


Date: May 5, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of May 10, 2022

	<h3>VISION</h3> <p>Nurturing growth by sparking curiosity and fostering a sense of belonging.</p>	<h3>MISSION</h3> <p>We encourage learning and enrich lives by providing access to diverse resources and programs.</p>
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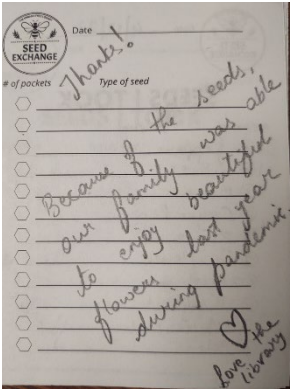
	<p>We cultivate equity, mutual respect, and belonging by learning about and responding to our community.</p> <p>WE WELCOME ALL.</p>
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Goal 1: We provide a welcoming and inviting space for dialogue and personal connections.

- April's Illinois Libraries Present program featured actor and author Nick Offerman in discussion with musician Jeff Tweedy. The friends talked about a variety of topics from the influence of their Midwest upbringings, to how they stay creative, and why a person should never stop learning. The event was very well attended with, 113 of the viewers reporting their home library was The Urbana Free Library! Illinois Libraries Present is funded in part by a grant awarded by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act.

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

- In order to assist community members who are in need, the Library has partnered with Cunningham Township to create a personal hygiene item donation program and make hygiene items available in the Library's lobby for those who need them. Items include: new and unopened bars of soap, deodorant, toothpaste, and more. We'd also like to thank the Urbana Rotary Club, who collected items for the program as one of the club's April service projects.



- Last spring, the Library established a Seed Exchange and received much positive community feedback. This spring, interest in and support of the Seed Exchange only continues to grow! As of May 1st, the Seed Exchange boasted a lifetime circulation of over 3,000 seed packets. Patrons often provide positive feedback on seed forms, too.



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.

- Over the past 6 months, CCHA staff have assisted several local history researchers who have published materials based on their work at The Urbana Free Library and shared those results with staff. It is always rewarding to see a finished product featuring materials we helped find. Below are a few links to these projects.
 - Ben Beaupre regularly visited CCHA during the fall and winter to research the Klan in Champaign-Urbana. He wrote to CCHA staff: “I've been receiving a lot of compliments and kudos for the local Klan research I've been doing with the invaluable assistance of local historical archives and library staff.” His research page can be found [here](#).
 - Patron Michael Coate requested help finding ads and theater showing dates from the News-Gazette and Courier. He recently shared his website showcasing all things movies, which is linked [here](#).
 - In March, historian Carolyn Knox presented on her John G. Clark research at The Urbana Free Library. All of the materials she studied and used in her presentation came from CCHA. The recording of her presentation can be accessed [here](#).
- Over the past month, the number of deliveries the Library makes as part of its Courtesy and Home Delivery services doubled from 20 deliveries per week to 40! The programs now serve over 80 community members, which is a 33% increase in the number of people served. We anticipate that the number of participants will increase as we continue to identify and visit additional senior living centers and connect with organizations that serve community members who qualify for the programs.

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

- The Boneyard Arts Festival took place from April 1-3, and the Library participated in multiple ways. We hosted three art exhibits: art work by local grade school classes in the Children’s area, Carol Farnum’s mixed-media work inspired by a Led Zeppelin song and motorcycles, which is currently on display on the first floor, and the DREAAM Big exhibit featuring glass work created by teens from the DREAAM organization. We also hosted three events: a meet and greet with Carol Farnum and the artists from DREAAM Big (pictured right), a meet and greet with Urbana’s new Youth Poet Laureate Danyla Nash, and a reading by the Red Herring Writers. Altogether, these three events drew over 100 community members to the Library.
- The Library was full of unicorns and dinosaurs during the afternoon on April 2. The Unicorn & Dinosaur Stomp/Trot delighted almost 120 community members with a story time, mask craft (pictured right), and a dance party. Many kids came in costume ready to roar or trot during all the right times to help with the stories.
- Starting the week of April 25, the Library resumed holding indoor in-person story times twice a week. On Tuesdays, babies and toddlers are welcome with their caregivers to Books and Bounces to enjoy stories, books, and rhymes that encourage their development and bonding between child and caregiver. On Thursdays, preschoolers can enjoy Crafty Tales and engage in stories, rhymes, and songs before making a craft. One preschool has already told us they plan to bring a class every Thursday.





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 April 7 the Champaign County Historical Archives hosted Jeanne Schultz Angel for the program Casting a Historic Vote: Suffrage for Women in Illinois. She discussed the fascinating history of women's suffrage in Illinois, including the phases of suffrage and the groups of activists who worked together (and sometimes in conflict with each other) towards suffrage. Angel is the AVP of Learning Experiences Engagement at the Naper Settlement in Naperville, IL. *This talk was sponsored by the Illinois Humanities Road Scholar Speaker Bureau.*

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

- During two weeks in April, artist Langston Allston worked with over 50 community members to paint uplifting and colorful murals (pictured right) on the Cunningham Township building. So many people came to help that an additional temporary mural was painted on the back of the Webber Building so that everyone could get painting experience. The mural was the Library's 2021 Urbana Arts and Culture Grant project, and we celebrated the completion of the project with a ribbon cutting ceremony on April 22. The City's Arts & Culture Coordinator Rachel Storm said the audience of over 50 people made this one of the largest artistic ribbon ceremonies she's ever seen! *Paid for in part by the City of Urbana Arts and Culture Grant and The Urbana Free Library Foundation. Cosponsored by Cunningham Township Supervisor's Office.*



- The Library celebrated spring on April 16 at the all-ages program Seeds and Songs. More than 60 community members enjoyed a puppet show presented by the U of I Pollinatarium, listened to folk and country music by Emily Anne, perused the Library's Seed Exchange, and made crafts. *The event was cosponsored by Solidarity Gardens, Sierra Club, and U of I Pollinatarium.*



- Library staff combined National Poetry Month with a love of trees in the program Poetrees, where community members could write down poems about trees on leaf-shaped paper and then decorate a tree in Cherry Alley with their creations. The poems will be displayed for a little while longer, and Library staff encourage everyone to visit and enjoy the poetry!



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.

- Between 03/01/2021 and 02/28/2022, 82 volunteers contributed 2,449 hours to the Library. Valued at \$29.95/hr for Illinois, their time is valued at \$73,348 according to the most current data released in April 2022 from the [Independent Sector](#). All volunteers received our thanks in April, either through an email, a mailed letter, or both. Each thank you highlighted the total number of volunteer hours, as well as their personal contribution for the Volunteer Data Year outlined above.

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

- From May 4-7, 2022, Donica Swann, Sara Bennett, and Shalini Smith attended [the Midwest Archives Conference's annual meeting](#). Each attended professional development webinars and workshops that covered topics including Indigenous applications for digital collections; the intersectionality of EDI and accessibility; email archiving; pandemic impacts on services; preserving diverse digital collections; and more!



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

FY23 Budget

The proposed draft budget is included with no changes from last month. Staff recommend approving this budget to be included in the City of Urbana's Budget.

Amendments

Because the Amazon book sales have done so well, staff propose a budget amendment to the increase revenue line and to increase the expense lines used for shipping the items.

- Increase revenue line 810 46300 Donations/Contributions/Gifts by \$2,500.
- Increase expense line 81080831 51900 Café Book Sale/Supplies by \$1,000.
- Increase expense line 81080831 52902 Café Book Sale/Postage by \$1,500.

In response to usage trends and patron requests, the following changes to collections will be made:

- Move \$4,000 from New Collections (80280802 51802 80103) to Databases (80280802 52910).

The Champaign-Urbana Herb Society awarded a \$100 grant to the Library for the UFL Seed Exchange Program. Staff request that the Board approve Resolution 2022-09 to accept the grant and approve a budget amendment to:

- Increase revenue line 802 46300 Donations/Contributions/Gifts by \$100.00.
- Increase expense line 80280802 51802 80103 New collections by \$100.00.

Policy Updates:

Staff recommend that the Board approve the following policy updates:

- III-A Hours of Service: After a successful trial period that commenced on January 1, 2022, TUFL staff recommend continuing the current hours of operation in Archives and amending the Hours of Service policy to reflect the change. This decision is driven by two main factors. First, no patron complaints have been made about the change in service hours, and when asked informally, all patrons reported that the new hours are satisfactory. The second factor we considered is the impact an extra 7 hours of behind-the-scenes time has made for the special collections work of CCHA's three librarians. Below is a breakdown of special collections processed, accessions registered, and backlogged accessions evaluated from both July-December 2021 and January-April 2022. In the past four months, Archives Librarians have processed six times more materials than they had in a

six-month period last year. As a result, dozens of finding aids have been added to the Local History Online catalog, providing access to materials that were previously inaccessible.

	July - December 2021	January - April 2022
Collections processed (linear ft.)	13	86
Accessions registered	40	16
Accessions evaluated	34	623

- III-B Circulation & Interlibrary Loan: The Board may vote this month to have the Library become fine-free. If approved, staff recommend updating the Circulation & Interlibrary Loan Policy to formalize the Board’s decision and remove policy wording related to overdue fines and how the Library determines replacement costs. In passing this revision to this policy, the Library will become fine free immediately.
- VI-E Leave: The Board may vote this month to approve two new staff benefits: Paid Parental Leave and Paid Sick Leave for hourly staff. If approved, staff recommend updating the Leave Policy to include reference to these two new benefits. Staff also recommend updating the section related to FMLA for clarity. If approved, the paid hourly staff sick leave will go into effect with the next pay period, which begins May 15, 2022. If approved, the paid parental leave benefit will go into effect immediately.

Non-resident library cards: On a yearly basis, the Library Board needs to review and approve the method by which TUFL determines the non-resident card fee. Please see the memo included in the Board packet. Staff recommend continuing to allow non-residents to purchase cards using the Tax Bill Method.

FY23 Board Meeting Dates: The calendar for FY23 Board meeting dates is in the individual action items for approval. As we were compiling the dates for FY23, we realized that the November 8, 2022 meeting is on election day. The Library auditorium usually serves as a polling place. There are a couple of options to resolve the potential meeting space conflict. The Board could meet in the Archives that evening or the Board could choose to move the meeting date to another date in November. A decision can be made at the May meeting or postponed until closer to the November meeting.

Library eNewsletters:	
May News & Events: https://conta.cc/3LJ3Rxd	May Youth & Teen: https://conta.cc/3FbHaix
May Archives Newsletter: https://conta.cc/3EvRjN3	

Other Library News:

CI Living: The Urbana Free Library Historical Archives: <https://www.youtube.com/watch?v=bzMKYe15WNc>

Smile Politely went to Boneyard and here’s what we saw:

https://www.smilepolitely.com/arts/smile_politely_went_to_boneyard_and_heres_what_we_saw/

Weekender – April 15-17: https://www.smilepolitely.com/culture/weekender_april_15_17/

Top of the Morning – April 20, 2022 – News-Gazette mural coverage: https://www.news-gazette.com/arts-entertainment/top-of-the-morning-april-20-2022/article_58123c4a-2467-59ef-8d90-de70f32e11df.html

Community Painting of Reading is Magic Mural: <https://www.wcia.com/news/community-painting-of-the-reading-is-magic-mural/>

The Top Things to Do in May in Champaign-Urbana: <https://www.chambanamoms.com/2022/05/01/top-things-to-do-in-may-in-champaign-urbana/>

It's All About "U" – April 2022: <https://mailchi.mp/urbanaininois.us/the-city-of-urbanas-april-newsletter>

Weekender: April 22-24: https://www.smilepolitely.com/culture/weekender_april_22_241/

Book Review: Caleb Wilson: https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-birds-from-a-scientists-perspective/article_425b6426-31fd-52c7-85f4-bdc854fbde33.html

Five things in arts this month – May 2022:
https://www.smilepolitely.com/arts/five_things_in_arts_this_month_may_2022/

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

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

	January	February	March
Illinois Funds account	\$ 207,463.81	\$ 207,482.32	\$ 207,530.82
Busey Bank Cash accounts	\$ 2,902,564.19	\$ 2,616,634.62	\$ 2,408,307.20
Busey Bank Web account	\$ 10,471.40	\$ 16,005.91	\$ 21,323.88
Total	\$ 3,120,499.40	\$ 2,840,122.85	\$ 2,637,161.90

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| City of Urbana
| DETAIL INVOICE LIST

| P 1
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1041422 04/14/2022 DUE DATE: 04/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>74</u>	<u>ALLIANCE ENTERTAINMENT</u>	00000		INV	04/14/2022	<u>PLS64507985</u>	
1	<u>80280802 51805</u>			A&Y PROG	CD	48.46	
2	<u>80280802 51806</u>			A&Y PROG	DVD	58.28	
3	<u>80280802 51809</u>			A&Y PROG	GAMES	51.49	
				Invoice Net		158.23	
				CHECK TOTAL			158.23
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036654998</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,618.90	
				Invoice Net		1,618.90	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036661657</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,188.52	
				Invoice Net		1,188.52	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036653805</u>	
1	<u>80280802 51801</u>	80103		A&Y PROG	LIBR BOOKS	300.83	
				Invoice Net		300.83	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036659867</u>	
1	<u>80280802 51801</u>	80103		A&Y PROG	LIBR BOOKS	252.80	
				Invoice Net		252.80	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036661748</u>	
1	<u>80280802 51801</u>	80103		A&Y PROG	LIBR BOOKS	665.74	
				Invoice Net		665.74	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>5017670412</u>	
1	<u>80280802 51801</u>	80103		A&Y PROG	LIBR BOOKS	229.53	
				Invoice Net		229.53	
<u>217</u>	<u>BAKER & TAYLOR LLC</u>	00000		INV	04/14/2022	<u>2036654675</u>	
1	<u>81080833 52803</u>			CHILD GIFT	CHILD PROG	40.33	
				Invoice Net		40.33	
				CHECK TOTAL			4,296.65
<u>220</u>	<u>BRODART CO</u>	00000		INV	04/14/2022	<u>600077</u>	
1	<u>80280806 51900</u>			LIBR ACQ	OTHER SUPP	47.79	
				Invoice Net		47.79	
				CHECK TOTAL			47.79
<u>2257</u>	<u>CFS - CUSTOM FACILITY</u>	00000		INV	04/14/2022	<u>1614</u>	
1	<u>80280805 52201</u>			LIBR FAC	BLDG MAINT	5,833.33	
				Invoice Net		5,833.33	
				CHECK TOTAL			5,833.33
<u>1062</u>	<u>CONSOLIDATED COMMUNICA</u>	00001		INV	04/14/2022	<u>43301</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	561.48	
				Invoice Net		561.48	
				CHECK TOTAL			561.48
<u>230</u>	<u>DP SUPPLY, INC</u>	00000		INV	04/14/2022	<u>799503</u>	
1	<u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	63.88	
				Invoice Net		63.88	

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City of Urbana
DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1041422 04/14/2022 DUE DATE: 04/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	63.88
549	FIRST NATIONAL BANK OM	00000		INV	04/14/2022	43289	
1	80280800 52320			LIBR ADMIN	TRAVEL	283.00	
2	80280809 51812			LIBR COMM	LIBR SUPP	50.00	
3	80280803 52320			ARCHIVES	TRAVEL	218.00	
4	80280805 52201			LIBR FAC	BLDG MAINT	855.36	
5	80280802 51802	80103		A&Y PROG	NEW COLL	424.99	
6	80280809 52909			LIBR COMM	AD/MRK/PE	51.93	
7	80280808 51500			LIBR IT	SHARED IT	131.41	
8	80280801 52902			LIBR CTRL	POST PRINT	524.99	
9	80280806 51900			LIBR ACQ	OTHER SUPP	845.15	
				Invoice Net		3,384.83	
						CHECK TOTAL	3,384.83
3057	ERICA L. TREMONTI	00001		INV	04/14/2022	WS29842	
1	80280802 51801	80103		A&Y PROG	LIBR BOOKS	373.70	
				Invoice Net		373.70	
						CHECK TOTAL	373.70
347	GLESCO ELECTRIC INC	00000		INV	04/14/2022	23650	
1	80280805 52201			LIBR FAC	BLDG MAINT	1,050.00	
				Invoice Net		1,050.00	
347	GLESCO ELECTRIC INC	00000		INV	04/14/2022	23651	
1	80280805 52201			LIBR FAC	BLDG MAINT	2,300.00	
				Invoice Net		2,300.00	
						CHECK TOTAL	3,350.00
1241	ILLINOIS DEPARTMENT OF	00000		INV	04/14/2022	43244	
1	80280801 52721			LIBR CTRL	WC CLAIM	3,152.61	
				Invoice Net		3,152.61	
						CHECK TOTAL	3,152.61
2260	INGRAM INDUSTRIES INC.	00000		INV	04/14/2022	58765918	
1	80280802 51801	80103		A&Y PROG	LIBR BOOKS	20.66	
				Invoice Net		20.66	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/14/2022	58825428	
1	80280802 51801			A&Y PROG	LIBR BOOKS	533.99	
				Invoice Net		533.99	
						CHECK TOTAL	554.65
261	LAKESHORE LEARNING MAT	00000		INV	04/14/2022	780062040422	
1	80280802 51802	80103		A&Y PROG	NEW COLL	30.98	
				Invoice Net		30.98	
						CHECK TOTAL	30.98
268	MIDWEST TAPE	00000		INV	04/14/2022	501830836	

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| DETAIL INVOICE LIST

| P 3
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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1041422 04/14/2022 DUE DATE: 04/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51806			A&Y PROG DVD		12.74	
				Invoice Net		12.74	
268	MIDWEST TAPE			00000 INV	04/14/2022	501830837	
	1 80280802 51806			A&Y PROG DVD		44.97	
				Invoice Net		44.97	
268	MIDWEST TAPE			00000 INV	04/14/2022	501830839	
	1 80280802 51806			A&Y PROG DVD		44.97	
				Invoice Net		44.97	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913590	
	1 80280802 51806			A&Y PROG DVD		95.96	
				Invoice Net		95.96	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913591	
	1 80280802 51806			A&Y PROG DVD		27.73	
				Invoice Net		27.73	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913592	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		159.96	
				Invoice Net		159.96	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913594	
	1 80280802 51806			A&Y PROG DVD		14.24	
				Invoice Net		14.24	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913595	
	1 80280802 51806			A&Y PROG DVD		27.73	
				Invoice Net		27.73	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913596	
	1 80280802 51806			A&Y PROG DVD		52.47	
				Invoice Net		52.47	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913597	
	1 80280802 51806			A&Y PROG DVD		58.47	
				Invoice Net		58.47	
268	MIDWEST TAPE			00000 INV	04/14/2022	501913598	
	1 80280802 51806			A&Y PROG DVD		22.49	
				Invoice Net		22.49	
268	MIDWEST TAPE			00000 INV	04/14/2022	501920052	
	1 80280802 51806 80103			A&Y PROG DVD		20.24	
				Invoice Net		20.24	
268	MIDWEST TAPE			00000 INV	04/14/2022	501920053	
	1 80280802 51806 80103			A&Y PROG DVD		14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE			00000 INV	04/14/2022	501920054	
	1 80280802 51807 80103			A&Y PROG RECORDING		10.79	
				Invoice Net		10.79	
268	MIDWEST TAPE			00000 INV	04/14/2022	501920055	
	1 80280802 51807 80103			A&Y PROG RECORDING		14.24	
				Invoice Net		14.24	
268	MIDWEST TAPE			00000 INV	04/14/2022	501830838	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		29.99	
				Invoice Net		29.99	

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| City of Urbana
| DETAIL INVOICE LIST

| P 4
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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1041422 04/14/2022 DUE DATE: 04/14/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	651.98
<u>9999</u>	<u>Uniting Pride of Champ</u>	00000		INV	04/14/2022	<u>43213</u>	
	1 <u>80280800 52320</u>			LIBR ADMIN TRAVEL		200.00	
				Invoice Net		200.00	
						CHECK TOTAL	200.00
<u>54</u>	<u>OVERDRIVE INC</u>	00000		INV	04/14/2022	<u>01018CO22115466</u>	
	1 <u>80280802 51811</u>			A&Y PROG DOWNLOAD		2,564.25	
				Invoice Net		2,564.25	
<u>54</u>	<u>OVERDRIVE INC</u>	00000		INV	04/14/2022	<u>01018DA22114974</u>	
	1 <u>80280802 51811</u>			A&Y PROG DOWNLOAD		28.50	
				Invoice Net		28.50	
						CHECK TOTAL	2,592.75
<u>9980</u>	<u>PETTY CASH VENDOR</u>	00000		INV	04/14/2022	<u>43208</u>	
	1 <u>80280801 51900</u>			LIBR CTRL OTHER SUPP		12.78	
				Invoice Net		12.78	
<u>9980</u>	<u>PETTY CASH VENDOR</u>	00000		INV	04/14/2022	<u>43287</u>	
	1 <u>81080831 51990</u>			ADMIN GIFT OTH LIBMAT		225.25	
				Invoice Net		225.25	
						CHECK TOTAL	238.03
<u>2482</u>	<u>T-MOBILE USA INC.</u>	00001		INV	04/14/2022	<u>43320</u>	
	1 <u>80280802 51802</u> <u>80103</u>			A&Y PROG NEW COLL		412.61	
				Invoice Net		412.61	
						CHECK TOTAL	412.61
<u>301</u>	<u>UNIQUE MANAGEMENT SERV</u>	00001		INV	04/14/2022	<u>6099807</u>	
	1 <u>80280801 51900</u>			LIBR CTRL OTHER SUPP		39.40	
				Invoice Net		39.40	
<u>301</u>	<u>UNIQUE MANAGEMENT SERV</u>	00001		INV	04/14/2022	<u>6099808</u>	
	1 <u>80280801 52902</u>			LIBR CTRL POST PRINT		89.24	
				Invoice Net		89.24	
						CHECK TOTAL	128.64
=====							
44	INVOICES			CK RUN ID# TOTAL		26,032.14	
				CASH ACCOUNT BALANCE		1,662,760.01	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:1041422 04/14/2022

DUE DATE: 04/14/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
802	80280800	LIBRARY ADMINISTRA	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	483.00	6,990.05
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-51900-	OTHER SUPPLIES	116.06	23,134.05
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-52721-	WORKER'S COMP CLAIMS	3,152.61	-284.12
802	80280801	LIBRARY CENTRALIZE	802-60-80-801-000-52902-	POSTAGE & PRINTING	614.23	1,880.02
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51801-	LIBRARY BOOKS	3,341.41	38,620.88
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,843.26	12,327.06
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51802-80103	NEW COLLECTIONS	868.58	8,985.09
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51804-	AUDIOBOOKS	189.95	1,783.19
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51805-	CD'S	48.46	1,487.41
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51806-	DVD'S	460.05	10,251.96
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51806-80103	DVD'S	35.23	3,451.92
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51807-80103	RECORDINGS	25.03	2,254.23
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51809-	GAMES	51.49	2,992.75
802	80280802	ADULT & YOUTH SERV	802-60-80-802-000-51811-	DOWNLOADABLES	2,592.75	30,877.00
802	80280803	ARCHIVES	802-60-80-803-000-52320-	TRAVEL, EDUCATION AND	218.00	1,545.00
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	10,038.69	98,757.07
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	561.48	26,450.82
802	80280806	LIBRARY ACQUISITIO	802-60-80-806-000-51900-	OTHER SUPPLIES	892.94	15,086.30
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	131.41	67,885.01
802	80280809	LIBRARY COMMUNITY	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	50.00	5,182.10
802	80280809	LIBRARY COMMUNITY	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	51.93	10,863.16
				FUND TOTAL	25,766.56	
CASH ACCOUNT	802 10100	BALANCE	1,662,760.01			
810	81080831	ADMIN GIFTS	810-60-80-831-000-51990-	OTHER LIBRARY MATERIAL	225.25	510.49
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	40.33	945.43
				FUND TOTAL	265.58	
CASH ACCOUNT	802 10100	BALANCE	1,662,760.01			
					CK RUN ID# SUMMARY TOTAL	26,032.14
					GRAND TOTAL	26,032.14

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City of Urbana
DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1042122 04/21/2022 DUE DATE: 04/21/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1508 DANIEL CRIBBETT		00000		INV	04/21/2022	849	
	1 80280805 52201			LIBR FAC	BLDG MAINT	170.00	
				Invoice Net		170.00	
				CHECK TOTAL			170.00
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036679554	
	1 81080833 51801			CHILD GIFT	LIBR BOOKS	103.25	
				Invoice Net		103.25	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036674707	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,714.95	
				Invoice Net		1,714.95	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036671639	
	1 81080833 52803			CHILD GIFT	CHILD PROG	10.36	
				Invoice Net		10.36	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036670857	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	241.81	
				Invoice Net		241.81	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	5017686421	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	32.34	
				Invoice Net		32.34	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	5017679460	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	28.03	
				Invoice Net		28.03	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036678681	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,026.99	
				Invoice Net		1,026.99	
217 BAKER & TAYLOR LLC		00000		INV	04/21/2022	2036679562	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	608.99	
				Invoice Net		608.99	
				CHECK TOTAL			3,766.72
20 DAVIS HOUK MECHANICAL		00000		INV	04/21/2022	S22JS092	
	1 80280805 52201			LIBR FAC	BLDG MAINT	260.50	
				Invoice Net		260.50	
				CHECK TOTAL			260.50
779 DEANS GRAPHICS INC		00000		INV	04/21/2022	38221	
	1 80280806 51900			LIBR ACQ	OTHER SUPP	53.00	
				Invoice Net		53.00	
				CHECK TOTAL			53.00
3059 RAYMOND ANDREW EISSFEL		00000		INV	04/21/2022	43474	
	1 80280805 51420			LIBR FAC	OFF FURN	230.00	
				Invoice Net		230.00	
				CHECK TOTAL			230.00
111 FRIENDS OF THE URBANA		00000		INV	04/21/2022	43376	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1042122 04/21/2022 DUE DATE: 04/21/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 810 24102			LTRUST FND	DUE TOFRIE	19.24	
				Invoice Net		19.24	
						CHECK TOTAL	19.24
2260	INGRAM INDUSTRIES INC.	00000		INV	04/21/2022	58977500	
1	80280802 51801 80103			A&Y PROG	LIBR BOOKS	91.63	
				Invoice Net		91.63	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/21/2022	58977501	
1	80280802 51801 80103			A&Y PROG	LIBR BOOKS	128.81	
				Invoice Net		128.81	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/21/2022	58896665	
1	80280802 51801			A&Y PROG	LIBR BOOKS	96.79	
				Invoice Net		96.79	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/21/2022	58955378	
1	80280802 51801			A&Y PROG	LIBR BOOKS	183.00	
				Invoice Net		183.00	
						CHECK TOTAL	500.23
254	CAROL INSKEEP	00000		INV	04/21/2022	43373	
1	80280809 51812			LIBR COMM	LIBR SUPP	48.65	
				Invoice Net		48.65	
						CHECK TOTAL	48.65
2815	DONALD R BLACK JR	00000		INV	04/21/2022	43498	
1	81080831 52801			ADMIN GIFT	AD PROG	400.00	
				Invoice Net		400.00	
						CHECK TOTAL	400.00
2786	LANGSTON ALLSTON	00000		INV	04/21/2022	43377	
1	80280809 51812			LIBR COMM	LIBR SUPP	2,500.00	
				Invoice Net		2,500.00	
						CHECK TOTAL	2,500.00
263	LIVE OAK MEDIA	00000		INV	04/21/2022	121671	
1	80280802 51807 80103			A&Y PROG	RECORDING	78.90	
				Invoice Net		78.90	
						CHECK TOTAL	78.90
268	MIDWEST TAPE	00000		INV	04/21/2022	501958357	
1	80280802 51806 80103			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	04/21/2022	501953654	
1	80280802 51806			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958500	
1	80280802 51804			A&Y PROG	AUDIOBOOKS	39.99	
				Invoice Net		39.99	

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| City of Urbana
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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1042122 04/21/2022

DUE DATE: 04/21/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE	00000		INV	04/21/2022	501958358	
	1 80280802 51806	80103		A&Y PROG	DVD	14.24	
				Invoice Net		14.24	
268	MIDWEST TAPE	00000		INV	04/21/2022	501953655	
	1 80280802 51806			A&Y PROG	DVD	81.71	
				Invoice Net		81.71	
268	MIDWEST TAPE	00000		INV	04/21/2022	501953656	
	1 80280802 51804			A&Y PROG	AUDIOBOOKS	119.97	
				Invoice Net		119.97	
268	MIDWEST TAPE	00000		INV	04/21/2022	501953659	
	1 80280802 51806			A&Y PROG	DVD	86.21	
				Invoice Net		86.21	
268	MIDWEST TAPE	00000		INV	04/21/2022	501953658	
	1 80280802 51806			A&Y PROG	DVD	88.45	
				Invoice Net		88.45	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958355	
	1 80280802 51806	80103		A&Y PROG	DVD	7.49	
				Invoice Net		7.49	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958354	
	1 80280802 51806	80103		A&Y PROG	DVD	11.24	
				Invoice Net		11.24	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958504	
	1 80280802 51806			A&Y PROG	DVD	14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958505	
	1 80280802 51806			A&Y PROG	DVD	18.74	
				Invoice Net		18.74	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958506	
	1 80280802 51806			A&Y PROG	DVD	14.99	
				Invoice Net		14.99	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958507	
	1 80280802 51806			A&Y PROG	DVD	51.72	
				Invoice Net		51.72	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958501	
	1 80280802 51806			A&Y PROG	DVD	15.74	
				Invoice Net		15.74	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958509	
	1 80280802 51806			A&Y PROG	DVD	22.49	
				Invoice Net		22.49	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958508	
	1 80280802 51806			A&Y PROG	DVD	22.49	
				Invoice Net		22.49	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958502	
	1 80280802 51806			A&Y PROG	DVD	53.22	
				Invoice Net		53.22	
268	MIDWEST TAPE	00000		INV	04/21/2022	501958503	
	1 80280802 51806			A&Y PROG	DVD	22.49	
				Invoice Net		22.49	

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1042122 04/21/2022 DUE DATE: 04/21/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	723.65
9999 Frosty Frigeration	1 80280805 52201	00000		INV	04/21/2022	19171	
				LIBR FAC	BLDG MAINT	183.64	
				Invoice Net		183.64	
						CHECK TOTAL	183.64
9999 Pomeranian Special Int	1 80280803 51803	00000		INV	04/21/2022	43400	
				ARCHIVES	LIBR PER	27.50	
				Invoice Net		27.50	
						CHECK TOTAL	27.50
54 OVERDRIVE INC	1 80280802 51811	00000		INV	04/21/2022	01018DA22121728	
				A&Y PROG	DOWNLOAD	27.50	
				Invoice Net		27.50	
						CHECK TOTAL	27.50
3065 TRAXIUM LLC	1 80280801 51900	00000		INV	04/21/2022	145777	
				LIBR CTRL	OTHER SUPP	390.00	
				Invoice Net		390.00	
						CHECK TOTAL	390.00
283 QUILL CORPORATION	1 80280801 51900	00000		INV	04/21/2022	24327029	
				LIBR CTRL	OTHER SUPP	181.69	
				Invoice Net		181.69	
283 QUILL CORPORATION	1 80280801 51900	00000		INV	04/21/2022	24307471	
				LIBR CTRL	OTHER SUPP	180.02	
				Invoice Net		180.02	
						CHECK TOTAL	361.71
132 LYNN TROOST	1 80280801 51900	00000		INV	04/21/2022	43378	
				LIBR CTRL	OTHER SUPP	53.82	
				Invoice Net		53.82	
						CHECK TOTAL	53.82
564 UNIVERSITY OF ILLINOIS	1 81080833 51801	00020		INV	04/21/2022	02022-652970	
				CHILD GIFT	LIBR BOOKS	818.00	
				Invoice Net		818.00	
						CHECK TOTAL	818.00
310 WESTON WOODS STUDIOS	1 80280802 51807 80103	00001		INV	04/21/2022	37712117	
				A&Y PROG	RECORDING	119.80	
				Invoice Net		119.80	
						CHECK TOTAL	119.80
=====							
49 INVOICES				CK RUN ID# TOTAL		10,732.86	
				CASH ACCOUNT BALANCE		1,539,077.28	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:1042122 04/21/2022

DUE DATE: 04/21/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	805.53	22,328.52
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,049.76	35,571.12
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,103.58	11,223.48
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	159.96	1,623.23
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	511.98	9,739.98
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	51.71	3,400.21
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	198.70	2,055.53
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	27.50	30,849.50
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	27.50	1,745.55
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51420-	OFFICE FURNITURE	230.00	30,840.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	614.14	98,142.93
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	53.00	15,033.30
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	2,548.65	2,633.45
			FUND TOTAL	9,382.01	
CASH ACCOUNT 802 10100 BALANCE 1,539,077.28					
810	810	LIBRARY TRUST FUND 810-00-00-000-000-24102-	DUE TO LIBRARY FRIENDS	19.24	
810	81080831	ADMIN GIFTS 810-60-80-831-000-52801-	LIBRARY PROGRAMS	400.00	1,563.30
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	921.25	11,156.44
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	10.36	935.07
			FUND TOTAL	1,350.85	
CASH ACCOUNT 802 10100 BALANCE 1,539,077.28					
			CK RUN ID# SUMMARY TOTAL	10,732.86	
			GRAND TOTAL	10,732.86	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L042822 04/28/2022 DUE DATE: 04/28/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74	ALLIANCE ENTERTAINMENT	00000		INV	04/28/2022	PLS64783269	
	1 80280802 51805			A&Y PROG	CD	82.88	
	2 80280802 51806			A&Y PROG	DVD	21.98	
				Invoice Net		104.86	
				CHECK TOTAL			104.86
74	ALLIANCE ENTERTAINMENT	00000		INV	04/28/2022	PLS64820665	
	1 80280802 51806			A&Y PROG	DVD	46.75	
	2 80280802 51809			A&Y PROG	GAMES	367.90	
				Invoice Net		414.65	
				CHECK TOTAL			414.65
19	AMAZON .COM SERVICES I	00000		INV	04/28/2022	43552	
	1 80280802 51801 80103			A&Y PROG	LIBR BOOKS	184.02	
	2 80280802 51802 80103			A&Y PROG	NEW COLL	13.99	
	3 80280809 51812 80103			LIBR COMM	LIBR SUPP	137.96	
	4 80280808 51500			LIBR IT	SHARED IT	873.05	
	5 80280809 51812 80102			LIBR COMM	LIBR SUPP	126.76	
	6 81080831 51900			ADMIN GIFT	OTHER SUPP	107.05	
				Invoice Net		1,442.83	
				CHECK TOTAL			1,442.83
96	AMEREN ILLINOIS COMPAN	00000		INV	04/28/2022	43609	
	1 80280805 52600			LIBR FAC	UTILITIES	3,932.17	
				Invoice Net		3,932.17	
				CHECK TOTAL			3,932.17
96	AMEREN ILLINOIS COMPAN	00000		INV	04/28/2022	43610	
	1 80280805 52600			LIBR FAC	UTILITIES	427.80	
				Invoice Net		427.80	
				CHECK TOTAL			427.80
96	AMEREN ILLINOIS COMPAN	00000		INV	04/28/2022	43611	
	1 80280805 52600			LIBR FAC	UTILITIES	9,450.72	
				Invoice Net		9,450.72	
				CHECK TOTAL			9,450.72
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036696206	
	1 81080833 51801			CHILD GIFT	LIBR BOOKS	118.55	
				Invoice Net		118.55	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036688986	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,561.63	
				Invoice Net		1,561.63	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036696081	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,615.39	
				Invoice Net		1,615.39	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036692160	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L042822 04/28/2022 DUE DATE: 04/28/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	470.16	
				Invoice Net		470.16	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036696158	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	715.56	
				Invoice Net		715.56	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	5017700155	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	161.04	
				Invoice Net		161.04	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036700231	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	194.19	
				Invoice Net		194.19	
217	BAKER & TAYLOR LLC	00000		INV	04/28/2022	2036692175	
	1 81080833 52803			CHILD GIFT	CHILD PROG	23.95	
	2 81080833 51801			CHILD GIFT	LIBR BOOKS	10.31	
				Invoice Net		34.26	
				CHECK TOTAL		4,870.78	_____
133	LAUREN CHAMBERS	00000		INV	04/28/2022	43625	
	1 80280809 51812			LIBR COMM	LIBR SUPP	27.97	
				Invoice Net		27.97	
				CHECK TOTAL		27.97	_____
1345	CHAMPAIGN COUNTY	00017		INV	04/28/2022	111	
	1 80280808 52600			LIBR IT	UTILITIES	200.00	
				Invoice Net		200.00	
				CHECK TOTAL		200.00	_____
225	CHICAGO GENEALOGICAL S	00000		INV	04/28/2022	43614	
	1 80280803 51803			ARCHIVES	LIBR PER	30.00	
				Invoice Net		30.00	
				CHECK TOTAL		30.00	_____
20	DAVIS HOUK MECHANICAL	00000		INV	04/28/2022	S22DH079	
	1 80280805 52201			LIBR FAC	BLDG MAINT	1,740.45	
				Invoice Net		1,740.45	
20	DAVIS HOUK MECHANICAL	00000		INV	04/28/2022	S22DH096	
	1 80280805 52201			LIBR FAC	BLDG MAINT	245.50	
				Invoice Net		245.50	
				CHECK TOTAL		1,985.95	_____
232	DEMCO INC	00002		INV	04/28/2022	7117475	
	1 80280806 51900			LIBR ACQ	OTHER SUPP	1,103.73	
				Invoice Net		1,103.73	
232	DEMCO INC	00002		INV	04/28/2022	7119537	
	1 80280806 51900			LIBR ACQ	OTHER SUPP	189.54	
				Invoice Net		189.54	
				CHECK TOTAL		1,293.27	_____

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City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L042822 04/28/2022 DUE DATE: 04/28/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
859	GIBBS TECHNOLOGY COMPA	00000		INV	04/28/2022	2219971	
	1 80280801 52203			LIBR CTRL MAINT	AGRM	137.63	
				Invoice Net		137.63	
859	GIBBS TECHNOLOGY COMPA	00000		INV	04/28/2022	2222074	
	1 80280801 52203			LIBR CTRL MAINT	AGRM	37.57	
				Invoice Net		37.57	
				CHECK TOTAL			175.20
2260	INGRAM INDUSTRIES INC.	00000		INV	04/28/2022	59027521	
	1 80280802 51801 80103			A&Y PROG LIBR	BOOKS	178.05	
				Invoice Net		178.05	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/28/2022	59068973	
	1 80280802 51801			A&Y PROG LIBR	BOOKS	167.67	
	2 80280802 51801 80103			A&Y PROG LIBR	BOOKS	20.32	
				Invoice Net		187.99	
2260	INGRAM INDUSTRIES INC.	00000		INV	04/28/2022	59082051	
	1 80280802 51801			A&Y PROG LIBR	BOOKS	446.50	
				Invoice Net		446.50	
				CHECK TOTAL			812.54
268	MIDWEST TAPE	00000		INV	04/28/2022	501978201	
	1 80280802 51806			A&Y PROG DVD		47.97	
				Invoice Net		47.97	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978202	
	1 80280802 51806			A&Y PROG DVD		51.72	
				Invoice Net		51.72	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978203	
	1 80280802 51806			A&Y PROG DVD		84.70	
				Invoice Net		84.70	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978205	
	1 80280802 51806			A&Y PROG DVD		97.46	
				Invoice Net		97.46	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978206	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		109.97	
				Invoice Net		109.97	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978208	
	1 80280802 51806			A&Y PROG DVD		80.96	
				Invoice Net		80.96	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978209	
	1 80280802 51806			A&Y PROG DVD		33.73	
				Invoice Net		33.73	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978260	
	1 80280802 51806			A&Y PROG DVD		22.48	
				Invoice Net		22.48	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978261	
	1 80280802 51804			A&Y PROG AUDIOBOOKS		76.98	
				Invoice Net		76.98	

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| City of Urbana
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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L042822 04/28/2022 DUE DATE: 04/28/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE	00000		INV	04/28/2022	501978262	
	1 80280802 51806	A&Y PROG		DVD		13.49	
		Invoice Net				13.49	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978263	
	1 80280802 51806	A&Y PROG		DVD		87.71	
		Invoice Net				87.71	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978264	
	1 80280802 51806	A&Y PROG		DVD		26.23	
		Invoice Net				26.23	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978265	
	1 80280802 51806	A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978266	
	1 80280802 51806	A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
268	MIDWEST TAPE	00000		INV	04/28/2022	501978204	
	1 80280802 51806	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
				CHECK TOTAL			785.87
574	MINUTEMAN PRESS	00000		INV	04/28/2022	68779	
	1 80280808 51500	LIBR IT		SHARED IT		392.50	
		Invoice Net				392.50	
				CHECK TOTAL			392.50
54	OVERDRIVE INC	00000		INV	04/28/2022	01018CO22129104	
	1 80280802 51811	A&Y PROG		DOWNLOAD		436.19	
		Invoice Net				436.19	
				CHECK TOTAL			436.19
42	PRESTO X LLC	00000		INV	04/28/2022	15093797	
	1 80280805 52201	LIBR FAC		BLDG MAINT		70.06	
		Invoice Net				70.06	
42	PRESTO X LLC	00000		INV	04/28/2022	15093796	
	1 80280805 52201	LIBR FAC		BLDG MAINT		70.06	
		Invoice Net				70.06	
				CHECK TOTAL			140.12
1622	REPUBLIC SERVICES, INC	00000		INV	04/28/2022	0729-000603589	
	1 80280805 52201	LIBR FAC		BLDG MAINT		677.30	
		Invoice Net				677.30	
				CHECK TOTAL			677.30
547	SECRETARY OF STATE IND	00000		INV	04/28/2022	43631	
	1 80280802 52320	A&Y PROG		TRAVEL		10.00	
		Invoice Net				10.00	
				CHECK TOTAL			10.00

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L042822 04/28/2022 DUE DATE: 04/28/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
2952 PAVLOV MEDIA INC		00000		INV	04/28/2022	INV23370	
1 80280808 52999		LIBR IT		OTHER SVCS		800.00	
		Invoice Net				800.00	
				CHECK TOTAL			800.00
397 TRAVELERS		00000		INV	04/28/2022	43690	
1 80280802 52320		A&Y PROG		TRAVEL		30.00	
		Invoice Net				30.00	
				CHECK TOTAL			30.00
=====							
49 INVOICES				CK RUN ID# TOTAL		28,440.72	
				CASH ACCOUNT BALANCE		1,528,344.42	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

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CK RUN ID#:L042822 04/28/2022

DUE DATE: 04/28/2022

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802 80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	175.20 2,720.61
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,791.19 31,779.93
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,923.34 9,300.14
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	13.99 8,971.10
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	186.95 1,436.28
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	82.88 1,404.53
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	667.65 9,072.33
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	367.90 2,624.85
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	436.19 30,413.31
802 80280802	ADULT & YOUTH SERV 802-60-80-802-000-52320-	TRAVEL, EDUCATION AND	40.00 3,084.00
802 80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	30.00 1,715.55
802 80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	2,803.37 95,339.56
802 80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	13,810.69 12,640.13
802 80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	1,293.27 13,740.03
802 80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	1,265.55 66,619.46
802 80280808	LIBRARY IT 802-60-80-808-000-52600-	UTILITIES	200.00 222.92
802 80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SERV	800.00 5,269.00
802 80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	27.97 2,605.48
802 80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	126.76 1,359.12
802 80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	137.96 2,014.21
		FUND TOTAL	28,180.86
CASH ACCOUNT 802 10100	BALANCE 1,528,344.42		
810 81080831	ADMIN GIFTS 810-60-80-831-000-51900-	OTHER SUPPLIES	107.05 -202.82
810 81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	128.86 11,027.58
810 81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROGR	23.95 911.12
		FUND TOTAL	259.86
CASH ACCOUNT 802 10100	BALANCE 1,528,344.42		
		CK RUN ID# SUMMARY TOTAL	28,440.72
		GRAND TOTAL	28,440.72

** END OF REPORT - Generated by Dawn J Cassady **

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1050522 05/05/2022 DUE DATE: 05/05/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
74	ALLIANCE ENTERTAINMENT	00000		INV	05/05/2022	PLS64939595	
	1 81080832 51801			ADULT GIFT	LIBR BOOKS	29.24	
	2 80280802 51805			A&Y PROG	CD	174.47	
	3 80280802 51806			A&Y PROG	DVD	10.75	
	4 80280802 51809			A&Y PROG	GAMES	444.45	
				Invoice Net		658.91	
				CHECK TOTAL			658.91
1325	ARAMARK UNIFORM SERVIC	00000		INV	05/05/2022	613000094423	
	1 80280805 52201			LIBR FAC	BLDG MAINT	325.48	
				Invoice Net		325.48	
				CHECK TOTAL			325.48
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036710601	
	1 81080833 51801			CHILD GIFT	LIBR BOOKS	27.69	
				Invoice Net		27.69	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036707419	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,637.64	
				Invoice Net		1,637.64	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036714139	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	1,518.09	
				Invoice Net		1,518.09	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036710186	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	241.61	
				Invoice Net		241.61	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036714644	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	965.73	
				Invoice Net		965.73	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	5017715292	
	1 80280802 51801	80103		A&Y PROG	LIBR BOOKS	159.22	
				Invoice Net		159.22	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036714236	
	1 81080833 51801			CHILD GIFT	LIBR BOOKS	2,904.51	
				Invoice Net		2,904.51	
217	BAKER & TAYLOR LLC	00000		INV	05/05/2022	2036706160	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	50.44	
				Invoice Net		50.44	
				CHECK TOTAL			7,504.93
218	ELAINE BEARDEN	00000		INV	05/05/2022	43837	
	1 81080831 52801			ADMIN GIFT	AD PROG	52.54	
				Invoice Net		52.54	
				CHECK TOTAL			52.54
2257	CFS - CUSTOM FACILITY	00000		INV	05/05/2022	1630	
	1 80280805 52201			LIBR FAC	BLDG MAINT	351.00	
				Invoice Net		351.00	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1050522 05/05/2022 DUE DATE: 05/05/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	351.00
2334	CHAMPAIGN MULTIMEDIA G	00001		INV	05/05/2022	303710523	
	1 80280809 52199			LIBR COMM OTHER PROF		50.00	
				Invoice Net		50.00	
						CHECK TOTAL	50.00
139	CINCINNATI INSURANCE C	00000		INV	04/28/2022	43645	
	1 80280801 52999			LIBR CTRL OTHER SVCS		1,815.00	
				Invoice Net		1,815.00	
						CHECK TOTAL	1,815.00
20	DAVIS HOUK MECHANICAL	00000		INV	05/05/2022	S22DH158	
	1 80280805 52201			LIBR FAC BLDG MAINT		1,972.70	
				Invoice Net		1,972.70	
20	DAVIS HOUK MECHANICAL	00000		INV	05/05/2022	S22DH170	
	1 80280805 52201			LIBR FAC BLDG MAINT		291.12	
				Invoice Net		291.12	
						CHECK TOTAL	2,263.82
231	DELL MARKETING LP	00000		INV	05/05/2022	10569882100	
	1 80280808 51500			LIBR IT SHARED IT		1,032.56	
				Invoice Net		1,032.56	
231	DELL MARKETING LP	00000		INV	05/05/2022	10556797043	
	1 80280808 51500			LIBR IT SHARED IT		1,499.99	
				Invoice Net		1,499.99	
231	DELL MARKETING LP	00000		INV	05/05/2022	10580958130	
	1 80280808 51500			LIBR IT SHARED IT		5,960.82	
				Invoice Net		5,960.82	
						CHECK TOTAL	8,493.37
235	EDGAR COUNTY GENEALOGI	00000		INV	05/05/2022	43838	
	1 80280803 51803			ARCHIVES LIBR PER		25.00	
				Invoice Net		25.00	
						CHECK TOTAL	25.00
859	GIBBS TECHNOLOGY COMPA	00000		INV	05/05/2022	2226908	
	1 80280801 52203			LIBR CTRL MAINT AGRM		78.71	
				Invoice Net		78.71	
						CHECK TOTAL	78.71
347	GLESCO ELECTRIC INC	00000		INV	05/05/2022	23671	
	1 80280805 52201			LIBR FAC BLDG MAINT		210.00	
				Invoice Net		210.00	
						CHECK TOTAL	210.00
1703	RICHARD LUSTFELDT	00000		INV	05/05/2022	19776	

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CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:1050522 05/05/2022

DUE DATE: 05/05/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280805 52201			LIBR FAC	BLDG MAINT	50.00	
				Invoice Net		50.00	
						CHECK TOTAL	50.00
1264	ILLINOIS AMERICAN WATE	00001		INV	05/05/2022	43845	
	1 80280805 52600			LIBR FAC	UTILITIES	65.62	
				Invoice Net		65.62	
						CHECK TOTAL	65.62
1264	ILLINOIS AMERICAN WATE	00001		INV	05/05/2022	43846	
	1 80280805 52600			LIBR FAC	UTILITIES	222.08	
				Invoice Net		222.08	
						CHECK TOTAL	222.08
1264	ILLINOIS AMERICAN WATE	00001		INV	05/05/2022	43847	
	1 80280805 52600			LIBR FAC	UTILITIES	32.56	
				Invoice Net		32.56	
						CHECK TOTAL	32.56
252	INDIANA HISTORICAL SOC	00000		INV	05/05/2022	43849	
	1 80280803 51803			ARCHIVES	LIBR PER	50.00	
				Invoice Net		50.00	
						CHECK TOTAL	50.00
2260	INGRAM INDUSTRIES INC.	00000		INV	05/05/2022	59192114	
	1 81080834 51801			ARCH GIFT	LIBR BOOKS	176.01	
	2 81080834 51801			ARCH GIFT	LIBR BOOKS	230.76	
	3 80280802 51801			A&Y PROG	LIBR BOOKS	102.15	
				Invoice Net		508.92	
						CHECK TOTAL	508.92
1990	KANOPY INC.	00000		INV	05/05/2022	296336 - PPU	
	1 80280802 51811			A&Y PROG	DOWNLOAD	962.00	
				Invoice Net		962.00	
						CHECK TOTAL	962.00
268	MIDWEST TAPE	00000		INV	05/05/2022	502048435	
	1 80280802 51811			A&Y PROG	DOWNLOAD	3,803.69	
				Invoice Net		3,803.69	
268	MIDWEST TAPE	00000		INV	05/05/2022	502010002	
	1 80280802 51804			A&Y PROG	AUDIOBOOKS	74.98	
				Invoice Net		74.98	
268	MIDWEST TAPE	00000		INV	05/05/2022	502010003	
	1 80280802 51806			A&Y PROG	DVD	60.72	
				Invoice Net		60.72	
268	MIDWEST TAPE	00000		INV	05/05/2022	502010004	
	1 80280802 51806			A&Y PROG	DVD	33.73	
				Invoice Net		33.73	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1050522 05/05/2022 DUE DATE: 05/05/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502010005	
		A&Y PROG		DVD		22.49	
		Invoice Net				22.49	
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502010006	
		A&Y PROG		DVD		29.99	
		Invoice Net				29.99	
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502010007	
		A&Y PROG		DVD		29.98	
		Invoice Net				29.98	
268	MIDWEST TAPE						
	1 80280802 51804	00000		INV	05/05/2022	502010008	
		A&Y PROG		AUDIOBOOKS		44.99	
		Invoice Net				44.99	
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502010020	
		A&Y PROG		DVD		20.99	
		Invoice Net				20.99	
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502010021	
		A&Y PROG		DVD		32.98	
		Invoice Net				32.98	
268	MIDWEST TAPE						
	1 80280802 51806	00000		INV	05/05/2022	502009535	
		A&Y PROG		DVD		131.20	
		Invoice Net				131.20	
268	MIDWEST TAPE						
	1 80280802 51806	00000	80103	INV	05/05/2022	502009536	
		A&Y PROG		DVD		18.73	
		Invoice Net				18.73	
				CHECK TOTAL			4,304.47
2516	THE NEW LINCOLN SQUARE						
	1 80280803 52912	00000		INV	05/05/2022	43880	
		ARCHIVES		FACILTYREN		725.00	
		Invoice Net				725.00	
				CHECK TOTAL			725.00
313	URBANA & CHAMPAIGN SAN						
	1 80280805 52600	00000		INV	05/05/2022	6029457	
		LIBR FAC		UTILITIES		15.44	
		Invoice Net				15.44	
313	URBANA & CHAMPAIGN SAN						
	1 80280805 52600	00000		INV	05/05/2022	6027521	
		LIBR FAC		UTILITIES		4.13	
		Invoice Net				4.13	
313	URBANA & CHAMPAIGN SAN						
	1 80280805 52600	00000		INV	05/05/2022	6027697	
		LIBR FAC		UTILITIES		245.54	
		Invoice Net				245.54	
				CHECK TOTAL			265.11
3001	SOUTH SUBURBAN GENEALO						
	1 80280803 51803	00000		INV	05/05/2022	43876	
		ARCHIVES		LIBR PER		20.00	
		Invoice Net				20.00	
				CHECK TOTAL			20.00

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| City of Urbana
| DETAIL INVOICE LIST

| P 5
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:1050522 05/05/2022 DUE DATE: 05/05/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
3030 THRYV INC		00000		INV	05/05/2022	610053310442	
1 80280801 51900				LIBR CTRL	OTHER SUPP	190.25	
				Invoice Net		190.25	
				CHECK TOTAL			190.25
397 TRAVELERS		00000		INV	05/05/2022	43879	
1 80280802 52320				A&Y PROG	TRAVEL	30.00	
				Invoice Net		30.00	
				CHECK TOTAL			30.00
=====							
48 INVOICES				CK RUN ID# TOTAL		29,254.77	
				CASH ACCOUNT BALANCE		1,380,370.80	
=====							

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| City of Urbana
| CK RUN ID# SUMMARY

| P 6
| apwarrnt

CK RUN ID#:1050522 05/05/2022

DUE DATE: 05/05/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	190.25	22,138.27
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	78.71	2,641.90
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52999-	OTHER CONTRACTUAL SERV	1,815.00	3,466.87
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,308.32	28,471.61
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,366.56	7,933.58
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	119.97	1,316.31
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	174.47	1,230.06
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	241.63	8,830.70
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	149.93	3,250.28
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	444.45	2,180.40
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	4,765.69	25,647.62
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-52320-	TRAVEL, EDUCATION AND	30.00	3,054.00
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	95.00	1,620.55
802	80280803	ARCHIVES 802-60-80-803-000-52912-	FACILITY RENTAL	725.00	255.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	3,200.30	91,849.26
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	585.37	12,054.76
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	8,493.37	58,126.09
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	50.00	11,005.00
			FUND TOTAL	25,834.02	
CASH ACCOUNT	802 10100	BALANCE	1,380,370.80		
810	81080831	ADMIN GIFTS 810-60-80-831-000-52801-	LIBRARY PROGRAMS	52.54	1,510.76
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS	29.24	14,092.58
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	2,932.20	8,095.38
810	81080834	ARCHIVES GIFTS 810-60-80-834-000-51801-	LIBRARY BOOKS	406.77	1,914.23
			FUND TOTAL	3,420.75	
CASH ACCOUNT	802 10100	BALANCE	1,380,370.80		
			CK RUN ID# SUMMARY TOTAL	29,254.77	
			GRAND TOTAL	29,254.77	

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

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

P 1
prjournal

WARRANT L0422

PAY PERIOD 04/03/2022 to 04/16/2022

CHECK DATE 04/22/2022

YEAR 2022 PERIOD 10
EXPENDITURE ENTRIES
SHORT DESC PAY042222

GL EFF DATE 04/22/2022
REFERENCE L0422
REFERENCE2 8L0422

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD 10			GL EFF DATE 04/22/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,368.70
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,628.07
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,108.06
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,348.66
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,695.96
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,216.38
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,285.10
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,007.40
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,977.50
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,403.54
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	7,156.63
FUND TOTALS					106,196.00
GRAND TOTALS					106,196.00

05/04/2022 13:54
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City of Urbana
GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

P 1
prjournal

WARRANT L0506

PAY PERIOD 04/17/2022 to 04/30/2022

CHECK DATE 05/06/2022

YEAR 2022 PERIOD 11
EXPENDITURE ENTRIES
SHORT DESC PAY050622

GL EFF DATE 05/06/2022
REFERENCE L0506
REFERENCE2 8L0506

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD 11			GL EFF DATE 05/06/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,310.69
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,586.05
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,146.86
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,396.54
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,531.78
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,110.72
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,055.62
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,195.99
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	14,539.15
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,403.54
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	7,513.41
FUND TOTALS					106,790.35
GRAND TOTALS					106,790.35

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



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

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

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

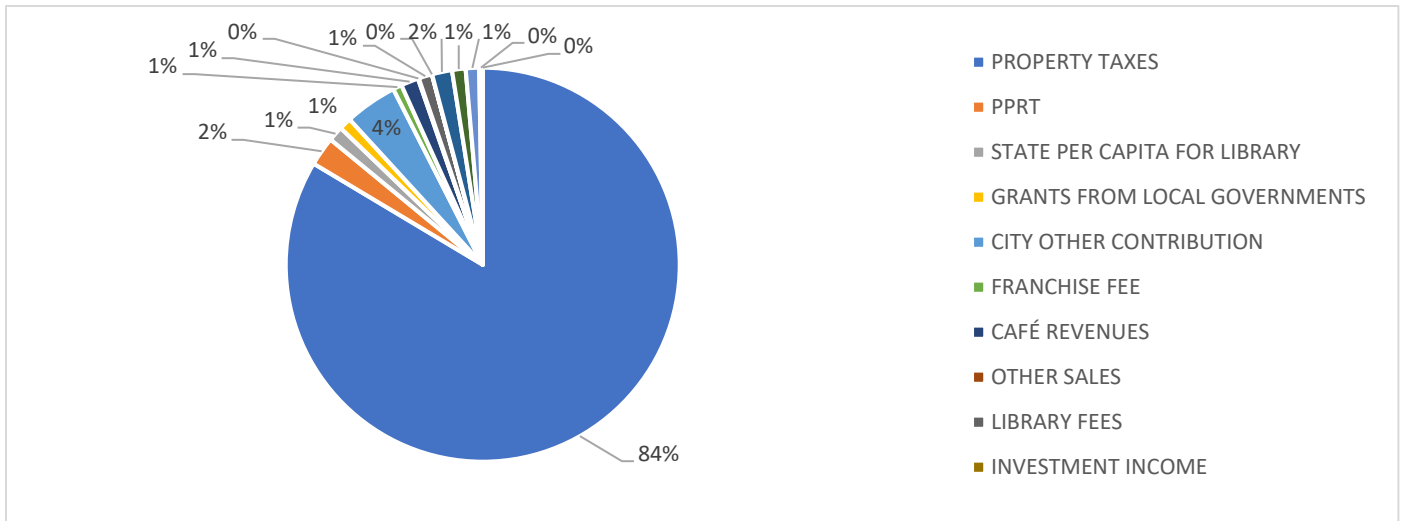
Serving Our Public 4.0: Standards for Illinois Public Libraries

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

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

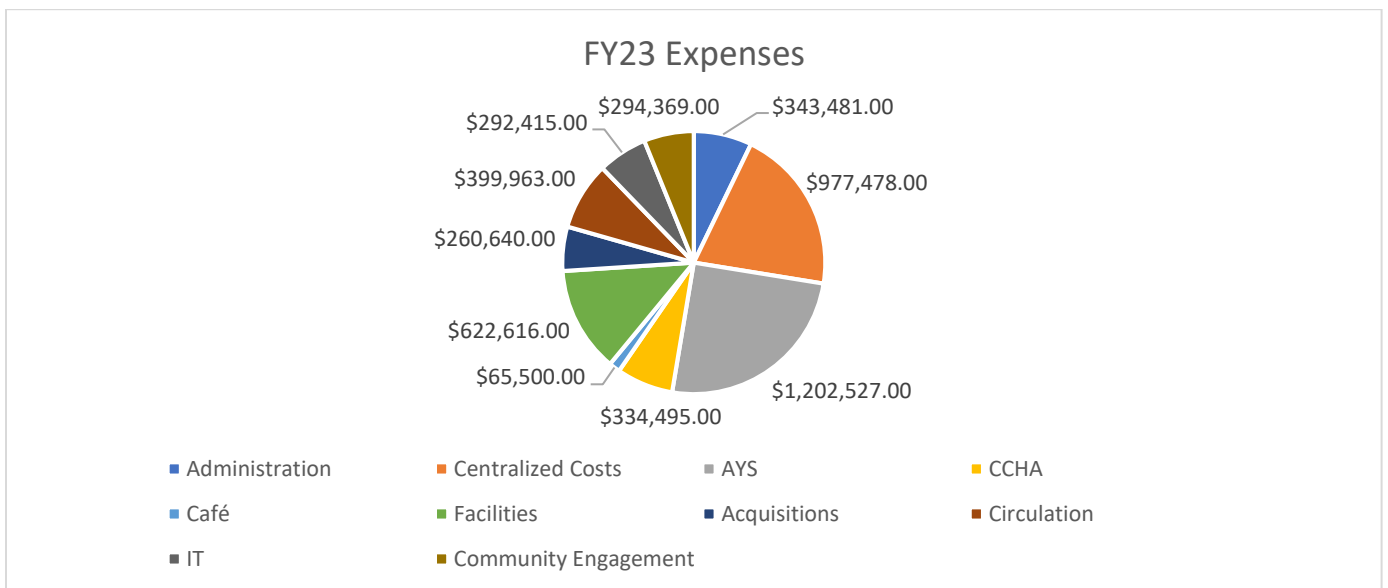
	FY23 802 Expenses
Total (operating + some gifts but no capital) budget	\$4,403,076.00
Total on materials including supplies, automation, and staffing costs	\$ 975,285.19
% of budget spent including "extra" costs	22%
Total on materials only	\$ 465,605.00
% of operating budget spent materials only	11%

Revenue highlights



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

Expense Highlights



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

Exciting new initiatives in FY23:

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

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

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

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

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

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

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

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

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

Staff Benefits:

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

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

Benefits TUFL provides:	Who qualifies:
COVID Leave	all staff
free parking	all staff
sick leave	PT and FT staff
personal leave	PT and FT staff
vacation leave	PT and FT staff
health insurance for employee only	PT and FT staff
IMRF retirement contribution	PT and FT staff
\$20,000 life insurance	FT staff
Employee Assistance Program	all staff
staff library cards	all staff
bereavement leave	all staff
holiday leave	PT and FT staff
Retirement Health Savings plan	PT and FT staff
Opportunities TUFL makes available:	Who qualifies:
dental insurance	PT and FT staff
vision insurance	PT and FT staff
extra life insurance	FT staff
ICMA-Roth and 457 plans	PT and FT staff
IMRF voluntary addition contribution	PT and FT staff
critical illness insurance	FT staff
accident insurance	FT staff
flex spending plan	PT and FT staff
short term disability	FT staff
long term disability	FT staff
tuition waiver at the iSchool for one course	1 person per semester
credit union	all staff
Library services discounts	all staff
flu shot clinic on site	staff with health insurance

Proposed new benefits:

Hourly Sick Leave

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

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

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

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

Parental Leave

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

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

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

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

Dependent health insurance coverage

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

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

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

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

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

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

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

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

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

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

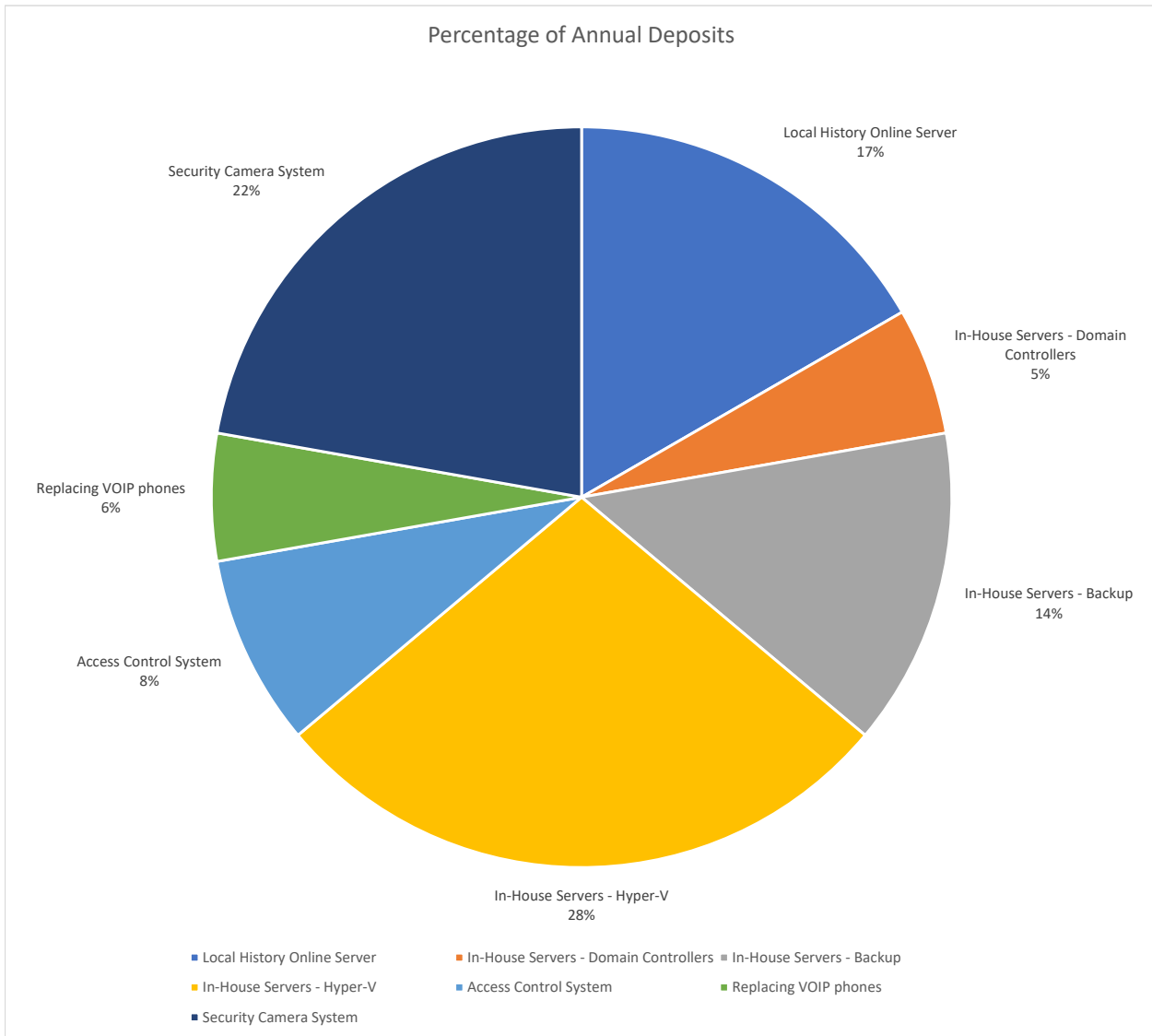
Davis & Houk and BOMA Preventative Maintenance Guidebook assisted with the some of the life-cycle estimates
<https://icap.sustainability.illinois.edu/files/projectupdate/2289/Project%20Lifespan%20Estimates.pdf>

IT long-term planning

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

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

Percentage of Annual Deposits



Assuming 3% increase for Fixed saving and expenses

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

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

Account Type	Organization	Object	Project	Account Description	2023 Baseline Budget	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
R	802	40100		PROPERTY TAXES	(\$3,809,749.00)	(\$3,809,749.00)	(\$3,641,898.65)	(\$3,641,898.65)	(\$1,676,233.72)	(\$3,767,847.77)
R	802	40302		PPRT	(\$108,458.00)	(\$108,458.00)	(\$121,863.00)	(\$121,863.00)	(\$152,848.05)	(\$134,610.12)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$51,563.00)	(\$56,354.00)	(\$51,563.00)	(\$60,843.00)	(\$60,843.75)	(\$51,562.50)
R	802	41500		GRANTS FROM LOCAL GOVERNMENTS	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)	(\$45,920.00)	(\$34,720.00)	(\$45,920.00)
R	802	41700		CITY OTHER CONTRIBUTION	(\$196,235.00)	(\$196,235.00)	(\$206,060.00)	(\$206,060.00)	(\$129,730.81)	(\$0.33)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	(\$65,500.00)	(\$65,500.00)	(\$65,500.00)	(\$65,500.00)	(\$7.20)	(\$545.43)
R	802	44599		OTHER SALES	(\$3,087.00)	(\$3,087.00)	(\$3,000.00)	(\$3,000.00)	(\$1,060.12)	(\$2,235.24)
R	802	44800		LIBRARY FEES	(\$55,900.00)	(\$50,300.00)	(\$55,900.00)	(\$55,900.00)	(\$45,828.64)	(\$53,656.74)
R	802	45000		INVESTMENT INCOME	(\$500.00)	(\$700.00)	(\$500.00)	(\$500.00)	(\$461.23)	(\$426.86)
R	802	46290		OTHER REIMBURSEMENTS	(\$74,955.00)	(\$74,955.00)	(\$68,652.00)	(\$68,652.00)	(\$70,396.27)	(\$0.24)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$52,780.00)	(\$50,585.00)	(\$55,780.00)	(\$57,380.00)	(\$39,171.90)	(\$38,126.94)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$50,250.00)	(\$50,250.00)	(\$50,250.00)	(\$69,338.75)	(\$20,054.99)	(\$10,039.01)
R	802	49803		TRF FROM LIB RESERVE FUND	\$0.00	(\$13,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
R	802	49810		TRF FROM LIBRARY TRUST FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 802 REVENUE	(\$4,548,247.00)	(\$4,558,443.00)	(\$4,400,236.65)	(\$4,430,205.40)	(\$2,264,706.68)	(\$4,138,321.18)
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$311,122.00	\$334,281.00	\$299,797.00	\$299,797.00	\$215,724.50	\$272,604.99
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$10,650.00	\$9,200.00	\$10,350.00	\$10,350.00	\$2,876.95	\$2,863.40
E	80280801	50210		INSURANCE	\$278,476.00	\$285,213.00	\$225,170.00	\$225,170.00	\$154,605.50	\$161,021.28
E	80280801	50220		FICA AND MEDICARE	\$189,445.00	\$189,445.00	\$183,152.00	\$183,152.00	\$117,918.70	\$88,929.84
E	80280801	50240		RHS CONTRIBUTION	\$38,421.00	\$37,570.00	\$37,337.00	\$37,337.00	\$21,090.83	\$12,746.05
E	80280801	50251		IMRF & SURS	\$196,235.00	\$196,235.00	\$206,060.00	\$206,060.00	\$129,730.81	\$0.33
E	80280801	51410		SMALL TOOLS & EQUIPMENT	\$6,071.00	\$0.00	\$5,900.00	\$5,900.00	\$443.51	\$4,306.86
E	80280801	51900		OTHER SUPPLIES	\$57,392.00	\$41,992.00	\$55,775.00	\$55,775.00	\$32,524.89	\$51,190.90
E	80280801	52199		OTHER PROFESSIONAL SERVICES	\$41,129.00	\$31,000.00	\$39,970.00	\$39,970.00	\$15,760.40	\$17,309.01
E	80280801	52202		EQUIPMENT REPAIR & MAINT	\$1,029.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$513.32
E	80280801	52203		MAINTENANCE AGREEMENTS	\$5,253.00	\$0.00	\$5,105.00	\$5,105.00	\$2,209.19	\$4,635.30
E	80280801	52721		WORKER'S COMP CLAIMS	\$10,290.00	\$11,000.00	\$10,000.00	\$10,000.00	\$7,131.51	\$10,553.01
E	80280801	52902		POSTAGE & PRINTING	\$5,243.00	\$5,095.00	\$5,095.00	\$5,095.00	\$2,600.75	\$4,853.15
E	80280801	52904		RECRUITING EXPENSES	\$515.00	\$500.00	\$500.00	\$500.00	\$100.00	\$1,418.00
E	80280801	52907		CREDIT CARD & BANK FEES	\$3,108.00	\$2,800.00	\$3,020.00	\$3,020.00	\$1,941.43	\$2,874.66
E	80280801	52999		OTHER CONTRACTUAL SERVICES	\$46,228.00	\$46,228.00	\$44,925.00	\$44,925.00	\$39,643.13	\$60,017.72
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59803		TFR TO LIBRARY RESERVE FUND	\$0.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280801	59820		TFR TO BUILDING FUND	\$0.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$764,618.00	\$768,323.00	\$732,115.00	\$732,115.00	\$517,906.35	\$717,105.61
E	80280802	51801		LIBRARY BOOKS	\$141,424.00	\$138,000.00	\$137,438.00	\$137,438.00	\$95,475.71	\$135,468.23
E	80280802	51801	80103	LIBRARY BOOKS	\$59,254.00	\$58,000.00	\$57,584.00	\$57,584.00	\$43,413.68	\$59,425.99
E	80280802	51802		NEW COLLECTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51802	80103	NEW COLLECTIONS	\$28,470.00	\$25,200.00	\$27,668.00	\$27,668.00	\$17,814.33	\$21,919.18
E	80280802	51803		LIBRARY PERIODICALS	\$11,205.00	\$11,000.00	\$10,889.00	\$10,889.00	\$8,579.99	\$12,607.61
E	80280802	51803	80103	LIBRARY PERIODICALS	\$505.00	\$550.00	\$491.00	\$491.00	\$525.81	\$487.11
E	80280802	51804		AUDIOBOOKS	\$6,562.00	\$3,800.00	\$6,377.00	\$6,377.00	\$4,403.86	\$6,659.31
E	80280802	51805		CD'S	\$5,047.00	\$4,200.00	\$4,905.00	\$4,905.00	\$3,369.13	\$7,087.45
E	80280802	51806		DVD'S	\$31,191.00	\$26,730.00	\$30,312.00	\$30,312.00	\$19,599.99	\$25,489.20
E	80280802	51806	80103	DVD'S	\$6,562.00	\$4,800.00	\$6,377.00	\$6,377.00	\$2,889.85	\$3,787.85
E	80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280802	51807	80103	RECORDINGS	\$7,192.00	\$7,300.00	\$6,989.00	\$6,989.00	\$4,709.74	\$4,547.06
E	80280802	51809		GAMES	\$5,855.00	\$4,000.00	\$5,690.00	\$5,690.00	\$2,645.76	\$1,735.66
E	80280802	51811		DOWNLOADABLES	\$99,936.00	\$101,000.00	\$97,120.00	\$97,120.00	\$63,650.25	\$87,695.42
E	80280802	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,642.30
E	80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,346.58
E	80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,774.02
E	80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$3,215.00	\$3,124.00	\$3,124.00	\$3,124.00	\$0.00	\$180.25
E	80280802	52910		DATABASE CHARGES	\$40,378.00	\$46,500.00	\$39,240.00	\$39,240.00	\$29,578.65	\$39,666.01
E	80280802	52910	80103	DATABASE CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,643.00
E	80280803	50110		SALARY - REGULAR EMPLOYEES	\$283,124.00	\$278,006.00	\$269,020.00	\$269,020.00	\$194,672.56	\$242,482.25
E	80280803	51801		LIBRARY BOOKS	\$4,188.00	\$3,870.00	\$4,070.00	\$4,070.00	\$3,420.18	\$4,495.51
E	80280803	51803		LIBRARY PERIODICALS	\$3,704.00	\$3,600.00	\$3,600.00	\$3,600.00	\$1,826.95	\$2,241.99
E	80280803	51808		MICROFORM	\$15,594.00	\$20,594.00	\$15,155.00	\$15,155.00	\$15.00	\$0.00
E	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.31
E	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,852.00	\$1,800.00	\$1,800.00	\$2,900.00	\$1,137.00	\$414.00
E	80280803	52910		DATABASE CHARGES	\$16,979.00	\$16,700.00	\$16,500.00	\$16,500.00	\$13,025.86	\$16,210.76
E	80280803	52912		FACILITY RENTAL	\$10,213.00	\$9,925.00	\$9,925.00	\$9,925.00	\$8,945.00	\$8,700.00
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$52,050.00	\$52,050.00	\$52,050.00	\$52,050.00	\$0.00	\$10.63
E	80280804	51900		OTHER SUPPLIES	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	\$0.00	(\$41,756.28)
E	80280804	52320		TRAVEL, EDUCATION AND TRAINING	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
E	80280805	50110		SALARY - REGULAR EMPLOYEES	\$41,911.00	\$41,911.00	\$39,062.00	\$39,062.00	\$16,423.34	\$0.00
E	80280805	51410		SMALL TOOLS & EQUIPMENT	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	51420		OFFICE FURNITURE	\$31,000.00	\$31,000.00	\$32,000.00	\$32,000.00	\$930.00	\$0.00
E	80280805	51900		OTHER SUPPLIES	\$0.00	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52201		BUILDING REPAIR & MAINT	\$278,740.00	\$127,023.00	\$258,884.00	\$258,884.00	\$150,088.24	\$168,348.00
E	80280805	52202		EQUIPMENT REPAIR & MAINT	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	52600		UTILITIES	\$160,743.00	\$160,743.00	\$156,213.00	\$156,213.00	\$129,200.70	\$144,477.89
E	80280805	52710		INSURANCE PREMIUM	\$43,672.00	\$43,672.00	\$42,441.00	\$42,441.00	\$43,841.00	\$60,102.00
E	80280805	52999		OTHER CONTRACTUAL SERVICES	\$0.00	\$104,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280805	53200		BUILDING	\$91,368.00	\$103,367.00	\$103,367.65	\$103,367.65	\$0.00	\$0.00
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$223,640.00	\$231,640.00	\$214,653.00	\$214,653.00	\$155,302.11	\$208,215.74
E	80280806	51900		OTHER SUPPLIES	\$32,928.00	\$28,000.00	\$32,000.00	\$32,000.00	\$16,020.76	\$29,442.40
E	80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,029.00	\$1,000.00	\$1,000.00	\$1,000.00	\$345.10	\$43.75
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$452,464.00	\$399,463.00	\$433,700.00	\$433,700.00	\$280,529.49	\$394,752.59
E	80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$515.00	\$500.00	\$500.00	\$500.00	\$0.00	\$49.00
E	80280808	50110		SALARY - REGULAR EMPLOYEES	\$132,935.00	\$132,935.00	\$145,910.00	\$128,710.00	\$55,784.75	\$83,798.13
E	80280808	51500		SHARED IT COSTS	\$76,043.00	\$122,000.00	\$73,900.00	\$92,988.75	\$24,972.33	\$69,214.07
E	80280808	51900		OTHER SUPPLIES	\$0.00	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52203		MAINTENANCE AGREEMENTS	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	80280808	52320		TRAVEL, EDUCATION AND TRAINING	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00

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

Account Type	Organization	Object	Project	Account Description	2023 Baseline Budget	2023 Department Budget	2022 Projected Actuals	2022 Revised Budget	2022 Actuals	2021 Actuals
E	80280808	52600		UTILITIES	\$2,778.00	\$2,780.00	\$2,700.00	\$2,700.00	\$2,277.08	(\$1,225.50)
E	80280808	52999		OTHER CONTRACTUAL SERVICES	\$17,699.00	\$17,700.00	\$0.00	\$17,200.00	\$11,131.00	\$0.00
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$214,522.00	\$237,707.00	\$207,839.00	\$198,839.00	\$147,415.12	\$132,660.68
E	80280809	51812		LIBRARY PROGRAM SUPPLIES	\$14,509.00	\$10,735.00	\$17,100.00	\$17,500.00	\$12,267.90	\$0.00
E	80280809	51812	80102	LIBRARY PROGRAM SUPPLIES	\$3,499.00	\$3,400.00	\$3,400.00	\$3,400.00	\$1,914.12	\$0.00
E	80280809	51812	80103	LIBRARY PROGRAM SUPPLIES	\$3,499.00	\$3,400.00	\$3,400.00	\$3,900.00	\$1,747.83	\$0.00
E	80280809	51812	80104	LIBRARY PROGRAM SUPPLIES	\$823.00	\$800.00	\$800.00	\$800.00	\$73.48	\$0.00
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$10,907.00	\$22,800.00	\$10,600.00	\$28,880.00	\$17,825.00	\$9,716.00
E	80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$16,326.00	\$12,440.00	\$15,866.00	\$15,466.00	\$4,550.91	\$15,262.52
E	80280851	51810		LIBRARY RESALE PURCHASES	\$3,087.00	\$3,087.00	\$3,000.00	\$3,000.00	\$221.20	\$1,112.45
				TOTAL 802 EXPENSES	\$4,667,812.00	\$4,719,484.00	\$4,483,380.65	\$4,513,349.40	\$2,854,769.21	\$3,387,262.55
R	803	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	(\$26,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 803 REVENUE	\$0.00	(\$26,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
E	80380860	59802		TFR TO LIBRARY OPERATING FUND	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 803 EXPENSES	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R	810	45000		INVESTMENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R	810	46300		DONATIONS/CONTRIBUTIONS/GIFTS	\$0.00	(\$47,400.00)	(\$44,059.00)	(\$44,059.00)	(\$35,848.72)	(\$176,328.12)
				TOTAL 810 EXPENSES	\$0.00	(\$47,400.00)	(\$44,059.00)	(\$44,059.00)	(\$35,848.72)	(\$176,328.12)
E	81080821	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080822	52802		LIBRARY ADULT PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080823	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080824	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51420		OFFICE FURNITURE (posts to 80280805)	\$0.00	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	51801		LIBRARY BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.18
E	81080831	51900		OTHER SUPPLIES	\$0.00	\$600.00	\$275.00	\$275.00	\$370.77	\$290.43
E	81080831	51990		OTHER LIBRARY MATERIALS	\$0.00	\$500.00	\$1,225.25	\$1,225.25	\$489.51	\$425,572.34
E	81080831	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$36.70	\$415.45
E	81080831	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	52902		POSTAGE & PRINTING	\$0.00	\$4,400.00	\$3,075.00	\$3,075.00	\$3,122.40	\$2,124.70
E	81080831	52911		PASS-THROUGH PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080831	53200		BUILDING	\$0.00	\$300,500.00	\$250,488.00	\$250,488.00	\$0.00	\$1,342.25
E	81080831	59802		TFR TO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080832	51801		LIBRARY BOOKS	\$0.00	\$17,725.00	\$16,319.00	\$16,319.00	\$2,197.18	\$12,866.00
E	81080832	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$750.00	\$750.00	\$0.00	\$0.00
E	81080833	51801		LIBRARY BOOKS	\$0.00	\$11,525.00	\$16,319.00	\$16,319.00	\$4,241.31	\$10,963.88
E	81080833	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52801		LIBRARY CHILDREN PROGRAMS	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
E	81080833	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,014.24	\$42.98
E	81080834	51801		LIBRARY BOOKS	\$0.00	\$4,250.00	\$2,321.00	\$2,321.00	\$0.00	\$350.00
E	81080834	51990		OTHER LIBRARY MATERIALS	\$0.00	\$250.00	\$2,000.00	\$2,000.00	\$600.00	\$0.00
E	81080834	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 810 EXPENSE	\$0.00	\$379,750.00	\$296,772.25	\$296,772.25	\$12,072.11	\$453,984.21
R	820	44599		OTHER SALES	\$0.00	\$0.00	(\$23,190.00)	(\$23,190.00)	(\$8,900.00)	(\$24,400.00)
R	820	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	(\$4,400.00)	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 820 REVENUE	\$0.00	(\$4,400.00)	(\$23,190.00)	(\$23,190.00)	(\$8,900.00)	(\$24,400.00)
E	82080852	51900		OTHER SUPPLIES	\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$37,134.00	\$37,134.00	\$6,788.07	\$7,117.76
E	82080852	52600		UTILITIES	\$0.00	\$200.00	\$1,000.00	\$1,000.00	\$1,631.69	\$3,032.82
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$0.00	\$4,200.00	\$8,220.00	\$8,220.00	\$4,805.43	\$9,869.83
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL 820 EXPENSE	\$0.00	\$4,400.00	\$46,529.00	\$46,529.00	\$13,225.19	\$20,020.41

HOURS OF SERVICE**WEEKLY SCHEDULE:**

The Urbana Free Library hours are:

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday – Saturday	9:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

The Champaign County Historical Archives hours are:

Monday, Tuesday, Thursday, Friday, Saturday	10:00 a.m. – 5 6:00 p.m.
Wednesday	10:00 a.m. – 7 9:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

HOLIDAYS

The Library is closed all day on the following holidays:

New Year's Day	January 1
Martin Luther King Day	third Monday in January
Presidents' Day	third Monday in February
Spring Holiday	Easter Sunday
Sunday before Memorial Day	Sunday before the fourth Monday in May
Memorial Day	fourth Monday in May
Juneteenth	June 19
Independence Day	July 4
Sunday before Labor Day	Sunday before the first Monday in September
Labor Day	first Monday in September
Thanksgiving Day	fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

In addition, the Library closes early on Thanksgiving Eve and New Year's Eve.

Thanksgiving Eve	closes at 6:00 p.m.
New Year's Eve	closes at 6:00 p.m.

Adopted February 14, 1983

Amended February 12, 2013; July 8, 2014 effective September 3, 2014; August 9, 2016, effective September 6, 2016; Reaffirmed June 11, 2019; Amended April 14, 2020; January 11, 2022; May 10, 2022

8/10/215/10/22

CIRCULATION AND INTERLIBRARY LOAN

The Urbana Free Library promotes the heaviest possible use of its circulating collections by people who are authorized to borrow materials from the Library.

1. TYPES OF LIBRARY CARDS

a. Resident

Library cards are available to all persons residing within the city limits of the City of Urbana (Cunningham Township). Resident cards are valid for three years from the date of issue. If a person holding a resident card moves outside the Urbana city limits, that card immediately becomes invalid.

b. Non-resident property owner

Library cards are available without charge to persons who pay Urbana city property taxes but do not reside within the city limits. Non-resident property owners must provide a current, receipted tax bill on which the individual's name appears as an owner of property located within the city limits of Urbana or a copy of a commercial lease of that taxable property. Such cards are issued to those who qualify for cards under the provisions of 75 Illinois Compiled Statutes 5/4-7(12). Non-resident property owner cards are valid for three years from the date of issue. If a non-resident property owner holding a card sells their property within the Urbana city limits, that card immediately becomes invalid.

c. Institution/Business

An institution or business that occupies a property located within the city limits of Urbana may obtain a card at The Urbana Free Library. Only one card is issued per Urbana location and that card shall be issued in the name of the owner, administrator, or other principal or officer of that entity. The card must be presented at checkout unless the borrower is the person whose name appears on the card and presents photo ID. The cardholder personally is responsible for all materials checked out on the card, no matter who the actual borrower is. Cards issued to Urbana businesses and institutions are valid for three years from the date of issue. If a business or agency moves outside the Urbana city limits or permanently ceases business operations, the card immediately becomes invalid. If the person whose name appears on the card ceases their affiliation with the business, the card shall become immediately invalid. Institutional residents are not issued personal cards unless the institution in which they reside agrees to take responsibility for materials borrowed by the residents.

d. Reciprocal borrower

The Urbana Free Library honors valid cards issued by Illinois public libraries that participate in reciprocal borrowing. Such borrowers must show a valid card from an Illinois public library that is in good standing and that meets all of the registration requirements

~~8/10/21~~5/10/22

CIRCULATION AND INTERLIBRARY LOAN

listed ~~in Section 4~~ below. Cards issued to reciprocal borrowers are valid until the expiration date of the home library card.

e. Short term/Limited use

Qualified homeless Urbana residents, that is, people who have been screened by Cunningham Township as residing within the City of Urbana but who do not have a stable or reliable address, may obtain a card at The Urbana Free Library by providing verification of identity and a letter from Cunningham Township affirming their Urbana residency status. These cards are valid for six months from the date of issue, and may be renewed by presenting verification of identity and a current residency letter provided by Cunningham Township. These cards are limited to checkout of 10 physical items at a time. If a person holding a short term/limited use card moves outside the Urbana city limits, that card immediately becomes invalid.

f. Paid non-resident

All borrowers who do not pay Urbana city property taxes but whose property is located within Urbana School District 116 must pay an annual tax-substitute fee to obtain library cards. The fee covers all household members living at the same address. The tax-substitute fee will be based on the entire tax bill that includes the parcel on which the owner's residence is located. Non-resident renters must provide a lease or other document executed by the non-resident and that person's landlord that lists the rent amount for the entire rental unit (not just the portion of rent due from one occupant of a shared unit).

Businesses may purchase non-resident cards in the name of the owner, administrator, or other principal or officer, as long as only one such non-resident card is issued for the property. The business must supply a tax bill or rent evidence for the business property. If the person whose name appears on the card ceases their affiliation with the business, the card shall become immediately invalid.

The Urbana Free Library will not honor paid non-resident cards sold by other libraries to residents of Urbana School District 116.

All paid non-resident cards are valid for one year.

1. Calculation of tax-substitute fees

The annual fee for non-resident property owners is based upon the current library tax rate and the property's current taxing value, rounded up to the next \$5.00 increment. The annual fee for renters is calculated at 15% of the monthly rent, rounded up to the next \$5.00 increment. The fee for subsidized housing is based on the original rent, not

CIRCULATION AND INTERLIBRARY LOAN

the amount reduced by the subsidy. For people living rent-free, the Library will attempt to reasonably establish the value of the property or rent in order to calculate the appropriate non-resident fee.

2. Refunds on tax-substitute fees

Refunds on tax-substitute fees are issued to purchasers of non-resident cards whose residence is annexed by the City of Urbana or who move within the city limits of Urbana (Cunningham Township) before the card expires. Refunds will equal the remaining value of the card.

Non-resident borrowers who leave Urbana before their cards expire do not receive refunds, nor may unexpired cards be transferred to other non-resident borrowers. However, the Library will honor the non-resident cards until expiration.

2. CHILDREN'S CARDS

a. Children under age 14

i. Issuing cards

Children's cards are issued to parents, guardians, or other responsible adults at their request for their children under age 14. Children's cards must be signed by parents, guardians, or other responsible adults. Adults signing library cards for children must provide verification of their identities, verification of Urbana residential addresses, and complete birth dates.

A non-custodial parent is entitled to cards for their children under age 14 even if the children do not reside permanently with the parent, provided that the parent is an Urbana resident.

ii. Responsibility for children's cards

The parent, guardian, or other responsible adult who applies for and who signs for a card in their child's name is responsible for all materials borrowed on that card and any fees and charges assessed on that card. As such, the person who has applied for and who has signed for responsibility on the card in their child's name is entitled to have the notices sent to their attention.

If the parent, guardian, or other responsible adult has a suspended library card, no other cards may be issued until the responsible adult clears the suspended card.

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When a card issued in a child's name is suspended for fees and referred to a collection agency, the library card of the parent, guardian, or other responsible adult also is deemed suspended until the child's fees have been cleared unless participating in a payment plan.

iii. Requested revocation of children's borrowing privileges

Parents, guardians, or other responsible adults who have signed responsibility for a child's card may revoke those borrowing privileges by notifying the Library in writing. Privileges are not revoked for specific classes of materials only.

3. VISITORS

"Visitors" are defined as persons who have not established residential addresses within the boundaries of the Urbana or Champaign school districts, including persons staying at local motels and hotels, guests of local families, or persons with no permanent addresses. Materials are loaned to visitors upon receipt of a cash deposit equivalent to the value of the items borrowed as determined by the Library. The cash deposit will be refunded when all parts of borrowed items have been returned and determined to be in good condition.

4. REGISTRATION REQUIREMENTS

With the exception of library cards issued for home delivery and retirement center service, cards are issued in person only. Library users must meet all of the following requirements:

a. Verification of identity

Verification of identity may be provided by a non-expired photo ID such as a driver's license, state ID card, school or university ID card, employer's ID card, consulate card, or other officially issued, printed photo ID card.

b. Verification of address

If the photo ID used to verify identity does not include a current address, the Library will accept an apartment lease or rent receipt, a mortgage book, mail (preferably a bill) with a postmark within the last 30 days, a telephone book or online telephone database listing, or a pay stub from within the last 30 days. An Urbana Free Library card or other address verification in the name of another family member can be accepted as long as the Library staff can reasonably connect the card applicant with that family member. Library cards mailed to establish proof of address cannot be used until presented at the Library for the first time.

c. Birth date, including year

The applicant must provide proof of age.

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d. Parent or guardian contact information for persons under age 14

The Library requires the name, current address, and full birth date of a parent or guardian for persons under age 14.

e. Cardholder signature

By signing their library card, the cardholder certifies that the information provided at the time of application is correct and accepts responsibility for all items borrowed and for using the card in accordance with Library policies.

5. RENEWAL OF CARDS

Expired cards are renewed if the cardholder's borrowing privileges have not been suspended (~~Section 16~~), they present current documents verifying identity and proof of address (~~Section 4~~), and pay any outstanding fees and/or charges to put the card in good standing (unless participating in a payment plan).

For adult cards, cardholders must be present to renew. Exceptions:

- Elderly or disabled cardholders if a family member or caregiver brings the person's existing library card, current photo ID, and proof of address.
- Participants in the Library's home delivery service or in the retirement center courtesy delivery service.

For children's cards, the following options are available:

- Parents or guardians may renew the cards of children for whom they have previously applied and signed, whether or not the children are present.
- If an adult other than the original parent or guardian renews the card for the child, then that person becomes the responsible person for the account in that child's name. In this situation, the child must be present to renew the card.
- If the name or address of the parent, guardian, or child has changed, staff must verify the current address as required for applications for new cards.

Reciprocal borrower cards are renewed only after verifying the card is current and in good standing at the home library.

6. CARDHOLDERS' RESPONSIBILITIES

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- Failure to receive courtesy pre-overdue, overdue, and billing notices does not excuse charges incurred for the ~~late return or~~ non-return of materials. Reciprocal borrowers must supply contact information for email or text messaging to receive courtesy notices.
- Borrowers must present their library cards or officially printed photo ID to borrow materials at the circulation desk. Holders of children's cards must present personal identification or be able to provide the key data in their library accounts.
- Borrowers are financially responsible for any materials that have been checked out on a lost or stolen card prior to reporting the loss or theft to the Library.
- The cardholder is responsible for all fees and charges assessed against the cardholder's account if the cardholder allowed another person to use the cardholder's card.
- Borrowers are financially responsible for any fees accrued if an item's specific return requirements are not followed.

7. DAMAGED AND LOST MATERIALS

- Borrowers must pay for damaged items and lost items. Library staff determine whether damaged items should be replaced. ~~Replacement charges are set by the item's original purchase price in the Library's catalog.~~ The Library does not accept replacement copies supplied by the borrower.
- Fees and/or charges paid for items which were deemed lost-and-paid-for will be refunded only if the items have not already been withdrawn from the collection. ~~Borrowers still are responsible for late fees up to the day the items are returned.~~

8. LONG-OVERDUE MATERIALS

Borrowers with long-overdue Urbana Free Library items (28 days overdue) may not borrow additional materials until all long-overdue materials have been returned, and charges above the Library's maximum fee amount have been paid. Urbana Free Library items that are 42 days overdue will be billed to the borrower.

9. OVERDUE FEES AND COLLECTIONS

The library does not charge overdue fees for overdue materials. The Library makes a conscientious effort to notify each borrower of overdue materials, but the responsibility for returning materials is the borrower's alone. Borrowers with account charges of \$100 and above will be referred to a collection agency and assessed an additional, non-refundable collection fee. Failure to return library books and other materials after a reasonable length of time violates City ordinance and may result in legal action.

a. ~~Late fees~~

- ~~eReaders and equipment: \$1.00 per day per item.~~

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- ~~• DVDs, video games, board games, and kits: 50¢ per day per item.~~
- ~~• Electronic devices for in-library use: 50¢ per hour per item.~~
- ~~• All other adult and teen materials and interlibrary loans: 20¢ per day per item.~~
- ~~• All other children's materials: 10¢ per day per item.~~

~~The Library's administrative staff establish the late fees and the maximum late fees that accrue on the Library's items. Late fees are assessed per calendar day.~~

~~b. Interlibrary loan~~

~~Late fees for items that belong to libraries that do not share the CU Catalog follow the overdue policies of The Urbana Free Library.~~

~~c.b. Collections~~

~~Borrowers with account charges of \$100 and above will be referred to a collection agency and assessed an additional, non-refundable collection fee. Failure to return library books and other materials after a reasonable length of time violates City ordinance and may result in legal action.~~

~~9. LONG OVERDUE MATERIALS~~

~~Borrowers with long overdue Urbana Free Library items (28 days overdue) may not borrow additional materials until all long overdue materials have been returned and charges above the Library's maximum fee amount have been paid. Urbana Free Library items that are 42 days overdue will be billed to the borrower.~~

10. HOLD REQUESTS

Hold requests are accepted for all circulating materials and are normally held for no longer than seven (7) days. The Library does not accept "standing holds" for multiple items, such as requests for all new issues of specific magazines. Urbana cardholders receive priority for hold requests on items in the Urbana collection. For collections with high demand, the Library may limit hold requests to Urbana cardholders or Urbana pickup.

11. INTERLIBRARY LOAN FOR CARDHOLDERS

Interlibrary loan (ILL) of items outside of CU Catalog is limited to cardholders of The Urbana Free Library. The Archives places ILL requests for non-Urbana cardholders to support local history and genealogy research only.

CIRCULATION AND INTERLIBRARY LOAN

a. Limitations on use of items borrowed

The Urbana Free Library enforces any limitations imposed by the owning library on the duration or locations of use for ILL items.

b. Charges for ILL services

The Library charges for ILL items supplied by all out-of-state libraries and by in-state libraries known to charge the Library for ILLs. The borrower must agree to and pay the charge at the time of the request.

~~As specified in Section 8, the Library charges late fees for ILL materials returned overdue.~~
The Library ~~also~~ charges for ILL items that are not returned or that are returned with damage.

12. INTERLIBRARY LOAN OF URBANA FREE LIBRARY MATERIALS

The Library is committed to lending its materials to other libraries promptly and in accordance with the ILLINET Interlibrary Loan Code, but limited by the needs of Urbana cardholders. Local demand and local holds take precedence over ILL requests.

The Library limits or does not supply ILL of the following:

- Non-circulating materials.
- Magazines.
- Items from limited collections.
- Items with heavy local demand.
- Items for which staff cost may outweigh cost of the item.

In accordance with the ILLINET Interlibrary Loan Code and the Library's Photocopy, Print, Fax, and Research Policy, the Library does supply photocopies. The Urbana Free Library's charges for ILL are intended to comply with the ILLINET Interlibrary Loan Code.

13. RECIPROCAL LOANS TO URBANA FREE LIBRARY CARDHOLDERS

The Urbana Free Library does not accept responsibility for reciprocal loans to its cardholders by libraries that do not first consult the Library to determine whether these cardholders are in good standing at Urbana.

14. LIMITATIONS ON BORROWING

As the situation demands, the Library administrative staff establish limits on quantities of and types of materials that may be borrowed.

15. NON-CIRCULATING MATERIALS

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CIRCULATION AND INTERLIBRARY LOAN

The Library administrative staff determine which categories of materials are not available for circulation, including reference materials, newspapers, and microforms. Archives materials are not available for loan.

16. SUSPENSION OF PRIVILEGES

The following acts or omissions will cause the suspension of borrowing privileges until corrected by the borrower:

- An expired card.
- Accumulated charges in excess of \$25.00 unless participating in a payment plan.
- Any item overdue more than 28 days ~~(Section 9)~~.
- Return to the Library by the Post Office of mail addressed to the borrower, if the borrower's forwarding information specifies a non-resident address, or if the Library has no valid forwarding address within the City of Urbana.
- Request by a reciprocal borrower's home library to suspend borrowing privileges until outstanding fees have been paid to the home library.
- Suspension of the card applied for in the name of their child and for which the borrower has signed unless participating in a payment plan ~~(Section 2)~~.
- Incomplete or false information on a registration form.
- A check returned for non-sufficient funds (NSF). The full amount of accumulated charges and the Library's NSF fee must be paid by cash, cashier's check, or credit/debit card to restore borrowing privileges.
- Violations of the Library's Rules of Behavior that result in the suspension of Library privileges and access to the Library and Library resources.

17. SPECIAL CIRCUMSTANCES

Due to a pandemic or similar, lengthy emergency, the Executive Director may use their discretion to make adjustments to implementation of this Policy.

Adopted June 14, 1982

Amended October 8, 2013; May 13, 2014; June 10, 2014 effective July 1, 2014
May 12, 2015; August 11, 2015 effective August 28, 2015; July 12, 2016; January 10, 2017; May 9,
2017; August 8, 2017; February 13, 2018; March 13, 2018; September 11, 2018; February 12, 2019;
May 12, 2020; September 15, 2020; January 12, 2021; August 10, 2021; May 10, 2022

LEAVE

1. GENERAL POLICY ON VACATION AND LEAVE

The general policy of the Library is to provide staff with leave from work as appropriate both to the needs of the Library for continuous staff service and to the personal needs of the individual staff member.

Except for the federal Family and Medical Leave Act, which is described below, for all other leave with and without pay, “near relative” shall mean a spouse or any person bearing the same relationship to the employee’s spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, parent-in-law, child-in-law, or any person with whom they have a relationship in loco parentis.

In addition, the Library recognizes that unmarried staff members may have relationships that are in many ways the equivalent of relationships between married spouses. The Library includes the partners in such relationships in the definition of a “near relative.”

The effective functioning of the Library requires the continuous presence of its staff. Staff members who are consistently unable—for whatever reason—to function within the limits of prescribed leave will be rated as “unsatisfactory” in performance ratings and may be dismissed from the Library.

2. PAID HOLIDAYS FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Paid Holiday Benefit**

Full-time and part-time staff members of The Urbana Free Library are entitled to up to 10.5 paid holidays annually.

b. Paid Holidays

All adjustments in working hours as a result of holidays must be made with the approval of supervisors and should be made during the pay period in which the holiday week falls except under unusual circumstances.

Full day holidays include:

- New Year’s Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Half-day holidays include Easter, the Sunday before Memorial Day, and the Sunday before Labor Day.

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c. Pro-Rated Holidays for Part-Time Staff

The total time that a full-time employee receives for holidays is 10.5 days. Part-time employees working between half and full time receive proportionate time. Part-time employees do not receive additional paid holiday leave for additional, "hourly" hours worked.

3. PAID VACATION FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Paid Vacation for Full-Time and Part-Time Staff

Annual paid vacation is granted only to full-time and part-time employees. The amount of vacation allowance varies according to pay grade, longevity, and full-time/part-time status of the employee. Employees who move to a higher pay grade but lower wage step will continue to accrue and advance from their current vacation step until they reach vacation Step 10.

b. Amount of Paid Vacation Time

PAY GRADES (positions 20-40 hrs/wk)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Pay Grade 36 - Exec Dir	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 30 - 35	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 14 - 29	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)

c. Crediting of Paid Vacation Time

Vacation leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Vacation leave is determined by multiplying the staff member's normal allotment of vacation leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional vacation leave.

d. Maximum Accrual of Paid Vacation Time

The annual vacation allotment is the maximum that may be accrued, unless, because of Library scheduling, an employee is unable to avoid accruing excess vacation time, or because an employee, with the written approval of the Executive Director, is accruing excess vacation time for a specific planned absence.

e. Working for the Library While Taking Vacation Leave from the Library

Employees doing both part-time and hourly work may not elect to take vacation time from their part-time jobs in order to do additional hourly work, nor may they be compensated in cash for unused vacation time except at the termination of employment.

f. Scheduling Vacation Time

All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure that vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively.

Vacations must be taken in multiples of quarter hours.

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Holidays falling within a vacation period do not count as vacation days.

Each scheduled hour of work missed is an hour of vacation taken.

g. Taking Vacation in Excess of Accrued Amounts

The Library's Executive Director may, under special circumstances, approve an employee's carrying a small negative balance of accumulated vacation leave. Normally this occurs only under a pre-employment agreement, when a new employee has a prior vacation commitment that requires more time off than can be accumulated by the time the vacation begins. If such an employee leaves the Library with a negative balance of accumulated vacation leave, the appropriate amount is deducted from the employee's final paycheck.

h. Terminal Leave

Terminal leave consisting of vacation time accrued as of separation is paid, provided that the employee was not dismissed during the six-month probationary period, if applicable. Terminal leave (vacations) is paid to the nearest quarter hour.

4. PAID SICK LEAVE FOR EMPLOYEES

a. Purpose of Paid Sick Leave

The Library provides sick leave for that sole purpose, not as a benefit to be taken as a matter of course. The use of sick leave is therefore limited to cases of actual illness and to other limited purposes as provided in these policies.

b. Amount of Paid Sick Leave

All full-time employees are credited with a total of 96 hours of sick leave annually. Part-time and hourly employees are credited with sick leave in proportion to the percentage of full-time work they perform.

c. Crediting of Paid Sick Leave

Sick leave, measured in hourly allotments, is credited to each employee during each biweekly pay period.

Sick leave is determined by multiplying the staff member's normal allotment of sick leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional sick leave.

d. Maximum Accumulation of Paid Sick Leave

Sick leave may be accumulated by full-time employees to the maximum stipulated by IMRF rules and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours. Hourly employees may accumulate sick leave to a maximum of 38 hours.

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e. Uses of Paid Sick Leave

Sick leave may be used for trips to the doctor for medical treatments when time cannot be arranged outside the working schedule. Sick leave is deducted on a quarter-hour basis and each scheduled hour of work missed is an hour of sick leave taken.

When staff members are taking sick leave, they should notify their supervisors as soon as possible, and before their scheduled work times.

Sick leave may also be used to provide personal care for “covered family members.” “Personal care” includes the following:

- Activities to ensure that near relatives’ basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for near relatives who are unable to meet those needs themselves; or
- Being physically present to provide emotional support to near relatives with serious health conditions who are receiving inpatient or home care.

“Covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent or parent-in-law, grandchild, grandparent, or stepparent.

Sick leave also may be used as additional parental leave by benefited staff those employees who are eligible for such leave. Use of sick leave for this purpose may be for a period of up to 28 consecutive calendar days after paid parental leave is exhausted during the first 12 months following a birth or adoption of a child. It may not, however, be used for child care. If birth complications occur, or if an adopted child is not healthy, the 90-day limit may be extended. See Section VI-E-5 for information about paid parental leave for benefited staff.

The use of sick leave to help care for other family or household members who are not considered “covered family members” must be approved by the Executive Director, who will make decisions on the basis of extreme need.

Sick leave may also be used for bereavement leave, as specified in Section VI-E-6.

f. Taking Sick Leave in Excess of Accrued Amounts

During the first six months of employment, a full-time employee who has not yet had the opportunity to build up sick leave may carry a negative balance of up to 48 hours of sick leave. A part-time or hourly employee may carry a proportionate negative balance. If an employee leaves the Library with a negative sick leave balance, the appropriate amount is deducted from the employee’s final paycheck.

After the initial six months, staff members are expected not to be in arrears in sick leave.

g. Use of Other Paid Leave in Lieu of Sick Leave

If a full- or part-time staff member has continuous need of sick leave above the level provided for by the Library, this leave is deducted from other leave banks in an order to be determined by Library Administration.

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h. Maximum Sick Leave

With the exception of cases of parental leave, extensive personal illnesses, or care of immediate family members with serious health conditions, the Library expects all full- or part-time staff to limit total time off for illness and vacation to the combined total of annual sick leave, personal leave, and vacation leave.

i. Required Evidence of Illness

No employee who has been absent for more than three consecutive days due to illness, injury, or health condition of the employee or covered family member shall return to work without first submitting a certificate signed by a licensed health care provider confirming the illness, injury, or health condition of the employee or covered family member.

j. Payment for Unused Sick Leave

Accrued sick leave may not be taken as part of terminal leave, nor is it paid at the termination of employment. However, under IMRF rules, up to 1,920 hours of accumulated sick leave is credited to a full- or part-time employee's longevity at the time of retirement for the purpose of calculating retirement benefits.

k. Disability Pay

IMRF disability pay is available to full- or part-time employees in accordance with IMRF rules.

l. Retirement Health Savings Plan

Employees who are participating in the Library's Retirement Health Savings (RHS) Plan through the City of Urbana Vantage Care RHS Plan receive the full allotment, but return a portion of their accumulations each pay period in exchange for the Library's contribution to their RHS accounts. Full-time employees who have a sick leave balance of 300-399 hours on July 1 return 1.67 hours/month (20/96 of their pay-period allotment) for the coming fiscal year. Those with a sick leave balance of 400-499 hours on July 1 return 2.5 hours/month (30/96 of their pay-period allotment) for the coming fiscal year. Those with 500 or more hours of sick leave balance on July 1 return 3.33 hours/month (40/96 of their pay-period allotment) for the coming fiscal year. Part-time employees receive and return pro-rated amounts.

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Purpose of Paid Parental Leave**

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of

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paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

Full- and part-time employees who work an average of no fewer than 20 hours/week and who have worked for the Library for at least one year prior to using the benefit are eligible for paid parental leave. The leave begins with the birth or placement of the child(ren). The Executive Director may grant an earlier start as the conditions of the pregnancy or adoption warrant. The Leave must end within the 12 months immediately following the birth or adoption. Paid parental leave may be taken intermittently with approval from the Executive Director.

Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused parental leave upon termination of employment.

c. Benefits

The Library will continue to pay its portion of the cost of the employee's standard health insurance premium for employees who subscribe to health insurance through the Library while an employee is on paid parental leave. The employee must continue to pay their portion of the benefits. Contribution payments must be submitted by the first of the month in which coverage takes effect. Failure to make payments for more than 30 days may result in termination of coverage(s). In addition, if an employee does not return after parental leave, they must reimburse the Library for the employer portion of benefits paid during the leave. Paid parental leave cannot be used for child care.

d. Requesting the Leave

If the need for parental leave is foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

e. When Both Parents Are Eligible Employees

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to 8 weeks of paid parental leave.

6. PAID BEREAVEMENT LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days of leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave

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without pay under these circumstances. The Library reserves the right to require documentation of the funeral or service.

7. PAID JURY DUTY LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

The Library will not request exemption from jury duty for its staff members, unless, in rare cases, schedule difficulties should make it advisable for the Library to ask that the staff member be excused.

Full-time and part-time staff members who are called for jury duty or as witnesses are entitled to leave with pay for such duty. Employees will turn over to the Library all jury pay and work in the Library any portion of their regular work weeks not spent on jury duty. Employees may retain any mileage payments for jury duty.

8. PAID EDUCATION LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

Education leave with pay is granted to Library employees taking courses or workshops or attending conferences at the request of the Library. The time granted may include the time spent at the class or workshop or conference, plus travel time.

If employees wish to take courses of their own choosing, the Library will do its best to rearrange work schedules to make this possible, particularly when the courses are relevant to the employees' work at the Library. With the approval of their supervisors, employees may use their accumulated vacation time for their classes. The Library reserves the right, however, to deny employees time off to take classes if the resulting changes in schedules would work a serious hardship on the Library or on other employees of the Library.

9. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Amount of Paid Personal Leave

Personal leave in the amount of 24 hours per year is granted to each full-time employee. Part-time employees are granted prorated amounts of personal leave on the basis of their regularly scheduled part-time hours. Additional personal leave is credited to these employees at the end of each pay period if they do additional, hourly work in their part-time positions. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave. Personal leave may be accumulated by full-time employees to a maximum of 24 hours and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

b. Crediting of Paid Personal Leave

Personal leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Personal leave is determined by multiplying the staff member's normal allotment of personal leave per hour worked by the number hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave.

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d. Taking Paid Personal Leave

Personal leave may be taken for any reason and is completely at the discretion of the individual staff member. However, staff members still must notify their supervisor of their intention to take personal leave prior to taking it.

Personal leave must be taken in multiples of quarter-hours.

10. LEAVE OF ABSENCE WITHOUT PAY FOR FULL-TIME AND PART-TIME EMPLOYEES**a. About Leave Without Pay**

Full-time and part-time employees may be granted, at the discretion of the Executive Director, leave of absence without pay. Under leave without pay, the Library allows employees to take a greater amount of leave than they are entitled to under vacation, sick leave, parental leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return. Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

b. Limits on Leave Without Pay

The Library limits leave without pay to very specific situations, each of which is discussed in detail below.

c. Leave Without Pay May Be Granted on the Following Basis**i. Use of accumulated leave with pay**

Employees must exhaust all applicable leave with pay before requesting leave without pay.

ii. Accumulation of paid leave in anticipation of absences

Employees planning extensive absence from work—including professional activities, education, or travel—are expected to accumulate leave to reduce the total time off without pay as much as possible. As a general rule, when leave without pay has been scheduled, vacations of more than a couple of days will not be approved in the three months preceding leave.

iii. Advance arrangement for time of leave

With the exception of leave without pay for parental leave, extensive personal illness, or care of immediate family members with serious health conditions, all approved leave without pay is granted for specific limited times agreed upon in advance. The Library's limits on the duration of leave without pay are listed below. No leave—except as otherwise provided by law—may be taken for a period of more than one year. In many cases the Library has shorter limits. Employees may not return briefly to work and then reapply for voluntary leave without pay in order to extend their leave beyond the specified time limit.

iv. Temporary, unpaid reductions in hours

As a general rule, requests by full-time and part-time staff to reduce hours on a temporary basis, particularly in the case of administrative and supervisory personnel, are not granted, except in the

LEAVE

case of parental leave, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

v. Family Medical Leave Act compliance

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate to any eligible employee. To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period calculated as the 12-month period measured forward from the first date the employee takes FMLA leave for the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of their own serious health condition.

When a full-time and part-time benefitted employee is absent due to an FMLA-qualifying event, the Library continues to pay that employee's standard health insurance premium for employees who subscribe to health insurance through the Library.

[Please see the Family Medical Leave of Absence Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law.]

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, child, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, child, parent, or next of kin.

[Please see the Family Military Leave Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law].

Leave for other purposes not covered by the FMLA—including professional activities, education, and travel—is given at the complete discretion of the Executive Director.

vi. Wage increases for employees on leave without pay

Employees who are absent six months or more on leave without pay are not eligible for step increases in wages during the year following their return with the exception of employees participating in military service. Employees absent less than six months are eligible for step increases.

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d. Leave Without Pay May Be Granted for the Following Purposes

i. Parental leave

Parental leave without pay is granted for a period of up to 4 work weeks beyond the 8 work weeks of paid parental leave for full- and part-time staff (see Section VI-E-5) within the first 12 months following the date of birth or adoption. Benefited staff must use up accumulated sick leave, vacation leave, and personal leave before taking parental leave without pay. For births without complications, with healthy mothers and babies, total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

ii. Extensive personal illness

iii. Care of immediate family members who have serious health conditions

iv. Professional activities

Once vacation leave and personal leave have been exhausted, leave without pay may be granted for teaching, exchanges with librarians from other libraries, consulting, professional writing, or similar professional purposes.

Leave without pay for professional activities is given at the discretion of the Executive Director.

v. Education

The Library does not provide leave without pay for employees who are earning degrees unrelated to their current, full-time or part-time responsibilities at the Library, or who are taking courses in preparation for leaving the Library.

Leave without pay for education to improve an employee's performance on their current, full-time or part-time job may be granted, once vacation leave and personal leave have been exhausted.

Leave without pay for education is given at the discretion of the Executive Director. If this leave is taken at the specific request of the Library, requirements concerning the prior exhaustion of vacation leave and personal leave may be waived at the discretion of the Executive Director.

vi. Temporary active military duty

Staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave in order to comply with the military situation. Wage adjustments are made to assure employees of income equal to their Library wages for periods up to 60 days of training or duty required by the United States Armed Forces. The Library will follow provisions outlined in the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 et seq.).

vii. Travel

The Library generally does not grant leave without pay for travel, unless involuntary hardship for staff members is involved.

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All requests for travel leave without pay must be submitted to the Executive Director, who will decide on individual requests as they occur. For this reason, travel leave must be requested formally at least three months in advance.

Under no circumstances will leave without pay for travel be approved for a period longer than one month greater than the total required time away from the community, or for a period of longer than one year.

11. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

Hourly employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. See Section VI-E-12-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

a. Intent of Leave Without Pay for Hourly Employees

In determining whether to grant leave without pay to hourly employees, the Library is guided in general by the policy imposed on full-time or part-time staff members in comparable positions.

b. Requesting Leave Without Pay

All extensive leaves of absence without pay for hourly employees—with the exception of leave for illness or death—must be requested in writing as early as possible, using a form provided by the Library. Although the Library will attempt to grant all reasonable leave requests, as outlined in this policy, no hourly job can be held open indefinitely.

Because of the nature of hourly employment, it may not be possible to grant leave and guarantee immediate reinstatement of all hours upon the employees' return. Details will be worked out between employees and their supervisors, consulting with the Executive Director.

c. Vacation

Hourly staff are entitled to take vacation without pay. All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively. Longer absences than those granted to full-time or part-time staff members in comparable positions should not be expected.

d. Illness

Hourly staff are granted sick leave without pay as needed beyond the paid sick leave outlined in Section VI-E-4, but continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee. The Library will make exceptions for hourly staff who are pregnant and may need continuous or repeated absences due to the pregnancy.

LEAVE

e. **Bereavement**

Leave is arranged with supervisors. A minimum of 14 consecutive calendar days without pay is guaranteed an hourly staff member in the case of the death of a near relative or person in the employee's household. The Library reserves the right to require documentation of the funeral or service.

f. **Jury Duty**

The Library does not usually request jury duty exemptions for hourly staff members. As far as possible, the Library rearranges the schedules of hourly staff members called for jury duty to enable them to maintain their normal hours while serving on juries. If staff members are unable to maintain their normal hours, they may take leave without pay until their jury duty is over.

g. **Education**

The Library does its best to arrange schedules to suit the needs of hourly employees taking classes, but the needs of the Library and of other employees must be taken into account, and it may be impossible for staff members to take the classes they want.

h. **Parental Leave**

Parental leave without pay is granted to hourly staff members for a period of up to 56 consecutive calendar days following birth or adoption.

i. **Leave for Temporary Active Military Service**

Hourly staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave without pay in order to comply with the military situation.

j. **Travel**

The Library generally does not grant leave without pay to hourly staff for travel beyond that authorized in Section VI-E-12-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-10-d-vii concerning extreme hardship.

13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees who wish to observe religious holidays not covered above are asked to notify their supervisors as early as possible, so that supervisors can rearrange work schedules as needed. This time off for religious holidays is provided by rearranging work schedules, and not by additional holiday leave with pay.

14. DISAGREEMENTS

In the case of disagreements over the use of vacation and leave, and the allowance of leave without pay, the decision of the Executive Director is final.

This policy is subject to change at any time and in accordance with applicable law, or at the discretion of the Library Board.

LEAVE

Adopted May 11, 1981

Revised March 8, 1994, November 11, 2014; June 9, 2015;

May 10, 2016; December 13, 2016; May 8, 2018; July 10, 2018; January 14, 2020; April 14, 2020; May 12, 2020;

July 13, 2021; November 9, 2021, January 11, 2022; May 10, 2022

DRAFT

DATE: May 10, 2022
TO: The Urbana Free Library Board
FROM: Celeste Choate, Gretchen M. Webb
RE: Non-Resident Cards and Fee Determination for FY2023

In May 2021, The Board re-affirmed the Library's using **Tax Bill Methods** to determine the non-resident fees charged to people who live outside the Library's taxing district and who wish to get library cards. [The State Library and Administrative Rules](#) require that library boards review the non-resident fee on an annual basis to determine if the Library will offer non-resident cards for the next year, and which option offered in the Administrative Rules will be used to determine the fee.

Of the three ways to calculate NR fees, most libraries use the General Mathematical Formula or the Tax Bill Method. Few libraries use the third option (Adoption of the Average Non-Resident Fee in the System Area) because it's very specific in its application and even then, it's difficult to calculate. It does not apply to TUFL.

- Using the General Mathematical Formula in subsection (a) of Section 3050.60 of the Illinois Administrative Code, the minimum non-resident fee TUFL could charge would be \$205.75 (as a comparison, the average charge across IHLS for FY22 is \$68.31). A fee this high would probably price a significant number of non-residents out of a card. We are allowed to charge more than the amount calculated by the formula, but we have to justify why we are doing so. An annual fee would have to be at least as much as calculated from the mathematical formula, but cannot be less.
- TUFL has used the Tax Bill Methods for years, and seems to be working fine. **We recommend affirming the Tax Bill Method to determine the non-resident fees charged to people who live outside the Library's taxing district and who wish to get library cards.** Section 3050.60 (b) Tax Bill Methods of the Illinois Administrative Code states:

1) Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

2) Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.



The Urbana Free Library

210 West Green Street, Urbana, Illinois 61801-5326 • 217-367-4057 • FAX: 217-367-4061 • urbanafreelibrary.org

List of scheduled monthly meetings for the Board of Trustees of The Urbana Free Library for the fiscal year 2023.

July 12, 2022

August 9, 2022

September 13, 2022

October 11, 2022

November 8, 2022

December 13, 2022

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

Meetings start at 7:00 p.m. and are held in the Lewis Auditorium of The Urbana Free Library, unless otherwise posted.

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-09**

RESOLUTION TO ACCEPT CHAMPAIGN-URBANA HERB SOCIETY 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 to the Library the following cash sums:

<u>Name of Donor</u>	<u>Amount</u>	<u>Restricted Use of Contribution or Grant</u>
Champaign-Urbana Herb Society	\$100	UFL Seed Exchange Program

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 10th day of May, 2022.

Ayes: _____

Nays: _____

Abstains: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

John Thies, President

Barb Bennett, Secretary Treasurer

The Urbana Free Library
FY2023 Compensation Report
 Per 5 ILCS 120/7.3 (P.A. 097-0609)

Title	Name	Wages	Health Insurance	# Vacation Hours	# Personal Hours	# Sick Hours	IMRF	FICA	Total
Executive Director	Celeste Choate	\$122,078	\$9,277	200	24	96	\$11,610	\$7,569	\$131,355
Associate Director	Dawn Cassady	\$93,982	\$9,277	200	24	96	\$8,938	\$5,827	\$103,259
Director of Adult and Youth Services	Rachel Fuller	\$81,881	\$9,277	192	24	96	\$7,787	\$5,077	\$91,158
Director of Champaign County Historical Archives	Donica Swann	\$78,606	\$9,277	176	24	96	\$7,475	\$4,874	\$87,883
Circulation Manager	Gretchen Webb	\$66,577	\$9,277	192	24	96	\$6,331	\$4,128	\$75,854
Information Technology Manager	Leon Wilson	\$76,315	\$9,277	160	24	96	\$7,258	\$4,732	\$85,592
Programming & Outreach Manager	Lauren Chambers	\$72,751	\$9,277	176	24	96	\$6,919	\$4,511	\$82,028
Adult and Youth Services Librarian	Elaine Bearden	\$71,317	\$9,277	200	24	96	\$6,782	\$4,422	\$80,594
Adult and Youth Services Librarian	Kasia Hopkins	\$71,317	\$9,277	200	24	96	\$6,782	\$4,422	\$80,594
Adult and Youth Services Librarian	Joel Spencer	\$71,317	\$9,277	200	24	96	\$6,782	\$4,422	\$80,594
Adult and Youth Services Librarian	Esther Yi	\$65,831	\$9,277	160	24	96	\$6,261	\$4,082	\$75,108
Archives Librarian	Sherrie Bowser	\$68,574	\$9,277	192	24	96	\$6,521	\$4,252	\$77,851

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: 04/01/2022 to 04/30/2022

Include Zero Balance GL Accounts: No

Account Name	Selected Period	Fiscal Year To Date
Operating Income & Expense		
Income		
Rent	-1,110.00	2,220.00
Total Operating Income	-1,110.00	2,220.00
Expense		
Repair	75.00	75.00
Management Fees	0.00	266.40
Electricity & Gas	433.81	1,250.48
Water & Sewer	108.28	303.42
Dues & Subscriptions	0.00	77.60
Total Operating Expense	617.09	1,972.90
NOI - Net Operating Income	-1,727.09	247.10
Total Income	-1,110.00	2,220.00
Total Expense	617.09	1,972.90
Net Income	-1,727.09	247.10
Other Items		
Tenant Deposits	-750.00	-750.00
Interest on Tenant Deposits	-0.08	-0.08
Net Other Items	-750.08	-750.08
Cash Flow	-2,477.17	-502.98
Beginning Cash	21,364.16	19,389.97
Beginning Cash + Cash Flow	18,886.99	18,886.99
Actual Ending Cash	19,636.99	19,636.99

Cash flow detail wcl

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

Owned By: Urbana Free Library

Date Range: 04/01/2022 to 04/30/2022

Exclude Suppressed Fees: No

Account Name	Amount	Description
Operating Income & Expense		
Income		
Rent		
	-360.00	Transfer of Rent at Move Out: rent credit from library for March rent due to building demp
	-750.00	Transfer of Rent at Move Out: rent credit from library for March rent due to building demo
Total Rent	<u>-1,110.00</u>	
Total Operating Income	<u>-1,110.00</u>	
Expense		
Repair		
	50.00	Water company disconnect service
	25.00	Ameren prep for disconnection and meter removal
Total Repair	<u>75.00</u>	
Electricity & Gas		
	114.10	
	138.40	
	32.23	
	11.78	
	28.11	
	27.28	
	17.89	
	5.39	
	58.63	
Total Electricity & Gas	<u>433.81</u>	
Water & Sewer		
	33.01	
	63.07	
	12.20	
Total Water & Sewer	<u>108.28</u>	
Total Operating Expense	<u>617.09</u>	

Cash flow detail wcl

Account Name	Amount	Description
NOI - Net Operating Income	-1,727.09	
Total Income	-1,110.00	
Total Expense	617.09	
Net Income	<u>-1,727.09</u>	
Other Items		
Tenant Deposits		
	<u>-750.00</u>	Transfer of Tenant Deposits at Move Out
Total Tenant Deposits	<u>-750.00</u>	
Interest on Tenant Deposits		
	<u>-0.08</u>	Transfer of Interest on Tenant Deposits at Move Out: interest paid on held security deposit
Total Interest on Tenant Deposits	<u>-0.08</u>	
Clearing-Tenant Deposits		
	360.00	Transfer of Tenant Credits at Move Out
	750.08	Transfer of Tenant Credits at Move Out
	750.00	Transfer of Tenant Deposits at Move Out
	-360.00	
	<u>-1,500.08</u>	
Total Clearing-Tenant Deposits	<u>0.00</u>	
Net Other Items	<u>-750.08</u>	
Cash Flow	<u><u>-2,477.17</u></u>	