



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 January 13, 2026, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

AGENDA

- 1.0 Call to Order**
- 2.0 Oath of Office – Administer to Justin Kingston**
- 3.0 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 FY25 Library Audit Report: Riley Martin from Lauterbach & Amen, LLP
- 7.0 Action Items (Consent Agenda)**
 - Board Meeting Minutes of December 9, 2025
 - Payroll for December 12, 2025; total \$140,575.67
 - Payroll for December 26, 2025; total \$147,506.24
 - Bills for December 12, 2025; total \$84,755.59
 - Bills for December 19, 2025; total \$110,258.24
 - Bills for December 23, 2025; total \$3,212.50
- 8.0 Action Items (Individual)**
 - 8.1 Accept FY25 Library Audit Report
 - 8.2 Patron Code of Conduct
 - 8.3 Resolution 2026-01 to Thank Carol Inskeep for Her Service
 - 8.4 Resolution 2026-02 to Thank Darius White for Board Service
 - 8.5 Resolution 2026-03 to Thank Mike Hannan for His Service
- 9.0 Discussion Items**
 - 9.1 Presentation: Glen Layne-Worthey
- 10.0 Reports of the Liaison Officer**
 - 10.1 Friends of The Urbana Free Library
 - 10.2 The Urbana Free Library Foundation
 - 10.3 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports**
- 13.0 Board President Report**
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be February 10, 2026, 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.



Director's Report

Date: January 6, 2026

To: The Urbana Free Library Board of Trustees

From: Taliah Abdullah, Executive Director

Re: Director's Report for Board Meeting of January 13, 2026

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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.

- After four months of the east portion of the building being closed for renovation, we were excited to welcome patrons back on Saturday, December 26, 2025. Megan's Room in the Children's Area is also open to the public. We thank everyone for their patience during the renovation and also over the next several months, as the spaces may be adjusted based on the needs and usage patterns by patrons. Please join and spread the word about Curiosity, Connection, & Celebration: A Library Open House on Saturday, January 24, 2026, 12-2pm. The day will be an invitation to explore and be curious.
- Effective January 1, 2026, a new Illinois law required that public libraries ensure that trained staff are available during all operating hours and that a supply of opioid overdose reversal medicine is maintained. The first group of staff are participating in training to comply with this law.



EMBRACE

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

- Project READ wrapped up another successful year at The Urbana Free Library with a cumulative attendance of 831. In addition to drop-in tutoring on Mondays, the program hosted several activities at the Library throughout the year – events for Project READ students and their families; trainings for community members seeking to become tutors; Tutor Roundtables with

opportunities to share resources and teaching strategies. The Parkland staff, community volunteers, and the students have created a supportive and successful learning community at the Library.



EMPOWER

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

- The bilingual Stuffed Animal Sleepover/Pijamada de peluches welcomed children dressed in pajamas and with their favorite stuffed animal in tow. Attendees enjoyed stories, songs, parachute games, and making a picture frame with popsicle sticks. Bravely, most children were able to part with their stuffed friends and left their stuffies at the Library for the sleepover. There were exceptions of a few little ones who did not want to part with their beloved friends. The following day, each child's picture frame was filled with a photo of them and their stuffie. Children whose stuffies stayed overnight also received a photo booklet capturing the sleepover fun had by the stuffies. For the past three years, Programming Specialist Olivia C. has offered this program, assisted by Library Assistant Callie F.
- Jane Austen turned 250 in 2025! To celebrate, the Library held a birthday party with cake, tea, and trivia about Austen's books. Twenty-four community members attended and tested their Jane Austen knowledge.
- The annual Noon Year's Eve event brought more than 100 attendees for a daytime New Year's celebration, which was co-facilitated by Programming Specialist Olivia C. and Librarian Rachel V. The event included stories, movement, songs, a fireworks craft, a dance party, and the countdown to noon.
- Researchers and staff from the Illinois Family Roots Pilot Program, part of The African Kinship Reunion (TAKir) project presented information about their research and work to 34 community members. The project aims to connect African-American residents of Illinois with living genetic relatives in Africa. Project members talked about their specific roles and the history of the project. Shalini Smith, Archives Librarian, presented on what resources are available at the Champaign County Historical Archives (CCHA). DNA test kits were given out to attendees who were interested in participating in the project.
- Two new digital exhibits were recently published by Champaign County Historical Archives staff and students. *Scorched Yet Standing* highlights stories of resilient structures that were heavily impacted by fires in the past but remain standing today. The exhibit also aims to underscore the contributions of first responders and community members alike who played a critical role in the aftermath and recovery of each event. *Quilting for a Cause: Legacies of Community and Craftivism in Champaign-Urbana* explores a selection of stories from Champaign County's past where quilters have used their craft to express complex ideas and emotions. Both exhibits can be found at the [Library's Digital Exhibit's page on the website](#).



Action Item Details & Additional Information

- As part of the regular cycle of policy review, staff present the Patron Code of Conduct policy, formerly known as the Rules of Behavior policy. Staff recommend approval of this policy.

Communication

Library Newsletters

- **TUFL Times, January 2026:** https://tufl.moosend.com/show_campaign/ca513110-87c7-4cdf-8a51-79fc114d1d39
- **Archives Newsletter, January 2026:** https://tufl.moosend.com/show_campaign/16026757-2c1d-4ef0-8377-ad5b5d6019fc

Library News

- **December 1, 2025** - *smilepolitely.com* - The Week: December 1-4
<https://www.smilepolitely.com/culture/the-week-december-1-4/>
- **December 3, 2025** - *ipmnewsroom.org* - WILL CALL: What's Happening in Central Illinois Dec. 4 – Dec. 7
<https://ipmnewsroom.org/will-call-whats-happening-in-central-illinois-dec-4-dec-7/>
- **December 4, 2025** - *chambanatoday.com* - Trees & Lights returning to Downtown Urbana this weekend
<https://chambanatoday.com/news/298892-trees-lights-returning-to-downtown-urbana-this-weekend/>
- **December 5, 2025** - *dailyillini.com* - The Urbana Free Library crafts community
<https://dailyillini.com/buzz-stories/buzz-community/2025/12/05/urbana-free-library-community/>
- **December 10, 2025** - *chambanamoms.com* - Champaign-Urbana Weekend Planner – Lights So Bright
<https://www.chambanamoms.com/2025/12/10/champaign-urbana-lights-so-bright/>
- **December 11, 2025** - *smilepolitely.com* - The Urbana Free Library celebrates Jane Austen's 250th birthday
<https://www.smilepolitely.com/splog/the-urbana-free-library-celebrates-jane-austens-250th-birthday/>
- **December 14, 2025** - *news-gazette.com* - Rachel Vellenga/review | Tracing back to their roots
https://www.news-gazette.com/arts-entertainment/books/rachel-vellenga-review-tracing-back-to-their-roots/article_4a04eddf-9d02-419d-ad7e-cacbb00442c7.html
- **December 15, 2025** - *youtube.com* - Make Your Own Gift Box with Urbana Free Library
https://www.youtube.com/watch?v=la1rxz_H2mQ
- **December 15, 2025** - *chambanamoms.com* - Must-Do Things During Winter Break in Champaign-Urbana
<https://www.chambanamoms.com/2025/12/15/winter-break-activities-champaign-urbana/>
- **December 17, 2025** - *news-gazette.com* - Urbana Free Library announces temporary holiday closure, new hours
https://www.news-gazette.com/news/local/community-events/urbana-free-library-announces-temporary-holiday-closure-new-hours/article_c59f68da-9e7e-44bc-9283-b34e9a620ca1.html

- **December 17, 2025** - *wcia.com* - Urbana Free Library announces temporary closure, new hours <https://www.wcia.com/news/champaign-county/urbana-free-library-announces-temporary-closure-new-hours/>
- **December 19, 2025** - *youtube.com* - Celebrate Reading and New Year's at The Urbana Free Library <https://www.youtube.com/watch?v=4EoPT1CQEL4>
- **December 20, 2025** - *chambanatoday.com* - Winter break survival guide offers dozens of family-friendly ideas in Champaign-Urbana <https://chambanatoday.com/news/298892-winter-break-survival-guide-offers-dozens-of-family-friendly-ideas-in-champaign-urbana/>
- **December 30, 2025** – *wcia.com* - New Illinois law requires that libraries carry Narcan <https://www.wcia.com/news/capitol-news/new-illinois-law-requires-that-libraries-carry-narcan/>

Budget Information

Budget and FY26 Financial Reports: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>

Bank reconciliations for the last day of the month: July 2025 - June 2026					
	July	August	September	October	November
Busey Bank Cash accounts	\$ 3,476,560.39	\$ 3,188,594.97	\$ 4,675,169.94	\$ 4,116,589.59	\$ 3,568,902.80
Busey Bank Credit Card account	\$ 152,102.48	\$ 155,474.35	\$ 160,216.59	\$ 163,753.82	\$ 168,142.05
Total	\$ 3,628,662.87	\$ 3,344,069.32	\$ 4,835,386.53	\$ 4,280,343.41	\$ 3,737,044.85

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L12122

PAY PERIOD 11/23/2025 to 12/06/2025

CHECK DATE 12/12/2025

YEAR 2026 PERIOD 6
EXPENDITURE ENTRIES
SHORT DESC PAY121225

GL EFF DATE 12/12/2025
REFERENCE L1212
REFERENCE2 8L12122

ORG	OBJECT	PROJECT
YEAR 2026	PERIOD	6
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 12/12/2025	
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	15,040.21
LIBRARY CENTRALIZED COSTS	INSURANCE	14,718.13
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	8,103.09
LIBRARY CENTRALIZED COSTS	IMRF & SURS	7,359.89
ARCHIVES	SALARY - REGULAR EMPLOYEE	12,462.67
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	6,295.54
COLLECTIONS	SALARY - REGULAR EMPLOYEE	20,296.05
PATRON SERVICES	SALARY - REGULAR EMPLOYEE	38,696.23
LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,590.26
COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	12,013.60
FUND TOTALS		140,575.67
GRAND TOTALS		140,575.67

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1226

PAY PERIOD 12/07/2025 to 12/20/2025

CHECK DATE 12/26/2025

YEAR 2026 PERIOD 6
EXPENDITURE ENTRIES
SHORT DESC PAY122625

GL EFF DATE 12/26/2025
REFERENCE L1226
REFERENCE2 8L1226

ORG	OBJECT	PROJECT
YEAR 2026	PERIOD	6
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 12/26/2025	
LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	20,635.97
LIBRARY CENTRALIZED COSTS	INSURANCE	14,716.64
LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	8,619.39
LIBRARY CENTRALIZED COSTS	IMRF & SURS	7,025.35
ARCHIVES	SALARY - REGULAR EMPLOYEE	12,633.97
LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	5,877.09
COLLECTIONS	SALARY - REGULAR EMPLOYEE	21,020.76
PATRON SERVICES	SALARY - REGULAR EMPLOYEE	38,916.32
LIBRARY IT	SALARY - REGULAR EMPLOYEE	6,047.16
COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	12,013.59
FUND TOTALS		147,506.24
GRAND TOTALS		147,506.24

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025

DUE DATE: 12/11/2025

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	12/12/2025	PLS91435847					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES		51.99					
	2 80280802 51806		A&Y PROG	DVD		111.50					
							163.49				
						CHECK TOTAL	163.49				
2943	AMAZON CAPITAL SERVIC	0000		INV	11/21/2025	1TVM-46RP-D1CF					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103		A&Y PROG	NEW COLL		52.98					
							52.98				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1H47-L636-3KK7					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT		24.99					
							24.99				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1N6P-9YVF-6GWN					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 51900		LIBR FAC	OTHER SUPP		117.93					
							117.93				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1XFH-6W6F-CW3V					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT		35.66					
							35.66				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1Y3L-MTX7-GV4N					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		140.37					
							140.37				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1LK3-FNJQ-FCXP					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		22.88					
							22.88				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	1M9P-GK1G-KNCL					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 51410		LIBR FAC	SMALL EQ		59.35					
							59.35				
2943	AMAZON CAPITAL SERVIC	0000		INV	12/12/2025	14QK-VCC7-PQM3					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		98.54					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025

DUE DATE: 12/11/2025

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
2943	AMAZON CAPITAL SERVIC		0000		INV	12/12/2025	1LK3-FNJQ-FD3H	98.54		
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP			39.99			
								39.99		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/12/2025	16J4-LPXV-647Q			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280806 51900		LIBR ACQ	OTHER SUPP			32.26			
								32.26		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/12/2025	11DT-GKJH-CYR3			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP			165.60			
								165.60		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/12/2025	1TMT-YNC1-GPC9			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280808 51500		LIBR IT	SHARED IT			306.68			
								306.68		
							CHECK TOTAL	1,097.23		
96	AMEREN ILLINOIS COMPA		0000		INV	12/12/2025	85150			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280805 52600		LIBR FAC	UTILITIES			293.58			
								293.58		
							CHECK TOTAL	293.58		
1331	BARBER & DEATLEY		0000		INV	12/12/2025	application 4			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 82080852 52201		LIBR BLDG	BLDG MAINT			72,000.00			
								72,000.00		
							CHECK TOTAL	72,000.00		
218	ELAINE BEARDEN		0000		INV	12/12/2025	85158			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP			9.74			
								9.74		
							CHECK TOTAL	9.74		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025

DUE DATE: 12/11/2025

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
426	CDW GOVERNMENT INC	0000		INV	12/05/2025	AH15G2U					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT		39.70					
							39.70				
						CHECK TOTAL	39.70				
3208	SUNDAY NEWS DELIVERY	0000		INV	12/12/2025	85154					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51803		A&Y PROG	LIBR PER		118.20					
							118.20				
						CHECK TOTAL	118.20				
230	DP SUPPLY, INC	0000	25328	INV	12/12/2025	868454					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		2.00					
	2 80280805 51900		LIBR FAC	OTHER SUPP		275.32					
							277.32				
						CHECK TOTAL	277.32				
20	DAVIS HOUK MECHANICAL	0000		INV	12/12/2025	526200					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		260.17					
							260.17				
						CHECK TOTAL	260.17				
3316	ENGBERG ANDERSON, INC	0000	25187	INV	12/12/2025	24377300-16					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 53200		LIBR FAC	BUILDING		998.50					
							998.50				
						CHECK TOTAL	998.50				
3390	GREAT AMERICA FINANCIAL	0000		INV	12/12/2025	40688852					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52203		LIBR IT	MAINT AGRM		395.31					
							395.31				
						CHECK TOTAL	395.31				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025

DUE DATE: 12/11/2025

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
1264	ILLINOIS AMERICAN WAT	0001		INV	12/12/2025	85163				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		22.69				
							22.69			
						CHECK TOTAL	22.69			
1264	ILLINOIS AMERICAN WAT	0001		INV	12/12/2025	85164				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		317.81				
							317.81			
						CHECK TOTAL	317.81			
2260	INGRAM INDUSTRIES INC	0002		INV	12/12/2025	92474804				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS		353.16				
							353.16			
2260	INGRAM INDUSTRIES INC	0002		INV	12/12/2025	92474805				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		252.67				
							252.67			
						CHECK TOTAL	605.83			
2500	JORDAN KAHLE	0000		INV	12/12/2025	85186				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080832 51990		ADULT GIFT	OTH LIBMAT		92.97				
	2 80280809 51812 80102		LIBR COMM	LIBR SUPP		120.02				
							212.99			
2500	JORDAN KAHLE	0000		INV	12/12/2025	85187				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP		97.63				
							97.63			
						CHECK TOTAL	310.62			
27	URBANA FREE LIBRARY F	0000		INV	12/12/2025	85179				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 810 24101		LTRUST FNDDUE	TOFOUN		19.46				
							19.46			
						CHECK TOTAL	19.46			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025

DUE DATE: 12/11/2025

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3430	MANSFIELD POWER & GAS	0000		INV	12/12/2025	MNS353984			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52600		LIBR FAC	UTILITIES		2,504.47			
							2,504.47		
						CHECK TOTAL	2,504.47		
268	MIDWEST TAPE	0000		INV	12/12/2025	508111721			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51806		A&Y PROG	DVD		221.16			
							221.16		
						CHECK TOTAL	221.16		
54	OVERDRIVE INC	0000		INV	12/12/2025	01018CO25386240			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51811		A&Y PROG	DOWNLOAD		2,964.42			
							2,964.42		
54	OVERDRIVE INC	0000		INV	12/12/2025	01018CO25386672			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51811		A&Y PROG	DOWNLOAD		1,528.92			
							1,528.92		
						CHECK TOTAL	4,493.34		
1392	PARAGON MICRO INC	0000		INV	12/12/2025	S5729531			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280808 52999		LIBR IT	OTHER SVCS		140.00			
							140.00		
						CHECK TOTAL	140.00		
283	QUILL CORPORATION	0000		INV	12/12/2025	46824538			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP		115.55			
							115.55		
						CHECK TOTAL	115.55		
1843	THE IDEA STORE CREATI	0000		INV	12/12/2025	85165			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280809 51812		LIBR COMM	LIBR SUPP		75.00			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121225 12/11/2025
DUE DATE: 12/11/2025

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
							75.00		
						CHECK TOTAL	75.00		
301	UNIQUE MANAGEMENT SER	0001		INV	12/12/2025	6147586 placements			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP			147.75		
							147.75		
301	UNIQUE MANAGEMENT SER	0001		INV	12/12/2025	6147587 notices			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 52902		LIBR CTRL	POST PRINT			128.67		
							128.67		
						CHECK TOTAL	276.42		
38	INVOICES					WARRANT TOTAL	84,755.59		84,755.59
						CASH ACCOUNT BALANCE			2,971,995.17

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L121225 12/11/2025
 DUE DATE: 12/11/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	609.26 5,840.75
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING	128.67 3,964.75
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-	LIBRARY BOOKS	376.04 78,500.72
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51801-80103	LIBRARY BOOKS	351.21 34,725.64
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51802-80103	NEW COLLECTIONS	52.98 16,042.84
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51803-	LIBRARY PERIODICALS	118.20 1,957.41
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51806-	DVD'S	332.66 10,714.90
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51809-	GAMES	51.99 3,142.22
802	80280802	AYS COLLECTIONS 802-60-80-802-000-51811-	DOWNLOADABLES	4,493.34 67,326.27
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME	59.35 5,841.78
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51900-	OTHER SUPPLIES	393.25 10,350.44
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI	262.17 51,627.45
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	3,138.55 122,843.86
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-53200-	BUILDING	998.50 117,987.04
802	80280806	COLLECTIONS 802-60-80-806-000-51900-	OTHER SUPPLIES	32.26 16,890.26
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	407.03 41,728.39
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	395.31 3,759.20
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SER	140.00 24,304.77
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	75.00 8,279.59
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	217.65 3,010.21
802	80280809	COMMUNITY ENGAGEMENT 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	9.74 1,208.16
FUND TOTAL			12,643.16	
CASH ACCOUNT 802 10100 BALANCE 2,971,995.17				
810	810	LIBRARY TRUST FUND 810-00-00-000-000-24101-	DUE TO FOUNDATION	19.46
810	81080832	ADULT GIFTS 810-60-80-832-000-51990-	OTHER LIBRARY MATERIA	92.97 0.00
FUND TOTAL			112.43	
CASH ACCOUNT 802 10100 BALANCE 2,971,995.17				
820	82080852	BUILDING COSTS 820-60-80-852-000-52201-	BUILDING REPAIR & MAI	72,000.00 423,533.16
FUND TOTAL			72,000.00	
CASH ACCOUNT 802 10100 BALANCE 2,971,995.17				
WARRANT SUMMARY TOTAL			84,755.59	
GRAND TOTAL			84,755.59	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3125	ALLIANCE ENTERTAINMEN		0000		INV	12/19/2025	PLS91674636			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280802 51805			A&Y PROG	CD		70.74			
	2 80280802 51806			A&Y PROG	DVD		14.75			
	3 80280802 51809			A&Y PROG	GAMES		25.99			
								111.48		
							CHECK TOTAL	111.48		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1M3R-DV1W-CVRH			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280808 51500			LIBR IT	SHARED IT		55.09			
								55.09		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1H37-1DP4-9LYP			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280801 51900			LIBR CTRL	OTHER SUPP		44.86			
								44.86		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1YNC-GMQ1-PGJ3			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 81080832 51801			ADULT GIFT	LIBR BOOKS		277.28			
								277.28		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1PHR-X1YD-CQN6			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280808 51500			LIBR IT	SHARED IT		152.33			
								152.33		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1JGC-NQTD-LGHD			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280808 51500			LIBR IT	SHARED IT		110.97			
								110.97		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1L6R-K633-6XQL			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280809 51812			LIBR COMM	LIBR SUPP		29.99			
								29.99		
2943	AMAZON CAPITAL SERVIC		0000		INV	12/19/2025	1LHP-WKMF-6WMT			
	ACCOUNT DETAIL						LINE AMOUNT			
	1 80280809 51812			LIBR COMM	LIBR SUPP		39.67			
								39.67		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	12/19/2025	1NQ4-CCJG-9Q9C					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		16.15					
							16.15				
						CHECK TOTAL	726.34				
1062	CONSOLIDATED COMMUNIC	0001		INV	12/19/2025	85308					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		1,181.49					
							1,181.49				
						CHECK TOTAL	1,181.49				
232	DEMCO INC	0002		INV	12/19/2025	7740281					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		674.83					
							674.83				
						CHECK TOTAL	674.83				
549	FIRST NATIONAL BANK O	0000		INV	12/19/2025	85310					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 52910		ARCHIVES	DTB CHARGE		82.00					
	2 80280800 52320		LIBR ADMIN	TRAVEL		25.00					
	3 80280809 51812		LIBR COMM	LIBR SUPP		21.58					
	4 80280805 53200		LIBR FAC	BUILDING		250.00					
	5 80280809 52320		LIBR COMM	TRAVEL		440.62					
	6 80280802 51802 80103		A&Y PROG	NEW COLL		37.04					
	7 80280809 51812 80103		LIBR COMM	LIBR SUPP		119.36					
	8 80280808 52999		LIBR IT	OTHER SVCS		148.98					
	9 80280801 52902		LIBR CTRL	POST PRINT		230.99					
	10 80280801 51900		LIBR CTRL	OTHER SUPP		32.00					
							1,387.57				
						CHECK TOTAL	1,387.57				
2260	INGRAM INDUSTRIES INC	0002		INV	12/19/2025	92610241					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		188.88					
							188.88				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0002		INV	12/19/2025	92683165					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS		18.82					
							18.82				
2260	INGRAM INDUSTRIES INC	0002		INV	12/19/2025	92699643					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		467.28					
							467.28				
2260	INGRAM INDUSTRIES INC	0002		CRM	12/19/2025	cm92707145					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		-72.87					
							-72.87				
						CHECK TOTAL	602.11				
254	CAROL INSKEEP	0000		INV	12/19/2025	85301					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP		15.86					
							15.86				
						CHECK TOTAL	15.86				
2286	KRUEGER INTERNATIONAL	0001		INV	12/19/2025	application #1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 82080852 52201		LIBR BLDG	BLDG MAINT		36,324.66					
							36,324.66				
						CHECK TOTAL	36,324.66				
3145	LIBRARY FURNITURE INT	0000		INV	12/19/2025	application 2					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 82080852 52201		LIBR BLDG	BLDG MAINT		59,715.62					
							59,715.62				
						CHECK TOTAL	59,715.62				
268	MIDWEST TAPE	0000		INV	12/19/2025	508143672					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD		132.69					
							132.69				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	12/19/2025	508164241				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD		77.22				
							77.22			
268	MIDWEST TAPE	0000		INV	12/19/2025	508163168				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51804		A&Y PROG	AUDIOBOOKS		148.97				
	2 80280802 51806		A&Y PROG	DVD		276.63				
							425.60			
268	MIDWEST TAPE	0000		INV	12/19/2025	508143285				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING		14.99				
							14.99			
268	MIDWEST TAPE	0000		INV	12/19/2025	508164240				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD		71.97				
							71.97			
							CHECK TOTAL			
							722.47			
471	MISSIONSQUARE 800006	0001		INV	12/19/2025	85405				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 50240		LIBR CTRL	RHS CONTRB		6,314.18				
							6,314.18			
							CHECK TOTAL			
							6,314.18			
3770	OLIVIA COLEMAN	0000		INV	12/19/2025	85309				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP		23.67				
							23.67			
							CHECK TOTAL			
							23.67			
1392	PARAGON MICRO INC	0000		INV	12/19/2025	S5238771				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT		362.16				
							362.16			
							CHECK TOTAL			
							362.16			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
283	QUILL CORPORATION	0000		INV	12/19/2025	46962682				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		169.36				
							169.36			
283	QUILL CORPORATION	0000		INV	12/19/2025	46971171				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		156.59				
							156.59			
283	QUILL CORPORATION	0000		INV	12/19/2025	46917622				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280806 51900		LIBR ACQ	OTHER SUPP		68.32				
	2 80280801 51900		LIBR CTRL	OTHER SUPP		120.08				
							188.40			
						CHECK TOTAL	514.35			
2836	RMC IMAGING INC	0000		INV	12/19/2025	3148				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080834 51990		ARCH GIFT	OTH LIBMAT		650.00				
	2 80280808 52999		LIBR IT	OTHER SVCS		650.00				
							1,300.00			
						CHECK TOTAL	1,300.00			
313	URBANA & CHAMPAIGN SA	0000		INV	12/19/2025	6877255				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		12.36				
							12.36			
						CHECK TOTAL	12.36			
3409	STAPLES, INC.	0000		INV	12/19/2025	7007995508				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT		257.91				
							257.91			
						CHECK TOTAL	257.91			
6	RACHEL VELLENGA	0000		INV	12/19/2025	85350				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP		11.18				
							11.18			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L121925 12/18/2025
DUE DATE: 12/18/2025

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
							CHECK TOTAL	11.18		
34	INVOICES		WARRANT TOTAL				110,258.24	110,258.24		
			CASH ACCOUNT BALANCE					2,908,120.28		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L121925 12/18/2025

DUE DATE: 12/18/2025

FUND	ORG	LIBRARY	ACCOUNT		AMOUNT	AVLB BUDGET
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	25.00	626.17
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-50240-	RHS CONTRIBUTION	6,314.18	-2,246.58
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	522.89	5,317.86
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	230.99	3,733.76
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-	LIBRARY BOOKS	207.70	78,293.02
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51801-80103	LIBRARY BOOKS	394.41	34,331.23
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51802-80103	NEW COLLECTIONS	37.04	16,005.80
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51804-	AUDIOBOOKS	148.97	1,174.24
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51805-	CD'S	70.74	1,766.99
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51806-	DVD'S	496.04	10,218.86
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51806-80103	DVD'S	77.22	2,196.72
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51807-80103	RECORDINGS	14.99	3,454.13
802	80280802	AYS COLLECTIONS	802-60-80-802-000-51809-	GAMES	25.99	3,116.23
802	80280803	ARCHIVES	802-60-80-803-000-52910-	DATABASE CHARGES	82.00	6,131.50
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	16.15	51,611.30
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	1,193.85	121,650.01
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-53200-	BUILDING	250.00	117,737.04
802	80280806	COLLECTIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	743.15	16,147.11
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	938.46	40,789.93
802	80280808	LIBRARY IT	802-60-80-808-000-52999-	OTHER CONTRACTUAL SER	798.98	23,505.79
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	107.10	8,172.49
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	154.21	1,053.95
802	80280809	COMMUNITY ENGAGEMENT	802-60-80-809-000-52320-	TRAVEL, EDUCATION AND	440.62	972.28

FUND TOTAL 13,290.68
CASH ACCOUNT 802 10100 BALANCE 2,908,120.28

810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS	277.28	21,141.44
810	81080834	ARCHIVES GIFTS	810-60-80-834-000-51990-	OTHER LIBRARY MATERIA	650.00	350.00

FUND TOTAL 927.28
CASH ACCOUNT 802 10100 BALANCE 2,908,120.28

820	82080852	BUILDING COSTS	820-60-80-852-000-52201-	BUILDING REPAIR & MAI	96,040.28	327,492.88
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FUND TOTAL 96,040.28
CASH ACCOUNT 802 10100 BALANCE 2,908,120.28

WARRANT SUMMARY TOTAL	110,258.24
GRAND TOTAL	110,258.24

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L122325 12/23/2025
DUE DATE: 12/23/2025

CASH ACCOUNT: 802		10100	CASH							
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3761	MILLIKAN MASONRY		0000		INV	12/23/2025	930			
ACCOUNT DETAIL							LINE AMOUNT			
1	80280805 52999		LIBR FAC	OTHER SVCS			3,212.50			
								3,212.50		
							CHECK TOTAL	3,212.50		
1	INVOICES	WARRANT TOTAL					3,212.50	3,212.50		
							CASH ACCOUNT BALANCE	2,690,433.82		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L122325 12/23/2025
DUE DATE: 12/23/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280805	LIBRARY FACILITIES	OTHER CONTRACTUAL SER	3,212.50
			FUND TOTAL	3,212.50
CASH ACCOUNT 802 10100			BALANCE	2,690,433.82
			WARRANT SUMMARY TOTAL	3,212.50
			GRAND TOTAL	3,212.50

~~RULES OF BEHAVIOR~~ PATRON CODE OF CONDUCT POLICY

This policy helps to keep a safe, inclusive, and welcoming environment for patrons and staff. It applies to everyone in Library spaces, both in the building and online. This also covers behavior toward library staff and patrons in non-library areas where Library business occurs.

The Urbana Free Library Board of Trustees supports everyone's right to access information freely and use the library without discrimination, intimidation, or invasion of privacy. Library staff and patrons share the responsibility to ensure a safe and welcoming space for all.

The Library Board establishes this Patron Code of Conduct Policy to protect library property, ensure safety, and maintain a clean and welcoming environment.

The Patron Code of Conduct Policy includes:

1. Library users must respect others and the normal operations of the library. Destruction, damage and misuse of library materials and property, as well as disruptive or excessively loud behavior that interferes with others use of the Library, is not permitted.
2. Light snacks, small food items, and covered drinks are allowed, except in the Archives Room and in computer areas including with laptops.
3. Children under eight (8) must be within sight of a responsible adult or a youth age 14 or older.
4. Service animals as defined by the Americans Disability Act (ADA), and animals in library programs are allowed in the building.
5. Staff will wake patrons who appear to be sleeping to ensure a safe and secure environment.
6. Smoking, vaping, or using tobacco, drugs, and alcohol is not allowed on library property. Alcohol may be allowed at Library-sponsored or approved events.
7. Campaigning, selling items, or asking for donations requires approval from the Executive Director or designee.
8. Clothing and shoes must be worn to minimize health or safety risks.

RULES OF BEHAVIOR PATRON CODE OF CONDUCT POLICY

9. Keep personal belongings with you at all times.
10. Skateboards, scooters, and similar devices may only be used outside and must not block walkways, entrances, or parking areas.
11. Weapons or items that could be used as weapons are not allowed, except by authorized law enforcement officers.

Enforcement of Policy

Patrons who do not follow this policy or disrupt others may lose library access and privileges. This may include being asked to leave the library or being suspended from buildings and services for a period.

Library Suspension Appeal Process

The Library will provide a chance to discuss relevant information about the suspension. To appeal a suspension longer than one month (30 days), submit a written request to the Library within 10 days of the suspension start date.

The appeal must include the following: name, current mailing address, phone number, email address, date of suspension, details of the incident, reasons for believing there was no violation, and the resolution sought. The Executive Director's decision will be final.

Send your request to administration@urbanafree.org or mail it to:
Executive Director
210 W. Green Street
Urbana, IL 61801

Individuals under the age of 19 who are suspended must contact the Executive Director at 217-367-4057. In accordance with the Library Records Confidentiality Act, a parent or legal guardian may participate in this discussion only with the minor patron's consent, particularly for patrons 16 or older.

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2026-01**

RESOLUTION TO THANK CAROL INSKEEP FOR 31 YEARS OF SERVICE

WHEREAS, beginning on August 3, 1994, Carol Inskeep has diligently served the Urbana community by working at The Urbana Free Library; and

WHEREAS, the Library has thrived and expanded, with Carol playing a role in that success by

- ❖ Beginning teen programming in the Library;
- ❖ Expanding adult programming with local musical talent at UFLive and through programs like Craft Happy Hour that provide a sense of community and connection;
- ❖ Being willing to take risks and explore new program ideas like Drag Story Hour and the popular Adult Spelling Bee;
- ❖ Offering compassionate service to patrons at service desks and at outreach visits;
- ❖ Cultivated and ordered materials for digital collections through Overdrive for a number of years when the Library first acquired it and assisted patrons with any issues they had;
- ❖ Creating and cultivating community partners that have expanded the Library's ability to support community members through partnerships like Project READ and immigrant community support with the New American Welcome Center;
- ❖ Drafting letters of support for countless grant partnerships and bringing those projects to Library patrons, recent examples include, Harmony Through Beads and Art Lab; and

WHEREAS, Carol has touched untold lives with excellent customer service to patrons, staff, and Board members alike; and

WHEREAS, Carol has been a valued staff member over 30 years; and

WHEREAS, Carol has decided to retire;

Now therefore, be it resolved by The Urbana Free Library Board of Trustees, Urbana, Illinois, does hereby extend to Carol its sincere thanks and appreciation for a job well done and wishes her a most rewarding and enjoyable next phase of life.

Adopted by the Board of Trustees at a regular meeting thereof, held this 13th day of January, 2026.

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

RESOLUTION DECLARED ADOPTED.

President

Secretary/Secretary *pro tem*

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2026-02**

RESOLUTION TO THANK DARIUS WHITE FOR BOARD SERVICE

WHEREAS, Darius White has been a Trustee of the Library Board of The Urbana Free Library since April 2024 and was the Illinois Heartland Library System liaison, and

WHEREAS, during Darius' tenure, The Urbana Free Library

- ❖ celebrated its 150th anniversary;
- ❖ created a full-time, bilingual Programming Specialist position;
- ❖ started the process of utilizing the corner lots with the City of Urbana and the County;
- ❖ updated the Strategic Plan;
- ❖ implemented the Paid Leave for All Workers Act;
- ❖ participated with the University of Illinois-Urbana Champaign in the first publicly available quantum network;
- ❖ replaced the east air handler;
- ❖ replaced the phone system with Voice over Internet Protocol (VOIP);
- ❖ received the Community Impact Award from the Champaign-Urbana Immigration Forum;
- ❖ initiated outreach to Urbana schools again after the pandemic;
- ❖ coordinated monthly trustee discussion items;
- ❖ held successful Fairy Tale Balls, with over 1,600 participants at each of them;
- ❖ saw increased engagement and usage of the Library's Home Delivery and the Seed Lending Library programs;
- ❖ hosted the Giant Desk Concert, a Donor Appreciation Event & Fundraiser
- ❖ contracted to revitalize the Library's outdoor spaces;
- ❖ contracted for partial renovation of the Library's indoor spaces;
- ❖ upgraded security cameras and
- ❖ hired a new Library Executive Director

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 Darius White 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 Darius

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 13th day of January 2026.

Ayes: _____ Nays: _____

Abstains: _____ Absent: _____

RESOLUTION DECLARED ADOPTED.

President

Secretary/Secretary *pro tem*

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2026-03**

RESOLUTION TO THANK MIKE HANNAN FOR HIS SERVICE

WHEREAS, beginning in 2021, Mike Hannan diligently served the Urbana community by working at The Urbana Free Library as the Library's first Facilities Manager; and

WHEREAS, the Library has thrived and expanded, with Mike playing a role in that success; and

WHEREAS, Mike has impacted an untold number of lives and improved the Library's buildings and grounds by

- ❖ overseeing the replacement of the East Air Handler;
- ❖ playing an integral role in the recent renovation of the first floor, Megan's Room, and lobby area;
- ❖ overseeing the mold mitigation project at the Tepper building;
- ❖ managing the resurfacing of the staff parking lot;
- ❖ supervising the renewal of and maintenance of the Library's exterior landscaping;
- ❖ updating the Library's exterior lighting for increased security and beauty; and

WHEREAS, Mike has proven to be an invaluable asset to the Library by

- ❖ ensuring the smooth transition from an external vendor to internal staff for custodial services;
- ❖ establishing an annual series of preventive maintenance inspections;
- ❖ updating the Library's interior lighting to energy-saving LED;
- ❖ engineering a watering system to ensure viability of the Library's new landscaping;
- ❖ diligently planning for future capital projects; and
- ❖ providing an accurate and comprehensive state of the Library's building and facilities needs to ensure sustainability for generations to come

WHEREAS, Mike has ensured the Library's buildings and grounds are well-maintained for use and enjoyment by the Urbana community and staff; and

WHEREAS, Mike has earned the respect of his colleagues for his hard work, knowledge, dedication, resourcefulness, helpfulness, sense of humor, and;

WHEREAS, Mike has decided to retire from the Facilities Manager position;

Now therefore, be it resolved that The Urbana Free Library Board of Trustees, Urbana, Illinois, does hereby extend to Mike its sincere thanks and appreciation for a job well done; and wishes him a most rewarding and enjoyable next phase of life.

Ayes: _____
Abstains: _____

Nays: _____
Absent: _____

RESOLUTION DECLARED ADOPTED.

Daniel Urban, President

Erica Bellina, Secretary/Treasurer