



Director's Report

Date: June 5, 2025

To: The Urbana Free Library Board of Trustees

From: Rachel Fuller, Interim Director

Re: Director's Report for Board Meeting of June 10, 2025

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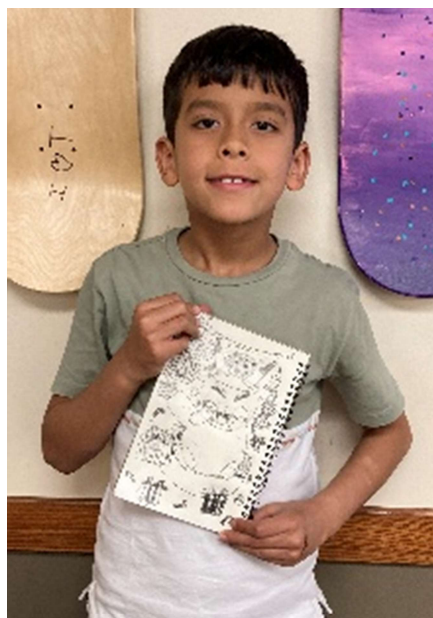
Strategic Plan Progress



ENHANCE

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

- The Library's Artist-in-Residence program wrapped up this month with over 50 participants enjoying Hua Nian's program, Drawing Pokémon! Elementary age children and their families learned how to use shapes like an orange (circle), mini pepper (triangle), and kiwi (oval) to draw Pokémon shapes. Participants then moved around the room to draw stuffed Pokémon set on tables from different angles and then chose action cards from a deck to add action to their drawings. This was the twelfth program offered by the Library's Artist-in-Residence program, featuring Curtis Chung (October - December) and Nika Lucks (January - March) as well. The Library's Artist-in-Residence program was sponsored in part by an [Urbana Arts and Culture Grant](#).
- Olivia Coleman, the Library's Programming Specialist, attended several outreach events and delivered many off-site programs in partnership with local schools this spring. In April, visits included Urbana Middle School, Yankee Ridge Elementary School, Orchard Downs Preschool, Urbana Early Childhood School, and Urbana High School.



Olivia's position is currently funded by an ARPA grant from the City. In addition to Olivia's work, Library staff visited five schools in May to promote Summer Reading, and altogether they spoke with over 1,500 students.

- Due to updated guidance from the Illinois State Library about counting programs for the Illinois Public Library Annual Report (IPLAR), the Library is adjusting programming statistics for FY25. Some events previously counted as outreach now fit the definition of a program, and changes are reflected in the monthly stats sheet with a corresponding note.



EMBRACE

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

- Summer Reading is underway, and this year's theme, which is gaming-related, is Level Up at Your Library. Summer Reading runs through August 31 and is for all ages. So far, over 450 community members have registered and logged over 550 books and 33,000 minutes. Book prizes are funded by the [Friends of The Urbana Free Library](#).



- Free Comic Book Day and Star Wars Day fell on the same weekend this year. Between the two events, over 160 community members made crafts, answered trivia, played games, and celebrated their favorite comic or sci-fi series. A number of community members even came in costume.
- Adam Beaty, former Archives Apprentice, and Pat Cain, Archives Manager, presented a webinar hosted by the iSchool at the University of Illinois. Titled "Preservation for 'Hidden Spaces': Working with LGBTQ+ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife," Adam detailed his experiences as an MSLIS student leading two archival projects focused on LGBTQ materials: a digital collection named "[Queer Nightlife in Champaign-Urbana, IL: 1973-2000](#)" that was recently transferred to the Archives, and a digital exhibit named "[LGBTQ Spaces in Champaign County](#)," a project Adam completed while working as Archives Apprentice in the Spring of 2024. Pat provided insight about supporting student projects in community archives. More than 140 virtual participants tuned in live to the webinar and the recording is also available online: [Preservation for 'Hidden Spaces': Working with LGBTQ+ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife](#).



- The Library hosted the main hub of May's PostMark. Organized by 40 North and the Urbana Arts and Culture Program, PostMark happens monthly and brings together art, music, and food in partnership with downtown businesses. May's theme was "Dance," and 60 community members participated in a scavenger hunt in downtown looking for dance-themed statues. The Library will be the main hub location for PostMark events through September.



EMPOWER

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

- A group of teens who have been coming to Teen Open Lab on Wednesdays to work on music recording with Street College performed some of their work at the Independent Media Center's 2025 Visual & Performing Arts Youth Showcase. The partnership between Street College and the Library is new, and it has developed a small but dedicated group of teen music enthusiasts.
- At an online Archives program, Thomas MacEntee spoke to an audience of 54 community members about the four most popular AI programs people use for translating: ChatGPT, Claude, Copilot, and Gemini. During his program, he demonstrated each tool, focusing on ChatGPT. He demonstrated how ChatGPT can translate old documents into readable formats, as well as transcribe a document in another language into English. He demonstrated how to write effective prompts and strongly emphasized that people should proofread what the AI produces. MacEntee will return in August to present "Creating an Ancestor Sketch."
- The Library hosted the Be a Librarian for a Day program as a part of the Library's 150th anniversary celebrations. A drop-in style of program, the event featured stations highlighting different activities staff do regularly, including a practice story time station where children could read aloud to their families (and an eager group of stuffies!). Several of the attendees who made displays as part of the program also signed up to bring in a display later this summer.



Action Item Details & Additional Information

Based on usage statistics, the Library is adjusting its database offerings and will have savings. To reallocate and best utilize these funds, staff request approval of the budget amendments listed below:

- \$6,000 decrease to Databases (80280802-52910)
- \$6,000 increase to New Collections (80280802-51802-80103)

Additionally, staff request approval for the budget amendments in Collections listed below:

- \$500 decrease to Children's DVDs (80280802-51806-80103)
- \$500 increase to Recordings (80280802-51807-80103)

Staff also request approval of the budget changes listed below to pay the final invoices from utilities and vendors that are expected during June:

- \$47,000 decrease to Building Repair & Maintenance (80280805-52201)
- \$30,000 increase to Utilities (80280805-52600)
- \$16,927.90 increase to Other Contractual Services (80280805-52999)
- \$72.10 increase to Small Tools & Equipment (80280805-51410)

Communication

Library Newsletters

- The TUFL Times, June: <https://uflil.patronpoint.com/email/preview/167>
- The TUFL Times: Youth Edition, June: <https://uflil.patronpoint.com/email/preview/168>
- Archives Newsletter, June: <https://uflil.patronpoint.com/email/preview/166>

Library News

- May 13, 2025, *wcia.com* – Book Recommendations from The Urbana Free Library
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/book-recommendations-from-the-urbana-free-library/>
- May 13, 2025 – *ipmnewsroom.org* - WILL Call: What's Happening in Champaign – Urbana May 15 – May 18
<https://ipmnewsroom.org/will-call-whats-happening-in-champaign-urbana-may-15-may-18/>
- May 14, 2025 – *mediaspace.illinois.edu* - Preservation for 'Hidden Spaces': Working with LGBTQ+ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife
https://mediaspace.illinois.edu/media/t/1_985zclf1
- May 18, 2025 – *news-gazette.com* - Inside Out | Telephone operator deemed 'heroine' during 1950s Carle fire
https://www.news-gazette.com/news/local/history/inside-out-telephone-operator-deemed-heroine-during-1950s-carle-fire/article_f977f949-f14c-44a1-b094-adf3530d2f2b.html
- May 20, 2025, *wcia.com* – Giant Desk Concert
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/giant-desk-concert/>

Budget Information

- Budget and FY25 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 | \$0.00 | \$0.00 |
| Busey Bank Cash accounts | \$ 3,325,335.18 | \$ 3,493,511.49 | \$ 3,095,150.44 | \$ 4,026,436.77 | \$ 3,747,579.27 | \$ 3,405,816.30 |
| Busey Bank Web account | \$ 107,613.47 | \$ 111,788.42 | \$ 114,332.89 | \$ 117,950.09 | \$ 122,400.96 | \$ 125,985.42 |
| Total | \$ 3,661,998.16 | \$ 3,835,394.63 | \$ 3,440,566.76 | \$ 4,376,442.71 | \$ 3,869,980.23 | \$ 3,531,801.72 |
| | January | February | March | April | May | June |
| Illinois Funds account | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Busey Bank Cash accounts | \$ 3,597,677.03 | \$ 3,254,518.21 | \$ 2,892,504.01 | \$ 2,559,693.26 | | |
| Busey Bank Web account | \$ 130,042.46 | \$ 132,303.24 | \$ 135,423.91 | \$ 138,843.84 | | |
| Total | \$ 3,727,719.49 | \$ 3,386,821.45 | \$ 3,027,927.92 | \$ 2,698,537.10 | \$ - | \$ - |
| **Illinois Funds account has been closed. Money was moved to Busey Cash account. | | | | | | |