

Date: February 3, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of February 8, 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.

- Project READ resumed regular Monday meetings at the Library in September. Since then, students hailing from several different countries have been meeting with tutors to improve their ESL and math skills. One student recently let us know that they'd begun taking home library books and reading to their family so everyone could benefit!



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

- As part of the Library's ongoing commitment to diversity, equity, and inclusion, information about how to request an accommodation to attend a program has been added to all Library programs on our calendar. Including this information reinforces that the Library welcomes all.

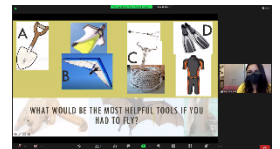


We connect people with tools and resources for learning and leading fruitful lives.

WE SPARK CURIOSITY.

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

- The Acquisitions Department has begun the process of updating the Library's holdings with OCLC, which is a sizable project. This project, which will then be followed by regular monthly updates, will allow libraries and individuals throughout the world to see TUFL's current collection and place interlibrary loan (ILL) requests.
- Graduate Students in Ecology & Evolutionary Biology highlighted diverse kinds of mammals via Zoom on Saturday, January 29, during the Mammal Fun program. Kids got to see skeletons from different kinds of animals and explored how a mammal's build helps it survive in its environment. The presentation was very interactive and the children enjoyed answering questions and guessing what kind of tools an animal needed to eat different kinds of food.



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

- At the Magnetic Poetry with Write On! program on Saturday, January 15, kids were invited to play with words. They shared their favorite words like “pickle” and “although” and discussed why they liked them. Then they used precut individual words from a kit to practice forming creative turns of phrase and unexpected word combinations. The kids were so engrossed in the program that they only paused when asked to share what they’d made.



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.

- TUFL’s first Illinois Libraries Present (ILP) event was held on January 26. Silvia Moreno-Garcia, the New York Times bestselling author of *Mexican Gothic*, discussed her newest novel, *Velvet Was the Night*, why she likes to challenge herself by writing across genres, and her lifelong love of monsters in literature and those who don’t fit in. We look forward to future ILP events. Illinois Libraries Present is a statewide collaboration between public libraries that offers high-quality virtual events.



- Beginning in mid-February, stop by the display case on the second floor of the Library to view the CCHA’s updated African American History exhibit featuring photos and information on a part of Champaign County history that is “characterized by courage and creativity.”

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

- On Martin Luther King, Jr. Day, the Library partnered with other area organizations to organize the MLK Walk for Peace. The walk began and ended at Crestview Park, and though it was a chilly day, 100 people attended to support peace in our community. The walk was sponsored by the City of Urbana, HV Neighborhood Transformation, Housing Authority of Champaign County/YouthBuild, Urbana Park District, Urbana Rotary Club, and The Urbana Free Library.



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.

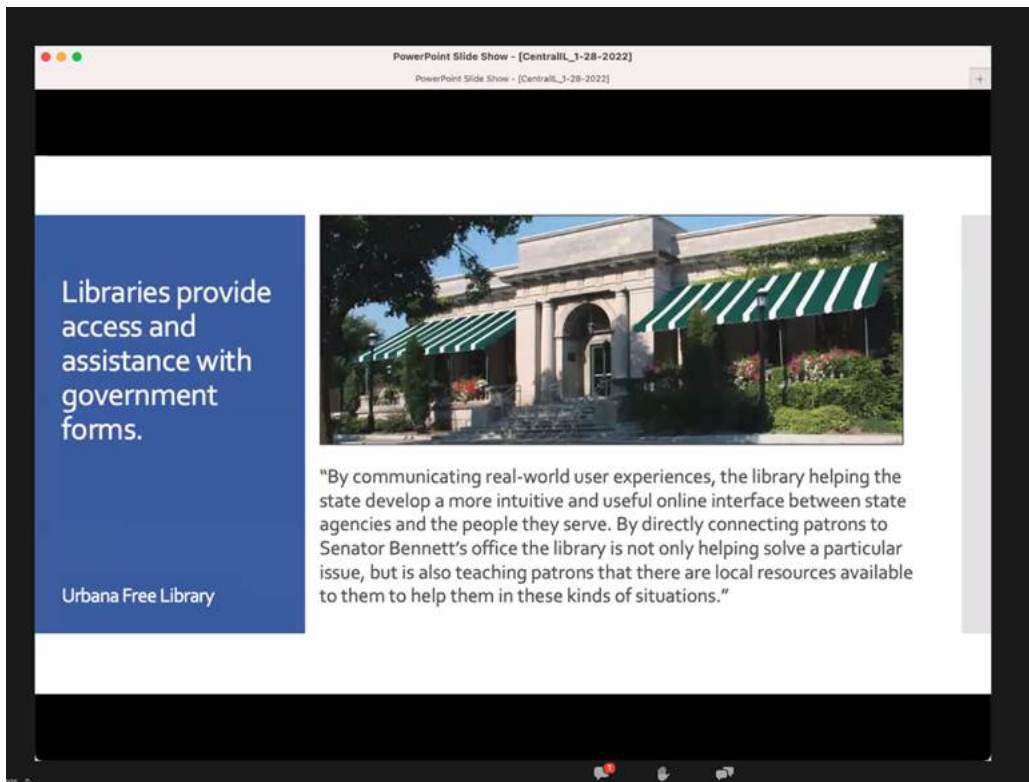
- The Library applied for and received a \$500 gift card grant from the Urbana Meijer store to support the 2022 Summer Reading Program. Meijer has generously supported this program in the past and we are thrilled to have this gift to support incentive books for young readers.
- Community Webs is an Institute of Museum and Library Services (IMLS)- and Internet Archive- funded program to provide education, applied training, cohort support, and web archiving services for public librarians to develop expertise in web archiving. In 2021, the Internet Archive received a \$1.1 million award from the Andrew W. Mellon Foundation to continue this work. From these funds, TUFL received an \$1,100 stipend for activities related to local history archiving and/or digital preservation. Resolution 2022-03 asks the Board’s approval to accept this stipend, and the budget amendment is listed in the Action and Information section below.
- During the August 6, 2021, Urbana Free Library Board of Trustees meeting, the Library Director presented a memorandum regarding the Webber property, 201 W. Green St., Urbana, Illinois. The Webber Building was acquired

by the Urbana Free Library Foundation in 2013 and given to the Library. The building is divided into four rental spaces, which have been difficult to maintain full occupancy. The memo explained that the building needed repairs estimated at \$56,630.00 for HVAC replacement, problematic tree removal, roof repair and exterior paint and wood repair. The Board packet for the August 2021 Board meeting, including the memo, is available here: <https://urbanafreelibrary.org/august-10-2021>. Even with these repairs and the difficulty of keeping all four units rented, the building would continue to operate in the red through 2027, assuming no other problems occurred. The memo went on to recommend that a bid process for demolition be started with an estimated cost of between \$38,000-\$43,700. On December 22, 2021, an Invitation to Bid was published in the News Gazette and advertised on the Library’s website and the City of Urbana’s website. Six bids were received and opened on January 28, 2022, with Owens Excavating and Trucking, LLC, being lowest bidder submitting a bid of \$36,000.00.

Staff recommend Board approval of Resolution 2022-04 to Approve a Demolition Contract with Owens Excavating and Trucking, LLC, for the demolition, removal and infill of the Webber Building. Owens Excavating and Trucking, LLC, is a family-owned company out of Danville, IL, and has done business with the City of Urbana for several years.

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

- Celeste Choate was one of the coordinators of the Illinois Library Association’s Central Illinois Legislative Meet-Up on January 28th. The federal and state legislative issues card is included in the Board packet. Also, in the presentation, TUFL’s work with Senator Bennett’s office was highlighted in ILA’s presentation about the impacts that libraries have in their communities:



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

Budget Amendment for Resolution 2022-03

Staff propose a budget amendment to use the Community Webs stipend on digital archive training for archives librarians Sara Bennett, Sherrie Bowser, and Shalini Smith.

- Increase revenue in 802 46300 Donations/Contributions/Gifts by \$1,100

- Increase expenses in 80280803 52320 Archives Travel, Education, and Training by \$1,100.

Staff propose a budget amendment to accept the Meijer Gift Card Grant to support incentive books for children completing the Summer Reading Program:

- Increase revenue in 802 4630 Donations/Contributions/Gifts by \$500
- Increase expenses in 80280809 51812 80103 Children’s Programming by \$500

Policies

This month we present the Board with the Documented Counseling Policy for review, since it has been three years. Staff do not feel updates are needed, and recommend the Board reaffirm the policy.

New IT Manager

The Library welcomed a new IT Manager on February 7 – Leon Wilson. Leon has been working for UFL for just over two years as an hourly IT User Support Associate on evenings and weekends, while also working full-time at the University of Illinois Library as an IT Specialist. We are very excited to have someone with Leon’s experience and knowledge of Library IT taking the helm!

Library eNewsletters:	
February News & Events: https://conta.cc/3AKsZyZ	February Youth & Teen: https://conta.cc/3GiEQp8
February Archives Newsletter: https://conta.cc/3rXz5ln	Author eBlast: https://conta.cc/3FUwdlg

Other Library News:

Celebrating the Chinese New Year and Lunar New Year in Champaign-Urbana:

<https://www.chambanamoms.com/2022/01/20/chinese-new-year-lunar-new-year-champaign-urbana/>

Urbana celebrates MLK day with a peace walk: https://www.wandtv.com/news/urbana-celebrates-mlk-day-with-a-peace-walk/article_a91a895a-77ed-11ec-a3d3-c7312a740bf8.html

CI Living Enjoy reading challenges at Urbana Free Library: <https://www.youtube.com/watch?v=VUY86C90p0o>

\$170 million worth of money and property left unclaimed in Central Illinois: <https://www.wcia.com/news/local-news/170-million-worth-of-money-and-property-left-unclaimed-in-central-illinois/>

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY21 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

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| City of Urbana
| DETAIL INVOICE LIST

| P 1
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L011322 01/14/2022 DUE DATE: 01/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74	ALLIANCE ENTERTAINMENT	00000		INV	01/13/2022	PLS62571786	
	1 80280802 51805			A&Y PROG	CD	286.59	
	2 80280802 51806			A&Y PROG	DVD	3.99	
				Invoice Net		290.58	
				CHECK TOTAL			290.58
1325	ARAMARK UNIFORM SERVIC	00000		INV	01/13/2022	613000030534	
	1 80280805 52201			LIBR FAC	BLDG MAINT	325.48	
				Invoice Net		325.48	
				CHECK TOTAL			325.48
418	AWARDS LIMITED	00000		INV	01/13/2022	72324	
	1 80280809 51812			LIBR DEV	LIBR SUPP	17.55	
				Invoice Net		17.55	
				CHECK TOTAL			17.55
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	2036450083	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,354.86	
				Invoice Net		1,354.86	
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	2036453063	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	542.58	
				Invoice Net		542.58	
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	2036453128	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	85.88	
				Invoice Net		85.88	
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	5017474189	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	68.24	
				Invoice Net		68.24	
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	2036451269	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	200.34	
				Invoice Net		200.34	
217	BAKER & TAYLOR LLC	00000		INV	01/13/2022	2036453157	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	121.44	
				Invoice Net		121.44	
				CHECK TOTAL			2,373.34
2257	CFS - CUSTOM FACILITY	00000		INV	01/13/2022	1535	
	1 80280805 52201			LIBR FAC	BLDG MAINT	5,833.33	
				Invoice Net		5,833.33	
				CHECK TOTAL			5,833.33
836	CHAMPAIGN PUBLIC LIBRA	00001		INV	01/13/2022	UFL FY22-1	
	1 80280801 52999			LIBR CTRL	OTHER SVCS	33,977.96	
	2 80280802 52910			A&Y PROG	DTB CHARGE	5,250.00	
	3 80280808 51500			LIBR IT	SHARED IT	2,368.91	
				Invoice Net		41,596.87	
				CHECK TOTAL			41,596.87

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DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L011322 01/14/2022 DUE DATE: 01/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1062	CONSOLIDATED COMMUNICA	00000		INV	01/13/2022	40618	
	1 80280805 52600			LIBR FAC UTILITIES		561.48	
				Invoice Net		561.48	
				CHECK TOTAL			561.48
1222	DAVE & HARRY LOCKSMITH	00000		INV	01/13/2022	36947	
	1 80280805 52201			LIBR FAC BLDG MAINT		45.70	
				Invoice Net		45.70	
				CHECK TOTAL			45.70
232	DEMCO INC	00002		INV	01/13/2022	7062043	
	1 81080831 51990			ADMIN GIFT OTH LIBMAT		80.93	
				Invoice Net		80.93	
				CHECK TOTAL			80.93
2260	INGRAM INDUSTRIES INC.	00000		INV	01/13/2022	56933941	
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		41.69	
				Invoice Net		41.69	
2260	INGRAM INDUSTRIES INC.	00000		INV	01/13/2022	56979159	
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		10.16	
	2 80280802 51801			A&Y PROG LIBR BOOKS		162.88	
				Invoice Net		173.04	
2260	INGRAM INDUSTRIES INC.	00000		INV	01/13/2022	56218484	
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		33.26	
	2 80280802 51801			A&Y PROG LIBR BOOKS		107.11	
				Invoice Net		140.37	
				CHECK TOTAL			355.10
268	MIDWEST TAPE	00000		INV	01/13/2022	501502823	
	1 80280802 51806			A&Y PROG DVD		37.48	
				Invoice Net		37.48	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502825	
	1 80280802 51806			A&Y PROG DVD		107.94	
				Invoice Net		107.94	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502826	
	1 80280802 51806			A&Y PROG DVD		71.96	
				Invoice Net		71.96	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502827	
	1 80280802 51806			A&Y PROG DVD		105.70	
				Invoice Net		105.70	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502828	
	1 80280802 51806			A&Y PROG DVD		41.23	
				Invoice Net		41.23	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502829	
	1 80280802 51806			A&Y PROG DVD		18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	01/13/2022	501502830	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L011322 01/14/2022 DUE DATE: 01/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51806			A&Y PROG DVD		18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE			00000 INV	01/13/2022	501502831	
	1 80280802 51806			A&Y PROG DVD		20.99	
				Invoice Net		20.99	
268	MIDWEST TAPE			00000 INV	01/13/2022	501502514	
	1 80280802 51807 80103			A&Y PROG RECORDING		24.73	
				Invoice Net		24.73	
268	MIDWEST TAPE			00000 INV	01/13/2022	501502516	
	1 80280802 51806 80103			A&Y PROG DVD		11.24	
				Invoice Net		11.24	
				CHECK TOTAL		458.75	_____
54	OVERDRIVE INC			00000 INV	01/13/2022	01018CO22006097	
	1 80280802 51811			A&Y PROG DOWNLOAD		2,107.55	
				Invoice Net		2,107.55	
				CHECK TOTAL		2,107.55	_____
2994	SEAN FITZPATRICK			00000 INV	01/13/2022	0000417	
	1 80280809 52199			LIBR DEV OTHER PROF		5,000.00	
				Invoice Net		5,000.00	
				CHECK TOTAL		5,000.00	_____
301	UNIQUE MANAGEMENT SERV			00001 INV	01/13/2022	609293	
	1 80280801 52902			LIBR CTRL POST PRINT		72.46	
				Invoice Net		72.46	
301	UNIQUE MANAGEMENT SERV			00001 INV	01/13/2022	609292	
	1 80280801 51900			LIBR CTRL OTHER SUPP		44.75	
				Invoice Net		44.75	
				CHECK TOTAL		117.21	_____
=====							
	31 INVOICES			CK RUN ID# TOTAL		59,163.87	
				CASH ACCOUNT BALANCE		2,429,817.04	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:L011322 01/14/2022

DUE DATE: 01/14/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	44.75	30,319.70
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	72.46	2,122.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52999-	OTHER CONTRACTUAL SERV	33,977.96	7,036.92
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,253.31	73,186.38
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	475.13	26,494.65
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	286.59	2,628.63
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	426.77	16,140.72
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	11.24	4,280.97
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	24.73	4,124.39
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	2,107.55	54,373.22
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-52910-	DATABASE CHARGES	5,250.00	14,419.60
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	6,204.51	168,012.17
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	561.48	70,925.34
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	2,368.91	74,508.80
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	17.55	7,565.03
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	5,000.00	14,530.00
			FUND TOTAL	59,082.94	
CASH ACCOUNT	802 10100	BALANCE	2,429,817.04		
810	81080831	ADMIN GIFTS 810-60-80-831-000-51990-	OTHER LIBRARY MATERIAL	80.93	844.29
			FUND TOTAL	80.93	
CASH ACCOUNT	802 10100	BALANCE	2,429,817.04		
			CK RUN ID# SUMMARY TOTAL	59,163.87	
			GRAND TOTAL	59,163.87	

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| City of Urbana
| DETAIL INVOICE LIST

| P 1
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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1012022 01/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74 ALLIANCE ENTERTAINMENT	1 80280802 51809	00000		INV	01/20/2022	PLS62635983 475.40 475.40	
		A&Y PROG		GAMES			
		Invoice Net					
						CHECK TOTAL	475.40
74 ALLIANCE ENTERTAINMENT	1 80280802 51805	00000		INV	01/20/2022	PLS62681155 127.57 127.57	
		A&Y PROG		CD			
		Invoice Net					
74 ALLIANCE ENTERTAINMENT	1 80280802 51805	00000		INV	01/20/2022	PLS62702937 86.23 86.23	
		A&Y PROG		CD			
		Invoice Net					
74 ALLIANCE ENTERTAINMENT	1 80280802 51805	00000		INV	01/20/2022	PLS62725321 11.25 35.50 46.75	
		A&Y PROG		CD			
		A&Y PROG		DVD			
		Invoice Net					
						CHECK TOTAL	260.55
217 BAKER & TAYLOR LLC	1 80280802 51801	00000		INV	01/20/2022	2036460475 929.85 929.85	
		A&Y PROG		LIBR BOOKS			
		Invoice Net					
217 BAKER & TAYLOR LLC	1 80280802 51801	00000		INV	01/20/2022	2036465917 1,104.76 1,104.76	
		A&Y PROG		LIBR BOOKS			
		Invoice Net					
217 BAKER & TAYLOR LLC	1 80280802 51801 80103	00000		INV	01/20/2022	5017486069 19.73 19.73	
		A&Y PROG		LIBR BOOKS			
		Invoice Net					
217 BAKER & TAYLOR LLC	1 80280802 51801 80103	00000		INV	01/20/2022	2036460517 158.69 158.69	
		A&Y PROG		LIBR BOOKS			
		Invoice Net					
217 BAKER & TAYLOR LLC	1 80280802 51801 80103	00000		INV	01/20/2022	2036465967 354.13 354.13	
		A&Y PROG		LIBR BOOKS			
		Invoice Net					
217 BAKER & TAYLOR LLC	1 81080833 51801	00000		INV	01/20/2022	2036381973 27.56 536.14 563.70	
		CHILD GIFT		LIBR BOOKS			
		ADULT GIFT		LIBR BOOKS			
		Invoice Net					
						CHECK TOTAL	3,130.86
220 BRODART CO	1 80280806 51900	00000		INV	01/20/2022	594391 68.84 68.84	
		LIBR ACQ		OTHER SUPP			
		Invoice Net					
						CHECK TOTAL	68.84
1212 CHEMICAL MAINTENANCE I	1 80280801 51900	00000		INV	01/20/2022	S049007 113.48 113.48	
		LIBR CTRL		OTHER SUPP			
		Invoice Net					
						CHECK TOTAL	113.48

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| City of Urbana
| DETAIL INVOICE LIST

| P 2
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1012022 01/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
549	FIRST NATIONAL BANK OM	00000		INV	01/20/2022	40786	
	1 80280803 52910			ARCHIVES	DTB CHARGE	59.99	
	2 80280803 52320			ARCHIVES	TRAVEL	95.00	
	3 80280805 52201			LIBR FAC	BLDG MAINT	940.31	
	4 80280801 52907			LIBR CTRL	CRECRD FEE	62.85	
	5 80280809 52909			LIBR DEV	AD/MRK/PE	73.37	
	6 80280802 51811			A&Y PROG	DOWNLOAD	7.99	
	7 80280808 51500			LIBR IT	SHARED IT	36.42	
	8 80280801 52902			LIBR CTRL	POST PRINT	24.99	
	9 80280801 51900			LIBR CTRL	OTHER SUPP	26.00	
	10 80280806 51900			LIBR ACQ	OTHER SUPP	49.99	
				Invoice Net		1,376.91	
				CHECK TOTAL			1,376.91
2260	INGRAM INDUSTRIES INC.	00000		INV	01/20/2022	57098225	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	136.36	
				Invoice Net		136.36	
2260	INGRAM INDUSTRIES INC.	00000		INV	01/20/2022	57083306	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	74.93	
				Invoice Net		74.93	
				CHECK TOTAL			211.29
268	MIDWEST TAPE	00000		INV	01/20/2022	501534166	
	1 80280802 51806			A&Y PROG	DVD	14.24	
				Invoice Net		14.24	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534167	
	1 80280802 51806			A&Y PROG	DVD	110.20	
				Invoice Net		110.20	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534168	
	1 80280802 51806			A&Y PROG	DVD	143.91	
				Invoice Net		143.91	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534169	
	1 80280802 51806			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534340	
	1 80280802 51806			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534341	
	1 80280802 51806			A&Y PROG	DVD	183.65	
				Invoice Net		183.65	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534343	
	1 80280802 51806			A&Y PROG	DVD	123.70	
				Invoice Net		123.70	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534344	
	1 80280802 51806			A&Y PROG	DVD	14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE	00000		INV	01/20/2022	501534345	

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| City of Urbana
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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1012022 01/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51806			A&Y PROG DVD		19.49	
				Invoice Net		19.49	
268	MIDWEST TAPE			00000 INV	01/20/2022	501534346	
	1 80280802 51806			A&Y PROG DVD		22.49	
				Invoice Net		22.49	
268	MIDWEST TAPE			00000 INV	01/20/2022	501534284	
	1 80280802 51806 80103			A&Y PROG DVD		48.73	
				Invoice Net		48.73	
268	MIDWEST TAPE			00000 INV	01/20/2022	501534285	
	1 80280802 51806 80103			A&Y PROG DVD		22.47	
				Invoice Net		22.47	
268	MIDWEST TAPE			00000 INV	01/20/2022	501534286	
	1 80280802 51807 80103			A&Y PROG RECORDING		39.99	
				Invoice Net		39.99	
268	MIDWEST TAPE			00000 INV	01/20/2022	501534288	
	1 80280802 51807 80103			A&Y PROG RECORDING		39.99	
				Invoice Net		39.99	
				CHECK TOTAL		821.33	_____
9999	Fulton County Historic			00000 INV	01/13/2022	40646	
	1 80280803 51803			ARCHIVES LIBR PER		15.00	
				Invoice Net		15.00	
				CHECK TOTAL		15.00	_____
9999	Kankakee Valley Geneal			00000 INV	01/13/2022	40645	
	1 80280803 51803			ARCHIVES LIBR PER		20.00	
				Invoice Net		20.00	
				CHECK TOTAL		20.00	_____
54	OVERDRIVE INC			00000 INV	01/20/2022	01018CO22010363	
	1 80280802 51811			A&Y PROG DOWNLOAD		307.11	
				Invoice Net		307.11	
				CHECK TOTAL		307.11	_____
123	RAILS			00000 INV	01/20/2022	8803	
	1 80280809 52199			LIBR DEV OTHER PROF		8,250.00	
				Invoice Net		8,250.00	
				CHECK TOTAL		8,250.00	_____
2777	SECURITAS ELECTRONIC S			00001 INV	01/20/2022	2387678	
	1 80280805 52201			LIBR FAC BLDG MAINT		145.00	
				Invoice Net		145.00	
				CHECK TOTAL		145.00	_____
2989	TAZEWELL COUNTY GENEAL			00000 INV	01/13/2022	40622	
	1 80280803 51803			ARCHIVES LIBR PER		25.00	
				Invoice Net		25.00	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1012022 01/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
CHECK TOTAL						25.00	_____
=====							
35 INVOICES					CK RUN ID# TOTAL	15,220.77	
					CASH ACCOUNT BALANCE	2,370,653.17	
=====							

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 5152cchoate | CK RUN ID# SUMMARY

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 apwarrnt

CK RUN ID#:1012022 01/20/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	139.48	30,180.22
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	24.99	2,097.01
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52907-	CREDIT CARD & BANK FEE	62.85	1,848.49
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,245.90	70,940.48
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	532.55	25,962.10
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	225.05	2,403.58
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	705.65	15,435.07
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	71.20	4,209.77
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	79.98	4,044.41
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	475.40	3,800.15
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	315.10	54,058.12
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	60.00	2,359.05
802	80280803	ARCHIVES 802-60-80-803-000-52320-	TRAVEL, EDUCATION AND	95.00	1,357.00
802	80280803	ARCHIVES 802-60-80-803-000-52910-	DATABASE CHARGES	59.99	8,916.91
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	1,085.31	166,926.86
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	118.83	21,903.76
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	36.42	74,472.38
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	8,250.00	6,280.00
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	73.37	13,586.33
			FUND TOTAL	14,657.07	
CASH ACCOUNT	802 10100	BALANCE	2,370,653.17		
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS	536.14	14,121.82
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	27.56	12,200.40
			FUND TOTAL	563.70	
CASH ACCOUNT	802 10100	BALANCE	2,370,653.17		
			CK RUN ID# SUMMARY TOTAL	15,220.77	
			GRAND TOTAL	15,220.77	

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

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:L012722 01/27/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>19</u>	<u>AMAZON .COM SERVICES I</u>			INV	01/27/2022	<u>41010</u>	
1	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	71.50	
2	<u>80280802 51802 80103</u>			A&Y PROG	NEW COLL	692.47	
3	<u>80280809 51812 80103</u>			LIBR DEV	LIBR SUPP	38.94	
4	<u>80280802 51807 80103</u>			A&Y PROG	RECORDING	33.99	
5	<u>80280808 51500</u>			LIBR IT	SHARED IT	71.90	
6	<u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	46.67	
7	<u>81080831 51900</u>			ADMIN GIFT	OTHER SUPP	37.75	
8	<u>80280809 51812 80102</u>			LIBR DEV	LIBR SUPP	501.33	
				Invoice Net		1,494.55	
				CHECK TOTAL			1,494.55
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>			INV	01/27/2022	<u>41113</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	6,629.57	
				Invoice Net		6,629.57	
				CHECK TOTAL			6,629.57
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>			INV	01/27/2022	<u>41114</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	7,692.40	
				Invoice Net		7,692.40	
				CHECK TOTAL			7,692.40
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>			INV	01/27/2022	<u>41115</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	569.20	
				Invoice Net		569.20	
				CHECK TOTAL			569.20
<u>216</u>	<u>ART COOP, INC</u>			INV	01/27/2022	<u>506381</u>	
1	<u>80280809 51812 80103</u>			LIBR DEV	LIBR SUPP	24.00	
				Invoice Net		24.00	
				CHECK TOTAL			24.00
<u>217</u>	<u>BAKER & TAYLOR LLC</u>			INV	01/27/2022	<u>2036479783</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	674.81	
				Invoice Net		674.81	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>			INV	01/27/2022	<u>2036480333</u>	
1	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	514.53	
				Invoice Net		514.53	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>			INV	01/27/2022	<u>2036474709</u>	
1	<u>81080833 51801</u>			CHILD GIFT	LIBR BOOKS	5.76	
2	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	17.89	
				Invoice Net		23.65	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>			INV	01/27/2022	<u>2036476733</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,469.31	
				Invoice Net		1,469.31	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>			INV	01/27/2022	<u>5017499949</u>	
1	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	6.02	
				Invoice Net		6.02	

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| City of Urbana
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CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:L012722 01/27/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	2,688.32
<u>218</u>	<u>ELAINE BEARDEN</u>					<u>41012</u>	
1	80280809 51812 80103	00000		LIBR DEV	INV 01/27/2022	4.03	
				LIBR SUPP		4.03	
				Invoice Net			
						CHECK TOTAL	4.03
<u>2257</u>	<u>CFS - CUSTOM FACILITY</u>					<u>1558</u>	
1	80280805 52201	00000		LIBR FAC	INV 01/27/2022	5,833.33	
				BLDG MAINT		5,833.33	
				Invoice Net			
						CHECK TOTAL	5,833.33
<u>1212</u>	<u>CHEMICAL MAINTENANCE I</u>					<u>S048200A</u>	
1	80280801 51900	00000		LIBR CTRL	INV 01/27/2022	10.00	
				OTHER SUPP		10.00	
				Invoice Net			
						CHECK TOTAL	10.00
<u>235</u>	<u>EDGAR COUNTY GENEALOGI</u>					<u>41011</u>	
1	80280803 51803	00000		ARCHIVES	INV 01/27/2022	25.00	
				LIBR PER		25.00	
				Invoice Net			
						CHECK TOTAL	25.00
<u>111</u>	<u>FRIENDS OF THE URBANA</u>					<u>41035</u>	
1	810 24102	00000		LTRUST FND	INV 01/27/2022	263.75	
				DUE TOFRIE		263.75	
				Invoice Net			
						CHECK TOTAL	263.75
<u>859</u>	<u>GIBBS TECHNOLOGY COMPA</u>					<u>2142414</u>	
1	80280801 52203	00000		LIBR CTRL	INV 01/27/2022	137.63	
				MAINT AGRM		137.63	
				Invoice Net			
						CHECK TOTAL	137.63
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>					<u>57209036</u>	
1	80280802 51801	00000		A&Y PROG	INV 01/27/2022	62.72	
				LIBR BOOKS		62.72	
				Invoice Net			
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>					<u>57252589</u>	
1	80280802 51801 80103	00000		A&Y PROG	INV 01/27/2022	151.47	
				LIBR BOOKS		151.47	
				Invoice Net			
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>					<u>57165258</u>	
1	80280802 51801	00000		A&Y PROG	INV 01/27/2022	37.18	
				LIBR BOOKS		37.18	
				Invoice Net			
						CHECK TOTAL	251.37
<u>261</u>	<u>LAKESHORE LEARNING MAT</u>					<u>296532011322</u>	
1	80280802 51802 80103	00000		A&Y PROG	INV 01/27/2022	47.49	
				NEW COLL		47.49	
				Invoice Net			
						CHECK TOTAL	47.49

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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:L012722 01/27/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE			00000	INV 01/27/2022	501564958	
	1 80280802 51807	80103		A&Y PROG	RECORDING	191.94	
				Invoice Net		191.94	
268	MIDWEST TAPE			00000	INV 01/27/2022	501565060	
	1 80280802 51807	80103		A&Y PROG	RECORDING	36.99	
				Invoice Net		36.99	
268	MIDWEST TAPE			00000	INV 01/27/2022	501565280	
	1 80280802 51806			A&Y PROG	DVD	27.74	
				Invoice Net		27.74	
268	MIDWEST TAPE			00000	INV 01/27/2022	501565281	
	1 80280802 51806			A&Y PROG	DVD	41.23	
				Invoice Net		41.23	
268	MIDWEST TAPE			00000	INV 01/27/2022	501565282	
	1 80280802 51806			A&Y PROG	DVD	20.99	
				Invoice Net		20.99	
268	MIDWEST TAPE			00000	INV 01/27/2022	501565283	
	1 80280802 51804			A&Y PROG	AUDIOBOOKS	382.90	
				Invoice Net		382.90	
268	MIDWEST TAPE			00000	INV 01/27/2022	501551677	
	1 80280802 51806			A&Y PROG	DVD	77.96	
				Invoice Net		77.96	
268	MIDWEST TAPE			00000	INV 01/27/2022	501551679	
	1 80280802 51806			A&Y PROG	DVD	69.72	
				Invoice Net		69.72	
268	MIDWEST TAPE			00000	INV 01/27/2022	501551678	
	1 80280802 51806			A&Y PROG	DVD	65.97	
				Invoice Net		65.97	
268	MIDWEST TAPE			00000	INV 01/27/2022	501564956	
	1 80280802 51806	80103		A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE			00000	INV 01/27/2022	501564957	
	1 80280802 51806	80103		A&Y PROG	DVD	89.95	
				Invoice Net		89.95	
				CHECK TOTAL		1,024.13	
42	PRESTO X LLC			00000	INV 01/27/2022	4787300	
	1 80280805 52201			LIBR FAC	BLDG MAINT	62.00	
				Invoice Net		62.00	
42	PRESTO X LLC			00000	INV 01/27/2022	4787299	
	1 80280805 52201			LIBR FAC	BLDG MAINT	62.00	
				Invoice Net		62.00	
				CHECK TOTAL		124.00	
283	QUILL CORPORATION			00000	INV 01/27/2022	21869997	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	198.23	
				Invoice Net		198.23	
283	QUILL CORPORATION			00000	INV 01/27/2022	22209879	

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| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:L012722 01/27/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280801 51900			LIBR CTRL	OTHER SUPP	63.27	
				Invoice Net		63.27	
283	QUILL CORPORATION	00000		CRM	01/27/2022	CM1621651	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	-129.00	
				Invoice Net		-129.00	
283	QUILL CORPORATION	00000		INV	01/27/2022	22230577	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	204.68	
				Invoice Net		204.68	
283	QUILL CORPORATION	00000		INV	01/27/2022	22521522	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	129.00	
				Invoice Net		129.00	
283	QUILL CORPORATION	00000		CRM	01/27/2022	CM1636467	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	-129.00	
				Invoice Net		-129.00	
				CHECK TOTAL			337.18
1622	REPUBLIC SERVICES, INC	00000		INV	01/27/2022	0729-000590894	
	1 80280805 52201			LIBR FAC	BLDG MAINT	500.68	
				Invoice Net		500.68	
				CHECK TOTAL			500.68
2952	PAVLOV MEDIA INC	00000		INV	01/27/2022	INV21679	
	1 80280808 52999			LIBR IT	OTHER SVCS	800.00	
				Invoice Net		800.00	
2952	PAVLOV MEDIA INC	00000		INV	01/27/2022	INV21825	
	1 80280808 52999			LIBR IT	OTHER SVCS	5,531.00	
				Invoice Net		5,531.00	
				CHECK TOTAL			6,331.00
2126	SUSAN DEPPE	00000		INV	01/27/2022	41043	
	1 80280806 51900			LIBR ACQ	OTHER SUPP	3.92	
				Invoice Net		3.92	
				CHECK TOTAL			3.92
=====							
43	INVOICES			CK RUN ID#	TOTAL		33,991.55
				CASH ACCOUNT	BALANCE		2,288,073.39
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:L012722 01/27/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES		29,786.37
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS		3,588.90
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,244.02	68,696.46
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	761.41	25,200.69
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	739.96	16,878.96
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	382.90	3,480.75
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	303.61	15,131.46
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	108.69	4,101.08
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	262.92	3,781.49
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	25.00	2,334.05
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	6,458.01	160,468.85
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	14,891.17	56,034.17
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	3.92	21,899.84
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	71.90	74,400.48
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SERV	6,331.00	7,669.00
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	501.33	2,041.15
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	66.97	1,998.90
			FUND TOTAL	33,684.29	
CASH ACCOUNT	802 10100	BALANCE	2,288,073.39		
810	810	LIBRARY TRUST FUND 810-00-00-000-000-24102-	DUE TO LIBRARY FRIENDS	263.75	
810	81080831	ADMIN GIFTS 810-60-80-831-000-51900-	OTHER SUPPLIES	37.75	3.68
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	5.76	12,194.64
			FUND TOTAL	307.26	
CASH ACCOUNT	802 10100	BALANCE	2,288,073.39		
			CK RUN ID# SUMMARY TOTAL	33,991.55	
			GRAND TOTAL	33,991.55	

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

01/12/2022 13:39
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City of Urbana
GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

P 1
prjournal

WARRANT L0114

PAY PERIOD 12/26/2021 to 01/08/2022

CHECK DATE 01/14/2022

YEAR 2022 PERIOD 7
EXPENDITURE ENTRIES
SHORT DESC PAY011422

GL EFF DATE 01/14/2022
REFERENCE L0114
REFERENCE2 8L0114

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	7		GL EFF DATE	01/14/2022
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,686.45
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,586.28
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,789.01
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,726.28
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	27,057.16
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,012.54
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,430.44
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,003.78
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,424.30
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	1,845.29
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	6,851.88
FUND TOTALS					99,413.41
GRAND TOTALS					99,413.41

01/26/2022 12:30
5152rbrown

City of Urbana
GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

P 1
prjournal

WARRANT L0128

PAY PERIOD 01/09/2022 to 01/22/2022

CHECK DATE 01/28/2022

YEAR 2022 PERIOD 7
EXPENDITURE ENTRIES
SHORT DESC PAY012822

GL EFF DATE 01/28/2022
REFERENCE L0128
REFERENCE2 8L0128

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	7		GL EFF DATE	01/28/2022
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,762.62
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,089.62
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,787.28
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,742.97
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	26,618.83
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,381.61
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,246.86
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,036.45
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,328.10
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	2,111.67
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	6,832.09
FUND TOTALS					99,938.10
GRAND TOTALS					99,938.10

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-02**

RESOLUTION TO THANK ELEANORE BROWN FOR HER SERVICE

WHEREAS, beginning in 2004, Eleanore Brown has diligently served the Urbana community by working at The Urbana Free Library as the Circulation, Café, and Volunteer Manager; and

WHEREAS, the Library has thrived and expanded, with Eleanore playing a role in that success; and

WHEREAS, Eleanore has touched an untold number of lives and enhanced Library services by

- ❖ providing excellent customer service at the Circulation Desk;
- ❖ ensuring the shelving staff are well-trained and ready to complete a wide variety of tasks each day to meet patron and staff needs;
- ❖ overseeing the transition of shelvers to blended shelver/barista roles and expanding the offerings at the Café prior to the pandemic;
- ❖ greatly expanding the volunteer program into a vibrant and vital part of the Library's operations; and

WHEREAS, Eleanore has proven to be an invaluable asset to the Library by

- ❖ partnering with community organizations such as USD#116 and the Care for You Program, the Retired & Senior Volunteer Program (RSVP), and the University of Illinois;
- ❖ working tirelessly with volunteers to ensure the Library's exterior landscaping is maintained;
- ❖ assisting the Friends with book sale preparation and spearheading popup book sales;
- ❖ conceptualizing and then executing online sales to enable a steady and growing stream of income during the pandemic to replace in-person book sales; and
- ❖ learning new roles such as payroll and purchasing over the years to assist her colleagues; and

WHEREAS, Eleanore has influenced and mentored numerous young staff members as they adjusted to the working world and their first jobs; and

WHEREAS, Eleanore has earned the admiration and respect of her colleagues for her helpfulness, knowledge, kindness, dedication, enthusiasm, hard work, flexibility, sense of humor, willingness to embrace change; out-of-the-box thinking; and

WHEREAS, Eleanore has decided to retire;

Now therefore, be it resolved that The Urbana Free Library Board of Trustees, Urbana, Illinois, does hereby extend to Eleanore its sincere thanks and appreciation for a job well done; and wishes her a most rewarding and enjoyable next phase of life.

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 8th day of February, 2022.

Ayes: _____

Nays: _____

Abstains: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

John Thies, President

Barbara Bennett, Secretary

[06/11/1902/08/22](#)

DOCUMENTED COUNSELING

The Urbana Free Library's (TUFL's) Documented Counseling Policy and procedures are designed to provide a structured progressive disciplinary action process to improve employee performance or prevent a recurrence of undesirable behavior. It has been designed to be consistent with TUFL's organizational values, human resources best practices, and employment laws.

There are four levels of counseling action: Initial meeting and verbal counseling, written warning and verbal counseling, suspension and final written warning, and recommendation for termination of employment. TUFL reserves the right to modify, combine, and skip levels depending on factors such as severity, frequency, degree of deviation from expectations, and length of time involved. The Executive Director should be notified before counseling action with an employee begins.

Civil Service employees are governed by relevant sections of the Civil Service Rules of the City of Urbana.

Performance and Conduct Issues Not Subject to Documented Counseling

Illegal behavior, theft, substance abuse, intoxication, fighting, and other acts of violence at work are not necessarily subject to documented counseling and may be grounds for immediate termination.

Adopted March 10, 2015

Revised June 11, 2019; [Reaffirmed February 8, 2022](#)

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-03**

RESOLUTION TO ACCEPT STIPEND

WHEREAS, the City of Urbana (hereafter, the “City”) is a municipal corporation, a body politic, and a home rule unit of government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the City organized and formed The Urbana Free Library (hereinafter, the “Library”) as a local library pursuant to the Local Library Act (75 ILCS 5/1-1); and

WHEREAS, The Board of Library Trustees of the Library has the power and authority to accept and reject gifts, stipends, and bequests whether or not such gifts, stipends, and bequests are deemed restricted as provided by the donor or decedent; and

WHEREAS, the following persons and entities have given to the Library the following sums:

<u>Name of Donor</u>	<u>Amount</u>	<u>Restricted Use of Contribution or Grant</u>
Internet Archive	\$1,100	Local history archiving and/or digital archiving activities

WHEREAS, the Board of Library Trustees desires to accept the aforesaid stipend on the terms and conditions provided by the donor and decedent, as the case may be.

NOW THEREFORE, BE IT RESOLVED BY THE URBANA FREE LIBRARY BOARD OF TRUSTEES, URBANA, ILLINOIS as follows:

Section 1.

The Board of Library Trustees shall and hereby does accept the above-stated stipend and shall be bound by the conditions and restrictions, if any, pursuant to which such stipend has been made.

Section 2.

The Board of Library Trustees, on behalf of itself and the Library shall and hereby expresses its true appreciation and gratitude for the aforesaid stipend.

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 8th day of February, 2022.

Ayes: _____
Nays: _____
Abstains: _____
Absent: _____

RESOLUTION DECLARED ADOPTED.

John Thies, President

Barb Bennett, Secretary Treasurer

**BOARD OF TRUSTEES OF THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-04**

RESOLUTION TO APPROVE A DEMOLITION CONTRACT WITH OWENS EXCAVATING AND TRUCKING, LLC.

WHEREAS, the City of Urbana, Illinois (hereafter, the “City”) is a municipal corporation, a body politic, and a home rule unit of government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the City organized and formed The Urbana Free Library (hereinafter, the “Library”) as a local library pursuant to the Local Library Act (75 ILCS 5/1-1); and

WHEREAS, the Board of Library Trustees of the Library has the power and authority to enter into and amend contracts for the purpose of operating and maintaining the facilities owned by the Library; and

WHEREAS, the Board of Library Trustees deems it necessary and appropriate to enter into a contract on behalf of the Library and Owens Excavating and Trucking, LLC,

NOW THEREFORE, BE IT RESOLVED BY THE URBANA FREE LIBRARY BOARD OF TRUSTEES, URBANA, ILLINOIS, AS FOLLOWS:

Section 1.

The Board of Library Trustees shall and does hereby approve the contract by and between the Library and Owens Excavating and Trucking, LLC, in substantially the form appended hereto and made a part hereof.

Section 2.

The Executive Director of the Library or her designee shall be and hereby is authorized to execute the aforesaid contract on behalf of the Library in substantially the form appended hereto and made a part hereof.

Section 3.

All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 8th day of February 2022.

Ayes: _____
Abstains: _____

Nays: _____
Absent: _____

RESOLUTION DECLARED ADOPTED.

John Thies, President

Barbara Bennett, Secretary

**The Urbana Free Library
C O N T R A C T**

- 1] THIS AGREEMENT, made and concluded this 8th day of February, 2022, between The Urbana Free Library, Urbana, Illinois, acting by and through Celeste Choate, Executive Director, known as the party of the first part, and Owens Excavating and Trucking, LLC, her/his/their executors, administrators, successors or assigns, known as the party of the second part.
- 2] WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Proposal, hereto attached, the party of the second part agrees with said party of the first part at her/his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described and in full compliance with all of the plans of this agreement. The Demolition of the Webber Building, Bid No. 2122-003 required the asbestos remediation/demolition, removal and infill of the property located at 201 W. Green St., Urbana, Illinois 61801, in accordance with local Municipal and State ordinances and laws. Owens Excavating and Trucking, LLC, Oakwood, Illinois, was the lowest of six bids the Library received with a total bid amount of \$36,000.00.
- 3] It is also understood and agreed that all documents accompanying the Specifications, including the Invitation to Bid, Instructions to Bidders and Proposal Form for:

Bid No. 2122-003 Demolition of the Webber Building

are all essential documents of this agreement. Owens Excavating and Trucking, LLC, provided a performance bond of 10% of the annual cost as guarantee of contract fulfillment.

- 4] IN WITNESS WHEREOF, the said parties have executed these presents on the dates mentioned above.

PARTY OF THE FIRST PART:

Celeste Choate

THE URBANA FREE LIBRARY

210 West Green Street

Urbana, IL 61801

Executive Director

(print name)

PARTY OF THE SECOND PART:

Owens Excavating and Trucking, LLC.

501 ½ Ave C

Danville, IL 61831

Authorized Signature

(print name)

(print title)

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-05**

RESOLUTION TO ACCEPT MEIJER GRANT

WHEREAS, the City of Urbana (hereafter, the “City”) is a municipal corporation, a body politic, and a home rule unit of government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the City organized and formed The Urbana Free Library (hereinafter, the “Library”) as a local library pursuant to the Local Library Act (75 ILCS 5/1-1); and

WHEREAS, The Board of Library Trustees of the Library has the power and authority to accept and reject grants; and

WHEREAS, the following entity has offered to grant the Library the following cash sums:

<u>Grant Name</u>	<u>Amount</u>	<u>Use of Contribution or Grant</u>
Meijer Gift Card Grant	\$500	Incentive books for children

WHEREAS, the Board of Library Trustees desires to accept the aforesaid grant on the terms and conditions provided by the grantor.

NOW THEREFORE, BE IT RESOLVED BY THE URBANA FREE LIBRARY BOARD OF TRUSTEES, URBANA, ILLINOIS as follows:

Section 1.

The Board of Library Trustees shall and hereby does accept the above-stated grant and shall be bound by the conditions and restrictions, if any, pursuant to which such grant has been made.

Section 2.

The Board of Library Trustees, on behalf of itself and the Library shall and hereby expresses its true appreciation and gratitude for the aforesaid grant.

Section 3.

The Executive Director of the Library or designee shall be and hereby is authorized to execute the aforesaid grant on behalf of the Library in substantially the form appended hereto and made part hereof.

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 8th day of February, 2022.

Ayes: _____
Nays: _____
Abstains: _____
Absent: _____

RESOLUTION DECLARED ADOPTED.

John Thies, President

Barb Bennett, Secretary Treasurer

Date: February 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: FY22 Mid-Year Strategic Plan Update



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.

- We have received several notes from patrons thus far in FY22 expressing their satisfaction with TUFL services:
 - Email from Justine Kaplan on January 3, 2022: “We love the library – thanks for all that you and the UFL team do!”
 - Email excerpt from a former patron to the Circ email account on December 14, 2021: “...I moved out of state a few years ago, but have never been able to bring myself to cancel my membership. The Urbana Free Library is very dear to me – it was the mainstay of my life for all the years that I lived in C-U (close to 20 years!). No other public library in any other place I have been has come anywhere close to matching you in terms of collection, resources, ambience, and service.”
- Active cardholders are up 25% so far in FY22 with the addition of several thousand USD116 student and qualified teacher/staff accounts to the Polaris database during October 2021. Imported into Polaris as Online Access Only cards, each account can be converted to a full-use account whether the patron lives in a resident or a non-resident area.
- Door count also saw a significant increase (48%) for the period of July 2021-December 2021 as compared to July 2020-December 2020. The biggest factor impacting the difference was the “Tech By Appointment” model the Library adopted in late November and December 2020, which limited patron visits significantly during those months.
- While meeting space usage has not rebounded to pre-COVID levels, community groups are meeting in Lewis Auditorium and the study rooms this fiscal year. For both spaces, use surpasses FY21 numbers already; Lewis Auditorium has been used by the community 59 times, and study rooms have been used 580 times. (The Satterthwaite Conference Room remains closed, as it is the COVID-19 testing site for staff.)

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

- Staff have reworked the program satisfaction survey in order to increase the survey’s response rate. The new version of the survey will debut in March.
- Our social media platforms have changed how they report statistics, so we are adjusting how we gauge our performance. Here’s what we are tracking for FY22:

Facebook							
	FY2021 Average	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
New Page Likes	60	38	44	28	36	34	17
Page Reach	11475	17075	14746	13003	24492	14257	15717
Instagram							
Followers		1661	1682	1706	1737	1748	1764
New Followers	5	24	38	37	46	28	29
Engagements		600	750	617	1047	618	664
Page Reach	384	1243	1345	1000	1318	1404	1483
Twitter							
New Followers		6	3	6	5	2	5
Tweet Impressions		21100	30300	12600	11700	8946	12500
Profile Visits		532	330	197	192	439	543

- Monthly school newsletters continue. Our plan is to ask for feedback from school staff, parents, and students before the end of the school year. The school is also regularly sharing the newsletters on their social media platforms.
- We also sent eBlasts to students and school staff with information about how they can use their ID numbers to access library online resources and how to get a full-use library card. The student eBlast was sent to 4,272 email addresses and had a 42% open rate. The staff eBlast went to 590 email addresses and had a 76% open rate.
- Our Constant Contact eNewsletter lists are holding steady with number of email addresses, open rates, and links clicked. In late FY21, we added all Polaris email addresses to our general Library News email list, and we have seen a decline in subscribers as people opt out. We are implementing a system for adding new patrons to the list. The specialized newsletters are all showing steady growth in subscribers, and the open rates are either staying steady or are increasing.

	FY20	FY21	FY22*
General list subscribers (as of June 30)	2,969	14,131	13,720
General list average open rate	38%	35%	40%
Youth & Teen subscribers (as of June 30)	466	499	502
Youth & Teen average open rate	33%	35%	40%
Local History & Genealogy subscribers (as of June 30)	901	929	965
Local History & Genealogy average open rate	40%	40%	40%
Foundation & Friends subscribers (as of June 30)	523	658	675
Foundation & Friends average open rate	35%	42%	45%

*as of January 2022

<u>eNewsletter</u>	<u>July 2021</u>	<u>August 2021</u>	<u>September 2021</u>	<u>October 2021</u>	<u>November 2021</u>	<u>December 2021</u>
# of subscribers General	14077	13925	14048	13865	13805	13753
Open rate	42%	46%	43%	44%	45%	45%
Links clicked	1%	1%	2%	2%	1%	1%
# of subscribers Youth/Teen	500	495	496	502	500	502
Open rate	39%	41%	38%	43%	46%	39%
Links clicked	1%	2%	1%	2%	2%	2%
# of subscribers Local History/Genealogy	934	947	950	959	963	963
Open rate	38%	37%	38%	37%	40%	40%
Links clicked	7%	9%	7%	9%	7%	7%
# of subscribers Foundation & Friends	666	668	671		675	
Open rate	50%	48%	53%		45%	
Links clicked	4%	1%	1%		1%	



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.

- Use of digital resources such as Libby, Kanopy, and Hoopla has held steady in the first half of FY22, which has followed two years of growth in FY20 and FY21. Assuming the same rate of use during the latter half of the fiscal year, it is estimated that Downloadable materials will account for 15% of total circulation again this year, with an estimated circulation of over 98,000.

	<u>FY21</u>	<u>FY22 (as of Dec. 31, 2021)</u>
Circulation of Downloadables	93,669	49,424
Percentage of Overall Circulation	15%	15%

- In addition to digital materials offered through Libby, Kanopy, and Hoopla, the Library offers wifi hotspots and Chromebooks with wifi hotspots for checkout. These items are available thanks to the generous support of the Foundation, which funds the items for their first year of service with the Library covering costs of subsequent years. Each year, hotspots and Chromebooks with hotspots have grown in popularity and FY22 is no exception; circulation for the first half of FY22 already surpasses FY21 circulation.
- Access to computers and the internet continues to be an important resource to community members. During the first part of FY22, 8,875 computer sessions (6,936 hours) were utilized by patrons. By the end of FY22, both the number of sessions and hours per session will surpass those of FY21.

- Circulation is up 5% for the period July 2021–December 2021 when compared to July 2020–December 2020. Downloadables continue to circulate strongly even as the world opens up, showing a 9% increase for the first six months of FY22 when compared to the first six months of FY21.
- Although the number of Curbside Pickups has decreased, it continues to provide an important service both to patrons cautious about COVID and to those with busy schedules. In addition to holds, patrons also pick up kits for virtual programs. Patrons also have utilized Curbside for library card renewals and notary service.
- 57% more patrons visited the Champaign County Historical Archives in July - December 2021 than in July – December 2020.

	<u>Jul-Dec</u> <u>2020</u>	<u>Jul-Dec</u> <u>2021</u>
Archives Patrons Served	758	1,195

- Overall Archives materials usage in July – December 2021 increased by over 45% compared to last year. Usage increased in all but two categories and usage nearly doubled in three categories: books, microfilm, and Champaign County records.

<u>Archives Records Requested</u>	<u>Jul-Dec</u> <u>2020</u>	<u>Jul-Dec</u> <u>2021</u>
Books	713	1,201
Photographs	287	334
Microfilm	795	1,501
Vertical Files	96	104
Maps	78	33
Special Collections	281	114
County Records	133	200
Total use	2,383	3,487

- Local History and Genealogy database usage remains steady. With Ancestry.com no longer offering remote access to library users, the number of searches decreased slightly.

<u>Local History and Genealogy Database Searches</u>	<u>Jul-Dec</u> <u>2020</u>	<u>Jul-Dec</u> <u>2021</u>
News-Gazette (Newsbank full text)	878	685
Ancestry Library Edition	11,463	9,045
Heritage Quest	576	187
Fold 3	441	516
MyHeritage	997	914
Newspapers.com	1,795	3,829
Total Searches	16,150	15,176

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

- The majority of programs continued to be held virtually or outdoors in the first half of FY22. We temporarily decreased the number of programs the Library offered, leading to fewer programs being held in the first half of FY22 than in FY21. However, family take-home kits remained popular, and in response, we started offering weekly take-home kits for teens that could also be picked up at two local schools. With multiple new variants of the virus, the opportunities for off-site and virtual outreach remained low.

	<u>FY21</u>	<u>FY22</u>
Number of programs July-December	303	224
Number of attendees July-December	4,940	3,761

- During the first half of FY22, the Library joined Illinois Libraries Presents, a coalition of Illinois libraries, which began to offer online programs for member libraries with a focus on diverse and inclusive bestselling authors and presenters in January 2022.



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.

- The Champaign County Historical Archives engaged with patrons through a variety of virtual collections. Between July and December 2021, staff created 28 Local History & Genealogy blog posts, 1 digital exhibit, a 230-page index to the News-Gazette clippings collection, and 5 digital photo albums on Flickr with 126 views. We are working on a way to track page views on the Local History & Genealogy Digital Exhibits page hosted by Omeka.
- Library staff continued to move our Diversity, Equity, and Inclusion work ahead in meaningful ways this year. Staff finished evaluating TUFL policies for gender-neutral language and began working on a quick guide for using gender-inclusive language on social media, the Library website, and internal staff documents. Many professional development opportunities included DEI topics, and all staff participated in diversity training provided by Gallagher Core 360.

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

- The Library has continued to cultivate new partnerships for programs and strengthened bonds with existing partners. Despite several programs being canceled due to the pandemic, the number of partner programs and organizations is only slightly lower than last year. Partnership highlights from the first half of this year include hosting a blood drive with Impact Life, taking part in the community-wide [Parable Path CU](#) project headed by the Krannert Center for the Performing Arts, continuing to host the Annual Immigrant Welcome Awards during Welcoming Week, and hosting book releases and signings by several local poets.

	<u>FY21</u>	<u>FY22</u>
Number of co-sponsored programs July-December	61	56
Number of Partnerships July-December	38	35



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 Library regularly hosts practicum students from UIUC’s iSchool and other programs around the country. In July-December 2021, TUFL hosted a total of 4 practicum students in two departments (Adult & Youth Services and the Archives). AYS and CCHA each also hosted an Apprentice for the fourth consecutive year.
- The Library requested feedback from the community about the building and grounds as part of the Building Program process. This feedback will be shared [on our website in FY22](#).
- The Library continues to be a popular place for community members to volunteer. The chart below shows the number of volunteers and hours volunteered over the past two fiscal years:

	FY20	FY21	FY22 to date
Number of volunteers	135	99	81
Total hours volunteered	2,204	1,871	1,927

- The Friends of the Urbana Free Library were unable to hold in-person book sales in FY21, but sales continued through Amazon, Etsy, Pop-up Book Sales, and on Mobile Carts. Total sales in FY21 were \$19,267.48. Sales are even stronger in FY22: For FY22 July-December 2021, gross sales before fees and charges are \$18,904.40. The Friends were able to host an in-person book sale in August 2021, and Amazon, Etsy, Pop-Up Book Sales and Mobile Cart sales are thriving.
- The Foundation continued to build capacity and reach new donors in FY22. Their annual campaign to raise funds to refresh the Children’s Area is going well and plans are underway for new shelving for the new book area. The Foundation is excited to partner with Common Ground Co-Op for February’s [Round Up for Good](#). The Foundation is planning a donor appreciation event for April.

	FY20	FY21	FY22 as of January 12, 2022
Total raised:	\$69,503.60	\$63,668.91	\$85,779.53
Number of gifts:	341	321	256
Average gift:	\$203.82	\$198.35	\$337.71
Annual campaign response rate:	19.7%	29.6%	19.8%
Annual campaign letters mailed:	1,725	1,085	913

- As a commitment to being good stewards of the Library facilities, a Facilities Manager was hired in late summer. Since he began, several major services have gone out for bid with contracts finalized for custodial services and repairs. In addition, in-house repairs like painting and the roof/chimney repair work on the Tepper Building have also been completed. An evaluation of the cost of repairing and continuing to rent the Webber Building versus demolition has been completed.
- The Library contracted with a managed service provider for some IT system administration and other work, which is a savings and provides greater reliability.

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

- So far for FY22, staff members have reported completing a total of 266 professional development hours. In FY21, staff completed a total of 266 hours.

- The Library conducted regular staff pulse surveys to monitor how staff felt about various changes happening in the building as our service model evolved due to COVID-19. This chart shows the weighted average (out of 5) for the quantitative questions posed in the survey.

	<u>July 2020</u>	<u>September 2020</u>	<u>December 2020</u>	<u>February 2021</u>	<u>July 2021</u>	<u>October 2021</u>
Your personal safety while in the building	3.46	3.3	3.76	3.6	4	3.56
Patron safety while in the building	3.45	3.43	3.66	3.58	3.84	3.59
Ability to get your work done in the Grab and Go model * **	3.5	3.65	3.68*	3.9	4.19**	3.61**
Comfort level with patron interactions	3.02	2.79	3.21	3.17	3.69	3.53
Overall feeling with how things are going	3.41	3.23	3.62	3.51	3.84	3.19
Your overall well-being		3.26	3.41	3.35	3.73	3.13

*Ability to get your work done in the Tech By Appointment Only plus Curbside Pickup model

**Ability to get your work done in the current service model

- The Library and Board have updated 15 different policies so far during FY22, one of which was brand new (Whistleblower Policy). Staff will continue to bring policies to the Board on a regular basis for reaffirmation or updates to ensure all policies stay relevant and align with current practices and laws.
- Between July and December 2021, staff have used from 25 to 75 BinaxNOW Rapid Antigen Tests each week to screen for COVID-19 amongst Library staff members. Nearly 2,000 total tests have been administered at the Library since testing implementation in February 2021. There is significant value in providing testing for staff members who are unvaccinated, or who have had a close contact or exposure, to help reduce the spread of COVID-19 and to add an extra layer of safety for staff members.
- As part of the Library’s Diversity, Equity, and Inclusion work, the Board approved making Juneteenth a paid holiday for benefitted Library staff.
- Our *application for authority to dispose of local records* has been completely overhauled, and staff training is being provided to each department.

102nd Illinois General Assembly

| 2022 Spring Session |

FUND LIBRARIES

Fully fund current fiscal year 2022 appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Maintain funding at this level in the fiscal year 2023 budget, to enable libraries to keep pace with increased expenses they continue to incur due to the minimum wage increase. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities.

BROADBAND FOR PUBLIC LIBRARIES

Illinois public K-12 schools may receive from the state high-speed broadband through the Illinois Century Network, via the Connect Illinois program. We propose to extend this offering to public libraries, with an initial focus on those in rural communities and high-need communities. Public libraries are a primary resource for continuing education, legal research, job applications, and much more for the residents of Illinois. Ultimately, every public library in Illinois would have access to high-quality broadband access, regardless of their location within the state.

REASONABLE E-BOOK PRICING FOR LIBRARIES

The demand for e-books and digital audiobooks in our communities continues to grow, but libraries face two major challenges impeding our ability to make these resources available: affordability and availability. We seek legislation to require publishers that license e-books and digital audiobooks to the public to also offer those e-books and digital audiobooks to libraries on "reasonable" terms. The legislation would prohibit harmful practices that discriminate against libraries and harm library patrons. This effort is in tandem with national initiatives.



Illinois Library Association

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117th U.S. Congress

| Second Session |

FUND LIBRARIES

- Institute of Museum and Library Services administers the Library Services and Technology Act, with priority on services and technology for underserved communities
- Innovative Approaches to Literacy program, with priority on funding for underserved, tribal, and/or high-need school libraries through the Department of Education
- Library of Congress, including the National Library Service for the Blind & Print Disabled
- Federal Depository Library Program and the Government Publishing Office

COPYRIGHT, LICENSING, AND COMPETITION

Libraries rely on balanced and flexible copyright policy to enable vital library services. We support a modern copyright system with effective user rights and limitations and exceptions to copyright. Additionally, libraries rely on fair licenses and market practices to provide access to digital content such as e-books.

- E-books and digital content: Prevent unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs.
- Copyright Office: Preserve the Librarian of Congress' authority to manage and oversee the Copyright Office.

INTERNET ACCESS AND DIGITAL INCLUSION

To promote digital equity and enable modern library services, libraries must be able to serve their users with fast and affordable broadband, technology access, and digital skills training. We support continued funding and improved outreach and technical assistance for the E-rate program, funding for libraries through the Emergency Connectivity Fund, Digital Equity Act, and other legislative possibilities, and the restoration of net neutrality protections.

GOVERNMENT INFORMATION AND SERVICES

Libraries provide access to government information and services in communities across the country. We support policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, including modernizing the Federal Depository Library Program and ensuring public access to publicly funded research and data.

**ILLINOIS
LIBRARIES
TRANSFORM[®]**

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: 12/01/2021 to 12/31/2021

Include Zero Balance GL Accounts: No

Account Name	Selected Period	Fiscal Year To Date
Operating Income & Expense		
Income		
Rent	1,169.95	19,120.00
Total Operating Income	1,169.95	19,120.00
Expense		
Repair	0.00	2,321.81
Grounds Maintenance	120.00	1,236.40
Cleaning & Maintenance	2,366.50	8,007.20
Management Fees	93.60	1,529.60
Property Tax	0.00	8,186.86
Electricity & Gas	305.56	1,708.61
Water & Sewer	107.85	1,366.59
Total Operating Expense	2,993.51	24,357.07
NOI - Net Operating Income	-1,823.56	-5,237.07
Total Income	1,169.95	19,120.00
Total Expense	2,993.51	24,357.07
Net Income	-1,823.56	-5,237.07
Other Items		
Tenant Deposits	0.00	-500.00
Interest on Tenant Deposits	0.00	-0.05
Net Other Items	0.00	-500.05
Cash Flow	-1,823.56	-5,737.12
Beginning Cash	21,213.53	24,627.09
Beginning Cash + Cash Flow	19,389.97	18,889.97
Actual Ending Cash	19,389.97	19,389.97

Cash flow detail wcl

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

Owned By: Urbana Free Library

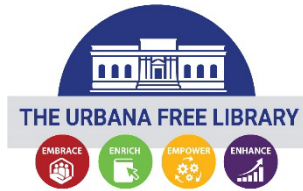
Date Range: 12/01/2021 to 12/31/2021

Exclude Suppressed Fees: No

Account Name	Amount	Description
Operating Income & Expense		
Income		
Rent		
	59.95	October 2021
	360.00	December 2021
	750.00	December 2021
Total Rent	1,169.95	
Total Operating Income	1,169.95	
Expense		
Grounds Maintenance		
	120.00	gutter cleaning
Total Grounds Maintenance	120.00	
Cleaning & Maintenance		
	2,366.50	asbestos inspection
Total Cleaning & Maintenance	2,366.50	
Management Fees		
	93.60	Management Fees for 12/2021
Total Management Fees	93.60	
Electricity & Gas		
	11.47	
	28.17	
	70.27	
	70.08	
	28.60	
	96.97	
Total Electricity & Gas	305.56	
Water & Sewer		
	12.20	sewer bill
	63.92	sewer bill
	31.73	
Total Water & Sewer	107.85	

Cash flow detail wcl

Account Name	Amount	Description
Total Operating Expense	2,993.51	
NOI - Net Operating Income	-1,823.56	
Total Income	1,169.95	
Total Expense	2,993.51	
Net Income	-1,823.56	
Other Items		
Net Other Items	0.00	
Cash Flow	-1,823.56	



**Public Input and Attending / Viewing
of The Urbana Free Library Board Meetings
via Zoom**

People are welcome to attend and participate in the meeting virtually via Zoom. The Zoom session will be recorded as part of the record.

Additional instructions may be provided by the Chair or host.

Providing Public Comment

Via email:

We ask that if you possibly can, please submit your public comments by email by 6:30 pm Tuesday, February 8, 2022 to administration@urbanafree.org. These will be read per Library Board meeting rules [and time limits in the Board's Bylaws](#). Email sent to this account may be transmitted to all Board members. Email must be received by the start of public comment at the meeting and will only be taken during the public comment portion of the agenda.

Providing Public Comment from a computer browser or the Zoom app on a mobile device:

- The link to join by computer is listed on the agenda.
- You do not need to install software on a computer to use Zoom. You can click “Join from your browser.” It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There also is a Zoom app for smartphones.
- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). **Video will remain off for all** members of the public, even while they are speaking.
- Per the [Bylaws of The Urbana Free Library Board regarding public comment](#), you must identify yourself with your name to provide public comment. During public comment, if you wish to speak, please “Raise your hand” using the option as shown in the Participant window (if using the Phone App, there are different steps). When called on by the Chair or host, you will be un-muted in Zoom. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). Make sure you have a microphone on your computer if you wish to speak, or see below to dial in with your phone. FCC Guidelines will be followed.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Attending the Meeting or Providing Public Comment by phone:

- Join by calling the phone number shown in the agenda.

- Callers will then be asked to enter the Meeting ID number **followed by the # key**. The Meeting ID number is listed on the agenda.
- All callers are muted by default.
- If you wish to speak, please “Raise your hand” **by pressing *9 once**. This toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). When you are done, the host will “lower your hand” and mute you. There is no need to press any more buttons.

As a reminder, public comment can be received and is encouraged before the meeting via email as listed above. The video recording should be available on UPTV’s YouTube channel and via [The Urbana Free Library Board page on the City’s website](#) within 24 hours.

This is a work in progress and a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>