

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

AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
March 16, 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 ILCS 120.2 (c)(21))**
- G. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION**
- H. LIBRARIANS' REPORT/STAFF REPORTS**
- I. COMMITTEE REPORTS**
 - 1. Building and Maintenance
 - 2. Finance (Committee of the Whole)
 - 3. Service and Policy
 - 4. Personnel
 - 5. Law
 - 6. Strategic Planning
 - 7. Capital Campaign
- J. UNFINISHED BUSINESS**

K. NEW BUSINESS

1. Approve the summer Sunday closings and the Friday In-Service Day closing for 2015-For Action
Motion to approve the Closing of Sunday, May 24, 2015; Sunday, July 5, 2015; and Sunday, September 6, 2015; and Friday, July 31, 2015 for In-Service Day.
2. Settlement agreement regarding pending litigation-For Action
Motion to approve the settlement agreement and release between Megan Fox and Kevin DuJan and the Orland Park Public Library and to authorize the Library Director to execute the same."
3. Approval of the 2014 Library Director Evaluation-For Action
Motion to approve the 2014 Evaluation of the Library Director.

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 19, 2015

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, and Catherine Morrissey-Lebert

Roll Call

Members absent: Dan Drew and Denis Ryan

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 December 15, 2014 minutes. 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 – absent.

Minutes

Motion passed. 5 ayes, 2 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

Trustee Drew arrived at 7:02 p.m.

2. Megan Fox
3. Nanc Junker

Treasurer Jennings commented on the 2014 filings.

Treasurer Jennings moved to go into Executive Session 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)). Secretary Lebert seconded the motion with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Executive Session

Motion passed. 6 ayes, 1 absent.

The Board went into Executive Session at 7:18 p.m. Executive Session ended at 8:59 p.m.

After a brief break to use the facilities the regular session resumed at 9:05 p.m. when Treasurer Jennings made the motion to return to regular session. Trustee Gierach seconded the motion with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

Treasurer Jennings moved to accept the Treasurer's Report for December 2014. The motion was seconded by Trustee Craig with a roll call vote as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

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 Treasurer Jennings with a roll call vote that took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

Financial

An auditor from McClure Inserra has met with Finance Manager Remmenga and other Administrative staff to begin working on the 2014 audit. Their goal is to have at least the draft audit available at the April meeting.

The narrative report for the Illinois State Library Disaster Relief Grant was completed last week. The Library received the FY2015 Per Capita Grant award letter. The Per Capita Grant was funded at a rate of \$1.25 per resident. The Library should receive \$70,958.75 this year. Treasurer Jennings inquired on the probability of receiving the grant monies this year. Director Weimar explained that the probability is good for 2015 but not probable for future years.

The Library received a donation in the amount of \$6,918.49 from Friendly Atheists, Inc. to support the Library. This money is unrestricted and will be deposited in the operational budget. Several board members commented on the donation. Director Weimar reiterated that the funds were donated without restriction and reminded the board that all donations for materials and programming have always been welcome.

Programs and Services

The Illinois Public Library Annual Report will be done for the February board meeting. Statistics already indicate that materials circulation was over 929,000. This was an overall increase of 5% from 2013. Library Director Weimar offered her thanks to all of the staff for knowing and understanding the community.

The second floor Wi-Fi connectivity had been problematic, so new Cisco access points were installed to handle the increasing patron usage. Youth Services has requested Wi-Fi access in order to meet the needs of School District 135 students, who have school issued tablets for research and homework. IT installed filtered Wi-Fi for the first floor using existing hardware from the second floor project upgrade. Treasurer Jennings asked about Wi-Fi “bleed through”. Administration stated that it will be mitigated where possible.

The Library will be hosting the *Frederick Douglass From Slavery to Freedom: The Journey to New York City* traveling exhibit beginning February 6, 2015.

Legal

Mayor McLaughlin has sent a letter asking local government agencies to adopt a resolution to eradicate bullying. This collaboration is with the Bridge Teen Center. His request is to adopt the resolution before February 19, 2015.

The Library has filed its Annual Certification with the Illinois State Library on January 2, 2015.

The Library filed tax exempt status with Cook County in late December.

The Library filed the list of Board and staff required to file Statement of Ethics on January 2, 2015.

Building and Maintenance

Roof

Maintenance Superintendent Steve Newman reports the Library needs to consider repairs to areas of the roof, especially around the clerestory windows, where pin-sized holes in the membrane roof have started to cause small leaks in some places when there is significant rain or snowmelt. When National International Roofing comes in for the spring inspection (one of three routine visits per year), Administration will request a quote for repair to these areas. Administration will also call Olsson Roofing to verify the roof warranty from construction. Steve also recommends surveying and budgeting for larger roof repairs in 2016. He recommends repairing the roof in sections in order to be proactive in the trouble areas and prohibit having the expense of a full roof replacement at one time in

the near future.

Front Doors

On Saturday evening of December 27, 2015 the Library had problems with one of the front doors not locking. This triggered the alarm and caused a police visit. Maintenance Assistant TJ Harper came in and fixed the mechanical latch which was not sitting correctly in the locking hole of the door frame. Automatic Doors, Inc. came out the following Monday and thoroughly inspected all mechanical components of the four doors. They found all latches are corroded; bottom latches are seized up; and the push bars in the two middle doors need to be replaced. Administration requested a quote on providing manual overrides (traditional locking mechanisms) that can be used to lock the doors as a backup/replacement to the timed magnetic locking system. These quotes are due in this week to move forward on both of these projects in regards to the front doors.

General Maintenance

The Maintenance staff are continuing to paint small areas of the library as needed. This includes the bathrooms and study rooms.

First Quarter Projects

Assistant Library Director Wagner will be talking to Mary Weimar, Andrew Masura and Mary Adamowski about replacing the most-worn lounge chairs on the 1st and 2nd floors. They have been reviewing chair ideas and samples from KI the vendor used in purchasing the meeting room chairs, computer chairs (both Adult and Youth) and computer tables (both Adult and Youth). The Library will be choosing sturdier, stain-resistant fabrics as well as chair styles and fabrics which will be available for the next several years as the current chairs are slowly replaced with the new pieces.

Administration will also be investigating replacing the carpeting in the lobby with hard-surface flooring for improved dirt resistance and easier maintenance by staff. The carpeting in the lobby gets steam-cleaned once a month by the carpet cleaning service (BAL) at a cost of \$510/per month. This would save \$6,120 per year in carpet cleaning costs. The return on investment can be calculated once ideas and costs on replacement flooring are gathered. Several board members had additional questions for the Administration regarding the lobby floors.

While looking at new flooring, Administration will also look at a solution to the "Line Starts Here Decal" in the lobby. If the carpet is not replaced at this time, the pricing for a custom-made large carpet square to replace the decal will be investigated. Any new flooring project for the lobby, will include a custom-piece for this signage.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

The chair of the personnel committee, Trustee Gierach, discussed the committee meeting and the draft document developed. A brief discussion of the document and the evaluation process ensued.

Trustee Gierach moved to approve the January 8, 2015 Personnel Committee Minutes and was seconded by President Healy with a roll call vote that took place as follows: Craig – aye; Gierach – aye; Healy – aye; Ryan – absent.

Motion passed. 3 ayes, 1 absent.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

No report at this time.

Capital
Campaign
Committee

None

Unfinished
Business

1. Approve Wire Transfers to Pay Bills – For Action

New Business

Motion to approve the wire transfers to pay bills for Fiscal Year 2015. Trustee Drew moved to approve the motion. Treasurer Jennings seconded the motion. Finance Manager Remmenga reviewed the process. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

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. Treasurer Jennings moved to approve the motion as amended. Trustee Gierach seconded the motion. Trustee Gierach requested that the evaluation form be distributed this week. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

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. Treasurer Jennings moved to approve the motion. Trustee Craig seconded the motion. Finance Manager Remmenga explained the process. A roll call vote took place as follows: Craig – aye; Drew – aye; Gierach – aye; Healy – aye; Jennings – aye; Lebert – aye; Ryan – absent.

Motion passed. 6 ayes, 1 absent.

4. Final action, if any, on pending litigation matters – For Action

Motion tabled.

Treasurer Jennings inquired on the upcoming Trustee Workshop attendance.

Announcements

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

Adjournment

Motion passed. 6 ayes, 1 absent.

The meeting was adjourned at 9:42 p.m.

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 January 31, 2015

Revenues

There have been minimal tax receipts received in January. **Impact Fees** and **Replacement Taxes** were received and are starting off the year strong. **Fines** are slightly over budget and **Gifts** included the \$6,973.49 donation mentioned at Board Meeting in January.

Expenditures

Overall Expenditures were \$91,800 under budget for the month and year.

Salaries is under budget by \$15,500 for January. There are several open positions and 3 new hires started in early February.

Life/Health Insurance is \$10,000 over budget for January from the funding of the HSA accounts for the year. This line should be within budget by the end of the year.

Patron Programs & Events is slightly over budget for January but is expected to remain within budget for the year.

Association Dues & Fees is \$700 over budget for January as several memberships were completed in January. This line should remain in budget for the year.

Liability Ins.-D&O,Bonds,WC is \$200 over budget for January. This line will vary based on renewal effective in May. It is not clear what the increase will be this year which may cause this line to be over for the year.

All other expenses are under budget or had minimal activity at the beginning of the year.

**Orland Park Public Library
Balance Sheet - All Funds
As of January 31, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	163,882.31	0.00	66,066.15	0.00	229,948.46
Cash - Marquette E-Commerce	10,625.74	0.00	0.00	0.00	10,625.74
Illinois Funds	336,071.95	5,839.09	0.00	31,311.31	373,222.35
PMA Financial Investments	4,288,566.54	657,465.97	0.00	445,112.25	5,391,144.76
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	6,600.40	2,765.32	0.00	209.95	9,575.67
Property Taxes Receivable	4,944,477.00	0.00	0.00	1,633,093.00	6,577,570.00
Prepaid Expenses	85,183.78	0.00	0.00	0.00	85,183.78
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,835,707.72</u>	<u>666,070.38</u>	<u>66,066.15</u>	<u>2,109,726.51</u>	<u>12,677,570.76</u>
Liabilities & Fund Balance					
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	1,633,093.00	6,577,570.00
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	45,515.42	45,515.42
Total Liabilities	<u>4,944,477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,678,608.42</u>	<u>6,623,085.42</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
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 Unemploymt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(307,400.82)</u>	<u>237.66</u>	<u>5.61</u>	<u>(18,814.33)</u>	<u>(325,971.88)</u>
Ending Fund Balance	<u>4,891,230.72</u>	<u>667,070.38</u>	<u>66,066.15</u>	<u>431,118.09</u>	<u>6,055,485.34</u>
Total Liabilities & Fund Balance	<u>9,835,707.72</u>	<u>667,070.38</u>	<u>66,066.15</u>	<u>2,109,726.51</u>	<u>12,678,570.76</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	11,611.68	415,373	2.80%	11,611.68	415,373	0.23%	4,984,477
Impact Fees	3,500.00	833	420.17%	3,500.00	833	35.00%	10,000
Replacement Taxes	2,091.74	833	251.11%	2,091.74	833	20.92%	10,000
State Grants	0.00	6,250	0.00%	0.00	6,250	0.00%	75,000
Non Resident Fees	1,243.40	667	186.42%	1,243.40	667	15.54%	8,000
Fines	5,392.99	5,000	107.86%	5,392.99	5,000	8.99%	60,000
Gifts	6,988.49	833	838.95%	6,988.49	833	69.88%	10,000
Copy Machine	1,149.96	1,250	92.00%	1,149.96	1,250	7.67%	15,000
Interest Income	1,062.80	833	127.59%	1,062.80	833	10.63%	10,000
Miscellaneous Income	430.39	833	51.67%	430.39	833	4.30%	10,000
Total Revenues	33,471.45	432,706	7.74%	33,471.45	432,705	0.64%	5,192,477
Expenditures							
Salaries	182,129.61	197,817	92.07%	182,129.61	197,817	7.67%	2,373,813
Salaries - Maintenance	9,039.55	8,840	102.26%	9,039.55	8,840	8.52%	106,076
Life/Health Insurance	46,847.68	36,854	127.12%	46,847.68	36,854	10.59%	442,249
Books	15,546.35	34,167	45.50%	15,546.35	34,167	3.79%	410,000
Electronic Databases	5,703.57	6,083	93.76%	5,703.57	6,083	7.81%	73,000
Periodicals	2,477.10	3,250	76.22%	2,477.10	3,250	6.35%	39,000
Audio Visual Materials	6,234.04	13,333	46.76%	6,234.04	13,333	3.90%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	83	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	430.70	650	66.26%	430.70	650	5.52%	7,800
Insurance	2,682.08	2,875	93.29%	2,682.08	2,875	7.77%	34,500
Landscaping & Groundskeeping	52.78	2,167	2.44%	52.78	2,167	0.20%	26,000
Building Maintenance	7,445.13	18,750	39.71%	7,445.13	18,750	3.31%	225,000
Security System	588.75	583	100.99%	588.75	583	8.41%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	83	0.00%	1,000
Legal	123.20	10,417	1.18%	123.20	10,417	0.10%	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	0.00	667	0.00%	0.00	667	0.00%	8,000
Natural Gas	0.00	4,167	0.00%	0.00	4,167	0.00%	50,000
Telephone	382.55	1,250	30.60%	382.55	1,250	2.55%	15,000
Purchase - New Equipment	0.00	667	0.00%	0.00	667	0.00%	8,000
Building & Custodial Supplies	849.26	2,833	29.98%	849.26	2,833	2.50%	34,000
Building Repairs	0.00	1,667	0.00%	0.00	1,667	0.00%	20,000
Lib. & Off. Eqpt Rep. & Maint	0.00	1,375	0.00%	0.00	1,375	0.00%	16,500
Machine Rental	0.00	333	0.00%	0.00	333	0.00%	4,000
Automation - Equipment	6,289.50	8,750	71.88%	6,289.50	8,750	5.99%	105,000
Automation - Line Costs	256.90	458	56.09%	256.90	458	4.67%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	9,405.78	12,583	6.23%	151,000
Automation - Maintenance	50.00	3,750	1.33%	50.00	3,750	0.11%	45,000
Library Furniture	561.99	1,583	35.50%	561.99	1,583	2.96%	19,000
Outreach Services	278.31	583	47.74%	278.31	583	3.98%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	430.41	750	57.39%	430.41	750	4.78%	9,000
Staff Training & Education	140.00	2,500	5.60%	140.00	2,500	0.47%	30,000
Conference Fees	275.00	417	65.95%	275.00	417	5.50%	5,000
Patron Programs & Events	3,875.76	3,750	103.35%	3,875.76	3,750	8.61%	45,000
Association Dues & Fees	1,295.00	583	222.13%	1,295.00	583	18.50%	7,000
Public Information	1,575.44	2,737	57.56%	1,575.44	2,737	4.80%	32,844
Library Supplies	78.40	4,167	1.88%	78.40	4,167	0.16%	50,000
Office Supplies	177.81	1,083	16.42%	177.81	1,083	1.37%	13,000
Postage	0.00	1,167	0.00%	0.00	1,167	0.00%	14,000
Printing	0.00	500	0.00%	0.00	500	0.00%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,503.90	17,868	97.96%	17,503.90	17,868	8.16%	214,413
Contribution to FICA	14,336.42	15,682	91.42%	14,336.42	15,682	7.62%	188,182
Audit	0.00	842	0.00%	0.00	842	0.00%	10,100
Liability Ins.-D&O,Bonds,WC	3,678.08	3,500	105.09%	3,678.08	3,500	8.76%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	333	0.00%	4,000
Bank Charges	131.22	208	63.09%	131.22	208	5.25%	2,500
Total Expenditures	340,872.27	432,705	78.78%	340,872.27	432,705	6.56%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(307,400.82)	0	-100.00%	(307,400.82)	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(307,400.82)	0	-100.00%	(307,400.82)	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended January 31, 2015**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	3,835.55	3,835.55
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	237.66	237.66	5.61	5.61	107.83	107.83
Capital Campaign	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	237.66	237.66	5.61	5.61	3,943.38	3,943.38
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	22,757.71
Total Expenditures	0.00	0.00	0.00	0.00	22,757.71	22,757.71
Excess (Deficiency) of Revenues Over (Under) Expenditures	237.66	237.66	5.61	5.61	(18,814.33)	(18,814.33)
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	237.66	237.66	5.61	5.61	(18,814.33)	(18,814.33)

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2015

Revenues

There were significant tax receipts received in February. **Fines** continue to be slightly higher than budget. **Miscellaneous Income** is higher than budget from the \$1,000 received with the Robert B Downs award.

Expenditures

Overall Expenditures are \$55,300 under budget for the month and \$147,100 under budget year-to-date.

Salaries is under budget by \$5,700 for February. There are several open part-time positions and 2 new hires started in early March. Maintenance is slightly over budget due to additional hours required for snow removal.

Life/Health Insurance is \$3,200 under budget for February. The year-to-date overage is from the funding of the HSA accounts for the year. This line should be within or below budget by the end of the year.

Accounting is \$800 over budget for the month due to quarterly and year-end tax forms. This will even out by the end of the year.

Natural Gas is \$3,100 over budget for the month due to two bills being paid. This line is \$1,200 under budget year-to-date and is anticipated to remain within budget for the year.

Automation - Equipment is \$1,700 over budget for February but is slightly under budget year-to-date. Activity this month included a RFID reader, 2 Apple Mac minis and several monitors.

Conference Fees activity is for NIU children's conference, Innovative Users Group (IUG), and the BookExpo America conference.

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2015

Office Supplies is slightly over budget for February but well under budget year-to-date. Purchases are done in bulk and when needed so will vary throughout the year.

Printing activity for the month is for labels and is anticipated to be within budget for the year.

Contribution to IMRF is \$600 over budget for February due to the retirement of employee and paying out their Paid Time Off (PTO) balance. This line is expected to be very close to budget this year.

Audit activity is for an installment payment for the FY2014 audit work.

Liability Ins.-D&O,Bonds,WC is \$200 over budget for February. This line will vary based on renewal effective in May. It is not clear what the increase will be this year which may cause this line to be over for the year.

**Orland Park Public Library
Balance Sheet - All Funds
As of February 28, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	143,064.54	0.00	66,061.22	0.00	209,125.76
Cash - Marquette E-Commerce	2,877.63	0.00	0.00	0.00	2,877.63
Illinois Funds	350,004.11	6,839.16	0.00	0.00	356,843.27
PMA Financial Investments	4,716,599.16	657,471.01	0.00	733,813.89	6,107,884.06
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	7,185.50	2,974.90	0.00	307.88	10,468.28
Property Taxes Receivable	4,170,893.17	0.00	0.00	1,377,564.38	5,548,457.55
Prepaid Expenses	82,517.95	0.00	0.00	0.00	82,517.95
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,473,442.06</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>2,111,686.15</u>	<u>12,318,474.50</u>
Liabilities & Fund Balance					
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	4,170,893.17	0.00	0.00	1,377,564.38	5,548,457.55
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	68,273.13	68,273.13
Total Liabilities	<u>4,170,893.17</u>	<u>0.00</u>	<u>0.00</u>	<u>1,445,837.51</u>	<u>5,616,730.68</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
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 Unemploymt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>103,917.35</u>	<u>452.35</u>	<u>0.68</u>	<u>215,916.22</u>	<u>320,286.60</u>
Ending Fund Balance	<u>5,302,548.89</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>665,848.64</u>	<u>6,701,743.82</u>
Total Liabilities & Fund Balance	<u>9,473,442.06</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>2,111,686.15</u>	<u>12,318,474.50</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	779,216.19	415,373	187.59%	790,827.87	830,746	15.87%	4,984,477
Impact Fees	0.00	833	0.00%	3,500.00	1,667	35.00%	10,000
Replacement Taxes	0.00	833	0.00%	2,091.74	1,667	20.92%	10,000
State Grants	0.00	6,250	0.00%	0.00	12,500	0.00%	75,000
Non Resident Fees	227.10	667	34.05%	1,470.50	1,333	18.38%	8,000
Fines	5,339.04	5,000	106.78%	10,732.03	10,000	17.89%	60,000
Gifts	125.00	833	15.01%	7,113.49	1,667	71.13%	10,000
Copy Machine	1,278.37	1,250	102.27%	2,428.33	2,500	16.19%	15,000
Interest Income	928.76	833	111.50%	1,991.56	1,667	19.92%	10,000
Miscellaneous Income	1,647.36	833	197.76%	2,077.75	1,667	20.78%	10,000
Total Revenues	788,761.82	432,706	182.29%	822,233.27	865,414	15.84%	5,192,477
Expenditures							
Salaries	191,495.90	197,817	96.80%	373,625.51	395,635	15.74%	2,373,813
Salaries - Maintenance	9,452.41	8,840	106.93%	18,491.96	17,679	17.43%	106,076
Life/Health Insurance	33,608.74	36,854	91.19%	80,456.42	73,708	18.19%	442,249
Books	17,308.44	34,167	50.66%	32,854.79	68,333	8.01%	410,000
Electronic Databases	5,703.57	6,083	93.76%	11,407.14	12,167	15.63%	73,000
Periodicals	2,534.30	3,250	77.98%	5,011.40	6,500	12.85%	39,000
Audio Visual Materials	11,090.16	13,333	83.18%	17,324.20	26,667	10.83%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	167	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,418.45	650	218.22%	1,849.15	1,300	23.71%	7,800
Insurance	2,832.08	2,875	98.51%	5,514.16	5,750	15.98%	34,500
Landscaping & Groundskeeping	0.00	2,167	0.00%	52.78	4,333	0.20%	26,000
Building Maintenance	10,219.18	18,750	54.50%	17,664.31	37,500	7.85%	225,000
Security System	0.00	583	0.00%	588.75	1,167	8.41%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	167	0.00%	1,000
Legal	8,706.72	10,417	83.58%	8,829.92	20,833	7.06%	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	770.04	667	115.45%	770.04	1,333	9.63%	8,000
Natural Gas	7,062.90	4,167	169.50%	7,062.90	8,333	14.13%	50,000
Telephone	490.62	1,250	39.25%	873.17	2,500	5.82%	15,000
Purchase - New Equipment	0.00	667	0.00%	0.00	1,333	0.00%	8,000
Building & Custodial Supplies	2,644.53	2,833	93.35%	3,493.79	5,667	10.28%	34,000
Building Repairs	203.47	1,667	12.21%	203.47	3,333	1.02%	20,000
Lib. & Off. Eqpt Rep. & Maint.	0.00	1,375	0.00%	0.00	2,750	0.00%	16,500
Machine Rental	214.00	333	64.26%	214.00	667	5.35%	4,000
Automation - Equipment	10,504.80	8,750	120.05%	16,794.30	17,500	15.99%	105,000
Automation - Line Costs	482.54	458	105.36%	739.44	917	13.44%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	18,811.56	25,167	12.46%	151,000
Automation - Maintenance	159.00	3,750	4.24%	209.00	7,500	0.46%	45,000
Library Furniture	359.50	1,583	22.71%	921.49	3,167	4.85%	19,000
Outreach Services	0.00	583	0.00%	278.31	1,167	3.98%	7,000

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0.00	750	0.00%	430.41	1,500	4.78%	9,000
Staff Training & Education	2,014.06	2,500	80.56%	2,154.06	5,000	7.18%	30,000
Conference Fees	1,165.00	417	279.38%	1,440.00	833	28.80%	5,000
Patron Programs & Events	1,885.82	3,750	50.29%	5,761.58	7,500	12.80%	45,000
Association Dues & Fees	0.00	583	0.00%	1,295.00	1,167	18.50%	7,000
Public Information	650.00	2,737	23.75%	2,225.44	5,474	6.78%	32,844
Library Supplies	1,556.62	4,167	37.36%	1,635.02	8,333	3.27%	50,000
Office Supplies	1,310.21	1,083	120.98%	1,488.02	2,167	11.45%	13,000
Postage	582.34	1,167	49.90%	582.34	2,333	4.16%	14,000
Printing	724.92	500	144.98%	724.92	1,000	12.08%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	18,435.95	17,868	103.18%	35,939.85	35,736	16.76%	214,413
Contribution to FICA	15,081.76	15,682	96.17%	29,418.18	31,364	15.63%	188,182
Audit	3,500.00	842	415.68%	3,500.00	1,683	34.65%	10,100
Liability Ins.-D&O,Bonds,WC	3,678.08	3,500	105.09%	7,356.16	7,000	17.51%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	667	0.00%	4,000
Bank Charges	191.76	208	92.19%	322.98	417	12.92%	2,500
Total Expenditures	377,443.65	432,705	87.23%	718,315.92	865,414	13.83%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	411,318.17	0	-100.00%	103,917.35	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	411,318.17	0	-100.00%	103,917.35	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	257,389.10	261,224.65
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	214.69	452.35	5.07	10.68	99.16	206.99
Capital Campaign	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	214.69	452.35	5.07	10.68	257,488.26	261,431.64
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	10.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	45,515.42
Total Expenditures	0.00	0.00	10.00	10.00	22,757.71	45,515.42
Excess (Deficiency) of Revenues Over (Under) Expenditures	214.69	452.35	(4.93)	0.68	234,730.55	215,916.22
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	214.69	452.35	(4.93)	0.68	234,730.55	215,916.22

Adult Services Board Report January 2015

PERSONNEL

Conducted interviews for the two open part-time Reference Librarian I positions. Zaray Buenrostro and Dan Smolla were hired to fill the spots. Both will start on February 3.

Social Committee Meeting 1/19/15 1:00 p.m. Judy Brannigan

SERVICES/PROGRAMS/PROJECTS/CLASSES

Five genre discussions 1/15, 1/20, 1/21, 1/22, 1/27; 37 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended Preventing Harassment and Building Respect in the Workplace (OPPL) on Jan 22, 2015

STATISTICS

Database Statistics January 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	1313	1244	Searches
EBSCO		1124	Searches
Gale Virtual Ref. Lib.	19	28	Searches
Heritage Quest	90	272	Searches
Lit. Criticism Online	12	228	Searches
OCLC	7292	6572	Searches
ProQuest	191	185	Searches
Reference USA	144	344	Searches
Rocket Languages	68	62	Sessions
Something About the Author	13	3	Searches
World Book	0	12	Searches

Careers College	N/A	6	Total Users
MorningStar Investment	49	256	Searches
Consumer Reports	76	57	Log-Ins

Statistics from web forms

Category	01/2015	01/2014	Change
Reference	4751	5556	-805, -14.49%
Ref Remote	115	164	-49, -29.88%
Non-Reference	506	405	101, 24.94%
N-R Remote	24	18	6, 33.33%
Prog Att	37	37	0, 0%
Items shelved	21327	20819	508, 2.44%
Carts shelved	498	297	201, 67.68%

CUSTOMER SERVICE LOG

1/7 10:05 a.m. Assisted patron in finding books for her elderly mother. Comment: Give this girl a pay raise and a promotion.

1/16 11:30 a.m Patron could not find a book because the signage did not match what is in the stacks. Comment: Isn't the library constantly changing where items are located? I had hoped it would all be worked out by now.

1/17 10:12 a.m. Assisted a patron who had limited mobility retrieve items. Comment: Thank you so much. You are such a blessing.

1/21 1:24 p.m. Patron needed assistance with the self check out. Comment: Thank you. I didn't know you could do this up here.

1/23 9:04 a.m. Patron left wedding bands on the sink in the upstairs washroom the evening before. Comment: Thank you. Thank you so much. I didn't want many fingers touching them. Thank you, thank you, thank you.

1/23 1:12 p.m. Patron wanted a copy of an older fiction title (Moonflower Vine) for her book discussion group that we did not own. In SWAN, there were 2 holds on 8 copies (all checked out). Comment: I don't use my library card that often. The least you could do is buy a book for me when I need it. I don't want to have to buy it for myself.

Circulation Board Report January 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin currently is updating patron records in Polaris database for fine issues from the transition from Millenium.

CONTINUING EDUCATION/MEETINGS ATTENDED

Laura Larson and Julie Pryor attended Preventing Harrassment and Building Respect in the Workplace webinar at OPPL on Jan. 22, 2015.

CUSTOMER SERVICE LOG

1/12/15 (Circ. Desk) Patron is a Mokena cardholder and does not see why we charge \$5.00 to use the computer after 15 minutes. Her library doesn't charge anything. bk

1/20/15 (Circ. Desk) Patron wanted to know if I was a board member. I said no - why. Patron replied: I could strangle them because of the Internet policy. nl

1/15/15 (Circ. Desk) Patron said it was "stupid" to have only 1 renewal on an item especially if no one has a hold for it. nl

1/20/15 (Circ. Desk) Homer Glen patron commented that we had a nice collection of music CD's. nl

1/21/15 (Circ. Desk) Thank you for getting the DVD, very fast and courteous service. hg

1/22/15 (Circ. Desk - phone) Thanks for holding my books until Monday, I couldn't get in until after the weekend. hg

1/5/15 (Information Desk) I love the self-checkout. That was excellent. ll

1/11/15 (Information Desk) Patron looked at the Intellectual Freedom Award and said "that's awesome" & "I'm so proud of OPPL". am

1/12/15 (Information Desk) Why don't we have a poster for the musical group in the lobby. Patron claimed he almost tripped over the one upstairs. bk

1/14/15 (Information Desk) Patron likes the programs & music. This is one of the nicest libraries. jp

1/14/15 (Information Desk) Patron enjoyed the ease of self-checkout. jp

1/19/15 (Information Desk) Patron is so glad we got our 12 % increase for the tax levy. Freedom of Information very important too. bk

1/20/15 (Assisting patron at self-checkout) You're good. Thanks again for all your help. jp

1/20/15 (Patron pointing to the Intellectual Freedom Award) Is that for showing pron? jp

1/22/15 (Information Desk) The patron liked our current self-checkout much better than the old one. So easy! bk

1/27/15 (Information Desk) Thank you so much. You are so sweet to help me. ll

1/27/15 (Information Desk) Patron came up to me to complain that a vehicle was parked for more than 5 minutes in the 5 minute pick up spot and said that "people in Orland Park are jerks". nl

1/29/15 (Information Desk) Patron complains that everytime he calls he can't leave a voicemail and call bounces around. ll

1/30/15 Patron said that he had a wonderful experience at the library and that the staff were very helpful. jb

ORS	TOTAL CIRCULATION					PATRON
MONTH	2015			LAST YR.	CHANGE	ATTENDANCE
JAN	82,937			77,351	7%	34,403
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	82,937			77,351	7%	34,403

Graphics Board Report January 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Planned and produced promotional video for Orland Park's cable channel.

Lead Marketing Team meeting to set priorities according to Strategic Plan.

Worked with Strategic Planning Committee to update status on projects.

Worked with Customer Service Committee (Strat. Plan) to redefine needs for training, patron feedback, and surveys.

Worked with Fines Committee to research and discuss fine structure.

CONTINUING EDUCATION/MEETINGS ATTENDED

Bridget Bittman attended OP Chamber of Commerce: Success in Business (Silver Lake Country Club) on Jan 21, 2015.

Bridget Bittman attended LACONI- Ultimate Social Media Hub (ELA Area Library) on Jan 23, 2015

Bridget Bittman attended RAILS Marketing Meeting (La Grange Park Public Library) on Jan 28, 2015

Bridget Bittman attended U of I Downs Award Reception (Chicago Hilton) on Jan 31, 2015

STATISTICS

2014

Meeting Room Requests: 36 (50% increase from 2014)

Graphic Requests: 116 (20% increase from 2014)

2013

Meeting Room Requests: 24

Graphic Requests: 97

Information Technology Board Report January 2015

PERSONNEL

Daniel Williams Jr. and Uzair Syed both started on Jan 5th as IT 2 Computer lab Assistants. Both have been working ou wonderfully and are welcome additions to the team.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

January 2015

19 computer classes for adults were offered with a total of 67 attendees

January 2014 Comparison

24 computer classes for adults were offered with a total of 92 attendees

STATISTICS

Statistics from web forms

Category	Jan 2015	Jan 2014	Change
Study Room Usage	378	326	52, 15.95%
Patrons Assisted	717	633	84, 13.27%
Total PC Usage		2201	-2201, -100%
Total Web pages	57062	39381	17681, 44.9%
Number of Classes	19	24	-5, -20.83%
Total Class Attendance	67	92	-25, -27.17%
Overdrive Checkouts	3027	2460	567, 23.05%
Overdrive Registration	132	146	-14, -9.59%
Zinio Checkouts	732	996	-264, -26.51%

CUSTOMER SERVICE LOG

2/6 8:00pm While helping establish a gmail account Comment: Thank you so much. Everyone is so helpful here.

Outreach Services Board Report January 2015

PERSONNEL

m

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to 163 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 completely new exhibit.

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.

Represented the Library at offsite events.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Memory Care and Technology: Innovative Ideas to Reach Senior and Alzheimer's Communities (Webinar) on Jan 14, 2015

Kelly Cuci attended Programming for Patrons in their 20's and 30's Webinar (Webinar) on Jan 15, 2015

Kelly Cuci attended Preventing Harassment and Building Respect in the Workplace (Webinar) on Jan 22, 2015

Kelly Cuci attended Collections Storage and Handling on a Shoestring (Webinar) on Jan 28, 2015

STATISTICS

Onsite Adult Programs:

11 programs were given with a total of 307 patrons. *2014: 10 programs were given with a total of 205 patrons.*

Offsite Adult Programs:

8 programs were given with a total of 135 patrons attending. *2014: 6 programs were given with a total of 104 patrons attending.*

Offsite Youth Programs:

Outreach has ended offsite youth programs due to lack of attendance.

Train Station Books:

Three train stations – 60 books

Program Flyer Distribution Stats:

Orland Park Businesses - 9

Village of OP - 44

Assisted Living - 8

Orland Township - 27

Train Station - 60

In-house during programs - 83

Other Outreach and Homebound Stats:

Outreach Circ Stats: 800 items circulated with 1028 checkouts and 84 renewals. *2014: 1135 items circulated with 1317 checkouts and 179 renewals.*

Visits to single-family homebound patrons totaled 17. *2014: Visits totaled 22.*

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

OS staff logged 624 reference transactions. *2014: 661 reference transactions.*

39 books were displayed on the table with 10 having been checked out. *2014: 37 books on display with 11 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach Services created a new NASA display in the two 2nd floor display cases.

CUSTOMER SERVICE LOG

1/2 2:15pm Putting backdrop and shelves into north and south NASA display cases.

Two patrons told us that we were very quiet while working on the cases.

1/2 2:30pm NASA display cases

One patron said he never saw a group work so hard on a project.

1/7 1:30pm Homebound Patron Visit

Thank you for coming out on such a cold day. Service is wonderful!

1/13 7:00pm Adult Program "Protecting Children with Disabilities

Wonderful informative program - Thank you Orland Park Library for presenting a disability program.

1/21 10:00pm Orland Township Visit

Marie Ryan - Senior services coordinator- "Orland Library Outreach is so good to our Township Seniors!"

1/27 7:00pm Journal to Go!

Patrons said they enjoyed the program.

1/28 8:00pm Income Tax Planning Changes for 2015

I always enjoy your programming. This is very informative.

1/29 7:00pm French Provence Cooking

The food was delicious!

Technical Services Board Report January 2015

PERSONNEL

Mille Olds will retire. Her last work day is February 27, 2015.

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for January 2015 is complete.

All withdrawn titles and items are removed from the system.

Tech Services staff changed many Outreach's children's books as Youth Services collections.

CONTINUING EDUCATION/MEETINGS ATTENDED

On Jan. 22 2015, Wendy Xie attended webinar: RAILS Preventing Harassment and Building Respect.

STATISTICS

Monthly Statistics between 01/01/2015 and 01/31/2015 are on the following page.

GRANTS/SPECIAL PROJECTS

Wendy modified the collections of Parent, Teachers and Special needs. They were messed up during the data migration from previous ILS.

Wendy finished EBSCO's renewal periodicals for a final payment.

CUSTOMER SERVICE LOG

1/14/15 10:35 A member of tech helped out a volunteer. She told Wendy what a help she was. "She was so much help" ef

1/15/15 3:40 At YS desk asking about board book-new collections "You guys are awesome" cm

1/16/15 10:15 A circ person showed their appreciation for us by bringing us a box of chocolate. "thank you so much" ef

1/20/15 8:45 Library guest said he loved the library. That he was pleased with the tax. jc

Youth Services Board Report January 2015

PERSONNEL

Mary Adamowski interviewed candidates for the full-time Teen Librarian position. Applications for the part-time YS Reference Librarian I position are being accepted and interviews will take place in early February.

SERVICES/PROGRAMS/PROJECTS/CLASSES

January 2015

Youth programs: 1342 attendees/59 programs (birth--grade 5)

Teen programs: 98 attendees/11 programs (grades 6--12)

Preschool visits: 418 students/21 visits

School visits: 1144 students/10 visits

Miscellaneous teacher checkouts: 177 items

PRESCHOOL PAKS: 24 PAKS/380 items

PAL PAKS: 12 PAKS/254 items

Total number of children served: 2904 children (birth--grade 5)

Total number of teens served: 98 teens (grades 6--12)

January 2015 circulation statistics: 36,477 items

January 2014 comparisons

Youth programs: 1064 attendees (birth--grade 5)

Teen programs: 56 attendees/5 programs (grades 6--12)

Preschool visits: 238 students/8 visits

School visits: 728 students/5 schools

PRESCHOOL PAKS: 27 PAKS/361 items

PAL PAKS: 15 PAKS/307 items

Total number of children served: 2030 children (birth--grade 5)

Total number of teens served: 56 teens (grades 6--12)

January 2014 circulation statistics: 33,924 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Sara Killough attended Local Media Specialist Collaboration Mtg (Andrew HS) on Jan 21, 2015
 Mary Adamowski attended Preventing Harassment and Building Respect in the Workplace (Webinar) on Jan 22, 2015
 Mary Adamowski attended CLASS (Lansing PL) on Jan 26, 2015
 Lora Siebert attended Monarch meeting (New Lenox PL) on Jan 31, 2015

STATISTICS

	2015	2014
Reference	3819	2593
Ref Remote	270	447
Non-Reference	536	900
N-R Remote	127	217
Teen Prog	98	34
Youth Prog	1342	1064

GRANTS/SPECIAL PROJECTS

Lora Siebert, Preschool Services Coordinator, attended the Monarch Book Award Committee meeting on January 31. At this meeting Lora assisted in selecting the 20 nominees for the 2016 Monarch reading list for children, grades Kindergarten--2.

Summer is fast approaching and so is our summer reading challenge for patrons of all ages! This year's theme is Read to the Rhythm, and the staff is creating programs focusing on music, dance, poetry and more!

CUSTOMER SERVICE LOG

Preschool desk:

1/17/15 4:30 pm Patron on IPAD This is so fun.

Junior desk:

Teen desk:

1/17/15 1:30 pm Adult patron looking for movies. This is my first time here and this library is amazing. SK

1/17/15 1:45 pm Adult patron at Teen desk. I love the fireplace and the way the teen area is decorated (repurposed letters). SK

1/17/15 1:45 pm Adult patron at Teen desk. It is so cool that you have an XBOX for the teens. SK

1/31/15 11:05 am Parent of teen patron. I love the new furniture. These chairs are so cool! SK

1/31/15 11:18 am Adult looking for cds. The way your cds are organized is really confusing. SK

Adult Services Board Report February 2015

PERSONNEL

Temporary part-time Adult Services Page open position posted February 6, 2015.
Applications due February 16, 2015.

Interview four candidates meeting qualifications outlined in job description. Diane Srebro

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 2/5; 4 adults

Five genre book discussions 2/13, 2/17, 2/18, 2/19, 2/26; 27 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended AdultReadingRoudtable-CrimeFictionStudy (Berwyn Public Library) on Feb 5, 2015

Diane Srebro attended PIC (Staff Room) on Feb 7, 2015

Andrew Masura attended PIC Meeting (OPPL) on Feb 7, 2015

Linda Conrath attended PIC Meeting (Staff Room) on Feb 7, 2015

Judy Brannigan attended PIC Meeting (OPPL) on Feb 7, 2015

Andrew Masura attended Flipster Webinar (OPPL) on Feb 10, 2015

Diane Srebro attended LJ-Novelist Readers' Advisory (Webinar) on Feb 10, 2015

Linda Conrath attended Flipster Webinar (Board Room) on Feb 10, 2015

Diane Srebro attended Ingram iPage (Room 105) on Feb 24, 2015

Andrew Masura attended Ingram I-Page (OPPL) on Feb 24, 2015

Diane Srebro attended Zinio (Room 105) on Feb 25, 2015

Andrew Masura attended Zinio on Feb 25, 2015

Judy Brannigan attended Zinio on Feb 25, 2015

Diane Srebro attended Concealed Carry (Computer Lab) on Feb 25, 2015

Judy Brannigan attended Concealed Carry Webinar (OPPL) on Feb 25, 2015

Andrew Masura attended Concealed Carry Webinar (OPPL) on Feb 25, 2015

Peggy Hanlon attended Orland Historical Society (Old Village Hall - Beacon Avenue) on

Feb 26, 2015

STATISTICS

Database Statistics February 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	4254	1741	Searches
EBSCO	27260	1822	Searches
Gale Virtual Ref. Lib.	47	9	Searches
Heritage Quest	404	150	Searches
Lit. Criticism Online	52	12	Searches
OCLC	5646	5939	Searches
ProQuest	235	241	Searches
Reference USA	275	360	Searches
Rocket Languages	3	40	Sessions
Something About the Author	0	1	Searches
World Book	3	17	Searches
Careers College	N/A	5	Total Users
MorningStar Investment	22	199	Searches
Consumer Reports	40	70	Log-Ins

Statistics from web forms

Category	02/2015	02/2014	Change
Reference	4262	4868	-606, -12.45%
Ref Remote	356	111	245, 220.72%
Non-Reference	1615	593	1022, 172.34%
N-R Remote	157	40	117, 292.5%
Prog Att	31	23	8, 34.78%
Items shelved	19179	21922	-2743, -12.51%
Carts shelved	238	297	-59, -19.87%

GRANTS/SPECIAL PROJECTS

Kurt Vonnegut Memorial Library Indianapolis, IN - Traveling Exhibit - Contacted Julia Whitehead, Executive Directive. Diane Srebro

Booked author Mary Pat Kelly, Of Irish Blood, for signing 3/6/15 7pm-8pm. Diane Srebro

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Midwest Tape	104641 · Patron Programs & Events-Adult	29.98
	Midwest Tape Total		69.97
54260	Amy Najewski	104642 · Patron Programs & Events-Youth	36.23
	Amy Najewski Total		36.23
54261	National International Roofing Corp.	104450 · Building Maintenance	1,575.00
	National International Roofing Corp. Total		1,575.00
54262	Orland Park Area Chamber of Commerce	104620 · Staff Training & Education	15.00
	Orland Park Area Chamber of Commerce Total		15.00
54263	OverDrive, Inc.	104310 · Books - Adult	5,000.00
	OverDrive, Inc.	104315 · Electronic Databases	5,000.00
	OverDrive, Inc. Total		10,000.00
54264	Park Ace Hardware	104530 · Building & Custodial Supplies	14.48
	Park Ace Hardware Total		14.48
54265	ProQuest LLC	104310 · Books - Adult	1,015.74
	ProQuest LLC Total		1,015.74
54266	Quarcini, Sharon	104640 · Patron Programs&Events-Outreach	175.00
	Quarcini, Sharon Total		175.00
54267	Quill Corporation	104720 · Office Supplies	157.59
	Quill Corporation	104720 · Office Supplies	20.22
	Quill Corporation	104590 · Library Furniture	561.99
	Quill Corporation Total		739.80
54268	Random House LLC	104342 · Audio Visual Materials-Outreach	26.25
	Random House LLC Total		26.25
54269	Rashid, Maqbool	104610 · Board Training & Education	500.00
	Rashid, Maqbool Total		500.00
54270	Recorded Books, INC	104340 · Audio Visual Materials - Adult	44.98
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	33.29
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	103.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	45.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.45
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.50
	Recorded Books, INC Total		397.69
54271	Reliastar Life Insurance Company	102160 · 457 Plan W/H Payable	1,300.00
	Reliastar Life Insurance Company Total		1,300.00
54272	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	RWK Design, Inc.	104570 · Automation - Equipment	910.00
	RWK Design, Inc.	104570 · Automation - Equipment	5,097.00
	RWK Design, Inc. Total		10,709.89
54273	Lora Siebert	104642 · Patron Programs & Events-Youth	42.90
	Lora Siebert Total		42.90
54274	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	471.91
	Sunlight Maintenance Supply Total		471.91
54275	SYNCHRONY BANK/AMAZON	104340 · Audio Visual Materials - Adult	4,070.52
	SYNCHRONY BANK/AMAZON	104341 · Audio Visual Materials - Youth	800.02
	SYNCHRONY BANK/AMAZON	104342 · Audio Visual Materials-Outreach	286.99
	SYNCHRONY BANK/AMAZON	104310 · Books - Adult	341.43

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

Check	Name	Account	Original Amount
	SYNCHRONY BANK/AMAZON	104311 · Books - Youth	47.19
	SYNCHRONY BANK/AMAZON Total		5,546.15
54276	Twisted Fiber Studio	104640 · Patron Programs&Events-Outreach	250.00
	Twisted Fiber Studio Total		250.00
54277	Tyco Integrated Security LLC	104460 · Security System	588.75
	Tyco Integrated Security LLC Total		588.75
54278	Unique Management Services, Inc.	104495 · Legal	53.70
	Unique Management Services, Inc. Total		53.70
54279	Village of Orland Park	104600 · Outreach Services	79.31
	Village of Orland Park	IMRF/Insurance Wire Transfer	60,547.53
	Village of Orland Park Total		60,626.84
	Net Payroll	Payroll January 31, 2015	69,927.29
	Sub Total		\$ 224,958.95

February 1, 2015-February 16, 2015

54281	Audio Editions	104342 · Audio Visual Materials-Outreach	165.98
	Audio Editions Total		165.98
54282	AT&T	104575 · Automation - Line Costs	80.00
	AT&T Total		80.00
54283	Appraisal Associates	104495 · Legal	117.25
	Appraisal Associates Total		117.25
54284	Associated Property Counselors, Ltd.	104495 · Legal	122.50
	Associated Property Counselors, Ltd. Total		122.50
54285	Bal Industries	104450 · Building Maintenance	2,070.00
	Bal Industries Total		2,070.00
54286	Brodart Co.	104710 · Library Supplies	100.51
	Brodart Co. Total		100.51
54319	Capital One Commercial	104530 · Building & Custodial Supplies	76.33
	Capital One Commercial Total		76.33
54287	Cardmember Service	104620 · Staff Training & Education	847.00
	Cardmember Service Total		847.00
54288	Cash	104642 · Patron Programs & Events-Youth	22.76
	Cash	104642 · Patron Programs & Events-Youth	23.00
	Cash	104642 · Patron Programs & Events-Youth	24.39
	Cash	104530 · Building & Custodial Supplies	27.14
	Cash	104610 · Board Training & Education	99.50
	Cash	104620 · Staff Training & Education	30.48
	Cash	104620 · Staff Training & Education	8.63
	Cash	104620 · Staff Training & Education	4.14
	Cash	104620 · Staff Training & Education	20.82
	Cash Total		260.86
54289	Demco	104710 · Library Supplies	773.52
	Demco Total		773.52
54290	Educational Directories Inc	104310 · Books - Adult	214.00
	Educational Directories Inc Total		214.00
54291	Envisionware, Inc.	104560 · Machine Rental	214.00

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

Check	Name	Account	Original Amount
	Envisionware, Inc. Total		214.00
54292	Findaway World, LLC	104641 - Patron Programs & Events-Adult	51.79
	Findaway World, LLC Total		51.79
54293	Gale/Cengage Learning	104312 - Books - Outreach	89.56
	Gale/Cengage Learning	104310 - Books - Adult	51.98
	Gale/Cengage Learning	104312 - Books - Outreach	111.95
	Gale/Cengage Learning	104310 - Books - Adult	21.59
	Gale/Cengage Learning	104312 - Books - Outreach	127.95
	Gale/Cengage Learning	104312 - Books - Outreach	282.29
	Gale/Cengage Learning	104310 - Books - Adult	1,316.32
	Gale/Cengage Learning	104312 - Books - Outreach	151.94
	Gale/Cengage Learning	104310 - Books - Adult	24.00
	Gale/Cengage Learning	104310 - Books - Adult	139.36
	Gale/Cengage Learning Total		2,316.94
54294	Grasso Graphics, Inc.	104740 - Printing	724.92
	Grasso Graphics, Inc. Total		724.92
54295	Grey House Publishing, Inc.	104310 - Books - Adult	442.05
	Grey House Publishing, Inc. Total		442.05
54296	Hearne & Associates, P.C.	104420 - Accounting	400.00
	Hearne & Associates, P.C. Total		400.00
54297	Home Depot Credit Services	104530 - Building & Custodial Supplies	72.33
	Home Depot Credit Services Total		72.33
54298	Industrial Appraisal Company	104430 - Insurance	150.00
	Industrial Appraisal Company Total		150.00
54299	Ingram Library Services	104310 - Books - Adult	2,627.19
	Ingram Library Services	104312 - Books - Outreach	57.84
54300	Ingram Library Services	104311 - Books - Youth	1,382.20
	Ingram Library Services Total		4,067.23
54301	Midwest Tape	104340 - Audio Visual Materials - Adult	14.99
	Midwest Tape Total		14.99
54302	Neopost USA Inc	104710 - Library Supplies	166.99
	Neopost USA Inc Total		166.99
54303	Neviol, Inc.	104450 - Building Maintenance	5,738.00
	Neviol, Inc. Total		5,738.00
54304	Nextel Communications	104520 - Telephone	183.21
	Nextel Communications Total		183.21
54305	Nicor Gas	104517 - Natural Gas	4,296.60
	Nicor Gas Total		4,296.60
54306	Northern Illinois University	104630 - Conference Fees	140.00
	Northern Illinois University	104630 - Conference Fees	125.00
	Northern Illinois University Total		265.00
54307	Online Labels, Inc.	104710 - Library Supplies	37.90
	Online Labels, Inc. Total		37.90
54308	Quill Corporation	104710 - Library Supplies	47.64
	Quill Corporation	104720 - Office Supplies	979.12
	Quill Corporation	104710 - Library Supplies	133.94
	Quill Corporation	104642 - Patron Programs & Events-Youth	19.78
	Quill Corporation	104720 - Office Supplies	29.67

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

Check	Name	Account	Original Amount
	Quill Corporation Total		1,210.15
54309	Random House LLC	104342 · Audio Visual Materials-Outreach	30.00
	Random House LLC Total		30.00
54310	Recorded Books, INC	104340 · Audio Visual Materials - Adult	7.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.50
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	53.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	40.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.49
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	6.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	26.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	17.95
	Recorded Books, INC Total		370.22
54311	Rashid, Maqbool	104660 · Public Information	500.00
	Rashid, Maqbool Total		500.00
54312	RWK Design, Inc.	104570 · Automation - Equipment	2,096.00
	RWK Design, Inc.	104570 · Automation - Equipment	297.50
	RWK Design, Inc.	104580 · Automation - Maintenance	50.00
	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	RWK Design, Inc.	104570 · Automation - Equipment	4,450.00
	RWK Design, Inc. Total		11,596.39
54313	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	28.00
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	144.01
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	297.06
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	450.19
	Sunlight Maintenance Supply Total		919.26
54314	Uzair Syed	104110 · Salaries	186.32
	Uzair Syed Total		186.32
54315	the Library Store, Inc.	104710 · Library Supplies	64.91
	the Library Store, Inc. Total		64.91
54316	The University of Tampa	104310 · Books - Adult	18.00
	The University of Tampa Total		18.00
54317	Village of Orland Park	104515 · Water & Sewer	770.04
	Village of Orland Park Total		770.04
54318	Robin Wagner	104620 · Staff Training & Education	7.25
	Robin Wagner	104620 · Staff Training & Education	49.81
	Robin Wagner Total		57.06
	Net Payroll	Payroll February 15, 2015	72,051.48
	Sub Total		\$ 111,743.73
	Grand Total		\$ 336,702.68

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

Check	Name	Account	Original Amount
February 17, 2015-February 28, 2015			
54368	Annuity Premium Reserve Account	102160 · 457 Plan W/H Payable	300.00
	Annuity Premium Reserve Account Total		300.00
54320	Appraisal Associates	104495 · Legal	105.00
	Appraisal Associates Total		105.00
54321	AT&T	104575 · Automation - Line Costs	80.00
	AT&T Total		80.00
54322	ATLAS	104620 · Staff Training & Education	200.00
	ATLAS Total		200.00
54323	Atwood, Kathryn	104640 · Patron Programs&Events-Outreach	100.00
	Atwood, Kathryn Total		100.00
54324	Audio Editions	104342 · Audio Visual Materials-Outreach	61.14
	Audio Editions Total		61.14
54325	Cardmember Service	104620 · Staff Training & Education	761.40
	Cardmember Service	104570 · Automation - Equipment	2,755.97
	Cardmember Service	104642 · Patron Programs & Events-Youth	469.20
	Cardmember Service	104730 · Postage	82.34
	Cardmember Service	104530 · Building & Custodial Supplies	187.44
	Cardmember Service	104450 · Building Maintenance	327.30
	Cardmember Service	104610 · Board Training & Education	260.00
	Cardmember Service	104660 · Public Information	150.00
	Cardmember Service	104630 · Conference Fees	900.00
	Cardmember Service Total		5,893.65
54326	Cash	104642 · Patron Programs & Events-Youth	20.00
	Cash	104495 · Legal	9.00
	Cash	104642 · Patron Programs & Events-Youth	5.99
	Cash	104620 · Staff Training & Education	4.03
	Cash	104642 · Patron Programs & Events-Youth	27.06
	Cash	104642 · Patron Programs & Events-Youth	6.63
	Cash	104530 · Building & Custodial Supplies	9.64
	Cash	104530 · Building & Custodial Supplies	26.97
	Cash	104530 · Building & Custodial Supplies	9.69
	Cash Total		119.01
54327	Center Point Large Print	104312 · Books - Outreach	67.11
	Center Point Large Print Total		67.11
54328	Cheesman, Michael	104640 · Patron Programs&Events-Outreach	250.00
	Cheesman, Michael Total		250.00
54329	Cicero Public Library	104310 · Books - Adult	17.00
	Cicero Public Library Total		17.00
54330	C.L.A.S.S.	104620 · Staff Training & Education	30.00
	C.L.A.S.S. Total		30.00
54331	Comcast	104520 · Telephone	307.41
	Comcast Total		307.41
54332	Comcast Cable	104575 · Automation - Line Costs	322.54
	Comcast Cable Total		322.54
54333	EBSCO	104320 · Periodicals - Adult	52.80
	EBSCO	104321 · Periodicals - Youth	4.40

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

Check	Name	Account	Original Amount
	EBSCO Total		57.20
54334	Envisionware, Inc.	104570 · Automation - Equipment	761.36
	Envisionware, Inc. Total		761.36
54335	Findaway World, LLC	104641 · Patron Programs & Events-Adult	295.96
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	336.66
	Findaway World, LLC Total		632.62
54336	Gale/Cengage Learning	104310 · Books - Adult	23.99
	Gale/Cengage Learning	104312 · Books - Outreach	450.23
	Gale/Cengage Learning	104312 · Books - Outreach	124.75
	Gale/Cengage Learning	104310 · Books - Adult	29.59
	Gale/Cengage Learning	104312 · Books - Outreach	126.35
	Gale/Cengage Learning	104312 · Books - Outreach	100.76
	Gale/Cengage Learning	104310 · Books - Adult	596.60
	Gale/Cengage Learning Total		1,452.27
54337	Gaylord Bros., Inc.	104710 · Library Supplies	163.76
	Gaylord Bros., Inc. Total		163.76
54338	Goddard, Leslie	104640 · Patron Programs&Events-Outreach	275.00
	Goddard, Leslie Total		275.00
54339	Grainger	104530 · Building & Custodial Supplies	80.72
	Grainger Total		80.72
54340	Hearne & Associates, P.C.	104420 · Accounting	1,018.45
	Hearne & Associates, P.C. Total		1,018.45
54341	Ingram Library Services	104311 · Books - Youth	1,154.66
54342	Ingram Library Services	104310 · Books - Adult	6,299.35
	Ingram Library Services	104312 · Books - Outreach	66.08
	Ingram Library Services Total		7,520.09
54343	Jackson Lewis P.C.	104495 · Legal	10,000.00
	Jackson Lewis P.C. Total		10,000.00
54344	McClure Inserra & Company Chartered	104920 · Audit	3,500.00
	McClure Inserra & Company Chartered Total		3,500.00
54345	Midwest Tape	104641 · Patron Programs & Events-Adult	39.98
	Midwest Tape	104340 · Audio Visual Materials - Adult	44.99
	Midwest Tape Total		84.97
54346	Amy Najewski	104620 · Staff Training & Education	20.00
	Amy Najewski	104642 · Patron Programs & Events-Youth	22.37
	Amy Najewski Total		42.37
54347	Neofunds By Neopost	104730 · Postage	500.00
	Neofunds By Neopost Total		500.00
54348	Nicor Gas	104517 · Natural Gas	2,766.30
	Nicor Gas Total		2,766.30
54349	NuWay Disposal Service, Inc.	104450 · Building Maintenance	60.63
	NuWay Disposal Service, Inc. Total		60.63
54350	Orland Park Bakery	104530 · Building & Custodial Supplies	110.50
	Orland Park Bakery Total		110.50
54351	Paramont-EO, Inc.	104530 · Building & Custodial Supplies	50.00
	Paramont-EO, Inc. Total		50.00
54352	Park Ace Hardware	104530 · Building & Custodial Supplies	61.98

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Park Ace Hardware Total		61.98
54353	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	67.50
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	90.00
	Penguin Random House LLC Total		157.50
54354	PCS Industries	104540 · Building Repairs	203.47
	PCS Industries Total		203.47
54355	ProQuest LLC	104315 · Electronic Databases	11,875.00
	ProQuest LLC Total		11,875.00
54356	Quill Corporation	104720 · Office Supplies	-126.06
	Quill Corporation	104720 · Office Supplies	126.06
	Quill Corporation	104710 · Library Supplies	4.43
	Quill Corporation	104620 · Staff Training & Education	30.50
	Quill Corporation	104720 · Office Supplies	72.50
	Quill Corporation	104720 · Office Supplies	224.98
	Quill Corporation	104720 · Office Supplies	3.94
	Quill Corporation Total		336.35
54357	Recorded Books, INC	104340 · Audio Visual Materials - Adult	7.95
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	27.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	40.50
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.09
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	67.50
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	58.48
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	31.45
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	19.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	36.00
	Recorded Books, INC Total		395.95
54358	Reliable Fire Equipment Co.	104450 · Building Maintenance	2,023.25
	Reliable Fire Equipment Co. Total		2,023.25
54359	Reliastar Life Insurance Company	102160 · 457 Plan W/H Payable	1,400.00
	Reliastar Life Insurance Company Total		1,400.00
54360	Rothman, Mark	104640 · Patron Programs&Events-Outreach	300.00
	Rothman, Mark Total		300.00
54361	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	RWK Design, Inc.	104580 · Automation - Maintenance	109.00
	RWK Design, Inc. Total		4,811.89
54362	Scholastic Library	104311 · Books - Youth	109.20
	Scholastic Library	104311 · Books - Youth	452.40
	Scholastic Library	104311 · Books - Youth	304.20
	Scholastic Library Total		865.80
54363	Lora Siebert	104642 · Patron Programs & Events-Youth	42.72
	Lora Siebert	104642 · Patron Programs & Events-Youth	26.92
	Lora Siebert Total		69.64
54364	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	28.00
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	555.99
	Sunlight Maintenance Supply	104530 · Building & Custodial Supplies	428.54
	Sunlight Maintenance Supply Total		1,012.53

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
54365	SYNCHRONY BANK/AMAZON	104340 · Audio Visual Materials - Adult	6,633.30
	SYNCHRONY BANK/AMAZON	104341 · Audio Visual Materials - Youth	1,902.83
	SYNCHRONY BANK/AMAZON	104342 · Audio Visual Materials-Outreach	588.87
	SYNCHRONY BANK/AMAZON	104310 · Books - Adult	266.57
	SYNCHRONY BANK/AMAZON	104311 · Books - Youth	61.38
	SYNCHRONY BANK/AMAZON	104710 · Library Supplies	63.02
	SYNCHRONY BANK/AMAZON	104570 · Automation - Equipment	143.97
	SYNCHRONY BANK/AMAZON Total		9,659.94
54366	Twisted Fiber Studio	104640 · Patron Programs&Events-Outreach	250.00
	Twisted Fiber Studio Total		250.00
54367	Unique Management Services, Inc.	104495 · Legal	53.70
	Unique Management Services, Inc. Total		53.70
	Village of Orland Park	IMRF/Insurance Wire Transfer	62,582.34
	Village of Orland Park Total		62,582.34
	Net Payroll	Payroll February 27, 2015	73,101.39
	Sub Total		\$ 206,089.83

March 1, 2015-March 16, 2015

54369	ALA Member Services	104650 · Association Dues & Fees	255.00
	ALA Member Services Total		255.00
54370	Audio Editions	104342 · Audio Visual Materials-Outreach	32.40
	Audio Editions	104312 · Books - Outreach	398.40
	Audio Editions	104312 · Books - Outreach	108.78
	Audio Editions Total		539.58
54371	Bal Industries	104450 · Building Maintenance	510.00
	Bal Industries Total		510.00
54372	Battery Giant Orland Park	104530 · Building & Custodial Supplies	103.60
	Battery Giant Orland Park Total		103.60
54373	Builders United Sales Co.	104540 · Building Repairs	725.00
	Builders United Sales Co. Total		725.00
54374	Cavendish Square	104311 · Books - Youth	716.30
	Cavendish Square Total		716.30
54375	Center Point Large Print	104310 · Books - Adult	65.91
	Center Point Large Print Total		65.91
54376	EBSCO	104320 · Periodicals - Adult	93.09
	EBSCO	104320 · Periodicals - Adult	15.70
	EBSCO Total		108.79
54377	Envisionware, Inc.	104560 · Machine Rental	214.00
	Envisionware, Inc. Total		214.00
54378	FedEx	104730 · Postage	16.30
	FedEx Total		16.30
54379	Findaway World, LLC	104341 · Audio Visual Materials - Youth	295.96
	Findaway World, LLC Total		295.96
54380	Gale/Cengage Learning	104310 · Books - Adult	25.59
	Gale/Cengage Learning	104310 · Books - Adult	28.79
	Gale/Cengage Learning	104310 · Books - Adult	27.19

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Gale/Cengage Learning	104312 · Books - Outreach	111.95
	Gale/Cengage Learning	104312 · Books - Outreach	44.78
	Gale/Cengage Learning	104312 · Books - Outreach	147.14
	Gale/Cengage Learning	104310 · Books - Adult	26.39
	Gale/Cengage Learning	104312 · Books - Outreach	71.17
	Gale/Cengage Learning	104312 · Books - Outreach	193.52
	Gale/Cengage Learning	104312 · Books - Outreach	21.59
	Gale/Cengage Learning	104310 · Books - Adult	112.76
	Gale/Cengage Learning	104310 · Books - Adult	1,645.40
	Gale/Cengage Learning Total		2,456.27
54381	Gaylord Bros., Inc.	104710 · Library Supplies	107.64
	Gaylord Bros., Inc. Total		107.64
54382	Grainger	104530 · Building & Custodial Supplies	95.95
	Grainger Total		95.95
54383	Grasso Graphics, Inc.	104740 · Printing	2,831.88
	Grasso Graphics, Inc. Total		2,831.88
54384	Grey House Publishing, Inc.	104310 · Books - Adult	345.00
	Grey House Publishing, Inc. Total		345.00
54385	Ingram Library Services	104310 · Books - Adult	2,510.42
	Ingram Library Services	104312 · Books - Outreach	239.37
54386	Ingram Library Services	104311 · Books - Youth	1,048.45
	Ingram Library Services Total		3,798.24
54387	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	111.61
	Klein, Thorpe and Jenkins, Ltd. Total		111.61
54388	Lakeshore Learning Materials	104642 · Patron Programs & Events-Youth	264.81
	Lakeshore Learning Materials Total		264.81
54389	Master Brew Beverages Inc.	104530 · Building & Custodial Supplies	79.95
	Master Brew Beverages Inc. Total		79.95
54390	Midwest Tape	104341 · Audio Visual Materials - Youth	89.98
	Midwest Tape Total		89.98
54391	Neviol, Inc.	104450 · Building Maintenance	5,738.00
	Neviol, Inc. Total		5,738.00
54392	O'Connell, Catherine	104641 · Patron Programs & Events-Adult	300.00
	O'Connell, Catherine Total		300.00
54393	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	30.00
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	33.75
	Penguin Random House LLC	104342 · Audio Visual Materials-Outreach	33.75
	Penguin Random House LLC	104340 · Audio Visual Materials - Adult	18.75
	Penguin Random House LLC Total		116.25
54394	Quill Corporation	104720 · Office Supplies	287.90
	Quill Corporation Total		287.90
54395	Recorded Books, INC	104340 · Audio Visual Materials - Adult	35.99
	Recorded Books, INC	104340 · Audio Visual Materials - Adult	54.00
	Recorded Books, INC Total		89.99
54396	Rosen Publishing	104311 · Books - Youth	1,028.35
	Rosen Publishing Total		1,028.35
54397	RWK Design, Inc.	104580 · Automation - Maintenance	21.01
	RWK Design, Inc.	104580 · Automation - Maintenance	50.00

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

Check	Name	Account	Original Amount
	RWK Design, Inc.	104570 · Automation - Equipment	297.50
	RWK Design, Inc.	104577 · Automation - Consultant	4,702.89
	RWK Design, Inc. Total		5,071.40
54398	Taste of Home Books	104310 · Books - Adult	31.98
	Taste of Home Books Total		31.98
54399	U.S. Postal Service	104730 · Postage	2,012.55
	U.S. Postal Service Total		2,012.55
54400	Village of Orland Park	104600 · Outreach Services	25.00
54401	Village of Orland Park	104600 · Outreach Services	79.12
	Village of Orland Park Total		104.12
	Net Payroll	Payroll March 15, 2015	65,159.41
	Sub Total		\$ 93,671.72
	Grand Total		\$299,761.55

**CORRESPONDENCE RECEIVED FROM JANUARY 16, 2015 THROUGH
MARCH 12, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

A letter sent to each Board Member regarding the Library Director's 2014 evaluation.

CORRESPONDENCE 2

A letter received on January 26 2015 from Secretary of State Jesse White, regarding the FY2015 Illinois Public Library Per Capita and Equalization Grant Awards.

CORRESPONDENCE 3

An emailed letter sent on March 9, 2015 to the Board of Trustees by Mr. Dan Kleinman regarding a Letter to the Editor in the *Orland Park Prairie*.



**ORLAND PARK
PUBLIC LIBRARY**
A Natural Connection

To: Board Members

From: Administration

Date: January 22, 2015

Re: New Policy

Please add this new policy: Library Director Annual Evaluation Section G 1.1 to your Policy and Procedure Manual.

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: _____

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: _____

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 goals as stated in the current Strategic Plan:

*(List specific goals in the Strategic Plan
along with a place for scoring here)*

Comments/suggestions on achievement of strategic plan goals:

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

Name of President
Orland Park Public Library
Board of Trustees

Date

Booked author Elizabeth Berg, The Dream Lover, for signing 5/20/15 7pm-8pm. Diane Srebro

Attended Library Journal/Novelist RA Makeover webinar on 2/10/15 at 2pm CT. Diane Srebro

Contacted publishers for author visits : Sheri Fink(maybe); Michael Harvey(yes); Paula Hawkins (no); Alice Hoffman(maybe); Marja Mills(maybe); Anne Tyler(no); Jacqueline Winspear(no). Diane Srebro

Attended Illinois Library Association (ILA) Readers' Advisory program proposal meeting to submit for annual conference on 2/19/15 at 7pm-8pm. Diane Srebro

Veteran History Project interview 2/3/15 1:30-3:30 p.m. Judy Brannigan

Veteran History Project Interview 2/12/15 7:00-8:00 p.m. Judy Brannigan

Contacted veteran J.J. Konstant for a speaking appearance. Judy Brannigan

Social Committee Events: Warm Your Heart Day 2/12/15; Valentine's Day 2/12/15; Academy Awards 2/23/15. Judy Brannigan

CUSTOMER SERVICE LOG

2/4 10:30 a.m. Patron looking for the mystery collection. Walked the patron to the collection. Comment: Why doesn't the library own Agatha Christie's books? She's published numerous titles. OPPL only owns a dozen.

2/4 10:28 a.m. Man looking for tax forms. Comment: Thank you. You have more forms here than the IRS office in Chicago.

2/4 12:30 p.m. Patron placing multiple holds on Music CD's. Comment: I hope libraries never go away. The Internet doesn't have everything. Very few places even sell CD's. I don't go for all that downloading and stuff.

2/5 6:15 p.m. Caller asking about tax forms. Comment: Thank you. You have a beautiful library.

2/10 11 a.m. Patron walking by the Reference Desk. Asked if needed help. Comment: I'm very disappointed that the library does not own a single piece of Classical sheet music. Please consider because I found Rock, Jazz and Blues.

2/10 9:50 a.m. Patron requested a pill book for high blood pressure. Only copy on shelf was an older edition. Offered to place a hold or ILL. Comment: No thank you. Just show me the high blood pressure books.

2/11 9:15 a.m. Patron asked "By any chance does the library own the new movie Fury?" The library owns 14 copies (all were checked out). Comment: Wow, I'm okay with waiting. Thanks for the help.

2/13 1:30 p.m. Patron could not find two CD's showing on shelf. The CD's had incorrect genre headings and call numbers. Comment: No wonder I couldn't find them.

2/17 8:40 p.m. Staff shelving in AV. Comment: I enjoy the wide selection of music CD's.

2/21 11:30 a.m. Two different patrons looking for items reading "on shelf." Items were on display. Comments: I spent all this time looking for it and it was right here. It shouldn't be so difficult to find items.

2/26 11:28 a.m. Patron looking for Rolling Stone magazine. Comment: Why is it over here?

I wouldn't think to look all the way over here.

2/26 12:04 Patron found item on shelf that he previously returned. Comment: I don't mean to complain, but this is the 2nd time this has happened in the past month.

Circulation Board Report February 2015

PERSONNEL

Kelsey Flynn hired for the position of Circulation clerk. She will begin on Monday March 2nd.

Vanessa Buzo hired for the position of Circulation clerk. She will begin on Tuesday March 3rd.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin continues to work on patron accounts in Polaris. Records are being updated from previous Millennium ILS.

Howard Griffin is testing the Polaris wand for Inventory purposes.

Laura Larson is updating old Transworld patron accounts in Polaris.

Julie Pryor is working on invoices to be sent for long overdue material to other library Reciprocal borrowers.

Becky Simmons is working on current long overdues and checking shelves for missing material.

CONTINUING EDUCATION/MEETINGS ATTENDED

Howard Griffin, Julie Pryor and Laura Larson attended the Concealed Carry webinar here at OPPL on Feb. 25, 2015.

GRANTS/SPECIAL PROJECTS

Howard Griffin is reviewing Polaris reports for Inventory Control and also Uncirculated item reports for weeding projects.

CUSTOMER SERVICE LOG

2/3/ (Information Desk) It's so sad that we have such a beautiful library that does so little for us. ll

2/7/15 (Information Desk) Pre-school fair helpful and informative. bk

2/7/15 Patron was upset that a book she was told would come from a SWAN library was instead ordered for our collection. She assumes this is why it is taking so much longer. jp

2/9/15 Patron went to put papers in recycling bin in the parking lot and couldn't get close enough because it was blocked by snow. bk

2/12/15 Patron remarked that the 2 p.m. music presentation in Room 104 was very good. nl

2/16/15 Phone call transferred to Kelly Cuci x5114. Patron was disconnected (patron's comment) she was bounced back to the Information Desk. bk

2/17/15 (Information Desk) The Children;s programs are so great here! bk

2/20/15 (Express Reserves shelves) Patron was pleased we hold the items 7 days vs. 3 or 5. jp

2/24/15 (Information Desk) Transferred call to Bridget. Patron said the phone just went dead. Patron called again, transferred again, call did ring then and bounced back to Information Desk for message. bk2/28/15 Patron picking up hold exited to see Mary Pat Kelly's program. Great idea! jp

2/11/15 (Checkout Desk) Parent questioning why children need to be present to renew lost cards. jp

2/11/15 (Checkout Desk) Patron upset we did not apologize when books she returned were not checked in then found. jp

2/11/15 (Checkout Desk) Patron feels sorry for previous 2 remarks because I was so nice to her. She loves the library. jp

Volunteer making phone calls for patron hold pick-up. Patron complimented all library staff for being friendly and helpful. (Longtime Orland resident) nl

2/17/15 (Circulation Desk) Thanks for having hot chocolate. bk

2/21/15 (Circulation Desk) I understand that using the Internet is only for people who have money. ad

2/23/15 (Circulation Desk) Your library outshines Tinley! You have so much more to offer! sh

2/28/15 Phone call. Chicago patron is upset we left SWAN. Feels it reflects poorly on building community between libraries. jp

2/28/15 (Circulation Desk) Better chairs than Oak Lawn. Oak Lawn patron would like to sign up for Winter Reads. jp

2/28/15 (Circulation Desk) Thank you for your patience from Chicago patron who needed to establish card. nl

ORS MONTH	TOTAL CIRCULATION		LAST YR.	CHANGE	PATRON ATTENDANCE
	2015				
JAN	82,937		77,351	7%	34,403
FEB	74,885		73,711	2%	32,238
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	157,822		151,062	4%	66,641

Graphics Board Report February 2015

PERSONNEL

2015

Meeting Room Requests: 27 (48% decrease from 2014)

Graphic Requests: 116 (66% increase from 2014)

2014

Meeting Room Requests: 40

Graphic Requests: 70

SERVICES/PROGRAMS/PROJECTS/CLASSES

Graphics designed and sent a redesigned newsletter through Mail Chimp that is sent twice a month. Recipients can easily unsubscribe at any time.

This new vendor allows us more information about our users such as statistics on how many people read it and which events users click. Our numbers have been running above average for our industry.

Feb. 9 newsletter stats -- First newsletter/Baseline for stats
19,291 Subscribers

6,171 Opens= 34.6% vs. 24.3% industry average

1,284 Clicks= 7.2% vs. 3% industry average

#1 click for Dave Essau's Comfort Food program on February 11

Feb. 16 newsletter stats
17,777 Subscribers

5,011 Opens= 28.5% vs. 24.3% industry average

844 Clicks= 4.8% vs. 3% industry average

#1 click for Irish Tales & Tunes with Author Mary Pat Kelly on March 6

STATISTICS

2015

Meeting Room Requests: 27 (48% decrease from 2014)

Graphic Requests: 116 (66% increase from 2014)

2014

Meeting Room Requests: 40

Graphic Requests: 70

GRANTS/SPECIAL PROJECTS

Graphics wrote and designed special postcard to highlight OPPL's successes in 2014. The piece was mailed to all households in Orland Park the first week of March.

Bridget Bittman helped coordinate the Orland Park Area Chamber of Commerce's Success in Business event hosted at the library on February 24. The topic was human resources and attended by more than 20 chamber members.

Bridget Bittman continues to create videos which appear on the village's cable Channel 4 to promote the library's programs and services.

Bridget Bittman created and implemented a marketing plan to promote author Mary Pat Kelly's program, Irish Tales & Tunes. Several articles and calendar items were published which resulted in more than 180 people attending the event on March 6.

Information Technology Board Report February 2015

PERSONNEL

Nothing to report this month.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

February 2015

19 computer classes for adults were offered with a total of 92 attendees

February 2014 Comparison

21 computer classes for adults were offered with a total of 104 attendees

STATISTICS

Category	Feb 2015	Feb 2014	Change
Study Room Usage	404	378	26, 6.88%
Patrons Assisted	762	636	126, 19.81%
Total PC Usage	1821	2261	-440, -19.46%
Total Web pages	34450	33863	587, 1.73%
Number of Classes	18	21	-3, -14.29%
Total Class Attendance	84	104	-20, -19.23%
Overdrive Checkouts	2832	2179	653, 29.97%
Overdrive Registration	76	67	9, 13.43%
Zinio Checkouts	624	697	-73, -10.47%

GRANTS/SPECIAL PROJECTS

Nothing to report this month

CUSTOMER SERVICE LOG

2/6 8:00pm

Outreach Services Board Report February 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to 167 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 Outreach Services materials collection.

Coordination of traveling exhibition - Frederick Douglass: From Slavery to Freedom: The Journey to New York City

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Flipster Demo (OPPL) on Feb 10, 2015

Kelly Cuci attended Interpretive Planning for Small Museums (Webinar) on Feb 18, 2015

Kelly Cuci attended Ingram iPage Demo (Room 105) on Feb 24, 2015

Kelly Cuci attended Concealed Carry Webinar (Computer Lab) on Feb 25, 2015

Kelly Cuci attended Zinio Demo (Room 105) on Feb 25, 2015

Kelly Cuci attended Exhibition Label Writing at It's Best (Webinar) on Feb 25, 2015

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 349 patrons. *2014: 12 programs were given with a total of 276 patrons.*

Offsite Adult Programs:

11 programs were given with a total of 172 patrons attending. *2014: 9 programs were given with a total of 162 patrons attending.*

Program Flyer Distribution Stats:

Orland Park Businesses - 8

Village of OP - 16

Assisted Living - 5

Orland Township - 29

In-house during programs - 660 - This high number is due to Outreach Assistants developing a new way to provide patrons with flyers.

Other Outreach and Homebound Stats:

Outreach Circ Stats: 864 items circulated with 1090 checkouts and 75 renewals. *2014: 816 items circulated with 1111 checkouts and 68 renewals.*

Visits to single-family homebound patrons totaled 16. *2014: Visits totaled 19.*

4 new homebound patron cards were issued and 0 discontinued. 4 cards were renewed. *2014: 3 new homebound library card was issued for this month. 0 cards were discontinued. 0 cards were renewed.*

OS staff logged 551 reference transactions. *2014: 621 reference transactions.*

35 books were displayed on the table with 15 having been checked out. *2014: 33 books on display with 29 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach coordinated the Frederick Douglass: From Slavery to Freedom: The Journey to New York City traveling exhibit.

CUSTOMER SERVICE LOG

2/4/15 10:30am Township Book Delivery

"What you do here for us is beautiful!"

2/4/15 8:30pm 10,000 Generations of the Qin Dynasty program

Multiple patrons said they enjoyed the program.

2/10/15 8:00pm An Evening with Frederick Douglass program

Multiple patrons expressed their enjoyment of the program. Several said they would be back for his next program.

2/11/15 7:30pm Comment from Mrs. Cicala

She would like to compliment all staff. "They are so helpful and I appreciate everyone!"

2/13/15 7:00pm Carl Sandburg H.S. Jazz Band - Showcase program

"Wow, this was a great program!"

2/17/15 7:00pm America in Crisis program

Multiple patrons said they enjoyed the program and that it was very good.

2/20/15 10:15am Orland Township Book Delivery

"You (Library) are so good to us here at the Township."

2/23/15 7:00pm Pinterest Palooza Sunburst program

"Great program!"

2/25/15 7:00pm Introduction to Felting program

"Good program!" "Fun projects!" "Easy instructions to follow."

Technical Services Board Report February 2015

PERSONNEL

Tech Services is looking for candidates to fill the position of Cataloger I.

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for February 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On Feb. 25 2015, Wendy Xie attended Webinar: Concealed Carry in Illinois

STATISTICS

Attached:

Monthly Statistics between 02/01/2015 and 02/28/2015:

GRANTS/SPECIAL PROJECTS

Wendy found some eBooks records from OverDrive are incorrect. She worked with OverDrive staff and fixed the problem.

Tech Services members accepted additional training because of the staff short and changed responsibilities.

To withdraw the giveaway magazine is on Wendy's calendar.

CUSTOMER SERVICE LOG

2/5 2:00 Staff member brought an article from the newspaper Irish America to Mary W. that ties into author visit. "You're a doll" Thank you.mo

2/12 3:30 Made new binder for checkin of in house newspapers. AS staff member said thanks really well done! cm

Youth Services Board Report February 2015

PERSONNEL

Part-time Teen Librarian Sara Killough accepted the full-time Teen position effective February 13. Mary Adamowski is accepting applications for the part-time Teen Librarian position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

February 2015

Youth programs: 1655 attendees/ 72 programs (birth--grade 5)

Teen programs: 137 attendees/14 programs (grades 6--12)

Preschool visits: 417 students/ 20 visits

School visits: 1173 students/10 visits

Miscellaneous teacher checkouts: none

PRESCHOOL PAKS: 13 PAKS/ 197 items

PAL PAKS: 10 PAKS/204 items

Total number of children served: 3245 children (birth--grade 5)

Total number of teens served: 137 teens (grades6--12)

February 2015 circulation statistics: 32,660 items

February 2014 comparisons

Youth programs: 1329 attendees/68 programs (birth--grade 5)

Teen programs: 119 attendees/9 programs (grades--12)

Preschool visits: 104 students/2 visits

School visits: 1040 students/6 visits

PRESCHOOL PAKS: 13 PAKS/190 items

PAL PAKS: 13 PAKS/252 items

Total number of children served: 2369 children (birth--grade 5)

Total number of teens served: 119 teens (grades 6--12)

February 2014 statistics: 32,765 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended Youth Services Forum meeting (Naperville PL 95th Avenue) on Feb 6, 2015

Amy Najewski attended Rebecca Caudill Evaluator's meeting (Bloomington, Illinois) on Feb 7, 2015

Diane Norris-Kuczynski attended SNAILS meeting (Tinley Park Public Library) on Feb 11, 2015

Mary Adamowski attended Meeting with Barnes & Noble representative (Barnes & Noble Orland Park) on Feb 12, 2015

Diane Norris-Kuczynski attended LACONI board meeting (Forest Park) on Feb 13, 2015

Lora Siebert attended LACONI YSS Planning meeting (Arlington Heights Memorial PL) on Feb 20, 2015

Mary Adamowski attended Ingram iPage (OPPL) on Feb 24, 2015

Jamie Kallio attended Ingram iPage (OPPL) on Feb 24, 2015

Becky McCormack attended Concealed Carry (OPPL) on Feb 25, 2015

Diane Norris-Kuczynski attended Concealed Carry (OPPL) on Feb 25, 2015

Mary Adamowski attended Concealed Carry (OPPL) on Feb 25, 2015

Mary Adamowski attended Zinio (OPPL) on Feb 25, 2015

Becky McCormack attended Concealed Carry Webinar (OPPL) on Feb 26, 2015

STATISTICS

Statistics from web forms

Category	02/2015	02/2014	Change
Reference	3164	2640	524, 19.85%
Ref Remote	328	432	-104, -24.07%
Non-Reference	410	706	-296, -41.93%
N-R Remote	78	199	-121, -60.8%
Teen Prog	137	43	94, 218.6%
Youth Prog	1655	1160	399, 34.4%

GRANTS/SPECIAL PROJECTS

Youth Services Librarian Assistant Amy Najewski attended the Rebecca Caudill Young Readers' Book Award committee meeting on February 7. At this meeting she assisted in selecting the 20 book nominees for the 2016 award for children in grades 4--8.

Youth Services Reference Librarian Jamie Kallio attended the Abraham Lincoln Book Award committee meeting on February 28. Jamie helped select the 20 book nominees for the 2016 award for high school teens.

CUSTOMER SERVICE LOG

Preschool Desk

No entries.

Jr. Desk

2/3/15 2:01 pm Grandparents leaving drop-in story time with 2 granddaughters. Thank you - it was wonderful! DNK

2/6/15 2:13 pm Patron looking for movie. You are so helpful! MLD

2/16/15 4:45 pm Patron leaving with an armful of books. You always go that extra mile! DNK

2/21/15 12:30 pm Patron picking up child after Culture Club. It's nice to see how the library offers programs on different cultures. AN

2/24/15 6:20 pm I was putting DVDs on shelf, customer asked for help. You guys are so helpful. I can't thank you enough. HB

Teen Desk

2/12/15 8:48 pm Grandmother of teen patron at teen desk, visitors from Tinley library. You are a blessing - we will definitely be back. SK

2/19/15 2:34 pm Parent of teen patron at teen desk. We love that you have so many volunteer programs for teens.

2/20/15 7:39 pm Reader's advisory for teen. You are so friendly and helpful!

2/28/15 7-8 pm Chocolate Party Program. Bad Art Night was really fun.

2/28/15 7-8 pm Chocolate Party Program. I like programs here better than other places in Orland.

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
January 20, 2015-January 31, 2015			
54226	Allen County Public Library	104310 · Books - Adult	10.00
	Allen County Public Library Total		10.00
54227	Alternative Energy Solutions, Ltd.	104450 · Building Maintenance	331.00
	Alternative Energy Solutions, Ltd.	104450 · Building Maintenance	520.56
	Alternative Energy Solutions, Ltd. Total		851.56
54228	ALA Member Services	104650 · Association Dues & Fees	205.00
	ALA Member Services Total		205.00
54229	Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
	Amgard Exterminating Inc. Total		70.00
54230	Anderson's Bookfair Company	104630 · Conference Fees	275.00
	Anderson's Bookfair Company Total		275.00
54231	Annuity Premium Reserve Account	102160 · 457 Plan W/H Payable	300.00
	Annuity Premium Reserve Account Total		300.00
54280	Audio Editions	104342 · Audio Visual Materials-Outreach	294.43
	Audio Editions Total		294.43
54232	Automatic Doors, Inc.	104540 · Building Repairs	298.00
	Automatic Doors, Inc. Total		298.00
54233	Battery Giant Orland Park	104710 · Library Supplies	78.40
	Battery Giant Orland Park Total		78.40
54234	Cantlon, Mark	104640 · Patron Programs&Events-Outreach	250.00
	Cantlon, Mark Total		250.00
54235	Cavendish Square	104311 · Books - Youth	215.50
	Cavendish Square Total		215.50
54236	Center Point Large Print	104312 · Books - Outreach	150.99
	Center Point Large Print Total		150.99
54237	Circle Tractor	104440 · Landscaping & Groundskeeping	52.78
	Circle Tractor Total		52.78
54238	Cole, Steven A.	104640 · Patron Programs&Events-Outreach	400.00
	Cole, Steven A. Total		400.00
54239	Comcast	104520 · Telephone	307.41
	Comcast Total		307.41
54240	Comcast Cable	104575 · Automation - Line Costs	256.90
	Comcast Cable	104520 · Telephone	75.14
	Comcast Cable Total		332.04
54241	Daniels, Max	104640 · Patron Programs&Events-Outreach	200.00
	Daniels, Max Total		200.00
54242	EBSCO Information Services	104321 · Periodicals - Youth	2,673.11
	EBSCO Information Services	104320 · Periodicals - Adult	22,622.90
	EBSCO Information Services	104320 · Periodicals - Adult	-847.90
	EBSCO Information Services	104320 · Periodicals - Adult	34.00
	EBSCO Information Services	104320 · Periodicals - Adult	-2,619.69
	EBSCO Information Services Total		21,862.42
54243	Findaway World, LLC	104641 · Patron Programs & Events-Adult	36.99
	Findaway World, LLC	104641 · Patron Programs & Events-Adult	199.77
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	273.76

Orland Park Public Library Accounts Payable/Payroll Listing

Check	Name	Account	Original Amount
	Findaway World, LLC	104340 · Audio Visual Materials - Adult	44.39
	Findaway World, LLC Total		554.91
54244	Gale	104310 · Books - Adult	187.95
	Gale	104310 · Books - Adult	103.96
	Gale	104312 · Books - Outreach	446.23
	Gale	104312 · Books - Outreach	26.39
	Gale	104310 · Books - Adult	27.99
	Gale	104310 · Books - Adult	26.39
	Gale	104312 · Books - Outreach	251.10
	Gale	104310 · Books - Adult	26.39
	Gale	104310 · Books - Adult	292.60
	Gale	104310 · Books - Adult	29.59
	Gale	104310 · Books - Adult	25.59
	Gale	104310 · Books - Adult	25.59
	Gale Total		1,469.77
54245	Christina Garcia	104642 · Patron Programs & Events-Youth	4.89
	Christina Garcia Total		4.89
54246	Goldy Locks, Inc.	104530 · Building & Custodial Supplies	10.00
	Goldy Locks, Inc. Total		10.00
54247	Go Promotions	104660 · Public Information	1,575.44
	Go Promotions Total		1,575.44
54248	Hearne & Associates, P.C.	104420 · Accounting	430.70
	Hearne & Associates, P.C. Total		430.70
54249	Illinois Library Association	104650 · Association Dues & Fees	185.00
	Illinois Library Association	104650 · Association Dues & Fees	100.00
	Illinois Library Association	104650 · Association Dues & Fees	115.00
	Illinois Library Association	104650 · Association Dues & Fees	100.00
	Illinois Library Association Total		500.00
54250	Ingram Library Services	104310 · Books - Adult	4,739.82
	Ingram Library Services	104312 · Books - Outreach	76.95
54251	Ingram Library Services	104311 · Books - Youth	1,899.41
	Ingram Library Services Total		6,716.18
54252	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	22,151.19
	Klein, Thorpe and Jenkins, Ltd.	104495 · Legal	69.50
	Klein, Thorpe and Jenkins, Ltd. Total		22,220.69
54253	Lighting Supply Co.	104530 · Building & Custodial Supplies	87.40
	Lighting Supply Co. Total		87.40
54254	Lindsey, Robert	104640 · Patron Programs&Events-Outreach	200.00
	Lindsey, Robert Total		200.00
54255	Lite Tech, Inc.	104530 · Building & Custodial Supplies	205.00
	Lite Tech, Inc. Total		205.00
54256	Manufacturers' News, Inc.	104310 · Books - Adult	222.90
	Manufacturers' News, Inc. Total		222.90
54257	Martin, Jamie	104642 · Patron Programs & Events-Youth	450.00
	Martin, Jamie Total		450.00
54258	Master Brew Beverages Inc.	104530 · Building & Custodial Supplies	74.95
	Master Brew Beverages Inc. Total		74.95
54259	Midwest Tape	104340 · Audio Visual Materials - Adult	39.99