

Date: February 3, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of February 8, 2022



VISION

Nurturing growth by sparking curiosity and fostering a sense of belonging.

MISSION

We encourage learning and enrich lives by providing access to diverse resources and programs.



We cultivate equity, mutual respect, and belonging by learning about and responding to our community.

WE WELCOME ALL.

Goal 1: We provide a welcoming and inviting space for dialogue and personal connections.

- Project READ resumed regular Monday meetings at the Library in September. Since then, students hailing from several different countries have been meeting with tutors to improve their ESL and math skills. One student recently let us know that they'd begun taking home library books and reading to their family so everyone could benefit!



Goal 2: We engage the community to understand and respond to unique needs of our community.

- As part of the Library's ongoing commitment to diversity, equity, and inclusion, information about how to request an accommodation to attend a program has been added to all Library programs on our calendar. Including this information reinforces that the Library welcomes all.



We connect people with tools and resources for learning and leading fruitful lives.

WE SPARK CURIOSITY.

Goal 1: We connect people to resources and technology for personal growth leading to greater fulfillment.

- The Acquisitions Department has begun the process of updating the Library's holdings with OCLC, which is a sizable project. This project, which will then be followed by regular monthly updates, will allow libraries and individuals throughout the world to see TUFL's current collection and place interlibrary loan (ILL) requests.
- Graduate Students in Ecology & Evolutionary Biology highlighted diverse kinds of mammals via Zoom on Saturday, January 29, during the Mammal Fun program. Kids got to see skeletons from different kinds of animals and explored how a mammal's build helps it survive in its environment. The presentation was very interactive and the children enjoyed answering questions and guessing what kind of tools an animal needed to eat different kinds of food.



Goal 2: We expand horizons and facilitate knowledge exchange by offering diverse programs.

- At the Magnetic Poetry with Write On! program on Saturday, January 15, kids were invited to play with words. They shared their favorite words like “pickle” and “although” and discussed why they liked them. Then they used pre-cut individual words from a kit to practice forming creative turns of phrase and unexpected word combinations. The kids were so engrossed in the program that they only paused when asked to share what they’d made.



We help our community thrive by creating connections and working with partners.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

Goal 1: We make the community better for all by promoting diversity, equity and inclusion through our collections and programs.

- TUFL’s first Illinois Libraries Present (ILP) event was held on January 26. Silvia Moreno-Garcia, the New York Times bestselling author of *Mexican Gothic*, discussed her newest novel, *Velvet Was the Night*, why she likes to challenge herself by writing across genres, and her lifelong love of monsters in literature and those who don’t fit in. We look forward to future ILP events. Illinois Libraries Present is a statewide collaboration between public libraries that offers high-quality virtual events.



- Beginning in mid-February, stop by the display case on the second floor of the Library to view the CCHA’s updated African American History exhibit featuring photos and information on a part of Champaign County history that is “characterized by courage and creativity.”

Goal 2: We stimulate connections and partnerships to create a vibrant, engaged community.

- On Martin Luther King, Jr. Day, the Library partnered with other area organizations to organize the MLK Walk for Peace. The walk began and ended at Crestview Park, and though it was a chilly day, 100 people attended to support peace in our community. The walk was sponsored by the City of Urbana, HV Neighborhood Transformation, Housing Authority of Champaign County/YouthBuild, Urbana Park District, Urbana Rotary Club, and The Urbana Free Library.



We are mindful of the wide array of resources needed to serve evolving community needs and are transparent with our operations.

WE ARE A STRONG ORGANIZATION.

Goal 1: We steward our physical and financial resources to allow for growth and sustainability.

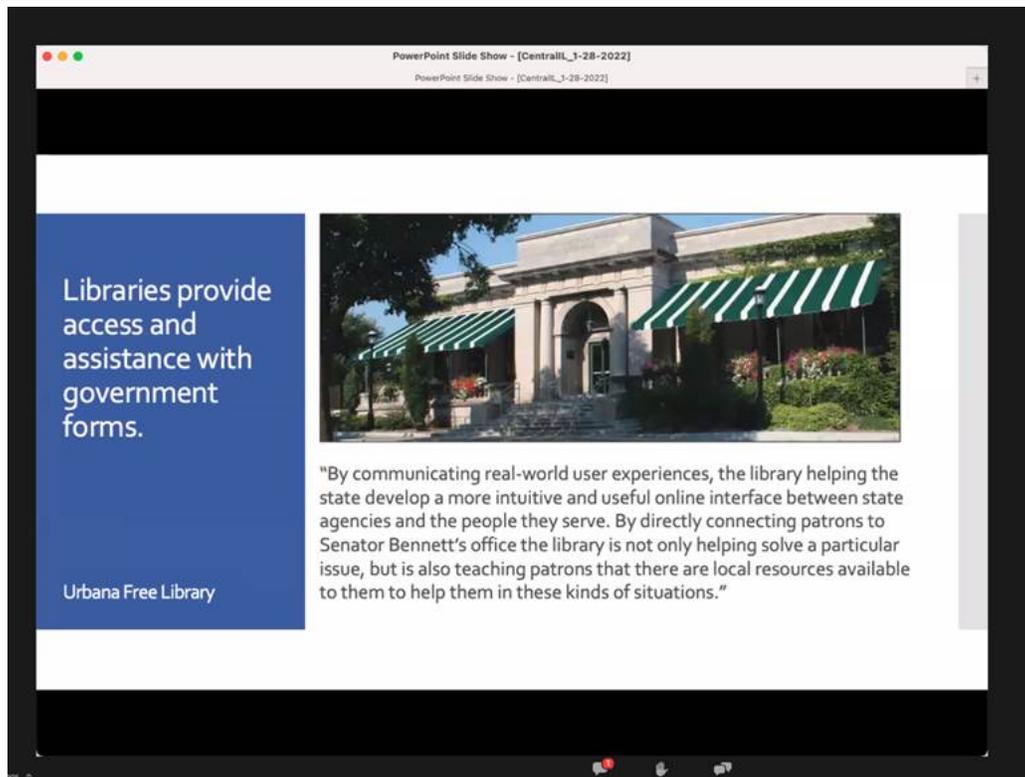
- The Library applied for and received a \$500 gift card grant from the Urbana Meijer store to support the 2022 Summer Reading Program. Meijer has generously supported this program in the past and we are thrilled to have this gift to support incentive books for young readers.
- Community Webs is an Institute of Museum and Library Services (IMLS)- and Internet Archive- funded program to provide education, applied training, cohort support, and web archiving services for public librarians to develop expertise in web archiving. In 2021, the Internet Archive received a \$1.1 million award from the Andrew W. Mellon Foundation to continue this work. From these funds, TUFL received an \$1,100 stipend for activities related to local history archiving and/or digital preservation. Resolution 2022-03 asks the Board’s approval to accept this stipend, and the budget amendment is listed in the Action and Information section below.
- During the August 6, 2021, Urbana Free Library Board of Trustees meeting, the Library Director presented a memorandum regarding the Webber property, 201 W. Green St., Urbana, Illinois. The Webber Building was acquired

by the Urbana Free Library Foundation in 2013 and given to the Library. The building is divided into four rental spaces, which have been difficult to maintain full occupancy. The memo explained that the building needed repairs estimated at \$56,630.00 for HVAC replacement, problematic tree removal, roof repair and exterior paint and wood repair. The Board packet for the August 2021 Board meeting, including the memo, is available here: <https://urbanafreelibrary.org/august-10-2021>. Even with these repairs and the difficulty of keeping all four units rented, the building would continue to operate in the red through 2027, assuming no other problems occurred. The memo went on to recommend that a bid process for demolition be started with an estimated cost of between \$38,000-\$43,700. On December 22, 2021, an Invitation to Bid was published in the News Gazette and advertised on the Library’s website and the City of Urbana’s website. Six bids were received and opened on January 28, 2022, with Owens Excavating and Trucking, LLC, being lowest bidder submitting a bid of \$36,000.00.

Staff recommend Board approval of Resolution 2022-04 to Approve a Demolition Contract with Owens Excavating and Trucking, LLC, for the demolition, removal and infill of the Webber Building. Owens Excavating and Trucking, LLC, is a family-owned company out of Danville, IL, and has done business with the City of Urbana for several years.

Goal 2: We cultivate continuous improvement among Board and staff members to create increased engagement, satisfaction, and retention.

- Celeste Choate was one of the coordinators of the Illinois Library Association’s Central Illinois Legislative Meet-Up on January 28th. The federal and state legislative issues card is included in the Board packet. Also, in the presentation, TUFL’s work with Senator Bennett’s office was highlighted in ILA’s presentation about the impacts that libraries have in their communities:



Look here for additional information and action item details that are outside of the scope of the strategic plan.

Budget Amendment for Resolution 2022-03

Staff propose a budget amendment to use the Community Webs stipend on digital archive training for archives librarians Sara Bennett, Sherrie Bowser, and Shalini Smith.

- Increase revenue in 802 46300 Donations/Contributions/Gifts by \$1,100

- Increase expenses in 80280803 52320 Archives Travel, Education, and Training by \$1,100.

Staff propose a budget amendment to accept the Meijer Gift Card Grant to support incentive books for children completing the Summer Reading Program:

- Increase revenue in 802 4630 Donations/Contributions/Gifts by \$500
- Increase expenses in 80280809 51812 80103 Children’s Programming by \$500

Policies

This month we present the Board with the Documented Counseling Policy for review, since it has been three years. Staff do not feel updates are needed, and recommend the Board reaffirm the policy.

New IT Manager

The Library welcomed a new IT Manager on February 7 – Leon Wilson. Leon has been working for UFL for just over two years as an hourly IT User Support Associate on evenings and weekends, while also working full-time at the University of Illinois Library as an IT Specialist. We are very excited to have someone with Leon’s experience and knowledge of Library IT taking the helm!

Library eNewsletters:	
February News & Events: https://conta.cc/3AKsZyZ	February Youth & Teen: https://conta.cc/3GiEQp8
February Archives Newsletter: https://conta.cc/3rXz5ln	Author eBlast: https://conta.cc/3FUwdlg

Other Library News:

Celebrating the Chinese New Year and Lunar New Year in Champaign-Urbana:

<https://www.chambanamoms.com/2022/01/20/chinese-new-year-lunar-new-year-champaign-urbana/>

Urbana celebrates MLK day with a peace walk: https://www.wandtv.com/news/urbana-celebrates-mlk-day-with-a-peace-walk/article_a91a895a-77ed-11ec-a3d3-c7312a740bf8.html

CI Living Enjoy reading challenges at Urbana Free Library: <https://www.youtube.com/watch?v=VUY86C90p0o>

\$170 million worth of money and property left unclaimed in Central Illinois: <https://www.wcia.com/news/local-news/170-million-worth-of-money-and-property-left-unclaimed-in-central-illinois/>

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY21 financial reports here: <https://urbanafreelibrary.org/financial-reports>.

Bank reconciliations for the last day of the month: July 2021 - June 2022						
	July	August	September	October	November	December
Illinois Funds account	\$ 207,424.37	\$ 207,427.85	\$ 207,431.24	\$ 207,435.71	\$ 207,440.46	\$ 207,450.38
Busey Bank Cash accounts	\$ 2,554,612.35	\$ 2,487,141.44	\$ 3,282,091.64	\$ 3,549,391.89	\$ 3,345,850.39	\$ 3,081,613.07
Busey Bank Web account	\$ 27,405.31	\$ 36,424.06	\$ 41,483.42	\$ 44,531.75	\$ 48,636.90	\$ 3,957.78
Total	\$ 2,789,442.03	\$ 2,730,993.35	\$ 3,531,006.30	\$ 3,801,359.35	\$ 3,601,927.75	\$ 3,293,021.23