

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held January 20, 2025

The meeting was officially called to order by President Leafblad at 7:07 p.m.

Call To Order

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

Roll Call

Members absent: Kristine Fassler, Trustee; Bridget Lindbloom, Trustee; Charles McShane, Secretary

Staff present: Mary Adamowski, Library Director; Anthony Andros, Assistant Library Director; Ross Kimmey, Finance Manager; Aaron Peterson, Senior Administrative Coordinator; Jackie Boyd, Communications Manager; Katie Gardner, Adult Services Manager

Treasurer McMillan motioned to approve the December 16, 2024 minutes. Vice President Barcelona seconded.

Minutes

Treasurer McMillan asked when the Finance Committee as a whole would be meeting this year. Library Director Adamowski stated the Finance Committee meeting should be held after the board election is finalized and it is tentatively planned for some time between June-August. McMillan asked why the library did not have a TIF vote since the library voted on the Von Maur tax abatement. Finance Manager Kimmey stated the library was able to vote on the Von Maur tax abatement due to it being part of an IGA. President Leafblad mentioned a grammatical edit.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Katie Gardner, Adult Services Manager

Introduction of Visitors

None

Public Comment

None

Executive Session

Treasurer McMillan motioned to accept the payment of bills listing from 12/17/2024-1/20/2025. Vice President Barcelona seconded.

Payment of Bills

Treasurer McMillan asked about the payment to Aspen Tree & Turf Care. Assistant Library Director Andros stated there was a 10% prepaid discount for upcoming grounds services, which were on par with previous years. McMillan asked about the 9 chairs that were purchased. Adamowski stated 9 new chairs were purchased for staff due to the old chairs' mechanics not working properly and safely anymore. President Leafblad asked about the payment made to Ingram. Adamowski stated book purchases fluctuate throughout the year and the end of the year tends to be a heavier purchasing time period. McMillan asked about the payment to Grasso Graphics. Communications Manager Boyd stated the Newsletter is sent out three times a year.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer McMillan motioned to accept the Treasurer's Report for December 2024. Vice President Barcelona seconded.

**Treasurer's
Report**

Treasurer McMillan stated the explanation of variances were very clear and commented about total expenditures being under budget. Library Director Adamowski stated it is important to plan ahead and build up the Special Reserve account due to the building age and in need of costly repairs and improvements on an ongoing basis. McMillan commented about Digital Media being over budget. Adult Services Manager Katie Gardner will talk more about Digital Media purchasing in her Departmental Board Report.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Adult Services Manager Katie Gardner presented an overview of the department's accomplishments in collection management, program coordination, and professional development. She also highlighted the growth in digital media circulation and explained the differences in lending models and borrowing formats. Finally, she shared plans for changes to the department layout and new services for patrons coming in 2025.

**Departmental
Board Report**

Library Director Adamowski began by happily reporting the final year end statistics were received, and the library and its staff did an awesome job welcoming patrons and circulating materials. 235,922 visitors came through the doors looking for materials, programs, study rooms, and so much more. The library circulated 504,579 items, both physically and digitally. Treasurer McMillan said he was happy with the checkout numbers, and he is even more focused on the amount of people who come through the doors. McMillan stated the important thing about the library is welcoming so many people.

**Librarians'
Report**

Adamowski informed the trustees that January is a busy time since that is when many tasks need to be completed for the county and the state. Adamowski stated she has submitted the listing of the Statement of Economic filers. The list includes all trustees, managers, as well as the Director and Assistant Director. A "Time to File" notification email will be sent out soon from the Cook County Clerk's office, which must be completed by May 1.

The library completed and submitted its certification to the Illinois State Library. This annual process ensures that the library retains its membership status with RAILS, as well as its eligibility for grant funding administered through the Illinois State Library. A prerequisite to the completion of the certification is the submission of the ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey, which was completed by Patron Services Manager Theresa Hildebrand and Adult Services Manager Katie Gardner.

Adamowski stated that she has been working on completing the 2025 Cook County Exempt Property Affidavit filing which is due January 31. Unfortunately, Adamowski is stalled in the process and has reached out to Attorney Ken Friker for assistance.

Adamowski was happy to report that the Orland Fire Protection District has donated to the library's Capital Campaign fund by securing the naming rights for the Little Free Library at Cachey Park.

President Leafblad will sign the agreement after the meeting and the funds of \$500 will be given to the library soon after. The Rotary Club of Orland Park has a Little Free Library at Quintana Park. Community Engagement Manager Sarah Kleiva has worked diligently to gather sponsors for the libraries.

The Orland Park Area Chamber of Commerce is hosting a National Civics Bee, which is designed to inspire middle school students to actively engage in civics and contribute to their communities. Adamowski reported that School Liaison Kara DeCarlo will be a judge for the local competition.

As mentioned during last month's Librarian report, Adamowski stated Terrence Clyne would be sent a certified letter informing him of the board's agreement that he will be permanently suspended from the library building and grounds. The postal service tried three separate times to deliver the letter with no success; the letter was returned to Adamowski which she has on file.

Library Director Adamowski mentioned to the board that since early November there has been a rash of incidents involving various patrons. Assistant Library Director Andros and Adamowski explained the various events.

Trustees should check their library email for a message introducing them to the iLEAD Trustee Learning Portal. This interactive online resource uses short, self-paced lessons, readings, and activities to provide trustees with the knowledge, requirements, and resources needed to be influential library leaders and board members. The workshops are free, last one hour, and are live-streamed on the first Saturday of the month February - June.

Adamowski showed the trustees a copy of the most recent Orland Park/Homer Glen Neighbors publication which featured an article about the library's Darwin Mattress and Furniture Sensory Space. Youth Services Manager Brandi Smits was prominently featured on the cover and within the article.

Finance Manager Kimmey stated Paycor announced they are being acquired by Paychex. Kimmey is hopeful Paycor will be positively affected by the Paychex acquisition.

Communications Manager Boyd spoke about the 2024 Annual Report document and pointed out the value of all library materials checked out last year was \$8,888,493.20. Boyd also noted that in 2024 the library booked 320 meeting rooms, reserved 14,588 study rooms, answered 70,779 reference questions, served 1,292 patrons with home deliveries, hosted 309 adult and IT programs, 187 outreach programs, and 893 youth and teen programs. Research indicates that for every dollar spent on public libraries, communities receive approximately \$5 to \$9 in value. A study by the Federal Reserve Bank of Chicago found that a capital investment of \$200 or more per student in local public libraries correlates with improved test scores in nearby school districts. Beyond educational benefits, public libraries contribute to local economies by increasing property values and boosting spending at nearby businesses. Investing in public libraries yields significant returns through enhanced educational performance, economic development, and community engagement.

Assistant Library Director Andros stated recent patron incidents in November and December prompted staff to reflect on various safety and security practices. Staff learned of how Skokie Public Library uses an emergency alert system called BluePoint. This is a system of blue pull stations throughout a building. In an active threat or other acute life-threatening emergency situation, when a pull station is activated, the police are contacted instantaneously, a pre-recorded PA announcement begins, and more. Two BluePoint sales representatives shared information last week with Director Adamowski, Assistant Director Andros, Maintenance Superintendent Steve Newman, and IT Manager Josh Degner. A quote and a limited demonstration are forthcoming. Administration staff will be contacting Orland Park Police Department to share information and receive feedback on this potential project.

The logos and letters for the outside monument signs were installed on Wednesday, 12/18 and Thursday, 12/19. The board and staff concurred the signs look excellent.

Fiber internet was activated throughout the building on Wednesday, January 15 without service interruption. IT Manager Degner worked diligently for several months to ensure the project was

smooth and successful.

Maintenance Superintendent Newman is currently replacing and repairing multiple components of the library's humidifier. Although it is currently operational, the system is operating below optimal standards, and a key piece is being ordered tomorrow. This system is the original and beyond its life expectancy. Superintendent Newman said a replacement should be priced and kept in mind to pursue at some point in the future.

Assistant Director Andros will present at ILA's Reaching Forward North Conference on May 1, 2025 in Rosemont. He will co-deliver a presentation he gave at October's ILA Annual Conference with Jim Deiters, Deputy Director at Joliet Public Library. The presentation covers best practices for library staff when creating their cover letters, resumes, and references.

Last month, there were 36 maintenance tickets opened, and all of them were closed.

No report 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 the FY 2025 Public Library Per Capita and Equalization Grant application – For Action

New Business

Treasurer McMillan motioned to approve the FY2025 Public Library Per Capita and Equalization Grant Application. Vice President Barcelona seconded.

Adamowski explained to the trustees that in order to qualify for the Per Capita Grant funding, an annual application must be submitted indicating how the library has made progress over the past year in becoming an ideal library to its community. The evaluation process is based on the core standards outlined in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Trustees were reminded they reviewed the summaries submitted by Administration and managers during the December board meeting. Treasurer McMillan asked what funds the library would be eligible for. Adamowski stated the amount funded would be \$1.47 per Orland Park resident, and would be used to purchase materials.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the PMA 2025 Investment Plan- For Action

Trustee Healy motioned to approve the PMA 2025 Investment Plan. Vice President Barcelona seconded.

Finance Manager Kimmey provided a presentation of the 2025 investment plan developed by PMA. The first step of the process is to gather monthly revenue and expense numbers for the past 2 years. PMA uses this data, along with current balance numbers, to project cash inflow and outflow numbers for 2025 on a monthly basis. PMA then prepares a schedule of projected investment amounts for 2025. In addition, PMA will produce a graph that illustrates the Library's investment funds over a 3-year time period projecting cash balances, short term and long term investment and fund balances. The board was in agreement to approve the PMA 2025 Investment Plan.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the wire transfers to pay bills for Fiscal Year 2025 – For Action

Treasurer McMillan motioned to approve the wire transfers to pay bills for Fiscal Year 2025. Vice President Barcelona seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Adoption of Resolution 2025- 01 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the Operational Account to the Special Reserve account in the amount of \$250,000 – For Action

Treasurer McMillan motioned to adopt Resolution No. 2025- 01 A Resolution of the Orland Park Public Library, Cook and Will Counties, Illinois adopting the transfer of funds from the Operational Account to the Special Reserve account in the amount of \$250,000. Vice President Barcelona seconded.

No discussion.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Approval of the registration fees, hotel costs, airfare, meals, and incidentals for the Innovative Users Group Conference 25 (IUG) in Denver, Colorado from March 13-15, 2025 for Theresa Hildebrand and Wendy Xie in an amount not to exceed \$3500 - For Action

Vice President Barcelona motioned to approve the registration fees, hotel costs, airfare, meals, and incidentals for the Innovative Users Group Conference 25 (IUG) in Denver, Colorado from March 13-15, 2025 for Theresa Hildebrand and Wendy Xie in an amount not to exceed \$3500. Trustee Healy seconded.

Library Director Adamowski stated Patron Services Manager Theresa Hildebrand and Technical Services Manager Wendy Xie always learn a great deal about Polaris during the annual Innovative User Group Conference, and Xie will be presenting.

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

Treasurer McMillan congratulated the staff members with anniversary milestones totaling 82 years in all. President Leafblad shared a Season’s Greetings card that she received from Cook County Commissioner Donna Miller.

Announcements

Vice President Barcelona motioned to adjourn the meeting and it was seconded by Treasurer McMillan.

Adjournment

A roll call vote as follows: Barcelona – aye; Fassler – absent; Healy – aye; Leafblad – aye; Lindbloom – absent; McMillan – aye; McShane – absent

Motion passed. 4 ayes, 0 nays, 3 absent

The meeting was adjourned at 8:44 p.m.

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson