

Date: May 6, 2021

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of May 11, 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.



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.

- Adults and teens learned new art techniques by creating a floral design at the Creative Colored Pencil program on May 6. Artist Lori Fuller gave a demonstration and provided a link to a video that walks participants through creating different effects with colored pencil. The video allows participants to work at their own pace, and everyone will share their new masterpiece at the follow-up program on May 13.

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

- In response to feedback from the community, the Champaign County Historical Archives is offering its first Intermediate Genealogy Workshop on May 29. The workshop will be led by genealogist Monique Rivera and will cover topics based on a survey completed by those who register for the workshop and feedback from past beginner workshops.



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.

- Summer Reading is about to begin! This year's theme is "Reading Colors Your World", and the program will run from May 15 – August 31. Community members can win books by meeting reading goals, and they can complete activity challenges that encourage greater Library and Summer Reading engagement. Due to the popularity of take-home kits, the Library is offering craft kits to promote Summer Reading. Children can make either a yellow duck friend that comes with a list of suggested duck activities or create colorful origami. Teens can color a variety of bookmarks featuring geometric designs and nature patterns. And, adults can create a geometric paper bowl and beautify a cup with yarn weaving. *The Summer Reading Program is generously supported by the Friends of The Urbana Free Library.*
- In our ongoing efforts to increase access to the Library overall, we propose implementing the "auto-renewal" feature in Polaris immediately instead of waiting for July 1<sup>st</sup>. Taking this step not only will keep fees lower for



patrons during the pandemic and beyond, but also will reduce confusion for patrons who use both Champaign Public and Urbana Free (CPL has had auto-renewals for a number of years). Auto-renewals will save staff time, since they no longer will need to renew items manually per patron request. Overdue fees will still accrue for patrons if there are requests in the queue for items they have checked out, and they do not return them before the due date. We consider auto-renewals a first step toward fine-free and recommend Board approval.

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

- The force was with us on May 4. Star Wars fans celebrated the date by taking home Star Wars-themed kits that included crafts and Star Wars goodies. That afternoon, they could also join a Library staff member online to fold an origami Yoda figure inspired by the children’s book series [Origami Yoda](#) by Tom Angleberger.
- Virtual Medieval Mayfest taught over 25 community members about medieval May Day customs and songs on May 1. The program featured music played on period instruments, a sing-a-long, and dancing by the Central Illinois English Country Dancers. Before the program, everyone was invited to pick up a kit to make a May Queen or Green Man crown to wear at the event.
- Hear ye! Hear ye! The Thirteenth Annual Fairy Tale Ball will take place on June 5. All young adventurers are invited to dress up and go online that day to enjoy a variety of events including a fencing demonstration, ballroom dancing, and a live Choose-Your-Own-Adventure quest! In the week leading up to the ball, there will be a number of crafts and socially distant activities that can be picked up or completed at the Library. *The Thirteenth Annual Fairy Tale Ball is generously sponsored by Fred Schlipf and Diane Hillard.*



**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.**

- The Champaign County Historical Archives launched a [dedicated webpage for the News-Gazette Archives Collection](#), similar to the existing page for the Chanute Collection. Stay tuned to the page for updates on our progress towards making the collection more accessible to the public.
- The magnificent Karma Harrington helped community members welcome spring by offering a flower-themed Drag Queen Story Hour on May 3. *This event was co-sponsored by the [UP Center of Champaign County](#).*

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

- With facilitation and leadership from muralist and Urbana native Langston Allston, a group of community members will design a reading-themed mural for the Library, which will be painted on the Webber building this summer. The group will meet each Saturday from May 8-29, and the Library looks forward to sharing the design once it is complete. *Paid for in part by a City of Urbana Arts and Culture Grant and The Urbana Free Library Foundation.*
- The community’s love for local music was on full display at *Walkin’ Through the CU Music Scene with Nick Rudd* on April 13. Nick Rudd was a local musician who influenced forty years of bands, music creation, and performance in Champaign-Urbana. A panel of speakers explored Nick’s influence and the history of Champaign-Urbana music since the 80s. The event was recorded, and between the live event and the recording over 450 community members viewed the talk. *This program was sponsored by the Sousa Archives and Center for American Music and the Nick Rudd Music Fund at The Urbana Free Library Foundation.*
- In partnership with the United Way of Champaign County, the Library purchased \$500 worth of children’s books that were gifted to USD students. Adult & Youth Services Apprentice and iSchool student Lauren Bryd selected materials

for students ranging from kindergarten to 5<sup>th</sup> grade written in Spanish, French, Chinese, and English. All books were delivered to USD in April.



**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.**

- Archives Apprentice Mary Pedraza shared a [behind the scenes blog post](#) as part of her independent study this semester. She is working to reorganize special collections in the Library Annex to allow for collection growth and new accessions. Additionally, she is helping to prepare several collections for a move to the processing space at Lincoln Square this summer.
- The Building Program process is moving ahead. Fred Schlipf and Celeste will meet with each department and the Management Team before the end of May, and will meet with the Board at the June Board meeting. The written feedback form has been created and the web presence is being developed for the community feedback section of the process.

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

- Archives Librarian Sara Bennett was awarded an Illinois State Records Advisory Board (ISHRAB) scholarship to attend the two-part workshop series on Digitization for Small Institutions on April 22-23. The course covered project planning, equipment selection, preparation, and technical information. This workshop will help CCHA staff move forward with Preservation Assistance Grants for Chanute A/V and with digitizing sections of the News-Gazette's Archives.
- Rachel Fuller contributed a response that has been included in *Library Management Problems Today: Case Studies*, a book edited by Wayne Disher and recently published by Rowman & Littlefield.
- Amanda Standerfer was recently elected to a three-year term with the American Library Association's LearnRT. She will be the incoming chair, chair, and past chair over the next three years starting July 1. LearnRT is the round table that brings together staff members focused on continuing education and staff development in libraries.
- In May, the Management Team is completing an update of the activity plan that guides the Library's work towards meeting Strategic Plan goals. Our plan is to use the Strategic Plan evaluation framework to complete an evaluation report for the Board to review at the August meeting.



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

**A slightly revised FY22 budget** is included in the Board packet. The main revisions are increasing expected gifts in adult and children's books and shifting funds between lines, including programming lines and the Manager's wage lines from AYS to Community Engagement.

**Non-resident library cards.** On a yearly basis, the Library Board needs to review and approve the method by which UFL 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.

**Policy Updates.** In accordance with the Library’s regular review of policies, the Information Services Policy (formerly the Reference and Reader’s Advisory Policy) and the Photocopy, Print, Fax, and Research Policy have been evaluated by staff. For the Information Services Policy, we recommend the Board vote to approve the changes as they appear in the document. Marked up and clean copies are included in the Board packet. Given the procedural language of the Photocopy, Print, Fax, and Research policy, we recommend the Board vote to retire this policy. Procedural information regarding the Archives Research Services section is forthcoming.

**Requested FY21 Budget Amendments:**

If the Board approves Resolution 2021-04 to accept gifts, then staff request the following budget amendments:

- Add \$1,700 to Donations/Contributions/Gifts revenue line 810-46300
- Add \$1,700 to Adult Book Gifts expense line 81080832-51801 for large print books
- Add \$800 to Donations/Contributions/Gifts revenue line 802 46300
- Add \$800 to Advertising/Marketing/Public Education expense line 80280809-52909 for Homebound Delivery Mailing

<b>Library eNewsletters:</b>	
May News & Events: <a href="https://conta.cc/3xxxzbzR">https://conta.cc/3xxxzbzR</a>	May Youth & Teen: <a href="https://conta.cc/3dUvh4H">https://conta.cc/3dUvh4H</a>
May Archives Newsletter: <a href="https://conta.cc/32L4Ezd">https://conta.cc/32L4Ezd</a>	

**Other Library News:**

**CU community celebrates National Library Week:** <https://dailyillini.com/news/champaign-urbana/2021/04/08/cu-community-celebrates-national-library-week/>

**Urbana Teen Art Council creates “Un-United States” multimedia exhibit:**  
<https://www.smilepolitely.com/splog/urbana-teen-art-council-creates-un-united-states-multimedia-exhibit/>

**Flowers, Flowers Everywhere – Champaign-Urbana Weekend Planner:**  
<https://www.chambanamoms.com/2021/04/07/flowers-flowers-everywhere-champaign-urbana/>

**Help design a mural for downtown Urbana:** <https://www.wcia.com/ciliving-tv/help-design-a-mural-for-downtown-urbana/>

**Inside Out | Local History & Genealogy Blog highlights past happenings:** [https://www.news-gazette.com/news/local/parks-recreation/inside-out-local-history-genealogy-blog-highlights-past-happenings/article\\_1e12fc1d-0958-51cd-bf4c-ecd2125661c6.html](https://www.news-gazette.com/news/local/parks-recreation/inside-out-local-history-genealogy-blog-highlights-past-happenings/article_1e12fc1d-0958-51cd-bf4c-ecd2125661c6.html)

**Champaign County Historical Archives celebrates 65<sup>th</sup> Anniversary:** <https://dailyillini.com/news/champaign-urbana/2021/04/22/champaign-county-historical-archives-celebrates-65th-anniversary/>

**Book Review: Elaine Bearden | A helpful tool for first-time gardeners:** [https://www.news-gazette.com/arts-entertainment/books/elaine-bearden-a-helpful-tool-for-first-time-gardeners/article\\_5ad62521-5d52-5279-8a97-93ed8a425888.html](https://www.news-gazette.com/arts-entertainment/books/elaine-bearden-a-helpful-tool-for-first-time-gardeners/article_5ad62521-5d52-5279-8a97-93ed8a425888.html)

**The Top Things to Do in May in Champaign-Urbana:** <https://www.chambanamoms.com/2021/04/30/the-top-things-to-do-in-may-in-champaign-urbana/>

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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 March 31, 2021:

	July	August	September	October	November	December	January	February	March
<b>Illinois Funds account</b>	\$ 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
<b>Busey Bank Cash accounts</b>	\$ 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
<b>Busey Bank Web account</b>	\$ 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
<b>Total</b>	\$ 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

The April bank statements have not been received.

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