

Date: April 7, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of April 12, 2022



VISION

Nurturing growth by sparking curiosity and fostering a sense of belonging.

MISSION

We encourage learning and enrich lives by providing access to diverse resources and programs.



We cultivate equity, mutual respect, and belonging by learning about and responding to our community.

WE WELCOME ALL.

Goal 1: We provide a welcoming and inviting space for dialogue and personal connections.

- On March 10, two representatives of Carle's Faith Community Health Department discussed how community members could create an Advanced Care Plan to let their loved ones and caregivers know their wishes in the case of an emergency. During the interactive talk, they covered different forms that make up a care plan, why you need them, and what you can complete without needing an attorney. Samples of forms were available for participants to take home. This program was the first hybrid in-person/online program held at the Library, enabling people to enjoy the talk at the Library or in the comfort of their own homes.

Goal 2: We engage the community to understand and respond to unique needs of our community.

- Staff visited the Prairie Winds of Urbana senior living facility for the first time. Staff made several library cards that day and shared information about library services and how to access them. We spoke with staff there and agreed that we would begin quarterly visits. This brings the total of senior facilities that the Library visits to three, and we continue to contact other facilities in Urbana to increase the number of seniors that we are reaching.

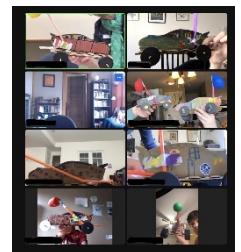


We connect people with tools and resources for learning and leading fruitful lives.

WE SPARK CURIOSITY.

Goal 1: We connect people to resources and technology for personal growth leading to greater fulfillment.

- March 26's Makerspace Jr. combined art and engineering. The young participants decorated a cardboard car and then investigated the best way to attach a balloon to the car so the air in the balloon made it move. Fab Lab staff members used the project to introduce the principles of force and pressure to the 18 community members who attended.



Goal 2: We expand horizons and facilitate knowledge exchange by offering diverse programs.

- Winter Reading ran from December 12-February 28. During that time over 400 people registered, and we saw a significant increase in the number of children and adults who signed up compared to last year. The number of children registered increased by 73% and the number of adults by 35%. This year also had more people complete the program compared to most of the past six years of Winter Reading. A further comparison of this year and last year is below.

Age Group	Registered Participants 2022	Registered Participants 2021	Participants who Completed 2022	Participants who Completed 2021	Completion Percentage 2022	Completion Percentage 2021	Amount Read 2022	Amount Read 2021
Children	227	131	162	107	71.37 %	81.68%	109,437 minutes	84,909 minutes
Teen	37	26	10	13	27.03 %	50.00%	9,579 pages	14,902 pages
Adult	172	127	92	82	53.49%	65.57%	844 books	832 books

- Stuffed animals took over the Library the night of March 11! At Stuffies Overnight, kids dropped off their stuffed friends at the Library on Friday night and logged in to Zoom Saturday morning to discover the adventures their stuffies had at the Library. After seeing the photos, one child asked to check out the book their stuffed animal had been reading and was relieved to see that their stuffie had made friends. Each child received a picture of their stuffed animal exploring the Library and a copy of a group shot (pictured right) of all 13 stuffed animals together.

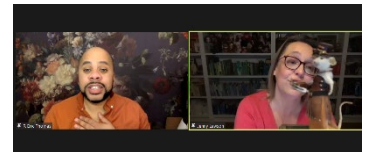
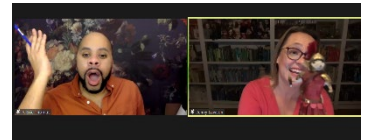


We help our community thrive by creating connections and working with partners.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

Goal 1: We make the community better for all by promoting diversity, equity and inclusion through our collections and programs.

- March's Illinois Libraries Present program featured New York Times bestselling humor and essay author [Jenny Lawson](#) on March 30. She was interviewed by author [R. Eric Thomas](#), and they discussed a variety of topics, including why advanced reader copies of books are the best part of running a bookstore, how she manages to be vulnerable and open when writing about her experiences with mental illness, and what it was like to record the audiobooks for her works. In addition to being an author and bookstore owner, Jenny Lawson is also known for her love of humorous taxidermy, and two mice in her collection were introduced during the program (featured right).



Goal 2: We stimulate connections and partnerships to create a vibrant, engaged community.

- Read Across America took place on March 26 inside Lincoln Square Mall. Over 850 people enjoyed literacy-themed activities, listening to books read by multiple community groups, including the Urbana Rotary Club, and picking out a free book to take home. Library staff selected books for Rotarians to read to families.



- The last two sessions of the program More Than a Bookclub took place on March 8 and 22. In addition to discussing the novel *The School of Essential Ingredients*, the 8 participants cooked cheese fondue and asparagus risotto. They also talked about the ways culture shaped the foods they loved as children. The program was held in partnership with the Urbana Park District.



We are mindful of the wide array of resources needed to serve evolving community needs and are transparent with our operations.

WE ARE A STRONG ORGANIZATION.

Goal 1: We steward our physical and financial resources to allow for growth and sustainability.

The Board approved that TUFL provide Library Paid Leave Related to COVID-19 after it was no longer federally mandated, beginning in January 2021. We used the example of the City of Urbana’s policy as a starting point throughout the pandemic. As of March 21, 2022, the City of Urbana revised its COVID-19 policies to cap COVID-19 leave for City employees at 80 hours, retrospective to March 1, 2020. As of late March 2022, the most Library Paid Leave Related to COVID-19 used by a Library employee has been 62.25 hours, and the total used by all Library staff is 376.5 hours. Given the reduced community transmission levels, the availability of vaccinations and boosters and the number of staff who have received them, staff feel comfortable recommending that the Board reduce the cap for Library Paid Leave Related to COVID-19 from eight weeks to the following levels:

- For full-time staff (up to 78 hours)
- For part-time staff (up to the number of employee’s regularly scheduled hours per pay period)
- For hourly staff (up to the number of employee’s regularly scheduled hours per pay period OR average hours worked per pay period over the past 6 months if that employee is scheduled irregularly)

We recommend that Library Paid Leave Related to COVID-19 Leave used by TUFL employees prior to April 13, 2022, not count against the total hours of leave that employees are eligible to receive starting April 13, 2022. A revised document outlining the leave is included in the Board packet. Staff request that the Board approve the revised document included in the Board packet.

Goal 2: We cultivate continuous improvement among Board and staff members to create increased engagement, satisfaction, and retention.

- Amanda Standerfer presented at the Public Library Association conference in Portland, OR on March 25. Her talk, “Continuous Improvement Trumps Strategy: How to Become a Learning Organization,” was attended by around 300 people.
- As part of her role as part of the National Forum for Privacy Protections in Public Libraries advisory board, Celeste Choate presented at the Reaching Forward South Conference on April 8th. Reaching Forward South is annual professional development conference for library support staff in central and southern Illinois sponsored by the Illinois State Library, IHLS, and the Illinois Library Association.
- Amanda also presented at Reaching Forward South. Along with Morton Public Library Director Alissa Williams, their talk “Focused Engagement for Intentional Impact: A Practical Approach to Cultivating Community Connections” was adapted from a presentation given at the Illinois Library Association annual conference in 2021.



Look here for additional information and action item details that are outside of the scope of the strategic plan.

Library eNewsletters:

April News & Events: https://conta.cc/3qKCDOh	April Youth & Teen: https://conta.cc/3NmxxvJl
April Archives Newsletter: https://conta.cc/3uiBXAs	

Other Library News:

CI Living Page Turners with The Urbana Free Library: <https://www.youtube.com/watch?v=oROY2xIWgbo>

All About U – March 2022: <https://mailchi.mp/urbanaininois.us/the-latest-from-the-city-you-love?e=0ea92f2317>

How to Get a Garden Plot in Champaign-Urbana: <https://www.chambanamoms.com/2022/03/17/garden-plot-champaign-urbana/>

Book Review – Shalini Smith | What could go wrong in paradise?: https://www.news-gazette.com/arts-entertainment/books/shalini-smith-what-could-go-wrong-in-paradise/article_8fd41ae7-786c-5143-b40a-c4c4ec6d633e.html

Things to Do for Teens (and Tweens) This Summer in Champaign-Urbana: <https://www.chambanamoms.com/2022/03/28/tweens-teens-summer-in-champaign-urbana/>

Champaign-Urbana Weekend Planner – Let the Easter Fun Begin: <https://www.chambanamoms.com/2022/03/30/champaign-urbana-weekend-planner-easter-fun-begin/>

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY22 financial reports here: <https://urbanafreelibrary.org/financial-reports>.

Bank reconciliations for the last day of the month: July 2021 - June 2022						
	July	August	September	October	November	December
Illinois Funds account	\$ 207,424.37	\$ 207,427.85	\$ 207,431.24	\$ 207,435.71	\$ 207,440.46	\$ 207,450.38
Busey Bank Cash accounts	\$ 2,554,612.35	\$ 2,487,141.44	\$ 3,282,091.64	\$ 3,549,391.89	\$ 3,345,850.39	\$ 3,081,613.07
Busey Bank Web account	\$ 27,405.31	\$ 36,424.06	\$ 41,483.42	\$ 44,531.75	\$ 48,636.90	\$ 3,957.78
Total	\$ 2,789,442.03	\$ 2,730,993.35	\$ 3,531,006.30	\$ 3,801,359.35	\$ 3,601,927.75	\$ 3,293,021.23

	January	February
Illinois Funds account	\$ 207,463.81	\$ 207,482.32
Busey Bank Cash accounts	\$ 2,902,564.19	\$ 2,616,634.62
Busey Bank Web account	\$ 10,471.40	\$ 16,005.91
Total	\$ 3,120,499.40	\$ 2,840,122.85

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City of Urbana
DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031022 03/10/2022 DUE DATE: 03/10/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74	ALLIANCE ENTERTAINMENT	00000		INV	03/10/2022	PLS63772720	
	1 80280802 51805			A&Y PROG	CD	11.59	
	2 80280802 51806			A&Y PROG	DVD	85.60	
				Invoice Net		97.19	
				CHECK TOTAL			97.19
1325	ARAMARK UNIFORM SERVIC	00000		INV	03/10/2022	613000062157	
	1 80280805 52201			LIBR FAC	BLDG MAINT	325.48	
				Invoice Net		325.48	
				CHECK TOTAL			325.48
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036567540	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,726.21	
				Invoice Net		1,726.21	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036571418	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	768.07	
				Invoice Net		768.07	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036553345	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	831.39	
				Invoice Net		831.39	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	5017580978	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	106.30	
				Invoice Net		106.30	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036561222	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	276.96	
				Invoice Net		276.96	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036571588	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	634.31	
				Invoice Net		634.31	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	2036563749	
	1 81080833 52803			CHILD GIFT	CHILD PROG	109.10	
				Invoice Net		109.10	
217	BAKER & TAYLOR LLC	00000		INV	03/10/2022	5017589774	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	34.25	
				Invoice Net		34.25	
				CHECK TOTAL			4,486.59
2257	CFS - CUSTOM FACILITY	00000		INV	03/10/2022	1591	
	1 80280805 52201			LIBR FAC	BLDG MAINT	324.00	
				Invoice Net		324.00	
				CHECK TOTAL			324.00
859	GIBBS TECHNOLOGY COMPA	00000		INV	03/10/2022	2176829	
	1 80280801 52203			LIBR CTRL	MAINT AGRM	78.71	
				Invoice Net		78.71	
				CHECK TOTAL			78.71

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1031022 03/10/2022

DUE DATE: 03/10/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
2260	INGRAM INDUSTRIES INC.	00000		INV	03/10/2022	58145353	
	1 80280802 51801	A&Y PROG		LIBR BOOKS		488.76	
		Invoice Net				488.76	
				CHECK TOTAL			488.76
2996	IOWA GENEALOGICAL SOCI	00000		INV	03/10/2022	42279	
	1 80280803 51803	ARCHIVES		LIBR PER		35.00	
		Invoice Net				35.00	
				CHECK TOTAL			35.00
261	LAKESHORE LEARNING MAT	00000		INV	03/10/2022	651577022322	
	1 80280802 51802 80103	A&Y PROG		NEW COLL		38.98	
		Invoice Net				38.98	
				CHECK TOTAL			38.98
268	MIDWEST TAPE	00000		INV	03/10/2022	501754658	
	1 80280802 51807 80103	A&Y PROG		RECORDING		56.98	
		Invoice Net				56.98	
268	MIDWEST TAPE	00000		INV	03/10/2022	501754659	
	1 80280802 51807 80103	A&Y PROG		RECORDING		24.99	
		Invoice Net				24.99	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756300	
	1 80280802 51807 80103	A&Y PROG		RECORDING		47.98	
		Invoice Net				47.98	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756301	
	1 80280802 51807 80103	A&Y PROG		RECORDING		48.99	
		Invoice Net				48.99	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756302	
	1 80280802 51807 80103	A&Y PROG		RECORDING		9.74	
		Invoice Net				9.74	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756304	
	1 80280802 51806 80103	A&Y PROG		DVD		67.49	
		Invoice Net				67.49	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756305	
	1 80280802 51807 80103	A&Y PROG		RECORDING		19.99	
		Invoice Net				19.99	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756500	
	1 80280802 51804	A&Y PROG		AUDIOBOOKS		79.98	
		Invoice Net				79.98	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756503	
	1 80280802 51806	A&Y PROG		DVD		41.23	
		Invoice Net				41.23	
268	MIDWEST TAPE	00000		INV	03/10/2022	501755959	
	1 80280802 51806	A&Y PROG		DVD		65.22	
		Invoice Net				65.22	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756502	
	1 80280802 51806	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031022 03/10/2022 DUE DATE: 03/10/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE	00000		INV	03/10/2022	501756504	
	1 80280802 51806			A&Y PROG DVD		37.48	
				Invoice Net		37.48	
268	MIDWEST TAPE	00000		INV	03/10/2022	501756505	
	1 80280802 51806			A&Y PROG DVD		13.49	
				Invoice Net		13.49	
268	MIDWEST TAPE	00000		INV	03/10/2022	501755955	
	1 80280802 51806			A&Y PROG DVD		186.64	
				Invoice Net		186.64	
268	MIDWEST TAPE	00000		INV	03/10/2022	501755957	
	1 80280802 51806			A&Y PROG DVD		18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	03/10/2022	501755958	
	1 80280802 51806			A&Y PROG DVD		21.72	
				Invoice Net		21.72	
268	MIDWEST TAPE	00000		INV	03/10/2022	501755956	
	1 80280802 51806			A&Y PROG DVD		18.74	
				Invoice Net		18.74	
				CHECK TOTAL			774.39
2991	MOULTRIE COUNTY HISTOR	00000		INV	03/10/2022	42179	
	1 80280803 51803			ARCHIVES LIBR PER		17.00	
				Invoice Net		17.00	
				CHECK TOTAL			17.00
9999	Edison Middle School	00000		INV	03/10/2022	42257	
	1 80280803 51801			ARCHIVES LIBR BOOKS		30.00	
				Invoice Net		30.00	
				CHECK TOTAL			30.00
9999	McLean County Genealog	00000		INV	03/10/2022	42175	
	1 80280803 51803			ARCHIVES LIBR PER		30.00	
				Invoice Net		30.00	
				CHECK TOTAL			30.00
9999	Milwaukee County Genea	00000		INV	03/10/2022	42178	
	1 80280803 51803			ARCHIVES LIBR PER		17.00	
				Invoice Net		17.00	
				CHECK TOTAL			17.00
9999	Preservation & Conserv	00000		INV	03/10/2022	42180	
	1 80280803 51803			ARCHIVES LIBR PER		25.00	
				Invoice Net		25.00	
				CHECK TOTAL			25.00
9999	Tolono Historical Soci	00000		INV	03/10/2022	42280	
	1 80280803 51803			ARCHIVES LIBR PER		20.00	
				Invoice Net		20.00	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031022 03/10/2022 DUE DATE: 03/10/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	20.00
9999 Warren County Genealog		00000		INV	03/10/2022	42182	
1	80280803 51803			ARCHIVES	LIBR PER	8.00	
				Invoice Net		8.00	
						CHECK TOTAL	8.00
54 OVERDRIVE INC		00000		INV	03/10/2022	01018DA22071893	
1	80280802 51811			A&Y PROG	DOWNLOAD	5.99	
				Invoice Net		5.99	
						CHECK TOTAL	5.99
9980 PETTY CASH VENDOR		00000		INV	03/10/2022	42185	
1	81080831 51990			ADMIN GIFT	OTH LIBMAT	16.99	
2	80280801 51900			LIBR CTRL	OTHER SUPP	23.64	
3	80280801 52902			LIBR CTRL	POST PRINT	11.60	
4	80280809 51812			LIBR DEV	LIBR SUPP	47.00	
5	80280809 51812	80103		LIBR DEV	LIBR SUPP	5.28	
				Invoice Net		104.51	
						CHECK TOTAL	104.51
3031 SCHOOL SPECIALTY, LLC		00000		INV	03/10/2022	208129511148	
1	80280802 51802	80103		A&Y PROG	NEW COLL	28.32	
				Invoice Net		28.32	
						CHECK TOTAL	28.32
2354 SHADE SOLUTIONS INC		00000		INV	12/02/2021	215125	
1	80280805 52201			LIBR FAC	BLDG MAINT	407.95	
				Invoice Net		407.95	
2354 SHADE SOLUTIONS INC		00000		INV	03/10/2022	001747	
1	80280805 52201			LIBR FAC	BLDG MAINT	1,592.10	
				Invoice Net		1,592.10	
						CHECK TOTAL	2,000.05
487 TABCO BUSINESS FORMS I		00000		INV	03/10/2022	612215	
1	80280801 51900			LIBR CTRL	OTHER SUPP	221.21	
				Invoice Net		221.21	
						CHECK TOTAL	221.21
301 UNIQUE MANAGEMENT SERV		00001		INV	03/10/2022	6098840	
1	80280801 51900			LIBR CTRL	OTHER SUPP	78.80	
				Invoice Net		78.80	
301 UNIQUE MANAGEMENT SERV		00001		INV	03/10/2022	6098841	
1	80280801 52902			LIBR CTRL	POST PRINT	67.81	
				Invoice Net		67.81	
						CHECK TOTAL	146.61

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031022 03/10/2022 DUE DATE: 03/10/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
564 UNIVERSITY OF ILLINOIS		00001		INV	03/10/2022	PRO2022-20551	
1 80280809 52909		LIBR DEV		AD/MRK/PE		150.00	
		Invoice Net				150.00	
564 UNIVERSITY OF ILLINOIS		00001		INV	03/10/2022	PRO2022-20564	
1 80280809 52909		LIBR DEV		AD/MRK/PE		150.00	
		Invoice Net				150.00	
				CHECK TOTAL			300.00

=====							
49 INVOICES				CK RUN ID# TOTAL		9,602.79	9,602.79
				CASH ACCOUNT BALANCE			1,885,681.45
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:1031022 03/10/2022

DUE DATE: 03/10/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	323.65	25,517.40
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	78.71	3,190.62
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	79.41	1,876.43
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,017.29	53,617.26
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,848.96	19,337.23
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	67.30	12,453.54
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	79.98	2,577.98
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	11.59	1,973.42
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	503.85	12,585.58
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	67.49	3,651.31
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	208.67	2,410.76
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	5.99	40,914.84
802	80280803	ARCHIVES 802-60-80-803-000-51801-	LIBRARY BOOKS	30.00	821.57
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	152.00	2,016.05
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	2,649.53	121,587.73
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	47.00	6,664.75
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	5.28	2,419.29
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	300.00	12,630.78
			FUND TOTAL	9,476.70	
CASH ACCOUNT	802 10100	BALANCE	1,885,681.45		
810	81080831	ADMIN GIFTS 810-60-80-831-000-51990-	OTHER LIBRARY MATERIAL	16.99	735.74
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	109.10	1,224.24
			FUND TOTAL	126.09	
CASH ACCOUNT	802 10100	BALANCE	1,885,681.45		
			CK RUN ID# SUMMARY TOTAL	9,602.79	
			GRAND TOTAL	9,602.79	

** END OF REPORT - Generated by Celeste Choate **

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031622 03/16/2022 DUE DATE: 03/16/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74	ALLIANCE ENTERTAINMENT	00000		INV	03/16/2022	PLS63828253	
	1 80280802 51805			A&Y PROG	CD	173.16	
	2 80280802 51806			A&Y PROG	DVD	13.75	
				Invoice Net		186.91	
				CHECK TOTAL			186.91
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036582891	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,494.15	
				Invoice Net		1,494.15	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036590369	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,140.72	
				Invoice Net		1,140.72	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	5017596785	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	159.90	
				Invoice Net		159.90	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036581681	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	299.28	
				Invoice Net		299.28	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036590443	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	590.60	
				Invoice Net		590.60	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036582616	
	1 81080833 51801			CHILD GIFT	LIBR BOOKS	6.72	
	2 81080833 51801			CHILD GIFT	LIBR BOOKS	37.44	
	3 81080833 52803			CHILD GIFT	CHILD PROG	105.30	
				Invoice Net		149.46	
217	BAKER & TAYLOR LLC	00000		INV	03/16/2022	2036589731	
	1 81080833 52803			CHILD GIFT	CHILD PROG	25.69	
	2 802 46290			LGEN FUND	OTHR REIMB	20.29	
				Invoice Net		45.98	
				CHECK TOTAL			3,880.09
1311	CARLE FOUNDATION HOSPI	00000		INV	03/10/2022	42243	
	1 80280801 52199			LIBR CTRL	OTHER PROF	621.25	
				Invoice Net		621.25	
				CHECK TOTAL			621.25
2257	CFS - CUSTOM FACILITY	00000		INV	03/16/2022	1595	
	1 80280805 52201			LIBR FAC	BLDG MAINT	216.00	
				Invoice Net		216.00	
				CHECK TOTAL			216.00
2257	CFS - CUSTOM FACILITY	00000		INV	03/16/2022	1597	
	1 80280805 52201			LIBR FAC	BLDG MAINT	5,833.33	
				Invoice Net		5,833.33	
				CHECK TOTAL			5,833.33

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031622 03/16/2022 DUE DATE: 03/16/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1345	CHAMPAIGN COUNTY	00017		INV	03/10/2022	107	
	1 80280808 52600			LIBR IT UTILITIES		200.00	
				Invoice Net		200.00	
				CHECK TOTAL			200.00
1212	CHEMICAL MAINTENANCE I	00000		INV	03/16/2022	S050499	
	1 80280801 51900			LIBR CTRL OTHER SUPP		137.50	
				Invoice Net		137.50	
1212	CHEMICAL MAINTENANCE I	00000		INV	03/16/2022	S048200B	
	1 80280801 51900			LIBR CTRL OTHER SUPP		20.00	
				Invoice Net		20.00	
				CHECK TOTAL			157.50
1062	CONSOLIDATED COMMUNICA	00001		INV	03/16/2022	42403	
	1 80280805 52600			LIBR FAC UTILITIES		561.48	
				Invoice Net		561.48	
				CHECK TOTAL			561.48
549	FIRST NATIONAL BANK OM	00000		INV	03/16/2022	42390	
	1 80280806 52320			LIBR ACQ TRAVEL		71.10	
	2 80280800 52320			LIBR ADMIN TRAVEL		199.00	
	3 80280803 51801			ARCHIVES LIBR BOOKS		171.75	
	4 80280803 52320			ARCHIVES TRAVEL		417.00	
	5 80280805 52201			LIBR FAC BLDG MAINT		1,013.12	
	6 80280801 52907			LIBR CTRL CRECRD FEE		125.20	
	7 80280802 51802 80103			A&Y PROG NEW COLL		693.00	
	8 80280809 51812 80103			LIBR DEV LIBR SUPP		15.28	
	9 80280809 52909			LIBR DEV AD/MRK/PE		77.69	
	10 80280808 51500			LIBR IT SHARED IT		36.42	
	11 80280801 52902			LIBR CTRL POST PRINT		524.99	
				Invoice Net		3,344.55	
				CHECK TOTAL			3,344.55
3013	JOHNS HOPKINS UNIVERSI	00001		INV	03/16/2022	42396	
	1 80280803 51803			ARCHIVES LIBR PER		60.00	
				Invoice Net		60.00	
				CHECK TOTAL			60.00
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58294987	
	1 80280802 51801			A&Y PROG LIBR BOOKS		99.44	
				Invoice Net		99.44	
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58294988	
	1 80280802 51801			A&Y PROG LIBR BOOKS		119.03	
				Invoice Net		119.03	
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58294989	
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		29.92	
				Invoice Net		29.92	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031622 03/16/2022 DUE DATE: 03/16/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58347110	
	1 80280802 51801 80103	A&Y PROG		LIBR BOOKS		140.27	
		Invoice Net				140.27	
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58167850	
	1 80280802 51801 80103	A&Y PROG		LIBR BOOKS		7.34	
		Invoice Net				7.34	
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58224674	
	1 80280802 51801	A&Y PROG		LIBR BOOKS		144.28	
		Invoice Net				144.28	
2260	INGRAM INDUSTRIES INC.	00000		INV	03/16/2022	58224675	
	1 80280802 51801 80103	A&Y PROG		LIBR BOOKS		72.41	
		Invoice Net				72.41	
				CHECK TOTAL		612.69	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779080	
	1 80280802 51806	A&Y PROG		DVD		114.69	
		Invoice Net				114.69	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779082	
	1 80280802 51806	A&Y PROG		DVD		143.92	
		Invoice Net				143.92	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779083	
	1 80280802 51806	A&Y PROG		DVD		127.45	
		Invoice Net				127.45	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779084	
	1 80280802 51806	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779085	
	1 80280802 51806	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779086	
	1 80280802 51806	A&Y PROG		DVD		20.99	
		Invoice Net				20.99	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779087	
	1 80280802 51806	A&Y PROG		DVD		63.72	
		Invoice Net				63.72	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779088	
	1 80280802 51806	A&Y PROG		DVD		11.24	
		Invoice Net				11.24	
268	MIDWEST TAPE	00000		INV	03/16/2022	501779089	
	1 80280802 51806	A&Y PROG		DVD		11.99	
		Invoice Net				11.99	
268	MIDWEST TAPE	00000		INV	03/16/2022	501781923	
	1 80280802 51807 80103	A&Y PROG		RECORDING		31.99	
		Invoice Net				31.99	
268	MIDWEST TAPE	00000		INV	03/16/2022	501781925	
	1 80280802 51806 80103	A&Y PROG		DVD		24.73	
		Invoice Net				24.73	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031622 03/16/2022 DUE DATE: 03/16/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268 MIDWEST TAPE		00000		INV	03/16/2022	501781926	
1 80280802 51806	80103	A&Y PROG		DVD		35.97	
		Invoice Net				35.97	
268 MIDWEST TAPE		00000		INV	03/16/2022	501781927	
1 80280802 51807	80103	A&Y PROG		RECORDING		51.99	
		Invoice Net				51.99	
268 MIDWEST TAPE		00000		INV	03/16/2022	501781928	
1 80280802 51807	80103	A&Y PROG		RECORDING		14.99	
		Invoice Net				14.99	
				CHECK TOTAL			683.65
54 OVERDRIVE INC		00000		INV	03/16/2022	01018CO22084286	
1 80280802 51811		A&Y PROG		DOWNLOAD		1,902.39	
		Invoice Net				1,902.39	
				CHECK TOTAL			1,902.39
283 QUILL CORPORATION		00000		INV	03/16/2022	23480441	
1 80280801 51900		LIBR CTRL		OTHER SUPP		177.70	
		Invoice Net				177.70	
				CHECK TOTAL			177.70
1272 ROGARDS		00000		INV	03/16/2022	036499-00	
1 80280801 51900		LIBR CTRL		OTHER SUPP		66.07	
		Invoice Net				66.07	
				CHECK TOTAL			66.07
2777 SECURITAS ELECTRONIC S		00001		INV	03/10/2022	7000901214	
1 80280805 52201		LIBR FAC		BLDG MAINT		465.74	
		Invoice Net				465.74	
				CHECK TOTAL			465.74
296 ST CLAIR COUNTY GENEAL		00000		INV	03/16/2022	42400	
1 80280803 51803		ARCHIVES		LIBR PER		10.00	
		Invoice Net				10.00	
				CHECK TOTAL			10.00
2482 T-MOBILE USA INC.		00001		INV	03/16/2022	42401	
1 80280802 51802	80103	A&Y PROG		NEW COLL		463.77	
		Invoice Net				463.77	
				CHECK TOTAL			463.77
2626 WAY TECHNOLOGY, LLC		00001		INV	03/16/2022	4709174	
1 80280802 51802	80103	A&Y PROG		NEW COLL		42.97	
		Invoice Net				42.97	
				CHECK TOTAL			42.97

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1031622 03/16/2022 DUE DATE: 03/16/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
=====							
45 INVOICES				CK RUN ID# TOTAL		19,486.09	
				CASH ACCOUNT BALANCE		1,876,078.66	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:1031622 03/16/2022

DUE DATE: 03/16/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	20.29	.00
802	80280800	LIBRARY ADMINISTRA 802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	199.00	7,473.05
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	401.27	25,116.13
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52199-	OTHER PROFESSIONAL SER	621.25	24,209.60
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	524.99	1,351.44
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52907-	CREDIT CARD & BANK FEE	125.20	1,219.33
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,997.62	50,619.64
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,299.72	18,037.51
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	1,199.74	11,253.80
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	173.16	1,800.26
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	537.73	12,047.85
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	60.70	3,590.61
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	98.97	2,311.79
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	1,902.39	39,012.45
802	80280803	ARCHIVES 802-60-80-803-000-51801-	LIBRARY BOOKS	171.75	649.82
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	70.00	1,946.05
802	80280803	ARCHIVES 802-60-80-803-000-52320-	TRAVEL, EDUCATION AND	417.00	2,040.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	7,528.19	114,525.28
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	561.48	41,119.86
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-52320-	TRAVEL, EDUCATION AND	71.10	654.90
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	36.42	73,967.60
802	80280808	LIBRARY IT 802-60-80-808-000-52600-	UTILITIES	200.00	622.92
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	15.28	2,404.01
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	77.69	12,553.09
			FUND TOTAL	19,310.94	
CASH ACCOUNT 802 10100	BALANCE	1,876,078.66			
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	44.16	12,091.18
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	130.99	1,093.25
			FUND TOTAL	175.15	
CASH ACCOUNT 802 10100	BALANCE	1,876,078.66			
			CK RUN ID# SUMMARY TOTAL	19,486.09	
			GRAND TOTAL	19,486.09	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L032422 03/24/2022 DUE DATE: 03/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>74</u>	<u>ALLIANCE ENTERTAINMENT</u>	00000		INV	03/24/2022	<u>PLS64077425</u>	
	1 <u>80280802 51805</u>			A&Y PROG	CD	53.88	
	2 <u>802 46290</u>			LGEN FUND	OTHR REIMB	50.98	
				Invoice Net		104.86	
				CHECK TOTAL			104.86
<u>19</u>	<u>AMAZON .COM SERVICES I</u>	00000		INV	03/24/2022	<u>42701</u>	
	1 <u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	39.95	
	2 <u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	199.34	
	3 <u>80280802 51802 80103</u>			A&Y PROG	NEW COLL	26.98	
	4 <u>80280808 51500</u>			LIBR IT	SHARED IT	558.91	
	5 <u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	125.77	
	6 <u>80280806 51900</u>			LIBR ACQ	OTHER SUPP	26.98	
	7 <u>80280809 51812 80102</u>			LIBR DEV	LIBR SUPP	436.64	
				Invoice Net		1,414.57	
				CHECK TOTAL			1,414.57
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>2036603920</u>	
	1 <u>81080833 52803</u>			CHILD GIFT	CHILD PROG	38.05	
				Invoice Net		38.05	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>2036607734</u>	
	1 <u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	751.48	
				Invoice Net		751.48	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>2036607900</u>	
	1 <u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	933.71	
				Invoice Net		933.71	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>5017613980</u>	
	1 <u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	21.51	
				Invoice Net		21.51	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>2036597100</u>	
	1 <u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	244.32	
				Invoice Net		244.32	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/24/2022	<u>2036603896</u>	
	1 <u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,693.96	
				Invoice Net		1,693.96	
				CHECK TOTAL			3,683.03
<u>220</u>	<u>BRODART CO</u>	00000		INV	03/24/2022	<u>598662</u>	
	1 <u>80280806 51900</u>			LIBR ACQ	OTHER SUPP	144.88	
				Invoice Net		144.88	
				CHECK TOTAL			144.88
<u>788</u>	<u>CONSTANT CONTACT INC.</u>	00000		INV	03/24/2022	<u>TLNRAB5AB8122</u>	
	1 <u>80280809 52909</u>			LIBR DEV	AD/MRK/PE	1,638.00	
				Invoice Net		1,638.00	
				CHECK TOTAL			1,638.00

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L032422 03/24/2022 DUE DATE: 03/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
347 GLESCO ELECTRIC INC		00000		INV	03/24/2022	23598	
1	80280805 52201			LIBR FAC	BLDG MAINT	630.00	
				Invoice Net		630.00	
				CHECK TOTAL			630.00
2260 INGRAM INDUSTRIES INC.		00000		INV	03/24/2022	58421993	
1	80280802 51801			A&Y PROG	LIBR BOOKS	65.01	
				Invoice Net		65.01	
2260 INGRAM INDUSTRIES INC.		00000		INV	03/24/2022	58421994	
1	80280802 51801 80103			A&Y PROG	LIBR BOOKS	296.89	
				Invoice Net		296.89	
2260 INGRAM INDUSTRIES INC.		00000		INV	03/24/2022	58436276	
1	80280802 51801			A&Y PROG	LIBR BOOKS	173.55	
				Invoice Net		173.55	
				CHECK TOTAL			535.45
2500 JORDAN KAHLE		00000		INV	03/24/2022	42616	
1	80280802 51802 80103			A&Y PROG	NEW COLL	1,062.51	
				Invoice Net		1,062.51	
				CHECK TOTAL			1,062.51
2786 LANGSTON ALLSTON		00000		INV	03/24/2022	42615	
1	80280809 51812			LIBR DEV	LIBR SUPP	1,250.00	
				Invoice Net		1,250.00	
				CHECK TOTAL			1,250.00
318 LAZERS EDGE OFFICE AUT		00000		INV	03/24/2022	30318	
1	80280801 51900			LIBR CTRL	OTHER SUPP	517.50	
				Invoice Net		517.50	
				CHECK TOTAL			517.50
268 MIDWEST TAPE		00000		INV	03/24/2022	501812477	
1	80280802 51806 80103			A&Y PROG	DVD	7.49	
				Invoice Net		7.49	
268 MIDWEST TAPE		00000		INV	03/24/2022	501812478	
1	80280802 51806 80103			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268 MIDWEST TAPE		00000		INV	03/24/2022	501812479	
1	80280802 51806 80103			A&Y PROG	DVD	47.99	
				Invoice Net		47.99	
268 MIDWEST TAPE		00000		INV	03/24/2022	501823210	
1	80280802 51806 80103			A&Y PROG	DVD	29.24	
				Invoice Net		29.24	
268 MIDWEST TAPE		00000		INV	03/24/2022	501819260	
1	80280802 51806			A&Y PROG	DVD	182.92	
				Invoice Net		182.92	
268 MIDWEST TAPE		00000		INV	03/24/2022	501819261	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L032422 03/24/2022 DUE DATE: 03/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51806			A&Y PROG DVD		75.72	
				Invoice Net		75.72	
268	MIDWEST TAPE			00000 INV	03/24/2022	501819262	
	1 80280802 51806			A&Y PROG DVD		85.46	
				Invoice Net		85.46	
268	MIDWEST TAPE			00000 INV	03/24/2022	501819263	
	1 80280802 51806			A&Y PROG DVD		12.74	
				Invoice Net		12.74	
268	MIDWEST TAPE			00000 INV	03/24/2022	501819264	
	1 80280802 51806			A&Y PROG DVD		116.20	
				Invoice Net		116.20	
268	MIDWEST TAPE			00000 INV	03/24/2022	501819265	
	1 80280802 51806			A&Y PROG DVD		19.49	
				Invoice Net		19.49	
268	MIDWEST TAPE			00000 INV	03/24/2022	501819266	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		29.99	
				Invoice Net		29.99	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809822	
	1 80280802 51806			A&Y PROG DVD		14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809825	
	1 80280802 51806			A&Y PROG DVD		29.98	
				Invoice Net		29.98	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809824	
	1 80280802 51806			A&Y PROG DVD		14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809823	
	1 80280802 51806			A&Y PROG DVD		26.23	
				Invoice Net		26.23	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809826	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		84.98	
				Invoice Net		84.98	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809828	
	1 80280802 51806			A&Y PROG DVD		18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE			00000 INV	03/24/2022	501809829	
	1 80280802 51806			A&Y PROG DVD		59.97	
				Invoice Net		59.97	
				CHECK TOTAL		875.86	
28	NEWSBANK INC			00000 INV	03/24/2022	RN1034435	
	1 80280803 52910			ARCHIVES DTB CHARGE		3,204.00	
				Invoice Net		3,204.00	
				CHECK TOTAL		3,204.00	
2916	OCCUPATIONAL ENVIRONME			00000 INV	03/24/2022	10200	
	1 80280805 52201			LIBR FAC BLDG MAINT		1,900.00	
				Invoice Net		1,900.00	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L032422 03/24/2022 DUE DATE: 03/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,900.00
54 OVERDRIVE INC		00000		INV	03/24/2022	01018CO22089588	
1 80280802 51811		A&Y PROG		DOWNLOAD		294.37	
		Invoice Net				294.37	
54 OVERDRIVE INC		00000		INV	03/24/2022	01018DA22089072	
1 80280802 51811		A&Y PROG		DOWNLOAD		135.25	
		Invoice Net				135.25	
						CHECK TOTAL	429.62
42 PRESTO X LLC		00000		INV	03/24/2022	14441481	
1 80280805 52201		LIBR FAC		BLDG MAINT		62.00	
		Invoice Net				62.00	
42 PRESTO X LLC		00000		INV	03/24/2022	14441482	
1 80280805 52201		LIBR FAC		BLDG MAINT		62.00	
		Invoice Net				62.00	
						CHECK TOTAL	124.00
1622 REPUBLIC SERVICES, INC		00000		INV	03/24/2022	0729-000600618	
1 80280805 52201		LIBR FAC		BLDG MAINT		641.25	
		Invoice Net				641.25	
						CHECK TOTAL	641.25
1272 ROGARDS		00000		INV	03/24/2022	036812-00	
1 80280801 51900		LIBR CTRL		OTHER SUPP		162.49	
		Invoice Net				162.49	
						CHECK TOTAL	162.49
2777 SECURITAS ELECTRONIC S		00001		INV	03/24/2022	2509747	
1 80280805 52201		LIBR FAC		BLDG MAINT		385.55	
		Invoice Net				385.55	
						CHECK TOTAL	385.55
=====							
44 INVOICES				CK RUN ID# TOTAL		18,703.57	
				CASH ACCOUNT BALANCE		1,811,832.25	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:L032422 03/24/2022

DUE DATE: 03/24/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	50.98	.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	805.76	24,310.37
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,723.95	47,895.69
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,695.77	16,341.74
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	1,089.49	10,164.31
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	114.97	2,463.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	53.88	1,746.38
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	657.43	11,390.42
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	103.46	3,487.15
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	429.62	38,582.83
802	80280803	ARCHIVES 802-60-80-803-000-52910-	DATABASE CHARGES	3,204.00	5,613.11
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	3,680.80	110,844.48
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	171.86	19,600.93
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	558.91	73,408.69
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	1,250.00	5,414.75
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	436.64	1,485.88
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	1,638.00	10,915.09
			FUND TOTAL	18,665.52	
CASH ACCOUNT	802 10100	BALANCE	1,811,832.25		
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	38.05	1,055.20
			FUND TOTAL	38.05	
CASH ACCOUNT	802 10100	BALANCE	1,811,832.25		
			CK RUN ID# SUMMARY TOTAL	18,703.57	
			GRAND TOTAL	18,703.57	

** END OF REPORT - Generated by Celeste Choate **

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1033122 04/01/2022 DUE DATE: 04/01/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>74</u>	<u>ALLIANCE ENTERTAINMENT</u>	00000		INV	03/31/2022	<u>PLS64264053</u>	
	1 <u>80280802 51805</u>			A&Y PROG		44.80	
	2 <u>80280802 51809</u>			A&Y PROG		704.43	
				Invoice Net		749.23	
				CHECK TOTAL			749.23
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	03/31/2022	<u>42796</u>	
	1 <u>80280805 52600</u>			LIBR FAC		455.54	
				Invoice Net		455.54	
				CHECK TOTAL			455.54
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	03/31/2022	<u>42797</u>	
	1 <u>80280805 52600</u>			LIBR FAC		9,592.59	
				Invoice Net		9,592.59	
				CHECK TOTAL			9,592.59
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	03/31/2022	<u>42798</u>	
	1 <u>80280805 52600</u>			LIBR FAC		3,770.94	
				Invoice Net		3,770.94	
				CHECK TOTAL			3,770.94
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036627080</u>	
	1 <u>80280802 51801</u>			A&Y PROG		1,530.32	
				Invoice Net		1,530.32	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036614874</u>	
	1 <u>80280802 51801</u>	80103		A&Y PROG		256.52	
				Invoice Net		256.52	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>5017640107</u>	
	1 <u>80280802 51801</u>	80103		A&Y PROG		43.08	
				Invoice Net		43.08	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>5017624819</u>	
	1 <u>80280802 51801</u>	80103		A&Y PROG		84.85	
				Invoice Net		84.85	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036627168</u>	
	1 <u>80280802 51801</u>	80103		A&Y PROG		476.71	
				Invoice Net		476.71	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036619428</u>	
	1 <u>81080833 52803</u>			CHILD GIFT		51.18	
				Invoice Net		51.18	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036619448</u>	
	1 <u>80280802 51801</u>			A&Y PROG		1,428.97	
				Invoice Net		1,428.97	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	03/31/2022	<u>2036624800</u>	
	1 <u>80280802 51801</u>	80103		A&Y PROG		228.57	
				Invoice Net		228.57	
				CHECK TOTAL			4,100.20

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1033122 04/01/2022 DUE DATE: 04/01/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
2051	CAPITAL COMMUNICATIONS	00000		INV	03/31/2022	30456525	
	1 80280806 51900			LIBR ACQ OTHER SUPP		613.42	
				Invoice Net		613.42	
				CHECK TOTAL			613.42
3054	CAROLYN FAUCETT KNOX	00000		INV	03/31/2022	42901	
	1 81080834 51990			ARCH GIFT OTH LIBMAT		100.00	
				Invoice Net		100.00	
				CHECK TOTAL			100.00
1345	CHAMPAIGN COUNTY	00017		INV	12/02/2021	101	
	1 80280808 52600			LIBR IT UTILITIES		200.00	
				Invoice Net		200.00	
1345	CHAMPAIGN COUNTY	00017		INV	03/31/2022	109	
	1 80280808 52600			LIBR IT UTILITIES		200.00	
				Invoice Net		200.00	
				CHECK TOTAL			400.00
1212	CHEMICAL MAINTENANCE I	00000		INV	03/31/2022	S051023	
	1 80280801 51900			LIBR CTRL OTHER SUPP		566.96	
				Invoice Net		566.96	
				CHECK TOTAL			566.96
20	DAVIS HOUK MECHANICAL	00000		INV	03/31/2022	S22DH114	
	1 80280805 52201			LIBR FAC BLDG MAINT		1,101.45	
				Invoice Net		1,101.45	
				CHECK TOTAL			1,101.45
3059	RAYMOND ANDREW EISSFEL	00000		INV	03/31/2022	42910	
	1 80280805 51420			LIBR FAC OFF FURN		775.00	
				Invoice Net		775.00	
				CHECK TOTAL			775.00
1522	FRAZIERS APPLIANCE REP	00000		INV	03/31/2022	E6456	
	1 80280805 52201			LIBR FAC BLDG MAINT		140.00	
				Invoice Net		140.00	
				CHECK TOTAL			140.00
859	GIBBS TECHNOLOGY COMPA	00000		INV	03/31/2022	2195604	
	1 80280801 52203			LIBR CTRL MAINT AGRM		76.31	
				Invoice Net		76.31	
859	GIBBS TECHNOLOGY COMPA	00000		INV	03/31/2022	2195605	
	1 80280801 52203			LIBR CTRL MAINT AGRM		139.79	
				Invoice Net		139.79	
				CHECK TOTAL			216.10
1264	ILLINOIS AMERICAN WATE	00001		INV	03/31/2022	42808	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1033122 04/01/2022 DUE DATE: 04/01/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280805 52600			LIBR FAC UTILITIES		190.66	
				Invoice Net		190.66	
						CHECK TOTAL	190.66
1264 ILLINOIS AMERICAN WATE		00001		INV	03/31/2022	42809	
1 80280805 52600				LIBR FAC UTILITIES		64.64	
				Invoice Net		64.64	
						CHECK TOTAL	64.64
1264 ILLINOIS AMERICAN WATE		00001		INV	03/31/2022	42810	
1 80280805 52600				LIBR FAC UTILITIES		33.19	
				Invoice Net		33.19	
						CHECK TOTAL	33.19
2260 INGRAM INDUSTRIES INC.		00000		INV	03/31/2022	58564390	
1 80280802 51801				A&Y PROG LIBR BOOKS		176.81	
				Invoice Net		176.81	
2260 INGRAM INDUSTRIES INC.		00000		INV	03/31/2022	58492041	
1 80280802 51801				A&Y PROG LIBR BOOKS		52.07	
				Invoice Net		52.07	
						CHECK TOTAL	228.88
254 CAROL INSKEEP		00000		INV	09/09/2021	37043	
1 80280809 51812				LIBR COMM LIBR SUPP		100.00	
				Invoice Net		100.00	
254 CAROL INSKEEP		00000		INV	03/31/2022	42828	
1 80280809 51812				LIBR COMM LIBR SUPP		22.65	
				Invoice Net		22.65	
						CHECK TOTAL	122.65
267 MIDWEST ARCHIVES CONF		00000		INV	03/31/2022	3642	
1 80280803 52320				ARCHIVES TRAVEL		55.00	
				Invoice Net		55.00	
267 MIDWEST ARCHIVES CONF		00000		INV	03/31/2022	3643	
1 80280803 52320				ARCHIVES TRAVEL		59.00	
				Invoice Net		59.00	
267 MIDWEST ARCHIVES CONF		00000		INV	03/31/2022	3644	
1 80280803 52320				ARCHIVES TRAVEL		59.00	
				Invoice Net		59.00	
267 MIDWEST ARCHIVES CONF		00000		INV	03/31/2022	3641	
1 80280803 52320				ARCHIVES TRAVEL		55.00	
				Invoice Net		55.00	
267 MIDWEST ARCHIVES CONF		00000		INV	03/31/2022	3640	
1 80280803 52320				ARCHIVES TRAVEL		49.00	
				Invoice Net		49.00	
						CHECK TOTAL	277.00

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1033122 04/01/2022 DUE DATE: 04/01/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE			INV	03/31/2022	501844939	
	1 80280802 51804	00000		A&Y PROG	AUDIOBOOKS	135.96	
				Invoice Net		135.96	
268	MIDWEST TAPE			INV	03/31/2022	501846301	
	1 80280802 51806	00000		A&Y PROG	DVD	20.99	
				Invoice Net		20.99	
268	MIDWEST TAPE			INV	03/31/2022	501846448	
	1 80280802 51807 80103	00000		A&Y PROG	RECORDING	21.74	
				Invoice Net		21.74	
268	MIDWEST TAPE			INV	03/31/2022	501846449	
	1 80280802 51807 80103	00000		A&Y PROG	RECORDING	10.79	
				Invoice Net		10.79	
268	MIDWEST TAPE			INV	03/31/2022	501844938	
	1 80280802 51806	00000		A&Y PROG	DVD	14.24	
				Invoice Net		14.24	
268	MIDWEST TAPE			INV	03/31/2022	501844936	
	1 80280802 51806	00000		A&Y PROG	DVD	67.46	
				Invoice Net		67.46	
268	MIDWEST TAPE			INV	03/31/2022	501844937	
	1 80280802 51806	00000		A&Y PROG	DVD	56.97	
				Invoice Net		56.97	
268	MIDWEST TAPE			INV	03/31/2022	501844933	
	1 80280802 51804	00000		A&Y PROG	AUDIOBOOKS	39.99	
				Invoice Net		39.99	
268	MIDWEST TAPE			INV	03/31/2022	501844934	
	1 80280802 51806	00000		A&Y PROG	DVD	71.22	
				Invoice Net		71.22	
268	MIDWEST TAPE			INV	03/31/2022	501844935	
	1 80280802 51806	00000		A&Y PROG	DVD	29.99	
				Invoice Net		29.99	
				CHECK TOTAL		469.35	_____
2516	THE NEW LINCOLN SQUARE			INV	09/09/2021	37012	
	1 80280803 52912	00000		ARCHIVES	FACILTYREN	725.00	
				Invoice Net		725.00	
2516	THE NEW LINCOLN SQUARE			INV	11/11/2021	38754	
	1 80280803 52912	00000		ARCHIVES	FACILTYREN	725.00	
				Invoice Net		725.00	
				CHECK TOTAL		1,450.00	_____
54	OVERDRIVE INC			INV	03/31/2022	01018DA22096409	
	1 80280802 51811	00000		A&Y PROG	DOWNLOAD	101.69	
				Invoice Net		101.69	
				CHECK TOTAL		101.69	_____
1392	PARAGON MICRO INC			INV	03/31/2022	S3367163	
	1 80280808 51500	00000		LIBR IT	SHARED IT	1,920.00	
				Invoice Net		1,920.00	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1033122 04/01/2022 DUE DATE: 04/01/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,920.00
<u>421</u>	<u>PROJECT TE</u>						
	1 <u>80280851 51810</u>	00000		INV	09/23/2021	<u>INV000015378</u>	
				MER SALES	LIBR SALE	221.20	
				Invoice Net		221.20	
						CHECK TOTAL	221.20
<u>283</u>	<u>QUILL CORPORATION</u>						
	1 <u>80280801 51410</u>	00000		INV	03/31/2022	<u>23863558</u>	
	2 <u>80280801 51900</u>			LIBR CTRL	SMALL EQ	191.56	
				LIBR CTRL	OTHER SUPP	93.42	
				Invoice Net		284.98	
						CHECK TOTAL	284.98
<u>1272</u>	<u>ROGARDS</u>						
	1 <u>81080831 52801</u>	00000		INV	03/31/2022	<u>037019-00</u>	
	2 <u>80280801 51900</u>			ADMIN GIFT	AD PROG	36.70	
				LIBR CTRL	OTHER SUPP	66.05	
				Invoice Net		102.75	
<u>1272</u>	<u>ROGARDS</u>						
	1 <u>80280801 51900</u>	00000		INV	03/31/2022	<u>037019-01</u>	
				LIBR CTRL	OTHER SUPP	52.18	
				Invoice Net		52.18	
						CHECK TOTAL	154.93
<u>2777</u>	<u>SECURITAS ELECTRONIC S</u>						
	1 <u>80280805 52201</u>	00001		INV	03/31/2022	<u>2523571</u>	
				LIBR FAC	BLDG MAINT	481.79	
				Invoice Net		481.79	
						CHECK TOTAL	481.79
<u>2952</u>	<u>PAVLOV MEDIA INC</u>						
	1 <u>80280808 52999</u>	00000		INV	03/31/2022	<u>INV22922</u>	
				LIBR IT	OTHER SVCS	800.00	
				Invoice Net		800.00	
						CHECK TOTAL	800.00
<u>3030</u>	<u>THRYV INC</u>						
	1 <u>80280801 51900</u>	00000		INV	03/31/2022	<u>610053007832</u>	
				LIBR CTRL	OTHER SUPP	190.25	
				Invoice Net		190.25	
						CHECK TOTAL	190.25
<u>564</u>	<u>UNIVERSITY OF ILLINOIS</u>						
	1 <u>81080834 51990</u>	00019		INV	03/31/2022	<u>42902</u>	
				ARCH GIFT	OTH LIBMAT	100.00	
				Invoice Net		100.00	
						CHECK TOTAL	100.00
=====							
56	INVOICES			CK RUN ID#	TOTAL		29,672.64
				CASH ACCOUNT	BALANCE		1,795,571.33
=====							

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 5152cchoate | CK RUN ID# SUMMARY

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CK RUN ID#:1033122 04/01/2022

DUE DATE: 04/01/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51410-	SMALL TOOLS & EQUIPMEN	191.56	5,456.49
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	968.86	23,341.51
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	216.10	2,974.52
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,188.17	44,707.52
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,089.73	15,252.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	175.95	2,287.06
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	44.80	1,701.58
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	260.87	11,129.55
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	32.53	2,279.26
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	704.43	3,044.24
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	101.69	38,481.14
802	80280803	ARCHIVES 802-60-80-803-000-52320-	TRAVEL, EDUCATION AND	277.00	1,763.00
802	80280803	ARCHIVES 802-60-80-803-000-52912-	FACILITY RENTAL	1,450.00	1,705.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51420-	OFFICE FURNITURE	775.00	31,225.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	1,723.24	109,121.24
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	14,107.56	27,012.30
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	613.42	18,987.51
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	1,920.00	71,488.69
802	80280808	LIBRARY IT 802-60-80-808-000-52600-	UTILITIES	400.00	422.92
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SERV	800.00	6,069.00
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	122.65	5,392.10
802	80280851	MERCHANDISE SALES 802-60-80-851-000-51810-	LIBRARY RESALE PURCHAS	221.20	2,778.80
			FUND TOTAL	29,384.76	
CASH ACCOUNT	802 10100	BALANCE	1,795,571.33		
810	81080831	ADMIN GIFTS 810-60-80-831-000-52801-	LIBRARY PROGRAMS	36.70	1,963.30
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	51.18	1,004.02
810	81080834	ARCHIVES GIFTS 810-60-80-834-000-51990-	OTHER LIBRARY MATERIAL	200.00	1,400.00
			FUND TOTAL	287.88	
CASH ACCOUNT	802 10100	BALANCE	1,795,571.33		
			CK RUN ID# SUMMARY TOTAL	29,672.64	
			GRAND TOTAL	29,672.64	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1040722 04/07/2022 DUE DATE: 04/07/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
2 ALLEN COUNTY GENEALOGI		00001		INV	04/07/2022	42928	
1 80280803 51803		ARCHIVES		LIBR PER		25.00	
		Invoice Net				25.00	
				CHECK TOTAL			25.00
74 ALLIANCE ENTERTAINMENT		00000		INV	04/07/2022	PLS64319997	
1 80280802 51805		A&Y PROG		CD		165.71	
		Invoice Net				165.71	
74 ALLIANCE ENTERTAINMENT		00000		INV	04/07/2022	PLS64322494	
1 802 46290		LGEN FUND		OTHR REIMB		22.37	
		Invoice Net				22.37	
				CHECK TOTAL			188.08
1902 AMERICAN SOCIETY OF GE		00000		INV	04/07/2022	42929	
1 80280803 51803		ARCHIVES		LIBR PER		25.00	
		Invoice Net				25.00	
				CHECK TOTAL			25.00
1325 ARAMARK UNIFORM SERVIC		00000		INV	04/07/2022	613000078497	
1 80280805 52201		LIBR FAC		BLDG MAINT		325.48	
		Invoice Net				325.48	
				CHECK TOTAL			325.48
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036644037	
1 80280802 51801 80103		A&Y PROG		LIBR BOOKS		464.89	
		Invoice Net				464.89	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036644079	
1 80280802 51801		A&Y PROG		LIBR BOOKS		1,328.44	
		Invoice Net				1,328.44	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	5017654950	
1 80280802 51801 80103		A&Y PROG		LIBR BOOKS		76.99	
		Invoice Net				76.99	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036633529	
1 80280802 51801 80103		A&Y PROG		LIBR BOOKS		529.08	
		Invoice Net				529.08	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036637417	
1 80280802 51801		A&Y PROG		LIBR BOOKS		1,172.78	
		Invoice Net				1,172.78	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036637269	
1 81080833 52803		CHILD GIFT		CHILD PROG		18.26	
2 81080833 51801		CHILD GIFT		LIBR BOOKS		13.49	
		Invoice Net				31.75	
217 BAKER & TAYLOR LLC		00000		INV	04/07/2022	2036637572	
1 80280802 51801		A&Y PROG		LIBR BOOKS		18.68	
		Invoice Net				18.68	
				CHECK TOTAL			3,622.61

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1040722 04/07/2022 DUE DATE: 04/07/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
220 BRODART CO		00000		INV	04/07/2022	599716	
	1 80280806 51900			LIBR ACQ OTHER SUPP		805.38	
				Invoice Net		805.38	
				CHECK TOTAL			805.38
2334 CHAMPAIGN MULTIMEDIA G		00001		INV	04/07/2022	303693972	
	1 80280809 52199			LIBR COMM OTHER PROF		50.00	
				Invoice Net		50.00	
				CHECK TOTAL			50.00
2536 CNHI, LLC		00001		INV	04/07/2022	43102	
	1 80280802 51803			A&Y PROG LIBR PER		178.06	
				Invoice Net		178.06	
				CHECK TOTAL			178.06
231 DELL MARKETING LP		00000		INV	04/07/2022	10566856511	
	1 80280808 51500			LIBR IT SHARED IT		2,134.97	
				Invoice Net		2,134.97	
				CHECK TOTAL			2,134.97
3059 RAYMOND ANDREW EISSFEL		00000		INV	04/07/2022	43126	
	1 80280805 51420			LIBR FAC OFF FURN		155.00	
				Invoice Net		155.00	
				CHECK TOTAL			155.00
1889 EMILY MCKOWN		00000		INV	04/07/2022	43072	
	1 80280809 51812			LIBR COMM LIBR SUPP		150.00	
				Invoice Net		150.00	
				CHECK TOTAL			150.00
5 ENVISIONWARE INC		00000		INV	04/07/2022	INV-US-58831	
	1 80280806 51900			LIBR ACQ OTHER SUPP		2,129.00	
				Invoice Net		2,129.00	
5 ENVISIONWARE INC		00000		INV	04/07/2022	INV-US-58648	
	1 80280808 51500			LIBR IT SHARED IT		1,337.30	
	2 80280801 52999			LIBR CTRL OTHER SVCS		1,755.05	
				Invoice Net		3,092.35	
				CHECK TOTAL			5,221.35
859 GIBBS TECHNOLOGY COMPA		00000		INV	04/07/2022	2202169	
	1 80280801 52203			LIBR CTRL MAINT AGRM		78.71	
				Invoice Net		78.71	
				CHECK TOTAL			78.71
243 GREAT RIVER GENEALOGIC		00000		INV	04/07/2022	42931	
	1 80280803 51803			ARCHIVES LIBR PER		18.00	
				Invoice Net		18.00	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1040722 04/07/2022 DUE DATE: 04/07/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	18.00
2260	INGRAM INDUSTRIES INC.	00000		INV	04/07/2022	58696998	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	225.33	
				Invoice Net		225.33	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/07/2022	58720705	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	10.73	
				Invoice Net		10.73	
						CHECK TOTAL	236.06
1990	KANOPY INC.	00000		INV	04/07/2022	292096 - PPU	
	1 80280802 51811			A&Y PROG	DOWNLOAD	1,090.00	
				Invoice Net		1,090.00	
						CHECK TOTAL	1,090.00
261	LAKESHORE LEARNING MAT	00000		INV	04/07/2022	724675031722	
	1 80280809 51812 80103			LIBR COMM	LIBR SUPP	251.84	
				Invoice Net		251.84	
261	LAKESHORE LEARNING MAT	00000		INV	04/07/2022	734785032222	
	1 80280802 51802 80103			A&Y PROG	NEW COLL	350.63	
				Invoice Net		350.63	
						CHECK TOTAL	602.47
2978	MARION COUNTY GENEALOG	00000		INV	04/07/2022	42937	
	1 80280803 51803			ARCHIVES	LIBR PER	25.00	
				Invoice Net		25.00	
						CHECK TOTAL	25.00
266	MIDDLE TENNESSEE GENEALOG	00000		INV	04/07/2022	42939	
	1 80280803 51803			ARCHIVES	LIBR PER	25.00	
				Invoice Net		25.00	
						CHECK TOTAL	25.00
268	MIDWEST TAPE	00000		INV	04/07/2022	501911933	
	1 80280802 51811			A&Y PROG	DOWNLOAD	3,921.39	
				Invoice Net		3,921.39	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892562	
	1 80280802 51804			A&Y PROG	AUDIOBOOKS	144.96	
				Invoice Net		144.96	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892564	
	1 80280802 51804			A&Y PROG	AUDIOBOOKS	168.96	
				Invoice Net		168.96	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892565	
	1 80280802 51806			A&Y PROG	DVD	31.48	
				Invoice Net		31.48	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892566	
	1 80280802 51806			A&Y PROG	DVD	38.23	
				Invoice Net		38.23	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1040722 04/07/2022 DUE DATE: 04/07/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE	00000		INV	04/07/2022	501892567	
	1 80280802 51806			A&Y PROG DVD		163.42	
				Invoice Net		163.42	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892568	
	1 80280802 51806			A&Y PROG DVD		103.45	
				Invoice Net		103.45	
268	MIDWEST TAPE	00000		INV	04/07/2022	501892569	
	1 80280802 51806			A&Y PROG DVD		11.24	
				Invoice Net		11.24	
268	MIDWEST TAPE	00000		INV	04/07/2022	501900383	
	1 80280802 51806			A&Y PROG DVD		69.72	
				Invoice Net		69.72	
				CHECK TOTAL			4,652.85
91	MINNESOTA GENEALOGICAL	00000		INV	04/07/2022	42940	
	1 80280803 51803			ARCHIVES LIBR PER		25.00	
				Invoice Net		25.00	
				CHECK TOTAL			25.00
2516	THE NEW LINCOLN SQUARE	00000		INV	04/07/2022	42933	
	1 80280803 52912			ARCHIVES FACILTYREN		725.00	
				Invoice Net		725.00	
				CHECK TOTAL			725.00
9999	Afro-American Historic	00000		INV	04/07/2022	42925	
	1 80280803 51803			ARCHIVES LIBR PER		45.00	
				Invoice Net		45.00	
				CHECK TOTAL			45.00
2994	SEAN FITZPATRICK	00000		INV	04/07/2022	0000424	
	1 80280809 52199			LIBR COMM OTHER PROF		4,075.00	
				Invoice Net		4,075.00	
				CHECK TOTAL			4,075.00
33	PROQUEST LLC	00000		INV	04/07/2022	70722783	
	1 80280803 52910			ARCHIVES DTB CHARGE		2,138.97	
				Invoice Net		2,138.97	
				CHECK TOTAL			2,138.97
1272	ROGARDS	00000		INV	04/07/2022	036499-01	
	1 80280801 51900			LIBR CTRL OTHER SUPP		25.68	
				Invoice Net		25.68	
				CHECK TOTAL			25.68
547	SECRETARY OF STATE IND	00000		INV	04/07/2022	43058	
	1 80280809 51812			LIBR COMM LIBR SUPP		10.00	
				Invoice Net		10.00	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1040722 04/07/2022 DUE DATE: 04/07/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	10.00
487 TABCO BUSINESS FORMS I		00000		INV	04/07/2022	613720	
1 80280801 51900				LIBR CTRL	OTHER SUPP	65.72	
				Invoice Net		65.72	
						CHECK TOTAL	65.72
600 ULINE INC		00000		INV	04/07/2022	146804533	
1 80280806 51900				LIBR ACQ	OTHER SUPP	73.89	
				Invoice Net		73.89	
						CHECK TOTAL	73.89
=====							
47 INVOICES				CK RUN ID# TOTAL		26,793.28	
				CASH ACCOUNT BALANCE		1,688,389.45	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:1040722 04/07/2022

DUE DATE: 04/07/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	22.37	.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	91.40	23,250.11
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	78.71	2,895.81
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52999-	OTHER CONTRACTUAL SERV	1,755.05	5,281.87
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,745.23	41,962.29
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,081.69	14,170.32
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	350.63	9,853.67
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51803-	LIBRARY PERIODICALS	178.06	2,309.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	313.92	1,973.14
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	165.71	1,535.87
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	417.54	10,712.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	5,011.39	33,469.75
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	188.00	1,773.05
802	80280803	ARCHIVES 802-60-80-803-000-52910-	DATABASE CHARGES	2,138.97	3,474.14
802	80280803	ARCHIVES 802-60-80-803-000-52912-	FACILITY RENTAL	725.00	980.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51420-	OFFICE FURNITURE	155.00	31,070.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	325.48	108,795.76
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	3,008.27	15,979.24
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	3,472.27	68,016.42
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	160.00	5,232.10
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	251.84	2,152.17
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	4,125.00	11,055.00
CASH ACCOUNT 802 10100 BALANCE 1,688,389.45			FUND TOTAL	26,761.53	
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	13.49	12,077.69
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	18.26	985.76
CASH ACCOUNT 802 10100 BALANCE 1,688,389.45			FUND TOTAL	31.75	
=====			CK RUN ID# SUMMARY TOTAL	26,793.28	
=====			GRAND TOTAL	26,793.28	
=====					

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YEAR 2022 PERIOD 9
EXPENDITURE ENTRIES
SHORT DESC Pay031122

GL EFF DATE 03/11/2022
REFERENCE L0311
REFERENCE2 8L0311

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	9		GL EFF DATE	03/11/2022
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,506.52
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,591.11
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,948.68
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,790.04
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,844.17
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,443.47
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,353.95
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,235.93
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	11,375.19
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	3,727.37
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	7,512.80
FUND TOTALS					102,329.23
GRAND TOTALS					102,329.23

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WARRANT L0325

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CHECK DATE 03/25/2022

YEAR 2022 PERIOD 9
EXPENDITURE ENTRIES
SHORT DESC PAY032522

GL EFF DATE 03/25/2022
REFERENCE L0325
REFERENCE2 8L0325

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD 9			GL EFF DATE 03/25/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,278.02
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,300.63
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,025.64
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,013.40
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,868.03
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,249.89
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,200.96
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,000.17
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,634.63
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	3,548.25
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	7,146.06
FUND TOTALS					104,265.68
GRAND TOTALS					104,265.68



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GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

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WARRANT L0408

PAY PERIOD 03/20/2022 to 04/02/2022

CHECK DATE 04/08/2022

YEAR 2022 PERIOD 10
EXPENDITURE ENTRIES
SHORT DESC Pay040822

GL EFF DATE 04/08/2022
REFERENCE L0408
REFERENCE2 8L0408

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD 10			GL EFF DATE 04/08/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,379.58
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,577.60
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,062.78
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,385.27
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,853.38
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,456.57
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,078.57
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,156.13
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,329.47
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,403.54
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	6,913.63
FUND TOTALS					105,596.52
GRAND TOTALS					105,596.52

Date: April 10, 2022
To: The Urbana Free Library Board
From: Celeste Choate, Executive Director
Re: FY22 Budget Memo



The proposed FY23 budget brings TUFL further down the path laid out in the Strategic Plan. We continue to lean into the four pillars of Embrace, Enrich, Empower, and Enhance in a number of ways. We propose to go fine free, which directly benefits our community by removing barriers to use, and we also propose additional benefits for our amazing staff. IT and Facilities lines also see more funding to catch up in areas that have been underfunded in the past. We have immediate needs, like paint and carpeting and upgraded computers to put us less at risk for cybersecurity issues, and long-term needs, like the east air handler unit and chiller. A number of these projects were budgeted for FY22 but were not completed yet, so they are being included in FY23, too.

As was presented to the Board recently, there have been a number of changes to TUFL staffing within and between departments. In the FY22 budget, we had pulled back service desk coverage for part of the year, given the impacts of the pandemic on use. We are seeing increased use in some areas, including the reference desks and programming, and the FY23 budget has shifted funds within wage lines to reflect the changing use of the Library by the community.

FY23	802	803	810	820	Total
Revenue FY23	\$ (4,558,443)	\$ (26,000)	\$ (47,400)	\$ (4,400)	\$ (4,636,243)
Expense FY23	\$ 4,719,484	\$ 13,000	\$ 379,750	\$ 4,400	\$ 5,116,634
Total	\$ 161,041	\$ (13,000)	\$ 332,350	\$ -	\$ 480,391

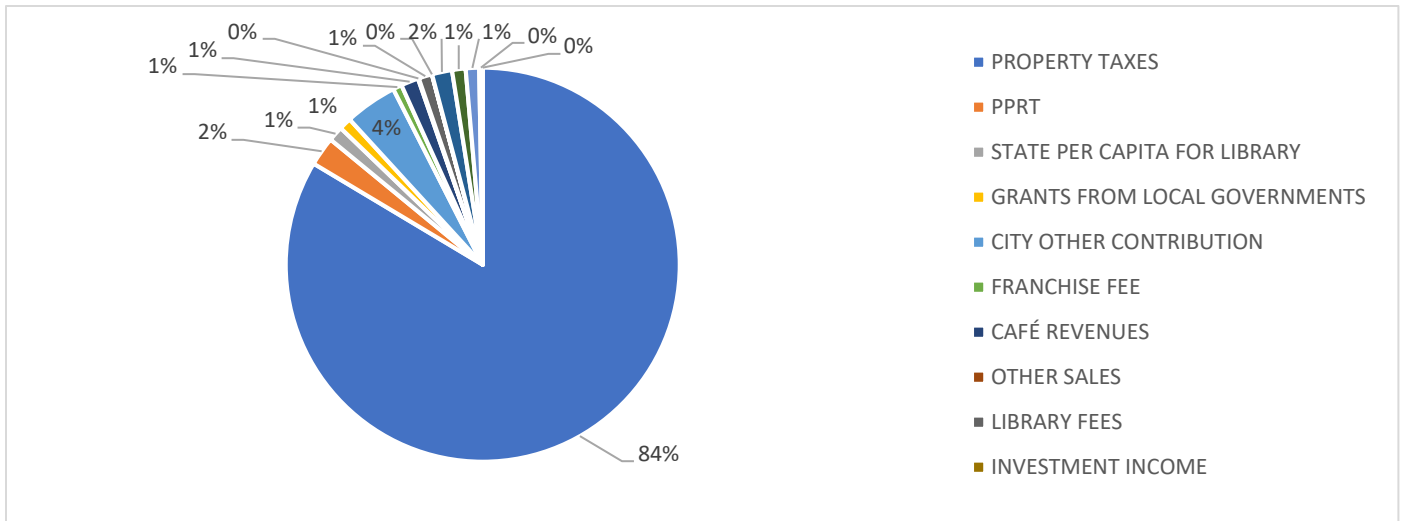
Serving Our Public 4.0: Standards for Illinois Public Libraries

TUFL continues to meet the *State Standards*, which have two specific recommendations about budgets:

1. *Salaries account for up to 60% and salaries plus fringe benefits (FICA, pension, and health insurance) account for up to 70% of the total budget.* Staff wages account for 52% of the overall 802 General Fund and those fringe benefits account for 15%, totaling 66% (including rounding). All staff will receive a cost of living increase, and qualified staff will also receive a step increase. The next minimum wage increase will go into effect January 1, 2023, so Shelveers will receive raises in July 2022 and also in January 2023.
2. *Eight to 12% of the operating budget are spent on materials for patrons.* Here are two ways TUFL meets this standard.

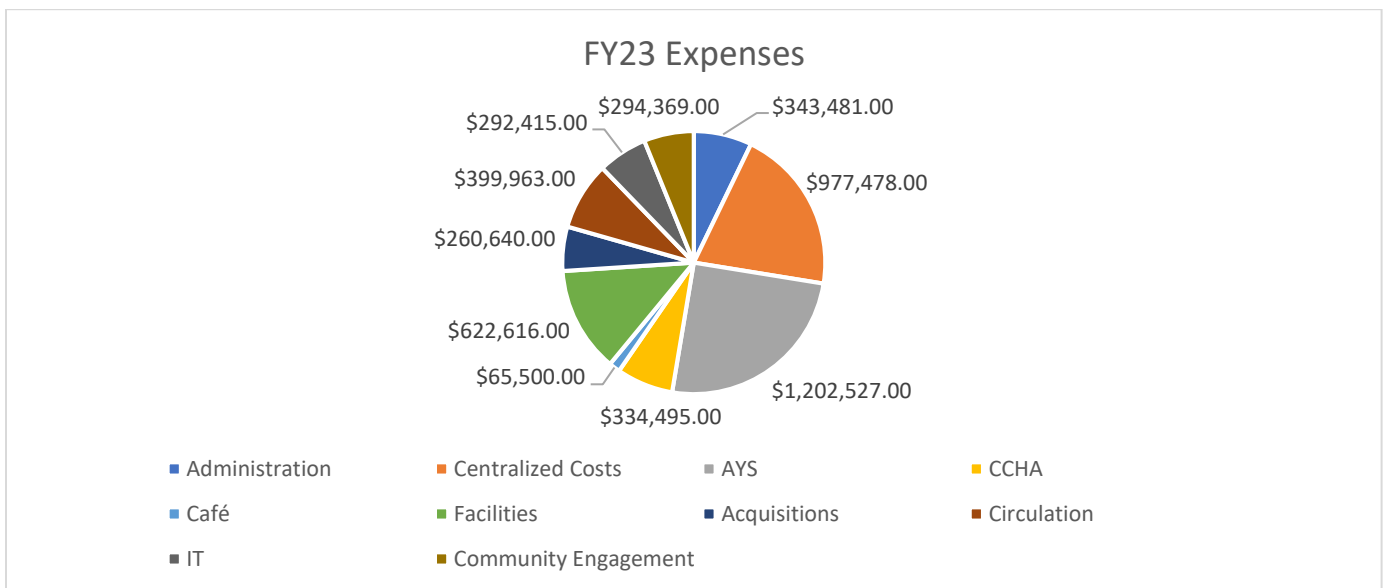
	FY23 802 Expenses
Total (operating + some gifts but no capital) budget	\$4,403,076.00
Total on materials including supplies, automation, and staffing costs	\$ 975,285.19
% of budget spent including "extra" costs	22%
Total on materials only	\$ 465,605.00
% of operating budget spent materials only	11%

Revenue highlights



- Property taxes continue to be the primary source of revenue at 84%.
- We continue to see growth in the Friends of The Urbana Free Library’s Amazon and Etsy online stores. In addition to the normally generous funding from The Urbana Free Library Foundation, there is a new Frampton Fund of \$23,000 in honor of former Library Board member Peg Frampton for specific outreach initiatives. The Foundation will be doing a matching grant campaign later this year to raise additional funds, and we will continue to increase our development efforts in support of Enhance, Goal 1: *We steward our physical and financial resources to allow for growth and sustainability.*
- Since we propose that TUFL go fine free, we have not budgeted the fines in the Library Fees line, but due to upward trends in other fees, expect only a \$5,600 decrease in Library Fees in FY23. There is more information below about the benefits of going fine free. The fine revenue of \$16,500 we might have received would be .4% of the overall budget.

Expense Highlights



- We evaluated staff workflow and spending in the Centralized Costs section of the budget and shifted appropriate expenses to IT and Facilities lines.
- Some facilities projects that were budgeted for FY22 were deprioritized, given more pressing needs, including the evaluation and demolition of the Webber Building, and necessary work on the Tepper Building. Projects budgeted for FY22 have been reallocated to FY23, and others have been added. In addition, we propose shifting more funds to the 803 Special Reserve Fund for Facilities and for IT.
- With new IT staff and the managed service provider on board, IT is eager to make more positive changes. In order to provide a safer cybersecurity environment, this budget's new level of IT funding allows us to shorten our computer replacement cycle to 5 years and update some servers, as well.
- At the end of this document, please see information about future spending for IT and Facilities.
- Although we don't generally ask the Board to go into fund balance for projects, there were a number of items this year that we were unable to complete due to timing issues. Please see the attached list. We request that since these expenses go unspent this year, we re-budget them for FY23.
- We are budgeting for the Library Café to be revenue neutral in case we decide to reopen it. We only open it if we are confident it would break even. We are not currently seeing the necessary number of people visiting the Library for it to be profitable. We anticipate sharing a recommendation about the Café's future with the Board in FY23.
- More information about TUFL's fund balances will be available at the April Board meeting and at the May Board meeting.

Exciting new initiatives in FY23:

The first initiative staff recommend is TUFL going fine free. Staff propose that The Urbana Free Library become fine free in support of the Strategic Plan's emphasis on equity, diversity, and inclusion. If the Board passes this part of the FY23 budget proposal at the May 2022 Board Meeting, staff further propose beginning implementation as soon after that meeting as we can reasonably implement the changes and update patron accounts.

The Library has taken steps over the years to remove barriers to use, moving toward a fine free policy by increasing fee limits before library use is blocked and implementing automatic renewals. Fines disproportionately affect low-income patrons, and eliminating the fine barrier will ensure that patrons who need the Library's resources the most can utilize them. It will allow for more positive interactions between staff and patrons by moving conversations from reminding patrons how much they owe in fines to promoting the Library's many resources. It will create a better customer service experience as patrons do not have to worry when they approach the Circulation Desk if they will have a fine to pay on their account from materials that have been returned.

In addition, it will save staff time. For example, Champaign Public Library has shared that patrons do not want to check out items from The Urbana Free Library because they do not want the possibility of fines, which means that TUFL items are sent to Champaign to fill holds and are never checked out. Filling holds and delivering them to Champaign is a time-consuming and costly endeavor just to have them immediately sent back. In addition, some Urbana residents are checking out Champaign Public Library items because they do not want the possibility of fines from their home library.

Staff believe that the benefits of being fine free would outweigh the small budget impact for these expected revenues in FY23. While fines will be forgiven, there will still be charges for Lost and Damaged items.

This chart shows the number of patrons who would benefit from forgiving outstanding fines. We cannot tell how many additional community members chose not to get a card at all because they feared the implications of debt who will find the Library more welcoming now.

Patron Group	# of patrons w/ overdue fines	Total amount of outstanding overdue fines	# of patrons with overdue fines between \$25 & \$100	# of Patrons with overdue fines over \$100
Adults	6,113	\$65,570.85	522	89
Teens	82	\$1,075.33	4	4
Youth	480	\$3,716.95	32	1

Libraries across the country have been positively impacted by the removal of fines:

- Champaign Public Library stated, “The atmosphere at the Checkout Desk changed. Customers are no longer nervous that there is going to be some unexpected fee because they missed the due date by a day or argumentative about the appearance of fees. When someone returns an item that has aged to Lost, all the fees are gone. Customers were often still left with overdue fees even though the item was returned. Using the library is a much less stressful experience, especially for families with children who check out lots of materials.”
- Salt Lake City Public Library had a 10% increase in both circulation and unique borrowers one year after eliminating fines.
- The Denver Public Library has reported that 35% of the patrons who stopped using library services have reengaged after having accounts cleared of fines.
- San Rafael Public Library (CA) reported an increase in circulation of children’s materials as well as a 40% increase in youth borrowers.
- Chicago Public Library saw a 240% increase in the number of books returned, noting that if patrons owe fines, they were hesitant to bring books back.
- New York Public Library had more than 72,000 overdue or lost items returned and depending on location a 9% to 15% return of patrons.

We will bring any policies which will be impacted by going fine free for the Board’s consideration and approval at the May 2022 Board meeting.

Staff Benefits:

Following the Strategic Plan, Enhance, Goal 2, *We cultivate continuous improvement among Board and staff members to create increased engagement, satisfaction, and retention*, we recommend new staff benefits to increase the Library’s appeal as a workplace both to current employees and to people in the job market. We believe these benefits to be sustainable in light of Enhance, Goal 1: *We steward our physical and financial resources to allow for growth and sustainability.*

Here are current staff benefits, followed by new initiatives we are proposing:

Benefits TUFL provides:	Who qualifies:
COVID Leave	all staff
free parking	all staff
sick leave	PT and FT staff
personal leave	PT and FT staff
vacation leave	PT and FT staff
health insurance for employee only	PT and FT staff
IMRF retirement contribution	PT and FT staff
\$20,000 life insurance	FT staff
Employee Assistance Program	all staff
staff library cards	all staff
bereavement leave	all staff
holiday leave	PT and FT staff
Retirement Health Savings plan	PT and FT staff

Opportunities TUFL makes available:	Who qualifies:
dental insurance	PT and FT staff
vision insurance	PT and FT staff
extra life insurance	FT staff
ICMA-Roth and 457 plans	PT and FT staff
IMRF voluntary addition contribution	PT and FT staff
critical illness insurance	FT staff
accident insurance	FT staff
flex spending plan	PT and FT staff
short term disability	FT staff
long term disability	FT staff
tuition waiver at the iSchool for one course	1 person per semester
credit union	all staff
Library services discounts	all staff
flu shot clinic on site	staff with health insurance

Proposed new benefits:

Hourly Sick Leave

One way we can support hourly staff is to institute sick leave that, to date, has only been available to full- and part-time employees. We asked seven libraries around the state about their staff benefits. Four of the libraries told us they already offer sick leave to hourly staff. During the pandemic, the Library’s Paid Leave Related to COVID-19 has allowed the Library’s hourly staff to stay home when they were experiencing COVID-19 symptoms without the worry of losing pay. It can be a difficult decision to work sick or stay home unpaid, and the Library

also benefitted by keeping illnesses out of the building, producing a win-win situation that we'd like to continue by instituting this benefit. The Hourly Sick Leave benefit would work as follows:

- Hourly staff already working at the Library on July 1, 2022, each would receive Hourly Sick Leave of four (4) hours to "seed" their balance, and then they would begin to accrue with each pay period.
- All full-time employees are credited with a total of 96 hours of sick leave annually. Hourly employees would be credited with sick leave in proportion to the percentage of full-time work they perform in their roles as hourly employees. Hourly staff could accrue Hourly Sick Leave up to a maximum of 19 hours. Once they reach a total of 19 hours, Hourly Sick Leave would stop accruing until the staff member is once again under 19 hours. We have seen that other libraries stipulate a "use it or lose it" approach to Hourly Sick Leave, but we are not making such a recommendation here.
- As with sick leave for full-time and part-time employees, sick leave is not paid out when someone separates from the Library.

We estimate the overall cost to the Library would be less than \$10,000/year, depending on how many shifts managers need to replace for public service staff and how many staff take their full allotment of Hourly Sick Leave. We believe the Library will be able to absorb this cost in the current staffing budget request, and at least one other library surveyed said they were able to do so.

Parental Leave

The Library does not currently offer any parental leave other than 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA). Per the Leave Policy, staff must use accrued sick time, personal time, and vacation time to be paid during their FMLA leave. In the same survey of seven libraries, four of the seven offer some level of Parental Leave and a fifth is considering it this year. We propose the following parameters for Parental Leave:

- Up to 8 weeks of Parental Leave for full-time staff. Part-time staff would be eligible for Parental Leave in proportion to the percentage of full-time work they perform as part-time employees.
- Would be available to full- and part-time employees who have worked for the Library for at least 12 months prior to using the leave benefit.
- Would run concurrent with FMLA time for employees who qualify for FMLA.
- It could not be used for child care.

We believe the overall cost to the Library would be able to be absorbed into the current staffing budget request, since given past history, we anticipate it will only be needed by staff members every couple of years. Another factor keeping the cost low is that we will not have to replace all of the hours for every staff member who takes this leave. For example, for some staff, we may only need to replace their "on-desk" time and not their "off-desk" time. Our estimates show the total cost of parental leave could range between roughly \$4,000-\$8,000 per instance. As with Hourly Sick Leave, we believe the Library will be able to absorb this cost in the current staffing budget request.

We will bring an updated Leave Policy for the Board's consideration and approval at the May 2022 Board meeting, with benefits to start the pay period beginning May 15, 2022 if approved.

Dependent health insurance coverage

The last new initiative is subsidizing a portion of family health insurance coverage. TUFL can only afford it if the City funds it, and a budget request has been made to the City. One of the great recruiting tools for the City of Urbana is the marvelous health care benefits that are offered. The health insurance plan a good one

and the City also provides between 70%-77% of dependent coverage costs to its employees. In order to be competitive in the marketplace for recruiting and retaining staff, The Urbana Free Library would like to offer the same benefits.

We surveyed thirty staff members who are eligible for health insurance to check their interest in having part of dependent coverage costs paid for by the Library. Twelve staff members responded, with only the three who currently subscribe saying they would subscribe to dependent coverage if the Library paid 25%. All three have commented on the hardship of the expense. Eight staff answered that they would definitely be interested in subscribing if the Library paid 50% or above of the dependent insurance costs

We would like to offer comparable benefits to what the City is offering, and based on the response from our survey, we estimate we would need about \$49,500 in FY23 to cover January-June 2023. Insurance runs on a calendar year, and people have already subscribed (or not) for CY2022. Since we would continue to offer this benefit, we would need an additional amount from the City to increase our baseline in FY24, to get to a whole year's coverage.

The City's budgeting process is on a different timeline, and it is not likely that they will know if our request has been funded until after the May Board meeting. If the City does approve this budget request, they can update it in our budget, as well as their own. We will share more information about this potential new initiative as we have it.

The Urbana Free Library FY23 Budget Proposal for April 2022 Board Meeting

Account Type	Organization	Object	Project	Account Description	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
R	802	40100		PROPERTY TAXES	(\$3,809,749.00)	(\$3,641,898.65)	(\$3,641,898.65)	(\$1,676,233.72)	(\$3,767,847.77)
R	802	40302		PPRT	(\$108,458.00)	(\$121,863.00)	(\$121,863.00)	(\$152,848.05)	(\$134,610.12)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$56,354.00)	(\$51,563.00)	(\$60,843.00)	(\$60,843.75)	(\$51,562.50)
R	802	41500		GRANTS FROM LOCAL GOVERNMENTS	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)	(\$34,720.00)	(\$45,920.00)
R	802	41700		CITY OTHER CONTRIBUTION	(\$196,235.00)	(\$206,060.00)	(\$206,060.00)	(\$129,730.81)	(\$0.33)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	(\$65,500.00)	(\$65,500.00)	(\$65,500.00)	(\$7.20)	(\$545.43)
R	802	44599		OTHER SALES	(\$3,087.00)	(\$3,000.00)	(\$3,000.00)	(\$1,060.12)	(\$2,235.24)
R	802	44800		LIBRARY FEES	(\$50,300.00)	(\$55,900.00)	(\$55,900.00)	(\$45,828.64)	(\$53,656.74)
R	802	45000		INVESTMENT INCOME	(\$700.00)	(\$500.00)	(\$500.00)	(\$461.23)	(\$426.86)
R	802	46290		OTHER REIMBURSEMENTS	(\$74,955.00)	(\$68,652.00)	(\$68,652.00)	(\$70,396.27)	(\$0.24)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$50,585.00)	(\$55,780.00)	(\$57,380.00)	(\$39,171.90)	(\$38,126.94)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$50,250.00)	(\$50,250.00)	(\$69,338.75)	(\$20,054.99)	(\$10,039.01)
R	802	49803		TRF FROM LIB RESERVE FUND	(\$13,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
R	802	49810		TFR FROM LIBRARY TRUST FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 802 REVENUE	(\$4,558,443.00)	(\$4,400,236.65)	(\$4,430,205.40)	(\$2,264,706.68)	(\$4,138,321.18)
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$334,281.00	\$299,797.00	\$299,797.00	\$215,724.50	\$272,604.99
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$9,200.00	\$10,350.00	\$10,350.00	\$2,876.95	\$2,863.40
E	80280801	50210		INSURANCE	\$285,213.00	\$225,170.00	\$225,170.00	\$154,605.50	\$161,021.28
E	80280801	50220		FICA AND MEDICARE	\$189,445.00	\$183,152.00	\$183,152.00	\$117,918.70	\$88,929.84
E	80280801	50240		RHS CONTRIBUTION	\$37,570.00	\$37,337.00	\$37,337.00	\$21,090.83	\$12,746.05
E	80280801	50251		IMRF & SURS	\$196,235.00	\$206,060.00	\$206,060.00	\$129,730.81	\$0.33
E	80280801	51410		SMALL TOOLS & EQUIPMENT	\$0.00	\$5,900.00	\$5,900.00	\$443.51	\$4,306.86
E	80280801	51900		OTHER SUPPLIES	\$41,992.00	\$55,775.00	\$55,775.00	\$32,524.89	\$51,190.90
E	80280801	52199		OTHER PROFESSIONAL SERVICES	\$31,000.00	\$39,970.00	\$39,970.00	\$15,760.40	\$17,309.01
E	80280801	52202		EQUIPMENT REPAIR & MAINT	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$513.32
E	80280801	52203		MAINTENANCE AGREEMENTS	\$0.00	\$5,105.00	\$5,105.00	\$2,209.19	\$4,635.30
E	80280801	52721		WORKER'S COMP CLAIMS	\$11,000.00	\$10,000.00	\$10,000.00	\$7,131.51	\$10,553.01
E	80280801	52902		POSTAGE & PRINTING	\$5,095.00	\$5,095.00	\$5,095.00	\$2,600.75	\$4,853.15
E	80280801	52904		RECRUITING EXPENSES	\$500.00	\$500.00	\$500.00	\$100.00	\$1,418.00
E	80280801	52907		CREDIT CARD & BANK FEES	\$2,800.00	\$3,020.00	\$3,020.00	\$1,941.43	\$2,874.66
E	80280801	52999		OTHER CONTRACTUAL SERVICES	\$46,228.00	\$44,925.00	\$44,925.00	\$39,643.13	\$60,017.72
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59803		TFR TO LIBRARY RESERVE FUND	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59820		TFR TO BUILDING FUND	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$768,323.00	\$732,115.00	\$732,115.00	\$517,906.35	\$717,105.61
E	80280802	51801		LIBRARY BOOKS	\$138,000.00	\$137,438.00	\$137,438.00	\$95,475.71	\$135,468.23
E	80280802	51801	80103	LIBRARY BOOKS	\$58,000.00	\$57,584.00	\$57,584.00	\$43,413.68	\$59,425.99
E	80280802	51802		NEW COLLECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51802	80103	NEW COLLECTIONS	\$25,200.00	\$27,668.00	\$27,668.00	\$17,814.33	\$21,919.18
E	80280802	51803		LIBRARY PERIODICALS	\$11,000.00	\$10,889.00	\$10,889.00	\$8,579.99	\$12,607.61
E	80280802	51803	80103	LIBRARY PERIODICALS	\$550.00	\$491.00	\$491.00	\$525.81	\$487.11
E	80280802	51804		AUDIOBOOKS	\$3,800.00	\$6,377.00	\$6,377.00	\$4,403.86	\$6,659.31
E	80280802	51805		CD'S	\$4,200.00	\$4,905.00	\$4,905.00	\$3,369.13	\$7,087.45
E	80280802	51806		DVD'S	\$26,730.00	\$30,312.00	\$30,312.00	\$19,599.99	\$25,489.20
E	80280802	51806	80103	DVD'S	\$4,800.00	\$6,377.00	\$6,377.00	\$2,889.85	\$3,787.85
E	80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51807	80103	RECORDINGS	\$7,300.00	\$6,989.00	\$6,989.00	\$4,709.74	\$4,547.06
E	80280802	51809		GAMES	\$4,000.00	\$5,690.00	\$5,690.00	\$2,645.76	\$1,735.66
E	80280802	51811		DOWNLOADABLES	\$101,000.00	\$97,120.00	\$97,120.00	\$63,650.25	\$87,695.42
E	80280802	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$9,642.30
E	80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.58
E	80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,774.02
E	80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$3,124.00	\$3,124.00	\$3,124.00	\$0.00	\$180.25
E	80280802	52910		DATABASE CHARGES	\$46,500.00	\$39,240.00	\$39,240.00	\$29,578.65	\$39,666.01
E	80280802	52910	80103	DATABASE CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,643.00
E	80280803	50110		SALARY - REGULAR EMPLOYEES	\$278,006.00	\$269,020.00	\$269,020.00	\$194,672.56	\$242,482.25
E	80280803	51801		LIBRARY BOOKS	\$3,870.00	\$4,070.00	\$4,070.00	\$3,420.18	\$4,495.51
E	80280803	51803		LIBRARY PERIODICALS	\$3,600.00	\$3,600.00	\$3,600.00	\$1,826.95	\$2,241.99
E	80280803	51808		MICROFORM	\$20,594.00	\$15,155.00	\$15,155.00	\$15.00	\$0.00
E	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$388.31
E	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,800.00	\$1,800.00	\$2,900.00	\$1,137.00	\$414.00
E	80280803	52910		DATABASE CHARGES	\$16,700.00	\$16,500.00	\$16,500.00	\$13,025.86	\$16,210.76
E	80280803	52912		FACILITY RENTAL	\$9,925.00	\$9,925.00	\$9,925.00	\$8,945.00	\$8,700.00
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$52,050.00	\$52,050.00	\$52,050.00	\$0.00	\$10.63
E	80280804	51900		OTHER SUPPLIES	\$13,200.00	\$13,200.00	\$13,200.00	\$0.00	(\$41,756.28)
E	80280804	52320		TRAVEL, EDUCATION AND TRAINING	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
E	80280805	50110		SALARY - REGULAR EMPLOYEES	\$41,911.00	\$39,062.00	\$39,062.00	\$16,423.34	\$0.00
E	80280805	51410		SMALL TOOLS & EQUIPMENT	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	51420		OFFICE FURNITURE	\$31,000.00	\$32,000.00	\$32,000.00	\$930.00	\$0.00
E	80280805	51900		OTHER SUPPLIES	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52201		BUILDING REPAIR & MAINT	\$127,023.00	\$258,884.00	\$258,884.00	\$150,088.24	\$168,348.00
E	80280805	52202		EQUIPMENT REPAIR & MAINT	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52600		UTILITIES	\$160,743.00	\$156,213.00	\$156,213.00	\$129,200.70	\$144,477.89
E	80280805	52710		INSURANCE PREMIUM	\$43,672.00	\$42,441.00	\$42,441.00	\$43,841.00	\$60,102.00
E	80280805	52999		OTHER CONTRACTUAL SERVICES	\$104,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	53200		BUILDING	\$103,367.00	\$103,367.65	\$103,367.65	\$0.00	\$0.00

The Urbana Free Library FY23 Budget Proposal for April 2022 Board Meeting

Account Type	Organization	Object	Project	Account Description	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$231,640.00	\$214,653.00	\$214,653.00	\$155,302.11	\$208,215.74
E	80280806	51900		OTHER SUPPLIES	\$28,000.00	\$32,000.00	\$32,000.00	\$16,020.76	\$29,442.40
E	80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,000.00	\$1,000.00	\$1,000.00	\$345.10	\$43.75
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$399,463.00	\$433,700.00	\$433,700.00	\$280,529.49	\$394,752.59
E	80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$500.00	\$500.00	\$500.00	\$0.00	\$49.00
E	80280808	50110		SALARY - REGULAR EMPLOYEES	\$132,935.00	\$145,910.00	\$128,710.00	\$55,784.75	\$83,798.13
E	80280808	51500		SHARED IT COSTS	\$122,000.00	\$73,900.00	\$92,988.75	\$24,972.33	\$69,214.07
E	80280808	51900		OTHER SUPPLIES	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52203		MAINTENANCE AGREEMENTS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52320		TRAVEL, EDUCATION AND TRAINING	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52600		UTILITIES	\$2,780.00	\$2,700.00	\$2,700.00	\$2,277.08	(\$1,225.50)
E	80280808	52999		OTHER CONTRACTUAL SERVICES	\$17,700.00	\$0.00	\$17,200.00	\$11,131.00	\$0.00
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$237,707.00	\$207,839.00	\$198,839.00	\$147,415.12	\$132,660.68
E	80280809	51812		LIBRARY PROGRAM SUPPLIES	\$10,735.00	\$17,100.00	\$17,500.00	\$12,267.90	\$0.00
E	80280809	51812	80102	LIBRARY PROGRAM SUPPLIES	\$3,400.00	\$3,400.00	\$3,400.00	\$1,914.12	\$0.00
E	80280809	51812	80103	LIBRARY PROGRAM SUPPLIES	\$3,400.00	\$3,400.00	\$3,900.00	\$1,747.83	\$0.00
E	80280809	51812	80104	LIBRARY PROGRAM SUPPLIES	\$800.00	\$800.00	\$800.00	\$73.48	\$0.00
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$22,800.00	\$10,600.00	\$28,880.00	\$17,825.00	\$9,716.00
E	80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$12,440.00	\$15,866.00	\$15,466.00	\$4,550.91	\$15,262.52
E	80280851	51810		LIBRARY RESALE PURCHASES	\$3,087.00	\$3,000.00	\$3,000.00	\$221.20	\$1,112.45
				TOTAL 802 EXPENSES	\$4,719,484.00	\$4,483,380.65	\$4,513,349.40	\$2,854,769.21	\$3,387,262.55
R	803	49802		TFR FROM LIBRARY GENERAL FUND	(\$26,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 803 REVENUE	(\$26,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
E	80380860	59802		TFR TO LIBRARY OPERATING FUND	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 803 EXPENSES	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R	810	45000		INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R	810	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$47,400.00)	(\$44,059.00)	(\$44,059.00)	(\$35,848.72)	(\$176,328.12)
				TOTAL 810 EXPENSES	(\$47,400.00)	(\$44,059.00)	(\$44,059.00)	(\$35,848.72)	(\$176,328.12)
E	81080821	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080822	52802		LIBRARY ADULT PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080823	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080824	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51420		OFFICE FURNITURE (posts to 80280805)	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51801		LIBRARY BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$16.18
E	81080831	51900		OTHER SUPPLIES	\$600.00	\$275.00	\$275.00	\$370.77	\$290.43
E	81080831	51990		OTHER LIBRARY MATERIALS	\$500.00	\$1,225.25	\$1,225.25	\$489.51	\$425,572.34
E	81080831	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52801		LIBRARY PROGRAMS	\$0.00	\$2,000.00	\$2,000.00	\$36.70	\$415.45
E	81080831	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52902		POSTAGE & PRINTING	\$4,400.00	\$3,075.00	\$3,075.00	\$3,122.40	\$2,124.70
E	81080831	52911		PASS-THROUGH PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	53200		BUILDING	\$300,500.00	\$250,488.00	\$250,488.00	\$0.00	\$1,342.25
E	81080831	59802		TFR TO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080832	51801		LIBRARY BOOKS	\$17,725.00	\$16,319.00	\$16,319.00	\$2,197.18	\$12,866.00
E	81080832	51990		OTHER LIBRARY MATERIALS	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00
E	81080833	51801		LIBRARY BOOKS	\$11,525.00	\$16,319.00	\$16,319.00	\$4,241.31	\$10,963.88
E	81080833	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52801		LIBRARY CHILDREN PROGRAMS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52803		LIBRARY CHILDREN PROGRAMS	\$2,000.00	\$2,000.00	\$2,000.00	\$1,014.24	\$42.98
E	81080834	51801		LIBRARY BOOKS	\$4,250.00	\$2,321.00	\$2,321.00	\$0.00	\$350.00
E	81080834	51990		OTHER LIBRARY MATERIALS	\$250.00	\$2,000.00	\$2,000.00	\$600.00	\$0.00
E	81080834	52804		LIBRARY ARCHIVES PROGRAMS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 810 EXPENSE	\$379,750.00	\$296,772.25	\$296,772.25	\$12,072.11	\$453,984.21
R	820	44599		OTHER SALES	\$0.00	(\$23,190.00)	(\$23,190.00)	(\$8,900.00)	(\$24,400.00)
R	820	49802		TFR FROM LIBRARY GENERAL FUND	(\$4,400.00)	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 820 REVENUE	(\$4,400.00)	(\$23,190.00)	(\$23,190.00)	(\$8,900.00)	(\$24,400.00)
E	82080852	51900		OTHER SUPPLIES	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$0.00	\$37,134.00	\$37,134.00	\$6,788.07	\$7,117.76
E	82080852	52600		UTILITIES	\$200.00	\$1,000.00	\$1,000.00	\$1,631.69	\$3,032.82
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$4,200.00	\$8,220.00	\$8,200.00	\$4,805.43	\$9,869.83
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 820 EXPENSE	\$4,400.00	\$46,529.00	\$46,529.00	\$13,225.19	\$20,020.41

FY23	802	803	810	820	Total
Revenue FY23	\$ (4,558,443)	\$ (26,000)	\$ (47,400)	\$ (4,400)	\$ (4,636,243)
Expense FY23	\$ 4,719,484	\$ 13,000	\$ 379,750	\$ 4,400	\$ 5,116,634
Total	\$ 161,041	\$ (13,000)	\$ 332,350	\$ -	\$ 480,391
"Rollover" Expenses from 802 Fund Balance From FY22 to FY23 include:					\$ 77,054
Shared IT Costs 8020808-51500 to complete lab update	\$ 19,089				
Acquisitions salary 80280806-50110 \$4000 unspent in supplies for one time staffing special project	\$ 4,000				
Admin Travel Education & Training 80280800-52320					
Foundation gift funds not spent in FY22 to be spent in FY23	\$ 4,300				
Potential Retirement Health savings separation payments 80280801-50240	\$ 18,018				
Funds given before from the City for a Compensation Study 80280801-52199 Other Professional Services	\$ 10,000				
Last tax payment to the Webber property & maintenance costs	\$ 4,400				
Archives microform carryover from News-Gazette microfilm being unable to be purchased, as it is not available for sale. To be used on another local newspaper microfilm project.	\$ 15,155				
Urbana Arts Grant unspent in FY22 Library Program Supplies 80280809-51812	\$ 493				
Unspent Foundation gift for concerts in FY22 Library Program Supplies 80280809-51812	\$ 1,600				
Budgeting to shift funds from fund balance to 803 Special Reserve Fund Balance					\$ 52,000
80280801-59803 Transfer to the 803 Special Reserve Fund for future facilities expenses	\$ 26,000				
Transfer to 803 Special Reserve Fund for future IT purchases	\$ 26,000				
Expenses from 803 Special Reserve Fund					\$ 13,000
For Shared IT 80280808-51500 to purchase new computers to catch up w/ lifecycle replacements		\$ 13,000			
Expenses from 810 Fund Balance include					\$ 332,350
Project #82204 Chanute donations for Chanute AV preservation project			\$ 4,000		
Project #82208 Archives Book Sale for special collections preservations project & Omeka			\$ 1,100		
Project 82202 Child Podlasek Gifts			\$ 2,000		
Project 82206 Adult Book Sale: world language materials; ESL materials; reference materials			\$ 4,000		
Project 82003 Fairy Tale Ball			\$ 2,000		
Project 82102 Podlasek Teen Gift			\$ 750		
Project 82205 Café Book sale for furniture			\$ 20,000		
Project 82209 Staff parking lot; Building envelope; Circulation/AV area refresh			\$ 300,000		
Project 82216 Staff Appreciation - shift funds within the 810s so no longer overspent			-1500		

Equipment	Replace in Fiscal Yr	Estimated Costs (FY17 prices) (bold = FY20 prices)	Estimated Life Cycle (yrs.)	Annual Cost	Notes	Estimates Provided by	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Webber Building demolition	2022						\$100,000	\$112,000	\$305,000	\$519,000	\$155,000	\$135,000	\$50,000	\$1
								\$36,000						
Staff Parking Lot & other building projects	2022 or 2023	\$100,000	30	\$1,666	Gift funds budgeted. Roll into FY22 and FY23 if not completed in FY22.	City of Urbana	\$100,000		\$100,000					
Tepper Building mold remediations	2022							\$35,000						
Exterior and Interior painting	2022	\$12,000	5	\$1,000	Main building - especially after wayfinding signs are removed - & Tepper exterior			\$12,000	\$40,000					
Megan's Room updates	2022 ?				Foundation funding. Will be paid directly by the Foundation up to \$19,000. Costs depend on improvements made. Carpeting; hands on-manipulatives. Painting already done. Rescheduled from FY20-21 due to COVID. May be paid for by Illinois State infrastructure funding.				\$0					
Corner Lot Improvement	2023 ?				Foundation is fundraising and will pay directly; and the Friends have also indicated interest of supporting beautification with the Café Book Sale Funds TUFL holds.			?	?					
Refresh of Teen Area	2024 ?				Up to \$20,000 from a donor to the Foundation			?	?					
Carpet - Phase 1	2023	\$50,000	10	\$5,000	High traffic zones	City of Urbana			\$50,000					
Building Envelope	2023	\$65,000	50	\$1,300	tuck-pointing	Estimate given during guaranteed energy savings plan process with the City. Funded from 810 gift funds		\$65,000	\$65,000					
East AHU (Trane M-63)	2023	\$325,000	20	\$16,250	Installed 1974. Includes replacement of the condensing units. Being properly maintained but should plan to replace in FY24 or FY25 so it's on our timeline, not due to catastrophic failure.	Per Davis-Houk Mechanical				\$325,000				
Carpet - Phase 1	2023	\$50,000	15	\$3,333	High traffic areas. Steps and some other areas look worn, but foot traffic down in building during COVID, so this can wait. May be paid for by Illinois State infrastructure funding if received.	City of Urbana			\$50,000					
Roof at Tepper	2023	\$10,000	20	\$500	To protect the Archives collection in Tepper (based on age of roof)	Roof evaluated March 2021 by three roofers. None said it needed replacement, just some repairs. The chimney is literally falling apart and will be remediated in FY21.-Done			\$0					
Historic Window Improvements	2024		40	\$0	Plaster fixed. Assessment & renovation, followed by periodic evaluation. Is this necessary? The savings were said to be negligible in the GESP study but \$175,000 potential cost.	UFL 5-year financial plan			\$0					
Carpet - Phase 1	2023	\$50,000	10	\$5,000	High traffic zones	City of Urbana								
East Pneumatic Controls	2024	\$170,000	20	\$8,500	Full replacement to match existing DDC system	Henneman Engineering				\$170,000				
Furnace and AC Tepper	2024	\$12,000	20	\$600	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan				\$12,000				
Furnace and AC Tepper	2024	\$12,000	20	\$600	In fair condition in 2017. May not be required pending Library expansion.	UFL 5-year financial plan				\$12,000				
Paterson-Kelly Boiler	2025	\$100,000	20	\$5,000	Installed during 2005 construction	Davis & Houk					\$100,000			
Carpet - Phase 2	2024	\$50,000	15	\$3,333	High traffic zones	City of Urbana					\$50,000			
Painting	2025	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?	BOMA					\$5,000			
DDC West Controls	2026	\$135,000	20	\$6,750	Full replacement with matching DDC system	Henneman Engineering						\$135,000		

Equipment	Replace in Fiscal Yr	Estimated Costs (FY17 prices) (bold = FY20 prices)	Estimated Life Cycle (yrs.)	Annual Cost	Notes	Estimates Provided by	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Carpet - Phase 3	2025	\$50,000	20	\$2,500	Low traffic zones	City of Urbana								\$50,000
West AHU (York AP660)	2030	\$275,000	25	\$11,000	Installed during 2005 construction	Henneman Engineering								
Elevators/Dumbwaiter	2030	\$150,000	25	\$6,000	Installed during 2005 construction	ThessenKrup Elevators (2005)								
Painting	2030	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
TUFL Roof	2031	\$150,000	25	?	Replaced during 2005 construction									
Carpet - Phase 1	2033	\$50,000	10	\$5,000	High traffic zones	City of Urbana								
Fire Suppression System	2035	\$150,000	30	\$5,000	Includes plumbing, compressor, sprinklers.									
Carpet - Phase 2	2034	\$50,000	15	\$3,333	Medium traffic zones	City of Urbana								
Painting	2035	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
Carpet - Phase 3	2035	\$50,000	20	\$2,500	Low traffic zones	City of Urbana								
Chiller	2039	\$160,000	20	\$8,000	Assessment and replacement	Henneman Engineering								
East AHU	2040	\$210,000	20	\$10,500	Includes replacement of the condensing units	Henneman Engineering								
Roof at Tepper	2040	\$10,000	20	\$500	Assessment and repair/replacement									
Painting	2040	\$5,000	5	\$1,000	BOMA lists average useful life years for painted walls at 5-so we can use on high-traffic areas?									
East Pneumatic Controls	2042	\$170,000	20	\$8,500	Assessment and replacement	Henneman Engineering								
Total		\$2,636,000		\$125,666										

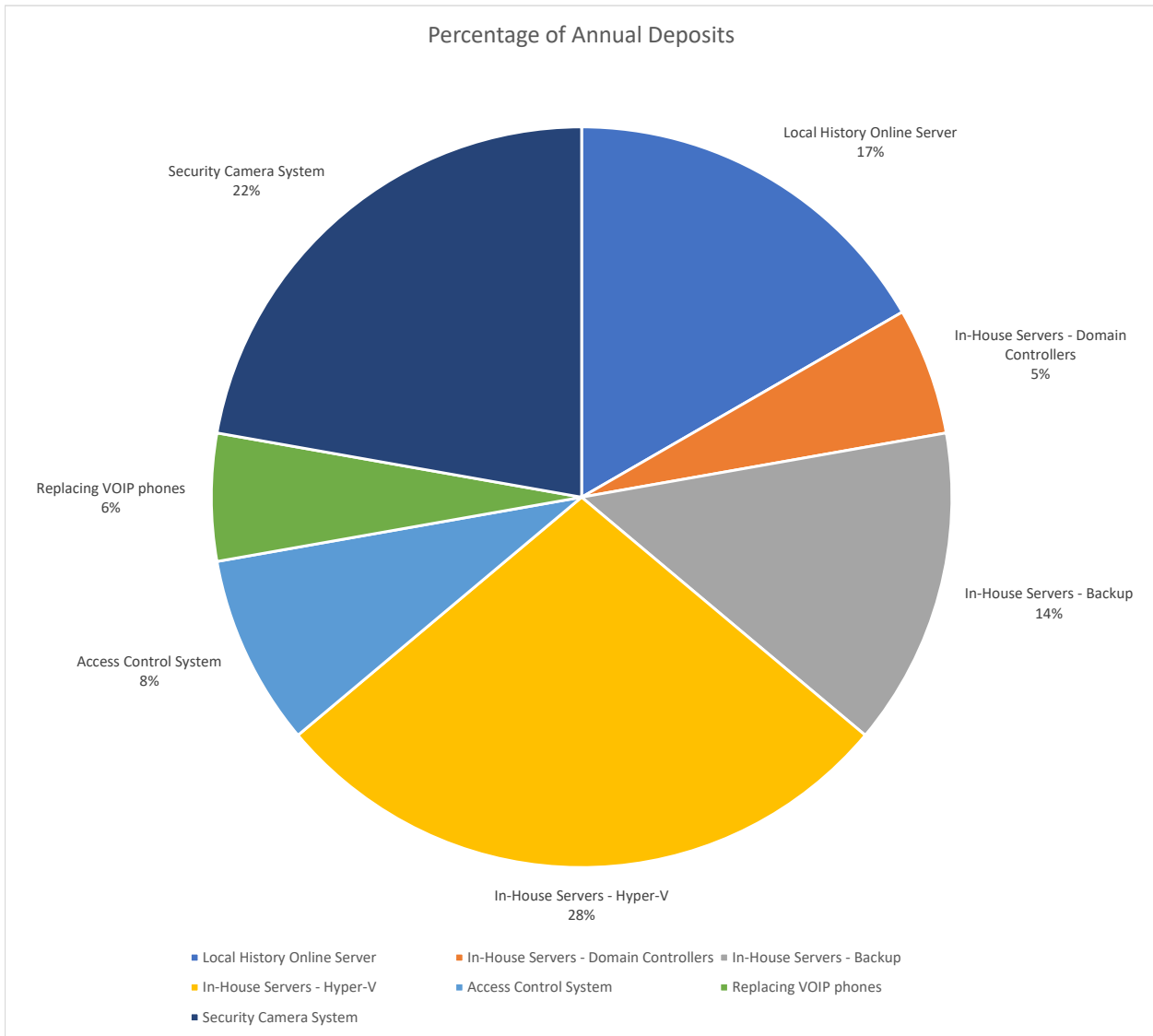
Davis & Houk and BOMA Preventative Maintenance Guidebook assisted with the some of the life-cycle estimates
<https://icap.sustainability.illinois.edu/files/projectupdate/2289/Project%20Lifespan%20Estimates.pdf>

IT long-term planning

Equipment	Next Replacement FY	Estimated Cost	Estimated Life Cycle (years)	Annual Cost
Local History Online Server	2024	\$ 18,000.00	6	\$ 3,000.00
In-House Servers - Domain Controllers	2028	\$ 6,000.00	6	\$ 1,000.00
In-House Servers - Backup	2024	\$ 15,000.00	6	\$ 2,500.00
In-House Servers - Hyper-V	2025	\$ 30,000.00	6	\$ 5,000.00
Access Control System	2026	\$ 15,000.00	10	\$ 1,500.00
Replacing VOIP phones	2024	\$ 10,000.00	10	\$ 1,000.00
Security Camera System	2024	\$ 20,000.00	5	\$ 4,000.00

Total Annualized Expenses to be saved \$ 18,000.00
Fixed Savings \$ 26,000.00

Percentage of Annual Deposits



Assuming 3% increase for Fixed saving and expenses

Year	Fiscal Year	Fixed Savings	Inflation Rate	Annualized Expenses	Deductions	Line Item	Fixed Savings Balance
0	2023	\$ 26,000.00	\$ 0.03	\$ 18,000.00			\$ 26,000.00
1	2024	\$ 26,000.00	\$ 0.03	\$ 18,540.00	\$ 54,590.00	LHO + Backup + Security Cameras + VIOP Devices	\$ (2,590.00)
2	2025	\$ 26,000.00	\$ 0.03	\$ 19,080.00	\$ 31,800.00	Hyper-V	\$ (8,390.00)
3	2026	\$ 26,000.00	\$ 0.03	\$ 19,620.00	\$ 16,350.00	Access Control System	\$ 1,260.00
4	2027	\$ 26,000.00	\$ 0.03	\$ 20,160.00			\$ 27,260.00
5	2028	\$ 26,000.00	\$ 0.03	\$ 20,700.00	\$ 6,900.00	Domain Controllers	\$ 46,360.00
6	2029	\$ 26,000.00	\$ 0.03	\$ 21,240.00	\$ 23,600.00	Security Cameras	\$ 48,760.00
7	2030	\$ 26,000.00	\$ 0.03	\$ 21,780.00	\$ 39,930.00	LHO + Backup	\$ 34,830.00
8	2031	\$ 26,000.00	\$ 0.03	\$ 22,320.00	\$ 37,200.00	Hyper-V	\$ 23,630.00
9	2032	\$ 26,000.00	\$ 0.03	\$ 22,860.00			\$ 49,630.00
10	2033	\$ 26,000.00	\$ 0.03	\$ 23,400.00			\$ 75,630.00
11	2034	\$ 26,000.00	\$ 0.03	\$ 23,940.00	\$ 34,580.00	Domain Controllers + Security Cameras + VIOP Devices	\$ 67,050.00
12	2035	\$ 26,000.00	\$ 0.03	\$ 24,480.00			\$ 93,050.00
13	2036	\$ 26,000.00	\$ 0.03	\$ 25,020.00	\$ 66,720.00	LHO + Backup + Access Control System	\$ 52,330.00
14	2037	\$ 26,000.00	\$ 0.03	\$ 25,560.00	\$ 42,600.00	Hyper-V	\$ 35,730.00
15	2038	\$ 26,000.00	\$ 0.03	\$ 26,100.00			\$ 61,730.00
16	2039	\$ 26,000.00	\$ 0.03	\$ 26,640.00	\$ 29,600.00	Security Cameras	\$ 58,130.00
17	2040	\$ 26,000.00	\$ 0.03	\$ 27,180.00	\$ 9,060.00	Domain Controllers	\$ 75,070.00
18	2041	\$ 26,000.00	\$ 0.03	\$ 27,720.00			\$ 101,070.00
19	2042	\$ 26,000.00	\$ 0.03	\$ 28,260.00	\$ 51,810.00	LHO + Backup	\$ 75,260.00
20	2043	\$ 26,000.00	\$ 0.03	\$ 28,800.00	\$ 48,000.00	Hyper-V	\$ 53,260.00
21	2044	\$ 26,000.00	\$ 0.03	\$ 29,340.00	\$ 32,600.00	Security Cameras + VIOP Devices	\$ 46,660.00
22	2045	\$ 26,000.00	\$ 0.03	\$ 29,880.00			\$ 72,660.00
23	2046	\$ 26,000.00	\$ 0.03	\$ 30,420.00	\$ 35,490.00	Domain Controllers + Access Control System	\$ 63,170.00
24	2047	\$ 26,000.00	\$ 0.03	\$ 30,960.00			\$ 89,170.00
25	2048	\$ 26,000.00	\$ 0.03	\$ 31,500.00	\$ 57,750.00	LHO + Backup	\$ 57,420.00
26	2049	\$ 26,000.00	\$ 0.03	\$ 32,040.00	\$ 89,000.00	Hyper-V + Security Cameras	\$ (5,580.00)
27	2050	\$ 26,000.00	\$ 0.03	\$ 32,580.00			\$ 20,420.00
28	2051	\$ 26,000.00	\$ 0.03	\$ 33,120.00			\$ 46,420.00
29	2052	\$ 26,000.00	\$ 0.03	\$ 33,660.00	\$ 11,220.00	Domain Controllers	\$ 61,200.00
Totals		\$ 780,000.00		\$ 774,900.00	\$ 718,800.00		

Leave Time Available for COVID-19 Related Absences Starting April 13, 2022

Library Paid Leave Related to COVID-19 (i.e., COVID Leave): To provide a safety net for employees affected by the COVID-19 pandemic, the Library will provide paid leave for employees who are unable to work (and unable to work remotely) based on the employee's regular schedule as follows:

- For full-time (up to 78 hours)
- For part-time (up to the number of employee's regularly scheduled hours per pay period)
- For hourly (up to the number of employee's regularly scheduled hours per pay period OR average hours worked per pay period over the past 6 months if that employee is scheduled irregularly)

Library Paid Leave Related to COVID-19 is available to employees in the following circumstances:

1. Employee is experiencing COVID-19 symptoms and seeking a diagnosis.
2. Employee is needed to care for a household or family member experiencing COVID-19 symptoms (this applies to individuals for which the employee is entitled to use sick leave under applicable policies).
3. The Library, at its sole discretion, determines that the employee should not report to work due to concerns about possible exposure to COVID-19.
4. Employee cannot schedule COVID-19 vaccine appointment outside of work time or experiences side effects after receiving the COVID-19 vaccine.
5. Eligible employee is caring for their child whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Employees are not required to use their own accrued leave prior to being eligible for this benefit. This time may not be taken intermittently, unless the employee is working remotely; but can be taken for separate instances of leave. (For example, if an employee is experiencing symptoms and is seeking a diagnosis, returns to work, and then has to care for a household or family member who tests positive, these would be considered separate instances of leave.) Library Paid Leave Related to COVID-19 is not available for instances of quarantine.

Library Paid Leave Related to COVID-19 used by employees prior to April 13, 2022, will not count against the total hours of leave that employees are eligible to receive starting April 13, 2022.

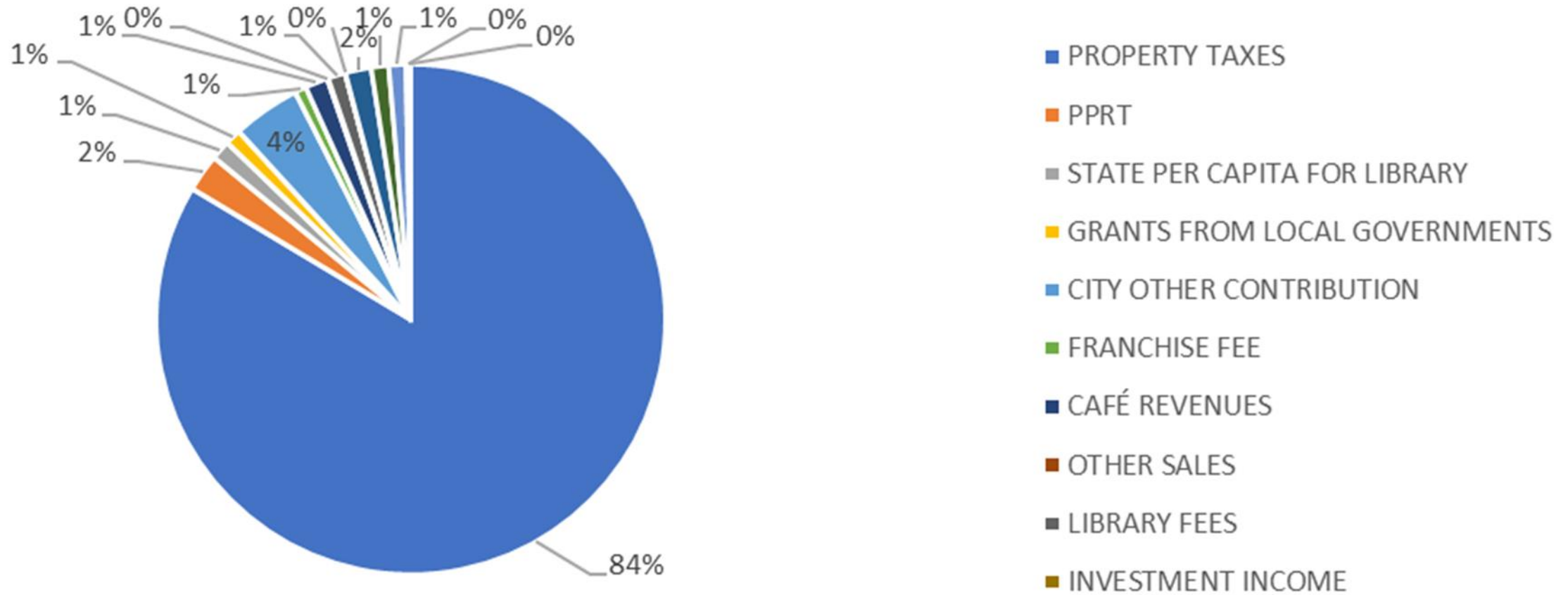
For reasons #1 - #4: The employee is paid at 100% of the employee's normal rate of pay. For reason #5, employees taking leave shall be paid at 2/3 their regular rate, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). For full-time and part-time employees, the employee will be paid at their regular weekly hours depending on the current schedule rotation. For hourly employees, if there is a set schedule, they will be paid from that. If not, they will be paid based on the average hours worked per pay period over the past 6 months.

The Library reserves the right to modify implementation to comply with federal, state, or local law.

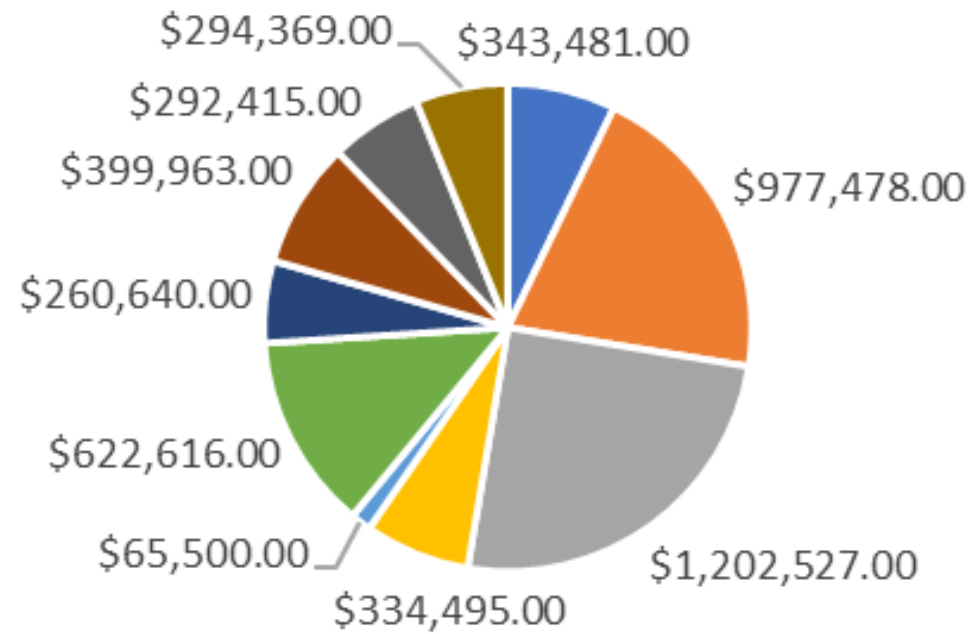


The Urbana Free Library: FY23 Budget

Revenue



FY23 Expenses



■ Administration

■ Café

■ IT

■ Centralized Costs

■ Facilities

■ Community Engagement

■ AYS

■ Acquisitions

■ CCHA

■ Circulation

Exceeding State Standards for Public Libraries

	FY23 802 Expenses
Total (operating + some gifts but no capital) budget	\$4,403,076.00
Total on materials including supplies, automation, and staffing costs	\$ 975,285.19
% of budget spent including "extra" costs	22%
Total on materials only	\$ 465,605.00
% of operating budget spent materials only	11%

Wages & Benefits

Salary - regular employees	\$334,281.00	\$2,476,316.00	52%
Insurance	\$278,476.00	\$702,577.00	15%
FICA and Medicare	\$189,445.00		
RHS contribution	\$38,421.00		
IMRF & SURS	\$196,235.00		
Total Wages and fringe (FICA, pension, health ins.)		\$3,178,893.00	66%
Total TUFL expenses	\$4,793,484.00	66%	

	FY21 estimate	FY22 estimate
Beginning Fund Balance	\$ 477,401	\$ 1,397,215
Ending fund balance	\$ 1,397,215	\$ 1,314,071

FY23	802	803	810	820	Total
Revenue FY23	\$ (4,558,443)	\$ (26,000)	\$ (47,400)	\$ (4,400)	\$ (4,636,243)
Expense FY23	\$ 4,719,484	\$ 13,000	\$ 379,750	\$ 4,400	\$ 5,116,634
Total	\$ 161,041	\$ (13,000)	\$ 332,350	\$ -	\$ 480,391
Estimated Fund Balance April 2022	\$ (637,607)	\$ (64,243)	\$ (612,221)	\$ -	\$ (1,314,071)
Anticipated FY23 ending fund balance	\$ (476,566)	\$ (77,243)	\$ (279,871)	\$ -	\$ (833,680)

Patron Group	# of patrons w/ overdue fines	Total amount of outstanding overdue fines	# of patrons with overdue fines between \$25 & \$100	# of Patrons with overdue fines over \$100
Adults	6,113	\$65,570.85	522	89
Teens	82	\$1,075.33	4	4
Youth	480	\$3,716.95	32	1

RECRUITING & RETENTION

Lessons Learned at the “Altogether HR” Online
Conference from HR Source, March 24, 2022

- ▶ Per recent HR Source member survey, non-exempt pay raises will average 4.63% and exempt increases will average 4.38% in 2022.
- ▶ March 2022 Labor Dept. data show U.S. annual inflation rate jumped to 8.5%.
- ▶ UFL proposed cost of living increase lags behind.
- ▶ Younger members of workforce used to switching jobs.
- ▶ Pandemic has prompted widespread introspection regarding work and work environments.

CURRENT SITUATION

To further **Enhance**, Goal 2:

- ▶ Proposing new staff benefits to increase Library's appeal as a workplace.
- ▶ Proposing indefinite retention of Library Paid Leave Related to COVID-19 to protect staff and patrons.
- ▶ Continuing to use "pulse surveys" to gauge how staff are feeling and adjusting where needed.
- ▶ Pursuing initiatives to further the Library's EDI journey.
- ▶ Supporting work-life balance for all staff members.
- ▶ Hiring great new people to join us in serving the community.

WHAT WE'RE DOING NOW

- ▶ Survey employees: What benefits do they want/need?
- ▶ Evaluate benefits package annually.
- ▶ Continue to provide opportunities for staff to learn and grow.
- ▶ Look for new opportunities for staff to participate.
- ▶ Expand on Library's EDI initiatives.
- ▶ Evaluate possible barriers to applicants and remove where possible.
- ▶ Continue to keep staff "in the loop" about upcoming changes and continue to solicit their input and ideas.

WHAT WE CAN DO NEXT

Cash Flow with ytd

The Weiner Companies, Ltd.

Properties: 201 Green - 201 W. Green St. Urbana, IL 61801

Owned By: Urbana Free Library

Date Range: 03/01/2022 to 03/31/2022

Include Zero Balance GL Accounts: No

Account Name	Selected Period	Fiscal Year To Date
Operating Income & Expense		
Income		
Rent	1,110.00	3,330.00
Total Operating Income	1,110.00	3,330.00
Expense		
Management Fees	88.80	266.40
Electricity & Gas	414.97	816.67
Water & Sewer	32.51	195.14
Dues & Subscriptions	0.00	77.60
Total Operating Expense	536.28	1,355.81
NOI - Net Operating Income	573.72	1,974.19
Total Income	1,110.00	3,330.00
Total Expense	536.28	1,355.81
Net Income	573.72	1,974.19
Cash Flow	573.72	1,974.19
Beginning Cash	20,790.44	19,389.97
Beginning Cash + Cash Flow	21,364.16	21,364.16
Actual Ending Cash	21,364.16	21,364.16

Cash flow detail wcl

Properties: 201 Green - 201 W. Green St. Urbana, IL 61801

Owned By: Urbana Free Library

Date Range: 03/01/2022 to 03/31/2022

Exclude Suppressed Fees: No

Account Name	Amount	Description
Operating Income & Expense		
Income		
Rent		
	750.00	March 2022
	360.00	March 2022
Total Rent	<u>1,110.00</u>	
Total Operating Income	<u>1,110.00</u>	
Expense		
Management Fees		
	60.00	Management Fees for 03/2022
	28.80	Management Fees for 03/2022
Total Management Fees	<u>88.80</u>	
Electricity & Gas		
	151.04	Utilities
	33.76	Utilities
	218.05	Utilities
	12.12	Utilities
Total Electricity & Gas	<u>414.97</u>	
Water & Sewer		
	32.51	Utilities
Total Water & Sewer	<u>32.51</u>	
Total Operating Expense	<u>536.28</u>	
NOI - Net Operating Income	<u>573.72</u>	
Total Income	1,110.00	
Total Expense	536.28	
Net Income	<u>573.72</u>	

Cash flow detail wcl

Account Name	Amount	Description
Other Items		
Net Other Items	0.00	
Cash Flow	573.72	