



Director’s Report

Date: January 5, 2024

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director’s Report for Board Meeting of January 9, 2024

Table of Contents

Strategic Plan Progress 1

Action Item Details & Additional Information 3


Communication..... 3

 Library Newsletters..... 3

 Library News 3

Budget Information..... 4

Strategic Plan Progress



ENHANCE We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

- December's UFLive! concert featured Carl Johnson and the New Orleans Jazz Machine. This annual Library tradition has been made possible for many years through a donation to The Urbana Free Library Foundation by Bob and Bonnie Switzer. Bob says, "We hope this UFLive! tradition will continue for years to come, and we are happy to support it." This year Carl was awarded 40 North's Lifetime ACE Award for "for countless years dedicated to teaching music and entertaining audiences all over Champaign-Urbana and beyond, for being a one-of-a-kind contributor to our community's music scene through his capacity to engage and inspire people with his musicianship and outstanding character."
- The Library partnered with the CU Community Fab Lab on their application for the University of Illinois' [Building Beyond the Barriers Community Grant](#) to create a maker-in-residence program this spring. It was recently announced that the CU Community Fab Lab was awarded the grant and will receive \$29,293 in grant funding. During the spring months, maker artists will have residencies at local maker facilities that last up to a month, and their residencies will include holding workshops at the Library. The grant will also fund the purchase of several pieces of maker equipment and supplies for the Library, expanding the types of workshops and other maker programs that the Library can host.
- The Library recently welcomed Pat Cain as Champaign County Historical Archives Manager. Pat’s first day with the Archives and the Library was December 11th. Welcome, Pat!

- The Library recently hired Olivia Coleman for the newly-created position of full-time, bilingual Programming Specialist. The Programming Specialist will focus on youth programming and community outreach to provide long-term benefits, especially for youth who have been impacted by the pandemic. Olivia will focus particularly in areas of our community that the City has identified as socially vulnerable and in areas where many residents don't have library cards. At present, this position is being funded primarily by a City of Urbana ARPA grant and partially by the Frampton Fund provided by The Urbana Free Library Foundation.
- Sara Bennett has been accepted into the Digital POWRR Peer Assessment Program for 2024, a project funded by a national Institute of Museum and Library Services (IMLS) grant. This is a year-long training program for librarians and archivists at under-resourced organizations to learn digital preservation best practices and assessment with a mentor and to create a community of practice. In addition to Sara receiving a stipend, TUFL/CCHA will receive an \$870 award that can be provisioned towards helping jump start digital preservation activities.



EMBRACE

We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

- The Library continues to make the CD collections more accessible and the space in the Welcome Desk/AV area more welcoming as CDs move from behind the Welcome Desk.



EMPOWER

We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

- The Library hosted an amazing performance by the University of Illinois' Latin American Music Ensemble. This all-student ensemble performed music highlighting many regions and styles of Latin American and Caribbean music. Several people in the audience mentioned that it was their first time at The Urbana Free Library, so it was wonderful to introduce several UI students to our services and collections.
- At the Annual Show and Tell organized by the Champaign County Genealogical Society, several unique items were shared by 18 community members. They shared a mother's artwork, a children's Singer sewing machine, a family bible, a cast iron memorial stadium ashtray, a horse with an eagle attached to the top, and more. There were also two interesting "tells." The first was the discovery of christening records which led to proving that a relative was born at sea. The second was an amazing tale of how one person who was adopted has connected with several of his half siblings over the past year.
- To celebrate the start of Winter Reading, 75 community members came to the Library to play Life-Size Candy Land. Surrounded by candy decorations, children and their families rolled giant dice to make their way through a colorful path. A number of the children played the game multiple times.
- A new digital exhibit on [The News-Gazette Collection](#) is now live. The exhibit includes a brief history of the newspaper, profiles of the Stevick family and their



leadership of the newspaper, and additional information on materials included within the collection.

- Young community members and their families rang in the New Year with stories, songs, crafts and games at the Library’s annual Noon Year’s Celebration. Children made new year’s glasses and clocks, wrote resolutions, and practiced dropping a new year’s ball into a cup. Several of the almost 100 community members thanked staff for holding a fun event with a variety of activities.



Action Item Details & Additional Information

Staff recommend that the Board approve these January Budget Amendments. The first two are included in Resolution 2024-01, which staff also recommend the Board approve.

- Teen Programming received a \$100.00 donation. Staff request the following FY24 budget amendment to reflect this donation.
 - \$100.00 increase to revenue Donations/Contributions/Gifts (810 46300)
 - \$100.00 increase to expense Teen Programs (81080832-51990)
- The TUFL Foundation approved a gift to the Library of \$6,330 to help fund the landscaping project that is currently in the design phase and due to be implemented during Spring 2024. Staff request the following FY24 budget amendment to reflect this gift.
 - \$6,330.00 increase to revenue Donations/Contributions/Gifts (802 46300)
 - \$6,330.00 increase to expenses for the Other Professional Services line (80280805 52199).
- Following the Finance Policy, Collections has shifted funds to keep up with demand for popular VOX books/audiobooks.
 - \$1,000 increase to Children’s Recordings (80280802 51807 80103)
 - \$1,000 decrease to Downloadables (80280802 51811)

Communication

Library Newsletters

- The TUFL Times, January: <https://uflil.patronpoint.com/email/preview/90>
- The TUFL Times: Youth Edition, January: <https://uflil.patronpoint.com/email/preview/91>
- January Archives Newsletter: <https://uflil.patronpoint.com/email/preview/92>

Library News

- December 4, 2023, *Smilepolitely.com* – The Overture: December 4-10 <https://www.smilepolitely.com/music/the-overture-december-4-10/>
- December 11, 2023, *Smilepolitely.com* – The Overture: December 11-17 <https://www.smilepolitely.com/music/the-overture-december-11-17/>
- December 12, 2023, *Chambanamoms.com* – Must-Do Things During Winter Break in Champaign-Urbana <https://www.chambanamoms.com/2023/12/12/winter-break-activities-champaign-urbana/>
- December 13, 2023, *ipmnewsroom.org* – WILL Call: What’s Happening in Champaign-Urbana Dec. 14-17 <https://ipmnewsroom.org/will-call-whats-happening-in-champaign-urbana-dec-14-dec-17/>
- December 13, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Light So Bright <https://www.chambanamoms.com/2023/12/13/champaign-urbana-lights-so-bright/>

- December 16, 2023, *Newschannel20.com* – Urbana Free Library hosts ‘Life-Size Candyland’ to promote Winter Reading Program <https://newschannel20.com/news/local/urbana-free-library-hosts-life-size-candyland-to-promote-winter-reading-program>
- December 18, 2023, *News-gazette.com* – Katherine Majewski | ‘A Haunting’ for those wanting to return to Hill House https://www.news-gazette.com/arts-entertainment/books/katherine-majewski-a-haunting-for-those-wanting-to-return-to-hill-house/article_0e3823f0-386f-59a1-a1f4-4f029edcf841.html

Budget Information

- Budget and FY24 Financial Reports: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>

Bank reconciliations for the last day of the month: July 2023 - June 2024						
	July	August	September	October	November	December
Illinois Funds account	\$ 216,906.99	\$ 217,911.90	\$ 218,899.07	\$ 219,927.40	\$ 220,925.10	
Busey Bank Cash accounts	\$ 2,943,480.37	\$ 3,147,582.21	\$ 4,212,416.00	\$ 3,925,611.70	\$ 3,784,810.07	
Busey Bank Web account	\$ 68,388.69	\$ 73,630.53	\$ 77,357.69	\$ 80,143.02	\$ 82,442.05	
Total	\$ 3,228,776.05	\$ 3,439,124.64	\$ 4,508,672.76	\$ 4,225,682.12	\$ 4,088,177.22	\$ -