

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
March 18, 2019 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES FROM FEBRUARY 18, 2019—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

a. Library Renovation Project— For Discussion

b. Approval of the Building Committee Minutes for March 14, 2019 –  
For Action

*Motion to approve the Building Committee Minutes for  
March 14, 2019*

2. Finance (Committee of the Whole)

3. Service and Policy

4. Personnel

5. Law

6. Strategic Planning

7. Capital Campaign

**I. UNFINISHED BUSINESS**

1. Library Renovation Project – For Discussion

**J. NEW BUSINESS**

1. Strategic Plan – For Discussion

2. Approval of the registration and travel reimbursement for the following staff: Katherine Mitchel, Stephanie Fordice, Abigail Kearns, April Balasa, Michelle Przekwas, Jenna Schwartz, and Emily Meszaros to attend the Reaching Forward Conference on May 3, 2019 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,200– For Action  
*Motion to approve the registration and travel reimbursement for the following staff: Katherine Mitchel, Stephanie Fordice, Abigail Kearns, April Balasa, Michelle Przekwas, Jenna Schwartz, and Emily Meszaros to attend the Reaching Forward Conference on May 3, 2019 at the Donald E. Stephens Convention Center in an amount not to exceed \$1,200*
3. Approval for the registration for Trustees Dan McMillan, Christian Barcelona, and Charles McShane to attend the Illinois Library Association’s Trustee Forum on March 16, 2019 at the Chicago Marriott Oak Brook in the amount of \$135 each – For Action  
*Motion to approve the registration for Trustees Dan McMillan, Christian Barcelona, and Charles McShane to attend the Illinois Library Association’s Trustee Forum on March 16, 2019 at the Chicago Marriot Oak Brook in the amount of \$135 each*
4. Approval for the registration and reimbursement for President Christian Barcelona and Trustee Nancy Healy to attend the Book Expo Exhibit in New York from May 28 – May 31, 2019 in an amount not to exceed \$3,500 -For Action  
*Motion to approve the registration and reimbursement for President Christian Barcelona and Trustee Nancy Healy to attend the Book Expo Exhibit in New York from May 28 – May 31, 2019 in an amount not to exceed \$3,500*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held February 18, 2019

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

## Call To Order

Members present: Christian Barcelona, President; Joanna Leafblad, Vice President; Diane Jennings, Treasurer; Nancy Healy, Trustee; Dan McMillan, Trustee

## Roll Call

Members absent: Elan Kleis, Secretary; Charles McShane, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Stephanie Fordice, Public Information Manager; Wendy Xie, Technical Services Manager; Brandi Smits, Youth Services Manager; Ian Lashbrook, Digital Services Manager; Andy Masura, Adult Services Manager; Theresa Hildebrand, Patron Services Manager

Vice President Leafblad motioned to approve the January 21, 2019 minutes. Treasurer Jennings seconded.

## Minutes

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

None

## Public Comment

None

## Executive Session

Vice President Leafblad motioned to accept the Treasurer's Report for January 2019. Trustee Healy seconded.

## Treasurer's Report

Trustee McMillan inquired about the Life & Health Insurance and Building Maintenance line budget items. Finance Manager Kimmey stated since the library uses a straight line accounting style, the monthly budget amount will be the same each month. The approximate 4% savings incurred after the budget was passed on health insurance could be rolled over into next year's budget and possibly used towards the renovation. The Building Renovation actual amount will remain at zero until costs are incurred.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Secretary Jennings motioned to accept the payment of bills listing from 1/22/19/-2/18/19. Vice President Leafblad seconded.

Trustee McMillan asked about the Innovative Interfaces, Inc. charge. Director Weimar stated this was the payment for the Polaris annual catalog maintenance.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

President Barcelona, Trustee McMillan, Assistant Director Adamowski, Public Information Manager Fordice attended the Illinois Library Association’s Legislative Meet-Up on Feb 1. at the Tinley Park Public Library. Trustee McMillan noticed trustees from Palos Height Public Library have business cards indicating they are trustees of that library. Director Weimar said this might be a service the library can provide to our own trustees when they are speaking to local residents about the library and its programs and services they may give them their contact information. A decision can be made after the upcoming April elections. Trustee McMillan stated the discussions with the politicians at the meet-up were positive and they are very supportive of libraries and what they do for the various communities. President Barcelona spoke with Representative Michael Hastings; Assistant Director conversed with Representative Kelly Burke; and Public Information Manager Fordice chatted with Congressman Bobby Rush’s District Director Robyn Wheeler Grange. Trustee McMillan had an opportunity to speak with a trustee from Palos Heights Public Library about their recent building renovations. The trustees and director have been invited to attend Palos Heights Public Library’s 75<sup>th</sup> anniversary celebration on February 28.

**Librarian’s Report**

At this time, the library can still register trustees for the Library Trustee Forum, which will be held on March 16 in Oak Brook, IL. The approval for attending this event will take place at the March regular board meeting. So far, President Barcelona and Trustee McMillan said they would like to attend. On Wednesday, Feb 20, the library will host a mandatory hour long meeting at 8:00 A.M. for staff regarding security and safety within the workplace. Paul Timm of Reta Security, who has previously presented at the library, will offer practical tips and insights into making the library a safer environment for staff and patrons The Staff In-Service Day scheduled for Aug 2 will include additional safety training, as well as cyber security information.

On February 24th, the library has planned CPR/AED training for the Person-In-Charge staff and will be followed up with a meeting for PICs on safety concerns. CPR/AED training will be led by Lt. Chris Smith of the Orland Fire Protection District.

Circulation was down very slightly from last January, but this was due to the extreme cold weather and the corresponding 20 hours the library subsequently was closed.

Outreach Services Manager Cuci mentioned the Afternoons @ OPPL musical program “Cabaret” was very well attended. The recent Showcase in the Lobby performances by String Fusion and Laura Hoffman Jazz Trio both had large attendance numbers, 241 and 218, respectively. Outreach Services Manager Cuci also pointed out other recent programs have had on average 50 attendees. Cuci’s open session sewing instruction classes have proven to be quite popular with steady attendance, as well. Vice President Leafblad asked if patrons are able to bring in their own machines to use. Outreach Services Manager Cuci said the library owns 6 machines for patrons to use but they may also bring in their own if they prefer.

Adult Services Manager Masura thanked Reference Librarian 1 Rose Forto-Whitemiller for leading the DIY Basket Making Craft series in February. The Blind Date with a Book, in which books are wrapped



with brown paper and genre hints are written on their covers, has been popular this month with over 50 titles checked out so far.

Youth Services Manager Smits reported eleven local area schools were represented at the February 16 Preschool Fair. Over 70 parents and preschoolers attended the event. Smits spoke about Snow Many Books, a library-wide winter reading program that was held during the month of January. Patrons who registered were assigned to 1 of 6 teams where they would receive one point per book read along with 5 points for any books read on the staff recommendation book list. The winning team was entered into a drawing to receive prizes. This new reading program was well received with 85 adults, 82 youth and 10 teens participating. Staff also competed in Snow Many Books and were divided into three different teams.

Digital Services Manager Lashbrook said he has been doing a lot of cleaning and recycling of old unusable equipment. The equipment has been donated to a local charity. The new Intro to iPad computer classes have been very well attended. The 4-week program held in January caught the attention of patrons who may have received iPads as a holiday gift and were looking for assistance in using the technology.

Trustee McMillan mentioned the Ancestry Database search statistics had almost doubled as compared to last year. Outreach Services Manager Cuci said her department is offering an upcoming program on DNA next month because that topic has been very popular recently. Trustee McMillan visited the Glenview Public Library recently and was quite impressed with their teen area. McMillan also inquired about the upcoming Reaching Forward Conference. Director Weimar stated ILA hosts Reaching Forward, an annual conference for support staff held at the Rosemont Convention Center. The all-day conference at Rosemont which will be held in May focuses on a wide variety of relevant library-related topics. Many staff members have presented at Reaching Forward in the past including Outreach Services Manager Cuci, Digital Services Manager Lashbrook, Youth Services Manager Smits and Assistant Director Adamowski. The library will once again send several staff members from various departments.

Maintenance Superintendent Steve Newman replaced one of the sump pumps located in the basement earlier this month due to a malfunction. This replacement is right on target with the Capital Needs Assessment which estimated a pump would be replaced in 2019 and the three remaining pumps will be replaced every four years.

The snow removal and salt spreading is going very well. So far the library has purchased over three tons of salt from District 135 and it has been used on the many snowy, icy days during January and February. The truck will have backup cameras installed on it this week for better visibility by Steve and Joe when driving in reverse.

Director Weimar and Assistant Director Adamowski attended a LACONI workshop on Friday, Feb 15 at the Woodridge Public Library. The workshop entitled *Streamline Your Strategic Planning Process* was quite insightful and demonstrated a new way in which to format and present the library's strategic plan to trustees, patrons, stakeholders, and staff. At this week's Management Team's meeting, Administration will discuss the new process with the managers. As Chair of the Strategic Plan Committee Assistant Library Director Adamowski was scheduled to report on the plan at the March meeting, but instead will have a draft plan ready for the April regularly scheduled board meeting.

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 Personnel**

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

Approval of Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project -- For Action

Unfinished  
Business

Vice President Leafblad motioned to Approve Design Architect Michael C Barnes contract in the amount of \$75,000 plus reimbursables for the Library's Renovation Project. Trustee McMillan seconded.

Director Weimar mentioned Vice President Leafblad and Trustee McMillan, as well as Director Weimar, Assistant Director Adamowski and Finance Manager Kimmey, attended a meeting last week with Wight and Co. architects Floyd Anderson and Lisa Schmidt, and Wight and Company's Construction Manager Jim Nagle. Trustee McMillan stated after reviewing Wight's architectural fee structure, he believes the costs are very fair, especially pertaining to the engineering fees. Attorney Walsh stated he has vetted michael c. barnes's design architect contract, but has not finished reviewing the Wight and Company contract. Vice President Leafblad asked Attorney Walsh if he was comfortable with the role of the Construction Manager within the scope of the library's project. Walsh stated he still has some concerns with how the Construction Manager will intervene if there is an issue between the library and the architects. Trustee McMillan stated the team will work together to resolve any conflicts that might occur.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project– For Action

Treasurer Jennings motioned to Approve Wight & Co.'s contract in the amount of \$297,000 plus reimbursables for the Library's Renovation Project upon approval by the library attorney and execution by the board president. Vice President Leafblad seconded.

Motion passed as amended. No further discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New York in an amount not to exceed \$2800 – For Action

New Business

Vice President Leafblad motioned to approve to approve the travel and conference expenses for Mary Adamowski and Mary Weimar for Book Expo 2019 to be held May 28-31, 2019 in New York, New

York in an amount not to exceed \$2800. Trustee Healy seconded.

Director Weimar explained Book Expo is a publishing event which features the latest in print and audio book publishing. The event brings together authors and publishers from across North America to promote newly published books and upcoming releases. The Expo allows the attendees to gather free materials that can be used as giveaways to patrons in future library events such as OPPLCon and summer reading. Director Weimar is familiar with many of the adult authors, while Assistant Director Adamowski can focus on the youth and teen books. Trustee Healy mentioned the New York-based Book Expo is much better organized with many more authors than when it is held in other locations. President Barcelona stated he would be interested in attending the Expo, as well.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the revisions to the Employee Handbook– For Action

Treasurer Jennings motioned to approve the revisions to the Employee Handbook. Vice President Leafblad seconded.

Director Weimar stated the Department of Labor stipulates staff who work 6.5 hours or more are required to take a 30 minute unpaid meal break, while staff working 4-6 hours are entitled to a 20 minute paid, uninterrupted rest break. President Barcelona asked about Maintenance Superintendent Newman's work status in regards to meal breaks. Director Weimar explained Newman works a 8.5 work day/40 hour work week with a half hour unpaid meal break. Newman will continue to work the hours as maintenance is needed at all times. Trustee McMillan asked about smokers and Director Weimar stated they will be able to go outside to smoke during their 20 minute rest period since it is not a personal necessity such as having to use the restroom.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the Illinois Public Library Annual Report for Fiscal Year 2018 – For Action

Treasurer Jennings motioned to approve the Illinois Public Library Annual Report for Fiscal Year 2018. President Barcelona seconded.

Director Weimar stated circulation for FY 2018 rose 4% along with program attendance also rising. Reference statistics dropped, however the library is experiencing an increase in one-to-one tutorials. One-on-one tutorials involve a librarian working with a patron for 15 minutes or more. The statistics also indicated passive programming has increased. Trustee McMillan mentioned periodical circulation had increased quite a bit. Technical Services Manager Xie said the Lucky Day magazines have been really well received by the patrons and the library has purchased many new seasonal magazines for patrons to checkout.

Digital Services Manager Lashbrook is applying for E-rate program funding that, if received, would provide the library with discounted pricing on its Internet costs. Lashbrook explained the savings could be 50% less than what the library currently pays. Director Weimar explained the library has to follow the guidelines of the Children's Internet Protection Act (CIPA) which mandates certain internet access restrictions for children.

Trustee Healy inquired about the possibility of the library getting fiber optics cabling for the library. Digital Services Manager Lashbrook stated fiber optics does give a more stable internet connection and



are more reliable. Fiber optics is more expensive but with the E-rate discount it would become more affordable.

Director Weimar said once the IPLAR is approved a copy will be sent to Mayor Pekau.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Approval of the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 4, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday; - For Action

Treasurer Jennings motioned to approve the closing of Sunday, May 26, 2019 for the Memorial Day holiday; Friday, August 2, 2019 for Staff In-Service training; Sunday, August 4, 2019 for the Taste of Orland; and Sunday, September 1, 2019 for the Labor Day holiday. Vice President Leafblad seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Adoption of Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board – For Action

Vice President Leafblad motioned to adopt Resolution No. 2019-01 Authorizing Intervention in all 2017-2019 Tax Year Appeals before the State of Illinois Property Tax Appeal Board. President Barcelona seconded.

Director Weimar said the library recently received 15 property tax appeals from Klein, Thorpe & Jenkins along with a draft resolution for property tax appeals which cover the triennial period of 2017-2019. Director Weimar reminded the trustees the library is part of a PTAB intergovernmental agreement along with Orland Fire Protection District, Village of Orland Park, School District 135 and Consolidated High School District 230. Trustee Healy asked if all contested appeals were resolved, in which Attorney Walsh indicated he was unsure if they had been resolved. Director Weimar said the library currently collected 97% of its revenue which is 3% lower than in the past and is possibly due to property tax appeals.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

Director Weimar thanked Bridget Lindbloom for attending the meeting.

**Announcements**



Vice President Leafblad motioned to adjourn the meeting and it was seconded by Treasurer Jennings.

**Adjournment**

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; McMillan – aye, McShane – absent.

Motion passed. 5 ayes, 0 nays, 2 absent

The meeting was adjourned at 8:14 p.m.

Elan Kleis  
Secretary

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

Minutes prepared by Aaron Peterson

DRAFT

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended February 28, 2019**

**Revenues**

Tax Receipts have started to come in February, 2019. Interest Income was higher than budgeted due to Investments being set up with longer maturities providing higher rates of returns.

**Expenditures**

**Total Expenditures** were \$ 380,529 under budget for the month and \$ 741,249 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 18,237 for February and \$ 24,690 under budget on a year-to-date basis. There were a few open positions at this time.

**Natural Gas** is over budget by \$ 568 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
February 28, 2019**

	<b>General Fund</b>	<b>Special Reserve</b>	<b>Capital Campaign</b>	<b>Debt Service</b>	<b>Total</b>
<b>Assets</b>					
Cash - Marquette	271,878	0	72,020		343,899
Cash - Marquette E-Commerce	5,533				5,533
PMA Financial Investments	4,297,885	1,199,194		738,038	6,235,118
PMA Construction Account	1,677,003				1,677,003
Tax Receipts - Marquette	694,960			122,829	817,788
Special Reserve - Marquette	2	102,495			102,497
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	45,056	2,767		3,649	51,471
Interest Receivable - Construction Account	24,004				24,004
Property Taxes Receivable	4,131,000			731,494	4,862,494
Prepaid Expenses	224,760				224,760
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b>11,372,381</b>	<b>1,304,456</b>	<b>72,020</b>	<b>1,596,010</b>	<b>14,344,867</b>
<b>Liabilities &amp; Fund Balance</b>					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	4,131,000	0	0	731,494	4,862,494
Accounts Payable	48,674	0	0	0	48,674
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	23,892	23,892
<b>Total Liabilities</b>	<b>4,179,674</b>	<b>0</b>	<b>0</b>	<b>755,386</b>	<b>4,935,060</b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,327,596</b>	<b>1,300,073</b>	<b>72,009</b>	<b>605,145</b>	<b>8,304,822</b>
<b>Fund Balance - Nonspendable</b>	<b>224,760</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>224,760</b>
<b>Fund Balance - Restricted by Donors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,597</b>
<b>Fund Balance - Restricted by Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between Funds</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>626,754</b>	<b>4,383</b>	<b>11</b>	<b>235,479</b>	<b>866,628</b>
<b>Ending Fund Balance</b>	<b>7,192,707</b>	<b>1,304,456</b>	<b>72,020</b>	<b>840,624</b>	<b>9,409,808</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>11,372,381</b>	<b>1,304,456</b>	<b>72,020</b>	<b>1,596,010</b>	<b>14,344,867</b>



**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 28, 2019**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	1,407,000	461,500	304.9%	1,407,000	923,000	25.4%	5,538,000
Impact Fees	-	417	0.0%	1,250	833	25.0%	5,000
Replacement Taxes	-	1,250	0.0%	1,586	2,500	10.6%	15,000
State Grants	-	16,250	0.0%	0	32,500	0.0%	195,000
Non Resident Fees	-	125	0.0%	0	250	0.0%	1,500
Fines	4,943	4,917	100.5%	10,309	9,833	17.5%	59,000
Gifts	35	833	4.2%	576	1,667	5.8%	10,000
Copy Machine	1,259	1,000	125.9%	2,106	2,000	17.6%	12,000
Interest Income	8,902	7,292	122.1%	19,406	14,583	22.2%	87,500
Miscellaneous Income	745	750	99.3%	1,107	1,500	12.3%	9,000
<b>Total Revenues</b>	<b>1,422,884</b>	<b>494,334</b>	<b>287.8%</b>	<b>1,443,340</b>	<b>988,666</b>	<b>24.3%</b>	<b>5,932,000</b>
<b>Expenditures</b>							
Salaries	213,072	231,309	92.1%	437,927	462,617	15.8%	2,775,706
Salaries-Maintenance	10,767	11,604	92.8%	23,384	23,208	16.8%	139,250
Life/Health Insurance	38,128	51,250	74.4%	74,316	102,500	12.1%	615,000
Books	26,236	30,593	85.8%	49,211	61,187	13.4%	367,120
Electronic Databases	7,263	9,167	79.2%	14,526	18,333	13.2%	110,000
Periodicals	3,178	3,000	105.9%	6,321	6,000	17.6%	36,000
Audio Visual Materials	10,634	15,000	70.9%	28,285	30,000	15.7%	180,000
Audio Visual Equipment	0	42	0.0%	0	83	0.0%	500
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	981	1,050	93.4%	1,456	2,100	11.6%	12,600
Insurance	4,263	4,442	96.0%	8,478	8,883	15.9%	53,300
Landscaping & Groundskeeping	773	2,167	35.7%	1,546	4,333	5.9%	26,000
Building Maintenance	10,641	65,417	16.3%	21,125	130,833	2.7%	785,000
Security System	304	583	52.2%	1,000	1,167	14.3%	7,000
Library Office & Equipment	0	63	0.0%	0	125	0.0%	750
Legal	2,967	4,167	71.2%	4,697	8,333	9.4%	50,000
Library Consultant	0	3,500	0.0%	2,650	7,000	6.3%	42,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	0	1,054	0.0%	987	2,108	7.8%	12,650
Natural Gas	3,918	3,350	117.0%	5,234	6,700	13.0%	40,200
Telephone	385	750	51.4%	1,001	1,500	11.1%	9,000
Purchase - New Equipment	0	1,000	0.0%	0	2,000	0.0%	12,000
Building & Custodial Supplies	3,357	3,250	103.3%	5,587	6,500	14.3%	39,000
Building Repairs	1,066	1,500	71.1%	1,066	3,000	5.9%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,255	1,250	100.4%	2,390	2,500	15.9%	15,000
Machine Rental	233	100	233.0%	233	200	19.4%	1,200
Automation - Equipment	1,773	4,583	38.7%	7,488	9,167	13.6%	55,000
Automation - Line Costs	700	458	152.7%	1,809	917	32.9%	5,500
Automation - Consultant	2,226	2,500	89.0%	4,675	5,000	15.6%	30,000
Automation - Maintenance	7,395	7,917	93.4%	19,813	15,833	20.9%	95,000
Library Furniture	0	1,500	0.0%	0	3,000	0.0%	18,000
Outreach Services	111	3,625	3.1%	559	7,250	1.3%	43,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended February 28, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	385	500	77.0%	435	1,000	7.3%	6,000
Staff Training & Education	2,020	1,750	115.4%	3,010	3,500	14.3%	21,000
Conference Fees	825	600	137.5%	825	1,200	11.5%	7,200
Patron Programs & Events	2,252	3,583	62.8%	4,372	7,167	10.2%	43,000
Association Dues & Fees	410	500	82.1%	1,049	1,000	17.5%	6,000
Public Information	128	3,583	3.6%	499	7,167	1.2%	43,000
Library Supplies	3,804	3,750	101.4%	5,004	7,500	11.1%	45,000
Office Supplies	113	500	22.6%	486	1,000	8.1%	6,000
Postage	500	1,417	35.3%	1,009	2,833	5.9%	17,000
Printing	0	917	0.0%	0	1,833	0.0%	11,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	16,767	20,746	80.8%	34,420	41,491	13.8%	248,946
Contribution to FICA	16,693	18,498	90.2%	34,465	36,996	15.5%	221,978
Audit	500	1,250	40.0%	507	2,500	3.4%	15,000
Liability Ins.-D&O,Bonds,WC	2,371	4,917	48.2%	4,741	9,833	8.0%	59,000
Unemployment Compensation	0	167	0.0%	0	333	0.0%	2,000
Bank Charges	0	54	0.0%	0	100	0.0%	600
Building Renovations	0	250,000	0.0%	0	500,000	0.0%	3,000,000
<b>Total Expenditures</b>	<b>398,394</b>	<b>778,923</b>	<b>51.1%</b>	<b>816,586</b>	<b>1,557,835</b>	<b>8.7%</b>	<b>9,347,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,024,490</b>	<b>(284,589)</b>		<b>626,754</b>	<b>(569,169)</b>		<b>(3,415,000)</b>
<b>Interfund Transfers In / (Out)</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,024,490</b>	<b>(284,589)</b>		<b>626,754</b>	<b>(569,169)</b>		<b>(3,415,000)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended February 28, 2019**

	<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>
<b><u>Revenues</u></b>						
Taxes	0	0	0	0	249,074	249,074
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	2,105	4,393	6	11	1,108	2,333
Capital Campaign	0	0	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>2,105</b>	<b>4,393</b>	<b>6</b>	<b>11</b>	<b>250,182</b>	<b>251,407</b>
<b><u>Expenditures</u></b>						
Building Repairs	0	0	0	0	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	10	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	15,928
<b>Total Expenditures</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>7,964</b>	<b>15,928</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>2,095</b>	<b>4,383</b>	<b>6</b>	<b>11</b>	<b>242,218</b>	<b>235,479</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>2,095</b>	<b>4,383</b>	<b>6</b>	<b>11</b>	<b>242,218</b>	<b>235,479</b>



**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58647	02/21/2019	ADP, LLC	101010 · Cash - Marquette	-483.45
Bill	530351647	02/15/2019		104420 · Accounting	483.45
TOTAL					<u>483.45</u>
Bill Pmt -Check	58648	02/21/2019	American Library Association	101010 · Cash - Marquette	-257.00
Bill	2/20/19	02/20/2019		104650 · Association Dues & Fees	257.00
TOTAL					<u>257.00</u>
Bill Pmt -Check	58649	02/21/2019	Annuity Premium Reserve Account	101010 · Cash - Marquette	-425.00
Bill	07553 1-31-19	01/31/2019		102160 · 457 Plan W/H Payable	425.00
TOTAL					<u>425.00</u>
Bill Pmt -Check	58650	02/21/2019	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	40209	02/08/2019		104450 · Building Maintenance	510.00
TOTAL					<u>510.00</u>
Bill Pmt -Check	58651	02/21/2019	Batteries Plus	101010 · Cash - Marquette	-396.00
Bill	P11045135	02/01/2019		104530 · Building & Custodial Supplies	396.00
TOTAL					<u>396.00</u>
Bill Pmt -Check	58652	02/21/2019	Becky W. McCormack	101010 · Cash - Marquette	-144.78
Bill	2/11/19	02/11/2019		104620 · Staff Training & Education	117.17
Bill	2/18/19	02/18/2019		104620 · Staff Training & Education	27.61
TOTAL					<u>144.78</u>
Bill Pmt -Check	58653	02/21/2019	Blackstone Publishing	101010 · Cash - Marquette	-69.88
Bill	1090916	02/05/2019		104342 · Audio Visual Materials-Outreach	69.88
TOTAL					<u>69.88</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58654	02/21/2019	Blue Cross Blue Shield of IL	101010 · Cash - Marquette	<b>-38,345.61</b>
Bill	2/15/19	02/14/2019		104230 · Life/Health Insurance	38,345.61
TOTAL					<u>38,345.61</u>
Bill Pmt -Check	58655	02/21/2019	Brandice Smits	101010 · Cash - Marquette	<b>-138.62</b>
Bill	2/8/19	02/08/2019		104620 · Staff Training & Education	138.62
TOTAL					<u>138.62</u>
Bill Pmt -Check	58656	02/21/2019	Chicago Public Library	101010 · Cash - Marquette	<b>-13.98</b>
Bill	2/4/19	02/04/2019		104310 · Books - Adult	13.98
TOTAL					<u>13.98</u>
Bill Pmt -Check	58657	02/21/2019	Comcast Business Internet	101010 · Cash - Marquette	<b>0.00</b>
TOTAL					0.00
Bill Pmt -Check	58658	02/21/2019	Conserv FS, Inc	101010 · Cash - Marquette	<b>-89.90</b>
Bill	66026874	02/12/2019		104530 · Building & Custodial Supplies	89.90
TOTAL					<u>89.90</u>
Bill Pmt -Check	58659	02/21/2019	Current Technologies Corporation	101010 · Cash - Marquette	<b>-304.14</b>
Bill	9116	02/19/2019		104460 · Security System	304.14
TOTAL					<u>304.14</u>
Bill Pmt -Check	58660	02/21/2019	Fidelity Security Life Insurance Co	101010 · Cash - Marquette	<b>-342.31</b>
Bill	3/1/19	02/20/2019		104230 · Life/Health Insurance	342.31
TOTAL					<u>342.31</u>
Bill Pmt -Check	58661	02/21/2019	Findaway World, LLC	101010 · Cash - Marquette	<b>-384.72</b>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	278250	02/07/2019		104341 · Audio Visual Materials - Youth	384.72
<b>TOTAL</b>					<u>384.72</u>
<b>Bill Pmt -Check</b>	<b>58662</b>	<b>02/21/2019</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-951.63</b>
Bill	66457711	02/06/2019		104310 · Books - Adult	30.39
Bill	66458588	02/06/2019		104310 · Books - Adult	29.59
Bill	66457480	02/06/2019		104310 · Books - Adult	31.19
Bill	66457532	02/06/2019		104310 · Books - Adult	29.59
Bill	66457517	02/06/2019		104310 · Books - Adult	457.44
Bill	66479219	02/07/2019		104312 · Books - Outreach	203.12
Bill	66573752	02/14/2019		104310 · Books - Adult	57.58
Bill	66573117	02/14/2019		104312 · Books - Outreach	112.73
<b>TOTAL</b>					<u>951.63</u>
<b>Bill Pmt -Check</b>	<b>58663</b>	<b>02/21/2019</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-206.70</b>
Bill	PINV1683614	02/15/2019		104530 · Building & Custodial Supplies	206.70
<b>TOTAL</b>					<u>206.70</u>
<b>Bill Pmt -Check</b>	<b>58664</b>	<b>02/21/2019</b>	<b>Goldy Locks, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-129.00</b>
Bill	667094	02/11/2019		104540 · Building Repairs	129.00
<b>TOTAL</b>					<u>129.00</u>
<b>Bill Pmt -Check</b>	<b>58665</b>	<b>02/21/2019</b>	<b>Grainger</b>	<b>101010 · Cash - Marquette</b>	<b>-127.00</b>
Bill	9082111858	02/08/2019		104530 · Building & Custodial Supplies	7.52
Bill	9082534323	02/08/2019		104530 · Building & Custodial Supplies	119.48
<b>TOTAL</b>					<u>127.00</u>
<b>Bill Pmt -Check</b>	<b>58666</b>	<b>02/21/2019</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-385.00</b>
Bill	159979	02/21/2019		104610 · Board Training & Education	385.00
<b>TOTAL</b>					<u>385.00</u>



**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	58667	02/21/2019	Ingram Library Services	101010 · Cash - Marquette	<b>-6,445.22</b>
Bill	See Detail List	02/21/2019		104310 · Books - Adult	5,284.38
				104312 · Books - Outreach	491.43
				104311 · Books - Youth	669.41
TOTAL					<u>6,445.22</u>
Bill Pmt -Check	58668	02/21/2019	Joe Promotions, Inc.	101010 · Cash - Marquette	<b>-217.75</b>
Bill	10697	02/05/2019		104642 · Patron Programs & Events-Youth	217.75
TOTAL					<u>217.75</u>
Bill Pmt -Check	58669	02/21/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	<b>-14.52</b>
Bill	9005342574	02/01/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	14.52
TOTAL					<u>14.52</u>
Bill Pmt -Check	58670	02/21/2019	Lite Tech, Inc.	101010 · Cash - Marquette	<b>-205.50</b>
Bill	82985	02/06/2019		104530 · Building & Custodial Supplies	71.50
Bill	82990	02/12/2019		104530 · Building & Custodial Supplies	134.00
TOTAL					<u>205.50</u>
Bill Pmt -Check	58671	02/21/2019	Madison Public Library	101010 · Cash - Marquette	<b>-94.38</b>
Bill	39078086939965	02/06/2019		104310 · Books - Adult	94.38
TOTAL					<u>94.38</u>
Bill Pmt -Check	58672	02/21/2019	MailFinance	101010 · Cash - Marquette	<b>-233.01</b>
Bill	N7576022	02/12/2019		104560 · Machine Rental	233.01
TOTAL					<u>233.01</u>
Bill Pmt -Check	58673	02/21/2019	Marilyn S. Eichmann	101010 · Cash - Marquette	<b>-400.00</b>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	3/10/19	02/21/2019		104640 · Patron Programs&Events-Outreach	400.00
TOTAL						<u>400.00</u>
	Bill Pmt -Check	58674	02/21/2019	Mary Pat Kelly	101010 · Cash - Marquette	-500.00
	Bill	3/4/19	03/04/2019		104641 · Patron Programs & Events-Adult	500.00
TOTAL						<u>500.00</u>
	Bill Pmt -Check	58675	02/21/2019	MetLife	101010 · Cash - Marquette	-581.83
	Bill	2/21/19	02/21/2019		104230 · Life/Health Insurance	581.83
TOTAL						<u>581.83</u>
	Bill Pmt -Check	58676	02/21/2019	Orland School District 135	101010 · Cash - Marquette	-232.44
	Bill	101	02/04/2019		104530 · Building & Custodial Supplies	232.44
TOTAL						<u>232.44</u>
	Bill Pmt -Check	58677	02/21/2019	OverDrive, Inc.	101010 · Cash - Marquette	-277.91
	Bill	04125CO19022993	02/05/2019		104311 · Books - Youth	131.95
	Bill	04125DA19024998	02/06/2019		104310 · Books - Adult	24.00
	Bill	04125CO19027065	02/11/2019		104311 · Books - Youth	121.96
TOTAL						<u>277.91</u>
	Bill Pmt -Check	58678	02/21/2019	Penguin Random House LLC	101010 · Cash - Marquette	-123.75
	Bill	1086415620	02/02/2019		104342 · Audio Visual Materials-Outreach	123.75
TOTAL						<u>123.75</u>
	Bill Pmt -Check	58679	02/21/2019	ProQuest LLC	101010 · Cash - Marquette	-1,446.66
	Bill	61743360	01/30/2019		104310 · Books - Adult	1,446.66
TOTAL						<u>1,446.66</u>
	Bill Pmt -Check	58680	02/21/2019	Recorded Books, INC	101010 · Cash - Marquette	-372.92

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	76180314	02/05/2019		104340 · Audio Visual Materials - Adult	26.99
Bill	76182325	02/07/2019		104340 · Audio Visual Materials - Adult	53.99
Bill	76182960	02/08/2019		104340 · Audio Visual Materials - Adult	40.50
Bill	76182659	02/08/2019		104340 · Audio Visual Materials - Adult	36.00
Bill	76183246	02/11/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76183699	02/12/2019		104340 · Audio Visual Materials - Adult	40.50
Bill	76183673	02/12/2019		104340 · Audio Visual Materials - Adult	35.99
Bill	76183894	02/12/2019		104340 · Audio Visual Materials - Adult	26.99
Bill	76183892	02/12/2019		104340 · Audio Visual Materials - Adult	36.00
Bill	76184643	02/14/2019		104340 · Audio Visual Materials - Adult	39.97
<b>TOTAL</b>					<u>372.92</u>
<b>Bill Pmt -Check</b>	<b>58681</b>	<b>02/21/2019</b>	<b>Rosemarie Forto-Whitemiller</b>	<b>101010 · Cash - Marquette</b>	<b>-34.97</b>
Bill	2/8/19	02/08/2019		104341 · Audio Visual Materials - Youth	34.97
<b>TOTAL</b>					<u>34.97</u>
<b>Bill Pmt -Check</b>	<b>58682</b>	<b>02/21/2019</b>	<b>Scholastic Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-1,212.72</b>
Bill	18679804	02/01/2019		104311 · Books - Youth	18.08
Bill	18681905	02/01/2019		104311 · Books - Youth	9.04
Bill	18679808	02/01/2019		104311 · Books - Youth	39.00
Bill	18681907	02/01/2019		104311 · Books - Youth	78.00
Bill	18679785	02/01/2019		104311 · Books - Youth	304.20
Bill	18679797	02/01/2019		104311 · Books - Youth	764.40
<b>TOTAL</b>					<u>1,212.72</u>
<b>Bill Pmt -Check</b>	<b>58683</b>	<b>02/21/2019</b>	<b>Smarty Pants World LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-399.00</b>
Bill	3/2/19	03/02/2019		104642 · Patron Programs & Events-Youth	399.00
<b>TOTAL</b>					<u>399.00</u>
<b>Bill Pmt -Check</b>	<b>58684</b>	<b>02/21/2019</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-588.96</b>
Bill	6530	02/07/2019		104530 · Building & Custodial Supplies	588.96



**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						588.96
	Bill Pmt -Check	58685	02/21/2019	SWAN	101010 · Cash - Marquette	-164.00
	Bill	6612	01/23/2019		104310 · Books - Adult	164.00
TOTAL						<u>164.00</u>
	Bill Pmt -Check	58686	02/21/2019	The Penworthy Company	101010 · Cash - Marquette	-6,416.47
	Bill	0548548-IN	02/01/2019		104311 · Books - Youth	2,623.25
	Bill	0548853-IN	02/08/2019		104311 · Books - Youth	692.88
	Bill	0548893-IN	02/11/2019		104311 · Books - Youth	544.33
	Bill	0549102-IN	02/15/2019		104311 · Books - Youth	104.82
	Bill	0549114-IN	02/15/2019		104311 · Books - Youth	272.16
	Bill	0549104-IN	02/15/2019		104311 · Books - Youth	622.58
	Bill	0549108-IN	02/15/2019		104311 · Books - Youth	735.14
	Bill	0549112-IN	02/15/2019		104311 · Books - Youth	821.31
TOTAL						<u>6,416.47</u>
	Bill Pmt -Check	58687	02/21/2019	Unique Management Services, Inc.	101010 · Cash - Marquette	-8.95
	Bill	495069	02/01/2019		104495 · Legal	8.95
TOTAL						<u>8.95</u>
	Bill Pmt -Check	58688	02/21/2019	Comcast Business Cable	101010 · Cash - Marquette	-662.19
	Bill	2/3/19	02/01/2019		104575 · Automation - Line Costs	597.98
					104520 · Telephone	64.21
TOTAL						<u>662.19</u>
	Bill Pmt -Check	58689	02/21/2019	Comcast Business Internet	101010 · Cash - Marquette	-321.02
	Bill	76413642	02/01/2019		104520 · Telephone	321.02
TOTAL						<u>321.02</u>
	Bill Pmt -Check	58690	03/01/2019	AT&T	101010 · Cash - Marquette	-101.55

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	2/12/19	02/12/2019		104575 · Automation - Line Costs	101.55
TOTAL					<u>101.55</u>
Bill Pmt -Check	58691	03/01/2019	Cash	101010 · Cash - Marquette	-225.57
Bill	3/1/19	03/01/2019		104642 · Patron Programs & Events-Youth	4.97
				104530 · Building & Custodial Supplies	40.00
				104642 · Patron Programs & Events-Youth	5.00
				104530 · Building & Custodial Supplies	17.22
				104530 · Building & Custodial Supplies	8.00
				104620 · Staff Training & Education	17.79
				104530 · Building & Custodial Supplies	5.25
				104642 · Patron Programs & Events-Youth	10.00
				104320 · Periodicals - Adult	5.99
				104620 · Staff Training & Education	57.99
				104530 · Building & Custodial Supplies	18.98
				104642 · Patron Programs & Events-Youth	20.00
				104530 · Building & Custodial Supplies	4.38
				104530 · Building & Custodial Supplies	10.00
TOTAL					<u>225.57</u>
Bill Pmt -Check	58692	03/01/2019	Debra Miller	101010 · Cash - Marquette	-350.00
Bill	3/13/19	03/13/2019		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					<u>350.00</u>
Bill Pmt -Check	58693	03/01/2019	Emily Meszaros	101010 · Cash - Marquette	-26.68
Bill	2/21/19	02/21/2019		104620 · Staff Training & Education	26.68
TOTAL					<u>26.68</u>
Bill Pmt -Check	58694	03/01/2019	Gareth Stevens Publishing	101010 · Cash - Marquette	-330.15
Bill	GSL205110I	02/01/2019		104311 · Books - Youth	330.15
TOTAL					<u>330.15</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58695	03/01/2019	John P. Burke	101010 · Cash - Marquette	-25.98
Bill	2/26/19	02/26/2019		104320 · Periodicals - Adult	25.98
TOTAL					<u>25.98</u>
Bill Pmt -Check	58696	03/01/2019	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,600.00
Bill	2/15/19	02/15/2019		102160 · 457 Plan W/H Payable	2,600.00
TOTAL					<u>2,600.00</u>
Bill Pmt -Check	58697	03/01/2019	Suzan Bates	101010 · Cash - Marquette	-200.00
Bill	3/12/19	03/12/2019		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					<u>200.00</u>
Bill Pmt -Check	58698	03/01/2019	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-8,664.79
Bill	2/15/19 Statement	02/15/2019		104340 · Audio Visual Materials - Adult	3,855.31
				104341 · Audio Visual Materials - Youth	2,061.73
				104342 · Audio Visual Materials-Outreach	302.36
				104310 · Books - Adult	146.74
				104311 · Books - Youth	14.95
				104710 · Library Supplies	561.48
				104530 · Building & Custodial Supplies	43.97
				104642 · Patron Programs & Events-Youth	104.53
				104570 · Automation - Equipment	1,360.92
				104550 · Lib. & Off. Eqpt Rep. & Maint	221.98
TOTAL					<u>8,673.97</u>
Bill Pmt -Check	58699	03/11/2019	ADP, LLC	101010 · Cash - Marquette	-1,084.80
Bill	530951498	02/28/2019		104420 · Accounting	582.75
Bill	531332553	03/01/2019		104420 · Accounting	502.05
TOTAL					<u>1,084.80</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58700	03/11/2019	Alice Grabowski	101010 · Cash - Marquette	<b>-25.78</b>
Bill	3/5/19	03/05/2019		104530 · Building & Custodial Supplies	25.78
TOTAL					<hr/> 25.78
Bill Pmt -Check	58701	03/11/2019	American Spirit	101010 · Cash - Marquette	<b>-34.00</b>
Bill	2/12/19	02/12/2019		104320 · Periodicals - Adult	34.00
TOTAL					<hr/> 34.00
Bill Pmt -Check	58702	03/11/2019	Amgard Exterminating Inc.	101010 · Cash - Marquette	<b>-80.00</b>
Bill	2339	03/02/2019		104450 · Building Maintenance	80.00
TOTAL					<hr/> 80.00
Bill Pmt -Check	58703	03/11/2019	Annuity Premium Reserve Account	101010 · Cash - Marquette	<b>-425.00</b>
Bill	2/28/19	02/28/2019		102160 · 457 Plan W/H Payable	425.00
TOTAL					<hr/> 425.00
Bill Pmt -Check	58704	03/11/2019	Bennett A. Joseph	101010 · Cash - Marquette	<b>-500.00</b>
Bill	3/27/19	03/27/2019		104642 · Patron Programs & Events-Youth	500.00
TOTAL					<hr/> 500.00
Bill Pmt -Check	58705	03/11/2019	Blackstone Publishing	101010 · Cash - Marquette	<b>-535.41</b>
Bill	1089795	02/04/2019		104342 · Audio Visual Materials-Outreach	67.48
Bill	1090862	02/05/2019		104342 · Audio Visual Materials-Outreach	34.94
Bill	1090685	02/06/2019		104342 · Audio Visual Materials-Outreach	150.64
Bill	1096266	02/14/2019		104342 · Audio Visual Materials-Outreach	139.70
Bill	1096465	02/15/2019		104342 · Audio Visual Materials-Outreach	111.70
Bill	1097795	02/25/2019		104342 · Audio Visual Materials-Outreach	30.95
TOTAL					<hr/> 535.41
Bill Pmt -Check	58706	03/11/2019	Blick Art Materials	101010 · Cash - Marquette	<b>-85.92</b>



**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill	1171315	02/26/2019		104710 · Library Supplies	85.92
TOTAL					<u>85.92</u>
Bill Pmt -Check	58707	03/11/2019	Cardmember Service	101010 · Cash - Marquette	<b>-6,229.33</b>
Bill	February 2019	02/01/2019		104640 · Patron Programs&Events-Outreach	33.28
				104530 · Building & Custodial Supplies	129.28
				104650 · Association Dues & Fees	45.00
				104641 · Patron Programs & Events-Adult	59.36
				104530 · Building & Custodial Supplies	74.43
				104641 · Patron Programs & Events-Adult	9.79
				104642 · Patron Programs & Events-Youth	12.99
				104570 · Automation - Equipment	297.42
				104530 · Building & Custodial Supplies	16.48
				104530 · Building & Custodial Supplies	40.77
				104642 · Patron Programs & Events-Youth	3.19
				104570 · Automation - Equipment	14.99
				104641 · Patron Programs & Events-Adult	6.00
				104320 · Periodicals - Adult	50.00
				104320 · Periodicals - Adult	7.00
				104710 · Library Supplies	63.12
				104320 · Periodicals - Adult	44.99
				104320 · Periodicals - Adult	44.99
				104630 · Conference Fees	650.00
				104620 · Staff Training & Education	30.00
				104320 · Periodicals - Adult	34.97
				104620 · Staff Training & Education	319.99
				104642 · Patron Programs & Events-Youth	45.00
				104620 · Staff Training & Education	29.96
				104630 · Conference Fees	175.00
				104620 · Staff Training & Education	369.99
				104642 · Patron Programs & Events-Youth	191.04
				104660 · Public Information	127.50
				104620 · Staff Training & Education	29.96
				104530 · Building & Custodial Supplies	65.91

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104641 · Patron Programs & Events-Adult	25.00
				104641 · Patron Programs & Events-Adult	25.00
				104580 · Automation - Maintenance	1,596.00
				104580 · Automation - Maintenance	1,140.00
				104641 · Patron Programs & Events-Adult	22.00
				104641 · Patron Programs & Events-Adult	25.00
				104641 · Patron Programs & Events-Adult	25.00
				104620 · Staff Training & Education	150.00
				104620 · Staff Training & Education	30.00
				104530 · Building & Custodial Supplies	32.98
				104642 · Patron Programs & Events-Youth	25.95
				104530 · Building & Custodial Supplies	110.00
TOTAL					<u>6,229.33</u>
<b>Bill Pmt -Check</b>	<b>58708</b>	<b>03/11/2019</b>	<b>Center Point Large Print</b>	<b>101010 · Cash - Marquette</b>	<b>-44.94</b>
Bill	1665880	02/06/2019		104310 · Books - Adult	22.17
Bill	1669585	02/12/2019		104310 · Books - Adult	22.77
TOTAL					<u>44.94</u>
<b>Bill Pmt -Check</b>	<b>58709</b>	<b>03/11/2019</b>	<b>Central Parts Warehouse</b>	<b>101010 · Cash - Marquette</b>	<b>-2,328.58</b>
Bill	503443A	02/25/2019		104450 · Building Maintenance	1,406.79
Bill	503436A	02/25/2019		104450 · Building Maintenance	921.79
TOTAL					<u>2,328.58</u>
<b>Bill Pmt -Check</b>	<b>58710</b>	<b>03/11/2019</b>	<b>CuraLinc, LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-480.00</b>
Bill	9749	03/01/2019		104230 · Life/Health Insurance	480.00
TOTAL					<u>480.00</u>
<b>Bill Pmt -Check</b>	<b>58711</b>	<b>03/11/2019</b>	<b>Demco</b>	<b>101010 · Cash - Marquette</b>	<b>-1,045.10</b>
Bill	6556564	02/22/2019		104710 · Library Supplies	1,045.10
TOTAL					<u>1,045.10</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	58712	03/11/2019	Donna Primas	101010 · Cash - Marquette	-200.00
Bill	3/14/19	03/14/2019		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					<u>200.00</u>
Bill Pmt -Check	58713	03/11/2019	Gale/Cengage Learning	101010 · Cash - Marquette	-886.85
Bill	66561155	02/13/2019		104310 · Books - Adult	55.98
Bill	66625937	02/20/2019		104312 · Books - Outreach	423.03
Bill	66626919	02/20/2019		104310 · Books - Adult	27.19
Bill	66640479	02/21/2019		104310 · Books - Adult	29.59
Bill	66613585	02/21/2019		104310 · Books - Adult	29.59
Bill	66639758	02/21/2019		104312 · Books - Outreach	295.88
Bill	66732137	03/05/2019		104310 · Books - Adult	25.59
TOTAL					<u>886.85</u>
Bill Pmt -Check	58714	03/11/2019	Garvey's Office Products	101010 · Cash - Marquette	-113.16
Bill	PINV1686993	02/22/2019		104720 · Office Supplies	22.27
Bill	PINV1689683	02/27/2019		104720 · Office Supplies	90.89
TOTAL					<u>113.16</u>
Bill Pmt -Check	58715	03/11/2019	Holding, Kristen 1	101010 · Cash - Marquette	-62.33
Bill	3/7/19	03/07/2019		104620 · Staff Training & Education	62.33
TOTAL					<u>62.33</u>
Bill Pmt -Check	58716	03/11/2019	Home Depot Credit Services	101010 · Cash - Marquette	-103.47
Bill	2/28/19 Statement	02/28/2019		104530 · Building & Custodial Supplies	103.47
TOTAL					<u>103.47</u>
Bill Pmt -Check	58717	03/11/2019	Impact Networking, LLC	101010 · Cash - Marquette	-2,048.00
Bill	1360534	02/27/2019		104710 · Library Supplies	2,048.00
TOTAL					<u>2,048.00</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Bill Pmt -Check	58718	03/11/2019	Ingram Library Services	101010 · Cash - Marquette	<b>-8,352.77</b>
Bill	See Detail List	03/08/2019		104310 · Books - Adult	6,431.94
				104312 · Books - Outreach	424.17
				104311 · Books - Youth	1,496.66
TOTAL					<u>8,352.77</u>
Bill Pmt -Check	58719	03/11/2019	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	<b>-2,727.75</b>
Bill	2/22/19	02/22/2019		104495 · Legal	10.50
Bill	2/25/19	02/25/2019		104495 · Legal	88.85
Bill	201123	02/27/2019		104495 · Legal	2,628.40
TOTAL					<u>2,727.75</u>
Bill Pmt -Check	58720	03/11/2019	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	<b>-1,018.62</b>
Bill	9005386116	02/01/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	946.98
Bill	9005429464	02/19/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	57.12
Bill	9005432114	02/20/2019		104550 · Lib. & Off. Eqpt Rep. & Maint	14.52
TOTAL					<u>1,018.62</u>
Bill Pmt -Check	58721	03/11/2019	Lynn Rymarz	101010 · Cash - Marquette	<b>-300.00</b>
Bill	3/28/19	03/28/2019		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	58722	03/11/2019	M. Cooper Winsupply Company	101010 · Cash - Marquette	<b>-960.32</b>
Bill	S2005526.003	02/01/2019		104530 · Building & Custodial Supplies	22.92
Bill	S2015788.001	02/08/2019		104540 · Building Repairs	937.40
TOTAL					<u>960.32</u>
Bill Pmt -Check	58723	03/11/2019	Mango Languages	101010 · Cash - Marquette	<b>-3,827.88</b>
Bill	INV004705	03/06/2019		104315 · Electronic Databases	3,827.88



**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						3,827.88
	Bill Pmt -Check	58724	03/11/2019	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-6,000.00
	Bill	10556	02/28/2019		104920 · Audit	6,000.00
TOTAL						<u>6,000.00</u>
	Bill Pmt -Check	58725	03/11/2019	Midwest Tape	101010 · Cash - Marquette	-2,648.15
	Bill	96952164	02/06/2019		104340 · Audio Visual Materials - Adult	69.98
	Bill	96985238	02/13/2019		104340 · Audio Visual Materials - Adult	34.99
	Bill	97058857	02/28/2019		104311 · Books - Youth	41.62
					104341 · Audio Visual Materials - Youth	287.55
					104310 · Books - Adult	330.34
					104340 · Audio Visual Materials - Adult	1,883.67
TOTAL						<u>2,648.15</u>
	Bill Pmt -Check	58726	03/11/2019	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
	Bill	2/24/19	02/24/2019		104730 · Postage	500.00
TOTAL						<u>500.00</u>
	Bill Pmt -Check	58727	03/11/2019	Neviol, Inc.	101010 · Cash - Marquette	-6,455.00
	Bill	7026	03/01/2019		104450 · Building Maintenance	6,455.00
TOTAL						<u>6,455.00</u>
	Bill Pmt -Check	58728	03/11/2019	Nicor Gas	101010 · Cash - Marquette	-3,918.39
	Bill	2/20/19	02/20/2019		104517 · Natural Gas	3,918.39
TOTAL						<u>3,918.39</u>
	Bill Pmt -Check	58729	03/11/2019	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-74.64
	Bill	6490341	03/01/2019		104450 · Building Maintenance	74.64
TOTAL						<u>74.64</u>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
<b>Bill Pmt -Check</b>	<b>58730</b>	<b>03/11/2019</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-3,101.50</b>
Bill	04125CO19034873	02/22/2019		104310 · Books - Adult	158.71
Bill	04125CO19034876	02/22/2019		104340 · Audio Visual Materials - Adult	74.99
Bill	04125CO19035813	02/25/2019		104311 · Books - Youth	138.99
Bill	04125CO19035749	02/25/2019		104310 · Books - Adult	1,057.98
Bill	04125CO19035738	02/25/2019		104310 · Books - Adult	1,145.92
				104340 · Audio Visual Materials - Adult	228.00
Bill	04125DA19037166	02/26/2019		104310 · Books - Adult	16.99
Bill	04125CO19038170	02/27/2019		104311 · Books - Youth	134.94
Bill	04125CO19038312	02/27/2019		104310 · Books - Adult	55.00
Bill	04125CO19041073	03/01/2019		104311 · Books - Youth	89.98
<b>TOTAL</b>					<b>3,101.50</b>
<b>Bill Pmt -Check</b>	<b>58731</b>	<b>03/11/2019</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-210.00</b>
Bill	1086610449	02/06/2019		104342 · Audio Visual Materials-Outreach	30.00
Bill	1086616289	02/08/2019		104342 · Audio Visual Materials-Outreach	33.75
Bill	1086755992	02/14/2019		104342 · Audio Visual Materials-Outreach	78.75
Bill	1086904273	02/19/2019		104340 · Audio Visual Materials - Adult	30.00
Bill	1086912472	02/22/2019		104342 · Audio Visual Materials-Outreach	37.50
<b>TOTAL</b>					<b>210.00</b>
<b>Bill Pmt -Check</b>	<b>58732</b>	<b>03/11/2019</b>	<b>Petra Van Nuis</b>	<b>101010 · Cash - Marquette</b>	<b>-300.00</b>
Bill	3/15/19	03/15/2019		104640 · Patron Programs&Events-Outreach	300.00
<b>TOTAL</b>					<b>300.00</b>
<b>Bill Pmt -Check</b>	<b>58733</b>	<b>03/11/2019</b>	<b>Sprint</b>	<b>101010 · Cash - Marquette</b>	<b>-230.17</b>
Bill	336044821-171	03/02/2019		104520 · Telephone	230.17
<b>TOTAL</b>					<b>230.17</b>
<b>Bill Pmt -Check</b>	<b>58734</b>	<b>03/11/2019</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-654.32</b>

**Orland Park Public Library**  
**Check Detail**  
February 19 through March 18, 2019

Type	Num	Date	Name	Account	Original Amount
Bill	6539	02/18/2019		104530 · Building & Custodial Supplies	229.21
Bill	17004	02/19/2019		104530 · Building & Custodial Supplies	28.00
Bill	6576	02/22/2019		104530 · Building & Custodial Supplies	397.11
TOTAL					<u>654.32</u>
Bill Pmt -Check	58735	03/11/2019	Swank Movie Licensing USA	101010 · Cash - Marquette	-1,403.00
Bill	2643653	03/01/2019		104640 · Patron Programs&Events-Outreach	1,403.00
TOTAL					<u>1,403.00</u>
Bill Pmt -Check	58736	03/11/2019	Trane U.S. Inc.	101010 · Cash - Marquette	-143.55
Bill	5791621	02/18/2019		104530 · Building & Custodial Supplies	143.55
TOTAL					<u>143.55</u>
Bill Pmt -Check	58737	03/11/2019	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
Bill	501036	03/01/2019		104495 · Legal	26.85
TOTAL					<u>26.85</u>
Bill Pmt -Check	58738	03/11/2019	Johnson Controls Security Solutions	101010 · Cash - Marquette	-695.47
Bill	31746646	01/03/2019		104460 · Security System	695.47
TOTAL					<u>695.47</u>
<b>Subtotal - Checks</b>					<b>\$137,063.02</b>
<b>Gross Payroll on 2/28/19</b>					<b>\$110,950.63</b>
<b>Payment to Village for IMRF for February, 2019</b>					<b>\$25,078.58</b>
<b>Gross Payroll on 3/15/2019</b>					<b>\$116,884.83</b>
<b>Grand Total</b>					<b><u><u>\$389,977.06</u></u></b>

# Adult Services Board Report February 2019

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

Six genre book discussions 2/2, 2/14, 2/19, 2/20, 2/25, 2/28; 41 adults

DIY Basket Weaving Series 2/5, 2/12, 2/19, 2/26; 47 adults

Unwind: Knit, Crochet, and Needlework Hangout 2/6, 2/13, 2/20, 2/27; 4 adults

eBooks, eMagazines, eReaders, Oh My! 2/7, 2/12, 2/18; 4 adults

Writers Group 2/7; 9 adults

Bingo 2/9; 10 adults

Tour a Database, NoveList 2/11; 1 adult

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Andrew Masura attended SNAAZ Meeting (Gail Borden Public Library District, Elgin Illinois) on Feb 15, 2019

Andrew Masura attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Dominic Ricobene attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Michelle Przekwas attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Eric Gordon attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Julie Kwiatt attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Dawn Gowgiel attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Jenna Schwartz attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Katie Allan attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Peter Tew attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Deborah Oedzes attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Rosemarie Forto-Whitemiller attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Judith Brannigan attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Linda Conrath attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Kortnee Fingler attended Security Awareness in Your Library (OPPL) on Feb 21, 2019

Judy Brannigan attended PIC meeting (Orland Park Public Library) on Feb 24, 2019

Linda Conrath attended PIC meeting (Orland Park Public Library) on Feb 24, 2019

Andrew Masura attended PIC meeting (Orland Park Public Library) on Feb 24, 2019



Judith Brannigan attended CPR/AED training (Orland Park Public Library) on Feb 24, 2019

Diane Srebro attended Security Awareness in Your Library (OPPL) on Feb 25, 2019

Andrew Masura attended Practical Applications for LibraryAware (OPPL) on Feb 27, 2019

Linda Conrath attended Practical Applications for LibraryAware (web) on Feb 28, 2019

## STATISTICS

### Database Statistics February 2019-2018 Comparison

Database	02/2019	02/2018	Data Type
Ancestry Library	838	1026	Total Searches
Careers College	13	6	Total Users
Consumer Reports	83	17	Total Log-Ins
EBSCO	1373	2383	Total Searches
Gale Virtual Ref. Lib	25	11	Total Searches
Heritage Quest	953	104	Total Searches
Lynda.com	120	83	Total Log-Ins
Mango Languages	81	22	Total Sessions
OCLC	5562	6090	Total Searches
ProQuest	52	114	Total Searches
Reference USA	105	322	Total Searches
Weiss & Street Financial Ratings	47	42	Total Log-Ins

### Statistics from web forms

Category	02/2019	02/2018
Reference	2898	2902
Reference Remote	191	179
Non-Reference	235	242
N-R Remote	31	26
Extended Help	45	33
Passive Programming	5	16
Program Attendance	116	67
Items shelved	16737	19252
Carts shelved	272	262

## CUSTOMER SERVICE LOG

2-3-19 Patron selected books for her husband and herself from the Blind Date with a Book display: "What a cute idea!" Katie A.

2-7-19 A patron stopped by the Adult Services desk looking for a book in large print format. After finding it, he was very happy, "I've been following characters in this series and glad that you have the book I'm looking for. Thanks a million! You really made my day!" Rosemarie FW.

2-7-19 A patron stopped by the AS desk, "I love this library and it has a large collection. I would like to get a library card here but I don't live around here. How could I get a library card from you?" Rosemarie FW.

2-11-19 An older patron was obviously looking for something; I walked over and asked if he needed help. He said he was looking for a green bag he could take home. I got him a bag for his items. Comment: Thank you so much. You are the best. Andy M

2-14-19 A patron stopped by the desk to ask, "Are you guys the ones who fill the requests when someone asks for something? When I replied that we were, she said, "I just wanted to say thank you--you guys always do a nice job with those." I thanked her and promised I would pass on her compliment. Katie A.

02-19-19 At 5:30 p.m., patrons in the Quiet Study Room were asked in a professional manner to vacate the room at 6:30 p.m. for the preparation of the *DIY Drop-in Crafts: Basket Weaving*. A female patron commented: "It would be nice if you guys inform us in advance by putting a sign at the door." Rosemarie FW.

2-26-19 Retrieving New fiction book for patron. "You know I love libraries. Thank you so much for helping me. I really like this author." Diane S.

2-26-19 Located a book for a patron who was unable to find it (even though it was indicated to be on the shelf), while she sat and waited, per her request. She was very appreciative, "This is a great Library, you are wonderful, thanks for your help." Deborah O.

# Patron Services Board Report February 2019

## PERSONNEL

Our newest Patron Services clerk, Lisa Stemmons joined our team on Friday, February 22nd.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Webinars attended:

- Rebecca Crume - Three Steps to Thriving in Chaos on Feb 1, 2019
- Julie Doyle - Writing Customers Service Emails on Feb 7, 2019

Workshop attended - Security Awareness in Your Library on Feb 20, 2019

- April Balasa
- Patrick Deitche
- DeAnna DeHoff
- Julie Doyle
- Theresa Hildebrand
- Abby Kearns
- Laura Larson
- Nadine Lipowski
- Denise Mitchel
- Jordin Morales
- Jill Muller
- Matt Nemeec
- Renee Neupauer
- Julie Pryor

CPR/AED Training was attended on Feb 24, 2019 by Theresa Hildebrand & Laura Larson

Person in Charge meeting was attended on Feb 24, 2019 by Becky Crume, Theresa Hildebrand, Laura Larson & Julie Pryor

HR Source Workshop, The Totally Responsible Organization: Working Better Together was attended by Theresa Hildebrand & Julie Pryor on Feb 28, 2019 at HR Source in Downers Grove, IL

## STATISTICS

This month we assisted patrons with 80 reference questions, including walking patrons through how to access their online accounts as well as setting up Hoopla accounts.

Month	Circulation			Patron attendance			In-House Checkins			Polaris Search Sessions			Overdrive Registrations	
	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018
Jan	55,450	55,988	-0.96%	30,657	35,020	-12.46%	3,341	3,544	-5.73%	16,262	15,803	2.90%	52	59
Feb	52,782	50,683	4.14%	32,698	36,111	-9.45%	3,394	3,395	-0.03%	14,040	14,115	-0.53%	44	51
March		57,407			42,485			3,739			15,640			49
April		54,404			39,007			3,411			15,234			60
May		49,701			36,101			3,075			14,510			51
June		63,248			38,793			4,002			15,223			71
July		62,697			40,033			4,110			16,153			92
Aug		57,759			36,214			3,632			15,329			54
Sept*		52,657			32,301			2,635			14,081			53
Oct		57,422			35,073			3,264			14,606			44
Nov		57,681			33,801			3,415			14,181			40
Dec	0									0				
<b>TOTAL</b>	<b>108,232</b>	<b>619,647</b>		<b>63,355</b>	<b>404,939</b>		<b>6,735</b>	<b>38,222</b>		<b>30,302</b>	<b>164,875</b>		<b>96</b>	<b>624</b>

Month	Hoopla			Overdrive			RB Digital / Zinio			Museum passes	
	2019	2018	% change	2019	2018	% change	2019	2018	% change	2019	2018
Jan	1,507	1,134	32.89%	4,076	3,821	6.67%	750	377	98.94%	8	6
Feb	1,220	1,244	-1.93%	3,666	3,559	3.01%	836	302	176.82%	9	4
March		1,317			3,761			295			13
April		1,183			3,798			293			13
May		1,069			3,644			287			21
June		1,032			3,751			304			29
July		1,162			4,078			273			29
Aug		1,203			4,103			346			37
Sept		1,145			3,754			362			19
Oct		1,258			3,654			661			24
Nov		1,242			3,444			842			7
Dec	0			0			0				
<b>TOTAL</b>	<b>2,727</b>	<b>12,989</b>		<b>7,742</b>	<b>41,367</b>		<b>1,586</b>	<b>4,342</b>		<b>17</b>	<b>202</b>



## CUSTOMER SERVICE LOG

02/01/2019 (Phone call) "I am so glad you guys closed these past few days. It was just too darn cold for anyone to be out." - Theresa H

02/01/2019 (Welcome Desk) "Oh! I did it! This was my first time using your self-check, usually I like to go to the desk & chat. But that's okay ~ I got to chat with you!" Theresa H.

02/02/2019 (Check-out Desk) Patron was trying to renew an item at checkout but the item had a hold on it. Patron was upset they couldn't renew and commented, "It should be policy to get at least 1 renewal. How can I read this in three weeks?" - Jordin M.

02/05/2019 (Self Check-Out) While helping a patron at Self Check-out with an ILL item, patron commented, "There should be directions here. How would I know to scan that?" - Jordin M.

02/07/2019 (Self Check-Out) Patron said the music is distracting in the lobby (the Beatles were playing). - Jordin M.

02/14/2019 (Patron exiting Connie Marshall Cabaret Performance) "Excellent performance. We look forward to seeing her again." - Julie P.

02/15/2019 (Patron who asked for help at the copier) Patron commented, "Thanks. I'm so glad I asked for help. That was easy." - Julie P.

02/20/2019 (Phone) "Thanks so much for telling me how to fix my holds so they don't all come in at the same time, you've been very helpful. Thanks for taking the time." - Theresa H.

02/20/2019 (Phone Call) A patron calling with a question about book donations commented on how much he and his brother enjoyed the program on the "Movie Industry in Chicago" last night. - Laura L.

02/20/2019 (Patron Entering Library) Patron commented, "Wonderful program last night." Referring to program on the Movie Industry in Chicago. - Julie P.

02/20/2019 (Check-Out Desk) A patron asked, "Where is the music coming from?" I told her about the Google Home, and she commented, "It sounds very nice." - Laura L.

02/25/2019 (Patron checking out books) Patron would like a shredder available to the public. - Julie P.

02/27/2019 (Check-Out Desk) Mom of three young sons commented - "I'm so glad that you have non-violent video games that my sons can play together. Nice to have that option." - Theresa H.



# Graphics Board Report February 2019

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

Work this month focused on:

Monthly e-blast with news/programs/events happening in March 2019 sent Feb. 22

1 video for social media (Fancy Dress Up Jazz Party)

Mass emails for Irish Tales & Tunes (sent Feb. 8 and Feb. 28)

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Stephanie Fordice attended the ILA Legislative Meet-Up: South Suburban Library Legislative Breakfast at the Tinley Park Public Library on Feb. 1st

Stephanie Fordice attended the Security Workshop on Feb. 20th at OPPL

Kristen Holding attended the Security Workshop on Feb. 20th at OPPL

Chris Schultz attended Security Awareness Presentation on Feb. 20th at OPPL

Maurya Orr attended Security Awareness in Your Library on Feb. 20th at OPPL

Stephanie Fordice attended LibraryAware: Social Media Strategies to Promote Your Events and Collections (Pre-Recorded Webinar) on Feb. 19th

Stephanie Fordice attended Getting Started with LibraryAware (Pre-Recorded Webinar) on Feb. 19th

Kristen Holding attended CPR/AED training at OPPL on Feb. 24th

Stephanie Fordice attended Orland Park Area Chamber of Commerce Monthly Membership Meeting (Orland Park Police Department) on Feb. 27th

## **STATISTICS**

2,396 Facebook followers

756 Instagram followers

2,021 Twitter followers

466 Pinterest followers

17,829 Emails on the marketing email list

31 Meeting room requests received

87 Graphics requests completed

Delivered 50 Welcome Bags

## **GRANTS/SPECIAL PROJECTS**

StoryWalk® for spring was created, assembled and scheduled to be on display in March 2019

## **CUSTOMER SERVICE LOG**

From patron of the Eagle Ridge II Condo Association on Feb. 14th: "We appreciate the use of the room. Thank you."

# Information Technology Board Report February 2019

## **PERSONNEL**

Mark Ewasiuk attended Security Awareness (Room 104) on Feb 20, 2019  
George Mietelski attended Security Awareness (Room 105) on Feb 20, 2019  
Ian Lashbrook attended Security Awareness (Room 105) on Feb 20, 2019  
Ron Sierzega attended Security Awareness (104) on Feb 20, 2019  
Diane Grah attended Security Awareness (Room 104) on Feb 20, 2019  
Daniel Williams attended Security Awareness (Room 104) on Feb 20, 2019  
Lina Elzahdan attended Security Awareness in Your Library (OPPL) on Feb 20, 2019  
Ian Lashbrook attended PIC meeting (OPPL) on Feb 24, 2019  
Ian Lashbrook attended CPR/AED training (OPPL) on Feb 24, 2019  
Lina Elzahdan attended CPR/AED Defibrillator Training (OPPL) on Feb 24, 2019

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

2/1 - Getting the Most Out of Office 365 (2)  
2/6 - Beyond Gmail: Google Docs (6)  
2/13 - Beyond Gmail: Google Calendar (5)  
2/20 - Beyond Gmail: Google Photos (13)  
2/27 - Introduction to 3D Printing & Design (9)

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Mark Ewasiuk attended Security Awareness (Room 104) on Feb 20, 2019  
George Mietelski attended Security Awareness (Room 104) on Feb 20, 2019  
Ian Lashbrook attended Security Awareness (Room 104) on Feb 20, 2019  
Ron Sierzega attended Security Awareness (Room 104) on Feb 20, 2019  
Diane Grah attended Security Awareness (Room 104) on Feb 20, 2019  
Daniel Williams attended Security Awareness (Room 104) on Feb 20, 2019  
Lina Elzahdan attended Security Awareness in Your Library (OPPL) on Feb 20, 2019  
Ian Lashbrook attended PIC meeting (OPPL) on Feb 24, 2019  
Ian Lashbrook attended CPR/AED training (OPPL) on Feb 24, 2019  
Lina Elzahdan attended CPR/AED Defibrillator Training (OPPL) on Feb 24, 2019

## STATISTICS

Category	Feb 2019	Feb 2018
Study Room Usage	422	380
Patrons Assisted	420	410
Extended Assistance	121	65
Total PC Usage	1569	1560
Total Web pages	28595	27118
Number of Classes	5	12
Total Class Attendance	35	98
Wireless Usage	3231	3392

## GRANTS/SPECIAL PROJECTS

Prepared Smart Home items for circulation

Enrolled all staff in Office 365 Advanced Threat Protection and Email Archiving

Began collecting and removing old technology to sell at Friends Book Sale

## CUSTOMER SERVICE LOG

2/1/19 - Getting the Most Out of Office 365 – Ian educated myself on Office 365 more than I anticipated.

2/13/19 - Beyond Gmail: Google Photos –This class was very helpful to me in organizing my photos.

2/20/19 - Beyond Gmail: Google Calendar – Suggestions for future classes: Facebook Security

2/27/19 - Introduction to 3D Printing and Design – We want a better 3D scanner to make picture and dimensions

2/27/19 - Introduction to 3D Printing and Design – I wish to have more classes of 3D modeling.

2/27/19 - Introduction to 3D Printing and Design – Looking forward to more! Very excited about the technology offerings.

2/27/19 - Introduction to 3D Printing and Design – Suggestions for future classes – There should be expansion classes that emerge from this class to cover subjects such as 3D print business, selecting a 3D printer for your home, choosing what to print, measuring things you can make

parts for (a phone mount for handle bar on bicycle), putting together a custom 3D printer, breaking down an .STL file + its components, traveling to explore the history of 3D printing + its originations, etc!



# Outreach Services Board Report

## February 2019

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

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing Independent Living and Assisted Living, Brookdale, Alden Prairie, American House, Lexington, Thomas Place, Evergreen Assisted Living and Independent Living facilities and Heartis Assisted Living.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six display areas.

In-house and offsite adult programming.

Book and flyer delivery to train stations.

Curation of the Founding Documents Collection.

Flyer distribution to surrounding establishments and at programs.

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

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

Kelly Cuci attended Reduce Waste, Build Community, Hosting Repair Events at Your Library (Webinar) on Feb 13, 2019

Cathy DiGiorgio attended Reduce Waste, Build Community, Hosting Repair Events at Library (Webinar) on Feb 13, 2019

Duke Phelps attended Reduce Waste, Build Community Webinar (Webinar) on Feb 13, 2019

Katie Kozlowski Mitchel attended Security Seminar (OPPL) on Feb 20, 2019

Duke Phelps attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Cathy DiGiorgio attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Kelly Cuci attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Theresa Marketti attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Kelly Cuci attended PIC meeting (OPPL) on Feb 24, 2019

Theresa Marketti attended CPR/First Aid Training (OPPL) on Feb 24, 2019

Kelly Cuci attended CPR/AED Training (OPPL) on Feb 24, 2019

Cathy DiGiorgio attended CPR/AED training (OPPL) on Feb 24, 2019

Cathy DiGiorgio attended Just One Thing, Training Staff for Community Engagement (Webinar) on Feb 26, 2019

Kelly Cuci attended Just One Thing, Training Staff for Community Engagement (Webinar) on Feb 26, 2019

Katie Kozlowski Mitchel attended Active Shooter Preparedness (DHS) (Web) on Feb 28, 2019

## STATISTICS

### Onsite Adult Programs:

9 programs were given with a total of 527. *2018: 10 programs were given with a total of 452 patrons. Please note that two January programs were rescheduled for February due to inclement weather.*

### Breakout:

2/1/19 Meet the Artist - Mike Kolasinski	26
2/6/19 All Levels Yoga	21
2/7/19 Chicago Jazz and Blues Legends	40
2/8/19 The Beatles on Apple - A 50th Anniversary	51
2/12/19 My DNA Kit is Back! What Do I Do Now?	50
2/14/19 Cabaret - Connie Marshall & Friends	52
2/15/19 Showcase - Laura Hoffman Jazz Trio	218
2/19/19 From Chaplin to the Dark Knight: The Movie Industry in Chicago	55
2/22/19 Friday Film Series - First Man	14

### Offsite Adult Programs:

11 programs were given with a total of 191 patrons attending. *2018: 15 programs were given with a total of 384 patrons attending. Please note that attendance was higher for 2018 as Outreach Services brought the NASA Collection to an offsite school program.*

### Breakout:

2/4/19 Senior Living Visits	21
2/5/19 Senior Living Visits	25
2/6/19 Senior Living Visits	14
2/7/19 Smart Art iPad program for Seniors	9
2/13/19 Orland Township Drop-in Visit	19
2/15/19 Orland Township Drop-in Visit	10
2/18/19 Senior Living Visits	27
2/19/19 Senior Living Visits	18
2/20/19 Senior Living Visits	20
2/21/19 Remember when with Brookdale	12
2/27/19 Orland Township Drop-in Visit	19

### **Train Station Books:**

Three Train Stations - **35**, 2018 - 51

### **Passive Programming**

Nursing Homes - **15**, 2018 - 47

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

Village of Orland Park - **614**, 2018 - 400

Sportsplex - **615**, 2018 - 400

Nursing Homes - **8**, 2018 - 25

Train Stations - **35**, 2018 - 51

Orland Township - **10**, 2018 - 0

During programs - **275**, 2018 - 118

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

Outreach Circulation Statistics: 1224 items circulated with 1896 checkouts and 183 renewals. 2018: 1013 items circulated with 1701 checkouts and 247 renewals.

Visits to single-family homebound patrons totaled 20. 2018: Visits totaled 17.

3 new homebound patron cards were issued and 0 discontinued. 1 card was renewed. 2018: 3 new homebound library cards were issued. 3 cards were discontinued. 0 cards were renewed.

OS staff logged 805 reference transactions. 2018: 1233 reference transactions.

OS staff logged 90 programming questions. 2018: 89 programming questions.

OS staff logged 51 exhibit questions. 2018: 39 exhibit questions.

## **GRANTS/SPECIAL PROJECTS**

Theresa Marketti and Katie Mitchel worked on a new offsite programs survey. They are also working on the creation of a new Remember When kit to use for offsite programs.

Kelly Cuci and Duke Phelps archived items for the Rare Book and Kennedy Special Collections.

Kelly Cuci updated condition information in the NASA Special Collection Database.

Cathy DiGiorgio and Duke Phelps obtained two sponsorships for upcoming AS author events.

## **CUSTOMER SERVICE LOG**

### **2/8/19 The Beatles on Apple - A 50th Anniversary program**

"Wonderful program." Cathy D.

"Thank you for having such an interesting program." Cathy D.

"Thank you, Outreach! Keep up the good work!" Cathy D.

**2/12/19 My DNA Kit Is Back. What Do I Do Now? program**

"Thank you for having this program. It was great." Cathy D.

"This was a great program! Thumbs up, Outreach." Cathy D.

**2/14/19 Handwritten note from patron**

"T & K, Thank you for your wonderful service. Perhaps someone else will enjoy Educated (book we brought her) as much as I. Happy Valentine's Day!!! Phyllis Theresa M.

**2/14/19 Homebound Delivery**

"Such a great service." Theresa M.

**2/15/19 Showcase - Laura Hoffman Jazz Trio program**

"Thank you so much for tonight, she's good." Duke P.

"When are you having Cadillac Groove Back?" Duke P.

"Cadillac Groove did an amazing job this past summer." Duke P.

**2/18/19 Smith Crossing Book Delivery**

"Thank you for all of your help." Theresa M.

"This is such a great service." Theresa M.

"We're glad you are here." Theresa M.

**2/19/19 From Chaplin to the Dark Knight - The Movie Industry in Chicago program**

"Great program." Cathy D.

"Thank you this was a fun program." Cathy D.

"We really enjoyed this program." Cathy D.

"Thank you." Cathy D.

"Mr. Clark is really a good presenter." Cathy D.

**2/22/19 Friday Film Series - First Man program**

"Loved the Film. Good Pick." Duke P.

"Thank you for tonight." Duke P.

**2/28/19 Phone call from a homebound patron**

"Thank you so much." Theresa M.

**2/28/19 Homebound Delivery**

"You do a really good job." Theresa M.







## **GRANTS/SPECIAL PROJECTS**

- Tech Services staff continue to withdraw a large amount of collections
- Wendy added 500 Hoopla Audiobooks into Polaris. Entering keywords of “OPPL Hoopla Audio eBook” can retrieve these titles together
- Wendy added 500 Hoopla movies into Polaris. Entering keywords of “OPPL Hoopla Movie” can retrieve these titles together.

# Youth Services Board Report February 2019

## PERSONNEL

We are still looking to fill the 2 part-time Reference Librarian I positions in Youth Services. We have opened the position up to students who are currently enrolled in the MLIS program.

Youth Assistant Amy Najewski gave her notice. Her last day will be April 18, 2019

## SERVICES/PROGRAMS/PROJECTS/CLASSES

**Preschool Packs:** 24 packs, 440 items circulated

### Preschool Visits:

2/1: Centennial Early Childhood AM-20  
2/1: Centennial Early Childhood PM-20  
2/7: KinderCare Pinewood Drive-25  
2/11: Park Early Childhood AM-8  
2/11: KinderCare John Humphrey Drive-20  
2/14: Sandbox Learning Center-45  
2/14: Park Early Childhood PM- 6  
2/22: KinderCare Pinewood Drive-25  
2/28: St. Mike's Preschool-50

### IN-HOUSE

2/12: Quran Blossoms Preschool- 45  
2/22: Sandbox Learning Center-10  
2/25: Orland Park Christian Preschool-50  
2/28: Orland Park Christian Preschool-28

### Books Alive Visits: 5 visits and 495 students

2/11: High Point 3rd grade 100  
2/11: High Point 4th grade 100  
2/11: Park 1st grade 106  
2/12: Park 2nd grade 105  
2/19: Park kindergarten 84

### Outreach Visits: 2 visits and 21 individuals

2/4: Orland 135 ELL families (grade 6-8) 16  
2/14: Meadow Ridge teachers 5

**Teacher Loan Card Checkouts:** 82

**PAL PAKS:** 12 packs and 221 items

**Youth Programs - 1,730 total attendance**

Once Upon a Time Storytime (4 sessions) - 190  
Building Blocks for Babies (8 sessions) - 384  
Toddler Time ( 4 sessions) - 227  
Night Owls (4 sessions) - 117  
Bright Starts (4 sessions) - 119  
Art's Alive (2 sessions) - 59  
Crafty Readers (2 sessions) - 16  
International Art - 14  
1. 2. Crafts & More - 23  
Baby Playtime - 40  
Family STEAM Challenges - 18  
Preschool Art - 18  
Loteria - 12  
Get Your Wiggles Out - 47  
Sensory Storytime - 14  
Video Game Club- 13  
Science Exploration for Homeschool Families - 23  
Super Smash Bros Tournament - 72  
Fancy Dress Up Party - 84  
Techie Tots: 3D Stories - 8  
Snowmen at Nigh - 27  
Tween Tech: 3D Printing - 10  
Lego Master Builder Quest - 64  
Nintendo Switch Players - 28

**Teen Programs - 163 total attendance**

Chalk Board Additions - 39  
Teen Video Game Players - 6  
Teen Book Drawing - 7  
Teen Inc Pet Drive (2 sessions) - 16  
Make Someone's Day - 32  
Teen Recycled Book Page Hedgehog - 14  
DIY Silhouette Jar - 18  
Teen Roswell Escape Room (2 sessions) - 18  
Volunteens-International Art - 3  
Volunteens-Preschool Art - 1  
Volunteens-1, 2, Crafts & More - 0  
Volunteens - Crafty Readers (2 sessions) - 3  
Volunteens - Family STEAM Challenge - 4  
Volunteens-Smash Tournament - 1  
Volunteens - Lego Master Builders - 1

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Brandi Smits attended Rebecca Caudill Committee Meeting (Hilton Garden Inn Urbana/Champaign) on Feb 2, 2019

Erin Fixel attended YA SIG and Tour (Orland Park) on Feb 4, 2019

Becky McCormack attended Bluestem Committee Meeting (Rantoul, IL) on Feb 9, 2019

Erin Fixel attended Diverse Titles for Youth and Young Adults (Webinar (booklist) on Feb 11, 2019

Emily Meszaros attended SNAILS meeting (Oak Park Library) on Feb 13, 2019

Stephanie Thomas attended Safety Committee Meeting (Rm.102) on Feb 14, 2019

Becky McCormack attended MCATS meeting (Elmhurst Public Library) on Feb 15, 2019

Fanny Camargo attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Erin Fixel attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Jacob Walk attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Lou Ann Muhanna attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Lukas Kolbrecki attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Mary Golden attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Holly Balasa attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Brandi Smits attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Stephanie Thomas attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Vanessa Fernandez attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Kara DeCarlo attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Amy Najewski attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Becky McCormack attended Security Awareness in Your Library (OPPL) on Feb 20, 2019

Emily Meszaros attended Security Awareness in Your Library (OPPL) on Feb 21, 2019

Alexander Pappas attended Security Awareness in Your Library (OPPL) on Feb 22, 2019

Vanessa Fernandez attended LACONI YS UnConference (Schaumburg Township District Library) on Feb 22, 2019

Kara DeCarlo attended PIC meeting (OPPL) on Feb 24, 2019

Becky McCormack attended PIC meeting (OPPL) on Feb 24, 2019

Erin Fixel attended PIC meeting (OPPL) on Feb 24, 2019

Stephanie Thomas attended CPR/AED training (OPPL) on Feb 24, 2019

Alex Pappas attended CPR Training (OPPL) on Feb 24, 2019

Erin Fixel attended CPR Training (OPPL) on Feb 24, 2019

Brandi Smits attended PIC Meeting (OPPL) on Feb 24, 2019

Stephanie Thomas attended PIC meeting (OPPL) on Feb 24, 2019

Erin Fixel attended Everything's Coming Up YA (Webinar (booklist)) on Feb 25, 2019

## STATISTICS

### February 2019 created Mar 06, 2019

Category	Qty
Reference	193
Ref Remote	6
Non-Reference	109
N-R Remote	192
Extended Help	44
Group Study	96
Study Rooms (New, started 4/17/2018)	0
Teen Program Attendance	448
Youth Program Attendance	163
Combined Program Attendance	1690
	1853

Category	02/2019	02/2018	Change
Reference	1936	2128	-192, -9.02%
Reference Remote	109	121	-12, -9.92%
Non-Reference	192	275	-83, -30.18%
N-R Remote	44	75	-31, -41.33%
Extended Help	96	100	-4, -4%
Teen Programs	163	129	34, 26.36%
Youth Programs	1690	1278	412, 32.24%

## GRANTS/SPECIAL PROJECTS

The Storywalk book has changed. The new book is *When Spring Comes* by Kevin Henkes. The book will stay up until early June.

## CUSTOMER SERVICE LOG

### PRESCHOOL DESK

No report



## **JUNIOR DESK**

2/2/19 Patron with small child "This library is just the best overall. Your book selection is the best, but Homer Glen has a better play area." Amy N.

2/22/19 Young child walking into the department "It's always great to be back here!" Brandi S.

## **TEEN DESK**

2/5/19 A tween came in looking for comic books "This is amazing! There's so many. I love it here!" Erin F.

2/7/19 Mom and son working together "Your teen librarian is simply amazing. We've been coming here for years and she's the best." (Mom) Brandi S.

2/9/19 An older gentleman was wondering how to search all the performance items from the OPAC "Thank you for helping me figure that out. It was quite an adventure, but now I get it. It's simple now that I know those tricks. You're amazing." Erin F.

2/9/19 One of our regular patrons needed help opening something "Thank you so much. I love it here. You're always so friendly and smiley. Today I name you "Queen of the Library" for your help!" Erin F.

2/20/19 One of our regular patrons needed help getting down the stairs with her things "Thank you so much." You are a special kind of person for helping me." Erin F.

2/20/19 One of our regular patrons was looking for some DVDs we didn't own "You're my favorite. You give the best advice on how to find rare items." Erin F.

2/25/19 One of our regular patrons looking for DVDs "You're a gem. I'd like to tell your boss how great you are." (Patron returned later) "I was told they don't do comment cards any more but I can leave one online. I'm definitely going to look into that." Erin F.

**CORRESPONDENCE RECEIVED FROM FEBRUARY 19, 2019  
THROUGH MARCH 18, 2019 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**NO CORRESPONDENCE RECEIVED**