

DATE: September 10, 2013
TO: Board of Trustees
FROM: Kathy Wicks
RE: Board memo for meeting of September 10, 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:

- Library Campus Plan, notes of 08-21-2013 meeting.
- Collection Management Policy revision (4) (discussion)
- Finance Policy revision (discussion)
- Computer and Internet Policy revision (discussion)
- Circulation and Interlibrary Loan Policy (discussion)

PRESENTATIONS

BUILDING AND GROUNDS

TECHNOLOGY

FINANCE

POLICY

Library Collection Management Policy (provided by Mary Towner)

The library recommends:

- Changes to policy points that are no longer correct.
- Incorporation of the current mission statement.
- Removal of redundant statements.
- Omission of procedural statements.
- Addition of updated terminology
- Inclusion of open-ended restrictions, to allow for advancements in technology and formats.

Adult Services Collection Management Policy (provided by Mary Towner)

The library recommends:

- Clarification that Adult Services serves both the leisure and educational needs of the community.

- Removal or correction of statements that have changed.
- Broader and open-ended scope of what is collected to allow for changes in community needs or format and delivery.
- Additions to selection and evaluation criteria.
- Removal of procedural elements.

Archives Collection Management Policy (provided by Anke Voss)

Section 3.a: Specific Scope of the Collection-Personal Papers

- Updated to represent a more inclusive statement.

Section 4.i: Acquisition of Materials-Reformatting

- Updated to reflect current terminology.

Section 4.m: Scrapbooks

- Deleted procedural guidelines.

Children's Services Collection Management Policy (provided by Lora Fegley)

Section 2: Scope of the Collection

- Changes to numbering were made to be consistent with the Adult Services Collection Policy.
- Change from audio and video to Audiovisual was made to update terminology.
- We took out the reference to the non-circulating historic children's titles because that is not collection strength.

Section 3: Selection of Materials

- We replaced "according to one or more of the following criteria" with "using criteria such as" to give more flexibility in the sources we use to select materials.
- A slight change in wording to "review and selection sources."
- Removed the reference to the naming of the journals we use to review materials – this is more procedural.
- Change from audio and video to Audiovisual was made as an update to terminology.

Section 4: Evaluation and Withdrawal of Materials

- We removed the reference to cooperative collection because there is no current cooperative collection.
- Added "superseded by new edition."

Computer and Internet Use Policy (provided by Dawn Cassady):

- Adult Services is ready to make permanent the requirement that all computer lab users must provide either a library card or a photo ID card. This new policy has been a trial

since May. Wording was added to section 1 to clarify our general policy, and any references to computer-use-only cards were removed throughout the policy.

- Removed “a” subhead underneath the section 4 header since there is no “b,” and added the subhead into the main header for the section.
- Added section 6f to address the addition of tablets in Children’s Services. Adult Services does not yet have tablets for patron use.

Circulation and Interlibrary Loan Policy (provided by Dawn Cassidy):

- Removed all references to computer-use-only cards throughout the document and renumbered sections and cross-references as needed.
- Added wording to clarify the differences between parental responsibility for children’s cards (through grade 5) and middle school and high school cards.
- Removed mandates for 14-digit library barcodes and expiration dates for library cards from other Illinois public libraries, since small libraries often don’t have barcodes this long, and many library cards (especially hang-tag cards) do not have room to show expiration dates. (We do still standardize barcodes for these borrowers for our system and check the expiration of the cards by calling the home libraries.)
- Changed phrasing to make different sections consistent with each other, to make policy consistent with department practice, or to remove a reference to procedures from our old Horizon system that no longer apply in Polaris.
- Added wording to address presentation of library cards by borrowers who wish to use the self-check stations.
- Deleted references to the Children’s CD-ROM collection and added information about loan periods and overdue fees for the new tablets in Children’s Services.
- Removed wording related to charges for interlibrary loan services because it is procedure and added other wording to address what happens when a borrower fails to return an interlibrary loan item or damages it.

Finance Policy (provided by Deb Lissak):

As stated in the Executive Director’s board memo of August 13, the building fund was listed as inactive. Deb prepared a revision to the Finance Policy.

EDUCATION AND TRAINING

STRATEGIC PLANNING

FRIENDS OF THE LIBRARY

The Friends met on Wednesday, September 4. The August 22-26 book sale raised \$7,147. The sale included items from the library collection from the Better World Books shipment that were not returned to the collection after careful re-evaluation by the Adult Services librarians. According to the Friends, of the 145 boxes of books offered to the Friends for the sale, a total of

three boxes of books were selected by the public. Approximately 25 boxes from the Better World Books shipment will be in the November book sale. Some of these boxes either have been or are pending careful re-evaluation by the Adult Services librarians.

THE URBANA FREE LIBRARY FOUNDATION

The Foundation met on Tuesday, August 27. Two new members were introduced—Liz Czys (member of the original Foundation Board) and Lee Melhado (former long-time director of the Champaign-Urbana Jewish Federation).

The Foundation closed on the Webber property on July 15 and signed the deed over to the library. The expectation will be that the library will handle the rental property, using the rental income to cover operating costs (property manager and utilities). The library has been in contact with a potential property manager who has inspected the property. There is some damage to the roof—a repair that will need to be paid for by the library. At this time, the library is still waiting for more detailed information from the property manager so we can move forward.

The library's UFLive! concert series will not be funded by the Foundation during for the 2013-2014 season. Foundation member Lee Melhado has offered to seek funding for the concert series through the Urbana Rotary Club.

The next Foundation meeting is scheduled for Tuesday, October 22.

ILLINOIS HEARTLAND LIBRARY SYSTEM

ASSOCIATE DIRECTOR REPORT

Transition

Since August 14, I have been meeting with the department heads and have been attending department meetings to personally pass on information and speak with library staff. As advised by the library board, over the next six months the library will focus on internal and external communication, the exchange of ideas and opinions, the development of positive relationships, and preparing for a new Executive Director.

RFID Project (provided by Dawn Cassidy)

The administrative team held an important planning meeting on Wednesday, August 21, to regroup and to plan for the rest of the RFID project, which included making some key decisions about tagging the remaining collections and moving forward. Most significantly, we decided not to make any major changes to the DVD and CD collections at this time—including how they are browsed and selected. We felt we could complete the tagging of the

print and book on disc collections in a timely way, and then take the opportunity to thoughtfully and carefully plan for how best to proceed with these collections. We want a committee of staff members to come together, brainstorm, and share their ideas, and to propose solutions that enable self-service while maintaining accessibility to our outstanding legacy collections. The challenges are great, but we are confident that we can overcome them.

Ad Hoc Committee on the Library Campus Plan

Debra Lissak attended the Library Campus Plan committee meeting on August 13. The minutes are attached. As reflected in the minutes, Deb will work with the library's graphic artist to incorporate the committee's last set of edits into the draft. This draft will wait for Library Board direction on next steps.

Auditors

The auditors were at the library on August 26-27.

IPLAR

The library's IPLAR (Illinois Public Library Annual Report) was submitted to the Illinois State Library on August 15.

|

UNFINISHED BUSINESS

NEW BUSINESS