



CITY OF URBANA CITY COUNCIL REGULAR MEETING

DATE: Monday, August 14, 2023
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Additions to the Agenda
- D. Presentation and Public Input
 - 1. Presentation: The Urbana Free Library Annual Report to the City Council per 75 ILCS 5/4-10
 - 2. Presentation: Comprehensive Plan Update - Exec
 - 3. Presentation: Annual Use of Force Report - PD
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. Committee of the Whole (*Council Member Chaundra Bishop, Ward 5*)
 - 1. Consent Agenda
 - a. **Resolution No. 2023-07-075R:** A Resolution Authorizing City Intervention in Pending Property Tax Assessment Appeals Before the Illinois Property Tax Appeal Board (Hunsinger Enterprises, PTAB Docket #2022-02834) - Exec
 - b. **Ordinance No. 2023-08-024:** An Ordinance Vacating an Alley (between 714 and 802 Wabash Avenue) - PW
 - c. **Ordinance No. 2023-08-025:** An Ordinance Vacating an Alley (within Victory Park) - PW
 - d. **Ordinance No. 2023-08-026:** An Ordinance Amending Schedule M of Section 23-190 of the Urbana Local Traffic Code Tow Away Zones (Green Street from Wright Street to Lincoln Avenue) - PW
 - e. **Ordinance No. 2023-08-027:** An Ordinance Amending Urbana City Code Chapter Three, Section 3-43 (Modifying the number of Class R&T-1 liquor licenses for Encanto Restaurant & Bar, LLC d/b/a Encanto Restaurant & Bar, 115 West Main Street, Urbana, IL) - Exec
 - 2. Regular Agenda

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/uptv>

H. Reports of Special Committees

I. Reports of Officers

J. Mayoral Appointments

1. The Urbana Free Library Board of Trustees (Term 8/14/2023 - 06/30/2024)

- Glen Layne-Worthey

K. Adjournment

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the

meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us

Date: August 8, 2023
To: The Urbana City Council
From: Daniel Urban, Secretary
Re: Annual Report information from The Urbana Free Library

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

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

ATTEST:

A handwritten signature in black ink, appearing to read 'Daniel Urban', is written over a horizontal line.

Daniel Urban, Secretary
The Urbana Free Library Board of Trustees

Date: August 8, 2023

To: The Urbana City Council

From: Celeste Choate, Executive Director

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

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

The financial information contains pre-audit information.

- **Itemized Statement of the Various Sums of Money Received from the Library Fund and from Other Sources:** See sections 8 & 12 of the Illinois Public Library Annual Report (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:** None
- **Statement of Any Extension of Library Service Undertaken:** None
- **Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:**

Director Choate incorporated the Library's budget in the financial system shared with the City of Urbana. She presented TUFL's FY24 budget at the June 5, 2023 City Council's Committee of the Whole meeting. On June 27, 2022, the City Council adopted Ordinance No. 2023-06-019 adopting the fiscal year 2023-2024 annual budget which included \$4,009,959 in local property taxes for TUFL.

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://urbanaillinois.us/sites/default/files/attachments/ordinances-2016-06-045-046-resolution-2016-06-033r.pdf>):

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

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

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

- **Statement as to the Amount of Accumulations and the Reasons Therefor:** These are some assigned funds in the Library's fund balances (pre-audit).
 - \$77,243 in the Special Reserve Fund.
 - \$59,034 for RHS health savings plan separation payout.

- The Library has just over \$139,165 in vacation and personal time on the books.
- **Statement of Outstanding Liabilities:** See section 7 of the IPLAR.

Any Other Statistics, Information, and Suggestions That May Be of Interest:

Library Resources & Facilities:

- In support of the Strategic Plan, the Library continued to work on a building program process, which is engaging the Board, the community, and Library staff.
- In alignment with our Strategic Plan goals, staff participated in a Staff Day training session on privilege in order to advance the Library's EDI initiative. Four staff members have joined three managers on the EDI team to plan the next phases of the Library's initiatives.
- In April 2023, the Library began an exciting organizational restructuring to follow a "front of house, back of house" model that will allow staff to achieve greater focus in serving our community. Changes to job titles and job duties/job descriptions and the creation of some new positions allowed the Library to increase wages for many staff and to stay ahead of minimum wage increases that will continue into 2025.
- The Library contracted with engineering firm IMEG to design a replacement for the aging East Air Handler unit and to manage the bid and construction process. Due to supply chain issues, we anticipate this project continuing into FY25.
- The Library also contracted with architectural firm Engberg Anderson to plan remodeling projects for Megan's Room and for the Circ-A/V Area of the Library. We anticipate getting traction on both projects during FY24.
- Through a gift from the Friends of the Library, the Library was able to purchase new tables for both the auditorium and the conference room. These new tables are easier for staff to use, making program set-up more efficient and safer. They also brighten the spaces.
- The Library began to utilize a new software to allow patrons to apply for full access library cards on our website without having to visit the Library. This change allows Urbana residents to easily sign-up and immediately use digital and physical library materials.
- Between December 2021 and May 2023, Home Delivery has doubled the number of patrons that it serves. The program grew from 49 patrons in December 2021 to 95 patrons in July 2022 to 121 patrons in May 2023. This important service allows us to provide library resources to those who cannot physically come to the Library.
- Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring 2021, the Seed Exchange has distributed 3,885 seed packets to community members this season and 8,860 since its inception. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis.
- The [News-Gazette Archives Collection](#) webpage now includes an in-process [people clippings index](#) that is 290 pages, as well as a completed [subject clippings index](#) and a [digitized newspaper clippings](#) Omeka site. Champaign County Historical Archives (CCHA) staff update these resources regularly.
- CCHA accepted 68 separate acquisitions, including records from the Champaign County League of Women Voters and the Chinese American Association of Central Illinois. The Archives also received letters and church records documenting the early German settlers' experience from the Ostfriesian Heritage Society of East Central Illinois and materials related to the Mahomet-Seymour Junior High Pop Tab Holocaust Remembrance Project, which became a national news story in the late 1990s.

- The Tepper Building mold remediation project was completed, and the building is again opened for Archival storage.
- The Employee Parking Lot Improvement project was recently completed with a newly poured concrete parking surface.
- Staff are working towards OCLC holdings being updated monthly to ensure libraries and individuals throughout the world continue to see the current collection and place interlibrary loan (ILL) requests.

COVID-19-specific Initiatives:

- Following the lead of the CDC and the State of Illinois, the Library officially ended COVID-specific safety measures on May 11, 2023. However, the Library continues to offer COVID Leave to staff members who test positive.

Programs & Exhibits:

- Teen Open Lab celebrated its 10th anniversary in March. Teen Open Lab has had over 28,000 visitors during these years, and teens have enjoyed sewing, 3D printing, gardening, painting, learning to play instruments, and more. At the celebration event, teens tried Virtual Reality sets, helped paint panels of a mural that will be displayed in an Urbana school, and ate pizza.
- For the first time since 2019, the Library was able to hold the full Fairy Tale Ball. There were over ten different activities that families could enjoy at the ball, and many of the almost 900 community members who attended tried them all. Some of the favorites included dancing with the English Country Dancers, petting Chiron the miniature unicorn, having a sensory Mad Hatter Tea Party, and getting announced by the Library's royal heralds. Some people wanted to be announced multiple times! Families also took a break and sat down to read fairy tale books that were displayed throughout the ball. *The Fifteenth Annual Fairy Tale Ball was generously sponsored by Fred Schlipf and Diane Hillard.*
- Brookdale Senior Living and the Library started a new monthly programming partnership in August called Senior Treats and Topics, where a member of Brookdale staff leads discussions on topics of interest to seniors. Topics covered this year have included memory care, myths of aging and ageism, avoiding scams, and personal finance.
- Winter Reading lasted from December 11-February 28. This year saw the largest number of registered participants in each age group since we started using Beanstack to allow community members to track their reading progress online.
- Potawatomi scholar and historian, George Godfrey, spoke to over a hundred people about the forced removal of Native people through our own region. He brought a painting of his great-great grandmother, a Potawatomi woman from Illinois for whom Watseka, Illinois, is named. Dr Charlotte Davidson of UIUC Native House introduced him and the Native House also cosponsored the event.
- The Library hosted a number of authors for readings throughout FY23 across a variety of genres. Authors (and topics) included Elizabeth Majerus (poems based on Joni Mitchell's Blue album), Bruce Adams (Chicago music scene in the 90s), and Janice Harrington (father/daughter picture book).
- In November, the Archives hosted the student chapter of the Society of American Archivists from the iSchool for a LocalWiki Edit-A-Thon. LocalWiki is a grassroots and crowd-sourced platform for sharing knowledge. Students spent the morning in the Archives researching and writing LocalWiki entries for local historical

figures and topics that are underrepresented online. Created entries included Claire Szoke and the Sanctuary Movement. Expanded entries included Joseph Royer and Frances Nelson.

- This year Read Across America was able to completely return. The event was organized by the Urbana Park District and multiple other organizations including the Library. In addition to offering children who attended a free book and multilingual story reading, community members enjoyed literacy themed activities at over 30 tables run by different community groups. At the Library's table, kids could practice spelling words or their name using letters on a giant Connect Four board.
- In celebration of Black History Month, the Artist of the Corridor exhibit featured artwork about Black history and also by local Black artists Harvest Baker and Urbana Poet Laureate Ja-Nelle Davenport-Pleasure. Davenport-Pleasure also collected what Black history means from Library patrons for a project to be displayed at the City building later.
- The Champaign County Historical Archives hosted almost 30 programs and outreach events including "How to Research Your Historic House with Brian Adams," "The Traction Railroad in Champaign-Urbana with Dale Jenkins," "Reinventing Classic Queer Media," and the annual Archives Bazaar.

Grants & Partners:

- The City of Urbana awarded an ARPA grant to the Library to fund the bilingual Youth Programming Specialist position. The Library will receive \$173,596 to cover the wages and benefits of the position. Staff are excited to be able to increase outreach to youth and better connect with multilingual and non-English speakers in our community.
- The Library continued its membership with Illinois Libraries Present (ILP) to offer high-quality virtual programs featuring "bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages." Speakers this year included Robin Wall Kimmerer, Caitlin Doughty, and Mary Roach, and the combined events were attended by over 200 Urbana residents.
- The Library's 2022 Urbana Arts Grant Poems Across Urbana displayed poems submitted by 20 community members throughout the City, including one bilingual poem printed in Chinese and English. The poems covered a variety of topics ranging from wellness, to education, to nature. Each submitted poem was printed on three yard signs for a total of 60 signs. The signs were made available for the poets and the public to display across the community. All of the signs found homes, and the Urbana Park District displayed eight signs in Urbana parks. Additionally, five of the poets recorded their poem, and the Library shared the recorded readings on its Facebook page. In the recordings, some of the poets mentioned how much they enjoyed being part of the project and talked about the inspiration for their poem.
- The Urbana Free Library was awarded a 2023 Urbana Arts Grant to bring back and expand the Teen Art in the Library project. Teens will be able to paint or create art using a variety of mediums. The Library is partnering with the Urbana High School Art Club, CU Community Fab Lab, and Urbana Neighborhood Connections to reach more teens. After teens create their art over several months, the Library will hold an exhibit of their art in September. Pieces from the 2019 Teen Art in the Library project, also made possible through an Urbana Arts Grant, are now on display on the ground floor.
- The Library partnered with two festivals in October. The Library hosted an amazing variety of musical performances and storytellers for the CU Folk & Roots Festival. Musician and folklorist Dom Flemons (formerly of the Carolina Chocolate Drops) gave an amazing workshop that included banjo, harmonica, and

the quill (or panpipes). Cherry Alley featured four different musical groups that drew over 170 people. Between the musical performances and storytelling, over 340 people visited the Library during CU Folk & Roots Festival. The following Sunday the Library hosted another well-attended (65 attendees) performance by Space Port, a seven-piece jazz group, as part of the CU JazzFest.

- As part of Pygmalion 2022, the Library hosted a reading and book signing with mystery author Mia P. Manansala. Manansala read the first chapter from her book *Arsenic and Adobo*. She also discussed why cozy mysteries are rom-coms with dead bodies, how her Filipino-American identity impacts her works, and how she constructs her books. After the discussion, many of the attendees met the author and had a book signed. This event was generously funded by The Urbana Free Library Foundation.
- In addition to housing a mail-in voting drop box outside, the Library was an early voting location for the 2022 General Election. From October 31- November 7, voters could visit the MacFarlane-Hood Reading Room to cast their ballots.
- To help combat a nationwide shortage of donated blood, the Library partnered with Impact Life to hold a blood drive on June 29. The blood drive was a success, with enough units of blood collected to save 30 lives.
- The Library's partnership with Project READ continued to help adults with English and mathematics tutoring with an annual attendance for tutoring sessions of over 500. In addition to the weekly sessions, the Library also partnered to host a couple of social events for mentees and their families and anyone interested in learning more about Project READ. The events were successful enough that more are being planned for FY24.
- For the past three years, the Library has partnered with Cunningham Township to provide copies, faxing, and notary services for people that Cunningham Township sends to the Library. During FY23, the Library and Township provided 1,685 copies, 72 faxes, and 41 notary stamps.
- The School of Information Sciences | The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY24.
- CCHA supports the processing of local history collections and promotes the education of future library professionals by hosting practicum students throughout the year from The School of Information Sciences | The iSchool at Illinois and other regional library science programs. This year, CCHA hosted four practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, and answered reference questions related to local history and genealogy.
- In addition to the practicum students supported by the Archives, the Library hosted an additional six practicum students in the Adult & Youth Services department. Practicum students received professional experience planning programs and providing information services under the guidance of Library staff.
- The Library launched new designs for its suite of email newsletters in March 2023 as part of the transition to Patron Point, a marketing automation platform for libraries. This redesign was also an opportunity to showcase more aspects of the Library and point patrons to the wide array of collections, programs, services, and resources that the Library provides. On a monthly basis, over 27,000 people receive one of the Library's four newsletters. Open rates vary for each list, but overall average about 30%, which is over the industry average for government and nonprofit entities.
- Along with the transition to Patron Point, the Library implemented a new 90-day promotional email campaign to point new cardholders to the array of Library benefits over 90 days after they create a new

Library account. Each email focuses on a specific Library resource. These emails have been exceptionally popular with an average open rate of 64% and a click rate of 19.5% (industry average is 2.62%).

- The Archives received an [ISHRAB grant](#) in FY23, which has been used to index the Storch photography collection. The collection, which contains over 82,000 photograph negatives, includes Storch's photographs from local celebrations like weddings, graduations, and the [Champaign-Urbana Gamma Upsilon Psi Society's Cotillion Balls](#), some of which have been digitized. Archives staff will next build the collection's finding aid and share news of the collection.

Professional Contributions:

- Celeste Choate served again on the committee and as a mentor for Director's University. Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences | The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy protections. Celeste presented at the Illinois Library Association's annual conference in October 2022 on Placing Patron Privacy Protections at the Heart of the Library with Dr. Bashir. She also presented on intellectual freedom and censorship at the UIUC Institute of Lifelong Learning and the Urbana Rotary Club.

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 # [PLS 151, PLS 701]	30665
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0538
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Urbana Free Library
1.4b If the library's name has changed, then enter the updated answer here.	The Urbana Free Library
1.5a Facility Street Address [PLS 153]	210 West Green Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Urbana
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	61801
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 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 [PLS 158]	Urbana
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	61801
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	2173674058
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	2173674061
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://urbanafreelibrary.org

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

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

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Champaign
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	38,336
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	
1.25a 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 FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

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

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
URBANA FREE LIB.	¹ URBANA FREE LIBRARY		

ISL Control Number

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

Street Address

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

Address

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

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
URBANA FREE LIB.	3,528	52	207,291	0	0

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) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Rebecca Brown
3.5 Telephone Number of Person Preparing Report	217-367-4058
3.6 FAX Number	217-367-4061
3.7 E-Mail Address	rbrown@urbanafree.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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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

Item D1.

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

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

First Member

5.5 Name	Dan Urban
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	217-766-8934
5.9 E-mail Address	durban@urbanafree.org
5.10 Home Address	206 Pell Circle
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)	06/2025
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	Erica Bellina
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	312-342-6614
5.9 E-mail Address	ebellina@urbanafree.org
5.10 Home Address	1812 Ridge Park
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

Fourth member

5.5 Name	Brandyn Mason
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	219-808-1405
5.9 E-mail Address	bmason@urbanafree.org
5.10 Home Address	2406 Strickler Lane
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)	06/2025
5.8 Telephone Number	217-721-4176
5.9 E-mail Address	shursey@urbanafree.org
5.10 Home Address	1309 Ellis Drive
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Sixth member

5.5 Name	Guadalupe A. Mejia
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	502-287-2451
5.9 E-mail Address	gmejia@urbanafree.org
5.10 Home Address	2322 Nugent Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

Seventh member

5.5 Name	Liz Sands
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	217-493-2859
5.9 E-mail Address	lsands@urbanafree.org
5.10 Home Address	212 W High Street Apt. 1
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Eighth member

5.5 Name	Rob Bennett
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	405-405-9281
5.9 E-mail Address	rbennett@urbanafree.org
5.10 Home Address	1902 Golfview Drive
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Ninth member

5.5 Name	Mark Pelmore
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	816-217-2371
5.9 E-mail Address	mpelmore@urbanafree.org
5.10 Home Address	906 W. Hill St.
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	The Library has been working with a club in the school district that caters to students that have developmental disorders or are on the autism spectrum. They have been joining our Teen Open Lab once a week. The club director said that Teen Open Lab allows the students to pursue their own interest at their own pace/level of comfort while supported by their peers and library staff.
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	299
6.3 Total Number of Study Rooms	2
6.3b Total number of times study room(s) used by the public during the fiscal year	1,801

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.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

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

Type of Work Needed

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$3,500,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$20,000	0	\$0

Roof repair/replacement	1	\$600,000	0	\$0	Item D1.
Heating/ventilation/air conditioning	1	\$10,000	0	\$0	
Electrical systems other than alarms	0	\$0	0	\$0	
Plumbing systems	0	\$0	0	\$0	
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0	
Fire protection (detectors, alarms, etc.)	1	\$75,000	0	\$0	
Asbestos abatement	0	\$0	0	\$0	
Security measures	0	\$0	0	\$0	
Energy conservation	0	\$0	0	\$0	
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0	
Accessibility measures	0	\$0	0	\$0	
Technology upgrading	1	\$60,000	0	\$0	
New building construction (construction of a new facility)	0	\$0	0	\$0	
Building additions (adding square feet to existing facility)	0	\$0	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	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$650,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	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.

Item D1.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,980,000
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.	Assigned funds in the Library's fund balance include (pre-audit) \$77,243 in the Special Reserve Fund and \$59,034 for the RHS health savings plan separation payout. The Library has approximately \$139,165 in vacation and personal time on the books.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
--	----

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

Item D1.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,075,456
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.)	\$4,324,224

State Government

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

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

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

8.2 Per capita grant	\$56,546
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$303,540
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$360,086

Federal Government

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

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

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$2,599
8.11 If Other, please specify	ISHRAB grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$2,599

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	\$74,144
8.14 Other receipts intended to be used for operating expenditures	\$78,655
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$152,799
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]**\$3,590,940**

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 ²	Cincinnati Insurance \$1815.00.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 [PLS 350]	\$2,308,065
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$575,221
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,883,286

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.) [PLS 353]	\$224,104
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$163,493
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$69,166
10.3b Please list the types of materials purchased in 10.3a	Hot Spots, Musical Instruments, Educational Materials for Kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$456,763

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.) [PLS 357]	\$680,629
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,020,678

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) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$15,000

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	15	15	\$556.25	528.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$60.20	39.00
	Associate Director	Assistant Library Director	\$46.81	39.00
	Associate Director	Assistant Library Director	\$46.81	39.00
	Archives Librarian	Other Type of Librarian	\$29.76	39.00
	Archives Librarian	Other Type of Librarian	\$33.81	39.00
	Archives Librarian	Other Type of Librarian	\$28.40	20.00
	Collections Librarian	Cataloging	\$35.17	39.00
	Collections Librarian	Cataloging	\$35.17	39.00
	Patron Services Librarian	Reference	\$31.11	39.00
	Patron Services Librarian	Reference	\$35.17	39.00
	Patron Services Librarian	Reference	\$35.17	20.00
	Programming Librarian	Children\'s Services	\$35.17	39.00
	Programming Librarian	Children\'s Services	\$32.46	39.00
	Programming Librarian	Adult Services	\$35.17	20.00
	Programming and Outreach Manager	Other Type of Librarian	\$35.87	39.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	13.20
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Group A hidden group hours**Group B**

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

Summary	12	12		\$285.65	310.83
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Collections Manager	3 Collection Development Acquisitions		\$33.00	39.00
	Patron Services Manager	Circulation		\$35.87	39.00
	Communications & Development Manager	Other Type of Librarian		\$34.44	39.00
	LA-2 Patron Services	Reference		\$17.20	10.69
	LA-2 Patron Services	Reference		\$17.20	15.81

	LA-2 Patron Services	Reference		\$26.95	39.00	Item D1.
	LA-2 Patron Services	Reference		\$19.54	39.00	
	LA-2 Patron Services	Reference		\$18.06	10.93	
	LA-2 Patron Services	Reference		\$19.54	22.17	
	LA-2 Patron Services	Reference		\$18.91	13.19	
	LA-2 Patron Services	Reference		\$19.54	21.48	
	LA-2 Patron Services	Reference		\$25.40	21.56	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.77
13.12 Total FTE Librarians (13.5 + 13.11] [PLS 251]	20.97

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	776.96
13.14 Minimum hourly rate actually paid	\$15.47
13.15 Maximum hourly rate actually paid	\$37.63
13.16 Total FTE Group C employees (13.13 / 40)	19.42

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	159.39
13.18 Minimum hourly rate actually paid	\$15.47
13.19 Maximum hourly rate actually paid	\$17.02
13.20 Total FTE Group D employees (13.17 / 40)	3.98

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	19.00
13.22 Minimum hourly rate actually paid	\$32.83
13.23 Maximum hourly rate actually paid	\$32.83
13.24 Total FTE Group E employees (13.21 / 40)	0.48
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	23.88
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	44.85

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							
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	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	Item D1.

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	207,291
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous 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, or held virtually as a group 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.

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.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity 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, take and make kits, library scavenger hunts (when not done as part of a group), etc.

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	130	2,893	12	1,578
Children (6-11)	83	43,184	1	30
Young Adults (12-18)	203	52,084	0	0
Adults (19 and older)	142	2,230	0	0
General Interest	44	2,429	1	9
Total	602	12,820	14	1,617

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	523	10,695
Synchronous In-Person Offsite Program Sessions	22	1,378
Synchronous Virtual Program Sessions	57	747
Total	602	12,820

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	5
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	23

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	14,478
16.2a Total Number of Unexpired Non-resident Cards	329
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	1
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$18,835.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	14,807
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504] ⁶	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 [PLS 450]	234,284
17.2 Current Print Serial Subscriptions	902
17.3 Total Print Materials (17.1+17.2)	235,186
17.4 E-books Held at end of the fiscal year [PLS 451]	59,696
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	25,408
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	36,011
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	29,229
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	694
17.6c Other Circulating Physical Items [PLS 462]	4,597
17.6d Total Physical Items in Collection [PLS 461]	293,518

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 [PLS 456]	25
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	41

USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	394,658
18.2 Number of young adult materials loaned	14,861
18.3 Number of children's materials loaned [PLS 551]	178,961
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	588,480

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	332,963
18.6 Videos/DVDs- Physical	102,237
18.7 Audios (include music)- Physical	24,991
18.8 Magazines/Periodicals- Physical	5,430
18.9 Other Items- Physical [PLS 561]	17,560
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	483,181
18.11 Use of Electronic Materials [PLS 552]	105,299
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	588,480
18.13 Successful Retrieval of Electronic Information [PLS 554]	59,988
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	165,287
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	648,468
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	55,260
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	33,878

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 [PLS 502]	46,098
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	0
--	---

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	160
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	55
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	10Gbps
21.3 What is the monthly cost of the library's internet access?	\$200
21.4 Number of Internet Computers Available for Public Use [PLS 650]	55
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	21,878
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	85,633
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
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 [PLS 653]	301,793 --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	The Urbana Free Library did not participate because of the filtering requirement.

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.)	\$16,425
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	825.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	No

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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?

-1No Comments

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?

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. In support of the Strategic Plan, the Library continued to w a building program process, which is engaging the Board, the community, and Library staff. . In alignment with our Strategic Plan goals, staff participated in a Staff Day training session on privilege in order to advance the Library's EDI initiative. Four staff members have joined three managers on the EDI team to plan the next phases of the Library's initiatives. . In April 2023, the Library began an exciting organizational restructuring to follow a "front of house, back of house" model that will allow staff to achieve greater focus in serving our community. Changes to job titles and job duties/job descriptions and the creation of some new positions allowed the Library to increase wages for many staff and to stay ahead of minimum wage increases that will continue into 2025. . The Library contracted with engineering firm IMEG to design a replacement for the aging East Air Handler unit and to manage the bid and construction process. Due to supply chain issues, we anticipate this project continuing into FY25. . The Library also contracted with architectural firm Engberg Anderson to plan remodeling projects for Megan's Room and for the Circ-A/V Area of the Library. We anticipate getting traction on both projects during FY24. . Through a gift from the Friends of the Library, the Library was able to purchase new tables for both the auditorium and the conference room. These new tables are easier for staff to use, making program set-up more efficient and safer. They also brighten the spaces. . The Library began to utilize a new software to allow patrons to apply for full access library cards on our website without having to visit the Library. This change allows Urbana residents to easily sign-up and immediately use digital and physical library materials. . Between December 2021 and May 2023, Home Delivery has doubled the number of patrons that it serves. The program grew from 49 patrons in December 2021 to 95 patrons in July 2022 to 121 patrons in May 2023. This important service allows us to provide library resources to those who cannot physically come to the Library. . Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring 2021, the Seed Exchange has distributed 3,885 seed packets to community members this season and 8,860 since its inception. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis. . The News-Gazette Archives Collection webpage now includes an in-process people clippings index that is 290 pages, as well as a completed subject clippings index and a digitized newspaper clippings Omeka site. Champaign County Historical Archives (CCHA) staff update these resources regularly. . CCHA accepted 68 separate acquisitions, including records from the Champaign County League of Women Voters and the Chinese American Association of Central Illinois. The Archives also received letters and church records documenting the early German settlers' experience from the Ostfriesian Heritage Society of East Central Illinois and materials related to the Mahomet-Seymour Junior High Pop Tab Holocaust Remembrance Project, which became a national news story in the late 1990s. . The Tepper Building mold remediation project was completed, and the building is again opened for Archival storage. . The Employee Parking Lot Improvement project was recently completed with a newly poured concrete parking surface. . Staff are working towards OCLC holdings being updated monthly to ensure libraries and individuals throughout the world continue to see the current collection and

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place interlibrary loan (ILL) requests. COVID-19-specific Initiatives: . Following the lead of the CDC and the State of Illinois, the Library officially ended COVID-specific safety measures on May 11, 2023. However, the Library continues to offer COVID Leave to staff members who test positive. Programs & Exhibits: . Teen Open Lab celebrated its 10th anniversary in March. Teen Open Lab has had over 28,000 visitors during these years, and teens have enjoyed sewing, 3D printing, gardening, painting, learning to play instruments, and more. At the celebration event, teens tried Virtual Reality sets, helped paint panels of a mural that will be displayed in an Urbana school, and ate pizza. . For the first time since 2019, the Library was able to hold the full Fairy Tale Ball. There were over ten different activities that families could enjoy at the ball, and many of the almost 900 community members who attended tried them all. Some of the favorites included dancing with the English Country Dancers, petting Chiron the miniature unicorn, having a sensory Mad Hatter Tea Party, and getting announced by the Library's royal heralds. Some people wanted to be announced multiple times! Families also took a break and sat down to read fairy tale books that were displayed throughout the ball. The Fifteenth Annual Fairy Tale Ball was generously sponsored by Fred Schlipf and Diane Hillard. . Brookdale Senior Living and the Library started a new monthly programming partnership in August called Senior Treats and Topics, where a member of Brookdale staff leads discussions on topics of interest to seniors. Topics covered this year have included memory care, myths of aging and ageism, avoiding scams, and personal finance. . Winter Reading lasted from December 11-February 28. This year saw the largest number of registered participants in each age group since we started using Beanstack to allow community members to track their reading progress online. . Potawatomi scholar and historian, George Godfrey, spoke to over a hundred people about the forced removal of Native people through our own region. He brought a painting of his great-great grandmother, a Potawatomi woman from Illinois for whom Watseka, Illinois, is named. Dr Charlotte Davidson of UIUC Native House introduced him and the Native House also cosponsored the event. . The Library hosted a number of authors for readings throughout FY23 across a variety of genres. Authors (and topics) included Elizabeth Majerus (poems based on Joni Mitchell's Blue album), Bruce Adams (Chicago music scene in the 90s), and Janice Harrington (father/daughter picture book). . In November, the Archives hosted the student chapter of the Society of American Archivists from the iSchool for a LocalWiki Edit-A-Thon. LocalWiki is a grassroots and crowd-sourced platform for sharing knowledge. Students spent the morning in the Archives researching and writing LocalWiki entries for local historical figures and topics that are underrepresented online. Created entries included Claire Szoke and the Sanctuary Movement. Expanded entries included Joseph Royer and Frances Nelson. . This year Read Across America was able to completely return. The event was organized by the Urbana Park District and multiple other organizations including the Library. In addition to offering children who attended a free book and multilingual story reading, community members enjoyed literacy themed activities at over 30 tables run by different community groups. At the Library's table, kids could practice spelling words or their name using letters on a giant Connect Four board. . In celebration of Black History Month, the Artist of the Corridor exhibit featured artwork about Black history and also by local Black artists Harvest Baker and Urbana

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Poet Laureate Ja-Nelle Davenport-Pleasure. Davenport-Pleasure also collected what Black history means from Library patrons for a project to be displayed at the City building later. . The Champaign County Historical Archives hosted almost 30 programs and outreach events including "How to Research Your Historic House with Brian Adams," "The Traction Railroad in Champaign-Urbana with Dale Jenkins," "Reinventing Classic Queer Media," and the annual Archives Bazaar. Grants & Partners: . The City of Urbana awarded an ARPA grant to the Library to fund the bilingual Youth Programming Specialist position. The Library will receive \$173,596 to cover the wages and benefits of the position. Staff are excited to be able to increase outreach to youth and better connect with multilingual and non-English speakers in our community. . The Library continued its membership with Illinois Libraries Present (ILP) to offer high-quality virtual programs featuring "bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages." Speakers this year included Robin Wall Kimmerer, Caitlin Doughty, and Mary Roach, and the combined events were attended by over 200 Urbana residents. . The Library's 2022 Urbana Arts Grant Poems Across Urbana displayed poems submitted by 20 community members throughout the City, including one bilingual poem printed in Chinese and English. The poems covered a variety of topics ranging from wellness, to education, to nature. Each submitted poem was printed on three yard signs for a total of 60 signs. The signs were made available for the poets and the public to display across the community. All of the signs found homes, and the Urbana Park District displayed eight signs in Urbana parks. Additionally, five of the poets recorded their poem, and the Library shared the recorded readings on its Facebook page. In the recordings, some of the poets mentioned how much they enjoyed being part of the project and talked about the inspiration for their poem. . The Urbana Free Library was awarded a 2023 Urbana Arts Grant to bring back and expand the Teen Art in the Library project. Teens will be able to paint or create art using a variety of mediums. The Library is partnering with the Urbana High School Art Club, CU Community Fab Lab, and Urbana Neighborhood Connections to reach more teens. After teens create their art over several months, the Library will hold an exhibit of their art in September. Pieces from the 2019 Teen Art in the Library project, also made possible through an Urbana Arts Grant, are now on display on the ground floor. . The Library partnered with two festivals in October. The Library hosted an amazing variety of musical performances and storytellers for the CU Folk & Roots Festival. Musician and folklorist Dom Flemons (formerly of the Carolina Chocolate Drops) gave an amazing workshop that included banjo, harmonica, and the quill (or panpipes). Cherry Alley featured four different musical groups that drew over 170 people. Between the musical performances and storytelling, over 340 people visited the Library during CU Folk & Roots Festival. The following Sunday the Library hosted another well-attended (65 attendees) performance by Space Port, a seven-piece jazz group, as part of the CU JazzFest. . As part of Pygmalion 2022, the Library hosted a reading and book signing with mystery author Mia P. Manansala. Manansala read the first chapter from her book *Arsenic and Adobo*. She also discussed why cozy mysteries are rom-coms with dead bodies, how her Filipino-American identity impacts her works, and how she constructs her books. After the discussion, many of the attendees met the author and had a book

signed. This event was generously funded by The Urbana Free Public Library Foundation. . In addition to housing a mail-in voting drop box outside, the Library was an early voting location for the 2022 General Election. From October 31- November 7, voters could visit the MacFarlane-Hood Reading Room to cast their ballots. . To help combat a nationwide shortage of donated blood, the Library partnered with Impact Life to hold a blood drive on June 29. The blood drive was a success, with enough units of blood collected to save 30 lives. . The Library's partnership with Project READ continued to help adults with English and mathematics tutoring with an annual attendance for tutoring sessions of over 500. In addition to the weekly sessions, the Library also partnered to host a couple of social events for mentees and their families and anyone interested in learning more about Project READ. The events were successful enough that more are being planned for FY24. . For the past three years, the Library has partnered with Cunningham Township to provide copies, faxing, and notary services for people that Cunningham Township sends to the Library. During FY23, the Library and Township provided 1,685 copies, 72 faxes, and 41 notary stamps. . The School of Information Sciences ' The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY24. . CCHA supports the processing of local history collections and promotes the education of future library professionals by hosting practicum students throughout the year from The School of Information Sciences ' The iSchool at Illinois and other regional library science programs. This year, CCHA hosted four practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, and answered reference questions related to local history and genealogy. . In addition to the practicum students supported by the Archives, the Library hosted an additional six practicum students in the Adult & Youth Services department. Practicum students received professional experience planning programs and providing information services under the guidance of Library staff. . The Library launched new designs for its suite of email newsletters in March 2023 as part of the transition to Patron Point, a marketing automation platform for libraries. This redesign was also an opportunity to showcase more aspects of the Library and point patrons to the wide array of collections, programs, services, and resources that the Library provides. On a monthly basis, over 27,000 people receive one of the Library's four newsletters. Open rates vary for each list, but overall average about 30%, which is over the industry average for government and nonprofit entities. . Along with the transition to Patron Point, the Library implemented a new 90-day promotional email campaign to point new cardholders to the array of Library benefits over 90 days after they create a new Library account. Each email focuses on a specific Library resource. These emails have been exceptionally popular with an average open rate of 64% and a click rate of 19.5% (industry average is 2.62%). . The Archives received an ISHRAB grant in FY23, which has been used to index the Storch photography collection. The collection, which contains over 82,000 photograph negatives, includes Storch's photographs from local celebrations like weddings, graduations, and the Champaign-Urbana Gamma Upsilon Psi Society's Cotillion Balls,

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	some of which have been digitized. Archives staff will next be updating the collection's finding aid and share news of the collection. Professional Contributions: . Celeste Choate served again on the committee and as a mentor for Director's University. Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences ' The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy protections. Celeste presented at the Illinois Library Association's annual conference in October 2022 on Placing Patron Privacy Protections at the Heart of the Library with Dr. Bashir. She also presented on intellectual freedom and censorship at the UIUC Institute of Lifelong Learning and the Urbana Rotary Club.	Item D1.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

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

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.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	Celeste B Choate	08/08/2023
President	Guadalupe A Mejia	08/08/2023
Secretary	Daniel J Urban	08/08/2023

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 2.3a Our legal name is The Urbana Free Library (0-2023-08-04)

², 8.18b Barbara Bennett was the Board Treasurer when the bond was issued. She did not continue on the Board when her term expired in June 2023. The new Treasurer, Dan Urban, was voted in at the July 2023 meeting, but our Board President is moving in August, and Dan will become Board President, leaving our Treasurer's position open again. When the new Treasurer is voted in at the August or September meeting, we will update the bond for the new person. (0-2023-07-19)

³, 13.7 LA-2 Patron Services staff do a combined job of reference and front of the house circulation work. (0-2023-07-19)

⁴, [PLS 612] The discrepancy between last year's numbers and this year's numbers are because we went from virtual programming to primarily in-person synchronous events. With this change, we saw an increase of community members attending events. (0-2023-07-31)

⁵, 15.6 With the pandemic ending, we changed from virtual programming to primarily in-person synchronous events. With this change, we saw an increase in the number of community members attending events. (0-2023-07-31)

⁶, 16.5 We no longer charge fines. (0-2023-07-21)



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

M E M O R A N D U M

TO: Mayor Diane Wolfe Marlin and Members of the City Council

FROM: Tim Cowan, Public Works Director
Dan Rothermel, Land Surveyor

DATE: July 25, 2023

RE: Ordinance Vacating an Alley (12' wide East/ West Alley between 714 and 802 Wabash Avenue)

Action Requested

Approval of "AN ORDINANCE VACATING AN ALLEY (12' wide East/ West Alley between 714 and 802 Wabash Avenue)"

Background and Facts

City staff recommends vacation of the unmaintained and non-functional east/ west 12 ft. wide platted Alley right-of-way (R.O.W.) that runs east from Wabash Avenue between 714 and 802 Wabash Avenue in Urbana. The 12' alley was created via the subdivision (see Attachment A – Original Subdivision Plat (markup)) process in 1906 but there has never been an actual alley built in this right-of-way. City staff notified all of the adjacent homeowners to explain the proposed vacation and provided a vacation request petition to all adjacent owners for their consideration. The adjacent owner returned a signed petition supporting the vacation (see Attachment B for the petition signed by the adjoining owner). The location of the proposed ROW vacation is shown in Attachment C.

The Public Works Department staff has contacted the utility companies and the City department heads regarding the proposed ROW vacation. There are no objections to vacating this right-of-way but a request for a general utility easement has been received and will be accommodated.

Financial Impact

City ROW vacation policy (Resolution 9899-R2) states that abutting properties that are zoned residential may be vacated without monetary compensation but benefitting non-residential properties do have to pay the land value of the vacated ROW. However, council may waive such compensation or give credit for other consideration flowing to the City. Staff would recommend no payment from any of the benefitting properties be collected in lieu of the financial benefits to the city in the form of reduced maintenance costs. No replatting of the benefitting lots will be performed or is required. If vacated, the owner of 714 Wabash Avenue will receive the entirety of the existing Alley ROW because said alley was created as a part of the subdivision to the north and was not a part of the subdivision to the south.

ADMINISTRATION • ARBOR • ENGINEERING • ENVIRONMENTAL MANAGEMENT
EQUIPMENT SERVICES • OPERATIONS • PUBLIC FACILITIES

Recommendations

It is recommended that “AN ORDINANCE VACATING AN ALLEY (12’ wide East/ West Alley between 714 and 802 Wabash Avenue)” be approved.

Attachments:

- “AN ORDINANCE VACATING AN ALLEY (12’ wide East/ West Alley between 714 and 802 Wabash Avenue)”
- Attachment A – Original Subdivision Plat (markup)
- Attachment B – Vacation Request Petition Form
- Attachment C –Proposed Alley ROW Vacation Map

ORDINANCE NO. _____**AN ORDINANCE VACATING AN ALLEY**
(12' East/ West Alley between 714 and 802 Wabash Avenue)

WHEREAS, the plat of the V. W. Shuck's Addition to the City of Urbana, recorded in Plat Book "B" at page 255 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicts a certain public alley 12.00' in width running east/ west along the south side of Lot 14 of the said V. W. Shuck's Addition; and

WHEREAS, on the face of the said plat this 12.00' strip of land is labeled: "12 feet Alley" and was apparently intended to be an alley right-of-way for the convenient access through the central portion of this block; the majority of adjacent neighbors have advised that they have no objections to abandoning this alley right-of-way; and

WHEREAS, no paved surface was ever installed in the said Public Alley right-of-way; and

WHEREAS, the owner of Lot 14 of the V. W. Shuck's Addition to the City of Urbana, recorded in Plat Book "B" at page 255 in the Office of the Recorder of Deeds, Champaign County, Illinois and the owner of Lot 2 of Easterday & Blacker's Replat in the City of Urbana, recorded in Plat Book "D" at page 287 in the Office of the Recorder of Deeds, Champaign County, Illinois, have requested that the City release, abandon and vacate the said Public Alley right-of-way; and

WHEREAS, the City Council finds that the relief to the public from the further burden and responsibility of maintaining the alley herein vacated is just and adequate compensation for the benefits which will accrue to the said owners; and

WHEREAS, the Urbana City Council finds that it is in the best interests of all concerned that the said Public Alley right-of-way described below should be released, abandoned and vacated and in accordance with statute, the title to the land over which the aforesaid alley right-of-way runs shall devolve and vest in the present owner of the land abutting to the north thereon to the same extent as though the Public Alley right-of-way had been dedicated by a common law plat (as distinguished from a statutory plat) and as though the fee of the Public Alley right-of-way had been acquired by the owner as part of the land abutting on the Public Alley right-of-way.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1.

That the portion of the Public Alley right-of-way shown on the plat of V. W. Shuck's Addition to the City of Urbana, recorded in Plat Book "B" at page 255 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicted a certain public alley 12.00' in width running east/ west along the south side of Lot 14 of the said V. W. Shuck's Addition, being more fully described immediately below, is hereby released, abandoned and vacated upon the recording of a certified copy of this Ordinance with the Recorder of Deeds, Champaign County, Illinois.

Beginning at the southwest corner of Lot 14 of V. W. Shuck's Addition to the City of Urbana, recorded in Plat Book "B" at page 255 in the Office of the Recorder of Deeds, Champaign County, Illinois, said point being on the east Right-of-Way line of Wabash Avenue; thence east along the north Right-of-Way line of the 12.0 feet wide platted alley approximately 116 feet to the centerline of a former north/ south 12.0 feet wide alley vacated previously vacated by Ordinance #7273-8A; thence south

along the centerline of said vacated alley, 12 feet to a point on the north line of Lot 1 of Easterday & Blacker's Replat in the City of Urbana, recorded in Plat Book "D" at page 287 in the Office of the Recorder of Deeds, Champaign County, Illinois; thence west along the south Right-of-Way line of the 12.0 feet wide platted alley approximately 116 feet to the northwest corner of Lot 2 of said Easterday & Blacker's Replat in the City of Urbana, said point being on the east Right-of-Way line of Wabash Avenue; thence North along the east Right-of-Way line of Wabash Avenue 12.0 feet to the point of beginning, containing 1,392 square feet (0.032 acre), more or less, and situated in the City of Urbana, Champaign County, Illinois.

Section 2.

That the vacation of the above-described alley shall be subject to the condition that a perpetual easement upon said east/ west alley is hereby reserved for and granted to the City of Urbana, Illinois, any public utilities, and their successors and assigns to construct, install, reconstruct, repair, remove, replace, inspect, maintain, and operate their facilities in, under, across, along, over, and upon the vacated alley, together with the right of access thereto for the personnel and equipment necessary and required for such uses and purposes and the right to cut, trim, or remove trees, bushes, and roots as may be reasonably required incidental to the rights herein given.

Section 3.

That the right-of-way herein vacated shall attach to and become a part of the parcel number identified by PIN: 92-21-16-165-006.

Section 4.

That the plat of vacation attached hereto is incorporated in this Ordinance by reference.

Section 5.

That the City Clerk is directed to record a certified copy of this ordinance.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

PASSED BY THE CORPORATE AUTHORITIES this _____ Day of _____, 2023.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ Day of _____, 2023.

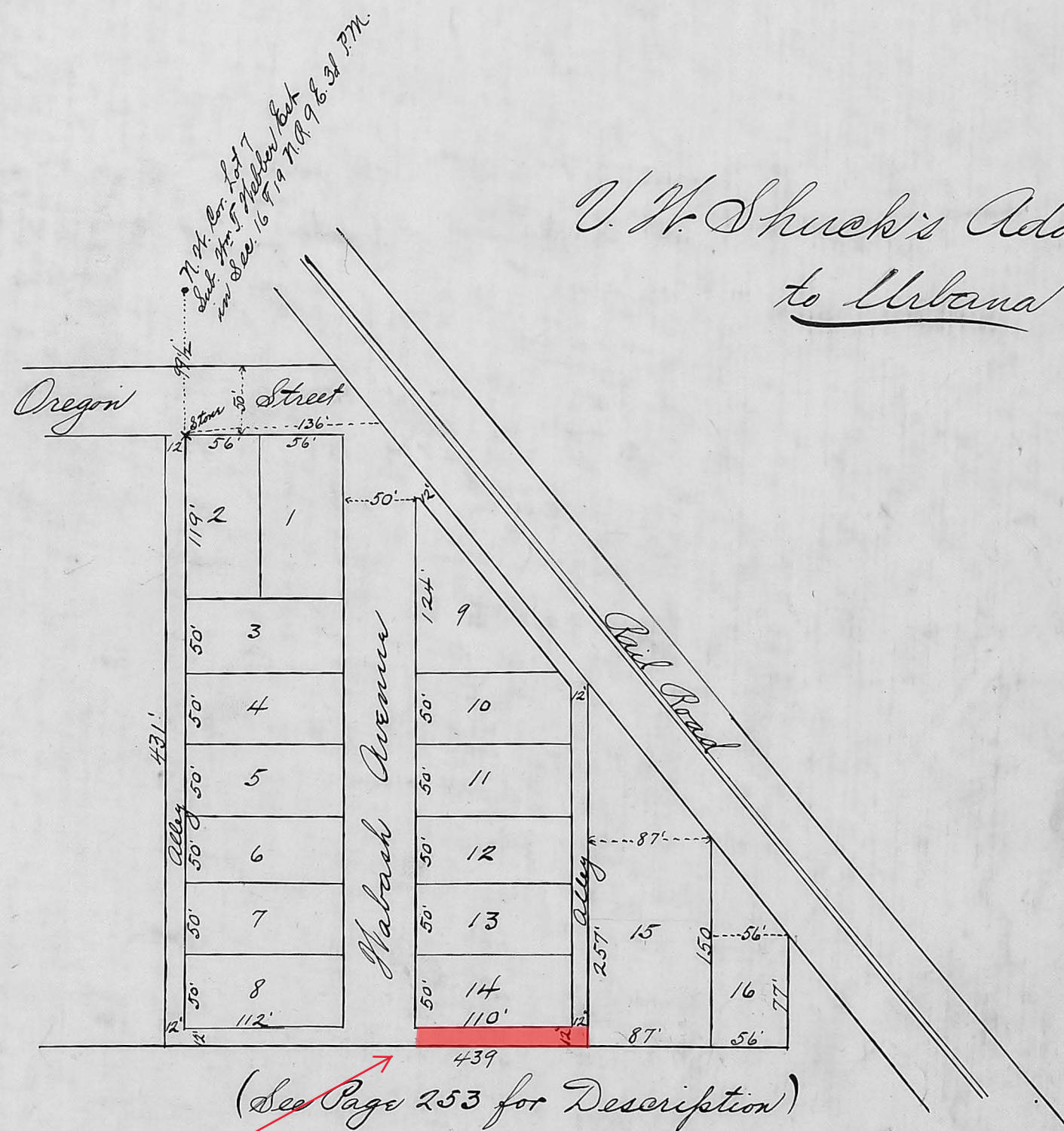
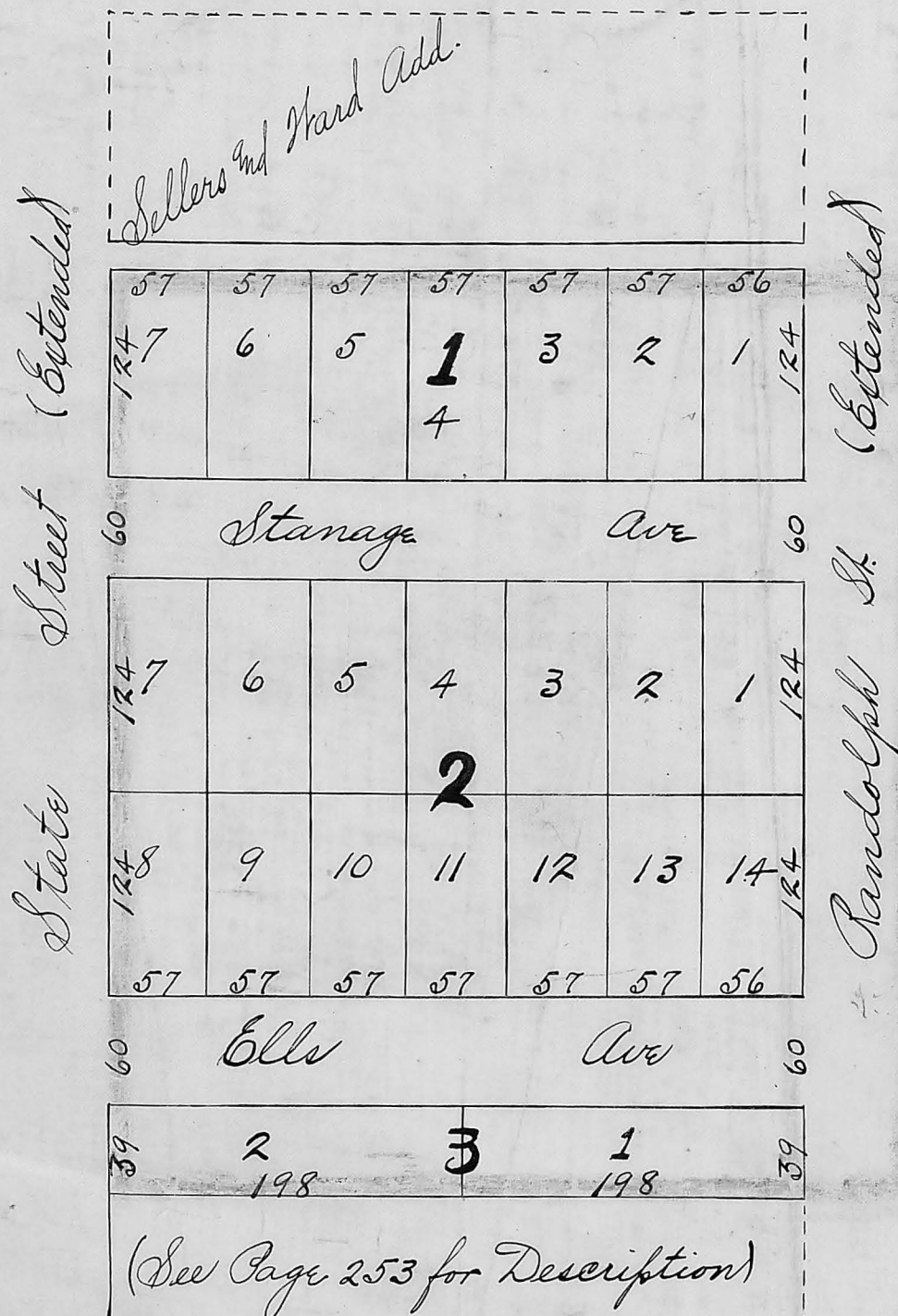
Diane Wolfe Marlin, Mayor

Plat of G. Longdens Subdivision
 Part of the N.W. 1/4 of the S.E. 1/4 Sec. 13 T. 19 R. 8 E. 3rd P.M.
 Scale 100 ft. to 1 inch
 Feb. 17th 1906

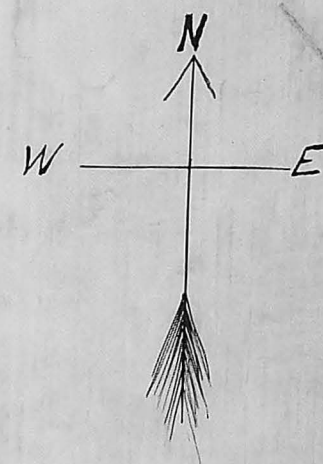
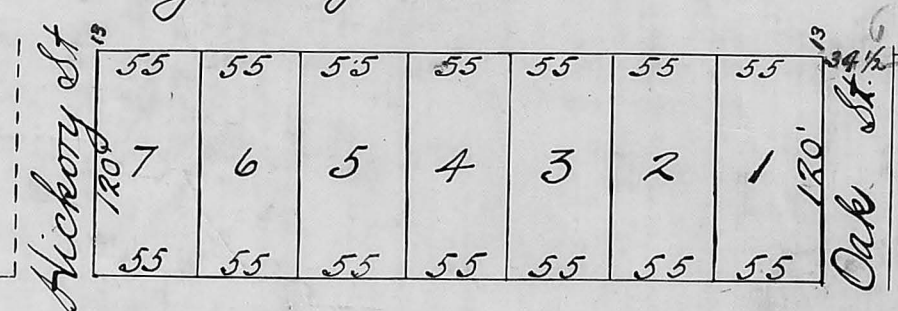
Joseph O'Brien County Surveyor

ATTACHMENT "A"

U. H. Shuck's Addition
 to Urbana



Plat of
 Cowley's Second Addition to Urbana Illinois
 Scale 100 feet to 1 inch
 Joseph O'Brien
 County Surveyor



See page 254 for Description

Champaign Feb 17th 1906.

This is to certify that I surveyed a certain piece or parcel of land and at the request of George Longden the owner I divided the same into 23 lots and 3 blocks and three streets of the size and in the direction as shown on the attached plat and are located on the North West quarter of the South East quarter Section 13 Town 19 North Range Eight (8) East 3rd P.M. more particularly described as follows viz: Beginning 440 feet East of the North West corner of the North West quarter of the South East quarter Section 13 Town 19 North Range Eight (8) East third P.M. thence south 531 feet, thence East 398 feet thence North 531 feet, thence West 398 feet to the beginning.

Joseph O'Brien County Surveyor

County of Champaign } ss
State of Illinois

I, George Longden the owner of the land described by the Surveyor in his certificate and shown on the attached plat to be known and designated as Longden's Subdivision do hereby dedicate appropriate and relinquish the streets to the public for their benefit and use forever.

George Longden

Sworn and Subscribed to before a Notary Public this 20th day of February A.D. 1906.



John W. Peers
Notary Public

Filed for record this 23d day of March A.D. 1906, at 4 o'clock P.M.

J. W. Porter Recorder

State of Illinois } ss
Champaign County

I, J. W. Royer City Engineer of City of Urbana hereby certify that at the request of U. W. Shuck the owner I have surveyed and subdivided a part of Lot 7 of a Subdivision of the Estate of Mrs. J. Webber deceased in Section 16 Twp. 19 N. R. 9 E. 3rd P.M. more particularly described as follows viz: Beginning at a stone in the South line of Oregon Street 99 1/2 feet South of the North West corner of said Lot 7 and running thence West 12 feet, thence South 431 feet, thence East 439 feet, thence North 77 feet to the right of way of the Wabash Railroad thence North Westerly along the South line of said right of way to the South side of Oregon Street, thence West 136 feet to the place of beginning, and platted the same into Lots, Streets and Alleys as shown on the accompanying plat.

Witness my hand and seal this 30th day of April A.D. 1906.

J. W. Royer City Engineer (Seal)

State of Illinois } ss
Champaign County

I, U. W. Shuck owner of the property described in the Surveyors Certificate hereto attached hereby certify that I caused said plat to be made and hereby relinquish and dedicate the Streets and Alleys in said plat shown (except the alley lying South of Lots 8 and 14) to the public use forever.

Witness my hand and seal this 30th day of April A.D. 1906.

U. W. Shuck (Seal)

State of Illinois } ss
Champaign County

I, H. E. Atkinson a Notary Public in and for said County and State hereby certify that U. W. Shuck who is personally known to me to be the person he represents himself to be appeared before me this day in person and acknowledged that he signed and sealed the foregoing instrument for the uses and purposes therein set forth.

Witness my hand and Official Seal this 30th day of April A.D. 1906.



H. E. Atkinson
Notary Public

Cont on next page

ATTACHMENT "B"

City of Urbana, Illinois

Item b.

Public Alley Vacation

We, the undersigned owners, petition to the City of Urbana and request vacation of the public alley right-of-way, as shown on the adjacent map.

We, the undersigned, also understand that an alley vacation is subject to City Council approval and would be subject to utility and public easements remaining within the subject vacated right-of-way.


NAME: FLATLANDIA, LLC

ADDRESS: 714 S. Wabash Avenue

Urbana, IL 61801

P.I.N.#: 92-21-16-165-006

PHONE 217-834-8300


OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

NAME: _____

ADDRESS: _____

P.I.N.#: _____

PHONE: _____

OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

Please Return This Petition (With Signatures) To:

Dan Rothermel, L.S. – (217) 384-2396
Land Surveyor
City of Urbana Public Works Department
706 Glover Avenue, Urbana, IL 61802

ATTACHMENT "C" PROPOSED RIGHT-OF-WAY VACATION MAP

Item b.



1 inch = 40 feet

Philo Rd

S Cottage Grove Ave

Wabash Ave

FLATLANDIA LLC
714 Wabash Ave.
92-21-16-165-006

JAMES & ROBIN STOUT
713 S. Cottage Grove Ave.
92-21-16-165-012

ALONDA R. KING
802 Wabash Ave.
92-21-16-165-007

LMTLSS ENTERPRISES, LLC
801 S. Cottage Grove Ave.
92-21-16-165-014

Legend



Proposed Alley Vacation - 116' x 12' = 1,392 Sq. Ft.



Previous ROW Vacation per Ordinance #7273-8A



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

M E M O R A N D U M

TO: Mayor Diane Wolfe Marlin and Members of the City Council

FROM: Tim Cowan, Public Works Director
Dan Rothermel, Land Surveyor

DATE: July 25, 2023

RE: Ordinance Vacating an Alley (12' wide East/ West Alley on south side of 1003 S. Main Street and 14' wide North/ South Grossbach Drive running south from E. Main Street to its southern terminus within UPD - Victory Park)

Action Requested

Approval of "AN ORDINANCE VACATING AN ALLEY (12' wide East/ West Alley on south side of 1003 S. Main Street and 14' wide North/ South Grossbach Drive running south from E. Main Street to its southern terminus within UPD - Victory Park)"

Background and Facts

City staff recommends vacation of the 50' long section of the 12' wide east/ west alley running along the south side of 1003 S. Main Street and also the 14' wide north/ south Grossbach Drive running south from E. Main Street to its southern terminus within the Urbana Park District's Victory Park. The section of the east/ west alley we wish to vacate is entirely grass within the existing park. Grossbach Drive is entirely within Victory Park and is only used by the Urbana Park Districts and the park's visitors.

City staff notified the Urbana Park District to explain the proposed vacation and provided a vacation request petition for their consideration. The Urbana Park District returned a signed petition supporting the vacation (see Attachment A). The location of the proposed ROW vacation is shown in Attachment B.

The Public Works Department staff has contacted the utility companies and the City department heads regarding the proposed ROW vacation. There are no objections to vacating this right-of-way but a request for a general utility easement has been received and will be accommodated.

Financial Impact

City ROW vacation policy (Resolution 9899-R2) states that abutting properties that are zoned residential may be vacated without monetary compensation but benefitting non-residential properties do have to pay the land value of the vacated ROW. However, council may waive such compensation or give credit for other consideration flowing to the City. Staff would recommend no payment from any of the benefitting properties be collected in lieu of the financial benefits to the city in the form of reduced maintenance costs. No replatting of the benefitting lots will be performed or is required.

Recommendations

It is recommended that “AN ORDINANCE VACATING AN ALLEY (12’ wide East/ West Alley on south side of 1003 S. Main Street and 14’ wide North/ South Grossbach Drive running south from E. Main Street to its southern terminus within UPD - Victory Park)” be approved.

Attachments:

- “AN ORDINANCE VACATING AN ALLEY (12’ wide East/ West Alley on south side of 1003 S. Main Street and 14’ wide North/ South Grossbach Drive running south from E. Main Street to its southern terminus within UPD - Victory Park)”
- Attachment A – Vacation Request Petition Form
- Attachment B –Proposed Alley ROW Vacation Map

ORDINANCE NO. _____

AN ORDINANCE VACATING AN ALLEY

(12' wide East/ West Alley on south side of 1003 S. Main Street and 14' wide North/ South Grossbach Drive running south from E. Main Street to its southern terminus within UPD - Victory Park)

WHEREAS, the plat of Teddy G. Johnson's Addition to the City of Urbana, recorded in Plat Book "C" at page 44 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicts a certain public alley 12.00' in width running east/ west between Lots 4 and 9 of the said Teddy G. Johnson's Addition and the plat of Grossbach Place Subdivision in the City of Urbana, recorded in Plat Book "E" at page 319 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicts a certain public right-of-way 14.00' in width running north/ south between Lots 1, 2, 4, 5, 6 and 7 of the said Grossbach Place Subdivision; and

WHEREAS, on the face of the said plats this 12.00' strip of land is labeled: "12 feet Alley" and this 14.00' strip of land is labeled: "Grossbach Drive" and were apparently intended to be rights-of-way for the convenient access through the central portion of this block; the majority of adjacent neighbors have advised that they have no objections to abandoning these rights-of-way; and

WHEREAS, no paved surface was ever installed in the said east/ west 12.00' public alley; and

WHEREAS, the owners of Lots 4 and 9 of Teddy G. Johnson's Addition to the City of Urbana, recorded in Plat Book "C" at page 44 in the Office of the Recorder of Deeds, Champaign County and of Lots 1, 2, 4, 5, 6 and 7 of Grossbach Place Subdivision in the City of Urbana, recorded in Plat Book "E" at page 319 in the Office of the Recorder of Deeds, Champaign County, Illinois have requested that the City release, abandon and vacate the said Public rights-of-way; and

WHEREAS, the City Council finds that the relief to the public from the further burden and responsibility of maintaining the rights-of-way herein vacated is just and adequate compensation for the benefits which will accrue to the said owners; and

WHEREAS, the Urbana City Council finds that it is in the best interests of all concerned that the said Public rights-of-way described below should be released, abandoned and vacated and in accordance with statute, the title to the land over which the aforesaid rights-of-way run shall devolve and vest in the present owners of the land abutting thereon in the same proportion and to the same extent as though the Public rights-of-way had been dedicated by a common law plat (as distinguished from a statutory plat) and as though the fee of the Public rights-of-way had been acquired by the owner as part of the land abutting on the Public rights-of-way.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1.

That the portion of the Public rights-of-way shown on the plat of Teddy G. Johnson's Addition to the City of Urbana, recorded in Plat Book "C" at page 44 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicts a certain public alley 12.00' in width running east/ west between Lots 4 and 9 of the said Teddy G. Johnson's Addition and the plat of Grossbach Place Subdivision in the City of Urbana, recorded in Plat Book "E" at page 319 in the Office of the Recorder of Deeds, Champaign County, Illinois, depicts a certain public right-of-way 14.00' in width running north/ south

between Lots 1, 2, 4, 5, 6 and 7 of the said Grossbach Place Subdivision, being more fully described immediately below, is hereby released, abandoned and vacated upon the recording of a certified copy of this Ordinance with the Recorder of Deeds, Champaign County, Illinois.

Beginning at the southwest corner of Lot 4 of Teddy G. Johnson's Addition to the City of Urbana, recorded in Plat Book "C" at page 44 in the Office of the Recorder of Deeds, Champaign County, Illinois; thence East along the north Right-of-Way line of the 12.0 feet wide platted alley approximately 50 feet to the southeast corner of Lot 4 of Teddy G. Johnson's Addition to the City of Urbana; thence South along the east line of said Lot 4 extended, 12.0 feet to the north line of Lot 9 of said Teddy G. Johnson's Addition to the City of Urbana; thence west along the south Right-of-Way line of the 12.0 feet wide platted alley approximately 50 feet to the northwest corner of Lot 9 of said Teddy G. Johnson's Addition to the City of Urbana; thence North 12.0 feet to the point of beginning, containing 600 square feet (0.014 acre), more or less, and also beginning at the northwest corner of Lot 1 of Grossbach Place Subdivision in the City of Urbana, recorded in Plat Book "E" at page 319 in the Office of the Recorder of Deeds, Champaign County, Illinois, said point being on the south Right-of-Way line of East Main Street; thence south along the east Right-of-Way line of the 14.0 feet wide platted Grossbach Drive approximately 356.4 feet to the southwest corner of Lot 4 of said Grossbach Place Subdivision in the City of Urbana, said point being on the north line of Lot 17 of said Grossbach Place Subdivision; thence west along the north line of said Lot 17, 14.0 feet to the southeast corner of Lot 7 of said Grossbach Place Subdivision; thence north along the west Right-of-Way line of the 14.0 feet wide platted Grossbach Drive approximately 356.4 feet to the northeast corner of Lot 2 of said Grossbach Place Subdivision, said point being on the south Right-of-Way line of East Main Street; thence east along the south Right-of-Way line of East Main Street 14.0 feet to the point of beginning, containing 4,990 square feet (0.115 acre), more or less, all situated in the City of Urbana, Champaign County, Illinois.

Section 2.

That the vacation of the above-described rights-of-way shall be subject to the condition that a perpetual easement upon said north/ south Grossbach Drive is hereby reserved for and granted to the City of Urbana, Illinois, any public utilities, and their successors and assigns to construct, install, reconstruct, repair, remove, replace, inspect, maintain, and operate their facilities in, under, across, along, over, and upon the vacated right-of-way, together with the right of access thereto for the personnel and equipment necessary and required for such uses and purposes and the right to cut, trim, or remove trees, bushes, and roots as may be reasonably required incidental to the rights herein given.

Section 3.

That the rights-of-way herein vacated shall attach to and become a part of the parcel numbers identified by PIN: 92-21-16-104-007, 92-21-16-104-026, 92-21-16-104-006, 92-21-16-104-025, 92-21-16-104-024, 92-21-16-104-023, 92-21-16-104-022, and 92-21-16-104-005.

Section 4.

That the plat of vacation attached hereto is incorporated in this Ordinance by reference.

Section 5.

That the City Clerk is directed to record a certified copy of this ordinance.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

PASSED BY THE CORPORATE AUTHORITIES this _____ Day of _____,
2023.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ Day of _____, 2023.

Diane Wolfe Marlin, Mayor

ATTACHMENT "A"

City of Urbana, Illinois

Item c.

Public Right-of-way Vacation

We, the undersigned owners, petition to the City of Urbana and request vacation of the public right-of-way, as shown on the adjacent map.

We, the undersigned, also understand that a right-of-way vacation is subject to City Council approval and would be subject to utility and public easements remaining within the subject vacated right-of-way.

NAME: Timothy Bartlett – U.P.D.

ADDRESS: (Victory Park)

P.I.N.#: (Victory Park)

PHONE (217) 367-1536


OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

NAME: _____

ADDRESS: _____

P.I.N.#: _____

PHONE: _____

OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

NAME: _____

ADDRESS: _____

P.I.N.#: _____

PHONE: _____

OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

NAME: _____

ADDRESS: _____

P.I.N.#: _____

PHONE: _____

OWNER'S SIGNATURE(S)

OWNER'S SIGNATURE(S)

Please Return This Petition (With Signatures) To:

Dan Rothermel, L.S. – (217) 384-2396
Land Surveyor
City of Urbana Public Works Department
706 Glover Avenue, Urbana, IL 61802

ATTACHMENT "B"

PROPOSED RIGHT-OF-WAY VACATION MAP

Item c.



1 inch = 60 feet

E Main St

Grossbach Dr

1003 E. Main St.

MOLLY JONES
1005 E. Main St.
92-21-16-104-008

S Cottage Grove Ave

VICTORY PARK

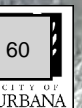
Legend



Urbana Park District property

Proposed Alley Vacation - 5,590 Sq. Ft. Total

60





City of Urbana
 400 S Vine Street, Urbana, IL 61801
www.urbanailinois.us

MEMORANDUM OR REPORT FOR THE MAYOR AND CITY COUNCIL

Meeting: August 7, 2023 Committee of the Whole
Subject: An Ordinance Amending Schedule M of Section 23-190 of the Urbana Local Traffic Code - Tow Away Zones (Green Street from Wright to Lincoln)

Summary

Action Requested

City Council is being asked to pass the attached ordinance that would prohibit parking and allow for towing parked vehicles for both sides of Green Street, from Wright Street to Lincoln Avenue.

Background

The typical cross section of Green Street, from Wright Street to Lincoln Avenue, consists of a vehicular driving lane in each direction, a center two-way left-turn lane, and a bike lane in each direction. Mass Transit District (MTD) buses park in designated turnouts that are separate from the other lanes of vehicle and bike traffic. Typically, the bike lanes are located adjacent to the vehicular driving lanes, and the bike lanes are diverted around the bus turnouts where they occur. There are no vehicular parking lanes in this segment of Green Street. See the attached location map for a visual of this lane configuration. The pavement for the bike lanes is thinner than the pavement for the vehicular lanes. The bike lane pavement is equivalent to sidewalk in terms of its thickness.

Statement of the issue

Cyclists have reported that vehicles – delivery trucks, in particular – occasionally park in the bike lanes on this segment of Green Street, treating them as parking lanes. When vehicles obstruct a bike lane, this can force cyclists to merge with vehicular traffic, endangering both cyclists and motorists. The Bicycle and Pedestrian Advisory Commission (BPAC) passed a resolution recommending prohibition of parking in bike lanes in general, and specifically on Green Street from Wright to Lincoln, during its August 16, 2022 meeting, and that resolution is attached. Members of BPAC presented their recommendation to the Traffic Commission at its January 3, 2023 meeting. The Traffic Commission chose to address the the specific problem on Green Street separately from the general prohibition that BPAC recommended. The Traffic Commission unanimously voted to forward the attached ordinance to City Council for approval. An ordinance for the general prohibition of parking in bike lanes will be brought to City Council at a later date. The unapproved minutes from this Traffic Commission meeting are also attached.

Analysis

Operations Impact

This segment of Green Street was not designed for vehicular parking on the bike lanes. When vehicles park on the bike lane, they create a risk in terms of both traffic safety, by forcing bikes to merge with vehicular traffic, and premature pavement damage, since the bike lane pavement was not designed for vehicle loads. These risks could lead to more crashes and higher maintenance costs, respectively.

Budget Impact

There would be a minimal cost to enact the attached ordinance, including the labor and materials required to fabricate approximately ten (10) “no parking, tow away zone” signs and install them on existing sign posts. The new signs would be placed below the existing “bike lane” signs. A couple images of example sign installations are attached.

Legal Impact

The attached ordinance would allow the Police Department to have vehicles, which are parked on this segment of Green Street, towed and impounded at the owner’s expense.

Public Input & Community Outreach

There are only three property owners along this segment of Green Street: the University of Illinois, Wesley United Methodist Church, and Hendrick House. Public Works staff reached out to these property owners to notify them of the proposed tow away zone. Staff from Facilities & Services at the University and management at Hendrick House both responded positively to the proposed ordinance and without opposition. The Wesley United Methodist Church has not responded yet to Public Works staff.

Discussion

Recommendation

City Council is asked to pass the attached ordinance that would prohibit parking and allow for towing parked vehicles for both sides of Green Street, from Wright Street to Lincoln Avenue.

Next Steps

If the attached ordinance is passed, Public Works will fabricate and install the “no parking, tow away zone” signs, and Police will begin enforcement after the signs are in place.

Attachments

1. Ordinance No. 2023-08-___: An Ordinance Amending Schedule M of Section 23-190 of the Urbana Local Traffic Code - Tow Away Zones (Green Street from Wright to Lincoln).
2. Location Map and Example Sign Installations for Tow Away Zones on Green Street from Wright Street to Lincoln Avenue.

3. A Resolution Recommending Prohibition of Parking in Bike Lanes from the Bicycle and Pedestrian Advisory Commission.
4. Unapproved Minutes of the January 3, 2023 Meeting of the Traffic Commission.

Originated by: John C. Zeman, City Engineer

Reviewed: Tim Cowan, Public Works Director

Approved: Carol Mitten, City Administrator

ORDINANCE NO. 2023-08-

**AN ORDINANCE AMENDING SCHEDULE M OF SECTION 23-190 OF
THE URBANA LOCAL TRAFFIC CODE – TOW AWAY ZONES
(GREEN STREET FROM WRIGHT TO LINCOLN)**

WHEREAS, the City of Urbana (“Urbana”) is an Illinois home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and the statutes of the State of Illinois; and

WHEREAS, the City of Urbana has adopted a local traffic code which is set forth in its ordinances as Section 23.1 et seq.; and

WHEREAS, the City of Urbana, pursuant to the aforesaid traffic code, has the authority to regulate parking on its streets and in its parking lots; and

WHEREAS, the City of Urbana restricts parking on streets to provide public safety and access;

NOW, THEREFORE, BE IT ORDAINED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. Schedule M of Section 23-190, entitled "Tow Away Zones" of Article XIV of the Urbana Local Traffic Code, shall be and is hereby amended by ADDING to that schedule the following portions of streets where, provided any such area or portions of streets have been posted with signs indicating the same as a "tow away zone," any vehicle found to be parked in such area or portions of streets may be towed away and impounded at the expense of the owner as provided in Section 23-273 of this traffic code:

<u>Tow Away Zone at All Times</u>	<u>Between</u>	<u>And</u>	<u>Side of Street</u>
Green Street	Wright Street	Lincoln Avenue	Both Sides

Section 2. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 3. This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this ____ day of August, 2023.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk



APPROVED BY THE MAYOR this _____ day of August, 2023.

Diane Wolfe Marlin, Mayor

Tow Away Zones, Green Street from Wright to Lincoln
Location Map



LEGEND

 =  = Existing Sign



Tow Away Zones, Green Street from Wright to Lincoln
Example Sign Installation



Westbound Lane, approaching MTD Stop at Illini Union



Eastbound Lane, approaching Mathews Ave.

A RESOLUTION RECOMMENDING PROHIBITION OF PARKING IN BIKE LANES

WHEREAS, the City of Urbana Bicycle and Pedestrian Advisory Commission (the Commission) was established by the Urbana City Council on June 16, 2006, and is authorized under Urbana City Code Chapter 23 Article X1, Sections 23-146 through 23-150; and

WHEREAS, duties of the Commission include advising the mayor and City Council on bicycle issues and recommending actions as it deems appropriate; and

WHEREAS, obstructions in bike lanes force cyclists to merge with faster moving traffic, endangering them and other motorists; and

WHEREAS, according to the pamphlet “Rules of the Road” published by the Illinois Secretary of State in 2022, stopping, standing, or parking is prohibited in a number of areas including “In a marked, buffered, or barrel protected bike lane” (see note 1.); and

WHEREAS, there are no Illinois statutes that specifically prohibit parking in bike lanes (note 2.); and

WHEREAS, the University of Illinois Police enforce “no parking in bike lanes” in Champaign, but do not enforce it in Urbana because there is no prohibition; and

WHEREAS, Chicago and other communities passed specific municipal legislation prohibiting parking in bike lanes; and

WHEREAS, the new bike lanes on Green Street between Lincoln and Wright are built on raised pavement that is not designed to the same standards as the roadway, making them vulnerable to cracking or shifting under the weight of heavy trucks using them as loading zones; and

WHEREAS, the Commission held open discussions on the need for City Code changes to prohibit parking in bike lanes on July 19th and August 16th, 2022 ;

NOW, THEREFORE, BE IT RESOLVED BY THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION OF THE CITY OF URBANA, ILLINOIS, as follows:

The City should make these or similar changes to City Code:

New Urbana Chapter 23 Article XII, Sec. 23-161:

Sec. 23-161. - No driving, stopping, standing or parking in bike lanes.

- (a) Except when entering a parking space, making a legal turn, or crossing an intersection, no person shall drive a vehicle in a marked on-street bicycle lane.
- (b) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer, no person shall stand or park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading property or passengers in a marked on-street bicycle lane.
- (c) Notwithstanding any other provision of this section, no person shall drive, stand, or park a vehicle in bike lanes along Green Street between Lincoln and Wright, even for loading or unloading.

PASSED BY THE CITY OF URBANA BICYCLE AND PEDESTRIAN ADVISORY

COMMISSION this 16th day of August, 2022.



Bill Brown, Chair

1. Illinois Rules of the Road, 2022. Page 43
https://www.ilsos.gov/publications/pdf_publications/dsd_a112.pdf
2. Illinois compiled Statutes on prohibited stopping, standing and parking:
<https://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=062500050HCh%2E+11+Art%2E+XIII&ActID=1815&ChapterID=49&SeqStart=130800000&SeqEnd=132600000>



DATE: Tuesday, January 3, 2023
TIME: 12:30 P.M.
PLACE: Urbana Public Works Department, 706 South Glover Avenue

UNAPPROVED MINUTES

MEMBERS PRESENT: Chaundra Bishop, Chair, Council Member, Ward 5
Richard Surles, Chief of Police
John Zeman, City Engineer

MEMBERS ABSENT: None

OTHERS PRESENT: Bill Brown, Chairperson of the Bicycle and Pedestrian Advisory Commission
Annie Adams, Bicycle and Pedestrian Advisory Commissioner

1. Call to Order

The meeting began at 12:30 p.m. Roll was called and a quorum was present.

2. Approval of Minutes:

Richard Surles moved to approve the minutes of the Tuesday, October 4, 2022, meeting. John Zeman seconded the motion. A voice vote was called for and the minutes were approved by a vote of 3-0.

Additions to the agenda:

There were no additions to the agenda.

3. Public Input

Bill Brown expressed concerns about the durability of the raised bicycle lanes on Green Street. He informed the commissioners that raised bicycle lanes are constructed using thinner concrete than typical roadways and cannot withstand the heavy, commercial vehicles that frequent the area. Bill also noted that these raised lanes pose a hazard to anyone who tries to maneuver around parked vehicles that are unloading goods for businesses nearby. He stated that, because this area of the street is a few inches higher than the rest of the road, a driver or bicyclist could try to pull around the parked vehicle and be caught off-guard by the sudden change in terrain. Bill asked the commissioners to consider making it illegal for drivers, including commercial ones, to park in raised bicycle lanes.

Annie Adams also spoke about her concerns regarding vehicles parking in the raised bicycle lanes. Annie stated that she recently had a conversation with a commercial driver, who informed her that the business had instructed him to park in these lanes. Annie brought her concerns to Urbana Police, however, they are unable to prohibit drivers from using the bicycle lanes because there are currently no laws or rules in place on this matter, for the Police to enforce. Annie urged the commissioners to pass an ordinance in favor of making it illegal to park in raised bicycle lanes.

4. Unfinished Business

There was no Unfinished Business to discuss.

1 **5. New Business**

2 **A. 2023 Meeting Calendar**

3 The commissioners reviewed the outlined 2023 Traffic Commission meeting schedule. John Zeman
4 suggested canceling the regularly scheduled meeting on July 4, 2023, and potentially rescheduling it as a
5 special meeting on another day that month.

6
7 Chaundra Bishop made a motion to approve the meeting schedule, with the exclusion of the July meeting.
8 Richard Surles seconded the motion. A voice vote for approving the motion was carried unanimously.

9
10 **B. Recommendation to Prohibit Parking in Bike Lanes - BPAC**

11 The commissioners reviewed a copy of the proposed resolution and ordinance. Richard Surles expressed
12 concerns pertaining to the ability of the City to implement the proposed Ordinance. He stated that,
13 regarding Green Street in particular, the City owns the roadway, but the University of Illinois owns all
14 surrounding properties. Richard stated that though U of I Police have the authority to enforce City of
15 Urbana ordinances, historically they have chosen not to do so. Richard proposed the installation of street
16 signs restrict and/or prohibit parking in certain areas. In order to implement this, the City would first
17 have to notify any business owners located along the street about the impending changes, second, they
18 would need to post proper signage, including tow-away zone signs, and then, finally, the Police would be
19 able to enforce the ordinance by way of issuing parking tickets or towing vehicles. The commissioners
20 discussed the difficulty of ensuring citizens abide by the posted signs. They also discussed amending the
21 wordage used within the proposed ordinance, removing section “c” altogether, and amending Section J
22 of the City’s Traffic Schedule.

23
24 John Zeman moved to approve the Ordinance, amending Chapter 23, with the section no driving,
25 stopping, standing, or parking in bike lanes, as presented by City Attorney, excluding section “c”.
26 Chaundra Bishop seconded the motion. A voice vote in favor of forwarding the Ordinance, as amended,
27 to the Urbana City Council, carried unanimously.

28
29 John Zeman moved to amend Schedule J of the City of Urbana Traffic Schedule to have no parking, with
30 a tow away zone, on Green St., from Wright St. to Lincoln Ave., on both sides of the street. Richard
31 Surles seconded the motion. A voice vote in favor of forwarding Section J of the Urbana Traffic Schedule,
32 as amended, to the Urbana City Council, carried unanimously.

33
34 **6. Adjournment**

35 With no other business at hand, the meeting adjourned at 1:15 p.m.

36
37 The next Traffic Commission meeting will be held on Tuesday, February 7, 2023, at 12:30 p.m. at the
38 Urbana Public Works Department, 706 South Glover Avenue, in the second-floor conference room.

39
40 Respectfully submitted,
41 Hillary L. Ortiz, Office Specialist



MEMORANDUM

TO: City Council
FROM: Diane Wolfe Marlin, Mayor and Local Liquor Control Commissioner
Kate Levy, Deputy Local Liquor Control Commissioner
DATE: August 7, 2023
RE: **Modifying the Number of Class R&T-1 Liquor Licenses for Encanto Restaurant & Bar, LLC d/b/a Encanto Restaurant & Bar, 115 West Main Street, Urbana, IL**

Encanto Restaurant & Bar, LLC has applied for a Class R&T-1 (Restaurant & Tavern) liquor license for the establishment located at 115 West Main Street in Urbana.

As of July 1, at the end of the fiscal year license renewal period, the total number of renewed Class R&T licenses decreased by two (from 15 to 13). However, the license classification chart in the attached ordinance shows a decrease of only one Class R&T-1 liquor license due to the addition of Encanto Restaurant & Bar, LLC.

Additionally, there has been a reduction in the number of Class P (Package) liquor licenses in the classification chart due to one non-renewal in that category.

A full listing of all current license holders is included with this packet.

ORDINANCE NO. _____

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER THREE, SECTION
3-43

(Modifying the number of Class R&T-1 liquor licenses for Encanto Restaurant & Bar, LLC
d/b/a Encanto Restaurant & Bar, 115 West Main Street, Urbana, IL)

WHEREAS, the City Council heretofore has adopted Urbana City Code Section 3-43 to establish limits on the number of liquor licenses issued in the City in this Class R&T-1 designation; and

WHEREAS, the City Council finds that the best interests of the City are served by modifying the number of Class R&T-1 liquor licenses for **Encanto Restaurant & Bar, LLC d/b/a Encanto Restaurant & Bar, 115 West Main Street, Urbana, IL.**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1.

Urbana City Code Chapter 3, "Alcoholic Liquors," Article III, "Retail License," Section 3-43, "Limitations on number issued," subsection 3-43(a), is hereby amended and as amended shall read as follows:

Sec. 3-43. - Limitations on number issued.

(a) The maximum number of liquor licenses authorized for the license classifications set forth below is as follows:

Classification	Number authorized
A	7
BYOB-R	0
CA	1
CS	0
FM	0
GC	1
GH	9
H	2
MB-1	0
MB-2	2
N	1
P	26 25
PB	0

R&T-1	15 14
R&T-2	11
TH	0
URO	0

Section 2.

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 3.

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this ____ day of _____, ____.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, ____.

Diane Wolfe Marlin, Mayor

#	License Holder	Class	Address
1	American Legion	A	107 N Broadway Ave
2	Bangkok Thai	R&T - 2	1104 N Cunningham Ave
3	BAPU2 LLC (Illini Convenience)	P	808 E Main St
4	Emma's Eatery	GH	114 N Vine St, Ste O
5	Bunny's Tavern	R&T - 1	119 W Water St
6	Casa Del Mar	R&T - 1	2870 S Philo Rd
7	Clark-Lindsey Village, Inc.	N	101 W Windsor Rd
8	Toro Loco, Inc.	R&T - 1	1601 N Cunningham Ave
9	Freedom Oil Company #38	P	1812 N Cunningham Ave
10	Quick Shop 66	P	1511 E Washington St
11	Lucky Luke's	GH	1504 N Cunningham Ave
12	Circle K #4700159	P	1809 N Cunningham Ave
13	Circle K #4701234	P	1501 N Lincoln Ave
14	Circle K #4701301	P	2011 N Lincoln Ave
15	Circle K #4701413	P	507 W University Ave
16	Circle K #4701434	P	810 W Green St
17	Masijta Grill	R&T - 2	202 N Race St, Ste A
18	Meijer Store #247	P	2500 S Philo Rd
19	Meijer Gas Station #247	P	2602 S Philo Rd
20	Po' Boys	R&T - 1	202 E University Ave, Ste C-D
21	Walmart #5403	P	100 S High Cross Rd
22	BAPU3 LLC (Vine St Mart)	P	508 S Vine St

*Encanto Restaurant & Bar is not listed

Updated 8/1/2023

23	Casey's #3234	P	2100 E University Ave
24	Common Ground Food Co-op	P	300 S Broadway Ave, Ste 166
25	Rosati's Pizza	R&T - 2	701 S Gregory St Unit H
26	Lindy Lu's Place	GH	202 W University Ave
27	Bspirits	P	306 W Main St
28	Schnucks Urbana	P	200 N Vine St
29	Silvercreek	R&T - 1	402 N Race St
30	Dotty's	GH	1901 S Philo Rd
31	Siam Terrace	R&T - 2	212 W Main St
32	Ruby's IV	GH	501 N Cunningham Ave, Ste 1
33	Hickory River Smokehouse	R&T - 1	1706 N Cunningham Ave
34	Lacey's Place	GH	201 E University Ave, Ste C
35	Huaraches Moroleon	R&T - 1	805 S Philo Rd
36	Riggs Beer Company	MB - 2	1901 S High Cross Rd
37	Black Fox	P	602 N Cunningham Ave
38	Analog Urbana	A	129 N Race St
39	Hendrick House	CA	801 W Killarney St
40	Hot Spot	GH	1809 S Philo Rd, Ste D
41	Silver Bullet Bar	A	1401 E Washington St
42	Monical's Pizza	R&T - 2	2720 S Philo Rd
43	Murphy Oil USA #7275	P	110 S High Cross Rd
44	Urbana Mini Mart	P	1701 S Philo Rd
45	Cafeteria & Company	R&T - 2	204 W Main St
46	Timpone's Ristorante	R&T - 1	710 S Goodwin Ave

*Encanto Restaurant & Bar is not listed

Updated 8/1/2023

47	Broadway Food Hall	R&T - 2	401 N Broadway Ave
48	VIDHI 3 LLC	H	1001 Killarney St
49	Sakura Japanese Cuisine	R&T - 1	132 W Main St
50	VFW	A	1303 E Main St
51	Cracker Barrel Old Country Store #129	R&T - 2	2101 N Kenyon Rd
52	Courier Café	R&T - 2	111 N Race St
53	Canopy Club	A	708-710 S Goodman Ave
54	GOPUFF	P	105 E University Ave, Ste 102
55	The Rose Bowl Tavern	A	106 N Race St
56	Philo South Mart Inc	P	1821 S Philo Rd
57	Flamingo Slots	GH	1720 Philo Rd, Ste B
58	Lucky's Lounge	GH	2002 N Lincoln Ave
59	Gallery	A	119 W Main St
60	Tres Nopales	R&T - 1	114 S Race St
61	Urbana Gardens Family Restaurant	R&T - 2	810 Killarney St
62	Walgreens #11368 (Philo Rd)	P	1801 S Philo Rd
63	Walgreens #09852 (University Ave)	P	302 E University Ave
64	A Plus VIP Lounge	R&T - 1	214 W Main St
65	La Mixteca	R&T - 1	510 N Cunningham Ave, Ste 3-4
66	The Bread Company LLC	R&T - 2	706 S Goodwin Ave
67	Aldi Inc #91	P	3102 W University Ave
68	CVS Pharmacy #8667	P	1818 S Philo Rd
69	Homegrown	GC	2600 S Stone Creek Blvd
70	25 O'Clock Brewing Company, LLC	MB - 2	208 W Griggs St, Ste 101

*Encanto Restaurant & Bar is not listed

Updated 8/1/2023

71	Eastland Suites	H	1907 N Cunningham Ave
72	Boomerang's Bar and Grill	R&T - 1	1309 E Washington St

MEMORANDUM

TO: Urbana City Council
FROM: Mayor Diane Wolfe Marlin
DATE: August 14, 2023
RE: Board and Commission Appointments

I am pleased to submit the following Appointment for your approval:

The Urbana Free Library Board of Trustees – term ending June 30, 2024

- **Glen Layne-Worthy**

Glen is a 3-year resident of Urbana and currently holds the position of Associate Director for Research Support Services at the HathiTrust Research Center, located in the School of Information Sciences at the University of Illinois Urbana-Champaign. In his role, he is responsible for managing the daily activities of a nationwide consortium comprising academic and research digital libraries. He also supervises various development initiatives and fosters collaboration with fellow experts in the realms of digital libraries and digital humanities.

I have spent my career working in and with some of the country's greatest research libraries ... And although my professional focus for most of that time has been digital libraries, I have likewise always been an avid reader and collector of print and archival physical collections. Despite the occasionally popular notion that the days of books and libraries are past, I count myself among those who strongly believe otherwise, backed up by both evidence and ethics.

The Urbana Free Library is a true gem and essential resource for our community. It would be an honor for me to serve on its Board as an advocate.