

Date: December 3, 2020

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of December 8, 2020



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.

- For NaNoWriMo (National Novel Writing Month) the Library hosted a virtual NaNoWriMo program on Tuesdays during which writers could talk about their work or write quietly together in the same virtual space. On average, 4 writers joined the program each week to work on their novels. One community member shared with staff that the NaNoWriMo program is the place they've been doing all their writing.
- On December 8th for Family Treasure Show and Tell, the Champaign County Historical Archives is inviting community members to bring a family treasure or item that has significance to their family and share a story about it. Staff look forward to seeing what everyone brings!

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

- As you will see in the Digital Library of Illinois Holds Report for October 2020, ebook demand via Libby has increased drastically during the pandemic. In addition to our Library's participation in Digital Library of Illinois, librarian Carol Inskeep also reviews hold requests from Urbana patrons regularly and purchases "advantage" copies in Libby for our community members. "Advantage" copies are available to Urbana patrons only, and so by combining the Digital Library of Illinois offerings with our library's "advantage" titles in Libby, we are able to more quickly fill holds for our patrons. From March to October of 2020, the Library has seen increased use of Libby among community members, with usage up by 61%.



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.

- Corner Bookmark Take-Home Kits have been quite popular this fall, so staff are hard at work creating additional kits for community members! The designs will continue to change every two weeks throughout the winter and spring,

and kits are available via curbside pickup so families can continue making them and collect all of the designs. One patron told staff that they make a special trip to the Library to get each kit!

- Qualifying Urbana School District #116 staff can now use their staff IDs as library cards, and USD#116 student ID cards will be implemented next! Currently, all USD#116 students can sign up for a library card by visiting the Library (via curbside pickup) and bringing a letter or email from the school to show they are a student. Once student IDs are enabled as library cards, the process will be simplified, as students won't need to fill out any forms or visit the Library before they are able to borrow digital materials.
- The Champaign County Historical Archives invites you to explore [our new online exhibit](#), "From Homemaking to Municipal Housekeeping: 20th Century Women's Clubs in Champaign County." This fully-online exhibit showcases the variety of women's club collections held by the CCHA.
- [A new digital photo album](#) documenting Fred Turner's woodblock printed Christmas cards was created by CCHA staff and is now available for browsing.



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

- The Library is partnering with Riggs Beer Company to host Virtual Beer Tasting on December 20th. Matt Riggs will run a tasting of three of the company's beers, and community members can either purchase a tasting sampler from Riggs or attend sans beverage as Matt Riggs shares information about the brewing process.
- Winter Reading begins on December 13th and lasts until February 28th. This year's theme is "Light Up Your World with Reading." Participants can log their reading online through Beanstack, or younger readers can color shapes on a paper log for every 15 minutes they read or are read to. To keep everyone safe during the pandemic, participants can schedule a curbside pickup to collect their reading prize. We will be encouraging preschools and classes to participate as well as individuals. *Prizes are generously funded by the Friends of The Urbana Free Library.*
- CCHA's annual Beginning Genealogy workshop was held on Thursday, November 19th. The workshop's 20 attendees learned how to use primary sources to document their family histories.



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 November, several programs focused on wellness. These wellness-centered programs included a talk on trauma and resilience with licensed mental health councilor Karen Simms, a cooking demonstration with Sarah Buckman from the Common Ground Food Co-op, and weekly chair yoga videos with Robin Goettel. In total, over 210 community members watched these programs. The cooking demonstration had an active chat on Facebook with over 50 comments, and all of the programs received warm comments from viewers expressing how much they enjoyed them. On December 13th, Sarah Buckman will return, in partnership with the Library, to offer the program Homemade Gifts, which will feature making brownies in a jar.
- Recently processed by CCHA staff, the [Orphan Trains Collection](#) is now available for browsing. In the second half of the 19th century, welfare organizations on the East Coast were looking for ways to find homes for orphaned and homeless children. Their solution, beginning in 1854, was to send children to rural areas across the country by train, primarily the Midwest. These trains have since been labeled "Orphan Trains," and many traveled to Champaign-

Urbana and surrounding communities, where children were placed in homes to work, often on farms, and to receive an education.

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

- In collaboration with the Urbana Park District and the Public Service Archaeology & Architecture Program from the Department of Anthropology at UIUC, the Archives used local history detective work to identify and provide biographical information for names listed on [ten gravestones that were recently unearthed](#) during a renovation project at Leal Park. The stones, which were once part of the Urbana Burying Ground from 1834-1870, were relocated and buried.
- On November 7th, the Library and the U of I's School of Art and Design partnered to host a workshop for 22 community members on making crocheted coral. This craft blends art, science, and mathematics since crochet stitches can be used to recreate the hyperbolic geometry of coral found in oceans worldwide. The program supported The School of Art and Design's work to create a satellite crochet coral reef as part of the [Crochet Coral Reef](#) project, and workshop attendees were encouraged to submit their crochet pieces, if desired. *This project was 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.*



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.

- In accordance with the Finance Policy, the Board budgeted \$425,000 of restricted funds (Vincent Greene's \$300,000 gift and Helen Widick's \$125,000 gift) to be transferred to The Urbana Free Library Foundation once the Foundation put relevant policies in place. The Foundation reaffirmed its Investment Policy in September, which was also given a thumbs up from its Busey Wealth Management representative. The Foundation developing a scaffolded approach to its long-term investments with Busey (specifically those funds set aside for future building expansion). The Foundation also approved a Gift Policy at their August Board meeting. This month, staff have provided the Library Board a Gift Agreement between TUFL and TUFL Foundation Boards to write a check for the \$425,000 in restricted funds to the Foundation and establish guidelines for future use.
 - The Library Board could accept staff's recommendation and a check for \$425,000 will be written to the Foundation.
 - The Board could choose not to accept staff's recommendation and the funds would remain in TUFL accounts.
- The Foundation's annual campaign kicked off in early November, and they have received a steady flow of donations. This is the second year of a two-year campaign to raise funds to refresh the Library's landscaping to incorporate the corner lot. Donors can give to the landscaping project or other Foundation projects, like the monthly concert series or author events. The Foundation is working with a volunteer to create a series of "Why I Give" videos to promote the Foundation. You can view the first one featuring Anna Merritt [here](#) and the second one featuring Chip & Jayne Burkhardt and Tammie Bouseman [here](#). Tuesday, December 1 is national #GivingTuesday, and the Foundation will have a series of social media posts. The annual campaign continues through the end of the year, but the Foundation accepts donations at any time.
- The Library received a \$500 grant from the Illinois State Library/Secretary of State to reimburse personal protective equipment purchases.

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

- Gloria Yen and Mark Pelmore participated in TUFL’s New Library Board Member orientation.
- Donica Martin has been asked by the [Midwest Archives Conference](#) nominating committee to run for an open council member position. If elected, she would hold the position from 2021-2024. Donica has served as a member of MAC since 2015, participating in new member committees and presenting at two annual meetings.
- On December 9, Donica Martin will participate in a virtual panel discussion on the challenges new archivists face in the job market. The event is hosted by UIUC’s iSchool.
- Rachel Fuller has been invited to serve on the Youth Services Forum Board, which supports youth-focused library professionals throughout the State of Illinois by providing training, networking, and other professional development opportunities.
- Celeste Choate has been invited to participate again on the [Director’s University Committee](#) in 2021. DU trains new library directors on administrative and leadership skills and is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System.



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

Requested FY21 Budget Amendment:

If the Board approves Resolution 2020-16 to accept gifts, staff recommend amending the budget in the following way:

The Administrative Team proposes designating the \$35,000 in unrestricted gifts received from the Beth Armsey estate to the Library Trust Fund:

- Add \$35,000 to Donations/Contributions/Gifts revenue line 810-46300
- Add \$35,000 to Other Library Materials expense line 81080831-51990

Library eNewsletters:	
December News & Events: https://conta.cc/2V1Ab5N	December Youth & Teen: https://conta.cc/37diSnK
December Archives Newsletter: https://conta.cc/2UQWdbh	

Other Library News:

Tom’s #Mailbag, Nov. 27, 2020 - Gravestones in Urbana park: https://www.news-gazette.com/toms-mailbag/toms-mailbag-nov-27-2020/article_10203de2-bbd9-52dc-8555-e659d27abe1c.html

25 Things to Do During Thanksgiving Break in Champaign-Urbana:
<https://www.chambanamoms.com/2020/11/11/champaign-urbana-thanksgiving-break/>

Switch on Those Holiday Lights – Champaign-Urbana Weekend Planner:
<https://www.chambanamoms.com/2020/11/18/champaign-urbana-season-switch-on-holiday-lights/>

Coronavirus response – Some libraries closing their buildings starting Friday: https://www.news-gazette.com/coronavirus/coronavirus-response-some-libraries-closing-their-buildings-starting-friday/article_f343304d-e1ad-5c33-8836-211bd6371cae.html

Inside Out – Dunlap Orchard at the core of Savoy history: https://www.news-gazette.com/news/local/history/inside-out-dunlap-orchard-at-the-core-of-savoy-history/article_b6fdf821-de3a-50c5-95c3-dec5b5573e30.html

Book Review – Becky Kasten: ‘The Woman’s Hour’ a way to celebrate those who fought for the 19th Amendment: https://www.news-gazette.com/arts-entertainment/books/becky-kasten-the-womans-hour-a-way-to-celebrate-those-who-fought-for-19th-amendment/article_acfa64ac-6208-5379-b3fa-bfe76115710a.html

Urbana Free Library closed to visitors: <https://newschannel20.com/news/local/urbana-free-library-closed-to-visitors>

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



Gift Agreement

Updated July 2020

210 West Green Street
Urbana, Illinois 61801-3283

Thank you for making a gift to The Urbana Free Library Foundation! Please complete this form and return it to the Library. (Return via email to Amanda Standerfer, Director of Development & Promotion: astanderfer@urbanalibrary.org)

Donor name(s): The Urbana Free Library	Donor email address: administration@urbanafree.org		
Mailing address: 210 West Green Street	City: Urbana	State: IL	Zip: 61801
Phone number: 217-367-4057			

In memory of	Please notify (if applicable):		
Mailing address:	City:	State:	Zip:
Phone number:			

Your giving method

Outright gift:	
Cash/check: \$425,000 Please make check payable to The Urbana Free Library Foundation . For online gifts, please go to: urbanafreelibrary.org and click on DONATE at the top.	Non-cash gift: (Please provide a description or estimated value) _____ _____ ___Stocks/securities

Real estate
 Other
Additional documentation is required, please contact us for assistance.

Pledge commitment:

Amount: \$ _____	In equal installments of \$ _____	Beginning in (month/year):
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Other gift information:

I would like my/our gift to be anonymous

This gift is eligible for a match (Please provide match information.)

Please establish a named fund for gifts (Please contact Amanda Standerfer, Director of Development & Promotion for more information – astanderfer@urbanalibrary.org or 217-531-7051.)

Fund names: TUFL Low Vision Fund and TUFL Building Fund

Annual expected distribution to the Library: Upon request, funds will be distributed to The Urbana Free Library or directly to payees providing service to the Library for intended purposes listed in Gift Designation below.

Please add me/us to your email list for updates about Foundation events

Gift designation: (Please indicate if you would like your gift to be added to a specific fund or go to a particular Foundation project. If no designation is indicated, your gift will be added to the Foundation’s general fund.)

*\$300,000 – “to establish and equip a low vision reading room” (from Vincent Greene gift documentation): **TUFL Low Vision Fund***

*\$125,000 – “expansion of the Library” (from Helen Widick gift documentation): **TUFL Building Fund***

Donor signature(s):

Date:

President

Secretary/Treasurer