

Date: August 18, 2019

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 following is therefore respectfully submitted. The financial information contains pre-audit information. The Illinois Public Library Annual Report (IPLAR) is attached.

- **Itemized Statement of the Various Sums of Money Received from the Library Fund and from Other Sources:** See sections 8 and 12 of the IPLAR.
- **Itemized Statement of Expenditures:** See sections 9-12 of the IPLAR.
- **Number of Books and Periodicals Available and Number Circulated:** See sections 17-18 of the IPLAR.
- **Statement of any Personal Property Acquired by Legacy, Gift, Purchase, or Otherwise:** The City Council voted to vacate the Church Alley right-of-way to the Library at its January 22, 2019, meeting. https://www.urbanaininois.us/sites/default/files/attachments/Ordinance_2019-01-002_all_0.pdf. It was assumed that this vacation had occurred years ago, since the Library building sits on top of the site, but the records could not be located, so the vacation was made official this year.
- **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:**
At the May 20 City Council meeting, I presented our request for the Library's FY20 budget. The City Council passed the FY20 budget, including \$3,375,649 in local property taxes for TUFL on June 17, 2019.

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:** In FY18, The Library Board approved the creation of a special reserve fund. In FY19, \$64,243 was transferred from pre-designated funds for IT and building capital expense spending into this special reserve fund after all of the fiscal year 2018 closing work was done.

These are assigned funds in the Library's fund balances (pre-audit).

- \$34,309 for RHS health savings plan separation payout.
- The Library has just over \$106,300 in vacation and personal time on the books.
- A \$300,000 gift received in the past is assigned for equipping/constructing a low-vision room in the future.
- An \$180,000 gift was received in FY19 and is budgeted for capital infrastructure expenses in FY20.
- **Statement of Outstanding Liabilities:** See section 7 of the IPLAR
- **Any Other Statistics, Information, and Suggestions That May Be of Interest:**
 - The Urbana Free Library turns 145 years old in July 2019 and was celebrated by the community. <http://events.urbanafree.org/event/1970982>
 - 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.
 - With support from The Urbana Free Library Foundation, the Library replaced the failing chiller and compressor in FY19.
 - In addition, the Library paid for a new HVAC and AC unit to be installed in the Library's rental unit, and it is now rented out to a small business.
 - Transition to LED lightbulbs will allow the Library to be more energy-efficient and green via Ameren's lighting incentive program. Over 1,000 bulbs of the 3,500 bulbs in the building have been replaced with LED lighting.
 - Portions of The Urbana Free Library east terrace along Race Street had collapsed or were in severely deteriorated condition. With support from The Urbana Free Library Foundation, several repairs were made: The floor was replaced; seams on the stairs, bannister, and elsewhere were re-grouted; and three louvers were installed to mitigate moisture under the structure. Finally, the terrace received a thorough power-washing.
 - 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. We've identified several major collection groups, including AV Materials, Base and Department Histories, Building Records, Oral Histories, Photographs, Scrapbooks, and a Technical Training collection, which will be of great interest to the public. We've just hired two new interns for the coming year, and we are excited to see what they'll accomplish! <https://urbanafreelibrary.org/local-history-genealogy/whats-new-chanute-collection>
 - New collections:
 - Thanks to a partnership with the Reaching Across Illinois Library System (RAILS), the Library is pleased to provide access to [Explore More Illinois](#) for all Library cardholders. With Explore More Illinois, community members enter their library card number [online](#) and receive

discounted and free tickets to participating museums, science centers, sporting events, zoos, park districts, theaters, and more.

- During the past year, the Library added access to the resources *New York Times* Online, Kanopy, and Hoopla to its offerings for cardholders and Library users.
 - In response to positive patron feedback about kits currently available for children, Library staff developed a new [Children's Developmental Toys collection](#). Designed for the Library's youngest patrons (3 months to 36 months and up) and their caregivers, this collection features a wide variety of toys that stimulate, engage, and delight young children. Items in the collection include puzzles, pegboards, touch-and-feel boxes, lacing beads, musical blocks, rattles, and shape sorters, and all provide visual, auditory, and tactile experiences.
 - Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection was debuted for community members, which means that those patrons without Internet access can now check out Internet access from the Library! To establish this collection, the Library offered 10 mobile hotspots for checkout, and more devices will be added to the collection soon.
 - Over 100 finding aids for special collection materials were added to the Local History Online catalog. Notable collections include: the Sidney Historical Society's Oral History Project, Frank Heitzman's Architectural Survey of Champaign-Urbana, and the National Council of Negro Women's records.
- Programs & exhibits:
 - The Library hosted its first-ever Drag Queen Story Hour events in partnership with the UP Center of Champaign Country this year. These fun, fabulous, and well-attended all-ages events featured local drag queens reading children's stories and offered craft activities for attendees. In total over 500 community members attended this year's events, with Library staff receiving multiple requests to host additional Drag Queen Story Hour events.
 - The Library celebrated the diversity of our community in September by hosting a World Crafts and Food Fair on 9/16/18, and then by hosting the 5th Annual Immigrant Welcome Awards and Ceremony on 9/22/18. Between these two events, 280 community members celebrated the different cultures and people who help make Urbana a wonderful place to live.
 - To raise awareness and to promote prevention of consumer fraud and identity theft, Library staff partnered with State Senator Scott Bennett and local Scouts organizations to offer our fourth paper shredding event on 8/4/18.
 - The Archives featured five exhibits throughout the year including William Robert Grant: from England to Urbana; Mary E. Busey's and Joseph W. Royer's History of Collaboration; and One-Room Country Schools of Champaign County, a collaboration with the Museum of the Grand Prairie.
 - Grants & partners:
 - The Library was awarded a 2019 Urbana Public Arts Grant for *Teen Art in the Library*. In collaboration with the Urbana High School Art Club, *Teen Art in the Library* will encourage

local teens to create art during the Library's Teen Open Lab. A kick-off celebration was held in Teen Open Lab in April and materials were made available. An artists' reception will be held in September, and teens, parents, siblings, and community members all will be invited to attend and view the art created as part of *Teen Art in the Library*, which will be displayed in the Lewis Auditorium during FY20.

- Library staff partnered with KOOP (Kid Owned and Operated Play) to host a Pop-Up Play Day. 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. In addition to hosting a Pop-Up Play Day, Library staff also partnered with KOOP and the Urbana Park District to attend a Pop-Up Play Day at a Neighborhood Nights event (in addition to other Neighborhood Nights attended by Library staff) to register community members for library cards. Both KOOP Pop-Up Play Days were sponsored by an Urbana Public Arts Grant.
- In partnership with the Urbana Park District and funded by a City of Urbana Public Arts Grant, Library staff hosted musician Jay Sand for All Around This World, highlighting many different cultures with music, dance, and song for all ages.
- TUFL is a partner on two grants that were recently funded by the University of Illinois Presidential Initiative to Celebrate the Impact of the Arts and the Humanities. One project is *A Year of Creative Writers at Illinois*, led by Antoinette Burton and Janice N. Harrington. The other project is *The Humanities Innovating New Knowledge (THINK)*, led by Barbara Ransby, Jennifer Brier, Kathryn Oberdeck, and Devin Hunter. Read <https://emails.illinois.edu/newsletter/205142.html> and <https://news.uillinois.edu/view/7815/738301> to learn more.
- The Library was a partner on NEA Big Read grant with the Spurlock Museum on Jhumpa Lahiri's *The Namesake*. As a partner, the Library hosted several events, including the kickoff event featuring Indian dance and music. The Library also hosted thematic book discussion groups, Bengali embroidery and Henna painting activities in Teen Open Lab, and panel discussions focusing on immigration and the experiences of women and teens. The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.
- With funding from the Friends of The Urbana Free Library, the Champaign County Master Gardeners designed and installed a new, fresh look for Megan's Garden.
- "Races" by Bobby Joe Scribner was installed in early November 2018 as part of the [City of Urbana's Sculpture Project](#), and will be with us for two years. The timing is perfect, as the timeline for MCore Project 5, which will impact 202 W. Green Street, has been shifted to 2020 instead of 2019. With 2019 Illinois Marathon runners passing by, "Races" was decorated specially for the occasion.
- Expanding access through resource sharing: On 11/1/18, the Library began lending DVDs, books on disc, and CDs to patrons through interlibrary loan, and also began allowing TUFL cardholders to request such items from libraries outside Champaign-Urbana. We are excited to expand our interlibrary loan service to patrons, which greatly increases the breadth and depth of materials available to them.

- The Champaign County Historical Archives is the newest member of the [Champaign County Museum Network](#). The Network is an [engaged](#) group of member institutions, promoting the region's history museums, nature centers, archives, art museums, and more!
- With the support of The Urbana Free Library Foundation, the Library hosted author, poet, and National Slam Champion Elizabeth Acevedo for a poetry performance and reading, which was followed by a book signing. Ms. Acevedo's visit marked the kickoff of Pygmalion Festival 2018, which was a new partnership for the Library. Ms. Acevedo is the author of the novel *The Poet X*, and after she spoke at TUFL, Ms. Acevedo and her novel were awarded the **National Book Award for Young People's Literature**, as well as the **Michael L. Printz Award** for excellence in literature written for young adults and the **Pura Belpré Award**, which honors a Latinx writer and illustrator whose children's books best portray, affirm, and celebrate the Latino cultural experience. More information about the ALA awards can be found at: <https://americanlibrariesmagazine.org/blogs/the-scoop/2019-youth-media-award-winners/>.
- Nearly 350 people celebrated Fan Con '18. This year's event included workshops, contests, games, a side quest, and a special panel discussion with award-winning artists Stacey Robinson (*I Am Alfonso Jones: A Black Lives Matter Graphic Novel*) and Damian Duffy (*Kindred: A Graphic Novel Adaptation*), who discussed diversity in comics. Fan Con was generously sponsored by Illini Media and Peggy and Bob Podlasek in memory of Greg Bliss.
- Due to the ongoing popularity of Teen Open Lab, the Library increased the number of days the program is available from three days per week to four days per week. Teen Open Lab continues to be popular year round. By the end of FY19, the lifetime attendance for the teen-driven program surpassed 23,000. <https://urbanafreelibrary.org/teens/teen-open-lab>
- Funding is difficult. The Library still did not receive what was originally designated by the Illinois Secretary of State Office for the Per Capita Grant FY17 funding. In addition, the baseline budget for FY20 in property taxes from the City was cut \$59,100, which is in addition to the \$55,400 cut in FY19.
- The School of Information Sciences | The iSchool at Illinois has partnered with the Library to create a brand new apprenticeship program. The apprenticeship will allow two of their students to link a practicum experience with an independent study. The iSchool provided each student a \$5,000 stipend and full fee waiver during the independent study semester. This program was a success and will continue in FY20. <https://ischool.illinois.edu/news-events/news/2018/10/ischool-partners-urbana-free-library-new-apprenticeship-program>
- The Library partnered with the federally-funded Care4U program. Three high school students each gained up to 90 hours of real life work experience at TUFL during the summer of 2018. At the end of the program, two of these students were hired as TUFL employees and are still staff members one year later. This year, we are delighted that the program has been expanded so that four students will each be able to work up to 200 hours during the summer of 2019. <https://news.illinoisstate.edu/2019/04/care4u-gives-hope-to-at-risk-youth/>
- In partnership with the City of Urbana, Library staff implemented new Munis payroll functions, replacing a system from 1974. This was a very labor-intensive transition and has had workflow implications.

- New newsletters available here: <https://urbanafreelibrary.org/headlines/ufl-newsletters> We now offer Library News & Events, Youth & Teen News, Local History & Genealogy News, and Foundation & Friends News.
- Professional contributions:
 - At the 2018 American Library Association annual conference, Trustee Barbara Jones received the Freedom to Read Foundation Roll of Honor Award. You can read more about Barbara's many accomplishments throughout her library career [here](#).
 - The [Society of American Archivists](#) Publications Board selected *Perspectives on Women's Archives*, co-edited by Anke Voss, for its One Book, One Profession reading initiative. <https://www2.archivists.org/one-book-one-profession>
 - Anke Voss and Celeste Choate participated in the accreditation process for the School of Information | The iSchool at Illinois.
 - Rachel Fuller served as the IHLS Nominating Committee Chair for the 2018-2019 term.
 - Anke Voss attended the Community Webs cohort meeting at the Columbus Metropolitan Library (Ohio) on 11/2/18. Community Webs is a two-year IMLS- and Internet Archive-funded program to provide education, applied training, cohort support, and Web archiving services for public librarians in the U.S. to develop expertise in Web archiving. The Urbana Free Library is one of 27 [participating public libraries](#).
 - Anke Voss presented at the Society of American Archivist's annual meeting, held in Washington D.C. on "Documenting Diverse and Hidden Community Voices on the Web." Anke was joined by representatives from some of the other Community Webs cohort of public libraries (Queens PL, San Francisco PL, Cleveland PL, DC PL).
 - Eight TUFL staff members attended two full days of on-site training for the Polaris Acquisitions Module, and now are planning for the implementation phase. Using the Acquisitions Module will help streamline our processes and help staff better track spending on several collection budget lines.
 - Amanda Standerfer spoke as part of a panel at the UC2B Community Informatics Day of Discovery at the iSchool on 4/27/19. The event consisted of various panels discussing the digital equity and smart city work going on in Champaign-Urbana and allowed participants to reflect on potential future directions.
 - Donica Martin and 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.
 - Donica Martin, Angela Solis, and Anke Voss presented at the annual meeting of the Midwest Archives Conference held 4/3-4/6, 2019, in Detroit, MI.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019

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.net) 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?	No
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]	07/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2019
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)	06/2020
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)	6/2020
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)	6/2020
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?	No
6.2b If so, please describe	
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	560
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	2,015

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	2 ₁	\$485,000	0	\$0
Structural repairs (walls, foundations, etc.)	3 ₁		0	\$0
Roof repair/replacement	4 ₁		5 ₁	\$20,000
Heating/ventilation/air conditioning	6 ₁	\$1,430,000	7 ₁	\$24,000
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)	8 ₁	\$150,000	0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation	9 ₁	\$240,000	0	\$0
Repair of sidewalks, curbing, parking areas	10 ₁	\$120,000	0	\$0
Accessibility measures	11 ₁	\$150,000	0	\$0
Technology upgrading	12 ₁	\$60,000	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	13 ₁	\$5,000	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.)			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

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.	These are the assigned funds in the Library's Fund Balances: RHS health savings plan payout \$34,308.70 Vacation and personal time on the books \$108,709. The Library set up a Special Reserve Fund, which has \$64,243.

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)(6), 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) ¹⁴	\$2,234,960
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.) ¹⁵	\$4,381,142

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.net).

8.2 Per capita grant ¹⁶	\$51,562
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$88,735
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$140,297

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.net).

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	\$475,905
8.14 Other receipts intended to be used for operating expenditures	\$671,147
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$1,147,052
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,522,309
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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	AdministrationCopier_20190717_122140.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]	\$2,158,496
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$526,203
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]	\$2,684,699

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]	\$238,531
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$113,910
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$95,416
10.3b Please provide an explanation of the other types of material expenditures. ¹⁷	New Collections listed in the notes field
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$447,857

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]	\$692,686
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,825,242

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]	\$216,119
12.5 If Other, please specify	gift funds from The Urbana Free Library Foundation
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$216,119

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]	\$216,119
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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	19	19	\$602.08	542.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$55.10	39.00
	Associate Director	Assistant Library Director	\$43.25	39.00
	Director of Adult & Youth Services	Other Type of Librarian	\$37.30	39.00
	Director of Archives & Special Collections	Other Type of Librarian	\$38.80	39.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	39.00
	Archives Services Librarian	Other Type of Librarian	\$31.24	39.00
	Adult & Youth Services Librarian	Other Type of Librarian	\$30.49	39.00
	Adult & Youth Services Librarian	Adult Services	\$31.24	39.00
	Adult & Youth Services Librarian	Adult Services	\$24.99	39.00
	Archives Services Librarian	Other Type of Librarian	\$28.74	39.00
	Adult & Youth Services Librarian	Adult Services	\$31.24	39.00
	Adult & Youth Services Librarian	Children's Services	\$26.24	39.00
	Adult & Youth Services Librarian	Adult Services	\$32.49	20.00
	Adult & Youth Services Librarian	Children's Services	\$24.19	8.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	20.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	13.55
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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	1	1	1	\$17.48	269.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Information Assistants	Adult Services	Bachelor's Degree: No library science	¹⁸ \$17.48	269.00	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	6.73
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.28

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	736.00
13.14 Minimum hourly rate actually paid	\$12.55
13.15 Maximum hourly rate actually paid	\$37.67
13.16 Total FTE Group C employees (13.13 / 40)	18.40

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 ¹⁹	300.00
13.18 Minimum hourly rate actually paid	\$10.35
13.19 Maximum hourly rate actually paid	\$11.39
13.20 Total FTE Group D employees (13.17 / 40)	7.50

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	
13.22 Minimum hourly rate actually paid	
13.23 Maximum hourly rate actually paid	
13.24 Total FTE Group E employees (13.21 / 40)	
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	25.90
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	46.18

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]	3,564
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]	3,564
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	345,113

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	384	13,177	18	1,063
Young Adult	212	5,959	0	0
Other	191	5,759	5	288
Total	787	24,895	23	1,351
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	11,181
16.2a Total Number of Unexpired Non-resident Users Cards	390
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?	\$17,463.99
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	11,571
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]	243,793
17.2 Current Print Serial Subscriptions [PLSC 460]	1,196
17.3 Total Print Materials (17.1+17.2)	244,989
17.4 E-books Held at end of the fiscal year [PLSC 451]	49,304
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	30,557
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	26,984
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	28,305
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,638

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 require 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	508,478
18.2 Number of young adult materials loaned	17,020
18.3 Number of children's materials loaned [PLSC 551]	234,005
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	759,503

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	382,876
18.6 Videos/DVDs- Physical	212,120
18.7 Audios (include music)- Physical	54,916
18.8 Magazines/Periodicals- Physical	12,222
18.9 Other Items- Physical	52,925
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	715,059
18.11 Use of Electronic Materials [PLSC 552]	44,444
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	759,503
18.13 Successful Retrieval of Electronic Information [PLSC 554]	39,453
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	83,897
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	798,956
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	67,100
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	41,862

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]	57,417
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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	0
--	---

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	129
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]	42,950
21.6 Wireless Sessions Per Year [PLSC 652]	-1 Unknown
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]	460,930

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?	Our library does not filter internet content.

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.)	\$16,316
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	888.50
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?

In response to positive patron feedback about kits currently available for children, Library staff developed a new Children's Developmental Toys collection. Designed for the Library's youngest patrons (3 months to 36 months and up) and their caregivers, this collection features a wide variety of toys that stimulate, engage, and delight young children. Items in the collection include puzzles, pegboards, touch-and-feel boxes, lacing beads, musical blocks, rattles, and shape sorters, and all provide visual, auditory, and tactile experiences. More information can be found at <https://urbanafreelibrary.org/books-more/children%E2%80%99s-developmental-toys-collection> Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection was debuted for community members, which means that those patrons without Internet access can now check out Internet access from the Library! To establish this collection, the Library offered 10 mobile hotspots for checkout, and more devices will be added to the collection soon. The Library hosted its first-ever Drag Queen Story Hour events in partnership with the UP Center of Champaign Country this year. These fun, fabulous, and well-attended all-ages events featured local drag queens reading children's stories and offered craft activities for attendees. In total over 500 community members attended this year's events, with Library staff receiving multiple requests to host additional Drag Queen Story Hour events. The Library celebrated the diversity of our community in September by hosting a World Crafts and Food Fair on 9/16/18, and then by hosting the 5th Annual Immigrant Welcome Awards and Ceremony on 9/22/18. Between these two events, 280 community members celebrated the different cultures and people who help make Urbana a wonderful place to live. To raise awareness and to promote prevention of consumer fraud and identity theft, Library staff partnered with State Senator Scott Bennett and local Scouts organizations to offer our fourth paper shredding event on 8/4/18. The Library was awarded a 2019 Urbana Public Arts Grant for Teen Art in the Library. In collaboration with the Urbana High School Art Club, Teen Art in the Library will encourage local teens to create art during the Library's Teen Open Lab. A kick-off celebration was held in Teen Open Lab in April and materials were made available. An artists' reception will be held in September, and teens, parents, siblings, and community members all will be invited to attend and view the art created as part of Teen Art in the Library, which will displayed in the Lewis Auditorium during FY20. The Library was a partner on NEA Big Read grant with the Spurlock Museum on Jhumpa Lahiri's The Namesake. As a partner, the Library hosted several events, including the kickoff event featuring Indian dance and music. The Library also hosted thematic book discussion groups, Bengali embroidery and Henna painting activities in Teen Open Lab, and panel discussions focusing on immigration and the experiences of women and teens. The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest. With the support of The Urbana Free Library Foundation, the Library hosted author, poet, and National Slam Champion Elizabeth Acevedo for a poetry performance and reading, which was followed by a book signing. Ms. Acevedo's visit marked the kickoff of Pygmalion Festival 2018, which was a new partnership for the Library. Ms. Acevedo is the author of the novel The Poet X, and after she spoke at TUFL, Ms. Acevedo and her novel were awarded the National Book Award for Young People's Literature, as well as the Michael L. Printz Award and the Pura Belpré Award. Nearly 350 people celebrated Fan Con '18. This year's event included workshops, contests, games, a side quest, and a special panel discussion with award-winning artists Stacey Robinson (I Am Alfonso Jones: A Black Lives Matter Graphic Novel) and Damian Duffy (Kindred: A Graphic Novel Adaptation), who discussed diversity in comics. Fan Con was generously sponsored by Ilini Media and Peggy and Bob Podlasek in memory of Greg Bliss. Due to the ongoing popularity of Teen Open Lab, the Library increased the number of days the program is available from three days per week to four days per week. Teen Open Lab continues to be popular year round. By the end of FY19, the lifetime attendance for the teen-driven program surpassed 23,000. <https://urbanafreelibrary.org/teens/teen-open-lab>

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? ²⁰

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

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	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

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		
President		
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.net).

- 1, The original building was built in 1918, with additions constructed in 1974 and 2005. (0-2019-07-22)
- 2, Estimated projections include projects through 2044. (0-2019-07-22)
- 3, Estimated projections include projects through 2044. (0-2019-07-22)
- 4, Estimated projections include projects through 2044. (0-2019-07-22)
- 5, A storage facility located adjacent to the library. (0-2019-07-22)
- 6, Estimated projections include projects through 2044. (0-2019-07-22)
- 7, A storage facility located adjacent to the library. Climate controlled for archival materials. (0-2019-07-22)
- 8, Estimated projections include projects through 2044. (0-2019-07-22)
- 9, Estimated projections include projects through 2044. (0-2019-07-22)
- 10, Estimated projections include projects through 2044. (0-2019-07-22)
- 11, Replace 2005 elevator. Estimated projections include projects through 2044. (0-2019-07-22)
- 12, \$30,000 FY20 VOIP and \$30,000 for infrastructure. (0-2019-07-22)
- 13, Chiller Condenser Coil Covers (0-2019-07-22)
- 14, 8.1 Property tax receivables. Property tax for FY 19 shifting due date on the property taxes for residents, the second half of the property taxes intended for FY 19 will fall in FY 20. taxes \$2,234,960 plus local grant \$45,920. (0-2019-07-21)
- 15, 8.1b Tax delays from FY2019 \$1,005,493. plus FY2020 property tax projections \$3,375,649. (0-2019-07-21)
- 16, 8.2 The amount received in FY 2019 was actually the aware for FY 2018. No FY 2019 amounts received. (0-2019-07-17)
- 17, 10.3b Children's Developmental Toys collection, learning kits, musical instruments, electronic equipment such as mobile hot spots, hands on science and Explore more Illinois in partnership with RAILS. (0-2019-07-22)
- 18, 13.10 Pay range \$15.88-\$17.48 (0-2019-07-21)
- 19, 13.17 Shelver=220 Barista=80 These two positions are linked and cross-trained for staffing flexibility. (0-2019-07-22)
- 20, 24.2 o In response to positive patron feedback about kits currently available for children, Library staff developed a new Children's Developmental Toys collection. Designed for the Library's youngest patrons (3 months to 36 months and up) and their caregivers, this collection features a wide variety of toys that stimulate, engage, and delight young children. Items in the collection include puzzles, pegboards, touch-and-feel boxes, lacing beads, musical blocks, rattles, and shape sorters, and all provide visual, auditory, and tactile experiences. More information can be found at <https://urbanafreelibrary.org/books-more/children%E2%80%99s-developmental-toys-collection> o Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection was debuted for community members, which means that those patrons without Internet access can now check out Internet access from the Library! To establish this collection, the Library offered 10 mobile hotspots for checkout, and more devices will be added to the collection soon. o The Library hosted its first-ever Drag Queen Story Hour events in partnership with the UP Center of Champaign Country this year. These fun, fabulous, and well-attended all-ages events featured local drag queens reading children's stories and offered craft activities for attendees. In total over 500 community members attended this year's events, with Library staff receiving multiple requests to host additional Drag Queen Story Hour events. o The Library celebrated the diversity of our

community in September by hosting a World Crafts and Food Fair on 9/16/18, and then by hosting the 5th Annual Immigrant Welcome Awards and Ceremony on 9/22/18. Between these two events, 280 community members celebrated the different cultures and people who help make Urbana a wonderful place to live.

- o To raise awareness and to promote prevention of consumer fraud and identity theft, Library staff partnered with State Senator Scott Bennett and local Scouts organizations to offer our fourth paper shredding event on 8/4/18.
- o The Library was awarded a 2019 Urbana Public Arts Grant for Teen Art in the Library. In collaboration with the Urbana High School Art Club, Teen Art in the Library will encourage local teens to create art during the Library's Teen Open Lab. A kick-off celebration was held in Teen Open Lab in April and materials were made available. An artists' reception will be held in September, and teens, parents, siblings, and community members all will be invited to attend and view the art created as part of Teen Art in the Library, which will be displayed in the Lewis Auditorium during FY20.
- o The Library was a partner on NEA Big Read grant with the Spurlock Museum on Jhumpa Lahiri's *The Namesake*. As a partner, the Library hosted several events, including the kickoff event featuring Indian dance and music. The Library also hosted thematic book discussion groups, Bengali embroidery and Henna painting activities in Teen Open Lab, and panel discussions focusing on immigration and the experiences of women and teens. The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.
- With the support of The Urbana Free Library Foundation, the Library hosted author, poet, and National Slam Champion Elizabeth Acevedo for a poetry performance and reading, which was followed by a book signing. Ms. Acevedo's visit marked the kickoff of Pygmalion Festival 2018, which was a new partnership for the Library. Ms. Acevedo is the author of the novel *The Poet X*, and after she spoke at TUFL, Ms. Acevedo and her novel were awarded the National Book Award for Young People's Literature, as well as the Michael L. Printz Award and the Pura Belpré Award.
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ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019

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.net) 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?	No
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]	07/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2019
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)	06/2020
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)	6/2020
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)	6/2020
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?	No
6.2b If so, please describe	
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	560
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	2,015

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	2 ₁	\$485,000	0	\$0
Structural repairs (walls, foundations, etc.)	3 ₁		0	\$0
Roof repair/replacement	4 ₁		5 ₁	\$20,000
Heating/ventilation/air conditioning	6 ₁	\$1,430,000	7 ₁	\$24,000
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)	8 ₁	\$150,000	0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation	9 ₁	\$240,000	0	\$0
Repair of sidewalks, curbing, parking areas	10 ₁	\$120,000	0	\$0
Accessibility measures	11 ₁	\$150,000	0	\$0
Technology upgrading	12 ₁	\$60,000	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	13 ₁	\$5,000	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.)			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

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?	Yes

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	0
7.4 Legacy	0
7.5 Gift	0
7.6 Other	\$0
7.7 Provide a general description of the property acquired.	There is no additional value. The City Council voted to vacate the Church Alley right-of-way to the Library at its January 22, 2019, meeting. https://www.urbanaininois.us/sites/default/files/attachments/Ordinance_2019-01-002_all_0.pdf . It was assumed that this vacation had occurred years ago, since the Library building sits on top of the site, but the records could not be located, so the vacation was made official this year.

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.	In FY18, The Library Board approved the creation of a special reserve fund. In FY19, \$64,243 was transferred from pre-designated funds for IT and building capital expense spending into this special reserve fund after all of the fiscal year 2018 closing work was done. These are assigned funds in the Library's fund balances (pre-audit). . \$34,309 for RHS health savings plan separation payout. . The Library has just over \$106,300 in vacation and personal time on the books. . A \$300,000 gift received in the past is assigned for equipping/constructing a low-vision room in the future. . An \$180,000 gift was received in FY19 and is budgeted for capital infrastructure expenses in FY20.

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)(6), 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) ¹⁴	\$2,234,960
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.) ¹⁵	\$4,381,142

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.net).

8.2 Per capita grant ¹⁶	\$51,562
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$88,735
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$140,297

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.net).

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	\$475,905
8.14 Other receipts intended to be used for operating expenditures	\$671,147
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$1,147,052
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,522,309
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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	AdministrationCopier_20190717_122140.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]	\$2,158,496
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$526,203
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]	\$2,684,699

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]	\$238,531
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$113,910
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$95,416
10.3b Please provide an explanation of the other types of material expenditures. ¹⁷	New Collections listed in the notes field
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$447,857

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]	\$692,686
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,825,242

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]	\$216,119
12.5 If Other, please specify	gift funds from The Urbana Free Library Foundation
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$216,119

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]	\$216,119
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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	19	19	\$602.08	542.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$55.10	39.00
	Associate Director	Assistant Library Director	\$43.25	39.00
	Director of Adult & Youth Services	Other Type of Librarian	\$37.30	39.00
	Director of Archives & Special Collections	Other Type of Librarian	\$38.80	39.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	39.00
	Archives Services Librarian	Other Type of Librarian	\$31.24	39.00
	Adult & Youth Services Librarian	Other Type of Librarian	\$30.49	39.00
	Adult & Youth Services Librarian	Adult Services	\$31.24	39.00
	Adult & Youth Services Librarian	Adult Services	\$24.99	39.00
	Archives Services Librarian	Other Type of Librarian	\$28.74	39.00
	Adult & Youth Services Librarian	Adult Services	\$31.24	39.00
	Adult & Youth Services Librarian	Children's Services	\$26.24	39.00
	Adult & Youth Services Librarian	Adult Services	\$32.49	20.00
	Adult & Youth Services Librarian	Children's Services	\$24.19	8.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	20.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$23.10	2.00
	Adult & Youth Services Librarian	Children's Services	\$32.49	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	13.55
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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	1	1	1	\$17.48	269.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Information Assistants	Adult Services	Bachelor's Degree: No library science	¹⁸ \$17.48	269.00	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	6.73
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.28

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	736.00
13.14 Minimum hourly rate actually paid	\$12.55
13.15 Maximum hourly rate actually paid	\$37.67
13.16 Total FTE Group C employees (13.13 / 40)	18.40

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 ¹⁹	300.00
13.18 Minimum hourly rate actually paid	\$10.35
13.19 Maximum hourly rate actually paid	\$11.39
13.20 Total FTE Group D employees (13.17 / 40)	7.50

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	
13.22 Minimum hourly rate actually paid	
13.23 Maximum hourly rate actually paid	
13.24 Total FTE Group E employees (13.21 / 40)	
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	25.90
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	46.18

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]	3,564
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]	3,564
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	345,113

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	384	13,177	18	1,063
Young Adult	212	5,959	0	0
Other	191	5,759	5	288
Total	787	24,895	23	1,351
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	11,181
16.2a Total Number of Unexpired Non-resident Users Cards	390
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?	\$17,463.99
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	11,571
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]	243,793
17.2 Current Print Serial Subscriptions [PLSC 460]	1,196
17.3 Total Print Materials (17.1+17.2)	244,989
17.4 E-books Held at end of the fiscal year [PLSC 451]	49,304
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	30,557
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	26,984
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	28,305
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	1,638

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 require 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	508,478
18.2 Number of young adult materials loaned	17,020
18.3 Number of children's materials loaned [PLSC 551]	234,005
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	759,503

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	382,876
18.6 Videos/DVDs- Physical	212,120
18.7 Audios (include music)- Physical	54,916
18.8 Magazines/Periodicals- Physical	12,222
18.9 Other Items- Physical	52,925
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	715,059
18.11 Use of Electronic Materials [PLSC 552]	44,444
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	759,503
18.13 Successful Retrieval of Electronic Information [PLSC 554]	39,453
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	83,897
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	798,956
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	67,100
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	41,862

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]	57,417
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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	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	129
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]	42,950
21.6 Wireless Sessions Per Year [PLSC 652]	-1 Unknown
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]	460,930

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?	Our library does not filter internet content.

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.)	\$16,316
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	888.50
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?

In response to positive patron feedback about kits currently available for children, Library staff developed a new Children's Developmental Toys collection. Designed for the Library's youngest patrons (3 months to 36 months and up) and their caregivers, this collection features a wide variety of toys that stimulate, engage, and delight young children. Items in the collection include puzzles, pegboards, touch-and-feel boxes, lacing beads, musical blocks, rattles, and shape sorters, and all provide visual, auditory, and tactile experiences. More information can be found at <https://urbanafreelibrary.org/books-more/children%E2%80%99s-developmental-toys-collection> Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection was debuted for community members, which means that those patrons without Internet access can now check out Internet access from the Library! To establish this collection, the Library offered 10 mobile hotspots for checkout, and more devices will be added to the collection soon. The Library hosted its first-ever Drag Queen Story Hour events in partnership with the UP Center of Champaign Country this year. These fun, fabulous, and well-attended all-ages events featured local drag queens reading children's stories and offered craft activities for attendees. In total over 500 community members attended this year's events, with Library staff receiving multiple requests to host additional Drag Queen Story Hour events. The Library celebrated the diversity of our community in September by hosting a World Crafts and Food Fair on 9/16/18, and then by hosting the 5th Annual Immigrant Welcome Awards and Ceremony on 9/22/18. Between these two events, 280 community members celebrated the different cultures and people who help make Urbana a wonderful place to live. To raise awareness and to promote prevention of consumer fraud and identity theft, Library staff partnered with State Senator Scott Bennett and local Scouts organizations to offer our fourth paper shredding event on 8/4/18. The Library was awarded a 2019 Urbana Public Arts Grant for Teen Art in the Library. In collaboration with the Urbana High School Art Club, Teen Art in the Library will encourage local teens to create art during the Library's Teen Open Lab. A kick-off celebration was held in Teen Open Lab in April and materials were made available. An artists' reception will be held in September, and teens, parents, siblings, and community members all will be invited to attend and view the art created as part of Teen Art in the Library, which will be displayed in the Lewis Auditorium during FY20. The Library was a partner on NEA Big Read grant with the Spurlock Museum on Jhumpa Lahiri's *The Namesake*. As a partner, the Library hosted several events, including the kickoff event featuring Indian dance and music. The Library also hosted thematic book discussion groups, Bengali embroidery and Henna painting activities in Teen Open Lab, and panel discussions focusing on immigration and the experiences of women and teens. The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest. With the support of The Urbana Free Library Foundation, the Library hosted author, poet, and National Slam Champion Elizabeth Acevedo for a poetry performance and reading, which was followed by a book signing. Ms. Acevedo's visit marked the kickoff of Pygmalion Festival 2018, which was a new partnership for the Library. Ms. Acevedo is the author of the novel *The Poet X*, and after she spoke at TUFL, Ms. Acevedo and her novel were awarded the National Book Award for Young People's Literature, as well as the Michael L. Printz Award and the Pura Belpré Award. Nearly 350 people celebrated Fan Con '18. This year's event included workshops, contests, games, a side quest, and a special panel discussion with award-winning artists Stacey Robinson (*I Am Alfonso Jones: A Black Lives Matter Graphic Novel*) and Damian Duffy (*Kindred: A Graphic Novel Adaptation*), who discussed diversity in comics. Fan Con was generously sponsored by Ilini Media and Peggy and Bob Podlasek in memory of Greg Bliss. Due to the ongoing popularity of Teen Open Lab, the Library increased the number of days the program is available from three days per week to four days per week. Teen Open Lab continues to be popular year round. By the end of FY19, the lifetime attendance for the teen-driven program surpassed 23,000. <https://urbanafreelibrary.org/teens/teen-open-lab>

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? ²⁰

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

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	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

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		
President		
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.net).

- 1, The original building was built in 1918, with additions constructed in 1974 and 2005. (0-2019-07-22)
- 2, Estimated projections include projects through 2044. (0-2019-07-22)
- 3, Estimated projections include projects through 2044. (0-2019-07-22)
- 4, Estimated projections include projects through 2044. (0-2019-07-22)
- 5, A storage facility located adjacent to the library. (0-2019-07-22)
- 6, Estimated projections include projects through 2044. (0-2019-07-22)
- 7, A storage facility located adjacent to the library. Climate controlled for archival materials. (0-2019-07-22)
- 8, Estimated projections include projects through 2044. (0-2019-07-22)
- 9, Estimated projections include projects through 2044. (0-2019-07-22)
- 10, Estimated projections include projects through 2044. (0-2019-07-22)
- 11, Replace 2005 elevator. Estimated projections include projects through 2044. (0-2019-07-22)
- 12, \$30,000 FY20 VOIP and \$30,000 for infrastructure. (0-2019-07-22)
- 13, Chiller Condenser Coil Covers (0-2019-07-22)
- 14, 8.1 Property tax receivables. Property tax for FY 19 shifting due date on the property taxes for residents, the second half of the property taxes intended for FY 19 will fall in FY 20. taxes \$2,234,960 plus local grant \$45,920. (0-2019-07-21)
- 15, 8.1b Tax delays from FY2019 \$1,005,493. plus FY2020 property tax projections \$3,375,649. (0-2019-07-21)
- 16, 8.2 The amount received in FY 2019 was actually the aware for FY 2018. No FY 2019 amounts received. (0-2019-07-17)
- 17, 10.3b Children's Developmental Toys collection, learning kits, musical instruments, electronic equipment such as mobile hot spots, hands on science and Explore more Illinois in partnership with RAILS. (0-2019-07-22)
- 18, 13.10 Pay range \$15.88-\$17.48 (0-2019-07-21)
- 19, 13.17 Shelver=220 Barista=80 These two positions are linked and cross-trained for staffing flexibility. (0-2019-07-22)
- 20, 24.2 o In response to positive patron feedback about kits currently available for children, Library staff developed a new Children's Developmental Toys collection. Designed for the Library's youngest patrons (3 months to 36 months and up) and their caregivers, this collection features a wide variety of toys that stimulate, engage, and delight young children. Items in the collection include puzzles, pegboards, touch-and-feel boxes, lacing beads, musical blocks, rattles, and shape sorters, and all provide visual, auditory, and tactile experiences. More information can be found at <https://urbanafreelibrary.org/books-more/children%E2%80%99s-developmental-toys-collection> o Thanks to generous support from The Urbana Free Library Foundation, a new mobile hotspot collection was debuted for community members, which means that those patrons without Internet access can now check out Internet access from the Library! To establish this collection, the Library offered 10 mobile hotspots for checkout, and more devices will be added to the collection soon. o The Library hosted its first-ever Drag Queen Story Hour events in partnership with the UP Center of Champaign Country this year. These fun, fabulous, and well-attended all-ages events featured local drag queens reading children's stories and offered craft activities for attendees. In total over 500 community members attended this year's events, with Library staff receiving multiple requests to host additional Drag Queen Story Hour events. o The Library celebrated the diversity of our

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