



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

**September 18, 2024 at 6 p.m.
Town of Normal, City Hall, Multi-Purpose Room 409**

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 21, 2024
 - B. Approval of Normal Public Library Expenditures for Payment as of September 12, 2024
 - C. Rules of Conduct for Library Users Policy
 - D. 3D Printing Policy
 - E. Holiday and Closed Schedule 2025
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Fiscal Year 2026 Budget (Action)
 - B. Executive Session: [5 ILCS 120/2(c)(21)] Six-Month Review of Executive Session Minutes
9. UNFINISHED BUSINESS
 - A. Abatement and Renovation Project Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: October 16, 2024
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 meetings, work sessions and other events, as scheduled.

**Minutes of the Board of Trustees
Normal Public Library
August 21, 2024**

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, February 15, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Amy Ersland, Treasurer, Lynda Lane, Terry Lindberg

Members Present via phone: Katelyn Trunnel, Vice-president

Members Absent: Dylan Hile-Broad

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

Town of Normal Staff Present: Andrew Huhn, Town of Normal Finance Director

Community Members Present: Mateusz Janik, Government Reporter, Pantagraph

Mr. Lindberg moved to allow remote participation by Katelyn Trunnell pursuant to Open Meetings Act for the reason of employment. Ms. Lane seconded the motion.

The motion passed 5-0.

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb updated the board on upcoming events, including the upcoming ILA conference.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**
Foundation: Ms. Lane reported the most recent meeting was canceled.

Library Advocacy: No report.

Library Planning: No report.

Capital Project: Mr. Fischer included in his report.

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

6. **OMNIBUS VOTE AGENDA**

A. **Approval of the Minutes of the Regular Board Meeting of July 17, 2024**

B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$182,945.33 for two payrolls, and \$546, 233.62 for expenditures as of August 2, 2024.**

- C. **Board Policy on The Illinois Freedom of Information Act**
- D. **Public Use of the Internet Policy**

Ms. Lane moved to approve the Omnibus Vote Agenda, Ms. Ersland seconded.

Motion passed 6-0.

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

- A. Abatement and Renovation Project Funding update with Town of Normal Finance Director Andrew Huhn (Discussion)

9. UNFINISHED BUSINESS

- A. Abatement and Renovation Project Update (Discussion)

10. Suggested items for the Next Agenda

- A. **Executive Session: Approval/Six-Month Review of Executive Session Minutes**
- B. **Policy Review**

10. Board Comments and Concerns

11. Next Meeting Date: September 18, 2024

12. Adjournment

Ms. Rob motioned to adjourn the meeting , Ms. Ripley seconded. Meeting adjourned at 6:48 pm.

Secretary

Date

**Director's Report
September 18, 2024**

1. Monthly Financial Report

Revenue: The August operating revenues were down 3.4% compared to this time last year.

Expenses: A report showing expenses totaling \$821,214.07 from August 15 to September 12 is included in this packet. Two payrolls (August 16 and 30) totaled \$184,640.83.

2. Circulation

Total circulation for August was 25,590, down 63% from August 2023, a result of our capital project and closed facility.

3. FY2026 Budget

The proposed FY2026 budget is on the agenda for consideration tonight. Our budget will be entered into the system on or before September 20. I will present our budget for review to Town staff on October 16.

4. Capital Project

We are now in our sixth month of our capital project, we have processed five payment applications to general contractor Broeren Russo Builders, Inc. totaling \$1,121,129.08. At present, McKee Environmental has completed consulting work on behalf of the library.

5. Strategic Planning

Staff suggest that strategic planning during the renovation could be misconstrued as time for input about the project. Considering this, our staff now suggest that we simply focus on our current plan until this time next year (Sept/Oct) when we can begin to develop a new plan (after capital project completion). I look for general board direction on this point.

6. Facilities

Several windows have been sealed on the 1992 building's west, north and south sides with positive results. Temporary sealing of the roof will begin this week. We learned in August that a new metal roof is needed.

Report to Receive and File Town of Normal Expenditures for Payment as of 08/15/2024-09/12/2024

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	0.01
US BANK/P-CARD	ADULT READING CHALLENGE P	25.00
US BANK/P-CARD	SIGN & SING STORYTIME 9 1	150.00
US BANK/P-CARD	SUMMER READING PRIZES (1X	80.00
US BANK/P-CARD	SUMMER READING PRIZES (4X	40.00
US BANK/P-CARD	SUMMER READING PRIZES (5X	125.00
US BANK/P-CARD	SUMMER READING PRIZES (6X	120.00
US BANK/P-CARD	SUMMER READING PRIZES (7X	95.00
Library Fund	- Total	635.01

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	MAY 24 UTILITIES	687.88
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,795.42
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,440.81
BAKER & TAYLOR COMPANIES	YA BOOKS	11.50
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	64.04
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	118.71
BLACKSTONE PUBLISHING	ADULT AUDIOBOOK	26.94
BLACKSTONE PUBLISHING	ADULT AUDIOBOOKS	34.94
BUSEY BANK	MO 6/SEP 2024 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	695.03
CENGAGE LEARNING INC	ADULT LG PRINT BOOKS	311.15
CENTER POINT LARGE PRINT	ADULT LRG PRINT BOOKS	63.74
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DARNALL PRINTING	ENVELOPE PRINTING/DISCOUN	630.00
DIRECT ENERGY SERVICES LLC	APR 24 UTILITIES	2,056.09
DIRECT ENERGY SERVICES LLC	MAY 24 UTILITIES	1,185.24
FRONTIER	MONTHLY PHONE BILL	127.92
GREY HOUSE PUBLISHING	PUBLIC ACCESS SOFTWARE	2,595.00
H W WILSON CO	ADULT BOOKS	295.70
ILLINOIS HEARTLAND LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	7,393.88
KANOPI INC	DIGITAL CONTENT	196.00
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROGRAMS SUPPLIES	27.23
MENARDS	MAINTENANCE SUPPLIES	25.98
MIDWAY CONTRACTING GROUP, LLC	DUCT CLEANING X10 UNITS	22,500.00
MIDWEST TAPE	DIGITAL CONTENT	6,932.15

Report to Receive and File Town of Normal Expenditures for Payment as of 08/15/2024-09/12/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
NICOR GAS	JULY 2024 GAS USAGE	141.48
ORKIN EXTERMINATING CO	PEST CONTROL	68.00
OVERDRIVE, INC	DIGITAL CONTENT	1,654.95
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	453.68
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	247.51
REACHING ACROSS IL LIBRARY SYSTEM	CATALOG/PROCESS SUPPLIES	174.87
RESOURCE SHARING ALLIANCE (RSA)	ADML ANNUAL FEE 7/1/24	7,410.00
RESOURCE SHARING ALLIANCE (RSA)	ANNUAL MEMBERSHIP	66,138.00
RESOURCE SHARING ALLIANCE (RSA)	HOOPLA CONNECTOR FEE	54.00
RESOURCE SHARING ALLIANCE (RSA)	RSACAT MOBILE TEMPLATE	414.50
RON SMITH PRINTING CO INC	SEPT ACTIVITY GUIDE PRINT	385.00
SUFFOLK COOPERATIVE LIBRARY SYSTEM	DUES-SLI ANNUAL MEMBERSHI	200.00
TODAYS BUSINESS SOLUTIONS TBS INC	COIN TOWER/CC READR MAINT	800.00
TRANSPARENT LANGUAGE INC.	PUBLIC ACCESS SOFTWARE	2,268.00
UNIQUE MANAGEMENT SERVICES INC	AUGUST PLACEMENTS	43.00
US BANK/P-CARD	ADULT BOOKS - PATRON REQU	71.43
US BANK/P-CARD	ADULT BOOKS SUBSCRIPTION	15.00
US BANK/P-CARD	ADULT TAKE & MAKE SUPPLIE	364.00
US BANK/P-CARD	CHILDREN'S BOOKS - PATRON	8.99
US BANK/P-CARD	CHILDREN'S SUMMER READING	50.87
US BANK/P-CARD	CHILDREN'S TRIVIA NIGHT P	30.00
US BANK/P-CARD	DVD X1 (WATER HORSE)	17.99
US BANK/P-CARD	DVDS X2	27.54
US BANK/P-CARD	DVDS X5 (PATRON REQUESTS)	71.05
US BANK/P-CARD	FIRST AID REFILL - ADVIL	9.99
US BANK/P-CARD	GARBAGE LINERS (600)	108.28
US BANK/P-CARD	GOO GONE WIPES (1)	12.02
US BANK/P-CARD	LAPTOP BAGS (10)	149.90
US BANK/P-CARD	LAPTOP STAND (1)	29.98
US BANK/P-CARD	NPL BRANCH SIGNAGE (2)	446.42
US BANK/P-CARD	OFFICE SUPPLIES: TAPE DIS	63.12
US BANK/P-CARD	PAPER TOWELS 250 SLEEVE (44.41
US BANK/P-CARD	READER'S DIGEST ISSUES (8	25.98
US BANK/P-CARD	RECEIPT PAPER ROLLS (48)	459.90
US BANK/P-CARD	RECYCLE LINERS (100)	35.49
US BANK/P-CARD	WORK GLOVES M (10) WORK	180.64
WALMART COMMUNITY BRC	DVDS	492.88
WALMART COMMUNITY BRC	SPECIAL PROGRAMS SUPPLIES	179.02

Report to Receive and File Town of Normal Expenditures for Payment as of 08/15/2024-09/12/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	263.37
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	506.86
WILCOX ELECTRIC & SERVICE INC	ELECTRICAL SERVICE	424.08
Library Fund	Library Administration - Total	137,833.63

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	REFUND THERMAL PRINTER OR	-217.18
Library Replacement Fund	Library Administration - Total	-217.18

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BROEREN RUSSO BUILDERS, INC.	ABATEMENT & RENOVATION	109,621.80
BROEREN RUSSO BUILDERS, INC.	P#21037 ABATEMENT/RENOVAT	575,040.81
MCKEE ENVIRONMENTAL INC	ASBESTOS CONSULTING SERVI	38,300.00
Library Special Reserve	Library Administration - Total	722,962.61
Overall - Total		861,214.07



Revenue & Expense Report

Account

All

Fiscal Year

FY2024-25

APM

0

5

April - August

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

Revenue

YTD Revenue Pivot

YTD Revenue Bar Chart

Revenue Transaction Log

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	4,574,749.00	4,574,749.00	3,041,064.40	66.48%	3,208,176.59	-5.21%
31110-Property Tax	4,203,164.00	4,203,164.00	2,804,532.44	66.72%	2,903,011.12	-3.39%
31530-State Replacement Revenue	240,000.00	240,000.00	107,537.99	44.81%	190,848.73	-43.65%
33260-State Grants	77,785.00	77,785.00	81,559.98	104.85%	77,785.60	4.85%
34720-Photocopy Fees	8,000.00	8,000.00	423.26	5.29%	4,293.05	-90.14%
34750-Replacements Books/AV	4,800.00	4,800.00	335.00	6.98%	2,852.02	-88.25%
38210-Investment Income	36,000.00	36,000.00	46,255.10	128.49%	26,657.69	73.52%
38530-Donations	1,000.00	1,000.00			540.60	-100.00%
38910-Miscellaneous	4,000.00	4,000.00	420.63	10.52%	2,187.78	-80.77%
222-Library Replacement Fund	242,300.00	242,300.00	92,798.74	38.30%	54,966.32	68.83%
38210-Investment Income	20,300.00	20,300.00	18,798.74	92.60%	14,383.82	30.69%
39192-Transfer From	222,000.00	222,000.00	74,000.00	33.33%	40,582.50	82.34%
223-Library Special Reserve	2,018,500.00	2,018,500.00	28,565.34	1.42%	11,592.77	146.41%
38210-Investment Income	16,000.00	16,000.00	28,565.34	178.53%	11,592.77	146.41%
38910-Miscellaneous	2,500.00	2,500.00				
39330-Financing Proceeds	2,000,000.00	2,000,000.00				
Total	6,835,549.00	6,835,549.00	3,162,428.48	46.26%	3,274,735.68	-3.43%



Revenue & Expense Report

Account

All

Fiscal Year

FY2024-25

APM

0

5

April - August

Expense

YTD Expense Pivot

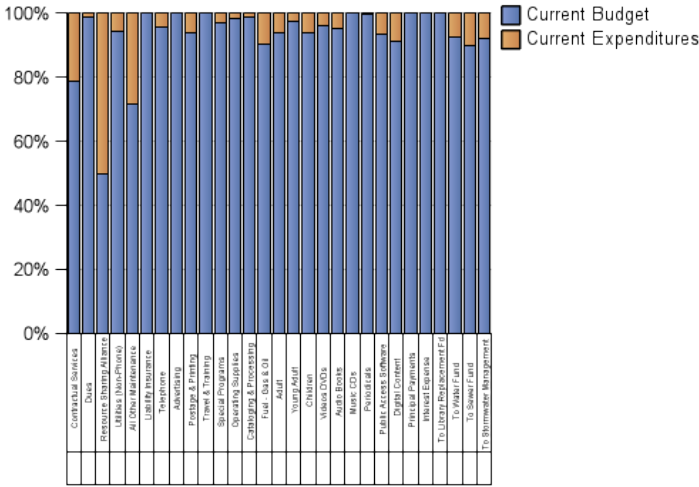
YTD Expense Bar Chart

Expense Transaction Log

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	4,819,138.00	4,876,388.00	1,655,511.90	372,604.01	2,028,115.91	2,848,272.09	1,429,755.83	58.41%
10-Administration	4,819,138.00	4,876,388.00	1,655,511.90	372,604.01	2,028,115.91	2,848,272.09	1,429,755.83	58.41%
222-Library Replacement Fund	222,000.00	222,000.00	3,462.84	0.00	3,462.84	218,537.16		98.44%
10-Administration	222,000.00	222,000.00	3,462.84	0.00	3,462.84	218,537.16		98.44%
223-Library Special Reserve	5,506,801.00	5,506,801.00	1,236,961.01	-575,040.81	661,920.20	4,844,880.80	3,610.00	87.98%
10-Administration	5,506,801.00	5,506,801.00	1,236,961.01	-575,040.81	661,920.20	4,844,880.80	3,610.00	87.98%
Total	10,547,939.00	10,605,189.00	2,895,935.75	-202,436.80	2,693,498.95	7,911,690.05	1,433,365.83	74.60%

Budget to Actual Expenditures

Library - Administration (Library Fund)

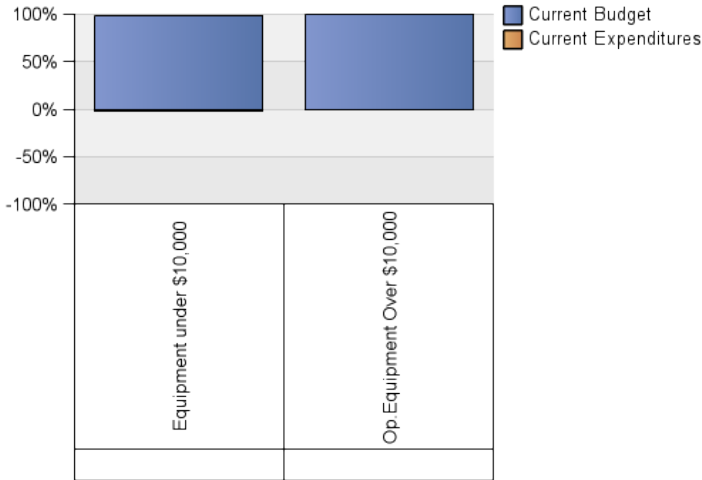


Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Administration	221-9010-455.20-10 Contracting Services	\$48,809.22	\$50,577.49	\$53,694.92	\$184,000.00	\$30,918.37	17%	\$102,504.14	
		221-9010-455.20-20 Dues	\$75.00	\$3,315.00	\$0.00	\$7,000.00	\$3,610.00	7,000.00	52%	\$75.00
		221-9010-455.24-10 Resource Sharing Alliance	\$74,016.50	\$0.00	\$0.00	\$74,017.00	\$0.50	\$72,800.00	0%	\$74,016.50
		221-9010-455.25-10 Utilities (Non-Phone)	\$4,302.91	(\$13,595.71)	\$43,592.08	\$72,000.00	\$37,700.72	\$72,000.00	52%	\$47,894.99
		221-9010-455.25-60 All Other Maintenance	\$23,043.44	\$2,928.72	\$3,861.30	\$58,200.00	\$28,366.54	\$58,200.00	49%	\$26,904.74
		221-9010-455.30-10 Liability Insurance	\$0.00	\$25,392.00	\$24,608.00	\$51,150.00	\$1,150.00	\$51,150.00	2%	\$24,608.00
		221-9010-455.30-15 Telephone	\$451.05	\$1,505.01	\$4,852.10	\$10,197.00	\$3,388.84	\$10,197.00	33%	\$5,303.15
		221-9010-455.30-20 Advertising	\$0.00	\$450.00	\$0.00	\$16,000.00	\$15,550.00	\$16,000.00	97%	\$0.00
		221-9010-455.30-25 Postage & Printing	\$1,461.42	\$6,124.63	\$14,256.03	\$23,600.00	\$1,757.92	\$23,600.00	7%	\$15,717.45
		221-9010-455.30-35 Travel & Training	\$0.00	\$6,055.04	\$698.82	\$14,200.00	\$7,446.14	\$14,200.00	52%	\$698.82
		221-9010-455.30-40 Special Programs	\$569.31	\$3,163.58	\$2,729.44	\$20,000.00	\$13,537.67	\$20,000.00	68%	\$3,298.75
		221-9010-455.35-10 Operating Supplies	\$794.70	\$4,609.90	\$13,186.86	\$49,000.00	\$30,408.54	\$49,000.00	62%	\$13,981.56
		221-9010-455.35-15 Cataloging & Processing	\$174.87	\$1,217.98	\$10,329.48	\$15,000.00	\$3,277.67	\$15,000.00	22%	\$10,504.35
		221-9010-455.35-50 Fuel - Gas & Oil	\$105.00	\$315.76	\$0.00	\$1,000.00	\$579.24	\$1,000.00	58%	\$105.00
		221-9010-455.36-10 Adult	\$5,607.83	\$21,137.74	\$43,926.75	\$85,000.00	\$14,327.68	\$85,000.00	17%	\$49,534.58
221-9010-455.36-20 Young Adult	\$324.61	\$2,682.80	\$7,264.59	\$12,000.00	\$1,728.00	\$12,000.00	14%	\$7,589.20		

221-9010-455.36-25	Children	\$4,350.88	\$14,694.98	\$43,972.88	\$70,000.00	\$6,981.26	\$70,000.00	10%	\$48,323.76
221-9010-455.37-15	Videos DVDs	\$609.46	\$3,105.45	\$4,844.60	\$15,000.00	\$6,440.49	\$15,000.00	43%	\$5,454.06
221-9010-455.37-20	Audio Books	\$515.56	\$2,133.44	\$7,351.00	\$10,000.00	\$0.00	\$10,000.00	0%	\$7,866.56
221-9010-455.37-30	Music CDs	\$0.00	\$238.12	\$0.00	\$3,500.00	\$3,261.88	\$3,500.00	93%	\$0.00
221-9010-455.38-10	Periodicals	\$25.98	\$3,439.95	\$8,483.27	\$14,116.00	\$2,166.80	\$13,000.00	15%	\$8,509.25
221-9010-455.38-20	Public Access Software	\$7,393.88	\$24,409.67	\$33,025.22	\$108,917.00	\$44,088.23	\$93,000.00	40%	\$40,419.10
221-9010-455.39-10	Digital Content	\$9,093.31	\$38,130.02	\$50,776.67	\$98,000.00	\$7.27595761E-12	\$98,000.00	0%	\$59,869.98
221-9010-455.81-10	Principal Payments	\$0.00	\$0.00	\$0.00	\$170,000.00	\$170,000.00	\$170,000.00	100%	\$0.00
221-9010-455.82-10	Interest Expense	\$0.00	\$0.00	\$0.00	\$71,000.00	\$71,000.00	\$71,000.00	100%	\$0.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$74,000.00	\$0.00	\$222,000.00	\$148,000.00	\$222,000.00	67%	\$0.00
221-9010-455.95-02	To Water Fund	\$200.95	\$594.70	\$0.00	\$2,500.00	\$1,704.35	\$2,500.00	68%	\$200.95
221-9010-455.95-07	To Sewer Fund	\$66.94	\$173.86	\$0.00	\$600.00	\$359.20	\$600.00	60%	\$66.94
221-9010-455.95-10	To Stormwater Management	\$50.60	\$202.40	\$0.00	\$610.00	\$357.00	\$610.00	59%	\$50.60
Summary		182,043.42	277,002.53	372,604.01	1,478,607.00	646,957.04	1,407,357.00	0.44	554,647.43

Budget to Actual Expenditures

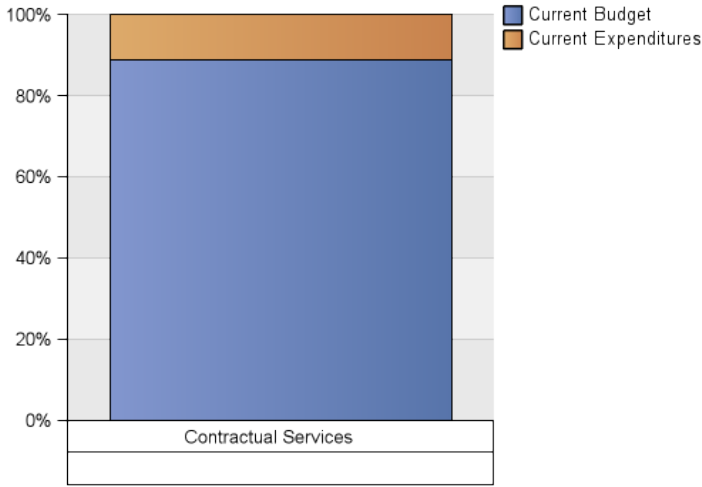
Library - Administration (Library Replacement Fund)



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	(\$217.18)	\$3,680.02	\$0.00	\$11,000.00	\$7,537.16	\$11,000.00	69%	(\$217.18)
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$211,000.00	\$211,000.00	\$211,000.00	100%	\$0.00
			Summary		-217.18	3,680.02	0.00	222,000.00	218,537.16	222,000.00	0.98	-217.18

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	\$688,447.61	\$548,513.40	(\$575,040.81)	\$5,506,801.00	\$4,844,880.80	\$5,506,801.00	88%	\$113,406.80
Summary					688,447.61	548,513.40	-575,040.81	5,506,801.00	4,844,880.80	5,506,801.00	0.88	113,406.80

NPL Circulation Statistics



August 2024

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2022	2023	2024
Juvenile						
Books	187,109	200,018	62,357	39,643	38,665	9,330
Videos	1,287	1,973	246	279	451	53
Audios	6,668	7,461	2,796	1,415	1,455	676
Magazines	223	169	31	74	27	5
Other	802	297	73	62	63	6
Juvenile - Total	196,089	209,918	65,503	41,473	40,661	10,070
Teen						
Books	8,117	8,055	2,938	1,679	1,632	603
Audios	45	37	21	17	16	3
Magazines	5	9	-1	1	0	0
Teen - Total	8,167	8,101	2,958	1,697	1,648	606
Adult						
Books	60,055	63,418	28,390	12,831	13,375	5,112
Videos	20,768	20,569	7,135	4,642	4,416	1,512
Audios	6,560	6,697	1,815	1,531	1,467	234
Magazines	1,310	1,445	394	339	272	108
Other	5,917	6,875	3,107	1,245	1,338	477
Adult - Total	94,610	99,004	40,841	20,588	20,868	7,443
Digital Content						
eAudiobooks	9,738	13,666	16,640	2,143	2,823	3,327
eBooks	13,501	15,638	16,958	2,888	3,157	3,379
Magazines	676	667	2,095	120	171	445
Music	200	215	220	38	49	44
Streaming Video	1,247	1,383	1,537	255	297	246
Content Passes	64	118	135	11	31	30
Digital Content - Total	25,426	31,687	37,585	5,455	6,528	7,471
Total Circulation	324,292	348,710	146,887	69,213	69,705	25,590

NPL Collection Holdings



August 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	80,573	80,470	409	-512	1,874	-2,215
Videos	930	935	0	5	0	-47
Audios	2,074	2,075	12	-11	66	27
Magazines	256	261	5	0	60	21
Other	103	103	0	0	0	0
Juvenile - Total	83,936	83,844	426	-518	2,000	-2,214
Teen						
Books	3,991	4,031	45	-5	214	-580
Audios	30	30	0	0	0	0
Magazines	21	20	0	-1	3	0
Teen - Total	4,042	4,081	45	-6	217	-580
Adult						
Books	52,842	53,093	319	-68	1,616	-2,002
Videos	15,732	15,756	31	-7	191	-952
Audios	9,784	9,786	3	-1	53	-12
Magazines	1,596	1,654	86	-28	499	-194
Other	2,163	2,162	1	-2	30	4
Adult - Total	82,117	82,451	440	-106	2,389	-3,156
Total Collection	170,095	170,376	911	-630	4,606	-5,950

NPL Digital Content by Month



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

	4.24	5.24	6.24	7.24	8.24	
eRead Illinois						
eAudiobooks	242	252	382	273	297	
eBooks	247	276	281	343	393	
eRead Illinois Total	489	528	663	616	690	
Freanding	1	0	0	1	0	
Hoopla						
eAudiobooks	1,846	1,806	1,820	1,824	1,790	
eBooks	875	901	921	999	968	
Movies/TV	115	124	136	162	159	
Music	56	44	28	48	44	
Hoopla Total	2,892	2,875	2,905	3,033	2,961	
Kanopy						
Individual Titles Plays	162	89	99	79	73	
Plays Through Passes	0	94	98	133	14	
Kanopy Total Videos Played	162	183	197	212	87	
OverDrive						
eAudio	1,175	1,216	1,218	1,259	1,240	
eBooks	2,217	2,343	2,104	2,070	2,018	
Magazines	310	539	379	422	445	
OverDrive Total	3,702	4,098	3,701	3,751	3,703	
Total Downloads or Uses						
eAudiobooks	3,263	3,274	3,420	3,356	3,327	
eBooks	3,340	3,520	3,306	3,413	3,379	
Magazines	310	539	379	422	445	
Music	56	44	28	48	44	
Streaming Video	277	307	333	374	246	
Hoopla 7-day BingePasses	18	29	26	21	25	
Kanopy Passes	0	2	1	1	2	
OverDrive 7-Day Passes	5	0	2	0	3	
Total Passes	23	31	29	22	30	

NPL Monthly Statistics



August 2024

Library Card Registration

Registration - Fiscal Year 2025

	Beginning count	Registered	Purged	Cards In force YTD	FY24	FY23
Adult	22,128	239	-47	22,320	29,602	26,722
Teen	2,540	4	-736	1,808	3,716	3,185
Juvenile	8,664	13	-831	7,846	9,766	8,573
Total	33,332	256	-1,614	31,974	43,084	38,480

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	2,500	10,500	97,808	73,919

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,364	17,051	17,026	14,905
Loaned	2,505	12,975	14,751	15,189
Reciprocal borrowing	2,830	20,758	103,993	83,692

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	392	184	28	1,402

normalpl.org Site Statistics



August 2024

	Annual Totals Year to Date			August		
	FY 2023	FY 2024	FY 2025	2022	2023	2024
Views & Sessions						
Pageviews	182,033	180,908	143,552	36,469	37,425	24,930
Sessions	90,715	92,760	72,833	19,718	18,500	13,667

Top Viewed Pages	FY 2025
/	68,143
/events/upcoming	8,591
/events/month	3,992
/learning-resources	3,032
/summerreading	2,705
/employment	2,641
/planning	2,292
/borrow	1,225
/download-stream	1,182
/form/library-account-application	1,135

Usage by Device	FY 2025
Desktop	42.8%
Mobile	55.3%
Tablet	1.9%

Top Viewed Pages	August 2024
/	11,404
/events/upcoming	1,559
/events/month	722
/learning-resources	616
/employment	534
/events/month/2024/09	500
/form/library-account-application	370
/borrow	273
/planning	268
/form/browser-pack	223

Usage by Device	Aug 2024
Desktop	48.1%
Mobile	49.6%
Tablet	2.3%



Normal Public Library Trustee Action Report

September 18, 2024

Rules of Conduct for Library Users Policy

Prepared By: John Fischer and staff

Reviewed By: Jason Querciagrossa, Corporation Counsel

Staff Recommendation: Approval

Community Impact

The Rules of Conduct for Library Users policy is established for the purpose of assuring that (i) all library patrons have a fair and equitable opportunity to the quiet use and enjoyment of the Library's services, materials and facilities without being subjected to unreasonable interference or disturbance by others; (ii) all library patrons enjoy a safe and secure facility in which to use the library's materials and services; (iii) the library's materials are protected from theft and damage; and (iv) all library employees enjoy a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Budget Impact

No budget impact.

Background

Updates to this policy include specifics in prohibited smoking, eating, sleeping, and limits to animals on library property or in the library facility. Minor changes to point 13, excessive scents, and point 24, details of being asked to leave or suspension in privileges.

Strategic Alignment

Priorities 1-4

Rules of Conduct for Library Users Policy

Normal Public Library

The Board of Library Trustees has prescribed these Rules of Conduct for the purpose of assuring that (i) all library patrons have a fair and equitable opportunity to the quiet use and enjoyment of the Library's services, materials and facilities without being subjected to unreasonable interference or disturbance by others; (ii) all library patrons enjoy a safe and secure facility in which to use the library's materials and services; (iii) the library's materials are protected from theft and damage; and (iv) all library employees enjoy a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

The general Rules of Conduct in the library are as follows:

1. Any behavior that is disruptive or hinders the use of the library or endangers public safety is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, and congregating in large groups.
2. Seating at library tables, carrels, and chairs is limited to the number of persons for which the furniture was designed.
3. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited, including, but not limited to, illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives on library property. Smoking or the use of any tobacco product is not permitted within any Library facility or upon Library property. "Smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, or any other lighted smoking equipment and includes the use of an electronic cigarette.
4. Food and drink are allowed in the library, however, food may not be eaten while using a library computer. If equipment or materials are damaged by a patron's food or drink, or if the food or drink being consumed is disturbing other patrons because it is smelly or messy, staff will ask the patron to take their food or drink out of the library. Patrons are expected to clean up after themselves and to immediately report spills to staff. Group meals (e.g. pizza parties) and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.
5. Sleeping is not permitted on library property.
6. Patrons must be fully clothed in the library and on library property.
7. Animals shall not be left unattended on library property and are not permitted within any library facility, except for those used to aid persons with disabilities or for library activities.
8. Selling or soliciting products, services, or donations are not permitted on library property unless authorized by the Library Director or designee.
9. Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are not permitted on library property except those conducted by the Normal Public Library.
10. Parents/legal guardians or caregivers age 16 or older – not library staff - are responsible for the behavior and safety of children under their supervision while they are on library property. Children under the age of 8 must physically remain with – and be actively supervised by – a parent or other responsible caregiver age 16 or older at all times while on library property. Children between the ages of 8 and 12 years old shall not remain at the library unsupervised for more than one hour. Library sponsored activities may have modified supervision requirements, as determined by library staff. If children are unattended on library property at the time of closing, the Normal Police Department will be notified immediately.

11. The library is not responsible for personal belongings. Library users may not leave personal belongings in the library when they leave the building. Unattended personal belongings may be opened by library staff in attempt to identify and contact the owner. The library is not responsible for any loss of users' personal belongings, through theft or otherwise.
12. Bags or other personal belongings must remain with the owner at all times and may not take up any space or resource that could otherwise be utilized by another visitor, including but not limited to rooms, tables, and chairs.
13. No excessive scent detectable from 4 feet or more is permitted.
14. The violation of federal or state laws or local ordinances is not permitted on library property. Theft, vandalism, or mutilation of library material or property are criminal offenses that shall be prosecuted. In this regard, the library reserves the right to inspect any and all library users' personal belongings, including, but not limited to, bags, purses, briefcases and backpacks.
15. Polite cell phone use is permitted. Extended cell phone conversations should occur at the Mulberry Street entrance.
16. The children's area of the library is reserved for children, their parents, or responsible caregivers age sixteen or older, and adults interested in children's literature. Adults who are not using the children's department collection or services will not be allowed to linger in the department. Library staff are authorized and instructed to query adults not accompanied by children concerning their need for children's department collection or services, and to ask adults in the children's area to move to other reading areas in the adult department after making their selections from the children's collection.
17. The teen area is intended for middle school and high school students, for adults accompanying teens in their charge, or for others using the teen collection. Adults who are not accompanying teens in their charge or who are not using the teen collection will not be allowed to linger in the teen area. Library staff are authorized and instructed to ask adults in the teen area to move to other reading areas in the adult department after making their selections from the teen collection.
18. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on library property or at any library-related events.
19. The library reserves the right to impose time limits upon continuous use of library resources, technology, and spaces (including but not limited to meeting spaces, study spaces, and restrooms).
20. Bathing, shaving, and laundering clothes are not permitted in the library.
21. Library materials are not allowed in the restrooms.
22. Dependent individuals of any age must be accompanied by a responsible caregiver at all times. The Normal Police Department will be notified immediately if a dependent individual of any age is not accompanied by a responsible caregiver.
23. Patrons are expected to follow the directions of library staff; this includes, but is not limited to, taking shelter in an emergency when directed by staff.
24. Depending upon the offense and the particular circumstances of the case, violators of the foregoing rules may be asked to leave or their use of the library may be suspended, either temporarily or permanently.

In addition to barring persons, temporarily or permanently, from use of the library for violations of the foregoing rules, the library may, in its discretion, bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of library property or materials or of any violations on library property of federal, state or local laws and ordinances.

Persons who refuse to comply with the Rules of Conduct may lose their library privileges. The library reserves the right to remove any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. Any behavior that does not support a welcoming environment and/or violates the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.

Amended by the Board of Trustees of Normal Public Library: August 31, 2011; December 18, 2013; January 28, 2015; September 18, 2024.



Normal Public Library Trustee Action Report

September 18, 2024

3D Printing Policy

Prepared By: John Fischer

Reviewed By: Rhiannon Shoults

Staff Recommendation: Approval

Community Impact

To make available the service of 3D printing to the community.

Budget Impact

Maintains minor limits to printing sizes, thereby limiting the cost of materials associated with printing.

Background

This policy was established in 2015 to make available to the community 3D printing technology. These changes address limits to the number of print requests accepted and limits to print size (and associated times to print.)

Strategic Alignment

Priorities 1-4

3D Printing Policy

Normal Public Library

3D printing is available for any visitor to the Normal Public Library at no cost.

- Printing is available on a first come, first served basis and is completed by library staff. Priority printing is given to library use, classes, and events. Please allow up to two weeks for your file to be printed.
- Persons wanting to print an item printed must submit a request online.
- File must be submitted in .STL format. Please submit the file or the URL pointing to the file.
- The object must be smaller than 8" x 8" x 8" (length, width, height).
- Print jobs that will take longer than 12 hours to complete will not be accepted.
- Only one print request per person (one file per request) will be accepted at a time.
- Patrons will be notified by email or phone when print job is finished.
- Items will be held for seven days.
- The library reserves to the right to refuse any 3D print request.

The Normal Public Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the library's 3D printer to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment, dictated by community standards.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection. The library reserves the right to refuse any 3D print request if it feels it infringes on existing copyright. (Notice of Title 17 below).

“NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS. The copyright (Title 17, United States Code), intellectual property (patent law for example under Title 35, United States Code) and other laws of the United States may govern the making of photocopies or other reproductions of content protected by copyright, patent and other laws. Libraries and archive furnish unsupervised photocopy or reproducing equipment for the convenience of and use by patrons. Under 17 United States Code Section 108 (f)(2) the provision of unsupervised photocopy or reproducing equipment for use by patrons does not excuse the person who uses the reproduction equipment from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107 or any other provision of the copyright law, nor does the provision of unsupervised photocopy or reproducing equipment for use by patrons excuse the person who uses the reproducing equipment from liability for patent, tort (such as products liability) or other laws. This institution reserves the right to refuse to make available or provide access to photocopy or other reproducing equipment if, in its judgment, use of such equipment would involve violation of copyright, patent or other laws.”

Approved by the Board of Trustees of Normal Public Library: August 26, 2015; Amended September 26, 2018; September 18, 2024.



Normal Public Library Trustee Action Report

September 18, 2024

2025 Closed and Holiday Dates

Prepared By: John Fischer

Reviewed By: Jennifer Williams

Staff Recommendation: Approval

Community Impact

Maintain holidays and closures of our facility and communication to public and staff associated with this schedule of dates.

Budget Impact

Impact includes allowed paid holidays for staff that receive paid time off on designated dates.

Background

This schedule allows 11 paid holidays, consistent with the Town of Normal which follows a different (but similar) schedule.

Strategic Alignment

Priorities 1-4

Normal Public Library

Closed Dates—2025 (highlighted are FTE paid holidays)

Wednesday, January 1 Closed

Monday, January 20 (Floating; library is open, FT staff holiday to be used within 60 days)

Sunday, April 20 Closed

Sunday, May 25 Closed

Monday, May 26 Closed

Thursday, June 19 (Floating; library is open, FT staff holiday to be used within 60 days)

Friday, July 4 Closed

Sunday, August 31 Closed

Monday, September 1 Closed

Monday, October 13 (Floating; library is open, FT staff holiday to be used within 60 days)

Wednesday, November 26 Close at 5 pm

Thursday, November 27 Closed

Friday, November 28 Closed

Wednesday, December 24 Closed

Thursday, December 25 Closed

Wednesday, December 31 Close at 5 pm



Normal Public Library Trustee Action Report

September 18, 2024

FY 2025-2026 Budget

Prepared By: John Fischer

Reviewed By: Jennifer Williams, Enoch Kindseth

Staff Recommendation: Approval

Community Impact

Your approval of this budget proposal allows staff to maintain collections, services, programs, and our facility as well as needed capital projects and the replacement of technology on schedule.

Background

We are at the beginning of our budget process for FY26. These figures may change over the course of the next couple of months. I will enter these numbers for the budget, if approved, by September 20.

The library budget review meeting is scheduled for October 16. Two items to note: continued expenses related to the library abatement and renovation capital project and a placeholder figure entered to support another capital project that is urgently needed, replacement of the 1972 metal roof.

As a reminder of the process, Town Council will consider for approval the Capital Investment Plan put forward by staff in December, have a work session in January, and the budget public hearing and proposed approval in March 2025.

Strategic Alignment

Priorities 1-4

Proposed Budget for Board Approval - Revenue Summary Sept 2024

Proposed Budget for Board Approval - Revenue Summary Sept 2024							
221 Operating Fund							
Account #	Description	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
221-0000-311.10-00	Property Tax	4,203,164	4,329,259	4,459,137	4,592,911	4,730,698	4,865,810
221-0000-315.30-00	State Replacement Rev.	230,000	184,000	184,000	184,000	184,000	184,000
221-0000-332.60-00	State Library Aid	77,785	77,785	77,785	77,785	77,785	77,785
221-0000-339.20-00	Other state grants	0	0	0	0	0	0
221-0000-347.10-00	AV fees	0	0	0	0	0	0
221-0000-347.20-00	Photocopy fees	450	8,000	8,000	8,000	8,000	8,000
221-0000-347.40-00	Local grants	0	0	0	0	0	0
221-0000-347.50-00	Replacement Books/AV	4,800	6,000	6,000	6,000	6,000	6,000
221-0000-371.40-00	Library fines	0	0	0	0	0	0
221-0000-382.10-00	Investment income	36,000	36,000	36,000	36,000	36,000	36,000
221-0000-385.30-00	Donations	1,000	1,000	1,000	1,000	1,000	1,000
221-0000-389.10-00	Miscellaneous	4,000	4,000	4,000	4,000	4,000	4,000
221-0000-381.70-00	Net Change in Fair Value	0	0	0	0	0	0
Total 221 revenue		4,557,199	4,646,044	4,775,922	4,909,696	5,047,483	5,182,595
222 Replacement Fund							
222-0000-382.10-00	Investment income	20,300	20,300	20,300	20,300	20,300	20,300
222-0000-391.92-21	Transfer from library fund	222,000	50,100	91,000	239,000	243,450	127,000
222-0000-381.70-00	Net Change in Fair Value	0	0	0	0	0	0
Total 222 revenue		242,300	70,400	111,300	259,300	263,750	147,300
223 Special Reserve Fund							
223-0000-382.10-00	Investment income	16,000	500	500	500	500	500
223-0000-389.10-00	Miscellaneous	250,000	2,500	2,500	2,500	2,500	2,500
223-0000-391.92-21	Transfer from Library Fund	2,000,000	1,000	1,000	1,000	1,000	1,000
Total 223 revenue		2,266,000	4,000	4,000	4,000	4,000	4,000

Proposed Budget for Board Approval - Expense Summary (September 2024)

221 Operating Fund							
Account	221 Expense	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
221-9010-455.10-10	Regular Salaries	1,920,005	1,995,072	2,082,559	2,168,601	2,256,302	2,347,997
221-9010-455.11-10	Part-time Salaries	725,764	776,072	791,270	807,947	812,586	817,459
221-9010-455.12-10	Overtime	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.16-10	Medicare and Social Security	199,019	212,069	219,924	227,531	234,108	240,987
221-9010-455.17-10	IMRF Retirement	184,238	218,886	226,618	233,980	241,946	251,548
221-9010-455.18-10	Health & Dental Insurance	373,755	354,629	339,151	366,283	395,586	427,232
221-9010-455.19-90	Other personal benefits	8,000	5,000	5,000	5,000	5,000	5,000
221-9010-455.20-10	Contractual Services	131,000	133,600	136,272	138,997	141,777	144,613
221-9010-455.20-20	Dues	7,000	7,100	7,242	7,387	7,535	7,685
221-9010-455.24-10	Resource Sharing Alliance	72,800	67,400				
221-9010-455.25-10	Utilities (Non-Phone)	66,000	69,000	72,000	76,000	80,000	84,000
221-9010-455.25-60	All Other Maintenance	58,200	59,400	60,588	61,800	63,036	64,296
221-9010-455.30-10	Liability Insurance	51,150	55,000	63,250	72,738	83,648	96,195
221-9010-455.30-15	Telephone	10,197	10,400	10,608	10,820	11,037	11,257
221-9010-455.30-20	Advertising	16,000	16,000	16,000	16,000	16,000	16,000
221-9010-455.30-25	Postage & Printing	23,600	23,000	23,460	23,929	24,408	24,896
221-9010-455.30-35	Travel & Training	14,200	14,600	14,892	15,190	15,494	15,804
221-9010-455.30-40	Special Programs	20,000	20,400	20,808	21,224	21,649	22,082
221-9010-455.35-10	Operating Supplies	49,000	48,500	49,470	50,459	51,469	52,498
221-9010-455.35-15	Cataloging & Processing	15,000	10,000	10,200	10,404	10,612	10,824
221-9010-455.35-50	Fuel - Gas & Oil	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.35-80	Equipment under \$10,000	0	0	0	0	0	0
221-9010-455.36-10	Adult	85,000	86,700	88,434	90,203	92,007	93,847
221-9010-455.36-15	Reference	0	0	0	0	0	0
221-9010-455.36-20	Young Adult	12,000	12,240	12,485	12,734	12,989	13,249
221-9010-455.36-25	Children	70,000	71,400	72,828	74,285	75,770	77,286
221-9010-455.37-15	Videos DVD	15,000	15,300	15,606	15,918	16,236	16,561
221-9010-455.37-20	Audio Books	10,000	10,200	10,404	10,612	10,824	11,041
221-9010-455.37-30	Music CDs	3,500	3,500	3,570	3,641	3,714	3,789
221-9010-455.38-10	Periodicals	13,000	13,000	13,000	13,000	13,000	13,000
221-9010-455.38-20	Public Access Software	93,000	93,120	94,982	96,882	98,820	100,796
221-9010-455.39-10	Digital Content	98,000	110,000	112,200	114,444	116,733	119,068
221-9010-455.81-10	Principal Payments	170,000	176,100	182,400	188,800	195,500	201,850
221-9010-455.82-10	Interest Expense	71,000	64,900	58,600	52,200	45,500	39,150
221-9010-455.92-22	To Library Replacement Fund	222,000	50,100	91,000	239,000	243,450	127,000
221-9010-455.92-23	To Library Special Reserve Fund	0	1,000	1,000	1,000	1,000	1,000
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 Fund	610	610	610	610	610	610
	TOTAL 221 Exp	4,813,138	4,809,398	4,911,531	5,232,720	5,403,445	5,463,719
222 Replacement Fund							
222-9010-455.35-80	Equipment under \$10,000	11,000	50,100	76,000	44,000	108,450	52,000
222-9010-455.75-10	Op. Equipment Over \$10,000	211,000	0	15,000	195,000	135,000	75,000
	TOTAL 222 Exp	222,000	50,100	91,000	239,000	243,450	127,000
223 Special Reserve Fund							
223-9010-455.20-10	Contractual Services	5,506,801	2,500,000	0	0	0	0
223-9010-455.25-60	All Other Maintenance	0	0	0	0	0	0
	TOTAL 223 Exp	5,506,801	2,500,000	0	0	0	0