



Director’s Report

Date: December 5, 2024

To: The Urbana Free Library Board of Trustees

From: Rachel Fuller, Interim Director

Re: Director’s Report for Board Meeting of December 10, 2024

Table of Contents

Strategic Plan Progress 1

Action Item Details & Additional Information 3


Communication..... 3

 Library Newsletters..... 3

 Library News 3

Budget Information..... 4

Strategic Plan Progress

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

- The new East Air Handler is moving air, and we have heat on the East end of the building! The contractors are doing the final work, and we anticipate the engineering firm designating the work as “substantially completed” soon. Final testing of the air handler’s cooling capacity will occur in the spring when the weather is warm enough to trigger the system’s condensing unit to produce cold air.
- Sponsored in part by an Urbana Arts and Culture Grant, Artist-in-Residence Curtis Chung completed four workshops for community members during his residency, which ran from October through December. Each workshop was designed for a different age group and explored the idea of “place” using mediums ranging from graphite to textured surfaces. The Artist-in-Residence grant project is one-third complete, with the next artists’ workshops taking place in 2025; Nika Lucks will serve as Artist-in-Residence from January through March, and Hua Nian will serve from April through May.
- The Library and Foundation partnered to release a [promotional video](#), which has been launched with the Foundation's [Double Your Impact](#) gift match challenge. The Foundation’s gift match



challenge runs from December 3 (Giving Tuesday) to April 1 (Library Giving Day). Library staff and Board members are encouraged to share the Library's promotional video and the Foundation's fundraising campaign with their networks.



EMBRACE

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

- Due to increased outreach efforts, the Library has received more invitations to school events. Over the past month, the Library was invited to attend events at over half of the district's schools, with one invitation noting that they had enjoyed the classroom visits and wanted to bring the same information to parents and guardians at the school's Family Reading Night.
- At the Friendships Bracelets/Braceletes de Amistad program, 21 community members used instructions in English and Spanish to make different types of friendship bracelets. The types varied in difficulty to accommodate different ages and experience levels. Attendees ranged in age from preschoolers to middle schoolers, with several adults participating alongside their children. Many participants took materials home to work on more bracelet projects or share the experience with a friend. This program was created by Olivia Coleman, the Library's bilingual Programming Specialist, whose position is funded by a City of Urbana ARPA grant.
- A lively room of 38 adults gathered to design their own Tarot card at November's Craft Happy Hour. People drew, colored, and collaged images that were both symbolic and fun. Craft Happy Hour continues to draw a diverse group of participants and give people of all ages a chance to socialize and get creative in a friendly atmosphere.



EMPOWER

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

- A mix of beginner and experienced crafters came together for the adult Mini Cross Stitch program. Every person received a small pre-loaded embroidery hoop and instructions to complete a basic stitch. Then, patrons drew a design of their choice and worked at their own pace. The atmosphere was collaborative, with people asking questions or teaching those around them. All 28 participants took their pieces to continue their work or display it.
- At the Discover FamilySearch program, Family History Library volunteer Carol Climer shared techniques for getting the most out of the FamilySearch genealogy database. Climer focused on



the unique features of the resource, and much time was spent answering audience questions and providing research support.

- The Library's Bluey-themed program was popular with families. The program's different activity stations – games, coloring, mazes, and crafts – made it easy for children of different ages and interests to find an activity they loved. Many of the almost 300 participants came dressed as Bluey characters or wore Bluey-themed clothes, and several people mentioned visiting the Library for the first time due to this program.
- The Archives continues a quarterly segment in its newsletter called "What's New in the Archives?" The segment highlights newly available materials, updates to existing projects, and other items of interest. To sign up for the Archives newsletter (or any Library newsletter!), visit <https://urbanafreelibrary.org/about-us/newsletters>.



Action Item Details & Additional Information

- This month, staff present two policies for Board approval as part of our regular cycle of policy review and updates. Staff recommend approval of these policies.
- If the Board approves Resolution 2024-16 to accept a gift from The Urbana Free Library Foundation, please also approve these increases to revenue and expense lines:
 - \$25,000 increase to Donations/Contributions/Gifts (802 46300)
 - \$25,000 increase in Building expense (80280805 53200)

Communication

Library Newsletters

- The TUFL Times, December: <https://uflil.patronpoint.com/email/preview/148>
- The TUFL Times: Youth Edition, December: <https://uflil.patronpoint.com/email/preview/149>
- Archives Newsletter, December: <https://uflil.patronpoint.com/email/preview/147>

Library News

- November 6, 2024 – msn.com – Urbana High School helped students ‘Walk to the Polls’ <https://www.msn.com/en-us/news/us/urbana-high-school-helped-students-walk-to-the-polls/ar-AA1tE3yP?apiversion=v2&noservercache=1&domshim=1&renderwebcomponents=1&wcseo=1&batchservetelemetry=1&noservetelemetry=1>
- November 7, 2024 – ipmnewsroom.org – WILL Call: What’s Happening in Champaign-Urbana Nov. 07 – Nov. 10 <https://ipmnewsroom.org/will-call-whats-happening-in-champaign-urbana-nov-07-nov-10/>
- November 14, 2024 – chambanamoms.com - 25 Things to Do During Thanksgiving Break in Champaign-Urbana <https://www.chambanamoms.com/2024/11/13/thanksgiving-break-things-to-do/>

- November 18, 2024 – smilepolitely.com - Old presses and new dreams at Skeuomorph Press and Book Lab <https://www.smilepolitely.com/arts/old-presses-and-new-dreams-at-skeuomorph-press-and-book-lab/>
- November 20, 2024 – smilepolitely.com - Showing up with CU Girls Who Walk <https://www.smilepolitely.com/culture/showing-up-with-cu-girls-who-walk/>
- November 20, 2024 – ipmnewsroom.org - WILL Call: What’s Happening in Champaign-Urbana Nov. 21 – Nov. 24 <https://ipmnewsroom.org/will-call-whats-happening-in-champaign-urbana-nov-21-nov-24/>

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 2024 - June 2025						
	July	August	September	October	November	December
Illinois Funds account	\$ 229,049.51	\$ 230,094.72	\$ 231,083.43	\$ 232,055.85		
Busey Bank Cash accounts	\$ 3,325,335.18	\$ 3,493,511.49	\$ 3,095,150.44	\$ 4,026,436.77		
Busey Bank Web account	\$ 107,613.47	\$ 111,788.42	\$ 114,332.89	\$ 117,950.09		
Total	\$ 3,661,998.16	\$ 3,835,394.63	\$ 3,440,566.76	\$ 4,376,442.71	\$ -	\$ -
	January	February	March	April	May	June
Illinois Funds account						
Busey Bank Cash accounts						
Busey Bank Web account						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -