

**Date:** May 4, 2018

**To:** The Urbana Free Library Board of Trustees

**From:** Celeste Choate, Executive Director

**Re:** Director's Report for Board Meeting of May 8, 2018

The May newsletter: <http://urbanafreelibrary.org/headlines/month-urbana-free-library-16>

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

### **Highlighted Programs, Collaboration, & Outreach:**

At April's UFLive! concert and First Friday event, local music group Bones Jugs presented an eclectic spin on American styles from bluegrass to ragtime for 75 community members. The band featured instruments such as xylophone, banjo, guitar, upright bass, jug, bones, clarinet, and kazoos. The Library's copies of the group's albums were all checked out shortly after the event, and staff received positive feedback.

Community members thoroughly enjoyed events held in the Library as part of the 2018 Boneyard Arts Festival on the weekend of April 13<sup>th</sup>. Over 200 people enjoyed a variety of activities, including a *Prairie Breezes* concert generously sponsored by Peggy and Bob Podlasek in memory of Greg Bliss, a reading by the Red Herring Fiction Workshop, art displays from local artists and K-5 Urbana School District students, and a "Paint Your Own Masterpiece" class. Other Library events held that weekend included Second Saturday Board Games, a pop-up Wizard of Oz-themed story time featuring students from Centennial High School, Spanish Story Time, and Chess + for Kids.

We are coming up on the anniversary of the Library's Intergovernmental Agreement with Urbana School District #116. As you may recall, this agreement was for one year, set to expire on June 30, 2018. Here are just a few highlights from the past year:

- We have issued 57 non-resident student cards as of 5/1/18 (49 child cards—under age 14, and 8 adult cards—age 14 or older).
- We have issued library cards to each of the USD schools and programs (except Adult Ed, whose director is retiring) so that teachers who do not have their own library cards can take advantage of having teacher holds delivered to the schools. Updated teacher hold request forms that offer a delivery option have been uploaded to our website and distributed to the schools. USD#116 staff do all pickup and delivery of library materials to the schools.



- USD#116 staff have translated our new library card applications into Spanish.
- Urbana Free Library staff received bloodborne pathogen training for the first time, based on what the USD provides its staff.

**Resolution 2018-08** includes a revised IGA. The only change from the first agreement is that instead of being for one year, it will now continue to be in effect until either party terminates the agreement.

The original language in the Term and Renewal of Agreement section 6: *This Agreement shall be in full force and effect from the effective date of this Agreement through 11:59 p.m. on June 30, 2018, unless terminated earlier pursuant to the terms of this Paragraph 7.*

Has been changed to: *This agreement shall remain in full force and effect unless and until either party provides the other notice of termination as set forth in Section 7 hereof.*

Library staff recommend approval of this Resolution.

### **New & Coming Soon:**

The 2018 Summer Reading Program for patrons of all ages, “Reading Takes You Everywhere,” will begin on May 21<sup>st</sup> and runs through August 31<sup>st</sup>, with an official kick-off party being held in the Library on Saturday, May 26<sup>th</sup>. Kick-off party activities will include:

- A world dance party with Congolese musicians Jean Rene Balekita and Bomoyi
- Crafts offered in partnership with the Spurlock Museum of World Cultures
- A marine “touch tank” hosted by founder of the Coral Reef Project, Brandon Rutherford
- Summer Reading Program sign-up for all ages
- Promotion of new Library resources
- Ice cream

*The Summer Reading Program is generously supported by the Friends of The Urbana Free Library and the dance party is generously sponsored by Larry and Margaret Jobe in honor of grandsons Arlin and Berk Orr.*

The Library will soon be debuting a new resource for patrons: Hoopla! With Hoopla, patrons can access ebooks, audiobooks, comics, music albums, television shows, and movies via computer, tablet, phone, and streaming devices. Thanks to unlimited simultaneous access, patrons never wait to borrow an item; and with items automatically returning at the end of the loan period, there are no overdue fees. Coming this summer, staff look forward to offering Hoopla to the Urbana community!

### **Finance/Facilities/Infrastructure:**

- **Budgets**

A revised **FY18 budget** will be available Monday. We anticipate an additional \$10,000 in building repair costs, and recommend shifting funds internally to cover the cost with no net change to the overall budget. HVAC and other facilities costs have been exceptional this year. Other, departmental shifts are also included, which also have no net change to the overall budget.

Staff recommend approving the FY18 budget amendment.

As part of its strategy to save \$500,000, the City of Urbana told the Library to budget \$55,400 less than the **FY19 budget** approved by the Library Board in April. The Administration team has worked hard to identify savings which we feel will have the least impact on patrons and staff. A

recommendation of where revenue can be increased and expenses can be decreased is below. I will present the Library’s budget to the City Council on June 4<sup>th</sup>. It is possible that additional changes will need to be made depending on the City Council’s decision about the City’s budget as a whole.

	Revenue	Expense	Overall change
<b>Totals</b>	<b>\$ 33,535</b>	<b>\$ (21,865)</b>	<b>\$ 55,400</b>
A FT IT Assistant was hired, so we have adjusted the wage for the IT line to reflect the actual wage required. <b>Action: Decrease IT Salary – Regular Employees 80280808-50110</b>		\$ (2,180)	
The City requested that we move the \$95,000 for the 11 year accrual from the Centralized Costs section of the budget to the departmental wage lines. The savings found by having overestimated originally. <b>Action: Move \$95,000 from the “Total Other Employee Costs” in the Centralized Costs section to the departmental lines.</b>		\$ (8,432)	
We received notification from the State of Illinois that <b>for FY18</b> , the Library is scheduled to receive its maximum Per Capita Grant, which is \$51,562.50. We had originally budgeted \$31,000, so this is an increase of over \$20,000. According to conversations with librarians at the State Library, TUFL may not receive the FY18 payment in FY18, but it is reasonable to expect (due to the terms of the grant) that TUFL should receive its FY18 grant funding <b>by the end of FY19</b> . It is possible but not likely that TUFL could receive <b>both</b> FY18 funding and FY19 funding in FY19. <b>Action: Raise revenue in 802-40100 Property Taxes, anticipating either FY19 funding increase and/or receiving FY18 payment or \$51,562.50 in FY19</b>	\$ 20,500		
Anticipated energy savings due to boiler replacement in FY18 and chiller replacement in FY19 <b>Action: Decrease Utilities 80280805 52600</b>		\$ (1,150)	
TUFL updated a utility account so that it was in the Library's name and no longer in the City's name. We paid a deposit of \$6,135 as new business account. TUFL will receive deposit back during FY19. Since we based FY19 utility costs on FY18 utility costs, which were artificially inflated, we can decrease FY19 utility costs, since TUFL will not pay this amount in FY19. <b>Action: Decrease Utilities 80280805 52600; increase Other Miscellaneous Revenues 802 46900.</b>	\$ 6,135	\$ (6,135)	
The City will purchase a section of the lot at the corner of 202 W. Green Street for MCore Project 5, approximately 6-9% of the lot size. <b>Action: Increase Other Miscellaneous Revenues 802 46900.</b>	\$ 6,900		
An evaluation of repairs done on the boiler and chiller 2006-2017 was done. On average, in 2012-2017, \$9,411 was spent yearly on boiler and chiller repair. This is why we replaced the boiler in 2017 and plan to replace the chiller later this year. Although it is reasonable to anticipate saving the \$9,411 a year, we are only recommending showing a savings just under \$4,000, so that the difference of \$5,443 can stay in the fund as a backup. <b>Action: Decrease Building Repair &amp; Maintenance 80280805 52201</b>		\$ (3,968)	

On Monday, I will provide the Board with a follow up memo and budget proposal which will also include some smaller but necessary adjustments to the budget, including needing to add in revenue and expenses for sales of non-food items in the Café, such as t-shirts and coffee mugs.

Staff recommend approving the revised FY19 budget.

- **Non-resident library cards**

On a yearly basis, the Library Board needs to review and approve the method by which TUFL determines the non-resident card fee. Please see the memo included in the Board packet.

Staff recommend continuing to use the Tax-Bill Method.

- **ILLINET/OCLC**

The cost for TUFL to participate in the ILLINET/OCLC services program will be \$14,107.65 for FY19. The confirmation letter is forthcoming, and will be provided to the Board as soon as it arrives. This amount is over the \$10,000, so Board approval is required.

Staff recommend approving renewing our agreement / paying this bill when it arrives.

- **Open Meetings Act requirement**

5 ILCS 120/2.02 a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings.

Staff recommend approving the schedule of regular meetings for FY19 as included in the Board packet.

- **Leases**

[The Local Library Act](#) states the following:

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

6. To sell or otherwise dispose of any real or

personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;

Staff recommend passing Resolution 2018-09, empowering the Executive Director to execute the lease mentioned below with the Township and other leases on behalf of the Library Board. As the Weiner Companies Ltd. negotiate leases with tenants at different times in a month, it can be important to be able to sign leases between Board meetings. Resolution 2019-09 includes a cap of \$18,000 per year per lease (or \$1,500 a month) the Executive Director is allowed to sign without Board approval.

Anke and Celeste worked with Danielle Chynoweth, Cunningham Township Supervisor, and the City of Urbana, on a lease agreement for Library property at 203 W. Green Street, the property between the Webber Building and the Township Building. The cost of the lease to the Township will

be \$1 per year. The Township plans to install and manage a community garden on the site, and to work with the Library to develop collaboration around programming and use. This lease is modeled on the agreement between the City and the Lierman Neighborhood Action Committee for the Lierman Neighborhood Community Garden. Additional information, which was written by Danielle and also shared with the Township Board, is available in the Board packet.

- **Vacation and Leave Policy VI-E**

Congratulations to M.C. Neal, who has accepted a position as the head of I.T. for Urbana School District #116! The Library will be posting the IT Manager position and the newly-created AYS Manager for Programming position. In preparing the postings, we recommend a couple non-substantive changes to the Vacation and Leave Policy.

The current policy includes this chart, which does not include the newly-created AYS Manager position:

PAY GRADES (positions 20-40 hrs/wk)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Pay grade 54 (Exec Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 47 (Assoc Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 42 (Dept Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 39 (IT Mgr)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 36 (Librarian)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 34 (Acq Mgr)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 30 (Office/Graphic/Asst Circ Mgrs)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 25 (Arch Asst, Info Asst)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 23 (Circ, Graphic/Web, Acq Cat)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 19 (Acq Clerk)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 14 (Lead Barista)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)

Staff propose these two non-substantive changes:

- Add the AYS Manager position using the Librarian vacation schedule. The AYS manager will be a librarian and will supervise the work of librarians, as well as other staff.
- Change the IT Manager’s vacation schedule to match the Librarian schedule. After the evaluation and revision of the Manager’s job descriptions we have mentioned, the IT Manager’s position has been reclassified to pay grade 41. Even at former pay grade 39, the IT Manager is at a higher level of responsibility than librarians yet starts at a lower vacation base than the Librarians. Staff recommend starting the IT Manager at 160 hours of vacation and ending at 200 hours instead of starting at 120 hours and ending at 200 hours. We anticipate this will be cost-neutral, as we never expect a manager’s time to be completely replaced while he/she is out of the office, and we have allocated some time for vacation coverage in IT in the FY19 budget already. The revised chart is as follows:

PAY GRADES (positions 20-40 hrs/wk)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Exec Dir	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 47 (Assoc Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 42 (Dept Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 41 (IT Mgr)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 38 (AYS Mgr)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 36 (Librarian)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 34 (Acq Mgr)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 30 (Office/Graphic/Asst Circ Mgrs)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 25 (Arch Asst, Info Asst)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 23 (Circ, Graphic/Web, Acq Cat)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 19 (Acq Clerk)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 14 (Lead Barista)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)

A clean copy of the revised policy is included in the Board packet. Staff recommend approval.

## **Discussion Item: Ordinances to establish a Special Reserve Fund and special reserve fund plan**

The Administrative Ready Reference website is a treasure trove of information for libraries: <https://www.cyberdriveillinois.com/departments/library/ARR/home.html>. Information on ordinances and resolutions is included here:

<https://www.cyberdriveillinois.com/departments/library/ARR/ordinanc/home.html>

I have includes draft ordinances for creating a special reserve fund and plan for the special reserve fund in the Board packet. One item to discuss is what the accumulation limit might be.

## **Professional Development:**

AYS Librarian Lauren Chambers and IT Manager M.C. Neal were accepted into the Illinois Library Association's *Elevate Illinois Libraries Leadership Program*, and attended the event on April 28<sup>th</sup>. According to the ILA website, "Elevate participants will:

- understand the fundamentals of strengths-based leadership,
- gain insight into one's own strengths and identify potential complementary strengths needed from others, and
- identify a project and initial action steps that can be implemented using insights from this program."

Lauren received feedback on the Adult & Youth Services training manual & guide she has been developing, and we are looking forward to its implementation.

## **TUFL in the Media:**

You can also check out our [News & More](#) page for TUFL press releases and highlights.

- News-Gazette Book review: ["Celeste Choate | Woman retraces Childhood Road Trip"](#)
- News-Gazette April 14, 2018 on page A 04: In "showing libraries love," Becky Brown, Seth Kerlin, and Sherrie Bowser each answered the question, "Why are libraries still important in the ever-growing digital world?" This is available in the print paper or online subscription only.
- News-Gazette: [Tom's #Mailbag, April 6, 2018](#)
- News-Gazette: [Quintessential Poets to read at Urbana Library](#)
- The Library is featured in two articles in the May edition of It's All About U and will appear online here shortly: <https://www.urbanaininois.us/E-Newsletter>
  - "Mayor Marlin and staff participate in the Christie Clinic Illinois Marathon"
  - Department Updates: "The Urbana Free Library is encouraging the public to take advantage..."