

DATE: July 5, 2013
TO: Board of Trustees
FROM: Deb Lissak
RE: Board memo for meeting of July 9, 2013

Updates on continuing projects are included below for your information. Topics that require discussion or action are listed specifically in the agenda.

Related attachments include:

- FY 2013/2014 Budget revision (action item)
- Collection Management policies (4)
- Grievance Policy
- Strategic Plan and Strategic Plan Summary
- PLA Planning for Results, pages on committee selection
- CUUATS Parking and Transportation Study
- IGW Architecture Space Assessment
- Library Changes FAQ
- Weeding Apology

PRESENTATIONS

BUILDING AND GROUNDS

TECHNOLOGY

FINANCE

FY 2013/2014 Budget

The FY 2013/2014 Budget attached for approval matches the City Council allocation that was passed at their July 17 meeting. The City budget is the equivalent of Option A that was presented to the Board in March. Although I did not include line item changes, this version is listed as a revision since the Board originally adopted Option C in March.

POLICY

Collection Management Policies

Per Board request, the four Collection Management policies are attached for a discussion of weeding criteria. These policies were last revised in September 2011. By State Statute, collection policies require revision biennially so these are due for revision by September.

Grievance Policy

Per Board request, the Grievance Policy is attached for discussion. Note that this is only one section of the personnel policies, which includes a total of ten sections, two marked pending, one with no date, and the remainder last revised between 1976 and 1994.

An intended revision of the entire personnel policies has been delayed the past few years due to major time-consuming projects, including the vacancies created by the retirement of two long-term department heads, the automation migration to CU Catalog, a revision of the Master Plan for the Library Block, the Strategic Plan, and the security gate/self-check conversion. Over the years, I have been compiling a file of personnel issues that need to be addressed.

In recent years, I have written additions for two of the sections, one for the new Health Savings Plan benefit adopted in July 2008, and one for the Health Coverage Waiver and Reimbursement benefit adopted in October 2010.

EDUCATION AND TRAINING

STRATEGIC PLANNING

Strategic Plan for Services

Per Board request to revisit the strategic planning process, I have attached the completed *Strategic Plan for Services*, adopted May 14, 2013, as well as the Strategic Plan Summary brochure.

I also have attached a packet that includes my September 27, 2012, email that initiated the committee selection and the relevant pages on community committee selection from the Public Library Association's *Strategic Planning for Results*, 2008. This is the fifth edition since the first one was published in 1980.

The Board began discussion of the Public Library Association planning process and community constituencies at the September 4, 2012 meeting. The committee selection discussion continued at the October 9, November 13, December 11, and January 8 Board meetings. Suggested names came from the Board, admin team, and staff throughout the library. Throughout the selection of constituency representatives, we kept watching for balance in gender, age, and ethnicity. We made sure that all Urbana neighborhoods were represented.

The priorities recommended by the Community Strategic Planning Committee were: a comfortable physical space; collections for reading, viewing, and listening pleasure; early literacy; Internet access; and creative content, especially with teens. The Board added a sixth priority for local history and genealogy. Aside from the creative content, which is a

new and exciting development in public libraries, these outcomes are very traditional services.

I would strongly discourage any rewrite of the Strategic Plan. We had an especially strong community committee that was very representative of Urbana. The plan includes concrete measures of our efforts and a method for the Board to evaluate and revise the plan annually.

I would suggest that we host a public presentation to explain both the planning process and the resulting plan. Perhaps some committee members would assist with the presentation.

CUUATS Parking and Transportation Study

I have attached the "draft final report" of the Regional Planning Commission CUUATS Parking and Transportation Study for the library. Last month's Board packet included a summary of their findings based on their initial 6/6/13 draft report. The draft final report incorporates comments from the library, the City of Urbana planning department, and the City of Urbana public works department. RPC did a final internal review on Friday, July 5. The "draft" only refers to the fact that the Board has not seen/accepted it yet. The "final" refers to the fact that they have finished all edits.

IGW Architecture Space Assessment

IGW Architecture has submitted the library space assessment in its Preliminary Program Update attached. The space assessment resulted in almost the exact amount of space that Fred Schlipf's original 1991 programmatic plan predicted for a 25 years expansion.

Today's current programmatic need is approximately 97,000 square feet. The current need includes approximately 50% increase for book collections and 100% increase for media collections in order to bring media out into the public selection space.

If the library had built that amount of space in the last expansion, there would be no need for further expansion at this time. There is very little difference expected for the next ten years.

FRIENDS OF THE LIBRARY

The Friends do not meet in June or July. The next scheduled meeting is Wednesday, August 7, at noon in the library's conference room. We have contacted the Friends, and they are aware that they will be absorbing into their August sale the Better World Books returns that are not added back to the collection.

THE URBANA FREE LIBRARY FOUNDATION

The Foundation met on Tuesday, June 25. Foundation members authorized Ken to continue with property negotiations. The Foundation is losing three members for the coming year. Ken Beth has reached his maximum six-year limit. Carol Binnington is moving to California. Jenny Putnam has accepted an appointment to the Urbana-Champaign Sanitary District Board. The Board voted to extend an invitation to three new members. Deb will send them a Foundation Board packet, which is nearing completion. The next Foundation meeting is scheduled for Tuesday, August 27.

ILLINOIS HEARTLAND LIBRARY SYSTEM

The Carterville office is moving to a leased site in Du Quoin. IHLS has accepted an offer for the Decatur office; Decatur staff will be moving to the Champaign office. IHLS also is selling two vacant lots in Edwardsville.

EXECUTIVE DIRECTOR REPORT

Weeding Controversy

The non-fiction weeding controversy surfaced mid-month. The controversy began with false allegations sent in a letter to City Council and Board, and the false statements then spread through social media.

Once the admin staff saw a copy of the precipitating letter, we wrote a "Changes FAQ" created as a library response to ease public concerns. Another day later, I issued an apology for the weeding, taking responsibility for the rapid pace and the lack of oversight. Both of these documents were posted on the library homepage and sent to every patron who contacted me with concerns/complaints. I have attached the Changes FAQ and the Weeding Apology to this Board packet in order to enter them into the public record.

Just days after the controversy began, the library had assurance from Better World Books that the last shipment (containing the art and gardening books) would be returned. This was announced in the Apology. We expected this to end the controversy since the books were being returned. In fact, we now have 259 returned boxes—nearly triple the last shipment.

I spent the first week responding to every patron email and phone call, and the ensuing weeks completing numerous FOIA requests and compiling weeding statistics requested by public. Once complete, the weeding statistics also were posted on the library website. The statistics for the various weeding lists differ greatly and substantiate the facts that indeed many books over ten years old were retained, that circulation data was available as additional criteria, and that there were no quotas.

Annexation Team Meeting

I attended the City's annexation team meeting on June 24. The committee had not met in over two years.

Ad Hoc Committee on the Library Campus Plan

The Library Campus Plan Committee scheduled for July 10 is being moved, tentatively to July 17, to give Riley and Aditi time to consider preliminary space assessment data in the development of possible future schematic designs.

UNFINISHED BUSINESS

Closed session for personnel, pursuant to 5 ILCS 120/2 (C) (1).

NEW BUSINESS

Board Packets

In response to requests for more transparency, I directed the graphics/web staff to post Board packets on the library website. They have posted packets back for past three years. Going forward, the packets will be posted when the agenda goes up, at the same time that these are sent to Board members.

Anyone who goes back to read the detail in these packets will have a more accurate perspective on how the library operates and how we arrived at this juncture for change.

Televised Board Meetings

For the July 9 Board meeting, we will use the library's portable PA system, and UPTV will provide staff to film the meeting.

I met with Jason Liggett from UPTV on July 2 to discuss possible locations, equipment, and scheduling.

Assuming that we want the meeting to be aired live, scheduling is the first consideration. We want to meet on a day and time when no other major public bodies air live. The second Tuesday, our current Board time, works well right now. The only likely conflict would occur in the second week of November when the City Council would move its Monday meeting to Tuesday due to Veterans Day. In such a case, Council takes precedence, and our meeting would be filmed but be scheduled for delayed broadcast. The Urbana Park District also meets on the second Tuesday; they currently film their meetings for delayed broadcast, but do not air live.

Our two main options for location are the library auditorium or the City Council chambers.

- The library location has the advantage of bringing the public into our building. It also is desirable if the addition of broadcast equipment at the library would be beneficial for public use as well. The disadvantages are the cost of the equipment and any staffing required for the equipment.
- The City Council chambers has the advantage of already being well equipped for live broadcast, including the ability to televise PowerPoint presentations. In November, when Council moves its meeting, the library would need to move to an alternate location.
- Urbana School District also is equipped for live broadcast, and they do meet opposite us on the first and third Tuesdays, but I assume that there would be compensation required to open their building for our use.

I asked Jason to draw up a phased plan for equipping the library auditorium for live broadcast.

- For the most basic set-up, UPTV could provide a single stationary camera. We would continue to use the library's current portable PA system. The library would purchase a video-to-fiber transmitter and receiver, plus miscellaneous power supplies, camera mount, etc. for approximately \$2,000. The library also would pay for fiber, cabling, and electrical installation; I did not yet pursue a cost for installation. A single stationary camera requires no staffing for UPTV or the library.
- Jason recommends that the next priority go to improved audio before additional camera locations. At a minimum, we would need to purchase more microphones for our current system. Cardioid gooseneck microphones run \$230 each; we could share one between two people. We would need some cable management and may want to include some wireless microphones. UPTV can provide a shure audio mixer.

Jason suggested that we may want to purchase a separate audio system that is more ideal for television broadcast and allows for expansion. He did not provide a cost for this option. He will let us know how our current audio holds up to TV standards after the July 9 meeting.

- The third phase would allow for expanded camera locations. The new equipment would include four robotic cameras, a remote control unit for the cameras, a video switcher, four preview monitors (library or City spares), and miscellaneous mounts, etc., for an approximate cost of \$6,000 plus wiring and installation costs. Having a set-up this extensive would require staffing either from UPTV or the library. UPTV charges \$29.00 for up to three and a half hours of staffing. There would be further equipment costs if we wished to televise PowerPoint presentations or have a large-screen television in the room.

The final consideration has to do with schedule conflicts for our auditorium.

- By moving the Board meeting to the auditorium, we have displaced the Champaign County Genealogical Society. They have moved to the Archives. However, under

normal circumstances the Genealogical Society has a larger attendance than the Board meeting, and they frequently have presenters who use the screen and projector. Once a year, they hold a joint meeting/pot luck meal with the Champaign County Historical Society; they would need the auditorium for this event. Although these are not official library functions, these two affiliated groups are important to the library's Champaign County Historical Archives.

- Our auditorium has many regularly scheduled monthly events, but I had staff check for days that do not have annual contracts. The first and third Tuesday evenings are open, and well as the third and fourth Mondays after 7:00 p.m. These would not work well for the library Board since Urbana School District broadcasts live on the first and third Tuesdays, and the Council broadcasts live every Monday. I have asked Anke to approach the Genealogical Society about their ability to change dates.