



The Urbana Free Library

210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • urbanafreelibrary.org

TO: Urbana Civil Service Commission

FROM: Rachel Fuller, Interim Executive Director of The Urbana Free Library

DATE: January 24, 2025

SUBJECT: Request to approve Digital Media & Graphic Designer job description and set a passing score

Discussion

The Urbana Free Library is needing to convert a current part-time position for the Digital Media & Graphic Designer to a full-time position in order to address and complete the ongoing high number of projects in the work queue for the Library's Community Engagement department.

Recommendation

Staff recommends the Civil Service Commission approve the Digital Media & Graphic Designer job description and approve the passing score of the minimum qualifications for the position.

Included

- Job description: Digital Media & Graphic Designer



DIGITAL MEDIA & GRAPHIC DESIGNER

JOB DESCRIPTION

Department: Community Engagement	Benefits: Yes
Division:	Time: Full-time (39 hours per week), including evening and weekend hours.
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Communications & Development Manager	Pay Grade: 23

JOB SUMMARY

The Digital Media & Graphic Designer envisions and develops content to promote Library events, services, and collections. This role will be responsible for conceptualizing, designing, and producing visual content that aligns with the Library's overall style guidelines for a variety of formats and platforms. They will lead the promotion of the Library on social media and through internal Library signage. This person assists in the maintenance of the Library's website and collects visual assets for use across Library platforms. The Digital Media & Graphic Designer will be expected to work independently as a member of an energetic, deadline-driven creative team, with projects coordinated by the Digital Media & Graphics Coordinator. This position reports to the Communications & Development Manager.

ESSENTIAL FUNCTIONS

- Is responsible for the Library's social media platforms and the maintenance of internal Library signage.
- Maintains an organized schedule for social media content and promotion of all aspects of the Library.
- Conceptualizes and produces print and digital promotional materials, including website content, social media content, brochures, flyers, posters, digital banners, digital slides, and signs.
- Advises and assists internal and external stakeholders in determining the most effective, aesthetically pleasing means of presenting graphic arts materials.
- Designs and updates visual concepts and assets for a wide variety of digital, print, and web-based projects.

- Collaborates with staff across all departments, as well as Library partners, to create and fulfill print- and digital-content needs.
- Creates design, layout, and camera-ready artwork for print and digital promotion.
- Creates original artwork.
- Photographs and edits images.
- Attends events and programs to collect multimedia assets.
- Maintains an awareness of the developments and innovations used in graphic design, social media, and websites.
- Follows established departmental procedures for effective communication, proofreading, closing out jobs, and archiving of projects.
- Collaborates within the Community Engagement team in sharing ideas and planning for all Library promotions, and on special projects.
- Other duties as assigned.

JOB REQUIREMENTS

Education & Experience

- Graduation from high school or equivalent required.
- Experience with social media and content creation required.
- At least one year professional experience in marketing, public relations, communications, website, and/or graphic design required.
- Bachelor's degree in graphic design or a related field preferred.
- Bilingual skills (especially Spanish, French, or Chinese) preferred.

Skills

- Experience with XHTML, website content management system (Drupal preferred), and Photoshop in a Windows environment preferred.
- Excellent organizational, interpersonal, and decision-making skills.
- Excellent communication skills.
- Strong grasp of photography and videography methods, professional experience preferred.
- Demonstrated technical skill in layout, design, typography, and paste-up preferred.
- Strong attention to detail and content accuracy.

Knowledge

- Excellent working knowledge of Adobe Creative Suite and Microsoft Office Suite required.
- Strong knowledge of professional graphic arts and design techniques and production methods,

including typography, design, color theory, photography, and branding required.

- Knowledge and understanding of relevant laws and regulations, including copyright and accessibility standards preferred.

Ability to

- Demonstrate a history of enthusiasm for social media and public service.
- Receive constructive feedback and work collaboratively within a team.

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with Library staff and patrons.
- Some contact with vendors and Library partners.

SUPPLEMENTAL INFORMATION

Working Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work will occur primarily at The Urbana Free Library.
- Possibility of contact with electrical and chemical hazards.
- Works in close association with others.
- This position contains high degree of complexity requiring special training and skills.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors, as needed.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform essential functions.

Lifting: Physical strength and agility sufficient to lift and maneuver up to 30 pounds. Ability to climb ladders, reach with hands and arms, crouch, or crawl.

Manual dexterity: Perform repetitive tasks quickly, neatly, and accurately.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer

screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: January 2025

DRAFT



The Urbana Free Library

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MEMORANDUM

DATE: 1/31/2025

TO: The City of Urbana, Civil Service Commission

FROM: Gretchen Madsen Webb

RE: Report on Applications for Library Assistant 2 Position

A. Summary

The Urbana Free Library considered 59 of 59 applicants using a rubric based on the minimum qualifications for the position. Fifty-six applicants met minimum qualifications for the position, and applicants were scored based on their training and experience. Urbana preference points and veteran status points were added as appropriate. Using this score rubric resulted in 13 applicants who scored 35 points or higher. The sample score sheet has been included in this packet.

B. Background

The position was open for application from 10/09/2024 to 10/29/2024. The Urbana Free Library received 56 applications from applicants who met the minimum qualifications for the position. 2 applicants opted out of giving information on the EEO form, so numerically, the breakdown of the applicants who did give information is as follows:

Male: 18	Non-Minority: 43
Female: 38	Minority: 13

C. Application Screening

Information about applicant scoring can be found in Appendix A-D of this memo. Required qualifications included a high school diploma or equivalent and one-year continuous work experience. Preferred qualifications include previous customer service or public service, library, and supervisory experience, training or experience in providing information services and technology, experience with electronic resources, bilingual skills in Spanish, French, or Chinese, and prior experience with the Polaris ILS.



LIBRARY ASSISTANT 2 – PATRON SERVICES

JOB DESCRIPTION

Department: Patron Services	Benefits: Yes (pro-rated for PT)
Division: N/A	Time: General minimum of 39 hours per week for Full Time and 20 hours per week for Part Time, including evening and weekend hours. Part-time employees may work additional hours above the 20 base hours as requested by their supervisor for the Library’s needs.
Job Type: Civil Service (FT) ; Non-Civil Service (PT)	FLSA Status: Non-Exempt
Reports To: Patron Services Manager	Pay Grade: 25

JOB SUMMARY

A Library Assistant 2 – Patron Services provides library account management, information services, bibliographic instruction, and computer lab assistance to patrons of all ages; assists in preparing and implementing outreach and programs; and provides excellent customer service. A Library Assistant 2 – Patron Services may create and/or maintain schedules for Library staff. Duties require extensive public interaction, and the Library Assistant 2 – Patron Services must be continually positive and friendly while working in a busy environment. A Library Assistant 2 – Patron Services reports to the Patron Services Manager.

ESSENTIAL FUNCTIONS

- Provides routine information services for patrons.
- Assists patrons with the Library catalog, physical and digital resources, and Library technology.
- Provides advisory service to patrons for all materials, including preparation of print or online bibliographies. Helps patrons find the right item, using reading/viewing/listening experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events.
- Assists in preparing and implementing programs and/or outreach activities for groups of all ages.
- Upholds Library Rules of Behavior and other Library policies and procedures.
- Checks Library materials out, collects fees, explains policies, issues library cards, and maintains patron files.
- Assists with training for new staff members and volunteers.
- Handles monetary transactions with accuracy.

- Shares responsibility for the smooth running of patron service desks and Home Delivery service.
- Assists in updating procedures and training materials.
- Provides support in the creation of marketing materials.
- May be a Notary Public.
- May create and/or maintain schedules for Library staff.
- Performs other duties as assigned.
- Attends department and other meetings as scheduled.

JOB REQUIREMENTS

Education & Experience

- High school diploma or equivalent required.
- One year successful, continuous work experience required.
- Previous customer service or public service, library, and supervisory experience all preferred.
- Training or experience in providing information services and technology assistance desired.
- Experience with electronic resources desired.
- Prior experience with the Polaris ILS desired.
- Bilingual skills (especially Spanish, French, or Chinese) desired.

Knowledge of

- Print and digital information sources.

Skills

- Strong commitment to excellent public service; friendly, energetic, and adaptable.
- Excellent organizational, interpersonal, and decision-making skills to work effectively with patrons and staff.
- Excellent communication skills.
- Physical strength and agility sufficient to perform assigned tasks.

Ability to

- Serve patrons calmly and diplomatically in a consistently friendly and courteous manner.
- Use a variety of workplace technologies, including the Microsoft Office Suite and Internet.
- Learn complex, detailed routines, procedures, and library software.
- Understand and follow detailed oral and written instructions.
- Learn, follow, and enforce all relevant Library policies and procedures.

- Complete work with accuracy while working in a fast-paced environment.
- Work with patrons and staff in a consistently friendly and courteous manner.
- Work in a team atmosphere in a consistently cooperative manner.
- Assume responsibility and work efficiently without direct supervision.
- Work full range of Library hours, including evenings and weekends.
- Work additional hours beyond those regularly scheduled as necessary and based on the Library's needs.

Licenses, Certifications, and Memberships Required

- Willingness to become a Notary Public and to perform all related duties and functions.

General

- Regular schedule may need to be adjusted to meet the needs of the Library.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Library staff, volunteers, and patrons.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, staff perform outreach at offsite locations.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the Library.

Physical Strength and Agility: *Physical strength and agility sufficient to perform assigned tasks:*

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.

- Other: Lifting, pushing, and keyboarding.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Last updated: April 2023

Disparate Impact Analysis

(an On-Line Internet based application)

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision: ▼

Enter a title for your report:

Sex

Number of Male

Applicants

Selected

Number of Female

Applicants

Selected

Race

Number of Non-Minority

Applicants

Selected

Number of Minority

Applicants

Selected

Age

Number of Younger

Applicants

Selected

Number of Older

Applicants

Selected

Disability

Number of Non-Disabled

Applicants

Selected

Number of Disabled

Applicants

Selected

- Adverse Impact
- Chi-Square
- Standard Deviation
- Confidence Intervals
- Probability Distribution

Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.

Compute

Display: Description of Statistic Interpretation of Results

Library Assistant 2 - Patron Services

Adverse-Impact Report

Adverse Impact and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. [Uniform Guidelines on Employee Selection Procedures](#)

Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio for Female	Adverse Impact Ratio for Male
(1/38) = 0.0263	(0/18) = 0		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio for Minority	Adverse Impact Ratio for NonMinority
(0/13) = 0	(0/43) = 0		
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Chi-Square Report

Observed Expected	Selected	Not Selected	Row Totals
Male	0 0.3214	18 17.6786	18
Female	1 0.6786	37 37.3214	38
Column Total	1	55	56
Chi-Square = 0.4823			
The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.			

Observed Expected	Selected	Not Selected	Row Totals
NonMinority	0 0	43 43	43
Minority	0 0	13 13	13
Column Total	0	56	56
Chi-Square = NaN			
The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.			

Standard-Deviation Report

The difference between the proportion of the protected class Selected and the proportion of all Applicants Selected has a normal distribution with a mean and standard deviation. The statistic is shown below:

$$\frac{(r / n) - p}{\sqrt{p * (1-p) / n} * \sqrt{1-q}}$$

*Analysis of proportion of Female Selected*where:

- **r = number of Female Selected.**
- **n = number of Selected (Female and Male).**
- **p = proportion of Applicants that are Female.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
Male	0	18	18
Female	1	37	38
Column Total	1	55	56

$$r = 1$$
$$n = 38$$
$$p = 38 / 56 = 0.679$$
$$q = (1 + 0) / (38 + 18) = 0.018$$

Standard Deviation Statistic = 0.694

These results show that the proportion of Female Selected is 0.694 standard deviations above the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

*Analysis of proportion of Minority Selected*where:

- **r = number of Minority Selected.**
- **n = number of Selected (Minority and NonMinority).**
- **p = proportion of Applicants that are Minority.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
NonMinority	0	43	43
Minority	0	13	13
Column Total	0	56	56

$$r = 0$$
$$n = 13$$
$$p = 13 / 56 = 0.232$$
$$q = (0 + 0) / (13 + 43) = 0$$

Standard Deviation Statistic = NaN

These results show that the proportion of Minority Selected is NaN standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

Confidence Interval Report

The proportion of the protected class Selected has an expected value that would fall within a specified confidence interval.
The statistic is shown below:

Observed value = (r / n)

Expected value = p

Standard Deviation = $\sqrt{p * (1-p) / n} * \sqrt{1-q}$

Confidence Interval:

Lower Bound = $p - 1.96 * \text{Std Dev}$

Upper Bound = $p + 1.96 * \text{Std Dev}$

Analysis of proportion of Female Applicants Selected where:

- **r = number of Female Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Female among those Selected.**
- **q = proportion of Applicants Selected.**

r = 1

n = 1

p = $(38/(38+18))=0.679$

q = $((1 + 0)/(38 + 18))=0.018$

(r/n)=1/1=1

The lower bound of the confidence interval is: $0.679-(1.96*0.463)=-0.2286$

The upper bound of the confidence interval is: $0.679+(1.96*0.463)=1.5857$

Confidence Interval = -0.2286 to 1.5857

These results show that the proportion of Female Female (r/n=1) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.

Analysis of proportion of Minority Applicants Selected where:

- **r = number of Minority Selected.**
- **n = number of Applicants Selected.**
- **p = proportion of Minority among those Selected.**
- **q = proportion of Applicants Selected.**

r = 0

n = 0

p = $(13/(13+43))=0.232$

q = $((0 + 0)/(13 + 43))=0$

(r/n)=0/0=NaN

The lower bound of the confidence interval is: $0.232-(1.96*\text{Infinity})=-\text{Infinity}$

The upper bound of the confidence interval is: $0.232+(1.96*\text{Infinity})=\text{Infinity}$

Confidence Interval = -Infinity to Infinity

These results show that the proportion of Applicants Selected who were Minority (r/n=NaN) is not contained in the confidence interval. Therefore a finding of disparate impact is supported by this data.

Probability Distribution Report

Number Female Selected	Number Male Selected	Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio of Female	Adverse Impact against Female ?	Probability	Cumulative Probability
0	1	(0/38)	(1/18)	0	YES	0.321429	0.321429
Selected->1	0	(1/38)	(0/18)		NO	0.678571	1

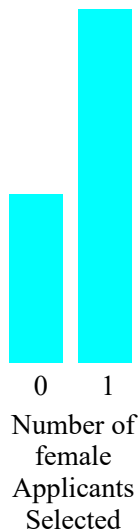
Given that 1 were Selected from a pool of 18 Male and 38 Female it was possible to have Selected from 0 to 1 females.

Adverse Impact would be found if you Selected 0 or fewer Female.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.3214 (the sum of the probabilities of having Selected 0 or fewer Female).

Since the probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is greater than 10%, an observed Adverse Impact may be not significant since the probability is greater than 1 in 10 that Adverse Impact would have occurred due to chance.

Probability Distribution of the variable: Number of Female Selected.



The probability distribution of having Selected from 0 to 1 females is displayed above. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 1 female Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of female Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer females Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more females Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of female and male Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 0 to 1 female Applicants, the individual probabilities of having Selected each number of female Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of female and male Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Female Selected' would have a lower bound of 0 and an upper bound of 1.

The significance of having Selected 1 or fewer Female is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 0 *or fewer* female Applicants.

You have Selected 1 female Applicants. The probability of having Selected 1 *or fewer* Female is equal to the cumulative probability for having Selected 1 Female Applicants. The cumulative probability of having Selected 1 female Applicants is 1 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 1 or fewer female Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

Probability Distribution Report

Number Minority Selected	Number NonMinority Selected	Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio of Minority	Adverse Impact against Minority ?	Cumulative Probability
Selected->0	0	(0/13)	(0/43)	NO	1	1

Given that 0 were Selected from a pool of 43 NonMinority and 13 Minority it was possible to have Selected from 0 to 0 minorities.

Adverse Impact would be found if you Selected 0 or fewer Minority.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0 (the sum of the probabilities of having Selected 0 or fewer Minority).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

Probability Distribution of the variable: Number of Minority Selected.



0

Number of
minority
Applicants
Selected

The probability distribution of having Selected from 0 to 0 minorities is displayed above. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 0 minority Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of minority Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer minorities Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more minorities Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 0 to 0 minority Applicants, the individual probabilities of having Selected each number of minority Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Minority Selected' would have a lower bound of 0 and an upper bound of 0.

The significance of having Selected 0 or fewer Minority is graphically displayed below.



0

Number of
minority
Applicants
Selected

As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 0 *or fewer* minority Applicants.

You have Selected 0 minority Applicants. The probability of having Selected 0 *or fewer* Minority is equal to the cumulative probability for having Selected 0 Minority Applicants. The cumulative probability of having Selected 0 minority Applicants is 1 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 0 or fewer minority Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

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Send questions or comments to webmaster@hr-guide.com. Thank you.



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To: The Civil Service Commission, The City of Urbana

From: Rachel Fuller, Interim Executive Director of The Urbana Free Library

Date: February 3, 2025

Re: Updated list of Civil Service employees

Employees joining the Civil Service at The Urbana Free Library:

Paige McQuigg started a full-time Civil Service position as Patron Services Specialist on March 31, 2024. Paige was an internal hire who had been a full member of the Civil Service as a Library Assistant 2 – Patron Services. She successfully completed her probationary period and is now a full member of the Civil Service as Patron Services Specialist.

Anslie Waldrep started a full-time Civil Service position as Patron Services Specialist on May 26, 2024. Anslie was an internal hire who had been a part-time Library Assistant 2 – Patron Services. She successfully completed her probationary period and is now a full member of the Civil Service.

Employees in their probationary period at The Urbana Free Library:

Brittni Meza-Krokenes started a full-time Civil Service position as Library Assistant 2 – Patron Services on December 8, 2024.

List of current Civil Service employees at The Urbana Free Library:

- Anslie Waldrep: Patron Services Specialist
- Brian Yako: Library Assistant 1 – Cataloging
- Craig Williams: Library Assistant 2 – Safety
- Elaine Bearden: Programming Librarian
- Esther Yi: Programming Librarian
- Jennie Grace: Digital Media & Graphics Coordinator
- Joel Spencer: Patron Services Librarian
- Jordan Kahle: Patron Services Librarian
- Kasia Hopkins: Collections Librarian
- Logan Peal: IT Specialist
- Matthew Wetherbee: Library Assistant 1 – Cataloging
- Michael Poker: Library Assistant 2 – Patron Services
- Olivia Coleman: Programming Specialist
- Paige McQuigg: Patron Services Specialist
- Robin Hayden: Patron Services Specialist
- Sara Bennett: Archives Librarian
- Sherrie Bowser: Archives Librarian