
DATE: Monday, August 25, 2025
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
 - 1. 07-28-2025 City Council Meeting Minutes
 - 2. 08-04-2025 Committee of the Whole Meeting Minutes
- C. Additions to the Agenda
- D. Presentations and Public Input
 - 1. [The Urbana Free Library FY25 Annual Report per 75 ILCS 5/4-10](#)
 - 2. Urbana Night Market – CD
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. **Committee of the Whole** (*Council Member Grace Wilken, Ward 6*)
 - 1. Consent Agenda
 - 2. Regular Agenda
 - a. **Ordinance No. 2025-08-024:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #1 – Omnibus) – HRF
- H. Reports of Officers
- I. Mayoral Appointments
 - 1. ***Civilian Police Review Board***
– Renae Nicholson (term ending June 30, 2028)
- J. Closed Session per ILCS 120/2(c)(2) – Collective Bargaining Negotiations
- K. Adjournment

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://www.urbanail.gov/executive-department/page/urbana-public-television>.

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@urbanail.gov. 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@urbanil.gov

Date: August 12, 2025

To: The Urbana City Council

From: Erica Bellina, 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:



Erica Bellina, Secretary

The Urbana Free Library Board of Trustees

Date: July 8, 2025

To: The Urbana Free Library Board of Trustees

From: Rachel Fuller, Interim Director

Re: The DRAFT 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:**

Interim Executive Director Rachel Fuller incorporated the Library's budget into the financial system shared with the City of Urbana. She presented TUFL's FY26 budget at the June 9, 2025, City Council meeting. On June 23, 2025, the City Council passed Ordinance No. 2025-06-019 approving the fiscal year 2025-2026 annual budget.

In addition, the City has passed financial policies, which include the following regarding the Library:

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. ([Resolution 2016-06-033](#), page 2)

The Library will coordinate with the City's HR & Finance Director/CFO as the City works through its levy request process.

- **Statement as to the Amount of Accumulations and the Reasons Therefor:** These are some assigned funds in the Library's fund balances (pre-audit).
 - \$64,243 in the Special Reserve Fund.
 - \$59,034 for RHS health savings plan separation payout.
 - The Library has \$118,818 in vacation 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 about FY25:

Library Resources & Facilities:

- The Library contracted with Davis-Houk to replace the aging East Air Handler unit. Engineering firm IMEG managed the bid process and the construction process. The installation was completed in April 2025.
- The Library contracted with Country Arbors Nursery to create and install a simplified, low-maintenance landscape plan for the Library's perimeter areas. The work was completed in September 2024, and the Facilities staff added landscape lighting to enhance the aesthetics of the planting areas.
- Engberg Anderson was contracted to redesign the Welcome Desk area and Megan's room in the Children's department. A team of staff members from all departments worked in collaboration with the architectural firm to put together plans for the remodeling project. The Library Board was given a presentation of the project and voted to move forward. Barber and DeAtley was selected as the general contractor through a competitive bid process overseen by Engberg Anderson, and work is scheduled to begin in August 2025.
- The Artist of the Corridor exhibit moved to a larger space in one of the front reading rooms. This change allows for larger exhibits and hosting opening exhibit events and artist workshops in the same space.
- The Library replaced the aging and outdated landline telephone system with a Voice over Internet Protocol (VoIP) phone system during FY25.
- We have updated the Library's full Disaster Plan and the shorter Emergency & Disaster Quick Guide. Both documents are available in hard copy in every department and electronically on all staff desktops for easy access in an emergency. Full copies of the Disaster Plan are also stored offsite with key Library staff, the Urbana Police Department, the Urbana Fire Department, and the Illinois State Library.
- The Library created a specialized New Browsing Area across from the Welcome Desk. The New Browsing Area showcases all of the new and unique material, as well as the Hold shelf. The New Browsing Area is in an area of the building that receives the majority of foot traffic, making this section highly browsable and visible. Additionally, highlighting the material in this area has increased circulation of Board Games, Video Games, Local Music, and new Fiction and Non-Fiction.
- The Library added two new collections to the Children's department: Launchpads and Story Orchestra books. Launchpads are tablets that are preloaded with educational apps for children and require no internet access. Story Orchestra books are interactive picture books that play classical music. They are designed to enhance the reading experience and gently introduce children to classical music. Both collections are circulating well.
- The Champaign County Historical Archives continued processing the [News-Gazette Archives Collection](#). Staff and volunteers finished indexing all 346 boxes of clippings files in the collection. Searchable inventory PDF documents now total over 1,200 pages.
- Additionally, the Archives accepted nearly 70 separate acquisitions during the fiscal year and made more than 7,000 additions to the Local History Online (LHO) catalog. Of the thousands of materials added to LHO this year, examples of newly accessible materials include local Daughters of the American Revolution chapter records, an Illinois Central Railroad scrapbook from the 1920s, an addition to attorney Jack Waaler's records, photographs from Gliessman Studio, a daybook kept by day laborer Rory Gilmir to track his employers and income from 1888 to 1939, and a collection of blueprints from local architecture firm Berger-Kelley and Associates donated by local historical preservationist Alice Novak. The Archives also received various digital materials, including a collection titled "[Queer Nightlife in Champaign-Urbana, IL: 1973 – 2000.](#)"

- With the help of volunteers, Archives staff recently finished digitizing and transcribing two journals written by early Urbana resident, Joseph Oscar (J.O.) Cunningham. Cunningham was an active community member during the mid-to-late 1800s and into the early 1900s. Cunningham also wrote the 1905 book titled *History of Champaign County*. The journals were donated to the Archives in 2014 by Cunningham Children’s Home after they were rediscovered at a home in Kerrville, Texas. The transcriptions of these two journals are now viewable to anyone through the Local History Online catalog.
- The *TUFL Times: Home Edition* was developed this year and is delivered to Home Delivery patrons. This new in-print newsletter is produced quarterly and includes tips on requesting Library items, book reviews, senior resources, a word search, and more.
- Library displays impact the circulation of Library materials, with the most popular display being our Staff Picks. There are over 1,000 Staff Picks titles, and at any given time this year 53% to 70% of them are checked out. Pulling these gems out of the stacks and onto a display helps the items circulate.
- The Library hired an additional full-time Library Assistant 2 for Safety in June. This provides safety coverage for all hours the Library is open.

Programs & Exhibits:

- The Library celebrated its 150th Anniversary all year long with a reading challenge, monthly programs, and a library super user challenge. Over 1,500 community members registered for the reading challenge and read over 11,000 books. Over 1,200 people also signed up for the Library Super User Challenge. Anniversary program topics included a presentation about architect Joseph Royer, a community art piece about the meaning of the Library, a time travel-themed escape room, and a “Librarian for a Day” program for children. Overall, not counting the birthday party, which happened in the previous fiscal year, over 500 community members participated in 150th Anniversary programs.
- Including Archives programs, the Library held over 600 programs this fiscal year with a cumulative attendance of over 20,000 community members. Notable programs include those listed below.
 - This year’s Fairy Tale Ball had over 1,650 attendees. The Library worked with three different University partners to create activities and decor for the event. Undergraduate theatre students designed and built sets to decorate, transforming the Library for the ball. An RST class created two popular activities for children and their families. Students in the Informatics 418 class created a quest line for children, complete with a storyline about summoning heroes to defeat a dragon. Ballet dancers from Dance Theatre of Illinois performed solos and taught dance steps, and a book fortune teller matched people with titles. In addition to these events, there were the ball favorites like dancing with the English Country Dancers.
 - This year’s Archives Bazaar, which focused on local railroad history and featured a model railroad courtesy of the Illini Railroad Club. Altogether, twelve organizations participated and brought materials about local railroads for nearly 90 attendees to enjoy. This year also featured a presentation by historian, writer, and community organizer Mike Matejka on the impact of railroads on American society and culture.
 - At the Friendships Bracelets/Braceletes de Amistad program, 21 community members used instructions in English and Spanish to make different types of friendship bracelets. The types varied in difficulty to accommodate different ages and experience levels. Attendees ranged in age from preschoolers to middle schoolers, with several adults participating alongside their children. Many participants took materials home to work on more bracelet projects or share the experience with a friend.

- February's UFLive! Concert featured Afro D and the Global Soundwaters and was attended by 97 community members. In addition to the well-received concert, staff member Carol Inskeep read an Archives blog post highlighting local African American author and librarian Dr. Miriam Fuller. Dr. Fuller served as the Leal School librarian from 1967-1971, where she worked to expand representation in the library's collection and vigorously promoted the joy of reading to Leal School's students and staff.
- The Library's Bluey-themed program was popular with families. The program's different activity stations – games, coloring, mazes, and crafts – made it easy for children of different ages and interests to find an activity they loved. Many of the almost 300 participants came dressed as Bluey characters or wore Bluey-themed clothes, and several people mentioned visiting the Library for the first time due to this program.
- At a program funded by The Urbana Free Library Foundation and supported by the U of I Native American House, Lipan Apache young adult fantasy writer Darcie Little Badger visited the Library to discuss her novels and sign copies of her books. Darcie is a dynamic speaker who thoughtfully discussed themes of family, loss, and hope in her books. At the program, she also discussed how she uses different storytelling structures to create a sense of family history for her characters and why humanity should never lose hope. The audience of 35 community members was engaged and familiar with her work, asking compelling questions after her interview. The room was full, and the independent and local bookstore The Literary sold out of copies of all of her works. Attendees mentioned that her works are part of their dissertations and classes on campus, and others brought copies of all her books to be signed.
- In March, 170+ community members enjoyed five members of the CU Symphony Orchestra and a library staff member reading the story *Interrupting Chicken* by David Ezra Stein, followed by a performance and instrument showcase.
- The Library hosted three events for this year's Welcoming Week and participated in two outreach events. To start, the Library worked with the Mortensen Center for International Libraries and Illinois International: Office of Global Relations to hold Meet Your Neighbors: A Human Library, where community members could meet and talk with other area residents with origins in different countries. There were participants from Argentina, Kazakhstan, South Korea, and more. The next event was a family-friendly celebration for Welcoming Week featuring a "cake walk" run by the Immigration Project and tabled by multiple service groups like Project READ and the New American Welcome Center. The final event for Welcoming Week was the award presentation for the 11th Annual Immigrant Welcome Awards, which seeks to recognize the contributions of individuals and organizations to create a welcoming atmosphere for immigrants. The Library has enjoyed hosting the awards for multiple years, and this year the Library was honored to receive the Community Impact Award. Carol Inskeep accepted the award on behalf of the Library and in recognition of her work and the work of all staff members to ensure all community members, especially those who are new to our community, are welcome at the Library. Altogether, nearly 275 people came to Library Welcoming Week events.
- Archives staff coordinated 42 programs this past year. Programs included a mix of events scheduled independently by Archives staff and several coordinated in collaboration with the Champaign County Genealogical Society. Archives has continued hosting monthly programs and has expanded the frequency and scope of in-person events. Notable programs included a day-long cemetery restoration workshop, four genealogy research workshops held with the Spurlock Museum in preparation for their three-day Book of Life event, and hosting students from Heritage High School to complete staff-guided research for a local history podcast project.
- Archives staff curated three physical and digital exhibits. Exhibits featured materials and stories related to resilient buildings still standing after experiencing devastating fires, in-depth profiles on buildings and

residents present in Alexander Bowman's 1863 Champaign County map, and legacies of quilting in Champaign County.

- The Library was featured in the news several times for its exciting programs and events. Here are a few highlights:
 - June 17, 2024 – wcia.com - Urbana Free Library turns 150 years old
<https://www.wcia.com/news/champaign-county/urbana-free-library-turns-150-years-old/>
 - June 20, 2024 – smilepolitely.com - Ja Nelle Davenport-Pleasure journeys through poetry at Urbana Free Library <https://www.smilepolitely.com/splog/ja-nelle-davenport-pleasurejourneys-through-poetry-at-urbana-free-library/>
 - July 31, 2024, WCIA.com - Urbana Free Library allowing musicians to check out instruments
<https://www.wcia.com/news/champaign-county/urbana-free-library-allowing-musicians-tocheck-out-instruments/>
 - August 9, 2024, Ipmnewsroom.org - What's Your Story? Urbana Free Library seeks visual artists for new program starting this fall <https://ipmnewsroom.org/whats-your-story-urbana-free-library-seeks-visual-artists-for-new-program-starting-this-fall/>
 - August 30, 2024, News-gazette.com – C-U Immigration Forum awards | Six to be honored for welcoming ways https://www.news-gazette.com/news/c-u-immigration-forum-awards-six-to-be-honored-for-welcoming-ways/article_5d23c952-6648-11ef-9b61-47531170373a.html
 - September 3, 2024, smilepolitely.com - Meet Your Neighbor, a Human Library event, is September 14th <https://www.smilepolitely.com/splog/meet-your-neighbor-a-human-libraryevent-is-september-14th/>
 - September 20, 2024, news-gazette.com - In Urbana, you're welcome
https://www.newsgazette.com/newsletter/content/daily_headlines/jill-pyrz-in-urbana-yourewelcome/article_c68d4736-76d5-11ef-a6db-0f3244140313.html
 - September 20, 2024, will.illinois.edu - 11th annual Immigrant Welcome Awards celebrates the work of community members in Champaign County
<https://will.illinois.edu/studentnewsroom/story/11th-annual-immigrant-welcomeawards-celebrates-the-work-of-community-members-in-champaign-county>
 - November 14, 2024 – chambanamoms.com - 25 Things to Do During Thanksgiving Break in Champaign-Urbana <https://www.chambanamoms.com/2024/11/13/thanksgiving-break-things-to-do/>
 - December 10, 2024, wcia.com - Urbana Free Library has Events All Month Long
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/urbana-free-library-has-events-allmonth-long/>
 - December 14, 2024, news-gazette.com - Inside Out | The people who made 150 years possible: Nelle Carpenter https://www.news-gazette.com/news/local/history/inside-out-the-peoplewho-made-150-years-possible-nelle-carpenter/article_09f0e95a-b908-11ef-b88ca3e062dbed85.html
 - January 1, 2025 – morty.app - Lost in Time - 150th Anniversary Escape Room
<https://morty.app/attraction/55222/lost-in-time-150th-anniversary-escape-room>
 - January 24, 2025 – wcia.com - What's Your Story? at the Urbana Free Library
<https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/whats-your-story-at-the-urbana-free-library/>
 - January 27, 2025 – dailyillini.com - Urbana Free Library hosts adult spelling bee
https://dailyillini.com/life_and_culture-stories/2025/01/27/urbana-free-library-adult-spellingbee/
 - February 2, 2025, wcia.com - Conversation Cafe in Urbana unites people of all ages to learn a new language <https://www.wcia.com/news/champaign-county/conversation-cafe-in-urbanaunites-people-of-all-ages-to-learn-a-new-language/>

- February 23, 2025, wcia.com - Urbana library helps residents grow gardens with 'Seed Exchange Program' <https://www.wcia.com/news/champaign-county/urbana-library-helps-residents-growgardens-with-seed-exchange-program/>
- February 24, 2025, wcia.com - Dive into some new romance books! <https://www.wcia.com/ciliving-tv/dive-into-some-new-romance-books/>
- March 11, 2025 - futurimedia.com - WDWS Morning Show Pat Cain Interview <https://post.futurimedia.com/wdwsam/playlist/listen-5197.html>
- March 27, 2025 - smilepolitely.com - Read + Ride with MTD During National Library Week <https://www.smilepolitely.com/splog/read-ride-with-mtd-during-national-library-week/>
- • April 12, 2025 – wcia.com -Urbana Free Library holds 17th Annual Fair Tale Ball <https://www.wcia.com/ciliving-tv/ciliving-stories/ciliving/fairy-tale-ball-at-the-urbana-free-library-2025-ciliving/>
- April 23, 2025 – news-gazette.com – C-U native headed home as Urbana Free Library’s new director https://www.news-gazette.com/arts-entertainment/c-u-native-headed-home-as-new-library-director/article_228dd3cb-e6a3-4f81-b860-2738187bbfa0.html
- April 25, 2025 – youtube.com - ILA Marketing Forum 2025 Mini-Conference Virtual Session <https://www.youtube.com/watch?v=Yb86RPX5pxE>
- May 14, 2025 – mediaspace.illinois.edu - Preservation for 'Hidden Spaces': Working with LGBTQ+ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife https://mediaspace.illinois.edu/media/t/1_985zclf1
- May 20, 2025, wcia.com – Giant Desk Concert <https://www.wcia.com/ciliving-tv/cilivingstories/ciliving/giant-desk-concert/>

Grants & Partners:

- In conversations with local groups serving immigrant and refugee community members, many mentioned a need for space where people can practice their language skills in a welcoming and supportive environment. To help meet this need, the Library partnered with the Urbana School District’s Multilingual Department to create a monthly Conversation Café for language learners of all ages.
- To reach more families and youth, Library staff participated in the after-school program SPLASH at the Urbana Middle School. Library staff hosted a weekly art club featuring a different activity each week.
- The Library started a new partnership with the U of I School of Music to offer children’s classical music concerts. These events have been well attended and featured different instruments and pieces. For instance, March’s concert was on International Women’s Day, and the three undergraduate and graduate saxophone quartets chose to perform music written by female composers.
- The Library completed an Artist-in-Residence program funded in part by an Urbana Arts and Culture Grant. The grant funded three different artists to complete four workshops, each focusing on different age groups. Altogether, over 200 community members came to the 12 workshops. The artists’ works were also featured in a special Artist of the Corridor exhibit with an opening reception, where community members could meet them. The three artists were Curtis Chung (October - December), Nika Lucks (January - March), and Hua Nian (April-May).
- Beginning this year, Street College, a group that brings STEAM activities to youths, started coming to Teen Open Lab on Wednesdays and teaching teens how to record music. Though the partnership between Street College and the Library is new, it has developed a small but dedicated group of teen music enthusiasts. In fact, a group of teens who have been working with Street College at Teen Open Lab performed some of their work at the Independent Media Center’s 2025 Visual & Performing Arts Youth Showcase.

- In addition to serving as a polling place in November on election day, the Library was the destination for “Walk to the Polls,” an organized community walk from Urbana High School to raise awareness about voting and encourage civic engagement. The walking group included UHS students and staff (including the band's drumline), members of nonpartisan organizations, Urbana Park District staff, the Mayor’s office, and Urbana residents, including both of Urbana's mayoral candidates. At the Consolidated Primary Election, election workers shared that the Library was the most popular Urbana polling location during this election, with over 25% of overall votes cast from the Library.
- The Library participated in larger community celebrations for this year’s Lunar New Year. At Craft Happy Hour, community members made crafts inspired by the new year. Later, the Library hosted PostMark Lunar New Year events for all ages, which included multiple music performances, crafts for kids, and a snack tasting. Altogether, almost 100 community members attended Lunar New Year events at the Library.
- 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 with a \$5,000 stipend and a full fee waiver each semester.
- The Archives supports the processing of local history collections and the education of future library professionals by hosting practicum students from The School of Information Sciences | The iSchool at Illinois and other regional library science programs. This year, the Archives hosted nine practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, developed a digital historical walking tour of sites in downtown Urbana, and provided information services related to local history and genealogy.
- Sara Bennett, archives librarian, completed the [Digital POWRR Peer Assessment Program](#), a project funded by a national Institute for Museum and Library Services grant. This was a yearlong training program for librarians and archivists at under-resourced organizations to learn digital preservation best practices and created a community of practice. In addition to Sara receiving a stipend, the Library received an \$870 award that was used to help further our digital preservation activities.
- Cunningham Township used The Urbana Free Library’s 2nd-floor computer lab as a location for their Digital Inclusion Help Desk pilot program in August. Township Peer Leaders were on site at the Library for three weeks in August to help Township Clients navigate applying for assistance. The pilot partnership was so successful that starting in March Cunningham Township turned it into a regular service on Tuesdays 12-4p and Thursdays 9a-1p.

Professional Development and Contributions:

- Dawn Cassady continues to participate as a member of HR Source Advisory Council and Rachel Fuller continues to serve as a member of the Illinois Library Association’s Executive Board.
- Lauren Chambers, Gretchen Webb, and Rachel Fuller attended the Illinois Library Association conference in Peoria. Lauren participated in a panel and spoke about the Library’s efforts to reach immigrant and refugee community members. Rachel participated in one workshop and one feedback session, both of which related to updating *Serving Our Public 4.0: Standards for Illinois Public Libraries*.
- Rachel Vellenga delivered a presentation about passive and drop-in programs to a packed room at the Illinois Youth Services Institute conference. Since both types of programming require unique preparation and organizational strategies, Rachel highlighted the Library’s Bluey on November Two-ey and Library Circus programs as well as the passive Flash Fun Center, all of which Rachel designed.

- Lauren Chambers joined a group that is planning a one-day data-focused pre-conference for the ILA conference in October 2025. The pre-conference, titled Libraries Count, will introduce library staff to concrete ways data can be used to further their library's mission, whether that's by interpreting data to answer questions or using it to tell stories about the library's success and needs.
- Pat Cain now serves as a member of the Abraham Lincoln National Heritage Area Steering Council and institutional representative for the Lincoln Legacy Committee of Champaign County.
- Sara Bennett is Co-President of the Champaign County Museums Network, a group of local museums, archives, nature centers, and similar organizations that collaborate to raise awareness of Champaign County museums' rich offerings and services.
- On February 17, while the Library was closed to the public, staff participated in our annual "Staff Day," a dedicated professional development and learning time. This year, a planning committee of nearly every department's staff organized a day filled with informative sessions and engaging activities. The day included department updates, sessions highlighting lesser-known Library services, a presentation from Carle EAP Services, and an afternoon of collaborative learning with a wellness focus at Anita Purves Nature Center. Employees appreciated the opportunity to connect with colleagues, the high energy of the day, and the chance to learn from one another. One staff member even shared, "I thought it was the best Staff Day I have attended in my ten years here."
- Adam Beaty, former Archives Apprentice, and Pat Cain, Archives Manager, presented a webinar hosted by the iSchool at the University of Illinois. Titled "Preservation for 'Hidden Spaces': Working with LGBTQ+ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife," Adam detailed his experiences as an MSLIS student leading two archival projects focused on LGBTQ materials: a digital collection named "Queer Nightlife in ChampaignUrbana, IL: 1973-2000" that was recently transferred to the Archives, and a digital exhibit named "LGBTQ Spaces in Champaign County," a project Adam completed while working as Archives Apprentice in the Spring of 2024. Pat provided insight about supporting student projects in community archives. More than 140 virtual participants tuned in live to the webinar and the recording is also available online.

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.	
1.4c Was this an official name change?	
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.	
1.5c Was this a physical location change?	
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	Rachel Fuller
1.15 Title	Interim Director
1.16 Library Director's E-mail	rfuller@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:

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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]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [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	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	IHLS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

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

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

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the 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 IPLAR@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
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [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.	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?

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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
URBANA FREE LIB.	3,509	52	234,218

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]	07/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Rose Barnes
3.5 Telephone Number of Person Preparing Report	217-367-4058
3.6 FAX Number	217-367-4061
3.7 E-Mail Address	rbarnes@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
4.1b How many referenda was your library involved in?	

Referendum 1

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

Referendum 2

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

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Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

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

First Member

5.5 Name	Dan Urban
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2027
5.8 Telephone Number	217-766-8934
5.9 E-mail Address	danielurban@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	bethscheid@urbanafree.org
5.10 Home Address	2502 Brookens Circle
5.11 City	Urbana
5.12 State	IL

5.13 Zip Code

61801

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Third member

5.5 Name	Erica Bellina
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	06/2027
5.8 Telephone Number	312-342-6614
5.9 E-mail Address	ericabellina@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	Julia Pollack
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2028
5.8 Telephone Number	847-602-2031
5.9 E-mail Address	juliapollack@urbanafree.org
5.10 Home Address	407 Sunnycrest Ct
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Fifth member

5.5 Name	Shirese Hursey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	217-721-4176
5.9 E-mail Address	shiresehursey@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	Deb Newell
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	217-714-0872
5.9 E-mail Address	debnewell@urbanafree.org
5.10 Home Address	2908 Haydon Dr
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	lizsands@urbanafree.org
5.10 Home Address	212 W High Street Apt. 1

5.11 City	Urbana	Item D1.
5.12 State	IL	
5.13 Zip Code	61801	

Eighth member

5.5 Name	Glen Layne-Worthey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2027
5.8 Telephone Number	650-213-6759
5.9 E-mail Address	glenlworthey@urbanafree.org
5.10 Home Address	706 S. Coler Ave., Apt. 4
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Ninth member

5.5 Name	Darius White
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	217-454-0002
5.9 E-mail Address	dariuswhite@urbanafree.org
5.10 Home Address	1407 S. Smith Road
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Total Number of Meeting Rooms	2
6.2 Total number of times meeting room(s) used by the public during the fiscal year	460
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	1,951

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					2	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	\$550,000	2	\$19,000
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	1	\$700,000	1	\$20,000
Heating/ventilation/air conditioning	1	\$500,000	1	\$20,000
Electrical systems other than alarms	1	\$48,000	2	\$24,000

Plumbing systems	0	\$0	0	\$0	Item D1.
Egress systems (doors, stairs, etc.)	1	\$15,000	0	\$0	
Fire protection (detectors, alarms, etc.)	1	\$40,000	1	\$15,000	
Asbestos abatement	0	\$0	0	\$0	
Security measures	1	\$20,000	2	\$20,000	
Energy conservation	1	\$20,000	0	\$0	
Repair of sidewalks, curbing, parking areas	0	\$0	2	\$75,000	
Accessibility measures	0	\$0	0	\$0	
Technology upgrading	1	\$120,000	0	\$0	
New building construction (construction of a new facility)	0	\$0	0	\$0	
Building additions (adding square feet to existing facility)	1	\$889,600	1	\$50,000	

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

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$149,800
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.

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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.

\$64,243 in the Special Reserve Fund. \$59,034 for RHS health savings plan separation payout. The Library has \$118,818 in vacation time on the books.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [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)

\$4,665,316

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.)

\$4,733,864

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 IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant

\$56,929

8.3 Equalization aid grant

\$0

8.4 Personal property replacement tax

\$132,574

8.5 Other State Government funds received

\$55,391

8.6 If Other, please specify

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$244,894
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Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

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

Other Income

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

8.13 Monetary Gifts and Donations	\$181,391
8.14 Other receipts intended to be used for operating expenditures	\$137,171
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$318,562
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]	\$5,228,772
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Safeguarding of Library Funds

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

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% 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 10% 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 10% 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	Original Treasurer's Bond.pdf 2025 Treasurer's Bond Renewal.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,400,000
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]	\$2,635,262
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$707,780
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$3,343,042

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]	\$222,771
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$176,600
10.3a Other Physical Materials Expenditures [PLS 355]	\$68,196
10.3b Please list the types of materials purchased in 10.3a	Hot spots, chromebooks, Library of Things, Educational material for kits, media
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$467,567

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]	\$1,014,887
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,825,496

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	Item D1.
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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]	\$180,854
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	16	16	37.3900051.70000	39.0000039.00000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Librarian EB	Children's Services	\$37.39	39.00
	Associate Director DC	Assistant Library Director	\$51.70	39.00
	Associate Director RF	Library Director	\$49.78	39.00
	Programming & Outreach Manager	Other Type of Librarian	\$38.15	39.00
	Patron Services Manager	Other Type of Librarian	\$38.15	39.00
	Librarian SB	Other Type of Librarian	\$34.52	39.00
	Librarian KH	Collection Development Acquisitions	\$37.40	39.00
	Librarian JS	Reference	\$35.96	39.00
	Librarian JK	Reference	\$37.40	39.00
	Librarian EY	Children's Services	\$35.96	39.00
	Librarian SB	Other Type of Librarian	\$37.39	39.00
	Collections Manager RB	Collection Development Acquisitions	\$33.57	39.00
	Librarian SS	Other Type of Librarian	\$33.08	39.00
	Librarian RV	Collection Development Acquisitions	\$37.40	20.00
	Librarian CI	Other Type of Librarian	\$37.40	20.00
	Librarian JR	Collection Development Acquisitions	\$37.40	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	14.18
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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	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	14.18

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	700.50
13.14 Minimum hourly rate actually paid	\$20.12
13.15 Maximum hourly rate actually paid	\$41.69
13.16 Total FTE Group C employees (13.13 / 40)	17.51

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	171.43
13.18 Minimum hourly rate actually paid	\$16.45
13.19 Maximum hourly rate actually paid	\$18.10
13.20 Total FTE Group D employees (13.17 / 40)	4.29

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	18.90
13.22 Minimum hourly rate actually paid	\$34.91
13.23 Maximum hourly rate actually paid	\$34.91
13.24 Total FTE Group E employees (13.21 / 40)	0.47
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	22.27
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	36.45

Librarian Vacancies

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

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

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

entered in the current row.

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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]	234,218
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

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)	94	2,729	13	1,875
Children (6-11)	121	7,995	1	2
Young Adults (12-18)	161	2,715	0	0
Adults (19 and older)	168	2,675	0	0
General Interest	67	3,692	1	57
Total	611	19,806	15	1,934

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

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	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	524	14,632
Synchronous In-Person Offsite Program Sessions	71	4,886
Synchronous Virtual Program Sessions	27	492
Total	622	20,010

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	0
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	0

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	16,480
16.2a Total Number of Unexpired Non-resident Cards	387
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?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$19,023.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	16,867
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

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.

17.1 Print Materials [PLS 450]	216,665
17.2 Current Print Serial Subscriptions	152
17.3 Total Print Materials (17.1+17.2)	216,817
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	21,688
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	27,669
17.6 Other Circulating Physical Items [PLS 462]	1,295
17.7 Total Physical Items in Collection [PLS 461]	267,317

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No

17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	No
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	No
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

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

18.1 Circulation of Adult Physical Material	415,397
18.2 Circulation of Young Adult Physical Material	14,965
18.3 Circulation of Children's Physical Material [PLS 549]	182,453
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	612,815

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

18.5 Books- Physical	347,845
18.6 Videos/DVDs- Physical	88,253
18.7 Audios (include music)- Physical	23,177
18.8 Magazines/Periodicals- Physical	4,193
18.9 Other Items- Physical [PLS 561]	19,947
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	483,415
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	54,981
18.13 e-Serial Circulation [PLS 546]	21,133
18.14 e-Audio Circulation [PLS 547]	73,329
18.15 e-Video Circulation [PLS 548]	20,496
18.16 Use of Electronic Materials [PLS 552]	169,939
18.17 Total Circulation of Materials [PLS 550]	653,354
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	65,573
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	38,255

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.

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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]	56,920
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
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AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	140
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	200Mbps
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]	27,245
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]	109,753
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

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

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.)	\$11,798
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,058.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

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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
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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?

Library Resources & Facilities: . The Library contracted with Houk to replace the aging East Air Handler unit. Engineering IMEG managed the bid process and the construction process. The installation was completed in April 2025. Grants & Partners: . In conversations with local groups serving immigrant and refugee community members, many mentioned a need for space where people can practice their language skills in a welcoming and supportive environment. To help meet this need, the Library partnered with the Urbana School District's Multilingual Department to create a monthly Conversation Caf   for language learners of all ages. . To reach more families and youth, Library staff participated in the after-school program SPLASH at the Urbana Middle School. Library staff hosted a weekly art club featuring a different activity each week. . The Library started a new partnership with the U of I School of Music to offer children's classical music concerts. These events have been well attended and featured different instruments and pieces. For instance, March's concert was on International Women's Day, and the three undergraduate and graduate saxophone quartets chose to perform music written by female composers. . The Library completed an Artist-in-Residence program funded in part by an Urbana Arts and Culture Grant. The grant funded three different artists to complete four workshops, each focusing on different age groups. Altogether, over 200 community members came to the 12 workshops. The artists' works were also featured in a special Artist of the Corridor exhibit with an opening reception, where community members could meet them. The three artists were Curtis Chung (October - December), Nika Lucks (January - March), and Hua Nian (April-May). . Beginning this year, Street College, a group that brings STEAM activities to youths, started coming to Teen Open Lab on Wednesdays and teaching teens how to record music. Though the partnership between Street College and the Library is new, it has developed a small but dedicated group of teen music enthusiasts. In fact, a group of teens who have been working with Street College at Teen Open Lab performed some of their work at the Independent Media Center's 2025 Visual & Performing Arts Youth Showcase. . In addition to serving as a polling place in November on election day, the Library was the destination for "Walk to the Polls," an organized community walk from Urbana High School to raise awareness about voting and encourage civic engagement. The walking group included UHS students and staff (including the band's drumline), members of nonpartisan organizations, Urbana Park District staff, the Mayor's office, and Urbana residents, including both of Urbana's mayoral candidates. At the Consolidated Primary Election, election workers shared that the Library was the most popular Urbana polling location during this election, with over 25% of overall votes cast from the Library. . The Library participated in larger community celebrations for this year's Lunar New Year. At Craft Happy Hour, community members made crafts inspired by the new year. Later, the Library hosted PostMark Lunar New Year events for all ages, which included multiple music performances, crafts for kids, and a snack tasting. Altogether, almost 100 community members attended Lunar New Year events at the Library. . 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 with a \$5,000 stipend and a full fee waiver each semester. . The Archives supports the processing of local history collections and the education of future library professionals by hosting practicum students from The School of Information Sciences ' The iSchool at Illinois and other regional library science programs. This year, the Archives hosted nine practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, developed a digital historical walking tour of sites in downtown Urbana, and provided information services related to local history and genealogy. . Sara Bennett, archives librarian, completed the Digital POWRR Peer Assessment Program, a project funded by a national Institute for Museum and Library Services grant. This was a yearlong training program for librarians and archivists at under-resourced organizations to learn digital preservation best practices and created a community of practice. In addition to Sara receiving a stipend, the Library received an \$87

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award that was used to help further our digital preservation activities. . Cunningham Township used The Urbana Free Library 2nd-floor computer lab as a location for their Digital Inclusion Desk pilot program in August. Township Peer Leaders were on site at the Library for three weeks in August to help Township Clients navigate applying for assistance. The pilot partnership was so successful that starting in March Cunningham Township turned it into a regular service on Tuesdays 12-4p and Thursdays 9a-1p. Professional Development and Contributions: . Dawn Cassidy continues to participate as a member of HR Source Advisory Council and Rachel Fuller continues to serve as a member of the Illinois Library Association's Executive Board. . Lauren Chambers, Gretchen Webb, and Rachel Fuller attended the Illinois Library Association conference in Peoria. Lauren participated in a panel and spoke about the Library's efforts to reach immigrant and refugee community members. Rachel participated in one workshop and one feedback session, both of which related to updating Serving Our Public 4.0: Standards for Illinois Public Libraries. . Rachel Vellenga delivered a presentation about passive and drop-in programs to a packed room at the Illinois Youth Services Institute conference. Since both types of programming require unique preparation and organizational strategies, Rachel highlighted the Library's Bluey on November Two-ey and Library Circus programs as well as the passive Flash Fun Center, all of which Rachel designed. . Lauren Chambers joined a group that is planning a one-day data-focused pre-conference for the ILA conference in October 2025. The pre-conference, titled Libraries Count, will introduce library staff to concrete ways data can be used to further their library's mission, whether that's by interpreting data to answer questions or using it to tell stories about the library's success and needs. . Pat Cain now serves as a member of the Abraham Lincoln National Heritage Area Steering Council and institutional representative for the Lincoln Legacy Committee of Champaign County. . Sara Bennett is Co-President of the Champaign County Museums Network, a group of local museums, archives, nature centers, and similar organizations that collaborate to raise awareness of Champaign County museums' rich offerings and services. . On February 17, while the Library was closed to the public, staff participated in our annual "Staff Day," a dedicated professional development and learning time. This year, a planning committee of nearly every department's staff organized a day filled with informative sessions and engaging activities. The day included department updates, sessions highlighting lesser-known Library services, a presentation from Carle EAP Services, and an afternoon of collaborative learning with a wellness focus at Anita Purves Nature Center. Employees appreciated the opportunity to connect with colleagues, the high energy of the day, and the chance to learn from one another. One staff member even shared, "I thought it was the best Staff Day I have attended in my ten years here." . Adam Beaty, former Archives Apprentice, and Pat Cain, Archives Manager, presented a webinar hosted by the iSchool at the University of Illinois. Titled "Preservation for 'Hidden Spaces': Working with LGBTQ Elders to Acquire, Process, Digitize, and Showcase Items on Queer Nightlife," Adam detailed his experiences as an MSLIS student leading two archival projects focused on LGBTQ materials: a digital collection named "Queer Nightlife in Champaign-Urbana, IL: 1973-2000" that was recently transferred to the Archives, and a digital exhibit named "LGBTQ Spaces in Champaign County," a project Adam completed while working as Archives Apprentice in the Spring of 2024. Pat provided insight about supporting student projects in community archives. More than 140 virtual participants tuned in live to the webinar and the recording is also available online. . The Library contracted with Country Arbors Nursery to create and install a simplified, low-maintenance landscape plan for the Library's perimeter areas. The work was completed in September 2024, and the Facilities staff added landscape lighting to enhance the aesthetics of the planting areas. . Engberg Anderson was contracted to redesign the Welcome Desk area and Megan's room in the Children's department. A team of staff members from all departments worked in collaboration with the architectural firm to put together plans for the remodeling project. The Library Board was given a presentation of the project and voted to move forward. Barber and DeAtley was selected as general contractor through a competitive bid process overseen by Engberg Anderson, and work is scheduled to begin in August 20

The Artist of the Corridor exhibit moved to a larger space in the front reading rooms. This change allows for larger exhibit hosting opening exhibit events and artist workshops in the space. . The Library replaced the aging and outdated landline telephone system with a Voice over Internet Protocol (VoIP) phone system during FY25. . We have updated the Library's full Disaster Plan and the shorter Emergency & Disaster Quick Guide. Both documents are available in hard copy in every department and electronically on all staff desktops for easy access in an emergency. Full copies of the Disaster Plan are also stored offsite with key Library staff, the Urbana Police Department, the Urbana Fire Department, and the Illinois State Library. . The Library created a specialized New Browsing Area across from the Welcome Desk. The New Browsing Area showcases all of the new and unique material, as well as the Hold shelf. The New Browsing Area is in an area of the building that receives the majority of foot traffic, making this section highly browsable and visible. Additionally, highlighting the material in this area has increased circulation of Board Games, Video Games, Local Music, and new Fiction and Non-Fiction. . The Library added two new collections to the Children's department: Launchpads and Story Orchestra books. Launchpads are tablets that are preloaded with educational apps for children and require no internet access. Story Orchestra books are interactive picture books that play classical music. They are designed to enhance the reading experience and gently introduce children to classical music. Both collections are circulating well. . The Champaign County Historical Archives continued processing the News-Gazette Archives Collection. Staff and volunteers finished indexing all 346 boxes of clippings files in the collection. Searchable inventory PDF documents now total over 1,200 pages. . Additionally, the Archives accepted nearly 70 separate acquisitions during the fiscal year and made more than 7,000 additions to the Local History Online (LHO) catalog. Of the thousands of materials added to LHO this year, examples of newly accessible materials include local Daughters of the American Revolution chapter records, an Illinois Central Railroad scrapbook from the 1920s, an addition to attorney Jack Waaler's records, photographs from Gliessman Studio, a daybook kept by day laborer Rory Gilmer to track his employers and income from 1888 to 1939, and a collection of blueprints from local architecture firm Berger-Kelley and Associates donated by local historical preservationist Alice Novak. The Archives also received various digital materials, including a collection titled "Queer Nightlife in Champaign-Urbana, IL: 1973 - 2000." . With the help of volunteers, Archives staff recently finished digitizing and transcribing two journals written by early Urbana resident, Joseph Oscar (J.O.) Cunningham. Cunningham was an active community member during the mid-to-late 1800s and into the early 1900s. Cunningham also wrote the 1905 book titled History of Champaign County. The journals were donated to the Archives in 2014 by Cunningham Children's Home after they were rediscovered at a home in Kerrville, Texas. The transcriptions of these two journals are now viewable to anyone through the Local History Online catalog. . The TUFL Times: Home Edition was developed this year and is delivered to Home Delivery patrons. This new in-print newsletter is produced quarterly and includes tips on requesting Library items, book reviews, senior resources, a word search, and more. . Library displays impact the circulation of Library materials, with the most popular display being our Staff Picks. There are over 1,000 Staff Picks titles, and at any given time this year 53% to 70% of them are checked out. Pulling these gems out of the stacks and onto a display helps the items circulate. . The Library hired an additional full-time Library Assistant 2 for Safety in June. This provides safety coverage for all hours the Library is open. Programs & Exhibits: . The Library celebrated its 150th Anniversary all year long with a reading challenge, monthly programs, and a library super user challenge. Over 1,500 community members registered for the reading challenge and read over 11,000 books. Over 1,200 people also signed up for the Library Super User Challenge. Anniversary program topics included a presentation about architect Joseph Royer, a community art piece about the meaning of the Library, a time travel-themed escape room, and a "Librarian for a Day" program for children. Overall, not counting the birthday party which happened in the previous fiscal year, over 500 community members participated in 150th Anniversary programs. . Including

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Archives programs, the Library held over 600 programs this year with a cumulative attendance of over 20,000 community members. Notable programs include those listed below.

- o The year's Fairy Tale Ball had over 1,650 attendees. The Library worked with three different University partners to create activities and decor for the event. Undergraduate theatre students designed and built sets to decorate, transforming the Library for the ball. An RST class created two popular activities for children and their families. Students in the Informatics 418 class created a quest line for children, complete with a storyline about summoning heroes to defeat a dragon. Ballet dancers from Dance Theatre of Illinois performed solos and taught dance steps, and a book fortune teller matched people with titles. In addition to these events, there were the ball favorites like dancing with the English Country Dancers.
- o This year's Archives Bazaar, which focused on local railroad history and featured a model railroad courtesy of the Illini Railroad Club. Altogether, twelve organizations participated and brought materials about local railroads for nearly 90 attendees to enjoy. This year also featured a presentation by historian, writer, and community organizer Mike Matejka on the impact of railroads on American society and culture.
- o At the Friendships Bracelets/Braceletes de Amistad program, 21 community members used instructions in English and Spanish to make different types of friendship bracelets. The types varied in difficulty to accommodate different ages and experience levels. Attendees ranged in age from preschoolers to middle schoolers, with several adults participating alongside their children. Many participants took materials home to work on more bracelet projects or share the experience with a friend.
- o February's UFLive! Concert featured Afro D and the Global Soundwaters and was attended by 97 community members. In addition to the well-received concert, staff member Carol Inskeep read an Archives blog post highlighting local African American author and librarian Dr. Miriam Fuller. Dr. Fuller served as the Leal School librarian from 1967-1971, where she worked to expand representation in the library's collection and vigorously promoted the joy of reading to Leal School's students and staff.
- o The Library's Bluey-themed program was popular with families. The program's different activity stations - games, coloring, mazes, and crafts - made it easy for children of different ages and interests to find an activity they loved. Many of the almost 300 participants came dressed as Bluey characters or wore Bluey-themed clothes, and several people mentioned visiting the Library for the first time due to this program.
- o At a program funded by The Urbana Free Library Foundation and supported by the U of I Native American House, Lipan Apache young adult fantasy writer Darcie Little Badger visited the Library to discuss her novels and sign copies of her books. Darcie is a dynamic speaker who thoughtfully discussed themes of family, loss, and hope in her books. At the program, she also discussed how she uses different storytelling structures to create a sense of family history for her characters and why humanity should never lose hope. The audience of 35 community members was engaged and familiar with her work, asking compelling questions after her interview. The room was full, and the independent and local bookstore The Literary sold out of copies of all of her works. Attendees mentioned that her works are part of their dissertations and classes on campus, and others brought copies of all her books to be signed.
- o In March, 170 community members enjoyed five members of the CU Symphony Orchestra and a library staff member reading the story Interrupting Chicken by David Ezra Stein, followed by a performance and instrument showcase.
- o The Library hosted three events for this year's Welcoming Week and participated in two outreach events. To start, the Library worked with the Mortensen Center for International Libraries and Illinois International: Office of Global Relations to hold Meet Your Neighbors: A Human Library, where community members could meet and talk with other area residents with origins in different countries. There were participants from Argentina, Kazakhstan, South Korea, and more. The next event was a family-friendly celebration for Welcoming Week featuring a "cake walk" run by the Immigration Project and tabled by multiple service groups like Project READ and the New American Welcome Center. The final event for Welcoming Week was the award presentation for the 11th Annual Immigrant Welcome Awards, which seeks to recognize the contributions of individuals and organizations to create a welcoming atmosphere for immigrants. The Library has

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enjoyed hosting the awards for multiple years, and this year the Library was honored to receive the Community Impact Award. Inskeep accepted the award on behalf of the Library and in recognition of her work and the work of all staff members to ensure all community members, especially those who are new to our community, are welcome at the Library. Altogether, nearly 275 people came to Library Welcoming Week events. Archives staff coordinated 42 programs this past year. Programs included a mix of events scheduled independently by Archives staff and several coordinated in collaboration with the Champaign County Genealogical Society. Archives has continued hosting monthly programs and has expanded the frequency and scope of in-person events. Notable programs included a day-long cemetery restoration workshop, four genealogy research workshops held with the Spurlock Museum in preparation for their three-day Book of Life event, and hosting students from Heritage High School to complete staff-guided research for a local history podcast project. Archives staff curated three physical and digital exhibits. Exhibits featured materials and stories related to resilient buildings still standing after experiencing devastating fires, in-depth profiles on buildings and re

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24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments
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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.	
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	Taliah Abdullah	08/11/2025
President	Daniel Urban	08/12/2025
Secretary	Erica Bellina	08/12/2025

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).



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: August 18, 2025, Committee of the Whole

Subject: An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #1 – Omnibus)

Summary

Action Requested

Forward the budget amendment authorizing these adjustments for approval at the August 25, 2025, City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

This ordinance seeks Council approval to amend the FY2026 Annual Budget. Proposed adjustments include rebudgets across multiple accounts, a correction to Fire Station bond payments, funding for a fire truck engine replacement, allocation of ARPA funds, appropriation of newly awarded grants, and other routine housekeeping items.

Relationship to City Services and Priorities

Impact on Core Services

The requested items are intended to enable City staff to better serve Urbana residents.

Strategic Goals & Plans

The proposed changes align with the Mayor and Council 2024-2025 Goals, specifically **Strategic Area #1: Public Safety & Well-Being** **Strategic Area #2: Housing** and **Strategic Area #3: Infrastructure**.

Previous Council Actions

The City Council approved [FY2026 Annual Budget](#) on June 25, 2025.

Discussion

Additional Background Information

General Fund (100):

Hotel Royer Development Incentive – Interfund Loan: On June 2, 2025, City Council approved the interfund loan from the General Fund to the Central TIF Fund to provide interim funding for the Hotel Royer development incentive, pending the City's bond issuance ([Ordinance No. 2025-05-017](#)).

This amendment accounts for approximately eight months of interest income (\$133,500) to be received from the Central TIF Fund, based on the anticipated timeline for issuing bonds.

Patrol Training: This amendment adds \$32,708 reimbursable training funds for Patrol officers. The training costs will be fully reimbursed by the Illinois Law Enforcement Training and Standards Board (ILETSB).

Grants: This amendment reflects the appropriation of newly awarded grant funds in the budget:

- \$16,030 from the Edward Byrne Memorial Justice Assistance Grant (JAG) for the Police Department ([Resolution No. 2025-02-015R](#))
- \$8,400 from the Illinois Department of Natural Resources (IDNR) Certified Local Government Grant for Historic Preservation Website ([Resolution No. 2025-07-060R](#))

Rebudgets:

- Public Works - Tree Donation Funds: \$33,318 in unspent tree donation funds from FY2025 will be rebudgeted to FY2026 to support tree orders.
- Community Development:
 - Housing Study: \$50,000 in funding for the Housing Study will be rebudgeted to FY2026.
 - Software Implementation: Due to a delay in OpenGov software implementation, the City will need to extend its CitizenServe license for another year. To cover the cost, \$19,500 in unspent technology services funds from FY2025 will be rebudgeted to FY2026.
 - Social Services Funding: Unspent social services funds (\$437,112) from FY2025 will be rebudgeted to FY2026 to continue supporting approved programs and services.

Technical Error: Due to a minor technical error, one account in the Community Development budget was entered incorrectly. This amendment corrects the error and increases the budget in account 10050510-52102 (Technology Services) by \$4,509.

Capital Improvement & Replacement Fund (200): This amendment moves the Public Works Facility Improvements project to a new project to improve project tracking and financial reporting. The project itself remains unchanged; this is an administrative adjustment to streamline monitoring and accounting.

Vehicle & Equipment Replacement Fund (300): The purchase of Special Operations equipment for the Fire Department, originally planned for FY2025, has been deferred to FY2026. This amendment rebudgets the funds to reflect the updated timeline.

American Rescue Plan Fund (350): This change includes the allocation of funds in the ARPA Fund to support various approved programs. These adjustments ensure continued implementation of

projects aligned with the City's ARPA spending priorities and reflect updated cost estimates and funding needs.

Debt Service Fund (365): This change adjusts the budgeted principal and interest payments to reflect the updated amounts listed in the official debt service schedule for the Fire Station bonds. The interest rate on the bonds is 3.91%.

Equipment Services Fund (600): An additional \$54,335 is needed to cover the cost of a fire truck engine replacement performed by an external vendor. The current Fleet Operating budget for Equipment Repair & Maintenance does not have sufficient funding to cover this major rehabilitation expense. The necessary funds will be transferred from the General Fund to support this one-time repair.

Fiscal and Budget Impact

The estimated unassigned ending fund balance in the General Operating Fund is \$12,022,410, representing 25.16% of recurring expenditures. This exceeds the policy requirement by \$78,208, limiting the City's ability to absorb any new major expenditures. This amount excludes \$5,473,000 reserved for at-risk federal grant programs and funds set aside for the second and third years of the Community Engagement Team pilot program.

Recommendation

Forward the budget amendment authorizing these adjustments to the FY2026 budget with a recommendation for approval at the August 25, 2025 City Council meeting.

Next Steps

If the proposed adjustments mentioned above are approved, the revisions detailed in the exhibit will be incorporated into the FY2026 Annual Budget.

Attachments

1. An Ordinance Revising the Annual Budget Ordinance

Originated: Don Ho, Senior Financial Analyst / Budget Coordinator

Approved: Elizabeth Hannan, HR & Finance Director

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #1 – Omnibus)

WHEREAS, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted by the Illinois Constitution of 1970; and

WHEREAS, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

WHEREAS, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133.

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.

The annual budget ordinance shall be and the same is hereby revised as set forth in the exhibit appended hereto and made a part hereof as if fully set forth herein.

Section 2.

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 (65 ILCS 5/1-2-4).

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 _____, 20__.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this __ Day of _____, 20__.

DeShawn B. Williams, Mayor

Budget Amendment 2025/26 - 01 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL OPERATING FUND (100)						
<u>Revenues</u>						
100-41150		GENERAL FUND: STATE GRANTS - CULTURE & RECR	-	8,400	8,400	IDNR GRANT
100-41320		GENERAL FUND: FEDERAL GRANTS - PUBLIC SAFETY	-	16,030	16,030	JAG GRANT
100-45110		GENERAL FUND: INVESTMENT INCOME (INTND LN)	-	133,500	133,500	INTEREST PAYMENTS FOR INTERFUND LOAN
100-46210		GENERAL FUND: DEPARTMENT REIMBURSEMENTS	125,000	157,708	32,708	PTI TRAINING - PATROL
Total Revenues			49,792,654	49,983,292	190,638	
<u>Expenditures</u>						
10020201-51410		POLICE PATROL: SMALL TOOLS & EQUIPMENT	-	16,030	16,030	JAG GRANT
10020201-52320		POLICE PATROL: TRAVEL, EDUCATION AND TRAINING	95,123	127,831	32,708	PTI TRAINING - PATROL
10030300-59600		FIRE OPERATIONS: TFR TO EQUIPMENT SERVICES	518,918	573,253	54,335	FIRE TRUCK ENGINE REPLACEMENT
10040401-52906-40907		URBAN FORESTRY: LANDSCAPING SERVICES	-	33,318	33,318	REBUDGET - TREE DONATION
10050510-52999		PLANNING AND ZONING: OTHER CONTRACTUAL SERVICES	765	50,765	50,000	REBUDGET - HOUSING STUDY
10050510-50120		PLANNING AND ZONING: SALARY - TEMPORARY EMPLOYEES	6,216	14,020	7,804	IDNR GRANT
10050510-50220		PLANNING AND ZONING: FICA AND MEDICARE	28,032	28,628	596	IDNR GRANT
10050510-52102		PLANNING AND ZONING: TECHNOLOGY SERVICES	-	4,509	4,509	TECHNICAL ERROR
10050521-52102		CODE COMPLIANCE: TECHNOLOGY SERVICES	80,488	132,590	52,102	REBUDGET - OPENGOV SOFTWARE
10050523-52999		SOCIAL SERVICES: OTHER CONTRACTUAL SERVICES	825,109	1,262,221	437,112	REBUDGET - SOCIAL SERVICES
Total Expenditures			55,411,896	56,100,411	688,514	
Ending Fund Balance (estimated)			17,729,951	17,804,607	74,656	
CAPITAL IMPROVEMENT & REPLACEMENT FUND (200)						
<u>Expenditures</u>						
20040470-53200-40800	40800-CONST-PUBWORKS	CIP FUND CAPITAL PROJECTS: BUILDING - CITY FACILITY IMPROVEMENT	6,999,056	499,056	(6,500,000)	PUBLIC WORKS FACILITY IMPROVEMENT
20040470-53200-40807	40807-CONST	CIP FUND CAPITAL PROJECTS: BUILDING - PW FACILITY IMPROVEMENT	-	6,500,000	6,500,000	PUBLIC WORKS FACILITY IMPROVEMENT
Total Expenditures			10,996,214	10,956,214	-	
Ending Fund Balance (estimated)			459,763	459,763	-	
VEHICLE & EQUIPM REPLCMNT FUND (300)						
<u>Expenditures</u>						
30060600-53440	VERF-FD-244	VEHICLE & EQUIP REPLACEMENT: OTHER EQUIPMENT	356,860	406,000	49,140	REBUDGET FIRE SPECIAL OPERATIONS TRUCK
Total Expenditures			1,517,261	1,566,401	49,140	
Ending Fund Balance (estimated)			10,992,082	10,992,082	-	
CENTRAL TIF FUND (344)						
<u>Expenditures</u>						
34450501-54200		ECONOMIC DEVELOPMENT: INTEREST	-	133,500	133,500	INTEREST PAYMENTS FOR INTERFUND LOAN
Total Expenditures			2,594,201	2,727,701	133,500	
Ending Fund Balance (estimated)			5,682,357	5,548,857	(133,500)	
AMERICAN RESCUE PLAN FUND (350)						
<u>Expenditures</u>						
35060620-52500		AMERICAN RESCUE PLAN: INTERGOVERNMENTAL AND AGENCY	-	174,416	174,416	APPROVED ARPA PROGRAMS
35060620-52800		AMERICAN RESCUE PLAN: GRANT MISC CONTRACTUAL SERVICE	-	310,037	310,037	APPROVED ARPA PROGRAMS
Total Expenditures			1,128,783	1,613,236	484,453	
Ending Fund Balance (estimated)			702,207	217,754	(484,453)	
DEBT SERVICE FUND (365)						
<u>Expenditures</u>						
36560630-54100		2025 GENERAL OBLIGATION BONDS: PRINCIPAL	400,000	265,880	(134,120)	REVISED DEBT SERVICE PAYMENT AMOUNT
36560630-54200		2025 GENERAL OBLIGATION BONDS: INTEREST	832,910	830,000	(2,910)	REVISED DEBT SERVICE PAYMENT AMOUNT
Total Expenditures			1,232,910	1,095,880	(137,030)	
Ending Fund Balance (estimated)			(107,910)	29,120	137,030	
Equipment Services Fund (600)						
<u>Revenues</u>						
600-49100		EQUIPMENT SERVICES FUND: TFR FROM GENERAL FUND	1,323,215	1,377,550	54,335	FIRE TRUCK ENGINE REPLACEMENT
Total Revenues			1,428,361	1,482,696	54,335	
<u>Expenditures</u>						
60040460-52202		EQUIPMENT SERVICES: EQUIPMENT REPAIR & MAINT	170,380	224,715	54,335	FIRE TRUCK ENGINE REPLACEMENT
Total Expenditures			1,397,263	1,451,598	54,335	
Ending Fund Balance (estimated)			970	970	-	



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.UrbanaIL.gov

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

Meeting: August 25, 2025, Council Meeting
Subject: Appointment of Renae Nicholson to the Civilian Police Review Board

Summary

Action Requested

City Council is asked to approve the appointment of Renae Nicholson to the Civilian Police Review Board for a term ending June 30, 2028.

Brief Background

Renae Nicholson has lived in Urbana for eight years and serves as a Human Resources Specialist with the Farm Production and Conservation Business Center at the U.S. Department of Agriculture (USDA). In her role, she provides comprehensive HR guidance and support to USDA 1890 Scholars, USDA Liaisons, and State and National agency contacts, ensuring full compliance with all applicable federal laws and policies.

Renae has received training in unconscious bias and remains actively involved in the Urbana community, having contributed her time and leadership to the Urbana Middle School and Dr. Preston Williams Elementary PTAs. For the past six years, Renae has also served as a CU One-to-One Mentor, supporting and encouraging local students.

“Urbana is an incredible community, and I've benefitted as a community member since moving here in August 2016. Due to my employment, I am limited in the roles I can take in the community and this board interests me. I strongly believe in the role of peace officers and the importance of their presence in the community. I also believe in the rights of every citizen in this community. The Civilian Police Review Board is a pivotal partnership, and I believe that my experiences will help me serve the Urbana community well on this board.”

Relationship to City Services and Priorities

Impact on Core Services

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and

connecting residents, City staff, and Council.

The Civilian Police Review Board (CPRB) is an independent body that reviews citizen complaints about sworn police officers, separate from the Police Department. Its members provide a community perspective in evaluating these complaints, working to ensure the process is fair, thorough, and timely. The CPRB aims to strengthen trust and positive relationships between the police and the community by offering transparent oversight and reporting its findings to the Mayor and the Chief of Police.

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Recommendation

City Council is asked to approve the appointment of Renae Nicholson to the Civilian Police Review Board for a term ending June 30, 2028.

Next Steps

If approved, the Office of the Mayor will notify Renae Nicholson of her appointment as a Board member and of Open Meetings Act requirements.

Originated by: Kate Levy, Executive Coordinator

Reviewed: Elizabeth Hannan, Human Resources & Finance Director

Approved: DeShawn B. Williams, Mayor