

Date: June 8, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of June 13, 2023



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.

- The Force was with us on May 4th, Star Wars Day. From coloring to creating Star Wars-themed crafts to a scavenger hunt, at least 30 community members had fun celebrating while wearing their best gear from a galaxy far, far away.

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

- An Urbana Adult Education ESL class toured the Library in May. Their teacher said that her students “were really thrilled with some of what the library has to offer, in particular the seed exchange and the musical instruments that could be checked out. They were also talking about using the online resources like Hoopla for listening to books. It was wonderful.”



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.

- During Preserving Family Stories One Document at a Time, Kathy Sweedler discussed how she narrows down her focus when working on an ancestor's story and considers her goal before she begins. Her tips included picking the most interesting events or stories, or even individual letters or documents, to focus on rather than trying to write the entire genealogy. She showed the 36 attendees how to preserve these highlighted stories using Shutterfly.
- Archives staff members Kati Haskins and Ann Panthen worked with a representative of Prairie Winds of Urbana, an assisted living facility, to provide photographs of Urbana and Champaign landmarks identified by residents as meaningful to them. Kati and Ann scanned 28 high-resolution photos that will be printed, framed, and displayed permanently at Prairie Winds.

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

- Summer reading started in May, and this year’s theme is Find Your Voice. The kick-off event featured the Afro-Brazilian inspired community drum ensemble Bloco Gavião and was attended by over 130 community members. The group led community members in rhythm and instrument exercises that turned into songs when everyone played together. The participants also drew with chalk, crafted their own percussion instrument, ate Kona Ice, and more. Summer reading will last until August 31, with reading challenges for all ages.
- Creative Writing students from the University of Illinois and their professor, the award-winning author Janice Harrington, were the talented presenters at WORD WORK: Poetry on Family, Work & Life Writ Large. The reading featured six students who read about a variety of topics and was attended by almost 30 community members.



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.

- In addition to giving out comics on Free Comic Book Day, over 130 community members enjoyed creating and destroying buildings made out of boxes, answering comic book trivia, and creating their own popsicle stick superhero. The Library also partnered with the Champaign Public Library and G-Mart Comics to offer a passport that encouraged people to visit Free Comic Book Day at all three locations.
- In an event sponsored by the Champaign-Urbana Jewish Endowment Foundation, the Strauss/Warschauer Duo shared Klezmer music, traditional music with roots in Central and Eastern Europe, and Yiddish traditions with 31 children and their families. They also taught songs in Yiddish and showed the children their instruments.



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

- Many local organizations and nearly 200 people came together for the Schools Out Garden Party at Cunningham Township. Thanks to books donated to the Friends of The Urbana Free Library, the Library was able to let every child choose a free book from our display to take home.



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.

- We continue to finalize the Building Program. Joe Huberty from Engberg Anderson is working with us to identify areas where current square footage is adequate so we can focus any possible expansion square footage on high-priority areas. We will incorporate Fred Schlipf’s narrative for the building plan with the latest calculations from Joe, and expect to finish this project in the next couple of months.

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

- Five members of the Management Team have attended (or are attending) a three-part workshop on artificial intelligence, ChatGPT, and libraries to stay abreast of emerging technologies and anticipated trends in libraries and society writ large.



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

FY23 Budget amendments:

To close out FY23, the following budget adjustments have been made within the same part of the budget:

- Additional educational materials:
 - \$300 increase in Administration Travel, Education & Training 80280800 52320
 - \$300 decrease in Insurance 80280801 50210
- Additional professional services:
 - \$5,100 increase in Other Professional Services 80280801 52199
 - \$5,100 decrease in Insurance 80280801 50210
- Additional contractual work in FY23:
 - \$7,700 increase in Other Contractual Services 80280801 52999
 - \$7,700 decrease in Insurance 80280801 50210
- Rachel Fuller’s position moved from Adult & Youth Services to Administration:
 - \$16,500 increase in Administration Salary – Regular Employees 80280800 50110
 - \$16,500 decrease from Adult & Youth Services Salary – Regular Employees 80280802 50110

Library Newsletters:

- The TUFL Times, June: <https://uflil.patronpoint.com/email/preview/53>
- The TUFL Times: Youth Edition, June: <https://uflil.patronpoint.com/email/preview/55>
- The TUFL Times: School Edition, June: <https://uflil.patronpoint.com/email/preview/56>
- June Archives Newsletter: <https://uflil.patronpoint.com/email/preview/58>
- Summer Reading Announcement: <https://uflil.patronpoint.com/email/preview/48>

Other Library News:

- May 1, 2023, *Chambanamoms.com* – Everything Plant Lovers Need to Know in Champaign-Urbana <https://www.chambanamoms.com/2023/05/01/plant-lovers-champaign-urbana/>
- May 5, 2023, *WCIA News* – Summer Reading https://www.youtube.com/watch?v=w_TNvsT7wMA
- May 5, 2023, *Smile Politely* – Weekender: May 5-7 <https://www.smilepolitely.com/culture/weekender-may-5-7/>
- May 8, 2023, *Chambanamoms.com* – 50+ Ways to Have Summer Fun on a Budget In and Around Champaign-Urbana <https://www.chambanamoms.com/2023/05/08/summer-fun-on-a-budget-around-champaign-urbana-family-kids/>

- May 14, 2023, *Chambanamoms.com* – Champaign-Urbana Area Summer Reading Programs <https://www.chambanamoms.com/2023/05/14/summer-reading-champaign-urbana/>
- May 16, 2023, *News Channel 20* – Champaign, Urbana, Rantoul libraries receiving grant <https://newschannel20.com/news/local/library-money-grant-award-recipient-selected-amp-champaign-urbana-rantoul-free-public-senator-paul-faraci-democrat-cash-secretary-of-state-director-birttany-millington-resources-new-books-materials-learning-staff-equipment-digital-access-technology>
- May 16, 2023, *WCIA News* – Three Champaign County libraries awarded state grants <https://www.wcia.com/news/champaign-county/three-champaign-county-libraries-awarded-state-grants/>
- May 17, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Summer is Close! <https://www.chambanamoms.com/2023/05/17/champaign-urbana-summer-is-close/>
- May 19, 2023, *Smile Politely* – Weekender: May 19-21 <https://www.smilepolitely.com/culture/weekender-may-19-21/>
- May 22, 2023, *Urbana Arts & Culture* – Artist of the Corridor <https://mailchi.mp/urbanaininois.us/artist-of-the-corridor-hua-nian?e=e7aeea4b71>
- May 22, 2023, *The News-Gazette* – Caleb Wilson | Into the mind from a different era https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-into-the-mind-from-a-different-era/article_71760f37-efa2-5ccd-9006-73d06597a91b.html
- May 22, 2023, *Chambanamoms.com* – Memorial Day in Champaign-Urbana: What is Open, What is Closed <https://www.chambanamoms.com/2023/05/22/memorial-day-open-closed-champaign-urbana/>

Budget and current financial information are here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY23 financial reports here: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>.

Bank reconciliations for the last day of the month: July 2022 - June 2023						
	July	August	September	October	November	December
Illinois Funds account	\$ 208,227.74	\$ 208,613.96	\$ 209,045.31	\$ 209,588.56	\$ 210,205.87	\$ 210,907.60
Busey Bank Cash accounts	\$ 2,992,977.35	\$ 2,846,035.61	\$ 3,350,546.37	\$ 3,763,233.91	\$ 3,498,315.67	\$ 3,376,497.11
Busey Bank Web account	\$ 35,932.46	\$ 38,854.25	\$ 41,936.98	\$ 45,199.58	\$ 47,474.22	\$ 50,363.16
Total	\$ 3,237,137.55	\$ 3,093,503.82	\$ 3,601,528.66	\$ 4,018,022.05	\$ 3,755,995.76	\$ 3,637,767.87
	January	February	March	April	May	June
Illinois Funds account	\$ 211,663.19	\$ 212,390.74	\$ 213,237.73	\$ 214,091.29		
Busey Bank Cash accounts	\$ 3,124,285.60	\$ 2,829,200.45	\$ 2,570,373.98	\$ 2,278,216.79		
Busey Bank Web account	\$ 53,023.54	\$ 54,137.89	\$ 57,571.07	\$ 59,391.52		
Total	\$ 3,388,972.33	\$ 3,095,729.08	\$ 2,841,182.78	\$ 2,551,699.60	\$ -	\$ -