Date: June 9, 2017
To: The Urbana Free Library Board of Trustees
From: Celeste Choate, Executive Director
Re: Director’s Report for Board Meeting of June 13, 2017

The June newsletter is available [http://urbanafreelibrary.org/headlines/month-urbana-free-library-5](http://urbanafreelibrary.org/headlines/month-urbana-free-library-5).

Current financial information is available at [http://urbanafreelibrary.org/your-right-know#fin](http://urbanafreelibrary.org/your-right-know#fin). Please focus on the Budget & Forecast for year-to-date financial information.

Highlighted Programs, Collaboration & Outreach:

5-5-17 Library staff hosted the Library’s first outreach storytime at Prairie Fruits Farm, which was well received by the community and allowed for storytime with goats! Fourty-eight community members joined us out on the farm. Library staff were pleased to partner with a local, independent business to provide this hands-on educational storytime, which also supports the Library in broadening its reach within the community.

Members of the Adult and Youth Services staff visited local schools to promote the Library and to spark interest in this year’s Summer Reading Program by performing a skit. These visits were conducted in the week leading up to the Summer Reading Kick-off event. Library staff visited a total of 6 schools, reaching an average of 370 students per school.

5-20-17 The Library hosted the 2017 Summer Reading Kick-Off Party, sponsored by Larry and Margaret Jobe in honor of grandsons Arlin and Berk Orr. It drew 275 attendees and featured performers from the Capoeira Angola Center of Mestre João Grande. Library staff signed up attendees for the Summer Reading Program and library cards, provided ice cream, and offered an assortment of creative maker activities related to the theme, Reading by Design. Additionally, a marine touch tank experience was provided by local teacher Brandon Rutherford, allowing interested attendees to touch starfish and other invertebrates while learning about marine life in preparation for the two coral reef tanks the Library is hosting for the summer. As of May 31st, there were 434 children, 78 teens, and 166 adults registered for the Summer Reading Program.

I encourage you to visit the the two coral reef tanks installed by Brandon at the circulation desk and on the children’s question desk. They have been a HUGE hit already. You may remember the two very popular jellyfish tanks we hosted last summer in partnership with Brandon and donors who support his work. The Coral Reef Project at Stratton Elementary uses marine biology to teach science the students at his school. The kids are responsible for building and maintaining the reef aquariums and help out local schools, libraries like ours, and after school programs. They do educational outreach by hosting field trips, visiting
other schools. This spring over one thousand people visited the exhibit they created for an event at the University of Illinois. For more information, check out his [website](#) and his [Reef2Reef Blog](#).

In addition, patron Michael Murphy donated a kit of live caterpillars so patrons could see them go through their lifecycle to become butterflies. It is our intention to release the butterflies into TUFL’s [bee and butterfly garden](#).

The Archives’ celebration of Preservation Month, in collaboration with the Urbana Historic Commission and the Preservation and Conservation Association of Champaign, was a great success! All three events (lecture, workshop, and walking tour), were well-attended, and residents had a wonderful opportunity to learn about the history and preservation of our community.

The Archives hosted the Town & Gown Speaker Series for a panel presentation on the 100th Anniversary of Chanute Air Force Base (1917-1993). Speakers included Mark Hanson, former curator of the Chanute Air Museum, and panel of speakers from the community. The Speaker Series is co-sponsored by the Student Life and Culture Archives at the University of Illinois and the Champaign County Historical Archives.

**New & Coming soon:**

Exciting New Acquisition in the Archives!

Journals, written in 1850 to 1851, and 1852 to 1854, by Alexander Bowman, Architect and Civil Engineer; each diary contains about 118 pages. In 1858 Bowman produced the first major map of Urbana and West Urbana; his 1863 map of Champaign County is the first major map of the County (the only known surviving original is housed at the [British Library](#)). Bowman prepared the maps while working in the Champaign-Urbana area as an architect and civil engineer. Bowman was born in NYC and came to Urbana in the 1850s. During his career he
surveyed and platted most towns in Vermilion County. As an architect, Bowman drew the plans and supervised the building of the Champaign County Court House of 1860, among other structures. He died in Danville in 1907.

Finance/Facilities/Technology:

Finance:

At the May Foundation meeting, the Foundation Board approved all of the Library’s requests, which total almost $170,000! When you see Foundation members, please thank them for their fundraising efforts. The request letter to the Foundation is included in the Board packet so you can see the details of what was requested and funded through the generosity of our community.

FY17 Budget and FY18 Amendments are included in the Board packet for action.

Facilities:

Alpha Control, with the assistance of Davis & Houk, installed the updates to the Library's HVAC control system during the week of May 15. With this update and with changes to the setback schedule that controls when the HVAC is on/off, the Library should begin seeing energy savings within the next few months.

On the morning of June 1, 2017, a small section of the concrete slab on the south side of the Race Street porch collapsed. The City of Urbana Building Safety Division conducted a preliminary inspection of the porch and made recommendations to ensure public safety. The Library initiated immediate steps to obtain quotes from qualified firms who could conduct a thorough evaluation of the porch and provide repair/renovation options. The Library contacted Cincinnati Insurance to verify if a claim could be made. Unfortunately, the collapse of the small section of the porch floor is not a covered loss. Kathy will speak about this during her report.

The boiler contract was received from Reliable Plumbing & Heating via Henneman Engineering. Henneman has received submittals from Reliable, which have been reviewed and approved. The submittals include product data and shop drawings for the boiler temperature controls; insulation; breaching, chimney and stacks; temperature controls; and the boiler pumps and accessories. We anticipate the replacement process moving ahead soon.

The City has received four proposals for the Guaranteed Energy Savings Project for RFP#1617-10, in which the Library was included. Possible upgrades/energy savings could include replacing the chiller, installing LED lighting, addressing the windows, and making the building generally more energy efficient. TUFL will participate in the evaluation of the grant proposals over the next month.

Technology:

In February, the Internet service provider (ISP) for the Library, the City, and the County reached out to propose an option for reducing Internet service costs. Since all three entities directly connect to our ISP at the same physical location, it is possible to merge our three connections into one, ultimately
becoming a single customer to the ISP. Doing such would allow bulk purchasing of bandwidth resulting in significant savings (approximately $3,600/year for the Library). The County has taken the lead in creating an intergovernmental agreement (which currently is with the State’s Attorney for review before coming to the City and to the Library), and the County also will procure the networking equipment needed for the merger. Current estimates have the intergovernmental agreement coming to the Library Board in the next couple of months and the project completed by sometime this fall.

**Policy & Infrastructure:**

When you see her, please join us in congratulating Dawn Cassady! Effective Sunday, May 21st, Dawn became the Associate Director of Collection Access Services, IT, and HR. Kathy Wicks is the Associate Director of Facilities and Library Promotion. This is a positive move for the Library, and we are looking forward to great things to come.

Great news! At the June 6th USD#116 School Board meeting, the Board passed the IGA between the Library and the USD#116. Staff are preparing for next steps so that qualified schoolchildren can obtain cards.

We received confirmation from Polaris that their circulation and holdings statistics for MyMediaMall and for Cloud Library are not reporting accurately. Our Polaris site manager recommended using statistics received from the vendor instead, so we have updated both the circulation and holdings statistics back to February 2016 using data from the vendors.

These Ethics resources were highlighted at the Director’s University. We have included some links here and will provide additional links via email so these can be discussed at the July or August Board meeting.

- Gift Ban Act
- Prohibited Political Activities Act
- Disclosure of Economic Interest. Please file with Champaign County if you have not already done so.
- Conflicts of Interest
- Public Officials Statute and Common Law
- Official Misconduct Statute

**For action:**

Agenda #9.1 We recommend approval of the proposed Intergovernmental Agreement between The Urbana Free Library and the Circuit Clerk’s Office that certain non-current records which are the property of the Circuit Clerk may be housed in the Library’s Champaign County Historical Archives. In order for the Circuit Clerk’s office to issue TUFL a check for County funds budgeted for storing their materials here, an agreement needs to be in place. Prior MOUs were more generic, and were approved by the City’s legal department with the caveat that a more detailed agreement would be developed. This more detailed agreement was drafted in consultation with Jim Simon, legal counsel for the City of Urbana, and has been approved by the Circuit Clerks’ Office.
Agenda #9.2 A slate of Board officers for FY18 was presented at the May 2017 Board meeting for the election at the June Board meeting:

Chris Scherer for President
Mark Netter for Vice-President
Beth Scheid for Treasurer/Secretary
Anna Merritt for Secretary pro tempore

Agenda #9.3 The Resolution Ascertaining Prevailing Wages must be approved yearly according to (820 ILCS 130/) Prevailing Wage Act. FAQ on the Prevailing Wage Act is available here, and a recent article is available here.

Agenda items #9.4 and #9.5 regarding FY17 and FY18 budget amendments are addressed separately in your Board packet. We recommend approval.

Agenda #9.6 We recommend approval of the final version of the IGA for the Electronic Content Consortium. Last month we discussed the new IGA necessary for TUFL to continue to participate in a consortium to purchase access to OverDrive titles. This is the final version of the IGA, and it includes a list of libraries which have indicated interest in continuing to be in the consortium.

Agenda #9.7 Resolution to accept a gift of property located at 202 W. Green Street from The Urbana Free Library Foundation and empower Chris Scherer and Celeste Choate to take all actions necessary to receive the gift and make the property tax exempt. A memo will be included in the Board packet.

Agenda #9.8 As mentioned in April, the Library will receive a $500 grant from the 2017 Urbana Public Arts Program. We have been advised that it is good practice to have the Board vote to accept such grants, so it is included on the agenda for your approval.

Agenda #9.9 The Library has signed an addendum to the JPE, Inc. service agreement, expanding their services to include maintenance (returning the agreement to services provided pre-2017). The addendum, which ends September 30, 2017, offers the Library sufficient time to post a formal RFQ for custodial/maintenance services. We have been advised that it is good practice to have the Board vote to accept such amendments, so it is included on the agenda for your approval.

Agenda #9.10 If all goes as planned at the City, Bill Brown will be appointed to the Bicycle & Pedestrian Advisory Commission and new City Council member Jared Miller will be appointed to the TUFL Board starting in July. We will miss you, Bill, and we thank you for your service!

TUFL in the Media:

Archives Librarian, Sherrie Bowser, appeared on WCIA’s CiLiving program, to discuss the Library’s upcoming program and exhibit in celebration of the 100th Anniversary of Chanute Air Force Base.

5-3-17 Area birthed historic airfield a century ago
5-4-2017 Free Comic Book Day Starts Early, Lasts Longer in C-U
5-5-17 Tom’s Mailbag, May 5, 2017
5-9-2017 May Special Events at Market at the Square
5-15-17 Proposed Urbana budget includes cuts, separation incentives
5-22-2017 Registration Open for Urbana Free Library’s Summer Reading Program
5-22-2017 "Caraval" Full of Twists and Turns
6-3-17 Urbana Free Library buying lot to create gateway to downtown
6-5-17 Official City of Urbana Press Release on Property Acquisition
6-5-2017 Urbana Free Library purchases lot at Race and Green for new entryway
6-5-17 Downtown Urbana Signs Agreement for Addition at the Public Library
6-7-17 Urbana library buys lot for entrance upgrade
6-8-17 Urbana library purchases lot, plans to ‘beautify the city’
6-7-2017 Urbana school board Ok’s deal with library to expand student access

Professional Development:

Acquisitions Services Cataloging Clerk Lisa Wilson has completed a several-month long American Library Association course titled “Cataloging for Non-Catalogers,” which has built her background knowledge of cataloging principles and has provided a valuable baseline from which to work with the Library’s catalog records.

May 5, 2017: Celeste encouraged attendees at the Illinois Library Association’s Reaching Forward Conference to “Take the Bite out of Bed Bugs” during her part of a panel discussion on.

June 6-June 7, 2017: Celeste was also on the Director’s University committee to provide training for new library directors on leadership and administrative skills.


At their convenience, Board members can contact Director of Archives & Special Collections, Anke Voss, to schedule a tour of the Chanute Collection. The Tepper Building is a tight space, and tours up to two Board members at a time will be a more rewarding experience than trying to fit in the Tepper Building all at once.