



## NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on September 10, 2024, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

### AGENDA

- 1.0 Call to Order**
- 2.0 Roll Call/Attendance**
- 3.0 Additions, Corrections, Modifications of the Agenda**
- 4.0 Approve the Agenda**
- 5.0 Public Comment**
- 6.0 Presentations**
  - 6.1 Per Capita Grant Requirements. Presentations and discussion from *Serving Our Public 4.0 Standards for Illinois Public Libraries*.
    - a. Chapter 10: Programming – Lauren Chambers
    - b. Chapter 11: Youth/Young Adult Services – Lauren Chambers
  - 6.2 2024 Summer Reading – Lauren Chambers
  - 6.3 Executive Director Search process – Dan Urban
- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of August 13, 2024  
Payroll for August 23, 2024; total \$129,720.45  
Payroll for September 6, 2024; total \$129,111.09  
Bills for August 15, 2024; total \$26,128.90  
Bills for August 22, 2024; total \$91,121.91  
Bills for August 30, 2024; total \$16,232.20  
Bills for September 5, 2024; total \$77,374.80
- 8.0 Action Items (Individual)**
  - 8.1 Resolution 2024-12 to Thank Brandyn Mason for His Service
  - 8.2 Resolution 2024-13 to Thank Celeste Moutos for Her Years of Service
  - 8.3 Approve RFP for Executive Search Firm Services
  - 8.4 Constellation invoice for \$14,019.10
  - 8.5 Bylaws of the Board of Trustees
  - 8.6 Confidentiality of Records Policy
  - 8.7 Drug-Free Workplace Policy
  - 8.8 Nepotism Policy
  - 8.9 FY25 Budget Amendment
- 9.0 Discussion Items**
- 10.0 Reports of the Liaison Officer**
  - 10.1 Friends of The Urbana Free Library
  - 10.2 The Urbana Free Library Foundation
  - 10.3 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports**
- 13.0 Board President Report:** Appoint Board member to the Circ-A/V & Megan's Room Remodel Core Team
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be October 8, 2024, at 7:00 PM.

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



# Director’s Report

**Date:** September 5, 2024

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

**From:** Celeste Choate, Executive Director

**Re:** Director’s Report for Board Meeting of September 10, 2024

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## Strategic Plan Progress



**ENHANCE** We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

- At the DIY School Supplies program, children of all ages could work on craft projects to personalize their materials for school. This included things like decorating folders and notebooks, making buttons, keychains, and origami bookmarks, and even small "pocket pals" to keep with them during the school day. The most popular of these options was making buttons. Many attendees were very engaged in their projects and excited to bring their new creations to school, staying nearly the entire duration of the two-hour program as they worked through each station. One caregiver even described the program as a "dream come true" for her three children.
- Archives continued a quarterly segment in its newsletter called "What's New in the Archives?" The segment highlights newly available materials, provides updates to existing projects, and shares information on other items of interest. To sign up for the Archives newsletter (or any Library newsletter!) visit <https://urbanafreelibrary.org/about-us/newsletters>.



## EMBRACE

We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

- The Cunningham Township used The Urbana Free Library's 2nd-floor computer lab as a location for their Digital Inclusion Help Desk pilot program. Township Peer Leaders were on site at the Library for three weeks in August to help Township Clients navigate applying for assistance. Library staff were on hand to help teach the Peer Leaders how to utilize library technology. Over 14 township clients were assisted during the pilot program. The program was extremely successful, and the Township is working on plans to continue the Help Desk program.
- The Library will be receiving the Community Impact Award from the C-U Immigration Forum on September 22, 2024. According to the *News-Gazette*, ["Among the contributions that won over judges: the recent hiring of a bilingual librarian to direct Spanish language programming, hosting a Latin American Story Time for kids and adult services librarian Carol Inskeep "expanding immigrant awareness" through programs and collaborations."](#)



## EMPOWER

We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

- In August, the Library added 14 new Launchpads to the Children's collection. Launchpads are tablets preloaded with award winning educational and entertaining apps for children. The wide variety of apps focus on reading, science, creativity, movement, music, problem solving, and fun. They are geared towards children ages 3 - 7 years old and do not require internet access, thus helping bridge the digital divide. Ten of the Launchpads are available to checkout, while four remain in the Children's department for use inside of the Library. These four Launchpads do not require a library card to use them, which promotes equitable access for all.
- To celebrate the Summer Olympics, kids tested themselves on a variety of Olympic-themed activities: a balance beam (painter's tape on floor), high jump (jumping over a small stack of 2x4s), equestrian (horse puppet on a mop handle), javelin throw using straws, fencing with foam swords, sit-ups, jumping jacks, and jumping rope. Kids got a medal after doing at least five of the activities. For a snack, they ate Olympic rings made out of fruit and vegetables. The kids could also complete an Olympic word search and make a torch craft.
- Brian Adams gave a fascinating talk on the history of The Urbana Free Library to 24 community members, from its early days and multiple locations in downtown Urbana to the construction of our current building. Using architectural blueprints, newspaper articles, photographs, and more, Adams gave an in-depth history. He also reviewed architect Joseph Royer's other local and national buildings. Royer worked in a variety of styles, including historical revival styles and art deco (what would have been the contemporary style for him). Interestingly, Brian mentioned that many people do not know that the Library's floors were originally marble, and there is a covered stained-glass skylight!

## Action Item Details & Additional Information

- Board members Daniel Urbana and Glen Layne-Worthey met with Dawn and Celeste a couple of times to discuss a possible process for hiring a new Executive Director (ED). Dan and Glen recommend approval of the Request for Proposal included in the Board packet, which is an initial step in the ED hiring process. The pre-recruitment planning includes meeting with stakeholders, which may involve individual and group meetings with the Library Board, Library staff and community members. The specifics will be determined later when working with the search firm, which will be chosen at a later date.
- To replace a program book cart, the following budget amendment is requested by staff:
  - \$1,243 increase to Library Program Supplies (80280809 51812)
  - \$1,243 decrease to Other Supplies (80280801 51900)
- A separate memo with recommended budget shifts to allow for increases in legal services and to hire an executive search firm will be provided to the Board before the meeting.
- This month, staff present four policies for Board approval as part of our regular cycle of policy review and updates. Staff recommend approval of these four policies.

## Communication

### Library Newsletters

- The TUFL Times, August: <https://uflil.patronpoint.com/email/preview/127>
- The TUFL Times: Youth Edition, August: <https://uflil.patronpoint.com/email/preview/126>
- Archives Newsletter, August: <https://uflil.patronpoint.com/email/preview/125>

### Library News

- August 4, 2024, *News-gazette.com* - Rachel Vellenga | Clytemnestra' a tale in ancient Greece of heartbreak, vengeance, love, power [https://www.news-gazette.com/arts-entertainment/books/rachel-vellenga-clytemnestra-a-tale-in-ancient-greece-of-heartbreak-vengeance-love-power/article\\_1887edbe-4fb4-11ef-b096-df8d66ac35d3.html](https://www.news-gazette.com/arts-entertainment/books/rachel-vellenga-clytemnestra-a-tale-in-ancient-greece-of-heartbreak-vengeance-love-power/article_1887edbe-4fb4-11ef-b096-df8d66ac35d3.html)
- August 9, 2024, *Ipmnewsroom.org* - What's Your Story? Urbana Free Library seeks visual artists for new program starting this fall <https://ipmnewsroom.org/whats-your-story-urbana-free-library-seeks-visual-artists-for-new-program-starting-this-fall/>
- August 13, 2024, *Smilepolitely.com* - Art Works: Artist and activist Lemarye Jones <https://www.smilepolitely.com/arts/art-works-artist-and-activist-lemarye-jones/>
- August 21, 2024, *Chambanamoms.com* - Champaign-Urbana Weekend Planner – Feeling Fall <https://www.chambanamoms.com/2024/08/21/feeling-fall-champaign-urbana/>
- August 30, 2024, *News-gazette.com* – C-U Immigration Forum awards | Six to be honored for welcoming ways [https://www.news-gazette.com/news/c-u-immigration-forum-awards-six-to-be-honored-for-welcoming-ways/article\\_5d23c952-6648-11ef-9b61-47531170373a.html](https://www.news-gazette.com/news/c-u-immigration-forum-awards-six-to-be-honored-for-welcoming-ways/article_5d23c952-6648-11ef-9b61-47531170373a.html)

# Budget Information

- Budget and FY24 Financial Reports: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>

Bank reconciliations for the last day of the month: July 2024 - June 2025						
	July	August	September	October	November	December
Illinois Funds account	\$ 229,049.51					
Busey Bank Cash accounts	\$ 3,325,335.18					
Busey Bank Web account	\$ 107,613.47					
<b>Total</b>	\$ 3,661,998.16	\$ -	\$ -	\$ -	\$ -	\$ -

**GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W**

WARRANT L0823

PAY PERIOD 08/04/2024 to 08/17/2024

CHECK DATE 08/23/2024

YEAR 2025 PERIOD 2  
 EXPENDITURE ENTRIES  
 SHORT DESC PAY082324

GL EFF DATE 08/23/2024  
 REFERENCE L0823  
 REFERENCE2 8L0823

ORG	OBJECT	PROJECT
YEAR 2025	PERIOD	2
80280800	50110	
80280801	50210	
80280801	50220	
80280801	50251	
80280803	50110	
80280805	50110	
80280806	50110	
80280807	50110	
80280808	50110	
80280809	50110	

ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
	GL EFF DATE	08/23/2024
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,824.56
LIBRARY CENTRALIZED COSTS	INSURANCE	11,650.36
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	7,668.51
LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,144.31
ARCHIVES	SALARY - REGULAR EMPLOYEE	11,276.35
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,091.03
COLLECTIONS	SALARY - REGULAR EMPLOYEE	16,114.93
PATRON SERVICES	SALARY - REGULAR EMPLOYEE	42,817.43
LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,707.62
COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	10,425.35
<b>FUND TOTALS</b>		<b>129,720.45</b>
<b>GRAND TOTALS</b>		<b>129,720.45</b>

**GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W**

WARRANT L0906

PAY PERIOD 08/18/2024 to 08/31/2024

CHECK DATE 09/06/2024

YEAR 2025 PERIOD 3  
 EXPENDITURE ENTRIES  
 SHORT DESC PAY090624

GL EFF DATE 09/06/2024  
 REFERENCE L0906  
 REFERENCE2 8L0906

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2025	PERIOD	3			GL EFF DATE 09/06/2024
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,824.57
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	11,254.41
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	7,660.70
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,081.40
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	11,086.13
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	2,129.68
80280806	50110		COLLECTIONS	SALARY - REGULAR EMPLOYEE	16,090.46
80280807	50110		PATRON SERVICES	SALARY - REGULAR EMPLOYEE	42,243.17
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,315.22
80280809	50110		COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	10,425.35
<b>FUND TOTALS</b>					<b>129,111.09</b>
<b>GRAND TOTALS</b>					<b>129,111.09</b>

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: L081524 08/16/2024  
 DUE DATE: 08/16/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	08/15/2024	PLS81388604					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51805		A&Y PROG	CD			99.13				
	2 80280802 51809		A&Y PROG	GAMES			235.95				
										335.08	
3125	ALLIANCE ENTERTAINMEN	0000		INV	08/15/2024	PLS81386173					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51805		A&Y PROG	CD			48.93				
										48.93	
3125	ALLIANCE ENTERTAINMEN	0000		INV	08/15/2024	PLS81433783					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51809		A&Y PROG	GAMES			1.50				
										1.50	
3125	ALLIANCE ENTERTAINMEN	0000		INV	08/15/2024	PLS81450819					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51805		A&Y PROG	CD			9.25				
	2 80280802 51806		A&Y PROG	DVD			29.37				
										38.62	
										<b>CHECK TOTAL</b>	<b>424.13</b>
208	ALPHA CONTROLS & SERV	0000		INV	08/15/2024	W48560					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 52201		LIBR FAC	BLDG MAINT			312.50				
										312.50	
										<b>CHECK TOTAL</b>	<b>312.50</b>
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1KDD-PWG9-MR69					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			12.33				
										12.33	
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1CTJ-CGDM-7XQX					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51802	80103	A&Y PROG	NEW COLL			79.90				
										79.90	
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1779-9LRD-6N6G					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			82.62				
										82.62	



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CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1KCR-FTGT-J4YD					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280808 51500		LIBR IT	SHARED IT		222.91					222.91
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1JJ4-DJCX-C4VT					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		38.92					38.92
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1FXH-WRHL-3TR3					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51802	80103	A&Y PROG	NEW COLL		66.78					66.78
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1LGQ-WMLR-1XXY					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 52909		LIBR COMM	AD/MRK/PE		39.70					39.70
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	13G4-X34R-3VJJ					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		66.27					66.27
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	174K-GC6G-GHYH					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51805		A&Y PROG	CD		26.96					26.96
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1NTF-P1TG-9QYY					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280808 51500		LIBR IT	SHARED IT		39.96					39.96
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1WNJ-JMX6-CMPH					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		84.44					84.44
2943	AMAZON CAPITAL SERVIC	0000		INV	08/15/2024	1GTK-9L61-4H1Q					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		50.49					50.49
						<b>CHECK TOTAL</b>	<b>811.28</b>				

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CK RUN ID#: L081524 08/16/2024  
 DUE DATE: 08/16/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	2038468435					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		1,054.41					
							1,054.41				
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	2038474058					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		63.78					
							63.78				
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	2038473997					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		966.62					
							966.62				
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	5019041894					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			9.93					
							9.93				
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	2038474094					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51807 80103	A&Y PROG	RECORDING			504.28					
	2 80280802 51801 80103	A&Y PROG	LIBR BOOKS			1,148.35					
							1,652.63				
217	BAKER & TAYLOR LLC	0000		INV	08/15/2024	5019052631					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			60.25					
							60.25				
							<b>CHECK TOTAL</b>				<b>3,807.62</b>
2257	CFS - CUSTOM FACILITY	0000		INV	08/15/2024	2024-06-48					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 52201	LIBR FAC	BLDG MAINT			945.00					
							945.00				
							<b>CHECK TOTAL</b>				<b>945.00</b>
139	CINCINNATI INSURANCE	0000		INV	08/15/2024	68848					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280801 52999	LIBR CTRL	OTHER SVCS			2,121.00					
							2,121.00				
							<b>CHECK TOTAL</b>				<b>2,121.00</b>

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CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
862	CITY OF URBANA		0000		INV	08/15/2024	1524			
	<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>			
	1 80280801 52199			LIBR CTRL	OTHER PROF			9,049.39		
										9,049.39
862	CITY OF URBANA		0000		INV	08/15/2024	1516			
	<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>			
	1 80280801 50240			LIBR CTRL	RHS CONTRB			168.75		
										168.75
										<b>CHECK TOTAL</b>
										<b>9,218.14</b>
779	DEANS GRAPHICS INC		0000		INV	08/15/2024	D0058460			
	<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>			
	1 80280809 52909			LIBR COMM	AD/MRK/PE			36.76		
										36.76
										<b>CHECK TOTAL</b>
										<b>36.76</b>
232	DEMCO INC		0002		INV	08/15/2024	7515113			
	<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>			
	1 80280809 51812			LIBR COMM	LIBR SUPP			1,242.10		
										1,242.10
										<b>CHECK TOTAL</b>
										<b>1,242.10</b>
549	FIRST NATIONAL BANK O		0000		INV	08/15/2024	68919			
	<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>			
	1 81080831 51990			ADMIN GIFT	OTH LIBMAT			47.15		
	2 80280803 52320			ARCHIVES	TRAVEL			324.00		
	3 80280805 52201			LIBR FAC	BLDG MAINT			461.34		
	4 80280809 51812	80103		LIBR COMM	LIBR SUPP			70.15		
	5 80280802 51811			A&Y PROG	DOWNLOAD			200.77		
	6 80280808 51500			LIBR IT	SHARED IT			45.00		
	7 80280801 52902			LIBR CTRL	POST PRINT			229.99		
	8 80280807 52320			LIBR CIRC	TRAVEL			365.00		
										1,743.40
										<b>CHECK TOTAL</b>
										<b>1,743.40</b>

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CASH ACCOUNT: 802 10100		CASH								
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
1703 RICHARD LUSTFELDT	0000		INV	08/15/2024	31466					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280805 52999		LIBR FAC	OTHER SVCS			250.00				
						<b>CHECK TOTAL</b>			250.00	<b>250.00</b>
2260 INGRAM INDUSTRIES INC	0000		INV	08/15/2024	83078056					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 81080832 51801		ADULT GIFT	LIBR BOOKS			699.37				
2 80280802 51801		A&Y PROG	LIBR BOOKS			432.56				
						<b>CHECK TOTAL</b>			1,131.93	<b>1,131.93</b>
945 KNOWBE4, INC	0002		INV	08/15/2024	INV339414					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280800 52320		LIBR ADMIN	TRAVEL			1,522.07				
						<b>CHECK TOTAL</b>			1,522.07	<b>1,522.07</b>
2393 MEYER CAPEL	0000		INV	08/15/2024	425076					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280801 52101		LIBR CTRL	LEGAL SVCS			780.00				
						<b>CHECK TOTAL</b>			780.00	<b>780.00</b>
2945 MICHAEL HANNAN	0000		INV	08/15/2024	68852					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280800 52320		LIBR ADMIN	TRAVEL			45.00				
						<b>CHECK TOTAL</b>			45.00	
2945 MICHAEL HANNAN	0000		INV	08/15/2024	68929					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280800 52320		LIBR ADMIN	TRAVEL			24.00				
						<b>CHECK TOTAL</b>			24.00	<b>69.00</b>
268 MIDWEST TAPE	0000		INV	08/15/2024	505857687					
<b>ACCOUNT DETAIL</b>						<b>LINE AMOUNT</b>				
1 80280802 51806		A&Y PROG	DVD			414.56				

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: L081524 08/16/2024  
 DUE DATE: 08/16/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
268	MIDWEST TAPE	0000	INV	08/15/2024	505857688	414.56					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280802 51807	80103	A&Y PROG	RECORDING	82.97					
	2	80280802 51806	80103	A&Y PROG	DVD	115.45					
						198.42					
						<b>CHECK TOTAL</b>			<b>612.98</b>		
574	MINUTEMAN PRESS	0000	INV	08/15/2024	80847						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280809 52909		LIBR COMM	AD/MRK/PE	137.53					
						<b>CHECK TOTAL</b>			<b>137.53</b>		
54	OVERDRIVE INC	0000	INV	08/15/2024	01018DA24232838						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280802 51811		A&Y PROG	DOWNLOAD	119.98					
						<b>CHECK TOTAL</b>			<b>119.98</b>		
1392	PARAGON MICRO INC	0000	INV	08/15/2024	S5719868						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280808 51500		LIBR IT	SHARED IT	140.00					
						<b>CHECK TOTAL</b>			<b>140.00</b>		
1272	ROGARDS	0000	INV	08/15/2024	525728-00						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280801 51900		LIBR CTRL	OTHER SUPP	165.64					
						<b>CHECK TOTAL</b>			<b>165.64</b>		
2777	SECURITAS ELECTRONIC	0001	INV	08/15/2024	3561931						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1	80280805 52201		LIBR FAC	BLDG MAINT	330.00					
						<b>CHECK TOTAL</b>			<b>330.00</b>		

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: L081524 08/16/2024  
 DUE DATE: 08/16/2024

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE		AMOUNT	VOUCHER	CHECK	
301	UNIQUE MANAGEMENT SER	0001		INV	08/15/2024	6129194					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280801 51900		LIBR CTRL	OTHER SUPP				19.70			
								19.70			
301	UNIQUE MANAGEMENT SER	0001		INV	08/15/2024	6129195					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280801 52902		LIBR CTRL	POST PRINT				188.14			
								188.14			
						<b>CHECK TOTAL</b>		<b>207.84</b>			
45	INVOICES										
						<b>WARRANT TOTAL</b>		26,128.90			
						<b>CASH ACCOUNT BALANCE</b>		3,195,908.50			

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Ck Run Id# Summary

CK RUN ID#: L081524 08/16/2024  
 DUE DATE: 08/16/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	1,591.07	1,392.48
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-50240-	RHS CONTRIBUTION	168.75	28,319.79
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	269.78	8,048.32
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52101-	LEGAL SERVICES	780.00	3,250.00
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52199-	OTHER PROFESSIONAL SE	9,049.39	5,128.00
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	418.13	1,032.18
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52999-	OTHER CONTRACTUAL SER	2,121.00	3,619.54
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-	LIBRARY BOOKS	2,517.37	1,461.35
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,301.15	1,497.40
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51802-80103	NEW COLLECTIONS	146.68	-313.97
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51805-	CD'S	184.27	17.30
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51806-	DVD'S	443.93	267.57
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51806-80103	DVD'S	115.45	865.23
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51807-80103	RECORDINGS	587.25	115.42
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51809-	GAMES	237.45	32.96
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51811-	DOWNLOADABLES	320.75	24.13
802	80280803	ARCHIVES	802-60-80-803-000-52320-	TRAVEL, EDUCATION AND	324.00	1,293.99
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	2,048.84	54,156.08
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	250.00	-155.65
802	80280806	COLLECTIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	155.68	1,511.85
802	80280807	PATRON SERVICES	802-60-80-807-000-52320-	TRAVEL, EDUCATION AND	365.00	1,905.18
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	447.87	39,287.93
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	1,242.10	-1,473.11
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	82.48	150.27
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU	213.99	4,013.28

**FUND TOTAL 25,382.38**

**CASH ACCOUNT 802 10100 BALANCE 3,195,908.50**

810	81080831	ADMIN GIFTS	810-60-80-831-000-51990-	OTHER LIBRARY MATERIA	47.15	-639.83
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS	699.37	12,900.08

**FUND TOTAL 746.52**

**CASH ACCOUNT 802 10100 BALANCE 3,195,908.50**

**WARRANT SUMMARY TOTAL 26,128.90**  
**GRAND TOTAL 26,128.90**

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: 1082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	11J9-WHWQ-CPGC				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280808 51500		LIBR IT	SHARED IT		55.68				55.68
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	13KM-PPWV-4N6N				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		33.18				33.18
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	1C7L-1JRG-43WK				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51809		A&Y PROG	GAMES		80.67				80.67
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	1F3L-9TYC-9X39				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280806 51900		LIBR ACQ	OTHER SUPP		79.45				79.45
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	1D17-LXNW-XXHQ				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280808 51500		LIBR IT	SHARED IT		57.29				57.29
						<b>CHECK TOTAL</b>	<b>306.27</b>			
136	ARTHUR J GALLAGHER &	0000		INV	08/22/2024	5254925				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52710		LIBR FAC	INS PREM		3,037.00				3,037.00
						<b>CHECK TOTAL</b>	<b>3,037.00</b>			
217	BAKER & TAYLOR LLC	0000		INV	08/08/2024	2038451352				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 81080833 52803		CHILD GIFT	CHILD PROG		9.74				
	2 81080833 51801		CHILD GIFT	LIBR BOOKS		14.24				
	3 81080832 51801		ADULT GIFT	LIBR BOOKS		35.52				59.50
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	2038482234				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51801		A&Y PROG	LIBR BOOKS		760.26				760.26



## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: I082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	2038487230					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	80280802 51801	A&Y PROG	LIBR BOOKS		764.00					
										764.00	
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	5019064623					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	80280802 51801 80103	A&Y PROG	LIBR BOOKS		90.57					
										90.57	
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	2038487051					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	80280802 51807 80103	A&Y PROG	RECORDING		234.75					
	2	80280802 51801 80103	A&Y PROG	LIBR BOOKS		933.90					
										1,168.65	
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	2038481662					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	81080832 51801	ADULT GIFT	LIBR BOOKS		35.99					
	2	81080833 52803	CHILD GIFT	CHILD PROG		20.05					
										56.04	
217	BAKER & TAYLOR LLC	0000		INV	08/22/2024	2038487059					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	81080833 51801	CHILD GIFT	LIBR BOOKS		506.72					
										506.72	
										<b>CHECK TOTAL</b>	<b>3,405.74</b>
1311	CARLE FOUNDATION HOSP	0000		INV	08/22/2024	Q42-QHN-BN9					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	80280801 52199	LIBR CTRL	OTHER PROF		630.00					
										630.00	
										<b>CHECK TOTAL</b>	<b>630.00</b>
139	CINCINNATI INSURANCE	0000		INV	08/22/2024	69186					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1	80280805 52710	LIBR FAC	INS PREM		6,559.00					
										6,559.00	
										<b>CHECK TOTAL</b>	<b>6,559.00</b>

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
230	DP SUPPLY, INC	0000		INV	08/22/2024	845001				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 51900		LIBR FAC	OTHER SUPP		277.65				
							277.65			
						<b>CHECK TOTAL</b>	<b>277.65</b>			
20	DAVIS HOUK MECHANICAL	0000	24221	INV	08/08/2024	C23328-6				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 53200		LIBR FAC	BUILDING		71,781.61				
							71,781.61			
						<b>CHECK TOTAL</b>	<b>71,781.61</b>			
859	GIBBS TECHNOLOGY COMP	0000		INV	08/22/2024	2942347				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280808 52203		LIBR IT	MAINT AGRM		166.53				
							166.53			
						<b>CHECK TOTAL</b>	<b>166.53</b>			
890	HEYL ROYSTER VOELKER	0000		INV	08/22/2024	1701803				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280801 52101		LIBR CTRL	LEGAL SVCS		600.00				
							600.00			
						<b>CHECK TOTAL</b>	<b>600.00</b>			
2260	INGRAM INDUSTRIES INC	0000		INV	08/22/2024	83169708				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 81080832 51801		ADULT GIFT	LIBR BOOKS		110.32				
	2 80280802 51801		A&Y PROG	LIBR BOOKS		113.88				
							224.20			
2260	INGRAM INDUSTRIES INC	0000		INV	08/22/2024	83185395				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		204.95				
							204.95			
2260	INGRAM INDUSTRIES INC	0000		CRM	08/22/2024	cm83198792				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51801		A&Y PROG	LIBR BOOKS		-13.79				
							-13.79			
						<b>CHECK TOTAL</b>	<b>415.36</b>			

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: 1082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
261	LAKESHORE LEARNING MA	0000		INV	08/22/2024	720941080924					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51802	80103	A&Y PROG	NEW COLL			133.96				
						<b>CHECK TOTAL</b>	<b>133.96</b>				
268	MIDWEST TAPE	0000		INV	08/22/2024	505881802					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			58.99				
	2 80280802 51806		A&Y PROG	DVD			236.14				
							295.13				
						<b>CHECK TOTAL</b>	<b>295.13</b>				
268	MIDWEST TAPE	0000		INV	08/22/2024	505881843					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51807	80103	A&Y PROG	RECORDING			27.99				
						<b>CHECK TOTAL</b>	<b>27.99</b>				
							<b>323.12</b>				
9999	Elizabeth J White	0000		INV	08/22/2024	69190					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 802	44800	LGEN FUND	LIBR FEES			59.50				
						<b>CHECK TOTAL</b>	<b>59.50</b>				
54	OVERDRIVE INC	0000		INV	08/22/2024	01018CO24241322					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51811		A&Y PROG	DOWNLOAD			545.01				
							545.01				
						<b>CHECK TOTAL</b>	<b>545.01</b>				
54	OVERDRIVE INC	0000		INV	08/22/2024	01018CO24241122					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51811		A&Y PROG	DOWNLOAD			193.93				
						<b>CHECK TOTAL</b>	<b>193.93</b>				
							<b>738.94</b>				
9980	PETTY CASH VENDOR	0000		INV	08/22/2024	69061					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280801 52902		LIBR CTRL	POST PRINT			4.13				
	2 80280801 51900		LIBR CTRL	OTHER SUPP			7.40				

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: 1082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
					<b>CHECK TOTAL</b>	11.53				
					<b>CHECK TOTAL</b>	<b>11.53</b>				
421	PROJECT TE	0000	INV	08/22/2024	69166					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280851 51810		MER SALES LIBR SALE			244.00				
					<b>CHECK TOTAL</b>	244.00				
					<b>CHECK TOTAL</b>	<b>244.00</b>				
1622	REPUBLIC SERVICES, IN	0000	INV	08/22/2024	0729-000698145					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52999		LIBR FAC OTHER SVCS			818.45				
					<b>CHECK TOTAL</b>	818.45				
					<b>CHECK TOTAL</b>	<b>818.45</b>				
313	URBANA & CHAMPAIGN SA	0000	INV	08/22/2024	6566457					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52600		LIBR FAC UTILITIES			307.66				
					<b>CHECK TOTAL</b>	307.66				
313	URBANA & CHAMPAIGN SA	0000	INV	08/22/2024	6566302					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52600		LIBR FAC UTILITIES			3.02				
					<b>CHECK TOTAL</b>	3.02				
313	URBANA & CHAMPAIGN SA	0000	INV	08/22/2024	6567964					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52600		LIBR FAC UTILITIES			10.00				
					<b>CHECK TOTAL</b>	10.00				
313	URBANA & CHAMPAIGN SA	0000	INV	08/22/2024	6567483					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52600		LIBR FAC UTILITIES			10.00				
					<b>CHECK TOTAL</b>	10.00				
313	URBANA & CHAMPAIGN SA	0000	INV	08/22/2024	6567484					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52600		LIBR FAC UTILITIES			9.00				
					<b>CHECK TOTAL</b>	9.00				
					<b>CHECK TOTAL</b>	<b>339.68</b>				

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: I082224 08/22/2024  
 DUE DATE: 08/22/2024

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
131	SWEETWATER SOUND INC	0000		INV	08/22/2024	42039767			
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>			
	1	80280802 51802	80103	A&Y PROG	NEW COLL		15.99		
							15.99		
						<b>CHECK TOTAL</b>	<b>15.99</b>		
2482	T-MOBILE USA INC.	0001		INV	08/22/2024	69092			
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>			
	1	80280802 51802	80103	A&Y PROG	NEW COLL		1,257.58		
							1,257.58		
						<b>CHECK TOTAL</b>	<b>1,257.58</b>		
38	INVOICES					WARRANT TOTAL	91,121.91		91,121.91
						CASH ACCOUNT BALANCE			3,195,908.50

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Ck Run Id# Summary

CK RUN ID#: 1082224 08/22/2024  
 DUE DATE: 08/22/2024

FUND	ORG	ACCOUNT	AMOUNT	AVL BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-44800-	LIBRARY FEES 59.50	0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 40.58	8,048.32
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52101-	LEGAL SERVICES 600.00	3,250.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52199-	OTHER PROFESSIONAL SE 630.00	5,128.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING 4.13	1,032.18
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-	LIBRARY BOOKS 1,624.35	1,461.35
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,229.42	1,497.40
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51802-80103	NEW COLLECTIONS 1,407.53	-313.97
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51804-	AUDIOBOOKS 58.99	223.49
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51806-	DVD'S 236.14	267.57
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51807-80103	RECORDINGS 262.74	115.42
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51809-	GAMES 80.67	32.96
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51811-	DOWNLOADABLES 738.94	24.13
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51900-	OTHER SUPPLIES 277.65	3,446.85
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES 339.68	1,865.06
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52710-	INSURANCE PREMIUM 9,596.00	4,383.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 818.45	-155.65
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-53200-	BUILDING 71,781.61	1,478,822.85
802	80280806	COLLECTIONS 802-60-80-806-000-51900-	OTHER SUPPLIES 79.45	1,511.85
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS 112.97	39,287.93
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 166.53	-552.84
802	80280851	MERCHANDISE SALES 802-60-80-851-000-51810-	LIBRARY RESALE PURCHA 244.00	2,058.31
			<b>FUND TOTAL</b>	<b>90,389.33</b>
<b>CASH ACCOUNT 802 10100</b>		<b>BALANCE 3,195,908.50</b>		
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS 181.83	12,900.08
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS 520.96	6,801.43
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROG 29.79	7,253.64
			<b>FUND TOTAL</b>	<b>732.58</b>
<b>CASH ACCOUNT 802 10100</b>		<b>BALANCE 3,195,908.50</b>		
			<b>WARRANT SUMMARY TOTAL</b>	<b>91,121.91</b>
			<b>GRAND TOTAL</b>	<b>91,121.91</b>

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I082924 08/30/2024  
 DUE DATE: 08/30/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	08/22/2024	1XCJ-K9PP-3KL6					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			22.89				
										22.89	
										<b>CHECK TOTAL</b>	<b>22.89</b>
217	BAKER & TAYLOR LLC	0000		INV	08/29/2024	2038496015					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			962.26				
										962.26	
217	BAKER & TAYLOR LLC	0000		INV	08/29/2024	2038502773					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,294.25				
										1,294.25	
217	BAKER & TAYLOR LLC	0000		INV	08/29/2024	2038496767					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			217.56				
	2 80280802 51807	80103	A&Y PROG	RECORDING			98.60				
										316.16	
217	BAKER & TAYLOR LLC	0000		INV	08/29/2024	2038502494					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			851.35				
										851.35	
217	BAKER & TAYLOR LLC	0000		INV	08/29/2024	5019075820					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			44.29				
										44.29	
										<b>CHECK TOTAL</b>	<b>3,468.31</b>
1261	FIRST BUSEY CORPORATI	0000		INV	08/29/2024	69373					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280803 52912		ARCHIVES	FACILTYREN			380.00				
										380.00	
1261	FIRST BUSEY CORPORATI	0000		INV	08/29/2024	69374					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280803 52912		ARCHIVES	FACILTYREN			380.00				
										380.00	
										<b>CHECK TOTAL</b>	<b>760.00</b>

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: 1082924 08/30/2024  
 DUE DATE: 08/30/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
426	CDW GOVERNMENT INC	0000		INV	08/29/2024	AA28L6V					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280808 51500		LIBR IT	SHARED IT		154.30					
							154.30				
						<b>CHECK TOTAL</b>	<b>154.30</b>				
2257	CFS - CUSTOM FACILITY	0000		INV	08/29/2024	2024-06-61					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 52999		LIBR FAC	OTHER SVCS		5,633.33					
							5,633.33				
						<b>CHECK TOTAL</b>	<b>5,633.33</b>				
2257	CFS - CUSTOM FACILITY	0000		INV	08/29/2024	2024-06-54					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 52201		LIBR FAC	BLDG MAINT		783.00					
							783.00				
						<b>CHECK TOTAL</b>	<b>783.00</b>				
2102	EXCHANGE CLUB OF URBA	0001		INV	08/22/2024	69187					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 52909		LIBR COMM	AD/MRK/PE		120.00					
							120.00				
						<b>CHECK TOTAL</b>	<b>120.00</b>				
2260	INGRAM INDUSTRIES INC	0000		INV	08/29/2024	83298518					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		1,296.19					
							1,296.19				
						<b>CHECK TOTAL</b>	<b>1,296.19</b>				
318	LAZERS EDGE OFFICE AU	0000		INV	08/29/2024	40287					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280808 51900		LIBR IT	OTHER SUPP		106.85					
							106.85				
						<b>CHECK TOTAL</b>	<b>106.85</b>				



# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I082924 08/30/2024  
 DUE DATE: 08/30/2024

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2945	MICHAEL HANNAN	0000		INV	08/29/2024	69287				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280800 52320		LIBR ADMIN	TRAVEL		90.00				90.00
2945	MICHAEL HANNAN	0000		INV	08/29/2024	69288				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 51410		LIBR FAC	SMALL EQ		16.34				16.34
2945	MICHAEL HANNAN	0000		INV	08/29/2024	69400				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52201		LIBR FAC	BLDG MAINT		82.81				
	2 80280805 51410		LIBR FAC	SMALL EQ		19.99				
							102.80			
						<b>CHECK TOTAL</b>	<b>209.14</b>			
268	MIDWEST TAPE	0000		INV	08/29/2024	505914411				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51806		A&Y PROG	DVD		281.88				
	2 80280802 51804		A&Y PROG	AUDIOBOOKS		34.99				
							316.87			
						<b>CHECK TOTAL</b>	<b>316.87</b>			
574	MINUTEMAN PRESS	0000		INV	08/29/2024	81166				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		124.95				
							124.95			
						<b>CHECK TOTAL</b>	<b>124.95</b>			
2516	THE NEW LINCOLN SQUAR	0000		INV	08/29/2024	69292				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280803 52912		ARCHIVES	FACILTYREN		725.00				
							725.00			
						<b>CHECK TOTAL</b>	<b>725.00</b>			
9999	Brian Adams	0000		INV	08/29/2024	69402				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280809 51812 80104		LIBR COMM	LIBR SUPP		100.00				
							100.00			

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: 1082924 08/30/2024  
 DUE DATE: 08/30/2024

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
					<b>CHECK TOTAL</b>	<b>100.00</b>				
1803	ORKIN, LLC	0000	INV	08/29/2024	271245105					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52999	LIBR FAC	OTHER SVCS			800.00				
					<b>CHECK TOTAL</b>	<b>800.00</b>				
54	OVERDRIVE INC	0000	INV	08/29/2024	01018CO24243456					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280802 51811	A&Y PROG	DOWNLOAD			230.97				
										230.97
54	OVERDRIVE INC	0000	INV	08/29/2024	01018DA24244696					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280802 51811	A&Y PROG	DOWNLOAD			95.00				
					<b>CHECK TOTAL</b>	<b>325.97</b>				
2952	PAVLOV MEDIA INC	0000	INV	08/29/2024	INV154517					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280808 52999	LIBR IT	OTHER SVCS			800.00				
					<b>CHECK TOTAL</b>	<b>800.00</b>				
42	PRESTO X LLC	0000	INV	08/29/2024	65968531					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52999	LIBR FAC	OTHER SVCS			84.78				
										84.78
42	PRESTO X LLC	0000	INV	08/29/2024	65968532					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280805 52999	LIBR FAC	OTHER SVCS			84.78				
					<b>CHECK TOTAL</b>	<b>169.56</b>				
283	QUILL CORPORATION	0000	INV	08/29/2024	39999885					
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>					
	1 80280801 51900	LIBR CTRL	OTHER SUPP			171.85				
										171.85

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: 1082924 08/30/2024  
 DUE DATE: 08/30/2024

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE		AMOUNT	VOUCHER	CHECK
283	QUILL CORPORATION	0000		INV	08/29/2024	40009941				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280801 51900		LIBR CTRL	OTHER SUPP			143.99			
						<b>CHECK TOTAL</b>		143.99		
								<b>315.84</b>		
<b>29 INVOICES</b>										
					<b>WARRANT TOTAL</b>		16,232.20	16,232.20		
					<b>CASH ACCOUNT BALANCE</b>			3,195,908.50		

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Ck Run Id# Summary

CK RUN ID#: 1082924 08/30/2024  
 DUE DATE: 08/30/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND 90.00 1,392.48
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 440.79 8,048.32
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-	LIBRARY BOOKS 3,552.70 1,461.35
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,113.20 1,497.40
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51804-	AUDIOBOOKS 34.99 223.49
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51806-	DVD'S 281.88 267.57
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51807-80103	RECORDINGS 98.60 115.42
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51811-	DOWNLOADABLES 325.97 24.13
802	80280803	ARCHIVES	802-60-80-803-000-52912-	FACILITY RENTAL 1,485.00 0.00
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME 36.33 52.60
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI 865.81 54,156.08
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 6,602.89 -155.65
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS 154.30 39,287.93
802	80280808	LIBRARY IT	802-60-80-808-000-51900-	OTHER SUPPLIES 106.85 -1,975.59
802	80280808	LIBRARY IT	802-60-80-808-000-52999-	OTHER CONTRACTUAL SER 800.00 6,000.00
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 22.89 150.27
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-80104	LIBRARY PROGRAM SUPPL 100.00 -546.01
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU 120.00 4,013.28

**FUND TOTAL 16,232.20**

**CASH ACCOUNT 802 10100 BALANCE 3,195,908.50**

**WARRANT SUMMARY TOTAL 16,232.20**  
**GRAND TOTAL 16,232.20**

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	1HVQ-Q1JQ-9VG4					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80102	LIBR COMM	LIBR SUPP			322.98				
											322.98
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	1QC1-TVHJ-P6VV					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80102	LIBR COMM	LIBR SUPP			108.77				
											108.77
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	1NT4-V7GF-M4M9					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			20.75				
											20.75
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	1W7R-J7HD-34XT					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80102	LIBR COMM	LIBR SUPP			160.29				
											160.29
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	1J4K-7TTW-CTRH					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			85.41				
											85.41
2943	AMAZON CAPITAL SERVIC	0000		INV	08/29/2024	16N9-MVK1-LWFN					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			45.77				
											45.77
2943	AMAZON CAPITAL SERVIC	0000		INV	09/03/2024	1TQK-793X-1KQR					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			145.74				
											145.74
2943	AMAZON CAPITAL SERVIC	0000		INV	09/03/2024	1LNQ-XK9P-DLW4					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812	80102	LIBR COMM	LIBR SUPP			42.16				
											42.16
2943	AMAZON CAPITAL SERVIC	0000		INV	09/03/2024	161Y-77QD-HGWP					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51805		A&Y PROG	CD			40.96				
											40.96

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
2943	AMAZON CAPITAL SERVIC	0000		INV	09/03/2024	1GMN-GH64-FPKX						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280805 51900		LIBR FAC	OTHER SUPP		44.99						
							44.99					
						<b>CHECK TOTAL</b>	<b>1,017.82</b>					
96	AMEREN ILLINOIS COMPA	0000		INV	09/05/2024	69559						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280805 52600		LIBR FAC	UTILITIES		1,751.12						
							1,751.12					
						<b>CHECK TOTAL</b>	<b>1,751.12</b>					
1562	ARMAND BEAUDOIN	0000		INV	09/05/2024	69454						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280809 51812		LIBR COMM	LIBR SUPP		50.00						
							50.00					
						<b>CHECK TOTAL</b>	<b>50.00</b>					
217	BAKER & TAYLOR LLC	0000		INV	09/03/2024	2038518668						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280802 51801		A&Y PROG	LIBR BOOKS		1,095.51						
							1,095.51					
217	BAKER & TAYLOR LLC	0000		INV	09/03/2024	5019088031						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		73.78						
							73.78					
217	BAKER & TAYLOR LLC	0000		INV	09/03/2024	2038518565						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		705.72						
							705.72					
217	BAKER & TAYLOR LLC	0000		INV	09/05/2024	2038513577						
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>						
	1 81080833 52803		CHILD GIFT	CHILD PROG		10.88						
	2 81080833 51801		CHILD GIFT	LIBR BOOKS		8.24						
	3 802 46290		LGEM FUND	OTHR REIMB		35.15						
							54.27					

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
217	BAKER & TAYLOR LLC	0000		INV	09/05/2024	2038512051				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			53.73			
										53.73
217	BAKER & TAYLOR LLC	0000		INV	09/05/2024	2038513076				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,404.13			
										1,404.13
						<b>CHECK TOTAL</b>				<b>3,387.14</b>
2257	CFS - CUSTOM FACILITY	0000		INV	09/03/2024	2024-06-64				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52201		LIBR FAC	BLDG MAINT			972.00			
										972.00
						<b>CHECK TOTAL</b>				<b>972.00</b>
139	CINCINNATI INSURANCE	0000		INV	09/05/2024	69561				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52710		LIBR FAC	INS PREM			41,618.00			
										41,618.00
						<b>CHECK TOTAL</b>				<b>41,618.00</b>
837	CINTAS CORPORATION	0001		INV	09/03/2024	4203831291				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52999		LIBR FAC	OTHER SVCS			129.01			
										129.01
						<b>CHECK TOTAL</b>				<b>129.01</b>
3344	CONSTELLATION NEWENER	0001		INV	09/03/2024	69058882301				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280805 52600		LIBR FAC	UTILITIES			14,019.10			
										14,019.10
						<b>CHECK TOTAL</b>				<b>14,019.10</b>
3390	GREAT AMERICA FINANCI	0000		INV	09/05/2024	37332861				
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>				
	1 80280808 52203		LIBR IT	MAINT AGRM			364.42			
										364.42

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
					<b>CHECK TOTAL</b>	<b>364.42</b>					
1264	ILLINOIS AMERICAN WAT	0001	INV	09/03/2024	69515						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280805 52600	LIBR FAC	UTILITIES			63.80					
									63.80		
					<b>CHECK TOTAL</b>	<b>63.80</b>					
1264	ILLINOIS AMERICAN WAT	0001	INV	09/03/2024	69516						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280805 52600	LIBR FAC	UTILITIES			25.84					
									25.84		
					<b>CHECK TOTAL</b>	<b>25.84</b>					
1264	ILLINOIS AMERICAN WAT	0001	INV	09/03/2024	69517						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280805 52600	LIBR FAC	UTILITIES			358.49					
									358.49		
					<b>CHECK TOTAL</b>	<b>358.49</b>					
2260	INGRAM INDUSTRIES INC	0000	INV	09/05/2024	83379486						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			172.22					
									172.22		
2260	INGRAM INDUSTRIES INC	0000	INV	09/05/2024	83379487						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			196.28					
									196.28		
2260	INGRAM INDUSTRIES INC	0000	INV	09/05/2024	83426767						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			948.23					
									948.23		
2260	INGRAM INDUSTRIES INC	0000	INV	09/05/2024	83426768						
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			648.43					
									648.43		



# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0000		INV	09/05/2024	83460410					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			31.50				
							31.50				
						<b>CHECK TOTAL</b>	<b>1,996.66</b>				
1990	KANOPY INC.	0000		INV	09/05/2024	414615 – PPU					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51811		A&Y PROG	DOWNLOAD			1,061.00				
							1,061.00				
						<b>CHECK TOTAL</b>	<b>1,061.00</b>				
447	KONE INC	0000		INV	09/05/2024	871455975					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 52999		LIBR FAC	OTHER SVCS			2,144.13				
							2,144.13				
						<b>CHECK TOTAL</b>	<b>2,144.13</b>				
57	DOROTHY MARTIRANO	0000		INV	09/05/2024	69456					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812		LIBR COMM	LIBR SUPP			50.00				
							50.00				
						<b>CHECK TOTAL</b>	<b>50.00</b>				
2945	MICHAEL HANNAN	0000		INV	09/05/2024	69518					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280805 51410		LIBR FAC	SMALL EQ			90.55				
	2 80280805 52201		LIBR FAC	BLDG MAINT			139.93				
							230.48				
						<b>CHECK TOTAL</b>	<b>230.48</b>				
268	MIDWEST TAPE	0000		INV	09/05/2024	505984113hoopla					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51811		A&Y PROG	DOWNLOAD			5,019.45				
							5,019.45				
						<b>CHECK TOTAL</b>	<b>5,019.45</b>				
268	MIDWEST TAPE	0000		INV	09/05/2024	505943884					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280802 51806		A&Y PROG	DVD			278.88				
							278.88				

# ACCOUNTS PAYABLE CHECK RUN REPORT

## Detail Invoice List

CK RUN ID#: 1090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000	INV	09/05/2024	505943994	278.88			
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280802 51806	80103	A&Y PROG DVD			125.20			
						125.20			
					<b>CHECK TOTAL</b>	<b>5,423.53</b>			
574	MINUTEMAN PRESS	0000	INV	09/05/2024	81301				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280801 51900		LIBR CTRL OTHER SUPP			24.99			
						24.99			
					<b>CHECK TOTAL</b>	<b>24.99</b>			
2639	NICHE ACADEMY LLC	0001	INV	09/05/2024	10480				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280802 52910		A&Y PROG DTB CHARGE			2,100.00			
						2,100.00			
					<b>CHECK TOTAL</b>	<b>2,100.00</b>			
3689	RICARDO FLORES	0000	INV	09/05/2024	69458				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280809 51812		LIBR COMM LIBR SUPP			50.00			
						50.00			
					<b>CHECK TOTAL</b>	<b>50.00</b>			
1276	SHERWIN WILLIAMS	0000	INV	09/05/2024	6272-8				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280805 52201		LIBR FAC BLDG MAINT			272.71			
						272.71			
1276	SHERWIN WILLIAMS	0000	CRM	09/03/2024	cm68719				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280805 52201		LIBR FAC BLDG MAINT			-6.97			
						-6.97			
					<b>CHECK TOTAL</b>	<b>265.74</b>			
3030	THRYV INC	0000	INV	09/05/2024	610061290525				
	<b>ACCOUNT DETAIL</b>				<b>LINE AMOUNT</b>				
	1 80280801 51900		LIBR CTRL OTHER SUPP			99.45			

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Detail Invoice List

CK RUN ID#: I090524 09/05/2024  
 DUE DATE: 09/05/2024

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						99.45					
					<b>CHECK TOTAL</b>	<b>99.45</b>					
1618	TODAY'S BUSINESS SOLU	0000		INV	09/05/2024	082624-20					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280808 51500		LIBR IT	SHARED IT		122.08					
						122.08					
						<b>CHECK TOTAL</b>	<b>122.08</b>				
564	UNIVERSITY OF ILLINOI	0000		INV	09/05/2024	69464					
	<b>ACCOUNT DETAIL</b>					<b>LINE AMOUNT</b>					
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP		50.00					
						50.00					
						<b>CHECK TOTAL</b>	<b>50.00</b>				
46	INVOICES								<b>WARRANT TOTAL</b>	<b>77,374.80</b>	<b>77,374.80</b>
									<b>CASH ACCOUNT BALANCE</b>		<b>3,195,908.50</b>

## ACCOUNTS PAYABLE CHECK RUN REPORT

### Ck Run Id# Summary

CK RUN ID#: 1090524 09/05/2024  
 DUE DATE: 09/05/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	35.15 0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	124.44 8,048.32
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-	LIBRARY BOOKS	3,673.82 1,461.35
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,655.71 1,497.40
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51805-	CD'S	40.96 17.30
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51806-	DVD'S	278.88 267.57
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51806-80103	DVD'S	125.20 865.23
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51811-	DOWNLOADABLES	6,080.45 24.13
802	80280802	AYS COLLECTIONS 802-60-80-802-000-52910-	DATABASE CHARGES	2,100.00 -1,184.92
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME	90.55 52.60
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51900-	OTHER SUPPLIES	44.99 3,446.85
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI	1,377.67 54,156.08
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	16,218.35 1,865.06
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52710-	INSURANCE PREMIUM	41,618.00 4,383.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	2,273.14 -155.65
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	122.08 39,287.93
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	364.42 -552.84
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	150.00 -1,473.11
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	634.20 1.73
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	347.67 150.27
			<b>FUND TOTAL</b>	<b>77,355.68</b>
<b>CASH ACCOUNT 802 10100</b>		<b>BALANCE 3,195,908.50</b>		
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	8.24 6,801.43
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-52803-	LIBRARY CHILDREN PROG	10.88 7,253.64
			<b>FUND TOTAL</b>	<b>19.12</b>
<b>CASH ACCOUNT 802 10100</b>		<b>BALANCE 3,195,908.50</b>		
			<b>WARRANT SUMMARY TOTAL</b>	<b>77,374.80</b>
			<b>GRAND TOTAL</b>	<b>77,374.80</b>

**BOARD OF TRUSTEES OF  
THE URBANA FREE LIBRARY  
RESOLUTION NO. 2024-12**

**RESOLUTION TO THANK BRANDYN MASON FOR HIS SERVICE**

**WHEREAS**, Brandyn Mason has been a Trustee of the Library Board of The Urbana Free Library since August 2023, and has been a member of the Nominating Committee since September 2023, and

**WHEREAS**, during his tenure, The Urbana Free Library

- ❖ celebrated its 150<sup>th</sup> anniversary;
- ❖ created a full-time, bilingual Programming Specialist position;
- ❖ updated the Strategic Plan;
- ❖ participated with the University of Illinois in the first publicly available quantum network;
- ❖ held the largest Fairy Tale Ball ever, with over 1,800 participants;
- ❖ held a very successful eclipse party, handing out over 1,000 pairs of eclipse glasses;
- ❖ participated with the University of Illinois in putting together a 60,000 piece jigsaw puzzle;
- ❖ contracted to revitalize the Library’s outdoor spaces;
- ❖ approved a building program.

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

**Section 1. RECOGNITION AND THANKS**

The Board of Trustees hereby recognizes and sincerely thanks Brandyn Mason for his service to The Urbana Free Library and its residents as a Board of Trustees member.

**Section 2. NOTIFICATION OF RESOLUTION**

The Board hereby directs that a signed copy of this resolution be presented to Brandyn.

**ADOPTED** by the Board of Trustees at a regular meeting thereof, held this 10<sup>th</sup> day of September, 2024.

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

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

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary/Secretary *pro tem*

**BOARD OF TRUSTEES OF  
THE URBANA FREE LIBRARY  
RESOLUTION NO. 2024-13**

**RESOLUTION TO THANK CELESTE MOUTOS FOR HER YEARS OF SERVICE**

**WHEREAS**, Celeste Moutos has been the Executive Director of The Urbana Free Library since April 1, 2014; and

**WHEREAS**, during her tenure, The Urbana Free Library

- ❖ celebrated its 140<sup>th</sup> and 150<sup>th</sup> anniversaries;
- ❖ approved a Strategic Plan and a Building Program;
- ❖ partnered with the City of Urbana on the MCORE project;
- ❖ updated language in Library policies and procedures using an Equity, Diversity, and Inclusion lens;
- ❖ implemented the automatic renewal of materials and went fine free;
- ❖ started the Seed Exchange and greatly expanded the Library of Things collections;
- ❖ accepted archives and created online access to the News-Gazette and the Chanute Air Museum collections;
- ❖ received an ARPA grant to create a full-time, bilingual Programming Specialist position; and

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

- ❖ opening the Lewis Auditorium to host elections while the rest of the building was closed;
- ❖ making phone calls to Home Delivery patrons to help with isolation and engage with the community;
- ❖ loaning sewing machines to community members to make masks that were donated locally;
- ❖ loaning a 3D printer to the University to make personal protective equipment for essential workers;
- ❖ providing new patron services, such as Curbside Pickup, e-library cards, book bundles, and take-and-make craft kits;
- ❖ offering virtual programs for a variety of ages;
- ❖ increasing staff benefits, including paid COVID-19 leave, paid bereavement and paid sick leave for hourly employees, and paid parental leave for qualified employees; and

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

- ❖ creating an intergovernmental agreement with Urbana School District #116 to allow students and qualified staff to check out Library materials;
- ❖ partnering with Cunningham Township Supervisor’s Office to provide greater access to services for their clients, as well as offering library cards to people the Township has vetted as being without a home while residing in Urbana;
- ❖ partnering with the City of Urbana Arts & Culture Commission, The Urbana Free Library Foundation, and Cunningham Township Supervisor’s Office to create murals on the sides of the Township building;
- ❖ partnering with The Friends of The Urbana Free Library to purchase needed equipment, such as porch awnings and auditorium tables;
- ❖ partnering with the University of Illinois on the first publicly available quantum network.

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

**Section 1. RECOGNITION AND THANKS**

The Board of Trustees hereby recognizes and sincerely thanks Celeste Moutos for her years of service to The Urbana Free Library and its residents as Executive Director.

**Section 2. NOTIFICATION OF RESOLUTION**

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

**ADOPTED** by the Board of Trustees at a regular meeting thereof, held this 10<sup>th</sup> day of September, 2024.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary/Secretary *pro tem*



# REQUEST FOR PROPOSAL

## Executive Search Firm Services

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**ISSUE DATE:**

Wednesday, September 11, 2024

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**DATE/TIME LAST DAY FOR QUESTIONS:**

Friday, September 27, 2024, 5:00 p.m.

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**DATE/TIME OF CLOSING:**

Friday, October 11, 2024, 5:00 p.m.

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# The Urbana Free Library Request for Proposals (RFP) for Executive Search Firm Services

## SECTION I: PURPOSE OF REQUEST FOR PROPOSALS AND GENERAL TERMS AND CONDITIONS

### 1.1. Purpose of Request for Proposal (RFP)

The Urbana Free Library is soliciting proposals from qualified, professional executive recruitment firms to provide executive recruitment services for the search for its Executive Director. The intent of this RFP is to partner with an executive recruitment/search firm experienced in executive recruitments for public libraries to provide high-quality service and deliver highly qualified, diverse, and well-vetted candidates.

### 1.2. Standard Terminology

The term "Library" refers to The Urbana Free Library. A prospective Contracting Agency will be referred to as the "Vendor" or "Proposer" or "Consultant." "Proposal" or "Bid" shall refer to all proposals, bids, quotes, and/or qualifications submitted in response to the RFP. "Time" shall refer to all time limits designated as days within these documents and shall be interpreted to mean calendar days unless otherwise specified. A calendar day is every day on the calendar.

### 1.3. Questions

Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be submitted in writing by **Friday, September 27, 2024 at 5:00 p.m. CST**. Answers to all questions of any substantial nature will be provided to each Proposer from whom a vendor registration has been received. Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. All questions either technical, commercial, or contractual in nature, shall be directed to: Dawn Cassady, Associate Director, The Urbana Free Library: [dcassady@urbanafree.org](mailto:dcassady@urbanafree.org). No verbal inquiries of any nature to any Library employee will be considered or addressed.

### 1.4. Addenda

The Library may modify this RFP, any of its key action dates, or any of its attachments, prior to the bid submittal date. Addenda will be numbered consecutively as a suffix to the RFP title. It is the Proposer's responsibility to ensure they have incorporated all addenda items. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

### 1.5. Submission of Proposal

Proposals will be accepted on or before the date and time indicated in accordance with *Section III: Proposal Instructions and Format*.



## **1.6. Proposer's Cost**

Costs for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to The Urbana Free Library.

## **1.7. Exceptions**

If a Proposer takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification.

## **1.8. Proposals Become the Property of The Urbana Free Library**

Proposals become the property of The Urbana Free Library and, along with later submissions, will not be returned to the proposing party. The Library reserves the right to make use of any information or ideas contained in the proposal.

## **1.9. Public Records and Requests for Confidential Treatment**

Proposals will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) and other applicable laws and rules, unless specifically requested in the proposal that Library treat certain information as exempt.

A request for confidential treatment will not supersede the Library's legal obligations under FOIA. The Library will not honor requests to exempt entire proposals, and it shall be the responsibility of the proposing party to show the specific grounds under FOIA or other law or rule that supports exempt treatment. Regardless of the application of any exemptions pursuant to FOIA or other law or rule, the Library shall disclose the successful Proposer(s)'s name(s), the substance of the proposal, and the price.

If a Proposer requests exempt treatment of a portion(s) of their proposal, they must submit an additional copy of the proposal with such exempt information visibly redacted (not deleted). This copy must state the general nature of the material redacted and shall retain as much of the proposal as possible. The proposing party shall be responsible for any costs associated with the Library's defense of the request for exempt treatment. Further, the Proposer agrees to allow the Library to facilitate evaluation, or to respond to requests for public records. Additionally, the Proposer warrants that the copy or duplication of the proposal pursuant to a request for public records will not violate the rights of any third party.

## **1.10. Proprietary Information**

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The Library will only be able to comply with a request for confidentiality to the extent allowed by law.

## **1.11. Rejection of Proposals**

The Library may reject any or all proposals and may waive any immaterial deviation in a proposal. The Library's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if awarded the contract. Proposals referring to terms and conditions other than the Library's terms and conditions may be rejected as being non-responsive.

The Library may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Library all such information and data for this purpose as requested by the Library. The Library reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Library that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

#### **1.12. Cancellation**

This solicitation does not obligate the Library to enter into a contract. The Library retains the right to cancel this RFP at any time. No obligation, either expressed or implied, exists on the part of the Library to make an award or to pay any cost incurred in the preparation or submission of a proposal.

#### **1.13. Evaluation Criteria**

A detailed evaluation of the proposal will be conducted by the Library. Evaluations will be based on at least the following criteria, not necessarily in the order provided or with equal weight given to each criterion. The selected firm must comply with all applicable Federal, State, and local affirmative action and equal employment opportunity laws. The Library may contact or interview vendors to obtain additional information following receipt of proposals.

The Proposer will be evaluated based on:

1. Compliance with the RFP requirements;
2. Cost of the specified items or services; and
3. Other criteria as set forth below:
  - A. The ability, capacity, and skill of the Proposer to meet the contract requirements and/or provide the services;
  - B. The capacity of the Proposer to meet the contract requirements and/or provide the services promptly or within the time specified, without delay or interference;
  - C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, including but not limited to past performance record; default under previous contracts, whether or not such contracts were with the Library; competency; and failure to pay or satisfactorily settle all bills due for labor and material on former contracts;
  - D. The quality of performance by the Vendor of previous contracts;
  - E. The previous and existing compliance by the Vendor with laws and ordinances relating to the contract;
  - F. The sufficiency of the financial resources and financial ability of the Proposer to perform the contract;
  - G. Completion and approval of all required documents as specified; and
  - H. Whether the proposal submitted meets the instructions, requirements, and specifications set forth in the RFP or qualifications and related documents.

#### **1.14. General Instructions**

All proposals shall follow the format described in *Section III: Proposal Instructions and Format*. Information requested from the Proposer by this RFP should be provided in a direct and concise manner. Responses shall refer directly to section numbers in this RFP and meet or exceed the requirements described in the sections of this RFP. It should be understood that failure to respond to a specific requirement may be the basis for elimination of a Proposer

from consideration during comparative evaluation of proposals.

#### **1.15. Proposal Guarantee**

All proposals made in response to this RFP shall be irrevocable for ninety (90) days after the due date for submission of proposals and may not be withdrawn by the Proposer during this period. Upon the earlier of ninety (90) days or when the Library enters into a contract with the winning Proposer(s), the proposal may be withdrawn by Proposer upon Proposer's written request if the Proposer's proposal has not been selected prior to the request to withdraw.

#### **1.16. Acceptance of Proposal Content**

The contents of the proposal or parts thereof selected by the Library will become contractual upon incorporation into the final contract documents.

#### **1.17. Customer Service**

The Library expects the selected Proposer(s) to deliver a high level of customer service regarding the provision of any service to the Library, its employees, and its patrons.

#### **1.18. Public Advertising**

The Proposer is specifically denied the right to use the name of The Urbana Free Library for public advertising or reference in any form.

#### **1.19. Vendor Responsibilities**

The selected Proposer(s) shall assume responsibility for providing all requested services described in *Section II: Scope of Services*. The Library will consider the selected Proposer(s) to be the sole point of contact with regard to contractual matters, including the performance of services and the payment of any and all charges resulting from contract obligations.

The selected Proposer(s) shall be required to commit sufficient resources to providing the services described in the *Scope of Services* for the proposed recruitment.

#### **1.20. Insurance**

Upon execution of the contract, the Proposer(s) will provide copies of certificates of insurance to the Library. The successful proposer must provide malpractice/liability insurance of \$1,000,000.00 per incident, \$1,000,000.00 aggregate coverage, and provide certificates of coverage then in force. The Proposer shall provide the Library with those current certificates of insurance naming the Library as an additional insured.

#### **1.21. Indemnity**

The successful Proposer(s) shall be required to indemnify, hold harmless, and defend the Library and its elected and appointed officials and employees from and against any and all claims, actions, causes, rights, remedies, damages, judgments, decrees, liabilities, and defenses asserted against the Library in any lawsuit, administrative proceedings, or arbitration which proximately cause any personal injury, bodily injury, or property damage which arises out of the Successful Proposer's intentional, willful, wanton, grossly negligent, or negligent wrongful act or omission whether or not in performance of its obligations and

responsibilities as set forth in the Contract.

## **1.22. Payment**

Payment will be made within forty-five (45) days of submission of an invoice for services.

## **SECTION II: SCOPE OF SERVICES**

The Library's current Executive Director has announced her resignation effective September 14, 2024. The Library wishes to conduct national searches to appoint a new Executive Director to begin work as soon as possible.

### **2.1. Description of The Urbana Free Library**

The Library consists of two divisions: Public Services (Public Services, Community Engagement, Champaign County Historical Archives) and Operations (Collections, IT, Facilities, HR). The Library's FY2025 budget is approximately \$5.3 million, and it has approximately 70 employees. More information about the Library can be found at: [urbanafreelibrary.org](http://urbanafreelibrary.org).

### **2.2. Deliverables**

#### Phase I – Pre-Recruitment Planning

1. Meet with Library's hiring team prior to commencement of the recruitment to receive information and feedback regarding the expectations of the Library; the priorities, opportunities, and challenges for the position; the professional, interpersonal, and leadership qualifications of the preferred candidates.
2. Meet with appropriate stakeholders to obtain information regarding expectations, challenges, requirements, and responsibilities of the position, which may include individual and group meetings with the Library Board, Library staff, and community members.
3. Develop the recruitment timetable.
4. Offer revisions to job description based on current best practices.

#### Phase II – Recruitment of Qualified Candidates

1. Develop a comprehensive recruitment strategy designed to appeal to a diverse range of qualified applicants:
  - A. Conduct a national recruitment and search for qualified candidates with an emphasis on diversity in the applicant pool, utilizing best practices for executive searches of this type with particular emphasis on direct outreach and personal contact. The selected Vendor shall be responsible for developing and implementing an advertising plan including preparing and placing recruitment notices as proposed to and agreed upon by the Library. Vendor is responsible for target marketing and controlling costs associated with such marketing.
  - B. Develop materials, including but not limited to a job posting, describing the

- position's requirements, ideal candidate, and community attributes.
- C. Place advertisements for the open position.
  - D. Communicate with interested applicants and respond to requests for information regarding the recruitment and selection process.
  - E. Develop a method for applications to be submitted directly to the Vendor's website. At the end of the application period, all application and other documents/materials will be transferred to and become property of the Library.
2. Develop a list of incumbent Executive Directors, Associate or Assistant Directors, and other qualified individuals who possess the attributes that the Library is seeking. Directly recruit those individuals to apply for the Library's Executive Director position.

#### Phase III – Application Screening

1. Complete an initial screening of applications against the Library's hiring criteria as described in the published job posting.
2. Provide a summary of the initial screening along with a ranking of candidates for the Library hiring team's consideration.

#### Phase IV – Semi-Finalist Screening

1. Assist with the development of interview questions.
2. Schedule and facilitate phone or video interviews with each of the semi-finalists. Vendor will meet with the Library's hiring team to discuss the profiles of each semi-finalist and assist in deciding which candidates to invite for final interviews and condense the list as appropriate. Vendor will provide the Library with well-written, detailed evaluations of each candidate, including academic and professional credentials.
3. Notify all candidates not selected as finalists for the position.

#### Phase V – Finalist Interviews

1. Assist with final interviews, including the development of interview questions and schedule of events for the candidates' visit.
2. Assist in the final evaluation of all candidate data and in the selection of the final candidate who will receive the job offer.
3. Secure authorizations and conduct thorough pre-employment checks on the proposed finalists, including, but not limited to verification of educational credentials, work history, general conduct, legal history, and social media activity. If there have been any position changes over the past 5-10 years that were not considered promotions, provide details on the circumstances of the change.
4. Conduct at least three initial professional reference checks on the proposed finalists.
5. Provide notification to all candidates not selected for the position.

## Phase VI – Negotiation and Approved Contract with Final Choice Candidate

1. Assist with negotiating a compensation/benefits package for such candidate. Should the final candidate decline the job offer, Consultant will assist with identifying additional finalists until a final employment contract is reached or final acceptance of employment is received, as applicable.

### VII. Library's Role:

The Library's roles and responsibilities include:

- All public and employee communications related to the recruitments;
- Final screening of all candidate materials and determining the candidates who will advance to the interview phase of the process;
- Coordination of the final selection process, including the scheduling of interviews and other activities such as travel and lodging arrangements, as necessary;
- Final selection of the preferred candidate to advance to contract negotiations;
- Negotiating the salary, benefits, and other terms and conditions of employment with the successful applicant; and
- Completing the onboarding process for the selected candidate.

The Library may propose additional tasks as deemed necessary. Any additional services shall be compensated as agreed upon in the resulting contract with the Library.

## SECTION III: PROPOSAL INSTRUCTIONS AND FORMAT

### 3.1. Introduction

To be considered responsive to this RFP, Proposer must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The Urbana Free Library reserves the right to request additional information that, in Library's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.

### 3.2. Key Dates

- Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be directed in writing by Friday, September 27, 2024 at 5:00 p.m. CST to: [dcassady@urbanafree.org](mailto:dcassady@urbanafree.org)
- Proposals must be received by Friday, October 11, 2024 at 5:00 p.m. CST to: [dcassady@urbanafree.org](mailto:dcassady@urbanafree.org)

### 3.3. Delivery of Proposals

- Email delivery of proposals to: [dcassady@urbanafree.org](mailto:dcassady@urbanafree.org)
- Proposals must be received no later than the date and time specified in Section 3.2. LATE PROPOSALS WILL NOT BE ACCEPTED.
- Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP.
- Responses should emphasize the Proposer's demonstrated capability to perform work of this type.

### 3.4. Proposal Format and Content

Proposer is asked to supply one (1) complete proposal copy in electronic format; PDF is preferred. Electronic copies of the proposal may be emailed to [dcassady@urbanafree.org](mailto:dcassady@urbanafree.org)

Proposals shall adhere to the following format for organization and content:

1. Cover Letter – The cover letter shall include a statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should be signed by an individual who can bind the Proposer contractually.
2. Profile of Firm – This section shall include a brief description of the firm's size as well as the organizational structure.
3. Qualifications of Firm – This section shall include a summary of the Proposer's and any sub-consultants' qualifications and previous experience on similar or related projects. Description should include pertinent project experience and successes in recruiting and placing candidates with diverse backgrounds in comparable positions, particularly those in similarly-situated public libraries.
4. Project Staff – Identify the key individuals who will work with the Library, along with their contact information. The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the team. A project manager must be designated and an organizational chart showing the manager and all project staff must be included.
5. Project Approach – Proposals should include an explanation of the proposed course of action. References should be made to the requirements of this RFP and plan for meeting those requirements. If you propose changes to the approach set forth in the *Scope of Services*, those changes should be specified clearly. Explain the proposed methodology that will be used and clearly demonstrate understanding of the objectives the project is intended to complete. This section should include a proposed project schedule, indicating how each task under the *Scope of Services* will be accomplished. This section should include proposed timetables for each phase of the proposed recruitment.
6. Fee Proposal – The cost proposal must describe both the total and detailed price to complete the *Scope of Services*. Fee structure shall include specific costs for services, fee payment schedule, and any applicable cost guarantees. It should include the reimbursement process for "other costs" associated with recruitment efforts that are expected to be reimbursed. All charges to complete a successful recruitment should be submitted and there should be no hidden costs.
7. References – At least three (3) professional references who can be contacted for verification of the respondent's experience and qualifications. The references should be public sector agencies (preferably public libraries in similarly sized communities) for

which the individual and/or firm has successfully placed candidates in executive positions. Each reference shall include the name, title, phone number, and email address of an individual who can speak to the efficacy, satisfaction, and other relevant details of the Vendor's contract performance.

8. Exceptions/Deviations – State any exceptions to or deviations from the requirements of the RFP, segregating “technical” exceptions from the “contractual” exceptions. Where Proposer wishes to propose alternative approaches to meeting the Library's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Proposer will be deemed to have accepted the contract requirements.
9. Addenda – Acknowledgement of any addenda. This form can be found in *Attachment A*.
10. Equal Employment Opportunity (E.E.O.) Workforce Statistics Form – Each Proposer should also include other requested documents, including your corporate EEO Statement and the company's Sexual Harassment Policy. The form and additional information can be found in *Attachment B*.
11. Vendor Representations and Additional Duties (VRAD) – Vendors are required to complete, sign, and return the VRAD form. By signing and returning the Certification, the undersigned individual certifies that they are familiar with and comply with the legislative acts summarized therein. This form can be found in *Attachment C*.
12. Proposed Agreements – All contract documents and warranties with which the Library is expected to agree in the case of a contract award.
13. Additional Information – Any information that the Vendor believes the Library should consider.



Attachments for use and review in Proposer's response:

- Attachment A: Acknowledgement of Addenda
- Attachment B: EEO Workforce Statistics Form
- Attachment C: Vendor Representations and Additional Duties Form (VRAD)



# Monthly Invoice

80280805-52600

Statement Date: 08/23/2024

Customer Number: 876594-47

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

**Total Amount Due by 09/13/2024 \$14,019.10**

**Rate Plan:** Fixed Price Solutions  
**Account ID:** 13992008  
**Utility Number:** 5158373000  
**Service Period:** 7/20/2024 to 8/20/2024  
**Statement Number:** 69058882301

**Previous Balance:** \$14,047.67  
**Payments Since Last Invoice:** -\$14,047.67  
**Unpaid Balance:** \$0.00  
**Late/Finance Charges:** \$0.00  
**Credit/Adjustments:** \$0.00  
**Total New Charges:** \$14,019.10

## HOW WE CALCULATED YOUR BILL

See reverse side for detailed description of charges ↪

### UDC Charges

\$4,451.42

### Market Charges

\$0.00



### Contract Charges

\$9,567.68

## CONSUMPTION HISTORY



Current month's reading is **Actual**.

## MONTHLY USAGE

Current Month **125,577** kWh

▲ **44.0%** from last year

Last Month

**125,277**

kWh

Last Year

**86,997**

kWh

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

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



PO Box 4911  
Houston, TX 77210-4911

Statement Number: 69058882301

Customer Number: 876594-47

**Total Amount Due by 09/13/2024 \$14,019.10**

AMOUNT  
ENCLOSED



0105245 01 MB 0.571 \*\*AUTO T1 0 4236 61801-395310 -C03-P05250-11



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



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

181069058882301000000004700008765940014019101

0105245-0010928-0000001 of 00000006-C03-p1 4236--P05250



**HAVE A QUESTION OR EMERGENCY?**

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

**Total Amount Due by 09/13/2024 \$14,019.10**

**For Customer Care Contact Constellation**

**Website** <https://energymanager.constellation.com>  
**Email** [customercare@constellation.com](mailto:customercare@constellation.com)  
**Phone** 844-6ENERGY (844-636-3749)

Meter Number:	SERVICE PERIOD START	SERVICE PERIOD END	USAGE
25900955	07/20/2024	08/20/2024	<b>125,577.000</b>

**DETAILED CHARGES**

	Quantity	Rate	Amount
<b>Contract Charges</b>			
Energy-Fixed Price	125,576.60 kWh	\$0.0761900/kWh	\$9,567.68
<b>Subtotal Contract Charges</b>			<b>\$9,567.68</b>
<b>Market Charges</b>			
Reliability Must Run	125,576.60 kWh	\$0.0000000/kWh	\$0.00
Renewable Portfolio Standards	125,576.60 kWh	\$0.0000000/kWh	\$0.00
<b>Subtotal Market Charges</b>			<b>\$0.00</b>
<b>UDC Charges</b>			
<b>Subtotal UDC Charges</b>			<b>\$4,451.42</b>
<b>Total New Charges</b>			<b>\$14,019.10</b>

**Message Center**

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

Thank you for choosing Constellation as your electric supplier.

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

**Other Ways to Pay Your Bill**



**Energy Manager**

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



**Phone**

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



**ACH/WIRE**

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

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Statement Number: 69058882301

Customer Number: 876594-47

Invoice Number: 69058882301

### UTILITY DISTRIBUTION CHARGES

**BillingGroup Name** City of Urbana  
**Service Location** 210 W GREEN ST UNIT ELE

**Ameren IP Account ID:** 5158373000  
**Amount Due** \$4,451.42

### METER READINGS

#### METER READING

READ DATE	METER NO.	LOAD TYPE	READING TYPE	PREVIOUS	PRESENT	MULTIPLY X	USAGE
08/21/2024	25900955	General Service	Pk kW	Actual	Actual		219.840
08/21/2024	25900955	General Service	Total kWh	Actual	Actual		125,576.600

### INVOICE DETAILS

**Rate Class - General Delivery Service (SECOND)**

**Service :** 07/20/2024 To 08/20/2024 - 31 Days

CHARGE TYPE	QUANTITY	UOM	RATE	AMOUNT
Clean Energy Assistance Charge	125577.00	KH	0.00176	\$221.02
Coal to Solar and Energy Storage Charge	125577.00	KH	2e-05	\$2.51
Customer Charge	0.00		0	\$46.66
Customer Generation Charge	0.00		0	\$65.72
Delivery Service Cost Adjustment	0.00		0	\$204.02
Distribution Delivery kW Charge	219.80	K1	7.889	\$1,734.00
EDT Cost Recovery	0.00		0	\$157.36
Electric Deferred Income Tax Adjustment	0.00		0	-\$56.83
Electric Environmental Adjustment	125577.00	KH	0.0003961	\$49.74
Energy Efficiency Programs Charge	125577.00	KH	0.00293	\$367.94
Energy Transition Assistance Charge	125577.00	KH	0.00072	\$90.42
Illinois State Electricity Excise Tax	0.00		0	\$387.18
Meter Charge	0.00		0	\$11.90
Municipal Tax	0.00		0	\$445.71
Renewable Energy Adjustment	125577.00	KH	0.00458	\$575.14

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Statement Number: 69058882301

Customer Number: 876594-47

Invoice Number: 69058882301

### UTILITY DISTRIBUTION CHARGES

**BillingGroup Name** City of Urbana  
**Service Location** 210 W GREEN ST UNIT ELE

**Ameren IP Account ID:** 5158373000  
**Amount Due** \$4,451.42

### INVOICE DETAILS (Con't)

CHARGE TYPE	QUANTITY	UOM	RATE	AMOUNT
Single Bill Option Credit	0.00		0	-\$0.21
Transformation Charge	234.90	K1	0.59	\$138.59
Utility-Owned Solar and Storage Adjustment	125577.00	KH	8.4e-05	\$10.55
<b>Total New Charges</b>				<b>\$4,451.42</b>

### THIS IS NOT AN INVOICE - DO NOT PAY

We are required by your utility to include these charges for informational purpose only.  
Constellation NewEnergy, Inc. is responsible for payment of the Total Current Charges.  
For Questions about Utility Charges? Call 800-755-5000

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## BYLAWS OF THE BOARD OF TRUSTEES

**BYLAWS OF THE URBANA FREE LIBRARY BOARD OF TRUSTEES**

The Board of Trustees of The Urbana Free Library is constituted and holds authority as specified in the *Illinois Compiled Statutes*, Chapter 75, Act 5, and other applicable Illinois laws. Regular monthly meetings of the Board of Trustees are held on the second Tuesday of each month at 7:00 p.m. at the Library.

**MEMBERS OF THE BOARD****Appointment and Terms**

The Board of Trustees is composed of nine members appointed by the Mayor and confirmed by the City Council. Each member is appointed for a term of three years, with three members appointed each year. All members must be residents of the City of Urbana, and no more than one may be a member of the City Council.

**Election of Officers**

The Officers of the Board of Trustees are President, Vice-President, Secretary/Treasurer and Secretary *pro tempore*. The officers of the Board of Trustees shall be elected annually for a one (1) year term by the Board of Trustees at its first regular meeting subsequent to the appointment of trustees each year by the Mayor and City Council. Officers may succeed themselves in office, but the President may serve no more than a total of three consecutive terms without a break of at least one year. Each officer shall hold office until ~~his or her~~their successor has been duly elected.

In the event of a vacancy of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

**Duties of Officers**

It is the duty of the President to preside at all meetings of the Board; to appoint all ad hoc committees and liaison officers; to issue calls for special meetings; and to perform all other usual duties of a presiding officer.

In the absence of the President, the Vice-President performs all duties of the President. In the event of a vacancy in the office of the President, the Vice-President will perform all the duties of the President until a new President is elected.

It is the duty of the Secretary/Treasurer to insure that an accurate account is kept of the proceedings of the Board; that members of the Board are notified of all regular, standing, special, and ad hoc committee meetings; that the originals of all minutes are kept on file at the Library; and that the Mayor is notified of vacancies on the Board. The Secretary/Treasurer serves as legal custodian of Library funds.

If the Secretary is unable to be present, the Secretary *pro tempore* acts as the Secretary and holds the responsibilities of that office.

## BYLAWS OF THE BOARD OF TRUSTEES

### **Committees**

Standing committees are established by the Board. Current standing committees include the Nominating Committee. Other standing committees may be formed and added at the discretion of the Board. When deemed desirable, the Board may direct the appointment of ad hoc committees, which meet for a limited duration to investigate topics of defined scope.

### **Liaison Officers**

The President of the Board appoints a Board member to serve as a liaison to the Friends of The Urbana Free Library and to report on Friends activities to the Board on a monthly basis.

The President of the Board, or a designee appointed by the President, serves as an ex-officio member on the Board of The Urbana Free Library Foundation and reports to the Library Board about Foundation activities on a monthly basis.

### **Conflict of Interest**

In accordance with the Illinois Ethics Statement [5 ILCS 430], Board members are expected to refrain from prohibited political activities, inappropriate giving and receiving of gifts, and participation or voting on matters in which they have a direct or indirect conflict of interest.

If a trustee is in violation of the Illinois Ethics Statement or exhibits conduct that jeopardizes the Library's reputation or ability to function effectively within the community, the President may request in writing that the Trustee submit ~~his or her~~their letter of resignation from the Board of Trustees to the Mayor.

## **BOARD RESPONSIBILITIES**

### **Budget**

The Board approves an annual budget for the Library and requests the corresponding levy from the Urbana City Council. The budget is reviewed and amended in accordance with the Finance Policy.

### **Policy**

The Board is charged with setting policy for the Library, including policies relating to collection, Library services, patron use, personnel, and its own Board bylaws. The Board reviews and revises specific policies at a minimum frequency recommended by the State Library or more frequently as Library needs arise. Changes to policy may be proposed three days before a meeting. Bylaws are reviewed at least every three years.

### **Planning Documents**

The Board anticipates and directs the development of future Library services through multi-year planning documents. Such documents include a Strategic Plan, a Technology Plan, and a multi-year Financial Plan. The Board complies with any local, state, or federal requirements specifying the frequency of revision.

## BYLAWS OF THE BOARD OF TRUSTEES

### Hiring of Executive Director

The Board hires the Executive Director, negotiates an employment contract, conducts performance evaluations on an annual basis, and may terminate employment in accordance with the contract. The Executive Director serves as the administrative officer of the Library under the direction of the Board. The Executive Director has responsibility and authority in accordance with Library policy. These responsibilities include:

- The care and use of the Library and its collections.
- The selection, hiring, promotion, and dismissal of personnel.
- The selection of Library materials.
- The expenditure of Library funds as authorized by the Board in its approval of the annual budget.
- Other duties as assigned by the Board.
- The Executive Director attends all Board meetings and ad hoc committee meetings, except those at which ~~his or her~~their appointment or dismissal or salary is to be discussed or decided.

Although the Board sets policy to guide the overall operation of the Library, the procedural implementation of policy and the daily operations of the Library are managed by the Executive Director and Library staff.

## BOARD MEETINGS

### Call for Meetings

Special meetings of the Board are held upon call, either by the President or upon written request of three members of the Board.

Ad hoc committee meetings are held upon direction of the Board.

All meetings of The Urbana Free Library Board of Trustees shall conform to the provisions of the Open Meetings Act (5 ILCS 120).

### Order of Business

The order of business is determined by the Board and may be changed at their discretion.

### Quorum

A majority of the Board members currently serving constitutes a quorum.

### Conduct of Business

*Robert's Rules of Order Revised*

### Public Comment

Any person who seeks to address the Board at a public meeting will be permitted to speak on any matter listed on the agenda or on any other matter germane to Library concern.



## BYLAWS OF THE BOARD OF TRUSTEES

Public comments are the first items addressed under ~~Public Input Petitions and Communications~~ in the agenda. The presiding chair may require persons wishing to speak to sign in before the start of the meeting and to provide their names. Prior to speaking, each person must be recognized by the presiding chair and must state ~~his or her~~their name for the public record.

Public comment is limited to no more than five minutes per person and to no more than two hours per meeting, unless extended by consent of a majority vote of the members present. The presiding chair or Secretary shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.

If the presiding chair recognizes that more than twenty persons desire to speak, ~~he or she~~they may limit each speaker to comments of no more than three minutes.

Whenever any group of persons wishes to address the Board on the same topic, the presiding chair may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the presiding chair may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.

Persons invited by the presiding chair to address the Board are subject to such time limits as the majority of the members present may prescribe.

**Attendance at Meetings**

Members of The Urbana Free Library Board of Trustees are expected to attend every meeting. Vacancies shall be declared provided as in Section 4.4 in the Illinois Local Library Act, 75 ILCS 5.

**Electronic Attendance ~~and Voting~~**

~~The Open Meetings Act~~ State of Illinois Public Act 94-10585 ILCS 120/7 amends the Open Meetings Act ~~and~~ provides for electronic participation in lieu of physical presence at a public meeting as defined by the Act, provided that there is a quorum physically present at the meeting. In accordance with this Act with the State of Illinois Public Act 94-1058, a Board member may participate and vote electronically at public meetings of The Urbana Free Library, if the member is unable to physically attend due to: (1) personal illness or disability, (2) employment purposes or business related to The Urbana Free Library, (3) family or other emergency, or (4) unexpected childcare obligations.

In order for such participation to be valid, the member must provide notice sufficiently in advance of the meeting for the Library to be able to provide the technical means necessary to fulfill the request to participate by video or audio conference.

The Board may deny ~~the~~ a member's electronic attendance request by a 2/3 vote if the request does not meet one of the above criteria.

~~The~~ A member may vote on motions and issues coming before the body, but ~~his or her~~their vote shall not count towards the necessary physical presence of a quorum.

BYLAWS OF THE BOARD OF TRUSTEES

5 ILCS 120/7 (e) provides for meetings held during a public health disaster that do not require the physical presence of a quorum.

Adopted: April 11, 1977

Amended: October 8, 2013; January 13, 2015; May 12, 2015; ~~October 13, 2015; December 8, 2015;~~  
~~October 13, 2015; December 8, 2015;~~ May 14, 2019; September 15, 2020; October 10, 2023, September 10,  
2024

DRAFT

## CONFIDENTIALITY OF RECORDS

In accordance with the American Library Association's policy on the confidentiality of library records (adopted January 20, 1971), and the Illinois State "Library Records Confidentiality Act" (83-179, effective January 1, 1984) (75 Illinois Compiled Statutes 5/1-7 and 75 Illinois Compiled Statutes 70/1), The Urbana Free Library recognizes all registration and circulation records as confidential in nature. Such records include all information identifying the names of Library users with specific materials.

Access to these records is restricted to Library staff. Staff also may provide information to the cardholder or the cardholder who has applied for a card in the name of their child and who has signed responsibility for that card; to other libraries from which registered Urbana cardholders have borrowed books and other materials; and to agencies that the Library employs in order to forward notices, retrieve non-returned materials, or collect unpaid balances. Access to registration and circulation records by members of the general public is restricted to those circumstances hereafter provided for.

All Library staff and employees are forbidden to make such records available to casual members of the public, the press, or to any agency of federal, state, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

However, in emergency situations that present imminent danger of physical harm, law enforcement may request access to information from Library registration, circulation, or computer use records without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide in writing their name, agency, badge number, the nature of the emergency, and the extent of data requested. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the Library.

On receipt of any legal process, order, or subpoena requiring the Library to identify the names of Library users with specific materials, the Library staff shall consult with the Executive Director and the Library/City attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library attorney, the Library shall resist its issuance or enforcement until any such defects have been cured.

Adopted June 14, 1982

CONFIDENTIALITY OF RECORDS

Revised July 12, 2016; August 10, 2021; September 10, 2024

## DRUG-FREE WORKPLACE

### 1. GENERAL POLICY

In accordance with federal laws applying to all agencies that receive federal grants (102 Stat 4304-4308 (Title 41 Section 1701 *et seq.*), and in accordance with state laws (30 ILCS 580), it is the policy of the Board of Trustees of The Urbana Free Library that The Urbana Free Library shall be a drug-free workplace.

The health and well-being of employees, the safe and effective operation of the Library, and citizen confidence in the Library cannot be maintained unless the Library maintains a drug-free workplace. Compliance with this policy is mandatory.

### 2. CONTROLLED SUBSTANCES AND ALCOHOL

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the buildings or on the grounds of The Urbana Free Library by any employee, agent, official, contractor, and volunteer is expressly prohibited.

For the purposes of this policy, a controlled substance is defined in the [Illinois Drug Free Workplace Act](#) (30 ILCS 580/2), including a substance that is

- not legally obtainable;
- being used in a manner different than prescribed; or
- legally obtainable, but has not been legally obtained, possessed, or used.

Unless specifically authorized, the carrying, use, or possession of alcohol is also prohibited while on Library premises or while on duty, with the exception of social events or Library-sponsored parties approved by the Executive Director.

Library employees, agents, officials, contractors, and volunteers are strictly prohibited from reporting to work or working under the influence of a controlled substance, [alcoholic beverages](#), and/or ~~alcoholic or other intoxicating substances~~ [beverages](#).

For the purpose of this policy, "buildings or grounds of The Urbana Free Library" includes all Library land, structures, and parking lots, as well as City of Urbana land, structures, and parking lots associated with the Library.

### 3. IMPAIRMENT OF WORK PERFORMANCE

Employees who take over-the-counter or prescribed medication are responsible for being aware of any effects the medication may have on their performance of their duties. Employees should promptly communicate to their supervisor any known impairment resulting from the medication.

## DRUG-FREE WORKPLACE

The Library may consider an employee to be impaired or under the influence of a controlled substance, alcohol, or other substance that can impair work performance if the Library has an objectively reasonable good-faith belief that an employee manifests specific, articulable symptoms while working as outlined in the Library's Procedure for Employees Impaired at Work. If the Library considers an employee impaired or under the influence of a controlled substance, alcohol, or other intoxicating substance that can impair work performance, the Library may require the employee to submit to a drug and alcohol test.

### 4. DISCIPLINE

Any employee violating this Policy shall be subject to discipline up to and including termination. If the Library elects to discipline any employee on the basis that the employee is under the influence or impaired while at work, the Library also must afford the employee a reasonable opportunity to contest the basis of the determination. Employees who refuse to submit to a drug or alcohol test will be subject to disciplinary action, up to and including termination.

### 5. CONDITION OF EMPLOYMENT

As a condition of employment, each employee of The Urbana Free Library shall abide by this policy and shall notify the Executive Director of The Urbana Free Library of any criminal drug statute conviction for a violation occurring in the buildings or on the grounds of The Urbana Free Library no later than five days after each such conviction.

### 6. STAFF NOTIFICATION

At the time of employment, and upon adoption of any changes thereto, employees of The Urbana Free Library are asked to read a copy of this policy and sign a statement that they have read the policy and are aware of their responsibility to adhere to it.

### 7. EMPLOYEE ASSISTANCE

The Library endeavors to assist any employee who requests help in dealing with personal use of a controlled substance or alcohol through referral to the Library's Employee Assistance Plan or other referrals. Those costs of such assistance that are not covered by the Library's health insurance benefits are the responsibility of the employee. All communications regarding substance abuse are confidential, and employees are not subject to discipline for voluntarily acknowledging their drug or alcohol problems prior to detection. However, this communication does not excuse any subsequent violation of the Library's Drug-Free Workplace Policy.

DRUG-FREE WORKPLACE

Adopted October 10, 1995

Revised July 13, 2021; [September 10, 2024](#)

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## NEPOTISM

No staff or Board member shall directly hire, supervise, promote, determine the salary of, or dismiss a near relative. "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.

Civil Service employees are governed by the relevant sections of the Civil Service Rules of the City of Urbana.

Revised February 10, 2015, January 12, 2016; October 12, 2021

Reaffirmed July 9, 2019; September 10, 2024

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<b>Budget line name</b>	<b>Budget line number</b>	<b>Starting budget</b>	<b>New budget</b>	<b>Proposed change</b>
<b>Expenses</b>				
Legal services	80280801-52101	\$5,500	\$61,500	<b>\$56,000</b>
Recruiting expenses	80280801-52904	\$500	\$15,500	<b>\$15,000</b>
Other supplies (Library Centralized Costs)	80280801-51900	\$43,462	\$38,462	<b>-\$5,000</b>
Other supplies (Collections)	80280806-51900	\$28,000	\$24,000	<b>-\$4,000</b>
Salary/wages (Administration)	80280800-50100	\$439,779	\$399,779	<b>-\$40,000</b>
<b>Revenue</b>				
Investment Income	802-45000	-\$14,000	-\$36,000	<b>-\$22,000</b>
<b>Total</b>		<b>\$503,241</b>	<b>\$503,241</b>	<b>\$0</b>

**Rationale:**

The Library needs to fund Legal Services and Recruiting Expenses differently than was expected when the FY25 budget was originally approved by the Library Board. In order to meet the anticipated new expenses, we propose shifting funds from other expense lines where it will have the least negative impact. In addition, revenue in Investment Income has increased in a sustainable way, so we propose recognizing that additional income.

Initial estimates for FY25 for these new, anticipated costs are listed in the New budget column. Since collective bargaining has not yet begun, it is unclear when it will start, how long it will last, and what the total costs will be for FY25. The competitive process for a search firm to lead the search for a new Executive Director has not occurred yet. These budget lines will be monitored and additional budget shifts are likely to be requested of the Library Board during the year as we have additional information.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND  
 ORIGINAL APPROP      TRANS/ADJSMTS      REVISED BUDGET      YTD ACTUAL      ENCUMBRANCES      AVAILABLE BUDGET      % USED

802 LIBRARY GENERAL FUND

802 40100	-4,282,194.00	PROPERTY TAXES	0.00	-4,282,194.00	-234,447.57	0.00	-4,047,746.43	5.5%
802 40302	-204,990.00	PPRT	0.00	-204,990.00	-36,782.16	0.00	-168,207.84	17.9%
802 40309	-56,354.00	STATE PER CAPITA FOR LIBRARY	0.00	-56,354.00	-56,928.96	0.00	574.96	101.0%
802 41500	-41,270.00	GRANTS FROM LOCAL GOVERNMENTS	0.00	-41,270.00	-6,760.00	0.00	-34,510.00	16.4%
802 41700	-271,315.00	CITY OTHER CONTRIBUTION	0.00	-271,315.00	-21,094.53	0.00	-250,220.47	7.8%
802 44220	-33,350.00	FRANCHISE FEE	0.00	-33,350.00	-33,350.00	0.00	0.00	100.0%
802 44599	-1,500.00	OTHER SALES	0.00	-1,500.00	-203.18	0.00	-1,296.82	13.5%
802 44800	-50,300.00	LIBRARY FEES	0.00	-50,300.00	-11,049.14	0.00	-39,250.86	22.0%
802 45000	-14,000.00	INVESTMENT INCOME	0.00	-14,000.00	-7,891.67	0.00	-6,108.33	56.4%
802 46290	-105,735.00	OTHER REIMBURSEMENTS	0.00	-105,735.00	0.00	0.00	-105,735.00	.0%
802 46300	-158,665.00	DONATIONS/CONTRIBUTIONS/GIFTS	-20,500.00	-179,165.00	-61,166.60	0.00	-117,998.40	34.1%
802 46900	-250.00	OTHER MISCELLANEOUS REVENUES	0.00	-250.00	-181.90	0.00	-68.10	72.8%
802 49803	-48,900.00	TRF FROM LIB RESERVE FUND	0.00	-48,900.00	0.00	0.00	-48,900.00	.0%
TOTAL LIBRARY GENERAL FUND	-5,268,823.00		-20,500.00	-5,289,323.00	-469,855.71	0.00	-4,819,467.29	8.9%

80280800 LIBRARY ADMINISTRATION

80280800 50110	439,779.00	SALARY - REGULAR EMPLOYEES	0.00	439,779.00	57,289.00	0.00	382,490.00	13.0%
80280800 52320	9,976.00	TRAVEL, EDUCATION AND TRAINING	0.00	9,976.00	2,506.07	0.00	7,469.93	25.1%
TOTAL LIBRARY ADMINISTRATION	449,755.00		0.00	449,755.00	59,795.07	0.00	389,959.93	13.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND  
 ORIGINAL APPROP      TRANS/ADJSMTS      REVISED BUDGET      YTD ACTUAL      ENCUMBRANCES      AVAILABLE BUDGET      % USED

80280801 LIBRARY CENTRALIZED COSTS

80280801 50210	INSURANCE							
	316,596.00	0.00	316,596.00	40,316.66	0.00	276,279.34	12.7%	
80280801 50220	FICA AND MEDICARE							
	219,006.00	0.00	219,006.00	26,013.97	0.00	192,992.03	11.9%	
80280801 50240	RHS CONTRIBUTION							
	43,267.00	0.00	43,267.00	13,599.41	0.00	29,667.59	31.4%	
80280801 50251	IMRF & SURS							
	171,314.00	0.00	171,314.00	21,094.53	0.00	150,219.47	12.3%	
80280801 51900	OTHER SUPPLIES							
	43,462.00	0.00	43,462.00	1,789.82	0.00	41,672.18	4.1%	
80280801 52101	LEGAL SERVICES							
	5,500.00	0.00	5,500.00	1,380.00	0.00	4,120.00	25.1%	
80280801 52199	OTHER PROFESSIONAL SERVICES							
	20,000.00	0.00	20,000.00	11,179.39	0.00	8,820.61	55.9%	
80280801 52721	WORKER'S COMP CLAIMS							
	16,000.00	0.00	16,000.00	9,761.72	0.00	6,238.28	61.0%	
80280801 52902	POSTAGE & PRINTING							
	6,500.00	0.00	6,500.00	630.28	0.00	5,869.72	9.7%	
80280801 52904	RECRUITING EXPENSES							
	500.00	0.00	500.00	0.00	0.00	500.00	.0%	
80280801 52907	CREDIT CARD & BANK FEES							
	700.00	0.00	700.00	57.50	0.00	642.50	8.2%	
80280801 52999	OTHER CONTRACTUAL SERVICES							
	55,000.00	0.00	55,000.00	6,579.89	0.00	48,420.11	12.0%	
TOTAL LIBRARY CENTRALIZED COSTS								
	897,845.00	0.00	897,845.00	132,403.17	0.00	765,441.83	14.7%	

80280802 AYS COLLECTIONS

80280802 51801	LIBRARY BOOKS						
	135,800.00	0.00	135,800.00	22,314.57	0.00	113,485.43	16.4%
80280802 51801 80103	LIBRARY BOOKS						
	56,550.00	0.00	56,550.00	9,541.37	0.00	47,008.63	16.9%
80280802 51802 80103	NEW COLLECTIONS						
	23,900.00	0.00	23,900.00	2,976.79	0.00	20,923.21	12.5%
80280802 51803	LIBRARY PERIODICALS						
	10,500.00	0.00	10,500.00	868.38	0.00	9,631.62	8.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80280802 51803 80103	500.00	0.00	500.00	0.00	0.00	500.00	.0%
80280802 51804	2,300.00	0.00	2,300.00	319.93	0.00	1,980.07	13.9%
80280802 51805	3,000.00	0.00	3,000.00	412.97	0.00	2,587.03	13.8%
80280802 51806	18,000.00	0.00	18,000.00	2,809.34	0.00	15,190.66	15.6%
80280802 51806 80103	3,300.00	0.00	3,300.00	546.49	0.00	2,753.51	16.6%
80280802 51807 80103	4,500.00	0.00	4,500.00	1,092.82	0.00	3,407.18	24.3%
80280802 51809	5,200.00	0.00	5,200.00	755.62	0.00	4,444.38	14.5%
80280802 51811	126,000.00	0.00	126,000.00	19,140.00	0.00	106,860.00	15.2%
80280802 52910	39,730.00	0.00	39,730.00	0.00	0.00	39,730.00	.0%
TOTAL AYS COLLECTIONS	429,280.00	0.00	429,280.00	60,778.28	0.00	368,501.72	14.2%

80280803 ARCHIVES

80280803 50110	294,353.00	0.00	294,353.00	37,603.84	0.00	256,749.16	12.8%
80280803 51801	4,100.00	0.00	4,100.00	0.00	0.00	4,100.00	.0%
80280803 51803	3,070.00	0.00	3,070.00	62.63	0.00	3,007.37	2.0%
80280803 51808	16,531.00	0.00	16,531.00	0.00	0.00	16,531.00	.0%
80280803 52320	2,707.00	0.00	2,707.00	324.00	0.00	2,383.00	12.0%
80280803 52910	20,550.00	0.00	20,550.00	11,380.68	0.00	9,169.32	55.4%
80280803 52912	9,925.00	0.00	9,925.00	3,005.00	0.00	6,920.00	30.3%
TOTAL ARCHIVES	351,236.00	0.00	351,236.00	52,376.15	0.00	298,859.85	14.9%

80280805 LIBRARY FACILITIES

80280805 50110 SALARY - REGULAR EMPLOYEES

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND  
 ORIGINAL APPROP      TRANS/ADJSMTS      REVISED BUDGET      YTD ACTUAL      ENCUMBRANCES      AVAILABLE BUDGET      % USED

80280805 51410	44,706.00	0.00	44,706.00	3,438.94	0.00	41,267.06	7.7%
		SMALL TOOLS & EQUIPMENT					
80280805 51420	2,000.00	0.00	2,000.00	48.86	0.00	1,951.14	2.4%
		OFFICE FURNITURE					
80280805 51900	10,000.00	0.00	10,000.00	-31.87	0.00	10,031.87	-.3%
		OTHER SUPPLIES					
80280805 52201	14,007.00	0.00	14,007.00	277.65	0.00	13,729.35	2.0%
		BUILDING REPAIR & MAINT					
80280805 52202	128,211.00	0.00	128,211.00	9,056.24	5,940.00	113,214.76	11.7%
		EQUIPMENT REPAIR & MAINT					
80280805 52600	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
		UTILITIES					
80280805 52710	172,671.00	0.00	172,671.00	39,084.71	0.00	133,586.29	22.6%
		INSURANCE PREMIUM					
80280805 52999	48,404.00	0.00	48,404.00	9,596.00	0.00	38,808.00	19.8%
		OTHER CONTRACTUAL SERVICES					
80280805 53200	110,620.00	0.00	110,620.00	21,463.08	0.00	89,156.92	19.4%
		BUILDING					
	567,909.00	0.00	567,909.00	177,200.59	-177,200.59	567,909.00	.0%
TOTAL LIBRARY FACILITIES	1,099,528.00	0.00	1,099,528.00	260,134.20	-171,260.59	1,010,654.39	8.1%

80280806 COLLECTIONS

80280806 50110	536,580.00	0.00	536,580.00	53,506.75	0.00	483,073.25	10.0%
		SALARY - REGULAR EMPLOYEES					
80280806 51900	28,000.00	0.00	28,000.00	1,058.90	0.00	26,941.10	3.8%
		OTHER SUPPLIES					
80280806 52320	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
		TRAVEL, EDUCATION AND TRAINING					
TOTAL COLLECTIONS	565,580.00	0.00	565,580.00	54,565.65	0.00	511,014.35	9.6%

80280807 PATRON SERVICES

80280807 50110	1,100,956.00	0.00	1,100,956.00	146,919.60	0.00	954,036.40	13.3%
		SALARY - REGULAR EMPLOYEES					
80280807 52320	3,642.00	0.00	3,642.00	452.96	0.00	3,189.04	12.4%
		TRAVEL, EDUCATION AND TRAINING					

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND  
 ORIGINAL APPROP      TRANS/ADJSMTS      REVISED BUDGET      YTD ACTUAL      ENCUMBRANCES      AVAILABLE BUDGET      % USED

TOTAL PATRON SERVICES  
 1,104,598.00      0.00      1,104,598.00      147,372.56      0.00      957,225.44      13.3%

80280808 LIBRARY IT

80280808 50110      SALARY - REGULAR EMPLOYEES  
 154,688.00      0.00      154,688.00      19,695.92      0.00      134,992.08      12.7%

80280808 51500      SHARED IT COSTS  
 141,832.00      0.00      141,832.00      5,164.94      0.00      136,667.06      3.6%

80280808 51900      OTHER SUPPLIES  
 12,998.00      0.00      12,998.00      106.85      0.00      12,891.15      .8%

80280808 52203      MAINTENANCE AGREEMENTS  
 6,712.00      0.00      6,712.00      1,084.86      0.00      5,627.14      16.2%

80280808 52320      TRAVEL, EDUCATION AND TRAINING  
 1,500.00      0.00      1,500.00      219.01      0.00      1,280.99      14.6%

80280808 52600      UTILITIES  
 2,484.00      0.00      2,484.00      400.00      0.00      2,084.00      16.1%

80280808 52999      OTHER CONTRACTUAL SERVICES  
 17,700.00      0.00      17,700.00      2,793.00      0.00      14,907.00      15.8%

TOTAL LIBRARY IT  
 337,914.00      0.00      337,914.00      29,464.58      0.00      308,449.42      8.7%

80280809 COMMUNITY ENGAGEMENT

80280809 50110      SALARY - REGULAR EMPLOYEES  
 291,768.00      0.00      291,768.00      35,377.85      0.00      256,390.15      12.1%

80280809 51812      LIBRARY PROGRAM SUPPLIES  
 12,496.00      0.00      12,496.00      2,344.47      0.00      10,151.53      18.8%

80280809 51812 80102      LIBRARY PROGRAM SUPPLIES  
 3,500.00      20,500.00      24,000.00      1,005.10      0.00      22,994.90      4.2%

80280809 51812 80103      LIBRARY PROGRAM SUPPLIES  
 9,400.00      0.00      9,400.00      391.74      0.00      9,008.26      4.2%

80280809 51812 80104      LIBRARY PROGRAM SUPPLIES  
 1,800.00      0.00      1,800.00      200.00      0.00      1,600.00      11.1%

80280809 52199      OTHER PROFESSIONAL SERVICES  
 20,395.00      0.00      20,395.00      8,250.00      0.00      12,145.00      40.5%

80280809 52320      TRAVEL, EDUCATION AND TRAINING  
 1,800.00      0.00      1,800.00      260.00      0.00      1,540.00      14.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80280809 52909	21,002.00	ADV/MKTING/PUBLIC EDUCATION 0.00	21,002.00	1,038.03	0.00	19,963.97	4.9%	
TOTAL COMMUNITY ENGAGEMENT	362,161.00	20,500.00	382,661.00	48,867.19	0.00	333,793.81	12.8%	
<b>80280851 MERCHANDISE SALES</b>								
80280851 51810	1,000.00	LIBRARY RESALE PURCHASES 0.00	1,000.00	418.94	0.00	581.06	41.9%	
TOTAL MERCHANDISE SALES	1,000.00	0.00	1,000.00	418.94	0.00	581.06	41.9%	
TOTAL LIBRARY GENERAL FUND	330,074.00	0.00	330,074.00	376,320.08	-171,260.59	125,014.51	62.1%	
TOTAL REVENUES	-5,268,823.00	-20,500.00	-5,289,323.00	-469,855.71	0.00	-4,819,467.29		
TOTAL EXPENSES	5,598,897.00	20,500.00	5,619,397.00	846,175.79	-171,260.59	4,944,481.80		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
ACCOUNTS FOR: 803 LIBRARY SPECIAL RESERVE FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>80380860 RESERVED FUNDS</b>								
<b>80380860 59802</b>								
	48,900.00	TFR TO LIBRARY OPERATING FUND 0.00	48,900.00	0.00	0.00	48,900.00	.0%	
TOTAL RESERVED FUNDS	48,900.00	0.00	48,900.00	0.00	0.00	48,900.00	.0%	
TOTAL LIBRARY SPECIAL RESERVE FUND	48,900.00	0.00	48,900.00	0.00	0.00	48,900.00	.0%	
	48,900.00	TOTAL EXPENSES 0.00	48,900.00	0.00	0.00	48,900.00		



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02							
ACCOUNTS FOR: 810 LIBRARY TRUST FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>810 LIBRARY TRUST FUND</b>							
810 46300	-21,846.00	DONATIONS/CONTRIBUTIONS/GIFTS 0.00	-21,846.00	-4,079.34	0.00	-17,766.66	18.7%
TOTAL LIBRARY TRUST FUND	-21,846.00	0.00	-21,846.00	-4,079.34	0.00	-17,766.66	18.7%
<b>81080821 ADMIN ENDOWMENTS</b>							
81080821 52801	7,525.00	LIBRARY PROGRAMS 0.00	7,525.00	0.00	0.00	7,525.00	.0%
TOTAL ADMIN ENDOWMENTS	7,525.00	0.00	7,525.00	0.00	0.00	7,525.00	.0%
<b>81080831 ADMIN GIFTS</b>							
81080831 51420	80,782.00	OFFICE FURNITURE 0.00	80,782.00	0.00	0.00	80,782.00	.0%
81080831 51990	0.00	OTHER LIBRARY MATERIALS 0.00	0.00	47.15	0.00	-47.15	100.0%
81080831 53200	184,000.00	BUILDING 0.00	184,000.00	0.00	0.00	184,000.00	.0%
TOTAL ADMIN GIFTS	264,782.00	0.00	264,782.00	47.15	0.00	264,734.85	.0%
<b>81080832 ADULT GIFTS</b>							
81080832 51801	16,900.00	LIBRARY BOOKS 0.00	16,900.00	2,419.35	0.00	14,480.65	14.3%
81080832 51990	3,023.00	OTHER LIBRARY MATERIALS 0.00	3,023.00	46.86	0.00	2,976.14	1.6%
TOTAL ADULT GIFTS	19,923.00	0.00	19,923.00	2,466.21	0.00	17,456.79	12.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02								
ACCOUNTS FOR: 810 LIBRARY TRUST FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>81080833 CHILDREN'S GIFTS</b>								
81080833 51801	12,500.00	LIBRARY BOOKS 0.00	12,500.00	1,180.87	0.00	11,319.13	9.4%	
81080833 52803	8,600.00	LIBRARY CHILDREN PROGRAMS 0.00	8,600.00	29.79	0.00	8,570.21	.3%	
TOTAL CHILDREN'S GIFTS	21,100.00	0.00	21,100.00	1,210.66	0.00	19,889.34	5.7%	
<b>81080834 ARCHIVES GIFTS</b>								
81080834 51801	3,150.00	LIBRARY BOOKS 0.00	3,150.00	0.00	0.00	3,150.00	.0%	
81080834 51990	250.00	OTHER LIBRARY MATERIALS 0.00	250.00	0.00	0.00	250.00	.0%	
81080834 52804	4,405.00	LIBRARY ARCHIVES PROGRAMS 0.00	4,405.00	0.00	0.00	4,405.00	.0%	
TOTAL ARCHIVES GIFTS	7,805.00	0.00	7,805.00	0.00	0.00	7,805.00	.0%	
TOTAL LIBRARY TRUST FUND	299,289.00	0.00	299,289.00	-355.32	0.00	299,644.32	-.1%	
TOTAL REVENUES	-21,846.00	0.00	-21,846.00	-4,079.34	0.00	-17,766.66		
TOTAL EXPENSES	321,135.00	0.00	321,135.00	3,724.02	0.00	317,410.98		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
678,263.00	0.00	678,263.00	375,964.76	-171,260.59	473,558.83	30.2%	

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

THE URBANA FREE LIBRARY: Selected Statistics--2 year comparison FY24-FY25	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY YTD total		Difference: YTD FY25 Jul minus YTD FY24 Jul
<b>PROGRAMS</b>															
Total number all library programs FY24	55	47	52	59	53	44	40	49	47	61	45	46	598	FY24	
Total number all library programs FY25	43												43	FY25	(12)
Total number all program attendees FY24	1,163	1,077	1,197	2,256	1,775	1,508	801	1,058	1,307	3,904	1,460	2,148	19,654	FY24	
Total number all program attendees FY25	991												991	FY25	(172)
Total number of additional views of recorded programs FY24		0	0	0	0	0	-	0	0	0	0	-	-	FY24	
Total number of additional views of recorded programs FY25 (Note 11)													-	FY25	-
<b>LIBRARY CARDS</b>															
Total number of current cardholders (R/NR) at end of month FY24	15,008	15,202	15,304	10,876	15,565	15,586	15,726	15,775	15,759	15,729	15,562		-	FY24	541
Total number of current cardholders (R/NR) at end of month FY25	15,549													FY25	
<b>COLLECTION</b>															
Total collection size FY24	390,575	394,319	385,354	388,654	389,498	388,535	389,663	394,863	392,694	392,273	392,563	390,741	390,741	FY24	
Total collection size FY25 (Note 1)	391,295													FY25	
Cumulative total number of linear feet of Archives collection FY24													6,130	FY24	
Cumulative total number of linear feet of Archives collection FY25													6,130	FY25	
<b>CIRCULATION</b>															
Total circulation of all items (including self-check) FY24	57,832	56,962	54,405	57,068	56,068	57,926	60,544	53,766	57,962	53,189	55,445		621,167	FY24	
Total circulation of all items (including self-check) FY25 (Note 2)	58,613												58,613	FY25	781
<b>OTHER COLLECTION USE</b>															
In-House Circulation of circulating electronic equipment	47														
TUFL items sent to other libraries for interlibrary loan	3,129														
Total Other Collection Use	3,176	-	-	-	-	-	-	-	-	0	-	-	-		
TOTAL USE OF COLLECTION (Note 9)	61,789	-	-	-	-	-	-	-	-	-	-	-	61,789		
Total circulation using self-check FY24	11,427	10,869	9,845	10,316	9,951	9,867	11,449	10,021	10,384	9,798	10,144	11,239	125,310	FY24	
Percentage self-check FY24	20%	19%	18%	18%	18%	17%	19%	19%	18%	18%	18%	#DIV/0!	20%		
Total circulation using self-check FY25	11,173												11,173	FY25	(254)
Percentage self-check FY25	19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#NAME?	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19%		
Total circulation of downloadables FY24	11,082	11,126	10,596	12,075	12,919	13,434	14,526	13,128	14,031	12,642	12,834		138,393	FY24	
Percentage downloadable FY24	19%	20%	19%	21%	23%	23%	24%	24%	24%	24%	23%	#DIV/0!	22%		
Total circulation of downloadables FY25 (Notes 10 & 12)	13,030												13,030	FY25	1,948
Percentage downloadable FY25	22%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	22%		
<b>REFERENCE QUESTIONS</b>															
Total numbers of all Reference Qs library-wide FY24	4,761	4,696	3,501	3,934	3,703	3,469	4,006	3,966	3,794	4,004	4,781		44,615	FY24	
Total numbers of all Reference Qs library-wide FY25 (Note 3)	5,952												5,952	FY25	1,191
<b>INTERNET</b>															
Total number of views of library homepage FY24	26,496	24,720	28,069	28,613	24,889	20,137	27,490	22,964	25,441	25,159	23,708	23,160	300,846	FY24	
Total number of views of library homepage FY25 (Note 4)	24,754												24,754	FY25	(1,742)
Total number unique webpage users/visits FY24	9,229	9,154	8,974	9,276	8,710	7,907	9,518	9,026	9,131	9,706	8,714	8,942	108,287	FY24	
Total number unique webpage users/visits FY25	9,923												9,923	FY25	694
Total number searches in CU Online/LHO FY24	37,661	40,818	52,956	58,927	58,975	45,996	80,296	48,009	74,232	46,709	43,126	39,768	627,473	FY24	
Total number searches in CU Online/LHO FY25	39,453												39,453	FY25	1,792
Total # of public computer sessions FY24	1,904	2,065	1,766	1,800	1,797	1,563	1,757	1,872	1,814	1,757	1,852		19,947	FY24	
Total # of public computer sessions FY25 (Notes 5)	2,003												2,003	FY25	99
Total # of hours of public computers used FY24	2,129	2,162	1,770	1,830	2,553	1,678	1,842	1,779	1,763	1,816	1,856		21,178	FY24	
Total # of hours of public computers used FY25 (Note 6)	1,962												1,962	FY25	(167)
<b>VOLUNTEERS</b>															
Total number of volunteer hours in whole library FY24	212	225	264	247	287	287	231	262	216	252	245		2,728	FY24	
Total number of volunteer hours in whole library FY25 (Note 7)	246												246	FY25	34
<b>MISCELLANEOUS</b>															
Door count--monthly total for library FY24	18,947	19,696	17,756	20,184	19,954	17,922	17,851	18,870	19,880	21,291	18,970	18,828	230,149	FY24	
Door count--monthly total for library FY25	21,022												21,022	FY25	2,075
Total number of notary stamps per month FY24	363	489	458	469	363	403	343	388	407	381	280		4,344	FY24	

Total number of notary stamps per month FY25	438													438	FY25	75
Library room use--total number bookings FY24	25	26	36	29	29	36	35	50	55	56	44	29		450	FY24	
Library room use--total number bookings FY25	21													21	FY25	(4)
Study room use--total number bookings FY24	152	196	193	163	177	163	161	180	184	226	173			1,968	FY24	
Study room use--total number bookings FY25 (Note 8)	133													133	FY25	(19)

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.