

Highwood Public Library  
Annual President's Report for FY 2012

First quarter of FY 2012 began with a full board of 9 trustees, with each trustee serving on either 1 or 2 standing committees that met regularly. Each trustee worked diligently to accomplish the goals of their respective committees. The committees' annual reports provide the details of their accomplishments, which have been tremendous in terms of creating an infrastructure for board operations and creating/updating library policies.

Fiscal year ends with 2 board vacancies.

Trustees became better educated with respect to the duties of a Trustee

- Review of the Trustee Handbook (best practices guide)
- Trustees completed the required Open Meetings Act certification
- Establishment of relationship with Highland Park Public Library Board Trustee and Treasurer as a resource for information

Improved information to the public

- First time posting budget on website
- Consistent and timely posting of agenda and approved minutes on website
- Several presentations at city council meetings

Improved financial management and oversight

- New Treasurer Nora Loreda worked very hard alongside President Hospodarsky and bookkeeper Susan Niles to gain an understanding of the financial operations of the library and to establish better procedures for preparing the financial reports. Over the course of the year, all three established various templates and procedures that document and memorialize library operations to preserve continuity of institutional knowledge from year to year. Susan and Nora established procedures for the Treasurer's review of the monthly financial reports which greatly improved the oversight of financial operations.

Improved relationship with the City of Highwood

- Securing Alderman Louise Linari as the Library Liaison
- Meetings with Liaison and Mayor Pecaro to discuss the needs of the library.
- Meetings with new City Manager and Assistant, Scott Hartmann and Jon Kindseth and Finance Director Kelly Zabinski
- Library presentations to city council on several occasions
- Submission a FY13 Library budget well in advance of the deadline with details and narratives to help educate council and public on library operations and our needs

Creation of Renovations Committee

- Goal of committee was to select architectural firm to create a Master Plan for the library buildings (main and east building) to address bathrooms, the need for better use of space in main library, creation of community and meeting rooms and other possible needs.
- The firm, FGM Architects was selected and a contract signed
- First draft of Master Plan reviewed by board in April

Search for New Director

- Director Molaro resigns in November
- Decision to delay Director search until after the FY13 budgeting process completed so that a salary packet and new library hours can be determined
- Stabilization of library operations during transition period with help of staff members and library volunteer Sarah Shelley

- Search Committee formed and members appointed (Trustees Sue Atkins, Laurie Lenzini, and Lucy Hospodarsky)
- Search for new Director begins in March
- Phone interviews underway in April to identify 5 to 6 candidates to invite back for a second interview with the Search Committee

#### Volunteers

- Kay Kelly continues in her steady volunteer capacity giving generously of her time both as a committee member (Buildings and Grounds and Renovations) and accomplishing a tremendous amount in
- Ellie Soldano begins volunteering again with the new K9 Reading Buddies of the North Shore program and in other capacities as her schedule permits
- Library continues to utilize community service volunteers
- Board's desire to build a volunteer pool was expressed to Director but this was not made a priority

#### Programming

- Regular programming continues (e.g. two adult book clubs, children's story time, children's crafts, Sherlock Holmes and Current events, summer reading program, and special children's events)
- New program introduced with the help of a partnership with Oak Terrace Elementary School and it was well received with patrons – K9 Reading Buddies Program of the North Shore (March through May)