

**Date:** January 6, 2022

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

**From:** Celeste Choate, Executive Director

**Re:** Director's Report for Board Meeting of January 11, 2022



## VISION

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

## MISSION

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



**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.**

- The Champaign County Genealogical Society's Annual Show and Tell took place on December 14. Attendees shared a variety of family heirlooms, including a 1945 hospital birth receipt, a stone crock used by three generations to make strawberry jam, and a porcelain cat that was a wedding favor from the mid-1900s.
- Ashanti Files, the 2021 Urbana Poet Laureate, presented the Library with a moving poem, included in this month's board packet, about her experience of the Library as a safe and welcoming place. Both before and during her tenure as Urbana's Poet Laureate, Ashanti Files and the Library have worked together to hold multiple programs focused poetry and art, and she has championed youths using poetry to find their voices. Staff look forward to working on more projects with her in the future.



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

- Starting in December, staff were able to resume visiting nursing homes and assisted living facilities. At our visit to Brookdale Senior Living, staff reconnected with residents, renewed library cards, and signed people up for home delivery. Several residents thanked us for coming.
- The Library regularly receives feedback from community members. Please see below for two notes shared during the holiday season, which especially made us smile.

& everyone @ the Urbana  
Free Library -

Thank you all for  
everything you do! The  
library has become such  
a special place to our  
family. We always look  
forward to coming there &  
are so grateful to have  
such an incredible resource  
filled with such caring  
people in our community!  
Wishing you all safe &  
special holiday season &  
New Year!

Dear,  
Librarian

Thank you for all  
of the books, crafts  
and the reading contests!



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.**

- Monthly Family Craft Kits continue to be popular with children and their families. Each month staff create 100 kits, and it's normal for all of the kits to be taken before the month ends.
- To celebrate the launch of the James Webb Space Telescope on December 24, the Illinois Space Grant Consortium provided the Library with a total of 100 children's kits to give away. The kits contained an activity pad and NASA-related materials. The kits were so popular that the consortium gave the Library a second set of 50 kits after the original 50 were given out in less than a week.



**Website update:**

Background -For the past two years, Community Engagement has made updates to the Library's website to ensure it's easy to navigate, has current information, and is attractive. After investigating options for a complete update of the website, we have determined that we need assistance from a website developer to create a new site that better reflects trends in library websites and provides access to library resources in a streamlined way. On the agenda is a contract for website development services with Proof Studios. The Library had a competitive bid process for [website development services](#) that garnered 15 proposals. The successful candidate is Proof Studios, which has worked with several other public libraries and similar nonprofit organizations. Community Engagement staff has already engaged in pre-work, like analysis of the current website and structuring new website menus, that helps contain the cost of this project. Staff recommend the Board approve Resolution 2022-01 so work can begin immediately with the goal of launching a new website in 6-8 months.

FY22 Budget Amendment- Community Engagement staff have reduced hours for the remainder of FY22. Along with the one-time additional revenue from the Per Capita Grant for Public Libraries the Board approved for this purpose in November, the amount saved by this reduction will be used to redesign the TUFL website and migrate it to an updated platform.

- Staff recommend moving \$9,000 from 80280809 50110 Staff – Regular Employees to 80280809 52199 Other Professional Services.

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

- At the craft program Paper Art: Winter Scene on December 11, 13 community members created a wintery mountain landscape using paper, scissors, and glue. Ages ranged from elementary school kids to senior citizens, and one person thanked the Library for holding a fun program for an “old soul” like them.



**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.**

- One of our previously recorded programs got a second life. Garden to Plate: Cook Fresh with the Red Herring was shown on TV as part of the CU Wise TV lineup. CU Wise TV brings programming to seniors through Urbana Public Television and Parkland College Television and is organized by the Senior Task Force of Champaign County. Other recorded Library programs will be featured in the future.

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

- Led by the local organization Kwanzaa 365, December’s Young Artist’s Studio used art to examine the cultural history of Kwanzaa and its seven principles. Children chose two of the seven principles and used paper and magazines to create artwork representing what the principles meant to them. The **Young Artist's Studio series** is sponsored by **The Urbana Free Library** and **The Urbana Arts & Culture Program**.
- Given the popularity of our Family Craft Kits, in December the Library began offering teen craft programming as a weekly take-home kit. Library staff would like to thank the Urbana Middle School and University Laboratory High School libraries for agreeing to be kit pickup locations to make it easier for their students to participate. During the first week we offered kits at the schools, one of the schools ran out of kits in less than 24 hours!



**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 Board received the Draft Technology Plan January 2022 – January 2023 for review last month. No suggested changes were made to staff. Staff recommend adopting the Plan.
- Preliminary reports show that The Urbana Free Library Foundation’s campaign kept pace with last year thanks to the generosity of community members. Enough funding has been secured to refresh the New Book Area in the Children's Area, so staff members are working on plans to update that space this spring.

- Staff will provide their budget request for the Foundation’s FY23 budget at the Foundation’s meeting later this month.

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

- Additional, weekly cybersecurity emails are being shared with the Board and staff members.
- When the Whistleblower Policy was passed in November, Trustee Hursey asked about external reporting options like the one at the end of the [Respectful Work Environment Policy](#). She collaborated with staff, and an updated version of the policy that includes external reporting options is presented for Board review this month. Staff recommend passing the updated policy.
- In light of the Library’s focus on equity, diversity and inclusion, staff recommend adding Juneteenth to the Library’s list of paid holidays for benefited staff. The Hours of Service and Leave policies have been updated with this in mind and are on the agenda for Board approval.



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

<b>Library eNewsletters:</b>	
January News & Events: <a href="https://conta.cc/3pA1nbD">https://conta.cc/3pA1nbD</a>	January Youth & Teen: <a href="https://conta.cc/3mGMFOq">https://conta.cc/3mGMFOq</a>
January Archives Newsletter: <a href="https://conta.cc/3FkdLC7">https://conta.cc/3FkdLC7</a>	Winter Reading eBlast: <a href="https://conta.cc/3drZiHY">https://conta.cc/3drZiHY</a>

**Other Library News:**

**Apprenticeship program a win for students and library:** <https://ischool.illinois.edu/news-events/news/2021/12/apprenticeship-program-win-students-and-library>

**Top of the Morning, Dec. 22, 2021 (featuring The News-Gazette collection):** [https://www.news-gazette.com/news/local/history/top-of-the-morning-dec-22-2021/article\\_1dfb8d59-87ee-570a-86ac-e6f9ab1716f7.html](https://www.news-gazette.com/news/local/history/top-of-the-morning-dec-22-2021/article_1dfb8d59-87ee-570a-86ac-e6f9ab1716f7.html)

**CI Living The Urbana Free Library Staff Picks:** <https://www.youtube.com/watch?v=XMZT6cicip4>

**Champaign-Urbana Weekend Planner – Holiday Cheer:** <https://www.chambanamoms.com/2021/12/15/champaign-urbana-holiday-cheer/>

**Must-Do Things During Winter Break in Champaign-Urbana:** <https://www.chambanamoms.com/2021/12/13/winter-break-champaign-urbana/>

**Inside Out | The mystery of the Francis Willard fountain:** [https://www.news-gazette.com/news/local/parks-recreation/inside-out-the-mystery-of-the-francis-willard-fountain/article\\_96d0d8e1-e38e-5bcd-ada5-630820a677c2.html](https://www.news-gazette.com/news/local/parks-recreation/inside-out-the-mystery-of-the-francis-willard-fountain/article_96d0d8e1-e38e-5bcd-ada5-630820a677c2.html)

**BEST Arts 2021:** [https://www.smilepolitely.com/arts/best\\_arts\\_2021/](https://www.smilepolitely.com/arts/best_arts_2021/)

**Book Review: Caleb Wilson | ‘The Hollow Places’ a chilling rarity in fiction:** [https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-the-hollow-places-a-chilling-rarity-in-fiction/article\\_a4dba9ce-1130-5aab-8bea-9159035029fe.html](https://www.news-gazette.com/arts-entertainment/books/caleb-wilson-the-hollow-places-a-chilling-rarity-in-fiction/article_a4dba9ce-1130-5aab-8bea-9159035029fe.html)

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

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

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City of Urbana  
DETAIL INVOICE LIST

P 1  
apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L121621 12/17/2021 DUE DATE: 12/17/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">1325</a>	<a href="#">ARAMARK UNIFORM SERVIC</a>	00000		INV	12/16/2021	<a href="#">613000014774</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	325.48	
				Invoice Net		325.48	
				CHECK TOTAL			325.48
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036391666</a>	
	1 <a href="#">80280802 51801</a>			A&Y PROG	LIBR BOOKS	1,259.44	
				Invoice Net		1,259.44	
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036397910</a>	
	1 <a href="#">80280802 51801</a>			A&Y PROG	LIBR BOOKS	1,058.41	
				Invoice Net		1,058.41	
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036390350</a>	
	1 <a href="#">80280802 51801</a> <a href="#">80103</a>			A&Y PROG	LIBR BOOKS	174.37	
				Invoice Net		174.37	
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036398009</a>	
	1 <a href="#">80280802 51801</a> <a href="#">80103</a>			A&Y PROG	LIBR BOOKS	657.36	
				Invoice Net		657.36	
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036394811</a>	
	1 <a href="#">81080833 51801</a>			CHILD GIFT	LIBR BOOKS	33.35	
				Invoice Net		33.35	
<a href="#">217</a>	<a href="#">BAKER &amp; TAYLOR LLC</a>	00000		INV	12/16/2021	<a href="#">2036397857</a>	
	1 <a href="#">802 46290</a>			LGEN FUND	OTHR REIMB	23.01	
				Invoice Net		23.01	
				CHECK TOTAL			3,205.94
<a href="#">1212</a>	<a href="#">CHEMICAL MAINTENANCE I</a>	00000		INV	12/16/2021	<a href="#">S048056</a>	
	1 <a href="#">80280801 51900</a>			LIBR CTRL	OTHER SUPP	311.00	
				Invoice Net		311.00	
<a href="#">1212</a>	<a href="#">CHEMICAL MAINTENANCE I</a>	00000		INV	12/16/2021	<a href="#">S048200</a>	
	1 <a href="#">80280801 51900</a>			LIBR CTRL	OTHER SUPP	193.60	
				Invoice Net		193.60	
				CHECK TOTAL			504.60
<a href="#">1062</a>	<a href="#">CONSOLIDATED COMMUNICA</a>	00000		INV	12/16/2021	<a href="#">39867</a>	
	1 <a href="#">80280805 52600</a>			LIBR FAC	UTILITIES	561.52	
				Invoice Net		561.52	
				CHECK TOTAL			561.52
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	12/16/2021	<a href="#">S21JS215</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	150.00	
				Invoice Net		150.00	
				CHECK TOTAL			150.00
<a href="#">549</a>	<a href="#">FIRST NATIONAL BANK OM</a>	00000		INV	12/16/2021	<a href="#">39920</a>	
	1 <a href="#">81080834 51990</a>			ARCH GIFT	OTH LIBMAT	75.00	
	2 <a href="#">80280802 51805</a>			A&Y PROG	CD	25.50	
	3 <a href="#">80280806 52320</a>			LIBR ACQ	TRAVEL	249.00	

12/17/2021 10:02  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 2  
| apwarrnt

CASH ACCOUNT: 802

10100

CASH

CK RUN ID#:L121621 12/17/2021

DUE DATE: 12/17/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
4	<a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	289.73	
5	<a href="#">80280801</a> <a href="#">52907</a>			LIBR CTRL	CRECRD FEE	1.90	
6	<a href="#">80280802</a> <a href="#">51802</a>	<a href="#">80103</a>		A&Y PROG	NEW COLL	104.65	
7	<a href="#">80280809</a> <a href="#">51812</a>	<a href="#">80103</a>		LIBR DEV	LIBR SUPP	25.93	
8	<a href="#">80280809</a> <a href="#">52909</a>			LIBR DEV	AD/MRK/PE	54.96	
9	<a href="#">80280802</a> <a href="#">51809</a>			A&Y PROG	GAMES	40.00	
10	<a href="#">80280808</a> <a href="#">51500</a>			LIBR IT	SHARED IT	36.42	
11	<a href="#">80280801</a> <a href="#">52902</a>			LIBR CTRL	POST PRINT	1,099.98	
12	<a href="#">80280801</a> <a href="#">52904</a>			LIBR CTRL	RECRUIT EX	100.00	
13	<a href="#">80280809</a> <a href="#">51812</a>	<a href="#">80102</a>		LIBR DEV	LIBR SUPP	11.36	
				Invoice Net		2,114.43	
				CHECK TOTAL		2,114.43	_____
<a href="#">347</a>	<a href="#">GLESKO ELECTRIC INC</a>			00000	INV 12/16/2021	<a href="#">23477</a>	
1	<a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	200.00	
				Invoice Net		200.00	
<a href="#">347</a>	<a href="#">GLESKO ELECTRIC INC</a>			00000	INV 12/16/2021	<a href="#">23476</a>	
1	<a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	1,018.00	
				Invoice Net		1,018.00	
				CHECK TOTAL		1,218.00	_____
<a href="#">1703</a>	<a href="#">RICHARD LUSTFELDT</a>			00000	INV 12/16/2021	<a href="#">18821</a>	
1	<a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	50.00	
				Invoice Net		50.00	
				CHECK TOTAL		50.00	_____
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>			00000	INV 12/16/2021	<a href="#">56305895</a>	
1	<a href="#">80280802</a> <a href="#">51801</a>			A&Y PROG	LIBR BOOKS	61.97	
				Invoice Net		61.97	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>			00000	INV 12/16/2021	<a href="#">56385509</a>	
1	<a href="#">81080832</a> <a href="#">51801</a>			ADULT GIFT	LIBR BOOKS	387.25	
2	<a href="#">80280802</a> <a href="#">51801</a>			A&Y PROG	LIBR BOOKS	102.07	
3	<a href="#">80280802</a> <a href="#">51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	10.73	
				Invoice Net		500.05	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>			00000	INV 12/16/2021	<a href="#">56385510</a>	
1	<a href="#">80280802</a> <a href="#">51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	20.60	
				Invoice Net		20.60	
				CHECK TOTAL		582.62	_____
<a href="#">1327</a>	<a href="#">THE LIBRARY STORE</a>			00000	INV 12/16/2021	<a href="#">544288</a>	
1	<a href="#">80280806</a> <a href="#">51900</a>			LIBR ACQ	OTHER SUPP	2,059.12	
				Invoice Net		2,059.12	
				CHECK TOTAL		2,059.12	_____
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>			00000	INV 12/16/2021	<a href="#">501361993</a>	
1	<a href="#">80280802</a> <a href="#">51806</a>			A&Y PROG	DVD	29.98	
				Invoice Net		29.98	

12/17/2021 10:02  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 3  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L121621 12/17/2021 DUE DATE: 12/17/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361994</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361995</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		87.71	
		Invoice Net				87.71	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361996</a>	
	1 <a href="#">80280802 51804</a>	A&Y PROG		AUDIOBOOKS		39.99	
		Invoice Net				39.99	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361998</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		201.66	
		Invoice Net				201.66	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361999</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		93.70	
		Invoice Net				93.70	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362010</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		147.66	
		Invoice Net				147.66	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362011</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		134.93	
		Invoice Net				134.93	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362012</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		40.48	
		Invoice Net				40.48	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362013</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361935</a>	
	1 <a href="#">80280802 51807</a>	A&Y PROG	80103	RECORDING		54.98	
		Invoice Net				54.98	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361936</a>	
	1 <a href="#">80280802 51807</a>	A&Y PROG	80103	RECORDING		29.22	
		Invoice Net				29.22	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361938</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG	80103	DVD		34.48	
		Invoice Net				34.48	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501361939</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG	80103	DVD		7.49	
		Invoice Net				7.49	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362030</a>	
	1 <a href="#">80280802 51807</a>	A&Y PROG	80103	RECORDING		240.91	
		Invoice Net				240.91	
268	<a href="#">MIDWEST TAPE</a>	00000		INV	12/16/2021	<a href="#">501362031</a>	
	1 <a href="#">80280802 51806</a>	A&Y PROG	80103	DVD		22.48	
		Invoice Net				22.48	
				CHECK TOTAL		1,195.65	

12/17/2021 10:02  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 4  
| apwarrnt

CASH ACCOUNT: 802      10100      CASH      CK RUN ID#:L121621    12/17/2021    DUE DATE: 12/17/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">313 URBANA &amp; CHAMPAIGN SAN</a>	<a href="#">1 80280805 52600</a>	00000		INV	12/16/2021	<a href="#">5952869</a>	
		LIBR FAC		UTILITIES		15.44	
		Invoice Net				15.44	
<a href="#">313 URBANA &amp; CHAMPAIGN SAN</a>	<a href="#">1 80280805 52600</a>	00000		INV	12/16/2021	<a href="#">5951064</a>	
		LIBR FAC		UTILITIES		265.53	
		Invoice Net				265.53	
<a href="#">313 URBANA &amp; CHAMPAIGN SAN</a>	<a href="#">1 80280805 52600</a>	00000		INV	12/16/2021	<a href="#">5950886</a>	
		LIBR FAC		UTILITIES		2.42	
		Invoice Net				2.42	
				CHECK TOTAL			283.39
<a href="#">547 SECRETARY OF STATE IND</a>	<a href="#">1 80280809 51812</a>	00000		INV	12/16/2021	<a href="#">39983</a>	
		LIBR DEV		LIBR SUPP		10.00	
		Invoice Net				10.00	
				CHECK TOTAL			10.00
=====							
39 INVOICES				CK RUN ID# TOTAL		12,260.75	
				CASH ACCOUNT BALANCE		2,514,258.74	
=====							

12/17/2021 10:02  
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| City of Urbana  
| CK RUN ID# SUMMARY

| P 5  
| apwarrnt

CK RUN ID#: L121621 12/17/2021

DUE DATE: 12/17/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	802	LIBRARY GENERAL FU 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	23.01	.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	504.60	31,994.68
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52902-	POSTAGE & PRINTING	1,099.98	2,194.46
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52904-	RECRUITING EXPENSES	100.00	400.00
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52907-	CREDIT CARD & BANK FEE	1.90	1,911.34
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	2,481.89	80,786.08
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	863.06	29,572.50
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	104.65	17,994.09
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51804-	AUDIOBOOKS	39.99	3,863.65
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51805-	CD'S	25.50	2,915.22
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	766.10	17,689.14
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	64.45	4,468.37
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	325.11	5,052.18
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	40.00	4,488.28
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	2,033.21	186,468.84
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	844.91	82,908.52
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	2,059.12	22,876.51
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-52320-	TRAVEL, EDUCATION AND	249.00	726.00
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	36.42	78,030.63
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	10.00	7,695.21
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	11.36	2,550.47
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	25.93	2,217.54
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDUC	54.96	13,659.70
			FUND TOTAL	11,765.15	

CASH ACCOUNT 802 10100 BALANCE 2,514,258.74

810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS	387.25	15,699.69
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	33.35	12,289.58
810	81080834	ARCHIVES GIFTS 810-60-80-834-000-51990-	OTHER LIBRARY MATERIAL	75.00	1,600.00
			FUND TOTAL	495.60	

CASH ACCOUNT 802 10100 BALANCE 2,514,258.74

				CK RUN ID# SUMMARY TOTAL	12,260.75
				GRAND TOTAL	12,260.75

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

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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL	DESC	INV DATE	PO	CK RUN ID#	NET	
4109	12/23/2021	PRTD	74 ALLIANCE ENTERTAINMENT LLC	PLS61984298			12/20/2021		L122321	43.73	
	Invoice: PLS61984298			43.73 80280802 51806		ACCOUNT: 046215 DVD'S					
						CHECK			4109 TOTAL:	43.73	
4110	12/23/2021	PRTD	217 BAKER & TAYLOR LLC	2036407194			12/20/2021		L122321	830.98	
	Invoice: 2036407194			830.98 80280802 51801		L022905 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	2036414001			12/20/2021		L122321	481.98	
	Invoice: 2036414001			481.98 80280802 51801		L022905 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	5017435385			12/20/2021		L122321	35.55	
	Invoice: 5017435385			35.55 80280802 51801		L511881 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	2036407199			12/20/2021		L122321	366.52	
	Invoice: 2036407199			366.52 80280802 51801		L511881 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	2036414112			12/20/2021		L122321	314.22	
	Invoice: 2036414112			314.22 80280802 51801		L511881 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	5017449225			12/20/2021		L122321	25.38	
	Invoice: 5017449225			25.38 80280802 51801		L511881 LIBRARY BOOKS					
			BAKER & TAYLOR LLC	2036411002			12/20/2021		L122321	6.01	
	Invoice: 2036411002			6.01		L541300					
				E 82207-BOOK		-	-				
				81080833 51801		LIBRARY BOOKS					
			BAKER & TAYLOR LLC	5017433833			12/20/2021		L122321	12.45	
	Invoice: 5017433833			12.45 80280802 51801		C021378 LIBRARY BOOKS					
						CHECK			4110 TOTAL:	2,073.09	
4111	12/23/2021	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 1533				12/20/2021		L122321	432.00	
	Invoice: 1533			432.00 80280805 52201		SERVICES 11/27/21 - 12/21/21 BUILDING REPAIR & MAINT					
						CHECK			4111 TOTAL:	432.00	





12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET			
				INVOICE DTL	DESC						
				93.71 80280802 51806	DVD'S						
Invoice: 501400609		MIDWEST TAPE		501400609	12/20/2021		L122321	14.24			
				14.24 80280802 51806	2000007494 DVD'S						
Invoice: 501400950		MIDWEST TAPE		501400950	12/20/2021		L122321	44.98			
				44.98 80280802 51806	2000007494 DVD'S						
Invoice: 501400951		MIDWEST TAPE		501400951	12/20/2021		L122321	104.94			
				104.94 80280802 51806	2000007494 DVD'S						
Invoice: 501400953		MIDWEST TAPE		501400953	12/20/2021		L122321	18.74			
				18.74 80280802 51806	2000007494 DVD'S						
Invoice: 501400954		MIDWEST TAPE		501400954	12/20/2021		L122321	71.20			
				71.20 80280802 51806	2000007494 DVD'S						
Invoice: 501400955		MIDWEST TAPE		501400955	12/20/2021		L122321	12.74			
				12.74 80280802 51806	2000007494 DVD'S						
Invoice: 501400956		MIDWEST TAPE		501400956	12/20/2021		L122321	18.74			
				18.74 80280802 51806	2000007494 DVD'S						
Invoice: 501400957		MIDWEST TAPE		501400957	12/20/2021		L122321	14.99			
				14.99 80280802 51806	2000007494 DVD'S						
Invoice: 501400907		MIDWEST TAPE		501400907	12/20/2021		L122321	12.59			
				12.59 80280802 51807 80103	2000007495 RECORDINGS						
Invoice: 501400909		MIDWEST TAPE		501400909	12/20/2021		L122321	11.24			
				11.24 80280802 51806 80103	2000007495 DVD'S						
Invoice: 501400990		MIDWEST TAPE		501400990	12/20/2021		L122321	7.49			
				7.49 80280802 51806 80103	2000007495 DVD'S						
Invoice: 501400991		MIDWEST TAPE		501400991	12/20/2021		L122321	11.24			
				11.24 80280802 51806 80103	2000007495 DVD'S						
Invoice: 501400992		MIDWEST TAPE		501400992	12/20/2021		L122321	14.24			
					2000007495						

12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 5  
apcshdsb

CASH ACCOUNT: 802		10100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET			
INVOICE DTL DESC											
				14.24 80280802 51806 80103	DVD'S						
Invoice: 501400993			MIDWEST TAPE	501400993	12/20/2021		L122321	9.89			
					2000007495						
				9.89 80280802 51807 80103	RECORDINGS						
Invoice: 501400994			MIDWEST TAPE	501400994	12/20/2021		L122321	229.92			
					2000007495						
				229.92 80280802 51807 80103	RECORDINGS						
						CHECK	4116 TOTAL:	4,642.12			
4117 12/23/2021 PRTD		269	MONTGOMERY COUNTY GENEALOGICAL SO	40133	12/20/2021		L122321	20.00			
Invoice: 40133					MEMBERSHIP RENEWAL 2022						
				20.00 80280803 51803	LIBRARY PERIODICALS						
						CHECK	4117 TOTAL:	20.00			
4118 12/23/2021 PRTD		84	MUSIC IN MOTION	00768148	12/20/2021		L122321	203.34			
Invoice: 00768148					CUST #266714						
				203.34 80280802 51802 80103	NEW COLLECTIONS						
						CHECK	4118 TOTAL:	203.34			
4119 12/23/2021 PRTD		191	MOTTERS MUSIC HOUSE INC	INV-17400	12/20/2021		L122321	94.07			
Invoice: INV-17400					REF #37395 BLUE TOOTH BOOMBOX						
				94.07 80280802 51802 80103	NEW COLLECTIONS						
						CHECK	4119 TOTAL:	94.07			
4120 12/23/2021 PRTD		1263	AT HOME IN CENTRAL ILLINOIS	40132	12/20/2021		L122321	19.95			
Invoice: 40132					AT HOME SUBSCRIPTION RENEWAL 2022-2023						
				19.95 80280803 51803	LIBRARY PERIODICALS						
						CHECK	4120 TOTAL:	19.95			
4121 12/23/2021 PRTD		9999	Olivet Nazarene University	40131	12/20/2021		L122321	25.00			
Invoice: 40131					LOST BOOK ISBN 9780849900730						
				25.00 80280801 51900	OTHER SUPPLIES						
						CHECK	4121 TOTAL:	25.00			
4122 12/23/2021 PRTD		54	OVERDRIVE INC	01018CO21494221	12/20/2021		L122321	289.76			
Invoice: 01018CO21494221					CUSTOMER #1018-1001						
				289.76 80280802 51811	DOWNLOADABLES						

12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 6  
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CASH ACCOUNT: 802		10100		CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET				
INVOICE DTL DESC												
							CHECK	4122 TOTAL:	289.76			
4123	12/23/2021	PRTD	42 PRESTO X LLC	4521872	12/20/2021		L122321	62.00				
Invoice: 4521872				62.00	80280805	52201	CUSTOMER #14859433 BUILDING REPAIR & MAINT					
Invoice: 4521873		PRESTO X LLC		4521873	12/20/2021		L122321	62.00				
				62.00	80280805	52201	CUSTOMER #14859433 BUILDING REPAIR & MAINT					
							CHECK	4123 TOTAL:	124.00			
4124	12/23/2021	PRTD	1622 REPUBLIC SERVICES, INC.	0729-000588073	12/20/2021		L122321	502.36				
Invoice: 0729-000588073				502.36	80280805	52201	ACCT #3-0729-0002111 BUILDING REPAIR & MAINT					
							CHECK	4124 TOTAL:	502.36			
4125	12/23/2021	PRTD	397 TRAVELERS	40136	12/20/2021		L122321	30.00				
Invoice: 40136				30.00	80280809	51812	PANTHEN POL #0107533677 ACCT#6231G8239 LIBRARY PROGRAM SUPPLIES					
Invoice: 40174		TRAVELERS		40174	12/20/2021		L122321	30.00				
				30.00	80280809	51812	POL #0107549419 KUREISHY ACCT #9359P7239 LIBRARY PROGRAM SUPPLIES					
							CHECK	4125 TOTAL:	60.00			
4126	12/23/2021	PRTD	305 VERMILION COUNTY MUSEUM SOCIETY	40112	12/20/2021		L122321	25.00				
Invoice: 40112				25.00	80280803	51803	MEMBERSHIP RENEWAL 2022 LIBRARY PERIODICALS					
							CHECK	4126 TOTAL:	25.00			
							NUMBER OF CHECKS	18	*** CASH ACCOUNT TOTAL ***	10,389.74		
								COUNT	AMOUNT			
							TOTAL PRINTED CHECKS	18	10,389.74			
							*** GRAND TOTAL ***		10,389.74			

12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 7  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 217									
APP 802-20100	12/23/2021	L122321	1223			ACCOUNTS PAYABLE		10,299.37	
						AP CASH DISBURSEMENTS JOURNAL			
APP 802-10100	12/23/2021	L122321	1223			CASH			10,389.74
						AP CASH DISBURSEMENTS JOURNAL			
APP 810-20100	12/23/2021	L122321	1223			ACCOUNTS PAYABLE		90.37	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								10,389.74	10,389.74
APP 802-12810	12/23/2021	L122321	1223			DUE FROM LIBRARY TRUST FUND		90.37	
APP 810-22802	12/23/2021	L122321	1223			DUE TO LIBRARY GENERAL FUND			90.37
SYSTEM GENERATED ENTRIES TOTAL								90.37	90.37
JOURNAL 2022/06/217 TOTAL								10,480.11	10,480.11

12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 8  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802 LIBRARY GENERAL FUND	2022 6	217	12/23/2021	CASH		10,389.74
802-10100				DUE FROM LIBRARY TRUST FUND	90.37	
802-12810				ACCOUNTS PAYABLE	10,299.37	
802-20100						
				FUND TOTAL	10,389.74	10,389.74
810 LIBRARY TRUST FUND	2022 6	217	12/23/2021	ACCOUNTS PAYABLE	90.37	
810-20100				DUE TO LIBRARY GENERAL FUND		90.37
810-22802						
				FUND TOTAL	90.37	90.37

12/23/2021 13:00  
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City of Urbana  
A/P CASH DISBURSEMENTS JOURNAL

P 9  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
802 LIBRARY GENERAL FUND	90.37	
810 LIBRARY TRUST FUND		90.37
TOTAL	90.37	90.37

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

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 1  
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CASH ACCOUNT: 802 10100 CASH

CK RUN ID#:L010622 01/06/2022 DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>19</u>	<u>AMAZON .COM SERVICES I</u>	00000		INV	01/06/2022	<u>40256</u>	
1	<u>80280809 51812</u>			LIBR DEV	LIBR SUPP	39.77	
2	<u>80280802 51801</u>	<u>80103</u>		A&Y PROG	LIBR BOOKS	335.65	
3	<u>80280802 51802</u>	<u>80103</u>		A&Y PROG	NEW COLL	11.59	
4	<u>80280809 51812</u>	<u>80103</u>		LIBR DEV	LIBR SUPP	105.93	
5	<u>80280802 51807</u>	<u>80103</u>		A&Y PROG	RECORDING	51.11	
6	<u>80280801 51410</u>			LIBR CTRL	SMALL EQ	19.99	
7	<u>80280802 51809</u>			A&Y PROG	GAMES	212.73	
8	<u>80280808 51500</u>			LIBR IT	SHARED IT	1,152.92	
9	<u>80280806 51900</u>			LIBR ACQ	OTHER SUPP	8.99	
10	<u>80280801 51900</u>			LIBR CTRL	OTHER SUPP	14.80	
11	<u>80280809 51812</u>	<u>80102</u>		LIBR DEV	LIBR SUPP	7.99	
				Invoice Net		1,961.47	
				CHECK TOTAL			1,961.47
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	01/06/2022	<u>40243</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	416.78	
				Invoice Net		416.78	
				CHECK TOTAL			416.78
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	01/06/2022	<u>40245</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	5,656.76	
				Invoice Net		5,656.76	
				CHECK TOTAL			5,656.76
<u>96</u>	<u>AMEREN ILLINOIS COMPAN</u>	00000		INV	01/06/2022	<u>40246</u>	
1	<u>80280805 52600</u>			LIBR FAC	UTILITIES	5,063.60	
				Invoice Net		5,063.60	
				CHECK TOTAL			5,063.60
<u>217</u>	<u>BAKER &amp; TAYLOR LLC</u>	00000		INV	12/23/2021	<u>2036414006</u>	
1	<u>81080833 51801</u>			CHILD GIFT	LIBR BOOKS	5.99	
2	<u>81080832 51801</u>			ADULT GIFT	LIBR BOOKS	945.88	
				Invoice Net		951.87	
<u>217</u>	<u>BAKER &amp; TAYLOR LLC</u>	00000		INV	01/06/2022	<u>2036422768</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	594.92	
				Invoice Net		594.92	
<u>217</u>	<u>BAKER &amp; TAYLOR LLC</u>	00000		INV	01/06/2022	<u>2036429131</u>	
1	<u>80280802 51801</u>			A&Y PROG	LIBR BOOKS	1,092.87	
				Invoice Net		1,092.87	
<u>217</u>	<u>BAKER &amp; TAYLOR LLC</u>	00000		INV	01/06/2022	<u>2036419324</u>	
1	<u>80280802 51801</u>	<u>80103</u>		A&Y PROG	LIBR BOOKS	453.94	
				Invoice Net		453.94	
<u>217</u>	<u>BAKER &amp; TAYLOR LLC</u>	00000		INV	01/06/2022	<u>2036423069</u>	
1	<u>80280802 51801</u>	<u>80103</u>		A&Y PROG	LIBR BOOKS	18.33	
2	<u>80280802 51807</u>	<u>80103</u>		A&Y PROG	RECORDING	23.44	
				Invoice Net		41.77	

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 2  
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CASH ACCOUNT: 802      10100      CASH      CK RUN ID#:L010622    01/06/2022    DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036429566</a>	
1	<a href="#">80280802 51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	215.31	
				Invoice Net		215.31	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036426323</a>	
1	<a href="#">81080833 51801</a>			CHILD GIFT	LIBR BOOKS	13.54	
2	<a href="#">81080832 51801</a>			ADULT GIFT	LIBR BOOKS	11.49	
				Invoice Net		25.03	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">5017461596</a>	
1	<a href="#">80280802 51801</a>			A&Y PROG	LIBR BOOKS	127.61	
				Invoice Net		127.61	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		CRM	01/06/2022	<a href="#">CM0003254376</a>	
1	<a href="#">80280802 51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	-98.00	
				Invoice Net		-98.00	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036440550</a>	
1	<a href="#">80280802 51801</a>			A&Y PROG	LIBR BOOKS	1,544.56	
				Invoice Net		1,544.56	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036437517</a>	
1	<a href="#">80280802 51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	242.84	
				Invoice Net		242.84	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036441075</a>	
1	<a href="#">80280802 51801</a>	<a href="#">80103</a>		A&Y PROG	LIBR BOOKS	545.44	
				Invoice Net		545.44	
<a href="#">217 BAKER &amp; TAYLOR LLC</a>		00000		INV	01/06/2022	<a href="#">2036435487</a>	
1	<a href="#">81080833 51801</a>			CHILD GIFT	LIBR BOOKS	36.08	
				Invoice Net		36.08	
				CHECK TOTAL			5,774.24
<a href="#">218 ELAINE BEARDEN</a>		00000		INV	01/06/2022	<a href="#">40242</a>	
1	<a href="#">80280806 51900</a>			LIBR ACQ	OTHER SUPP	21.77	
				Invoice Net		21.77	
<a href="#">218 ELAINE BEARDEN</a>		00000		INV	01/06/2022	<a href="#">3188985</a>	
1	<a href="#">80280802 51802</a>	<a href="#">80103</a>		A&Y PROG	NEW COLL	39.99	
				Invoice Net		39.99	
<a href="#">218 ELAINE BEARDEN</a>		00000		INV	01/06/2022	<a href="#">40313</a>	
1	<a href="#">80280809 51812</a>	<a href="#">80103</a>		LIBR DEV	LIBR SUPP	45.74	
				Invoice Net		45.74	
				CHECK TOTAL			107.50
<a href="#">2257 CFS - CUSTOM FACILITY</a>		00000		INV	01/06/2022	<a href="#">1554</a>	
1	<a href="#">80280805 52201</a>			LIBR FAC	BLDG MAINT	297.00	
				Invoice Net		297.00	
				CHECK TOTAL			297.00
<a href="#">2334 CHAMPAIGN MULTIMEDIA G</a>		00001		INV	01/06/2022	<a href="#">303647067</a>	
1	<a href="#">80280809 52199</a>			LIBR DEV	OTHER PROF	50.00	
				Invoice Net		50.00	
				CHECK TOTAL			50.00

01/06/2022 18:10  
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City of Urbana  
| DETAIL INVOICE LIST

P 3  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L010622 01/06/2022 DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">1212</a>	<a href="#">CHEMICAL MAINTENANCE I</a>	00000		INV	01/06/2022	<a href="#">S048056A</a>	
	1 <a href="#">80280801 51900</a>			LIBR CTRL OTHER SUPP		59.72	
				Invoice Net		59.72	
				CHECK TOTAL			59.72
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S21DH371</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		5,357.13	
				Invoice Net		5,357.13	
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S21DH412</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		1,063.75	
				Invoice Net		1,063.75	
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S21DH334</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		1,608.10	
				Invoice Net		1,608.10	
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S22JS017</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		591.22	
				Invoice Net		591.22	
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S22JS018</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		282.60	
				Invoice Net		282.60	
<a href="#">20</a>	<a href="#">DAVIS HOUK MECHANICAL</a>	00000		INV	01/06/2022	<a href="#">S22DH047</a>	
	1 <a href="#">80280805 52201</a>			LIBR FAC BLDG MAINT		243.00	
				Invoice Net		243.00	
				CHECK TOTAL			9,145.80
<a href="#">232</a>	<a href="#">DEMCO INC</a>	00002		INV	01/06/2022	<a href="#">7058741</a>	
	1 <a href="#">80280806 51900</a>			LIBR ACQ OTHER SUPP		588.20	
				Invoice Net		588.20	
				CHECK TOTAL			588.20
<a href="#">555</a>	<a href="#">DEX MEDIA INC</a>	00000		INV	01/06/2022	<a href="#">610052085455</a>	
	1 <a href="#">80280801 51900</a>			LIBR CTRL OTHER SUPP		190.25	
				Invoice Net		190.25	
				CHECK TOTAL			190.25
<a href="#">234</a>	<a href="#">EBSCO INDUSTRIES INC</a>	00000		INV	01/06/2022	<a href="#">1652647</a>	
	1 <a href="#">80280802 51803 80103</a>			A&Y PROG LIBR PER		31.49	
				Invoice Net		31.49	
<a href="#">234</a>	<a href="#">EBSCO INDUSTRIES INC</a>	00000		CRM	01/06/2022	<a href="#">CM2202199</a>	
	1 <a href="#">80280802 51803</a>			A&Y PROG LIBR PER		-18.49	
				Invoice Net		-18.49	
				CHECK TOTAL			13.00
<a href="#">35</a>	<a href="#">GALE CENGAGE LEARNING</a>	00000		INV	01/06/2022	<a href="#">76326309</a>	
	1 <a href="#">80280803 51801</a>			ARCHIVES LIBR BOOKS		655.69	
				Invoice Net		655.69	
				CHECK TOTAL			655.69

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 4  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L010622 01/06/2022 DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">242</a>	<a href="#">GENEALOGY SOCIETY OF S</a>	00000		INV	12/23/2021	<a href="#">40108</a>	
	1 <a href="#">80280803</a> <a href="#">51803</a>			ARCHIVES	LIBR PER	35.00	
				Invoice Net		35.00	
				CHECK TOTAL			35.00
<a href="#">859</a>	<a href="#">GIBBS TECHNOLOGY COMPA</a>	00000		INV	01/06/2022	<a href="#">2118480</a>	
	1 <a href="#">80280801</a> <a href="#">52203</a>			LIBR CTRL	MAINT AGRM	137.63	
				Invoice Net		137.63	
<a href="#">859</a>	<a href="#">GIBBS TECHNOLOGY COMPA</a>	00000		INV	01/06/2022	<a href="#">2122783</a>	
	1 <a href="#">80280801</a> <a href="#">52203</a>			LIBR CTRL	MAINT AGRM	81.68	
				Invoice Net		81.68	
<a href="#">859</a>	<a href="#">GIBBS TECHNOLOGY COMPA</a>	00000		INV	01/06/2022	<a href="#">2127027</a>	
	1 <a href="#">80280801</a> <a href="#">52203</a>			LIBR CTRL	MAINT AGRM	78.71	
				Invoice Net		78.71	
				CHECK TOTAL			298.02
<a href="#">119</a>	<a href="#">ILLINI FIRE SERVICE LL</a>	00000		INV	01/06/2022	<a href="#">4328</a>	
	1 <a href="#">80280805</a> <a href="#">52201</a>			LIBR FAC	BLDG MAINT	1,295.00	
				Invoice Net		1,295.00	
				CHECK TOTAL			1,295.00
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a>	00001		INV	01/06/2022	<a href="#">40264</a>	
	1 <a href="#">80280805</a> <a href="#">52600</a>			LIBR FAC	UTILITIES	63.82	
				Invoice Net		63.82	
				CHECK TOTAL			63.82
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a>	00001		INV	01/06/2022	<a href="#">40265</a>	
	1 <a href="#">80280805</a> <a href="#">52600</a>			LIBR FAC	UTILITIES	188.89	
				Invoice Net		188.89	
				CHECK TOTAL			188.89
<a href="#">1264</a>	<a href="#">ILLINOIS AMERICAN WATE</a>	00001		INV	01/06/2022	<a href="#">40266</a>	
	1 <a href="#">80280805</a> <a href="#">52600</a>			LIBR FAC	UTILITIES	31.85	
				Invoice Net		31.85	
				CHECK TOTAL			31.85
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	01/06/2022	<a href="#">56669547</a>	
	1 <a href="#">80280802</a> <a href="#">51801</a> <a href="#">80103</a>			A&Y PROG	LIBR BOOKS	15.81	
	2 <a href="#">80280802</a> <a href="#">51801</a>			A&Y PROG	LIBR BOOKS	117.47	
				Invoice Net		133.28	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	01/06/2022	<a href="#">56717339</a>	
	1 <a href="#">80280802</a> <a href="#">51801</a> <a href="#">80103</a>			A&Y PROG	LIBR BOOKS	56.88	
				Invoice Net		56.88	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	01/06/2022	<a href="#">56729742</a>	
	1 <a href="#">80280802</a> <a href="#">51801</a>			A&Y PROG	LIBR BOOKS	145.40	
				Invoice Net		145.40	
<a href="#">2260</a>	<a href="#">INGRAM INDUSTRIES INC.</a>	00000		INV	01/06/2022	<a href="#">56820240</a>	

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 5  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L010622 01/06/2022 DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 80280802 51801 80103	A&Y PROG		LIBR BOOKS		17.39	
		Invoice Net				17.39	
2260	INGRAM INDUSTRIES INC.	00000		INV	01/06/2022	56857148	
	1 80280802 51801	A&Y PROG		LIBR BOOKS		94.86	
		Invoice Net				94.86	
2260	INGRAM INDUSTRIES INC.	00000		INV	01/06/2022	56857149	
	1 80280802 51801 80103	A&Y PROG		LIBR BOOKS		9.60	
		Invoice Net				9.60	
				CHECK TOTAL			457.41
1990	KANOPY INC.	00000		INV	01/06/2022	278184-PPU	
	1 80280802 51811	A&Y PROG		DOWNLOAD		1,031.00	
		Invoice Net				1,031.00	
				CHECK TOTAL			1,031.00
2763	LIBRARY IDEAS, LLC	00000		INV	01/06/2022	86020	
	1 80280802 51807 80103	A&Y PROG		RECORDING		511.40	
		Invoice Net				511.40	
				CHECK TOTAL			511.40
268	MIDWEST TAPE	00000		INV	01/06/2022	501443874	
	1 80280802 51806	A&Y PROG		DVD		118.43	
		Invoice Net				118.43	
268	MIDWEST TAPE	00000		INV	01/06/2022	501443875	
	1 80280802 51806	A&Y PROG		DVD		67.47	
		Invoice Net				67.47	
268	MIDWEST TAPE	00000		INV	01/06/2022	501443876	
	1 80280802 51806	A&Y PROG		DVD		194.16	
		Invoice Net				194.16	
268	MIDWEST TAPE	00000		INV	01/06/2022	501443877	
	1 80280802 51806	A&Y PROG		DVD		14.99	
		Invoice Net				14.99	
268	MIDWEST TAPE	00000		INV	01/06/2022	501443879	
	1 80280802 51806	A&Y PROG		DVD		61.46	
		Invoice Net				61.46	
268	MIDWEST TAPE	00000		INV	01/06/2022	501444280	
	1 80280802 51806	A&Y PROG		DVD		22.49	
		Invoice Net				22.49	
268	MIDWEST TAPE	00000		INV	01/06/2022	501444281	
	1 80280802 51806	A&Y PROG		DVD		18.74	
		Invoice Net				18.74	
268	MIDWEST TAPE	00000		INV	01/06/2022	501492305	
	1 80280802 51811	A&Y PROG		DOWNLOAD		3,648.37	
		Invoice Net				3,648.37	
268	MIDWEST TAPE	00000		INV	01/06/2022	501458111	
	1 80280802 51806	A&Y PROG		DVD		25.48	
		Invoice Net				25.48	

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 6  
| apwarrnt

CASH ACCOUNT: 802 10100 CASH CK RUN ID#:L010622 01/06/2022 DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501458112</a>	
		A&Y PROG		DVD		39.73	
		Invoice Net				39.73	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501458113</a>	
		A&Y PROG		DVD		75.71	
		Invoice Net				75.71	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501458114</a>	
		A&Y PROG		DVD		44.98	
		Invoice Net				44.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>						
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501444440</a>	
		A&Y PROG		DVD		64.48	
		Invoice Net				64.48	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>		<a href="#">80103</a>				
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501444441</a>	
		A&Y PROG		RECORDING		9.74	
		Invoice Net				9.74	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>		<a href="#">80103</a>				
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000		INV	01/06/2022	<a href="#">501467130</a>	
		A&Y PROG		RECORDING		19.99	
		Invoice Net				19.99	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>		<a href="#">80103</a>				
	1 <a href="#">80280802</a> <a href="#">51807</a>	00000		INV	01/06/2022	<a href="#">501467131</a>	
		A&Y PROG		RECORDING		34.98	
		Invoice Net				34.98	
<a href="#">268</a>	<a href="#">MIDWEST TAPE</a>		<a href="#">80103</a>				
	1 <a href="#">80280802</a> <a href="#">51806</a>	00000		INV	01/06/2022	<a href="#">501467133</a>	
		A&Y PROG		DVD		67.47	
		Invoice Net				67.47	
				CHECK TOTAL			4,528.67
<a href="#">2516</a>	<a href="#">THE NEW LINCOLN SQUARE</a>						
	1 <a href="#">80280803</a> <a href="#">52912</a>	00000		INV	01/06/2022	<a href="#">40375</a>	
		ARCHIVES		FACILTYREN		725.00	
		Invoice Net				725.00	
				CHECK TOTAL			725.00
<a href="#">1272</a>	<a href="#">ROGARDS</a>						
	1 <a href="#">80280801</a> <a href="#">51900</a>	00000		INV	01/06/2022	<a href="#">035154-00</a>	
		LIBR CTRL		OTHER SUPP		32.40	
		Invoice Net				32.40	
<a href="#">1272</a>	<a href="#">ROGARDS</a>						
	1 <a href="#">80280801</a> <a href="#">51900</a>	00000		INV	01/06/2022	<a href="#">035154-01</a>	
		LIBR CTRL		OTHER SUPP		74.07	
		Invoice Net				74.07	
				CHECK TOTAL			106.47
<a href="#">2777</a>	<a href="#">SECURITAS ELECTRONIC S</a>						
	1 <a href="#">80280805</a> <a href="#">52201</a>	00001		INV	01/06/2022	<a href="#">7000864226</a>	
		LIBR FAC		BLDG MAINT		456.00	
		Invoice Net				456.00	
				CHECK TOTAL			456.00
<a href="#">2952</a>	<a href="#">PAVLOV MEDIA INC</a>						
	1 <a href="#">80280808</a> <a href="#">52999</a>	00000		INV	01/06/2022	<a href="#">INV20967</a>	
		LIBR IT		OTHER SVCS		800.00	
		Invoice Net				800.00	

01/06/2022 18:10  
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| City of Urbana  
| DETAIL INVOICE LIST

| P 7  
| apwarrnt

CASH ACCOUNT: 802      10100      CASH      CK RUN ID#:L010622    01/06/2022    DUE DATE: 01/06/2022

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	800.00
<u>131 SWEETWATER SOUND INC</u>		00000		INV	01/06/2022	<u>29469456</u>	
1 <u>80280802 51802</u>	<u>80103</u>			A&Y PROG	NEW COLL	26.18	
2 <u>80280806 51900</u>				LIBR ACQ	OTHER SUPP	234.96	
					Invoice Net	261.14	
						CHECK TOTAL	261.14
<u>132 LYNN TROOST</u>		00000		INV	01/06/2022	<u>40252</u>	
1 <u>80280801 51900</u>				LIBR CTRL	OTHER SUPP	47.04	
					Invoice Net	47.04	
						CHECK TOTAL	47.04
=====							
74 INVOICES				CK RUN ID# TOTAL		40,816.72	
				CASH ACCOUNT BALANCE		2,543,533.40	
=====							

01/06/2022 18:10  
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| City of Urbana  
| CK RUN ID# SUMMARY

| P 8  
| apwarrrt

CK RUN ID#:L010622 01/06/2022

DUE DATE: 01/06/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51410-	SMALL TOOLS & EQUIPMEN	19.99	5,648.05
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-51900-	OTHER SUPPLIES	418.28	30,364.45
802	80280801	LIBRARY CENTRALIZE 802-60-80-801-000-52203-	MAINTENANCE AGREEMENTS	298.02	3,726.53
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-	LIBRARY BOOKS	3,717.69	75,439.69
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,813.19	26,969.78
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51802-80103	NEW COLLECTIONS	77.76	17,618.92
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51803-	LIBRARY PERIODICALS	-18.49	2,497.84
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51803-80103	LIBRARY PERIODICALS	31.49	-34.81
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-	DVD'S	683.64	16,567.49
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51806-80103	DVD'S	131.95	4,292.21
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51807-80103	RECORDINGS	650.66	4,149.12
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51809-	GAMES	212.73	4,275.55
802	80280802	ADULT & YOUTH SERV 802-60-80-802-000-51811-	DOWNLOADABLES	4,679.37	56,480.77
802	80280803	ARCHIVES 802-60-80-803-000-51801-	LIBRARY BOOKS	655.69	1,840.57
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	35.00	2,419.05
802	80280803	ARCHIVES 802-60-80-803-000-52912-	FACILITY RENTAL	725.00	3,295.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAIN	11,193.80	174,216.68
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	11,421.70	71,486.82
802	80280806	LIBRARY ACQUISITIO 802-60-80-806-000-51900-	OTHER SUPPLIES	853.92	22,022.59
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	1,152.92	76,877.71
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SERV	800.00	14,000.00
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPLI	39.77	7,582.58
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPLI	7.99	2,542.48
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPLI	151.67	2,065.87
802	80280809	LIBRARY DEVELOPMEN 802-60-80-809-000-52199-	OTHER PROFESSIONAL SER	50.00	19,530.00
			FUND TOTAL	39,803.74	
CASH ACCOUNT 802 10100	BALANCE	2,543,533.40			
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS	957.37	14,657.96
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	55.61	12,227.96
			FUND TOTAL	1,012.98	
CASH ACCOUNT 802 10100	BALANCE	2,543,533.40			
			CK RUN ID# SUMMARY TOTAL	40,816.72	
			GRAND TOTAL	40,816.72	

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P 1  
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WARRANT L1217

PAY PERIOD 11/28/2021 to 12/11/2021

CHECK DATE 12/17/2021

YEAR 2022 PERIOD 6  
EXPENDITURE ENTRIES  
SHORT DESC PAY121721

GL EFF DATE 12/17/2021  
REFERENCE L1217  
REFERENCE2 8L1217

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	6		GL EFF DATE 12/17/2021	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,885.93
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	7,913.09
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,854.86
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,422.92
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	25,827.19
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,721.01
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,246.86
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,235.85
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	14,222.62
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	2,114.37
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	6,871.66
FUND TOTALS					99,316.36
GRAND TOTALS					99,316.36

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PAY PERIOD 12/12/2021 to 12/25/2021

CHECK DATE 12/31/2021

YEAR 2022 PERIOD 6  
EXPENDITURE ENTRIES  
SHORT DESC PAY123121

GL EFF DATE 12/31/2021  
REFERENCE L1231  
REFERENCE2 8L12311

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2022	PERIOD	6		GL EFF DATE 12/31/2021	
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	10,606.68
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	5,965.45
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,533.35
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	27,050.23
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,503.91
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,231.56
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,087.20
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	12,751.73
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	1,896.74
80280809	50110		LIBRARY DEVELOPMENT & PROMOT	SALARY - REGULAR EMPLOYEE	6,851.85
FUND TOTALS					90,478.70
GRAND TOTALS					90,478.70

**HOURS OF SERVICE****WEEKLY SCHEDULE:**

The Urbana Free Library hours are:

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

The Champaign County Historical Archives hours are:

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

**HOLIDAYS**

The Library is closed all day on the following holidays:

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

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

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

Adopted February 14, 1983

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

## LEAVE

### 1. GENERAL POLICY ON VACATION AND LEAVE

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

Full-time and part time staff are granted appropriate time off work with pay for such purposes as vacation, illness, death of a near relative, jury duty, relevant education, and major holidays. Specific arrangements for the granting of leave of this type are provided below.

Leave of absence without pay for full-time and part-time staff may be granted for specific purposes, including parental leave, extensive personal illness, care of a near relative with serious health conditions, temporary active military service, extensive illness, and extensive travel, as specifically provided below.

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

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

Hourly staff are eligible for leave with pay for bereavement, and they may take other leave without pay as specified below.

All leave from the Library is granted with the understanding that the effective functioning of the Library requires the continuous presence of its staff. Staff members who are consistently unable—for whatever reason—to function within the limits of prescribed leave will be rated as "unsatisfactory" in performance ratings and may be dismissed from the Library.

### 2. PAID HOLIDAYS FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. Paid Holiday Benefit

Full-time and part-time staff members of The Urbana Free Library are entitled to up to ~~10.5~~9.5 paid holidays annually.

#### b. Paid Holidays

LEAVE

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

Full day holidays include:

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

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

**c. Pro-Rated Holidays for Part-Time Staff**

The total time which a full-time employee receives for holidays is 9-510.5 days. Full-time employees, therefore, receive a total of 76-84 hours of paid holiday time annually, half-time part-time employees receive 38-42 hours, and part-time employees working between half and full time receive proportionate time.

Part-time employees do not receive additional paid holiday leave for additional, “hourly” hours worked.

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

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

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

**b. Amount of Paid Vacation Time**

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

## LEAVE

**c. Crediting of Paid Vacation Time**

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

**d. Maximum Accrual of Paid Vacation Time**

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

**e. Working for the Library While Taking Vacation Leave From the Library**

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

**f. Scheduling Vacation Time**

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

Vacations must be taken in multiples of quarter hours.

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

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

**g. Taking Vacation in Excess of Accrued Amounts**

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

**h. Terminal Leave**

Terminal leave consisting of vacation time accrued as of separation is paid, provided that the employee was not dismissed during the six-month probationary period.

## LEAVE

Terminal vacations are paid to the nearest quarter hour.

### 4. PAID SICK LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

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

#### a. Purpose of Paid Sick Leave

The Library provides sick leave as a form of insurance, not as a benefit to be taken as a matter of course. The use of sick leave, like the use of medical insurance, is therefore limited to cases of actual illness and to other limited purposes as provided in these policies.

#### b. Amount of Paid Sick Leave

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

#### c. Crediting of Paid Sick Leave

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

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

#### d. Maximum Accumulation of Paid Sick Leave

Sick leave may be accumulated to a maximum of 1,920 hours by full-time employees and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

#### e. Uses of Paid Sick Leave

Sick leave may be used for trips to the doctor for medical treatments when time cannot be arranged outside the working schedule.

Sick leave is deducted on a quarter-hour basis and each scheduled hour of work missed is an hour of sick leave taken.

## LEAVE

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

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

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

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

Sick leave also may be used as parental leave for a period of up to 90 consecutive calendar days during the first twelve months following a birth without complications or adoption of a healthy child. It may not, however, be used for child care. If birth complications occur, or if an adopted child is not healthy, the 90-day limit may be extended.

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

Sick leave may also be used for bereavement leave, as specified in Section VI-E-5.

### **f. Taking Sick Leave in Excess of Accrued Amounts**

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

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

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

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

### **h. Maximum Sick Leave**

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

### **i. Required Evidence of Illness**

## LEAVE

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

### **j. Payment for Unused Sick Leave**

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

### **k. Disability Pay**

IMRF disability pay is available to employees in accordance with IMRF rules.

## **5. PAID BEREAVEMENT LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their comp time, personal leave, or vacation, with the approval of their supervisors. The Library will be as generous as possible in allowing unscheduled use of vacation, comp time, or leave without pay under these circumstances. The Library reserves the right to require documentation of the funeral or service.

## **6. PAID JURY DUTY LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

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

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

## **7. PAID EDUCATION LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

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

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

## LEAVE

resulting changes in schedules would work a serious hardship on the Library or on other employees of the Library.

### 8. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. Amount of Paid Personal Leave

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

#### b. Crediting of Paid Personal Leave

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

#### d. Taking Paid Personal Leave

Personal leave may be taken for any reason. Although advance warning is greatly appreciated, personal leave is completely at the discretion of the individual staff member.

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

### 9. LEAVE OF ABSENCE WITHOUT PAY FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. About Leave Without Pay

Full-time and part-time employees may be granted, at the discretion of the Executive Director, leave of absence without pay. Under leave without pay, the Library allows employees to take a greater amount of leave than they are entitled to under vacation, sick leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return.

#### b. Limits on Leave Without Pay

Leave without pay is expensive and disruptive. The City continues to pay the employer's share of IMRF while the employees are gone. The Library loses continuity on the job and must hire and train staff who can provide greater continuity than that demanded of short-term substitutes, but who are willing to serve for only a few months.

For these reasons, the Library discourages the voluntary use of leave without pay, and it limits leave without pay to very specific situations, including parental leave (including adoptive parents),

## LEAVE

extensive personal illnesses, care of immediate family members with serious health conditions, professional activities, education, temporary active military service, and extensive travel, each of which is discussed in detail below.

**c. Leave Without Pay Is Granted on the Following Basis****i. Purpose of leave without pay**

Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

**ii. Use of accumulated leave with pay**

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

**iii. Accumulation of paid leave in anticipation of absences**

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

**iv. Advance arrangement for time of leave**

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

**v. Temporary, unpaid reductions in hours**

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

**vi. Family Medical Leave Act compliance**

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate to any eligible employee. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period based on the employee's anniversary hire date for the following reasons:

- The birth or placement of a child for adoption or foster care.

## LEAVE

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

Eligible employees:

To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12-month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated as the 12-month period measured forward from the first date an employee takes FMLA leave.

When a full-time and part-time benefitted employee is absent due to an FMLA-qualifying event, the Library continues to pay that employee's health benefits.

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

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

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

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

vii. Wage increases for employees on leave without pay

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

**d. Leave Without Pay Is Granted for the Following Purposes**

i. Parental leave

-Parental leave is granted for a period of up to 12 work weeks within the first 12 months following the date of birth or adoption. For births without complications, with healthy mothers and babies,

## LEAVE

total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

See section VI-E-9-c-vi, above for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid leave.

ii. Extensive personal illness

See section VI-E-9-c-vi, above, for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid FLMA leave.

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

See section VI-E-9-c-vi, above, for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid FMLA leave.

iv. Professional activities

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

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

v. Education

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

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

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

vi. Temporary active military duty

Staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave in order to comply with the military situation. Wage adjustments are made to assure employees of income equal to their Library wages for periods up to 60 days of training or duty required by the United States Armed Forces. The Library will follow provisions outlined in the Military Leave of Absence Act (5 ILCS 325/).

vii. Travel

## LEAVE

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

All requests for travel leave without pay must be submitted to the Executive Director, who will rule on individual requests as they occur. Approval by the City of Urbana may also be required. For this reason, travel leave must be requested formally at least three months in advance.

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

### 10. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

Hourly employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. See Section VI-E-11-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

### 11. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

#### a. Intent of Leave Without Pay for Hourly Employees

In granting leave without pay to hourly employees, the Library is guided in general by time limits imposed on full-time or part-time staff members at similar levels of appointment.

#### b. Requesting Leave Without Pay

All extensive leave of absence without pay for hourly employees—with the exception of leave for illness or death—must be requested in writing as early as possible, using a form provided by the Library, as discussed in Section VI-E-9. Although the Library will attempt to grant all reasonable leave requests, as outlined in this policy, no hourly job can be held open indefinitely.

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

#### c. Vacation

All staff are encouraged to take vacation away from the Library each year. Hourly staff are entitled to take vacation without pay. Vacation times must be requested by hourly staff, just as they are by full-time or part-time staff. Longer absences than those granted to full-time or part-time staff members in comparable positions should not be expected.

#### d. Illness

## LEAVE

Hourly staff are granted sick leave without pay as needed, but continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee. The Library will make exceptions for hourly staff with continuous or repeated absences who are pregnant.

### e. Bereavement

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

### f. Jury Duty

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

### g. Education

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

### h. Parental Leave

Parental leave without pay is granted to hourly staff members for a period of up to 45 consecutive calendar days following birth or adoption.

### i. Leave for Temporary Active Military Service

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

### j. Travel

The Library generally does not grant leave without pay to hourly staff for travel beyond that authorized in Section V-E-10-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-9-d-vii concerning extreme hardship.

## 12. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

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

## 13. DISAGREEMENTS

## LEAVE

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

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

Adopted May 11, 1981

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

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

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

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## WHISTLEBLOWER

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

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

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

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

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

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

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

## WHISTLEBLOWER

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

**External Reporting:** The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Library. However, all Library employees have the right to contact the appropriate governmental body directly for information regarding filing a formal complaint with those entities.

Adopted November 9, 2021; Revised January 1, 2022

DRAFT

# Champaign Public Library

# INVOICE

200 West Green  
 Champaign, IL 61820  
 Phone 217.403.2050 Fax 217.403.2053

**DATE:** December 20, 2021  
**INVOICE #** UFL FY22 - 1  
**FOR:** Content Café, Polaris Annual Maintenance, Staffing, Lynda.com  
 Polaris server replacements,

**Bill To:**  
 The Urbana Free Library  
 210 West Green Street  
 Urbana, IL 61801  
 Attn: Becky Brown  
[rbrown@tufl.info](mailto:rbrown@tufl.info)

*Should be  
 80280801 - 52999  
 other than listed below* *AK*

DESCRIPTION	AMOUNT
Innovative Invoice # INC29724 (Content Café) (CPL - \$8,617.85; UFL - \$4,308.93)	4,308.93
Innovative Invoice # INC29723 (Polaris Maintenance Annual Renewal) (CPL - \$49,412.07; UFL - \$23,669.03)	23,669.03
Carahsoft Technology Corp Invoice # 24655468 (Lynda.Com - 50-99 licenses) (CPL - \$10,500.00; UFL - \$5,250.00)	5,250.00
Staffing and Operation of Automation System - as per revised agreement 6 months (July - December 2021) at \$1,000/month (\$12,000 annually)	6,000.00
Central Site Servers - Total Cost \$35,533.77 1/3 = Urbana's Portion = \$11,844.59 As per agreement 1/5 of Urbana's cost to be paid each January for 5 years - this is year 5 for the payments	2,368.91
<b>TOTAL</b>	<b>\$ 41,596.87</b>

*Shared  
 IT  
 Costs  
 80280808  
 51500*

Make all checks payable to **Champaign Public Library**  
 If you have any questions concerning this invoice, contact:  
 Debbie Keith, Accounting Manager  
[dkeith@champaign.org](mailto:dkeith@champaign.org)  
 217-403-2047

*RF  
 80280802 52910*



# Invoice

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

Invoice # INV-INC29724  
 Invoice Date 10/14/2021  
 Terms  
 PO #  
 Due Date 12/6/2021  
 Site Code CHAM1691  
 Created From Sales Order #SO-INC30033  
 Currency US Dollar

**Bill To**  
 Champaign Public Library/Urbana  
 200 W Green Street  
 Champaign IL 61820  
 United States

Qty	Description	Options	Amount
1	Content Cafe Subscription 7 December 2021 - 6 December 2022		12,926.78

**Total** 12,926.78  
**Amount Due** US\$12,926.78

FEIN 94-2553274

Please remit electronically to:  
 Bank of America, N.A.  
 ABA/Routing Code: 026009593  
 SWIFT (USD Payments): BOFAUS3N  
 SWIFT (non-USD Payments): BOFAUS6S  
 Beneficiary: Innovative Interfaces Incorporated  
 Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
 Innovative Interfaces, Inc  
 PO Box 74008010  
 Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
 Bank of America Lockbox Services  
 Innovative Interfaces, Inc  
 LBX #74008010  
 540 W Madison, FL 4  
 Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:  
 1-510-655-6200 or billing@iii.com

*OK Automation  
 CPL: \$867.85  
 TUF: \$4308.93  
 Amy*

**Invoice**

Innovative Interfaces, Inc.  
1900 Powell St.  
Suite 400  
Emeryville CA 94608  
United States  
billing@iii.com

Invoice # INV-INC29723  
Invoice Date 10/14/2021  
Terms  
PO #  
Due Date 11/30/2021  
Site Code CHAM1691  
Created From Sales Order #SO-INC29943  
Currency US Dollar

**Bill To**

Champaign Public Library/Urbana  
200 W Green Street  
Champaign IL 61820  
United States

Qty	Description	Options	Amount
1	Polaris Core Bundle Maintenance for public libraries		40,826.01
100	Polaris Staff User Licenses Maintenance		8,139.58
100	Polaris Staff User Licenses Maintenance		18,313.42
2	Polaris e-Commerce Maintenance	Polaris eCommerce Vendor: Not Recorded eCommerce Access Point: PAC	0.00
1	Polaris Custom Services Maintenance (OCLC Authority Header Update)	Polaris Custom Services: OCLC Authority Header Update	942.08
1	Polaris Database Synch Service Maintenance		602.93
1	Polaris API (PAPI) Maintenance		1,507.32
1	Polaris Outreach Services Maintenance		753.66
1	Polaris Integration License Maintenance	Polaris Integration License Options: RFID	1,148.44
1	Polaris Mobile PickList App Maintenance 1 December 2021 - 30 November 2022		847.66

70172-52740

OK  
Automation  
See attached  
Amy

Cpl = \$ 49,412.07  
 LH1 = 23,669.03  
\$ 73,081.10

} see attached

Invoice #

INV-INC29723

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

Qty	Description	Options	Amount

**Total** 73,081.10  
**Amount Due** US\$73,081.10

FEIN 94-2553274

Please remit electronically to:  
 Bank of America, N.A.  
 ABA/Routing Code: 026009593  
 SWIFT (USD Payments): BOFAUS3N  
 SWIFT (non-USD Payments): BOFAUS6S  
 Beneficiary: Innovative Interfaces Incorporated  
 Beneficiary Account: 1416200046

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative.

For billing inquiries contact us at:  
 1-510-655-6200 or billing@iii.com

For payments remitted by check via regular mail:  
 Innovative Interfaces, Inc  
 PO Box 74008010  
 Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
 Bank of America Lockbox Services  
 Innovative Interfaces, Inc  
 LBX #74008010  
 540 W Madison, FL 4  
 Chicago, IL 60661

## Automation Breakout

INV INC29723

	Total	CPL	UFL	Division	
Polaris Core Bundle	Server Software	\$ 27,131.78	\$ 18,087.85	\$ 9,043.93	2/3 + 1/3
	Simply Reports	\$ 3,145.12	\$ 1,887.07	\$ 1,258.05	6 + 4
	Self check (SIP) CPL QTY 8	\$ 1,085.25	\$ 1,085.25	\$ -	ALL CPL
	Self check (SIP) UFL QTY 6	\$ 775.21	\$ -	\$ 775.21	ALL UFL
	Collection Agency Manager	\$ 1,695.73	\$ 1,130.49	\$ 565.24	2/3 + 1/3
	Export Express	\$ 452.19	\$ 301.46	\$ 150.73	2/3 + 1/3
	EDI	\$ 943.54	\$ 629.03	\$ 314.51	2/3 + 1/3
	URL Detective	\$ 226.10	\$ 150.73	\$ 75.37	2/3 + 1/3
	LEAP	\$ 5,371.09	\$ 5,371.09	\$ -	ALL CPL
<b>CORE BUNDLE TOTAL</b>	<b>\$ 40,826.01</b>	<b>\$ 28,642.97</b>	<b>\$ 12,183.04</b>		
Other services or licenses	Staff Client	\$ 8,139.58	\$ 5,426.39	\$ 2,713.19	2/3 + 1/3
	Staff client	\$ 18,313.42	\$ 12,208.95	\$ 6,104.47	2/3 + 1/3
	RFID Integration UFL	\$ 1,148.44	\$ -	\$ 1,148.44	ALL UFL
	Outreach Services	\$ 753.66	\$ 502.44	\$ 251.22	2/3 + 1/3
	API	\$ 1,507.32	\$ 753.66	\$ 753.66	1/2 + 1/2
	Pick List	\$ 847.66	\$ 847.66	\$ -	ALL CPL
	Database Sync	\$ 602.93	\$ 401.95	\$ 200.98	2/3 + 1/3
	Authority Header Control	\$ 942.08	\$ 628.05	\$ 314.03	2/3 + 1/3
<b>TOTALS</b>	<b>\$ 32,255.09</b>	<b>\$ 20,769.10</b>	<b>\$ 11,485.99</b>		
<b>INVOICE TOTAL</b>	<b>\$ 73,081.10</b>	<b>\$ 49,412.07</b>	<b>\$ 23,669.03</b>		



LinkedIn at Carahsoft

carahsoft.

11493 SUNSET HILLS ROAD | RESTON, VIRGINIA 20190  
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
WWW.CARASOFT.COM | SALES@CARASOFT.COM

TO: Nanette Donohue  
Technical Services Manager  
Champaign Public Library  
200 W. Green Street  
Champaign, IL 61820 USA

FROM: Debby Gatto  
LinkedIn Government at Carahsoft  
11493 Sunset Hills Road  
Reston, Virginia 20190

EMAIL: NDonohue@champaign.org

EMAIL: Debby.Gatto@carahsoft.com

PHONE: (217) 403-2014

PHONE: (571) 662-3012 FAX: (703) 871-8505

TERMS: FTIN: 52-2189693  
Shipping Point: FOB Destination  
Remit To: Same as Above  
Payment Terms: Net 30 (On Approved Credit)  
Cage Code: 1P305  
DUNS No: 088365767  
Credit Cards: VISA/MasterCard/AMEX  
Sales Tax May Apply

QUOTE NO: 24655468  
QUOTE DATE: 09/30/2021  
QUOTE EXPIRES: 12/01/2021  
RFQ NO:  
SHIPPING: ESD  
TOTAL PRICE: \$15,750.00

TOTAL QUOTE: \$15,750.00

LINE NO.	PART NO.	DESCRIPTION	QUOTE PRICE	QTY	EXTENDED PRICE
1	LILLIBRARY-1801-5-2	LinkedIn Learning for Library provides access to high-quality learning content (includes all languages available). Includes one master admin complimentary user. QTY reflects total population served. - Quantity Served: 100,001 - 150,000 LinkedIn - LILLIBRARY-1801-5 Start Date: 12/02/2021 End Date: 12/01/2022	\$15,750.00	OM 1	\$15,750.00
SUBTOTAL:					\$15,750.00
TOTAL PRICE:					\$15,750.00
TOTAL QUOTE:					\$15,750.00

$2/3 = cpl = \$10,500$   
 $1/3 = ufi = 5,250$   
\$ 15,750.-



LinkedIn at Carahsoft

carahsoft.

11493 SUNSET HILLS ROAD | RESTON, VIRGINIA 20190  
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

LINE NO. PART NO. DESCRIPTION QUOTE PRICE QTY EXTENDED PRICE  
For your order, we will need the 3.2.1. LinkedIn Learning for Library verbiage below included on your purchase order. If paying by credit card over the phone, check, or electronic funds transfer, an email back stating "I confirm the 3.2.1. LinkedIn Learning for Library verbiage" will suffice.

**3.2.1. LinkedIn Learning for Library:**

"For each LinkedIn Learning for Library seat purchased by Customer, any Customer User who has a valid Customer's library card or pin/password may access the LinkedIn Learning content via LinkedIn Learning for Library during the term of the order. The LinkedIn User Agreement will not apply to LinkedIn Learning for Library Customer Users. A Customer User is an individual designated by Customer that has (1) registered, received, and maintains an active Customer library card/Customer Account and (2) who resides (maintains a valid address) in Customer's geographical service location. Customer must verify that the individual resides in the Customer's geographical service location. A Customer User may be a staff member even if the staff member does not reside in Customer's geographical service location. Customer may only market the LinkedIn Learning for Library service to individual patrons of the Library. Customer or any government entity related to or associated with Customer will not market to any other groups, including but not limited to, any business, corporation, school district, school (including higher-education such as universities or colleges), non-profits, and government agencies. Customer's breach of the foregoing sentence will be considered a material breach of the Agreement. If LinkedIn determines that Customer or any other entity is marketing LinkedIn Learning for Library without permission, LinkedIn will terminate Customer's order. Customer will not be able to establish sub administrators, upload content, reassign seats, or display or perform the content in a public setting, including a conference room or classroom."

**BOARD OF TRUSTEES OF THE URBANA FREE LIBRARY  
RESOLUTION NO. 2022-01**

**RESOLUTION TO APPROVE SERVICE AGREEMENT WITH PROOF STUDIO, INC.**

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

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

**WHEREAS**, the Board of Library Trustees of the Library has the power and authority to enter into and amend contracts for the purpose of operating and maintaining the website owned by the Library; and

**WHEREAS**, the Board of Library Trustees deems it necessary and appropriate to enter into a service agreement on behalf of the Library and Proof Studio Inc.

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

**Section 1.**

The Board of Library Trustees shall and does hereby approve the service agreement by and between the Library and Proof Studio, Inc. in substantially the form appended hereto and made a part hereof.

**Section 2.**

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

**Section 3.**

All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

**ADOPTED** by the Board of Trustees at a regular meeting thereof, held this 11<sup>th</sup> day of January, 2022.

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

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

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

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

**RESOLUTION DECLARED ADOPTED.**

---

John Thies, President

---

Barbara Bennett, Secretary

# Web Design & Development Contract for Urbana Free Library

This Agreement (hereinafter "Agreement") is made and entered into this [insert final date], and is intended to be a binding contract for services between Proof Studio, Inc. and Urbana Free Library (Client). The following is a complete recitation of the Parties' expectations, commitments, and understandings:

## 1. Project Overview

Client is hiring Proof Studio as an independent contractor to perform the following services in exchange for compensation as set forth below:

- Strategy, design, usability testing, and implementation of a redesign of <https://urbanafreelibrary.org/> in a modern content management system.
- Training and Knowledge Transfer.
- Delivery and launch in a compatible hosting environment of the Client's choice.

## 2. Work to be Performed and Deliverables

### Phase 1: Discovery & Strategy -- 20 hours

Includes learning about your existing platform, reviewing client's existing research, reviewing high-level goals, internal team organization and strategy, and a kickoff meeting.

#### *Deliverables*

- Technical audit of existing platforms (internal documentation)
- Kickoff meeting
- Written Project Brief

### Phase 2: Stakeholder Interview -- 10 hours

Perform up to four stakeholder interviews to better understand high-level goals from a diversity of internal stakeholders.

#### *Deliverables*

- Interview recordings (if applicable)
- Written notes and analysis
- Live presentation and Q&A

### Phase 3: Content Strategy, Information Architecture, & Navigation -- 10 hours

Includes high-level overview of content requirements and direction for future content -- migration, rewriting, and entirely new pages or sections.

#### *Deliverables*

- Collaborative content manifest spreadsheet
- Written Information Architecture Plan (outline written notes for future content organization)
- Notes or visual diagram showing implementation details--relationships among pages, content sections, and third-party applications

#### **Phase 4: Interface Design -- 45 hours**

Includes wireframes and high-fidelity comps representing visual design of the future site in desktop/laptop, tablet, and mobile form factors.

##### *Deliverables*

- Wireframes (low-fidelity comps) for homepage, header/navigation, footer, and up to four interior page variations
- High-fidelity comps for homepage, header/navigation, footer, and up to four interior page variations
- Interactive/clickable prototypes representing up to six specific interior pages

#### **Phase 5: Usability Testing -- 15 hours**

Includes scripting and executing usability testing for 3 or 5 participants (final number of participants to be determined based on complexity of design problems to test).

##### *Deliverables*

- Usability test script written in consultation with Client
- Usability test written report and presentation of findings

#### **Phase 6: Development and launch -- 80 hours**

Includes website CMS development according to Information Architecture and Design phases above.

##### *Deliverables*

- A website with back-end content management functionality (CMS) developed and delivered in the Drupal Open Source CMS.
- Plug-Ins, Extensions, Widgets, and Modules, including integration third-party widgets or scripts in the theme templating system or directly in content-entry fields. Drupal extensions (modules) to be vetted for security, reliability, and adoption/acceptance by the Drupal community.
- An integrated search form that enables users to toggle between website search, Polaris CU Catalog search, and Polaris Local History Online Catalog search.
- Integrated Communico widget(s).
- Template-based theming capability.
- Third-party integrations via embeddable widgets, links to third-party services, and API calls.
- Implementation of webforms via Drupal's Webform module.
- Display of location and hours.
- Responsive, mobile-friendly design.
- User management with at least one admin-level user at the library who is trained to manage content authors who have simpler privileges within the site.
- ADA Accessible design.
- Limited SEO best practices, such as page metadata, proper redirection, descriptive headings and URLs.
- Language translation via Google's translation widget integrated into a global site template.

- Sitemap.
- File management.
- Training via several one-hour sessions throughout the course of development and content entry.
- Launch within 6-8 months of contract execution.

### **Training, Project Management, and Administration – 20 hours**

#### *Deliverables*

- Content management training prior to launch
- CMS platform management/maintenance training prior to or just after launch

This is a basic outline of services to be provided. Specific solutions and deliverables within the scope outlined herein will be mutually agreed upon in future written documents between the Parties. Specific project milestones and deadlines will be communicated and documented in email throughout the project.

Client agrees to provide information necessary for Proof Studio to complete the work including, but not limited to, timely feedback on work completed (with specific timeline for feedback to be outlined in future written documents).

### **3. Term of Contract**

The term of this Agreement shall be for an unspecified period, beginning on the date this contract is fully-executed, and continuing in effect until the services provided as described herein have been performed or until this Agreement has been terminated.

### **4. Fees and Other Charges**

The rate for Proof Studio's services will be \$100.00 per hour for up to 200 hours as identified herein, or \$20,000. Any additional hours or fees shall be incurred only with prior written consent of Client.

Client agrees to pay \$5,000 (hereinafter the "Down Payment"), within 30 days after executing this Agreement as an advance toward work on the project. Fees incurred for hours worked each month for Client will first be billed against the Down Payment. Once the fees for Proof Studio's services exceed the Down Payment, all fees shall be invoiced directly to Client monthly.

A final payment will be invoiced upon presentation of final work. All payments are due within 30 days of invoicing.

If time to complete the scope of work in Section 2 is less than 200 hours, Client will only be responsible for paying the hours actually worked to complete the scope of services. If there is a portion of the 200 hours remaining after the completion of the scope of services, Client may work with Proof Studio on a new agreement utilizing those hours for other services outlined in the new agreement.

Client will reimburse Proof Studio for its out-of-pocket cost of materials (such as stock photography, font licensing, etc.). Proof Studio will request approval prior to incurring any

reimbursable costs. Approved costs will be included on monthly invoices for reimbursement and payments will be due within 30 days of invoicing.

## **5. Ownership**

Proof Studio agrees to transfer ownership of Finalized Intellectual Property (except that which already falls under the ownership of another third party, such as open source content management system, open source plugins, jQuery libraries, etc.) upon receipt of final payment. "Finalized Intellectual Property" is defined as the complete and final version of Client's website which Client signs off on and approves for launch. Finalized Intellectual Property does not include all plans, versions or drafts of Client's website which are not approved or signed off on for launch. Proof Studio reserves the right to use the development, design, and coding of the Final Intellectual Property as an example of its work in portfolios, résumés, marketing materials, and so forth. Proof Studio shall not use Client's name in any marketing materials or reference information without the prior consent of Client.

## **6. Contract Additions and Amendments**

This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations and agreements. Any changes to this Agreement must be made in writing and signed by the Parties. Any oral representation or modification concerning this Agreement shall be of no force or effect. All specific solutions and deliverables within the scope outlined in Section 2, above, shall be an integral portion of this Agreement.

If Client requests changes to the scope of work in Section 2 that would require 10% or more additional time than is quoted above to produce the deliverables for any given section, Proof Studio shall have the option to require Client to enter into a new agreement which may include providing an additional Down Payment. If Proof Studio elects to require a new or revised agreement, Proof Studio shall have the right to refrain from beginning work until such new or revised agreement is signed and any additional Down Payment is paid.

This Agreement does not cover hosting services or ongoing support including but not limited to: module updates, additional training, and additional feature development after initial site launch. To the extent Client seeks such services from Proof Studio, a separate agreement shall be executed.

## **7. Confidential information**

Proof Studio agrees not to disclose confidential information about Client and its business to any third parties. Client agrees not to disclose confidential information about Proof Studio, except as required by law.

## **8. Limited Warranty**

Proof Studio shall provide a limited warranty for defects attributable to work performed by Proof Studio for a period of 60 days following acceptance and final payment. Notice of any such defects shall be provided by Client using Notice provisions as set forth in Section 17, below. Proof Studio shall have 7 days to cure defects identified under warranty provisions.

## **9. Attorney's Fees**

In the event it becomes necessary for either party to bring legal action or other proceeding to enforce any terms, covenants or conditions of this Agreement, the prevailing party in any such dispute shall be entitled to recover all costs and expenses (including but not limited to expert witness fees and attorneys' fees) incurred in resolving such dispute from the non-prevailing party.

## **10. Termination of Agreement**

Client has the right to terminate this Agreement at any time. If such termination occurs, Client agrees to pay Proof Studio for all hours Proof Studio has worked under this Agreement through the date of termination at Proof Studio's hourly rate of \$100.00 per hour.

Proof Studio also has the right to terminate this Agreement if: a) Proof Studio is unable to complete the work because Client sufficiently changes the scope, direction, or requirements of the project; or b) Client fails to compensate Proof Studio as set out in this Agreement. If such termination occurs, Proof Studio agrees to turn over all completed work. Client will still be obligated to compensate Proof Studio for all hours worked.

## **11. Waiver**

A waiver of any right or obligation under this Agreement must be in writing to be effective.

## **12. Interpretation and Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado without regard to its choice of law provisions with venue in Kent County, Michigan.

## **13. Enforceability**

If any portion of this Agreement is held invalid by operation of law, the remaining terms of this Agreement shall not be affected.

## **14. Successors and Assigns**

This Agreement shall be binding upon and enforceable by the Parties' successors and assigns.

## **15. Counterparts**

This Agreement may be executed in counterparts and will be as fully binding as if signed in one entire document.

## **16. Indemnification**

Each party to this Agreement (as "the Indemnifying Party") shall indemnify the other (as "the Indemnified Party") against all claims of whatsoever nature made against the Indemnified Party as a result in whole or in part of the actions of the Indemnifying Party or the Indemnifying Party's employees. The obligations created by this Section include an obligation on behalf of

the Indemnified Party to advise the Indemnifying Party of any claims made and an obligation to cooperate with the Indemnifying Party in the conduct of any resulting litigation.

## 17. Notices

All notices required under this Agreement shall be sent by U.S. Mail or email to the following addresses:

Proof Studio:  
Sean F. Fitzpatrick  
442 Charles Ave SE  
Grand Rapids, MI 49503  
sean@proofstudio.co

Client:  
Celeste Choate  
Executive Director  
The Urbana Free Library  
210 West Green Street  
Urbana, IL 61801  
cchoate@urbanafree.org

Such notice shall be deemed given upon personal delivery to the appropriate address, three business days after the date of mailing if sent by certified or registered mail, one business day after the date of deposit with Federal Express or similar overnight courier, or one business day after notices sent to the email address provided.

In witness whereof, Urbana Free Library and Proof Studio, Inc. have signed and executed this Agreement on the dates indicated below and agree to be bound by its terms.

---

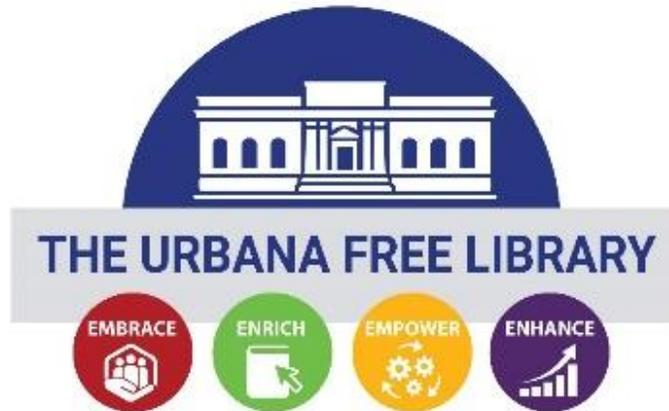
**Sean F. Fitzpatrick**                      Date

President, Proof Studio, Inc.

---

**Celeste Choate**                      Date

Executive Director, The Urbana Free Library



# **The Urbana Free Library Technology Plan**

**January 2022 – January 2023**

## Acknowledgements

The following *Technology Plan* has been aligned to The Urbana Free Library *Strategic Plan* adopted as of December 2019.

Many individuals participated in and contributed directly to the development of this *Technology Plan* document.

Stakeholders participated in group Tech Committee meetings and led departmental discussions to gather information for this year's *Technology Plan*.

Key contributors include:

Rebecca Brown – Office Manager

James Muckenhirn –Shelver/Barista

Jordan Kahle – Adult & Youth Services Librarian

Drew Kenton – Information Technology Manager

Ann Panthen – Archives Assistant/Information Assistant

Amanda Standerfer – Director of Community Engagement

Matthew Wetherbee – Acquisitions Clerk/Acquisitions Cataloging Clerk

Esther Yi – Adult & Youth Services Librarian

### A. Library Mission Statement

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

### B. Technology Vision Statement

The Urbana Free Library (TUFL) is committed to the use of technology to improve the quality, scope, and efficiency of Library services. The Library will continually review and adopt new technology to improve the Library experience of its users, increase access to information, and enhance employees' ability to perform their duties.

### C. Timeline of Routine Responsibilities

Tech Committee:

An appointed group of staff members, one from each area, who represent the viewpoints and ideas of all Library employees.

- Review unmet technology needs of staff and Library users.
- Review tech competencies for all staff and for individual departments.

- Review software/hardware configurations of all public computers.
- Review equipment requests for public checkout, in-house public use, and programming.
- Review technology needs in light of developments at partnering agencies.
- Review Technology Plan progress and emerging technologies.
- Review and revise Technology Plan to forward to Administration and the Library Board in December.
- Post the Board-approved Technology Plan in January.

#### D. Budget

The Library will commit sufficient budget to acquire and maintain hardware, software, and professional development necessary for improved technology services to Library users and staff.

#### E. Progress on the 2021-2022 Technology Plan



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

***WE WELCOME ALL.***

- Eleven more hotspots were purchased for the collection to meet high patron demand for initial hotspots purchased.
- A new Chromebook collection was rolled out to meet patron demand for remote work and learning devices. Five Chromebooks were bundled with hotspots to ensure patrons have Internet access for using the devices. Ten Chromebooks are also in circulation without hotspots.
- Two new microfiche machines were purchased for The Champaign County Historical Archives (CCHA) to replace aging equipment.
- Volo installed fiber to UFL to provide a new 1GB Fiber connection that will maximize Internet speeds for patrons and staff.
- Reopening the Library in early 2021 required updating multiple software programs on public computers left dormant during COVID Library closures.
- A Ring doorbell was purchased and installed at the Green Street entrance to facilitate patron entry when the Library was in a “By Appointment Only” service model. Once we reopened, patrons who didn’t feel comfortable entering the Library due to COVID concerns still used the Ring doorbell to request staff assistance.



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

***WE SPARK CURIOSITY.***

- A digital camera was purchased for the CCHA to expand use of the Omeka platform and provide greater digital access to CCHA resources. This camera also allows for other content creation and immediate documentation of local history.
- IT staff created video editing instructions for staff, which increased staff capacity to create and edit videos for programming and promotional purposes.
- Wireless microphones were purchased to create better-sounding virtual programs for patrons.
- A WiFi hotspot was purchased for programming staff so that they have access to WiFi during patron programs held off-site.



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

***WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.***

- IT staff and CCHA staff worked together to set up WiFi and workstations that allow for full staff functionality and processing of the *News-Gazette* collection at the Lincoln Square CCHA space.
- Aging RFID equipment in Circulation and Acquisitions was replaced to ensure continuity of staff productivity.
- iPads were purchased to allow staff to register patrons for library cards electronically, reducing paper, increasing patron convenience, and increasing confidentiality of patron data.
- New staff printers in Circulation and Acquisitions increased staff efficiency, and the purchase of additional staff laptops increased staff's ability to work remotely, limited the number of staff in the building, and maximized COVID safety.
- Periodic staff cybersecurity testing and follow-up training continued to ensure staff can recognize emerging types of threats. Training programs are modified regularly to address any vulnerabilities identified by the testing and training.



**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.***

- Envisionware Branch Manager software was installed at all Circulation workstations to allow staff immediate access to title information and security status when the gate alarms go off, ensuring security of the collection.
- A one-year service agreement was signed with Simplified Computers to provide network and infrastructure support and to provide UFL IT staff with access to software and expertise beyond what is available in-house.
- The service agreement with Simplified Computers also provided the Library with improved remote support capability and high-level trouble-shooting for complex IT issues.
- Microsoft Office app upgrades were begun to allow for multi-factor authentication compatibility and increased cybersecurity.

#### **F. Future Projects Being Explored**

The following pages highlight starting points and exciting ideas for technology advancements under each of the strategic pillars over the next year. Decisions about whether to or how to execute them will be informed and shaped by the Strategic Plan and departmental activity plans.



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

***WE WELCOME ALL.***

**Activity 1: Select a software solution that will help us leverage data about our patrons and community.**

- Attend software demos and evaluate capabilities in relation to Library needs.
- Implement and test software.

**Activity 2: Select a software solution to enable a fully online library card registration option.**

- Attend software demos and evaluate capabilities in relation to Library needs.
- Implement and test software before rollout to patrons.

### **Activity 3: Implement a tablet solution for Children's Services.**

- Investigate solutions for anchoring and wiping devices after each use.



**We connect people with tools and resources for learning and leading fruitful lives.**  
***WE SPARK CURIOSITY.***

### **Activity 1: Increase tech options available to patrons to enhance meeting capabilities.**

- Investigate PA system that connects to a microphone to project speakers' voices during meetings.
- Provide a variety of Dongles for public meeting rooms – PC and Mac.
- Provide adapters for Macs to HDMI for meeting rooms.

### **Activity 2: Upgrade tech options available to patrons and streamline their ability to get work done.**

- Update PCRes to MyPC for a smoother printing experience.
- Investigate replacement of public copiers for increased speed and reliability.
- Investigate ways for patrons to download larger executable files to fix or update their machines without compromising security.
- Add reliable mobile printing to give patrons the ability to print from their own devices throughout the Library.
- Update LPT1 printing and Jamex so that printing and payment for printing is a smoother process.
- Investigate ways to increase the Library's upload and download speeds in the building.

### **Activity 3: Launch a new Library website.**

- Migrate website to an open source content management system.

### **Activity 4: Implement additional digital displays.**

- Investigate feasibility of adding digital displays to the lower lobby and 2<sup>nd</sup> floor.

### **Activity 5: Add tools that allow Archives patrons to better use the collection.**

- Add a large scanner in Archives to accommodate large format books and oversized archival material for patron and staff use.

- Add two 32-inch monitors in Archives to improve patron and staff ability to use existing ST imaging devices.



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

***WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.***

**Activity 1: Expand staff ability to check out Library materials off-site.**

- Test new USB RFID pads for remote checkout over VPN on staff laptops for use during future in-person outreach events.

**Activity 2: Increase tech options available to staff to enhance program capabilities.**

- Investigate wireless microphone to enhance outdoor programming audio.
- Fix current or upgrade to a new portable speaker/microphone system for outdoor programming.
- Purchase device to suspend staff iPad over crafts to facilitate Zoom craft programs.



**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.***

**Activity 1: Create infrastructure redundancy to ensure Library can provide continual service to staff and patrons.**

- Work with UFL's new Managed Service Provider (Simplified Computers) to complete the following projects in the coming weeks and months:
  - Hyper-V Server storage clustering.
  - Dual Internet Service Provider (ISP) setup, which means if one service ever goes down we will be able to switch for failover.
  - Second firewall for failover purposes.
  - Patch management.

**Activity 2: Complete a shelf inventory to aid patrons and staff in finding material.**

- Research current tools available as well as best practices in conducting a collection inventory.

**Activity 3: Enhance secure staff access in various parts of the building.**

- Investigate adding prox card scan pads to locations identified by staff for convenience and staff safety.

**Activity 4: Enhance shelving staff efficiency.**

- Investigate improving Request to Fill report's sort/print parameters.

**E. Conclusion**

Since technology is constantly evolving, this plan will be considered a framework that will guide, but not limit, the Library's use of technology. The Tech Committee will review the progress of these goals annually. This plan will be in place from January 2022 until January 2023, when it will be updated.

DRAFT

Dewey

Written by 2021 Urbana Poet Laureate Ashanti Files

I have always found safety within you  
Your pages have never once failed  
It wasn't until recently that I recognized  
How far within you I could delve

You opened your doors when I wept silently  
You encouraged me when I felt inept  
You sang my praises and honored my words  
You gave courage to play the cards I've been dealt

Gentle voices of your staff encourage  
Small minds opened; small hands endued  
Local creations behind glass display cases  
Smells of a robust and chocolate brew

Your halls may at times be silent  
One of the best kept secrets of our town  
Your foundations hold firm, only compliant  
That here, knowledge will *always* be found

Your auditorium resounds with quiet applause  
Carpeted areas by children, adorned  
A helping hand is ever present  
At our library, where anyone can be reborn

THE URBANA FREE LIBRARY: Selected Statistics--2 year comparison FY21-FY22	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY YTD total		Difference: YTD FY22 Nov minus YTD FY21 Nov
<b>PROGRAMS</b>															
Total number all library programs FY21	58	59	50	46	48	42	37	39	44	47	50	55	575	FY21	
Total number all library programs FY22	41	40	41	37	36								195	FY22	(66)
Total number all program attendees FY21	382	1,123	1,057	971	689	718	778	849	706	1,207	1,048	1,480	11,008	FY21	
Total number all program attendees FY22	681	643	591	871	449								3,235	FY22	(987)
Total number of additional views of recorded programs FY21 (Note 11)		9	23	124	66	35	42	6	40	71	50	55	521	FY21	
Total number of additional views of recorded programs FY22		3	58	3	6								70	FY22	(152)
<b>LIBRARY CARDS</b>															
Total number of current cardholders (R/NR) at end of month FY21	12,160	10,126	9,943	10,844	11,298	11,363	12,513	11,420	11,396	11,730	11,722	11,728	11,728	FY21	
Total number of current cardholders (R/NR) at end of month FY22	11,696	11,213	11,226	14,640	14,610									FY22	
<b>COLLECTION</b>															
Total collection size FY21	453,279	454,079	455,204	455,354	457,955	457,431	459,730	456,590	456,991	471,552	472,919	481,281	481,281	FY21	
Total collection size FY22 (Note 1)	482,341	487,044	492,214	493,207	505,335									FY22	
Cumulative total number of linear feet of Archives collection FY21													6,130	FY21	
Cumulative total number of linear feet of Archives collection FY22	6,130												6,130	FY22	
<b>CIRCULATION</b>															
Total circulation of all items (including self-check) FY21	48,450	54,990	55,950	58,945	53,633	43,806	39,158	47,095	52,995	48,880	53,243	55,141	612,286	FY21	
Total circulation of all items (including self-check) FY22 (Note 2)	55,678	56,058	53,339	56,657	54,610								276,342	FY22	4,374
<b>OTHER COLLECTION USE</b>															
In-House Circulation of circulating electronic equipment	4	9	2	10	4	-	-	-	-	-	-	-	-	-	-
TUFL items sent to other libraries for interlibrary loan	5,860	5,560	5,482	5,870	5,443										
Total Other Collection Use	5,864	5,569	5,484	5,880	5,447						0	-	-	-	-
TOTAL USE OF COLLECTION (Note 10)	61,542	61,627	58,823	62,537	60,057	-	-	-	-	-	-	-	304,586		
Total circulation using self-check FY21	6,239	7,101	7,228	8,796	7,993	377	360	8,599	9,324	8,822	9,406	10,610	84,855	FY21	
Percentage self-check FY21	13%	13%	13%	15%	15%	1%	1%	18%	18%	18%	18%	19%	14%		
Total circulation using self-check FY22	9,489	9,813	9,368	9,492	9,472	#DIV/0!	47,634	FY22	10,277						
Percentage self-check FY22	17%	18%	18%	17%	17%	#DIV/0!	17%								
Total circulation of downloadables FY21	8,105	7,676	7,055	7,033	7,344	8,020	8,397	7,570	8,204	7,752	8,250	8,263	93,669	FY21	
Percentage downloadable FY21	17%	14%	13%	12%	14%	18%	21%	16%	15%	16%	15%	15%	15.30%		
Total circulation of downloadables FY22 (Note 9)	8,507	8,469	7,569	7,942	8,194	#DIV/0!	40,681	FY22	3,468						
Percentage downloadable FY22	15%	15%	14%	14%	15%	#DIV/0!	15%								
<b>REFERENCE QUESTIONS</b>															
Total numbers of all Reference Qs library-wide FY21	3,292	3,296	2,769	3,082	2,866	2,025	2,223	2,633	3,135	2,624	2,762	3,434	34,141	FY21	
Total numbers of all Reference Qs library-wide FY22 (Note 3)	3,617	3,547	3,372	3,843	3,317								17,696	FY22	2,391
<b>INTERNET</b>															
Total number of views of library homepage FY21	30,638	30,212	28,913	29,210	29,994	31,792	33,235	29,020	29,080	25,743	24,921	26,810	349,568	FY21	
Total number of views of library homepage FY22 (Note 4)	27,183	26,552	24,852	25,473	24,754								128,814	FY22	(20,153)
Total number unique webpage users/visits FY21	7,459	7,985	7,665	7,532	7,097	6,985	7,861	7,926	7,653	6,898	6,481	6,643	88,185	FY21	
Total number unique webpage users/visits FY22	7,847	7,354	7,080	7,159	7,928								37,368	FY22	(370)
Total number searches in CU Online/LHO FY21	54,636	49,898	57,974	57,157	48,854	51,977	72,273	80,116	48,738	52,653	68,411	42,481	685,168	FY21	
Total number searches in CU Online/LHO FY22	63,746	35,956	37,279	61,302	54,097								252,380	FY22	(16,139)
Total # of public computer sessions FY21	1,145	1,457	1,631	1,548	967	252	330	729	1,207	936	1,986	1,264	13,452	FY21	
Total # of public computer sessions FY22 (Note 5)	1,570	1,482	1,586	1,630	1,376								7,644	FY22	896
Total # of hours of public computers used FY21	686	939	1,009	973	598	127	164	385	689	528	612	931	7,641	FY21	
Total # of hours of public computers used FY22 (Note 6)	1,216	1,103	1,215	1,325	1,094								5,953	FY22	1,748
<b>VOLUNTEERS</b>															
Total number of volunteer hours in whole library FY21	118	159	111	222	200	75	47	127	144	198	170	266	1,837	FY21	
Total number of volunteer hours in whole library FY22 (Note 7)	188	174	224	354	395								1,334	FY22	525
<b>MISCELLANEOUS</b>															
Door count--monthly total for library FY21	11,472	12,019	12,309	13,060	8,406	338	421	8,762	10,680	10,106	10,296	12,701	110,570	FY21	
Door count--monthly total for library FY22	13,996	14,869	13,734	14,946	14,132								71,677	FY22	14,411
Total number of notary stamps per month FY21	208	203	356	356	318	0	0	136	222	268	208	297	2,572	FY21	

Total number of notary stamps per month FY22	282	411	286	373	360								1,712	FY22	271
Library room use--total number bookings FY21	0	0	2	5	9	0	0	0	0	1	0	0	17	FY21	
Library room use--total number bookings FY22	7	6	8	11	17								49	FY22	33
Study room use--total number bookings FY21	0	0	0	0	0	0	0	0	0	0	0	21	21	FY21	
Study room use--total number bookings FY22 (Note 8)	84	97	96	117	122								516	FY22	516

- Note 1) Collection size is defined as "An organized collection of printed or other library materials, or a combination thereof," and includes books, newspapers, magazines, video, audio, software, and downloadable resources.
- Note 2) Circulation includes all items checked out/renewed on Polaris (UFL + recip borrowed + ILL + 3M cloud) PLUS items checked out/downloaded from our Internet sources. Definition of circulation from IPLAR: Report the total annual circulation, including renewals, of all adult/childrens materials (age 15 or older) in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile).  
Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions. Exclude: ILL to other libraries.
- Note 3) IPLAR definition of Reference Question: "A reference question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, and other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services.  
EXCLUDE: Directional transactions or questions about library rules/policies."
- Note 4) IPLAR definition of homepage: This is the number of times the library's homepage was viewed by any visitor to the library's website. A page can be viewed more than once by the same visitor, and each view should be counted.
- Note 5) Total of manual & electronic stats. Currently tabulated manually at children's game workstations. Adult computer lab; computers in Children's for adults; and computers in Archives tabulated via PC Reservation.
- Note 6) Includes the Adult Computer Lab, the Parents' computers in Children's Department, and the Archives computers controlled by Envisionware PC Res Usage.
- Note 7) Volunteers managed in different departments, not Friends of The Urbana Free Library or the Champaign-Urbana Herb Society.
- Note 8) This number only includes study room bookings.
- Note 9) This number includes downloadable books, magazines, videos via Zinio, My Media Mall, and 3M Cloud.
- Note 10) Total Use of Collection = Circulation + CCHA in-house use + electronic equipment in-house use + interlibrary loan
- Note 11) This is based on the number of additional views of the previous months' programs, so July 2021 does not have a number, since June 2021 was FY21.

## Cash Flow with ytd

The Weiner Companies td

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

Owned By: Urbana Free Library

Date Range: 12/01/2021 to 12/31/2021

Include ero Balance G  Accounts: No

Account Name	Selected Period	Fiscal Year To Date
<b>Operating Income &amp; Expense</b>		
<b>Income</b>		
Rent	1,169.95	19,120.00
<b>Total Operating Income</b>	<b>1,169.95</b>	<b>19,120.00</b>
<b>Expense</b>		
Repair	0.00	2,321.81
Grounds Maintenance	120.00	1,236.40
Cleaning & Maintenance	2,366.50	8,007.20
Management Fees	93.60	1,529.60
Property Tax	0.00	8,186.86
Electricity & Gas	305.56	1,708.61
Water & Sewer	107.85	1,366.59
<b>Total Operating Expense</b>	<b>2,993.51</b>	<b>24,357.07</b>
<b>NOI - Net Operating Income</b>	<b>-1,823.56</b>	<b>-5,237.07</b>
Total Income	1,169.95	19,120.00
Total Expense	2,993.51	24,357.07
<b>Net Income</b>	<b>-1,823.56</b>	<b>-5,237.07</b>
<b>Other Items</b>		
Tenant Deposits	0.00	-500.00
Interest on Tenant Deposits	0.00	-0.05
<b>Net Other Items</b>	<b>0.00</b>	<b>-500.05</b>
<b>Cash Flow</b>	<b>-1,823.56</b>	<b>-5,737.12</b>
<b>Beginning Cash</b>	<b>21,213.53</b>	<b>24,627.09</b>
<b>Beginning Cash &amp; Cash Flow</b>	<b>19,389.97</b>	<b>18,889.97</b>
<b>Actual Ending Cash</b>	<b>19,389.97</b>	<b>19,389.97</b>

## Cash flow detail wcl

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

Owned By: Urbana Free Library

Date Range: 12/01/2021 to 12/31/2021

Exclude Suppressed Fees: No

Account Name	Amount	Description
<b>Operating Income &amp; Expense</b>		
<b>Income</b>		
<b>Rent</b>		
	59.95	October 2021
	360.00	December 2021
	750.00	December 2021
<b>Total Rent</b>	<b>1,169.95</b>	
<b>Total Operating Income</b>	<b>1,169.95</b>	
<b>Expense</b>		
<b>Grounds Maintenance</b>		
	120.00	gutter cleaning
<b>Total Grounds Maintenance</b>	<b>120.00</b>	
<b>Cleaning &amp; Maintenance</b>		
	2,366.50	asbestos inspection
<b>Total Cleaning &amp; Maintenance</b>	<b>2,366.50</b>	
<b>Management Fees</b>		
	93.60	Management Fees for 12/2021
<b>Total Management Fees</b>	<b>93.60</b>	
<b>Electricity &amp; Gas</b>		
	11.47	
	28.17	
	70.27	
	70.08	
	28.60	
	96.97	
<b>Total Electricity &amp; Gas</b>	<b>305.56</b>	
<b>Water &amp; Sewer</b>		
	12.20	sewer bill
	63.92	sewer bill
	31.73	
<b>Total Water &amp; Sewer</b>	<b>107.85</b>	

**Cash flow detail wcl**

<b>Account Name</b>	<b>Amount</b>	<b>Description</b>
<b>Total Operating Expense</b>	2,993.51	
<b>NOI - Net Operating Income</b>	-1,823.56	
Total Income	1,169.95	
Total Expense	2,993.51	
<b>Net Income</b>	-1,823.56	
<b>Other Items</b>		
<b>Net Other Items</b>	0.00	
<b>Cash Flow</b>	-1,823.56	



**Public Input and Attending / Viewing  
of The Urbana Free Library Board Meetings  
via Zoom**

People are welcome to attend and participate in the meeting virtually via Zoom. The Zoom session will be recorded as part of the record.

Additional instructions may be provided by the Chair or host.

**Providing Public Comment**

*Via email:*

We ask that if you possibly can, please submit your public comments by email by 6:30 pm Tuesday, January 11, 2021 to [administration@urbanafree.org](mailto:administration@urbanafree.org). These will be read per Library Board meeting rules [and time limits in the Board's Bylaws](#). Email sent to this account may be transmitted to all Board members. Email must be received by the start of public comment at the meeting and will only be taken during the public comment portion of the agenda.

*Providing Public Comment from a computer browser or the Zoom app on a mobile device:*

- The link to join by computer is listed on the agenda.
- You do not need to install software on a computer to use Zoom. You can click “Join from your browser.” It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There also is a Zoom app for smartphones.
- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). **Video will remain off for all** members of the public, even while they are speaking.
- Per the [Bylaws of The Urbana Free Library Board regarding public comment](#), you must identify yourself with your name to provide public comment. During public comment, if you wish to speak, please “Raise your hand” using the option as shown in the Participant window (if using the Phone App, there are different steps). When called on by the Chair or host, you will be un-muted in Zoom. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). Make sure you have a microphone on your computer if you wish to speak, or see below to dial in with your phone. FCC Guidelines will be followed.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

*Attending the Meeting or Providing Public Comment by phone:*

- Join by calling the phone number shown in the agenda.

- Callers will then be asked to enter the Meeting ID number **followed by the # key**. The Meeting ID number is listed on the agenda.
- All callers are muted by default.
- If you wish to speak, please “Raise your hand” **by pressing \*9 once**. This toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). When you are done, the host will “lower your hand” and mute you. There is no need to press any more buttons.

As a reminder, public comment can be received and is encouraged before the meeting via email as listed above. The video recording should be available on UPTV’s YouTube channel and via [The Urbana Free Library Board page on the City’s website](#) within 24 hours.

This is a work in progress and a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>