



Annual President's Report for FY 2017  
May 2017 to April 2018

The Standing Committees that met most actively this year were Technology and Finance. Committee Chairs prepare annual reports which outline their specific activities for the year.

#### Major Projects

The two major projects completed this year:

1. Renovations of the East Building
2. Migration to the new ILS system

#### Trustee Appointments

Three new Trustees appointments took place in FY18 so now the Board is operating at full capacity of nine trustees.

#### Grand Opening of East Building

In November, the library hosted a grand opening celebration to showcase the new East Building space. The party committee secured donations from local businesses; decorations from Art Quest and food/drinks from Target, Heinans, Costco, Longitude, Casa di Isaacs, Marcos, Dunkin Donuts, Jewel, Bent Fork. Patrons were greeted by lovely classical music played by the students from the Midwest Young Artists music conservatory, pro bono. The celebration was well attended and included past Trustees, and city officials, along with Mayor Pecaro and current alderman.

#### Community Outreach and City Relations

A patron survey was delivered to each address in Highwood and made available on line and via a dedicated computer at the library. To encourage participation, the library offered a chance to win one \$25 gift card for completing the survey on line. The survey's results were compiled and will be used in FY19 to help guide library strategic planning.

Relations are good and of a cooperative nature with city staff, city manager, and the city's Finance Director.

The City's quarterly e-newsletter was reinstated, and the library contributed content.

Director continued to foster his relationship with the Highwood Historical Society (HHS) and the Library continued to offer opportunities for displaying historical materials inside the library in the curio cabinet and at the street side window.

A volunteer continues to manage the cookbook sales within select Highwood businesses and one in Highland Park.

#### Programming

Regularly occurring adult programming continues (e.g. two adult book clubs, Sherlock Holmes and Current events). Only a few new, one time adult events were offered.

The Children's librarian has really taken on her own initiatives to continue the children's Saturday craft programming. The movie night programming introduced in FY13 continues to be a huge success. Several special paid and free programming occurred during the year. Tutoring continues and the K-9 Reading Buddies of the North Shore program ran from October through March.

#### Personnel Items and Outside Contractors

We continue to be challenged with retention of employees. Turnover is primarily due to desire for more hours. The Director aims to fill staff positions as soon as the right candidate is identified.

Zabinski Consulting continued providing accounting/bookkeeping services. Our long-standing IT person (over 18 years of service) announced that he was moving out of state. An RFP was prepared, and calls were made to assess viable replacement. Initial discussions with our current IT person about possible remote servicing is being contemplated and may be tested in May.

#### Operations

A major initiative was completed in FY18 – the conversion to a new ILS system from the original Follett system that had never been upgraded. The new system offers many features that are patron friendly, including the ability to receive notifications of over-due books.

The Director's Annual Report, presented to the Board at its June meeting, should be read as a means of getting a detailed picture of what accomplishments were made in the general operations of the library. A few items have already been covered within the President's Annual report.

#### Building and Grounds

Building repairs to be executed in FY19 have been identified for investigation. Possible repair or replacement of the roof over the East Building, tuckpointing, possible need to strengthen/replace the horizontal beam over the East Building entrance, and possible replacement of the picture window in the East Building.

#### Financial Summary

##### Tax Levy

To satisfy the mayor and city council's desire to keep the city's overall tax levy flat, the library was able to create an operating budget tax levy request for FY19 that was \$1,100 less than the FY18 tax levy request.

##### Renovation Project Final Cost

The East Building renovation project was completed. This report will be updated with a final cost of the project, which was incurred across two fiscal years.

##### Additional Capital Improvement – Fire Alarm

In addition to the completion of the East Building, the library replaced the building's alarm system, from the original system in place when the library opened in the early 1970s. The cost of the new system will be calculated and this report updated.

##### Sources of Funds for East Building Renovation and Alarm System

The entire balance in the **Capital Improvement Account** was utilized to pay for most of the renovation and alarm system replacement. The remaining funds needed to complete the payments were drawn from the **Reserve Account**, leaving a balance of about 1 month's worth of operating expenses.

As we approached the end of the fiscal year, we cut down on spending in certain categories so that we could re-direct the money to our building expenses, with the goal of preserving as much in the Reserve Account. Savings also naturally occurred due to staff attrition and so personnel expenses also were lower than budgeted, which gave us additional funds. Our end of year accrual Profit and Loss report will show a large negative income amount because of booking all the building expenses (“renovation expense category”) and not showing the funds from the Capital and Reserve Account coming in as revenue, since those are assets.

The Board modified our Highland Park Bank & Trust ***Loan Agreement*** to extend the draw period for another year (May 2018 to April 2019), since we did not need to draw any money in FY18 to pay for any of the building repairs. The Board decided that instead of drawing money on the bank loan and then paying interest on the loan, the Reserve Account balance would be reduced to a lower amount and if we needed to fund operating expenses beyond the approximately \$20,000 left in Reserve Account, we would then take a draw on the loan. This approach made sense, since we are expecting tax receipts to be received in June and had some surplus remaining as of May 1<sup>st</sup>.