

Date: June 3, 2021

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of June 8, 2021

	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.
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	We cultivate equity, mutual respect, and belonging by learning about and responding to our community. <i>WE WELCOME ALL.</i>
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Goal 1: We provide a welcoming and inviting space for dialogue and personal connections.

- Library staff are currently reviewing all policies, as well as the staff handbook, for our gender-neutral language initiative. We will bring any recommended revisions to the Board over the next couple of months. A few of these policies, such as the [Security Cameras Policy](#) and the [Rules of Behavior Policy](#), need to undergo review for content changes, and we will present those when more substantial revisions are completed.
- Thanks to the generosity of The Urbana Free Library Foundation, the Library has a new art hanging system for Artist of the Corridor exhibits. The system will allow the Library to showcase more art and will hold the art more securely than the previous system. The Artist of the Corridor is an ongoing series run the by the City of Urbana Arts and Culture Program that showcases local art in the City Building and The Urbana Free Library. Corridor artists frequently hold workshops or talks at the Library while their art is being displayed. Library staff are looking forward to displaying new art!



- Residents of the West Urbana Neighborhood Association sponsored a pizza lunch for Library staff in thanks for the excellent and creative service they have provided during these difficult times. Cards and notes from happy residents are included in the Board packet.

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

- Corner bookmark kits have been so popular, the Library is offering community members the chance to order designs that they missed. Since late October, the Library has offered a different corner bookmark design on the first and fifteenth of every month, for a total of 18 designs. Community members have until June 5 to select the designs they want. So far orders have been placed for over 200 additional corner bookmarks!



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.

- With the one-year anniversary of our News-Gazette acquisition occurring on June 15, the Champaign County Historical Archives is proud to announce the [News-Gazette Clippings Omeka site](#). As patrons request materials from the collection and small portions are digitized, the site will be updated to include digital scans and collection metadata. Updates will be shared via the News-Gazette Collection page on the Library's website.
- CCHA staff have added a [clippings index](#) to the News-Gazette collection page of our website. The index will be updated monthly and when finished will include file names, dates, and notes for each of the estimated 300,000-500,000 clipping envelopes in the collection. Regular updates will be made to the index as more items are added.
- The Library is pleased to now offer VOX Books for check out! VOX Books are printed books that provide full professional audio narration using an audio reader attached to the book. The VOX collection includes over [120 titles](#) of picture books, non-fiction picture books, and easy to read titles. Thank you to the **Friends of The Urbana Free Library** for funding the launch of this collection!
- Art meets science at the Crochet Coral Reef Workshop. On June 13, instructors from the University of Illinois' School of Art and Design will teach crochet basics and how these techniques can be used to create coral out of yarn. Participants will be encouraged to submit their creations to the Crochet Coral Reef Project exhibit at the Siebel Center starting in late September. As part of the project, the Library will display a small Pop-Up Reef later this summer to raise awareness of the community exhibit. *This project is sponsored by the School of Art + Design Visitors Committee; the George A. Miller Visiting Artist Fund and Millercomm Lecture Series, sponsored by the Center for Advanced Study; the Frances P. Rohlen Visiting Artist Fund; the School of Art & Design; the College of Fine and Applied Arts; the Krannert Art Museum; the new Siebel Center for Design; The Carl R. Woese Institute for Genomic Biology; Champaign School District Unit 4; and Stratton Academy of the Arts.*



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

- The Library is starting to schedule outdoor in-person events. The first event was a partnership with the Urbana Park District on June 3, featuring games, activities, and crafts in Cherry Alley. Community members could play limbo, use rhythm sticks, take a break with yoga, or design a book cover. The Park District and the Library are planning on holding more pop-up activity events throughout the summer.
- Summer time is bike season and what better way to celebrate than by decorating your bike? On June 11, community members can come to Gussy Up Your Bike and transform their bike into a movable work of art!
- There will be activities for the whole family at Carl Park on June 7. Joyful Bubbles will decorate the sky with giant bubbles made from a variety of bubble blowing wands. Then Matt Balk of the Urbana Park District will lead a tour of



the historic trees of Carl Park and discuss how trees affect the world. *Cosponsored by The Urbana Free Library and the Urbana Park District.*



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.

- On Saturday, May 29, the Library welcomed genealogist Monique Riviera for our first [Intermediate Genealogy Workshop](#). This workshop is intended for those who already have a foundational knowledge of genealogy or have participated in our introductory genealogy workshop and was designed in response to patron feedback at the 2020 Beginner Genealogy Workshop.
- On June 3, CCHA hosted Road Scholar Kim Sigafus McIver for [Journeying Through the American Indian Way of Life](#) in partnership with Illinois Humanities. The talk focused on the tribes that once inhabited Illinois and included a brief history of the Trail of Tears as it pertains to those tribes. She took an in-depth look at a typical day in the life of a Native in the early 1800's and discussed how many of those traditions are still relevant today.

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

- As part of the 2021 Boneyard Arts Festival, the Young Artist's Studio program invites children and their adults to learn how to make dynamic chalk art from artist Kinsey Fitzgerald in Cherry Alley on June 20. DJ Kamau Mau will provide the soundtrack for the program to keep everyone feeling creative and upbeat! *The Young Artist's Studio is sponsored by The Urbana Free Library and The Urbana Arts & Culture Program.*
- The City of Urbana is updating its comprehensive plan. As part of this process, City staff will attend multiple outdoor Library programs and will share information about how community members can be involved. More information about the new plan can be found at [Imagine Urbana](#), where one section asks people to identify their favorite places in Urbana, and the Library is mentioned multiple times!
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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 Friends of The Urbana Free Library have worked SO HARD sorting the many books our community has generously donated. To provide access to these fabulous titles, the Library hosted a special [pop-up book sale](#) June 4-6 in the MacFarlane Hood Reading Room. This is the first book sale of materials sorted by the Friends since November 2019. Soon, we will have an ongoing tiny "booksale on a cart" by the Circulation Desk where people can also shop for materials vetted by the Friends.
 - Library building consultant Fred Schlipf will lead the Board in a discussion of questions about space needs at the Board meeting. Discussion prompts are included in the Board packet.



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

- Amanda Standerfer is serving on the ALA's [Core Forum](#) Planning Committee. The forum is planned for October 7-9 in Baltimore. This will be the first ever in-person Core Forum! Core is a relatively new division of the American Library Association bringing together six former "core" divisions under one umbrella, like technology, operations, and leadership.
- Director's University, a four-month series of workshops designed to train approximately 50 new public library directors for their executive role in libraries throughout the state, launched on June 4th. Celeste Choate is one of the mentors for the second year.



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

Agenda item 9.1: TUFL has not yet received the ILLINET/OCLC Service Agreement for FY22 but expect it any time. It will be forwarded as soon as it arrives.

Agenda item 9.3 for the FY22 budget revision:

The City of Urbana reached out with a new calculation for PPRT for FY22 of \$121,863, up from \$83,323. Administration proposes assign this additional approximately \$38,000 to the Facilities Building Repair & Maintenance line 80280805-52201 for now, until we have more time to weigh additional Library needs.

In addition, there is a roofing problem at the Webber Building, which we rent out to tenants. We are exploring options, and it looks like we may need to use some of the funds held in reserve by our property management company for the repair. According to the most current report included in the Board packet, the Library's ending cash held by Weiner is \$24,334. We are now budgeting to spend all of it if needed.

The changes are highlighted on the FY22 budget included in the Board packet.

Agenda item 9.4 for the FY21 budget revision:

- A transfer was made between two general fund lines to cover the Champaign Public Library invoice.
 - Subtracted \$3,025 from 80280801 52199 Other Professional Services.
 - Added \$3,025 to 80280801 52999 Other Contractual Services.
- In August 2011, sales tax lines were created when the Library took over responsibility for running the coffee shop. The lines were not set up correctly, and revenue was shown each year but not the expense. When the City and Library moved from the AS400 system to the Munis financial system, this error was carried over, showing \$42,000 in revenue. To correct this error, the auditors, Baker Tilly, have recommended that we expense this revenue against one of our existing budget expense lines. We would like to use the Café Supplies line (80280804 51900), which has \$33,000, since we will not be purchasing café supplies this fiscal year. We would also like to move \$9,000 from the Health Insurance line (80280801 50210) to the Café Supplies line, so that the whole \$42,000 comes from one budget line to make reconciling easier in the future. The Budget Amendment will be
 - Subtract \$9,000 from Health Insurance (80280801 50210)
 - Add \$9,000 to Café Supplies (80280804 51900)

- **Agenda item 9.5: Nomination to appoint a Library staff member to the Urbana Public Television Commission for a July 2021-June 30, 2024 term**

The Urbana Code of Ordinances notes the following about the UPTV Commission:

Sec. 24-152. - Composition.

The UPTV commission shall be composed of nine (9) commissioners. Four (4) commissioners shall be the same individuals who serve as the city's four (4) members of the Champaign-Urbana Cable and Telecommunications Commission. One (1) commissioner shall be appointed by the mayor with the approval of the council and shall be chosen from among the members in good standing of Urbana Public Television. One (1) commissioner shall be appointed by the mayor with approval of the council from nominees named by the Board of the Urbana Park District. One (1) commissioner shall be appointed by the mayor with approval of council from nominees named by the Board of Urbana School District No. 116. One (1) commissioner shall be appointed by the mayor with approval of council from nominees named by the Board of the Urbana Free Library. One (1) commissioner shall be appointed by the mayor, with approval of council, from residents of the city. (Ord. No. 9697-121, § 2, 4-21-97; Ord. No. 2004-08-107, § 1, 8-16-04)

Carol Inskeep has represented TUFL on the UPTV Commission since 2006 and is willing to be reappointed unless another candidate comes forward.

Library eNewsletters:	
June News & Events: https://conta.cc/3vpFqNb	June Youth & Teen: https://conta.cc/3bWlacS
June Archives Newsletter: https://conta.cc/346WBXz	Summer Reading eBlast: https://conta.cc/3tK7I3g

Other Library News:

Coronavirus response – Local mask rules changing on the fly: https://www.news-gazette.com/coronavirus/coronavirus-response-local-mask-rules-changing-on-fly/article_cb8be1c9-0ed3-50f8-8734-9628a2bc6b65.html

Solidarity Gardens CU looking for volunteers: <https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/solidarity-gardens-cu-looking-for-volunteers/>

Summer reading programs and VOX book collection at Urbana Free Library: <https://www.wcia.com/ciliving-tv/summer-reading-programs-and-vox-book-collection-at-urbana-free-library/>

Book review: Caleb Wilson | A weird new world to explore in 'Piranesi': https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-a-weird-new-world-to-explore-in-piranesi/article_d7599167-8c4a-544a-af91-b1fa3727a6b9.html

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 Account totals for FY21 through April 30, 2021.

	July	August	September	October	November	December	January	February	March	April
Illinois Funds account	\$ 205,960.29	\$ 205,988.20	\$ 206,009.74	\$ 206,122.77	\$ 206,340.41	\$ 206,403.46	\$ 206,418.43	\$ 206,430.57	\$ 206,441.01	\$ 207,410.64
Busey Bank Cash accounts	\$ 1,674,756.55	\$ 187,126.62	\$ 1,674,697.83	\$ 3,076,869.85	\$ 3,126,830.04	\$ 2,867,559.11	\$ 2,714,123.40	\$ 2,060,133.34	\$ 1,949,301.90	\$ 1,710,376.93
Busey Bank Web account	\$ 57,393.33	\$ 61,436.33	\$ 65,497.23	\$ 68,408.79	\$ 70,892.52	\$ 76,656.74	\$ 80,631.43	\$ 85,689.19	\$ 6,988.07	\$ 10,177.42
Total	\$ 1,938,110.17	\$ 454,551.15	\$ 1,946,204.80	\$ 3,351,401.41	\$ 3,404,062.97	\$ 3,150,619.31	\$ 3,001,173.26	\$ 2,352,253.10	\$ 2,162,730.98	\$ 1,927,964.99