

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
THURSDAY, October 17 AT 8:15 AM  
304 MULBERRY, NORMAL, IL**

- 1. Call to Order** - The meeting was called to order at 8:17 am by Township Supervisor Jess Ray.
- 2. Land Acknowledgement** – Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

**3. Roll Call**

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

***Additional Elected Township Officials Present***

Becca Rice	Deputy Clerk
Arin Rader	Road Commissioner
Kent DePew	Township Assessor

***Others Present***

Lori Kerns	ARC Director of Operations
Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator (Via Zoom)
Deb Shaw	ARC Advisory Board Member
Jeanne Whitehill	ARC Advisory Board Member

**4. Pledge of Allegiance**

**5. Public Comment**

None

**6. Approval of September 19, 2024, Regular Meeting Minutes**

No action taken due to Dayna Schickendanz' absence

**7. Approval of September 26, 2024, Special Meeting Minutes**

Motion: Art Rodriguez

Second: Sally Pyne

Aye: Art Rodriguez, Sally Pyne, Floyd Aper, Jess Ray,

Nay: None

Abstain: Arlene Hosea

**8. Approval of General Town Expenditures from September 19, 2024 - October 17, 2024, of \$116,573.13**

Motion: Sally Pyne

Second: Arlene Hosea

Discussion: None

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

Nay: None

**9. Approval of General Assistance Expenditures from September 19, 2024 - October 17, 2024, of \$25,399.29**

Motion: Sally Pyne

Second: Art Rodriguez

Discussion: Art asked if the entry level for this was staying pretty level. Jess responded that there has been a slight increase, and this does not reflect people who are "no shows". There has been an increase in the number of people calling in for information, so GA has been busy. Sally asked about the number of returned checks, which Jess confirmed is a bit unusual, but could be due to people having a change in circumstance or finding other means of assistance. In the event a check goes uncashed, Jill will reach out to the recipient.

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

Nay: None

**10. Approval of Senior Citizen Fund Expenditures from September 19, 2024 - October 17, 2024, of \$51,337.76**

Motion: Floyd Aper

Second: Art Rodriguez

Discussion: None

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

Nay: None

**11. Approval of Road and Bridge Expenditures September 19, 2024 - October 17, 2024, of \$17,856.53.**

Motion: Sally Pyne  
Second: Floyd Aper

Discussion: None

Aye: Jess Ray, Floyd Aper, Sally Pyne, Art Rodriguez, Arlene Hosea  
Nay: None

**12. Reports**

**A. Community Engagement**

Jess Ray: On September 26 performed the community welcome for the VFW Gold Star Mission Bike Riders, who were staying the night on our community, in route to Chicago. Side note is that the Illinois National Guard has a long-term relationship with Poland, through NATO, so there were a lot of Polish Soldiers riding as well. On October 3, he attended the "30 years of Community Healthcare" reception and on October 9 attended the Community Partners Breakfast at ISU. On October 10 he was a judge for the Sugar Creek Alzheimer's Chili Cook off. The ARC team won the "People's Choice" award.

Sally Pyne: On October 9 she attended, along with Jess Ray and Arlene Hosea, the Community Partners Breakfast at ISU. She reported ISU purchased the Country Companies building to house their new College of Engineering, with enrollment starting this fall. On October 3 she attended the Community Health Care Clinic thank you event. The clinic has hired a new director and Jess sent her a note on behalf of Normal Township.

Art Rodriguez: Attended a ceremony in which Paul Segobiano received a peace medal from the South Korean government. He is also working with Mt. Pisgah Church to plan a Veteran's Day event which he plans to attend.

**B. Assessor**

Kent DePew reported Normal Township received 254 Board of Review appeals for the 2024 assessment year, 50 of which were residential in nature. Most of the commercial appeals were for more than \$100,000 which will require the input of intervenors. Those hearings are scheduled for early November. Sally asked if this was about the usual number of appeals and Kent confirmed this.

### **C. Clerk**

No report.

**D. Highway Commissioner:** Arin reported that the county has striped the roads, and we have received the invoice, in the amount of \$6,300, for the work. Nicor is redoing some substations near the pipeline area and have reached out to Arin for approval of entrance and ditch work.

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

Reports distributed prior to meeting.

Sally requested Lori provide a monthly summary at each meeting as well, and she will start doing this for the November meeting. Sally also asked what kind of arrangement we made with Lifeline for being the host site. Molly explained that there is a discount for any ARC members that attend. Sally also asked about potentially charging for the use of the room and questioned how they obtain their mailing list. Since we do not charge for the room, Sally suggested asking if they would sponsor a coffee hour. Molly will check, the first of November, for an updated count of participants.

### **F. Supervisor**

Jess Ray: Board members received the General and Emergency Assistance fund reports prior to the board meeting. Thirty-nine people received GA assistance and 18 received emergency assistance over the past month.

IL Fund Account Portfolio Total - \$6,296,438.34

New Building Fund - \$1,088,305.13

General Township Fund - \$2,554,977.97

Road and Bridge Fund - \$1,469,974.86

Senior Center Fund - \$774,319.13

General Assistance Fund - \$408,861.23

Current Liquid Assets Total - \$240,480.68

General Township - \$94,726.91

Road and Bridge - \$47,412.52

Senior Center - \$45,920.27

General Assistance - \$52,343.68

## **13. Old Business**

Motion: Sally Pyne

Second: Art Rodriguez

#### **A. Discussion/Possible action item – Bookkeeper/Office Manger Position**

Discussion: Jess provided, for reference, the Town of Normal paygrades for accounting and office associates. Floyd didn't feel the Township Bookkeeper position and the Town of Normal positions are comparable. Jess clarified the differences in pay rates that the Town utilizes, Sally commented that those rates fall within the range of what the Board has set for the Township position. Jess asked if the Board wanted to keep the recommended salary range and Art commented that the township range appears lower than surrounding counties. Floyd asked if the position was salaried or hourly. Jess stated it is salaried but was breaking it down to an hourly rate. Floyd pointed out there is a \$12-13,000 benefit package included with the position. Jess stated that the benefit package would be considered when determining the salary range. It was agreed by all that the Town of Normal information might be useful as a template but that the Township does have differences that would make a unique approach more applicable.

#### **B. Discussion and/or Action Item – Township Hiring Process**

Discussion: Jess suggested streamlining the hiring process. Even though differences exist throughout the township departments, Jess feels consistent practices and clear documentation in each department need to be utilized. Floyd made the point that the Board has no oversight into the hiring practices of the Road and Bridge Department, Assessor's or Supervisor's offices. Jess recommended a meeting of Arin, Kent and himself to discuss current procedures and make sure the procedures are meeting all legal requirements. The Township has grown to the point that hiring for Township positions is not always expedient as the Board must approve ARC employees, as well as the Township bookkeeper. Art commented that each director should be able to hire for their own needs and suggested forming an ad hoc committee to determine a streamlined process. Jess commented that one way to move forward may be to have the ad hoc committee bring specific recommendations to the attorney for review. This will allow for a consistent, streamlined process in the future. Floyd suggested we consult with TOIRMA for a "boilerplate" option. Floyd requested an employee flow chart be provided with to the Board, which Jess has ready and will send it via email. Floyd pointed out the change to the Illinois Workers Leave Act.

#### **C. Discussion and/or Action Item – Employee Manual Update**

Discussion: Sally requested discussion on the topic of dress code. That item was not, specifically, brought forward for this meeting so she requested it be placed on the future agenda. Jess brought up the subject of how the different areas of the Township define managers. For example, the ARC uses the term "management team" but the elected officials could be considered the "managers" for the Assessor, Highway Commissioner and Supervisor Offices. Jess suggested consultation with the Township attorney and Floyd requested further discussion at the next board meeting for designation of this term. Jess continued with discussion on mileage and expenses, recommending the statues the Board is following be added

to the employee manual. Lastly, Jess brought up the grievance complaint resolution procedure. Floyd commented that there needs to be a change to the terminology, specifically the reference of "manager". Also, there is no requirement for documentation on the part of the "Supervisor" in relation to reporting a grievance. Floyd commented that there needs to be all encompassing method of reporting a grievance be it verbal or written documentation by the recipient of the complaint. Jess requested specific suggestions be submitted for review by the attorney. Further discussion of employee policy will continue at the November board meeting.

#### **14. New Business**

##### **A. Action Item – Approval of Normal Township Decennial report**

Motion: Art Rodriguez

Second: Floyd Aper

**Discussion:** Sally commented "Good job" on the report.

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

Nay: None

##### **B. Action Item – 2025 Holiday Schedule**

Motion: Art Rodriguez

Second: Arlene Hosea

**Discussion:** It was noted that the ARC is open on days that Township Offices are not. The request was made, by ARC staff, that if a designated holiday (Fourth of July, Thanksgiving and Christmas) falls on a weekday, that the Saturday following those days be closure dates for the ARC. Floyd noted that the motion was to approve the current holiday schedule, as written, and any changes would need to take place through a separate motion.

Ariene called for a vote on the holiday schedule as written.

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

Nay: None

**Discussion:** Sally requested that holiday schedule be amended to include the Saturdays following the Fourth of July, Thanksgiving and Christmas be closure dates for the ARC.

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

Nay: None

Discussion: Sally asked if being closed for a holiday, on Saturday, would be a concern for the ARC members. Discussion continued as to the necessity of being closed on Saturday if a holiday fell in the middle of the week (i.e. Christmas closure on Thursday but facilities reopening on Friday). Lori clarified that the Saturday closure would be "as applicable". Further discussion was made regarding if this was applicable when the designated holiday fell in the middle of the week. Lori explained that this was originally considered for holiday closures that occurred on Fridays. Floyd requested that any further action be tabled and the holiday closure schedule, for the ARC, be discussed at next month's meeting.

**C. Discussion/Possible Action – 2025-2026 Township Levy and Road and Bridge Levy**

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: Jess made the recommendation to keep a flat levy for the 2025-2026 year.

Motion to approve the levy as presented: Art Rodriguez

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

Nay: None

**D. Action Item – Bloomington-Normal Achievement Foundation Grant Application**

Discussion – Jess made the Board aware that the amount requested in grants exceeds the budgeted disbursement amount. Therefore, the Board cannot approve the full amount of funds being requested. Arlene stated she would abstain from voting on funding for both the Illinois Art Station and McLean County Museum of History, as she is on the Board of Directors for those organizations. Sally questioned why Peace Meal was omitted and Jess confirmed that they did not submit a grant application this year. Sally proposed approving all applications, but reducing the payout by \$300 each, to keep the grant disbursement in line with the budget.

Motion: Sally Pyne made the motion that the Board fund the Bloomington-Normal Achievement Foundation in the amount of \$9,700.

Second: Art Rodriguez

Discussion: Floyd commented that this is a relatively new organization, and the requested amount is 2-3 times their annual budget. Seems to be quite a jump "without, really, a proven track record". Additionally, Floyd disagreed with collecting public taxes for disbursement to organizations of the Board's choosing. Sally countered that, as a taxpayer, she is pleased her tax dollars can go to help fill in gaps in funding. Arlene stated that some of

the grant requestees are organizations that we have worked with “a lot” and she hates to see money be taken from them to make up the funding gap.

Motion: Arlene made the motion to amend the grant amount funded, for the Bloomington-Normal Achievement Foundation to \$7,900.

Second: Sally Payne

Vote to accept the amendment:

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea

Nay: Floyd Aper

Vote to approve the amendment:

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea

Nay: Floyd Aper

**E. Action Item – Community Health Care Clinic Grant Application**

Motion: Sally Pyne

Second: Art Rodriguez

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea

Nay: Floyd Aper

**F. Action Item - Faith in Action Grant Application**

Motion: Sally Pyne

Second: Arlene Hosea

Discussion: Floyd commented that the Board has granted a lease to this organization for \$2500/year. This annual rental amount is well below the current monthly market rent for office space in the area. This lease also allows Faith in Action access to other parts of the building and utilities, so the Board is already being more than generous in their actions. Art commented that Veterans in rural areas are often underserved, and Faith in Action offers critical assistance to them. Art also commented that Faith in Action also does a lot more than what is listed on the grant request.

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea

Nay: Floyd Aper

**G. Action Item – Illinois Art Station Grant Application**

Motion: Sally Pyne

Second: Art Rodriguez



Discussion: Arlene explained that the main function of this organization is to bring arts to community children and families who may have limited access to them. It is a safe space for these community members to explore, educate and enrich themselves in the arts. The Art Station partners with other community organizations, of all backgrounds, to offer pre-planned programming during the week and the Center is open to the community on Saturdays. In addition to Arlene naming some of the specific agencies that the Art Station partners with, Sally also made the point that one of the Board's charges is to serve, not only, seniors but also the youth of the township.

Aye: Jess Ray, Sally Pyne, Art Rodriguez

Nay: Floyd Aper

Abstain: Arlene Hosea

#### **H. Action Item – McLean County Museum of History Grant Application**

Motion: Sally Pyne

Second: Art Rodriguez

Discussion: Art commented on the desire to see an exhibit on Willie Tripp. Arlene stated that a lot of information can be found on Willie Tripp, in the Bloomington-Normal Black History Project.

Aye: Jess Ray, Sally Pyne, Art Rodriguez

Nay: Floyd Aper

Abstain: Arlene Hosea

#### **I. Action Item – School Street Pantry Grant Application**

Motion: Sally Pyne

Second: Arlene Hosea

Discussion: Art asked if the Pantry was still offering ethnic food, such as Hallal and Asian as he is unaware of any other pantry offering these options. Sally asked that in their budget worksheet they correct the reference from Town of Normal to Normal Township.

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea

Nay: Floyd Aper

#### **J. Action Item – YouthBuild Grant Application.**

Motion: Sally Pyne

Second: Arlene Hosea

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

**K. Action Item – YWCA Application**

Motion: Sally Pyne  
Second: Art Rodriguez

Discussion: Art requested that the YWCA come and speak on autism services again. Sally commented that each grant recipient will be invited to a board meeting to receive an update as to how the grant funding is being utilized.

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

**L. Closed Session – (SILCS 120/2c(1)) Personnel**

Motion to move to closed session made at 9:17 am: Floyd Aper  
Second: Sally Pyne

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Arlene Hosea, Floyd Aper  
Nay: None

Roll Call:  
Trustee Sally Pyne  
Trustee Arlene Hosea  
Trustee Floyd Aper  
Trustee Art Rodriguez  
Supervisor Jess Ray

Others present:  
Deputy Clerk Becca Rice  
ARC Director of Operations Lori Kerns  
Normal Township Assessor Kent DePew

Return to Open Session called at 9:39

Roll Call:  
Trustee Sally Pyne  
Trustee Arlene Hosea - Absent  
Trustee Floyd Aper

Trustee Art Rodriguez  
Supervisor Jess Ray

**Additional Elected Township Officials Present**

Becca Rice                      Deputy Clerk  
Kent DePew                      Township Assessor

**Others Present**

Lori Kerns                      ARC Director of Operations  
Elicssha Sanders              ARC Member Services Manager  
Molly Camper                  ARC Director of Programming (Via Zoom)  
Sammi Scott                      ARC Communications Coordinator (Via Zoom)

**M. Action Item – Hiring of Facilities Manager**

Motion: Art Rodriguez  
Second: Sally Pyne

Discussion: Lori asked for clarification on the salary level. Art confirmed that the starting salary is \$62,000

Aye: Jess Ray, Sally Pyne, Art Rodriguez, Floyd Aper  
Nay: None

**15. Suggested Items for Next Agenda**

- a. Discussion/Possible action item – Bookkeeper/Office Manger Position
- b. Discussion and/or Action Item – Township Hiring Process
- c. Discussion and/or Action Item – Employee Manual Update
- d. Discussion – Uniforms for ARC staff
- e. Discussion and/or Action Item – Review holiday calendar

**16. Adjournment**

Motion: Floyd Aper  
Second: Sally Pyne

Discussion: None

Aye: Sally Pyne, Art Rodriguez, Floyd Aper, Jess Ray  
Nay: None

**Meeting adjourned at 10:13 am.**

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

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

\_\_\_\_\_  
Becca Rice - Normal Township Deputy Clerk

11/5/24  
Date

October 17, 2024, Normal Township Board Packet

NORMAL TOWNSHIP  
REGULAR BOARD MEETING AGENDA  
THURSDAY OCTOBER 17, 2024, 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 September 19, 2024, Regular Meeting Minutes
7. Approval of the September 26, 2024, Special Meeting Minutes
8. Approval of General Township Expenditures from September 19, 2024 – October 17, 2024
9. Approval of General Assistance Expenditures from September 19, 2024 – October 17, 2024
10. Approval of Senior Citizen Fund Expenditures from September 19, 2024 – October 17, 2024
11. Approval of Road & Bridge Fund Expenditures from September 19, 2024 – October 17, 2024
12. Reports
  - A. Community Engagement
  - B. Assessor
  - C. Clerk
  - D. Highway Commissioner
  - E. ARC Staff and Senior Advisory Committee
  - F. Supervisor
13. Old Business
  - A. Discussion and Possible Action Item Bookkeeper /Office Manager Position
  - B. Discussion and/or Action Item – Township Hiring Process
  - C. Discussion and/or Action Item - Employee Manual Updates
14. New Business
  - A. Action Item - Approval of Normal Township Decennial Report
  - B. Action Item – 2025 Holiday Schedule
  - C. Discussion/Possible Action - 2025/2026 Township Levy and Road and Bridge Levy
  - D. Action Item – Bloomington-Normal Achievement Foundation Grant Application
  - E. Action Item – Community Health Care Clinic Application
  - F. Action Item – Faith in Action Grant Application
  - G. Action Item – Illinois Art Station Grant Application
  - H. Action Item – McLean County Museum of History Application
  - I. Action Item – School Street Pantry Grant Application
  - J. Action Item – YouthBuild Grant Application
  - K. Action Item – YWCA Grant Application
  - L. Closed Session: (5ILCS 120/2c(1) Personnel
  - M. Action Item – Hiring of Facilities Manager
15. Suggested Items for the Next Agenda
16. Adjournment

Next Senior Advisory Committee Meeting: Thursday, November 7, 2024 – 9:30 AM

Next Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

General Assistance Fund  
 Check Register  
 For the Period From Sep 20, 2024 to Oct 17, 2024

Check #	Date	Payee	Amount
6295V	9/30/24	BAYBERRY APARTMENTS	-1,500.00 <i>check never cashed</i>
6924V	10/7/24	JEFF ABBOTT	-1,130.00 <i>check never cashed</i>
6556V	9/30/24	Quince Real Estate LLC	-425.00 <i>check never cashed</i>
6466V	9/30/24	NORTHMEADOW VILLAGE	-340.00 <i>check never cashed</i>
6905	9/24/24	AMEREN ILLINOIS	10.00
6928	10/7/24	TOWN OF NORMAL	31.30
6927	10/7/24	CORN BELT ENERGY	40.00
6934	10/17/24	TOWN OF NORMAL	65.30
6939	10/10/24	TOWN OF NORMAL	82.90
6904	9/24/24	CLASS ACT REALTY	100.00
6936	10/17/24	Central Private Billings	173.71
6941	10/10/24	Landings Estates	175.00
6935	10/17/24	AMEREN ILLINOIS	188.11
6940	10/10/24	Kimberly Ann Roberts	200.00
6942	10/10/24	CORN BELT ENERGY	200.00
6930	10/17/24	U.S. BANK	219.00
6901	9/24/24	TOWN OF NORMAL	223.15
6917	10/3/24	YOUNG AMERICA REALTY	229.58
6937	10/8/24	Oxford House Eva	325.00
6914	10/3/24	Bay Oak Apartments	390.95
6912	9/26/24	Cory Plath	400.00
6906	9/24/24	CORE 3 PROPERTY MANAGMENT	415.00
6897	9/24/24	NORTHMEADOW VILLAGE	425.00
6898	9/24/24	LINCOLN SQUARE APTS	425.00
6899	9/24/24	CLASS ACT REALTY	425.00
6900	9/24/24	Oxford House Eva	425.00
6903	9/24/24	REDBIRD APARTMENT MANAGEMENT	425.00
6908	9/26/24	CLASS ACT REALTY	425.00
6909	9/26/24	FIRST SITE	425.00
6913	10/3/24	S.A.M.I.	425.00
6915	10/3/24	Chris Anderson	425.00
6916	10/3/24	LINCOLN SQUARE APTS	425.00
6918	10/3/24	YOUNG AMERICA REALTY	425.00
6919	10/3/24	Bay Oak Apartments	425.00
6921	10/3/24	AMEREN ILLINOIS	425.00
6923	10/7/24	YOUNG AMERICA REALTY	425.00
6925	10/7/24	LANCASTER HEIGHTS	425.00
6926	10/7/24	First State Bank	425.00
6902	9/24/24	AMEREN ILLINOIS	591.77
6920	10/3/24	Safe Haven Rentals LLC	975.00
6931	10/17/24	CLASS ACT REALTY	1,040.00
6933	10/17/24	PINECREST APARTMENTS	1,126.65
6924	10/7/24	JEFF ABBOTT	1,130.00
6929	10/7/24	THOMAS L ABBOTT	1,130.00
6911	9/26/24	Bernard Dotson	1,250.00
6922	10/3/24	Central Private Billings	1,255.73
6910	9/26/24	AMEREN ILLINOIS	1,457.64
6932	10/17/24	Bay Oak Apartments	1,498.00
6938	10/10/24	CLASS ACT REALTY	1,500.00
6907	9/24/24	Central Private Billings	1,936.16
online	9/30/24	9.30 GA payroll	1,824.81
online	10/15/24	10.15 GA payroll	<u>1,809.53</u>

Check #	Date	Payee	Amount
Total			25,399.29



<u>GENERAL ASSISTANCE</u>		BUDGET	AMOUNT	AMOUNT	PERCENT OF	<i>Proposed</i>
<u>2024-2025</u>		AMOUNT	SPENT	THRU	BUDGET	<i>Bills</i>
ADMINISTRATION		2024-2025	Sep-24	9/30/24	9/30/24	9/20 - 10/17
<b>PERSONNEL</b>						
40221	1. Salaries	\$ 75,000.00	\$ 3,710.74	\$ 23,627.46	31.50%	\$ 3,634.34
	2. Health Insurance					
	3. Social Security Contribution					
	4. Retirement Contribution					
40621	5. Unemployment Insurance	\$ 1,500.00		\$ 57.04	3.80%	
<b>TOTAL</b>		\$ 76,500.00	\$ 3,710.74	\$ 23,684.50	30.96%	\$ 3,634.34
<b>SERVICES &amp; SUPPLIES</b>						
45521	1. Postage	\$ 750.00		\$ 204.00		\$ 219.00
46521	2. Printing	\$ 500.00			0.00%	
48021	3. Travel Expenses	\$ 500.00				
47521	4. Dues	\$ 150.00			0.00%	
48521	5. Training	\$ 1,000.00		\$ 75.00	7.50%	
49021	6. Office Supplies	\$ 500.00			0.00%	
49521	7. Technology	\$ 8,000.00	\$ 1,800.00	\$ 1,800.00	22.50%	
50021	8. Miscellaneous Expense	\$ 500.00			0.00%	
<b>TOTAL</b>		\$ 11,900.00	\$ 1,800.00	\$ 2,079.00	17.47%	\$ 219.00
<b>TOTAL ADMINISTRATION</b>		\$ 88,400.00	\$ 5,510.74	\$ 25,763.50	29.14%	\$ 3,853.34
<b>HOME RELIEF</b>						
<b>GENERAL ASSISTANCE</b>						
80722	1. Medical Services	\$ 2,000.00			175.67%	
81222	2. Catastrophic Medical Premium	\$ 3,000.00		\$ 5,270.00	0.00%	\$ 7,845.53
81322	3. Funeral & Burial Service	\$ 500.00				\$ 1,042.61
81622	4. Shelter	\$ 90,000.00	\$ 9,149.01	\$ 47,008.77	52.23%	\$ 16,809.61
81522	5. Utilities	\$ 35,000.00	\$ 1,315.59	\$ 5,879.12	16.80%	\$ 205.00
81422	6. Fuel	\$ 3,000.00	\$ 240.00	\$ 1,354.14	45.14%	\$ 3,160.60
81822	7. Grocery	\$ 36,000.00	\$ 2,528.89	\$ 22,293.42	61.93%	
82122	8. Incidentals	\$ 1,000.00			0.00%	
50022	9. Misc Home Relief Expense	\$ 5,000.00		\$ 3,701.25	74.03%	
<b>TOTAL</b>		\$ 175,500.00	\$ 13,233.49	\$ 85,506.70	48.72%	\$ 12,253.74

**GENERAL ASSISTANCE**  
**2024-2025**

	BUDGET	AMOUNT	AMOUNT	PERCENT OF	<i>Proposed</i> Bills
	AMOUNT	SPENT	SPENT THRU	BUDGET	
	2024-2025	Sep-24	9/30/24	9/30/24	9/20 - 10/17
<b>EMERGENCY ASSISTANCE</b>					
82232 1. Emergency Shelter	\$ 120,000.00	\$ 12,121.58	\$ 77,398.67	64.50%	\$ 7,019.65
82322 2. Emergency Utilities	\$ 60,000.00	\$ 3,151.12	\$ 10,253.10	17.09%	\$ 2,272.56
TOTAL	\$ 180,000.00	\$ 15,272.70	\$ 87,651.77		\$ 9,292.21

**OTHER EXPENDITURES**  
1. Church Funds

82422	\$ 2,000.00			0.00%	
TOTAL	\$ 2,000.00	\$ 15,272.70	\$ 87,651.77	-	\$ 9,292.21

50521 CONTINGENCIES

TOTAL HOME RELIEF	\$ 377,500.00	\$ 28,506.19	\$ 173,158.47	45.87%	
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**TOTAL GENERAL ASSISTANCE**

	\$ 465,900.00	\$ 34,016.93	\$ 198,921.97	42.70%	\$ 25,399.29
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**BALANCE 8/31/2024**

\$470,973.85

**INCOME FOR GENERAL ASSISTANCE FUND**

30521 PROPERTY TAX	\$ 126,100.00	\$ 35,935.42	\$ 122,134.16	96.86%	
70521 INTEREST	\$ 20,000.00	\$ 1,749.33	\$ 12,463.98	62.32%	
71621 DONATIONS	\$ 1,000.00				
71521 MISC & SS REIMBURSEMENT	\$ 5,000.00		\$ 1,239.23	24.78%	
71721 GRANTS	\$ 500.00				

**TOTAL INCOME**

	\$ 152,600.00	\$ 37,684.75	\$ 135,837.37	89.02%	\$ -
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**BALANCE 9/30/2024**

\$474,641.67

General Town Fund  
**Check Register**

For the Period From Sep 20, 2024 to Oct 17, 2024

Check #	Date	Payee	Amount
11004	10/15/24	Michelle A. Lee	13.03
10966	10/17/24	TOWN OF NORMAL	44.20
10970	10/17/24	NICOR GAS	53.07
10952	9/30/24	Barbara L. Dallinger	54.01
10963	9/30/24	UNITED WAY OF MCLEAN COUNTY	60.00
10971	10/17/24	Securitas Technology Corporation	63.01
10950	9/30/24	Sherman A. Lee	74.16
11001	10/15/24	Barbara L. Dallinger	81.02
10979	10/17/24	U.S. BANK	87.97
10977	10/17/24	Okia	90.00
10949	9/30/24	Patricia M. Smith	92.69
10972	10/17/24	PAVLOV MEDIA	102.96
11013	10/17/24	JOSE OLVERA	130.00
11014	10/17/24	Kane	136.70
10948	9/30/24	GEORGE A. WILSON	138.99
11011	10/15/24	Patricia M. Smith	140.90
11010	10/15/24	Sherman A. Lee	144.61
11012	10/15/24	GEORGE A. WILSON	166.02
10951	9/30/24	Patrick M. Howard	170.57
10982	10/15/24	ARLENE M. HOSEA	181.78
10983	10/15/24	SALLY K. PYNIE	181.78
10986	10/15/24	ART RODRIGUEZ	181.78
10980	10/15/24	FLOYD H. APER	192.08
11009	10/15/24	Patrick M. Howard	203.94
10968	10/17/24	The Office of the State Fire Marshall	210.00
10955	9/30/24	Michelle A. Lee	216.97
10964	10/1/24	REPUBLIC SERVICES	232.17
10935	9/30/24	DAYNA E. SCHICKEDANZ	240.75
10987	10/15/24	DAYNA E. SCHICKEDANZ	240.75
10957	9/30/24	KEITH C. WEATHERSPOON	246.76
10990	10/15/24	RANDALL S. KOCH	276.90
10941	9/30/24	Terri L. Joyce	285.29
11008	10/15/24	KEITH C. WEATHERSPOON	291.09
10931	10/1/24	FRONTIER	307.30
10958	9/30/24	MICHAEL R. TUTTLE	329.85
10953	9/30/24	DELLAH F. FINNEGAN	385.52
11007	10/15/24	MICHAEL R. TUTTLE	388.28
10938	9/30/24	RANDALL S. KOCH	414.85
10956	9/30/24	DELORES MCGEE	460.27

Check #	Date	Payee	Amount
11000	10/15/24	Teri L. Joyce	464.85
10973	10/17/24	UNIFIRST FIRST AID + SAFETY	472.31
10954	9/30/24	CHRISTINE S. HOFF	500.80
10962	9/30/24	Deborah Life Insurance Company	520.50
10961	9/30/24	FX Cleaning Service	525.00
10989	10/15/24	RUBY J. JONES	527.63
10937	9/30/24	RUBY J. JONES	542.42
11003	10/15/24	CHRISTINE S. HOFF	584.27
11005	10/15/24	DELORES MCGHEE	695.57
11002	10/15/24	DELLAH F. FINNEGAN	808.66
10959	9/30/24	DAVID T. MIKULECKY	857.35
10946	9/30/24	JEANNE M. WHITEHILL	920.09
10992	10/15/24	JEANNE M. WHITEHILL	920.09
10976	10/17/24	Watts Copy Systems, Inc	955.21
11006	10/15/24	DAVID T. MIKULECKY	1,004.48
10969	10/17/24	MILLER JANITORIAL SUPPLY	1,041.75
11015	10/17/24	Pipeworks, Inc.	1,072.50
10940	9/30/24	LINDA ADAMS	1,132.02
10994	10/15/24	LINDA ADAMS	1,132.02
10967	10/17/24	STABILITY IT SOLUTIONS	1,132.02
10943	9/30/24	REBECCA RICE	1,362.50
10996	10/15/24	REBECCA RICE	1,458.60
10978	10/17/24	U.S. BANK	1,458.60
10945	9/30/24	SAMANTHA SCOTT	1,504.58
10999	10/15/24	SAMANTHA SCOTT	1,610.97
10942	9/30/24	Lindsey E. LaFrance	1,610.97
10995	10/15/24	Lindsey E. LaFrance	1,739.59
10933	9/30/24	ARIN RADER	1,739.59
10984	10/15/24	ARIN RADER	1,762.54
10936	9/30/24	ELICSSHA M. SANDERS	1,762.54
10988	10/15/24	ELICSSHA M. SANDERS	1,904.32
10939	9/30/24	JILL M. SCHLAAB	1,904.32
10991	10/15/24	JILL M. SCHLAAB	1,919.75
10960	9/30/24	MOLLY J. STRAUCH	1,919.75
10997	10/15/24	MOLLY J. STRAUCH	2,037.55
10974	10/17/24	Oheson Construction	2,037.55
10944	9/30/24	Lori L. Kems	2,270.00
10998	10/15/24	Lori L. Kems	2,270.00
10934	9/30/24	JESS RAY	2,280.98
10985	10/15/24	JESS RAY	2,280.98
10975	10/17/24	Kaiser Masonry LLC	2,685.33
10932	9/30/24	KENT V. DEPPEW	2,685.33
10981	10/15/24	KENT V. DEPPEW	3,100.00
			3,197.18

Check #	Date	Payee	Amount
10965	10/17/24	STRIEGEL KNOBLOCH & CO, LLC	8,625.00
online	10/7/24	Ameren IP payment	356.16
online	9/30/24	9.30 State W/H payable	1,734.90
online	9/30/24	9.30 Fica, Medf, Fed W/H payable	8,499.55
online	9/30/24	9.30 BCBS Health Ins	9,772.14
online	9/30/24	9.30 Pebsco Deferred Payment Plan	101.00
online	9/30/24	9.30 Q3 unemployment payment	466.92
online	9/30/24	9.30 IMRF payment	4,681.41
online	10/15/24	10.15 State W/H payable	1,833.08
online	10/15/24	10.15 Fica, Medf, Fed W/H payable	8,982.73
online	10/15/24	10.15 Pebsco Deferred Payment Plan	101.00
Total			116,573.13

General Town Fund  
Check Register

For the Period From Sep 20, 2024 to Oct 17, 2024

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11001	10/15/24	Barbara L. Dallinger	81.02
10979	10/17/24	U.S. BANK	87.97
10977	10/17/24	Orkin	90.00
10949	9/30/24	Patricia M. Smith	92.69
10972	10/17/24	PAVELOV MEDIA	102.96
11013	10/17/24	JOSE OLVERA	130.00
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online	10/15/24	10.15 Fica, Medi, Fed W/H payable	8,982.73
online	10/15/24	10.15 Pebeco Deferred Payment Plan	101.00
Total			116,573.13



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

**ADMINISTRATION**

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed
				Bills
2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17

PERSONNEL						
40211-11	1. Salaries	\$ 450,000.00	\$ 24,028.85	\$ 145,252.76	32%	\$ 23,564.20
40311-11	2. Health Insurance	\$ 111,650.00	\$ 8,507.29	\$ 41,524.63	37%	\$ 8,507.29
40611-11	3. Unemployment Contribution	\$ 10,000.00	\$ 119.51	\$ 603.11	6%	\$ 100.56
<b>TOTAL</b>		\$ 571,650.00	\$ 32,655.65	\$ 187,380.50	33%	\$ 32,172.05

**CONTRACTUAL SERVICES**

44611-11	1. Maint Service-Building	\$ 70,000.00	\$ 2,213.80	\$ 18,921.86	27%	\$ 3,488.23
45111-11	2. Maintenance Service-Equip	\$ 25,000.00	\$ 1,191.03	\$ 8,340.34	33%	\$ 2,805.15
43111-11	3. Legal Service	\$ 10,000.00		\$ 1,938.00	19%	
43511-11	4. Financial Services	\$ 2,000.00			0%	
43411-11	5. Technology Services	\$ 27,500.00		\$ 13,667.75	50%	
45511-11	6. Postage	\$ 1,200.00		\$ 204.00	17%	\$ 219.00
51011-11	7. Telephone	\$ 3,000.00	\$ 190.93	\$ 1,155.58	39%	\$ 102.96
46011-11	8. Outreach	\$ 3,000.00	\$ 166.32	\$ 2,656.59	89%	
47511-11	9. Dues	\$ 2,000.00		\$ 1,249.45	62%	
48011-11	10. Travel	\$ 1,000.00			0%	
48511-11	11. Training	\$ 3,000.00		\$ 50.00	2%	
44911-11	12. Utilities	\$ 6,000.00	\$ 487.63	\$ 2,146.63	36%	\$ 453.43
<b>TOTAL</b>		\$ 153,700.00	\$ 4,249.71	\$ 50,330.20	33%	\$ 7,068.77

**GENERAL TOWN**

2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17

**COMMODITIES**

1. Office Supplies

TOTAL

\$ 2,000.00	\$ -	\$ 421.02	21%	
\$ 2,000.00	\$ -	\$ 421.02	21%	\$ -
<b>COMMUNITY AGENCY FUNDING</b>				
1. Grants				
\$ 70,000.00	\$ -	\$ 1,940.54		\$ -
\$ 70,000.00	\$ -	\$ 1,940.54		\$ -

**OTHER EXPENDITURES**

1. Miscellaneous Charges

TOTAL

\$ 5,000.00	\$ 271.63	\$ 1,448.57	29%	\$ 102.57
\$ 5,000.00	\$ 271.63	\$ 1,448.57	29%	\$ 102.57
<b>CAPITAL OUTLAY</b>				
1. Building & Equipment				
\$ 252,000.00		\$ (2,620.01)	-1%	\$ 5,370.00
\$ 252,000.00		\$ (2,620.01)	-1%	\$ 5,370.00
2. ARC Debt Service Exp				
\$ 38,905.00			0%	
\$ 38,905.00			0%	
3. ARC Interest Expense				
\$ 285,095.00			0%	
\$ 285,095.00			0%	
4. ARC Building Pay AheadNew Building Costs				
\$ 861,095.00	\$ -	\$ (2,620.01)	0%	\$ 5,370.00
\$ 861,095.00	\$ -	\$ (2,620.01)	0%	\$ 5,370.00

TOTAL ADMINISTRATION

\$ 1,663,445.00	\$ 37,176.99	\$ 238,900.82	14%	\$ 44,713.39
\$ 1,663,445.00	\$ 37,176.99	\$ 238,900.82	14%	\$ 44,713.39

TOTAL ADMINISTRATION

\$ 37,176.99	\$ 238,900.82	\$ 44,713.39	
\$ 37,176.99	\$ 238,900.82	\$ 44,713.39	

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

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
2024-2025	Sep-24	9.30.24	9.30.24	920 - 1017

**ASSESSOR**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Sep-24	9.30.24	9.30.24	920 - 1017
<b>PERSONNEL</b>					
1. Salaries	\$ 199,500.00	\$ 12,434.20	\$ 59,760.32	30%	\$ 12,508.20
2. Health Insurance	\$ 22,000.00	\$ 1,785.35	\$ 6,464.57	29%	\$ 1,785.35
3. Unemployment Insurance	\$ 1,000.00	\$ 39.21	\$ 222.29	22%	\$ 19.48
<b>TOTAL</b>	\$ 222,500.00	\$ 14,258.76	\$ 66,447.18	30%	\$ 14,313.03

**CONTRACTUAL SERVICES**

45112-12	1. Maintenance Service Equipment	\$ 300.00			0%	
45512-12	2. Postage	\$ 650.00			0%	
46012-12	3. Publishing	\$ 100.00			0%	
46512-12	4. Printing	\$ 250.00			0%	
47512-12	5. Dues	\$ 500.00			0%	
48012-12	6. Travel	\$ 2,000.00			0%	
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	\$ 498.75	\$ 2,855.29	48%	\$ 743.75
51012-12	11. Telephone	\$ 4,000.00	\$ 304.80	\$ 1,829.39	46%	\$ 307.30
44412-12	12. Website Support	\$ 750.00			0%	
<b>TOTAL</b>		\$ 28,075.00	\$ 803.55	\$ 4,684.68	17%	\$ 1,051.05

**COMMODITIES**

49012-12	1. Office Supplies	\$ 3,000.00		\$ 1,969.66	66%	\$ 1,051.05
<b>TOTAL</b>		\$ 3,000.00	\$ -	\$ 1,969.66	66%	\$ 1,051.05

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

	BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT OF	<i>Proposed</i> <i>Bills</i>
	AMOUNT	SPENT	SPENT	SPENT	BUDGET	
	2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17	
OTHER EXPENDITURES						
50012-12 1. Miscellaneous Charge	\$ 1,000.00	\$ -	\$ 155.00	\$ 155.00	16%	
TOTAL	\$ 1,000.00	\$ -	\$ 155.00	\$ 155.00	16%	\$ -

**CAPITAL OUTLAY - ASSESSOR**

45312-12 1. Miscellaneous	\$ 900.00				0%	
45312-12 2. Computer Software	\$ 10,000.00				0%	
45412-12 3. Computer Station	\$ 5,500.00				0%	
TOTAL	\$ 16,400.00	\$ -	\$ -	\$ -	0%	\$ -

TOTAL ASSESSOR	\$ 270,975.00	\$ 15,062.31	\$ 73,256.52	\$ 73,256.52	27%	\$ 15,364.08
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50511-11 CONTINGENCIES	\$ 40,000.00					
TOTAL GENERAL TOWN	\$ 1,974,420.00	\$ 52,239.30	\$ 312,157.34	\$ 312,157.34	15.81%	\$ 3,050,813.20

BALANCE AS OF 8.31.2024 \$ 3,050,813.20

**INCOME FOR GENERAL TOWN FUND**

30511-11 PROPERTY TAX	\$ 1,474,650.00	\$ 420,253.62	\$ 1,428,321.01	\$ 1,428,321.01	97%	
30611-11 REPLACEMENT TAXES	\$ 75,000.00	\$ -	\$ 29,122.76	\$ 29,122.76	39%	
70511-11 INTEREST-GT	\$ 80,000.00	\$ 11,647.88	\$ 64,641.16	\$ 64,641.16	81%	
71011-11 ROOM RENTAL	\$ 1,000.00	\$ 100.00	\$ 400.00	\$ 400.00	40%	
71511-11 MISC INCOME	\$ 500.00	\$ (1,615.00)	\$ -	\$ -	0%	
BORROWED FUNDS						
TOTAL INCOME	\$ 1,631,150.00	\$ 430,386.50	\$ 1,522,484.93	\$ 1,522,484.93	93%	\$ -

BALANCE AS OF 9.30.2024 \$ 3,428,960.40

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

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills/Income
2024-2025	Sep-24	9.30.24	9.30.24	

**INSURANCE FUND**  
**PERSONNEL**  
1. Worker's Compensation

\$ 6,000.00		\$ 3,607.00	60%	
<b>TOTAL</b>				

44111-15  
44211-15  
**CONTRACTUAL SERVICES**  
1. Liability Insurance  
2. General Insurance

\$ 3,600.00		\$ 2,814.00	78%	
\$ 50,000.00		\$ 30,004.00	60%	
<b>TOTAL</b>				

50511-15  
**CONTINGENCIES**

\$ 1,000.00			0%	
<b>TOTAL EXPENSES</b>		\$ 36,425.00	60%	\$ -

30512-15  
70511-15  
70611-15  
**INCOME FOR INSURANCE FUND**  
PROPERTY TAX  
INTEREST INCOME  
TOIRMA DIVIDEND

\$ 33,000.00	\$ 9,399.63	\$ 31,946.63	97%	
\$ 2,500.00	\$ 261.04	\$ 1,448.66	58%	
\$ 4,250.00			0%	
<b>TOTAL INCOME</b>	\$ 9,660.67	\$ 33,395.29	84%	

BALANCE AS OF 9.30.2024 \$ 34,003.49



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

**SOCIAL SECURITY**

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills/Income
2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17

**PERSONNEL**

**FICA Contribution**

40411-16	1. GT Administration	\$ 22,000.00	\$ 1,063.65	\$ 6,509.27	30%	\$ 1,023.00
40412-16	2. Assessor	\$ 12,000.00	\$ 770.93	\$ 3,705.21	31%	\$ 775.52
40421-16	3. General Assistance	\$ 3,000.00	\$ 230.06	\$ 1,465.05	49%	\$ 25.33
40413-16	4. Senior Citizens	\$ 27,000.00	\$ 2,443.97	\$ 12,875.72	48%	\$ 2,422.15

**Medicare Contribution**

40451-16	1. GT Administration	\$ 5,500.00	\$ 248.76	\$ 1,548.74	28%	\$ 239.26
40452-16	2. Assessor	\$ 3,000.00	\$ 180.29	\$ 866.50	29%	\$ 181.36
40454-16	3. General Assistance	\$ 800.00	\$ 53.81	\$ 316.31	40%	\$ 342.56
40453-16	4. Senior Citizens	\$ 6,500.00	\$ 571.58	\$ 3,011.33	46%	\$ 566.47

**TOTAL EXPENSES**

\$ 79,800.00	\$ 5,563.05	\$ 30,298.13	38%	\$ 5,575.65
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**CONTINGENCIES**

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

\$ 81,800.00	\$ 5,563.05	\$ 30,298.13	37%	\$ 5,575.65
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**BALANCE AS OF 8.31.2024**

				\$ 114,500.00
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**INCOME FOR SOCIAL SECURITY FUND**

30513-16	PROPERTY TAX	\$ 75,000.00	\$ 21,368.12	\$ 72,624.04	97%
70511-16	INTEREST INCOME	\$ 5,000.00	\$ 592.21	\$ 3,286.49	66%

**TOTAL INCOME**

\$ 80,000.00	\$ 21,960.33	\$ 75,910.53
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**BALANCE AS OF 9.30.2024**

\$ 130,897.28
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**GENERAL TOWN**

2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	<i>Proposed</i> Bills/Income
2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17

**IMRF**

**RETIREMENT CONTRIBUTION**

40511-17	1. Administration GT	\$ 19,000.00	\$ 436.68	\$ 2,658.39	14%	\$ 436.68
40512-17	2. Assessor	\$ 8,500.00	\$ 281.20	\$ 1,221.02	14%	\$ 281.20
40521-17	3. General Assistance	\$ 2,500.00	\$ 82.82	\$ 453.92	18%	\$ 82.82
40513-17	4. Senior Citizens	\$ 19,000.00	\$ 1,074.22	\$ 5,476.82	29%	\$ 1,071.31

**TOTAL EXPENSES**

\$ 49,000.00 \$ 1,874.92 \$ 9,810.15 20% \$ 1,872.01

50511-17 CONTINGENCIES

\$ 1,000.00 0%

**GRAND TOTAL**

\$ 50,000.00 \$ 1,874.92 \$ 9,810.15 20% \$ 1,872.01

BALANCE AS OF 8.31.2024

\$ 115,262.34

**INCOME FOR IMRF FUND**

30514-17 PROPERTY TAX  
70511-17 INTEREST INCOME

\$ 55,000.00 \$ 15,686.06 \$ 53,312.42 97%  
\$ 3,000.00 \$ 435.07 \$ 2,414.41 80%

**TOTAL INCOME**

\$ 58,000.00 \$ 16,121.13 \$ 55,726.83 96%

BALANCE AS OF 9.30.2024

\$ 129,508.55

GENERAL TOWN  
2023-2024

AUDIT FUND

41211-18	ANNUAL AUDIT	BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT	<i>Proposed</i> Bills/Income
		AMOUNT	SPENT	SPENT THRU	OF BUDGET		
		2024-2025	Sep-24	9.30.24	9.30.24		9/20 - 10/17
		\$ 7,500.00				0%	\$ 8,625.00

TOTAL EXPENSES

\$ 7,500.00 \$ - \$ - 0% \$ 8,625.00

BALANCE AS OF 8.31.2024

\$ 6,504.54

INCOME FOR AUDIT FUND

30515-18	PROPERTY TAX	\$ 6,500.00	\$ 1,843.79	\$ 6,266.53	96%
70511-18	INTEREST	\$ 400.00	\$ 50.62	\$ 281.01	70%

TOTAL INCOME

\$ 6,900.00 \$ 1,894.41 \$ 6,547.54 95%

BALANCE AS OF 9.30.2024

\$ 8,398.95

TOTAL EXPENSES GENERAL TOWN & ALL

\$ 59,677.27 \$ 388,690.62

TOTAL INCOME GENERAL TOWN & ALL

\$ 480,023.04 \$ 1,694,065.12

FOR GENERAL TOWN, INSURANCE, IMRF, SOCIAL SECURITY AND AUDIT  
BALANCE AS OF 9/30/2024

\$ 3,731,768.67

Road & Bridge Fund

Check Register

For the Period From Sep 20, 2024 to Oct 17, 2024

Check #	Date	Payee	Amount
5216	10/17/24	NICOR GAS	48.57
5213	10/1/24	TOWN OF NORMAL, WATER	61.55
5214	10/1/24	REPUBLIC SERVICES #368	71.66
5217	10/17/24	U.S. BANK	257.03
5215	10/17/24	STRIEGEL KNOBLOCH & COMPANY LLC	2,875.00
5219	10/10/24	TOWN OF NORMAL	3,778.17
5218	10/17/24	MCLEAN COUNTY HIGHWAY FUND	6,333.48
online	10/1/24	Ameren IP Kerrick Rd	191.10
online	10/4/24	Ameren IP Northtown Rd	52.03
online	10/17/24	Wex Fleet Universal - fuel	220.98
online	9/30/24	9.30 RB payroll	1,872.34
online	10/15/24	10.15 RB payroll	2,094.62
Total			17,856.53

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

**GENERAL ROAD FUND  
ADMINISTRATION**

**PERSONNEL**

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Sep-24	AMOUNT THRU 9.30.24	PERCENT OF BUDGET	Proposed Bills 9/20 - 10/17
40231-01 1. Salaries	\$ 75,000.00	\$ 3,495.58	\$ 23,835.73	32%	\$ 3,605.89
40331-01 2. Health Insurance	\$ 20,000.00			0%	
40431-01 3. Social Social Contribution	\$ 5,000.00	\$ 216.74	\$ 1,477.85	30%	\$ 223.59
40731-01 4. Medicare	\$ 1,500.00	\$ 50.70	\$ 345.69	23%	\$ 52.30
40631-01 5. Unemployment Insurance	\$ 1,500.00	\$ 10.07	\$ 85.14	6%	\$ 11.00
40531-01 6. IMRF Retirement Contribution	\$ 2,500.00	\$ 74.18	\$ 443.65	18%	\$ 74.18

**TOTAL**

\$ 105,500.00 \$ 3,847.27 \$ 26,188.06 25% \$ 3,966.96

**CONTRACTUAL SERVICES**

43131-01 1. Legal Fees	\$ 3,000.00			0%	
45531-01 2. Postage	\$ 100.00			0%	
51031-01 3. Telephone	\$ 2,250.00	\$ 169.66	\$ 1,353.51	60%	
46031-01 4. Publishing	\$ 1,000.00		\$ 72.00	7%	
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			0%	

**TOTAL**

\$ 7,650.00 \$ 169.66 \$ 1,425.51 19% \$ -

**OTHER EXPENDITURES**

50031-01 1. Miscellaneous Expense	\$ 1,000.00	\$ 51.00	\$ 301.00	30%	
55031-01 2. Municipal Replacement Tax (RTS)	\$ 50,000.00	\$	\$ 13,789.02	28%	\$ 3,778.17
55131-01 3. NPDES Permit Fee (Storm Water License)	\$ 1,000.00			0%	

**TOTAL**

\$ 52,000.00 \$ 51.00 \$ 14,090.02 27% \$ 3,778.17

**TOTAL ADMINISTRATION**

\$ 165,150.00 \$ 4,067.93 \$ 41,703.59 \$ 7,745.13

<b>ROAD &amp; BRIDGE</b>		<b>BUDGET</b>	<b>AMOUNT</b>	<b>AMOUNT</b>	<b>PERCENT</b>	<b>Proposed</b>
<b>2023-2024</b>		<b>AMOUNT</b>	<b>SPENT</b>	<b>THRU</b>	<b>OF BUDGET</b>	<b>Bills</b>
		<b>2023-2024</b>	<b>Sep-24</b>	<b>9.30.24</b>	<b>9.30.24</b>	<b>9/20 - 10/17</b>
<b>MAINTENANCE</b>						
<b>CONTRACTUAL SERVICES</b>						
44632-02	1. Maintenance Service-Building	\$ 10,077.00	\$ 114.66	\$ 3,110.75	31%	\$ 71.66
45132-02	2. Maintenance Service-Equipment	\$ 15,000.00			0%	
85532-02	3. Maintenance Service-Road	\$ 28,500.00	\$ 454.19		2%	
85632-02	4. Maintenance Service-Snow Removal	\$ 8,000.00			0%	
86032-02	5. Maintenance Service-Bridge	\$ 3,000.00		\$ 476.91	0%	
85732-02	6. Maintenance Service-Vehicles	\$ 10,500.00		\$ 476.91	5%	
87032	7. Engineering-Service	\$ 3,000.00			0%	
44931-02	8. Utilities	\$ 10,000.00	\$ 215.24	\$ 3,209.85	32%	\$ 353.25
51532-01	9. Rentals	\$ 3,000.00			0%	
87532	10. Freight & Hauling	\$ 2,000.00			0%	
	<b>TOTAL</b>	\$ 93,077.00	\$ 329.90	\$ 7,251.70	8%	\$ 424.91
<b>COMMODITIES</b>						
44732-02	1. Maintenance Supplies-Building	\$ 4,000.00		\$ 900.00	23%	
45232-02	2. Maintenance Supplies-Equip	\$ 5,000.00		\$ 365.11	7%	
86632-02	3. Maintenance Supplies-Road	\$ 8,000.00			0%	
86832	4. Maintenance Supplies-Snow Removal	\$ 12,000.00			0%	
86732	5. Maintenance Supplies-Bridge	\$ 6,000.00		\$ 5,000.00	83%	
86932	6. Maintenance Supplies-Vehicles	\$ 5,000.00			0%	
84232-02	7. Operating Supplies	\$ 1,000.00			0%	
84532-02	8. Small Tools	\$ 5,000.00		\$ 798.22	16%	\$ 191.03
84032-02	9. Automotive Fuel/Oil	\$ 12,000.00	\$ 476.29	\$ 2,817.96	23%	\$ 286.98
	<b>TOTAL</b>	\$ 58,000.00	\$ 476.29	\$ 9,881.29	17%	\$ 478.01
<b>OTHER EXPENDITURES</b>						
50032-02	1. Miscellaneous Expense-Maintenance	\$ 20,000.00			0%	

		BUDGET		AMOUNT		PERCENT		Proposed	
		AMOUNT	2023-2024	SPENT	SPENT THRU	OF BUDGET	BILLS	9/20 - 10/17	
<b>ROAD &amp; BRIDGE</b>									
<b>2023-2024</b>									
<b>CAPITAL OUTLAY</b>									
87331	1. Road Improvement	\$ 125,000.00	\$ 8,503.85	\$ 17,126.11	14%	\$ 6,333.48			
87731	2. Equipment Replacement	\$ 50,000.00			0%				
87631	3. Building Design & Site Prep	\$ 100,000.00	\$ 17,532.46		18%				
	<b>TOTAL</b>	\$ 275,000.00	\$ 8,503.85	\$ 34,658.57	13%	\$ 6,333.48			
	<b>TOTAL MAINTENANCE</b>	\$ 446,077.00	\$ 51,791.56		12%				
	<b>CONTINGENCIES</b>	\$ 20,000.00			0%				
	<b>TOTAL GENERAL ROAD</b>	\$ 631,227.00	\$ 13,377.97	\$ 93,495.15	15%	\$ 14,981.53			
	<b>INSURANCE FUND</b>								
44131-03	1. Liability Insurance	\$ 7,000.00		\$ 2,814.00	40%				
44231-03	2. General Insurance	\$ 5,000.00		\$ 4,783.00	96%				
44431-03	3. Workman's Comp Insurance	\$ 1,500.00		\$ 687.00	46%				
	<b>TOTAL GENERAL INS.</b>	\$ 13,500.00	\$ -	\$ 8,284.00	61%	\$ -			
	<b>EQUIPMENT &amp; BUILDING FUND</b>								
45332-02	1. Building Construction	\$ 100,000.00			0%				
45331-02	2. Equipment	\$ 50,000.00			0%				
	<b>TOTAL EQUIP &amp; BLDG</b>	\$ 150,000.00	\$ -	\$ -	0%	\$ -			
	<b>AUDIT FUND</b>								
43531-05	1. Accounting Service	\$ 2,750.00			0%	\$ 2,875.00			
	<b>TOTAL AUDIT FUND</b>	\$ 2,750.00	\$ -	\$ -	0%	\$ 2,875.00			
	<b>TOTAL ROAD &amp; BRIDGE</b>	\$ 797,477.00	\$ 13,377.97	\$ 101,779.15	13%	\$ 17,856.53			

ROAD & BRIDGE		BUDGET	AMOUNT	AMOUNT	PERCENT	Proposed
2023-2024		AMOUNT	RECEIVED	REC'D THRU	OF BUDGET	Bills
		2023-2024	Sep-24	9.30.24	9.30.24	
BALANCE 8/31/2024						
	GENERAL ROAD					\$ 962,467.24
	INSURANCE FUND					\$ 4,135.20
	EQUIPMENT & BUILDING					\$ 447,718.64
	AUDIT FUND					\$ 3,361.10
TOTAL ROAD & BRIDGE						\$ 1,417,682.18
INCOME FOR ROAD & BRIDGE FUND						
GENERAL ROAD						
30531-02	PROPERTY TAX	\$ 366,627.00	\$ 106,493.03	\$ 361,938.17	99%	
30631-02	REPLACEMENT TAX	\$ 75,000.00		\$ 28,872.12	38%	
70531-02	INTEREST	\$ 41,000.00	\$ 5,097.89	\$ 30,132.59	73%	
71531-02	MISCELLANEOUS	\$ 12,000.00		\$ 14,321.61	119%	
TOTAL		\$ 494,627.00	\$ 111,590.92	\$ 435,264.49	88%	\$ -
INSURANCE FUND						
30531-03	PROPERTY TAX	\$ 5,000.00	\$ 1,420.56	\$ 4,828.05	97%	
70531-03	INTEREST	\$ 500.00	\$ 68.04	\$ 402.52	81%	
70631	TOIRMA DIVIDEND	\$ 1,400.00			0%	
TOTAL		\$ 6,900.00	\$ 1,488.60	\$ 5,230.57	76%	\$ -
EQUIPMENT & BUILDING FUND						
30531-04	PROPERTY TAX	\$ 15,500.00	\$ 4,412.68	\$ 14,997.42	97%	
70531-04	INTEREST	\$ 1,000.00	\$ 204.11	\$ 1,233.17	123%	
71531-04	SALE OF ASSETS	\$ 500.00				
TOTAL		\$ 17,000.00	\$ 4,616.79	\$ 16,230.59	95%	\$ -



**ROAD & BRIDGE  
2022-2023**

	BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT REC'D THRU	PERCENT OF BUDGET	Proposed Bills
	'2023-2024	Sep-24	9.30.24	9.30.24	
AUDIT FUND					
PROPERTY TAX	\$ 2,210.00	\$ 634.66	\$ 2,157.04	98%	
INTEREST	\$ 300.00	\$ 29.69	\$ 177.82	59%	
TOTAL	\$ 2,510.00	\$ 664.35	\$ 2,334.86	93%	\$ -
TOTAL INCOME	\$ 521,037.00	\$ 118,360.66	\$ 459,060.51	88%	\$ -

**BALANCE 9/30/2024**

GENERAL ROAD	\$ 1,060,680.19
INSURANCE FUND	\$ 5,623.80
EQUIPMENT & BUILDING	\$ 452,335.43
AUDIT FUND	\$ 4,025.45
<b>GRAND TOTAL ROAD &amp; BRIDGE</b>	<b>\$ 1,522,664.87</b>

Senior Citizens  
 Check Register  
 For the Period From Sep 20, 2024 to Oct 17, 2024

Check #	Date	Payee	Amount
4531	10/17/24	ANDREA MONNINGER	88.00
4519	10/17/24	Pavlov Media	160.17
4522	10/17/24	Inside Out Accessible Art Inc	172.80
4520	10/17/24	QUICKSILVER	186.86
4530	10/17/24	CONNIE STEFL	192.00
4532	10/17/24	Susan Palmer	194.40
4523	10/17/24	Christina Perhai	240.00
4525	10/17/24	MICHAEL MITCHELL	240.00
4518	10/17/24	KOLDAIRE EQUIPMENT CO	347.84
4527	10/17/24	NANCY KOMLANC	352.00
4521	10/17/24	TOWN OF NORMAL	505.76
4524	10/17/24	Miriam Haltom	560.00
4529	10/17/24	AMY BROICH	720.00
4526	10/17/24	ADA REDIGER	828.80
4517	10/17/24	BALANCE SOLAR FUND I LLC	1,050.00
4533	10/17/24	Scott Richardson	1,383.50
4534	10/17/24	U.S. BANK	2,472.64
4528	10/17/24	LUCY CROFT	3,190.40
online	9/24/24	Office Depot payment	22.80
online	10/3/24	CC fees	632.20
online	10/4/24	Ameren IP payment	5,269.86
online	9/30/24	9.30 SC payroll	15,732.40
online	10/15/24	10.15 SC payroll	16,795.33
Total			51,337.76

**SENIOR CITIZENS FUND**

**2024-2025**

**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 - Water
- 47513-03 6. Dues
- 43413-03 7. Nurse Service Contract
- 43513-03 8. Instructor Contracts
- 46513-03 9. Outreach
- 44413-03 10. Data Support

Total

**COMMODITIES**

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

Total

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17
\$ 420,000.00	\$ 33,070.61	\$ 170,581.10	40.61%	\$ 32,527.73	
\$ 420,000.00	\$ 33,070.61	\$ 170,581.10	40.61%	\$ 32,527.73	
\$ 2,000.00	\$ 160.17	\$ 961.02	48.05%	\$ 160.17	
\$ 3,000.00	\$ 189.12	\$ 1,095.78	36.53%	\$ 186.86	
\$ 37,600.00	\$ 6,640.67	\$ 23,421.64	62.29%	\$ 6,319.86	
\$ 10,000.00	\$ 391.13	\$ 2513.94	3.91%		
\$ 7,000.00	\$ 766.16	\$ 3,404.17	48.63%	\$ 505.76	
\$ 500.00			0.00%		
\$ 2,000.00			0.00%		
\$ 90,000.00	\$ 7,996.70	\$ 51,113.00	56.79%	\$ 8,161.90	
\$ 5,000.00	\$ 400.00	\$ 1,253.76	25.08%	\$ 264.24	
\$ 4,000.00	\$ 175.77	\$ 1,127.76	28.19%		
\$ 161,100.00	\$ 16,719.72	\$ 84,891.07	52.69%	\$ 15,598.79	
\$ 5,000.00	\$ 22.80	\$ 1,677.17	33.54%	\$ 111.78	
\$ 9,500.00	\$ 755.81	\$ 4,285.90	45.11%	\$ 347.84	
\$ 5,200.00	\$ 376.25	\$ 2,460.25	47.31%	\$ 374.75	
\$ 19,700.00	\$ 1,154.86	\$ 8,423.32		\$ 834.37	

**SENIOR CITIZENS FUND**  
**2024-2025**

**OTHER EXPENDITURES**

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Sep-24	9.30.24	9.30.24	9/20 - 10/17
49113-03 1. Program Supplies	\$ 18,000.00	\$ 752.49	\$ 4,769.61	26.50%	\$ 1,495.38
46813 2. Credit Card Fees	\$ 8,000.00	\$ 611.34	\$ 4,119.19	51.49%	\$ 632.20
47313-04 3. Program Entertainment	\$ 1,500.00	\$ 350.00	\$ 900.00	60.00%	
48013 4. Mileage	\$ 500.00	\$	\$ 22.11	4.42%	
50013-04 5. Miscellaneous	\$ 2,000.00	\$ 1,713.83	\$ 9,908.80	4.89%	\$ 249.29
Total	\$ 30,000.00	\$ 1,713.83	\$ 9,908.80		\$ 2,376.87

**50513-01 CONTINGENCIES**

\$ 40,000.00				0.00%	\$ -
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**TOTAL ADMINISTRATION**

\$ 670,800.00	\$ 52,659.02	\$ 273,804.29		40.82%	\$ 51,337.76
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**BALANCE 8/31/2024**

\$ 745,569.53

**INCOME FOR SENIOR CITIZENS FUND**

30513-01 Real Estate Taxes	\$ 294,850.00	\$ 84,020.60	\$ 285,561.77	96.85%	
70513 Interest	\$ 20,000.00	\$ 2,885.20	\$ 17,087.82	85.44%	
71413 Membership fees	\$ 70,000.00	\$ 5,184.00	\$ 35,359.50	50.51%	
71313 Program fees	\$ 100,000.00	\$ 13,486.00	\$ 71,788.50	71.79%	
71113 Health Partners	\$ 45,000.00	\$ 5,308.00	\$ 33,076.50	73.50%	
71913 COBT	\$ 40,000.00			0.00%	
71513 Misc Income	\$ 16,000.00	\$ 2,587.71	\$ 15,143.33	94.65%	
71213 Sponsorships	\$ 10,000.00	\$ 1,615.00	\$ 9,565.00	95.65%	
71713 Grants	\$ 15,000.00		\$ 2,526.00	16.84%	
70913 Room Rental	\$ 500.00			0.00%	
70813 Donations	\$ 1,000.00		\$ 100.00	10.00%	
71013 Living Memorial Fund	\$ 25,000.00			0.00%	\$ -
Total	\$ 637,350.00	\$ 115,086.51	\$ 470,208.42	73.78%	\$ -

**BALANCE 9/30/2024**

\$ 807,997.02

## Program Report October 2024 Programming Highlights

Join Mark Delashmit from Wildflower Apiary on Tuesday, October 1<sup>st</sup> at 11 AM to learn about growing, caring, and eating figs and McLean County types and varieties of figs. How to care for figs in ground versus container grown figs. Picking out pots, soil, fertilizing, water shaping, pruning, propagating air layer versus cuttings, picking figs and determining if they are ripe along with winter care.

The Sunshine Bells will be here on Monday, October 7<sup>th</sup> at 1:30 PM for an entertaining 45-minute Handbells concert.

Joe Howell from the Mennonite School of Nursing will be at ARC to teach a Heart Saver CPR course on Thursday, October 10<sup>th</sup> from 9:00 AM to 1:00 PM. This course trains participants to provide CPR and use an AED and a safe, timely, and effective manner. The course cost is \$50, which includes a workbook, training supplies and a two-year certification.

ARC invites you to join us for a Halloween Dance with music by DJ Brad Olsen on Friday, October 11<sup>th</sup> from 6:00 to 8:00 PM. There will be a meal option available for \$5; Avanti's sandwich with chips, cookie and water. The cost to attend the dance is \$5 per person. Members may bring one nonmember guest.

The ARC Enthusiastic Gardeners Club will take a day trip to Lake of the Woods in Mahomet on Thursday, October 17<sup>th</sup> at 10:30 AM. Meet at Museum of the Grand Prairie 10:30 AM. Bring a sack lunch. Open to any ARC member to participate.

The October Local Interest Speaker Series hosts Bob Cyphers, author of "Hunting the I-70 Serial Killer". Join Bob as he shares his experiences detailed in his new book on Friday, October 18<sup>th</sup> at 10 AM.

October's Mental Health series with Bruce Boeck will take place on Thursday, October 24<sup>th</sup> at 10:30 AM. The topic for October is hearing loss.

Join Michael Dicker on Monday, October 28<sup>th</sup> at 1:00 PM for More of the Musical Classicists. This month he will feature Franz Joseph Haydn.

ISU Audiology will host an event at ARC on Friday, October 4<sup>th</sup>. You may attend one of two presentations at 9:00 AM or 11:00 AM. Learn about the latest advancements in hearing technology. In healthcare, experience hands-on demonstrations of new hearing technology and speak one-on-one with experienced audiologists.

The University of Illinois Extension office will present Eating for Eye Health on Wednesday, October 16<sup>th</sup> at 1:00 PM.

Nancy Norkweicz, ARC fitness instructor, is back this month. She will teach Triple Treat on Mondays at 9:00 AM, Fantastic Fridays on Fridays at 9 AM and a drumming class on Saturday, October 26<sup>th</sup> at 10:00 AM. There is an extra cost for each of these classes. Refer to your October newsletter for class prices.

Join pickleball instructor Michelle Chow on Saturday, October 19<sup>th</sup> for two pickleball workshops. From 8:30 to 10:30 AM Michelle will teach drilling for skills. This is an intermediate/ advanced level workshop. Following drilling for skills from 11:00 AM to 1:00 PM she will teach game play strategy. Also, an intermediate and advanced level workshop. The cost to attend each of these workshops is \$20.

Collette Vacations will host a travel sampler on Wednesday, October 23<sup>rd</sup> at 11:00 AM. Trips that will be covered include Spain's Costa del Sol and Madrid, Canyon Country, and the Magical Rhine and Moselle River Cruise.

Join Rennie Bradley on Tuesday, October 15<sup>th</sup> at 10:00 AM to create stamped designs using Styrofoam block and paint. This class is free.

Dale Evans will teach two oil pastel workshops. The first workshop is a beginning basic techniques workshop on Thursday, October 17<sup>th</sup> at 10:00 AM. The second workshop will include a student project on Thursday, October 24<sup>th</sup> from 10:00 AM to 12:00 PM. The cost for each class is \$24.00.

Join local rock painting artist Lana Kenzer on Friday, October 4<sup>th</sup> at 10:00 AM to paint a few rocks. The cost to attend this class is \$5.

Carol Boerkel will teach a watercolor Self Portraits class on Tuesday, October 8<sup>th</sup> from 1:00 to 4:00 PM or Tuesday, October 22<sup>nd</sup> from 9:00 AM to 12:00 PM or 1:00 to 4:00 PM. The cost to attend this class is \$15. All levels of experience are welcome.

Join Mikki Bell with Inside Out Accessible Art on Friday, October 11<sup>th</sup> at 10:30 AM to make a fall tote bag. The cost to attend this class is \$12.00.

Connie Dearborn will teach a fused glass class on holiday pumpkins using powder printed glass on Friday, October 18<sup>th</sup> or Saturday, October 19<sup>th</sup> at 9:00 AM or 11:00 AM. The cost to attend this class is \$30.

ARC is sponsoring 2 Day Smart Driver Course on Tuesday, October 8<sup>th</sup> and Wednesday, October 9<sup>th</sup> from 8:30 AM to 12:30 PM. There is an AARP member rate of \$20 and a nonmember rate of \$25. The fee for the class will be collected on the first day of class.

Ship Counselors will host two October presentations. Part D prescription drug coverage will be on Thursday, October 24<sup>th</sup> at 10:00 AM. Medicare Advantage will be on Tuesday, October 29<sup>th</sup> at 4:30 PM.

Deeby's Senior Chihuahua Rescue will be joining ARC on Saturday, October 12<sup>th</sup> from 10:00 AM to 12:00 PM. Come meet a variety of adorable and adoptable dogs of all ages and learn from special guest ISU Independent Service Dog Organization.

ARC's Celebrate the Season Art and Craft Sale will take place Saturday, October 26<sup>th</sup> from 9:00 AM to 1:00 PM. All goods available for purchase have been handmade by ARC members. This event is open to the community to attend!

## Digital Programming

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

Intermediate TAI CHI and Qigong: Mondays and Wednesdays, and Fridays, 11 AM (On pause for October)

Beginning TAI CHI and Qigong: Tuesdays and Thursdays, 11 AM (On pause for October)

ARC Avid Reader's Book Club: Tuesday, October 1<sup>st</sup>, 10 AM (Hybrid)

Great Books: Thursday, October 3<sup>rd</sup>, 10:30 AM (Hybrid)

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

## Other News

The Midwest Food Bank distribution days at ARC for October will be October 15<sup>th</sup> & 19<sup>th</sup>.

The September Bonnie's Cafe sponsor is Central Illinois Institute of Balance. Thank you for your sponsorship.

ARC and McLean County Health Department will host a walk-in Covid vaccine booster and flu shot clinic in the ARC Rec Room on Wednesday, October 16<sup>th</sup> from 9 AM – 3 PM.

# Communications Coordinator Report October 2024

## Fundraising

- **Brick by Brick:** Wall is complete! Come check it out!
- **Bingo sponsors:** 2025 bingos are filled at this time.
- **Coffee Sponsors:** The October sponsor is Central Illinois Institute of Balance. Open months for fall 2024 – summer 2025: January & April 2025
- **Card Tourney Sponsors:** Floor Coverings International has chosen to continue their gift card sponsorship through the end of 2024. We have one sponsor for January – March 2025: Transitions Hospice.
- **ARC Living Memorial Fund 2024:** Green Space - \$928.53 YTD, \$404.53 since start of Sept, General Support - \$6028.11 YTD, \$2804.11 since start of Sept, Fitness Programming - \$1892.51 YTD, \$1678.51 since start of Sept, Classroom Updates – \$259.04 YTD, \$195.04 since start of Sept. Direct mail pieces were delayed a second time, but should be hitting mailboxes if they haven't already within the next couple days.  
- YTD total raised is \$9,682.76 as of 9/26/24
- **Dine & Donate:** Next Dine and Donate event will take place Thursday, December 5<sup>th</sup> from 10:30 AM – 9 PM at Moe's Southwest Grill in Normal – Bradford Ln, by Schnucks. Will provide an update on total raised from Barrel House when we hear.
- **Giving Tree:** Have added two leaves since 8/31. Now also offered a brushed silver leaf in addition to the copper and bronze.

## Constant Contact as of 9/26/24

- 3344 subscribed contacts, up 54 from last report, 3348 contacts total (includes 4 who asked to resubscribe but haven't confirmed)
- 30-day open rate of 52%, this is currently 14% higher than industry average

## Facebook as of 9/26/24

2678 followers with 31 new follows and 6 unfollows, post reach of 17,866 – 9,762 of this reach is from paid ads, and post engagement of 2.7K in last 28 days 8/29 – 9/25

2501 page likes

Page visits – 2.4K in last 28 days

Last 90 days post reach of 31.5K

## Other Notes

Presentations on ARC and our programs: September 11<sup>th</sup> at the AFSCME retiree group meeting & on September 24<sup>th</sup> for McLean County HCE. Both smaller groups but great engagement, questions and conversations

Walk to End Alzheimer's is October 5<sup>th</sup> at Heartland Community College. Ceremony starts at 9 AM – meet other ARC walkers around 8:15 AM. Park in lots Q or N and look for ARC shirts.

Will be at the Sugar Creek Chili Cookoff on Thursday, October 10<sup>th</sup> 11 AM – 1 PM

Will have a table at the Central Illinois Institute of Balance National PT Month Health Fair from 6:30-7:30 PM on October 24<sup>th</sup>.

November 8<sup>th</sup> & 9<sup>th</sup> ARC will have a table at the CIVW Vets Fair



## **October 2024 MSM Report (updated as of September 28, 2024)**

### September 2024 Membership Numbers

- There were 264 memberships scheduled to expire in the month of September, 125 (47%) of those members have renewed their membership.
- There are 328 memberships scheduled to expire in the month of October, so far 41 have renewed.
- In September, we received \$4739 in Membership Revenue.

### September Sunshine Numbers

- 302 Birthday calls were made by the MSR staff in September.
- September had 6 Sympathy, 34 Get Well, and 13 Birthday correspondence sent out.

### September Shuttle Van Numbers

- 21 members utilized the Shuttle Van in August.
- 19 members utilized the Shuttle Van in September. 20 members initially made a reservation during the month, but 1 member cancelled.
- Shuttle Van Drivers had 24 Single Trips and 50 Round Trips from September 3<sup>rd</sup> to September 17<sup>th</sup>.

### September Programming Revenue

- In August, we received \$11337 in programming Revenue.
- In September, we received \$11035 in programming Revenue.

### September Insurance-Based Membership Program Visits

- September reported visit total submitted for reimbursement- N/A
- Silver Sneakers- N/A
- Renew Active- N/A
- Silver & Fit- N/A
- Active & Fit- N/A

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

Member Services Number Comparison Report  
October 2024

**\*\*Report as of 9/28/24\*\***

Shuttle Van Ridership	
	Unduplicated Riders
August	21
September	19

Membership Totals	3634
Paid Member Total	2500
Silver Sneakers Total	905
Renew Active Total	141
Silver & Fit Total	19
Active & Fit	0
Reduced Fee Total	44
Change in Benefits	8
Member Support Person	17

Membership Stats

	August	September
Paid New Members	56	48
New Silver Sneaker	14	11
New Renew Active	2	1
New Silver & Fit	0	0
New Active & Fit	0	0
Visitor Passes	1	4

	August	September
Paid Renewal	133	120
Silver Sneaker Renewals	42	45
Renew Active Renewals	8	14
Silver & Fit Renewals	2	1
Active & Fit Renewals		0

Monthly Attendance

August						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/1-8/3				418	162	163
8/5-8/10	484	452	350	402	165	125
8/12-8/17	462	384	343	416	209	148
8/19-8/24	498	429	375	434	207	135
8/26-8/31	526	422	378	381	185	147
September						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/2-9/7	CL	412	374	421	197	140
9/9-9/14	462	414	360	401	175	138
9/16-9/21	454	412	346	420	215	130
9/23-9/28	489	405	419	410	175	N/A
9/30	N/A					

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Jess Ray

October 17, 2024

**Assistance Report:** in September 39 constituents received General Assistance. The township disbursed \$16,231.20 in General Assistance funds. 18 Emergency Assistance requests were approved totaling \$16,722.70 that went to housing/utilities.

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE Oct. 2023 – Sept. 2024**

Month	GA	AMOUNT	EA	AMOUNT
23-Oct	28	\$9,261	4	\$239.41
23-Nov	30	\$10,142.25	2	\$2,910
23-Dec	33	\$11,159.14	7	\$8,576
24-Jan	30	\$12,910	6	\$6,506.58
24-Feb	32	\$13,476.75	7	\$8,314.25
24-Mar	30	\$12,634.30	3	\$3,584
24-Apr	27	\$11,475	12	\$12,055.58
24-May	28	\$12,202.73	15	\$15,861.69
24-June	29	\$12,122.43	12	\$11,593.58
24-July	34	\$13,769.14	15	\$15,969.56
24-Aug	34	\$14,041.47	19	\$17,548.88
24-Sep	39	\$16,231.20	18	\$16,772.70
<b>TOTAL</b>	<b>374</b>	<b>\$149,425.40</b>	<b>120</b>	<b>\$123,037.70</b>

Month	GA	AMOUNT	EA	AMOUNT
22-Oct	19	\$8,570.94	7	\$5,796.00
22-Nov	17	\$5,474.00	5	\$4,189.02
22-Dec	18	\$6,141.41	9	\$10,690.75
23-Jan	0	0	7	\$4,964.65
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
<b>TOTAL</b>	<b>199</b>	<b>\$11,8169.20</b>	<b>139</b>	<b>\$129,405.95</b>

NORMAL TOWNSHIP  
SPECIAL BOARD MEETING/DECENNIAL COMMITTEE MINUTES  
THURSDAY AUGUST 22, 2024, AT 8:15 AM  
304 E MULBERRY, NORMAL, IL

The meeting was held at Normal Township Hall

1. Call to Order

The Meeting was called to order at 8:15 am by Township Supervisor Jess Ray

2. Roll Call

Township Supervisor Jess Ray	Present
Township Highway Commissioner Arin Rader	Present
Township Trustee Floyd Aper	Present
Township Trustee Arlene Hosca	Present
Township Trustee Sally Pync	Absent
Township Trustee Art Rodriguez	Present
Township Resident (Supervisor Appointment) Dayna Schickedanz	Absent
Township Resident (Supervisor Appointment) Deb Shaw	Present
Township Resident (Highway Comm. Appointment) Randy Schaab	Present
Guest: Kent DePew Township Assessor	Present

3. Pledge of Allegiance

4. Public Comment - None

5. Business

A. Discussion/Action Item Decennial Report

The board/committee members held discussion at length regarding information being gathered for Township Decennial report. Information for the report was reviewed. It was recommended that Section II Db be updated to show Snow Plow Driver instead of Hold For section IV it was recommended that ARC numbers be added and to program offered info, van service, arc volunteer program and several editorial changes.

For section V additional items were recommended as Social Service agreements/partnerships such as VA, ISU Mennonite College of Nursing, Veteran Affairs, Special Olympics.

For Section VI it was recommended that we add October to 2021 Award for Rick Lewis and change the font for September 18 20024 entry.

For Section VII it was recommended that we add the word Partnership to the header. Also recommended to add membership in TOI, IPW/MAN and Highway Commissioner working with adjacent Townships with tool equipment sharing.

For Section VII the following were discussed. Designation of OMA Office (5 ILCS 120/1/05(a)); All of Elected Officials have completed OMA Training (5 ILCS 1201.05 (b)); List of Types of Categories of FOIA Records under Township's Control (5 ILCS 140/4); IMRF Total Compensation Postings (5 ILCS 120/7.3). All items were considered to be complete with the exception of All of Elected Officials have completed OMA Training. Township Supervisor will send a reminder to all elected officials to take the training and send confirmation that training has been complete.

For Section IX items editorial items were suggested adding Educational, Physical, Mental and Entertainment added to information about the ARC, adding Red Cross blood drives and New Building for Road and Bridge and ARC Green Space.

For Section X two editorial changes to sentence structure were recommended. Recommendation was made to add Direct Deposit.

For Section XI two editorial changes to sentence structure were recommended. Recommendation to add Review and Update Maintenance Plan.

For XII studies on governmental efficiencies an editorial recommendation to use A, B and C instead of bullet points to stay with general document formatting.

A recommendation was made to drop XIII as information was already found in other sections and was repetitive.

Recommendation to add appendix with the following, Copy of the ARC Newsletter, SHIP Brochure, All About Townships Handout from TOI, Pictures of the Township and ARC websites, Information about Township Solar Panels.

6. Suggested Items for the Next Agenda

None

7. Adjournment

Motion: Randy Schaab

Second: Floyd Aper

Aye: Jess Ray, Arin Rader, Floyd Aper, Arlene Hosca, Art Rodriguez, Deb Shaw, Randy Schaab

Nay: None

The meeting was adjourned at 8:57:04am

Next Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

## TOWN OF NORMAL - JOB DESCRIPTION

April 2017

**Job Title:** Accounting Associate  
**Department:** Finance  
**Pay Grade:** 33  
**FLSA Designation:** Non-exempt

### Distinguishing features of work:

This position is under the supervision of the Fiscal Supervisor. Accounting Associates are responsible for processing accounts payable, Bloomington-Normal use tax payments, accounts receivable, and communicating with the general public (on the phone and in person) regarding a variety of Town related transaction activities, such as processing utility payments, use tax payments and parking ticket payments. This individual may also assist accounting personnel with bank reconciliation; prepare positive pay files for payroll and accounts payable payments; as well as perform some daily processing of budget adjustments and other minor general ledger management activities.

### Examples of work performed:

Process invoices by verifying transaction information, scanning all invoices for back-up into financial software, and preparing all invoices for weekly check disbursement processing.\*

Prepares and manages all Purchase Orders and related transactions in financial software.

Processes, prints and mails AP checks on a weekly basis.\*

Serves customers at the department counter and responds to customer and Town employee inquiries by e-mail and telephone.\*

Processes and manages utility bill and use tax payments and addresses customer issues related to payments, communicating with the legal department regarding delinquent accounts as needed.\*

Researches a variety of information (outstanding checks, payments, accounts payable backup, accounts receivable and adjusting journal entries) for internal and external users.\*

Scans documents for record retention.

Updates deposit record spreadsheet for the monthly bank reconciliation.\*

Serves as a backup to the accounts receivable process as directed.

Maintains and updates accounts receivable, accounts payable and other system records as necessary.

Oversees W-9 records and enter/update vendors in system as needed.

Processes credit applications and submits to Finance Director for final approval.

3. **LOW TEMPERATURE**-Working in a relatively low average degree of temperature.  
0.00
4. **HIGH TEMPERATURE**-Working in a relatively high average degree of temperature.  
0.00
5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.  
0.00
6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.  
0.00
7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.  
0.00
8. **WETNESS**-Contact with water at site of work.  
0.00
9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.  
0.00
10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.  
1.00
11. **HIGH ELEVATIONS**-Working above floor or ground level.  
0.00
12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.  
0.00
13. **MOVING OBJECTS**-Working on or about moving machinery or equipment, in the vicinity of vehicles in motion, or near any object that changes place or position whereby the well-being of the worker may be jeopardized.  
0.00
14. **VIBRATION**-Exposure of the body, particularly the arms and legs, to sudden jerks and jars or vibration.  
0.00
15. **NOISE**-Working condition in which sound is produced as part of the work process or is a part of the job.  
0.00
16. **BURNS**-Possibility of injuries to the body caused by heat, fire, chemicals, or electricity.

29. **AIR PRESSURE**-Working under a high or low pressure condition caused by atmosphere or compressed air forces.  
0.00
30. **WORKING WITH OTHERS**-Association with others in the course of job performance.\*  
3.00
31. **RESPONSIBILITY FOR PERSONS**-Having responsibility for the welfare and lives of others.  
0.00
32. **JOB COMPLEXITY**-The degree and depth of such factors as significant professional training, specialized knowledge and skills, variability of tasks, and analytical requirements.  
1.00
33. **ROLE AMBIGUITY**-Lack of clarity about what others expect of you on the job.  
0.00
34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.  
1.00

**Physical Abilities**

(on a scale of 1-low level of ability, to 7-high level)

Mean Rating

<b>1. Static Strength</b>	1.50
<b>2. Explosive Strength</b>	1.00
<b>3. Dynamic Strength</b>	1.00
<b>4. Trunk Strength</b>	1.50
<b>5. Stamina</b>	1.00
<b>6. Effort</b>	1.50
<b>7. Extent Flexibility</b>	2.00
<b>8. Dynamic Flexibility</b>	2.00
<b>9. Mobility</b>	2.00
<b>10. Speed of Limb Movement</b>	1.50
<b>11. Gross Body Coordination</b>	1.50
<b>12. Gross Body Equilibrium</b>	1.00

**Town of Normal  
Salary Schedule  
3. 35% COLA Added Effective 4/1/2024**

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
30	\$38,195.62	\$40,442.54	\$42,689.45	\$44,936.39	\$46,060.79	\$47,214.75	\$48,392.18	\$49,605.40	\$50,839.43	\$52,113.60	\$53,417.37	\$54,752.63	\$56,121.90	\$57,523.60	\$58,988.33	\$59,557.09	\$60,747.01
31	\$40,109.66	\$42,465.68	\$44,825.43	\$47,183.34	\$48,365.03	\$49,574.48	\$50,813.52	\$52,084.02	\$53,384.10	\$54,719.30	\$56,087.77	\$57,489.57	\$58,928.34	\$60,406.36	\$61,908.40	\$62,534.51	\$63,784.64
32	\$42,114.34	\$44,592.42	\$47,068.67	\$49,546.75	\$50,782.07	\$52,056.64	\$53,368.18	\$54,686.00	\$56,052.63	\$57,453.62	\$58,889.49	\$60,361.57	\$61,870.60	\$63,409.66	\$64,970.86	\$65,658.14	\$66,970.99
33	\$44,640.73	\$47,260.98	\$49,888.08	\$52,517.63	\$53,831.72	\$55,176.66	\$56,556.42	\$57,970.38	\$59,416.42	\$60,828.80	\$62,423.53	\$63,984.11	\$65,583.58	\$66,895.18	\$68,231.00	\$69,597.52	\$70,989.42
34	\$47,318.31	\$50,095.98	\$52,882.07	\$55,667.97	\$57,060.53	\$58,486.06	\$59,949.90	\$61,447.09	\$62,982.04	\$64,556.81	\$66,171.59	\$67,825.99	\$69,521.19	\$70,911.89	\$72,329.23	\$73,776.45	\$75,253.28
35	\$50,156.98	\$53,100.71	\$56,057.12	\$59,005.98	\$60,481.73	\$61,993.52	\$63,543.54	\$65,133.63	\$66,760.18	\$68,430.12	\$70,141.39	\$71,893.42	\$73,691.42	\$75,528.47	\$76,668.82	\$78,201.91	\$79,767.59
36	\$53,667.00	\$56,816.38	\$59,975.05	\$63,135.51	\$64,714.37	\$66,333.96	\$67,991.77	\$69,690.83	\$71,433.43	\$73,219.42	\$75,050.65	\$76,927.74	\$78,851.00	\$80,828.47	\$82,037.34	\$83,677.70	\$85,350.43
37	\$56,888.53	\$60,228.39	\$63,577.49	\$66,928.47	\$68,602.12	\$70,315.08	\$72,073.07	\$73,875.18	\$75,721.45	\$77,614.86	\$79,552.44	\$81,543.02	\$83,580.74	\$85,250.34	\$86,955.27	\$88,695.58	\$90,468.25
38	\$60,303.28	\$63,841.95	\$67,391.83	\$70,941.94	\$72,744.98	\$74,531.83	\$76,395.78	\$78,306.86	\$80,265.04	\$82,271.44	\$84,325.71	\$86,434.46	\$88,595.07	\$90,368.09	\$92,173.47	\$94,017.26	\$95,898.17
39	\$63,919.67	\$67,670.81	\$71,436.06	\$75,201.54	\$77,081.52	\$79,008.21	\$80,982.25	\$83,006.49	\$85,079.49	\$87,206.20	\$89,387.57	\$91,619.60	\$93,912.93	\$95,790.72	\$97,706.60	\$99,660.50	\$101,656.42
40	\$69,033.05	\$73,084.83	\$77,147.80	\$81,212.60	\$83,243.16	\$85,323.60	\$87,455.87	\$89,641.73	\$91,883.89	\$94,181.82	\$96,535.51	\$98,949.38	\$101,424.53	\$103,452.47	\$105,521.85	\$107,631.90	\$109,785.14
41	\$74,556.89	\$78,934.22	\$83,322.66	\$87,712.62	\$89,996.24	\$92,153.14	\$94,455.53	\$96,817.07	\$99,236.06	\$101,717.18	\$104,260.96	\$106,865.68	\$109,537.95	\$111,728.62	\$113,963.96	\$116,244.20	\$118,569.04
42	\$80,520.95	\$85,247.78	\$89,987.58	\$94,729.24	\$97,098.22	\$99,526.36	\$102,013.68	\$104,562.08	\$107,175.16	\$109,854.81	\$112,602.22	\$115,415.68	\$118,301.06	\$120,665.96	\$123,079.23	\$125,541.91	\$128,053.73
43	\$86,572.85	\$93,771.29	\$99,984.51	\$104,201.45	\$106,907.10	\$109,477.56	\$112,214.54	\$115,018.06	\$117,891.99	\$120,839.76	\$123,861.51	\$126,957.39	\$130,130.67	\$132,732.68	\$135,386.45	\$138,093.84	\$140,854.27
44	\$97,429.23	\$103,149.16	\$108,883.88	\$114,622.33	\$117,489.76	\$120,425.50	\$123,436.16	\$126,520.84	\$129,681.32	\$132,923.18	\$136,246.38	\$139,652.80	\$143,144.32	\$146,007.00	\$148,926.26	\$151,906.37	\$154,944.41
45	\$109,120.57	\$115,526.60	\$121,949.34	\$128,375.69	\$131,584.24	\$134,873.52	\$138,245.48	\$141,701.87	\$145,243.30	\$148,873.49	\$152,596.18	\$156,411.33	\$160,322.06	\$163,527.49	\$166,798.46	\$170,135.08	\$173,537.07
46	\$115,667.19	\$122,456.04	\$129,265.18	\$136,078.09	\$139,480.83	\$142,966.82	\$146,539.69	\$150,203.16	\$153,957.27	\$157,805.72	\$161,750.27	\$165,794.74	\$169,939.07	\$173,338.10	\$176,895.56	\$180,341.98	\$183,947.30
47	\$122,607.24	\$129,803.40	\$137,021.14	\$144,242.80	\$147,849.74	\$151,544.82	\$155,332.07	\$159,215.99	\$163,194.76	\$167,274.05	\$171,455.31	\$175,742.43	\$180,135.42	\$183,738.40	\$187,413.92	\$191,161.97	\$194,984.53

Rounding may affect annual salary amounts.



## TOWN OF NORMAL - JOB DESCRIPTION

**Job Title:** Executive Assistant  
**Department:** Administration  
**Pay Grade:** 35  
**FLSA Designation:** Non-Exempt

### **Distinguishing Features of Work:**

This is highly responsible work requiring secretarial, clerical, and public relations skills for the Administrative Department, supporting staff in the City Manager's office as well as the Mayor and City Council.

The Executive Assistant is responsible for the performance of difficult and varied clerical, secretarial and public contact duties. This employee must apply considerable independent judgment based on acquired knowledge and experience in the performance of tasks associated with this highly visible and responsible secretarial position. This employee will perform a variety of assignments based on limited verbal or written direction. This position must represent the Mayor and Administration with strong organizational skills, sound independent judgment, highly professional demeanor, the ability to react quickly and display personal initiative. This position is accountable to the City Manager or his/her designee.

### **Examples of Work Performed:**

Prepares correspondence, reports and memorandums as directed for Administrative staff, Mayor and Council.

Files all relevant material.

Prepares and distributes Council Agenda packets, including preparing and posting the council packet file online.

Handles all incoming phone calls and coordinates meetings for the Mayor, City Manager and Administrative staff.

Assists the Mayor, City Manager and Administrative staff with a variety of special projects.

Coordinates work on special projects and activities with others, or works on special projects or activities alone, as assigned by the Manager or his designee.

Processes department invoices for payment through the Town's Accounts Payable system.

Serves as the first contact with Administration and Mayor's offices for the public via phone call, in person, email or other form of communication.

Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

Thorough knowledge of business English, spelling, grammar and arithmetic.

Extensive knowledge of modern office procedures, including regulations, procedures and services required in an Administrative department.

5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.  
0.00
6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.  
0.00
7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.  
0.00
8. **WETNESS**-Contact with water at site of work.  
0.00
9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.  
0.00
10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.  
1.00
11. **HIGH ELEVATIONS**-Working above floor or ground level.  
0.00
12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.  
0.00
13. **MOVING OBJECTS**-Working on or about moving machinery or equipment, in the vicinity of vehicles in motion, or near any object that changes place or position whereby the well being of the worker may be jeopardized.  
0.00
14. **VIBRATION**-Exposure of the body, particularly the arms and legs, to sudden jerks and jars or vibration.  
0.00
15. **NOISE**-Working condition in which sound is produced as part of the work process or is a part of the job.  
0.00
16. **BURNS**-Possibility of injuries to the body caused by heat, fire, chemicals, or electricity.  
0.00
17. **NON-IONIZING RADIATION**-Possibility of exposure to radiation caused by welding flash, microwaves, or sunburn.  
0.00
18. **DUST**-Working in an area where the air contains varying quantities of fine, dry particles of earth or matter other than free silica or asbestos.  
0.00
19. **SILICA DUST**-Working in an area which contains free silica or asbestos dust.  
0.00

34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.

2.00

**Physical Abilities**

(on a scale of 1-low level of ability, to 7-high level)

	Mean Rating
1. Static Strength	2.00
2. Explosive Strength	1.00
3. Dynamic Strength	1.00
4. Trunk Strength	1.00
5. Stamina	2.00
6. Effort	2.00
7. Extent Flexibility	2.00
8. Dynamic Flexibility	1.00
9. Mobility	1.00
10. Speed of Limb Movement	1.00
11. Gross Body Coordination	1.00
12. Gross Body Equilibrium	1.00
13. Arm-Hand Steadiness	1.00
14. Manual Dexterity	2.00
15. Finger Dexterity	2.00
16. Near Vision	4.00
17. Far Vision	1.00
18. Visual Color Discrimination	1.00
19. Hearing(quiet)	1.00
20. Hearing(noisy)	1.00
21. Hearing(directional)	2.00
22. Hearing(environmental)	1.00

**TOWN OF NORMAL - JOB DESCRIPTION**

Job Title: Office Associate  
Department: Finance  
Pay Grade: 33  
FLSA Designation: Non-exempt

**Distinguishing features of work:**

This is highly responsible work, which consists of varied secretarial duties supplemented by some technical work. This position reports to the Finance Director and directly supports that position, as well as the Department's administrative team. A person in this position prepares or assists in the preparation of several financial documents and reports and is responsible for organizing and maintaining all filing systems within the Finance Department. The nature of the work is such that an employee can have frequent interruptions as a result of answering telephones, responding to inquiries or serving customers at the department counter.

**Examples of work performed:**

Performs secretarial duties for the Department.\*

Prepares various correspondence and reports.\*

Maintains and updates Finance Department page on Town website.\*

Assists with preparation and submission of Council Reports for presentation.\*

Reviews, organizes, prints, binds and distributes budget document and trend analysis reports.\*

Prepares and submits annual Budget and CAFR award applications.\*

Assists in preparation and copying of documents as required during audit processes.\*

Prepares revenue and expenditure justification sheets as needed.

Prepares Finance Department bills for payment.\*

Files various documents for the Director and the department.\*

Scans and files documents for records retention, complying with all legal and organizational record retention policies and practices.\*

Serves as back-up for reconciliation of Town's bank accounts as directed.\*

Serves as bookkeeper for the Linden Condo Association.

Distributes end of the month financial reports.\*

Serves customers at the department counter, and responds to customer inquiries by email and phone.\*

Serves as the department's receptionist for department visitors.\*

**Physical Standards Project--Summary Report**  
**Working Conditions**

(on a scale of 0-no effect, to 3-greatly effected)

1. **INSIDE**-Working under a roof and with all sides protected from the weather (exclude motor vehicles from consideration).\*  
3.00
2. **OUTSIDE**-Working outside exposed to the weather-heat, cold, humidity, dryness, wetness, and dust (due to climate rather than other sources).  
0.00
3. **LOW TEMPERATURE**-Working in a relatively low average degree of temperature.  
0.00
4. **HIGH TEMPERATURE**-Working in a relatively high average degree of temperature.  
0.00
5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.  
0.00
6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.  
0.00
7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.  
0.00
8. **WETNESS**-Contact with water at site of work.  
0.00
9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.  
0.00
10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.  
0.00
11. **HIGH ELEVATIONS**-Working above floor or ground level.  
0.00
12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.  
0.00

26. **ELECTRICAL HAZARDS**-Possibility of contact with uninsulated or unshielded electrical equipment.

0.00

27. **IONIZING RADIATION**-Possibility of exposure to radiation from such sources as radioactive isotopes, x-rays, and other nuclear substances.

0.00

28. **INFECTIONS**-Any infections caused by micro-organisms. Rated in terms of probability of occurrence rather than actual occurrence, and severity.

0.00

29. **AIR PRESSURE**-Working under a high or low pressure condition caused by atmosphere or compressed air forces.

0.00

30. **WORKING WITH OTHERS**-Association with others in the course of job performance.\*

3.00

31. **RESPONSIBILITY FOR PERSONS**-Having responsibility for the welfare and lives of others.

0.00

32. **JOB COMPLEXITY**-The degree and depth of such factors as significant professional training, specialized knowledge and skills, variability of tasks, and analytical requirements.

0.00

33. **ROLE AMBIGUITY**-Lack of clarity about what others expect of you on the job.

0.00

34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.

1.00

### **Physical Abilities**

(on a scale of 1-low level of ability, to 7-high level)

	Mean Rating
1. Static Strength	1.50
2. Explosive Strength	1.00
3. Dynamic Strength	1.00
4. Trunk Strength	1.50
5. Stamina	1.00

# JOB CLASSIFICATION



30	Custodian Parking Enforcement Officer	39	Accountant Aquatics & Special Events Supervisor Assistant Park Maintenance Supervisor Assistant Supervisor of Public Works Assistant Water Distribution Supervisor Civic Arts Manager Community Development Specialist Director of Education Director of Museum Experiences and Engagement Engineering Technician II Equipment & Plant Operator III Intervention Specialist Police Records/Intelligence Manager Recreation Supervisor Storm Water Technician Vehicle/Heavy Equipment Mechanic	44	Assistant Police Chief Director of Innovation & Technology Director of Inspections (Building Commissioner) Director of Human Resources Economic Development Director Operations Manager of Public Works Town Engineer
32	Assistant Recreation Supervisor			45	Director of Finance Director of Parks and Recreation Director of Public Works Director of Water Executive Director of Cultural Arts/Children's Discovery Museum Fire Chief Library Administrator
33	Accounting Associate Assistant Golf Course Manager Building Maintenance (Library) Events Coordinator/Development Assistant Irrigation/Spray Technician Office Associate Police Service Representative Records Specialist	34	Deputy Clerk Educator Guest Services & Support Coordinator Library Assistant II Library Technical Assistant II Procurement Specialist Programs Educator	46	Police Chief
34	Deputy Clerk Educator Guest Services & Support Coordinator Library Assistant II Library Technical Assistant II Procurement Specialist Programs Educator	35	Accreditation Specialist Building Maintenance Specialist Chief Deputy Clerk Digital & Social Media Specialist Executive Assistant IT Support Technician Maintenance Specialist I Museum Exhibit Manager Utility Billing Coordinator Utility Worker I Waste Carrier I	47	Assistant City Manager Corporation Counsel
35	Accreditation Specialist Building Maintenance Specialist Chief Deputy Clerk Digital & Social Media Specialist Executive Assistant IT Support Technician Maintenance Specialist I Museum Exhibit Manager Utility Billing Coordinator Utility Worker I Waste Carrier I	36	Code Enforcement Inspector Equipment & Plant Operator I Evidence Manager Maintenance Specialist II Museum Development Director Police Criminal Intelligence Analyst Theater Manager Utility Worker II Waste Carrier II Water Plant Operator I		
36	Code Enforcement Inspector Equipment & Plant Operator I Evidence Manager Maintenance Specialist II Museum Development Director Police Criminal Intelligence Analyst Theater Manager Utility Worker II Waste Carrier II Water Plant Operator I	37	Benefits Coordinator Communication & Marketing Specialist Cultural/Civic Arts Specialist Equipment & Plant Operator II Forester Graphic Design & Multimedia Graphic Designer (Library) Lead Building Maintenance Specialist Maintenance Specialist III Project & Resource Manager Safety and Wellness Coordinator Utility Worker III Water Plant Operator II	40	Applications System Specialist Building Maintenance Supervisor Chemist Data Specialist HVAC Inspector Technology & Facilities Manager (Library) Traffic Technician
37	Benefits Coordinator Communication & Marketing Specialist Cultural/Civic Arts Specialist Equipment & Plant Operator II Forester Graphic Design & Multimedia Graphic Designer (Library) Lead Building Maintenance Specialist Maintenance Specialist III Project & Resource Manager Safety and Wellness Coordinator Utility Worker III Water Plant Operator II	38	Administrative Analyst Associate Planner Assistant Maintenance Supervisor Building Inspector I Circulation Supervisor (Library) Engineering Technician I Golf Course Manager Horticulturist Librarian Public Fire Education Specialist/Inspector Utility Permit Technician Water Plant Operator III	41	Building Inspector II Director of Adult Services (Library) Director of Audio/Visual Technology (Library) Electrical Inspector Equipment & Fleet Maintenance Supervisor Finance Manager Fire Prevention Supervisor GIS Coordinator Maintenance Supervisor Network Administrator Plumbing/Cross Connection Inspector Programming & Youth Services Manager (Library) Sewer Supervisor Street Supervisor Water Distribution Supervisor Waste Removal Supervisor Water Treatment Plant Supervisor
38	Administrative Analyst Associate Planner Assistant Maintenance Supervisor Building Inspector I Circulation Supervisor (Library) Engineering Technician I Golf Course Manager Horticulturist Librarian Public Fire Education Specialist/Inspector Utility Permit Technician Water Plant Operator III	39	Accountant Aquatics & Special Events Supervisor Assistant Park Maintenance Supervisor Assistant Supervisor of Public Works Assistant Water Distribution Supervisor Civic Arts Manager Community Development Specialist Director of Education Director of Museum Experiences and Engagement Engineering Technician II Equipment & Plant Operator III Intervention Specialist Police Records/Intelligence Manager Recreation Supervisor Storm Water Technician Vehicle/Heavy Equipment Mechanic	42	Assistant Corporation Counsel Assistant Director of Maintenance Operations Director of Communications Director of Facilities & Energy Management Fire Battalion Chief Project Engineer II Project Manager Town Clerk Town Planner Water Project Engineer
39	Accountant Aquatics & Special Events Supervisor Assistant Park Maintenance Supervisor Assistant Supervisor of Public Works Assistant Water Distribution Supervisor Civic Arts Manager Community Development Specialist Director of Education Director of Museum Experiences and Engagement Engineering Technician II Equipment & Plant Operator III Intervention Specialist Police Records/Intelligence Manager Recreation Supervisor Storm Water Technician Vehicle/Heavy Equipment Mechanic	40	Applications System Specialist Building Maintenance Supervisor Chemist Data Specialist HVAC Inspector Technology & Facilities Manager (Library) Traffic Technician		
40	Applications System Specialist Building Maintenance Supervisor Chemist Data Specialist HVAC Inspector Technology & Facilities Manager (Library) Traffic Technician	41	Building Inspector II Director of Adult Services (Library) Director of Audio/Visual Technology (Library) Electrical Inspector Equipment & Fleet Maintenance Supervisor Finance Manager Fire Prevention Supervisor GIS Coordinator Maintenance Supervisor Network Administrator Plumbing/Cross Connection Inspector Programming & Youth Services Manager (Library) Sewer Supervisor Street Supervisor Water Distribution Supervisor Waste Removal Supervisor Water Treatment Plant Supervisor		
41	Building Inspector II Director of Adult Services (Library) Director of Audio/Visual Technology (Library) Electrical Inspector Equipment & Fleet Maintenance Supervisor Finance Manager Fire Prevention Supervisor GIS Coordinator Maintenance Supervisor Network Administrator Plumbing/Cross Connection Inspector Programming & Youth Services Manager (Library) Sewer Supervisor Street Supervisor Water Distribution Supervisor Waste Removal Supervisor Water Treatment Plant Supervisor	42	Assistant Corporation Counsel Assistant Director of Maintenance Operations Director of Communications Director of Facilities & Energy Management Fire Battalion Chief Project Engineer II Project Manager Town Clerk Town Planner Water Project Engineer		
42	Assistant Corporation Counsel Assistant Director of Maintenance Operations Director of Communications Director of Facilities & Energy Management Fire Battalion Chief Project Engineer II Project Manager Town Clerk Town Planner Water Project Engineer	43	Assistant Finance Director Assistant Fire Chief Deputy Corporation Counsel Police Lieutenant		
43	Assistant Finance Director Assistant Fire Chief Deputy Corporation Counsel Police Lieutenant	44	Assistant Police Chief Director of Innovation & Technology Director of Inspections (Building Commissioner) Director of Human Resources Economic Development Director Operations Manager of Public Works Town Engineer		
44	Assistant Police Chief Director of Innovation & Technology Director of Inspections (Building Commissioner) Director of Human Resources Economic Development Director Operations Manager of Public Works Town Engineer	45	Director of Finance Director of Parks and Recreation Director of Public Works Director of Water Executive Director of Cultural Arts/Children's Discovery Museum Fire Chief Library Administrator		
45	Director of Finance Director of Parks and Recreation Director of Public Works Director of Water Executive Director of Cultural Arts/Children's Discovery Museum Fire Chief Library Administrator	46	Police Chief		
46	Police Chief	47	Assistant City Manager Corporation Counsel		
47	Assistant City Manager Corporation Counsel				





NORMAL TOWNSHIP  
SPECIAL BOARD MEETING/DECENNIAL COMMITTEE MINUTES  
THURSDAY AUGUST 22, 2024, AT 8:15 AM  
304 E MULBERRY, NORMAL, IL

The meeting was held at Normal Township Hall

1. Call to Order

The Meeting was called to order at 8:15 am by Township Supervisor Jess Ray

2. Roll Call

Township Supervisor Jess Ray	Present
Township Highway Commissioner Arin Rader	Present
Township Trustee Floyd Aper	Present
Township Trustee Arlene Hosea	Present
Township Trustee Sally Pync	Absent
Township Trustee Art Rodriguez	Present
Township Resident (Supervisor Appointment) Dayna Schickedanz	Absent
Township Resident (Supervisor Appointment) Deb Shaw	Present
Township Resident (Highway Comm. Appointment) Randy Schaab	Present
Guest: Kent DePew Township Assessor	Present

3. Pledge of Allegiance

4. Public Comment - None

5. Business

A. Discussion/Action Item Decennial Report

The board/committee members held discussion at length regarding information being gathered for Township Decennial report. Information for the report was reviewed. It was recommended that Section II Db be updated to show Snow Plow Driver instead of Hold For section IV it was recommended that ARC numbers be added and to program offered info, van service, arc volunteer program and several editorial changes.

For section V additional items were recommended as Social Service agreements/partnerships such as VA, ISU Mennonite College of Nursing, Veteran Affairs, Special Olympics.

For Section VI it was recommended that we add October to 2021 Award for Rick Lewis and change the font for September 18 20024 entry.

For Section VII it was recommended that we add the word Partnership to the header. Also recommended to add membership in TOI, IPW/MAN and Highway Commissioner working with adjacent Townships with tool equipment sharing.

For Section VII the following were discussed. Designation of OMA Office (5 ILCS 120/1/05(a)); All of Elected Officials have completed OMA Training (5 ILCS 120/1.05 (b)); List of Types of Categories of FOIA Records under Township's Control (5 ILCS 140/4); IMRF Total Compensation Postings (5 ILCS 120/7.3). All items were considered to be complete with the exception of All of Elected Officials have completed OMA Training. Township Supervisor will send a reminder to all elected officials to take the training and send confirmation that training has been complete.

For Section IX items editorial items were suggested adding Educational, Physical, Mental and Entertainment added to information about the ARC, adding Red Cross blood drives and New Building for Road and Bridge and ARC Green Space.

For Section X two editorial changes to sentence structure were recommended. Recommendation was made to add Direct Deposit.

For Section XI two editorial changes to sentence structure were recommended. Recommendation to add Review and Update Maintenance Plan.

For XII studies on governmental efficiencies an editorial recommendation to use A, B and C instead of bullet points to stay with general document formatting.

A recommendation was made to drop XIII as information was already found in other sections and was repetitive.

Recommendation to add appendix with the following, Copy of the ARC Newsletter, SHIP Brochure, All About Townships Handout from TOI, Pictures of the Township and ARC websites, information about Township Solar Panels.

6. Suggested Items for the Next Agenda

None

7. Adjournment

Motion: Randy Schaab

Second: Floyd Aper

Aye: Jess Ray, Arin Rader, Floyd Aper, Arlene Hosea, Art Rodriguez, Deb Shaw, Randy Schaab

Nay: None

The meeting was adjourned at 8:57:04am

Next Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

**TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON  
LOCAL GOVERNMENT EFFICIENCY ACT  
Township and Road District JOINT REPORT**

I. Unit of government submitting this report:

NAME OF TOWNSHIP: Normal Township

This report is for 50 ILCS 70/5. Any local government that levies a tax, other than a municipality or county, must file this report.

II. Information about our Township

- A. We are located in McLean County. There are 30 townships in our county.
- B. The population of our Township is 52,736, as of the 2020 census.
- C. We have 14 part-time, 6 full-time employees of the Township.
  - a. Does not include elected officials.
  - b. Includes GA/EA staff, Assessor staff, ARC Staff and general township staff.
- D. We have 7 part-time employees in our Road District
  - a. Does not include elected officials.
  - b. Includes Snowplow Drivers & ARC Van Drivers
- E. Our annual budget for 2023 is: Normal Township General Fund \$2,854,975.  
Road & Bridge Fund \$1,159,677.
- F. Our Township's equalized assessed valuation for 2023 is \$1,210,220,960.

III. Information about Our Committee

A. Committee Members:

Township Supervisor Jess Ray

Township Highway Commissioner Arin Rader

Township Trustee Floyd Aper

Township Trustee Arlene Hosea

Township Trustee Sally Pyne

Township Trustee Art Rodriguez

Township Resident (Supervisor Appointment) Dayna Schickendanz

Township Resident (Supervisor Appointment) Deb Shaw

Township Resident (Highway Comm. Appointment) Randy Schaab

B. Dates that our Committee Met (50 ILCS 70/20)

First (Organizational) Meeting  
(must occur prior to June 10, 2023): May 18, 2023

Second Meeting: August 22, 2024

Third Meeting: September 26, 2024

IV. Programs Offered by our Township.

A. Our Township offers the following services and programs:

General Assistance Program.

Emergency Assistance Program.

Snow removal and maintenance of 25 miles of Normal Township roads.

Assessment of Normal Township property values.

Financial assistance in community projects through a competitive grant process.

Normal Township Activity and Recreation Center (ARC) for Adults 55 or older  
which at time of report has 3,630 members.

ARC volunteer program.

Shuttle service to ARC program.

B. Other services/programs we could possibly provide:

Handyperson Assistance Program for older adults or those with disabilities

Intergenerational programming

V. Social Service Agreements

A. We partner with the following not for profits and organizations to offer social services:

- a. Senior Health Insurance Program (SHIP)/Illinois Department of Aging
  - i. Program at ARC has SHIP Counselors that are trained and certified in offering one-on-one information for all aspects of Medicare, health insurance and drug plans.
- b. McLean County Health Department.
  - i. Immunization Clinics at the ARC.
  - ii. Diabetes Prevention Program at the ARC.
- c. Internal Revenue Service Volunteer Income Tax Assistance (VITA).
  - i. Normal Township provides space at the ARC for VITA volunteers to meet with clients and helps schedule appointments.
- d. American Red Cross.
  - i. Quarterly Blood Drives at the ARC.
- e. Midwest Food Bank.
  - i. On site pick up at ARC for those in need.
- f. OSF HealthCare.
  - i. ARC is a congregant meal site for Peace Meal managed by OSF Healthcare.
  - ii. Programs on healthy eating and lifestyle held at the ARC.
- g. Faith in Action.
  - i. Community group that has a lease for space in the ARC. It provides transportation volunteers that help older adults go to medical appointments and grocery shopping.
- h. East Central Illinois Area Agency on Aging (ECIAAA).
  - i. Matter of Balance class supported by the funding by ECIAAA is held at the ARC.
  - ii. Live Well Be Well program supported by the funding by ECIAAA is held at the ARC.
  - iii. Program at the ARC on scam/fraud prevention.
  - iv. ARC Sunshine Program which is supported by a grant from ECIAAA.
- i. Town of Normal
  - 1. Normal Police Department
    - a. Coffee with a Cop program at the ARC.
    - b. K-9 Unit Program at the ARC.
    - c. Trending Scams towards Seniors program at the ARC.
    - d. Nutrition and Wellness program by Chief Steve Petrilli
- j. Normal Public Library
  - i. Books on the Go Program at the ARC.
  - ii. Various public programming by Normal Library held in the Township Hall Community Room.
- k. Connect Transit
  - i. Program on their services at the ARC.
- l. Community Care Systems, Inc. (CCSI) & Alzheimer's Association

- i. Caregiver Support Meetings at the ARC.
- m. Carle Health
  - i. Grief Support meetings at the ARC.
  - ii. Sugar Creek Alzheimer's Special Care Center
  - iii. Caregiver Support Meetings at the ARC.
- n. Parkinson's Support Group
  - i. Support Meetings at the ARC.
- o. ARC Local Interest Speaker Series Participants.
  - i. Selected list – The Babyfold, Community Care Systems, Inc., David Davis Mansion, Illinois State University Milner Library Circus Collection, Illinois State Wonsook Kim College of Fine Arts University Galleries, McLean County Arts Center, McLean County Museum of History, Miller Park Zoo, Midwest Foodbank, Normal Library, Prairie Aviation Museum, Town of Normal, WGLT.
  - ii. Presentations about local area community groups and programs
- p. AMVETS Post 270, American Legion Post 635, American Legion Post 56,U.S. Department of Veterans Affairs, Peoria Vet Center, Honor Flight Land of Lincoln
  - i. Veteran programming events held at the ARC.
- q. The Letitia Green Stevenson Chapter of the Daughters of the American Revolution and the General Joseph Bartholomew Chapter of the Sons of the American Revolution.
  - i. Program on American Revolutionary war patriots at the ARC.
- r. Bloomington-Normal NAACP
  - i. Provided a presentation on Dr.Martin Luther King Jr. and the NAACP.
- s. University of Illinois Extension, McLean County
  - i. Programs on healthy eating and healthy lifestyle held at the ARC.
  - ii. Program on Medical Identity Theft
- t. Illinois State University English Department and Unit 5 Kingsley Junior High
  - i. Program with ISU English Teacher Education Students, Kingsley 7<sup>th</sup> Grade Students and ARC members. Kingsley students participate interviewing ARC members about what matters most then takes the information to write a poem.
- u. Illinois State University School of Kinesiology and Recreation
  - i. ARC staff worked with a faculty member and students in developing programming for the ARC.
  - ii. ARC staff worked with a Park and Recreation student intern on outdoor programming.
- v. Illinois State University Mennonite College of Nursing
  - i. OASIS Technology for Seniors programs at the ARC. Part of a reducing social isolation/making social connections grant.
  - ii. Mental health awareness program at the ARC.
  - iii. Checking blood pressure and blood sugar program at the ARC.
- w. Illinois State University Department of Communication Sciences and Disorders
  - i. Hearing and Cognitive screenings at the ARC.
- x. Illinois State University Office of Sustainability
  - i. Fix it Friday clothing repair program at the ARC.

- y. ISU Senior Professionals
  - i. Shared programming opportunities with ARC members
- z. Township Grant Recipients (Community Health Care Clinic, McLean County Museum of History, OSF Peace Meal,, School Street Pantry, Youthbuild, YWCA)
  - i. Grant recipients received funding from the Township for programs that would benefit Township residents.
- aa. The Institute for Financial Education, Lishka Financial Coaching, Edward Jones, and MFS Investment Tracking.
  - i. Each organization provided financial programming at the ARC.
- bb. Community Care Systems, Inc. (CCSI)
  - i. CCSI provides assistance with license plate discounts, RTA discount, Tax Freeze/Homestead and Exemption applications at the ARC.
- cc. Compassion & Choices of McLean County
  - i. Programs at the ARC related to help with Durable Power of Attorney.
- dd. AARP Smart Driver course.
  - i. Courses offered at the ARC.
- ee. Illinois Secretary of State.
  - i. Rules of the Road courses are offered at the ARC.
- ff. Central Illinois Institute of Balance
  - i. Physical Therapists provide free risk assessments and shared resources in a program at the ARC.
- gg. Senior Care Network of McLean County
  - i. Community Health Fair program at the ARC.
  - ii. Organization meets at the ARC.
- hh. Illinois Special Olympics
  - i. Provided overflow parking at ARC for Special Olympics events.
  - ii. Provided training space for Illinois Special Olympics training at the ARC.
- ii. LIFE Center for Independent Living (LIFE CIL)
  - i. Program at the ARC on the services that they provide.
- jj. American Cancer Society
  - i. Program about Relay for Life at the ARC.
- kk. Zeta Phi Beta Sorority, Incorporated-Beta Iota Zeta Chapter of Bloomington, IL.
  - i. Basics of Google Drive program at the ARC.
  - ii. Ornament making program at the ARC.
- II. Community Players Theatre Performers
  - i. Provided singing performance and information about the organization at the ARC.
- mm. Heartland Theater Company
  - i. Provided program on “Seniors Performing in the Community” part of the Young at Heartland program.
- nn. Ecology Action Center
  - i. Programs at the ARC on recycling and reducing energy costs at home.
- oo. YWCA
  - i. Presentation at the ARC on the YWCA Retired Senior Volunteer Program (RSVP)

- B. Our residents have benefitted from these relationships in the following ways:
- a. Provided a central location for residents to collect important community information.
  - b. Activities provided opportunities to reduce social isolation for the Township's older population and encourage social engagement and establishing connections.

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions: (List all).

November 2021. Normal Township Supervisor Sarah Grammer received the Elected Official of the Year Award for 2021 from the Illinois Township Association of Senior Center Services Committee.

October 2021. Township employee Rick Lewis Director of Operations was the recipient of the Dr. Arthur H Larsen Leadership Award for 2021 by the East Central Illinois Area Agency on Aging.

September 2023. The 2023 Innovation Award Third Place was presented to ARC Celebrates Seasons Arts and Crafts Sales by the Association of Illinois Senior Centers and the Illinois Township Association of Senior Citizen Services Committees

April 22, 2024. Recognized by YouthBuild. Appreciation for the Township's support in making their sensory room dreams a reality.

September 18, 2024. Township staff members Barb Dallinger Sunshine Coordinator and Elicssha Sanders, Member Services Manager received certificates of appreciation from East Central Illinois Agency on Aging. It was in appreciation for outstanding dedication and service to older adults with creative ways to expand social connections and promote healthy aging in your service area.

VII. Intergovernmental Agreements

A. We partner with, or have Intergovernmental Agreements, with the following other Governments (List all):

Entity:	Services Offered:
Illinois State University	Lease for Speech and Hearing Clinic Clinical Lab site for Mennonite College of Nursing
City of Bloomington Township	We receive funding assistance for the ARC. In September 2024, 1,567 members of the ARC were Bloomington Residents.

B. Our Township's efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.):

Having a satellite office of the Illinois State University Eckelmann-Taylor Speech and Hearing Clinics has made it easier for ARC Members to get free screenings or attend an appointment. The agreement with Mennonite College of Nursing provides free blood pressure and blood sugar checks on site at the ARC and the students provide health presentations and answer questions under the supervision of a faculty member.

VIII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
- Illinois Open Meetings Act (5 ILCS 120)
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)



- Illinois Freedom of Information Act (5 ILCS 140)
- Designation of FOIA officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- List of Types or Categories of FOIA Records under Township's Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- Sexual harassment prevention training (775 ILCS 5/2-109(c))
- Our Intergovernmental Agreements
- Our Social Service Agreements or Contracts
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016); "Local Democracy and Townships in the Chicagoland Area," by Wendell Cox, (January 2012).

IX. What Have We Done Well?

- A. Educational, physical, mental and entertainment services delivered at Normal Township's Activity and Recreation Center (ARC) to encourage social engagement and connectiveness and reduce social isolation.
- B. Freeze on trustee salary.
- C. Senior programming during COVID-19 pandemic
- D. Partnering with McLean County Health Department to provide immunization clinics.
- E. Partnering with the American Red Cross to provide space for blood drives.
- F. Adding solar panels at the ARC to reduce energy costs and increase power consumption efficiency.
- G. Adding Green Space for outdoor programming at the ARC and is available to everyone in the Township.
- H. New Road and Bridge Building with greater efficiencies.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

- A. Technology continues to change. The township has some duplication of services that could possibly be consolidated. A plan is needed to address the Township's technology needs and the best way to address them.
- B. A better way is needed to allow all township employees to have electronic access to the Township Personnel manual and benefits such as Direct Deposit. This could be addressed as part of a technology plan.

XI. What Can We Do Better or More Efficiently?

- A. Update and develop an enhanced Disaster/Emergency Recovery Plan.
  - a. The Township is in the process of joining the Illinois Public Works Mutual Aid Network (IPWMAN)
- B. Update and develop an enhanced Security Plan.
- C. Develop a Township Services current and future Technology Plan.
- D. Develop a Human Resources current and future Plan/Process.
- E. Review and update the Maintenance Plan.

## XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that:

- A. The average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.
- B. Most townships in Illinois have no bonded indebtedness. Together with road districts they are an integral element of local democracy. Township expenditures have grown at a lower rate than those of any other level of government since 1992.
- C. Townships have lower labor costs and employ mostly part time employees.

Submitted by: \_\_\_\_\_  
Chairman, Decennial Efficiency Committee of Normal Township

Date: October 17, 2024

### Appendices

- A. Copy of an ARC Newsletter
- B. SHIP Information from ARC Website
- C. Local Government in Illinois: A Comparison of Township Government
- D. Sample of Normal Township website.
- E. Sample of Normal Township Activity and Recreation Center (ARC) website.
- F. Information about ARC Solar Panel Savings.

# APPENDIX

## A


### ARC Newsletter





ARC

OCTOBER 2024 NEWSLETTER



 600 E Willow Street  
Normal, IL 61761

 309-888-9099

 Contact Us Via Email  
[www.activityandrecreationcenter.org](http://www.activityandrecreationcenter.org)

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**ABOUT ARC**

With an annual membership fee of only \$30 available to anyone age 55+ in McLean County and beyond, Normal Township's Activity and Recreation Center (ARC) provides a modern, friendly, atmosphere for socialization and fitness, as well as recreational, nutritional, and health support services. A membership fee reduction is available based on financial need, and Silver Sneakers members can receive a free membership. We provide a comprehensive range of programs and services, including pickleball, billiards, Peace Meal, art workshops, aerobics, card tournaments, support groups, book clubs, and so much more.

**WHAT YOU NEED TO KNOW**

Registration for September programs will begin on **W, September 25th at 8 AM**. Programs with a fee must be registered for in person or on ARC's Member Portal. Free programs can be registered for in-person, online or by phone. Programs marked with an asterisk on the Activity Calendar require registration.

**\*The Normal Township Activity & Recreation Center is not a licensed or certified adult day services provider.\***

**BUILDING HOURS**

**Monday - Thursday: 7:00 AM - 7:00 PM**  
**Friday & Saturday: 8:00 AM - 1:00 PM**

**Midwest Food Bank Distribution Days**

October 15th & 29th

**2024 Veterans Yearbook**

If you are an ARC member & military veteran who did not submit a photo of yourself while in the service for our 2021 Vets Yearbook, please consider submitting a photo for the 2024 Vets Yearbook to [scott@normaltownship.org](mailto:scott@normaltownship.org) by **October 15th**. Along with the photo please include your branch and years of service. If you already submitted a photo in 2021, it will once again be included and there is no need to re-submit.

Help us thank our October Bonnie's Cafe Sponsor: Central Illinois Institute of Balance

## CENTER INFORMATION

### CENTER STAFF

#### DIRECTOR OF OPERATIONS

Lari Kerns  
lkerns@normaltownship.org

#### DIRECTOR OF PROGRAMMING

Molly Camper  
mcamper@normaltownship.org

#### COMMUNICATIONS COORDINATOR

Semmi Scott  
sccott@normaltownship.org

#### MEMBER SERVICES MANAGER

Elicashia Sanders  
esanders@normaltownship.org

#### MEMBER SERVICES

Jeanne Whitehill, Ruby Jones, Chris Hoff,  
Deborah McGee, DeLiah Finnegan, Michalee Lee

#### SHUTTLE DRIVERS

George Wilson, Patrick Howard, Sherman Lee, Pat Smith

#### JANITORIAL STAFF

Keith Weatherpoon, Randy Koch, David Mikulecky, Mike Tuttle

### DIRECTORY & SERVICES

#### NORMAL TOWNSHIP

304 E. Mulberry Street, Normal, IL 61761  
Phone 452-2060

#### FAITH IN ACTION

600 E. Willow Street, Normal, IL 61761  
Phone 827-7780

#### ISU AUDIOLOGY

600 E Willow Street, Normal, IL 61761  
Phone 438-8124

#### PEACE MEAL

Noontime meals are served Monday-Friday and are available to persons 60+. Participants are served a well-balanced meal containing at least 1/3 of the daily adult nutritional requirements. There is a suggested donation of \$4.00 for each meal. To make your reservation, call ARC at 888-9099, press 1 and leave a message with your name and reservation date at least one day in advance of the reservation date by Noon.

#### SHUTTLE SERVICE

ARC shuttle service is available to all seniors that live within a 7-mile radius of ARC. The shuttle service offers door-to-door transportation to and from our programs. The shuttle operates Monday through Thursday, according to the ARC calendar year. Pick-ups will be timed to allow all those who register for a ride on a given day to arrive at ARC by 10 AM. Drop-offs will take place at either 2 PM or 4 PM. Drop-off time must be specified when making your ride reservation. The cost for riding the shuttle is FREE. In order to run an efficient shuttle service, all riders need to reserve a seat by noon the day in advance. To make a reservation, call ARC at 309-888-9099, and press 2 to speak to a Member Services Representative.

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CarleMcLeanCountyOrtho.com

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## OCTOBER 2024 IN-PERSON EXERCISE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>
<b>Autumn Drumming w/ Nancy Norfolk S, Oct. 26th, 10 AM</b> The Art of Drumming has been found to be effective for balancing out the right and left-brain hemispheres. Using drum sticks and stability ball, we'll have a BALL bouncing out and creating our own moving musical masterpiece. This beat will energize your body, mind, and spirit. <b>Cost: \$6.00</b> Registration required.	9:00 Low & Slow N 9:00 Gentle Yoga N 9:45 Fit & Fabulous N 10:30 Chair Yoga N 11 Beg. Tai Chi & Qigong 11 Zumba N 12:00 30-Minute Zumba Gold N 1-1:30 PEO 1:15 Zumba Gold Chair N 2:15 Strong Nation N 4:30 Active Group Training N	10 Modified Yoga N 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance N 2:45 Line Dance II N 5:45 Free Style N	9:00 Low & Slow 9:00 Gentle Yoga N 10:00 TH Zumba Gold Chair N 10:30 Chair Yoga N 11 Beg. Tai Chi & Qigong 11 Zumba & Zumba Toning N 11 Easy-Going Group Training N 12:30 30-Min. ZGT N 1:15 Th. Fit & Fabulous N 2 Social Ballroom Dance N 4:30 Active Group Training	9 Fantastic Friday 11 Inter. Tai Chi & Qigong
	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>
9 Triple Treat N 10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance I N 5:45 Waltz N	9:00 Low & Slow 9:00 Gentle Yoga 9:45 Fit & Fabulous 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba 12:00 30-Minute Zumba Gold 1-1:30 PEO 1:15 Zumba Gold Chair 2:15 Strong Nation 4:30 Active Group Training 5:45 PEO	10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance II 5:45 Free Style	9:00 Low & Slow 9:00 Gentle Yoga 10:00 TH Zumba Gold Chair 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba & Zumba Toning 11 Easy-Going Group Training 12:30 30-Min. ZGT 1:15 Th. Fit & Fabulous 2 Social Ballroom Dance 4:30 Active Group Training	9 Fantastic Friday 11 Inter. Tai Chi & Qigong
	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Closed for Indigenous Peoples' Day</b>	9:00 Low & Slow 9:00 Gentle Yoga 9:45 Fit & Fabulous 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba 12:00 30-Minute Zumba Gold 1-1:30 PEO 1:15 Zumba Gold Chair 2:15 Strong Nation 4:30 Active Group Training	10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance II 5:45 Free Style	9:00 Low & Slow 9:00 Gentle Yoga 10:00 TH Zumba Gold Chair 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba & Zumba Toning 11 Easy-Going Group Training 12:30 30-Min. ZGT 1:15 Th. Fit & Fabulous 2 Social Ballroom Dance 4:30 Active Group Training	9 Fantastic Friday 11 Inter. Tai Chi & Qigong
	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
9 Triple Treat 10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance I 5:45 Waltz	9:00 Low & Slow 9:00 Gentle Yoga 9:45 Fit & Fabulous 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba 12:00 30-Minute Zumba Gold 1-1:30 PEO 1:15 Zumba Gold Chair 2:15 Strong Nation 4:30 Active Group Training	10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance II	9:00 Low & Slow 9:00 Gentle Yoga 10:00 TH Zumba Gold Chair 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba & Zumba Toning 11 Easy-Going Group Training 12:30 30-Min. ZGT 1:15 Th. Fit & Fabulous 2 Social Ballroom Dance 4:30 Active Group Training	9 Fantastic Friday 11 Inter. Tai Chi & Qigong
	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
9 Triple Treat 10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance I 5:45 Waltz	9:00 Low & Slow 9:00 Gentle Yoga 9:45 Fit & Fabulous 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba 12:00 30-Minute Zumba Gold 1-1:30 PEO 1:15 Zumba Gold Chair 2:15 Strong Nation 4:30 Active Group Training	10 Modified Yoga 10 Tai Chi Form 11 Inter. Tai Chi & Qigong 1:30 Adv. Line Dance 2:45 Line Dance II	9:00 Low & Slow 9:00 Gentle Yoga 10:00 TH Zumba Gold Chair 10:30 Chair Yoga 11 Beg. Tai Chi & Qigong 11 Zumba & Zumba Toning 11 Easy-Going Group Training 12:30 30-Min. ZGT 1:15 Th. Fit & Fabulous 2 Social Ballroom Dance 4:30 Active Group Training	<b>Halloween Party for Fit/Fab and ZUMBA Gold Chair Class T, 10/29</b> 8:30 - 12:00 25 Chair 1:00-2:00 *FREE to all! <b>Halloween Party for ZUMBA and ZUMBA Gold Class TH, 10/31</b> 12:30 - 12:00 *FREE to all! Costumes encouraged Refreshments and prizes



## TECH TUTOR CLASSES & TECH PROGRAMS



### TECH TALK REVIEW

#### Electronic Bill Paying via Bank App, Credit Card, Venmo or PayPal

During our September Tech Talk meeting, we discussed paying bills safely from your phone, iPad or Tablet, Laptop, or a desktop computer utilizing various bank applications designed for customers to pay bills on time, directly to the merchant, and without incurring any fees from the bank for their service. Since you already use a specific bank for your checking needs, bill pay programs like the ones we demonstrated from PNC means you save enormous amounts of time and your bank account number is not being shared with various merchants. It's similar to a wire transfer yet without the charges typically incurred for this service. And, you can pick the date the funds will be paid and even pay the bill automatically each month.

We also demonstrated how VENMO can be another very effective way of paying individuals or merchants again without sharing your bank account number with other businesses. It is also a more effective way of transferring funds to family members when splitting expenses either on vacations or other family events. While you are on the phone with a one or several family members you can reach a decision on the amount to spend and can transfer the funds real time while finishing your plans. VENMO is linked to either your bank or a bank credit card again without sharing account numbers or information yet accomplishing the needed payments. Some use VENMO to split a bill when out to lunch or dinner without having to exchange actual funds.

### CLASSES WITH THE TECH TUTOR

Class size limited to 15 | Instructor: Nancy Komlanc

#### INTERNET TV

##### No class in October

Tired of paying that high Cable TV bill? The Tech Tutor, will show you step-by-step how many of us are saving \$50 - \$100/month by gradually moving from watching Cable TV channels to Internet Streaming TV channels. Using your same internet connection, you can still watch your favorite shows, movies, sports, local news, Netflix, & more! Nancy will compare costs of local Internet Service Providers and streaming subscription services; plus she'll show you how to set-up an inexpensive device to a TV so you can save \$\$\$! Registration required. Cost: \$30

#### ANDROID BASICS

##### T, October 1st, 1:00 PM

#### IPHONE BASICS

##### T, October 1st, 3:00 PM

Join us to learn how to: organize your "Home Screen", increase your font size, set-up "Speed Dialing," or "Favorites", send a text message and add a photo, and more! With step-by-step handouts and instructions, you'll make your phone adjustments and get plenty of hands-on practice! Registration required. Cost: \$20

#### APPLE WATCH CLASS

##### T, October 22nd, 1:00 PM

Join Nancy, The Tech Tutor as she guides you through the features of your Apple Watch. She'll share important Tips so you can maximize the features with your Apple Watch. We'll delve into its styling features to enhance User-friendliness, how to use it as a communication device, and most importantly for monitoring your Health, Personal Safety, and Exercise activities! Registration required. Cost: \$30

#### ANDROID APPS

##### TH, October 24th, 1:00 PM

#### IPHONE APPS

##### TH, October 24th, 3:00 PM

If you have questions about downloading and installing a "safe" App on your Smartphone, this class is for you! We'll go over step-by-step handouts and instructions on how to install & uninstall an App, how to use QR codes, plus Nancy will share with you some Apps to help make your life easier, safer, and fun! Registration required. Cost: \$20

### ADDITIONAL TECHNOLOGY PROGRAMS

#### COMPUTER ASSISTANCE

##### M, 10 AM - 1 PM

Computer assistance will be led by ARC's own tech expert, George Wilson. George can assist with Windows laptops, Apple iPads, Google Chromebooks, Amazon Firesticks and more. Some areas of assistance include set up and configuration, use of Office products, email password creation tips, photo saving and sharing, backing up data, etc. Registration for a 1-hour time slot is required. Bring your device with you to your appointment.

\*One appointment per member per month, unless otherwise arranged with George.\*

#### GENEALOGY HELP

##### By Appointment

Ray King will be available by appointment to help you get started on researching your family history. If you have questions you can email Ray at [genreik@gmail.com](mailto:genreik@gmail.com).

#### PHOTOGRAPHY SUPPORT

##### T, October 1st & 15th, 10 AM - 12 PM

Join Ray Silva for a time to learn more about all things photography - capture through editing. Register for a 30-minute time slot. Bring your own camera. Register no later than one day in advance.

## UPCOMING PROGRAMS

Information on how to register for programs with a fee and free programs can be found on page 1

### ART AT ARC

**Current Exhibit : Conference Room: "Architecture,"** by ARC Artists. Runs September 30th - March 7th, 2025

**Current Exhibit : Dine-In Gallery: "Patriotic,"** by ARC Artists. Runs September 30th - November 8th, 2024

**Upcoming Exhibit: Dine-In Gallery: "The Colors of the Holidays,"** by ARC Artists. Runs November 11th - December 27th, 2024. Image Right: "Veterans Proudly Display Flag," by Andrea Monninger



### MOVIES AT ARC

**TH, Oct. 3rd, 10 AM:** Broken Arrow (1950) Run Time: 1 hr., 33 min.

**F, Oct. 11th, 10 AM:** Message in a Bottle (1999) Run Time: 2 hr., 6 min. Rating: PG-13

**S, Oct. 19th, 10 AM:** Thelma (2024) Run Time: 1 hr., 37 min. Rating: PG-13

**W, Oct. 23rd, 4 PM:** Nights in Rodanthe (2000) Run Time: 1 hr., 37 min. Rating: PG-13

**TH, Oct. 31st, 10 AM:** Haunted Mansion (2023) Run Time: 2 hr., 3 min. Rating: PG-13

### FIG TREES 101

**T, October 1st, 11 AM**

Join Mark Delashmid to learn from Wildflower Apolary to learn about growing caring and eating figs in Muskegon County, types and varieties of figs, how to care for figs - in-ground vs. container grown figs, picking out pots, soil, fertilizing, watering, shaping, pruning, propagating air layer vs. cuttings, picking figs and determining if they are ripe, along with winter care. Registration required.

### SPANISH CLASSES

**Cost: \$20, Registration required**

**Intro to Conversational Spanish 1: F, October 4th - 25th, 9 AM** - We'll learn useful, practical, everyday Spanish phrases, basic vocabulary, a little grammar and some cultural notes but no conjugations.

**Conversational Spanish 1: F, October 4th - 25th, 12 PM**—Need a refresher of the Spanish you learned in high school or college? In this session, we will cover some grammar such as conjugations (just a few) as well as likes and dislikes, descriptions, feelings, age, and accoutrements.

**Conversational Spanish 2: F, October 4th - 25th, 11 AM** - In this class, we will learn more vocabulary as well as conjugations, which will open a whole new world for you in conversing in Spanish. Completion of Conversational Spanish 1 is required.

**Conversational Spanish 2: T, October 1st - 29th, 12 PM** - ¡Un más! In this class, we'll continue to aprender more conjugations as well as useful vocabulary to bring your español to the next level. Completion of Conversational Spanish 2 is required.

**Conversational Spanish 4: T, October 1st - 29th, 1 PM** - ¡El deseo de aprender aún más español continúa! La clase de Conversational Spanish 4 va a ser a la una todos los martes de octubre. Completion of Conversational Spanish 2 is required.

### SIGN LANGUAGE C, B, & A

**W, October 2nd - 23rd, 9 AM/10 AM/11 AM**

Sign Language C, B & A classes are open to those who have taken class at ARC before. **Cost to attend in September is \$50.00/4 classes.**

### SELF-AWARENESS SELF-CARE WORKSHOP: COMMUNICATION

**S, October 5th, 10 AM - 12 PM**

Everyone wants to be heard and understood. Come join ARC member Marsha Meitz to learn some key methods on how to use your words more effectively. Once a word is spoken, it cannot be erased. Discover what words to say and which words are best not to say in some situations. Either marriage, family, work, ARC friendships, or regular daily living, this class is for you. Self-care is to "fill your cup." Your mental health matters. Class is held in 2 segments with a break in between. You must attend session 1 in order to attend session 2. Break from 10:45 to 11:15 AM. Registration required.

### SIGN LANGUAGE D

**M, October 7th, 21st, 28th, 9 AM**

Members who are currently enrolled in Beginner Sign Language should register for Sign Language D for the month of September. **Cost \$25.00/3 classes.**

### SUNSHINE BELLS

#### PERFORMANCE

**M, October 7th, 1:30 PM**

Join the Sunshine Bells of the Bloomington-Normal Community Bells for an entertaining 45-minute hand bells concert. Registration required.

### HEARTSAVER CPR COURSE

**TH, October 10th, 9 AM - 1 PM**

This course trains participants to provide CPR and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (BSC). It is designed for anyone with little or no medical training who needs a course completion card or anyone who wants to be prepared for an emergency in any setting. The course cost is \$50, which includes a workbook, training supplies, and a 2-year certification. Registration required.

### HALLOWEEN DANCE

**F, October 11th, 6 - 8 PM**

ARC invites you to join us for a Halloween dance with music by DJ Brad Olsen. Meal option available (first come, first served) for \$5 - sandwich with chips, cookie and water. Registration preferred; walk-ins welcome. **Cost: \$5/person;** members may bring one non-member guest.

### ARC ENTHUSIASTIC GARDENERS: LAKE OF THE WOODS

**TH, October 17th, 10:30 AM**

The ARC Enthusiastic Gardeners Club will take a no-cost day trip to Lake of the Woods in Marquette. Meet at Museum of the Grand Prairies at 10:30 AM. Bring a sack lunch. Those needing a carpool can email Molly at [msamper@normaltownship.org](mailto:msamper@normaltownship.org). Open to any ARC members to participate. Registration required.

### LOCAL INTEREST SPEAKER

#### SERIES: BOB CYPHERS: HUNTING

#### THE I-70 SERIAL KILLER

**F, October 18th, 10:00 AM**

In 1992, the serial killer known as the "I-70 Serial Killer" murdered six people along Interstate 70, a major east-west highway, through the Midwest. In 2021, a task force formed to take one final crack at solving the crimes. Law enforcement officers chose Bob Cyphers of KMAD-TV to follow them in the hunt for the killer. Join Bob live at the library as he shares his experiences detailed in his new book *Dead End: Inside the Hunt for the I-70 Serial Killer*. Registration required.

### MENTAL HEALTH SERIES W/

#### BRUCE BOECK

**TH, October 24th, 10:30 AM**

Bruce Boeck is a Licensed Counselor with over 40 years of experience with every kind of population. The topic for October is hearing loss. Registration required.

### MORE OF THE MUSICAL

#### CLASSICISTS

**M, October 28th, 1 PM**

While Franz Joseph Haydn's music is appreciated today, in his time he was one of many recognized composers. Today's session will introduce you to several of these "other" composers who were active during Haydn's and Mozart's time. Some of the names are: Carl Philipp Emanuel Bach, Johann Christian Bach, Paul Wranitzky, Franz Danzi. We'll learn what they contributed to the musical life of the 18th Century. Registration required.

## UPCOMING PROGRAMS

Information on how to register for programs with a fee and free programs can be found on page 1



### SUPPORT GROUPS AT ARC

#### CAREGIVER SUPPORT GROUP

**T, October 1st, 9:30 AM**

Sugar Creek in Normal, IL offers a free support group for caregivers that assist in the care of Alzheimer's & Dementia individuals on the first Tuesday of every month at 9:30 AM at the ARC in Normal. Talking points covered include conflict/resolution, self-care for the caregiver, recreation activities, the different stages of disease. Coordinated by Sugar Creek Alzheimer's Special Care Center.

#### CAREGIVER SUPPORT: CCSI & ALZHEIMER'S ASSOCIATION

**W, October 2nd, 2- 3 PM**

Are you a current or past family caregiver? Are you feeling stressed, tired, alone, overwhelmed, and/or burnt out? Caregiver support group meetings may be able to help! Caregiver support groups offer not only peer support, but resources in our communities, referrals to additional support, possible funding opportunities, and problem solving. If you feel you need a listening ear to validate what you're going through as a caregiver, this support group may be for you! Caregiving is not easy and we're here to help!

#### GRIEF SUPPORT

Led by Kevin Copeland, Carle Hospice Bereavement Coordinator. These programs will meet in person at ARC for the month of October.

#### WOMEN'S GRIEF SUPPORT

**W, October 2nd, 12 PM**

This group is closed to new members.

#### MEN'S GRIEF SUPPORT

**W, October 9th & 23rd, 12 PM**

Open to members/non-members of ARC, men who are grieving the death of a spouse or other significant person/other.

#### PARKINSON'S SUPPORT GROUP

**T, October 15th, 1 PM**

The Parkinson's Support Group meets on the third Tuesday of each month.

### KNOW SOMEONE WHO COULD USE A FRIENDLY CHECK-IN?

Contact an ARC Management Team member to let us know if you or someone you know could use a friendly phone call from a staff member or volunteer with ARC's Sunshine Program.

We want to help you stay connected for whole-health wellness!

### PROGRAMS FOR HEARING & VISION

#### CAPTEL DEMO

**W, October 2nd, 10 AM**

Join a rep from Captel for a demo on the Captel Phone for the hearing impaired in Bonnie's Café.

#### ISU AUDIOLOGY EVENT

**F, October 4th, 9 AM - 12 PM**

This event is tailored for individuals experiencing various hearing challenges, including difficulty understanding speech in noisy environments, feeling fatigued after prolonged conversations or ringing in the ears (tinnitus). If you constantly adjust the volume on your TV or radio, feel that others mumble or speak softly or wear hearing aids without experiencing their full benefits, this event is for you. Attendees will have the opportunity to:

- Learn about the latest advancements in hearing technology and hearing care.

- Experience hands-on demonstrations of new hearing technology.

- Speak one-on-one with experienced audiologists.

No reservations are required for this event. All are welcome to attend and explore solutions to improve their hearing and overall quality of life.

#### EATING FOR EYE HEALTH

**W, October 16th, 1 PM**

We all know that carrots are good for the eyes, but what other foods promote eye health? Age-related eye diseases are the leading cause of blindness and impaired vision in the United States, but luckily, there are things you can do to lower the risk. Learn about the common types of eye disorders how nutrition plays a role in eye health and what you can do to protect your eyes. Registration required.

## HYBRID PROGRAMS

8

The Zoom meeting ID and link for each program will be sent via email the week prior.

### JOIN ARC'S ONGOING HYBRID ACTIVITIES

#### MINDFULNESS MEDITATION M, W, F, 9:00 - 10:30 AM

Join Dave Shanahan on Zoom as he leads a time of secular mindfulness instruction and discussion. The first half hour is set aside to assist those that are new to the program.

#### INTERMEDIATE TAI CHI & QIGONG T, TH, 11 AM

##### In-person instruction only

Includes instruction in Qigong and Yang style long form. Emphasis is on coordination of movement with breath and improving strength and balance. All participants are encouraged to attend beginners practice on Tuesdays and Thursdays, as well. Wear comfortable shoes and loose-fitting clothing. This class is offered on Zoom and in-person.

#### BEGINNER'S TAI CHI & QIGONG M, W, F, 11 AM

##### In-person instruction only

Beginners introduction to the static movements of Qigong, the various postures of Tai-Chi, and an introduction to Tai Chi meditation. Qigong movement increases strength and balance, and Tai Chi postures will be broken down into their most basic components. This practice is suitable for beginning and mid-level Tai Chi practitioners. This class is offered on Zoom and in-person.

#### ARC AVID READERS BOOK CLUB

##### T, October 1st, 10 AM

The ARC Avid Readers Book Club chooses paperback books to read and discuss. October: "The Book of Charlie: Wisdom from the Remarkable American Life of a 109-Year-Old Man," by David Von Drehle and November: "The River We Remember" by William Kent Kruger.

#### CAREGIVER SUPPORT: CCSI & ALZHEIMER'S ASSOCIATION W, October 2nd, 2- 3 PM

See description of this hybrid support group on page 7.

### GREAT BOOKS

TH, OCTOBER 3RD, 10:30 AM

Our Great Books Club will meet on Thursday, October 3rd at 10:30 AM in the 2nd Floor Classroom at ARC.

Our assignment for October is "On Liberty," by John Stuart Mill (1806 - 1873), an English philosopher and civil servant, and one of the most influential thinkers in the history of Liberalism. This work deals with the individual's freedom within society in all of its manifestations.

All ARC members are welcome to attend our meetings. If more information is needed, email Jim O'Donnell at [jo@frontier.com](mailto:jo@frontier.com).

#### Optional Zoom Login:

Login: Meeting ID: 843 8322 9237  
Passcode: 974847



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## EXERCISE CLASSES



### HOW TO REGISTER FOR CLASS

Registration process for all paid exercise classes:

Registration for classes opens on Wednesday, September 25th at 8 AM.

Register on ARC's website through the GymMaster Portal or stop in at ARC to register in person. Payment is expected upon registration. Exercise classes are considered "Products" under the "Purchase" tab through the Member Portal.

Note for Ada's Classes: Register for the full session by September 27th. After September 27th, you can register for single class dates. Chair & Gentle Yoga - \$12/class.

## EXERCISE CLASSES FOR THE MONTH OF OCTOBER 2024

**CHAIR YOGA, T (A1), TH (A3),  
10:30 - 11:30 AM**

**Instructor: Ada Rediger**

This one-hour class uses a chair as a prop for most postures. It is for students who are uncomfortable moving to the floor, students recovering from an injury, or students who are interested in a gentle practice from a different perspective. Most classes will include: Opening / Centering using guided awareness and pranayama (breathwork), Gentle warm-ups and asanas (yoga postures) guided by the breath. Seated and/or standing. Working on strength, stability, flexibility and balance, relaxation & closing. Physically, you will rejuvenate muscles, repair connective tissue, improve joint function and balance. Additionally, your relaxation will give your body and mind time to integrate the results of your practice. Ask ARC staff about recommended props. The cost to attend this class in October is \$50 for Tuesdays/\$50 for Thursdays. Chair Yoga will start on Tuesday, October 1st.

**GENTLE YOGA, T (A2), TH (A4),  
9 - 10 AM**

**Instructor: Ada Rediger**

This one-hour class uses slow warm-ups, gentle asana (postures) guided by the breath (pranayama) and deep relaxation. It is for students interested in learning to relax and feel good in their body. During the class, the student will move from seated or lying on the mat to standing positions. Most classes will include opening/centering work using guided awareness and pranayama (breathwork), gentle warm-ups and asanas (yoga postures) guided by the breath, mat work that is lying down, seated, hands and knees and/or standing, working on strength, stability, flexibility and balance, relaxation & closing. You will rejuvenate muscles, repair connective tissue, strengthen bones, improve joint function and balance. Modifications are offered and use of props is encouraged, making the practice accessible. Ask ARC staff about recommended props. The cost to attend this class

in October is \$50 for Tuesdays/\$50 for Thursdays. Chair Yoga will start on Tuesday, October 1st.

**MODIFIED YOGA (C1), M, W, 10 -  
11 AM**

**Instructor: Connie Steff**

Modified Yoga uses restorative yoga, asana props and a slower pace to help both men and women improve balance, flexibility, fitness and relaxation. This is a highly personalized class that is structured according to individual needs. It is ideal for, but not limited to, people with Multiple Sclerosis, Fibromyalgia, and/or any other health, age, or weight issue. The cost to attend this class in October is \$40 for 8 classes. Modified Yoga will start on Wednesday, October 2nd.

**SOCIAL BALLROOM DANCE,  
TH, 2 PM (M1)**

**Instructors: John DiMascio & Opal Virtue**

October will focus on Cha Cha & review of Swing, Foxtrot, Bachata, & Merengue. Last 30 min. of each class will consist of social dancing. Those who would like to rotate partners are welcome to do so. Cost to attend for the month of October is \$70. Social Ballroom Dance will start on Thursday, October 3rd.

**ZUMBA GOLD CHAIR, T, 1:15 -  
2:00 PM (L5), TH, 10:00 - 10:45 AM  
(L6)**

**Instructor: Lucy Croft**

You will recreate the Zumba moves and benefits and balance in a chair. This class is perfect for anyone with a wheelchair. The cost to attend this class in October is \$20 for Tuesdays/\$20 for Thursdays. Register for Tuesdays or Thursdays or both. Zumba Gold Chair will start on Thursday, Tuesday, October 1st.

**30-MINUTE ZUMBA GOLD  
TONING (L2), TH, 12:30 - 1:00 PM**

**Instructor: Lucy Croft**

Zumba Gold-Toning blends the Zumba party you love at a slower pace with a redefining total body workout using Zumba Toning Sticks. Low to moderate intensity strength training exercises are essential to prevent a dramatic reduction in muscle mass, muscle strength, atrophy and sarcopenia. The cost to attend this class in October is \$20 for 4 classes. Zumba Gold Toning will start on Thursday, October 3rd.

**ZUMBA GOLD 30-MINUTE (L1) T,  
12:30 - 1:00 PM**

**Instructor: Lucy Croft**

Recreates the basis of the Zumba Gold program class but for a 30-minute period. Great for those beginning the Zumba experience and/or those unable to be on the dance floor longer. Strong emphasis on balance. The cost to attend this class in October is \$20 for 4 classes. Zumba Gold 30-Minute will start on Tuesday, October 1st.

**STRONG NATION (L9), T, 2:15 -  
3:00 PM**

**Instructor: Lucy Croft**

Stop counting the reps. Start training to the beat. STRONG Nation combines body weight, muscle conditioning, cardio and plyometric training moves synced to original music that has been specifically designed to match every single move. Every squat, every lunge, every burpee is driven by the music, helping you make it to that last rep and maybe even five more. In each class you'll burn calories while toning arms, legs, abs and glutes, and enjoy isometric moves like lunges, squats, and kneeling. The cost to attend this class in October is \$20 for 4 classes. Strong Nation will start on Tuesday, October 1st.

## EXERCISE CLASSES



### LOW & SLOW (P1) T, TH, 9 AM

**Instructor: Susan Palmer**

Low and Slow is a gentle exercise program choreographed to all kinds of music. Music changes weekly so you will never get bored. The cost to attend this class in October is **\$30 for 10 classes**. Low & Slow will start on Tuesday, October 1st.

### FIT & FABULOUS, T, 9:45 - 10:45

**AM (L7), TH, 1:15 - 2:15 PM (L8)**

**Instructor: Lucy Croft**

Fit and Fabulous focuses on balance, muscle, resistance work, flexibility and bone health, maintenance and improvement. This 45-minute class will consist of a cardio warm-up, weight and balance work, and stretching while using a mat, chair or the wall. The cost to attend this class in October is **\$36 for Tuesdays/ \$36 for Thursdays**. Register for Tues., Thurs. or both. Fit & Fabulous will start on Tuesday, October 1st.

### ADVANCED LINE DANCE (F3), M,

**W, 1:30 - 2:30 PM**

**Instructor: Florence Peterson**

This class is for participants that have completed Line Dance I and II. This class will be **\$10** in October. Advanced Line Dance will start on Wednesday, October 2nd.

### LINE DANCE II (F2) W, 2:45 - 3:45

**PM**

**Instructor: Florence Peterson**

This class is for participants that have completed Line Dance I. This class will be **\$10** in October. Line Dance II will start on Wednesday, October 2nd.

### LINE DANCE I (F1), M, 2:45 - 3:45

**PM**

**Instructor: Florence Peterson**

This class is set up for new line dance students. This class will cost **\$10** in October. Line Dance I will start on Monday, October 7th.

### TRIPLE TREAT (N2), M, 9 AM

**Instructor: Nancy Norkiewicz**

Treat Yourself to a refreshing class of cross training incorporating the components of cardiovascular endurance, muscular strength, and healthy mobility, for well-rounded results. A variety of moderate low impact formats and props, coupled with familiar music, will keep motivation high while letting your spirit soar. Class concludes with positive, centering breathwork and meditation. The cost to attend this class in October is **\$18**. Triple Treat will start on Monday, October 7th.

### FUNTASTIC FRIDAY (N3), F, 9 AM

**Instructor: Nancy Norkiewicz**

Wrap up the week or wake up your weekend with this cross-training class guaranteed to energize your mind/body/ spirit. Each class will sport a new theme, with different skills and equipment to add challenge, intrigue and mental motivation to your fitness regimen. Variety is the Spice of Fitness - just say TGIF today! The cost to attend this class in October is **\$24 or \$7/individual class**. This class will start on Friday, October 4th.

### ZUMBA (L4), T, 11 AM - 12 PM

**ZUMBA & ZUMBA TONING (L3),**

**TH, 11 AM - 12 PM**

**Instructor: Lucy Croft**

Zumba is a total-body workout that mixes low-intensity & high-intensity moves for an interval-style, calorie-burning party. Adding resistance by using Zumba toning sticks helps you focus on specific muscle groups. The challenge of adding resistance by using Zumba Toning Sticks (or light weights), helps you focus on specific muscle groups, so you (and your muscles) stay engaged! Lightweight maraca-like toning sticks enhances sense of rhythm & coordination, while toning target zones, including arms, core and lower body. The cost to attend this class in October is **\$36 for Tuesdays & \$36 for Thursdays**. Register for Tuesdays or Thursdays or both. Zumba will start on Tuesday, October 1st. Zumba & Zumba Toning will start on Thursday, October 3rd.

### DANCE CLASSES WITH MIRIAM

**Will return in November**

## PICKLEBALL SCHEDULE

M | 7 AM - 11 AM, 4 - 7 PM  
 T (Beg.) | 7 AM - 9 AM  
 T (Exp.) | 3:30 - 7 PM  
 W (Exp.) | 7 AM - 12 PM, 4 - 7 PM  
 W (Beg.) | 12 PM - 4 PM  
 TH | 7 AM - 9 AM, 3 - 7 PM  
 F | 8 AM - 1 PM  
 S | 8 AM - 1 PM

### Pickleball Courts Will Be Closed

W, October 16th, All Day  
 S, October 19th, All Day  
 F, October 25th, All Day  
 S, October 26th, All Day



## PICKLEBALL SKILLS WORKSHOPS

with instructor and ARC member Michelle Chow

### S, October 19th, 8:30—10:30 AM: Drilling for Skills

Intermediate/Advanced Level  
 drop shot, volleying, groundstrokes, serve, return | Cost: \$20

**Note:** With Intermediate/Advanced level players, this will NOT be lecture-style format but will be lots of on court practice of strategies introduced.

### S, October 19th, 11 AM - 1 PM: Game Play Strategy

Intermediate/Advanced Level  
 Advancing to the Juts: Focusing on Transition Zone, 2nd Game | Cost: \$20

Registration for both programs opens W, September 28th at 2 AM. Register for either program at ARC or the GymMaster Member Portal.

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## FITNESS CENTER & HEALTH SERVICES

### FITNESS EQUIPMENT ORIENTATION

Fitness Equipment Orientation is intended for members who wish to utilize the fitness center. ARC requires that you sign up and attend a 30-minute orientation on the machines. Register on ARC's website through the GymMaster Portal. You can also call ARC at 309-888-9099 to register. Registration opens September 25th at 8 AM.

**Tuesdays | 1:00—1:30 PM**

**Evening Orientation | October 8th, 5:45—6:15 PM**



### PERSONAL TRAINING WITH SCOTT

#### OCTOBER 2024 REGISTRATION

Everyone wants to live better longer. The good news is there is a way to do it. ARC will offer a three-week personalized intro to exercise program that starts at your current fitness level and progresses realistically. Our goal is to help you reach your goals, whether that's getting out of the easy chair and avoiding falls, or taking your grandchildren to the playground, or finishing a 5K run. The course will be taught by Scott Richardson, a retired reporter for the Pantagraph, who is a personal trainer and senior fitness specialist certified by the National Academy of Sports Medicine. He knows the challenges of aging personally. The program will include a free assessment followed by one workout session each week, onsite in ARC's well-equipped, comfortable gym. You'll also receive suggestions on how to continue your fitness journey on your own at home.



The program includes a free assessment followed by one workout session each week, onsite in ARC's well-equipped, comfortable gym. You'll also receive suggestions on how to continue your fitness journey on your own at home. The cost for 1 person (\$1) to attend the 4-week program is **\$80.00**. The cost for a shared, 2 person (\$2) 4-week program is **\$120.00**.

Your workout dates will be discussed to fit your and the trainer's schedule.

**To express your interest in participating in a personal training session and to find out if there are openings at this time, email Scott at [icemanbn@comcast.net](mailto:icemanbn@comcast.net).**

#### UPDATE TO FITNESS CENTER EXPECTATIONS FOR ETIQUETTE

The ARC Management Team would like to clarify expectations for use of equipment in the Fitness Center. There will be no limit to time of usage for any one piece of equipment, unless there is no other equipment available and another member is waiting for access. Use of equipment is first come, first served. If all of a particular type of equipment is being used, please kindly approach that member, and they will have 30-minutes to complete their use.

### GROUP TRAINING WITH SCOTT

#### ACTIVE GROUP TRAINING

**Tuesdays & Thursdays, October**

**1st—31st, 4:30 - 5:30 PM**

**1/week (\$4) 2/week (\$5)**

This group training class is designed for those who are currently active or who are in relatively good shape and want to return to/enhance their healthy lifestyle.

#### EASY-GOING GROUP TRAINING (\$3)

**Thursdays, October 3rd—31st, 11 AM - 12 PM**

This group training class is designed for those who have been sedentary and want to get moving. Many exercises will be conducted with chair assistance.

**Cost to participate in a group training class for this month is \$40 for once a week and \$80 for twice a week.**

Pre-registration required.

Those wishing to attend both group training and one-on-one personal training will be charged **\$100 for one-day PT and one-day GT combo** and **\$120 for one-day PT and two-day GT combo**.

Use the following codes to register easily for group and one-on-one training combos at the desk or online.

**EGT + PT Combo (\$6).**

**AGT 1/week + PT Combo (\$7).**

**AGT - 2/week + PT Combo (\$8)**



## UPCOMING TRAVEL & PROGRAMS

### EXTENDED TRAVEL OPTIONS WITH ARC & COLLETTE VACATIONS

Contact Marci at Peoria Charter Travel for more information - 309-688-9523 Ext. 129

#### SPAIN'S COSTA DEL SOL & MADRID

March 31 — April 08, 2025  
9 Days • 11 Meals

**Highlights:** Málaga, Choice on Tour: Málaga Alcazaba or Picasso Museum, Marbella, Serranil de las Bodegas, Ronda, Home-Hosted Lunch, The Alhambra, Madrid, Segovia.



#### CANYON COUNTRY FEAT. ARIZONA & UTAH

June 06 — June 13, 2025  
8 Days • 11 Meals

**Highlights:** Scottsdale, Kaibab National Forest, Grand Canyon, Choice on Tour: Rafting on Horseshoe Bend or Rainbow Bridge Tour, Bryce Canyon National Park, Zion National Park, Las Vegas



#### MAGICAL RHINE & MOSELLE RIVERS

September 21 — September 29, 2025  
9 Days • 20 Meals

**Highlights:** Zurich, 7-Night River Cruise, Rhine and Moselle Rivers, Strasbourg, Speyer, Mannheim, Lorelei Passage, Cochem, Bernkastel, Wine Tasting, Cologne, Amsterdam



### COLLETTE VACATIONS TRAVEL SAMPLER

W, October 23rd, 11 AM

Join Collette Vacations and Peoria Charter Travel at ARC for our next travel sampler covering a few of our upcoming trips scheduled for 2025. Get all your questions answered and learn all the fun details of each trip as you plan your next getaway!

Trips that will be covered include:  
April 2025 - Spain's Costa del Sol & Madrid  
June 2025 - Canyon Country  
September 2025 - Magical Rhine & Moselle River Cruise

Registration is required.

#### FALL STYROFOAM BLOCK PRINT ART CLASS

T, October 15th, 10 AM

Join Reema Bradley to create stamped designs using Styrofoam block and paint. All supplies provided. This is a free class. Registration required. Space is limited.

#### OIL PASTEL CLASS WITH DALE EVANS

TH, October 17th OR 24th, 10 AM - 12 PM

Join Dale Evans for this oil pastel workshop. Class will cover materials and basic techniques, including simple still-life materials and demonstration. Class will include a student project, individual instruction, and group discussion. Registration required. Cost: \$24 each class.

### ARTS & CRAFTS PROGRAMS SEPTEMBER 2024

#### HOBBY WORKSHOP

TH, October 3rd & 5, October 5th, 8 AM - 12 PM

Come and share your hobby with friends. Do you love stamp collecting, knitting, painting, cross stitch, genealogy, card making, scrapbooking, making wreaths, drawing, jewelry making, etc.?

#### ROCK PAINTING

F, October 4th, 10 AM

Join local rock painting artist Lana Kinsler to paint a few rocks, learning from her a variety of painting techniques and taking inspiration from designs she will share with you! Your painted rocks will be a fun, personalized way to incorporate art into your gardens, flower beds, and homes. Cost: \$5. Registration required.

#### WATERCOLOR SELF-PORTRAITS

T, October 8th, 1 - 4 PM OR T, October 22nd, 9 AM - 12 PM OR 1 - 4 PM

Paint flesh tones in watercolor or acrylic. Watercolor paper will be supplied when you register. Pick this up ahead of time so you can pencil in a face or do a self-portrait. Bring paint, palette or yogurt lids to mix colors, brushes, water container, Kleenex box and pencil and eraser. We will start with short exercises in painting wet into wet. Cost: \$15. All levels of experience will be able to follow these instructions. Beginners welcomed. Call or text with any questions to Carol 309-290-8748.

#### STAMPING CARD CLASS

T, October 8th & 22nd, 10:00 AM

You will take home 2 homemade cards. Personalize your cards with stamps, cutouts, glitter, etc. Bring a pair of scissors, clear glue or

a shell (crafter's tape), colored pencils or pens and your imagination. Cost: \$8.00; Registration required.

#### INTERMEDIATE CROCHET

TH, October 10th, 8:30 AM

Familiarity with the basic crochet stitches (single and double crochet). You will select a project equal to your current skill level and be challenged to try new skills. Registration required.

#### MAKE A FALL TOTE BAG

F, October 11th, 10:30 AM

Join Mikki Bell with Inside Out Accessible Art to paint fall designs on a canvas tote. Cost: \$12. Registration is required.

#### FUSED GLASS CLASS

F, October 18th OR 5, October 19th, 9 OR 11 AM

In ARC's next fused glass class with Connie Dearborn, make holiday pumpkins using powder-printed glass in a mosaic style. It will be set on a 1" thick wood base. Cost: \$30. Registration required.

#### BEGINNER CROCHET

TH, October 24th, 8:30 AM

Learn the basic crochet stitches. You will select a project: a potholder, coaster, or dishcloth. You will learn how to read a pattern and use it in the application of crochet skills. Questions? Contact Pam at 309-826-1612. Registration required.

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## UPCOMING PROGRAMS

Information on how to register for programs with a fee and free programs can be found on page 1

**FITNESS CENTER**  
M - TH, 7 AM - 7 PM  
F & S, 8 AM - 1 PM

**WALKING TRACK**  
M - TH, 7 AM - 7 PM  
F & S, 8 AM - 1 PM

**BILLIARDS**  
M - TH, 7 AM - 7 PM  
F & S, 8 AM - 1 PM  
8 Ball Tournaments:  
Mondays, 9-11 AM  
\*Prizes on 10/28

**MAH JONGG**  
M, TH, 12:30 - 4 PM

**MUSIC THERAPY**  
T, October 22nd, 10:30 AM

**PICKLEBALL/ PING PONG**  
M, 7 - 11 AM & 4 - 7 PM,  
T, 7 - 9 AM (Beg.) & 3:30 - 7  
PM (Exp.), W, 7 AM - 7 PM, 7  
AM - 12 PM, 4 - 7 PM (Exp.) &  
12 PM - 4 PM (Beg.), TH, 7 - 9  
AM & 3 - 7 PM, F & S, 8 AM - 1  
PM

**KNITTING, CROCHETING & NEEDLEWORK**  
TH, 12:30 - 3:30 PM

**QUILTING & SEWING**  
M, 8 AM - 6 PM

**HAND & FOOT**  
W, 9 AM - 12 PM, 1 - 4 PM

**POKER**  
T, 12:30 - 4 PM  
Tourney: October 22nd,  
12:30- 4 PM

**PINOCHLE**  
T, 1 - 4 PM

**EUCHRE**  
W, 12:30 PM  
Tourney: October 16th,  
12:30 PM

**FUN & GAMES**  
M - TH, 1 - 6 PM  
5, 8 AM - 1 PM

**MORNING GAME MASH-UP**  
F, 10 AM - 12 PM

**GROCERY STORE BINGO**  
M, 1:00 PM  
10/7 - Sugar Creek  
10/21 - The Loft  
10/28 - Evergreen Senior  
Living

**CALIFORNIA CANASTA**  
M, TH, 9:30 AM

**SCRABBLE**  
T, 10 AM - 12 PM

**CHESS**  
TH, 1 PM

**STRAT-O-MATIC BASEBALL**  
T, TH, 2 - 4 PM



### BUNCO

TH, 10 AM, prizes on October 10th & 24th

Bunco is a dice game generally played by dividing into groups of four, trying to score points while taking turns rolling three dice in a series of six rounds. A bunco is achieved when a person rolls three-of-a-kind and all three numbers match the round number. Registration required



### PAINTER'S WORKSHOP

W, 8 AM - 6 PM

Join this creative group of artists for time to come together and work on your paintings of all types. No instruction. Bring whatever it is that you may be working on at home and all supplies needed.

### INTERMEDIATE & ADVANCED BRIDGE

M, W, TH, 12:30 PM, S, 9:30 AM | **Advanced Tournament: W, October 2nd, 12:30 PM**

Play Bridge with friends. Intermediate and advanced level bridge play required. Reserve a spot in the bridge book. For your first visit plan to observe and learn the bridge reservation process. **Beginners encouraged to learn how to play Mondays at 10 AM with Dennis Wager.**

### ARC-ULELE HOUR

T, 1 - 2 PM

ARC-ulele Hour-Ukulele class review! Each session will be dedicated to practicing the songs that were taught in prior ukulele classes at the ARC. Maybe you'd like a refresher, for the lessons learned awhile ago. Or you practiced diligently throughout the past year, and you're ready to share your skills with others. Players of any level (including beginners!) are welcome. Come share some songs.

### ARCOUSTIC JAM

TH, 2:00 - 4:00 PM

Bring your guitar, and join our acoustic jam session! Let the music do the talking!

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## SERVICES FOR SENIORS

### WHAT IS SHIP?

SHIP (Senior Health Insurance Program) counselors are trained, certified, and experienced in offering one-on-one information for all aspects of Medicare, health insurance and drug plans. A program of ARC, SHIP provides assistance, explanations, and plan comparisons. There is never a cost, sales, or any insurance affiliations. SHIP is especially helpful for those new to Medicare who are trying to navigate the system and meet deadlines, or to anyone wanting to lower current insurance costs and understand options. Help is available by individual appointment various times each month, call ARC at 309-333-9099 and press 3. A counselor will return your call to set an appointment. Walk-in SHIP times for the month of October are: **October 10th from 1 - 3 PM.** Funding for SHIP programs and services is provided by the East Central Area Agency on Aging.

### MEDICARE DRUG PLAN ALERT!!!

#### CAN YOU SWITCH TO A LESS COSTLY MEDICARE DRUG PLAN for 2025?

The impact of the Inflation Reduction Act and the response by insurance companies makes it more important than ever to be sure you are enrolled in the best plan for your situation.

#### Senior Health Insurance Program (SHIP) Consultations for Part D Drug Plans Are Available During Medicare's Annual Enrollment

Oct. 15th - Dec 7th is the Annual Enrollment Period to switch Part D drug plans for 2025. If you would like assistance, call ARC at 309-333-9099. As the Medicare program, seek a detailed message for SHIP to return your call. **Please call after September 23th.** Appointments will be set between Oct 15-Dec 7th. You do not have to be an ARC member to contact SHIP.

SHIP will provide a Review and Compare (R&C) looking at your current plan compared to other plans that are available for 2025. Based on SHIP's history with clients over the last several years, approximately 75 of those enrolled in less expensive plans. Medicare experts strongly recommend an "annual checkup" of everyone's drug plans, now further complicated by the 2025 changes to the plan structure.

A SHIP counselor will return your call to make the appropriate scheduling arrangements. Consultation will primarily be in person at ARC and held in private office space provided for SHIP use.

Note: Medicare Advantage Drug Plans comparison appointments will be available only until November 30. Any decisions with the type of insurance involved considerable evaluation of the Medicare network and to days along with the drug options. Ask us about dates in early 2025 when some switches with Medicare Advantage can also be made.

SHIP counseling on Medicare A and B and secondary insurance remains available during this time period for those with enrollment deadlines.

### ADDITIONAL SERVICES FOR SENIORS

#### BOOKS ON THE GO

**T, October 1st & 15th, 10 AM**

The Normal Public Library will have a variety of books to be checked out at ARC. You can also bring in book requests for their next visit.

#### INFORMATION & ASSISTANCE OUTREACH

**TH, October 10th & 24th, 9 - 11 AM**

Community Care Systems Inc. will help with license plate discounts, RTA discounts, Tax Preparer Homebased Exemption applications, Medicaid applications, etc.

#### DURABLE POWER OF ATTORNEY

**T, October 8th OR TH, October 17th, 9 - 11 AM**

Empower yourself—give a gift to your family—define your quality of life choices in writing. You will have the opportunity to make an appointment to complete your Durable Power of Attorney for Healthcare document with members of Compassion & Choices of McLean County. Determine who you want as your Advocate, and have a discussion with them if possible in advance. Registration required & closes 1 day in advance.

#### ASSISTED LIVING HELPERS

**W, October 9th & 23rd, 9 - 10 AM for appts. 10 - 11 AM for drop-ins**

There are so many kinds of senior living communities offering different care and with different pricing structures. It's confusing! Want someone to explain the differences and make it easier to understand? Do you have questions about senior living, but don't want to talk to a sales person? Assisted Living Helpers is a FREE service for seniors looking for help to navigate their senior living and senior care. You can schedule

an appointment one or come by during drop-in hours on the 2nd & 4th Wednesdays of the month.

#### OSF SMARTMEALS

**TH, October 24th, 1:00 PM**

Learn about the OSF SmartMeals Program and take home a meal kit after the taste-testing class takes place. These shelf-stable, healthier recipes can be a pantry staple for easy cooking. October SmartMeals menu item will be Southwest Chicken. Registration required.

#### A MATTER OF BALANCE

**T & TH, Oct 1st - 24th, 1 - 3 PM**

A Matter of Balance is an evidence-based Fall Management Program for Older Adults approved by the Administration for Community Living and National Council on Aging. A Matter of Balance is made possible in part through a grant from EGAAA. The Program offers practical fall-prevention strategies, including: Promoting a mix of falls and fear of falling as controllable, Setting realistic goals for increasing activity, Changing the environment to reduce fall risk factors, Promoting exercise to increase strength and balance.

#### SMART DRIVER

**T, October 8th & W, October 9th, 8:30 AM - 12:30 PM**

ARC is sponsoring a two-day Smart Driver course. There is an AARP member rate (\$20) and a non-member rate (\$25). The fee for the class will be collected on the first day of class. Registration is required.

### WANT TO LEARN MORE ABOUT MEDICARE DRUG PLANS AND MEDICARE ADVANTAGE PLANS?

We have two October presentations by SHIP counselors:

#### Part D Prescription Drug Coverage Thursday, October 24, 10:00 AM

How do Medicare's prescription drug plans work? Are there steps you can take to lower your prescription drug cost? What changes might be expected for 2025? This presentation will address these questions and offer pointers to help you determine if you could benefit from a review & compare this fall of available 2025 drug plans. The Plan Finder tool used by SHIP will be demonstrated. This presentation is Part D drug plan basic information in a group setting, not specific individual counseling. Information on scheduling time with SHIP counselors during the annual open enrollment can be found to the left.

#### Medicare Advantage Tuesday, October 29, 4:30 PM

This presentation will benefit anyone new to Medicare, someone currently with a Medicare Advantage (MA) plan & looking to change plans, or someone just wanting to better understand MA. Current statistics indicate that approximately one-half of those on Medicare now are enrolled in a MA plan.

General information will be provided in a group setting with Q&A to follow. Personal appointments are available with SHIP Counselors for more in-depth reviews.

Both the Medicare Advantage and Part D presentations will be held in the ARC Auditorium. Registration (encouraged) is available online using the Member Portal or by calling ARC at (309) 333-9099. You do not need to be an ARC member to attend. SHIP is a program of the State of Illinois, Illinois Department on Aging.

### DIABETES PREVENTION PROGRAM WITH MCHD

In October, classes will take place once a week on Mondays at 9 AM. This class is an ongoing option that began in July. There will be no class on Indigenous Peoples' Day, Monday, September 2nd. Class that week will instead take place Friday, October 13th at 9 AM. Registration is closed.

## SPECIAL SATURDAY EVENTS



### JOIN ARC AT THE WALK TO END ALZHEIMER'S

#### 5. OCTOBER 5TH, 9 AM, OPENING CEREMONY

Join ARC staff members, volunteers and fellow members at Heartland Community College on Saturday, October 5th in raising awareness and funds to advance the fight against Alzheimer's. The opening ceremony begins at 9 AM. Contact Communications Coordinator Samantha Scott for more info on joining our team. Meet up with the team by the food trucks at 8:15 AM; look for ARC t-shirts and be sure to wear your own! Park in lots Q or N.

### DOGTOBER FEST ADOPTION EVENT

#### with Deeby's Senior Chihuahua Rescue

#### 5. OCTOBER 12TH, 10 AM - 12 PM

Deeby's Senior Chihuahua Rescue will be joining us at ARC once again for an adoption event. Come meet a variety of adorable and adoptable dogs of all ages and learn from special guest: ISU Indy-Pendence Service Dog Organization. No registration required. This event will be held in the Classroom.

### CELEBRATE THE SEASON ART & CRAFT SALE

#### 5. OCTOBER 26TH, 9 AM - 1 PM

**Your Member Vendors**  
\*more on what they sell on flyer\*

Tena Fowler  
Nancy Bobic  
Cindy Steimel & Lisa Flanagan  
Charlotte Black  
Ellen James  
Sandra Coleman  
Noreata Fowler  
Linda Miller  
Jackie Gottrell  
Laura Bailey & Kathy Giddemeister  
Kathy Purlee & Janet Blue  
Joy Siles  
Pam Wilmitich  
Colleen Jeffers  
Ary Anderson  
Vicky Strauss  
Debi Andrews  
Cathie Lockwood  
Linda Huber  
Lee Lim  
Sherry Phillips  
Merilee Heinz  
Glenda Stevens  
baby blankets, cards  
Faye Fisher - hanging dishcloths, dishcloths, tissue box holders  
Susan Borrder  
Martia Fox  
Yvonne Clagston  
Diane Wiman  
Mary Wuhmar  
Denise Myerscough  
Joe Ramholz

A flyer for 'Celebrate the Season Art & Craft Sale' featuring a wreath of red and yellow flowers and green leaves. At the top is the ARC logo and 'Activities and Recreation Center'. Below the wreath, it says 'Celebrate the Season ART & CRAFT SALE' and 'OCT 26, 2024 9 AM - 1 PM'. A note at the bottom says '\*All goods available for purchase have been hand-made by ARC members\*'. At the very bottom, it says 'This event is open to the community to attend'.

## ARC MEMBERSHIP INFORMATION

### ARC'S INSURANCE INCENTIVE PARTNERS

Have SilverSneakers, Renew Active Silver & Fit, or Active & Fit through your insurance supplement?

If you are a member of any of the above listed insurance-based incentive programs, your \$30 membership fee can be waived! When you fill out your membership or renewal form, you'll also need to verify your incentive program name and member number. For SilverSneakers, you'll also need to sign a SilverSneakers-specific liability release.

Utilizing an insurance-based incentive program to pay for your membership at ARC is beneficial for both you and ARC! You receive the benefits of an ARC membership such as opportunities for socialization, access to a wide variety of exercise classes and services, and participation in ever-evolving educational programs, card and game groups, art and more, for free while ARC is reimbursed

per visit or up to \$20/month by the incentive partner as long as you scan your key fob at entry.

The money received by these partners that goes beyond what a standard membership can provide ultimately helps the ARC team provide members the program offerings you have come to love by improving the Normal Township budget for senior services!

If you are unsure if you have access to any of the insurance incentive programs mentioned, you can have the MSRs at either ARC desk check our databases, or you can call the customer service number on the back of your insurance card.

If you have ARC membership through an insurance incentive program, you will still need to renew membership each year and sign an updated liability form.

#### Change to Insurance?

If you've made changes or expect changes to your insurance or supplement programs during open enrollment or at any point throughout the year, please notify ARC as these changes could impact your enrollment in SilverSneakers, RenewActive or Silver & Fit. If unsure of any changes, contact your insurance provider for details or reach out to Elizabeth Sanders at ARC.

### REDUCED FEE ARC MEMBERSHIP INFO

Those interested in becoming a member of ARC or those renewing their membership who meet the following requirements are eligible for a hardship reduction of the membership fee: Annual income < \$19,391 for a single person or annual income < \$26,228 for a couple. Speak to a manager for further details on the process. Proof of income is required. (monthly income statement, tax form, SNAP card, etc.)

### NEW MEMBER ORIENTATION

ARC will host a New Member Orientation October 23rd at 2:00 PM. Members who joined in September and October are encouraged to join ARC staff as they educate you on all that ARC has to offer! No registration required.

### ARC VISITOR PASSES

The purchase of a \$5.00 visitor pass allows a non-member (55+) to visit ARC and participate in programs at the center that do not have a participation fee for the period of one day during hours of operation. Payments made toward visitor passes will not be applied to the future purchase of an annual membership. Visitor passes can be purchased in-person at the ARC front desk. Visitors must bring a photo ID and complete visitor paperwork.

### MEMBERSHIP RENEWAL PROCESS

You can renew your ARC membership using the online GymMaster Member Portal on the ARC website or renew in person at ARC. **Membership Renewal When Soon to Expire:** Once logged in to the member portal, click the white "Renew" button under Membership Details. From the Choose a Membership screen, choose your membership type, then click the green "Continue" button. Tip: if you are not renewing through one of ARC's insurance-based incentive programs, you will choose the standard ARC Membership in red. Follow all on-screen prompts to sign a renewed liability waiver and submit any necessary payments. Payment will automatically process using the payment method used at last purchase, if you have a card saved to your profile and the card is not expired. **Membership Renewal if Expired:** Once logged in to the member portal, click the blue "Purchase" button and choose "Buy a New Membership." From the "Add New Membership" screen, choose your membership type, then click the green "Continue" button. Follow all on-screen prompts to sign a renewed liability waiver and submit any necessary payments.

#### Additional Member Portal Notes

If you are logging on to the Member Portal for the first time, use the email on file with ARC. Your temporary password is your cell phone number including area code and dashes. Use home phone number, if you don't have a cell phone.

The blue Booking button is used to register for one-time programs or classes, free or with a fee. The blue Purchase button is used to register for paid exercise classes or programs with multiple class dates in a session.

Use the Account button on the Member Portal welcome screen to find the Update Billing Info tab and the Account History tab. If you receive a failed billing notification, the Billing Info tab allows you to update payment details; the Account History tab shows successful & failed payments and allows you to resubmit payment for failed billings listed.

If your membership will expire before a class/program takes place, you won't be able to see or register for those programs in the Member Portal until you renew and have a membership that will be active on those program dates.



## NORMAL TOWNSHIP ARC

600 E Willow Street  
Normal, IL 61761

### HELP US REACH OUR FUNDRAISING GOALS THIS FALL

Make a gift now through the end of the year to help ARC support whole health wellness and build social connectedness for years to come.

The ARC Living Memorial Fund is proud to support ARC's mission to provide a modern, friendly atmosphere for socialization & fitness, recreational, nutritional & health support & assistance services for seniors by continuing to fund a comprehensive range of programs & services that promote wellness and build social connectedness.

We have many goals for the future of ARC as we grow & evolve to best meet the needs of our members and the community.

When you give a gift to the ARC Living Memorial Fund, you can choose to designate that gift to the green space project, fitness programming upgrades, classroom updates, or general support.

Two of the ARC team's goals for the next year are to **expand the shaded area of our new green space and supplement maintenance of the condition and quality of our new 9-year-old equipment and facility, while also building a contingency reserve for unplanned future expenses** not budgeted by Normal Township.

If each member made a gift of just \$30 to the Build the ARC Campaign from September through the end of the year, they could help raise nearly \$110,000 to support these goals.

#### Ways You Can Make a Donation Today

- On the ARC Living Memorial Fund page of ARC's website
- Stop by the center to fill out a donation form for cash or check gifts
- Use the "Donate" button on the ARC Facebook page - search @ARCNormal to find the page
- Send a gift by check in the mail using the donation envelope mailed to you by the ARC Living Memorial Fund Foundation Board

Gifts to the 2024 Build the ARC Campaign can be made now through the end of the year at ARC, on our website at [www.activityandrecreationcenter.org](http://www.activityandrecreationcenter.org) or on ARC's Facebook page.

### FLU & UPDATED COVID VACCINE BOOSTER CLINIC WITH MCHD

Mark your calendars for Wednesday, October 16th from 9 AM - 3 PM as ARC will host a walk-in COVID vaccine booster and flu shot clinic in the flex room. This clinic is open to ARC members and the public. Insurance information must be provided - either private or Medicare Part B. For more information, call 309-888-5455.

### PIGEON FORGE & SMOKY MOUNTAINS SHOW TRIP WITH FAITH IN ACTION

December 2nd—7th, 2024  
\$955/person, double occupancy

- 5 nights lodging, including 3 consecutive nights
- 3 morning shows—Smith Morning Variety Show, Patty Waszak Show, & Christmas Memories Show
- One afternoon show—"Icons" - the original legends show
- 3 evening shows—Country Tonic, Paula Deen's Lumberjack Feud Show, & "Arroy"
- Free time in historic Downtown Gatlinburg

Contact Faith in Action at 309-827-7780 to register or for more info!



# APPENDIX

## B

### SHIP Information From ARC Website

## Senior Health Insurance Program (SHIP) Services at ARC



### What is SHIP?

SHIP counselors are trained, certified, and experienced in offering one-on-one information for all aspects of Medicare, health insurance and drug plans. A program of ARC, SHIP provides assistance, explanations, and plan comparisons. There is never a cost, sales, or any insurance affiliations. SHIP is especially helpful for those new to Medicare who are trying to navigate the system and meet deadlines or to anyone wanting to lower current costs and understand options. Help is available by individual appointment at various times each month. Call ARC at 309-888-9099, and a counselor will return your call to set an appointment. Walk-in hours are available on the 2nd Thursday and 4th Monday of each month ONLY. Walk-ins start at 1 PM with no appointment needed and operate on a first come, first served basis. Help is available by individual appointment various times each month as well. Call ARC at 309-888-9099 and press 3 to leave a message for the SHIP team. A counselor will return your call to set an appointment. SHIP is a program of the Illinois Department on Aging.

Click [HERE](#) to visit the official Medicare site.

Click [HERE](#) to learn more about SHIP & the Illinois Department on Aging.

### Want to learn more about Medicare drug plans and Medicare Advantage plans?

We have two October presentations by SHIP counselors:

#### **Part D Prescription Drug Coverage Thursday, October 24, 10:00 AM**

How do Medicare's prescription drug plans work? Are there steps you can take to lower your prescription drug cost? What changes might be expected for 2025? This presentation will address these questions and offer pointers to help you determine if you could benefit from a review & compare this fall of available 2025 drug plans. The Plan Finder tool used by SHIP will be demonstrated. This presentation is Part D drug plan basic information in a group setting, not specific individual counseling. Information on scheduling time with SHIP counselors during the annual open enrollment can be found to the left.

**Part D Prescription Drug Coverage Thursday, October 24, 10:00 AM**

How do Medicare's prescription drug plans work? Are there steps you can take to lower your prescription drug costs? What changes might be expected for 2015? This presentation will address those questions and offer pointers to help you determine if you could benefit from a review & compare the full of available 2015 drug plans. The Plan Finder tool used by SHIP will be demonstrated. This presentation is Part D drug plan cost information in a group setting, not specific individual counseling. Information on scheduling time with SHIP counselors during the annual open enrollment can be found to the left.

**Medicare Advantage Tuesday, October 29, 4:30 PM**

This presentation will describe how to Medifera, switching current with a Medicare Advantage (MA) plan & how to change them, if you're currently wanted to enroll into a MA. Current statistics indicate that approximately 1/3 of MA at this time. Medicare now offers a lot of MA plans.

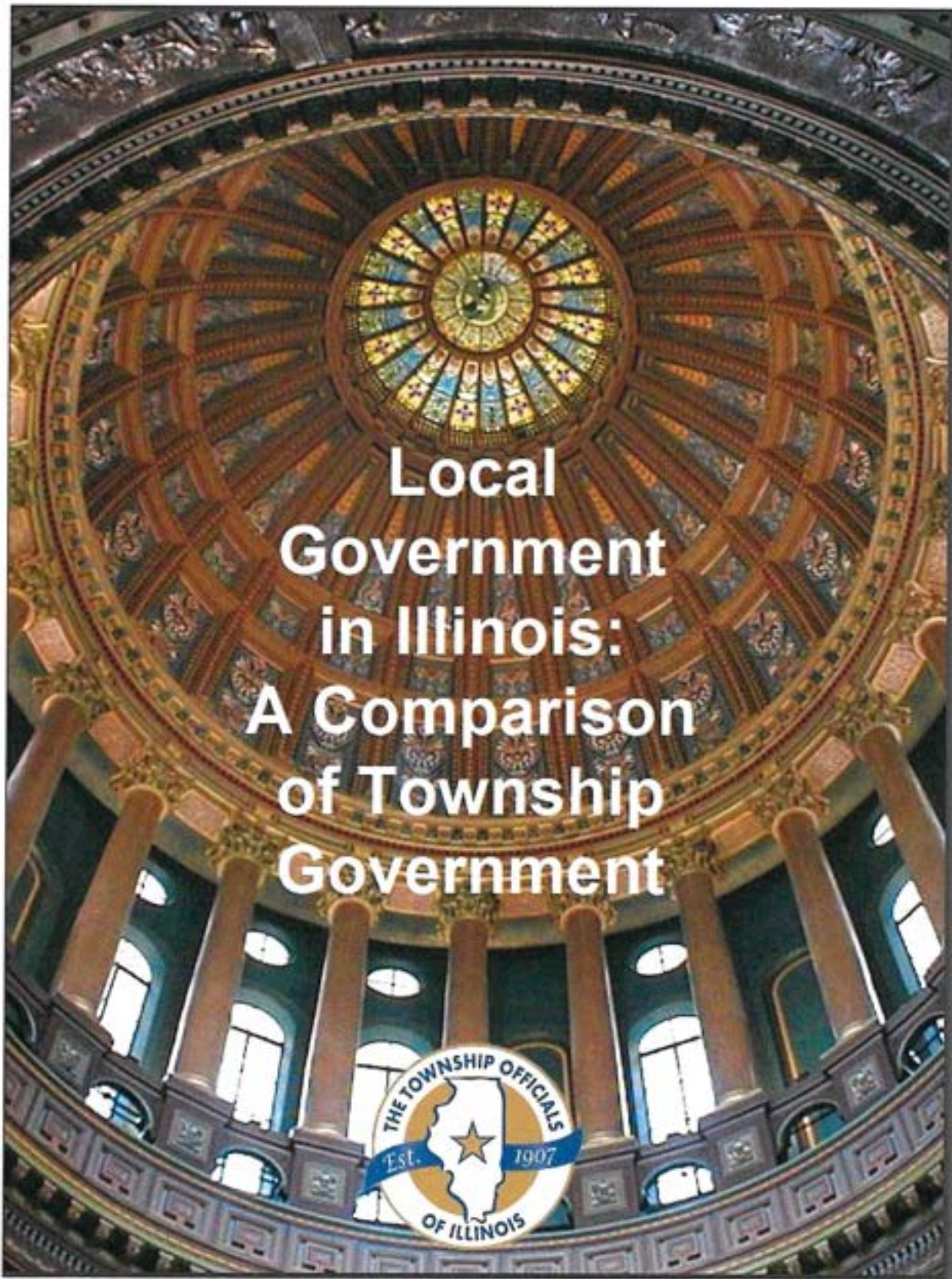
General information will be provided in a group setting with Q&A to follow. Personal advice, however, will only be given with SHIP Counselors for more in-depth review.

Both the Medicare Advantage and Part D presentations will be held in the ARC Association Recreation and/or community available online using the Medicare Forms and call the ARC at (507) 288-9099. You do not have to be an ARC member to attend SHIP. Learn more of the State of Minnesota Department on Aging.

# APPENDIX

## C

# Local Government in Illinois: A Comparison of Township Government



**Local  
Government  
in Illinois:  
A Comparison  
of Township  
Government**



# LOCAL GOVERNMENT IN ILLINOIS: A COMPARISON OF TOWNSHIP GOVERNMENT

## EXECUTIVE SUMMARY

### 1: Background

Illinois faces significant challenges in raising public revenue, with taxpayer concerns about high taxation levels. A proposed constitutional amendment for a graduated income tax by the Illinois General Assembly was rejected by voters in 2020. The level of taxation in Illinois has also been linked to net domestic outmigration, ranking behind only California and New York. Since the 2020 census, a net 364,000 residents have moved to other states and the District of Columbia.

Illinois has the most units of local governments in the United States, totaling 6,930, a factor that some interests have embraced as being responsible for the state's comparatively high tax rates. This has led to initiatives to abolish some local governments, consolidating their responsibilities into others. The targets of these campaigns are the state's townships, with proponents claiming that abolishment and consolidation with other governments would reduce the tax burden. This view is referred to as the "bigger is better" presumption.

The Township Officials of Illinois (TOI) has commissioned reports by *Demographia* to examine township financial performance, both statewide and in the Chicagoland area. This report updates the findings of the previous reports issued by TOI.

Most of the data analyzed for this report is from the Illinois State Comptroller's office for 2021.

### 2: Township Fiscal Performance

Each of the public services of Illinois townships and municipalities are provided exclusively to residents within non-overlapping geographic areas, avoiding duplication of the same services. Because of their materially differing mix of public services, direct fiscal per capita comparisons between townships and municipalities are not valid.

Township property tax revenues have increased at a slower rate than other local governments. From 2016 (the previous *Demographia* report) to 2021, township property tax revenues increased by 12.9 percent, compared to a 33.0 percent increase in municipalities and an 18.1 percent increase in special districts. Townships generally incur lower labor costs per employee than other types of local governments in Illinois. The salaries per employee in townships are the lowest among Illinois government types, partly due to greater use of part-time labor. This approach leads to savings in wages, salaries, and employer-paid benefit costs, ultimately resulting in lower tax rates for taxpayers, all else being equal.

### 3: Municipal Fiscal Performance by Population

This analysis indicates a strong relationship between the size (population) of municipalities and their fiscal performance in 2021 (as was also the case in the 2016 report). Larger municipalities have higher taxes, higher spending, and higher borrowing per capita. This contradicts the "bigger is better" presumption. That being the case, abolition of townships and consolidation of their services into municipalities is unlikely to improve cost effectiveness.

Efficiency in government spending depends on securing goods and services at the lowest possible cost, including labor. Smaller municipalities were found to rely more heavily on cost-effective part-time labor and paid substantially lower salaries compared to their larger counterparts. Contrary to the "bigger is better" presumption, smaller municipal governments account for a smaller percentage of statewide municipal taxes than their population share.

#### **4: Illinois Compared to Other States**

Illinois ranks 13<sup>th</sup> proportionately among the states in the number of local governments per million population. Taxation levels are not driven by the size of local governments. This is exemplified by Hawaii, that has the fewest local governments per million population, yet has higher taxation per capita. Similarly, Maryland has the second fewest number of local governments per million population, yet has taxation per capita nearly equal to that of Illinois. There is virtually no correlation between the number of governments per million and taxation per capita among the states.

#### **5: Academic Research**

While theoretical studies often predict cost savings through abolishment and consolidation with other governments, the literature on this topic often shows rising costs, and significant savings are virtually never reported.

Studies in Illinois and other states, as well as Pennsylvania, New York, and Ohio, have shown that smaller governments tend to maintain lower taxation, spending, and debt levels per capita than larger ones. This undermines the "bigger is better" presumption.

#### **6: Underlying Factors**

Factors that hinder cost reductions in abolishment and consolidations include the alignment of labor costs and service levels to those of the most expensive consolidating government and diminished political access for residents in the resulting larger jurisdictions. Larger governments often face stronger political pressures and may have higher costs.

#### **7: Government Closer to the People**

Larger municipal governments tend to tax, spend, and borrow more per capita. Research indicates that township governments have slower rising costs and less expensive labor structures compared to other types of governments.

## LOCAL GOVERNMENT IN ILLINOIS: CLOSER TO THE PEOPLE

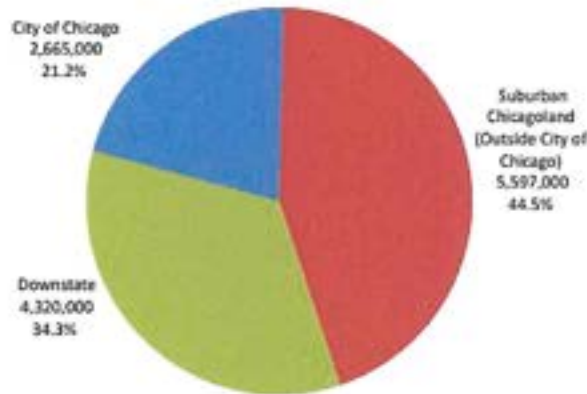
### I: BACKGROUND

Governments face serious challenges in raising revenues to fund their operations and infrastructure. The public concern in Illinois about the level of taxation was perhaps most effectively indicated in the electoral failure of a proposed constitutional amendment that would have imposed a graduated income tax in 2020. Further, some sources indicate that the state's recent population loss and third ranking net domestic outmigration (movement to other states) have been influenced by Illinois tax policies.<sup>1</sup>

Between the 2020 census (April 1) and the 2023 US Census Bureau population estimates (July 1), a net 364,000 Illinoisans moved to other states. Only California and New York suffered larger losses in net domestic migration.<sup>2</sup>

As of 2022, the population of Illinois, per the US Census Bureau, was 12.8 million.<sup>3</sup> The Chicagoland area had 65.7 percent of the population with 8.3 million residents. More than two-thirds of the Chicagoland population is in the suburbs (5.6 million), while the city of Chicago has slightly less than one-third, at 2.7 million. Downstate has 34.3 percent of the state population, at 4.3 million (Figure 1). Downstate's population now exceeds that of the city of Chicago by more than 60 percent.

Chicago, Chicagoland Suburbs & Downstate  
POPULATION & SHARE OF ILLINOIS: 2022



Source: US Census Bureau

Figure 1

<sup>1</sup> Tax Foundation (November 7, 2023, "How do taxes affect interstate migration," <https://taxfoundation.org/data/all/state-taxes-affect-state-migration-trends-2023/#:~:text=More%20Americans%20Moved%20to%20States,tax%20competitiveness%20and%20net%20migration.>

<sup>2</sup> US Census Bureau 2023 population estimates.

<sup>3</sup> Populations below the state level have not been reported for 2023, so that the Census Bureau 2022 estimates are used.

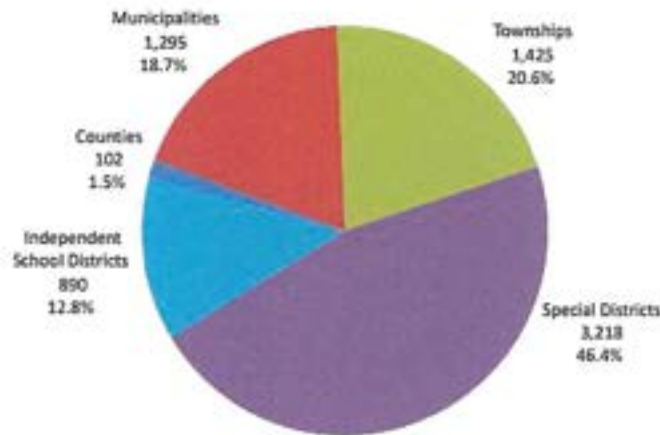


### Governments in Illinois

Recently released US Census of Governments data for 2022 indicates that Illinois has the most local government units of any state, with 6,930.<sup>4</sup> There are 3,218 special districts, ranging in size from the Chicago Transit Authority, the Regional Transit Authority and the Metropolitan Water Reclamation District of Greater Chicago to smaller authorities, such as drainage districts, housing authorities, park districts, sanitary districts, water districts, etc. (Figure 2). Illinois has the most special districts of any state. Illinois also has the highest number of municipalities (cities, towns and villages) at 1,295. The state ranks third in the number of independent school districts, behind California and Texas, with 890. Illinois also ranks third in the number of township governments, with 1,425,<sup>5</sup> behind Minnesota (1,779) and Pennsylvania (1,546).

These high numbers of local governments in the state seem indicative of an effectively operating local democracy, in which government is closer to the people.

### Number of Local Governments in Illinois 2022



Source: US Census Bureau

Figure 2

This level of local democracy has led some to advocate abolishment of some governments and consolidation of their functions into others. A principal purpose of these consolidation initiatives is to reduce taxation, under the popular and long held belief that “bigger is better” in local government. Despite the popularity of this position, the evidence shows the opposite, that larger local governments tend to tax and spend *more per capita*. In effect, governments that tend to tax and spend less per capita tend also to be smaller, and closer to the people.

<sup>4</sup> United States Census of Governments, 2022

<sup>5</sup> The Township Officials of Illinois database indicates a township count of 1,426 as of 2024.

Assertions that larger government units are inherently more cost-effective per person (per capita) than smaller units are generally little more than theoretical - before consolidation or abolishment. Post-consolidation evaluations are rare. Moreover analysis of local government performance by size (population) usually reveals larger governments to be much more costly in a variety of measures (Section 5).

In Illinois, townships have been the object of repeated proposals for abolishment and consolidation. Advocates assume that the services provided by townships can be seamlessly absorbed by other government units, resulting in cost savings for taxpayers.

In response, the Township Officials of Illinois commissioned *Demographia* (Wendell Cox Consultancy) to conduct a review. The resulting policy report, (2016) "Townships and Local Democracy in Illinois: A Report to the People," found that larger municipalities (measured by population) in Illinois tended to be more costly per capita than smaller ones. Moreover, the report indicated that available indicators of financial performance between townships and other local government units were positive. Another report examined the Chicagoland area, and made similar findings ("Local Democracy and Townships in the Chicagoland Area").

These reports were updated in 2016, in "Local Government Efficiency and Size in Illinois. Counting Tax Revenues, Not Governments." The 2016 report examined municipal data in the state by population size, as well as in Chicagoland and Downstate. It concluded that larger municipal governments tend have higher taxes and debt levels per capita. It further concluded that township governments have lower labor costs and taxes that were rising more slowly than other local government types.

This 2024 report analyzes the fiscal performance of "sub-county general purpose governments" as defined by the United States Census Bureau (municipalities and townships). The report offers a comparative evaluation of township financial performance relative to other forms of government in Illinois, using the latest data available from 2021, sourced from the state of Illinois Comptroller's Office. It is supplemented by data from the US Bureau of the Census and other primary sources. The conclusions of this report confirm those of the earlier reports.

## 2: TOWNSHIP FISCAL PERFORMANCE

Illinois townships are sub-county units of governments, in contrast to municipalities (which include cities, towns and villages) are incorporated under state law and perform most local government services. Township responsibilities are discussed in Box 1 (About Townships in Illinois).

Each of the public services of Illinois townships and municipalities are provided exclusively to residents within non-overlapping geographic areas, avoiding duplication of the same services. Because of their materially differing mix of public services, direct fiscal per capita comparisons between townships and municipalities are not valid.

### Property Tax Revenue Trend

Township property taxation indicates a positive trend compared to other types of local government. Township property tax revenues increased between 2014 (the data referenced in the 2016 *Demographia* report) and 2021 by 12.9 percent, compared to 33.0 percent in municipalities and 18.1 percent in special districts (Figure 3).

**Box 1****About Townships in Illinois**

Township government, established in Providence, Rhode Island in 1636, is the oldest existing unit of government continuing to serve on the North American continent. Township government was in existence for 140 years prior to the signing of the Declaration of Independence in 1776. The wording of the Declaration of Independence reflects the fact that 38 of its 56 signers had experienced the benefits of township government.

The Declaration's statement that "government should derive its just powers from the consent of the governed" is demonstrated at the Annual Town Meeting held on the second Tuesday of each April. The Annual Town Meeting is still an important function of our nation's 17,000 townships after more than 360 years. The Illinois Constitution of 1848 gave voters in each county the opportunity to adopt Township Government. By 1850, the first township governments began operation. Today, 85 of Illinois 102 counties operate under the township form of government and the 1,426 townships serve more than 8 million citizens.

**Functions of Illinois Townships**

By law, Illinois townships are charged with three basic functions: 1) general assistance for the indigent; 2) the assessment of real property for the basis of local taxation; and 3) maintenance of all roads and bridges outside federal, state, and other local jurisdiction.

**Road and Bridge Maintenance**

Township Government maintains over 71,000 miles of roads in Illinois - a full 53 percent of all thoroughfares in the state.

**General Assistance**

Townships provide food, shelter and emergency relief for needy people until they are able to support themselves. Many townships in Illinois operate food banks that guarantee the necessities of life for children.

**Property Assessment**

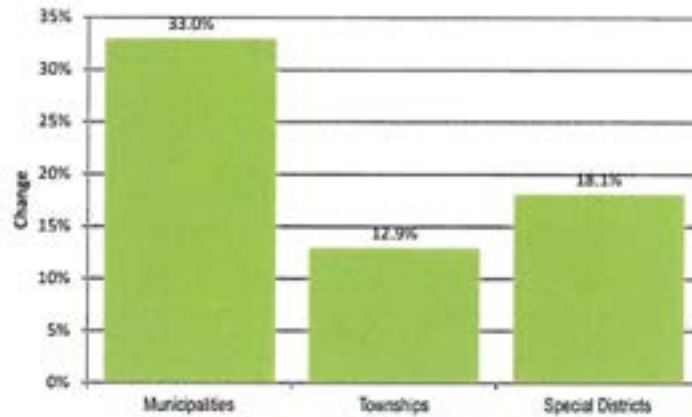
Townships establish the value of all real property in the township. The township assessor, in fact, is the only elected governmental official who must pass approved courses of instruction before standing for election to office.

**Other Services**

Beyond the three mandated services, Township Government provides other vital services to the people next door. This may include senior citizens programs, youth programs, assistance to the disabled, parks and recreational facilities, health services and cemetery maintenance. In this regard, township government serves its neighbors from the cradle to the grave.

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**Property Tax Revenue Trend: 2014-2021**  
**ILLINOIS: BY TYPE OF LOCAL GOVERNMENT**



From: Illinois Comptroller data.

**Figure 3**

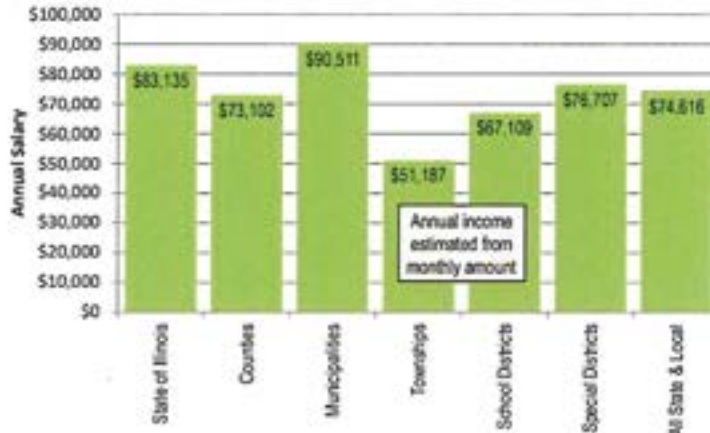
**Employee Compensation by Type of Government**

Townships have generally lower labor costs than other categories of Illinois local governments. In 2022, the highest average full-time salaries were in municipalities, at an annual rate of \$90,500 followed by the state, at \$83,100. Municipal full-time salaries were 77 percent higher than that of townships, which were the lowest, at \$51,200. County full-time salaries were approximately 30 percent higher than township salaries, at \$73,100. Special District average full-time salaries were \$76,700, 50 percent above township salaries. School district salaries were about 30 percent higher than township full-time salaries, with an average of \$67,100 (Figure 4).

Townships have the lowest average salaries per employee (full-time and part-time) among the types of Illinois governments (Figure 5).

This lower township figure is driven by the greater use of part-time labor. This not only results in savings on wages and salaries but also reduces employer paid fringe benefit costs. Wherever costs are minimized, in capital, materials or labor, taxpayers are best served, all else equal (Figure 6).

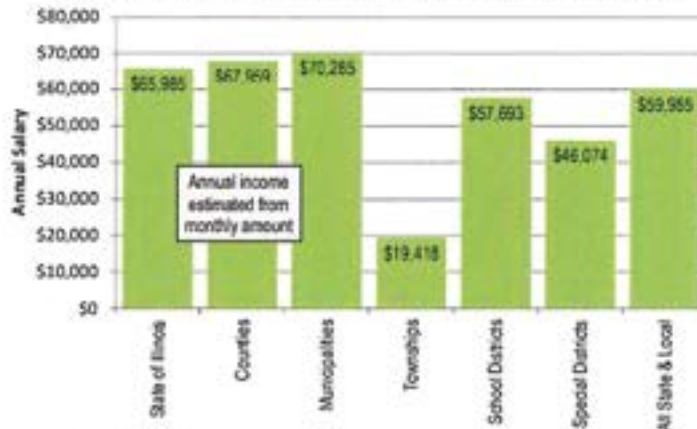
### Average Salary by Type of Government ILLINOIS: FULL TIME EMPLOYEES: 2022



Derived from: Census Bureau

Figure 4

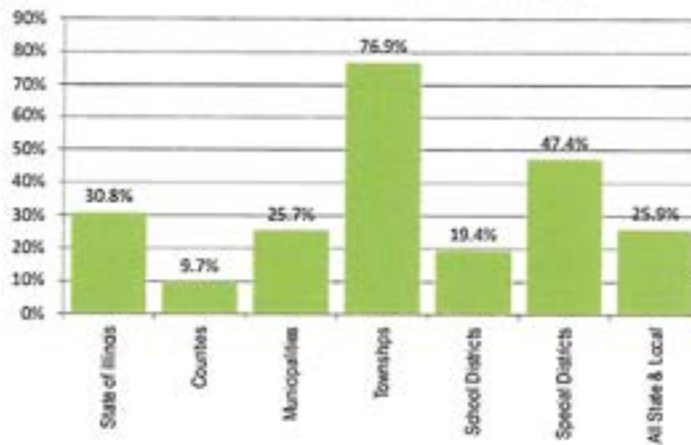
### Average Salary by Type of Government ILLINOIS: PART TIME & FULL TIME EMPLOYEES: 2022



Derived from: Census Bureau

Figure 5

## Part Time Employment SHARE OF TOTAL EMPLOYMENT: 2022



From: Census Bureau Financial Data.

Figure 6

### 3: MUNICIPAL FISCAL PERFORMANCE BY POPULATION

The abolition of townships would involve consolidation of their functions principally in municipalities, which proponents contend would save taxpayers money. The reality is, however, that larger municipalities generally have higher taxes than smaller municipalities, and they are able to incur more debt.

This section analyzes the relationship between municipal population categories and fiscal performance in Illinois. The data is from the Illinois State Comptroller's office for 2021 (reported as of October 1, 2023), and includes 1,193 municipalities. Statewide data is also provided for the six county Chicagoland area (Cook, DuPage, Kane, Lake, McHenry and Will counties) and Downstate (balance of the state). Financial data is presented in medians, the middle point in each category, rather than the average. This reduces the upward skewing of values that can result from averages.

#### Local Taxation per Capita

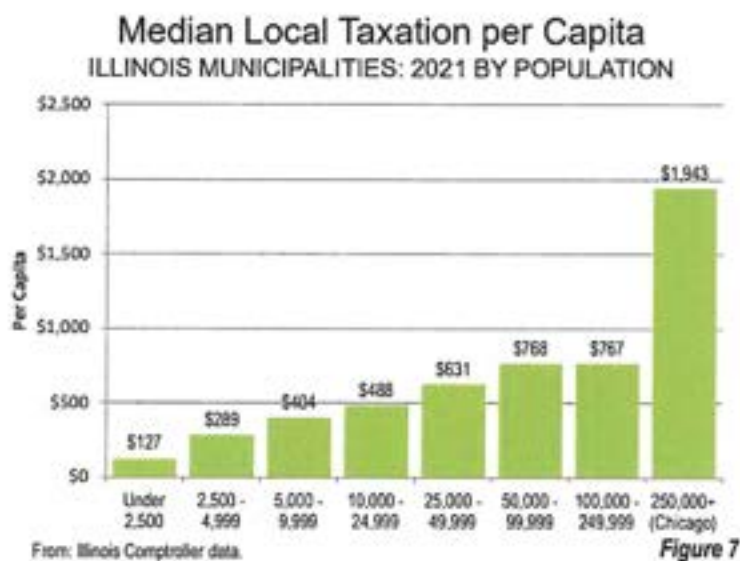
Local taxation per capita tends to exhibit a "stairstep" relationship, with larger jurisdictions, measured by population, generally exhibiting higher local taxes per capita.

The smallest municipalities (under 2,500 residents) have the lowest median local tax revenues of \$127 per capita (Figure 7). This rises to \$289 in the second smallest category (2,500 to 4,999 residents). Median local taxation generally rises through the population categories to \$768 annually in the second largest category (100,000 to 249,999 population). The largest category, which includes only the city of Chicago, had median per capita local tax revenues of \$1,943 annually. This is 15 times the \$127 in the smallest population category. This population category includes only the city of Chicago, which at 2.7 million residents, is about 15 times as large as the second most populous municipality (the city of Aurora, with 180,000 residents).

Excluding the highest population category (city of Chicago), the highest local taxation per capita was in the 100,000 to 249,999 population category, with its \$768 per capita, 6.0 times that of the smallest population category.

The stairstep relationship is generally evident both in the Chicagoland area and Downstate (Figure 8). In Chicagoland, median municipal taxation per capita ranges from \$357 in the smallest population category to \$1,943 in the largest, 5.5 times that of the smallest population category. Among municipalities from 50,000 to 99,999 and 100,000 to 249,999 population, municipal taxation was over \$750 per capita, nearly six times the level of the smallest population category.

Downstate, the range is from \$124 in per capita municipal taxation in the under 2,500 population category to \$808 in the 50,000 to 99,999 category. This is approximately six times that of the smallest population category.



#### Combined State and Local Tax Support per Capita

Higher combined state and local tax support per capita is associated with higher municipal population, again generally in a stairstep relationship. The lowest median municipal state and local tax support is in the smallest population category (under 2,500 residents), at \$437 (Figure 9) to \$705 in the second smallest category (2,500 to 4,999 residents). The highest median state and local tax support is in the most populous category (250,000 and over), at \$2,426.

The highest population category (250,000 and over) had median municipal state and local tax support 5.6 times that of the smallest population category (under 2,500). Excluding the city of Chicago, the largest population categories (over 50,000) had median municipal state and local tax support 2.9 times that of the smallest population category.

## Median Local & State Tax Support per Capita ILLINOIS MUNICIPALITIES: 2021 BY POPULATION



From: Illinois Comptroller data.

Figure 9

The stairstep relationship is evident both in the Chicagoland area and Downstate. In Chicagoland, median state and local tax support per capita ranges from \$694 in the smallest population category to \$2,426 in the largest, 3.5 times that of the smallest population category (Figure 10). Among municipalities from 50,000 to 99,999 and 100,000 to 249,999 population, state and local tax support was approximately \$1,250, 1.8 times that of the smallest population category.

Among Downstate municipalities, the range is from \$435 per capita in the under 2,500 population category to between \$1,225 and \$1,245 in the 25,000 to 49,999, 50,000 to 99,999 and the 100,000 to 249,999 categories, nearly triple that of the smallest population category.

### General Expenditures per Capita

General fund expenditures (General expenditures) per capita also exhibited a stairstep relationship. The lowest general expenditures were in the under 2,500 population category, at \$360 per capita (Figure 11). This rises to \$532 in the 2,500 to 4,999 population category. The largest population category (250,000 and over) had the highest municipal expenditures at \$1,737 per capita, 4.8 times that of the smallest population category.

Excluding the city of Chicago, the highest per capita municipal expenditures were in the 100,000 to 249,999 population category, at \$1,096, three times that of the smallest population category.

As with the measures of taxation, there was a strong association between higher median expenditures per capita and larger units of government statewide in both Chicagoland and Downstate (Figure 12).



## Median Local & State Tax Support per Capita CHICAGO & DOWNSTATE MUNICIPALITIES BY POP.

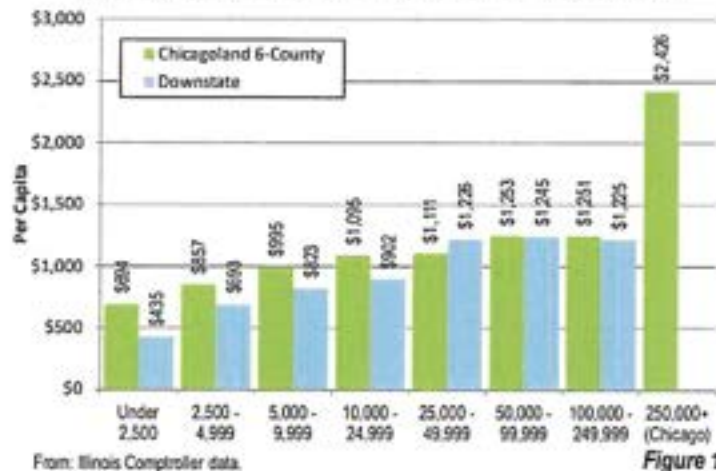


Figure 10

In Chicagoland, the range in municipal taxation per capita was from \$735 in the under 2,500 population category, to \$1,737 in the most populous category (Chicago). The largest population category had expenditures per capita 2.4 times that of the smallest population category. Outside of Chicago, the highest median municipal expenditure level was \$1,096 per capita, in the 100,000 to 249,999 population category, 1.5 times that of the lowest population category.

Downstate, the range in municipal taxation per capita was from \$354 in the smallest population category to \$1,077 in the 100,000 to 249,999 population category, 3.0 times that of the smallest population category.

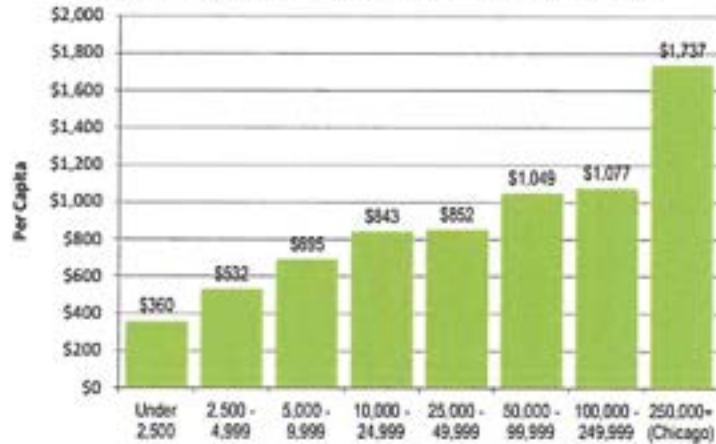
### Debt per Capita

The debt levels also generally illustrated a stairstep relationship. The smallest municipal categories exhibit the lowest debt levels with the smallest population categories (Under 2,500 and 2,500 to 4,000) having zero (\$0) debt (Figure 13).

In the 5,000 to 9,999 population category, municipal debt was \$72 per capita. Municipal debt per capita was highest in the highest population category (Chicago), at \$7,572 per capita. The highest debt per capita other than Chicago was in the 50,000 to 99,999 population category, at \$807 per capita.

In Chicagoland, the median debt level per capita was zero (\$0) in the municipal population categories with fewer than 5,000 residents (Figure 14). Municipalities from 5,000 to 9,999 population had debt per capita of \$144, rising to \$7,572 in Chicago. Among the Chicagoland municipalities outside the city of Chicago, the highest debt per capita was in the 50,000 to 99,999 population category, at \$877.

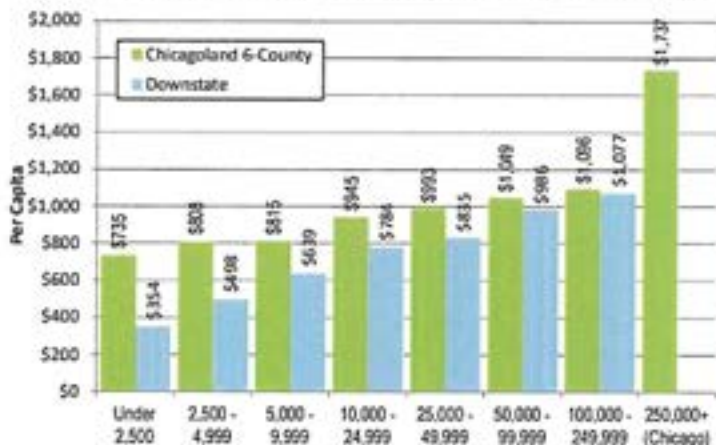
### Median General Expenditures per Capita ILLINOIS MUNICIPALITIES: 2021 BY POPULATION



From: Illinois Comptroller data.

Figure 11

### Median General Expenditures per Capita CHICAGO & DOWNSTATE MUNICIPALITIES: 2021 BY POP.

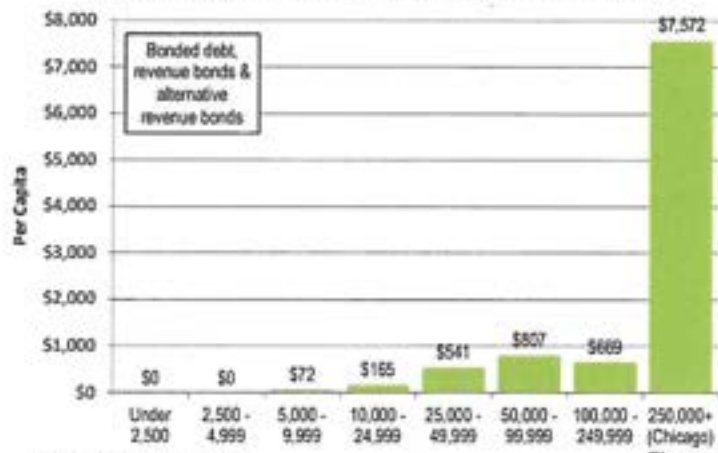


From: Illinois Comptroller data.

Figure 12

Downstate, the population categories under 5,000 had median debt per capita of zero (\$0). The debt per capita in the 5,000 to 9,999 population category was \$10. The highest Downstate municipal debt per capita was \$1,059 in the 100,000 to 249,999 population category.

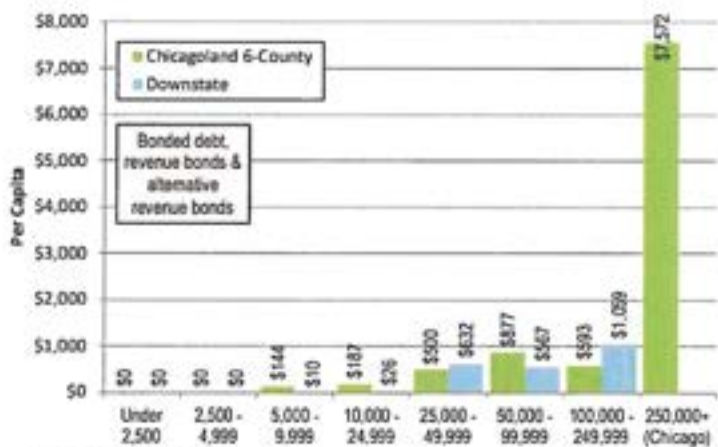
### Median Debt per Capita: 2021 ILLINOIS MUNICIPALITIES: 2021 BY POPULATION



From: Illinois Comptroller data.

Figure 13

### Median Debt per Capita: 2021 CHICAGO & DOWNSTATE MUNICIPALITIES BY POP.



From: Illinois Comptroller data.

Figure 14

This section has shown that larger municipalities have higher taxes per capita, spend more per capita, and have more debt per capita than smaller municipalities. This relationship is evident both in Chicagoland and Downstate.

### Labor Indicators

Efficient public administration requires that governments purchase goods and services at no more than the market rate, including labor. US Census Bureau estimates indicate that wages and salaries accounted for approximately 36 percent of gross annual Illinois local government expenditures in 2022. This does not include fringe benefits (employer paid benefits). If the national state and local government fringe benefit rate (37.8 percent) is applied to Illinois municipal government employee compensation would account for 50 percent of total expenditures.<sup>6</sup>

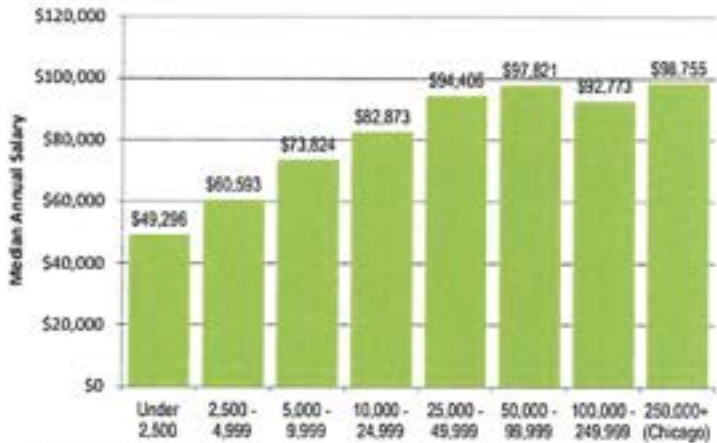
**Employee Compensation:** Median municipal salaries also exhibit a stairstep relationship, with higher values in the higher population categories.

The lowest median municipal annual full-time salaries are observed in the smallest population category (under 2,500 residents), averaging approximately \$49,300 annually. The highest municipal full-time salaries are in the largest population category, (Chicago) at \$98,800 (Figure 15).

In Chicagoland, the lowest full-time annual salaries are in the smallest population category (under 2,500), at \$71,800 (Figure 16). The highest full-time salaries are in the 100,000 to 249,999 population category, at \$104,800.

Downstate, the lowest median full-time annual salaries were in the smallest population category, at \$48,600, while the highest were in the top population category (50,000 to 99,999), at \$87,700.

**Median Full-Time Annual Salary Per Employee  
ILLINOIS MUNICIPALITIES: 2022 BY POPULATION**

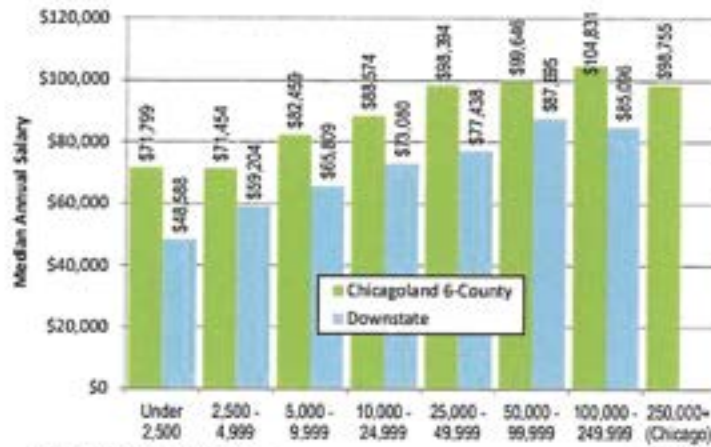


Derived from Census Bureau data.

**Figure 15**

<sup>6</sup> Calculated from US Census Bureau government finance database and US Department of Commerce, Bureau of Economic Analysis data.

## Median Full-Time Annual Salary Per Employee CHICAGO & DOWNSTATE MUNICIPALITIES BY POPULATION



Derived from Census Bureau data.

Figure 16

**Full-Time and Part-Time Employment:** The use of part-time labor is common practice in many Illinois municipal governments. Part-time employment can be more cost effective and is more prevalent in smaller municipalities, undermining the notion that "bigger is better." This metric also reveals a staircase relationship, though it is reverse - lower use of part time labor is associated with smaller governments.

Among the smallest municipalities (with fewer than 2,500 residents), approximately 88 percent of employees work part-time. In the next population category (2,500 to 4,999 residents), part-time employment accounts for around 52 percent of total employment. The lowest prevalence of part-time employment is in municipalities with 100,000 to 249,999 population, at 3.8 percent. In the largest population category (the city of Chicago), part time employment is at 4.0 percent (Figure 17).

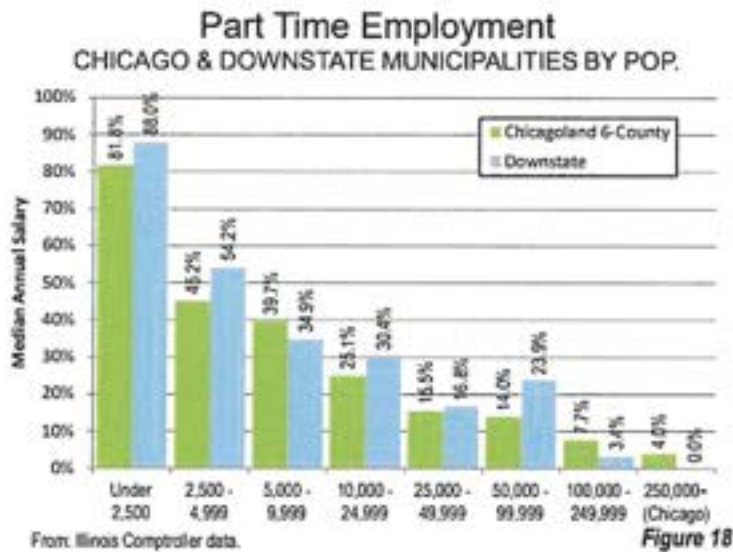
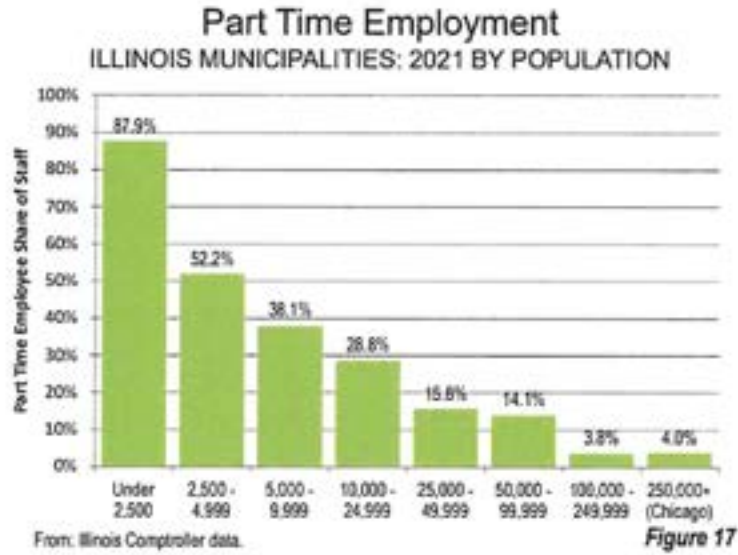
In Chicagoland and Downstate, higher rates of part-time employment are associated with smaller municipalities (Figure 18). In Chicagoland, the highest part-time employee rate is in the smallest population category (under 2,500) at 82 percent, while the lowest is in the largest population category (250,000 and over) at 4.0 percent.

Downstate, the highest part-time employee rate is in the smallest population category (under 2,500) at 88 percent, while the lowest is in the largest population category (100,000 to 249,999) at 3.4 percent.

### Municipal Financial Performance: The State Context

Outside of the city of Chicago, all of the municipal population size categories collect a smaller percentage of statewide municipal tax revenues than their share of population. Chicago accounts for more than 51 percent of the local taxes collected in the state, despite having only 26 percent of the state population (Figure 19).

A similar conclusion is drawn from the data on state and local tax support (Figure 20). The state and local tax support of municipalities is in the largest population category (Chicago) is 42 percent of the state total, significantly greater than Chicago's 26 percent of the state population. In all other population categories, the percentage state and local tax support to municipalities is less than their corresponding population.



### Local Tax Share v. Population Share ILLINOIS MUNICIPALITIES: 2021

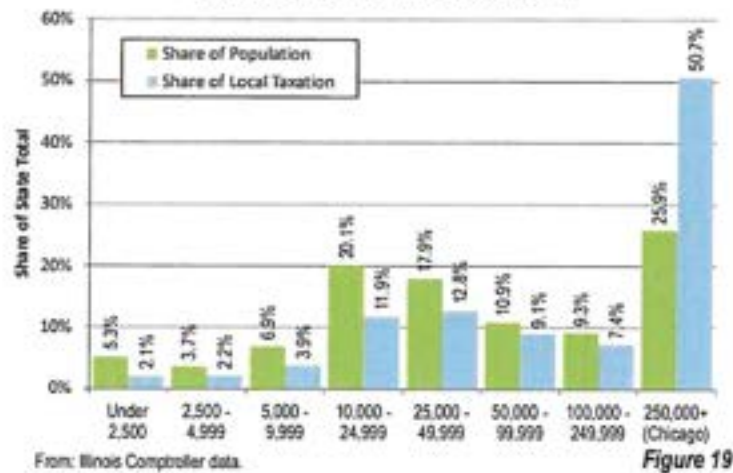


Figure 19

### State & Local Tax Share v. Population Share ILLINOIS MUNICIPALITIES: 2022

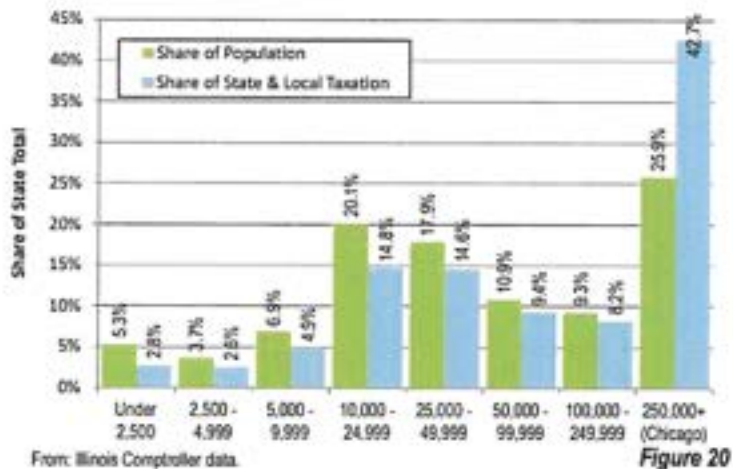


Figure 20

As noted above, there is a predominantly stairstep relationship between the population of municipalities in Illinois and their less effective financial performance per capita. The data shows that smaller municipalities, rather than larger municipalities, tax less per capita, spend less per capita and borrow less per capita, while their labor costs are lower.

All of this is contrary to the contention that “bigger is better” in municipal fiscal performance.

#### 4: ILLINOIS COMPARED TO OTHER STATES

The presumption that more efficient local government is associated with higher taxation is not only refuted by Illinois data (Section 3) but also by data from the other states.

While Illinois has the most state and local governments, proportional adjustment for its large population drops its rank to 13<sup>th</sup>, at 545 governments per million population (Table: Comparing Local Taxes and Spending Between States: Caveats). Various observations undermine the premise that a larger number of local governments are associated with higher taxation.

- Hawaii has the *fewest* local governments per million population among the states, with only 15. Notably, Hawaii lacks municipalities, relying solely on counties as the only local general-purpose level of government as well as on the state. Moreover, Hawaii has no independent school districts, with elementary and secondary education administered by the Hawaii State Department of Education. Despite having *97 percent fewer* local governments per million population than Illinois, Hawaii has *higher* per capita state and local taxation. This is inconsistent with the “bigger is better” presumption that more governments is associated with greater taxation.

**Table**  
**Governments per Million Residents Compared to State & Local Taxation: 2021**

State	Taxation per		Govts./1m		State	Taxation per		Govts./1m	
	Capita	Population	Rank	Rank		Capita	Population	Rank	
1 New York	\$ 10,331	174	34		26 Indiana	\$ 5,361	387	20	
2 Connecticut	\$ 9,424	172	35		27 Ohio	\$ 5,343	331	25	
3 California	\$ 9,217	114	42		28 Wyoming	\$ 5,204	1,370	3	
4 New Jersey	\$ 8,305	144	36		29 New Mexico	\$ 5,175	479	17	
5 Massachusetts	\$ 8,107	123	40		30 Nevada	\$ 5,106	60	47	
6 Hawaii	\$ 7,756	15	50		31 Montana	\$ 5,103	1,108	7	
7 Vermont	\$ 7,528	1,127	6		32 Michigan	\$ 4,980	285	28	
8 Minnesota	\$ 7,457	638	8		33 North Carolina	\$ 4,869	92	44	
9 Illinois	\$ 7,350	545	13		34 Texas	\$ 4,861	181	33	
10 Maryland	\$ 7,242	56	49		35 Arkansas	\$ 4,857	509	16	
11 North Dakota	\$ 7,012	3,424	1		36 Louisiana	\$ 4,835	112	43	
12 Maine	\$ 6,791	606	12		37 West Virginia	\$ 4,697	365	22	
13 Delaware	\$ 6,717	332	24		38 Kentucky	\$ 4,674	293	27	
14 Washington	\$ 6,663	245	29		39 South Dakota	\$ 4,655	2,138	2	
15 Rhode Island	\$ 6,488	118	41		40 Arizona	\$ 4,640	91	45	
16 Oregon	\$ 6,485	355	23		41 Missouri	\$ 4,638	611	10	
17 Colorado	\$ 6,404	540	14		42 Idaho	\$ 4,582	614	9	
18 Nebraska	\$ 6,353	1,293	4		43 Georgia	\$ 4,578	128	39	
19 Pennsylvania	\$ 6,255	371	21		44 Oklahoma	\$ 4,465	459	18	
20 Virginia	\$ 6,187	60	48		45 Mississippi	\$ 4,441	329	26	
21 Kansas	\$ 5,944	1,291	5		46 South Carolina	\$ 4,413	129	38	
22 Iowa	\$ 5,928	607	11		47 Florida	\$ 4,381	78	46	
23 Wisconsin	\$ 5,705	527	15		48 Tennessee	\$ 4,259	130	37	
24 Utah	\$ 5,652	185	32		49 Alabama	\$ 4,237	237	31	
25 New Hampshire	\$ 5,409	390	19		50 Alaska	\$ 4,189	244	30	
					50 States	\$ 6,320	272		

Sorted by taxation per capita  
Source: Derived from Census Bureau data.



- Maryland has the second smallest number of local governments per million population, with only 56, barely one tenth that of Illinois. Yet, Maryland's state and local taxation per million residents is only 1.5 percent below that of Illinois. For a state with such a small number of local governments to virtually equal the taxation per million residents of Illinois undermines the "bigger is better" presumption that more governments is associated with greater taxation.
- There are eight states with higher taxation per capita than Illinois. Six of these eight states have *fewer* governments per million residents. This is inconsistent with the "bigger is better" presumption that more governments is associated with greater taxation.
- Among the 12 states with a larger number of state and local governments per million residents than Illinois, two exhibit higher state and local taxation rates, whereas 10 have lower state and local taxation per million population than Illinois. This is inconsistent with the "bigger is better" presumption that more governments is associated with greater taxation.

Indeed, there is virtually no correlation between the number of governments per million residents and state and local per capita taxation, with a correlation coefficient of 0.002 on a scale ranging from minus 1.000 (maximum negative correlation) to plus 1.000 (maximum positive correlation)

Finally, because of differences in the mix of state and local government responsibility between the states, comparison of taxation must be at the state and local level, rather than state to state or local to local (Box 2).

## 5: ACADEMIC RESEARCH

Various academic studies have concluded that local government abolishments and consolidations result in lower taxes and spending. However, the genuine effects of local government abolishments and consolidations become apparent only after their implementation. Such evaluations are rare, and the spending reductions promised are usually not achieved.

For example:

Economist Elinor Ostrom, in her Nobel Prize acceptance lecture for work in economic governance (2009), criticized the focus on the number of government agencies rather than understanding why they were created and how they performed. In her Nobel Prize lecture, she lamented that: "The changes recommended are presumed to lead to the postulated consequences without need for empirical investigation of the relationships involved."

The Toronto municipal consolidation (the largest in North American history except for the 1898 New York City consolidation) illustrates how projections of savings can turn into higher costs. Harvey Schwartz, an economics professor at the University of York (Canada) reported that huge cost savings were predicted by the government of Ontario, which forced the consolidation. Instead, costs rose.<sup>7</sup> According to the Toronto Business Alliance, a central city business association:

*The consolidation of the City of Toronto has not produced the overall cost savings that were projected. Although there have been savings from staff reductions, the harmonization of wages*

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<sup>7</sup> Harvey Schwartz, "Toronto: Trouble in the Megacity facing a financial crisis in 2010" <https://policyoptions.irpp.org/magazines/after-copenhagen/toronto-trouble-in-the-megacity-facing-a-financial-crisis-in-2010/>

and service levels has resulted in higher costs for the new City. We will all continue to feel these higher costs in the future.<sup>8</sup>

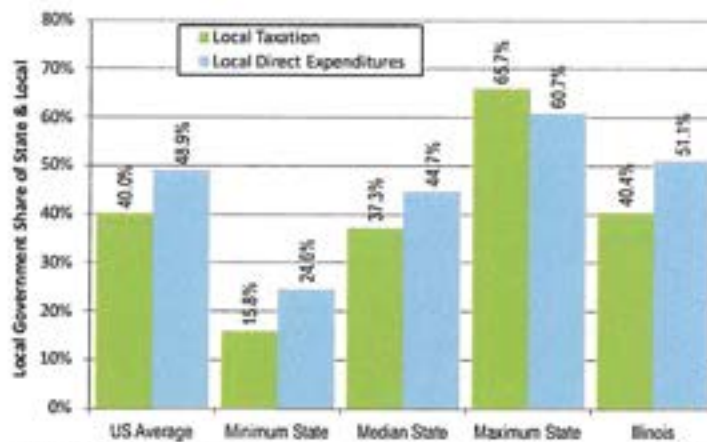
**Box 2:**

**Comparing Local Taxes and Spending Between States: Caveats**

Interstate fiscal analyses often compare local taxation between states. However, interstate local or state comparisons can be inherently invalid, because of the substantial variation in functions performed by the two levels of government. Some states rely on local taxation more than others (Figure 21).

- The median local government taxation per capita among the states is 37.3 percent of combined state and local tax revenue, and 62.7 percent state taxation. Local tax revenues range from only 15.8 percent of total state and local taxation in Delaware to 65.7 percent in Alaska. There is a range of 4.2 times between the highest and lowest taxed states. In Illinois, 40.4 percent of state and local tax revenue is from local taxes.
- The median local direct expenditures per capita among the states is 48.9 percent the combined state and local direct expenditures, leaving 51.1 percent at the state level. Local direct expenditures range from only 24.6 percent of combined state and local expenditures in Hawaii to 60.7 percent in Nebraska. There is a range of 2.5 times between the highest and lowest states in direct expenditures per capita. In Illinois, 51.1 percent of combined state and local tax expenditures are at the local government level.

**Local Share of Taxation & Expenditures  
UNITED STATES 2021**



Derived from Census Bureau data

Figure 21

<sup>8</sup> Toronto City Summit Alliance, *Enough Talk: An Action Plan for the Toronto Region*, April 2003; [http://www.torontoalliance.ca/docs/TCSA\\_report.pdf](http://www.torontoalliance.ca/docs/TCSA_report.pdf), accessed April 14, 2007.

In an academic review conducted for the Michigan Senate, economist Eric Scorsone pointed out a common trend where the actual outcomes often fall short of the pre-consolidation and abolition expectations. Scorsone found that: ... *there is no clear relationship between spending per capita and total number of local governments or number of persons per local government* at the national level. He made a similar conclusion with respect to Midwestern states. Scorsone found that: *the evidence seems to point to the fact that a policy of local government consolidation may not be effective in reducing or slowing the growth rate of governmental costs.*<sup>9</sup>

A review of consolidation literature prepared by Mark Holzer at Rutgers University for the State of New Jersey Local Unit Alignment, Reorganization and Consolidation Commission indicates that "cost savings are not assured," and that "most consolidations fail."<sup>10</sup>

Nelson Wikstrom at Virginia Commonwealth University assessed that metropolitan government consolidation was "rather tired, weak and unimpressive" and such proposals have rarely been implemented. This has "demonstrated the wisdom of the electorate, as manifested by its general negative political behavior toward reform proposals, exceeded the perception of scholars of urban government."<sup>11</sup>

Governance expert Robert Bish, from the University of Victoria (Canada), emphasized that the ultimate measure of local government efficiency is their relative expenditures per capita for quality public services, not a count of jurisdictions or taxing districts.

A US National Research Council study indicated: *There is general agreement that consolidation has not reduced costs (as indicated by some reform advocates) and, in fact, may have even increased total local expenditures.*<sup>12</sup> Relying on prospective studies to market abolition and consolidation proposals tends to be spurious, confusing announcement of a policy goal with achievement.

Sometimes higher level governments have established incentives for abolition and consolidation. This practice can distort decision making and result in less optimal outcomes.<sup>13</sup> The fundamental problem with such incentives is that they are based on the usually unreliable "bigger-is-better" presumption.

#### **Efficiency and Larger Local Governments: Research in Four U.S. States**

Over the past 15 years, there have been proposals in at least four U.S. states (including Illinois) to either compel or strongly encourage local government abolishment and consolidations. The primary goal has been to enhance efficiency, with proponents contending that the multiplicity of local governments results in higher spending levels and higher taxes, and that reducing the number of governments would lower taxes and spending.

These four states rank in the top 10 in the number of local government units, including Illinois (#1 in number of governments), Pennsylvania (#3), Ohio (#5), and New York (#9).

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<sup>9</sup> Scorsone, 2010.

<sup>10</sup> Marc Holzer, *Literature Review and Analysis Related to Municipal Government Consolidation*, State of New Jersey, Local Unit Alignment, Reorganization, and Consolidation Commission, 2009. [nj.gov/dea/affiliates/luarec/pdf/final\\_consolidation\\_report.pdf](http://nj.gov/dea/affiliates/luarec/pdf/final_consolidation_report.pdf).

<sup>11</sup> Nelson Wikstrom (1978) "A Reassessment Metropolitan Governmental Consolidation," *Growth and Change* <https://onlinelibrary.wiley.com/doi/10.1111/j.1468-2257.1978.tb00353.x>

<sup>12</sup> Alan Altshuler and William Morrill and the Committee on Improving the Future of U.S. Cities Through Improved Metropolitan Area Governance, *Governance and Opportunity in Metropolitan America*, National Research Council.

<sup>13</sup> Oakerson, *Governing local public economies*.

Supporters of consolidation generally claimed that there would be substantial savings, however cited theoretical “before the fact” evidence, rather than actual “after-the-fact” reality.

In response to these initiatives, *Demographia* was commissioned to produce reports analyzing Pennsylvania, New York, Ohio and Illinois (with both statewide and Chicago metropolitan area reports).<sup>14</sup> Each of these reports tested the presumption that larger units of government were more efficient, with lower taxation and lower expenditure levels per capita. However, in each case, the opposite was observed: lower levels of taxation, spending and debt per capita were associated with *smaller* governments. This trend was consistent with analyses of municipality data in the United States Census Bureau database.

In Ohio, a well-financed campaign had claimed that small local governance structure “creates a staggering array of costs” and implied that this reality led to a “trade-off” between the “desire of citizens for more accessible and responsive governments” (smaller governments). Yet, with more than 2,200 local general purpose governments (municipalities and townships), expenditures were considerably less in the smaller population categories.

Two of the states, Pennsylvania<sup>15</sup> and Ohio,<sup>16</sup> have established programs to identify and assist local governments that become financially distressed. In both states, the incidence of financial distress (measured relative to the number of governments in population categories) is the lowest among smaller governments and rises to the highest among larger governments. In contrast, both of these states have seen their largest municipalities in financial distress, nearing or entering bankruptcy (Philadelphia, Cleveland and Pittsburgh).

## 6: UNDERLYING FACTORS

The following factors make it particularly difficult for abolitions and consolidations to reduce taxes and spending.<sup>17</sup>

### Aligning Labor Costs and Service Levels

Government consolidations can result in increased costs due to the necessary alignment of labor costs with the structure of the most expensive consolidating government. Given that labor compensation constitutes the largest portion of local government expenditure, this “leveling up” can significantly inflate overall expenses.

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<sup>14</sup> Wendell Cox, *Growth, Economic Development and Local Government Structure in Pennsylvania*, Pennsylvania Association of Township Supervisors, 2005. <http://demographia.com/localgov/PA.pdf>, Wendell Cox, *Government Efficiency: The Case for Local Control*, Association of Towns of the State of New York, <http://www.nyassessor.com/Portals/3/documents/caseforlocalgovernment.pdf>, 2008, Wendell Cox, *Local Democracy in Ohio: A Review of City, Village and Township Performance by Size*, Ohio Township Association, 2012.

<sup>15</sup> Demographia, *Policy Analysis: The Pennsylvania Distressed Municipalities Program (Act 47)*, <http://www.demographia.com/dh-distress.pdf>, 2011.

<sup>16</sup> Cox, 2012, *Local Democracy in Ohio*.

<sup>17</sup> This section is partially adapted from our report entitled *Local Democracy and Townships in the Chicagoland Area* (<http://demographia.com/IL-CoxChicagolandReport.pdf>), prepared for the Township Officials of Illinois and *Local Democracy in Ohio: Review of City, Village and Township Financial Performance by Size* (<http://www.ohiotownships.org/sites/default/files/Report.pdf> prepared for the Ohio Township Association), prepared for the Ohio Township Association.

In their Marion County (Indianapolis) Consolidation Study Commission and the Indiana General Assembly research, Staley, et al found:<sup>18</sup>

*In general, it is uncommon (although not impossible) for operating costs to decrease - due primarily to the "leveling up" of salaries and benefits. As local governments with differing compensation structures are consolidated, salaries and benefits are often standardized at the higher level.*

Additionally, there is a tendency to elevate service levels to match those of the jurisdiction with the highest standards, further contributing to heightened costs.

Finally, there are inevitably "transition costs" that are necessary to move services from one government to another. These can be substantial, as the Toronto consolidation showed (above).

#### **Diminished Political Access for Residents**

Smaller local governments, while inherently more efficient, owe their effectiveness to being more under the direct influence of their local electorate. By definition, smaller local governments are closer to the people, which results in greater voter access, all else equal. The accessibility of these governments to taxpayers acts as a check against undue influence from special interests seeking elevated spending levels. Officials in smaller jurisdictions can oversee financial performance and public service delivery more directly, minimizing reliance on professional staff not directly accountable to voters.

#### **Larger Governments and Political Realities**

Larger jurisdictions can face much more difficult political pressures than those with smaller populations. Political interests (sometimes called special interests, which more often than not seek higher levels of expenditure) may be more powerful in larger governments, making it more difficult for elected officials to maintain sufficient fiscal control.

As spending levels rise, there is likely to be pressure to limit tax increases and to seek further funding from higher levels of debt, as is indicated above in their greater borrowing per capita in larger municipalities.

The next step may occur where, for legal or political reasons, a larger jurisdiction may not be able to enact higher taxes or incur further debt, may look to consolidation with nearby jurisdictions to obtain taxing and borrowing capacity. This would force taxpayers newly merged to "bail out" the surviving, especially high cost local government. This could permit the jurisdiction to begin another tax-debt-consolidation cycle.

Part of the problem may be that larger municipalities choose to provide more services than smaller municipalities. That may be an indication of the democratic preference of residents, or could indicate a disproportionate influence of larger administrative staffs on municipal decision making.

#### **Improbability of Savings**

The practicalities of governance, politics and labor relations outlined above make it improbable for the abolishment of local government units to result in savings. Moreover, the relatively lower cost structures

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<sup>18</sup> Samuel R. Staley, Dagny Faulk, Suzanne M. Leland and D. Eric Shansberg, 2005.  
<http://www.state.in.us/legislative/interim/committee/2005/committees/prelim/MCCC02.pdf>

of Illinois townships relative to other governments make it unlikely that transferring services to other local governments would yield savings.

## **7: GOVERNMENT CLOSER TO THE PEOPLE**

The following conclusions are drawn from the analysis above:

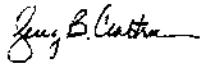
- (1) Larger municipal governments (categorized by population) continue to tax more, spend more, and borrow more per capita than smaller municipal governments. This “stairstep” relationship is an indication that consolidation and abolishment, which would lead to larger local government units, is likely to increase taxes and spending per capita. This is the opposite of the “bigger is better” theory of local government finance.
- (2) Labor costs are often the largest expenditure category in local governments. Larger municipal governments tend to have higher annual full-time salaries than smaller municipal governments. Further larger municipal governments rely substantially less on part-time labor, which reduces their labor costs significantly.
- (3) The available comparative indicators show that township governments have property taxes that are rising more slowly than other Illinois local governments. Further township labor expenses per employee are the lowest of any local government type in the state. These are indications that abolishment of townships in Illinois is unlikely to lead to lower taxes and expenditures. It could rather lead to higher taxes and expenditures, because the governments into which their services would be consolidated have higher cost structures.
- (4) Township debt per capita is generally lower than that found in other forms of government within Illinois. If townships were to be abolished and consolidated into municipal governments, it is probable that debt levels would increase. This is because municipal governments tend to depend more on borrowing.
- (5) A national analysis indicates that there is virtually no correlation between the number of local government units in a state per million residents and taxation per capita. For example, Hawaii has the least number of local governments per million, 97 percent fewer than in Illinois. Yet, Hawaii has *higher taxation per capita than Illinois*.
- (6) Academic research has often favored abolition and consolidation of local governments. Yet, this research is characterized by prospective analysis - expectations of lower taxes and spending that would occur at implementation. Indeed most abolition and consolidation proposals are not implemented. Among those that are implemented, actual abolition and consolidation is dominated by failures relative to expectations, as projected tax and spending reductions usually do not occur.
- (7) This Illinois research mirrors the conclusions of previous research in Pennsylvania, New York and Ohio, as well as two previous Illinois reports. Smaller governments tax, spend and borrow less than larger governments per capita.
- (8) Alignment of labor costs and less direct oversight by elected officials in larger jurisdictions make it unlikely that consolidation and abolition would lead to lower local government costs. Similarly, transferring services from the generally lower cost townships could result in higher costs.

Overall, the evidence indicates that local government consolidation and abolishments have virtually no potential to improve local government fiscal performance. This is because such strategies are generally associated with *higher* taxes per capita, *higher* spending per capita and greater *debt* per capita.

*Government of the people, by the people and for the people is  
government that is closer to the people.*  
Paraphrased from Abraham Lincoln, Gettysburg Address

For additional resources on Township Government please visit [toi.org](http://toi.org).

This report is provided as a resource to highlight the efficiencies provided to local government through township government. Please contact our office if you have any questions. (217) 744-2212.



**Jerry Crabtree**  
Executive Director  
Township Officials of Illinois

# APPENDIX

## D

# Sample of Normal Township Website





### Quick Links



Check out the solar array recently installed on our senior center ARC's roof through the Illinois Solar For All Program!



Normal Township Elected Officials Webpage

## Elected Officials and Community Room Rental Information

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Normal Township officials are elected every four years. The eight officials include Assessor, Clerk, Road Commissioner, Supervisor, and four Trustees. The current term runs from May 17, 2021 – May 17, 2025. Regular Township Board Meetings are on the third Thursday of the month at 8:15 AM at Normal Township Hall, which is located at 304 E. Mulberry in Normal.

The Community Room at Normal Township Hall is available for use for groups of 30 or less. The room may be rented for private events or reserved for meetings of nonprofit community service groups. For information on availability, please contact the Supervisor's Office at 309-452-2060.

**Room Rental Fees**  
**Room Rental Agreement**

### Assessor: Kent DePew



Kent DePew was appointed the Normal Township Assessor December 21, 2023. Mr. DePew has over 30 years of experience working in Township Assessor offices. The last 21 years has been as Deputy Assessor at Normal Township. He also served as a Deputy Assessor in City of Bloomington Township. In addition to his experience in Assessor offices he has past experience as an independent fee appraiser and is a Certified Illinois Assessment Official. He has a Bachelor of Science degree from Illinois State University.

[kdepew@normaltownship.org](mailto:kdepew@normaltownship.org)  
1012 Porter Ln, Normal, IL

### Clerk: Dayna Schickedanz



Dayna Schickedanz was appointed Normal Township Clerk August 2022. Her past community service includes a four year term as a Normal Township Trustee.

[dschickedanz@normaltownship.org](mailto:dschickedanz@normaltownship.org)  
1830 Chuck Murray Dr, Normal, IL

### Highway Commissioner: Arin Rader



Arin Rader serves as Normal Township Highway Commissioner where he maintains the country roads north of Normal including snow removal, road maintenance and resurfacing, signage and right-of-way work. Arin grew up in Normal Township on his family's farm. He attended Normal Community West High school, graduating in 1999. After high school, he received an associates degree in Diesel Power Equipment Technology and then finished with a bachelors degree in Agriculture Industry Management from Illinois State University. He and his wife Abby and their children Kinslee and Kash live on the north side of Normal. Abby is a teacher at Thomas Metcalf School in Normal, where their kids attend, as well.

[arader@normaltownship.org](mailto:arader@normaltownship.org)  
1411 Ironwood Dr, Normal, IL

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**Supervisor and Chair of the Board of Trustees: Jess Ray**



Jess Ray was appointed Normal Township Supervisor July 2022. Jess chairs the Normal Township Board, manages the township's finances, oversees the General Assistance Office, and works with the team at ARC to continue growth and innovation in senior services.

[jray@normaltownship.org](mailto:jray@normaltownship.org)  
1502 Estate Dr, Normal, IL

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**Township Trustees:**

**Floyd Aper – Trustee**



Floyd Aper has been serving as Normal Township Trustee since May 2021. Floyd attended WU after high school before going into the US Army. Once discharged, he joined the Illinois State Police and retired as Captain after 25 years. During his career in ISP, Floyd obtained an Associates Degree by going to night school. He was fortunate to have worked many facets of Law Enforcement. Upon retiring, he obtained his Real Estate License which has been his full-time occupation since. Floyd has managed many Real Estate Agents, created and taught a pre-license course, and owned his own brokerage. Floyd has always been in the community.

[faper@normaltownship.org](mailto:faper@normaltownship.org)  
606 Whispering Pines CC Ln, Normal, IL

**Arlene Hosea - Trustee**



Arlene Hosea has been serving as a Normal Township Trustee since May 2017. Arlene was born and raised in Bloomington, attending District 87 schools and Illinois State University. She also spent her career at Illinois State, retiring after 25 years as the Director of Campus Dining Services. Arlene has an impressive record of community service including terms as a commissioner of the Town of Normal Human Relations Commission and the Town of Normal Planning Commission, as well as serving on boards for the Illinois Special Olympics, McLean County YWCA, The Baby Fold, and the Multicultural Leadership Program. Arlene is the former Health Chair for the Bloomington-Normal Branch of the NAACP.

[ahosea@normaltownship.org](mailto:ahosea@normaltownship.org)  
2619 Limestone Court, Normal, IL

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**Sally Pyne - Trustee**



Sally Pyne was elected to a 4-year term as Normal Township trustee in April of 2017. She previously had been elected to the McLean County Board and served a 2-year term starting in 2013. Before running for public office, her community service started at age 26 as President and Grants Manager of the local Alzheimer's chapter. From there she served on the Board for Planned Parenthood of Mid-Central Illinois, showing an interest in the entire human age spectrum. While working at Illinois State University and Lincoln College-Normal, she was active in the McLean County Chamber of Commerce, serving in most roles available through Leadership McLean County, with her primary task force focus in Hispanic advocacy. She was awarded the Outstanding Alumni Achievement Award in 2012. Before her retirement from higher education in 2015, she served in the university and college settings as grievance administrator, Administrative Professional Council member, Committee member of the original "Educating Illinois" plan at Illinois State, and in an advisory role for athletics through the Redbird Club. Service also included her various professional organizations both local and national, primarily in the area of academic advisement. She was recognized for her service at Illinois State University with a Distinguished Service Award, the highest award given to an administrative professional in 2009.

[spyne@normaltownship.org](mailto:spyne@normaltownship.org)  
216 Cambridge, Normal, IL

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**Art Rodriguez - Trustee**



Art Rodriguez has been serving as Normal Township Trustee since May 2021. Art is a longtime resident of Normal. He graduated from NCHS in 1975 and received a B.S. and Graduate Study Degree at Western New Mexico University. Art serves as the current Chairman of the McLean County Veterans Assistance Commission and is AMVETS District IV Commander. He is a past member of the Vietnam Veterans Pocono Mountain Chapter and a past executive board member of the NAACP Pocono Chapter. Art is semi-retired, working in e-commerce and real estate.

[arodriguez@normaltownship.org](mailto:arodriguez@normaltownship.org)  
1100 Karin Drive, Normal, IL

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**Board Meetings:**

The monthly board meetings are held on the 3rd Thursday of each month at 8:15 AM, at the Normal Township Hall. All citizens of Normal Township are welcome to attend these meetings. [See a list of approved meeting dates.](#)

# APPENDIX E

## Sample of Normal Township Activity and Recreation (ARC) Website

309-888-9099

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**arc**  
*Activity and Recreation Center*  
A SERVICE OF NORMAL TOWNSHIP • FOR PEOPLE AGE 50+

Mon. - Thurs. 7:00 AM - 7:00 PM  
Fri. & Sat. 8:00 AM - 1:00 PM



### About ARC

**Featured Fundraiser**

Build the ARC 2024 Green Space Project

**Get to Know ARC**

Meet the ARC team & learn about becoming a member

**What We Offer**

Education of Activities, Assistance Programs, Exercise & More

### View & Download ARC's Monthly Newsletter

**NEW!**



**ARC's Newsletter**  
ARC's Newsletter



**ARC's Newsletter**  
ARC's Newsletter

Sun, Sep 1st



**ARC's Newsletter**  
ARC's Newsletter

Thu, Aug 1st



**ARC's Newsletter**  
ARC's Newsletter

Mon, Jul 1st

[View Past Newsletters](#)

Sign Up

Get newsletters delivered to you weekly by signing up.

If the Our Publication widget above is not allowing you to download the monthly newsletter, click the blue button below to navigate through the same steps. You can also view the newsletter as a full-screen PDF.

[DOWNLOAD THE MONTHLY NEWSLETTER](#)

If the Our Publication widget above is not allowing you to download the monthly newsletter, click the blue button below to navigate through the same steps. You can also view the newsletter as a full-screen PDF.

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Not a member but want to receive our monthly newsletter? Sign up today!

[SIGN UP](#)

## Contact Us

### Let us know how we can help!

Name\*

Email\*

Message\*

[SEND](#)

The above information is for informational purposes only. It does not constitute an offer of insurance or any other financial product. Please contact your agent for more information.

### Better yet, check out ARC in person!

Prospective members can visit by for a tour during business hours and get any questions they have about programs and services ARC has to offer answered.

### ARC Activity & Recreation Center

400 East Willow Street, Normal, Illinois 61751, United States

Phone: 304-334-9294

Dir. of Programming: [esamuel@normaltownship.org](mailto:esamuel@normaltownship.org)

Communications Coord: [scuzmi@normaltownship.org](mailto:scuzmi@normaltownship.org)

Member Services Mgr: [esamuel@normaltownship.org](mailto:esamuel@normaltownship.org)

### Hours

Open today 07:00 am - 07:00 pm

\*See our calendar version of the monthly newsletter for specific program dates and times!



## Like ARC On Facebook & Follow Us On YouTube



## Need More Info On Senior Resources?

Check out the McLean County Senior Resource Center Website

<http://www.mcleancounty.gov/senior/>

NCOA's BenefitsCheckUp® helps find public and private benefits programs you may be eligible for

<http://www.benefitscheckup.org/>





# APPENDIX

## F

# Information about ARC Solar Panel Savings

Ameren IP history

Normal Township ARC

2023-2024 Statement Date	Kilowatt Hrs	Payment Due Date	Post Solar Amount Due	Balance Solar Bill	2019-2020 Statement Date	Kilowatt Hrs	Payment Due Date	Pre Solar Amount Due
3/14/2023	28310	5/13/2023	\$3,181.56	\$ 1,050.00	1/14/2020	38119	3/6/2020	\$5,691.42
4/11/2023	24728	6/12/2023	\$1,572.54	\$ 1,050.00	12/10/2019	30751	2/10/2020	\$4,885.65
5/11/2023	19312	7/10/2023	\$27.93	\$ 1,050.00	11/8/2019	29201	1/7/2020	\$6,591.63
6/12/2023	19758	8/11/2023	\$28.48	\$ 1,050.00	10/10/2019	41724	12/9/2019	\$8,830.70
7/11/2023	19814	9/11/2023	\$28.48	\$ 1,050.00	9/10/2019	41635	11/12/2019	\$9,422.51
8/10/2023	24839	10/9/2023	\$28.48	\$ 1,050.00	8/13/2019	43522	10/14/2019	\$9,689.35
9/11/2023	26744	11/13/2023	\$461.15	\$ 1,050.00	7/15/2019	43674	9/13/2019	\$8,729.47
10/10/2023	21949	12/1/2023	\$1,537.96	\$ 1,050.00	6/12/2019	41472	8/13/2019	\$7,096.72
11/7/2023	25745	1/8/2024	\$2,446.99	\$ 1,050.00	5/13/2019	39168	7/12/2019	\$5,894.28
12/11/2023	34252	2/9/2024	\$3,533.42	\$ 1,050.00	4/11/2019	32640	6/10/2019	\$5,083.28
1/12/2024	37225	3/12/2024	\$4,530.06	\$ 1,050.00	3/13/2019	28800	5/1/2019	\$4,991.38
2/12/2024	42061	4/12/2024	\$5,519.17	\$ 1,050.00	2/12/2019	30336	4/13/2019	\$5,360.40
2/28/2024	34232	Corrected Bill	no payment					
2/29/2024	42061	4/29/2024	\$5,490.47					

12 month Total \$28,386.69 \$12,600.00 12 month Total \$82,266.51

Cumulative 12 month Total \$40,986.69

Solar Savings 2019 - 2023 \$41,280.12

NORMAL TOWNSHIP  
2025 HOLIDAY SCHEDULE

JANUARY 1, 2025	NEW YEARS DAY	WEDNESDAY
JANUARY 20, 2025	MARTIN LUTHER KING, JR DAY	MONDAY
FEBRUARY 17, 2025	PRESIDENT'S DAY	MONDAY
MAY 26, 2025	MEMORIAL DAY	MONDAY
JUNE 19, 2024	JUNETEENTH	THURSDAY
JULY 4, 2025	INDEPENDENCE DAY	FRIDAY
SEPTEMBER 1, 2025	LABOR DAY	MONDAY
OCTOBER 13, 2025	INDIGENOUS PEOPLES' DAY	MONDAY
NOVEMBER 11, 2025	VETERANS DAY	TUESDAY
NOVEMBER 27, 2025	THANKSGIVING	THURSDAY
NOVEMBER 28, 2025	DAY AFTER THANKSGIVING	FRIDAY
DECEMBER 24, 2025	CHRISTMAS EVE	WEDNESDAY
DECEMBER 25, 2025	CHRISTMAS DAY	THURSDAY

TAX LEVY 2024

NORMAL TOWNSHIP

ORDINANCE NT-L-GT-21

An ordinance levying taxes for all town purposes for NORMAL TOWNSHIP, MCLEAN COUNTY, ILLINOIS for the tax year 2024 collectable in 2025.

BE IT ORDAINED by the Board of Trustees of NORMAL TOWNSHIP, McLEAN County, Illinois, as follows:

SECTION 1: That the sum of Two Million, Sixty-Five Thousand, One Hundred Dollars (\$2,065,100.00) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

<u>GENERAL FUND</u>	,	<u>SOCIAL SECURITY FUND</u>
<u>AUDIT FUND</u>	,	<u>GENERAL ASSISTANCE FUND</u>
<u>INSURANCE FUND</u>	,	<u>SENIOR CITIZEN FUND</u>
<u>IMRF FUND</u>	,	<u></u>

for the tax year 2024, collectable in 2025.

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

GENERAL TOWN FUND	Amount Levied
ADMINISTRATION	
Personnel	\$ 420,000.00
Health Insurance	\$ 111,650.00
Contractual Services	\$ 80,000.00

Maintenance Service Building	\$	18,000.00	
Maintenance Service Equip	\$	5,000.00	
Utilities/ Building	\$	15,000.00	
Grants	\$	70,000.00	
Commodities	\$	15,000.00	
Capital Outlay	\$	146,000.00	
TOTAL ADMINISTRATION:			\$ 880,650.00

**ASSESSOR**

Personnel	\$	200,000.00	
Health Insurance	\$	15,000.00	
Contractual Services	\$	26,000.00	
Telephone	\$	2,500.00	
Publications/Maps	\$	1,000.00	
Maintenance Service/Equip	\$	5,500.00	
Commodities	\$	3,000.00	
Capital Outlay	\$	16,000.00	
TOTAL ASSESSOR:			\$ 269,000.00

**NEW BUILDING FUND**

Other Expenditures - Debt Service	\$	325,000.00	
TOTAL NEW BUILDING:			\$ 325,000.00

TOTAL GENERAL TOWN FUND: \$ 1,474,650.00  
=====

REF: General Corporate Tax 60 ILCS 1/235-10

<b>AUDIT FUND</b>		Amount Levied	
Contractual Services	\$	6,500.00	
TOTAL AUDIT FUND:			\$ 6,500.00 =====

REF: Audit Tax 50 ILCS 310/9

**INSURANCE FUND**

Worker's Compensation	\$	6,000.00
Liability Insurance	\$	<u>27,000.00</u>

TOTAL INSURANCE FUND: \$ 33,000.00  
=====

REF: Insurance Tax 745 ILCS 10/9-107

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Personnel		\$	55,000.00
Administration	\$	21,500.00	
Assessor	\$	9,000.00	
Senior Citizen	\$	22,000.00	
General Assistance	\$	2,500.00	

TOTAL IMRF FUND: \$ 55,000.00  
=====

REF: IMRF Tax 40 ILCS 5/7-171

**SOCIAL SECURITY FUND**

Personnel		\$	75,000.00
Administration	\$	30,000.00	
Assessor	\$	14,000.00	
Senior Citizen	\$	29,000.00	
General Assistance	\$	2,000.00	

TOTAL SOCIAL SECURITY FUND: \$ 75,000.00  
=====

REF: 40 ILCS 5/21-110 & 110.1

**GENERAL ASSISTANCE FUND**

Amount  
Levied

**ADMINISTRATION**

Personnel	\$	20,000.00
Maintenance Service/ Bldg	\$	1,000.00
Legal Services	\$	1,000.00
Utilities/Building	\$	1,000.00
Telephone	\$	100.00
Commodities	\$	3,000.00

TOTAL ADMINISTRATION: \$ 26,100.00

**HOME RELIEF**

Shelter	\$	55,000.00
Utilities	\$	35,000.00
Commodities	\$	5,000.00
Other Expenditures	\$	5,000.00

TOTAL HOME RELIEF: \$ 100,000.00

TOTAL GENERAL ASSISTANCE FUND: \$ 126,100.00  
=====

REF: Public Assistance Tax 60 ILCS 5/13-14

**SENIOR CITIZEN FUND**

Personnel	\$ 294,850.00	
<b>TOTAL SENIOR CITIZENS FUND</b>		<b>\$ 294,850.00</b> =====

**TAX LEVY SUMMARY**

General Corporate Tax	\$ 1,474,650.00
Audit Tax	\$ 6,500.00
Insurance Tax	\$ 33,000.00
Illinois Municipal Retirement Tax	\$ 55,000.00
Social Security Tax	\$ 75,000.00
Public Assistance Tax	\$ 126,100.00
Senior Citizens Tax	\$ 294,850.00
<b>TOTAL TAXES LEVIED:</b>	<b>\$ 2,065,100.00</b> =====

SECTION 3: That the Town Clerk shall make and 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 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 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 14th day of November, 2024, pursuant to a roll call vote by the Board of Trustees of NORMAL Township, McLean County, Illinois.

BOARD OF TRUSTEES	AYE	NAY	ABSENT
Jess Ray		_____	_____
Floyd Aper		_____	_____
Arlene Hosea		_____	_____

Sally Pyne

\_\_\_\_\_

Art Rodriguez

\_\_\_\_\_

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Board Chair

CERTIFICATION OF TAX LEVY ORDINANCE

NORMAL TOWNSHIP

The undersigned, duly elected, qualified and acting Clerk of       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 Township for tax year 2024, collectable as adopted this 14th day of       November       2024 .

This certification is made and filed pursuant to the requirements of (60 ILCS 1/75-20) and on behalf of       NORMAL       Township,       McLEAN       County, Illinois. This certification must be filed by the last Tuesday in December.

is 14th day of November, 2024

\_\_\_\_\_  
Township Clerk

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

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



TAX LEVY ORDINANCE 2024

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 2024, collectable in 2025.

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 14, 2024 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 2024, collectable in 2025.

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

<b>GENERAL ROAD FUND</b>		Amount Levied
<b>ADMINISTRATION</b>		
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
<b>MAINTENANCE</b>		
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 Building	\$15,500.00	
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.

---

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 14th day of November 2024 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		_____	_____

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
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 2024, collectable 2025  
adopted this 14th day of November 2024.

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 14th day of November, 2024

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

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

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

Levy Information for General Township

10/17/2024

Fund/Name	Levy 2023	Max Rate	Proposed Levy 2024 collectable 202.
General Fund	1,474,650	0.25	1,474,650
Audit	6,500	0.005	6,500
Insurance	33,000	0	33,000
IMRF	55,000	0	55,000
Social Security	75,000	0	75,000
General Assistance	126,100	0.1	126,100
Senior Citizens Services	294,850	0.03	294,850
Total	2,065,100		2,065,100

Levy Information for Road District

10/17/2024

Fund/Name	Levy 2023	Max Rate	Proposed Levy 2024 collectable 202.
General Road Fund	733,254		733,254
Audit	2,210		2,210
Insurance	5,000		5,000
Equipment & Building	15,500		15,500
Total	755,964		755,964

## 24/25 Normal Township Grant Request Synopsis

1. Bloomington-Normal Achievement Foundation - \$10,000
  - a. Funding would be used to provide scholarships, school supplies, calculators for youth programming and haircuts/grooming kits for senior men.
2. Community Health Care Clinic - \$10,000
  - a. Funding would support the operation of the CHCC Dental Clinic.
3. Faith in Action - \$10,000
  - a. Funding would support Faith in Action programs for Normal residents.
4. Illinois Art Station - \$10,000
  - a. Funding would be used to provide programming for young artists ages 2-18 and their adults.
5. McLean County Museum of History - \$8,000
  - a. Funding would be used to for adding two new program kits for the Senior Reminiscence Program
6. School Street Pantry - \$4,100
  - a. Funding would support the purchase of a commercial grade freezer and upgrading of electrical capacity to accommodate the freezer.
7. YouthBuild – \$10,000
  - a. Funding to cover a deficit in funding for mental health clinicians.
8. YWCA - \$10,000
  - a. Funding to cover special needs after-school program providing services to elementary school children ages 5-12 years old.

Total amount of requests - \$72,100

Total amount of budget - \$70,000

**NORMAL TOWNSHIP**  
**2024 Monetary Grant Application**

**1. The Bloomington-Normal Achievement Foundation (BNAF)** is a nonprofit organization founded in 2021 to provide scholarships, capacity building and programmatic support, advocacy, and resource alignment services for the Bloomington-Normal community. Our vision is for a Bloomington-Normal community where every citizen is empowered to lead healthy, productive lives.

**Contact Information**

Bloomington-Normal Achievement Foundation  
1701 E. Empire Street, Suite 360, #146  
Bloomington, Illinois 61704  
Rasheed Merritt, President  
[bnachievpres@gmail.com](mailto:bnachievpres@gmail.com)  
Rick Lewis, Communication Coordinator  
[rlewis@ilstu.edu](mailto:rlewis@ilstu.edu)  
Web site: [b-naf.org](http://b-naf.org)

**2. Mission Statement**

It is the mission of BNAF to enhance community member success by promoting health and well-being through community engagement, education and scholarship with a focus on minority youth and senior citizens.

**3. Legal Form of Entity and IRS Certificate of IRS Tax Exempt Status**

Legal Form of Entity Name: Bloomington-Normal Achievement Foundation  
IRS Certificate - Attached

**4. Board of Directors**

Rasheed Merritt, President  
William Russell Savage, Vice President and Secretary  
Boston Cooper, Treasurer  
Rick Lewis, Board Member  
Eddie Southard, Board Member  
Terry Palmer, Board Member  
Launey Jason, Board Member

**5. Funding Benefits for Normal Township Residents**



BNAF's mission to enhance community member success is aligned with the mission of the Normal Township in providing assistance to Normal residents experiencing financial hardships as well as the Townships senior programming arm through the Activity and Recreation Center in providing programming to reduce social isolation for seniors. Our organization aims to empower citizens through opportunity and access to promote a positive quality of life.

Funding provided by the Normal Township will help us in the following way:

- Increase the number of scholarships from 6 to 12 provided to local college-bound youth;
- Increase the number of families served by the Back to School supply program for middle school students from 3 to 6;
- Increase the number of haircuts and grooming supplies at Cuts for Christmas from 15 to 30 provided to seniors during the holidays;
- launch the pilot program Calculators for Kids providing more than 100 scientific calculators to economically disadvantaged middle school students to support math proficiency and education.

#### **6. Age Groups for Populations Served**

Middle school youth ages 11-13 years old

Seniors ages 55+

#### **7. BNAF Budget**

Attached

#### **8. Organization Chart**

BNAF does not employ staff in its operations. The foundation board members volunteer to perform each of the duties for facilitating its services, programs and activities.

The organization consist of the following board members:

Rasheed Merritt, President

William Russell Savage, Vice President and Secretary

Boston Cooper, Treasurer

Eddie Southard, Board Member

Rick Lewis, Board Member

Terry Palmer, Board Member

Launey Jason, Board Member

### **9. Other Sources of Income**

Fundraising - BNAF raised more than \$4,289.05 during the 2023 Giving Tuesday fundraising campaign and plan to utilize this campaign again to solicit donations. More than \$600 was raised from Double Goods popcorn sales for scholarships.

Donations - Donations are received throughout the year from supporters of BNAF. The Esaw Peterson Scholarship provides \$1000 to a high school college-bound student provided by the widow of Esaw Peterson. Each board member is asked to support the foundation with a \$400 donation.

### **10. Program Sustainability**

BNAF hosted its second annual planning meeting on August 25, 2024 to identify programming for the year and developed its operational budget. During this meeting we also discussed programming that cultivates fundraising such as the December 2024 Giving Tuesday and expectations for board members to donation.

### **11. Success/Failure Summary Reporting**

TBD by September 30, 2025

### **12. Organization Policy on Discrimination**

BNAF is committed to diversity, equity and inclusion through its mission and vision that targets the broader Bloomington-Normal community and a focus on minority youth and senior citizens. This commitment is emphasized in the By-Laws for the foundation:

## **ARTICLE III**

### **GENERAL PROVISIONS**

#### **Section 1. General Provisions**

The Foundation shall conduct and engage in such cultural, humanitarian, educational, and community service and other activities that contribute to and allow for the fulfillment of its purpose and objectives. The Foundation will neither accept invitations nor participate in any activities that are discriminatory or exclusionary activities based simply on race, color, religion, national origin or sex.

**13. Amount Requested**

BNAF is requesting the full amount of \$10,000 from Normal Township to be used to provide scholarships, school supplies, calculators for youth programming, and haircuts/grooming kits for senior men.

We will accept less if Normal Township is willing to provide any funding.

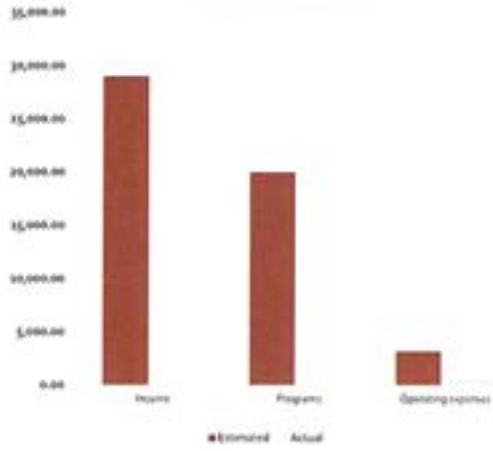
**14. Prevailing Wage**

When the foundation has partnered with organizations that employ staff, the organizations met or exceeded prevailing wages paid to staff. Past examples included a Kick Off Reception at Illinois Art Station, "Cuts for Christmas" at Woodhill Towers, and "Bourbon and Conversations" at Robert Redding Menswear.

# 2024/2025 Budget

Budget area	Estimated	Actual	Difference
Income	29,000.00	0.00	(29,000.00)
Programs	20,000.00	0.00	20,000.00
Operating expenses	3,300.00	350.00	3,850.00
<b>Balance (income minus expenses)</b>	<b>5,800.00</b>	<b>(350.00)</b>	<b>(6,150.00)</b>

BUDGET OVERVIEW



# Income

Income	Estimated	Actual	Difference
Donations	8,000.00	0.00	(8,000.00)
Grants	10,000.00	0.00	(10,000.00)
Bloomington-Normal Alumni	1,000.00	0.00	(1,000.00)
Cleo Peterson	1,000.00	0.00	(1,000.00)
Fundraising Events	8,000.00	0.00	(8,000.00)
Sandy Arnold Trust	1,000.00	0.00	(1,000.00)
<b>Total Income</b>	<b>29,000.00</b>	<b>0.00</b>	<b>(29,000.00)</b>

# Programs

Expenses	Estimated	Actual	Difference
Scholarship	16,000.00	0.00	16,000.00
Whiskey or Wine Signature Event	3,000.00	0.00	3,000.00
Heart Health Fair	100.00	0.00	100.00
Men's Health Fair	200.00	0.00	200.00
Cuts For Christmas	200.00	0.00	200.00
School Supplies Sponsorship	500.00	0.00	500.00
<b>Total Program Expenses</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>

# Operating expenses

Expenses	Estimated	Actual	Difference
Advertising	300.00	0.00	300.00
Post Office Box (Every 2 Years) - Due 2026	300.00	0.00	300.00
Printing & Stationary	100.00	0.00	100.00
BNAF Website Hosting	400.00	0.00	400.00
Web Master	500.00	350.00	150.00
Audit	100.00	0.00	100.00
Micro Events	500.00	0.00	500.00
Trade Mark (logo) / Copyright	750.00	0.00	750.00
Event Insurance	200.00	0.00	200.00
Domain Name Registration (Annual)	50.00	0.00	50.00
<b>Total operating expenses</b>	<b>3,200.00</b>	<b>350.00</b>	<b>2,850.00</b>



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

BLOOMINGTON-NORMAL ACHIEVEMENT  
FOUNDATION  
3314 STONEBRIDGE DR  
BLOOMINGTON, IL 61704

Date:  
04/19/2021  
Employer ID number:  
86-1635653  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
January 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
January 22, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053427001181

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements





To: Normal Township Commissioners  
From: Theresa Lage, Development & Operations Director  
Date: October 9, 2024  
Re: Grant Request

**Community Health Care Clinic**

Theresa Lage, Development & Operations Director  
900 Franklin Ave  
Normal, IL 61761

CHCC Mission Statement

“Providing quality healthcare to McLean County's medically underserved residents through the operation of a free clinic.”

How the funding benefits Normal Township Residents

We seek funding to support the CHCC Dental Clinic which increases access to dental care to residents of Normal Township who are uninsured and whose income is at or below 185% of federal poverty. The Dental Clinic offers **free** acute, restorative and preventative dental services to CHCC patients. The Dental Clinic, onsite at CHCC, is equipped with four dental suites. Bridget Roop is the Dental Coordinator and only paid staff member. She is a registered dental hygienist with over 25 years of experience in McLean County. Additionally, eight dentists and two dental specialists **volunteer** their time. The dentists see patients on a regular basis providing extractions, fillings, full and partial dentures.

According to McLean County Community Health Improvement Plan for 2023 – 2025:

- Access to Care is impacted by geographic and ethnic/cultural disparities in McLean County and improving access can positively improve health outcomes for these communities.
- That same plan identified the need for **adult dental services** as a major health concern for McLean County. The Survey found that 45% of adults in McLean County have no dental insurance, and 39% could not afford to access dental care.
- *Tooth pain* is ranked the #4 reason patients visit the emergency room or an urgent care clinic in McLean County.

Those whose income level exceeds Medicaid limits, but who don't make enough to pay for private insurance, are left to pay for dental care themselves. Paying out of pocket is the most expensive way to pay for care, making the barrier of cost even greater for those without insurance.



- The Community Health Care Clinic was the medical home for 764 patients from January 1, 2023 to December 31, 2023 – 15% were residents of Normal.
- From 5/1/23 through 4/30/24, our Dental Clinic took care of 210 unique patients in more than 450 visits.
- The clinic transitioned more than 125 patients to Medicaid in 2023 – a result of the expansion of the program to include immigrants.
- We resumed re-certifying our patients in early 2023 (after covid) and discharged more than 100 who were above our income threshold of 185% of federal poverty level. This is most likely a result of the rise in Illinois minimum wage. (If you work 40 hours per week at minimum wage, you make too much to qualify for CHCC services.)
- We have experienced an uptick in patient applications in recent months – those who have lost Medicaid coverage, new arrivals to the community and those reestablishing care after a long absence.
- For a time, we were taking care of many patients new to the area from the Congo – the vast majority of whom lived on Normal. Today, while we still see a few, many of those patients have transitioned to Medicaid or have secured health insurance through work.

Age Group Served - CHCC serves adults ages 18 – 64.

#### Financials/Admin Costs

The 2025 CHCC budget will be approved at the November board meeting. I have attached the P&L for the entire clinic operation as well as a P&L specifically for the Dental Clinic for 7-1-23 to 6-30-24. For clarification:

- CHCC lost its tax exempt status in August 2023 and were reinstated in February 2024. During that time we were ineligible to receive at two grants – Normal Township and the JMS Program – both support the Dental Clinic. We tightened our belt and dipped into our reserves. We were gratified that most of our private donors continued to support us.
- Payroll Expense - \$283,091.00 in 2023 payroll expense was paid in 2024 which reduces the bottom line for operations to -\$237,595.15. Payroll accounts for 85% of our clinic expenses.
- CHCC currently has 10 paid staff - down from a high of 13 staff in 2021 – and only one provider (nurse practitioner). Ironically, we are budgeting \$815,000 in fy25 for salary and benefits for 10 staff – the same amount we paid in 2021 for 13 staff.
- We are projecting a “break even” budget for 2025.



Organizational chart/licensed employees, non-licensed employees, and volunteers.  
All staff reports to the Executive Director.

	licensed and credentialled	non- licensed
Executive Director		x
Nurse Practitioner	x	
Registered Nurse	x	
Dental Coordinator	x	
Care Coordinator		x
Patient Care Assoc		x
Care Coordinator		x
Receptionist		x
Referral Coordinator		x
Development & Operations		x
<b>Volunteers in house</b>		
Volunteer Dentists (8)	x	
Pharmacist	x	
Podiatrist	x	
Numerous student interns		x
Administrative volunteers (2)		x

Sources of Revenue CHCC Dental Clinic				
Revenue & Expenses	Notes	Proposed for 2025	7-1-23 to 6-30-24	2023
JMS Program Grant+		\$ 50,000.00	\$ -	\$ 25,000.00
Normal Township +		\$ 10,000.00	\$ -	\$ 30,000.00
ISDS *		\$ 7,500.00	\$ 2,000.00	\$ 10,000.00
<b>Total</b>		<b>\$ 67,500.00</b>	<b>\$ 2,000.00</b>	<b>\$ 65,000.00</b>

**Funding Secured**



An outline of how the program will sustain itself after grant funds are used or grant is denied.

We are privately funded and as such we are always searching for additional funding sources. We sustained our operations last year with belt tightening, by dipping into reserves and because of the generosity of private donors. We cannot sustain that for two years in a row. The practical reality is, if we are not able to secure the necessary funding to run the Dental Clinic as a part of CHCC we will have to reduce the hours of our Dental Coordinator which may result in her pursuing other opportunities. That would be a massive blow to CHCC.

Organization to provide the Township a summary of success/failure of the program by September 30, 2025. This includes financial expenditures and the number of people served.  
Understood

Request

We seek \$10,000 to support the operation of the CHCC Dental Clinic. Yes, we will accept less. Every dollar helps.

Do you follow the Prevailing Wage?

OSF employs all CHCC staff. CHCC reimburses OSF entirely for salaries plus 28% for benefits. As such the pay scale is set by OSF. "OSF HealthCare has increased its minimum wage to be competitive with prevailing wages in the areas where it operates."

Attachments

- P&L CHCC
- P&L Dental Clinic
- Board of Directors
- IRS Certificate of IRS Tax Exempt status.
- Anti-Discrimination Policy

**Community Health Care Clinic Board of Directors**

<b>Name</b>	<b>Board Role</b>	<b>Employer/ Position</b>	<b>Work Address/ Phone</b>
Humer, Mick	Past-President	Town of Normal Fire Chief	606 S. Main St Normal, IL (309) 454-9615
Mathy, Jamie	President	Red Raccoon Games Owner	309 N. Main St. Bloomington IL (309) 828-9196
O'Connell, Ryan	Vice-President	Blooming Tree Wealth Management President, Owner	801 N. Hershey Rd. Bloomington, IL (309) 300-2761
O'Connor, Jennifer	Secretary	Heartland Community College Associate Vice President, Academic Affairs	1500 W. Raab Rd. Normal, IL 61761 (309) 268-8747
Pazar, Michelle	Treasurer	Illinois Farm Bureau Director, Advertising & Operations	1701 Towanda Ave. Bloomington, 61701 (309) 557-3140
Brown, Catherine	Member	Retired State Farm Bank AVP, Bank Audit Director	
Lemmon, Barb	Member	Retired State Farm Property & Casualty Actuary,	

		Lead of department's Business Office	
Moore, Stephanie	Member	IWU, School of Nursing, Recruitment Coord	1312 Park St. Bloomington IL 61701 (309) 556-1000
Patino Musso, Jose	Member	CSL Plasma Manager	1503 E. College Suite P Normal, IL 61761 (309) 433-0902
Pecora, Tony	Dental Director	Periodontist	2103 E. Washington St. #3D, Bloomington IL, 61701 (309) 664-1122
Pedersen, Paul	Medical Director	Primary Care Internist	1701 E. College Ave, Bloomington, 61704 (309) 664-3120
Shoemaker, Brian	Member	State Farm Insurance Counsel, Corporate Law	One State Farm Plaza, A-3 Bloomington IL (309) 766.0317
Silvey, Sue	Member	Retired District 87 Administration	
Sweeney, Brandi	Member	Carle BroMenn-Central Region VP Finance	1304 Franklin Ave. Normal, IL 61761 (309) 454-1400

Watkins, Susan	Member	Illinois State University Mennonite College of Nursing Associate Dean for Academics and Assist. Professor	309 Edwards Hall Campus Box 5810 Normal, IL 61790  (309) 438-0889
Weisserber Mellett, Amanda	Member	Research Associate at NORC at the University of Chicago	
Reece, Sonja <i>Interim Exec Dir</i>	Non-voting member	Executive Director Community Health Care Clinic	900 Franklin Ave. Normal, IL 61761 (309) 888-5531

\\chccdc01\UserDrives\mromagnol\Sonja\Board\Board Members\CHCC Board List 2024 09.23.2024.docx



**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

COMMUNITY HEALTH CARE CLINIC INC  
900 FRANKLIN AVENUE  
NORMAL, IL 61761

**Date:**  
02/29/2024  
**Employer ID number:**  
37-1316328  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
**Accounting period ending:**  
December 31  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
May 15, 2023  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053452001654

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.



For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# chcc company

## Profit and Loss by Class

July 2023 - June 2024

	DENTAL	TOTAL
Income		
Inflows		\$0.00
Grants		\$0.00
Other Grants	2,000.00	\$2,000.00
<b>Total Grants</b>	<b>2,000.00</b>	<b>\$2,000.00</b>
<b>Total Inflows</b>	<b>2,000.00</b>	<b>\$2,000.00</b>
<b>Total Income</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
GROSS PROFIT	<b>\$2,000.00</b>	<b>\$2,000.00</b>
Expenses		
Outflows		\$0.00
Medical Supplies	24,296.81	\$24,296.81
Payroll		\$0.00
Employee Lease Payments	82,043.28	\$82,043.28
<b>Total Payroll</b>	<b>82,043.28</b>	<b>\$82,043.28</b>
<b>Total Outflows</b>	<b>106,340.09</b>	<b>\$106,340.09</b>
<b>Total Expenses</b>	<b>\$106,340.09</b>	<b>\$106,340.09</b>
NET OPERATING INCOME	<b>\$ -104,340.09</b>	<b>\$ -104,340.09</b>
NET INCOME	<b>\$ -104,340.09</b>	<b>\$ -104,340.09</b>

# chcc company

## Profit and Loss

July 2023 - June 2024

	TOTAL
Income	
IBCCP	109.34
Inflows	
Community Organizations	199.50
Foundations	
John M. Scott	125,000.00
<b>Total Foundations</b>	<b>125,000.00</b>
Other	1,518.23
Religious	6,196.26
<b>Total Community Organizations</b>	<b>132,913.99</b>
Copying Charges/Medical Records	20.00
Corporate/Business Contribution	6,227.63
Grants	
Other Grants	36,875.00
<b>Total Grants</b>	<b>36,875.00</b>
Individuals	316,690.23
patient application fee	1,866.00
Patient Donations	9,749.93
Special Events	
Luncheon	49,410.00
Other	175.00
<b>Total Special Events</b>	<b>49,585.00</b>
<b>Total Inflows</b>	<b>553,927.78</b>
Uncategorized Income	10.35
<b>Total Income</b>	<b>\$554,047.47</b>
<b>GROSS PROFIT</b>	<b>\$554,047.47</b>
Expenses	
Bank Charges & Fees	120.00
Insurance	9,370.00
Outflows	
Accounting & Legal	24,504.28
Bank Service Charges	572.61
Dispensary	19,180.98
Dues	2,592.80
Education & Professional	2,422.00
Fund Raising	13,263.48
Internet Service	4,088.38
Licenses & Fees	760.69
Medical Supplies	24,808.59
Mental Health Services	5,922.50
Miscellaneous Expense	100.00

# chcc company

## Profit and Loss

July 2023 - June 2024

	TOTAL
Office Supplies	790.87
Office Supplies - Fundraising	3,966.59
Office Supplies - Programs	1,407.80
<b>Total Office Supplies</b>	<b>6,165.26</b>
Payroll	8,000.00
Contracted Management	20,000.00
Employee Lease Payments	900,438.27
<b>Total Payroll</b>	<b>928,438.27</b>
Postage	1,047.59
Printing	167.13
Repairs & Maintenance	20,378.21
Telephone	1,906.51
Travel	1,319.44
Volunteer/Staff Recognition	202.17
<b>Total Outflows</b>	<b>1,057,840.89</b>
Repairs & Maintenance	6,492.79
Uncategorized Expense	209.94
Uncategorized Expenses	700.00
<b>Total Expenses</b>	<b>\$1,074,733.62</b>
NET OPERATING INCOME	<b>\$ -520,686.15</b>
NET INCOME	<b>\$ -520,686.15</b>

**Normal Township**  
**2024 Monetary Grant for Non-profit Community Organizations.**

**Faith in Action of Bloomington-Normal**  
**600 E Willow Street, Suite 201**  
**Normal, IL 61761**

**2. Mission:** Faith in Action (FIA) provides physical and emotional support to seniors over 60 years of age, and their caregivers, to maintain independence, dignity and improved quality of life. We do this through an interfaith network of volunteers, community organizations and congregations.

This request is for \$10,000 to support FIA programs to Normal residents.

**3. Legal form of entity:** Faith in Action is a 501c3 non-profit organization. A copy of the IRS Certificate of IRS Tax Exempt Status is Attached.

**4. Names of board officers and directors:**

Faith in Action has a Board of Directors who may serve two three-year terms. Officers are Mike O'Donnell, President; Christine McNeal, President Elect; Courtney Greenlee, Vice President, Martha Hillmer, Secretary; Rick Phillips, Treasurer. Please see the attached board roster.

**5. How the funding from the grant benefits Normal Township Residents, including number of people served in prior years and the number expected this year:**

Faith in Action has been dedicated to serving adults over the age of 60 in Bloomington/Normal for nearly 20 years. Our committed volunteers and office staff team provide essential services such as transportation to medical appointments, grocery shopping, and visits to food pantries. Additionally, we offer friendly visits and light home maintenance to our Care Receivers. There are no income guidelines for our services and almost half of those we serve are low income. One does not need to be a member of a faith community or religion to receive services.

Faith in Action services address three of the McLean County Community Health Improvement Plan (CHIP) goals and social determinants to health:

**6. Age group that benefits:**

Faith in Action serves adults over age 60 who can get into and out of a vehicle independently.

**7. Copy of complete budget and how funds are spent:**

Most of the budget is dedicated to the transportation, shopping and visiting programs. We utilize a computer software program called RideScheduler to manage these services efficiently. Additionally, a significant portion of our efforts is focused on volunteer recruitment, training, and retention. Transportation accounts for 81% of our program and most of the budget. Administrative expenses are kept to a minimum, representing only 21% of total costs. Please find the 2024 budget attached for your review.

**8. Organizational chart showing number of licensed and non-licensed employees, and volunteers:**

The Faith in Action office team comprises 3.3 FTE paid staff, including the Executive Director, Office Manager, two Volunteer Coordinators, a Care Receiver Coordinator and a Development Manager. Additionally, key volunteers coordinate the grocery shopping and the friendly visits programs. To date in 2024, 297 individuals have volunteered in some capacity. These volunteers have provided support to 320 Care Receivers throughout our service area and have driven over 77,000 miles. The staff members hold no professional licenses. All volunteer drivers must show proof of driver's license and insurance.

**9. List of other sources of income received for this request:**

Sources as of August 31, 2024:

- Private and community contributions- \$39,033 (budgeted \$80,400)
- Grants-\$25,000 from JM Scott for 2024; \$3,500 IL Prairie Community Foundation; the 2024 Grant from Bloomington Township was granted at year end of 2023 (budgeted \$70,000)
- Fund Raising Income \$77,962 (budgeted amount is \$102,300)

## Faith in Action Board of Directors 2024

Faye Andris	Normal	Be Content Sr. Expo
Emily Buhrow	Towanda	Realtor
Mike Carroll	Bloomington	Retired State Farm
Jennifer Doran	Normal	Banking
Teresa Dubravec	Bloomington	Volunteer
Courtney Greenlee	Bloomington	Senior Living
Aggie Hedin	Bloomington	Home Care
Martha Hillmer	Bloomington	Retired Teacher
Bob Hillmer	Bloomington	Retired State Farm
Sandy Holcomb	Bloomington	Retired RSVP
Virginia Jordan-Benson	Normal	Retired State Farm
Christine McNeal	Bloomington	Pastor
Mike O'Donnell	Bloomington	Retired ECIAAA
Rick Phillips	Bloomington	Accountant
Krista Sheppard	Bloomington	Physical Therapy
Rich Staley	Bloomington	Retired New York Times

# Taxpayer Notification

## Sales Tax Exemption



March 20, 2023



Letter ID: L1585880648

E99 No.:

E99331578

FAITH IN ACTION BLOOMINGTON-NORMAL  
ATTN: DARLA HEATH, EXECUTIVE DIRECTOR  
600 E WILLOW ST STE 201  
NORMAL IL 61761-1997

## We have enclosed your Illinois Sales Tax Exemption Certificate

### *Welcome!*

We have enclosed your Illinois Sales Tax Exemption Certificate. Verify that all of the information is correct. If any corrections are needed you must contact us immediately at the telephone number listed below.

**Do not discard.** Your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

If you wish to be registered for any other taxes or fees, you must complete a new application. For additional information or questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below

EXEMPTION SECTION 3-520  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON STREET  
SPRINGFIELD IL 62702

217 782-8881  
[REV.E99@illinois.gov](mailto:REV.E99@illinois.gov)

Enclosure(s)



**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



FAITH IN ACTION BLOOMINGTON-NORMAL

600 E WILLOW ST STE 201  
NORMAL IL 61761-1997

### Sales Tax Exemption Certificate

<b>Issue date:</b> 03/20/2023	<b>Sales Tax Exemption</b>	<b>E99331578</b>
<b>Expiration date:</b> 04/01/2028	<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**  
*[Signature]*  
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

**Faith in Action of Bloomington-Normal  
Amended Budget**

Year Ended December 31, 2024

	<b>ANNUAL BUDGET</b>	<b>Year to Date Actual on a Budgetary Basis As of August 31, 2024</b>	<b>Proposed Amended Budget</b>
<b>Income</b>			
<b>Contributions</b>			
Coalition Congregation Contrib.	17,000	7,706	45.33%
43320 Community Organization	3,100	3,100	100.00%
43400 Board of Directors Contribution	1,300		0.00%
43440 Private Contributions	27,000	9,413	34.86%
43450 Care Receiver Contributions	9,000	5,686	63.18%
43455 Volunteer/Care Giver Donations	16,000	9,106	56.91%
43460 Memorial Contributions	7,000	3,423	
43465 Bequests			
43470 Honorarium Contributions	-	600	
43475 Newsletter Contributions	-		
All Other Private Contributions	-		
<b>Total Contributions</b>	<b>60,400</b>	<b>39,033</b>	<b>48.55%</b>
<b>Grants</b>			
State Farm Good Neighbor Grant			
44511 United Way Grant			
Bloomington Township Grant	15,000		48.89%
FCA of IL Community Care Program			
J.M. Scott Grant	25,000	25,000	100.00%
Other Grants	30,000		0.00%
<b>Total Grants</b>	<b>70,000</b>	<b>25,000</b>	<b>35.71%</b>
45030 Interest-Savings, Short-term CD	4,400	1,347	30.61%
<b>Fund Raiser Income</b>			
Sponsors	24,000	24,750	103.13%
ASK Luncheon Sponsors			
State Farm Good Neighbor Grant			
Total Annual Appeal	35,000	8,860	25.31%
State Farm Matching Gift Progra			
Corporate Matching Funds (not SF)	1,100	1,250	113.64%
Thrivent	3,900	2,447	62.74%
Flower Sale	6,200	14,872	239.87%
Flower Arranging Class	1,000	1,575	157.50%
ASK Luncheon Donations (Net)	11,000	14,585	132.59%
Restaurant Fundraiser	2,100	1,231	58.62%
Bingo/Mardi Gras Bingo (Net)	6,000	3,641	60.68%
Bus Trips (Net)	12,000	4,751	39.59%
African Safari Trips			
<b>Total Fund Raiser Income</b>	<b>102,300</b>	<b>77,962</b>	<b>76.21%</b>
<b>Total 47200 Fund Raiser Income</b>			
<b>Other Types of Income</b>			
Ebay Store			
Apparel Store			
Miscellaneous Revenue	250	1,494	597.62%
Volunteer Appreciation Dinner	150	139	92.67%
Amazon Smile			
Kroger's Reward	950	600	63.19%
<b>Total Other Types of Income</b>	<b>1,350</b>	<b>2,233</b>	<b>165.44%</b>
Uncategorized Income			
<b>Total Income</b>	<b>258,450</b>	<b>145,576</b>	<b>56.33%</b>
<b>Expenses</b>			
Volunteer Expense	1,300	448	34.46%
Newsletter/Annual Appeal Expenses	1,500	1,962	130.80%

**Faith in Action of Bloomington-Normal  
Amended Budget**

Year Ended December 31, 2024

	<b>ANNUAL BUDGET</b>	<b>Year to Date Actual on a Budgetary Basis As of August 31, 2024</b>	<b>Proposed Amended Budget</b>
Christmas Card Signing	100		0.00%
Community Partnering Drive			
64253 Concert Expenses			
64256 Pancake Fundraiser			
Total Fund Raiser Expense	<u>100</u>		0.00%
<b>Operations</b>			
<b>Business Expenses</b>			
Business Registration Fees	20	11	55.00%
62100 Contract Services			
62110 Accounting Fees	800		0.00%
Professional Fees- Review	4,000	4,000	100.00%
Total Contract Services	<u>4,800</u>	<u>4,000</u>	83.33%
Office Rent	3,000		0.00%
62800 Facilities and Equipment	2,500	1,667	66.68%
Equipment Purchases	18,000	15,207	84.48%
Depreciation			
62940 Equip Rental, and Maintenance	2,500		0.00%
62890 Rent, Parking, Utilities	500		0.00%
Total Facilities and Equipment	<u>26,500</u>	<u>16,874</u>	63.68%
Postage, Mailing Service	500	98	19.60%
Printing and Copying	4,800	1,366	28.46%
Office Supplies	1,100	33	3.00%
Telephone, Telecommunications	6,300	4,290	68.10%
Technology	15,000	13,342	88.95%
Insurance	6,300	971	15.41%
Bank Fees	400	240	60.00%
Fees for Online Donations	500	97	19.40%
Marketing	11,000	7,657	69.61%
Web costs	1,069	1,250	116.93%
Website Development	2,500		0.00%
Dues to Organizations	800	180	22.50%
Total Other Types of Expenses	300	322	107.33%
Payroll Expenses	170,000	106,606	62.71%
Fee for Online Payroll	650	425	65.38%
Total Travel and Meetings	500	-	0.00%
<b>Total Operations</b>	<u><b>253,039</b></u>	<u><b>157,762</b></u>	<b>62.35%</b>
<b>Total Expenses</b>	<u><b>255,939</b></u>	<u><b>160,172</b></u>	<b>62.58%</b>
<b>Change in Net Assets</b>	<u><b>\$ 2,511</b></u>	<u><b>\$ (14,596)</b></u>	<b>-581.30%</b>

## Faith in Action of Bloomington-Normal Non-Discrimination Policy

Faith in Action does not discriminate based on race, color, religion (creed), gender expression, age national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Faith in Action is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Board President signature and Date \_\_\_\_\_

Board President printed name \_\_\_\_\_

Executive Director signature and Date \_\_\_\_\_

Executive Director printed name \_\_\_\_\_

Normal Township is accepting 2024 Monetary Grant from non-profit community organizations whose work aligns with the Township's mission to serve the Elderly, Youth, and Economically Disadvantaged. If your organization wishes to apply the request must be filed with the Township by October 11. No grant will exceed \$10,000.

Request for a grant should include the following items:

1. Name of the organization, address, primary contact for grant application

Illinois Art Station

101 E. Vernon Ave., Normal, IL 61761

Hannah Johnson, Executive Director

2. Organization Mission Statement

The mission of Illinois Art Station is to provide young artists and families from all neighborhoods and backgrounds with transformative experiences in the visual arts

3. Legal form of entity and a copy of the IRS Certificate of IRS Tax Exempt status.

See attached.

4. Names and information of your organization's officers and directors.

See attached.

5. An explanation of how the funding benefits Normal Township Residents. In addition, provide the number of people served in prior years and the number expected this year.

Illinois Art Station has been providing transformative, hands-on, research informed, developmentally appropriate / inspiring experiences in the visual arts since 2018. Since September 2021, a percentage of those transformative artmaking experiences have been facilitated by trained and degreed art educators at 101 E. Vernon Ave. in Normal – Illinois Art Station's building and grounds. Consistently since Spring 2022, IAS has offered three core class experiences for young artists ages 2-18.

- Itsy Arts: art exploration for artists ages 5 and younger and their adults
- Art After 3PM (AA3): afterschool artmaking for young artists ages 6-12
- Art Elements: homeschool artmaking for young artists 6-12 and 13-18

In commitment to access and in the spirit of IAS's mission to serve young artists and families from all neighborhoods and backgrounds, registration for these onsite classes and any other onsite IAS artmaking experiences have been offered according to a Pay-What-You-Can model since Summer 2022. On average, 15 to 20 percent of IAS young artists and families take advantage of this variable fee structure. Despite the percentage not being higher (partly because of the affordability of a full price class, which averages just \$15 per artist for two hours of instruction), anecdotal evidence suggests that the Pay-What-You-Can model is an invaluable

outreach tool and that the philosophy resonates greatly with those in the community who share a commitment to equity and access for all young artists.

Based on average costs calculated in 2023-24 to facilitate the aforementioned programs (including personnel, facilities, materials, etc), Illinois Art Station requires \$55,000 in additional income to cover the cost of facilitating these core onsite classes. This \$55,000 is in addition to the average annual income per program based on average attendance and variabilities of the Pay-What-You-Can registration model. Funding from Normal Township totalling \$10,000 would be a significant contribution to ensuring that Illinois Art Station onsite experiences offered within the center of the Town of Normal – easily accessible by car, bus, bike, or foot – remain equally economically accessible.

Illinois Art Station served 9,500 Central Illinois young artists ages 2-18 in 2023 (this total does not include additional adult programming or peripheral adults who engaged in programming alongside their young artists). So far in 2024 (as of September 30), Illinois Art Station has served 7,545 young artists ages 2-18 across 432 individual programs, with an average of 17+ young artists per program and 1.5 programs per day. IAS staff have each individually served an average of 2,000+ young artists to date in 2024. Approximately 67 percent of programming is conducted onsite at Illinois Art Station in Normal, but 50 percent of IAS young artists are served through offsite programming in schools, early learning centers, afterschool programs, libraries and informal places of learning, festivals, events, etc. Illinois Art Station is on pace to serve close to 10,000 young artists (not including adult specific programming or peripheral adults who engaged in programming alongside their young artists) in 2024. Approximately 40 percent of young artists who participated in onsite classes (Itsy Arts, Art After 3PM, and Art Elements) at Illinois Art Station in 2023-24 reside in Normal.

6. Please provide the age group that you will be benefiting.

These funds will benefit young artists ages 2-18 and their adults.

7. A copy of your complete budget and how those funds are spent. Including percentage of administrative cost.

See attached (Jan-Dec 2024 approved organization budget and budget-to-actual report as of 9/30/24)

8. Organizational chart showing number of licensed employees, non-licensed employees, and volunteers.

See attached.

9. A complete list of all other sources of income received from this request.

Other sources of income to support this project/request include registration fees, general operating grants, and general financial and materials donations from individual donors. Illinois Art Station has received \$27,475 in payment through registration fees for onsite classes to date (September 30) in 2024. This is compared to \$23,968 in all of FY2023 (Jan-Dec). IAS receives an annual General Operations Grant from Illinois Arts Council that averages \$10,000 per year

based on IAC calculations of IAS annual expenses/income. In 2024, IAS received the Illinois Back to Business Grant for \$25,000, but this was a singular infusion of general operating dollars. IAS has received approximately \$40,000 in general donations from individual donors and sponsors in 2024, not including funding from IAS founder Laura E. Berk.

Please note that there is no other grant funding specific to the support of onsite class experiences at Illinois Art Station.

10. An outline of how the program will sustain itself after grant funds are used or grant is denied. Illinois Art Station will continue to rely on income from Pay-What-You-Can class registrations, general operations grant funding, and general donorship to help support onsite classes at Illinois Art Station. In Fall 2024, IAS launched a sponsorship model that allows individuals, businesses, and foundations to sponsor one class for one season at the \$5,000 level. Illinois Art Station will continue to be creative in seeking out sources of income that support onsite programming including overhead costs (staff and facilities) without placing the financial burden on young artists and families.

11. Organization to provide the Township a summary of success/failure of the program by September 30, 2025. This includes financial expenditures and the number of people served. Noted.

12. Copy of Organization Policy on Discrimination.  
See excerpts below:

## **EMPLOYEE HANDBOOK**

### ***Guiding Principles***

*The employees of Illinois Art Station (hereinafter referred to as IAS) shall carry out the duties they are assigned in faithfulness to the mission and vision of the organization. All employees are expected to approach their work with the intent to do well and good; and to treat all individuals (participants, fellow employees, partners and donors, general public, etc.) with courtesy, dignity, and respect. Additionally, IAS asks employees to demonstrate energy, enthusiasm, and effort in work performance and comply with all established rules and policies.*

*A representative, inclusive, equitable, and anti-racist workplace is one where all employees, workers, and volunteers – no matter their lived experiences or identities – feel seen, valued, and respected. Illinois Art Station provides equal opportunity for employment and personal and professional growth in all of its organizational roles.*

*Social justice is connected to our mission and critical to ensuring the well-being of our staff and the communities we serve. To do right by that connection, we strive to acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually reflect on and report out our organizational progress. We seek to uncover potential underlying,*

*unquestioned assumptions and systemic prejudices that interfere with inclusiveness; practice and encourage transparent communication in all interactions; and create and support programs and policies that foster agency and leadership that reflects the diversity and intersectionality of our societies. ...*

*Employees should feel empowered to request clarification of any stated policy or raise reasonable concerns regarding the content of this Handbook - particularly if in the interest of greater equity and representation across IAS operations. IAS will endeavor to address clarifications or concerns in ways that are mutually responsive and beneficial to the needs of the employee and the organization at large. ...*

---

### **3.0 RECRUITMENT & EMPLOYMENT**

#### **3.1 Inclusiveness in Employment – Equal Opportunity Employer (EOE) Statement**

*IAS is committed to both the spirit and the applicable legal requirements of equal opportunity employment and affirmative action. Consistent with this commitment, the policy of IAS is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, promotion, demotion, transfer, selection for training opportunities, layoffs, discharges, and retirement without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability, age, genetic information, marital status, sexual orientation, citizenship status, military and veteran status, gender identity, arrest record (some exceptions may apply), survivors of domestic violence, order of protection status, lack of permanent mailing address or use of a shelter or social service provider address.*

#### **3.2 ADA Reasonable Accommodation**

*When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace, when the threat cannot be eliminated by reasonable accommodation, will not be hired.*

*IAS will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship for the employee or IAS. Contact the Executive Director with questions or requests for accommodation. The Executive Director in consultation with the Board of Directors is responsible for implementing this policy – including the resolution of issues relating to reasonable accommodation, safety/direct threat, and undue hardship.*

*All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the*



*workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.*

---

### **3.4 EDI Statement - Equity, Diversity, and Inclusion**

*Illinois Art Station is committed to supporting the transformative experiences of persons and peoples from all neighborhoods and backgrounds through:*

- *Inspiring and enlightening engagement with the **Visual Arts***
- *Intentional, informed, and reflective efforts toward **Social Justice** principles and practices*
- *Application and expansion of known and new **Scholarship***

*Illinois Art Station recognizes that EDI work is never done. IAS is committed to holding space as a community-responsive organization willing to both earnestly internalize and critically challenge evolving EDI best practices as we collectively strive as societies of all sizes to create a more just, inclusive, representative, and accessible world.*

13. What is the amount being requested by your organization and will accept less?

The total amount requested is \$10,000 (as justified above). Illinois Art Station will accept less in support of its onsite class programming.

14. Do you follow the Prevailing Wage?

Illinois Art Station is not subject to the Prevailing Wage. The average income of a classroom art teacher in the State of Illinois in 2024 is \$46,272 or \$22.25 per hour. IAS salaried staff are compensated higher than this average rate. Hourly IAS informal art educators do not currently match this average hourly wage, but are compensated more than \$20 per hour.

**FORM NFP 102.10** (rev. Dec. 2003)  
**ARTICLES OF INCORPORATION**  
 General Not For Profit Corporation Act

Secretary of State  
 Department of Business Services  
 501 S. Second St., Rm. 350  
 Springfield, IL 62756  
 217-782-9522  
 www.cyberdriveillinois.com

Remit payment in the form of a  
 cashier's check, certified check,  
 money order or Illinois attorney's  
 or C.P.A.'s check payable  
 to Secretary of State.

\_\_\_\_\_ File # \_\_\_\_\_ Filing Fee: \$50 Approved: \_\_\_\_\_

----- Submit in duplicate ----- Type or Print clearly in black ink ----- Do not write above this line -----

**Article 1.**

Corporate Name: ILLINOIS ART STATION

**Article 2.**

Name and Address of Registered Agent and Registered Office in Illinois:

Registered Agent: KAREN M. STUMPE  
First Name Middle Name Last Name

Registered Office: 301 SW ADAMS STREET SUITE 700  
Number Street Suite # (P.O. Box alone is unacceptable)  
PEORIA IL 61602 PEORIA  
City ZIP Code County

**Article 3.**

The first Board of Directors shall be three (3) in number, their Names and Addresses being as follows  
Not less than three

Director Name	Street Address	City	State	ZIP Code
MARLA REESE-WEBER	2730 COUNTY ROAD 2200 N	MINONK, ILLINOIS		61760
STEVE LANCASTER	702 N. SCHOOL STREET	NORMAL, ILLINOIS		61761
SHARI BUCKELLEW	14674 KNOB HILL	HEYWORTH, ILLINOIS		61745

**Article 4.**

Purpose(s) for which the Corporation is organized:  
 SEE ATTACHED

(continued on back)

**Article 4.(continued)**

Is this Corporation a Condominium Association as established under the Condominium Property Act? (check one)

Yes  No

Is this Corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? (check one)

Yes  No

Is this Corporation a Homeowner's Association, which administers a common-interest community as defined in subsection (c) of Section 9-102 of the code of Civil Procedure? (check one)

Yes  No

**Article 5.**

Other provisions (For more space, attach additional sheets of this size.):

**Article 6.**

**Names & Addresses of Incorporators**

The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated FEBRUARY 6, 2020  
Month Day Year

**Signatures and Names**

**Post Office Address**

1. \_\_\_\_\_  
Signature  
KAREN M. STUMPE  
Name (print)

2. \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (print)

3. \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name (print)

1. 301 SW ADAMS STREET, SUITE 700  
Street  
PEORIA, IL 61602  
City, State, ZIP

2. \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, ZIP

3. \_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State, ZIP

**Signatures must be in BLACK INK on the original document.**

**Carbon copies, photocopies or rubber stamped signatures may only be used on the duplicate copy.**

- If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by a duly authorized corporate officer. Please print name and title beneath the officer's signature.
- The registered agent cannot be the corporation itself.
- The registered agent may be an individual, resident in Illinois, or a domestic or foreign corporation, authorized to act as a registered agent.
- The registered office may be, but need not be, the same as its principal office.
- A corporation that is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that **it will comply with the State and local laws and ordinances relating to alcoholic liquors.**

**Return to:**

KAVANAGH LAW FIRM  
Firm Name  
301 SW ADAMS STREET, SUITE 700  
Mailing address

KAREN M. STUMPE  
Attention  
PEORIA, IL 61602  
City, State, ZIP

# **ILLINOIS ART STATION**

## **ATTACHMENT TO ARTICLES OF INCORPORATION**

### **ARTICLE 4: PURPOSE CLAUSE**

The Corporation is organized exclusively for charitable, educational, and scientific purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended from time to time. The Corporation is dedicated to providing children, youth, and their families with accessible and transformative hands-on visual arts education.

Additionally, the corporation is organized and shall be operated for other charitable and educational purposes and to engage in any lawful act or activity in support thereof, for which corporations may be organized under the General Not-For-Profit Corporation Act of Illinois, as long as such purposes and activities are within the meaning of Section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE 5: OTHER PROVISIONS**

No part of the net earnings or assets of the Corporation shall be distributed to, nor inure to the benefit of, any of the Corporation officers, directors, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, nor intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision herein, the Corporation shall not carry on any activities not permitted to be carried on: (i) by an organization exempt from Federal income tax under Section 501(c)(3), of the Internal Revenue Code of 1986, as amended, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended.

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, religious, or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.



**Illinois Art Station**  
 Budget: Year to Date  
 for the period of 01/01/2024 to 09/30/2024

Account Number	Account Name	Actual	YTD Budget	Difference
<b>Income</b>				
<b>Donations</b>				
4000	Contributions Income	\$0.00	\$0.00	\$0.00
4001	Unrestricted Contributions	\$27,503.81	\$33,750.00	\$-6,246.19
4003	Restricted Contributions	\$2,250.00	\$1,687.50	\$562.50
Total for 4000 - Contributions Income		\$29,753.81	\$35,437.50	\$-5,683.69
4010	Grant Income	\$44,105.00	\$26,250.03	\$17,854.97
4030	In Kind Donations	\$0.00	\$0.00	\$0.00
4035	ISU Foundation	\$2,400.00	\$0.00	\$2,400.00
Total for 4030 - In Kind Donations		\$2,400.00	\$0.00	\$2,400.00
<b>Total Donations</b>		\$76,258.81	\$61,687.53	\$14,571.28
<b>Program Income</b>				
4100	Registration Fees	\$27,475.06	\$18,749.97	\$8,725.09
4150	Admissions	\$0.00	\$0.00	\$0.00
4151	General Admission	\$2,797.16	\$3,750.03	\$-952.87
4155	School Program Admissions	\$4,554.02	\$4,500.00	\$54.02
4156	Other Program Admissions	\$409.84	\$749.97	\$-340.13
Total for 4150 - Admissions		\$7,761.02	\$9,000.00	\$-1,238.98
4160	Partner Program	\$4,138.01	\$13,050.00	\$-8,911.99
4165	CDM Art Studio Payment	\$8,700.00	\$0.00	\$8,700.00
Total for 4160 - Partner Program		\$12,838.01	\$13,050.00	\$-211.99
<b>Total Program Income</b>		\$48,074.09	\$40,799.97	\$7,274.12
<b>Event Revenue</b>				
4200	Birthday Parties	\$6,994.12	\$7,499.97	\$-505.85
4250	Private Rentals	\$878.78	\$1,874.97	\$-996.19
4290	Fundraising Event	\$5,585.90	\$15,000.03	\$-9,414.13
<b>Total Event Revenue</b>		\$13,458.80	\$24,374.97	\$-10,916.17
<b>Sales</b>				
4300	Merchandise	\$728.40	\$1,500.03	\$-771.63
<b>Total Sales</b>		\$728.40	\$1,500.03	\$-771.63
<b>Other Income</b>				
4900	Interest Earned	\$173.43	\$0.00	\$173.43
4901	Investment Income	\$215.62	\$0.00	\$215.62
4950	Miscellaneous Income	\$420.70	\$0.00	\$420.70

Account Number	Account Name	Actual	YTD Budget	Difference
Total Other Income		\$809.75	\$0.00	\$809.75
Total Income		\$139,329.85	\$128,362.50	\$10,967.35
Expense				
Management and General Expenses				
5000	Admin. Salaries	\$0.00	\$0.00	\$0.00
5010	Salaried	\$55,113.84	\$55,113.75	\$0.09
Total for 5000 - Admin. Salaries		\$55,113.84	\$55,113.75	\$0.09
5050	Payroll Taxes - Admin	\$4,216.21	\$4,216.23	\$-0.02
5100	Professional Fees	\$0.00	\$0.00	\$0.00
5110	Accounting Fees	\$4,055.00	\$3,375.00	\$680.00
5120	Technology/ Website	\$1,001.00	\$375.03	\$625.97
Total for 5100 - Professional Fees		\$5,056.00	\$3,750.03	\$1,305.97
5200	Subscriptions	\$2,272.84	\$2,250.00	\$22.84
5300	Office Supplies	\$151.72	\$375.03	\$-223.31
5310	Utility Expenses	\$7,907.44	\$9,000.00	\$-1,092.56
5320	Grounds Maintenance and Custodial	\$14,404.87	\$11,999.97	\$2,404.90
5325	Depreciation	\$1,451.00	\$0.00	\$1,451.00
5330	Rent	\$20,840.06	\$18,749.97	\$2,090.09
5400	Insurance	\$2,438.00	\$3,750.03	\$-1,312.03
5900	Bank Fees	\$45.69	\$187.47	\$-141.78
5950	Misc. Administration	\$90.80	\$375.03	\$-284.23
5959	Professional Development Fees	\$233.85	\$1,500.03	\$-1,266.18
Total for 5950 - Misc. Administration		\$324.65	\$1,875.06	\$-1,550.41
Total Management and General Expenses		\$114,222.32	\$111,267.54	\$2,954.78
Program Service Expenses				
5500	Program Salaries	\$0.00	\$0.00	\$0.00
5510	Salaried	\$39,262.50	\$39,262.50	\$0.00
5520	Hourly	\$22,661.35	\$27,090.00	\$-4,428.65
Total for 5500 - Program Salaries		\$61,923.85	\$66,352.50	\$-4,428.65
5550	Payroll Taxes - Program	\$4,737.19	\$4,650.03	\$87.16
5570	Student Workers	\$0.00	\$0.00	\$0.00
5591	ISU Student Workers	\$27,124.50	\$0.00	\$27,124.50
Total for 5570 - Student Workers		\$27,124.50	\$0.00	\$27,124.50
5590	Contracted Services	\$0.00	\$0.00	\$0.00
5595	Teaching Artists	\$200.00	\$375.03	\$-175.03
5596	Musicians/Concert Organizers	\$356.00	\$0.00	\$356.00

Account Number	Account Name	Actual	YTD Budget	Difference
Total for 5590 - Contracted Services		\$556.00	\$375.03	\$180.97
5600	Program Materials & Resources	\$0.00	\$9,000.00	\$-9,000.00
5610	Program Materials	\$3,636.34	\$0.00	\$3,636.34
5620	Program Resources	\$75.23	\$0.00	\$75.23
5630	Exhibition Materials	\$334.33	\$0.00	\$334.33
Total for 5600 - Program Materials & Resources		\$4,045.90	\$9,000.00	\$-4,954.10
5650	Grant Program Expenses	\$3,627.10	\$0.00	\$3,627.10
5670	CDM Art Studio	\$0.00	\$0.00	\$0.00
5671	CDM Art Studio Materials	\$2,540.11	\$0.00	\$2,540.11
5672	CDM Art Studio Resources	\$12.03	\$0.00	\$12.03
5673	CDM Art Studio Printing	\$251.69	\$0.00	\$251.69
Total for 5670 - CDM Art Studio		\$2,803.83	\$0.00	\$2,803.83
5700	Marketing	\$1,146.89	\$749.97	\$396.92
5720	Translation / Interpretation	\$0.00	\$74.97	\$-74.97
5750	Misc. Program Expenses	\$0.00	\$375.03	\$-375.03
Total Program Service Expenses		\$105,965.26	\$81,577.53	\$24,387.73
Fundraising Expenses				
5800	Fundraising Event expense	\$1,446.55	\$0.00	\$1,446.55
Total Fundraising Expenses		\$1,446.55	\$0.00	\$1,446.55
Total Expense		\$221,634.13	\$192,845.07	\$28,789.06
<b>Total</b>		<b>\$-82,304.28</b>	<b>\$-64,482.57</b>	<b>\$-17,821.71</b>

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 05 2020

ILLINOIS ART STATION  
C/O KAREN M. STUMP  
301 SW ADAMS ST. STE 700  
PEORIA, IL 61602

Employer Identification Number:  
85-0611871  
DLN:  
29053142310010  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 28, 2020  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



ILLINOIS ART STATION

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Name	Board Position	Month/Year Joined	Term (3 years/term)	Professional Title	Email	Phone Number	Home Address
Shari Buckelbow	President	Fall 2019, Advisory board prior 2017	Let's Term (expires 12/2024)	Executive Director of Business Operations, St. John's Lutheran Church	bristellew@comcast.net	309-631-5737	14674 Knob Hill, Heyworth, IL 61745
Karen Stephens	Vice President		October 2022	Former Director, Child Care Center, ISU	kstephln@isu.edu	309-275-3185	30995 McClure Rd., Colfax, IL 62728
Carl Woods	Treasurer		May 2022	Retired, Director of Finance, Nexus-Quinago Family Healing	carlwoods3014@gmail.com	309-275-3014	2302 Mendipola Dr, Unit 6 Bloomington, IL 61704
Krista Toth	Secretary		January 2022	Facilities Services Director, ISU	Wtothc@isu.edu	309-835-9085	23340 Old Principal Road, LeRoy, 61752
Kimberly Babbs	Director		July 2022	Founder, Art Legal, LLC	kimberlybabbs@gmail.com	309-662-2872	1816 Tall Dr., Normal, IL 61761
Scott Jordan	Director		January 2022	Professor, Department of Psychology, ISU	jsordsc@isu.edu	309-825-1802	1721 Saylor St., Normal, IL 61761
Mike Sluzak	Director		April 2024	Owner / Operator, Straza Consulting	mike.sluzak@strazacorp.com	309-825-1441	1217 Cadwell Dr, Bloomington, IL 61704
Christina Dvorsik	Director		April 2024	Parent	cdvorsik@gmail.com		3223 Beer Rd, Bloomington, IL 61704
Arlene Hessa	Director		April 2024	Retired, Assistant to the Vice President for Student Affairs & Director of Campus Dining Services, ISU	arlene.hessa9@gmail.com	3095304311	2619 Limestone Court Normal, IL 61761 US
Amy Frilipson-Coffman	Director		June 2024	Director of Education for The Johnson Family Foundation	amcoffm@gmail.com	309-275-6085	3117 Auburn Road, Bloomington, IL 61704
Laura E. Bank	IAS Foundation, President, IAS Founder			Professor Emerita of Psychology, ISU	lbank@isu.edu	309-638-7823	103 Res. Dr Normal, IL 61761-3228 United States
Rick Lewis	IAS Foundation, Vice President			Retired, Associate Dean of Students, ISU	ralewis@isu.edu	309-830-4999	1915 Sundbir Ct, Bloomington, IL 61704
Steve Luncaster	IAS Foundation			Retired, Associate Director of Facilities Management, ISU	S.L.Luncas@isu.edu	309-666-3554	792 N. School St., Normal, IL 61761



## Normal Township Grant Application (2024)

- 1. Name of Organization, address, primary contact for grant application.**  
McLean County Historical Society – (DBA) McLean County Museum of History; 200 N. Main Street, Bloomington, IL 61701; Norris Porter, Director of Development (309-827-0428 ext. 104).
- 2. Organization Mission Statement.**  
To preserve, educate, and collaborate in sharing the diverse stories of the people of McLean County. The vision is to drive new conversations and engage more people to understand and be inspired by the rich history of McLean County. Our tagline is "Your Museum – Your History!"
- 3. Legal form of entity and copy of the IRS Certification of IRS Tax Exempt Status.**  
Tax exempt letter is attached. Fed. Id # 37-1414038 tax exempt charity.
- 4. Names and information of your organization's officers and directors.**  
(pdf) attached. This is a working board, not an advisory board.
- 5. An explanation of how the funding benefits Normal Township Residents. In addition, provide the number of people served in prior years and the number expected this year.**  
The Museum is seeking funds from Normal Township to recalibrate its Senior Reminiscence Program that serves senior centers throughout Bloomington-Normal and McLean County. This program uses historical objects from our Education Collection, enlarged photographs from our Pantagraph Negatives Collection, and inquiry-based facilitation to encourage older adults to recall memories, thoughts, and feelings of past life experiences and convey these stories, sharing memories, and connecting with other participants in the program. Promoting emotional well-being, conversation, and reconnecting to our shared world, the hope is that the program serves to recognize the experiences of people of our past while celebrating the fact that they are still a part of the present.

As the Museum transitions after ending its 30-year Cemetery Walk program, we are focusing our efforts towards new and innovative opportunities to preserve local history, increase accessibility, and create more collaborative programming. With this in mind, one goal is to rebuild our ability to provide unique programming in senior centers by creating two new travelling resource kits to add to our repertoire while finding and training three ongoing volunteers to conduct programming which will allow our Director of Adult Education and Interns to focus on new education opportunities for the community. This program reboot aligns well with Normal Township's mission to serve the elderly and economically disadvantaged.





The Senior Reminiscence Program began in the early 2000s with five senior programs. Pre-covid we were offering upwards of 92 programs annually serving 1,400 seniors. Post-covid

we offered 16 programs in 2022 and to date in 2023 we have offered 22 programs serving 1600 seniors. We anticipate the recalibration will allow us to offer up to 40 programs per year on a regular basis, maybe more, depending upon the number of trained volunteers.

6. **Please provide the age group that you will be benefiting.**  
The target audience is older adults living in senior centers and those who attend programming offered in the community through facilities such as the ARC in Normal.
7. **A copy of your complete budget and how those funds are spent. Including percentage of administrative cost.**  
*Attached is the proposed budget.* Budgetary pressures related to inflation have impacted the Museum significantly this year. The on-going cost related to implementation of the Senior Reminiscence Program annually will be approximately \$2,500 that we are seeking an annual sponsor for. The cost to recalibrate the program is \$8,000 that we are seeking funding from Normal Township.
8. **Organizational chart showing number of licensed employees, non-licensed employees, and volunteers.**  
The Museum has 14 full-time staff, 2 part-time, 3 "as needed", and over 150 volunteers.  
*Attached is a staff listing and a copy of our 2023 Fiscal Year Annual Report.*
9. **A complete list of all sources of income received for this request.**  
We are seeking the entire amount of funding for the program recalibration from Normal Township.
10. **An outline of how the program will sustain itself after grant funds are used or grant is denied.**  
Funding from Normal Township will allow for the Senior Reminiscence Program to add two new program kits to our repertoire, Cherishing Holidays and Summer Fun. Right now, our kits include Photo Reminiscence, The Toys and Games We Remember, Tools of the Trade, Well-Dressed Folks About Town, and Gadgets from Around the Kitchen. The training of volunteers will enable the program to continue at a lower annual cost. Our plans are also to upgrade our current kits with grant funding.
11. **Organization to provide the Township a summary of success/failure of the program by September 30, 2025. This includes financial expenditures and the number of people served.**  
Our plans are to have the kits re-tooled by May/June of 2025 utilizing paid interns from Illinois State University, Heartland, or Illinois Wesleyan. This will provide a learning

McLean County Museum of History, 200 North Main Street, Bloomington, Illinois 61701  
Voice: 309-827-0428 \* Fax 309-827-0100 \* [www.mchistory.org](http://www.mchistory.org)





experience for the students and allow our Director of Adult education to focus more time on attracting and training the volunteers needed for the program.

**12. Copy of Organization Policy on Discrimination**

Attached is a copy of the section of our Employee Handbook related to discrimination, including a copy of our Employee Ethics policy.

**13. What is the amount being requested by your organization and will you accept less?**

We are requesting support at the \$8,000 level to support the re-tooling of the Senior Reminiscence kits, the training of volunteers for future implementation of the program, and the creation of Holiday Cards for a campaign to recognize seniors during Christmas, Valentines Day, and Halloween. We would accept less funding but would have to scale back our plans or find additional funding from another source.

Several years ago, we received a note from a senior center executive that summarizes the value of the Senior Reminiscence Program to the community: "People with dementia are not dying of dementia; they are dying of loneliness. I want to extend my deep gratitude to the McLean County Museum of History for having the compassionate vision and allied zeal to employ their material and creative resources in an outreach program designed to intellectually, imaginatively, emotionally, and socially engage those in their community who are often lonely because their cognitive deficits have—in the minds of the general public—disqualified them from continuing to participate in the community's ongoing social and cultural life."

**14. Do you follow the Prevailing Wage?**

The Museum does adhere to the Prevailing Wage Act.



Internal Revenue Service

Date: December 22, 2006

MCLEAN COUNTY HISTORICAL SOCIETY  
% GREG KOOS EXECUTIVE DIRECTOR  
200 N MAIN ST  
BLOOMINGTON IL 61701-3912

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Mr. Mason 31-07424  
Customer Service Specialist  
Toll Free Telephone Number:  
877-829-5500  
Federal Identification Number:  
37-1414038

Dear Sir or Madam:

This is in response to your request of December 22, 2006, regarding your organization's tax-exempt status.

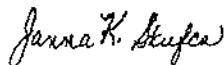
In June 2002 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

## BOARD OF DIRECTORS, McLEAN COUNTY HISTORICAL SOCIETY

*As of October 9, 2024*

### Executive Committee

**Carolyn Yockey** (L. Duane Yockey)  
(President)  
Community Volunteer  
[CLPY508@aol.com](mailto:CLPY508@aol.com)  
508 Normal Ave  
Normal, IL 61761  
(309) 452-3936 (Home)  
(309) 825-1710 (Cell)

**Michelle Pazar** (Christopher Pazar)  
(1st Vice President)  
Advertising Sales Mgr., Illinois Farm Bureau  
[Mpazar83@gmail.com](mailto:Mpazar83@gmail.com)  
208 William Dr  
Normal, IL 61761  
(309) 314-5170 (Cell)

**Robert Porter** (Stephanie A.C. Porter)  
(Secretary)  
Attorney, Costigan & Wollrab, P.C.  
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## Senior Reminiscence Recalibration 2024 Budget

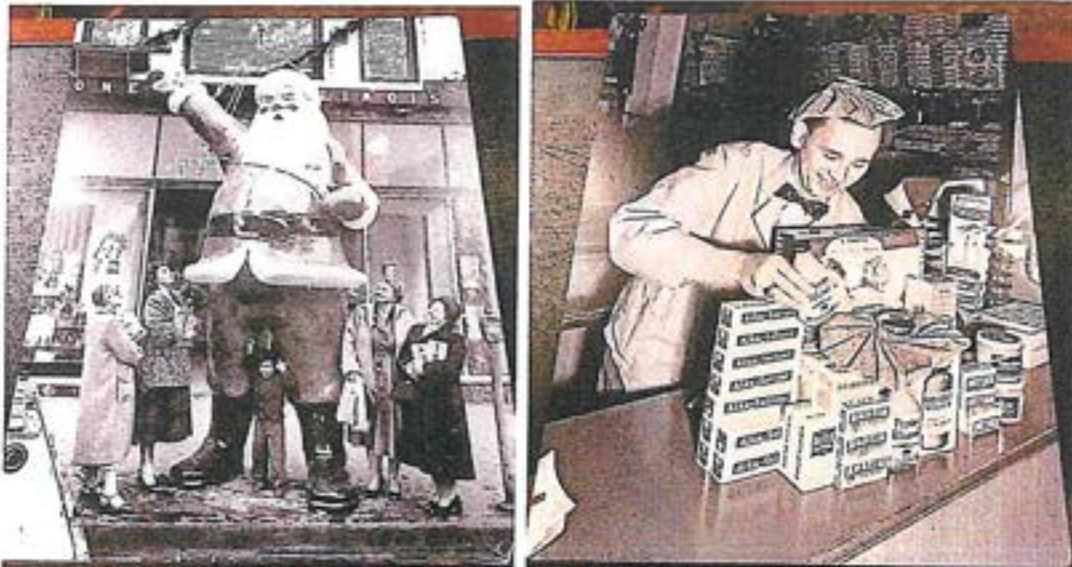
200 N. Main Street  
Bloomington, IL 61701

### Projected Expenses

College Interns (2 Jan. – May)	\$ 2,500 (\$1,250 for each intern)
Carts for Kits	\$ 100 (\$50 each)
Supplies for New Kits	\$ 800 (\$400 for each kit – includes binder with pictures & instructions)
Enlarged Photos for Kits	\$ 400 (20 total pictures)
Supplies to rework existing kits	\$ 500
Director of Adult Education & Interns	\$ 2,800 (Kit research and prep for volunteer training)
Volunteer Training Costs	\$ 400
Holiday Card Campaign	\$ 500
	<b>\$ 8,000 Total Cost</b>

\*Administrative cost represents 35% of the budget, related to the Director of Adult Education & Interns

### Enlarged Photos and sample of items from The Toys and Games We Remember Kit



Senior Reminiscence Recalibration  
2024 Budget

200 N. Main Street  
Bloomington, IL 61701

Sample Items from Toys and Games We Remember Kit



# ORGANIZATION CHART

The Executive Director reports to the Board of Directors and the Executive Committee



**Julie Emig**  
Executive Director



**Norris Porter**  
Director of Development



**Brandy Maloney**  
Development Assistant



**Jeff Woodard**  
Director of Marketing



**Micaela Harris**  
Director of Communications



**Bill Kemp**  
Librarian



**George Perkins**  
Archivist



**Jackie Cain**  
Director of Collections



Vacant

Collections Technician



**Susan Hartzold**  
Director of Exhibits



**Maria Mears**  
Director of Adult Ed. & Interns



**Candace Summers**  
Senior Director of Education



**Emily McCusker**  
Director of Youth & Family Education



**Eric Hansen**  
Director of Volunteers



**Torii Moré**  
Curator of Digital Humanities



**Jamie Arthur**  
Visitors Center Manager



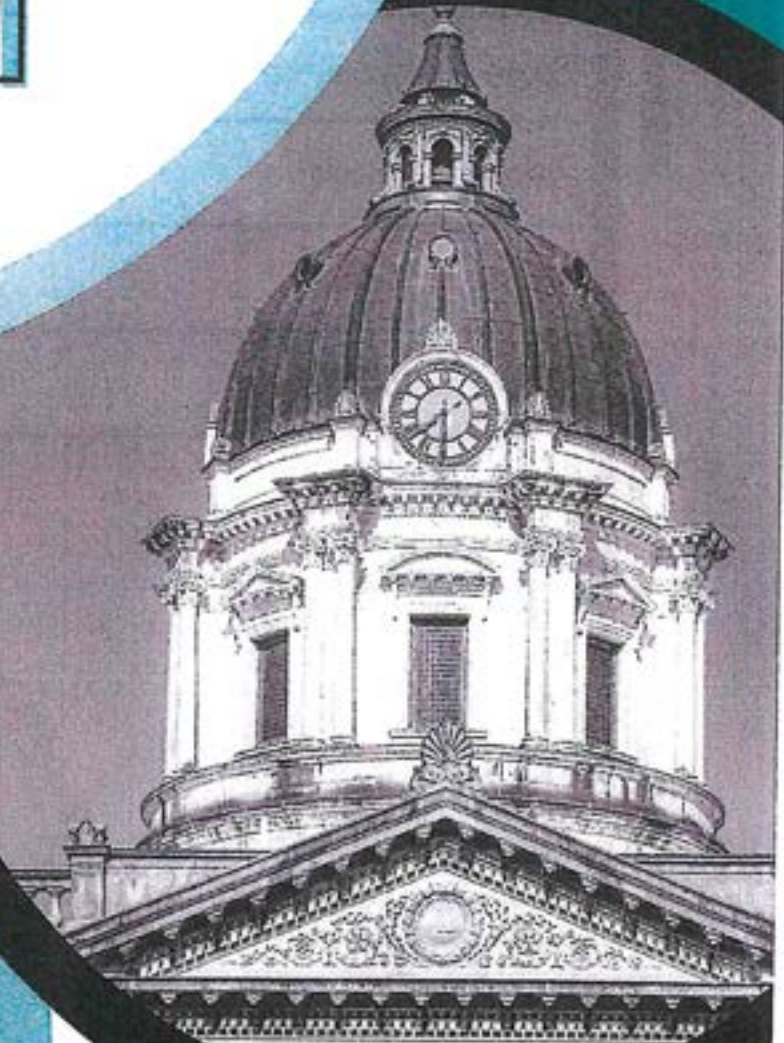
**Kathi Davis**  
Visitors Center Asst. Manager





McLean County  
**MUSEUM of HISTORY**

# ANNUAL REPORT



**FISCAL YEAR 2023**  
**APRIL 2022 - MARCH 2023**

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*Alongside McLean County administrators and a board representative from the Illinois Historical Society, the Museum's Executive Director unveils a new historic marker sharing the story of the Kickapoo in McLean County in West Park.*



1



# Museum Mission

**Our mission is to preserve, educate, and collaborate in sharing the diverse stories of the people of McLean County. This mission is achieved by:**

**Preservation:** We are a steward of McLean County history—discovering, researching, and sharing the tangible evidence of the past

**Education:** We are a cornerstone for learning and civic engagement through programs, exhibitions, and enrichment

**Collaboration:** We are inclusive, seeking ideas and valuing multiple perspectives

The McLean County Museum of History traces its roots back to 1892, the year the McLean County Historical Society was founded. The Museum is nationally accredited, independent 501(c)3 nonprofit, featuring nine exhibit galleries, preserving more than 18,000 objects, 15,000 rare books, and over 2,000 linear feet of historical papers and images in the archives.

When we received reaccreditation from the American Alliance for Museums in November of 2022, the reviewers noted the following: "Overall, the McLean County Museum of History is an impressive museum. They are an asset to the community, take their job as keepers of community memory seriously, have big goals, a great team, a smart strategic plan, and community support to help them accomplish it all."

AAM Accreditation recognizes museums for their commitment to excellence, accountability, high professional standards, and continued institutional improvement. Only 3.3% of museums in the country are accredited.





## Statement from Executive Director

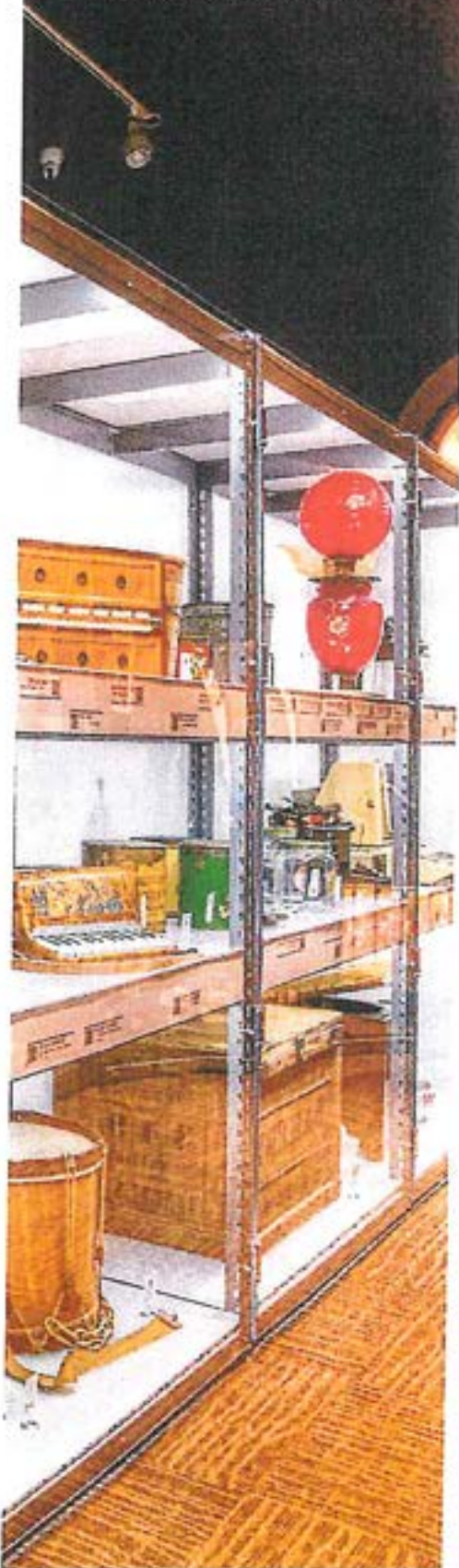
*Julie M. Emig*

Doing history is detective work. At MCMH, one of our goals is to invite others to join in actively excavating and analyzing clues from the past. In researching a National Endowment for the Humanities grant proposal to preserve and make accessible our textiles collection, we noted not only the importance of preserving a piece of historic clothing, but also the invaluable opportunity to turn the fabric itself inside out to see how the stitches were made. This kind of shared inquiry—the foundation of what it means to do history—is evident in our programming. For example, a new cross-departmental initiative that we launched this past fiscal year, *Crafting History*, engages participants in learning about the rich history of crafting, the stories of people behind the artistry, its sustainability, and actual hands-on practice. Any historical endeavor can be investigated from all sides and created anew. Most importantly, this curated process is open to the public. We can all be detectives.

Historical inquiry is more important than ever. In 2023, the American Alliance of Museums dedicated an entire issue of its peer-reviewed journal, *Museum*, “Making the Case” for the import of museums in society. In this issue, AAM interim CEO Brooke Leonard writes, “Too often, we rely on secondhand stories to decide what other people are like, which can exaggerate our sense of how deep our differences really are...In a landscape of misinformation and hostility, museums can provide antidotes of truth and empathy.” In our last fiscal year, our antidotes consisted of launching an extensive historic marker project, designing an Illinois Council for the Humanities funded Spanish Language Tour, developing a new website that provides access to our exhibits and collections, creating an online Social Justice Walking Tour in partnership with Business Builders, and celebrating Executive Director Emeritus Greg Koos’s Lifetime Achievement Award from the Illinois State Historical Society for teaching us how diverse lives form the foundation of who we are today. If you are curious about Greg’s work, seek out a copy of *Freedom, Land & Community* at the Museum or listen to Charlie Schlenker’s melodic narration of the text, now available as an audiobook on Audible.

We are not the only ones who value historic inquiry. The importance of history was emphatically communicated in a national, 2023 museum-goers survey (Wilkening & American Alliance of Museums) in which respondents claimed “how important history is for all of us... history is necessary for helping humans understand the current moment, plan for the future, and feel grounded... Respondents were 50% more likely to talk about history in 2023 than in 2018, when we last asked this question.” Given that MCMH’s recovery from the pandemic outpaces other museums, we know that history is important to you, too. We are Your Museum – Your History.

*Photo from the recently reopened and reimagined Merwin Gallery which features over 300 rarely seen objects from the collection.*



## Statement from Board President Carolyn Yockey

What have you contributed to the McLean County Historical Society? The Museum uses the phrase Your Museum - Your History. We indicate that our Museum is not a storage place for other history, but the history that relates to each one of us who live in McLean County. Some of us have connections that go way back; my great-great-great-grandfather came here in 1823. Even though I did not live here my first 18 years, this area has always been important to me. The Museum does hold my personal history. Other people are more recent arrivals with stronger roots in other places. Our Museum also holds history that is important to each of us simply because the people who came before us have led this community to being the wonderful place it is to live. Spend some time in our Museum to explore the many stories of our history. You will be pleasantly surprised at the many connections! Perhaps you have something that relates to the history of our County. We would love to have you share it with us.

Our History Makers each year are honored because of the roles they have played in our County's History. They set an example! We want to learn from them. In preserving their stories, we are adding to the history of our County.

Our Museum is an outstanding one. In 2022 we were reaccredited by the American Alliance of Museums. This places us in the top 3.3% of all museums in the country. Share your history with us; learn about our history. Visit the McLean County Museum of History often.

# Financial Snapshot

Fiscal Year ended March 31, 2023

## Operating Revenue

\$ 427,597 Private Gifts, Contributions, & Bequests  
\$ 410,661 Grants/Public Support  
\$ 296,690 Investment Revenue\*\*  
\$ 23,576 Net Profit on Gift Shop Sales  
\$ 59,308 Other Income  
**\$ 1,217,832 Total Revenue**

## Expenses

\$ 1,277,151 Programs  
\$ 205,888 General & Administrative  
\$ 190,001 Fundraising  
**\$ 1,673,040 Total Expenses**

\*\*Much of the fluctuation in operating revenue from year to year is driven by investment revenue, which includes changes in the market value of our endowment assets. The last fifteen months have been one of the most difficult investment environments since the Global Financial Crisis.

*Moving forward, private support, including estate gifts, will continue to be critical to the Museum's financial stability.*

## Board of Directors

### Officers

Carolyn Perry Yockey - *President*  
Michelle Pazar - *1st Vice President*  
Robert Porter - *Secretary*  
John J. Killian - *Treasurer*  
Tom Eder - *Immediate Past President*  
  
County Board Rep. - Catherine Metsker

### Directors

Craig Alexander\*  
Keith Cornille  
Zach Dietmeier  
Larry Dietz  
Bob Dabski  
Russel Francois  
Vasudha Gadhiraaju  
Arlene Hosea  
Mike Matejka\*  
R.C. McBride  
Marcos Mendez  
  
Pam Muirhead  
Georgia Nugent  
Shelli Opsal  
Allison Petty  
Karen Schmidt  
Ann Sullivan  
Aandover Tarhule  
Carl Teichman  
Paul B. Van Ness  
Robert Watkins\*  
Bill Wetzel, Jr.

\*denotes past president

# Museum Staff



## **Jamie Arthur | Visitors Center Manager**

Manages the Cruisin' with Lincoln on 66 Visitors Center & Gift Shop. After volunteering at the Museum reception desk for many years, Jamie became the Visitors Center Assistant in 2019, and accepted the position of Visitors Center Manager in 2022. She brings several years of customer service and retail sales leadership experience to the Visitors Center Manager position. Jamie is also a proud Illinois State University alum.



## **Morgan Bueza | Collections Technician**

Processes incoming donations to the Museum's object collection, maintains the collection database, and works with the Curator of Collections on research and related department projects. Morgan has a B.A. from Illinois State University in History and Spanish. She completed a year-long internship in historic preservation research at the Museum prior to joining the staff.



## **Jackie Cain | Curator of Collections**

Manages the donation, processing, and preservation/conservation of the Museum's collection of 18,000+ objects; along with managing the development and implementation of the Museum's Online Collections Database. She has a Master's from IUPUI in Museum Studies, and 5+ years of collections care experience.



## **Kathi Davis | Visitors Center Assistant**

Assists in managing the operations of the Cruisin' with Lincoln on 66 Visitors Center & Gift Shop. Kathi was a flight attendant with Delta Airlines for nearly 35 years, based for most of that time in Ft. Lauderdale, FL. When she retired, she bucked the usual trend and moved north to be closer to family. She was the manager of BroMenn Thrift Shop for three years and Program and Grants Director at Illinois Prairie Community Foundation for eight years.



## **Julie Emig | Executive Director**

Manages and directs Museum operations. She has worked for the last 28 years as a teacher, leader, and staff developer for schools and public institutions across the country. Julie has a doctorate in literacy education and was associate director for a 20 million grant funded by the Institute of Education Sciences based at the University of Illinois in Chicago. She is in her fourth year of leadership at the Museum.



## **Eric Hansen | Director of Volunteers**

Recruits, trains, and supports volunteers in their many roles within the Museum. He has a background in volunteer management and received his bachelor's degree in Political Science from Illinois State University. Eric is a proud Central-Illinois native, having grown up right across the McLean County/Tazewell County border in Minier.

# Museum Staff



## **Micaela Harris | Director of Communications**

Creates various visual and written communications, as well as digital and print marketing materials. Micaela collaborates with staff members throughout the Museum to share our story with the community. She grew up in the area and returned after graduating with her B.A. in Journalism & Mass Communication from Drake University in May 2020.



## **Susan Hartzold | Curator of Exhibits**

Develops, designs, and builds the Museum's award-winning exhibits and helps edit the Museum's Tri-Annual Magazine. Hartzold celebrated 32 years with the Museum in September, and is the creative force behind over 50 of the Museum's exhibits.



## **Bill Kemp | Librarian**

Heads the Museum's Library & Archives, and has done so for the last 20 years. He has graduate degrees from the University of Illinois Springfield and Illinois State University. Kemp is known for his in-depth knowledge of McLean County history and informative presentations to the community.



## **Brandy Maloney | Development Assistant**

Supports the Director of Development with membership, sponsorship, fundraising, and special events. Maloney has a graduate degree in History from ISU and over thirteen years of experience in development. She joined the Museum in 2017 and has been in her current position since 2019.



## **Emily McCusker | Director of Youth & Family Education**

Oversees programs like the Futures in History Day Camp that engage children and families in history, both locally and globally. She has worked with multiple museums in the Chicagoland area. Emily graduated from Lake Forest College in May of 2022 and began working for the McLean County Museum of History in July of 2022.



## **Maria Mears | Director of Adult Education & Interns**

Works with audiences made up of young adults through seniors in engaging history programming. Maria has a PhD in American Studies and brings extensive knowledge in historical research and interpretation. She also has experience working in museums and taught Interdisciplinary Studies at the college level for over 4 years.

# Museum Staff



## **Torii Moré | Curator of Digital Humanities**

Advances the Museum's digital footprint most notably by incorporating technology in our exhibits and managing the web presence. Torii started as an intern in 2010 and worked in multiple departments before becoming the Museum's first Curator of Digital Humanities.



## **George Perkins | Archivist**

Oversees the Museum's archival collection. Before he joined the staff in 2005, George was a Museum volunteer—in one capacity or another—for three decades. The recipient of the Illinois State Genealogical Society's Volkel Medal of Honor in 2021, George was recognized for his significant contributions to the field. He has a B.S. degree from Illinois State University.



## **Norris Porter | Director of Development**

Manages membership, fundraising, sponsorships, and grant work for the Museum. He has over 35 years of experience, 16 in development & fundraising in the higher education and nonprofit sectors. Norris is in his fourth year at the Museum after retiring from a 30-year career in higher education.



## **Candace Summers | Senior Director of Education**

Helps to educate over 20,000 people in Central Illinois through educational programs like the Evergreen Cemetery Walk and Senior Reminiscence program. Summers has over twenty years of experience working in the field of history and museum education. She has worked at the McLean County Museum of History for over 18 years.



## **Jeff Woodard | Director of Marketing & Community Relations**

Represents a public presence for the Museum, develops marketing goals and objectives with an emphasis on promotion of educational programs, permanent and rotating exhibits, and community outreach initiatives including providing marketing support for the Visitors Center. Jeff has been on staff for over 18 years, and was a volunteer for many years prior to that.



## **Greg Koos | Executive Director Emeritus**

Retired in 2016 after a 39-year career at the Museum. He oversaw three major historic site development projects and led the transition and move into the Museum's current home. Koos continues to help the Museum in retirement. Most recently he has authored a new book on 19th Century History of McLean County.

# Collections Department Report

Encompassing 18,000+ objects, our collection is significant in its documentation of all facets of life during the growth and development of McLean County, Illinois.

Over the last year the Museum accepted 46 object donations resulting in an astounding 97 objects being added to the collection. The additions came in a variety of object types including costumes from the American Passion Play and a wooden sewer line pipe from the City of Bloomington. Our objects range in date from as far back as the 1860s and are as modern as 2023.

Collections work this year focused on launching the Museum's Online Object Database which allows visitors to access information related to the permanent object collection, including photos, descriptions, historical context and biographical information. Moving forward, we aim to add 1,000 more objects each year.

Along with launching our Museum Online Database, Collections has been working to complete several inventories of our object storage spaces. The goal of the collection's inventory is to check and update all locations of objects while also reviewing object condition, storage needs, and selecting potential objects for the Museum Online Database. During this process we have begun updating our object tracking system to utilize barcoded labels, allowing us to better preserve and manage our wonderful Collection.



Scan the QR code above, visit [mchistory.pastperfectonline.com](http://mchistory.pastperfectonline.com), or stop by the Merwin Gallery on the Museum's third floor to explore the database and our collection.

# Development Department Report

Membership increased 6.3% with a total of 714 active members as of the end of the fiscal year. Our goal is to increase membership to 800 by 2026.

The Historic Marker initiative began in earnest with six projects completed including the revitalization of the WWII Memorial on the Museum Square, installation of new Korea & Vietnam markers on the Museum Square, refurbishment of the Kickapoo Stockade marker east of LeRoy, relocation of the Kickapoo Memorial Boulder to West Park, and installation of a new Looking for Lincoln Jesse Fell marker in Normal due to vandalism. Total dollars raised through our Historic Marker Matching gift initiative was just over \$74,000.

A \$30,000 gift was received from Midwest-Region IUNAI as the "Presented By" sponsor for our upcoming Asbestos exhibit that is scheduled to open in the fall of 2024. An additional \$50,000 gift was received to support the reopening of the Merwin Gallery. Funding from the Illinois Digital History Imaging Grant concluded with a review of the Pantagraph Negatives Collection revealing that over 3 million negatives remain to be digitized at a projected cost of over \$8 million. Appeals at the State and Federal level totaling over \$800,000 are pending, with \$550,000 included in a spending bill by the U.S. Senate Appropriation Committee for the Pantagraph Negatives Collection. To date we are still waiting for the bill to be approved.

Goals moving forward include:

- growing our endowment through planned gifts, an initial appeal is planned for FY 24
- a change in basic membership rates & enhanced member benefits for all levels of support
- reinvigorating discount partnerships with local business and growing our annual grant dollars.

*Refurbished WWII Memorial on the eastside of the Museum Square*





# Digital Humanities Department Report

Many changes to our [mchistory.org](http://mchistory.org) website were made this year, including re-designs of some of our most popular pages: Cemetery Walk, Research, Visit, Membership, and more. We continue to add resources to the site, including over 100 Pages from our Past articles by Bill Kemp, and over 600 archival finding aids. We also transitioned Content Management Systems, which was a major undertaking that added new features and increased stability to our website.

In FY 23 we streamed and recorded 15 different programs. We are proud to provide greater access for anyone who couldn't attend the in-person event, and are grateful for support from our new live stream sponsor, WGLT – apart of the NPR network, Bloomington-Normal's public media.

The technology in our permanent exhibits always requires maintenance, and this year we were glad to transition many of our custom iPad applications to a new updating regimen that will be more reliable for the future. Our digital interactives continue to great use by visitors, the Employ your Avatar touch screen in the Working for a Living exhibit has been used 8,000 times.

One of the department's most notable accomplishments was launching the Social Justice Walking Tour website at [blono-social-justice-tour.org](http://blono-social-justice-tour.org). After receiving a grant from Business Builders, staff and Museum Board Member Mike Matejka worked hard to make this content more accessible to all.

# Exhibits Department Report

The Curator of Exhibits helped coordinate with the county to ensure the repair, repainting, and installation of new carpet in the exhibit spaces damaged due a roof leak in 2020. Installation of much needed new carpet in second floor offices and the library also occurred. Unfortunately, we were unable to complete this work in the library stacks, the classroom, and one of the education offices, due to the discovery of asbestos tiles beneath the existing carpet.

The reconfiguration of the Merwin Gallery as a non-static display space to showcase nearly 300 artifacts from the Museum's object collection was completed in 2023. This included preparing narrative labels for each of the objects to be displayed. Concurrently, the Curator of Exhibits worked on planning for two new temporary exhibits: Asbestos (set to open in September 2024) and Baseball & Softball (set to open in the Spring of 2026).



# Education Department Report

The Education Department provided numerous educational opportunities to community members of all ages in this past fiscal year, including our annual Futures in History Camp and 29th annual Evergreen Cemetery Walk, and new programming series such as Crafting History and Seeds of History.

Our Futures in History Camp, teaches students about career paths in the humanities. This year, we focused on Archaeology, Architecture, Civics, Preservation, and Museum Studies. We also again offered the annual Evergreen Cemetery Walk in-person and virtually, to expand the reach of this award winning program.

Crafting History is a series of accessible, interactive programming that allows adult learners a hands-on history experience, led by the Museum's Director of Adult Education, Dr. Maria Mears, and a local expert, taking crafts from the past and recreating them for use today.

All the crafts we focus on have some historical context and an element of sustainability. Thus far we've made rag rugs, woven coasters, pinch pots, and embroidered ornaments. We hope to combat hyperconsumerism with a historical understanding of crafts that take great skill and artistry but were often relegated to "women's home-keeping tasks". We offer new Crafting History programming every other month, in person and online via the Museum's YouTube channel, on the third Tuesday of the month.

Seeds of History is an ongoing series of interdisciplinary initiatives working to educate the community about the history of ecology and the land of McLean County. From our native plants on the Museum Square to our garden plot at the Westside Community Garden, we are working to bring history and environmentalism together to rediscover old lessons on sustainability.

Looking to the future, the Museum received a grant from Illinois Humanities to fund our Spanish language audio tour of the Making a Home Gallery. The Education Department is collaborating with other Museum staff and a committee of community members to bring the tour to life in November 2024.



# Library & Archives Department Report

The Museum's ambitious project to digitize its Pantagraph Negatives and Photographic Print collections continues apace. Archivist George Perkins and grant-supported Assistant Archivists Rochelle Gridley and Jana Kiefer have uploaded tens of thousands of Pantagraph Print Collection images onto the Illinois Digital Archives (IDA) website. From there, the public can view, search, print, and download Museum images at no cost.

The Museum and Bloomington Public Library completed the city directory digitization project. This project entailed scanning Bloomington and Bloomington-Normal directories from 1855 to 1902—24 volumes in all—and uploading them onto Internet Archives. Visitors to this free online library can then view, search, and even download specific years of this local history resource.

The Museum and Illinois Wesleyan University worked together to coordinate the transfer of three collections from IWU's Tate Archives to the Museum Archives. The three collections—the organizational papers and records of Parklands Foundation, the Ecology Action Center, and the John Wesley Powell chapter of the Audubon Society—are an important addition to the Museum's collections relating to local environmental history.

Librarian Bill Kemp and volunteer Carol Straka undertook a sweeping reorganization of the Archive's vertical files. By doing so, the Museum began migrating from 3" x 5" catalog cards to a keyword searchable spreadsheet available on the Museum's website.

In addition to the catalog conversion, this project included merging folders; combining folders into standalone collections; and weeding duplicative items and folders. Apart from the ongoing photo digitization projects, this vertical file conversion and cleanup project represents one of the most significant undertakings by Library/Archives staff during the past half-decade or more.



*Illinois Secretary of State, Alexi Giannoulias and U.S. Senator Dick Durbin both visited the Museum this year to learn about our digital preservation efforts and funding challenges.*



# Marketing Department Report

This year's most significant update to the Marketing Department was adding Director of Communications Micaela Harris.

Since then, we have made significant progress in branding and have taken a more strategic look at how we engage with the media, diversifying how, when, and where we focus our marketing efforts across various platforms. We have consistently had radio, TV, print, and social media coverage for every major event or story at the Museum in the last year. Collaboratively working with other staff we've coordinated events and created new branding packages for ongoing programming.

Our community partnerships remain integral to everything we do at the Museum. We have emphasized nurturing our existing relationships and expanding our outreach to form additional connections across the county and state.

Working with the Illinois Scenic Byways, we now have a permanent presence for the Museum and Visitors Center in Springfield, with the Illinois State Fairgrounds Route 66 Gate 2 Experience – an educational exhibit that is open to the public 365 days a year, providing an attraction for travelers and local visitors alike.

We also continue to be mindful of destination marketing, partnering with tour operators to increase our regional exposure and advancing the idea of the Museum Square being the cultural center of the vibrant downtown arts scene. This has included forming a partnership with the BN Artists group and participating in Slow Art Day and several First Friday events.

In addition to BN Artists and Route 66 Scenic Byways, some of our most robust partnerships are with WGLT, The Pantagraph, Cumulus Media, ISU, NAACP, League of Women Voters of McLean County, Bloomington-Normal Black History Project, Latinos En Blono, Illinois Association of Museums, Young Men's Club, various Rotary Clubs, Not In Our Town, and Illinois Art Station.

Looking to the future, we will add new print materials and signage around the Museum, including a new welcome video for the Visitors Center. We will also continue to collaborate with other staff to create impactful, educational, and visually interesting Rotunda Installations which have garnered great attention from the public and the media alike.

## Photo Captions

Left: Route 66 Gate 2 Experience  
Right: Museum staff pose for a photo following the "Sembrando Raíces: Oral Histories of Latinos in Central Illinois" conference hosted in partnership with ISU. Pictured left to right is Jeff Woodard, Dr. Maura Toro-Morn, Dr. Ricio Chansky, Micaela Harris, Dr. Maria Mears.



# Visitors Center Report

The Cruisin' with Lincoln on 66 Visitors Center & Gift Shop interacted with **20,794** visitors, earned proceeds of **\$8,130** in admissions fees, and grossed **\$38,752** in gift shop sales during this fiscal year.

Members receive a 10% discount in the Gift Shop everyday and 20% during Member Appreciation Month in November.



# Volunteer Department Report

The Volunteer Department saw quite the transition this year. We are thankful for Mary Anne Schierman's return as Interim Director of Volunteers and her instrumental aid in preparing the department for and training of our new Director of Volunteers Eric Hansen. We are also very thankful for the twenty-years of service Betty Turchirollo gave to the Museum as Assistant Volunteer Coordinator prior to her retirement in April.

In the last decade, we've seen significant shifts away from volunteerism that have been exacerbated by the pandemic. We are keenly aware that volunteers are critical to all that we do here at the Museum and with such a period of transition as we have seen over the past fiscal year, our focus as a department has been on maintenance. Maintaining the number of volunteers we have and trying to recruit when and where possible. As we move forward, growing our volunteer base will prove to be a challenge – a challenge we look forward to facing. In the meantime, we will continue to appreciate and nurture our current volunteers who make what we do at the Museum possible.





In this past fiscal year, we have accomplished many goals aligned with our strategic plan and mission. Namely, we significantly **expanded digital access** via the **Annual Evergreen Cemetery Walk**, the **Social Justice Walking Tour**, a **newly launched object collections database**, **digitization of archival files**, and a **revamped website** that includes readily accessible links to our exhibits and content, such as past stories from our *"Pieces from Our Past"* Pantagraph column. This is in addition to implementing a **fully funded historic marker project** throughout McLean County, and **adding two interdepartmental programming series**, *Crafting History* and *Seeds of History*, with many participants in attendance both in person and online. With continued community support **in the next fiscal year we look forward to advancing our mission, meeting our strategic goals, and serving our community.**



309-827-0428 | 200 N. Main St. Bloomington, IL 61701 | [mchistory.org](http://mchistory.org)

## **DISCRIMINATION POLICY**

The Museum strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Therefore, the Museum prohibits discrimination and/or harassment of our employees, nonemployees, contractors, or consultants based on real or perceived protected classes (race, color, national origin, religion, sex [including pregnancy, childbirth, and related medical conditions], disability, age, genetic information, marital status, sexual orientation, citizenship status, military and veteran status, unfavorable military discharge, gender identity, arrest record, victims of domestic violence, order of protection status, lack of permanent mailing address or use of a shelter or social service provider address).

The term "harassment" includes, but is not limited to: slurs, jokes, and other verbal, graphic, or physical conduct that is sexual, racial, or religious in nature or is related to any of the categories enumerated above. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization.

### **Sexual Harassment**

Sexual harassment is illegal under both Illinois and federal law. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this Museum and, in some cases, an individual to substantial civil penalties.

The Museum's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

No employee, nonemployee, contractor, or consultant -- regardless of gender identity--should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. All forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, or which create a hostile or offensive environment, must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of this Museum are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

### **Definition of Sexual Harassment**

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber-stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of their gender or gender identity.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, Museum employees must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey," "darling," and "sweetheart" is objectionable to many people who believe that these terms undermine their authority and professionalism. Such behaviors may lead to the creation of a hostile work environment.

#### **Responsibility of Individual Employees**

Each individual employee has the responsibility to refrain from sexual harassment in the workplace, this includes refraining from harassment of other employees, as well as nonemployees, contractors, and consultants.

An individual employee who sexually harasses a fellow worker, nonemployees, contractors, or consultants is liable for their individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with Museum policy.

#### **Responsibility of Supervisory Personnel**

Each supervisor is responsible for maintaining a workplace that is free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage their employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or be the first to receive a complaint about conduct that they did not observe.

## Policy from McLean County Museum of History Employee Handbook

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment while observing strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Supervisors must also ensure that no retaliation, loss of status, or loss of promotional opportunity will result against an employee, nonemployee, contractor, or consultant making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Executive Director immediately. Investigate complaints on a case-by case basis and remind employees of the Museum's code of conduct and ethics rules if applicable.

### **Reporting Harassment**

An employee, nonemployee, contractor, or consultant who either observes or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee, their supervisor, and/or the Executive Director. If the employee is uncomfortable consulting Museum staff, they should contact someone on the Museum Board.

It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record of each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Museum. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

- **Electronic/Direct Communication.** If there is sexual harassing behavior in the workplace, the harassed employee, nonemployee, contractor, or consultant should directly and clearly express their objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- **Contact with Supervisory Personnel.** At the same time direct communication is undertaken, or in the event the employee, nonemployee, contractor, or consultant feels threatened or

intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the Executive Director. If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision (i.e., Board member).

- **Formal Written Complaint.** An employee, nonemployee, contractor, or consultant may also report incidents of sexual harassment directly to the Executive Director.
- **The Executive Director** will counsel the reporting employee and be available to assist with filing a formal complaint. The Museum will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
- **Resolution Outside Museum.** The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

#### **Administrative Contacts**

Illinois Department of Human Rights (IDHR)  
Chicago: 312-814-6200 or 800-662-3942  
Chicago TTY: 866-740-3953  
Springfield: 217-785-5100  
Springfield TTY: 866-740-3953  
Marion: 618-993-7463  
Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312-814-6269  
Chicago TTY: 312-814-4760  
Springfield: 217-785-4350  
Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)  
Chicago: 800-669-4000  
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee, nonemployee, contractor, or consultant, who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

#### **Retaliation Policy**

## Policy from McLean County Museum of History Employee Handbook

The Museum prohibits and does not tolerate retaliation against any employee because of that employee's participation in protected activities, including but not limited to reporting workplace wrongdoing, making a protected claim against the organization, or properly using Museum benefits. No person, no matter their title or position, has the authority, expressed, actual, apparent, or implied, to retaliate against any employee of the Museum. Retaliation includes a loss of status or loss of promotional opportunity.

### **False and Frivolous Complaints**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

## Normal Township Grant Proposal 2024

### School Street Food Pantry: Adding an additional Freezer

- 1. The name of the organization, address, primary contact for grant applicant, and legal form of entity statement with a copy of the IRS Certificate of Good Standing.**

The School Street Food Pantry  
211 North School Street  
Normal, IL 61761

Contact person: Diane Zosky  
Email: [dlzosky@ilstu.edu](mailto:dlzosky@ilstu.edu)  
Phone: 309-696-4932

- 2. Organization Mission Statement.**

The School Street Food Pantry provides food and supplies to currently enrolled post-secondary college and trade school students in the Bloomington-Normal, Illinois area who are experiencing food insecurity.

- 3. Legal form of entity and copy of the IRS Certification of IRS tax exempt status.**

The School Street Food Pantry, which previously had its non-profit status under the Normal First United Methodist Church is now separate and independent of the Church. The Pantry was incorporated and designated a non-profit charity under section 501(c)3 of the IRS code on July 8, 2024.

- 4. Names and information about the officers and directors of your organization.**

The School Street Food Pantry is led by a Board of Directors comprised of local college students and community members. The board meets bi-monthly either virtually or in person at Normal First United Methodist Church to determine policy and provide guidance for the operation of the pantry. The key organizations represented on the board include Illinois State University, Normal First United Methodist Church, ISU Student Government Association, and the University of Illinois Extension. One fourth of the Board of Directors is comprised of students.

The Board members are:

Diane Zosky, President, retired ISU community member  
Doris Groves, Treasurer, retired ISU community member  
Marla Reese Weber, Secretary, ISU community member  
Janet Lammey, volunteer coordinator, NFUMC member  
Megan Koch, Communications/marketing coordinator, ISU faculty  
Amelia Noel-Elkins, community member  
Luke Hensleigh, Community Engagement coordinator, community member  
Donnelle Pressburger, Community Engagement coordinator, ISU staff  
Pastor Kathy King Nobles, church representative

Staci Coussens, UI Extension representative  
Patrick Flores, student  
Chona Noble, student  
Megan Schilling, student  
Madeline McCarron, student

**5. An explanation of how the funding benefits Normal Township Residents. In addition, provide the number of people served in prior years and the number expected this year.**

Students who experience food insecurity experience greater risk of academic failure including lower GPA, failure to persist, inability to fully participate in their educational experience, and higher rates of mental health issues. According to a 2021 Johns Hopkins study, food-insecure learners are about half as likely (43%) to graduate from college than their food-secure peers. The study also showed that students in high-risk categories, such as first-generation students, also struggle to finish school. Only 47% of students who were both food-insecure and first-generation students graduated from college, compared to 76% of their food-secure, non-first-generation peers.

An educated citizenry benefits the community with people who graduate from higher education prepared to contribute to the economic and social context of the community.

School Street Food Pantry served 4330 student visits during the August 2023 to August 2024 program year. So far with the beginning of the 2024/25 program year, our attendance at the weekly pantry distribution has been up by 30-40%.

**6. Provide the age group that will benefit.**

The School Street Food Pantry serves post-secondary students in the Bloomington Normal area. This includes students from Illinois State University, Illinois Wesleyan University, Heartland Community College, and area trade-schools. Pantry food recipients must show a student identification. Given the requirement of student status, food recipients are typically between the ages of 18-26 including graduate students.

**7. Provide a copy of the complete budget and how those funds are spent, including the percentage of administrative costs.**

Please find the attached budget for the 2024 year. The School Street Food Pantry has low administrative costs due to the generosity of the Normal First United Methodist Church. The Pantry does not pay rent for space and the church provides overhead costs such as office support, copying, fiscal management, and utilities. Of the line items on the attached budget, we consider the lines of personnel costs including salary and fringe as administrative costs. These administrative costs total \$21,300 which is 54% of the expense budget. This allows us to hire a .5 FTE employee to manage the pantry and the rest of the labor is all supplied by volunteers. All of the other line items on the budget are either food purchases or items needed to keep the pantry running.

The request for funding is \$4100 to purchase a commercial grade freezer for food storage and to complete some minimal upgrading of electrical capacity to accommodate an additional freezer in our storage room. We have a quote for a 23 cubic foot stainless steel

commercial grade freezer for \$3300 and a quote for the needed electrical work of approximately \$800. The School Street Food Pantry currently has a commercial grade freezer in our storage room, but it is typically full to capacity. The lack of storage for frozen foods has meant forgoing meat and other frozen foods from Midwest Food Bank and Eastern Illinois Food Bank when this supply is in abundance. We have seen the demand for the School Street Food Pantry increase 30-40% in the first 3 weeks of classes. Of this request, 100% will go to purchasing the freezer and upgrading the electrical capacity with 0% will go to administrative costs.

**8. Organizational chart showing number of licensed employees, non-licensed employees, and volunteers.**

School Street Food Pantry has one 20-hour a week employee who is non-licensed and is primarily dedicated to administratively leading the weekly work of the pantry such as managing donations and preparing for weekly food distribution. A large amount of work for the pantry is completed by dedicated volunteers. The Pantry has 197 registered volunteers who contribute about 1500 hours of labor to the Pantry.

**9. A complete list of other sources of income received for this request.**

The School Street Food Pantry relies almost entirely on donations. We are currently expending a \$4000 grant received from the Normal Township that was received in the 2023 funding cycle. We are also expending a \$4000 grant we received from the Illinois Prairie Community Foundation which will end in May 2025. The remainder of the income is from individual donations of approximately \$800-\$1000 a month from dedicated donors. We depend on food donated from the Midwest Food Bank, the Eastern Illinois Food Bank, food drives from organizations and individual food donations. The monetary donations are used to supplement food purchases to provide nutritious food each week for each student recipient.

**10. An outline of how the program will sustain itself after grant funds are used or if the grant is denied.**

As the request would fund a one-time purchase, the additional freezer will serve the pantry for many years to come. If the School Street Food Pantry request is denied this request, we will continue as we have been which means not being able to take full advantage of frozen meat and foods when offered by Midwest Food Bank and Eastern Illinois Food Bank.

**11. Organization to provide the Township a summary of success/failure of the program by September 30, 2025, including financial expenditures and the number of people served.**

The School Street Food Pantry will provide data at the end of the grant period.

**12. Provide a copy of the organization's non-discrimination policy.**

The School Street Food Pantry considers access to adequate food as a basic, universal right of human dignity. In this belief we do not discriminate on the basis of any identity or status. The School Street Food Pantry is inclusive regarding access for post-secondary students located in our service area.

**13. Amount of grant funds requested.**

The request for funding is \$4100 to purchase a commercial grade freezer for food storage and to complete some minimal upgrading of electrical capacity to accommodate an additional freezer in our storage room. We have a quote for a 23 cubic foot stainless steel commercial grade freezer for \$3300 and a quote for the needed electrical work of approximately \$800. The School Street Food Pantry currently has a commercial grade freezer in our storage room, but it is typically full to capacity. The lack of storage for frozen foods has meant forgoing meat and other frozen foods from Midwest Food Bank and Eastern Illinois Food Bank when this supply is in abundance. We have seen the demand for the School Street Food Pantry increase 30-40% in the first 3 weeks of classes. Of this request, 100% will go to purchasing the freezer and upgrading the electrical capacity with 0% will go to administrative costs.

**14. Does the organization comply with the prevailing wage?**

School Street Food Pantry has one 20-hour a week employee who is paid \$21 per hour.





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

SCHOOL STREET FOOD PANTRY  
211 N SCHOOL STREET  
NORMAL, IL 61761-2503

Date:  
08/06/2024  
Employer ID number:  
99-4023288  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5600  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
July 8, 2024  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053615005814

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# School Street Food Pantry - Budget Worksheet

FY 2024

Income		Annual Budget
Beginning Balance		\$44,227
School St Food Pantry Inc	4102-246	
Individuals		\$11,000.00
Groups		\$1,000.00
Special Outreach		\$12,000.00
Normal Township Grant		\$4,000.00
On-line Donations		\$1,000.00
<b>Total Income</b>		<b>\$29,000.00</b>

SSFP Expenses		Annual Budget	
Manager	Soc Security/FICA/Med	5195-010	\$1,300.00
	Salary/Pension/Payroll Fee/W/C	6231-246	\$20,000.00
Food Purchases	local	6220-246	\$6,000.00
	EIFB		\$3,000.00
	Normal Grant	6700-257	\$4,000.00
Pantry Supplies	(cleaning products, storage/garbage bags)	6221-246	\$200.00
Pantry Maintenance	(equipment replacement/repair)	6222-246	\$200.00
Administrative	Office Supplies	6230-246	\$200.00
	Software		\$120.00
	Canvas Bags		\$2,500.00
	Sign Up Genius		\$300.00
	Miscellaneous		\$200.00
Communications/Marketing	Printing (brochures, yard signs, banners)	6240-246	\$500.00
	Social Media Advertising		\$100.00
	Website Hosting/Domain Name		\$200.00
Community Engagement	Thank you notes/postage/Events	6260-246	\$350.00
Volunteer	Appreciation	6270-246	\$200.00
<b>Total Expenses</b>			<b>\$39,370.00</b>

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

1. Name of Organization: YouthBuild McLean County  
360 Wylie Drive Suite 360, Wylie Drive  
Contact for the grant: Tracey Polson , Executive Director
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:  
David Stanczak - Board President  
Tracey Polson - Executive Director  
Michelle Klatt-Chief Finance Officer  
Kevin Bradley - Education Director  
Robin King-Supportive Services Director  
Stacy Van-Registrar/Data Manager  
Ryan Dowell-Facilities Maintenance Director  
Bertram Givan-Lead Casemanager
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 counseling services provided to students and graduates of YouthBuild McLean County. Funding counseling services will improve the mental health of the young people being served at YouthBuild which in turn creates long-term benefits such as higher educational achievement, reduced crime, improved overall well-being, and economic growth. The investment would not only strengthen the individuals but also the society as a whole. YouthBuild annually serves 150 young people through the education and post graduation programs and is expected to serve the same number of students this year.
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. 0% of the budget will be spent on administrative costs. See budget below.
8. Organizational chart is attached - 2 are Licensed Mental Health Counselors  
4 are Licensed Teachers, one is also a licensed secondary administrator  
1 is a Licensed Practical Nurse

8. Continued.....  
14 staff are non-licensed but YBMC has a diverse staff population, including two YouthBuild graduates. We have staff members with a PhD and a GED and the right mix of life experience, technical training and desire to help youth realize their best selves. We typically have 100 community and collegiate volunteers working with students each year.
9. Other sources of income for this request include funding from the Scott Grant. The amount awarded from the Scott grant this year is \$33,000.
10. Grant funds will be used to directly support in-school counseling services. Without this grant we would have to choose between either a school based social worker or a mental health counselor. Moving forward, mental health services will be funded through the Scott Grant as well as individual/corporate donations as necessary. If this project is not funded or is not funded fully, YouthBuild will have to discontinue either social work or counseling services at the school until additional funding can be secured.
11. YouthBuild McLean County is prepared to provide the Township with a summary of success/failure of the counseling services program by Sept. 30, 2025. The report will include financial expenditures and the number of people served.
12. Copy of Organizational policy on Discrimination is attached
13. Amount being requested is \$10,000. Yes, we will still accept a lesser amount.
14. YouthBuild follows the prevailing wage.

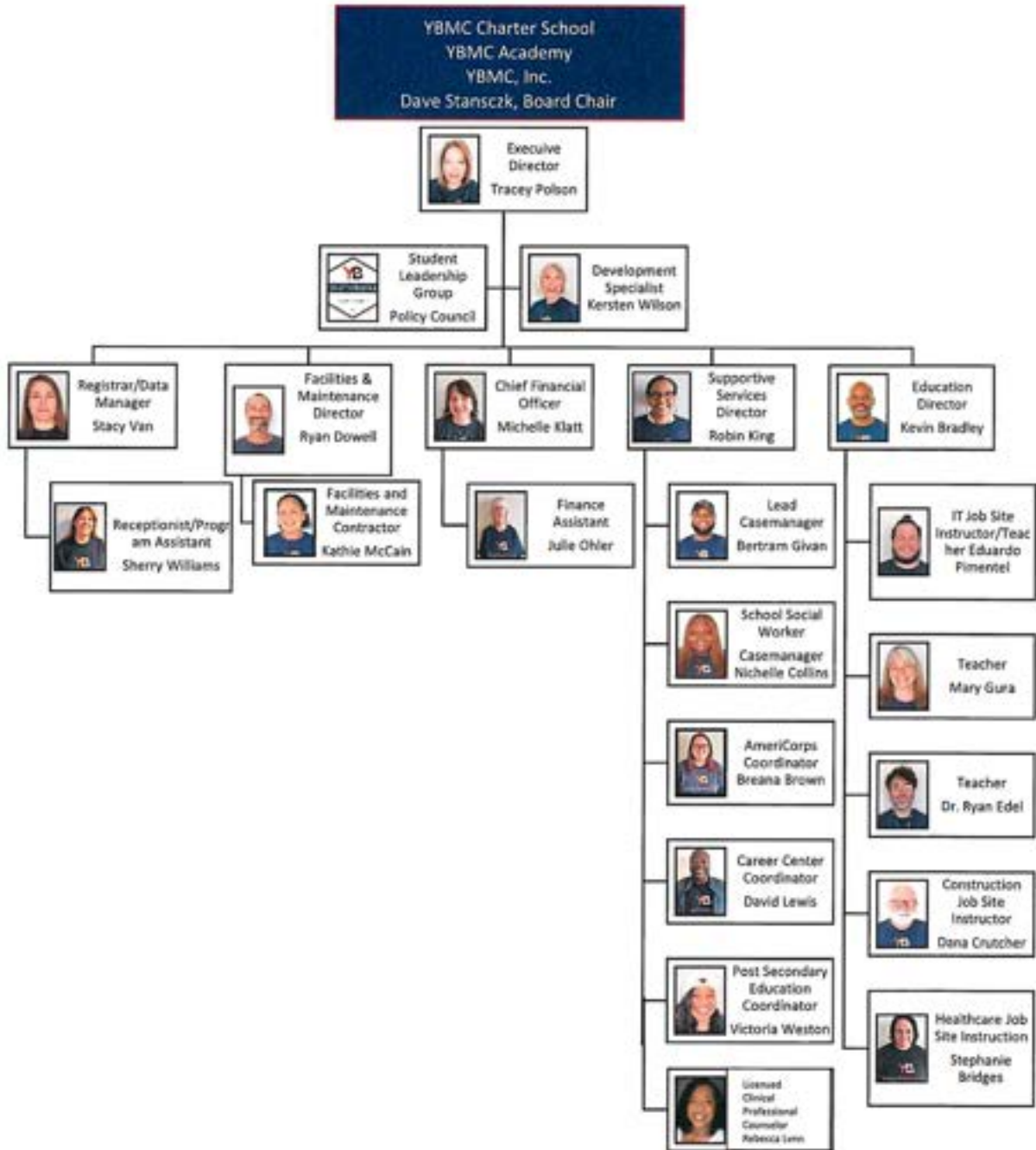
**Budget:**

We are seeking \$10,000 in funding to cover a deficit in funding for our mental health clinicians.

These contracts with licensed professionals provide clinical services to students, graduates and their families at YouthBuild McLean County. We are working with other local funding opportunities to fill the gap.

Position	Cost of Annual Contract	Scott Funding	Normal Township	Funding Gap
School Based Social Worker	\$25,000	\$16,500	\$5,000	\$3,500
Licensed Professional Counselor	\$25,000	\$16,500	\$5,000	\$3,500

# 2024 Organizational Chart



## I. ABOUT YOUTHBUILD

### What is YouthBuild?

YouthBuild is a comprehensive youth and community development organization. YouthBuild simultaneously addresses core issues facing low-income, at-risk young people and our community. Education, affordable housing, job training, career preparation and leadership development are our main components.

Because it is comprehensive in its approach, the YouthBuild organization is a number of things at once:

- It is a **job-training and career preparedness organization** in which young people receive on-site training in construction and construction related service from qualified instructors. They explore career pathways and develop a plan on how to achieve their career goals.
- It is an **education organization, a high school**, in which participants pursue academic goals, which may include vocational and remedial education, study toward a general equivalency or high school diploma, and preparation for higher education.
- It is a **leadership development organization** the young people share in the governance of their own organization, participate actively in community affairs, and learn the values of being a leader.
- It is a **youth development organization** in which young people participate in personal counseling, peer support groups, and life-planning processes that assist them in healing from past hurts, overcoming negative habits and attitudes, and pursuing achievable goals that will establish a productive life, sustaining themselves and their immediate families.
- It is a **community development organization** in which community issues are addressed. Particularly the need for affordable housing.
- It is a **life long organization** in which young people can take active part in organization and then transition into the role of alumni. Specialized services are always available.
- It is a **youth development lab and training center** in which the concepts and strategies that have learned are shared across the country and world to help other entities.

It is not accurate to define YouthBuild as any of its particular parts. It must be understood as a comprehensive whole. It fits in many places, and overlaps with everything else related to tackling poverty, education, providing affordable housing and engaging low-income young people as productive members and potential leaders in a democratic society.

## II. BASIC PRINCIPLES

### Nondiscrimination

There shall be no discrimination against employees or applicants, for employment or participation on account of, race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, arrest record (except as otherwise indicated by law), physical and mental disability, military status, sexual orientation and unfavorable discharge from military service.

### Confidentiality

All employees shall be committed to the ethics of confidentiality. Matters concerning the organization, students, or other employees shall not be shared beyond the confines of professional discussion.

### Politics

Political campaigning is not an authorized activity of YouthBuild McLean County.

### Fair Labor Standards

YouthBuild McLean County shall manage its employees consistent with the provisions of the Fair Labor

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 05 2001

YOUTHBUILD MCLEAN COUNTY  
1111 W MARKET ST  
BLOOMINGTON, IL 61701

Employer Identification Number:  
37-1359165  
DLN:  
17053076786021  
Contact Person:  
FRANCIS E BERNHARDT ID# 31258  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
DECEMBER 1996  
Addendum Applies:  
NO

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

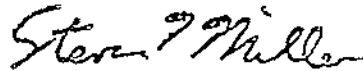
Letter 1050 (DO/CG)

YOUTHBUILD MCLEAN COUNTY

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script that reads "Steven T. Miller".

Steven T. Miller  
Director, Exempt Organizations



YWCA McLean County  
Special Needs School-Age Program  
Normal Township  
Grant Funding Application

**1. Name of Organization**

YWCA McLean County  
1201 N. Hershey Road  
Bloomington, IL 61704

Primary Contact: Elizabeth (Liz) German, President/CEO  
(309)662-0461  
[lgerman@ywcamclean.org](mailto:lgerman@ywcamclean.org)

**2. Mission Statement**

YWCA McLean County is on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all.

**3. Legal form of entity**

YWCA McLean County is a non-profit with a tax exempt status under Section 501(c)(3) of the Internal Revenue code. A copy of the IRS Tax Exempt Status letter is attached.

**4. Names and Information about officers and directors of organization**

Elizabeth German, President/CEO  
Vicki Hightower, VP of Adult Services and Grants  
Alina Evans, VP of Operations and Compliance  
Jackie Hinrichsen, VP of Finance

List of Board of Directors is attached.

**5. Explanation of how funding benefits Normal Township residents. Provide number of people served in prior years and number expected this year.**

Families residing in Normal, Illinois with students needing a more intense level of care are currently unable to find providers prepared to offer this type of programming. These students cannot attend typical after-school programming due to high student to teacher ratios, group size, and specialized equipment needs. YWCA's regular after-school programs hold anywhere from 20 to 50 students depending on the school size and space allotted for the program. A lower teacher to student ratio, overall lower group size, and housing the program in the students' everyday classroom would best meet the needs of these students. This program helps

establish equity in summer and after-school care for students with disabilities in our community.

Benefits of the program include providing a safe and developmentally appropriate environment and the children enrolled would be able to participate in developmentally appropriate activities that would further support their social, communication, academic, and other functional skills, including recreation. In addition, the program would target the development of self-regulation skills that would benefit the students' families, peers, and community relationships. It is our belief that all members of the family unit would benefit from the existence of this program in the community.

The past few years the program has averaged between four to six children with special needs attending the after-school program and the summer camp program. Currently the program is serving five children.

**6. Provide age group that you will be benefitting.**

The special needs after-school program provides services to elementary school children ages five – 12 years old.

**7. Complete budget and include percentage of administrative costs.**

The FY25 budget for the Special Needs After-School and Summer Camp program is attached. 16% is budgeted for administrative costs. The program has a \$39,326 deficit. The \$10,000 request from this funding would help offset the deficit.

**8. Organizational chart showing employees and volunteers.**

The YWCA McLean County organizational chart is attached.

**9. List all other sources of income received for this request.**

Program fees - \$27,940  
Government Grants - \$3,672  
Contributions - \$1,500

**10. Outline of how program will sustain itself after grant funds are used or grant denied.**

Operating support to help cover costs for this program will come from program fees, state subsidy for those families that are eligible through the Child Care Assistance Program (CCAP), and a co-pay from the families receiving subsidy assistance.

YWCA will continue to pursue other grant and funding opportunities available to offset the costs of the program. In-kind support for this program includes many personnel within

Bloomington District 87, Unit 5, support from Life Long Access (formerly Marcfirst), Illinois State University's "The Autism Program" (TAP), ISU Graduate programs in the Department of School Psychology and the Department of Special Education, Easter Seals, Autism Society of McLean County, Department of Children and Family Services, and Child Care Resource and Referral Network.

**11. Organization to Provide Summary of Success/Failure of Program**

YWCA McLean County will provide a summary to the Normal Township of the program's successes/issues which will include financial expenditures and number of people served no later than September 30, 2025.

**12. Copy of Discrimination Policy.**

A copy of YWCA McLean County's Discrimination Policy is attached.

**13. Amount requested and will you accept less?**

The request for this program is \$10,000. If we are awarded less we would gladly accept it as any amount helps to cover the program deficit.

**14. Do you follow the Prevailing Wage?**

Yes, YWCA McLean County follows the prevailing wage for all positions within the organization. As of October 1, 2023, the prevailing wage in Illinois for child care workers is \$12.63. Minimum wage is \$14 an hour (\$15 an hour effective 1/1/25). YWCA McLean County's current average wage for child care workers is \$17.50 an hour with staff working with the special needs program averaging \$19.00 an hour.



Department of the Treasury  
Internal Revenue Service

Cincinnati Service Center  
CINCINNATI OH 45999-0038

In reply refer to: 0255839171  
July 25, 2022 LTR 4168C 0  
37-0661264 000000 00

00013318  
BODC: TE

YWCA OF MCLEAN COUNTY  
1201 N HERSHEY RD  
BLOOMINGTON IL 61704-3619

051658

Employer ID number: 37-0661264  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated July 18, 2022, about your tax-exempt status.

We issued you a determination letter in October 1942, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

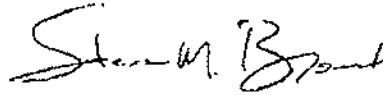
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YWCA OF MCLEAN COUNTY  
1201 N HERSHEY RD  
BLOOMINGTON IL 61704-3619

time).

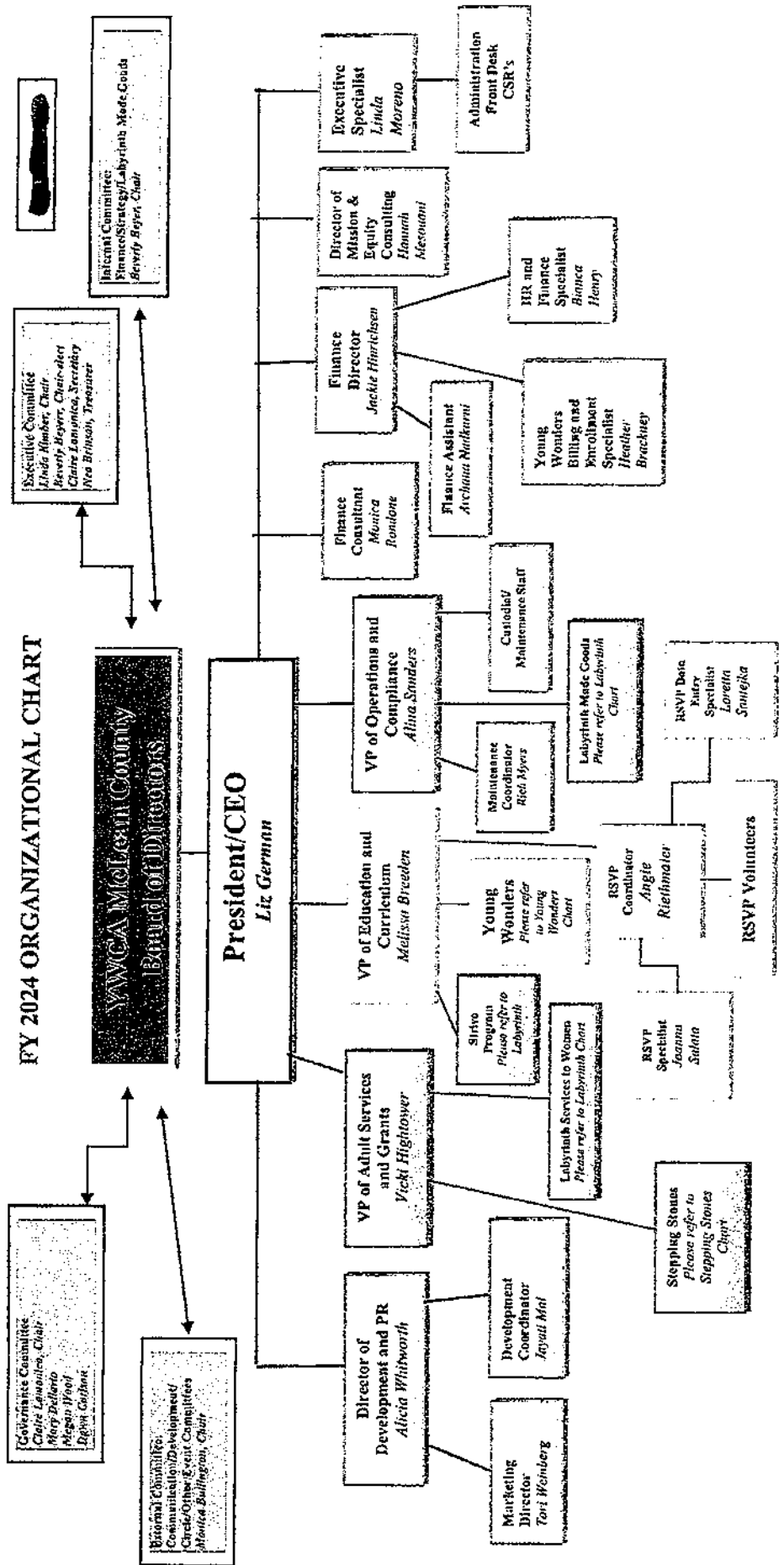
Thank you for your cooperation.

Sincerely yours,



Steve M. Brown, Operations Manager  
Operations 3-CIN

FY 2024 ORGANIZATIONAL CHART



Board Chair and CEO are members of all committees.  
The Executive Committee is composed of the current Board Officers.

**YWCA  
IS ON A  
MISSION**

YWCA McLean County FY25 Program Budget

	323 Special Needs
Contributions	\$ 1,500
Smart Start Workforce Grant	
Smart Start Grant	
Government Grants	\$ 3,672
ISBE-Food Program	
Program Fees	\$ 27,940
Foundation	
Fundraising Events	
Misc. Grants	
ICASA Travel Grants-GRF	
Mis. Revenue/Prof Revenue	
Investment/Interest Income	
Management Income Alloc.	
<b>Total Revenue</b>	<b>\$ 33,112</b>

Salaries	\$ 49,597
Worker's Compensation	\$ 551
Payroll Taxes/Expenses	\$ 3,879
Retirement	\$ 58
Medical Insurance	
Other employee benefits	\$ 487
Conferences/Conventions	
Dues/Licenses	
YWCA National Dues	
Employment Advertising	
Food	\$ 3,000
Non-food	\$ 700
Vehicle -Repairs, maint., gas	\$ 775
Mileage	
Office Supplies	\$ -
Rent (pool/schools)	
Postage (specific to prog.)	
Printing (specific to prog.)	\$ 25
Advertising (specific to prog.)	
Program Supplies	\$ 1,000
Networking/Donor cultivation	
Subscriptions/Publications	
Volunteer Ins./Child Care	\$ 95
Professional Fees-Admin	
Professional Fees-Program	
Prof. Fees-Audit	
Prof. Fees-Legal	
Apartment/office Utilities/B&G/Maintenance	

**CURRENT YWCA MCLEAN COUNTY BOARD OF DIRECTORS**

FIRST NAME	LAST NAME	GENDER	COMPANY/ BUSINESS	RACE
Beverly <i>Board Chair</i>	Beyer	Female	Illinois State University	Caucasian
Rachel	Brandt	Female	Livingston, Barger, Brandt and Schroeder, LLP	Caucasian
Dawn <i>Board Treasurer</i>	Carlson	Female	CliftonLarsonAllen LLP	Caucasian
Karla <i>Board Chair-elect</i>	Chandler-Huffman	Female	Heartland Community College	Caucasian
Sarah	Crowder	Female	Evans Junior High School	Caucasian
Nayoka	Griffis	Female	Heartland Community College	African American
Linda	Kimber	Female	Edward Jones	Caucasian
Claire <i>Board Secretary</i>	Lamonica	Female	Retired	Caucasian
Sara	Larsen	Female	Commerce Bank	Caucasian
Rebecca	Menizer	Female	Retired	Caucasian
Cristina	Prestin-Beard	Female	Heartland Community College	Caucasian
Krupal	Swami	Female	TeamSWAMI, LLC	Indian
Camille	Taylor	Female	Retired	Black
Beth	Whisman	Female	Children's Discovery Museum	Caucasian
Megan	Wood	Female	Prairie State Legal Services, Inc.	Caucasian
Sue	Young	Female	Lawyer/Podcaster	Black/African American