

NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on October 10, 2023, in the Lewis Auditorium of The Urbana Free Library, 210 West Green Street, Urbana, IL.

AGENDA

- 1.0 Call to Order**
- 2.0 Roll Call/Attendance**
- 3.0 Additions, Corrections, Modifications of the Agenda**
- 4.0 Approve the Agenda**
- 5.0 Public Comment**
- 6.0 Presentations**
 - 6.1 Launching the Public Quantum Network at The Urbana Free Library: Dr. Gina Lorenz, Associate Professor, UIUC Department of Physics
 - 6.2 Voice over Internet Protocol (VoIP) for TUFL: Leon Wilson
 - 6.3 FY24 Per Capita Grant Requirements. Presentations and discussions from *Serving Our Public*
 - 4.0 *Standards for Illinois Public Libraries.*
 - a. Chapter 9 - Public Services: Reference and Reader's Advisory Services: Rachel Fuller
 - b. Chapter 10 – Programming: Lauren Chambers
 - c. Chapter 11 – Youth/Young Adult Services: Rachel Fuller
 - d. Chapter 13 – Marketing, Promotion, and Collaboration: Kirstin Gebhart
 - 6.4 Summer Reading 2023: Lauren Chambers
 - 6.5 Data and Outreach: Lauren Chambers
 - 6.6 Building Project and Building Program updates: Dawn Cassidy
 - 6.7 Strategic Plan: Celeste Choate
- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of September 12, 2023
Special Board Meeting Minutes of September 12, 2023
Payroll for September 22, 2023; total \$113,724.30
Payroll for October 6, 2023; total \$115,149.58
Bills for September 15, 2023; total \$12,778.21
Bills for September 21, 2023; total \$16,565.63
Bills for September 28, 2023; total \$26,009.70
Bills for October 5, 2023; total \$57,245.59
- 8.0 Action Items (Individual)**
 - 8.1 Bylaws of the Board of Trustees
 - 8.2 Travel and Training policy
 - 8.2 Constellation invoice for \$11,230.87
- 9.0 Discussion Items**

Digital Natives: Liz Sands
- 10.0 Reports of the Liaison Officer**
 - 10.1 Friends of The Urbana Free Library
 - 10.2 The Urbana Free Library Foundation
 - 10.3 Illinois Heartland Library System
- 11.0 Administrative Report**
- 12.0 Board, and Committee Reports**
- 13.0 Board President Report**
- 14.0 Unfinished Business**
- 15.0 New Business**
- 16.0 Closed Session** for the discussion of the purchase or lease of property, pursuant to 5 ILCS 120/2 (c) (5).
- 17.0 Adjournment**

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be November 14, 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: October 5, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

Re: Director's Report for Board Meeting of October 10, 2023

	VISION Nurturing growth by sparking curiosity and fostering a sense of belonging.	MISSION We encourage learning and enrich lives by providing access to diverse resources and programs.
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	We cultivate equity, mutual respect, and belonging by learning about and responding to our community.
	<i>WE WELCOME ALL.</i>


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

- The Library hosted an opening reception for the Teen Art in the Library project funded by an Urbana Arts & Culture Program Urbana Arts Grant. Teen artists from the Urbana High School Art Club, the Urbana Neighborhood Connection Center, and the Library's Teen Open Lab painted skateboard decks, small canvases and even a pair of shoes. Over 30 guests attended the opening reception to view the teens' artwork, which will be displayed in the Library auditorium through spring 2024. Artists from the UNCC also wrote short descriptions about the inspiration for their pieces, which are included in the Board packet.



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

- One of our Home Delivery patrons had a very bad fall last month, and she had to stop her deliveries temporarily because she could not come to the door. Robin called to check in on her, and she told Robin that she had received an envelope from the Library. She said she assumed it was a notice stating that her items were overdue and was very surprised to see that it was a get-well card signed by staff members. She said she cried like a baby.
- Staff visited residents of Clark-Lindsey's assisted living memory-care residence, Green House Home, and shared a family story and songs from previous eras. Residents were invited to try out the Library's resonator bells. With color-coded visual prompts to match the bells, residents were able to participate in a group rendition of several songs including "When the Saints Go Marching In."

	We connect people with tools and resources for learning and leading fruitful lives.
	<i>WE SPARK CURIOSITY.</i>

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

- We made over 207 new library cards during National Library Card Sign-Up Month! Patrons with existing cards were also invited to come and choose from the two new library card designs.
- Jennifer Hain Teper gave a presentation to 41 community members focusing on paper and ephemera preservation. She covered the history of paper development and composition to help attendees understand why these materials break down over time. She also provided information on how to tell if the materials are starting to degrade and how to protect them. She also provided suggestions of what not to do if materials begin to come apart (avoid tape, don't use staples or standard paper clips) and how to properly store these materials.



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

- Debra Dudek's talk focused on the history of the real-life manuscripts and rare books that have inspired modern books, tv shows, and movies that feature witches. She delved into the roots of what caused the witch-hunting craze, and its relationship and roots from alchemy. For instance, a number of early women accused of being witches were independent beer brewers. Material ranged from records from actual witch hunters and the Salem Witch Trials to Aztec and European manuscripts. Dudek shared an extensive list of recommendations to watch post-lecture, as well as links to view digitized rare books and manuscripts with the 25 community members who attended.
- New York Time bestselling author Colson Whitehead spoke virtually to 35 Urbana community members and almost 1,700 other Illinois residents as part of Illinois Libraries Present. He discussed his newest novel, *Crooked Manifesto*, why he writes in different genres, and his struggles to become an established author. Illinois Libraries Presents is a collation of Illinois public libraries that pool resources so they can offer virtual talks with speakers that are too expensive for an individual library to afford on their own.



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.

- We are celebrating Banned Books Week with a display on the 1st floor, by giving out bookmarks and stickers, and by raffling off a Banned Books Week mug.
- To celebrate [Welcoming Week](#), a weeklong celebration of our diverse community that seeks to make foreign born community members feel more welcome, the Library hosted three different events and participated in Welcoming Week's kickoff event. The musical group Calle Verde had attendees dancing while they played games and spoke with



different community groups that serve immigrants in the community. After the performance, the Immigration Project held a cake walk in Cherry Alley. At the end of Welcoming Week, the Immigrant Welcome Awards presentation was held in the Library. The awards recognized the work different individuals and organizations do to assist foreign born community members. Between all of the events, over 250 community members attended the Library's welcoming events.

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

- Multiple authors spoke at the Library as part of Pygmalion 2023. The first event featured authors Allison Boot and Katherine Gaffney speaking together. Allison Boot talked about way she started writing novels featuring

characters with disabilities, and Katherine Gaffney shared her poetry focusing on intergenerational trauma. At a second event, Dr. Francesca T. Royster read from her memoir, [Choosing Family](#), and was interviewed by Siobhan Somerville, former head of the U of I's Gender and Women's Studies department. They had a moving discussion about how Dr. Royster defines family, the process of writing her memoir, and how her different identities as a queer Black woman intersect. Between the two events, almost 30 community members attended the talks. Dr. Royster's visit was generously sponsored by The Urbana Free Library Foundation.



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.

- Unfortunately, people were putting their trash in the Library's dumpster and the Library was having to pay for it to be removed. The Library has physically locked its trash dumpster and locked into a monthly trash hauling rate, which levels out the monthly bills and saves money overall.
- The Library continues to collaborate on developing the lease which will allow the City of Urbana and the Cunningham Township Supervisor's Office to activate the corner lots at Green and Race Streets, which the Library owns. This will allow all three governmental bodies to try new things to serve our community in the short term before committing many resources. Celeste Choate looks forward to signing the lease soon.
- Several months ago, the Board approved of the Library entering into the same cooperative purchasing agreements as the City in order to save money. IT Manager Leon Wilson leveraged these agreements to reduce our price for copier toner by nearly 10%. Over time, savings on toner will add up!

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

- Forty community members attended the League of Women Voters of Champaign County's panel presentation on The Changing Role of Public Libraries in Preserving Democracy on September 27th. Celeste Choate spoke with library directors from the Champaign Public Library and Mahomet Public Library.



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

- The Strategic Plan will be presented at the Board meeting. It will be emailed separately to the Board in advance.
- A draft revision of the Bylaws of the Board of Trustees is included based on the work of Trustee Erica Bellina, Board discussion at the [August 2023 Library Board meeting](#), and staff recommendations. Staff recommend approval of the revised Bylaws.
 - Term limits are being recommended for the office of President.
 - In addition, [P.A. 103-0311](#) updates the [Open Meetings Act](#) (OMA) and went into effect July 28, 2023. Per 5 ILCS 120/7, unexpected childcare obligations were added to the list of reasons that may allow for a member of a public body to participate remotely. The means of participation have also been updated to align with the OMA. The OMA requires that a Board include the specifics.

- Staff do not recommend adding specifics about minutes, since the [OMA](#) covers those (see 5 ILCS 120/2.06), and it is not required by the OMA that those specifics be included. The assumption is that the Library Board will follow the law.
- Staff also recommend updating the section on replacing officers who leave their office mid-term.
- The Travel and Training policy has been updated with language to comply with legislation. Staff recommend passing it.
- In order for the Library to qualify for the State of Illinois's Per Capita grants for public libraries, staff will be presenting on the following chapters in *Serving Our Public* library standards book, so please read these chapters in advance:
 - Chapter 9 - Public Services: Reference and Reader's Advisory Services: Rachel Fuller
 - Chapter 10 – Programming: Lauren Chambers
 - Chapter 11 – Youth/Young Adult Services: Rachel Fuller
 - Chapter 13 – Marketing, Promotion, and Collaboration: Kirstin Gebhart

Library Newsletters:

- The TUFL Times, October: <https://uflil.patronpoint.com/email/preview/76>
- The TUFL Times: Youth Edition, October: <https://uflil.patronpoint.com/email/preview/77>
- October Archives Newsletter: <https://uflil.patronpoint.com/email/preview/78>
- Pygmalion Promotional Email: <https://uflil.patronpoint.com/email/preview/75>

Other Library News:

- August 30, 2023, *WCIA.com* – Urbana Free Library unveils two new library card designs <https://www.youtube.com/watch?v=5e2RF9YYPo8>
- August 30, 2023, *The News Gazette* – Introducing C-U's 10th Immigrant Welcome Award winners https://www.news-gazette.com/news/introducing-c-u-s-10th-immigrant-welcome-award-winners/article_08fdc61e-1e96-58d1-bd3b-666f8c20195f.html
- September 3, 2023, *The News Gazette* – Curtis Valasek/review | 'The Perks of Being a Wallflower' a book I keep coming back to https://www.news-gazette.com/arts-entertainment/books/curtis-valasek-review-the-perks-of-being-a-wallflower-a-book-i-keep-coming-back/article_c6700870-10e6-5a73-839c-97ffa3d06b12.html
- September 4, 2023, *Chambanamoms.com* – Champaign-Urbana Area Halloween Events and Activities <https://www.chambanamoms.com/2023/09/04/halloween-events-champaign-urbana/>
- September 5, 2023, *Smile Politely* – Five things in arts: September 2023 <https://www.smilepolitely.com/arts/five-things-in-arts-september-2023/>
- September 14, 2023, *Smile Politely* – There's a new Artist of the Corridor at the Urbana Free Library <https://www.smilepolitely.com/splog/theres-a-new-artist-of-the-corridor-at-the-urbana-free-library/>
- September 14, 2023, *IPM News* – Drag star Alaska talks Pygmalion, drag bans <https://ipmnewsroom.org/drag-star-alaska-talks-pygmalion-drag-bans/>
- September 15, 2023, *City of Champaign* – Welcoming Week 2023! <https://champaignil.gov/2023/09/15/104987/>
- September 18, 2023, *IPM News* – Immigration Welcome Awards honor those who serve local immigrants in the C-U area <https://will.illinois.edu/studentnewsroom/story/immigration-welcome-awards-honor-those-who-serve-local-immigrants-in-the-c-u-area>
- September 18, 2023, *IPM News* – 217 Today: Downstate leaders say they will need help handling the historic end to cash bail <https://ipmnewsroom.org/217-today-downstate-end-to-cash-bail/>
- September 19, 2023, *City of Champaign* – 10th Annual Immigrant Welcome Awards Ceremony And Celebration <https://champaignil.gov/2023/09/19/10th-annual-immigrant-welcome-awards-ceremony-and-celebration/>

- September 24, 2023, *The Daily Illini* – Allison Boot, Katherine Gaffney share literary works at Pygmalion day 3 <https://dailyillini.com/buzz-stories/buzz-music/buzz-festival-coverage/pygmalion/2023/09/24/allison-boot-katherine-gaffney-share-literary-works-at-pygmalion-day-3/>
- September 26, 2023, *City of Champaign* – C-U Celebrates at Immigrant Welcome Awards <https://champaignil.gov/2023/09/26/c-u-celebrates-at-immigrant-welcome-awards/>

Budget and current financial information are here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY24 financial reports here: <https://urbanafreelibrary.org/about-us/your-right-to-know/financial-reports>.

Bank reconciliations for the last day of the month: July 2023 - June 2024						
	July	August	September	October	November	December
Illinois Funds account	\$ 216,906.99	\$ 217,911.90				
Busey Bank Cash accounts	\$ 2,943,480.37	\$ 3,147,582.21				
Busey Bank Web account	\$ 68,388.69	\$ 73,630.53				
Total	\$ 3,228,776.05	\$ 3,439,124.64	\$ -	\$ -	\$ -	\$ -
	January	February	March	April	May	June
Illinois Funds account						
Busey Bank Cash accounts						
Busey Bank Web account						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The Urbana Free Library Strategic Plan

Enhance + Embrace = Empower

November 2023 – December 2026

Introduction

This new strategic plan is a refresh of the FY20-FY23 plan and represents the overall strategy for the Library through December 2026. It is presented to the Library Board of Trustees for questions, discussion, and revisions in October 2023. Upon approval in November 2023 by the Board, the Management Team will update their departmental activity plans, which support the overall strategy. Staff will regularly review progress toward meeting plan goals and report to the Board via the monthly Director's Report and additional reporting mechanisms.

Background & Planning Process

The Library Board was pleased with how the FY20-FY23 strategic plan was serving the community and asked for a refresh focusing on an evaluation of the four pillars and goals. At the December 2022 Board meeting, the Library Board discussed the draft refresh process and decided to keep the current the vision and mission statements.

The strategic planning process was facilitated by former TUFL employee Amanda Standerfer, strategic planning consultant, librarian, and owner of Fast Forward Libraries LLC. Updates were presented at Board meetings throughout the year. The Strategic Planning Process Team included: Guadalupe Mejia, Board of Trustees; Celeste Choate, Executive Director; Elaine Bearden, Patrons Services Librarian; Robin Hayden, Patron Services Specialist; and Kirstin Gebhart, Communications & Development Manager.

In the "Learn" phase of the refresh process, the Planning Team developed a community survey, which was open from May 1-31, 2023. It was emailed to all of the Library's cardholders and email newsletter subscribers and also was promoted on all of our digital platforms and throughout the Library. In addition, printed copies were included in home deliveries during the month of May. A summary of survey results is included.

In addition, staff participated in a planning activity at Staff Day in February 2023. They worked in small groups to contribute answers to "What are we doing that is making a difference?" and "What else could we do?" for the different strategic pillars: Embrace, Enrich, Empower, and Enhance.

To launch the "Dream" phase of the refresh process, the Management Team considered staff feedback, community survey feedback, progress made on activity plans, the most recent evaluation report, and census data. Other considerations were as follows:

- The last plan was approved in December 2019, just as the COVID-19 pandemic was beginning.
- To align with our current plan, TUFL reorganized at the end of April 2023 to give staff opportunity to play more to their strengths; to have the ability to focus more time on

patron services; to be more efficient with their time and other Library resources; and to get ahead of minimum wage legislation.

- Four of nine Board members were starting as new Board members over a period of four months. One of the departing members was the current president, so a new president was elected. It seemed prudent to have the entire new Board seated and the new president elected before sharing Management's recommended draft plan.

The Management Team focused on the overall structure of the plan, and noted that the structure for reporting on progress (i.e., focusing on activity plans at the department level, reporting on activities in monthly Director's Reports and occasional reports to Board) seems to be working well. It was recommended that the Plan could be simplified by making the current pillars the goals of the new plan. This change would provide greater focus so staff time and resources are not spread too thin. The specifics will remain as activity plans in the departments.

Work being done in Empower and Enrich had a lot of overlap so Managers recommended combining these pillars under the umbrella of Empower. This change streamlines the plan from four pillars to three goals. The Enhance pillar focuses on finance, with multiple expensive capital projects in the works and in the foreseeable future, and with professional development/training for staff and the Board as priorities. With the recent reorganization some people's jobs changed dramatically, with new roles and responsibilities. Others' jobs were streamlined, but they were providing training to their colleagues, who were learning new roles. Board members are also learning new roles. More staff training will occur as we delve into ways we can provide better patron services.

Looking at the remaining goals: Embrace, Empower, and Enhance, it was decided to reorder them to show a shift in focus in how the goals interact with and support each other. Instead of being seen as independent pillars, it was suggested that the three remaining goals create a formula, with the desired end-result being an empowered community:

Enhance + Embrace = Empower

In addition, it was recommended to consider the length of the plan. Staff recommend the plan end December 2026, which aligns nicely with the next fiscal year's budgeting process.

In the "Do" part of the process, outgoing President Lupe Mejia shared her excitement about the new approach and encouraged the Board to approve it. The Board will approve the new strategic plan in November 2023. The Management Team will update their departmental activity plans which support the overall strategy. In late 2025, the Management Team will evaluate the effectiveness of the Strategic Plan and talk with the Board about next steps for revising or extending the Plan. Starting the discussion a year from the plan's end will give plenty of time to adjust the process.

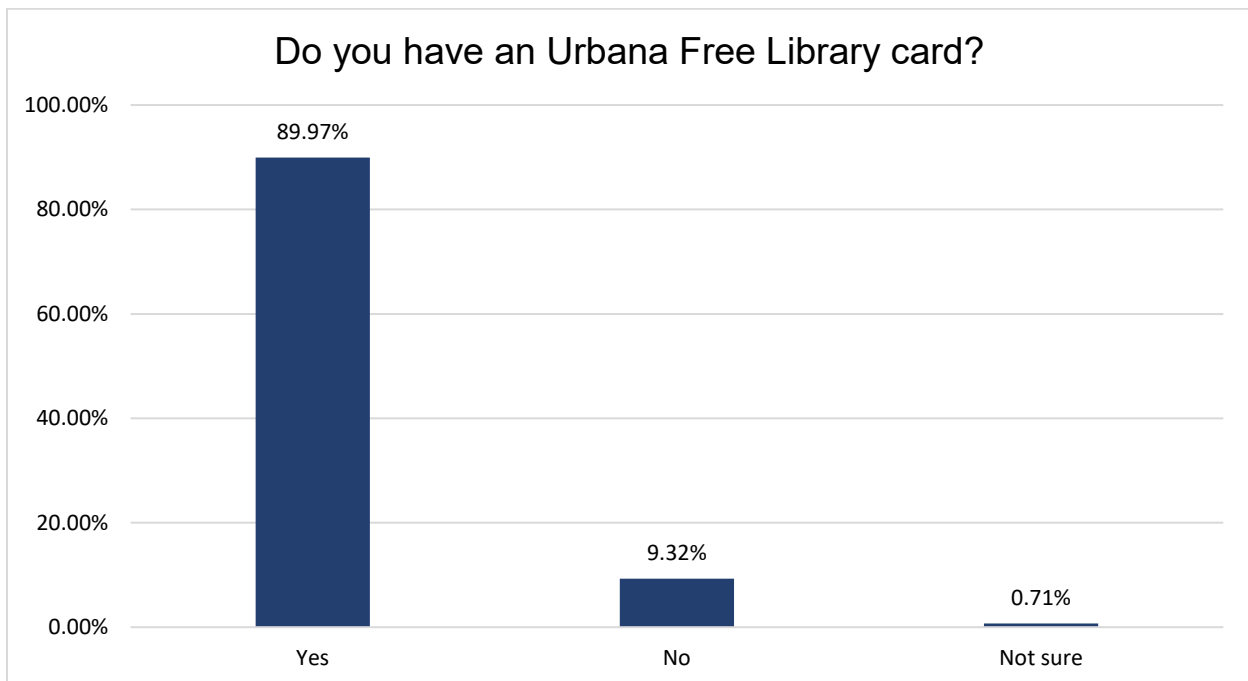
VISION		
Nurturing growth by sparking curiosity and fostering a sense of belonging.		
MISSION		
We encourage learning and enrich lives by providing access to diverse resources and programs.		
STRATEGIC DIRECTIONS		
ENHANCE	EMBRACE	EMPOWER
GOALS		
We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.	We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.	We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

The Urbana Free Library – Community Survey Summary and Analysis

As part of their strategic planning process, The Urbana Free Library conducted a SurveyMonkey survey to learn more about their patrons' experience with library services, programs, staff, and facilities. A total of 708 individuals completed the survey, representing approximately 1.8% of the 2021 service area population of 39,189 residents.

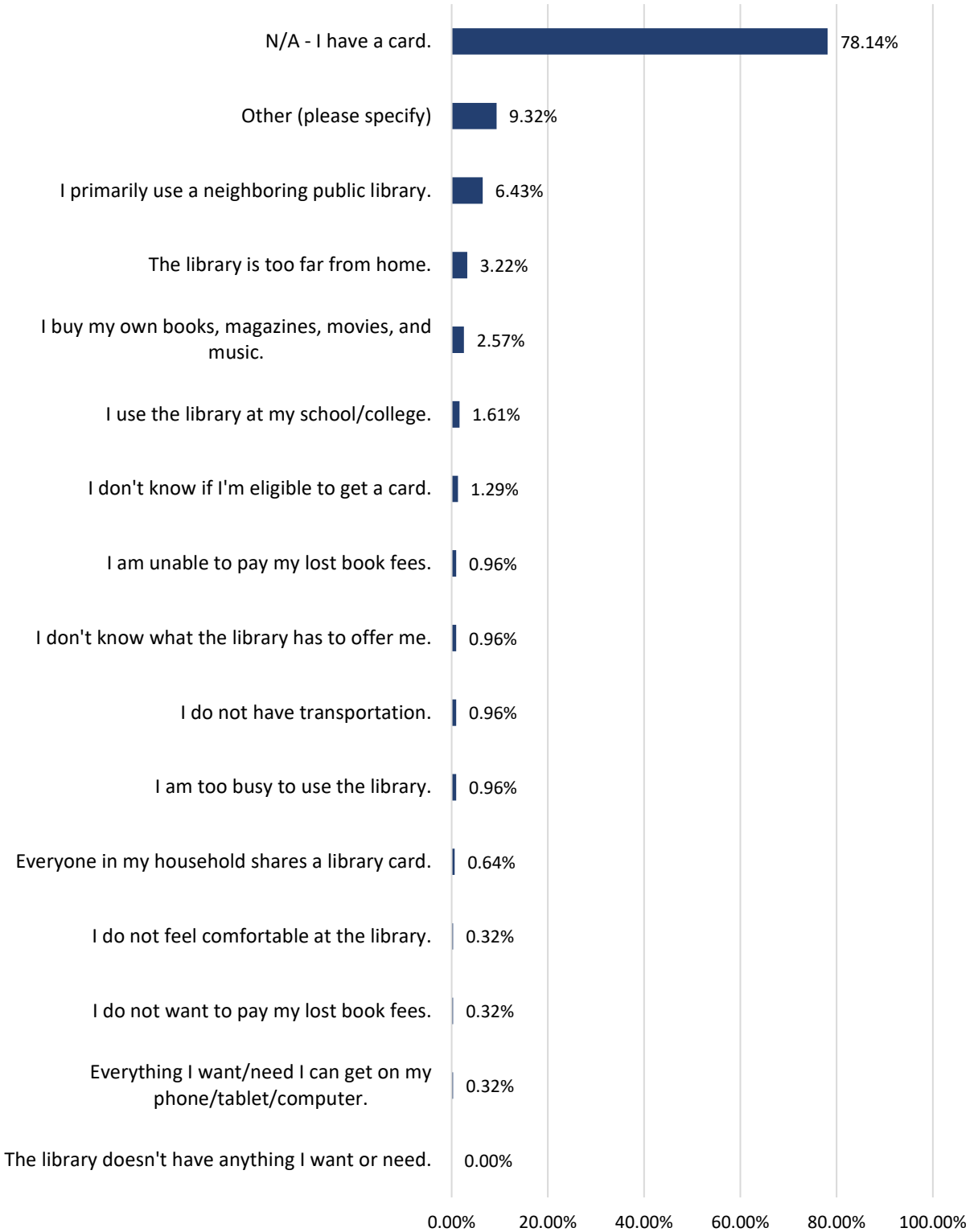
Notes about the survey responses:

- Respondents sometimes note programs or services they want the Library to have but are already offered by the Library. We have left these comments in the responses. This indicates an opportunity to better communicate about all the Library has to offer. In addition, respondents sometimes offer conflicting opinions about what the Library should offer or feel strongly about the Library offering something that is not feasible due to cost.
- For open-ended questions, responses are summarized and not in any particular order or with any particular weight. When analyzing this qualitative data, we hoped to show the breadth of responses provided by respondents.



I have a card from another library. Please specify the library.
Catlin Public Library
Champaign Public Library
Downers Grove Public Library
Effingham Public Library
Homer Community Library
Joliet Public Library
La Grange Public Library
Mahomet Public Library
Moyer Library in Gibson City
Normal Public Library
Rantoul Public Library
St. Joseph Township – Swearingen Memorial Library
Tolono Public Library
Tuscola Public Library
University of Illinois Library
USD-116 Library
Outside of Illinois: Curry Public Library (OR), Erie County Public Library (PA), Fairfax County Public Library (VA), Free Library of Philadelphia (PA), Lincoln City Libraries (NE), Pikes Peak Library (CO), Orange County Library System

If you do not have an Urbana Free Library card or do not use the library, please indicate the reason below. (Check all that apply.)



If Other, please specify:
I don't live in Urbana
There's no free parking and there's limited parking for people with disabilities
The library has no Blu-Ray discs
I cannot leave my home due to a disability or caregiving responsibilities
My card is expired
The annual fee for people outside the district is too high
Champaign Library is more convenient for me
The library is not user-friendly

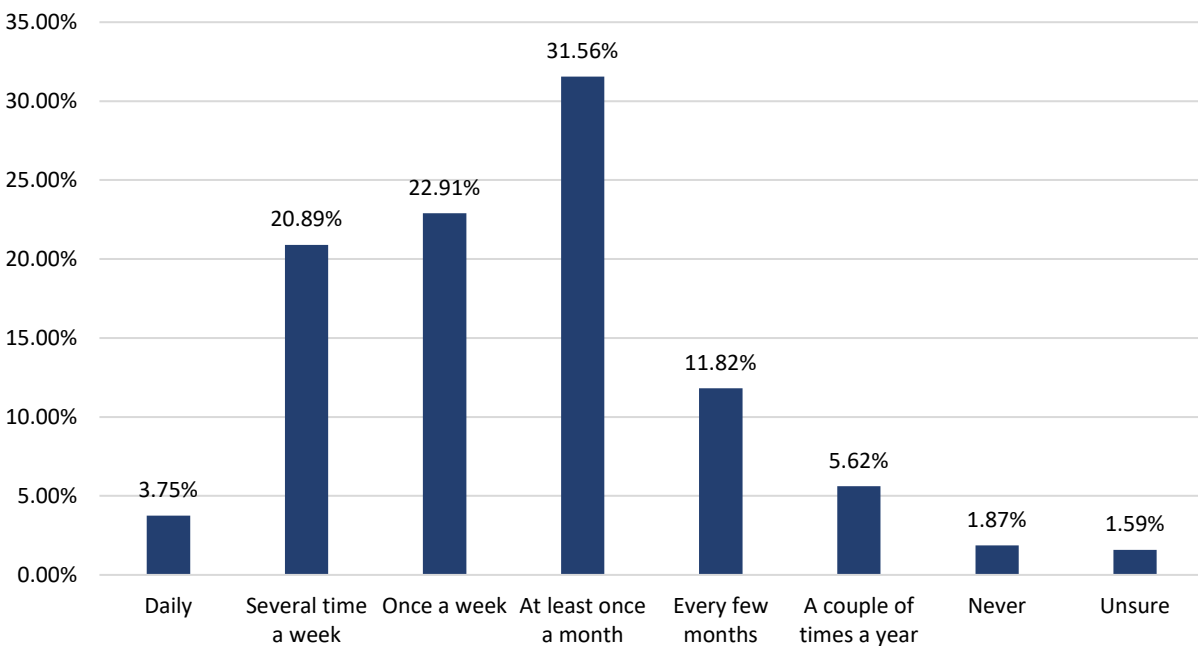
FINDINGS:	<ul style="list-style-type: none"> • This question was answered by 311 respondents and skipped by 397. • I primarily use a neighboring public library (6.43%), the library is too far from home (3.22%), and I buy my own books, magazines, movies, and music (2.57%) were the top reasons why respondents did not have a card from The Urbana Free Library. • No one selected “the library doesn’t have anything I want or need.”
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If you frequently use another public library in the area, please indicate which library and what you like about that library. (226 responses)
Champaign Public Library: Free parking, larger space, visually appealing space, larger and better collection, bright and open space, natural light, friendly and helpful librarians, printed tax forms and tax support, more computer terminals, easier computer software, events, item availability, pleasant browsing, convenient location, coffee shop, large study rooms, more tables, kids’ space, programming, adult book club, easy navigation, a lot of quiet reading areas, CD browsing, book sale/shop, phone app, active environment, self-check-out, book drop, Blu-Ray and DVD movie collection, shorter wait time for new releases, more new releases, updated furnishings, clean facility, children’s programming, filtered water bottle refill station, automatic renewal, easier book donation process, monitors with HDMI connections
Douglas Branch: Convenient location
Homer Community Library: Smaller setting, programs
Mahomet: Books, movies, activities
Normal Public Library: Convenient location
Ogden Rose Public Library
St. Joseph Township – Swearingen Memorial Library: Friendly staff, new books
Tolono Public Library District: Convenient location
University of Illinois Libraries: Longer loan periods, collections, resources, professional technical journals, research, convenient location, item availability
Unspecified library: Books, computers, classes/activities, electronic hub
Specified without details: Tuscola Public Library; Allerton Public Library (Monticello)

Additional select comments:

- We have visited the Champaign library a couple of times, but prefer the Urbana kids' section because it is truly separated from the other spaces. If my toddler gets excited and shrieks, I know she isn't bothering people who may be studying or working.
- Primarily St Joe and Urbana because the staff are always friendly and helpful, but sometimes Champaign (for the selection).
- I donate books at the Champaign Public Library since they have an outdoor drop-off. I could/would donate at Urbana Free too, but I thought it wasn't okay to deposit donations into the book drop-offs there.
- I prefer the Urbana Free Library. I go to the Champaign Library just for something different.
- Champaign Public Library - it often has things I can't find at UPL, and sometimes vice versa.
- I use CPL sometimes because groups I belong to meet there. But for books I always come to TUFL.
- Urbana Free Library- great selection, great staff, very important community resource
- Urbana Public Library has an archive room that is virtually empty whenever I am there that could be used for those of us who like to read at the library but librarian said only to be used for archive research.
- Normal Public Library-don't like it as much as UFL. Like to take daughter with disability to events at UFL- she lives in Urbana, has a UFL card.

How often do you use The Urbana Free Library in-person or online?



FINDINGS:

- Over 79% of respondents use the library at least once a month in-person or online.
- Almost half of respondents use the library at least once a week.
- 1.87% of respondents said they never use the library.

What would make it easier for you to use the library? (352 responses)

Accessibility: Easier access for people with walkers; first floor meeting rooms; seat at catalog search kiosk; more parking for people with mobility issues; ground floor entrance

Facilities: Free parking; more parking; lower drive-up drop box; fewer stairs; ground entrance to kids' area; easier collection navigation and browsing; better bicycle racks in front of library; bigger parking lot; bigger wayfinding signs; more study space; shades for the east side windows; mask requirement; café space; re-shelving carts to place unwanted books; new materials display near entrance; teen space; loud kids' area

Collections: Larger online audiobook selection; more popular adult books; additional online resources; more Christian books, biographies, instructional books; fewer fiction books; more books on metaphysical and spiritual topics; easier way to find New York Times through website; more eBooks; more mystery and fiction audiobooks; Library of Things (e.g., kitchenware, home décor, clothes, tech, etc.); foreign language materials; better Blu-ray 4K collection

Services: Printed tax forms; longer Saturday hours; earlier Sunday hours; later archive hours; updated circulation area; brighter, more welcoming atmosphere; afternoon and evening hours; earlier opening times; amnesty for past fees; online (or outdoor) card renewal; delivery; expanded eligibility area; drive-up services; no fines; water station; more streaming services; transportation services; more self-check-out stations; shorter wait times for eBooks

Technology: Additional computers with easy software; better catalog search system; more modern AV collection; library app; better app; better online browsing; direct links to content instead of indexed content; better mobile version of website; faster website; fewer clicks from homepage to catalog on website; call number search; Libby support; streamlined 3-D printing and ordering process; public phone; information about Kobo reader; information about how to use eBooks

Communications: Better auto renewal reminder emails; more promotion of events

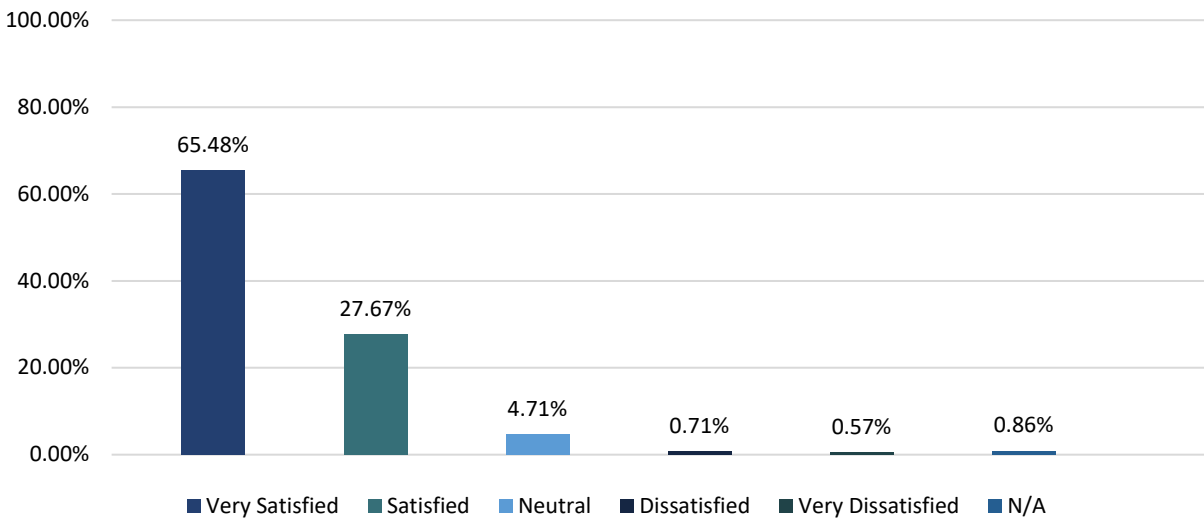
Programs: Book clubs or other events for ESL adults; technology workshops; more music and poetry events; toddler storytime; more adult programs/clubs; more kids events

Personal life: More time; transportation; more convenient location; more interest in reading; knee replacement

Additional Comments:

- It is already easy to use the library. I like the Inter Library Loan (ILL) service and the archives service for scanning film and books. The Archives service has good scanning devices, which I used often. I got most of the books from the ILL, except one.
- I also really like the book suggestions by the elevator! I've picked up multiple books from there.
- I am now using a walker and the hassle of using the elevator to get from the parking lot level to the main level sometimes makes me feel that it is not worth the trouble.
- I would like to see improvements to the auto renewal emails - if items are being recalled due to another patron request, there is presently no explicit way to tell from the auto renewal "Reminder" emails other than reviewing every single item checked out OR waiting for an overdue notification. This is the biggest and really only annoyance I've got with UFL systems and processes:)
- You have made the library welcoming and accessible. I don't have any suggestions.
- Your app takes a really long time to load. I also wish it did not come pre-set as "items available at TUFL" as the default in the search engine.
- Your staff is great! I especially like the help with computer tech!

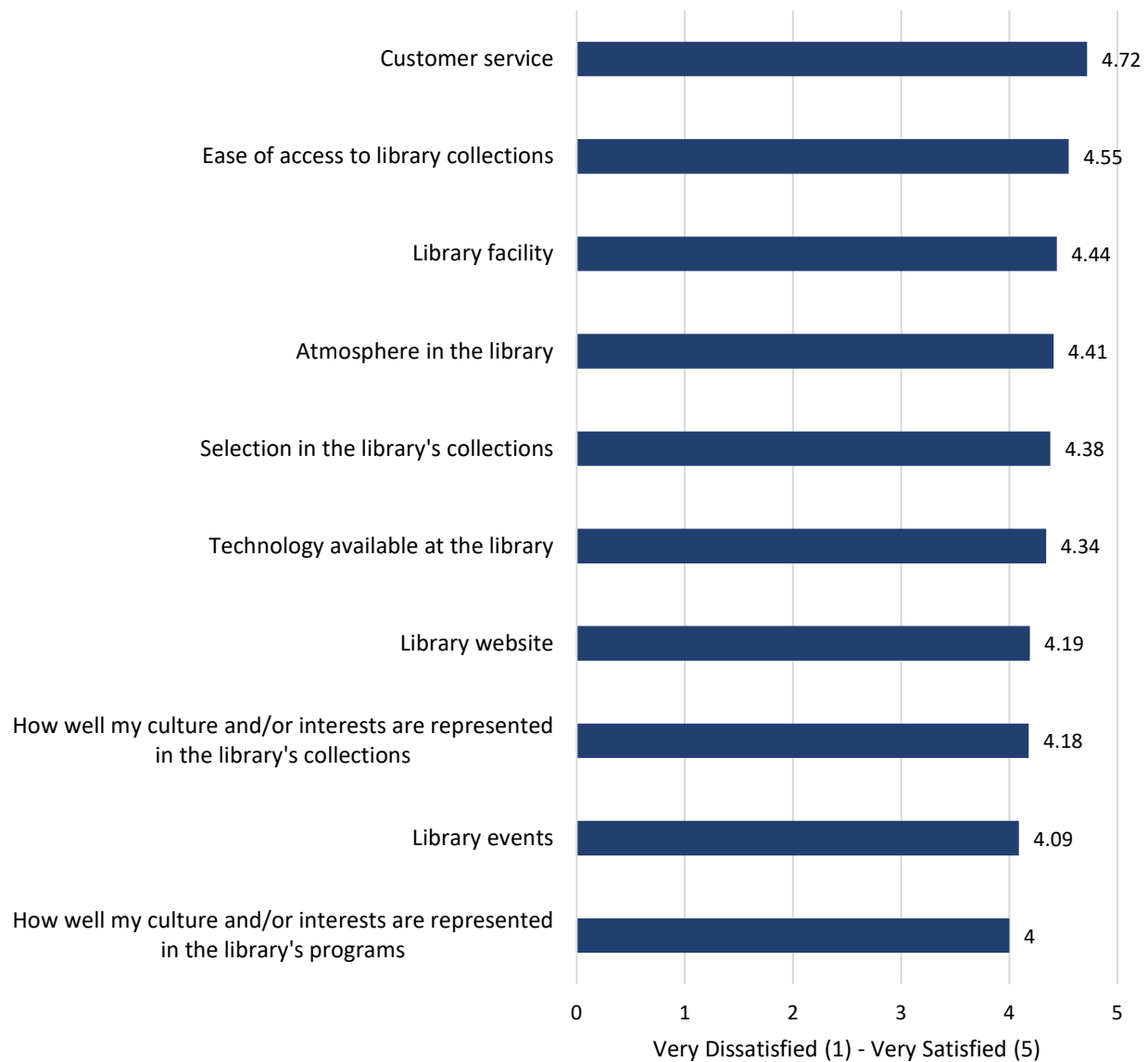
How satisfied are you with The Urbana Free Library overall?



FINDINGS:

- Over 93% of respondents are satisfied or very satisfied with The Urbana Free Library overall.
- Less than 1.5% of respondents are dissatisfied or very dissatisfied with the library.

Please rate how satisfied you are overall with the following aspects of the library.



FINDINGS:

- On average, respondents were between Satisfied and Very Satisfied with every item.
- Respondents were most satisfied with Customer Service (4.72), Ease of access to library collections (4.55), and Library Facility (4.44).
- The lowest ranked items were How well my culture and/or interests are represented in the library (4), Library events (4.09), and How well my culture and/or interests are represented in the library's collections (4.18).

For any items that you clicked dissatisfied or very dissatisfied, what can the library do to increase your satisfaction? (155 responses)

Accessibility: Move the book sale to a more wheelchair/walker accessible space

Facilities: Take away the plexiglass at the circulation desk; limit reminders about mask-wearing; repaint and refurnish; bring back the café and social sitting areas; add small desks for working; add a variety of chairs and tables; provide free parking; add outdoor recreation/sitting spaces; create better wayfinding system upstairs; maximize the natural light; enforce quiet in some areas; add second floor restrooms; create a more inviting atmosphere at entrance

Collections: Provide access to more books from other libraries; acquire more books, CDs, and DVDs; make genealogy more of a focus in the archives; provide items with less profanity; acquire more DVDs of operas; allow for easier online DVD browsing; arrange print books for easier browsing; enlarge the Blu-Ray 4K collection; limit purges of print collection; acquire both the print and e-book versions of books; purchase more books of the following topics or genres: new fiction, new non-fiction, biographies, Christian, how-to, Russian-language, Ukrainian-language, classic fiction, cosmology, metaphysics, intellectually challenging audiobooks, philosophy, technology, self-help, non-monogamy, homeschooling, art, design

Services: Provide home delivery; make resources for seniors very accessible

Technology: Upgrade the online catalog; upgrade the 3D printer and streamline the 3D printing process; make online access to the New York Times clearer; provide left-handed computer mouse; upgrade the website for better usability; upgrade the library app

Communications: Promote events more via social media and other platforms

Programs: Host lectures or programs related to the following: African American history, faith communities of color, local history, gardening series, adult education classes on different cultures, international religions, random acts of kindness, community matters, intergenerational activities, civics, adult crafting, foreign language learning, arts class for adults with disabilities and seniors with dementia, toddler events, community-building events, events for middle school children, Korean story hour, genealogy, kids programs on evenings or weekends, cool adult programs, programs for BIPOC community, Christianity, kids STEM programs, literature; stop hosting drag queen story hour

Staff and atmosphere: Make Christians feel more welcome; be friendly; provide signage in different languages; decorate to celebrate different cultural happenings; circulate the air better on the second floor

Select additional Comments:

- The disposal of classical CDs and Fanfare magazine was a travesty
- I am thrilled at the programs and commend Carol Inskip for all of the diverse adult programming! I'm also very impressed by Joel and Jordan for the Teen Open Lab and Seed Lending Library and champion that work in the community! I've had a wonderful time collaborating with the Children's Dept librarians and generally think the world of the staff. Lauren has been a big supporter, too! Celeste has done a fabulous job of building a dynamo staff. If anything, my dreams are of more support for it all -- raises for everyone, expanded facility and larger spaces (especially for Teen Open Lab), and more staffing support for adult programming. I love TUFL. I'd also LOVE more of an outdoor space in the summer for reading (perhaps more tables/chairs outside).
- I wish you had had a question about service to underserved populations. I think TUFL does an exemplary job. It should be celebrated.
- The online search can be confusing. I wish there was a way to weed out some of the search results and focus on searched titles rather than every word in a search.
- Very satisfied. Keep adding to collection and events celebrating the diversity of cultures in CU. Keep current on contemporary BIPOC literature and movies too.
- When I signed up for my library card I was humiliated by the worker. I was told, quite loudly in front of other customers, that because I lived in a trailer park and didn't pay taxes I wasn't entitled to a free library card. I'm fine with paying for the privilege to use the library and it wasn't an issue. But I did leave red-faced and embarrassed after that interaction.
- Y'all do the best that you can with the existing building, but it is quite dated and feels like the community has outgrown it.
- You're doing great! Thank you!

Please rate the following library services, collections, programs, and spaces in terms of their value to you and your family.



FINDINGS:

- Physical materials to check out (4.58), Getting help or material suggestions from staff (4.18), and Digital materials to download (4.08) were rated most highly, between Valuable and Very Valuable.
- Attending virtual events (3.13), Home delivery service (3.16), and Tutoring services (3.19) were the lowest rated items.
- Respondents under age 40 ($n=155$) rated Physical materials to check out higher at 4.63. This group rated Digital materials to download at 4.22, Working or studying and Reading areas each at 4.05, and Use of the Library of Things at 4.01 This group rated getting help or material suggestions from staff lower at 3.93.
- Respondents ages 25 to 59 ($n= 297$) also rated Digital materials to download more highly at 4.20.

What programs, services, or collections could the library add that would be valuable to you and your family? (238 responses)

Collections: Power tools, piano, cake pans, chargers, sewing machines, small sound system, more games (board, roleplaying, and video), science artifacts (skeletons, fossils, etc.), more foreign films, more DVD series, more classical CDs, classic movies on DVD, Mental Floss and similar magazines, more Blu-Ray discs, more Manga, complete TV series, larger genealogy section, books from other libraries, more print books, more local and national newspaper subscriptions, Wall Street Journal online access, cameras, books by authors of color, general interest magazines, more e-books readable by browser, more print and digital new releases, homeschool resources, Christian materials, foreign language materials, men's adventure, graphics novels, sheet music, foreign language media and books (Arabic, French, Spanish, etc.), recent science fiction, books on the following topics: feminism, African American studies, philosophy, revolutionary politics, history, conservative ideology

Services: School help platforms, social worker, increased Hoopla borrowing allowance, access to Chilton's database from home computer, Freegal, remote access to ancestry.com, more TV and streaming options, recurring meeting room reservations for community groups, book recommendations, dry cleaning drop off, Lynda.com, eligibility area expansion, free parking, book selection support, home delivery, archive lessons, access to AtoZdatabases.com, fine free, access to Candid Foundation database, resources for seniors, information about voter registration

Facilities: Café, larger seating area, larger periodicals section, better space for book sale, snack stations, better wayfinding, more space for posting about local community events

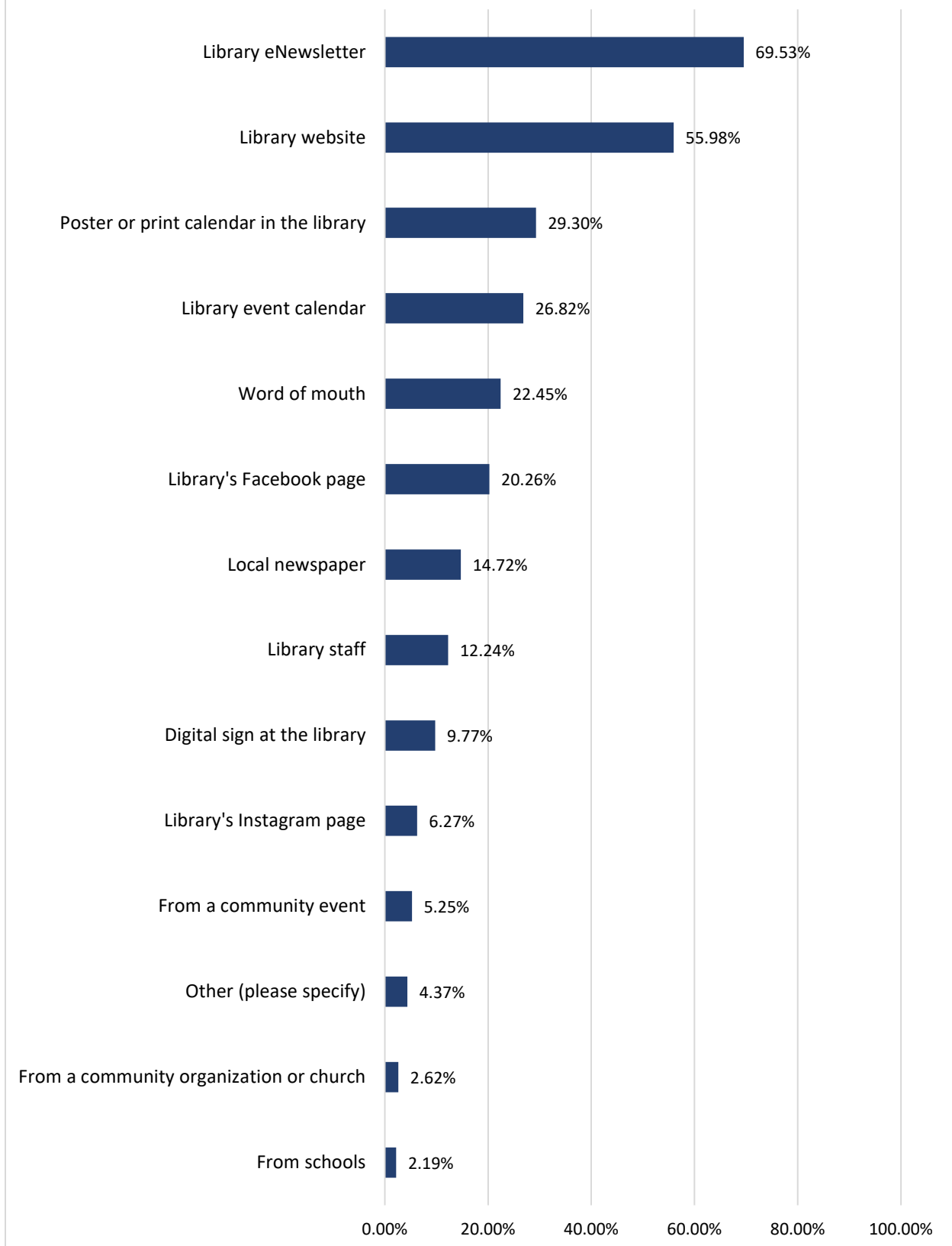
Technology: Computers, curbside pick-up button on "how to use the library" website page, better book scanner, tech lessons, more hotspots

Programs: Programs related to the following: “How-to,” adult crafts, CU history, arts workshops for adults with disabilities, ASL, adult book clubs, daytime book clubs, educational events for homeschoolers, events for faith groups, writing groups, music classes, genealogy, themed toddler music lessons, weekend kids programs, young adult book club, adult chess club, queer adult book club, LGBTQ+, social adult programs, music programs, hobby groups, science experiments, more frequent storytimes, virtual author programs, roleplaying games, language learning, finances for teens, budgeting for adults, book talks, off-site programs, literacy tutoring for kids, kids Spanish language conversation group, writing tutoring, stitch circle on alternative dates

Select additional Comments:

- Blind Date with a Book would be a fun thing for the library to implement. Patrons could simply visit the checkout desk, select a genre, and be handed a pre-wrapped book that was randomly picked off the shelf for them.
- I find the music programs annoying. I don’t usually care for the music. It permeates the main floor and takes up space.
- Last year the prize books for teens were very political - focusing on race and mature topics (in my opinion). I think prize books for summer reading should include some fun fantasy, mystery, and/or classic books.

Where do you learn about what is going on at the library?



If Other, please specify:
ChambanaMoms website and social media
Smile Politely
Champaign County History Museum
Facebook events
Flyers in the community
Library staff on WCIA
Radio
Other social media

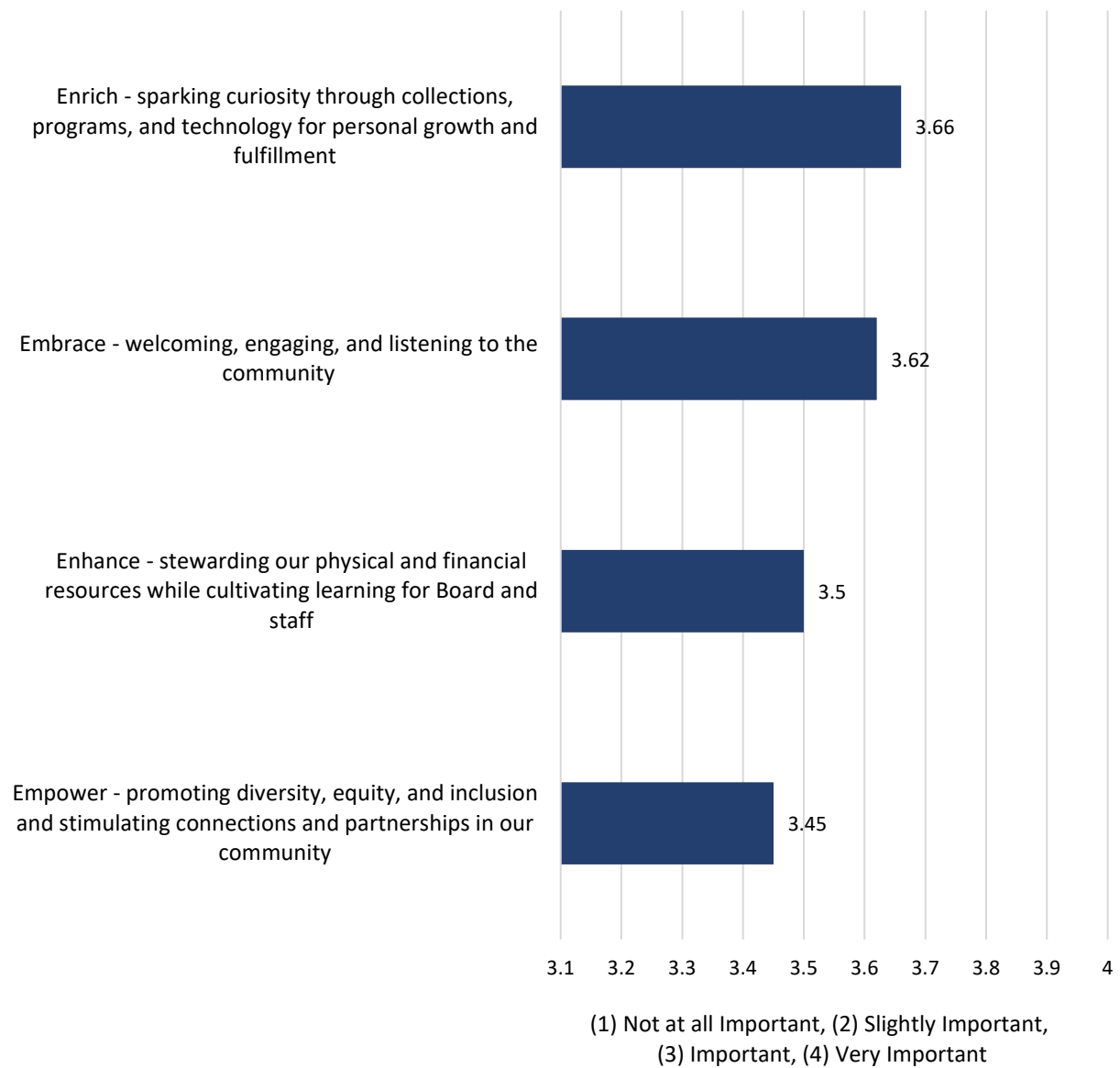
FINDINGS:	<ul style="list-style-type: none"> • Close to 70% of respondents said they learn about what’s happening at the library through the library eNewsletter. • After the eNewsletter, the most common ways respondents learn about the library are the library website (55.98%), poster or print calendar at the library (29.30%), and library event calendar (26.82%). • Respondents selected from schools (2.19%) and from a community organization or church (2.62%) the least. • 25.26% of respondents ages 25-59 indicated they learn about the library from the library’s Facebook page. 11.6% of indicated they learn about the library from the library’s Instagram page, and 27.99% of this age group indicated the learn about the library via word of mouth. • 22.08% of respondents under age 40 indicated they learn about the library from Facebook, 16.88% learn about the library from Instagram, and 22.73% by word of mouth.
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Where are other places that you get news about the community? (438 Responses)
Digital community media: Smile Politely, Chambana Moms, 40North, ExperienceCU.org
In the community: Urbana Free Library, Champaign Public Library, bulletin at Common Ground, flyers at local businesses, posters at Lincoln Square mall, church, CU immigration forum, Clark-Lindsey, farmer’s market, flyers at University of Illinois, Parkland, Urbana School District
Traditional media: Public radio (WILL), News Gazette, WCIA, CBS local news, CiLiving, WEFT, WDWS, The Public I
Word of mouth: Friends, family, neighbors, homeschool groups
Social media: Facebook; Nextdoor; Facebook Events; YouTube; Spotted in CU group; Reddit; accounts like Chambana Moms, Smile Politely, Urbana Free Library

Google

Newsletters: Urbana Free Library, City of Urbana, Urbana Park District, WUNA emails, Cunningham Township emails, Champaign-Urbana Jewish Federation, CU TRI, BIPOC for Better Births, Independent Media Center, Urbana Arts & Culture, neighborhood listservs, employer listserv, Common Ground, Idea Store, SUNA listserv

The library's current strategic plan has four key strategic directions: Embrace, Enrich, Empower, and Enhance. How important do you feel these four strategic directions are going forward?



FINDINGS:

- Each item was ranked between Important and Very Important on average.
- Enrich was rated as the most important going forward (3.66).
- Empower was rated the least important of the items moving forward (3.45).
- Respondents under age 40 rated all directions more highly: Embrace (3.71/4), Enrich (3.7), Empower (3.61), and Enhance (3.51).

How have you noticed the library embracing, enriching, empowering, and enhancing? Share your example(s) here. (238 responses)

Collections: Culturally diverse collection, Library of Things, books with inclusive themes, developmental toys, inclusive and diverse book displays, books of the month lists, seed library, archival research, archive displays, regularly updated collection, diversity of authors, bilingual materials, rare books, new authors, cultural spotlights on diverse groups, queer literature, Master Classes, expanse of digital collection, range of music and films, vinyl collection, graphic novels, purchasing requested books

Services: No fine policy, automatic renewals, multilingual self-checkout, help with genealogical research, computer support, notary services, curbside pickup during the pandemic

Facilities: Safe space, welcoming atmosphere, public bulletin board, accessible facilities, walkers available, good wayfinding, gaming area for teens, multilingual signs, diversity of artists on display, children’s department, study spaces

Technology: Range of technology available to borrow, 3D printing services, Hoopla, printing, fax, computers

Programs: Culturally diverse programs and storytimes, cultural events, summer reading kick-offs, world music events, collaborations with Cunningham Township, Boneyard Arts Pride booth, teen open lab, multilingual programming, art exhibits, fairytale ball, drag queen story hour, all ages events, participation in Pride and Earth day events, Folk and Roots festival, Summer and Winter reading programs, poetry readings, multicultural events, teen programming, community history, More Than A Book Club, Project READ, Sunday music programs, knitting circle, Lebanese film event, talks with immigrants, online celebrity events

Staff: Helpful, welcoming, happy, excited, professional, proactive, attentive, supportive of unhoused patrons, increased community engagement

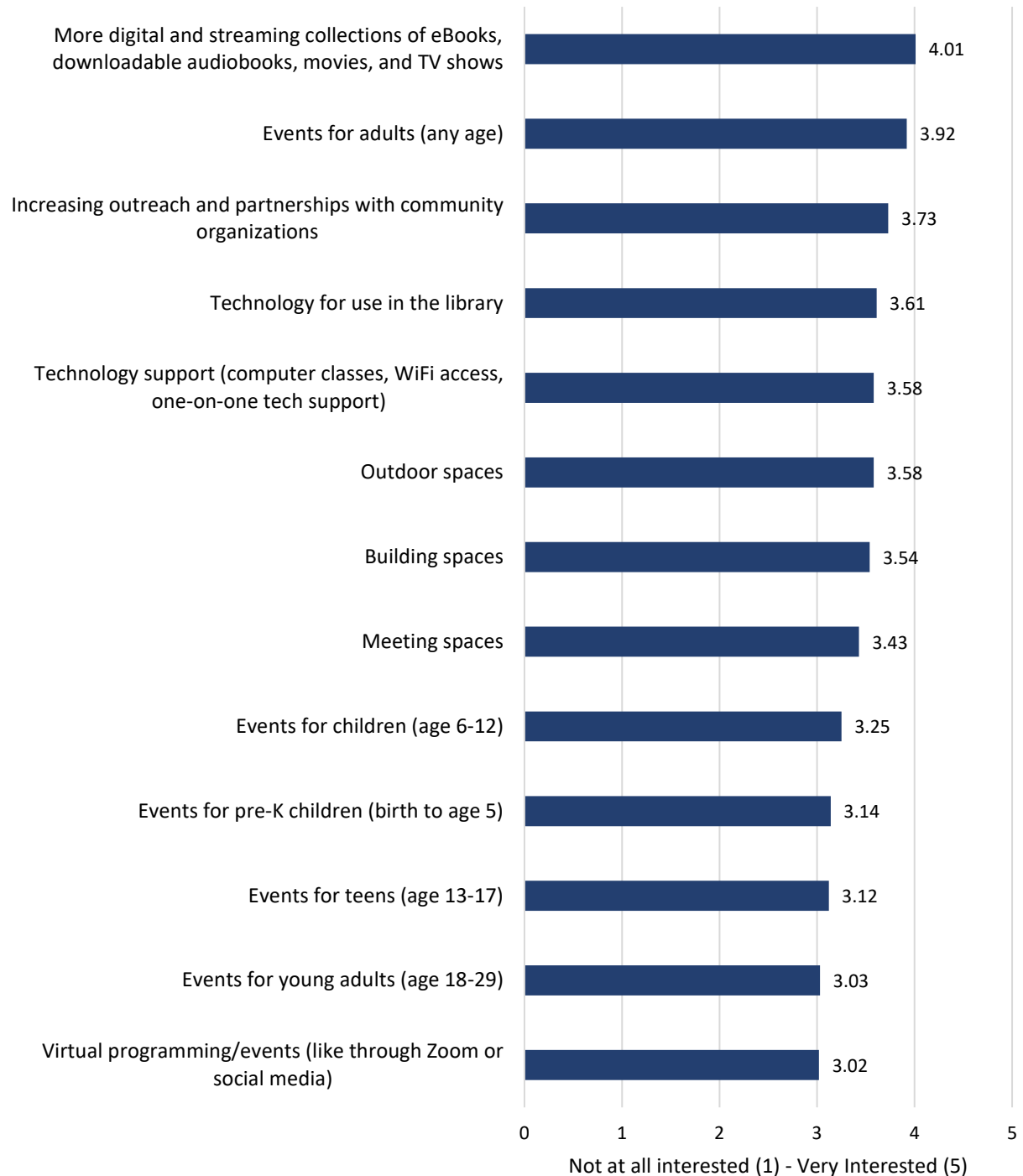
Communications: eNewsletter, Facebook posts

Overall: Great community engagement and outreach, inclusive environment, more than books

Select additional comments:

- Embrace: Robyn and Carol are always friendly, welcoming, and incredibly helpful. I always like coming to the library and seeing their friendly faces.
Empower: I have appreciated the talks and performances at the library that bring diverse voices to the library
- I feel like as I get more interested in reading about disability justice and black nonfiction and Asian American poetry, I feel like I never have to look hard to learn more. And there are new additions to the library that are also so diverse in what they're about! It's such an expansive collection.
- My kids get treated very well in the Children's Dept by the librarians there. That means a lot because my children are little black boys and don't always get embraced. There are books on display that show Blackness and Afrocentrism that peak my children's interest, in addition to other cultures as well. I think the library could use more deep cleaning, especially on upholstery and carpets.
- I think the library does well with embracing and empowering the community and patrons
- This survey is an example of embracing :)
- The use of the additional outside space lets me know it is a place that is community driven.
- The children's section (of which I've never found anything comparable in quality) embraces all aspects of our community.
- You brought books to my car during the pandemic, the staff are welcoming and helpful, the book displays are diverse and spark new interests, librarians are like information super heroes!
- I appreciate the role the library plays in supporting lower-income folks and immigrants, and school kids with their needs. They have needs and needs for services that our family doesn't have, and I'm super glad that quiet places to study, internet, copy services, etc. are available for them.
- Having seen the library's presence at community events like Pride and Earth Day, I can definitely say the empowerment is there. It's nice to see because this holistic engagement builds diversity, equity, and inclusion. I love what y'all are doing.
- We go to the children's library multiple days a week. The librarians know my children's names and likes. We are "regulars". They take time to show my older son books he asks them to find and tell us about upcoming programs. He feels so comfortable interacting with them, he will walk up and ask for any help he needs and likes to put away toys in exchange for a sticker. During covid, I did car pick-up, and it was phenomenal to get fresh books and toys that were hand-selected by a children's librarian based on what I put as my child's age and interests. I cannot say enough positive things about your children's librarians, especially Esther and Elaine, although there are many more who have been wonderful to interact with. We feel like we belong, and we are a part of a wonderful small-town community through your librarians.

We are thinking about where to focus our resources over the next several years. As you think about your next several years, please rate the items below based on your level of interest.



If Other, please specify:
Larger print books collection
Access to other library collections and databases, including University of Illinois
Facility updates, including more comfortable chairs, new desks, and quiet study areas
Blu Ray collection
Free parking
Continued community input from people with disabilities
Friends book sales
Author events
Technology support/computer tutoring
Easier-to-use search features for catalog and streaming
Bloomberg Business subscription
3D printer
Curbside pick-up
Stronger link to University of Illinois library
Civics programming
Supervision for teens
Childcare
More streaming movies and documentaries
Coffee station
Public showers

FINDINGS:

- More digital and streaming collections (4.01), Events for adults (3.92), and Increasing outreach and partnerships with community organizations (3.73) were the top three items respondents wanted the library to focus on in the future.
- Events for teens (3.12), Events for young adults (3.03), and Virtual programming (3.02) ranked as the least important for the library to focus on in the future.
- In the If Other section, multiple respondents emphasized the importance of focusing on the physical collection.
- Respondents under age 40 rated More digital and streaming collections at 4.17, Events for adults at 4.03, and Outdoor spaces at 3.98. Virtual programming/events fell below Neutral (3) for this group at 2.71.
- Respondents ages 25-59 rated More digital and streaming collections more highly at 4.20. This group rated Events for adults at 4.01, Increasing outreach and partnerships at 3.89, and Outdoor spaces at 3.82.
- Respondents with children at home (*n*=141) rated Events for children age 6-12 at 3.94, Events for pre-K children at 3.67, and Events for teens at 3.63. This group rated Outdoor spaces at 3.93 and More digital and streaming collections at 4.07.

What do you value most about library spaces and experiences you've had in the library?
What is it about these spaces and experiences you find most welcoming? (377 responses)

General: Quiet, inclusivity, convenience, item availability, family space, sanctuary, an escape, a place to rest, a place to learn, a place for teachers to meet with students and parents, promoting literacy, access to culture, celebrating reading, easy access to resources and materials, stimulating experiences, sparking joy of discovery, free use, easy-to-use, a place to be part of the community, informing, entertaining, active atmosphere, community builder, learning about new cultures

Facilities: Teen space; cozy reading spots; clean, comfortable, airy, and open atmosphere; working collaboratively in meeting spaces; adequate space; art exhibit; children's department; book displays; meeting rooms; good lighting; snacks; coffee; good spacing; tutoring space; study spaces; well-maintained, old building; Busey-Mills reading room

Services: 3D printer access, homebound services, online services, delivery at Clark Lindsey, computers, meeting room reservations, good open hours, notary services, tax assistance, self-checkout stations, computer room, printers, fax machines, scanners, inter-library loan, finding requested books

Collections: Easy and enjoyable browsing, archives, discovering new books and materials, access to literature, wonderful collection, digital collection, books, board games, toys, DVD collection, mystery collection, LGBTQ books and resources, genealogy resources, seed library, board games, non-fiction, reference materials, Library of Things, movies, toddler backpacks, cookbooks

Programs: Workshops for writing camp, student tour of archives, genealogy courses in archives, book sales in the auditorium, discussion groups, community-building events, music and poetry events, art events, lunchtime concerts, More Than A Book Club, connecting with community, engaging and educational programs

Staff: Excellent customer service, helpful, patient, attentive, welcoming, responsive, friendly, flexible, efficient, staff recommendations, well-trained, professional, knowledgeable, excellent children's librarians

Additional comments:

- Please do not become another Champaign Library. It is great to have two excellent and very different public libraries in town. Your back collection is outstanding, don't reduce it in order to order 40 copies of the latest bestseller.
- I feel at home.
- I just can't explain how it feels to be amongst all those books! I love all the areas and I'm very intrigued by the reading nooks. I always check out books and leave but someday I want to stay and read in a nook.
- The children's section is a weekly thing now. A real lifesaver and we love sharing our joy of libraries and books with our children.

- The library is one of my few third spaces, so the fact that I can use it was a place to do work, to interview people for my newsletter, to quietly read when my roommates are loud or when I just need a place to sit when I regret deciding to take the 45-minute walk home from work rather than Ubering, is amazing. All the librarians are really nice and I've never felt unwelcome there.
- The most valuable, indeed quintessential, experience is browsing open stacks. This is when I am a free citizen, empowered to read anything I want, without anyone, including a librarian, telling me what I can and can't read.
- The thoughtful mixing of traditional (the beautiful classic building) and modern (e.g., the charming outdoor art) is symbolic of the "books+plus" approach to libraries that I think is their crowning achievement, and their true future. A library should always be a place for books! But never **only** that.
- Value most that it's THERE. I grew up in a community that did not have a local library; having a place where I know I can get fun reading but also books for my child, learn about the history of our community, meet with people, all of those things a library brings to a community - it's not something to take for granted. I love that we can access a variety of children's books in different languages as my child is a Spanish-language learner.

Telling stories is a way people share experiences and learn from each other. Do you have a story about using the library that illustrates the difference the library has made in your life? If so, please share your story about your experience here. (149 Responses)

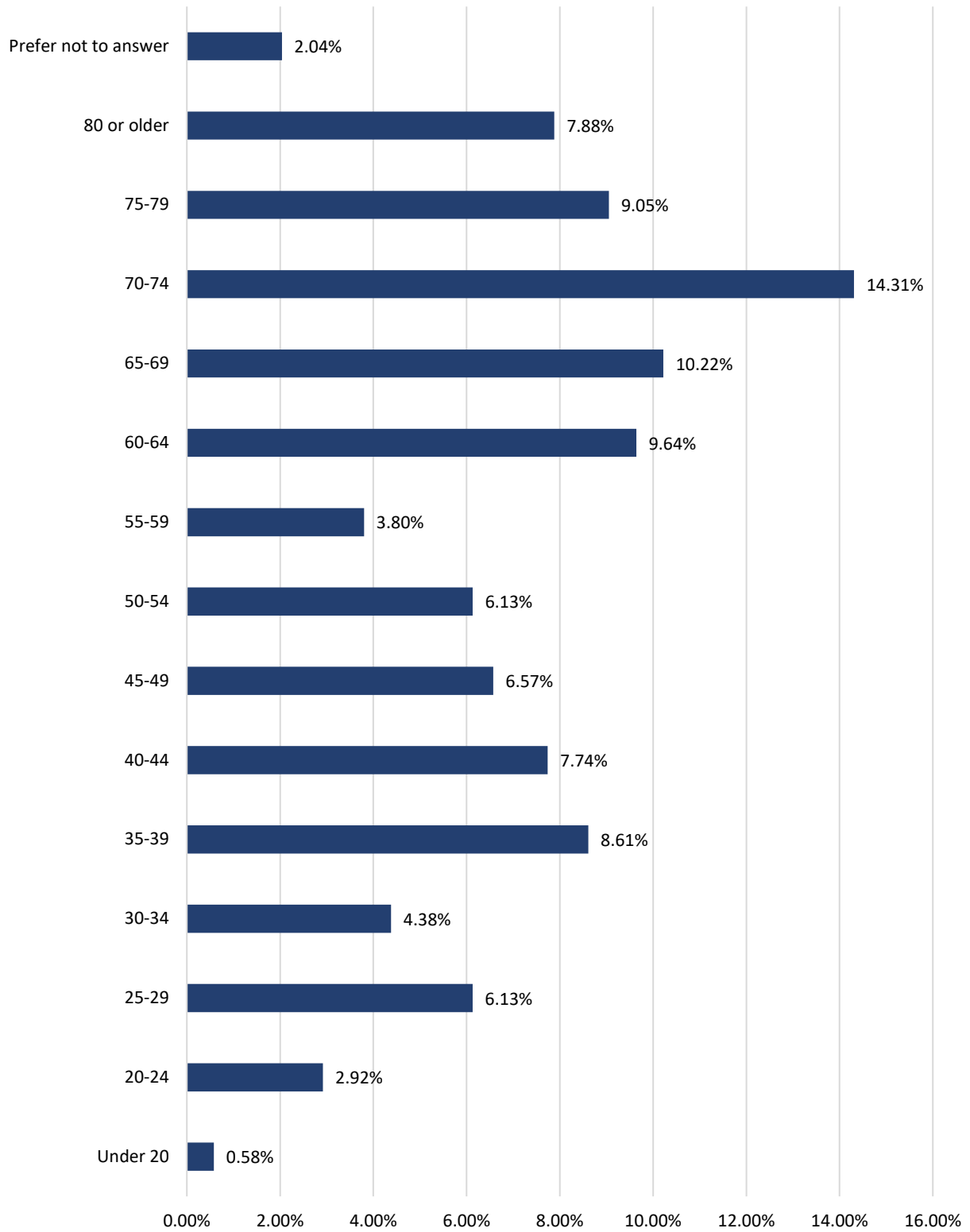
Select stories (18 of 149 responses):

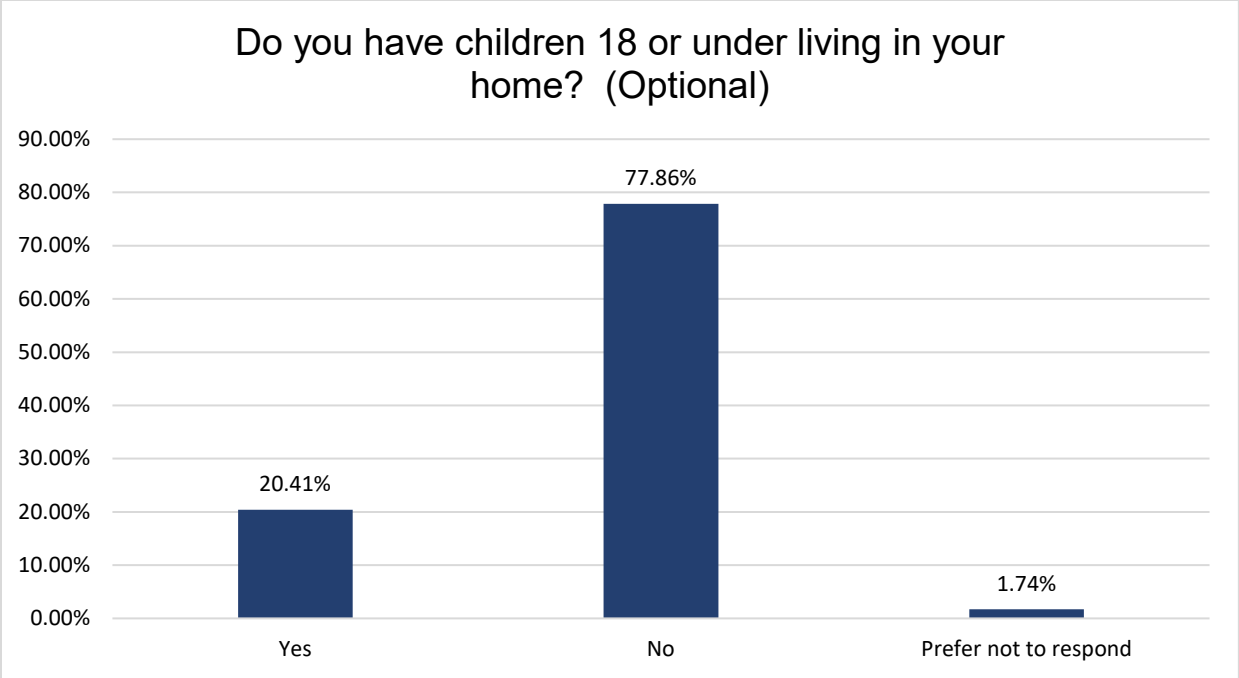
- As I have sought to better understand the experiences of people with different backgrounds, **the library has provided the books I needed to learn more about past and present African Americans, Asian Americans, people with disabilities, etc.**
- First time checking out the library I was just gonna check out some vinyl. Saw these Nick Rudd stickers on stuff, asked a librarian about that a bit. I am still having fun exploring that little collection, and **I really expanded some of my music knowledge there.** Before moving here, being a record collector, I met Martin and Hennessey of Archeophone records here in town. Pleased to see some of those in your collection and hope to see more of this important label available for the community. They are a local treasure for early music research.
- **I consider The Urbana Free Library one of the most dynamic and inclusive spaces in our community.** To me, public libraries are some of the last true public spaces we have and should be invested in over and over again as they offer our community a diverse collection of books and materials, dynamic public programming, and spaces to share in experiences with neighbors and visitors from all walks of life. It is my hope that we work together as a community to preserve and protect libraries as the essential public spaces that they are.

- I have many stories about the **staff helping us find materials even when we had complicated or vague requests**. They know the collections well enough to help find items to meet these needs and are skilled enough to do some detective work.
- I have used this library since I was in second grade when my dad took me there. I love the atmosphere. The old building feel makes me think of knowledge and reading that is available there. **I am 75 now, and no matter where we have lived, there is no other library that has the feel of the Urbana Free Library.**
- I once requested the purchase of a new audiobook through the website and was really touched not so much by the efficiency of response, but mainly by its very personal and enthusiastic nature: **Carol's simple "Good suggestion!" really made my day!**
- I take advantage of Libby for reading materials but couldn't figure out how to download materials onto my Kindle. **I went to the library with my Kindle and one of your employees graciously showed me the steps to go through.** It was interesting that another library employee participated in learning, he had no idea how to do it either. I was able to stop paying for Kindle materials and instead enjoy all the wonderful materials via Libby.
- I used to be a BIG reader as a kid, but that changed as I got older, and as an adult I was lucky if I could find enough time and focus to make it through a couple of books per year. **Since I got a UFL card last fall, books are back in my life in the form of audiobooks, and I love reading again.** I've been able to read more books in the past six months than I've read total in the previous 10+ years. Thank you for giving me that.
- I was having nightmares about filing my taxes myself as I used to get it done by a professional, and it was expensive. **But then I got to know about your service and it was a breeze.**
- I will never forget the weekend that the Library had two meetings going on at the same time. Each group had an opposite view about transgender issues. And yet the events took place at the same time. **This, to me, is what libraries are all about. Spaces where a diversity of views can be shared.**
- I am a child of a single mom who worked second shift. My only books were the "classics" I had to read for school, and you can imagine my enjoyment of those as I was forced to read them. The first book I checked out at my library after getting my first library card in my teens was C. J. Cherryh's Paladin. **Here it is over 32 years later, and I can still remember that. It was the first time I sat down and read a book for pure enjoyment.**
- It's not really a story, but for more than a decade our family went to UFL every week to play, to return books and to get new ones. We also took out toys that were on loan at that time. When our boys were older (middle and high school), they spent many after-school hours at the library. **Unless we were traveling, I do not think a week has gone by in 50 years that my husband and I have not visited Urbana Free Library.** Life without this second home in our community would be a much-impooverished place.

- **Just observing how the staff consistently ensures the library is welcoming and safe for all visitors.** The staff has been chosen and trained in a very deliberate way that is welcoming and protective of the space. This is such a gift to so many!
- My teen (who does not read much fiction, so I thought he did not like to read) came home with some non-fiction books from the library and just inhaled them, and then kept going back for more. In the last week, in the middle of finals, he's spent over 6 hours reading these books, and he tells us all about what he learns. **Without being able to browse that section of the library, he would not have known how to find such good books. We're talking about college now since he's realized other people care about his subject as much as he does.**
- TUFL has been a lifesaver for us. We have been homeschooling for the last 3 years. Most of our learning materials come from the library. We have loved the Books, Bundles & More! It's been such a time and energy saver for me as a teacher and mom to use this service. **When we have very specific or esoteric requests, the staff are very supportive and helpful.** We moved from Chicago and have found TUFL to be very accessible. We have also loved the events we have attended, like the Fairy Tale Ball. The curbside pick-up has allowed us to feel comfortable to continue to use the library, despite COVID. We really appreciate all the services at the library.
- We had some developmental concerns about our daughter and the access to the toddler backpacks has been a game changer. We go every week and pick out a new toy, game, puzzle or musical instrument. **She's learned so much and it's saved us hundreds of dollars and space from not having more stuff!**
- When I first moved to Urbana, we found the local hackers and the Urbana Free Library was the place where we had our monthly meetings to teach, learn and talk about technology, computer security news and trends, and how to protect information. **This allowed us to connect with fellow technologists in the area and help form more of a community.**
- When my children were younger, we came on a weeknight for karaoke. Only two families were there: us and a family from China with young children. Carol & Rachel were so welcoming and enthusiastic about the event and worked hard to be inclusive of all of us - going to lengths to find karaoke versions of both obscure songs that my neurodivergent son wanted to sing & Chinese songs that the other family could sing. In addition to having a great time, and providing our children with a supportive experience, this created a connection between our family and the staff that has continued to today. **In general, perhaps the greatest thing among many great things at the Urbana Free Library is the connections that we have made with many staff members over the years.**

What is your age? (Optional)

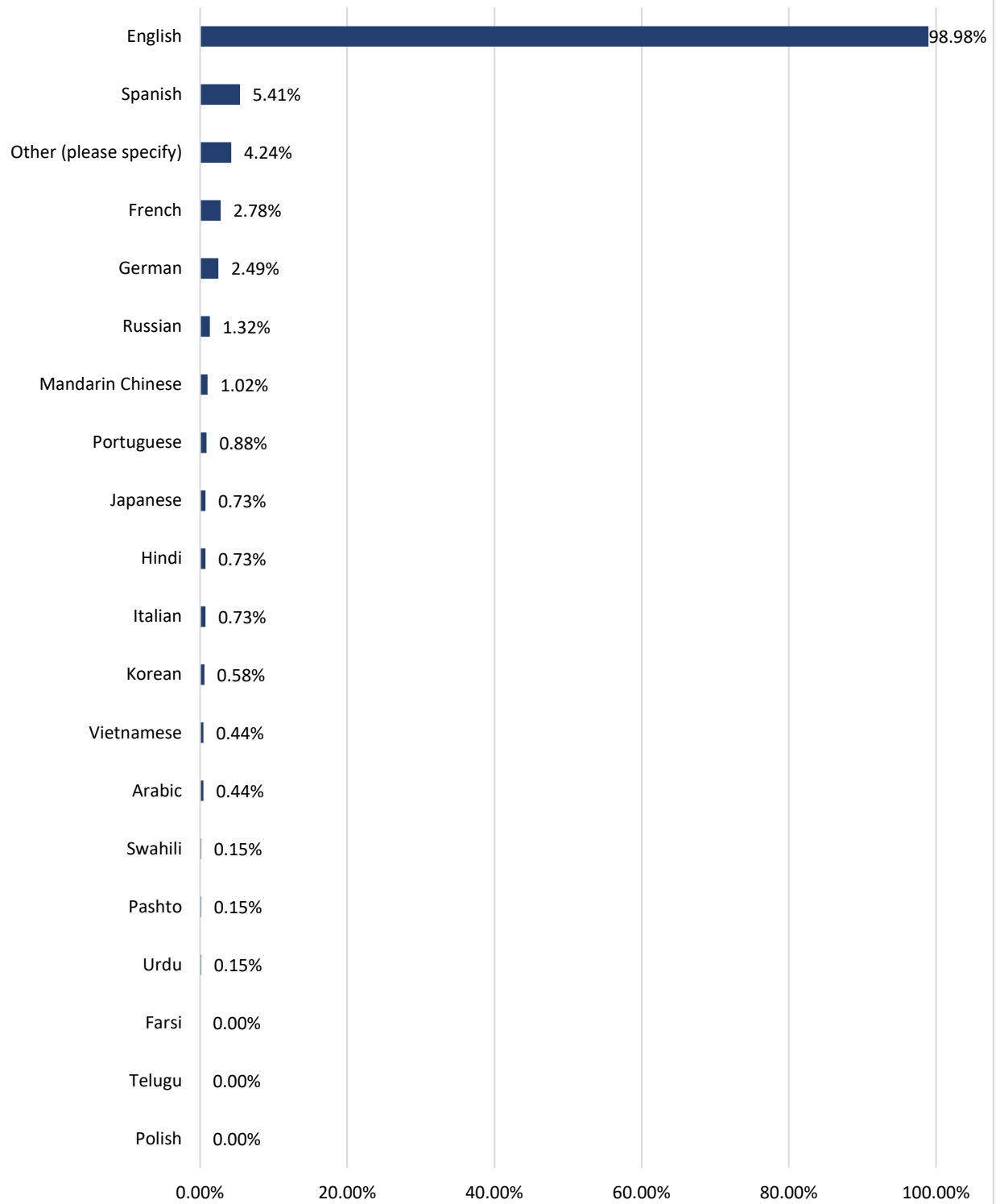




FINDINGS:

- 51.1% of survey respondents were age 60 and over.
- 43.36% of respondents were ages 25 to 59.
- 22.62% of respondents were under age 40.
- Only 3.5% of respondents were under age 25.
- Nearly 80% of survey respondents indicated they do not have children at home or preferred not to respond to this question.

What languages are spoken in your home? Please check all that apply. (Optional)



If Other, please specify:
American Sign Language
Cantonese Chinese
Gaelic
Greek
Guangdong Chinese
Hebrew
Hungarian
Kannada
Kiambu
Kikamba
Kikuyu
Kimeru
Marathi
Oshindonga
Teo Chew Chinese
Thai
Ukrainian

**OVERALL
FINDINGS:**

- The majority of survey respondents reported they have a library card (89.97%) and use the library daily, weekly, or monthly (79.11%).
- 93.15% of respondents indicated they are very satisfied or satisfied with the library overall.
- Respondents rated the library's customer service most highly (4.72/5).
- Respondents shared ways the library could increase their satisfaction, including but not limited to: more programs for adults, improved website and app, added comfortable spaces for reading and working, and re-opening of the café.
- Respondents indicated highest value in physical items to check out (4.58/5), getting help or material suggestions from staff (4.18), and digital materials to download (4.08).
- When asked about the library's current key strategic directions, respondents indicated they felt highest importance for Enrich (3.66/4), followed by Embrace (3.62), Enhance (3.5), and Empower (3.45).
- Respondents shared many ways they have noticed the library embracing, enriching, empowering, and enhancing, including but not limited to: various types of diversity throughout the collections, monthly cultural displays, inclusive cultural events, helpful and welcoming staff, support for the LGBTQ population, and centering women and BIPOC authors and interests.
- Respondents indicated services of highest importance for the future of the library as more digital and streaming collections (4.01/5), events for adults (3.92), and increasing outreach and partnerships with community organizations (3.73).
- Nearly 70% of respondents indicated they learn about the library through the library's eNewsletter.
- Respondents shared many things that they value about the library's spaces and the experiences they've had there. They also shared many stories about how the library has made a difference in their lives.

	41,250 (2010 Census)	38,336 (2020 Census)/ 38,468 (Quick Facts current estimate)	Difference
Population			
Male	49.8%	50.3%	0.5%
Female	50.2%	49.7%	-0.5%
Persons under 5 years	3.9%	4.3%	0.4%
Persons under 18 years	12.2%	11.6%	-0.6%
Persons 65 years and over	8.3%	11.2%	2.9%
White	63.9%	60.0%	-3.9%
Black or African American	16.5%	16.9%	0.4%
American Indian and Alaska Native	0.4%	0.1%	-0.3%
Asian	16.3%	16.5%	0.2%
Native Hawaiian and Other Pacific Islander	0.0%	0.0%	0.0%
Two or more races	1.7%	5.2%	3.5%
Hispanic or Latino origin (of any race)	4.9%	8.2%	3.3%
White alone, not Hispanic or Latino	60.6%	55.0%	-5.6%
Foreign born persons	18.1%	18.5%	0.4%
Owner-occupied housing unit rate	33.7%	33.8%	0.1%
Language other than English spoken at home	24.3%	24.6%	0.3%
Foreign born persons who speak English less than "very well"	43.9%	33.8%	-10.1%
In civilian labor force	60.0%	56.6%	-3.4%
Median household income	\$34,951	\$37,701	\$ 2,750.00
Persons in poverty	29.8%	27.1%	-2.7%
Population per square mile	3539.6	32.406	(3,507.19)
Land area in square miles	11.65	11.83	0.18

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L0922

PAY PERIOD 09/03/2023 to 09/16/2023

CHECK DATE 09/22/2023

YEAR 2024 PERIOD 3
 EXPENDITURE ENTRIES
 SHORT DESC PAY092223

GL EFF DATE 09/22/2023
 REFERENCE L0922
 REFERENCE2 8L0922

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2024	PERIOD 3				GL EFF DATE 09/22/2023
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,114.53
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,141.30
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,825.62
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,205.56
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,651.23
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,673.78
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	14,324.07
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	38,655.27
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,444.70
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.24
FUND TOTALS					113,724.30
GRAND TOTALS					113,724.30

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1006

PAY PERIOD 09/17/2023 to 09/30/2023

CHECK DATE 10/06/2023

YEAR 2024 PERIOD 4
 EXPENDITURE ENTRIES
 SHORT DESC PAY100623

GL EFF DATE 10/06/2023
 REFERENCE L1006
 REFERENCE2 8L1006

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2024	PERIOD 4				GL EFF DATE 10/06/2023
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,114.54
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,117.45
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,927.49
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,196.11
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,995.72
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,453.99
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	15,033.39
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	39,177.95
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,444.68
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.26
FUND TOTALS					115,149.58
GRAND TOTALS					115,149.58

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	09/15/2023	PLS74717905					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51805		A&Y PROG	CD			167.93				
	2 80280802 51806		A&Y PROG	DVD			15.49				
										183.42	
3125	ALLIANCE ENTERTAINMEN	0000		INV	09/15/2023	PLS74809279					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51805		A&Y PROG	CD			34.23				
	2 80280802 51806		A&Y PROG	DVD			87.85				
										122.08	
						CHECK TOTAL	305.50				
2943	AMAZON CAPITAL SERVIC	0000		INV	09/15/2023	1HHV-FVXY-34YJ					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			104.73				
										104.73	
2943	AMAZON CAPITAL SERVIC	0000		INV	09/15/2023	1L1X-919T-PYGV					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103		A&Y PROG	NEW COLL			74.71				
										74.71	
2943	AMAZON CAPITAL SERVIC	0000		INV	09/15/2023	176G-6WWF-9MY1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT			24.99				
										24.99	
						CHECK TOTAL	204.43				
216	ART COOP, INC	0000		INV	09/15/2023	606484					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			76.00				
										76.00	
						CHECK TOTAL	76.00				
217	BAKER & TAYLOR LLC	0000		INV	09/15/2023	2037775157					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,341.77				
										1,341.77	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	09/15/2023	5018520416					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			95.06				
											95.06
217	BAKER & TAYLOR LLC	0000		INV	09/15/2023	5018530122					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			74.23				
											74.23
											1,511.06
218	ELAINE BEARDEN	0000		INV	09/15/2023	58806					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			10.08				
											10.08
											10.08
2257	CFS - CUSTOM FACILITY	0000		INV	09/15/2023	1999					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			486.00				
											486.00
											486.00
3208	SUNDAY NEWS DELIVERY	0000		INV	09/15/2023	58860					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51803		A&Y PROG	LIBR PER			120.18				
											120.18
											120.18
1062	CONSOLIDATED COMMUNIC	0001		INV	09/15/2023	58899					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES			417.77				
											417.77
											417.77

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
549	FIRST NATIONAL BANK O	0000		INV	09/15/2023	58907				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280800 52320		LIBR ADMIN	TRAVEL			1,191.50			
	2 80280809 51812		LIBR COMM	LIBR SUPP			58.96			
	3 80280805 51420		LIBR FAC	OFF FURN			399.98			
	4 80280809 52320		LIBR COMM	TRAVEL			500.00			
	5 80280808 51500		LIBR IT	SHARED IT			44.60			
	6 80280801 52902		LIBR CTRL	POST PRINT			631.69			
	7 80280801 51900		LIBR CTRL	OTHER SUPP			164.17			
										2,990.90
										2,990.90
	CHECK TOTAL									
2260	INGRAM INDUSTRIES INC	0000		INV	09/15/2023	77715813				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801		A&Y PROG	LIBR BOOKS			343.68			
										343.68
2260	INGRAM INDUSTRIES INC	0000		INV	09/15/2023	77758164				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			208.27			
										208.27
										551.95
	CHECK TOTAL									
2763	LIBRARY IDEAS, LLC	0000		INV	09/15/2023	101971				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807	80103	A&Y PROG	RECORDING			474.22			
										474.22
										474.22
	CHECK TOTAL									
3430	MANSFIELD POWER & GAS	0000		INV	09/15/2023	MNS232408				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			1,951.36			
										1,951.36
										1,951.36
	CHECK TOTAL									
3430	MANSFIELD POWER & GAS	0000		INV	09/15/2023	MNS235700				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES			1,321.38			
										1,321.38
										1,321.38
	CHECK TOTAL									

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						CHECK TOTAL			1,321.38		
3430	MANSFIELD POWER & GAS	0000	INV	09/15/2023	MNS239509						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280805 52600	LIBR FAC	UTILITIES			1,224.21			1,224.21		
						CHECK TOTAL			1,224.21		
2945	MICHAEL HANNAN	0000	INV	09/15/2023	58807						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280805 51410	LIBR FAC	SMALL EQ			21.99			21.99		
						CHECK TOTAL			21.99		
268	MIDWEST TAPE	0000	INV	09/15/2023	504296438						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51804	A&Y PROG	AUDIOBOOKS			44.99			99.72		
2	80280802 51806	A&Y PROG	DVD			54.73					
268	MIDWEST TAPE	0000	INV	09/15/2023	504306630						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51806	A&Y PROG	DVD			82.47			82.47		
268	MIDWEST TAPE	0000	INV	09/15/2023	504306631						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51806	A&Y PROG	DVD			95.20			95.20		
268	MIDWEST TAPE	0000	INV	09/15/2023	504306632						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51806	A&Y PROG	DVD			30.73			30.73		
268	MIDWEST TAPE	0000	INV	09/15/2023	504306633						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51806	A&Y PROG	DVD			71.96			71.96		
268	MIDWEST TAPE	0000	INV	09/15/2023	504306634						
						ACCOUNT DETAIL			LINE AMOUNT		
1	80280802 51806	A&Y PROG	DVD			18.74					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
268	MIDWEST TAPE	0000		INV	09/15/2023	504306635	18.74				
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			25.49				
							25.49				
268	MIDWEST TAPE	0000		INV	09/15/2023	504296704					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51807 80103		A&Y PROG	RECORDING			27.99				
							27.99				
						CHECK TOTAL	452.30				
1970	MUSEUMS AT THE CROSSR	0001		INV	09/15/2023	2023002					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 52909		LIBR COMM	AD/MRK/PE			100.00				
							100.00				
						CHECK TOTAL	100.00				
1272	ROGARDS	0000		INV	09/15/2023	046771-00					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			35.94				
							35.94				
1272	ROGARDS	0000		INV	09/15/2023	046771-01					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			7.56				
							7.56				
1272	ROGARDS	0000		INV	09/15/2023	046859-00					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP			53.94				
	2 80280801 51900		LIBR CTRL	OTHER SUPP			116.15				
							170.09				
						CHECK TOTAL	213.59				
547	SECRETARY OF STATE IN	0000		INV	09/15/2023	58966					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280807 52320		LIBR CIRC	TRAVEL			15.00				
							15.00				
						CHECK TOTAL	15.00				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
600 ULINE INC	0000		INV	09/15/2023	168100037					
ACCOUNT DETAIL					LINE AMOUNT					
1 80280805 52201		LIBR FAC	BLDG MAINT			103.09				
						CHECK TOTAL			103.09	
301 UNIQUE MANAGEMENT SER	0001		INV	09/15/2023	6116855					
ACCOUNT DETAIL					LINE AMOUNT					
1 80280801 52902		LIBR CTRL	POST PRINT			168.10				
									168.10	
301 UNIQUE MANAGEMENT SER	0001		INV	09/15/2023	6116854					
ACCOUNT DETAIL					LINE AMOUNT					
1 80280801 51900		LIBR CTRL	OTHER SUPP			59.10				
						CHECK TOTAL			59.10	
						CHECK TOTAL			227.20	
37 INVOICES					WARRANT TOTAL	12,778.21			12,778.21	
						CASH ACCOUNT BALANCE			1,913,966.01	

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L091523 09/15/2023
 DUE DATE: 09/15/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	1,191.50	-149.07
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	458.92	10,294.72
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	799.79	546.88
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS	1,790.18	2,751.14
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS	377.56	3,664.07
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS	74.71	2,053.71
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51803-	LIBRARY PERIODICALS	120.18	334.12
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51804-	AUDIOBOOKS	44.99	126.86
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51805-	CD'S	202.16	305.15
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S	482.66	3,132.60
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS	502.21	106.10
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME	21.99	1,885.54
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-51420-	OFFICE FURNITURE	399.98	15,544.09
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	589.09	24,212.81
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	4,914.72	3,559.42
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	53.94	5,341.63
802	80280807	LIBRARY CIRCULATION	802-60-80-807-000-52320-	TRAVEL, EDUCATION AND	15.00	1.65
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	69.59	28,323.60
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	58.96	2,761.02
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	10.08	311.35
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52320-	TRAVEL, EDUCATION AND	500.00	0.00
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU	100.00	7,012.17

CASH ACCOUNT 802 10100	BALANCE 1,913,966.01	FUND TOTAL	12,778.21
		WARRANT SUMMARY TOTAL	12,778.21
		GRAND TOTAL	12,778.21

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I092123 09/21/2023
 DUE DATE: 09/21/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3125	ALLIANCE ENTERTAINMEN	0000		INV	09/21/2023	PLS74828330					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51809		A&Y PROG	GAMES			136.97				
										136.97	
										CHECK TOTAL	136.97
2943	AMAZON CAPITAL SERVIC	0000		INV	09/21/2023	1CMG-GTJP-D7N1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP			18.94				
										18.94	
										CHECK TOTAL	18.94
2943	AMAZON CAPITAL SERVIC	0000		INV	09/21/2023	1XV4-RVN9-DVMT					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP			5.83				
										5.83	
										CHECK TOTAL	24.77
1325	ARAMARK UNIFORM SERVI	0000		INV	09/21/2023	6130273450					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			82.27				
										82.27	
										CHECK TOTAL	82.27
217	BAKER & TAYLOR LLC	0000		INV	09/21/2023	2037778996					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			417.30				
										417.30	
										CHECK TOTAL	417.30
217	BAKER & TAYLOR LLC	0000		INV	09/21/2023	2037790031					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			399.36				
										399.36	
										CHECK TOTAL	399.36
217	BAKER & TAYLOR LLC	0000		INV	09/21/2023	2037778527					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			385.81				
										385.81	
										CHECK TOTAL	385.81
217	BAKER & TAYLOR LLC	0000		INV	09/21/2023	2037779147					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			958.91				
										958.91	
										CHECK TOTAL	958.91

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I092123 09/21/2023
 DUE DATE: 09/21/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						CHECK TOTAL		2,161.38			
3248	DEBRA MARGUERITE DUDE	0000	INV	09/21/2023	59041						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280809 51812	80104	LIBR COMM	LIBR SUPP		125.00					
						CHECK TOTAL		125.00			
232	DEMCO INC	0002	INV	09/21/2023	7363692						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280805 51410		LIBR FAC	SMALL EQ		169.44					
2	80280806 51900		LIBR ACQ	OTHER SUPP		400.43					
						CHECK TOTAL		569.87			
3398	FRANCESCA ROYSTER	0000	INV	09/21/2023	59070						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280809 51812		LIBR COMM	LIBR SUPP		700.00					
						CHECK TOTAL		700.00			
859	GIBBS TECHNOLOGY COMP	0000	INV	09/21/2023	2646940						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280808 52203		LIBR IT	MAINT AGRM		151.39					
						CHECK TOTAL		151.39			
2532	HARTFORD ACCIDENT AND	0001	INV	09/21/2023	59095						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280801 52721		LIBR CTRL	WC CLAIM		205.00					
						CHECK TOTAL		205.00			
78	ILLINOIS HEARTLAND LI	0000	INV	09/21/2023	29301						
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280801 51900		LIBR CTRL	OTHER SUPP		816.97					
						CHECK TOTAL		816.97			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1092123 09/21/2023
 DUE DATE: 09/21/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0000		INV	09/21/2023	77758163					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			209.11				
										209.11	
2260	INGRAM INDUSTRIES INC	0000		INV	09/21/2023	77869707					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			237.67				
										237.67	
						CHECK TOTAL				446.78	
447	KONE INC	0000		INV	09/21/2023	1158599995					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			2,599.12				
										2,599.12	
						CHECK TOTAL				2,599.12	
98	CREATIVE EMPIRE LLC	0000		INV	09/21/2023	INV012882					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 52910		A&Y PROG	DTB CHARGE			5,375.12				
										5,375.12	
						CHECK TOTAL				5,375.12	
2945	MICHAEL HANNAN	0000		INV	09/21/2023	59069					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			57.27				
										57.27	
						CHECK TOTAL				57.27	
268	MIDWEST TAPE	0000		INV	09/21/2023	504325485					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS			89.98				
	2 80280802 51806		A&Y PROG	DVD			269.87				
										359.85	
268	MIDWEST TAPE	0000		INV	09/21/2023	504328515					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806 80103		A&Y PROG	DVD			157.44				
										157.44	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: I092123 09/21/2023
 DUE DATE: 09/21/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
					CHECK TOTAL	517.29				
54	OVERDRIVE INC	0000	INV	09/21/2023	01018CO23316834					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280802 51811	A&Y PROG	DOWNLOAD			1,824.86				
								1,824.86		
54	OVERDRIVE INC	0000	INV	09/21/2023	01018DA23319155					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280802 51811	A&Y PROG	DOWNLOAD			79.99				
								79.99		
					CHECK TOTAL	1,904.85				
1290	UPCLOSE GRAPHICS INC	0000	INV	09/21/2023	201112					
	ACCOUNT DETAIL				LINE AMOUNT					
	1 80280806 51900	LIBR ACQ	OTHER SUPP			691.58				
								691.58		
					CHECK TOTAL	691.58				
24	INVOICES				WARRANT TOTAL	16,565.63		16,565.63		
					CASH ACCOUNT BALANCE			1,913,966.01		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1092123 09/21/2023
 DUE DATE: 09/21/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	816.97 10,294.72
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52721-	WORKER'S COMP CLAIMS	205.00 21.03
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS	1,405.69 2,751.14
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,202.47 3,664.07
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS	89.98 126.86
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S	269.87 3,132.60
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S	157.44 170.81
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES	136.97 31.50
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES	1,904.85 17.44
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-52910-	DATABASE CHARGES	5,375.12 2,701.86
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-51410-	SMALL TOOLS & EQUIPME	169.44 1,885.54
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI	2,656.39 24,212.81
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	82.27 47.67
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES	1,092.01 5,341.63
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	151.39 0.00
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	700.00 2,761.02
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	24.77 865.16
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80104	LIBRARY PROGRAM SUPPL	125.00 506.44

FUND TOTAL 16,565.63

CASH ACCOUNT 802 10100 BALANCE 1,913,966.01

WARRANT SUMMARY TOTAL 16,565.63
GRAND TOTAL 16,565.63

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
3125	ALLIANCE ENTERTAINMEN	0000		INV	09/29/2023	PLS75020904				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51805		A&Y PROG	CD			50.70			
	2 80280802 51806		A&Y PROG	DVD			13.75			
	3 80280802 51809		A&Y PROG	GAMES			58.99			
										123.44
						CHECK TOTAL	123.44			
2943	AMAZON CAPITAL SERVIC	0000		INV	09/29/2023	1J7R-WGHQ-DRVQ				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900		LIBR CTRL	OTHER SUPP			10.99			
										10.99
2943	AMAZON CAPITAL SERVIC	0000		INV	09/29/2023	1J3H-R64N-3VPD				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802 80103		A&Y PROG	NEW COLL			167.98			
										167.98
2943	AMAZON CAPITAL SERVIC	0000		INV	09/29/2023	1TPN-LLL-66P3				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51802 80103		A&Y PROG	NEW COLL			15.99			
										15.99
2943	AMAZON CAPITAL SERVIC	0000		INV	09/29/2023	1R6N-LD14-TKV3				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			299.00			
										299.00
2943	AMAZON CAPITAL SERVIC	0000		INV	09/29/2023	1NC1-WQL1-QX3T				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51500		LIBR IT	SHARED IT			69.28			
										69.28
						CHECK TOTAL	563.24			
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	2037802677				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			384.61			
										384.61
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	2037796768				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			593.04			
										593.04

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802		10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	2037796035						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			2,977.44					
											2,977.44	
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	5018544807						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			53.44					
											53.44	
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	2037807436						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,433.97					
											1,433.97	
217	BAKER & TAYLOR LLC	0000		INV	09/29/2023	5018552934						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			42.95					
											42.95	
											CHECK TOTAL	5,485.45
1311	CARLE FOUNDATION HOSP	0000		INV	09/29/2023	59192						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280801 52199		LIBR CTRL	OTHER PROF			568.75					
											568.75	
											CHECK TOTAL	568.75
2257	CFS - CUSTOM FACILITY	0000		INV	09/29/2023	2003						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280805 52201		LIBR FAC	BLDG MAINT			480.00					
											480.00	
											CHECK TOTAL	480.00
1222	DAVE & HARRY LOCKSMIT	0000		INV	09/29/2023	1874948						
	ACCOUNT DETAIL					LINE AMOUNT						
	1 80280805 52201		LIBR FAC	BLDG MAINT			99.00					
											99.00	
											CHECK TOTAL	99.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
234	EBSCO INDUSTRIES INC	0000		INV	09/29/2023	1000217065-1				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 52910		ARCHIVES	DTB CHARGE		1,325.00				1,325.00
234	EBSCO INDUSTRIES INC	0000		INV	09/29/2023	1000217079-1				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 52910		A&Y PROG	DTB CHARGE		11,816.00				11,816.00
234	EBSCO INDUSTRIES INC	0000		CRM	09/29/2023	cm2401000				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803		A&Y PROG	LIBR PER		-36.49				-36.49
234	EBSCO INDUSTRIES INC	0000		CRM	09/29/2023	cm2302838				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803		A&Y PROG	LIBR PER		-42.84				-42.84
234	EBSCO INDUSTRIES INC	0000		CRM	09/29/2023	cm2306938				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51803		A&Y PROG	LIBR PER		-109.94				-109.94
						CHECK TOTAL	12,951.73			
859	GIBBS TECHNOLOGY COMP	0000		INV	09/29/2023	2654144				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 52203		LIBR IT	MAINT AGRM		402.62				402.62
						CHECK TOTAL	402.62			
1264	ILLINOIS AMERICAN WAT	0001		INV	09/29/2023	59311				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		25.94				25.94
						CHECK TOTAL	25.94			
1264	ILLINOIS AMERICAN WAT	0001		INV	09/29/2023	59312				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52600		LIBR FAC	UTILITIES		334.47				334.47

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
					CHECK TOTAL	334.47					
1264	ILLINOIS AMERICAN WAT	0001	INV	09/29/2023	59313						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52600	LIBR FAC	UTILITIES			63.58			63.58		
					CHECK TOTAL	63.58					
2260	INGRAM INDUSTRIES INC	0000	INV	09/29/2023	77977747						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS		174.53			174.53		
					CHECK TOTAL	174.53					
261	LAKESHORE LEARNING MA	0000	INV	09/29/2023	317995092023						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51802	80103	A&Y PROG	NEW COLL		110.48			110.48		
					CHECK TOTAL	110.48					
2945	MICHAEL HANNAN	0000	INV	09/29/2023	59194						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52201	LIBR FAC	BLDG MAINT			81.90			81.90		
2945	MICHAEL HANNAN	0000	INV	09/29/2023	59263						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52201	LIBR FAC	BLDG MAINT			33.94			33.94		
					CHECK TOTAL	115.84					
268	MIDWEST TAPE	0000	INV	09/29/2023	504372487						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51804	A&Y PROG	AUDIOBOOKS			84.98					
	2 80280802 51806	A&Y PROG	DVD			305.85					
									390.83		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
268	MIDWEST TAPE	0000		INV	09/29/2023	504372605			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51807	80103	A&Y PROG	RECORDING			150.95		
	2 80280802 51806	80103	A&Y PROG	DVD			181.40		
								332.35	
						CHECK TOTAL		723.18	
274	NEW ENGLAND HISTORIC	0000		INV	09/29/2023	57675323			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 51803		ARCHIVES	LIBR PER			270.00		
								270.00	
						CHECK TOTAL		270.00	
1803	ORKIN, LLC	0000		INV	09/29/2023	255237978			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52999		LIBR FAC	OTHER SVCS			800.00		
								800.00	
						CHECK TOTAL		800.00	
54	OVERDRIVE INC	0000		INV	09/29/2023	01018DA23326964			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51811		A&Y PROG	DOWNLOAD			150.00		
								150.00	
						CHECK TOTAL		150.00	
42	PRESTO X LLC	0000		INV	09/29/2023	50931625			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52999		LIBR FAC	OTHER SVCS			77.07		
								77.07	
						CHECK TOTAL		77.07	
42	PRESTO X LLC	0000		INV	09/29/2023	50931626			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52999		LIBR FAC	OTHER SVCS			77.07		
								77.07	
						CHECK TOTAL		154.14	
283	QUILL CORPORATION	0000		INV	09/29/2023	34434161			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP			158.53		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
283	QUILL CORPORATION	0000		INV	09/29/2023	34628668	158.53				
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		171.81					
						CHECK TOTAL	171.81				
							330.34				
1622	REPUBLIC SERVICES, IN	0001		INV	09/29/2023	0729-000664071					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		678.00					
						CHECK TOTAL	678.00				
							678.00				
2777	SECURITAS ELECTRONIC	0001		INV	09/29/2023	3159681					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		320.00					
						CHECK TOTAL	320.00				
							320.00				
2952	PAVLOV MEDIA INC	0000		INV	09/29/2023	INV32259					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52999		LIBR IT	OTHER SVCS		800.00					
						CHECK TOTAL	800.00				
							800.00				
3030	THRYV INC	0000		INV	09/29/2023	610058672249					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		197.45					
						CHECK TOTAL	197.45				
							197.45				
1618	TODAY'S BUSINESS SOLU	0000		INV	09/29/2023	092623-18					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT		87.52					
						CHECK TOTAL	87.52				
							87.52				
42	INVOICES					WARRANT TOTAL	26,009.70			26,009.70	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L092923 09/28/2023
DUE DATE: 09/28/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
CASH ACCOUNT BALANCE						1,913,966.01				

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L092923 09/28/2023
 DUE DATE: 09/28/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 538.78 10,294.72
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52199-	OTHER PROFESSIONAL SE 568.75 79.00
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS 4,411.41 2,751.14
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,248.57 3,664.07
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS 294.45 2,053.71
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51803-	LIBRARY PERIODICALS -189.27 334.12
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51804-	AUDIOBOOKS 84.98 126.86
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51805-	CD'S 50.70 305.15
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S 319.60 3,132.60
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S 181.40 170.81
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS 150.95 106.10
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51809-	GAMES 58.99 31.50
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES 150.00 17.44
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-52910-	DATABASE CHARGES 11,816.00 2,701.86
802	80280803	ARCHIVES	802-60-80-803-000-51803-	LIBRARY PERIODICALS 270.00 1,335.80
802	80280803	ARCHIVES	802-60-80-803-000-52910-	DATABASE CHARGES 1,325.00 3,987.89
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI 1,014.84 24,212.81
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES 423.99 3,559.42
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 1,632.14 47.67
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS 156.80 28,323.60
802	80280808	LIBRARY IT	802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 402.62 0.00
802	80280808	LIBRARY IT	802-60-80-808-000-52999-	OTHER CONTRACTUAL SER 800.00 8,900.00
			FUND TOTAL	25,710.70
CASH ACCOUNT 802 10100			BALANCE 1,913,966.01	
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS 299.00 9,150.65
			FUND TOTAL	299.00
CASH ACCOUNT 802 10100			BALANCE 1,913,966.01	
			WARRANT SUMMARY TOTAL	26,009.70
			GRAND TOTAL	26,009.70

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	1PMM-CWQ9-43XH					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802	80103	A&Y PROG	NEW COLL			35.00				
											35.00
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	19MK-VV14-LFMT					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812	80103	LIBR COMM	LIBR SUPP			32.00				
											32.00
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	1K47-7WKY-GQN9					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			59.71				
											59.71
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	1Q4D-MGTK-TH7R					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			299.00				
											299.00
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	197V-HRLJ-JQF7					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			107.72				
											107.72
2943	AMAZON CAPITAL SERVIC	0000		INV	10/05/2023	1FLL-Q7HF-1136					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802	80103	A&Y PROG	NEW COLL			12.15				
											12.15
						CHECK TOTAL	545.58				
96	AMEREN ILLINOIS COMPA	0000		INV	10/05/2023	59521					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES			908.18				
											908.18
						CHECK TOTAL	908.18				
96	AMEREN ILLINOIS COMPA	0000		INV	10/05/2023	59522					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES			451.48				
											451.48
						CHECK TOTAL	451.48				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037814022					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080833 51801		CHILD GIFT	LIBR BOOKS			18.07				
											18.07
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037826328					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			2,642.15				
											2,642.15
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037814493					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,371.71				
											1,371.71
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037820745					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			136.56				
											136.56
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037829853					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			369.75				
											369.75
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	5018556214					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			18.02				
											18.02
217	BAKER & TAYLOR LLC	0000		INV	10/05/2023	2037815165					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			1,183.36				
											1,183.36
											CHECK TOTAL
											5,739.62
2257	CFS - CUSTOM FACILITY	0000		INV	10/05/2023	2004					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			5,833.33				
											5,833.33
											CHECK TOTAL
											5,833.33

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3344	CONSTELLATION NEWENER	0001		INV	10/05/2023	66449025701					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		11,230.87					
							11,230.87				
						CHECK TOTAL	11,230.87				
231	DELL MARKETING LP	0000		INV	10/05/2023	10702030120					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 51500		LIBR IT	SHARED IT		20,279.13					
							20,279.13				
						CHECK TOTAL	20,279.13				
147	I MILLER PRECISION OP	0000		INV	10/05/2023	23-7054					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51802 80103	A&Y PROG	NEW COLL			293.00					
							293.00				
						CHECK TOTAL	293.00				
2260	INGRAM INDUSTRIES INC	0000		INV	10/05/2023	78042392					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			186.55					
							186.55				
						CHECK TOTAL	186.55				
1990	KANOPY INC.	0000		INV	10/05/2023	368223 – PPU					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811	A&Y PROG	DOWNLOAD			1,149.00					
							1,149.00				
						CHECK TOTAL	1,149.00				
2843	KINSEY FITZGERALD	0001		INV	10/05/2023	59427					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80103	LIBR COMM	LIBR SUPP			100.00					
							100.00				
						CHECK TOTAL	100.00				

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

CASH ACCOUNT: 802 10100		CASH								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
318	LAZERS EDGE OFFICE AU	0000		INV	10/05/2023	36509				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280808 51900		LIBR IT	OTHER SUPP		3,039.45				
							3,039.45			
						CHECK TOTAL	3,039.45			
2763	LIBRARY IDEAS, LLC	0000		INV	10/05/2023	102655				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51807 80103	A&Y PROG	RECORDING			92.40				
							92.40			
						CHECK TOTAL	92.40			
2945	MICHAEL HANNAN	0000		INV	10/05/2023	59432				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280805 52201	LIBR FAC	BLDG MAINT			22.89				
							22.89			
						CHECK TOTAL	22.89			
268	MIDWEST TAPE	0000		INV	10/05/2023	504430111 hoopla				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51811	A&Y PROG	DOWNLOAD			5,282.88				
							5,282.88			
268	MIDWEST TAPE	0000		INV	10/05/2023	504405678				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280802 51806	A&Y PROG	DVD			237.63				
							237.63			
						CHECK TOTAL	5,520.51			
2516	THE NEW LINCOLN SQUAR	0000		INV	10/05/2023	59436				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280803 52912	ARCHIVES	FACILTYREN			725.00				
							725.00			
						CHECK TOTAL	725.00			
283	QUILL CORPORATION	0000		INV	10/05/2023	34672355				
	ACCOUNT DETAIL					LINE AMOUNT				
	1 80280801 51900	LIBR CTRL	OTHER SUPP			60.99				
							60.99			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
283	QUILL CORPORATION	0000		INV	10/05/2023	34680515					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		56.77					
							56.77				
283	QUILL CORPORATION	0000		INV	10/05/2023	34708089					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		159.99					
							159.99				
						CHECK TOTAL	277.75				
1272	ROGARDS	0000		INV	10/05/2023	047205-00					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		260.70					
							260.70				
1272	ROGARDS	0000		INV	10/05/2023	047044-00					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		165.99					
							165.99				
1272	ROGARDS	0000		INV	10/05/2023	047215-00					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		61.48					
	2 80280801 51900		LIBR CTRL	OTHER SUPP		32.68					
							94.16				
						CHECK TOTAL	520.85				
296	ST CLAIR COUNTY GENE	0000		INV	10/05/2023	59442					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280803 51803		ARCHIVES	LIBR PER		55.00					
							55.00				
						CHECK TOTAL	55.00				
536	OFFICE OF THE STATE F	0000		INV	10/05/2023	5125139136					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		275.00					
							275.00				
						CHECK TOTAL	275.00				

36	INVOICES		WARRANT TOTAL			57,245.59	57,245.59				
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ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L100523 10/05/2023
DUE DATE: 10/05/2023

CASH ACCOUNT: 802		10100	CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
CASH ACCOUNT BALANCE						1,913,966.01				

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L100523 10/05/2023
 DUE DATE: 10/05/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES 737.12 10,294.72
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS 4,013.86 2,751.14
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS 1,953.95 3,664.07
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS 340.15 2,053.71
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S 237.63 3,132.60
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS 92.40 106.10
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES 6,431.88 17.44
802	80280803	ARCHIVES	802-60-80-803-000-51803-	LIBRARY PERIODICALS 55.00 1,335.80
802	80280803	ARCHIVES	802-60-80-803-000-52912-	FACILITY RENTAL 725.00 0.00
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI 405.61 24,212.81
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES 12,590.53 15,582.42
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 5,833.33 47.67
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES 61.48 5,341.63
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS 20,279.13 28,323.60
802	80280808	LIBRARY IT	802-60-80-808-000-51900-	OTHER SUPPLIES 3,039.45 204.10
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL 132.00 311.35
			FUND TOTAL	56,928.52
CASH ACCOUNT 802 10100		BALANCE 1,913,966.01		
810	81080832	ADULT GIFTS	810-60-80-832-000-51801-	LIBRARY BOOKS 299.00 9,150.65
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS 18.07 4,279.91
			FUND TOTAL	317.07
CASH ACCOUNT 802 10100		BALANCE 1,913,966.01		
			WARRANT SUMMARY TOTAL	57,245.59
			GRAND TOTAL	57,245.59

BYLAWS OF THE BOARD OF TRUSTEES

BYLAWS OF THE URBANA FREE LIBRARY BOARD OF TRUSTEES

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

MEMBERS OF THE BOARD**Appointment and Terms**

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

Election of Officers

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

If a vacancy occurs in any elected office in the middle of the term for that office, at the next regularly scheduled or at a special Board meeting following when the vacancy occurs, the Nominating Committee shall propose one or more candidates to fill the vacancy for the remaining term of that office. At the next regularly scheduled or at a special Board meeting following when the Nominating Committee proposes one or more candidates to fill the said vacancy, the Board shall hold an election to select a candidate to fill the vacancy. In the event of a vacancy of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Duties of Officers

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

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

It is the duty of the Secretary/Treasurer to insure that an accurate account is kept of the proceedings of the Board; that members of the Board are notified of all regular, standing, special, and ad hoc committee

BYLAWS OF THE BOARD OF TRUSTEES

meetings; that the originals of all minutes are kept on file at the Library; and that the Mayor is notified of vacancies on the Board. The Secretary/Treasurer serves as legal custodian of Library funds.

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

Committees

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

Liaison Officers

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

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

Conflict of Interest

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

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

BOARD RESPONSIBILITIES

Budget

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

Policy

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

Planning Documents

BYLAWS OF THE BOARD OF TRUSTEES

The Board anticipates and directs the development of future Library services through multi-year planning documents. Such documents include a Strategic Plan, a Technology Plan⁷, and a multi-year Financial Plan. The Board complies with any local, state, or federal requirements specifying the frequency of revision.

Hiring of Executive Director

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

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

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

BOARD MEETINGS

Call for Meetings

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

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

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

Order of Business

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

Quorum

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

Conduct of Business

Robert's Rules of Order Revised

BYLAWS OF THE BOARD OF TRUSTEES

Public Comment

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

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

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

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

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

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

Attendance at Meetings

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

Electronic Attendance and Voting

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

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

BYLAWS OF THE BOARD OF TRUSTEES

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

A member may vote on motions and issues coming before the body, but his or her vote shall not count towards a quorum.

Adopted: April 11, 1977

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

DRAFT

TRAVEL AND TRAINING

The Urbana Free Library encourages the continuing education of Library employees and members of the Library Board of Trustees related to their service to the Library. Questions about specific aspects of a training or conference opportunity should be discussed with the employee's supervisor or the Executive Director.

1. AUTHORIZATION:

Attendance at conferences, continuing education, or training requires prior supervisor authorization via a funding request form completed by the appropriate people. The funding request form shall include the name and title of the person making the request, the date(s) of the conference or training, and the nature of the conference or training. Board members submit funding request forms to the Executive Director. It is preferred that this form be completed and submitted at least two weeks before the event. The amount authorized for reimbursement must be approved in advance.

2. COMPENSATION:

Same Day Travel—All travel and training opportunities ~~is~~are considered worktime for all employees, excluding meal periods.

Overnight Travel—Employees will be compensated for no more than 8 hours/day or 39 hours/week. (Time spent at lodging, receptions, or special activities is not compensable.)

a. Allowable Expenses

~~b.~~a. Reimbursement

Reimbursement will be made for necessary and reasonable expenditures incurred while on official Library business in accordance with this policy and/or based on a travel allocation determined in advance. Only actual out-of-pocket costs will be reimbursed and receipts are required for everything except tolls. The Library does not allocate any fixed *per-diem* amounts. Expense reimbursements will be subject to the maximum allowable according to this policy. If a funding request form is submitted by a Trustee, the form must be submitted with an estimate of the expenses to be reimbursed or receipts for the expenses incurred. If a funding request form is submitted by an officer or employee that includes a request for expenses exceeding the maximum allowable under this policy, the form must be submitted with an estimate of the expenses to be reimbursed or receipts for the expenses incurred. The maximum allowable reimbursement for officers or employees may be exceeded but only under emergency or other extraordinary circumstances and only upon the Board of Trustees approving such expense after a roll call vote during a regular open meeting. All expense reimbursements

TRAVEL AND TRAINING

for Trustees shall be approved by a roll call vote of the Board during a regular open meeting.

The Library will only pay costs incurred for the time actually on Library business. Costs incurred while on personal time will be paid by the employee.

Payments made directly to a vendor may be paid in advance.

Cash advances for unbilled expenses are made only with Executive Director approval.

e.b. Registration Fees:

Up to the full cost of registration for a conference or seminar will be paid by the Library. Membership fees for professional organizations are the responsibility of the employee or Trustee unless it is less expensive for the Library if the employee-person becomes a member of the organization and receives the member rate for the conference or anticipated future attendance during the membership period.

d.c. Transportation:

- Choice of transportation—The least expensive mode of transportation should be selected, taking into account staff travel time. For long distances, the Library may limit reimbursement to the minimum cost of a round-trip airline ticket or gasoline only. The Executive Director must approve all long-distance travel.
- Private vehicle travel will be reimbursed at the current federal General Services Administration standard mileage rate (not to exceed the cost of round-trip air fare). Whenever possible, when two or more employees are traveling on Library business, car-pooling is recommended.
- Train travel should be at the lowest fare that offers reserved seating.
- Air travel requires prior Executive Director approval. When traveling by air and between airports and meeting sites or hotels, the least expensive portal-to-portal service should be chosen.
- The Library reimburses all parking fees. Receipts must be submitted.
- Cab fares to and from airports, hotels, meals, and conference events are reimbursable. Receipts must be submitted.
- The Library pays for rental cars when needed and when the cost of other required transportation is higher than the total cost of the rental car use, including parking. Specific prior approval from the Executive Director is required.
- The Library reimburses tolls. Receipts are not required.

e.d. Lodging:

TRAVEL AND TRAINING

The Library reimburses up to the total cost of lodging, including taxes, at the current federal General Services Administration rate for the location of the training or conference. The Library encourages employees to share rooms with other conference attendees if possible. A receipt detailing charges (dates of stay, cost of room, tax, etc.) must be submitted. All employees ~~should be~~ should be prudent in choosing overnight accommodations; however, it is recognized that it is usually beneficial to the employee and to the Library to stay in accommodations arranged by the conference.

If a family member lodges with an employee, the Library reimburses the single room rate.

f.e. Meals:

- Full-day travel—The Library reimburses direct out-of-pocket meal and incidental costs (except alcohol) up to the maximum allowed at current daily federal General Services Administration levels for the city being visited.
- Partial-day travel—The Library reimburses direct out-of-pocket costs for the separate amounts listed for meals and incidentals (except alcohol) as allowed by the federal General Services Administration.
- ~~Conference events—~~
- With prior supervisor approval, the Library will pay for the full cost of meals associated with an event. The difference between the conference meal cost and the Library's standard allowance for that type of meal will be added to the daily maximum reimbursement.
- ~~When the cost of the meals for approved events is an integral part of the registration fee, the employee shall deduct the allowance referred to above for each meal included in the registration fee.~~

g.f. Incidental Expenses:

- ~~Tips~~
- The Library reimburses the cost of meal tips, which are included in the meal reimbursement allowance—~~;~~
- Tips to hotel staff are reimbursed at the maximum incidental expense limit as allowed by the federal General Services Administration.
- ~~Telephone calls, faxes, and Internet access fees are reimbursable while performing official Library business, but expenses should be kept to a minimum.~~

h.g. Entertainment Expenses:

The Library will not reimburse any expenses related to entertainment.

3. ENFORCEMENT:

TRAVEL AND TRAINING

Policy enforcement is the responsibility of the Executive Director. The Executive Director or Associate Director (in the Executive Director's absence) may make written exceptions to this policy.

~~ADOPTED~~ Adopted November 10, 1992

~~AMENDED~~ Revised March 10, 2015; December 8, 2015; October 10, 2023



Monthly Invoice

Statement Date: 09/21/2023

Customer Number: 876594-47

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

Total Amount Due by 10/12/2023 \$21,576.79

Rate Plan: Fixed Price Solutions
Account ID: 13992008
Utility Number: 5158373000
Service Period: 8/18/2023 to 9/19/2023
Statement Number: 66449025701

Previous Balance: \$21,986.90
Payments Since Last Invoice: -\$11,661.35
Unpaid Balance: \$10,325.55
Late/Finance Charges: \$20.37
Credit/Adjustments: \$0.00
Total New Charges: \$11,230.87

HOW WE CALCULATED YOUR BILL

See reverse side for detailed description of charges ↗

UDC Charges

\$3,949.04

\$6.10

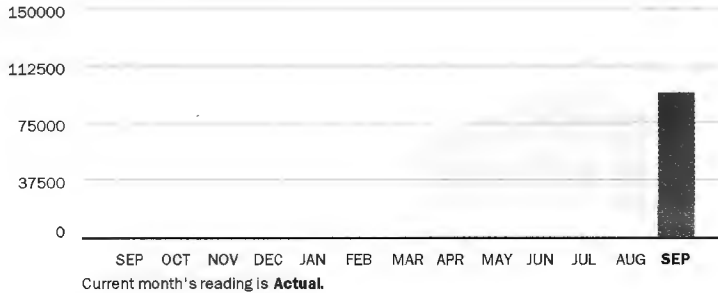


pd \$10,308.30 ck#6019
2023-9-1

80280805-52600

Contract Charges
\$7,275.73

CONSUMPTION HISTORY



Current month's reading is Actual.

MONTHLY USAGE

Current Month **95,495** kWh

Last Month
86,997
kWh

Last Year
0
kWh

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

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

Statement Number: 66449025701

Customer Number: 876594-47



PO Box 4911
Houston, TX 77210-4911

Total Amount Due by 10/12/2023 \$21,576.79

AMOUNT ENCLOSED \$

0105037 01 MB 0.561 **AUTO T3 2 4264 61801-395310 -C03-P05042-11



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



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

181066449025701000000004700008765940021576790

0105037-0010550-00000001 of 00000006-C03-p1-4264--P05042

**HAVE A QUESTION OR EMERGENCY?**

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

Total Amount Due by 10/12/2023 \$21,576.79

For Customer Care Contact Constellation

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

Meter Number:	SERVICE PERIOD START	SERVICE PERIOD END	USAGE
25900955	08/18/2023	09/19/2023	95,494.520

DETAILED CHARGES

	Quantity	Rate	Amount
Contract Charges			
Energy-Fixed Price	95,494.52 kWh	\$0.0761900/kWh	\$7,275.73
Subtotal Contract Charges			\$7,275.73
Market Charges			
Reliability Must Run	95,494.50 kWh	\$0.0000639/kWh	\$6.10
Renewable Portfolio Standards	95,494.50 kWh	\$0.0000000/kWh	\$0.00
Subtotal Market Charges			\$6.10
UDC Charges			
Subtotal UDC Charges			\$3,949.04
Total New Charges			\$11,230.87

DETAILED FEES/ADJUSTMENTS

Late/Finance Charge	Invoice Number	Utility Number	Service Period	Amount
Late Fee Charge	661860046	5158373000	07/20/2023 - 08/18/2023	\$20.37
Total Late/Finance Charges				\$20.37

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

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

**Phone**

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

**ACH/WIRE**

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

Total Amount Due by 10/12/2023 \$21,576.79

Message Center

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

Thank you for choosing Constellation as your electric supplier.

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

Adjustments: Any adjustments that were made to your account within the invoice period. Adjustments may be made for a variety of reasons, including special contract calculations, corrections to prior bills, or settlement of disputed charges.

Administration Fee or Service Charge: The fee or charge set forth for each account per billing cycle.

Ancillary Service Charges: Charges regarding ancillary services as set forth in the applicable Independent Service Operator (ISO) Open Access Transmission Tariff (OATT) and for other ISO costs not included in the definition of Capacity Costs, Energy Costs, and Transmission Costs. Generally, these costs are associated with ensuring the reliability of the electrical grid.

Capacity Charge: Charge for fulfilling the capacity requirements for the Account(s) imposed by the ISO or otherwise. Generally, these costs are associated with ensuring there is enough generating capacity available now and in the future to meet customer requirements.

Energy Charge - Non-Time of Use (TOU): Charge per kWh for electricity supplied for all hours of each day.

Kilowatt Hour (kWh): A measure of the quantity of electricity (energy) that you use.

Late Fees or Finance Charges: Additional charges assessed to accounts for late payment of invoices. Payment terms and charge calculations are specified in your contract.

Line Loss Charges: The cost associated with the loss of electricity as it travels over the transmission and distribution wires.

Reliability Must Run (RMR): Ancillary service administered by the ISO. Generation resources scheduled to operate out-of-merit order and identified by the ISO as necessary to preserve regional system reliability.

Renewable Portfolio Standards Cost (RPS): NewEnergy's cost of procuring renewable energy to comply with Renewable Portfolio Standards (RPS) requirements, usually established by individual states. Generally, these costs are associated with requirements to support generating units that produce power using renewable fuels such as water (hydro-electric) and solar.

Retail Service Charge: A contracted charge for supplying electricity to an account, based upon total kWh consumption per billing cycle.

Retail Trade Transaction (RTT): The fixed unit Price and Quantity for a specific commodity for a specific delivery point and pattern.

Transmission Service Charge: The charge for Network Transmission Service as identified in the applicable OATT Tariff for the provision of transmission service by the ISO within the Utility's service territory. Generally, these costs are associated with building and maintaining the electric transmission lines.

You may access the Environmental Disclosure information on our website - <http://www.constellation.com/disclosures>

Disputed Invoices: Should you question any portion of your Constellation NewEnergy invoice, please call 844-6ENERGY (844-636-3749) Monday to Friday 8AM-6PM Eastern Time, email, or write to: Constellation NewEnergy, c/o Customer Care, PO Box 4911 Houston, TX 77210-4911. If you have a billing dispute that you are not able to resolve with Constellation NewEnergy you may file a complaint with the Illinois Commerce Commission (ICC). The ICC can be reached by phone at 217-782-7434, or you may visit their website at www.icc.illinois.gov.

In the event of a service interruption or electric emergency, please contact your utility directly at:
Ameren IP 800-755-5000

DISCLAIMER: General Understanding - This glossary is for informational purposes only. Please refer to your agreement with us for the defined terms that govern the contractual obligations applicable to us supplying you. Not all defined terms set forth above may be applicable to your agreement with Constellation NewEnergy.

Statement Number: 66449025701

Customer Number: 876594-47

Invoice Number: 66449025701

UTILITY DISTRIBUTION CHARGES

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

Ameren IP Account ID: 5158373000
Amount Due \$3,949.04

METER READINGS

METER READING

READ DATE	METER NO.	LOAD TYPE	READING TYPE	PREVIOUS	PRESENT	MULTIPLY X	USAGE
09/20/2023	25900955	General Service	Pk kW	Actual	Actual		234.880
09/20/2023	25900955	General Service	Total kWh	Actual	Actual		95,494.520

INVOICE DETAILS

Rate Class - General Delivery Service (SECOND)

Service : 08/18/2023 To 09/19/2023 - 32 Days

CHARGE TYPE	QUANTITY	UOM	RATE	AMOUNT
Clean Energy Assistance Charge	95495.00	KH	0.00183	\$174.76
Customer Charge	0.00		0	\$44.61
Customer Generation Charge	0.00		0	\$67.36
Distribution Delivery kW Charge	234.90	K1	8.35	\$1,961.42
EDT Cost Recovery	0.00		0	\$127.72
Electric Deferred Income Tax Adjustment	0.00		0	-\$16.19
Electric Environmental Adjustment	95495.00	KH	0.0007482	\$71.45
Energy Efficiency Programs Charge	95495.00	KH	0.00222	\$212.00
Energy Transition Assistance Charge	95495.00	KH	0.00072	\$68.76
Illinois State Electricity Excise Tax	0.00		0	\$297.57
Meter Charge	0.00		0	\$12.26
Municipal Tax	0.00		0	\$351.57

0105037-0010552-0000005 of 0000006-C03-p1-4264--P05042



Statement Number: 66449025701

Customer Number: 876594-47

Invoice Number: 66449025701

UTILITY DISTRIBUTION CHARGES

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

Ameren IP Account ID: 5158373000
Amount Due \$3,949.04

INVOICE DETAILS (Con't)

CHARGE TYPE	QUANTITY	UOM	RATE	AMOUNT
Renewable Energy Adjustment	95495.00	KH	0.00458	\$437.37
Single Bill Option Credit	0.00		0	-\$0.21
Transformation Charge	234.90	K1	0.59	\$138.59
Total New Charges				\$3,949.04

THIS IS NOT AN INVOICE - DO NOT PAY

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

Artist Statements & Quotes:

<p style="text-align: center;"><u>NiKiyah S.</u></p> <p>Quote: <i>"Love is like the end of a rooftop, you seem to know to walk until you fall off."</i> - Charlotte Dos Santos "Red Clay"</p> <p>Statement: My quote is about romance. Pink and red are romantic colors, and cupid just felt right. The man walks until he falls.</p>	<p style="text-align: center;"><u>Bailey W.</u></p> <p>Quote: <i>"Don't ever change, keep your essence, the power is in the people and politics we address."</i> -Tupac Shakur, "Me Against the World"</p> <p>Statement: Life is overwhelming and weighs on your shoulders.</p>
<p style="text-align: center;"><u>Harmony W.</u></p> <p>Quote: <i>"I am dripping melanin and honey. I am black without apology."</i> -Upile Chisala, <i>Soft magic</i></p> <p>Statement: My board is about being who you want in your own kind of way.</p>	<p style="text-align: center;"><u>Aubrey W.</u></p> <p>Quote: <i>"Don't try to lessen yourself for the world; let the world catch up to you."</i> -Beyonce</p> <p>Statement: My board is about kindness and not letting the world get to you.</p>
<p style="text-align: center;"><u>Khalil L.</u></p> <p>Quote: <i>"Enemy is the label we give to someone whose past and future we haven't seen yet, someone whose story hasn't been told. Everyone is better than their worst act."</i> -Femi Fadugaba, <i>The Upper World</i></p> <p>Statement: My board is about me and my enemy fighting in the sky.</p>	<p style="text-align: center;"><u>Khiyrie W.</u></p> <p>Quote: <i>"If I pressure people to do things too much, they'll simply turn against the things I'd like them to do."</i> -Usain Bolt, <i>Faster Than Lightning: My Autobiography, My Story</i></p> <p>Statement: My board is about a rough time I went through. It made me a better version of myself.</p>
<p style="text-align: center;"><u>Heaven M.</u></p> <p>Quote: <i>"If you know from whence you came, there is no limit to where you can go."</i> -James Baldwin, <i>My Dungeon Shook</i></p> <p>Statement: The moon is your past and the sun is the future. When the sun comes up, nothing can stop your future.</p>	<p style="text-align: center;"><u>Fa'izah M.</u></p> <p>Quote: <i>"I'll sit with my silence, fix all my conflict. Show me the demons I'm hiding."</i> -Melanie Martinez, "Pluto"</p> <p>Statement: There are two things that represent silence on my board, the fact that the person doesn't have a mouth and the darkness. The ghost/demon-like figures are supposed to represent conflict. They are also supposed to look like they are floating away as if the person 'fixed' their conflict.</p>
<p style="text-align: center;"><u>Angel</u></p> <p>Quote: <i>"Don't try to lessen yourself for the world; let the world catch up to you."</i> -Beyonce</p> <p>Statement: My board is about Earth and space.</p>	<p><i>Artists made their work at Urbana Neighborhood Connections Center as part of the Teen Reach program, in partnership with CUC Fab Lab.</i></p>

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

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

802 LIBRARY GENERAL FUND

802 40100	-4,009,959.00	PROPERTY TAXES	0.00	-4,009,959.00	-2,627,363.49	0.00	-1,382,595.51	65.5%
802 40302	-204,990.00	PPRT	0.00	-204,990.00	-55,621.07	0.00	-149,368.93	27.1%
802 40309	-56,354.00	STATE PER CAPITA FOR LIBRARY	0.00	-56,354.00	-56,545.60	0.00	191.60	100.3%
802 41500	-40,280.00	GRANTS FROM LOCAL GOVERNMENTS	0.00	-40,280.00	0.00	0.00	-40,280.00	.0%
802 41700	-157,900.00	CITY OTHER CONTRIBUTION	0.00	-157,900.00	-33,553.03	0.00	-124,346.97	21.2%
802 44220	-33,350.00	FRANCHISE FEE	0.00	-33,350.00	-66,700.00	0.00	33,350.00	200.0%
802 44599	-1,000.00	OTHER SALES	0.00	-1,000.00	-439.42	0.00	-560.58	43.9%
802 44800	-50,300.00	LIBRARY FEES	0.00	-50,300.00	-14,596.25	0.00	-35,703.75	29.0%
802 45000	-700.00	INVESTMENT INCOME	0.00	-700.00	-2,082.94	0.00	1,382.94	297.6%
802 46290	-82,735.00	OTHER REIMBURSEMENTS	0.00	-82,735.00	0.00	0.00	-82,735.00	.0%
802 46300	-68,600.00	DONATIONS/CONTRIBUTIONS/GIFTS	-700.00	-69,300.00	-54,100.00	0.00	-15,200.00	78.1%
802 46900	-111,530.00	OTHER MISCELLANEOUS REVENUES	0.00	-111,530.00	-182.80	0.00	-111,347.20	.2%
802 49803	-77,000.00	TRF FROM LIB RESERVE FUND	0.00	-77,000.00	0.00	0.00	-77,000.00	.0%
802 49820	-7,864.00	TRANSFER FROM LIBRARY BLDG FUN	0.00	-7,864.00	0.00	0.00	-7,864.00	.0%
TOTAL LIBRARY GENERAL FUND								
	-4,902,562.00		-700.00	-4,903,262.00	-2,911,184.60	0.00	-1,992,077.40	59.4%

80280800 LIBRARY ADMINISTRATION

80280800 50110	419,591.00	SALARY - REGULAR EMPLOYEES	0.00	419,591.00	104,706.30	0.00	314,884.70	25.0%
80280800 52320	16,522.00	TRAVEL, EDUCATION AND TRAINING	0.00	16,522.00	3,060.84	0.00	13,461.16	18.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04							
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL LIBRARY ADMINISTRATION	436,113.00	0.00	436,113.00	107,767.14	0.00	328,345.86	24.7%
80280801 LIBRARY CENTRALIZED COSTS							
80280801 50210	279,060.00	0.00	279,060.00	63,510.93	0.00	215,549.07	22.8%
80280801 50220	197,234.00	0.00	197,234.00	44,578.26	0.00	152,655.74	22.6%
80280801 50240	41,621.00	0.00	41,621.00	12,794.96	0.00	28,826.04	30.7%
80280801 50251	157,900.00	0.00	157,900.00	33,553.03	0.00	124,346.97	21.2%
80280801 51900	43,462.00	0.00	43,462.00	22,095.32	0.00	21,366.68	50.8%
80280801 52101	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00	.0%
80280801 52199	28,472.00	0.00	28,472.00	21,637.75	0.00	6,834.25	76.0%
80280801 52721	16,000.00	0.00	16,000.00	9,742.78	0.00	6,257.22	60.9%
80280801 52902	6,400.00	0.00	6,400.00	1,360.51	0.00	5,039.49	21.3%
80280801 52904	500.00	0.00	500.00	0.00	0.00	500.00	.0%
80280801 52907	300.00	0.00	300.00	40.00	0.00	260.00	13.3%
80280801 52999	47,570.00	0.00	47,570.00	4,007.78	0.00	43,562.22	8.4%
TOTAL LIBRARY CENTRALIZED COSTS	824,019.00	0.00	824,019.00	213,321.32	0.00	610,697.68	25.9%
80280802 ADULT & YOUTH SERVICES							
80280802 50110	0.00	0.00	0.00	48.21	0.00	-48.21	100.0%
80280802 51801	138,000.00	0.00	138,000.00	32,974.31	0.00	105,025.69	23.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04

ACCOUNTS FOR:	802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80280802 51801 80103	LIBRARY BOOKS	56,750.00	0.00	56,750.00	16,613.71	0.00	40,136.29	29.3%
80280802 51802 80103	NEW COLLECTIONS	25,200.00	0.00	25,200.00	4,434.04	0.00	20,765.96	17.6%
80280802 51803	LIBRARY PERIODICALS	10,500.00	0.00	10,500.00	811.29	0.00	9,688.71	7.7%
80280802 51803 80103	LIBRARY PERIODICALS	500.00	0.00	500.00	0.00	0.00	500.00	.0%
80280802 51804	AUDIOBOOKS	2,300.00	0.00	2,300.00	595.86	0.00	1,704.14	25.9%
80280802 51805	CD'S	2,000.00	0.00	2,000.00	591.75	0.00	1,408.25	29.6%
80280802 51806	DVD'S	20,000.00	0.00	20,000.00	5,198.17	0.00	14,801.83	26.0%
80280802 51806 80103	DVD'S	3,800.00	0.00	3,800.00	897.25	0.00	2,902.75	23.6%
80280802 51807 80103	RECORDINGS	3,300.00	0.00	3,300.00	1,019.17	0.00	2,280.83	30.9%
80280802 51809	GAMES	4,000.00	0.00	4,000.00	958.14	0.00	3,041.86	24.0%
80280802 51811	DOWNLOADABLES	121,000.00	0.00	121,000.00	32,217.28	0.00	88,782.72	26.6%
80280802 52910	DATABASE CHARGES	43,730.00	0.00	43,730.00	25,681.36	0.00	18,048.64	58.7%
TOTAL ADULT & YOUTH SERVICES			0.00	431,080.00	122,040.54	0.00	309,039.46	28.3%

80280803 ARCHIVES

80280803 50110	SALARY - REGULAR EMPLOYEES	287,839.00	0.00	287,839.00	52,006.25	0.00	235,832.75	18.1%
80280803 51801	LIBRARY BOOKS	4,100.00	0.00	4,100.00	79.39	0.00	4,020.61	1.9%
80280803 51803	LIBRARY PERIODICALS	3,070.00	0.00	3,070.00	375.00	0.00	2,695.00	12.2%
80280803 51808	MICROFORM	16,531.00	0.00	16,531.00	0.00	0.00	16,531.00	.0%
80280803 52320	TRAVEL, EDUCATION AND TRAINING	1,800.00	0.00	1,800.00	30.00	0.00	1,770.00	1.7%
80280803 52910	DATABASE CHARGES	20,000.00	0.00	20,000.00	7,715.80	0.00	12,284.20	38.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR:	802 LIBRARY GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80280803 52912	9,925.00	FACILITY RENTAL 0.00	9,925.00	4,455.00	0.00	5,470.00	44.9%	
TOTAL ARCHIVES	343,265.00	0.00	343,265.00	64,661.44	0.00	278,603.56	18.8%	
80280805 LIBRARY FACILITIES								
80280805 50110	43,405.00	SALARY - REGULAR EMPLOYEES 0.00	43,405.00	7,151.62	0.00	36,253.38	16.5%	
80280805 51410	2,000.00	SMALL TOOLS & EQUIPMENT 0.00	2,000.00	232.71	0.00	1,767.29	11.6%	
80280805 51420	60,000.00	OFFICE FURNITURE 0.00	60,000.00	399.98	0.00	59,600.02	.7%	
80280805 51900	3,900.00	OTHER SUPPLIES 0.00	3,900.00	105.98	0.00	3,794.02	2.7%	
80280805 52201	131,541.00	BUILDING REPAIR & MAINT 0.00	131,541.00	16,463.60	0.00	115,077.40	12.5%	
80280805 52202	1,000.00	EQUIPMENT REPAIR & MAINT 0.00	1,000.00	0.00	0.00	1,000.00	.0%	
80280805 52600	174,050.00	UTILITIES 0.00	174,050.00	58,647.34	0.00	115,402.66	33.7%	
80280805 52710	47,109.00	INSURANCE PREMIUM 0.00	47,109.00	42,726.00	0.00	4,383.00	90.7%	
80280805 52999	107,660.00	OTHER CONTRACTUAL SERVICES 0.00	107,660.00	36,029.80	0.00	71,630.20	33.5%	
80280805 53200	1,986,753.00	BUILDING 0.00	1,986,753.00	29,229.39	0.00	1,957,523.61	1.5%	
TOTAL LIBRARY FACILITIES	2,557,418.00	0.00	2,557,418.00	190,986.42	0.00	2,366,431.58	7.5%	
80280806 LIBRARY ACQUISITIONS								
80280806 50110	390,622.00	SALARY - REGULAR EMPLOYEES 0.00	390,622.00	98,495.48	0.00	292,126.52	25.2%	
80280806 51900	28,000.00	OTHER SUPPLIES 0.00	28,000.00	3,078.90	0.00	24,921.10	11.0%	
80280806 52320	1,000.00	TRAVEL, EDUCATION AND TRAINING 0.00	1,000.00	0.00	0.00	1,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04							
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL LIBRARY ACQUISITIONS	419,622.00	0.00	419,622.00	101,574.38	0.00	318,047.62	24.2%
80280807 LIBRARY CIRCULATION							
80280807 50110	1,169,489.00	0.00	1,169,489.00	253,752.70	0.00	915,736.30	21.7%
80280807 52320	3,642.00	0.00	3,642.00	158.46	0.00	3,483.54	4.4%
TOTAL LIBRARY CIRCULATION	1,173,131.00	0.00	1,173,131.00	253,911.16	0.00	919,219.84	21.6%
80280808 LIBRARY IT							
80280808 50110	142,382.00	0.00	142,382.00	34,402.42	0.00	107,979.58	24.2%
80280808 51500	133,490.00	0.00	133,490.00	27,527.11	0.00	105,962.89	20.6%
80280808 51900	12,650.00	0.00	12,650.00	4,275.35	0.00	8,374.65	33.8%
80280808 52203	6,434.00	0.00	6,434.00	2,231.80	0.00	4,202.20	34.7%
80280808 52320	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	.0%
80280808 52600	2,484.00	0.00	2,484.00	400.00	0.00	2,084.00	16.1%
80280808 52999	17,700.00	0.00	17,700.00	4,000.00	0.00	13,700.00	22.6%
TOTAL LIBRARY IT	316,640.00	0.00	316,640.00	72,836.68	0.00	243,803.32	23.0%
80280809 LIBRARY COMMUNITY ENGAGEMENT							
80280809 50110	283,231.00	0.00	283,231.00	55,603.86	0.00	227,627.14	19.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR: 802 LIBRARY GENERAL FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80280809 51812		LIBRARY PROGRAM SUPPLIES						
	19,350.00	0.00	19,350.00	1,417.84	0.00	17,932.16	7.3%	
80280809 51812 80102	4,400.00	LIBRARY PROGRAM SUPPLIES	4,400.00	718.02	0.00	3,681.98	16.3%	
		0.00						
80280809 51812 80103	5,400.00	LIBRARY PROGRAM SUPPLIES	6,100.00	483.19	0.00	5,616.81	7.9%	
		700.00						
80280809 51812 80104	800.00	LIBRARY PROGRAM SUPPLIES	800.00	409.01	0.00	390.99	51.1%	
		0.00						
80280809 52199	21,700.00	OTHER PROFESSIONAL SERVICES	21,700.00	8,424.00	0.00	13,276.00	38.8%	
		0.00						
80280809 52320	500.00	TRAVEL, EDUCATION AND TRAINING	500.00	500.00	0.00	0.00	100.0%	
		0.00						
80280809 52909	14,440.00	ADV/MKTING/PUBLIC EDUCATION	14,440.00	2,337.09	0.00	12,102.91	16.2%	
		0.00						
TOTAL LIBRARY COMMUNITY ENGAGEMENT	349,821.00	700.00	350,521.00	69,893.01	0.00	280,627.99	19.9%	
80280851 MERCHANDISE SALES								
80280851 51810	3,195.00	LIBRARY RESALE PURCHASES	3,195.00	322.00	0.00	2,873.00	10.1%	
		0.00						
TOTAL MERCHANDISE SALES	3,195.00	0.00	3,195.00	322.00	0.00	2,873.00	10.1%	
TOTAL LIBRARY GENERAL FUND	1,951,742.00	0.00	1,951,742.00	-1,713,870.51	0.00	3,665,612.51	-87.8%	
TOTAL REVENUES	-4,902,562.00	-700.00	-4,903,262.00	-2,911,184.60	0.00	-1,992,077.40		
TOTAL EXPENSES	6,854,304.00	700.00	6,855,004.00	1,197,314.09	0.00	5,657,689.91		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR: 803 LIBRARY SPECIAL RESERVE FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
80380860 RESERVED FUNDS								
80380860 59802		TFR TO LIBRARY OPERATING FUND						
	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%	
TOTAL RESERVED FUNDS	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%	
TOTAL LIBRARY SPECIAL RESERVE FUND	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%	
	TOTAL EXPENSES	0.00	77,000.00	0.00	0.00	77,000.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04							
ACCOUNTS FOR: 810 LIBRARY TRUST FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
810 LIBRARY TRUST FUND							
810 46300	-23,850.00	DONATIONS/CONTRIBUTIONS/GIFTS 0.00	-23,850.00	-9,330.25	0.00	-14,519.75	39.1%
TOTAL LIBRARY TRUST FUND	-23,850.00	0.00	-23,850.00	-9,330.25	0.00	-14,519.75	39.1%
81080831 ADMIN GIFTS							
81080831 51420	60,000.00	OFFICE FURNITURE 0.00	60,000.00	0.00	0.00	60,000.00	.0%
81080831 51900	600.00	OTHER SUPPLIES 0.00	600.00	0.00	0.00	600.00	.0%
81080831 51990	500.00	OTHER LIBRARY MATERIALS 0.00	500.00	168.42	0.00	331.58	33.7%
81080831 53200	300,500.00	BUILDING 0.00	300,500.00	118,148.75	0.00	182,351.25	39.3%
TOTAL ADMIN GIFTS	361,600.00	0.00	361,600.00	118,317.17	0.00	243,282.83	32.7%
81080832 ADULT GIFTS							
81080832 51801	19,500.00	LIBRARY BOOKS 0.00	19,500.00	636.19	0.00	18,863.81	3.3%
TOTAL ADULT GIFTS	19,500.00	0.00	19,500.00	636.19	0.00	18,863.81	3.3%
81080833 CHILDREN'S GIFTS							
81080833 51801	12,150.00	LIBRARY BOOKS 0.00	12,150.00	583.68	0.00	11,566.32	4.8%
81080833 52801	3,000.00	LIBRARY CHILDREN PROGRAMS 0.00	3,000.00	0.00	0.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR: 810 LIBRARY TRUST FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
81080833 52803	9,100.00	LIBRARY CHILDREN PROGRAMS 0.00	9,100.00	0.00	0.00	9,100.00	.0%	
TOTAL CHILDREN'S GIFTS	24,250.00	0.00	24,250.00	583.68	0.00	23,666.32	2.4%	
81080834 ARCHIVES GIFTS								
81080834 51801	3,150.00	LIBRARY BOOKS 0.00	3,150.00	0.00	0.00	3,150.00	.0%	
81080834 51990	250.00	OTHER LIBRARY MATERIALS 0.00	250.00	0.00	0.00	250.00	.0%	
81080834 52804	4,000.00	LIBRARY ARCHIVES PROGRAMS 0.00	4,000.00	0.00	0.00	4,000.00	.0%	
TOTAL ARCHIVES GIFTS	7,400.00	0.00	7,400.00	0.00	0.00	7,400.00	.0%	
TOTAL LIBRARY TRUST FUND	388,900.00	0.00	388,900.00	110,206.79	0.00	278,693.21	28.3%	
TOTAL REVENUES	-23,850.00	0.00	-23,850.00	-9,330.25	0.00	-14,519.75		
TOTAL EXPENSES	412,750.00	0.00	412,750.00	119,537.04	0.00	293,212.96		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04								
ACCOUNTS FOR: 820 LIBRARY BUILDING FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
82080852 BUILDING COSTS								
82080852 52999		OTHER CONTRACTUAL SERVICES						
	1,500.00	0.00	1,500.00	728.46	0.00	771.54	48.6%	
82080852 59802		TFR TO LIBRARY GENERAL FUND						
	7,864.00	0.00	7,864.00	0.00	0.00	7,864.00	.0%	
TOTAL BUILDING COSTS								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL LIBRARY BUILDING FUND								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54	7.8%	
TOTAL EXPENSES								
	9,364.00	0.00	9,364.00	728.46	0.00	8,635.54		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 04							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
2,427,006.00	0.00	2,427,006.00	-1,602,935.26	0.00	4,029,941.26	-66.0%	

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

THE URBANA FREE LIBRARY: Selected Statistics--2 year comparison FY23-FY24	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY YTD total		Difference: YTD FY24 Sep minus YTD FY23 Sep
PROGRAMS															
Total number all library programs FY23	48	48	53	57	48	44	48	47	56	54	56	58	617	FY23	
Total number all library programs FY24	55	47	52										154	FY24	5
Total number all program attendees FY23	908	784	977	1,548	840	821	891	976	1,608	2,097	1,474	1,635	14,559	FY23	
Total number all program attendees FY24	1,163	1,077	1,197										3,437	FY24	768
Total number of additional views of recorded programs FY23 (Note 12)		0	0	0	0	0	3	0	0	0	0	-	3	FY23	
Total number of additional views of recorded programs FY24													-	FY24	-
LIBRARY CARDS															
Total number of current cardholders (R/NR) at end of month FY23	14,018	14,035	14,009	15,222	15,176	14,166	14,209	14,225	14,365	14,510	14,625	14,807	14,807	FY23	1,295
Total number of current cardholders (R/NR) at end of month FY24	15,008	15,202	15,304											FY24	
COLLECTION															
Total collection size FY23	397,260	401,107	401,169	400,811	399,838	398,163	396,218	394,949	395,080	395,067	395,067	395,535	395,535	FY23	
Total collection size FY24 (Note 1)	390,575	394,319	385,354											FY24	
Cumulative total number of linear feet of Archives collection FY23													6,130	FY23	
Cumulative total number of linear feet of Archives collection FY24													6,130	FY24	
CIRCULATION															
Total circulation of all items (including self-check) FY23	57,867	58,035	52,712	57,531	56,102	56,333	58,989	54,375	59,059	55,328	56,027	56,667	679,025	FY23	
Total circulation of all items (including self-check) FY24 (Note 2)	57,832	56,962	54,420										169,214	FY24	600
OTHER COLLECTION USE															
In-House Circulation of circulating electronic equipment	6	1	-												
TUFL items sent to other libraries for interlibrary loan	3,220	3,199	3,207												
Total Other Collection Use	3,226	3,200	3,207	-	-	-	-	-	-	0	-	-	-		
TOTAL USE OF COLLECTION (Note 10)	61,058	60,162	57,627	-	-	-	-	-	-	-	-	-	178,847		
Total circulation using self-check FY23	11,426	11,417	9,669	10,574	11,070	9,927	12,041	10,593	11,322	9,683	9,395	11,521	128,638	FY23	
Percentage self-check FY23	20%	20%	18%	18%	20%	18%	20%	19%	19%	18%	17%	20%	19%		
Total circulation using self-check FY24	11,427	10,869	9,845										32,141	FY24	(371)
Percentage self-check FY24	20%	19%	18%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19%		
Total circulation of downloadables FY23	9,827	9,229	8,531	8,862	8,949	9,952	10,364	9,702	10,063	9,510	10,310	10,545	115,844	FY23	
Percentage downloadable FY23	17%	16%	16%	15%	16%	18%	18%	18%	17%	17%	18%	19%	17%		
Total circulation of downloadables FY24 (Note 11)	11,082	11,126	10,596										32,804	FY24	5,217
Percentage downloadable FY24	19%	20%	19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	19%		
REFERENCE QUESTIONS															
Total numbers of all Reference Qs library-wide FY23	4,324	4,506	3,788	3,861	3,615	2,723	3,612	3,255	3,840	3,882	4,298	4,394	46,098	FY23	
Total numbers of all Reference Qs library-wide FY24 (Note 3)	4,761	4,696	3,501										12,958	FY24	340
INTERNET															
Total number of views of library homepage FY23	28,083	30,732	25,483	23,256	23,614	20,584	27,003	25,085	26,010	24,096	23,708	24,139	301,793	FY23	
Total number of views of library homepage FY24 (Note 4)	26,496	24,720	28,069										79,285	FY24	(5,013)
Total number unique webpage users/visits FY23	8,132	9,938	9,919	8,176	9,210	7,916	9,220	9,482	9,478	9,752	8,714	8,777	108,714	FY23	
Total number unique webpage users/visits FY24	9,229	9,154	8,974										27,357	FY24	(632)
Total number searches in CU Online/LHO FY23	33,918	33,953	31,578	33,312	29,976	32,581	38,673	33,074	36,238	44,055	54,946	33,080	435,384	FY23	
Total number searches in CU Online/LHO FY24	37,661	40,818	52,956										131,435	FY24	31,986
Total # of public computer sessions FY23	1,603	1,960	1,830	2,087	1,928	1,529	1,699	1,880	1,745	1,745	1,884	1,988	21,878	FY23	
Total # of public computer sessions FY24 (Notes 5 & 6)	1,904	2,065	1,766										5,735	FY24	342
Total # of hours of public computers used FY23	1,433	1,743	1,875	2,193	2,354	1,790	2,068	2,064	1,903	1,903	2,018	2,196	23,540	FY23	
Total # of hours of public computers used FY24 (Note 7)	2,129	2,162	1,770										6,061	FY24	1,010
VOLUNTEERS															
Total number of volunteer hours in whole library FY23	305	248	357	326	322	190	300	365	446	258	140	203	3,460	FY23	
Total number of volunteer hours in whole library FY24 (Note 8)	212	225	264										701	FY24	(209)
MISCELLANEOUS															
Door count--monthly total for library FY23	16,675	17,585	17,132	18,272	18,452	15,088	16,780	16,341	18,364	15,274	18,149	19,179	207,291	FY23	
Door count--monthly total for library FY24	18,947	19,696	17,756										56,399	FY24	5,007
Total number of notary stamps per month FY23	443	413	348	324	333	411	300	353	316	316	361	311	4,229	FY23	

Total number of notary stamps per month FY24	363	489	458											1,310	FY24	106
Library room use--total number bookings FY23	15	14	25	27	26	27	28	23	27	38	26	23		299	FY23	
Library room use--total number bookings FY24	25	26	36											87	FY24	33
Study room use--total number bookings FY23	114	142	129	133	151	109	141	177	198	198	173	136		1,801	FY23	
Study room use--total number bookings FY24 (Note 9)	152	196	193											541	FY24	156

Note 1) Collection size is defined as "An organized collection of printed or other library materials, or a combination thereof," and includes books, newspapers, magazines, video, audio, software, and downloadable resources. The change in collection size from March to April 2022 represents a clarification from the Illinois State Library and subsequent shift by the Digital Library of Illinois consortium, which changes the way local digital titles that are interlibrary loaned are counted for the IPLAR, while overall collections to patrons were not impacted.

Note 2) Circulation includes all items checked out/renewed on Polaris (UFL + recip borrowed + ILL + 3M cloud) PLUS items checked out/downloaded from our Internet sources. Definition of circulation from IPLAR: Report the total annual circulation, including renewals, of all adult/childrens materials (age 15 or older) in all formats borrowed from your library by authorized patrons. Include circulation counts from all service outlets (main library, branches, and bookmobile). Include: Interlibrary loans borrowed from other libraries, bulk loan materials, and reciprocal borrowing transactions. Exclude: ILL to other libraries."

Note 3) IPLAR definition of Reference Question: "A reference question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry through the use of information sources e.g., the library's collection, databases, the Internet, other persons, and other agencies. Reference questions are received in person; via fax, e-mail, phone, or virtual/networked reference services. EXCLUDE: Directional transactions or questions about library rules/policies."

Note 4) IPLAR definition of homepage: This is the number of times the library's homepage was viewed by any visitor to the library's website. A page can be viewed more than once by the same visitor, and each view should be counted."

Note 5) Total of manual & electronic stats. Currently tabulated manually at children's game workstations. Adult computer lab; computers in Children's for adults; and computers in Archives tabulated via PC Reservation.

Note 6) March - June 2022 Computer lab sessions were undercounted.

Note 7) Includes the Adult Computer Lab, the Parents' computers in Children's Department, and the Archives computers controlled by Envisionware PC Res Usage.

Note 8) Volunteers managed in different departments, not Friends of The Urbana Free Library or the Champaign-Urbana Herb Society.

Note 9) This number only includes study room bookings.

Note 10) This number includes downloadable books, magazines, videos via Zinio, My Media Mall, and 3M Cloud.

Note 11) Total Use of Collection = Circulation + CCHA in-house use + electronic equipment in-house use + interlibrary loan

Note 12) This is based on the number of additional views of the previous months' programs, so July 2021 does not have a number, since June 2021 was FY23.