

## **EXECUTIVE DIRECTOR'S REPORT – APRIL 15, 2015**

**Website and Marketing:** The new website is moving along on schedule. Delia and the staff have been working together on the infrastructure. The digital newsletter template has been designed to complement the overall look and feel of the website. You should be seeing a new look to our Twitter and face book pages as the brand consistency spreads across visual materials for print and online publications.

**Strategic Planning:** All residents were mailed a postcard last week announcing the online strategic planning survey. The mailing was timed with the survey's "go live" date and spring break. It was timed so that it would not get lost in the vacation shuffle or be set aside in the hope of getting back to it. The link for the survey appears on the front page of the website. The original closing date was April 10. After looking at responses and speaking to our consultant, the date has been extended through next Friday, April 17. We will do another round of e-advertising re: the date extension making clear that we want to hear from residents. At the retreat on April 18, Library Consultants will present a summary of responses received through Wednesday, April 16 though the survey itself will extend two days beyond that date.

Paper copies are available at all service desks in the library if patrons prefer paper and wish to mail. Staff have been actively handing out surveys and postcards and encouraging patrons to fill out surveys. Both staff and trustees received surveys as part of the strategic planning process, too. These forms were due back to Library Strategies last week. Because all staff cannot be present at the strategic planning workshop on April 18, I insisted on a staff survey. In addition, I am conducting one-on-one interviews with all staff members, much as I did the first month I started. The half hour sessions have revealed our staff at their best. They have shared some forward-thinking ideas about libraries, architectural re-design and ways to move into the future while retaining the ambience and traditional services our patrons love. Also revealed were some staff training opportunities that the department heads and I identified as priorities for staff meetings.

**The Edge Assessment:** Last year as part of the Per Capita Grant requirements, you'll recall there was a discussion of a document and training tool called the Edge Assessment. The Edge Initiative, funded by the Gates Foundation, seeks to improve technology services in public libraries through training and management. It is a tool used to benchmark and assess how each community is using technology and to align best practices for future growth. Contained in this month's packet are the results, peer attributes and benchmarks. The staff and I will be using the training tools and reports as the year progresses.

**Facilities Plan Update:** At last month's meeting the Board discussed undertaking a comprehensive engineering study and hiring a mechanical engineer. At that meeting Jack Hayes, of Frederick Quinn Corporation recommended that the next step would be to engage a mechanical engineer to draw up a schematic, set priorities and begin to define the challenges and critical expenditures. Once that blueprint is drawn we would divide a very large project (approximate \$500,000) over several years in order to accommodate the budget and the public. The engineering fees for the initial schematic would be approximately less than \$10,000. The fee structure for the multi-phase HVAC project would be a percentage of the total budget. In follow-up conversations with Mr. Hayes, the recommendation is that an RFQ be developed for the project in its entirety.

The 2006 Facilities Report developed by Restoric, recommends that a “mechanical engineer skilled at evaluating hybrid systems in older buildings and capable of interpreting test results” be hired to accurately record the temperature and humidity levels in the problematic areas in the Library to accurately record the environmental conditions over extended periods. Even then, it was advised, that a new equipment schedule be developed and mapped out. With this information an engineer would be able to devise the load requirements for the library.

Many of the recommendations from the earlier report are echoed by Jack Hayes in the current Facilities Plan draft such as the impracticality of replacing certain system components without reconfiguring ductwork and looking at the domino effect of the overall picture. This undertaking would take a detailed mapping by someone who understands all of the components in order to be certain of the changes throughout the years. The recommendation has been that this blueprint be drawn by a mechanical engineer who would be able to document the changes, evaluate the systems, understand the requirements and make recommendations.

I have started a list of recommended firms including the firm used by FQC during the initial assessment of the library building in 2014. One of the options may be to hire an energy services contractor who works with state or federal energy grant programs as we did for the 2013-2014 boiler replacement. Questions to address with any contractor will concern the importance of a schematic design to the overall process; the historic design of the building; and factors beyond efficiency, equipment age and comfort including the financial implications and the disruption to the public and staff operations.

**State Library Report (IPLAR):** The official Illinois Public Library Annual Report or IPLAR must be approved at the April Board meeting so it may be sent to the Illinois State Library. Staff members have been compiling annual statistics for inclusion in the online form supplied by the State. A copy of the report is included for your approval.