



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 November 14, 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 Home Delivery Service: Gretchen M. Webb and Robin Hayden
 - 6.2 FY24 Per Capita Grant Requirements. Presentations and discussion from *Serving Our Public*
 - 4.0 *Standards for Illinois Public Libraries.*
 - a. Chapter 1 – Core Standards: Celeste Choate
 - b. Chapter 6 – Safety: Gretchen Webb
 - c. Chapter 8 – System Member Responsibilities and Resource Sharing: Gretchen Webb
 - 6.3 Building Project and Building Program updates: Celeste Choate
- 7.0 Action Items (Consent Agenda)**

Board Meeting Minutes of October 10, 2023
Payroll for October 20, 2023; total \$115,325.10
Payroll for November 3, 2023; total \$114,841.03
Bills for October 12, 2023; total \$24,482.02
Bills for October 19, 2023; total \$14,803.91
Bills for October 26, 2023; total \$14,787.71
Bills for November 3, 2023; total \$45,371.93
Bills for November 10, 2023; total \$15,579.21
- 8.0 Action Items (Individual)**
 - 8.1 The Urbana Free Library Strategic Plan November 2023 – December 2026
 - 8.2 Resolution 2023-15 to enter into an agreement between The Urbana Free Library and Davis-Houk Mechanical, Inc.
- 9.0 Discussion Items**

Topics from the Illinois Library Association Conference: Dan Urban
- 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 December 12, 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: November 9, 2023

To: The Urbana Free Library Board of Trustees

From: Celeste Moutos, Executive Director

Re: Director's Report for Board Meeting of November 14, 2023

	<h3>VISION</h3> <p>Nurturing growth by sparking curiosity and fostering a sense of belonging.</p>	<h3>MISSION</h3> <p>We encourage learning and enrich lives by providing access to diverse resources and programs.</p>
---	---	---


	<p>We cultivate equity, mutual respect, and belonging by learning about and responding to our community.</p> <p><i>WE WELCOME ALL.</i></p>
---	--

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

- The Library collaborated with ClarkLindsey to present a moving tribute to poetry and music composed by women. Seven residents of ClarkLindsey performed a variety of poetic works, and professional concert pianist Junhong "Ivan" Jiang played several pieces.

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

- Programming staff began visiting all five elementary schools, a previous practice interrupted by the pandemic. Staff started at Martin Luther King Jr. Elementary School, visiting all fourteen K-5 classrooms for fifteen-minute sessions to share stories, books, songs, the guitar from the Library of Things collection, and information about getting library cards with USD student or teacher status. One family visited the Library the very next day to get their cards! Staff have arranged visits to the other four elementary schools.

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

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

- The Library and the University of Illinois unveiled the first publicly available quantum network in the world at a kickoff event attended by over 200 community members. This included activities for kids, hands-on stations that explained the quantum science and technology behind the network, and a talk & demonstration that replicated the quantum experiment that won the 2022 Nobel Prize in physics. IT Manager Leon Wilson was the first member of the public to use the equipment in the demonstration to prove entanglement. After the event, the demo unit was installed at the Library to allow community members to interact with the network.
 - JazzFest was very special this year, featuring a performance in honor of jazz musician, educator, and composer Morgan Powell, who passed away

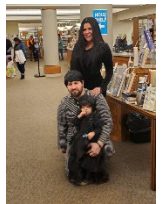


recently. The stunning performance by Morgan's friends and fellow musicians was attended by over 200 community members. The Foundation has made live music performances like this possible for many years, and Morgan Powell was one of the first performers for the UFLive! music series.

- The Library made it easier for Urbana businesses and organizations [to get library cards by creating an online application](#). Once a business applies for a card and is approved, they are sent an email with resources that may help boost and grow their business.

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

- Ships, Shipping, Shipwrecks and Genealogy was presented by Ellen Kennedy from the National Museum of the Great Lakes. Ellen covered a brief history of cargo and passenger transport on the great lakes for 30 community members. She discussed shipping accidents which led to the implementation of more inspections and regulations for passenger steamships. She also mentioned what kinds of documents have different kinds of information for shipping research.
- Families learned about Matisse with local artist Kinsey Fitzgerald during the Young Artist's Studio and created their own asymmetric cut paper art. Kinsey shared Matisse's folio book called *Jazz* for inspiration from the University of Illinois' Ricker Library of Architecture and Art.
- In conjunction with the City's Downtown Trick-or-Treat, the Library offered families a trick-or-treat experience along with a craft and activities led by Phi Delta Epsilon, a premedical fraternity at the University of Illinois. Families could get candy from desks on every floor and 620 community members participated.



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.

- Dr. Amira Davis combined music, media and conversation to explore Black motherhood in the program *Janimusa*. One attendee commented in her evaluation that the program was "one of the best things I've seen in a long time....so well-conceived with music, stories, and images."
- Staff shared information about library services and collections at this year's DISABILITY Resource Expo. Attendees were most excited to hear about the different materials that could be borrowed in our Library of Things.



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

- October 21, Celeste Moutos and Cathy Ritchie from the Friends of The Urbana Free Library met with middle school students from Countryside School's FIRST Lego League to support their project work involving Little Free Libraries.
- The Library was once again a host for the CU Folk and Roots Festival which was attended by over 200 community members. Community members had a chance to hear Dom Flemons, an African American storyteller and instrumentalist, as well as diverse range of other musicians, both local and nationally-known. One fun highlight this year was a workshop for all ages on how to play the harmonica. Our Hispanic Heritage Month Story Time was also a part of the Folks and Roots Festival this year. Children and families had a wonderful time listening to songs and stories in Spanish, English, and Quechua. They also made crafts from different Latin American cultures such as paper flowers from Costa Rica and Day of the Dead masks from Puerto Rico.

- This year's Archives Bazaar brought together museums, archives, and historical societies from across the county for our largest Bazaar yet, with 12 institutions participating! Each institution brought unique items from their collections to display, and shared information about exhibits, projects, and ways the public can get involved. Highlights included handwritten notes by some of the groundbreaking women scientists collected by University Archives, photographs of local activists from Parkland College Archives, and local grassroots efforts to digitize microfilm by both the Rantoul Historical Society and Champaign County History Museum.



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.

- Four proposals for the replacement of the East Air Handler, installation of a split system for the Server Room, and replacement of the East Air Handler's electrical panel were received on October 18, 2023. Evaluations of contractor qualifications, price quotations, and recommendations from IMEG, our engineering firm, resulted in selection of Davis-Houk Mechanical, Inc. to implement these projects. Staff recommends adoption of Resolution 2023-15 so that staff can begin the air handler replacement project immediately upon execution of the contract.
- Board President Dan Urban and Associate Director Rachel Fuller both attended the Illinois Library Association's 2023 Conference in Springfield. Dan and Rachel attended a variety of sessions, and Rachel participated in gathering feedback from attendees regarding ILA's *Serving Our Public 4.0: Standards for Illinois Public Libraries*.
- Dan is also a member of the group of Illinois library board trustees who are providing feedback on new trustee training that will soon be launched.



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

To provide background to the current Library Board, here is the text of the remarks that Board Vice-President Beth Scheid and Executive Director Celeste Moutos shared at the launch of the public quantum computing network:

The Urbana Free Library is honored to be the site of the first publicly accessibly quantum network in the world. The Urbana Free Library has a history of making technology available to our community to promote digital equity and often as a FIRST. Partnering with the University of Illinois over the years has benefitted the University, the Library, and most importantly of all, our community.

- *The Urbana Free Library offered the **first off-campus public-access** terminal to the University of Illinois LCS online catalog in 1984. It was the **first public library in the country** which allowed patrons remote connection to a university catalog. Imagine this: You could use the computer to find and reserve books!*
- *In 1994 it provided the **first public-access terminal** to Champaign County's sustainability Network – CCNet, which provides a forum where business leaders and citizens can learn about new technology, ideas and business models associated with the emerging trend toward sustainability.*
- *In 1994, the Library also began offer **public Internet access** to the community through Prairienet, which was founded as a "Free-net."*

- In 2013, the Teen Open Lab began providing opportunities for teens to explore different technologies after school in a pop-up mini fab lab/makerspace. Students explore music recording, 3D printing, sewing, reading, drawing, crafting, gaming, film-making, or just hanging out. At the date of its 10-year anniversary in March this year, 28,000 visitors had participated in the Teen Open Lab.

More recently, the Library has partnered with (Urbana Champaign Big Broadband) UC2B to provide additional WiFi hotspots to our community to bring the Internet to homes which might not otherwise have this access. We circulate VOX books which are a book which reads itself aloud to children and their caregivers to promote literacy and the love of reading. With your library card, thousands of digital books, audiobooks, magazines and movies are available via the Library on your devices. AND you can attend programs, do research and learn languages and prepare for tests online as well.

The Urbana Free Library, and libraries in general, serve as essential community hubs, and are uniquely qualified to combine public access, technology, and educational opportunities for all ages. It is through partnerships like this – between esteemed researchers and public services – that technology can have meaningful impact. We encourage community members to engage with this new technology which is now accessible to the public at the Library, and we look forward to seeing you here.

Library Newsletters:

- The TUFL Times, November: <https://uflil.patronpoint.com/email/preview/79>
- The TUFL Times: Youth Edition, November: <https://uflil.patronpoint.com/email/preview/80>
- November Archives Newsletter: <https://uflil.patronpoint.com/email/preview/82>

Other Library News:

- October 2, 2023, *The News-Gazette* – Urbana's city clerk set to retire next month https://www.news-gazette.com/urbanas-city-clerk-set-to-retire-next-month/article_5f64691b-27cb-5145-8f0a-25222d66e796.html
- October 3, 2023, *The News-Gazette* – Follow the leader: New Illini Media executive hits the ground running https://www.news-gazette.com/opinion/columns/bob-asmussen-follow-the-leader-new-illini-media-executive-hits-the-ground-running/article_98d4c68e-6c6c-5d5d-b3dc-463080df7639.html
- October 6, 2023, *Illinois Public Media News* – CU Folk & Roots Festival returns with a focus on expanding the genre <https://ipmnewsroom.org/folk-roots-festival-expands-the-genre/>
- October 9, 2023, *The News-Gazette* – Kathy's #Mailbag, Oct. 6, 2023 https://www.news-gazette.com/toms-mailbag/kathys-mailbag-oct-6-2023/article_68fdcc7c-ab4f-516d-b0fc-d1b427cdcfbd.html
- October 10, 2023, *Smile Politely* – The Overture: October 10-15 <https://www.smilepolitely.com/music/the-overture-october-10-15/>
- October 11, 2023, *The Daily Illini* – CU Folk and Roots Festival returns for 15th year of music, festivities <https://dailyillini.com/buzz-stories/buzz-music/2023/10/11/cu-folk-roots-festival/>
- October 13, 2023, *Smile Politely* – Weekender: October 13-15 <https://www.smilepolitely.com/culture/weekender-october-13-15/>
- October 15, 2023, *The News-Gazette* – Shalini Smith | 'The Infinity Particle' more than just surface-level cuteness https://www.news-gazette.com/arts-entertainment/books/shalini-smith-the-infinity-particle-more-than-just-surface-level-cuteness/article_ba6f69b0-fca1-5147-a3a8-c9b8a9e36766.html
- October 16, 2023, *Smile Politely* – The Overture: October 16-22 <https://www.smilepolitely.com/music/the-overture-october-16-22/>
- October 18, 2023, *Chambanamoms.com* – Champaign-Urbana Weekend Planner – Let the “Boo” Begin <https://www.chambanamoms.com/2023/10/18/champaign-urbana-let-the-boo-begin/>
- October 19, 2023, *Smile Politely* – Let’s talk about book bans <https://www.smilepolitely.com/opinion/lets-talk-about-book-bans/>
- October 23, 2023, *Illinois Public Media News* – CU Jazz Festival to honor local legend Morgan Powell with special performance by close friends <https://ipmnewsroom.org/cu-jazz-fest-honors-local-legend/>

- October 23, 2023, *Smile Politely* – The Overture: October 23-29 <https://www.smilepolitely.com/music/the-overture-october-23-29/>
- October 24, 2023, *Smile Politely* – Spend your happy hour making some crafts <https://www.smilepolitely.com/splog/spend-your-happy-hour-making-some-crafts/>
- October 24, 2023, *Smile Politely* – You can add Downtown Urbana to your trick-or-treating plans <https://www.smilepolitely.com/splog/you-can-add-downtown-urbana-to-your-trick-or-treating-plans/>
- October 24, 2023, *The Daily Illini* – CU Jazz Festival swings back for 9th year of performances, connecting jazz community <https://dailyillini.com/buzz-stories/buzz-community/2023/10/24/cu-jazz-festival/>
- October 26, 2023, *Chambanamoms.com* – Find Indoor Halloween Events with Rain, Cold in Forecast in Champaign-Urbana <https://www.chambanamoms.com/2023/10/25/indoor-halloween-champaign-urbana-rainy-weather/>
- October 30, 2023, *Smile Politely* – The Overture: October 30 – November 5 <https://www.smilepolitely.com/music/the-overture-october-30-november-5/>

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

Bank reconciliations for the last day of the month: July 2023 - June 2024						
	July	August	September	October	November	December
Illinois Funds account	\$ 216,906.99	\$ 217,911.90	\$ 218,899.07			
Busey Bank Cash accounts	\$ 2,943,480.37	\$ 3,147,582.21	\$ 4,212,416.00			
Busey Bank Web account	\$ 68,388.69	\$ 73,630.53	\$ 77,357.69			
Total	\$ 3,228,776.05	\$ 3,439,124.64	\$ 4,508,672.76	\$ -	\$ -	\$ -

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1020

PAY PERIOD 10/01/2023 to 10/14/2023

CHECK DATE 10/20/2023

YEAR 2024 PERIOD 4
 EXPENDITURE ENTRIES
 SHORT DESC PAY102023

GL EFF DATE 10/20/2023
 REFERENCE L1020
 REFERENCE2 8L1020

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2024	PERIOD 4				GL EFF DATE 10/20/2023
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,114.54
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,117.43
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,940.04
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,195.85
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,908.95
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,014.41
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	15,800.33
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	39,100.61
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,444.69
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.25
FUND TOTALS					115,325.10
GRAND TOTALS					115,325.10

GENERAL LEDGER DISTRIBUTION JOURNAL: LIBRARY BI-W

WARRANT L1103

PAY PERIOD 10/15/2023 to 10/28/2023

CHECK DATE 11/03/2023

YEAR 2024 PERIOD 5
 EXPENDITURE ENTRIES
 SHORT DESC PAY110323

GL EFF DATE 11/03/2023
 REFERENCE M1103
 REFERENCE2 8L1103

ORG	OBJECT	PROJECT	ORGANIZATION TITLE	ACCOUNT DESCRIPTION	EXPENDITURE
YEAR 2024	PERIOD 5				GL EFF DATE 11/03/2023
80280800	50110		LIBRARY ADMINISTRATION	SALARY - REGULAR EMPLOYEE	16,114.55
80280801	50210		LIBRARY CENTRALIZED COSTS	INSURANCE	9,119.26
80280801	50220		LIBRARY CENTRALIZED COSTS	FICA AND MEDICARE	6,905.52
80280801	50251		LIBRARY CENTRALIZED COSTS	IMRF & SURS	5,196.57
80280803	50110		ARCHIVES	SALARY - REGULAR EMPLOYEE	7,753.07
80280805	50110		LIBRARY FACILITIES	SALARY - REGULAR EMPLOYEE	1,090.50
80280806	50110		LIBRARY ACQUISITIONS	SALARY - REGULAR EMPLOYEE	15,102.30
80280807	50110		LIBRARY CIRCULATION	SALARY - REGULAR EMPLOYEE	39,350.34
80280808	50110		LIBRARY IT	SALARY - REGULAR EMPLOYEE	5,520.68
80280809	50110		LIBRARY COMMUNITY ENGAGEMENT	SALARY - REGULAR EMPLOYEE	8,688.24
FUND TOTALS					114,841.03
GRAND TOTALS					114,841.03

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
52	ALLDATA LLC	0000		INV	10/12/2023	59642			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 52910		A&Y PROG	DTB CHARGE			1,500.00		
									1,500.00
									1,500.00
									CHECK TOTAL
3125	ALLIANCE ENTERTAINMEN	0000		INV	10/12/2023	PLS75205550			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51805		A&Y PROG	CD			9.25		
	2 80280802 51809		A&Y PROG	GAMES			75.98		
									85.23
									85.23
									CHECK TOTAL
3125	ALLIANCE ENTERTAINMEN	0000		CRM	10/12/2023	cmPLS74792006			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51805		A&Y PROG	CD			-12.49		
									-12.49
									-12.49
									CHECK TOTAL
									72.74
2943	AMAZON CAPITAL SERVIC	0000		INV	10/12/2023	1RHF-NNJY-7YVD			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51802 80103		A&Y PROG	NEW COLL			95.06		
									95.06
									95.06
									CHECK TOTAL
2943	AMAZON CAPITAL SERVIC	0000		INV	10/12/2023	1JNY-93KH-4FX1			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51802 80103		A&Y PROG	NEW COLL			7.98		
									7.98
									7.98
									CHECK TOTAL
									7.98
2943	AMAZON CAPITAL SERVIC	0000		INV	10/12/2023	1HVV-3JLY-KX3G			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280806 51900		LIBR ACQ	OTHER SUPP			5.99		
									5.99
									5.99
									CHECK TOTAL
									5.99
2943	AMAZON CAPITAL SERVIC	0000		INV	10/12/2023	19V3-CHPL-XTC3			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 81080832 51801		ADULT GIFT	LIBR BOOKS			194.66		
									194.66
									194.66
									CHECK TOTAL
									303.69
217	BAKER & TAYLOR LLC	0000		INV	10/12/2023	2037843267			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51801		A&Y PROG	LIBR BOOKS			2,264.71		
									2,264.71
									2,264.71

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	2037850547	2,264.71			
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801	A&Y PROG	LIBR BOOKS			1,484.08			
									1,484.08
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	5018564758				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			163.54			
									163.54
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	2037833288				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			1,472.18			
									1,472.18
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	2037842475				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			260.23			
									260.23
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	5018576195				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			65.11			
									65.11
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	2037850527				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			830.76			
									830.76
217	BAKER & TAYLOR LLC	0000	INV	10/12/2023	2037850514				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 81080833 51801	CHILD GIFT	LIBR BOOKS			177.35			
									177.35
									CHECK TOTAL
									6,717.96
1062	CONSOLIDATED COMMUNIC	0001	INV	10/12/2023	59729				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52600	LIBR FAC	UTILITIES			418.99			
									418.99
									CHECK TOTAL
									418.99

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
20	DAVIS HOUK MECHANICAL	0000		INV	10/12/2023	S23JS247					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		955.25					955.25
20	DAVIS HOUK MECHANICAL	0000		INV	10/12/2023	S23JS249					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		886.45					886.45
20	DAVIS HOUK MECHANICAL	0000		INV	10/12/2023	S23JS248					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		650.45					650.45
20	DAVIS HOUK MECHANICAL	0000		INV	10/12/2023	S23JS213					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		6,746.28					6,746.28
											CHECK TOTAL
											9,238.43
328	EVANS FROEHLICH BETH	0000		INV	10/12/2023	59776					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 81080831 53200		ADMIN GIFT	BUILDING		780.00					
	2 80280801 52101		LIBR CTRL	LEGAL SVCS		1,110.00					
	3 80280805 53200		LIBR FAC	BUILDING		750.00					
											2,640.00
											CHECK TOTAL
											2,640.00
3390	GREAT AMERICA FINANCI	0000		INV	10/12/2023	34985142					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52203		LIBR IT	MAINT AGRM		360.92					
											360.92
											CHECK TOTAL
											360.92
1703	RICHARD LUSTFELDT	0000		INV	10/12/2023	27049					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		300.00					
											300.00
											CHECK TOTAL
											300.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

CASH ACCOUNT: 802 10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2260	INGRAM INDUSTRIES INC	0000		INV	10/12/2023	78202153					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	80103	A&Y PROG	LIBR BOOKS			206.00				
										206.00	
										CHECK TOTAL	206.00
268	MIDWEST TAPE	0000		INV	10/12/2023	504438774					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			475.30				
										475.30	
										CHECK TOTAL	475.30
268	MIDWEST TAPE	0000		INV	10/12/2023	504438775					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806		A&Y PROG	DVD			14.99				
										14.99	
										CHECK TOTAL	14.99
268	MIDWEST TAPE	0000		INV	10/12/2023	504438776					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51807	80103	A&Y PROG	RECORDING			39.98				
	2 80280802 51806	80103	A&Y PROG	DVD			150.64				
										190.62	
										CHECK TOTAL	680.91
54	OVERDRIVE INC	0000		INV	10/12/2023	01018CO23342977					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD			1,558.06				
										1,558.06	
										CHECK TOTAL	1,558.06
9980	PETTY CASH VENDOR	0000		INV	10/12/2023	59699					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 802 46900		LGEN FUND	OTH MISREV			4.80				
										4.80	
										CHECK TOTAL	4.80
283	QUILL CORPORATION	0000		INV	10/12/2023	34865130					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP			156.74				
										156.74	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
283	QUILL CORPORATION	0000		INV	10/12/2023	34874379					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		3.59					
							3.59				
						CHECK TOTAL	160.33				
1272	ROGARDS	0000		INV	10/12/2023	047215-01					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280806 51900		LIBR ACQ	OTHER SUPP		25.56					
							25.56				
						CHECK TOTAL	25.56				
547	SECRETARY OF STATE IN	0000		INV	10/12/2023	59657					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280807 52320		LIBR CIRC	TRAVEL		15.00					
							15.00				
						CHECK TOTAL	15.00				
301	UNIQUE MANAGEMENT SER	0001		INV	10/12/2023	6117896					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 51900		LIBR CTRL	OTHER SUPP		49.25					
							49.25				
						CHECK TOTAL	225.39				
301	UNIQUE MANAGEMENT SER	0001		INV	10/12/2023	6117897					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280801 52902		LIBR CTRL	POST PRINT		176.14					
							176.14				
						CHECK TOTAL	225.39				
1290	UPCLOSE GRAPHICS INC	0000		INV	10/12/2023	201452					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 52909		LIBR COMM	AD/MRK/PE		53.24					
							53.24				
						CHECK TOTAL	53.24				
36	INVOICES						24,482.02			24,482.02	
										1,913,966.01	

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: L101223 10/12/2023
 DUE DATE: 10/12/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46900-	OTHER MISCELLANEOUS R 4.80	0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES 209.58	10,294.72
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52101-	LEGAL SERVICES 1,110.00	4,500.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING 176.14	546.88
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS 3,748.79	2,751.14
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS 2,997.82	3,664.07
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS 103.04	2,053.71
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51805-	CD'S -3.24	305.15
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S 490.29	3,132.60
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S 150.64	170.81
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS 39.98	106.10
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES 75.98	31.50
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51811-	DOWNLOADABLES 1,558.06	17.44
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-52910-	DATABASE CHARGES 1,500.00	2,701.86
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52201-	BUILDING REPAIR & MAI 6,746.28	24,212.81
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES 418.99	15,582.42
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER 2,792.15	47.67
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-53200-	BUILDING 750.00	77,158.95
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES 31.55	5,341.63
802	80280807	LIBRARY CIRCULATION 802-60-80-807-000-52320-	TRAVEL, EDUCATION AND 15.00	1.65
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT 360.92	0.00
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-52909-	ADV/MKTING/PUBLIC EDU 53.24	12,056.17
			FUND TOTAL	23,330.01
CASH ACCOUNT 802 10100		BALANCE 1,913,966.01		
810	81080831	ADMIN GIFTS 810-60-80-831-000-53200-	BUILDING 780.00	269,963.65
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS 194.66	9,150.65
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS 177.35	4,279.91
			FUND TOTAL	1,152.01
CASH ACCOUNT 802 10100		BALANCE 1,913,966.01		
			WARRANT SUMMARY TOTAL	24,482.02
			GRAND TOTAL	24,482.02

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1101923 10/19/2023
 DUE DATE: 10/19/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
1325	ARAMARK UNIFORM SERVI	0000		INV	10/19/2023	6130288339					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS			86.38				
										86.38	
										CHECK TOTAL	86.38
217	BAKER & TAYLOR LLC	0000		INV	10/19/2023	2037863957					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			1,699.45				
										1,699.45	
217	BAKER & TAYLOR LLC	0000		INV	10/19/2023	2037856835					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			219.76				
										219.76	
217	BAKER & TAYLOR LLC	0000		INV	10/19/2023	5018587236					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			120.11				
										120.11	
217	BAKER & TAYLOR LLC	0000		INV	10/19/2023	2037867906					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			1,082.14				
										1,082.14	
217	BAKER & TAYLOR LLC	0000		INV	10/19/2023	2037859679					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			173.22				
										173.22	
										CHECK TOTAL	3,294.68
218	ELAINE BEARDEN	0000		INV	10/19/2023	59973					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80103		LIBR COMM	LIBR SUPP			47.00				
										47.00	
										CHECK TOTAL	47.00
2257	CFS - CUSTOM FACILITY	0000		INV	10/19/2023	2020					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT			540.00				
										540.00	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1101923 10/19/2023
 DUE DATE: 10/19/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						CHECK TOTAL		540.00			
2536	CNHI, LLC	0001		INV	10/19/2023	59917					
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280802 51803		A&Y PROG	LIBR PER		371.26					
						CHECK TOTAL		371.26			
232	DEMCO INC	0002		INV	10/19/2023	7383425					
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280806 51900		LIBR ACQ	OTHER SUPP		1,036.35					
						CHECK TOTAL		1,036.35			
549	FIRST NATIONAL BANK O	0000		INV	10/19/2023	59907					
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280800 52320		LIBR ADMIN	TRAVEL		75.00					
2	80280805 52201		LIBR FAC	BLDG MAINT		378.57					
3	80280802 51802	80103	A&Y PROG	NEW COLL		128.90					
4	80280807 52320		LIBR CIRC	TRAVEL		79.00					
5	80280802 51811		A&Y PROG	DOWNLOAD		235.74					
6	80280808 51500		LIBR IT	SHARED IT		206.57					
7	80280801 52902		LIBR CTRL	POST PRINT		129.99					
8	80280801 51900		LIBR CTRL	OTHER SUPP		65.00					
9	80280809 51812	80102	LIBR COMM	LIBR SUPP		65.14					
						CHECK TOTAL		1,363.91			
2260	INGRAM INDUSTRIES INC	0000		INV	10/19/2023	78249256					
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280802 51801	80103	A&Y PROG	LIBR BOOKS		18.60					
						CHECK TOTAL		18.60			
261	LAKESHORE LEARNING MA	0000		INV	10/19/2023	372288100623					
						ACCOUNT DETAIL		LINE AMOUNT			
1	80280802 51802	80103	A&Y PROG	NEW COLL		227.41					
						CHECK TOTAL		227.41			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1101923 10/19/2023
 DUE DATE: 10/19/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
					CHECK TOTAL	227.41					
3430	MANSFIELD POWER & GAS	0000	INV	10/19/2023	MNS245857						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52600		LIBR FAC UTILITIES			2,369.35			2,369.35		
					CHECK TOTAL	2,369.35					
268	MIDWEST TAPE	0000	INV	10/19/2023	504454583						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51804		A&Y PROG AUDIOBOOKS			39.99					
	2 80280802 51806		A&Y PROG DVD			178.42					
									218.41		
268	MIDWEST TAPE	0000	INV	10/19/2023	504454581						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51807	80103	A&Y PROG RECORDING			26.53					
	2 80280802 51806	80103	A&Y PROG DVD			139.39					
									165.92		
					CHECK TOTAL	384.33					
54	OVERDRIVE INC	0000	INV	10/19/2023	01018CO23374027						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51811		A&Y PROG DOWNLOAD			409.50					
									409.50		
					CHECK TOTAL	409.50					
3033	PATRON POINT, INC	0000	INV	10/19/2023	2336						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280809 52199		LIBR COMM OTHER PROF			234.30					
									234.30		
					CHECK TOTAL	234.30					
42	PRESTO X LLC	0000	INV	10/19/2023	52262491						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52999		LIBR FAC OTHER SVCS			77.07					
									77.07		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1101923 10/19/2023
 DUE DATE: 10/19/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
42	PRESTO X LLC	0000		INV	10/19/2023	52262490			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52999		LIBR FAC	OTHER SVCS		77.07			
						CHECK TOTAL	77.07		
							154.14		
33	PROQUEST LLC	0000		INV	10/19/2023	70802660			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280803 52910		ARCHIVES	DTB CHARGE		1,703.04			
						CHECK TOTAL	1,703.04		
							1,703.04		
2482	T-MOBILE USA INC.	0001		INV	10/19/2023	59923			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51802 80103		A&Y PROG	NEW COLL		2,563.66			
						CHECK TOTAL	2,563.66		
							2,563.66		
22	INVOICES					WARRANT TOTAL	14,803.91		14,803.91
						CASH ACCOUNT BALANCE			3,488,401.99

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1101923 10/19/2023
 DUE DATE: 10/19/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET		
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	75.00	13,386.16
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-51900-	OTHER SUPPLIES	65.00	21,092.10
802	80280801	LIBRARY CENTRALIZED C	802-60-80-801-000-52902-	POSTAGE & PRINTING	129.99	4,733.36
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS	1,872.67	99,404.23
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,440.61	36,207.77
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51802-80103	NEW COLLECTIONS	2,919.97	17,242.40
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51803-	LIBRARY PERIODICALS	371.26	9,317.45
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51804-	AUDIOBOOKS	39.99	1,664.15
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S	178.42	14,133.12
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S	139.39	2,612.72
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51807-80103	RECORDINGS	26.53	2,214.32
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES	645.24	86,579.42
802	80280803	ARCHIVES	802-60-80-803-000-52910-	DATABASE CHARGES	1,703.04	10,581.16
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	918.57	107,412.55
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	2,369.35	112,614.32
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	240.52	68,597.53
802	80280806	LIBRARY ACQUISITIONS	802-60-80-806-000-51900-	OTHER SUPPLIES	1,036.35	23,853.20
802	80280807	LIBRARY CIRCULATION	802-60-80-807-000-52320-	TRAVEL, EDUCATION AND	79.00	3,329.60
802	80280808	LIBRARY IT	802-60-80-808-000-51500-	SHARED IT COSTS	206.57	105,756.32
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	65.14	3,616.84
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80103	LIBRARY PROGRAM SUPPL	47.00	5,569.81
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-52199-	OTHER PROFESSIONAL SE	234.30	13,041.70

FUND TOTAL 14,803.91

CASH ACCOUNT 802 10100 BALANCE 3,488,401.99

WARRANT SUMMARY TOTAL 14,803.91

GRAND TOTAL 14,803.91

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
2943	AMAZON CAPITAL SERVIC	0000		INV	10/19/2023	1RCL-19GV-3QHT					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280807 52320		LIBR CIRC	TRAVEL			59.94				
											59.94
2943	AMAZON CAPITAL SERVIC	0000		CRM	10/19/2023	cm1CXF-Q7LJ-LWQW					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS				-9.36				
											-9.36
2943	AMAZON CAPITAL SERVIC	0000		INV	10/26/2023	1HWW-H9J1-9CHJ					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				20.99				
											20.99
2943	AMAZON CAPITAL SERVIC	0000		INV	10/26/2023	1KKL-C9VY-N4DM					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				84.99				
											84.99
2943	AMAZON CAPITAL SERVIC	0000		INV	10/26/2023	1DM1-PMJK-1HR7					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				29.98				
											29.98
2943	AMAZON CAPITAL SERVIC	0000		INV	10/26/2023	1QR6-NW4F-NN9N					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				12.99				
											12.99
2943	AMAZON CAPITAL SERVIC	0000		INV	10/26/2023	1L9J-6TLQ-LFCR					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80102	LIBR COMM	LIBR SUPP				19.99				
											19.99
						CHECK TOTAL	219.52				
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037881266					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	A&Y PROG	LIBR BOOKS				2,438.28				
											2,438.28
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037884892					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801	A&Y PROG	LIBR BOOKS				834.00				
											834.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802		10100		CASH									
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK				
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037884983							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801		A&Y PROG	LIBR BOOKS			178.88						
												178.88	
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037877493							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			346.53						
												346.53	
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037885418							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			881.49						
												881.49	
217	BAKER & TAYLOR LLC	0000		INV	10/26/2023	2037884522							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 81080833 51801		CHILD GIFT	LIBR BOOKS			6.87						
												6.87	
												CHECK TOTAL	4,686.05
1345	CHAMPAIGN COUNTY	0017		INV	10/26/2023	143							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280808 52600		LIBR IT	UTILITIES			200.00						
												200.00	
												CHECK TOTAL	200.00
859	GIBBS TECHNOLOGY COMP	0000		INV	10/26/2023	2677202							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280808 52203		LIBR IT	MAINT AGRM			151.39						
												151.39	
												CHECK TOTAL	151.39
247	ILLINOIS LIBRARY ASSO	0000		INV	10/26/2023	261545							
	ACCOUNT DETAIL					LINE AMOUNT							
	1 80280800 52320		LIBR ADMIN	TRAVEL			300.00						
												300.00	
												CHECK TOTAL	300.00

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
3355	IMEG CONSULTANTS CORP	0000		INV	10/26/2023	23001763.01 - 3					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 53200		LIBR FAC	BUILDING			3,098.25				
										3,098.25	
										CHECK TOTAL	3,098.25
253	INFORMATION TODAY INC	0000		INV	10/26/2023	1770808-B1					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			483.53				
										483.53	
										CHECK TOTAL	483.53
2260	INGRAM INDUSTRIES INC	0000		INV	10/26/2023	78372554					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			578.86				
										578.86	
2260	INGRAM INDUSTRIES INC	0000		INV	10/26/2023	78403175					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801 80103		A&Y PROG	LIBR BOOKS			241.65				
										241.65	
2260	INGRAM INDUSTRIES INC	0000		INV	10/26/2023	78416647					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			623.47				
										623.47	
2260	INGRAM INDUSTRIES INC	0000		INV	10/26/2023	78445208					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51801		A&Y PROG	LIBR BOOKS			193.52				
										193.52	
										CHECK TOTAL	1,637.50
254	CAROL INSKEEP	0000		INV	10/26/2023	60031					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP			13.13				
										13.13	
254	CAROL INSKEEP	0000		INV	10/26/2023	60033					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP			25.75				
										25.75	

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK		
254	CAROL INSKEEP	0000		INV	10/26/2023	60034					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP		5.65					
							5.65				
						CHECK TOTAL	44.53				
2945	MICHAEL HANNAN	0000		INV	10/26/2023	60043					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52201		LIBR FAC	BLDG MAINT		38.49					
							38.49				
						CHECK TOTAL	38.49				
268	MIDWEST TAPE	0000		INV	10/26/2023	504487118					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51804		A&Y PROG	AUDIOBOOKS		39.99					
	2 80280802 51806		A&Y PROG	DVD		419.80					
							459.79				
						CHECK TOTAL	640.41				
268	MIDWEST TAPE	0000		INV	10/26/2023	504487116					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51806 80103		A&Y PROG	DVD		180.62					
							180.62				
						CHECK TOTAL	640.41				
1596	MUSIC DEFYING BOUNDAR	0000		INV	10/26/2023	60045					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812		LIBR COMM	LIBR SUPP		200.00					
							200.00				
						CHECK TOTAL	200.00				
54	OVERDRIVE INC	0000		INV	10/26/2023	01018CO23384998					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280802 51811		A&Y PROG	DOWNLOAD		693.36					
							693.36				
						CHECK TOTAL	693.36				
1622	REPUBLIC SERVICES, IN	0001		INV	10/26/2023	0729-000666699					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52999		LIBR FAC	OTHER SVCS		681.25					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						681.25					
					CHECK TOTAL	681.25					
313	URBANA & CHAMPAIGN SA	0000		INV	10/26/2023	6374726					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		7.60					
										7.60	
313	URBANA & CHAMPAIGN SA	0000		INV	10/26/2023	6373646					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		350.83					
										350.83	
313	URBANA & CHAMPAIGN SA	0000		INV	10/26/2023	6374727					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		12.20					
										12.20	
313	URBANA & CHAMPAIGN SA	0000		INV	10/26/2023	6373487					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		272.18					
										272.18	
313	URBANA & CHAMPAIGN SA	0000		INV	10/26/2023	6375239					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280805 52600		LIBR FAC	UTILITIES		15.44					
										15.44	
										658.25	
					CHECK TOTAL	658.25					
3130	SARA BENNETT	0000		INV	10/26/2023	60093					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280809 51812 80104		LIBR COMM	LIBR SUPP		12.00					
										12.00	
										12.00	
										12.00	
2952	PAVLOV MEDIA INC	0000		INV	10/26/2023	INV32702					
	ACCOUNT DETAIL					LINE AMOUNT					
	1 80280808 52999		LIBR IT	OTHER SVCS		800.00					
										800.00	
										800.00	
										800.00	
					CHECK TOTAL	800.00					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
397	TRAVELERS	0000		INV	10/26/2023	60047			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280807 52320		LIBR CIRC	TRAVEL			20.00		
							20.00		
397	TRAVELERS	0000		INV	10/26/2023	60048			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280807 52320		LIBR CIRC	TRAVEL			20.00		
							20.00		
						CHECK TOTAL	40.00		
600	ULINE INC	0000		INV	10/26/2023	169890193			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52201		LIBR FAC	BLDG MAINT			203.18		
							203.18		
						CHECK TOTAL	203.18		
41	INVOICES								
						WARRANT TOTAL	14,787.71		14,787.71
						CASH ACCOUNT BALANCE			3,467,539.84

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1102623 10/26/2023
 DUE DATE: 10/26/2023

FUND	ORG	LIBRARY	ACCOUNT		AMOUNT	AVLB BUDGET
802	80280800	LIBRARY ADMINISTRATIO	802-60-80-800-000-52320-	TRAVEL, EDUCATION AND	300.00	13,086.16
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-	LIBRARY BOOKS	5,330.54	94,073.69
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51801-80103	LIBRARY BOOKS	1,460.31	34,738.10
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51804-	AUDIOBOOKS	39.99	1,624.16
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-	DVD'S	419.80	13,713.32
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51806-80103	DVD'S	180.62	2,432.10
802	80280802	ADULT & YOUTH SERVICE	802-60-80-802-000-51811-	DOWNLOADABLES	693.36	85,886.06
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52201-	BUILDING REPAIR & MAI	241.67	107,170.88
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52600-	UTILITIES	658.25	111,956.07
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	681.25	67,916.28
802	80280805	LIBRARY FACILITIES	802-60-80-805-000-53200-	BUILDING	3,098.25	1,953,675.36
802	80280807	LIBRARY CIRCULATION	802-60-80-807-000-52320-	TRAVEL, EDUCATION AND	99.94	3,289.60
802	80280808	LIBRARY IT	802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	151.39	3,689.89
802	80280808	LIBRARY IT	802-60-80-808-000-52600-	UTILITIES	200.00	1,884.00
802	80280808	LIBRARY IT	802-60-80-808-000-52999-	OTHER CONTRACTUAL SER	800.00	12,900.00
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	244.53	17,687.63
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	168.94	3,447.90
802	80280809	LIBRARY COMMUNITY ENG	802-60-80-809-000-51812-80104	LIBRARY PROGRAM SUPPL	12.00	378.99
FUND TOTAL					14,780.84	
CASH ACCOUNT 802 10100			BALANCE 3,467,539.84			
810	81080833	CHILDREN'S GIFTS	810-60-80-833-000-51801-	LIBRARY BOOKS	6.87	11,382.10
FUND TOTAL					6.87	
CASH ACCOUNT 802 10100			BALANCE 3,467,539.84			
WARRANT SUMMARY TOTAL					14,787.71	
GRAND TOTAL					14,787.71	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
Invoice: 2037901666			BAKER & TAYLOR LLC	2037901666	10/30/2023		L110223	693.44
				693.44 80280802 51801 80103	L511881 2 LIBRARY BOOKS			
					CHECK		6200 TOTAL:	4,591.90
6201	11/03/2023	PRTD	108 SHERRIE BOWSER	60349	10/30/2023		L110223	31.61
Invoice: 60349				31.61 80280803 51801	MEADOWBROOK: A HISTORY LIBRARY BOOKS			
					CHECK		6201 TOTAL:	31.61
6202	11/03/2023	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 2022		10/30/2023		L110223	567.00
Invoice: 2022				567.00 80280805 52201	SERVICES 10/17/23 - 10/30/23 BUILDING REPAIR & MAINT			
					CHECK		6202 TOTAL:	567.00
6203	11/03/2023	PRTD	2257 CFS - CUSTOM FACILITY SERVICES IN 2025		10/30/2023		L110223	5,833.33
Invoice: 2025				5,833.33 80280805 52999	MONTHLY SERVICE FEE OTHER CONTRACTUAL SERVICES			
					CHECK		6203 TOTAL:	5,833.33
6204	11/03/2023	PRTD	1345 CHAMPAIGN COUNTY	145	10/30/2023		L110223	200.00
Invoice: 145				200.00 80280808 52600	ICN INV. T2400162 07-31-23 UTILITIES			
Invoice: 147			CHAMPAIGN COUNTY	147	10/30/2023		L110223	200.00
				200.00 80280808 52600	ICN INV. T2402844 09-30-23 UTILITIES			
					CHECK		6204 TOTAL:	400.00
6205	11/03/2023	PRTD	2334 CHAMPAIGN MULTIMEDIA GROUP LLC	303974383	10/30/2023		L110223	53.19
Invoice: 303974383				53.19 80280805 53200	ACCT #99225678 BUILDING			
					CHECK		6205 TOTAL:	53.19
6206	11/03/2023	PRTD	862 CITY OF URBANA	1330	10/30/2023		L110223	168.75
Invoice: 1330				168.75 80280801 50240	RHS 2023-7 TO 2023-9 RHS CONTRIBUTION			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 6206 TOTAL:	168.75
6207	11/03/2023	PRTD	3344 CONSTELLATION NEWENERGY, INC	66745857601	10/30/2023		L110223	8,863.21
			Invoice: 66745857601				CUST #876594-47, ACCT ID 13992008	
				8,863.21 80280805 52600			UTILITIES	
							CHECK 6207 TOTAL:	8,863.21
6208	11/03/2023	PRTD	20 DAVIS HOUK MECHANICAL INC	S23JS251	10/30/2023		L110223	931.81
			Invoice: S23JS251				EXHAUST FAN PM INSPECTIONS	
				931.81 80280805 52999			OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS253				10/30/2023 L110223	1,145.45
				1,145.45 80280805 52999			PATTERSON KELLEY BOILER PM INSPECTION	
							OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS252				10/30/2023 L110223	2,669.67
				2,669.67 80280805 52999			LOCHINVAR BOILER PM INSPECTIONS	
							OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS177				10/30/2023 L110223	820.95
				820.95 80280805 52999			S23JS177	
							OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS267				10/30/2023 L110223	726.45
				726.45 80280805 52999			AIR COMPRESSOR PM INSPECTION	
							OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS233				10/30/2023 L110223	4,231.91
				4,231.91 80280805 52999			AHU FILTER CHANGE AND PM INSPECTION S	
							OTHER CONTRACTUAL SERVICES	
			Invoice: S23JS250				10/30/2023 L110223	204.45
				204.45 80280805 52999			WATER HEATER INSPECTION	
							OTHER CONTRACTUAL SERVICES	
							CHECK 6208 TOTAL:	10,730.69
6209	11/03/2023	PRTD	192 RACHEL FULLER	60375	10/30/2023		L110223	724.45
			Invoice: 60375				2023 ILA CONFERENCE 10-24 TO 10-26	
				724.45 80280800 52320			TRAVEL, EDUCATION AND TRAINING	
							CHECK 6209 TOTAL:	724.45
6210	11/03/2023	PRTD	1703 RICHARD LUSTFELDT	27366	10/30/2023		L110223	125.00
			Invoice: 27366				10/30/2023 STEP 6 WINTERIZING FERTILIZER, WEEDS	
				125.00 80280805 52999			OTHER CONTRACTUAL SERVICES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
					INVOICE DTL DESC			
							CHECK 6210 TOTAL:	125.00
6211	11/03/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	60303	10/30/2023		L110223	25.94
Invoice: 60303				25.94 80280805 52600	ACCOUNT NO.1025-21000173	7	409 UTILITIES	
							CHECK 6211 TOTAL:	25.94
6212	11/03/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	60304	10/30/2023		L110223	63.58
Invoice: 60304				63.58 80280805 52600	ACCOUNT NO.1025-210000163388		UTILITIES	
							CHECK 6212 TOTAL:	63.58
6213	11/03/2023	PRTD	1264 ILLINOIS AMERICAN WATER COMPANY	60305	10/30/2023		L110223	320.41
Invoice: 60305				320.41 80280805 52600	ACCOUNT NO.1025-210000505586		UTILITIES	
							CHECK 6213 TOTAL:	320.41
6214	11/03/2023	PRTD	2260 INGRAM INDUSTRIES INC.	78521904	10/30/2023		L110223	228.12
Invoice: 78521904				228.12 80280802 51801	ACCOUNT 20W0739	80103	LIBRARY BOOKS	
Invoice: 78545909				366.06 80280802 51801	ACCOUNT 20W0739		LIBRARY BOOKS	
Invoice: 78472913				171.18 80280802 51801	ACCOUNT 20W0739		LIBRARY BOOKS	
							CHECK 6214 TOTAL:	765.36
6215	11/03/2023	PRTD	1990 KANOPY INC.	373108 - PPU	10/30/2023		L110223	1,221.00
Invoice: 373108 - PPU				1,221.00 80280802 51811	PLAY CREDITS		DOWNLOADABLES	
							CHECK 6215 TOTAL:	1,221.00
6216	11/03/2023	PRTD	2945 MICHAEL HANNAN	60348	10/30/2023		L110223	129.98
Invoice: 60348				129.98 80280805 52201	HARBOR FREIGHT BITS, CART		BUILDING REPAIR & MAINT	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 6216 TOTAL:	129.98
6217	11/03/2023	PRTD	268 MIDWEST TAPE	hoopla504577786	10/30/2023		L110223	5,500.00
			Invoice: hoopla504577786	5,500.00 80280802 51811			CUSTOMER #2000016591 DOWNLOADABLES	
			Invoice: 504530283	34.99 80280802 51804	10/30/2023		L110223	505.78
				470.79 80280802 51806			2000007494 AUDIOBOOKS DVD'S	
			Invoice: 504530285	26.24 80280802 51806	10/30/2023		L110223	26.24
							2000007494 DVD'S	
			Invoice: 504530319	14.99 80280802 51807	10/30/2023		L110223	14.99
							2000007495 RECORDINGS	
CHECK 6217 TOTAL:								6,047.01
6218	11/03/2023	PRTD	871 NATIONAL PEN HOLDINGS LLC	113415893	10/30/2023		L110223	644.95
			Invoice: 113415893	644.95 80280809 52909			CUSTOMER NO. 19821525 ADV/MKTING/PUBLIC EDUCATION	
CHECK 6218 TOTAL:								644.95
6219	11/03/2023	PRTD	9999 Elizabeth Mitchaner	60302	10/30/2023		L110223	9.99
			Invoice: 60302	9.99 802 44800			DC SUPERHERO GIRLS 31230009374436 LIBRARY FEES	
CHECK 6219 TOTAL:								9.99
6220	11/03/2023	PRTD	283 QUILL CORPORATION	35212672	10/30/2023		L110223	138.37
			Invoice: 35212672	128.25 80280801 51900			ACCT #1417834 OTHER SUPPLIES	
				10.12 80280809 51812			80103 LIBRARY PROGRAM SUPPLIES	
			Invoice: 35199501	34.94 80280809 51812	10/30/2023		L110223	34.94
							ACCT #1417834 LIBRARY PROGRAM SUPPLIES	
CHECK 6220 TOTAL:								173.31
6221	11/03/2023	PRTD	123 RAILS	11751	10/30/2023		L110223	1,375.00
			Invoice: 11751	1,375.00 80280809 51812			ILLINOIS LIBRARY PRESENTS 2023-7 TO 2024-6 LIBRARY PROGRAM SUPPLIES	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CK RUN ID#	NET
INVOICE DTL DESC								
							CHECK 6221 TOTAL:	1,375.00
6222	11/03/2023	PRTD	639 STUARD & ASSOCIATES INC	35747	10/30/2023		L110223	250.00
			Invoice: 35747	250.00 80280805 52999	2 X L00RE1 - RE-INSPECTION STANDARD OTHER CONTRACTUAL SERVICES			
							CHECK 6222 TOTAL:	250.00
6223	11/03/2023	PRTD	3030 THRYV INC	610058946048	10/30/2023		L110223	197.45
			Invoice: 610058946048	197.45 80280801 51900	ACCT #500215768 OTHER SUPPLIES			
							CHECK 6223 TOTAL:	197.45
				NUMBER OF CHECKS	27	*** CASH ACCOUNT TOTAL ***		45,371.93
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
					27	45,371.93		
				*** GRAND TOTAL ***				45,371.93

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 5152tcarrington

YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2024	5	38								
APP	802-20100	11/03/2023	L110223	L1103			ACCOUNTS PAYABLE		45,371.93	
							AP CASH DISBURSEMENTS JOURNAL			
APP	802-10100	11/03/2023	L110223	L1103			CASH			45,371.93
							AP CASH DISBURSEMENTS JOURNAL			
							JOURNAL 2024/05/38			
							TOTAL		45,371.93	45,371.93

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
802	LIBRARY GENERAL FUND	2024	5	38	11/03/2023	CASH		45,371.93
	802-10100					ACCOUNTS PAYABLE	45,371.93	
	802-20100							
						FUND TOTAL	45,371.93	45,371.93

** END OF REPORT - Generated by Tina Carrington **

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1110923 11/10/2023
 DUE DATE: 11/10/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/09/2023	PLS75604486			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 802 46290		LGEN FUND	OTHR REIMB			29.75		
	2 80280802 51805		A&Y PROG	CD			45.54		
	3 80280802 51806		A&Y PROG	DVD			46.75		
									122.04
3125	ALLIANCE ENTERTAINMEN	0000		INV	11/09/2023	PLS75742102			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51805		A&Y PROG	CD			33.99		
	2 80280802 51809		A&Y PROG	GAMES			229.93		
									263.92
3125	ALLIANCE ENTERTAINMEN	0000		CRM	11/09/2023	cmPLS75585524			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51805		A&Y PROG	CD			-11.25		
									-11.25
						CHECK TOTAL			374.71
2943	AMAZON CAPITAL SERVIC	0000		INV	11/09/2023	1WXQ-PCJT-4N74			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51809		A&Y PROG	GAMES			160.75		
									160.75
2943	AMAZON CAPITAL SERVIC	0000		INV	11/09/2023	137L-XWVD-3X64			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280809 51812 80102		LIBR COMM	LIBR SUPP			5.86		
									5.86
2943	AMAZON CAPITAL SERVIC	0000		INV	11/09/2023	1W6K-R6YW-31V4			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280808 51500		LIBR IT	SHARED IT			99.99		
									99.99
2943	AMAZON CAPITAL SERVIC	0000		INV	11/09/2023	17TD-D6GH-6YKT			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280802 51802 80103		A&Y PROG	NEW COLL			133.03		
									133.03
						CHECK TOTAL			399.63
96	AMEREN ILLINOIS COMPA	0000		INV	11/09/2023	60516			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280805 52600		LIBR FAC	UTILITIES			1,077.01		

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1110923 11/10/2023
 DUE DATE: 11/10/2023

CASH ACCOUNT: 802		10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK			
						1,077.01					
					CHECK TOTAL	1,077.01					
96	AMEREN ILLINOIS COMPA	0000	INV	11/09/2023	60517						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280805 52600	LIBR FAC	UTILITIES			358.84					
						358.84					
					CHECK TOTAL	358.84					
217	BAKER & TAYLOR LLC	0000	INV	11/09/2023	2037911392						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801	A&Y PROG	LIBR BOOKS			1,527.41					
						1,527.41					
217	BAKER & TAYLOR LLC	0000	INV	11/09/2023	5018615344						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			69.87					
						69.87					
217	BAKER & TAYLOR LLC	0000	INV	11/09/2023	2037910581						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51801 80103	A&Y PROG	LIBR BOOKS			366.33					
						366.33					
217	BAKER & TAYLOR LLC	0000	INV	11/09/2023	2037905203						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 81080832 51801	ADULT GIFT	LIBR BOOKS			32.21					
	2 81080833 51801	CHILD GIFT	LIBR BOOKS			13.49					
						45.70					
					CHECK TOTAL	2,009.31					
1152	THOMAS BASSETT	0000	INV	11/09/2023	60518						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280809 51812	LIBR COMM	LIBR SUPP			200.00					
						200.00					
					CHECK TOTAL	200.00					
3208	SUNDAY NEWS DELIVERY	0000	INV	11/09/2023	60584						
	ACCOUNT DETAIL				LINE AMOUNT						
	1 80280802 51803	A&Y PROG	LIBR PER			238.38					
						238.38					

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1110923 11/10/2023
 DUE DATE: 11/10/2023

CASH ACCOUNT: 802 10100		CASH							
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
2260	INGRAM INDUSTRIES INC	0000	INV	11/09/2023	78640206				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51801	A&Y PROG	LIBR BOOKS		196.31				
						196.31			
					CHECK TOTAL	511.57			
268	MIDWEST TAPE	0000	INV	11/09/2023	504567376				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280802 51807 80103	A&Y PROG	RECORDING		24.88				
	2 80280802 51806 80103	A&Y PROG	DVD		48.72				
						73.60			
					CHECK TOTAL	405.22			
1272	ROGARDS	0000	INV	11/09/2023	047758-00				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP		140.82				
						140.82			
					CHECK TOTAL	176.78			
1272	ROGARDS	0000	INV	11/09/2023	047758-01				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280806 51900	LIBR ACQ	OTHER SUPP		35.96				
						35.96			
					CHECK TOTAL	176.78			
3409	STAPLES, INC.	0000	INV	11/09/2023	8072168116				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280808 51900	LIBR IT	OTHER SUPP		186.74				
						186.74			
					CHECK TOTAL	186.74			
119	TWIN LAKES FIRE SERVI	0000	INV	11/09/2023	6437				
	ACCOUNT DETAIL				LINE AMOUNT				
	1 80280805 52999	LIBR FAC	OTHER SVCS		1,295.00				
						1,295.00			
						1,295.00			

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CK RUN ID#: 1110923 11/10/2023
 DUE DATE: 11/10/2023

CASH ACCOUNT: 802		10100		CASH					
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK
						CHECK TOTAL	1,295.00		
301	UNIQUE MANAGEMENT SER	0001		INV	11/09/2023	6119022			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 52902		LIBR CTRL	POST PRINT			177.06		
									177.06
301	UNIQUE MANAGEMENT SER	0001		INV	11/09/2023	6119021			
	ACCOUNT DETAIL					LINE AMOUNT			
	1 80280801 51900		LIBR CTRL	OTHER SUPP			88.65		
									88.65
						CHECK TOTAL	265.71		
30	INVOICES								
						WARRANT TOTAL	15,579.21		
						CASH ACCOUNT BALANCE	3,322,852.75		

ACCOUNTS PAYABLE CHECK RUN REPORT

Ck Run Id# Summary

CK RUN ID#: 1110923 11/10/2023
 DUE DATE: 11/10/2023

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
802	802	LIBRARY GENERAL FUND 802-00-00-000-000-46290-	OTHER REIMBURSEMENTS	29.75 0.00
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-51900-	OTHER SUPPLIES	88.65 20,624.51
802	80280801	LIBRARY CENTRALIZED C 802-60-80-801-000-52902-	POSTAGE & PRINTING	177.06 4,556.30
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-	LIBRARY BOOKS	2,038.98 87,984.01
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51801-80103	LIBRARY BOOKS	436.20 32,995.34
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51802-80103	NEW COLLECTIONS	133.03 17,109.37
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51803-	LIBRARY PERIODICALS	6,799.62 2,517.83
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51804-	AUDIOBOOKS	39.99 1,549.18
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51805-	CD'S	68.28 1,184.85
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-	DVD'S	338.38 12,877.91
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51806-80103	DVD'S	48.72 2,383.38
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51807-80103	RECORDINGS	24.88 2,174.45
802	80280802	ADULT & YOUTH SERVICE 802-60-80-802-000-51809-	GAMES	390.68 2,575.20
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52600-	UTILITIES	1,854.84 100,828.09
802	80280805	LIBRARY FACILITIES 802-60-80-805-000-52999-	OTHER CONTRACTUAL SER	2,024.30 48,524.61
802	80280806	LIBRARY ACQUISITIONS 802-60-80-806-000-51900-	OTHER SUPPLIES	176.78 23,676.42
802	80280808	LIBRARY IT 802-60-80-808-000-51500-	SHARED IT COSTS	99.99 105,607.34
802	80280808	LIBRARY IT 802-60-80-808-000-51900-	OTHER SUPPLIES	186.74 8,187.91
802	80280808	LIBRARY IT 802-60-80-808-000-52203-	MAINTENANCE AGREEMENT	370.78 3,319.11
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-	LIBRARY PROGRAM SUPPL	200.00 14,612.63
802	80280809	LIBRARY COMMUNITY ENG 802-60-80-809-000-51812-80102	LIBRARY PROGRAM SUPPL	5.86 3,415.06
			FUND TOTAL	15,533.51
CASH ACCOUNT 802 10100		BALANCE 3,322,852.75		
810	81080832	ADULT GIFTS 810-60-80-832-000-51801-	LIBRARY BOOKS	32.21 18,636.94
810	81080833	CHILDREN'S GIFTS 810-60-80-833-000-51801-	LIBRARY BOOKS	13.49 11,368.61
			FUND TOTAL	45.70
CASH ACCOUNT 802 10100		BALANCE 3,322,852.75		
			WARRANT SUMMARY TOTAL	15,579.21
			GRAND TOTAL	15,579.21

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.

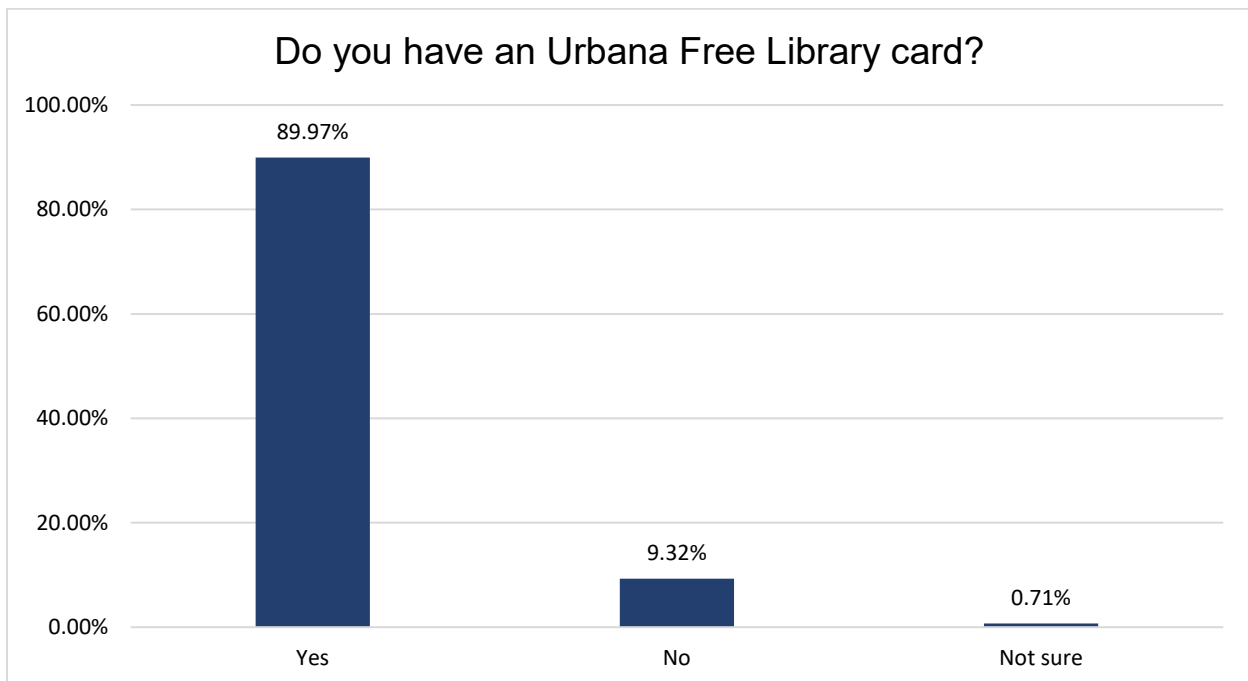
VISION		
Nurturing growth by sparking curiosity and fostering a sense of belonging.		
MISSION		
We encourage learning and enrich lives by providing access to diverse resources and programs.		
STRATEGIC DIRECTIONS		
ENHANCE	EMBRACE	EMPOWER
GOALS		
We steward our physical and financial resources to serve 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.

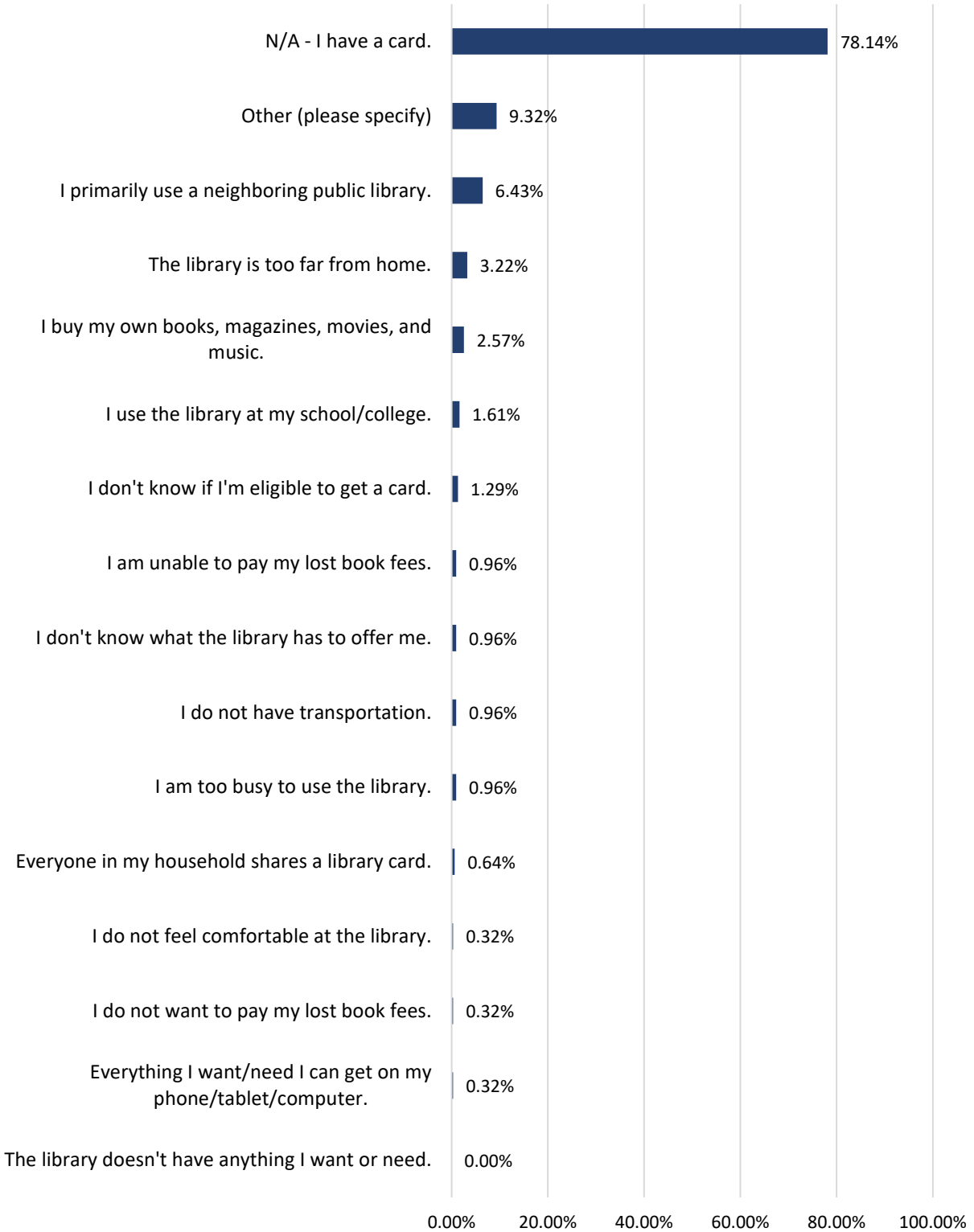
Notes about the survey responses:

- 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

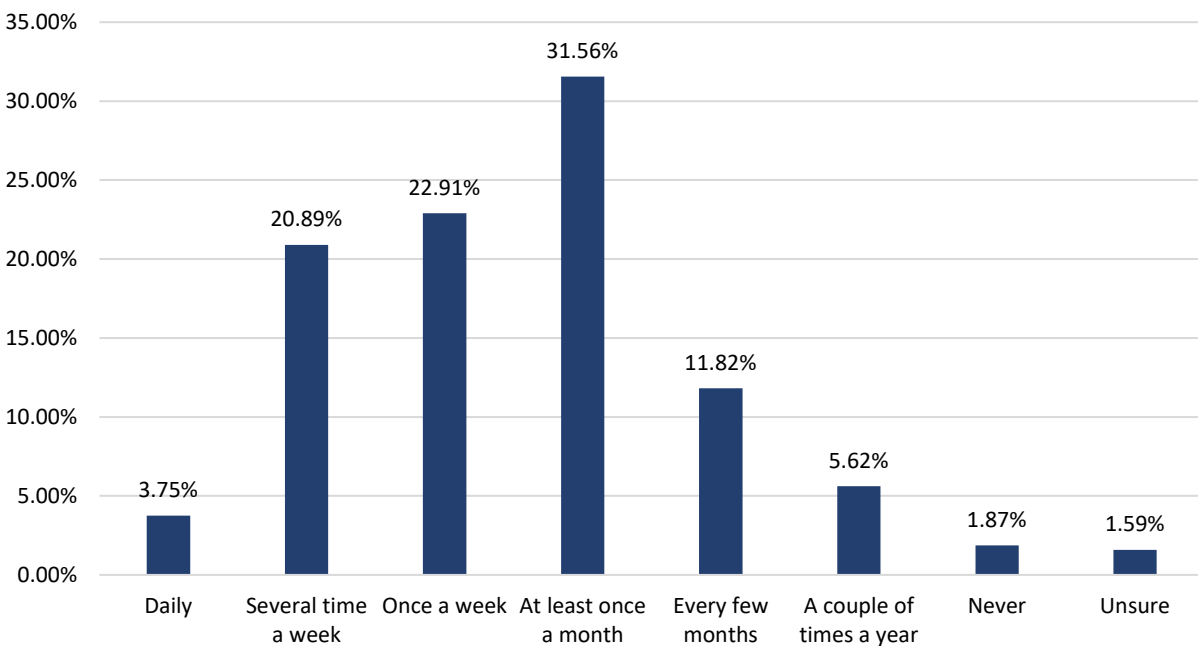
FINDINGS:	<ul style="list-style-type: none"> • This question was answered by 311 respondents and skipped by 397. • I primarily use a neighboring public library (6.43%), the library is too far from home (3.22%), and I buy my own books, magazines, movies, and music (2.57%) were the top reasons why respondents did not have a card from The Urbana Free Library. • No one selected “the library doesn't have anything I want or need.”
------------------	---

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

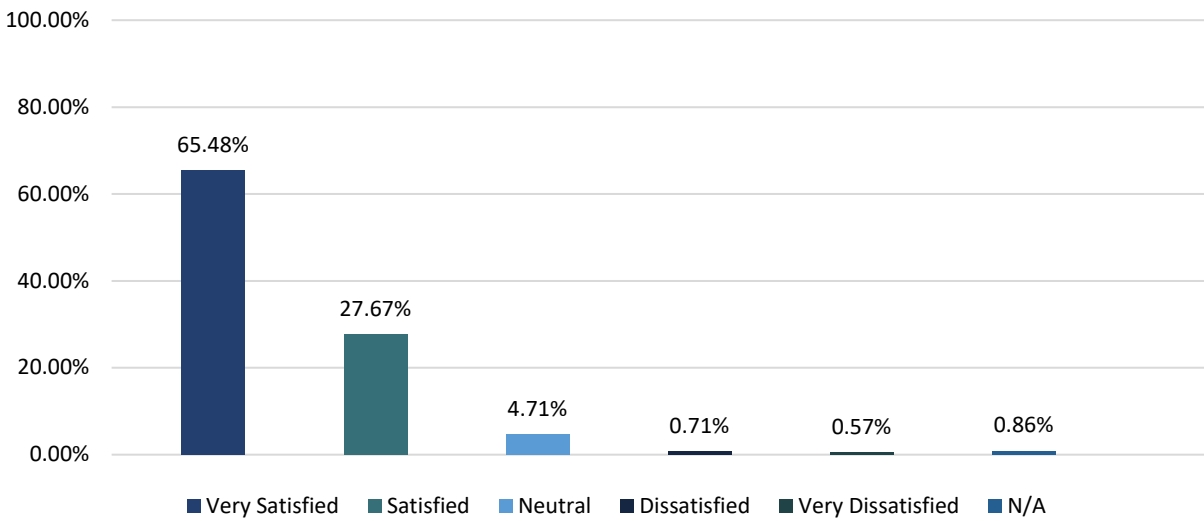
Programs: Book clubs or other events for ESL adults; technology workshops; more music and poetry events; toddler storytime; more adult programs/clubs; more kids events

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!

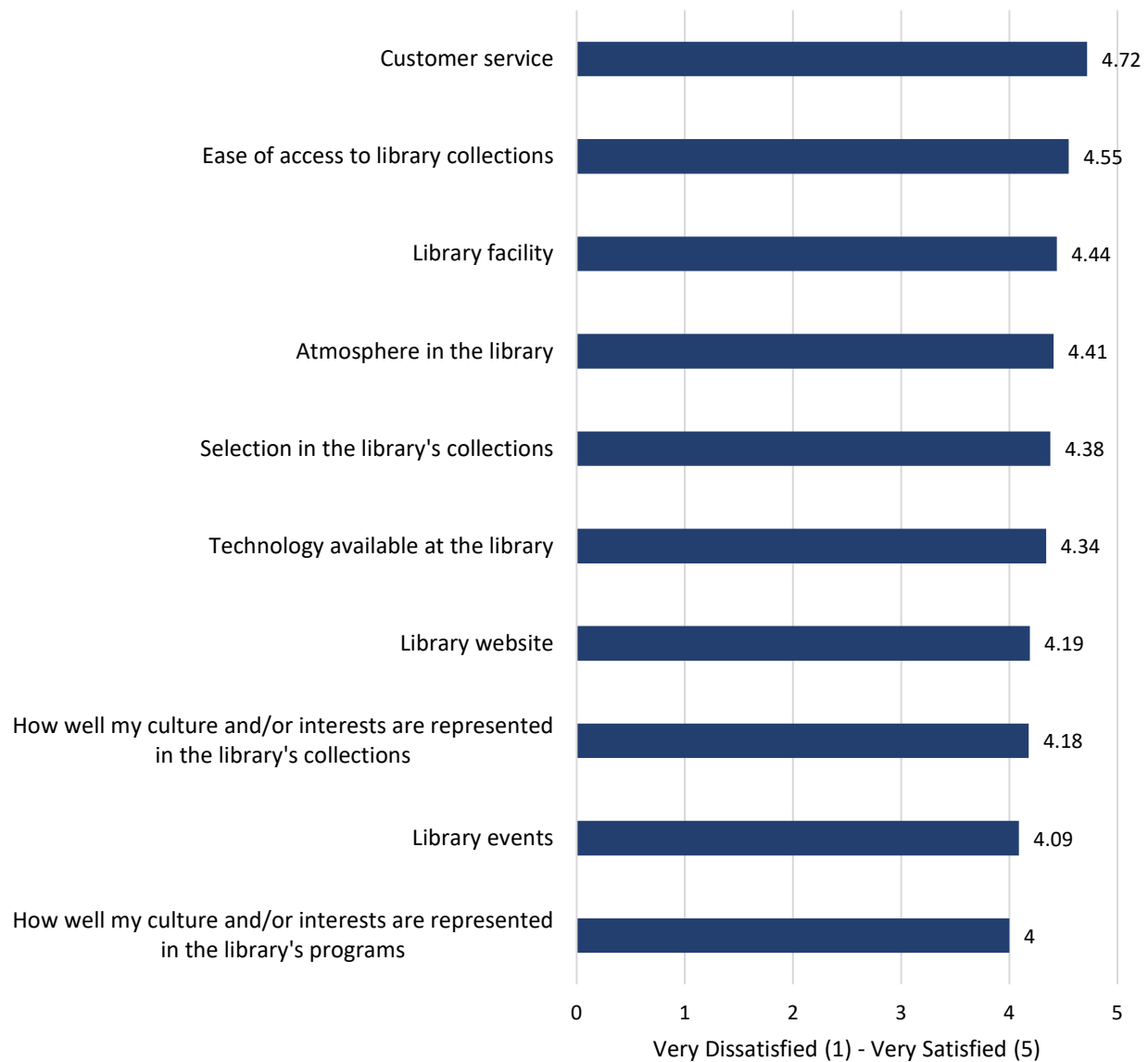
How satisfied are you with The Urbana Free Library overall?



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

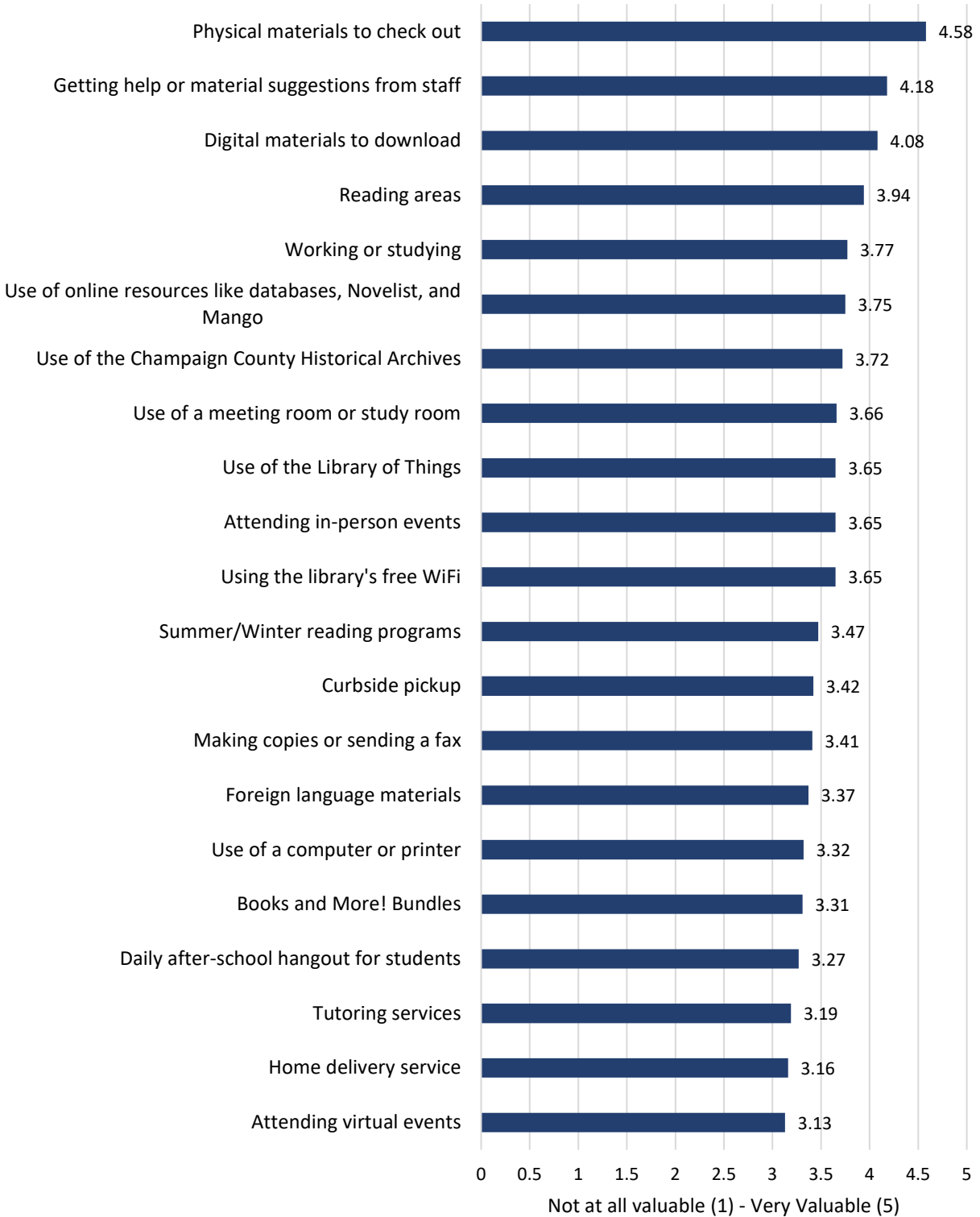
Programs: Host lectures or programs related to the following: African American history, faith communities of color, local history, gardening series, adult education classes on different cultures, international religions, random acts of kindness, community matters, intergenerational activities, civics, 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

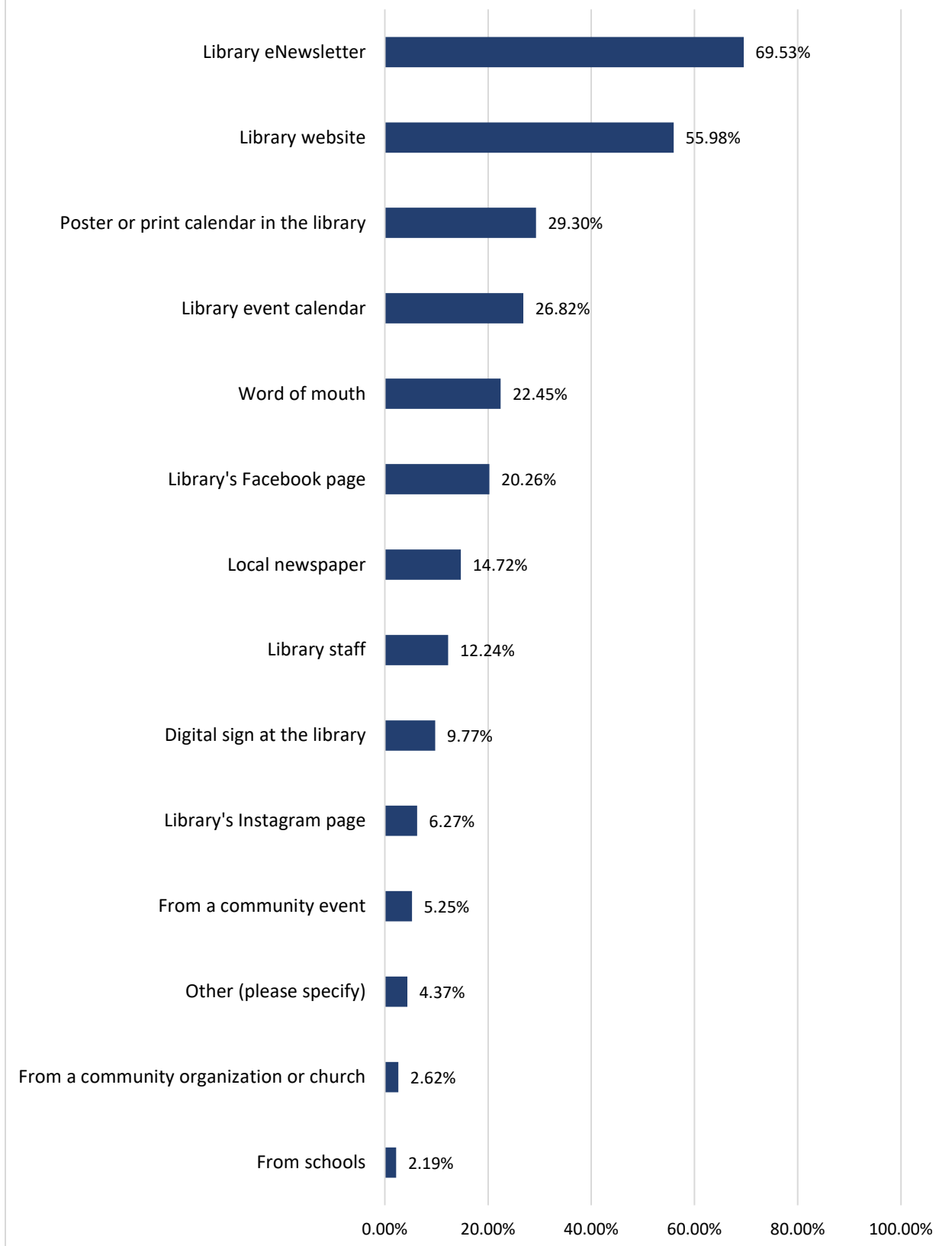
Technology: Computers, curbside pick-up button on "how to use the library" website page, better book scanner, tech lessons, more hotspots

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

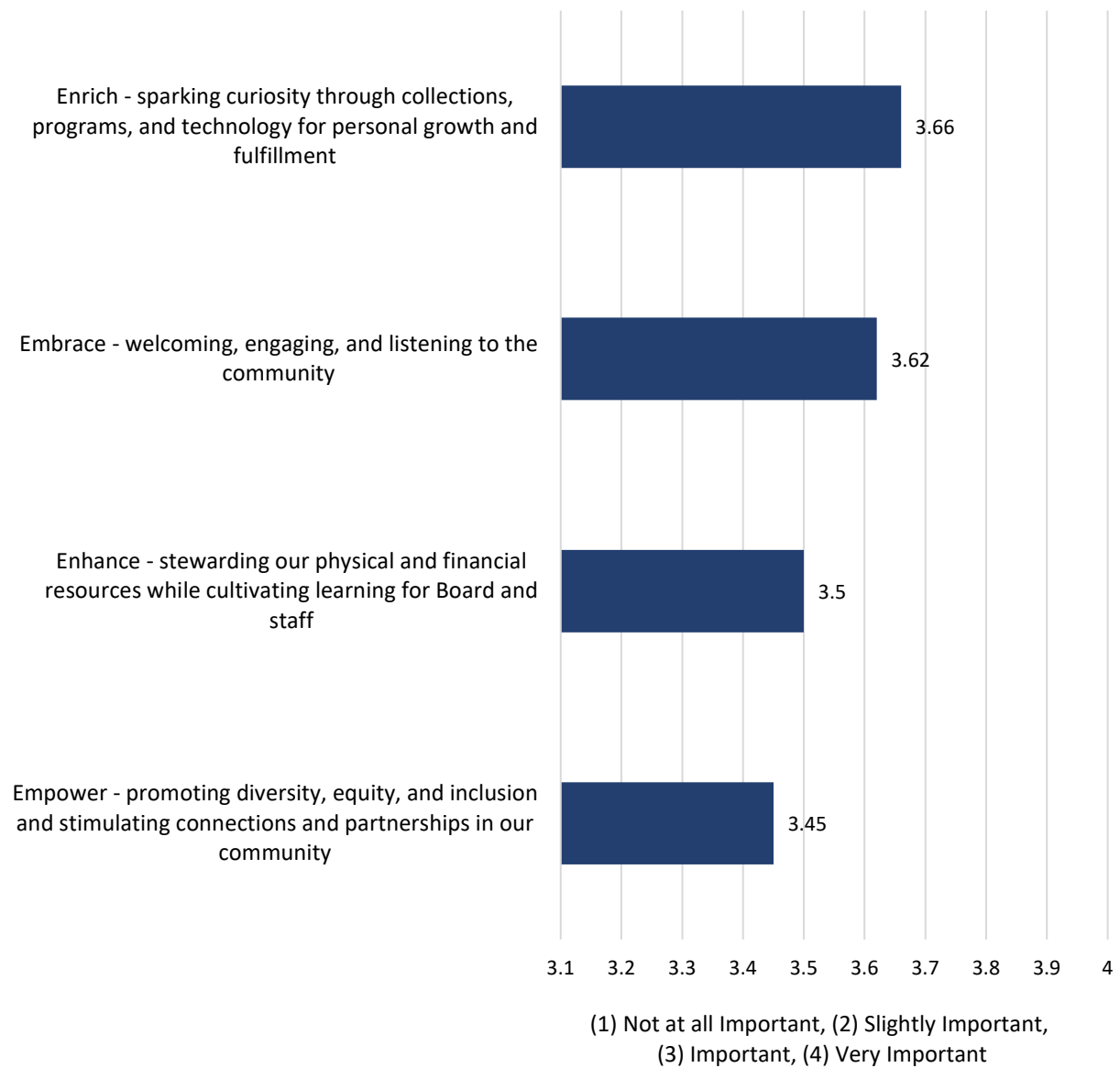
FINDINGS:	<ul style="list-style-type: none"> • Close to 70% of respondents said they learn about what’s happening at the library through the library eNewsletter. • After the eNewsletter, the most common ways respondents learn about the library are the library website (55.98%), poster or print calendar 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.
------------------	--

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

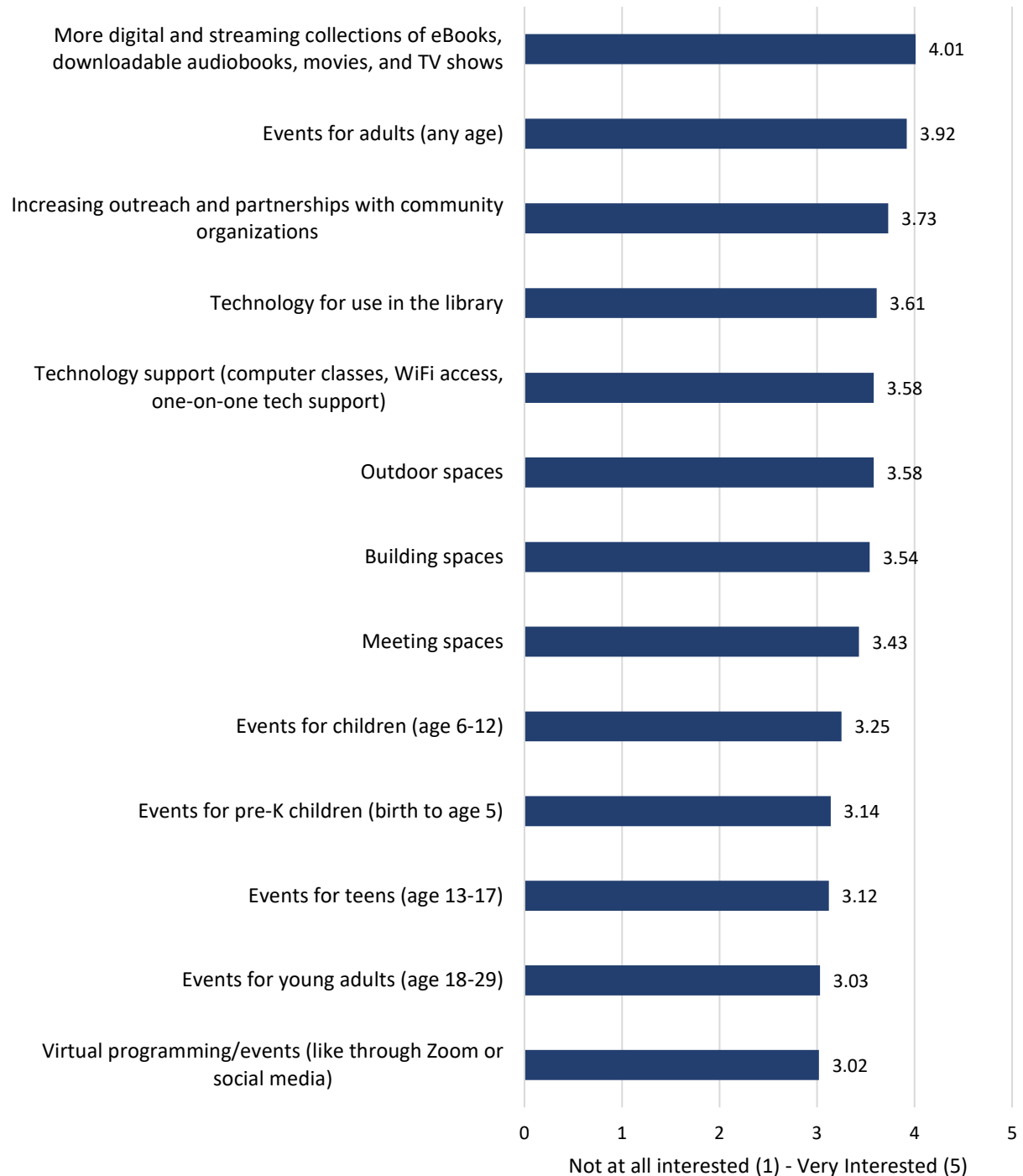
Communications: eNewsletter, Facebook posts

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)

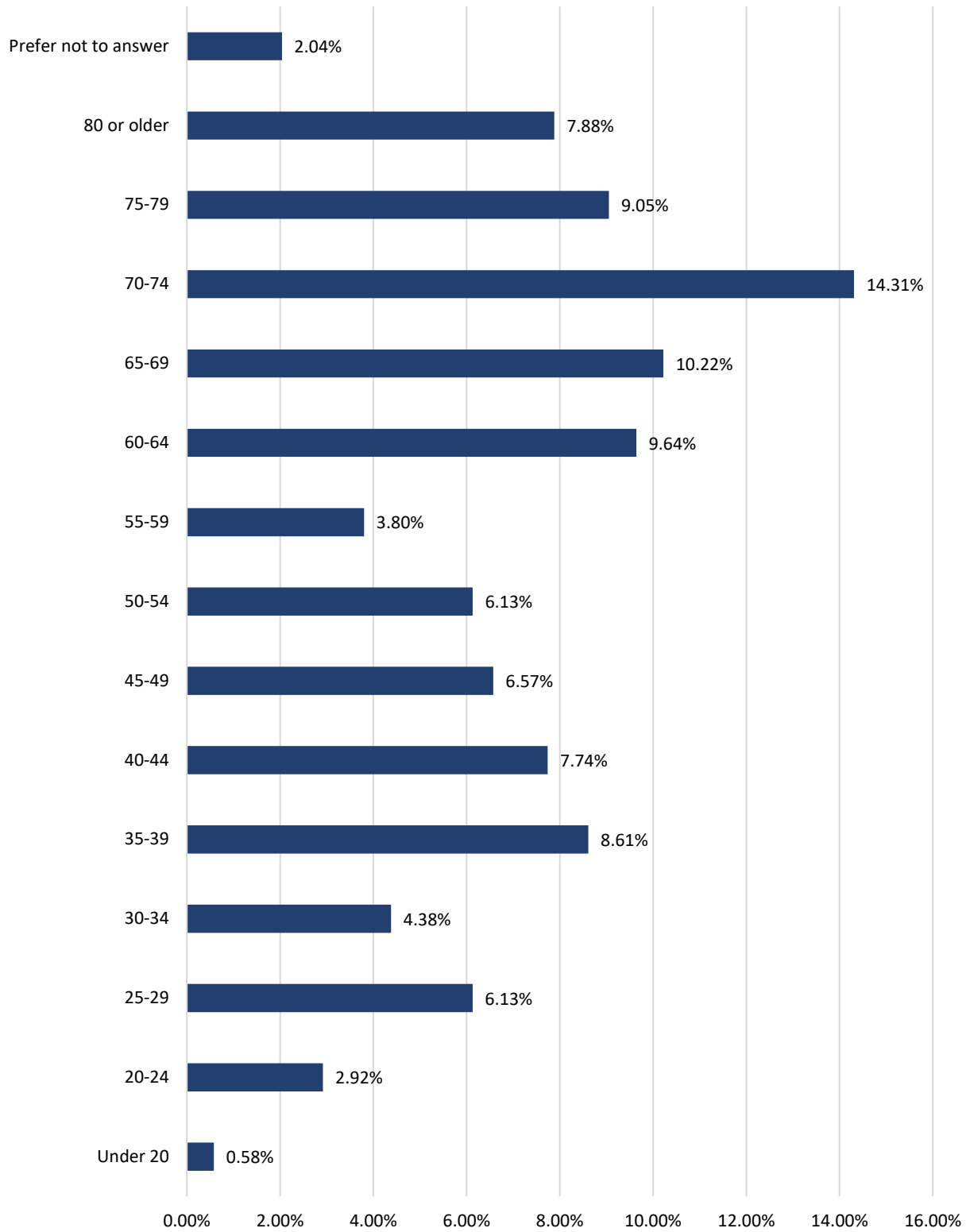
Select stories (18 of 149 responses):

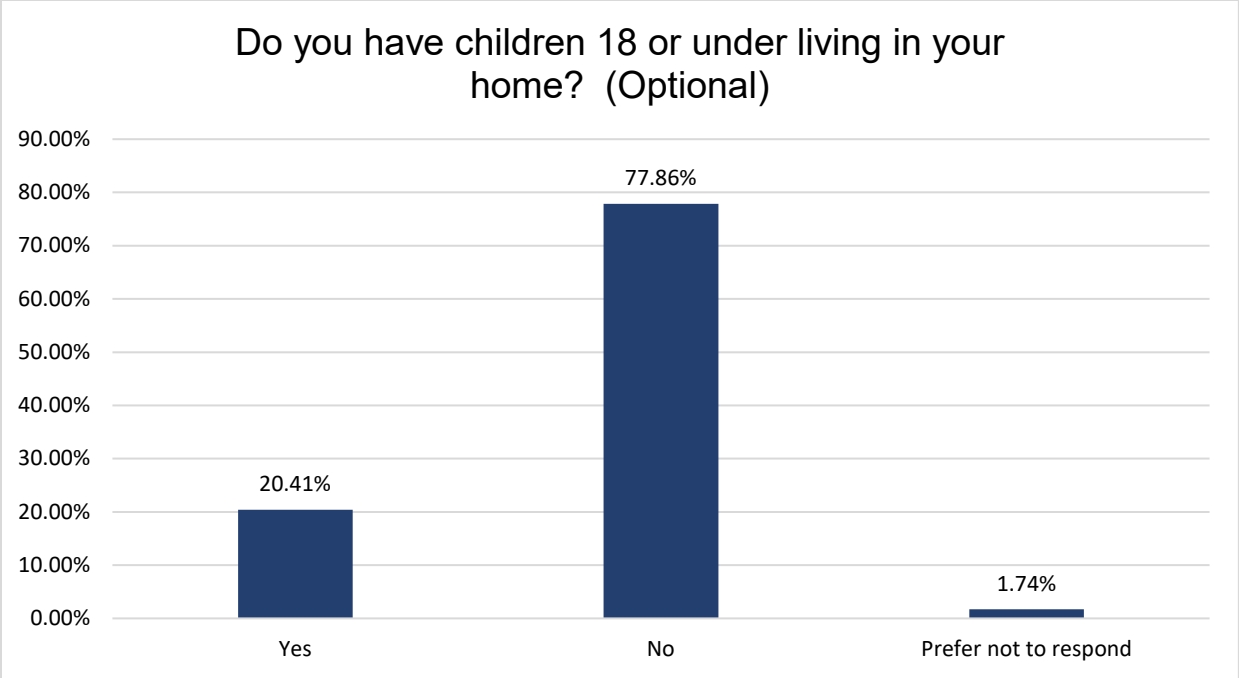
- As I have sought to better understand the experiences of people with different backgrounds, **the library has provided the books I needed to learn more about past and present African Americans, Asian Americans, people with disabilities, etc.**
- First time checking out the library I was just gonna 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)

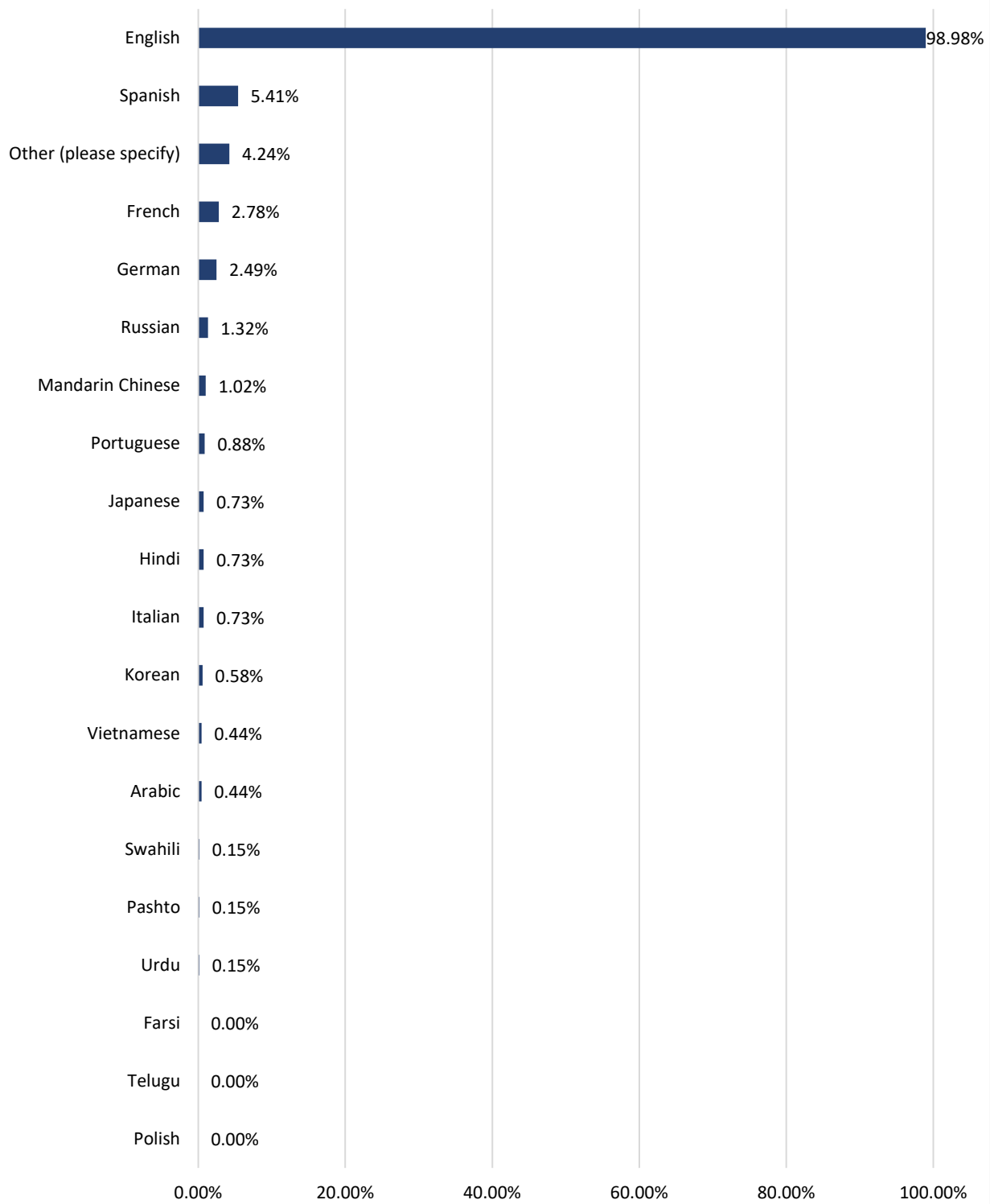




FINDINGS:

- 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	38,336 (2020 Census)/	
Population	(2010 Census)	38,468 (Quick Facts	Difference
		current estimate)	
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

**BOARD OF TRUSTEES OF THE URBANA FREE LIBRARY
RESOLUTION NO. 2023-15**

**RESOLUTION TO ENTER INTO AN AGREEMENT BETWEEN THE URBANA FREE
LIBRARY AND DAVIS-HOUK MECHANICAL, INC.**

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

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

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

WHEREAS, the Board of Library Trustees deems it necessary and appropriate to enter into an agreement with Davis-Houk Mechanical, Inc., for the purpose of installing new air handling equipment for the Library building.

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

Section 1.

The Board of Library Trustees shall and does hereby approve the agreement by and between the Library and David-Houk Mechanical, Inc. in substantially the form appended hereto and made a part hereof.

Section 2.

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

Section 3.

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

ADOPTED by the Board of Trustees at a regular meeting thereof, held this 14th day of November, 2023.

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

RESOLUTION DECLARED ADOPTED.

Daniel Urban, President

Mark Pelmore, Secretary

The Urbana Free Library
CONTRACT

- 1] THIS AGREEMENT, is made and entered into this **15th** day of **November, 2023** by and between The Urbana Free Library, Urbana, Illinois, acting by and through Celeste Choate, Executive Director, (“Library”), and **Davis-Houk Mechanical, Inc.**, their executors, administrators, successors or assigns, (“Contractor”).

- 2] WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Contract Documents, hereto attached, the Contractor agrees at their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described and in full compliance with all of the plans of this agreement. The **Davis-Houk Mechanical, Inc. proposal for Project ID FY2024-GEN-001 Urbana Free Library HVAC Upgrades included: Base Bid-Air Handler Replacement** in the sum of Three hundred, ninety-five thousand, five hundred dollars (\$395,500.00), **Alternate bid #1-Electrical Panel Replacement** in the amount of Ten thousand, eight hundred dollars (\$10,800.00) and **Base Bid-Split System Air Conditioning Unit** in the sum of Sixteen thousand, five hundred dollars (\$16,500.00). **The total cost of the entire project is Four hundred twenty-two thousand, eight hundred dollars (\$422,800.00).**

- 3] It is also understood and agreed that the Contract Documents shall consist of the following:
 - a. all documents accompanying the Proposal including Proposal Form, Scope of Work, Specifications, Drawings, Instructions, and Addenda for: **Project ID FY2024-GEN-001 Urbana Free Library HVAC Upgrades**; and,
 - b. Standard Terms and Conditions.

The Contract Documents, together with any Change Orders to the Scope of Work subsequently ordered by the Library under and pursuant to the Contract Documents, shall constitute the entire agreement between the Library and the Contractor. There are no covenants, promises, agreements, conditions or understandings, either oral or written, between the Library and the Contractor other than as set forth in the Contract Documents. The Contract Documents are intended to be complementary and any requirement or obligation under any one of them shall, to the extent applicable, be construed to be a requirement or obligation under all. The provisions of each of the Contract Documents are therefore further intended to be construed together in such a manner as to give full effect to each in the context of application, but in the event of any irreconcilable conflict between or among any of the provisions of the Contract Documents, the provisions of each of the following Contract Documents, in the order named below, shall prevail: the scope of work, including specifications; this Contract; the general terms and conditions; and, the Proposal.

- 4] Contractor shall provide a payment and performance bond of 10% of the annual cost as guarantee of contract fulfillment.

5] IN WITNESS WHEREOF, the said parties have executed this Contract on the dates indicated below.

THE URBANA FREE LIBRARY
210 W. Green St.
Urbana, IL 61801

Davis-Houk Mechanical, Inc.
1801 E. University Ave.
Urbana, IL 61801

Authorized Signature

Authorized Signature

(print name)

(print name)

(print title)

(print title)

Date: _____

Date: _____

THE URBANA FREE LIBRARY TERMS AND CONDITIONS

Unless otherwise stated, the following standard terms and conditions will apply to any contract executed by the Library.

1. **Prices.** The prices shown on this contract are complete, including shipping, handling, installation, interest, and all other charges, if applicable.
2. **Delivery.** The Vendor/Contractor shall complete delivery no more than 60 days after the date of receipt of replacement equipment.
3. **Payment: sales tax.** The Library shall make payment not more than 30 days after it accepts all goods delivered or work performed and receives a correct bill. The Library is not liable for payment delays caused by inaccurate bills or bills that lack the applicable contract number or a copy of the signed contract. The Library is exempt from payment of sales tax.
4. **Inspection: rejection; acceptance.** Before making payment, the Library may inspect all goods delivered and services performed and reject those that are defective, nonconforming, or incomplete. The Library may return rejected materials and goods supplied in excess quantities to the Vendor/Contractor at the Vendor/Contractor's risk and expense. The Vendor/Contractor shall promptly correct all work or services identified to be defective, nonconforming, or incomplete, whether observed before, during, or after completion of the services. The Vendor/Contractor is responsible for all costs of correcting such defective, nonconforming, or incomplete goods or services, including costs associated with repairing any damage, reperforming the service, and incurred due to the Vendor/Contractor's inadequate performance.
5. **Warranties.** In addition to all warranties provided by law and the manufacturer, the Vendor/Contractor warrants that the goods delivered pursuant to this contract: (a) conform to the descriptions and specifications contained herein; (b) are fit for the purpose for which such goods are ordinarily employed and any particular use the Library has specified to the Vendor/Contractor; (c) are merchantable; (d) are new, unused, and safe for their intended purpose; (e) are free from any security interests, liens, claims, or encumbrances; (f) comply with all applicable federal, state, and municipal laws; (g) do not infringe upon or violate any copyrights or patents, unless the Library has furnished the designs used on the goods; and (h) will operate for a reasonable period under normal use.
6. **Cancellation.** The time for delivery of goods or performance of services pursuant to this contract is of the essence. The Library may cancel any or all of this order without liability if the Vendor/Contractor (a) fails to meet price, quantity, quality, or delivery requirements; (b) ceases to operate in a normal course of business; (c) declares bankruptcy or otherwise is subject to legal proceedings concerning creditor relief; (d) applies for or is subject to appointment of a receiver; or (e) makes any assignment for the benefit of creditors. The Library also reserves the right to cancel for any other reason permitted by the Uniform Commercial Code.
7. **Default.** If the Library initiates suit for any default of the Vendor/Contractor, and if the Library substantially prevails in such suit, the Vendor/Contractor shall pay the Library the costs to enforce terms of this contract, including court costs and reasonable attorney's fees.
8. **Indemnification.** To the fullest extent permitted by law, the Contractor shall indemnify, save,

hold harmless, and defend the Library, its officers, employees and agents, from and against all suits, claims, demands, actions, liabilities, judgments, costs and attorneys' fees, including any by the Contractor or any of its agents, employees or subcontractors, arising out of, or in any manner predicated upon, personal injury to or death of any person or damage to property arising out of or resulting from any defect in the goods or materials used in the performance of the contract, the Contractor's/Vendor's negligent acts or omissions in the carrying out of any of the terms and conditions of any of the Contract Documents, and any and all other negligent acts or omissions of the Contractor, its agents, employees, subcontractors or assigns, or the invitees of any of them, incident to the performance of any of the Work under the Contract Documents.

9. **Risk of loss.** The Vendor/Contractor shall bear the risk of loss, injury, or destruction of the goods or services specified in this contract until delivery to the specified destination and the Library's inspection and acceptance.
10. **Insurance requirements.** The Contractor shall not commence any Work under the Contract Documents until the Contractor has obtained all insurance coverages required under the Minimum Insurance Requirements as described below and such insurance has been approved by the Library, nor shall the Contractor allow any subcontractor to commence Work on a subcontract for any portion of the Work until such insurance coverages required of such subcontractor has been so obtained and approved by the Library, and certificates or policies from the applicable insurance companies shall be delivered to the Library. Such insurance coverages shall include but not be limited to, insurance against any and all assumed contractual liability under the Contract Documents, to afford protection with limits of liability in amounts approved from time to time by the Library, but not less than the amounts specified in the Minimum Insurance Requirements. All insurance which the Contract Documents require the Contractor to carry or maintain or cause to be carried or maintained by any subcontractor pursuant to the Minimum Insurance Requirements shall be in such form and for such periods of time as the Library may require or approve and with such financially responsible insurers as are licensed to do business in the State of Illinois. All policies or certificates issued by the respective insurers for comprehensive liability and automobile insurance will name the Library as an additional insured, provide that any losses shall be paid notwithstanding any act or failure to act or negligence of the Contractor or the Library or any other person; provide that no cancellation, reduction in amount, or material change in coverage thereof shall be effective until at least thirty (30) days after receipt by the Library of written notice thereof; provide that the insurer shall have no right of subrogation against the Library, its officers, agents, or employees; and be reasonably satisfactory to the Library in all other respects. In no circumstances will the Contractor or any subcontractor thereof be entitled to assign to any third party rights of action which the Contractor or any subcontractor thereof may have against the Library. Before or at the time of the execution and delivery of the Contract Documents, the Contractor shall deliver or cause to be delivered to the Library certificates or policies of insurance evidencing the Minimum Insurance Requirements and other requirements. The Contractor shall similarly deliver or cause to be delivered each subcontractor's policies of required insurance before any such subcontractor commences any Work. No later than thirty (30) days prior to the expiration of any such policy, the Contractor shall also deliver or cause to be delivered all such certificates or policies of insurance evidencing each renewal policy having the same coverages and limits as may be provided in the Minimum Insurance Requirements and approved by the Library.

11. **Independent contractor.** The parties, including any subcontractors, are independent contractors with respect to each other, and nothing in this contract shall be deemed or construed as creating association, partnership, joint venture, or agency relationship between them.
12. **Force majeure.** Neither party will be deemed to be in default for performance delays caused by floods, earthquakes, fires, epidemics, wars, riots, strikes, or other civil disturbances. The Library may cancel this contract after determining such delay will prevent successful and timely performance of this contract.
13. **Assignment.** The Vendor/Contractor shall not assign or subcontract any of its rights or obligations without the Library's prior written approval.
14. **Variations; entire agreement.** The Library expressly objects to and rejects any different terms, variations, or substitutions unless the Library has agreed in writing to the same. This contract constitutes the entire agreement between the parties concerning the subject matter, supersedes all prior agreements or understandings pertaining to the subject matter, whether oral or in writing, and may not be amended except by a writing signed by both parties.
15. **Governing law.** The parties shall construe the contract according to Illinois law and the Urbana City Code and shall initiate and maintain any action to interpret or enforce this contract in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois.
16. **Nonwaiver.** Either party's failure to enforce any provision of this contract will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this contract is valid only if in writing and signed by both parties.
17. **Compliance with laws.** The Vendor/Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including without limitation those pertaining to nondiscrimination, all of which may be amended from time to time.
18. **Prevailing wages.** The prevailing rates of wages are revised by the Department of Labor and are available on the Department's official website.
19. **Survival.** The obligations set forth in Paragraphs 5, 7, 8, and 14 will survive the termination of this contract.

MINIMUM INSURANCE REQUIREMENTS

1. Comprehensive General Liability (including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Board Form Property Damage):

a. Bodily Injury:

\$1,000,000.00

Each Occurrence

\$3,000,000.00

Aggregate, Products and Completed Operations

b. Property Damage:

\$500,000.00

Each Occurrence

\$500,000.00

Aggregate

Combined Payment and Performance Bond

We _____, as Principal and _____, as Surety, are held and firmly bound unto The Urbana Free Library (hereafter referred to as "TUFL") in the sum of Dollars (\$ _____) lawful money of the United States, well and truly to be paid unto said TUFL for the payment which we bind ourselves, our heirs, executors, administrators, successors and assigns jointly to pay said TUFL this sum under the conditions of this instrument.

WHEREAS, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that the said Principal has entered into a written contract with TUFL for the performance of work on the contract to which this is attached, which contract is hereby referred to and made a part hereof, as if written herein at length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company or corporation suffered or sustained on account of the performance of such work during the time thereof and until such work is completed and accepted and any warranty period applicable thereto completed; and has further agreed that this bond shall inure to the benefit of any person, firm, company, or corporation, to whom any money may be due from the Principal, subcontractor or otherwise, for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company or corporation, for the recovery of any such money.

NOW, THEREFORE, if the said Principal shall well and truly perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to the Principal for the purpose of performing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of the performance thereof and until the said work shall have been accepted, and any warranty period applicable thereto completed, and shall hold TUFL and its employees and agents as required in said contract on account of any such damages and shall in all respects fully and faithfully comply with all the provisions, conditions and requirements of said contract, then this obligation to be void; otherwise to remain in full force and effect and upon notice to the Surety of the Principal's failure to perform, the Surety shall perform the obligations of the Principal hereunder. TUFL may sue on this bond, and any person furnishing materials or performing labor, either as an individual or as a subcontractor, shall have the right to sue on this bond in the name of TUFL for its use and benefit.

The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the Contract Documents accompanying the same or to the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the Contract Documents.

PROVIDED FURTHER, that no final settlement between TUFL and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

In addition, the Principal and Surety, jointly and severally, expressly guarantee that all services to be performed, all materials to be furnished, and all performance under this contract shall be fulfilled in accordance with all requirements of the contract and Contract Documents. In addition, Principal and Surety, jointly and severally, expressly guarantee that in the event TUFL is required to enforce this bond in a court of law, TUFL will be indemnified with respect to all court costs and reasonable attorney's and witness fees which are related to such enforcement proceedings.

IN TESTIMONY WHEREOF, the said Principal has caused this instrument to be signed by its officers and its corporate seals to be hereunto affixed this _____ day of _____, 20__.

PRINCIPAL: (Company Name)

(SEAL) _____

By: (Signature and Title)

STATE OF _____)

)ss.

COUNTY OF _____)

I, _____, a Notary Public in and for said County and State, do hereby certify that _____ (insert name of individuals signing on behalf of PRINCIPAL) who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL, appeared before me this day in person and acknowledged respectively, that they signed, sealed and delivered said instrument as their free and voluntary act for the used and purposes therein set forth.

SUBSCRIBED and SWORN to before me this _____ day of _____, 20____

Notary Public

My commission expires: _____



The Urbana Free Library

210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • urbanafreelibrary.org

VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. None of the Vendor or its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
2. None of the Vendor or its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.
4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.
5. **Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:**
 - A. _____ The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.
 - B. _____ The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.
6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.
7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101 **et seq.**, including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the Library and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.

VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. If this contract involves the construction, addition to, or alteration of public works, the Vendor shall employ laborers in compliance with the Veterans Preference Act (330 ILCS 55/0.01 **et seq.**) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 **et seq.**).

11. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 **et seq.** The prevailing wage rates are established and revised by the Department of Labor and are available at www.state.il.us/agency/idol/rates/rates.htm.

12. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the Library upon request. If a subcontractor is or becomes ineligible for a contract with the Library, the Vendor promptly shall terminate its subcontract upon the Library's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein. The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the Library in writing.

Vendor: _____

By: _____

Printed name: _____

Title: _____

Date: _____

State of County of Signed and sworn (or affirmed) to before me on _____ (date)

by _____ (name of person making statement).

(seal

Signature of notary public

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

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	-95,322.30	0.00	-109,667.70	46.5%
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	-43,945.45	0.00	-113,954.55	27.8%
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	-495.29	0.00	-504.71	49.5%
802 44800	-50,300.00	LIBRARY FEES	0.00	-50,300.00	-20,062.55	0.00	-30,237.45	39.9%
802 45000	-700.00	INVESTMENT INCOME	0.00	-700.00	-3,127.10	0.00	2,427.10	446.7%
802 46290	-82,735.00	OTHER REIMBURSEMENTS	0.00	-82,735.00	29.75	0.00	-82,764.75	.0%
802 46300	-68,600.00	DONATIONS/CONTRIBUTIONS/GIFTS	-700.00	-69,300.00	-55,100.00	0.00	-14,200.00	79.5%
802 46900	-111,530.00	OTHER MISCELLANEOUS REVENUES	0.00	-111,530.00	-1,983.05	0.00	-109,546.95	1.8%
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	-2,970,615.08	0.00	-1,932,646.92	60.6%

80280800 LIBRARY ADMINISTRATION

80280800 50110	419,591.00	SALARY - REGULAR EMPLOYEES	0.00	419,591.00	136,935.39	0.00	282,655.61	32.6%
80280800 52320	16,522.00	TRAVEL, EDUCATION AND TRAINING	0.00	16,522.00	4,160.29	0.00	12,361.71	25.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05							
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	141,095.68	0.00	295,017.32	32.4%
80280801 LIBRARY CENTRALIZED COSTS							
80280801 50210	279,060.00	0.00	279,060.00	81,747.62	0.00	197,312.38	29.3%
80280801 50220	197,234.00	0.00	197,234.00	58,423.82	0.00	138,810.18	29.6%
80280801 50240	41,621.00	0.00	41,621.00	12,963.71	0.00	28,657.29	31.1%
80280801 50251	157,900.00	0.00	157,900.00	43,945.45	0.00	113,954.55	27.8%
80280801 51900	43,462.00	0.00	43,462.00	22,837.49	0.00	20,624.51	52.5%
80280801 52101	5,500.00	0.00	5,500.00	1,110.00	0.00	4,390.00	20.2%
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	1,843.70	0.00	4,556.30	28.8%
80280801 52904	500.00	0.00	500.00	0.00	0.00	500.00	.0%
80280801 52907	300.00	0.00	300.00	60.00	0.00	240.00	20.0%
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	258,320.10	0.00	565,698.90	31.3%
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	50,015.99	0.00	87,984.01	36.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

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	23,754.66	0.00	32,995.34	41.9%
80280802 51802 80103	NEW COLLECTIONS	25,200.00	0.00	25,200.00	8,090.63	0.00	17,109.37	32.1%
80280802 51803	LIBRARY PERIODICALS	10,500.00	0.00	10,500.00	7,982.17	0.00	2,517.83	76.0%
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	750.82	0.00	1,549.18	32.6%
80280802 51805	CD'S	2,000.00	0.00	2,000.00	815.15	0.00	1,184.85	40.8%
80280802 51806	DVD'S	20,000.00	0.00	20,000.00	7,122.09	0.00	12,877.91	35.6%
80280802 51806 80103	DVD'S	3,800.00	0.00	3,800.00	1,416.62	0.00	2,383.38	37.3%
80280802 51807 80103	RECORDINGS	3,300.00	0.00	3,300.00	1,125.55	0.00	2,174.45	34.1%
80280802 51809	GAMES	4,000.00	0.00	4,000.00	1,424.80	0.00	2,575.20	35.6%
80280802 51811	DOWNLOADABLES	121,000.00	0.00	121,000.00	41,834.94	0.00	79,165.06	34.6%
80280802 52910	DATABASE CHARGES	43,730.00	0.00	43,730.00	27,181.36	0.00	16,548.64	62.2%
TOTAL ADULT & YOUTH SERVICES			0.00	431,080.00	171,562.99	0.00	259,517.01	39.8%

80280803 ARCHIVES

80280803 50110	SALARY - REGULAR EMPLOYEES	287,839.00	0.00	287,839.00	67,668.27	0.00	220,170.73	23.5%
80280803 51801	LIBRARY BOOKS	4,100.00	0.00	4,100.00	111.00	0.00	3,989.00	2.7%
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	9,418.84	0.00	10,581.16	47.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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	82,058.11	0.00	261,206.89	23.9%	
80280805 LIBRARY FACILITIES								
80280805 50110	43,405.00	SALARY - REGULAR EMPLOYEES 0.00	43,405.00	9,256.53	0.00	34,148.47	21.3%	
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	25,067.10	0.00	106,473.90	19.1%	
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	73,221.91	0.00	100,828.09	42.1%	
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	58,707.04	0.00	48,952.96	54.5%	
80280805 53200	1,986,753.00	BUILDING 0.00	1,986,753.00	33,130.83	0.00	1,953,622.17	1.7%	
TOTAL LIBRARY FACILITIES	2,557,418.00	0.00	2,557,418.00	242,848.08	0.00	2,314,569.92	9.5%	
80280806 LIBRARY ACQUISITIONS								
80280806 50110	390,622.00	SALARY - REGULAR EMPLOYEES 0.00	390,622.00	129,398.11	0.00	261,223.89	33.1%	
80280806 51900	28,000.00	OTHER SUPPLIES 0.00	28,000.00	4,323.58	0.00	23,676.42	15.4%	
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 05							
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	133,721.69	0.00	285,900.31	31.9%
80280807 LIBRARY CIRCULATION							
80280807 50110	1,169,489.00	0.00	1,169,489.00	332,203.65	0.00	837,285.35	28.4%
80280807 52320	3,642.00	0.00	3,642.00	352.40	0.00	3,289.60	9.7%
TOTAL LIBRARY CIRCULATION	1,173,131.00	0.00	1,173,131.00	332,556.05	0.00	840,574.95	28.3%
80280808 LIBRARY IT							
80280808 50110	142,382.00	0.00	142,382.00	45,367.79	0.00	97,014.21	31.9%
80280808 51500	133,490.00	0.00	133,490.00	27,882.66	0.00	105,607.34	20.9%
80280808 51900	12,650.00	0.00	12,650.00	4,462.09	0.00	8,187.91	35.3%
80280808 52203	6,434.00	0.00	6,434.00	3,114.89	0.00	3,319.11	48.4%
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	1,000.00	0.00	1,484.00	40.3%
80280808 52999	17,700.00	0.00	17,700.00	4,800.00	0.00	12,900.00	27.1%
TOTAL LIBRARY IT	316,640.00	0.00	316,640.00	86,627.43	0.00	230,012.57	27.4%
80280809 LIBRARY COMMUNITY ENGAGEMENT							
80280809 50110	283,231.00	0.00	283,231.00	72,980.35	0.00	210,250.65	25.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: 802 LIBRARY GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
80280809 51812	LIBRARY PROGRAM SUPPLIES						
19,350.00		0.00	19,350.00	4,737.37	0.00	14,612.63	24.5%
80280809 51812 80102	LIBRARY PROGRAM SUPPLIES						
4,400.00		0.00	4,400.00	984.94	0.00	3,415.06	22.4%
80280809 51812 80103	LIBRARY PROGRAM SUPPLIES						
5,400.00		700.00	6,100.00	899.74	0.00	5,200.26	14.7%
80280809 51812 80104	LIBRARY PROGRAM SUPPLIES						
800.00		0.00	800.00	421.01	0.00	378.99	52.6%
80280809 52199	OTHER PROFESSIONAL SERVICES						
21,700.00		0.00	21,700.00	8,658.30	0.00	13,041.70	39.9%
80280809 52320	TRAVEL, EDUCATION AND TRAINING						
500.00		0.00	500.00	500.00	0.00	0.00	100.0%
80280809 52909	ADV/MKTING/PUBLIC EDUCATION						
14,440.00		0.00	14,440.00	2,982.04	0.00	11,457.96	20.7%
TOTAL LIBRARY COMMUNITY ENGAGEMENT							
349,821.00		700.00	350,521.00	92,163.75	0.00	258,357.25	26.3%
80280851 MERCHANDISE SALES							
80280851 51810	LIBRARY RESALE PURCHASES						
3,195.00		0.00	3,195.00	322.00	0.00	2,873.00	10.1%
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	-1,429,339.20	0.00	3,381,081.20	-73.2%
TOTAL REVENUES							
-4,902,562.00		-700.00	-4,903,262.00	-2,970,615.08	0.00	-1,932,646.92	
TOTAL EXPENSES							
6,854,304.00		700.00	6,855,004.00	1,541,275.88	0.00	5,313,728.12	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: 803 LIBRARY SPECIAL RESERVE FUND	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
--	-----------------	---------------	----------------	------------	--------------	------------------	--------

80380860 RESERVED FUNDS

80380860 59802	77,000.00	TFR TO LIBRARY OPERATING FUND 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	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05							
ACCOUNTS FOR: 810 LIBRARY TRUST FUND							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
810 LIBRARY TRUST FUND							
810 46300		DONATIONS/CONTRIBUTIONS/GIFTS					
	-23,850.00	0.00	-23,850.00	-10,091.06	0.00	-13,758.94	42.3%
TOTAL LIBRARY TRUST FUND	-23,850.00	0.00	-23,850.00	-10,091.06	0.00	-13,758.94	42.3%
81080831 ADMIN GIFTS							
81080831 51420		OFFICE FURNITURE					
	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00	.0%
81080831 51900		OTHER SUPPLIES					
	600.00	0.00	600.00	0.00	0.00	600.00	.0%
81080831 51990		OTHER LIBRARY MATERIALS					
	500.00	0.00	500.00	168.42	0.00	331.58	33.7%
81080831 53200		BUILDING					
	300,500.00	0.00	300,500.00	118,928.75	0.00	181,571.25	39.6%
TOTAL ADMIN GIFTS	361,600.00	0.00	361,600.00	119,097.17	0.00	242,502.83	32.9%
81080832 ADULT GIFTS							
81080832 51801		LIBRARY BOOKS					
	19,500.00	0.00	19,500.00	863.06	0.00	18,636.94	4.4%
TOTAL ADULT GIFTS	19,500.00	0.00	19,500.00	863.06	0.00	18,636.94	4.4%
81080833 CHILDREN'S GIFTS							
81080833 51801		LIBRARY BOOKS					
	12,150.00	0.00	12,150.00	781.39	0.00	11,368.61	6.4%
81080833 52801		LIBRARY CHILDREN PROGRAMS					
	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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	781.39	0.00	23,468.61	3.2%	
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	110,650.56	0.00	278,249.44	28.5%	
TOTAL REVENUES	-23,850.00	0.00	-23,850.00	-10,091.06	0.00	-13,758.94		
TOTAL EXPENSES	412,750.00	0.00	412,750.00	120,741.62	0.00	292,008.38		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 05								
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 05							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
2,427,006.00	0.00	2,427,006.00	-1,317,960.18	0.00	3,744,966.18	-54.3%	

** END OF REPORT - Generated by Tina Carrington **

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 Oct minus YTD FY23 Oct
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	59									213	FY24	7
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	2,256									5,693	FY24	1,476
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	(4,346)
Total number of current cardholders (R/NR) at end of month FY24	15,008	15,202	15,304	10,876										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	388,654										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	54,405	57,068									226,267	FY24	122
OTHER COLLECTION USE															
In-House Circulation of circulating electronic equipment	6	1	-	22											
TUFL items sent to other libraries for interlibrary loan	3,220	3,199	3,207	3,359											
Total Other Collection Use	3,226	3,200	3,207	3,381	-	-	-	-	-	0	-	-	-		
TOTAL USE OF COLLECTION (Note 10)	61,058	60,162	57,612	60,449	-	-	-	-	-	-	-	-	239,281		
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	10,316	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	42,457	FY24	(629)
Percentage self-check FY24	20%	19%	18%	18%	#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	12,075	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	44,879	FY24	8,430
Percentage downloadable FY24	19%	20%	19%	21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20%		
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	3,934									16,892	FY24	413
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	28,613									107,898	FY24	344
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	9,276									36,633	FY24	468
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	58,927									190,362	FY24	57,601
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	1,800									7,535	FY24	55
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	1,830									7,891	FY24	647
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	247									948	FY24	(288)
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	20,184									76,583	FY24	6,919
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	469										1,779	FY24	251
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	29										116	FY24	35
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	163										704	FY24	186

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.