

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
January 19, 2015 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES—FOR ACTION**

**D. INTRODUCTION OF VISITORS**

**E. PUBLIC COMMENT**

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

**F. CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY (ILCS120.2 (c) (1)) AND 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))**

**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
  - a. Personnel Committee Report – For Discussion
  - b. Approval of Personnel Committee Minutes for January 8, 2015 – For Action
5. Law
6. Strategic Planning
7. Capital Campaign

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

1. Approve Wire Transfers to Pay Bills – For Action  
*The Orland Park Public Library Board of Library Trustees approves the Wire Transfers to Pay Bills for Fiscal Year 2015.*
2. Approval of the Evaluation process for the position of Library Director – For Action  
*Motion to approve the evaluation process for the position of Library Director*
3. Approval for the renewal of wire transfer authorization agreement for the Marquette Bank accounts – For Action  
*Motion to approve the renewal of wire transfer authorization agreement for the Marquette Bank accounts*
4. Final action, if any, on pending litigation matters – For Action  
*Motion to approve final action on pending litigation matters*

**L. ANNOUNCEMENTS**

**M. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 15, 2014

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

## Call To Order

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

## Roll Call

Members absent: Dan Drew

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

Treasurer Jennings made a motion to approve the November 17, 2014 minutes. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Minutes

Motion passed. 6 ayes, 1 absent.

None.

## Introduction of Visitors

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

## Public Comment

1. Kevin DuJan
2. Megan Fox

Treasurer Jennings moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (ILCS 120.2 (c)(1)) and to discuss probable, imminent, or pending litigation (ILCS 120.2 (c)(11)) and approval and semi-annual review of minutes from prior closed sessions (ILCS 120.2 (c)(21)). Trustee Gierach seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Executive Session

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:12 p.m. Executive Session ended at 9:21 p.m.

After a brief break to use the facilities the regular session resumed at 9:27 p.m. when Secretary Lebert made the motion to return to regular session. Vice-President Ryan seconded the motion with a roll call vote as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

Vice-President Ryan moved to accept the Treasurer's Report for November 2014. The motion was seconded by Treasurer Jennings. President Healy made note of the tax receipts received year to date. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

## Treasurer's Report

Motion passed. 6 ayes, 1 absent.

Trustee Gierach moved to approve the Accounts Payable Listing of November 18, 2014 through December 15, 2014 and was seconded by Trustee Craig with a roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

*Building and Maintenance*

Steve Newman has had Trane replace the second boiler burner of the HVAC system as stated last month. Alternative Energy Solutions is replacing the heater block which relates to how fast the HVAC system provides heat to the building. The system is ready for the winter season.

Assistant Library Director Wagner updated the Report of Insurable Values and Property Record Report with the Industrial Appraisal Company. This report is performed annually which takes in the necessary adjustments on current inflationary trends for insurance requirements.

*Programs*

The library began registration for Blizzards of Books, the adult winter reading program. The library is now marketing its programs and services on the Village of Orland Park’s cable channel, channel 4, to further promote the library to its patrons.

Bridget Bittman discussed the current programs on the channel and preliminary plans for future programs.

The Youth Services department applied for and was awarded the Gilder Lehrman Institute of American History grant for student-based history programming and is partnering with High Point School next year. Terry Lynch, our local historian will portray a member of the Eastland crew to present information on the S.S. Eastland Disaster. It is the 100<sup>th</sup> Anniversary of this tragedy in Chicago history.

The Library has been awarded the 2014 Robert B. Downs Intellectual Freedom Award given by the faculty of the Graduate School of Library and Information Science at the University of Illinois Urbana-Champaign and co-sponsored by Libraries Unlimited. The award will be presented at the American Library Association’s midwinter meeting on January 31, 2015.

The library’s circulation shows an overall increase of 5% over 2013.

Library Director Weimar would like to offer her thanks and gratitude to the staff for the wonderful job they have done with increasing services to the patrons.

President Healy inquired about the replacement of the heater block. Administration explained that this is a normal maintenance step.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

**Librarian’s Report**

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

**Law**

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

None

Unfinished  
Business  
New Business

1. PMA Financial Investment Plan and Cash Flow Projection 2015– For Action

Motion to approve the PMA 2015 Investment Plan and Cash Flow Projection. Vice-President Ryan moved to approve the motion. Trustee Gierach seconded the motion. Finance Manager Remmenga explained the PMA interest yield results and investment plan for 2015. President Healy asked for additional information on the specific investment parameters. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

2. Engagement letter for the audit of the library’s financial statements for the year ended December 31, 2014 from McClure Inserra – For Action

Motion to approve the McClure Inserra engagement letter for the audit of the library’s financial statements for the year ended December 31, 2014 in the amount of \$9,800. Vice-President Ryan moved to approve the motion. Trustee Gierach seconded the motion. Director Weimar stated the Library would be working with a different firm partner. The McCure Inserra bill was negotiated. The final pricing is \$600 higher due to pending litigation review. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

3. Revision to the Public Comment Policy – For Action

Motion to approve the revisions to the Orland Park Public Library’s Public Comment Policy. Trustee Gierach moved to approve the motion. Vice-President Ryan seconded the motion. Director Weimar informed the Board that a copy of the current policy and the draft policy were included in their packet and invited questions from the Board. A roll call vote took place as follows: Craig – aye; Drew – absent; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – aye.

Motion passed. 6 ayes, 1 absent.

Secretary Lebert announced she did not realize that meals provided to the Board are not allowed. She intends to reimburse the Library for her portion and encourages everyone to do so as well. Members of the Board and Administration went on to explain the nature of the 2011 event referenced in public comment.

Announcements

Trustee Gierach moved to adjourn the meeting and the motion was seconded by Vice-President Ryan. The meeting was adjourned by acclamation at 9:43 p.m.

Adjournment

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Dana Pryor

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2014**  
**(Before Audit)**

**Revenues**

Total Revenues are at 99.10% of budget for the year. Tax receipts were collected at over 100% when factoring in levy amount before loss and cost. Fines continue to be strong and were \$13,100 over budget for the year. Miscellaneous Income amount was higher for the year from insurance reimbursement from the water damage claims.

**Expenditures**

Overall Expenditures were \$45,600 under budget for the month and \$430,900 under budget for the year.

**Salaries** is under budget by \$16,700 for December and \$152,700 for the year. There were several open positions throughout the year. This lower expenditure is a primary reason for not ending the year at a loss as budgeted.

**Life/Health Insurance** is slightly over budget for December but was under budget by \$11,800 for the year. There were many changes in selection due to staff turnover and open positions for several months during the year.

**Insurance** is \$700 over budget for December and was \$3,100 over budget for the year due to higher renewal than expected.

**Building Maintenance** is \$10,900 under budget for December and \$147,800 under budget for the year from not doing the lobby/door renovation project.

**Legal** includes 4th quarter legal activity and minimal PTAB issues. Legal ended over budget by \$122,200 for the year.

**Natural Gas** was \$3,700 over budget for December but remained just under budget for the year.

**Machine Rental** is slightly over in December due to timing of invoices paid but remained under budget for the year.

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2014**  
**(Before Audit)**

**Automation - Equipment** is \$1,850 over budget for December and \$1,500 over budget for the year. This month's activity included the purchase of 2 servers totaling \$8,177.

**Automation - Line Costs** is over budget by \$1,700 year-to-date. This overage is from the charge to cancel the CMS contracts. The monthly cost is less now going forward.

**Automation - Maintenance** had minimal activity and ended up \$2,700 over budget for the year due to higher maintenance renewals.

**Public Information** was over budget by \$4,700 for December. This is from the production of the newsletter. However, this line remained \$8,800 under for the year.

**IMRF** is \$600 over budget for December and \$5,600 over budget for the year. This overage was due to staffing changes adding three IMRF qualifying positions during the year.

**Liability Ins.-D&O,Bonds,WC** is \$900 over budget for December and \$7,100 over budget year-to-date. The overage was due to much higher increase at renewal than anticipated.

**Bank Charges** are slightly higher for December and \$500 over budget for the year. Increased use of credit cards for fine activity and paying for non-resident cards explain the overage.

Orland Park Public Library  
Balance Sheet - All Funds  
As of December 31, 2014  
(Before Audit)

	General Fund	Special Reserve	Capital Campaign	Debt Service	Total
<b>Assets</b>					
Cash - Marquette	148,265.75	0.00	66,060.54	0.00	214,326.29
Cash - Marquette E-Commerce	7,501.17	0.00	0.00	0.00	7,501.17
Illinois Funds	332,588.44	6,839.03	0.00	4,249.45	343,676.92
PMA Financial Investments	4,683,152.90	657,460.39	0.00	445,112.25	5,785,725.54
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	6,022.02	2,533.30	0.00	102.43	8,657.75
Property Taxes Receivable	4,944,477.00	0.00	0.00	1,626,093.00	6,570,570.00
Prepaid Expenses	72,862.19	0.00	0.00	0.00	72,862.19
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b>10,195,169.47</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>2,075,557.13</b>	<b>13,003,619.86</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	4,944,477.00	0.00	0.00	1,626,093.00	6,570,570.00
Accounts Payable	28,834.93	0.00	0.00	0.00	28,834.93
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	22,757.71	22,757.71
<b>Total Liabilities</b>	<b>4,973,311.93</b>	<b>0.00</b>	<b>0.00</b>	<b>1,648,850.71</b>	<b>6,622,162.64</b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,050,688.31</b>	<b>678,563.90</b>	<b>65,335.23</b>	<b>390,407.37</b>	<b>6,184,994.81</b>
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemploynt Ins.	26,247.00	0.00	0.00	0.00	0.00
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>85,497.23</b>	<b>(11,731.18)</b>	<b>725.31</b>	<b>36,299.05</b>	<b>110,790.41</b>
<b>Ending Fund Balance</b>	<b>5,221,857.54</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>426,706.42</b>	<b>6,381,457.22</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>10,195,169.47</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>2,075,557.13</b>	<b>13,003,619.86</b>



Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2014  
(Before Audit)

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<b>Revenues</b>							
Taxes	11,535.86	382,263	3.02%	4,500,978.25	4,587,153	98.12%	4,587,153
Impact Fees	0.00	833	0.00%	7,375.00	10,000	73.75%	10,000
Replacement Taxes	627.53	833	75.33%	14,311.31	10,000	143.11%	10,000
State Grants	0.00	6,250	0.00%	76,831.75	75,000	102.44%	75,000
Non Resident Fees	510.68	667	76.56%	9,482.70	8,000	118.53%	8,000
Fines	5,533.59	4,583	120.74%	68,143.02	55,000	123.90%	55,000
Gifts	70.00	833	8.40%	11,975.00	10,000	119.75%	10,000
Copy Machine	1,217.73	1,250	97.42%	15,658.36	15,000	104.39%	15,000
Interest Income	1,114.85	1,250	89.19%	12,216.19	15,000	81.44%	15,000
Miscellaneous Income	617.97	833	74.19%	35,072.06	10,000	350.72%	10,000
<b>Total Revenues</b>	<b>21,228.21</b>	<b>399,596</b>	<b>5.31%</b>	<b>4,752,043.64</b>	<b>4,795,153</b>	<b>99.10%</b>	<b>4,795,153</b>
<b>Expenditures</b>							
Salaries	173,691.86	190,230	91.31%	2,133,582.08	2,282,733	93.47%	2,282,733
Salaries - Maintenance	8,076.95	8,230	98.14%	95,184.15	98,758	96.38%	98,758
Life/Health Insurance	32,995.79	32,713	100.86%	380,789.49	392,550	97.00%	392,550
Books	23,297.18	33,333	69.89%	330,305.36	400,000	82.58%	400,000
Electronic Databases	7,570.49	6,250	121.13%	71,219.90	75,000	94.96%	75,000
Periodicals	3,108.93	3,667	84.78%	32,114.46	44,000	72.99%	44,000
Audio Visual Materials	10,573.47	13,000	81.33%	124,577.58	156,000	79.86%	156,000
Audio Visual Equipment	0.00	83	0.00%	17.45	1,000	1.75%	1,000
Book Rebinding	0.00	42	0.00%	0.00	500	0.00%	500
Accounting	564.95	650	86.92%	6,962.55	7,800	89.26%	7,800
Insurance	3,007.08	2,333	128.89%	31,078.64	28,000	111.00%	28,000
Landscaping & Groundskeeping	750.00	2,167	34.61%	22,636.81	26,000	87.06%	26,000
Building Maintenance	26,639.01	37,500	71.04%	302,134.36	450,000	67.14%	450,000
Security System	414.00	833	49.70%	4,475.14	10,000	44.75%	10,000
Library Office & Equipment	0.00	250	0.00%	0.00	3,000	0.00%	3,000
Legal	22,593.27	1,167	1936.01%	136,228.44	14,000	973.06%	14,000
Library Consultant	0.00	292	0.00%	0.00	3,500	0.00%	3,500
Electricity	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Water & Sewer	0.00	667	0.00%	6,200.28	8,000	77.50%	8,000
Natural Gas	7,022.37	3,333	210.69%	39,479.82	40,000	98.70%	40,000
Telephone	673.23	1,417	47.51%	10,214.32	17,000	60.08%	17,000
Purchase - New Equipment	0.00	417	0.00%	369.95	5,000	7.40%	5,000
Building & Custodial Supplies	2,447.29	2,833	86.39%	35,431.10	34,000	104.21%	34,000
Building Repairs	298.00	1,667	17.88%	23,274.09	20,000	116.37%	20,000
Lib. & Off. Eqpt Rep. & Maint	733.09	1,292	56.74%	12,693.60	15,500	81.89%	15,500
Machine Rental	447.01	333	134.24%	3,500.04	4,000	87.50%	4,000
Automation - Equipment	8,516.50	6,667	127.74%	81,505.80	80,000	101.88%	80,000
Automation - Line Costs	400.90	583	68.77%	8,720.19	7,000	124.57%	7,000
Automation - Consultant	8,629.16	12,083	71.42%	140,809.92	145,000	97.11%	145,000
Automation - Maintenance	50.00	3,750	1.33%	47,687.91	45,000	105.97%	45,000
Library Furniture	0.00	2,000	0.00%	3,626.54	24,000	15.11%	24,000
Outreach Services	48.28	708	6.82%	3,250.46	8,500	38.24%	8,500

Orland Park Public Library  
 General Fund  
 Statement of Revenue & Expenditures  
 For The Month Ended December 31, 2014  
 (Before Audit)

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	1,990.66	1,125	176.95%	8,971.26	13,500	66.45%	13,500
Staff Training & Education	225.02	2,500	9.00%	18,588.90	30,000	61.96%	30,000
Conference Fees	0.00	417	0.00%	3,820.00	5,000	76.40%	5,000
Patron Programs & Events	765.29	3,750	20.41%	38,139.53	45,000	84.75%	45,000
Association Dues & Fees	25.00	917	2.73%	5,812.00	11,000	52.84%	11,000
Public Information	7,165.99	2,500	286.64%	21,188.09	30,000	70.63%	30,000
Library Supplies	1,769.64	4,167	42.47%	27,866.13	50,000	55.73%	50,000
Office Supplies	2,904.25	1,083	268.17%	12,655.29	13,000	97.35%	13,000
Postage	2,758.91	1,167	236.41%	12,549.41	14,000	89.64%	14,000
Printing	197.30	750	26.31%	2,498.10	9,000	27.76%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,461.99	16,808	103.89%	207,315.16	201,692	102.79%	201,692
Contribution to FICA	13,621.83	15,054	90.49%	167,313.16	180,650	92.62%	180,650
Audit	0.00	775	0.00%	9,700.00	9,300	104.30%	9,300
Liability Ins.-D&O,Bonds,WC	3,627.08	2,750	131.89%	40,082.69	33,000	121.46%	33,000
Unemployment Compensation	0.00	333	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	210.36	125	168.29%	1,976.26	1,500	131.75%	1,500
<b>Total Expenditures</b>	<b>395,272.13</b>	<b>424,794</b>	<b>93.05%</b>	<b>4,666,546.41</b>	<b>5,097,483</b>	<b>91.55%</b>	<b>5,097,483</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(374,043.92)</b>	<b>(25,199)</b>	<b>1484.36%</b>	<b>85,497.23</b>	<b>(302,330)</b>	<b>-28.28%</b>	<b>(302,330)</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>(374,043.92)</b>	<b>(25,199)</b>	<b>1484.36%</b>	<b>85,497.23</b>	<b>(302,330)</b>	<b>-28.28%</b>	<b>(302,330)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2014  
(Before Audit)

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	4,249.39	1,657,995.77
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	237.70	2,706.32	5.62	65.69	99.77	1,645.78
Capital Campaign	0.00	0.00	75.00	1,125.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>237.70</b>	<b>2,706.32</b>	<b>80.62</b>	<b>1,190.69</b>	<b>4,349.16</b>	<b>1,659,641.55</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	0.00	94.50	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	14,437.50	370.88	370.88	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	1,623,342.50
<b>Total Expenditures</b>	<b>0.00</b>	<b>14,437.50</b>	<b>370.88</b>	<b>465.38</b>	<b>22,757.71</b>	<b>1,623,342.50</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>237.70</b>	<b>(11,731.18)</b>	<b>(290.26)</b>	<b>725.31</b>	<b>(18,408.55)</b>	<b>36,299.05</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>237.70</b>	<b>(11,731.18)</b>	<b>(290.26)</b>	<b>725.31</b>	<b>(18,408.55)</b>	<b>36,299.05</b>

## Orland Park Public Library Accounts Payable/Payroll Listing

Name	Account	Original Amount
<b>December 16, 2014-December 31, 2014</b>		
Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
<b>Amgard Exterminating Inc. Total</b>		<b>140.00</b>
Annuity Premium Reserve Account	102160 · 457 Plan W/H Payable	300.00
<b>Annuity Premium Reserve Account Total</b>		<b>300.00</b>
AT&T	104575 · Automation - Line Costs	80.00
<b>AT&amp;T Total</b>		<b>80.00</b>
Bal Industries	104450 · Building Maintenance	510.00
<b>Bal Industries Total</b>		<b>510.00</b>
Cash	104620 · Staff Training & Education	34.16
Cash	104310 · Books - Adult	30.03
Cash	104642 · Patron Programs & Events-Youth	126.39
Cash	104311 · Books - Youth	14.00
Cash	104610 · Board Training & Education	19.96
Cash	104641 · Patron Programs & Events-Adult	60.00
<b>Cash Total</b>		<b>284.54</b>
Cardmember Service	104641 · Patron Programs & Events-Adult	40.00
Cardmember Service	104730 · Postage	228.22
Cardmember Service	104530 · Building & Custodial Supplies	63.79
Cardmember Service	104610 · Board Training & Education	729.29
Cardmember Service	104320 · Periodicals - Adult	68.97
Cardmember Service	104310 · Books - Adult	20.00
Cardmember Service	104642 · Patron Programs & Events-Youth	41.61
Cardmember Service	104341 · Audio Visual Materials - Youth	131.92
Cardmember Service	104660 · Public Information	260.00
<b>Cardmember Service Total</b>		<b>1,583.80</b>
Cavendish Square	104311 · Books - Youth	234.90
Cavendish Square	104311 · Books - Youth	177.90
<b>Cavendish Square Total</b>		<b>412.80</b>
Center Point Large Print	104312 · Books - Outreach	215.10
<b>Center Point Large Print Total</b>		<b>215.10</b>
Chicago Tribune	104320 · Periodicals - Adult	390.00
<b>Chicago Tribune Total</b>		<b>390.00</b>
Comcast Cable	104575 · Automation - Line Costs	320.90
<b>Comcast Cable Total</b>		<b>320.90</b>
Demco	104720 · Office Supplies	1,722.08
Demco	104720 · Office Supplies	388.63
Demco	104710 · Library Supplies	665.70
<b>Demco Total</b>		<b>2,776.41</b>
EBSCO Information Services	104315 · Electronic Databases	23,170.00
<b>EBSCO Information Services Total</b>		<b>23,170.00</b>
Envisionware, Inc.	104560 · Machine Rental	214.00
<b>Envisionware, Inc. Total</b>		<b>214.00</b>
Findaway World, LLC	104340 · Audio Visual Materials - Adult	92.49

## Orland Park Public Library Accounts Payable/Payroll Listing

Findaway World, LLC	104341 · Audio Visual Materials - Youth	85.08
Findaway World, LLC	104340 · Audio Visual Materials - Adult	159.08
Findaway World, LLC	104341 · Audio Visual Materials - Youth	-122.08
<b>Findaway World, LLC Total</b>		<b>214.57</b>
Folkmanis, Inc.	104311 · Books - Youth	26.40
<b>Folkmanis, Inc. Total</b>		<b>26.40</b>
Hearne & Associates, P.C.	104420 · Accounting	564.95
<b>Hearne &amp; Associates, P.C. Total</b>		<b>564.95</b>
Industrial Appraisal Company	104430 · Insurance	325.00
<b>Industrial Appraisal Company Total</b>		<b>325.00</b>
Gale	104310 · Books - Adult	693.43
Gale	104312 · Books - Outreach	2,167.93
Gale	104310 · Books - Adult	1,645.40
Gale	104310 · Books - Adult	641.35
Gale	104310 · Books - Adult	103.16
<b>Gale Total</b>		<b>5,251.27</b>
Grasso Graphics, Inc.	104660 · Public Information	6,683.15
<b>Grasso Graphics, Inc. Total</b>		<b>6,683.15</b>
Ingram Library Services	104310 · Books - Adult	2,545.51
Ingram Library Services	104312 · Books - Outreach	69.07
Ingram Library Services	104311 · Books - Youth	2,109.01
Ingram Library Services	104311 · Books - Youth	217.57
Ingram Library Services	104310 · Books - Adult	773.44
<b>Ingram Library Services Total</b>		<b>5,714.60</b>
Sara Killough	104642 · Patron Programs & Events-Youth	10.00
Sara Killough	104642 · Patron Programs & Events-Youth	5.67
Sara Killough	104642 · Patron Programs & Events-Youth	6.65
Sara Killough	104642 · Patron Programs & Events-Youth	31.26
Sara Killough	104642 · Patron Programs & Events-Youth	29.35
Sara Killough	104642 · Patron Programs & Events-Youth	58.74
Sara Killough	104642 · Patron Programs & Events-Youth	9.00
Sara Killough	104642 · Patron Programs & Events-Youth	4.78
<b>Sara Killough Total</b>		<b>155.45</b>
Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	126.92
Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	5.35
<b>Klein, Thorpe and Jenkins, Ltd. Total</b>		<b>132.27</b>
Lakeshore Learning Materials	104642 · Patron Programs & Events-Youth	219.90
<b>Lakeshore Learning Materials Total</b>		<b>219.90</b>
Master Brew Beverages Inc.	104530 · Building & Custodial Supplies	79.95
<b>Master Brew Beverages Inc. Total</b>		<b>79.95</b>
Becky McCormack	104642 · Patron Programs & Events-Youth	48.31
<b>Becky McCormack Total</b>		<b>48.31</b>
Message Movers	104710 · Library Supplies	157.96
<b>Message Movers Total</b>		<b>157.96</b>
Midwest Tape	104340 · Audio Visual Materials - Adult	15.99
Midwest Tape	104340 · Audio Visual Materials - Adult	129.96
Midwest Tape	104340 · Audio Visual Materials - Adult	34.99

## Orland Park Public Library Accounts Payable/Payroll Listing

<b>Midwest Tape Total</b>		<b>180.94</b>
Neofunds By Neopost	104730 · Postage	500.00
<b>Neofunds By Neopost Total</b>		<b>500.00</b>
Nicor Gas	104517 · Natural Gas	2,728.91
<b>Nicor Gas Total</b>		<b>2,728.91</b>
Notary Public Association	104495 · Legal	49.00
<b>Notary Public Association Total</b>		<b>49.00</b>
NRHS	104320 · Periodicals - Adult	50.00
<b>NRHS Total</b>		<b>50.00</b>
Online Labels, Inc.	104710 · Library Supplies	37.90
<b>Online Labels, Inc. Total</b>		<b>37.90</b>
OverDrive, Inc.	104310 · Books - Adult	10.99
OverDrive, Inc.	104310 · Books - Adult	58.95
OverDrive, Inc.	104310 · Books - Adult	403.95
OverDrive, Inc.	104310 · Books - Adult	28.99
OverDrive, Inc.	104311 · Books - Youth	311.74
OverDrive, Inc.	104310 · Books - Adult	51.98
OverDrive, Inc.	104310 · Books - Adult	16.99
OverDrive, Inc.	104310 · Books - Adult	177.98
OverDrive, Inc.	104310 · Books - Adult	267.09
OverDrive, Inc.	104310 · Books - Adult	147.36
OverDrive, Inc.	104310 · Books - Adult	17.49
OverDrive, Inc.	104311 · Books - Youth	318.73
OverDrive, Inc.	104310 · Books - Adult	2.99
<b>OverDrive, Inc. Total</b>		<b>1,815.23</b>
Peterson's, a Nelnet Company	104310 · Books - Adult	237.80
<b>Peterson's, a Nelnet Company Total</b>		<b>237.80</b>
Proven Business Systems	104550 · Lib. & Off. Eqpt Rep. & Maint	466.00
<b>Proven Business Systems Total</b>		<b>466.00</b>
Quill Corporation	104710 · Library Supplies	161.19
Quill Corporation	104720 · Office Supplies	38.18
Quill Corporation	104710 · Library Supplies	15.29
Quill Corporation	104720 · Office Supplies	104.55
Quill Corporation	104720 · Office Supplies	38.18
Quill Corporation	104720 · Office Supplies	129.57
Quill Corporation	104710 · Library Supplies	15.29
Quill Corporation	104710 · Library Supplies	-15.29
Quill Corporation	104710 · Library Supplies	-25.00
<b>Quill Corporation Total</b>		<b>461.96</b>
Random House LLC	104342 · Audio Visual Materials-Outreach	37.50
Random House LLC	104340 · Audio Visual Materials - Adult	10.00
<b>Random House LLC Total</b>		<b>47.50</b>
Rashid, Maqbool	104610 · Board Training & Education	250.00
Rashid, Maqbool	104660 · Public Information	500.00
<b>Rashid, Maqbool Total</b>		<b>750.00</b>
Recorded Books, INC	104340 · Audio Visual Materials - Adult	705.30
Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
Recorded Books, INC	104340 · Audio Visual Materials - Adult	50.39

## Orland Park Public Library Accounts Payable/Payroll Listing

Recorded Books, INC	104340 · Audio Visual Materials - Adult	17.99
Recorded Books, INC	104340 · Audio Visual Materials - Adult	13.49
<b>Recorded Books, INC Total</b>		<b>841.16</b>
Reliastar Life Insurance Company	102160 · 457 Plan W/H Payable	1,300.00
<b>Reliastar Life Insurance Company Total</b>		<b>1,300.00</b>
RWK Design, Inc.	104570 · Automation - Equipment	8,177.00
RWK Design, Inc.	104577 · Automation - Consultant	4,314.58
RWK Design, Inc.	104570 · Automation - Equipment	282.50
<b>RWK Design, Inc. Total</b>		<b>12,774.08</b>
Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	411.97
Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	450.46
Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	333.61
Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	28.00
<b>Sunlight Maintenance Supply Total</b>		<b>1,224.04</b>
SYNCHRONY BANK/AMAZON	104340 · Audio Visual Materials - Adult	5,511.45
SYNCHRONY BANK/AMAZON	104341 · Audio Visual Materials - Youth	1,605.04
SYNCHRONY BANK/AMAZON	104342 · Audio Visual Materials-Outreach	305.53
SYNCHRONY BANK/AMAZON	104310 · Books - Adult	126.50
SYNCHRONY BANK/AMAZON	104311 · Books - Youth	83.31
SYNCHRONY BANK/AMAZON	104710 · Library Supplies	19.04
<b>SYNCHRONY BANK/AMAZON Total</b>		<b>7,650.87</b>
The Shopper Inc.	104710 · Library Supplies	107.56
<b>The Shopper Inc. Total</b>		<b>107.56</b>
Trane U.S. Inc.	104450 · Building Maintenance	14,567.00
Trane U.S. Inc.	104530 · Building & Custodial Supplies	340.67
<b>Trane U.S. Inc. Total</b>		<b>14,907.67</b>
Tyco Integrated Security LLC	104460 · Security System	267.00
Tyco Integrated Security LLC	104460 · Security System	147.00
<b>Tyco Integrated Security LLC Total</b>		<b>414.00</b>
Unique Management Services, Inc.	104495 · Legal	53.70
<b>Unique Management Services, Inc. Total</b>		<b>53.70</b>
U.S. Postal Service	104730 · Postage	2,010.93
<b>U.S. Postal Service Total</b>		<b>2,010.93</b>
Village of Orland Park	104600 · Outreach Services	48.28
<b>Village of Orland Park Total</b>		<b>48.28</b>
Mary Weimar	104620 · Staff Training & Education	49.86
Mary Weimar	104530 · Building & Custodial Supplies	12.24
<b>Mary Weimar Total</b>		<b>62.10</b>
Net Payroll	Payroll December 31, 2014	63,199.87
<b>Sub Total</b>		<b>\$ 161,890.83</b>

### January 1, 2015-January 19, 2015

ALA Member Services	104650 · Association Dues & Fees	255.00
<b>ALA Member Services Total</b>		<b>255.00</b>

## Orland Park Public Library Accounts Payable/Payroll Listing

Capital One Commercial	104610 · Board Training & Education	28.97
Capital One Commercial	104610 · Board Training & Education	6.99
<b>Capital One Commercial Total</b>		<b>35.96</b>
Center Point Large Print	104310 · Books - Adult	22.17
Center Point Large Print	104310 · Books - Adult	110.25
<b>Center Point Large Print Total</b>		<b>132.42</b>
CuraLine, LLC	104230 · Life/Health Insurance	480.00
<b>CuraLine, LLC Total</b>		<b>480.00</b>
Dave's Specialty Foods, Inc.	104640 · Patron Programs&Events-Outreach	550.00
<b>Dave's Specialty Foods, Inc. Total</b>		<b>550.00</b>
Findaway World, LLC	104311 · Books - Youth	-19.99
Findaway World, LLC	104311 · Books - Youth	144.28
Findaway World, LLC	104340 · Audio Visual Materials - Adult	129.49
Findaway World, LLC	104341 · Audio Visual Materials - Youth	103.59
<b>Findaway World, LLC Total</b>		<b>357.37</b>
Gale	104310 · Books - Adult	139.36
Gale	104312 · Books - Outreach	114.36
<b>Gale Total</b>		<b>253.72</b>
Ingram Library Services	104311 · Books - Youth	10.14
Ingram Library Services	104311 · Books - Youth	10.40
Ingram Library Services	104311 · Books - Youth	7.79
Ingram Library Services	104311 · Books - Youth	25.65
Ingram Library Services	104311 · Books - Youth	9.60
Ingram Library Services	104311 · Books - Youth	14.23
Ingram Library Services	104310 · Books - Adult	17.98
Ingram Library Services	104310 · Books - Adult	75.08
Ingram Library Services	104310 · Books - Adult	29.32
Ingram Library Services	104310 · Books - Adult	15.82
<b>Ingram Library Services Total</b>		<b>216.01</b>
Kopecky, Matthew	104640 · Patron Programs&Events-Outreach	100.00
<b>Kopecky, Matthew Total</b>		<b>100.00</b>
LACONI	104650 · Association Dues & Fees	100.00
<b>LACONI Total</b>		<b>100.00</b>
Laib, Daniel	104642 · Patron Programs & Events-Youth	700.00
<b>Laib, Daniel Total</b>		<b>700.00</b>
MailFinance	104560 · Machine Rental	233.01
<b>MailFinance Total</b>		<b>233.01</b>
Manufacturers' News, Inc.	104310 · Books - Adult	218.45
<b>Manufacturers' News, Inc. Total</b>		<b>218.45</b>
Neviol, Inc.	104450 · Building Maintenance	5,738.00
<b>Neviol, Inc. Total</b>		<b>5,738.00</b>
Nextel Communications	104520 · Telephone	183.11
<b>Nextel Communications Total</b>		<b>183.11</b>
NuWay Disposal Service, Inc.	104450 · Building Maintenance	62.13
<b>NuWay Disposal Service, Inc. Total</b>		<b>62.13</b>
Orland Park Area Chamber of Commerce	104650 · Association Dues & Fees	135.00
Orland Park Area Chamber of Commerce	104600 · Outreach Services	199.00



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

<b>Orland Park Area Chamber of Commerce Total</b>		<b>334.00</b>
OverDrive, Inc.	104310 · Books - Adult	183.97
OverDrive, Inc.	104310 · Books - Adult	207.88
OverDrive, Inc.	104310 · Books - Adult	96.93
OverDrive, Inc.	104310 · Books - Adult	42.98
OverDrive, Inc.	104310 · Books - Adult	3,113.55
OverDrive, Inc.	104310 · Books - Adult	12.98
OverDrive, Inc.	104310 · Books - Adult	211.93
OverDrive, Inc.	104310 · Books - Adult	15.95
<b>OverDrive, Inc. Total</b>		<b>3,886.17</b>
Polaris Users Group	104650 · Association Dues & Fees	100.00
<b>Polaris Users Group Total</b>		<b>100.00</b>
Random House LLC	104342 · Audio Visual Materials-Outreach	56.25
<b>Random House LLC Total</b>		<b>56.25</b>
Recorded Books, INC	104340 · Audio Visual Materials - Adult	50.39
Recorded Books, INC	104340 · Audio Visual Materials - Adult	58.20
Recorded Books, INC	104340 · Audio Visual Materials - Adult	49.50
Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
<b>Recorded Books, INC Total</b>		<b>212.08</b>
RWK Design, Inc.	104580 · Automation - Maintenance	50.00
RWK Design, Inc.	104570 · Automation - Equipment	282.50
RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
<b>RWK Design, Inc. Total</b>		<b>5,035.39</b>
The Management Association of Illinois	104620 · Staff Training & Education	125.00
<b>The Management Association of Illinois Total</b>		<b>125.00</b>
The Private Bank	104230 · Life/Health Insurance	13,520.00
<b>The Private Bank Total</b>		<b>13,520.00</b>
Twisted Fiber Studio	104640 · Patron Programs&Events-Outreach	250.00
<b>Twisted Fiber Studio Total</b>		<b>250.00</b>
Net Payroll	Payroll January 15, 2015	68,516.89
<b>Sub Total</b>		<b>\$ 101,650.96</b>
<b>Grand Total</b>		<b>\$ 263,541.79</b>

# Minutes of the Special Meeting of the Personnel Committee of the Board of Library Trustees of the Orland Park Public Library held January 8, 2015

The meeting was officially called to order by Chairperson Gierach at 2:00 p.m.

Call To Order

Members present: Beth Gierach, Nancy Healy, and Denis Ryan

Roll Call

Members absent: Julie Craig

Staff present: Mary Weimar, Library Director; Dana Pryor, Senior Administrative Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

None.

Introduction of Visitors

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

Public Comment

1. Kevin DuJan
2. Megan Fox
3. Bernie Kopera

1. Review of the evaluation process for the position of Library Director-For Discussion

New Business

Sample copies of evaluation forms were provided to the committee as well as a draft evaluation form. The committee members discussed the draft components, responsibilities of the committee and Board, and the timeline for completing the evaluation process.

2. Motion to approve the recommendation to the Library Board to adopt an evaluation process for the position of Library Director – For Action

Motion to approve the recommendation to the Library Board to adopt an evaluation process for the position of Library Director. Vice-President Ryan moved to approve the motion. President Healy seconded the motion. No further discussion was deemed necessary. A roll call vote took place as follows: Craig – absent; Gierach – aye; Healy – aye; Ryan – aye.

Motion passed. 3 ayes, 1 absent.

President Healy moved to adjourn the meeting and the motion was seconded by Vice-President Ryan. The meeting was adjourned by acclamation at 2:57 p.m.

Adjournment

Beth Gierach  
Chairperson, Personnel Committee

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

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

Minutes prepared by Dana Pryor

Policy and Procedure Manual	Section G 1.1
Library Director Annual Evaluation	Issued : January 19, 2015 Approving Authority: Board of Library Trustees

### **Library Director Annual Evaluation**

The Orland Park Public Library Board of Trustees conducts a formal, written evaluation of the Library Director annually. This evaluation process begins prior to the adoption of the new budget so that compensation for the Library Director can be changed as necessary based on results of the performance review.

#### **Purposes of the Performance Review**

- To provide the Director with a clear understanding of the Board's expectations.
- To ensure the Director and the Board are aware of how the expectations are being met.
- To provide a formal vehicle of communication about performance between the Board and the Director.
- To articulate the Board's level of satisfaction with the Director and identify any areas of concern so that appropriate action can be taken.
- To accept Director's feedback about the status of Board/Director working relationships and make recommendations for improvements and progress as necessary.
- To demonstrate sound management practices and accountability to members of the OPPL and Orland Park community.

#### **Participants in the Library Director Performance Review**

- Library Director
- Board of Trustees

#### **Structure of the Performance Review**

- The Library Director will utilize the performance evaluation form as a tool for self-evaluation.
- Each member of the Board of Trustees will complete the performance review form and submit to the Chairman of the Personnel Committee of the Board by a date that allows for completion of the process before passing a budget for the next fiscal year.

- The Personnel Committee Chairman will compile the results into a document that summarizes the results. This document will be shared with the Library Director, who will then meet with the full Board of Trustees to review and discuss it.
- The Library Director and the Board of Trustees will meet in Executive Session at the next scheduled Board meeting, for the purpose of reviewing the Director's self-evaluation and the Personnel Committee summary document. This discussion should include an exchange of ideas that involves setting goals and objectives for the next year as well as a review of the effectiveness of the evaluation process. The open session meeting following should then include Board approval of the performance evaluation for the Library Director.

**Definition of rating terms:**

- 5 = Outstanding:** The Director's performance is exceptional in comparison to expectations.
- 4 = Highly effective:** The Director routinely meets and frequently exceeds performance expectations.
- 3 = Effective:** The Director consistently meets performance expectations.
- 2 = Needs work:** The Director meets only minimally acceptable levels of performance.
- 1 = Unsatisfactory:** The Director does not meet performance expectations.

The items to be evaluated are taken from the Library Director job description and selected goals from the Strategic Plan. Trustees should score each of the following categories on a scale of 1-5 as defined above.

**Responsibilities and Duties**

**1. Development and use of library services**

**SCORE \_\_\_\_\_**

- Public Services and operation of the library
  - Responsible for the provision of library services to the public in accordance with the library's chosen mission and roles and within the limitations of the budget.
  - Works with Department Heads to conduct periodic reviews of library services to determine if user needs are being met.
  - Keeps informed of current trends in library service by continuing study, visits to other libraries and attends professional meetings in order to provide leadership to all those interested in improving library service.
  - Provides leadership and direction to the Board and staff for utilizing present and future technology in response to the mission of the library.
  - Works to ensure that library facilities and equipment receive needed care and maintenance in order to comply with statutory requirements such as life and safety codes, handicap accessibility laws and environmental regulations.
- Collection development and use of library materials
  - Oversees the selection of library materials according to the collection development policy adopted by the Board.

- Directs the organization of materials and the procedures necessary to facilitate their use by the Board.
- Works with the Adult Services, Youth Services and Outreach Services Heads to conduct periodic reviews of the collection to ensure that appropriate materials are available to meet the needs of patrons.
- Works with Department Heads to implement the most effective methods to borrow or otherwise make available materials not owned by the library.

**Comments/Suggestions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Fiscal** **SCORE** \_\_\_\_\_

- Works with the staff and Finance Committee to prepare a recommended budget and a levy request for adoption by the Board. Together with the Board, attends public hearing on tax levy as needed.
- Works with the Board to develop a long range financial plan. Makes both long and short term projections of anticipated revenues and expenditures.
- Responsible for establishing and maintaining efficient procedures and effective controls for all expenditures of library funds.
- Responsible for seeking out, applying for and obtaining additional funds for the library through grants, gifts and endowments.

**Comments/Suggestions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Personnel/Staff** **SCORE** \_\_\_\_\_

- Develops and reviews as needed the Personnel Policy and Salary Schedule, and makes recommendations for changes to Personnel Committee of the Board.
- Maintains job descriptions and keeps the to Personnel Committee of the Board aware of changes
- Is responsible for hiring and terminating of all library staff. Ensures proper training and evaluation of staff.
- Supervises the maintenance of personnel records, payment of salaries, and administration of employment benefits in compliance with library policy and applicable state and federal laws.
- Interprets for the library staff all Board policies and acts as liaison to the Board on behalf of the staff.
- Works with Department Heads to foster team work and a public service attitude among staff

- Oversees the publishing of library newsletter with the editor.

Comments/Suggestions: \_\_\_\_\_

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#### 4. The Board

SCORE \_\_\_\_\_

- Works with the Board to establish short and long term goals to carry out the roles and mission of the Orland Park Public Library.
- Is responsible for the operation of the library in accordance with the policies and budget adopted by the Board. Acts on own discretion, if necessary, in any matter not covered by existing Board policy, reports such action to the Board as soon as practicable, and recommends additions or changes to the policy.
- Attends and actively participates in meetings of the Board and its committees. Provides guidance relative to all matters requiring action by the Board by presenting necessary and helpful background information and recommendations needed to make informed decisions.
- Prepares a monthly report on the operation of the library to inform the Board regarding programs, activities, problems and other matters affecting the library.
- Has a working knowledge of Illinois library law, state and federal laws relevant to library operations: e.g., employment, materials selection, business transactions, etc. Is able to identify situations requiring professional legal assistance. Informs the Board of proposed or pending legal changes.
- Establishes and maintains required records for books, materials, and equipment. Acts as custodian of all records, contracts and documents pertinent to the Board. Directs the filing of all reports required by governmental agencies.
- Assists the Board in the orientation of newly elected or appointed Trustees.

Comments/Suggestions: \_\_\_\_\_

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#### 5. Community Relations

SCORE \_\_\_\_\_

- Promotes the use and support of the library in the community.
- Establishes and maintains cooperative relationship with village officials, community and government groups.
- Actively participates in a cooperative relationship with other library administrators, library systems, and the Illinois State Library.

- Attends meetings and participates in professional library organizations to keep apprised of current issues.

**Comments/Suggestions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Describe areas where performance is particularly effective.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Describe areas where performance could be more effective.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Rate the progress toward or success of the following goals as stated in the Strategic Plan:**

1. 75% of library users will rate customer service as positive by December 2015  
SCORE \_\_\_\_\_
2. 80% of staff and customers will rate building as "safe" by December 2015.  
SCORE \_\_\_\_\_
3. Devise & implement service & program staffing standards by December 2015.  
SCORE \_\_\_\_\_
4. Maintain optimal training space & equipment by June 2015.  
SCORE \_\_\_\_\_
5. Create & implement effective Marketing Plan by December 2015.  
SCORE \_\_\_\_\_
6. Utilize effective assessment tool by June 2015, to evaluate, add, or discontinue resources & programming.  
SCORE \_\_\_\_\_
7. Introduce ten new programming opportunities for community groups by December 2015.  
SCORE \_\_\_\_\_

8. Grow & market three new community partnerships by December 2015, and enrich three existing relationships.

SCORE \_\_\_\_\_

9. Analyze & adjust comprehensive staff compensation by December 2015.

SCORE \_\_\_\_\_

10. Develop & adopt a Professional Development plan by June 2015.

SCORE \_\_\_\_\_

11. Improve staff rating of camaraderie and team brand by June 2015.

SCORE \_\_\_\_\_

12. Improve the cultivation of staff skills & talents annually.

SCORE \_\_\_\_\_

Comments/suggestions on achievement of strategic plan goals:

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9. Has the Director's performance been at a level that merits consideration for additional compensation? Why or why not?

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\_\_\_\_\_  
Name of President  
Orland Park Public Library  
Board of Trustees

\_\_\_\_\_  
Date



**CORRESPONDENCE RECEIVED FROM DECEMBER 16, 2014  
THROUGH JANUARY 15, 2015 FOR BOARD OF TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

A letter received on January 6, 2015 from the Village of Orland Park, regarding a Resolution to Eradicate Bullying in Our Community.

**CORRESPONDENCE 2**

A letter received on January 12, 2015 from Secretary of State Jesse White, regarding the FY2015 Illinois Public Library Per Capita Grant.

**CORRESPONDENCE 3**

An emailed letter received on January 14, 2015 from Mr. Andrew Angel, regarding patron matters.



**ORLAND PARK  
PUBLIC LIBRARY**  
*A Natural Connection*

**To: Board Member**  
**From: Administration**  
**Date: December 18, 2014**  
**Re: Updated policy**

**This is an updated copy of Section A 3.1 of the Policy and Procedure Manual.  
Please replace this with the outdated copy.**

a. Recording shall not interfere with the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive);

b. The machine and/or operator shall not interfere with the rights of other members of the public to observe the meeting;

c. No taping or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that "no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying." In this regard, Section 2.05 of the Open Meetings Act provides that, "[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness. (5 ILCS 120/2.05)

- The Library will make reasonable accommodations for those wishing to record the meeting, but will request that such individuals stay in the area designated for the public.
- The 30 minute time limit for public comments and/or the five minute time limit per speaker may be extended upon a majority vote of the Board.

The Board may refer any matter addressed during the Public Comment Period to the Library Director, a member of the Library's staff, or other individuals, and may place the matter on a subsequent agenda for discussion.

Policy and Procedure Manual	Section A 3.1
Governance and Organizational Structure	Issued: February 21, 2011; Amended February 12, 2014; ratified March 17, 2014, re-approved August 12, 2014; Amended December 15, 2014
Public Comment Policy	Approving Authority: Board of Library Trustees

### Public Comment Policy

The Board of Library Trustees of the Orland Park Public Library welcomes public participation and will hear from interested individuals pursuant to the guidelines outlined in this policy.

At each meeting, a 30 minute Public Comment Period will be established for public comments. Before speaking at the Board meeting, members of the public are urged to seek solutions to their concerns by addressing them to the Library's administration.

The following rules shall apply to the Public Comment Period:

- Members of the public wishing to speak are asked to sign in at the beginning of the meeting and to provide their full name on the sign-in sheet. Individuals also may indicate on the sign-in sheet the subject they intend to address and, if they are representing an organization or other entity, the name of the organization or other entity.
- The Public Comment Period is established for members of the public who physically attend Board meetings. The Public Comment Period is not available to individuals who wish to address the Board by remote means, including telephone, video conferencing or other electronic means. Members of the public who do not attend Board meetings in person are welcome to submit comments to the Library by other means, including mail or e-mail.
- Speakers must identify themselves before speaking.
- Speakers may provide written copies of their comments and other written materials to the Board.
- The time allowed for each individual to speak will be five (5) minutes. Speakers are asked to strictly adhere to the allocated time. A member of the library staff will be designated as the timekeeper.
- Any individual may record statements made during the Public Comment Period and any other proceedings at meetings required to be open by tape, film, or other means, provided, however,

## Adult Services Board Report December 2014

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Registration for the 2015 Adult Winter Reading Program, Blizzard of Books, began on December 1st. Currently, we have 102 adults registered.

Writers Group 12/4; 4 adults

Four genre discussions 12/12, 12/16, 12/17, 12/19; 30 adults.

### CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended Supervisory Fundamentals (Management Association of Illinois, Downers Grove) on Dec 3, 2014

### STATISTICS

**Database Statistics**

Database	12/2014	12/2013	Data Type
Ancestry	1434	745	Searches
EBSCO	3958	787	Searches
Gale Virtual Ref. Lib.	16	23	Searches
Heritage Quest	75	117	Searches
Lit. Criticism Online	N/A	4	Searches
OCLC	6088	5191	Searches
ProQuest	139	269	Searches
Reference USA	33	92	Searches
Rocket Languages	7	2	Sessions
World Book	5	31	Searches
Morning Investment	467	360	Searches
Careers College	N/A	10	Total Users
Consumer Reports	62	77	Log-Ins

## Statistics from web forms

Category	12/2014	12/2013	Change
Reference	3585	3345	240, 7.17%
Ref Remote	102	109	-7, -6.42%
Non-Reference	514	385	129, 33.51%
N-R Remote	27	21	6, 28.57%
Prog Att	34	33	1, 3.03%
Items shelved	19997	19916	81, 0.41%
Carts shelved	260	271	-11,-4.06%

## CUSTOMER SERVICE LOG

12/3 10:33 a.m. Woman on the phone requesting items. Comment: Your guys are great.

12/3 10:55 a.m. Assisting a woman by telephone. Comment: Thanks very much for all your work.

12/8 3:30 p.m. Staff picked up books and gloves that were on a table. Patron was very unhappy when she came back and found they had been removed. Comment: I want the name of your supervisor.

12/8 6:30 p.m. Placed a hold on an item for a patron. Comment: Thank you so much for all your help.

12/10 10:40 a.m. Looked up a location of a store for a patron. Comment: Thank God for librarians.

12/17 1:15 p.m. Patron came to the desk and asked for Judy. Comment: She was very helpful to me over the phone and I wanted to put a face to the name.

12/19 11:55 a.m. Internet was down. Comment: Patron complained that he was having trouble filing online for unemployment. He said his sister had a computer and she would help him.

12/30 12:40 Palos Park cardholder was unhappy that we could not ILL an item for her. Comment: She asked me to explain what her privileges were as a reciprocal borrower. She thanked me after I explained.

## Circulation Board Report December 2014

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Howar Griffin, Julie Pryor, Laura Larson and Becky Simmons are finishing final details for the updated Circulation Manual.

Howard Griffin is currently updating 2,500 patron records for corrections (fines, messages, Collection Agency issues, etc...) after moving to Polaris.

Julie Pryor is currently updating patron records for staff cards to improve consistency with the Polaris database.

### CUSTOMER SERVICE LOG

12/5/14 (Circ.checkout Desk) Your lobby is so beautiful. You always do such a great job with decorations. rn

12/8/14 (Circ. checkout desk) It's terrible to charge kids (non-residents) to use the computer. It discourages them from coming to the library to do homework. ll

12/10/14 (Circ. checkout desk) I hope you never get rid of re-cycled reads. It's so wonderful. rn

12/10/14 (Circ. checkout desk) When are you going to change the renewal of cards to be done electronically? rn

12/12/14 (Circ. checkout desk) Wonderful library, wonderful programs and wonderful service. jp

12/15/14 (Circ. checkout desk) Thanks for letting me know my book was here. It saved me from another trip. You're a sweetheart. hg

12/20/14 (Circ. checkout desk) What a beautiful library you have. rn

12/2/14 (Circ. checkout desk) The decorations look so nice since you started decoring behing the Circ. desk. ll

12/2/14 (Info desk) The tree looks beautiful. ll

12/3/14 (Info desk) I love having the self-checkout upsairs. It's wonderful. ll

12/10/14 (Info desk) Christmas tree looks nice. I love the ribbons. jp

12/15/14 (Info desk) Can't resist the Friends book sale. jp

12/15/14 (Info desk) Tree looks beautiful. jp

12/16/14 (Info desk / self-checkout) Thank you so much. You're a very helpful girl. Merry Christmas! ll

12/17/14 (Info desk) I love that self-checkout. rn

12/18/14 (Info desk) Doesn't think we should collect license for computer use. jp

12/27/14 (Info desk) Has been using computers regularly and has never seen anyone viewing something questionable - Believe we need to have Freedom of Information and are doing a good job. bk

12/3/14 (Circ. checkout desk) The sun is blinding you / the sun is shining right in your face. ll

12/15/14 (Circ. checkout desk) Thank you for your kindness. ll

12/10/14 (Circ. checkout desk) Patron said what a wonderful service the library provides by getting books from other libraries. Don't mind paying taxes here. nl

12/11/14 (Circ. checkout desk) It looks so beautiful here. I don't want to leave. (Patron leaving building remarking about Christmas decorations). nl

12/29/14 (Circ. checkout desk) I love my library and I'm glad to support it. There are such nice people working here. ll



ORS	TOTAL CIRCULATION			PATRON	
MONTH	2014		LAST YR.	CHANGE	ATTENDANCE
JAN	77,351		69,374	11%	
FEB	73,711		65,516	13%	
MAR	80,420		66,589	21%	
APR	72,061		70,712	2%	
MAY	70,700		69,548	2%	
JUN	90,322		87,597	3%	
JUL	92,535		92,594	0%	
AUG	76,960		75,046	3%	
SEPT	73,629		75,393	-2%	35,833
OCT	78,606		77,654	1%	36,726
NOV	75,046		73,667	2%	33,862
DEC	67,662		62,055	9%	31,415
TOTAL	929,003		885,745	5%	

# Graphics Board Report December 2014

## STATISTICS

### December 2014

Meeting Room Requests 18

Graphic Requests 38

### December 2013

Meeting Room Requests 23

Graphic Requests 63

### Year Comparison

2014 Meeting Room Requests 309

2013 Meeting Room Requests 306

2014 Graphic Requests 991

2013 Meeting Room Requests 989

## Information Technology Board Report December 2014

### PERSONNEL

Uzair Sayed and Daniel Williams accepted the two open IT2 Assistant positions and will start on Jan. 5th

### SERVICES/PROGRAMS/PROJECTS/CLASSES

#### Computer Classes for Adults:

*December 2014*

No computer classes were offering due to holidays and a new manager.

*December 2013 Comparison*

12 computer classes for adults were offered with a total of 56 attendees

### CONTINUING EDUCATION/MEETINGS ATTENDED

Nothing to report at this time.

### STATISTICS

#### Statistics from web forms

Category	Dec 2014	Dec 2013	Change
Study Room Usage	386	336	50, 14.88%
Patrons Assisted	635	409	226, 55.26%
Total PC Usage		2355	-2355, -100%
Total Web pages	29464	34175	-4711, -13.78%
Number of Classes	0	12	-12, -100%
Total Class Attendance		56	-56, -100%
Overdrive Checkouts	2561	1862	699, 37.54%
Overdrive Registration	83	92	-9, -9.78%
Zinio Checkouts	521	561	-40, -7.13%

### GRANTS/SPECIAL PROJECTS

Our WiFi project was completed with more powerfull access points installed on the second floor and a separate filtered WiFi channel available in the first floor.

## CUSTOMER SERVICE LOG

12/5 3:15 Giving Scanner Assistance. Comment: Thanks again for the help. You make it look so easy. There is no way I would have been able to do this myself.

12/5 4:00 IT was giving an explanation of how to start PC's to do Window's updates Comment: We really appreciate you coming down and letting us know why and how updates work. We didn't know until you explained it to us.

12/12 11:30 Printing tax info from a patron computer. Comment: Thanked Staff for being helpful and patient. She then commented on how beautiful the library is.

12/12 8:00pm Patron could not get more than 15 minutes on the express PC. Comment: I think it is bogus that I can only have 15 minutes and not 15 more when there are plenty of PC's available.

12/19 2:45 Patron was working on a word document. Comment: The staff member who helped is a genius.

## Outreach Services Board Report December 2014

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to 162 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 and display cases including complete load out and inventory of all artifacts.

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 Outreach Services materials collection.

Conducted storytimes at Whole Foods.

Represented the Library at offsite events.

### STATISTICS

#### **Onsite Adult Programs:**

6 programs were given with a total of 173 patrons. *2014: 8 programs were given with a total of 179 patrons.*

#### **Offsite Adult Programs:**

5 programs were given with a total of 104 patrons attending. *2014: 5 programs were given with a total of 122 patrons attending.*

#### **Offsite Youth Programs:**

2 programs were given with a total of 4. *2014: 3 programs were given with a total of 30.*

#### **Train Station Books:**

Three train stations – 65 books

#### **Program Flyer Distribution Stats:**

Orland Park Businesses - 9

Village of OP - 55

Assisted Living - 8

Orland Township - 4

Train Station - 65

In-house during programs - 94

#### **Other Outreach and Homebound Stats:**

Outreach Circ Stats: 573 items circulated with 644 checkouts and 84 renewals. *2014: 448 items circulated with 543 checkouts and 77 renewals.*

Visits to single-family homebound patrons totaled 21. *2014: Visits totaled 18.*

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

OS staff logged 529 reference transactions. *2014: 572 reference transactions.*

38 books were displayed on the table with 22 having been checked out. *2014: 44 books on display with 38 checked out.*

### **GRANTS/SPECIAL PROJECTS**

Outreach Services staff loaded out all NASA artifacts in preparation for a new display. During that time staff performed an inventory of all artifacts and ordered new backdrops for the cases from Graphics. A Big Thank You to Bridget and Kristen for creating this spectacular set of backdrops from scanned pictures of our print artifacts.

### **CUSTOMER SERVICE LOG**

12/04/14 11:30 am Homebound visit.

Comment: New Homebound's Caregiver, "This is such a wonderful service."

12/11/14 3pm Afternoons at OPPL program.

Comment from multiple patrons: Great concert!

12/18/14 3pm Rules of the Road program.

Comment: Informative program.

12/19/14 8pm Showcase - Mark Dvorak

Comment from multiple patrons: Enjoy the program.

12/22/14 10:00am Smith Crossing AL visit

Comment from multiple patrons: They expressed thanks for visiting and for bringing such a great selection of books.

## DEPARTMENT BOARD REPORT December 2014



### SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for December 2014 is complete.
- All withdrawn titles and items are removed from the system.
- For the purpose of maintaining the Polaris system, Wendy purged all unlinked authority and unwanted bibliographic records.

### STATISTICS

December-14 Tech Services Monthly Statistics					Order#	1,286	Electronic#	225	Print/Nonprint items#:	2,074	MARC#:	2,424	
Print	MARC Records	PO Line/order#	Invoice LN Item/Mag Holding	Added Print/NonPrint Items	Pre Cat	Withdraw - All	Modify Items	All modify	Print	Cover	Repair - All	Shelve magazine	All cover repair-shelve
<b>Total:</b>									<b>Total:</b>				
Dec-14	2,424	1,286	987	2,299	170	4,591	9,334	15,232	Dec-14	394	383	210	987
<b>Annual Processing Items to Polaris:</b>													
	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total
Adult	1886	1561	1677	1993	1523	1392	1774	1593	1339	1632	1267	1407	19,044
Young Adult	176	142	143	178	245	136	175	289	217	181	118	136	2,136
Youth	714	863	572	1190	604	685	848	717	973	701	218	400	8,485
Outreach	196	163	121	114	129	162	217	98	106	101	175	131	1,713
Online Resource	110	218	301	166	399	707	1029	1002	308	119	147	225	4,731
<b>Dec-14</b>	<b>3,082</b>	<b>2,947</b>	<b>2,814</b>	<b>3,641</b>	<b>2,900</b>	<b>3,082</b>	<b>4,043</b>	<b>3,699</b>	<b>2,943</b>	<b>2,734</b>	<b>1,925</b>	<b>2,299</b>	<b>36,109</b>
<b>Dec-13</b>	<b>5099</b>	<b>2,765</b>	<b>2,976</b>	<b>3,624</b>	<b>3,319</b>	<b>3,062</b>	<b>2,757</b>	<b>2,353</b>	<b>2,916</b>	<b>2,583</b>	<b>4,113</b>	<b>2,369</b>	<b>37,936</b>
<b>Yearly change%</b>	<b>-39.56%</b>	<b>6.58%</b>	<b>-5.44%</b>	<b>0.47%</b>	<b>-12.62%</b>	<b>0.65%</b>	<b>46.64%</b>	<b>57.20%</b>	<b>0.93%</b>	<b>5.85%</b>	<b>-53.20%</b>	<b>-2.95%</b>	<b>-4.82%</b>
<b>Total collection:</b>													
Dec-14	281,136	284,660	285,763	287,538	289,219	290,762	292,156	295,033	300,321	304,996	304,338	305,739	
Dec-13	264,325	266,879	265,294	260,511	266,803	268,737	269,675	275,005	278,741	277,952	275,674	280,827	
<b>Yearly change%</b>	<b>6.36%</b>	<b>6.66%</b>	<b>7.72%</b>	<b>10.37%</b>	<b>8.40%</b>	<b>8.20%</b>	<b>8.34%</b>	<b>7.28%</b>	<b>7.74%</b>	<b>9.73%</b>	<b>10.40%</b>	<b>8.87%</b>	<b>8.34%</b>
<b>Other update:</b>													
Dec-14	20,137	16,252	17,554	19,319	37,277	17,351	29,611	16,493	42,582	24,270	15,765	17,355	272,966
Dec-13	16,139	7,085	8,951	19,037	35,910	72,601	45,388	18,636	26,570	25,410	28,516	24,272	328,515
<b>Yearly change%</b>	<b>24.77%</b>	<b>115.27%</b>	<b>96.11%</b>	<b>1.48%</b>	<b>3.81%</b>	<b>-76.10%</b>	<b>-34.76%</b>	<b>-11.50%</b>	<b>60.26%</b>	<b>-4.49%</b>	<b>-44.72%</b>	<b>-28.50%</b>	<b>-16.91%</b>
<b>Total collection/price by date:</b>			<b>305,739</b>	<b>240,468</b>									

### GRANTS/SPECIAL PROJECTS

- Wendy modified the display icon from  to  for those collections that consist of a print copy with a media.
- For improving department's monthly report, Wendy modified the statistical code for children's series collection.
- Wendy created a cancelled-order list for each department so that these collections can be either reordered or withdrawn from the system.
- Wendy is still working on EBSCO's renewal periodicals for a final payment.

## Youth Services Board Report December 2014

### PERSONNEL

YS Reference 1 Librarian Christina Garcia resigned her position effective January 11. She has accepted a full-time position at Fremont Public Library.

### SERVICES/PROGRAMS/PROJECTS/CLASSES

#### December 2014

Youth Programs: 1025 children/37 programs (birth--grade 5)

Teen Programs: 171 teens/9 programs (grades 6--12)

Preschool Visits: 120 students/5 visits

School visits: No visits this month due to holidays

Miscellaneous teacher checkouts: 48 items

PRESCHOOL PAKS: No PAKS due to holidays

PAL PAKS: No PAKS due to holidays

**Total number of children served: 1145 children (birth--grade 5)**

**Total number of teens served: 171 teens (grades 6--12)**

December 2014 circulation statistics: 28,017 items

#### December 2013 comparisons

Youth Programs: 893 children/29 programs (birth--grade 5)

Teen Programs: 168 teens/3 programs (grade 6--12)

Preschool Visits: 171 students/5 visits

School Visits: 32 students/1 visit

Miscellaneous teacher checkouts: 23 items

PRESCHOOL PAKS: 7 PAKS/87 items

PAL PAKS: No PAKS due to holidays

**Total number of children served: 1064 children (birth--grade 5)**

**Total number of teens served: 168 teens (grade 6--12)**

December 2013 circulation statistics: 25,946 items



## STATISTICS

Category	12/2014	12/2013
Reference	2600	3730
Ref Remote	151	528
Non-Reference	587	1250
N-R Remote	97	330
Teen Prog	171	168
Youth Prog	1145	893

## GRANTS/SPECIAL PROJECTS

The Youth Services Department was awarded the Gilder-Lehrman Institute of American History grant on December 1! Mary Adamowski and Becky McCormack co-wrote the grant and we are looking forward to our upcoming event. The department was awarded \$400.00 to present a program focusing on an important event in American history. This year commemorates the Eastland Disaster's 100th anniversary. Many students are not aware of this tragic event which occurred in Chicago in July 1915. Local historian, Terry Lynch, of Histories for Kids will create, perform and present an interactive program entitled The SS Eastland Disaster for the students of High Point School on April 21 at the school. We are proud of our partnership with District 135, and the generosity of the Gilder-Lehrman Institute.

Diane Norris-Kuczynski submitted the final report for the IEEE Science grant. The grant monies allowed us to begin our Science Saks service to our patrons. This new service has been widely accepted and are quite popular.

## CUSTOMER SERVICE LOG

**As part of the customer service portion of the Balanced Scorecard Strategic Plan, staff are recording comments, positive or negative, that patrons relay to us during reference interactions. Each month the comments will be included in each department's individual board reports. The following are the comments recorded during the month of December at the Youth Services' service desks. If you have any questions, please let me know. Thank you, Mary Adamowski, Head of Youth Services.**

### Preschool

12/19 12:52 - Patron coming out of YS bathroom, Comment: I don't know if you know this but the sink water is icy cold. MLD

12/27 3:29 - Patron in preschool area, Comment: Bathroom (girls) is dirty, toilets not flushed, toilet paper all over floor. AN

12/27 3:29 - Same patron as above, Comment: I can't believe what a wonderful place the library has become. It's a great learning center. AN

### Junior

12/2 10:45 - After Holly Jolly 10:00am , Comment: Thank you so much. . . this was the best one ever! AN

- 12/3 11:15 - After Wed. morning Holly Jolly, Comment: You guys did a great job! DNK
- 12/3 11:55 - Helped grandparents choose books for middle school grandchildren, Comment: Were very happy. CR
- 12/4 4:50 - Took phone request for teacher to pull books for 1st-3rd grades, Comment: Thank you so much for your help and recommendations. You save me so much time! DNK
- 12/11 7:00 - Patron wanted a book for her daughter that was in catalogue as "storage", Comment: Fanny went in basement to look for book but it wasn't there. We found it on shelf in teen. "Thank you for all the trouble you went to." AN
- 12/14 4:20 - Patron needed quiet area for prayer. Staff found area. Comment: Thank you! You made my day! MGA
- 12/16 11:09 - Patron picking out DVDs. Comment: Much better assortment than Homer Glen (DVDs), my grandchildren love to come here. DNK
- 12/17 4:25 - Adult patron came to Jr. desk. Comment: She wanted to be known as an anonymous Santa's elf and brought cookies and cupcakes for staff (placed in staff rm) MLD
- 12/22 12:00 - Adult patron called to get more info re: arm knitting program. Comment: Thank you so much for doing this program. My daughter loved it and we're making more scarves. BWM
- 12/18 7:15 - Polar Express Program, mom w/ girls. Comment: "You make everything so special." AN

### Teen

- 12/1 7:57 - Reference for teen patron, Comment: I'm coming to you whenever I need help from now on! SK
- 12/6 11:17 - RA for parent of teen, Comment: Thank you so much, you've been very helpful. SK
- 12/6 11:17 - Parent and child in teen area, Comment: I didn't know I couldn't sit here. SK
- 12/6 12:20 - Adult at teen desk, Comment: I love that you have so many CDs. SK
- 12/6 12:20 - Adult at teen desk, Comment: It is great that there is such a large selection of Christmas music. SK
- 12/6 12:42 - Children at teen desk, Comment: Wanted more games for older kids (but not yet teens) on iPads. SK
- 12/11 5:50 - Teen patron at desk, Comment: Can I watch the Hawks game? SK
- 12/11 5:51 - Teen patron at desk, Comment: We should get TV for the teen section. SK
- 12/16 12:30 - Adult Sr. looking for CDs asked me to bring them to computer lab after locating them, Comment: God love you...I really appreciate it. AN
- 12/17 10:00 - Adult putting DVD on hold, Comment: Please call this time - they never call when we have something on hold. SK
- 12/29 2:10 - Adult sitting in Teen area, Comment: How was I supposed to know I couldn't sit here? SK