

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
July 20, 2015 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPOINTMENT OF LIBRARY TRUSTEE TO FILL VACANCY—FOR ACTION
Motion to appoint the new Library Trustee to fill vacancy until the next election.

D. SWEARING IN OF NEW LIBRARY TRUSTEE—FOR ACTION

E. APPROVAL OF MINUTES FROM JUNE 15, 2015; JUNE 29, 2015; AND JUNE 30, 2015—FOR ACTION

F. INTRODUCTION OF VISITORS

G. 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.

H. CLOSED SESSION TO APPROVE CLOSED SESSION MINUTES AND TO DISCUSS APPROVAL AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS (5 ILCS 120.2 (c)(21))

I. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION

J. LIBRARIANS' REPORT/STAFF REPORTS

K. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

L. UNFINISHED BUSINESS

1. 2014-2015 Strategic Plan Update – For Discussion
2. Resolution No. 2015-05 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library – For Action
Motion to adopt the Resolution approving the destruction of certain closed session meeting recordings of the Board of Library Trustees of the Orland Park Public Library
3. Resolution No. 2015-06 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action
Motion to adopt the Resolution allowing public inspection of certain closed session meeting minutes of the Board of Library Trustees of the Orland Park Public Library

M. NEW BUSINESS

1. 2016 Salary Schedule and Staff Rate Increases – For Action
Motion to approve the Staff Rate Increases of 2.50% and increase to the Salary Schedule of 1.50% effective 1/1/2016.
2. Health Benefit Cost Allocation – For Action
Motion to approve the allocation health insurance expense for the library portion to be 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSA PPO 3% (all allocations the same as 2015) effective 1/1/2016.
3. Renewal of the Maintenance Agreement Program Contract for Trane – For Action
Motion to approve the Renewal of the Maintenance Agreement Program Contract for Trane for 3 years at \$13,410.00 per year for total amount of \$40,230.00.

N. ANNOUNCEMENTS

O. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 15, 2015

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

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, and Joanna Leafblad

Roll Call

Members absent: Catherine Lebert and Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; and Bridget Bittman, Public Information Coordinator

Guests: Dennis Walsh, Klein Thorpe and Jenkins

Trustee Leafblad made a motion to approve the May 18, 2015 minutes. Treasurer Jennings seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – absent; Ryan – absent.

Minutes

Motion passed. 4 ayes, 2 absent.

None.

Introduction of Visitors

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

Public Comment

1. Kevin DuJan
2. J.P. Parker
3. Nanc Junker

There was no Executive Session and will be done at the next Board Meeting.

Executive Session

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

Treasurer's Report

Motion passed, 4 ayes, 2 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of May 19, 2015 through June 15, 2015 and was seconded by Trustee Leafblad with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – absent; Ryan – absent.

Motion passed. 4 ayes, 2 absent.

Director Weimar shared that Summer Reading Program is going very well with over 1600 already signed up. Asst. Director Wagner had nothing additional to report.

Librarian's Report

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital
Campaign
Committee

There is no Unfinished Business.

Unfinished
Business

1. Resolution for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library-For Action

New Business

Motion to adopt the Resolution adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Trustee Leafblad moved to approve the motion. Treasurer Jennings seconded the motion. Director Weimar explained the Prevailing Wages and how they are set based on occupation. Attorney Walsh noted the Resolution number should be included in the motion. Trustee Leafblad amended the motion to include Resolution 2015-04. Trustee Jennings seconded the amended motion. With no further discussion a roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – absent; Ryan – absent.

Motion passed. 4 ayes, 2 absent.

2. 2014-15 Strategic Plan Update-For Discussion

This discussion and update will be done at the next Board Meeting.

3. Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library-For Action

Treasurer Jennings made a motion to table this action until the next regular meeting. Trustee Leafblad seconded the motion. There was no discussion required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – absent; Ryan – absent.

Motion passed. 4 ayes, 2 absent.

There were no announcements.

Announcements

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Leafblad – aye; Lebert – absent; Ryan – absent.

Adjournment

Motion passed. 4 ayes, 2 absent.

The meeting was adjourned at 7:19 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Scott Remmenga

Minutes of the Special Meeting of the Board of Trustees of the Orland Park Public Library held on June 29, 2015

President Healy called the meeting to order at 6:00 P.M.

Roll Call: Trustee Barcelona- Aye, Trustee Healy- Aye, Trustee Jennings- Aye (via phone), Trustee Lebert- Absent, Trustee Ryan-Aye, Trustee Leafblad – Aye.

Other Present: Library Director Weimar and Assistant Library Director Wagner

Public Comment: Kevin Dujan; J.P. Parker

Trustee Lebert comes in at 6:08 P.M.

Trustee Leafblad made a motion to go into Executive Session to discuss consideration of the selection of a person to fill the vacancy on the Orland Park Public Library Board of Library Trustees (to be considered in closed session pursuant to 5 ILCS 120.2 (3)) at 6:12 P.M. Trustee Ryan seconded the motion with a roll call vote as follows: Trustee Barcelona- Aye, Trustee Healy- Aye, Trustee Jennings- Aye (via phone), Trustee Lebert-Aye, Trustee Leafblad- Aye, Trustee Ryan-Aye
Motion passed 6 ayes, 0 nays

Trustee Leafblad made the motion to return to open meeting at 8:23 P.M. Motion seconded by Trustee Lebert with a roll call vote as follows: Trustee Barcelona – Aye, Trustee Leafblad- Aye, Trustee Healy – Aye, Trustee Lebert- Aye, Trustee Ryan – Aye, Trustee Jennings – Aye (via phone).
Motion passed 6 ayes, 0 nays

Trustee Leafblad made the motion to adjourn at 8:24 P.M. Motion seconded by Trustee Lebert with a roll call vote as follows: Trustee Barcelona – Aye, Trustee Leafblad- Aye, Trustee Healy – Aye, Trustee Lebert- Aye, Trustee Ryan – Aye, Trustee Jennings – Aye (via phone).
Motion passed 6 ayes, 0 nays

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Mary Weimar

Minutes of the Special Meeting of the Board of Trustees of the Orland Park Public Library held on June 30, 2015

President Healy called the meeting to order at 7:01P.M.

Roll Call: Trustee Barcelona- Aye, Trustee Healy- Aye, Trustee Jennings- Aye (via phone), Trustee Lebert- Aye, Trustee Ryan-Aye, Trustee Leafblad – Aye.

Other Present: Library Director Weimar and Assistant Library Director Wagner

Public Comment: Kevin DuJan; J.P. Parker; and Nanc Junker

Trustee Leafblad made a motion to go into Executive Session to discuss consideration of the selection of a person to fill the vacancy on the Orland Park Public Library Board of Library Trustees (to be considered in closed session pursuant to 5 ILCS 120.2 (3)) at 7:16 P.M. Trustee Lebert seconded the motion with a roll call vote as follows: Trustee Barcelona- Aye, Trustee Healy- Aye, Trustee Jennings- Aye (via phone), Trustee Lebert-Aye, Trustee Leafblad- Aye, Trustee Ryan-Aye
Motion passed 6 ayes, 0 nays

Trustee Leafblad made the motion to return to open meeting at 9:02 P.M. Motion seconded by Trustee Ryan with a roll call vote as follows: Trustee Barcelona – Aye, Trustee Leafblad- Aye, Trustee Healy – Aye, Trustee Lebert- Aye, Trustee Ryan – Aye, Trustee Jennings – Aye (via phone).
Motion passed 6 ayes, 0 nays

Trustee Ryan made the motion to adjourn at 9:04 P.M. Motion seconded by Trustee Leafblad with a roll call vote as follows: Trustee Barcelona – Aye, Trustee Leafblad- Aye, Trustee Healy – Aye, Trustee Lebert- Aye, Trustee Ryan – Aye, Trustee Jennings – Aye (via phone).
Motion passed 6 ayes, 0 nays

Catherine Morrissey-Lebert
Secretary

Approved: _____ Date: _____

Minutes prepared by Mary Weimar

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

Revenues

There were a small amount of tax receipts received in June and 49.01% of budgeted amount has been received. **Fines** continue to be slightly above budget year-to-date. **Interest Income** is higher than anticipated due to getting better interest rates with reserve funds by having some longer term investments.

Expenditures

Overall Expenditures are \$57,300 under budget for the month and \$290,000 under budget year-to-date.

Salaries is under budget by \$7,100 for June and \$69,500 year-to-date. There were several positions open during June and staff on leave without pay.

Purchase - New Equipment amount is for a new copier to replace a 10 year old plus machine that was breaking down and requiring repeated maintenance.

Lib. & Off. Eqpt Rep. & Maint has large credit from correction of overbilling for maintenance contract with copiers and shows the refund received.

Library Furniture is \$1,600 over budget for June but below budget for the year. This activity is for the repairing of furniture fabric which was determined to be more cost effective than replacing with new furniture.

Board Training & Education activity is for the Book Expo conference and video taping of June Board Meeting.

Conference Fees is for the registration of 5 staff for the Reaching Forward Conference.

Printing activity this month was for the Summer Reading Program booklets.

Liability Ins.-D&O,Bonds,WC activity is for the expensing of two months of activity as invoices were received late. This line will be over budget for the year and will be need to be increased accordingly for next year's budget.

**Oriand Park Public Library
Balance Sheet - All Funds
As of June 30, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	95,340.30	0.00	66,458.39	0.00	161,798.69
Cash - Marquette E-Commerce	6,805.43	0.00	0.00	0.00	6,805.43
Illinois Funds	423,131.53	6,839.70	0.00	0.00	429,971.23
PMA Financial Investments	4,834,655.23	657,878.39	0.00	1,142,930.59	6,635,464.21
Cash - Harris Bank	122.79	0.00	0.00	0.00	122.79
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	9,796.80	3,534.09	0.00	1,021.40	14,352.29
Property Taxes Receivable	2,461,386.58	0.00	0.00	812,883.63	3,274,270.21
Prepaid Expenses	118,423.86	0.00	0.00	0.00	118,423.86
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,949,962.52</u>	<u>668,252.18</u>	<u>66,458.39</u>	<u>1,956,835.62</u>	<u>10,641,508.71</u>
Liabilities & Fund Balance					
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,461,386.58	0.00	0.00	812,883.63	3,274,270.21
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	22,757.71	22,757.71
Total Liabilities	<u>2,461,386.58</u>	<u>0.00</u>	<u>0.00</u>	<u>835,641.34</u>	<u>3,297,027.92</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemploynt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>289,944.40</u>	<u>1,419.46</u>	<u>397.85</u>	<u>671,261.86</u>	<u>963,023.57</u>
Ending Fund Balance	<u>5,488,575.94</u>	<u>668,252.18</u>	<u>66,458.39</u>	<u>1,121,194.28</u>	<u>7,344,480.79</u>
Total Liabilities & Fund Balance	<u>7,949,962.52</u>	<u>668,252.18</u>	<u>66,458.39</u>	<u>1,956,835.62</u>	<u>10,641,508.71</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	13,539.53	415,373	3.26%	2,442,677.58	2,492,239	49.01%	4,984,477
Impact Fees	0.00	833	0.00%	5,750.00	5,000	57.50%	10,000
Replacement Taxes	0.00	833	0.00%	9,354.57	5,000	93.55%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	37,500	94.61%	75,000
Non Resident Fees	242.08	667	36.29%	3,504.87	4,000	43.81%	8,000
Fines	6,199.95	5,000	124.00%	32,682.36	30,000	54.47%	60,000
Gifts	0.00	833	0.00%	7,493.49	5,000	74.93%	10,000
Copy Machine	1,222.83	1,250	97.83%	7,950.67	7,500	53.00%	15,000
Interest Income	1,603.46	833	192.49%	8,419.55	5,000	84.20%	10,000
Miscellaneous Income	308.31	833	37.01%	7,390.01	5,000	73.90%	10,000
Total Revenues	23,116.16	432,706	5.34%	2,596,181.85	2,596,239	50.00%	5,192,477
Expenditures							
Salaries	190,570.31	197,817	96.34%	1,117,518.36	1,186,906	47.08%	2,373,813
Salaries - Maintenance	8,997.08	8,840	101.78%	52,971.22	53,038	49.94%	106,076
Life/Health Insurance	34,016.93	36,854	92.30%	215,946.07	221,125	48.83%	442,249
Books	30,074.45	34,167	88.02%	152,888.85	205,000	37.29%	410,000
Electronic Databases	5,736.48	6,083	94.30%	34,320.15	36,500	47.01%	73,000
Periodicals	2,946.17	3,250	90.65%	17,169.94	19,500	44.03%	39,000
Audio Visual Materials	10,195.07	13,333	76.46%	76,014.94	80,000	47.51%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	500	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	722.10	650	111.09%	4,166.95	3,900	53.42%	7,800
Insurance	2,823.25	2,875	98.20%	16,524.86	17,250	47.90%	34,500
Landscaping & Groundskeeping	344.60	2,167	15.90%	16,076.60	13,000	61.83%	26,000
Building Maintenance	16,083.00	18,750	85.78%	65,986.43	112,500	29.33%	225,000
Security System	414.00	583	71.01%	1,416.75	3,500	20.24%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	500	0.00%	1,000
Legal	80.71	10,417	0.77%	32,044.81	62,500	25.64%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	726.38	667	108.90%	2,356.17	4,000	29.45%	8,000
Natural Gas	1,856.88	4,167	44.56%	12,719.86	25,000	25.44%	50,000
Telephone	521.69	1,250	41.74%	2,756.32	7,500	18.38%	15,000
Purchase - New Equipment	5,575.00	667	835.83%	7,183.93	4,000	89.80%	8,000
Building & Custodial Supplies	2,341.21	2,833	82.64%	14,518.20	17,000	42.70%	34,000
Building Repairs	0.00	1,667	0.00%	7,782.95	10,000	38.91%	20,000
Lib. & Off. Eqpt Rep. & Maint	(4,387.15)	1,375	-319.07%	10,684.82	8,250	64.76%	16,500
Machine Rental	428.00	333	128.53%	1,517.01	2,000	37.93%	4,000
Automation - Equipment	1,767.87	8,750	20.20%	23,095.05	52,500	22.00%	105,000
Automation - Line Costs	325.45	458	71.06%	2,195.52	2,750	39.92%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	56,434.68	75,500	37.37%	151,000
Automation - Maintenance	1,254.50	3,750	33.45%	41,276.86	22,500	91.73%	45,000
Library Furniture	3,226.68	1,583	203.83%	3,788.67	9,500	19.94%	19,000
Outreach Services	143.01	583	24.53%	965.12	3,500	13.79%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	1,035.71	750	138.09%	2,650.82	4,500	29.45%	9,000
Staff Training & Education	1,676.51	2,500	67.06%	6,628.72	15,000	22.10%	30,000
Conference Fees	700.00	417	167.87%	2,140.00	2,500	42.80%	5,000
Patron Programs & Events	3,462.88	3,750	92.34%	22,279.26	22,500	49.51%	45,000
Association Dues & Fees	0.00	583	0.00%	3,129.00	3,500	44.70%	7,000
Public Information	564.80	2,737	20.64%	17,129.42	16,422	52.15%	32,844
Library Supplies	1,923.21	4,167	46.15%	20,297.09	25,000	40.59%	50,000
Office Supplies	306.18	1,083	28.27%	2,697.30	6,500	20.75%	13,000
Postage	355.65	1,167	30.48%	6,189.86	7,000	44.21%	14,000
Printing	751.19	500	150.24%	5,576.29	3,000	92.94%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,679.79	17,868	98.95%	106,212.38	107,207	49.54%	214,413
Contribution to FICA	14,958.93	15,682	95.39%	87,764.89	94,091	46.64%	188,182
Audit	0.00	842	0.00%	9,800.00	5,050	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	5,556.08	3,500	158.75%	22,423.69	21,000	53.39%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	2,000	0.00%	4,000
Bank Charges	216.93	208	104.29%	1,000.04	1,250	40.00%	2,500
Total Expenditures	375,377.31	432,705	86.75%	2,306,237.45	2,596,239	44.41%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(352,261.15)	0	100.00%	289,944.40	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(352,261.15)	0	100.00%	289,944.40	0	100.00%	0

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

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
Revenues						
Taxes	0.00	0.00	0.00	0.00	4,472.36	806,860.31
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	241.66	1,419.46	5.46	32.85	189.82	947.80
Capital Campaign	0.00	0.00	75.00	600.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	241.66	1,419.46	80.46	632.85	4,662.18	807,808.11
Expenditures						
Building Repairs	0.00	0.00	105.00	225.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	136,546.25
Total Expenditures	0.00	0.00	105.00	235.00	22,757.71	136,546.25
Excess (Deficiency) of Revenues Over (Under) Expenditures	241.66	1,419.46	(24.54)	397.85	(18,095.53)	671,261.86
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change In Fund Balance	241.66	1,419.46	(24.54)	397.85	(18,095.53)	671,261.86

Orland Park Public Library
Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
June 16, 2015 - June 30, 2015		
Annuity Premium Reserve Account	102160 457 Plan W/H Payable	300.00
Apple Books	104310 Books-Adult	680.03
Audio Editions	104342 Audio Visual Materials-Outreach	33.99
Audio Editions	104312 Books-Outreach	210.73
Baker & Taylor	104341 Audio Visual Materials-Youth	29.53
Bal Industries	104450 Building Maintenance	90.00
Capital One Commerical	104530 Building & Custodial Supplies	18.16
Capital One Commerical	104642 Patron Programs & Events-Youth	58.04
Capital One Commerical	104641 Patron Programs & Events-Adult	13.38
Capital One Commerical	104640 Patron Programs & Events-Outreach	35.64
Capital One Commerical	104530 Building & Custodial Supplies	23.13
Capital One Commerical	104640 Patron Programs & Events-Outreach	48.76
Cash	104620 Staff Training & Education	48.53
Cash	104620 Staff Training & Education	2.88
Cash	104620 Staff Training & Education	42.57
Cash	104620 Staff Training & Education	(48.00)
Cash	104620 Staff Training & Education	13.00
Cash	104320 Periodicals-Adult	4.99
Cash	104642 Patron Programs & Events-Youth	20.00
Cash	104642 Patron Programs & Events-Youth	63.98
Cash	104620 Staff Training & Education	14.95
Center Point Large Print	104310 Books-Adult	27.00
Center Point Large Print	104310 Books-Adult	133.02
Comcast	104520 Telephone	307.53
Comcast Cable	104575 Automation-Line Costs	245.45
Comcast Cable	104520 Telephone	77.15
CuraLinc, LLC	104230 Life/Health Insurance	480.00
Demco	104710 Library Supplies	796.46
Demco	104710 Library Supplies	450.88
Ful-line Janitor Supply, Inc.	104530 Building & Custodial Supplies	12.00
Gale/Cengage Learning	104310 Books-Adult	298.30
Gale/Cengage Learning	104312 Books-Outreach	609.37
Gale/Cengage Learning	104310 Books-Adult	27.99
Gale/Cengage Learning	104310 Books-Adult	28.79
Gale/Cengage Learning	104310 Books-Adult	55.18
Gale/Cengage Learning	104310 Books-Adult	27.19
Gale/Cengage Learning	104312 Books-Outreach	152.74
Gale/Cengage Learning	104310 Books-Adult	25.59
Gale/Cengage Learning	104312 Books-Outreach	25.59
Gale/Cengage Learning	104312 Books-Outreach	92.76
Grasso Graphics, Inc.	104740 Printing	745.23
Healy, Nancy	104610 Board Training & Education	390.71
Hearne & Associates, P.C.	104420 Accounting	532.10
Home Depot Credit Services	104530 Building & Custodial Supplies	179.30
Home Depot Credit Services	104440 Landscaping & Groundskeeping	94.60
HUB International Limited	104930 Liability Ins.-D&O, Bonds, WC	3,500.00
Ingram Library Services	104311 Books-Youth	1,048.63
Ingram Library Services	104310 Books-Adult	4,624.24
Ingram Library Services	104312 Books-Outreach	278.33
Krueger International, Inc.	104590 Library Furniture	281.84
Krueger International, Inc.	104590 Library Furniture	420.68
Krueger International, Inc.	104590 Library Furniture	2,524.16
Lite Tech, Inc.	104530 Building & Custodial Supplies	65.58
Master Brew Beverages Inc.	104530 Building & Custodial Supplies	140.90
Midwest Tape	104340 Audio Visual Materials-Adult	34.99
Midwest Tape	104341 Audio Visual Materials-Youth	35.99
Mission Signs Inc.	104530 Building & Custodial Supplies	107.76
Nextel Communications	104520 Telephone	137.01
NuWay Disposal Service, Inc.	104450 Building Maintenance	60.00
Oriental Trading Company, Inc.	104642 Patron Programs & Events-Youth	119.73
OverDrive, Inc.	104310 Books-Adult	18.99
OverDrive, Inc.	104310 Books-Adult	10.99
OverDrive, Inc.	104310 Books-Adult	22.98
OverDrive, Inc.	104310 Books-Adult	46.60
OverDrive, Inc.	104310 Books-Adult	524.93
OverDrive, Inc.	104310 Books-Adult	19.99
OverDrive, Inc.	104311 Books-Youth	315.82
OverDrive, Inc.	104310 Books-Adult	16.99

Orland Park Public Library
 Accounts Payable / Payroll Listing

Vendor	Category	Amount
OverDrive, Inc.	104310 Books-Adult	200.54
OverDrive, Inc.	104310 Books-Adult	84.00
Park Ace Hardware	104530 Building & Custodial Supplies	104.12
Penguin Random House LLC	104340 Audio Visual Materials-Adult	135.00
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	33.75
Penguin Random House LLC	104340 Audio Visual Materials-Adult	71.25
Penguin Random House LLC	104342 Audio Visual Materials-Outreach	30.00
Penguin Random House LLC	104340 Audio Visual Materials-Adult	30.00
Penguin Random House LLC	104312 Books-Outreach	97.50
Penguin Random House LLC	104340 Audio Visual Materials-Adult	165.00
Penguin Random House LLC	104340 Audio Visual Materials-Adult	71.25
Penguin Random House LLC	104312 Books-Outreach	71.25
Penguin Random House LLC	104340 Audio Visual Materials-Adult	129.75
Penguin Random House LLC	104340 Audio Visual Materials-Adult	33.75
Penguin Random House LLC	104340 Audio Visual Materials-Adult	33.75
Quill Corporation	104720 Office Supplies	12.20
Quill Corporation	104720 Office Supplies	10.56
Quill Corporation	104720 Office Supplies	195.84
Quill Corporation	104720 Office Supplies	70.49
Rashid, Magbool	104610 Board Training & Education	250.00
Rashid, Magbool	104660 Public Information	250.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	(6.95)
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	74.25
Recorded Books, INC	104340 Audio Visual Materials-Adult	36.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	26.99
Recorded Books, INC	104340 Audio Visual Materials-Adult	26.99
Recorded Books, INC	104340 Audio Visual Materials-Adult	36.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	29.69
Recorded Books, INC	104340 Audio Visual Materials-Adult	64.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	35.99
Recorded Books, INC	104340 Audio Visual Materials-Adult	19.99
Recorded Books, INC	104340 Audio Visual Materials-Adult	99.00
Recorded Books, INC	104340 Audio Visual Materials-Adult	35.99
Recorded Books, INC	104340 Audio Visual Materials-Adult	17.99
Reliastar Life Insurance Company	102160 457 Plan W/H Payable	1,000.00
RWK Design, Inc.	104577 Automation-Consultant	4,702.89
Smoothover Seal and Paving	104450 Building Maintenance	1,650.00
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	690.73
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	394.69
Synchrony Bank/Amazon	104340 Audio Visual Materials-Adult	6,189.40
Synchrony Bank/Amazon	104341 Audio Visual Materials-Youth	959.63
Synchrony Bank/Amazon	104342 Audio Visual Materials-Outreach	407.24
Synchrony Bank/Amazon	104310 Books-Adult	218.94
Synchrony Bank/Amazon	104311 Books-Youth	29.44
Synchrony Bank/Amazon	104570 Automation-Equipment	14.98
Tyco Integrated Security LLC	104460 Security System	147.00
Tyco Integrated Security LLC	104460 Security System	267.00
Unique Management Services, Inc.	104495 Legal	26.85
ABDO-Spotlight-Magic Wagon	104311 Books-Youth	(271.20)
ABDO-Spotlight-Magic Wagon	104311 Books-Youth	734.05
ABDO-Spotlight-Magic Wagon	104311 Books-Youth	305.10
ABDO-Spotlight-Magic Wagon	104311 Books-Youth	101.70
ABDO-Spotlight-Magic Wagon	104311 Books-Youth	3,863.65
Adamowski, Mary	104642 Patron Programs & Events-Youth	39.96
Adamowski, Mary	104642 Patron Programs & Events-Youth	73.42
Amgard Exterminating Inc.	104450 Building Maintenance	70.00
Antioch Public Library District	104310 Books-Adult	11.49
AT&T	104575 Automation-Line Costs	80.00
Bearport Publishing	104311 Books-Youth	143.60
Bearport Publishing	104311 Books-Youth	163.55
Cardmember Service	104570 Automation-Equipment	969.57
Cardmember Service	104550 Lib & Off. Eqpt Rep. & Maint	28.99
Cardmember Service	104610 Board Training & Education	395.00
Cardmember Service	104620 Staff Training & Education	1,075.90
Cardmember Service	104740 Printing	5.96
Cardmember Service	105660 Public Information	187.30
Cardmember Service	104311 Books-Youth	126.75
Cardmember Service	104730 Postage	37.40
Cardmember Service	104530 Building & Custodial Supplies	25.18

Orland Park Public Library
Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
Center Point Large Print	104310 Books-Adult	62.24
Cherry Lake Publishing	104311 Books-Youth	859.75
Cierny, Gary	104640 Patron Programs & Events-Outreach	500.00
DeBondt, Dennis	104642 Patron Programs & Events-Youth	350.00
Envisionware, Inc.	104560 Machine Rental	214.00
Findaway World, LLC	104341 Audio Visual Materials-Youth	258.96
Gale/Cengage Learning	104310 Books-Adult	21.59
Gale/Cengage Learning	104312 Books-Outreach	25.59
Gale/Cengage Learning	104312 Books-Outreach	298.28
Gale/Cengage Learning	104312 Books-Outreach	242.30
Magic of Gary Kantor	104642 Patron Programs & Events-Youth	350.00
Keller, David	104640 Patron Programs & Events-Outreach	175.00
Klein, Thorpe and Jenkins, Ltd.	104495 Legal	7.69
Klein, Thorpe and Jenkins, Ltd.	104495 Legal	46.37
Konica Minolta Business Solutions USA Inc	104550 Lib & Off. Eqpt Rep. & Maint	12.00
Konica Minolta Business Solutions USA Inc	104550 Lib & Off. Eqpt Rep. & Maint	2.82
Konica Minolta Business Solutions USA Inc	104550 Lib & Off. Eqpt Rep. & Maint	2.34
Kurt Vonnegut Memorical Library	104641 Patron Programs & Events-Adult	325.12
Lerner Publishing Group	104311 Books-Youth	119.93
Lerner Publishing Group	104311 Books-Youth	1,795.74
Lindsey, Robert	104640 Patron Programs & Events-Outreach	275.00
Martin, Jamie	104642 Patron Programs & Events-Youth	550.00
Moraine Valley C.C.-Jazz Ensemble	104640 Patron Programs & Events-Outreach	200.00
OverDrive, Inc.	104311 Books-Youth	343.31
OverDrive, Inc.	104310 Books-Adult	359.95
OverDrive, Inc.	104310 Books-Adult	102.00
OverDrive, Inc.	104310 Books-Adult	207.41
OverDrive, Inc.	104310 Books-Adult	1,072.29
OverDrive, Inc.	104310 Books-Adult	50.97
OverDrive, Inc.	104310 Books-Adult	27.98
OverDrive, Inc.	104311 Books-Youth	54.85
The Book Farm, Inc.	104311 Books-Youth	1,481.15
The Child's World	Net Payroll for June 30, 2015	70,096.70
Net Payroll	IMRF/Insurance for June	61,511.24
Village of Orland Park		
Subtotal Accounts Payable/Payroll		191,395.26

July 1, 2015 - July 20, 2015

Bal Industries	104450 Building Maintenance	510.00
Cash	104642 Patrons Programs-Youth	122.83
Findaway World, LLC	104341 Audio Visual Materials - Youth	299.66
Findaway World, LLC	104340 Audio Visual Materials - Adult	329.26
Gale/Cengage Learning	104310 Books- Adult	3,325.68
Goldy Locks, Inc	104530 Building & Custodial Supplies	15.00
Ingram Library Services	104310 Books- Adult	2,078.80
Ingram Library Services	104312 Books- Outreach	53.58
Ingram Library Services	104311 Books- Youth	10.16
Ingram Library Services	104311 Books- Youth	1,188.33
Krueger International, Inc	104540 Building Repairs	255.00
MailFinance	104560 Machine Rental	233.01
Neviol, Inc	104450 Building Maintenance	5,738.00
Nicor Gass	104517 Natural Gas	1,244.75
OverDrive, Inc	104310 Books- Adult	534.86
Penguin Random House LLC	104340 Audio Visual Materials - Adult	192.00
Penguin Random House LLC	104342 Audio Visual Materials - Outreach	95.25
Quill Corporation	104720 Office Supplies	624.32
Quill Corporation	104640 Patron Programs & Events- Outreach	60.79
Maqbool Rashid	104610 Board Training and Education	350.00
Recorded Books, Inc	104340 Audio Visual Materials - Adult	419.98
RWK Design, Inc	104570 Automation - Equipment	15,234.80
RWK Design, Inc	104577 Automation - Consultant	9,405.78
RWK Design, Inc	104580 Automation - Maintenance	50.00
Schindler Elevator Corporation	104450 Building Maintenance	4,571.28
Sunlight Maintenance Supply	104530 Building & Custodial Supplies	28.00
Village of Orland Park	104600 Outreach Services	130.07
WILLIUG	104650 Association Dues and Fees	40.00
Batteries Plus	104530 Building & Custodial Supplies	199.50
Bettenhausen Chrysler Jeep	104600 Outreach Services	95.00

Orland Park Public Library
Accounts Payable / Payroll Listing

<u>Vendor</u>	<u>Category</u>	<u>Amount</u>
Capital One Commercial	104530 Building & Custodial Supplies	25.98
Capital One Commercial	104642 Patrons Programs-Youth	10.39
Comcast	104520 Telephone	307.54
Home Depot Credit Services	104530 Building & Custodial Supplies	86.42
Home Depot Credit Services	104440 Landscaping & Groundskeeping	561.33
NuWay Disposal Service, Inc	104450 Building Maintenance	60.08
Trane U.S. Inc	104450 Building Maintenance	128.28
Net Payroll	Net Payroll for July 15, 2015	69,514.21
Subtotal Accounts Payable/Payroll		110,129.92
Total Accounts Payable/Payroll		309,525.10

**ORLAND PARK PUBLIC LIBRARY
PROPOSED 1/1/2016
BASED ON 37.50 HOUR WORK WEEK**

**Staff Rate Increases at 2.50%
Salary Schedule Increase at 1.50%**

<u>GRADE</u>	<u>POSITION TITLE</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	Adult Services Page	Annual	\$17,667	\$20,417	\$24,512
	Youth Services Page	Hourly	\$9.06	\$10.47	\$12.57
2	Custodian	Annual	\$19,383	\$24,239	\$29,055
	Information Clerk	Hourly	\$9.94	\$12.43	\$14.90
	Technical Services Clerk				
3	Administrative Clerk	Annual	\$22,991	\$28,724	\$34,476
	Circulation Clerk	Hourly	\$11.79	\$14.73	\$17.68
	Interlibrary Loan Assistant				
	IT Assistant				
	Maintenance Assistant				
	Technical Services Assistant				
4	IT Assistant 2	Annual	\$27,300	\$34,067	\$40,911
	Outreach Assistant	Hourly	\$14.00	\$17.47	\$20.98
	Senior Administrative Coordinator				
	Senior Circulation Clerk				
5	Assistant Head of Circulation Services	Annual	\$32,312	\$40,424	\$48,497
	Assistant Head of Technical Services	Hourly	\$16.57	\$20.73	\$24.87
	Graphics Assistant				
	Youth Services Assistant				
6	Cataloger	Annual	\$38,357	\$47,912	\$57,525
	Preschool Services Coordinator	Hourly	\$19.67	\$24.57	\$29.50
	Reference Librarian 1				
	School Liaison				
	Teen Librarian				
	Web Developer				

**ORLAND PARK PUBLIC LIBRARY
PROPOSED 1/1/2016
BASED ON 37.50 HOUR WORK WEEK**

**Staff Rate Increases at 2.50%
Salary Schedule Increase at 1.50%**

<u>GRADE</u>	<u>POSITION TITLE</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
7	Assistant Head of Adult Services	Annual	\$45,474	\$56,843	\$68,211
	Assistant Head of Youth Services	Hourly	\$23.32	\$29.15	\$34.98
	Cataloger 2				
	Reference Librarian 2				
7.5	Virtual Services Manager	Annual	\$48,984	\$61,211	\$73,515
	Head of Circulation Services	Hourly	\$25.12	\$31.39	\$37.70
	Head of Outreach Services				
	Head of Technical Services				
	Maintenance Superintendent (40 hour work week)				
	Public Information Coordinator				
8	Head of Adult Services	Annual	\$53,937	\$67,412	\$80,984
	Head of Youth Services	Hourly	\$27.66	\$34.57	\$41.53
	Network Manager				
9	Assistant Library Director	Annual	\$63,941	\$79,970	\$95,979
	Finance Manager	Hourly	\$32.79	\$41.01	\$49.22
10		Annual	\$75,855	\$94,848	\$113,783
		Hourly	\$38.90	\$48.64	\$58.35
11	Library Director	Annual	\$89,954	\$112,496	\$134,960
		Hourly	\$46.13	\$57.69	\$69.21

**Health Insurance Breakdown
Rates - Estimated 10% Increase
Recommendation for Employee Contribution for 2016**

2015 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	6,969.84	10,131.00	8,908.08	7,873.44
Emp + Child(ren)	13,228.44	20,707.80	16,356.12	15,361.08
Emp + Spouse	13,784.64	21,578.76	17,049.72	16,058.40
Family	20,466.96	32,038.44	24,792.84	23,842.20
Employee Cost				
Employee	696.98	2,532.75	890.81	236.20
Emp + Child(ren)	1,322.84	5,176.95	1,635.61	460.83
Emp + Spouse	1,378.46	5,394.69	1,704.97	481.75
Family	2,046.70	8,009.61	2,479.28	715.27
Employer Cost				
Employee	6,272.86	7,598.25	8,017.27	7,637.24
Emp + Child(ren)	11,905.60	15,530.85	14,720.51	14,900.25
Emp + Spouse	12,406.18	16,184.07	15,344.75	15,576.65
Family	18,420.26	24,028.83	22,313.56	23,126.93

Employee pays 10% 25% 10% 3%

HSA funding by employer of 40% of deductible: \$1,100 employee / \$2,200 other tiers

Dental 6% Increase	No Cost to Employees	
	Monthly	Annual
Employee	34.84	418.08
Emp + Child(ren)	86.27	1,035.24
Emp + Spouse	69.67	836.04
Family	121.11	1,453.32

2016 ANNUAL COST

Total Cost	Annual HMO	Gold PPO	Silver PPO	HSA PPO
Employee	7,666.82	11,144.10	9,798.89	8,660.78
Emp + Child(ren)	14,551.28	22,778.58	17,991.73	16,897.19
Emp + Spouse	15,163.10	23,736.64	18,754.69	17,664.24
Family	22,513.66	35,242.28	27,272.12	26,226.42
Employee Cost				
Employee	766.68	2,786.03	979.89	259.82
Emp + Child(ren)	1,455.13	5,694.65	1,799.17	506.92
Emp + Spouse	1,516.31	5,934.16	1,875.47	529.93
Family	2,251.37	8,810.57	2,727.21	786.79
Employer Cost				
Employee	6,900.14	8,358.08	8,819.00	8,400.96
Emp + Child(ren)	13,096.16	17,083.94	16,192.56	16,390.27
Emp + Spouse	13,646.79	17,802.48	16,879.22	17,134.31
Family	20,262.29	26,431.71	24,544.91	25,439.63

Employee pays 10% 25% 10% 3%

Vision No Increase	No Cost to Employees	
	Monthly	Annual
Employee	4.95	59.4
Emp + Child(ren)	9.91	118.92
Emp + Spouse	9.41	112.92
Family	14.56	174.72

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)
COUNTY OF WILL)

DRAFT

SECRETARY'S CERTIFICATE

I, CATHERINE MORRISSEY LEBERT, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. 2015-05

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

adopted at a regular meeting of the said Board of Library Trustees on the 20th day of July, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of July, 2015.

CATHERINE MORRISSEY LEBERT, Secretary

RESOLUTION NO. 2015-05

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

WHEREAS, the Board of Library Trustees of the Village of Orland Park has, on occasion, believed it to be necessary to meet in closed session and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, since January 1, 2004, the Open Meetings Act has required that a verbatim record of all closed sessions be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Board of Library Trustees (a) approves the meeting minutes for each completed closed session and (b) authorizes the destruction of such recordings, provided at least 18 months has passed since the date of the last such approval or authorization; and

WHEREAS, verbatim audio recordings of closed session meetings held by the Board of Library Trustees of the Village of Orland Park have been made and retained by the Board Secretary or his or her designee pursuant to the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, the Board of Library Trustees has approved written closed session minutes for all closed sessions that have taken place at least 18 months ago, and the audio recordings for all said executive sessions have been retained for at least 18 months.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

Section 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

Section 2: The Board of Library Trustees resolves as follows: each of the audio recordings of closed session meetings, which were for meetings completed more than 18 months ago and for which written minutes have been prepared and approved by the Board of Library Trustees, shall be destroyed by the Board Secretary following the approval date of this Resolution.

Section 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy all the audio recordings of the closed session meetings through December 31, 2013, in accordance with the Open Meetings Act and the approval given in this Resolution.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 20th day of July, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)
COUNTY OF WILL)

DRAFT

SECRETARY'S CERTIFICATE

I, CATHERINE M. LEBERT, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. 2015-06

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

adopted at a regular meeting of the said Board of Library Trustees on the 20th day of July, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of July, 2015.

CATHERINE M. LEBERT, Secretary

DRAFT

RESOLUTION NO. 2015-06

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

WHEREAS, the Board of Library Trustees of the Orland Park Public Library have met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act (the "Act"), a list of said closed session meeting dates being attached hereto as Exhibit "A" and made a part hereof; and

WHEREAS, as required by the Act, the Secretary of the Board of Library Trustees has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to 5 ILCS 120/2.06(d), the Board of Library Trustees has met in closed session to review closed session minutes; and

WHEREAS, the Board of Library Trustees has previously made available for public inspection certain closed session meeting minutes, a list of said disclosed closed session minutes being attached hereto as Exhibit "B" and made a part hereof; and

WHEREAS, the Board of Library Trustees have determined that a need for confidentiality still exists as to the closed session meeting minutes from the closed session meetings set forth on Exhibit "C", attached hereto and made a part hereof; and

WHEREAS, the Board of Library Trustees have further determined that the minutes of the closed session meetings listed on Exhibit "D", attached hereto and made a part hereof, no longer require confidential treatment and should be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1: The closed session minutes from those meetings set forth on Exhibit "D" attached hereto are hereby released.

SECTION 2: The Secretary of the Board of Library Trustees is hereby authorized and directed to make the minutes from those meetings set forth on Exhibit "D" available for inspection and copying in accordance with the standing procedures of the Orland Park Public Library.

SECTION 3: This Resolution shall take effect from and after its adoption as provided by law.

ADOPTED this 20th day of July, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

Strategic Plan: Orland Park Public Library 2015

Each and every day, we are committed to our **mission** to...

Stimulate imaginations, educate, entertain, and welcome everyone.

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

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

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

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



GOAL #1

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

OBJECTIVE #1

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

ACTION STEPS

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

Key

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

GOAL #1

Offer a fun, welcoming, & safe environment.

OBJECTIVE #2

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

ACTION STEPS

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

GOAL #1

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

OBJECTIVE #3

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

ACTION STEPS

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

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #1

Maintain optimal training space & equipment by June 2015.

ACTION STEPS

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

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #2

Create & implement effective Marketing Plan by December 2015.

ACTION STEPS

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

GOAL #2

Assure our resources and events are relevant & innovative.

OBJECTIVE #3

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

ACTION STEPS

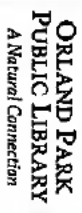
- Create series database to support reader's advisory
- Expand duties of staff in collection development
- Develop internal assessment tool and analyze relevance of library's programming
- Create and offer programming survey

GOAL #3

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

OBJECTIVE #1

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



ACTION STEPS

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

GOAL #3

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

OBJECTIVE #2

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

ACTION STEPS

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

GOAL #4

Be a desirable workplace.

OBJECTIVE #1

Analyze & adjust comprehensive staff compensation by December 2015.

ACTION STEPS

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

GOAL #4

**Be a desirable
workplace.**

OBJECTIVE #2

**Develop & adopt a
Professional
Development plan by
June 2015.**

ACTION STEPS

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

GOAL #4

**Be a desirable
workplace.**

OBJECTIVE #3

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

ACTION STEPS

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

GOAL #4

**Be a desirable
workplace.**

OBJECTIVE #4

Improve the cultivation
of staff skills & talents
annually.

ACTION STEPS

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

Adult Services Board Report June 2015

PERSONNEL

Jenna Schwartz accepted part-time Adult Services page position changing employment status from temporary page.

Jordin Morales returned to Adult Services page at 12-15 hours from Technical Services.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 6/4; 9 adults

Five genre discussions 6/12, 6/16, 6/17, 6/18, 6/25; 34 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Linda Conrath attended Hoopla Webinar (IT lab) on Jun 3, 2015

Andrew Masura attended Hoopla Webinar (OPPL) on Jun 3, 2015

Diane Srebro attended Adult Reading Round Table-Crime Fiction Genre Study (Berwyn PL) on Jun 4, 2015

Diane Srebro attended Reference Association Of South Suburban Libraries (Matteson PL) on Jun 11, 2015

Diane Srebro attended Booklist: Library Love for Library Reads (Webinar) on Jun 16, 2015

Diane Srebro attended Illinois Library Association-Chit Chat Chew: RA (Conference Call) on Jun 17, 2015

STATISTICS

Database Statistics June 2015-2014 Comparison

Database	2015	2014	Data Type
Ancestry	2122	3055	Searches
EBSCO	26617	48723	Searches
Gale Virtual Ref. Lib.	3	73	Searches
Heritage Quest	171	89	Searches
Lit. Criticism Online	0	4	Searches

OCLC	7572	5935	Searches
ProQuest	100	417	Searches
Reference USA	279	248	Searches
Rocket Languages	3	42	Sessions
World Book	4	29	Searches
Careers College	96	7	Total Users
MorningStar Investment	28	230	Searches
Consumer Reports	81	78	Log-Ins

Statistics from web forms

Category	06/2015	06/2014	Change
Reference	3844	4577	-733, -16.01%
Ref Remote	248	141	107, 75.89%
Non-Reference	496	383	113, 29.5%
N-R Remote	37	37	0, 0%
Prog Att	43	46	-3, -6.52%
Items shelved	22749	30268	-7519, -24.84%
Carts shelved	785	369	416, 112.74%

GRANTS/SPECIAL PROJECTS

Diane Srebro to serve as volunteer on the Ethnic & Multicultural Round Table EMIERT of the American Library Association. She has been assigned to the Guidelines for Outreach to Immigrant Populations Task Force (July 1, 2015-June 30, 2016.)

Diane Srebro renewed annual membership to Polish American Librarians Association for (2015-16.)

CUSTOMER SERVICE LOG

6/7 3:45 p.m. Patron requested more history A/V titles. Comment: The library used to have a larger selection.

6/14 3:00 p.m. A young man stopped at the Reference Desk. Comment: I want to thank the Adult Services Department for all your great service. When I was a student, I used to study here all the time, and your help and friendliness towards me over the years is greatly appreciated. I'm moving now, and I just wanted to stop in and say I will miss all of you.

6/15 3:05 p.m. A new patron asked how to use the library and navigate the website. Comment: Thank you. You have been very helpful.

6/12 8:00 a.m. Patron approaches the table at the Farmer's Market. Comment: I love the library. I work across the street and come over to get some peace and quiet.

6/12 10:00 a.m. Patron approaches the table at the Farmer's Market. Comment: You guys

have great programs. I especially like the Friday ones.

6/12 11:00 a.m. Patron approaches the table at the Farmer's Market. Comment: The library gives me a warm feeling.

6/22 4:30 p.m. Patron stopped at the desk. Comment: There are too many outsiders who use our library. I think you should raise the fee for non-Orland Park Library cardholders to use the Internet, to discourage them from coming here.

6/26 11:00 a.m. While putting away fiction books, a patron approached me. Comment: This internet is so slow. I can't even find a book. Or, is it the mouse? Someone needs to fix this mouse.

Circulation Board Report June 2015

PERSONNEL

Jenna Schwartz accepted the open position for Circulation Clerk. She will start on July 29th.

CONTINUING EDUCATION/MEETINGS ATTENDED

Howard Griffin attended Hoopla webinar June 3rd at OPPL (IT lab).

GRANTS/SPECIAL PROJECTS

Howard Griffin updating Polaris patron records from old previous Transworld accounts from previous Millenium database.

CUSTOMER SERVICE LOG

6/2/15 (Circulation Desk) You mean you don't want a pint of blood or my gold fillings? Why do I need another I.D. to renew my card?

6/2/15 (Circulation Desk) Patron aggravated she had to go back to her car to get registration to renew card.

6/2/15 (Circulation Desk) We should be notified by e-mail when our card expires that we need two I.D.'s. Amazing!

6/2/15 (Circulation Desk) I called a patron to say that she left her I.D. at the computer lab and she told me that Jason who helped her was just wonderful.

6/6/15 (Circulation Desk) I can't believe you need this much stuff to get a library card. This is dumb.

6/10/15 (Circulation Desk) Tinley Park patron upset because they received an e-mail that card will expire - BUT they did not know they had to renew at Tinley first.

6/11/15 (Circulation Desk) When did the policy change to renew cards? It's very silly.

6/11/15 (Circulation Desk) With all the money I pay in taxes why do you make it so difficult to get a card?

6/11/15 (Circulation Desk) Patron with cane born in 1928 renewing a card. Why are you doing this?

6/11/15 (Circulation Desk) This the silliest thing ever! Why all the documents? I live here! Patron getting a library card.

6/13/15 (Circulation Desk) Patron commenting about RFID tag. DVD's always get stuck in my player because of the sticker on top of them.

6/13/15 (Circulation Desk) "You need one of these just to renew my card? Nobody carries this stuff with them. It wasn't like this when I made my card before."

6/13/15 (Circulation Desk) This is stupid. I have to leave and come back to renew my card. I'll come another day.

6/14/15 (Circulation Desk) Hold my books. I don't carry this with me! Tis is CRAZY. Why is the library doing this? Patron renewing a library card.

6/16/15 (Circulation Desk) I'll be back tomorrow. I didn't realize I needed to offer up my first born for a library card.

6/17/15 (Circulation Desk) "I don't carry that stuff with me." To daughter - "You can't go into he program. They won't let us!" Patron getting a library card.

6/17/15 (Circulation Desk) "Just so you know the e-mail you send says nothing about 2 forms of I.D. Just so you can avoid irate people. Patron getting a library card.

6/17/15 (Circulation Desk) Another I.D. is ridiculous. Do you want my Birth Certificate next? I'm not giving my phone number either! Patron getting a library card.

6/22/15 (Circulation Desk) You should revise these rules - this is ridiculous! I have seven I.D.'s with my name on them! Patron getting a library card.

6/1/15 (Circulation Desk) Thhis library has the best educational DVD's and the very best people.

6/1/15 (Circulation Desk) Customer was very angry about the new policy asking for a second form of identification to verify residence.

6/1/15 (Circulation Desk) Customer was using profanity at having to present car registration. I called Becky to help.

6/2/15 (Circulation Desk) Patron upset that his email reminder to renew card said nothing about 2 forms of I.D.

6/3/15 (Circulation Desk) "I don't carry that stuff with me!" When told what was needed to get a card.

6/5/15 (Circulation Desk) Patron kept throwing all her I'D's at me, shouting I hate this library, what do I need to show more I.D.'s for - to watch porn! I'm never coming here again. These rules are crazy.

6/5/15 (Circulation Desk) Non-resident was upset at how expensive it is to use a computer.

6/6/15 (Circulation Desk) Patron asked f these new requirements were in the newsletter for renewing cards. Why is there not a heads up? How many trips do I have to make?

6/6/15 (Circulation Desk) "It doesn't make sense" the new system of requiring two forms of I.D.

6/8/15 (Circulation Desk) "This is crazy - I don't need it that bad." when told what we need to see for a library card.

6/8/15 (Circulation Desk) Who carries all that stuff with them? Needed a second I.D. for renewal of card.

6/8/15 (Circulation Desk) "You mean it's a dollar a day for this garbage? Angry about \$3 fine on an older CD.

6/9/15 (Circulation Desk) You guys work nice and quickly (referring to long line that went down fast)

6/9/15 (Copy machine) Thank you so much for helping me and not abandoning me over here. People like you make me feel better.

6/9/15 (Patron returning late DVD's) Fines were cleared due to the power outage on Monday 6/8. Patron said "you're the man!"

6/9/15 (Circulation Desk) Fines cut in half for patron. Patron was very satisfied.

6/10/15 (Circulation Desk) Patron excited to use Hoopla.

6/10/15 (Circulation Desk) Patron very upset with policy of 2 pieces of I.D. for library card. Patron said "this is ridiculous!" Why would anyone carry these items in our purse. I guess I can't sign my son up for the program today. They don't make it easy.

6/10/15 (Patron from Lisle P.L.) Registration for my card was easy.

6/10/15 (Youth Services) Patron upset with policy for renewing card. "Patron was pooping bricks."

6/11/15 (Circulation Desk) "Why do you need this to make a card? She's only 6 years old. You didn't need this when I made my card last month. Why can't you just use my card? This is stupid! This is stupid! This is stupid! (Referring to 2 forms of I.D. for a library card)

6/11/15 "Thank you. You're so awesome!" Referring to a Circulation clerk.

6/12/15 (Circulation Desk) "That's crazy. "You don't even need an I.D. to vote." (Comment about needing to forms of I.D. for a library card)

6/15/15 (Circulation Desk) "Wow! What a beautiful display! Very nice."

6/17/15 (Circulation Desk) Three different patrons in a row turned down for not having the right I.D.'s for cards. Two were very upset saying that this is silly and they don't have these items with them.

6/23/15 (Circulation Desk) Patron came in to renew her daughter's card. Second trip made because her daughter was not present before. She was very mad because at her last visit with all "those people and ice cream" I renewed with just my I.D. - you guys need to get your act together!"

6/24/15 (Circulation Desk) "Thank you so much. You are so pleasant."

6/24/15 (Circulation Desk) "I have been coming to this library for 20 years and it is ridiculous that we need 2 forms of I.D."

6/25/15 (Circulation Desk) Patron angry about the library card I.D. requirements. "I did not get an e-mail about this. E-mail doesn't cost anything, someone should have sent one."

6/9/15 (Self-pick up shelf) Older patron said it is hard to get to the bottom shelf - needs a pad to lay on.

6/12/15 (Information Desk) "I asked for Adult Reference and got a goofy man who hung up on me."

6/14/15 (Information Desk) (Traverso's Singer's Concert) Patron came in and wanted a list of the other concerts the library is going to have because the one today was very good.

6/14/15 (Information Desk) Patron commented that it is nice that the library is able to do this (Traverso Singer's Concert).

6/14/15 (Information Desk) We really enjoyed the concert today. (Traverso Singer's). We come here for free movies also. (Elderly couple)

6/16/15 (Circulation Desk) Patron needed a new library card, but had an absorbent fine on her record. Was not in denial about the amount owed, just wanted to know if there was anything that could be done to absorb some of the cost. Howard allowed the cost to be cut in half. The patron was so grateful, she thanked me for my help and also asked me to relay a message to Howard. "Thank you so much for being so nice to me."

6/17/15 (Information Desk) Outside handicap post is very loose! It's like a kid's tooth. Can someone from maintenance fix it?

6/18/15 (Information Desk) Patron exiting building commented: IT and computer people need more training. They don't have a clue.

6/18/15 (Information Desk) "That's ridiculous. I already have a license." Patron left after being told what she needed to bring in to get a library card.

6/19/15 (Information Desk) (Patron donating books) "This is such a wonderful library."

6/23/15 (Information Desk) Call was transferred to Robin. Patron said it rang 10 to 15 times and went dead.

6/24/15 (Information Desk) "They put these books down to low. I can't see/read any of them." -referring to bottom of express reserves.

6/24/15 (Information Desk) (Showing patron how to use self-checkout) You have been very helpful. It is very easy to use.

6/24/15 (Information Desk) Patron picking up his hold said "I love this library!"

6/24/15 (Information Desk) Patron complimented Kortnee is Adult Services saying " She is very good and helped me out twice."

6/24/15 (Circulation Desk) (Referring to card policy) "It wasn't like this before. Why weren't we notified through the mail or e-mail?"

6/27/15 (Circulation Desk) Homer patron forgot her card and asked if she could use her I.D. to check out. I said no - she said I don't see what the big deal is. I've registered my card here and I am who I am. I said I was very sorry but that is the policy. She walked away angry.

6/29/15 (Circulation Desk) I'll be back. I understand policies are in place for a reason. Card renewal.

6/27/15 (Circulation Desk) This DVD doesn't play - it's not my player. This happens alot. Do you check these? You should before they go out. This is very frustrating.

6/26/15 (Information Desk) "What happened to the days when people used to get things for you?" Referring to self-pickup. Patron not happy.

6/27/15 (Information Desk) Patrons complained that too many children are upstairs with their mothers. They are noisy and no one does anything about it. This has been going on all week.

6/28/15 (Information Desk) Wonderful library, well utilized.

6/30/15 (Circulation Desk) Patron was curious as to why booklets, information brochures are not in DVD's as they should be. She finds this annoying.

6/29/15 (Circulation Desk) Survey given to patron. Exceptional! You are exceptional!

ORS MONTH	TOTAL CIRCULATION		LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2015					
JAN	82,937		77,351	7%	34,403	0
FEB	73,126		73,711	0%	32,238	1,586
MAR	79,332		80,420	-1%	40,785	2,352
APR	73,976		72,061	3%	34,910	2,818
MAY	71,274		70,700	1%	49,617	2,051
JUN	92,119		90,322	2%	38,446	2,373
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	472,764		464,565	2%	230,399	11,180

Graphics Board Report June 2015

PERSONNEL

Bridget Bittman and Kristen Holding interviewed candidates for the part-time graphic artist position. Denise Crylen was hired and started June 30.

CONTINUING EDUCATION/MEETINGS ATTENDED

Bridget Bittman attended Southland Chamber-Governor Rauner (Gaelic Park, Oak Forest) on Jun 15, 2015

STATISTICS

2015

Meeting Room Requests: 33 (65% increase from 2014)

Graphic Requests: 114 (no change)

2014

Meeting Room Requests: 20

Graphic Requests: 113

MailChimp newsletter

OPPL enews June 22- July 5

17,409

Subscribers

19.1%

Opens

5.1%

5.1% Clicks# Click for Orland Park Independence Day celebration

OPPL enews June 8-June 21

17,484 Subscribers

20.9% Opens

6.1% Clicks

#1 Click for Summer Concert Series

CUSTOMER SERVICE LOG

Loves Youth Services over Tinley Park PL because its on 1st floor and a long way for kids to run before getting to exit. Loves all the things we have for kids.

My sister was looking for a book that SWAN only had 1 copy of. You have 9 so I just put it on hold for her. Great job!

Tonja Samardzija was very impressed with artwork done to promote her poster. Asked to keep poster.

Information Technology Board Report June 2015

PERSONNEL

Ryan Jedloe has accepted the position of IT Assistant 2 and will start on July 7th

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

June, 2015

19 computer classes for adults were offered with a total of 89 attendees

June, 2014 Comparison

12 computer classes for adults were offered with a total of 68 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Hoopla Training (Computer Lab) on Jun 3, 2015

CUSTOMER SERVICE LOG

6/11/15 Scenario: Patron trying to scan papers and email them Comment: Thank you for taking the time to show me how to do this. I would never have been able to figure this out on my own.

Outreach Services Board Report June 2015

PERSONNEL

Alexandra Dean has left her Outreach Assistant position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to patrons in single family homes, Smith Crossing, Emeritus, Alden Prairie, Autumn Leaves, Lexington, and Thomas Place.

Senior materials delivery to the Orland Township.

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

Art and collection management of three display areas.

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

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

Coordination of traveling exhibition - Generation to Generation: Folk Art of Illinois.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Hoopla Webinar (IT Lab) on Jun 3, 2015

STATISTICS

Onsite Adult Programs:

7 programs were given with a total of 340 patrons. *2014: 12 programs were given with a total of 415 patrons.*

Offsite Adult Programs:

13 programs were given with a total of 244 patrons attending. *2014: 9 programs were given with a total of 166.*

Train Station Books:

Three train stations – 107 books

Program Flyer Distribution Stats:

Orland Park Businesses - 5

Assisted Living - 6

Orland Township - 8

Train Stations - 107

In-house during programs - 238

Other Outreach and Homebound Stats:

Outreach Circ Stats: 1072 items circulated with 1355 checkouts and 68 renewals. *2014: 767 items circulated with 999 checkouts and 58 renewals.*

Visits to single-family homebound patrons totaled 22. *2014: Visits totaled 16.*

8 new homebound patron cards were issued and 0 discontinued. 6 cards were renewed. *2014: 5 new homebound library card was issued for this month. 2 cards were discontinued. cards were renewed. 1 was reactivated.*

OS staff logged 503 reference transactions. *2014: 668 reference transactions.*

37 books were displayed on the table with 15 having been checked out. *2014: 74 books on display with 22 checked out.*

GRANTS/SPECIAL PROJECTS

The Generation 2 Generation: Folk Art in Illinois traveling exhibit wrapped up in June. Outreach Services transported it to its next recipient; The Better Boys Foundation.

The next exhibit to be installed will be the National Library of Medicine's Life and Limb: The Toll of the American Civil War. This exhibit will run from July 6th to August 15th.

We were awarded two more NASA items. They should be on their way to the Library in July.

CUSTOMER SERVICE LOG

6/1/15 8:40pm Pinterest Palooza Round-up program

"Great Program!" Several patrons said they were looking forward to the next one.

6/7/15 4:15pm Summer Reading Kick-off Celebration program

Several patrons and families said they enjoyed the kick-off.

6/10/15 10:20am Orland Township Visit

1. "You are so nice."

2. "You do such a good job."

3. This is such a wonderful service for seniors."

6/14/15 4pm Summer Concert Series - Traverso's Singers program

Multiple patrons were dancing and singing along.

6/20/15 11:30am Women's Self Defense

Four patrons told us, "Great program!" "All programs here at OPPL are wonderful."

6/23/15 8:50pm Decoy Carving program

Patrons enjoyed the program. They really liked the carving.

6/24/15 11:45am Orland Township Visits

"This book delivery is a great service - and the no limitations on amount helps me alot."

6/25/15 11:45am Women's Self Defense program

Call a few days later - "Thank you again - wondering if the 3 hour course may be available." We told her that we were planning on booking the program again in 2016. "Thank you for responding to patron's requests."

6/28/15 3:50pm Summer Concert Series - The Mudcats program

1. "Orland Park Library has the best programs ever!"
2. Lady asked for newsletter and we got her one.
3. "Thank you for booking this band!"

Technical Services Board Report June 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Technical Services

- OCLC ongoing holding upgrade for June 2015 is complete.
- All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

Technical Services

- Carol Maresh attended the Strategic Planning Committee Meeting on June 4, 2015.
- Carol Maresh attended the Farmer's Market Meeting on June 19, 2015
- Carol Maresh attended the In-Service Day Committee Meeting on June 23, 2015.

STATISTICS

Technical Services

Attached:

Monthly Statistics between 06/01/2015 and 06/30/2015:

GRANTS/SPECIAL PROJECTS

Technical Services

- Tech Services staff searched/updated those repair, missing and lost items and it is time for Robin to turn on Polaris' automatic update functionality.
- Wendy cleaned authority records and purged unlinked files.
- Wendy modified Large Type and Biographic collection's codes. This will help staff and patrons for locating and retrieving items easily.

CUSTOMER SERVICE LOG

No entries for June. cm

Youth Services Board Report June 2015

PERSONNEL

Berta Garza began her duties as Youth Services Page on June 24. We welcome her to our staff!

SERVICES/PROGRAMS/PROJECTS/CLASSES

June 2015

Youth Programs: 2829 attendees/ 72 programs (birth--grade 5)

Teen Programs: 283 attendees/16 programs (grade 6--12)

Preschool visits: 118 students/ 2 visits

School visits: SUMMER READING PROMOTION

504 Students (grades 3--5)

815 Students (grades 6--8)

Total school visit totals for May and June: 10,039 students (grades Kindergarten--grade 12)

Total number of children served: 3333 children (birth--grade 5)

Total number of teens served: 1098 teens (grades 6--12)

June 2015 materials circulation: 44,503 items

June 2014 comparisons

Youth Programs: 2454 attendees/ 60 programs (birth--grade 5)

Teen Programs: 53 attendees/ 8 programs (grade 6-12)

Preschool visits: 146 students/8 visits

PRESCHOOL PAKS: 2 PAKS/15 items

June 2014 materials circulation: 44,765 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Fanny Camargo attended Booklist Webinar (OPPL) on Jun 2, 2015

Mary Adamowski attended Preschool Decor meeting (OPPL) on Jun 29, 2015

Jamie Kallio attended Preschool Decor meeting (OPPL) on Jun 29, 2015

Mary Adamowski attended ILA Conference call (OPPL) on Jun 30, 2015

STATISTICS

Category	2015	2014
Reference	2753	3489
Ref Remote	66	350
Non-Reference	448	969
NR Remote	29	127
Teen Prog	283	53
Youth Prog	2829	2401

GRANTS/SPECIAL PROJECTS

Our summer reading challenge, *Read to the Rhythm*, began on Sunday, June 7 with our kick-off celebration. Over 1200 patrons visited our library that day, with over 400 participating in our celebration. Patrons, young and old, enjoyed the musical talent of Ralph's World, musical-inspired crafts from Lakeshore Learning, a hands-on display of musical instruments and frozen yogurt donated by TCBY. Patrons were also able to receive information about the library's newest technologies, such as Playaways, Zinio, Hoopla and ereaders. A good time was had by all!

The summer reading challenge has been a huge success during the month of June as 2323 patrons, age birth--adult, registered for the program! We are looking forward to registering even more patrons, and offering them the very best in programs, events and services this summer!

CUSTOMER SERVICE LOG

Preschool desk

No entries.

Junior desk

6/2/15 11 am Parton looking through summer reading booklet. "I can't believe all of the great programs you have for summer."

6/15/15 12 pm Patron & child after a program. "That was so awesome! Thanks for having that!" (balloon guy)

Teen desk

From May:

5/1/15 6 pm Mother of teen patron. "Thanks you for being so nice to (teen), it means a lot that an adult is so nice to him." SK

5/13/15 3 pm Adult looking for cds. "You are always so helpful when I am looking for

music."SK

5/17/15 2:23 pm Adult looking for Mac computer. Wanted Mac computer for adult patrons.
SK

5/17/15 2:23 pm Parent of adult looking for Mac computer. "It is misleading if computers
say grades 6-12 and an 18 year old senior can't use them." SK

5/26/15 11:15 am Children < 11 in Teen area. Wanted to play chess. SK

June:

6/18/15 7:20 pm Mother of teen patron. "My daughter said the book you recommended was
the best book she ever read."

**CORRESPONDENCE RECEIVED FROM JUNE 12, 2015 THROUGH
JULY 15, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email correspondence received 5/21/15 from Megan Fox and Kevin DuJan regarding an alleged breach of Fox1/Fox2 Settlement agreement by Robin Wagner and Scott Remmenga.

CORRESPONDENCE 2

Email correspondence received 6/1/15 from Kevin DuJan directed to Joanna Leafblad and Christian Barcelona requesting resolution to condemn behavior of Mary Weimar, Bridget Bittman and Diane Jennings.

CORRESPONDENCE 3

Email correspondence received 6/16/15 from J.P Parker directed to Christian Barcelona, Joanna Leafblad, Catherine Lebert and Nancy Healy providing information about a defamation lawsuit filed against Bridget Bittman.

CORRESPONDENCE 4

Email complaint received 6/26/15 from Megan Fox and Kevin DuJan regarding an alleged breach of Fox 1/Fox 2 Settlement agreement by Robin Wagner and Scott Remmenga declaring things "burdensome" for (OrlandPK11).

CORRESPONDENCE 5

Email complaint received 6/26/15 from Megan Fox and Kevin DuJan regarding an alleged breach of Fox 1/Fox 2 Settlement agreement by Robin Wagner and Scott Remmenga declaring things "burdensome" for (OrlandPK12).

CORRESPONDENCE 6

Email received on 6/26/15 from Megan Fox and Kevin DuJan expressing concern about FOIA requests being declared "burdensome" and formal notice of breach of settlement agreement.

CORRESPONDENCE 7

Email received on 7/1/15 from Megan Fox and Kevin DuJan regarding FOIA production (OrlandPK10).

CORRESPONDENCE 8

Email received on 7/6/15 from Megan Fox and Kevin DuJan regarding FOIA production being "burdensome" (OrlandPK11 and OrlandPK12).

CORRESPONDENCE 9

Email received on 7/13/15 from Megan Fox and Kevin DuJan regarding FOIA response and being "burdensome" (OrlandPK15).

CORRESPONDENCE 10

Email complaint received on 7/14/15 from Megan Fox and Kevin DuJan regarding an alleged breach of Fox 1/Fox 2 Settlement agreement based on FOIA response received on 7/14/15 (#OrlandPK15).

CORRESPONDENCE 11

Email received on 7/14/15 from Megan Fox and Kevin DuJan stating concern with illegible documents produced in FOIA response (#OrlandPK14).