

## **Chicago Heights Public Library Improvements Status Report** **September 2012 to Present**

### **Facility Improvements**

- **Building Committee** – Appointed a committee to oversee ongoing building maintenance, repairs, and upgrades.
- **Library Carpeting** – Collaborated with the building committee and vendors to secure the lowest responsible bidder and replace the library carpeting in the Adult section.
- **Live n Learn Grant** – Engaged consultants to assist in preparing grant documentation. Received the second highest ranking in the State. Appointed an administrative team to oversee project implementation.
- **Digital Divide Grant**- Computer and Teen Room Development

### **Library Board Improvements**

- **Board Development** – Engaged consultants to facilitate Strategic Planning and building rapport among board members.
- **Corporate Counsel** – Worked with the Library Board to engage corporate counsel to represent the library in all legal matters in order to secure the library's legal foundation.
- **Recruiting** – Identifying and networking with individuals who are good citizens, willing and able to fulfill the role of library trustee when vacancies arise.
- **Grants Committee**- Yielding \$200,000 in grants and \$5,000 in donations

### **Personnel Improvements**

- **Recruited and filled Interim Library Director Position.**
- **Facilitated the development of the Library Administrative Team.**
- **Created the 1<sup>st</sup> Outreach Coordinator Position.**

### **Public Relations Improvements**

- **Developing open lines of communication and coordinating library efforts with all departments of City Hall.**
- **Networking and initiating partnerships with numerous community organizations in an ongoing effort to build rapport throughout the city and beyond.**
- **Coordinated Sister Cities and Corner Market activities with the administrative team to provide library representation at all events.**

- **Participating in regional and other extra-local events representing the library at ALA, PLA, and ILA conferences, etc.**