

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 **6:00 p.m.** on **December 13, 2022**, 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 Architect Presentations:** 20-minute presentation; 15-minute Q&A with Library Board
 - 6.1 Engberg Anderson
 - 6.2 Isaksen Glerum Wachter

- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of November 8, 2022
Payroll for November 18, 2022; total \$111,326.32
Payroll for December 2, 2022; total \$108,705.96
Bills for November 10, 2022; total \$49,997.92
Bills for November 17, 2022; total \$31,135.37
Bills for November 23, 2022 A; total \$4,513.78
Bills for November 23, 2022 B; total \$2,630.18
Bills for December 1, 2022; total \$10,876.10
Bills for December 8, 2022; total \$37,807.23

- 8.0 Action Items (Individual)**
 - 8.1 Select architectural firm (roll call vote following Board discussion approx. 30 minutes)
 - 8.2 Resolution 2022-14 to authorize the Executive Director to negotiate a contract
 - 8.3 Leave Policy
 - 8.4 Schedules Policy
 - 8.5 EEO & Antidiscrimination Policy
 - 8.6 3D Printing Service Policy
 - 8.7 Reaffirm Meeting Room Policy
 - 8.8 Ameren Invoice for \$13,216.68

- 9.0 Staff Presentations**
 - 9.1 TUFL Draft Technology Plan: Leon Wilson
 - 9.2 FY21 Per Capita Grant Requirements. Presentations and discussions from *Serving Our Public*
 - 4.0 Standards for Illinois Public Libraries:
 - a. Chapter 5 - Building Infrastructure and Maintenance: Mike Hannan
 - b. Chapter 6 – Safety: Donica Swann
 - c. Chapter 8 – System Member Responsibilities and Resource Sharing: Gretchen Webb
 - d. Chapter 13 – Marketing, Promotion, and Collaboration: Kirstin Gebhart

- 10.0 Discussion Items:** Strategic Plan refresh process

- 11.0 Reports of the Liaison Officer**
 - 11.1 Friends of The Urbana Free Library
 - 11.2 The Urbana Free Library Foundation
 - 11.3 Illinois Heartland Library System

- 12.0 Administrative Report**
- 13.0 Board, and Committee Reports**
- 14.0 Board President Report**

- 15.0 Unfinished Business**

15.0 Unfinished Business

16.0 New Business

17.0 Adjournment

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be January 10, 2023, at 7:00 PM.

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

Date: December 8, 2022

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of December 13, 2022



VISION

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

MISSION

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



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

WE WELCOME ALL.

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

- In addition to housing a mail-in voting drop box outside, the Library was an early voting location for the 2022 General Election. From October 31- November 7, voters could visit the MacFarlane-Hood Reading Room to cast their ballots.
- Two architectural firms (Engberg Anderson and Isaksen Glerum Wachter) will present their qualifications and examples of past projects at the Board meeting. The Board will vote after the presentations to select a preferred firm and authorize Celeste Choate to negotiate a contract with the selected firm. We hope to bring the Board a contract for Board approval at the January 2023 Board meeting.

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

- Library staff were invited by several schools to visit and connect with children and their caregivers this month. The Library visited Reading Night at Leal Elementary School and Urbana Early Childhood School. At King Elementary School's Career Fair, staff shared why kids would enjoy working in a library when they grow up.



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

WE SPARK CURIOSITY.

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

- Maureen Holtz, Robert Allerton author, gave a hybrid lecture in the Archives on Allerton's art collection. Her talk covered Allerton's art that lives in Allerton Park, The Art Institute of Chicago, and on Allerton's Hawaiian property. This event was the Archives' first in-person talk since the pandemic, and it was well-attended in-person and on Zoom by 35 community members.
- Makerspace Jr! returned in November and was just as popular as before the pandemic. The Library partnered with the FabLab to offer 3D printing, sticker making, sewing, guitar playing, and crafting with recyclables to 58 community members. Making pillows was particularly popular, followed by the recyclable station where kids designed their own creations.



- This month, IT Manager Leon Wilson will present a draft of the Library’s January 2023–January 2024 Technology Plan for Board review. The Board will vote on the Technology Plan at the January Board meeting.

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

- In collaboration with the Society of Children's Book Writers and Illustrators, the Library held a program where children’s book writers could have the first pages of a manuscript reviewed and get feedback. Participants enjoyed meeting other children's book creators and sharing their work. One participant was excited to learn about Novelist K-8, and everyone enjoyed browsing craft books on writing.
- At Young Artist’s Studio in November, 27 community members learned how to make their own coasters. Coasters were decorated using cut-outs from magazines and books. Some children and their caregivers were so inspired that they made entire sets of coasters!

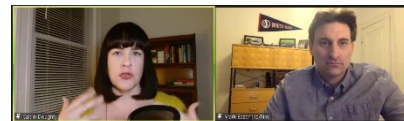


We help our community thrive by creating connections and working with partners.

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

Goal 1: We make the community better for all by promoting diversity, equity and inclusion through our collections and programs.

- Author Caitlin Doughty spoke to 50 community members at November’s Illinois Libraries Present event. As a mortician and advocate for reforming the western funeral industry, Doughty talked about western death culture and its issues, facing fears about death, and greener methods of body disposal. Several people in the event’s chat mentioned how her books had changed their thoughts about death and helped them grieve the loss of a loved one.



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

- Celeste Choate presented at Barbara Jones’s class on Banned Books and intellectual freedom at the Osher Lifelong Learning Institute (OLLI) @ Illinois on November 28th.
- On November 6th, the Archives hosted the student chapter of the Society of American Archivists from the iSchool for a LocalWiki Edit-A-Thon. LocalWiki is a grassroots and crowd-sourced platform for sharing knowledge. Students spent the morning in the Archives researching and writing LocalWiki entries for local historical figures and topics that are underrepresented online. Created entries included [Claire Szoke](#) and the [Sanctuary Movement](#). Expanded entries included [Joseph Royer](#) and [Frances Nelson](#).



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

WE ARE A STRONG ORGANIZATION.

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

- The Library submitted an ARPA grant application to the City to fund a programming specialist position for a person who speaks either Spanish, French, or Chinese. The specialist would focus on creating youth programming and outreach and on connecting with socially vulnerable areas of Urbana impacted by the pandemic. The Library has been invited to the next stage of the process and will present the project to the City Council in mid-December.

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

- TUFL continues to actively pursue ways to engage staff and create opportunities for them to grow and thrive. After one full-time Circulation Clerk/Information Assistant took a position elsewhere, administrative staff reviewed budget figures and departmental needs and determined it was possible to add a new full-time Circulation Clerk/Information Assistant position. Instead of hiring one full-time Clerk/Assistant, we chose to hire two. In addition, in light of two openings in hourly positions in the Champaign County Historical Archives, we chose to shift the hourly Archives librarian position from being an hourly position to being a part-time, benefited position.
- Sara Bennett received a grant from the Illinois State Historical Records Advisory Board to attend the two-day workshop, "[Project Management for Library & Archives Professionals](#)." She will use information from the workshop to manage the digital workflow process of the Storch Photography Rehousing Project.
- Lauren Chambers has joined the Core Design Team for the Data Storytelling Toolkit for Librarians project (IMLS grant-funded) being led by the iSchool's Dr. Kate McDowell. The project seeks to create a free toolkit that libraries can use to evaluate and communicate data. The Core Design Team will provide feedback on the development of the toolkit.
- Dawn Cassady participated in her first HR Source Advisory Council meeting since being named to the group and completed the online course "Project Management Fundamentals for Librarians" offered by *Library Journal*.



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

- This month we present to the Board updates to the Leave Policy, Schedules Policy, and the EEO & Antidiscrimination Policy that incorporate changes to Illinois employment law that either happened during 2022 or that go into effect January 1, 2023. Staff recommend adopting these policy changes to ensure our policies comply with Illinois law.
- This month we present to the Board a minor update to the Library's 3D Printing Service Policy for clarification purposes, as well as a reviewed Meeting Room Policy. Staff recommend adopting the 3D Printing Service Policy and reaffirming the Library's Meeting Room Policy.
- There will be more on the strategic planning refresh process at the Board meeting.

Library eNewsletters:	
December News & Events: https://conta.cc/3Ueqs0l	December Youth & Teen: https://conta.cc/3ienchw
December Archives Newsletter: https://conta.cc/3TXJwY2	

Other Library News:

- November 3, 2022, *Illinois Newsroom* – The Lavender Newsletter founders resurrect 1980s queer newsletter for modern-day audience (Sophie West and Jada Fulcher said they were inspired to create the newsletter in June after seeing an Instagram post from the Urbana Free Library showcasing the Library's archive of The Lavender

Prairie News, a 1980s newsletter for lesbians.) <https://illinoisnewsroom.org/the-lavender-newsletter-founders-resurrect-1980s-queer-newsletter-for-modern-day-audience/>

- November 8, 2022, *Illinois Public Media* – Book explores Illinois’ journey to statehood (James A. Edstrom is the author. He earned an undergrad degree and two Master’s from the University of Illinois Urbana-Champaign. And he’s also worked for The Urbana Free Library, the Illinois State Library, and the Illinois State Historical Library.) <https://will.illinois.edu/21stshow/story/book-explores-illinois-journey-to-statehood>
- November 13, 2022, *News-Gazette* – Book Review: 'The Past Is Red' a source of catharsis, hope https://www.news-gazette.com/arts-entertainment/books/jacob-roden-the-past-is-red-a-source-of-catharsis-hope/article_3d3f2a88-9674-5a57-b659-13b331074fff.html
- November 15, 2022, *The Daily Illini* – Author revives history of Robert Allerton in C-U (Holtz recently spoke at an event titled “Allerton’s Art with Maureen Holtz” at the Urbana Free Library where she presented Allerton’s legacy.) <https://dailyillini.com/buzz-stories/2022/11/15/maureen-holtz-robert-allerton/>
- November 15, 2022, *Chambanamoms.com* – 25 Things to Do During Thanksgiving Break in Champaign-Urbana <https://www.chambanamoms.com/2022/11/15/champaign-urbana-thanksgiving-break-including-black-friday-no-school/>
- November 16, 2022, *Smile Politely* – Meet The Lavender: C-U's new queer newsletter <https://www.smilepolitely.com/culture/meet-the-lavender-c-us-new-queer-newsletter/>
- November 18, 2022, *Library Technology Guides* – Urbana Free Library (IL) selects Patron Point <https://librarytechnology.org/pr/28000>
- November 18, 2022, *WICS* – Winter clothing drive for neighbors without homes <https://newschannel20.com/news/local/winter-clothing-drive-for-neighbors-without-homes-urbana-champaign-cunningham-clothes-cold-weather-gear-socks-hats-gloves-donations>

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

Bank reconciliations for the last day of the month: July 2022 - June 2023						
	July	August	September	October	November	December
Illinois Funds account	\$ 208,227.74	\$ 208,613.96	\$ 209,045.31	\$ 209,588.56		
Busey Bank Cash accounts	\$ 2,992,977.35	\$ 2,846,035.61	\$ 3,350,546.37	\$ 3,763,233.91		
Busey Bank Web account	\$ 35,932.46	\$ 38,854.25	\$ 41,936.98	\$ 45,199.58		
Total	\$ 3,237,137.55	\$ 3,093,503.82	\$ 3,601,528.66	\$ 4,018,022.05	\$ -	\$ -

REVISED Architectural Firm Selection Process

October 11 Board Meeting: Celeste will outline the architectural services selection process and timeline for the Board and ask for any interested Board members to join staff (i.e., Celeste, Dawn, Mike, Rachel, Gretchen) in evaluating submissions and narrowing the number of firms invited to present to the Board.

October 28: Deadline for Architectural RFQ submissions.

November 4: Deadline for Dawn to complete reference checks.

November 7: Invitations sent to firms to present to the Board along with invitation to tour UFL and see the areas to be remodeled.

December 13 Board Meeting:

- 20 minutes per firm for prepared presentation.
- 15 minutes per firm to take Board questions.
- Ask each Board member to vote for their preferred firm via a roll call vote.
- Count up votes and determine the top choice. In the case of a tie, a motion would need to be made and passed to defer the business of selecting the architectural firm until the next Board meeting, stating the date, time, and location of the next Board meeting for the record.
- Final Board vote to approve the rank order of architectural firms interviewed for Library projects and to authorize Celeste to negotiate a contract with the highest-ranked firm.
- In the event that an agreement can't be reached with the highest-ranked firm, Celeste will move on to negotiate a contract with the second-ranked firm.

January 10, 2023 Board Meeting: Board votes whether or not to approve the negotiated contract with the highest-ranked firm.

Mid-January 2023: If contract approved, work begins.

Joseph M. Huberty

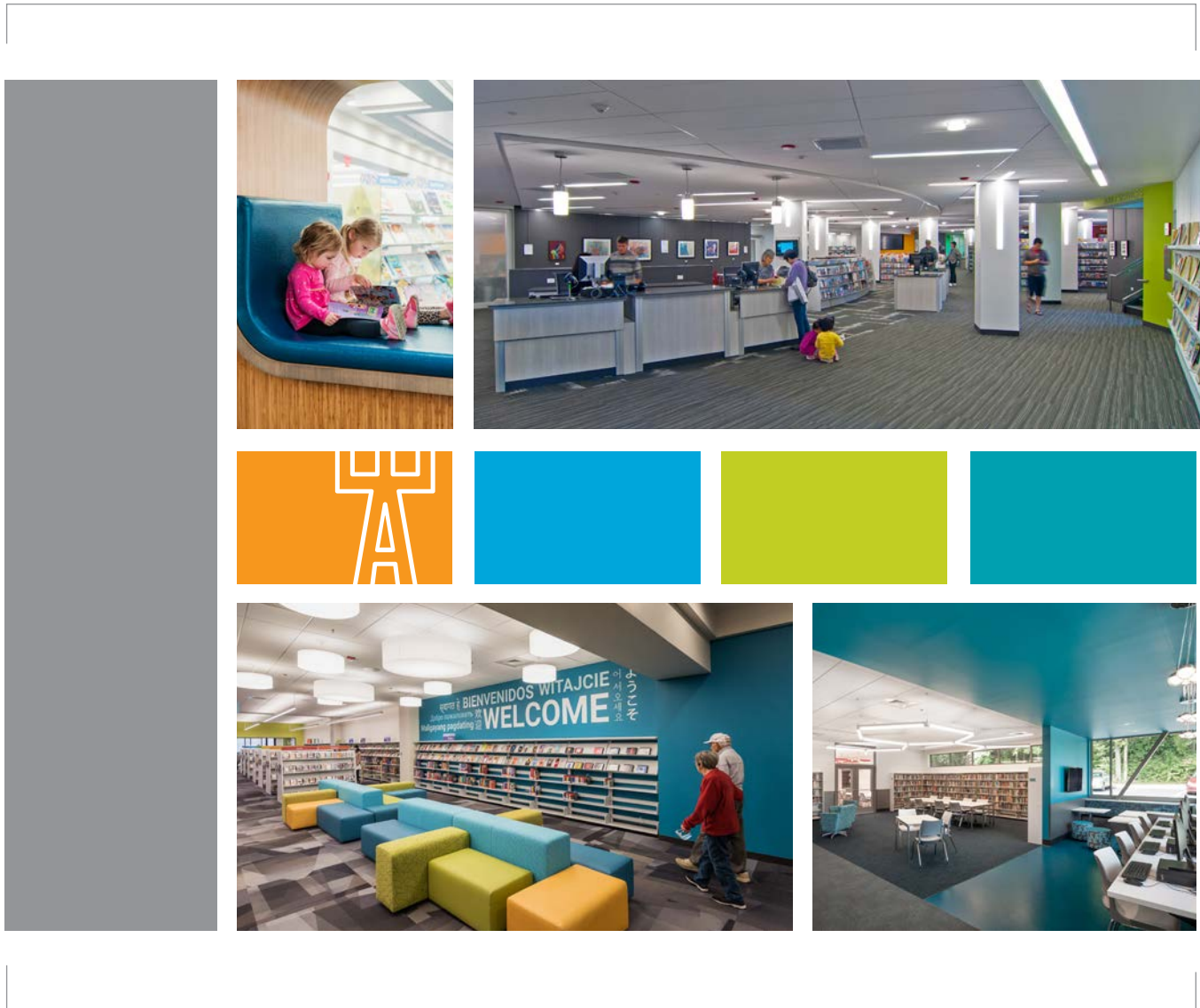
847.704.1300 | joeh@engberganderson.com

8618 W Catalpa Ave

Suite 1116

Chicago, IL 60656

OCTOBER 28, 2022



URBANA FREE LIBRARY
CIRCULATION DESK | A/V AREA | MEGAN'S ROOM REMODEL

Statement of Qualifications



Who We Are

Engberg Anderson, Inc was founded in 1987 and has been an active corporation for over 30 years. Our 50+ person firm of five partners, six principals, and professional staff bring together diverse architectural, interior design, and planning experience. From sensitive historic preservation projects to complex public and private community projects of a highly technical nature, we collaborate with clients to help them achieve their goals with inspired work that supports activities and institutions at the heart of a vibrant community.

A Full Range of Library Architecture, Planning, and Design Services

Capital Improvement Plans	Space Planning	Zoning & Code Analysis
Master Planning	Programming	ADA Compliance
Site Evaluation	Building Design	Historic Preservation
Site Planning	Interior Design	Fundraising Assistance
Feasibility Assessments	Sustainable Design	Construction Administration

ENBERG ANDERSON

Chicago Office

8618 W Catalpa Ave Ste 1116
Chicago, IL 60656
(847) 704-1300

WEBSITE

www.engberganderson.com

Project Personnel

Joseph Huberty, AIA, LEED AP, NCARB | **Partner + Point of contact** | joeh@engberganderson.com | 847.704.1300

A profound concern for client needs defines architectural practice for Joseph Huberty. His goal is to help the client understand the process and to open up their options with fresh ideas. A talented designer, he understands the importance of moving the process forward in an orderly way “beyond a pretty picture to a built building.” Joe is a recognized regional leader in the design of libraries, the first building type that inspired him as a young person. “Libraries are a mark of our faith in the future; they are places for exploration,” he says with the optimism that informs his work and his relationships with clients.

Shaun Kelly, AIA, LEED AP BC+C | Principal

Shaun is highly regarded for his creative sustainable design solutions in a variety of building types. During his graduate studies at University of Wisconsin – Milwaukee he focused on sustainable design practices which included energy efficiency, storm water management and indoor air quality. Shaun uses natural daylight and a high performance building envelope to enhance architectural expression and reduce capital and operating costs. With an interest in technology, he stays current on environmentally sensitive design trends and technologies.

Isela Catania, LEED GA | Senior Interior Designer | Senior Associate

Isela has over fifteen years of experience in various public sector projects with multiple roles in the planning, architectural design, cost estimating, and interior design of numerous library and park district facilities. In her career, she has developed a comprehensive understanding of the need for durability, functionality, beauty, and cost-efficiency in all of her public sector projects. She has also been involved in project coordination from schematic design through construction administration for various building renovations and new construction.

Proposed Sub-consultants



RTM has grown into a national MEP and Civil engineering firm, licensed in all 50 states and with office locations coast to coast. While our resources allow for a wider reach, we pride ourselves on keeping our local relationships strong. Our commitment to becoming a partner to our clients has been a leading factor in our success. We go beyond the typical consulting role, striving to align with the goals, processes, and people involved in each project. By fully understanding our clients, we can provide the best solutions for any project type.



SERVICE DISABLED VETERAN OWNED SMALL BUSINESS (SDVOSB)

Middleton Construction Consulting is a team of highly skilled professionals who focus on Construction Cost Estimating and Owner’s Representation. Founder Tom Middleton has nearly 20 years in the commercial construction industry leading many major projects to successful completion. His experience ranges from healthcare to commercial buildings to schools and corporate headquarters. Based on his intimate knowledge of the construction process he understands the nuances of taking an idea from concept to completion.

Statement of Interest

Engberg Anderson is pleased to submit our qualifications for Urbana Free Library’s Circulation Desk, A/V Area and Megan’s Room Remodel. We are confident our team’s success on previous and current projects combined with our wide range of library as well as our ability to create project-specific, integrated consultant teams.

Within our proposal you’ll find an overview of our firm and team personnel, proposed sub-consultants and three professional references from directors we’d had the pleasure of working with in renovating their spaces. We believe that our approach to our body of work spanning over 290+ library projects and ranging in size from 300 sf to 360,000 sf all with a commitment to:

Create inspiring environments. Libraries are the most used of all public buildings, and we work to create environments that are expressive and supportive of the library’s evolving mission. As true community destinations, our buildings are both inspiring and comfortable. They enhance and fit gracefully into their surroundings and in the lives of everyday users.

Define functional, efficient, physically and technologically adaptable designs. Our depth of library experience allows us to effectively address the most stringent requirements. This is the key to quality library service and long-term value.

Design for long-term value. We consistently incorporate the principles of stewardship into our practice, all without compromise to budget or function. Healthy environments, low energy costs and easy maintenance mark our designs.

Develop realistic implementation strategies. Whether it is the logistics of maintaining library operations during a remodeling or setting up a set of incremental expansions, we plan to allow multiple paths forward and smooth transitions into the future.

Fit project schedule and budget. We are accountable for maintaining your project schedule and budget. Our management process clearly defines and monitors project costs from the onset, thereby minimizing surprises and allowing us to get the most out of a budget.

Our firm has a staff of over fifty people with 17 registered architects, 24 designers, 4 interior designers, and 5 administrative and support staff members. While our current workload is comfortable, we are not overextended and we can effectively plan allocation of staff to your projects.

Client References



Barrington Area Library

Engberg Anderson has provided architectural services to the district since 2009. The relevant projects include a master plan/design/multi-phase renovation project that was completed in 2015 (56,000 square feet \$8 million), re-roofing projects completed in 2018 and 2019; and site renovation projects in 2019, and 2021. We are currently wrapping up an interior update project.

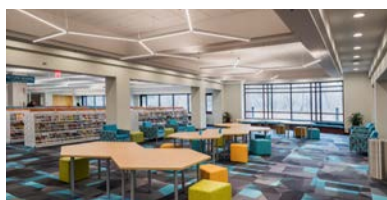
Vicki Rakowski | Executive Director | VRakowski@balibrary.org | 847-382-1300 x2000



Gail Borden Public Library District

Engberg Anderson has provided architectural services to the library since 2006. The relevant projects include a branch library based on high level showroom / curation / merchandising collection principles (2012, 10,000 sf, \$3.5 million); marketplace planning and renovation (year, area, cost) and Teen 270 renovation (year, area, cost) at the Main Library. We are beginning 2nd floor staff area master planning in 2023.

Carole Medal | Library Director | cmedal@gailborden.info | 847-742-2411



Palatine Library District

Engberg Anderson has provided architectural services to the library since 2016. The relevant projects include a renovation project that was completed in 2021 (100,000 sf, \$6.5 million) that included master plan/design/multi-phase interior remodeling. We have also completed renovations at the North Hoffman and Rand Road branches, boiler replacement, and lighting replacements. We are currently working with the library on updates to the Member Services area at the Main Library.

Jeannie Dilger | Library Director | jdilger@palatinelibrary.org | 847-907-3600

ISAKSEN GLERUM WACHTER . LLC

114 WEST MAIN STREET T / 217 328 1391
URBANA, ILLINOIS 61801 F / 217 328 1401



File: 22J

October 28, 2022

Mr. Mike Hannan, Facilities Manager
The Urbana Free Library
201 W. Green Street
Urbana, IL 61801

Re: Architectural Services for the Circulation Desk and A/V area Remodeling Project and Megan's Room Remodeling Project

Dear Mike:

With a broad base of experience in repair and remodeling work as well as expansion-renovation and new construction, IGW would appreciate the opportunity to provide architectural-engineering services on your upcoming work. At IGW Architecture, we believe it is our role to be the client's expert resource and trusted advisor in all elements of planning design and construction and, to that end, we bring over forty years of knowledge and experience on a broad base of Municipal and Governmental work. IGW is available to start design work on your projects immediately. We are actively seeking new design projects and we have staff currently ready for new design and construction projects.

Contact for the project:

Scot Wachter, President/Principal, 217-328-1391 x 19, swachter@igwarchitecture.com

Assigned personnel:

Scot Wachter, Principal in Charge
Riley Glerum, Programing and Quality Control
Cynthia Gilliam, Project Architect
Christina Mooney, Architectural Detailing and CADD

Subconsultants:

Engineering Consultants: GHR Engineers & Associates, MEP design, original engineering consultant for the UFL Addition and Remodeling.

Library Consultant: since our practice is primarily local and regional, we often team with specialty consultants to provide expertise and input on national trends for projects like courthouses, police stations and libraries while IGW provides the local presence and knowledge that is so important for a successful project. We teamed with Fred Schlipf on the original planning and design of the 2005 UFL Expansion and Renovation project and would work with UFL to identify preferred library consultants as required for different projects.

References:

Jim Bustard, Director of Physical Plant Parkland College, 217-351-2211, jbustard@parkland.edu
2400 W Bradley Ave, Office X108, over 30 projects since 2007 including many addition and remodeling projects of various sizes.

Dana Brenner, Director of Facilities Champaign Co, 217-384-3765, dbrenner@co.champaign.il.us
1776 E Washington Street, over 40 projects for the County since 1999, primarily addition and renovation projects from the courthouse addition and renovation to smaller department projects.

Jennifer Ivory-Tatum, Superintendent USD 116, 217-384-3636, jivory-tatum@usd116.org
1101 W University, Suite B, over 50 projects for USD 116 since 1985 including many school libraries both new and remodeled.

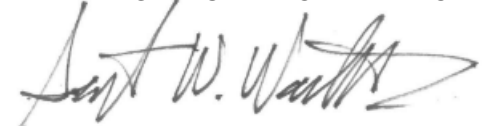
As a local practice, IGW has built its business by developing long term relationships with clients based on good performance. In the case of municipal clients, we understand that good performance means immediate availability and the provision of timely services and assistance not just on the large projects that come along but on the almost daily facility-related needs that keep a facility running smoothly. IGW provides a broad range of architectural services including campus master planning, facility programming and planning, financial feasibility studies, existing facility condition surveys, life safety work along with comprehensive design and construction phase services on a variety of new construction and renovation projects.

As you contemplate upcoming facility-related needs, please know that IGW brings extensive remodeling project know-how, a committed group of experienced professionals and we would welcome the opportunity to serve The Urbana Free Library again.

Thank you for your consideration and please feel free to contact us with any questions.

Sincerely,

ISAKSEN GLERUM WACHTER. LLC



Scot W. Wachter, AIA
Principal/President

encl.: Firm Profile and Limited Completed Project Examples



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ISAKSEN GLERUM WACHTER . LLC



C-U MTD Illinois Terminal



Memorial Stadium Expansion



Urbana Early Childhood School



Champaign County Courthouse



Parkland College Student Union

IGW Architecture is an architectural, planning and interior design firm with corporate headquarters in Urbana, Illinois. Founded in 1967, the firm has grown and diversified through the years building upon the knowledge and experience gained through the successful completion of over 1,800 projects. With a current staff of seven (7) in Urbana, the company provides a broad range of professional design services to governmental, educational, corporate, industrial and religious clients.

IGW emphasizes a collaborative effort by the client and architect to study, communicate and understand all project goals and objectives prior to the start of design. By working closely and responsively with the client from project inception through occupancy, the identified goals are consistently achieved within the parameters of program, design, budget and schedule. This method has enabled our senior professionals to develop working relationships with public and private organizations which span years and even decades of continued service.

The firm is recognized for its ability to help our clients accomplish challenging projects utilizing a multi-disciplinary team approach to facility design combined with thorough project management. The size and structure of the firm allows direct participation by the principals, who along with the project architect and support team will guide a commission from start to finish. The technical staff includes seasoned construction administrators and on-site observers to monitor design compliance. The firm principals have experience collaborating with governmental officials, regulatory agencies, legal/financial experts, various boards as well as other specialty design consultants. Exclusively engaged in architecture, IGW prefers to retain the best engineers and other needed consultants based on specific project requirements and client preferences.

With our design talent, depth of experience, organizational skills and client-focused approach, IGW is able to consistently provide superior service and optimum facility quality within each project's established functional, aesthetic, environmental, and financial requirements.

Overview of General Services Provided:

- Programming/Master Planning
- Existing Building Assessment
- Financial Feasibility Studies
- Project Scheduling/Budgeting
- Site Evaluation and Analysis
- Sustainable Site/Building Design
- Construction Documentation
- Bidding and Negotiation
- Construction Administration
- On-Site Observation
- Post Occupancy Services
- Interior Space Planning/Design
- Historic Restoration/Rehabilitation
- Life Safety and ADA Planning

Website: igwarchitecture.com



Expansion/Renovation Urbana Free Library Urbana, Illinois

Completion Date: 2005

Cost: \$8.0M

City of Urbana
401 S. Vine Street
Urbana, IL 61801

IGW provided comprehensive design and construction phase services to the City of Urbana for the expansion and renovation of the Urbana Free Library. The project involved a 27,000 square foot addition to and remodeling of the 1918 Samuel T. Busey building and its mid-70's addition. The new addition houses the expanded Adult, Children's and Archive departments which allowed 30,000 square feet of existing building space to be reorganized for better delivery of library services and enhanced user amenities.

The scale, materiality and detailing of the addition were compatible with the original landmark structure including the limestone cladding and signature arched windows. Site work included new utilities, expanded parking, drive-up book drop and accessible entrance linked to downtown Urbana via a pedestrian plaza framed by an architectural gateway. The work was phased to allow continuous use of the library during construction.



Expansion/Renovation Centennial High School Champaign, Illinois

Completion Date: 2021

Cost: \$63.0M

Champaign Unit School District #4
502 W Windsor Road
Champaign, IL 61801

Ms. Elizabeth Stegmaier
Director of Capital Projects and Planning
Ph: (217) 531-0374

Following a successful referendum, the Centennial High School underwent a significant expansion and renovation. IGW collaborated with the District to reinvent the 1960's vintage building to better support a multifaceted curriculum serving a diverse community. The expansion and renovation touched all areas of school and increased the size of the facility by about 56 percent.

Approximately 114,000 square feet of new space was added including a second Gymnasium, CTE workshops, administrative and student services offices, new main entry lobby and classrooms for science and general education. An elevator addition and an infill of a breezeway between wings enhanced the overall building circulation and accessibility.

The remaining 203,000 square feet of existing building was completely renovated including the functional reassignment of instructional, administrative and support space as well as the upgrade of all building finishes and mechanical and electrical systems.

Site improvements included increased parking for visitors, faculty and staff, reconfiguration of the bus and student drop-offs, and separation of pedestrian and vehicular traffic. The project was phased to allow continuous occupancy during the construction period.



Early Childhood Center and Prairie Elementary School Connecting Addition Urbana, Illinois

Completion Date: 2013

Cost: \$11.8M

Urbana School District #116
205 N. Race Street
Urbana, IL 61801

Dr. Jennifer Ivory-Tatum, Ed.D
Superintendent of Schools
Ph: (217) 384-3636

IGW Architecture designed a new 240-student Early Childhood Center to serve pre-kindergarten students between ages three and five and provide programs for children eligible to receive at-risk and special education services. Replacing a turn-of-the-century school building, this single-story, 41,000 square foot facility is comprised of three discrete four-classroom "villages" organized around shared program spaces. These shared spaces include central administration, therapy offices, sensory rooms, learning kitchen, parent and faculty meeting room, library and resource center, multi-purpose activity room and a gross motor room.

The new Early Childhood Center will be sited adjacent to the existing Prairie Elementary School and connected to it with a series of spaces that provide needed expansion for Prairie while offering the flexible use of certain spaces by both schools and the east Urbana community at large. The Prairie Elementary School Connecting Addition will provide approximately 13,400 square feet of space including a gymnasium with stage, public entry and lobby, kitchen, and other support space.

The facility was planned for the addition of three fine arts classrooms to the Prairie connector and two classroom villages to Early Childhood to meet future needs. Numerous sustainable and high performance features are incorporated in the design including optimal daylighting of classrooms/corridors, ground source heating and cooling (geothermal), and other sustainable interior materials and finishes to provide an aesthetically and acoustically appropriate environment.

ISAKSEN GLERUM WACHTER . LLC

114 WEST MAIN STREET T / 217 328 1391
URBANA, ILLINOIS 61801 F / 217 328 1401



Expansion/Renovation Champaign County Courts Urbana, Illinois

Completion Date: 2005

Cost: \$20.0M

Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

Mr. Dana Brenner
Facilities Director
Ph: (217) 384-3776

This project involved the planning and design of the new Champaign County Courts Facility. At the core of the design concept was the recognition of the existing turn-of-the century courthouse as a prominent landmark within downtown Urbana. The intent was to maintain that landmark status and not allow either the massing or character of the new addition to overshadow or upstage the existing courthouse. The new construction was set well back from Main Street and scaled properly so that views of the existing courthouse were not blocked from its Main Street approaches.

At the same time, it was essential to incorporate all of the required space standards and organize the various program components and movement patterns in a manner which would provide the necessary security features and support of efficient court operations. This translated into placement of the prisoner holding/staging areas, courtrooms and judicial support facilities in the new 90,000 square foot addition and the renovation of the existing 39,000 square foot Courthouse for court support offices. On-site parking for 110 cars and land for the future expansion of court facilities were provided through the acquisition of additional property to the east. A later project involved the stabilization and restoration of the existing exterior masonry and clock and bell tower at the historic courthouse.

ISAKSEN GLERUM WACHTER . LLC

114 WEST MAIN STREET T / 217 328 1391
URBANA, ILLINOIS 61801 F / 217 328 1401

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1118

PAY PERIOD 10/30/2022 to 11/12/2022

CHECK DATE 11/18/2022

YEAR 2023 PERIOD 5
 EXPENDITURE ENTRIES
 SHORT DESC PAY111822

GL EFF DATE 11/18/2022
 REFERENCE L1118
 REFERENCE2 8L1118

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 5			GL EFF DATE 11/18/2022	
80280800	50110	5	LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,853.94
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,227.04
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,484.87
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,604.97
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	28,607.28
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	10,499.90
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,116.19
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,707.30
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	13,237.84
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,789.33
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,197.66
FUND TOTALS					111,326.32
GRAND TOTALS					111,326.32

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1202

PAY PERIOD 11/13/2022 to 11/26/2022

CHECK DATE 12/02/2022

YEAR 2023 PERIOD 6
 EXPENDITURE ENTRIES
 SHORT DESC PAY120222

GL EFF DATE 12/02/2022
 REFERENCE L1202
 REFERENCE2 8L1202

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2023	PERIOD 6			GL EFF DATE 12/02/2022	
80280800	50110	6	LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	12,783.16
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	10,218.82
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,302.11
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	6,555.67
80280802	50110		ADULT & YOUTH SERVICES	SALARY - REGULAR EMPLOYEE	28,213.35
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	9,595.66
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	853.55
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	8,409.59
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	12,821.99
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	4,863.10
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,088.96
FUND TOTALS					108,705.96
GRAND TOTALS					108,705.96

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/10/2022	PLS68350072			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51805		A&Y PROG	CD			13.49		
	2 80280802 51809		A&Y PROG	GAMES			109.20		
						CHECK TOTAL	122.69		
96	AMEREN ILLINOIS COMPA	0000		INV	11/10/2022	49313			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52600		LIBR FAC	UTILITIES			13,622.90		
						CHECK TOTAL	13,622.90		
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	2037129083			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			325.97		
									325.97
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	2037131320			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			220.25		
									220.25
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	2037131491			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,258.65		
									1,258.65
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	5018031711			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			77.29		
									77.29
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	2037124258			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,351.21		
									1,351.21
217	BAKER & TAYLOR LLC	0000		INV	11/10/2022	2037123974			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			58.55		
									58.55
						CHECK TOTAL	3,291.92		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802		10100		CASH						
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2257	CFS - CUSTOM FACILITY	0000		INV	11/10/2022	1767				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			513.00			
									513.00	
									513.00	
										CHECK TOTAL
1212	CHEMICAL MAINTENANCE	0000		INV	11/10/2022	S057038				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 51900		LIBR FAC	OTHER SUPP			170.28			
									170.28	
									170.28	
										CHECK TOTAL
20	DAVIS HOUK MECHANICAL	0000		INV	11/10/2022	S22JS184				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			1,199.56			
									1,199.56	
										CHECK TOTAL
20	DAVIS HOUK MECHANICAL	0000		INV	11/10/2022	S22DH514				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			1,491.49			
									1,491.49	
									2,691.05	
										CHECK TOTAL
231	DELL MARKETING LP	0000		INV	11/10/2022	10625026174				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT			18,878.10			
									18,878.10	
									18,878.10	
										CHECK TOTAL
234	EBSCO INDUSTRIES INC	0000		INV	11/10/2022	1673974				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803 80103	A&Y PROG	LIBR PER				427.19			
									427.19	
										CHECK TOTAL
234	EBSCO INDUSTRIES INC	0000		INV	11/10/2022	1676322				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803	A&Y PROG	LIBR PER				8,555.96			
									8,555.96	
									8,983.15	
										CHECK TOTAL

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3196	KIRSTIN GEBHART	0000		INV	11/10/2022	49260					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280800 52320		LIBR ADMIN TRAVEL			206.79					
							206.79				
							CHECK TOTAL				206.79
859	GIBBS TECHNOLOGY COMP	0000		INV	11/10/2022	2380071					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52203		LIBR IT MAINT AGRM			78.71					
							78.71				
							CHECK TOTAL				78.71
268	MIDWEST TAPE	0000		INV	11/10/2022	502898350					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			53.22					
							53.22				
268	MIDWEST TAPE	0000		INV	11/10/2022	502898351					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			103.46					
							103.46				
268	MIDWEST TAPE	0000		INV	11/10/2022	502898352					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			94.45					
							94.45				
268	MIDWEST TAPE	0000		INV	11/10/2022	502898353					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			119.16					
							119.16				
268	MIDWEST TAPE	0000		INV	11/10/2022	502898354					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			63.71					
							63.71				
268	MIDWEST TAPE	0000		INV	11/10/2022	502898355					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG DVD			50.23					
							50.23				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	11/10/2022	502898356				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			360.92			360.92
268	MIDWEST TAPE	0000		INV	11/10/2022	502898358				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			18.74			18.74
268	MIDWEST TAPE	0000		INV	11/10/2022	502898524				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			9.74			9.74
268	MIDWEST TAPE	0000		INV	11/10/2022	502898525				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			11.24			11.24
268	MIDWEST TAPE	0000		INV	11/10/2022	502898526				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			40.46			40.46
268	MIDWEST TAPE	0000		INV	11/10/2022	502898527				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING			26.99			26.99
268	MIDWEST TAPE	0000		INV	11/10/2022	502898528				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			73.48			73.48
268	MIDWEST TAPE	0000		INV	11/10/2022	502898529				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING			78.97			78.97
						CHECK TOTAL	1,104.77			
1263	THE NEWS GAZETTE	0005		INV	11/10/2022	49253				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803		A&Y PROG	LIBR PER			24.00			24.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
					CHECK TOTAL	24.00			
9999	Kyle J Cunningham	0000	INV	11/10/2022	49250				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 802	44800	LGEN FUND LIBR FEES			20.00			
					CHECK TOTAL	20.00			
9999	Philip H. Miller	0000	INV	11/10/2022	49251				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 802	44800	LGEN FUND LIBR FEES			15.00			
					CHECK TOTAL	15.00			
54	OVERDRIVE INC	0000	INV	11/10/2022	01018CO22399911				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802	51811	A&Y PROG DOWNLOAD			46.44			
					CHECK TOTAL	46.44			
42	PRESTO X LLC	0000	INV	11/10/2022	27577819				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805	52999	LIBR FAC OTHER SVCS			70.06			
					CHECK TOTAL	70.06			
283	QUILL CORPORATION	0000	INV	11/10/2022	28579023				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280801	51900	LIBR CTRL OTHER SUPP			22.26			
									22.26
283	QUILL CORPORATION	0000	INV	11/10/2022	28591648				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280801	51900	LIBR CTRL OTHER SUPP			77.70			
					CHECK TOTAL	77.70			
					CHECK TOTAL	99.96			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE		AMOUNT	VOUCHER	CHECK	
301	UNIQUE MANAGEMENT SER	0001		INV	11/10/2022	6106608					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP				59.10			
						CHECK TOTAL		59.10			
								59.10			
39 INVOICES		WARRANT TOTAL				49,997.92		49,997.92			
		CASH ACCOUNT BALANCE						3,093,487.81			

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L111022 11/10/2022
 DUE DATE: 11/10/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-44800-	LIBRARY FEES 35.00	0.00
802	80280800	LIBRARY ADMINISTRATIO 802-60-80-800-000-52320-	TRAVEL, EDUCATION AND 206.79	6,557.04
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 159.06	20,003.74
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS 2,668.41	86,374.61
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS 623.51	37,216.47
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51803-	LIBRARY PERIODICALS 8,579.96	1,460.83
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51803-80103	LIBRARY PERIODICALS 427.19	122.81
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS 360.92	2,346.33
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51805-	CD'S 13.49	3,671.88
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S 502.97	19,000.11
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S 134.92	3,499.48
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS 105.96	4,717.02
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES 109.20	2,459.00
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES 46.44	65,994.18
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51900-	OTHER SUPPLIES 170.28	2,390.52
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI 3,204.05	87,083.78
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES 13,622.90	50,154.22
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 70.06	76,965.04
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS 18,878.10	85,282.84
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 78.71	2,127.17
			FUND TOTAL	49,997.92
CASH ACCOUNT 802 10100		BALANCE 3,093,487.81		
			WARRANT SUMMARY TOTAL	49,997.92
			GRAND TOTAL	49,997.92

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/17/2022	PLS68524849					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			129.52				
	2 80280802 51809		A&Y PROG	GAMES			25.49				
										155.01	
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/17/2022	PLS68408961					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 802 46290		LGEN FUND	OTHR REIMB			142.75				
										142.75	
										CHECK TOTAL	297.76
1325	ARAMARK UNIFORM SERVI	0000		INV	11/17/2022	6130102328					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			358.01				
										358.01	
										CHECK TOTAL	358.01
418	AWARDS LIMITED	0000		INV	11/17/2022	73265					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 52320		A&Y PROG	TRAVEL			29.75				
										29.75	
										CHECK TOTAL	29.75
217	BAKER & TAYLOR LLC	0000		INV	11/17/2022	2037147174					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			1,075.65				
										1,075.65	
217	BAKER & TAYLOR LLC	0000		INV	11/17/2022	2037147350					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			636.88				
										636.88	
217	BAKER & TAYLOR LLC	0000		INV	11/17/2022	5018047534					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			23.12				
										23.12	
217	BAKER & TAYLOR LLC	0000		INV	11/17/2022	2037144001					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,284.39				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
						1,284.39			
					CHECK TOTAL	3,020.04			
220	BRODART CO	0000	INV	11/17/2022	613651				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP			207.01			
						207.01			
					CHECK TOTAL	207.01			
1311	CARLE FOUNDATION HOSP	0003	INV	11/17/2022	49465				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280801 52199	LIBR CTRL	OTHER PROF			612.25			
						612.25			
					CHECK TOTAL	612.25			
2257	CFS - CUSTOM FACILITY	0000	INV	11/17/2022	1772				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52201	LIBR FAC	BLDG MAINT			297.00			
						297.00			
					CHECK TOTAL	297.00			
1062	CONSOLIDATED COMMUNIC	0001	INV	11/17/2022	49393				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52600	LIBR FAC	UTILITIES			411.90			
						411.90			
					CHECK TOTAL	411.90			
231	DELL MARKETING LP	0000	INV	11/17/2022	10627103824				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280808 51500	LIBR IT	SHARED IT			64.10			
						64.10			
					CHECK TOTAL	64.10			
232	DEMCO INC	0002	INV	11/17/2022	7217609				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP			704.01			
						704.01			
					CHECK TOTAL	704.01			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
328	EVANS FROELICH BETH	0000	INV	11/17/2022	49375						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280801 52199	LIBR CTRL	OTHER PROF		1,140.00					
										1,140.00	
										CHECK TOTAL	1,140.00
549	FIRST NATIONAL BANK O	0000	INV	11/17/2022	49470						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280800 52320	LIBR ADMIN	TRAVEL		461.44					
	2	80280809 51812	LIBR COMM	LIBR SUPP		20.97					
	3	80280805 52201	LIBR FAC	BLDG MAINT		189.40					
	4	80280802 51802 80103	A&Y PROG	NEW COLL		383.24					
	5	80280809 52909	LIBR COMM	AD/MRK/PE		15.00					
	6	80280809 51812 80103	LIBR COMM	LIBR SUPP		34.77					
	7	80280808 51500	LIBR IT	SHARED IT		36.42					
	8	80280805 51420	LIBR FAC	OFF FURN		104.55					
	9	80280801 52902	LIBR CTRL	POST PRINT		24.99					
	10	80280801 51900	LIBR CTRL	OTHER SUPP		21.77					
										1,292.55	
										CHECK TOTAL	1,292.55
67	GETTY IMAGES (US) INC	0000	INV	11/17/2022	17802604						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280809 52909	LIBR COMM	AD/MRK/PE		1,080.00					
										1,080.00	
										CHECK TOTAL	1,080.00
2999	ILLIANA GENEALOGICAL	0000	INV	11/17/2022	49399						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280803 51803	ARCHIVES	LIBR PER		35.00					
										35.00	
										CHECK TOTAL	35.00
2260	INGRAM INDUSTRIES INC	0000	INV	11/17/2022	72530927						
	ACCOUNT DETAIL				LINE AMOUNT						
	1	80280802 51801	A&Y PROG	LIBR BOOKS		345.14					
										345.14	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
2260	INGRAM INDUSTRIES INC	0000		INV	11/17/2022	72530928						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			210.17					
											210.17	
2260	INGRAM INDUSTRIES INC	0000		INV	11/17/2022	72518376						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			30.56					
											30.56	
											CHECK TOTAL	585.87
3226	KLEENRITE CUSTOM CARP	0000		INV	11/17/2022	80188						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280805 52201		LIBR FAC	BLDG MAINT			15,000.00					
											15,000.00	
											CHECK TOTAL	15,000.00
268	MIDWEST TAPE	0000		INV	11/17/2022	502920010						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51806		A&Y PROG	DVD			15.74					
											15.74	
268	MIDWEST TAPE	0000		INV	11/17/2022	502920011						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51806		A&Y PROG	DVD			17.99					
											17.99	
268	MIDWEST TAPE	0000		INV	11/17/2022	502920221						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51807	80103	A&Y PROG	RECORDING			45.98					
											45.98	
268	MIDWEST TAPE	0000		INV	11/17/2022	502920222						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51807	80103	A&Y PROG	RECORDING			16.18					
											16.18	
268	MIDWEST TAPE	0000		INV	11/17/2022	502920224						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51806	80103	A&Y PROG	DVD			59.96					
											59.96	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	11/17/2022	502919985				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			339.92			
										339.92
268	MIDWEST TAPE	0000		INV	11/17/2022	502919988				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			22.49			
										22.49
268	MIDWEST TAPE	0000		INV	11/17/2022	502919987				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			48.73			
										48.73
268	MIDWEST TAPE	0000		INV	11/17/2022	502919989				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			44.98			
										44.98
										CHECK TOTAL
										611.97
2991	MOULTRIE COUNTY HISTO	0000		INV	11/17/2022	49402				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			25.00			
										25.00
										CHECK TOTAL
										25.00
270	NATIONAL GENEALOGICAL	0000		INV	11/17/2022	49400				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			135.00			
										135.00
										CHECK TOTAL
										135.00
274	NEW ENGLAND HISTORIC	0000		INV	11/17/2022	49394				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			270.00			
										270.00
										CHECK TOTAL
										270.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802		10100	CASH								
VENDOR			REMIT	PO	TYPE	DUE DATE	INVOICE		AMOUNT	VOUCHER	CHECK
54	OVERDRIVE INC		0000		INV	11/17/2022	01018DA22408426				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280802 51811			A&Y PROG	DOWNLOAD			65.00			
									65.00		
							CHECK TOTAL		65.00		
1392	PARAGON MICRO INC		0000		INV	11/17/2022	S3399877				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280808 51500			LIBR IT	SHARED IT			349.00			
									349.00		
							CHECK TOTAL		349.00		
123	RAILS		0000		INV	11/17/2022	10182				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280809 51812			LIBR COMM	LIBR SUPP			2,300.00			
									2,300.00		
							CHECK TOTAL		2,300.00		
1864	ROBERT SWEEDLER		0000		INV	11/17/2022	49377				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280809 51812			LIBR COMM	LIBR SUPP			200.00			
									200.00		
							CHECK TOTAL		200.00		
1272	ROGARDS		0000		INV	11/17/2022	041466-00				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280806 51900			LIBR ACQ	OTHER SUPP			121.80			
									121.80		
							CHECK TOTAL		121.80		
2482	T-MOBILE USA INC.		0001		INV	11/17/2022	49486				
	ACCOUNT DETAIL						LINE AMOUNT				
	1 80280802 51802 80103			A&Y PROG	NEW COLL			1,102.14			
									1,102.14		
							CHECK TOTAL		1,102.14		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 111722 11/17/2022
 DUE DATE: 11/17/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2989	TAZEWELL COUNTY GENE	0000		INV	11/17/2022	49397				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			25.00			
										25.00
										CHECK TOTAL
										25.00
1839	THE NEW YORK TIMES	0001		INV	11/17/2022	49482				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803		A&Y PROG	LIBR PER			585.00			
										585.00
										CHECK TOTAL
										585.00
301	UNIQUE MANAGEMENT SER	0001		INV	11/17/2022	6106609				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 52902		LIBR CTRL	POST PRINT			133.02			
										133.02
										CHECK TOTAL
										133.02
1290	UPCLOSE GRAPHICS INC	0000		INV	11/17/2022	144647				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP			52.19			
										52.19
										CHECK TOTAL
										52.19
305	VERMILION COUNTY MUSE	0000		INV	11/17/2022	49403				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			25.00			
										25.00
										CHECK TOTAL
										25.00
45	INVOICES						31,135.37			31,135.37
										2,915,563.76
										CASH ACCOUNT BALANCE

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 111722 11/17/2022
 DUE DATE: 11/17/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	142.75 0.00
802	80280800	LIBRARY ADMINISTRATIO 802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	461.44 6,095.60
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	73.96 19,929.78
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52199-	OTHER PROFESSIONAL SE	1,752.25 11,718.50
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING	158.01 1,788.51
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS	2,266.41 84,108.20
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,339.50 35,876.97
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS	1,485.38 18,469.25
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51803-	LIBRARY PERIODICALS	585.00 875.83
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS	339.92 2,006.41
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S	279.45 18,720.66
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S	59.96 3,439.52
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS	62.16 4,654.86
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES	25.49 2,433.51
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES	65.00 65,929.18
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-52320-	TRAVEL, EDUCATION AND	29.75 1,826.95
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	515.00 3,055.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51420-	OFFICE FURNITURE	104.55 29,265.47
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI	15,486.40 71,597.38
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	411.90 49,742.32
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	358.01 76,607.03
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES	1,032.82 18,368.61
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	449.52 84,833.32
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	2,520.97 5,081.18
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	34.77 2,680.40
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU	1,095.00 5,512.47

CASH ACCOUNT 802 10100 BALANCE 2,915,563.76

FUND TOTAL 31,135.37

WARRANT SUMMARY TOTAL	31,135.37
GRAND TOTAL	31,135.37

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1112322 11/23/2022
 DUE DATE: 11/23/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
1703	RICHARD LUSTFELDT	0000		INV	11/23/2022	22876				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			75.00			
							75.00			
						CHECK TOTAL	75.00			
2916	OCCUPATIONAL ENVIRONM	0000		INV	11/23/2022	10241				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			2,900.00			
							2,900.00			
						CHECK TOTAL	2,900.00			
54	OVERDRIVE INC	0000		INV	11/23/2022	01018CO22416489				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD			336.76			
							336.76			
54	OVERDRIVE INC	0000		INV	11/23/2022	01018DA22416147				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD			74.99			
							74.99			
						CHECK TOTAL	411.75			
2777	SECURITAS ELECTRONIC	0001		INV	11/23/2022	2787158				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201		LIBR FAC	BLDG MAINT			1,127.03			
							1,127.03			
						CHECK TOTAL	1,127.03			
5	INVOICES					WARRANT TOTAL	4,513.78			
						CASH ACCOUNT BALANCE				2,884,428.39

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1112322 11/23/2022
 DUE DATE: 11/23/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280802	ADULT & YOUTH SERVICE	411.75	65,517.43
802	80280805	LIBRARY FACILITIES	4,102.03	67,495.35
FUND TOTAL			4,513.78	
CASH ACCOUNT 802 10100		BALANCE 2,884,428.39		
WARRANT SUMMARY TOTAL			4,513.78	
GRAND TOTAL			4,513.78	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120122

DUE DATE:

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	12/01/2022	PLS68766443					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES			381.91				
										381.91	
										CHECK TOTAL	381.91
2943	AMAZON CAPITAL SERVIC	0000		INV	12/01/2022	1WMN-NVRD-NPVP					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			32.99				
										32.99	
										CHECK TOTAL	32.99
2260	INGRAM INDUSTRIES INC	0000		INV	12/01/2022	72659107					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			234.56				
										234.56	
2260	INGRAM INDUSTRIES INC	0000		INV	12/01/2022	72696610					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080833 51801		CHILD GIFT	LIBR BOOKS			358.18				
	2 80280802 51801 80103		A&Y PROG	LIBR BOOKS			207.74				
	3 80280802 51807 80103		A&Y PROG	RECORDING			38.49				
										604.41	
2260	INGRAM INDUSTRIES INC	0000		INV	12/01/2022	72670534					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			278.41				
										278.41	
2260	INGRAM INDUSTRIES INC	0000		INV	12/01/2022	72606154					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			21.55				
										21.55	
										CHECK TOTAL	1,138.93
1091	ANNE NEWMAN	0000		INV	12/01/2022	49525					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP			100.00				
	2 80280809 51812 80103		LIBR COMM	LIBR SUPP			150.00				
										250.00	
										CHECK TOTAL	250.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1120122

DUE DATE:

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2354	SHADE SOLUTIONS INC	0000		INV	12/01/2022	225130				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		428.35				
									428.35	
									CHECK TOTAL	428.35
131	SWEETWATER SOUND INC	0000		INV	12/01/2022	34172977				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802 80103		A&Y PROG	NEW COLL		398.00				
									398.00	
									CHECK TOTAL	398.00
9	INVOICES									
									WARRANT TOTAL	2,630.18
									CASH ACCOUNT BALANCE	2,884,428.39

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1120122

DUE DATE:

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 32.99	19,896.79
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS 512.97	83,595.23
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS 229.29	35,647.68
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS 398.00	18,071.25
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS 38.49	4,616.37
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES 381.91	2,051.60
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 428.35	76,178.68
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL 100.00	4,981.18
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 150.00	2,530.40
CASH ACCOUNT 802 10100 BALANCE 2,884,428.39			FUND TOTAL	2,272.00
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS 358.18	10,061.15
CASH ACCOUNT 802 10100 BALANCE 2,884,428.39			FUND TOTAL	358.18
			WARRANT SUMMARY TOTAL	2,630.18
			GRAND TOTAL	2,630.18

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
5138	12/01/2022	PRTD	2943 AMAZON CAPITAL SERVICES, INC.	1QVM-V7DL-4WTF	11/22/2022		L120122	29.78
			Invoice: 1QVM-V7DL-4WTF				ACCT: A15H6WPAYWEZ6F LUGGAGE TAG HOLDERS	
				29.78 80280806 51900			OTHER SUPPLIES	
			Invoice: 1D7X-PF3P-CKNQ	AMAZON CAPITAL SERVICES, INC. 1D7X-PF3P-CKNQ	11/22/2022		L120122	35.92
				35.92 80280809 51812 80102			ACCT #A15H6WPAYWEZ6F LIBRARY PROGRAM SUPPLIES	
			Invoice: 1KQT-NNQL-3LLM	AMAZON CAPITAL SERVICES, INC. 1KQT-NNQL-3LLM	11/22/2022		L120122	219.98
				219.98 80280805 51420			ACCOUNT #A15H6WPAYWEZ6F OFFICE FURNITURE	
			Invoice: 1WWG-PRVG-99NV	AMAZON CAPITAL SERVICES, INC. 1WWG-PRVG-99NV	11/22/2022		L120122	90.55
				90.55 80280802 51802 80103			ACCT #A15H6WPAYWEZ6F NEW COLLECTIONS	
						CHECK	5138 TOTAL:	376.23
5139	12/01/2022	PRTD	96 AMEREN ILLINOIS COMPANY	49613	11/22/2022		L120122	437.03
			Invoice: 49613				ACCOUNT NUMBER 9585116011 UTILITIES	
				437.03 80280805 52600				
						CHECK	5139 TOTAL:	437.03
5140	12/01/2022	PRTD	418 AWARDS LIMITED	73299	11/22/2022		L120122	13.25
			Invoice: 73299				DIE CHARGE ONLY TRAVEL, EDUCATION AND TRAINING	
				13.25 80280802 52320				
						CHECK	5140 TOTAL:	13.25
5141	12/01/2022	PRTD	217 BAKER & TAYLOR LLC	2037162332	11/22/2022		L120122	104.49
			Invoice: 2037162332				L541300 2	
				104.49				
				E 82305-SVCS - LIBRARY BOOKS				
			Invoice: 5018056004	BAKER & TAYLOR LLC 5018056004	11/22/2022		L120122	87.13
				87.13 80280802 51801 80103			L511881 2 LIBRARY BOOKS	
			Invoice: 5018067246	BAKER & TAYLOR LLC 5018067246	11/22/2022		L120122	40.52
				40.52 80280802 51801 80103			L511881 2 LIBRARY BOOKS	
			Invoice: 2037162453	BAKER & TAYLOR LLC 2037162453	11/22/2022		L120122	964.62
				964.62 80280802 51801			L022905 2 LIBRARY BOOKS	
				BAKER & TAYLOR LLC 2037156213	11/22/2022		L120122	645.96

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				INVOICE DTL DESC				
Invoice: 2037156213				645.96 80280802 51801				
			BAKER & TAYLOR LLC	2037162319	11/22/2022		L120122	817.62
Invoice: 2037162319				817.62 80280802 51801 80103				
			BAKER & TAYLOR LLC	2037158872	11/22/2022		L120122	69.13
Invoice: 2037158872				69.13 80280802 51801				
						CHECK	5141 TOTAL:	2,729.47
5142 12/01/2022 PRTD	123		1345 CHAMPAIGN COUNTY	123	11/22/2022		L120122	200.00
Invoice: 123				200.00 80280808 52600				
			CHAMPAIGN COUNTY	125	11/22/2022		L120122	200.00
Invoice: 125				200.00 80280808 52600				
						CHECK	5142 TOTAL:	400.00
5143 12/01/2022 PRTD	1212		CHEMICAL MAINTENANCE INC	S057048	11/22/2022		L120122	3.65
Invoice: S057048				3.65 80280805 51900				
						CHECK	5143 TOTAL:	3.65
5144 12/01/2022 PRTD	2810		ELLISON EDUCATION EQUIPMENT, INC	SI155009	11/22/2022		L120122	239.67
Invoice: SI155009				239.67 80280809 51812 80103				
						CHECK	5144 TOTAL:	239.67
5145 12/01/2022 PRTD	2237		GAYLORD BROS INC	2792474	11/22/2022		L120122	683.44
Invoice: 2792474				683.44 80280806 51900				
			GAYLORD BROS INC	2793237	11/22/2022		L120122	62.83
Invoice: 2793237				62.83 80280806 51900				
						CHECK	5145 TOTAL:	746.27

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 5151 TOTAL:	573.09
5152	12/01/2022	PRTD	254 CAROL INSKEEP	49631	11/22/2022		L120122	25.05
	Invoice: 49631			25.05 80280809 51812			MATERIALS FOR SEVERAL PROGRAMS 2022-2023 LIBRARY PROGRAM SUPPLIES	
							CHECK 5152 TOTAL:	25.05
5153	12/01/2022	PRTD	2763 LIBRARY IDEAS, LLC	94596	11/22/2022		L120122	750.96
	Invoice: 94596			750.96 80280802 51807 80103			18 VOX RECORDINGS RECORDINGS	
							CHECK 5153 TOTAL:	750.96
5154	12/01/2022	PRTD	2945 MICHAEL HANNAN	49812	11/22/2022		L120122	19.29
	Invoice: 49812			19.29 80280805 52201			BLAIN'S F&F MOUSE TRAP BUILDING REPAIR & MAINT	
							CHECK 5154 TOTAL:	19.29
5155	12/01/2022	PRTD	268 MIDWEST TAPE	502962152	11/22/2022		L120122	79.98
	Invoice: 502962152			79.98 80280802 51804			2000007494 AUDIOBOOKS	
	Invoice: 502979516		MIDWEST TAPE	502979516	11/22/2022		L120122	39.99
				39.99 80280802 51804			2000007494 AUDIOBOOKS	
	Invoice: 502962154		MIDWEST TAPE	502962154	11/22/2022		L120122	24.74
				24.74 80280802 51806			2000007494 DVD'S	
	Invoice: 502979515		MIDWEST TAPE	502979515	11/22/2022		L120122	233.91
				233.91 80280802 51806			2000007494 DVD'S	
	Invoice: 502979518		MIDWEST TAPE	502979518	11/22/2022		L120122	22.49
				22.49 80280802 51806			2000007494 DVD'S	
	Invoice: 502979531		MIDWEST TAPE	502979531	11/22/2022		L120122	44.98
				44.98 80280802 51806			2000007494 DVD'S	
	Invoice: 502979530		MIDWEST TAPE	502979530	11/22/2022		L120122	59.97
				59.97 80280802 51806			2000007494 DVD'S	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
				INVOICE DTL DESC				
				70.06 80280805 52999				
					OTHER CONTRACTUAL SERVICES			
					CHECK		5157 TOTAL:	140.12
5158	12/01/2022	PRTD	283 QUILL CORPORATION	28872538	11/22/2022		L120122	245.37
			Invoice: 28872538		ACCT #1417834			
				245.37 80280801 51900	OTHER SUPPLIES			
					CHECK		5158 TOTAL:	245.37
5159	12/01/2022	PRTD	1486 ROBIN HAYDEN	49672	11/22/2022		L120122	127.97
			Invoice: 49672		STAFF ANNIVERSARY PIZZA REIMBURSEMENT			
				127.97				
				E 82216-BOOK	-	-		
				81080831 51990	OTHER LIBRARY MATERIALS			
					CHECK		5159 TOTAL:	127.97
5160	12/01/2022	PRTD	1950 ZOOBEAN, INC.	27231	11/22/2022		L120122	1,016.00
			Invoice: 27231		BEANSTACK PLUS 12/21/2022 TO 12/20/2023			
				338.67 80280809 51812	LIBRARY PROGRAM SUPPLIES			
				338.66 80280809 51812 80102	LIBRARY PROGRAM SUPPLIES			
				338.67 80280809 51812 80103	LIBRARY PROGRAM SUPPLIES			
					CHECK		5160 TOTAL:	1,016.00
				NUMBER OF CHECKS	23	*** CASH ACCOUNT TOTAL ***		10,876.10
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
					23	10,876.10		
				*** GRAND TOTAL ***				10,876.10

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152rbrown

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	6	62	APP	802-20100	12/08/2022	L120122	L1201			ACCOUNTS PAYABLE		10,643.64	
										AP CASH DISBURSEMENTS JOURNAL			
										CASH			10,876.10
										AP CASH DISBURSEMENTS JOURNAL			
APP	802-10100				12/08/2022	L120122	L1201			ACCOUNTS PAYABLE		232.46	
										AP CASH DISBURSEMENTS JOURNAL			
APP	810-20100				12/08/2022	L120122	L1201			GENERAL LEDGER TOTAL		10,876.10	10,876.10
APP	802-12810				12/08/2022	L120122	L1201			DUE FROM LIBRARY TRUST FUND		232.46	
APP	810-22802				12/08/2022	L120122	L1201			DUE TO LIBRARY GENERAL FUND			232.46
										SYSTEM GENERATED ENTRIES TOTAL		232.46	232.46
										JOURNAL 2023/06/62 TOTAL		11,108.56	11,108.56

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2023	6	62	12/08/2022			
	802-10100					CASH		10,876.10
	802-12810					DUE FROM LIBRARY TRUST FUND	232.46	
	802-20100					ACCOUNTS PAYABLE	10,643.64	
						FUND TOTAL	10,876.10	10,876.10
810	LIBRARY TRUST FUND	2023	6	62	12/08/2022			
	810-20100					ACCOUNTS PAYABLE	232.46	
	810-22802					DUE TO LIBRARY GENERAL FUND		232.46
						FUND TOTAL	232.46	232.46

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
802	LIBRARY GENERAL FUND	232.46	
810	LIBRARY TRUST FUND		232.46
	TOTAL	232.46	232.46

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

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3138	AFRO AMERICAN HISTORI	0000		INV	12/01/2022	49520					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		60.00					
							60.00				
							CHECK TOTAL				60.00
3125	ALLIANCE ENTERTAINMEN	0000		INV	12/08/2022	PLS69422893					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51805		A&Y PROG	CD		14.75					
	2 80280802 51806		A&Y PROG	DVD		22.00					
							36.75				
							CHECK TOTAL				36.75
19	AMAZON .COM SERVICES	0000		INV	12/01/2022	49716					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		163.71					
	2 80280802 51802 80103		A&Y PROG	NEW COLL		320.59					
	3 80280809 51812 80103		LIBR COMM	LIBR SUPP		36.66					
	4 80280808 51500		LIBR IT	SHARED IT		943.40					
	5 80280806 51900		LIBR ACQ	OTHER SUPP		271.14					
	6 80280801 51900		LIBR CTRL	OTHER SUPP		30.97					
	7 80280809 51812 80102		LIBR COMM	LIBR SUPP		66.41					
	8 80280808 51900		LIBR IT	OTHER SUPP		123.90					
							1,956.78				
							CHECK TOTAL				1,956.78
2943	AMAZON CAPITAL SERVIC	0000		INV	12/08/2022	1GFT-F6WC-MCX1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51807 80103		A&Y PROG	RECORDING		10.98					
							10.98				
							CHECK TOTAL				10.98
96	AMEREN ILLINOIS COMPA	0000		INV	12/01/2022	49615					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		4,002.70					
							4,002.70				
							CHECK TOTAL				4,002.70

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
1902	AMERICAN SOCIETY OF G	0000		INV	12/01/2022	49522						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			25.00					
										25.00		
										CHECK TOTAL		25.00
1317	AUGUSTANA COLLEGE	0000		INV	12/01/2022	49533						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			30.00					
										30.00		
										CHECK TOTAL		30.00
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037182821						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			67.17					
										67.17		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037183122						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			904.26					
										904.26		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037183034						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			481.15					
										481.15		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037186801						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 802 46290		LGEN FUND	OTHR REIMB			24.51					
										24.51		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037175918						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			712.88					
										712.88		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037170415						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			948.55					
										948.55		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	12/08/2022	2037175569					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			148.56				
							148.56				
						CHECK TOTAL	3,287.08				
218	ELAINE BEARDEN	0000		INV	12/08/2022	49879					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			15.25				
							15.25				
						CHECK TOTAL	33.22				
218	ELAINE BEARDEN	0000		INV	12/08/2022	49880					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802	80103	A&Y PROG	NEW COLL			17.97				
							17.97				
						CHECK TOTAL	33.22				
2257	CFS - CUSTOM FACILITY	0000		INV	12/01/2022	1776					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			540.00				
							540.00				
						CHECK TOTAL	540.00				
2257	CFS - CUSTOM FACILITY	0000		INV	12/08/2022	1782					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			5,833.33				
							5,833.33				
						CHECK TOTAL	5,833.33				
1212	CHEMICAL MAINTENANCE	0000		INV	12/08/2022	S057696					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 51900		LIBR FAC	OTHER SUPP			540.82				
							540.82				
						CHECK TOTAL	727.98				
1212	CHEMICAL MAINTENANCE	0000		INV	12/08/2022	S054798					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 51900		LIBR FAC	OTHER SUPP			187.16				
							187.16				
						CHECK TOTAL	727.98				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
3224	COLES COUNTY ILLINOIS	0000		INV	12/01/2022	49524				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			16.00			
										16.00
										CHECK TOTAL
										16.00
238	FARMER CITY GENEALOGI	0000		INV	12/01/2022	49773				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			15.00			
										15.00
										CHECK TOTAL
										15.00
242	GENEALOGY SOCIETY OF	0000		INV	12/01/2022	49775				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			35.00			
										35.00
										CHECK TOTAL
										35.00
859	GIBBS TECHNOLOGY COMP	0000		INV	12/01/2022	2398542				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52203		LIBR IT	MAINT AGRM			58.70			
										58.70
859	GIBBS TECHNOLOGY COMP	0000		INV	12/01/2022	2398543				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52203		LIBR IT	MAINT AGRM			137.63			
										137.63
859	GIBBS TECHNOLOGY COMP	0000		INV	12/08/2022	2406354				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52203		LIBR IT	MAINT AGRM			78.71			
										78.71
										CHECK TOTAL
										275.04
248	ILLINOIS HERITAGE ASS	0000		INV	12/01/2022	49802				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER			45.00			
										45.00
										CHECK TOTAL
										45.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
246	ILLINOIS MENNONITE HI	0000		INV	12/01/2022	49800						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			45.00					
											45.00	
											CHECK TOTAL	45.00
2954	ILLINOIS STATE GENEAL	0000		INV	12/01/2022	49803						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			40.00					
											40.00	
											CHECK TOTAL	40.00
3225	ILLINOIS STATE HISTOR	0000		INV	12/01/2022	49814						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			75.00					
											75.00	
											CHECK TOTAL	75.00
2260	INGRAM INDUSTRIES INC	0000		INV	12/08/2022	72955873						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			474.33					
											474.33	
2260	INGRAM INDUSTRIES INC	0000		INV	12/08/2022	72955875						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			240.54					
											240.54	
2260	INGRAM INDUSTRIES INC	0000		INV	12/08/2022	72955874						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			18.24					
											18.24	
											CHECK TOTAL	733.11
64	IRISH GENEALOGICAL SO	0000		INV	12/08/2022	49913						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280803 51803		ARCHIVES	LIBR PER			40.00					
											40.00	
											CHECK TOTAL	40.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
38	CARL JOHNSON	0000		INV	12/08/2022	49909				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812		LIBR COMM	LIBR SUPP		200.00				
							200.00			
						CHECK TOTAL	200.00			
3007	KANKAKEE VALLEY GENE	0000		INV	12/08/2022	49912				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		20.00				
							20.00			
						CHECK TOTAL	20.00			
1990	KANOPY INC.	0000		INV	12/08/2022	325841 – PPU				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD		973.00				
							973.00			
						CHECK TOTAL	973.00			
447	KONE INC	0000		INV	12/08/2022	962385498				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		1,928.25				
							1,928.25			
						CHECK TOTAL	1,928.25			
318	LAZERS EDGE OFFICE AU	0000		INV	12/08/2022	33578				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51900		LIBR IT	OTHER SUPP		106.90				
							106.90			
						CHECK TOTAL	106.90			
318	LAZERS EDGE OFFICE AU	0000		INV	12/08/2022	33594				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51900		LIBR IT	OTHER SUPP		519.90				
							519.90			
						CHECK TOTAL	626.80			
268	MIDWEST TAPE	0000		INV	12/08/2022	503039472				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD		4,071.11				
							4,071.11			
						CHECK TOTAL	4,071.11			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
268	MIDWEST TAPE	0000		INV	12/08/2022	503020125				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			39.99			
										39.99
268	MIDWEST TAPE	0000		INV	12/08/2022	503023333				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103		A&Y PROG	RECORDING			34.99			
										34.99
268	MIDWEST TAPE	0000		INV	12/08/2022	503020128				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			18.74			
										18.74
268	MIDWEST TAPE	0000		INV	12/08/2022	503020127				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			44.98			
										44.98
268	MIDWEST TAPE	0000		INV	12/08/2022	503023335				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806 80103		A&Y PROG	DVD			14.99			
										14.99
268	MIDWEST TAPE	0000		INV	12/08/2022	503020121				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			132.68			
										132.68
268	MIDWEST TAPE	0000		INV	12/08/2022	503020122				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			163.40			
										163.40
268	MIDWEST TAPE	0000		INV	12/08/2022	503020124				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			62.96			
										62.96
268	MIDWEST TAPE	0000		INV	12/08/2022	503020123				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806		A&Y PROG	DVD			78.70			
										78.70
						CHECK TOTAL	4,662.54			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
269	MONTGOMERY COUNTY GEN	0000		INV	12/08/2022	49924					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			20.00				
										20.00	
										CHECK TOTAL	20.00
237	MOORSHEAD MAGAZINES L	0000		INV	12/08/2022	49923					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			29.95				
										29.95	
										CHECK TOTAL	29.95
1970	MUSEUMS AT THE CROSSR	0001		INV	12/08/2022	2022002					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			100.00				
										100.00	
										CHECK TOTAL	100.00
2516	THE NEW LINCOLN SQUAR	0000		INV	12/08/2022	49918					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 52912		ARCHIVES	FACILTYREN			725.00				
										725.00	
										CHECK TOTAL	725.00
279	OHIO GENEALOGICAL SOC	0000		INV	12/08/2022	49922					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			45.00				
										45.00	
										CHECK TOTAL	45.00
9999	Clark County Genealog	0000		INV	12/01/2022	49526					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER			10.00				
										10.00	
										CHECK TOTAL	10.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
9999	DeWitt County Genealo	0000		INV	12/01/2022	49523				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		25.00				
							25.00			
						CHECK TOTAL	25.00			
9999	Henry County Genealog	0000		INV	12/01/2022	49801				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		20.00				
							20.00			
						CHECK TOTAL	20.00			
9999	Iroquois County Genea	0000		INV	12/08/2022	49911				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		25.00				
							25.00			
						CHECK TOTAL	25.00			
54	OVERDRIVE INC	0000		INV	12/08/2022	01018CO22434710				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811		A&Y PROG	DOWNLOAD		2,259.83				
							2,259.83			
						CHECK TOTAL	2,259.83			
3033	PATRON POINT, INC	0000		INV	12/08/2022	1794				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 52199		LIBR COMM	OTHER PROF		1,523.97				
							1,523.97			
						CHECK TOTAL	1,523.97			
284	RANDOLPH COUNTY GENEALOG	0000		INV	12/08/2022	49929				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		25.00				
							25.00			
						CHECK TOTAL	25.00			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
286	RANTOUL HISTORICAL SO	0000		INV	12/08/2022	49927				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		10.00				
							10.00			
						CHECK TOTAL	10.00			
1622	REPUBLIC SERVICES, IN	0001		INV	12/01/2022	0729-000630644				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52999		LIBR FAC	OTHER SVCS		1,182.45				
							1,182.45			
						CHECK TOTAL	1,182.45			
1272	ROGARDS	0000		INV	12/08/2022	041976-00				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		16.14				
	2 80280806 51900		LIBR ACQ	OTHER SUPP		71.88				
							88.02			
						CHECK TOTAL	88.02			
2952	PAVLOV MEDIA INC	0000		INV	12/01/2022	INV27357				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52999		LIBR IT	OTHER SVCS		800.00				
							800.00			
						CHECK TOTAL	800.00			
296	ST CLAIR COUNTY GENE	0000		INV	12/08/2022	49920				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		40.00				
							40.00			
						CHECK TOTAL	40.00			
3030	THRYV INC	0000		INV	12/08/2022	49930				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP		192.45				
							192.45			
						CHECK TOTAL	192.45			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
1618	TODAY'S BUSINESS SOLU	0000		INV	12/08/2022	13861				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT		3,110.00				
							3,110.00			
						CHECK TOTAL	3,110.00			
300	TOLONO HISTORICAL SOC	0000		INV	12/08/2022	49937				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		20.00				
							20.00			
						CHECK TOTAL	20.00			
564	UNIVERSITY OF ILLINOI	0000		INV	12/08/2022	20221128TUFL				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP		38.00				
							38.00			
						CHECK TOTAL	38.00			
3171	WARREN COUNTY ILLINOI	0000		INV	12/08/2022	49935				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		15.00				
							15.00			
						CHECK TOTAL	15.00			
3128	WISCONSIN STATE GENE	0000		INV	12/08/2022	49934				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 51803		ARCHIVES	LIBR PER		30.00				
							30.00			
						CHECK TOTAL	30.00			
312	WORLD BOOK INC	0000		INV	12/08/2022	0001645337				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS		1,199.00				
							1,199.00			
						CHECK TOTAL	1,199.00			
74	INVOICES					WARRANT TOTAL	37,807.23			
						CASH ACCOUNT BALANCE		37,807.23		
								2,805,467.64		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L120822 12/08/2022
 DUE DATE: 12/08/2022

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	24.51 0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	239.56 19,411.86
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS	3,107.19 78,354.68
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS	2,251.20 32,368.61
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS	338.56 17,642.14
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS	39.99 1,846.45
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51805-	CD'S	14.75 3,657.13
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S	523.46 17,633.45
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S	14.99 3,394.55
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS	45.97 3,700.84
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES	7,303.94 58,213.49
802	80280803	ARCHIVES 802-60-80-803-000-51803-	LIBRARY PERIODICALS	860.95 2,194.05
802	80280803	ARCHIVES 802-60-80-803-000-52912-	FACILITY RENTAL	725.00 4,020.00
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51900-	OTHER SUPPLIES	727.98 1,658.89
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI	540.00 66,936.06
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	4,002.70 44,982.04
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	8,944.03 67,094.53
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES	343.02 16,971.14
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	4,053.40 80,779.92
802	80280808	LIBRARY IT 802-60-80-808-000-51900-	OTHER SUPPLIES	750.70 6,093.80
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	275.04 1,852.13
802	80280808	LIBRARY IT 802-60-80-808-000-52999-	OTHER CONTRACTUAL SER	800.00 12,900.00
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	200.00 4,417.46
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	104.41 1,606.39
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	51.91 1,900.15
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-52199-	OTHER PROFESSIONAL SE	1,523.97 9,903.03

CASH ACCOUNT 802 10100	BALANCE 2,805,467.64	FUND TOTAL	37,807.23
		WARRANT SUMMARY TOTAL	37,807.23
		GRAND TOTAL	37,807.23

**BOARD OF TRUSTEES OF
THE URBANA FREE LIBRARY
RESOLUTION NO. 2022-14**

RESOLUTION TO AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT

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

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

WHEREAS, the Board of Library Trustees of the Library has the power and authority to enter into and amend contracts and leases; and

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

Section 1.

The Board of Library Trustees shall and does hereby authorize the Executive Director or her designee to negotiate a contract on the Board’s behalf with the highest-ranked architectural firm selected by the Board of Trustees. In the event that an agreement can’t be reached with the highest-ranked firm, Celeste will move on to negotiate a contract with the second-ranked firm. The contract may be single-year, multi-year, or ongoing.

Section 2.

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

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 13th day of December, 2022.

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

RESOLUTION DECLARED ADOPTED.

President

Secretary

LEAVE

1. GENERAL POLICY ON VACATION AND LEAVE

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

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

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

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

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

a. Paid Holiday Benefit

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

b. Paid Holidays

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

Full day holidays include:

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

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

LEAVE

c. Pro-Rated Holidays for Part-Time Staff

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

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

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

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

b. Amount of Paid Vacation Time

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

c. Crediting of Paid Vacation Time

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

d. Maximum Accrual of Paid Vacation Time

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

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

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

f. Scheduling Vacation Time

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

Vacations must be taken in multiples of quarter hours.

LEAVE

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

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

g. Taking Vacation in Excess of Accrued Amounts

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

h. Terminal Leave

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

4. PAID SICK LEAVE FOR EMPLOYEES

a. Purpose of Paid Sick Leave

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

b. Amount of Paid Sick Leave

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

c. Crediting of Paid Sick Leave

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

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

d. Maximum Accumulation of Paid Sick Leave

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

LEAVE

e. Uses of Paid Sick Leave

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

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

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

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

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

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

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

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

f. Taking Sick Leave in Excess of Accrued Amounts

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

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

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

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

LEAVE

h. Maximum Sick Leave

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

i. Required Evidence of Illness

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

j. Payment for Unused Sick Leave

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

k. Disability Pay

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

l. Retirement Health Savings Plan

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

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Purpose of Paid Parental Leave**

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of

LEAVE

paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

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

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

c. Benefits

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

d. Requesting the Leave

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

e. When Both Parents Are Eligible Employees

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

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

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days of leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave without pay (Section VI-E-12-e) under these circumstances. The Library reserves the right to require documentation of the funeral or service.

LEAVE

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

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

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

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

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

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

9. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Amount of Paid Personal Leave**

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

b. Crediting of Paid Personal Leave

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

c. Taking Paid Personal Leave

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

LEAVE

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

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

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

b. Limits on Leave Without Pay

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

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

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

ii. Accumulation of paid leave in anticipation of absences

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

iii. Advance arrangement for time of leave

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

iv. Temporary, unpaid reductions in hours

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

v. Family Medical Leave Act compliance

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate

LEAVE

to any eligible employee. To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period calculated as the 12-month period measured forward from the first date the employee takes FMLA leave for the following reasons:

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

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

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

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

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

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

vi. Wage increases for employees on leave without pay

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

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

i. Parental leave

Parental leave without pay is granted for a period of up to 4 work weeks beyond the 8 work weeks of paid parental leave for full- and part-time staff (see Section VI-E-5) within the first 12 months following the date of birth or adoption. Benefitted staff must use up accumulated sick leave, vacation leave, and personal leave before taking parental leave without pay. For births without

LEAVE

complications, with healthy mothers and babies, total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

ii. Extensive personal illness

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

iv. Professional activities

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

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

v. Education

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

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

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

vi. Temporary active military duty

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

vii. Travel

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

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

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

LEAVE

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

See Section VI-E-12-e.

11. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

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

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES**a. Intent of Leave Without Pay for Hourly Employees**

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

b. Requesting Leave Without Pay

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

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

c. Vacation

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

d. Illness

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

e. Bereavement

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

LEAVE

or person in the employee's household or the date on which the leave related to a pregnancy loss, failed adoption, unsuccessful reproductive procedure, or other diagnosis or event impacting fertility and pregnancy occurs.

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

f. **Jury Duty**

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

g. **Education**

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

h. **Parental Leave**

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

i. **Leave for Temporary Active Military Service**

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

j. **Travel**

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

13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

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

14. DISAGREEMENTS

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

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

LEAVE

Adopted May 11, 1981

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

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

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

DRAFT

SCHEDULES

1. WORK WEEK

The standard work week for full-time Library employees is 39 hours per week. Half-time work is 20 hours per week, and three-quarters time work is 30 hours per week.

The Library retains the right to change the number of hours in a work week.

2. SCHEDULES AND BREAKS

Schedules, including meal breaks and relief breaks, are developed to ensure the best customer service to the public. Breaks are to be arranged by the employee and their supervisor, or the supervisor's designee. Rest breaks are permitted as long as there is no interference with public service or departmental routines. Rest breaks not taken are lost. Break periods may not be combined, nor may they be given up in order to shorten the working day.

Schedules may vary by position or department based on the needs of the Library.

Each Federal Labor Standards Act non-exempt employee must take at least one (1) thirty (30)-minute meal break no later than five (5) hours after the start of the work period for every seven and one half (7.5) hours worked. The employee is not paid for this time. Employees are not to perform Library work during their meal break. An employee who works in excess of seven and one half (7.5) continuous hours is entitled to an additional twenty (20)-minute unpaid meal break for every additional four and one half (4.5) continuous hours worked.

Employees may take two (2) paid fifteen (15)-minute rest breaks per shift of seven and one half (7.5) hours or more. Whenever possible, these fifteen (15)-minute breaks will be scheduled by the department supervisor or the supervisor's designee to occur in the middle of each half of the work day.

Employees scheduled to work a three (3)-hour shift are permitted a paid rest break of ten (10) minutes under the same service conditions stated above.

Employees scheduled to work a four (4)-hour shift are permitted a paid rest break of fifteen (15) minutes under the same service conditions stated above.

Employees scheduled to work a five (5)-hour shift are permitted a paid rest break of twenty (20) minutes under the same service conditions stated above.

Employees scheduled to work a six (6)-hour shift are permitted a paid rest break of thirty (30) minutes OR two (2) paid rest breaks of fifteen (15) minutes under the same service conditions stated above.

SCHEDULES

Revised February 8, 1988; March 10, 2015; July 9, 2019; October 12, 2021; December 13, 2022

DRAFT

EQUAL EMPLOYMENT OPPORTUNITY & ANTIDISCRIMINATION

The Urbana Free Library is an equal opportunity employer in accordance with state and federal laws. It is the policy of the Library to prohibit discrimination of any type and to afford employment opportunities to employees and applicants without regard to actual or perceived race (and traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, citizenship status, work authorization status, age, religion, creed, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with The Urbana Free Library.

Furthermore, no employee of the Library is to discriminate against any applicant or employee on the basis of a disability or association with a person with a disability. The Library will make reasonable accommodations, including modification of Library policies and procedures in appropriate cases for qualified individuals with disabilities if it can be done without undue hardship for the Library.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between The Urbana Free Library and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits, and application of policies.

Questions should be referred to the Executive Director.

Adopted March 10, 2015

Revised June 11, 2019; November 9, 2021; August 9, 2022; December 13, 2022

3D PRINTING SERVICE

The Urbana Free Library provides technological resources to help meet the informational, educational, and recreational needs of its patrons; to that end, 3D printing will be made available to all users of the Library. This policy establishes how the 3D printing service may be utilized.

1. SERVICE USAGE

The Library offers a 3D printing service to the public to create three-dimensional objects from digital computer files.

Equipment utilized under this service will be operated by Library staff only.

Procedures are set by Library administration.

The Library reserves the right to refuse any print request.

2. LIMITATIONS

The Library's 3D printer cannot be used to create items that are:

- a. Prohibited by local, state, or federal law.
- b. Unsafe, harmful, dangerous, or that pose a threat to the well-being of others.
- c. Sexual, lewd, or otherwise offensive to a reasonable person's sensibilities.
- d. Weapons, weapons parts, weapons accessories, weapons facsimiles, or any other objects that can reasonably be considered as weapons.
- e. In violation of another's intellectual property rights (i.e., content that is subject to copyright, patent, or trademark protection).

3. COPYRIGHT

U.S. Copyright Law (Title 17, U.S. Code) and the Digital Millennium Copyright Act of 1998 prohibit the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principle of "fair use." The Library expressly disclaims any liability or responsibility resulting from reproduction or distribution of copyrighted content by any method in any format. Staff assistance with the use of Library equipment does not imply copyright permission. The user is responsible for copyright compliance and assumes any liability for copyright violation.

Adopted August 8, 2017

Revised August 13, 2019; December 13, 2022

10/9/1912/13/22

MEETING ROOM POLICY

When not in use by the Library or the City, The Urbana Free Library welcomes the use of its meeting rooms by individuals or organizations for informational, educational, cultural, and civic meetings. Meeting rooms are available without charge to individuals, not-for-profit, and community groups. The Library will not discriminate in the use of its meeting rooms on the basis of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, or any other legally protected group status. "Meeting" means any event, gathering, or program organized by one or more persons other than by, for, or on behalf of the Library at which two or more people will be or are expected to be present. "Meeting room" means the Lewis Auditorium, Satterthwaite Conference Room, and other Library spaces as designated by authorized Library staff.

CONDITIONS OF USE

a. Priorities and Public Nature of Use

- The Urbana Free Library has available for use various spaces, which are intended primarily for Library use, but which may be made available for meetings.
- Reflecting its commitment to freedom of speech, the Library does not limit the use of the meeting rooms on the basis of any user's legal expression of ideas.
- Activities taking place in the meeting rooms must not be closed to any person due to race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, or any other legally protected group status.
- The contact person for a meeting must provide a sign-language interpreter or auxiliary aids when requested by anyone who will be or is attending the meeting to comply with the Americans with Disabilities Act.
- Use of the Library's meeting rooms does not constitute endorsement by the Library of viewpoints expressed by or at the meeting or by any participant in the meeting.
- Users of the meeting rooms agree to hold the Library harmless from any liability for any damages, claims, or incidents that may arise out of their access to and use of the meeting rooms.
- The Library assumes no responsibility for private property brought onto the premises.

10/9/1912/13/22

MEETING ROOM POLICY

b. Use of Facilities

- Meetings held in Library spaces except for the study rooms must be free and open to the general public.
- Except for Library co-sponsored meetings, meeting room users may not charge admission; take up donations or collections; or buy or sell any goods, services, or other thing of value.
- Meeting rooms shall not be used for any form of gambling or gaming that involves the exchange of money or other thing of value.
- Meeting rooms may not be reserved or used for:
 - Social gatherings or private parties, including but not limited to, birthday parties, showers, potlucks, banquets, graduations, weddings, memorials, or family reunions.
 - Fundraising events.
 - Meetings that present a clear and present danger to the health, safety, or welfare of any participant, Library staff member, patron, or the community.
- Study rooms may be used for private meetings such as tutoring or studying, both by individuals and small groups.
- Light refreshments (such as box or bag lunches, cookies, finger foods, soft drinks, etc.) are allowed in the auditorium and conference room only. Only drinks in covered containers are allowed in the study rooms.
- No alcoholic liquor, whether for consumption on-premises or off-premises, whether or not in original package form, may be offered for sale, sold, offered for service, served, or consumed in any meeting room without the express written consent of the Executive Director and, where applicable, without an appropriate temporary liquor license issued by the City of Urbana.
- Meeting rooms may be used only during hours when the Library generally is open to patrons.
- Users of the meeting rooms are responsible for their own setup and cleanup, and are liable for any spills or damage that may occur. In the event that a meeting room must be cleaned, the contact person shall reimburse the reasonable monetary value for such cleanup.
- Users of the meeting rooms must vacate the Library no later than the time the Library closes.

MEETING ROOM POLICY

c. General Policies

- All advertisements, mailings, and postings, whether in hardcopy or electronically, for or in conjunction with any meeting scheduled to occur in any Library meeting room must not include the Library's logo and must include the following disclaimer: "The holding of this event, meeting, or program at the Library shall not in any way be construed or interpreted as an endorsement of the same or any idea expressed during the same by the Library or any of its trustees, officers, or employees." It must also feature the full name of the contact person or organization. The Library's name may be used only in connection with identifying the meeting's location. Failure to follow these conditions shall be cause for the Library to cancel the reservation or terminate the meeting or event, as the case may be.
- Organizations may not use the Library's address, telephone number, or any Library email address to send or receive mail, telephone calls, or emails regarding the meeting or event or any aspect thereof.
- Only authorized Library staff will be permitted to unlock the meeting rooms and provide some assistance with Library-owned projectors if requested. However, Library staff will not provide any other assistance with the use of the meeting rooms or deliver messages to meeting participants except for medical emergencies.
- Use of flames, including but not necessarily limited to matches, lighters, candles, incense, Sterno, etc. is strictly prohibited.
- Meetings of individuals under 18 years of age must have an adult sponsor who is 21 years or older and who is present and remains present throughout the duration of the meeting, including the periods when the meeting is set up and taken down.
- The number of meeting room users and activity participants may not exceed the stated respective occupancy limits for the meeting room used.
- Approval of meetings not included here will be determined at the discretion of the Library's Executive Director or designee.
- Exceptions to this Policy may be granted at the sole discretion of the Library's Executive Director or designee. Nothing herein shall be deemed or construed as assurance that the Executive Director or designee will approve an exception.

d. Reservations and Cancellations

10/9/1912/13/22

MEETING ROOM POLICY

- Reservations and cancellations for the auditorium and conference room can be made online. Please see the Library's guidelines on meeting rooms for more information on room reservation guidelines and cancellation procedures. Users are responsible for notifying the Library of cancellations.
- One individual must be designated as the contact person for the reservation and will be responsible for scheduling and supervising the activities. The contact person cannot be an organization. The contact person is also jointly and individually liable for any damage caused when setting up, conducting, and taking down the meeting.
- The Library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the Library will undertake reasonable efforts to provide the affected users with notice.
- The Library reserves the right to move users who are scheduled to use the auditorium or conference room to less popular times or to another meeting room, or to ask them to find alternative meeting sites.
- Nothing in this Policy shall be deemed or construed as the Library guarantying the availability of any meeting room for the date and times requested by the contact person.
- The Library shall have the sole right to reject a meeting room reservation if the Library's Executive Director or designee reasonably determines that the planned meeting will, or may, pose a threat to human life, health or safety, or property.

Adopted October 11, 1976

Revised May 14, 1991; September 09, 2014; July 21, 2015; August 13, 2019; October 9, 2019

Reaffirmed December 13, 2022



f AmerenIllinois.com
Customer Service 1.800.232.2477

Statement Issued 11/22/2022
Amount Due \$13,216.68
Due Date Jan 23, 2023

Account Number 5158373000
Customer Name URBANA FREE LIBRARY
Service Address 210 W GREEN ST UNIT ELE
URBANA, IL 61801

80280805-52600

Last Payment \$35,367.02
Payment received. Thank you.

Current Charge Summary for Statement 11/22/2022

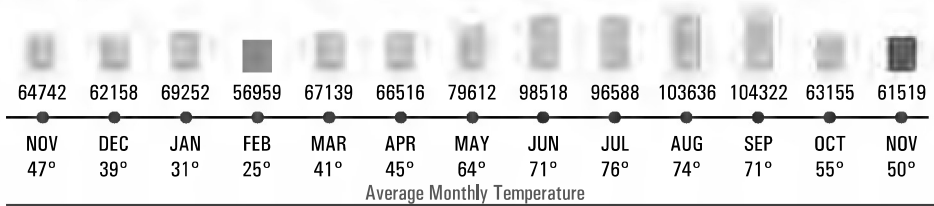
Total Electric Charge \$13,216.68
Total Amount Due \$13,216.68



Important Account Messages

The current billed amount of \$13,216.68 is due on Jan 23, 2023.

Electric Usage History in Kilowatt Hours (kWh)



Average Daily Electric Use (kWh)

TIME PERIOD	AVG. DAILY USE
CURRENT MONTH	2050.63 kWh
LAST MONTH	2177.76 kWh
LAST YEAR	2158.07 kWh

13073
03358 2147068 006814 013627 0001/0002
INTERNAL USE ONLY



See page 2 for account messages and tips from Ameren Illinois.

Keep this portion for your records.

Page 1 of 4

Please detach stub and return this portion with your payment.



See reverse side if your address has changed and for details on other ways to pay your bill.

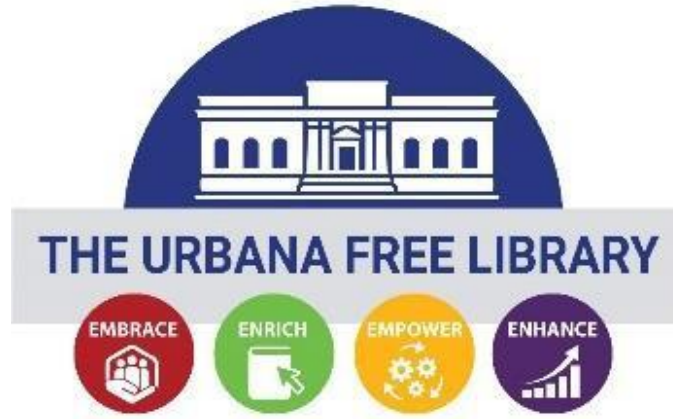
Account Number 5158373000
Amount Due \$13,216.68
Due Date 01/23/2023
Amount Enclosed _____

>003358 2147068 0015 092139 10Z

URBANA FREE LIBRARY
210 W GREEN ST
URBANA, IL 61801-3953

AMEREN ILLINOIS
PO BOX 88034
CHICAGO IL 60680-1034

90700000 0051583730000 000013216680 000013216680



The Urbana Free Library Technology Plan

January 2023 – January 2024

Acknowledgments

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

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

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

Key contributors include:

Rebecca Brown – Office Manager

Kirstin Gebhart – Communications & Development Manager

Jordan Kahle – Adult & Youth Services Librarian

Ann Panthen – Archives Assistant/Information Assistant

Matthew Wetherbee – Acquisitions Clerk/Acquisitions Cataloging Clerk

Leon Wilson – Information Technology Manager

Esther Yi – Adult & Youth Services Librarian

A. Library Mission Statement

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

B. Technology Vision Statement

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

C. Timeline of Routine Responsibilities

Tech Committee:

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

- Review unmet technology needs of staff and Library users.
- Review tech competencies for all staff and individual departments.
- Review software/hardware configurations of all public computers.
- Review equipment requests for public checkout, in-house public use, and programming.
- Review technology needs in light of developments at partnering agencies.
- Review *Technology Plan* progress and emerging technologies.
- Present the draft *Technology Plan* to the Library Board in December.
- The Board votes on the *Technology Plan* in January.
- Post the Board-approved *Technology Plan* in January.

D. Budget

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

E. Progress on the January 2022-January 2023 *Technology Plan*



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

WE WELCOME ALL.

- Two more staff hotspots were purchased to meet high staff demand.
- New Chromebooks were added for on-site public use to meet the demands for mobility within our Library.
- TBS management system was installed to replace Envisionware. This change provided patrons with more reliable printing and enabled mobile printing. Additionally, staff can better support patrons with an easier way to manage patron reservations.
- This year, the Library created a QR code linked to the programming survey, making it easier for patrons to access it. The code was printed on signs displayed at October programs, and the Library saw an increase in the number of community members who responded.



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

WE SPARK CURIOSITY.

- A new website was launched for urbanafreelibrary.org.
- A large scanner was added in Archives to accommodate large format books and oversized archival material for patron and staff use.
- Two 32-inch monitors were added in Archives to improve patron and staff ability to use existing ST imaging devices.
- A variety of dongles were provided for public meeting rooms – PC and Mac, along with adapters for Macs to HDMI.
- Production workstations were installed for patron use, providing access to more robust software such as the Adobe Suite. The Urbana Free Library Foundation provided the funds for the equipment.



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

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

- Periodic staff cybersecurity testing and follow-up training continued to ensure staff can recognize emerging types of threats. Training programs are modified regularly to address any vulnerabilities identified by the testing and training.



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

WE ARE A STRONG ORGANIZATION.

- Multi-factor authentication was implemented for all staff for Microsoft apps, increasing cybersecurity.
- Multi-factor authentication for our VPN was enabled to increase cybersecurity.
- A loaner program was launched so staff can reserve commonly shared devices.
- IT staff configured Hyper-V Server storage clustering.
- IT staff configured dual Internet Service Provider (ISP) setup, which means if one service ever goes down, the Library will be able to switch to the other service for failover.
- IT staff added a second firewall for failover purposes.
- IT staff installed CrowdStrike on all workstations for increased cybersecurity.
- Adding QR codes to staff business cards was piloted for more targeted link sharing.

F. Future Projects Being Explored

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



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

WE WELCOME ALL.

Activity 1: Add Gaming Café for youth.

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

Activity 2: Implement a tablet solution for Children’s Services.

- Attend software demos and evaluate capabilities in relation to Library needs.
- Investigate solutions for anchoring and wiping information from devices after each use.

Activity 3: Implement kiosks for patrons to register for a library card.

- Develop a kiosk for patrons to register for library cards leveraging Patron Point software.

Activity 4: Consider some type of stand-alone satisfaction kiosk for patron feedback.

- Investigate solutions for collecting feedback.



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

WE SPARK CURIOSITY.

Activity 1: Increase software options available to patrons to enhance creation capabilities.

- Investigate software that patrons are requesting.

Activity 2: Add technology for meeting rooms.

- Investigate technology that would enhance the meeting spaces.

Activity 3: Implement additional digital displays.

- Investigate the feasibility of adding digital displays to the second floor and to the renovated Circulation/AV area.



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

WE CONTRIBUTE TO A STRONG SOCIAL FABRIC.

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

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

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

- Investigate wireless microphones to enhance outdoor programming audio.

Activity 3: Teach Foundation Board members how to use reference databases to enhance their ability to connect with Library donors.

- Investigate ways to leverage current resources.



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

WE ARE A STRONG ORGANIZATION.

Activity 1: Enhance staff collaboration via Microsoft products.

- Leverage Teams, SharePoint, etc., to enable a more cloud-based infrastructure.

Activity 2: Enable better Active Directory management.

- Investigate best practices for managing Active Directory for public libraries.

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

- Investigate new vendors to better serve our needs.
- Investigate adding ProxCard scan pads to locations identified by staff for convenience and staff safety.

Activity 4: Convert to Voice Over Internet Protocol (VOIP) phones.

- Investigate vendors that can provide the service while fitting Library needs.

E. Conclusion

Since technology is constantly evolving, this plan will be considered a framework that will guide, but not limit, the Library's use of technology. The Tech Committee will review the progress of these goals annually. This plan will be in place from January 2023 until January 2024, when it will be updated.

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