

ANNUAL REPORT DIRECTOR FY 2017

The year began with the addition of the finishing touches to the adult room remodeling project. We added Border's shelving units to the north east corner of the Adult Room and made it into a reference area. With this added space we added the capability of storing back issues of newspapers, magazines and were able to make the Fort Sheridan Landfill studies available to the public. We also made some changes in the YA area by adding the remaining Border's shelves and by adding an OPAC to the area.

As that project was winding down the next big project was beginning: the renovation of the East building. As the fiscal year began ATP had already been selected as the contractor and the plan was to finish the project within a few months. We soon ran into problems though and the project, although moving along nicely now, is still not completed. Some of the problems encountered were:

- Questions about the water service to the building and whether it would be adequate.

- The lack of consideration in the drawings for the fire alarm system and its coordination with the older system throughout the rest of the library.

- Confusion about the standards for the new system because of the city's switch to Highland Park for fire service.

The issues have been dealt with however, and during the latter half of the year a lot of progress has been made on the project including:

- The cutting of the floor and installation of the pipes for the bathroom.

- The installation of the electrical system for the electricity to the East building as well as the electrical work for the fire alarm system.

- The installation of a new fire alarm panel and the devices to go along with it.

- The cutting and patching of the walls for the new entranceways and the bathroom.

- The installation of the insulation throughout the East building.

- The installation of the drywall.

Even with the progress during the year the library still needed to request an extension for the grant. The state issued an extension until June of 2018.

Changes were also made to the outside of the library. Part of the alley behind the library was blacktopped. Also, Scopaletti Landscaping was hired to move the bike rack along the west side of the building as well as to remove and replant some of the bushes along that wall. They also took over the job of taking care of the planters in the entranceway to the library.

Around the time that the Adult Room project was completed talk began with the city about the possibility of merging city hall, the police department and the library in the building currently housing the library. Various ideas were explored for possible layouts and an architect from FGM was brought in to help. At this time however, the plan is on hold while the city explores its options for the sale of the current city hall.

A change in the staffing of the library also took place around the beginning of the year. The staff person who was responsible for the cataloging of materials quit and, rather than hire a person just for cataloging, changes were made in staff duties so that staff could do the cataloging in addition to their regular duties.

Another change to staffing was to hire a person to work in two departments and receive more hours and IMRF benefits. This turned out to be a problem however because once the person quit the library was short 2 positions rather than 1.

Along with the cataloging staff did a lot of weeding of materials, especially in the children's and YA areas, in preparation for an inventory of the collection. During the year volunteers, including current and former board members came to the library and performed a complete inventory of the collection in preparation for a migration to the Biblionix Apollo system.

Along with the preparation for the Apollo system, other changes were made in the area of technology as well:

- An OPAC was added to the YA area.

- A new backup system was set up which included the backup of all three of the library's servers as well as a backup to an external drive so that the library could have a rotating offsite backup.

- The staff computers were upgraded to Windows 10.

- The phone system was reconfigured so that staff could use it to talk between departments.

- A demo of Apollo was set up for staff to try out.

Programming was also increased during the course of the year. Among some of the programs offered during the year were:

- A visit from Santa with refreshments and picture taking opportunities

- A table at the Highwood tree lighting festival where hot chocolate and cookies were served and information about the library handed out.

- The summer reading party with performances from the Barefoot Hawaiian Dancers, refreshments and prizes including a Kindle donated by Zabinsky Consulting and Target gift cards.

- Visits from various schools including Oak Terrace and a class of grade schoolers from North Chicago.

- The library began offering movie nights again to good turnouts.

The library was represented at Oak Terrace open house.
The library participated in the city Wine and Beer Walk.
Circus Boy performed juggling and acrobatic acts at the Halloween party.

The library also increased its use of volunteers during the course of the year. A community member sold a large number of cookbooks. The library had regular volunteers who did shelf reading and cleaning in the library. Volunteers helped with the remodeling projects and washing the windows.

All in all with all the work done in the last year the library is in a good position to complete the two biggest projects that were started in the last year: the construction and the adoption of the new ILS.