

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

AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
February 15, 2016 7:00 P.M.
Room 104

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM JANUARY 18, 2016—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. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION

G. LIBRARIANS' REPORT/STAFF REPORTS

H. 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

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. Approval of the updating of the Illinois Funds authorized signatures for the operating fund and the special reserve fund – For Action
Motion to approve the updated Illinois Funds authorized signatures for the operating fund and the special reserve fund
2. Approval of the 2016 Illinois Public Library Annual Report – For Action
Motion to approve the 2016 Illinois Public Library Annual Report for submission to the Illinois State Library

3. 2016-2017 Strategic Plan – For Action
Motion to approve the 2016-2017 Strategic Plan for the Orland Park Public Library
4. Approval to close the Orland Park Public Library on Sunday, May 29, 2016, Sunday, July 3, 2016, Friday, August 5, 2016, Sunday, August 7, 2016 and Sunday, September 4, 2016- For Action
Motion to approve the closing of the Orland Park Public Library on Sunday, May 29, 2016, Sunday, July 3, 2016, Friday, August 5, 2016, Sunday, August 7, 2016 and Sunday, September 4, 2016

K. ANNOUNCEMENTS

L. ADJOURNMENT

Adult Services Board Report January 2016

PERSONNEL

Part-time Reference Librarian 1, Catherine Crosse turned in notice. Her last day was January 29. Catherine got a full-time job at another library.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 1/7; 7 adults

Four genre discussions 1/14, 1/19, 1/20, 1/20; 30 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended a Marketing Committee meeting on January 5.

Andy and Linda met with Rob Innes, a publisher's representative, on January 5.

Linda Conrath attended a Strategic Plan Committee Meeting on January 7.

Andy, Diane and Linda attended a Balanced Scorecard Strategic Plan Meeting on January 13.

Andy and Linda attended an AV ordering meeting on January 13.

Andy met with Bill Schufreider from EBSCO on January 19.

Andrew Masura attended Serving Patrons With Dementia (White Oak Library District, Romeoville Branch) on Jan 26, 2016

Andy and Diane attended a Staff Development Plan meeting on January 26

Andrew Masura attended Technology Skills for Library Staff (Webinar) on Jan 27, 2016

Diane Srebro attended Technology Skills for Library Staff (Webinar) on Jan 27, 2016

Kortnee Konrath attended Technology Skills for Library Staff (Webinar) on Jan 27, 2016

Kortnee attended a Summer Reading Committee meeting on January 27.

Kortnee Konrath attended Book Review Basics: Using Reviews and Annotations for RA (Webinar) on Jan 28, 2016

Linda Conrath and Andy Masura attended a Midwest Tape meeting with Ann Ford on January 28

STATISTICS

Database Statistics January 2016-2015 Comparison

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Database	2016	2015	Data Type
Ancestry	1729	1313	Searches
Careers College	*	-	Total Users
Consumer Reports	91	76	Log-Ins
EBSCO	31437	753	Searches
Gale Virtual Ref. Lib.	2	19	Searches
Heritage Quest	384	90	Searches
Lit. Criticism Online	8	12	Searches
Morning Star Investment	*	49	Searches
OCLC	7301	7292	Sessions
ProQuest	62	191	Searches
Reference USA	166	144	Searches
Rocket Languages	2	68	Sessions
World Book	32	0	Searches

*Statistics is not yet available

Statistics from web forms

Category	01/2016	01/2015	Change
Reference	3879	4751	-872, -18.35%
Ref Remote	186	115	71, 61.74%
Non-Reference	304	506	-202, -39.92%
N-R Remote	37	24	13, 54.17%
Prog Att	37		37
Items shelved	22903	21327	1576, 7.39%
Carts shelved	308	498	-190, -38.15%

GRANTS/SPECIAL PROJECTS

The Adult Winter Reading Program, Blizzard of Books, started on Monday, January 4. So far, over 250 adults have registered. The program ends February 29.

Using ideas generated from AS Librarians, Linda Conrath, Judy Brannigan and Kortnee Konrath collaborated in writing a grant to promote Readers' Advisory Services using the NoveList database. Unfortunately, the Orland Park Public Library was not selected as one of the seven recipients. Winners included libraries in Australia and Canada, along with two libraries in New York state. The closest winner to us was the Kansas City Public Library! We are still implementing our ideas for the grant, many of which we have already started.

CUSTOMER SERVICE LOG

1/18/16 9:30 a.m. Patron approached the desk. Comment: Patron complained that the latest edition of *Barron's* had been "gutted." She was shocked and said this was theft. Patron would like to see all issues behind the desk like *Wall Street Journal*. The end of the year mutual fund report was ripped out; she had look at this report earlier when it was still intact.

1/23/16 11 a.m. Patron approached staff member. Comment: I would like to see a sign by the magazines and newspapers reminding everyone that we have copy machines and copies are ten cents (to prevent patrons' from tearing our pages).

1/26/16 4:45 p.m. After Rosemarie assisted a patron by telephone, the patron asked to speak to her supervisor. Comment: Susan Mitchell said that even though Rosemarie placed a hold on an item for her, she would ask to speak to someone else the next time she called the library. Susan said that she kept having to repeat herself and she felt that Rosemarie wasn't listening, and she found her defensive. Susan suggested that Rosemarie go through retraining in customer service.

Circulation Board Report January 2016

CONTINUING EDUCATION/MEETINGS ATTENDED

Howard Griffin attended Tech Soup Webinar on January 27th here at OPPL.

CUSTOMER SERVICE LOG

1/27/2016 (Information Desk) Patron said every time he call Outreach Department Head the system hangs up. Patron commented "It's very rude, she should have voice mail."

1/27/2016 (Information Desk) Patron was transferred to Finance Manager's line and phone just hung up after several rings.

1/27/2016 (Information Desk) Patron commented on the Polish Cooking Presentation: "It was a really nice program you had tonight."

1/5/2016 (Circulation Desk) Staff member said to patron leaving "Have a great day." Patron replied "I already had a great day - the young man upstairs looked everywhere for this book for me. I don't get this good of customer service anywhere!"

1/5/2016 (Circulation Desk) "Where are you finding these great artists? They keep getting better and better!"

1/8/2016 (Circulation Desk) "That music playing is lovely and very calming. It should be piped in through the building" - referring to the piano CD playing at the Circulation Desk.

1/19/2016 (Circulation Desk) Patron by the Lucky Day shelves commented "So nice of you to have coffee and tea." Referring to the cold temperature outside.

1/19/2016 (Circulation Desk) Patron picking up holds. "How nice the shelf pick up shelf works. Very convenient. Is it new?"

1/27/2016 (Circulation Desk) Patron said it was stupid to require two forms of I.D. for a library card.

1/27/2016 (Circulation Desk) Step stool is convenient for us too - senior patron rested their bag on step and unloaded their books into the drop.

1/9/2016 (Circulation Desk) Patron getting her infant daughter a card said: "This is really a nice library."

1/22/2016 (Circulation Desk) "Why are there only 15 Large type books in the new book section?"

ORS MONTH	TOTAL CIRCULATION	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2016				
JAN	78,228	82,937	-6%	33,484	1,849
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	78,228	82,937	-6%	33,484	1,849

Graphics Board Report January 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

The graphics department:

- Produced bookmarks encouraging patrons to sign up to receive email alerts when their books are due
- Edited the Lucky Day inserts to remove old information from May 2015
- Began an audit of directional signage throughout the library to find ways to best direct patrons
- Updated the department manual of standard operating procedures
- Updated the departmental style guide to include common library words that are not hyphenated anymore in industry style guides such as ebooks, iad, email, and ereader
- Printed 100 of each federal tax form to make them available to residents of Orland Park who file their taxes on paper

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd met with the Marketing Committee on Jan. 5.

Jackie Boyd attended the Strategic Plan Committee meeting Jan. 7.

Kristen H. attended the RAILS Graphic Designer educational meeting Jan. 8 at Eisenhower Public Library District.

Jackie Boyd attended Digital Media and Today's Digital News Release Webinar through the Public Relations Society of America on Jan. 8.

Jackie Boyd and Kristen H. attended the Strategic Planning meeting on January 13 at 9 a.m.

Jackie Boyd attended Enhancing your Library's Presence with Wordpress on January 21.

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
This Year So Far	33	120

Facebook	1417
Followers	
Twitter Followers	1069
Pinterest	100
eBlast	
Subscriptions	17,533

GRANTS/SPECIAL PROJECTS

Jackie Boyd investigated using different types of display set-ups to help stimulate circulation such as corrugated DVD, magazine, and book display shelving for light weight transfer throughout the library.

Jackie Boyd talked to the editor of The Regional News, a weekly newspaper and online publication, to ask about reposting some of the library's events on their social media.

Graphics/ Administration updated Meeting Room Application with current information.

Jackie Boyd created two new Pinterest Boards called "Staff Picks" and "Caldecott Winners".

CUSTOMER SERVICE LOG

Patron Kim K. told Joan E. "Thank you very much!" for helping book a meeting room upon her request on January 18.

Patrons Donna S. said "thank you" to Joan E. for reconfirming her room reservation with her January 4.

Information Technology Board Report January 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

January 2016

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

January 2015 Comparison

25 computer classes for adults were offered with a total of 115 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Technology Skills for Library Staff: Effective and Engaging Training Programs (Webinar OPPL) on Jan 28, 2016

STATISTICS

Statistics from web forms

Category	Jan 2016	Jan 2015	Change
Study Room Usage	412	378	34, 8.99%
Patrons Assisted	439	717	-278, -38.77%
Total PC Usage		1785	-1785, -100%
Total Web pages	35122	57062	-21940, -38.45%
Number of Classes	13	25	-12, -48%
Total Class Attendance	77	115	-38, -33.04%
Overdrive Checkouts	3106	3027	79, 2.61%
Overdrive Registration	62	132	-70, -53.03%
Zinio Checkouts	458	732	-274, -37.43%

GRANTS/SPECIAL PROJECTS

The SMART LAB is a success with 6+ reservations a week since the last newsletter went out. We in the IT department look forward to even more reservations as word spread of what we have to offer to the local community.

CUSTOMER SERVICE LOG

1/19 2:30 Scenario: Helping a patron with IRS forms Comment: You are a great help. I couldn't have done this without you.

Outreach Services Board Report January 2016

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 four display areas.

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

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended Serving Patrons With Dementia (White Oak P.L.) on Jan 26, 2016

Kitty Creed attended Serving Patrons With Dementia (White Oak P.L.) on Jan 26, 2016

Cathy DiGiorgio attended Serving Patrons With Dementia (White Oak P.L.) on Jan 26, 2016

Kelly A. Cuci attended Techsoup - Technology Skills for Library Staff (Webinar) on Jan 27, 2016

Kitty Creed attended Techsoup - Technology Skills for Library Staff (Webinar) on Jan 27, 2016

Shane Peterson attended Community Engagement: Serving Diverse Communities (Webinar) on Jan 28, 2016

Cathy DiGiorgio attended Community Engagement: Serving Diverse Communities (Webinar) on Jan 28, 2016

Kitty Creed attended Community Engagement: Serving Diverse Communities (Webinar) on Jan 28, 2016

Kelly A. Cuci attended Community Engagement: Serving Diverse Communities (Webinar) on Jan 28, 2016

Erin Sindewald attended Community Engagement: Serving Diverse Communities (Webinar)

on Jan 28, 2016

STATISTICS

Onsite Adult Programs:

12 programs were given with a total of 464 patrons. *2015: 11 programs were given with a total of 307 patrons.*

Breakout:

1/8/16	Board Game Night	29
1/8/16	Meet the Artist - Joe Ruck	18
1/12/16	All the Records Burned	22
1/14/16	Pilates with Melanie	33
1/14/16	Afternoons @ OPPL - Johnny Angel	15
1/15/16	Showcase - Jodee Lewis	108
1/19/16	Lady Almina and the Real Downton Abbey	53
1/21/16	Pilates with Melanie	43
1/22/16	Friday Film Series - Jurassic World	25
1/26/16	Seeking Spiceland	16
1/27/16	Hearty & Healthy Polish Cooking	80
1/28/16	Pilates with Melanie	22

Offsite Adult Programs:

10 programs were given with a total of 187 patrons attending. *2015: 8 programs were given with a total of 135 patrons attending.*

Breakout:

1/11/16	Nursing Home Visits	39
1/12/16	Nursing Home Visits	18
1/13/16	Remember When with Autumn Leaves	15
1/13/16	Remember When with Brookdale	17
1/14/16	Smart Art - Brookdale	4
1/14/16	Smart Art - Autumn Leaves	15
1/20/16	Orland Township Visit	10
1/22/16	Orland Township Visit	8
1/25/16	Nursing Home Visits	38
1/26/16	Nursing Home Visits	23

Train Station Books:

Three train stations – **125 books**, 2015 - 60

Program Flyer Distribution Stats:

Orland Park Businesses - **25**, 2015 - 9

Village of OP - **150**, 2015 - 44

Train Station - **125**, 2015 - 60

Orland Township - **75**, 2015 - 27

In-house during programs - **711**, 2015 - 83

Other Outreach and Homebound Stats:

Outreach Circ Stats: 821 items circulated with 930 checkouts and 121 renewals. *2015: 800 items circulated with 1028 checkouts and 84 renewals.*

Visits to single-family homebound patrons totaled 19. *2015: Visits totaled 17.*

2 new homebound patron cards were issued and 0 discontinued. 4 cards were renewed. *2015: 2 new homebound library cards were issued. 1 card was discontinued. 4 cards were renewed.*

OS staff logged 348 reference transactions. *2015: 624 reference transactions.*

48 books were displayed on the table with 31 having been checked out. *2015: 39 books on display with 10.*

GRANTS/SPECIAL PROJECTS

Outreach Services is completing plans for a special needs monthly movie.

The free-standing display case arrived in June. The first advertised display will start April 1st.

Nine new NASA artifacts arrived this month.

Outreach Services is working with Youth Services on Dyslexia programming for October.

CUSTOMER SERVICE LOG

1/8/16 7pm Meet the Artist - Joe Ruck Program

"Beautiful artwork!"

Your NASA Collection is super neat!"

1/12/16 7pm All the Records Burned program

Patrons enjoyed the program, This was so helpful."

1/13/16 2pm Homebound Delivery

"This is such a wonderful service."

1/14/16 10am Pilates with Melanie program

"We are glad you had her back."

1/15/16 7pm Showcase - Jodee Lewis program

"She is really good!"

"Have her back."

1/26/16 10am Thomas Place book delivery

Residents commented that they enjoy the book discussions and deliveries.

1/26/16 7pm Seeking Spiceland program

"It was great, really great!"

"She's gotta come back!"

Technical Services Board Report January 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for January 2016 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On Jan 12, 2016, Wendy and Carol attend Strategic plan meeting

On January 7 and January 13, 16, Carol attended Strategic plan meeting.

On January 27, 2016 Matt H. and Wendy attended Tech Soup Webinar

On January 27, 2016, Matt H. attended Summer Reading Committee Meeting

January 28, 2016, Matt H. Carol, Wendy, attended Midwest Tape / Amazon Meeting

GRANTS/SPECIAL PROJECTS

All records of Book on Cassette are removed from the Polaris system.

Youth Services Board Report January 2016

PERSONNEL

Mary Adamowski is accepting applications for the part-time Teen Librarian position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

January 2016

Youth Programs: 1279 attendees/ 51 programs (birth--grade 5)

Teen Programs: 42 attendees/ 8 programs (grades 6--12)

Preschool Visits: 335 students/ 18 visits

School Visits: 629 students/ 4 visits

Miscellaneous teacher checkouts: 121 items

PRESCHOOL PAKS: 16 PAKS/ 211 items

PAL PAKS: 24 PAKS/ 490 items

January 2016 circulation statistics: 32,914 items

January 2015 comparisons

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

January 2015 circulation statistics: 36,477 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended Technology Skills for Library Staff (Webinar OPPL) on January 27, 2016

Diane Norris-Kuczynski attended Technology Skills for Library Staff (Webinar OPPL) on January 27, 2016

STATISTICS

CATEGORY	2016	2015
Reference	3572	3819
Ref Remote	116	270
Non-Reference	315	536
N-R Remote	26	127

GRANTS/SPECIAL PROJECTS

Preschool Services Coordinator Jamie Kallio and School Liaison Becky McCormack attended Pre-Literacy Night at Park School on January 20. Jamie and Becky promoted the library's many services and programs geared toward the younger child. They also presented bilingual storytimes to the families in attendance.

Head of Youth Services Mary Adamowski and School Liaison Becky McCormack submitted a grant proposal to Gilder Lehrman Institute of American History. If accepted we will partner with local historian Terry Lynch to present a performance commemorating the 75th anniversary of the bombing of Pearl Harbor. Mary and Becky will be notified in early February if their grant proposal is accepted.

CUSTOMER SERVICE LOG

Preschool desk

1/12/16 10:00 Preschool after a storytime-overheard child say...."That was fun!" JK

1/19/16 12:20 Grandmother after the 11am Once Upon a Time storytime. "Thank you SO much. Your love of children and enjoyment in your job really shows through your storytime." BWM

Jr. desk

1/2/16 10:30 Sitting in Bright Starts talking to another mom when boy asked for bubbles. I went to get some... "I just love this library. They will do anything for you. They just had a wonderful American Girl tea party They have so much fun stuff for the kids...we're lucky." JM

1/9/16 11:00 Patron registering for programs. Your programs are wonderful! Love Miss Lenore's celebrate the USA. MLD

1/9/16 12:04 Patron after ballerina program. Loved the program! It was adorable, very sweet! MLD

1/18/16 3:05 Patron coming in with 2 kids. "Given the choice to go anywhere they want, the kids always choose the library." DNK

1/19/16 12:30 Grandmother leaving with child after storytime. You are awesome! Storytime was wonderful! MGA

1/28/16 1:15 Mother in sensory storytime. "He's touching things! This is EXACTLY what he needs. He's working on fine motor skills in school." DNK

1/28/16 4:00 Patron brought candy to staff member in appreciation. "Thank you for all of

your help with my project. It worked out perfectly! MGA

Teen desk

1/17/16 2:45 Teen area. Paton sitting at table in bay. "Don't you guys turn on the heat in here?" (It was cold - patrons wearing jackets and hats.) AN

1/26/16 9:41 Adult patron looking for DVD's. In the past month librarians have told her that 7 items she wanted were missing. " There are a lot of movies missing from this library."
SD

**CORRESPONDENCE RECEIVED FROM JANUARY 19, 2016 THROUGH
FEBRUARY 15, 2016 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

An email received on 01/26/16 from Kevin DuJan regarding a proposed conflict resolution to recent FOIA responses.

CORRESPONDENCE 2

A letter received on 02/05/16 from Peterson, Johnson & Murray Chicago LLC regarding a proposal for services,

CORRESPONDENCE 3

A certified letter received on 02/08/16 from St. Coletta's of Illinois, Inc. regarding a request for a reduction in their assessed value from the Cook County Assessor's office.

CORRESPONDENCE 4

An email received on 02/08/16 from Kevin DuJan regarding the Orland Park Public Library's January 9, 2016 incident report.

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 18, 2016

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, and Catherine Lebert

Roll Call

Members absent: Joanna Lefblad and Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator; Mary Adamowski, Head of Youth Services

Minutes

Treasurer Jennings made a motion to approve the December 21, 2015 minutes, as amended. Trustee Kleis seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 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

Nanc Junker
Kathleen Andrews

Treasurer Jennings moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and approval and semi-annual review of minutes from prior closed sessions. Trustee Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Executive Session

Motion passed. 5 ayes, 0 nays, 2 absent.

The Board went into Executive Session at 7:07 p.m. Executive Session ended at 7:50p.m.

The regular session resumed at 7:53p.m. when Treasurer Jennings made the motion to return to regular session. Trustee Barcelona seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the Treasurer's Reports for December 2015. The motion was seconded by Trustee Barcelona. President Healy and Administration held a discussion on the fiscal year end results, including PTAB, equipment, net profit, and the special reserve. President Healy also inquired on the liability insurance negotiations and bidding process for 2016. A roll call vote took

Treasurer's Report

place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of December 22, 2015 through January 18, 2016 and was seconded by Trustee Barcelona. No discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert– aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Librarian's Report

Financial

Chris McClure, of McClure Inserra & Company, Chartered, will meet with Ross Kimmey and Mary Weimar to begin working on the 2015 audit. President Healy informed the Board that a member will be selected by the audit firm, to participate in the audit process.

Mary Weimar and Robin Wagner are working on this year's Public Library Construction Grant Application to fund some building improvements, such as lobby flooring, AV shelving, and improved signage throughout the building.

Adult Services' staff applied for the *Grow Your Novelist Usage Grant Program* for monies to market and promote the Novelist database in the Polaris catalog.

Library Director Weimar encouraged the Board to sign up for the Blizzard of Books Reading Program.

President Healy inquired about the running of the second floor fireplace. Administration will look into the matter and will also have hot drinks available on especially cold days.

Public Library Filing Requirements

The 2015 Per Capita Grant was emailed December 22, 2015 to the Illinois State Library.

The Illinois Public Library Annual Report is due February 29, 2016 to the Illinois State Library. Staff and Administration are in the process of compiling the statistics.

The library filed its Annual Certification with the Illinois State Library on January 11, 2016.

The library filed tax exempt status with the Cook County Assessor's Office on December 8, 2015.

The library filed the list of Board and staff required to file Statement of Ethics on December 22, 2015 with the Cook County Clerk's Office.

No reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

None.

**Unfinished
Business**

Approval of Wire Transfers to Pay Bills for Fiscal Year 2016 – For Action

New Business

Secretary Lebert motioned to approve the wire transfers to pay bills for Fiscal Year 2016. Trustee Kleis seconded the motion. Library Director Weimar explained to the Board that this is done annually to approve the monthly transfer of funds. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Approval of the renewal of wire transfer authorization agreement for the Marquette Bank accounts – For Action

Treasurer Jennings motioned to approve the renewal of the wire transfer authorization agreement for the Marquette Bank accounts. Secretary Lebert seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Approval of the Resolution No. 2016-01 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection – For Action

Trustee Barcelona motioned to approve the Resolution No. 2016-01 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – absent; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

Strategic Plan Update – For Discussion

Mary Adamowski, Chairperson of the Strategic Plan Committee and Head of Youth Services, discussed the 2015 Strategic Plan accomplishments including the many customer service initiatives, building enhancements and upgrades to technology. She also discussed the 2017 Strategic Plan which will have the same mission and goals, but new objectives and action steps. A final draft of the 2017 Strategic Plan will be published in February 2016.

The Board expressed their thanks to the members of the Strategic Plan Committee.

None.

Announcements

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

Adjournment

Motion passed. 5 ayes, 0 nays, 2 absent.

The meeting was adjourned at 8:52 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 January 31, 2016

Revenues

There have been minimal tax receipts received in January. **Interest Income** was higher than budgeted due to investements being set up with longer maturities providing higher rates of return.

Expenditures

Overall Expenditures were \$ 63,273 under budget for the month and year.

Salaries is under budget by \$ 9,102 for January. There are several open positions at this time.

Life/Health Insurance is 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.

Purchases - New Equipment is over budget for the month and year-to-date but should be within budget by the end of the year.

**Orland Park Public Library
Balance Sheet - All Funds
As of January 31, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	173,137.79	0.00	66,722.62	0.00	239,860.41
Cash - Marquette E-Commerce	13,112.61	0.00	0.00	0.00	13,112.61
Illinois Funds	428,914.93	6,754.28	0.00	33,385.17	469,054.38
PMA Financial Investments	4,730,678.96	662,635.62	0.00	445,440.07	5,838,754.65
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	13,106.67	478.52	0.00	1,080.26	14,665.45
Property Taxes Receivable	5,043,367.00	0.00	0.00	1,645,693.00	6,689,060.00
Prepaid Expenses	90,532.80	0.00	0.00	0.00	90,532.80
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>10,493,150.76</u>	<u>669,868.42</u>	<u>66,722.62</u>	<u>2,125,598.50</u>	<u>13,355,340.30</u>
Liabilities & Fund Balance					
IMRF W/H Payable	(96.77)				(96.77)
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	5,043,367.00	0.00	0.00	1,645,693.00	6,689,060.00
Accounts Payable	54,325.02	0.00	0.00	0.00	54,325.02
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	39,282.08	39,282.08
Total Liabilities	<u>5,097,595.25</u>	<u>0.00</u>	<u>0.00</u>	<u>1,684,975.08</u>	<u>6,782,570.33</u>
Beginning Unrestricted Fund Balance	5,676,267.16	669,735.13	66,716.95	459,943.59	6,872,662.83
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	3,543.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	25,462.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	25,012.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	5,408.00
Fund Balance-Restricted Unemploymt Ins.	26,247.00	0.00	0.00	0.00	26,247.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(366,383.65)</u>	<u>133.29</u>	<u>5.67</u>	<u>(19,320.17)</u>	<u>(385,564.86)</u>
Ending Fund Balance	<u>5,395,555.51</u>	<u>669,868.42</u>	<u>66,722.62</u>	<u>440,623.42</u>	<u>6,572,769.97</u>
Total Liabilities & Fund Balance	<u>10,493,150.76</u>	<u>669,868.42</u>	<u>66,722.62</u>	<u>2,125,598.50</u>	<u>13,355,340.30</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	329.74	424,447	0.08%	329.74	424,447	0.01%	5,093,367
Impact Fees	0.00	2,083	0.00%	0.00	2,083	0.00%	25,000
Replacement Taxes	0.00	1,042	0.00%	0.00	1,042	0.00%	12,500
State Grants	0.00	2,083	0.00%	0.00	2,083	0.00%	25,000
Non Resident Fees	489.35	667	73.37%	489.35	667	6.12%	8,000
Fines	4,960.90	5,000	99.22%	4,960.90	5,000	8.27%	60,000
Gifts	1,025.00	833	123.05%	1,025.00	833	10.25%	10,000
Copy Machine	1,109.27	1,250	88.74%	1,109.27	1,250	7.40%	15,000
Interest Income	1,624.65	1,250	129.97%	291.40	1,250	1.94%	15,000
Miscellaneous Income	291.40	833	34.98%	1,624.65	833	16.25%	10,000
Total Revenues	9,830.31	439,489	2.24%	9,830.31	439,488	0.19%	5,273,867
Expenditures							
Salaries	188,712.02	197,814	95.40%	188,712.02	197,814	7.95%	2,373,785
Salaries - Maintenance	9,543.33	8,975	106.33%	9,543.33	8,975	8.86%	107,705
Life/Health Insurance	53,347.27	37,096	143.81%	53,347.27	37,096	11.98%	445,152
Books	21,522.77	34,167	62.99%	21,522.77	34,167	5.25%	410,000
Electronic Databases	5,333.93	6,083	87.69%	5,333.93	6,083	7.31%	73,000
Periodicals	3,388.20	3,167	106.98%	3,388.20	3,167	8.92%	38,000
Audio Visual Materials	10,989.21	13,333	82.42%	10,989.21	13,333	6.87%	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	497.40	667	74.57%	497.40	667	6.22%	8,000
Insurance	2,823.25	3,042	92.81%	2,823.25	3,042	7.73%	36,500
Landscaping & Groundskeeping	0.00	2,033	0.00%	0.00	2,033	0.00%	24,400
Building Maintenance	9,287.94	20,833	44.58%	9,287.94	20,833	3.72%	250,000
Security System	0.00	750	0.00%	0.00	750	0.00%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	83	0.00%	1,000
Legal	44.75	10,000	0.45%	44.75	10,000	0.04%	120,000
Library Consultant	0.00	1,000	0.00%	0.00	1,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	591.96	583	101.54%	591.96	583	8.46%	7,000
Natural Gas	2,128.02	3,333	63.85%	2,128.02	3,333	5.32%	40,000
Telephone	640.95	917	69.90%	640.95	917	5.83%	11,000
Purchase - New Equipment	5,411.83	1,667	324.64%	5,411.83	1,667	27.06%	20,000
Building & Custodial Supplies	3,204.19	2,833	113.10%	3,204.19	2,833	9.42%	34,000
Building Repairs	0.00	1,833	0.00%	0.00	1,833	0.00%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,472.26	1,375	107.07%	1,472.26	1,375	8.92%	16,500
Machine Rental	399.00	333	119.82%	399.00	333	9.98%	4,000
Automation - Equipment	4,190.39	6,667	62.85%	4,190.39	6,667	5.24%	80,000
Automation - Line Costs	263.38	542	48.59%	263.38	542	4.05%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	10,252.31	13,417	6.37%	161,000
Automation - Maintenance	90.69	4,167	2.18%	90.69	4,167	0.18%	50,000
Library Furniture	0.00	5,000	0.00%	0.00	5,000	0.00%	60,000
Outreach Services	0.00	583	0.00%	0.00	583	0.00%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	275.00	667	41.23%	275.00	667	3.44%	8,000
Staff Training & Education	2,288.83	2,250	101.73%	2,288.83	2,250	8.48%	27,000
Conference Fees	0.00	542	0.00%	0.00	542	0.00%	6,500
Patron Programs & Events	1,247.48	3,750	33.27%	1,247.48	3,750	2.77%	45,000
Association Dues & Fees	190.00	667	28.49%	190.00	667	2.38%	8,000
Public Information	352.50	3,250	10.85%	352.50	3,250	0.90%	39,000
Library Supplies	967.70	3,750	25.81%	967.70	3,750	2.15%	45,000
Office Supplies	47.26	917	5.15%	47.26	917	0.43%	11,000
Postage	88.29	1,167	7.57%	88.29	1,167	0.63%	14,000
Printing	0.00	584	0.00%	0.00	583	0.00%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,670.38	17,708	99.79%	17,670.38	17,708	8.32%	212,494
Contribution to FICA	14,840.76	15,819	93.82%	14,840.76	15,819	7.82%	189,831
Audit	0.00	875	0.00%	0.00	875	0.00%	10,500
Liability Ins.-D&O,Bonds,WC	4,001.50	4,583	87.31%	4,001.50	4,583	7.28%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	333	0.00%	4,000
Bank Charges	109.21	250	43.68%	109.21	250	3.64%	3,000
Total Expenditures	376,213.96	439,489	85.60%	376,213.96	439,487	7.13%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(366,383.65)	0	-100.00%	(366,383.65)	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(366,383.65)	0	-100.00%	(366,383.65)	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended January 31, 2016**

	<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	108.92	108.92
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	221.79	221.79	5.67	5.67	211.95	211.95
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	221.79	221.79	5.67	5.67	320.87	320.87
Expenditures						
Building Repairs	88.50	88.50	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	19,641.04	19,641.04
Total Expenditures	88.50	88.50	0.00	0.00	19,641.04	19,641.04
Excess (Deficiency) of Revenues Over (Under) Expenditures	133.29	133.29	5.67	5.67	(19,320.17)	(19,320.17)
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	133.29	133.29	5.67	5.67	(19,320.17)	(19,320.17)

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Check	1	01/22/2016	Deluxe Checks	101010 · Cash - Marquette	-110.00
TOTAL				104950 · Bank Charges	110.00
					110.00
Bill	55319	01/21/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
TOTAL				104450 · Building Maintenance	70.00
					70.00
Bill	55320	01/21/2016	Annuitly Premium Reserve Account	101010 · Cash - Marquette	-300.00
TOTAL				102160 · 457 Plan W/H Payable	300.00
					300.00
Bill	55321	01/21/2016	Baker & Taylor	101010 · Cash - Marquette	-307.62
Bill	B05982170	01/01/2016		104342 · Audio Visual Materials-Outreach	39.16
Bill	2031547581	01/04/2016		104312 · Books - Outreach	31.64
Bill	2031547672	01/05/2016		104311 · Books - Youth	11.29
Bill	2031569194	01/05/2016		104312 · Books - Outreach	23.83
Bill	2031596727	01/11/2016		104312 · Books - Outreach	15.60
Bill	2031605082	01/13/2016		104312 · Books - Outreach	166.15
Bill	B07317450	01/13/2016		104342 · Audio Visual Materials-Outreach	19.95
TOTAL					307.62
Bill	55322	01/21/2016	Bal Industries	101010 · Cash - Marquette	-510.00
TOTAL				104450 · Building Maintenance	510.00
					510.00

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55323	01/21/2016	Batavia Public Library	101010 · Cash - Marquette	-24.95
Bill	ILL payment	01/08/2016		104310 · Books - Adult	24.95
TOTAL					24.95
Bill Pmt -Check	55324	01/21/2016	Besco Water Treatment, Inc.	101010 · Cash - Marquette	-57.75
Bill	2428792	01/08/2016		104530 · Building & Custodial Supplies	57.75
TOTAL					57.75
Bill Pmt -Check	55325	01/21/2016	Calumet City Public Library	101010 · Cash - Marquette	-23.00
Bill	ILL payment	01/07/2016		104310 · Books - Adult	23.00
TOTAL					23.00
Bill Pmt -Check	55326	01/21/2016		101010 · Cash - Marquette	-154.44
Bill	PC Reimb.	01/15/2016		104530 · Building & Custodial Supplies	11.00
				104642 · Patron Programs & Events-Youth	48.59
				104320 · Periodicals - Adult	5.99
				104642 · Patron Programs & Events-Youth	12.27
				104642 · Patron Programs & Events-Youth	5.10
				104642 · Patron Programs & Events-Youth	28.40
				104642 · Patron Programs & Events-Youth	13.98
				104642 · Patron Programs & Events-Youth	3.84
				104620 · Staff Training & Education	6.90
				104720 · Office Supplies	4.96
				104620 · Staff Training & Education	13.41
TOTAL					154.44

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55327	01/21/2016	Center Point Large Print	101010 · Cash - Marquette	-110.25
Bill	1348635	01/01/2016		104310 · Books - Adult	44.34
Bill	1347887	01/05/2016		104310 · Books - Adult	44.34
Bill	1349364	01/09/2016		104310 · Books - Adult	21.57
TOTAL					110.25
Bill Pmt -Check	55328	01/21/2016	Clampitt, Cynthia	101010 · Cash - Marquette	-150.00
Bill	Program Seeking...	01/26/2016		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	55329	01/21/2016	Comcast	101010 · Cash - Marquette	-305.13
Bill	40286463	01/01/2016		104520 · Telephone	305.13
TOTAL					305.13
Bill Pmt -Check	55330	01/21/2016	Comcast Cable	101010 · Cash - Marquette	-340.28
Bill	Jan'16 Bill	01/03/2016		104575 · Automation - Line Costs	263.38
				104520 · Telephone	76.90
TOTAL					340.28
Bill Pmt -Check	55331	01/21/2016	EBSCO	101010 · Cash - Marquette	-22,288.00
Bill	0469	01/01/2016		101230 · Prepaid Expenses	22,288.00
TOTAL					22,288.00

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55332	01/21/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,930.20
Bill	56926399	01/04/2016		104310 · Books - Adult	627.00
Bill	56953022	01/04/2016		104310 · Books - Adult	30.39
Bill	56952935	01/05/2016		104310 · Books - Adult	219.60
Bill	57002065	01/06/2016		104310 · Books - Adult	52.78
Bill	57011344	01/07/2016		104310 · Books - Adult	25.59
Bill	57011271	01/07/2016		104312 · Books - Outreach	29.59
Bill	57011454	01/07/2016		104312 · Books - Outreach	479.82
Bill	57025560	01/08/2016		104310 · Books - Adult	24.79
Bill	57025620	01/08/2016		104312 · Books - Outreach	363.86
Bill	57045857	01/11/2016		104312 · Books - Outreach	76.78
TOTAL					1,930.20
Bill Pmt -Check	55333	01/21/2016	Garvey's Office Products	101010 · Cash - Marquette	-1,745.75
Bill	1084946	01/12/2016		104530 · Building & Custodial Supplies	284.62
Bill	1085907	01/13/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	1,421.88
TOTAL					39.25
Bill Pmt -Check	55334	01/21/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-497.40
Bill	17813	01/11/2016		104420 · Accounting	497.40
TOTAL					497.40
Bill Pmt -Check	55335	01/21/2016	Herman, Melanie	101010 · Cash - Marquette	-300.00
Bill	Program	02/04/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55336	01/21/2016	Holdng, Kristen 1	101010 · Cash - Marquette	-38.57
TOTAL					38.57
Bill	Rails Reim	01/13/2016		104620 · Staff Training & Education	38.57
Bill Pmt -Check	55337	01/21/2016	Illinois Library Association	101010 · Cash - Marquette	-325.00
Bill	108210	01/01/2016		104560 · Machine Rental	185.00
Bill	Carol Maresh	01/11/2016		104650 · Association Dues & Fees	115.00
Bill	108859	01/19/2016		104610 · Board Training & Education	25.00
TOTAL					325.00
Bill Pmt -Check	55338	01/21/2016	Jeanette Andrews	101010 · Cash - Marquette	-400.00
Bill	Program	02/12/2016		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	55339	01/21/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-50.38
Bill	9002052771	01/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	38.38
Bill	9002054873	01/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					50.38
Bill Pmt -Check	55340	01/21/2016	Latb, Daniel	101010 · Cash - Marquette	-250.00
Bill	YS Program	01/01/2016		104642 · Patron Programs & Events-Youth	250.00
TOTAL					250.00
Bill Pmt -Check	55341	01/21/2016	Michael Niksic	101010 · Cash - Marquette	-250.00

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	Program 1-27-16	01/20/2016		104640 · Patron Programs&Events-Outreach	260.00
TOTAL					260.00
Bill	55342	01/21/2016	Michna, Jessica	101010 · Cash - Marquette	-175.00
Bill	Program 2-2-16	01/20/2016		104640 · Patron Programs&Events-Outreach	175.00
TOTAL					175.00
Bill	55343	01/21/2016	Midwest Office Interiors	101010 · Cash - Marquette	-102.06
Bill	254517	12/31/2015		104530 · Building & Custodial Supplies	102.06
TOTAL					102.06
Bill	55344	01/21/2016	Midwest Tape	101010 · Cash - Marquette	-210.95
Bill	93549489	01/02/2016		104340 · Audio Visual Materials - Adult	94.98
Bill	93586160	01/11/2016		104340 · Audio Visual Materials - Adult	115.97
TOTAL					210.95
Bill	55345	01/21/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-130.24
Bill	5283081	01/01/2016		104450 · Building Maintenance	130.24
TOTAL					130.24
Bill	55346	01/21/2016	OverDrive, Inc.	101010 · Cash - Marquette	-862.85
Bill	227940	01/05/2016		104311 · Books - Youth	13.53
Bill	123022713	01/06/2016		104311 · Books - Youth	499.54
Bill	151355970	01/08/2016		104310 · Books - Adult	48.96
Bill	164933733	01/11/2016		104311 · Books - Youth	300.82

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					862.85
Bill Pmt - Check	55347	01/21/2016	Paraclete Press Inc	101010 · Cash - Marquette	-117.38
Bill	590893	01/06/2016		104340 · Audio Visual Materials - Adult	117.38
TOTAL					117.38
Bill Pmt - Check	55348	01/21/2016	Paramont-EO, Inc.	101010 · Cash - Marquette	-234.36
Bill	700472639	01/06/2016		104530 · Building & Custodial Supplies	234.36
TOTAL					234.36
Bill Pmt - Check	55349	01/21/2016	Park Ace Hardware	101010 · Cash - Marquette	-212.08
Bill	Jan 2016	01/31/2016		104530 · Building & Custodial Supplies	212.08
TOTAL					212.08
Bill Pmt - Check	55350	01/21/2016	Penguin Random House LLC	101010 · Cash - Marquette	-450.00
Bill	1186026349	01/01/2016		104340 · Audio Visual Materials - Adult	26.25
Bill	1186026352	01/01/2016		104342 · Audio Visual Materials-Outreach	26.25
Bill	1186116639	01/08/2016		104342 · Audio Visual Materials-Outreach	86.25
Bill	1186116638	01/08/2016		104340 · Audio Visual Materials - Adult	187.50
Bill	1186173108	01/11/2016		104340 · Audio Visual Materials - Adult	26.25
Bill	1086191025	01/12/2016		104340 · Audio Visual Materials - Adult	97.50
TOTAL					450.00
Bill Pmt - Check	55351	01/21/2016	Quill Corporation	101010 · Cash - Marquette	-2.97
Bill	2176694	01/11/2016		104720 · Office Supplies	2.97

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					2.97
Bill Pmt - Check	55352	01/21/2016	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
Bill	BM 1-18-16	01/19/2016		104610 · Board Training & Education	250.00
TOTAL					250.00
Bill Pmt - Check	55353	01/21/2016	Recorded Books, INC	101010 · Cash - Marquette	-105.25
Bill	75262614	01/11/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75268061	01/12/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75268209	01/12/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75268294	01/12/2016		104340 · Audio Visual Materials - Adult	19.78
TOTAL					105.25
Bill Pmt - Check	55354	01/21/2016	RWK IT Services	101010 · Cash - Marquette	-10,713.00
Bill	1747	01/04/2016		104570 · Automation - Equipment	370.00
Bill	1723	01/04/2016		104577 · Automation - Consultant	10,252.31
Bill	1716	01/04/2016		104580 · Automation - Maintenance	50.00
Bill	1753	01/05/2016		104580 · Automation - Maintenance	40.69
TOTAL					10,713.00
Bill Pmt - Check	55355	01/21/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-293.56
Bill	3862	01/13/2016		104530 · Building & Custodial Supplies	293.56
TOTAL					293.56
Bill Pmt - Check	55356	01/21/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-44.75

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	418745	01/01/2016		104495 · Legal	44.75
TOTAL					44.75
Bill Pmt - Check	55357	01/21/2016	Ingram Library Services	101010 · Cash - Marquette	-4,468.87
Bill		01/21/2016		104311 · Books - Youth	1,508.51
				104310 · Books - Adult	2,960.36
TOTAL					4,468.87
Bill Pmt - Check	55358	02/03/2016	American Vending Sales	101010 · Cash - Marquette	-4,710.00
Bill	447893	01/13/2016		104525 · Purchase - New Equipment	4,710.00
TOTAL					4,710.00
Bill Pmt - Check	55359	02/03/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill		01/12/2016		104520 · Telephone	80.00
TOTAL					80.00
Bill Pmt - Check	55360	02/03/2016	Audio Editions	101010 · Cash - Marquette	-258.31
Bill	1284062-1	01/13/2016		104342 · Audio Visual Materials-Outreach	112.74
Bill	1282370-1	01/14/2016		104342 · Audio Visual Materials-Outreach	145.57
TOTAL					258.31
Bill Pmt - Check	55361	02/03/2016	Baker & Taylor	101010 · Cash - Marquette	-70.23
Bill	B07964670	01/19/2016		104342 · Audio Visual Materials-Outreach	25.86
Bill	2031648846	01/25/2016		104342 · Audio Visual Materials-Outreach	44.37
TOTAL					70.23

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55362	02/03/2016	Bal Industries	101010 · Cash - Marquette	-2,070.00
Bill	36817	01/29/2016		104450 · Building Maintenance	2,070.00
TOTAL					2,070.00
Bill Pmt -Check	55363	02/03/2016	Battery Giant Orland Park	101010 · Cash - Marquette	-134.40
Bill	10584	01/29/2016		104710 · Library Supplies	134.40
TOTAL					134.40
Bill Pmt -Check	55364	02/03/2016	Boilersource	101010 · Cash - Marquette	-499.70
Bill	56887	01/29/2016		104450 · Building Maintenance	499.70
TOTAL					499.70
Bill Pmt -Check	55365	02/03/2016	C.L.A.S.S.	101010 · Cash - Marquette	-30.00
Bill	Membership Dues	01/27/2016		104650 · Association Dues & Fees	30.00
TOTAL					30.00
Bill Pmt -Check	55366	02/03/2016	Cardmember Service	101010 · Cash - Marquette	-6,738.02
Bill	Jan 16 strnt	01/22/2016		104570 · Automation - Equipment	2,818.00
				104680 · Public Information	127.50
				104620 · Staff Training & Education	95.00
				104620 · Staff Training & Education	95.00
				104530 · Building & Custodial Supplies	125.62
				104620 · Staff Training & Education	159.00
				104320 · Periodicals - Adult	1.00

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
				104570 · Automation - Equipment	525.00
				104620 · Staff Training & Education	109.15
				104642 · Patron Programs & Events-Youth	34.72
				104620 · Staff Training & Education	1,649.80
				104620 · Staff Training & Education	12.00
				104570 · Automation - Equipment	99.00
				104321 · Periodicals - Youth	24.98
				104730 · Postage	58.29
				104530 · Building & Custodial Supplies	192.00
				104620 · Staff Training & Education	60.00
				104620 · Staff Training & Education	50.00
				104530 · Building & Custodial Supplies	221.97
				104570 · Automation - Equipment	249.99
				104730 · Postage	30.00
					6,738.02
TOTAL					
Bill				104312 · Books - Outreach	107.25
Bill				104310 · Books - Adult	65.31
Bill				104310 · Books - Adult	75.74
					248.30
TOTAL					
Bill				104320 · Periodicals - Adult	727.48
					727.48
TOTAL					
Bill				101010 · Cash - Marquette	-727.48
Bill				101010 · Cash - Marquette	-150.00
Bill				104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55370	02/03/2016	Demco	101010 · Cash - Marquette	-107.62
Bill	5788198	01/27/2016		104642 · Patron Programs & Events-Youth	107.62
TOTAL					107.62
Bill Pmt -Check	55371	02/03/2016	Elk Grove Village Public Library	101010 · Cash - Marquette	-16.95
Bill		01/12/2016		104310 · Books - Adult	16.95
TOTAL					16.95
Bill Pmt -Check	55372	02/03/2016	Ellison Educational Equipment, Inc.	101010 · Cash - Marquette	-48.75
Bill	3038823	01/25/2016		104710 · Library Supplies	48.75
TOTAL					48.75
Bill Pmt -Check	55373	02/03/2016	Envisionware, Inc.	101010 · Cash - Marquette	-214.00
Bill		01/29/2016		104560 · Machine Rental	214.00
TOTAL					214.00
Bill Pmt -Check	55374	02/03/2016	Findaway World, LLC	101010 · Cash - Marquette	-927.82
Bill	175363	01/23/2016		104340 · Audio Visual Materials - Adult	588.20
Bill	175450	01/23/2016		104340 · Audio Visual Materials - Adult	39.98
Bill	175526	01/24/2016		104341 · Audio Visual Materials - Youth	299.64
TOTAL					927.82
Bill Pmt -Check	55375	02/03/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,921.30

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	57111284	01/14/2016		104310 · Books - Adult	307.80
Bill	57112351	01/14/2016		104310 · Books - Adult	277.40
Bill	57125497	01/15/2016		104310 · Books - Adult	27.19
Bill	57149106	01/18/2016		104312 · Books - Outreach	83.98
Bill	57214977	01/21/2016		104310 · Books - Adult	584.59
Bill	57237806	01/22/2016		104310 · Books - Adult	162.24
Bill	57236794	01/22/2016		104312 · Books - Outreach	251.10
Bill	57288352	01/26/2016		104310 · Books - Adult	23.20
Bill	57289639	01/26/2016		104310 · Books - Adult	20.80
Bill	57309774	01/27/2016		104310 · Books - Adult	183.00
TOTAL					1,921.30
Bill Pmt - Check	55376	02/03/2016	Garvey's Office Products	101010 · Cash - Marquette	-748.86
Bill	1089606	01/19/2016		104525 · Purchase - New Equipment	701.83
Bill	1093894	01/27/2016		104720 · Office Supplies	47.03
TOTAL					748.86
Bill Pmt - Check	55377	02/03/2016	Gaylord Archival	101010 · Cash - Marquette	-178.57
Bill	2407439	01/27/2016		104710 · Library Supplies	178.57
TOTAL					178.57
Bill Pmt - Check	55378	02/03/2016	Goldy Locks, Inc.	101010 · Cash - Marquette	-11.00
Bill	634616	01/25/2016		104530 · Building & Custodial Supplies	11.00
TOTAL					11.00
Bill Pmt - Check	55379	02/03/2016	Goodman, Clarence	101010 · Cash - Marquette	-200.00

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill		02/23/2016		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	55380	02/03/2016	Grey House Publishing, Inc.	101010 · Cash - Marquette	-431.30
Bill	919612	01/14/2016		104310 · Books - Adult	431.30
TOTAL					431.30
Bill Pmt -Check	55381	02/03/2016	Ingram Library Services	101010 · Cash - Marquette	-6,113.60
Bill		01/31/2016		104310 · Books - Adult	4,244.08
				104311 · Books - Youth	1,869.52
TOTAL					6,113.60
Bill Pmt -Check	55382	02/03/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-7,623.11
Bill		12/31/2015		104495 · Legal	7,264.60
				104495 · Legal	196.94
				104495 · Legal	161.57
TOTAL					7,623.11
Bill Pmt -Check	55383	02/03/2016	Lakeshore Learning Materials	101010 · Cash - Marquette	-306.40
Bill	4387800116	01/12/2016		104710 · Library Supplies	306.40
TOTAL					306.40
Bill Pmt -Check	55384	02/03/2016	Lite Tech, Inc.	101010 · Cash - Marquette	-186.50
Bill	79072	01/20/2016		104530 · Building & Custodial Supplies	186.50
TOTAL					186.50

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55385	02/03/2016	Manufacturers' News, Inc.	101010 · Cash - Marquette	-222.90
Bill	289224-01	01/11/2016		104310 · Books - Adult	222.90
TOTAL					222.90
Bill Pmt - Check	55386	02/03/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6005	02/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt - Check	55387	02/03/2016	Nextel Communications	101010 · Cash - Marquette	-178.92
Bill	33604821-134	01/30/2016		104520 · Telephone	178.92
TOTAL					178.92
Bill Pmt - Check	55388	02/03/2016	Nicor Gas	101010 · Cash - Marquette	-2,128.02
Bill	1-22-16 Bill	01/22/2016		104517 · Natural Gas	2,128.02
TOTAL					2,128.02
Bill Pmt - Check	55389	02/03/2016	One Up Signs	101010 · Cash - Marquette	-99.27
Bill	2016-12278	01/22/2016		104530 · Building & Custodial Supplies	99.27
TOTAL					99.27
Bill Pmt - Check	55390	02/03/2016	OverDrive, Inc.	101010 · Cash - Marquette	-4,244.32
Bill	134237963	01/18/2016		104310 · Books - Adult	59.94

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	154414497	01/18/2016		104310 · Books - Adult	26.98
Bill	134132563	01/18/2016		104310 · Books - Adult	408.64
Bill	141014370	01/18/2016		104310 · Books - Adult	528.80
Bill	135829287	01/18/2016		104310 · Books - Adult	296.85
Bill	141436220	01/18/2016		104310 · Books - Adult	363.84
Bill	143358230	01/18/2016		104310 · Books - Adult	474.79
Bill	142619650	01/18/2016		104310 · Books - Adult	203.49
Bill	153358377	01/18/2016		104310 · Books - Adult	110.98
Bill	132659130	01/18/2016		104310 · Books - Adult	643.95
Bill	143022840	01/18/2016		104310 · Books - Adult	685.27
Bill	135930777	01/18/2016		104310 · Books - Adult	52.95
Bill	140345700	01/18/2016		104310 · Books - Adult	307.85
Bill	000237027	01/19/2016		104310 · Books - Adult	79.99
TOTAL					4,244.32
Bill Pmt -Check	55391	02/03/2016	Penguin Random House LLC	101010 · Cash - Marquette	-153.75
Bill	1086166478	01/14/2016		104340 · Audio Visual Materials - Adult	63.75
Bill	1086166480	01/14/2016		104342 · Audio Visual Materials-Outreach	63.75
Bill	1086221777	01/14/2016		104342 · Audio Visual Materials-Outreach	26.25
TOTAL					153.75
Bill Pmt -Check	55392	02/03/2016	Quill Corporation	101010 · Cash - Marquette	-130.38
Bill	2176945	01/11/2016		104720 · Office Supplies	48.43
				104530 · Building & Custodial Supplies	11.85
				104720 · Office Supplies	15.00
				104530 · Building & Custodial Supplies	102.34
Bill	2412479	01/18/2016		104710 · Library Supplies	15.93
Bill	2685669	01/26/2016		104642 · Patron Programs & Events-Youth	7.96
TOTAL					201.51

Orland Park Public Library
Check Detail
January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55393	02/03/2016	Recorded Books, INC	101010 · Cash - Marquette	-247.19
Bill	75272187	01/18/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75273163	01/19/2016		104340 · Audio Visual Materials - Adult	44.99
Bill	75273490	01/20/2016		104340 · Audio Visual Materials - Adult	45.00
Bill	75273713	01/20/2016		104340 · Audio Visual Materials - Adult	58.20
TOTAL					247.19
Bill Pmt - Check	55394	02/03/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	1NL457 1-15-16	01/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt - Check	55395	02/03/2016	Rymarz, Lynn	101010 · Cash - Marquette	-300.00
Bill		02/16/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt - Check	55396	02/03/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-804.45
Bill	16483	01/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	3870	01/19/2016		104530 · Building & Custodial Supplies	508.31
Bill	3916	01/25/2016		104530 · Building & Custodial Supplies	268.14
TOTAL					804.45
Bill Pmt - Check	55397	02/03/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,040.07
Bill	Stmnt 1-15-16	01/15/2016		104340 · Audio Visual Materials - Adult	6,141.33
				104341 · Audio Visual Materials - Youth	2,030.08
				104342 · Audio Visual Materials-Outreach	217.81
				104310 · Books - Adult	74.40

**Orland Park Public Library
Check Detail
January 19 through February 15, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					9,040.07
Bill Pmt -Check	55398	02/03/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-227.40
Bill	11693124R1	01/15/2016		104530 · Building & Custodial Supplies	227.40
TOTAL					227.40
Bill Pmt -Check	55399	02/03/2016	Village of Orland Park Water	101010 · Cash - Marquette	-591.96
Bill		01/31/2016		104515 · Water & Sewer	591.96
TOTAL					591.96
Bill Pmt -Check	55400	02/03/2016	Village of Orland Park	101010 · Cash - Marquette	-220.00
Bill		01/14/2016		104450 · Building Maintenance	110.00
Bill		01/14/2016		104450 · Building Maintenance	110.00
TOTAL					220.00
Bill Pmt -Check	55401	02/03/2016	Wagner, Robin a	101010 · Cash - Marquette	-134.17
Bill		01/26/2016		104650 · Association Dues & Fees	45.00
				104530 · Building & Custodial Supplies	89.17
TOTAL					134.17
Bill Pmt -Check	55402	02/03/2016	Illinois Library Association	101010 · Cash - Marquette	-285.00
Bill		02/03/2016		104650 · Association Dues & Fees	185.00

**Orland Park Public Library
Check Detail**

January 19 through February 15, 2016

Type	Num	Date	Name	Account	Original Amount
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TOTAL

104650 - Association Dues & Fees

100.00
285.00

Subtotal - AP Checks

110,420.06

Gross Payroll on 1/29/16

98,894.15

Payment to Village for IMRF/Insurance for January

60,470.80

Gross Payroll on 2/12/16

102,711.85

Grand Total

372,496.86

**CORRESPONDENCE RECEIVED FROM JANUARY 19, 2016
THROUGH FEBRUARY 15, 2016 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 5

An email received on 02/11/16 from Kevin DuJan regarding a program expenditure.

DRAFT



Strategic Plan:

Orland Park Public Library 2017



Adopted by the Board of Library Trustees:

Reviewed by Board:

Updated:



Mission Statement

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

Creativity
Communication
Truth
Inclusiveness
Efficient Service

Community Support
Learning
Dedication
Joy

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Robin Wagner






Goal 1:

Offer a fun, welcoming & safe environment.

Objective #1:

Provide five new initiatives to maintain excellent customer service rating by June 2017.

Action Steps:

- Develop signage conducive to browsing and for directional purposes
 - Provide provisional library card
 - Adjust checkout limits for audiovisual materials in order to increase circulation
 - Library will make every effort to purchase patron-requested materials in accordance with its Collection Development Policy and Plans
 - Local history collection to be digitized by December 2017
- 



Goal 1:

Offer a fun, welcoming & safe environment.

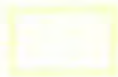
Objective #2:

80% of staff will rate building as safe by December 2017

Action Steps:



Create safety manual and provide training for staff (Safe Harbor)



Investigate the use of volunteer community law enforcement at peak times and events



Utilize on-call maintenance staff on weekends



Update security camera system



Highlight certain Patron Behavior Policy components in prominent areas



Increase training and meetings for the development of Person-in-Charge (PIC)



Update Disaster Plan





Goal 1:

Offer a fun, welcoming & safe environment.

Objective #3:

75% of the customers will rate the building improvements as positive by December 2017

Action Steps:

- Research flooring for high traffic areas
- Create moveable display shelving
- Complete Preschool decor project
- Update seating in Teen Area
- Reconfigure public service desks with furniture such as adjustable desks and seating to optimize patron interaction
- Develop plan for painting of interior
- Develop plan for roof replacement
- Research shading for lobby windows



Goal 2:

Assure our resources and events are relevant and innovative

Objective #1:

Maintain optimal training space and equipment by December 2017

Action Steps:

- Upgrade to digital audiovisual equipment
- Move Youth Services audiovisual materials to Preschool Area
- Research cost and placement of outdoor nature space
- Redesign existing shelving for easier browsing
- Replace 24/7 lockers with upgraded system
- Investigate and develop plan for flexible wall system in Adult Computer Commons Area
- Use new marketing strategies to highlight digital resources



Goal 2:

Assure our resources and events are relevant and innovative

Objective #2:

75% of the community will identify the Library by June 2017

Action Steps:

- Revise marketing plan
- Review and reassess departments' web pages at least four times annually
- Use Intranet to highlight information of current newsletter information on a daily basis
- Coordinate departments in providing promotional materials to Village and local area businesses
- Create a new web page devoted to market past, existing and upcoming OPPL art, special collections and exhibits
- Provide and market in-house special collections tours for Orland Park and surrounding communities
- Research developing an app specifically designed for OPPL
- Highlight return on investment information (ROI) on checkout receipt



Goal 2:

Assure our resources and events are relevant and innovative

Objective #3:

Increase circulation to over one million items checked out by December 2017

Action Steps:

Evaluate Adult Services collection plan to include review of standing orders and continuation plans

Inform users of digital resources

Analyze circulation statistics to maintain relevant collections

Explore off-site circulation options

Add more MARC records for electronic subscriptions into Polaris catalog

Use retail strategies to market the library's various materials



Goal 3:

Partner with and serve the entire community

Objective #1:

Grow and market 7—10 new community partnerships through programming and services by December 2017

Action Steps:

- Establish and provide Outreach Services visitations and book discussions to new assisted living centers
- Partner with area special needs groups to establish a movie series
- Outreach Services and Youth Services partner to provide dyslexia programming
- Partner with local craft guilds to host library-wide quilt show
- Explore additional opportunities with Village of Orland Park
- Promote the Friends of OPPL
- Partner with community businesses to provide programming opportunities for patrons
- Partner with local area schools to provide programming opportunities for patrons



Goal 3:

Partner with and serve the entire community

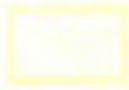
Objective #2:

Introduce 5 new programming opportunities for patrons of all ages by December 2017

Action Steps:



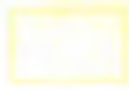
Collaborate with local area schools for learning opportunities for students



Coordinate with other departments on programs/events that recognize library-wide audiences



Re-establish teacher workshops offering CPDU



Re-evaluate materials and programming opportunities for LGBTQ patrons



Provide outdoor family movies and events





Goal 3:

Partner with and serve the entire community

Objective #3:

Devise and implement standards for library volunteers and interns by December 2016

Action Steps:

- Develop volunteer manual
- Develop a questionnaire to assess volunteer's interests and abilities
- Coordinate standard implementation for an intern program



Goal 4:

Be a desirable workplace

Objective #1:

Analyze and adjust comprehensive staff compensation by December 2017

Action Steps:



Conduct benchmark study for salaries



Work with Board to budget for benchmark study



Revise Personnel Policy by October 2016



Goal 4:

Be a desirable workplace

Objective #2:

100% of all staff will meet core competencies set by Library by December 2017

Action Steps:

- Email proficiency by all staff by December 2016
- Using measuring tool develop core competencies for staff by position to assess each staff member for skill levels
- Create staff development plan and competency standards to provide consistent training
- Offer training to staff in order to meet competency levels



Goal 4:

Be a desirable workplace

Objective #3:

By June 2016 100% of Department Heads and Supervisors will coordinate schedule and resources electronically

Action Steps:



Develop workflow/task timelines for Department Heads and Supervisors



Upload departmental procedure manuals



Require Department Heads to utilize email invitation component for all staff meetings



Goal 4:

Be a desirable workplace

Objective #4:

80% of staff will say they are a part of a team atmosphere by December 2017

Action Steps:



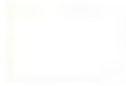
Redefine committees and establish goals and purpose



Introduce fun and creative workplace incentives



Develop staff mentoring program



Provide cost effective vending service





Goal 4:

Be a desirable workplace

Objective #5:

Discover and cultivate staff skills and talents annually

Action Steps:

- Develop minimum continuing education standards opportunities for staff in all departments
- Implement cross training between all departments
- Create new museum protocol continuing education opportunities
- Use internal survey to identify staff talents
- Increase intradepartmental communication for effective workflow and better customer service
- Explore wireless access to areas in building for library use

