

NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on August 8, 2023, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

AGENDA

- 1.0 Call to Order**
- 2.0 Oath of Office** – Administered to Brandyn Mason
- 3.0 Roll Call/Attendance**
- 4.0 Additions, Corrections, Modifications of the Agenda**
- 5.0 Approve the Agenda**
- 6.0 Public Comment**
- 7.0 Presentations**
 - 7.1 Update on The Urbana Free Library Foundation: Elizabeth Rockman
 - 7.2 Building project and building program updates: Dawn Cassady
 - 7.3 Strategic planning process updates: Lupe Mejia and Celeste Choate
- 8.0 Action Items (Consent Agenda)**

Board Meeting Minutes of July 11, 2023
Payroll for July 14, 2023 A; total \$47,422.64
Payroll for July 14, 2023 B; total \$62,733.02
Payroll for July 28, 2023; total \$114,177.44
Bills for July 13, 2023; total \$45,513.80
Bills for July 27, 2023; total \$182,419.43
Bills for August 4, 2023; total \$52,118.86
- 9.0 Action Items (Individual)**
 - 9.1 Annual Report to the City of Urbana per 75 ILCS 5/4-10
 - 9.2 Resolution 2023-14 to thank Lupe Mejia for Her Years of Service
 - 9.3 Constellation invoice for \$11,661.35
- 10.0 Discussion Items**

Early Literacy and Libraries: Erica Bellina
- 11.0 Reports of the Liaison Officer**
 - 11.1 Friends of The Urbana Free Library
 - 11.2 The Urbana Free Library Foundation
 - 11.3 Illinois Heartland Library System
- 12.0 Administrative Report**
- 13.0 Board and Committee Reports:**
- 14.0 Board President Report:** Appoint nominating Committee
- 15.0 Unfinished Business**
- 16.0 New Business**
- 17.0 Closed session** for discussions of:
 - 17.1 Minutes of meetings lawfully closed under this Act for purpose of approval by the body of the minutes and for semi-annual review of the minutes as mandated by pursuant to 5 ILCS 120/2 (c) (21) Section 2.06;
 - 17.2 Approval of destruction of verbatim record per 5ILCS 120/2.06 (c) (1)(2)
- 18.0 Action Items (Individual)**
 - 18.1 Approval of Closed Session Minutes of: February 14, 2023
 - 18.2 Vote to open or keep closed Closed Session Minutes
 - 18.3 Approval of destruction of verbatim record per 5ILCS 120/2.06 (c) (1)(2): February 8, 2022.
- 19.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be September 12, 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: August 3, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

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

-  Jazz lovers came out for a one-of-a-kind talk and performance that highlighted the connections between Spanish Flamenco music and American Jazz. After a presentation that included photos and historic recordings, the audience of 48 people enjoyed an innovative live performance by a trio of musicians from UIUC and UI-Springfield. An Urbana Arts and Culture grant made this performance possible.

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

- The Library hosted an art show and reception for Family Services of Champaign County's Creativity on Wheels project. Creativity on Wheels delivers art kits created by local artists to seniors' homes. The kits encourage seniors to explore their creativity and reflect on how making art affects their mood, self-esteem, and sense of connection. Artwork from the project was displayed at the Library throughout July. During the reception, one of the artists discussed how a library staff member had a positive impact on one of their pieces.



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.

- Kids and their families were very creative as they made dragon eggs out of clay and costume gems at July's Young Artist's Studio. Some of the 36 attendees made them in different shapes or into other objects, and one young community member was so inspired by making an egg that they searched for Library books on dragons and checked them out.



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

- Local theater expert (and regular archives patron) Perry Morris gave a fascinating talk on the history of the Illinois Theatre and its ups and downs throughout the years to 26 community members. Morris collected his history by painstaking microfilm research, through which he has documented the lives of our local theatre houses, including the Illinois Theatre.
- The ever-popular Cat and Snack program let people get up close and personal with cats from Hospice Hearts. There were also lots of fun crafts and activities for the over 70 people who attended. Community members could make cat-themed buttons, toys for their feline friends, and watch cat videos.



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.

- Professor Caroline Kisiel gave an enlightening lecture on the history of the Illinois Black Codes to 34 community members. These harsh laws existed from 1819-1865. Before Illinois became a state, the region practiced slavery. After statehood, a series of oppressive laws were passed which regulated all aspects of Black peoples' lives in Illinois.

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

- It was a good month for nature lovers at the Library. The program Into the Wild connected 70 people of all ages with a chance to see non-venomous snakes, owls and turtles up close. There were crafts from the UI Pollinarium and educational talks on bats and snakes of Illinois. Special thanks to Anita Purves Nature Center, the UI Pollinarium, and reptile breeder (and The Urbana Free Library staff member) Kayla Duff.
- Library staff were invited to be guest teachers for the Urbana Park District's Camp Fresh, which is a three week-long camp that caters to middle schoolers. Staff taught the kids how to use the 3D-print-modeling website Tinkercad so they could each design their own mini sculpture. These will be showcased at the Crystal Lake Art Fair in August. When the kids finished their designs, they played with a variety of crafts and activities from Teen Open Lab, including sticker cutters, acoustic guitars, and a 3D printing pen.



We are mindful of the wide array of resources needed to serve evolving community needs and are transparent with our operations.

WE ARE A STRONG ORGANIZATION.

Goal 1: We steward our physical and financial resources to allow for growth and sustainability.

- The Friends of the Library June book sale brought in \$3,418.68. This revenue helps fund our summer reading prizes.
- The Community Engagement Department created a new donations page for the Library's website explaining the various ways that people can donate to the Library (<https://urbanafreelibrary.org/donations>). Along with this change, online guidelines for book donations to the Friends of The Urbana Free Library were updated and new procedures and quick reference materials were shared with staff.

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

- Using community survey results and other information about our community, the Management Team participated in a strategic planning session.
- August 1-3, Celeste Choate attended Director's University for new library directors as a mentor. Directors University is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System.



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

Library Newsletters:

- The TUFL Times, August: <https://uflil.patronpoint.com/email/preview/66>
- The TUFL Times: Youth Edition, August: <https://uflil.patronpoint.com/email/preview/67>
- The TUFL Times: School Edition, August: <https://uflil.patronpoint.com/email/preview/68>
- August Archives Newsletter: <https://uflil.patronpoint.com/email/view/64baf38a92815367585990>

Other Library News:

- June 29, 2023, *Smile Politely* – Possessing a fleeting moment with the art of Hua Nian <https://www.smilepolitely.com/arts/possessing-a-fleeting-moment-with-the-art-of-hua-nian/>
- June 30, 2023, *FOX Illinois* – CUPHD serves as kid-friendly cooling center with free meals amidst power outages <https://foxillinois.com/news/local/cuphd-serves-as-kid-friendly-cooling-center-with-free-meals-amidst-power-outages>
- June 30, 2023, *The News-Gazette* – UPDATE: Ameren says power outages will continue for many though Saturday evening https://www.news-gazette.com/news/updates-power-still-off-here-are-some-c-u-cooling-center-locations/article_312d267b-a92d-589c-bb12-07f5cb2e4f02.html
- July 2, 2023, *Illinois Newsroom* – Live updates: Power restored to thousands; branch debris collection starts Monday <https://illinoisnewsroom.org/live-updates-storms-cause-cancellations-and-road-closures/>
- July 5, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Summer Fun in the Sun <https://www.chambanamoms.com/2023/07/05/champaign-urbana-summer-fun-in-the-sun/>
- July 9, 2023, *The News-Gazette* – Curtis Valasek/review | A bar crawl through America's endangered LGBTQ+ places https://www.news-gazette.com/arts-entertainment/books/curtis-valasek-review-a-bar-crawl-through-americas-endangered-lgbtq-places/article_0f631cb8-bd84-56af-8fe3-ecc9a4a9e777.html
- July 11, 2023, *Smile Politely* – Five things in arts: July 2023 <https://www.smilepolitely.com/arts/five-things-in-arts-july-2023/>
- July 27, 2023, WCIA – Champaign Co. buildings used as cooling centers as temperatures surge <https://www.wcia.com/news/local-news/champaign-co-buildings-used-as-cooling-centers-as-temperatures-surge/>
- July 27, 2023, WCIA – Page Turners: The Urbana Free Library Shares Historic Cookbooks <https://fb.watch/m3U8gGZqXe/>
- July 27, 2023, *Smile Politely* – This is a cool old photo of Esquire Lounge <https://www.smilepolitely.com/splog/this-is-a-cool-old-photo-of-esquire-lounge/>
- July 27, 2023, *Smile Politely* – It's really hot — here are the cooling centers in C-U <https://www.smilepolitely.com/splog/its-really-hot-here-are-the-cooling-centers-in-c-u/>

- July 28, 2023, *Illinois Newsroom* – Excessive heat warning in effect until Friday 8pm
<https://illinoisnewsroom.org/hot-weather-information-center/>

Budget and current financial information are here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY24 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	\$ 214,091.29	\$ 215,017.02	\$ 215,933.12
Busey Bank Cash accounts	\$ 3,124,285.60	\$ 2,829,200.45	\$ 2,570,373.98	\$ 2,278,216.79	\$ 1,947,002.09	\$ 2,496,376.70
Busey Bank Web account	\$ 53,023.54	\$ 54,137.89	\$ 57,571.07	\$ 59,391.52	\$ 61,310.79	\$ 65,758.53
Total	\$ 3,388,972.33	\$ 3,095,729.08	\$ 2,841,182.78	\$ 2,551,699.60	\$ 2,223,329.90	\$ 2,778,068.35

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L07141

PAY PERIOD 06/25/2023 to 06/30/2023

CHECK DATE 07/14/2023

YEAR 2023 PERIOD 12
 EXPENDITURE ENTRIES
 SHORT DESC PAY714fy23

GL EFF DATE 06/30/2023
 REFERENCE L7FY23
 REFERENCE2 8L07141

ORG OBJECT PROJECT
 YEAR 2023 PERIOD 12
 80280800 50110

ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
		GL EFF DATE 06/30/2023
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	7,694.24
	FUND TOTALS	7,694.24
80280801 50220	LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE 3,206.88
80280801 50251	LIBRARY CENTRALIZED COSTS	IMRF & SURS 2,295.70
80280803 50110	ARCHIVES	SALARY - REGULAR EMPLOYEE 3,406.68
80280805 50110	LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE 1,001.28
80280806 50110	LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE 7,256.28
80280807 50110	LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE 16,597.96
80280808 50110	LIBRARY IT	SALARY - REGULAR EMPLOYEE 2,069.94
80280809 50110	LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE 3,893.68
	FUND TOTALS	39,728.40
	GRAND TOTALS	47,422.64

YEAR 2024 PERIOD 1
 802 23000
 80280800 50110
 80280801 50220
 80280801 50251
 80280803 50110
 80280805 50110
 80280806 50110
 80280807 50110
 80280808 50110
 80280809 50110

LIBRARY GENERAL FUND	ACCRUED PAYROLL	GL EFF DATE 07/14/2023
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	47,422.64
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	.00
LIBRARY CENTRALIZED COSTS	IMRF & SURS	.00
ARCHIVES	SALARY - REGULAR EMPLOYEE	.00
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	.00
LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	.00
LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	.00
LIBRARY IT	SALARY - REGULAR EMPLOYEE	.00
LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	.00
	FUND TOTALS	47,422.64
	GRAND TOTALS	47,422.64

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L07142

PAY PERIOD 07/01/2023 to 07/08/2023

CHECK DATE 07/14/2023

YEAR 2024 PERIOD 1
 EXPENDITURE ENTRIES
 SHORT DESC PAY0714232

GL EFF DATE 07/14/2023
 REFERENCE L07142
 REFERENCE2 8L07142

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2024	PERIOD 1				GL EFF DATE 07/14/2023
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	8,067.34
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	8,951.72
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	3,396.58
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	2,618.18
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	4,117.86
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	414.22
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	7,813.89
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	20,624.95
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	2,874.45
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	3,853.83
FUND TOTALS					62,733.02
GRAND TOTALS					62,733.02

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L0728

PAY PERIOD 07/09/2023 to 07/22/2023

CHECK DATE 07/28/2023

YEAR 2024 PERIOD 1
 EXPENDITURE ENTRIES
 SHORT DESC PAY072823

GL EFF DATE 07/28/2023
 REFERENCE L0728
 REFERENCE2 8L0728

ORG	OBJECT	PROJECT
YEAR 2024	PERIOD	1
80280800	50110	
80280801	50210	
80280801	50220	
80280801	50251	
80280803	50110	
80280805	50110	
80280806	50110	
80280807	50110	
80280808	50110	
80280809	50110	

ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
		GL EFF DATE 07/28/2023
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,114.52
LIBRARY CENTRALIZED COSTS	INSURANCE	8,939.45
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,877.24
LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,087.35
ARCHIVES	SALARY - REGULAR EMPLOYEE	8,172.38
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,335.65
LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	15,696.74
LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	38,580.68
LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,064.64
LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,308.79
FUND TOTALS		114,177.44
GRAND TOTALS		114,177.44

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
Invoice: 5018436064			BAKER & TAYLOR LLC	5018436064	07/07/2023		L071323	111.64
				111.64 80280802 51801 80103	L511881 2			
					LIBRARY BOOKS			
Invoice: 2037646574			BAKER & TAYLOR LLC	2037646574	07/07/2023		L071323	308.17
				308.17 80280802 51801 80103	L511881 2			
					LIBRARY BOOKS			
Invoice: 2037646480			BAKER & TAYLOR LLC	2037646480	07/07/2023		L071323	7.22
				7.22	L541300 2			
				E 82207-BOOK	-			
				81080833 51801	-			
					LIBRARY BOOKS			
					CHECK		5869 TOTAL:	4,897.44
5870 07/13/2023 PRTD	2648		BRIAN STARK	56655	07/07/2023		L071323	50.00
Invoice: 56655				50.00 80280809 51812	2023-7-8 MILES DAVIS, FLAMENCO & SKETCHES OF SPAIN			
					LIBRARY PROGRAM SUPPLIES			
					CHECK		5870 TOTAL:	50.00
5871 07/13/2023 PRTD	1345		CHAMPAIGN COUNTY MENTAL HEALTH BO	56838	07/07/2023		L071323	50.00
Invoice: 56838				50.00 80280809 51812	DISABILITY RESOURCE EXPO 10-28-23			
					LIBRARY PROGRAM SUPPLIES			
					CHECK		5871 TOTAL:	50.00
5872 07/13/2023 PRTD	1345		CHAMPAIGN COUNTY	139	07/05/2023		L071323	200.00
Invoice: 139				200.00 80280808 52600	ICN INTERNET SERVICE INV. T2327289 05-31-23			
					UTILITIES			
					CHECK		5872 TOTAL:	200.00
5873 07/13/2023 PRTD	1398		CHAMPAIGN COUNTY CHAMBER OF COMME	92592	07/07/2023		L071323	360.00
Invoice: 92592				360.00 80280809 52909	MEMBERSHIP 2023-7			
					ADV/MKTING/PUBLIC EDUCATION			
					CHECK		5873 TOTAL:	360.00
5874 07/13/2023 PRTD	3208		SUNDAY NEWS DELIVERY SERVICE INC	56837	07/07/2023		L071323	116.52
Invoice: 56837				116.52 80280802 51803	CHICAGO TRIBUNE 6/1/2023 TO 6/30/2023			
					LIBRARY PERIODICALS			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 5874 TOTAL:	116.52
5875	07/13/2023	PRTD	1062 CONSOLIDATED COMMUNICATIONS	56821	07/07/2023		L071323	412.16
	Invoice: 56821			412.16 80280805 52600	ACCT #217-367-4057/0 UTILITIES			
							CHECK 5875 TOTAL:	412.16
5876	07/13/2023	PRTD	2171 JO-ANN STORES HOLDINGS INC.	5107860000024854035	07/07/2023		L071323	1,400.00
	Invoice: 5107860000024854035			1,400.00 80280802 52910	CUSTOMER NUMBER 10793 DATABASE CHARGES			
							CHECK 5876 TOTAL:	1,400.00
5877	07/13/2023	PRTD	3250 CULTURE CULTIVATION	251	07/07/2023		L071323	1,000.00
	Invoice: 251			1,000.00 80280801 52199	ADMIN TEAM SESSION OTHER PROFESSIONAL SERVICES			
							CHECK 5877 TOTAL:	1,000.00
5878	07/13/2023	PRTD	230 DP SUPPLY, INC	823828-1	07/07/2023		L071323	2,036.50
	Invoice: 823828-1			2,036.50 80280805 52201	CUST ACCT 222100 BUILDING REPAIR & MAINT			
	Invoice: 823828-2		DP SUPPLY, INC	823828-2	07/07/2023		L071323	393.84
				393.84 80280805 52201	222100 CUST ACCT BUILDING REPAIR & MAINT			
							CHECK 5878 TOTAL:	2,430.34
5879	07/13/2023	PRTD	1222 DAVE & HARRY LOCKSMITHS	1873727	07/07/2023		L071323	49.92
	Invoice: 1873727			49.92 80280805 52201	4 X COMPX CL58KA... DROP BOX BUILDING REPAIR & MAINT			
							CHECK 5879 TOTAL:	49.92
5880	07/13/2023	PRTD	232 DEMCO INC	7332201	07/07/2023		L071323	562.16
	Invoice: 7332201			562.16 80280806 51900	BILLING CUST #120716000 OTHER SUPPLIES			
							CHECK 5880 TOTAL:	562.16
5881	07/13/2023	PRTD	3316 ENGBERG ANDERSON, INC	23359400-3	07/07/2023		L071323	675.00
	Invoice: 23359400-3			675.00 80280801 52199	BILLING THRU: 6/30/2023 OTHER PROFESSIONAL SERVICES			

A/P CASH DISBURSEMENTS JOURNAL

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

		INVOICE	INV DATE	PO	CK RUN ID#	NET
		INVOICE DTL DESC				
					CHECK 5881 TOTAL:	675.00
5882	07/13/2023 PRTD Invoice: 18520726	67 GETTY IMAGES (US) INC 18520726 476.73 80280809 52909	07/07/2023		L071323 ISTOCK ESSENTIALS 50 - 1 YEAR ADV/MKTING/PUBLIC EDUCATION	476.73
					CHECK 5882 TOTAL:	476.73
5883	07/13/2023 PRTD Invoice: 2583779	859 GIBBS TECHNOLOGY COMPANY 2583779 78.71 80280808 52203	07/07/2023		L071323 ACCOUNT NUMBER: 624900 MAINTENANCE AGREEMENTS	78.71
					CHECK 5883 TOTAL:	78.71
5884	07/13/2023 PRTD Invoice: 34360907	3390 GREAT AMERICA FINANCIAL SERVICES 34360907 482.12 80280808 52203	07/07/2023		L071323 AGREEMENT #003-1877787-000 MAINTENANCE AGREEMENTS	482.12
					CHECK 5884 TOTAL:	482.12
5885	07/13/2023 PRTD Invoice: 25435	1703 RICHARD LUSTFELDT 25435 110.00 80280805 52201	07/07/2023		L071323 07/03/2023 LANDSCAPE CLEANUPS BUILDING REPAIR & MAINT	110.00
					CHECK 5885 TOTAL:	110.00
5886	07/13/2023 PRTD Invoice: 56673	471 MISSIONSQUARE 800006 56673 10,137.00 80280801 50240	07/07/2023		L071323 RHS PAYMENT JULY 2023 UNIVERSAL RHS CONTRIBUTION	10,137.00
					CHECK 5886 TOTAL:	10,137.00
5887	07/13/2023 PRTD Invoice: 56674	471 MISSIONSQUARE 800021 56674 2,386.96 80280801 50240	07/07/2023		L071323 RHS PAYMENT JULY 2023 INSURANCE RHS CONTRIBUTION	2,386.96
					CHECK 5887 TOTAL:	2,386.96
5888	07/13/2023 PRTD Invoice: 76702769	2260 INGRAM INDUSTRIES INC. 76702769 256.51 80280802 51801	07/07/2023		L071323 20W0739 LIBRARY BOOKS	256.51

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 5888 TOTAL:	256.51
5889	07/13/2023	PRTD	254 CAROL INSKEEP	56820	07/07/2023		L071323	24.98
	Invoice: 56820			24.98 80280809 51812	2023-7 PPR-TRING WRKSH, P-READ, AND JZZ FLAMENCO LIBRARY PROGRAM SUPPLIES			
							CHECK 5889 TOTAL:	24.98
5890	07/13/2023	PRTD	1990 KANOPY INC.	355724 - PPU	07/07/2023		L071323	946.00
	Invoice: 355724 - PPU			946.00 80280802 51811	PLAY CREDITS DOWNLOADABLES			
							CHECK 5890 TOTAL:	946.00
5891	07/13/2023	PRTD	2945 MICHAEL HANNAN	56663	07/07/2023		L071323	100.64
	Invoice: 56663			100.64 80280805 52201	SCREWS, H2O WAND, HOME DEPOT RECEIPT BUILDING REPAIR & MAINT			
							CHECK 5891 TOTAL:	100.64
5892	07/13/2023	PRTD	268 MIDWEST TAPE	504011975	07/07/2023		L071323	4,999.63
	Invoice: 504011975		Hoopla	4,999.63 80280802 51811	Hoopla CUSTOMER #2000016591 DOWNLOADABLES			
	Invoice: 504017511		MIDWEST TAPE	504017511	07/07/2023		L071323	168.67
				168.67 80280802 51806	2000007494 DVD'S			
	Invoice: 504017513		MIDWEST TAPE	504017513	07/07/2023		L071323	26.24
				26.24 80280802 51806	2000007494 DVD'S			
	Invoice: 504017512		MIDWEST TAPE	504017512	07/07/2023		L071323	29.99
				29.99 80280802 51806	2000007494 DVD'S			
	Invoice: 504017514		MIDWEST TAPE	504017514	07/07/2023		L071323	216.64
				216.64 80280802 51806	2000007494 DVD'S			
	Invoice: 504017517		MIDWEST TAPE	504017517	07/07/2023		L071323	61.47
				61.47 80280802 51806	2000007494 DVD'S			
	Invoice: 504017516		MIDWEST TAPE	504017516	07/07/2023		L071323	74.22
				74.22 80280802 51806	2000007494 DVD'S			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
CHECK 5895 TOTAL: 1,657.18								
5896	07/13/2023	PRTD	33 PROQUEST LLC	70791745	07/07/2023		L071323	3,880.42
				3,880.42 80280803 52910			ORDER #PQ10083490 NEWSPAPERS.COM DATABASE CHARGES	
			PROQUEST LLC	70792825	07/07/2023		L071323	1,110.38
				1,110.38 80280803 52910			ORDER #US1664730 HERITAGE QUEST ONLINE DATABASE CHARGES	
CHECK 5896 TOTAL: 4,990.80								
5897	07/13/2023	PRTD	283 QUILL CORPORATION	33107516	07/07/2023		L071323	149.03
				149.03 80280801 51900			ACCT #1417834 OTHER SUPPLIES	
			QUILL CORPORATION	33108693	07/07/2023		L071323	239.98
				239.98 80280801 51900			ACCT #1417834 OTHER SUPPLIES	
CHECK 5897 TOTAL: 389.01								
5898	07/13/2023	PRTD	1272 ROGARDS	045725-00	07/07/2023		L071323	304.63
				174.07 80280801 51900			CUST #002090 OTHER SUPPLIES	
				130.56 80280806 51900			OTHER SUPPLIES	
CHECK 5898 TOTAL: 304.63								
5899	07/13/2023	PRTD	2482 T-MOBILE USA INC.	56834	07/07/2023		L071323	1,135.62
				1,135.62 80280802 51802			ACCT #969676946 NEW COLLECTIONS	
CHECK 5899 TOTAL: 1,135.62								
5900	07/13/2023	PRTD	301 UNIQUE MANAGEMENT SERVICES INC	6114658	07/07/2023		L071323	144.28
				144.28 80280801 52902			CLIENT NO. 322 NOTICES POSTAGE & PRINTING	
			UNIQUE MANAGEMENT SERVICES INC	6114657	07/07/2023		L071323	29.55
				29.55 80280801 51900			CLIENT NO. 322 PLACEMENTS OTHER SUPPLIES	
CHECK 5900 TOTAL: 173.83								

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
5901	07/13/2023	PRTD	1294 URBANA PARK DISTRICT	56675	07/07/2023		L071323	57.00
	Invoice: 56675				2023-9-30	MEET AN OWL W/ ANITA PURVES NATURE CENTE		
				57.00	80280809	51812 80103	LIBRARY PROGRAM SUPPLIES	
						CHECK	5901 TOTAL:	57.00
5902	07/13/2023	PRTD	6 RACHEL VELLENGA	56672	07/07/2023		L071323	22.51
	Invoice: 56672				JULY 1, 2023	CAT AND SNACK		
				22.51	80280809	51812 80103	LIBRARY PROGRAM SUPPLIES	
						CHECK	5902 TOTAL:	22.51
				NUMBER OF CHECKS	39	*** CASH ACCOUNT TOTAL ***		45,513.80
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						39	45,513.80	
						*** GRAND TOTAL ***		45,513.80

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	1	69											
APP	802-20100				07/13/2023	L071323	L0713			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		45,506.58	
APP	802-10100				07/13/2023	L071323	L0713			CASH AP CASH DISBURSEMENTS JOURNAL			45,513.80
APP	810-20100				07/13/2023	L071323	L0713			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7.22	
GENERAL LEDGER TOTAL												45,513.80	45,513.80
APP	802-12810				07/13/2023	L071323	L0713			DUE FROM LIBRARY TRUST FUND		7.22	
APP	810-22802				07/13/2023	L071323	L0713			DUE TO LIBRARY GENERAL FUND			7.22
SYSTEM GENERATED ENTRIES TOTAL												7.22	7.22
JOURNAL 2024/01/69 TOTAL											45,521.02	45,521.02	

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2024	1	69	07/13/2023			
	802-10100					CASH		45,513.80
	802-12810					DUE FROM LIBRARY TRUST FUND	7.22	
	802-20100					ACCOUNTS PAYABLE	45,506.58	
						FUND TOTAL	45,513.80	45,513.80
810	LIBRARY TRUST FUND	2024	1	69	07/13/2023			
	810-20100					ACCOUNTS PAYABLE	7.22	
	810-22802					DUE TO LIBRARY GENERAL FUND		7.22
						FUND TOTAL	7.22	7.22

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
802	LIBRARY GENERAL FUND	7.22	
810	LIBRARY TRUST FUND		7.22
	TOTAL	7.22	7.22

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

A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE	INV DATE	PO	CK RUN ID#	NET
5903 07/27/2023 PRTD 3125 ALLIANCE ENTERTAINMENT HOLDING CO PLS73916544	07/14/2023		L072723	218.63
Invoice: PLS73916544				
6.68 80280802 51805				
211.95 80280802 51809				
	ACCOUNT: 046215			
	CD'S			
	GAMES			
Invoice: PLS74017864			L072723	30.13
	ALLIANCE ENTERTAINMENT HOLDING CO PLS74017864			
	6.68 80280802 51805			
	23.45 80280802 51806			
	ACCOUNT: 046215			
	CD'S			
	DVD'S			
	CHECK	5903	TOTAL:	248.76
5904 07/27/2023 PRTD 208 ALPHA CONTROLS & SERVICES LLC W45485	07/14/2023		L072723	1,020.00
Invoice: W45485				
1,020.00 80280805 52201				
	CUST CODE: URBAFRELIB			
	BUILDING REPAIR & MAINT			
	CHECK	5904	TOTAL:	1,020.00
5905 07/27/2023 PRTD 2943 AMAZON CAPITAL SERVICES, INC. 1GMH-1DPD-4QL3	07/14/2023		L072723	8.99
Invoice: 1GMH-1DPD-4QL3				
8.99 80280801 51900				
	ACCOUNT #A15H6WPAYWEZ6F			
	OTHER SUPPLIES			
Invoice: 1F76-QRPR-4Q6R			L072723	20.26
	AMAZON CAPITAL SERVICES, INC. 1F76-QRPR-4Q6R			
	ACCOUNT #A15H6WPAYWEZ6F			
	BUILDING REPAIR & MAINT			
Invoice: 1QFW-K3PR-HFQX			L072723	54.99
	AMAZON CAPITAL SERVICES, INC. 1QFW-K3PR-HFQX			
	ACCOUNT #A15H6WPAYWEZ6F			
	LIBRARY BOOKS			
Invoice: 1KPW-3NCJ-DJ3J			L072723	65.97
	AMAZON CAPITAL SERVICES, INC. 1KPW-3NCJ-DJ3J			
	ACCOUNT #A15H6WPAYWEZ6F			
	OTHER SUPPLIES			
	CHECK	5905	TOTAL:	150.21
5906 07/27/2023 PRTD 1325 ARAMARK UNIFORM SERVICES 6130242123	07/14/2023		L072723	431.92
Invoice: 6130242123				
431.92 80280805 52999				
	ACCOUNT NUMBER 792383904			
	OTHER CONTRACTUAL SERVICES			
	CHECK	5906	TOTAL:	431.92
5907 07/27/2023 PRTD 217 BAKER & TAYLOR LLC 2037658812	07/14/2023		L072723	1,029.83
Invoice: 2037658812				
1,029.83 80280802 51801				
	L022905 2			
	LIBRARY BOOKS			
Invoice: 2037673971			L072723	1,711.57
	BAKER & TAYLOR LLC 2037673971			
	L022905 2			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				INVOICE DTL DESC				
				1,711.57 80280802 51801				
			BAKER & TAYLOR LLC	2037661585	07/14/2023		L072723	265.00
Invoice: 2037661585				L511881 2				
				265.00 80280802 51801 80103				
			BAKER & TAYLOR LLC	2037661947	07/14/2023		L072723	715.23
Invoice: 2037661947				L511881 2				
				715.23 80280802 51801 80103				
			BAKER & TAYLOR LLC	5018445517	07/14/2023		L072723	50.52
Invoice: 5018445517				L511881 2				
				50.52 80280802 51801 80103				
			BAKER & TAYLOR LLC	5018455491	07/14/2023		L072723	101.28
Invoice: 5018455491				L511881 2				
				101.28 80280802 51801 80103				
			BAKER & TAYLOR LLC	2037677170	07/14/2023		L072723	809.84
Invoice: 2037677170				L511881 2				
				809.84 80280802 51801 80103				
			BAKER & TAYLOR LLC	2037676773	07/14/2023		L072723	213.77
Invoice: 2037676773				L511881 2				
				213.77 80280802 51801 80103				
			BAKER & TAYLOR LLC	2037670817	07/14/2023		L072723	39.67
Invoice: 2037670817				L541300 2				
				39.67				
				E 82207-BOOK	-	-		
				81080833 51801				
			BAKER & TAYLOR LLC	2037671138	07/14/2023		L072723	290.88
Invoice: 2037671138				C021378 3				
				290.88 80280802 51801				
								CHECK 5907 TOTAL:
								5,227.59
5908	07/27/2023	PRTD	11 PRO MOTION INC	S80123	07/14/2023		L072723	402.00
	Invoice: S80123							
				402.00 80280802 51803				
								CHECK 5908 TOTAL:
								402.00
5909	07/27/2023	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 1948		07/14/2023		L072723	885.00
	Invoice: 1948							
				885.00 80280805 52201				
								MISC SERVICES & LINCOLN SQUARE ARCHIVES BUILDING REPAIR & MAINT

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
							INVOICE DTL DESC	
							CHECK 5909 TOTAL:	885.00
5910	07/27/2023	PRTD	1212 CHEMICAL MAINTENANCE INC	S063178	07/14/2023		L072723	94.00
			Invoice: S063178				CUSTOMER 0002096	
				94.00 80280805 51900			OTHER SUPPLIES	
							CHECK 5910 TOTAL:	94.00
5911	07/27/2023	PRTD	106 CELESTE CHOATE	57341	07/14/2023		L072723	23.28
			Invoice: 57341				MANAGEMENT TEAM MTG SNACKS	
				23.28				
				E 82216-BOOK				
				81080831 51990			OTHER LIBRARY MATERIALS	
							CHECK 5911 TOTAL:	23.28
5912	07/27/2023	PRTD	139 CINCINNATI INSURANCE COMPANY	57279	07/14/2023		L072723	5,847.00
			Invoice: 57279				ACCT 1000428988, POLICY #0500384	
				5,847.00 80280805 52710			INSURANCE PREMIUM	
							CHECK 5912 TOTAL:	5,847.00
5913	07/27/2023	PRTD	862 CITY OF URBANA	1282	07/14/2023		L072723	12,952.00
			Invoice: 1282				MUNIS USER'S FEE	
				12,952.00 80280801 52199			OTHER PROFESSIONAL SERVICES	
			CITY OF URBANA	1283	07/14/2023		L072723	96.00
			Invoice: 1283				PCORI FEE	
				96.00 80280801 50240			RHS CONTRIBUTION	
							CHECK 5913 TOTAL:	13,048.00
5914	07/27/2023	PRTD	2187 CLEAR SOLUTIONS, INC	273546	07/14/2023		L072723	442.94
			Invoice: 273546				ACCOUNT # 618URY	
				442.94 80280809 52909			ADV/MKTING/PUBLIC EDUCATION	
			CLEAR SOLUTIONS, INC	274199	07/14/2023		L072723	441.78
			Invoice: 274199				618URY	
				441.78 80280809 52909			ADV/MKTING/PUBLIC EDUCATION	
							CHECK 5914 TOTAL:	884.72
5915	07/27/2023	PRTD	20 DAVIS HOUK MECHANICAL INC	S23JS188	07/14/2023		L072723	359.50
			Invoice: S23JS188				PRE-FILTER DELIVERY AND ORGANIZATION	
				359.50 80280805 52999			OTHER CONTRACTUAL SERVICES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
					INVOICE DTL DESC			
							CHECK	5915 TOTAL: 359.50
5916	07/27/2023	PRTD	549 FIRST NATIONAL BANK OMAHA	57274	07/14/2023		L072723	917.34
		Invoice: 57274			ACCT #4418 2264 0229 2253			
				30.00 80280803 52320	TRAVEL, EDUCATION AND TRAINING			
				633.75 80280805 52201	BUILDING REPAIR & MAINT			
				223.60 80280808 51500	SHARED IT COSTS			
				29.99 80280801 52902	POSTAGE & PRINTING			
							CHECK	5916 TOTAL: 917.34
5917	07/27/2023	PRTD	2532 HARTFORD ACCIDENT AND INDEMNITY C	57323	07/14/2023		L072723	7,037.00
		Invoice: 57323			BILL ACCOUNT NUMBER 15496480			
				7,037.00 80280801 52721	WORKER'S COMP CLAIMS			
							CHECK	5917 TOTAL: 7,037.00
5918	07/27/2023	PRTD	3355 IMEG CONSULTANTS CORP	23001763.01	07/14/2023		L072723	21,500.00
		Invoice: 23001763.01 - 1			PROFESSIONAL SERVICES 2023-5-1 TO 2023-7-16			
				21,500.00 80280805 53200	BUILDING			
							CHECK	5918 TOTAL: 21,500.00
5919	07/27/2023	PRTD	2260 INGRAM INDUSTRIES INC.	76778491	07/14/2023		L072723	169.23
		Invoice: 76778491			20W0739			
				169.23 80280802 51801	LIBRARY BOOKS			
		Invoice: 76790501			20W0739			
				21.00 80280802 51801	LIBRARY BOOKS			21.00
		Invoice: 76790502			20W0739			
				171.89 80280802 51801	LIBRARY BOOKS			171.89
		Invoice: 76906148			20W0739			
				237.96 80280802 51801	LIBRARY BOOKS			237.96
							CHECK	5919 TOTAL: 600.08
5920	07/27/2023	PRTD	261 LAKESHORE LEARNING MATERIALS	863758071323	07/14/2023		L072723	117.98
		Invoice: 863758071323			URBANA FREE LIBRARY 7843			
				117.98 80280802 51802	NEW COLLECTIONS			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 5920 TOTAL:	117.98
5921	07/27/2023	PRTD	2945 MICHAEL HANNAN	57320	07/14/2023		L072723	41.28
			Invoice: 57320	41.28 80280805 51410	HARBOR FREIGHT SOCKET SET SMALL TOOLS & EQUIPMENT			
							CHECK 5921 TOTAL:	41.28
5922	07/27/2023	PRTD	268 MIDWEST TAPE	504031669	07/14/2023		L072723	177.67
			Invoice: 504031669	177.67 80280802 51806	2000007494 DVD'S			
			Invoice: 504035689	78.72 80280802 51806	2000007495 DVD'S			
			Invoice: 504031667	56.22 80280802 51806	2000007494 DVD'S			
			Invoice: 504035687	44.99 80280802 51807	2000007495 RECORDINGS			
			Invoice: 504040090	29.98 80280802 51806	2000007494 DVD'S			
			Invoice: 504040091	52.47 80280802 51806	2000007494 DVD'S			
			Invoice: 504040092	44.98 80280802 51806	2000007494 DVD'S			
			Invoice: 504040093	18.74 80280802 51806	2000007494 DVD'S			
			Invoice: 504072502	13.49 80280802 51806	2000007494 DVD'S			
			Invoice: 504072503	14.24 80280802 51806	2000007494 DVD'S			
			Invoice: 504072504	24.23 80280802 51806	2000007495			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET	
INVOICE DTL DESC									
				24.23 80280802 51807 80103	RECORDINGS				
Invoice: 504074588			MIDWEST TAPE	504074588	07/14/2023		L072723	39.99	
				39.99 80280802 51804	2000007494 AUDIOBOOKS				
Invoice: 504076520			MIDWEST TAPE	504076520	07/14/2023		L072723	119.96	
				119.96 80280802 51806	2000007494 DVD'S				
Invoice: 504076521			MIDWEST TAPE	504076521	07/14/2023		L072723	26.24	
				26.24 80280802 51806	2000007494 DVD'S				
Invoice: 504076522			MIDWEST TAPE	504076522	07/14/2023		L072723	116.93	
				116.93 80280802 51806	2000007494 DVD'S				
Invoice: 504076523			MIDWEST TAPE	504076523	07/14/2023		L072723	44.99	
				44.99 80280802 51806 80103	2000007495 DVD'S				
							CHECK	5922 TOTAL:	903.84
5923 07/27/2023 PRTD			9999 Benton Public Library District	57406	07/14/2023		L072723	22.95	
Invoice: 57406				22.95 80280801 51900	BENTON PLD LOST ITEM OTHER SUPPLIES				
							CHECK	5923 TOTAL:	22.95
5924 07/27/2023 PRTD			54 OVERDRIVE INC	01018CO23219587	07/14/2023		L072723	299.18	
Invoice: 01018CO23219587				299.18 80280802 51811	CUSTOMER ID 1018-1001 DOWNLOADABLES				
Invoice: 01018CO23221685			OVERDRIVE INC	01018CO23221685	07/14/2023		L072723	2,212.38	
				2,212.38 80280802 51811	CUSTOMER ID 1018-1001 DOWNLOADABLES				
							CHECK	5924 TOTAL:	2,511.56
5925 07/27/2023 PRTD			3033 PATRON POINT, INC	2163	07/14/2023		L072723	174.00	
Invoice: 2163				174.00 80280809 52199	VERIFY TRANSACTION FEES 2023-4 TO 6 OTHER PROFESSIONAL SERVICES				
							CHECK	5925 TOTAL:	174.00

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
5926	07/27/2023	PRTD	42 PRESTO X LLC	48565167	07/14/2023		L072723	77.07
	Invoice: 48565167			77.07 80280805 52999	BILL TO #1493952			
					OTHER CONTRACTUAL SERVICES			
			PRESTO X LLC	48565168	07/14/2023		L072723	77.07
	Invoice: 48565168			77.07 80280805 52999	BILL TO NUMBER 1493952			
					OTHER CONTRACTUAL SERVICES			
					CHECK		5926 TOTAL:	154.14
5927	07/27/2023	PRTD	1622 REPUBLIC SERVICES, INC.	0729-000657144	07/14/2023		L072723	652.21
	Invoice: 0729-000657144			652.21 80280805 52999	ACCOUNT NUMBER 3-0729-0002111			
					OTHER CONTRACTUAL SERVICES			
					CHECK		5927 TOTAL:	652.21
5928	07/27/2023	PRTD	1272 ROGARDS	045885-01	07/14/2023		L072723	9.00
	Invoice: 045885-01			9.00 80280801 51900	CUSTOMER NUMBER 002090			
					OTHER SUPPLIES			
			ROGARDS	045885-00	07/14/2023		L072723	141.94
	Invoice: 045885-00			56.99 80280806 51900	CUSTOMER #002090			
				84.95 80280801 51900	OTHER SUPPLIES			
					CHECK		5928 TOTAL:	150.94
5929	07/27/2023	PRTD	2777 SECURITAS ELECTRONIC SECURITY INC	3083479	07/14/2023		L072723	320.00
	Invoice: 3083479			320.00 80280805 52201	CUST ACCT ID URB-017			
					BUILDING REPAIR & MAINT			
					CHECK		5929 TOTAL:	320.00
5930	07/27/2023	PRTD	419 STARK EXCAVATING INC	57233	07/14/2023		L072723	117,286.25
	Invoice: 57233			117,286.25	PARKING LOT RENOVATIONS			
					E 82209-BUILDING	-	-	
					81080831 53200	BUILDING		
					CHECK		5930 TOTAL:	117,286.25
5931	07/27/2023	PRTD	536 OFFICE OF THE STATE FIRE MARSHAL	9681851	07/14/2023		L072723	210.00
	Invoice: 9681851			210.00 80280805 52999	BOILER INSPECTION			
					OTHER CONTRACTUAL SERVICES			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 5931 TOTAL:	210.00
5932	07/27/2023	PRTD	2126 SUSAN DEPPE	57324	07/14/2023		L072723	4.88
	Invoice: 57324			4.88 80280806 51900	DISTILLED WATER FOR DISC CLEANING MACHINE OTHER SUPPLIES			
							CHECK 5932 TOTAL:	4.88
5933	07/27/2023	PRTD	1618 TODAY'S BUSINESS SOLUTIONS, INC.	15131	07/14/2023		L072723	1,193.00
	Invoice: 15131			1,193.00 80280808 51500	URBANA FREE LIBRARY ANNUAL BILLING FOR 2023-2024 SHARED IT COSTS			
							CHECK 5933 TOTAL:	1,193.00
NUMBER OF CHECKS					31	*** CASH ACCOUNT TOTAL ***		182,419.43
TOTAL PRINTED CHECKS						COUNT	AMOUNT	
					31	182,419.43		
							*** GRAND TOTAL ***	182,419.43

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	1	207	APP	802-20100	07/27/2023	L072723	L0727			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		65,070.23	
			APP	802-10100	07/27/2023	L072723	L0727			CASH AP CASH DISBURSEMENTS JOURNAL			182,419.43
			APP	810-20100	07/27/2023	L072723	L0727			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		117,349.20	
										GENERAL LEDGER TOTAL		182,419.43	182,419.43
			APP	802-12810	07/27/2023	L072723	L0727			DUE FROM LIBRARY TRUST FUND		117,349.20	
			APP	810-22802	07/27/2023	L072723	L0727			DUE TO LIBRARY GENERAL FUND			117,349.20
										SYSTEM GENERATED ENTRIES TOTAL		117,349.20	117,349.20
										JOURNAL 2024/01/207 TOTAL		299,768.63	299,768.63

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2024	1	207	07/27/2023			
	802-10100					CASH		182,419.43
	802-12810					DUE FROM LIBRARY TRUST FUND	117,349.20	
	802-20100					ACCOUNTS PAYABLE	65,070.23	
						FUND TOTAL	182,419.43	182,419.43
810	LIBRARY TRUST FUND	2024	1	207	07/27/2023			
	810-20100					ACCOUNTS PAYABLE	117,349.20	
	810-22802					DUE TO LIBRARY GENERAL FUND		117,349.20
						FUND TOTAL	117,349.20	117,349.20

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
802	LIBRARY GENERAL FUND	117,349.20	
810	LIBRARY TRUST FUND		117,349.20
	TOTAL	117,349.20	117,349.20

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

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET	
5934	08/04/2023	PRTD	3125 ALLIANCE ENTERTAINMENT HOLDING CO	PLS74091300	08/01/2023		L080323	158.18	
Invoice: PLS74091300				107.69 80280802 51805	ACCOUNT: 046215				
				50.49 80280802 51809	CD'S GAMES				
Invoice: cmPLS73970460				ALLIANCE ENTERTAINMENT HOLDING CO cmPLS73970460	08/01/2023		L080323	-6.68	
				-6.68 80280802 51805	ACCOUNT: 046215				
					CD'S				
							CHECK	5934 TOTAL:	151.50
5935	08/04/2023	PRTD	2943 AMAZON CAPITAL SERVICES, INC.	1TNX-YHPP-RMMC	08/01/2023		L080323	48.23	
Invoice: 1TNX-YHPP-RMMC				48.23 80280802 51809	ACCOUNT #A15H6WPAYWEZ6F				
					GAMES				
Invoice: 1GXF-7HKX-73N3				AMAZON CAPITAL SERVICES, INC. 1GXF-7HKX-73N3	08/01/2023		L080323	69.44	
				69.44 80280802 51802 80103	ACCOUNT #A15H6WPAYWEZ6F				
					NEW COLLECTIONS				
Invoice: 11Q9-QXV3-FJ31				AMAZON CAPITAL SERVICES, INC. 11Q9-QXV3-FJ31	08/01/2023		L080323	97.12	
				97.12 80280802 51801 80103	ACCOUNT #A15H6WPAYWEZ6F				
					LIBRARY BOOKS				
Invoice: 11P9-FCJ1-6VC1				AMAZON CAPITAL SERVICES, INC. 11P9-FCJ1-6VC1	08/01/2023		L080323	15.99	
				15.99 80280802 51801 80103	ACCOUNT #A15H6WPAYWEZ6F				
					LIBRARY BOOKS				
Invoice: 1VXQ-6HGH-WCPF				AMAZON CAPITAL SERVICES, INC. 1VXQ-6HGH-WCPF	08/01/2023		L080323	55.62	
				55.62 80280801 51900	ACCOUNT #A15H6WPAYWEZ6F				
					OTHER SUPPLIES				
Invoice: 1PGJ-H6MV-F3JK				AMAZON CAPITAL SERVICES, INC. 1PGJ-H6MV-F3JK	08/01/2023		L080323	96.97	
				96.97 80280808 51500	ACCOUNT #A15H6WPAYWEZ6F				
					SHARED IT COSTS				
							CHECK	5935 TOTAL:	383.37
5936	08/04/2023	PRTD	217 BAKER & TAYLOR LLC	2037685480	08/01/2023		L080323	656.17	
Invoice: 2037685480				656.17 80280802 51801	L022905 2				
					LIBRARY BOOKS				
Invoice: 2037677392				BAKER & TAYLOR LLC 2037677392	08/01/2023		L080323	1,369.39	
				1,369.39 80280802 51801	L022905 2				
					LIBRARY BOOKS				
Invoice: 2037690057				BAKER & TAYLOR LLC 2037690057	08/01/2023		L080323	626.42	
				626.42 80280802 51801	L022905 2				
					LIBRARY BOOKS				
				BAKER & TAYLOR LLC 2037689983	08/01/2023		L080323	1,450.52	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				INVOICE DTL DESC				
Invoice: 2037689983				1,450.52 80280802 51801 80103	08/01/2023		L511881 2	
							LIBRARY BOOKS	
Invoice: 5018464826			BAKER & TAYLOR LLC	5018464826	08/01/2023		L080323	64.46
				64.46 80280802 51801 80103			L511881 2	
							LIBRARY BOOKS	
							CHECK	5936 TOTAL: 4,166.96
5937 08/04/2023 PRD	08/04/2023	PRTD	2261 FIRST BUSEY CORPORATION & SUBSIDI	57595	08/01/2023		L080323	70.00
Invoice: 57595				70.00 80280803 52912			SAFE DEPOSIT BOX 120002634 FACILITY RENTAL	
							CHECK	5937 TOTAL: 70.00
5938 08/04/2023 PRD	08/04/2023	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 1959		08/01/2023		L080323	5,833.33
Invoice: 1959				5,833.33 80280805 52999			MONTHLY SERVICE FEE OTHER CONTRACTUAL SERVICES	
							CHECK	5938 TOTAL: 5,833.33
5939 08/04/2023 PRD	08/04/2023	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 1957		08/01/2023		L080323	756.00
Invoice: 1957				756.00 80280805 52201			SERVICES 7/16/23 - 7/31/23 BUILDING REPAIR & MAINT	
							CHECK	5939 TOTAL: 756.00
5940 08/04/2023 PRD	08/04/2023	PRTD	1345 CHAMPAIGN COUNTY	2022071144	08/01/2023		L080323	728.46
Invoice: 2022071144				728.46 82080852 52999			PARCEL #92-21-17-211-004 OTHER CONTRACTUAL SERVICES	
							CHECK	5940 TOTAL: 728.46
5941 08/04/2023 PRD	08/04/2023	PRTD	1345 CHAMPAIGN COUNTY	141	08/01/2023		L080323	200.00
Invoice: 141				200.00 80280808 52600			ICN INTERNET SERVICE INV. T2329954 06-30-23 UTILITIES	
							CHECK	5941 TOTAL: 200.00
5942 08/04/2023 PRD	08/04/2023	PRTD	836 CHAMPAIGN PUBLIC LIBRARY	UFL FY24	08/01/2023		L080323	50.00
Invoice: UFL FY24				50.00 80280809 51812			1/2 OF CU PRIDE FEST BOOTH FEE LIBRARY PROGRAM SUPPLIES	
							CHECK	5942 TOTAL: 50.00

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
5943	08/04/2023	PRTD	3344 CONSTELLATION NEWENERGY, INC	65925942701	08/01/2023		L080323	11,661.35
			Invoice: 65925942701				CUST #876594-47, ACCT ID 13992008	
				11,661.35 80280805 52600			UTILITIES	
							CHECK	5943 TOTAL: 11,661.35
5944	08/04/2023	PRTD	953 FEHR GRAHAM & ASSOCIATES	116545	08/01/2023		L080323	862.50
			Invoice: 116545				PROJECT 19-783 PARKING LOT	
				862.50			-	
				E 82209-BUILDING			-	
				81080831 53200			BUILDING	
							CHECK	5944 TOTAL: 862.50
5945	08/04/2023	PRTD	111 FRIENDS OF THE URBANA FREE LIBRAR	57573	08/01/2023		L080323	139.00
			Invoice: 57573				2ND QRTR, 2023	
				139.00 810 24102			DUE TO LIBRARY FRIENDS	
							CHECK	5945 TOTAL: 139.00
5946	08/04/2023	PRTD	859 GIBBS TECHNOLOGY COMPANY	2604375	08/01/2023		L080323	151.39
			Invoice: 2604375				ACCOUNT NUMBER: 624900	
				151.39 80280808 52203			MAINTENANCE AGREEMENTS	
							08/01/2023	L080323
			Invoice: 2604378				ACCOUNT NUMBER: 624900 OVERAGE CHARGE	99.94
				99.94 80280808 52203			MAINTENANCE AGREEMENTS	
							CHECK	5946 TOTAL: 251.33
5947	08/04/2023	PRTD	1703 RICHARD LUSTFELDT	25976	08/01/2023		L080323	125.00
			Invoice: 25976				STEP 4 JULY/AUGUST- SPOT TREAT WEEDS	
				125.00 80280805 52999			OTHER CONTRACTUAL SERVICES	
							CHECK	5947 TOTAL: 125.00
5948	08/04/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	57493	08/01/2023		L080323	63.58
			Invoice: 57493				ACCOUNT NO.1025-210000163388	
				63.58 80280805 52600			UTILITIES	
							CHECK	5948 TOTAL: 63.58
5949	08/04/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	57494	08/01/2023		L080323	291.24
			Invoice: 57494				ACCOUNT NO.1025-210001737409	
				291.24 80280805 52600			UTILITIES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
					INVOICE DTL DESC			
					CHECK		5949 TOTAL:	291.24
5950	08/04/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	57495	08/01/2023		L080323	309.69
			Invoice: 57495		ACCOUNT NO.1025-210000505586			
				309.69 80280805 52600	UTILITIES			
					CHECK		5950 TOTAL:	309.69
5951	08/04/2023	PRTD	78 ILLINOIS HEARTLAND LIBRARY SYSTEM	28933	08/01/2023		L080323	16,354.54
			Invoice: 28933		MRO--FY24 OCLC SERV FEE 7/1/2023-6/30/2024			
				16,354.54 80280801 51900	OTHER SUPPLIES			
					CHECK		5951 TOTAL:	16,354.54
5952	08/04/2023	PRTD	2260 INGRAM INDUSTRIES INC.	77006106	08/01/2023		L080323	274.14
			Invoice: 77006106		20W0739			
				274.14 80280802 51801 80103	LIBRARY BOOKS			
			Invoice: 77006105		20W0739			
				282.37 80280802 51801	LIBRARY BOOKS			
				20.38 802 46290	OTHER REIMBURSEMENTS			
			Invoice: 77055472		20W0739			
				16.34 80280802 51801 80103	LIBRARY BOOKS			
					CHECK		5952 TOTAL:	593.23
5953	08/04/2023	PRTD	1990 KANOPY INC.	359190 - PPU	08/01/2023		L080323	1,020.00
			Invoice: 359190 - PPU		PLAY CREDITS			
				1,020.00 80280802 51811	DOWNLOADABLES			
					CHECK		5953 TOTAL:	1,020.00
5954	08/04/2023	PRTD	268 MIDWEST TAPE	504148932	08/01/2023		L080323	4,999.87
			Invoice: 504148932		2000016591			
				4,999.87 80280802 51811	DOWNLOADABLES			
			Invoice: 504098184		2000007494			
				41.98 80280802 51806	DVD'S			
			Invoice: 504098183		2000007494			
				20.24 80280802 51806	DVD'S			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET	
INVOICE DTL DESC									
Invoice: 504098182			MIDWEST TAPE	504098182	08/01/2023		L080323	55.47	
				55.47 80280802 51806	2000007494 DVD'S				
Invoice: 504098186			MIDWEST TAPE	504098186	08/01/2023		L080323	99.66	
				52.46 80280802 51807 80103	2000007495 RECORDINGS				
				47.20 80280802 51806 80103	DVD'S				
Invoice: 504098185			MIDWEST TAPE	504098185	08/01/2023		L080323	44.98	
				44.98 80280802 51806	2000007494 DVD'S				
Invoice: 504098181			MIDWEST TAPE	504098181	08/01/2023		L080323	358.61	
				84.98 80280802 51804	2000007494 AUDIOBOOKS				
				273.63 80280802 51806	DVD'S				
Invoice: 504098188			MIDWEST TAPE	504098188	08/01/2023		L080323	12.74	
				12.74 80280802 51806 80103	2000007495 DVD'S				
							CHECK	5954 TOTAL:	5,633.55
5955 08/04/2023 PRTD Invoice: 57521			2516 THE NEW LINCOLN SQUARE LLC	57521	08/01/2023		L080323	725.00	
				725.00 80280803 52912	RENT, SEPTEMBER 2023 FACILITY RENTAL				
							CHECK	5955 TOTAL:	725.00
5956 08/04/2023 PRTD Invoice: 1000333216			278 OCLC, INC	1000333216	08/01/2023		L080323	731.78	
				731.78 80280801 52999	CUST ACCT ID 30529 EZPROXY OTHER CONTRACTUAL SERVICES				
							CHECK	5956 TOTAL:	731.78
5957 08/04/2023 PRTD Invoice: 153943			3065 TRAXIUM LLC	153943	08/01/2023		L080323	770.00	
				770.00 80280801 51900	UFL001 4000 LIBRARY CARDS OTHER SUPPLIES				
							CHECK	5957 TOTAL:	770.00
5958 08/04/2023 PRTD Invoice: 57534			3001 SOUTH SUBURBAN GENEALOGICAL & HIS	57534	08/01/2023		L080323	50.00	
				50.00 80280803 51803	SUBSCRIPTION RENEWAL 2023-2024 LIBRARY PERIODICALS				

A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC				
		CHECK	5958 TOTAL:	50.00
5959 08/04/2023 PRD 3030 THRYV INC	610057522946	08/01/2023	L080323	197.45
Invoice: 610057522946		ACCT #500215768		
197.45 80280801 51900		OTHER SUPPLIES		
		CHECK	5959 TOTAL:	197.45
NUMBER OF CHECKS	26	*** CASH ACCOUNT TOTAL ***		52,118.86
TOTAL PRINTED CHECKS	COUNT	AMOUNT		
	26	52,118.86		
		*** GRAND TOTAL ***		52,118.86

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152tcarrington

YEAR	PER	JNL	SRC ACCOUNT			ACCOUNT DESC	T	OB	DEBIT	CREDIT
			EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2024	2	35								
APP	802-20100		08/04/2023	L080323	L0804			ACCOUNTS PAYABLE	50,388.90	
								AP CASH DISBURSEMENTS JOURNAL		
APP	802-10100		08/04/2023	L080323	L0804			CASH		52,118.86
								AP CASH DISBURSEMENTS JOURNAL		
APP	820-20100		08/04/2023	L080323	L0804			ACCOUNTS PAYABLE	728.46	
								AP CASH DISBURSEMENTS JOURNAL		
APP	810-20100		08/04/2023	L080323	L0804			ACCOUNTS PAYABLE	1,001.50	
								AP CASH DISBURSEMENTS JOURNAL		
								GENERAL LEDGER TOTAL	52,118.86	52,118.86
APP	802-12820		08/04/2023	L080323	L0804			DUE FROM LIBRARY BUILDING FUND	728.46	
APP	820-22802		08/04/2023	L080323	L0804			DUE TO LIBRARY GENERAL FUND		728.46
APP	802-12810		08/04/2023	L080323	L0804			DUE FROM LIBRARY TRUST FUND	1,001.50	
APP	810-22802		08/04/2023	L080323	L0804			DUE TO LIBRARY GENERAL FUND		1,001.50
								SYSTEM GENERATED ENTRIES TOTAL	1,729.96	1,729.96
								JOURNAL 2024/02/35 TOTAL	53,848.82	53,848.82

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2024	2	35	08/04/2023			
	802-10100					CASH		52,118.86
	802-12810					DUE FROM LIBRARY TRUST FUND	1,001.50	
	802-12820					DUE FROM LIBRARY BUILDING FUND	728.46	
	802-20100					ACCOUNTS PAYABLE	50,388.90	
						FUND TOTAL	52,118.86	52,118.86
810	LIBRARY TRUST FUND	2024	2	35	08/04/2023			
	810-20100					ACCOUNTS PAYABLE	1,001.50	
	810-22802					DUE TO LIBRARY GENERAL FUND		1,001.50
						FUND TOTAL	1,001.50	1,001.50
820	LIBRARY BUILDING FUND	2024	2	35	08/04/2023			
	820-20100					ACCOUNTS PAYABLE	728.46	
	820-22802					DUE TO LIBRARY GENERAL FUND		728.46
						FUND TOTAL	728.46	728.46

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
802	LIBRARY GENERAL FUND	1,729.96	
810	LIBRARY TRUST FUND		1,001.50
820	LIBRARY BUILDING FUND		728.46
TOTAL		1,729.96	1,729.96

** END OF REPORT - Generated by Tina Carrington **

Date: July 31, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

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

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

The financial information contains pre-audit information.

- **Itemized Statement of the Various Sums of Money Received from the Library Fund and from Other Sources:** See sections 8 & 12 of the Illinois Public Library Annual Report (IPLAR).
- **Itemized Statement of Expenditures:** See sections 9-12 of the IPLAR.
- **Number of Books and Periodicals Available and Number Circulated:** See sections 17-18 of the IPLAR.
- **Statement of any Personal Property Acquired by Legacy, Gift, Purchase, or Otherwise:** None
- **Statement of Any Extension of Library Service Undertaken:** None
- **Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy:**

Director Choate incorporated the Library's budget in the financial system shared with the City of Urbana. She presented TUFL's FY24 budget at the June 5, 2023 City Council's Committee of the Whole meeting. On June 27, 2022, the City Council adopted Ordinance No. 2023-06-019 adopting the fiscal year 2023-2024 annual budget which included \$4,009,959 in local property taxes for TUFL.

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

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

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

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

- **Statement as to the Amount of Accumulations and the Reasons Therefor:** These are some assigned funds in the Library's fund balances (pre-audit).
 - \$77,243 in the Special Reserve Fund.
 - \$59,034 for RHS health savings plan separation payout.

- The Library has just over \$139,165 in vacation and personal time on the books.
- **Statement of Outstanding Liabilities:** See section 7 of the IPLAR.

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

Library Resources & Facilities:

- In support of the Strategic Plan, the Library continued to work on a building program process, which is engaging the Board, the community, and Library staff.
- In alignment with our Strategic Plan goals, staff participated in a Staff Day training session on privilege in order to advance the Library's EDI initiative. Four staff members have joined three managers on the EDI team to plan the next phases of the Library's initiatives.
- In April 2023, the Library began an exciting organizational restructuring to follow a "front of house, back of house" model that will allow staff to achieve greater focus in serving our community. Changes to job titles and job duties/job descriptions and the creation of some new positions allowed the Library to increase wages for many staff and to stay ahead of minimum wage increases that will continue into 2025.
- The Library contracted with engineering firm IMEG to design a replacement for the aging East Air Handler unit and to manage the bid and construction process. Due to supply chain issues, we anticipate this project continuing into FY25.
- The Library also contracted with architectural firm Engberg Anderson to plan remodeling projects for Megan's Room and for the Circ-A/V Area of the Library. We anticipate getting traction on both projects during FY24.
- 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.
- The Library began to utilize a new software to allow patrons to apply for full access library cards on our website without having to visit the Library. This change allows Urbana residents to easily sign-up and immediately use digital and physical library materials.
- Between December 2021 and May 2023, Home Delivery has doubled the number of patrons that it serves. The program grew from 49 patrons in December 2021 to 95 patrons in July 2022 to 121 patrons in May 2023. This important service allows us to provide library resources to those who cannot physically come to the Library.
- Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring 2021, the Seed Exchange has distributed 3,885 seed packets to community members this season and 8,860 since its inception. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis.
- The [News-Gazette Archives Collection](#) webpage now includes an in-process [people clippings index](#) that is 290 pages, as well as a completed [subject clippings index](#) and a [digitized newspaper clippings](#) Omeka site. Champaign County Historical Archives (CCHA) staff update these resources regularly.
- CCHA accepted 68 separate acquisitions, including records from the Champaign County League of Women Voters and the Chinese American Association of Central Illinois. The Archives also received letters and church records documenting the early German settlers' experience from the Ostfriesian Heritage Society of East Central Illinois and materials related to the Mahomet-Seymour Junior High Pop Tab Holocaust Remembrance Project, which became a national news story in the late 1990s.

- The Tepper Building mold remediation project was completed, and the building is again opened for Archival storage.
- The Employee Parking Lot Improvement project was recently completed with a newly poured concrete parking surface.
- Staff are working towards OCLC holdings being updated monthly to ensure libraries and individuals throughout the world continue to see the current collection and place interlibrary loan (ILL) requests.

COVID-19-specific Initiatives:

- Following the lead of the CDC and the State of Illinois, the Library officially ended COVID-specific safety measures on May 11, 2023. However, the Library continues to offer COVID Leave to staff members who test positive.

Programs & Exhibits:

- Teen Open Lab celebrated its 10th anniversary in March. Teen Open Lab has had over 28,000 visitors during these years, and teens have enjoyed sewing, 3D printing, gardening, painting, learning to play instruments, and more. At the celebration event, teens tried Virtual Reality sets, helped paint panels of a mural that will be displayed in an Urbana school, and ate pizza.
- 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.*
- Brookdale Senior Living and the Library started a new monthly programming partnership in August called Senior Treats and Topics, where a member of Brookdale staff leads discussions on topics of interest to seniors. Topics covered this year have included memory care, myths of aging and ageism, avoiding scams, and personal finance.
- Winter Reading lasted from December 11-February 28. This year saw the largest number of registered participants in each age group since we started using Beanstack to allow community members to track their reading progress online.
- Potawatomi scholar and historian, George Godfrey, spoke to over a hundred people about the forced removal of Native people through our own region. He brought a painting of his great-great grandmother, a Potawatomi woman from Illinois for whom Watseka, Illinois, is named. Dr Charlotte Davidson of UIUC Native House introduced him and the Native House also cosponsored the event.
- The Library hosted a number of authors for readings throughout FY23 across a variety of genres. Authors (and topics) included Elizabeth Majerus (poems based on Joni Mitchell's Blue album), Bruce Adams (Chicago music scene in the 90s), and Janice Harrington (father/daughter picture book).
- In November, the Archives hosted the student chapter of the Society of American Archivists from the iSchool for a LocalWiki Edit-A-Thon. LocalWiki is a grassroots and crowd-sourced platform for sharing knowledge. Students spent the morning in the Archives researching and writing LocalWiki entries for local historical

figures and topics that are underrepresented online. Created entries included Claire Szoke and the Sanctuary Movement. Expanded entries included Joseph Royer and Frances Nelson.

- This year Read Across America was able to completely return. The event was organized by the Urbana Park District and multiple other organizations including the Library. In addition to offering children who attended a free book and multilingual story reading, community members enjoyed literacy themed activities at over 30 tables run by different community groups. At the Library's table, kids could practice spelling words or their name using letters on a giant Connect Four board.
- In celebration of Black History Month, the Artist of the Corridor exhibit featured artwork about Black history and also by local Black artists Harvest Baker and Urbana Poet Laureate Ja-Nelle Davenport-Pleasure. Davenport-Pleasure also collected what Black history means from Library patrons for a project to be displayed at the City building later.
- The Champaign County Historical Archives hosted almost 30 programs and outreach events including "How to Research Your Historic House with Brian Adams," "The Traction Railroad in Champaign-Urbana with Dale Jenkins," "Reinventing Classic Queer Media," and the annual Archives Bazaar.

Grants & Partners:

- The City of Urbana awarded an ARPA grant to the Library to fund the bilingual Youth Programming Specialist position. The Library will receive \$173,596 to cover the wages and benefits of the position. Staff are excited to be able to increase outreach to youth and better connect with multilingual and non-English speakers in our community.
- The Library continued its membership with Illinois Libraries Present (ILP) to offer high-quality virtual programs featuring "bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages." Speakers this year included Robin Wall Kimmerer, Caitlin Doughty, and Mary Roach, and the combined events were attended by over 200 Urbana residents.
- The Library's 2022 Urbana Arts Grant Poems Across Urbana displayed poems submitted by 20 community members throughout the City, including one bilingual poem printed in Chinese and English. The poems covered a variety of topics ranging from wellness, to education, to nature. Each submitted poem was printed on three yard signs for a total of 60 signs. The signs were made available for the poets and the public to display across the community. All of the signs found homes, and the Urbana Park District displayed eight signs in Urbana parks. Additionally, five of the poets recorded their poem, and the Library shared the recorded readings on its Facebook page. In the recordings, some of the poets mentioned how much they enjoyed being part of the project and talked about the inspiration for their poem.
- The Urbana Free Library was awarded a 2023 Urbana Arts Grant to bring back and expand the Teen Art in the Library project. Teens will be able to paint or create art using a variety of mediums. The Library is partnering with the Urbana High School Art Club, CU Community Fab Lab, and Urbana Neighborhood Connections to reach more teens. After teens create their art over several months, the Library will hold an exhibit of their art in September. Pieces from the 2019 Teen Art in the Library project, also made possible through an Urbana Arts Grant, are now on display on the ground floor.
- The Library partnered with two festivals in October. The Library hosted an amazing variety of musical performances and storytellers for the CU Folk & Roots Festival. Musician and folklorist Dom Flemons (formerly of the Carolina Chocolate Drops) gave an amazing workshop that included banjo, harmonica, and

the quill (or panpipes). Cherry Alley featured four different musical groups that drew over 170 people. Between the musical performances and storytelling, over 340 people visited the Library during CU Folk & Roots Festival. The following Sunday the Library hosted another well-attended (65 attendees) performance by Space Port, a seven-piece jazz group, as part of the CU JazzFest.

- As part of Pygmalion 2022, the Library hosted a reading and book signing with mystery author Mia P. Manansala. Manansala read the first chapter from her book *Arsenic and Adobo*. She also discussed why cozy mysteries are rom-coms with dead bodies, how her Filipino-American identity impacts her works, and how she constructs her books. After the discussion, many of the attendees met the author and had a book signed. This event was generously funded by The Urbana Free Library Foundation.
- In addition to housing a mail-in voting drop box outside, the Library was an early voting location for the 2022 General Election. From October 31- November 7, voters could visit the MacFarlane-Hood Reading Room to cast their ballots.
- To help combat a nationwide shortage of donated blood, the Library partnered with Impact Life to hold a blood drive on June 29. The blood drive was a success, with enough units of blood collected to save 30 lives.
- The Library's partnership with Project READ continued to help adults with English and mathematics tutoring with an annual attendance for tutoring sessions of over 500. In addition to the weekly sessions, the Library also partnered to host a couple of social events for mentees and their families and anyone interested in learning more about Project READ. The events were successful enough that more are being planned for FY24.
- For the past three years, the Library has partnered with Cunningham Township to provide copies, faxing, and notary services for people that Cunningham Township sends to the Library. During FY23, the Library and Township provided 1,685 copies, 72 faxes, and 41 notary stamps.
- The School of Information Sciences | The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY24.
- CCHA supports the processing of local history collections and promotes the education of future library professionals by hosting practicum students throughout the year from The School of Information Sciences | The iSchool at Illinois and other regional library science programs. This year, CCHA hosted four practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, and answered reference questions related to local history and genealogy.
- In addition to the practicum students supported by the Archives, the Library hosted an additional six practicum students in the Adult & Youth Services department. Practicum students received professional experience planning programs and providing information services under the guidance of Library staff.
- The Library launched new designs for its suite of email newsletters in March 2023 as part of the transition to Patron Point, a marketing automation platform for libraries. This redesign was also an opportunity to showcase more aspects of the Library and point patrons to the wide array of collections, programs, services, and resources that the Library provides. On a monthly basis, over 27,000 people receive one of the Library's four newsletters. Open rates vary for each list, but overall average about 30%, which is over the industry average for government and nonprofit entities.
- Along with the transition to Patron Point, the Library implemented a new 90-day promotional email campaign to point new cardholders to the array of Library benefits over 90 days after they create a new

Library account. Each email focuses on a specific Library resource. These emails have been exceptionally popular with an average open rate of 64% and a click rate of 19.5% (industry average is 2.62%).

- The Archives received an [ISHRAB grant](#) in FY23, which has been used to index the Storch photography collection. The collection, which contains over 82,000 photograph negatives, includes Storch's photographs from local celebrations like weddings, graduations, and the [Champaign-Urbana Gamma Upsilon Psi Society's Cotillion Balls](#), some of which have been digitized. Archives staff will next build the collection's finding aid and share news of the collection.

Professional Contributions:

- Celeste Choate served again on the committee and as a mentor for Director's University. Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences | The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy protections. Celeste presented at the Illinois Library Association's annual conference in October 2022 on Placing Patron Privacy Protections at the Heart of the Library with Dr. Bashir. She also presented on intellectual freedom and censorship at the UIUC Institute of Lifelong Learning and the Urbana Rotary Club.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2023

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

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

1.1 ISL Control # [PLS 151, PLS 701]	30665
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0538
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Urbana Free Library
1.4b If the library's name has changed, then enter the updated answer here.	The Urbana Free Library
1.5a Facility Street Address [PLS 153]	210 West Green Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Urbana
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	61801
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	210 West Green Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Urbana
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	61801
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	2173674058
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	2173674061
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://urbanafreelibrary.org

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

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

Administrative Information

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

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

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.16)

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

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

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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URBANA FREE LIB.	¹ URBANA FREE LIBRARY		
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ISL Control Number

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

Street Address

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

Address

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

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
URBANA FREE LIB.	3,528	52	207,291	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Rebecca Brown
3.5 Telephone Number of Person Preparing Report	217-367-4058
3.6 FAX Number	217-367-4061
3.7 E-Mail Address	rbrown@urbanafree.org

REFERENDA (4.1 - 4.7)

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

4.1a Was your library involved in a referendum during the fiscal year reporting period?

No

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

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CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Dan Urban
5.6 Trustee Position	Secretary/Treasurer
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	217-766-8934
5.9 E-mail Address	durban@urbanafree.org
5.10 Home Address	206 Pell Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Second member

5.5 Name	Beth Scheid
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	217-384-4966
5.9 E-mail Address	bscheid@urbanafree.org
5.10 Home Address	2502 Brookens Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Third member

5.5 Name	Erica Bellina
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	312-342-6614
5.9 E-mail Address	ebellina@urbanafree.org
5.10 Home Address	1812 Ridge Park
5.11 City	Urbana
5.12 State	IL

5.13 Zip Code	61802
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Fourth member

5.5 Name	Brandyn Mason
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2025
5.8 Telephone Number	219-808-1405
5.9 E-mail Address	bmason@urbanafree.org
5.10 Home Address	2406 Strickler Lane
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

Fifth member

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

Sixth member

5.5 Name	Guadalupe A. Mejia
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	502-287-2451
5.9 E-mail Address	gmejia@urbanafree.org
5.10 Home Address	2322 Nugent Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61802

Seventh member

5.5 Name	Liz Sands
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	217-493-2859
5.9 E-mail Address	lsands@urbanafree.org
5.10 Home Address	212 W High Street Apt. 1
5.11 City	Urbana
5.12 State	IL

5.13 Zip Code	61801
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Eighth member

5.5 Name	Rob Bennett
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	405-405-9281
5.9 E-mail Address	rbennett@urbanafree.org
5.10 Home Address	1902 Golfview Drive
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

Ninth member

5.5 Name	Mark Pelmore
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2026
5.8 Telephone Number	816-217-2371
5.9 E-mail Address	mpelmore@urbanafree.org
5.10 Home Address	906 W. Hill St.
5.11 City	Urbana
5.12 State	IL
5.13 Zip Code	61801

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	The Library has been working with a club in the school district that caters to students that have developmental disorders or are on the autism spectrum. They have been joining our Teen Open Lab once a week. The club director said that Teen Open Lab allows the students to pursue their own interest at their own pace/level of comfort while supported by their peers and library staff.
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	299
6.3 Total Number of Study Rooms	2
6.3b Total number of times study room(s) used by the public during the fiscal year	1,801

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
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Number of Facilities			21		
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Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$3,500,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$20,000	0	\$0
Roof repair/replacement	1	\$600,000	0	\$0
Heating/ventilation/air conditioning	1	\$10,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$75,000	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1	\$60,000	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$650,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

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

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

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

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
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7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Assigned funds in the Library's fund balance include (pre-audit) \$77,243 in the Special Reserve Fund and \$59,034 for the RHS health savings plan separation payout. The Library has approximately \$139,165 in vacation and personal time on the books.
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Liabilities

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

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

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,075,456
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,324,224

State Government

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

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

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

8.2 Per capita grant	\$56,546
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$303,540
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$360,086
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Federal Government

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

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

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$2,599
8.11 If Other, please specify	ISHRAB grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$2,599

Other Income

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

8.13 Monetary Gifts and Donations	\$74,144
8.14 Other receipts intended to be used for operating expenditures	\$78,655
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$152,799
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$3,590,940
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Safeguarding of Library Funds

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

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

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

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds ³	Cincinnati Insurance \$1815.00.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,900,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,308,065
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$575,221
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,883,286

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$224,104
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$163,493
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$69,166
10.3b Please list the types of materials purchased in 10.3a	Hot Spots, Musical Instruments, Educational Materials for Kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$456,763

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$680,629
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,020,678

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$15,000
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	15	15	\$556.25	528.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$60.20	39.00
	Associate Director	Assistant Library Director	\$46.81	39.00
	Associate Director	Assistant Library Director	\$46.81	39.00
	Archives Librarian	Other Type of Librarian	\$29.76	39.00
	Archives Librarian	Other Type of Librarian	\$33.81	39.00
	Archives Librarian	Other Type of Librarian	\$28.40	20.00
	Collections Librarian	Cataloging	\$35.17	39.00
	Collections Librarian	Cataloging	\$35.17	39.00

	Patron Services Librarian	Reference	\$31.11	39.00
	Patron Services Librarian	Reference	\$35.17	39.00
	Patron Services Librarian	Reference	\$35.17	20.00
	Programming Librarian	Children\'s Services	\$35.17	39.00
	Programming Librarian	Children\'s Services	\$32.46	39.00
	Programming Librarian	Adult Services	\$35.17	20.00
	Programming and Outreach Manager	Other Type of Librarian	\$35.87	39.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	13.20
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Group A hidden group hours

Group B

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

Summary	12	12		\$285.65	310.83
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Collections Manager	⁴ Collection Development Acquisitions		\$33.00	39.00
	Patron Services Manager	Circulation		\$35.87	39.00
	Communications & Development Manager	Other Type of Librarian		\$34.44	39.00
	LA-2 Patron Services	Reference		\$17.20	10.69
	LA-2 Patron Services	Reference		\$17.20	15.81
	LA-2 Patron Services	Reference		\$26.95	39.00
	LA-2 Patron Services	Reference		\$19.54	39.00
	LA-2 Patron Services	Reference		\$18.06	10.93
	LA-2 Patron Services	Reference		\$19.54	22.17
	LA-2 Patron Services	Reference		\$18.91	13.19
	LA-2 Patron Services	Reference		\$19.54	21.48
	LA-2 Patron Services	Reference		\$25.40	21.56

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.77
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	20.97

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	776.96
13.14 Minimum hourly rate actually paid	\$15.47

13.15 Maximum hourly rate actually paid	\$37.63
13.16 Total FTE Group C employees (13.13 / 40)	19.42

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	159.39
13.18 Minimum hourly rate actually paid	\$15.47
13.19 Maximum hourly rate actually paid	\$17.02
13.20 Total FTE Group D employees (13.17 / 40)	3.98

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	19.00
13.22 Minimum hourly rate actually paid	\$32.83
13.23 Maximum hourly rate actually paid	\$32.83
13.24 Total FTE Group E employees (13.21 / 40)	0.48
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	23.88
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	44.85

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	207,291
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

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

Self-Directed Activities:

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

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

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

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	130	2,893	12	1,578
Children (6-11)	83	5,184	1	30
Young Adults (12-18)	203	6,084	0	0
Adults (19 and older)	142	2,230	0	0
General Interest	44	2,429	1	9
Total	602	12,820	14	1,617

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	523	10,695
Synchronous In-Person Offsite Program Sessions	22	1,378
Synchronous Virtual Program Sessions	57	747

Total	602	12,820
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Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	5
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	23

Special Programming

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

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

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

16.1 Total Number of Unexpired Resident Cards	14,478
16.2a Total Number of Unexpired Non-resident Cards	329
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	1
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$18,835.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	14,807
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504] ⁷	No

RESOURCES OWNED (17.1 - 17.9)

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

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

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

17.1 Print Materials [PLS 450]	234,284
17.2 Current Print Serial Subscriptions	902
17.3 Total Print Materials (17.1+17.2)	235,186
17.4 E-books Held at end of the fiscal year [PLS 451]	59,696
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	25,408
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	36,011
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	29,229
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	694
17.6c Other Circulating Physical Items [PLS 462]	4,597
17.6d Total Physical Items in Collection [PLS 461]	293,518

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLS 456]	25
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	41

USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	394,658
18.2 Number of young adult materials loaned	14,861
18.3 Number of children's materials loaned [PLS 551]	178,961
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	588,480

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

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

18.5 Books- Physical	332,963
18.6 Videos/DVDs- Physical	102,237
18.7 Audios (include music)- Physical	24,991
18.8 Magazines/Periodicals- Physical	5,430
18.9 Other Items- Physical [PLS 561]	17,560
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	483,181
18.11 Use of Electronic Materials [PLS 552]	105,299
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	588,480
18.13 Successful Retrieval of Electronic Information [PLS 554]	59,988
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	165,287
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	648,468
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	55,260

18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	33,878
--	--------

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502]	46,098
--	--------

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
--	--------------

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	0
--	---

AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	160
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	55
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	10Gbps
21.3 What is the monthly cost of the library's internet access?	\$200
21.4 Number of Internet Computers Available for Public Use [PLS 650]	55
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	21,878
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	85,633
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
21.9 Number of website visits or sessions to your library website [PLS 653]	301,793 --Select--

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$16,425
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	825.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

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

-1 No Comments

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

. In support of the Strategic Plan, the Library continued to work on a building program process, which is engaging the Board, the community, and Library staff. . In alignment with our Strategic Plan goals, staff participated in a Staff Day training session on privilege in order to advance the Library's EDI initiative. Four staff members have joined three managers on the EDI team to plan the next phases of the Library's initiatives. . In April 2023, the Library began an exciting organizational restructuring to follow a "front of house, back of house" model that will allow staff to achieve greater focus in serving our community. Changes to job titles and job duties/job descriptions and the creation of some new positions allowed the Library to increase wages for many staff and to stay ahead of minimum wage increases that will continue into 2025. . The Library contracted with engineering firm IMEG to design a replacement for the aging East Air Handler unit and to manage the bid and construction process. Due to supply chain issues, we anticipate this project continuing into FY25. . The Library also contracted with architectural firm Engberg Anderson to plan remodeling projects for Megan's Room and for the Circ-A/V Area of the Library. We anticipate getting traction on both projects during FY24. . 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. . The Library began to utilize a new software to allow patrons to apply for full access library cards on our website without having to visit the Library. This change allows Urbana residents to easily sign-up and immediately use digital and physical library materials. . Between December 2021 and May 2023, Home Delivery has doubled the number of patrons that it serves. The program grew from 49 patrons in December 2021 to 95 patrons in July 2022 to 121 patrons in May 2023. This important service allows us to provide library resources to those who cannot physically come to the Library. . Interest in and support of the Library's Seed Exchange continues to grow! Having debuted in late spring 2021, the Seed Exchange has distributed 3,885 seed packets to community members this season and 8,860 since its inception. Much positive feedback has been received from community members and organizations alike, with seed donations coming from both on a regular basis. . The News-Gazette Archives Collection webpage now includes an in-process people clippings index that is 290 pages, as well as a completed subject clippings index and a digitized newspaper clippings Omeka site. Champaign County Historical Archives (CCHA) staff update these resources regularly. . CCHA accepted 68 separate acquisitions, including records from the Champaign County League of Women Voters and the Chinese American Association of Central Illinois. The Archives also received letters and church records documenting the early German settlers' experience from the Ostfriesian Heritage Society of East Central Illinois and materials related to the Mahomet-Seymour Junior High Pop Tab Holocaust Remembrance Project, which became a national news story in the late 1990s. . The Tepper Building mold remediation project was completed, and the building is again opened for Archival storage. . The Employee Parking Lot Improvement project was recently completed with a newly poured concrete parking surface. . Staff are working towards OCLC holdings being updated monthly to ensure libraries and individuals throughout the world continue to see the current collection and place interlibrary loan (ILL) requests. COVID-19-specific Initiatives: . Following the lead of the CDC and the State of Illinois, the Library officially ended COVID-specific safety

measures on May 11, 2023. However, the Library continues to offer COVID Leave to staff members who test positive. Programs & Exhibits: . Teen Open Lab celebrated its 10th anniversary in March. Teen Open Lab has had over 28,000 visitors during these years, and teens have enjoyed sewing, 3D printing, gardening, painting, learning to play instruments, and more. At the celebration event, teens tried Virtual Reality sets, helped paint panels of a mural that will be displayed in an Urbana school, and ate pizza. . 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. . Brookdale Senior Living and the Library started a new monthly programming partnership in August called Senior Treats and Topics, where a member of Brookdale staff leads discussions on topics of interest to seniors. Topics covered this year have included memory care, myths of aging and ageism, avoiding scams, and personal finance. . Winter Reading lasted from December 11-February 28. This year saw the largest number of registered participants in each age group since we started using Beanstack to allow community members to track their reading progress online. . Potawatomi scholar and historian, George Godfrey, spoke to over a hundred people about the forced removal of Native people through our own region. He brought a painting of his great-great grandmother, a Potawatomi woman from Illinois for whom Watseka, Illinois, is named. Dr Charlotte Davidson of UIUC Native House introduced him and the Native House also cosponsored the event. . The Library hosted a number of authors for readings throughout FY23 across a variety of genres. Authors (and topics) included Elizabeth Majerus (poems based on Joni Mitchell's Blue album), Bruce Adams (Chicago music scene in the 90s), and Janice Harrington (father/daughter picture book). . In November, the Archives hosted the student chapter of the Society of American Archivists from the iSchool for a LocalWiki Edit-A-Thon. LocalWiki is a grassroots and crowd-sourced platform for sharing knowledge. Students spent the morning in the Archives researching and writing LocalWiki entries for local historical figures and topics that are underrepresented online. Created entries included Claire Szoke and the Sanctuary Movement. Expanded entries included Joseph Royer and Frances Nelson. . This year Read Across America was able to completely return. The event was organized by the Urbana Park District and multiple other organizations including the Library. In addition to offering children who attended a free book and multilingual story reading, community members enjoyed literacy themed activities at over 30 tables run by different community groups. At the Library's table, kids could practice spelling words or their name using letters on a giant Connect Four board. . In celebration of Black History Month, the Artist of the Corridor exhibit featured artwork about Black history and also by local Black artists Harvest Baker and Urbana Poet Laureate Ja-Nelle Davenport-Pleasure. Davenport-Pleasure also collected what Black history means from Library patrons for a project to be displayed at the City building later. . The Champaign County Historical Archives hosted almost 30 programs and outreach events including "How to

Research Your Historic House with Brian Adams," "The Traction Railroad in Champaign-Urbana with Dale Jenkins," "Reinventing Classic Queer Media," and the annual Archives Bazaar. Grants & Partners: . The City of Urbana awarded an ARPA grant to the Library to fund the bilingual Youth Programming Specialist position. The Library will receive \$173,596 to cover the wages and benefits of the position. Staff are excited to be able to increase outreach to youth and better connect with multilingual and non-English speakers in our community. . The Library continued its membership with Illinois Libraries Present (ILP) to offer high-quality virtual programs featuring "bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages." Speakers this year included Robin Wall Kimmerer, Caitlin Doughty, and Mary Roach, and the combined events were attended by over 200 Urbana residents. . The Library's 2022 Urbana Arts Grant Poems Across Urbana displayed poems submitted by 20 community members throughout the City, including one bilingual poem printed in Chinese and English. The poems covered a variety of topics ranging from wellness, to education, to nature. Each submitted poem was printed on three yard signs for a total of 60 signs. The signs were made available for the poets and the public to display across the community. All of the signs found homes, and the Urbana Park District displayed eight signs in Urbana parks. Additionally, five of the poets recorded their poem, and the Library shared the recorded readings on its Facebook page. In the recordings, some of the poets mentioned how much they enjoyed being part of the project and talked about the inspiration for their poem. . The Urbana Free Library was awarded a 2023 Urbana Arts Grant to bring back and expand the Teen Art in the Library project. Teens will be able to paint or create art using a variety of mediums. The Library is partnering with the Urbana High School Art Club, CU Community Fab Lab, and Urbana Neighborhood Connections to reach more teens. After teens create their art over several months, the Library will hold an exhibit of their art in September. Pieces from the 2019 Teen Art in the Library project, also made possible through an Urbana Arts Grant, are now on display on the ground floor. . The Library partnered with two festivals in October. The Library hosted an amazing variety of musical performances and storytellers for the CU Folk & Roots Festival. Musician and folklorist Dom Flemons (formerly of the Carolina Chocolate Drops) gave an amazing workshop that included banjo, harmonica, and the quill (or panpipes). Cherry Alley featured four different musical groups that drew over 170 people. Between the musical performances and storytelling, over 340 people visited the Library during CU Folk & Roots Festival. The following Sunday the Library hosted another well-attended (65 attendees) performance by Space Port, a seven-piece jazz group, as part of the CU JazzFest. . As part of Pygmalion 2022, the Library hosted a reading and book signing with mystery author Mia P. Manansala. Manansala read the first chapter from her book Arsenic and Adobo. She also discussed why cozy mysteries are rom-coms with dead bodies, how her Filipino-American identity impacts her works, and how she constructs her books. After the discussion, many of the attendees met the author and had a book signed. This event was generously funded by The Urbana Free Library Foundation. . In addition to housing a mail-in voting drop box outside, the Library was an early voting location for the 2022 General Election. From October 31- November 7, voters could visit the MacFarlane-Hood Reading Room to cast their ballots. . To help combat a nationwide shortage of donated blood, the Library

partnered with Impact Life to hold a blood drive on June 29. The blood drive was a success, with enough units of blood collected to save 30 lives. The Library's partnership with Project READ continued to help adults with English and mathematics tutoring with an annual attendance for tutoring sessions of over 500. In addition to the weekly sessions, the Library also partnered to host a couple of social events for mentees and their families and anyone interested in learning more about Project READ. The events were successful enough that more are being planned for FY24. For the past three years, the Library has partnered with Cunningham Township to provide copies, faxing, and notary services for people that Cunningham Township sends to the Library. During FY23, the Library and Township provided 1,685 copies, 72 faxes, and 41 notary stamps. The School of Information Sciences ' The iSchool at Illinois and the Library continue their partnership in offering an apprenticeship program. The apprenticeship allows two students to link a practicum experience with an independent study for a year-long experience at the Library. The iSchool provides each student a \$5,000 stipend and full fee waiver each semester. This successful program will be offered again in FY24. CCHA supports the processing of local history collections and promotes the education of future library professionals by hosting practicum students throughout the year from The School of Information Sciences ' The iSchool at Illinois and other regional library science programs. This year, CCHA hosted four practicum students. They used archival standards to arrange and describe archival materials, preserved digitized and born-digital materials, and answered reference questions related to local history and genealogy. In addition to the practicum students supported by the Archives, the Library hosted an additional six practicum students in the Adult & Youth Services department. Practicum students received professional experience planning programs and providing information services under the guidance of Library staff. The Library launched new designs for its suite of email newsletters in March 2023 as part of the transition to Patron Point, a marketing automation platform for libraries. This redesign was also an opportunity to showcase more aspects of the Library and point patrons to the wide array of collections, programs, services, and resources that the Library provides. On a monthly basis, over 27,000 people receive one of the Library's four newsletters. Open rates vary for each list, but overall average about 30%, which is over the industry average for government and nonprofit entities. Along with the transition to Patron Point, the Library implemented a new 90-day promotional email campaign to point new cardholders to the array of Library benefits over 90 days after they create a new Library account. Each email focuses on a specific Library resource. These emails have been exceptionally popular with an average open rate of 64% and a click rate of 19.5% (industry average is 2.62%). The Archives received an ISHRAB grant in FY23, which has been used to index the Storch photography collection. The collection, which contains over 82,000 photograph negatives, includes Storch's photographs from local celebrations like weddings, graduations, and the Champaign-Urbana Gamma Upsilon Psi Society's Cotillion Balls, some of which have been digitized. Archives staff will next build the collection's finding aid and share news of the collection. Professional Contributions: Celeste Choate served again on the committee and as a mentor for Director's University. Celeste is an Advisory Board member on the National Leadership Grant that Masooda Bashir (The School of Information Sciences ' The iSchool at Illinois) received to focus on developing a national forum on public libraries and privacy

protections. Celeste presented at the Illinois Library Association's annual conference in October 2022 on Placing Patron Privacy Protections at the Heart of the Library with Dr. Bashir. She also presented on intellectual freedom and censorship at the UIUC Institute of Lifelong Learning and the Urbana Rotary Club.

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

-1No Comments

COVID-19 QUESTIONS

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

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

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

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

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise

you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.3a Our legal name is The Urbana Free Library (0-2023-08-04)

², Building was remodeled and expanded from 2002 to 2005. (0-2023-07-18)

³, 8.18b Barbara Bennett was the Board Treasurer when the bond was issued. She did not continue on the Board when her term expired in June 2023. The new Treasurer, Dan Urban, was voted in at the July 2023 meeting, but our Board President is moving in August, and Dan will become Board President, leaving our Treasurer's position open again. When the new Treasurer is voted in at the August or September meeting, we will update the bond for the new person. (0-2023-07-19)

⁴, 13.7 LA-2 Patron Services staff do a combined job of reference and front of the house circulation work. (0-2023-07-19)

⁵, [PLS 612] The discrepancy between last year's numbers and this year's numbers are because we went from virtual programming to primarily in-person synchronous events. With this change, we saw an increase of community members attending events. (0-2023-07-31)

⁶, 15.6 With the pandemic ending, we changed from virtual programming to primarily in-person synchronous events. With this change, we saw an increase in the number of community members attending events. (0-2023-07-31)

⁷, 16.5 We no longer charge fines. (0-2023-07-21)

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2023-14**

RESOLUTION TO THANK LUPE MEJIA FOR HER YEARS OF SERVICE

WHEREAS, Lupe Mejia has been a Trustee of the Library Board of The Urbana Free Library since May 2019 and was Secretary *pro tempore* from January 2021 until June 2022, and has been Board President since July 2022; and

WHEREAS, during her tenure, The Urbana Free Library

- ❖ celebrated its 145th anniversary;
- ❖ incorporated Equity, Diversity and Inclusion language into Library policies and procedures;
- ❖ implemented the automatic renewal of materials and went fine-free;
- ❖ started the Seed Lending Library and created the News-Gazette Clippings Omeka site;
- ❖ restructured the Library to a “front of the house, back of the house” model; and

WHEREAS, The Library supported its community and staff during the COVID-19 pandemic by:

- ❖ opening the Lewis Auditorium to host elections while the rest of the building was closed;
- ❖ making phone calls to Homebound Delivery patrons to engage with the community and help with isolation;
- ❖ loaning sewing machines and a 3-D printer to partners to make masks and PPE that were used locally;
- ❖ providing new patron services, like curbside pickup, e-library cards, take and make craft kits; and offering virtual programs for a variety of ages;
- ❖ increasing staff benefits, including paid COVID-19 leave, paid sick leave for hourly employees; paid parental leave for benefited staff; and providing on-site COVID testing for staff; and

WHEREAS, the Library has deepened relationships with other community organizations to serve Urbana residents by

- ❖ amending the IGA with the Urbana School District #116 to allow students to use their school IDs to check out Library materials;
- ❖ partnering with the Cunningham Township Supervisor’s Office to provide greater access to printing, copying, faxing, and notarizing services for their clients, as well as offering library cards to people Township has vetted as being without a home while residing in Urbana;
- ❖ partnering with the Urbana Arts Grants Program and Cunningham Township to create murals on the sides of the Township building; and

WHEREAS, Lupe conceived of the four pillars of the 2020-23 Strategic Plan, which guides the work of the Library to Embrace, Enrich, Empower, and Enhance the Urbana community.

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

Section 1. RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks Lupe Mejia for her years of service to The Urbana Free Library and its residents as a Board of Trustees member.

Section 2. NOTIFICATION OF RESOLUTION

The Board hereby directs that a signed copy of this resolution be presented to Lupe by its Chair.

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 8th day of August, 2023.

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

RESOLUTION DECLARED ADOPTED.

President

Secretary



Monthly Invoice

City of Urbana - 5158373000
210 W GREEN ST UNIT ELE
URBANA, IL 61801-3953

Statement Date: 07/24/2023

Customer Number: 87659447

Total Amount Due by 08/14/2023 \$11,696.48

Rate Plan: Fixed Price Solutions
Account ID: 13992008
Utility Number: 5158373000
Service Period: 6/20/2023 to 7/20/2023
Statement Number: 65925942701

Previous Balance: \$21,224.75
Payments Since Last Invoice: -\$21,189.62
Unpaid Balance: ~~Waived - \$35.13~~
Late/Finance Charges: \$0.00
Credit/Adjustments: \$0.00
Total New Charges: \$11,661.35

HOW WE CALCULATED YOUR BILL

See reverse side for detailed description of charges →

UDC Charges

\$3,924.90

Market Charges

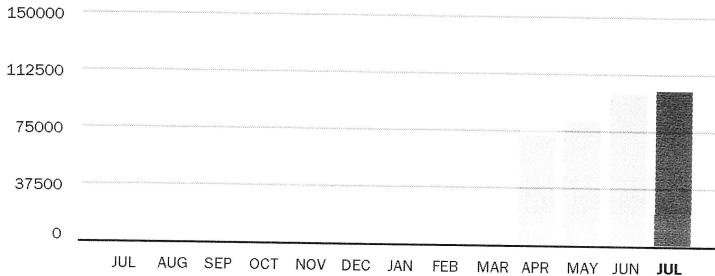
-\$22.17



Contract Charges

\$7,758.62

CONSUMPTION HISTORY



MONTHLY USAGE

Current Month 101,833 kWh

Last Month
100,421
kWh

Last Year
0
kWh

You can also pay your bill online - go to Energy Manager at <https://energymanager.constellation.com> to get started. It's fast, simple and secure.

Detach stub and enclose with your payment in return envelope. Please write your statement number on your check. Thank you for your payment!

Statement Number: 65925942701

Customer Number: 87659447



PO Box 4911
Houston, TX 77210-4911

Total Amount Due by 08/14/2023 \$11,696.48

AMOUNT
ENCLOSED



0103613 01 MB 0.531 **AUTO T4 0 4205 61801-395310 -C03-P03616-I 3



URBANA FREE LIBRARY
CITY OF URBANA
ATTN: ACCOUNTS PAYABLE
210 W GREEN ST
URBANA IL 61801-3953



MAKE CHECKS PAYABLE TO:
CONSTELLATION NEWENERGY, INC.
PO BOX 4640
CAROL STREAM IL 60197-4640

181065925942701000000004700008765940011696486

0103613-0007514-0000001 of 0000006-C03-p1-4205--P03616

**HAVE A QUESTION OR EMERGENCY?**

To Contact Your Local Utility
Ameren IP
800-755-5000

Total Amount Due by 08/14/2023 **\$11,696.48**

For Customer Care Contact Constellation

Website <https://energymanager.constellation.com>
Email customer care@constellation.com
Phone 844-6ENERGY (844-636-3749)

Meter Number:	SERVICE PERIOD START	SERVICE PERIOD END	USAGE
25900955	06/20/2023	07/20/2023	101,832.560

DETAILED CHARGES

	Quantity	Rate	Amount
Contract Charges			
Energy-Fixed Price	101,832.56 kWh	\$0.0761900/kWh	\$7,758.62
Subtotal Contract Charges			\$7,758.62
Market Charges			
Reliability Must Run	101,832.60 kWh	-\$0.0002177/kWh	-\$22.17
Renewable Portfolio Standards	101,832.60 kWh	\$0.0000000/kWh	\$0.00
Subtotal Market Charges			-\$22.17
UDC Charges			
Subtotal UDC Charges			\$3,924.90
Total New Charges			\$11,661.35

Message Center

Thank you for your prompt payment. A finance charge of 1.5% per month may be assessed on all past due invoices.

Thank you for choosing Constellation as your electric supplier.

To ensure timely application of your payment, please include your Statement Number on your payment remittance. Thank you for being a valued Constellation Customer!

Other Ways to Pay Your Bill**Energy Manager**

Manage your account at:
<https://energymanager.constellation.com>

**Phone**

Call 844-6ENERGY
(844-636-3749)
for our 24/7
phone payment option

**ACH/WIRE**

CONSTELLATION NEWENERGY, INC.
ACH/WIRE: WELLS FARGO, ABA 121000248 /
ACCOUNT 4879656445
ACH/WIRE NOTIFICATION:
PAYMENTS@CONSTELLATION.COM