

Date: July 5, 2019

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of July 9, 2019

Library eNewsletters: [Click here to sign up!](#)

Library News & Events: <https://conta.cc/2RqOj5Q>

Youth & Teen: <https://conta.cc/2Rn2Hfe>

Local History & Genealogy: <https://conta.cc/2Y1Eq10>

Foundation & Friends: <https://conta.cc/2Y1iqTR>

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY19 financial reports here: <https://urbanafreelibrary.org/financial-reports>.

Highlighted Programs, Collaboration, & Outreach:

[Summer Reading](#) is in full swing, and Library staff have been creating programs around this year's theme of "It's Showtime at Your Library!" This month there were programs on improvisation (Kids Improv Class, 6/8), circus-style juggling and clowning (Be a Star – Join the Circus, 6/14), and a special show-and-tell with the Museum of the Grand Prairie (It's Showtime, 6/20). We encourage you to sign up for Summer Reading and to encourage people in your networks to do so, too. Summer Reading is for all ages!

<https://urbanafreelibrary.beanstack.org/reader365>



June is Pride month! Over 300 community members attended Pride-related events this month, including outreach by Library staff at Queering "UP" the Park (6/8), a kitty cat-themed Drag Queen Story Hour (6/9), and a crafting program cosponsored by the UP Center of Champaign County and the IDEA Store (Love Wins Crafting, 6/13). Love Wins Crafting was an extravaganza! Attendees made zines, sashes, and light-up wristbands, among other items.



June also was a busy month for outreach. At Clark-Lindsey Village on 6/6, staff signed people up for library cards, informed residents about new Library services, and provided tech assistance. At the Downtown Get Down on 6/22, the Library managed the Teen Maker Zone, and attendees made print designs using vinyl cutting machines. The Library also attended the Martin Luther King Jettie Rhodes Neighborhood Day (6/22), and the Urbana Park District's Play Day in the Park at Chief Shemauger Park on 6/27, where they taught kids how to make their own whirly gigs. Altogether, Library staff met more than 300 community members!

Please note: Downtown Get Down is a new partnership between the City of Urbana Arts & Culture Program, Urbana Park District, 40 North 88 West, Champaign County Arts Council, Urbana Business Association, and the Library that features live music, games, art demos, and more on the 4th Saturday of every summer month.



New & Coming Soon:



The Urbana Free Library turns 145 this year, and we'll be celebrating all year long! The celebration begins on 7/6. The music group Almost "A" Trio will play live music, while the Champaign County Historical Archives will showcase items and documents throughout the Library's history for community members. There will be crafts, a library-themed BINGO game, and attendees will answer the question, "What will the Library look like in the next 145 years?" Everyone is also invited to have cake and refreshments.

This July will mark the 50th anniversary of the Apollo 11 moon landing. To celebrate, the Library has planned three different events. The "Make it Monday" craft on 7/15 will help children create their own miniature rocket. The next day, on 7/16, Dave Leake, retired Director of the William M. Staerkel Planetarium, will bring a real NASA spacesuit for children to see and learn about; and finally, on 7/23, Dave Leake will return to provide a presentation for adults about the historic moon landing.

The Pygmalion Festival has announced the lineup for this fall. Thanks to the Foundation's sponsorship, poet Mahogany L. Browne will be speaking at the Library on Thursday, 9/26, at 6 pm. We look forward to seeing you here for a wonderful evening! Please spread the word with your social networks. More on poet Browne here: <http://thisispygmalion.com/literature/mahogany-l-browne/>

Strategic Planning:

The Board will not engage in a strategic planning session during July, but that doesn't mean that the process has halted! Due to the over 1,200 responses to the Community Survey, we need a bit more time to process and summarize the data to create a cohesive Learning Report will inform the Board and staff retreats. The "Learning of strategic planning always takes the most time, and we we wanted to give ourselves the time needed to properly the information.



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digest

The Process Team has reviewed a preliminary Learning Report, and we will share an updated draft with our Community Ambassadors soon. We'll spend the August Board meeting reviewing and discussing the final draft of the Learning Report. We're budgeting an hour and a half for this review and discussion so the Board has ample time to fully consider all the information. A revised timeline is included in the Board packet.

There is a conflict with the regularly scheduled Board meeting for a Board member. Action Item 10.8 on the Board Agenda is to reschedule the 7:00 p.m. August 13, 2019, Library Board meeting to 6:00 pm August 15, 2019, so that all Board members can attend.

HR, Policy, & Infrastructure:

- **Policy review.** The Administrative team continues to review the Library's policies. ILA standards recommend reviewing most policies every three years; collection development policies every two years. This month, we bring forward three policies with minimal or no changes (other than formatting) for Board review. Staff recommend passing and/or reaffirming these policies.
- **Slate of officers for FY20 from the Nominating Committee: Action Item 10.1.**
 - Chris Scherer as President
 - Beth Scheid as Vice-President
 - Barb Bennett as Secretary/Treasurer
 - Barbara Jones as Secretary *pro tempore*
- The initial draft of the Library Board's report to the City Council mandated by State law 75 ILCS 5/4-10 is included. We don't have the end of the year statistics yet, but those will be included in the final draft next month. Enjoy reading about the Library's many accomplishments during FY19!

Finance/Facilities/Technology:

Finance:

- No loan was needed from the City of Urbana.
- June Budget amendment requests:
 - Per the Finance Policy, these completed budget adjustments are departmental requests and need Board approval.
 - AYS: Move \$3000.00 from BOOKS (80280802 51801) to ADULT DOWNLOADABLES (80280802 51811).
 - AYS: Move \$500 from CHILDREN'S DVDS (80280802 51806 80103) to ADULT DOWNLOADABLES (80280802 51811).
 - AYS: Move \$610.00 from CHILDREN'S DVDS (80280802 51806 80103) to CHILDREN'S BOOKS (80280802 51801 80103).
 - AYS: Move \$450 from ADULT DVDS (80280802 51806) to ADULT NEW COLLECTIONS (80280802 51802).
 - AYS: Move \$150 from ADULT DVDS (80280802 51806) to ADULT AUDIOBOOKS (80280802 51804).
 - AYS: Move \$325 from ADULT DVDS (80280802 51806) to ADULT CDS (80280802 51805).
 - IT: move \$300 from SHARED IT (80280808-51500) to UTILITIES IN IT (80280808-52600).
 - IT: move \$1,700 from SHARED IT (80280808-51500) to IT OTHER SUPPLIES (80280808-51900).
 - Per the Finance Policy, this adjustment needs Board approval **before** the budget can be amended: In Library Centralized costs, increase the Library Resale Purchases 80280851-51810 expense line and the Other Reimbursements 802-46290 revenue line by \$1,300. When staff purchase library t-shirts or items with the Library's discount, the expense is billed to Library Resale Purchases. Staff reimburse the Library in the Other Reimbursements 802-46290 revenue line. TUFL staff purchased and reimbursed TUFL for more items than anticipated, especially with the end-of-the-year 145th anniversary t-shirt order.

Facilities:

Sealed bids for custodial and maintenance contract services were received and opened on 6/21. Proposals are currently being evaluated.

Professional Development:

Carol Inskeep and Celeste Choate attended the American Library Association conference in Washington, DC. Carol had the opportunity to meet award-winning author Jason Reynolds and snapped a quick picture. Mr. Reynolds is the author of *Ghost* and *Long Way Down*.



Donica Martin, Archives librarian, and Angela Solis, former Archives apprentice, have been invited to present at the Society of American Archivists Annual Meeting Research Forum in Austin, Texas, on 8/2.

Dawn Cassady attended a full day of training on Design Thinking presented at the Illinois Heartland Library System headquarters in Edwardsville.

Both newer Trustees, Shirese Hursey and Lupe Meija, have received their Orientation and tour of the Library.

TUFL in the Media:

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

June Book Review: “Shadow and Bone” reviewed by Kathryn Thies

https://www.news-gazette.com/news/kathryn-theis-check-out-these-books-before-netflix-adaptations-debut/article_6b8abdb0-36da-5549-8406-93c84c4e7c26.html

July 2, 2019 - [Library events, June 30-July 7, 2019](#)

June 27, 2019 - [8 Free Air-Conditioned Indoor Family Outings in Champaign-Urbana](#)

June 24, 2019 - [Library events, June 23-30, 2019](#)

June 18, 2019 - [Library events, June 16-23, 2019](#)

June 17, 2019 - [Frank's Weekend Faves, June 9, 2019](#)

June 17, 2019 - [Library events, June 9-16, 2019](#)