



# The Urbana Free Library

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July 8, 2022

Champaign County Board  
1776 East Washington  
Urbana, Illinois 61802

ATTN: Darlene Kloeppe, Champaign County Executive; Susan McGrath, Champaign County Circuit Clerk

## **FY23 Funding Request**

Attached are the required materials for the FY23 request for County funding for the Champaign County Historical Archives at The Urbana Free Library.

For the County's FY23 budget, which begins January 1, 2023, the Archives is requesting a \$23,520 appropriation for direct service to the public. In accordance with the approved IGA, we also request \$13,000 from the Champaign County Circuit Clerk for storage, cataloging, and preservation of County Court records. Since the Library's fiscal year starts on July 1, these funds would be applied to the Library's FY23 and FY24 budgets.

In FY22:

- 76% (1,782) of patron use of the Archives was attributed to Champaign County residents; 73% (1,316) of whom reside outside of Urbana;
- Archives staff retrieved 383 County records for patrons;
- County records represent 33% of the Archives' climate-controlled storage space.

Thank you for the County's past support and your consideration of the FY23 funding request for the Champaign County Historical Archives.

Sincerely,

Donica Swann  
Director of Archives & Safety  
The Urbana Free Library

Celeste Choate  
Executive Director  
The Urbana Free Library

### **FY 23 FUNDING REQUEST**

**\$23,520 – for direct service to the public to access County records**

**\$13,000 – for storage, cataloging, and preservation of County court records**

**FY2022 Archives budget\* of \$541,325 includes:**

• Materials, programming, and education & training	\$34,270
• Wages	\$269,020
• Centralized costs + Administration	\$224,039
• Fund balance savings	\$4,071
• Facility rental	\$9,925**

\*10% of specific costs (Administration, Centralized, IT, Development & Promotion, and Library Facilities).

\*\* CCHA's budget now includes safe deposit box rental fees at Busey Bank that were previously located in the Library's centralized facilities lines.

**FY2023 Archives budget\* of \$562,084 includes:**

• Materials, programming, and education & training	\$33,470
• Wages	\$278,006
• Centralized costs + Administration	\$232,183
• Fund balance savings	\$8,500**
• Facility rental	\$9,925

\*10% of specific costs (Administration, Centralized, IT, Development & Promotion, and Library Facilities).

\*\*Includes an extra \$4,000 fund balance savings that will be used to digitize Chanute Collection audio-visual materials.

### **JUSTIFICATION FOR FUNDING REQUEST**

In **FY22:**

- County residents represented 76% of Archives patron visits (1,782 of 2,332)
- County records represented approximately 33% of Archives storage space (2,000 of 6,130 linear feet)
- County records represent 28% of entries in Local History Online (211,856 of 754,580).

- Archives Staff retrieved 383 County records for patrons.

Added value not reflected in the Archives budget above:

- **Volunteer labor** in FY22: \$19,257 (643 hours at Independent Sector's current value of volunteer time, \$29.95).

## **Public Service**

Hours:

The Archives was open to the public year-round except for 10½ holidays (48 hours/week of the Library's 70 hours/week).

Our hours were: Monday – Saturday: 10:00 a.m. – 5:00 p.m.; Wednesday: 10:00 a.m. – 7:00 p.m.; Sunday: 1:00 – 5:00 p.m.

Staff across all Library departments worked on special projects for the CCHA throughout the year with obituary and article indexing. This meaningful work benefits the community by providing access to previously inaccessible information.

CCHA staff also worked to provide a new resource, the [Champaign County Digital Newspapers website](#), which provides access to digital newspaper clippings from the News-Gazette [subject clippings collection](#).

Patrons served:

- **2,332 Total**
- **1,782 Champaign County residents (Urbana: 466; Champaign: 454; other County residents: 862)**
- **235 Illinois residents, outside Champaign County**
- **314 Out-of-State visitors**
- **1 Non-US**

Number of questions answered by reference staff: 5,170 (FY21 = 4,595)

Number of interlibrary loan requests filled: 155

Number of internet usage hours: 669 (FY21 = 300)

Records Requested:

- Books: 2,494
- Photographs: 509
- Microfilm: 2,683
- Vertical Files; 228
- Maps: 103
- Special Collections: 237
- County records: 383
- Databases (remote requests only): 95

Total materials requested: 6,732 (FY21 = 4,780 and FY20 = 4,949)

## **Local History Online (LHO)**

<https://urbanafreelibrary.org/local-history-genealogy/local-history-online-catalog>

754,580 cumulative entries in LHO (Records added in FY22: 2,746)  
211,856 Champaign County record entries in LHO  
28% Champaign County record entries as percentage of total LHO content

## **Volunteers and other Contributions**

643 hours (0.3 FTE) were contributed by volunteers, which is substantially higher than all of FY19 (421 hours), the last fiscal year when the Library was open during regularly scheduled hours and had no COVID-19 restrictions. This demonstrates continued community support of the Archives. When using the [Independent Sector's current value of volunteer time](#), which is \$29.95 per hour for 2022, Archives volunteer time for FY22 was valued at \$19,257.

The Urbana Free Library Foundation provided generous matching support by completely funding one Graduate Intern to match the Library's payment of one Intern.

The Archives supported UIUC School of Information Sciences students by offering a total of three practicum student opportunities during the fall, spring, and summer semesters. These students worked on digitizing collections, creating digital preservation plans, assisting with reference services, and exhibit curation. FY22 was also the fourth year of a collaboration with the School of Information Sciences, which features a year-long apprenticeship. The apprentice contributed 15 hours per week during the fall and spring semesters, for a total of 480 hours. The position is funded by the iSchool and TUFL librarians serve as site supervisors for practicum and independent study work. <https://ischool.illinois.edu/news-events/news/2018/10/ischool-partners-urbana-free-library-new-apprenticeship-program>.

## **Collections**

Select Champaign County record groups currently indexed:

Probate /Chancery Court case files	77,824
Death Records (will record, death cert. etc.)	37,921
Marriage Records (licenses/applications)	77,039
Registers of Birth	15,912
Criminal Court Cases	667
Coroner's Inquest records	2,156
Naturalization records	4,263
Court Docket & Index books	631
County Clerk Apprentice's Indenture records	45
County Court Mothers Pensions entry books	176
County Sheriff's records	5,696

County jail calendar	191
Champaign Co. Hospital Childbirth register	835

### **Summary of Holdings**

(all measurements in linear feet)

Records and Manuscripts, print	2,150
Photographic Materials	450
Audiovisual Materials	25
Champaign County Records, case files	1,760
Champaign County Records, other	245
Chanute Collection	650
News-Gazette Archives	850
Holdings Total	6,130

6,130 linear feet of total Archives holdings (including Chanute and News-Gazette)

2,000 linear feet of Champaign County records (33% of total Archives collection space)

The Archives accepted **31** separate donations of local history materials, including records, books, photographs, and manuscripts.

A total of 2,746 records were added to the Local History Online catalog providing access to newspaper articles, special collections, books, maps, digital materials, and more.

### **Programming and Outreach:**

Staff members from the Champaign County Historical Archives serve on various local history committees and boards. In FY22, staff participated in the Champaign County Museum Network, the [Public History Research Cluster](#) at the University of Illinois, the County's Lincoln Legacy Committee, Visit Champaign County's African American Heritage Trail Committee, the Champaign County Genealogical Society, the Urbana Public Television Commission, and the Champaign County Coalition. Additionally, staff have served in regional and national professional organizations including the Midwest Archives Conference, the Public Library Association, and the Society of American Archivists.

#### **Programs (32) (FY21 = 24)**

- Genealogy Discussion Hour (Monthly July 2021-June 2022)
- Finding Family with DNA Testing, Sara Bennett (July 2021)
- House Histories with Brian Adams, Karla Gerdes and CCGS (July 2021)
- Tolono Summer Reading Children's Visual Literacy Program, Sara Bennett (July 2021)

- What Does that Say? Translating German Documents, Karla Gerdes and CCGS (August 2021)
- Repository Research: Family History Centers, Karla Gerdes and CCGS (September 2021)
- 3D Scanning in Archaeology with John Lambert, Sara Bennett (September 2021)
- Back to School: Getting an Education in Genealogy, Karla Gerdes and CCGS (October 2021)
- Repository Research: University of Illinois Map Library, Karla Gerdes and CCGS (November 2021)
- Before She Was a Mrs.: Discovering Your Female Ancestors, Sara Bennett (November 2021)
- Champaign County Genealogical Society Annual Show and Tell (December 2021)
- Cracking the Code: DNA Testing Myths and Reality, Sara Bennett (February 2022)
- Forgotten History: The Lost Stories of John Gardner Clark, Sara Bennett (March 2022)
- An Audit of Homer's Grand Army of the Republic Cemetery, Karla Gerdes and CCGS (March 2022)
- Casting a Historic Vote: Suffrage for Women in Illinois, Sara Bennett (April 2022)
- Finding the Descendants of Enslaved Laborers, Karla Gerdes and CCGS (April 2022)
- Chanute Air Force Base Day, CCHA Staff (April 2022)
- Celebrating the 505<sup>th</sup> Air Force Band of the Midwest, Sara Bennett (April 2022)
- Champaign County African American Heritage Trail, Karla Gerdes and CCGS (May 2022)
- Using African American Newspapers in Your Research, Sara Bennett (June 2022)
- Using Wills and Probate Records to Discover Relationships, Karla Gerdes and CCGS (June 2022)

#### **Outreach (17) (FY21 = 13)**

- CI Living appearance, Sara Bennett (July 2021)
- Introduction to the Archives at Rantoul Public Library, Sherrie Bowser (July 2021)
- Introduction to the Archives at Saint Joseph Public Library, Tom Kuipers (July 2021)
- Introduction to the Archives at Sidney Public Library, Sara Bennett (August 2021)
- Introduction to the Archives at Tolono Public Library, Sara Bennett (August 2021)
- Presentation at Truckee Meadows Community College (Nevada), Sara Bennett (August 2021)
- Class Visit: Gender, Race, Class, and Work, Donica Swann (September 2021)
- Class Visit: IS 562 Administration and Use of Archival Materials, Donica Swann (October 2021)
- Class Visit: Gender, Race, Class, and Work, Sara Bennett (October 2021)
- Archives Panel at the iSchool, Donica Swann (December 2021)
- Career Fair at the iSchool, Donica Swann (February 2022)
- Admitted Students Day at the iSchool, Donica Swann (March 2022)
- Class Visit: IS 562 Administration and Use of Archival Materials, Donica Swann (March 2022)

- CI Living Appearance, Sara Bennett (April 2022)
- iSchool Virtual Class Tour, Donica Swann (April 2022)
- Archives Panel at the iSchool, Donica Swann (May 2022)
- Table at City of Urbana’s Juneteenth Celebration Event, Shalini Smith (June 2022)

### **In-House Exhibits**

- Records of Death (July 2021-February 2022)
- Traveling Photography Exhibit at Tolono Public Library (November 2021)
- African American Leaders in Champaign County (February 2022-March 2022)
- Mary E. Busey’s Gift (March 2022)
- Strong Winds on the Prairie: Tornadoes in Champaign County (March 2022-September 2022)

### **Online Exhibits**

- Champaign County Weather (July 2021)  
<https://www.flickr.com/photos/98945443@N05/albums/72157719533073195>
- Strong Winds on the Prairie: Tornadoes in Champaign County (August 2021)  
<https://urbanafree.omeka.net/exhibits/show/strong-winds-on-the-prairie--t/champaign-county-tornadoes>
- Village of Rantoul (October 2021)  
<https://www.flickr.com/photos/98945443@N05/albums/72157719961973844>
- Champaign County Fires (December 2021)  
<https://www.flickr.com/photos/98945443@N05/albums/72157719966365361/with/51554601206/>
- Chanute Glider (January 2022)  
<https://www.flickr.com/photos/98945443@N05/albums/with/72157719966365361>
- Dining at Chanute Air Force Base (March 2022)  
<https://www.flickr.com/photos/98945443@N05/albums/72157720224644516>

### **Blog Posts**

Archives staff created 42 blog posts in FY22. Topics include current events, community celebration, research tips, collection highlights, and community partnerships:

<http://urbanafreelibrary.org/blogs/local-history-and-genealogy>

### **Newsletters**

*Local History & Genealogy News* is a monthly eNewsletter that includes regular segments such as: Did You Know?; Chanute Spotlight; From the Blog; Trivia Time; and Events at the Archives and Beyond.

In FY22, Archives staff created 13 newsletters with an email list of 1,030 subscribers; an average open rate of 39%, and a link click through rate of 10%. [Non-profit industry average for open rate and link click through rate is 18.94% and 6.86% respectively]



<https://urbanafreelibrary.org/headlines/ufl-newsletters>

### **Grants**

The Champaign Historical Archives participated in the fifth year of [Community Webs: Empowering Public Librarians to Create Community History Web Archives program](#).

Donica Swann attended the Community Webs cohort meetings virtually in October 2021 and March 2022. Community Webs is a five-year IMLS- and Internet Archive-funded program to provide education, applied training, cohort support, and Web archiving services for public librarians in the U.S., to develop expertise in Web archiving. The Urbana Free Library is one of 27 [participating public libraries](#). In 2021, the Internet Archive [received an additional \\$1.1 million grant from the Mellon Foundation](#). This new grant extends the CCHA's Archive-It subscription indefinitely.

In FY23, the CCHA will receive a [grant from the Illinois State Historical Records Advisory Board](#) to rehouse, index, and digitize materials from the Storch Photography Collection. The collection includes over 40,000 photograph negatives of events in Champaign County from the 1960s-2010s.

### **Professional Contributions:**

- Sara Bennett, Shalini Smith, and Donica Swann attended the Midwest Archives Conference's annual meeting virtually from May 5-7, 2022.
- Donica Swann served on the Midwest Archives Conference's Council, the governing body of MAC, was the head of the organization's Strategic Planning Committee, and chaired the Social Justice Response Committee.
- Donica Swann served on the national cohort for Building an Inclusive Organizational Culture in Libraries, a Laura Bush Foundation grant-funded initiative to develop Equity, Diversity, and Inclusion tools and programming for public libraries.
- Sara Bennett completed all coursework necessary for the Society of American Archivists' Digital Archives Specialist certificate. She will sit for an exam in the fall of 2022.