



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 May 9, 2023, 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 REALM study results and TUFL possibilities: Stepheny McMahon
 - 6.2 Storch Photography Collection & Illinois State Historical Records Advisory Board grant: Sara Bennett
 - 6.3 Building Project and Building Program updates: Dawn Cassady
 - 6.4 Strategic Plan updates: Celeste Choate
 - 6.5 FY24 Budget updates: Celeste Choate
- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of April 11, 2023
Payroll for April 21, 2023; total \$106,933.41
Payroll for May 5, 2023; total \$105,406.03
Bills for April 13, 2023; total \$48,619.44
Bills for April 14, 2023; total \$200.00
Bills for April 21, 2023; total \$10,682.09
Bills for April 28, 2023; total \$16,310.28
Bills for May 5, 2023; total \$39,761.89
- 8.0 Action Items (Individual)**
 - 8.1 List of Regularly Scheduled Monthly Board Meetings for FY24
 - 8.2 Annual Review and Designation of Non-Resident Card Fees
 - 8.3 FY24 Budget
 - 8.4 FY23 Budget Amendment
 - 8.5 DRAFT VI-E Leave May 2023
 - 8.6 DRAFT VI-Q Whistleblower May 2023
 - 8.7 Resolution 2023-09 to Accept the ARPA Grant Intergovernmental Agreement
 - 8.8 Davis Houk invoice for \$11,975.85
- 9.0 Discussion Items**

Income Inequality: Gloria Yen
- 10.0 Reports of the Liaison Officer**
 - 10.1 Friends of The Urbana Free Library
 - 10.2 The Urbana Free Library Foundation
 - 10.3 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports**
- 13.0 Board President Report**
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be June 13, 2023, 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: May 4, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of May 9, 2023



VISION

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

MISSION

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



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

WE WELCOME ALL.

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

- We have now had two virtual meetings with Engberg Anderson to give them feedback on initial designs, color palettes, and furniture options for the Circ-A/V Area Renovation and Megan's Room Renovation. Rough cost estimates for the initial designs are incorporated into the budget documents.
- We also have had initial conversations about the building program with Engberg Anderson, and expect to bring an update to the Board in June.
- We have received a report from IMEG with recommendations for replacing the air handler, putting in a split system for the server room, and handling humidity in the Archives. Once we decide on the best options for each, IMEG will help us prepare bids for the installation.

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

- The Library took part in an Earth Day event at Meadowbrook Park and brought examples from the Seed Exchange to give out to community members. People were very excited to learn more about the Seed Exchange and were particularly excited that the Exchange included native plants. Almost 75 community members took home seeds.
- The Library launched a community survey as part of the current strategic planning process. Digital and physical versions are both available for community members. Library staff are encouraging patrons to participate, and we have asked community partners to share the survey as well. www.surveymonkey.com/r/UrbanaCommunitySurvey



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

WE SPARK CURIOSITY.

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

- The Library held its own Earth Day event with crafts for families to make from recycled materials. One child was so excited that she made four out of the six crafts available. Another made five examples of the same craft because they enjoyed it so much. The most popular craft turned old magazines into beads to make jewelry, followed by the pipe cleaner and butterfly pictured to the right.





- Community members had a chance to hear Janice Harrington read from her new picture book *Hurry Kate, or You'll be Late!* about a little girl who loves anything with wheels and her daddy. The interactive storytime kept the attention of the very youngest, who were telling the story from the pictures after the program. Janice also inspired older children by sharing the stories behind her other books and encouraging them to write their own stories.

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

- For the first time since 2019, the Library was able to hold the full Fairy Tale Ball. There were over ten different activities that families could enjoy at the ball, and many of the almost 900 community members who attended tried them all. Some of the favorites included dancing with the English Country Dancers, petting Chiron the miniature unicorn, having a sensory Mad Hatter Tea Party, and getting announced by the Library's royal heralds. Some people wanted to be announced multiple times! Families also took a break and sat down to read fairy tale books that were displayed throughout the ball. *The Fifteenth Annual Fairy Tale Ball was generously sponsored by Fred Schlipf and Diane Hillard.*
- Railroad fans were all aboard for a fascinating talk by Dale Jenkins from the Monticello Railway Museum, covering the history of the Illinois Traction Railroad. From the early development of the railroad, to the role it played in Illinoisans' lives, this presentation was full of surprising details for the 30 community members who attended.



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.

- Cataloging staff (Kasia Hopkins, Brian Robertson, Matthew Wetherbee, Lisa Wilson and Brian Yako) attended an online 5-hour workshop on inclusive cataloging that covered many topics including cataloging with Homosaurus (an international linked data vocabulary with LGBTQIA+ terms), reparative cataloging (removing outdated or problematic subject headings), indigenous cataloging and much more.
- The Library hosted a meet and greet with visitors, Mussa Mwale and Busta Chiona, from Urbana's sister city based in Malawi, Africa. The two discussed a grant project with the U of I's Political Science Department. Community members also got to see a presentation about the Sister City partnership with Zomba, Malawi.

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

- The Library was buzzing with people for this year's Boneyard Arts events. Many people stopped by to see the display of Raymond Bial's black and white photographs of the people and places of Central Illinois. The Samba Soul Band's lilting rhythms drew a diverse crowd of 42 people. The Red Herring Writers' annual event always showcases strong writing by local writers, and their work was especially compelling this year for the 34 community members who attended. The Library is hosting five events featuring local writers in April and May, and we are proud to be a cultural center to showcase emerging and established local writers.
- At an event cosponsored with the Champaign County Genealogical Society, Mary Butzow covered how and why she began digitizing the St. Joseph Record with the Champaign County History Museum through the Champaign County Newspaper Digitization Initiative. She provided several great examples of the information and context that can be gained by searching this paper (or any local small-town paper). Mary and Connor Monson (Champaign County History Museum Manager) provided a timeline for the first batch of digitized papers. They added that other local small papers in Champaign County will be targeted once this project is completed.





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.

- Staff recommend that the Board approve Resolution 2023-09, the ARPA grant intergovernmental agreement between the Library and the City of Urbana. The grant (\$173,5896) will fund the creation of a bilingual Programming Specialist position at least through 2025. The position will focus on youth programs and outreach and reaching those in Urbana who were greatly affected by the pandemic.
- Through a gift from the Friends of the Library, the Library was able to purchase new tables for both the auditorium and the conference room. These new tables are easier for staff to use, making program set-up more efficient and safer. They also brighten the spaces.

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

- To mark National Library Week, the Library hosted a drop-in celebration for staff on April 27th. The festivities included activities, snacks, and the special guest appearances of two therapy corgis. Combined with a cake provided by former Board member Barbara Jones and personal thank you notes written from supervisors to staff, merriment carried on through the entire week!



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

- The Library Board will recognize Trustees Jane Williams and Barbara Bennett for their many years of devoted service on the Library Board at the June Board meeting. To be considered for appointment to the Board of Trustees, send in an [application](#) to the Mayor's office or contact the Mayor's Office for more information at 217-384-2456.
- Staff recommend approval of a change to the Leave Policy to reflect the law on the payout of unused personal leave. Personal leave does not need to be paid out at separation. We want to make sure our policy is up to date before new laws governing leave time go into effect on January 1, 2024.
- Staff recommend approval of a small change to the Whistleblower Policy to clarify which Associate Director is responsible for acting as the Library's primary Auditor for whistleblower complaints.

FY23 Budget Amendments

- Due to the continued interest in the Seed Exchange, staff request:
 - \$1,250 increase to New Collections (80280802 51802 80103)
 - \$1,250 decrease to CDs (80280802 51805)
- Due to the popularity of video games, staff request:
 - \$1,000 increase to Games (80280802 51809)
 - \$1,000 decrease to DVDs (80280802 51806)
- Due to the continued demand for hotspots staff request:
 - \$2,000 increase to New Collections (80280802 51802 80103)
 - \$2,000 decrease to Children's DVDs (80280802 51806 80103)
- When the website was updated last year, it was not completed in FY22, and we were billed in FY23 for it:
 - \$5,000 increase to Other Professional Services (80280809 52199)
 - \$5,000 decrease to Insurance (80280801 50210)

Library Newsletters:

- The TUFL Times, May: <https://uflil.patronpoint.com/email/preview/45>
- The TUFL Times: Youth Edition, May: <https://uflil.patronpoint.com/email/preview/47>
- The TUFL Times: School Edition, May: <https://uflil.patronpoint.com/email/preview/46>
- May Archives Newsletter: <https://uflil.patronpoint.com/email/preview/49>
- National Library Week Foundation email: <https://uflil.patronpoint.com/email/preview/51>
- Community Survey email: <https://uflil.patronpoint.com/email/preview/50>

Other Library News:

- March 31, 2023, *Smile Politely* – An update on the Champaign County Jail hunger strike <https://www.smilepolitely.com/opinion/an-update-on-the-champaign-county-jail-hunger-strike/>
- March 31, 2023, *Chambanamoms.com* – The Top Things to Do in April in Champaign-Urbana <https://www.chambanamoms.com/2023/03/31/april-things-to-do-champaign-urbana/>
- April 5, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Hopping Through the Weekend <https://www.chambanamoms.com/2023/04/05/hopping-weekend-easter-champaign-urbana/>
- April 9, 2023, *The News-Gazette* – Book Review by Karli Pettifer, 'What Moves the Dead' my kind of creepy https://www.news-gazette.com/arts-entertainment/books/karli-pettifer-what-moves-the-dead-my-kind-of-creepy/article_ea37edca-716e-51bb-9250-e7d1a1db4258.html
- April 12, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Spring is Here <https://www.chambanamoms.com/2023/04/12/spring-is-here-champaign-urbana/>
- April 17, 2023, *The News-Gazette* – Kathy’s #Mailbag https://www.news-gazette.com/toms-mailbag/kathys-mailbag-april-14-2023/article_8219cc77-3d9e-5b4f-bd32-ab8c96c38fca.html
- April 23, 2023, *The News-Gazette* – Violins of Hope project coming to Champaign-Urbana https://www.news-gazette.com/news/local/community-events/violins-of-hope-project-coming-to-champaign-urbana/article_7891ece8-c757-571f-90db-f03632449309.html

Budget and current financial information are here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY23 financial reports here: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>.

Bank reconciliations for the last day of the month: July 2022 - June 2023						
	July	August	September	October	November	December
Illinois Funds account	\$ 208,227.74	\$ 208,613.96	\$ 209,045.31	\$ 209,588.56	\$ 210,205.87	\$ 210,907.60
Busey Bank Cash accounts	\$ 2,992,977.35	\$ 2,846,035.61	\$ 3,350,546.37	\$ 3,763,233.91	\$ 3,498,315.67	\$ 3,376,497.11
Busey Bank Web account	\$ 35,932.46	\$ 38,854.25	\$ 41,936.98	\$ 45,199.58	\$ 47,474.22	\$ 50,363.16
Total	\$ 3,237,137.55	\$ 3,093,503.82	\$ 3,601,528.66	\$ 4,018,022.05	\$ 3,755,995.76	\$ 3,637,767.87
	January	February	March	April	May	June
Illinois Funds account	\$ 211,663.19	\$ 212,390.74	\$ 213,237.73			
Busey Bank Cash accounts	\$ 3,124,285.60	\$ 2,829,200.45	\$ 2,570,373.98			
Busey Bank Web account	\$ 53,023.54	\$ 54,137.89	\$ 57,571.07			
Total	\$ 3,388,972.33	\$ 3,095,729.08	\$ 2,841,182.78	\$ -	\$ -	\$ -

Date: May 5, 2023
To: The Urbana Free Library Board
From: Celeste Choate, Executive Director
Re: FY24 Budget Memo - May



Over the past month, staff have been digging deeper into the loose ends mentioned in the April 2023 Budget memo. Special focal points have been the upcoming facilities projects including the East Air Handler replacement, the Megan’s Room renovation, and the Circ-A/V Area renovations. Library fund balances will play a key role in paying for these projects, as will working with the Foundation for fundraising, writing grants, and looking for other funding possibilities. Cost information for the architectural projects was received just two days ago from Engberg Anderson, and we are considering next steps with them as we move through this shifting landscape of information. The price for the initial designs was a surprise at \$1.2M, and we are in the process of conversations with the architect.

This memo and accompanying budget reflect the best information we have today. We are asking for budgeting flexibility from the Board as we see what the financial needs are, what can be prioritized and deprioritized, and which additional funding opportunities are available to us. I anticipate more information and context by the June Board meeting, if not sooner.

An important factor to consider about fund balances is that the Library receives about half of its revenue in September for the fiscal year that begins July 1st, and then does not receive most of the rest of the property tax funds until May/June for the fiscal year that is just ending. The Library has to pay bills that entire time. That reality means TUFL needs to have at least 6 months of funding on hand in order to make it to May/June, when it receives the last of the property taxes for the fiscal year. I will give a brief presentation on the timeline at the Board meeting on Tuesday and will have more information specific to fund balances then, as well.

East Air Handler replacement

Initial estimates to replace the East Air Handler range from \$550,000 - \$650,000. Additional information is needed, and then IMEG will help us prepare bids for the installation, which will finalize the price. We are budgeting for costs at the higher level, knowing that we are choosing the less-expensive option but wanting to include a buffer for an increase in minimum wage / prevailing wage. This project is the highest priority because it involves heating and cooling the building. Lead time on this equipment is a yet-to-be-determined number of months. We have been told not to expect to have it installed by Fall 2023 as hoped, but we might be fortunate enough to have it by Spring 2024 if we order equipment soon. It also is possible that it won’t be installed until Fall 2024, which would be in FY25.

Megan’s Room and Circulation-A/V Area project, furniture for the historic parts of the Library

We have now had some meetings with Engberg Anderson to give them feedback on initial designs, color palettes, and furniture options for the Circ-A/V Area Renovation and Megan’s Room Renovation.

FY24: A Year of Transitions and Evaluation

This FY24 budget reflects the changes discussed at the April Board meeting. The Facilities capital expenses mentioned above and IT projects are current priorities. With the shift to a front of house/back of house service model, TUFL will become a more efficient organization, which is critical to our long-term success. Expect more changes across the Library as we continue to implement the new service model, evaluate the effects of the changes, and make additional changes given what we have learned.

The May budget reflects the changes to department structure. In the April draft budget, all wages from the 80280802 Adult & Youth Services budget lines were shifted to 80280707 Circulation (now Patron Services). Some of those funds are now shifted to 80280806 Acquisitions (now Collections) to reflect the staff who are shifting there. We are also adding the grant-funded bilingual Programming Specialist into the Community Engagement department. Funding for the Programming Specialist position only goes into calendar year 2025, so we are planning ahead for how that position can be absorbed into the Library's budget as a whole. Archives staffing and hours open to the public remain generally the same as the April draft budget for now, but with the transition in Archives from a Director position to a Manager position, we have shifted the funds elsewhere in the budget.

We continue to prioritize processing collections that the community has entrusted to the Archives, and will soon be reporting to the Board on the past year's work. (In May last year, the Board approved Donica's recommendation to decrease the number of open hours in order to shift resources to allow librarians more time to process.) Processing not only makes collections available to our community, but it also saves space, since processed collections tend to take fewer linear feet. We will be evaluating the amount of processing completed during the past year and also will be evaluating use of the Archives in a number of ways: number of patrons served, where they live, and how they use the Archives, as well as how many patrons use the Archives vs. other service points in the Library.

FY22 Audit recommendations:

Staff are still working with the City and auditors to evaluate how peer libraries handle capital assets and fund balances. After the evaluation is complete, we will recommend policies or will update the Board about procedures that have been put into place to meet the auditor's recommendations.

Account Type	Organization	Object	Project	Account Description	2024 Proposed Budget	2023 Original Budget	2023 Revised Budget
				LIBRARY GENERAL FUND			
R	802	40100		PROPERTY TAXES	(\$4,009,959.00)	(\$3,809,749.00)	(\$3,809,749.00)
R	802	40302		PPRT	(\$204,990.00)	(\$108,458.00)	(\$183,458.00)
R	802	40309		STATE PER CAPITA FOR LIBRARY	(\$56,354.00)	(\$56,354.00)	(\$56,354.00)
R	802	41500		GRANTS FROM LOCAL GOVERNMENTS	(\$40,280.00)	(\$45,920.00)	(\$45,920.00)
R	802	41700		CITY OTHER CONTRIBUTION	(\$157,900.00)	(\$196,235.00)	(\$196,235.00)
R	802	44220		FRANCHISE FEE	(\$33,350.00)	(\$33,350.00)	(\$33,350.00)
R	802	44506		CAFÉ REVENUES	\$0.00	(\$65,500.00)	(\$65,500.00)
R	802	44599		OTHER SALES	(\$1,000.00)	(\$3,087.00)	(\$3,087.00)
R	802	44800		LIBRARY FEES	(\$50,300.00)	(\$50,300.00)	(\$50,300.00)
R	802	45000		INVESTMENT INCOME	(\$700.00)	(\$700.00)	(\$700.00)
R	802	46290		OTHER REIMBURSEMENTS	(\$82,735.00)	(\$74,955.00)	(\$74,955.00)
R	802	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$68,600.00)	(\$50,585.00)	(\$56,284.00)
R	802	46900		OTHER MISCELLANEOUS REVENUES	(\$111,530.00)	(\$50,250.00)	(\$50,250.00)
R	802	49803		TRF FROM LIB RESERVE FUND	(\$54,590.00)	(\$13,000.00)	(\$13,000.00)
R	802	49810		TFR FROM LIBRARY TRUST FUND	\$0.00	\$0.00	\$0.00
R	802	49820		TRANSFER FROM LIBRARY BLDG FUN	(\$7,864.00)	\$0.00	\$0.00
				TOTAL REVENUE	(\$4,880,152.00)	(\$4,558,443.00)	(\$4,639,142.00)
				LIBRARY GENERAL FUND			
E	80280800	50110		SALARY - REGULAR EMPLOYEES	\$419,591.00	\$334,281.00	\$334,281.00
E	80280800	52320		TRAVEL, EDUCATION AND TRAINING	\$16,522.00	\$9,200.00	\$9,200.00
E	80280801	50210		INSURANCE	\$279,060.00	\$285,213.00	\$281,513.00
E	80280801	50220		FICA AND MEDICARE	\$197,234.00	\$189,445.00	\$189,445.00
E	80280801	50240		RHS CONTRIBUTION	\$41,621.00	\$37,570.00	\$37,570.00
E	80280801	50251		IMRF & SURS	\$157,900.00	\$196,235.00	\$196,235.00
E	80280801	51410		SMALL TOOLS & EQUIPMENT	\$0.00	\$0.00	\$0.00
E	80280801	51900		OTHER SUPPLIES	\$43,462.00	\$41,992.00	\$41,992.00
E	80280801	52101		LEGAL SERVICES	\$5,500.00	\$0.00	\$4,500.00
E	80280801	52199		OTHER PROFESSIONAL SERVICES	\$28,472.00	\$31,000.00	\$28,000.00
E	80280801	52202		EQUIPMENT REPAIR & MAINT	\$0.00	\$0.00	\$0.00
E	80280801	52203		MAINTENANCE AGREEMENTS	\$0.00	\$0.00	\$0.00
E	80280801	52721		WORKER'S COMP CLAIMS	\$16,000.00	\$11,000.00	\$13,200.00
E	80280801	52902		POSTAGE & PRINTING	\$6,400.00	\$5,095.00	\$6,295.00
E	80280801	52904		RECRUITING EXPENSES	\$500.00	\$500.00	\$500.00
E	80280801	52907		CREDIT CARD & BANK FEES	\$300.00	\$2,800.00	\$1,600.00
E	80280801	52999		OTHER CONTRACTUAL SERVICES	\$47,570.00	\$46,228.00	\$46,228.00
E	80280801	53440		OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00
E	80280801	59803		TFR TO LIBRARY RESERVE FUND	\$0.00	\$52,000.00	\$52,000.00
E	80280801	59820		TFR TO BUILDING FUND	\$0.00	\$4,400.00	\$4,400.00
E	80280802	50110		SALARY - REGULAR EMPLOYEES	\$0.00	\$768,323.00	\$768,323.00
E	80280802	51801		LIBRARY BOOKS	\$138,000.00	\$138,000.00	\$138,000.00
E	80280802	51801	80103	LIBRARY BOOKS	\$56,750.00	\$58,000.00	\$58,000.00
E	80280802	51802		NEW COLLECTIONS	\$0.00	\$0.00	\$0.00
E	80280802	51802	80103	NEW COLLECTIONS	\$25,200.00	\$25,200.00	\$25,700.00
E	80280802	51803		LIBRARY PERIODICALS	\$10,500.00	\$11,000.00	\$12,000.00
E	80280802	51803	80103	LIBRARY PERIODICALS	\$500.00	\$550.00	\$550.00
E	80280802	51804		AUDIOBOOKS	\$2,300.00	\$3,800.00	\$3,800.00
E	80280802	51805		CD'S	\$2,000.00	\$4,200.00	\$3,700.00
E	80280802	51806		DVD'S	\$20,000.00	\$26,730.00	\$25,730.00
E	80280802	51806	80103	DVD'S	\$3,800.00	\$4,800.00	\$4,800.00
E	80280802	51807		RECORDINGS	\$0.00	\$0.00	\$0.00
E	80280802	51807	80103	RECORDINGS	\$3,300.00	\$7,300.00	\$7,300.00
E	80280802	51809		GAMES	\$4,000.00	\$4,000.00	\$4,000.00
E	80280802	51811		DOWNLOADABLES	\$121,000.00	\$101,000.00	\$101,000.00
E	80280802	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00
E	80280802	51812	80102	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00
E	80280802	51812	80103	LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00
E	80280802	52320		TRAVEL, EDUCATION AND TRAINING	\$0.00	\$3,124.00	\$3,124.00
E	80280802	52910		DATABASE CHARGES	\$43,730.00	\$46,500.00	\$46,500.00
E	80280802	52910	80103	DATABASE CHARGES	\$0.00	\$0.00	\$0.00
E	80280803	50110		SALARY - REGULAR EMPLOYEES	\$287,839.00	\$278,006.00	\$278,006.00
E	80280803	51801		LIBRARY BOOKS	\$4,100.00	\$3,870.00	\$3,870.00
E	80280803	51803		LIBRARY PERIODICALS	\$3,070.00	\$3,600.00	\$3,600.00
E	80280803	51808		MICROFORM	\$16,531.00	\$20,594.00	\$14,594.00
E	80280803	51812		LIBRARY PROGRAM SUPPLIES	\$0.00	\$0.00	\$0.00
E	80280803	52320		TRAVEL, EDUCATION AND TRAINING	\$1,800.00	\$1,800.00	\$2,900.00

Account Type	Organization	Object	Project	Account Description	2024 Proposed Budget	2023 Original Budget	2023 Revised Budget
E	80280803	52910		DATABASE CHARGES	\$20,000.00	\$16,700.00	\$22,700.00
E	80280803	52912		FACILITY RENTAL	\$9,925.00	\$9,925.00	\$9,925.00
E	80280804	50110		SALARY - REGULAR EMPLOYEES	\$0.00	\$52,050.00	\$52,050.00
E	80280804	51900		OTHER SUPPLIES	\$0.00	\$13,200.00	\$13,200.00
E	80280804	52320		TRAVEL, EDUCATION AND TRAINING	\$0.00	\$250.00	\$250.00
E	80280805	50110		SALARY - REGULAR EMPLOYEES	\$43,405.00	\$41,911.00	\$41,911.00
E	80280805	51410		SMALL TOOLS & EQUIPMENT	\$2,000.00	\$6,000.00	\$6,000.00
E	80280805	51420		OFFICE FURNITURE	\$60,000.00	\$31,000.00	\$31,000.00
E	80280805	51900		OTHER SUPPLIES	\$3,900.00	\$3,900.00	\$3,900.00
E	80280805	52201		BUILDING REPAIR & MAINT	\$131,541.00	\$127,023.00	\$127,023.00
E	80280805	52202		EQUIPMENT REPAIR & MAINT	\$1,000.00	\$1,000.00	\$1,000.00
E	80280805	52600		UTILITIES	\$168,050.00	\$160,743.00	\$235,743.00
E	80280805	52710		INSURANCE PREMIUM	\$44,109.00	\$43,672.00	\$43,672.00
E	80280805	52999		OTHER CONTRACTUAL SERVICES	\$106,760.00	\$104,000.00	\$104,000.00
E	80280805	53200		BUILDING	\$944,568.00	\$103,367.00	\$103,367.00
E	80280806	50110		SALARY - REGULAR EMPLOYEES	\$390,622.00	\$231,640.00	\$231,640.00
E	80280806	51900		OTHER SUPPLIES	\$28,000.00	\$28,000.00	\$30,599.00
E	80280806	52320		TRAVEL, EDUCATION AND TRAINING	\$1,000.00	\$1,000.00	\$1,000.00
E	80280807	50110		SALARY - REGULAR EMPLOYEES	\$1,169,489.00	\$399,463.00	\$399,463.00
E	80280807	52320		TRAVEL, EDUCATION AND TRAINING	\$3,642.00	\$500.00	\$500.00
E	80280808	50110		SALARY - REGULAR EMPLOYEES	\$142,382.00	\$132,935.00	\$132,935.00
E	80280808	51500		SHARED IT COSTS	\$133,490.00	\$122,000.00	\$122,000.00
E	80280808	51900		OTHER SUPPLIES	\$12,650.00	\$11,500.00	\$11,500.00
E	80280808	52203		MAINTENANCE AGREEMENTS	\$6,434.00	\$4,000.00	\$4,000.00
E	80280808	52320		TRAVEL, EDUCATION AND TRAINING	\$1,500.00	\$1,500.00	\$1,500.00
E	80280808	52600		UTILITIES	\$2,484.00	\$2,780.00	\$2,780.00
E	80280808	52999		OTHER CONTRACTUAL SERVICES	\$17,700.00	\$17,700.00	\$17,700.00
E	80280809	50110		SALARY - REGULAR EMPLOYEES	\$283,231.00	\$237,707.00	\$237,707.00
E	80280809	51812		LIBRARY PROGRAM SUPPLIES	\$19,350.00	\$10,735.00	\$11,235.00
E	80280809	51812	80102	LIBRARY PROGRAM SUPPLIES	\$4,400.00	\$3,400.00	\$4,400.00
E	80280809	51812	80103	LIBRARY PROGRAM SUPPLIES	\$5,400.00	\$3,400.00	\$3,900.00
E	80280809	51812	80104	LIBRARY PROGRAM SUPPLIES	\$800.00	\$800.00	\$800.00
E	80280809	52199		OTHER PROFESSIONAL SERVICES	\$21,700.00	\$22,800.00	\$22,800.00
E	80280809	52909		ADV/MKTING/PUBLIC EDUCATION	\$14,440.00	\$12,440.00	\$12,440.00
E	80280851	51810		LIBRARY RESALE PURCHASES	\$3,195.00	\$3,087.00	\$3,087.00
E	80280852	52299		OTHER MAINT COSTS	\$0.00	\$0.00	\$0.00
				TOTAL EXPENSES	\$5,801,719.00	\$4,719,484.00	\$4,800,183.00
LIBRARY SPECIAL RESERVE FUND							
R	803	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	(\$26,000.00)	(\$26,000.00)
				TOTAL REVENUE	\$0.00	(\$26,000.00)	(\$26,000.00)
LIBRARY SPECIAL RESERVE FUND							
E	80380860	59802		TFR TO LIBRARY OPERATING FUND	\$54,590.00	\$13,000.00	\$13,000.00
				TOTAL EXPENSES	\$54,590.00	\$13,000.00	\$13,000.00
LIBRARY TRUST FUND							
R	810	45000		INVESTMENT INCOME	\$0.00	\$0.00	\$0.00
R	810	46300		DONATIONS/CONTRIBUTIONS/GIFTS	(\$23,850.00)	(\$47,400.00)	(\$47,400.00)
				TOTAL REVENUE	(\$23,850.00)	(\$47,400.00)	(\$47,400.00)
LIBRARY TRUST FUND							
E	81080821	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080822	52802		LIBRARY ADULT PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080823	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080824	52804		LIBRARY ARCHIVES PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080831	51420		OFFICE FURNITURE	\$60,000.00	\$31,000.00	\$31,000.00
E	81080831	51801		LIBRARY BOOKS	\$0.00	\$0.00	\$0.00
E	81080831	51900		OTHER SUPPLIES	\$600.00	\$600.00	\$600.00
E	81080831	51990		OTHER LIBRARY MATERIALS	\$500.00	\$500.00	\$500.00
E	81080831	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00
E	81080831	52600		UTILITIES	\$0.00	\$0.00	\$0.00
E	81080831	52801		LIBRARY PROGRAMS	\$0.00	\$0.00	\$3,000.00
E	81080831	52803		LIBRARY CHILDREN PROGRAMS	\$0.00	\$0.00	\$0.00
E	81080831	52902		POSTAGE & PRINTING	\$0.00	\$4,400.00	\$4,400.00
E	81080831	52911		PASS-THROUGH PAYMENTS	\$0.00	\$0.00	\$0.00
E	81080831	53200		BUILDING	\$300,500.00	\$300,500.00	\$300,500.00
E	81080831	59802		TFR TO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00

Account Type	Organization	Object	Project	Account Description	2024 Proposed Budget	2023 Original Budget	2023 Revised Budget
E	81080832	51801		LIBRARY BOOKS	\$19,500.00	\$17,725.00	\$17,725.00
E	81080832	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$0.00
E	81080833	51801		LIBRARY BOOKS	\$12,150.00	\$11,525.00	\$11,525.00
E	81080833	51990		OTHER LIBRARY MATERIALS	\$0.00	\$0.00	\$0.00
E	81080833	52801		LIBRARY CHILDREN PROGRAMS	\$3,000.00	\$3,000.00	\$0.00
E	81080833	52803		LIBRARY CHILDREN PROGRAMS	\$2,000.00	\$2,000.00	\$2,000.00
E	81080834	51801		LIBRARY BOOKS	\$3,150.00	\$4,250.00	\$4,250.00
E	81080834	51990		OTHER LIBRARY MATERIALS	\$250.00	\$250.00	\$250.00
E	81080834	52804		LIBRARY ARCHIVES PROGRAMS	\$4,000.00	\$4,000.00	\$4,000.00
				TOTAL EXPENSES	\$405,650.00	\$379,750.00	\$379,750.00
	LIBRARY BUILDING FUND						
R	820	44599		OTHER SALES	\$0.00	\$0.00	\$0.00
R	820	49802		TFR FROM LIBRARY GENERAL FUND	\$0.00	(\$4,400.00)	(\$4,400.00)
				TOTAL REVENUE	\$0.00	(\$4,400.00)	(\$4,400.00)
E	82080852	51900		OTHER SUPPLIES	\$0.00	\$0.00	\$0.00
E	82080852	52201		BUILDING REPAIR & MAINT	\$0.00	\$0.00	\$0.00
E	82080852	52600		UTILITIES	\$0.00	\$200.00	\$200.00
E	82080852	52909		ADV/MKTING/PUBLIC EDUCATION	\$0.00	\$0.00	\$0.00
E	82080852	52999		OTHER CONTRACTUAL SERVICES	\$1,500.00	\$4,200.00	\$4,200.00
E	82080852	54200		INTEREST	\$0.00	\$0.00	\$0.00
E	82080852	59802		TFR TO LIBRARY GENERAL FUND	\$7,864.00	\$0.00	\$0.00
				TOTAL EXPENSES	\$9,364.00	\$4,400.00	\$4,400.00

TUFL FY24 PAY GRADES includes 3% increase to base		BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5-9	STEP 10
Pay grade 47 (Assoc Dir) per hr =	\$	38.5681	\$ 40.4964	\$ 42.4249	\$ 44.3532	\$ 46.2817	\$ 48.2099	\$ 50.1385
@ 39 hrs/wk FT	\$	78,216	\$ 82,127	\$ 86,038	\$ 89,948	\$ 93,859	\$ 97,770	\$ 101,681
Pay grade 42 (Dir of CCHA & Safety) per hr =	\$	33.2691	\$ 34.9326	\$ 36.5959	\$ 38.2599	\$ 39.9233	\$ 41.5867	\$ 43.2501
@ 39 hrs/wk FT	\$	67,470	\$ 70,843	\$ 74,216	\$ 77,591	\$ 80,964	\$ 84,338	\$ 87,711
Pay grade 41 (IT Mgr) per hr =	\$	32.2994	\$ 33.9145	\$ 35.5291	\$ 37.1444	\$ 38.7595	\$ 40.3746	\$ 41.9892
@ 39 hrs/wk FT	\$	65,503	\$ 68,779	\$ 72,053	\$ 75,329	\$ 78,604	\$ 81,880	\$ 85,154
Pay grade 38 (Programming/Outreach Mgr, Collections Mgr, Patron Services Mgr) per hr =	\$	29.5592	\$ 31.0373	\$ 32.5150	\$ 33.9931	\$ 35.4713	\$ 36.9494	\$ 38.4271
@ 39 hrs/wk FT	\$	59,946	\$ 62,944	\$ 65,940	\$ 68,938	\$ 71,936	\$ 74,933	\$ 77,930
Pay grade 36 (Librarian) per hr =	\$	27.8624	\$ 29.2556	\$ 30.6488	\$ 32.0419	\$ 33.4350	\$ 34.8282	\$ 36.2214
@ 39 hrs/wk FT	\$	56,505	\$ 59,330	\$ 62,156	\$ 64,981	\$ 67,806	\$ 70,632	\$ 73,457
Pay grade 35 (Facilities Mgr) per hr =	\$	27.0509	\$ 28.4032	\$ 29.7560	\$ 31.1088	\$ 32.4610	\$ 33.8138	\$ 35.1662
@ 39 hrs/wk FT	\$	54,859	\$ 57,602	\$ 60,345	\$ 63,089	\$ 65,831	\$ 68,574	\$ 71,317
Pay grade 30 (Office Mgr) per hr =	\$	23.3337	\$ 24.5003	\$ 25.6670	\$ 26.8336	\$ 28.0002	\$ 29.1670	\$ 30.3335
@ 39 hrs/wk FT	\$	47,321	\$ 49,687	\$ 52,053	\$ 54,419	\$ 56,784	\$ 59,151	\$ 61,516
Pay grade 27 (Digital/Media Coord, IT Specialist) per hr =	\$	21.3538	\$ 22.4213	\$ 23.4890	\$ 24.5566	\$ 25.6242	\$ 26.6920	\$ 27.7595
@ 39 hrs/wk FT	\$	43,306	\$ 45,470	\$ 47,636	\$ 49,801	\$ 51,966	\$ 54,131	\$ 56,296
Pay grade 25 (Library Assist 2) per hr =	\$	20.1280	\$ 21.1344	\$ 22.1408	\$ 23.1473	\$ 24.1536	\$ 25.1601	\$ 26.1664
@ 39 hrs/wk FT	\$	40,820	\$ 42,861	\$ 44,902	\$ 46,943	\$ 48,984	\$ 51,025	\$ 53,065
Pay grade 23 (Library Assist 1) per hr =	\$	18.9726	\$ 19.9211	\$ 20.8698	\$ 21.8183	\$ 22.7668	\$ 23.7154	\$ 24.6640
@ 39 hrs/wk FT	\$	38,476	\$ 40,400	\$ 42,324	\$ 44,248	\$ 46,171	\$ 48,095	\$ 50,019
HOURLY WAGES (positions < 20 hrs/wk)		BASE	STEP 1	STEP 2				
PG 36-H (Librarian)	\$	24.5196	\$ 25.7464	\$ 26.9725				
PG 36-Hh (Librarian Intern, Hourly IT Staff)	\$	19.0027	\$ 19.9527	\$ 20.9025				
PG 25-H (Library Assist 2)	\$	17.7125	\$ 18.5971	\$ 19.4822				
PG 23-H (Library Assist 1)	\$	15.9372	\$ 16.7342	\$ 17.5312				

NOTE: Most hourly positions are tied to a percentage of the corresponding full-time pay grade. One is tied to an hourly pay grade and is designated with "Hh".

Exec Dir, contractual, salaried per year = \$131,844 or \$ 65.0120 per hour @ 39 hrs/wk FT

The Urbana Free Library
FY2024 Compensation Report
Per 5 ILCS 120/7.3 (P.A. 097-0609)

Title	Name	Wages	Health Insurance	# Vacation Hours	# Personal Hours	# Sick Hours	IMRF	FICA	Total
Executive Director	Celeste Choate	\$131,844	\$8,334	200	24	96	\$9,796	\$10,086	\$140,178
Associate Director	Dawn Cassady	\$101,681	\$8,334	200	24	96	\$7,555	\$7,779	\$110,015
Associate Director	Rachel Fuller	\$97,770	\$8,334	200	24	96	\$7,264	\$7,479	\$106,104
Information Technology Manager	Leon Wilson	\$81,880	\$8,334	160	24	96	\$6,084	\$6,264	\$90,214
Programming & Outreach Manager	Lauren Chambers	\$74,933	\$8,334	184	24	96	\$5,568	\$5,732	\$83,267
Community & Development Manager	Kirstin Gebhart	\$74,933	\$8,334	160	24	96	\$5,568	\$5,732	\$83,267
Patron Services Manager	Gretchen Webb	\$74,933	\$8,334	200	24	96	\$5,568	\$5,732	\$83,267
Adult and Youth Services Librarian	Elaine Bearden	\$73,457	\$8,334	200	24	96	\$5,458	\$5,619	\$81,791
Archives Librarian	Sherrie Bowser	\$73,457	\$8,334	200	24	96	\$5,458	\$5,619	\$81,791
Adult and Youth Services Librarian	Kasia Hopkins	\$73,457	\$8,334	200	24	96	\$5,458	\$5,619	\$81,791
Adult and Youth Services Librarian	Joel Spencer	\$73,457	\$8,334	200	24	96	\$5,458	\$5,619	\$81,791
Adult and Youth Services Librarian	Esther Yi	\$70,632	\$8,334	160	24	96	\$5,248	\$5,403	\$78,966
Collections Manager	Brian Robertson	\$68,938	\$8,334	200	24	96	\$5,122	\$5,274	\$77,272
Adult and Youth Services Librarian	Jordan Kahle	\$67,806	\$8,334	160	24	96	\$5,038	\$5,187	\$76,140

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L0421

PAY PERIOD 04/02/2023 to 04/15/2023

CHECK DATE 04/21/2023

YEAR 2023 PERIOD 10
 EXPENDITURE ENTRIES
 SHORT DESC PAY042123

GL EFF DATE 04/21/2023
 REFERENCE L0421
 REFERENCE2 8L0421

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 10			GL EFF DATE 04/21/2023	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	14,959.06
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,364.27
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,358.67
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	4,714.93
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	27,289.64
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,551.03
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,707.11
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	9,020.46
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,607.71
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,609.45
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	7,751.08
FUND TOTALS					106,933.41
GRAND TOTALS					106,933.41

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L0505

PAY PERIOD 04/16/2023 to 04/29/2023

CHECK DATE 05/05/2023

YEAR 2023 PERIOD 11
 EXPENDITURE ENTRIES
 SHORT DESC Pay050523

GL EFF DATE 05/05/2023
 REFERENCE L0505
 REFERENCE2 8L0505

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 11			GL EFF DATE 05/05/2023	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	14,891.82
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,348.87
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,255.38
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	4,715.38
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	26,851.18
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,451.74
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,403.44
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,849.26
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,352.24
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,535.65
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	7,751.07
FUND TOTALS					105,406.03
GRAND TOTALS					105,406.03

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
3125	ALLIANCE ENTERTAINMEN	0000		INV	04/13/2023	PLS72096556				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			190.32			
	2 80280802 51809		A&Y PROG	GAMES			50.48			
										240.80
3125	ALLIANCE ENTERTAINMEN	0000		INV	04/13/2023	PLS72115617				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51805		A&Y PROG	CD			147.77			
										147.77
										CHECK TOTAL
										388.57
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1PNW-K1RT-7QNJ				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP			26.90			
										26.90
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1WHJ-V31V-9NL4				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING			13.11			
										13.11
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1XFD-FMY6-7YJM				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080831 52801		ADMIN GIFT	AD PROG			188.48			
										188.48
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1HY3-NHRN-4JFH				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080831 52801		ADMIN GIFT	AD PROG			21.94			
										21.94
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	196V-4TNF-41X4				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 52909		LIBR COMM	AD/MRK/PE			48.99			
										48.99
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1LM3-CTTD-4FQ3				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802 80103		A&Y PROG	NEW COLL			24.39			
										24.39
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	149Y-6PWT-1PFQ				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51809		A&Y PROG	GAMES			67.11			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1MJG-KX3N-D4XX	67.11				
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080831 52801			ADMIN GIFT AD PROG		146.94					
							146.94				
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	14R7-CTW7-1FJQ					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102			LIBR COMM LIBR SUPP		46.68					
							46.68				
2943	AMAZON CAPITAL SERVIC	0000		INV	04/13/2023	1PKM-TLKJ-419J					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102			LIBR COMM LIBR SUPP		32.95					
							32.95				
						CHECK TOTAL	617.49				
96	AMEREN ILLINOIS COMPA	0000		INV	04/13/2023	53566					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600			LIBR FAC UTILITIES		10,087.54					
							10,087.54				
						CHECK TOTAL	10,087.54				
217	BAKER & TAYLOR LLC	0000		INV	04/13/2023	2037440579					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		317.59					
							317.59				
217	BAKER & TAYLOR LLC	0000		INV	04/13/2023	2037441133					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801			A&Y PROG LIBR BOOKS		1,297.16					
							1,297.16				
217	BAKER & TAYLOR LLC	0000		INV	04/13/2023	2037437537					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801			A&Y PROG LIBR BOOKS		1,226.23					
							1,226.23				
217	BAKER & TAYLOR LLC	0000		INV	04/13/2023	2037441257					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS		328.93					
							328.93				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
217	BAKER & TAYLOR LLC	0000		INV	04/13/2023	2037443307				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			12.43			
							12.43			
						CHECK TOTAL	3,182.34			
218	ELAINE BEARDEN	0000		INV	04/13/2023	53504				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 52320		A&Y PROG	TRAVEL			193.11			
							193.11			
						CHECK TOTAL	193.11			
220	BRODART CO	0000		INV	04/13/2023	621352				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP			108.29			
							108.29			
						CHECK TOTAL	108.29			
426	CDW GOVERNMENT INC	0000		INV	04/13/2023	HQ91504				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT			994.17			
							994.17			
						CHECK TOTAL	91.33			
426	CDW GOVERNMENT INC	0000		INV	04/13/2023	HR54994				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT			91.33			
							91.33			
						CHECK TOTAL	1,085.50			
1212	CHEMICAL MAINTENANCE	0000		INV	04/13/2023	S060776				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 51900		LIBR FAC	OTHER SUPP			393.77			
							393.77			
						CHECK TOTAL	393.77			
1062	CONSOLIDATED COMMUNIC	0001		INV	04/13/2023	53540				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			412.12			
							412.12			
						CHECK TOTAL	412.12			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	412.12			
230	DP SUPPLY, INC	0000	INV	04/13/2023	819332				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 51900	LIBR FAC	OTHER SUPP			199.92			
					CHECK TOTAL	199.92			
20	DAVIS HOUK MECHANICAL	0000	INV	04/13/2023	S23JS083				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52999	LIBR FAC	OTHER SVCS			462.96			
					CHECK TOTAL	462.96			
231	DELL MARKETING LP	0000	INV	04/13/2023	10657004322				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280808 51500	LIBR IT	SHARED IT			15,533.76			
					CHECK TOTAL	15,533.76			
3316	ENGBERG ANDERSON, INC	0000	INV	04/13/2023	22354600-1				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 81080831 53200	ADMIN GIFT	BUILDING			8,408.75			
					CHECK TOTAL	8,408.75			
549	FIRST NATIONAL BANK O	0000	INV	04/13/2023	53658				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 81080831 52801	ADMIN GIFT	AD PROG			560.23			
	2 81080834 51801	ARCH GIFT	LIBR BOOKS			464.21			
	3 80280806 51900	LIBR ACQ	OTHER SUPP			534.19			
	4 80280800 52320	LIBR ADMIN	TRAVEL			-295.00			
	5 80280802 51802 80103	A&Y PROG	NEW COLL			177.90			
	6 80280808 51500	LIBR IT	SHARED IT			56.42			
	7 80280801 52902	LIBR CTRL	POST PRINT			24.99			
	8 80280805 51410	LIBR FAC	SMALL EQ			370.56			
	9 80280809 51812 80102	LIBR COMM	LIBR SUPP			85.73			
									1,979.23

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
						CHECK TOTAL	1,979.23				
3251	FRENCH BOOKS ONLINE	0000		INV	04/13/2023	WS32188					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801			ADULT GIFT LIBR BOOKS			459.79				459.79
3251	FRENCH BOOKS ONLINE	0000		INV	04/13/2023	WS32226					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801			ADULT GIFT LIBR BOOKS			70.17				70.17
						CHECK TOTAL	529.96				
859	GIBBS TECHNOLOGY COMP	0000		INV	04/13/2023	2508271					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52203			LIBR IT MAINT AGRM			78.71				78.71
						CHECK TOTAL	78.71				
3317	STEVEN D HARGADON	0000		INV	04/13/2023	04102023-417					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280800 52320			LIBR ADMIN TRAVEL			119.80				
	2 80280808 52320			LIBR IT TRAVEL			119.80				
	3 80280802 52320			A&Y PROG TRAVEL			119.80				
	4 80280806 52320			LIBR ACQ TRAVEL			119.80				
	5 80280807 52320			LIBR CIRC TRAVEL			119.80				
						CHECK TOTAL	599.00				599.00
2260	INGRAM INDUSTRIES INC	0000		INV	04/13/2023	75302947					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801			ADULT GIFT LIBR BOOKS			126.03				
	2 80280802 51801			A&Y PROG LIBR BOOKS			209.88				
											335.91
2260	INGRAM INDUSTRIES INC	0000		INV	04/13/2023	75378717					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103			A&Y PROG LIBR BOOKS			236.52				
						CHECK TOTAL	236.52				
						CHECK TOTAL	572.43				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2945	MICHAEL HANNAN	0000		INV	04/13/2023	53523					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			154.12				154.12
2945	MICHAEL HANNAN	0000		INV	04/13/2023	53524					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 51410		LIBR FAC	SMALL EQ			100.24				100.24
						CHECK TOTAL	254.36				
268	MIDWEST TAPE	0000		INV	04/13/2023	503578916					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			57.72				57.72
268	MIDWEST TAPE	0000		INV	04/13/2023	503578919					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			26.98				26.98
268	MIDWEST TAPE	0000		INV	04/13/2023	503578918					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			10.49				10.49
268	MIDWEST TAPE	0000		INV	04/13/2023	503578917					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			41.23				41.23
268	MIDWEST TAPE	0000		INV	04/13/2023	503579211					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			26.98				26.98
268	MIDWEST TAPE	0000		INV	04/13/2023	503579210					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			14.99				14.99
268	MIDWEST TAPE	0000		INV	04/13/2023	503579220					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806 80103		A&Y PROG	DVD			19.48				19.48

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
								19.48		
268	MIDWEST TAPE		0000		INV	04/13/2023	503578914			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280802 51806			A&Y PROG	DVD			18.74		
								18.74		
268	MIDWEST TAPE		0000		INV	04/13/2023	503578915			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280802 51806			A&Y PROG	DVD			14.99		
								14.99		
							CHECK TOTAL	231.60		
54	OVERDRIVE INC		0000		INV	04/13/2023	01018CO23107283			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280802 51811			A&Y PROG	DOWNLOAD			27.50		
								27.50		
							CHECK TOTAL	27.50		
283	QUILL CORPORATION		0000		INV	04/13/2023	31544095			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280801 51900			LIBR CTRL	OTHER SUPP			18.79		
	2 80280801 51900			LIBR CTRL	OTHER SUPP			115.85		
								134.64		
							CHECK TOTAL	134.64		
547	SECRETARY OF STATE IN		0000		INV	04/13/2023	53666			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280802 52320			A&Y PROG	TRAVEL			15.00		
								15.00		
							CHECK TOTAL	15.00		
1618	TODAY'S BUSINESS SOLU		0000		INV	04/13/2023	14673			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280808 51500			LIBR IT	SHARED IT			2,891.00		
								2,891.00		
							CHECK TOTAL	2,891.00		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE		AMOUNT	VOUCHER	CHECK	
301	UNIQUE MANAGEMENT SER	0001		INV	04/13/2023	6111479					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP				98.50			
								98.50			
301	UNIQUE MANAGEMENT SER	0001		INV	04/13/2023	6111480					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 52902		LIBR CTRL	POST PRINT				133.39			
								133.39			
						CHECK TOTAL		231.89			
52	INVOICES										
						WARRANT TOTAL		48,619.44			
						CASH ACCOUNT BALANCE		1,888,387.28			

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: I041323 04/13/2023
 DUE DATE: 04/13/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	-175.20	200.88
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	260.04	14,913.51
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	158.38	1,126.29
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS	2,745.70	33,495.41
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS	883.04	16,593.16
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS	202.29	8,807.48
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51805-	CD'S	147.77	2,400.11
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S	402.44	9,352.32
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S	19.48	2,564.31
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS	13.11	1,843.26
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51809-	GAMES	117.59	349.24
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES	27.50	27,588.63
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-52320-	TRAVEL, EDUCATION AND	327.91	773.63
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME	470.80	5,265.55
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51900-	OTHER SUPPLIES	593.69	125.33
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	154.12	66,211.59
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	10,499.66	32,945.98
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	462.96	22,853.43
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	642.48	10,959.59
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-52320-	TRAVEL, EDUCATION AND	119.80	304.20
802	80280807	LIBRARY CIRCULATION	802-60-80-807-000-52320-	TRAVEL, EDUCATION AND	119.80	380.20
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	19,566.68	39,137.34
802	80280808	LIBRARY IT	802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	78.71	561.23
802	80280808	LIBRARY IT	802-60-80-808-000-52320-	TRAVEL, EDUCATION AND	119.80	1,380.20
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	165.36	946.83
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU	48.99	5,428.48

FUND TOTAL 38,172.90

CASH ACCOUNT 802 10100 BALANCE 1,888,387.28

810	81080831	ADMIN GIFTS	810-60-80-831-000-52801-	LIBRARY PROGRAMS	917.59	1,117.48
810	81080831	ADMIN GIFTS	810-60-80-831-000-53200-	BUILDING	8,408.75	290,726.15
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS	655.99	13,482.07
810	81080834	ARCHIVES GIFTS	810-60-80-834-000-51801-	LIBRARY BOOKS	464.21	3,632.58

FUND TOTAL 10,446.54

CASH ACCOUNT 802 10100 BALANCE 1,888,387.28

WARRANT SUMMARY TOTAL 48,619.44
GRAND TOTAL 48,619.44

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I041423 04/14/2023
 DUE DATE: 04/14/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3289	MINIATURE HORSE POWER	0000		INV	04/14/2023	53676			
ACCOUNT DETAIL						LINE AMOUNT			
1	81080831 52801			ADMIN GIFT AD PROG			200.00		
						CHECK TOTAL	200.00		
1 INVOICES		WARRANT TOTAL				200.00	200.00		
		CASH ACCOUNT BALANCE					1,839,767.84		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1041423 04/14/2023
 DUE DATE: 04/14/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
810	81080831	ADMIN GIFTS 810-60-80-831-000-52801-	LIBRARY PROGRAMS 200.00	917.48
CASH ACCOUNT 802 10100			FUND TOTAL	200.00
		BALANCE 1,839,767.84	WARRANT SUMMARY TOTAL	200.00
			GRAND TOTAL	200.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	04/20/2023	PLS72273579					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			43.24				
										43.24	
										CHECK TOTAL	43.24
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1KY6-4F16-6R7J					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES			47.98				
										47.98	
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1K1G-V4XT-1Y1Q					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			49.98				
										49.98	
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1V37-4JHJ-6DLF					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 52909		LIBR COMM	AD/MRK/PE			96.80				
										96.80	
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1KL7-VMLW-1QM1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP			38.21				
										38.21	
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1TX9-PJC4-6GDK					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES			175.98				
										175.98	
2943	AMAZON CAPITAL SERVIC	0000		INV	04/20/2023	1L6V-1THC-KP6L					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			34.42				
										34.42	
										CHECK TOTAL	443.37
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	2037457131					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			1,099.69				
										1,099.69	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	5018287863				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			109.74			
										109.74
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	2037457212				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,198.49			
										1,198.49
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	5018299490				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			83.06			
										83.06
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	2037445621				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			11.97			
	2 81080833 51801		CHILD GIFT	LIBR BOOKS			31.04			
	3 81080833 52803		CHILD GIFT	CHILD PROG			179.96			
										222.97
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	2037453214				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,707.68			
										1,707.68
217	BAKER & TAYLOR LLC	0000		INV	04/20/2023	2037454300				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			221.28			
										221.28
						CHECK TOTAL	4,642.91			
2287	BEYOND PLAY, LLC	0000		INV	04/20/2023	649315				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802	80103	A&Y PROG	NEW COLL			52.90			
										52.90
						CHECK TOTAL	52.90			
220	BRODART CO	0000		INV	04/20/2023	622291				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP			299.40			
										299.40

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	299.40			
232	DEMCO INC	0002	INV	04/20/2023	7293397				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP			459.21			
					CHECK TOTAL	459.21			
953	FEHR GRAHAM & ASSOCIA	0000	INV	04/20/2023	114850				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 81080831 53200	ADMIN GIFT	BUILDING			365.75			
					CHECK TOTAL	365.75			
2237	GAYLORD BROS INC	0001	INV	04/20/2023	2812450				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP			427.72			
					CHECK TOTAL	427.72			
1703	RICHARD LUSTFELDT	0000	INV	04/20/2023	23997				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52999	LIBR FAC	OTHER SVCS			125.00			
					CHECK TOTAL	125.00			
2375	HARRINGTON JANICE N	0000	INV	04/20/2023	53695				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280809 51812 80103	LIBR COMM	LIBR SUPP			100.00			
					CHECK TOTAL	100.00			
2260	INGRAM INDUSTRIES INC	0000	INV	04/20/2023	75400992				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			236.47			
									236.47

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2260	INGRAM INDUSTRIES INC	0000		INV	04/20/2023	75465259				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080832 51801			ADULT GIFT LIBR BOOKS			4.50			
	2 80280802 51801			A&Y PROG LIBR BOOKS			571.53			
										576.03
										CHECK TOTAL
										812.50
268	MIDWEST TAPE	0000		INV	04/20/2023	503613433				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			30.73			
										30.73
268	MIDWEST TAPE	0000		INV	04/20/2023	503613443				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			16.49			
										16.49
268	MIDWEST TAPE	0000		INV	04/20/2023	503613442				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			29.98			
										29.98
268	MIDWEST TAPE	0000		INV	04/20/2023	503613440				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			42.72			
										42.72
268	MIDWEST TAPE	0000		INV	04/20/2023	503627697				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			67.47			
										67.47
268	MIDWEST TAPE	0000		INV	04/20/2023	503627698				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			44.98			
										44.98
268	MIDWEST TAPE	0000		INV	04/20/2023	503627699				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			67.47			
										67.47
268	MIDWEST TAPE	0000		INV	04/20/2023	503613427				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			14.99			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
							14.99		
268	MIDWEST TAPE	0000		INV	04/20/2023	503613431			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51807	80103	A&Y PROG	RECORDING			29.99		
							29.99		
268	MIDWEST TAPE	0000		INV	04/20/2023	503613428			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51806		A&Y PROG	DVD			42.73		
							42.73		
268	MIDWEST TAPE	0000		INV	04/20/2023	503613429			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51806		A&Y PROG	DVD			56.23		
							56.23		
268	MIDWEST TAPE	0000		INV	04/20/2023	503613426			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51806		A&Y PROG	DVD			43.48		
							43.48		
						CHECK TOTAL	487.26		
54	OVERDRIVE INC	0000		INV	04/20/2023	01018DA23117044			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51811		A&Y PROG	DOWNLOAD			167.50		
							167.50		
						CHECK TOTAL	167.50		
1272	ROGARDS	0000		INV	04/20/2023	044399-00			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280806 51900		LIBR ACQ	OTHER SUPP			77.94		
	2 80280801 51900		LIBR CTRL	OTHER SUPP			43.10		
							121.04		
1272	ROGARDS	0000		INV	04/20/2023	521151-00			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 81080831 52801		ADMIN GIFT	AD PROG			103.20		
							103.20		
						CHECK TOTAL	224.24		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042023 04/21/2023
 DUE DATE: 04/21/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
313	URBANA & CHAMPAIGN SA	0000		INV	04/20/2023	6259825				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			15.44			
										15.44
313	URBANA & CHAMPAIGN SA	0000		INV	04/20/2023	6259285				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			7.60			
										7.60
313	URBANA & CHAMPAIGN SA	0000		INV	04/20/2023	6258166				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			282.11			
										282.11
313	URBANA & CHAMPAIGN SA	0000		INV	04/20/2023	6259286				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			12.20			
										12.20
										CHECK TOTAL
										317.35
2482	T-MOBILE USA INC.	0001		INV	04/20/2023	53701				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802 80103	A&Y PROG	NEW COLL				1,014.74			
										1,014.74
										CHECK TOTAL
										1,014.74
73	TUMBLEWEED PRESS INC	0000		INV	04/20/2023	113410				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 52910	A&Y PROG	DTB CHARGE				699.00			
										699.00
										CHECK TOTAL
										699.00
44	INVOICES									
						WARRANT TOTAL	10,682.09			10,682.09
						CASH ACCOUNT BALANCE				1,758,638.80

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1042023 04/21/2023
 DUE DATE: 04/21/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 43.10 14,870.41
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS 3,477.70 30,017.71
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,834.64 14,758.52
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS 1,067.64 7,739.84
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S 469.78 8,882.54
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S 30.73 2,533.58
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS 29.99 1,813.27
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51809-	GAMES 223.96 125.28
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES 167.50 27,421.13
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-52910-	DATABASE CHARGES 699.00 7,101.86
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES 317.35 32,628.63
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 125.00 22,728.43
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES 1,264.27 9,695.32
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 138.21 1,243.72
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU 96.80 4,436.68
			FUND TOTAL	9,985.67
CASH ACCOUNT 802 10100		BALANCE 1,758,638.80		
810	81080831	ADMIN GIFTS	810-60-80-831-000-52801-	LIBRARY PROGRAMS 103.20 814.28
810	81080831	ADMIN GIFTS	810-60-80-831-000-53200-	BUILDING 365.75 290,360.40
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS 16.47 13,465.60
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS 31.04 5,750.19
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-52803-	LIBRARY CHILDREN PROG 179.96 345.94
			FUND TOTAL	696.42
CASH ACCOUNT 802 10100		BALANCE 1,758,638.80		
			WARRANT SUMMARY TOTAL	10,682.09
			GRAND TOTAL	10,682.09

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	04/27/2023	PLS72384074					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51805		A&Y PROG	CD			22.74				
										22.74	
										CHECK TOTAL	22.74
2943	AMAZON CAPITAL SERVIC	0000		INV	04/27/2023	1KPG-K6K9-3YYF					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103		A&Y PROG	NEW COLL			283.56				
										283.56	
										CHECK TOTAL	283.56
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	2037471016					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			11.97				
	2 81080833 51801		CHILD GIFT	LIBR BOOKS			38.03				
	3 81080833 52803		CHILD GIFT	CHILD PROG			128.89				
										178.89	
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	5018311791					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			111.47				
										111.47	
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	5018311763					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			49.66				
										49.66	
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	2037474470					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,530.09				
										1,530.09	
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	2037476813					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			150.74				
										150.74	
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	2037467612					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,685.06				
										1,685.06	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	04/27/2023	2037466659					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			223.49				
							223.49				
						CHECK TOTAL	3,929.40				
2257	CFS - CUSTOM FACILITY	0000		INV	04/27/2023	1892					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			648.00				
							648.00				
						CHECK TOTAL	648.00				
1345	CHAMPAIGN COUNTY	0017		INV	04/27/2023	#135					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52600		LIBR IT	UTILITIES			200.00				
							200.00				
						CHECK TOTAL	200.00				
20	DAVIS HOUK MECHANICAL	0000		INV	04/27/2023	S23JS065					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			321.97				
							321.97				
						CHECK TOTAL	1,335.81				
20	DAVIS HOUK MECHANICAL	0000		INV	04/27/2023	S23JS090					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			1,335.81				
							1,335.81				
						CHECK TOTAL	1,657.78				
244	HOLLINGER METAL EDGE	0000		INV	04/27/2023	H127296					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP			1,236.56				
							1,236.56				
						CHECK TOTAL	1,236.56				
2260	INGRAM INDUSTRIES INC	0000		INV	04/27/2023	75511128					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			395.27				
							395.27				
						CHECK TOTAL	395.27				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0000		INV	04/27/2023	75571542					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			272.84				
										272.84	
										CHECK TOTAL	668.11
447	KONE INC	0000		INV	04/27/2023	1158521259					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			727.90				
										727.90	
447	KONE INC	0000		INV	04/27/2023	1158521260					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			750.00				
										750.00	
										CHECK TOTAL	1,477.90
268	MIDWEST TAPE	0000		INV	04/27/2023	503639405					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			137.18				
										137.18	
268	MIDWEST TAPE	0000		INV	04/27/2023	503639409					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			63.72				
										63.72	
268	MIDWEST TAPE	0000		INV	04/27/2023	503639408					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			44.98				
										44.98	
268	MIDWEST TAPE	0000		INV	04/27/2023	503639407					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			28.48				
										28.48	
268	MIDWEST TAPE	0000		INV	04/27/2023	503639406					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			37.48				
										37.48	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	04/27/2023	503643210				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			38.98			
										38.98
268	MIDWEST TAPE	0000		INV	04/27/2023	503643211				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			11.24			
										11.24
268	MIDWEST TAPE	0000		INV	04/27/2023	503639403				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			37.48			
										37.48
268	MIDWEST TAPE	0000		INV	04/27/2023	503639404				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			28.48			
										28.48
268	MIDWEST TAPE	0000		INV	04/27/2023	503639402				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			26.24			
										26.24
										CHECK TOTAL
										454.26
574	MINUTEMAN PRESS	0000		INV	04/27/2023	74118				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080831 51990		ADMIN GIFT	OTH LIBMAT			43.00			
										43.00
										CHECK TOTAL
										43.00
54	OVERDRIVE INC	0000		INV	04/27/2023	01018CO23125469				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD			140.27			
										140.27
										CHECK TOTAL
										140.27
42	PRESTO X LLC	0000		INV	04/27/2023	35551959				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS			70.06			
										70.06

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
42	PRESTO X LLC	0000		INV	04/27/2023	35551960				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		70.06				
							70.06			
							CHECK TOTAL			140.12
1622	REPUBLIC SERVICES, IN	0001		INV	04/27/2023	0729-000647507				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		1,089.58				
							1,089.58			
							CHECK TOTAL			1,089.58
1272	ROGARDS	0000		INV	04/27/2023	521151-01				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		174.96				
							174.96			
							CHECK TOTAL			174.96
7	ROWMAN & LITTLEFIELD	0000		INV	04/27/2023	12238520				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS		108.71				
							108.71			
							CHECK TOTAL			108.71
2777	SECURITAS ELECTRONIC	0001		INV	04/27/2023	2984430				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		377.00				
							377.00			
							CHECK TOTAL			377.00
2952	PAVLOV MEDIA INC	0000		INV	04/27/2023	INV29931				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52999		LIBR IT	OTHER SVCS		800.00				
							800.00			
							CHECK TOTAL			800.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I042723 04/28/2023
 DUE DATE: 04/28/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
639	STUARD & ASSOCIATES I	0000		INV	04/27/2023	34597				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		980.00				
							980.00			
						CHECK TOTAL	980.00			
131	SWEETWATER SOUND INC	0000		INV	04/27/2023	36156475				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP		119.99				
	2 80280802 51802 80103		A&Y PROG	NEW COLL		803.34				
							923.33			
						CHECK TOTAL	923.33			
3051	TOWN SQUARE PUBLICATI	0000		INV	04/20/2023	249025				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 52909		LIBR COMM	AD/MRK/PE		895.00				
							895.00			
						CHECK TOTAL	895.00			
397	TRAVELERS	0000		INV	04/27/2023	Pol 0107815241				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 52320		A&Y PROG	TRAVEL		30.00				
							30.00			
397	TRAVELERS	0000		INV	04/27/2023	Pol 0107815294				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 52320		A&Y PROG	TRAVEL		30.00				
							30.00			
						CHECK TOTAL	60.00			
42	INVOICES					WARRANT TOTAL	16,310.28			
						CASH ACCOUNT BALANCE				1,707,480.99

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1042723 04/28/2023
 DUE DATE: 04/28/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 174.96 14,695.45
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS 3,747.44 26,270.27
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS 779.89 13,978.63
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS 1,086.90 6,652.94
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51805-	CD'S 22.74 2,377.37
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S 443.02 8,439.52
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S 11.24 2,522.34
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES 140.27 27,280.86
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-52320-	TRAVEL, EDUCATION AND 60.00 713.63
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI 3,033.68 63,177.91
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 3,336.70 19,391.73
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES 1,356.55 8,338.77
802	80280808	LIBRARY IT	802-60-80-808-000-52600-	UTILITIES 200.00 580.00
802	80280808	LIBRARY IT	802-60-80-808-000-52999-	OTHER CONTRACTUAL SER 800.00 8,900.00
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU 895.00 9,658.46
			FUND TOTAL	16,088.39
CASH ACCOUNT 802 10100		BALANCE 1,707,480.99		
810	81080831	ADMIN GIFTS	810-60-80-831-000-51990-	OTHER LIBRARY MATERIA 43.00 -384.09
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS 11.97 13,453.63
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS 38.03 5,712.16
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-52803-	LIBRARY CHILDREN PROG 128.89 217.05
			FUND TOTAL	221.89
CASH ACCOUNT 802 10100		BALANCE 1,707,480.99		
			WARRANT SUMMARY TOTAL	16,310.28
			GRAND TOTAL	16,310.28

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
3125	ALLIANCE ENTERTAINMEN	0000		INV	05/04/2023	PLS72487625				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51805		A&Y PROG	CD			192.69			
	2 80280802 51806		A&Y PROG	DVD			12.10			
										204.79
3125	ALLIANCE ENTERTAINMEN	0000		INV	05/04/2023	PLS72487207				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51805		A&Y PROG	CD			233.61			
										233.61
						CHECK TOTAL				438.40
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1TLH-99MN-6Y7P				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			16.19			
										16.19
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1791-3HM6-DF6H				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802	80103	A&Y PROG	NEW COLL			13.90			
										13.90
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	14KW-DQKQ-4M4V				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP			12.39			
										12.39
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	14DK-743X-9FLL				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812		LIBR COMM	LIBR SUPP			104.99			
	2 80280809 51812	80103	LIBR COMM	LIBR SUPP			105.00			
										209.99
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1VXW-66DN-74WN				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802	80103	A&Y PROG	NEW COLL			23.33			
										23.33
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1FQK-W6QP-4W4J				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			23.79			
										23.79

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1PGC-7DK1-L964					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			15.99				
											15.99
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1PFD-KYJK-3Q9R					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103	A&Y PROG	NEW COLL				14.95				
											14.95
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1RMM-DK3Q-9JXV					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				58.70				
											58.70
2943	AMAZON CAPITAL SERVIC	0000		INV	05/04/2023	1Q39-WLMH-1KP7					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500	LIBR IT	SHARED IT				139.99				
											139.99
						CHECK TOTAL	529.22				
1325	ARAMARK UNIFORM SERVI	0000		INV	05/04/2023	6130196066					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999	LIBR FAC	OTHER SVCS				377.87				
											377.87
						CHECK TOTAL	377.87				
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037485223					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	A&Y PROG	LIBR BOOKS				975.25				
											975.25
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037492028					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	A&Y PROG	LIBR BOOKS				1,359.72				
											1,359.72
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037491913					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS				652.76				
											652.76

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037491883					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801			ADULT GIFT LIBR BOOKS			12.57				
	2 81080833 51801			CHILD GIFT LIBR BOOKS			378.90				
	3 81080833 52803			CHILD GIFT CHILD PROG			112.90				
										504.37	
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037474965					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			1,100.23				
										1,100.23	
217	BAKER & TAYLOR LLC	0000		INV	05/04/2023	2037481904					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			232.02				
										232.02	
						CHECK TOTAL	4,824.35				
1311	CARLE FOUNDATION HOSP	0000		INV	05/04/2023	54194					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 52199		LIBR CTRL	OTHER PROF			612.25				
										612.25	
						CHECK TOTAL	612.25				
2257	CFS - CUSTOM FACILITY	0000		INV	05/04/2023	1897					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			5,833.33				
										5,833.33	
						CHECK TOTAL	5,833.33				
3250	CULTURE CULTIVATION	0000		INV	05/04/2023	238					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 52199		LIBR CTRL	OTHER PROF			2,900.00				
										2,900.00	
						CHECK TOTAL	2,900.00				
2065	FRANCES F. HARRIS	0000		INV	05/04/2023	54451					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP			200.00				
										200.00	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
					CHECK TOTAL	200.00				
2237	GAYLORD BROS INC	0001	INV	05/04/2023	2813063					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280806 51900	LIBR ACQ	OTHER SUPP			197.37				
					CHECK TOTAL	197.37				
859	GIBBS TECHNOLOGY COMP	0000	INV	05/04/2023	2530308					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280808 52203	LIBR IT	MAINT AGRM			221.50				
										221.50
859	GIBBS TECHNOLOGY COMP	0000	INV	05/04/2023	2530307					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280808 52203	LIBR IT	MAINT AGRM			119.15				
					CHECK TOTAL	340.65				
3122	GRETCHEN MADSEN WEBB	0000	INV	05/04/2023	54453					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280806 51900	LIBR ACQ	OTHER SUPP			92.64				
	2 81080831 51900	ADMIN GIFT	OTH LIBMAT			225.42				
					CHECK TOTAL	318.06				
1264	ILLINOIS AMERICAN WAT	0001	INV	05/04/2023	54200					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280805 52600	LIBR FAC	UTILITIES			64.25				
					CHECK TOTAL	64.25				
1264	ILLINOIS AMERICAN WAT	0001	INV	05/04/2023	54201					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280805 52600	LIBR FAC	UTILITIES			46.15				
					CHECK TOTAL	46.15				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
1264	ILLINOIS AMERICAN WAT	0001		INV	05/04/2023	54203					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES			312.15				
										312.15	
										312.15	
											CHECK TOTAL
2260	INGRAM INDUSTRIES INC	0000		INV	05/04/2023	75677959					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			1,123.55				
	2 80280802 51801		A&Y PROG	LIBR BOOKS			48.58				
										1,172.13	
											CHECK TOTAL
2260	INGRAM INDUSTRIES INC	0000		INV	05/04/2023	75685347					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			274.85				
										274.85	
										1,446.98	
											CHECK TOTAL
254	CAROL INSKEEP	0000		INV	05/04/2023	54195					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP			25.10				
										25.10	
										25.10	
											CHECK TOTAL
1990	KANOPY INC.	0000		INV	05/04/2023	348321 – PPU					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD			927.00				
										927.00	
										927.00	
											CHECK TOTAL
268	MIDWEST TAPE	0000		INV	05/04/2023	503722145					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD			4,672.99				
										4,672.99	
											CHECK TOTAL
268	MIDWEST TAPE	0000		INV	05/04/2023	503686082					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			65.22				
										65.22	
											CHECK TOTAL

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	05/04/2023	503686085				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			44.23			
										44.23
268	MIDWEST TAPE	0000		INV	05/04/2023	503686086				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			18.74			
										18.74
268	MIDWEST TAPE	0000		INV	05/04/2023	503686084				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			16.49			
										16.49
268	MIDWEST TAPE	0000		INV	05/04/2023	503686087				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			55.46			
										55.46
268	MIDWEST TAPE	0000		INV	05/04/2023	503686081				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			52.48			
										52.48
										CHECK TOTAL
										4,925.61
2516	THE NEW LINCOLN SQUAR	0000		INV	05/04/2023	54207				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 52912		ARCHIVES	FACILTYREN			725.00			
										725.00
										CHECK TOTAL
										725.00
9999	Champaign Co. Committ	0000		INV	05/04/2023	54360				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812		LIBR COMM	LIBR SUPP			25.00			
										25.00
										CHECK TOTAL
										25.00
283	QUILL CORPORATION	0000		INV	05/04/2023	31936191				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP			276.85			
										276.85

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
					CHECK TOTAL	276.85				
3130	SARA BENNETT	0000		INV	05/04/2023	54210				
	ACCOUNT DETAIL				LINE AMOUNT					
	1	80280803	52320	ARCHIVES	TRAVEL				722.45	
									722.45	
						CHECK TOTAL			722.45	
1280	STOCKS INC	0000		INV	05/04/2023	105262				
	ACCOUNT DETAIL				LINE AMOUNT					
	1	80280805	51420	LIBR FAC	OFF FURN				13,501.40	
									13,501.40	
						CHECK TOTAL			13,501.40	
3030	THRYV INC	0000		INV	05/04/2023	54212				
	ACCOUNT DETAIL				LINE AMOUNT					
	1	80280801	51900	LIBR CTRL	OTHER SUPP				192.45	
									192.45	
						CHECK TOTAL			192.45	
47	INVOICES				WARRANT TOTAL	39,761.89			39,761.89	
					CASH ACCOUNT BALANCE				1,629,439.35	

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L050423 05/05/2023
 DUE DATE: 05/05/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 485.29 14,210.16
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52199-	OTHER PROFESSIONAL SE 3,512.25 1,979.00
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS 2,658.40 23,611.87
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS 2,008.80 11,969.83
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS 52.18 6,600.76
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51805-	CD'S 426.30 1,951.07
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S 264.72 8,174.80
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES 5,599.99 21,680.87
802	80280803	ARCHIVES	802-60-80-803-000-52320-	TRAVEL, EDUCATION AND 722.45 561.55
802	80280803	ARCHIVES	802-60-80-803-000-52912-	FACILITY RENTAL 725.00 255.00
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51420-	OFFICE FURNITURE 13,501.40 15,544.09
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES 422.55 32,206.08
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 6,211.20 13,180.53
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES 302.40 8,036.37
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS 139.99 38,997.35
802	80280808	LIBRARY IT	802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 340.65 220.58
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL 355.09 3,358.04
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL 58.70 1,888.13
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 121.19 1,122.53
			FUND TOTAL	37,908.55
CASH ACCOUNT 802 10100		BALANCE 1,629,439.35		
810	81080831	ADMIN GIFTS	810-60-80-831-000-51990-	OTHER LIBRARY MATERIA 225.42 -609.51
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS 1,136.12 12,317.51
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS 378.90 5,333.26
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-52803-	LIBRARY CHILDREN PROG 112.90 104.15
			FUND TOTAL	1,853.34
CASH ACCOUNT 802 10100		BALANCE 1,629,439.35		
			WARRANT SUMMARY TOTAL	39,761.89
			GRAND TOTAL	39,761.89



The Urbana Free Library

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

List of scheduled monthly meetings for the Board of Trustees of The Urbana Free Library for the fiscal year 2024.

July 11, 2023

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

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

DATE: May 9, 2023

TO: The Urbana Free Library Board

FROM: Celeste Choate, Gretchen M. Webb

RE: Non-Resident Cards and Fee Determination for FY2024

In May 2022, The Board re-affirmed the Library's using **Tax Bill Methods** to determine the non-resident fees charged to people who live outside the Library's taxing district and who wish to get library cards. [The State Library and Administrative Rules](#) require that library boards review the non-resident fee on an annual basis to determine if the Library will offer non-resident cards for the next year, and which option offered in the Administrative Rules will be used to determine the fee.

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

- Using the General Mathematical Formula in subsection (a) of Section 3050.60 of the Illinois Administrative Code, the minimum non-resident fee TUFL could charge would be \$222.80 (as a comparison, the average charge across IHLS for FY22 is \$68.31). A fee this high would probably price a significant number of non-residents out of a card. We are allowed to charge more than the amount calculated by the formula, but we have to justify why we are doing so. An annual fee would have to be at least as much as calculated from the mathematical formula but cannot be less.
- TUFL has used the Tax Bill Methods for years and seems to be working fine. **We recommend affirming the Tax Bill Method to determine the non-resident fees charged to people who live outside the Library's taxing district and who wish to get library cards.** Section 3050.60 (b) Tax Bill Methods of the Illinois Administrative Code states:

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

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

LEAVE

1. GENERAL POLICY ON VACATION AND LEAVE

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

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

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

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

All leave must be taken or paid out in quarter-hour increments.

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

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

b. Paid Holidays

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

Full day holidays include:

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

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

LEAVE

c. Pro-Rated Holidays for Part-Time Staff

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

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

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

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

b. Amount of Paid Vacation Time

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

c. Crediting of Paid Vacation Time

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

d. Maximum Accrual of Paid Vacation Time

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

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

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

f. Scheduling Vacation Time

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

LEAVE

~~Vacations must be taken in multiples of quarter hours.~~

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

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

g. Taking Vacation in Excess of Accrued Amounts

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

h. ~~Terminal Payment for Unused Vacation Leave~~Leave

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

4. PAID SICK LEAVE FOR EMPLOYEES

a. Purpose of Paid Sick Leave

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

b. Amount of Paid Sick Leave

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

c. Crediting of Paid Sick Leave

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

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

d. Maximum Accumulation of Paid Sick Leave

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

LEAVE

e. Uses of Paid Sick Leave

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

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

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

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

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

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

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

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

f. Taking Sick Leave in Excess of Accrued Amounts

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

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

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

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

h. Maximum Sick Leave

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

i. Required Evidence of Illness

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

j. ~~Payment for~~ Unused Sick Leave

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

k. Disability Pay

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

l. Retirement Health Savings Plan

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

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

a. Purpose of Paid Parental Leave

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental

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leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

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

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

c. Benefits

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

d. Requesting the Leave

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

e. When Both Parents Are Eligible Employees

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

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

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days of leave with pay (taken from their accumulated sick leave). If less closely related

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persons have died, or if employees wish more time with pay, they have the option of taking the time from their personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave without pay (Section VI-E-12-e) under these circumstances. The Library reserves the right to require documentation of the funeral or service.

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

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

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

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

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

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

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

a. Amount of Paid Personal Leave

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

b. Crediting of Paid Personal Leave

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

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c. Taking Paid Personal Leave

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

d. Unused Personal Leave

Accrued personal leave ~~may not be taken as a part of terminal leave, nor is it is not~~ paid out at ~~the termination of separation from~~ employment.

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

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

b. Limits on Leave Without Pay

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

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

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

ii. Accumulation of paid leave in anticipation of absences

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

iii. Advance arrangement for time of leave

With the exception of leave without pay for parental leave, extensive personal illness, or care of immediate family members with serious health conditions, all approved leave without pay is granted for specific limited times agreed upon in advance. The Library's limits on the duration of leave without pay are listed below. No leave—except as otherwise provided by law—may be taken for a period of more than one year. In many cases the Library has shorter limits. Employees may

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not return briefly to work and then reapply for voluntary leave without pay in order to extend their leave beyond the specified time limit.

iv. Temporary, unpaid reductions in hours

As a general rule, requests by full-time and part-time staff to reduce hours on a temporary basis, particularly in the case of administrative and supervisory personnel, are not granted, except in the case of parental leave, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

v. Family Medical Leave Act compliance

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

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

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

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

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

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

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

vi. Wage increases for employees on leave without pay

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

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

i. Parental leave

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

ii. Extensive personal illness

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

iv. Professional activities

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

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

v. Education

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

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

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

vi. Temporary active military duty

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

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vii. Travel

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

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

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

viii. Unpaid Bereavement is the same as for hourly employees.

See Section VI-E-12-e.

11. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

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

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

a. Intent of Leave Without Pay for Hourly Employees

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

b. Requesting Leave Without Pay

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

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

c. Vacation

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

LEAVE

d. Illness

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

e. Bereavement

Leave is arranged with supervisors. A minimum of 14 consecutive calendar days without pay is guaranteed staff members in the case of the death of a near relative or person in the employee's household, loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, and stillbirth. The Library reserves the right to require documentation of the circumstances. The unpaid bereavement leave must occur within 60 days of the death of a near relative or person in the employee's household or the date on which the leave related to a pregnancy loss, failed adoption, unsuccessful reproductive procedure, or other diagnosis or event impacting fertility and pregnancy occurs.

This unpaid bereavement leave does not grant additional leave outside of an eligible staff member's 12 weeks of FMLA. Employees must provide at least 48 hours' notice prior to taking the leave, when practicable.

f. Jury Duty

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

g. Education

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

h. Parental Leave

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

i. Leave for Temporary Active Military Service

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

j. Travel

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

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13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

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

14. DISAGREEMENTS

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

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

Adopted May 11, 1981

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

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

July 13, 2021; November 9, 2021, January 11, 2022; May 10, 2022; December 13, 2022; May 9, 2023

DRAFT

WHISTLEBLOWER

A whistleblower as defined by this Policy is an employee or contractor of The Urbana Free Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee/contractor has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee/contractor is to contact the Auditor (the Associate Director [responsible for Human Resources](#)), or, if that individual is the subject of the complaint and/or not available, the Executive Director. The employee/contractor must exercise sound judgment to avoid baseless allegations. An employee/contractor who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower for:

- Reporting an improper governmental action pursuant to this Policy;
- Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
- Testifying in a proceeding or prosecution arising out of an improper governmental action.

This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy.

Any whistleblower who believes they are being retaliated against should contact the Auditor, or their designee, immediately. Reports of retaliation must be made in writing and within 60 (sixty) days of learning of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

WHISTLEBLOWER

All reports of illegal and dishonest activities pursuant to this Policy must be made in writing and will be promptly investigated as outlined in the Library's Whistleblower Procedure.

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 appropriate governmental body directly for information regarding filing a formal complaint with those entities.

Adopted November 9, 2021;

Revised January 1, 2022; May 9, 2023

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2023-09**

RESOLUTION TO ACCEPT THE ARPA GRANT INTERGOVERNMENTAL AGREEMENT

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

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

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

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

<u>Grant Name</u>	<u>Amount</u>	<u>Use of Contribution or Grant</u>
ARPA Grant	\$173,596	please see attached grant intergovernmental agreement

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

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

Section 1.

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

Section 2.

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

Section 3.

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

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 9th day of May, 2023.

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

RESOLUTION DECLARED ADOPTED.

Guadalupe Mejia, President

Gloria Yen, Secretary *pro tem*

**INTERGOVERNMENTAL (SUBRECIPIENT) AGREEMENT
BETWEEN THE CITY OF URBANA AND THE URBANA FREE LIBRARY
FOR COMMUNITY CONNECTIONS YOUTH PROGRAMMING SPECIALIST**

THIS INTERGOVERNMENTAL (SUBRECIPIENT) AGREEMENT (“Agreement”) is made and entered by and among the City of Urbana, Illinois (“City”) and The Urbana Free Library (herein after collectively referred to as “the Parties”), effective on the last date signed by a Party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, The Urbana Free Library is a municipal corporation in Urbana, Illinois; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in the hiring of a Community Connections Youth Programming Specialist.

NOW, THEREFORE, the Parties agree as follows:

Section 1. Purpose and Scope: The Parties agree that improving accessibility of public recreation space and youth programming are important. The purpose of this Agreement is for the

City to provide ARPA Funds to The Urbana Free Library for a Community Connections Youth Programming Specialist.

Section 2. Funding Amount: The City, subject to the terms and conditions of this Agreement, hereby agrees to provide ARPA Funds in amount up to \$173,596 to The Urbana Free Library for Community Connections Youth Programming Specialist.

Section 3. Funding Requirements: Each of the following requirements must be met to utilize ARPA Funds for the purpose specified in this Agreement:

- A. The Urbana Free Library will conduct activities for Community Connections Youth Programming Specialist, as detailed in Attachment A.
- B. The project must occur between April 1st, 2023 and December 31st, 2026.
- C. The maximum amount of assistance from this Agreement shall be \$173,596.
- D. The Urbana Free Library must provide reporting information to the City as required in Section 4.
- E. The City will transfer ARPA Funds to The Urbana Free Library in an amount up to \$173,596 in support of this assistance, available beginning in City fiscal year 2023. The transferred funds shall be provided to The Urbana Free Library on a quarterly reimbursement basis, based on invoice(s) for personnel costs. A Risk Assessment Form, copy of the invoicing and documentation for personnel costs, and Reporting Form shall be submitted by The Urbana Free Library to the City prior to the first payment; followed by invoicing, documentation, and Reporting Form for all subsequent payments. For all subsequent payments, The Urbana Free Library shall submit a copy of invoice and related documentation, along with submission of a Reporting Form by The Urbana Free Library to the City for each additional payment, with a maximum total amount of \$173,596. The City shall provide the Risk Assessment Form and Reporting Form templates to The Urbana Free Library.
- F. Urbana Free Library shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.

Section 4. Roles and Responsibilities of The Urbana Free Library: The Urbana Free Library agrees to adhere to funding requirements and provide information needed that include the following:

- A. The Urbana Free Library shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to the Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- B. The Urbana Free Library shall adhere to all applicable state and federal requirements regarding labor standards for the project(s), including 2 CFR 200, Appendix II; 40 U.S.C. 3702 and 3704; and 29 CFR Part 5.
- C. The Urbana Free Library shall complete the Scope of Services in Attachment A with ARPA Funds in accordance with Section 3.
- D. The Urbana Free Library shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include but is not limited to: ARPA Funds spent and obligated (along with documentation of expenses), project status, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Final Rule) served by the project.
- E. The Urbana Free Library shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of The Urbana Free Library. The Urbana Free Library will make reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement.
- F. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this Agreement on the ground of race, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. The Urbana Free Library understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- G. The Urbana Free Library shall comply with all applicable statutes, ordinances, and regulations. The Urbana Free Library shall not use any of these ARPA Funds for lobbying purposes. If it is determined by the City that any expenditure made with ARPA Funds

provided under this Agreement is prohibited by law, The Urbana Free Library shall reimburse the City any amount that is determined to have been spent in violation.

Section 5. Roles and Responsibilities of the City:

- A. The City shall provide ARPA Funds to The Urbana Free Library in an amount up to \$173,596 in support of the Scope of Services. The transferred funds shall be provided to The Urbana Free Library in quarterly reimbursements. A Risk Assessment Form, copy of the invoicing and documentation for Community Connections Youth Programming Specialist, and Reporting Form shall be submitted by The Urbana Free Library to the City prior to the first payment; followed by invoicing, documentation, and Reporting Form for all subsequent payments. The City shall provide the Risk Assessment Form and Reporting Form templates to The Urbana Free Library. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- B. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.

Section 6. Primary Contact: The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA Reports and regulations. The RPC shall also serve as the City's primary contact with The Urbana Free Library unless the City directs otherwise in a writing.

Section 7. Term and Termination: This Agreement shall commence upon its execution between the Parties. This Agreement may be terminated by either Party upon a 30-day notice in writing to the other Party. Upon termination, The Urbana Free Library shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if The Urbana Free Library does not spend the ARPA Funds in accordance with the regulations and requirements specified in this Agreement, The Urbana Free Library shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly.

Section 8. Timeliness. Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture. Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and The Urbana Free Library. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

Section 9. Amendments: This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

Section 10. Limitation of Liability: Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery, that are not related to or the direct result of a Party's negligence or breach.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

**THE CITY OF URBANA,
ILLINOIS**

The Urbana Free Library

By: _____

By: _____

Date: _____

Date: _____

ATTEST: _____

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Attachment A Scope of Services

Section 1. Summary

Project Summary

The Urbana Free Library provides outreach and programming to support literacy, personal growth, and community and cultural engagement, which support lifelong success. The Library requests ARPA funds to hire a full-time bilingual programming specialist who will focus on youth programming and community outreach to provide long-term benefits, especially for youth who have been impacted by the pandemic. The specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Grant funds will pay wages and benefits. The impacted and disproportionately-impacted groups that will benefit from this project are youth (birth-18), those living in areas identified as socially vulnerable, and immigrant youth who speak the same languages as the programming specialist. The programming specialist will increase the accessibility of youth programming by:

- Increasing the number of accessible youth programs. All of the Library’s programs are free and open to the public, and free programs are more accessible to the community.
- Seeking out programming and outreach opportunities in areas the City identified as socially vulnerable.
- Speaking English and either Spanish, French, or Chinese — three languages that are commonly spoken in this area. This will increase the accessibility of youth programs to non-English speakers by offering more programs in multiple languages.

Key Objectives and Measurable Outcomes

- Number of programs and events run or assisted by position
- Attendance at events and programs
- Number of community partners involved in programming
- Number of programs held in areas of social vulnerability
- Attendee satisfaction

Project Start Date: April 1, 2023

Project Completion Date: December 31, 2026

ARPA Funding

\$173,596

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 47% of the amount requested in the application. This difference will be accounted for by reducing the expected amount of time for which the position can be funded and adjusting the wage rate. The staff person’s experience will affect their starting pay, and at the highest starting wage the recipient anticipates paying, \$173,596 will cover at least 2.5 years

Attachment A
Scope of Services

of the position as listed in the amended project budget and timeline below. The project budget and anticipated timeline will change depending upon the person's starting rate of pay.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April-June)	\$ -	\$ -	\$ -	-	\$ -
2023 Q3 (July-Sept)	\$ 14,663.82 - Personnel	\$ 14,663.82 - Personnel	\$ 14,663.82	Reimbursement	\$ 14,663.82
2023 Q4 (Oct-Dec)	\$ 14,663.82 - Personnel	\$ 14,663.82 - Personnel	\$ 14,663.82	Reimbursement	\$ 29,327.64
2024 Q1 (Jan-Mar)	\$ 15,976.19 - Personnel	\$ 15,976.19 - Personnel	\$ 15,976.19	Reimbursement	\$ 45,303.82
2024 Q2 (April-June)	\$ 15,976.19 - Personnel	\$ 15,976.19 - Personnel	\$ 15,976.19	Reimbursement	\$ 61,280.01
2024 Q3 (July-Sept)	\$ 17,330.78 - Personnel	\$ 17,330.78 - Personnel	\$ 17,330.78	Reimbursement	\$ 78,610.79
2024 Q4 (Oct-Dec)	\$ 17,330.78 - Personnel	\$ 17,330.78 - Personnel	\$ 17,330.78	Reimbursement	\$ 95,941.58
2025 Q1 (Jan-Mar)	\$ 17,162.03 - Personnel	\$ 17,162.03 - Personnel	\$ 17,162.03	Reimbursement	\$ 113,103.61
2025 Q2 (April-June)	\$ 17,162.03 - Personnel	\$ 17,162.03 - Personnel	\$ 17,162.03	Reimbursement	\$ 130,265.64
2025 Q3 (July-Sept)	\$ 18,625.00 - Personnel	\$ 18,625.00 - Personnel	\$ 18,625.00	Reimbursement	\$ 151,852.88
2025 Q4 (Oct-Dec)	\$ 18,625.00 - Personnel	\$ 18,625.00 - Personnel	\$ 18,625.00	Reimbursement	\$ 170,477.87
2026 Q1 (Jan-Mar)	\$ 3,118.13 - Personnel	\$ 3,118.13 - Personnel	\$ 3,118.13	Reimbursement	\$ 173,596.00

Attachment A
Scope of Services

2026 Q2 (April-June)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00
2026 Q3 (July-Sept)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00
2026 Q4 (Oct- Dec)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/15/22 #37 [\[Link\]](#) and slides, attached hereto

Attachment A - Section 2.1



THE URBANA FREE LIBRARY Community Connections Youth Programming Specialist Executive Summary

Project Summary and Benefits:

The Urbana Free Library provides outreach and programming to support literacy, personal growth, and community and cultural engagement, which support lifelong success. The Library requests \$370,733 in ARPA grant funds to hire a full-time bilingual programming specialist through 2026 who will focus on youth programming and community outreach to provide long-term benefits, especially for youth who have been impacted by the pandemic. The specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Grant funds will pay wages and benefits. The impacted and disproportionately impacted groups that will benefit from this project are youth (birth-18), those living in areas identified as socially vulnerable, and immigrant youth who speak the same languages as the programming specialist. The programming specialist will increase the accessibility of youth programming by:

- Increasing the number of accessible youth programs. All of the Library's programs are free and open to the public, and free programs are more accessible to the community.
- Seeking out programming and outreach opportunities in areas the City identified as socially vulnerable.
- Speaking English and either Spanish, French, or Chinese — three languages that are commonly spoken in this area. This will increase the accessibility of youth programs to non-English speakers by offering more programs in multiple languages.

Ability to Complete Project:

The Urbana Free Library has existed for almost 150 years and has provided youth programming for decades. Every year, the Library holds hundreds of programs on a wide variety of subjects attended by thousands of children, teens, and their caregivers. The Library has existing infrastructure in place to successfully create and promote youth programming, and has the ability to increase the accessibility of youth programming and outreach in multiple languages in Urbana with this project.

Measuring Success:

The project will follow federal guidelines and evaluate the project's success by collecting data on:

- How many programs and outreach events the programming specialist runs or assists, breaking out the number held in socially vulnerable areas of Urbana.
- Event and outreach attendance.
- The number of community partners involved in those programs and outreach events.
- Satisfaction and feedback by asking attendees to fill out a program survey at least twice a year.
- The number of impacted and disproportionately impacted people reached. Attendees will be asked to fill out a self-reporting demographic survey with categories based on who the City and federal guidelines identified as impacted.

Continuing the Project After the ARPA Grant Ends:

The Library is committed to serving our community with this position. By the end of 2026, the Library will either reallocate the funds in its operating budget or obtain grants from The Foundation and/or The Friends of The Urbana Free Library to continue to fund the specialist position. The Library will also seek out grants from other sources to ensure that the position will be funded. The Library will continue to find additional funding sources until the position can be fully covered by the Library's operating budget.

Attachment A - Section 2.2

A. Organization Information

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:24 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

The Urbana Free Library



A.2. Organization Type

Public Agency



A.3. Applicant Name/Point of Contact

First Name

Lauren

Last Name

Chambers

A.4. Mailing Address

210 W. Green St. Urbana, IL 61801

A.5. Phone Number

(217) 367-4057

A.6. Email Address

jchambers@urbanafree.org

Attachment A - Section 2.2

B. Project Details

Completed by jchambers@urbanafree.org on 11/16/2022 11:25 PM

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

B. Project Details

Please provide the following information.

B.1. Project Name

Community Connections Youth Programming Specialist

B.2. Requested Funding Amount

\$370,733.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2026

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

The funds will be used to hire a full-time programming specialist who will focus on creating and running youth programming and community outreach. Once hired and fully trained, the specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Funding the new position will accomplish the Urbana ARPA Funding Goal of improving the accessibility of youth programming through several methods.

All of the Library's programs are free and open to the public. Free programs are more accessible to the community. By funding the new position, the project will increase the amount of accessible youth programs the Library can offer.

Printed By: James Mclanahan on 2/8/2023

1 of 2

Attachment A - Section 2.2

One of the goals of the specialist will be to seek out programming and outreach opportunities in areas of Urbana identified as vulnerable on the City's Block Group-Level Social Vulnerability Chart. This will increase accessibility by allowing the Library to remove transportation barriers and bring youth programs to organizations that are closer to where people live. Currently, the Library has more requests for community partnerships than it's able to fulfil with its current staffing and this position will increase the Library's capacity. Partnering with other organizations also allows the Library to increase the diversity of the kinds of programs offered by working with groups who have areas of expertise that the Library doesn't have.

One of the requirements for the programming specialist will be to speak English and either Spanish, French, or Chinese — three non-English languages that are commonly spoken in this area. USD #116 currently translates its materials for families into two of these languages. The language requirement will increase the accessibility of youth programs to non-English speakers by allowing the Library to offer more programs in multiple languages. It will also increase effective communication when visiting areas where English is not the first language.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. "Community Violence Interventions - 1.11")

Community Violence Interventions

B.8. How does this project address needs that are not already met by existing local services?

While there are a number of local organizations that offer youth programming, few offer programs that are always free and do not require a membership. The Urbana Free Library provides weekly free, high-quality programs for youth that cover a variety of topics from art, to science, to general entertainment for youth of all ages. This project will expand the Library's ability to offer youth programs and meet youth and their caregivers where they are, rather than always requiring travel to the Library. Since the staff member will speak at least two languages, programming and outreach will be available in multiple languages. The Library currently only has the capacity to offer bilingual story times a couple of times a month with partner organizations, but no bilingual programs are currently available for older children or teens. "Youth programs between the ages of 12-18 years receive the least financial support from the government and nonprofits even though, according to the Young Adult Library Service Association, over 14 million teens are on their own after school and that time frame (3-6pm) is "the peak for juvenile crime and experimentation with drugs, alcohol, and cigarettes." [3]" Offering bilingual programming some times after school will be an addition to what the Library offers.

C. Project Information

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:46 PM

C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

The Urbana Free Library has a history of creating quality youth programming. Over the past three years, the Library averaged over 400 programs a year for youth from birth through age 18 with a median attendance of almost 8,000 youth and caregivers per year. Program topics ranged from celebrating diverse cultures to exploring music, art, and science.

The specialist will increase the accessibility of youth programming, running three to four youth programs or outreach events a week, or 150-200 events a year. The specialist will attend outreach events for youth and seek partner organizations that will allow the Library to bring programs to youth and their caregivers. This position will pay particular attention to reaching neighborhoods identified as socially vulnerable by the City of Urbana.

The article "Violence Prevention is Social Justice" highlights how public libraries are safe zones where all people are welcome and included and help prevent gun violence in communities. In its 2016 Comprehensive Technical Package for the Prevention of Youth Violence and associated Risk Behaviors, the CDC recommends a multiprong strategy to reduce youth violence. Two of the prevention strategies mentioned are "connect youth to caring adults and activities" and "create protective community environments." While other strategies focus on addressing the social and economic factors that can contribute to youth violence, creating safe spaces where youth can connect with an adult who models nonviolent behavior and that promote the growth of social skills or allow teens to explore their passions also contributes to a reduction in youth violence. Since 2013, the Library created a teen after-school program to address teen behavioral issues in the Library and the Teen Open Lab has successfully created positive relationships between teens and the Library, with a lifetime attendance of over 25,000. The program is held year-round, including during school breaks, with over 200 sessions a year.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

The specialist's efforts will focus on areas of Urbana identified as vulnerable on the City's Block Group-Level Social Vulnerability Chart: Lierman, Silverwood, North and East of Carle Hospital, and University/ Cunningham Ave. The specialist will seek out community partners serving those areas to bring additional free, quality, youth programming directly into those neighborhoods.

The Urbana Free Library's service area is the entire taxing district of the City of Urbana. The Illinois State Board of Education stated that in 2020, over 80% of students enrolled at the USD #116 high school, middle school, and all

Attachment A - Section 2.2

elementary schools qualified for the National School Lunch Program. Four elementary schools reported that 100% of their enrollment qualified. The SLFRF Final Rule Overview states that these households are considered disproportionately impacted by the pandemic. With such a high percentage of students fitting into that category, most youth in Urbana (and in the Library's service area) can be considered particularly impacted by the pandemic.

Census.gov states that the population of the City of Urbana is 18.3% foreign-born, and the Champaign Regional Planning Commission reports that nearly a fourth of households in Urbana speak a language other than English at home. Of those foreign-born residents, the Champaign County Welcome Plan reported that 33% live below the poverty line. The Plan was created to make recommendations to improve the lives of local immigrants and one of the recommendations was to "strengthen language acquisition opportunities for learners of all ages." The specialist's bilingual requirement will increase the opportunities for youth and their caregivers to practice language acquisition by allowing the Library to hold more multilingual programs. The bilingual requirement will also make it easier for the Library's youth outreach efforts to connect with community members for whom English isn't their first language.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

For the last three years, the Library was awarded Urbana Arts Grants for various projects. The Library was awarded \$520 for a 2020 Arts Grant that created StoryWalks featuring stories created by the community, \$2,500 for a grant in 2021 that created a mural on the Cunningham Township building which included the community in designing and painting the mural, and \$985 for 2022 for a project that taught community members how to write short poems and then displayed community poems on signs throughout the City.

The Library regularly receives funding from Champaign County and the Champaign County Circuit Court for the Champaign County Historical Archives. In addition, the Library receives funds from the Urbana School District #116 as a pass-through from UIUC for student support. This fiscal year, the Library is budgeted to receive \$45,920 from these institutions due to our work in the community. Last fiscal year the Library received \$41,220 and in fiscal year 2021, it received \$45,920. As a government institution, the Library also receives local property taxes, and the City of Urbana funds the Library's Illinois Municipal Retirement Fund and part of the Library's FICA expenses.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The only cost for this project is the estimated wages and benefits for the new specialist position. Library positions receive a cost-of-living increase, and in some years, a step increase. The wages for this position were calculated with a 3% cost-of-living increase added each year from 2023 to 2026 and two step increases, following the wage chart. The Library will request funds for the programs led by the specialist from The Friends of The Urbana Free Library and The Urbana Free Library Foundation.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The Urbana Free Library Foundation received a generous donation to create the Margaret Frampton Urbana Library Fund in support of outreach and programming efforts. The \$12,150 allocated from the Frampton fund for additional community outreach through June 2025 will be used to support the specialist position. The ARPA funding will fully fund the rest of the programming specialist position through 2026. In addition, the Foundation put forward this specialist position as an option for the Common Ground's Round Up for Good grant. Unfortunately, the Foundation was not chosen as a recipient this year, but it intends to reapply in future years. The Library will request funding for the programs led by the specialist from The Friends of The Urbana Free Library and The Urbana Free Library

Foundation.

To further the Library's outreach efforts, the Margaret Frampton Urbana Library Fund is also funding GIS mapping and evaluation of where library cardholders live so this data can be combined with the City's Block Group-Level Social Vulnerability Chart to determine where outreach efforts could have the greatest immediate impact. Thanks to the Margaret Frampton Urbana Library Fund, the Library will also begin to leverage Patron Point, a community engagement tool which brings together library usage data and communications software. Patron Point will allow the Library to individualize communication with patrons to better provide services and information.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

The Library Board crafted the Library's mission statement that We encourage learning and enrich lives by providing access to diverse resources and programs. With this Mission as our guide and the ARPA grant funding to initiate this project, by the end of 2026, the Library will have had time to reallocate the funds in its operating budget or obtain grants from The Foundation and/or The Friends of The Urbana Free Library to continue to fund the specialist position. The Library will also seek out grants from other sources to ensure that the position will be funded and that Urbana continues to receive the benefits from this project past 2026. The Library will continue to find additional funding sources until the position can be fully covered by the Library's operating budget.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

Annually, the Library typically partners with around 50 community groups on over 100 programs, and currently does not have the capacity to work with all of the groups which have expressed an interest in partnering with the Library. With the creation of this position, that number of partners will grow and our work with existing partners will expand.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

The Library has successfully managed and participated in multiple local, state, and national grants, including Urbana Arts Grants, a grant from the Illinois Arts Council Agency, and a grant for the Community Webs: Empowering Public Libraries to Create Community History Web Archives. The projects for all of those grants were completed with all reporting conditions met.

The Urbana Free Library has existed for almost 150 years and has provided youth programming for decades. Every year, the Library holds hundreds of programs on a wide variety of subjects attended by thousands of children, teens, and their caregivers. The Library has existing infrastructure in place to successfully create and promote youth programming, and has the ability to increase the accessibility of youth programming and outreach in multiple languages in Urbana with this project.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

The Library is committed to using metrics to comply with ongoing federal reporting requirements, as well as for evaluation as a way to assess impact in our community. The Library currently reports on specific statistics, including programming metrics, to the City of Urbana and the State of Illinois. The Library will use several metrics to measure success and highlight areas for growth. These include how many programs and outreach events the programming specialist runs or assists, as well as the attendance of those events. The Library will also measure how many of those events involve community partners and are held in areas of Urbana that have been identified as socially vulnerable. At

Attachment A - Section 2.2

least twice a year, the Library will solicit written feedback about programs by asking attendees to fill out a satisfaction and feedback survey. This is a new, key piece in engagement.

According to the “Exploring a Program Co-design Approach to Better Serve and Engage Low-income, Latinx Communities” project, “Only 20% of survey respondents reported their libraries actively involve families in the planning and delivery of programs.” Part of program development and measuring success will be working with families for their feedback in various ways, no matter what languages the specialist speaks.

The Library anticipates that, once fully trained, the new specialist will run 150-200 programs or outreach events a year. They will actively seek out opportunities to bring programs to areas identified by the City as socially vulnerable and will increase the number of programs the Library offers in those areas.

C.10. Please describe any other COVID relief funding that your organization has received.

In 2021, The Urbana Free Library received a \$500 grant for PPE from the Illinois State Library.

Attachment A - Section 2.2

D. Project Budget

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:41 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$370,733.00
	\$370,733.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	85512
2024	88084
2025	94762
2026	102375

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

Attachment A - Section 2.2

E. Optional Attachments

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:46 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation



Additional Documentation

ARPA grant Urbana Free Library Resources.pdf

Attachment A - Section 2.2

Submit

Completed by jchambers@urbanafree.org on 11/16/2022 11:50 PM

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

Attachment A - Section 2.2

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Lauren Chambers

Electronically signed by jchambers@urbanafree.org on 11/16/2022 11:47 PM

Today's Date

11/16/2022

Attachment A - Section 2.2



ARPA Grant Resources:

CDC. National Center for Injury Prevention and Control, Division of Violence Prevention. A Comprehensive Technical Package for the Prevention of Youth Violence and Associated Risk Behaviors. <https://www.cdc.gov/violenceprevention/pdf/yv-technicalpackage.pdf>

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THE URBANA FREE LIBRARY



LONG-TERM IMPACT





VALUE TO THE URBANA COMMUNITY

ACHIEVING RESULTS



RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUB RECIPIENT AGREEMENT
(THE URBANA FREE LIBRARY)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury's *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects ; and

WHEREAS, each sub-recipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Community Connections Youth Programming Specialist* by The Urbana Free Library was allocated \$173,596 as part of the ARPA Concept Plan Project List.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. That an Agreement providing \$173,596 in ARPA SLFRF funds, for the purpose of *Community Connections Youth Programming Specialist*, performed by The Urbana Free Library, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor



80280805-52201

Contract Invoice

Invoice#: S23SP059

Date: 04/14/2023

PO Box 17022
Urbana, IL 61803

Billed To: Urbana Free Library
210 W Green
Urbana IL 61801

Project: S23SP059 - Urbana Free Library - Water H
210 W Green
Urbana IL 61801

Due Date: 05/14/2023

Terms: 30DY

Order# S23SP059

Description	Amount
Emergency - Water Heater Replacement	11,975.85

Remit Payment To: Davis-Houk Mechanical, Inc
PO Box 17022
Urbana, IL 61803

Phone: (217)239-0040
Fax: (217)239-0042

Non-Taxable Amount:	11,975.85
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	11,975.85

Credit card payments over \$2,500.00 will be subject to a 3% processing fee.

Thank You For Your Business.
Invoice #: S23SP059

