>		<b>29.92</b>
54566	Envisionware, Inc.	104560 · Machine Rental	214.00
	<b>Envisionware, Inc. Total</b>		<b>214.00</b>
54567	Findaway World, LLC	104340 · Audio Visual Materials - Adult	159.08
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	221.97
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	39.98
	<b>Findaway World, LLC Total</b>		<b>421.03</b>
54568	Gale/Cengage Learning	104312 · Books - Outreach	200.71
	Gale/Cengage Learning	104310 · Books - Adult	987.24
	Gale/Cengage Learning	104310 · Books - Adult	24.80
	Gale/Cengage Learning	104310 · Books - Adult	24.80
	Gale/Cengage Learning	104310 · Books - Adult	102.38
	Gale/Cengage Learning	104310 · Books - Adult	19.79
	Gale/Cengage Learning	104310 · Books - Adult	22.40
	Gale/Cengage Learning	104310 · Books - Adult	42.39
	Gale/Cengage Learning	104310 · Books - Adult	24.00
	Gale/Cengage Learning	104310 · Books - Adult	22.39
	Gale/Cengage Learning	104310 · Books - Adult	139.36
	Gale/Cengage Learning	104310 · Books - Adult	22.40
	Gale/Cengage Learning	104310 · Books - Adult	26.39
	<b>Gale/Cengage Learning Total</b>		<b>1,659.05</b>
54569	GIS Information Systems, Inc.	104580 · Automation - Maintenance	25,190.00
	GIS Information Systems, Inc.	104580 · Automation - Maintenance	2,726.27
	<b>GIS Information Systems, Inc. Total</b>		<b>27,916.27</b>



## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
54570	Home Depot Credit Services	104530 · Building & Custodial Supplies	1,287.80
	<b>Home Depot Credit Services Total</b>		<b>1,287.80</b>
54571	Ingram Library Services	104311 · Books - Youth	3,537.25
54572	Ingram Library Services	104310 · Books - Adult	2,471.08
	Ingram Library Services	104312 · Books - Outreach	110.15
	<b>Ingram Library Services Total</b>		<b>6,118.48</b>
54573	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	47.08
	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	99.84
	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	21,315.61
	<b>Klein, Thorpe and Jenkins, Ltd. Total</b>		<b>21,462.53</b>
54574	Lite Tech, Inc.	104530 · Building & Custodial Supplies	205.00
	<b>Lite Tech, Inc. Total</b>		<b>205.00</b>
54575	Midwest Tape	104341 · Audio Visual Materials - Youth	69.98
	Midwest Tape	104341 · Audio Visual Materials - Youth	455.90
	Midwest Tape	104340 · Audio Visual Materials - Adult	9,000.00
	Midwest Tape	104341 · Audio Visual Materials - Youth	3,000.00
	<b>Midwest Tape Total</b>		<b>12,525.88</b>
54576	Neofunds By Neopost	104730 · Postage	500.00
	<b>Neofunds By Neopost Total</b>		<b>500.00</b>
54577	Neviol, Inc.	104450 · Building Maintenance	5,738.00
	<b>Neviol, Inc. Total</b>		<b>5,738.00</b>
54578	Nicor Gas	104517 · Natural Gas	1,578.54
	<b>Nicor Gas Total</b>		<b>1,578.54</b>
54579	OverDrive, Inc.	104310 · Books - Adult	18.99
	<b>OverDrive, Inc. Total</b>		<b>18.99</b>
54580	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	22.50
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	33.75
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	22.50
	<b>Penguin Random House LLC Total</b>		<b>78.75</b>
54581	Peterson's, a Nelnet Company	104310 · Books - Adult	34.38
	<b>Peterson's, a Nelnet Company Total</b>		<b>34.38</b>
54582	Quill Corporation	104720 · Office Supplies	143.21
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	479.92
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	-20.00
	Quill Corporation	104550 · Lib. & Off. Eqpt Rep. & Maint	107.20
	<b>Quill Corporation Total</b>		<b>710.33</b>
54583	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	108.26
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	59.39
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	33.29
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99

## Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	<b>Recorded Books, INC Total</b>		<b>547.37</b>
54584	Jason Rock	104620 · Staff Training & Education	3.64
	Jason Rock	104620 · Staff Training & Education	4.95
	Jason Rock	104620 · Staff Training & Education	9.38
	Jason Rock	104620 · Staff Training & Education	79.00
	Jason Rock	104620 · Staff Training & Education	52.00
	Jason Rock	104620 · Staff Training & Education	21.35
	Jason Rock	104620 · Staff Training & Education	4.39
	Jason Rock	104620 · Staff Training & Education	16.98
	Jason Rock	104620 · Staff Training & Education	10.25
	Jason Rock	104620 · Staff Training & Education	588.54
	<b>Jason Rock Total</b>		<b>790.48</b>
54585	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	RWK Design, Inc.	104570 · Automation - Equipment	23.39
	RWK Design, Inc.	104580 · Automation - Maintenance	50.00
	RWK Design, Inc.	104570 · Automation - Equipment	307.50
	<b>RWK Design, Inc. Total</b>		<b>5,083.78</b>
54586	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	401.41
	<b>Sunlight Maintenance Supply Total</b>		<b>401.41</b>
54587	Thomson Reuters - West	104310 · Books - Adult	113.00
	<b>Thomson Reuters - West Total</b>		<b>113.00</b>
54588	Trane U.S. Inc.	104530 · Building & Custodial Supplies	182.22
	Trane U.S. Inc.	104530 · Building & Custodial Supplies	44.88
	<b>Trane U.S. Inc. Total</b>		<b>227.10</b>
54589	Tyco Integrated Security LLC	104540 · Building Repairs	313.98
	<b>Tyco Integrated Security LLC Total</b>		<b>313.98</b>
	Net Payroll	Payroll May 15, 2015	70,732.57
	<b>Sub Total</b>		<b>\$ 159,796.47</b>
	<b>Grand Total</b>		<b>\$ 363,956.10</b>

# **Adult Services Board Report April 2015**

## **PERSONNEL**

Stephanie Thomas worked her last day in Adult Services on April 12. She started her new job in Youth Services on April 13.

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

Writers Group 4/9; 3 adults

Five genre book discussions 4/10, 4/14, 4/15, 4/16, 4/23; 28 adults

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

### **Meetings & Cont. Ed. Tabulation Form**

Diane Srebro attended Adult Reading Round Table-Crime Fiction Genre Study (Glenview PL) on Apr 2, 2015

Linda Conrath attended Micro soft Excel - the basics and Beyond the Basics (Clarion Inn, Joliet, IL) on Apr 7, 2015

Dan Smolla attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Kortnee Konrath attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Owen Jasek attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Peggy Hanlon attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Rosemarie Forto-Whitemiller attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Linda Conrath attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Judy Brannigan attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Andrew Masura attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Diane Srebro attended Adult Services Department Librarian Meeting (OPPL) on Apr 18, 2015

Diane Srebro attended RAILS-Readers, Writers, Books, and Blogs (Booklist-Webinar) on



Apr 20, 2015

Linda Conrath attended meeting with sales rep. for Living Languages (In-house) on Apr 23, 2015

## STATISTICS

Database Statistics April 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	5291	4168	Searches
EBSCO	26812	20176	Searches
Gale Virtual Ref. Lib.	18	31	Searches
Heritage Quest	225	90	Searches
Lit. Criticism Online	100	100	Searches
OCLC	6006	5874	Searches
ProQuest	306	497	Searches
Reference USA	148	193	Searches
Rocket Languages	10	0	Sessions
World Book	3	16	Searches
Careers College	*	12	Total Users
MorningStar Investment	20	101	Searches
Consumer Reports	77	61	Log-Ins

\*Careers College statistics have not been available for the past few months. The database was averaging over 400 hacking attempts a day. The stats. file received the worse corruption and was taken down immediately. Rather than put a "band aid" on the stats. page, they decided to rebuild the whole database with upgraded security. Because we have not been able to get statistics, the library will get a four month extension at no charge. Statistics should be available next month.

## Statistics from web forms

Category	04/2015	04/2014	Change
Reference	3968	5500	-1532, -27.85%
Ref Remote	289	161	128, 79.5%
Non-Reference	533	306	227, 74.18%
N-R Remote	10	25	-15, -60%
Prog Att	31	29	2, 6.9%
Items shelved	23589	45364	-21775, -48%
Carts shelved	2642	952	1690, 177.52%

## GRANTS/SPECIAL PROJECTS

Diane Srebro organized a panel of Chicago area librarians to present 'Tricks to the Book Trade : Refreshing Readers' Advisory,' developing a program description submitted to 2016 Public Library Association (PLA) Conference Committee on April 17th.

Judy Brannigan and Linda Conrath attended the *Soon to be Famous Illinois Author Project* at ILA in Chicago for the announcement of the Project's 2016 winner.

Judy Brannigan - April 8, 2015 - Conducted a Veterans' History Project Interview 11:30 a.m.

## **CUSTOMER SERVICE LOG**

4/1 9:07 a.m. Patron was looking for a book by a certain author from TV. Comment: You guys are always so nice here. You do a good job.

4/1 8:48 p.m. Staff walking through the CD/DVD section at closing. Comment: Why do you keep changing were the CDs are? Why is there a Grammy CD in the Contemporary section when all the rest are in Pop?

4/13 7:00 p.m. Patron asking about our process for the magazine give away. Comment: Patron would like to be told in advance about the magazine give away. He also feels that the public should be given a list of what magazines will be offered and when.

4/14 8:00 p.m. Patron looking for a specific magazine from the give away. Comment: Patron suggests making a list of magazines being offered each day so that he could find the ones he is looking for without coming all week. Also suggests, at the very least, the magazines should be organized alphabetically or kept together by title.

4/21 7:30 p.m. Staff putting away new CDs. Comment: What happened to the new CDs? Your section isn't very good anymore.

4/28 5:12 p.m. Patron called for a book by David Foster Wallace. Comment: How do you not have more books by this author?

4/29 12:00 Patron stopped by the desk. Comment: Thank you for getting the book I requested. I was delighted to get it.



# Circulation Board Report April 2015

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin working on Polaris reports for Interlibrary loan records that need updating.

Laura Larson continues to learn Simply Reports module in Polaris.

Julie Pryor continues to learn Simply Reports module in Polaris.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Howard Griffin attended Hoopla conference call meeting on 4/8 here at OPPL.

## CUSTOMER SERVICE LOG

4/7/15 (Circulation Desk) I absolutely love how they notify me when stuff is due. It works out great.

4/13/15 (Lobby / Magazine give a way) Patron suggested we have a master list posted so that they would know what magazines would be put out on certain days to avoid unnecessary trips.

4/14/15 (Circulation Desk) Patron made a donation to the library. She thinks we do a great job.

4/16/15 (Circulation Desk) Everyone here is so nice and helpful.

4/18/15 Your "checkout dot" is very worn. Perhaps it's time for a new one.

4/20/15 (Circulation Desk) Elmhurst patron commented everytime she comes here cell phones are ringing, people are bringing food in, She said no one ever does anything about it. She said she read the Patron Behavior Policy in the library and no one follows the rules.

4/22/15 Orland Park patron commented: "Why is it so cold downstairs and uncomfortably hot upstairs?"

4/24/15 (Circulation Desk) I love this library. You gave me more than I expected and then a little more.

4/25/15 (Circulation Desk) I am so happy you send out email reminders to renew my card.

4/27/15 (Circulation Desk) The pencils upstairs need to be sharpened.

4/30/15 (Circulation Desk) Patron was frustrated for having to call for a third time for items she placed in the drops not being checked in. She wanted to know why this keeps happening.

4/1/15 Patron was overjoyed at how the library was able to locate an item she had not read since high school. She wanted to leave a word of thanks to the staff that handled it for her.

4/1/15 (Information Desk) " I love this place! I knew if I didn't read at home, I would read

here."

4/1/15 (Information Desk) "This library is becoming a cultural center. It's wonderful!"

4/8/15 (Circulation Desk) I love that you send out email reminders for expired library cards. Thank you!

4/8/15 (Information Desk) You guys are awesome! Patron was referring to holding books.

4/11/15 (Information Desk) Patron referring to self-checkout stations. "That's a pretty neat check out system!"

4/16/15 (Information Desk) Thank you for the magazines. My daughter will love them.

4/23/15 (Information Desk) I love all your decorations, they really brighten the place up!

4/23/15 (Information Desk) I like the library. It's beautiful, but I don't like the "cuckoos" - people sleeping in chairs.

4/26/15 (Information Desk) Patron asked if something was wrong with the Internet connections or if it was always slow.

4/27/15 (Information Desk) Patron was so pleased with our service yesterday over the phone. Person was so helpful.

4/28/15 (Information Desk) "What a beautiful building!"

4/14/15 (Circulation Desk) Decorations are so beautiful.

4/14/15 (Circulation Desk) "You have more CD's than any other library I've been to."

4/14/15 (Circulation Desk) "This is one of the nicer libraries I've been to!"

4/15/15 (Circulation Desk) No other library provides the kinds of services like you guys - and the entertainment you provide is great!

4/15/15 (Circulation Desk) "Thank you for providing Lucky Day magazines for my elderly mother."

4/22/15 (Circulation Desk) Having the Lucky Day magazines has been a godsend for my mother who is in the hospital.

ORS	TOTAL CIRCULATION			PATRON			IN-HOUSE	
MONTH	2015		LAST YR.	CHANGE	ATTENDANCE		CHECKINS	
JAN	82,937		77,351	7%	34,403		0	
FEB	73,126		73,711	0%	32,238		1,586	
MAR	79,332		80,420	-1%	40,785		2,352	
APR	73,976		72,061	3%	34,910		2,818	
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL	309,371		303,543	2%	142,336		6,756	

# Graphics Board Report April 2015

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Due to the federal government's lack of printed forms, Graphics printed more than 12,290 sheets of paper for federal and tax income tax forms.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Bridget Bittman attended OPACC Networking Luncheon (Silver Lakes CC) on Apr 23, 2015.

## STATISTICS

2015

Meeting Room Requests: 21 (22% decrease from 2014)

Graphic Requests: 91 (34% increase from 2014)

2014

Meeting Room Requests: 27

Graphic Requests: 68

### OPPL enews April 13-26

**17,748 Subscribers**

**24% Opens (Industry average= 24.4%)**

**5.8% Clicks (Industry average=3%)**

#1 click Greenhouses and Backyard Gardening program on April 14

### OPPL enews March 30-April 12

**17,629 Subscribers**

**21.8% Opens**



### **3% Clicks**

#1 click Afternoons @ OPPL: The Story of Ellis Island on April 9

### **GRANTS/SPECIAL PROJECTS**

We hosted coffee and donut holes in the lobby on Tuesday, April 14 to celebrate National Library Week (April 12-19) and encouraged customers to write on a paper heart why they love the library. Bridget Bittman interviewed several patrons on April 4 and asked why they love the library for a video that aired on Orland Park's cable channel 4 and posted on Facebook and Twitter.

### **CUSTOMER SERVICE LOG**

The lady in the Orland Park Prairie told me to call you, so I'm calling to say you are doing a good job. From patron Bill Smith



# Information Technology Board Report April 2015

## PERSONNEL

Quassam Diab worked his last day on April 24th. He will be missed here in IT

## SERVICES/PROGRAMS/PROJECTS/CLASSES

### Computer Classes for Adults:

*April 2014*

22 computer classes for adults were offered with a total of 91 attendees

*April 2014 Comparison*

17 computer classes for adults were offered with a total of 110 attendees

## CONTINUING EDUCATION/MEETINGS ATTENDED

### Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Innovative Users Group (Minneapolis, MN (miles=air fare)) on Apr 13, 2015 - April 16, 2015

## STATISTICS

### Statistics from web forms

Category	Apr 2015	Apr 2014	Change
Study Room Usage	428	396	32, 8.08%
Patrons Assisted	552	699	-147, -21.03%
Total PC Usage	1983	2394	-411, -17.17%
Total Web pages	32230	34944	-2714, -7.77%
Number of Classes	10	18	-8, -44.44%
Total Class Attendance	46	110	-64, -58.18%
Overdrive Checkouts	2766	2172	594, 27.35%
Overdrive Registration	64	68	-4, -5.88%
Zinio Checkouts	290	648	-358, -55.25%

### Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Innovative Users Group (Minneapolis, MN (miles=air fare)) on Apr 13, 2015

## **CUSTOMER SERVICE LOG**

4/1/15 9:25am Scenario: Helped patron with scanning documents Comment: Thank you for showing me how to scan and attach the scan to email

4/8/15 6:15pm Scenario: Helping download an eBook to an iPad over the phone Comment: You have been so kind and patient. Thank you very much for all your help.

4/7/15 7:00pm Scenario: answered a question about eBooks over the phone Comment: Thank you so much you have been patient and kind and very helpful.

4/9/15 5:20pm Scenario: Patron was on his computer talking loudly on his phone. Comment: Patron loudly yelled Give me 5 more minutes, you are being very rude.

4/9/15 7:25pm Scenario: Helping patron on the computer Comment: Why don't you have Microsoft Access? The college kids need this program.

4/10/15 3:00pm Scenario: Patron had a problem printing a tax form. Comment: Thank you, I would have been in big trouble if I couldn't get this done today.

4/16/15 5:35pm Scenario: Patron needed help with printing and scanning Comment: Thank you very much. You all are always so helpful

4/16/15 7:15pm Scenario: Patron required help with a flash drive Comment: Thank you for showing me how to do this. It seems so easy now.

4/5/15 7:00pm Scenario: Regular patron leaving the lab Scenario: Boy, you handled this desk like a pro tonight and fixed some tricky problems. Good job.

# Outreach Services Board Report April 2015

## PERSONNEL

Gina Korby gave her notice. She has gotten a job in her field and with more hours.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

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

Senior materials delivery to the Orland Township.

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

Art and collection management of three display areas.

One book display for the table by the center display case.

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

Coordination of traveling exhibition - Generation to Generation: Folk Art of Illinois.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Cathy DiGiorgio attended 14th Annual Family Health Fair (Village of O.P. Sportsplex) on Apr 25, 2015

Gina Korby attended 14th Annual Family Health Fair (Village of O.P. Sportsplex) on Apr 25, 2015

## STATISTICS

### Onsite Adult Programs:

13 programs were given with a total of 427 patrons. *2014: 12 programs were given with a total of 457 patrons.*

### Offsite Adult Programs:

11 programs were given with a total of 410 patrons attending. *2014: 14 programs were given with a total of 1525 patrons attending. Explanation: Outreach did not attend the*



*Active Senior Expo this year.*

**Train Station Books:**

Three train stations – 160 books

**Program Flyer Distribution Stats:**

Orland Park Businesses - 16

Village of OP - 18

Assisted Living - 4

Orland Township - 5

Train Stations - 160

In-house during programs - 993

**Other Outreach and Homebound Stats:**

Outreach Circ Stats: 690 items circulated with 928 checkouts and 85 renewals. *2014: 718 items circulated with 1046 checkouts and 44 renewals.*

Visits to single-family homebound patrons totaled 24. *2014: Visits totaled 19.*

2 new homebound patron cards were issued and 0 discontinued. 8 cards were renewed. *2014: 6 new homebound library card was issued for this month. 1 cards were discontinued. 0 cards were renewed.*

OS staff logged 495 reference transactions. *2014: 696 reference transactions.*

52 books were displayed on the table with 12 having been checked out. *2014: 35 books on display with 9 checked out.*

**GRANTS/SPECIAL PROJECTS**

Head of Outreach Services, Kelly A. Cuci has been sorting print donations from the Stanley Marek family. We are going to create a couple of new special collections for display.

The Taste of Orland Park Committee has been getting ready for this summer fest. This year we will be promoting our Comicon along with other OPPL pursuits. We have ordered all of the prizes for our booth contest and our drawing.

Outreach Services received new NASA artifacts including several models of rockets and satellites. More artifacts are expected in the next week.

**CUSTOMER SERVICE LOG**

4/17/15 8pm Showcase - John Flynn program

Several patrons asked to have John back. "Very good singer!"

4/19/15 2:30pm Barry Cloyd - Woody Guthrie Concert program

Thank you for having such a wonderful program!"

4/19/15 2:30pm Barry Cloyd - Woody Guthrie Concert program

One patron said they chose the OPPL program over a Tinley Park program because ours are better.



4/21/15 7pm Book Buzz program

"We love the books!"

4/21/15 7pm Book Buzz program

"Thank you for having him out again." Meaning the presenter.

4/21/15 7pm Book Buzz "Great program! Thanks again!"

4/21/15 7pm Book Buzz program

"Mr. Haddock knows his stuff!"

4/24/15 6:27pm Friday Film Series - A Better Life

"The library always has great programs and movies!"

4/25/15 9:14am Health Fair at the Sportsplex

Several patrons said they love our give-a-ways.

4/25/15 10:35am Health Fair at the Sportsplex

"The music in the lobby is such a great program. We love all the music."

4/25/15 10:54am Health Fair at the Sportsplex

"The library staff is always so helpful."

4/28/15 8pm From the Ground Up - 5 Keys to Organic Vegetable Gardening program

Several patrons said they enjoyed the program.

4/30/15 12:00 noon Homebound patron

"I really don't like the new phone policy."

4/30/15 8pm Ukrainian Egg Painting program

Multiple patrons really like Vera and her skill for painting eggs.

# **Technical Services Board Report April 2015**

## **PERSONNEL**

Matt Hamermeister starts on April 7<sup>th</sup> as Technical Services Cataloger 1.

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

OCLC ongoing holding upgrade for April 2015 is complete.

All withdrawn titles and items are removed from the system.

## **STATISTICS**

Attached: Monthly Statistics between 04/01/2015 and 04/30/2015:

## **GRANTS/SPECIAL PROJECTS**

All returned giveaway magazines are deleted and decoded by Tech Services staff.

Tech Services staff are continuing to work with Adult Services for deleting and modifying large quantity of books and AVs.





# **Youth Services Board Report April 2015**

## **PERSONNEL**

Nothing to report at this time.

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

APRIL 2015

**Youth Programs: 1626 attendees/ 74 programs (birth--grade 5)**

**Teen programs: 78 attendees/ 8 programs (grades 6--12)**

**Preschool visits: 120 students/ 3 visits**

**School visits: none**

**Miscellaneous teacher checkouts: 108 items**

**PRESCHOOL PAKS: 11 PAKS/ 146 items**

**PAL PAKS: 9 PAKS/ 183 items**

**Total number of children served: 1746 children (birth--grade 5)**

**Total number of teens served: 76 teens (grades 6--12)**

**April 2015 circulation: To be reported in May 2015 board report**

APRIL 2014 comparisons

**Youth Programs: 1373 attendees/56 programs (birth--grade 5)**

**Teen programs: 38 attendees/ 5 programs (grades 6--12)**

**Preschool visits: 550 students/ 12 visits**

**School visits: none**

**Miscellaneous teacher checkouts: 68 items**

**PRESCHOOL PAKS: 13 PAKS/ 191 items**

**PAL PAKS: 15 PAKS/ 329 items**

**Total number of children served: 1923 children (birth--grade 5)**

**Total number of teens served: 38 teens (grades 6--12)**

**April 2014 circulation: 32,156 items**



## CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended LACONI YSS planning meeting (Forest Park PL) on Apr 10, 2015

Mary Adamowski attended Reaching Forward planning meeting (Berwyn PL) on Apr 20, 2015

Mary Adamowski attended OPACC Networking Luncheon (Silver Lakes CC) on Apr 23, 2015

Mary Adamowski attended Youth Services Forum board meeting (Naperville PL 95th Branch) on Apr 25, 2015

## STATISTICS

Category	04/2015	04/2014
Reference	2825	3119
Ref Remote	161	339
Non-Reference	511	982
N-R Remote	134	163
Teen Prog	78	38
Youth Prog	1626	1412

## GRANTS/SPECIAL PROJECTS

Mary Adamowski and School Liaison Becky McCormack attended the *I Survived! The SS Eastland Disaster* performance on Tuesday, April 21. This off-site event was held at Highpoint School for the 3rd, 4th and 5th grade students.

Local historian Terry Lynch performed and presented an interactive program commemorating the 100th anniversary of the SS Eastland Disaster. Made possible thanks to the Gilder-Lehrman Institute of American History, the grant, written by Mary and Becky, was awarded to the Youth Services Department in December 2014.

In addition to the nearly 500 students and teachers who attended the performance, several community members enjoyed the performance, as well.

## CUSTOMER SERVICE LOG

### Preschool desk

No entries.

### Jr. desk

4/8/15 5:45 pm Patron had session with Teen techie. "I want you all to know that Patrick (TT) was a wonderfu teacher. I learned so much! It was great!"MLD

4/15/15 10:51 am Patron on phone called to make teen tech appt. "I just love the library so much. You have so many services to offer." DNK

4/20/15 Young father with small child "new card holder". "You have all been great today!"  
DNK

Teen desk

4/23/15 2:10 pm Adult patron looking for DVD. "I have been coming here for 1 month and everyone is so helpful!" SD

4/23/15 6:14 pm 5th grader looking for books. "We came to the right place, you did a great job!" SD

## Summary of the Circulation Policy and Fee Schedule 2015

The Circulation Policy was discussed among management team members with input from support staff to make revisions that would ensure applicants provide the best possible identification when obtaining an OPPL card. The following are significant revisions and/or updates to the policy making it compliant with current legislation governing libraries.

### Circulation Policy

#### *Predominant changes*

- Specifying certain major credit card statements as acceptable forms of ID (pg.1) *These credit card companies are fully established and are current and valid.*
- Driver's license or state ID a required identification clarified (pg.1) *This is the most acceptable form of ID other institutions use to fulfill residency requirements.*
- Specific utility bills accepted to ensure residency (pg.1) *These bills relate to a land utility service.*
- Non-residents also required to show driver's license or state ID (pg.2) *These IDs are the same for residents*
- Non-residents having to show tax bill or rent receipt (pg. 2) *This is necessary to calculate the fee and/or establish they are the owners or reside at the property.*
- Non-resident renters charged a set fee (pg. 3) *This fee is \$175, and is stated in the Circulation Procedure Manual; and it will be added to the website under Non-resident Cards*
- Included definitions of reciprocal borrowing, interlibrary loan, and vacation loan (pg. 2 and 6)
- Update to non-resident who own commercial property are allowed OPPL cards on a year-to-year basis (pg. 3) *This commercial card revision correlates to the legislation stating only individuals owners, partners, etc. are eligible for a card.*
- The information on claims returned is a procedural matter and was stricken from the policy (pg. 6)
- The processing fee for damaged or lost materials will no longer be charged (pg.6) *The staff would like fees charged for damaged and lost materials to be less punitive and will eliminate small charges, such as bar code label replacement or broken CD or DVD cases charges. The wear and tear on some of our materials is a major consideration before assessing a patron with these kind of charges.*

### Fee Schedule

#### *Predominant changes*

- Lowering Lucky Day fines for all formats to \$1/day
- Adding a Roku device at \$2/day and 2 week loan period
- Lowering Kilowatt meter to \$.10/day
- Lowering the eReader to \$1/day fine
- Lowering VHS (video) to \$.10/day fine

\*Fees and fines although established are flexible in many circumstances. Staff will need to review a situation and make fair and customer service-friendly decisions.



Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued: September 20, 1993; revised December 18, 2006; revised September 17, 2012, revised May 18, 2015 Approving Authority: Board of Library Trustees

## Circulation Policy

### LIBRARY CARDS

#### RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

Library cards will be issued by the Orland Park Public Library to persons living within the incorporated boundaries of the Village of Orland Park upon presentation of proof indicating residence in the Village.

Children age 14 and older living with a parent or legal guardian may use the parent's or legal guardian's proof of residence until they obtain qualifying proof of residency in their own names.

Library cards will be issued to children age 13 and under residing in the incorporated boundaries of the Village of Orland Park with the signature of the parent or legal guardian. The child must be accompanied by the parent or legal guardian with whom they reside and who meets the residency requirement.

~~Proof of residence will show a current address within the Village of Orland Park and may be established with one of the following:~~ Residents must provide a **valid driver's license or state ID with current address** and one of the following listing their Village of Orland Park address:

- ~~Valid driver's license~~
- Current car registration
- ~~Current utility bill~~
- Natural gas, water or electric bill received in the last three (3) months
- Current lease agreement
- Property deed
- ~~Current~~ Most recent property tax bill
- ~~Current bill from a major charge account~~
- Visa, MasterCard, Discover or American Express billing statement received in the last three (3) months



➤ ~~Checkbook with name and address imprint~~

Application forms must be completed and signed in person and verified by a library staff member. Library cards are valid for five years from the date of issuance.

NON-RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

The Orland Park Public Library provides a library card for purchase by people living outside the library's jurisdictional boundaries, which are the same as the jurisdictional boundaries of the Village of Orland Park. Non-resident cards are valid for one (1) year from the date of purchase. Individual cards may be issued to all members of the immediate family residing at the same address. Family members must complete applications in person. Children age 13 and under must be accompanied by the parent or legal guardian with whom they reside. Children age 14 and over may use the parent's or legal guardian's identification until they obtain identification in their own names.

~~Applicant must provide a picture ID with current address and one of the following documents:~~ Applicants must provide a **valid driver's license or state ID with current address** and their **most recent property tax bill**.

Non-residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, must provide their **current lease or rent receipt or proof of home ownership**, to purchase a one-year card for a fee established by the Board of Library Trustees in its sole discretion.

- ~~❖ Current property tax bill (homeowner)~~
- ~~❖ Current lease or rent receipt (renter)~~
- ~~❖ Proof of home ownership (new buyer)~~

A. Privileges

This card shall entitle the cardholder to all services provided by the Orland Park Public Library, including reciprocal borrowing and interlibrary loan services.

*Reciprocal borrowing* is when a library cardholder from one library can go to another library and checkout materials. Orland Park Public Library cardholders can go to almost all of the libraries in the state of Illinois and use their card. There may be a short registration process the first time a cardholder visits a new library.

*Interlibrary loan* is when an Orland Park Public Library cardholder makes a request for materials not available at the Orland Park Public Library. The Library locates the desired item at another library, places the request, receives the item, makes it available to the cardholder, and arranges for its return.



## B. Fees

The fee shall be determined by the tax bill method, where the library's current tax rate is multiplied times the equalized assessed valuation appearing on the applicant's most recent tax bill.

Non-residents who are renters shall be charged an amount determined annually by the Board of Library Trustees. Renters must show a current rent receipt or a cancelled rent check for verification purposes.

## C. Refunds

Refunds will be given only to non-resident cardholders who are moving into the Village of Orland Park and have more than three (3) months left on their current non-resident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a current tax bill, lease, rental agreement, or natural gas, water or electric bill with the Village address received in the last three (3) months.

Adopted by the Board of Library Trustees in 1999, revised 2005

Persons who do not live within the incorporated boundaries of the Village of Orland Park, but own ~~or pay real estate tax~~ for property located within the incorporated boundaries of the Village may obtain a library card at no charge upon producing a current itemized tax bill for that property and valid ~~picture identification~~ driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property per tax bill. These cards are valid for one (1) year from the date of issuance.

### COMMERCIAL PROPERTY OWNERS ORLAND PARK PUBLIC LIBRARY CARDS

An individual non-resident or a partner, principal stockholder, other joint owner, or senior administrative officer of a firm, business, or other corporation owning taxable property within the incorporated boundaries of the Village of Orland Park may obtain a library card at no charge upon producing a current itemized tax bill for the property and valid driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

### STAFF ORLAND PARK PUBLIC LIBRARY CARDS

An Orland Park Public Library card may be issued to staff members who reside outside the corporate limits of the Village of Orland Park. These cards are issued for one (1) year. The card will be cancelled when the staff member leaves the Library's employment.

## TEMPORARY ORLAND PARK PUBLIC LIBRARY CARDS

Temporary Orland Park Public Library Cards will be issued to the following individuals with verification of residency within the incorporated boundaries of the Village of Orland Park:

- Foreign exchange students
- Au pair workers
- Evacuees of natural disasters
- Live-In Caregivers

The temporary card will be valid for a period of six (6) months from the date of issuance. Holders of a temporary card are entitled to all library services available for Orland Park Public Library cardholders.

Patrons applying for a temporary card must present one form of ID with their name and the address of their temporary residence. In the case of an evacuee, acceptable forms of ID may include hotel bills, shelter letterhead and mail.

Adopted by the Board of Library Trustees, 10/2005

## RENEWAL OF LIBRARY CARDS

All library cards will have an expiration date affixed to the card and application. To renew an Orland Park Public Library card, a patron must fulfill the necessary requirements to obtain [the](#) original library card and complete and sign a new registration form. All fines and fees must be paid before a card can be renewed.

## LOST OR STOLEN LIBRARY CARDS

Lost or stolen Orland Park Public Library cards must be immediately reported to the Library. The cardholder is responsible for materials checked out on [the](#) card until the card is reported lost or stolen to the Orland Park Public Library. A fee will be charged for the replacement of a lost or stolen card.

## **CONFIDENTIALITY OF RECORDS**

All records in the Orland Park Public Library relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the Library Records Confidentiality Act (75 ILCS 70.) The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Only authorized library staff may provide information about overdue and lost materials to a minor's parent or legal guardian.



Notices and bills are sent by ~~mail or~~ email or text message. The Library will make a good faith effort to maintain confidentiality. ~~If the patron has requested notification by email, the Library cannot be responsible for maintaining confidentiality.~~

## RESPONSIBILITIES OF BORROWERS

Cardholders are responsible for all materials borrowed on their card and must agree to abide by the lending rules and all policies and regulations of the Orland Park Public Library. It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library if the card is lost or stolen. The cardholder is responsible for all materials checked out on their card until the card is reported lost or missing.

The parent or legal guardian of a cardholder age 17 and under is responsible for the child's selection of materials.

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library of any change of address, email address or telephone number.

## CIRCULATION OF MATERIAL

Materials from the Library's circulating collection may be borrowed by valid library cardholders in accordance with the Library's policies and procedures. Valid library cardholders include: Orland Park Public Library cardholders, [Reaching Across Illinois Library System \(RAILS\)](#) member library cardholders, cardholders from libraries having reciprocal borrowing privileges with the Orland Park Public Library. The Orland Park Public Library is a member of [RAILS](#) and participates in reciprocal borrowing as defined by [RAILS](#).

Cardholders must present their library cards in order to check out materials. Orland Park Public Library cardholders will be allowed to check out materials without a card if they ~~have current identification~~ present a valid driver's license or state ID. Children age 17 and under, holding Orland Park Public Library cards, will be allowed to check out materials without a card if they can provide their name, address and telephone number.

Patrons from other libraries must present a valid library card and ~~supporting picture identification if requested~~ a valid driver's license, state ID or school ID with picture, to [have their home library card registered into the Library's integrated library system \(ILS\)](#). The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.



Cardholders from other libraries may not place materials on hold, use the interlibrary loan service or use the vacation loan period at the Orland Park Public Library.

*Vacation Loan* is an extended loan period which may be granted to Orland Park Public Library cardholders due to being on vacation or other circumstances where extra time is needed.

Materials have specified loan periods and must be returned on time and in good condition. Loan periods are defined in the Circulation Manual.

## **OVERDUE MATERIAL**

Materials held by a cardholder beyond the date they are due will be considered overdue and fines will be assessed according to a schedule of fines established by the Orland Park Public Library Board of Library Trustees. The Orland Park Public Library will make a good faith effort to notify cardholders electronically when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder. Material not returned may be sent to a collection agency.

~~When a patron claims to have returned material which the library records show to be outstanding, library staff will make a thorough search for the material. If the material cannot be located, the items may be checked out to Claims Returned. A supervisor must authorize this action. If the material is subsequently found and returned by the patron, it will be considered overdue and fines will be charged.~~

## **LOST AND/OR DAMAGED MATERIALS**

Lost material must be paid for before the patron can check out any more material. The cost of lost material will be determined by the cost listed ~~on the SWAN database in the Library's database~~ and/or ~~determined by the Head of Technical services department~~. If library material is judged by a department supervisor to be damaged and unsuitable for the collection, full replacement cost ~~and a processing fee~~ will be charged.

**Adopted by the Board of Library Trustees September 20, 1993; revised December 18, 2006; revised September 17, 2012; revised May 18, 2015.**

Policy and Procedure Manual	Section B 9.2
Public Policy Schedule of Fines	Issued: <a href="#">May 18, 2015</a> Approving Authority: Board of Library Trustees

	Material	Lucky Day Collection Loan Period/Daily Fine	Standard Collections Loan Period/Daily Fine
1	Kilowatt meters		2 weeks/10¢
2	Audiobook Cassette		3 weeks/10¢
3	Audiobook CD		3 weeks/10¢
4	Audiobook MP3		3 weeks/10¢
5	Blu-ray	3 Days/\$1	1 week/\$1
6	Blu-ray Nonfiction	3 Days/\$1	3 weeks/10¢
7	Book	1 week/\$1	3 weeks/10¢
8	Book Bundle		3 weeks/\$1
9	CD-ROM (Software)		3 weeks/10¢
10	CPR Dummies		3 weeks/10¢
11	DVD TV Series		2 weeks/\$1
12	DVD	3 Days/\$1	1 week/\$1
13	DVD Nonfiction	3 Days/\$1	3 weeks/10¢
14	Roku		2 weeks/\$2
15	Equipment		1 week/\$1
16	eReader (Nook, Kindle)		2 weeks/\$1
17	Interlibrary Loan (ILL)		3 weeks/10¢
18	Kit		3 weeks/10¢
19	Magazine	1 week/\$1	3 weeks/10¢
20	Map		3 weeks/10¢
21	Music CD	3 Days/\$1	1 week/\$1
22	Pamphlets (Cliff Notes)		3 weeks/10¢
23	Playaway Audiobook		3 weeks/10¢
24	Playaway View		3 weeks/10¢
25	Puppet/Toy/Game		3 weeks/10¢
26	Puzzle		3 weeks/10¢
27	Spoken CD		3 weeks/10¢
28	Video-VHS		1 week/10¢
29	Video Game		1 week/\$1
30	Video Nonfiction		3 weeks/10¢