

**Date:** August 13, 2020

**To:** The Urbana City Council

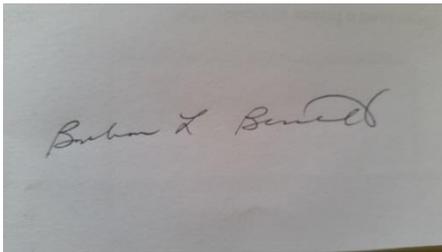
**From:** Barbara Bennett, Secretary

**Re:** Annual Report information from The Urbana Free Library

The following report is provided to you and the Illinois State Library per (75 ILCS 5/4-10) (from Ch. 81, par. 4-10):

Within 60 days after the expiration of each fiscal year of the city, incorporated town, village or township, the board of trustees shall make a report of the condition of their trust on the last day of the fiscal year, to the city council, board of trustees or board of town trustees, as the case may be. This report shall be made in writing and shall be verified under oath by the secretary, or some other responsible officer of the board of trustees.

ATTEST:

A rectangular area containing a handwritten signature in cursive script, which appears to read "Barbara X Bennett".

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Barbara Bennett, Secretary  
The Urbana Free Library Board of Trustees

Date: August 12, 2020

To: The Urbana City Council

From: Celeste Choate, Executive Director

Re: The Annual Report of The Urbana Free Library Pursuant to 75 ILCS 5/4-10

Pursuant to the Local Library Act, the Board of Trustees of The Urbana Free Library, within 60 days after the close of the fiscal year, is to report in writing on the condition of their trust on the last day of the fiscal year. The report is to be verified under oath by the Secretary or other officer of the Board.

The financial information contains pre-audit information.

- **Itemized Statement of the Various Sums of Money Received from the Library Fund and from Other Sources:** See sections 8 (page 6) and 12 (page 8) of the IPLAR.
- **Itemized Statement of Expenditures:** See sections 9-12 (pages 8-9) of the IPLAR.
- **Number of Books and Periodicals Available and Number Circulated:** See sections 17-18 (pages 12-13) of the IPLAR.
- **Statement of any Personal Property Acquired by Legacy, Gift, Purchase, or Otherwise:** None
- **Statement of Any Extension of Library Service Undertaken:** We expanded the Intergovernmental Agreement with USD#116 to include all students living in non-resident areas and certified school staff and support staff that serve students.
- **Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:**  
TUFL's request for the FY21 budget was included in the June 15, 2020, City Council meeting packet. The City Council passed the FY21 budget, including \$3,498,367 in local property taxes for TUFL on June 22, 2020.

In addition, the City passed financial policies, which included the following regarding the Library ([page 14 of the document, page 2 of the Financial Policies](#) <http://urbanaininois.us/sites/default/files/attachments/ordinances-2016-06-045-046-resolution-2016-06-033r.pdf>):

B. Library General Fund: The City levies property taxes for the Library to support operations, which are funded from the Library's General Fund. The City Council approves the Library's budget, including estimated property tax revenues necessary to support the expenditure budget. When the City Council approves the property tax levy, it will include a levy sufficient to support the approved Library General Fund budget.

The City also allocates a portion of the Ameren franchise fee it receives to the Library, based on the Library's proportionate benefit from free gas terms provided by Ameren prior to the franchise agreement approved in 2015. This allocation will continue in the same proportion.

The Library will coordinate with the City Finance Director as the City works through its levy request process.

- **Statement as to the Amount of Accumulations and the Reasons Therefor:** These are some assigned funds in the Library's fund balances (pre-audit).
  - \$64,243 in the Special Reserve Fund.
  - \$59,508 for RHS health savings plan separation payout.
  - The Library has just over \$159,749 in vacation and personal time on the books.
  - A \$300,000 gift received in the past and assigned for equipping/constructing a low-vision room in the future is budgeted to be transferred to The Urbana Free Library Foundation in FY21.
  - An \$180,000 gift was received in FY19 and is budgeted for capital infrastructure expenses in FY20-FY21.
  - A \$125,000 restricted gift for expansion of the library was received in FY20 and is budgeted to be transferred to The Urbana Free Library Foundation in FY21.
- **Statement of Outstanding Liabilities:** See section 7 (page 6) of the IPLAR.
- **Any Other Statistics, Information, and Suggestions That May Be of Interest:**
  - The Urbana Free Library celebrated 145 years of service in July 2019 and hosted four programs to celebrate. Activities at the celebration included live music, games, refreshments, a selection of artifacts from the Library's history, a historical tour of the Library building and discussion of how it has changed, a talk on Megan's Garden, and a trivia contest. Between the four programs, 141 community members joined in the Library's celebration.
  - Using a process that engaged the Urbana community in new ways, the TUFL Board approved a new strategic plan for January 2020-June 30, 2023, with four pillars: Embrace, Enrich, Empower, and Enhance  
[https://urbanafreelibrary.org/sites/default/files/page/attachments/2019/12/FINAL%20TUFL%20Strategic%20Plan%202020-2023%2012-11-19\\_0.pdf](https://urbanafreelibrary.org/sites/default/files/page/attachments/2019/12/FINAL%20TUFL%20Strategic%20Plan%202020-2023%2012-11-19_0.pdf).
  - With gift funds from the Friends of The Urbana Free Library, the Champaign County Historical Archives launched Local History & Genealogy Digital Exhibits to share our community's history with the world: <https://urbanafree.omeka.net/>.
  - The Champaign County Historical Archives added over 90 finding aids to our [Local History Online catalog](#), nearly doubling the number of special collections available to patrons. During the work-from-home period March – May, staff [transcribed a number of oral histories](#), which provides greater access.
  - On June 15, the Library acquired over 1,000 square feet of materials from *The News-Gazette* Archives. The Library worked with partners from UIUC Archives; the UIUC History, Philosophy, and Newspaper Library; and the Champaign County History Museum to re-home materials that did not fit the scope of the Champaign County Historical Archives collection.
  - The Acquisitions Dept. finished up the year-long DVD conversion project. ALL DVDs can now be selected and checked out by patrons without having to take a card to the desk for library staff to retrieve and check out DVDs to patrons, in turn saving much staff time across many departments. We also converted our old system of checking in magazines by using a card catalog to a spreadsheet database. This became beneficial when TUFL was closed as a result of the Governor's orders as we could still have staff process the magazines from home.
  - TUFL was awarded a [PACA 2020 Heritage Award](#) for the restoration of the historic porch. This project was funded by The Urbana Free Library Foundation.

## COVID-19-specific initiatives

- Circulation Services quickly offered an eCard option so all Urbana community members had a way to access Library eResources during the building's closure. Over 300 eCards have been issued to date.
- Circulation Services developed a brand-new Curbside Pickup service that will continue even though the building is open.
- The large 3D printer and two sewing machines were loaned to the UIUC and community members so that they could be used by partners to make masks and PPE.
- The Library expanded its Teacher Holds service to include parents and children and rebranded it to Books and More! Bundles. With this service, adults can share information about their young readers' interests and abilities, and Library staff will specially select books, DVDs, kits, etc. for the reader.
- Programs, including storytimes, a book discussion group, went online.
- The Library Board and the USD#116 School Board approved an amended IGA between the two institutions. In it, the Library agrees to make its service available to all USD#116 students residing outside the taxing district and to certified school staff and support staff that serve students. In return, the schools will share a monthly newsletter with students, their families, and staff, promote the Library on school social media, and ensure that the Library's bloodborne pathogen training aligns with the schools' training.
- Managing and maintaining the Library's aging facilities continues to be time-consuming and expensive. We anticipate large capital expenses to continue in the near future.
- Transition to LED lightbulbs allows the Library to be more energy-efficient and green via Ameren's lighting incentive program. Over 2,200 bulbs of the 3,500 bulbs in the building have been replaced with LED lighting.
- The Urbana Free Library and The Urbana Free Library Foundation provided funds throughout the year to support the processing of the Chanute Collection by two Interns from The School of Information Sciences | The iSchool at Illinois. This year, the interns used archival standards and best practices to process manuscript and photographic materials in the Chanute Collection and create 17 finding aids for Chanute materials, providing the first public access to materials. They also worked to rehouse records and manuscripts, drafted grant proposals for the preservation of audio-visual items, answered reference questions pertaining to Chanute, and sorted hundreds of Chanute library books for the Friends of the Library book sale. Each intern also wrote a reflection essay about their work this year, which will appear on the What's New! in the Chanute Collection page this summer: <https://urbanafreelibrary.org/local-history-genealogy/whats-new-chanute-collection>.
- Thanks to generous support from The Urbana Free Library Foundation, the mobile hotspot collection was expanded for community members, which means more patrons without Internet access can check out Internet access from the Library! This year, a total of 20 mobile hotspots have been available for checkout, and 22 more devices will be added to the collection in FY21 thanks to a generous grant from Urbana-Champaign Big Broadband (UC2B).
- Over 90 finding aids for special collection materials were added to the Local History Online catalog.

- **Programs & exhibits:**
  - Responding to the request of younger Library patrons to attend Teen Open Lab, Library staff created Makerspace Jr! Created for children ages 6 through 10 and their caregivers, the monthly program quickly grew in popularity. Patrons were often waiting at the door as the program opened so they could learn together how to sew, design 3D prints, play musical instruments, create their own stickers, and try out other “making” activities.
  - The Library hosted children’s author Kyle Lukoff for a reading and signing of his picture book *When Aiden Became a Brother*. The book is about a transgender boy getting ready for his new sibling to be born. Mr. Lukoff’s work as a school librarian was evident when he delighted children in the audience by reading several stories in an interactive story time. *When Aiden Became a Brother* later won a [Stonewall Book Award](#) from the American Library Association. This program was co-sponsored by the UP Center of Champaign County.
  - This spring, the Library held twice weekly classes so community members could learn French. The class was taught by John Matanda Tshipama, who is president of the Congolese Community of Champaign County and teaches French grammar in the Urbana School District’s French-English dual language program.
  - To promote civic engagement, the Library partnered with the League of Women Voters for National Voter Registration Day on September 24, 2019. Community members registered to vote, received information on how to contact their legislators, and learned how the Library can connect them with information on social and political issues.
  - The Archives featured four exhibits throughout the year including One-Room Country Schools in Champaign County; Jewish Life in Early Champaign County; Fred Turner’s Christmas Woodblock Prints (a collaboration with the Student Life and Culture Archives at UIUC); and “Window to the Past: The Everett C. Block Collection.”
  
- **Grants & partners:**
  - Funded by an Urbana Public Arts Grant and working in partnership with the Urbana High School Art Club and the Urbana Neighborhood Connection Center, the Library purchased art supplies so teens could create works of art on skateboard decks and display them in *Teen Art in the Library*, an art show and exhibit in the Lewis Auditorium. The opening reception held on September 12, 2019, was attended by 65 people, and teens were inspired to create additional new pieces after the well-received reception. The skateboard decks were displayed in the Lewis Auditorium through the winter and spring and were popular with community members of all ages.
  - Library staff partnered with KOOP (Kid Owned and Operated Play) to host a Pop-Up Play Day on August 31, 2019. Pop-Up Play Day facilitators offer various raw materials (cardboard boxes, wood, etc.) that attendees can use to build, create, and let their imaginations roam. The KOOP Pop-Up Play Day was sponsored by an Urbana Public Arts Grant.
  - The project *StoryWalks® in Urbana Parks* was awarded a 2020 Urbana Public Arts Grant. In a traditional StoryWalk®, pages of a picture book are mounted on signs for community members to read as they walk. For this project, the stories will be created by community members and exhibited on select days at Urbana Parks later this summer and fall.

- The Library served as a host location for the University of Illinois' project *A Year of Creative Writers* this year. Award-winning authors Luis Alberto Urrea and Meagan Cass read excerpts from their works on March 10, 2020. Another reading with two more authors is planned for the fall. *A Year of Creative Writers* is supported by the Presidential Initiative to Celebrate the Impact of the Arts and the Humanities.
- With grant support from the Illinois Arts Council Agency, award-winning musician and author Jim Gill hosted a kick-off concert for the start of Summer Reading 2020. Held virtually due to social distancing guidelines, his performance was shared as an online video and made available to the community for 60 hours. The video concert got 91 views, and the Library will release additional content from Mr. Gill throughout the summer. Later this calendar year, teachers and librarians will attend an educator workshop and a second online concert will be offered for community members.
- During the 2019 summer months, the Library participated in Downtown Get Down. The well-attended monthly event featured live music, games, art demos, and a makerspace area run by Library staff. Using equipment from Teen Open Lab, Library staff led community members in creative projects such as screen printing. Downtown Get Down is presented by The City of Urbana's Arts and Culture Program, Urbana Park District, 40 North 88 West, Champaign County Arts Council, The Urbana Free Library, and the Urbana Business Association.
- For the second year in a row, the Library partnered with Pygmalion to host an author reading and book signing. With the support of The Urbana Free Library Foundation, the Library hosted author and poet Mahogany L. Browne. Mahogany L. Browne is the author of the viral poem *Black Girl Magic*, the children's book *Woke Baby*, and several volumes of poetry including *Kissing Caskets* and *Redbone*.
- Funding remains difficult, with decreased PPRT in FY21 and likely decreased property taxes in FY22. The increasing minimum wage is another pressure point in the Library's budget.
- The School of Information Sciences | The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver during the independent study semester. This program continues successfully and will be offered again in FY21.
- The Library partnered with the federally-funded Care4U program. Four high school students each gained many hours of real-life work experience at TUFL during the summer of 2019. At the end of the program, two of these students were hired as TUFL employees and are still staff members. This year, due to COVID-19, the program has had difficulties, but one student will be working with the Library during the summer of 2020.
- Our eNewsletters are available here: <https://urbanafreelibrary.org/headlines/ufl-newsletters> We offer Library News & Events, Youth & Teen News, Local History & Genealogy News, and Foundation & Friends News. In addition, we have email lists for media contacts, local organizations, churches, and businesses that we regularly update with important Library information. In total, we have almost 6,500 email contacts with whom we communicate regularly.

- Professional contributions:
  - Board member Guadalupe Meija was elected to the Illinois Heartland Library System Board. <https://www.illinoisheartland.org/about/board/members>
  - Elaine Bearden attended the Elevate Illinois Libraries Leadership Program at the Illinois State Library. Elevate is a statewide library initiative to recruit and nurture future Illinois library leaders.
  - Celeste Choate is one of the mentors of the 2020 Director's University (DU) to train public library directors for their new executive roles. DU is a joint project of the Illinois Library Association, Illinois State Library, Illinois [Heartland](#) Library System, and Reaching Across Illinois Libraries System.
  - Celeste Choate was also on the committee which developed *Serving Our Public 4.0: Standards for Illinois Public Libraries*.
  - For the third year, the Champaign County Historical Archives has contributed to the Internet Archives Community Webs program by documenting and preserving web generated content, as well as participating in outreach opportunities with a cohort of 27 participating institutions. As part of the grant funded opportunity, Donica Martin attended quarterly meetings with the cohort and presented on CCHA's digital collections in June.
  - Rachel Fuller, Amanda Standerfer, Elaine Bearden, and Donica Martin all participated in the Illinois Library Association conference in the fall. Rachel, Amanda, and Elaine presented workshops on management styles, strategic planning, and youth kits and early literacy, respectively, with colleagues from other libraries, while Donica Martin's poster on processing special collections was presented by Archives Apprentice Angela Solis.
  - Donica Martin and Archives Apprentice Angela Solis presented at the Society of American Archivist's annual conference in Austin, Texas July 31-August 6.
  - Rachel Fuller is serving as a committee member for the Illinois Youth Services Institute 2020 Conference.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020  
URBANA FREE LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30665
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0538
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Urbana Free Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	210 West Green Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Urbana
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61801
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	210 West Green Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Urbana
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61801
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(217) 367-4058
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(217) 367-4061
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://urbanafreelibrary.org

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Celeste Choate
1.15 Title	Executive Director
1.16 Library Director's E-mail	cchoate@urbanafree.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Champaign
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	41,250
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	IHLS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	6/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Eleanore Brown
3.5 Telephone Number of Person Preparing Report	217-367-4058
3.6 FAX Number	217-367-4061
3.7 E-Mail Address	ebrown@urbanafree.org

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 5**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Chris Scherer
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	217-367-0038
5.9 E-mail Address	cscherer@urbanafree.org
5.10 Home Address	2209 South Vine Street
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Second member**

5.5 Name	Beth Scheid
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	6/2022
5.8 Telephone Number	217-384-4966
5.9 E-mail Address	bscheid@urbanafree.org
5.10 Home Address	2502 Brookens Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Third member**

5.5 Name	Barb Bennett
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	6/2023
5.8 Telephone Number	956-793-1162
5.9 E-mail Address	bbennett@urbanafree.org
5.10 Home Address	2530 St. Andrews Road
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Fourth member**

5.5 Name	John Thies
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2021
5.8 Telephone Number	217-367-1126
5.9 E-mail Address	jthies@urbanafree.org
5.10 Home Address	2109 Meadowlark Court
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

**Fifth member**

5.5 Name	Shirese Hursey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	217-721-4176
5.9 E-mail Address	sehursey@urbanafree.org
5.10 Home Address	1309 Ellis Drive
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Sixth member**

5.5 Name	Guadalupe A. Mejia
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2021
5.8 Telephone Number	502-287-2451
5.9 E-mail Address	gmejia@urbanafree.org
5.10 Home Address	2322 Nugent Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

**Seventh member**

5.5 Name	Jane Williams
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2023
5.8 Telephone Number	217-328-5419
5.9 E-mail Address	jwilliams@urbanafree.org
5.10 Home Address	707 West Oregon Street
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Eighth member**

5.5 Name	Michael Weissman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	217-898-6238
5.9 E-mail Address	mweissman@urbanafree.org
5.10 Home Address	706 W. Nevada
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**Ninth member**

5.5 Name	Barbara Jones
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	860-575-6425
5.9 E-mail Address	bjones@urbanafree.org
5.10 Home Address	613 West Delaware Avenue
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	50,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	A step forward by replacing fluorescent lighting with LED in all public areas.
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	373
6.4a Total Number of Study Rooms	2
6.4b Total number of times study room(s) used by the public during the fiscal year	1,306

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$15,305,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Pre-audit we have the following assigned funds(pre-audit); \$64,243 in the Special Reserve Fund; \$59,508 for RHS health saving plan separation payout, \$159,749 in vacation and personal time on the books, \$300,000 gift for the future construction of a low-vision room (to be transferred to the Urbana Free Library Foundation in FY21) and a \$125,000 restricted gift received in FY20 for Library expansion, (also to be transferred to the Urbana Free Library Foundation in FY21).

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,065,032
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,736,987

**State Government**

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$51,562
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$97,132
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$148,694

**Federal Government**

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

**Other Income**

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$202,179
8.14 Other receipts intended to be used for operating expenditures	\$160,261
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$362,440
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,576,166
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**Safeguarding of Library Funds**

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	Treasurer's Bond FY20.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

**STAFF EXPENDITURES (9.1-9.3)**

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,170,795
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$520,355
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,691,150

**COLLECTION EXPENDITURES (10.1 - 10.4)**

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$211,750
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$141,277
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$81,910
10.3b Please provide an explanation of the other types of material expenditures.	new collections, microform, games included
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$434,937

**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$706,906
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,832,993

**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

**Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE:** Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

**Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE:** Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$23,133
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**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	17	17	\$555.01	512.59
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Library Director	Library Director	\$56.21	39.00	
Associate Library Director	Assistant Library Director	\$44.11	39.00	
Adult/Youth Services Librarian	Children's Services	\$33.14	39.00	
Archives Services Librarian	Other Type of Librarian	\$31.87	39.00	
Adult/Youth Services Programming Manager	Other Type of Librarian	\$32.45	39.00	
Adult/Youth Services Director	Other Type of Librarian	\$38.05	39.00	
Adult/Youth Services Librarian	Adult Services	\$31.87	39.00	
Adult/Youth Services Librarian	Adult Services	\$25.49	39.00	
Director of Special Collections	Other Type of Librarian	\$31.96	39.00	
Adult/Youth Services Librarian	Adult Services	\$31.87	39.00	
Adult/Youth Services Librarian	Children's Services	\$26.77	39.00	
Adult/Youth Services Librarian	Children's Services	\$24.68	16.49	
Adult/Youth Services Librarian	Children's Services	\$23.56	2.40	
Adult/Youth Services Librarian	Children's Services	\$23.56	4.66	
Adult/Youth Services Librarian	Adult Services	\$33.14	20.04	
Adult/Youth Services Librarian	Children's Services	\$33.14	20.00	
Adult/Youth Services Librarian	Children's Services	\$33.14	20.00	

**Group A Total**

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	12.81
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**Group A hidden group hours**

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	20	20	0	\$361.89	241.23
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Circulation Clerk/Information Assistant	Reference		\$23.94	35.84	
Circulation Clerk/Information Assistant	Reference		\$18.23	22.80	
Circulation Clerk/Information Assistant	Reference		\$18.23	22.50	
Archives Assistant	Reference		\$17.02	8.00	
Archives Intern	Reference		\$17.39	10.00	
Circulation Clerk/Information Assistant	Reference		\$17.83	1.63	
Circulation Clerk/Information Assistant	Circulation		\$16.21	2.55	
Circulation Clerk/Information Assistant	Circulation		\$16.21	4.44	
Archives Intern	Reference		\$17.39	10.00	
Archives Assistant	Reference		\$17.83	9.00	
Circulation Clerk/Information Assistant	Reference		\$17.83	1.27	
Archives Assistant	Reference		\$16.21	18.00	
Information Assistant/Archives	Reference		\$17.83	19.00	
Circulation Clerk/Information Assistant	Reference		\$16.21	3.88	
Circulation Clerk/Information Assistant	Reference		\$17.02	10.05	
Circulation Clerk/Information Assistant	Reference		\$16.21	9.48	
Circulation Clerk/Information Assistant	Reference		\$23.94	13.75	
Circulation Clerk/Information Assistant	Reference		\$23.94	14.79	
Intern/Info Assistant	Reference		\$16.21	13.54	
Intern/Info Assistant	Reference		\$16.21	10.71	

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	6.03
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	18.85

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	719.21
13.14 Minimum hourly rate actually paid	\$14.58
13.15 Maximum hourly rate actually paid	\$36.94
13.16 Total FTE Group C employees (13.13 / 40)	17.98

**Group D**

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	276.94
13.18 Minimum hourly rate actually paid	\$10.56
13.19 Maximum hourly rate actually paid	\$11.62
13.20 Total FTE Group D employees (13.17 / 40)	6.92

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	0.00
13.22 Minimum hourly rate actually paid	\$0.00
13.23 Maximum hourly rate actually paid	\$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	24.90
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	43.75

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	39.00	24	\$52,217.00	\$67,882.00
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
Archives Services Librarian	Other Type of Librarian	Master's Degree (ALA accredited)	39.00	24	\$52,217.00	\$67,882.00	

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,508
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,508
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	37
14.3 Total annual visits/attendance in the library [PLSC 501]	230,630

**PROGRAMS & ATTENDANCE (15.1 - 15.17)****Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

**Note:** Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Passive Programs:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	253	7,518	10	388
Young Adult	167	4,696	0	0
Other	117	3,050	1	36
Total	537	15,264	11	424
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	11,892
16.2a Total Number of Unexpired Non-resident Users Cards	384
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$8,890.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	12,276
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	No

**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	246,432
17.2 Current Print Serial Subscriptions [PLSC 460] <sup>1</sup>	406
17.3 Total Print Materials (17.1+17.2)	246,838
17.4 E-books Held at end of the fiscal year [PLSC 451]	90,037
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	30,715
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	46,475
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	29,484
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,597

**Electronic Collections**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	31
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	44

**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	397,014
18.2 Number of young adult materials loaned	12,954
18.3 Number of children's materials loaned [PLSC 551]	169,214
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	579,182

**Report circulation, including renewals, by the material types below.**

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	251,792
18.6 Videos/DVDs- Physical	152,595
18.7 Audios (include music)- Physical	31,659
18.8 Magazines/Periodicals- Physical	8,014
18.9 Other Items- Physical <sup>2</sup>	32,500
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	476,560
18.11 Use of Electronic Materials [PLSC 552]	70,666
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	547,226
18.13 Successful Retrieval of Electronic Information [PLSC 554]	47,432
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	118,098
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	594,658
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	52,501
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	28,623

**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

**Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	37,416
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**One-on-One Tutorials**

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	-1 Unknown
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**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	150
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	53
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

**INTERNET (21.1 - 21.9)**

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100 Mbps
21.3 What is the monthly cost of the library's internet access?	\$200
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	53
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	30,448
21.6 Wireless Sessions Per Year [PLSC 652]	-1 No Wi-Fi
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
21.9 Number of website visits or sessions to your library website [PLSC 653]	361,517 --Select--

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We do not filter our internet.

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,833
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,158.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

TUFL closed March 14 - June 25, 2020, due to COVID-19. During COVID-19 shutdown we designed online education for staff which required investment in new laptops and electronic equipment for staff to successfully connect to remote work. All statistics were impacted by the shutdown that lasted 105 days. Budget dollars were reassigned from physical items to electronic items (\$26,000) in an effort to support patrons' need for electronic and downloadable materials in FY2020.

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

The Urbana Free Library celebrated 145 years of service in July 2019, & 141 community members joined in the celebration. Using a process that engaged the Urbana community, the TUFL Board approved a new strategic plan for January 2020-June 30, 2023, with four pillars: Embrace, Enrich, Empower, and Enhance. With gift funds from the Friends of The Urbana Free Library, the Champaign County Historical Archives launched Local History & Genealogy Digital. On 6-15-20, TUFL acquired over 1,000 square feet of materials from The News-Gazette Archives. COVID-19-specific initiatives: Circulation offered an eCard option so all Urbana community members had a way to access eResources during the building's closure and also developed a brand-new, permanent Curbside Pickup service. The large 3D printer and two sewing machines were loaned to the UIUC and community members so that they could be used by partners to make masks and PPE. TUFL expanded its Teacher Holds service to include parents and children and re-branded it to Books and More! Bundles. Programs, including storytimes & a book discussion group, went online. TUFL's Board and the USD#116 School Board approved an amended IGA. TUFL agrees to make its service available to all USD#116 students residing outside the taxing district and to certified school staff and support staff that serve students. In return, the schools will share a monthly newsletter with students, their families, and staff, promote TUFL on school social media, and ensure that TUFL's bloodborne pathogen training aligns with the schools' training. TUFL and The Urbana Free Library Foundation provided funds throughout the year to support the processing of the Chanute Collection by two Interns from The iSchool at Illinois. Thanks to generous support from The Urbana Free Library Foundation, the mobile hotspot collection was expanded by 20 hotspots for community members. Over 90 finding aids for special collection materials were added to the Local History Online catalog. Programs & exhibits: Responding to the request of younger Library patrons to attend Teen Open Lab, TUFL staff created Makerspace Jr! for children ages 6 through 10 and their caregivers. TUFL hosted children's author Kyle Lukoff for a reading and signing of his picture book When Aiden Became a Brother, about a transgender boy getting ready for his new sibling to be born. Mr. Lukoff's work as a school librarian was evident when he delighted children in the audience by reading several stories in an interactive story time. When Aiden Became a Brother later won a Stonewall Book Award from the American Library Association. This spring, TUFL held twice weekly classes so community members could learn French, taught by John Matanda Tshipama, who is president of the Congolese Community of Champaign County. To promote civic engagement, TUFL partnered with the League of Women Voters for National Voter Registration Day on 9-24-19. The Archives featured four exhibits throughout the year including One-Room Country Schools in Champaign County; Jewish Life in Early Champaign County; Fred Turner's Christmas Woodblock Prints (a collaboration with the Student Life and Culture Archives at UIUC); and Window to the Past: The Everett C. Block Collection. Grants & partners: Funded by an Urbana Public Arts Grant & working in partnership with the Urbana High School Art Club and the Urbana Neighborhood Connection Center, the Library purchased art supplies so teens could create works of art on skateboard decks and display them in Teen Art in the Library, an art show and exhibit in the Lewis Auditorium. The opening reception held on 9-12-19 was attended by 65 people. TUFL staff partnered with Kid Owned and Operated Play to host a Pop-Up Play Day on 8-31-19. Pop-Up Play Day facilitators offer various raw materials (cardboard boxes, wood, etc.) that attendees use to build, create, & let their imaginations roam. The Pop-Up Play Day was sponsored by an Urbana Public Arts Grant. The project StoryWalks® in Urbana Parks was awarded a 2020 Urbana Public Arts Grant. In a traditional StoryWalk®, pages of a picture book are mounted on signs for community members to read as they walk. For this project, the stories will be created by community members and exhibited on select days at Urbana Parks later this summer and fall. TUFL served a host location for the University of Illinois' project A Year of Creative Writers this year. Award-winning authors Luis Alberto Urrea and Meagan Cass read excerpts from their works on 3-10-20. A Year of Creative Writers is supported by the Presidential Initiative to Celebrate the Impact of the Arts and the Humanities. With grant support from the Illinois Arts Council Agency, award-winning musician and author Jim Gill hosted a kick-off concert for the start of Summer Reading 2020. Held virtually due to social distancing guidelines, his performance was shared as an online video and made available to the community for 60 hours. The video concert got 91 views, and the Library will release additional content from Mr. Gill throughout the summer. During the 2019 summer months, the Library participated in Downtown Get Down. The well-attended monthly event featured live music, games, art demos, and a makerspace area run by Library staff. For the 2nd year, TUFL partnered with the Pygmalion Music Festival to host an author reading/book signing, with author and poet Mahogany L. Browne. The iSchool at Illinois and TUFL

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Celeste B Choate	08/11/2020
President	Chris Scherer	08/13/2020
Secretary	Barbara Bennett	08/12/2020

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).**

<sup>1</sup>, 17.2 This is due to the increase in electronic access only as print resources are discontinued. (0-2020-08-06)

<sup>2</sup>, 18.9 In house electronic equipment plus ILL-appears double counted but is not. (0-2020-08-10)