

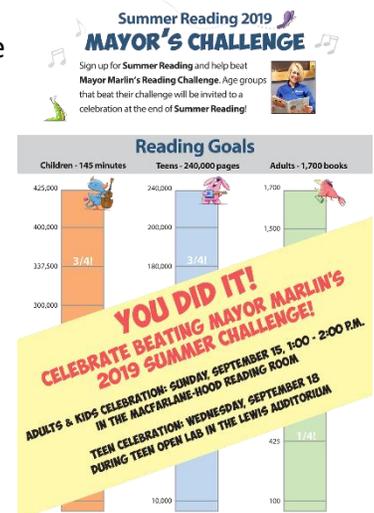
Date: October 4, 2019
To: The Urbana Free Library Board of Trustees
From: Celeste Choate, Executive Director
Re: Director’s Report for Board Meeting of October 9, 2019

Library eNewsletters: [Click here to sign up!](#)
 Library News & Events: <https://conta.cc/2p4Tf6k>
 Youth & Teen: <https://conta.cc/2o1fBFq>
 Local History & Genealogy: <https://conta.cc/2Az8E13>

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>,
 with FY20 financial reports here: <https://urbanafreelibrary.org/financial-reports>.

Highlighted Programs, Collaboration, & Outreach:

Every age group beat their goal for the Summer Reading 2019 Mayor’s Challenge. On September 15th, adults and children were invited to celebrate their phenomenal reading with crafts and snacks, a UFLive! performance by the Emily Anne Band, and the Young Artist’s Studio African Drum DIY Workshop. Between the three activities, over 100 people participated in the celebration. Teens celebrated with pizza at Teen Open Lab on September 18th. Thank you to Mayor Marlin for congratulating participants at both of the celebrations and for issuing the challenge!



	Registered Participants	Mayor’s Challenge Numbers	Amount
Adults	373	1,700 books	2,107 books
Teens	142	240,000 pages	258,211 pages
Children	737	425,000 minutes	478,599 minutes

This was also a great summer for programs held during Summer Reading. Between May 13th and August 31st, there were 255 programs and outreach events with 9,104 attendees. That’s an average of 2 programs per day and 82 attendees per day over the Summer Reading Program’s 110 day time period! The Summer Reading theme was *It’s Showtime at Your Library*, and programs ranged from learning circus activities in Be A Star, singing during Family Karaoke Night, to making a cardboard car at the Library’s annual Drive-In Movie.

Thank you to the [Friends of The Urbana Free Library](#) for generously supporting the Summer Reading Program, and to an anonymous donor for providing the Kindle eReaders, which were awarded to participants as raffle prizes.



Mayor Marlin proclaimed September National Library Card Sign-Up month at the 9-23-19 City Council meeting. There were 240 new library cards made during a very busy Library Card Sign-up Month. That is an increase from the 203 cards made during September of 2018. We also increased cards made during August 2019 (405) compared to August 2018



(391). Thank you to our hard-working Circ and AYS staff members who got out into the community during multiple outreach events to let people know about the many benefits of having a library card.

In addition, the celebration of our 145th year of library service in Urbana continued on September 28th with a behind-the-scenes tour of the Library given by Fred Schlipf.

On September 13th, Archives Librarian Donica Martin collaborated with Tolono Public Library District staff to present a beginner genealogy workshop called Researching Your Genealogy at the Tolono library. Ten patrons attended the workshop, and attendees expressed their interest in visiting the Champaign County Historical Archives afterwards.



The Library hosted the 6th Annual Immigrant Welcome Awards on September 21st, which was attended by 115 community members. The awards are part of the larger community Welcoming Week (September 13th-22nd), a week of events that celebrate our diverse community.

Mayor Marlin attended the award ceremony hosted at the Library and read a proclamation for Welcoming Week. Following the ceremony, there was an opening reception for the BELONGING(S) Artist of Corridor exhibit, which was a partnership between TUFL, local artists, the City of Urbana, and the Spurlock Museum, featuring photography and short stories about immigrant experiences.

On September 14th, younger library goers got to try some of the equipment from Teen Open Lab (TOL) at a program called Makerspace Jr. to see why TOL has been so popular with teens. Sewing machines, 3D printers, drawing tablets (pictured right)



and more were available for the 25 participants to try and spark their creativity. Community members used the equipment to make clothes, 3D print different objects, and one family made a city out of paper bags and cardboard tubes!



As part of this year's Pygmalion festival, Mahogany L. Browne gave an electric reading on September 26th in Lewis Auditorium. Mahogany L. Browne spoke and read poems about family, mass incarceration, activism, and her experiences growing up. She also read her poem [*Black Girl Magic*](#), which went viral online and was published as a YA poetry book. She received a standing ovation from the audience

As part of this year's Pygmalion festival, Mahogany L. Browne gave an electric reading on September 26th in Lewis Auditorium. Mahogany L. Browne spoke and read poems about family, mass incarceration, activism, and her experiences growing up. She also read her poem [*Black Girl Magic*](#), which went viral online and was published as a YA poetry book. She received a standing ovation from the audience

at the end of her reading, with over 60 attendees applauding her performance. *Thank you to [The Urbana Free Library Foundation](#) for generously sponsoring her visit, which was described by patrons as “moving,” “powerful,” and “amazing.”*

New & Coming Soon:

Thanks to community requests and partner support, the Library recently issued a “call for seeds” and is now accepting saved seeds from



community members’ gardens to get a **Seed Lending Library** started! This fall, staff are accepting seeds for “super easy” seed saver plants: tomatoes, herbs, peas, beans, peppers, and lettuces. In the spring, the Seed Lending Library will be up and running for community members to be able to “borrow” seeds and grow their own plants. If you or someone you know is interested in learning more about seed saving, please contact Library staff or check out some [resources](#) on the topic!

October will be full of music with a performance at the Library every weekend! The month starts with the CU JazzFest and the Afro-Caribbean Jazz Collective on October 6th. Then, the music performances continue with Urbana Pops on the 13th, and Wee Love Music and UFLive! on the 20th featuring the Taco Belles who use string basses and vocals to create jazz pieces. Last but not least, the C-U Folks & Roots Festival will be holding performances at the Library again this year on October 26th.

Strategic Planning:

The Board held their strategic planning retreat on September 10 which allowed for deeper discussion of the four strategic directions identified after a review of the Learning Report. Staff also held retreat sessions on September 18 to learn more about plan progress and to give input into possible activities that would help achieve plan goals. We drafted strategic plan documents for review by the Community Ambassadors and Process Team. The Process Team met on October 3 to review and the Board will receive a copy for review prior to the October 9 Board meeting. The Process Team will present the draft Plan to the Board, and the Board will also finalize the Vision and Mission statements. The Learning Report will be included in the draft the Board receives in November, and is available online here: <https://urbanafreelibrary.org/headlines/2019-strategic-planning-process>.

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. *Staff recommend passing the policies mentioned below.*

- *Meeting Room Policy*. The current policy is available online here: <https://urbanafreelibrary.org/your-right-know#pol>. The updated policy includes language that clarifies for staff and community members who may use the meeting rooms, how often the rooms may be used by the same individual, organization, or group, expectations for those using the meeting rooms, and is in alignment with ALA's [Meeting Rooms: An Interpretation of the Library Bill of Rights](#).
- *Archives Collection Development Policy*. We discovered a couple of small changes that need to be made to the policy to keep it accurate and up-to-date.

Illinois Public Library Per Capita and Equalization Aid Grant Application

To be eligible for Per Capita grant funding from the State, Library staff and trustees must complete certain requirements, and then the Library must submit the application by January 15, 2020.

- Requirement #3: Standards chapter review: Personnel, in *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. Available online at <https://www.lislelibrary.org/sites/default/files/assets/Miscellaneous/Standards%20for%20Illinois%20Public%20Libraries%203.0.pdf>. Celeste will briefly present on this requirement at the Board meeting. TUFL meets the standards in the checklist in all but two places, and there are plans in place to meet the standards:
 - Library has a long-range/strategic plan. *The Board is on track to complete the planning process in December 2019.*
 - Library evaluates staff annually. *The Library will be performing staff evaluations in spring 2020 after the action plan section of the planning process has been completed, so staff goals can tie in to the new Plan.*
- Requirement #7 Continuing Education: At least one Board member must to volunteer to watch a one-hour webinar on organizational management by January 1, 2020, and indicate whether they see a modification to current practices or policies that should be considered in the coming year. Dawn Cassady will email you soon with a link to the webinar staff watched at their 2019 Staff Day.
- Requirement #6: The Board of Trustees shall review chapters 11 – 14 and all appendices of *Trustee Facts File* third or fourth edition. All Board members have received a print copy of the fourth edition, and the third edition is available here: <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>. We would appreciate if this is completed by the December Board meeting.

Finance/Facilities:

Finance

- October Budget amendment requests:
 - Per the Finance Policy, these completed budget adjustments for FY20 are departmental requests and need Board approval:
 - AYS: \$800.00 from Sound Recordings (80280802 51807 80103) to New Collections (80280802 51802 80103)

- AYS: \$800.00 from CDs (80280802 51805) to New Collections (80280802 51802 80103)
- The Illinois Arts Council Agency (IACA) has awarded The Urbana Free Library a grant of \$2,700.00 from State funds for performances by Jim Gill. It is an Illinois Arts Council Agency "ArtsTour & Live Music" grant. *Staff request that the Board pass Resolution 2019-12 to allow the Executive Director to accept the grant and complete the paperwork.* There will be a budget amendment this month or next to incorporate grant funds into the FY20 budget.

Facilities

Staff request that the Board pass Resolution 2019-11 for the Custodial Services Contract: The Library opened and read bids for custodial services on Friday, June 21. The custodial contract was awarded to *Clean as a Whistle, LLC*. We were unable to come to agreement with CAAW about the terms. Staff recommend that the contract be awarded to Ram Clean instead.

Staff request that the Board approve Resolution 2019-13 to formalize the existing verbal agreement between The Urbana Free Library and Volo to provide free wireless service to the Library.

TUFL in the Media:

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

October 2, 2019 - [CI Living Urbana Free Library Archives Bazaar](#)

October 1, 2019 - [Library events, Sept. 15-22, 2019](#)

October 1, 2019 - [Library events, Sept. 29-Oct. 6, 2019](#)

October 1, 2019 - [5 people, 1 business to be honored at 2019 Immigrant Welcome Awards](#)

October 1, 2019 - [Carol Inskeep | Takei tells story of family's internment](#)

October 1, 2019 - [Library events, Sept. 22-29, 2019](#)

September 26, 2019 - [Belonging\(S\)](#)

September 26, 2019 - [Top 10 Reasons to Visit the Urbana Free Library](#)

September 26, 2019 - [CU takes part in National Voter Registration Day](#)

September 14, 2019 - [Immigrants & Non-Immigrants Both Welcome At C-U Welcoming Week Activities](#)

September 10, 2019 - [Research help for aspiring historians, genealogists available locally](#)

September 10, 2019 - [Library events, Sept. 8-15, 2019](#)

September 10, 2019 - [1,000 Books Before Kindergarten](#)

UPTV video from the Teen Open Lab Skateboard Art Project Opening:
<https://www.youtube.com/watch?v=cY7UR0rgUrc&feature=youtu.be>