

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
THURSDAY, November 16, 2023 AT 8:15 AM  
304 MULBERRY, NORMAL, IL**

1. **Call to Order** - The meeting was called to order at 8:15 am by Township Supervisor Jess Ray.
2. **Supervisor Ray reads the Obituary and holds a moment of silence for recently deceased Township Assessor Rob Cranston.**
3. **Land Acknowledgement** - Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

**4. Roll Call**

Trustee Sally Pyne	Present
Trustee Arlene Hosea	Present
Trustee Floyd Aper	Present
Trustee Art Rodriguez	Present
Supervisor Jess Ray	Present

***Additional Elected Township Officials Present***

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner

***Others Present***

Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator
Steve Kloss	ARC Member, Advisory Board Member

**5. Pledge of Allegiance**

**6. Public Comment**

**7. Approval of October 19, 2023 Regular Meeting Minutes**

October minutes not available for approval at the time of the meeting.

**8. Approval of General Town Expenditures of \$68,925.79 from October 19 – November 15, 2023**

**Motion:** Arlene Hosea

**Second:** Sally Pyne

**Discussion:**

Trustee Sally Pyne asked a question regarding the negative numbers on checks for reissues. Supervisor Ray explained that the checks did not initially print on the first run, and they had to be cancelled and reprinted correctly.

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

**9. Approval of General Assistance Expenditures of \$14,311.61 from October 19 – November 15, 2023**

**Motion:** Floyd Aper

**Second:** Sally Pyne

**Discussion:**

Trustee Aper asked a question regarding the Emergency Assistance increase, and if there is a consistent issue that has caused the increase. Supervisor Ray explained that Emergency Assistance always applies to rental assistance or utilities, which can be impacted for a variety of reasons. Case worker Jill Schaab provided additional details, as well as projections for future expenditures.

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

**10. Approval of Senior Citizen Fund Expenditures of \$40,543.34 from October 19 – November 15, 2023**

**Motion:** Sally Pyne

**Second:** Arlene Hosea

**Discussion:**

Trustee Pyne asked a question regarding the Nurse Service contract no longer being funded, reason being that the program is now supported by ISU Nursing program. Trustee Pyne also asked about the possibility of changing the coffee program to include compostable paper cups. Supervisor Ray explained that previously the change has not been made due to cost. Trustee Pyne recommended partnering with Ecology Action Center.

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

**11. Approval of Road and Bridge Expenditures of \$15,674.25 from October 19 – November 15, 2023**

**Motion:** Arlene Hosea

**Second:** Floyd Aper

**Discussion:**

Trustee Aper asked what the Town of Normal payment was for. Supervisor Ray and Commissioner Rader responded that it was for the replacement tax. Trustee Aper asked follow up questions for clarification surrounding what the tax was for and how it differs from the county tax. Trustee Pyne asked if the amount was aligned with our expectations. Supervisor Ray verified with Bookkeeper Schaab that the payment was for the RTS replacement tax. Trustee Aper asked if we received that, and Commissioner Rader confirmed that we received more but also that we were over on budget for the payout as well. Commissioner Rader suggested he could look into the calculations more and follow up with the board.

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

## **12. Reports**

### **A. Community Engagement**

Trustee Sally Pyne attended the ISU Community Partners breakfast, along with Trustee Arlene Hosea. The speaker at the breakfast spoke about the future of Artificial Intelligence. Trustee Pyne also attended the Mental Health conference. ARC program, downsizing tips. November is Indigenous Peoples' Month. Bill Kemp and Greg Koos each held presentations about the Kickapoo. Normal Public Library had a regional chief who brought several artifacts and gave an interesting talk on a Saturday. Trustee Pyne then discussed the importance of CO2 detectors and resources for ARC members.

Trustee Arlene Hosea participated in the Poverty Simulation presented by U of I Extension Office. She mentioned that it was educational, and increased awareness of the systemic issues surrounding poverty. She also attended the ISU Community Partners breakfast.

Trustee Floyd Aper thanked the ARC staff for the Veteran's Day presentation, which he mentioned was well attended and well organized.

Trustee Art Rodriguez attended the Life CIL dinner and mentioned how interesting it was how their services work for those with physical disabilities, along with those who have addictions and invisible disabilities. He has been giving away Bombas socks for the homeless. He also attended the Mental Health conference. He was surprised by the professor who presented on the signs of suicide, which included roughly more than 20 signs that are currently discussed at the VA.

Supervisor Jess Ray attended the Bloomington Normal Housing program housing committee, ISU Community Partners breakfast, poverty simulation, East Central IL agency on aging about boards, and the special housing coalition meeting with Mercy Housing Lakefront meeting. Mercy Housing

Lakefront has a program which houses people, along with a service component. He provided examples like providing affordable housing, as well as social work interventions.

**B. Assessor**

No Assessor's report at this time.

**C. Clerk**

Clerk Dayna Schickedanz had nothing to report at this time.

**D. Highway Commissioner**

Commissioner Arin Rader reported that the hoop building has arrived for salt storage at the new building site. They have been laying foundation for the hoop building, as well as hauling rock out to the new site.

**E. ARC Staff and Senior Advisory Committee**

Notes from Senior Advisory Deb Shaw: Not present.

Notes from Molly Camper: no additional notes

Notes from Sammi Scott: Reminder that Dine and Donate for ARC Living Memorial fund on Dec 5<sup>th</sup> at Gill Street requires RSVPs. Minimum of 9 additional people are needed to RSVP to hold the event there.

Notes from Eliccsha Sanders: no additional notes

**F. Supervisor**

Jess Ray reported on investments.

IL Fund Account Portfolio Total - \$4,896,932.72

New Building Fund - \$806,979.22

General Township Fund - \$1,785,538.03

Road and Bridge Fund - \$1,131,725.88

Senior Center Fund - \$593,897.83

General Assistance Fund - \$578,791.76

Current Liquid Assets Total - \$632,240

General Township - \$420,953.42

Road and Bridge - \$86,506.50

Senior Center - \$77,878.36

General Assistance - \$46,901.72



### **13. Old Business**

#### **Discussion of Township Grant Application Process for School Street Pantry 47:55-50:00**

**Motion:** Art Rodriguez

**Second:** Arlene Hosea

Youth Build was listed on the original agenda in error. This item must be tabled due to updates to the agenda not being publicly posted to an amended agenda 48 hours prior to the meeting, as per the Open Meetings Act.

#### **Discussion and Vote on Levy for General Township**

**Motion:** Arlene Hosea

**Second:** Sally Pyne

**Discussion:** none

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

#### **Discussion and Vote on Levy for Road and Bridge**

**Motion:** Floyd Aper

**Second:** Art Rodriguez

**Discussion:** Commissioner Rader explained he was staying under the maximum calculation rates across levy lines. He also explained he does not have any major projects planned for the future at this time. Trustee Aper asked questions regarding semi traffic and if the road is graded as all weather. He also asked how much mileage the town accessed of the road, which Commissioner Rader confirmed went out to the Constitution Trail.

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

### **14. New Business**

#### **Discussion of Township Staffing and Operations**

**Motion to Allow Presentation:** Arlene Hosea

**Second:** Floyd Aper

**Discussion:**

None

**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

Supervisor Ray reached out to General Counsel to gain clarity on replacing the Assessor. The board can appoint someone or enter into a contract with an independent contractor. The board has 60 days to replace. The Assessor requires special certifications, for example: Property Code, as well as IDOR exam passing and specific years of experience. Warrant of Appointment for remainder of term. If there is someone qualified who is existing in the office, would that be a possibility? Yes, but would have IMRF implications.

Trustee Aper researched the replacement process in the Township manual, and asked if there was a Deputy Assessor in place. Trustee Aper also encourages contacting the media to notify for the opening, let them know when the application process will close. Trustee Pyne also suggested reaching out to TOI, and the Republican Party. Trustee Aper said the Republican Party had been contacted already. Trustee Pyne also requested a way to memorialize Rob Cranston.

Jill Schaab will be retiring from township when the township board elections come around again. There are currently two part time individuals doing case work. The board will need to decide if the 2 part time positions should remain, or to replace with 1 full time position. Jill serves as part time case worker and part time bookkeeper. Supervisor Ray suggests that the board hire someone so Jill can train the new person. Also, that this new role may be a full-time role of Office Manager who also does the bookkeeping. Trustee Aper suggests the board get the job description in place and that then the board could discuss how many positions would need to be filled. Jill came to the table to answer questions.

ARC has a requested a Director be hired. Search to begin in January. Preston requested additional custodial staff to set rooms up and take them down, additional deep cleaning – this person could also clean the township office and road and bridge building. Life Enrichment Coordinator requested – a social work sort of position to direct people to additional resources they made need.

Jess suggests hiring someone for SHIP. Additional MSR for east desk.

**15. Suggested Items for Next Agenda**

Floyd: Taxes on solar expenditures

Floyd: Salary ranges and job descriptions

Floyd: Post Director for ARC

Floyd: Suggests fundraising opportunity for ARC by creating a public resources book and soliciting funds from businesses that want to be included.

**16. Adjournment**

**Motion:** Art Rodriguez

**Second:** Arlene Hosea

**Discussion:**

None

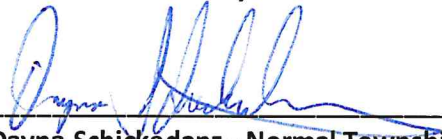
**Aye:** Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

**Nay:** None

**Meeting adjourned at 9:51 am.**

**Next Regular Normal Township Board Meeting: Thursday, December 21, 2023 – 8:15 AM**

**Next Senior Advisory Committee Meeting: Thursday, December 7, 2023 – 9:30 AM**

  
\_\_\_\_\_  
Dayna Schickedanz - Normal Township Clerk

12 / 21 / 23  
Date

## Board Packet

NORMAL TOWNSHIP  
REGULAR BOARD MEETING AGENDA  
THURSDAY November 16 2023 AT 8:15 AM  
304 E MULBERRY, NORMAL, IL

This meeting will be at Normal Township Hall, with the option to join remotely via Zoom by following this link <https://us02web.zoom.us/j/84656028457> or by calling 312-626-6799. If prompted for a meeting ID, please enter 846 5602 8457.

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Pledge of Allegiance
5. Public Comment
6. Approval of the October 19, 2023, Regular Meeting Minutes
7. Approval of General Township Expenditures from October 19- November 15, 2023
8. Approval of General Assistance Expenditures from October 19- November 15, 2023
9. Approval of Senior Citizen Fund Expenditures from October 19- November 15, 2023
10. Approval of Road & Bridge Fund Expenditures from October 19- November 15, 2023
11. Reports
  - A. Community Engagement
  - B. Assessor
  - C. Clerk
  - D. Highway Commissioner
  - E. ARC Staff and Senior Advisory Committee
  - F. Supervisor
12. Old Business
  - A. Discussion/vote on Township Grant Application – Youth Build
  - B. Discussion/vote for Township Ordinance for levying taxes for Normal Township for tax year 2023 collectable in 2024
  - C. Discussion/vote for Township Ordinance for levying taxes for Normal Township Road District for tax year 2023 collectable in 2024
13. New Business
  - A. Discussion Township staffing and operations
14. Suggested Items for the Next Agenda
15. Adjournment

Next Normal Township Board Meeting: Thursday, December 21, 2023 – 8:15 AM  
Next Senior Advisory Committee Meeting: Thursday, December 7, 2023 – 9:30 AM

# NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Jess Ray

November 16, 2023

**Assistance Report:** In October, 28 constituents received General Assistance. The township disbursed \$9,261 in General Assistance funds. 4 Emergency Assistance requests were approved totaling \$3,344.86. A total of \$3,105.45 went to rent and \$239.41 went to utilities.

## GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE Nov. 2022 – Oct. 2023

Month	GA	AMOUNT	EA	AMOUNT
22-Nov	17	\$5,474.00	5	\$4,189.02
22-Dec	18	\$6141.41	9	\$10,690.75
23-Jan	0	0	7	\$4964.65
23-Feb	18	\$5,561.27	4	\$3,527.44
23-Mar	18	\$6,120	6	\$5,925.89
23-Apr	21	\$7,061.58	8	\$8,453.53
23-May	19	\$6,120	9	\$7,615.70
23-June	19	\$6,120	15	\$12,827.02
23-July	16	\$5,440	27	\$26,800.01
23-Aug	15	\$5,100	18	\$18,080.63
23-Sep	19	\$6,460	24	\$20,535.31
23-Oct	28	\$9,261	4	\$239.41
TOTAL	208	\$68,859.26	136	\$114,127.60

## GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE Nov. 2021- Oct. 2022

Month	GA	AMOUNT	EA	AMOUNT
21-Nov	17	\$5,423.00	14	\$13,538.46
21-Dec	19	\$6,061.00	6	\$6,161.78
21-Jan	20	\$6,440.00	8	\$9,873.90
22-Feb	22	\$7,084.00	10	\$10,516.52
22-Mar	17	\$5,474.00	3	\$4,903.03
22-Apr	14	\$4,508.00	4	\$1,989.00
22-May	12	\$3,864.00	5	\$4,715.85
22-June	11	\$3,410.00	7	\$5,777.75
22-July	14	\$4,508.00	12	\$10,432.70
22-Aug	14	\$9,845.95	13	\$9,845.95
22-Sep	14	\$4,261.50	13	\$12,732.07
22-Oct	19	\$8,570.94	7	\$5,796.00
TOTAL	193	\$69,454.39	102	\$96,283.01

Supervisor Update October 2023

**Final Expenditures for Oct. 20 -Nov. 16 (\$139,454.99)**

General Township – \$68,925.79

General Assistance – \$14,311.61

Senior Center – \$40,543.34

Road and Bridge - \$15,674.25

**Community Engagement**

Bloomington Housing Authority Family Self Sufficiency Program Coordinating Committee Meeting on Oct. 23

ISU Fall 2023 Community Partners Breakfast on Oct. 24

Poverty Simulation at the ARC on Oct. 25

Presentation of “ISU is at Home in Normal Township” at ISU University Club on Oct. 13

ECIAAA Corporate Board & Advisory Council Retreat on Nov. 1

Special Housing Coalition Meeting with Mercy Housing Lakefront on Nov. 15

**Township Items**

**Investment Report – 11/15/2023**

Illinois Fund Accounts Portfolio Total: \$4,896,932.72

- New Building Account - \$806,979.22
- General Township Account - \$1,785,538.03
- Road and Bridge Account - \$1,131,725.88
- Senior Center Account - \$593,897.83
- General Assistance Account - \$578,791.76

Funds in US Bank Checking Accounts Total: \$632,240

- General Township Account - \$420,953.42
- Road and Bridge Account - \$86,506.50
- Senior Center Account - \$77,878.36
- General Assistance Account - \$46,901.72

## **Levy Recommendation**

### **General Township – Proposed (\$2,065,100)**

- General Fund - \$1,474,650
- IMRF - \$55,000
- Audit - \$6,500
- Insurance - \$33,000
- Social Security - \$75,000
- General Assistance – \$126,100
- Senior Citizens Services - \$294,850

### **Road and Bridge – Proposed (\$755,964)**

- General Road Fund - \$733,254
- Audit Fund - \$2,210
- Insurance Fund - \$5,000
- Equipment & Building Fund - \$15,500

## **ARC Updates**

*Senior Advisory Board Items.*

No update.

School Street Pantry Application Culturally Responsive Foods – \$4000

Notes



TAX LEVY ORDINANCE 2023

NORMAL TOWNSHIP ROAD DISTRICT

ORDINANCE No. NT-L-RB-23

An ordinance levying taxes for all road purposes for Normal Township Road District,  
McLean County, Illinois, for the tax year 2023, collectable in 2024.

BE IT ORDAINED by the Board of Trustees of Normal Township,  
McLean County, Illinois, as follows:

SECTION 1: That the Highway Commissioner of Normal Township Road District on  
November 16, 2023 does hereby determine and declare that the sum of  
Seven Hundred Fifty-Five Thousand Nine Hundred Sixty Four Dollars (\$ 755,964.00) are hereby levied  
upon all property subject to taxation within the Road District as that property is assessed and  
equalized, in order to meet and defray all the necessary expenses and liabilities of the Road District  
as required by statute or voted by the people in accordance with the law, for such purposes as:

GENERAL ROAD FUND

INSURANCE FUND

EQUIPMENT & BUILDING FUND

AUDIT FUND

for the tax year 2023, collectable in 2024.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

GENERAL ROAD FUND		Amount Levied
ADMINISTRATION		
Personnel		\$82,000.00
Salaries	\$70,000.00	
Social Security	\$4,000.00	
IMRF	\$2,500.00	
Unemployment	\$1,500.00	
Health Insurance	\$4,000.00	
Contractual Services		\$14,050.00
Legal Fees	\$10,000.00	
Telephone	\$2,000.00	
Postage	\$50.00	
Publishing	\$1,000.00	
Printing	\$500.00	
Dues	\$200.00	
Travel	\$100.00	
Training	\$200.00	
Commodities		\$0.00
Capital Outlay		\$0.00
TOTAL ADMINISTRATION:		\$96,050.00
MAINTENANCE		
Contractual Services		\$47,077.00
Maintenance Bldg.	\$10,077.00	
Maintenance Equip.	\$12,000.00	
Maintenance Roads	\$15,000.00	
Utilities	\$10,000.00	
Commodities		\$30,000.00
Capital Outlay		\$150,000.00
Equipment		\$15,000.00
Rebuilding of roads		\$28,500.00
Town of Normal Share for		
Maintenance of Streets		\$366,627.00
TOTAL MAINTENANCE:		\$637,204.00
TOTAL GENERAL ROAD FUND:		\$733,254.00
		=====

REF: General Road & Bridge Tax (605 ILCS 5/6-501 5/6-504)

**AUDIT FUND**

Contractual Services	\$2,210.00	
TOTAL AUDIT FUND:		\$2,210.00
		=====

REF: Audit Tax (50 ILCS 310/1 & 310/9)

**INSURANCE FUND**

Liability insurance	\$2,300.00	
General Insurance	\$2,300.00	
Worker's Compensation	\$400.00	
Miscellaneous		
TOTAL INSURANCE FUND:		\$5,000.00
		=====

REF: Insurance Tax (745 ILCS 10/9-107)

**EQUIPMENT & BUILDING FUND**

Amount  
Levied

Capital Outlay, Equipment	\$15,500.00	
Building		
TOTAL EQUIPMENT & BUILDING FUND:		\$15,500.00
		=====

REF: Equipment & Building Tax (605 ILCS 5/6-508.1)

**TAX LEVY SUMMARY**

Road & Bridge Tax	\$733,254.00
Audit Tax	\$2,210.00
Insurance Tax	\$5,000.00
Equipment & Building Tax	\$15,500.00
TOTAL TAXES LEVIED:	\$755,964.00
	=====

Amount To Be Levied was determined by the Highway Commissioner of

Normal Township Road District.

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Highway Commissioner

SECTION 3: That the Town Clerk shall file with the County Clerk of said County of McLean, on or before the last Tuesday of December, a duly certified copy of this ordinance.

SECTION 4: That the Board of Trustees does hereby certify that the amount levied herein is necessary to be raised by taxation for road purposes for Normal Township Road District.

SECTION 5: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not effect the validity of the remaining portion of this ordinance.

SECTION 6: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 16th day of November 2023 pursuant to a roll call vote by the Clerk of Normal Township, McLean County, Illinois.

BOARD OF TRUSTEES	AYE	NAY	ABSENT
Jess Ray	_____	_____	_____
Floyd Aper	_____	_____	_____
Arlene Hosea	_____	_____	_____
Sally Pyne	_____	_____	_____
Art Rodriguez	_____	_____	_____

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Township Clerk

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Chair - Board of Trustees

CERTIFICATION OF TAX LEVY ORDINANCE

NORMAL TOWNSHIP ROAD DISTRICT

The undersigned, duly elected, Chair, Board of Trustees, Normal  
Township, McLean County, Illinois, does hereby certify that the attached hereto  
is a true and correct copy of the Tax Levy Ordinance, of said Road District for the year 2023, collectable 2024 &  
adopted this 16th day of November 2023.

This certification is made and filed pursuant to the requirements of (IRS, Ch 121, Par 6-501) (605  
ILCS 5/6-501) and on behalf of Normal Township Road District, McLean  
County, Illinois. This certification must be filed by the last Tuesday in December.

Dated this 16th day of November, 2023

\_\_\_\_\_  
Chair - Board of Trustees

Filed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
County Clerk

## **Job description – Director of Operations (2022)**

Normal Township operates a 40,000 square feet Activity and Recreation Center (ARC) for adults age 55 and over. With over 2,200 members and more than 90 different programs on offer each month, the center is an exciting atmosphere where people can improve their physical and social well-being while meeting new people and trying new hobbies. The Director of Operations plans, evaluates, and directs all operational activities for the Activity and Recreation Center. The Director of Operations reports directly to the Township Board and collaborates with elected officials, the ARC Advisory Committee, ARC staff and ARC members to further the mission and vision of ARC. The Director of Operations manages a team of sixteen employees, including four other managers, and a volunteer program to assist staff.

### **Required Qualifications**

- Demonstrated leadership skills, including staff supervision, administration, facility management, conflict resolution and crisis management skills.
- Five years of full-time supervisory experience.
- Ability to work independently and demonstrate confidence and good judgement in response to emergency situations.
- Three years of professional experience developing, maintaining, and managing budgets and programs.
- Demonstrated customer service skills including respect for staff, volunteers, and members.
- Demonstrated ability to effectively communicate verbally and in writing, including public speaking experience.
- Demonstrated interpersonal skills, content knowledge, and training and development in the creation of an environment that supports diversity and cultural competence.
- Ability to research and access grants and resources that provide financial support for programming and projects.
- Ability to develop and implement assessment and evaluation tools to guide programming.
- Proficiency in Microsoft Office programs including Word, Excel, and Outlook.
- Relevant four-year degree.
- Must be willing to undergo a pre-employment background check.

### **Desired Qualifications**

- Training and/or experience working with people over 55 years of age.
- Experience working in government, including knowledge of OSHA, OMA and FOIA.
- Experience with cash handling.
- Experience supervising other managers.
- Experience managing instructor contracts.
- Bachelor's Degree required; Master's Degree preferred.
- AED/CPR training

## **Work Hours**

Based on a 37.5 hour work week. Typically 8:00am - 4:30pm, Monday through Thursday; Fridays 7:45am - 1:15pm, some Saturdays 7:45am – 1:15pm. Shift coverage for other managers and for special events as needed.

## **Proposed Starting Date:**

September 2022

## **Duties**

- Collaborate with the township supervisor and staff to develop annual budget.
- Oversee staff time and attendance.
- Accurately track all income and expenses for the facility and ensure excellent internal controls are in place to manage all money handling.
- Review revenue and expenses monthly to ensure budgetary goals are being met.
- Oversee maintenance of building and equipment and effectively manage safety plans and programs.
- Review, document, and address all member concerns in a timely manner.
- Look for process improvements to create efficiency, cost savings, and improved customer service as needed.
- Collaborate with staff to develop and supervise new and existing activities, programs, and services that effectively reduces social isolation, and promotes physical and cognitive wellness for members.
- Develop policy and procedures to establish guidelines which reflect the vision and values of the organization.
- Collaborate with staff to create annual communications/marketing/fundraising plans.
- Attend monthly township board meetings and senior advisory committee meetings to report program information.
- Manage and analyze program data in order to identify trends.
- Maintain relationships with the East Central Illinois Area Agency on Aging to support efforts to reduce social isolation in seniors.
- Liaison and network with local agencies that provide support and resources for senior services.
- Keep current on industry trends and promote new ideas to achieve a high level of participation and member satisfaction.
- Develop opportunities for professional development for staff to promote learning.
- Coordinate and supervise the Senior Health Insurance Program to provide Medicare counseling.
- Cultivate relationships with organizations to promote partnerships that benefit ARC, Bloomington/Normal, and surrounding community.
- Maintain an effective volunteer program to support ARC operations and events.

Please submit a letter and resume, including three professional references, to Jess Ray, Township Supervisor, via Indeed.

Job Type: Full-time

Salary: \$65,000.00 - \$72,250.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday
- Weekend availability

Education:

- Bachelor's (Required)

Work Location: In person



# **ARC Shuttle Van Driver**

## **Job Description**

Reporting to the Member Services Manager, the Shuttle Van Driver provides safe transportation for members to and from Normal Township's Activity and Recreation Center (ARC). The driver is responsible for inspecting and preparing the van ahead of each shift, as well as general cleaning and fueling of the vehicle as needed. This position is part-time, hourly and will be 8-10 hours per week: Mondays through Thursdays.

## **Qualifications**

- Experience driving a van.
- Able to work independently and demonstrate confidence and good judgement in response to emergency situations with members and/or the operation of the vehicle.
- Able to lower manual ramp and replace ramp in van for trips and help riders maneuver and stow walking aids for transport.
- Demonstrate excellent customer service skills.
- Have an impeccable driving record and provide a copy of current personal auto insurance coverage.
- Possess excellent communication skills and a positive attitude.
- AED/CPR/First Aid Certified or willingness to obtain training through employer.
- Provide a copy of a current State of Illinois driver's license.

## **Specific Duties**

- Maintain rider log.
- Turn in rider log to Member Service Staff daily.
- Schedule, document, and deliver vehicle for any required maintenance per maintenance schedule.
- Research route for trip and enter information into vehicle's GPS as appropriate.
- Arrive 15 minutes prior to scheduled departure to ensure vehicle is clean inside and out for each trip.
- Check and prepare vehicle with adequate fuel and other fluids prior to each departure.
- Schedule commercial wash of the exterior on a quarterly basis as assigned.
- Assist staff in reminding members to check in at ARC when appropriate.
- Drive the vehicle safely using best practices in order to avoid damage.
- Provide assistance to members as they embark and disembark from the van.
- Assist members with packages (if any) while getting on and off the van.
- Ensure timely arrival and departure from ARC.
- Collaborate with ARC staff to ensure timely response to emergencies.

Job Type: Part-time

## **Job description**

Normal Township operates a 40,000 square foot Activity and Recreation Center (ARC) for adults age 55 and over. With over 4,200 members and more than 90 different programs on offer each month, the center is an exciting atmosphere where people can improve their physical and social well-being while meeting new people and trying new hobbies.

Under the direct supervision of the Member Services Manager, the Member Services Representative (MSR) handles customer service needs for members at one of the two main desks at the senior center, including assisting with check-in, processing enrollments for classes and services, taking payments, arranging for facility tours, enrolling new members, and answering questions. The MSR also monitors member and visitor entry to the senior center and provides support and direction to the volunteers of the organization. This is a part-time position, averaging 7-8 hours per week, working 3:15 pm to 7:30 pm each night, Monday and Wednesday, plus a possible Saturday shift from 7:45 am to 12:15 pm every four weeks.

### **Qualifications**

- A passion for working with seniors age 55+.
- Ability to give tours
- Retail cash handling experience.
- Excellent computer skills with experience in Microsoft Office software, including Excel.
- Patience and excellent customer service skills in a fast-paced environment.
- Good communication skills and a positive attitude.
- Excellent organizational skills and ability to multi-task.
- Willingness to respond confidently to a variety of emergency situations.
- AED/CPR/First Aid Certified or willingness to obtain training through employer.

### **Specific Duties**

- Greet members and assist them with the check-in process.
- Take reservations for programs and services.
- Handle payment processing.
- Assist with data entry as needed.

- Provide information to customers about programs and services.
- Answer incoming phone calls.
- Take phone messages and transfer phone calls to appropriate staff members.
- Give tours as needed
- Respond to emergencies of all types, including calling 911 when necessary.
- Assist in opening and/or closing of facility (dependent on shift).
- Other duties as assigned.

**To Apply:**

Please submit a letter and resume, including three professional references, to Elicsha Sanders, Member Services Manager, via Indeed.

Job Type: Part-time

# **Custodian**

## **Summary Description**

Under the direct supervision of the Lead Custodian, the Custodian oversees, and assumes responsibility for cleaning and/or sanitation services outlined in their daily work assignments. The Custodian reports any supply needs to the Lead Custodian on a timely basis to procure before running out. The Custodian is expected to follow all safety guidelines for use of work tools and equipment, demonstrate proper use of body mechanics and appropriate use of chemicals supplied by ARC. The Custodian must report any incident or accident to the Lead Custodian or other manager on duty at the time of the incident while at work.

## **Qualifications**

- Possesses excellent organizational skills and the ability to work independently.
- Have a minimum of 2 years housekeeping, custodial or janitorial experience.
- Possesses good communication skills and project a positive attitude.
- Demonstrate the ability to understand and follow work schedules while using time efficiently to accomplish department goals.
- Maintain order in work and supply areas and reports any concerns to Lead Custodian.
- Ability to stand and walk for four hour periods of time without difficulty.
- AED and CPR Certified or willing to obtain training.
- Demonstrates proficient use of e-mail.

## **Specific Duties**

1. Carry out work assignments as outlined on a daily cleaning schedule.
2. Communicate need for supplies, equipment malfunctions, or safety concerns to Lead Custodian to remedy.
3. Clean surfaces using safety standards and proper supplies and technique.
4. Uses proper body mechanics when lifting or using equipment.
5. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# Member Services Manager

## Summary Description

Under the direct supervision of the Director of Operations, the Member Services Manager (MSM) is responsible for overseeing the operations of the member services team. Team members include receptionists, bus drivers, and cafe volunteers. MSM is responsible for maintaining the following internal processes: Accounting for new memberships, renewals, and archiving expired memberships. Managing payments for program registrations and reconciling all cash receipts, issuing refunds (or credits per policy) to member accounts and preparing deposits per policy. The MSN will work closely with the Communications Coordinator and Director of Programing with the overall goal of providing efficiencies and effective communication to members and guests of ARC.

## Qualifications

- Associates degree in Business Administration or equivalent experience. B.S. preferred.
- Minimum of 2 years of experience in a supervisory role in customer service and experience in cash handling.
- Excellent organizational skills and the ability to work independently.
- Experience in process improvement and evaluation of office systems.
- Excellent communication skills and a positive attitude.
- Sensitivity to the needs of elders and other individuals.
- Strong computer skills with experience using common software.
- CPR and AED certified or able to obtain certification.
- Success working in a team environment.

## Specific Duties

1. Assure new member information is entered accurately and maintained in My Senior Center. Generate statistics for monthly reporting to the Advisory Committee.
2. Process and file membership registration forms, renewal forms, and other member documents in a timely manner and prepare bank deposits for payments per policy.
3. Maintain cash boxes and process cash receipts collected by each receptionist each day. Prepare bank deposits for total sales at the close of each business day.
4. Process requests for member credits or refunds per policy and record in My Senior Center.
5. Retrieve U.S. mail and in-house member renewal box mail and process.
6. Budget, inventory and order all business supplies and monitor maintenance of office equipment.
7. Manage service staff by providing relevant communications, training and feedback on job performance. Maintain weekly work schedules and manage staff time off requests.
8. Monitor exercise class registration and payments. Reconcile any discrepancies noted by instructor.
9. Manage member key tag supply inventory and maintain adequate inventory for new memberships.
10. Provide orientation, oversite and manage work schedule for Café' and Front Greeter volunteers.
11. Provide Saturday manager coverage by rotating with fellow managers from open to close.
12. Provide new member orientations for fitness equipment for 1.5 hours two days per week.
13. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

12/28/17

## **Normal Township**

### **Facilities Manager**

(updated 11/28/18)

#### Schedule:

The Normal Township Facilities Manager works 37.5 hours per week with a regular shift from 9:00AM - 5:30PM Sunday through Thursday, in order to have an opportunity to interact with all custodial shifts through the week and to have time while ARC is closed to complete projects and prep the building for the coming week. The schedule flexes under certain conditions, like snow days, to meet the need for snow removal and to check the fitness of the building before it is opened. This position is full-time, salaried and includes some on-call and remote monitoring duties.

#### Qualifications:

- Excellent organizational skills and the ability to prioritize and complete tasks independently
- Experience with building operations, including monitoring HVAC systems and controls
- A minimum of five years of custodial experience
- Knowledge of appropriate ordering and use of chemicals and cleaning agents
- Ability to maintain a budget, including tracking expenses and anticipating future needs
- Experience hiring, training, and supervising personnel, including tracking hours and documenting issues
- Experience working with contractors to schedule maintenance work
- Expertise in Microsoft Word, Excel, and Access or other similar database software
- Ability to lift 50 pounds and bend and climb as necessary to access to equipment
- Willingness to flex schedule to meet the needs of the facility
- Willingness to be on-call for emergencies and to perform remote monitoring as needed
- Excellent communication and customer service skills and experience resolving conflicts
- A positive attitude and respect for co-workers, ARC members, and visitors
- AED, CPR, and First Aid certified or willing to obtain
- Experience handling emergencies, including contacting and interacting with first responders

#### Responsibilities:

The Facilities Manager reports directly to the Director of Operations. The Facilities Manager is to meet with the Director of Operations at the end of each week to discuss the maintenance items that have been addressed that week and to plan and prioritize the list of maintenance items that are to be completed the following week. The list of completed items and planned items are to be emailed to the Township Supervisor each week following the meeting.

The Facilities Manager uses Township supplied equipment to remotely monitor and adjust HVAC equipment as needed. The Facilities Manager completes and logs a daily HVAC checklist and completes

and logs the monthly HVAC checklist, including cleaning of units. The Facilities Manager monitors the data from the maintenance logs to identify trends and emerging issues.

The Township Supervisor is to be alerted by the Facilities Manager of any concerns or unusual findings regarding the HVAC equipment, and US Mechanical is to be contacted for repairs of HVAC equipment and quarterly maintenance. US Mechanical should be asked for an estimated cost of repairs before completing any work. The Facilities Manager may authorize any HVAC work deemed necessary and estimated under \$1,500 per incident. Estimates exceeding \$1,500 should be called in to the Township Supervisor for approval before the Facilities Manager authorizes the work.

The Facilities Manager inspects the ARC building for necessary repairs, keeps a list of needed repairs, and prioritizes those repairs with the Director of Operations at their weekly meetings. Requests for approval to solicit contractors to bid work that is outside the Facilities Manager's range of expertise and licensure are to be made to the Township Supervisor. Urgent maintenance issues should be addressed as quickly as possible.

The Facilities Manager orders custodial supplies and building maintenance supplies for the ARC, staying within the limits of the Building Supplies/Maintenance budget line for the fiscal year. The Facilities Manager ensures equipment is maintained, staying within the limits of the Equipment Maintenance budget line for the fiscal year. The Facilities Manager tracks these expenses and is responsible for ensuring that invoices are submitted to the Township Office in a timely manner, before payment is due.

All tools purchased are to be assigned an asset tag and entered into the Township's maintenance database. Other than transport between facilities, Township tools may not be removed from the premises. Unless approved and/or assigned for such use, township assets are not to be stored on personal property or used for personal needs. Permission must be obtained from the Township Supervisor's office for disposal of any tools or equipment.

As a member of the management team and the first manager at the ARC during inclement weather, the Facilities Manager is responsible for inspecting the building for fitness. If the building is found to be unfit for any reason, including but not limited to broken windows, fire, flooding, gas leak, lack of electricity, or non-operational HVAC, the Facilities Manager will call and inform the Township Supervisor immediately after contacting any necessary emergency services, so that the Township Supervisor can notify staff and members of closure of the facility until fitness is restored. The Facilities Manager is CPR, AED, and First Aid certified and trained in how to handle Blood Borne Pathogens. The Facilities Manager completes and files incident reports as needed and performs monthly checks and reports on the two on-site AEDs.

The Facilities Manager currently has four direct reports and is responsible for hiring, training, and supervising all custodial staff in order to ensure custodial staff are present in the building during all hours of operations to the extent possible. The Facilities Manager directs the custodial staff in the proper care and cleaning of the ARC facility and in the set up and tear down of chairs, tables, and equipment as needed to support ARC programming and special events.

The Facilities Manager is on-call for alerts from the intrusion and fire alarm systems if the Township Supervisor cannot be reached.

The Facilities Manager may also have other tasks, as assigned by the Township Supervisor and/or Director of Operations. Normal Township reserves the right to revise job descriptions as needed.

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Acknowledgment:

I have received, reviewed, and fully understand the job description for Normal Township Facilities Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_



# Communications Coordinator

## Summary Description

Under the direct supervision of the Director of Operations, the Communications Coordinator (CC) will oversee, plan, and execute all communications for programs, and events for ARC. The CC takes responsibilities for creating, developing and updating web-site content and will research cost effective methods to provide timely communication and information to members. The CC develops and communicates strategy to achieve established goals and priorities as outlined by the annual marketing and public relations plans. The CC will work closely with the Director of Programs to prepare and create effective communication strategies to maximize participation in scheduled programs, events and activities.

## Qualifications

- Possesses excellent organizational skills and the ability to work independently.
- Prior experience in marketing, communications, fundraising and/or public relations (or combination of) is required.
- Possesses excellent communication skills and projects a positive attitude.
- Demonstrates excellent customer service skills and respect for clients.
- Demonstrates abilities and creativity in creating promotional materials.
- Demonstrates competency in operating computer applications including Microsoft Office programs Word, Excel, PowerPoint, and social media such as Facebook.

## Specific Duties

1. Develop and manage on-line marketing strategy to pair with more traditional methods while achieving annual budget expectations.
2. Represent ARC at local health promotion events and fairs per communications and marketing plan.
3. Work with Director of Programs to prepare communications for distribution to promote ARC programs and services.
4. Assist Director of Programs in planning and promoting annual bus trip program.
5. Provide assistance to the Director of Programs to carry out daily program duties in Directors absence.
6. Publicize special events, create promotional flyers for programs and services, exercise brochures and annual bus trips while taking responsibility to assure these are attractively displayed at ARC.
7. Maintain contact with local media by creating and sending news releases, pitching PR story ideas of local interest and keeping up-to date with local health and wellness news.
8. Develop and maintain an active e-mail list of members, organizations etc. through approved e-mail service.
9. Research and correct information in My Senior Center for any returned newsletters
10. Initiate the deactivation of members per policy.
11. Contact prospective sponsors for bingo prizes and other items for ARC initiatives and events.
12. Receive, process or respond to inquiries through the ARC website.
13. Other duties as needed such as providing tours to prospective members and community groups, filling in for receptionist for lunch times.
14. Provide weekend manager coverage by rotating with fellow managers from open to close.
15. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

Revised 12/28/17

**Normal Township  
Activity and Recreation Center  
Director of Programming**

**Summary Description**

Under the direct supervision of the Director of Operations, the Director of Programming oversees, plans, and evaluates all programs, events and activities for the Adult Recreation Center (ARC). The Director of Programming collaborates with ARC staff and ARC members to develop and execute a wide variety of programs and activities to interest the diverse interests of the 55+ population. The Director of Programming has direct responsibility for achieving established program goals and objectives while working to maintain the annual operating budget.

**Qualifications**

- Possesses excellent organizational skills and the ability to work independently.
- Effectively plan programs and activities to meet annual goals and objectives.
- Have a bachelor's degree in human services (preferred) or equivalent training and experience programming for senior clientele.
- Demonstrates excellent written and verbal communication skills.
- Possesses excellent communication skills and projects a positive attitude.
- Demonstrates excellent customer service skills including respect for staff, volunteers, instructors, guests and members.
- Is proficient in computer programs including Microsoft Office programs Word, Excel, and PowerPoint.
- Maintain and or obtain CPR and AED certifications.

**Specific Duties**

1. Receive and review all proposals for program ideas. Evaluate and make recommendations for possible scheduling and implementation.
2. Work with Communications Coordinator to create, and prepare flyers, brochures or other promotions to market ARC programs and services internally and externally.
3. Prepare and provide to the Communications Coordinator the monthly calendar of activities for the following month by the 15<sup>th</sup> of proceeding month. Assure collaboration with staff to review content reducing chance for errors prior to posting, printing or distributing.
4. Collaborate with Communications Coordinator to create an annual communications plan based on established goals and objectives with input from ARC Advisory Committee.
5. Schedule instructors (paid and volunteer) and review expectations for attendance and monitor daily. Review program or activity success and recommend continued scheduling based on member level of interest on a quarterly basis.
6. Take the lead in implementing all activities including set up for tournaments, movies, classes, and presentations.
7. Coordinate room and equipment set-ups with custodial staff and assure timely communication of specific needs.
8. Order and secure all materials and supplies needed to implement and maintain inventory for new and on-going programs and activities.
9. Collect and prepare a monthly program report of data generated by My Senior Center software and report trends to ARC Advisory Committee and Town of Normal Board of Trustee's as requested.
10. Create an annual programming budget for both expense and revenue in each program and activity category.

11. Look for opportunities for process improvements to create efficiency, cost savings and or improved customer service as needed.
12. Keep current on industry trends and promote new and innovative idea's to achieve a high level of participation and member satisfaction.
13. Encourage and motivate members to participate in programs and activities to assist them in meeting their physical, mental, emotional, and social needs promoting or improving their quality of life.
14. Implement continuous quality improvement to evaluate and measure the effectiveness of current programs and drive continued development of new programming that will interest current members and attract new members.
15. Serve as liaison with the My Senior Center software vendor and serve as staff trainer to assure staff are providing accurate reporting of program information.
16. Create new program templates and maintain daily schedules in My Senior Center.
17. Create individual room templates on a weekly basis to identify programs offered in each activity location within the center.
18. Provide weekend manager coverage by rotating with fellow managers from open to close
19. Assume Director of Operations duties in the absence of the Director of Operations absence.
20. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

Revised 10/30/18

# **ARC Shuttle Van Driver**

## **Job Description**

Reporting to the Member Services Manager, the Shuttle Van Driver provides safe transportation for members to and from Normal Township's Activity and Recreation Center (ARC). The driver is responsible for inspecting and preparing the van ahead of each shift, as well as general cleaning and fueling of the vehicle as needed. This position is part-time, hourly and will be 8-10 hours per week: Mondays through Thursdays.

## **Qualifications**

- Experience driving a van.
- Able to work independently and demonstrate confidence and good judgement in response to emergency situations with members and/or the operation of the vehicle.
- Able to lower manual ramp and replace ramp in van for trips and help riders maneuver and stow walking aids for transport.
- Demonstrate excellent customer service skills.
- Have an impeccable driving record and provide a copy of current personal auto insurance coverage.
- Possess excellent communication skills and a positive attitude.
- AED/CPR/First Aid Certified or willingness to obtain training through employer.
- Provide a copy of a current State of Illinois driver's license.

## **Specific Duties**

- Maintain rider log.
- Turn in rider log to Member Service Staff daily.
- Schedule, document, and deliver vehicle for any required maintenance per maintenance schedule.
- Research route for trip and enter information into vehicle's GPS as appropriate.
- Arrive 15 minutes prior to scheduled departure to ensure vehicle is clean inside and out for each trip.
- Check and prepare vehicle with adequate fuel and other fluids prior to each departure.
- Schedule commercial wash of the exterior on a quarterly basis as assigned.
- Assist staff in reminding members to check in at ARC when appropriate.
- Drive the vehicle safely using best practices in order to avoid damage.
- Provide assistance to members as they embark and disembark from the van.
- Assist members with packages (if any) while getting on and off the van.
- Ensure timely arrival and departure from ARC.
- Collaborate with ARC staff to ensure timely response to emergencies.

Job Type: Part-time

## **Job description**

Normal Township operates a 40,000 square foot Activity and Recreation Center (ARC) for adults age 55 and over. With over 4,200 members and more than 90 different programs on offer each month, the center is an exciting atmosphere where people can improve their physical and social well-being while meeting new people and trying new hobbies.

Under the direct supervision of the Member Services Manager, the Member Services Representative (MSR) handles customer service needs for members at one of the two main desks at the senior center, including assisting with check-in, processing enrollments for classes and services, taking payments, arranging for facility tours, enrolling new members, and answering questions. The MSR also monitors member and visitor entry to the senior center and provides support and direction to the volunteers of the organization. This is a part-time position, averaging 7-8 hours per week, working 3:15 pm to 7:30 pm each night, Monday and Wednesday, plus a possible Saturday shift from 7:45 am to 12:15 pm every four weeks.

### **Qualifications**

- A passion for working with seniors age 55+.
- Ability to give tours
- Retail cash handling experience.
- Excellent computer skills with experience in Microsoft Office software, including Excel.
- Patience and excellent customer service skills in a fast-paced environment.
- Good communication skills and a positive attitude.
- Excellent organizational skills and ability to multi-task.
- Willingness to respond confidently to a variety of emergency situations.
- AED/CPR/First Aid Certified or willingness to obtain training through employer.

### **Specific Duties**

- Greet members and assist them with the check-in process.
- Take reservations for programs and services.
- Handle payment processing.
- Assist with data entry as needed.

- Provide information to customers about programs and services.
- Answer incoming phone calls.
- Take phone messages and transfer phone calls to appropriate staff members.
- Give tours as needed
- Respond to emergencies of all types, including calling 911 when necessary.
- Assist in opening and/or closing of facility (dependent on shift).
- Other duties as assigned.

**To Apply:**

Please submit a letter and resume, including three professional references, to Elicsha Sanders, Member Services Manager, via Indeed.

Job Type: Part-time

## **Custodian**

### **Summary Description**

Under the direct supervision of the Lead Custodian, the Custodian oversees, and assumes responsibility for cleaning and/or sanitation services outlined in their daily work assignments. The Custodian reports any supply needs to the Lead Custodian on a timely basis to procure before running out. The Custodian is expected to follow all safety guidelines for use of work tools and equipment, demonstrate proper use of body mechanics and appropriate use of chemicals supplied by ARC. The Custodian must report any incident or accident to the Lead Custodian or other manager on duty at the time of the incident while at work.

### **Qualifications**

- Possesses excellent organizational skills and the ability to work independently.
- Have a minimum of 2 years housekeeping, custodial or janitorial experience.
- Possesses good communication skills and project a positive attitude.
- Demonstrate the ability to understand and follow work schedules while using time efficiently to accomplish department goals.
- Maintain order in work and supply areas and reports any concerns to Lead Custodian.
- Ability to stand and walk for four hour periods of time without difficulty.
- AED and CPR Certified or willing to obtain training.
- Demonstrates proficient use of e-mail.

### **Specific Duties**

1. Carry out work assignments as outlined on a daily cleaning schedule.
2. Communicate need for supplies, equipment malfunctions, or safety concerns to Lead Custodian to remedy.
3. Clean surfaces using safety standards and proper supplies and technique.
4. Uses proper body mechanics when lifting or using equipment.
5. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

# Member Services Manager

## Summary Description

Under the direct supervision of the Director of Operations, the Member Services Manager (MSM) is responsible for overseeing the operations of the member services team. Team members include receptionists, bus drivers, and cafe volunteers. MSM is responsible for maintaining the following internal processes: Accounting for new memberships, renewals, and archiving expired memberships. Managing payments for program registrations and reconciling all cash receipts, issuing refunds (or credits per policy) to member accounts and preparing deposits per policy. The MSN will work closely with the Communications Coordinator and Director of Programing with the overall goal of providing efficiencies and effective communication to members and guests of ARC.

## Qualifications

- Associates degree in Business Administration or equivalent experience. B.S. preferred.
- Minimum of 2 years of experience in a supervisory role in customer service and experience in cash handling.
- Excellent organizational skills and the ability to work independently.
- Experience in process improvement and evaluation of office systems.
- Excellent communication skills and a positive attitude.
- Sensitivity to the needs of elders and other individuals.
- Strong computer skills with experience using common software.
- CPR and AED certified or able to obtain certification.
- Success working in a team environment.

## Specific Duties

1. Assure new member information is entered accurately and maintained in My Senior Center. Generate statistics for monthly reporting to the Advisory Committee.
2. Process and file membership registration forms, renewal forms, and other member documents in a timely manner and prepare bank deposits for payments per policy.
3. Maintain cash boxes and process cash receipts collected by each receptionist each day. Prepare bank deposits for total sales at the close of each business day.
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5. Retrieve U.S. mail and in-house member renewal box mail and process.
6. Budget, inventory and order all business supplies and monitor maintenance of office equipment.
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Employee's Signature

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Date

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Supervisor's Signature

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Date

12/28/17



## **Normal Township**

### **Facilities Manager**

(updated 11/28/18)

#### Schedule:

The Normal Township Facilities Manager works 37.5 hours per week with a regular shift from 9:00AM - 5:30PM Sunday through Thursday, in order to have an opportunity to interact with all custodial shifts through the week and to have time while ARC is closed to complete projects and prep the building for the coming week. The schedule flexes under certain conditions, like snow days, to meet the need for snow removal and to check the fitness of the building before it is opened. This position is full-time, salaried and includes some on-call and remote monitoring duties.

#### Qualifications:

- Excellent organizational skills and the ability to prioritize and complete tasks independently
- Experience with building operations, including monitoring HVAC systems and controls
- A minimum of five years of custodial experience
- Knowledge of appropriate ordering and use of chemicals and cleaning agents
- Ability to maintain a budget, including tracking expenses and anticipating future needs
- Experience hiring, training, and supervising personnel, including tracking hours and documenting issues
- Experience working with contractors to schedule maintenance work
- Expertise in Microsoft Word, Excel, and Access or other similar database software
- Ability to lift 50 pounds and bend and climb as necessary to access to equipment
- Willingness to flex schedule to meet the needs of the facility
- Willingness to be on-call for emergencies and to perform remote monitoring as needed
- Excellent communication and customer service skills and experience resolving conflicts
- A positive attitude and respect for co-workers, ARC members, and visitors
- AED, CPR, and First Aid certified or willing to obtain
- Experience handling emergencies, including contacting and interacting with first responders

#### Responsibilities:

The Facilities Manager reports directly to the Director of Operations. The Facilities Manager is to meet with the Director of Operations at the end of each week to discuss the maintenance items that have been addressed that week and to plan and prioritize the list of maintenance items that are to be completed the following week. The list of completed items and planned items are to be emailed to the Township Supervisor each week following the meeting.

The Facilities Manager uses Township supplied equipment to remotely monitor and adjust HVAC equipment as needed. The Facilities Manager completes and logs a daily HVAC checklist and completes

and logs the monthly HVAC checklist, including cleaning of units. The Facilities Manager monitors the data from the maintenance logs to identify trends and emerging issues.

The Township Supervisor is to be alerted by the Facilities Manager of any concerns or unusual findings regarding the HVAC equipment, and US Mechanical is to be contacted for repairs of HVAC equipment and quarterly maintenance. US Mechanical should be asked for an estimated cost of repairs before completing any work. The Facilities Manager may authorize any HVAC work deemed necessary and estimated under \$1,500 per incident. Estimates exceeding \$1,500 should be called in to the Township Supervisor for approval before the Facilities Manager authorizes the work.

The Facilities Manager inspects the ARC building for necessary repairs, keeps a list of needed repairs, and prioritizes those repairs with the Director of Operations at their weekly meetings. Requests for approval to solicit contractors to bid work that is outside the Facilities Manager's range of expertise and licensure are to be made to the Township Supervisor. Urgent maintenance issues should be addressed as quickly as possible.

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The Facilities Manager currently has four direct reports and is responsible for hiring, training, and supervising all custodial staff in order to ensure custodial staff are present in the building during all hours of operations to the extent possible. The Facilities Manager directs the custodial staff in the proper care and cleaning of the ARC facility and in the set up and tear down of chairs, tables, and equipment as needed to support ARC programming and special events.

The Facilities Manager is on-call for alerts from the intrusion and fire alarm systems if the Township Supervisor cannot be reached.

The Facilities Manager may also have other tasks, as assigned by the Township Supervisor and/or Director of Operations. Normal Township reserves the right to revise job descriptions as needed.

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Acknowledgment:

I have received, reviewed, and fully understand the job description for Normal Township Facilities Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

# Communications Coordinator

## Summary Description

Under the direct supervision of the Director of Operations, the Communications Coordinator (CC) will oversee, plan, and execute all communications for programs, and events for ARC. The CC takes responsibilities for creating, developing and updating web-site content and will research cost effective methods to provide timely communication and information to members. The CC develops and communicates strategy to achieve established goals and priorities as outlined by the annual marketing and public relations plans. The CC will work closely with the Director of Programs to prepare and create effective communication strategies to maximize participation in scheduled programs, events and activities.

## Qualifications

- Possesses excellent organizational skills and the ability to work independently.
- Prior experience in marketing, communications, fundraising and/or public relations (or combination of) is required.
- Possesses excellent communication skills and projects a positive attitude.
- Demonstrates excellent customer service skills and respect for clients.
- Demonstrates abilities and creativity in creating promotional materials.
- Demonstrates competency in operating computer applications including Microsoft Office programs Word, Excel, PowerPoint, and social media such as Facebook.

## Specific Duties

1. Develop and manage on-line marketing strategy to pair with more traditional methods while achieving annual budget expectations.
2. Represent ARC at local health promotion events and fairs per communications and marketing plan.
3. Work with Director of Programs to prepare communications for distribution to promote ARC programs and services.
4. Assist Director of Programs in planning and promoting annual bus trip program.
5. Provide assistance to the Director of Programs to carry out daily program duties in Directors absence.
6. Publicize special events, create promotional flyers for programs and services, exercise brochures and annual bus trips while taking responsibility to assure these are attractively displayed at ARC.
7. Maintain contact with local media by creating and sending news releases, pitching PR story ideas of local interest and keeping up-to date with local health and wellness news.
8. Develop and maintain an active e-mail list of members, organizations etc. through approved e-mail service.
9. Research and correct information in My Senior Center for any returned newsletters
10. Initiate the deactivation of members per policy.
11. Contact prospective sponsors for bingo prizes and other items for ARC initiatives and events.
12. Receive, process or respond to inquiries through the ARC website.
13. Other duties as needed such as providing tours to prospective members and community groups, filling in for receptionist for lunch times.
14. Provide weekend manager coverage by rotating with fellow managers from open to close.
15. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

Revised 12/28/17

**Normal Township  
Activity and Recreation Center  
Director of Programming**

**Summary Description**

Under the direct supervision of the Director of Operations, the Director of Programming oversees, plans, and evaluates all programs, events and activities for the Adult Recreation Center (ARC). The Director of Programming collaborates with ARC staff and ARC members to develop and execute a wide variety of programs and activities to interest the diverse interests of the 55+ population. The Director of Programming has direct responsibility for achieving established program goals and objectives while working to maintain the annual operating budget.

**Qualifications**

- Possesses excellent organizational skills and the ability to work independently.
- Effectively plan programs and activities to meet annual goals and objectives.
- Have a bachelor's degree in human services (preferred) or equivalent training and experience programming for senior clientele.
- Demonstrates excellent written and verbal communication skills.
- Possesses excellent communication skills and projects a positive attitude.
- Demonstrates excellent customer service skills including respect for staff, volunteers, instructors, guests and members.
- Is proficient in computer programs including Microsoft Office programs Word, Excel, and PowerPoint.
- Maintain and or obtain CPR and AED certifications.

**Specific Duties**

1. Receive and review all proposals for program ideas. Evaluate and make recommendations for possible scheduling and implementation.
2. Work with Communications Coordinator to create, and prepare flyers, brochures or other promotions to market ARC programs and services internally and externally.
3. Prepare and provide to the Communications Coordinator the monthly calendar of activities for the following month by the 15<sup>th</sup> of proceeding month. Assure collaboration with staff to review content reducing chance for errors prior to posting, printing or distributing.
4. Collaborate with Communications Coordinator to create an annual communications plan based on established goals and objectives with input from ARC Advisory Committee.
5. Schedule instructors (paid and volunteer) and review expectations for attendance and monitor daily. Review program or activity success and recommend continued scheduling based on member level of interest on a quarterly basis.
6. Take the lead in implementing all activities including set up for tournaments, movies, classes, and presentations.
7. Coordinate room and equipment set-ups with custodial staff and assure timely communication of specific needs.
8. Order and secure all materials and supplies needed to implement and maintain inventory for new and on-going programs and activities.
9. Collect and prepare a monthly program report of data generated by My Senior Center software and report trends to ARC Advisory Committee and Town of Normal Board of Trustee's as requested.
10. Create an annual programming budget for both expense and revenue in each program and activity category.

11. Look for opportunities for process improvements to create efficiency, cost savings and or improved customer service as needed.
12. Keep current on industry trends and promote new and innovative idea's to achieve a high level of participation and member satisfaction.
13. Encourage and motivate members to participate in programs and activities to assist them in meeting their physical, mental, emotional, and social needs promoting or improving their quality of life.
14. Implement continuous quality improvement to evaluate and measure the effectiveness of current programs and drive continued development of new programming that will interest current members and attract new members.
15. Serve as liaison with the My Senior Center software vendor and serve as staff trainer to assure staff are providing accurate reporting of program information.
16. Create new program templates and maintain daily schedules in My Senior Center.
17. Create individual room templates on a weekly basis to identify programs offered in each activity location within the center.
18. Provide weekend manager coverage by rotating with fellow managers from open to close
19. Assume Director of Operations duties in the absence of the Director of Operations absence.
20. Other duties as assigned.

This organization reserves the right to revise the specific duties as the need arises.

I acknowledge that I have reviewed this job description and I am able to fulfill these responsibilities. I also understand that this is not a contract or legal document.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

Revised 10/30/18

# Program Report November 2023

## In-Person Programming Highlights

The November Tech Talk on Tuesday, November 7th at 11:00 AM will cover smart light bulbs, wall switches and wall plug technologies.

Join the New Day Ringers of the Bloomington/Normal community on Saturday, November 11th at 9:30 AM for a concert.

The Central Illinois Institute of Balance will provide an informational program on Tuesday, November 14th at 11 AM.

Join the ARC Enthusiastic Gardeners Club for a winter pot make and take on Thursday, November 16th at 11 AM. The cost to attend this program is \$20.

The Alzheimer's Association will present on Monday, November 27th at 11 AM, Healthy Living for your Brain and Body.

Learn about the OSF Smart Meals Program and take home a meal kit on Thursday, November 30th at 1:00 PM. The recipe for November will be perfect pumpkin chili.

Join the Prudential Advisors team to learn more about the importance of comprehensive financial planning on Thursday, November 2nd at 11 AM.

The Institute for Financial Education will present on advanced Social Security planning on Wednesday, November 8th at 11 AM.

Join Mike Mitchell, Pickleball Ambassador, for a beginner Pickleball clinic, on Thursday, November 9th from 4:30 to 6:30 PM. The cost to attend this clinic is \$10 period

Join Mike Mitchell, Pickleball Ambassador, on Thursday, November 30th for a Pickleball Boot Camp. Pickleball Boot Camp consists of two hours filled with strategy tips and drills to help improve your game. You will be taught proper court positioning and movement, the dink game, the third shot, and many other skills and strategies. The cost to attend this clinic is \$20.

Scott Richardson, ARC's personal trainer, has one opening for a personal training slot on Thursdays at 2:00 PM. The cost to attend this one-person training session is \$80 for the month.

Join Peoria Charter Travel and Collette Vacations for a trip informational meeting on Monday, November 6th at 1:00 PM. You will learn more about our upcoming trips, including the best of Eastern Canada, Hawaiian Adventure, and Islands of New England.

Connie Dearborn will teach a Christmas Angels craft class on Friday, November 10th or Saturday, November 11th at 9:00 AM or 11 AM. You will make Christmas angels using upcycled chandelier globes. You must bring your own glue gun or share a glue gun with a friend. The cost to attend this class is \$20. Marsha Meiss will teach a fun Fall/Thanksgiving craft class on Tuesday, November 14th at 10 AM. The cost to attend this class is \$5.

Join us at ARC on Tuesday, November 28<sup>th</sup> for a new Cricut class that will offer the chance to make a small snowman canvas and easel tabletop decoration. All supplies will be provided for \$10.

A special invite is extended to those ARC members who have served and their guests for our veteran's day ceremony and cookout on Monday, November 13th. The ceremony will take place at 11 AM, following the ceremony there will be a cookout lunch served. Hamburgers, hot dogs, chips, cookies, and water will be served. This event is free to ARC members and their guests.

ARC will host a Friendsgiving gathering on Monday, November 20th at 5:30 PM. Please bring your favorite Thanksgiving dish to pass and we will end the night with a fun dice game.

The local interest speaker series for November will be The Baby Fold. On Friday, November 3rd at 10 AM, Lori Bultemeier will be giving us the story of its 121-year history of loving children and families.

## Digital Programming

Mindfulness Meditation: Mondays, Wednesdays, Fridays, 9-10:30 AM (Hybrid)

Intermediate TAI CHI and Qigong: Mondays and Wednesdays, and Fridays, 11 AM (Hybrid)

Beginning TAI CHI and Qigong: Tuesdays and Thursdays, 11 AM (Hybrid)

ARC Avid Reader's Book Club: Tuesday, November 7<sup>th</sup> at 10 AM (Hybrid)

Great Books: Thursday, November 2<sup>nd</sup> at 10:30 AM (Hybrid)

Caregiver Support: CCSI & Alzheimer's Association: Wednesday, November 1<sup>st</sup> from 2-3 PM (Hybrid)

## Other News

Midwest Food Bank distribution days at ARC for November will be November 7th and 21st.

ARC will host a blood drive for the Red Cross on November 15th from 11:00 AM to 4:00 PM.

New volunteers are needed for the VITA tax preparation for low- and moderate-income residents of Central Illinois on Thursdays from February 1st through April 11th, 2024, at ARC. There will be support and training for new and returning volunteers during January with study materials and test exams available in late November. Volunteers are needed to be greeters and intake coordinators, tax preparers, quality reviewers or to present the finished returns to clients. Contact Betty at [bpilchard@gmail.com](mailto:bpilchard@gmail.com) for more information.



## Communications Coordinator Report November 2023

### Fundraising

- **Brick by Brick:** No update
- **Bingo sponsors:** All dates for 2024 are now filled.
- **Coffee Sponsors:** The November sponsor is VFW Post 454. Months still available for sponsorship from fall 2023 through summer 2024 - **July 2024.**
- **ARC Living Memorial Fund 2023:** Green Space - \$3,395.33, General Support - \$11,476.42, Fitness Programming - \$2,463.03, Classroom Updates – \$302.50.
- Since August 17<sup>th</sup>, \$1,744.53 has been collected for green space, \$4244.42 for general support, \$1907.50 for fitness upgrades, and \$302.50 for classroom upgrades for a total of \$8,198.95
- **Dine & Donate:** Have reached out to Buffalo Wild Wings about setting up a dine and donate, waiting to hear and to see if a December date will work.
- **Giving Tree:** No update

### Constant Contact as of 10/27/23 – Actively restructuring contact lists

- Had 5491 total contacts in list as of 10/26, but now working to clean up lists to eliminate all those who are non-members still receiving emails unless they ask to remain on a contact list. Hoping that this will reduce total number of contacts to less than 5,000, which will mean our monthly charge for Constant Contact services will be reduced.
- Non-members were asked to email me with request to stay on mailing list for monthly newsletter by November 2<sup>nd</sup>. November 3<sup>rd</sup>, original list will be retired with those asking to remain moved to a different segment/list.

### Facebook as of 10/27/23

2,367 followers – change of +19 from last report. 2,208 page likes, change of +19 since last report. Post Reach July 29<sup>th</sup> – October 26<sup>th</sup> – 13.1K, page visits 2,087 in last 28 days. 3.6K post engagements in the last 90 days. 7,843 page reach Sept 29<sup>th</sup> – Oct 26<sup>th</sup>. 1,820 page visits in last 28 days.

## **November 2023 MSM Report (as of November 1, 2023)**

### **October 2023 Membership Numbers**

- There were 242 memberships scheduled to expire in the month of October, 137 (57%) of those members have renewed their membership.
- There are 217 memberships scheduled to expire in the month of November, so far 61 have renewed.
- In October, we received \$8145 in Membership Revenue.

### **October Sunshine Numbers**

- 280 Birthday calls were made by the MSR staff in October.
- October had 15 Sympathy and 11 Get Well correspondence sent out.

### **October Shuttle Van Numbers**

- 27 members utilized the Shuttle Van in September.
- 31 members utilized the Shuttle Van in October.
- In October, there were 41 Single Trips made, and 83 Roundtrips made.

### **October Programming Revenue**

- In September, we received \$11235.50 in Programming Revenue.
- In October, we received \$11433 in Programming Revenue.

### **October Insurance-Based Membership Program Visits**

- October reported visit total submitted for reimbursement- 2883
- Silver Sneakers- 2499
- Renew Active- 259
- Silver & Fit- 125
- Active & Fit- 0

**The 2<sup>nd</sup> page is the Numbers Comparison Sheet**

Member Services Number Comparison Report  
November 2023

**\*\*Report as of 11/1/23\*\***

Shuttle Van Ridership	
	Unduplicated Riders
September	27
October	31

Membership Totals	3448
Paid Member Total	2401
Silver Sneakers Total	819
Renew Active Total	138
Silver & Fit Total	28
Active & Fit	1
Reduced Fee Total	40
Change in Benefits	18
Member Support Person	3

Membership Stats

	September	October
Paid New Members	64	73
New Silver Sneaker	24	14
New Renew Active	1	4
New Silver & Fit	0	0
New Active & Fit	0	0
Visitor Passes	1	4

	September	October
Paid Renewal	121	195
Silver Sneaker Renewals	44	32
Renew Active Renewals	17	8
Silver & Fit Renewals	1	2
Active & Fit Renewals		

Monthly Attendance

September						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/1-9/2					189	144
9/4-9/9	CL	446	390	418	176	147
9/11-9/16	474	419	371	350	212	132
9/18-9/23	436	391	368	387	247	129
9/25-9/30	442	368	372	377	175	128
October						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/2-10/7	484	382	388	384	247	141
10/9-10/14	CL	392	377	384	209	157
10/16-10/21	453	391	384*	386	216	139
10/23-10/28	455	444	CL	458	276	216**
10/30-10/31	537	430				

\*- COVID Vaccine Clinic, open to the public- Doors were open.

\*\* - Craft Show, open to the public.

Prepared by Elicsha Sanders, MSM

Email Save

1 of 7



OF THE UNITED METHODIST CHURCH

PO Box 340029  
Nashville, TN 37203-0029

October 03, 2022

FIRST NORMAL UNITED METHODIST CHURCH  
211 N SCHOOL ST  
NORMAL IL 61761-2503**Re: Certification of Inclusion in The United Methodist Church Group Tax Exemption Ruling****Affiliated Organization: FIRST NORMAL UNITED METHODIST CHURCH**

Affiliated Organization's Employer Identification Number (EIN): 37-6032493

This letter will certify that the affiliated organization named above is included in The United Methodist Church Group Tax Exemption Ruling ("UMC GroupRuling"). In particular, as stated in the GroupRuling determination letter issued to The United Methodist Church by the Internal Revenue Service ("IRS"), this affiliated organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

This certification letter is issued by the General Council on Finance and Administration of The United Methodist Church ("GCFA"), the central organization for the UMC GroupRuling. As the central organization, GCFA has been granted the authority by the IRS to determine which organizations are included in the UMC GroupRuling. (The IRS Group Exemption Number ("GEN") for the UMC GroupRuling is 2573.) Thus, this certification letter, together with the enclosed copy of the IRS GroupRuling determination letter, serves to verify the tax-exempt status of this affiliated organization.

If you have any further questions, please feel free to contact the GCFA Legal Services Department at (866) 367-4232 or [legal@gcfa.org](mailto:legal@gcfa.org).

Sincerely,

GENERAL COUNCIL ON FINANCE AND ADMINISTRATION OF  
THE UNITED METHODIST CHURCHLeticia Mayberry Wright  
Deputy General Counsel

Enclosures



## YouthBuild Mental Health Support & Sensory Room Project

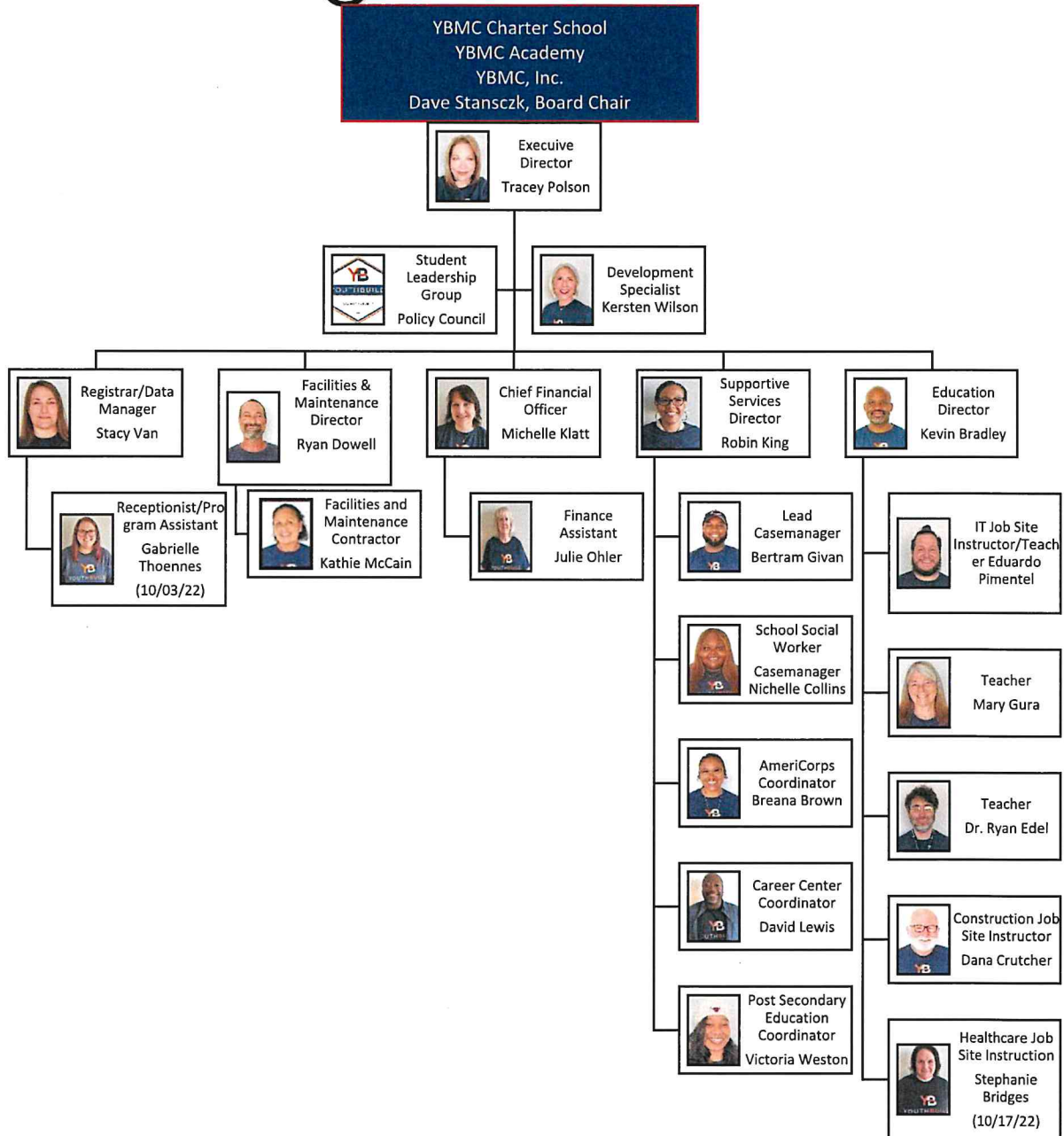
Category	Amount Needed	Amount Secured	Township Grant Funds Requested
<b>Storage</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>
Cabinets	\$1,000.00		
<b>Seating</b>	<b>\$5,500.00</b>	<b>\$1,000.00</b>	<b>\$4,500.00</b>
Cafe Tables (2) on Wheels with chairs (4)	\$1,500.00		
Padded Circular Seating	\$2,500.00		
Buoy Chairs (4)	\$1,200.00		
Rocker Seating	\$300.00		
<b>Lighting</b>	<b>\$3,600.00</b>	<b>\$2,000.00</b>	<b>\$1,600.00</b>
Light Film	\$300.00		
Projector	\$1,000.00		
Bubble Tower	\$1,300.00		
Fiber Optic Lighting	\$1,000.00		
<b>Aromatherapy</b>	<b>\$500.00</b>		<b>\$500.00</b>
<b>Therapeutic Tools</b>	<b>\$2,200.00</b>	<b>\$2,000.00</b>	<b>\$200.00</b>
Mental Health Activites	\$1,000.00		
Mental Health Workshop materials	\$700.00		
Theraputic manipulatives/Figits	\$500.00		
<b>Staff Training and Worshops</b>	<b>\$3,200.00</b>		<b>\$3,200.00</b>
Consultant	\$1,200.00		
Staff Training	\$2,000.00		<b>\$10,000.00</b>
<b>Total Needed</b>	<b>\$16,000.00</b>	<b>\$6,000</b>	<b>\$10,000</b>

## **Mental Health Support & Sensory Room Project for YouthBuild McLean County**

1. Name of Organization: YBMC, Inc. DBA: YouthBuild McLean County
2. Mission Statement: To build, develop, inspire and challenge educationally and economically disadvantaged students to make the difference in their community.
3. We are a 501C3 - Attached is a copy of IRS Tax Exempt Status
4. Organization's officers and directors include:  
[Tracey Polson](#) – Chief Executive Officer, Executive Director  
[Michelle Klatt](#)-Chief Fiscal Officer  
[David Stanczak](#) - Board President  
[Kevin Bradley](#) - Education Director
5. How the funding benefits Normal Township Residents:  
YouthBuild is a youth development program located in the Town of Normal and is seeking funding to support mental health services provided to students and graduates of YouthBuild McLean County. By funding this project, we expect to have higher school retention rate, which will result in lower dropout rates. By supporting mental health programs, the young people at YouthBuild will have better coping skills to bring to their future careers, which will shape our community. YouthBuild annually serves 130 young people through the education and post-graduation programs.
6. Age group being benefitted will be young people between the ages of 16-24
7. Attached is the proposed budget for this program, which outlines how funding will be spent.
8. Organizational chart is attached
9. Other sources of income for this request include an in-kind donation of supply cabinets from State Farm and a \$5,000 donation from Meijer toward the purchase of mental health group session seating, sensory friendly lighting elements and therapeutic tools.
10. Because the majority of the grant funding will be used to create the mental health support area inside the school, sustaining the programming and space will occur through general fund donations. If this project is not funded or is not funded fully, YouthBuild will have to delay the project until full funding can be secured.
11. Copy of Organizational policy on Discrimination is attached
12. Amount requested is \$10,000. Yes, we will still accept a lesser amount.
13. YouthBuild follows the prevailing wage.



# 2023 Organizational Chart





Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ If not, contact us immediately.
- ✓ **Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

**Illinois Sales Tax Exemption Certificate**

YOUTHBUILD MCLEAN COUNTY

360 WYLIE DR STE 305  
NORMAL IL 61761-5500

**Sales Tax Exemption Certificate**

<b>Issue date:</b> 10/26/2021	<b>Sales Tax Exemption</b>	<b>E99528738</b>
<b>Expiration date:</b> 11/01/2026	<b>Organization type:</b>	<b>Charitable</b>

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE  
*Hmce*  
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

## General Assistance Fund

## Check Register

For the Period From Oct 20, 2023 to Nov 16, 2023

Check #	Date	Payee	Amount
6463	11/16/23	U.S. BANK	20.00
6458	11/7/23	TOWN OF NORMAL	40.00
6445	10/31/23	TOWN OF NORMAL	55.93
6440	10/25/23	TOWN OF NORMAL	71.42
6438	10/25/23	AMEREN ILLINOIS	81.00
6439	10/25/23	C. Michael Schilkofski	93.79
6451	11/7/23	AMEREN ILLINOIS	118.96
6444	10/31/23	WELLS FARGO HOME MORTGAGE	123.73
6456	11/7/23	AMEREN ILLINOIS	150.00
6446	10/31/23	AMEREN ILLINOIS	160.34
6452	11/7/23	CLASS ACT REALTY	221.04
6442	10/30/23	Central Private Billings	250.00
6459	11/16/23	U.S. BANK	260.00
6457	11/7/23	CLASS ACT REALTY	300.00
6437	10/23/23	PINECREST APARTMENTS	340.00
6441	10/30/23	CLASS ACT REALTY	340.00
6447	11/2/23	CLASS ACT REALTY	340.00
6448	11/2/23	First State Bank	340.00
6449	11/7/23	LYNNA L. BONNELL	340.00
6453	11/7/23	PINECREST APARTMENTS	340.00
6455	11/7/23	AMEREN ILLINOIS	340.00
6460	11/13/23	OXFORD HOUSE VICTUS	340.00
6461	11/13/23	NORTHMEADOW VILLAGE	340.00
6462	11/13/23	DAVE & SHARON REEVES	340.00
6450	11/7/23	Central Private Billings	966.80
6443	10/30/23	YOUNG AMERICA REALTY	1,300.65
6454	11/7/23	CORE 3 PROPERTY MANAGMENT	1,500.00
online	10/31/23	10.31 payroll	1,818.85
online	11/15/23	11.15 payroll	1,918.97
Total			12,851.48

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**GENERAL ASSISTANCE**  
**2023-2024**

**ADMINISTRATION**

**PERSONNEL**

1. Salaries
2. Health Insurance
3. Social Security Contribution
4. Retirement Contribution
5. Unemployment Insurance

40221

40621

**TOTAL**

**SERVICES & SUPPLIES**

1. Postage
2. Printing
3. Travel Expenses
4. Dues
5. Training
6. Office Supplies
7. Technology
8. Miscellaneous Expense

45521

46521

48021

47521

48521

49021

49521

50021

**TOTAL**

**TOTAL ADMINISTRATION**

**HOME RELIEF**

**GENERAL ASSISTANCE**

1. Medical Services
2. Catastrophic Medical Premium
3. Funeral & Burial Service
4. Shelter
5. Utilities
6. Fuel
7. Grocery
8. Incidentals
9. Misc Home Relief Expense

80722

81222

81322

81622

81522

81422

81822

82122

50022

**TOTAL**

	BUDGET AMOUNT 2023-2024	AMOUNT SPENT Oct-23	AMOUNT THRU 10.31.2023	PERCENT OF BUDGET '10.31.2023	PROPOSED BILLS 10/20 - 11/16
\$	50,000.00	\$ 3,637.70	\$ 26,304.97	52.61%	\$ 3,737.82
\$	1,000.00		\$ 94.55	9.46%	
\$	51,000.00	\$ 3,637.70	\$ 26,399.52	51.76%	\$ 3,737.82
\$	1,000.00			0.00%	
\$	500.00				
\$	100.00				
\$	150.00			0.00%	
\$	500.00	\$ 30.00	\$ 30.00	6.00%	
\$	500.00			0.00%	
\$	9,000.00	\$	\$ 7,500.00	83.33%	
\$	500.00			0.00%	
\$	12,250.00	\$ 30.00	\$ 7,530.00	61.47%	\$ -
\$	63,250.00	\$ 3,667.70	\$ 33,929.52	53.64%	\$ 3,737.82
\$	3,000.00		\$ 2,650.00	88.33%	
\$	500.00			0.00%	
\$	90,000.00	\$ 3,358.52	\$ 24,142.03	26.82%	\$ 3,798.56
\$	35,000.00	\$ 1,884.04	\$ 7,539.31	21.54%	\$ 1,017.65
\$	3,000.00	\$ 120.00	\$ 1,030.00	34.33%	\$ 120.00
\$	36,000.00	\$ 1,920.49	\$ 8,160.18	22.67%	\$ 1,096.80
\$	1,000.00			0.00%	\$ 260.00
\$	5,000.00	\$ 16.00	\$ 763.88	15.28%	\$ 20.00
\$	173,500.00	\$ 7,299.05	\$ 44,285.40	25.52%	\$ 6,313.01

<u>GENERAL ASSISTANCE</u>						
<u>2023-2024</u>		BUDGET	AMOUNT	AMOUNT	PERCENT OF	PROPOSED
		AMOUNT	SPENT	SPENT THRU	BUDGET	BILLS
		2023-2024	Oct-23	'10.31.2023	'10.31.2023	10/20 - 11/16
EMERGENCY ASSISTANCE						
82222	1. Emergency Shelter	\$ 120,000.00	\$ 3,051.45	\$ 65,279.63	54.40%	\$ 2,800.65
82322	2. Emergency Utilities	\$ 60,000.00	\$ 293.41	\$ 34,661.90	57.77%	
	TOTAL	\$ 180,000.00	\$ 3,344.86	\$ 99,941.53		\$ 2,800.65
OTHER EXPENDITURES						
82422	1. Church Funds	\$ 2,000.00		\$ 600.00	30.00%	
82522	2. John M Scott	\$ 5,000.00			0.00%	
	TOTAL	\$ 7,000.00	\$ 3,344.86	\$ 100,541.53	\$ 0.30	\$ 2,800.65
CONTINGENCIES						
		\$ 20,000.00				
	TOTAL HOME RELIEF	\$ 380,500.00	\$ 10,643.91	\$ 144,826.93	38.06%	
	TOTAL GENERAL ASSISTANCE	\$ 443,750.00	\$ 14,311.61	\$ 178,756.45	40.28%	\$ 12,851.48
BALANCE 9/30/2023						
INCOME FOR GENERAL ASSISTANCE FUND					\$640,191.66	
30521	PROPERTY TAX	\$ 126,100.00		\$ 122,056.01	96.79%	
70521	INTEREST	\$ 500.00	\$ 2,846.50	\$ 18,857.08	3771.42%	
71621	DONATIONS	\$ 2,000.00				
71521	MISC & SS REIMBURSEMENT	\$ 5,000.00		\$ 3,704.00	74.08%	
71721	GRANTS	\$ 500.00		\$ 1,130.49		
	TOTAL INCOME	\$ 134,100.00	\$ 2,846.50	\$ 145,747.58	108.69%	\$ -
	BALANCE 10/31/2023					<u><u>\$628,726.55</u></u>

## General Town Fund

## Check Register

For the Period From Oct 20, 2023 to Nov 16, 2023

Check #	Date	Payee	Amount
10083V	11/15/23	PRESTON J. HILL	-1,894.09
10087V	11/15/23	JILL M. SCHAAB	-1,840.14
10085V	11/15/23	RUBY J. JONES	-674.96
10086V	11/15/23	RANDALL S. KOCH	-635.77
10111	11/16/23	TOWN OF NORMAL	42.62
10116	11/16/23	Orkin	90.00
10060	10/31/23	WILLIAM M. DRYER	90.02
10114	11/16/23	NICOR GAS	92.34
10108	11/15/23	Patrick M. Howard	108.03
10059	10/31/23	Patrick M. Howard	111.63
10065	10/31/23	NATIONWIDE RETIRMEMENT SOLUTIONS	115.00
10110	11/15/23	NATIONWIDE RETIRMEMENT SOLUTIONS	115.00
10036	11/16/23	CAMPUS COMMUNICATIONS GROUP	118.96
10099	11/15/23	Barbara L. Dallinger	152.95
10051	10/31/23	Barbara L. Dallinger	166.05
10034	11/16/23	Pipco Companies, Ltd	175.00
10078	11/15/23	SALLY K. PYNE	181.78
10081	11/15/23	ART RODRIGUEZ	181.78
10084	11/15/23	ARLENE M. HOSEA	181.78
10076	11/15/23	FLOYD H. APER	192.08
10117	11/16/23	Pipeworks, Inc.	195.00
10031	11/16/23	Ameren Illinois	201.10
10032	11/16/23	KLOPFENSTEIN'S	201.50
10068	11/1/23	REPUBLIC SERVICES	205.75
10107	11/15/23	WILLIAM M. DRYER	212.46
10075	11/16/23	MILLER JANITORIAL SUPPLY	223.40
10061	10/31/23	GEORGE A. WILSON	224.97
10120	11/16/23	The Home Depot Pro	237.50
10041	10/31/23	DAYNA E. SCHICKEDANZ	237.63
10082	11/15/23	DAYNA E. SCHICKEDANZ	237.63
10073	11/16/23	Ace Hardware	252.77
10055	10/31/23	DELORES MCGEE	257.02
10118	11/16/23	JOSE OLVERA	275.00
10035	11/1/23	FRONTIER	298.23
10063	10/31/23	KEITH C. WEATHERSPOON	323.22
10109	11/15/23	GEORGE A. WILSON	329.95
10037	11/16/23	ANDERSON ELECTRIC	347.45
10072	11/16/23	LEE ENTERPRISES - CENTRAL ILLINOIS	400.00
10054	10/31/23	Michelle A. Lee	414.91
10071	11/16/23	Securitas Technology Corporation	420.00
10106	11/15/23	KEITH C. WEATHERSPOON	423.66
10062	10/31/23	CHAD W. SORENSEN	449.13
10052	10/31/23	DELILAH F. FINNEGAN	456.97
10045	10/31/23	RANDALL S. KOCH	466.09
10058	10/31/23	MICHAEL R. TUTTLE	483.95
10121	11/15/23	CHAD W. SORENSEN	484.72
10113	11/16/23	Watts Copy Systems, Inc	491.13
10102	11/15/23	Michelle A. Lee	503.72
10053	10/31/23	CHRISTINE S. HOFF	533.91
10104	11/15/23	MICHAEL R. TUTTLE	534.48
10101	11/15/23	CHRISTINE S. HOFF	542.39
10044	10/31/23	RUBY J. JONES	580.61
10119	11/16/23	BOPI	627.00
10103	11/15/23	DELORES MCGEE	631.98
10086	11/15/23	RANDALL S. KOCH	635.77
10091	11/15/23	RANDALL S. KOCH	635.77
10085	11/15/23	RUBY J. JONES	674.96
10090	11/15/23	RUBY J. JONES	674.96

Check #	Date	Payee	Amount
10100	11/15/23	DELILAH F. FINNEGAN	690.03
10067	11/16/23	MRR LAW	817.00
10064	10/31/23	DAVID T. MIKULECKY	835.43
10057	10/31/23	JEANNE M. WHITEHILL	918.74
10095	11/15/23	JEANNE M. WHITEHILL	918.74
10105	11/15/23	DAVID T. MIKULECKY	1,028.09
10122	11/16/23	U.S. BANK	1,060.93
10047	10/31/23	LINDA ADAMS	1,083.54
10096	11/15/23	LINDA ADAMS	1,083.54
10074	11/16/23	STABILITY IT SOLUTIONS	1,257.50
10049	10/31/23	REBECCA RICE	1,344.73
10098	11/15/23	REBECCA RICE	1,344.73
10056	10/31/23	SAMANTHA SCOTT	1,546.30
10094	11/15/23	SAMANTHA SCOTT	1,546.30
10039	10/31/23	ARIN RADER	1,720.44
10079	11/15/23	ARIN RADER	1,720.44
10033	11/16/23	The Home Depot Pro	1,736.78
10042	10/31/23	ELICSSHA M. SANDERS	1,823.64
10088	11/15/23	ELICSSHA M. SANDERS	1,823.64
10046	10/31/23	JILL M. SCHAAB	1,840.14
10087	11/15/23	JILL M. SCHAAB	1,840.14
10092	11/15/23	JILL M. SCHAAB	1,840.14
10043	10/31/23	PRESTON J. HILL	1,894.09
10083	11/15/23	PRESTON J. HILL	1,894.09
10089	11/15/23	PRESTON J. HILL	1,894.09
10050	10/31/23	MOLLY CAMPER	1,951.74
10093	11/15/23	MOLLY CAMPER	1,951.74
10048	10/31/23	KENT V. DEPEW	2,561.29
10097	11/15/23	KENT V. DEPEW	2,561.29
10040	10/31/23	JESS RAY	2,646.99
10080	11/15/23	JESS RAY	2,646.99
10038	10/31/23	ROBERT A. CRANSTON	3,110.12
10077	11/15/23	ROBERT A. CRANSTON	3,110.12
10070	11/16/23	McLean Co Museum of History	8,000.00
10066	10/31/23	BLUE CROSS BLUE SHIELD OF ILLINOIS	9,358.44
10069	11/16/23	YWCA McLean Co	10,000.00
10112	11/16/23	YouthBuild McLean Co	10,000.00
10115	11/16/23	Clock Towner Community Bank	323,999.35
online	10/31/23	10.31 State W/H payable	1,725.35
online	10/31/23	10.31 Fica, Medicare, Fed W/H payable	8,624.17
online	10/31/23	10.31 IMRF payable	5,290.89
online	11/15/23	10.15 State W/H payable	1,852.44
online	11/15/23	10.15 Fica, Medicare, Fed W/H payable	9,188.71
Total			456,479.61

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**GENERAL TOWN**  
**2023-2024**

**ADMINISTRATION**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills
	2023-2024	Oct-23	10/31/2023	10/31/2023	10/20/- 11/16
<b>PERSONNEL</b>					
40211-11 1. Salaries	\$ 420,000.00	\$ 28,115.96	\$ 196,241.02	47%	\$ 43,315.82
40311-11 2. SC Salaries					
40311-11 2. Health Insurance	\$ 111,650.00	\$ 7,798.70	\$ 51,381.70	46%	\$ 7,798.70
40611-11 3. SC Health Insurance					
40611-11 3. Unemployment Contribution	\$ 10,000.00	\$ 58.17	\$ 776.97	8%	\$ 79.97
TOTAL	\$ 541,650.00	\$ 35,972.83	\$ 248,399.69	46%	\$ 51,194.49
<b>CONTRACTUAL SERVICES</b>					
44611-11 1. Maint Service-Building	\$ 50,000.00	\$ 5,710.76	\$ 28,005.26	56%	\$ 4,243.19
45111-11 2. Maintenance Service-Equipment	\$ 20,000.00	\$ 948.79	\$ 9,930.33	50%	\$ 1,940.88
43111-11 3. Legal Service	\$ 10,000.00		\$ 1,463.00	15%	\$ 817.00
43511-11 4. Accounting Service	\$ 1,000.00		\$ 1,000.00	100%	
43411-11 5. Data Processing Service	\$ 5,000.00		\$ 1,814.95	36%	
45511-11 6. Postage	\$ 1,200.00		\$ 396.00	33%	
51011-11 7. Telephone	\$ 3,000.00	\$ 206.93	\$ 1,457.86	49%	\$ 206.93
46011-11 8. Publishing	\$ 1,000.00		\$ 267.96	27%	\$ 400.00
47011-11 9. Publications	\$ 1,000.00		\$ 795.00	80%	
46511-11 10. Printing	\$ 1,000.00		\$ 118.50	12%	\$ 201.50
47511-11 11. Dues	\$ 2,000.00		\$ 1,219.45	61%	
48011-11 12. Travel	\$ 500.00		\$ 739.57	148%	
48511-11 13. Training	\$ 3,000.00		\$ 2,752.28	92%	
44911-11 14. Utilities	\$ 6,000.00	\$ 408.74	\$ 3,062.98	51%	\$ 336.06
44411-11 15. Web Site Support/Office 365	\$ 8,000.00	\$ 101.32	\$ 769.24	10%	
TOTAL	\$ 112,700.00	\$ 7,376.54	\$ 53,792.38	48%	\$ 8,145.56

**GENERAL TOWN**  
**2023-2024**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	<i>Proposed Bills</i>
	'2023-2024	Oct-23	10/31/2023	10/31/2023	'10/20/- 11/16
COMMODITIES					
1. Office Supplies	\$ 2,000.00	\$ 206.88	\$ 250.86	13%	-
TOTAL	\$ 2,000.00	\$ 206.88	\$ 250.86	13%	-
COMMUNITY AGENCY FUNDING					
1. Grants	\$ 70,000.00				\$ 28,000.00
TOTAL	\$ 70,000.00	\$ -	\$ -		
OTHER EXPENDITURES					
1. Miscellaneous Charges	\$ 5,000.00	\$ 0.25	\$ 1,476.80	30%	
TOTAL	\$ 5,000.00	\$ 0.25	\$ 1,476.80	30%	-
CAPITAL OUTLAY					
1. Building & Equipment	\$ 247,000.00	\$ 1,679.67	\$ 13,058.00	5%	
2. Technology	\$ 5,000.00			0%	
3. ARC Debt Service Exp	\$ 275,000.00			0%	276,562.28
4. ARC Interest Expense	\$ 57,000.00			0%	47,437.07
5. New Building Costs	\$ -			#DIV/0!	
TOTAL	\$ 584,000.00	\$ 1,679.67	\$ 13,058.00	2%	323,999.35
TOTAL ADMINISTRATION	\$ 1,315,350.00	\$ 45,236.17	\$ 316,977.73	24%	\$ 383,339.40
TOTAL ADMINISTRATION		\$ 45,236.17	\$ 316,977.73		\$ 383,339.40

**GENERAL TOWN**  
**2023-2024**

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	<i>Proposed Bills</i>
'2023-2024	Oct-23	10/31/2023	10/31/2023	'10/20/- 11/16

**ASSESSOR**

**PERSONNEL**

40212-12	1. Salaries	\$ 199,500.00	\$ 13,456.00	\$ 94,192.00	47%	\$ 13,456.00
40312-12	2. Health Insurance	\$ 22,000.00	\$ 1,559.74	\$ 10,223.78	46%	\$ 1,559.74
40612-12	3. Unemployment Insurance	\$ 1,000.00	\$	\$ 142.60	14%	

**TOTAL**

\$ 222,500.00	\$ 15,015.74	\$ 104,558.38	47%	\$ 15,015.74
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**CONTRACTUAL SERVICES**

**1. Maintenance Service Equipment**

45112-12	1. Maintenance Service Equipment	\$ 300.00			0%	
45512-12	2. Postage	\$ 650.00	\$ 4.78		1%	
46012-12	3. Publishing	\$ 100.00			0%	
46512-12	4. Printing	\$ 250.00			0%	
47512-12	5. Dues	\$ 500.00	\$ 50.00		10%	
48012-12	6. Travel	\$ 2,000.00	\$ 169.05	\$ 960.11	48%	
48512-12	7. Training	\$ 3,000.00			0%	
47012-12	8. Publications/Maps	\$ 525.00			0%	
43312-12	9. Consultant/Assessor	\$ 10,000.00			0%	
43412-12	10. Computer Consultant	\$ 6,000.00	\$ 213.75	\$ 3,571.59	60%	\$ 678.75
51012-12	11. Telephone	\$ 3,000.00	\$ 290.77	\$ 1,966.44	66%	\$ 298.23
44412-12	12. Website Support	\$ 750.00			0%	

**TOTAL**

\$ 27,075.00	\$ 673.57	\$ 6,552.92	24%	\$ 976.98
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**COMMODITIES**

**1. Office Supplies**

\$ 3,000.00	\$	\$ 125.97	4%	\$ 627.00
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**TOTAL**

\$ 3,000.00	\$ -	\$ 125.97	4%	\$ 1,603.98
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**GENERAL TOWN**  
**2023-2024**

OTHER EXPENDITURES

50012-12

1. Miscellaneous Charge

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
'2023-2024	Oct-23	10/31/2023	10/31/2023	'10/20/- 11/16
\$ 1,000.00		\$ 16.28	2%	

TOTAL

\$ 1,000.00	\$ -	\$ 16.28	2%	\$ -
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CAPITAL OUTLAY - ASSESSOR

45212-12

1. Miscellaneous

\$ 900.00			0%	
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45312-12

2. Computer Software

\$ 9,500.00			0%	
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45412-12

3. Computer Station

\$ 5,500.00			0%	
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TOTAL

\$ 15,900.00	\$ -	\$ -	0%	\$ -
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TOTAL ASSESSOR

\$ 269,475.00	\$ 15,689.31	\$ 111,253.55	41%	\$ 16,619.72
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CONTINGENCIES

\$ 40,000.00				
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TOTAL GENERAL TOWN

\$ 1,624,825.00	\$ 60,925.48	\$ 428,231.28	26.36%	
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BALANCE AS OF 9/30/2023

\$ 2,826,420.56

INCOME FOR GENERAL TOWN FUND

30511-11

PROPERTY TAX

\$ 1,474,650.00		\$ 1,427,566.24	97%	
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30611-11

REPLACEMENT TAXES

\$ 50,000.00	\$ 13,482.04	\$ 64,890.26	130%	
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70511-11

INTEREST-GT

\$ 5,000.00	\$ 12,234.31	\$ 60,819.66	1216%	
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71011-11

ROOM RENTAL

\$ 1,000.00		\$ 200.00	20%	
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71511-11

MISC INCOME

\$ 500.00		\$ 7,405.63	1481%	
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BORROWED FUNDS

TOTAL INCOME

\$ 1,531,150.00	\$ 25,716.35	\$ 1,560,881.79	102%	\$ -
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BALANCE AS OF 10/31/2023

\$ 2,791,211.43

**GENERAL TOWN**  
**2023-2024**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	<i>Proposed Bills/Income</i>
	'2023-2024	Oct-23	10/31/2023	10/31/2023	'10/20/- 11/16

**INSURANCE FUND**

**PERSONNEL**

1. Worker's Compensation

44311-15 \$ 6,000.00 \$ 3,751.00 63%

**TOTAL**

\$ 6,000.00 \$ - \$ 3,751.00 63% \$ -

**CONTRACTUAL SERVICES**

1. Liability Insurance

44111-15 \$ 3,600.00 \$ 2,942.00 82%

2. General Insurance

44211-15 \$ 30,000.00 \$ 28,969.60 97%

**TOTAL**

\$ 33,600.00 \$ - \$ 31,911.60 95% \$ -

**CONTINGENCIES**

\$ 1,000.00 0%

**TOTAL EXPENSES**

\$ 40,600.00 \$ - \$ 35,662.60 88% \$ -

**BALANCE AS OF 9/30/2023**

\$ 30,515.15

**INCOME FOR INSURANCE FUND**

PROPERTY TAX

30512-15 \$ 33,000.00 \$ 31,940.16 97%

INTEREST INCOME

70511-15 \$ 50.00 \$ 274.20 2726%

TOIRMA DIVIDEND

70611-15 \$ 3,000.00 0%

**TOTAL INCOME**

\$ 36,050.00 \$ 274.20 \$ 33,303.22 92%

**BALANCE AS OF 10/31/2023**

\$ 30,789.35

**GENERAL TOWN**  
**2023-2024**

**SOCIAL SECURITY**

**PERSONNEL**

**FICA Contribution**

40411-16	\$	22,000.00	\$	1,373.90	\$	9,592.67	44%	\$	2,328.59
40412-16	\$	12,000.00	\$	834.28	\$	5,839.96	49%	\$	834.28
40421-16	\$	3,000.00	\$	225.54	\$	1,630.71	54%	\$	231.75
40413-16	\$	25,000.00	\$	1,987.65	\$	14,112.87	56%	\$	2,018.24

**Medicare Contribution**

40451-16	\$	5,500.00	\$	321.32	\$	2,243.44	41%	\$	544.57
40452-16	\$	3,000.00	\$	195.12	\$	1,365.84	46%	\$	195.12
40454-16	\$	800.00	\$	52.74	\$	381.41	48%	\$	54.20
40453-16	\$	6,000.00	\$	464.85	\$	3,300.57	55%	\$	472.02

**TOTAL EXPENSES**

\$	77,300.00	\$	5,455.40	\$	38,467.47	50%	\$	6,678.77
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**CONTINGENCIES**

\$	2,000.00	0%
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**GRAND TOTAL**

\$	79,300.00	\$	5,455.40	\$	38,467.47	49%	\$	6,678.77
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**BALANCE AS OF 9/30/2023**

\$	112,014.78
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**INCOME FOR SOCIAL SECURITY FUND**

30513-16	\$	75,000.00	\$	72,625.51	97%
70511-16	\$	100.00	\$	3,092.24	3092%

**TOTAL INCOME**

\$	75,100.00	\$	622.03	\$	75,717.75
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**BALANCE AS OF 10/31/2023**

\$	107,181.41
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**GENERAL TOWN**  
**2023-2024**

**IMRF**

**RETIREMENT CONTRIBUTION**

40511-17	1. Administration GT	\$	19,000.00	\$	844.14	\$	6,071.66	32%	\$	1,235.52
40512-17	2. Assessor	\$	8,500.00	\$	466.14	\$	3,335.45	39%	\$	466.14
40521-17	3. General Assistance	\$	2,500.00	\$	106.92	\$	715.48	29%	\$	106.92
40513-17	4. Senior Citizens	\$	19,000.00	\$	1,127.71	\$	8,070.75	42%	\$	1,137.70

**TOTAL EXPENSES**

\$	49,000.00	\$	2,544.91	\$	18,193.34	37%	\$	2,946.28
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50511-17

**CONTINGENCIES**

\$	1,000.00					0%		
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**GRAND TOTAL**

\$	50,000.00	\$	2,544.91	\$	18,193.34	36%	\$	2,946.28
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**BALANCE AS OF 9/30/2023**

\$	92,948.60
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**INCOME FOR IMRF FUND**

30514-17	PROPERTY TAX	\$	55,000.00	\$	53,203.12	97%	\$	20,480.14
70511-17	INTEREST INCOME	\$	75.00	\$	456.96	3029%		

**TOTAL INCOME**

\$	55,075.00	\$	456.96	\$	55,474.80	101%		
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**BALANCE AS OF 10/31/2023**

\$	90,860.65
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**GENERAL TOWN**  
**2023-2024**

**AUDIT FUND**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU 10/31/2023	PERCENT OF BUDGET	<i>Proposed Bills/Income</i> '10/20/- 11/16
'2023-2024		Oct-23	10/31/2023	10/31/2023	
43211-18 ANNUAL AUDIT	\$ 6,500.00		\$ 7,125.00	110%	
TOTAL EXPENSES	\$ 6,500.00	\$ -	\$ 7,125.00	110%	\$ -
BALANCE AS OF 9/30/2023					\$ 1,409.47

**INCOME FOR AUDIT FUND**

30515-18 PROPERTY TAX	\$ 6,500.00		\$ 6,259.89	96%	
70511-18 INTEREST	\$ 5.00	\$ 53.18	\$ 264.40	5288%	
TOTAL INCOME	\$ 6,505.00	\$ 53.18	\$ 6,524.29	100%	

**BALANCE AS OF 10/31/2023**

\$ 1,462.65

**TOTAL EXPENSES GENERAL TOWN & ALL**

\$ 68,925.79 \$ 527,679.69

**TOTAL INCOME GENERAL TOWN & ALL**

\$ 27,122.72 \$ 1,731,901.85

**FOR GENERAL TOWN, INSURANCE, IMRF, SOCIAL SECURITY AND AUDIT**

**BALANCE AS OF 10/31/2023**

\$ 3,021,505.49

## Road &amp; Bridge Fund

## Check Register

For the Period From Oct 20, 2023 to Nov 16, 2023

Check #	Date	Payee	Amount
5071	11/16/23	MORRIS AVENUE GARAGE	40.00
5070	11/16/23	AMEREN ILLINOIS	48.34
5078	11/16/23	U.S. BANK	60.17
5068	11/1/23	TOWN OF NORMAL, WATER	61.43
5072	11/1/23	REPUBLIC SERVICES #368	68.25
5074	11/16/23	NICOR GAS	114.37
5069	11/16/23	AMEREN ILLINOIS	139.72
5079	11/16/23	CENTRAL ILLINOIS TRUCKS	363.75
5077	11/16/23	U.S. BANK	547.62
5076	11/16/23	MCLEAN COUNTY HIGHWAY FUND	5,695.05
5073	11/16/23	TOWN OF NORMAL	6,344.85
5075	11/16/23	Shellevision LLC	9,187.76
online	10/31/23	10.31 payroll	2,396.76
online	11/15/23	11.15 payroll	2,724.51
Total			27,792.58

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**ROAD & BRIDGE BUDGET**  
**2023-2024**

**GENERAL ROAD FUND**  
**ADMINISTRATION**

**PERSONNEL**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT THRU	PERCENT OF BUDGET	PROPOSED BILLS
	2023-2024	Oct-23	10.31.2023	10.31.2023	10/20 - 11/16
40231-01 1. Salaries	\$ 75,000.00	\$ 4,301.83	\$ 26,053.01	35%	\$ 4,647.82
40331-01 2. Health Insurance	\$ 8,000.00			0%	
40431-01 3. Social Social Contribution	\$ 5,000.00	\$ 266.71	\$ 1,641.29	33%	\$ 288.17
40731-01 4. Medicare	\$ 1,500.00	\$ 62.38	\$ 383.92	26%	\$ 67.38
40631-01 5. Unemployment Insurance	\$ 1,500.00	\$ 17.33	\$ 87.46	6%	\$ 20.26
40531-01 6. IMRF Retirement Contribution	\$ 2,500.00	\$ 97.64	\$ 709.16	28%	\$ 97.64

**TOTAL**

\$ 93,500.00	\$ 4,745.89	\$ 28,874.84	31%	\$ 5,121.27
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**CONTRACTUAL SERVICES**

43131-01 1. Legal Fees	\$ 10,000.00			0%	
45531-01 2. Postage	\$ 100.00			0%	
51031-01 3. Telephone	\$ 2,000.00	\$ 150.01	\$ 1,338.65	67%	
46031-01 4. Publishing	\$ 1,000.00		\$ 181.12	18%	
46531-01 5. Printing	\$ 500.00			0%	
47531-01 6. Dues	\$ 200.00			0%	
48031-01 7. Travel	\$ 500.00			0%	
48531-01 8. Training	\$ 100.00		\$ 75.00	75%	

**TOTAL**

\$ 14,400.00	\$ 150.01	\$ 1,594.77	11%	\$ -
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**OTHER EXPENDITURES**

50031-01 1. Miscellaneous Expense	\$ 1,000.00			0%	
55031-01 2. Municipal Replacement Tax (RTS)	\$ 22,500.00	\$ 6,344.85	\$ 30,538.30	136%	\$ 6,344.85
55131-01 3. NPDES Permit Fee (Storm Water License)	\$ 1,000.00			0%	\$ -
	\$ 24,500.00	\$ 6,344.85	\$ 30,538.30	125%	\$ 6,344.85

**TOTAL**

**TOTAL ADMINISTRATION**

\$ 132,400.00	\$ 11,240.75	\$ 61,007.91		\$ 11,466.12
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# ROAD & BRIDGE 2023-2024

## MAINTENANCE

### CONTRACTUAL SERVICES

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT THRU	PERCENT OF BUDGET	PROPOSED BILLS
	2023-2024	Oct-23	10.31.2023	10.31.2023	10/20 - 11/16
44632-02	\$ 10,077.00	\$ 68.25	\$ 2,165.16	21%	\$ 454.81
45132-02	\$ 12,000.00		\$ 2,355.19	20%	
85532-02	\$ 28,500.00	\$ 3,821.93	\$ 6,163.85	22%	\$ 5,695.05
85632-02	\$ 8,000.00			0%	
86032-02	\$ 3,000.00			0%	
85732-02	\$ 4,000.00		\$ 1,793.18	45%	\$ 40.00
87032	\$ 3,000.00			0%	
44931-02	\$ 10,000.00	\$ 346.94	\$ 2,682.34	27%	\$ 363.86
51532-01	\$ 3,000.00			0%	
87532	\$ 2,000.00			0%	

### TOTAL

\$ 83,577.00 \$ 4,237.12 \$ 15,159.72 18% \$ 6,553.72

## COMMODITIES

44732-02	\$ 4,000.00			0%	
45232-02	\$ 5,000.00			0%	\$ 363.75
86632-02	\$ 8,000.00			0%	
86832	\$ 12,000.00			0%	
86732	\$ 6,000.00			0%	
86932	\$ 2,000.00			0%	
84232-02	\$ 1,000.00			0%	
84532-02	\$ 5,000.00			0%	
84032-02	\$ 12,000.00	\$ 196.38	\$ 3,937.02	33%	\$ 161.06

### TOTAL

\$ 55,000.00 \$ 196.38 \$ 3,937.02 7% \$ 524.81

## OTHER EXPENDITURES

50032-02	\$ 20,000.00		\$ 175.00	\$	\$ 60.17
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**ROAD & BRIDGE  
2023-2024**

**CAPITAL OUTLAY**

- 87331 1. Road Improvement
- 87731 2. Equipment Replacement
- 87631 3. Building Design & Site Prep

**TOTAL**

**TOTAL MAINTENANCE**

- 50531-01 CONTINGENCIES

**TOTAL GENERAL ROAD**

**INSURANCE FUND**

- 44131-03 1. Liability Insurance
- 44231-03 2. General Insurance
- 44431-03 3. Workman's Comp Insurance

**TOTAL GENERAL INS.**

**EQUIPMENT & BUILDING FUND**

- 45332-02 1. Building Construction
- 45331-02 2. Equipment

**TOTAL EQUIP & BLDG**

**AUDIT FUND**

- 43531-05 1. Accounting Service

**TOTAL AUDIT FUND**

**TOTAL ROAD & BRIDGE**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	PROPOSED BILLS
	'2023-2024	Oct-23	10.31.2023	10.31.2023	10/20 - 11/16
	\$ 75,000.00			0%	
	\$ 50,000.00			0%	
	\$ 400,000.00		\$ 351,540.51	88%	\$ 9,187.76
	\$ 525,000.00	\$ -	\$ 351,540.51	67%	\$ 9,187.76
	\$ 683,577.00		\$ 370,637.25	54%	
	\$ 20,000.00			0%	
	\$ 835,977.00	\$ 15,674.25	\$ 431,645.16	52%	\$ 27,792.58
	\$ 5,000.00		\$ 2,943.00	59%	
	\$ 5,000.00		\$ 2,858.00	57%	
	\$ 1,500.00		\$ 714.00	48%	
	\$ 11,500.00	\$ -	\$ 6,515.00	57%	\$ -
	\$ 300,000.00			0%	
	\$ 10,000.00			0%	
	\$ 310,000.00	\$ -	\$ -	0%	\$ -
	\$ 2,200.00		\$ 2,375.00	108%	
	\$ 2,200.00	\$ -	\$ 2,375.00	108%	\$ -
	\$ 1,159,677.00	\$ 15,674.25	\$ 440,710.16	38%	\$ 27,792.58

**ROAD & BRIDGE  
2023-2024**

BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT REC'D THRU	PERCENT OF BUDGET	PROPOSED BILLS
'2023-2024	Oct-23	10.31.2023	10.31.2023	10/20 - 11/16

BALANCE 9/30/2023

GENERAL ROAD  
INSURANCE FUND  
EQUIPMENT & BUILDING  
AUDIT FUND

\$	783,045.32
\$	6,732.78
\$	434,542.22
\$	1,463.25
\$	1,225,783.57

TOTAL ROAD & BRIDGE

INCOME FOR ROAD & BRIDGE FUND

GENERAL ROAD

PROPERTY TAX  
REPLACEMENT TAX  
INTEREST  
MISCELLANEOUS

\$	366,627.00	\$	362,017.99	99%
\$	45,000.00	\$	13,366.01	143%
\$	4,000.00	\$	5,208.91	795%
\$	12,000.00	\$	31,793.29	
		\$	13,708.62	

TOTAL

\$	427,627.00	\$	18,574.92	\$	471,851.67	110%	\$	-
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INSURANCE FUND

PROPERTY TAX  
INTEREST  
TOIRMA DIVIDEND

\$	5,000.00	\$	4,878.80	98%
\$	50.00	\$	69.52	849%
\$	800.00			0%

TOTAL

\$	5,850.00	\$	69.52	\$	5,303.12	91%	\$	-
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EQUIPMENT & BUILDING FUND

PROPERTY TAX  
INTEREST  
SALE OF ASSETS

\$	15,000.00	\$	14,544.22	97%
\$	300.00	\$	208.55	424%
\$	500.00			

TOTAL

\$	15,800.00	\$	208.55	\$	15,817.16	100%	\$	-
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**ROAD & BRIDGE**  
**2022-2023**

	BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT REC'D THRU	PERCENT OF BUDGET	PROPOSED BILLS
	'2023-2024	Oct-23	10.31.2023	10.31.2023	10/20 - 11/16
AUDIT FUND					
30531-05 PROPERTY TAX	\$ 2,200.00		\$ 2,117.24	96%	
70531-05 INTEREST	\$ 20.00	\$ 30.35	\$ 185.22	926%	
TOTAL	\$ 2,220.00	\$ 30.35	\$ 2,302.46	104%	\$ -
TOTAL INCOME	\$ 451,497.00	\$ 18,883.34	\$ 495,274.41	110%	\$ -

**BALANCE 10/31/2023**

GENERAL ROAD  
INSURANCE FUND  
EQUIPMENT & BUILDING  
AUDIT FUND

\$	785,945.99
\$	6,802.30
\$	434,750.77
\$	1,493.60
<b>\$</b>	<b>1,228,992.66</b>

**GRAND TOTAL ROAD & BRIDGE**



## Senior Citizens

## Check Register

For the Period From Oct 20, 2023 to Nov 16, 2023

Check #	Date	Payee	Amount
4246	11/16/23	KOLDAIRE EQUIPMENT CO	20.00
4230	11/16/23	KOLDAIRE EQUIPMENT CO	24.00
4240	11/16/23	ANDREA MONNINGER	72.00
4238	11/16/23	CONNIE STEFL	112.00
4226	11/16/23	CAMPUS COMMUNICATIONS GROUP	161.49
4227	11/16/23	QUICKSILVER	177.02
4243	11/16/23	RITA MELAND	200.00
4241	11/16/23	SUSAN PALMER	216.00
4232	11/16/23	CAROL BOERCKEL	232.00
4235	11/16/23	NANCY KOMLANC	288.00
4225	11/16/23	KOLDAIRE EQUIPMENT CO	300.00
4228	11/16/23	LEE ENTERPRISES - CENTRAL ILLINOIS	350.00
4237	11/16/23	AMY BROICH	390.00
4245	11/16/23	NICOR GAS	426.02
4244	11/16/23	Office Depot	493.04
4239	11/16/23	Connie Dearborn	512.00
4234	11/16/23	ADA REDIGER	518.40
4231	11/16/23	TOWN OF NORMAL	866.06
4233	11/16/23	NANCY ANN NORKIEWICZ	934.50
4229	11/16/23	BALANCE SOLAR FUND I LLC	1,050.00
4242	11/16/23	Scott Richardson	1,335.00
4224	11/16/23	AMEREN IP	1,537.96
4236	11/16/23	LUCY CROFT	2,996.00
online	11/7/23	CC fees	606.79
online	10/31/23	10.31 payroll	12,744.49
online	11/15/23	11.15 payroll	14,049.98
Total			40,612.75

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**SENIOR CITIZENS FUND**

**2023-2024**

**ADMINISTRATION**

**PERSONNEL**

- 40213-01 1. Salaries
- 40613-01 2. Unemployment Contribution
- 40313-01 3. Health Insurance

Total

**OPERATIONS**

- 51013 1. Telephone
- 45513-03 2. Postage
- 44913 3. Utilities - Electric
- 45113 4. Utilities - Gas
- 45213 5. Utilities - Other
- 47013-03 6. Publications
- 47513-03 7. Dues
- 43413-03 8. Nurse Service Contract
- 43513-03 9. Instructor Contracts
- 46513-03 10. Printing
- 44413-03 11. Data Support

Total

**CAPITAL OUTLAY**

- 44813 1. Greenspace equipment & bldg

**COMMODITIES**

- 49013-03 1. Office Supplies
- 46613 2. Coffee Supplies
- 46713 3. Bingo Supplies

Total

	BUDGET AMOUNT 2023-2024	AMOUNT SPENT Oct-23	AMOUNT SPEND THRU 10.31.2023	PERCENT OF BUDGET 10.31.2023	PROPOSED BILLS
	\$ 390,000.00	\$ 26,102.69	\$ 186,528.24	47.83%	\$ 26,794.47
Total	\$ 390,000.00	\$ 26,102.69	\$ 186,528.24	47.83%	\$ 26,794.47
	\$ 2,000.00	\$ 161.49	\$ 1,130.43	56.52%	\$ 161.49
	\$ 3,000.00	\$ 176.90	\$ 1,238.26	41.28%	\$ 177.02
	\$ 29,000.00	\$ 1,511.15	\$ 12,678.62	43.72%	\$ 2,587.96
	\$ 10,000.00	\$ 243.87	\$ 2,910.62	29.11%	\$ 426.02
	\$ 5,000.00	\$ 493.16	\$ 3,683.14	73.66%	\$ 866.06
	\$ 500.00			0.00%	
	\$ 60,000.00	\$ 7,530.00	\$ 51,229.70	85.38%	\$ 7,805.90
	\$ 3,000.00	\$ 117.19	\$ 117.19	3.91%	\$ 234.38
	\$ 4,000.00	\$ 337.66	\$ 1,353.02	33.83%	
Total	\$ 116,500.00	\$ 10,454.23	\$ 74,340.98	63.81%	\$ 12,258.83
	\$ 3,300.00	\$ 436.73	\$ 1,818.52	55.11%	\$ 258.66
	\$ 6,000.00	\$ 1,154.33	\$ 4,455.94	74.27%	\$ 344.00
	\$ 5,200.00	\$ 187.00	\$ 2,245.75	43.19%	
Total	\$ 14,500.00	\$ 1,778.06	\$ 8,520.21		\$ 602.66

**SENIOR CITIZENS FUND**  
**2023-2024**

**OTHER EXPENDITURES**

49113-03	1. Program Supplies	\$ 18,000.00	\$ 1,409.10	\$ 10,729.05	59.61%	
46813	2. Credit Card Fees	\$ 5,000.00	\$ 536.82	\$ 3,760.20	75.20%	\$ 606.79
47213-02	3. Publicity	\$ 2,000.00		\$ 1,565.06	78.25%	\$ 350.00
47313-04	4. Program Entertainment	\$ 1,500.00		\$ 950.00	63.33%	
48013	5. Mileage	\$ 500.00	\$ 162.44	\$ 162.44	32.49%	
50013-04	6. Miscellaneous	\$ 2,000.00	\$ 100.00	\$ 678.65	33.93%	
	Total	\$ 29,000.00	\$ 2,208.36	\$ 17,845.40		\$ 956.79

**CONTINGENCIES**

50513-01		\$ 40,000.00			0.00%	\$ -
	TOTAL ADMINISTRATION	\$ 590,000.00	\$ 40,543.34	\$ 287,234.83	48.68%	\$ 40,612.75

**BALANCE 9/30/2023**

						\$ 646,934.54
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**INCOME FOR SENIOR CITIZENS FUND**

30513-01	Real Estate Taxes	\$ 286,850.00		\$ 276,143.69	96.27%	
70513	Interest	\$ 500.00	\$ 2,917.17	\$ 15,330.02	3066.00%	
71413	Membership fees	\$ 70,000.00	\$ 7,905.00	\$ 42,721.00	61.03%	
71313	Program fees	\$ 80,000.00	\$ 11,844.00	\$ 74,968.76	93.71%	
71113	Health Partners	\$ 45,000.00	\$ 4,639.50	\$ 31,151.00	69.22%	
71913	COBT	\$ 40,000.00			0.00%	
71513	Misc Income	\$ 9,000.00	\$ 3,340.06	\$ 9,430.95	104.79%	
71213	Sponsorships	\$ 13,000.00	\$ 500.00	\$ 7,280.00	56.00%	
71713	Grants	\$ 25,000.00		\$ 2,163.05	8.65%	
70913	Room Rental	\$ 1,000.00			0.00%	
70813	Donations	\$ 4,000.00	\$ 50.00	\$ 180.00	4.50%	
71013	Living Memorial Fund	\$ 25,000.00		\$ 59,737.64	238.95%	\$ -
	Total	\$ 599,350.00	\$ 31,195.73	\$ 519,106.11	86.61%	\$ -

**BALANCE 10/31/2023**

						\$ 637,586.93
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