

Date: May 5, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of May 10, 2022

	<h3>VISION</h3> <p>Nurturing growth by sparking curiosity and fostering a sense of belonging.</p>	<h3>MISSION</h3> <p>We encourage learning and enrich lives by providing access to diverse resources and programs.</p>
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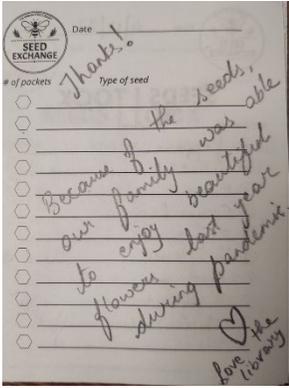
	<p>We cultivate equity, mutual respect, and belonging by learning about and responding to our community.</p> <p><b>WE WELCOME ALL.</b></p>
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**Goal 1: We provide a welcoming and inviting space for dialogue and personal connections.**

- April's Illinois Libraries Present program featured actor and author Nick Offerman in discussion with musician Jeff Tweedy. The friends talked about a variety of topics from the influence of their Midwest upbringings, to how they stay creative, and why a person should never stop learning. The event was very well attended with, 113 of the viewers reporting their home library was The Urbana Free Library! Illinois Libraries Present is funded in part by a grant awarded by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act.

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

- In order to assist community members who are in need, the Library has partnered with Cunningham Township to create a personal hygiene item donation program and make hygiene items available in the Library's lobby for those who need them. Items include: new and unopened bars of soap, deodorant, toothpaste, and more. We'd also like to thank the Urbana Rotary Club, who collected items for the program as one of the club's April service projects.



- Last spring, the Library established a Seed Exchange and received much positive community feedback. This spring, interest in and support of the Seed Exchange only continues to grow! As of May 1<sup>st</sup>, the Seed Exchange boasted a lifetime circulation of over 3,000 seed packets. Patrons often provide positive feedback on seed forms, too.



**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.**

- Over the past 6 months, CCHA staff have assisted several local history researchers who have published materials based on their work at The Urbana Free Library and shared those results with staff. It is always rewarding to see a finished product featuring materials we helped find. Below are a few links to these projects.
  - Ben Beaupre regularly visited CCHA during the fall and winter to research the Klan in Champaign-Urbana. He wrote to CCHA staff: "I've been receiving a lot of compliments and kudos for the local Klan research I've been doing with the invaluable assistance of local historical archives and library staff." His research page can be found [here](#).
  - Patron Michael Coate requested help finding ads and theater showing dates from the News-Gazette and Courier. He recently shared his website showcasing all things movies, which is linked [here](#).
  - In March, historian Carolyn Knox presented on her John G. Clark research at The Urbana Free Library. All of the materials she studied and used in her presentation came from CCHA. The recording of her presentation can be accessed [here](#).
- Over the past month, the number of deliveries the Library makes as part of its Courtesy and Home Delivery services doubled from 20 deliveries per week to 40! The programs now serve over 80 community members, which is a 33% increase in the number of people served. We anticipate that the number of participants will increase as we continue to identify and visit additional senior living centers and connect with organizations that serve community members who qualify for the programs.

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

- The Boneyard Arts Festival took place from April 1-3, and the Library participated in multiple ways. We hosted three art exhibits: art work by local grade school classes in the Children's area, Carol Farnum's mixed-media work inspired by a Led Zeppelin song and motorcycles, which is currently on display on the first floor, and the DREAAM Big exhibit featuring glass work created by teens from the DREAAM organization. We also hosted three events: a meet and greet with Carol Farnum and the artists from DREAAM Big (pictured right), a meet and greet with Urbana's new Youth Poet Laureate Danyla Nash, and a reading by the Red Herring Writers. Altogether, these three events drew over 100 community members to the Library.
- The Library was full of unicorns and dinosaurs during the afternoon on April 2. The Unicorn & Dinosaur Stomp/Trot delighted almost 120 community members with a story time, mask craft (pictured right), and a dance party. Many kids came in costume ready to roar or trot during all the right times to help with the stories.
- Starting the week of April 25, the Library resumed holding indoor in-person story times twice a week. On Tuesdays, babies and toddlers are welcome with their caregivers to Books and Bounces to enjoy stories, books, and rhymes that encourage their development and bonding between child and caregiver. On Thursdays, preschoolers can enjoy Crafty Tales and engage in stories, rhymes, and songs before making a craft. One preschool has already told us they plan to bring a class every Thursday.





**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 April 7 the Champaign County Historical Archives hosted Jeanne Schultz Angel for the program Casting a Historic Vote: Suffrage for Women in Illinois. She discussed the fascinating history of women's suffrage in Illinois, including the phases of suffrage and the groups of activists who worked together (and sometimes in conflict with each other) towards suffrage. Angel is the AVP of Learning Experiences Engagement at the Naper Settlement in Naperville, IL. *This talk was sponsored by the Illinois Humanities Road Scholar Speaker Bureau.*

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

- During two weeks in April, artist Langston Allston worked with over 50 community members to paint uplifting and colorful murals (pictured right) on the Cunningham Township building. So many people came to help that an additional temporary mural was painted on the back of the Webber Building so that everyone could get painting experience. The mural was the Library's 2021 Urbana Arts and Culture Grant project, and we celebrated the completion of the project with a ribbon cutting ceremony on April 22. The City's Arts & Culture Coordinator Rachel Storm said the audience of over 50 people made this one of the largest artistic ribbon ceremonies she's ever seen! *Paid for in part by the City of Urbana Arts and Culture Grant and The Urbana Free Library Foundation. Cosponsored by Cunningham Township Supervisor's Office.*



- The Library celebrated spring on April 16 at the all-ages program Seeds and Songs. More than 60 community members enjoyed a puppet show presented by the U of I Pollinatarium, listened to folk and country music by Emily Anne, perused the Library's Seed Exchange, and made crafts. *The event was cosponsored by Solidarity Gardens, Sierra Club, and U of I Pollinatarium.*



- Library staff combined National Poetry Month with a love of trees in the program Poetrees, where community members could write down poems about trees on leaf-shaped paper and then decorate a tree in Cherry Alley with their creations. The poems will be displayed for a little while longer, and Library staff encourage everyone to visit and enjoy the poetry!



**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.**

- Between 03/01/2021 and 02/28/2022, 82 volunteers contributed 2,449 hours to the Library. Valued at \$29.95/hr for Illinois, their time is valued at \$73,348 according to the most current data released in April 2022 from the [Independent Sector](#). All volunteers received our thanks in April, either through an email, a mailed letter, or both. Each thank you highlighted the total number of volunteer hours, as well as their personal contribution for the Volunteer Data Year outlined above.

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

- From May 4-7, 2022, Donica Swann, Sara Bennett, and Shalini Smith attended [the Midwest Archives Conference's annual meeting](#). Each attended professional development webinars and workshops that covered topics including Indigenous applications for digital collections; the intersectionality of EDI and accessibility; email archiving; pandemic impacts on services; preserving diverse digital collections; and more!



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

### **FY23 Budget**

The proposed draft budget is included with no changes from last month. Staff recommend approving this budget to be included in the City of Urbana's Budget.

### **Amendments**

Because the Amazon book sales have done so well, staff propose a budget amendment to the increase revenue line and to increase the expense lines used for shipping the items.

- Increase revenue line 810 46300 Donations/Contributions/Gifts by \$2,500.
- Increase expense line 81080831 51900 Café Book Sale/Supplies by \$1,000.
- Increase expense line 81080831 52902 Café Book Sale/Postage by \$1,500.

In response to usage trends and patron requests, the following changes to collections will be made:

- Move \$4,000 from New Collections (80280802 51802 80103) to Databases (80280802 52910).

The Champaign-Urbana Herb Society awarded a \$100 grant to the Library for the UFL Seed Exchange Program. Staff request that the Board approve Resolution 2022-09 to accept the grant and approve a budget amendment to:

- Increase revenue line 802 46300 Donations/Contributions/Gifts by \$100.00.
- Increase expense line 80280802 51802 80103 New collections by \$100.00.

### **Policy Updates:**

Staff recommend that the Board approve the following policy updates:

- III-A Hours of Service: After a successful trial period that commenced on January 1, 2022, TUFL staff recommend continuing the current hours of operation in Archives and amending the Hours of Service policy to reflect the change. This decision is driven by two main factors. First, no patron complaints have been made about the change in service hours, and when asked informally, all patrons reported that the new hours are satisfactory. The second factor we considered is the impact an extra 7 hours of behind-the-scenes time has made for the special collections work of CCHA's three librarians. Below is a breakdown of special collections processed, accessions registered, and backlogged accessions evaluated from both July-December 2021 and January-April 2022. In the past four months, Archives Librarians have processed six times more materials than they had in a

six-month period last year. As a result, dozens of finding aids have been added to the Local History Online catalog, providing access to materials that were previously inaccessible.

	July - December 2021	January - April 2022
<b>Collections processed (linear ft.)</b>	13	86
<b>Accessions registered</b>	40	16
<b>Accessions evaluated</b>	34	623

- III-B Circulation & Interlibrary Loan: The Board may vote this month to have the Library become fine-free. If approved, staff recommend updating the Circulation & Interlibrary Loan Policy to formalize the Board’s decision and remove policy wording related to overdue fines and how the Library determines replacement costs. In passing this revision to this policy, the Library will become fine free immediately.
- VI-E Leave: The Board may vote this month to approve two new staff benefits: Paid Parental Leave and Paid Sick Leave for hourly staff. If approved, staff recommend updating the Leave Policy to include reference to these two new benefits. Staff also recommend updating the section related to FMLA for clarity. If approved, the paid hourly staff sick leave will go into effect with the next pay period, which begins May 15, 2022. If approved, the paid parental leave benefit will go into effect immediately.

**Non-resident library cards:** On a yearly basis, the Library Board needs to review and approve the method by which TUFL determines the non-resident card fee. Please see the memo included in the Board packet. Staff recommend continuing to allow non-residents to purchase cards using the Tax Bill Method.

**FY23 Board Meeting Dates:** The calendar for FY23 Board meeting dates is in the individual action items for approval. As we were compiling the dates for FY23, we realized that the November 8, 2022 meeting is on election day. The Library auditorium usually serves as a polling place. There are a couple of options to resolve the potential meeting space conflict. The Board could meet in the Archives that evening or the Board could choose to move the meeting date to another date in November. A decision can be made at the May meeting or postponed until closer to the November meeting.

<b>Library eNewsletters:</b>	
May News & Events: <a href="https://conta.cc/3LJ3Rxd">https://conta.cc/3LJ3Rxd</a>	May Youth & Teen: <a href="https://conta.cc/3FbHaix">https://conta.cc/3FbHaix</a>
May Archives Newsletter: <a href="https://conta.cc/3EvRjN3">https://conta.cc/3EvRjN3</a>	

#### Other Library News:

CI Living: The Urbana Free Library Historical Archives: <https://www.youtube.com/watch?v=bzMkYe15WNc>

*Smile Politely* went to Boneyard and here’s what we saw:

[https://www.smilepolitely.com/arts/smile\\_politely\\_went\\_to\\_boneyard\\_and\\_heres\\_what\\_we\\_saw/](https://www.smilepolitely.com/arts/smile_politely_went_to_boneyard_and_heres_what_we_saw/)

Weekender – April 15-17: [https://www.smilepolitely.com/culture/weekender\\_april\\_15\\_17/](https://www.smilepolitely.com/culture/weekender_april_15_17/)

Top of the Morning – April 20, 2022 – News-Gazette mural coverage: [https://www.news-gazette.com/arts-entertainment/top-of-the-morning-april-20-2022/article\\_58123c4a-2467-59ef-8d90-de70f32e11df.html](https://www.news-gazette.com/arts-entertainment/top-of-the-morning-april-20-2022/article_58123c4a-2467-59ef-8d90-de70f32e11df.html)

Community Painting of Reading is Magic Mural: <https://www.wcia.com/news/community-painting-of-the-reading-is-magic-mural/>

The Top Things to Do in May in Champaign-Urbana: <https://www.chambanamoms.com/2022/05/01/top-things-to-do-in-may-in-champaign-urbana/>

It's All About "U" – April 2022: <https://mailchi.mp/urbanaininois.us/the-city-of-urbanas-april-newsletter>

Weekender: April 22-24: [https://www.smilepolitely.com/culture/weekender\\_april\\_22\\_241/](https://www.smilepolitely.com/culture/weekender_april_22_241/)

Book Review: Caleb Wilson: [https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-birds-from-a-scientists-perspective/article\\_425b6426-31fd-52c7-85f4-bdc854fbde33.html](https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-birds-from-a-scientists-perspective/article_425b6426-31fd-52c7-85f4-bdc854fbde33.html)

Five things in arts this month – May 2022:  
[https://www.smilepolitely.com/arts/five\\_things\\_in\\_arts\\_this\\_month\\_may\\_2022/](https://www.smilepolitely.com/arts/five_things_in_arts_this_month_may_2022/)

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Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY22 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
<b>Illinois Funds account</b>	\$ 207,424.37	\$ 207,427.85	\$ 207,431.24	\$ 207,435.71	\$ 207,440.46	\$ 207,450.38
<b>Busey Bank Cash accounts</b>	\$ 2,554,612.35	\$ 2,487,141.44	\$ 3,282,091.64	\$ 3,549,391.89	\$ 3,345,850.39	\$ 3,081,613.07
<b>Busey Bank Web account</b>	\$ 27,405.31	\$ 36,424.06	\$ 41,483.42	\$ 44,531.75	\$ 48,636.90	\$ 3,957.78
<b>Total</b>	\$ 2,789,442.03	\$ 2,730,993.35	\$ 3,531,006.30	\$ 3,801,359.35	\$ 3,601,927.75	\$ 3,293,021.23

	January	February	March
<b>Illinois Funds account</b>	\$ 207,463.81	\$ 207,482.32	\$ 207,530.82
<b>Busey Bank Cash accounts</b>	\$ 2,902,564.19	\$ 2,616,634.62	\$ 2,408,307.20
<b>Busey Bank Web account</b>	\$ 10,471.40	\$ 16,005.91	\$ 21,323.88
<b>Total</b>	\$ 3,120,499.40	\$ 2,840,122.85	\$ 2,637,161.90

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