



# Director’s Report

**Date:** June 7, 2024

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

**From:** Celeste Choate, Executive Director

**Re:** Director’s Report for Board Meeting of June 11, 2024

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## Strategic Plan Progress

 **ENHANCE** We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

- The Library has been awarded \$20,500 for the City of Urbana’s Youth Services Grant. The grant will allow staff to upgrade equipment used in maker-space programming and regularly serve snacks at those programs.
- We have a date! Country Arbors is scheduled to begin work on the Library’s perimeter landscaping on Tuesday, September 3. We are hopeful that postponing the work until after the worst of the summer heat will give the plants a better chance to thrive.
- The Archives began a quarterly segment in its newsletter called "What's New in Archives?" this month. The segment will highlight newly available materials, provide updates to existing projects, and share information on other items of interest. To sign up for the Archives newsletter (or any Library newsletter!) visit <https://urbanafreelibrary.org/about-us/newsletters>.
- Daughters of the American Revolution Alliance Chapter gifted off their annual donation to the Archives in memory of past members; Archives staff will soon add the materials to the collection.



## EMBRACE

We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

- Library staff tabled at Southeast Urbana Neighborhood Association's (SUNA) Annual meeting with several other community and government organizations. Along with sharing information about Library services, staff also got suggestions and feedback from community members and discussed how the Library could better serve them.



## EMPOWER

We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

- [Summer Reading](#) & the [150<sup>th</sup> Anniversary Reading Challenge](#) and Super User Challenge have started. This year's Summer Reading theme is Read, Renew, Repeat. Summer Reading will run from May 13 to August 31. To celebrate the Library's 150<sup>th</sup> Anniversary, there is also a yearlong reading challenge where community members can earn special 150<sup>th</sup> Anniversary prizes. Community members can also prove they are Library super users by completing activities and answering questions that invite them to explore the full range of services the Library offers. The 150<sup>th</sup> challenges will run through the end of June 2025. To promote Summer Reading, Library staff visited USD#116 grade schools and the Urbana Early Childhood School. Altogether, staff spoke to almost 1,500 students. *The Summer Reading Program is generously supported by the **Friends of The Urbana Free Library** and 150<sup>th</sup> Anniversary Programs are generously supported by **The Urbana Free Library Foundation**.*
- As part of the Building Beyond the Barriers Community grant from the Campus-Community Compact to Accelerate Social Justice at the University of Illinois at Urbana-Champaign partnership with the CU Community Fab Lab, the Library hosted two Maker-in-Residence workshops during Teen Open Lab. Maker Jack Schools guided teens in using found items to make collages that expressed their identities and explored collaborative storytelling. In the second workshop, Carson Smith led a crochet workshop where teens could create part of a larger crochet creation. In total, the Maker-in-Residence project held 7 workshops across Champaign-Urbana. *These workshops were funded by the Campus-Community Compact to Accelerate Social Justice Grant in a partnership between CU Community Fab Lab, the Urbana Arts and Culture Program, the Independent Media Center, and The Urbana Free Library.*
- Free Comic Book Day and Star Wars Day fell on the same day this year. For Free Comic Book Day, the Library partnered with Dark Tower Comics and the Champaign Public Library to give away comics. Community members also made a superhero mask craft, built and destroyed a city of boxes, and challenged themselves with trivia questions. For Star Wars Day, kids and their families made Grogu and BB-8 crafts, took part in a Star Wars-themed scavenger hunt, and more. The two programs had a combined attendance of 320 community members that day.
- The Anita Purves Nature Center brought a salamander and two box turtles for kids to meet and talked about different fun facts about both types of animals. The two box turtles raced, and the 30 community members could also look through a microscope to see tiny creatures living in pond water.

## Action Item Details & Additional Information

- FY24: The Urbana Free Library Foundation has agreed to fund a trauma-informed event with the Nick Rudd Fund. Library staff request the following budget amendment.
  - \$200.00 increase to revenue Donations/Contributions/Gifts (810 46300)
  - \$200.00 increase to expense Adult Programs (80280809 51812)
- FY25:
  - If the Library Board passes Resolution 2024-11 to accept the City of Urbana Youth Services Grant, staff request the following budget amendment:
    - \$20,500 increase to revenue Donations/Contributions/Gifts (810 46300)
    - \$20,500 increase to expense Adult Programs (80280809 51812 80102)
  - Given increasing utility costs:
    - \$14,760 increase to expense Utilities (80280805 52600)
    - \$14,760 decrease to expense Building Repair & Maintenance (80280805 52201)
  - To align with the City of Urbana’s budget for TUFL:
    - \$12,000 increase to revenue City Other Contribution (802 41700)
    - \$12,000 increase to expense IMRF & SURS (80280801 50251)
  - Additional opportunities for all staff for harassment training in calendar year 2025:
    - \$2,700 increase to expense Admin Travel, Education and Training (80280801 52320)
    - \$2,700 increase to revenue Investment Income (802 45000)
- Staff are bringing forward the Workplace Violence Policy for Board review, with only minor wording changes intended to improve clarity of language. Staff recommend approving the draft policy.
- As you may know, the CDC updated their guidance for people who have COVID in early March 2024. They now recommend treating COVID more like any other respiratory virus and “returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.” *Since the Library doesn’t have separate “flu leave” or “cold leave” (as examples of other respiratory viruses), we recommend that the Board now end COVID Leave.* The most current version was approved in 2023 and is included for your review in the Board packet. The Library has looked to the City of Urbana throughout the pandemic, and the City is no longer providing new allocations of COVID leave. Library staff still can take paid time off to recover from COVID or any other illness that they might get using Paid Leave for All Workers (all staff accrue) and/or sick leave (part-time and full-time staff accrue).

## Communication

### Library Newsletters

- The TUFL Times, May: <https://uflil.patronpoint.com/email/preview/108>
- The TUFL Times: Youth Edition, May: <https://uflil.patronpoint.com/email/preview/109>
- Archives Newsletter, May: <https://uflil.patronpoint.com/email/preview/106>

## Library News

- May 1-4, 2024 - *News-gazette.com* Richard Cogdal Obituary <https://www.legacy.com/us/obituaries/news-gazette/name/richard-cogdal-obituary?id=55002885>
- May 2, 2024 – *Smilepolitely.com* - Champaign-Urbana’s 2024 poetry month is in the books <https://www.smilepolitely.com/arts/champaign-urbanas-2024-poetry-month-is-in-the-books/>
- May 12, 2024 – *Chambanamoms.com* - Champaign-Urbana loves summer reading programs <https://www.chambanamoms.com/2024/05/12/summer-reading-programs-champaign-urbana/>
- May 13, 2024 – *Chambanamoms.com* - Urbana Free Library Celebrating 150th Anniversary with Birthday Party <https://www.chambanamoms.com/2024/05/13/urbana-free-library-celebrating-150th-anniversary-with-birthday-party/>
- May 15, 2024 – *Illinois Public Media* - WILL Call: What’s Happening in Champaign-Urbana May. 15 – May. 21 <https://ipmnewsroom.org/will-call-whats-happening-in-champaign-urbana-may-15-may-21/>
- May 17, 2024 – *Flyingmag.com* - AMT Day Offers Opportunity to Inspire Next Generation <https://www.flyingmag.com/amt-day-offers-opportunity-to-inspire-next-generation/>
- May 22, 2024 – *Smilepolitely.com* - A nuanced look at urban decay in Downtown Urbana <https://www.smilepolitely.com/culture/a-nuanced-look-at-urban-decay-in-downtown-urbana/>
- May 23, 2024 – *Chambanamoms.com* - Plenty of free and low-cost ways to have fun in Champaign-Urbana this summer <https://www.chambanamoms.com/2024/05/23/summer-fun-on-budget-champaign-urbana-family-kids/>
- May 26, 2024 – *News-gazette.com* - Katherine Majewski | The power of books and community [https://www.news-gazette.com/arts-entertainment/books/katherine-majewski-the-power-of-books-and-community/article\\_adfb648c-13f9-5d98-adf5-565fd41ab2e2.html](https://www.news-gazette.com/arts-entertainment/books/katherine-majewski-the-power-of-books-and-community/article_adfb648c-13f9-5d98-adf5-565fd41ab2e2.html)
- May 29, 2024 – *Chambanamoms.com* - Champaign-Urbana Weekend Planner – June is Here <https://www.chambanamoms.com/2024/05/29/june-is-here-champaign-urbana/>

## Budget Information

- Budget and FY24 Financial Reports: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>

Bank reconciliations for the last day of the month: July 2023 - June 2024						
	July	August	September	October	November	December
Illinois Funds account	\$ 216,906.99	\$ 217,911.90	\$ 218,899.07	\$ 219,927.40	\$ 220,925.10	\$ 221,950.01
Busey Bank Cash accounts	\$ 2,943,480.37	\$ 3,147,582.21	\$ 4,212,416.00	\$ 3,925,611.70	\$ 3,784,810.07	\$ 3,380,738.88
Busey Bank Web account	\$ 68,388.69	\$ 73,630.53	\$ 77,357.69	\$ 80,143.02	\$ 82,442.05	\$ 84,910.90
<b>Total</b>	<b>\$ 3,228,776.05</b>	<b>\$ 3,439,124.64</b>	<b>\$ 4,508,672.76</b>	<b>\$ 4,225,682.12</b>	<b>\$ 4,088,177.22</b>	<b>\$ 3,687,599.79</b>
	January	February	March	April	May	June
Illinois Funds account	\$ 222,966.74	\$ 223,923.54	\$ 224,951.06	\$ 225,953.45		
Busey Bank Cash accounts	\$ 3,387,341.60	\$ 3,026,051.93	\$ 2,747,741.33	\$ 2,438,890.79		
Busey Bank Web account	\$ 87,309.85	\$ 89,834.78	\$ 93,917.34	\$ 96,801.67		
<b>Total</b>	<b>\$ 3,697,618.19</b>	<b>\$ 3,339,810.25</b>	<b>\$ 3,066,609.73</b>	<b>\$ 2,761,645.91</b>	<b>\$ -</b>	<b>\$ -</b>