



NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on August 9, 2022, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

AGENDA

- 1.0 Call to Order**
- 2.0 Roll Call/Attendance**
- 3.0 Additions, Corrections, Modifications of the Agenda**
- 4.0 Approve the Agenda**
- 5.0 Public Comment**
- 6.0 Presentations**
 - 6.1 Equity, Diversity, and Inclusion at TUFL: Donica Swann and Brian Robertson
 - 6.2 TUFL Website Glow Up: Jennie Grace
 - 6.3 Circulation / AV Area Renovation: Gretchen Madsen Webb
- 7.0 Action Items (Consent Agenda)**
 - Board Meeting Minutes of July 12, 2022
 - Payroll for July 15, 2022 A; total \$40,550.39
 - Payroll for July 15, 2022 B; total \$71,898.49
 - Payroll for July 29, 2022; total \$100,892.35
 - Bills for July 14, 2022; total \$6,304.42
 - Bills for July 20, 2022; total \$17,893.15
 - Bills for August 5, 2022; total \$71,137.78
- 8.0 Action Items (Individual)**
 - 8.1 Annual Report to the City Council per 75 ILCS 5/4-10
 - 8.2 EEO & Anti-Discrimination Policy
 - 8.3 Respectful Work Environment Policy
 - 8.4 City of Urbana Munis fee, \$12,592
 - 8.5 Ameren invoice, \$18,205.95
- 9.0 Discussion Items**
 - 9.1 Appreciative Inquiry: Lupe Mejia
- 10.0 Reports of the Liaison Officer**
 - 10.1 Friends of The Urbana Free Library
 - 10.2 The Urbana Free Library Foundation
 - 10.2 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports**
- 13.0 Board President Report**
 - 13.1 Appoint Liaison to The Urbana Free Library Foundation: Gloria Yen
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Closed session** for discussions of:
 - 16.1 Minutes of meetings lawfully closed under this Act for purpose of approval by the body of the minutes and for semi-annual review of the minutes as mandated by pursuant to 5 ILCS 120/2 (c) (21) Section 2.06;
 - 16.2 Approval of destruction of verbatim record per 5ILCS 120/2.06 (c) (1)(2).
- 17.0 Action Items (Individual)**
 - 17.1 Approval of Closed Session Minutes of: February 8, 2022; March 8, 2022
 - 17.2 Vote to open or keep closed Closed Session Minutes
 - 17.3 Approval of destruction of verbatim record per 5ILCS 120/2.06 (c) (1)(2): November 10, 2020
- 18.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be September 13, 2022, at 7:00 PM.

Persons with disabilities needing special services or accommodations for this meeting should contact the Library Administration at 217-367-4058 or administration@urbanafree.org.


Date: August 4, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

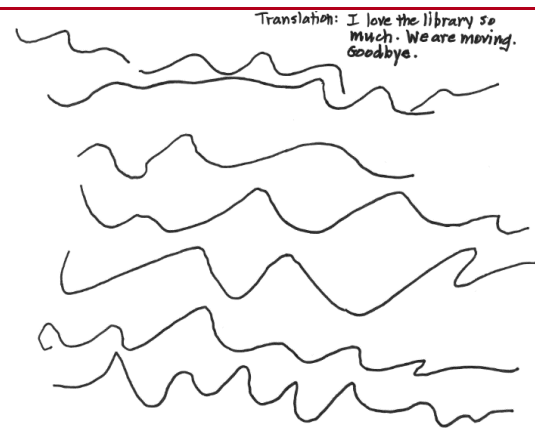
Re: Director's Report for Board Meeting of August 9, 2022

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


- The Library recently received a gift from a young patron, whose family is moving from Urbana. The young patron's drawing includes a translation provided by the child's parent. It reads: "I love the library so much. We are moving. Goodbye." The parent shared that the Library has been a welcoming place and a source of support and positive impact during their time in Urbana.
- We also included a letter from a patron who participates in the Home Delivery service who recently turned 101 years young. When staff sent a care package in her delivery to celebrate this milestone birthday, she sent us a lovely note about how much the Library means to her, which she said she was glad to have us share with the Board.



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

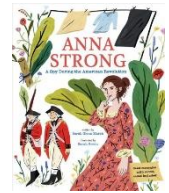
- Library staff visited USD#116 registration for those new to the school district. Staff brought musical instruments and kits to highlight a variety of Library collections and signed up 46 people for library cards.



	We connect people with tools and resources for learning and leading fruitful lives. WE SPARK CURIOSITY.
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Goal 1: We connect people to resources and technology for personal growth leading to greater fulfillment.

- This month, Library staff across multiple departments upgraded all of its hotspots to provide enhanced technology to patrons. In the coming months, the Library will also update its Chromebook collection for patrons.
- The reservation software for all public use computers has been upgraded and is running smoothly. With the funds approved by the Board this spring and rolled to this new fiscal year, the Library upgraded to MyPC, which has greatly improved the ease with which patrons can use computers and print at the Library. The Library also updated its payment kiosks to accept bills; credit cards (new!); and Apple, Samsung, and Google pay (new!).
- The Library partnered with the Daughters of the American Revolution Alliance Chapter to give away copies of the children's book *Anna Strong: A Spy During the American Revolution* by Sarah Glenn Marsh. The Library received 20 copies of the book, and they were all taken in just three days!



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

- July saw the return of the monthly pre-pandemic program Second Saturday Board Games. The program gave the 9 board game lovers who attended an opportunity to meet and try out games in the Library's collection or bring their own games to share with others and make new friends.
- July's Young Artist's Studio featured cast members from the Illinois Shakespeare Festival presenting the short play *Much Ado About Quite a Lot*, an adaptation of *Much Ado About Nothing* written for children. The interactive play had the 38 attendees clapping like a trotting horse, singing, and shouting out where the villain was hiding.
- The Champaign County Historical Archives held a Create Your Own Family File workshop to preserve the histories of local families. At the workshop, community members learned preservation tips to make their records last at home and were encouraged to allow the Archives to copy their file and add it to the Archives for further preservation.
- The Library's new website launched on July 26. After several years of planning, the Library engaged with a website developer in late-January to bring the new website design to life. The new site is built on the most up-to-date version of Drupal and features streamlined navigation and several levels of homepage menus with quick-links. We used several years of Google Analytics data to determine which pages received the most traffic and featured those for easy access. Other pages were revised or eliminated based on usage data. In addition, during the design process, we received feedback from anonymous users to test usability and navigation and a staff focus group reviewed this feedback and recommended updates. Finally, about 3 weeks prior to launch, staff members performed a beta test. The process to update text and ensure all links are active continues even after launch. A Facebook post the day after the launch had several positive comments about the new design.



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

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

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

- The Library partnered with the Korean Spirit and Culture Promotion Project to hold a virtual program that taught children how to make traditional lotus lanterns (pictured right). In addition to making the lanterns, community members watched a short documentary on Korean culture. One parent emailed us a thank you after the program and let us know their child loved the workshop and wants to learn more about Korean culture.



- At Bandoneon: The Soul of Argentine Tango, 65 community members listened to world-renowned musicians playing tango music that featured the bandoneon, an instrument which creates the signature sound of Argentine Tango. After the performance, audience members were invited to try playing the instrument themselves. The program was presented twice, once in Spanish and once in English. *The event was funded in part by an Urbana Arts and Culture grant.*



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

- The program Healing Arts: Creativity and Community invited community members to join local artists and explore healing through art. The local artists offered inspiration and tips on how to get started, and the sixteen community members at the program were encouraged to make two pieces of art: one to keep and another to donate to the Healing Hearts Community Collage that will be exhibited at the Museum of the Grand Prairie in September. *The program was cosponsored by the Urbana Arts and Culture Program and the Museum of the Grand Prairie.*
- Makerspace Jr. taught children how to blend crafts and engineering this month. At the program, 23 community members made “wiggle critters” that moved on their own when complete. Though the basic robotics for each critter were the same, the program offered a variety of crafting supplies so each critter could have a unique look.



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.

- Thanks to the excellent restoration skills of Facilities Manager Mike Hannan, the benches on Cherry Alley were recently sanded and stained to increase their lifespan. Patrons and staff have commented on how welcoming they look now.



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

- Therapy dog Toby and therapy dog in-training Owen visited the Library to help staff de-stress. Several staff members got to spend time with the dogs and watched them demonstrate many tricks.
- Board President Lupe will lead a discussion about this article on appreciative inquiry found at : <https://www.ideals.illinois.edu/items/1821> at the Board meeting this month.



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

- We have included a strong draft of the Illinois Public Library Annual Report that will be submitted. We are still working through the last bits, and will provide the Board with a final version as soon as it is complete. Sections that still need some work are 13, 15.1, 17.4, 175.b, and 18.4.

- Information on prior Ameren invoices over the past couple of years will be available at the Board meeting.
- On June 30, 2022, the Governor signed the CROWN (“Create a Respectful and Open Workplace for Natural Hair”) Act into law, which prohibits hair discrimination. HR Source recommended that all employers update their Equal Employment Opportunity and anti-harassment policies to reflect this amendment. Staff also noticed that HR Source’s sample policies now include more examples of protected classes than those named in the current policies, and so have updated our policies to include those protected classes. Staff recommend passing the two revised polices: VI-N EEO & Anti-Discrimination; VI-O Respectful Work Environment.
- The Urbana Arts & Culture Program is paying the Library \$1,000 to fund the Young Artist’s Studio and Artist of the Corridor programs for this fiscal year. Staff request the following budget amendment.
 - Add \$1,000 to Donations/Contributions/Gifts revenue line 802 46300
 - Add \$500 to Library Program Supplies expense line 80280809 51812
 - Add \$500 to Library Program Supplies expense line 80280809 51812 80103

Library eNewsletters:	
August News & Events: https://conta.cc/3oI53Hi	August Youth & Teen: https://conta.cc/3zGfr8H
August Archives Newsletter: https://conta.cc/3v7QznJ	

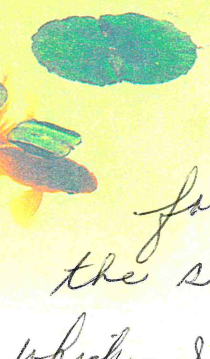
Other Library News:

- Champaign-Urbana Weekend Planner – Farewell, July:
<https://www.chambanamoms.com/2022/07/27/champaign-urbana-weekend-planner-farewell-july/>
- Book Review: Shalini Smith – Looking for that ‘spark’: https://www.news-gazette.com/arts-entertainment/books/shalini-smith-looking-for-that-spark/article_ed9cb63b-ef10-5e9f-babb-291808a4c57e.html
- Champaign-Urbana Weekend Planner – Summer Fun in the Sun:
<https://www.chambanamoms.com/2022/07/06/champaign-urbana-weekend-planner-summer-fun-in-the-sun/>
- Michelle Zauner explains writing process, grief in her best-seller ‘Crying in H Mart’:
<https://dailyillini.com/buzz-magazine/2022/07/03/michelle-zauner-explains-writing-process-grief-in-her-best-seller-crying-in-h-mart/>

Budget and current financial information is here: <https://urbanafreelibrary.org/about/board>, with FY23 financial reports here: <https://urbanafreelibrary.org/node/223>.

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	April	May	June
Illinois Funds account	\$ 207,463.81	\$ 207,482.32	\$ 207,530.82	\$ 207,612.31	\$ 207,753.08	\$ 207,944.22
Busey Bank Cash accounts	\$ 2,902,564.19	\$ 2,616,634.62	\$ 2,408,307.20	\$ 2,139,796.90	\$ 1,895,006.90	\$ 3,298,300.95
Busey Bank Web account	\$ 10,471.40	\$ 16,005.91	\$ 21,323.88	\$ 25,385.29	\$ 30,082.98	\$ 32,765.71
Total	\$ 3,120,499.40	\$ 2,840,122.85	\$ 2,637,161.90	\$ 2,372,794.50	\$ 2,132,842.96	\$ 3,539,010.88



Thank You All- 18!!!!
for my unique birthday greeting,
for my Urbana Free Library tote and
the silky Urbana Free Library tee shirt
which I still enjoy wearing-

Embrace - Enrich - Empower - Enhance

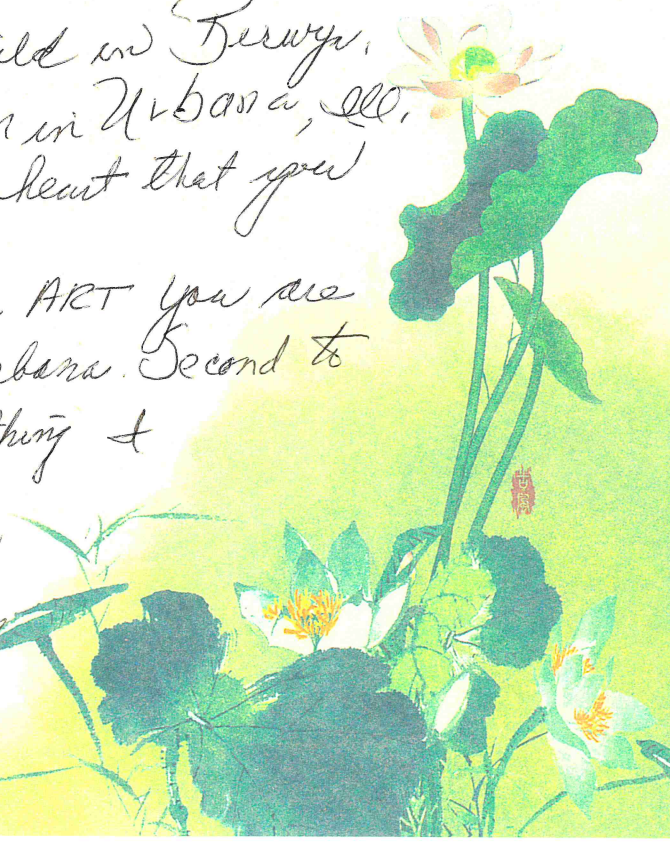
Ever since I could read America's free
Libraries have been a source of pleasure
and even a life-line to me. From one
end of the United States to the other they
have been there for me.

I started as a child in Berwyn,
Illinois and here I am in Urbana, Ill.
with gratitude in my heart that you
are here.

I dearly enjoy the ART you are
promoting, here, in Urbana. Second to
reading- Art is something I
am passionate about.

Thank you, again for
all you do for me and
others.

Sincerely
Nyome



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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

P 1
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			Invoice: 5017845911			ACCOUNT #L511881 2									
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			Invoice: 2036863019			ACCT#L541300 2									
				7.17											
					E 82206-BOOK	-									
				31.59	81080832	51801	LIBRARY BOOKS								
					E 82207-BOOK	-									
					81080833	51801	LIBRARY BOOKS								
			Invoice: 2036866074			ACCT#C021378									
				93.42	80280802	51801	LIBRARY BOOKS						93.42		
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4743	07/14/2022	PRTD	220 BROADART CO	606143	07/12/2022		L071422	425.15						425.15	
			Invoice: 606143			ACCT #120161									
				425.15	80280806	51900	OTHER SUPPLIES								
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4744	07/14/2022	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 1657		07/12/2022		L071422	432.00						432.00	
			Invoice: 1657			LAWN CARE, COURT YARD, UPHOLSTERY, DROPS, SPICE WK									
				432.00	80280805	52201	BUILDING REPAIR & MAINT								

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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

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	Invoice: 91191				360.00	80280809 52909			ANNUAL MEMBERSHIP ADV/MKTING/PUBLIC EDUCATION			
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4746	07/14/2022	PRTD	1945 CHARLES HARRIS	45883			07/12/2022		L071422	40.00		
	Invoice: 45883				40.00	80280809 51812			PAPASHOY PROGRAM JULY 17 LIBRARY PROGRAM SUPPLIES			
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4747	07/14/2022	PRTD	836 CHAMPAIGN PUBLIC LIBRARY	45866			07/12/2022		L071422	50.00		
	Invoice: 45866				50.00	80280809 51812			SHARED TABLE FOR PRIDE FEST LIBRARY PROGRAM SUPPLIES			
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4748	07/14/2022	PRTD	1062 CONSOLIDATED COMMUNICATIONS	45893			07/12/2022		L071422	412.43		
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4749	07/14/2022	PRTD	779 DEANS GRAPHICS INC	38963			07/12/2022		L071422	27.00		
	Invoice: 38963				27.00	80280801 51900			TABLETOP DECALS OTHER SUPPLIES			
									CHECK	4749 TOTAL:	27.00	
4750	07/14/2022	PRTD	2065 FRANCES F. HARRIS	45881			07/12/2022		L071422	40.00		
	Invoice: 45881				40.00	80280809 51812			PAPASHOY PROGRAM JULY 17 LIBRARY PROGRAM SUPPLIES			
									CHECK	4750 TOTAL:	40.00	
4751	07/14/2022	PRTD	859 GIBBS TECHNOLOGY COMPANY	2277734			07/12/2022		L071422	78.71		
	Invoice: 2277734				78.71	80280808 52203			ACCT#624900 MAINTENANCE AGREEMENTS			
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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

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	Invoice: 70375336				225.64	80280802 51801					
									ACCT#20W0739		
									LIBRARY BOOKS		
	Invoice: 70362256		INGRAM INDUSTRIES INC.	70362256			07/12/2022		L071422	84.17	
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									ACCT#20W0739		
									LIBRARY BOOKS		
									CHECK	4752 TOTAL:	309.81
4753	07/14/2022	PRTD	254 CAROL INSKEEP	45860			07/12/2022		L071422	49.92	
	Invoice: 45860				49.92	80280809 51812					
									REIM FOR HEALING ARTS PROGRAM		
									LIBRARY PROGRAM SUPPLIES		
									CHECK	4753 TOTAL:	49.92
4754	07/14/2022	PRTD	268 MIDWEST TAPE	502362773			07/12/2022		L071422	20.99	
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	Invoice: 502362772		MIDWEST TAPE	502362772			07/12/2022		L071422	56.97	
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									ACCT#2000007494		
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	Invoice: 502362690		MIDWEST TAPE	502362690			07/12/2022		L071422	11.99	
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	Invoice: 502347738		MIDWEST TAPE	502347738			07/12/2022		L071422	14.99	
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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

P 4
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					57.72 80280802 51806	ACCT#2000007494			
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Invoice: 502347730			MIDWEST TAPE		502347730	07/12/2022		L071422	45.72
					45.72 80280802 51806	ACCT#2000007494			
						DVD'S			
Invoice: 502346729			MIDWEST TAPE		502346729	07/12/2022		L071422	119.95
					119.95 80280802 51806	ACCT#2000007494			
						DVD'S			
Invoice: 502346728			MIDWEST TAPE		502346728	07/12/2022		L071422	13.49
					13.49 80280802 51806	ACCT#2000007494			
						DVD'S			
							CHECK	4754 TOTAL:	712.40
4755 07/14/2022 PRD			191 MUSIC IS ELEMENTARY		INV-19930	07/12/2022		L071422	193.47
Invoice: INV-19930						CUSTOMER #38836			
					193.47 80280802 51802	80103 NEW COLLECTIONS			
							CHECK	4755 TOTAL:	193.47
4756 07/14/2022 PRD			9999 Amanda Ramey		45872	07/12/2022		L071422	40.00
Invoice: 45872					40.00 80280809 51812	AMANDA RAMEY - PAPANHOY PROGRAM JULY 17			
						LIBRARY PROGRAM SUPPLIES			
							CHECK	4756 TOTAL:	40.00

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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

P 5
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CASH ACCOUNT: 802		10100	CASH						
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				INVOICE DTL	DESC				
4757	07/14/2022	PRTD	9999 Rob Krumm	45874	07/12/2022		L071422	40.00	
	Invoice: 45874			40.00 80280809 51812	ROB KRUMM - PAPASHOY PROGRAM JULY 17				
							LIBRARY PROGRAM SUPPLIES		
							CHECK	4757 TOTAL:	40.00
4758	07/14/2022	PRTD	9999 University of Wisconsin - Madison	3646435	07/12/2022		L071422	20.00	
	Invoice: 3646435			20.00 80280801 51900	UNIVERSITY OF WISCONSIN-MADISON				
							OTHER SUPPLIES		
							CHECK	4758 TOTAL:	20.00
4759	07/14/2022	PRTD	1864 ROBERT SWEEDLER	45882	07/12/2022		L071422	40.00	
	Invoice: 45882			40.00 80280809 51812	PAPASHOY PROGRAM JULY 17				
							LIBRARY PROGRAM SUPPLIES		
							CHECK	4759 TOTAL:	40.00
4760	07/14/2022	PRTD	397 TRAVELERS	0107659214	07/12/2022		L071422	30.00	
	Invoice: 0107659214			30.00 80280802 52320	BROADHURST NOTARY				
							TRAVEL, EDUCATION AND TRAINING		
							CHECK	4760 TOTAL:	30.00
4761	07/14/2022	PRTD	310 WESTON WOODS STUDIOS, INC	40363426	07/12/2022		L071422	29.95	
	Invoice: 40363426			29.95 80280802 51807 80103	ACCT #8441502				
							RECORDINGS		
							CHECK	4761 TOTAL:	29.95
							NUMBER OF CHECKS	20	
							*** CASH ACCOUNT TOTAL ***		6,304.42
							COUNT	AMOUNT	
							TOTAL PRINTED CHECKS	20	6,304.42
							*** GRAND TOTAL ***		6,304.42

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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	1	104									
APP	802-20100		07/14/2022	L071422	L0714			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,265.66	
APP	802-10100		07/14/2022	L071422	L0714			CASH AP CASH DISBURSEMENTS JOURNAL			6,304.42
APP	810-20100		07/14/2022	L071422	L0714			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		38.76	
GENERAL LEDGER TOTAL										6,304.42	6,304.42
APP	802-12810		07/14/2022	L071422	L0714			DUE FROM LIBRARY TRUST FUND		38.76	
APP	810-22802		07/14/2022	L071422	L0714			DUE TO LIBRARY GENERAL FUND			38.76
SYSTEM GENERATED ENTRIES TOTAL										38.76	38.76
JOURNAL 2023/01/104 TOTAL										6,343.18	6,343.18

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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802 LIBRARY GENERAL FUND	2023 1	104	07/14/2022	CASH		6,304.42
802-10100				DUE FROM LIBRARY TRUST FUND	38.76	
802-12810				ACCOUNTS PAYABLE	6,265.66	
802-20100						
				FUND TOTAL	6,304.42	6,304.42
810 LIBRARY TRUST FUND	2023 1	104	07/14/2022	ACCOUNTS PAYABLE	38.76	
810-20100				DUE TO LIBRARY GENERAL FUND		38.76
810-22802						
				FUND TOTAL	38.76	38.76

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City of Urbana
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
802 LIBRARY GENERAL FUND	38.76	
810 LIBRARY TRUST FUND		38.76
TOTAL	38.76	38.76

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

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| City of Urbana
| DETAIL INVOICE LIST

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| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L072022 07/20/2022 DUE DATE: 07/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
217 BAKER & TAYLOR LLC		00000		INV	07/20/2022	2036881551	
1	80280802 51801	80103		A&Y PROG	LIBR BOOKS	536.14	
				Invoice Net		536.14	
				CHECK TOTAL			536.14
217 BAKER & TAYLOR LLC		00000		INV	07/20/2022	2036881240	
1	80280802 51801	80103		A&Y PROG	LIBR BOOKS	190.86	
				Invoice Net		190.86	
217 BAKER & TAYLOR LLC		00000		INV	07/20/2022	2036881649	
1	80280802 51801			A&Y PROG	LIBR BOOKS	1,297.42	
				Invoice Net		1,297.42	
217 BAKER & TAYLOR LLC		00000		INV	07/20/2022	2036878821	
1	81080833 51801			CHILD GIFT	LIBR BOOKS	17.10	
2	81080833 51801			CHILD GIFT	LIBR BOOKS	9.20	
3	802 46290			LGEN FUND	OTHR REIMB	17.09	
				Invoice Net		43.39	
217 BAKER & TAYLOR LLC		00000		INV	07/20/2022	2036878425	
1	80280802 51801			A&Y PROG	LIBR BOOKS	998.48	
				Invoice Net		998.48	
				CHECK TOTAL			2,530.15
11 PRO MOTION INC		00000		INV	07/20/2022	S60906	
1	80280802 51803			A&Y PROG	LIBR PER	390.00	
				Invoice Net		390.00	
				CHECK TOTAL			390.00
426 CDW GOVERNMENT INC		00000		INV	07/20/2022	BL28438	
1	80280808 51500			LIBR IT	SHARED IT	1,129.32	
				Invoice Net		1,129.32	
				CHECK TOTAL			1,129.32
862 CITY OF URBANA		00000		INV	07/20/2022	1013	
1	80280801 50240			LIBR CTRL	RHS CONTRB	89.28	
				Invoice Net		89.28	
				CHECK TOTAL			89.28
231 DELL MARKETING LP		00000		INV	07/20/2022	10595771301	
1	80280808 51500			LIBR IT	SHARED IT	1,493.96	
				Invoice Net		1,493.96	
				CHECK TOTAL			1,493.96
549 FIRST NATIONAL BANK OM		00000		INV	07/20/2022	46081	
1	80280802 52320			A&Y PROG	TRAVEL	209.00	
2	80280805 52201			LIBR FAC	BLDG MAINT	322.46	
3	80280801 52907			LIBR CTRL	CRECRD FEE	61.55	
4	80280802 51802	80103		A&Y PROG	NEW COLL	-835.00	
5	80280808 51500			LIBR IT	SHARED IT	406.42	

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| City of Urbana
| DETAIL INVOICE LIST

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CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L072022 07/20/2022 DUE DATE: 07/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	6 80280801 52902			LIBR CTRL	POST PRINT	524.99	
				Invoice Net		689.42	
						CHECK TOTAL	689.42
1703	RICHARD LUSTFELDT	00000		INV	07/20/2022	20872	
	1 80280805 52201			LIBR FAC	BLDG MAINT	75.00	
				Invoice Net		75.00	
						CHECK TOTAL	75.00
2532	HARTFORD ACCIDENT AND	00001		INV	07/20/2022	46073	
	1 80280801 52721			LIBR CTRL	WC CLAIM	6,432.00	
				Invoice Net		6,432.00	
						CHECK TOTAL	6,432.00
2260	INGRAM INDUSTRIES INC.	00000		INV	07/20/2022	70470932	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	197.50	
				Invoice Net		197.50	
2260	INGRAM INDUSTRIES INC.	00000		INV	07/20/2022	70465148	
	1 80280802 51801			A&Y PROG	LIBR BOOKS	231.64	
				Invoice Net		231.64	
						CHECK TOTAL	429.14
447	KONE INC	00000		INV	07/20/2022	1158370330	
	1 80280805 52201			LIBR FAC	BLDG MAINT	740.00	
				Invoice Net		740.00	
						CHECK TOTAL	740.00
3145	LIBRARY FURNITURE INTE	00000		INV	07/20/2022	7966	
	1 80280805 52201			LIBR FAC	BLDG MAINT	272.00	
				Invoice Net		272.00	
						CHECK TOTAL	272.00
156	CPK MEDIA LLC	00000		INV	07/20/2022	46107	
	1 80280802 51803			A&Y PROG	LIBR PER	34.95	
				Invoice Net		34.95	
						CHECK TOTAL	34.95
871	NATIONAL PEN HOLDINGS	00000		INV	07/20/2022	500634459	
	1 80280809 52909			LIBR COMM	AD/MRK/PE	181.28	
				Invoice Net		181.28	
871	NATIONAL PEN HOLDINGS	00000		INV	07/20/2022	500634460	
	1 80280809 52909			LIBR COMM	AD/MRK/PE	175.95	
				Invoice Net		175.95	
871	NATIONAL PEN HOLDINGS	00000		INV	07/20/2022	500634461	
	1 80280809 52909			LIBR COMM	AD/MRK/PE	203.72	
				Invoice Net		203.72	
						CHECK TOTAL	560.95

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| City of Urbana
| DETAIL INVOICE LIST

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| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L072022 07/20/2022 DUE DATE: 07/20/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>42</u>	<u>PRESTO X LLC</u>						
	1 <u>80280805 52201</u>	00000		INV	07/20/2022	<u>25312122</u>	
				LIBR FAC	BLDG MAINT	70.06	
				Invoice Net		70.06	
<u>42</u>	<u>PRESTO X LLC</u>						
	1 <u>80280805 52201</u>	00000		INV	07/20/2022	<u>25312121</u>	
				LIBR FAC	BLDG MAINT	70.06	
				Invoice Net		70.06	
				CHECK TOTAL			140.12
<u>1272</u>	<u>ROGARDS</u>						
	1 <u>80280806 51900</u>	00000		INV	07/20/2022	<u>039151-00</u>	
				LIBR ACQ	OTHER SUPP	119.82	
	2 <u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	30.58	
				Invoice Net		150.40	
				CHECK TOTAL			150.40
<u>2482</u>	<u>T-MOBILE USA INC.</u>						
	1 <u>80280802 51802</u>	00001	<u>80103</u>	INV	07/20/2022	<u>46101</u>	
				A&Y PROG	NEW COLL	550.44	
				Invoice Net		550.44	
				CHECK TOTAL			550.44
<u>3052</u>	<u>TANGUERO INC</u>						
	1 <u>80280809 51812</u>	00000		INV	07/20/2022	<u>46105</u>	
				LIBR COMM	LIBR SUPP	200.00	
				Invoice Net		200.00	
				CHECK TOTAL			200.00
<u>1299</u>	<u>WEST PUBLISHING CORP</u>						
	1 <u>80280802 51801</u>	00000		INV	07/20/2022	<u>846694209</u>	
				A&Y PROG	LIBR BOOKS	108.00	
				Invoice Net		108.00	
				CHECK TOTAL			108.00
<u>1618</u>	<u>TODAY'S BUSINESS SOLUT</u>						
	1 <u>80280808 51500</u>	00000		INV	07/20/2022	<u>13535</u>	
				LIBR IT	SHARED IT	1,198.20	
				Invoice Net		1,198.20	
				CHECK TOTAL			1,198.20
<u>301</u>	<u>UNIQUE MANAGEMENT SERV</u>						
	1 <u>80280801 52902</u>	00001		INV	07/20/2022	<u>6102680</u>	
				LIBR CTRL	POST PRINT	84.58	
				Invoice Net		84.58	
<u>301</u>	<u>UNIQUE MANAGEMENT SERV</u>						
	1 <u>80280801 51900</u>	00001		INV	07/20/2022	<u>6102679</u>	
				LIBR CTRL	OTHER SUPP	59.10	
				Invoice Net		59.10	
				CHECK TOTAL			143.68
=====							
29	INVOICES			CK RUN ID#	TOTAL	17,893.15	
				CASH ACCOUNT	BALANCE	2,686,390.14	
=====							

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 5152dcassady | CK RUN ID# SUMMARY

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CK RUN ID#:L072022 07/20/2022

DUE DATE: 07/20/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	17.09	.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-50240-	RHS CONTRIBUTION	89.28	16,058.67
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	89.68	12,845.19
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52721-	WORKER'S COMP CLAIMS	6,432.00	-284.12
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	609.57	803.03
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52907-	CREDIT CARD & BANK FEE	61.55	438.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,833.04	1,129.49
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	727.00	-378.26
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	-284.56	2,617.84
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51803-	LIBRARY PERIODICALS	424.95	1,724.01
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-52320-	TRAVEL, EDUCATION AND	209.00	2,307.93
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	1,549.58	18,805.74
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	119.82	8,623.37
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	4,227.90	2,681.17
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	200.00	1,800.52
802	80280809	LIBRARY COMMUNITY 802-60-80-809-000-52909-	ADV/MKTNG/PUBLIC EDUC	560.95	7,207.38
CASH ACCOUNT 802 10100 BALANCE 2,686,390.14			FUND TOTAL	17,866.85	
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	26.30	6,284.26
CASH ACCOUNT 802 10100 BALANCE 2,686,390.14			FUND TOTAL	26.30	
=====			CK RUN ID# SUMMARY TOTAL	17,893.15	
=====			GRAND TOTAL	17,893.15	
=====					

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

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
4782	08/05/2022	PRTD	3125 ALLIANCE ENTERTAINMENT HOLDING CO	PLS66358460	08/01/2022		L080422	161.30
Invoice: PLS66358460								
				49.57 80280802 51805	CD'S			
				59.74 80280802 51806	DVD'S			
				51.99 80280802 51809	GAMES			
			ALLIANCE ENTERTAINMENT HOLDING CO	PLS66453534	08/01/2022		L080422	350.88
Invoice: PLS66453534								
				22.25 80280802 51805	CD'S			
				43.00 80280802 51806	DVD'S			
				285.63 80280802 51809	GAMES			
						CHECK	4782 TOTAL:	512.18
4783	08/05/2022	PRTD	19 AMAZON .COM SERVICES INC	46346	08/01/2022		L080422	1,129.34
Invoice: 46346								
				230.21 80280802 51801 80103	LIBRARY BOOKS			
				91.19 80280802 51802 80103	NEW COLLECTIONS			
				8.99 80280802 51806 80103	DVD'S			
				255.82 80280808 51500	SHARED IT COSTS			
				528.29 80280806 51900	OTHER SUPPLIES			
				14.84 80280801 51900	OTHER SUPPLIES			
						CHECK	4783 TOTAL:	1,129.34
4784	08/05/2022	PRTD	96 AMEREN ILLINOIS COMPANY	46347	08/01/2022		L080422	18,205.95
Invoice: 46347								
				18,205.95 80280805 52600	UTILITIES			
						CHECK	4784 TOTAL:	18,205.95
4785	08/05/2022	PRTD	96 AMEREN ILLINOIS COMPANY	46348	08/01/2022		L080422	2,619.43
Invoice: 46348								
				2,619.43 80280805 52600	UTILITIES			
						CHECK	4785 TOTAL:	2,619.43
4786	08/05/2022	PRTD	96 AMEREN ILLINOIS COMPANY	46349	08/01/2022		L080422	757.99
Invoice: 46349								
				757.99 80280805 52600	UTILITIES			
						CHECK	4786 TOTAL:	757.99
4787	08/05/2022	PRTD	1325 ARAMARK UNIFORM SERVICES	6130039636	08/01/2022		L080422	325.48
Invoice: 6130039636								
				325.48 80280805 52201	BUILDING REPAIR & MAINT			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
4794	08/05/2022	PRTD	1345 CHAMPAIGN COUNTY	117	08/01/2022		L080422	200.00
	Invoice: 117			200.00 80280808 52600	ICN INTERNET T2230566 6-30-22			
					UTILITIES			
					CHECK		4794 TOTAL:	200.00
4795	08/05/2022	PRTD	1212 CHEMICAL MAINTENANCE INC	S054299	08/01/2022		L080422	260.91
	Invoice: S054299			260.91 80280805 51900	CUST #0002096			
					OTHER SUPPLIES			
					CHECK		4795 TOTAL:	260.91
4796	08/05/2022	PRTD	139 CINCINNATI INSURANCE COMPANY	46359	08/01/2022		L080422	5,847.00
	Invoice: 46359			5,847.00 80280805 52710	ACCT #1000428988 POLICY #0500384			
					INSURANCE PREMIUM			
					CHECK		4796 TOTAL:	5,847.00
4797	08/05/2022	PRTD	230 DP SUPPLY, INC	805382	08/01/2022		L080422	127.76
	Invoice: 805382			127.76 80280805 51900	CUST ACCT 222100			
					OTHER SUPPLIES			
					CHECK		4797 TOTAL:	127.76
4798	08/05/2022	PRTD	859 GIBBS TECHNOLOGY COMPANY	2291386	08/01/2022		L080422	137.63
	Invoice: 2291386			137.63 80280808 52203	ACCOUNT NUMBER: 624900			
					MAINTENANCE AGREEMENTS			
	Invoice: 2295898		GIBBS TECHNOLOGY COMPANY	2295898	08/01/2022		L080422	102.64
				102.64 80280808 52203	ACCOUNT NUMBER 624900			
					MAINTENANCE AGREEMENTS			
					CHECK		4798 TOTAL:	240.27
4799	08/05/2022	PRTD	1703 RICHARD LUSTFELDT	21048	08/01/2022		L080422	125.00
	Invoice: 21048			125.00 80280805 52201	7-29-2022 STEP 4 SPOT TREAT WEEDS			
					BUILDING REPAIR & MAINT			
					CHECK		4799 TOTAL:	125.00
4800	08/05/2022	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	46370	08/01/2022		L080422	30.15
	Invoice: 46370			30.15 80280805 52600	ACCT #1025-210001737409			
					UTILITIES			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
					INVOICE DTL DESC			
							CHECK 4800 TOTAL:	30.15
4801	08/05/2022	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	46372	08/01/2022		L080422	65.63
			Invoice: 46372	65.63 80280805 52600	ACCT #1025-210000163388			
					UTILITIES			
							CHECK 4801 TOTAL:	65.63
4802	08/05/2022	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	46374	08/01/2022		L080422	238.69
			Invoice: 46374	238.69 80280805 52600	ACCT #1025-210000505586			
					UTILITIES			
							CHECK 4802 TOTAL:	238.69
4803	08/05/2022	PRTD	78 ILLINOIS HEARTLAND LIBRARY SYSTEM	26662	08/01/2022		L080422	15,878.20
			Invoice: 26662	15,878.20 80280801 51900	ACCOUNT ID MRO			
					OTHER SUPPLIES			
							CHECK 4803 TOTAL:	15,878.20
4804	08/05/2022	PRTD	2260 INGRAM INDUSTRIES INC.	70526988	08/01/2022		L080422	107.78
			Invoice: 70526988	107.78 80280802 51801	20W0739			
					LIBRARY BOOKS			
			Invoice: 70564179	25.76 80280802 51801	20W0739		L080422	25.76
					LIBRARY BOOKS			
			Invoice: 70639952	116.61 80280802 51801	ACCOUNT 20W0739		L080422	116.61
					LIBRARY BOOKS			
			Invoice: 70738128	26.50 80280802 51801	ACCOUNT 20W0739		L080422	26.50
					LIBRARY BOOKS			
			Invoice: 70738129	12.09 80280802 51801	ACCOUNT 20W0739		L080422	12.09
					LIBRARY BOOKS			
							CHECK 4804 TOTAL:	288.74
4805	08/05/2022	PRTD	261 LAKESHORE LEARNING MATERIALS	256032071222	08/01/2022		L080422	52.48
			Invoice: 256032071222	52.48 80280802 51802 80103	CUSTOMER #7843			
					NEW COLLECTIONS			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
					INVOICE DTL DESC			
						CHECK	4805 TOTAL:	52.48
4806	08/05/2022	PRTD	2945 MICHAEL HANNAN	46438	08/01/2022		L080422	141.93
		Invoice: 46438			HARBOR FREIGHT			
				141.93	80280805	52201	BUILDING REPAIR & MAINT	
						CHECK	4806 TOTAL:	141.93
4807	08/05/2022	PRTD	268 MIDWEST TAPE	502408376	08/01/2022		L080422	39.99
		Invoice: 502408376			CUSTOMER: 200007494			
				39.99	80280802	51804	AUDIOBOOKS	
		Invoice: 502408378						
		Invoice: 502408379						
		Invoice: 502408390						
		Invoice: 502408391						
		Invoice: 502408392						
		Invoice: 502408393						
		Invoice: 502408394						
		Invoice: 502470370						
		Invoice: 502439842						
		Invoice: 502439844						

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				160.42 80280802 51806	DVD'S			
Invoice: 502439845			MIDWEST TAPE	502439845	08/01/2022		L080422	41.23
				41.23 80280802 51806	2000007494 DVD'S			
Invoice: 502439846			MIDWEST TAPE	502439846	08/01/2022		L080422	18.74
				18.74 80280802 51806	2000007494 DVD'S			
Invoice: 502439847			MIDWEST TAPE	502439847	08/01/2022		L080422	41.98
				41.98 80280802 51806	2000007494 DVD'S			
Invoice: 502439848			MIDWEST TAPE	502439848	08/01/2022		L080422	80.97
				80.97 80280802 51806	2000007494 DVD'S			
						CHECK	4807 TOTAL:	5,250.37
4808 08/05/2022 PRTD			2516 THE NEW LINCOLN SQUARE LLC	46380	08/01/2022		L080422	725.00
Invoice: 46380				725.00 80280803 52912	RENT, AUGUST 2022 FACILITY RENTAL			
Invoice: 46381			THE NEW LINCOLN SQUARE LLC	46381	08/01/2022		L080422	725.00
				725.00 80280803 52912	RENT, SEPTEMBER 2022 FACILITY RENTAL			
						CHECK	4808 TOTAL:	1,450.00
4809 08/05/2022 PRTD			278 OCLC, INC	1000246067	08/01/2022		L080422	701.95
Invoice: 1000246067				701.95 80280801 52999	CUSTOMER ACCOUNT ID 30529 OTHER CONTRACTUAL SERVICES			
						CHECK	4809 TOTAL:	701.95
4810 08/05/2022 PRTD			9999 Sarah Turskey	46392	08/01/2022		L080422	16.85
Invoice: 46392				16.85 80280801 51900	PRORATED REFUND NRC EXP 8-26-2022 OTHER SUPPLIES			
						CHECK	4810 TOTAL:	16.85
4811 08/05/2022 PRTD			54 OVERDRIVE INC	01018co22279853	08/01/2022		L080422	353.57
Invoice: 01018co22279853				353.57 80280802 51807 80103	CUSTOMER ID 1018-1001 RECORDINGS			
Invoice: 01018co22286564			OVERDRIVE INC	01018co22286564	08/01/2022		L080422	1,579.26
					CUSTOMER ID 1018-1001			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				1,579.26 80280802 51811				
							INVOICE DTL DESC	
							DOWNLOADABLES	
							CHECK	4811 TOTAL: 1,932.83
4812	08/05/2022	PRTD	283 QUILL CORPORATION	26332662	08/01/2022		L080422	162.50
				Invoice: 26332662			ACCT #1417834	
				162.50 80280801 51900			OTHER SUPPLIES	
							CHECK	4812 TOTAL: 362.88
				Invoice: 26344428			L080422	126.54
							ACCT #1417834	
				126.54 80280801 51900			OTHER SUPPLIES	
							CHECK	4813 TOTAL: 808.26
				Invoice: 26316921			L080422	73.84
							ACCOUNT #1417834	
				73.84			OTHER SUPPLIES	
				E 80CVD-SUPPLIES				
				80280801 51900			OTHER SUPPLIES	
							CHECK	4814 TOTAL: 800.00
4813	08/05/2022	PRTD	1622 REPUBLIC SERVICES, INC.	0729-000615544	08/01/2022		L080422	808.26
				Invoice: 0729-000615544			ACCOUNT NUMBER 3-0729-0002111	
				808.26 80280805 52201			BUILDING REPAIR & MAINT	
							CHECK	4815 TOTAL: 190.25
4814	08/05/2022	PRTD	2952 PAVLOV MEDIA INC	INV25018	08/01/2022		L080422	800.00
				Invoice: INV25018			SERVER & NETWORK MAINTENANCE & HOSTING	
				800.00 80280808 52999			OTHER CONTRACTUAL SERVICES	
							CHECK	4816 TOTAL: 190.25
4815	08/05/2022	PRTD	3030 THRYV INC	610054258441	08/01/2022		L080422	190.25
				Invoice: 610054258441			ACCT #500215768	
				190.25 80280801 51900			OTHER SUPPLIES	
							CHECK	4817 TOTAL: 190.25

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 34 *** CASH ACCOUNT TOTAL *** 71,137.78

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	34	71,137.78

*** GRAND TOTAL *** 71,137.78

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2023	2	19													
APP	802-20100				08/05/2022	L080422	L0805			ACCOUNTS PAYABLE				71,104.05	
										AP CASH DISBURSEMENTS JOURNAL					
APP	802-10100				08/05/2022	L080422	L0805			CASH					71,137.78
										AP CASH DISBURSEMENTS JOURNAL					
APP	810-20100				08/05/2022	L080422	L0805			ACCOUNTS PAYABLE				33.73	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				71,137.78	71,137.78
APP	802-12810				08/05/2022	L080422	L0805			DUE FROM LIBRARY TRUST FUND				33.73	
APP	810-22802				08/05/2022	L080422	L0805			DUE TO LIBRARY GENERAL FUND					33.73
										SYSTEM GENERATED ENTRIES TOTAL				33.73	33.73
										JOURNAL 2023/02/19				71,171.51	71,171.51

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2023	2	19	08/05/2022			
	802-10100					CASH		71,137.78
	802-12810					DUE FROM LIBRARY TRUST FUND	33.73	
	802-20100					ACCOUNTS PAYABLE	71,104.05	
						FUND TOTAL	71,137.78	71,137.78
810	LIBRARY TRUST FUND	2023	2	19	08/05/2022			
	810-20100					ACCOUNTS PAYABLE	33.73	
	810-22802					DUE TO LIBRARY GENERAL FUND		33.73
						FUND TOTAL	33.73	33.73

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
802	LIBRARY GENERAL FUND	33.73	
810	LIBRARY TRUST FUND		33.73
	TOTAL	33.73	33.73

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

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

P 1
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WARRANT L06303

PAY PERIOD 06/26/2022 to 06/30/2022

CHECK DATE 07/15/2022 **A**

YEAR 2022 PERIOD 12
EXPENDITURE ENTRIES
SHORT DESC Pay07151

GL EFF DATE 06/30/2022
REFERENCE L07151
REFERENCE2 8L06303

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD 12			GL EFF DATE 06/30/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	5,067.32
FUND TOTALS					5,067.32
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	2,693.32
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	2,650.38
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	10,547.54
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	4,451.66
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	504.86
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	3,612.27
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	6,038.09
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	1,685.43
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	3,299.52
FUND TOTALS					35,483.07
GRAND TOTALS					40,550.39
YEAR 2023	PERIOD 1			GL EFF DATE 07/15/2022	
802	23000		LIBRARY GENERAL FUND	ACCRUED PAYROLL	40,550.39
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	.00
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	.00
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	.00
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	.00
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	.00
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	.00
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	.00
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	.00
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	.00
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	.00
FUND TOTALS					40,550.39
GRAND TOTALS					40,550.39

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

P 1
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WARRANT L07152

PAY PERIOD 07/01/2022 to 07/09/2022

CHECK DATE 07/15/2022 B

YEAR 2023 PERIOD 1
EXPENDITURE ENTRIES
SHORT DESC Pay0715222

GL EFF DATE 07/15/2022
REFERENCE L07152
REFERENCE2 8L07152

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 1			GL EFF DATE 07/15/2022	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	7,628.57
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,617.62
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	3,839.51
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	3,974.94
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	18,197.04
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	5,760.52
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	615.54
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	4,874.13
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	9,161.24
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	2,799.68
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	4,429.70
FUND TOTALS					71,898.49
GRAND TOTALS					71,898.49

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L0729

PAY PERIOD 07/10/2022 to 07/23/2022

CHECK DATE 07/29/2022

YEAR 2023 PERIOD 1
 EXPENDITURE ENTRIES
 SHORT DESC PAY0729

GL EFF DATE 07/29/2022
 REFERENCE L0729
 REFERENCE2 8L0729

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 1				GL EFF DATE 07/29/2022
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,592.66
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,703.29
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,563.58
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	29,381.69
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,129.43
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,756.35
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,538.18
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	14,304.56
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,535.64
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	6,386.97
FUND TOTALS					100,892.35
GRAND TOTALS					100,892.35

Date: August 5, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Draft of The Annual Report of The Urbana Free Library Pursuant to 75 ILCS 5/4-10

Pursuant to the Local Library Act, the Board of Trustees of The Urbana Free Library, within 60 days after the close of the fiscal year, is to report in writing on the condition of their trust on the last day of the fiscal year. The report is to be verified under oath by the Secretary or other officer of the Board.

The financial information contains pre-audit information.

- **Itemized Statement of the Various Sums of Money Received from the Library Fund and from Other Sources:** See sections 8 & 12 of the IPLAR.
- **Itemized Statement of Expenditures:** See sections 9-12 of the IPLAR.
- **Number of Books and Periodicals Available and Number Circulated:** See sections 17-18 of the IPLAR.
- **Statement of any Personal Property Acquired by Legacy, Gift, Purchase, or Otherwise:** None
- **Statement of Any Extension of Library Service Undertaken:** None
- **Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:**
Director Choate incorporated the Library's budget in the shared financial system and presented TUFL's FY22 budget at the June 6, 2022 City Council meeting. The City Council passed the FY23 budget, including \$3,809,749 in local property taxes for TUFL on June 27, 2022.

In addition, the City passed financial policies, which included the following regarding the Library ([page 14 of the document, page 2 of the Financial Policies](http://urbanaininois.us/sites/default/files/attachments/ordinances-2016-06-045-046-resolution-2016-06-033r.pdf) <http://urbanaininois.us/sites/default/files/attachments/ordinances-2016-06-045-046-resolution-2016-06-033r.pdf>):

B. Library General Fund: The City levies property taxes for the Library to support operations, which are funded from the Library's General Fund. The City Council approves the Library's budget, including estimated property tax revenues necessary to support the expenditure budget. When the City Council approves the property tax levy, it will include a levy sufficient to support the approved Library General Fund budget.

The City also allocates a portion of the Ameren franchise fee it receives to the Library, based on the Library's proportionate benefit from free gas therms provided by Ameren prior to the franchise agreement approved in 2015. This allocation will continue in the same proportion.

The Library will coordinate with the City Finance Director as the City works through its levy request process.

- **Statement as to the Amount of Accumulations and the Reasons Therefor:** These are some assigned funds in the Library's fund balances (pre-audit).
 - \$64,243 in the Special Reserve Fund.
 - \$59,034 for RHS health savings plan separation payout.
 - The Library has just over \$132,404 in vacation and personal time on the books.

- **Statement of Outstanding Liabilities:** See section 7 of the IPLAR.

Any Other Statistics, Information, and Suggestions That May Be of Interest:

Library Resources & Facilities:

- In support of the Strategic Plan, the Library continued to work on a building program process, which is engaging the Board, the community, and Library staff.
- In alignment with our Strategic Plan goals, staff were thoughtful and intentional about moving our Equity, Diversity and Inclusion work forward, beginning with TUFL's partnership with the City on using gender-neutral language. Staff finished revising the Library's policy manual and staff handbook to create more gender-neutral and gender-inclusive communications. We also hosted an all-staff training opportunity through the Uniting Pride Center of Champaign County to educate staff on LGBTQIA+ cultural competency.
- Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring last year, the Seed Exchange has distributed 3,741 seed packets to community members. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis.
- The [News-Gazette Archives Collection](#) webpage now includes a [clippings subject index](#) that is over 300 pages long, as well as the [digitized newspaper clippings](#) Omeka site with 388 digitized clippings. Champaign County Historical Archives (CCHA) staff update these resources weekly.
- The CCHA accepted 70 separate acquisitions including a Walker Opera House scrapbook, records from the multid denominational Religious Leaders for Community Care organization, Urbana Fire Department records, and the Stephen Storch Photography Collection, which includes over 40,000 photograph negatives of events in Champaign County from the 1960s-2010s.
- At their May 2022 Board meeting, the Library Board voted The Library overdue fine free. This change was enthusiastically received by patrons and has made The Library more accessible to those who need its services the most.
- Starting in December, staff resumed visiting nursing homes and assisted living facilities on a quarterly basis and created partnerships with two new facilities so we could start visiting and promoting library services to their residents. Use of the Courtesy and Home Delivery services more than doubled this spring to over 100 community members participating and doubled from 20 to 40 deliveries per week.
- The Friends of the Library resumed in-person book sales in August 2021. They also replaced their Etsy shop with an [Alibris shop](#) to facilitate online sales of their materials. Additionally, Mini Mobile Carts have been strategically placed throughout the first floor of the Library to enhance book sales efforts.
- In order to create a safe and welcoming environment in the Library, the new position of Safety & Volunteer Coordinator was filled in February 2022.
- Managing and maintaining the Library's aging facilities continues to be time-consuming and expensive. We anticipate large capital expenses to continue in the near future.
- This past year, after a cost analysis on the Webber Building, it was decided that it was more cost effective to demolish the building than to spend funds to repair all the problems and bring it up to building code. The building was demolished, and we are in the process of determining how to proceed with the lot.
- The Urbana Free Library and The Urbana Free Library Foundation provided funds throughout the year to support the processing of the Chanute Collection by two Interns from The School of Information Sciences | The iSchool at Illinois. This year, the interns used archival standards to arrange and describe archival materials, created digital photograph albums and exhibits, organized Chanute Day held in April, and

answered reference questions related to the Chanute Collection. Current information from the interns can be found on the Library's [What's New! in the Chanute Collection](#) page.

- The Board voted in May 2022 to implement new benefits for staff in addition to continuing paid COVID-19 leave: paid sick leave for hourly employees and paid parental leave for benefited employees.
- OCLC holdings were updated, which was a sizeable project and allows libraries and individuals throughout the world to see the current collection and place interlibrary loan (ILL) requests.
- The Library updated payment kiosks and software on all public use computers, which greatly enhanced the patron experience in regards to computer reservations, computer use, and printing. The updated software has been greeted with much enthusiasm from community members.

COVID-19-specific Initiatives:

- Given the popularity of Family Craft Kits, the Library offered teen craft programming as a weekly take-home kit from December to early May. The Urbana Middle School and University Laboratory High School libraries agreed to be kit pickup locations to make it easier for their students to participate. During the first week we offered kits at the schools, one of the schools ran out of kits in less than 24 hours.
- The Board voted in April 2022 to extend COVID Leave benefits so staff continue to have a safety net during the COVID-19 pandemic.
- The Library continued to offer staff the option to test for COVID-19 at work using rapid antigen tests that are provided to the Library for free through the Champaign-Urbana Public Health District and the City of Urbana.

Programs & Exhibits:

- As part of the Library's ongoing commitment to equity, diversity, and inclusion, information about how to request an accommodation to attend a program was added to all Library programs on our calendar. The Library also started using Zoom's live transcription service to increase accessibility. The service captions everything said in a program, allowing those attending to read along.
- On August 29 at the Rose Bowl Tavern, the Library helped sponsor a special performance by the Illinois Flamenco-Jazz Project and the community-based music and dance performers of the Illinois Flamenco-Jazz Collective, featuring guitarist David Chiriboga and Sammi Micklewright of Chicago's Ensemble Español Spanish Dance and Theater Troupe. The group delighted 130 community members. *This event was sponsored by **The Urbana Free Library, the Spurlock Museum of World Cultures (with support from the Illinois Arts Council), the Rose Bowl Tavern, a grant from Urbana Arts and Culture, and with in-kind support from the Robert E. Brown Center for World Music and UPTV.***
- On November 11, local comic creator Damien Duffy held an online discussion of his graphic novel adaption of Octavia Butler's [Parable of the Sower](#). Damien is a New York Times best-selling comic artist and has won an Eisner Award with John Jennings for their comic adaption of Octavia Butler's [Kindred](#). *This event was part of the Parable Path CU series of events coordinated by **Krannert Center for the Performing Arts.***
- Food and books were combined at the program More Than a Bookclub. Community members met to discuss the novel [The School of Essential Ingredients](#) by Erica Bauermeister and explore recipes mentioned in the book. The program was held in collaboration with the Urbana Park District at their programming kitchen and met three times. Dishes made included hot chocolate, risotto, and fondue.
- In celebration of Black History Month, the Library held an all-ages reading and activity challenge. To complete the challenge and win a prize, participants were asked to read three books by Black authors and were encouraged to explore national and local resources for Black health and wellness. Over the course of the month, 75 community members took part in the challenge.

- Starting in late April, 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 brought a class of their students to almost every Crafty Tales.
- With the Urbana Arts and Culture Program, the Library presented three Cinema & Sound programs where community members could enjoy live music and activities before watching an outdoor movie. Combined, over 200 people came to enjoy the events.
- The Champaign County Historical Archives hosted 49 programs and outreach events including “Before She Was a Mrs.: Discovering Your Female Ancestors,” “Casting a Historic Vote: Suffrage for Women in Illinois,” “Cracking the Code: DNA Testing Myths and Reality,” and the annual, library-wide Chanute Day.

Grants & Partners:

- The Library joined the pilot program for Illinois Libraries Present (ILP). ILP is a coalition of Illinois public libraries that offer high-quality virtual programs featuring “bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.” Speakers this year included Jenny Lawson, Michelle Zauner, and Silvia Moreno-Garcia.
- The Library was awarded a 2022 Urbana Arts Grant for the project Poems Across Urbana. For the project, the Library will hold four workshops where local poets will teach community members how to write short poems. Afterward, community members can submit poems to the Library to be printed on signs and displayed throughout Urbana.
- In April, artist Langston Allston worked with over 50 community members to paint murals on the Cunningham Township building, completing the Library’s 2021 Urbana Arts Grant project. So many people helped paint that an additional temporary mural was created on the back of the Webber Building to accommodate everyone that wanted to paint. The murals’ completion was celebrated at a ribbon-cutting ceremony on April 22.
- Nationally and internationally acclaimed poet Crystal Valentine read on the outdoor patio at NOLA’s Rock Bar on September 25 as part of Pygmalion. Many of her poems were new creations, and their focuses ranged from dealing with domestic abuse as a child to an ode to her girlfriend. Crystal Valentine’s visit was generously sponsored by The Urbana Free Library Foundation.
- The Library started a new monthly programming partnership called East Asian Story Time with the Center for East Asian and Pacific Studies at the University of Illinois, which features bilingual stories in an East Asian language and English.
- To help combat a nationwide shortage of donated blood, the Library partnered with Impact Life to hold a blood drive on September 9. The blood drive was a success, with enough units of blood collected to save 33 lives.
- Over 40 newly-arrived Afghan refugees visited the Library in May in a special collaboration with the Refugee Center. A team of translators helped us introduce people to the Library’s many resources and even to the idea of a public library (which is unfamiliar and can be intimidating). We issued library cards, introduced staff, looked at ESL materials, did art activities with the children, and shared tea and snacks.
- To assist community members in need, the Library 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. The Urbana Rotary Club collected items for the program as one of the club's April service projects.

- On Martin Luther King, Jr. Day, the Library partnered with other area organizations to organize the MLK Walk for Peace, which 100 people attended to support peace in our community. *The walk was sponsored by the **City of Urbana, HV Neighborhood Transformation, Housing Authority of Champaign County/YouthBuild, Urbana Park District, Urbana Rotary Club, and The Urbana Free Library.***
- The School of Information Sciences | The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY23.
- As part of the Community Webs Grant awarded to the Champaign County Historical Archives in 2017, Shalini Smith and Sara Bennett participated in professional development opportunities to strengthen CCHA's digital initiatives. These included an [ISHRAB digital preservation workshop](#), [digital archives specialist coursework through SAA](#), and virtual attendance at the [2022 Midwest Archives Conference Annual Meeting](#). This grant will also allow the Champaign County Historical Archives to continue using [Archive-It](#) to web archive pages from our community with an indefinite subscription waiver.
- The Library sends out three regular eNewsletters per month (Library News & Events, Youth & Teen, and Local History & Genealogy). In addition, we irregularly send out news to the Foundation & Friends list. We also regularly use our eNewsletters to communicate with local media, nonprofit organizations, preschools, churches, and businesses. On a monthly basis, over 15,000 people receive Library news via one of our eNewsletters. Open rates vary for each list, but averages 47% - which is excellent for a nonprofit.

Professional Contributions:

- Amanda Standerfer spoke at the 2022 Public Library Association Conference in Portland, Oregon this past March. Amanda talked about how libraries can more effectively implement their strategic plans by becoming learning organizations. We practice being a learning organization by encouraging staff to attend professional development that relates to their position and tracking the hours spent learning annually.
- Celeste Choate served her second year as a mentor for Director's University. She was also on the Illinois Library Association's 2021 Annual Conference Committee. In addition, she co-chaired ILA's Central Illinois virtual legislators' breakfast in February 2022. Finally, Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences | The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy protections. Celeste presented at the annual Association for Information Science and Technology's annual conference in October 2021 and locally at Reaching Forward South in 2022.
- Donica Swann served in her first year as a member of the Midwest Archives Conference's (MAC) Executive Council. She also chaired MAC's Strategic Planning Committee and participated in MAC's Social Justice Response Committee.
- Donica Swann was selected to participate in the Denver Public Library's [Laura Bush Foundation Grant-sponsored](#) effort "Building an Inclusive Organizational Culture in Libraries EDI Library Leaders Cohort" from November 2021 – November 2022. The goal of the cohort is to develop an EDI toolkit of resources and activities to share with public libraries nationwide.
- Lauren Chambers joined the Illinois Libraries Presents Data & Numbers Committee.

EQUAL EMPLOYMENT OPPORTUNITY & ANTIDISCRIMINATION

The Urbana Free Library is an equal opportunity employer in accordance with state and federal laws. It is the policy of the Library to prohibit discrimination of any type and to afford employment opportunities to employees and applicants without regard to actual or perceived race (and traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, creed, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. ~~race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, work authorization status, or any other classification protected by applicable discrimination laws.~~ The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with The Urbana Free Library.

Furthermore, no employee of the Library is to discriminate against any applicant or employee on the basis of a disability. The Library will make reasonable accommodations, including modification of Library policies and procedures in appropriate cases for qualified individuals with disabilities if it can be done without undue hardship for the Library.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between The Urbana Free Library and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and application of policies.

Questions should be referred to the Executive Director.

Adopted March 10, 2015

Revised June 11, 2019; November 9, 2021; August 9, 2022

RESPECTFUL WORK ENVIRONMENT

Scope: All Library Employees, Agents, Officials, Patrons, Contractors, Visitors, and Volunteers

Purpose: The purpose of this policy is to promote a respectful, productive, professional, and diverse work environment that is free of all forms of unlawful discrimination and harassment, by adhering to all applicable federal, state, and local laws.

Policy: All persons have a right to work in a respectful and productive environment free of discrimination and harassment. The Urbana Free Library will not tolerate any form of conduct by employees, agents, officials, patrons, contractors, visitors, or volunteers that harasses, disrupts, or interferes with another's work performance or creates an intimidating, offensive, or hostile work environment. The Urbana Free Library prohibits discrimination or harassment of any person by any other person regardless of any employment relationship or lack thereof.

Comment: Employees, agents, officials, patrons, contractors, visitors, or volunteers are expected to maintain a respectful and productive work environment that is free of harassing or disruptive conduct. No form of discrimination or harassment will be tolerated, including discrimination or harassment based on the following reasons: actual or perceived race (and traits associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, creed, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. ~~race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, gender identity, work authorization status, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected group status.~~

Special attention should be paid to the prohibition of sexual harassment. The Illinois Human Rights Act currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

RESPECTFUL WORK ENVIRONMENT

- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Please note: The policy recognizes the above definition as a minimum legal standard. As the Library is committed to ensuring a diverse, productive, and professional work environment, this policy's expectations and standards are considerably higher.

Definitions: Discrimination or harassment under this policy includes unwanted or unwelcomed conduct of either a sexual nature or related to an individual's actual or perceived protected class status. Examples of such conduct include, but are not limited to:

- **Physical Conduct:** Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions about, to, or in the presence of another individual;
- **Verbal Conduct:** Demeaning, insulting, intimidating, or sexually suggestive comments about, to, or in the presence of an individual; suggestive comments, insults, humor, lewd comments, and/or jokes about sex, anatomy, or gender-specific traits; sexual propositions or requests for sexual acts; or repeated requests for dates.
- **Written Conduct:** Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronic communications in any form (including but not limited to email, instant messages, text messages, mobile phone images, tweets, podcasts, and Internet materials).
- **Non-verbal Conduct:** Suggestive or insulting sounds (e.g., whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking," or "kissing" noises.
- **Visual Conduct:** Display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs, posters, signs, pin-ups, or slogans of a sexual nature, viewing pornographic material or websites.
- Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, also is prohibited.

Management Staff: For purposes of this policy, "manager" or "management staff" shall be defined as any person who is engaged in or responsible for directing or overseeing the work of The Urbana Free Library's employees, including, but not limited to, all supervisors, department heads, and administrators.

RESPECTFUL WORK ENVIRONMENT

- All management staff, agents, and officials have an affirmative responsibility to keep the workplace free of any form of harassment, particularly sexual harassment.
- No manager, agent, or official is to threaten, promise, or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment. This prohibition shall apply to off-duty conduct to the extent that such conduct (1) arises out of the work relationship between the complainant and alleged harasser and (2) has a demonstrable effect on the workplace.
- Each manager, agent, and official has an affirmative responsibility to promptly report any conduct or situation that may constitute sexual harassment or discriminatory behavior directly to the administrator responsible for Human Resources and the appropriate department head, whether that behavior is directly observed or knowledge of the behavior is gained by indirect means.
- If a manager, agent, or official is uncertain whether suspect behavior constitutes harassment or discrimination, the supervisor, manager, agent, or official shall promptly contact the administrator responsible for Human Resources to determine whether further investigation is warranted.

Reporting Procedure: Any employee who believes that conduct by an employee, agent, official, patron, contractor, visitor, or volunteer could constitute a violation of this policy has a responsibility to report the situation as soon as possible. It is not necessary for the person making the report to be the subject of the harassment or discrimination. The report should be made to either the employee's department head or the administrator responsible for Human Resources. Should the employee have concerns about privacy, confidentiality, potential retaliation, or for any other reasons the employee deems it necessary or appropriate, in all situations the employee may make a confidential report to the administrator responsible for Human Resources.

All reports of harassment and/or discrimination, including anonymous reports made via written, telephonic, or some other non-direct means of communication, will be investigated promptly and in as impartial and confidential a manner as possible. The investigation will be conducted by the administrator responsible for Human Resources or their designee and/or a representative from the City of Urbana's Human Resources Division. Employees are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to the parties involved.

Retaliation and Interference Prohibited: The Library is committed to maintaining a culture that promotes the prevention, detection, and elimination of any and all forms of harassment. No individual making a report in good faith under this policy shall be

RESPECTFUL WORK ENVIRONMENT

subject to any negative employment consequences based upon that report, even if that report is not able to be substantiated. In addition, any witness will be protected from retaliation in accordance with the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174/15), and the Illinois Human Rights Act (775 ILCS 5/6-101).

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or adverse change in the terms or conditions of employment of any Library employee that is taken in response to a Library employee's involvement in protected activity pursuant to this policy.

Discipline: Any employee, agent, official, or manager who is found to have violated the Respectful Work Environment Policy will be subject to appropriate disciplinary action, up to and including termination.

Any manager who fails to promptly report conduct that may constitute a violation of this policy will be subject to disciplinary action, up to and including termination.

Any employee, agent, official, or manager who (1) retaliates against an employee who reports a possible violation of this policy, or (2) interferes with a harassment investigation in any way will be subject to appropriate disciplinary action, up to and including termination.

Any employee, agent, official, or manager who is found to have knowingly made an intentional misrepresentation during the course of an investigation, or who interferes with an investigation brought pursuant to this policy, will be subject to appropriate disciplinary action, up to and including termination.

Any person who knowingly and intentionally makes a false report of harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. If a report of harassment or discrimination is made in good faith, but is unable to be substantiated, it shall not be deemed a false report.

Training and Implementation: All employees, supervisors, managers, persons who have been agents for three (3) months, officials, and volunteers will be trained on this policy within six (6) months of the implementation of this policy or the commencement of employment or service, whichever date is earlier. At the completion of training, all employees and volunteers will be required to sign a document confirming their knowledge and understanding of the policy. Training for employees shall reoccur on at least an annual basis.

RESPECTFUL WORK ENVIRONMENT

External Reporting: The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Library. However, all Library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Adopted March 8, 2016

Revised January 9, 2018; July 13, 2021; June 14, 2022; August 9, 2022

DRAFT

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
OTHER INTER-GOV	1	\$12,952.00	EACH	\$12,952.00	\$0.00	\$0.00	\$12,952.00
OTHER INTER-GOV							

MUNIS USER FEES SEE ATTACHED FOR BREAKDOWN

80280801-52199

This account is due and payable to: City of Urbana upon receipt.
 Any remaining unpaid balance will be turned over to collections after 90 days.

Invoice Total:

\$12,952.00

PLEASE RETURN BOTTOM PORTION WITH PAYMENT



CITY OF URBANA

400 S VINE ST
 URBANA, IL 61801
 (217) 384-2448
 www.urbanaininois.us

Invoice Date	Invoice No.
07/15/2022	1014
Customer Number	
1270	
Invoice Total Due	
\$12,952.00	
Amount Paid	

1270
 URBANA FREE LIBRARY
 210 W GREEN ST
 URBANA, IL 61801

Due Upon Receipt



#1270

Library Munis Charge for FY2022
7/12/2022

Active Users Dept 80 (Library)	12	13.48%
Active Users Dept 05 -50 (City)	<u>77</u>	<u>86.52%</u>
	<u>89</u>	<u>100.00%</u>
Library Percent of Total		13.48%
License Fees*		76,848
Library Share of License Fees		10,362
Plus 25% Admin Fee		<u>2,590</u>
Total Library Munis Fee FY2022		<u>12,952</u>

* License fees above do not include cashiering, licensing, and citizen self service, which are not used by the Library.

CR 100-41699 (Other Intergovernmental Payments)

INGOV
160TH





f AmerenIllinois.com
Customer Service 1.800.232.2477

80280805-52600

Account Number 5158373000
Customer Name URBANA FREE LIBRARY
Service Address 210 W GREEN ST UNIT ELE
URBANA, IL 61801

Statement Issued 07/25/2022
Amount Due \$18,205.95
Due Date Sep 23, 2022

Last Payment \$12,023.41
Payment received. Thank you.

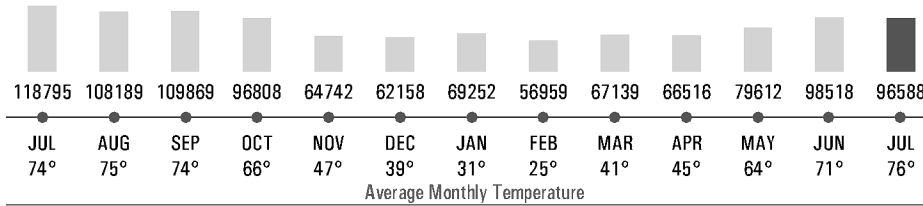
Current Charge Summary for Statement 07/25/2022

Total Electric Charge \$18,205.95
Total Amount Due \$18,205.95

Important Account Messages

The current billed amount of \$18,205.95 is due on Sep 23, 2022.

Electric Usage History in Kilowatt Hours (kWh)



Average Daily Electric Use (kWh)

TIME PERIOD	AVG. DAILY USE
CURRENT MONTH	3219.60 kWh
LAST MONTH	3078.69 kWh
LAST YEAR	3712.34 kWh

13073
03478 2102805 007036 014071 0001/0002
INTERNAL USE ONLY



See page 2 for account messages and tips from Ameren Illinois.

Keep this portion for your records.

Page 1 of 4

Please detach stub and return this portion with your payment.



See reverse side if your address has changed
and for details on other ways to pay your bill.

Account Number 5158373000
Amount Due \$18,205.95
Due Date 09/23/2022
Amount Enclosed _____

>003478 2102805 0015 092139 10Z

URBANA FREE LIBRARY
210 W GREEN ST
URBANA, IL 61801-3953

AMEREN ILLINOIS
PO BOX 88034
CHICAGO IL 60680-1034

70700000 0051583730000 000018205950 000018205950



Safety Messages from Ameren Illinois

Save valuable time for first responders by ensuring your building or resident address is clearly marked. In an emergency situation such as a fire, gas leak or downed power line, every minute counts. Display your address using large painted numbers or signs on your curb, mailbox or other designated area.

Don't go outside in the dark after a severe storm because you may not be able to see a downed power line that could still be energized and dangerous. Stay away from brush, fallen trees or puddles that could hide downed lines.


Questions? Contact Ameren Illinois at **1.800.232.2477** or visit **Ameren.com/Illinois/contact-us** to connect with customer service online.

* Please contact your utility provider for assistance before calling the Illinois Commerce Commission (ICC) at 1.800.524.0795.

Page 2 of 4

Address Update

ADDRESS _____
 CITY, STATE, ZIP _____
 PHONE NUMBER _____

Ways to Pay



ONLINE
E-CHECK



PHONE
888.777.3108



IN PERSON
FIND A PAY STATION AT
AMERENILLINOIS.COM/
PAYSTATION



ONLINE
CREDIT CARD



MAIL
STUB & CHECK



Account Number 5158373000
Customer Name URBANA FREE LIBRARY
Service Address 210 W GREEN ST UNIT ELE
URBANA, IL 61801

Statement Issued 07/25/2022
Amount Due \$18,205.95
Due Date Sep 23, 2022

Payment Details

Payment Received DATE: July 18, 2022 AMOUNT: \$12,023.41

Electric Service Non Residential Billing Detail - Rate Zone III 06/21/2022 - 07/21/2022 (30 days)

Electric Meter Read for 06/21/2022 - 07/21/2022 (30 days)

READ TYPE	METER NUMBER	CURRENT METER READ	PREVIOUS METER READ	READ DIFFERENCE	MULTIPLIER	USAGE
Total kWh	25900955	96588.0000 Actual	0.0000 Actual	96588.0000	1.0000	96588.0000
On Peak kWh	25900955	48599.0000 Actual	0.0000 Actual	48599.0000	1.0000	48599.0000
Off Peak kWh	25900955	47989.0000 Actual	0.0000 Actual	47989.0000	1.0000	47989.0000
Peak kW	25900955	240.4800 Actual	0.0000 Actual	240.4800	1.0000	240.4800
On Peak kW	25900955	240.4800 Actual	0.0000 Actual	240.4800	1.0000	240.4800
Off Peak kW	25900955	220.0000 Actual	0.0000 Actual	220.0000	1.0000	220.0000

Usage Summary

Total kWh	96588.0000	On-Peak kWh	48599.0000
Off-Peak kWh	47989.0000	Peak kW	240.5000
On-Peak kW	240.5000	Off-Peak kW	220.0000
12 Month Max Demand	253.8000		

Smart Meter

	CHARGE DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Electric Delivery Ameren Illinois DS-3 General Delivery Service < 400 kW	Customer Charge				\$44.58
	Meter Charge				\$11.19
	Distribution Delivery kW Charge	240.50	kW	@ \$ 7.62400000	\$1,833.57
	Transformation Charge	253.80	kW	@ \$ 0.59000000	\$149.74
				Electric Delivery	\$2,039.08

Electric Supply Energy Harbor Fixed Rate 14.92 cents per kWh	Total Energy Charge (\$/kWh)	96,588.00	kWh	@ \$ 0.14920000	\$14,410.93
				Electric Supply	\$14,410.93

03478 2102805 007037 014073 0002/0002



	CHARGE DESCRIPTION	USAGE	UNIT	RATE	CHARGE
State and Local Taxes and Other Mandated Charges	Customer Generation Charge				\$34.14
	Clean Energy Assistance Charge	96,588.00	kWh	@ \$ 0.00177000	\$170.96
	Renewable Energy Adjustment*	96,588.00	kWh	@ \$ 0.00458000	\$442.37
	EDT Cost Recovery	96,588.00	kWh	@ \$ 0.00124840	\$120.58
	Electric Environmental Adjustment	96,588.00	kWh	@ \$ 0.00095410	\$92.15
	Energy Efficiency Programs Charge	96,588.00	kWh	@ \$ 0.00176000	\$169.99
	Energy Transition Assistance Charge*	96,588.00	kWh	@ \$ 0.00072000	\$69.54
	Urbana Municipal Tax				\$355.33
	Illinois State Electricity Excise Tax				\$300.88
	Total Taxes and Other Charges				\$1,755.94

*Includes mandated charges and programs, and other changes resulting from the 2021 state energy law.

Total Electric Charges \$18,205.95

 **Details From Your Electric Supplier**

Energy Harbor
www.energyharbor.com
 888.254.6359

If you have any questions regarding your Energy Supply charges, please contact the Electric Supplier listed above.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022

URBANA FREE LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30665
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0538
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Urbana Free Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	210 West Green Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Urbana
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61801
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	210 West Green Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Urbana
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61801
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	2173674058
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	2173674061
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://urbanafreelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Celeste Choate
1.15 Title	Executive Director
1.16 Library Director's E-mail	cchoate@urbanafree.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Champaign
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	38,336
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	IHLS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
--	-----

1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
URBANA FREE LIB.	URBANA FREE LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
URBANA FREE LIB.	30665	3066500

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
URBANA FREE LIB.	210 WEST GREEN STREET		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
URBANA FREE LIB.	URBANA		61801	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
URBANA FREE LIB.	Champaign		2173674057	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
URBANA FREE LIB.	50,000		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
URBANA FREE LIB.	13,498	52	168,677	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Dawn Cassidy
3.5 Telephone Number of Person Preparing Report	217-367-4058
3.6 FAX Number	217-367-4061
3.7 E-Mail Address	dcassady@urbanafree.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	John Thies
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	217-367-1126
5.9 E-mail Address	jthies@urbanafree.org
5.10 Home Address	2109 Meadowlark Court
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Second member

5.5 Name	Beth Scheid
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	6/2025
5.8 Telephone Number	217-384-4966
5.9 E-mail Address	bscheid@urbanafree.org
5.10 Home Address	2502 Brookens Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Third member

5.5 Name	Barb Bennett
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	6/2023
5.8 Telephone Number	956-793-1162
5.9 E-mail Address	bbennett@urbanafree.org
5.10 Home Address	2530 St. Andrews Road
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Fourth member

5.5 Name	Gloria Yen
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2025
5.8 Telephone Number	217-337-1514

5.9 E-mail Address	gyen@urbanafree.org
5.10 Home Address	211 S. Poplar Street
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Fifth member	
5.5 Name	Shirese Hursey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	217-721-4176
5.9 E-mail Address	shursey@urbanafree.org
5.10 Home Address	1309 Ellis Drive
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Sixth member	
5.5 Name	Guadalupe A. Mejia
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2024
5.8 Telephone Number	502-287-2451
5.9 E-mail Address	gmejia@urbanafree.org
5.10 Home Address	2322 Nugent Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

Seventh member	
5.5 Name	Jane Williams
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/2023
5.8 Telephone Number	217-328-5419
5.9 E-mail Address	jwilliams@urbanafree.org
5.10 Home Address	707 West Oregon Street
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Eighth member	
5.5 Name	Michael Weissman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	217-898-6238
5.9 E-mail Address	mweissman@urbanafree.org
5.10 Home Address	706 W. Nevada
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Ninth member	
5.5 Name	Mark Pelmore
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	816-217-2371
5.9 E-mail Address	mpelmore@urbanafree.org
5.10 Home Address	906 W. Hill St.
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

FACILITY/FACILITIES (6.1-6.3b)	
Please provide the requested information about the library's facilities.	
6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	The process of converting most lights to LED is nearly complete. Directional signs are posted throughout the building.
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	131
6.3 Total Number of Study Rooms	2
6.3b Total number of times study room(s) used by the public during the fiscal year	1,194

Capital Needs Assessment	
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ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$14,980,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	These are some assigned funds in the Library's fund balances (pre-audit). . \$64,243 in the Special Reserve Fund. . \$59,034 for RHS health savings plan separation payout. . The Library has just over \$132,404 in vacation and personal time on the books.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,796,507
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,160,249

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$60,844
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$268,550
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$329,394

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$87,286
8.14 Other receipts intended to be used for operating expenditures	\$94,451
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$181,737
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,307,638
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Cincinnati Insurance \$1815.00.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,132,764
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$579,714
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,712,478

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$228,434
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$151,483
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$75,723
10.3b Please provide an explanation of the other types of material expenditures.	New collections, CDs, DVDs, recordings, games included
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$455,640

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$786,885
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,955,003

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$36,000
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	
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Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
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Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)

13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees

13.14 Minimum hourly rate actually paid

13.15 Maximum hourly rate actually paid

13.16 Total FTE Group C employees (13.13 / 40)

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees

13.18 Minimum hourly rate actually paid

13.19 Maximum hourly rate actually paid

13.20 Total FTE Group D employees (13.17 / 40)

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees

13.22 Minimum hourly rate actually paid

13.23 Maximum hourly rate actually paid

13.24 Total FTE Group E employees (13.21 / 40)

13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]

13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
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Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
2		2	2	20.00	2	2
	Archives Librarian	Other Type of Librarian	Master's Degree (ALA accredited)		Filled	01/2022
	Circulation Clerk/Information Assistant	Reference	Less than a Bachelor's degree	20.00	Filled	03/2022

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
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LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]

168,677

14.1a Library Visits Reporting Method [PLSC 501a]

Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	137	1,810	13	1,390
Children (6-11)	84	651	4	234
Children's Total	221	2,461	17	1,624
Young Adults (12-18)	67	280	17	409
Adults (19 and older)	63	1,447	11	164
General Interest	47	2,639	4	99
Total	398	6,827	49	2,296

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	127	2,616
Synchronous In-Person Offsite Program Sessions	25	2,193
Synchronous Virtual Program Sessions	245	2,018
Total	397	6,827

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	12
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	168

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	13,671
16.2a Total Number of Unexpired Non-resident Cards	268
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$13,670.10
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	13,939
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	241,316
17.2 Current Print Serial Subscriptions	1,094
17.3 Total Print Materials (17.1+17.2)	242,410
17.4 E-books Held at end of the fiscal year [PLSC 451]	59,202
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	28,338
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	33,224
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	29,630
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	848
17.6c Other Circulating Physical Items [PLSC 462]	4,512
17.6d Total Physical Items in Collection [PLSC 461]	303,796

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	27
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	43

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	400,183
18.2 Number of young adult materials loaned	17,421
18.3 Number of children's materials loaned [PLSC 551]	198,880
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	616,484

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	362,653
18.6 Videos/DVDs- Physical	100,386
18.7 Audios (include music)- Physical	28,173
18.8 Magazines/Periodicals- Physical	6,202
18.9 Other Items- Physical [PLSC 561]	56,531
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	553,945
18.11 Use of Electronic Materials [PLSC 552]	102,137
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	656,082
18.13 Successful Retrieval of Electronic Information [PLSC 554]	46,271
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	148,408
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	702,353
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	66,868
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	39,598

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	40,154
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	-1 Unknown
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	178
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	52
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100 Mbps
21.3 What is the monthly cost of the library's internet access?	\$200
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	52
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	16,941
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
21.9 Number of website visits or sessions to your library website [PLSC 653]	305,008 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	The Urbana Free Library did not participate because of the filtering requirement.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$6,761
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	594.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

Software problems caused an underreporting of public computer sessions for March-June 2022. The change in collection size from March to April 2022 represents a clarification from the Illinois State Library and subsequent shift by the Digital Library of Illinois consortium. The shift changes the way local digital titles that are interlibrary loaned are counted for the IPLAR, while overall collections to patrons were not impacted.

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

In support of the Strategic Plan, the Library continued to work on a building program process, which is engaging the Board, the community, and Library staff. . In alignment with our Strategic Plan goals, staff were thoughtful and intentional about moving our Equity, Diversity and Inclusion work forward, beginning with TUFL's partnership with the City on using genderneutral language. Staff finished revising the Library's policy manual and staff handbook to create more gender-neutral and gender-inclusive communications. We also hosted an all-staff training opportunity through the Uniting Pride Center of Champaign County to educate staff on LGBTQIA cultural competency. . Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring last year, the Seed Exchange has distributed 3,741 seed packets to community members. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis. . The News-Gazette Archives Collection webpage now includes a clippings subject index that is over 300 pages long, as well as the digitized newspaper clippings Omeka site with 388 digitized clippings. Champaign County Historical Archives (CCHA) staff update these resources weekly. . The CCHA accepted 70 separate acquisitions including a Walker Opera House scrapbook, records from the multid denominational Religious Leaders for Community Care organization, Urbana Fire Department records, and the Stephen Storch Photography Collection, which includes over 40,000 photograph negatives of events in Champaign County from the 1960s-2010s. . At their May 2022 Board meeting, the Library Board voted The Library overdue fine free. This change was enthusiastically received by patrons and has made The Library more accessible to those who need its services the most. . Starting in December, staff resumed visiting nursing homes and assisted living facilities on a quarterly basis and created partnerships with two new facilities so we could start visiting and promoting library services to their residents. Use of the Courtesy and Home Delivery services more than doubled this spring to over 100 community members participating and doubled from 20 to 40 deliveries per week. . The Friends of the Library resumed in-person book sales in August 2021. They also replaced their Etsy shop with an Alibris shop to facilitate online sales of their materials. Additionally, Mini Mobile Carts have been strategically placed throughout the first floor of the Library to enhance book sales efforts. . In order to create a safe and welcoming environment in the Library, the new position of Safety & Volunteer Coordinator was filled in February 2022. . Managing and maintaining the Library's aging facilities continues to be time-consuming and expensive. We anticipate large capital expenses to continue in the near future. . This past year, after a cost analysis on the Webber Building, it was decided that it was more cost effective to demolish the building than to spend funds to repair all the problems and bring it up to building code. The building was demolished, and we are in the process of determining how to proceed with the lot. . The Urbana Free Library and The Urbana Free Library Foundation provided funds throughout the year to support the processing of the Chanute Collection by two Interns from The School of Information Sciences ' The iSchool at Illinois. This year, the interns used archival standards to arrange and describe archival materials, created digital photograph albums and exhibits, organized Chanute Day held in April, and 3 answered reference questions related to the Chanute Collection. Current information from the interns can be found on the Library's What's New! in the Chanute Collection page. . The Board voted in May 2022 to implement new benefits for staff in addition to continuing paid COVID-19 leave: paid sick leave for hourly employees and paid parental leave for benefited employees. . OCLC holdings were updated, which was a sizeable project and allows libraries and individuals throughout the world to see the current collection and place interlibrary loan (ILL) requests. . The Library updated payment kiosks and software on all public use computers, which greatly enhanced the patron experience in regards to computer reservations, computer use, and printing. The updated software has been greeted with much enthusiasm from community members. COVID-19-specific initiatives . Given the popularity of Family Craft Kits, the Library offered

teen craft programming as a weekly take-home kit from December to early May. The Urbana Middle School and University Laboratory High School libraries agreed to be kit pickup locations to make it easier for their students to participate. During the first week we offered kits at the schools, one of the schools ran out of kits in less than 24 hours. . The Board voted in April 2022 to extend COVID Leave benefits so staff continue to have a safety net during the COVID-19 pandemic. . The Library continued to offer staff the option to test for COVID-19 at work using rapid antigen tests that are provided to the Library for free through the Champaign-Urbana Public Health District and the City of Urbana. Programs & exhibits: . As part of the Library's ongoing commitment to equity, diversity, and inclusion, information about how to request an accommodation to attend a program was been added to all Library programs on our calendar. The Library also started using Zoom's live transcription service to increase accessibility. The service captions everything said in a program, allowing those attending to read along. . On August 29 at the Rose Bowl Tavern, the Library helped sponsor a special performance by the Illinois Flamenco-Jazz Project and the community-based music and dance performers of the Illinois Flamenco-Jazz Collective, featuring guitarist David Chiriboga and Sammi Micklewright of Chicago's Ensemble Española Spanish Dance and Theater Troupe. The group delighted 130 community members. This event was sponsored by The Urbana Free Library, the Spurlock Museum of World Cultures (with support from the Illinois Arts Council), the Rose Bowl Tavern, a grant from Urbana Arts and Culture, and with in-kind support from the Robert E. Brown Center for World Music and UPTV. . On November 11, local comic creator Damien Duffy held an online discussion of his graphic novel adaption of Octavia Butler's Parable of the Sower. Damien is a New York Times best-selling comic artist and has won an Eisner Award with John Jennings for their comic adaption of Octavia Butler's Kindred. This event was part of the Parable Path CU series of events coordinated by Krannert Center for the Performing Arts. . Food and books were combined at the program More Than a Bookclub. Community members met to discuss the novel The School of Essential Ingredients by Erica Bauermeister and explore recipes mentioned in the book. The program was held in collaboration with the Urbana Park District at their programming kitchen and met three times. Dishes made included hot chocolate, risotto, and fondue. . In celebration of Black History Month, the Library held an all-ages reading and activity challenge. To complete the challenge and win a prize, participants were asked to read three books by Black authors and were encouraged to explore national and local resources for Black health and wellness. Over the course of the month, 75 community members took part in the challenge. . Starting in late April, 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 brought a class of their students to almost every Crafty Tales. . With the Urbana Arts and Culture Program, the Library presented three Cinema & Sound programs where community members could enjoy live music and activities before watching an outdoor movie. Combined, over 200 people came to enjoy the events. . The Champaign County Historical Archives hosted 49 programs and outreach events including "Before She Was a Mrs.: Discovering Your Female Ancestors," "Casting a Historic Vote: Suffrage for Women in Illinois," "Cracking the Code: DNA Testing Myths and Reality," and the annual, library-wide Chanute Day. Grants & partners: . The Library joined the pilot program for Illinois Libraries Present (ILP). ILP is a coalition of Illinois public libraries that offer high-quality virtual programs featuring "bestselling fiction and nonfiction authors, wellknown presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages." Speakers this year included Jenny Lawson, Michelle Zauner, and Silvia Moreno Garcia. . The Library was awarded a 2022 Urbana Arts Grant for the project Poems Across Urbana. For the project, the Library will hold four workshops where local poets will teach community members how to write short poems. Afterward, community members can submit poems to the Library to be printed on signs and displayed throughout Urbana. . In April, artist Langston Allston worked with over 50 community members to paint murals on the Cunningham Township building, completing the Library's 2021 Urbana Arts Grant project. So many people helped paint that an additional temporary mural was created on the back of the Webber Building to accommodate everyone that wanted to paint. The murals' completion was celebrated at a ribbon-cutting ceremony on April 22. . Nationally and internationally acclaimed poet Crystal Valentine read on the outdoor patio at NOLA's Rock Bar on September 25 as part of Pygmalion.

Many of her poems were new creations, and their focuses ranged from dealing with domestic abuse as a child to an ode to her girlfriend. Crystal Valentine's visit was generously sponsored by The Urbana Free Library Foundation. . The Library started a new monthly programming partnership called East Asian Story Time with the Center for East Asian and Pacific Studies at the University of Illinois, which features bilingual stories in an East Asian language and English. . To help combat a nationwide shortage of donated blood, the Library partnered with Impact Life to hold a blood drive on September 9. The blood drive was a success, with enough units of blood collected to save 33 lives. . Over 40 newly-arrived Afghan refugees visited the Library in May in a special collaboration with the Refugee Center. A team of translators helped us introduce people to the Library's many resources and even to the idea of a public library (which is unfamiliar and can be intimidating). We issued library cards, introduced staff, looked at ESL materials, did art activities with the children, and shared tea and snacks. . To assist community members in need, the Library 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. The Urbana Rotary Club collected items for the program as one of the club's April service projects. . On Martin Luther King, Jr. Day, the Library partnered with other area organizations to organize the MLK Walk for Peace, which 100 people attended to support peace in our community. The walk was sponsored by the City of Urbana, HV Neighborhood Transformation, Housing Authority of Champaign County/YouthBuild, Urbana Park District, Urbana Rotary Club, and The Urbana Free Library. . The School of Information Sciences ' The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY23. . As part of the Community Webs Grant awarded to the Champaign County Historical Archives in 2017, Shalini Smith and Sara Bennett participated in professional development opportunities to strengthen CCHA's digital initiatives. These included an ISHRAB digital preservation workshop, digital archives specialist coursework through SAA, and virtual attendance at the 2022 Midwest Archives Conference Annual Meeting. This grant will also allow the Champaign County Historical Archives to continue using Archive-It to web archive pages from our community with an indefinite subscription waiver. . The Library sends out three regular eNewsletters per month (Library News & Events, Youth & Teen, and Local History & Genealogy). In addition, we irregularly send out news to the Foundation & Friends list. We also regularly use our eNewsletters to communicate with local media, nonprofit organizations, preschools, churches, and businesses. On a monthly basis, over 15,000 people receive Library news via one of our eNewsletters. Open rates vary for each list, but averages 47% - which is excellent for a nonprofit.

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.12 No COVID closures this fiscal year. (0-2022-07-11)