


**Date:** March 3, 2022

**To:** The Urbana Free Library Board of Trustees

**From:** Celeste Choate, Executive Director

**Re:** Director's Report for Board Meeting of March 8, 2022

	<b>VISION</b> Nurturing growth by sparking curiosity and fostering a sense of belonging.	<b>MISSION</b> We encourage learning and enrich lives by providing access to diverse resources and programs.
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

	<b>We cultivate equity, mutual respect, and belonging by learning about and responding to our community.</b>  <b><i>WE WELCOME ALL.</i></b>
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

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

- February is Library Lovers Month. During the week of February 13-19, the Library invited young library lovers to celebrate by searching for golden books hidden in the children's and young adult areas of the Library. Each day the books were hidden in different locations, and those who found the books won a small prize. Families had fun searching for them. The first day of that week, a family came to the Library as soon as it opened to search. On another day, two boys spent an hour looking everywhere in the children's area before finding the book.

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

- Last fall, local filmmakers received permission to film part of the web series "Writer's Block" at the Library. While not all of the episodes have been released, the creator shared a [link to the series' trailer](#) and [the first episode](#) where you can recognize part of the Library's front reading room.
- Over the past several months, Library staff researched community engagement tools that would automate some of our routine emails to patrons and make the emails more eye-catching and dynamic in order to increase patron engagement with the Library. Out of multiple options, staff have chosen the company Patron Point as the best fit for the Library's needs due to a number of factors. Patron Point will allow us to tailor emails about Library services based on patrons' reading and collection use habits so they see content that is most relevant to them. It will also allow us to send automatic emails to new patrons detailing Library services and how to access them, and send check-in emails to patrons that haven't used the Library recently with reminders of Library services. In addition, Patron Point was the only vendor to offer online patron address verification which will make the process of signing up or renewing a library card easier and more convenient for patrons. All of these services will help increase patron engagement with the Library, and the automation process will allow staff to use the time they would have spent sending emails on other projects. In addition, using Patron Point will allow us to cancel subscriptions to other communication tools. For these reasons, staff recommend the Board approve Resolution 2022-08 to Approve Subscription Agreement with Patron Point.

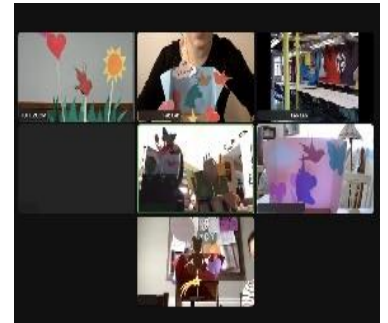


We connect people with tools and resources for learning and leading fruitful lives.

**WE SPARK CURIOSITY.**

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

- The Acquisitions Department has completed the first phase of updating the Library's holdings with OCLC. At this time, all public-facing data is updated, which means that libraries and individuals throughout the world can see TUFL's current collection and place interlibrary loan requests. The second phase of the project will involve behind-the-scenes data updating and maintenance. Brian R., Acquisitions Manager, will be leading this process.
- On February 12, the C-U Community Fab Lab led an online Makerspace Jr. program where children used cardboard to create a movable diorama. Using some basic engineering mechanics and knowledge, kids created the inventive and colorful displays pictured on the right. The program was a wonderful blend of art and science.
- For the past several years, the Library's public use computers have operated with the same computer reservation and print management software, which is 1990s technology. This software works in concert with the Library's coin and bill acceptors. To date, the hardware and software have mostly functioned; however, increasing advances in technology warrant upgrades to the coin and bill acceptors (CBAs) and the software used to manage public use computers. Also, the software changes the file to be printed into a file format it can read for printing. More and more often, the files are getting stuck in this file conversion process, which negatively impacts the patrons experience. It can take minutes to print a page when things go wrong. Given these factors, the Library requested and received quotes from its current service provider, Envisionware, and Today's Business Solutions, Inc., the company that provides the Library's touchscreen scanning station. Based on the information received, the technology offered by each company, and patron and staff experience using machines from each company, Library staff recommend the Board approve Resolution 2022-07 to contract with Today's Business Solutions. If approved, updates will begin this spring. The updates to software and hardware will vastly improve patron experience for computer use and printing, as well as staff experience for managing computer reservations and providing troubleshooting.



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

- Contemporary romance writer and New York Times bestselling author Jasmine Guillory thoroughly entertained the audience at this month's Illinois Libraries Present program on February 16. She was interviewed by author Morgan Rose, and they discussed a variety of topics, including why Jasmine writes by hand when she starts a book, her favorite romance trope (fake dating), and how she's been dealing with the pandemic.
- Food and books combined at the first meeting of More Than a Bookclub! on February 22. Community members met to discuss the novel *The School of Essential Ingredients* by Erica Bauermeister and explore recipes mentioned in the book. The program was held in collaboration with the Urbana Park District at their programming kitchen and will meet two more times in March. At this first meeting, everyone made hot chocolate, while at the next two, the featured recipes will be risotto and fondue.
- The circus came to the Library on February 26! At the Winter Drop-In Circus, over 140 community members enjoyed playing in an animal (puppet) petting zoo, trying to juggle, testing their strength with an inflatable barbell, making their own paper big top craft, and more.



Several families mentioned that they had come to the Library that day just for the program, including at least one who was visiting the Library for the first time.



**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.**

- On February 26, the Library and Center for East Asian and Pacific Studies at the University of Illinois partnered to hold the Library's first East Asian Story Time. This new partnership will be held once per month during the University's school year with bilingual stories in an East Asian language and English. February's story time featured the Japanese tale "How the Years Were Named" (来年は何どし) describing how the years of the Lunar New Year were decided. The story was told as a Kamishibai (紙芝居) or "paper play" which is a form of street theater popularized in the 1930's and post-war Japan that uses a set of illustrated boards or cards to tell a story (pictured right). The online program was attended by 23 community members who spent time after the story sharing the year of the lunar calendar that they were born.
- In celebration of Black History Month, the Library held an all-ages reading and activity challenge. To complete the challenge and win a prize, participants were asked to read three books by Black authors and were encouraged to explore national and local resources for Black health and wellness. While final participation numbers were not available at the time of this writing, by the last week of February nearly 30 community members had completed the reading challenge.



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

- Staff from a Las Vegas, Nevada, library reached out to TUFL this month to inquire about our vinyl collection. Staff at that library want to start a vinyl collection for their community, and we were happy to provide information regarding how TUFL staff members manage our collection and how our community enjoys it.
- Several of the projects for which the Library wrote letters of support received 2022 Urbana Arts Grants. The Library will partner with each of these projects (listed below) on an aspect of their grant.
  - The Fab Lab and Teen Art Council will create murals in Urbana Middle School and Urbana High School. Mural planning will happen at the Library.
  - Former Urbana Poet Laureate Will Reger is creating a multimedia project that connects the environment with poetry and visual arts.
  - The Rose Bowl Tavern plans to hold a wide range of diverse programs at their location throughout the year.
  - Tanguero Workshop will bring an Argentinian Tango workshop to Urbana that will include several free activities and performances.



**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 has begun work on the building program project with Fred Schlipf again. Fred has provided a 214-page version of the program which is getting one last round of feedback before being shared with the Board, staff, and community. Then, the focus group sessions will begin!
- The Library's Seed Exchange received a generous donation of 285 seed packets from Baker Creek Heirloom Seed Company, including seeds for kale, rare peppers, tomatoes, flowers, and other plants. Some varieties were new to the Seed Exchange and will be available at the Exchange for the first time!
- The Urbana Free Library Foundation has awarded a grant to the Library for FY23 for \$39,900. Funds will be used for a portable PA system for outdoor events and outreach, author events, technology projects, WiFi hotspots, Archives staff to process collections, and Community Engagement staff to support the Foundation. In addition, several other dedicated Foundation funds will support the Library, including an ongoing donation for children's books in Chinese and music programs supported by the Nick Rudd Music Fund. The Foundation approved a plan to spend funds from the Margaret Frampton Urbana Library Fund to increase outreach over the next several years. Funds will initially support GIS research to learn more about cardholder penetration in Urbana so that targeted outreach efforts can be planned.
- The Library has been awarded a 2022 Urbana Arts Grant for the project Poetry Across Urbana. During the summer, we will hold a series of workshops where local poets will teach community members how to write short poems. Afterwards, community members can submit poems to the Library to be printed on signs and displayed throughout Urbana. Staff request the Board approve Resolution 2022-06 to accept the grant. The Library will receive \$985.00 for the grant, and half of the amount (\$492.50) will be given to the Library this fiscal year. The majority of that \$492.50 will be used in this fiscal year. Any portion not used this year will be rolled into FY23 to be spent then.
- The Foundation will be the recipient of the Common Ground Co-Op's February "Round Up for Good" campaign. Final figures are not in, but near the end of the month, the total was over \$4,000. The Foundation and Library are grateful for this new opportunity.

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

- The Library's annual Staff Day took place on February 21. While staff met over Zoom, we did have a chance to give a two-word check-in about how 2022 is going for folks so far. Responses ranged from "not bad" to "hopeful." Two programs were presented: 1) A readers' advisory training from Ebsco that highlighted the NoveList databases that TUFL staff and patrons can use. NoveList supports readers in discovering new authors and titles. Staff members reported that they learned some new tips from the presentation. 2) A session called "Verbal Judo" on how to handle difficult situations in the Library. Staff found the speaker's tips helpful and said they will use them when engaging with a patron not following the Library's behavior policies. Initial evaluations show that staff appreciated the time to learn together, and the evaluation will be used to plan next year's Staff Day which will hopefully be in-person.
- Celeste Choate has been asked to continue on as a committee member and mentor for the Director's University program, which is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System.



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

## FY22 Budget amendment

Staff request the following budget amendment for the 2022 Urbana Arts Grant: Poetry Across Urbana:

- \$492.50 increase in revenue to Donations/Contributions/Gifts 802 46300
- \$492.50 increase in expense to Library Program Supplies 80280809 51812

## Policy Updates:

Staff recommend that the Board approve the following policy update.

- III-F Security Cameras: Add the Safety and Volunteer Coordinator to the list of staff positions authorized to access live surveillance or recorded data to monitor activity at the Library when necessary. Authorized staff members are also the only staff members who may use surveillance or recorded data to fill requests from law enforcement.

<b>Library eNewsletters:</b>	
March News & Events: <a href="https://conta.cc/3Hot8tk">https://conta.cc/3Hot8tk</a>	March Youth & Teen: <a href="https://conta.cc/3hjQXbe">https://conta.cc/3hjQXbe</a>
March Archives Newsletter: <a href="https://conta.cc/3l8vUEx">https://conta.cc/3l8vUEx</a>	

## Other Library News:

Don't Let Spring Break Break You: Keep the Family Busy with 50+ Things To Do in Champaign-Urbana: <https://www.chambanamoms.com/2022/02/15/50-things-to-do-spring-break-champaign-urbana/>

Champaign-Urbana Weekend Planning – Indoor Fun Abounds:

<https://www.chambanamoms.com/2022/02/16/champaign-urbana-indoor-fun-abounds/>

Where to Play Indoors for Free: <https://www.chambanamoms.com/2022/02/20/play-indoors-free-champaign-urbana/>

Celebrating Urbana's Poet Laureate: <https://mailchi.mp/urbanaininois.us/celebrating-poet-laureate-ashanti-files?e=14d1151a35>

Champaign-Urbana Weekend Planner – Closing Out February:

<https://www.chambanamoms.com/2022/02/23/champaign-urbana-closing-out-february/>

It's All About "U" has a section on The Urbana Free Library's Black History Month reading & activity challenge: [https://mailchi.mp/urbanaininois.us/its-all-about-u-city-of-urbanas-february-newsletter?e=\[UNIQID\]](https://mailchi.mp/urbanaininois.us/its-all-about-u-city-of-urbanas-february-newsletter?e=[UNIQID])

Book Review: Caleb Wilson – "Strange Beasts of China" perhaps an ever-changing metaphor: [https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-strange-beasts-of-china-perhaps-an-ever-changing-metaphor/article\\_80beaff6-0185-528f-a5bb-bbcf1af6000e.html](https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-strange-beasts-of-china-perhaps-an-ever-changing-metaphor/article_80beaff6-0185-528f-a5bb-bbcf1af6000e.html)

Tom's Mailbag Feb 25, 2022 Masking at the Library and a mention of the CCHA: [https://www.news-gazette.com/toms-mailbag/toms-mailbag-feb-25-2022/article\\_db4377ab-efd2-5779-8e9c-379d886f54e7.html](https://www.news-gazette.com/toms-mailbag/toms-mailbag-feb-25-2022/article_db4377ab-efd2-5779-8e9c-379d886f54e7.html)

---

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	January
Illinois Funds account	\$ 207,424.37	\$ 207,427.85	\$ 207,431.24	\$ 207,435.71	\$ 207,440.46	\$ 207,450.38	\$ 207,463.81
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	\$ 2,902,564.19
Busey Bank Web account	\$ 27,405.31	\$ 36,424.06	\$ 41,483.42	\$ 44,531.75	\$ 48,636.90	\$ 3,957.78	\$ 10,471.40
<b>Total</b>	<b>\$ 2,789,442.03</b>	<b>\$ 2,730,993.35</b>	<b>\$ 3,531,006.30</b>	<b>\$ 3,801,359.35</b>	<b>\$ 3,601,927.75</b>	<b>\$ 3,293,021.23</b>	<b>\$ 3,120,499.40</b>

02/08/2022 17:17  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 1  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1020322 02/08/2022 DUE DATE: 02/08/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">74 ALLIANCE ENTERTAINMENT</a>		00000		INV	02/03/2022	<a href="#">PLS62922438</a>	
1	<a href="#">802 46290</a>			LGEN FUND	OTHR REIMB	65.05	
				Invoice Net		65.05	
				CHECK TOTAL			65.05
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/03/2022	<a href="#">5017510913</a>	
1	<a href="#">80280802 51801 80103</a>			A&Y PROG	LIBR BOOKS	3.61	
				Invoice Net		3.61	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/03/2022	<a href="#">2036488027</a>	
1	<a href="#">81080833 51801</a>			CHILD GIFT	LIBR BOOKS	9.76	
				Invoice Net		9.76	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/03/2022	<a href="#">5017524697</a>	
1	<a href="#">80280802 51801 80103</a>			A&Y PROG	LIBR BOOKS	64.88	
				Invoice Net		64.88	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/03/2022	<a href="#">2036490642</a>	
1	<a href="#">80280802 51801 80103</a>			A&Y PROG	LIBR BOOKS	183.07	
				Invoice Net		183.07	
				CHECK TOTAL			261.32
<a href="#">2334 CHAMPAIGN MULTIMEDIA G</a>		00001		INV	02/03/2022	<a href="#">41246</a>	
1	<a href="#">80280809 52199</a>			LIBR DEV	OTHER PROF	50.00	
				Invoice Net		50.00	
				CHECK TOTAL			50.00
<a href="#">20 DAVIS HOUK MECHANICAL</a>		00000		INV	02/03/2022	<a href="#">S22SP101</a>	
1	<a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	2,750.00	
				Invoice Net		2,750.00	
<a href="#">20 DAVIS HOUK MECHANICAL</a>		00000		INV	02/03/2022	<a href="#">S22JS034</a>	
1	<a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	391.75	
				Invoice Net		391.75	
				CHECK TOTAL			3,141.75
<a href="#">347 GLESCO ELECTRIC INC</a>		00000		INV	02/03/2022	<a href="#">23554</a>	
1	<a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	2,050.00	
				Invoice Net		2,050.00	
				CHECK TOTAL			2,050.00
<a href="#">1264 ILLINOIS AMERICAN WATE</a>		00001		INV	02/03/2022	<a href="#">41227</a>	
1	<a href="#">80280805 52600</a>			LIBR FAC	UTILITIES	35.13	
				Invoice Net		35.13	
				CHECK TOTAL			35.13
<a href="#">1264 ILLINOIS AMERICAN WATE</a>		00001		INV	02/03/2022	<a href="#">41228</a>	
1	<a href="#">80280805 52600</a>			LIBR FAC	UTILITIES	64.64	
				Invoice Net		64.64	
				CHECK TOTAL			64.64

02/08/2022 17:17  
5152cchoate

City of Urbana  
DETAIL INVOICE LIST

P 2  
apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1020322 02/08/2022 DUE DATE: 02/08/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a>	00001		INV	02/03/2022	<a href="#">41229</a>	
	1 <a href="#">80280805</a> <a href="#">52600</a>			LIBR FAC	UTILITIES	185.56	
				Invoice Net		185.56	
				CHECK TOTAL			185.56
<a href="#">261</a>	<a href="#">LAKESHORE LEARNING MAT</a>	00000		INV	02/03/2022	<a href="#">586151120221</a>	
	1 <a href="#">80280802</a> <a href="#">51802</a> <a href="#">80103</a>			A&Y PROG	NEW COLL	26.98	
				Invoice Net		26.98	
				CHECK TOTAL			26.98
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595200</a>	
	1 <a href="#">80280802</a> <a href="#">51804</a>			A&Y PROG	AUDIOBOOKS	198.95	
				Invoice Net		198.95	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595201</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	193.41	
				Invoice Net		193.41	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595202</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	14.99	
				Invoice Net		14.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595203</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	27.73	
				Invoice Net		27.73	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595204</a>	
	1 <a href="#">80280802</a> <a href="#">51804</a>			A&Y PROG	AUDIOBOOKS	59.99	
				Invoice Net		59.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595206</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595207</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	28.49	
				Invoice Net		28.49	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595208</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	32.98	
				Invoice Net		32.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595240</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a> <a href="#">80103</a>			A&Y PROG	DVD	14.99	
				Invoice Net		14.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595241</a>	
	1 <a href="#">80280802</a> <a href="#">51806</a> <a href="#">80103</a>			A&Y PROG	DVD	11.24	
				Invoice Net		11.24	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595242</a>	
	1 <a href="#">80280802</a> <a href="#">51807</a> <a href="#">80103</a>			A&Y PROG	RECORDING	16.99	
				Invoice Net		16.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595243</a>	
	1 <a href="#">80280802</a> <a href="#">51807</a> <a href="#">80103</a>			A&Y PROG	RECORDING	34.99	
				Invoice Net		34.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	02/03/2022	<a href="#">501595244</a>	



02/08/2022 17:17  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT: 802      10100      CASH      CK RUN ID#:1020322    02/08/2022    DUE DATE: 02/08/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1	<a href="#">80280802</a> <a href="#">51807</a>	<a href="#">80103</a>		A&Y PROG	RECORDING	14.39	
				Invoice Net		14.39	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>			00000	INV 02/03/2022	<a href="#">501595246</a>	
1	<a href="#">80280802</a> <a href="#">51807</a>	<a href="#">80103</a>		A&Y PROG	RECORDING	14.99	
				Invoice Net		14.99	
				CHECK TOTAL		682.87	_____
<a href="#">84</a>	<a href="#">MUSIC IN MOTION</a>			00000	INV 02/03/2022	<a href="#">00768802</a>	
1	<a href="#">80280802</a> <a href="#">51802</a>	<a href="#">80103</a>		A&Y PROG	NEW COLL	58.75	
				Invoice Net		58.75	
				CHECK TOTAL		58.75	_____
<a href="#">2916</a>	<a href="#">OCCUPATIONAL ENVIRONME</a>			00000	INV 02/03/2022	<a href="#">10176</a>	
1	<a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	2,485.00	
				Invoice Net		2,485.00	
				CHECK TOTAL		2,485.00	_____
=====							
29	INVOICES			CK RUN ID#	TOTAL	9,107.05	
				CASH ACCOUNT	BALANCE	2,254,114.32	
=====							

02/08/2022 17:17  
5152cchoate

| City of Urbana  
| CK RUN ID# SUMMARY

| P 4  
| apwarrnt

CK RUN ID#:1020322 02/08/2022

DUE DATE: 02/08/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802 802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	65.05 .00
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	251.56 23,505.02
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	85.73 16,753.24
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	258.94 3,221.81
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	316.34 14,815.12
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	26.23 4,074.85
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	81.36 3,685.89
802 80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	7,676.75 147,263.46
802 80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	285.33 55,748.84
802 80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	50.00 15,230.00
CASH ACCOUNT 802 10100 BALANCE 2,254,114.32		FUND TOTAL	9,097.29
810 81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	9.76 12,184.88
CASH ACCOUNT 802 10100 BALANCE 2,254,114.32		FUND TOTAL	9.76
		CK RUN ID# SUMMARY TOTAL	9,107.05
		GRAND TOTAL	9,107.05

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



02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 802 10100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET	
				INVOICE DTL DESC					
Invoice: 2036499239				198.38 80280802 51801 80103	L511881 2 LIBRARY BOOKS				
Invoice: 2036502796			BAKER & TAYLOR LLC	2036502796	02/08/2022		L021022	50.10	
				14.24 80280802 51807 80103	L511881 2 RECORDINGS				
				35.86 80280802 51801 80103	LIBRARY BOOKS				
Invoice: 2036505701			BAKER & TAYLOR LLC	2036505701	02/08/2022		L021022	614.84	
				614.84 80280802 51801	L022905 2 LIBRARY BOOKS				
Invoice: 2036511885			BAKER & TAYLOR LLC	2036511885	02/08/2022		L021022	186.33	
				186.33 80280802 51801 80103	L511881 2 LIBRARY BOOKS				
Invoice: 2036504933			BAKER & TAYLOR LLC	2036504933	02/08/2022		L021022	118.77	
				118.77	L541300 2				
				E 82202-SVCS 81080833 52803	- - LIBRARY CHILDREN PROGRAMS				
								CHECK 4219 TOTAL:	4,867.56
4220	02/10/2022	PRTD	220 BROADART CO	595946	01/31/2022		L021022	47.79	
				47.79 80280806 51900	BILLING #120161 OTHER SUPPLIES				
								CHECK 4220 TOTAL:	47.79
4221	02/10/2022	PRTD	221 REBECCA BROWN	41501	02/08/2022		L021022	31.56	
				15.26	PPR BAGS FOR MASKS & FLOWERS FOR ELEANORE				
				E 82216-BOOK 81080831 51990	- - OTHER LIBRARY MATERIALS				
				16.30	E COVID-SUPPLIES 81080831 51990				
								CHECK 4221 TOTAL:	31.56
4222	02/10/2022	PRTD	1311 CARLE FOUNDATION HOSPITAL	41500	02/08/2022		L021022	621.25	
				621.25 80280801 52199	EAP-TUFL MR#: NOMRN39 CODE:RC6-1HC-CQM OTHER PROFESSIONAL SERVICES				
								CHECK 4222 TOTAL:	621.25



02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC	INV DATE	PO	CK RUN ID#	NET	
									CHECK	4228 TOTAL:	136.07
4229	02/10/2022	PRTD	1703 RICHARD LUSTFELDT	19137			02/08/2022		L021022	375.00	
	Invoice: 19137				375.00	80280805 52201	02/02/2022		SNOW REMOVAL SHOVEL/BLOW SIDEWALKS BUILDING REPAIR & MAINT		
									CHECK	4229 TOTAL:	375.00
4230	02/10/2022	PRTD	1703 RICHARD LUSTFELDT	19138			02/08/2022		L021022	925.00	
	Invoice: 19138				925.00	80280805 52201	02/03/2022		SNOW REMOVAL SHOVEL/BLOW SIDEWALKS BUILDING REPAIR & MAINT		
									CHECK	4230 TOTAL:	925.00
4231	02/10/2022	PRTD	1703 RICHARD LUSTFELDT	19139			02/08/2022		L021022	1,325.00	
	Invoice: 19139				1,325.00	80280805 52201	02/04/2022		SNOW REMOVAL SHOVEL/BLOW SIDEWALKS BUILDING REPAIR & MAINT		
									CHECK	4231 TOTAL:	1,325.00
4232	02/10/2022	PRTD	2260 INGRAM INDUSTRIES INC.	57386905			01/31/2022		L021022	269.39	
	Invoice: 57386905				10.16	80280802 51801	ACCT #20W0739		LIBRARY BOOKS		
					259.23	80280802 51801	80103		LIBRARY BOOKS		
	Invoice: 57415885		INGRAM INDUSTRIES INC.	57415885			01/31/2022		L021022	16.38	
					16.38	80280802 51801	ACCT #20W0739		LIBRARY BOOKS		
	Invoice: 57367947		INGRAM INDUSTRIES INC.	57367947			01/31/2022		L021022	206.93	
					206.93	80280802 51801	ACCT #20W0739		LIBRARY BOOKS		
	Invoice: 57473654		INGRAM INDUSTRIES INC.	57473654			02/08/2022		L021022	67.75	
					67.75	80280802 51801	20W0739		LIBRARY BOOKS		
	Invoice: 57546456		INGRAM INDUSTRIES INC.	57546456			02/08/2022		L021022	303.03	
					303.03	80280802 51801	20W0739		LIBRARY BOOKS		
	Invoice: 57593462		INGRAM INDUSTRIES INC.	57593462			02/08/2022		L021022	5.08	
					5.08	80280802 51801	20W0739		LIBRARY BOOKS		
	Invoice: 57626673		INGRAM INDUSTRIES INC.	57626673			02/08/2022		L021022	17.99	
					17.99	80280802 51801	20W0739		LIBRARY BOOKS		

02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET			
									INVOICE DTL	DESC	
									CHECK	4232 TOTAL:	886.55
4233	02/10/2022	PRTD	1990 KANOPY INC.	283378 - PPU	01/31/2022		L021022	1,326.00			
Invoice: 283378 - PPU				1,326.00	80280802	51811	PLAY CREDITS DOWNLOADABLES				
									CHECK	4233 TOTAL:	1,326.00
4234	02/10/2022	PRTD	268 MIDWEST TAPE	501629929	01/31/2022		L021022	4,158.64			
Invoice: 501629929				4,158.64	80280802	51811	CUSTOMER # 2000016591 DOWNLOADABLES				
Invoice: 501627806		MIDWEST TAPE		501627806	02/08/2022		L021022	18.74			
				18.74	80280802	51806	2000007494 DVD'S				
Invoice: 501627807		MIDWEST TAPE		501627807	02/08/2022		L021022	288.93			
				288.93	80280802	51804	2000007494 AUDIOBOOKS				
Invoice: 501627809		MIDWEST TAPE		501627809	02/08/2022		L021022	28.48			
				28.48	80280802	51806	2000007494 DVD'S				
Invoice: 501627940		MIDWEST TAPE		501627940	02/08/2022		L021022	62.21			
				62.21	80280802	51806	2000007494 DVD'S				
Invoice: 501627941		MIDWEST TAPE		501627941	02/08/2022		L021022	116.94			
				116.94	80280802	51806	2000007494 DVD'S				
Invoice: 501627942		MIDWEST TAPE		501627942	02/08/2022		L021022	53.98			
				53.98	80280802	51806	2000007494 DVD'S				
Invoice: 501627943		MIDWEST TAPE		501627943	02/08/2022		L021022	14.99			
				14.99	80280802	51806	2000007494 DVD'S				
Invoice: 501627944		MIDWEST TAPE		501627944	02/08/2022		L021022	18.74			
				18.74	80280802	51806	2000007494 DVD'S				
Invoice: 501627283		MIDWEST TAPE		501627283	02/08/2022		L021022	12.74			
				12.74	80280802	51806	2000007495 DVD'S				
		MIDWEST TAPE		501627284	02/08/2022		L021022	29.99			

02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
apcshdsb

CASH ACCOUNT: 802		10100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC	INV DATE	PO	CK RUN ID#	NET			
Invoice: 501627284					29.99	80280802 51807 80103	2000007495 RECORDINGS						
			MIDWEST TAPE	501627285			02/08/2022		L021022	14.99			
Invoice: 501627285					14.99	80280802 51807 80103	2000007495 RECORDINGS						
			MIDWEST TAPE	501627286			02/08/2022		L021022	37.47			
Invoice: 501627286					37.47	80280802 51806 80103	2000007495 DVD'S						
			MIDWEST TAPE	501627287			02/08/2022		L021022	11.24			
Invoice: 501627287					11.24	80280802 51806 80103	2000007495 DVD'S						
			MIDWEST TAPE	501627288			02/08/2022		L021022	39.99			
Invoice: 501627288					39.99	80280802 51807 80103	2000007495 RECORDINGS						
			MIDWEST TAPE	501627289			02/08/2022		L021022	219.65			
Invoice: 501627289					219.65	80280802 51806 80103	2000007495 DVD'S						
			MIDWEST TAPE	501627850			02/08/2022		L021022	10.49			
Invoice: 501627850					10.49	80280802 51807 80103	2000007495 RECORDINGS						
			MIDWEST TAPE	501627852			02/08/2022		L021022	34.99			
Invoice: 501627852					34.99	80280802 51807 80103	2000007495 RECORDINGS						
								CHECK	4234 TOTAL:	5,173.20			
4235	02/10/2022	PRTD	2516 THE NEW LINCOLN SQUARE LLC	41244			01/31/2022		L021022	725.00			
			Invoice: 41244		725.00	80280803 52912	RENT, MARCH 2022 FACILITY RENTAL						
								CHECK	4235 TOTAL:	725.00			
4236	02/10/2022	PRTD	9999 Urbana Middle School	41490			02/08/2022		L021022	75.00			
			Invoice: 41490		75.00	80280803 51801	2021-2022 URBANA MIDDLE SCHOOL YEARBOOKS LIBRARY BOOKS						
								CHECK	4236 TOTAL:	75.00			
4237	02/10/2022	PRTD	54 OVERDRIVE INC	01018CO22042929			02/08/2022		L021022	1,825.61			
			Invoice: 01018CO22042929		1,825.61	80280802 51811	CUSTOMER ID 1018-1001 DOWNLOADABLES						



02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 7  
apcshdsb

CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET			
INVOICE DTL DESC											
						CHECK	4237 TOTAL:	1,825.61			
4238	02/10/2022	PRTD	123 RAILS	8907	02/08/2022		L021022	693.69			
Invoice: 8907				693.69	80280802	51811	ECC- SUPPLEMENTAL FEE PRORATED THRU 2022-6-30 DOWNLOADABLES				
						CHECK	4238 TOTAL:	693.69			
4239	02/10/2022	PRTD	1272 ROGARDS	035812-00	01/31/2022		L021022	80.28			
Invoice: 035812-00				80.28	80280801	51900	CUST #002090 OTHER SUPPLIES				
						CHECK	4239 TOTAL:	80.28			
4240	02/10/2022	PRTD	1848 THE MUSIC SHOPPE INC	3192014	01/31/2022		L021022	39.99			
Invoice: 3192014				39.99	80280802	51802	80103 ACCT #140072 NINO980R DRUM NEW COLLECTIONS				
						CHECK	4240 TOTAL:	39.99			
4241	02/10/2022	PRTD	301 UNIQUE MANAGEMENT SERVICES INC	6097858	02/08/2022		L021022	8.95			
Invoice: 6097858				8.95	80280801	51900	CLIENT NO. 322 OTHER SUPPLIES				
Invoice: 6097859		UNIQUE MANAGEMENT SERVICES INC		6097859	02/08/2022		L021022	74.21			
				74.21	80280801	52902	CLIENT NO. 322 POSTAGE & PRINTING				
						CHECK	4241 TOTAL:	83.16			
NUMBER OF CHECKS						26	*** CASH ACCOUNT TOTAL ***	23,896.94			
						COUNT	AMOUNT				
TOTAL PRINTED CHECKS						26	23,896.94				
						*** GRAND TOTAL ***	23,896.94				

02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 8  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 8 43									
APP 802-20100	02/10/2022	L021022	0210			ACCOUNTS PAYABLE		23,366.46	
						AP CASH DISBURSEMENTS JOURNAL			
APP 802-10100	02/10/2022	L021022	0210			CASH			23,896.94
						AP CASH DISBURSEMENTS JOURNAL			
APP 810-20100	02/10/2022	L021022	0210			ACCOUNTS PAYABLE		530.48	
						AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		23,896.94	23,896.94
APP 802-12810	02/10/2022	L021022	0210			DUE FROM LIBRARY TRUST FUND		530.48	
APP 810-22802	02/10/2022	L021022	0210			DUE TO LIBRARY GENERAL FUND			530.48
						SYSTEM GENERATED ENTRIES TOTAL		530.48	530.48
						JOURNAL 2022/08/43 TOTAL		24,427.42	24,427.42

02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 9  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802 LIBRARY GENERAL FUND	2022 8	43	02/10/2022	CASH		23,896.94
802-10100				DUE FROM LIBRARY TRUST FUND	530.48	
802-12810				ACCOUNTS PAYABLE	23,366.46	
802-20100						
				FUND TOTAL	23,896.94	23,896.94
810 LIBRARY TRUST FUND	2022 8	43	02/10/2022	ACCOUNTS PAYABLE	530.48	
810-20100				DUE TO LIBRARY GENERAL FUND		530.48
810-22802						
				FUND TOTAL	530.48	530.48

02/10/2022 15:00  
5152rbrown

City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 10  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
802 LIBRARY GENERAL FUND	530.48	
810 LIBRARY TRUST FUND		530.48
TOTAL	530.48	530.48

\*\* END OF REPORT - Generated by Becky Brown \*\*

02/17/2022 13:23  
5152cchoate

|City of Urbana  
|PRELIMINARY DETAIL INVOICE LIST

| P 1  
| apwarrnt

CASH ACCOUNT: 802 10100

CASH

CK RUN ID#:1021722 02/17/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">74 ALLIANCE ENTERTAINMENT</a>		00000		INV	02/17/2022	<a href="#">PLS63296383</a>	
1	<a href="#">80280802 51806</a>	A&Y PROG		DVD		41.49	
		Invoice Net				41.49	
				CHECK TOTAL			41.49
<a href="#">74 ALLIANCE ENTERTAINMENT</a>		00000		INV	02/17/2022	<a href="#">PLS63273343</a>	
1	<a href="#">80280802 51805</a>	A&Y PROG		CD		44.82	
2	<a href="#">80280802 51809</a>	A&Y PROG		GAMES		51.48	
		Invoice Net				96.30	
				CHECK TOTAL			96.30
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">2036505710</a>	
1	<a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		16.12	
		Invoice Net				16.12	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">2036517232</a>	
1	<a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		1,065.51	
		Invoice Net				1,065.51	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">2036520101</a>	
1	<a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		1,016.61	
		Invoice Net				1,016.61	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">2036515503</a>	
1	<a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		192.23	
	<a href="#">80103</a>	Invoice Net				192.23	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">5017545355</a>	
1	<a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		62.39	
	<a href="#">80103</a>	Invoice Net				62.39	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	02/17/2022	<a href="#">2036514870</a>	
1	<a href="#">81080833 52803</a>	CHILD GIFT		CHILD PROG		40.85	
		Invoice Net				40.85	
				CHECK TOTAL			2,393.71
<a href="#">862 CITY OF URBANA</a>		00000		INV	02/17/2022	<a href="#">912</a>	
1	<a href="#">80280801 51900</a>	LIBR CTRL		OTHER SUPP		571.74	
		Invoice Net				571.74	
				CHECK TOTAL			571.74
<a href="#">1062 CONSOLIDATED COMMUNICA</a>		00000		INV	02/17/2022	<a href="#">41644</a>	
1	<a href="#">80280805 52600</a>	LIBR FAC		UTILITIES		561.48	
		Invoice Net				561.48	
				CHECK TOTAL			561.48
<a href="#">20 DAVIS HOUK MECHANICAL</a>		00000		INV	02/17/2022	<a href="#">S22JS021</a>	
1	<a href="#">80280805 52201</a>	LIBR FAC		BLDG MAINT		885.34	
		Invoice Net				885.34	
<a href="#">20 DAVIS HOUK MECHANICAL</a>		00000		INV	02/17/2022	<a href="#">S22JS030</a>	
1	<a href="#">80280805 52201</a>	LIBR FAC		BLDG MAINT		545.50	
		Invoice Net				545.50	

02/17/2022 13:23  
5152cchoate

|City of Urbana  
|PRELIMINARY DETAIL INVOICE LIST

|P 2  
|apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1021722 02/17/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,430.84
<u>232</u>	<u>DEMCO INC</u>						
1	80280806 51900	00002		INV	02/17/2022	<u>7078789</u>	
				LIBR ACQ	OTHER SUPP	704.01	
				Invoice Net		704.01	
						CHECK TOTAL	704.01
<u>234</u>	<u>EBSCO INDUSTRIES INC</u>						
1	80280802 51803	00000		INV	02/17/2022	<u>2203761</u>	
				A&Y PROG	LIBR PER	10.77	
				Invoice Net		10.77	
						CHECK TOTAL	10.77
<u>549</u>	<u>FIRST NATIONAL BANK OM</u>						
1	80280809 51812	00000		INV	02/17/2022	<u>41667</u>	
2	80280803 52910			LIBR DEV	LIBR SUPP	80.33	
3	80280802 51801			ARCHIVES	DTB CHARGE	99.80	
4	80280805 52201	80103		A&Y PROG	LIBR BOOKS	486.35	
5	80280801 52907			LIBR FAC	BLDG MAINT	1,028.89	
6	80280802 51802	80103		LIBR CTRL	CRECRD FEE	61.95	
7	80280809 51812	80103		A&Y PROG	NEW COLL	1,800.00	
8	80280809 52909			LIBR DEV	LIBR SUPP	41.44	
9	80280802 51811			LIBR DEV	AD/MRK/PE	655.55	
10	80280808 51500			A&Y PROG	DOWNLOAD	10.99	
11	80280801 52902			LIBR IT	SHARED IT	176.39	
12	80280801 51900			LIBR CTRL	POST PRINT	1,024.99	
13	80280806 51900			LIBR CTRL	OTHER SUPP	99.80	
14	80280809 51812	80102		LIBR ACQ	OTHER SUPP	99.80	
				LIBR DEV	LIBR SUPP	41.44	
				Invoice Net		5,707.72	
						CHECK TOTAL	5,707.72
<u>35</u>	<u>GALE CENGAGE LEARNING</u>						
1	80280802 52910	00000		INV	02/17/2022	<u>77178571</u>	
				A&Y PROG	DTB CHARGE	2,756.25	
				Invoice Net		2,756.25	
						CHECK TOTAL	2,756.25
<u>1703</u>	<u>RICHARD LUSTFELDT</u>						
1	80280805 52201	00000		INV	02/17/2022	<u>19242</u>	
				LIBR FAC	BLDG MAINT	375.00	
				Invoice Net		375.00	
						CHECK TOTAL	375.00
<u>471</u>	<u>VANTAGEPOINT TRANSFER</u>						
1	80280801 50240	00001		INV	02/17/2022	<u>41624</u>	
				LIBR CTRL	RHS CONTRB	5,781.25	
				Invoice Net		5,781.25	
						CHECK TOTAL	5,781.25
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>						
1	80280802 51801	00000		INV	02/17/2022	<u>57626672</u>	
				A&Y PROG	LIBR BOOKS	17.37	
				Invoice Net		17.37	

02/17/2022 13:23  
5152cchoate

|City of Urbana  
|PRELIMINARY DETAIL INVOICE LIST

|P 3  
|apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1021722 02/17/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">2260 INGRAM INDUSTRIES INC.</a>		00000		INV	02/17/2022	<a href="#">57719989</a>	
	1 <a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		408.48	
		Invoice Net				408.48	
						CHECK TOTAL	425.85
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645124</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		22.49	
		Invoice Net				22.49	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645125</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645126</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		22.49	
		Invoice Net				22.49	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645127</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		148.43	
		Invoice Net				148.43	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645128</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		143.94	
		Invoice Net				143.94	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501645129</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		80.22	
		Invoice Net				80.22	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657570</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		79.47	
		Invoice Net				79.47	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657571</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		150.68	
		Invoice Net				150.68	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657572</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		15.74	
		Invoice Net				15.74	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657573</a>	
	1 <a href="#">80280802 51804</a>	A&Y PROG		AUDIOBOOKS		69.98	
		Invoice Net				69.98	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657645</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG	80103	DVD		11.24	
		Invoice Net				11.24	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657646</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG	80103	DVD		11.24	
		Invoice Net				11.24	
<a href="#">268 MIDWEST TAPE</a>		00000		INV	02/17/2022	<a href="#">501657647</a>	
	1 <a href="#">80280802 51807</a>	A&Y PROG	80103	RECORDING		70.14	
		Invoice Net				70.14	
						CHECK TOTAL	844.80
<a href="#">9999 Jefferson Middle Schoo</a>		00000		INV	02/17/2022	<a href="#">41622</a>	

02/17/2022 13:23  
5152cchoate

|City of Urbana  
|PRELIMINARY DETAIL INVOICE LIST

|P 4  
|apwarrnt

CASH ACCOUNT: 802 10100

CASH

CK RUN ID#:1021722 02/17/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1	<a href="#">80280803</a> <a href="#">51801</a>			ARCHIVES	LIBR BOOKS	60.00	
				Invoice Net		60.00	
						CHECK TOTAL	60.00
<a href="#">54</a>	<a href="#">OVERDRIVE INC</a>	00000		INV	02/17/2022	<a href="#">01018CQ22048042</a>	
1	<a href="#">80280802</a> <a href="#">51811</a>			A&Y PROG	DOWNLOAD	308.09	
				Invoice Net		308.09	
<a href="#">54</a>	<a href="#">OVERDRIVE INC</a>	00000		INV	02/17/2022	<a href="#">01018DA22052033</a>	
1	<a href="#">80280802</a> <a href="#">51811</a>			A&Y PROG	DOWNLOAD	85.50	
				Invoice Net		85.50	
						CHECK TOTAL	393.59
<a href="#">283</a>	<a href="#">QUILL CORPORATION</a>	00000		INV	02/17/2022	<a href="#">22668237</a>	
1	<a href="#">80280801</a> <a href="#">51900</a>			LIBR CTRL	OTHER SUPP	36.67	
				Invoice Net		36.67	
<a href="#">283</a>	<a href="#">QUILL CORPORATION</a>	00000		INV	02/17/2022	<a href="#">22713661</a>	
1	<a href="#">80280801</a> <a href="#">51900</a>			LIBR CTRL	OTHER SUPP	22.99	
				Invoice Net		22.99	
						CHECK TOTAL	59.66
<a href="#">1272</a>	<a href="#">ROGARDS</a>	00000		INV	02/17/2022	<a href="#">035812-01</a>	
1	<a href="#">80280801</a> <a href="#">51900</a>			LIBR CTRL	OTHER SUPP	16.21	
				Invoice Net		16.21	
						CHECK TOTAL	16.21
<a href="#">7</a>	<a href="#">ROWMAN &amp; LITTLEFIELD P</a>	00000		INV	02/17/2022	<a href="#">11937290</a>	
1	<a href="#">80280802</a> <a href="#">51801</a>			A&Y PROG	LIBR BOOKS	217.89	
				Invoice Net		217.89	
						CHECK TOTAL	217.89
<a href="#">2482</a>	<a href="#">T-MOBILE USA INC.</a>	00001		INV	02/17/2022	<a href="#">41643</a>	
1	<a href="#">80280802</a> <a href="#">51802</a> <a href="#">80103</a>			A&Y PROG	NEW COLL	412.89	
				Invoice Net		412.89	
						CHECK TOTAL	412.89
=====							
41	INVOICES			CK RUN ID# TOTAL		22,861.45	
				CASH ACCOUNT BALANCE		2,143,339.96	
=====							



02/17/2022 13:23  
5152cchoate

|City of Urbana  
|PRELIMINARY CK RUN ID# SUMMARY

|P 5  
|apwarrnt

CK RUN ID#:1021722 02/17/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-50240-	RHS CONTRIBUTION	5,781.25	16,433.67
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	747.41	28,497.05
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	1,024.99	1,955.84
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52907-	CREDIT CARD & BANK FEE	61.95	1,468.31
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,741.98	62,097.64
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	740.97	22,764.05
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	2,212.89	14,540.35
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51803-	LIBRARY PERIODICALS	10.77	2,487.07
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	69.98	2,862.90
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	44.82	2,055.81
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	723.69	13,777.35
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	22.48	3,771.27
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	70.14	3,485.30
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	51.48	3,748.67
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	404.58	45,649.60
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-52910-	DATABASE CHARGES	2,756.25	11,663.35
802	80280803	ARCHIVES 802-60-80-803-000-51801-	LIBRARY BOOKS	60.00	1,705.57
802	80280803	ARCHIVES 802-60-80-803-000-52910-	DATABASE CHARGES	99.80	8,817.11
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	2,834.73	144,428.73
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	561.48	55,187.36
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	803.81	20,308.28
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	176.39	74,224.09
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	80.33	7,484.70
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	41.44	1,999.71
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	41.44	1,957.46
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	655.55	12,930.78
			FUND TOTAL	22,820.60	
CASH ACCOUNT	802 10100	BALANCE	2,143,339.96		
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	40.85	1,520.23
			FUND TOTAL	40.85	
CASH ACCOUNT	802 10100	BALANCE	2,143,339.96		
			CK RUN ID# SUMMARY TOTAL	22,861.45	
			GRAND TOTAL	22,861.45	

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

02/24/2022 16:32  
5152cchoate

City of Urbana  
DETAIL INVOICE LIST

P 1  
apwarrnt

CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:1022422 02/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>96 AMEREN ILLINOIS COMPAN</u>		00000		INV	02/24/2022	<u>41862</u>	
1 <u>80280805 52600</u>		LIBR FAC		UTILITIES		5,549.33	
		Invoice Net				5,549.33	
				CHECK TOTAL			5,549.33
<u>96 AMEREN ILLINOIS COMPAN</u>		00000		INV	02/24/2022	<u>41863</u>	
1 <u>80280805 52600</u>		LIBR FAC		UTILITIES		6,827.40	
		Invoice Net				6,827.40	
				CHECK TOTAL			6,827.40
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036529485</u>	
1 <u>80280802 51801</u>		A&Y PROG		LIBR BOOKS		1,233.93	
		Invoice Net				1,233.93	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036536500</u>	
1 <u>80280802 51801</u>		A&Y PROG		LIBR BOOKS		953.16	
		Invoice Net				953.16	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036536517</u>	
1 <u>80280802 51801</u>		A&Y PROG		LIBR BOOKS		12.77	
		Invoice Net				12.77	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036524736</u>	
1 <u>80280802 51801</u>	<u>80103</u>	A&Y PROG		LIBR BOOKS		162.42	
		Invoice Net				162.42	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036528370</u>	
1 <u>80280802 51801</u>	<u>80103</u>	A&Y PROG		LIBR BOOKS		263.07	
		Invoice Net				263.07	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036536844</u>	
1 <u>80280802 51801</u>	<u>80103</u>	A&Y PROG		LIBR BOOKS		592.54	
		Invoice Net				592.54	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>5017566161</u>	
1 <u>80280802 51801</u>	<u>80103</u>	A&Y PROG		LIBR BOOKS		71.48	
		Invoice Net				71.48	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036545049</u>	
1 <u>80280802 51801</u>	<u>80103</u>	A&Y PROG		LIBR BOOKS		226.32	
		Invoice Net				226.32	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036529315</u>	
1 <u>81080833 52803</u>		CHILD GIFT		CHILD PROG		106.97	
2 <u>81080833 51801</u>		CHILD GIFT		LIBR BOOKS		36.05	
		Invoice Net				143.02	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	02/24/2022	<u>2036545778</u>	
1 <u>81080833 52803</u>		CHILD GIFT		CHILD PROG		79.92	
2 <u>81080833 51801</u>		CHILD GIFT		LIBR BOOKS		13.49	
		Invoice Net				93.41	
				CHECK TOTAL			3,752.12
<u>862 CITY OF URBANA</u>		00000		INV	02/24/2022	<u>931</u>	
1 <u>80280801 50240</u>		LIBR CTRL		RHS CONTRB		187.50	
		Invoice Net				187.50	

02/24/2022 16:32  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 2  
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1022422 02/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	187.50
<u>20</u>	<u>DAVIS HOUK MECHANICAL</u>	00000		INV	02/24/2022	<u>522DH103</u>	
1	<u>80280805 52201</u>			LIBR FAC	BLDG MAINT	2,392.26	
				Invoice Net		2,392.26	
						CHECK TOTAL	2,392.26
<u>1703</u>	<u>RICHARD LUSTFELDT</u>	00000		INV	02/24/2022	<u>19274</u>	
1	<u>80280805 52201</u>			LIBR FAC	BLDG MAINT	625.00	
				Invoice Net		625.00	
						CHECK TOTAL	625.00
<u>72</u>	<u>INFOUSA MARKETING INC</u>	00001		INV	02/24/2022	<u>10003946922</u>	
1	<u>80280803 51801</u>			ARCHIVES	LIBR BOOKS	614.00	
				Invoice Net		614.00	
						CHECK TOTAL	614.00
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>	00000		INV	02/24/2022	<u>57835458</u>	
1	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	24.92	
2	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	249.20	
				Invoice Net		274.12	
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>	00000		INV	02/24/2022	<u>57859605</u>	
1	<u>80280802 51801 80103</u>			A&Y PROG	LIBR BOOKS	92.09	
				Invoice Net		92.09	
<u>2260</u>	<u>INGRAM INDUSTRIES INC.</u>	00000		INV	02/24/2022	<u>57899441</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	29.15	
				Invoice Net		29.15	
						CHECK TOTAL	395.36
<u>257</u>	<u>JUDAH CHRISTIAN SCHOOL</u>	00000		INV	02/24/2022	<u>41868</u>	
1	<u>80280803 51801</u>			ARCHIVES	LIBR BOOKS	195.00	
				Invoice Net		195.00	
						CHECK TOTAL	195.00
<u>1610</u>	<u>KAVANAGH, SCULLY, SUDO</u>	00000		INV	02/24/2022	<u>182592</u>	
1	<u>80280801 52199</u>			LIBR CTRL	OTHER PROF	60.00	
				Invoice Net		60.00	
						CHECK TOTAL	60.00
<u>318</u>	<u>LAZERS EDGE OFFICE AUT</u>	00000		INV	02/24/2022	<u>29876</u>	
1	<u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	2,031.20	
				Invoice Net		2,031.20	
						CHECK TOTAL	2,031.20
<u>268</u>	<u>MIDWEST TAPE</u>	00000		INV	02/24/2022	<u>501690941</u>	
1	<u>80280802 51804</u>			A&Y PROG	AUDIOBOOKS	69.98	
				Invoice Net		69.98	

02/24/2022 16:32  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1022422 02/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690943</a>	
		A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690944</a>	
		A&Y PROG		DVD		44.98	
		Invoice Net				44.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690945</a>	
		A&Y PROG		DVD		59.22	
		Invoice Net				59.22	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690946</a>	
		A&Y PROG		DVD		58.47	
		Invoice Net				58.47	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690947</a>	
		A&Y PROG		DVD		28.49	
		Invoice Net				28.49	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	02/24/2022	<a href="#">501690948</a>	
		A&Y PROG		DVD		44.98	
		Invoice Net				44.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000		INV	02/24/2022	<a href="#">501690089</a>	
		A&Y PROG	<a href="#">80103</a>	RECORDING		21.73	
		Invoice Net				21.73	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000		INV	02/24/2022	<a href="#">501690631</a>	
		A&Y PROG	<a href="#">80103</a>	RECORDING		29.98	
		Invoice Net				29.98	
				CHECK TOTAL			376.57
<a href="#">9999</a>	<a href="#">Edison Middle School</a>						
	1 <a href="#">80280803</a> <a href="#">51801</a>	00000		INV	02/24/2022	<a href="#">41878</a>	
		ARCHIVES		LIBR BOOKS		45.00	
		Invoice Net				45.00	
				CHECK TOTAL			45.00
<a href="#">9999</a>	<a href="#">Westville Public Libra</a>						
	1 <a href="#">80280801</a> <a href="#">51900</a>	00000		INV	02/24/2022	<a href="#">41748</a>	
		LIBR CTRL		OTHER SUPP		24.99	
		Invoice Net				24.99	
				CHECK TOTAL			24.99
<a href="#">123</a>	<a href="#">RAILS</a>						
	1 <a href="#">80280809</a> <a href="#">51812</a>	00000		INV	02/24/2022	<a href="#">9098</a>	
		LIBR DEV		LIBR SUPP		750.00	
		Invoice Net				750.00	
				CHECK TOTAL			750.00
<a href="#">1622</a>	<a href="#">REPUBLIC SERVICES, INC</a>						
	1 <a href="#">80280805</a> <a href="#">52201</a>	00000		INV	02/24/2022	<a href="#">0729-000595426</a>	
		LIBR FAC		BLDG MAINT		691.57	
		Invoice Net				691.57	
				CHECK TOTAL			691.57
<a href="#">1272</a>	<a href="#">ROGARDS</a>						
		00000		INV	02/24/2022	<a href="#">036172-00</a>	

02/24/2022 16:32  
5152cchoate

City of Urbana  
DETAIL INVOICE LIST

P 4  
apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1022422 02/24/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280801 51900			LIBR CTRL	OTHER SUPP	62.69	
	2 80280806 51900			LIBR ACQ	OTHER SUPP	404.37	
				Invoice Net		467.06	
	1272 ROGARDS	00000		INV	02/24/2022	035812-02	
	1 80280806 51900			LIBR ACQ	OTHER SUPP	54.90	
				Invoice Net		54.90	
	1272 ROGARDS	00000		INV	02/24/2022	036172-01	
	1 80280801 51900			LIBR CTRL	OTHER SUPP	2.50	
	2 80280806 51900			LIBR ACQ	OTHER SUPP	50.94	
				Invoice Net		53.44	
				CHECK TOTAL			575.40
	313 URBANA & CHAMPAIGN SAN	00000		INV	02/24/2022	5989150	
	1 80280805 52600			LIBR FAC	UTILITIES	4.13	
				Invoice Net		4.13	
	313 URBANA & CHAMPAIGN SAN	00000		INV	02/24/2022	5989327	
	1 80280805 52600			LIBR FAC	UTILITIES	255.75	
				Invoice Net		255.75	
	313 URBANA & CHAMPAIGN SAN	00000		INV	02/24/2022	5991110	
	1 80280805 52600			LIBR FAC	UTILITIES	15.44	
				Invoice Net		15.44	
				CHECK TOTAL			275.32
	2777 SECURITAS ELECTRONIC S	00001		INV	02/24/2022	2473487	
	1 80280805 52201			LIBR FAC	BLDG MAINT	2,182.00	
				Invoice Net		2,182.00	
	2777 SECURITAS ELECTRONIC S	00001		INV	02/24/2022	2479276	
	1 80280805 52201			LIBR FAC	BLDG MAINT	540.00	
				Invoice Net		540.00	
	2777 SECURITAS ELECTRONIC S	00001		INV	02/24/2022	2479298	
	1 80280805 52201			LIBR FAC	BLDG MAINT	4,331.18	
				Invoice Net		4,331.18	
				CHECK TOTAL			7,053.18
	1839 THE NEW YORK TIMES	00001		INV	02/24/2022	41881	
	1 80280802 52910			A&Y PROG	DTB CHARGE	2,002.00	
				Invoice Net		2,002.00	
				CHECK TOTAL			2,002.00
	3022 VERBAL JUDO INSTITUTE	00000		INV	02/24/2022	7957	
	1 80280800 52320			LIBR ADMIN	TRAVEL	500.00	
				Invoice Net		500.00	
				CHECK TOTAL			500.00
=====							
46 INVOICES						CK RUN ID# TOTAL	34,923.20
						CASH ACCOUNT BALANCE	2,064,239.49
=====							

02/24/2022 16:32  
5152cchoate

| City of Urbana  
| CK RUN ID# SUMMARY

| P 5  
| apwarrnt

CK RUN ID#:1022422 02/24/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
802	80280800	LIBRARY ADMINISTRA	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	500.00	7,672.05
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-50240-	RHS CONTRIBUTION	187.50	16,246.17
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-51900-	OTHER SUPPLIES	2,121.38	26,375.67
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-52199-	OTHER PROFESSIONAL SER	60.00	24,830.85
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51801-	LIBRARY BOOKS	2,478.21	59,619.43
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,432.84	21,331.21
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51804-	AUDIOBOOKS	69.98	2,792.92
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51806-	DVD'S	254.88	13,522.47
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51807-80103	RECORDINGS	51.71	3,433.59
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-52910-	DATABASE CHARGES	2,002.00	9,661.35
802	80280803	ARCHIVES	802-60-80-803-000-51801-	LIBRARY BOOKS	854.00	851.57
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	10,762.01	133,666.72
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	12,652.05	42,535.31
802	80280806	LIBRARY ACQUISITIO	802-60-80-806-000-51900-	OTHER SUPPLIES	510.21	19,798.07
802	80280809	LIBRARY DEVELOPMEN	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	750.00	6,734.70
				FUND TOTAL	34,686.77	
CASH ACCOUNT	802 10100	BALANCE	2,064,239.49			
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS	49.54	12,135.34
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	186.89	1,333.34
				FUND TOTAL	236.43	
CASH ACCOUNT	802 10100	BALANCE	2,064,239.49			
					CK RUN ID# SUMMARY TOTAL	34,923.20
					GRAND TOTAL	34,923.20

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

03/03/2022 15:50  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 1  
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>74 ALLIANCE ENTERTAINMENT</u>		00000		INV	03/03/2022	<u>PLS63485601</u>	
1	<u>80280802 51805</u>			A&Y PROG	CD	49.32	
2	<u>80280802 51806</u>			A&Y PROG	DVD	38.74	
				Invoice Net		88.06	
				CHECK TOTAL			88.06
<u>74 ALLIANCE ENTERTAINMENT</u>		00000		INV	03/03/2022	<u>PLS63594614</u>	
1	<u>80280802 51805</u>			A&Y PROG	CD	21.48	
2	<u>802 46290</u>			LGEN FUND	OTHR REIMB	21.98	
				Invoice Net		43.46	
<u>74 ALLIANCE ENTERTAINMENT</u>		00000		INV	03/03/2022	<u>PLS63597167</u>	
1	<u>802 46290</u>			LGEN FUND	OTHR REIMB	66.58	
				Invoice Net		66.58	
				CHECK TOTAL			110.04
<u>19 AMAZON .COM SERVICES I</u>		00000		INV	03/03/2022	<u>42019</u>	
1	<u>80280802 51802 80103</u>			A&Y PROG	NEW COLL	622.81	
2	<u>80280809 51812 80103</u>			LIBR DEV	LIBR SUPP	59.92	
3	<u>80280808 51500</u>			LIBR IT	SHARED IT	66.83	
4	<u>81080831 51900</u>			ADMIN GIFT	OTHER SUPP	99.45	
5	<u>80280808 51500</u>			LIBR IT	SHARED IT	599.94	
6	<u>80280806 51900</u>			LIBR ACQ	OTHER SUPP	25.28	
7	<u>80280809 51812 80102</u>			LIBR DEV	LIBR SUPP	77.19	
				Invoice Net		1,551.42	
				CHECK TOTAL			1,551.42
<u>96 AMEREN ILLINOIS COMPAN</u>		00000		INV	03/03/2022	<u>41973</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	589.01	
				Invoice Net		589.01	
				CHECK TOTAL			589.01
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	03/03/2022	<u>2036549220</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,641.77	
				Invoice Net		1,641.77	
<u>217 BAKER &amp; TAYLOR LLC</u>		00000		INV	03/03/2022	<u>2036552996</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	729.16	
				Invoice Net		729.16	
				CHECK TOTAL			2,370.93
<u>1261 FIRST BUSEY CORPORATIO</u>		00000		INV	03/03/2022	<u>41991</u>	
1	<u>80280803 52912</u>			ARCHIVES	FACILTYREN	70.00	
				Invoice Net		70.00	
<u>1261 FIRST BUSEY CORPORATIO</u>		00000		INV	03/03/2022	<u>41992</u>	
1	<u>80280803 52912</u>			ARCHIVES	FACILTYREN	70.00	
				Invoice Net		70.00	
				CHECK TOTAL			140.00

03/03/2022 15:50  
5152cchoate

City of Urbana  
| DETAIL INVOICE LIST

P 2  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">2257</a>	<a href="#">CFS - CUSTOM FACILITY</a> 1 <a href="#">80280805</a> <a href="#">52201</a>	00000		LIBR FAC	INV 03/03/2022 BLDG MAINT	<a href="#">1577</a> 5,833.33 5,833.33 CHECK TOTAL	5,833.33
<a href="#">2334</a>	<a href="#">CHAMPAIGN MULTIMEDIA G</a> 1 <a href="#">80280809</a> <a href="#">52199</a>	00001		LIBR DEV	INV 03/03/2022 OTHER PROF	<a href="#">303676404</a> 50.00 50.00 CHECK TOTAL	50.00
<a href="#">859</a>	<a href="#">GIBBS TECHNOLOGY COMPA</a> 1 <a href="#">80280801</a> <a href="#">52203</a>	00000		LIBR CTRL	INV 03/03/2022 MAINT AGRM	<a href="#">2169971</a> 45.87 45.87 CHECK TOTAL	45.87
<a href="#">859</a>	<a href="#">GIBBS TECHNOLOGY COMPA</a> 1 <a href="#">80280801</a> <a href="#">52203</a>	00000		LIBR CTRL	INV 03/03/2022 MAINT AGRM	<a href="#">2169972</a> 137.63 137.63 CHECK TOTAL	183.50
<a href="#">1703</a>	<a href="#">RICHARD LUSTFELDT</a> 1 <a href="#">80280805</a> <a href="#">52201</a>	00000		LIBR FAC	INV 03/03/2022 BLDG MAINT	<a href="#">19352</a> 275.00 275.00 CHECK TOTAL	275.00
<a href="#">2999</a>	<a href="#">ILLIANA GENEALOGICAL &amp;</a> 1 <a href="#">80280803</a> <a href="#">51803</a>	00000		ARCHIVES	INV 03/03/2022 LIBR PER	<a href="#">42051</a> 30.00 30.00 CHECK TOTAL	30.00
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a> 1 <a href="#">80280805</a> <a href="#">52600</a>	00001		LIBR FAC	INV 03/03/2022 UTILITIES	<a href="#">41988</a> 34.18 34.18 CHECK TOTAL	34.18
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a> 1 <a href="#">80280805</a> <a href="#">52600</a>	00001		LIBR FAC	INV 03/03/2022 UTILITIES	<a href="#">41989</a> 64.64 64.64 CHECK TOTAL	64.64
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a> 1 <a href="#">80280805</a> <a href="#">52600</a>	00001		LIBR FAC	INV 03/03/2022 UTILITIES	<a href="#">41990</a> 166.14 166.14 CHECK TOTAL	166.14
<a href="#">253</a>	<a href="#">INFORMATION TODAY INC</a> 1 <a href="#">80280802</a> <a href="#">51801</a>	00000		A&Y PROG	INV 03/03/2022 LIBR BOOKS	<a href="#">1741810-B1</a> 474.03 474.03 CHECK TOTAL	474.03



03/03/2022 15:50  
5152cchoate

City of Urbana  
DETAIL INVOICE LIST

P 3  
apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	03/03/2022	<a href="#">57968418</a>	
	1 <a href="#">80280802 51801 80103</a>	A&Y PROG		LIBR BOOKS		145.02	
		Invoice Net				145.02	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	03/03/2022	<a href="#">57985367</a>	
	1 <a href="#">80280802 51801</a>	A&Y PROG		LIBR BOOKS		139.92	
		Invoice Net				139.92	
				CHECK TOTAL			284.94
<a href="#">254</a>	<a href="#">CAROL INSKEEP</a>	00000		INV	03/03/2022	<a href="#">41994</a>	
	1 <a href="#">80280809 51812</a>	LIBR DEV		LIBR SUPP		32.95	
		Invoice Net				32.95	
				CHECK TOTAL			32.95
<a href="#">1990</a>	<a href="#">KANOPY INC.</a>	00000		INV	03/03/2022	<a href="#">287666 - PPU</a>	
	1 <a href="#">80280802 51811</a>	A&Y PROG		DOWNLOAD		1,038.00	
		Invoice Net				1,038.00	
				CHECK TOTAL			1,038.00
<a href="#">447</a>	<a href="#">KONE INC</a>	00000		INV	03/03/2022	<a href="#">962148767</a>	
	1 <a href="#">80280805 52201</a>	LIBR FAC		BLDG MAINT		1,928.25	
		Invoice Net				1,928.25	
				CHECK TOTAL			1,928.25
<a href="#">2763</a>	<a href="#">LIBRARY IDEAS, LLC</a>	00000		INV	03/03/2022	<a href="#">87934</a>	
	1 <a href="#">80280802 51807 80103</a>	A&Y PROG		RECORDING		698.20	
		Invoice Net				698.20	
				CHECK TOTAL			698.20
<a href="#">2945</a>	<a href="#">MICHAEL HANNAN</a>	00000		INV	03/03/2022	<a href="#">42001</a>	
	1 <a href="#">80280805 52201</a>	LIBR FAC		BLDG MAINT		87.34	
		Invoice Net				87.34	
				CHECK TOTAL			87.34
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	03/03/2022	<a href="#">501758439</a>	
	1 <a href="#">80280802 51811</a>	A&Y PROG		DOWNLOAD		3,690.77	
		Invoice Net				3,690.77	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		CRM	03/03/2022	<a href="#">cm501723505</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		-53.98	
		Invoice Net				-53.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	03/03/2022	<a href="#">501689641</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		67.47	
		Invoice Net				67.47	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	03/03/2022	<a href="#">501718985</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		13.49	
		Invoice Net				13.49	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>	00000		INV	03/03/2022	<a href="#">501718986</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		88.46	
		Invoice Net				88.46	

03/03/2022 15:50  
5152cchoate

City of Urbana  
DETAIL INVOICE LIST

P 4  
apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501718987</a>	
		A&Y PROG		DVD		22.49	
		Invoice Net				22.49	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501718988</a>	
		A&Y PROG		DVD		91.45	
		Invoice Net				91.45	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51804</a>	00000		INV	03/03/2022	<a href="#">501718989</a>	
		A&Y PROG		AUDIOBOOKS		134.96	
		Invoice Net				134.96	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501719131</a>	
		A&Y PROG		DVD		134.94	
		Invoice Net				134.94	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501719132</a>	
		A&Y PROG		DVD		11.24	
		Invoice Net				11.24	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501719133</a>	
		A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	03/03/2022	<a href="#">501719127</a>	
		A&Y PROG		DVD		7.49	
		Invoice Net				7.49	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000	<a href="#">80103</a>	INV	03/03/2022	<a href="#">501719128</a>	
		A&Y PROG		RECORDING		65.97	
		Invoice Net				65.97	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000	<a href="#">80103</a>	INV	03/03/2022	<a href="#">501719129</a>	
		A&Y PROG		DVD		44.98	
		Invoice Net				44.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000	<a href="#">80103</a>	INV	03/03/2022	<a href="#">501719140</a>	
		A&Y PROG		RECORDING		49.99	
		Invoice Net				49.99	
				CHECK TOTAL			4,388.46
<a href="#">2516</a>	<a href="#">THE NEW LINCOLN SQUARE</a>						
	1 <a href="#">80280803</a> <a href="#">52912</a>	00000		INV	03/03/2022	<a href="#">42025</a>	
		ARCHIVES		FACILTYREN		725.00	
		Invoice Net				725.00	
				CHECK TOTAL			725.00
<a href="#">276</a>	<a href="#">NEW YORK GENEALOGICAL</a>						
	1 <a href="#">80280803</a> <a href="#">51803</a>	00000		INV	03/03/2022	<a href="#">42020</a>	
		ARCHIVES		LIBR PER		50.00	
		Invoice Net				50.00	
				CHECK TOTAL			50.00
<a href="#">9999</a>	<a href="#">Clark County Genealogi</a>						
	1 <a href="#">80280803</a> <a href="#">51803</a>	00000		INV	03/03/2022	<a href="#">42047</a>	
		ARCHIVES		LIBR PER		10.00	
		Invoice Net				10.00	
				CHECK TOTAL			10.00

03/03/2022 15:50  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 5  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">9999 Coles County Genealogi</a>	00000			INV	03/03/2022	<a href="#">42049</a>	
1 <a href="#">80280803 51803</a>	ARCHIVES			LIBR PER		16.00	
	Invoice Net					16.00	
				CHECK TOTAL			16.00
<a href="#">9999 Dewitt County Genealog</a>	00000			INV	03/03/2022	<a href="#">42050</a>	
1 <a href="#">80280803 51803</a>	ARCHIVES			LIBR PER		25.00	
	Invoice Net					25.00	
				CHECK TOTAL			25.00
<a href="#">9999 Henry County Genealogi</a>	00000			INV	03/03/2022	<a href="#">42052</a>	
1 <a href="#">80280803 51803</a>	ARCHIVES			LIBR PER		20.00	
	Invoice Net					20.00	
				CHECK TOTAL			20.00
<a href="#">9999 Iroquois County Geneal</a>	00000			INV	03/03/2022	<a href="#">42054</a>	
1 <a href="#">80280803 51803</a>	ARCHIVES			LIBR PER		25.00	
	Invoice Net					25.00	
				CHECK TOTAL			25.00
<a href="#">9999 LaSalle County Genealo</a>	00000			INV	03/03/2022	<a href="#">42056</a>	
1 <a href="#">80280803 51803</a>	ARCHIVES			LIBR PER		15.00	
	Invoice Net					15.00	
				CHECK TOTAL			15.00
<a href="#">2782 OTC DIRECT INC</a>	00000			INV	03/03/2022	<a href="#">715077420-01</a>	
1 <a href="#">80280809 51812</a> <a href="#">80103</a>	LIBR DEV			LIBR SUPP		22.97	
	Invoice Net					22.97	
				CHECK TOTAL			22.97
<a href="#">42 PRESTO X LLC</a>	00000			INV	03/03/2022	<a href="#">13731694</a>	
1 <a href="#">80280805 52201</a>	LIBR FAC			BLDG MAINT		62.00	
	Invoice Net					62.00	
<a href="#">42 PRESTO X LLC</a>	00000			INV	03/03/2022	<a href="#">13731695</a>	
1 <a href="#">80280805 52201</a>	LIBR FAC			BLDG MAINT		62.00	
	Invoice Net					62.00	
				CHECK TOTAL			124.00
<a href="#">283 QUILL CORPORATION</a>	00000			INV	03/03/2022	<a href="#">22188284</a>	
1 <a href="#">80280801 51900</a>	LIBR CTRL			OTHER SUPP		129.00	
	Invoice Net					129.00	
<a href="#">283 QUILL CORPORATION</a>	00000			INV	03/03/2022	<a href="#">23237907</a>	
1 <a href="#">80280801 51900</a>	LIBR CTRL			OTHER SUPP		63.36	
	Invoice Net					63.36	
<a href="#">283 QUILL CORPORATION</a>	00000			INV	03/03/2022	<a href="#">23104687</a>	
1 <a href="#">80280801 51900</a>	LIBR CTRL			OTHER SUPP		139.88	
	Invoice Net					139.88	

03/03/2022 15:50  
5152cchoate

| City of Urbana  
| DETAIL INVOICE LIST

| P 6  
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1030322 03/03/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">283</a> <a href="#">QUILL CORPORATION</a>	<a href="#">1</a> <a href="#">80280801</a> <a href="#">51900</a>	00000		LIBR CTRL	INV 03/03/2022	<a href="#">23237507</a>	
				OTHER SUPP		37.13	
				Invoice Net		37.13	
						CHECK TOTAL	369.37
<a href="#">2952</a> <a href="#">PAVLOV MEDIA INC</a>	<a href="#">1</a> <a href="#">80280808</a> <a href="#">52999</a>	00000		LIBR IT	INV 03/03/2022	<a href="#">INV22239</a>	
				OTHER SVCS		800.00	
				Invoice Net		800.00	
						CHECK TOTAL	800.00
<a href="#">555</a> <a href="#">THRYV INC</a>	<a href="#">1</a> <a href="#">80280801</a> <a href="#">51900</a>	00000		LIBR CTRL	INV 03/03/2022	<a href="#">610052702218</a>	
				OTHER SUPP		190.25	
				Invoice Net		190.25	
						CHECK TOTAL	190.25
<a href="#">2739</a> <a href="#">1030 LLC</a>	<a href="#">1</a> <a href="#">80280808</a> <a href="#">51500</a>	00000		LIBR IT	INV 03/03/2022	<a href="#">2579</a>	
				SHARED IT		950.00	
				Invoice Net		950.00	
						CHECK TOTAL	950.00

=====							
59 INVOICES				CK RUN ID# TOTAL		23,761.01	
				CASH ACCOUNT BALANCE		2,029,316.29	
=====							



02/09/2022 17:28  
5152rbrown

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

|P 1  
|prjournal

WARRANT L0211

PAY PERIOD 01/23/2022 to 02/05/2022

CHECK DATE 02/11/2022

YEAR 2022 PERIOD 8  
EXPENDITURE ENTRIES  
SHORT DESC Pay021122

GL EFF DATE 02/11/2022  
REFERENCE L0211  
REFERENCE2 8L0211

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	8		GL EFF DATE 02/11/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,708.23
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,226.70
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,516.30
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,493.52
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,877.99
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,530.20
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,308.05
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,235.90
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	22,511.89
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	2,293.92
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	7,460.04
FUND TOTALS					110,162.74
GRAND TOTALS					110,162.74

02/23/2022 12:02  
5152rbrown

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

|P 1  
|prjournal

WARRANT L0225

PAY PERIOD 02/06/2022 to 02/19/2022

CHECK DATE 02/25/2022

YEAR 2022 PERIOD 8  
EXPENDITURE ENTRIES  
SHORT DESC PAY022522

GL EFF DATE 02/25/2022  
REFERENCE L0225  
REFERENCE2 8L0225

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	8		GL EFF DATE 02/25/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,788.01
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,225.29
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,872.36
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,649.53
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	26,287.04
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,675.06
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,353.95
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,236.66
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	11,359.37
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,177.31
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	7,460.05
FUND TOTALS					100,084.63
GRAND TOTALS					100,084.63

**BOARD OF TRUSTEES OF  
THE URBANA FREE LIBRARY  
RESOLUTION NO. 2022-06**

**RESOLUTION TO ACCEPT THE URBANA ARTS 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>
Urbana Arts Grant	\$985	please see attached grant agreement

**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 8<sup>th</sup> day of March, 2022.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_

Absent: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

---

John Thies, President

---

Barbara Bennett, Secretary



# 2022 URBANA ARTS GRANT AGREEMENT

## Grant Category: Tier I

THIS GRANT AGREEMENT is made and entered into this 28th day of February, 2022, by and between the City of Urbana, an Illinois municipal corporation, hereinafter referred to as the "CITY", and **Lauren Chambers** on behalf of **The Urbana Free Library**, hereinafter referred to as "GRANTEE" with principal offices located at: **210 W. Green St. Urbana, IL 61801.**

WHEREAS, the grant provided for herein by the CITY will assist the GRANTEE with expenses incurred in its activities and initiatives related to the PROJECT described herein, hereinafter referred to as the "PROJECT"; and

WHEREAS, the CITY has determined that the PROJECT will enable the GRANTEE to provide an activity which will enhance the arts and the quality of life within the CITY by providing financial assistance with projects that produce fine arts entertainment, festivals, programs or activities; and

NOW THEREFORE, the parties hereto agree as follows:

## ARTICLE I GRANT DESCRIPTION

1.1 **GRANTEE:** Name: **The Urbana Free Library**

Address:

**210 W. Green St.  
Urbana, Il 61801**

Title: *Poems Across Urbana*

1.2 **TOTAL AMOUNT OF GRANT FUNDS: \$985.00**

1.3 **PROJECT NARRATIVE:** attached hereto as Attachment 1 (attach revised as necessary).

1.4 **PROJECT BUDGET:** attached hereto as Attachment 2 (attach revised as necessary).

1.5 **GRANT RESTRICTIONS:** attached hereto as Attachment 3 and incorporated herein. If no Grant Restrictions, Attachment 3 should indicate "None".

1.6 **GRANT PERIOD:** April 1, 2022 through April 1, 2023.

1.7 **EXPENDITURE DEADLINE:** April 1, 2023.

## **ARTICLE II CONDITIONS**

**2.1 IMPLEMENTATION:** The CITY has delegated certain important responsibilities in the implementation of this Grant to the Arts and Culture Commission, hereinafter as “Commission”. GRANTEE hereby acknowledges that the COMMISSION makes recommendations to the CITY but does not provide final approvals on behalf of the CITY or incur any obligations on the part of the CITY.

**2.2 PROJECT NARRATIVE:** The GRANTEE shall use the Grant Funds only for the purposes and services which are specifically described in the Project Narrative attached hereto as Attachment 1, and incorporated herein, amended as necessary to address Grant Restrictions set forth in Attachment 3, attached hereto and incorporated herein. The GRANTEE represents that the Project described in the Project Narrative will be completed within the Grant Period.

**2.3 PROJECT BUDGET:** All expenditures of Grant Funds will be subject to the conditions and terms of this Agreement and in accordance with the Project Budget-Attachment 2, attached hereto and incorporated herein. Any Project expenditures incurred outside the Grant Period will not be reimbursed by the CITY.

**2.4 REPORTING:** The Project is being funded with the expectation that it will enhance the CITY’s arts culture and fine arts entertainment, festivals, programs or activities, as well as the quality of life. To assist in determining whether the Project fulfills these expectations, the GRANTEE must supply the CITY with a written Final Report; and Revised Project Budget, if any. The GRANTEE shall submit the Final Report to the CITY Arts and Culture Coordinator as follows:

a) **Final Report** – The Final Report is due, in writing, to the CITY Arts and Culture Coordinator no later than 60 days following Project completion. Additionally, GRANTEE shall make an oral presentation of the Final Report and the specific results of the project at the City Arts and Culture Commission meeting next convened and available after the due date of the Final Report. The CITY reserves the right to use any images, audio/video recordings and/or other materials submitted in the Final Report to promote the Urbana Arts Grants Program and for non-commercial use only.

b) **Payment and Reimbursement** – Once all parties have signed the Urbana Arts Grant Agreement, the Arts and Culture Coordinator will process a payment request for initial payment installments. For Tier III Grantees, 100% of the total award will be provided to the Grantee as a reimbursement processed upon completion of the project and receipt of the Final Report to the Arts and Culture Coordinator for processing and payment by the CITY’s Finance Department. For Tiers I and II 50 % of the total award will be provided to the Grantee as the initial payment. The remaining 50% of the award amount will be processed upon completion of the project and receipt of the Final Report to the Arts and Culture Coordinator for processing and payment by the CITY’s Finance Department.

(c) **Revised Project Budget** – Any changes to the Project Budget shall be submitted along with the Final Report to the CITY for approval on the Revised Project Budget.

Project Budgets which request additional grant award funds above the total award amount listed in this agreement will not be considered. This Section shall remain in effect beyond the Grant Period.

In the event the Final Report is not received within 60 days following project completion, GRANTEE shall forfeit any remaining Grant Funds, unless GRANTEE has received written permission from the Arts and Culture Coordinator. The Final Report, and/or Revised Project Budget (if applicable), may be delivered in person or sent by certified mail to the address listed below. (See Section 2.14) The GRANTEE shall submit Project schedules and information to the Arts and Culture Coordinator as requested to meet specific publication deadlines.

**2.5 GRANT AMOUNT AND PAYMENT SCHEDULE:** The total amount of the Grant is specified in Section 1.2 Grant Funds shall be payable solely from funds lawfully appropriated for such purposes and is subject to the availability of such proceeds.

**2.6 PROJECT MONITORING AND EVALUATION:** The COMMISSION and CITY shall monitor and conduct an evaluation of GRANTEE'S operations, which may include visits by the COMMISSION members, CITY staff, or representative, to observe the GRANTEE's procedures, meetings and operations related to the Project, or to discuss the Project with GRANTEE's personnel. The GRANTEE agrees to allow a representative of the COMMISSION:

- a) To review all procedures and observe all meetings and operations related to the Project;
- b) Free access to all events sponsored under this Agreement, for the purpose of evaluating the impact of the project.

**2.7 PAYMENT OF GRANT FUNDS:** In accordance with this Agreement, the GRANTEE shall receive the Grant Funds from the CITY in the form of advance payment or reimbursement to the GRANTEE for its expenditures for Grant Fund items identified in the Project Budget. The following procedure shall be applicable to the payment of Grant Funds by the CITY:

- a) **Final Report:** The GRANTEE shall submit the Final Report to the City Arts and Culture Coordinator for processing and payment by the CITY's Finance Department in accordance with Section 2.4 of this Agreement and in accordance with City Policy, Ordinances, and law.

Each Final Report submitted by the GRANTEE shall be itemized by cost category and shall be supported by the following:

- 1) Copies of paid vendor invoices for goods and services
- 2) Proof of publication of advertising
- 3) Handbills, news clippings, CDs, photographs, depicting the performances and/or exhibits pertaining to the Project, as applicable.
- 4) Further documentation as deemed necessary by the CITY to verify compliance with local, state and federal regulations.

b) **Final Report Certification:** Each Report submitted by the GRANTEE shall be accompanied by a cover letter on GRANTEE letterhead, signed by an authorized agent of the GRANTEE, stating one of the following:

(For Tier I, Arts in the Schools, Tier II and Tier III GRANTEES):

***“I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$\_\_\_\_.\_\_\_\_; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”***

Upon receipt of full and appropriate documentation in support of invoices and approval of same by the CITY, CITY will reimburse GRANTEE for its eligible expenditures.

**2.8 FINANCIAL ACCOUNTING AND RETENTION OF RECORDS:** The GRANTEE must keep accurate and complete books and records of all receipts and expenditures of Grant Funds in conformance with reasonable accounting standards acceptable to the CITY. These books and records, as well as copies of all documents pertaining to funds received and expended in conjunction with this Grant, such as vouchers, bills, invoices, receipts, and copies of canceled checks, shall be retained in a secure place and in orderly fashion by the GRANTEE for at least three (3) years after the Expenditure Deadline specified in Section 1.5. These books, records, and documents may be examined by the CITY at the GRANTEE's offices during regular business hours. Furthermore, the CITY may, at the CITY's expense, audit or have audited upon reasonable notice, all the financial records of the GRANTEE, whether or not purported to be related to this Grant.

**2.9 FUNDING ACKNOWLEDGEMENT:** All publications and project promotion for the PROJECT funded in whole or in part by Grant Funds shall include the following, whichever is appropriate:

- a) “Paid for in part by the City of Urbana Arts and Culture Grant” or
- b) “Paid for by the City of Urbana Arts and Culture Grant”

**2.10 INDEMNIFICATION:** The GRANTEE shall pay on behalf of or indemnify and hold harmless CITY from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, omission or default of the GRANTEE arising out of or in any way connected with the GRANTEE'S (or Grantee's officers, employees, agents, volunteers and sub-contractors, if any) performance or failure to perform under the terms of this agreement. This section shall remain in effect beyond the Grant Period of the Agreement.

**2.11 ASSIGNMENT:** The GRANTEE is not permitted in any manner to assign its rights or obligations under this Agreement, and any purported assignment will be void.

**2.12 COMPLIANCE:** The GRANTEE agrees to abide by and be governed by all applicable federal, state, and local laws or regulations as said laws and regulations exist

and are amended from time to time. Failure to comply with this provision will be considered a breach of this Agreement. In entering into this Agreement, City does not waive the requirements of any City or local ordinance or the requirements of obtaining any permits or licenses which are normally required to conduct business or activity contemplated by the GRANTEE.

**2.13 REMEDIES AND EXPENDITURE DEADLINE:**

a) In the event the GRANTEE should fail to comply with any of the provisions of this Agreement, the CITY may withhold, temporarily or permanently, all or any, unpaid portion of the Grant Funds without giving written notice to the GRANTEE, and the CITY shall have no further funding obligation to the GRANTEE under this Agreement.

b) The GRANTEE shall reimburse the CITY for all unauthorized expenditures of Grant Funds, including unauthorized expenditures discovered after the expiration of the Grant Period. The GRANTEE will also be liable to reimburse the CITY for any lost or stolen Grant Funds.

c) Grant Funds which are to be repaid to the CITY pursuant to this Article are to be repaid by delivering to the CITY a certified check for the total amount due, payable to "City of Urbana" within ten (10) days of the CITY's demand.

d) In the event the GRANTEE ceases to exist or ceases operation for any reason, or files for protection from creditors under bankruptcy law, any remaining unpaid portion of the Grant Funds shall be retained by the CITY and the CITY shall have no further funding obligation to the GRANTEE with regard to those unpaid funds.

e) The above provisions do not waive any rights of the CITY or preclude the CITY from pursuing any other remedy which may be available to it under law.

**2.14 WRITTEN NOTICE:** Any written notice required under this Agreement shall be sufficient if sent by certified mail as follows:

a) As to the GRANTEE: addressed to the GRANTEE at the address specified in Article 1.1.

b) As to the COMMISSION: addressed as follows:

Arts and Culture Coordinator  
City of Urbana Community Development Department  
400 S. Vine St.  
Urbana, IL 61801

**2.15 INSURANCE:** GRANTEE shall procure and maintain, during the Grant Period of this Agreement:

a) Workers Compensation Insurance on behalf of all employees who are to provide a service under this agreement; and Employers Liability with limits of not less than \$100,000 per employee per accident, \$500,000 disease aggregate and \$100,000 per employee per disease.

b) The appropriate certificate of insurance is to be furnished to City of Urbana, Attn: Arts and Culture Coordinator, Community Development Department, 400 S. Vine St., Urbana, IL 61801 with the signed Agreement.

c) The GRANTEE shall provide a thirty (30) calendar day notice of cancellation.

2.16. **TOTAL AGREEMENT:** This Agreement, including its special conditions, if any, and attachments, represents the whole and total agreement of the parties. No modifications or amendments may be made to this Agreement unless made in writing, signed by both parties, and approved by appropriate action of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

**THE PARTIES TO THIS AGREEMENT** by their signatures acknowledge they have read and understand this agreement and intend to be bound by its terms.

**CITY OF URBANA**

**GRANTEE**

By: \_\_\_\_\_

By: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
DIRECTOR

GRANTEE'S AGENT or  
REPRESENTATIVE

Sheila Dodds

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_

Phyllis Clark

Date: \_\_\_\_\_

**Project Narrative:**

This project aims to bring accessible outdoor poetry to the City of Urbana and inspire and instruct community members to create their own poems. Short poems — 2-4 lines long— created by community members will be printed on yard signs and handed out for free to local residents and businesses so that the poetry can be displayed throughout Urbana.

There are two parts to the project. The first will encourage community members to create original short poems during four free in-person workshops run by local poets in May and June. At the workshops, participants will receive instruction and inspiration for their writing. The workshops will consist of two categories: workshops for children and workshops for teens and adults. One workshop from each category will take place at The Urbana Free Library. The other two will be held in local parks — Crestview Park and King Park — in order to increase the likelihood that area residents who are unable to travel to the Library will be able to participate. Both of these locations are near economically disadvantaged areas of Urbana. It is anticipated that the workshops will draw 80 participants in total. If COVID prevents programs from being held inside the Library, those workshops will become virtual events.

The second part of the project will take original, family-friendly poems submitted to the Library, whether made in the workshops or elsewhere, and print them on yard signs. Multiple copies of each poem will be printed in July, and each poet whose work is printed on a sign will receive a sign with their poem to display. During August and September, these signs will be available to the public and local businesses to display throughout the fall. This will spread the poems across Urbana — creating a community-wide poetry walk. The signs will be printed on 18”x24” yard signs so they will be large enough to see from the street or sidewalk whether displayed outside or in a window. The Urbana Park District has also agreed to display the poems in local parks. We anticipate that we will receive 20 poetry submissions, and will print 60 yard signs.

## Attachment 2

## Project Budget

### Project Budget:

E.1. Project Expenditures				
PERSONNEL (PROJECT RELATED)	AMOUNT REQUESTED FROM CITY	MATCHING FUNDS	IN-KIND DONATIONS	EXPENDITURE NOTES - REQUIRED
Administrative fees			\$ 522.45	15 hrs - Prep work & staff at programs.
Artist Honorariums/Fees	\$ 400.00			Honorarium for local poets to run 4 workshops.
Technical Fees				
Other Contracted Services	\$ 585.00		\$ 0.97	Cost for printing 60 yard signs.
Supplies/Materials				
Promotion/Printing			\$ 33.05	2 hrs - Social media & promotion.
Postage				
Artistic Services			\$ 197.61	8.5 hrs - Creation of graphics for promotion & signs.
Other Professional Services				
Space/Equipment Rental				
Travel/Transportation				
Other				
Other				
Other				
<b>Total</b>	<b>\$ 985.00</b>		<b>\$ 754.08</b>	<b>\$ 0.00</b>



Attachment 3  
Grant Restrictions

**NONE**

01/10/201703/08/2022

## SECURITY CAMERAS

### 1. PURPOSE OF SECURITY CAMERAS

The Library has security cameras to enhance the safety and security of Library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring facility. There is no audio recording associated with the cameras.

### 2. SIGNAGE

The library posts signs at both public entrances alerting patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

### 3. STAFF ACCESS TO DIGITAL IMAGES

#### a. Controlled access

The recorded data and recorders are considered confidential and secure.

#### b. Authorized staff

Specifically designated staff have access via the library's network to live surveillance or recorded data in order to monitor activity at the library when necessary. Only the following administrative staff are permitted to access or to authorize access to the recorders and recorded archival data: Executive Director, Associate Director, [Safety and Volunteer Coordinator](#), Department Directors, and Managers.

Such authorized administrative staff may direct IT staff to access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Executive Director whenever video data is accessed.

#### c. Operational checks

Occasional spot checks of the recorded data are made by the Executive Director, Associate Director, or Information Technology Manager to assure proper operation of the system and to review server room access. The frequency of viewing and the amount of video viewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance with server room access.

### 4. RETENTION OF DIGITAL IMAGES

Recordings shall be kept for approximately 30 days, unless required as part of an ongoing investigation. The storage media shall be kept in a secure area.

### 5. ACCEPTABLE USE AND PATRON PRIVACY

#### a. Activity on library property

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library

01/10/201703/08/2022

## SECURITY CAMERAS

property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security / operational concerns. In the discharge of such duties, authorized staff are permitted to connect the recorded digital image with identification data available on the library's patron databases.

### **b. Requests from general public**

Staff specifically may not access surveillance or recorded data in response to requests from the press or general public, including victims of crime and individuals concerned with the personal safety of family, friends, or co-workers. Such individuals are directed to contact law enforcement.

### **c. Requests from law enforcement**

Authorized staff may use live surveillance or recorded data to cooperate with law enforcement investigations of criminal activity, missing persons, or runaways. Video data is made available to law enforcement without a court order as long as the request is limited to the person's visible presence in the library or surrounding library property.

Any such video data provided to law enforcement will be with the knowledge and authorization of the Executive Director, Associate Director, [Safety and Volunteer Coordinator](#), a Department Director, or a Manager.

Any law enforcement request for access to library records of a person's registration, borrowing, or computer use at the library is granted only upon presentation of a valid court order issued by a judge and establishing probable cause to review the data, as specified in the library's policy on "Confidentiality of Records" (III-B-23).

However, in emergency situations that present imminent danger of physical harm, law enforcement may request access to information from library registration, circulation, or computer use records without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide in writing his/her name, agency, badge number, the nature of the emergency, and the extent of data requested.

### **d. Privacy**

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, The Urbana Free Library policies, and the American Library Association policies on confidentiality and privacy.

Adopted July 10, 2007

Amended March 19, 2013; January 10, 2017; March 8, 2022

**BOARD OF TRUSTEES OF THE URBANA FREE LIBRARY  
RESOLUTION NO. 2022-07**

**RESOLUTION TO APPROVE A COMPUTER SOFTWARE AND HARDWARE CONTRACT WITH TODAY’S BUSINESS SOLUTIONS, INC.**

**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 Today’s Business Solutions, Inc.,

**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 Today’s Business Solutions, Inc., 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 8<sup>th</sup> day of March 2022.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_

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 March, 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 Today's Business Solutions, Inc., 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.
- 4] IN WITNESS WHEREOF, the said parties have executed these presents on the dates mentioned above.

**PARTY OF THE FIRST PART:**

**PARTY OF THE SECOND PART:**

Celeste Choate

THE URBANA FREE LIBRARY

210 West Green Street

Urbana, IL 61801

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
(print name)

Today's Business Solutions, Inc.

7820 S. Quincy St.

Willowbrook, Il 60527

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)



Quotation Date  
 March 3, 2022  
 Valid for 60 Days  
 Quote # MS3322TUFL

**Complete PC (44)/Print Management, ePRINTit Mobile Printing and (2) Kiosks w/High Coin/Bill and Credit Card**

<b>ACKNOWLEDGE TO:</b> The Urbana Free Library (217) 367-4057			<b>CUSTOMER CONTACT:</b> Rachel Fuller Director and Supervising Librarian		
<b>BILL TO:</b> The Urbana Free Library 210 W Green St Urbana, IL 61801			<b>SHIP TO:</b> The Urbana Free Library 210 W Green St Urbana, IL 61801		
<b>Customer:</b>		<b>Reference No.</b>		<b>Tax:</b>	
Existing	New	PO No.	Mick Smith		Order Subject to Applicable Sales and Use Taxes.
	X	Sales Rep:			
<b>Requested Delivery Date:</b>		<b>Requested Method of Shipment:</b>		<b>Non-Taxable</b>	<b>Exempt No.</b>
		Standard UPS Ground			
<b>Product No.</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Gross Amount</b>	
<b>PC Management (Replaces PC Res) for 44 PC's</b>					
MyPC Base	1	MyPC Software Licenses - Base License	\$ 1,995.00	\$ 1,995.00	
MyPC -ADD	44	MyPC Migration Workstation License	\$ 24.00	\$ 1,056.00	
<b>Discount</b>	<b>44</b>	<b>MyPC Migration Workstation License</b>	<b>\$ (4.00)</b>	<b>\$ (176.00)</b>	
MyPC-ASM-IMWS	1	MyPC Software Maintenance (12 Months)	\$ 558.00	\$ 558.00	
TBS-ILS-CL	1	TBS ILS Connector Licenses	\$ 795.00	\$ 795.00	
<b>Print Management (Replaces LPT1)</b>					
PCUT-MF	1	Library Edition for Print Management	\$ 898.00	\$ 898.00	
PCUT-CCC	2	CPAD Connection License for Self Serve Print Release Kiosk	\$ 75.00	\$ 150.00	
PCUT-CVL	2	CPAD Value Loader for Self Serve Print Release Kiosk	\$ 495.00	\$ 990.00	
<b>Discount</b>	<b>2</b>	<b>CPAD Value Loader for Self Serve Print Release Kiosk</b>	<b>\$ (200.00)</b>	<b>\$ (400.00)</b>	
PCUT-UAS	1	Upgrade assurance and support (12 months)	\$ 294.00	\$ 294.00	
<b>Remote/Mobile Printing (Replace PrinterOn)</b>					
ePRINTit	1	TBS Remote/Mobile Printing Solution	\$ 445.00	\$ 445.00	
<b>Discount</b>	<b>1</b>	<b>TBS Remote/Mobile Printing Solution</b>	<b>\$ (50.00)</b>	<b>\$ (50.00)</b>	
<b>TBS 9900 Coin/Bill/Credit Card Self Serve Print Release Kiosks (Eliminates Computers and Existing Jamex)</b>					
TBS Kiosk CBCC	2	Coin/Bill Credit Card Kiosk for Print Release	\$ 4,190.00	\$ 8,380.00	
BSA	2	Annual Maintenance and Support (12 Months)	Included	Included	
HCBR	2	High Coin/Bill Recycler (Allows Patron to use a \$20 Bill and get change in \$1 Bills and Coins).	\$ 1,220.00	\$ 2,440.00	
CMP 20 Printer	1	Audit Printer for Counting Totals for the Kiosk and Printing Receipt	\$ 340.00	\$ 340.00	
<b>Sub-Total</b>				<b>\$ 17,715.00</b>	
<b>On Site (1.5 Days) and Remote Professional Services for Installation and Training</b>				<b>\$ 1,620.00</b>	
<b>Shipping</b>				<b>Included</b>	
<b>Total Purchase Price</b>				<b>\$ 19,335.00</b>	
<b>Optional 5 Year Payment Plan Includes all Hardware/Software, Maintenance/Support for 5 Years: <input type="checkbox"/> (5) Annual Payments of \$ 6,179.80</b>					
<b>Notes:</b> (2) Options for Payment and Ongoing Maintenance and Support after Year 1. <b>Optional 1.</b> Annual Maintenance after year 1 for MyPC is \$812, PaperCut \$294, ePRINTit \$395 and Kiosks (each \$695) \$1,390 Total. <b>Option 2.</b> Payment Plan is at 0% financing, includes all maintenance and support for MyPC, PaperCut, ePRINTit and each Kiosks for the entire 5 year term. Monthly Credit Card for Kiosks are \$8.95 per month per unit and not included above. Each Transaction is 5.95%.					

**TODAY'S BUSINESS SOLUTIONS**

By: Mick Smith

---



---

Customer: BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

By: \_\_\_\_\_

Authorized Signature

---

Title

Date

**Today's Business Solutions Inc.**  
 7820 S Quincy St., Willowbrook, IL 60527  
 Phone: 630-537-1370  
 Fax: 630-537-1369

- Terms and Conditions**
1. Freight Prepaid
  2. This price quote is good for 60 days from the date of this quotation
  3. TERMS are Net 30 days from the date of shipment (not installation)
  4. Lead-time is 6-8 weeks
  5. Equipment remains TBS Inc. property until payment is received

Please email purchase orders to: [orders@tbsit360.com](mailto:orders@tbsit360.com)  
 Include the TBS Quote # on your purchase order.

**BOARD OF TRUSTEES OF THE URBANA FREE LIBRARY  
RESOLUTION NO. 2022-08**

**RESOLUTION TO APPROVE SUBSCRIPTION AGREEMENT WITH PATRON POINT**

**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 creating communications between the Library and the community and creating an online patron address verification system; and

**WHEREAS**, the Board of Library Trustees deems it necessary and appropriate to enter into a service agreement on behalf of the Library and Patron Point

**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 subscription agreement by and between the Library and Patron Point in substantially the form appended hereto and made a part hereof.

**Section 2.**

The Executive Director of the Library or designee shall be and hereby is authorized to execute the aforesaid agreement 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 8<sup>th</sup> day of March, 2022.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_  
Absent: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
John Thies, President

\_\_\_\_\_  
Barbara Bennett, Secretary



Patron Point™  
Subscription Agreement

Presented to:



March, 1<sup>st</sup> 2022



This Subscription Agreement ("Agreement") by and between The Urbana Free Library, a public library with its main office at 210 W Green St, Urbana, IL 61801 (the "Library") and Patron Point, Inc., an Ohio domestic business with its principal office at 6418 Newgrange Drive, Dublin, OH 43016 USA ("Patron Point" or "We/we"), and collectively as ("us") as follows:

Patron Point agrees to deliver, in a timely and professional manner, the programs and services as described "Subscribed Services" section below:

## Subscribed Services

Included in the Library's subscription ("Subscribed Services") are the following :

### **Access to Patron Point Marketing Automation System**

A fully-functional marketing automation system designed for performing customized responses based on user activity and interests. Patron Point will provide access to the system for an unlimited number of system users with full technical and user support throughout the term of subscription.

### **Set Up/Configuration**

Patron Point will configure the Library's dedicated instance, analyse data requirements, perform initial database configuration and data load, and train staff on system features and functions.

### **Ongoing Data Management.**

Patron Point will perform monthly updates of ILS and applicable data sources for the purpose of supporting marketing programs and triggering automatic messages to patrons based on activity and/or preferences. Additional data sources can be added as needed by subscribed programs or customer needs at no additional cost.

### **Patron Sync™**

[ ✓ ] Real time data interface available for select ILS and other third party systems.

### **Patron Point Verify™**

[ ✓ ] Patron Address Verification service (Provides address verification for the purposes of confirming patron residency in Library service area)

### **Patron Point Recommends™**

[ ✓ ] Reading Recommendation newsletter service

## Financial Terms

The Library agrees to the subscription fees and will be invoiced as indicated below. The invoice for the first year annual subscription fees, any one time fees, and applicable taxes will be issued within 30 days of the Effective Date (as defined later in this Agreement). Invoicing for any one-time charges or prorated subscription fees (if any) will occur on or near the first of the month after changes in the Library's subscriptions have occurred. On each anniversary of the Effective Date, the Library will be invoiced for the upcoming year's subscription and any one-time fees. The Library agrees to pay Patron Point within 30 days of receipt of invoice. Patron Point will to the best of its abilities follow procurement and invoicing policies and practices of the library.

**Initial term 36 months (effective date July 1<sup>st</sup> 2022)**

Item		
<b>Patron Point</b>	Configuration Services	<del>\$5,000</del> \$500 Discounted
	Annual Subscription	\$5,000
	Patron Sync Real-Time Interface	\$1,000
<b>Verify</b>	Configuration Services	\$1,500
	Annual Subscription	\$1,500
	Fee per verification	\$0.30
<b>Recommends</b>	Configuration Services	\$1,000
	Annual Subscription	\$750
<b>Total Year 1</b>		<b>\$11,250</b>
<b>Total Year 2</b>		<b>\$8,250</b>
<b>Total Year 3</b>		<b>\$8,250</b>

**This quotation and discount is valid until March 31<sup>st</sup> 2022.**

The Library is responsible for any costs associated with their vendors e.g. output programs, services, or subscriptions to APIs from the library system vendor.

If during the time in which this Agreement is in effect, the library decides to change its Integrated Library System (ILS), Patron Point reserves the right to charge a set-up fee equal to 50% of the non-discounted Configuration Services fees as described in the Financial Proposal section of this Agreement.

## Term of Agreement

These terms and conditions shall become effective on the date the Library signs this agreement ("Effective Date") and will be in effect as indicated in the Financial Terms section of this Agreement.

The Agreement will automatically renew at the end of the initial term and on each subsequent anniversary of the Effective Date for a 12-month term unless terminated with 60 days' notice by either of us. Otherwise, the Library can cancel this Agreement if, after notifying Patron Point of any problems, Patron Point doesn't resolve those problems to the Library's satisfaction. The only exception is that the Library will be responsible for any out-of-pocket expenses incurred while performing the Subscribed Services in advance of the cancellation.

## Rights, Responsibilities and Indemnifications

We ask that the Library assign specific individuals to support this project including a project coordinator as well as appropriate staff to support ILS data extraction, an understanding of the Library's specific data implementation and workflows, marketing and administrative staff as needed.

Patron Point understands and appreciates the library's commitment to the privacy of its patrons. We and our vendors and subcontractors perform on a best efforts basis to ensure the privacy of its client library users and would not knowingly violate the trust placed in us. This includes contractual prohibitions against reselling data and security features that protect against unauthorized access to the Library's private data.

Patron Point employs third party service providers to perform various functions on our behalf which include, but are not limited to developing, hosting and maintaining the Service and its databases. If they do, this access is provided so that they may perform tasks on our and the Library's behalf. Patron Point does not authorize any third parties to make use of User Information or to contact the User outside the context of these services except to the extent required by law. Furthermore, as appropriate, Patron Point enters into contractual agreements with each third party regarding data privacy, prohibitions against re-selling or sharing of User

Information, and adhering to industry-wide security best practices and technologies that protect against unauthorized access to the User Information.

The Library will secure the necessary approvals and rights for the use of any third party materials (images, graphic designs). The Library will also grant Patron Point the right to use any of its branding, product identity, and other intellectual property in support of our engagement. Patron Point assures that, to the best of its knowledge, the creative work it produces will not be in violation of any copyright or intellectual property concerns.

Any public-facing work, designs, concepts created by Patron Point in support providing the Subscribed Services are the property of the Library. Patron Point is not responsible for any registration or licensing required to document ownership of this work. Patron Point maintains rights and ownership of any workflows or internal system modifications it produces to implement marketing automation programs.

In order to provide services to the Library, Patron Point collects “User Information” specifically for the purpose of providing the Service to the Library. This includes: information collected from various systems used by the Library, including but not limited to the Library’s Integrated Library System (“ILS”), ebook service providers, and program registration and attendance providers; and Information collected directly from library patrons/users (“User/Users”), when User voluntarily submits that information to Library, including, for example: registering on the Library website, participating in surveys, contests or promotions;

Patron Point:

does not collect User Information regarding the following categories:

- security information such as User’s username, password, and acceptance of policies, licenses and warranties;
- billing information such as credit card, expiration date, billing address and account history;
- social security numbers;
- queries to any of the Library’s Customer Service, Reference Desk, and/or Technical Support functions.
- does not use this information for any purpose unrelated to the provision of the service to the library pursuant to this contract;
- does not sell, rent or otherwise share User Information with any third party unless specifically directed in writing by an authorized agent of the Library.

will share User Information with government agencies as required by law in response to lawful requests by public authorities, including to meet national security or law enforcement requirements after providing written notice to the Library:

Neither party shall be responsible for damages or for delays or failures in performance resulting from acts or occurrences beyond their reasonable control, including, without limitation: fire, lightning, explosion, power surge or failure, water, acts of God, war, revolution, civil commotion

or acts of civil or military authorities or public enemies: any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body; or labor unrest, including without limitation, strikes, slowdowns, picketing, or boycotts; inability to secure raw materials, transportation facilities, fuel or energy shortages, or acts or omissions of other common carriers.

The Library will take responsibility for any complaint that the Library receives as a result of Patron Point performing activities as part of the Subscribed Services.

Patron Point will take responsibility for any complaint that the Library receives concerning privacy or copyright violations only if it is the result of negligence in these regards.

On termination of the Service, Patron Point will delete the Library's User Information and its specific instance of the Service and destroy all User Information within 15 days of contract termination.

Neither of us can assign the benefits or obligations of this proposal to anybody else without the other agreeing to it. If, however, one of us fails to respond to any request for reassignment within 30 days, consent will be given by default.

Collaboration is a key part of how Patron Point strives to do business. In the spirit of partnership, when problems do occur, we will do all we can to meet your expectations. If we can't work things out, we'll use the services of an arbitrator first and then the laws and courts in the local and country jurisdiction of whomever the complaint is against. Whoever loses the legal action will be responsible for all legal expenses.

### **Terms and Conditions specific to Patron Point Verify**

The Library will be invoiced quarterly for the previous three months address verification charges in arrears.

The Library understands and acknowledges that in order to realize the benefits of Verify, the Library will provide to Patron Point its patrons' Personally Identifiable Information (PII) including mailing and email addresses. It also understands and acknowledges that Patron Point will provide that PII to a third-party Consumer Address Verification Service ("CAVS") specifically for the purpose of verifying the accuracy of that PII.

The Library acknowledges that Patron Point has the sole right to select and enter into an agreement with the CAVS so long as the CAVS agrees and is bound to treat the PII as confidential information and only for the provision of the address verification service.

The Library will indemnify and hold Patron Point harmless, including its directors, officers, employees, and agents, from any claim or complaint as a result of Library's agreement and practice of providing the PII specifically for the purposes of address verification.

Patron Point acknowledges that the PII provided by the Library is confidential information and Patron Point agrees not to use or disclose the PII except to the CAVS and only for the purpose of validating the accuracy of the PII. Patron Point will perform measures and shall include the highest degree of care that Patron Point utilizes to protect its own confidential information and Patron Point agrees to notify the Library in writing of any misuse or misappropriation of the PII which may come to its attention.

Patron Point shall indemnify and hold the Library harmless, including its directors, officers, employees, and agents, with respect to any complaint or claim that results from Patron Point's failure to maintain the confidentiality of the PII other than for the purposes of performing the address verification.

Both the Library and Patron Point agree that either party can cancel Verify on 90 days' prior written notice to the other party without effect on the Patron Point subscription. The Library agrees to pay for any outstanding fees resulting from the use of Verify up and until the cancellation date.

These Conditions are deemed accepted by the Library when the Services of Patron Point have been accessed or ordered by the Library.

**[Acceptance and Signatures Immediately Follow]**

## Agreement Acceptance

The terms and conditions included above represent fully the relationship of the Library and Patron Point.

By signing below, the representatives indicate that they have full authority to enter into this Agreement and approve and accept its terms and conditions.

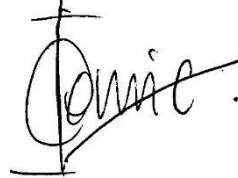
Accepted By:

**The Urbana Free Library**

**Patron Point**

By:

By:



---

---

---

Name

---

Name

---

Title

---

Vice President, Growth

Title

---

Date

---

March 1<sup>st</sup>, 2022

Date



Patron Point™  
Subscription Agreement

Presented to:



March, 1<sup>st</sup> 2022



This Subscription Agreement ("Agreement") by and between The Urbana Free Library, a public library with its main office at 210 W Green St, Urbana, IL 61801 (the "Library") and Patron Point, Inc., an Ohio domestic business with its principal office at 6418 Newgrange Drive, Dublin, OH 43016 USA ("Patron Point" or "We/we"), and collectively as ("us") as follows:

Patron Point agrees to deliver, in a timely and professional manner, the programs and services as described "Subscribed Services" section below:

## Subscribed Services

Included in the Library's subscription ("Subscribed Services") are the following :

### **Access to Patron Point Marketing Automation System**

A fully-functional marketing automation system designed for performing customized responses based on user activity and interests. Patron Point will provide access to the system for an unlimited number of system users with full technical and user support throughout the term of subscription.

### **Set Up/Configuration**

Patron Point will configure the Library's dedicated instance, analyse data requirements, perform initial database configuration and data load, and train staff on system features and functions.

### **Ongoing Data Management.**

Patron Point will perform monthly updates of ILS and applicable data sources for the purpose of supporting marketing programs and triggering automatic messages to patrons based on activity and/or preferences. Additional data sources can be added as needed by subscribed programs or customer needs at no additional cost.

### **Patron Sync™**

[ ✓ ] Real time data interface available for select ILS and other third party systems.

### **Patron Point Verify™**

[ ✓ ] Patron Address Verification service (Provides address verification for the purposes of confirming patron residency in Library service area)

### **Patron Point Recommends™**

[ ✓ ] Reading Recommendation newsletter service

## Financial Terms

The Library agrees to the subscription fees and will be invoiced as indicated below. The invoice for the first year annual subscription fees, any one time fees, and applicable taxes will be issued within 30 days of the Effective Date (as defined later in this Agreement). Invoicing for any one-time charges or prorated subscription fees (if any) will occur on or near the first of the month after changes in the Library's subscriptions have occurred. On each anniversary of the Effective Date, the Library will be invoiced for the upcoming year's subscription and any one-time fees. The Library agrees to pay Patron Point within 30 days of receipt of invoice. Patron Point will to the best of its abilities follow procurement and invoicing policies and practices of the library.

**Initial term 36 months (effective date July 1<sup>st</sup> 2022)**

Item		
<b>Patron Point</b>	Configuration Services	<del>\$5,000</del> \$500 Discounted
	Annual Subscription	\$5,000
	Patron Sync Real-Time Interface	\$1,000
<b>Verify</b>	Configuration Services	\$1,500
	Annual Subscription	\$1,500
	Fee per verification	\$0.30
<b>Recommends</b>	Configuration Services	\$1,000
	Annual Subscription	\$750
<b>Total Year 1</b>		<b>\$11,250</b>
<b>Total Year 2</b>		<b>\$8,250</b>
<b>Total Year 3</b>		<b>\$8,250</b>

**This quotation and discount is valid until March 31<sup>st</sup> 2022.**

The Library is responsible for any costs associated with their vendors e.g. output programs, services, or subscriptions to APIs from the library system vendor.

If during the time in which this Agreement is in effect, the library decides to change its Integrated Library System (ILS), Patron Point reserves the right to charge a set-up fee equal to 50% of the non-discounted Configuration Services fees as described in the Financial Proposal section of this Agreement.

## Term of Agreement

These terms and conditions shall become effective on the date the Library signs this agreement ("Effective Date") and will be in effect as indicated in the Financial Terms section of this Agreement.

The Agreement will automatically renew at the end of the initial term and on each subsequent anniversary of the Effective Date for a 12-month term unless terminated with 60 days' notice by either of us. Otherwise, the Library can cancel this Agreement if, after notifying Patron Point of any problems, Patron Point doesn't resolve those problems to the Library's satisfaction. The only exception is that the Library will be responsible for any out-of-pocket expenses incurred while performing the Subscribed Services in advance of the cancellation.

## Rights, Responsibilities and Indemnifications

We ask that the Library assign specific individuals to support this project including a project coordinator as well as appropriate staff to support ILS data extraction, an understanding of the Library's specific data implementation and workflows, marketing and administrative staff as needed.

Patron Point understands and appreciates the library's commitment to the privacy of its patrons. We and our vendors and subcontractors perform on a best efforts basis to ensure the privacy of its client library users and would not knowingly violate the trust placed in us. This includes contractual prohibitions against reselling data and security features that protect against unauthorized access to the Library's private data.

Patron Point employs third party service providers to perform various functions on our behalf which include, but are not limited to developing, hosting and maintaining the Service and its databases. If they do, this access is provided so that they may perform tasks on our and the Library's behalf. Patron Point does not authorize any third parties to make use of User Information or to contact the User outside the context of these services except to the extent required by law. Furthermore, as appropriate, Patron Point enters into contractual agreements with each third party regarding data privacy, prohibitions against re-selling or sharing of User

Information, and adhering to industry-wide security best practices and technologies that protect against unauthorized access to the User Information.

The Library will secure the necessary approvals and rights for the use of any third party materials (images, graphic designs). The Library will also grant Patron Point the right to use any of its branding, product identity, and other intellectual property in support of our engagement. Patron Point assures that, to the best of its knowledge, the creative work it produces will not be in violation of any copyright or intellectual property concerns.

Any public-facing work, designs, concepts created by Patron Point in support providing the Subscribed Services are the property of the Library. Patron Point is not responsible for any registration or licensing required to document ownership of this work. Patron Point maintains rights and ownership of any workflows or internal system modifications it produces to implement marketing automation programs.

In order to provide services to the Library, Patron Point collects “User Information” specifically for the purpose of providing the Service to the Library. This includes: information collected from various systems used by the Library, including but not limited to the Library’s Integrated Library System (“ILS”), ebook service providers, and program registration and attendance providers; and Information collected directly from library patrons/users (“User/Users”), when User voluntarily submits that information to Library, including, for example: registering on the Library website, participating in surveys, contests or promotions;

Patron Point:

does not collect User Information regarding the following categories:

- security information such as User’s username, password, and acceptance of policies, licenses and warranties;
- billing information such as credit card, expiration date, billing address and account history;
- social security numbers;
- queries to any of the Library’s Customer Service, Reference Desk, and/or Technical Support functions.
- does not use this information for any purpose unrelated to the provision of the service to the library pursuant to this contract;
- does not sell, rent or otherwise share User Information with any third party unless specifically directed in writing by an authorized agent of the Library.

will share User Information with government agencies as required by law in response to lawful requests by public authorities, including to meet national security or law enforcement requirements after providing written notice to the Library:

Neither party shall be responsible for damages or for delays or failures in performance resulting from acts or occurrences beyond their reasonable control, including, without limitation: fire, lightning, explosion, power surge or failure, water, acts of God, war, revolution, civil commotion

or acts of civil or military authorities or public enemies: any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body; or labor unrest, including without limitation, strikes, slowdowns, picketing, or boycotts; inability to secure raw materials, transportation facilities, fuel or energy shortages, or acts or omissions of other common carriers.

The Library will take responsibility for any complaint that the Library receives as a result of Patron Point performing activities as part of the Subscribed Services.

Patron Point will take responsibility for any complaint that the Library receives concerning privacy or copyright violations only if it is the result of negligence in these regards.

On termination of the Service, Patron Point will delete the Library's User Information and its specific instance of the Service and destroy all User Information within 15 days of contract termination.

Neither of us can assign the benefits or obligations of this proposal to anybody else without the other agreeing to it. If, however, one of us fails to respond to any request for reassignment within 30 days, consent will be given by default.

Collaboration is a key part of how Patron Point strives to do business. In the spirit of partnership, when problems do occur, we will do all we can to meet your expectations. If we can't work things out, we'll use the services of an arbitrator first and then the laws and courts in the local and country jurisdiction of whomever the complaint is against. Whoever loses the legal action will be responsible for all legal expenses.

### **Terms and Conditions specific to Patron Point Verify**

The Library will be invoiced quarterly for the previous three months address verification charges in arrears.

The Library understands and acknowledges that in order to realize the benefits of Verify, the Library will provide to Patron Point its patrons' Personally Identifiable Information (PII) including mailing and email addresses. It also understands and acknowledges that Patron Point will provide that PII to a third-party Consumer Address Verification Service ("CAVS") specifically for the purpose of verifying the accuracy of that PII.

The Library acknowledges that Patron Point has the sole right to select and enter into an agreement with the CAVS so long as the CAVS agrees and is bound to treat the PII as confidential information and only for the provision of the address verification service.

The Library will indemnify and hold Patron Point harmless, including its directors, officers, employees, and agents, from any claim or complaint as a result of Library's agreement and practice of providing the PII specifically for the purposes of address verification.

Patron Point acknowledges that the PII provided by the Library is confidential information and Patron Point agrees not to use or disclose the PII except to the CAVS and only for the purpose of validating the accuracy of the PII. Patron Point will perform measures and shall include the highest degree of care that Patron Point utilizes to protect its own confidential information and Patron Point agrees to notify the Library in writing of any misuse or misappropriation of the PII which may come to its attention.

Patron Point shall indemnify and hold the Library harmless, including its directors, officers, employees, and agents, with respect to any complaint or claim that results from Patron Point's failure to maintain the confidentiality of the PII other than for the purposes of performing the address verification.

Both the Library and Patron Point agree that either party can cancel Verify on 90 days' prior written notice to the other party without effect on the Patron Point subscription. The Library agrees to pay for any outstanding fees resulting from the use of Verify up and until the cancellation date.

These Conditions are deemed accepted by the Library when the Services of Patron Point have been accessed or ordered by the Library.

**[Acceptance and Signatures Immediately Follow]**

## Agreement Acceptance

The terms and conditions included above represent fully the relationship of the Library and Patron Point.

By signing below, the representatives indicate that they have full authority to enter into this Agreement and approve and accept its terms and conditions.

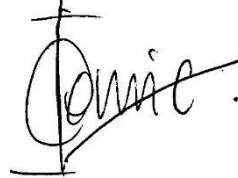
Accepted By:

**The Urbana Free Library**

**Patron Point**

By:

By:



---

---

---

Name

---

Name

---

Title

---

Vice President, Growth

Title

---

Date

---

March 1<sup>st</sup>, 2022

Date

**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:



<b>Facebook</b>							
	<b>FY2021 Average</b>	<b>July 2021</b>	<b>August 2021</b>	<b>September 2021</b>	<b>October 2021</b>	<b>November 2021</b>	<b>December 2021</b>
New Page Likes	60	38	44	28	36	34	17
Page Reach	11475	17075	14746	13003	24492	14257	15717
<b>Instagram</b>							
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
<b>Twitter</b>							
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.

	<b>FY20</b>	<b>FY21</b>	<b>FY22*</b>
<b>General list subscribers (as of June 30)</b>	2,969	14,131	13,720
<b>General list average open rate</b>	38%	35%	40%
<b>Youth &amp; Teen subscribers (as of June 30)</b>	466	499	502
<b>Youth &amp; Teen average open rate</b>	33%	35%	40%
<b>Local History &amp; Genealogy subscribers (as of June 30)</b>	901	929	965
<b>Local History &amp; Genealogy average open rate</b>	40%	40%	40%
<b>Foundation &amp; Friends subscribers (as of June 30)</b>	523	658	675
<b>Foundation &amp; Friends average open rate</b>	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>
<b>Circulation of Downloadables</b>	93,669	49,424
<b>Percentage of Overall Circulation</b>	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>
<b>Archives Patrons Served</b>	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>
<b>Books</b>	713	1,201
<b>Photographs</b>	287	334
<b>Microfilm</b>	795	1,501
<b>Vertical Files</b>	96	104
<b>Maps</b>	78	33
<b>Special Collections</b>	281	114
<b>County Records</b>	133	200
<b>Total use</b>	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>
<b>News-Gazette (Newsbank full text)</b>	878	685
<b>Ancestry Library Edition</b>	11,463	9,045
<b>Heritage Quest</b>	576	187
<b>Fold 3</b>	441	516
<b>MyHeritage</b>	997	914
<b>Newspapers.com</b>	1,795	3,829
<b>Total Searches</b>	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>
<b>Number of programs July-December</b>	303	224
<b>Number of attendees July-December</b>	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>
<b>Number of co-sponsored programs July-December</b>	61	56
<b>Number of Partnerships July-December</b>	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
<b>Number of volunteers</b>	135	99	81
<b>Total hours volunteered</b>	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
<b>Total raised:</b>	\$69,503.60	\$63,668.91	\$85,779.53
<b>Number of gifts:</b>	341	321	256
<b>Average gift:</b>	\$203.82	\$198.35	\$337.71
<b>Annual campaign response rate:</b>	19.7%	29.6%	19.8%
<b>Annual campaign letters mailed:</b>	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>
<b>Your personal safety while in the building</b>	3.46	3.3	3.76	3.6	4	3.56
<b>Patron safety while in the building</b>	3.45	3.43	3.66	3.58	3.84	3.59
<b>Ability to get your work done in the Grab and Go model * **</b>	3.5	3.65	3.68*	3.9	4.19**	3.61**
<b>Comfort level with patron interactions</b>	3.02	2.79	3.21	3.17	3.69	3.53
<b>Overall feeling with how things are going</b>	3.41	3.23	3.62	3.51	3.84	3.19
<b>Your overall well-being</b>		3.26	3.41	3.35	3.73	3.13

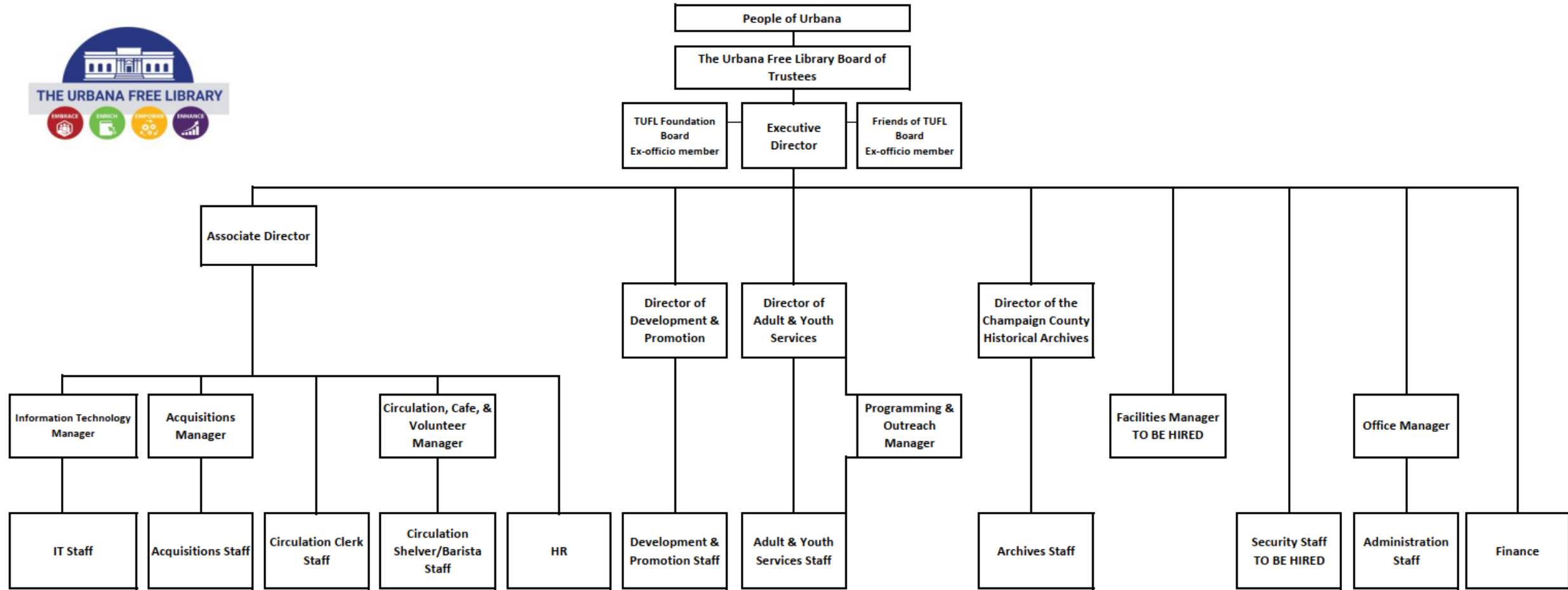
\*Ability to get your work done in the Tech By Appointment Only plus Curbside Pickup model

\*\*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.

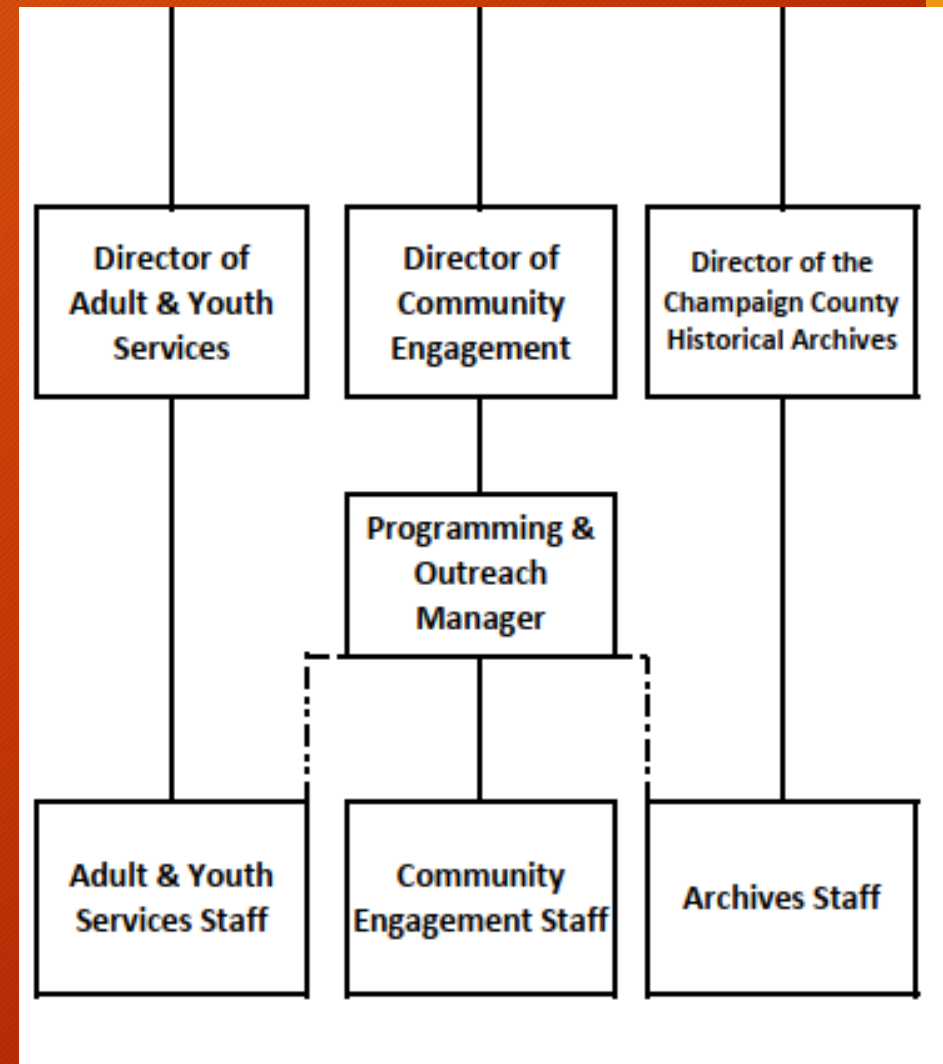
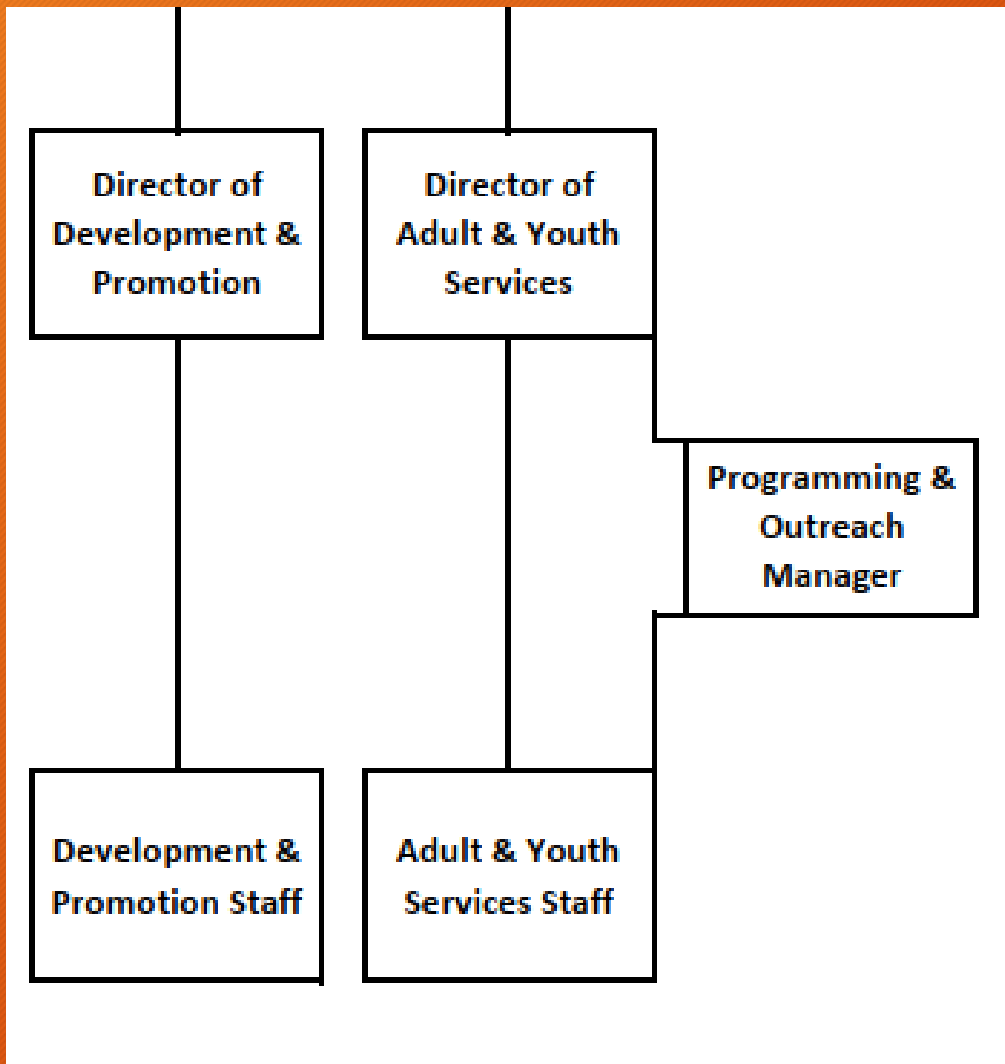
# TUFL's organizational structure



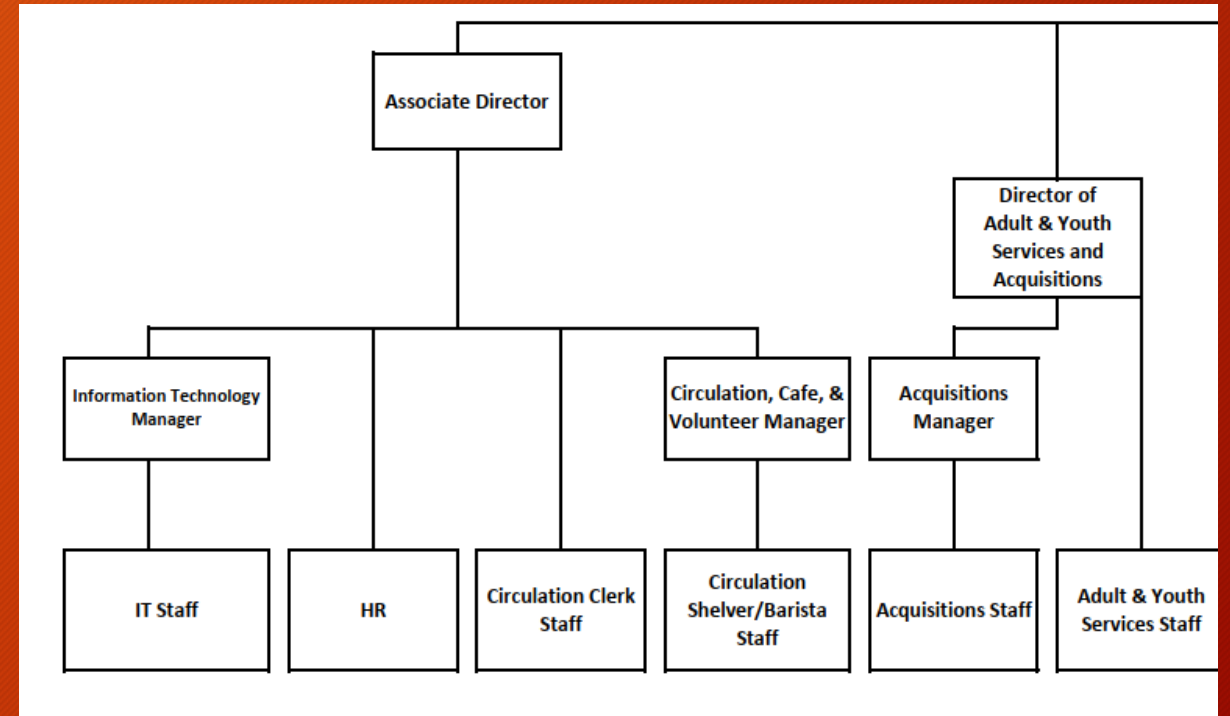
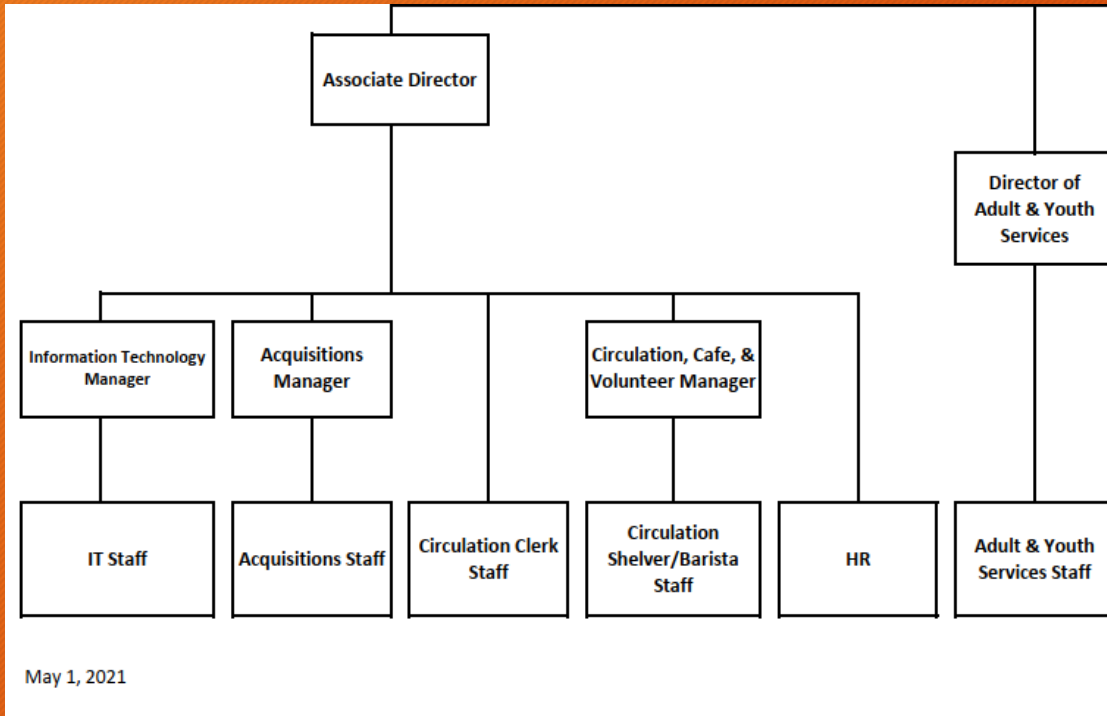




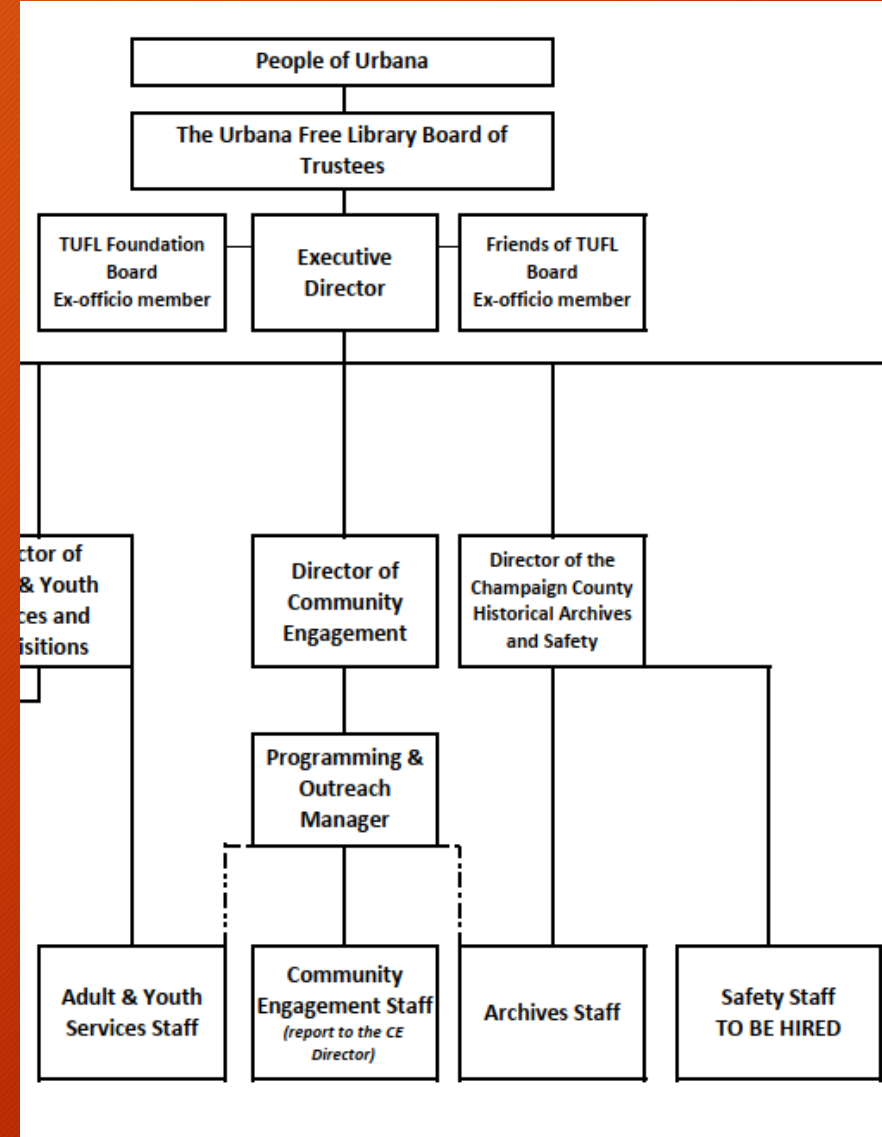
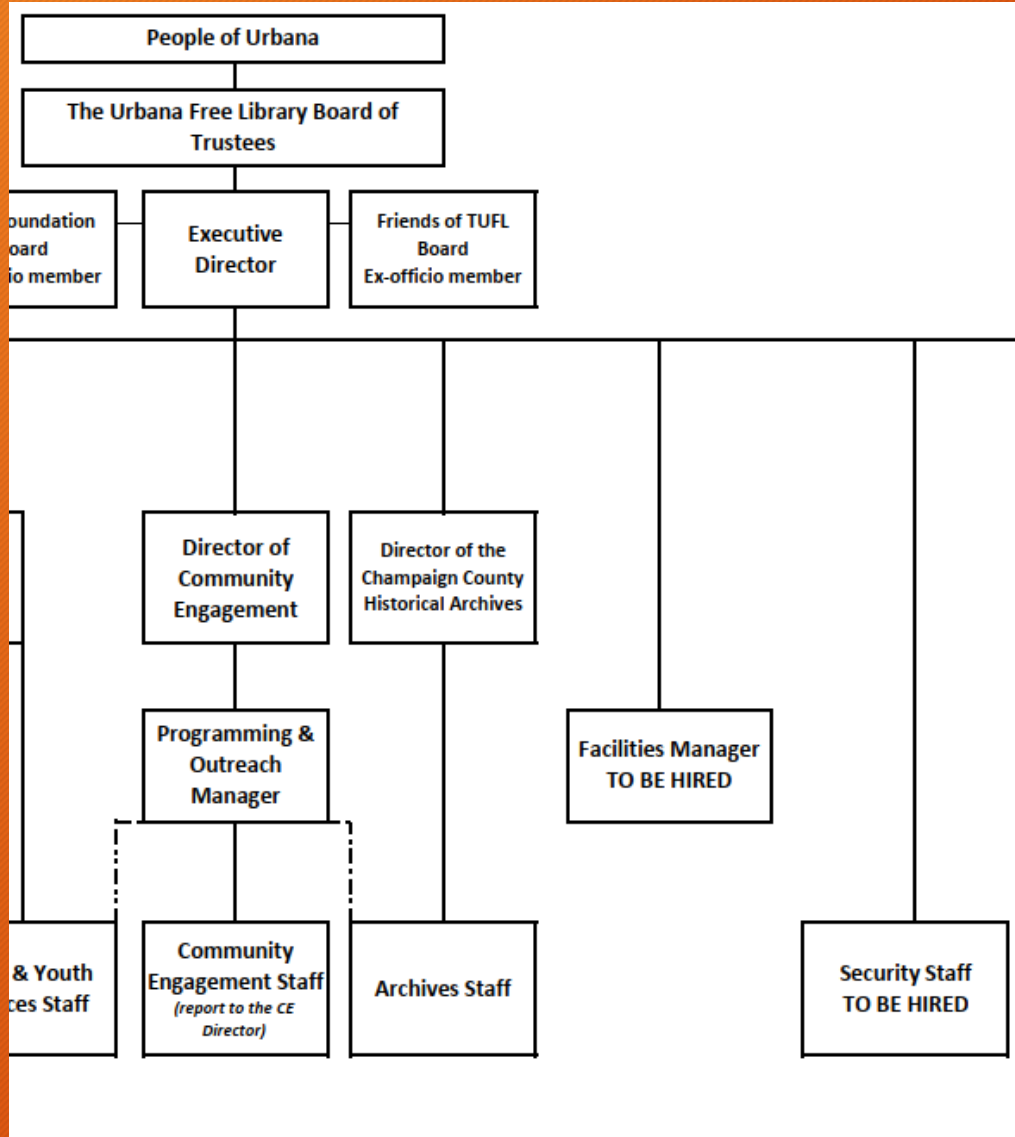
# Development & Promotion



# Acquisitions



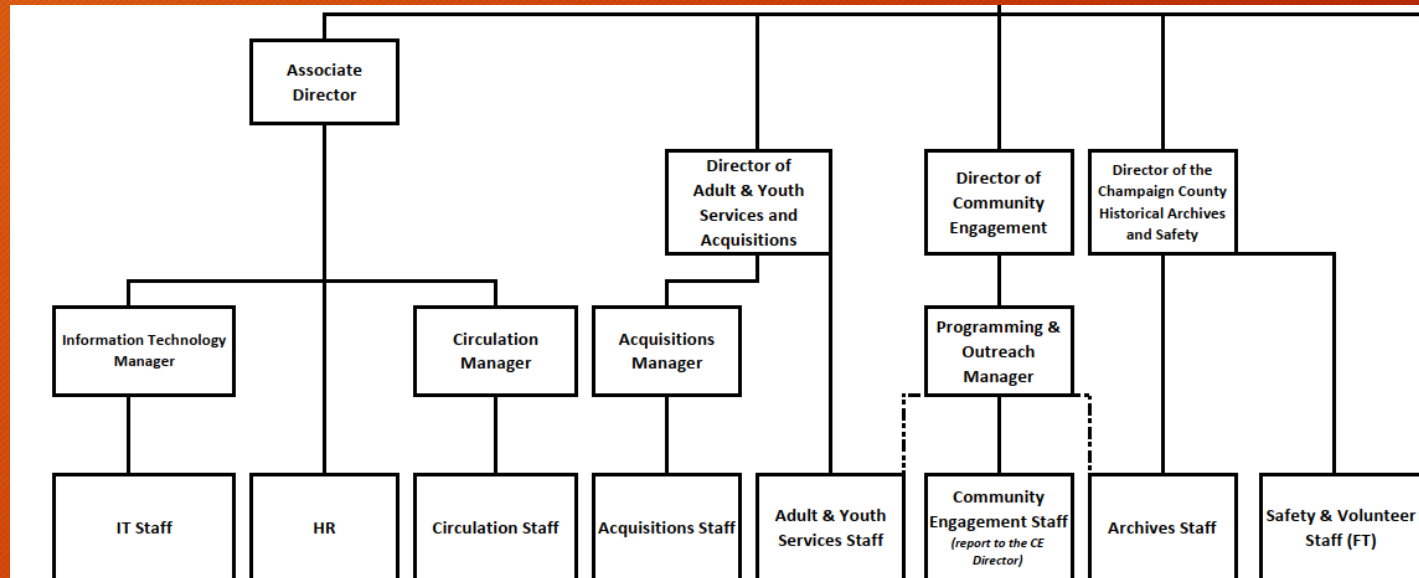
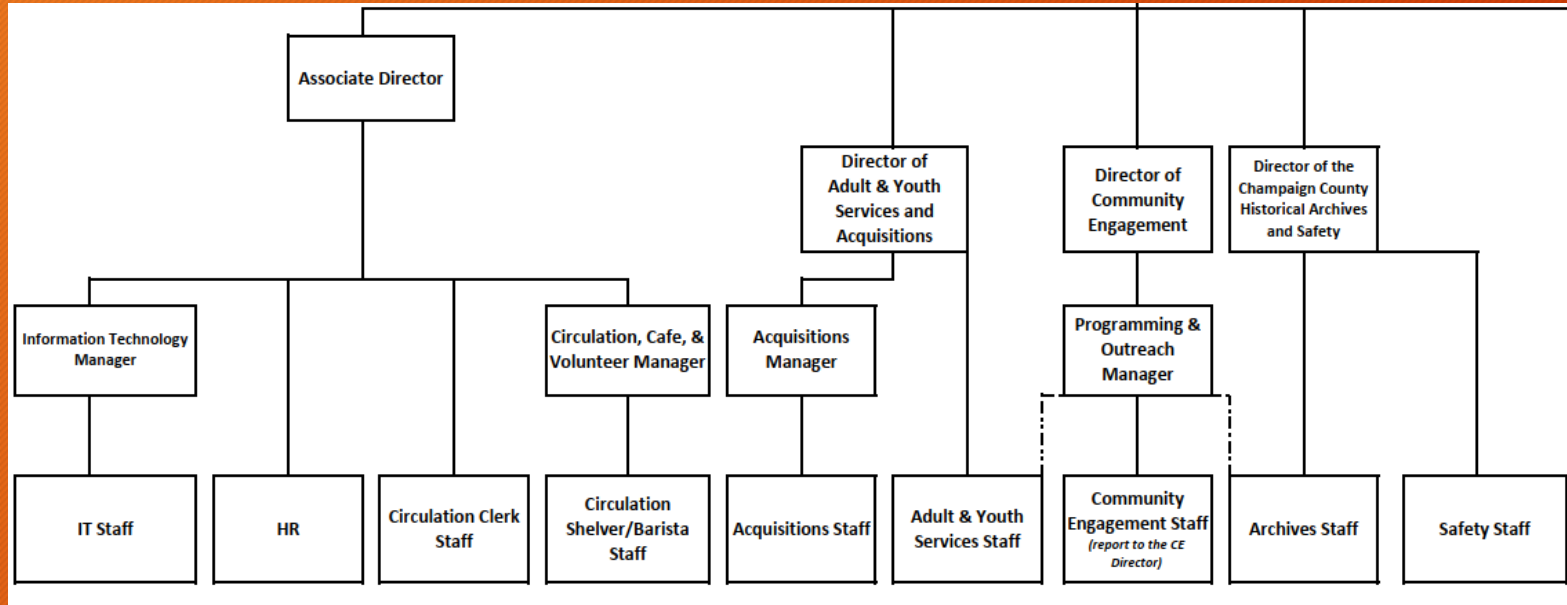
# Safety staff

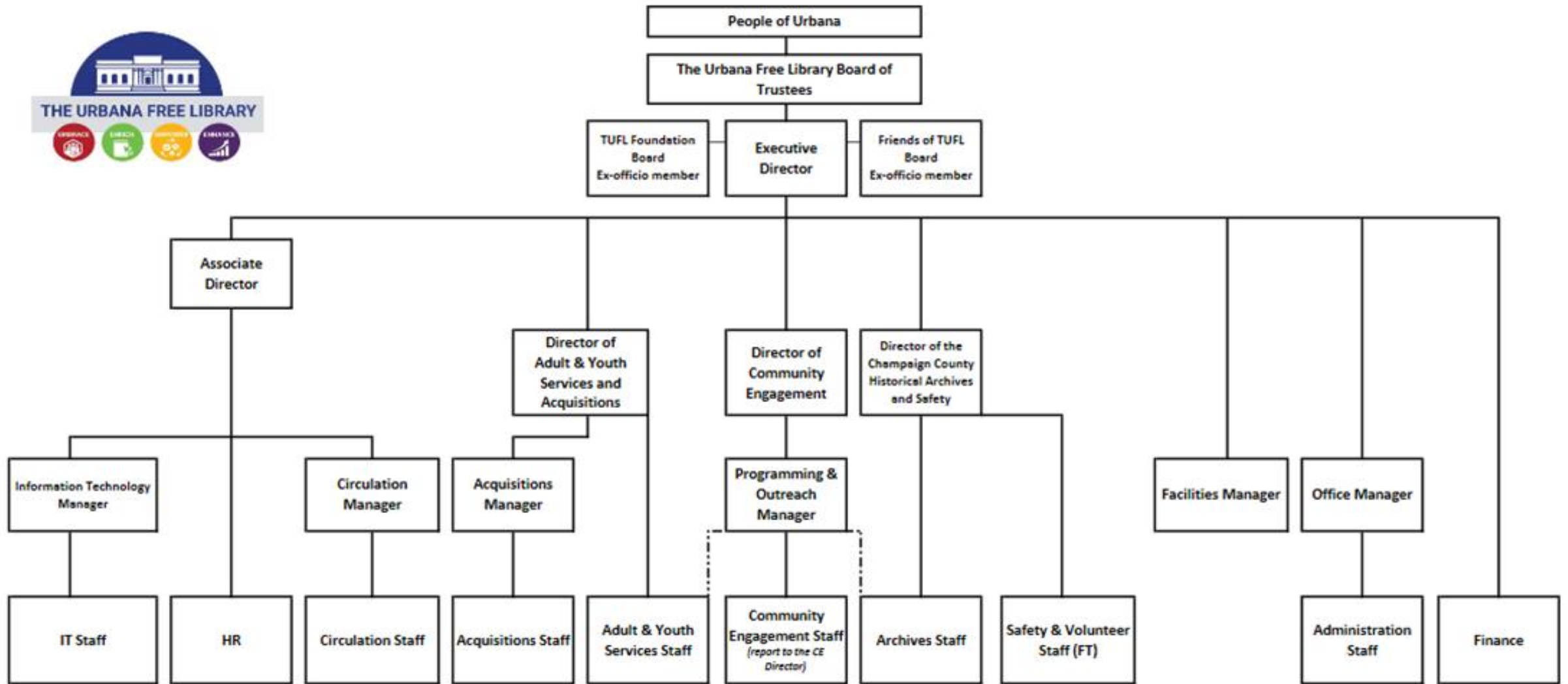


In the meantime...



# The next big shift





THE URBANA FREE LIBRARY: Selected Statistics--2 year comparison FY21-FY22	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY YTD total		Difference: YTD FY22 Jan minus YTD FY21 Jan
<b>PROGRAMS</b>															
Total number all library programs FY21	58	59	50	46	48	42	37	39	44	47	50	55	575	FY21	
Total number all library programs FY22	41	40	41	37	36	30	26						251	FY22	(89)
<b>LIBRARY CARDS</b>															
Total number of current cardholders (R/NR) at end of month FY21	12,160	10,126	9,943	10,844	11,298	11,363	12,513	11,420	11,396	11,730	11,722	11,728	11,728	FY21	1,483
Total number of current cardholders (R/NR) at end of month FY22	11,696	11,213	11,226	14,640	14,610	14,626	13,996							FY22	
<b>COLLECTION</b>															
Total collection size FY21	453,279	454,079	455,204	455,354	457,955	457,431	459,730	456,590	456,991	471,552	472,919	481,281	481,281	FY21	
Total collection size FY22 (Note 1)	482,341	487,044	492,214	493,207	505,335	495,326	501,201							FY22	
Cumulative total number of linear feet of Archives collection FY21													6,130	FY21	
Cumulative total number of linear feet of Archives collection FY22	6,130												6,130	FY22	
<b>CIRCULATION</b>															
Total circulation of all items (including self-check) FY21	48,450	54,990	55,950	58,945	53,633	43,806	39,158	47,095	52,995	48,880	53,243	55,141	612,286	FY21	
Total circulation of all items (including self-check) FY22 (Note 2)	55,678	56,058	53,339	56,657	54,610	56,358	55,761						388,461	FY22	33,529
<b>OTHER COLLECTION USE</b>															
In-House Circulation of circulating electronic equipment	4	9	2	10	4	3	3	-	-						
TUFL items sent to other libraries for interlibrary loan	5,860	5,560	5,482	5,870	5,443	5,559	5,749								
Total Other Collection Use	5,864	5,569	5,484	5,880	5,447	5,562	5,752	-	-	0	-	-	-		
<b>TOTAL USE OF COLLECTION (Note 10)</b>	<b>61,542</b>	<b>61,627</b>	<b>58,823</b>	<b>62,537</b>	<b>60,057</b>	<b>61,920</b>	<b>61,513</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>428,019</b>		
Total circulation using self-check FY21	6,239	7,101	7,228	8,796	7,993	377	360	8,599	9,324	8,822	9,406	10,610	84,855	FY21	
Percentage self-check FY21	13%	13%	13%	15%	15%	1%	1%	18%	18%	18%	18%	19%	14%		
Total circulation using self-check FY22	9,489	9,813	9,368	9,492	9,472	10,346	10,832						68,812	FY22	30,718
Percentage self-check FY22	17%	18%	18%	17%	17%	18%	19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	18%		
Total circulation of downloadables FY21	8,105	7,676	7,055	7,033	7,344	8,020	8,397	7,570	8,204	7,752	8,250	8,263	93,669	FY21	
Percentage downloadable FY21	17%	14%	13%	12%	14%	18%	21%	16%	15%	16%	15%	15%	15.30%		
Total circulation of downloadables FY22 (Note 9)	8,507	8,469	7,569	7,942	8,194	8,743	9,482						58,906	FY22	5,276
Percentage downloadable FY22	15%	15%	14%	14%	15%	16%	17%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15%		
<b>REFERENCE QUESTIONS</b>															
Total numbers of all Reference Qs library-wide FY21	3,292	3,296	2,769	3,082	2,866	2,025	2,223	2,633	3,135	2,624	2,762	3,434	34,141	FY21	
Total numbers of all Reference Qs library-wide FY22 (Note 3)	3,617	3,547	3,372	3,843	3,317	2,921	3,191						23,808	FY22	4,255
<b>INTERNET</b>															
Total number of views of library homepage FY21	30,638	30,212	28,913	29,210	29,994	31,792	33,235	29,020	29,080	25,743	24,921	26,810	349,568	FY21	
Total number of views of library homepage FY22 (Note 4)	27,183	26,552	24,852	25,473	24,754	24,498	26,454						179,766	FY22	(34,228)
Total number unique webpage users/visits FY21	7,459	7,985	7,665	7,532	7,097	6,985	7,861	7,926	7,653	6,898	6,481	6,643	88,185	FY21	
Total number unique webpage users/visits FY22	7,847	7,354	7,080	7,159	7,928	7,544	7,484						52,396	FY22	(188)
Total number searches in CU Online/LHO FY21	54,636	49,898	57,974	57,157	48,854	51,977	72,273	80,116	48,738	52,653	68,411	42,481	685,168	FY21	
Total number searches in CU Online/LHO FY22	63,746	35,956	37,279	61,302	54,097	33,117	37,576						323,073	FY22	(69,696)
Total # of public computer sessions FY21	1,145	1,457	1,631	1,548	967	252	330	729	1,207	936	1,986	1,264	13,452	FY21	
Total # of public computer sessions FY22 (Note 5)	1,570	1,482	1,586	1,630	1,376	1,231	1,302						10,177	FY22	2,847
Total # of hours of public computers used FY21	686	939	1,009	973	598	127	164	385	689	528	612	931	7,641	FY21	
Total # of hours of public computers used FY22 (Note 6)	1,216	1,103	1,215	1,325	1,094	983	1,034						7,970	FY22	3,474
<b>VOLUNTEERS</b>															
Total number of volunteer hours in whole library FY21	118	159	111	222	200	75	47	127	144	198	170	266	1,837	FY21	
Total number of volunteer hours in whole library FY22 (Note 7)	188	174	224	354	395	229	258						1,821	FY22	889
<b>MISCELLANEOUS</b>															
Door count--monthly total for library FY21	11,472	12,019	12,309	13,060	8,406	338	421	8,762	10,680	10,106	10,296	12,701	110,570	FY21	

Door count--monthly total for library FY22	13,996	14,869	13,734	14,946	14,132	13,514	13,353							98,544	FY22	40,519
Total number of notary stamps per month FY21	208	203	356	356	318	0	0	136	222	268	208	297		2,572	FY21	
Total number of notary stamps per month FY22	282	411	286	373	360	349	381							2,442	FY22	1,001
Library room use--total number bookings FY21	0	0	2	5	9	0	0	0	0	1	0	0		17	FY21	
Library room use--total number bookings FY22	7	6	8	11	17	10	11							70	FY22	54
Study room use--total number bookings FY21	0	0	0	0	0	0	0	0	0	0	0	21		21	FY21	
Study room use--total number bookings FY22 (Note 8)	84	97	96	117	122	64	67							647	FY22	647

Note 1) Collection size is defined as "An organized collection of printed or other library materials, or a combination thereof," and includes books, newspapers, magazines, video, audio, software, and downloadable resources.

Note 2) Circulation includes all items checked out/renewed on Polaris (UFL + recip borrowed + ILL + 3M cloud) PLUS items checked out/downloaded from our Internet sources. Definition of circulation from IPLAR: Report the total annual circulation, including renewals, of all adult/childrens materials (age 15 or older) in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile). Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions. Exclude: ILL to other libraries."

Note 3) IPLAR definition of Reference Question: "A reference question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, and other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services. EXCLUDE: Directional transactions or questions about library rules/policies."

Note 4) IPLAR definition of homepage: This is the number of times the library's homepage was viewed by any visitor to the library's website. A page can be viewed more than once by the same visitor, and each view should be counted." counted.

Note 5) Total of manual & electronic stats. Currently tabulated manually at children's game workstations. Adult computer lab; computers in Children's for adults; and computers in Archives tabulated via PC Reservation.

Note 6) Includes the Adult Computer Lab, the Parents' computers in Children's Department, and the Archives computers controlled by Envisionware PC Res Usage.

Note 7) Volunteers managed in different departments, not Friends of The Urbana Free Library or the Champaign-Urbana Herb Society.

Note 8) This number only includes study room bookings.

Note 9) This number includes downloadable books, magazines, videos via Zinio, My Media Mall, and 3M Cloud.

Note 10) Total Use of Collection = Circulation + CCHA in-house use + electronic equipment in-house use + interlibrary loan

Note 11) This is based on the number of additional views of the previous months' programs, so July 2021 does not have a number, since June 2021 was FY21.





## 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: 02/01/2022 to 02/28/2022

Include Zero Balance GL Accounts: No

Account Name	Selected Period	Fiscal Year To Date
<b>Operating Income &amp; Expense</b>		
<b>Income</b>		
Rent	1,110.00	2,220.00
<b>Total Operating Income</b>	<b>1,110.00</b>	<b>2,220.00</b>
<b>Expense</b>		
Management Fees	88.80	177.60
Electricity & Gas	389.83	401.70
Water & Sewer	130.90	162.63
Dues & Subscriptions	0.00	77.60
<b>Total Operating Expense</b>	<b>609.53</b>	<b>819.53</b>
<b>NOI - Net Operating Income</b>	<b>500.47</b>	<b>1,400.47</b>
Total Income	1,110.00	2,220.00
Total Expense	609.53	819.53
<b>Net Income</b>	<b>500.47</b>	<b>1,400.47</b>
<b>Cash Flow</b>	<b>500.47</b>	<b>1,400.47</b>
<b>Beginning Cash</b>	<b>20,289.97</b>	<b>19,389.97</b>
<b>Beginning Cash + Cash Flow</b>	<b>20,790.44</b>	<b>20,790.44</b>
<b>Actual Ending Cash</b>	<b>20,790.44</b>	<b>20,790.44</b>

**Cash flow detail wcl**

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

**Owned By:** Urbana Free Library

**Date Range:** 02/01/2022 to 02/28/2022

**Exclude Suppressed Fees:** No

Account Name	Amount	Description
<b>Operating Income &amp; Expense</b>		
<b>Income</b>		
<b>Rent</b>		
	360.00	February 2022
	750.00	February 2022
<b>Total Rent</b>	<u>1,110.00</u>	
<b>Total Operating Income</b>	<u>1,110.00</u>	
<b>Expense</b>		
<b>Management Fees</b>		
	88.80	Management Fees for 02/2022
<b>Total Management Fees</b>	<u>88.80</u>	
<b>Electricity &amp; Gas</b>		
	12.40	Utilities
	202.66	Utilities
	33.61	Utilities
	141.16	Utilities
<b>Total Electricity &amp; Gas</b>	<u>389.83</u>	
<b>Water &amp; Sewer</b>		
	31.98	Utilities
	12.20	Utilities
	61.79	Utilities
	24.93	Utilities
<b>Total Water &amp; Sewer</b>	<u>130.90</u>	
<b>Total Operating Expense</b>	<u>609.53</u>	
<b>NOI - Net Operating Income</b>	<u>500.47</u>	
Total Income	1,110.00	
Total Expense	609.53	
<b>Net Income</b>	<u>500.47</u>	

**Cash flow detail wcl**

Account Name	Amount	Description
Other Items		
Net Other Items	0.00	
Cash Flow	500.47	