

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
December 21, 2015 7:00 P.M.
Room 104**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES FROM NOVEMBER 16, 2015—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 AND APPROVAL AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS**
- G. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION**
- H. LIBRARIANS' REPORT/STAFF REPORTS**
- I. COMMITTEE REPORTS**
 - 1. Building and Maintenance
 - 2. Finance (Committee of the Whole)
 - 3. Service and Policy
 - 4. Personnel
 - 5. Law
 - 6. Strategic Planning
 - 7. Capital Campaign

J. UNFINISHED BUSINESS

1. Review and approval to enter into the Master Services Agreement with U.S. Bank – For Action
Motion to approve and enter into the Master Services Agreement with U.S. Bank and to authorize the Board Treasurer to sign the Agreement; and to authorize Diane Jennings, Nancy Healy, and Denis Ryan to be Authorized Treasury Management Signers on the account.

K. NEW BUSINESS

1. PMA Financial Investment Plan and Cash Flow Projection 2016 – For Action
Motion to approve the PMA 2016 Investment Plan and Cash Flow Projection.
2. Approval of Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account – For Action
Motion to approve Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account.
3. 2016 Per Capita Grant application – For Action
Motion to approve the 2016 Per Capita Grant application for the Illinois State Library.

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held November 16, 2015

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, and Denis Ryan

Roll Call

Members absent: Catherine Lebert

Staff present: Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

Minutes

Trustee Leafblad made a motion to approve the October 19, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

None.

Introduction of Visitors

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

Public Comment

Nanc Junker

None.

Executive Session

Treasurer Jennings moved to accept the Treasurer's Reports for October 2015. The motion was seconded by Trustee Leafblad. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Treasurer's Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of October 20, 2015 through November 16, 2015 and was seconded by Vice-President Ryan. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

Librarian's Report

Author Jamie Kallio

Preschool Coordinator Jamie Kallio will have three more youth non-fiction books published: Aliens, Haunted Houses and Bigfoot by The Child's World publishers in 2016.

Chinese Delegates

A group of Chinese Delegates will be touring the library Tuesday, December 2, at 9:30 a.m. Please consider joining the Library in welcoming them.

Display Case

Last month the purchase of a museum-quality display case for the 2nd floor near the Adult Services Desk was discussed. This case would allow us to showcase collections of small items from area museums, collectors and from our own collection. Dana Pryor worked very hard in comparing products and negotiating prices with the vendor. Administration would like to move forward and purchase the case, and all the materials and options associated with it, from Gaylord Archival for a total of \$5,971.65, including shipping and installation. This is an extremely good price as the case itself retails for \$5,315.

Per Capita Grant Application

The State Library of Illinois is very focused on resource sharing. One of the requirements for this year's Per Capita Grant requires discussion on this topic. The Orland Park Public Library honors library cards from all libraries and once a person is registered in Polaris, they can check out any items during their visits. The Library also participates in interlibrary loans by lending and borrowing materials from other libraries on behalf of patrons. These materials are sent between libraries using Reaching Across Illinois Libraries System (RAILS) delivery system or through the postal service.

Friends Donation

On Sunday, November 1, at the Kurt Vonnegut opening lecture, representatives from the Friends of the Orland Park Public Library announced their annual donation to the Library in the amount of \$7,000. This amount is raised through memberships and sales of Recycled Reads materials. The money is used for adult, youth and teen programming.

Kurt Vonnegut Exhibit

The Vonnegut Exhibit will be displayed until November 30. On Wednesday, November 11, we held "Vonnegut Fest" to honor our Veterans. The Library received many great compliments from Veterans about the display in the lobby and the showing of the Veteran Interviews.

Barnes & Noble Book Fair

Sunday, November 8, was the Library's Book Fair at Barnes & Noble. If customers mentioned the Library at checkout, 10% of the sale was given to the Library. Andrew Masura, Mary Adamowski, Jackie Boyd, Kelly Cuci, Becky McCormack, Cathy Riffice and Cathy DiGiorgio were on hand to interact with customers, present a storytime program, teach a craft and host a chef visit and a presenter on table decorations. Online purchases, through November 12, with the Library code were also be included in the proceeds, which have not been finalized at this time.

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Approval of the revised FY2016 Budget and Levy – For Action

**Unfinished
Business**

Treasurer Jennings motioned to approve the revised 2016 Budget and Levy at a 2.0% increase and to adopt a “Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016,” as revised. Trustee Barcelona seconded the motion. Treasurer Jennings confirmed with Administration that 2016 Levy remained the same from the previous month, but the budget lines were reallocated. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

BAL Carpet Cleaning Contract – For Action

New Business

Treasurer Jennings motioned to approve the BAL Carpet Cleaning contract for 2016 in the amount of \$14,520.00. Trustee Kleis seconded the motion. Treasurer Jennings asked for a comparison to previous years. Vice-President Ryan asked about future flooring replacement plans. Administration responded to their questions. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

Motion passed. 6 ayes, 0 nays, 1 absent.

Engagement letter for the audit of the Library’s financial statements for the year ended December 31, 2015 from McClure Inserra – For Action

Trustee Kleis motioned to approve the McClure Inserra engagement letter for the audit of the Library’s financial statements for the year ended December 31, 2015 in the amount of \$10,500. Vice-President Ryan seconded the motion. No further discussion ensued. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

Motion passed. 6 ayes, 0 nays, 1 absent.

Resolution authorizing intervention in all 2014-2016 tax year appeals before the State of Illinois Property Tax Appeal Board – For Action

Treasurer Jennings motioned to approve Resolution No. 2015-09 “Resolution Authorizing Intervention in All 2014-2016 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board.” Vice-President Ryan seconded the motion. Treasurer Jennings confirmed that this is a continuation of previous years. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

Motion passed. 6 ayes, 0 nays, 1 absent.

Review and approval to enter into the Master Services Agreement with U.S. Bank – For Action

Treasurer Jennings motioned to approve and enter into the Master Services Agreement with U.S. Bank and to authorize the Board Treasurer to sign the Agreement; and to authorize Diane Jennings, Nancy Healy, and Denis Ryan to be Authorized Treasury Management Signers on the account. Administration explained the need for the agreement. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye

Motion passed. 6 ayes, 0 nays, 1 absent.

Vice-President Ryan requested a point of discussion be added to the December 21, 2015 agenda. He would like to discuss changing the date of regular Board of Library Trustees meetings.

Announcements

Vice-President Ryan wished everyone a Happy Thanksgiving.

Treasurer Jennings moved to adjourn the meeting and was seconded by Vice-President Ryan. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – aye.

Adjournment

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 7:38 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____ Date: _____

Minutes prepared by Dana Pryor

DRAFT

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

Revenues

The Library has received almost 100% of tax receipts for 2015. **Impact and Replacement Taxes** continue to be significantly higher than anticipated. **Fines** continue to be above budget year-to-date. **Interest Income** remains higher than budgeted due to investments being set up with longer terms providing higher rates of return. All other revenue line items are above budget on a year-to-date basis except for non-resident fees. Total Revenue year-to-date exceed Total Budgeted Revenues for the year.

Expenditures

Overall Expenditures are \$ 38,935 under budget for the month and \$ 557,320 under budget year-to-date

Salaries is under budget by \$ 13,206 for November and \$ 126,529 year-to-date

Books and Electronic Databases are over budget for the month due to typically higher purchasing of these items near year-end, but under budget on a year-to-date basis

Landscaping & Grounds is over budget for November due to pond buffer maintenance, but under budget on a year-to-date basis

Legal is over budget for the month due to quarterly billing from KTJ, but under budget on a year-to-date basis

Library Furniture is over budget for November and year-to-date due to refurbishing of library furniture and will end the year over budget

Liability Ins - D&O, Bonds, WC is over budget for the month and year-to-date due to higher than budgeted insurance cost for 2015

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	84,737.29	0.00	66,711.28	0.00	151,448.57
Cash - Marquette E-Commerce	8,405.26	0.00	0.00	0.00	8,405.26
Illinois Funds	411,506.02	6,841.00	0.00	33,276.06	451,623.08
PMA Financial Investments	5,625,328.61	657,905.93	0.00	445,440.07	6,728,674.61
Cash - Harris Bank	249.68	0.00	0.00	0.00	249.68
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	12,318.51	4,738.06	0.00	656.36	17,712.93
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	60,558.84	0.00	0.00	0.00	60,558.84
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,203,404.21</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,372.49</u>	<u>7,418,972.97</u>
Liabilities & Fund Balance					
457 Plan / IMRF W/H Payable	2,228.69	0.00	0.00	0.00	2,228.69
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00
Total Liabilities	<u>2,228.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,228.69</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>1,002,729.97</u>	<u>2,652.27</u>	<u>650.74</u>	<u>29,254.08</u>	<u>1,035,287.06</u>
Ending Fund Balance	<u>6,201,361.51</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,186.50</u>	<u>7,416,744.28</u>
Total Liabilities & Fund Balance	<u>6,203,590.20</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,186.50</u>	<u>7,418,972.97</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	749.04	415,373	0.18%	4,956,495.45	4,569,104	99.44%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	9,167	266.25%	10,000
Replacement Taxes	13,875.00	833	1665.67%	28,523.33	9,167	285.23%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	68,750	94.61%	75,000
Non Resident Fees	372.65	667	55.87%	7,168.58	7,333	89.61%	8,000
Fines	4,336.73	5,000	86.73%	57,306.65	55,000	95.51%	60,000
Gifts	7,025.00	833	843.34%	14,708.49	9,167	147.08%	10,000
Copy Machine	1,155.89	1,250	92.47%	14,466.77	13,750	96.45%	15,000
Interest Income	1,145.82	833	137.55%	19,189.25	9,167	191.89%	10,000
Miscellaneous Income	237.26	833	28.48%	9,737.36	9,167	97.37%	10,000
Total Revenues	28,897.39	432,706	6.68%	5,205,179.63	4,759,772	100.24%	5,192,477
Expenditures							
Salaries	184,610.46	197,817	93.32%	2,049,465.15	2,175,994	86.34%	2,373,813
Salaries - Maintenance	9,272.92	8,840	104.90%	97,964.93	97,236	92.35%	106,076
Life/Health Insurance	35,390.31	36,854	96.03%	382,331.07	405,395	86.45%	442,249
Books	36,787.10	34,167	107.67%	290,900.63	375,833	70.95%	410,000
Electronic Databases	6,841.52	6,083	112.47%	63,214.42	66,917	86.60%	73,000
Periodicals	2,627.30	3,250	80.84%	31,386.81	35,750	80.48%	39,000
Audio Visual Materials	4,009.01	13,333	30.07%	124,794.30	146,667	78.00%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	557.05	650	85.70%	7,022.65	7,150	90.03%	7,800
Insurance	3,298.25	2,875	114.72%	31,116.11	31,625	90.19%	34,500
Landscaping & Grounds keeping	3,750.00	2,167	173.05%	22,176.63	23,833	85.29%	26,000
Building Maintenance	7,171.46	18,750	38.25%	124,074.93	206,250	55.14%	225,000
Security System	0.00	583	0.00%	2,403.28	6,417	34.33%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	17,451.13	10,417	167.53%	76,909.14	114,583	61.53%	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	194.65	667	29.18%	5,616.62	7,333	70.21%	8,000
Natural Gas	1,232.57	4,167	29.58%	18,259.22	45,833	36.52%	50,000
Telephone	893.31	1,250	71.46%	7,372.89	13,750	49.15%	15,000
Purchase - New Equipment	841.00	667	126.09%	8,024.93	7,333	100.31%	8,000
Building & Custodial Supplies	2,312.54	2,833	81.63%	27,772.92	31,167	81.69%	34,000
Building Repairs	255.87	1,667	15.35%	16,407.26	18,333	82.04%	20,000
Lib. & Off. Eqpt Rep. & Maint	239.16	1,375	17.39%	13,128.08	15,125	79.56%	16,500
Machine Rental	214.00	333	64.26%	3,019.03	3,667	75.48%	4,000
Automation - Equipment	0.00	8,750	0.00%	55,093.08	96,250	52.47%	105,000
Automation - Line Costs	415.01	458	90.61%	3,750.80	5,042	68.20%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	103,463.58	138,417	68.52%	151,000
Automation - Maintenance	0.00	3,750	0.00%	49,212.99	41,250	109.36%	45,000
Library Furniture	24,178.80	1,583	1527.40%	42,838.98	17,417	225.47%	19,000
Outreach Services	195.00	583	33.45%	2,248.45	6,417	32.12%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	850.00	750	113.33%	4,950.62	8,250	55.01%	9,000
Staff Training & Education	193.20	2,500	7.73%	7,975.29	27,500	26.58%	30,000
Conference Fees	0.00	417	0.00%	4,599.00	4,583	91.98%	5,000
Patron Programs & Events	2,422.12	3,750	64.59%	37,347.95	41,250	83.00%	45,000
Association Dues & Fees	480.00	583	82.33%	5,295.00	6,417	75.64%	7,000
Public Information	127.50	2,737	4.66%	25,120.05	30,107	76.48%	32,844
Library Supplies	364.72	4,167	8.75%	25,844.24	45,833	51.69%	50,000
Office Supplies	202.81	1,083	18.73%	5,272.47	11,917	40.56%	13,000
Postage	266.44	1,167	22.83%	10,693.50	12,833	76.38%	14,000
Printing	89.91	500	17.98%	6,366.20	5,500	106.10%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	18,094.34	17,868	101.27%	194,464.25	196,545	90.70%	214,413
Contribution to FICA	14,532.77	15,682	92.67%	160,949.18	172,500	85.53%	188,182
Audit	0.00	842	0.00%	9,800.00	9,258	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	42,290.19	38,500	100.69%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	0.00	208	0.00%	1,512.84	2,292	60.51%	2,500
Total Expenditures	393,769.51	432,705	91.00%	4,202,449.66	4,759,770	80.93%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(364,872.12)	0	100.00%	1,002,729.97	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(364,872.12)	0	100.00%	1,002,729.97	0	100.00%	0

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

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
Revenues						
Taxes	0.00	0.00	0.00	0.00	0.00	1,636,972.06
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	485.62	2,652.27	5.48	60.74	757.11	2,616.81
Capital Campaign	0.00	0.00	0.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	485.62	2,652.27	5.48	885.74	757.11	1,639,588.87
Expenditures						
Building Repairs	0.00	0.00	0.00	225.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	1,382,757.70	1,610,334.79
Total Expenditures	0.00	0.00	0.00	235.00	1,382,757.70	1,610,334.79
Excess (Deficiency) of Revenues Over (Under) Expenditures	485.62	2,652.27	5.48	650.74	(1,382,000.59)	29,254.08
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	485.62	2,652.27	5.48	650.74	(1,382,000.59)	29,254.08

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55121	11/17/2015	Mary Adamowski	101010 · Cash - Marquette	-54.24
				104642 · Patron Programs & Events-Youth	20.98
				104311 · Books - Youth	33.26
TOTAL					54.24
Check	55122	11/18/2015	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
				102160 · 457 Plan W/H Payable	300.00
TOTAL					300.00
Check	55123	11/18/2015	Arlington Heights Memorial Library	101010 · Cash - Marquette	-43.95
				104310 · Books - Adult	43.95
TOTAL					43.95
Check	55124	11/18/2015	Audio Editions	101010 · Cash - Marquette	-231.68
				104342 · Audio Visual Materials-Outreach	231.68
TOTAL					231.68
Check	55125	11/18/2015	Baker & Taylor	101010 · Cash - Marquette	-419.60
				104310 · Books - Adult	37.95
				104311 · Books - Youth	24.79
				104311 · Books - Youth	189.56
				104311 · Books - Youth	38.97
				104312 · Books - Outreach	48.73
				104342 · Audio Visual Materials-Outreach	20.54
				104342 · Audio Visual Materials-Outreach	40.59
				104342 · Audio Visual Materials-Outreach	18.47
TOTAL					419.60
Check	55126	11/18/2015	Bal Industries	101010 · Cash - Marquette	-510.00
				104450 · Building Maintenance	510.00
TOTAL					510.00
Check	55127	11/18/2015	Brookfield Public Library	101010 · Cash - Marquette	-33.00
				104310 · Books - Adult	33.00
TOTAL					33.00
Check	55128	11/18/2015	Capstone Press Inc.	101010 · Cash - Marquette	-4,108.07
				104311 · Books - Youth	4,108.07
TOTAL					4,108.07
Check	55129	11/18/2015	Cavendish Square	101010 · Cash - Marquette	-1,344.75
				104311 · Books - Youth	1,145.30

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
				104311 · Books - Youth	199.45
TOTAL					1,344.75
Check	55130	11/18/2015	Center Point Large Print	101010 · Cash - Marquette	-365.49
				104312 · Books - Outreach	260.64
				104340 · Audio Visual Materials - Adult	22.17
				104310 · Books - Adult	82.68
TOTAL					365.49
Check	55131	11/18/2015	Cherry Lake Publishing	101010 · Cash - Marquette	-1,048.47
				104311 · Books - Youth	13.98
				104311 · Books - Youth	83.94
				104311 · Books - Youth	227.40
				104311 · Books - Youth	236.35
				104311 · Books - Youth	486.80
TOTAL					1,048.47
Check	55132	11/18/2015	Comcast Cable	101010 · Cash - Marquette	-332.16
				104520 · Telephone	77.15
				104575 · Automation - Line Costs	255.01
TOTAL					332.16
Check	55133	11/18/2015	Comcast	101010 · Cash - Marquette	-307.56
				104520 · Telephone	307.56
TOTAL					307.56
Check	55134	11/18/2015	Evanced Solutions, LLC	101010 · Cash - Marquette	-1,350.00
				104315 · Electronic Databases	1,350.00
TOTAL					1,350.00
Check	55135	11/18/2015	Findaway World, LLC	101010 · Cash - Marquette	-606.69
				104340 · Audio Visual Materials - Adult	606.69
TOTAL					606.69
Check	55136	11/18/2015	Hearne & Associates, P.C.	101010 · Cash - Marquette	-557.05
				104420 · Accounting	557.05
TOTAL					557.05
Check	55137	11/18/2015	Illinois Library Association	101010 · Cash - Marquette	-115.00
				104650 · Association Dues & Fees	115.00
TOTAL					115.00

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55138	11/18/2015	Industrial Appraisal Company	101010 · Cash - Marquette	-475.00
				104430 · Insurance	475.00
TOTAL					475.00
Check	55139	11/18/2015	Information Today, Inc.	101010 · Cash - Marquette	-404.53
				104310 · Books - Adult	404.53
TOTAL					404.53
Check	55140	11/18/2015	IUSB Schurz Library	101010 · Cash - Marquette	-50.00
				104310 · Books - Adult	50.00
TOTAL					50.00
Check	55141	11/18/2015	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-50.39
				104550 · Lib. & Off. Eqpt Rep. & Maint	38.39
				104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					50.39
Check	55142	11/18/2015	LACONI	101010 · Cash - Marquette	-100.00
				104650 · Association Dues & Fees	100.00
TOTAL					100.00
Check	55143	11/18/2015	National Highlights	101010 · Cash - Marquette	-1,439.32
				104311 · Books - Youth	1,439.32
TOTAL					1,439.32
Check	55144	11/18/2015	Midwest Tape	101010 · Cash - Marquette	-47.99
				104340 · Audio Visual Materials - Adult	47.99
TOTAL					47.99
Check	55145	11/18/2015	Mission Signs Inc.	101010 · Cash - Marquette	-655.50
				104450 · Building Maintenance	655.50
TOTAL					655.50
Check	55146	11/18/2015	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-65.51
				104450 · Building Maintenance	65.51
TOTAL					65.51
Check	55147	11/18/2015	OverDrive, Inc.	101010 · Cash - Marquette	-1,472.72
				104311 · Books - Youth	14.99
				104311 · Books - Youth	637.68

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104311 · Books - Youth	17.99
				104311 · Books - Youth	699.10
				104310 · Books - Adult	7.99
				104310 · Books - Adult	26.99
				104310 · Books - Adult	4.99
				104311 · Books - Youth	60.00
				104311 · Books - Youth	2.99
TOTAL					<u>1,472.72</u>
Check	55148	11/18/2015	Paramont-EO, Inc.	101010 · Cash - Marquette	-1,084.38
				104530 · Building & Custodial Supplies	1,084.38
TOTAL					<u>1,084.38</u>
Check	55149	11/18/2015	Park Ace Hardware	101010 · Cash - Marquette	-48.44
				104530 · Building & Custodial Supplies	48.44
TOTAL					<u>48.44</u>
Check	55150	11/18/2015	Dana Pryor	101010 · Cash - Marquette	-123.41
				104450 · Building Maintenance	70.48
				104620 · Staff Training & Education	52.93
TOTAL					<u>123.41</u>
Check	55151	11/18/2015	Legacy Girls	101010 · Cash - Marquette	-750.00
				104640 · Patron Programs&Events-Outreach	750.00
TOTAL					<u>750.00</u>
Check	55152	11/18/2015	Penguin Random House LLC	101010 · Cash - Marquette	-423.75
				104342 · Audio Visual Materials-Outreach	30.00
				104342 · Audio Visual Materials-Outreach	30.00
				104340 · Audio Visual Materials - Adult	33.75
				104340 · Audio Visual Materials - Adult	142.50
				104342 · Audio Visual Materials-Outreach	45.00
				104340 · Audio Visual Materials - Adult	22.50
				104342 · Audio Visual Materials-Outreach	30.00
				104342 · Audio Visual Materials-Outreach	90.00
TOTAL					<u>423.75</u>
Check	55153	11/18/2015	Rashid, Maqbool	101010 · Cash - Marquette	-550.00
				104610 · Board Training & Education	550.00
TOTAL					<u>550.00</u>
Check	55154	11/18/2015	RAILS	101010 · Cash - Marquette	-82.50
				104315 · Electronic Databases	82.50
TOTAL					<u>82.50</u>

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55155	11/18/2015	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-20.50
				104450 · Building Maintenance	20.50
TOTAL					<u>20.50</u>
Check	55156	11/18/2015	Rosen Publishing	101010 · Cash - Marquette	-1,563.90
				104311 · Books - Youth	1,563.90
TOTAL					<u>1,563.90</u>
Check	55157	11/18/2015	RWK IT Services	101010 · Cash - Marquette	-9,405.78
				104577 · Automation - Consultant	9,405.78
TOTAL					<u>9,405.78</u>
Check	55158	11/18/2015	Scholastic Inc.	101010 · Cash - Marquette	-3,235.49
				104311 · Books - Youth	56.55
				104311 · Books - Youth	113.10
				104311 · Books - Youth	3,065.84
TOTAL					<u>3,235.49</u>
Check	55159	11/18/2015	Silver Star Expositions	101010 · Cash - Marquette	-195.00
				104600 · Outreach Services	195.00
TOTAL					<u>195.00</u>
Check	55160	11/18/2015	Nextel Communications	101010 · Cash - Marquette	-176.44
				104520 · Telephone	176.44
TOTAL					<u>176.44</u>
Check	55161	11/18/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-362.10
				104530 · Building & Custodial Supplies	362.10
TOTAL					<u>362.10</u>
Check	55162	11/18/2015	stephanie Thomas	101010 · Cash - Marquette	-16.22
				104620 · Staff Training & Education	16.22
TOTAL					<u>16.22</u>
Check	55163	11/18/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
				104495 · Legal	35.80
TOTAL					<u>35.80</u>
Check	55164	11/18/2015	Recorded Books, INC	101010 · Cash - Marquette	-252.36

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	74.20
				104340 · Audio Visual Materials - Adult	40.50
				104340 · Audio Visual Materials - Adult	40.49
				104340 · Audio Visual Materials - Adult	29.69
				104340 · Audio Visual Materials - Adult	31.49
TOTAL					<u>252.36</u>
Check	55165	11/19/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-1,789.38
				104310 · Books - Adult	622.60
				104312 · Books - Outreach	1,166.78
TOTAL					<u>1,789.38</u>
Check	55166	11/19/2015	Ingram Library Services	101010 · Cash - Marquette	-1,553.32
				104311 · Books - Youth	1,553.32
TOTAL					<u>1,553.32</u>
Check	55167	11/19/2015	Ingram Library Services	101010 · Cash - Marquette	-4,891.07
				104310 · Books - Adult	4,853.27
				104312 · Books - Outreach	37.80
TOTAL					<u>4,891.07</u>
Check	55168	12/04/2015	ABDO-Spotlight-Magic Wagon	101010 · Cash - Marquette	-3,283.80
				104311 · Books - Youth	746.00
				104311 · Books - Youth	237.30
				104311 · Books - Youth	2,300.50
TOTAL					<u>3,283.80</u>
Check	55169	12/04/2015	Mary Adamowski	101010 · Cash - Marquette	-32.19
				104642 · Patron Programs & Events-Youth	32.19
TOTAL					<u>32.19</u>
Check	55170	12/04/2015	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
				104450 · Building Maintenance	70.00
TOTAL					<u>70.00</u>
Check	55171	12/04/2015	Apple Books	101010 · Cash - Marquette	-2,644.93
				104311 · Books - Youth	2,882.62
				104311 · Books - Youth	-237.69
TOTAL					<u>2,644.93</u>
Check	55172	12/04/2015	Audio Editions	101010 · Cash - Marquette	-58.39

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
				104342 · Audio Visual Materials-Outreach	58.39
TOTAL					58.39
Check	55173	12/04/2015	Baker & Taylor	101010 · Cash - Marquette	-289.80
				104312 · Books - Outreach	68.94
				104311 · Books - Youth	55.66
				104312 · Books - Outreach	69.17
				104342 · Audio Visual Materials-Outreach	22.16
				104342 · Audio Visual Materials-Outreach	22.16
				104342 · Audio Visual Materials-Outreach	51.71
TOTAL					289.80
Check	55174	12/04/2015	Bearport Publishing	101010 · Cash - Marquette	-197.45
				104311 · Books - Youth	107.70
				104311 · Books - Youth	89.75
TOTAL					197.45
Check	55175	12/04/2015	Capstone Press Inc.	101010 · Cash - Marquette	-87.96
				104311 · Books - Youth	15.99
				104311 · Books - Youth	71.97
TOTAL					87.96
Check	55176	12/04/2015	Cardmember Service	101010 · Cash - Marquette	-1,705.46
				104600 · Outreach Services	-127.73
				104730 · Postage	9.81
				104620 · Staff Training & Education	295.88
				104610 · Board Training & Education	75.00
				104610 · Board Training & Education	75.00
				104610 · Board Training & Education	75.00
				104650 · Association Dues & Fees	100.00
				104600 · Outreach Services	127.73
				104620 · Staff Training & Education	20.00
				104530 · Building & Custodial Supplies	19.37
				104730 · Postage	57.76
				104660 · Public Information	127.50
				104642 · Patron Programs & Events-Youth	62.96
				104730 · Postage	9.80
				104630 · Conference Fees	650.00
				104642 · Patron Programs & Events-Youth	5.00
				104642 · Patron Programs & Events-Youth	15.05
				104642 · Patron Programs & Events-Youth	16.58
				104610 · Board Training & Education	71.90
				104320 · Periodicals - Adult	19.05
TOTAL					1,705.46
Check	55177	12/04/2015	Center Point Large Print	101010 · Cash - Marquette	-190.65
				104310 · Books - Adult	22.17
				104310 · Books - Adult	44.34
				104310 · Books - Adult	43.14
				104310 · Books - Adult	81.00

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						190.65
	Check	55178	12/04/2015	Chicago Tribune	101010 · Cash - Marquette	-390.00
					104320 · Periodicals - Adult	390.00
TOTAL						<u>390.00</u>
	Check	55179	12/04/2015	Crabtree Publishing Company	101010 · Cash - Marquette	-1,529.46
					104311 · Books - Youth	187.92
					104311 · Books - Youth	1,341.54
TOTAL						<u>1,529.46</u>
	Check	55180	12/04/2015	Demco	101010 · Cash - Marquette	-5,937.64
					104710 · Library Supplies	5,937.64
TOTAL						<u>5,937.64</u>
	Check	55181	12/04/2015	EBSCO	101010 · Cash - Marquette	-23,981.00
					104315 · Electronic Databases	23,981.00
TOTAL						<u>23,981.00</u>
	Check	55182	12/04/2015	Envisionware, Inc.	101010 · Cash - Marquette	-214.00
					104560 · Machine Rental	214.00
TOTAL						<u>214.00</u>
	Check	55183	12/04/2015	Findaway World, LLC	101010 · Cash - Marquette	-64.38
					104340 · Audio Visual Materials - Adult	19.99
					104341 · Audio Visual Materials - Youth	44.39
TOTAL						<u>64.38</u>
	Check	55184	12/04/2015	Folkmanis, Inc.	101010 · Cash - Marquette	-967.73
					104710 · Library Supplies	967.73
TOTAL						<u>967.73</u>
	Check	55185	12/04/2015	Frankfort Public Library	101010 · Cash - Marquette	-20.00
					104310 · Books - Adult	20.00
TOTAL						<u>20.00</u>
	Check	55186	12/04/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-714.94
					104310 · Books - Adult	25.59
					104312 · Books - Outreach	167.13
					104312 · Books - Outreach	283.89
					104312 · Books - Outreach	92.76

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
				104310 · Books - Adult	22.40
				104310 · Books - Adult	24.00
				104310 · Books - Adult	24.00
				104310 · Books - Adult	24.79
				104312 · Books - Outreach	50.38
TOTAL					<u>714.94</u>
Check	55187	12/04/2015	Gareth Stevens Publishing	101010 · Cash - Marquette	-572.40
				104311 · Books - Youth	305.10
				104311 · Books - Youth	267.30
TOTAL					<u>572.40</u>
Check	55188	12/04/2015	Grey House Publishing, Inc.	101010 · Cash - Marquette	-307.50
				104311 · Books - Youth	307.50
TOTAL					<u>307.50</u>
Check	55189	12/04/2015	Heame & Associates, P.C.	101010 · Cash - Marquette	-190.00
				104420 · Accounting	190.00
TOTAL					<u>190.00</u>
Check	55190	12/04/2015	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-800.05
				104495 · Legal	121.18
				104495 · Legal	678.87
TOTAL					<u>800.05</u>
Check	55191	12/04/2015	Lerner Publishing Group	101010 · Cash - Marquette	-1,956.77
				104311 · Books - Youth	1,312.37
				104311 · Books - Youth	376.54
				104311 · Books - Youth	267.86
TOTAL					<u>1,956.77</u>
Check	55192	12/04/2015	LibrariesFirst	101010 · Cash - Marquette	-500.00
				104641 · Patron Programs & Events-Adult	500.00
TOTAL					<u>500.00</u>
Check	55193	12/04/2015	Becky McCormack	101010 · Cash - Marquette	-8.63
				104620 · Staff Training & Education	8.63
TOTAL					<u>8.63</u>
Check	55194	12/04/2015	Midwest Tape	101010 · Cash - Marquette	-61.97
				104340 · Audio Visual Materials - Adult	37.98
				104340 · Audio Visual Materials - Adult	23.99
TOTAL					<u>61.97</u>

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55195	12/04/2015	Motion Picture Licensing Corporation	101010 · Cash - Marquette	-230.74
				104640 · Patron Programs&Events-Outreach	230.74
TOTAL					<u>230.74</u>
Check	55196	12/04/2015	Amy Najewski	101010 · Cash - Marquette	-16.80
				104642 · Patron Programs & Events-Youth	16.80
TOTAL					<u>16.80</u>
Check	55197	12/04/2015	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
				104450 · Building Maintenance	5,738.00
TOTAL					<u>5,738.00</u>
Check	55198	12/04/2015	Nicor Gas	101010 · Cash - Marquette	-1,496.12
				104517 · Natural Gas	1,496.12
TOTAL					<u>1,496.12</u>
Check	55199	12/04/2015	Oriental Trading Company, Inc.	101010 · Cash - Marquette	-35.86
				104530 · Building & Custodial Supplies	35.86
TOTAL					<u>35.86</u>
Check	55200	12/04/2015	Proven Business Systems	101010 · Cash - Marquette	-499.00
				104550 · Lib. & Off. Eqpt Rep. & Maint	499.00
TOTAL					<u>499.00</u>
Check	55201	12/04/2015	Quill Corporation	101010 · Cash - Marquette	-2,086.86
				104710 · Library Supplies	5.50
				104720 · Office Supplies	38.58
				104550 · Lib. & Off. Eqpt Rep. & Maint	189.98
				104530 · Building & Custodial Supplies	42.96
				104720 · Office Supplies	295.67
				104720 · Office Supplies	400.68
				104720 · Office Supplies	71.13
				104720 · Office Supplies	88.90
				104720 · Office Supplies	211.88
				104720 · Office Supplies	211.88
				104720 · Office Supplies	211.88
				104720 · Office Supplies	317.82
TOTAL					<u>2,086.86</u>
Check	55202	12/04/2015	Penguin Random House LLC	101010 · Cash - Marquette	-126.75
				104340 · Audio Visual Materials - Adult	45.00
				104340 · Audio Visual Materials - Adult	24.00

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
				104340 · Audio Visual Materials - Adult	57.75
TOTAL					126.75
Check	55203	12/04/2015	Recorded Books, INC	101010 · Cash - Marquette	-215.96
				104340 · Audio Visual Materials - Adult	36.00
				104340 · Audio Visual Materials - Adult	44.99
				104340 · Audio Visual Materials - Adult	13.49
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	49.50
TOTAL					215.96
Check	55204	12/04/2015	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
				102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Check	55205	12/04/2015	RWK IT Services	101010 · Cash - Marquette	-444.45
				104570 · Automation - Equipment	367.50
				104580 · Automation - Maintenance	26.95
				104580 · Automation - Maintenance	50.00
TOTAL					444.45
Check	55206	12/04/2015	Scholastic Inc.	101010 · Cash - Marquette	-221.47
				104311 · Books - Youth	194.35
				104311 · Books - Youth	27.12
TOTAL					221.47
Check	55207	12/04/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-439.45
				104530 · Building & Custodial Supplies	28.00
				104530 · Building & Custodial Supplies	183.45
				104530 · Building & Custodial Supplies	228.00
TOTAL					439.45
Check	55208	12/04/2015	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,875.13
				104340 · Audio Visual Materials - Adult	7,540.17
				104341 · Audio Visual Materials - Youth	1,484.44
				104342 · Audio Visual Materials-Outreach	229.44
				104310 · Books - Adult	270.43
				104311 · Books - Youth	233.67
				104570 · Automation - Equipment	116.98
TOTAL					9,875.13
Check	55209	12/04/2015	Village of Orland Park	101010 · Cash - Marquette	-129.76
				104600 · Outreach Services	129.76
TOTAL					129.76

Orland Park Public Library
Check Detail
November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55210	12/04/2015	Village of Orland Park Water	101010 - Cash - Marquette	-1,367.46
				104515 - Water & Sewer	1,367.46
TOTAL					<u>1,367.46</u>
Check	55211	12/04/2015	World Book, Inc.	101010 - Cash - Marquette	-3,661.00
				104315 - Electronic Databases	3,661.00
TOTAL					<u>3,661.00</u>
Check	55212	12/04/2015	Cash	101010 - Cash - Marquette	-261.47
				104320 - Periodicals - Adult	28.96
				104530 - Building & Custodial Supplies	50.02
				104620 - Staff Training & Education	54.65
				104642 - Patron Programs & Events-Youth	127.84
TOTAL					<u>261.47</u>
Check	55213	12/04/2015	Brodart Co.	101010 - Cash - Marquette	-70.57
				104710 - Library Supplies	69.76
				104710 - Library Supplies	61.04
				104710 - Library Supplies	-60.23
TOTAL					<u>70.57</u>
Check	55214	12/04/2015	Capital One Commercial	101010 - Cash - Marquette	-20.97
				104641 - Patron Programs & Events-Adult	20.97
TOTAL					<u>20.97</u>
Check	55215	12/04/2015	Ellison Educational Equipment, Inc.	101010 - Cash - Marquette	-28.46
				104710 - Library Supplies	28.46
TOTAL					<u>28.46</u>
Check	55216	12/04/2015	Neofunds By Neopost	101010 - Cash - Marquette	-500.00
				104730 - Postage	500.00
TOTAL					<u>500.00</u>
Check	55217	12/04/2015	OverDrive, Inc.	101010 - Cash - Marquette	-7,616.36
				104310 - Books - Adult	6,845.30
				104311 - Books - Youth	771.06
TOTAL					<u>7,616.36</u>
Check	55218	12/04/2015	Ingram Library Services	101010 - Cash - Marquette	-1,344.48
				104311 - Books - Youth	1,344.48

Orland Park Public Library
Check Detail
 November 17 through December 21, 2015

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,344.48
Check	55219	12/04/2015	Ingram Library Services	101010 · Cash - Marquette	-4,705.95
				104310 · Books - Adult	4,672.35
				104312 · Books - Outreach	33.60
TOTAL					<u>4,705.95</u>
Check	55220	12/04/2015	W.G.N. Flag & Decorating Co.	101010 · Cash - Marquette	-446.80
				104530 · Building & Custodial Supplies	446.80
TOTAL					<u>446.80</u>
			Net Payroll on 11/30/15		69,032.91
			Payment to Village for IMRF/Insurance for November		61,352.07
			Net Payroll on 12/15/15		68,917.23
			Grand Total		<u><u>332,707.69</u></u>

Adult Services Board Report November 2015

PERSONNEL

Part-time Reference Librarian I, Peter Tew started November 17th.

Part-time Reference Librarian I, Deborah Oedzes started November 30th.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Kurt Vonnegut Memorial Library Traveling Exhibit opening reception 11/1; 15 adults

Writers Group 11/8; 8 adults

Six genre book discussions; 40 adults

Vonnegut Fest Movies; 4 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended OCLC Resource Sharing for Illinois Libraries (Computer Lab) on Nov 9, 2015

Linda Conrath attended OCLC Resource Sharing for Illinois Libraries (Computer Lab) on Nov 9, 2015

Diane Srebro attended Booklist-BestPracticesLargePrint (Webinar) on Nov 10, 2015

Diane Srebro, Linda Conrath, Judy Brannigan, Kortnee Konrath, Owen Jasek, and Catherine Crosse attended InfoUSA training session on Nov 19, 2015.

STATISTICS

Database Statistics

Database	11/2015	11/2014	Data Type
Ancestry	1496	1867	Searches
EBSCO	31607	3955	Searches
Gale Virtual Ref. Lib.	32	29	Searches
Heritage Quest	218	380	Searches

Lit. Criticism Online	120	108	Searches
OCLC	6090	5765	Searches
ProQuest	136	215	Searches
Reference USA	318	275	Searches
Rocket Languages	0	0	Sessions
World Book	10	44	Searches
Morning Investment	5	198	Searches
Careers College	28	24	Total Users
Consumer Reports	95	84	Log-Ins

Statistics from web forms

Category	11/2015	11/2014	Change
Reference	3028	3709	-681, -18.36%
Ref Remote	160	96	64, 66.67%
Non-Reference	342	584	-242, -41.44%
N-R Remote	12	21	-9, -42.86%
Prog Att	67	33	34, 103.03%
Items shelved	21535	21029	506, 2.41%
Carts shelved	280	280	0, 0%

GRANTS/SPECIAL PROJECTS

Diane Srebro serving on the iREAD 2017 - Resource Guide Task Force attending statewide committee meeting at ILA Conference.

Judy Brannigan secured Veteran Marine Captain JJ Konstant for the program "Serving My Country was the Best Thing I Ever Did" on November 17, 2015. 66 people attended.

Andy worked the Barnes & Noble Bookfair on November 8th.

CUSTOMER SERVICE LOG

11/1 10:30 a.m. Patron asked for a book recommendation. Comment: These are great suggestions. Thank you so much. Thanks for showing me where things are.

11/1 11:35 a.m. Patron looking for a book on making pizza. Comment: Thank you so much. You've been so helpful. You ladies do a good job.

11/11 Patrons and staff watching veteran's video in the lobby. Comment: What a great idea. What a good way to honor veterans.

11/11 Patron signing Vonnegut birthday card. Comment: This is fun. More people should read him.

11/11 1:30 p.m. Patron commenting on the veteran interview being played in the lobby.

Comment: I sing in the choir with that guy at church. He's a nice guy; I'm glad you do this for veterans.

11/11 1:59 p.m. Patron commenting on the veteran interview being played in the lobby.
Comment: Who does the interviews? They do a nice job.

11/11 2:15 p.m. Patron commenting on the Large Print collection signage. Comment: Why don't you have letters on the end panels for the Large Print? It takes me a long time to find fiction titles in Large Print.

11/17 8:00 p.m. Patron commenting on J.J. Konstant program. Comment: Great program. Why isn't there security for a military person?

11/19 3:20 p.m. Woman looking for a back issue of the *Orland Herald*. Comment: You've been very helpful. I appreciate you taking the time to look so thoroughly.

11/24 10:00 a.m. Woman leaving after making copies. Comment: I can't say enough good things about you people. You're wonderful.

Circulation Board Report November 2015

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie Pryor attended Skills for the Everyday Leader - Webinar (OPPL) on Nov. 2, 2015.

CUSTOMER SERVICE LOG

11/2/2015 (Circulation Desk) You are wonderful! The staff upstairs were so helpful. You all made my day.

11/4/2015 (Circulation Desk) Patron told me that it is illegal for me to ask for his Driver's I.D. in the state of Illinois. He said only a police officer is allowed to ask for I.D. He told me that I should be able to ask for his address on the Sportsplex I.D. He refused to fill out a comment card. I am enforcing something that is illegal. He discussed this for 5 minutes - going around in circles. He checks out his holds on his wife's card and needs to show I.D. I asked him to place holds on his card. He had no comment. Howard also talked with the patron and got nowhere with him.

11/17/2015 (Circulation Desk) You guys are so easy to deal with! (and she meant it!)

11/19/2015 (Circulation Desk) Thank you for telling me that I can hold DVD's for pickup at the reference desk even though I'm not an Orland Park library member.

11/24/2015 (Circulation Desk) "You've been very helpful, I really appreciate it."

11/8/2015 (Circulation Desk) "You've been very helpful."

11/10/2015 (Circulation Desk) After showing the patron how to renew online and over the telephone the patron said thank you. You're probably going to save us money by telling us this.

11/11/2015 (Circulation Desk) "Just coffee for the veterans?" "No dancing?" There should be more events for this day.

11/12/2015 (Circulation Desk) It's a shame you cannot renew my card with just my license. Nothing in my address has changed.

11/19/2015 (Circulation Desk) Whoever does the programming events does an excellent job.

11/19/2015 (Circulation Desk) Angry patron - I was up on the computers working on somethings and got shut down after 1 hour. This is stupid. I'm a tax paying customer to this library - who's in charge? I'm writing a letter.

11/4/2015 (Information Desk) I'm from Indian Prairie library. Your library is beautiful! Who wouldn't want to come to work everyday?

11/7/2015 (Information Desk) "What a beautiful library!"

11/9/2015 (Information Desk) My computer at home is faster than these computers. Patron commenting about the self-checkout machine.

11/11/2015 (Information Desk) "It was a very nice program you had (Veteran's Day). I really appreciate it, thank you!"

11/18/2015 (Information Desk) The USA flag should be in the center and higher than the others.

11/19/2015 (Information Desk) After "The Wreck of the Edmund Fitzgerald program: Patron commented "What a great program!"

11/24/2015 (Information Desk) Well that sucks. It ruins the experience. (Patron comment after I told her to not scan books, but to put them on the pad at self-checkout. She wanted her children to scan books.

11/25/2015 (Information Desk) Patrons entering the library with kids liked the Christmas tree.

11/25/2015 (Information Desk) Patron entering the library. Patron admired the "JOY" display behind the checkout desk.

11/27/2015 (Information Desk) Patron complained that she's sick and tired of people parking in the 15 minute locker pick-up zone and they are parked there for hours.

ORS MONTH	TOTAL CIRCULATION	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2015				
JAN	82,937	77,351	7%	34,403	0
FEB	73,126	73,711	0%	32,238	1,586
MAR	79,332	80,420	-1%	40,785	2,352
APR	73,976	72,061	3%	34,910	2,818
MAY	71,274	70,700	1%	49,617	2,051
JUN	92,119	90,322	2%	38,446	2,373
JUL	88,827	92,535	-4%	36,867	2,231
AUG	78,981	76,960	3%	35,977	1,946
SEPT	69,105	73,629	-6%	32,622	1,426
OCT	75,331	78,606	-4%	34,743	1,698
NOV	72,025	75,046	-4%	33,494	1,780
DEC					
TOTAL	857,033	861,341	-1%	404,102	20,261

Graphics Board Report November 2015

PERSONNEL

Maurya Orr's first day was November 30th for the position of part time Graphic Assistant.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work focused on prepping for the tour of the Chinese Delegates from Shenzhen, China. Chinese delegates came to tour as part of a civic shadow program to bring back information about how Orland Park offers information to its residents.

The newsletter came together with all events and went out to the managers for proof approval.

Graphics Requests were filled for posters and quarter sheets letting patrons know about upcoming events at the library, and meeting rooms were booked for local community organizations to hold meetings.

eBlasts went out on Nov. 5 and Nov. 19 reflecting a shift to sending out eBlasts during times when they have been more readily received historically. eBlasts will now be sent out every other Thursday at 2 p.m. Statistically, this is when eBlasts get opened the most.

Parameters were established for determining which events should be included in the eBlast, so that important events are not missed.

Correspondence with local businesses took place in order to plan for partnership events in January.

Jackie Boyd is looking over new social media websites for the library to join in order to continue to fulfill our strategic plan to cater and market better to 20-somethings and 30-somethings.

Jackie Boyd updated the Facebook and Twitter pages daily with new news from the library, event reminders and updates to generate interest with patrons.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended the Barnes & Noble Bookfair to promote the library.

The Strategic Planning Committee met the 19th to discuss the Strategic Plan for 2016-2017, and to talk about accountability to the 2015 plan.

The Marketing Committee met to get Jackie Boyd acclimated to the current marketing plan.

Jackie Boyd and Joan Engelhardt attended a training webinar on the 24th to learn how to better run the room booking software, E-vanced, and to learn about updates the library may want to take advantage of.

Jackie Boyd attended Citizenship Library Corners webinar on the 6th featuring accessible information about the naturalization process, including citizenship test preparation materials, ESL and civics materials, and information about available community resources, these corners play a vital role in raising awareness about the path to citizenship and supporting applicants through the naturalization process. Featured guests discussed the process of launching and expanding Citizenship Corners, best practices from the field, building wraparound services, and targeting outreach to raise visibility of libraries as welcoming informational centers for immigrant communities.

Jackie Boyd attended Inclusive Programming for Adults with Developmental Disabilities on Nov. 12th, which talking about providing attendees with the tools to make basic, yet effective changes to their programming in order to create an inclusive library atmosphere for adults with developmental disabilities. The information presented is supposed to guide library professionals with ideas of how best to create and implement a program at their library, as well as helping to identify community partners, perform community outreach and how to effectively create inclusive programming for people with developmental disabilities.

Jackie Boyd attended a "bring your own lunch" meeting with the department managers on the 17th as a team building activity to encourage better communication between managers.

Jackie Boyd attended a meeting on the 18th to talk with managers in charge of programming about events that are being planned for National Library Week in April.

Jackie Boyd coordinated with Diane Norris-Kuczynski on the 18th to have the environmental group help with creating original Christmas ornaments for the Orland Park Public Library Christmas tree in Community Park reserved for the library by recreation services.

Jackie Boyd corresponded with Editor Joe Biesk of the Southtown Star about ways to get press releases onto the Tribune website.

STATISTICS

	Room Requests 2015	Room Requests 2014	Room Requests 2013	Graphics Requests 2015	Graphics Requests 2014	Graphics Requests 2013
January	36	24	42	116	97	126
February	27	40	35	116	70	52
March	33	15	7	111	60	50
April	21	27	20	91	68	80
May	16	23	18	122	105	130
June	33	20	30	114	113	87
July	21	23	15	79	75	81
August	41	27	31	117	75	86
September	30	41	41	104	89	116
October	16	33	17	96	145	83
November	21	18	27	72	56	35
December	0	18	23	0	38	63
Total	295	309	306	1138	991	989

	2015 Total YTD	2014 Total
Total Requests	315300	
Total Requests By Staff	315293	
Total Requests By Patron	07	
Total Estimated Attendees	68757480	
By Room:		
Pavilion		
Total Requests	01	
Total Estimated Attendees	05	
Room 102-Classroom		
Total Requests	144148	
Total Requests By Staff	144141	
Total Requests By Patron	07	
Total Estimated Attendees	18691825	
Room 104-Meeting Room		
Total Requests	134144	
Total Estimated Attendees	48395587	
Room 105-Conference Room		
Total Requests	167	
Total Estimated Attendees	14063	
By Category:		
Book club/Writer's group		
Total Requests	21	
Total Estimated Attendees	3015	
Boy Scouts		
Total Requests	1917	
Total Estimated Attendees	295296	
Business		
Total Requests	01	
Total Estimated Attendees	030	
Community Organization		
Total Requests	5561	

Total Estimated Attendees	14521735
Girl Scouts	
Total Requests	822
Total Estimated Attendees	201280
Government Agency	
Total Requests	86
Total Estimated Attendees	184221
Home Owners/Condo/Townhome Association	
Total Requests	129134
Total Requests By Staff	129130
Total Requests By Patron	04
Total Estimated Attendees	33333787
Investment group	
Total Requests	56
Total Requests By Staff	53
Total Requests By Patron	03
Total Estimated Attendees	5266
Non-profit organization	
Total Requests	6039
Total Requests By Staff	6039
Total Estimated Attendees	1115840
Other-please give specifics in note field	
Total Requests	44
Total Estimated Attendees	7357

	Facebook		Twitter		Pinterest		eBlast	
	Subscribers	Change from last week	Followers	Change from last week	Followers	Change from last week	Subscribers	Change from last week
11/12/2015	1,358	8+	1,010	2+	91	0+	17,057	0+
11/16/2015	1,362	4+	1,011	1+	91	0+	17,523	467+
11/23/2015	1,370	8+	1,027	16+	92	1+	17,523	0+
11/30/2015	1,376	6+	1,031	4+	93	1+	17,523	0+

GRANTS/SPECIAL PROJECTS

Graphics requests are in transition from a paper format to a digital format in order to be leaner and save paper.

CUSTOMER SERVICE LOG

Nov. 20: Linda Stwora Facebook messaged us, "This is an awesome library with a great collection of materials! The programs from visiting authors, lectures, etc. have been outstanding also. Thank you for doing such a great job!"

Nov. 23: Joan Engelhardt was asked by a patron if the library had any books for sale. Joan took the patron to the Recycled Reads section. The patron said, "Well, thank you very much!"

Information Technology Board Report November 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

November, 2015

13 computer classes for adults were offered with a total of 77 attendees

November, 2014 Comparison

7 computer classes for adults were offered with a total of 11 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Ten Easy Steps to Improve your Technology Skills (Webinar) on Nov 5, 2015

Jason Rock attended WILIUG Fall 2015 Meeting (Skokie) on Nov 20, 2015

STATISTICS

Statistics from web forms

Category	Nov 2015	Nov 2014	Change
Study Room Usage	419	377	42, 11.14%
Patrons Assisted	427	593	-166, -27.99%
Total PC Usage		1953	-1953, -100%
Total Web pages	30389	31993	-1604, -5.01%
Number of Classes	13	7	6, 85.71%
Total Class Attendance	77	11	66, 600%
Overdrive Checkouts	2674	2388	286, 11.98%
Overdrive Registration	62	54	8, 14.81%
Zinio Checkouts	527	543	-16, -2.95%

CUSTOMER SERVICE LOG

11/2 11:41am Scenario: Helping a patron with the copier Comment: Thank you for all your help. You people are so great here and so kind.

11/2 3:40pm Scenario: Helping a ptron with the copier Comment: Thank you, you have

been so helpful. I'm new to this library so thank you again.

11/4 10:30am Helping a patron with the copier. Comment: You are so helpful. You should get a raise.

11/9 12:45pm Scenario: Helping a patron scan to a USB stick Comment: You have such a great help. Thank you.

Outreach Services Board Report November 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing, Brookdale, 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.

Inventory and condition analysis of the NASA collection.

Art and collection management of three display areas.

One book display located at the table by the center display case.

In-house and offsite adult programming, including Barnes and Noble Day.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

Annual weeding of the Outreach Services collection.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended Barnes & Noble Book Fair (Barnes & Noble) on Nov 8, 2015

Cathy DiGiorgio attended Barnes & Noble Book Fair (Barnes & Noble) on Nov 8, 2015

Kelly A. Cuci attended Webinar - Inclusive Programming for Adults with Developmental Disabilities (OPPL) on Nov 12, 2015

Kitty Creed attended Webinar - Inclusive Programming for Adults with Developmental Disabilities (OPPL) on Nov 12, 2015

STATISTICS

Onsite Adult Programs:

13 programs were given with a total of 421 patrons. *2014: 10 programs were given with a total of 288 patrons.*

Offsite Adult Programs:

12 programs were given with a total of 313 patrons attending. *2014: 11 programs were given with a total of 170 patrons attending.*

Train Station Books:

Three train stations – **227 books**, 2014 - 48

Program Flyer Distribution Stats:

Orland Park Businesses - **472**, 2014 - 72

Assisted Living - **128**, 2014 - 6

Orland Township - **22**, 2014 - 0

Train Station - **227**, 2014 - 48

In-house during programs - **182**, 2014 - 86

Other Outreach and Homebound Stats:

Outreach Circ Stats: 1214 items circulated with 1445 checkouts and 98 renewals. 2014: *1412 items circulated with 1633 checkouts and 66 renewals.*

Visits to single-family homebound patrons totaled 15. 2014: *Visits totaled 17.*

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

OS staff logged 497 reference transactions. 2014: *531 reference transactions.*

48 books were displayed on the table with 21 having been checked out. 2014: *38 books on display with 9.*

GRANTS/SPECIAL PROJECTS

Outreach Services worked diligently on weeding the Large Print collection. All weeded books were given to Adult Services.

Outreach Services helped staff create a fun Barnes and Noble Day.

CUSTOMER SERVICE LOG

11/2/15 10:30am Book Delivery to Smith Crossing

"I think you do a great service!"

11/6/15 7pm Meet the Artist - Tom Francesconi program

"Probably the best artist you've had here!"

11/10/15 10am Songs and Stories of the Great War program

"Thank you. This was wonderful!"

"These seats are comfortable."

"We like to take advantage of all your programs."

11/11/15 10am Orland Township visitation

"This is a wonderful service. I can't say enough!"

11/11/15 2pm Afternoons @ OPPL - Eugene Kwok program

"Beautiful!"

"Wonderful!"

"You've got to have this guy back!"

11/13/15 10am Orland Township visitation

"Thank you so much. You're great!"

"I appreciate this."

11/16/15 10am Smith Crossing visitation

"The library blew us away!"

"This is such a nice service!"

11/19/15 7pm The Wreck of Edmund Fitzgerald program

"She's a wonderful presenter."

11/20/15 7pm Showcase - Bel Sonore Chamber Ensemble program

"This was a great performance."

"We love your summer concerts!"

"You have a beautiful library."

Technical Services Board Report November 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for November 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On November 9th, Wendy attended webinar about OCLC Resource Sharing for Illinois Libraries.

On November 19th. Carol attended a strategic planning meeting.

STATISTICS

Monthly Statistics between 11/01/2015 and 11/30/2015

GRANTS/SPECIAL PROJECTS

Technical Services, based on Adult Services' change, updated all large type collections to be shelved together regardless of genre category.

CUSTOMER SERVICE LOG

11/17/15 Mary A. was searching through hundreds of books for books on carts that had just been received. Carol M. found them quickly for her. "Carol knows her stuff". cm

Youth Services Board Report November 2015

PERSONNEL

Teen Librarian Lauren Rizzo resigned her position effective December 30. Mary Adamowski will begin accepting applications for the part-time position in December and will interview in January.

SERVICES/PROGRAMS/PROJECTS/CLASSES

NOVEMBER 2015 STATISTICS

Youth Programs: 812 attendees/40 programs (birth--grade 5)

Teen Programs: 127 attendees/14 programs (grades 6--12)

Preschool visits: 63 students/ 5 visits

PRESCHOOL PAKS: 8 PAKS/ 89 items

School visits: 605 students/ 6 schools

PAL PAKS: 18 PAKS/410 items

Miscellaneous teacher checkouts: 19

November 2015 circulation statistics: 30,358 items

NOVEMBER 2014 COMPARISONS

Youth Programs: 852 attendees/ 38 programs (birth--grade 5)

Teen Programs: 214 attendees/ 17 programs (grades 6--12)

Preschool visits: 322 students/ 13visits

PRESCHOOL PAKS: 5 PAKS/ 64 items

School visits: 1110 students/6 schools

PAL PAKS: 11 PAKS/ 225 items

Miscellaneous teacher checkouts: 0

November 2014 circulation statistics: 33,953 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Thomas attended CLASS/NWYS Meeting (LaGrange Public Library) on Nov 9,

2015

Mary Adamowski attended ILA Conference Call (OPPL) on Nov 11, 2015

Sara Dempster attended Local High School Media Collaboration Meeting (Carl Sandburg High School) on Nov 19, 2015

Mary Adamowski attended YS Forum Board meeting (Naperville PL 95th Avenue) on Nov 20, 2015

STATISTICS

November	2015	2014
Reference	3232	2890
Ref Remote	35	216
Non-Reference	270	590
N-R Remote	27	128
Teen Prog	127	214
Youth Prog	812	852

GRANTS/SPECIAL PROJECTS

Mary Adamowski, Becky McCormack and Cathy Riffice created fun, engaging programs at the library's Barnes & Noble event on November 8. Mary and Becky presented a storytime featuring some of their favorite books. Cathy led an interactive origami program in which children created paper turkeys. Fun was had by all!

YS staff have begun planning for our upcoming summer reading program, *Read For the Win!*

CUSTOMER SERVICE LOG

Preschool desk

11/29/15 2:30 Preschool area. When a boy about 4 asked where are the legos - I want the legos! MMD

Jr. desk

11/3/15 10:45 Patron in my Building Blocks for Babies class. "Thank you so much for the trick or treating in the library last week. That was so generous and fun!" BWM

11/21/15 4:26 Patron trying to use WorldCat to find specific music artist. Patron thanked ref. librarians profusely but was upset with WorldCat. Said other system was better and this one stinks. JM

Teen desk

No entries.

BALANCED SCORECARD
Strategic Planning Committee
Final Report
December 21, 2015

Dear Library Board of Trustees,

For the past two years, the staff of the Orland Park Public Library has worked diligently and confidently to complete the Balanced Scorecard Strategic Plan 2015. The committee and I are happy to report that nearly 90% of the plan has been completed as of this date.

We now look forward to working with the Board of Trustees, as well as the staff in continuing the library's mission, vision and goals through insightful objectives and action steps as we create the Balanced Scorecard Strategic Plan 2017.

The current plan was reviewed and updated by the committee in November 2015. The following is a summary highlighting the current plan's focus and accomplishments:

Customer service was a focal point of the plan, and will continue to be in the future. In order to answer the needs of our patrons, two surveys were conducted. The Customer Service survey gave us feedback as to how patrons perceived staff service, the resources of the library's collections, both print and non-print, and building safety. Patrons rated the staff and our customer service as exceptional!

The completed Programming Survey gave staff insight into what types of events and programs we can offer in the future. Many responded that art, music and technology-based offerings were desired.

Community partnerships were a key component within the plan. Several collaborative ventures were established and will be maintained in the future. We are proud to have worked with Carl Sandburg High School, School District 135, Orland Park Public Works, Adler Planetarium, National Library of Medicine, Veterans' History Project, Village of Orland Park, just to name a few. We look forward as we forge new partnerships and collaborations in the future.

As our building nears its 12th year of completion, several enhancements were completed to improve its design and safety features for our patrons and staff. Lobby lighting was installed that provides better illumination to those reading, browsing and working within our lobby area. In order to improve visibility and awareness of the outside steps and curbs, Maintenance staff painted the areas a bright yellow neon color. For the safety of all our patrons, security walks throughout the building are conducted on a regular basis throughout the day.

The library strives to remain on the forefront of technology that we offer to our patrons. The Smart Lab debuted earlier this year and offers cutting-edge technology that our patrons of all ages are utilizing each day. Patrons can produce 3-D creations using the 3-D printer; transfer VHS recordings to DVD, and use the green screen to create movies.

Meeting the needs and requests of our patrons is always the primary goal of the library staff. Several services have been introduced to the patrons that have been positively received. *Hoopla*, the digital media service allows patrons to download movies, music, audiobooks, comics and Ebooks to their compatible tablets and smartphones or stream to their computer.

Another valuable service for patrons that launched in April 2014 is NoveList, a reader's advisory database that is embedded within our Polaris catalog. Patrons are able to find read-alikes for favorite titles, authors and series. They may also browse by topic or genre for lists of recommended titles.

The Balanced Scorecard Strategic Plan 2015 was an aggressive plan that allowed the library to use the input from patrons, shareholders, board members and staff to create. It progressed at a steady pace, and the diligent work by staff allowed us to complete a majority of our goals.

In January, the committee will meet to review what action steps from the current plan will be implemented into the new one. We anticipate the new plan to focus on the library building, technology, customer service, patron-driven collection and community partnerships. The committee will work closely with the library board to create the Balanced Scorecard Strategic Plan 2017 which will closely mirror the mission, vision and goals of this fine library.

Respectfully submitted,

Mary Adamowski
Head of Youth Services
Balanced Scorecard Strategic Plan Committee Chair

Committee members
Jackie Boyd
Linda Conrath
Laura Larson
Carol Maresh
Jason Rock
Stephanie Thomas

Strategic Plan: Orlando Park Public Library 2015

Each and every day, we are committed to our **mission** to...
Stimulate imaginations, educate, entertain, and welcome everyone.

So that we can achieve our **vision** to become...

An exciting, friendly, cutting edge center of the community.

While continually supporting our **values** of ...

- Creativity
- Communication
- Truth
- Inclusiveness
- Efficient Service
- Community Support
- Learning
- Dedication
- Joy



GOAL #1

**Offer a fun,
welcoming, &
safe
environment.**

OBJECTIVE #1

75% of library users will
rate customer service
as positive by
December 2015.

ACTION STEPS

✓	Develop customer service policy
✓	Establish customer service core competencies
✓	Create customer service handbook & training
✓	Budget for & conduct service training
✓	Prepare customer survey questions
✓	Proactively distribute comment forms
✓	Analyze customer feedback/needs
P	Develop signage conducive to browsing
✓	Create tool to effectively measure feedback
✓	Assure patron request notifications are met
P	Develop technology reference interview
✓	Hold quarterly department meetings

Key

- ✓ -- Completed
- IP -- In Progress
- P -- Pending

GOAL #1

Offer a fun, welcoming, & safe environment.

OBJECTIVE #2

80% of staff & customers will rate building as "safe" by December 2015.

ACTION STEPS

- Provide patron assistance & security by walking floor regularly
- IP Re-evaluate role of Person-in-Charge as well as increase training and meetings
- Improve visibility on all steps and curbs
- Enhance lobby lighting
- Offer assertiveness training for all staff
- Person-in-Charge perform routine safety checks during shifts
- P Create safety manual and training

GOAL #1

Offer a fun, welcoming, & safe environment.

OBJECTIVE #3

Devise & implement service & program staffing standards by December 2015.

ACTION STEPS

✓

P

IP

- Utilize interns to enhance service & programming
- Cross-train IT staff to increase number of available trainers
- Develop program implementation standards



**ORLAND PARK
PUBLIC LIBRARY**
A Natural Connection

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #1

Maintain optimal training space & equipment by June 2015.

ACTION STEPS

- ✓ Utilize new Polaris capabilities
- ✓ Ensure staff are proficient in new email interface
- ✓ Collect data to determine digital media lab needs
- ✓ Update supply & purchasing procedures to optimize resources
- ✓ Use patron photos to personalize publications
- ✓ Put social media links on all publications when materials are created and reprinted
- ✓ Use social media to share events and reader suggestions

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #2

Create & implement effective Marketing Plan by December 2015.

ACTION STEPS



- Adopt formal Marketing Plan
- Develop patron-friendly directional signage

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #3

Utilize effective assessment tool by June 2015, to evaluate, add, or discontinue resources & programming.

ACTION STEPS

- ✓ Create series database to support reader's advisory
- ✓ Expand duties of staff in collection development
- ✓ Develop internal assessment tool and analyze relevance of library's programming
- ✓ Create and offer programming survey

GOAL #3

Partner with and serve the entire community.

OBJECTIVE #1
Introduce ten new programming opportunities for community groups by December 2015.

ACTION STEPS

- Offer Adult Book Discussion Group at Thomas Place of Orland Park
- Offer adult series programs for those with special needs
- Host preschool information fair
- Engage in community service projects with local nonprofit organizations
- P Display Carl Sandburg High School artwork



GOAL #3

**Partner with
and serve the
entire
community.**

OBJECTIVE #2

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

ACTION STEPS

- ✓ Partner with 2 local art facilities/museums
- ✓ Partner with retail stores, malls, and banks
- ✓ Partner with village special recreation department
- ✓ Partner with schools, clubs, Scouts to share NASA collection off-site
- ✓ Offer Summer Reading Program and "1,000 Books Before Kindergarten" to preschools
- ✓ Promote Preschool Paks and Book Bundles
- ✓ Welcome & support LGBTQ users with space, materials and programming
- IP Partner with local history groups

GOAL #4

Be a desirable workplace.

OBJECTIVE #1
Analyze & adjust comprehensive staff compensation by December 2015.

ACTION STEPS

- IP
- ✓
- P
- P
- IP

- Introduce fun and creative workplace incentives
- Revise all job descriptions
- Conduct benchmark study for salaries
- Work with board to budget for benchmark study
- Share comparable library budgets; salaries with Board

GOAL #4

Be a desirable workplace.

OBJECTIVE #2

Develop & adopt a Professional Development plan by June 2015.

ACTION STEPS

- P Devise method of assigning network responsibilities effectively to IT Assistant II staff
- P Develop workflow/task timelines for department heads
- ✓ Develop workflow/task timelines for Board projects
- IP Establish staff core competencies & training needs
- IP Create staff development plan to provide consistent training

GOAL #4

Be a desirable workplace.

OBJECTIVE #3
Improve staff rating of camaraderie and team brand by June 2015.

ACTION STEPS

- Build staff and Board camaraderie
- Involve staff in social committee activities
- Proactively increase Person-in-Charge/staff awareness and interaction
- Encourage name awareness with co-workers
- Redesign Intranet to increase function & communication
- Introduce Employee of the Month/Quarter program
- Increase events sponsored by Social and Health & Wellness committees

GOAL #4

Be a desirable workplace.

OBJECTIVE #4

Improve the cultivation of staff skills & talents annually.

ACTION STEPS

- ✓ Research continuing education opportunities in all departments
- ✓ Use storytime observation schedule for Youth & Outreach staff
- ✓ Offer "Every Child Ready to Read 2" workshop
- IP Implement cross training between all departments
- P Use internal survey to identify staff talents
- P Optimize workflow in all departments
- ✓ Encourage staff service on committees
- ✓ Participate in continuing education for customer service
- ✓ Participate in continuing education in RFID decoding, RDA, and MARC tags, and other Technical Services functions

**CORRESPONDENCE RECEIVED FROM NOVEMBER 17, 2015
THROUGH DECEMBER 21, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

A postcard received on 11/26/15 from Olivieri Brothers Architects expressing holiday greetings.

CORRESPONDENCE 2

Email correspondence received on 12/4/15 from Kevin DuJan regarding a FOIA production dispute.

CORRESPONDENCE 3

Email correspondence received on 12/10/15 from Prentice Barbee regarding a proposal for a tax kiosk.

CORRESPONDENCE 4

Email correspondence received on 12/14/15 from Kevin DuJan regarding a recent FOIA production.