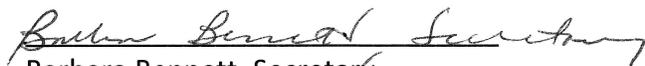


Date: August 10, 2021
To: The Urbana City Council
From: Barbara Bennett, Secretary
Re: Annual Report information from The Urbana Free Library

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:


Barbara Bennett, Secretary
The Urbana Free Library Board of Trustees

Date: August 18, 2021

To: Members of 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 has been 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 & 12 (pages 6-8) of the Illinois Public Library Annual Report (IPLAR).
- **Itemized Statement of Expenditures:** See sections 9-12 (pages 7-8) of the IPLAR.
- **Number of Books and Periodicals Available and Number Circulated:** See sections 17-18 (page 11) of the IPLAR.
- **Statement of any Personal Property Acquired by Legacy, Gift, Purchase, or Otherwise:** None
- **Statement of Any Extension of Library Service Undertaken:** None
- **Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:**
Director Choate incorporated the Library's budget in the shared financial system and presented TUFL's FY22 budget at the June 7, 2022 City Council meeting. The City Council passed the FY22 budget, including \$3,641,898.65 in local property taxes for TUFL on June 28, 2021.

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 therms 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.

- \$66,348 for RHS health savings plan separation payout.
- The Library has just over \$150,397 in vacation and personal time on the books.
- **Statement of Outstanding Liabilities:** See section 7 (page 10) of the IPLAR.
- **Any Other Statistics, Information, and Suggestions That May Be of Interest:**

Library Resources & Facilities

- In support of the Strategic Plan, the Library began a building program process, which is engaging the Board, the community, and Library staff.
- In alignment with our Strategic Plan goals, staff were thoughtful and intentional about moving our Diversity, Equity, and Inclusion work forward, beginning with TUFL's partnership with the City on using gender-neutral language. Staff began to evaluate the Library's policy manual and staff handbook to create more gender-neutral and gender-inclusive communications. We also updated our Library card application and added Progress Pride flags to offices and work spaces to signify a safe place for staff and patrons who identify as LGBTQ+.
- The Library added [Peterson's Test & Career Prep](#), a valuable online tool for standardized test preparation, researching undergraduate and graduate programs, finding tuition assistance, and exploring careers. Community members can also pursue new career paths by using the test prep assistance for certification exams and receiving advice on resumes, cover letters, interviewing, and networking.
- [Floor puzzles](#) are a new collection now available for check out from the Library. These jumbo-sized puzzles for children and families range from 3ft to 10ft long, have from 20 to 51 pieces, are well suited for little hands, and provide gross motor skill practice. The puzzles include themes such as dinosaurs, alphabet trains, and undersea creatures; currently there are 13 puzzles available for community members to borrow.
- The Library now offers [VOX Books](#) for check out, as well. VOX Books are printed books that provide full professional audio narration using an audio reader attached to the book. The VOX collection includes over 120 titles of picture books, non-fiction picture books, and easy to read titles. Thank you to the Friends of The Urbana Free Library for funding the launch of this collection!
- Thanks to generous support from [The Urbana Free Library Foundation](#) the [mobile hotspot collection](#) was expanded for community members again this year, which means more patrons without Internet access can check out Internet access from the Library! In total, the Library currently offers 41 mobile hotspots for checkout.
- The [News-Gazette Archives Collection](#) now has its own webpage for updates and access to recently [digitized newspaper clippings](#), as well as a [clippings subject index](#). Champaign County Historical Archives (CCHA) staff update these resources weekly.
- The CCHA accepted 31 separate acquisitions including ledgers from Bricklayers Local 17, records from the United Nations Association Baha'i Center chapter, and the papers of Marajen Stevick Chinigo.
- Thanks to the generosity of The Urbana Free Library Foundation, the Library has a new art hanging system for Artist of the Corridor exhibits. The system will allow the Library to showcase a larger amount of art and will hold the art more securely. The Artist of the Corridor is an ongoing series run the by the City of Urbana Arts and Culture Program that showcases local art in the City Building and

The Urbana Free Library. Corridor artists frequently hold workshops or talks at the Library while their art is being displayed.

- Thanks to the Intergovernmental Agreement with the Urbana School District #116 (USD#116), Circulation Services has been able to offer eCards to all USD#116 students and licensed staff. These eCard holders have the option to convert their cards to full-use cards. As part of the agreement, the USD#116 distributes a newsletter via email to all parents and students on a monthly basis in English, Spanish, and French.
- The Library also completed an Intergovernmental Agreement with Cunningham Township that allows individuals experiencing homelessness who are Township clients to get library cards. In return, the Township includes Library information in their monthly eNewsletter.
- The Hold Shelf was moved out into the public area so that patrons could retrieve their own holds and use self-check if they wanted to limit person-to-person contact because of COVID. Curbside Pickup also began during COVID and has become a permanent service.
- At their May 2021 Board meeting, the Library Board voted to institute automatic renewal of items that are eligible to be renewed as a first step toward going fine free. This change was enthusiastically received by patrons.
- Online book sales of Friends of the Library materials expanded from [Amazon.com](https://www.amazon.com) to include an Etsy shop, [TUFLFriends](https://www.etsy.com/shop/TUFLFriends). Once a month, weekend Pop-Up book sales were added beginning in June 2021 to supplement the sales from the traditional Friends Book Sales three times a year, resuming soon. Mini Mobile Carts have been strategically placed throughout the first floor of the Library to enhance book sales efforts.
- 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.
- 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 to arrange and describe archival materials, create processing plans for large collections, digitize materials for blog posts and digital photo albums, and answered reference questions related to the Chanute Collection. Current information from the interns can be found on the Library's [What's New! in the Chanute Collection](#) page.

COVID-19-specific initiatives

- To support community members during COVID-19, the Library's former Teacher Holds service was expanded. Now called [Books and More! Bundles](#) (and [Books and More! Bundles for Adults & Teens](#)), the service allows all community members (or their caregivers) to share information about their interests and receive a bundle of books and other materials selected specially for them.
- With the increased interest in and use of the Library's digital resources, the Library is pleased to provide community members with instructional videos embedded in our website on how to use these resources. The videos, offered by Niche Academy, are clear, concise, and can be accessed at community members' convenience and from the comfort of their own homes. To see videos currently available, simply click the ["Show Me" button](#) on the right side of Library webpages related to digital resources.

- In February, we began testing all on-site Library staff for COVID-19 using the BinaxNOW rapid antigen test, which delivers results in about 15 minutes, to reduce the possibility of spread and to create peace of mind for staff members. These self-administered tests are free to the Library from the Champaign Public Health District.
- While unable to host in-person programs in the building, the Library held 565 programs during the pandemic and handed out over 2,725 take-home craft kits.

Programs & exhibits:

- Programming staff developed online programs never offered before by the Library including beginning guitar lessons, chair yoga, cooking classes, virtual beer tasting, and more. Other online crafting or science programs included kits that allowed community members to follow along with activities at home. One staff member incorporated live chickens into one story time and goats into a second. Another staff member held a nautical-themed story time in a boat.
- To celebrate the birthday of acclaimed author James Baldwin, the Library participated in two programs. The first featured a dramatic reading of portions of Mr. Baldwin's works by actor Kevin T. Hobbs, and was cosponsored by The Urbana Free Library, Urbana Arts and Culture program, Urbana Champaign Independent Media Center, and READ: Racial Education, Activism, and Discussion. The second program was held via Zoom and featured bestselling author Eddie Glaude. Dr. Glaude's newest book, [*Begin Again: James Baldwin's America and Its Urgent Lessons for Our Own*](#), was a New York Times bestseller at the time of the event. Dr. Glaude was joined by community members for a discussion of James Baldwin's life and works. This program was cosponsored by The Urbana Free Library and READ: Racial Education, Activism and Discussion, and also supported by Parkland College Library, Mahomet Public Library, Rantoul Public Library, St. Joseph Township-Swearingen Public Library, Danville Public Library, and the International and Area Studies Library of the University of Illinois. The two programs combined were viewed by nearly 450 community members.
- The community's love for local music was on full display at Walkin' Through the CU Music Scene with Nick Rudd. 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 July and early August 2020, the Library held a weekly series of online programs designed to help community members searching for employment or those looking for a career change. Each workshop focused on a different topic such as marketing yourself, job search strategies, pivoting in your career, and more.
- The Champaign County Historical Archives added 8 new virtual exhibits to [Local History & Genealogy Digital Exhibits](#), which is sponsored by Friends of The Urbana Free Library.
- In honor of its 65th anniversary, the Archives hosted 24 programs featuring notable speakers including Road Scholar Kim Sigafus McIver for [Journeying Through the American Indian Way of Life](#), author and genetic genealogist Richard Hill for [Finding Family with DNA Testing](#), and an Illinois Humanities Road Scholars presentation called [The Journey of Mollie's War](#).

Grants & partners:

- In partnership with several community organizations including Cunningham Township, the University of Illinois, Urbana Park District, and Sola Gratia Farms, Library staff are participating in [Solidarity Gardens CU](#). Solidarity Gardens CU addresses local food insecurity by connecting community members and by providing free educational resources, seeds, seedlings, garden tools, and other needed supplies, allowing community members to grow food together.
- The Library continues to accept seed donations and provide seeds to community members via [The Urbana Free Library's Seed Exchange](#). The Seed Exchange has over 8,000 seed packets available for community members to “borrow,” thanks to the generosity of community members and CU Solidarity Gardens partner, Sola Gratia Farms.
- In partnership with Cunningham Township, the Library has developed a system allowing Cunningham Township clients to receive prints free of charge. Rather than collect payment from clients at the time of printing, the Library instead invoices Cunningham Township regularly. The new arrangement allows Cunningham Township clients to continue their work with the Township in a more expeditious manner.
- The Library received a \$500 grant from the Illinois State Library to reimburse some of the expenses for purchasing PPE.
- The project *Magic of Reading Mural* was awarded a 2021 Urbana Arts & Culture Grant. In early-summer 2021, professional muralist Langston Alston worked with community members to design a mural, and the mural will be painted in August 2021.
- The project *StoryWalks® in Urbana Parks* -- funded by a 2020 Urbana Arts & Culture Grant -- visited seven Urbana parks and displayed stories written by the community. A virtual walkthrough of each StoryWalk® was also recorded, and between in-person visits and views of the videos, over 120 people saw the displays.
- As part of Pygmalion 2020, the Library held a virtual author event. Over 430 people viewed a book reading by author Bernardine Evaristo, who is the first black woman to win the Booker Prize, and poet Terrance Hayes, a past winner and finalist for the National Book Award for Poetry. After the reading, author Chris Abani moderated a discussion between the two that examined blackness in the US and UK, their work as activists to promote artists of color, and their writing processes. A recording of the event was made available online for 30 days. This special author event was generously sponsored by The Urbana Free Library Foundation.
- Read Across America adapted to the pandemic by holding a drive-through event on March 6, 2021, where community members could pick up a free book, bag full of activities, and information about local resources. The event continued online with a webpage featuring videos of storytellers and local figures reading stories. There was also a live panel on social media where parents could have questions answered by literacy experts. During the drive-through, 401 bags and books were handed out! The event was organized by a committee comprised of members from multiple local organizations including the Urbana Park District, the Champaign Public Library, and The Urbana Free Library.
- The 7th Annual Immigrant Welcome Awards recognized individuals and organizations who have created a welcoming atmosphere for immigrants in the community. This event was part of

Champaign-Urbana's Welcome Week, which celebrates the diversity of our community. The Library recorded the award ceremony on Zoom and then posted the recording on Facebook for those who were unable to attend live. This was sponsored by C-U Immigration Forum with co-sponsors CU FAIR, The Urbana Free Library, Urbana Arts and Culture Program, University YMCA New American Welcome Center, the Channing Murray Foundation, the City of Champaign, and the City of Urbana.

- To encourage participation in the 2020 Census, representatives from Champaign County Regional Planning Commission, a member of the local Complete Count Committee, tabled in Cherry Alley every Thursday from August 20 through September 24, 2020. At the table, community members could fill out the Census online and learn more about the importance of completing the Census.
- 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 each semester. This successful program will be offered again in FY22.
- The Community Webs Grant program, initiated by the Internet Archive and awarded to the Champaign County Historical Archives in 2017, [has received an additional \\$1.1 million grant from the Mellon Foundation](#). This grant will allow the Champaign County Historical Archives to continue using Archive-It 4 to web archive pages from our community with a subscription waiver for longer than the original 5-year period, which was set to end in 2022.
- Our eNewsletters are available here: <https://urbanafreelibrary.org/headlines/urbana-free-library-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 15,000 email contacts with whom we communicate regularly.

Professional Contributions:

- At the 2020 Illinois Library Association conference, staff members Amanda Standerfer and Rachel Fuller presented on how to increase community engagement by using new strategies to reach underserved communities and non-users to maximize library impact. Rachel also participated in a panel presentation about ways to support different learning styles in youth programs and how to communicate the value of youth programming to colleagues and community members. Staff members Joel Spencer and Jordan Kahle participated in a panel presentation about the importance of makerspaces in libraries.
- In November 2020, the Upper Midwest Digital Collections Conference asked Donica Swann to present a session called "Increasing Digital Presence in the Time of COVID" at their annual conference. The presentation focused on the Archives' efforts to create digital exhibits and virtual access to collections during the State's stay-at-home order in early 2020.
- Rachel Fuller was invited to serve on the Youth Services Forum Board and contributed a response that has been included in [Library Management Problems Today: Case Studies](#), a book edited by Wayne Disher and published by Rowman & Littlefield.

- Donica Swann presented “Lockdown Lemonade: successful projects borne out of remote work” at the Midwest Archives Conference on May 13, 2021. The session focused on ways in which library and archives professionals can implement meaningful projects in a remote working environment.
- Amanda Standerfer was elected to serve a three-year term on the American Library Association’s [LearnRT](#) (Round Table). Her term starts July 1, 2021.
- Celeste Choate is serving her second year as a mentor for Director’s University. She is also on the Illinois Library Association’s 2021 Annual Conference Committee. In addition, she co-chaired ILA’s first-ever Central Illinois virtual legislators' breakfast in February 2021. Finally, Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences | The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy protections.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021

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]	2173674058
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	2173674061
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] ¹	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. 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.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
URBANA FREE LIB.	URBANA FREE LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
URBANA FREE LIB.	30665	3066500

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
URBANA FREE LIB.	210 WEST GREEN STREET		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
URBANA FREE LIB.	URBANA		61801	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
URBANA FREE LIB.	Champaign		2173674057	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
URBANA FREE LIB.	50,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
URBANA FREE LIB.	2,345	42	110,570	210	42

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]	07/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2021
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	John Thies
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2024
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	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	Gloria Yen
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2022
5.8 Telephone Number	217-337-1514
5.9 E-mail Address	gyen@urbanafree.org
5.10 Home Address	211 S. Poplar Street
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

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	shursey@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)	6/2024
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)	06/2024
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	Mark Pelmore
5.6 Trustee Position	Other

5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	816-217-2371
5.9 E-mail Address	mpelmore@urbanafree.org
5.10 Home Address	906 W. Hill St.
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	Lights changed from fluorescent to non-flickering LED, strongly considered a more calming effect for Autism Spectrum Disorder.
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	17
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	21

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities						1

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	³ \$463,000	1	⁴ \$12,000
Structural repairs (walls, foundations, etc.)			1	⁵ \$20,000
Roof repair/replacement	1	⁶ \$150,000	1	⁷ \$24,000
Heating/ventilation/air conditioning	1	⁸ \$1,308,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)	1	⁹ \$150,000	0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation	1	¹⁰ \$170,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	¹¹ \$166,000	0	\$0
Accessibility measures	1	¹² \$150,000	0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0

Building additions (adding square feet to existing facility)		0	\$0
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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.)?	\$15,310,000
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.	There are some assigned funds in the Library's fund balances. \$64,243 in the Special Reserve Fund. \$66,348 for RHS health savings plan separation payout. The Library has \$150,397 in vacation and personal time on the books.

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) ¹³	\$5,257,684
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.)	\$3,927,229

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	\$51,563
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$123,202
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]	\$174,765
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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	\$500
8.11 If Other, please specify	CARES grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$500

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	\$213,955
8.14 Other receipts intended to be used for operating expenditures	\$90,053
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$304,008
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]	\$5,736,957
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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	-1 Have Surety Bond
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]	\$2,051,631
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$530,386
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]	\$2,582,017

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]	\$239,517
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$154,147

10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$71,226
10.3b Please provide an explanation of the other types of material expenditures.	New collections, recordings, games included
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$464,890

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]	\$1,088,918
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$4,135,825

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	
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]	\$1,342
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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	16	16	\$544.49	530.00
	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 Director	Assistant Library Director	\$44.11	39.00
	Adult/Youth Services Librarian	Children's Services	\$33.47	39.00
	Archives Services Librarian	Other Type of Librarian	\$25.75	39.00
	Archives Services Librarian	Other Type of Librarian	\$32.19	39.00
	Adult/Youth Services Programming Manager	Adult Services	\$34.15	39.00
	Adult/Youth Services Director	Adult Services	\$38.43	39.00
	Adult/Youth Services Librarian	Adult Services	\$33.47	39.00
	Adult/Youth Services Librarian	Young Adult Services	\$27.04	39.00
	Director of Special Collections	Other Type of Librarian	\$33.82	39.00

Adult/Youth Services Librarian	Young Adult Services	\$32.19	39.00
Adult/Youth Services Librarian	Children\ 's Services	\$28.32	39.00
Adult/Youth Services Librarian	Children\ 's Services	\$24.93	2.00
Adult/Youth Services Librarian	Adult Services	\$33.47	20.00
Adult/Youth Services Librarian	Children\ 's Services	\$33.47	20.00
Adult/Youth Services Librarian	Children\ 's Services	\$33.47	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	13.25
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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	12	12		\$229.81	171.80
	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		\$18.60	20.00
	Circulation Clerk/Information Assistant	Reference		\$24.18	35.66
	Circulation Clerk/Information Assistant	Reference		\$20.46	22.35
	Circulation Clerk/Information Assistant	Reference		\$20.46	19.00
	Circulation Clerk/Information Assistant	Reference		\$16.37	2.55
	Archives Assistant	Reference		\$18.00	10.91
	Circulation Clerk/Information Assistant	Reference		\$18.00	2.46
	Archives Assistant	Reference		\$17.19	16.52
	Information Assistant/Archives	Reference		\$18.00	18.52
	Circulation Clerk/Information Assistant	Reference		\$16.37	5.44
	Circulation Clerk/Information Assistant	Reference		\$18.00	5.29
	Circulation Clerk/Information Assistant	Reference		\$24.18	13.10

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	4.30
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	17.55

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	646.85
13.14 Minimum hourly rate actually paid	\$12.93
13.15 Maximum hourly rate actually paid	\$37.31
13.16 Total FTE Group C employees (13.13 / 40)	16.17

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	224.74
13.18 Minimum hourly rate actually paid	\$10.67
13.19 Maximum hourly rate actually paid	\$12.10
13.20 Total FTE Group D employees (13.17 / 40)	5.62

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]	21.79
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	39.33

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	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

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] ¹⁴	2,352
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]	2,352
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] ¹⁵	22
14.3 Total annual visits/attendance in the library [PLSC 501]	105,054
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

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	274	2,308	52	3,324
Young Adult	128	645	1	56
Other	77	2,206	42	2,783
Total	479	5,159	95	6,163
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 Cards	11,502
16.2a Total Number of Unexpired Non-resident Cards	226
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	-1 Unknown
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$13,137.48
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	11,728
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]	242,997
17.2 Current Print Serial Subscriptions [PLSC 460]	341
17.3 Total Print Materials (17.1+17.2)	243,338
17.4 E-books Held at end of the fiscal year [PLSC 451]	113,570
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	28,947
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	57,338
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	28,645
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,423

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]	27
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	43

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	360,257
18.2 Number of young adult materials loaned	13,208
18.3 Number of children's materials loaned [PLSC 551]	178,939
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	552,404

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	314,245
18.6 Videos/DVDs- Physical	104,128
18.7 Audios (include music)- Physical	27,873
18.8 Magazines/Periodicals- Physical	7,823
18.9 Other Items- Physical	58,887
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	512,956
18.11 Use of Electronic Materials [PLSC 552]	93,781
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	606,737
18.13 Successful Retrieval of Electronic Information [PLSC 554] ¹⁶	52,798
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	146,579
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	659,535
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	88,991
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	54,333

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]	34,141
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

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	0
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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	120
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	44
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]	44
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] ¹⁷	13,452
21.6 Wireless Sessions Per Year [PLSC 652] ¹⁸	23,203
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]	349,568 --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

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.)	\$3,550
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	265.25
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?	The Urbana Free Library was closed to the general public between 11.22.20-1.31.2021 due to COVID-19 infection rates. Tier 3 restrictions put in place state-wide.
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?	Between 11.22.20 and 1.31.2021 we scheduled Curbside Pickup and Tech appointments in our computer lab only as we entered Tier 3 mitigation. Curbside Pickup is a permanently added service for patrons to enjoy at their convenience.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	Please consider asking a question that would explore public library privacy practices. With a IMLS grant, Masooda Bashir (mnb@illinois.edu) at UIUC has formed a Public Library Forum Advisory Committee to explore these important issues. ALA has a toolkit, and there are other resources together, but are libraries implementing best practices for our patrons?

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19 ¹⁹	No
Electronic Library Cards Issued During COVID-19 ²⁰	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19 ²¹	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19 ²²	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

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.	
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	08/05/2021
President	John Thies	08/05/2021
Secretary		

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).

¹, 1.23a Census for City and Towns=June 2022 (0-2021-07-15)

², 2.16 Tech by appointment, Curbside Delivery, Reference available and Virtual programming all available during this 10 week period of closure. (0-2021-07-15)

³, 2022 First fl circ, cafe, AV area refresh 2023 Carpet Phase 1 high traffic areas 2025 Carpet Phase 2 medium traffic and painting 2027 Carpet Phase 3 low traffic zone 2030 Painting 2033 Carpet Phase 1 high traffic 2035 Carpet Phase 2 medium traffic and painting 2037 Carpet Phase 3 low traffic 2040 painting (0-2021-07-07)

⁴, 2022 Tepper Webber exterior work (0-2021-07-07)

⁵, 2023 repair Tepper chimney 2040 replace Tepper roof (0-2021-07-07)

⁶, 2031 \$150,000 (0-2021-07-07)

⁷, 2024 Tepper Furnace and AC (0-2021-07-07)

⁸, 2023 East air handling \$210,000 2025 Boiler \$100,000 2026 DDS digital control system \$135,000 2030 West air handling system \$275,000 2039 Chiller replacement \$160,000 2040 East air handling \$210,000 2042 East Pneumatic controls \$170,000 (0-2021-07-07)

⁹, 2035 Fire suppression system (0-2021-07-07)

¹⁰, 2024 East Pneumatic controls match to DDS system \$170,000 (0-2021-07-07)

¹¹, 2022 Parking lot \$166,000 (0-2021-07-07)

¹², 2031 Elevators and Dumbwaiters \$150,000 (0-2021-07-07)

¹³, 8.1 Last tax payment for 2020 received on the books in 2021. (0-2021-07-14)

¹⁴, 14.1a July 2020-January 2021 Curbside Delivery and Computer Lab by appointment. (0-2021-07-12)

¹⁵, 14.2 June 2020-January 2021 Curbside, tech by appointment and virtual programming only. February 2021-June 19th 2021 Open limited hours for Grab &

Go June 20, 2021-June 30, 2021 Normal hours restored (0-2021-07-12)

¹⁶, 18.13 Include in this Emag d/I per P. Berg. (0-2021-07-13)

¹⁷, 21.5 Note 5) Total of manual & electronic stats. Currently tabulated manually at children's game workstations. Adult computer lab; computers in Children's for adults; and computers in Archiv tabulated via PC Reservation. (0-2021-07-15)

¹⁸, 21.6 Last Quarter of the Year March-June per WhoFi (0-2021-07-08)

¹⁹, Patrons could start the process but would have to come in to complete it. (0-2021-07-15)

²⁰, Patrons were allowed online access but to borrow physical items they needed to complete the process in person. (0-2021-07-11)

²¹, Curbside services instituted immediately. (0-2021-07-11)

²², Parking access. Hot Spot checkout. (0-2021-07-11)