



**Normal Public Library—Board of Trustees
Monthly Meeting Agenda**

September 20, 2023 at 6 p.m.

Normal Public Library Community Room

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of August 16, 2023
 - B. Approval of Normal Public Library Expenditures for Payment as of September 13, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. FY2024-FY2029 Budget Proposal (Action)
 - B. Purchasing Policy (Action)
 - C. Executive Session: [5 ILCS 120/2(c)(21)] Approval/Six-Month Review of Executive Session Minutes
9. UNFINISHED BUSINESS
 - A. Abatement Project Update
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: October 18, 2023
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meeting, work sessions and other events, as scheduled.

Minutes of the Board of Trustees

Normal Public Library

August 16, 2023

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, August 16, 2023. The meeting convened at 6:06 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Dylan Hile-Broad

Members Absent: Katelyn Trunnell, Vice President, Amy Ersland, Terry Lindberg

Library Staff Present: John Fischer, Library Director, Laura Golaszewski, Jennifer Williams

Community Members Present: Darcy Drexler

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb attended the Town of Normal appreciation reception.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Ms. Lane reports the Foundation board is discussing a fundraiser for the future makerspace. This Sunday is the NPL Foundation book sale at Destihl from 10-2:30.

Library Advocacy: No report.

Library Planning: No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report.

6. **OMNIBUS VOTE AGENDA**

- A. **Approval of the Minutes of the Regular Board Meeting of July 19, 2023**

B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$178,120.95 for two payrolls, and \$88,925.92 for expenditures as of August 8 2023.

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Mr. Hile-Broad seconded.

Motion passed 4-0.

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed from the Omnibus Vote Agenda.

8. NEW BUSINESS

A. Capital Project Committee

i. Ms. Lane moved to approve creation of the Capital Project Committee with Ms. Ersland and Mr. Hile-Broad, and Ms. Lane as alternate. Mr. Hile-Broad seconded.

ii. Motion passed 4-0.

B. Abatement Project Update

C. FY2024-FY2029 Budget Update

9. UNFINISHED BUSINESS

None

10. Suggested Items for Next Agenda:

A. Six-month review of Executive Committee minutes

B. Policy review

11. Board Comments and Concerns

12. Next Meeting Date: Wednesday, September 20, 2023

13. Adjournment

Ms. Robb adjourned the meeting at 6:36 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 08/10/2023-09/13/2023

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	204.00
US BANK/P-CARD	Gift Card for Adult Readi	25.00
US BANK/P-CARD	Sign and Sing Story time	150.00
Library Fund	- Total	379.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	FIRE ALARM & TESTING	140.00
AMERENIP	JUNE 23 UTILITIES	2,747.25
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,884.56
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,653.18
BAKER & TAYLOR COMPANIES	CHILDRENS BOOK	3.61
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	1,275.66
BAKER & TAYLOR COMPANIES	YA BOOKS	244.68
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	1,231.32
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	248.51
BILL'S KEY & LOCK SHOP	KEYS FOR STORAGE CABINET	5.52
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	316.98
BRODART COMPANY	ADULT BOOK	12.69
BRODART COMPANY	AUDIOBOOK SUPPLIES	344.84
BRODART COMPANY	CATALOG/PROCESS DVD SLEEV	950.00
CDW GOVERNMENT INC	ANTIVIRUS SFTWR ANN LICEN	2,121.75
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	302.89
CENGAGE LEARNING INC	ADULT LARGEPRINT BOOKS	287.14
CENGAGE LEARNING INC	ADULT LG PRNT BOOKS	41.23
CENGAGE LEARNING INC	ADULT LG PRT BOOKS	72.72
CENGAGE LEARNING INC	ADULT LGPRINT BOOKS	99.00
CENGAGE LEARNING INC	ADULT LRG PRINT BOOKS	52.48
CENGAGE LEARNING INC	ADULT LRG PRNT	125.20
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	191.76
CENTER POINT LARGE PRINT	ADULT LARGEPRINT BOOKS	191.76
CENTER POINT LARGE PRINT	ADULT LGPRNT BOOKS	51.00
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANING - LIBRARY	525.00
CIRBN, LLC	INTERNET	76.08
COUNCIL - COMM & ECONOMIC RESEARCH	BOOKS/COST OF LIVING INDE	190.00
DEMCO INC	CATALOG/PROCESS SUPPLIES	250.64
DEMCO INC	CATALOGING SUPPLIES	715.99

Report to Receive and File Town of Normal Expenditures for Payment as of 08/10/2023-09/13/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHARGES	50.00
DIRECT ENERGY SERVICES LLC	APRIL 23 DIRECT ENERGY	3,739.45
DIRECT ENERGY SERVICES LLC	DEC-MARCH 23 CATCH UP	67.90
DIRECT ENERGY SERVICES LLC	DIRECT ENERGY	6,706.21
ELM USA INC	SUPPLIES FOR DISC CLEANER	621.44
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
INDIA FOR EVERYONE	CHILDRENS BOOKS	682.65
KAEB SANITARY SUPPLY INC	VACUUM REPAIR	169.57
KANOPI INC	DIGITAL CONTENT	299.00
KROGER-INDY CUSTOMER CHARGES	LIBRARY SUPPLIES	29.33
LAUTERBACH & AMEN LLP	AUDIT SERVICES	4,367.00
LIBRARY IDEAS,LLC	CHILDREN'S BOOKSTHATTALK	932.42
LYNGSOE SYSTEMS, INC.	SERVICE AGREEMENT STUFFER	14,450.00
MENARDS	15QT LATCH BOX, GAIN CLEA	16.56
MENARDS	8 - 1GAL WATER JUGS	29.28
MENARDS	BATTERIES	18.59
MENARDS	BATTERIES, STORAGE CONTAI	62.40
MENARDS	DETERGENT, EPOXY, GLUE	49.42
MENARDS	LATCH BOX	80.46
MENARDS	STORAGE CONTAINERS	191.47
MENARDS	WATERPROOF BOX	19.98
MIDLAND PAPER	OPERATIONAL SUPPLIES	455.00
MIDWEST EQUIPMENT II	2 LAWN MOWER WHEELS	30.12
MIDWEST TAPE	DIGITAL CONTENT MTHLY USE	5,784.03
MILLER JANITOR SUPPLY	HAND SOAP, GARBAGE LINER	203.92
MILLER JANITOR SUPPLY	PAPER TOWELS & TOILET PAP	136.24
MILLER JANITOR SUPPLY	RESTROOM SUPPLIES	228.24
MILLER JANITOR SUPPLY	TOILET PAPER,DISINFECTANT	108.28
OVERDRIVE, INC	DIGITAL CONTENT	1,759.70
OVERDRIVE, INC	DIGITAL CONTENT EBOOK	201.48
OVERDRIVE, INC	DIGITAL CONTENT EBOOK&AUD	434.34
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	866.67
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS/AU	404.74
OVERDRIVE, INC	DIGITAL CONTENT/AUDIOBOOK	65.00
PLAYAWAY PRODUCTS LLC	ADULT AUDIO BOOKS	386.19
PLAYAWAY PRODUCTS LLC	AUDIO UNITS	367.44
PLAYAWAY PRODUCTS LLC	CHILDRENS AUDIO BOOKS	1,969.64
PRAIRIE SIGNS INC	LIBRARY EXTERIOR SIGNS	2,196.00

Report to Receive and File Town of Normal Expenditures for Payment as of 08/10/2023-09/13/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
QUADIENT, INC.	POSTAGE METER RENTAL	69.00
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	613.63
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	2,978.66
REACHING ACROSS IL LIBRARY SYSTEM	CATALOG&PROCESS RDA TOOL	171.39
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	2,000.00
RON SMITH PRINTING CO INC	FALL23 ACTIVITY GUIDE PRI	1,912.50
RON SMITH PRINTING CO INC	STICKERS-NEW CARD/GIVEAWA	410.04
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	67.80
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAX	35.88
TODAYS BUSINESS SOLUTIONS TBS INC	TBS TOWER SERVICE AGREEME	800.00
TRANSPARENT LANGUAGE INC.	PUBLIC ACCESS SOFTWARE DB	2,160.00
UNIQUE MANAGEMENT SERVICES INC	LIBRARY PLACEMENTS	96.75
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS	96.75
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS FOR JULY-LIBRA	64.50
US BANK/P-CARD	Adult Books - Patron Req	18.99
US BANK/P-CARD	Adult Books - Patron Requ	95.80
US BANK/P-CARD	Adult Books (2) and Libra	234.88
US BANK/P-CARD	Advertising on Facebook -	80.00
US BANK/P-CARD	Annual Software Subscript	9.99
US BANK/P-CARD	Charging Cables for iPad	17.80
US BANK/P-CARD	DVD Repl. - TV Series - L	16.98
US BANK/P-CARD	Envelopes for Interlibrar	22.94
US BANK/P-CARD	First Aid Kits (2)	58.56
US BANK/P-CARD	Food for Lolita Netter's	1,744.00
US BANK/P-CARD	Food for Lolita's Retirem	42.75
US BANK/P-CARD	Game Repl - PS4 - LEGO JU	21.50
US BANK/P-CARD	Hand Soap Refill 1200ml	122.84
US BANK/P-CARD	Hand Soap Refill for Disp	60.47
US BANK/P-CARD	McLean County Chamber of	610.00
US BANK/P-CARD	New DVD Rel. - BIG GEORGE	39.92
US BANK/P-CARD	New DVD Rel. - BLACK DEMO	27.98
US BANK/P-CARD	New DVD Rel. - EVIL DEAD	35.90
US BANK/P-CARD	New DVD Rel. - GUY RICTCH	71.84
US BANK/P-CARD	New DVD Rel. - KNIGHTS OF	35.92
US BANK/P-CARD	New DVD Rel. - POLITE SOC	59.80
US BANK/P-CARD	New DVD Rel. - SISU (1)	19.96
US BANK/P-CARD	New DVD Rel. - SKINAMARIN	19.92
US BANK/P-CARD	New DVD Rel. - SURVIVE (50.97

Report to Receive and File Town of Normal Expenditures for Payment as of 08/10/2023-09/13/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - TANK (1)	12.96
US BANK/P-CARD	New DVD Rel. - TO CATCH A	47.96
US BANK/P-CARD	New PS5 Game - MARVEL'S S	39.99
US BANK/P-CARD	New PS5 Game - PARK BEYON	49.99
US BANK/P-CARD	New PS5 Game - STAR WARS	54.99
US BANK/P-CARD	New Rel. DVD - CARMEN (2	39.98
US BANK/P-CARD	New TV Series - SKYMED S.	27.35
US BANK/P-CARD	Paper for Credit Card Mac	20.95
US BANK/P-CARD	Podcast Hosting Service J	15.00
US BANK/P-CARD	Postage for Certified Mai	5.01
US BANK/P-CARD	Postage for Mailing 2 Def	5.60
US BANK/P-CARD	Refund for Shipment that	-88.10
US BANK/P-CARD	Replacement Key	15.00
US BANK/P-CARD	Replacement Parts for Lib	8.89
US BANK/P-CARD	Supplies - Baby Rock and	155.90
US BANK/P-CARD	Supplies - Cricut Weeder	13.12
US BANK/P-CARD	Supplies - Display for Bo	75.69
US BANK/P-CARD	Supplies - Outreach Event	170.71
US BANK/P-CARD	Supplies - PURFD WRT 24pk	3.49
US BANK/P-CARD	Supplies - Table Cover Ro	89.97
US BANK/P-CARD	Supplies for 3D Printing	14.98
US BANK/P-CARD	Supplies for Adult DIY -	18.99
US BANK/P-CARD	Supplies for Adult DIY Pr	95.84
US BANK/P-CARD	Supplies for Children's C	17.48
US BANK/P-CARD	Supplies for Great Pumpki	157.79
US BANK/P-CARD	Supplies for Make Music N	9.09
US BANK/P-CARD	Supplies for Seed Library	6.59
US BANK/P-CARD	Supplies for Story Walk -	94.56
VERIZON WIRELESS	LIBRARY - JULY CELL	246.30
VERIZON WIRELESS	MONTHLY CELL - LIBRARY	246.30
WALMART COMMUNITY BRC	SPECIAL PROJ SUPPLIES, DV	779.80
WATTS COPY SYSTEMS, INC.	METER READ JULY	1,068.66
WATTS COPY SYSTEMS, INC.	METER READ JULY/AUG	656.61
WORLD BOOK, INC	PUBLIC ACCESS SOFTWARE DB	1,644.30
Library Fund	Library Administration - Total	88,479.87
Overall - Total		88,858.87

Director's Report
September 20, 2023

1. Monthly Financial Report

Revenue: The August operating revenues were about even compared to this time last year, only down .04%.

Expenses: A report showing expenses totaling \$88,858.87 from August 10 to September 13 is included in this packet. Two payrolls (August 18 and September 1) totaled \$163,394.35.

2. Circulation

Total circulation for August was 69,705, up almost 1% from August 2022.

3. Personnel

I'm pleased to share with you that we have filled our recently posted position for an Office Associate. A strong pool of candidates indicated to us and HR that the library is a sought out employer with the Town and that candidates find our organization and culture appealing. Gwen Robinson started on August 28 and has quickly demonstrated the value she brings in support of our HR, deposits, and billing responsibilities.

4. FY2024 Budget

Work on the FY2024-FY2029 has resulted in a draft budget for your approval tonight. Town Finance will meet with me to discuss fine tuning and hear my justification for our numbers in October.

To summarize—our revenue projections are close for next fiscal year, hence a conversation with the Budget Committee next month. We've filled two of our three open positions from this time last year and are planning to post for the third and final position before November. We have also filled two vacated positions since last year. We are in a good position for the near future.

Recently added budget lines have proven helpful to staff. I seek your approval on this budget which includes two lines in our 221 account we intend to phase out over the next couple years: Reference (these will be purchased out of Adult) and Equipment Under \$10,000 (these purchases are made from our Replacement Fund 222.)

5. Purchasing Policy

Staff have developed a strong policy for direction on purchasing modeled after library and municipal policies, with edits made by legal, and on the agenda for your approval tonight.

6. Six-Month Review of Executive Session Minutes

Every six months the Board must review the executive session minutes to determine if they should remain confidential. This review is due again today and on the agenda.

7. Asbestos Update

I'm scheduled to meet with Darren Schretter of StudioGC on Wednesday, September 20. We will continue discussion of details of the scope of work keeping our project on schedule.

8. ILA Conference

At least two staff and one trustee will attend ILA next month, October 24-26 located this year at the Bank of Springfield Center in Springfield, IL.



Revenue & Expense Report

Account:

Fiscal Year:

April - August

Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,362,783.00	4,367,796.00	1,429,345.74	371,959.24	1,801,304.98	2,566,491.02	1,373,969.36	58.76%
10-Administration	4,362,783.00	4,367,796.00	1,429,345.74	371,959.24	1,801,304.98	2,566,491.02	1,373,969.36	58.76%
222-Library Replacement Fund	89,280.00	89,280.00				89,280.00	71,097.96	100.00%
10-Administration	89,280.00	89,280.00				89,280.00	71,097.96	100.00%
223-Library Special Reserve	1,000.00	201,000.00	3,610.00	0.00	3,610.00	197,390.00	10,847.50	98.20%
10-Administration	1,000.00	201,000.00	3,610.00	0.00	3,610.00	197,390.00	10,847.50	98.20%
Total	4,453,063.00	4,658,076.00	1,432,955.74	371,959.24	1,804,914.98	2,853,161.02	1,455,914.82	61.25%



Revenue & Expense Report

Account:

Fiscal Year:

April - August

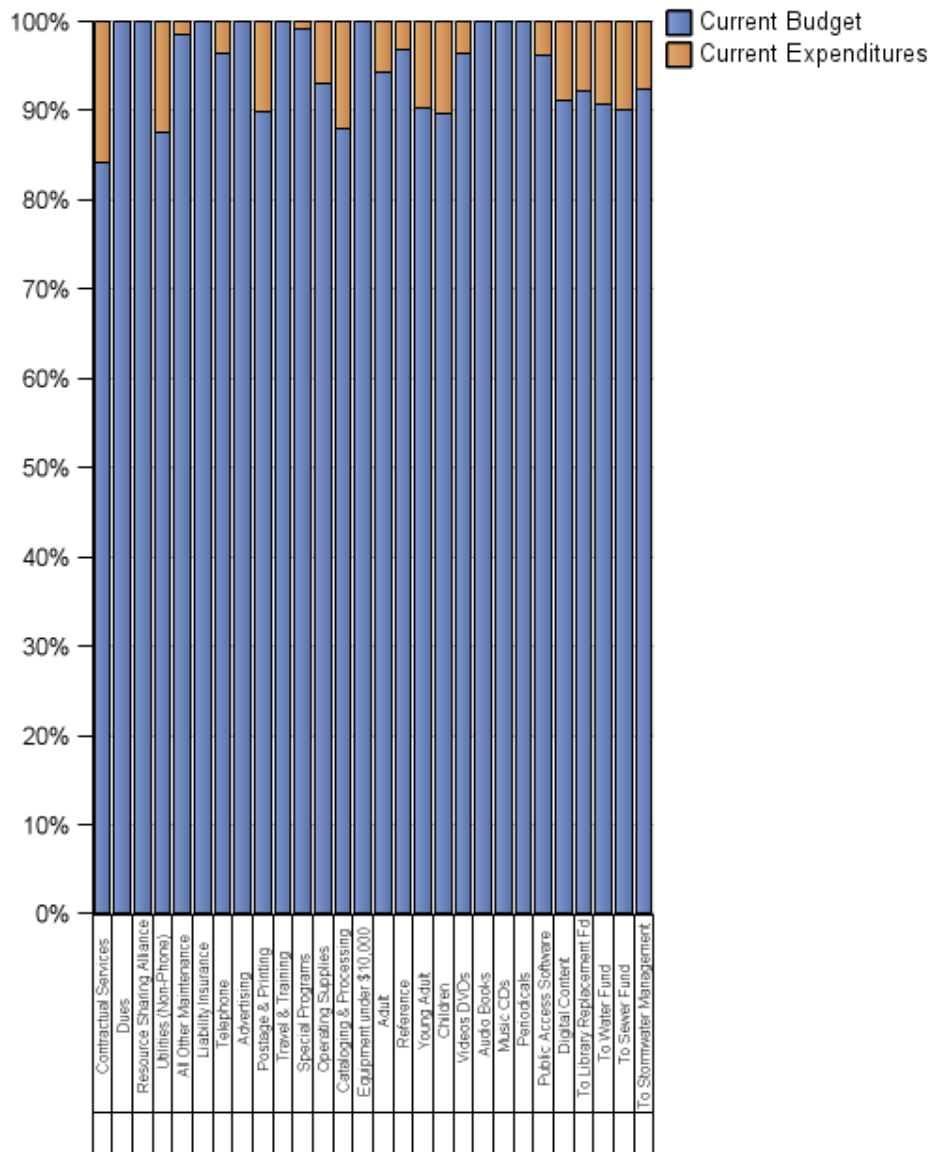
Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,439,097.00	4,439,097.00	3,207,096.91	72.25%	3,208,441.99	-0.04%
31110-Property Tax	3,962,164.00	3,962,164.00	2,903,011.12	73.27%	2,951,664.43	-1.65%
31530-State Replacement Revenue	357,600.00	357,600.00	190,848.73	53.37%	150,478.41	26.83%
33260-State Grants	77,433.00	77,433.00	77,785.60	100.46%	81,540.38	-4.60%
34720-Photocopy Fees	2,000.00	2,000.00	4,222.55	211.13%	4,135.42	2.11%
34750-Replacements Books/AV	3,500.00	3,500.00	2,427.02	69.34%	2,048.93	18.45%
38210-Investment Income	36,000.00	36,000.00	26,073.51	72.43%	14,019.27	85.98%
38530-Donations	200.00	200.00	540.60	270.30%	1,080.00	-49.94%
38910-Miscellaneous	200.00	200.00	2,187.78	1093.89%	3,475.15	-37.05%
222-Library Replacement Fund	117,698.00	117,698.00	54,924.63	46.67%	40,144.35	36.82%
38210-Investment Income	20,300.00	20,300.00	14,342.13	70.65%	7,804.35	83.77%
39192-Transfer From	97,398.00	97,398.00	40,582.50	41.67%	32,340.00	25.49%
223-Library Special Reserve	9,900.00	9,900.00	11,520.63	116.37%	2,909.75	295.93%
38210-Investment Income	7,400.00	7,400.00	11,520.63	155.68%	2,909.75	295.93%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,566,695.00	4,566,695.00	3,273,542.17	71.68%	3,251,496.09	0.68%

Budget to Actual Expenditures

Library - Administration (Library Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$24,865.99	\$30,625.10	\$29,395.56	\$133,515.00	\$48,628.35	\$133,515.00	36%	\$54,261.55

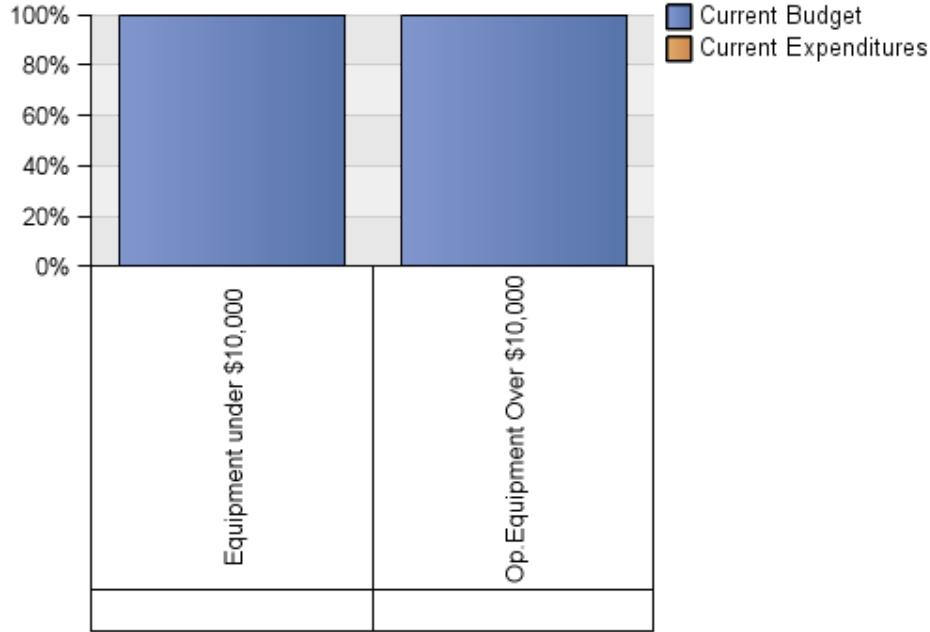
221-9010-455.20-20	Dues	\$0.00	\$1,535.00	\$0.00	\$5,970.00	\$4,435.00	\$5,970.00	74%	\$0.00
221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$6,394.00	\$61,606.00	\$70,850.00	\$2,850.00	\$70,850.00	4%	\$61,606.00
221-9010-455.25-10	Utilities (Non-Phone)	\$13,260.81	\$2,749.68	\$35,002.75	\$93,000.00	\$41,986.76	\$93,000.00	45%	\$48,263.56
221-9010-455.25-60	All Other Maintenance	\$1,119.43	\$19,252.66	\$14,190.22	\$73,000.00	\$38,437.69	\$73,000.00	53%	\$15,309.65
221-9010-455.30-10	Liability Insurance	\$0.00	\$49,917.00	\$0.00	\$49,917.00	\$0.00	\$48,609.00	0%	\$0.00
221-9010-455.30-15	Telephone	\$374.22	\$2,124.25	\$4,317.21	\$10,274.00	\$3,458.32	\$10,197.00	34%	\$4,691.43
221-9010-455.30-20	Advertising	\$0.00	\$4,550.00	\$0.00	\$15,000.00	\$10,450.00	\$15,000.00	70%	\$0.00
221-9010-455.30-25	Postage & Printing	\$2,391.54	\$7,898.70	\$18,437.75	\$21,218.00	(\$7,509.99)	\$21,218.00	-35%	\$20,829.29
221-9010-455.30-35	Travel & Training	\$0.00	\$511.67	\$0.00	\$12,485.00	\$11,973.33	\$12,485.00	96%	\$0.00
221-9010-455.30-40	Special Programs	\$139.51	\$2,489.99	\$3,716.70	\$15,000.00	\$8,653.80	\$15,000.00	58%	\$3,856.21
221-9010-455.35-10	Operating Supplies	\$4,948.80	\$13,236.07	\$18,265.19	\$66,000.00	\$29,549.94	\$65,000.00	45%	\$23,213.99
221-9010-455.35-15	Cataloging & Processing	\$2,182.22	\$2,755.30	\$7,562.48	\$15,914.00	\$3,414.00	\$15,914.00	21%	\$9,744.70
221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00

221-9010-455.36-10	Adult	\$5,937.50	\$20,498.07	\$42,326.05	\$96,870.00	\$28,108.38	\$96,870.00	29%	\$48,263.55
221-9010-455.36-15	Reference	\$190.00	\$1,839.00	\$1,871.00	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$2,061.00
221-9010-455.36-20	Young Adult	\$1,487.33	\$2,347.82	\$8,914.85	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$10,402.18
221-9010-455.36-25	Children	\$10,674.53	\$15,421.87	\$52,065.66	\$92,742.00	\$14,579.94	\$92,742.00	16%	\$62,740.19
221-9010-455.37-15	Videos DVDs	\$644.28	\$4,009.24	\$4,221.64	\$16,974.00	\$8,098.84	\$16,974.00	48%	\$4,865.92
221-9010-455.37-20	Audio Books	\$0.00	\$3,680.33	\$7,849.65	\$15,000.00	\$3,470.02	\$15,000.00	23%	\$7,849.65
221-9010-455.37-30	Music CDs	\$0.00	\$753.61	\$0.00	\$4,500.00	\$3,746.39	\$4,500.00	83%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$2,731.83	\$11,420.00	\$18,030.00	\$3,878.17	\$18,030.00	22%	\$11,420.00
221-9010-455.38-20	Public Access Software	\$3,644.30	\$23,619.62	\$29,449.25	\$93,500.00	\$36,786.83	\$90,872.00	39%	\$33,093.55
221-9010-455.39-10	Digital Content	\$8,979.54	\$35,973.18	\$17,547.28	\$92,982.00	\$30,482.00	\$92,982.00	33%	\$26,526.82
221-9010-455.92-22	To Library Replacement Fd	\$8,116.50	\$32,466.00	\$0.00	\$97,398.00	\$56,815.50	\$97,398.00	58%	\$8,116.50
221-9010-455.95-02	To Water Fund	\$252.71	\$910.10	\$0.00	\$2,500.00	\$1,337.19	\$2,500.00	53%	\$252.71
221-9010-455.95-07	To Sewer Fund	\$65.65	\$231.90	\$0.00	\$600.00	\$302.45	\$600.00	50%	\$65.65

Sep 13, 2023			221-9010-455.95-10	To Stormwater Management	\$50.60	\$202.40	\$0.00	1 \$610.00	\$357.00	\$610.00	59%	\$50.60
Summary					89,325.46	288,724.39	368,959.24	1,134,760.00	387,750.91	1,129,747.00	0.34	458,284.70

Budget to Actual Expenditures

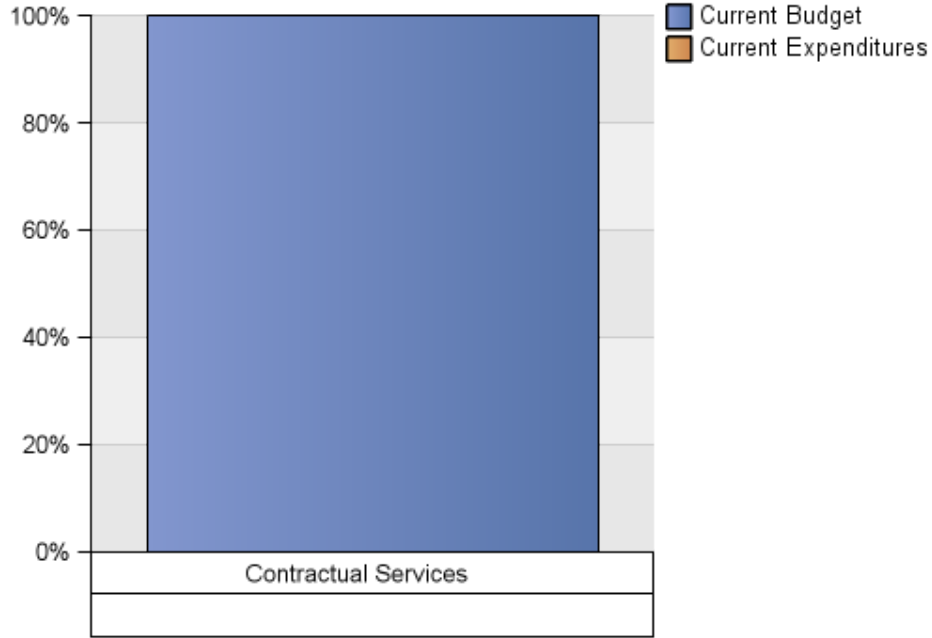
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$54,280.00	\$54,280.00	\$54,280.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	100%	\$0.00
			Summary		0.00	0.00	0.00	89,280.00	89,280.00	89,280.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$3,610.00	\$0.00	\$201,000.00	\$197,390.00	\$1,000.00	98%	\$0.00
Summary					0.00	3,610.00	0.00	201,000.00	197,390.00	1,000.00	0.98	0.00

NPL Circulation Statistics



August 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
Juvenile						
Books	161,281	187,109	200,018	32,158	39,643	38,665
Videos	924	1,287	1,973	213	279	451
Audios	5,250	6,668	7,461	967	1,415	1,455
Magazines	103	223	169	22	74	27
Other	164	802	297	41	62	63
Juvenile - Total	167,722	196,089	209,918	33,401	41,473	40,661
Teen						
Books	7,928	8,117	8,055	1,564	1,679	1,632
Audios	31	45	37	0	17	16
Magazines	7	5	9	2	1	0
Teen - Total	7,966	8,167	8,101	1,566	1,697	1,648
Adult						
Books	52,648	60,055	63,418	11,025	12,831	13,375
Videos	14,996	20,768	20,569	3,175	4,642	4,416
Audios	5,598	6,560	6,697	1,116	1,531	1,467
Magazines	1,172	1,310	1,445	185	339	272
Other	3,579	5,917	6,875	836	1,245	1,338
Adult - Total	77,993	94,610	99,004	16,337	20,588	20,868
Digital Content						
eAudiobooks	8,153	9,738	13,666	1,597	2,143	2,823
eBooks	12,232	13,501	15,638	2,360	2,888	3,157
Magazines	634	676	667	139	120	171
Music	118	200	215	28	38	49
Streaming Video	1,829	1,247	1,383	282	255	297
Content Passes*		64	118		11	31
Digital Content - Total*	22,966	25,426	31,687	4,406	5,455	6,528
Total Circulation*	276,647	324,292	348,710	55,710	69,213	69,705

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



August 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,981	82,402	499	-78	2,097	-1,078
Videos	952	952	0	0	0	-3
Audios	2,400	2,419	20	-1	78	-33
Magazines	243	251	9	-1	62	-2
Other	123	123	0	0	4	-3
Juvenile - Total	85,699	86,147	528	-80	2,241	-1,119
Teen						
Books	4,795	4,703	76	-168	308	-525
Audios	35	35	0	0	0	0
Magazines	27	27	0	0	3	0
Teen - Total	4,857	4,765	76	-168	311	-525
Adult						
Books	55,679	55,087	374	-966	1,578	-2,604
Videos	16,544	16,590	65	-19	306	-94
Audios	11,543	11,560	18	-1	85	-187
Magazines	1,778	1,893	118	-3	574	-134
Other	2,235	2,243	10	-2	47	-21
Adult - Total	87,779	87,373	585	-991	2,590	-3,040
Total Collection	178,335	178,285	1,189	-1,239	5,142	-4,684

NPL Digital Content by Month



Tracks the number of downloads or uses by month for our different digital content platforms.

	4.23	5.23	6.23	7.23	8.23	
eRead Illinois						
eAudiobooks	252	291	306	251	289	
eBooks	248	242	237	287	285	
eRead Illinois Total	500	533	543	538	574	
Freanding	1	1	7	7	1	
Hoopla						
eAudiobooks	1,382	1,517	1,471	1,510	1,551	
eBooks	754	789	756	730	755	
Movies/TV	99	134	120	134	113	
Music	31	36	45	54	49	
Hoopla Total	2,266	2,476	2,392	2,428	2,468	
Kanopy						
Individual Titles Plays	79	74	86	53	107	
Plays Through Passes	72	59	69	107	77	
Kanopy Total Videos Played	151	133	155	160	184	
OverDrive						
eAudio	918	915	958	1,072	983	
eBooks	1,980	2,057	2,123	2,262	2,116	
Magazines	102	104	145	145	171	
OverDrive Total	3,000	3,076	3,226	3,479	3,270	
Total Downloads or Uses						
eAudiobooks	2,552	2,723	2,735	2,833	2,823	
eBooks	2,983	3,089	3,123	3,286	3,157	
Magazines	102	104	145	145	171	
Music	31	36	45	54	49	
Streaming Video	250	267	275	294	297	
Hoopla 7-day BingePasses	13	13	15	20	23	
Kanopy Passes	1	5	4	2	5	
OverDrive 7-Day Passes	4	4	3	6	3	
Total Passes	18	22	22	28	31	

NPL Monthly Statistics



August 2023

Library Card Registration

Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	29,294	337	-29	29,602	26,722	24,264
Teen	3,717	9	-10	3,716	3,185	2,985
Juvenile	9,722	47	-3	9,766	8,573	7,653
Total	42,733	393	-42	43,084	38,480	34,902

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	18,945	97,808	73,919	53,380

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,695	17,026	14,905	13,978
Loaned	3,228	14,751	15,189	14,770
Reciprocal borrowing	20,301	103,993	83,692	60,632

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	960	834	52	4,495
Public Laptops	104	115	66	449
Totals	1,064	949	53	4,944

normalpl.org Site Statistics



August 2023

	Annual Totals Year to Date			August		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
Views & Sessions						
Pageviews	130,053	182,033	180,908	22,462	36,469	37,425
Sessions	69,878	90,715	92,760	12,671	19,718	18,500

Top Viewed Pages FY 2024

/	81,792
/events/upcoming	14,045
/events/month	5,290
/learning-resources	3,409
/summerreading	3,343
/employment	2,679
/challenges	1,859
/download-stream	1,314
/books	1,215
/form/library-account-application	1,202

Usage by Device FY 2024

Desktop	50.9%
Mobile	47.5%
Tablet	1.6%

Top Viewed Pages August 2023

/	18,095
/events/upcoming	2,870
/events/month	994
/learning-resources	801
/employment	546
/events/month/2023/09	499
/form/library-account-application	348
/challenges	282
/books	271
/borrow	263

Usage by Device Aug 2023

Desktop	52.1%
Mobile	46.1%
Tablet	1.8%

Purchasing Policy

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for the Normal Public Library.

Purchases of the Library are governed by the State of Illinois statutes. The statutes [75 ILCS 5/5-5] require contracts in excess of \$25,000 to be let by sealed bidding. It is the policy of the Library Board of Trustees to use, in addition to any statutory requirements, the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds be awarded to the lowest responsible bidder considering conformity with established specifications, terms of delivery, quality, and serviceability requirements.

The Library is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices. All employees shall be responsible for adherence to these purchasing policies and to the [National Institute of Government Purchasing Code of Ethics](#).

All purchases of goods and services should be made within the parameters of the approved working budget and approved by the Normal Public Library Board of Trustees in the form of a monthly bills list.

During the last month of the fiscal year, the administrative staff are authorized to expend funds across any line items if necessary to meet actual costs that do not match the estimates of the budget revision.

All expenditures of \$25,000 or more shall be made only with prior Library Board of Trustees approval in the manner prescribed by State law and Board rules and regulations. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, Bid Bond, Performance Bond, and Certificate of Insurance. Bids will then be tabulated and submitted to the Library Board of Trustees along with staff's recommendation for action. Formal contracts with appropriate signatures for both Library Board of Trustees and Contractor are required.

General Purchase Authority

No employee may purchase products or services on behalf of the Library without first seeking approval as required by this policy. All purchases require advanced approval of the appropriate Department Manager or Library Director in accordance with the following guidelines:

Dollar Limit	Required Approval
Up to \$3,000	Department Manager (or other employee authorized by the Library Director)
\$3,000.01 - \$24,999.99	Department Manager and Library Director
\$25,000 and above	Library Board of Trustees

General Policy for Soliciting Quotes

Employees are responsible for obtaining quotes for purchases in the instances outlined below:

Dollar Limit	Quote/Bid Required
Up to \$3,000	No quotes are required; employees are encouraged to seek one or more quotes when possible or otherwise ensure that competitive prices are obtained.
\$3,000.01 - \$24,999.99	A requisition for a purchase must include either (i) a minimum of 3 quotes or (ii) sufficient justification to warrant purchase from a specific vendor.
\$25,000 and above	Must be competitively bid except as otherwise set forth in this Policy, and as permitted by law.

Joint Purchasing

- (a) The purchase of items available through an approved joint-purchasing agreement may be made without obtaining quotes or bids or prior approval of the Library Board of Trustees.
- (b) The purchase of the item must be included in the currently approved annual budget.

Emergency Purchases

- (a) The Library Director is authorized to make an emergency purchase of less than \$25,000 if the failure to do so could result in an immediate and apparent loss to Library property. The Library Director must notify the President of the Library Board of Trustees of the emergency purchase at the first opportunity.
- (b) All emergency purchases of \$25,000 or more are exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the Library Board of Trustees.

Exceptions

The Library Board will not be required to accept a bid that does not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- Contracts for utility services;
- Contracts for goods or services procured from another governmental agency;
- Contracts for goods or services which are economically procurable from only one source or limited sources.

Disposal of Library Property

The Library may from time to time have property or equipment that the Library Board has determined to sell or otherwise dispose of that it deems no longer needed for its operations. For purposes of this policy, "surplus" is defined as any tangible property owned by the Library that is not needed at present or in the foreseeable future or that is no longer of value or use to the Library. Any property owned by the library may be determined surplus by the Library Director whether purchased or donated.

The Library Director coordinates the disposition of surplus property and aids the Library Board of Trustees by determining what should be declared surplus and the best method of disposal.

- Items determined to be worth \$1,000 or less may be disposed of in an appropriate method determined by the Library Director, donated, or sold.
- Items determined to be worth more than \$1,000 may be sold after publishing a notice in accordance with 75 ILCS 5/4-16.
- If the property has been offered in one of the above manners and not been able to be sold, the property will be considered worth less than \$1,000 and may be disposed of in an appropriate method determined by the Library Director.

Surplus property sold by the Library is sold in "as is, where is" condition without warranty, either express or implied, with payment on receipt expected.

Economic Interest

A member of the Library Board of Trustees who has any financial conflict of interest is expected to inform the Board of this conflict and to abstain from any relevant votes.

A member of the Library staff who has any financial conflict of interest is expected to inform the administrative staff and Library Board of Trustees of this conflict and to avoid participating in any decision relevant to this conflict of interest.

All members of the Library Board of Trustees and those members of the Library staff who have significant responsibility for expenditures or supervision are required by Illinois law to file annual Statements of Economic Interest with the County Clerk.

Code of Ethics

- The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:
- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

The Institute for Public Procurement: <https://www.nigp.org/about-nigp/code-of-ethics-nigp>

Town of Normal Expenditure Budget

221
Library
Administration

Budget Level Amount		ESTIMATE FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26	PROPOSED FY2026-27	PROPOSED FY2027-28	PROPOSED FY2028-29
221-9010-455.10-10	Regular Salaries	1,722,684	1,863,194	1,951,630	2,036,789	2,122,345	2,209,641
221-9010-455.11-10	Part-time Salaries	681,564	725,764	756,470	767,598	778,726	778,726
221-9010-455.12-10	Overtime	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.16-10	Employer Social Security	197,160	194,077	202,441	208,746	214,935	220,421
221-9010-455.17-10	IMRF Retirement	161,609	173,642	198,932	226,527	256,612	283,738
221-9010-455.18-10	Health & Dental Insurance	356,945	385,717	415,448	447,817	482,775	520,530
221-9010-455.19-90	Other Personal Benefits	7,500	8,000	8,500	9,000	9,500	10,000
221-9010-455.20-10	Contractual Services	133,515	131,000	133,620	136,290	139,020	141,800
221-9010-455.20-20	Dues	5,970	7,000	7,140	7,290	7,430	7,580
221-9010-455.24-10	Resource Sharing Alliance	70,850	72,800	74,260	75,740	77,260	78,800
221-9010-455.25-10	Utilities (Non-Phone)	93,000	79,000	83,000	87,000	91,000	96,000
221-9010-455.25-60	All Other Maintenance	73,000	58,200	59,370	60,550	61,770	63,000
221-9010-455.30-10	Liability Insurance	48,609	51,150	52,170	53,220	54,280	55,370
221-9010-455.30-15	Telephone	10,274	10,197	10,400	10,610	10,820	11,040
221-9010-455.30-20	Advertising	15,000	16,000	16,320	16,650	16,980	17,320
221-9010-455.30-25	Postage & Printing	21,218	23,600	24,070	24,560	25,050	25,550
221-9010-455.30-35	Travel & Training	12,485	15,200	15,505	15,820	10,500	10,710
221-9010-455.30-40	Special Programs	15,000	20,000	20,400	20,810	21,230	21,650
221-9010-455.35-10	Operating Supplies	65,000	49,000	49,980	50,980	52,000	53,040
221-9010-455.35-15	Cataloging & Processing	15,914	15,000	15,300	15,610	15,920	16,240
221-9010-455.35-80	Equipment under \$10,000	1,000	0	0	0	0	0
221-9010-455.36-10	Adult	96,870	85,000	86,700	88,440	90,210	92,010
221-9010-455.36-15	Reference	6,000	0	0	0	0	0
221-9010-455.36-20	Young Adult	13,911	12,000	12,240	12,490	12,740	12,990
221-9010-455.36-25	Children	92,742	70,000	71,400	72,830	74,290	75,770
221-9010-455.37-15	Videos DVDs	16,974	15,000	15,300	15,610	15,920	16,240
221-9010-455.37-20	Audio Books	15,000	10,000	10,200	10,400	10,620	10,830
221-9010-455.37-30	Music CDs	4,500	3,500	3,500	3,500	3,500	3,500
221-9010-455.38-10	Periodicals	18,030	13,000	13,000	13,000	13,000	13,000
221-9010-455.38-20	Public Access Software	93,500	93,000	94,860	96,760	98,700	100,670
221-9010-455.39-10	Digital Content	92,982	98,000	99,960	101,960	104,000	106,670
221-9010-455.92-22	To Library Replacement Fd	97,398	222,000	170,100	90,000	74,750	238,000
221-9010-455.92-23	Library Special Reserve		20,000	20,000	20,000	20,000	100,000
221-9010-455.95-02	To Water Fund	2,500	2,500	2,500	2,500	2,500	2,500
221-9010-455.95-07	To Sewer Fund	600	600	600	600	600	600
221-9010-455.95-10	To Stormwater Management	610	610	610	610	610	610
Total		4,260,914	4,544,751	4,696,926	4,801,307	4,970,593	5,395,546

Town of Normal Expenditure Budget

222
Library
Administration

Budget Level Amount		ESTIMATE FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26	PROPOSED FY2026-27	PROPOSED FY2027-28	PROPOSED FY2028-29
222-9010-455.35-80	Equipment under \$10,000	54,280	11,000	20,100	24,000	29,750	3,000
222-9010-455.75-10	Op.Equipment Over \$10,000	35,000	211,000	150,000	66,000	45,000	235,000
Total		89,280	222,000	170,100	90,000	74,750	238,000

Town of Normal Expenditure Budget

223
Library
Administration

Budget Level Amount		ESTIMATE FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26	PROPOSED FY2026-27	PROPOSED FY2027-28	PROPOSED FY2028-29
223-9010-455.20-10	Contractual Services	201,000	250,000	1,000	1,000	1,000	1,000
223-9010-455.25-60	All Other Maintenance	0	0	0	0	0	
Total		201,000	250,000	1,000	1,000	1,000	1,000

Town of Normal Fund Balance Projections

Fund Name		FY 2023-24 Proposed	FY 2024-25 Proposed	FY 2025-26 Proposed	FY 2026-27 Proposed	FY 2027-28 Proposed	FY 2028-29 Proposed	Change in Equity Over/(Under)
Library Fund 221	Revenue	\$4,407,649	\$4,512,714	\$4,631,345	\$4,755,349	\$4,885,235	\$5,020,319	
	Expense	<u>\$4,260,914</u>	<u>\$4,544,751</u>	<u>\$4,696,926</u>	<u>\$4,801,307</u>	<u>\$4,970,593</u>	<u>\$5,395,546</u>	
	Change in Equity	<u>\$146,735</u>	<u>(\$32,037)</u>	<u>(\$65,581)</u>	<u>(\$45,958)</u>	<u>(\$85,358)</u>	<u>(\$375,227)</u>	(\$457,426)
	Available Fund Balance	\$3,325,694	\$3,472,429	\$3,374,811	\$3,328,853	\$3,243,495	\$2,868,268	
Target Balance 35% of Exps		81%	76%	72%	69%	65%	53%	
Above/(Below) Target		\$1,981,109	\$1,849,729	\$1,730,887	\$1,648,395	\$1,503,787	\$979,827	
Library Replacement Fund 222	Revenue	\$117,698	\$242,300	\$190,400	\$110,300	\$95,050	\$238,000	
	Expense	<u>\$89,280</u>	<u>\$222,000</u>	<u>\$170,100</u>	<u>\$90,000</u>	<u>\$74,750</u>	<u>\$238,000</u>	
	Change in Equity	<u>\$28,418</u>	<u>\$20,300</u>	<u>\$20,300</u>	<u>\$20,300</u>	<u>\$20,300</u>	<u>\$0</u>	\$109,618
	Available Fund Balance	\$2,031,134	\$2,059,552	\$2,100,152	\$2,120,452	\$2,140,752	\$2,140,752	
Library Special Reserve Fund 223	Revenue	\$9,900	\$9,900	\$29,900	\$29,900	\$29,900	\$100,000	
	Expense	<u>\$201,000</u>	<u>\$250,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	
	Change in Equity	<u>(\$191,100)</u>	<u>(\$240,100)</u>	<u>\$28,900</u>	<u>\$28,900</u>	<u>\$28,900</u>	<u>\$99,000</u>	(\$245,500)
	Available Fund Balance	\$3,023,405	\$2,832,305	\$2,621,105	\$2,650,005	\$2,678,905	\$2,777,905	