


**Date:** April 6, 2023

**To:** The Urbana Free Library Board of Trustees

**From:** Celeste Choate, Executive Director

**Re:** Director's Report for Board Meeting of April 11, 2023

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


- The Library hosted a bilingual art exhibit created by students from Leal Elementary School. A mix of collage and poetry, the artwork was themed around family and exploring individual and cultural identity. Explanations of the exhibit and pieces were presented in English and Spanish.



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

- Families from the group Working Moms visited the Library to have a tour and learn all about Library services and materials. The 23 members of the group had fun making a bee craft and were invited to explore other programs at the Library in the future.



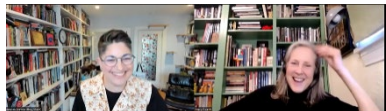
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|  | <p><b>We connect people with tools and resources for learning and leading fruitful lives.</b></p> <p><b><i>WE SPARK CURIOSITY.</i></b></p> |
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**Goal 1: We connect people to resources and technology for personal growth leading to greater fulfillment.**

- Teen Open Lab celebrated its 10<sup>th</sup> anniversary in March. Teen Open Lab has had over 28,000 visitors during these years, and teens have enjoyed sewing, 3D printing, gardening, painting, learning to play instruments, and more. At the celebration event, teens tried Virtual Reality sets, helped paint panels of a mural that will be displayed in an Urbana school, and ate pizza.



- Illinois Libraries Present featured non-fiction writer [Mary Roach](#) and was enjoyed by over 20 viewers from Urbana. Mary discussed why she writes science books and the art of the footnote. She also talked about how she built relationships and received permission to interview people at organizations like NASA.



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

- The children's area turned into a circus visited by 125 community members at the Library Circus program. Circus goers visited with wild (stuffed) animals, tested their strength with an inflatable dumbbell, designed their own rollercoaster, and enjoyed other themed activities. Kids could also win their own clown nose.

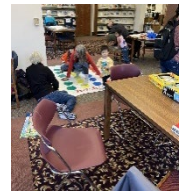


**We help our community thrive by creating connections and working with partners.**

***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.**

- Project READ held at family game night at the Library for tutors, students, their families, and anyone else who wanted to join. There were a variety of different activities for multiple ages for the 23 community members who attended. They played games like Scrabble and Twister or enjoyed coloring. The event also encouraged a community member to sign up to be a tutor for Project READ and another to start getting tutored.



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

- Fischer Lab brought a variety of frogs to March's Jump Into Science. In addition to seeing frogs and learning about them, the 84 community members at the program also tried games based on frogs and used physics to see how far small plastic frogs could jump.



- The Library assisted with the annual Battle of the Books challenges at Urbana elementary schools. In addition to ensuring that the 23 books on the battle list were readily available and that the Library had multiple copies, Library staff also emceed battles at three of the four schools participating this year. Students separated into teams that read all the books and then faced each other to test their book knowledge.



**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 are excited to work with Engberg Anderson to reduce the overall estimated size of the building in the Building Program draft developed earlier with consultant Fred Schlipf. EA has worked on similar projects many times and will help us complete the project efficiently with their expertise. We will include approved plans for the remodeled Circ-A/V area into the final version when they are available, and we anticipate completion of all of this in FY24.
- The Library closed early on March 23<sup>rd</sup> due to a mechanical problem with the HVAC system, which resulted in the doors being difficult to open and a burning smell in the Library. All were quickly evacuated out of an abundance of caution, and the fire department investigated. Negative air pressure caused by the HVAC problem also damaged the Library's water heater enough to necessitate its replacement with an energy-efficient replacement unit.

- The Urbana Free Library has been awarded a 2023 Urbana Arts Grant to bring back and expand the Teen Art in the Library project. Teens will be able to paint or create art using a variety of mediums. The Library is partnering with the Urbana High School Art Club, Fab Lab, and Urbana Neighborhood Connections to reach more teens. After teens create their art over several months, the Library will hold an exhibit of their art. Staff request the Board approve Resolution 2023-08 to accept the grant. The Library will receive \$2,000 for the grant, and half of the amount will be awarded to the Library this fiscal year.

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

- The Library has begun preparing for the Strategic Plan refresh. In addition to gathering community feedback through a survey, the Library will hold three focus groups for community members in May that will be led by consultants. This feedback will help inform the refresh and future Library plans.
- Lily Wilcock from the City of Urbana will tell the Board about Examine Urbana, the latest step in the Comprehensive Plan process that shares a lot of information about Urbana.
- Given some staffing changes, the Library is reorganizing and moving to a front-of-house, back-of-house organizational structure. These operational changes will showcase staff strengths. This new model (and anticipated changes in workflow that will occur with the changes to the Circ A/V area project) will allow us to best serve the people of Urbana through enhanced patron service, stronger programs, and more robust collections, all while creating balance for staff.



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

- Rachel Fuller, Joel Spencer, and Jordan Kahle recently supported management staff at the Pikes Peak Library District in Colorado. This library is increasing its opportunities for library school students and wanted to use TUFL’s opportunities and documentation as a model.
- On June 10, 2022, the Illinois General Assembly enacted PA 102-1088 creating the “Decennial Committees on Local Government Efficiency Act”. The City of Urbana asked for legal counsel on whether this act applies to them and to the Library, and at this time, the answer is no. Staff will continue to monitor the act and will update the Board if there are changes.

**FY23 Budget Amendments:**

- During the FY22 audit process, the auditors created a new line in Munis for TUFL and split Legal Services (80280801-52101) from Other Professional Services (80280801-52199). Staff propose doing the same in FY23 and continuing into FY24. In order to create this line in the FY23 budget, staff recommend the following:
  - Increase Legal Services (80280801-52101) by \$4,500
  - Decrease Other Professional Services (80280801-52199) by \$3,000
  - Decrease Insurance 80280801 50210 by \$1,500
- When the budget was developed, we allocated \$3,000 for the Fairy Tale Ball, which is a part of Admin Gifts: Library Programs 81080831-52801. There was a data entry error and the \$3,000 was entered into Children’s Gifts: Library Children Programs 81080833-52801 instead. In order to use the correct fund, staff recommend the Board approve this change:
  - Increase Admin Gifts: Library Programs 81080831-52801 by \$3,000
  - Decrease Children’s Gifts: Library Children Programs 81080833-52801 by \$3,000
- Staff request the following budget amendment for the 2023 Urbana Arts Grant: Teen Art in the Library:
  - \$1,000 increase in revenue to Donations/Contributions/Gifts 802 46300

- \$1,000 increase in expense to Library Teen Program Supplies 80280809 51812 80102
- Due to an increase in Unemployment Insurance, staff request the following budget amendment:
  - \$2,200 increase to Worker's Comp Claims 80280801 52721
  - \$2,200 decrease from Insurance 80280801 50210

### Library Newsletters

- The TUFL Times, April: <https://uflil.patronpoint.com/email/preview/40>
- The TUFL Times: Youth Edition, April: <https://uflil.patronpoint.com/email/preview/43>
- The TUFL Times: School Edition, April: <https://uflil.patronpoint.com/email/preview/44>
- April Archives Newsletter: <https://uflil.patronpoint.com/email/preview/38>
- Fairy Tale Ball invitation: <https://uflil.patronpoint.com/email/preview/42>

### Other Library News:

- February 28, 2023, *WICS/WSRP* – Free garden plots for low-income, immigrant families  
<https://newschannel20.com/news/local/free-garden-plots-for-low-income-immigrant-families>
- February 28, 2023, *WCIA.com* – ARPA funding allocation finalized by City of Urbana  
<https://www.wcia.com/news/local-news/city-of-urbana-finalizes-plan-for-arpa-funding-allocation/>
- March 3, 2023, *The News-Gazette* – Pop Quiz: Women's History Month, Part 1 [https://www.news-gazette.com/news/test-your-knowledge-womens-history-month-quiz-part-1/article\\_4a733019-7ebc-5bc9-b0ce-00523dfd6a4e.html](https://www.news-gazette.com/news/test-your-knowledge-womens-history-month-quiz-part-1/article_4a733019-7ebc-5bc9-b0ce-00523dfd6a4e.html)
- March 8, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner: Spring Break Ahead  
<https://www.chambanamoms.com/2023/03/08/spring-break-ahead-champaign-urbana/>
- March 12, 2023, *The News-Gazette* – Shalini Smith | You've got questions? 'What If? 2 has answers  
[https://www.news-gazette.com/arts-entertainment/books/shalini-smith-youve-got-questions-what-if-2-has-answers/article\\_4ed72020-ecf3-5ce8-949b-89b89fa2fc8c.html](https://www.news-gazette.com/arts-entertainment/books/shalini-smith-youve-got-questions-what-if-2-has-answers/article_4ed72020-ecf3-5ce8-949b-89b89fa2fc8c.html)
- March 16, 2023, *The News-Gazette* – Urbana Free Library's 'Teen Open Lab' celebrates 10th year  
[https://www.news-gazette.com/arts-entertainment/books/urbana-free-libraris-teen-open-lab-celebrates-10th-year/article\\_2d2a8a53-0bc4-53cd-bf9f-30bd46867dca.html](https://www.news-gazette.com/arts-entertainment/books/urbana-free-libraris-teen-open-lab-celebrates-10th-year/article_2d2a8a53-0bc4-53cd-bf9f-30bd46867dca.html)
- March 17, 2023, *WCIA.com* – Urbana Free Library's Teen Open Lab celebrating 10 years  
<https://www.wcia.com/news/urbana-free-libraris-teen-open-lab-celebrating-10-years/>
- March 19, 2023, *Chambanamoms.com* – How to Get a Garden Plot in Champaign-Urbana  
<https://www.chambanamoms.com/2023/03/19/champaign-urbana-garden-plot/>
- March 22, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner: Think Warm Thoughts  
<https://www.chambanamoms.com/2023/03/22/think-warm-thoughts-champaign-urbana/>

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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        |
| <b>Illinois Funds account</b>   | \$ 208,227.74   | \$ 208,613.96   | \$ 209,045.31   | \$ 209,588.56   | \$ 210,205.87   | \$ 210,907.60   |
| <b>Busey Bank Cash accounts</b>   | \$ 2,992,977.35 | \$ 2,846,035.61 | \$ 3,350,546.37 | \$ 3,763,233.91 | \$ 3,498,315.67 | \$ 3,376,497.11 |
| <b>Busey Bank Web account</b>   | \$ 35,932.46    | \$ 38,854.25    | \$ 41,936.98    | \$ 45,199.58    | \$ 47,474.22    | \$ 50,363.16    |
| <b>Total</b>  | \$ 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            |
| <b>Illinois Funds account</b>   | \$ 211,663.19   | \$ 212,390.74   |                 |                 |                 |                 |
| <b>Busey Bank Cash accounts</b>   | \$ 3,124,285.60 | \$ 2,829,200.45 |                 |                 |                 |                 |
| <b>Busey Bank Web account</b>   | \$ 53,023.54    | \$ 54,137.89    |                 |                 |                 |                 |
| <b>Total</b>  | \$ 3,388,972.33 | \$ 3,095,729.08 | \$ -            | \$ -            | \$ -            | \$ -            |