

Date: September 6, 2018
To: The Urbana Free Library Board of Trustees
From: Celeste Choate, Executive Director
Re: Director's Report for Board Meeting of September 11, 2018

The September newsletter: <http://urbanafreelibrary.org/headlines/month-urbana-free-library-20>. There are a LOT of programs in September, so do check it out!

Current financial information: <http://urbanafreelibrary.org/your-right-know#fin>. Please focus on the [New Reports in Munis](#) section for summary year-to-date financial information.

Highlighted Programs, Collaboration, & Outreach:

- To raise awareness and to promote prevention of consumer fraud and identity theft, Library staff partnered with State Senator Scott Bennett and local Scouts organizations to offer our fourth paper shredding event on August 4th. The event was held across from Market at the Square, and 61 families brought documents and recyclables for shredding. Much positive feedback was received about the event, and Library staff and State Senator Scott Bennet have plans to expand the program's reach for 2019.
- Library staff were pleased to host a successful UFLive! performance featuring The Jaybirds for the month of August, as well as a pop-up music program called "Turn the Page with Mr. and Mrs. Something." Between these two events, 150 community members enjoyed engaging music performances, both of which further confirm the Library's reputation as a venue for music performances. *UFLive! Concerts are made possible by the generous support of The Urbana Free Library Foundation.*

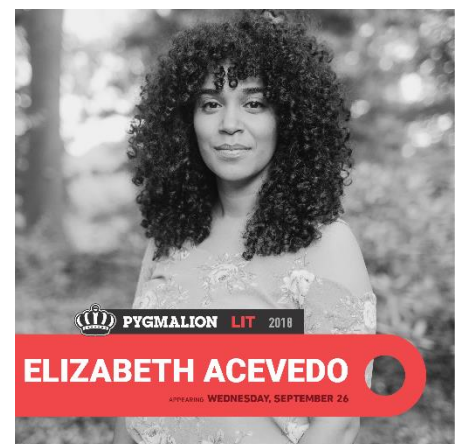


- On August 18th, Library staff partnered with [KOOP](#) to host a Pop-Up Play Day on the Elm Street side of the Library. Pop-Up Play Day facilitators offer various raw materials (cardboard boxes, wood, etc.) that attendees can use to build, create, and let their imaginations roam! In addition to hosting a Pop-Up Play Day, Library staff also partnered with KOOP and the Urbana Park District to attend a Pop-Up Play Day at a Neighborhood Nights event (in addition to other Neighborhood Nights attended by Library staff this summer) to sign community members up for library cards. *Both KOOP Pop-Up Play Days were sponsored by an Urbana Public Arts Grant.*
- On August 24th, Library staff from Adult & Youth Services and Archives tabled at The iSchool at Illinois Information Fair, and spoke to nearly 60 students about opportunities at the Library, including coursework-related opportunities, employment opportunities, and volunteer opportunities. Students shared their interests, ranging from makerspaces and volunteering in the Teen Open Lab to working on specialized Archives projects.

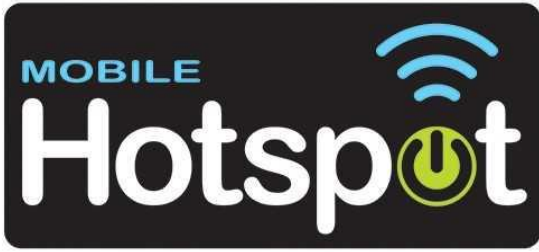


New & Coming Soon:

The Library is the kick-off site for literature events of Pygmalion 2018! On September 26th, the Library will host Elizabeth Acevedo, dynamic spoken word poet, National Slam Champion, and bestselling author of the recently-released young adult novel *The Poet X*. Ms. Acevedo will offer a poetry reading, Q&A session, and a book signing. Copies of *The Poet X* are available for check out or purchase from the Library. *Elizabeth Acevedo's visit is generously sponsored by The Urbana Free Library Foundation.*



Since opening Teen Open Lab an extra day per week in August, attendance by teens on the new day points to continued positive growth for the Library's afterschool makerspace program. Teen Open Lab is now open Monday through Thursday, and has served 18,517 participants since it first opened in Spring 2013. This fall, TOL will host special guests Ctrl-Z, a local STEM group and robotics club for teens, who will offer demonstrations of a robot built by the group. This winter, TOL will also include activities related to this year's Big Read selection, *The Namesake* by Jhumpa Lahiri.



This collection is made possible through a gift from The Urbana Free Library Foundation.

Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection is now available for community members, which means that community members without internet access can now check out internet access from the Library! To establish this collection, the Library is offering 10 mobile hotspots for checkout, and each device can be borrowed for two weeks.

The [Frank Heitzman Architectural Survey of Champaign-Urbana collection](#) is now available for public browsing in the Champaign County Historical Archives. The collection contains a copy of the manuscript, *The Architectural Survey of Champaign-Urbana*, along with approximately 200 informational cards measuring 4" by 6" from the survey described therein. Most cards have a photographic negative measuring 1" by 1.25" attached. To learn more, check out this blog, or visit the Archives:



<https://urbanafreelibrary.org/blogs/2018/08/21/newly-processed-heitzman-architectural-survey-champaign-urbana>

Finance/Facilities/Infrastructure:

Annual Report / IPLAR: A copy of the Library’s Annual report and Illinois Public Library Annual Report (IPLAR) were emailed to the Board on 8-29-18 after the IPLAR was submitted to the State. They are included in the online Board packet here: <https://urbanafreelibrary.org/september-11-2018>. Celeste presented to City Council on August 27th, and will highlight some topics at the Board meeting.

Gift : The Friends of the Urbana Free Library generously (and with great enthusiasm) voted to donate \$1,850 (or thereabouts, if more is necessary) to the Library to re-landscape Megan’s Garden. Anke has been working with the UIUC Extension and Champaign County Master Gardeners to develop a plan which will enhance the visitor’s experience of the mural by Glen Davies. Draft images will be available at the Board meeting.

FY19 Budget Amendment: Staff recommend the following amendments:

Library Trust Fund:

Donations / Contributions / Gifts (revenue)	810 46300	Add \$1,850
Other Library Materials (expense)	81080831 51990	Add \$1,850

Library General Fund:

Insurance Premium (expense)	80280805 52710	Add \$1,075
Worker’s Comp Claims (expense)	8028080152721	Subtract \$1,075

HVAC: The Library has advertised for Bids on the Chiller and Furnace Replacement. The pre-bid meeting will be held on August 31, 2018. Bids are due to the Library on September 18.

Circulation and Interlibrary Loan Policy amendment: Public Act 100-0875 was recently passed and went into effect on August 14, 2018, amending the Illinois Local Library Act and the Public Library

District Act of 1991. Language in the new public act removed the limitation for only one non-resident to receive library privileges for each parcel of taxable property owned or leased. We have changed the wording of the applicable section of the Circulation and Interlibrary Loan Policy (1b. Non-resident property owner) as follows so as to comply with the statute change, and will update internal procedures accordingly. We have confirmed with City Legal that this policy wording covers the change to the statute. We feel the following wording change is non-substantive and recommend approval of the policy change at this meeting so the Library's policy complies with the new law. The entire policy is available in the Board packet at <https://urbanafreelibrary.org/september-11-2018>, but the only change occurs here:

1. b. Non-resident property owner

Library cards are available to persons who pay Urbana city property taxes but do not reside within the city limits. Non-resident property owners must provide a current, receipted tax bill on which the individual's name appears as an owner of property located within the city limits of Urbana. Such cards are issued ~~only to those persons whose individual names appear on current tax bills, or who otherwise~~ qualify for cards under the provisions of 75 Illinois Compiled Statutes 5/4-7.12. ~~In accordance with Illinois State law, only one non-resident card is issued per parcel.~~ Non-resident property owner cards are valid for three years from the date of issue. If a non-resident property owner holding a card sells his or her property within the Urbana city limits, that card immediately becomes invalid.

Custodial Services competitive process: Due to the time needed to work on the porch and HVAC projects, we were unable to work on the Custodial Services competitive process. Fortunately, JPE Inc. is willing to extend our current agreement through the end of the fiscal year. Staff recommend approving Resolution 2018-14 to approve the sixth addendum to maintain the Library's custodial services.

Strategic planning next steps / Presentations to the Board: Barbara Jones and Celeste Choate met and discussed the next few months' of presentations to the Board. The Library's Per Capita grant application will be due to the Illinois State Library in mid-January 2019. We will be addressing each of the grant requirements in the coming months so as to be eligible for these State funds. There are four topics which are mandated by the Per Capita Report. The table below shows past topics and future ideas. Please let Barbara or Celeste know if you have other topics you'd like to see addressed.

Many of these topics are brought to the Board because they set the stage for strategic planning, which will begin after the new managers and director are hired. For the October Board meeting, Celeste will provide a document of planning resources to continue laying the groundwork. Some have been provided to the Board, for example:

- City of Urbana Visioning document setting City Council priorities & the What's in Your Square initiative
- OCLC report: Awareness to Funding:
<https://www.oclc.org/research/publications/2018/oclcresearch-awareness-to-funding/report.html>
- New American Welcome Center's data snapshot on our community:
<http://universityymca.org/welcome/>
- Institute of Museum and Library Services (IMLS) strategic plan for 2018-2022
<https://www.ims.gov/sites/default/files/publications/documents/ims-strategic-plan-2018-2022.pdf>

Date	Source	Title	Presenter
		<i>Fake News</i>	
		<i>Net Neutrality</i>	
		<i>Advocacy: Legislative issues important to ALA and ILA</i>	
		<i>Trendspotting & future casting</i>	
		<i>Technology trends</i>	
At or before Jan 8, 2019, Board meeting	FY19 Per Capita Requirements	Staff and trustees also will need to complete a free online educational opportunity focusing on meeting the needs of patrons with challenges or disabilities. We are waiting on clarification from the Illinois State Library with regard to this requirement, and more information will be shared at a later date.	
12/11/2018	FY19 Per Capita Requirements	The Board will review Ch. 6-10 of the "Trustee Facts File Third Edition."	Board members
11/13/2018	FY19 Per Capita Requirements	Services provided by the Illinois Veterans' History Project	Anke Voss
10/9/2018	FY19 Per Capita Requirements and <i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	Ch. 8, "Public Services: Reference and Reader's Advisory Services"	Rachel Fuller
10/9/2018		Summer Reading Success	Elaine Bearden
9/11/2018		Annual Report	Celeste Choate
8/14/2018		ALA conference	Barbara Jones
6/12/2018		New American Welcome Center: Community Snapshot report	Christopher Di Franco, Devin Carter, Megan Flowers
5/8/2018		Collections	Kasia Hopkins
4/10/2018		Volunteering at The Urbana Free Library	Celeste Choate
3/13/2018		FY19 Budget presentation	Celeste Choate
3/14/2018		updates on the Chanute collection	Liz Wittrig
2/3/2018		updates on transition to Munis; budget preparation	Celeste Choate
2/13/2018		Project Read	Lynette Correa-Velez, Urbana Adult Education; Carol Inskeep
1/9/2018		Annual Financial Report	Baker Tilly audit report - Joseph Lightcap
1/9/2018		Technology Plan	M.C. Neal
12/12/2017	FY18 Per Capita Requirements and <i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	<i>Serving Our Public Chapter 12: Safety</i>	Kathy Wicks
11/14/2017	FY18 Per Capita Requirements and <i>Trustee Facts File</i>	Trustee Facts File 1-5	Jared Miller
10/10/2017		Services to Immigrants	Carol Inskeep
10/10/2017		Community Webs Grant	Anke Voss
9/12/2017		Summer Reading Success	Elaine Bearden
8/8/2017	FY18 Per Capita Requirements	Illinois State Literacy Program	Celeste Choate
7/11/2017		Teen Open Lab	Lauren Chambers and Joel Spencer
6/13/2017		Makerspaces	Emily Knox
5/9/2017		Chanute Collection & 100th Anniversary Celebration	Anke Voss, Sherrie Bowser, and Liz Wittrig
3/21/2017	UNESCO	Five Laws of Media Information Literacy	Celeste Choate
1/10/2017	<i>Trustee Facts File</i>	10: Budgeting and Financial Management	Celeste Choate
11/8/2016	FY17 Per Capita Requirements	Educational Programs and Training Opportunities for Patrons	Anke Voss and Lora Fegley
11/8/2016	FY17 Per Capita Requirements	Trustees	Mark Netter
10/11/2016	<i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	6: Access	Kathy Wicks
10/11/2016	<i>Trustee Facts File</i>	6: Intellectual Freedom	Barbara Jones
9/13/2016	<i>Trustee Facts File</i>	12: Advocacy	Bill Brown
6/14/2016	<i>Illinois Library Laws & Rules</i>		Celeste Choate
4/12/2016	<i>Trustee Facts File</i>	7: Planning	Beth Scheid
3/8/2016	<i>Trustee Facts File</i>	9: Facilities	Anna Merritt
11/10/2015	<i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	5: Technology	M.C. Neal
8/11/2015	<i>Trustee Facts File</i> and <i>Illinois Library Laws & Rules</i>	Introduction to the two books and discussion about how to work through them over the coming year.	Celeste Choate
9/9/2014	<i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	7: Collection Management and Resource Sharing	Celeste Choate
8/12/2013	<i>Serving Our Public 3.0: Standards for Illinois Public Libraries</i>	10: Marketing, Promotion, and Collaboration	Kathy Wicks

Professional Development:

Anke presented at the Society of American Archivist's annual meeting, held in Washington D.C. on "Documenting Diverse and Hidden Community Voices on the Web," Anke was joined by representatives from some of the other cohort of public libraries (Queens PL, San Francisco PL, Cleveland PL, D.C. PL) engaged in web-based community archives, funded with a grant from the Internet Archive's Community Webs initiative.

TUFL in the Media:

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

August 10, 2018 - [Fox Illinois: Urbana kids learn robotics Friday at Urbana library](#)

August 23, 2018 - [News-Gazette: Friends of Urbana Free Library's summer book sale set this weekend](#)

August 24, 2018 - [News-Gazette: Weekend Top 10, August 24, 2018](#)