

AGENDA
SPECIAL CALLED MEETING
Thurs, April 1, 2010
3:30 pm
Decatur Public Library Board of Trustees
Decatur Public Library Board Room

I. Call to order - Teena Zindel-McWilliams, Chair

II. Approval of agenda

III. New business

a. Baby TALK proposal – Claudia Quigg

b. HVAC proposal – Trane, Tom Loos

c. Other

IV. Old business

a. Negotiations: Closed Session (5 ILCS 1202(c)(2))

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

V. Adjournment

C³ of Macon County

Inquiry

The Education Coalition is interested utilizing and /or renting the two second floor offices that are currently inhabited by the Project Read program. We understand that it is in the Decatur Public Library's long-term strategic plan to turn the 2nd floor area into a youth-friendly zone and we believe that this fits in well with that plan. A partnership between the Decatur Public Library and the Education Coalition would serve our community well.

Background

Students and parents from the Decatur area need a clearinghouse for information and expert advice about colleges, career opportunities and military options. We envision C³ of Macon County as a college and career center where students and parents can obtain cost-free information and counseling from trained youth and adult experts. Many students are first generation college students and will need access to information as well as one-on-one contact and connection to other students who have successfully transitioned from high school to institutions of higher learning. C³ will provide information, resources and guidance to students and their parents to prepare them for the best chance of success in higher education and careers. One student said this best during a recent focus group, "We don't want to just be sent to a computer to do research. We want someone who can assist us, encourage us, and answer our questions."

Our goal is to create a center that houses cost-free information about college resources and career options. Ensuring that every student who needs assistance receives it will be accomplished through a community outreach campaign and our alliances with the Illinois Student Assistance Commission, Workforce Investment Solutions, Richland Community College, Millikin University, and our business community. C³ will position all students and their families to achieve the dream of higher education by building community access to information and resources.

The Vision

Ultimately, the resource center will offer high-quality, personalized assistance and information about colleges and careers. It will be available to all Macon County residents.

Staff Expertise

- Knowledge of broad range of colleges and contacts with admissions and academic personnel
- Knowledge of needs of local employers and craft unions
- Contact with human resource managers at local companies
- Assistance in completing college applications and FAFSA
- Assistance in finding and completing scholarship applications
- Access to information about the military and recruiters
- Linkages to workforce readiness programs, especially in soft skills

Print Resources:

- College catalogs
- Financial aid information, including scholarships
- Career exploration information
- Job postings from local employers
- Military opportunities
- FAFSA forms

On-Line Resources

- Website with search capability and built-in links to colleges and employers
- Computer lab
- FAFSA applications
- Career assessments

Off-Site Programming

- Presentations in schools
- Workshops in community (after-school programs, churches, neighborhood sites)
- Possible satellite facilities at mall and in community libraries

In addition to the college and career resources, we would like to have a staff representative from 411 Teen Health available to provide resources and referrals to students related to general health.

Utilization

We envision using the current Project Read facility as office space and the training room in a similar manner to its current use. We would like to use the open space (near the elevator and restroom) as a supervised waiting/reading/research area as needed.

Hours and Staffing

Presently, we envision that the resource center would be open in the late afternoons and evenings, as well as on Saturdays. Initially, C³ will be manned by volunteers from the Education Coalition, members of a youth leadership team, as well as representatives from the Illinois Student Assistance Commission, who understand the daunting challenges and insecurities often experienced by our underserved community. Youth leaders will be trained in the college application process, financial aid resources, career cruising, and will have access to additional support agencies. The Decatur Area Education Coalition understands that staffing the center would be our responsibility and not the responsibility of the Decatur Public Library.

Equipment and furnishings

The Decatur Area Education Coalition would be responsible for providing its own computer equipment and furnishings. The technical support from the library staff would consist of potential connectivity issues, but not general PC related issues.

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**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations**

**Thursday,
April 1, 2010
4:00 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to order – Eugene King, Chair
- II. Approval of agenda
- III. Review of the minutes of March 4, 2010.

IV. Old Business

A. Budget

B. Negotiations: Closed Session (5 ILCS 1202(c)(2))

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

C. Other

V. New Business

A. Policy revision

B. Other

VI. Adjournment

If you have questions please contact:

Lee Ann Fisher, City Librarian

421-9713 or lfisher@decatur.lib.il.us

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee Meeting
March 4, 2010

I. CALL TO ORDER

Eugene King, Chair called the meeting to order at 4:00 p.m. Mary Gendry, Edward Costa, Darryl Barbee, and Teena Zindel-McWilliams (ex-officio) were present. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Assistant City Librarian.

Motion by Mr. Costa and seconded by Ms. Zindel-McWilliams to approve the agenda as presented.

II: OLD BUSINESS:

Ms. Fisher presented the budget that had a slight revision by the City. The change was only \$2,167.00 as the MIS expense had decreased slightly.

III: NEW BUSINESS:

Ms. Fisher passed out ideas for changes to the library fines and fee schedules.

1. Changes in the meeting room rate – Currently free for non-profit and changes varying from \$20.00 for the board room to \$50.00 for the auditorium. Suggestions included an hourly rate, set-up fee, flat rate for each room, equipment fee and raising the fee on the rooms. Committee looked over the current policy on the meeting room and made suggestions.

2. Raise maximum fine from \$7.00 to \$10.00 for overdue materials. Set fine for like materials no matter location in building to same amount. Leave audio at \$1.00 but raise minimum book fine from \$.15 to \$.25.

3. Charge for internet over 2 hours. – No.

4. Proctoring fee of \$20.00.

5. Notary fee of \$2.00 (check with banks).

6. Rent parking spaces in East part of library parking lot.

7. Research fee – No.

8. City is only one using Library Annex for storage and they should pay for the utilities.

Ms. Zindel-McWilliams asked that in future the committees approve the minutes of the meeting before submitting them to the full board. The committee would still bring their recommendations to the board at the next meeting.

Ms. Fisher indicated that a letter will be sent to all the book-mobile locations letting them know the actual date that service will be stopped.

Ms. Fisher would like to get everything in place to start May 1, 2010, of the new fiscal year and once approval is given by the board get out a press release.

IV. ADJOURNMENT

Mr. King adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

5% PAY REDUCTION AND REDUCTION IN HOURS

[This is goofy!]

Considering the expectations that they have placed on this proposal, it's not very well thought out. Along side the reasons mentioned to earlier, here are few more suggestions on the infeasibility and unsubstantiated reasoning in their proposal. The Union should take this one back to the "drawing board".

[A further suggestion for negotiations might be to first highlight the disparity between the part-time workers and full-time workers suggested by the Union in this proposal. Next investigate a proposal that appeals more to the part-time; i.e. bringing down the pay of higher classes and raising the pay of the lower classes. This should encourage the part-timers to cast their equal vote.]

Union's proposal:

Union-set 38 hours same wages (with same annual increases) + Management-reduced annual salary (-5%) + part-time staff reduced hourly salary (-5%) + Decreased library hours of operation = A workable solution to balancing budget

Issues that I have:

The proposal does not prove why this proposal for budget cuts should be chosen over the one in already in place and set to take place on May 1, 2010.

Reliable references from qualified sources regarding the budgets expenditures, insurance and retirement are not mentioned (i.e. accounting firms, attorneys, and financial groups).

The proposal does not present an egalitarian solution to the budget solution; it highly favors full-time union employees in pay raises and work scheduling, it also presents additional workloads on part-time staff (will continue work 20 hrs) and managerial staff.

The definition of management and union wages is not clearly defined in terms of what is "salary" or "hourly". The terms are used inter-changeable throughout the proposal which inevitably leads to assumptions. Typically management is considered "salary" and union employees are considered "hourly".

The scope of the proposal oversteps the general guidelines expected for a collective bargaining committee, that is normally reserved for "approved" advisory boards or other qualified approved groups. As a general rule "collective bargaining" is coming to a legally binding agreement between the employees and the employer. Normally what are negotiated with

the employer by the union are union wages, union benefits, union hours, general working conditions, and problem resolution procedures between the employee and employer.

Conclusion: the union has overstepped its bargaining position and presented itself in an assumed and exaggerated position to bargain all employee rights.

This structure keeps all union staff onboard in their full-time positions, howbeit with approximate 20 minutes reduced labor per full-time employee per day. The added proposal of allowing each employee to flex their work week, may lead create legal conflicts and conflicts with the existing contract.

Accrued sick leave, vacation time, and etc which are now compiled monthly depending on the 40 hourly base (for full-time) and 20-hourly base (part-time) formula, is not discussed.

Why should management seriously consider bargaining now when the contract expires in a few weeks?

Other thoughts:

- ***“reduction reflected in employees’ pay would be a the number of hours that a employee works per pay period, not in a reduction in the agreed hourly rate”*** Decrease in dollar amount for management it would come out of management’s annual salary and would be budgeted throughout the year; however there wouldn’t necessarily be a decrease in hours. Management is different from hourly workers who receive overtime pay.
- In some cases the management employees would be supervising workers making an even higher dollar per hour amount than management employees, especially if annual contractual and performance evaluation raises are included.
- If there were a % decrease it would come out of management annual salary and be budgeted throughout the year, there wouldn’t necessarily be a decrease in hours. In some cases management employees would be supervising workers making a higher dollar per hour amount than management employees.
- Apparently annual contractual and performance evaluation raises will still in be in place for union employees. Management receives incentives or boosts will be at a less rate because of their 5% decrease in salary, full-time union employees appear to continue to receive bumps in their steady ascending hourly salaries. Hypothetically in some instances, if further cuts are required, union employee’s salaries will continue to increase from their current base, while management salaries may decrease even further below the 5% decrease.
- Proposal – “The Union, Management and the Decatur Public Library Board of Trustees; agree to an extension of the contract for one year with the changes proposed herein. All other provisions of the contract would remain status quo. At the amendable date of this extension (April 30, 2011) all provisions of the collective bargaining agreement

dated May 1, 2004 to April 30, 2010 would become in effect." [The union is bargaining for the 2010-2011 year and the 2011-2012 years?]

- Part Time Employees hours would not be reduced; they will continue to work 20 hours per week. Part Time Employees pay would be reduced by 5%.
- This places the onus on management achieved the proposed saving by carefully scheduling staff while losing over through these reduced hours will require the onus to be on management to achieve this proposed saving by carefully scheduling employees.
- The union staff wants to be allowed to flex their time as they see fit to ease their burden of reduced hours ("each employee can choose..."), unfortunately this will inherently affect scheduling.
- Everyone doesn't work Sundays.

Staff Changes

Effective April 26, 2010

Bumps

| | | | | |
|-----------------------------------|--------------------------|----|------------------------|--------|
| ✓ Nancy Rosteck | Circulation Clerk II | to | Circulation Clerk I | T + F |
| Barb Joyner ✓ | Extension Clerk II | to | Circulation Clerk I | T |
| ✓ Monica Skelley | Acquisition/ILL Clerk II | to | Circulation Clerk I | T + F |
| Shelley Whiteside | Extension Dept. | to | Reference Dept. | T |
| Sally Petro | Bookmobile Driver | to | FT Custodian | T |
| Jim Kupish | FT Senior Custodian | to | PT Custodian | |
| ✓ Lohri Cerny | FT Circulation Clerk I | to | PT Circulation Clerk I | F-3 |
| ✓ Susan Johnson | FT Circulation Clerk I | to | PT Circulation Clerk I | T + F |
| Karen Williams - ✓ SUSANGULICK | PT Circulation Clerk I | to | PT Library Page | F 12-4 |
| | | to | CIRCULATION | |

Layoffs

| | | | | |
|------------------|-------------------|-------------|----|-------------|
| Ken Banning | Bookmobile Driver | Extension | FT | T |
| Sally Woller | Library Assistant | Extension | FT | T + F |
| ✓ John Kidd | Clerk Driver | Extension | PT | F |
| Rae Ann Campbell | Library Clerk I | Circulation | PT | T |
| ✓ Cynthia Doran | Library Page | Circulation | PT | T + F 1:3-5 |
| Karen McDonald | Library Clerk I | Circulation | PT | T |
| Mary Jo Schanuel | Library Clerk I | Circulation | PT | T |

Baby TALK Early Head Start Proposal
to
Decatur Public Library
Regarding a Proposed Lease for the Decatur Public Library Annex

Baby TALK EHS Building Requirements

Baby TALK has been awarded a federal Early Head Start grant with two years of guaranteed funding and likely permanent funding. The goal of federal Early Head Start is to provide support for optimal development for low-income children birth-three and their families. Baby TALK Early Head Start (BTEHS) will be targeted to 78 families in which the mother is a teen and will support parents in their own education as we also support the development of their infants and toddlers. Of these families, 56 will be provided high-quality child care in a center while mothers attend school or on site GED classes. Research indicates that a teen parent completing her education most effectively stops the cycle of poverty.

Baby TALK EHS will employ 28 employees for this program.

The Facility

Prior to occupancy, BTEHS must meet the following guidelines and pass their inspections:

- Health & Human Services Early Head Start Performance Standards
- Illinois Department of Children & Family Services Licensing Representative
- Decatur Fire Marshall & State Fire Marshall
- Macon County Department of Public Health
- City of Decatur

The Minimum Space for BTEHS

7 classrooms for infants and toddlers, minimum of 55 sq ft/child x 8 children = 440 sq. ft. of activity area/child (this is exclusive of exits, fire

1.1 MIN PER YR

occupancy August 1, 2010

escapes, offices, restrooms, kitchen, storage of equipment, gross motor). There must be a minimum of 3' between cribs. There needs to be a sink in the room for staff hand washing, diapering area, toddler size toilet and hand washing sink, and kitchenette for bottle and snack preparation.

- Gross Motor (Active Play) Area of at least 75 sq. ft. x 25% of the licensed capacity x 56 = 1050 sq. ft.
- Infants and toddlers must be housed and care for at ground level.

Outdoor space:

- Outdoor play area shall accommodate 75 sq. ft. x 25% of the licensed capacity x 56 = 1050 SQ FT.
- All play space shall be fenced; fence at least 48" high

Baby TALK recognizes many benefits of leasing the Decatur Public Library Annex (DPLA) for EHS including the following:

- DPL and BTEHS are program partners
- DPL understands grant funding including "In-Kind" contribution and can provide In-Kind
- Location: midway between DPS high schools, close to Futures, Teen Academy, well known location for teens coming from county schools, close to bus line, close to Baby TALK office
- Adequate space to allow for flexibility in designing the floor plans, windows, parking, some existing plumbing, building is demo-ready for renovations
- Potential for outdoor play area with "green" provided by master gardeners
- Parents and Teachers have easy access to DPL
- Downtown near Central Park, field trip possibilities, variety of resources
- Visibility
- In Kind can be provided by DPL for space

- DPL does not pay property tax so taxes are not an issue as they are when leasing from a private owner

Funding for the renovation of DPL Annex

Baby TALK was awarded a Start Up grant that included \$699,000 designated for renovation of a building in addition to the grant for the on-going operation of the program. Baby TALK did not receive notification of this grant until January 27, 2010 even though the grant year is October 1 – September 30. HHS prorated the grant funding accordingly, but because we have not been able to lease a building yet, there will be some extra funds that won't be spent in specific line items. With the permission of the BT board a request is being submitted to Early Head Start to transfer \$194,000 to the start up renovation of \$699,000. This would allow \$893,000 for renovation. A portion of the \$194,000 would include monies BTEHS would pay for the yearly lease.

Steve Oliver, AIA, NCARB, LEED AP of BLDD Architects has done a very preliminary estimate of the needed renovation. Unfortunately, the \$893,000 will not be enough to cover estimated renovation costs and the mechanical system (air handling unit, boiler, ductwork, etc.).

Baby TALK proposal to DPL includes the following:

- DPL lease the first floor of the DPL Annex to Baby TALK.
- DPL provide the mechanical system and its maintenance.
- BTEHS provide \$699,000-\$893,000 for the renovation of the building
- BTEHS would begin paying \$50,000/year lease October 1, 2011
- ✓ BTEHS requests a 10 year lease but would be relieved of a lease if grant funding ends *Can be shorter w/option to renew.*
- BTEHS would pay DPL a 2% annual rate increase each year beginning October 1, 2012 as grant funds allow
- BTEHS would be responsible for gas, electricity, water, telephone, internet, garbage and cleanliness of the building
- DPL would be responsible for maintenance on the building, glass breakage (unless caused by BTEHS), etc.

*13,000 sq. ft.
\$3,000,000*

*MAXIMUM \$200,000.-
Gap financing*

*1,100,000
893,000
207,000*

- BTEHS would be responsible for a fenced playground construction at the east end of the building including Master Gardeners providing “green space”
- BTEHS would be responsible to install and maintain fire alarms, extinguishers and suppression systems and emergency lighting as required by all applicable laws and ordinances
- BTEHS would be responsible for liability insurance and insurance on the contents
- DPL would be responsible for insuring the building
- DPL would be responsible for snow removal
- BTEHS would be responsible for designing, purchasing and placing a sign on the DPL Annex identifying the BTEHS program.
- BTEHS families and staff would park where directed by DPL
- BTEHS will not allow smoking by its staff or clients in the DPL building
- BTEHS would not be responsible for usual wear and tear at the end of the lease but would be a responsible tenant keeping the building clean, neat and well maintained. Because of Baby TALK’s collaboration with many community agencies, staff is expected to be “good guests” wherever they are working.



Proposal

Hunzeker Service Agency
8720 N. UNIVERSITY
PEORIA, IL 61615

PHN: 309-691-3052
FAX: 309-691-1366

TO: Lee Ann Fisher/Noah Tipton

Date
3/25/2010

Decatur Library
VAV Retrofit and Air Handling Units Upgrades

Delivery Terms: FOB FACTORY
FULL FREIGHT ALLOWED
Terms of Payment: NET 30 DAY

Base Bid:

Hunzeker Service Agency will provide the following for the system modifications to AHU-1 and the chilled water system at your facility to provide comfort and energy savings:

1. Provide the Engineering of the system changes to the duct work to add in retrofit variable air volume dampers.
2. Provide the upgrading of the building controls system to allow all the systems to be on one control system.
3. Provide and install the integrated damper with air flow measuring stations on all existing reheat only coils to turn the air handler into a variable air volume unit.
4. Provide and install New Trane Tracer Controller for the Air Handling Unit's control.
5. Provide communications to the existing Trane Chiller with cooling tower optimization.
6. Provide and install new Trane Tracer Controllers with programming and checkout for the 34 VAV's. We will reuse the existing reheat valves.
7. Trane Tracers Web enabled control system with all the programming, graphics, coordination, installation, and checkout of the temperature controls system for your facility.
8. Provide and install new variable speed drives to provide better air volume control to reduce the amount of air that is being supplied to building. This will also provide better comfort and energy savings to the building.

Cost for the work outlined above\$ 240,334.00

Phase 1 Bid

Provide new VFD rated motors for the 6 existing AHU-1 fan motors.

Cost for the work outlined above\$ 35,966.00

Phase 2 Bid

Hunzeker Service Agency will provide the following for the system upgrades to AHU-1 at your facility to provide comfort, energy savings and operational savings:

1. Provide the Engineering of the system changes to the air handling unit to upgrade.
2. Provide and install new outdoor air dampers to provide better control of the outdoor air dampers. The new dampers will also provide tight close off from the out side to prevent unnecessary outdoor air leakage into the building.
3. Provide and install new cooling coils to provide better heat transfer and energy savings.
4. Provide and install new chilled water valves to get tighter control of the cooling coils to provide even control across the air handling unit.
5. Provide and install a new variable speed drive on the chilled water pump to reduce the water flow being generated to provide energy savings from the pump and also more energy savings from the chiller.

Cost for the work outlined above \$ 128,888.00



Assumed Incentives if project completed by May 1st for Base Bid from DCEO are

| | |
|-------------------------------------------------------------------------------|---------------------|
| 1. New VFD's – 180 hp @ \$110.00 per hp. incentives | \$ -19,800.00 |
| 2. Assumed KWH annual reduction is 772,317 KWH @ \$.16 KWH..... | \$ - 123,571.00 |
| 3. Assumed KWH annual electrical savings of 772,317 KWH @ \$0.07 KWH is | \$ 54,062.00 |
| Out of pocket after possible incentives is | \$ 96,963.00 |

Possible pay back of this project after incentives are applied is 1.79 years.

Assumed Incentives if project completed after May 1st for Base Bid from DCEO are

| | |
|-------------------------------------------------------------------------------|----------------------|
| 1. New VFD's – 180 hp @ \$55.00 per hp. incentives | \$ -9,900.00 |
| 2. Assumed KWH annual reduction is 772,317 KWH @ \$.08 KWH..... | \$ -61,785.00 |
| 3. Assumed KWH annual electrical savings of 772,317 KWH @ \$0.07 KWH is | \$ 54,062.00 |
| Out of pocket after possible incentives is | \$ 168,649.00 |

Possible pay back of this project after incentives are applied is 3.12 years.

Please address purchase order to Hunzeker Service Agency

Kirt Abbott
Thomas M. Loos

Steven Luker
1312 N. Gulick Avenue
Decatur, IL 62526-3723

Lee Ann Fisher
City Librarian
Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523

April 6th, 2010

FREEDOM OF INFORMATION REQUEST

1. In what year did the Decatur Public Library first begin subscribing to Der Spiegel?

2. How many times was the magazine Der Spiegel checked out by DPL patrons during the years 2007 and 2008?

3. Who at the Decatur Public Library initially decided to no longer subscribe to the magazine Der Spiegel?

3. Why did the Decatur Public Library decide to no longer subscribe to the magazine Der Spiegel.

5. Pursuant to 75 ILCS 5/4-7. the Board of Trustees of the Library has posted its collections development policy The policy reiterates that "Ultimate responsibility for selection rests with the City Librarian." Explain why a subscription to Der Spiegel does not fall within the guidelines of the policy.

5. What was the annual salary of city librarian Lee Ann Fisher for each of the proceeding last 5 years?

5.5 What is the annual salary of the assistant city librarian?

6. Why was the position of assistant librarian created when it had not existed before? What duties did the assistant librarian assume which were previously assigned to the City Librarian but are now assigned to the assistant librarian?

7. In light of the recent cuts to the library, has Librarian Lee Ann Fisher's salary been reduced?

9. How much rental income did the Village Mall contribute yearly to the library?

8. Has the expenditure of monies for new books and periodicals ever been audited?

9. I do not see \$387, 335.08 in expenditures on books and periodicals on the shelves as reported in the 2008 Annual Report of the library. Explain the discrepancy.

submitted,



signature of Steven Luker

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee Meeting
April 1, 2010

- I. Eugene King, Chair
Cancelled meeting at 4:00 p.m.

Respectfully submitted,
Karen Bjorkman
Karen Bjorkman
Assistant City Librarian

*Committee
appointment*

REGULAR MEETING AGENDA

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, April 15, 2010

4:00 p.m.

Decatur Public Library Board Room

- I. Call to order – Teena Zindel-McWilliams, President
- II. Approval of agenda
- III. Approval of minutes for March 18, 2010, regular meeting
Approval of minutes for Special Called meeting April 1, 2010
- IV. Communications from the public
 - i. John Dunn - Letters
- V. City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy & Public Relations Committee – Eugene King
 - i. April 1, 2010, meeting canceled.
 - ii. Approval of March 4, 2010 meeting
 - B. Finance and Properties Committee – Carol Craig
 - i. Meeting will be April 20, 2010.
 - ii. Approval of bills for March 2010
 - iii. Budget Report
 - C. Rolling Prairie Library System
 - i. Mary Gendry
 - D. Friends of the Library
 - i. April 8, 2010, meeting – Karen Bjorkman
 - ii. Need representative
 - E. Foundation
 - i. Meeting -- April 12, 2010.
 - ii. Resignations
 - iii. Appointments

VII. Old business

A. Trane – HVAC system

B. Baby Talk – Claudia Quigg

C. Lease Price: Closed Session (5 ILCS 120/2(c)(6) I move that the Board enter into closed session for the purpose of setting a price for lease of the space requested by Baby Talk. Mark Gibson

D. Negotiations: Closed Session (5 ILCS 120/2(c)(2) I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

E. Other

VIII. New business

A. Other

IX. Serving Our Public 2.0: Standards for Illinois Public Libraries: Postponed until July Board Meeting.

X. Public comments – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

XI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
March 18, 2010

I. CALL TO ORDER:

Mary Gendry, vice-president, called the meeting to order at 4:02 p.m. Members present: Carol Craig, Eugene King, Nicholette Rademacher, Jim Alpi, Darryl Barbee, and Edward Costa. Teena Zindel-McWilliams, and William Faber were absent. Staff present: Lee Ann Fisher and Karen Bjorkman.

Numerous members of the staff, public and AFSCME (union) were present.

II. AGENDA:

Motion to approve the Agenda as amended by Ms. Craig and seconded by Mr. Alpi. Motion passed unanimously.

III. MINUTES:

Motion by Mr. King and seconded by Mr. Barbee to approve the minutes of the February 16, 2010 meeting as corrected. Motion passed unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

Letter from Rick Reitzell thanking the library for assistance with his project.

Letter from the fire marshal concerning shutting down the library annex.

V. LIBRARIAN'S REPORT:

No additions.

VI. REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Mr. King stated that the board and union had met and that discussions were held concerning the layoffs. He also reported on the situation in the library annex.

Finance and Properties Committee:

Mrs. Craig, chairperson, went over the suggested revisions in the fees for the meeting rooms and for other services that the library provides.

All fines would be the same for all materials. This would mean having all AV at \$1.00 regardless of the department in which it is located. Books would be raised to \$.25 per day and the Maximum fine for an item would go from \$7.00 to \$10.00 and a replacement card is now \$1.00 would go to \$5.00 for the 3rd card up.

Notary - \$1.00, Proctoring - \$20.00, Equipment use - \$10.00, and rent space in the East of the Parking lot for - \$13.00 per month.

Board Room - \$40.00 for 2 hours, \$70.00 for 4 hours, and \$140.00 for 8 hours.

Staley Conference - \$60.00 for 2 hours, \$100.00 for 4 hours, and \$210.00 for 8 hours.

Madden Auditorium - \$100.00 for 2 hours, \$180.00 for 4 hours, and \$360.00 for 8 hours.

Children's Auditorium - \$80.00 for 2 hours, \$140.00 for 4 hours, and \$280.00 for 8 hours.

Style change in setup of Madden Auditorium additional \$25.00.

Meeting rooms are available during regular hours with a \$25.00 fee to open during hours library is normally closed.

Discount for small non-profits will be on a case by case basis.

Motion by Mr. King and seconded by Mr. Barbee to implement the changes in the Fines and Fees as recommended by the Finance Committee. Motion carried with a yes on the roll call vote.

Motion by Ms. Craig and seconded by Mr. King that the City be instructed to remove all boxes, and other materials from the Library Annex so that the building could be completely shut down. Motion carried with a yes on the roll call vote.

Current fiscal year budget was presented for discussion.

Motion by Ms. Craig and seconded by Mr. Alpi that the budget as revised by the City for 2010/2011 be accepted. Motion carried on a yes roll call vote.

Motion by Mr. King and seconded by Mr. Alpi to approve the bills for February 2010. Motion carried on a yes roll call vote.

Rolling Prairie Library System:

Ms. Gendry reported on the RPLS meeting which was held at Millikin. RPLS is in the process of reviewing the system standards.

Friends of the Decatur Public Library:

Mrs. Bjorkman reported that the Friends have had 2 electrical outlets, a computer outlet, and a phone line added to their Second Saturday Book Sale room. Still waiting on the addition exit door for the room.

Mrs. Rademacher volunteered to attend the Friends meetings as the Board Liaison until the end of her term.

Foundation:

No meeting in March and the next meeting is set for April 12, 2010.

VII. OLD BUSINESS:

Motion by Mrs. Gendry and seconded by Mr. King at 4:378 p.m. to go into closed session (5ILCS1202(c)(2) for the purpose of discussing collective negotiating matters between the public body and its employees or representatives. Motion carried on a roll call vote of yes.

Motion by Mr. King and seconded by Mr. Alpi 5:55 p.m. to return to open session. Motion carried on a roll call vote of yes.

VIII. NEW BUSINESS:

Motion by Ms. Craig and seconded by Mr. Barbee to appoint Karen Bjorkman, Assistant City Librarian, as the Open Meeting Acts Officer. Motion approved unanimously.

IX. SERVING OUR PUBLIC:

Discussion will resume in May on the rest of the core standards.

X. COMMENTS FROM PUBLIC:

Katie Gross, Children's Librarian, protested the changes in AV fines for Children's. They are currently at \$.15 for the items that are \$1.00 in the main library. She presented several graphs from an earlier time when fees were raised.

XI. ADJOURNMENT:

Motion by Mr. King and seconded by Ms. Craig to adjourn the meeting at 6:00 p.m. Motion carried unanimously.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Called Meeting
April 1, 2010

I. CALL TO ORDER:

Teena Zindel-McWilliams, president, called the meeting to order at 3:35 p.m. Members present: Edward Costa, Eugene King, Carol Craig, Jim Alpi, Nikki Rademacher and Darryl Barbee. William Faber and Mary Gendry were absent. Staff present: Lee Ann Fisher and Karen Bjorkman.

Others present: Noah Tipton, Steve Mouisse, Tom Loos, and Claudia Quigg.

II. AGENDA:

Agenda was approved as presented.

III. MINUTES:

There were no minutes to approve as this was a special called meeting.

IV. NEW BUSINESS:

a. BABY TALK Proposal

Claudia Quigg gave a presentation on the Early Headstart Federal Project Grant that BABY TALK has been working on. This is for children from Birth to 3 and will give them and their families the support necessary to meet specific goals. They want the board to consider allowing them to lease the Library Annex (former Village Mall). The project will serve about 457 families and they are more than willing to agree to a 5- or 10-year lease.

Several suggestions were discussed as to additional funding that is required for the project. BABY TALK did say that there was a gap in the funding. Mrs. Zindel-McWilliams asked for specifics on the gap and Ms. Quigg explained that it was the HVAC system.

BABY TALK will finance the entire cost of the build-out. Board will defer rent if they need to obtain a loan for the build-out until the loan is paid off. This could mean several years with no rent but BABY TALK will be responsible for all interior maintenance of the building. Ms. Craig was asked for the actual cost of the first floor build-out.

Board asked Ms. Quigg for more definite numbers on the HVAC cost and the cost of the build-out.

Motion by Mr. Alpi and seconded by Mr. King that the board authorize the Staff and library council to look into additional ways to fund the BABY TALK project in the Library Annex. Motion carried on a roll call vote of yes. There were no dissenting votes.

b. HVAC proposal for Main Library

Tom Loos and Steve Mouisse presented a detailed plan from Trane for repairing the current HVAC system. This would be a system upgrade with energy efficiency. The problem is that to take advantage of the grants available, the project would need to be completed by May 1, 2010. The actual cost of \$240,334.00 would return to us the amount of \$143,371.00, leaving the library with only \$100,000.00 to finance the complete project.

Mr. Alpi questioned them about a "Performance Contract" and asked them to make another presentation at the June Board meeting

V. OLD BUSINESS:

Motion by Mrs. Zindel-McWilliams and seconded by Mrs. Rademacher at 5:35 p.m. to go into closed session (5ILCS1202(c)(2) for the purpose of discussing collective negotiating matters between the public body and its employees or representatives. Motion carried on a roll call vote of yes.

Motion by Mr. King and seconded by Mrs. Rademacher at 5:45 p.m. to return to open session. Motion carried on a roll call vote of yes.

VI. ADJOURNMENT:

Motion by Mrs. Rademacher and seconded by Mr. King to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Meeting adjourned at 5:50 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

JOHN F. DUNN

730 S. Seigel Street
Decatur, Illinois 62522

217 429 0115

217 429 0115 fax

March 26, 2010

To the Editor,

Free Public Library—what a glorious concept. To have a repository of wisdom and knowledge, literature and entertainment, scholarship and news, information and culture, accessible and available at no charge to all—from every walk of life--is absolutely awesome. And from every walk of life in Decatur they come day and night. They come to free parking just a few feet from the door, to the most attractive foyer of any library in this state, to open accessible stacks, to local history services, to children resources and services, to adult resources and services to free computer access, and to soft spoken quintessential professional staff persons.

And in these difficult times they come again and again. In addition to all else the Decatur Public Library is not just quality of life enhancement, it for many is the whole sphere, the beginning and end, the whole of life quality. Our library clearly walks in the footprints of all the great libraries. Founders of the library at Alexandria would be proud of us up to now, but not likely so if staff and services are cut in these times of great library need.

Proposed cuts. just pennies in money cost per taxpayer, are devastating to library patrons and our chances to entice outsiders checking Decatur quality of life to choose Decatur for both workplace and life environment. Our City Council funds our library. Hopefully proposed cuts will be reconsidered even at the expense of pennies more to Decatur taxpayers if money cannot be found another way.

It's long ago but I remember an increase in city tax levy to save our bus system, I remember a state gasoline tax increase to make Route 51 funding a reality, and I remember a temporary state income tax boost for education in the 1980's. The reason I remember is that I voted for them all as City Councilman and State Legislator. It wasn't politically pleasant but all were needed. None of those votes were the end. I was elected several times more maybe because I also voted against lots of foolishness. Mr. Mayor and Councilpersons—save the library and sleep well.

John F. Dunn

Decatur City Councilman 1971-1975
Illinois State Representative 1975-1995

JOHN F. DUNN

730 S. Seigel Street
Decatur, Illinois 62522

217 429 0115

217 429 0115 fax

March 26, 2010

Mayor/City Councilpersons
One Gary Anderson Plaza
Decatur, IL 62523

Re: Save Decatur Public Library

Dear Mayor and Councilpersons:

Enclosed is a copy of a letter delivered to the Editor of the Decatur Herald and Review today regarding our Decatur Public Library and proposed cuts thereto.

Please restore funding to the Library in the forthcoming City Budget. Our Library is needed more than ever now in these difficult times. Should the City levy increase to support the Library the amount would hardly be noticeable. Yes there would be criticism by those who always cry out against taxes, but sometimes in elected office choices not immediately popular are correct and upon reflection meet with overwhelming approval. It is surely a given that doing what is needed to avoid cuts in the Library budget will reap pleasant and overwhelming approval for you.

Respectfully Submitted,

John F. Dunn

CITY LIBRARIAN'S REPORT
April 12, 2010
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Due to the nearly \$400,000 budget cut imposed by the city, this has been one of the worst times in DPL history. Compounding this problem is the almost \$100,000 in per capita not received from the State for last year, not to mention the same amount owed for this year. On April 26, 2010 we will close the Extension Division, which includes 2 bookmobiles, 12 book drops and numerous deposit collections throughout the city. We will also layoff 8 and downgrade 10 staff members. The Homebound Service and Interlibrary Loan will now be run out of the Reference Division. I am sure many other adjustments will have to be made as we go along. There have been many meetings with the Board, attorney and union to work on the layoffs. I typed each letter and notified every employee individually myself. One of the hardest things I have ever had to do in my professional career. I have also been working with two local nonprofit agencies about leasing library space and with Trane about HVAC issues. United Way is done for the year and the funding distribution will be announced May 14th at Richland. They need volunteers for next year, if anyone is so inclined. I had a family emergency that kept me out of the office April 5-7. My nephew is now home under hospice care and I expect to have to return to TN shortly.

FRIENDS: The Friends made over \$1,000 in their last Second Saturday Book sale. Sheila will continue to work for them after her retirement the end of April.

RPLS: Is troubled with budget concerns also and is evaluating their options. I will chair the April 21st User Group meeting in Springfield and have a special meeting with Bev and Nancy after the meeting.

PNG: Our grant has been renewed for \$13,500 for next year. We are lucky that the State seems to pay this grant in a timely fashion.

STAFF: Eula Spates, Library Clerk I-Circulation, will retire April, 23rd, after 12 years of service. On April 25th, the following staff members will be laid off: Sheila Robinson, Administrative Secretary-Administration, 13 years of service; Ken Banning, Bookmobile Driver-Extension, 14 years service; Sally Woller, Library Assistant-Extension, 1 year of service; John Kidd, Clerk Driver-Extension, 5 years of service; Rae Ann Campbell, Library Clerk I-Circulation, 2 years of service; Cynthia Doran, Library Page-Circulation, 1 year of service; Karen McDonald, Library Clerk I-Circulation, 2 years of service; and Mary Jo Schanuel, Library Clerk I-Circulation, 2 years of service. Also on that date the following staff members jobs will be changed or downgraded; John Wylder, Head of Extension Division to Librarian in the Reference Division; Shelly Whiteside, Library Assistant-Extension to Reference; Sally Petro, Bookmobile Driver to Custodian-Building; Nancy Rostek, Library Clerk II-Circulation to Library Clerk I-Circulation; Barb Joyner, Extension Clerk II to Library Clerk I-Circulation; Monica Skelley, Acquisitions/ILL Clerk II to Library Clerk I-Circulation, Susan Gulick, Catalog Clerk I-Cataloging to Circulation, The following staff members will go from full-time to part-time; Jim Kupish, Senior Custodian to Custodian, Lohri Cerny, Library Clerk I-Circulation, and Susan Johnson, Library Clerk I-Circulation.

ADMINISTRATION: We received \$1,000.00 from Wal-Mart. Karen was appointed the Open Meeting Act officer for the Library. The meeting rooms were used 140 times and booked 33 times, earning \$1,090 in fees.

ADULT DIVISION: The Replica of Lincoln's Casket presented by Tanzyus-Logan Funeral Service and Company is on display Monday March 29th -Tuesday May 4th. St. Mary's and DPL will be joining forces, where we will be hosting medical related programs the 3rd Tuesday of each month starting in May. Our 17 programs had 591 attendees and 260 people used the Database computers, of the 260 people, 136 (52%) were doing job search related work. Sixty-one registered patrons 5,498 times and our Local History room had 78 visitors, 12 from out of town. Our Online Book Club has 1,119 members who accessed one of the 11 clubs 22,380 times.

BUILDING DIVISION: We have been doing a lot of work outside, cleaning up after a hard winter, including patching the parking lot. The cooling tower has been cleaned and the chiller is up and running in preparation for the weather.

CHILDREN'S DIVISION: Baby TALK has been drawing lots of people to the library. The Lullaby Concert was packed with 297 people! We're moving ahead with plans for the summer reading program, thanks to funding from the Friends and donations from Dr. Lockmiller, and Mr. and Mrs. Robert Glenn. We decided to use Upstart's program "Book a Trip – READ!" since the state SRC program materials were so expensive. Staff assisted 1,174 patrons and 376 kids signed up to use the computers. We had 26 programs with 965 attendees, 9 groups visited the library with 232 people, and 9 groups used the library.

CIRCULATION DIVISION: Total number of checkouts during the month of March is 48,855 items, up +5% as compared to the 46,220 items checked out in February, and down -1% as compared to 50,468 items checked out in March 2009. The gate count for the month of March is 28,829. There were 6,974 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 4,258 items at other libraries. Of the 4,258 items checked out by our patrons at other libraries, 1,850 of those items were checked out on our bookmobiles. There were 2,951 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 5,219 items were routed out of the DPL to fill requests at other RPLS libraries. When all items routed out of the DPL to fill requests at surrounding libraries is added to the total checkouts for the month of March, the combined circulation total is 54,074. We placed 6,137 requests in March, down -2% from last March. We resolved 9,011 requests and of these, 4,328 items were picked up at the DPL. Overall, request volume is up +15% from last year at this time. We opened 252 new accounts in March.

EXTENSION DIVISION: March 1st we began our new hours; although the department will stop running the bookmobiles on April 23rd, due to budget cuts. Both bookmobiles missed some stops this month, due to repairs. We had 23 volunteers donated 138.3 hours of their time to help the library.

GATES COMPUTER LAB: Our 14 computer classes had 99 attendees, 89 of whom were Decatur residents.

SYSTEMS ADMINISTRATION: The new web server is up and running and we continue to work on upgrading our website as time permits. DPL Wireless had 95 users connected for 202 hours and downloaded 3,820 megabytes while uploading 504 megabytes. There were 1,190 patrons logged on to CybraryN computers a total of 5,041 times and used a total of 2,871 hours. We had 944 people use DPL cards and 238 guest passes were issued.

TECHNICAL DIVISION: Acquisitions printed 111 invoices, up by +20% from February and an additional 55 invoices were processed. Total items barcoded were 322 which is down by -41% from February. The freeze in the book budget accounts for a large percentage of these changes. We received 28 bins of mail and 374 bins from RPLS and of the 92 packages received 37 went to other departments. Interlibrary loan requests were at 115 by our patrons up +22%. OCLC requests to us were 542, up +9% from February, and we were able to fill 296. Taking advantage of the slowdown in book orders, we worked on database/catalog issues (i.e. out-dated call numbers, partial bibliographic records) that have plagued us periodically since the DRA conversion. We catalogued 1,160 new materials, down -30%, made 6,587 database changes, down -13%, and 190 agency transfers, down -48%. We manually processed 3,703 withdrawal items for disposal or to be delivered to the book sale, up 16% and worked to resolve authority problems correcting authorities on 134 items, up 19%. We processed 2,242 items.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee Meeting
March 4, 2010

I. CALL TO ORDER

Eugene King, Chair called the meeting to order at 4:00 p.m. Mary Gendry, Edward Costa, Darryl Barbee, and Teena Zindel-McWilliams (ex-officio) were present. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Assistant City Librarian.

Motion by Mr. Costa and seconded by Ms. Zindel-McWilliams to approve the agenda as presented.

II: OLD BUSINESS:

Ms. Fisher presented the budget that had a slight revision by the City. The change was only \$2,167.00 as the MIS expense had decreased slightly.

III: NEW BUSINESS:

Ms. Fisher passed out ideas for changes to the library fines and fee schedules.

1. Changes in the meeting room rate – Currently free for non-profit and changes varying from \$20.00 for the board room to \$50.00 for the auditorium. Suggestions included an hourly rate, set-up fee, flat rate for each room, equipment fee and raising the fee on the rooms. Committee looked over the current policy on the meeting room and made suggestions.

2. Raise maximum fine from \$7.00 to \$10.00 for overdue materials. Set fine for like materials no matter location in building to same amount. Leave audio at \$1.00 but raise minimum book fine from \$.15 to \$.25.

3. Charge for internet over 2 hours. – No.

4. Proctoring fee of \$20.00.

5. Notary fee of \$2.00 (check with banks).

6. Rent parking spaces in East part of library parking lot.

7. Research fee – No.

8. City is only one using Library Annex for storage and they should pay for the utilities.

Ms. Zindel-McWilliams asked that in future the committees approve the minutes of the meeting before submitting them to the full board. The committee would still bring their recommendations to the board at the next meeting.

Ms. Fisher indicated that a letter will be sent to all the book-mobile locations letting them know the actual date that service will be stopped.

Ms. Fisher would like to get everything in place to start May 1, 2010, of the new fiscal year and once approval is given by the board get out a press release.

IV. ADJOURNMENT

Mr. King adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

DATE: 4/12/10
 TIME: 8:06:13AM

CIT OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2010 TO 3/31/2010

| CHECK NO. | CHECK DATE | VENDOR | ITEM AMOUNT | ITEM DESCRIPTION | ACCOUNT # | ACCOUNT DESCRIPTION |
|-----------|------------|-------------------------------|-------------|--------------------------------|-------------------|---------------------------|
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 4.55 | DPL PETTY CASH | 35593512 - 434500 | OFFICE SUPPLIES |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 20.40 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 6.00 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 6.35 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 18.99 | | 35593515 - 458841 | MAG/PAPERS - MAIN ADULT |
| 56908 | 3/9/2010 | TREAS-SELF INSURANCE FUND | 196.08 | TRANSFERS TO SELF INS FUND | 35593512 - 441800 | MOTOR VEHICLE INSURANCE |
| 56908 | 3/9/2010 | TREAS-SELF INSURANCE FUND | 102.58 | | 35593512 - 442000 | BOILER INSURANCE |
| 56908 | 3/9/2010 | TREAS-SELF INSURANCE FUND | 1,951.50 | | 35593512 - 442100 | PROPERTY INSURANCE |
| 56908 | 3/9/2010 | TREAS-SELF INSURANCE FUND | 509.67 | | 35593512 - 442300 | GENERAL LIABILITY INS |
| 56909 | 3/9/2010 | TREAS-WATER FUNDS | 310.23 | #13 095241 ACCT | 35593512 - 423400 | WATER |
| 56909 | 3/9/2010 | TREAS-WATER FUNDS | 174.30 | #13 095231 ACCT | 35593532 - 429900 | CONTRACTUAL SERVICES |
| 56913 | 3/9/2010 | ULINE | 17.94 | OFC SUPP-MAILERS & TAPE | 35593512 - 424500 | POSTAGE |
| 56913 | 3/9/2010 | ULINE | 207.20 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 56931 | 3/16/2010 | AMEREN ENERGY MARKETING | 9,950.63 | #GMCDEC0001 ACCT | 35593512 - 423100 | ELECTRICITY |
| 56938 | 3/16/2010 | AT & T | 29.33 | #051 564-8308 001 ACCT | 35593512 - 423300 | TELEPHONE |
| 56940 | 3/16/2010 | BABY TALK, INC. | 275.00 | | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 56950 | 3/16/2010 | CDW GOVERNMENT INC | 346.13 | COMPUTER SOFTWARE-PNG GRANT | 35593512 - 424700 | COMPUTER SOFTWARE |
| 56950 | 3/16/2010 | CDW GOVERNMENT INC | 57.74 | COMPUTER HARDWARE-CABLES/DRIV | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 56950 | 3/16/2010 | CDW GOVERNMENT INC | 77.60 | COMPUTER HARDWARE-CABLE/DRIV | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 56955 | 3/16/2010 | COMPU/MENTOR | 140.00 | COMPUTER SOFTWARE | 35593512 - 424700 | COMPUTER SOFTWARE |
| 56959 | 3/16/2010 | CRUCIAL TECHNOLOGY | 77.98 | COMPUTER HARDWARE-UPGRADE | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 56974 | 3/16/2010 | DELL INC. | 19.99 | 3 EA COMPUTERS | 35593512 - 424500 | POSTAGE |
| 56974 | 3/16/2010 | DELL INC. | 1,134.00 | | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 56974 | 3/16/2010 | DELL INC. | 2,196.00 | | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 56980 | 3/16/2010 | EDWARD BOOTH | 1,770.00 | FEB'10 LEGAL SVCS-PROF SERV | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57001 | 3/16/2010 | HEART TECHNOLOGIES INC | 99.75 | PHONE MAINT-AGREE 1584-120109- | 35593512 - 423300 | TELEPHONE |
| 57004 | 3/16/2010 | HOUCHEM BINDERY LTD | 129.65 | BINDERY CHARGES | 35593512 - 420200 | PRINTING AND BINDING |
| 57020 | 3/16/2010 | LACO ELECTRONICS, INC | 67.50 | BLDG SUPP-ELECTRICAL | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 57021 | 3/16/2010 | LACO ELECTRONICS, INC | 35.09 | | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 57032 | 3/16/2010 | MENARDS | 18.63 | BLDG MATL | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 57032 | 3/16/2010 | MENARDS | 191.80 | | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 57048 | 3/16/2010 | PAETEC | 88.00 | #3318933 ACCT | 35593512 - 423300 | TELEPHONE |
| 57057 | 3/16/2010 | SAM'S CLUB | 139.88 | #9550 LCD SCREEN | 35593512 - 449900 | SMALL CAPITAL ITEMS |
| 57060 | 3/16/2010 | SCHINDLER ELEVATOR CORP. | 1,290.93 | 0301-053110 QTRLY SERV TO ELEV | 35593512 - 421000 | SERVICE TO MAINT BUILDING |
| 57075 | 3/16/2010 | TREAS-FLEET MAINTENANCE | 644.91 | DPL FUEL CHARGES FEB 10 | 35593512 - 431000 | GASOLINE |
| 57076 | 3/16/2010 | TREAS-GENERAL FUND | 910.60 | FEB '10 POSTAGE/COPIES | 35593512 - 424500 | POSTAGE |
| 57083 | 3/16/2010 | UNIQUE MANAGEMENT SERVICES | 796.55 | FEB'10 COLLEC SERV-PROF SERV | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57087 | 3/16/2010 | VEOLIA ENVIRONMENTAL SERVICES | 372.60 | GARBAGE SERVICE FOR CITY OFF. | 35593512 - 421000 | SERVICE TO MAINT BUILDING |
| 57092 | 3/16/2010 | WATTS COPY SYSTEMS | 235.48 | COPY MACH-ADMIN OFC/CIRC | 35593512 - 421300 | SERV-OFFICE EQUIPMENT |
| 57115 | 3/23/2010 | BIBBY, SCOTT | 250.00 | DPL SEC-0304.031110 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57134 | 3/23/2010 | DECATUR PUBLIC LIBRARY | 105.00 | DPL TRUCK TITLE TRANSF/LIC FEE | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57151 | 3/23/2010 | GAYLORD BROS. | 285.50 | OFC SUPP-ASSTD | 35593512 - 434500 | OFFICE SUPPLIES |

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2010 TO 3/31/2010**

DATE: 4/12/2010
TIME: 8:06:13AM

| <u>CHECK NO.</u> | <u>CHECK DATE</u> | <u>VENDOR</u> | <u>ITEM AMOUNT</u> | <u>ITEM DESCRIPTION</u> | <u>ACCOUNT #</u> | <u>ACCOUNT DESCRIPTION</u> |
|------------------|---------------------|------------------------------|--------------------|---------------------------------|-------------------|----------------------------|
| 35 | LIBRARY FUND | | | | | |
| 56592 | 3/2/2010 | AMERENIP | 3,396.52 | #01143-96975 ACCT | 35593512 - 423100 | ELECTRICITY |
| 56592 | 3/2/2010 | AMERENIP | 218.93 | | 35593512 - 423200 | NATURAL GAS |
| 56597 | 3/2/2010 | AT & T | 112.80 | #217 424-0674 314 2 ACCT | 35593512 - 423300 | TELEPHONE |
| 56613 | 3/2/2010 | COMMERCIAL MAIL SERVICES | 147.65 | MO PRESORT/BAR CODING | 35593512 - 424500 | POSTAGE |
| 56646 | 3/2/2010 | HENDRICKS, ROBYN | 143.00 | 021210-TRAVEL | 35593512 - 424100 | CONFERENCES & TRAVEL |
| 56716 | 3/2/2010 | TREAS-GENERAL FUND | 1,107.66 | JANUARY POSTAGE/COPIES | 35593512 - 424500 | POSTAGE |
| 56742 | 3/9/2010 | ADVANCED DIESEL INC. | 210.00 | LABOR/PARTS-REPAIR BOOKMOBILE | 35593512 - 421200 | SERV - AUTO EQUIPMENT |
| 56742 | 3/9/2010 | ADVANCED DIESEL INC. | 70.76 | | 35593512 - 424500 | POSTAGE |
| 56742 | 3/9/2010 | ADVANCED DIESEL INC. | 838.92 | | 35593512 - 433700 | MATERIAL - AUTO EQUIP |
| 56745 | 3/9/2010 | AMERENIP | 17.64 | #44653-48020 ACCT | 35593532 - 423100 | ELECTRICITY |
| 56745 | 3/9/2010 | AMERENIP | 144.64 | #61754-40011 ACCT | 35593532 - 423100 | ELECTRICITY |
| 56745 | 3/9/2010 | AMERENIP | 362.06 | #05795-67017 ACCT | 35593532 - 423100 | ELECTRICITY |
| 56749 | 3/9/2010 | AT & T | 99.94 | #217 Z07-5232 228 5 ACCT | 35593512 - 423300 | TELEPHONE |
| 56749 | 3/9/2010 | AT & T | 113.25 | #217 Z28-0408 284 3 ACCT | 35593512 - 423300 | TELEPHONE |
| 56749 | 3/9/2010 | AT & T | 984.59 | #217 R26-4043 285 4 ACCT | 35593512 - 423300 | TELEPHONE |
| 56750 | 3/9/2010 | AZURADISC, INC | 32.94 | OFC SUPP-SCRATCH GUARDS/SHIPPI | 35593512 - 424500 | POSTAGE |
| 56750 | 3/9/2010 | AZURADISC, INC | 760.00 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 56754 | 3/9/2010 | BIBBY, SCOTT | 225.00 | DPL-SEC-0217,022410 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 56791 | 3/9/2010 | DUNKER ELECTRIC SUPPLY,INC | 26.44 | BLDG SUPP-ASSTD | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 56791 | 3/9/2010 | DUNKER ELECTRIC SUPPLY,INC | 78.96 | | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 56809 | 3/9/2010 | HASTINGS, SCOTT A. | 332.50 | DPL-SEC-0218,022510 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 56811 | 3/9/2010 | HEART TECHNOLOGIES INC | 1,393.34 | INTERTEL PHONE SYS/LAMP CORD | 35593512 - 423300 | TELEPHONE |
| 56815 | 3/9/2010 | HERMANN, JAMES | 300.00 | DPL-SEC-0222,030110 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 56837 | 3/9/2010 | LACO ELECTRONICS, INC | 59.44 | BLDG SUPP-ELECTRICAL SUPP | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 56862 | 3/9/2010 | NCIBUSINESS SYSTEMS | 39.00 | MO CHRGG-SAVIN DUPLICATOR-0120- | 35593512 - 421300 | SERV-OFFICE EQUIPMENT |
| 56862 | 3/9/2010 | NCIBUSINESS SYSTEMS | 20.00 | | 35593512 - 424500 | POSTAGE |
| 56862 | 3/9/2010 | NCIBUSINESS SYSTEMS | 72.00 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 56864 | 3/9/2010 | NORD CLEANING SERVICE, INC | 305.36 | JANITORIAL SUPPLIES ASSTD | 35593512 - 431200 | JANITORIAL SUPPLIES |
| 56867 | 3/9/2010 | OFFICE DEPOT | 58.09 | OFFICE SUPPLIES | 35593512 - 434500 | OFFICE SUPPLIES |
| 56867 | 3/9/2010 | OFFICE DEPOT | 87.96 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 56869 | 3/9/2010 | PAETEC | 47.81 | #3292627 ACCT | 35593512 - 423300 | TELEPHONE |
| 56886 | 3/9/2010 | SENTINEL PEST CONTROL CO | 32.00 | EXTERMINATING | 35593512 - 421000 | SERVICE TO MAINT BUILDING |
| 56891 | 3/9/2010 | SPECIALTY ROLL PRODUCTS INC | 188.00 | OFC SUPP-RIBBONS/PAPER ROLLS | 35593512 - 434500 | OFFICE SUPPLIES |
| 56892 | 3/9/2010 | SPRINGFIELD ELECTRIC | 92.48 | BLDG SUPPLIES PVC 15008 1" CRF | 35593512 - 432000 | MATERIALS - BUILDINGS |
| 56897 | 3/9/2010 | TECHNICAL SOLUTIONS SERVICES | 703.25 | QIRLY PMT ON MAINT | 35593512 - 421000 | SERVICE TO MAINT BUILDING |
| 56905 | 3/9/2010 | TREAS-GENERAL FUND | 100.00 | TRANSFERS TO GENERAL FUND | 35593512 - 441500 | TRANSFER TO GENERAL FD |
| 56906 | 3/9/2010 | TREAS-MIS OPERATING | 1,796.50 | TRANSFERS TO MIS OPERATING FUN | 35593512 - 423000 | MIS SERVICES |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 15.63 | DPL PETTY CASH | 35593512 - 423300 | TELEPHONE |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 10.00 | | 35593512 - 424100 | CONFERENCES & TRAVEL |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 21.55 | | 35593512 - 424100 | CONFERENCES & TRAVEL |
| 56907 | 3/9/2010 | TREAS-PETTY CASH | 50.00 | | 35593512 - 428000 | PROFESSIONAL SERVICES |

**CITIFEDCATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2010 TO 3/31/2010**

*DATE: 4/12/2010
TIME: 8:06:13AM

| CHECK NO. | CHECK DATE | VENDOR | ITEM AMOUNT | ITEM DESCRIPTION | ACCOUNT # | ACCOUNT DESCRIPTION |
|-----------|------------|-------------------------------|-------------|--------------------------------|-------------------|-----------------------|
| 57151 | 3/23/2010 | GAYLORD BROS. | 1,033.02 | OFC SUPP-ASSTD | 35593512 - 434500 | OFFICE SUPPLIES |
| 57155 | 3/23/2010 | HASTINGS, SCOTT A. | 350.00 | DPL-SEC-0303,031010 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57156 | 3/23/2010 | HAWKINS, MICHAEL | 245.00 | DPL-SEC-0309,031610 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57159 | 3/23/2010 | HERMANN, JAMES | 312.50 | DPL-SEC-0308,031510 | 35593512 - 428000 | PROFESSIONAL SERVICES |
| 57203 | 3/23/2010 | OFFICE DEPOT | 113.40 | LEX 120155A Lexmark toners f | 35593512 - 434500 | OFFICE SUPPLIES |
| 57203 | 3/23/2010 | OFFICE DEPOT | 131.66 | | 35593512 - 434500 | OFFICE SUPPLIES |
| 57224 | 3/23/2010 | BOND, DELL S | 70.00 | POWERWASH VEHICLES-SERV TO AU1 | 35593512 - 421200 | SERV - AUTO EQUIPMENT |
| 57260 | 3/30/2010 | AFRICAN AMERICAN PUBLICATIONS | 331.00 | BOOKS | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57272 | 3/30/2010 | AT & T | 111.00 | #217 424-0674 314 2 ACCT | 35593512 - 423300 | TELEPHONE |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 46.25 | BOOKS | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 71.06 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 119.08 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 174.03 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 181.80 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 189.04 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 194.52 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 206.52 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 214.08 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 228.77 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 245.77 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 297.69 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 304.52 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 313.98 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 319.89 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 449.88 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 529.67 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 599.97 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 11.88 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 14.69 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 22.01 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 22.04 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 29.39 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 42.58 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 44.08 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 63.15 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 66.09 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 66.12 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 85.20 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 127.84 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57278 | 3/30/2010 | BAKER & TAYLOR ENTERTAINMENT | 299.15 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57284 | 3/30/2010 | BLACKSTONE AUDIO, INC. | 5.08 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | -34.78 | | 35593515 - 458000 | BOOKS & PERIODICALS |

CREDIT MEMO

DATE: 4/12/2010
 TIME: 8:06:13AM

**CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 3/1/2010 TO 3/31/2010**

| CHECK NO. | CHECK DATE | VENDOR | ITEM AMOUNT | ITEM DESCRIPTION | ACCOUNT # | ACCOUNT DESCRIPTION |
|-------------------------------|------------|-------------------------------------|------------------|-------------------------------------|-------------------|---------------------|
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 10.38 | BOOKS | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 10.79 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 38.26 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 42.52 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 44.98 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57285 | 3/30/2010 | BOOK WHOLESALERS, INC. | 60.04 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57316 | 3/30/2010 | EBSCO INDUSTRIES, INC | 295.65 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57325 | 3/30/2010 | GALE GROUP, INC. | 20.06 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57338 | 3/30/2010 | ILLINOIS NOTARY DISCOUNT BONDING CO | 42.90 | KAREN BJORKMAN | 35593512 - 428400 | MEMBERSHIP FEES |
| 57350 | 3/30/2010 | MARSHALL CAVENDISH CORP. | 499.95 | BOOKS | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57352 | 3/30/2010 | MICROMARKETING | 17.00 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57352 | 3/30/2010 | MICROMARKETING | 22.90 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57355 | 3/30/2010 | MIDWEST TAPE, LLC | 8.99 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57355 | 3/30/2010 | MIDWEST TAPE, LLC | 11.99 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57362 | 3/30/2010 | OVERDRIVE | 9,000.00 | MAINTFEE/PARTPTN-RPLS 3/10-2/1 | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57372 | 3/30/2010 | REGENT BOOK CO | 36.09 | BOOKS | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57413 | 3/30/2010 | WEST GROUP | 392.04 | | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57413 | 3/30/2010 | WEST GROUP | 567.63 | INFORM CHGS - FEB 2010 | 35593515 - 458000 | BOOKS & PERIODICALS |
| 57413 | 3/30/2010 | WEST GROUP | 567.63 | INFORM CHGS -JAN 2010 | 35593515 - 458000 | BOOKS & PERIODICALS |
| | | | 60,017.09 | | | |
| | | | | 35 LIBRARY FUND Total | | |
| 59 LIBRARY TRUST FUNDS | | | | | | |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 9.22 | BOOKS | 59595912 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 13.52 | | 59595912 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 204.47 | | 59595912 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 13.43 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 14.60 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 14.62 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 16.00 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 22.69 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 23.51 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 30.22 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57277 | 3/30/2010 | BAKER & TAYLOR CO | 47.21 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57284 | 3/30/2010 | BLACKSTONE AUDIO, INC. | 45.00 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57371 | 3/30/2010 | RANDOM HOUSE, INC | 15.00 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| 57371 | 3/30/2010 | RANDOM HOUSE, INC | 38.25 | | 59595942 - 458000 | BOOKS & PERIODICALS |
| | | | 507.74 | | | |
| | | | | 59 LIBRARY TRUST FUNDS Total | | |

60,524.83

WARRANT TOTAL:

DECATUR PUBLIC LIBRARY
City of Decatur

YEAR-TO-DATE BUDGET REPORT
Revenue Expense Summary March 2010

FOR 2010 11

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCE | AVAILABLE BUDGET | PCT USED |
|---------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------|-------------|------------------------|---------------|
| 35 LIBRARY FUND | | | | | | | |
| 3559350 LIBRARY FUND | | | | | | | |
| 3559350 BEGINNING FUND BALANCE | \$ (538,000.00) | \$ (538,000.00) | \$ (398,273.37) | \$ - | \$ - | \$ (139,726.63) | 74 % * |
| 3559350 REAL ESTATE TAXES | \$ (3,387,001.00) | \$ (3,387,001.00) | \$ (3,359,619.01) | \$ - | \$ - | \$ (27,381.99) | 99.2 % |
| 3559350 STATE REPLACEMENT TAX | \$ (355,663.00) | \$ (355,663.00) | \$ (237,417.44) | \$ (15,508.44) | \$ - | \$ (118,245.56) | 66.8 % * |
| 3559350 STATE GRANTS OR OTHER | \$ (110,000.00) | \$ (110,000.00) | \$ (111,534.23) | \$ - | \$ - | \$ 1,534.23 | 101.4 % |
| 3559350 FINES AND FEES | \$ (60,000.00) | \$ (60,000.00) | \$ (48,935.72) | \$ (4,497.27) | \$ - | \$ (11,064.28) | 81.6 % * |
| 3559350 NON-RESIDENTIAL FEES | \$ (700.00) | \$ (700.00) | \$ (289.72) | \$ - | \$ - | \$ (410.28) | 41.4 % * |
| 3559350 LOST OR DAMAGED BOOKS | \$ (11,000.00) | \$ (11,000.00) | \$ (13,634.13) | \$ (943.54) | \$ - | \$ 2,634.13 | 123.9 % |
| 3559350 COPIES AND MISCELLANEOUS | \$ (17,000.00) | \$ (17,000.00) | \$ (9,758.86) | \$ (517.80) | \$ - | \$ (7,241.14) | 57.4 % * |
| 3559350 MEETING ROOM FEES | \$ (10,000.00) | \$ (10,000.00) | \$ (6,630.00) | \$ (450.00) | \$ - | \$ (3,370.00) | 66.3 % * |
| 3559350 INVESTMENT INCOME | \$ (12,000.00) | \$ (12,000.00) | \$ (2,005.16) | \$ - | \$ - | \$ (9,994.84) | 16.7 % * |
| 3559350 LEASE OF LIBRARY PROPERTY | \$ (25,000.00) | \$ (25,000.00) | \$ (13,791.58) | \$ - | \$ - | \$ (11,208.42) | 55.2 % * |
| TOTAL LIBRARY FUND | \$ (4,526,364.00) | \$ (4,526,364.00) | \$ (4,201,889.22) | \$ (21,917.05) | \$ - | \$ (324,474.78) | 92.8 % |
| 35 LIBRARY FUND | | | | | | | |
| 35593511 DPL - PERSONNEL SERVICES | | | | | | | |
| 35593511 SALARIES | \$ 2,322,524.00 | \$ 2,322,524.00 | \$ 2,090,437.47 | \$ 247,211.48 | \$ - | \$ 232,086.53 | 90 % |
| 35593511 OVERTIME | \$ 3,000.00 | \$ 3,000.00 | \$ 2,261.15 | \$ 193.34 | \$ - | \$ 738.85 | 75.4 % |
| 35593511 TEMPORARY SALARIES | \$ 2,000.00 | \$ 2,000.00 | \$ 2,187.78 | \$ - | \$ - | \$ (187.78) | 109.4 % * |
| 35593511 IMRF/SOCIAL SECURITY PAYM | \$ 245,658.00 | \$ 245,658.00 | \$ 223,773.55 | \$ 40,039.78 | \$ - | \$ 21,884.45 | 91.1 % |
| 35593511 LIFE INSURANCE | \$ 4,000.00 | \$ 4,000.00 | \$ 3,145.42 | \$ 379.23 | \$ - | \$ 854.58 | 78.6 % |
| 35593511 MEDICAL INSURANCE | \$ 283,036.00 | \$ 283,036.00 | \$ 284,412.71 | \$ 36,691.17 | \$ - | \$ (1,376.71) | 100.5 % * |
| 35593511 UNEMPLOYMENT INSURANCE | \$ 1,400.00 | \$ 1,400.00 | \$ 1,206.80 | \$ 147.00 | \$ - | \$ 193.20 | 86.2 % |
| 35593511 WORKERS' COMPENSATION | \$ 37,800.00 | \$ 37,800.00 | \$ 33,514.56 | \$ 4,082.40 | \$ - | \$ 4,285.44 | 88.7 % |
| 35593511 SERVICE RECOGNITION | \$ 25,100.00 | \$ 25,100.00 | \$ 25,307.30 | \$ 3,349.86 | \$ - | \$ (207.30) | 100.8 % * |
| TOTAL DPL - PERSONNEL SERVICES | \$ 2,924,518.00 | \$ 2,924,518.00 | \$ 2,666,246.74 | \$ 332,094.26 | \$ - | \$ 258,271.26 | 91.2 % |

City of Decatur
YEAR-TO-DATE BUDGET REPORT
 Revenue Expense Summary March 2010

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRAN | BUDGET | AVAILABLE BUDGET | PCT USED |
|---------------------------------------|----------------------|----------------------|----------------------|---------------------|--------------------|-----------------------|------------------|----------|
| 35 LIBRARY FUND | | | | | | | | |
| 35593512 DPL - OPERATING EXPENSES | | | | | | | | |
| 35593512 ADVERTISING | \$ 300.00 | \$ 300.00 | \$ 621.25 | \$ - | \$ - | \$ (321.25) | 207.1 % | |
| 35593512 PRINTING AND BINDING | \$ 5,000.00 | \$ 5,000.00 | \$ 3,318.28 | \$ 129.65 | \$ - | \$ 1,681.72 | 66.4 % | |
| 35593512 SERVICE TO MAINT BUILDINGS | \$ 45,000.00 | \$ 46,118.00 | \$ 45,116.07 | \$ 2,398.78 | \$ 1,522.40 | \$ (520.67) | 101.1 % | |
| 35593512 SERV TO MAINT IMPROVEMEN | \$ 100.00 | \$ 100.00 | \$ 1,675.00 | \$ - | \$ - | \$ (1,575.00) | 1675 % | |
| 35593512 SERV - AUTO EQUIPMENT | \$ 4,000.00 | \$ 4,000.00 | \$ 5,441.20 | \$ 280.00 | \$ - | \$ (1,441.20) | 136 % | |
| 35593512 SERV-OFFICE EQUIPMENT | \$ 24,000.00 | \$ 24,000.00 | \$ 30,471.02 | \$ 274.48 | \$ - | \$ (6,471.02) | 127 % | |
| 35593512 MIS SERVICES | \$ 21,558.00 | \$ 21,558.00 | \$ 19,761.50 | \$ 1,796.50 | \$ - | \$ 1,796.50 | 91.7 % | |
| 35593512 ELECTRICITY | \$ 155,000.00 | \$ 155,000.00 | \$ 197,743.17 | \$ 13,347.15 | \$ - | \$ (42,743.17) | 127.6 % | |
| 35593512 NATURAL GAS | \$ 20,000.00 | \$ 20,000.00 | \$ 1,998.66 | \$ 218.93 | \$ - | \$ 18,001.34 | 10 % | |
| 35593512 TELEPHONE | \$ 35,000.00 | \$ 35,000.00 | \$ 37,728.50 | \$ 3,095.44 | \$ - | \$ (2,728.50) | 107.8 % | |
| 35593512 WATER | \$ 6,000.00 | \$ 6,000.00 | \$ 3,208.45 | \$ 310.23 | \$ - | \$ 2,791.55 | 53.5 % | |
| 35593512 BANKING SERVICE CHARGES | \$ 150.00 | \$ 150.00 | \$ 728.82 | \$ 67.38 | \$ - | \$ (578.82) | 485.9 % | |
| 35593512 TRAINING SCHOOL EXPENSES | \$ 500.00 | \$ 500.00 | \$ 466.47 | \$ - | \$ - | \$ 33.53 | 93.3 % | |
| 35593512 CONFERENCES & TRAVEL | \$ 8,000.00 | \$ 8,000.00 | \$ 2,246.52 | \$ 174.55 | \$ - | \$ 5,753.48 | 28.1 % | |
| 35593512 POSTAGE | \$ 18,500.00 | \$ 18,500.00 | \$ 17,366.23 | \$ 2,327.54 | \$ - | \$ 1,133.77 | 93.9 % | |
| 35593512 COMPUTER SOFTWARE | \$ 10,000.00 | \$ 10,000.00 | \$ 4,394.36 | \$ 486.13 | \$ - | \$ 5,605.64 | 43.9 % | |
| 35593512 MEDICAL EXPENSES | \$ 250.00 | \$ 250.00 | \$ - | \$ - | \$ - | \$ 250.00 | 0 % | |
| 35593512 TEMP AGENCY SERVICES | \$ 5,000.00 | \$ 5,000.00 | \$ 41,794.58 | \$ - | \$ - | \$ (36,794.58) | 835.9 % | |
| 35593512 TUITION REIMBURSEMENT | \$ 4,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ - | \$ - | \$ 2,000.00 | 50 % | |
| 35593512 TRAVEL INTERVIEW EXP | \$ 100.00 | \$ 100.00 | \$ - | \$ - | \$ - | \$ 100.00 | 0 % | |
| 35593512 PROFESSIONAL SERVICES | \$ 65,000.00 | \$ 65,000.00 | \$ 61,399.49 | \$ 5,011.55 | \$ 275.00 | \$ 3,325.51 | 94.9 % | |
| 35593512 MEMBERSHIP FEES | \$ 33,000.00 | \$ 33,000.00 | \$ 30,733.77 | \$ 42.90 | \$ - | \$ 2,266.23 | 93.1 % | |
| 35593512 RENTAL - EQUIPMENT | \$ 200.00 | \$ 200.00 | \$ 160.00 | \$ - | \$ - | \$ 40.00 | 80 % | |
| 35593512 GASOLINE | \$ 12,500.00 | \$ 12,500.00 | \$ 4,670.85 | \$ 644.91 | \$ - | \$ 7,829.15 | 37.4 % | |
| 35593512 JANITORIAL SUPPLIES | \$ 9,000.00 | \$ 9,000.00 | \$ 13,246.71 | \$ 443.78 | \$ - | \$ (4,246.71) | 147.2 % | |
| 35593512 MATERIALS - BUILDINGS | \$ 28,000.00 | \$ 28,000.00 | \$ 29,666.58 | \$ 596.78 | \$ - | \$ (1,666.58) | 106 % | |
| 35593512 MATERIAL - AUTO EQUIP | \$ 6,361.00 | \$ 6,361.00 | \$ 10,012.47 | \$ 838.92 | \$ - | \$ (3,651.47) | 157.4 % | |
| 35593512 OFFICE SUPPLIES | \$ 37,500.00 | \$ 38,347.00 | \$ 34,965.47 | \$ 3,178.31 | \$ 1,512.90 | \$ 1,868.89 | 95.1 % | |
| 35593512 EMPLOYEE RECOG SUPPLIES | \$ 50.00 | \$ 50.00 | \$ - | \$ - | \$ - | \$ 50.00 | 0 % | |
| 35593512 TRANSFER TO GENERAL FD | \$ 1,200.00 | \$ 1,200.00 | \$ 1,100.00 | \$ 100.00 | \$ - | \$ 100.00 | 91.7 % | |
| 35593512 MOTOR VEHICLE INSURANCE | \$ 2,353.00 | \$ 2,353.00 | \$ 2,156.88 | \$ 196.08 | \$ - | \$ 196.12 | 91.7 % | |
| 35593512 BOILER INSURANCE | \$ 1,231.00 | \$ 1,231.00 | \$ 1,128.38 | \$ 102.58 | \$ - | \$ 102.62 | 91.7 % | |
| 35593512 PROPERTY INSURANCE | \$ 23,418.00 | \$ 23,418.00 | \$ 21,466.50 | \$ 1,951.50 | \$ - | \$ 1,951.50 | 91.7 % | |
| 35593512 GENERAL LIABILITY INS | \$ 6,116.00 | \$ 6,116.00 | \$ 5,606.37 | \$ 509.67 | \$ - | \$ 509.63 | 91.7 % | |
| 35593512 COLLISION DEDUCTIBLE | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ - | \$ - | \$ 1,000.00 | 0 % | |
| 35593512 SMALL CAPITAL ITEMS | \$ 25,000.00 | \$ 25,000.00 | \$ 20,823.13 | \$ 3,683.20 | \$ - | \$ 4,176.87 | 83.3 % | |
| TOTAL DPL - OPERATING EXPENSES | \$ 614,387.00 | \$ 616,352.00 | \$ 653,216.68 | \$ 42,206.94 | \$ 3,310.30 | \$ (40,174.92) | 106.5 % | |

DECATUR PUBLIC LIBRARY
City of Decatur
YEAR-TO-DATE BUDGET REPORT
Revenue Expense Summary March 2010

FOR 2010 11

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRAN | AVAILABLE BUDGET | PCT USED |
|---------------------------------------|------------------------|------------------------|------------------------|----------------------|--------------------|----------------------|----------------|
| 35 LIBRARY FUND | | | | | | | |
| 35593515 DPL - OPERATING EXPENSES | | | | | | | |
| 35593515 BOOKS & PERIODICALS | \$ 464,000.00 | \$ 464,000.00 | \$ 323,009.48 | \$ 17,237.27 | - | \$ 140,990.52 | 69.6 % |
| 35593515 MAG/PAPERS - MAIN ADULT | - | - | \$ 16,167.40 | \$ 18.99 | - | \$ (16,167.40) | 100 % * |
| 35593515 MAG/PAPERS MAIN YOUTH | - | - | \$ 422.27 | - | - | \$ (422.27) | 100 % * |
| 35593515 MAG/PAPERS MAIN JUVENILE | - | - | \$ 1,673.40 | - | - | \$ (1,673.40) | 100 % * |
| 35593515 MAG/PAPERS - MAIN REFEREN | - | - | \$ 4,627.98 | - | - | \$ (4,627.98) | 100 % * |
| 35593515 MAG/PAPERS - MAIN PROFESSI | - | - | \$ 395.18 | - | - | \$ (395.18) | 100 % * |
| 35593515 MAG/PAPERS - EXTENSION ADI | - | - | \$ 3,288.07 | - | - | \$ (3,288.07) | 100 % * |
| TOTAL DPL - OPERATING EXPENSES | \$ 464,000.00 | \$ 464,000.00 | \$ 349,583.78 | \$ 17,256.26 | - | \$ 114,416.22 | 75.3 % |
| 35 LIBRARY FUND | | | | | | | |
| 35593532 VILLAGE MALL-OP EXPENSES | | | | | | | |
| 35593532 SERVICE TO MAINT BUILDING | \$ 5,000.00 | \$ 5,000.00 | - | - | - | \$ 5,000.00 | 0 % |
| 35593532 ELECTRICITY | \$ 15,000.00 | \$ 15,000.00 | \$ 5,225.16 | \$ 524.34 | - | \$ 9,774.84 | 34.8 % |
| 35593532 CONTRACTUAL SERVICES | \$ 10,000.00 | \$ 10,000.00 | \$ 3,662.01 | \$ 174.30 | - | \$ 6,337.99 | 36.6 % |
| TOTAL VILLAGE MALL-OP EXPENSES | \$ 30,000.00 | \$ 30,000.00 | \$ 8,887.17 | \$ 698.64 | - | \$ 21,112.83 | 29.6 % |
| TOTAL LIBRARY FUND | | | | | | | |
| TOTAL LIBRARY FUND | \$ (493,459.00) | \$ (491,494.00) | \$ (523,954.85) | \$ 370,339.05 | \$ 3,310.30 | \$ 29,150.61 | 105.9 % |
| TOTAL REVENUES | \$ (4,526,364.00) | \$ (4,526,364.00) | \$ (4,201,889.22) | \$ (21,917.05) | - | \$ (324,474.78) | |
| TOTAL EXPENSES | \$ 4,032,905.00 | \$ 4,034,870.00 | \$ 3,677,934.37 | \$ 392,256.10 | \$ 3,310.30 | \$ 353,625.39 | |
| GRAND TOTAL | \$ (493,459.00) | \$ (491,494.00) | \$ (523,954.85) | \$ 370,339.05 | \$ 3,310.30 | \$ 29,150.61 | 105.9 % |

YEAR-TO-DATE BUDGET REPORT
Revenue Expense Summary March 2010

FOR 2010 11

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRAN | AVAILABLE BUDGET | PCT USED |
|--------------------------------------|------------------------|------------------------|------------------------|--------------------|-------------|----------------------|----------------|
| 59 LIBRARY TRUST FUNDS | | | | | | | |
| 5959590 DPL TRUST FUND REVENUES | | | | | | | |
| 5959590 BEG FUND BAL- CANTONI | \$ (89,197.00) | \$ (89,197.00) | \$ (89,126.80) | \$ - | \$ - | \$ (70.20) | 99.9 % |
| 5959590 BEG FUND BAL- MEYERS | \$ (292,883.00) | \$ (292,883.00) | \$ (295,328.42) | \$ - | \$ - | \$ 2,445.42 | 100.8 % |
| 5959590 BEG FUND BAL - BRIDGES | \$ (1,382.00) | \$ (1,382.00) | \$ (1,568.25) | \$ - | \$ - | \$ 186.25 | 113.5 % |
| 5959590 BEG FUND BAL - DONATIONS | \$ (5,604.00) | \$ (5,604.00) | \$ (25,493.51) | \$ - | \$ - | \$ 19,889.51 | 454.9 % |
| 5959590 INTEREST INC - CANTONI | \$ (864.00) | \$ (864.00) | \$ (309.60) | \$ - | \$ - | \$ (554.40) | 35.8 % |
| 5959590 INTEREST INC - MEYERS | \$ (2,842.00) | \$ (2,842.00) | \$ (1,023.11) | \$ - | \$ - | \$ (1,818.89) | 36.6 % |
| 5959590 INTEREST INC - BRIDGES | \$ (13.00) | \$ (13.00) | \$ (5.44) | \$ - | \$ - | \$ (7.56) | 41.8 % |
| 5959590 INTEREST - DONATIONS | \$ (58.00) | \$ (58.00) | \$ (85.08) | \$ - | \$ - | \$ 27.08 | 146.7 % |
| 5959590 CONTRIBUTIONS | \$ (3,072.00) | \$ (3,072.00) | \$ (4,686.00) | \$ (500.00) | \$ - | \$ 1,614.00 | 152.5 % |
| TOTAL DPL TRUST FUND REVENUES | \$ (395,915.00) | \$ (395,915.00) | \$ (417,626.21) | \$ (500.00) | \$ - | \$ 21,711.21 | 105.5 % |
| 59 LIBRARY TRUST FUNDS | | | | | | | |
| 59595912 TRUST CANTONI EXPENSES | | | | | | | |
| 59595912 BOOKS & PERIODICALS | \$ 30,000.00 | \$ 30,000.00 | \$ 2,066.45 | \$ 227.21 | \$ - | \$ 27,933.55 | 6.9 % |
| TOTAL TRUST CANTONI EXPENSES | \$ 30,000.00 | \$ 30,000.00 | \$ 2,066.45 | \$ 227.21 | \$ - | \$ 27,933.55 | 6.9 % |
| 59 LIBRARY TRUST FUNDS | | | | | | | |
| 59595922 TRUST MEYER EXPENSES | | | | | | | |
| 59595922 PROFESSIONAL FEES | \$ 200,000.00 | \$ 200,000.00 | \$ - | \$ - | \$ - | \$ 200,000.00 | 0 % |
| 59595922 SMALL CAPITAL ITEMS | \$ 90,000.00 | \$ 90,000.00 | \$ - | \$ - | \$ - | \$ 90,000.00 | 0 % |
| 59595922 BOOK AND PERIODICALS | \$ 2,000.00 | \$ 2,000.00 | \$ 710.00 | \$ - | \$ - | \$ 1,290.00 | 35.5 % |
| TOTAL TRUST MEYER EXPENSES | \$ 292,000.00 | \$ 292,000.00 | \$ 710.00 | \$ - | \$ - | \$ 291,290.00 | 0.2 % |

DECATUR PUBLIC LIBRARY
City of Decatur
YEAR-TO-DATE BUDGET REPORT
Revenue Expense Summary March 2010

FOR 2010 11

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCE | AVAILABLE BUDGET | PCT USED |
|----------------------------------|-----------------------|-----------------------|------------------------|-------------------|-------------|----------------------|----------------|
| 59 LIBRARY TRUST FUNDS | | | | | | | |
| 59595942 TRUST DONATION EXPENSES | | | | | | | |
| ----- | | | | | | | |
| 59595942 BOOKS & PERIODICALS | \$ 3,000.00 | \$ 3,000.00 | \$ 13,281.63 | \$ 186.13 | \$ - | \$ (10,281.63) | 442.7 % * |
| TOTAL TRUST DONATION EXPENSES | \$ 3,000.00 | \$ 3,000.00 | \$ 13,281.63 | \$ 186.13 | \$ - | \$ (10,281.63) | 442.7 % |
| TOTAL LIBRARY TRUST FUNDS | \$ (70,915.00) | \$ (70,915.00) | \$ (401,568.13) | \$ (86.66) | \$ - | \$ 330,653.13 | 566.3 % |
| TOTAL REVENUES | \$ (395,915.00) | \$ (395,915.00) | \$ (417,626.21) | \$ (500.00) | \$ - | \$ 21,711.21 | |
| TOTAL EXPENSES | \$ 325,000.00 | \$ 325,000.00 | \$ 16,058.08 | \$ 413.34 | \$ - | \$ 308,941.92 | |
| GRAND TOTAL | \$ (70,915.00) | \$ (70,915.00) | \$ (401,568.13) | \$ (86.66) | \$ - | \$ 330,653.13 | 566.3 % |

DECATUR PUBLIC LIBRARY
130 North Franklin Street
Decatur, IL 62523

April 13, 2010

Baby Talk
Attn: Ms. Ellen Stogsdill
500 E. Lakeshore Drive
Decatur, IL 62521

Re: Repayments of expenses for heating and cooling system
Library Annex
Baby Talk, Inc. Early Head Start

Dear Ellen:

You have asked the Decatur Public Library for verification that it will allow Baby Talk, Inc. to use money which would normally be payable to the Decatur Public Library under a lease, yet to be negotiated, as rents to instead pay a loan or portion thereof given to Baby Talk, Inc. ("BT") attributable to the installation of a heating and cooling system in the Library Annex building situated immediately behind the Decatur Public Library. As both parties are lacking in specifics and we do not have a lease and have not agreed to its terms, this is a difficult matter. Nevertheless, the Decatur Public Library Board of Trustees, to the extent that the total project costs exceed \$900,000.00 (the grant), will commit to allowing up to 80% of lease payments to instead be paid to a lender of BT to the extent such loan proceeds are used for the construction and installation of a heating and cooling system for the Library Annex, the type of which shall be subject to approval at the Board of Trustees' discretion. The anticipated rent will be paid on an annual basis in the amount of at least \$50,000.00 for the first two years of any lease between the Decatur Public Library Board of Trustees and BT. Each year 80% of rents may be used by BT to repay the loan as set for the above. The remaining rents may be retained by the Decatur Public Library. This agreement has not been approved by the Decatur Public Library Board of Trustees and is contingent upon and subject to its approval. Of course this agreement is further subject to a final lease being agreed upon by the parties and final approval of the heating and cooling system by the Decatur Public Library Board of Trustees or its appointed representative.

If you require any further information, please feel free to contact me.

Decatur Public Library Finance
Committee

By: 

Carol D. Craig, Chairperson

INTERGOVERNMENTAL AGREEMENT

The Community Foundation of Decatur/Macon County (Foundation) and Decatur Public Library (Library) enter into this Intergovernmental Agreement under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois.

WHERE AS, it will be to the mutual benefit of the Foundation and the Library in the public interest for the Foundation and the Library to cooperate in a program whereby the Foundation may use Library facilities to provide youth services as outlined in the C³ of Macon County document

NOW, THEREFORE, in consideration of the mutual promises and undertaking here in contained and other good and valuable consideration, Foundation and Library agree to the following:

A. This agreement shall commence when both parties have signed and dated the agreement and it shall continue until terminated by either party giving the other sixty (60) days written notice.

B. Foundation will provide C³ of Macon County services at the facilities of the Library. Foundation will provide all furniture, computers, office equipments, and necessary materials.

C. The Library will make two (2) rooms, the Project Read Office and the Project Read Classroom, available for Foundation's use on the terms herein provided.

D. Foundation will pay as rent One Thousand Five Hundred Dollars (\$1,500.00) annually at the commencement of the term for the Project Read Office and the Project Read Classroom. Foundation will also pay line costs for telephone. Foundation shall have exclusive use of the Project Read Office and the Project Read Classroom and will only provide services during the Library's scheduled hours of operation.

E. Foundation will provide general liability insurance in an amount satisfactory to the Library covering personal injury or property damage arising in any way out of Foundation's use of Library facilities under this agreement.

THE COMMUNITY FOUNDATION

DECATUR PUBLIC LIBRARY

By _____

By _____

Title _____

Title _____

Date _____

Date _____

C³ of Macon County

Inquiry

The Education Coalition is interested utilizing and /or renting the two second floor offices that are currently inhabited by the Project Read program. We understand that it is in the Decatur Public Library's long-term strategic plan to turn the 2nd floor area into a youth-friendly zone and we believe that this fits in well with that plan. A partnership between the Decatur Public Library and the Education Coalition would serve our community well.

Background

Students and parents from the Decatur area need a clearinghouse for information and expert advice about colleges, career opportunities and military options. We envision C³ of Macon County as a college and career center where students and parents can obtain cost-free information and counseling from trained youth and adult experts. Many students are first generation college students and will need access to information as well as one-on-one contact and connection to other students who have successfully transitioned from high school to institutions of higher learning. C³ will provide information, resources and guidance to students and their parents to prepare them for the best chance of success in higher education and careers. One student said this best during a recent focus group, "We don't want to just be sent to a computer to do research. We want someone who can assist us, encourage us, and answer our questions."

Our goal is to create a center that houses cost-free information about college resources and career options. Ensuring that every student who needs assistance receives it will be accomplished through a community outreach campaign and our alliances with the Illinois Student Assistance Commission, Workforce Investment Solutions, Richland Community College, Millikin University, and our business community. C³ will position all students and their families to achieve the dream of higher education by building community access to information and resources.

The Vision

Ultimately, the resource center will offer high-quality, personalized assistance and information about colleges and careers. It will be available to all Macon County residents.

Staff Expertise

- Knowledge of broad range of colleges and contacts with admissions and academic personnel
- Knowledge of needs of local employers and craft unions
- Contact with human resource managers at local companies
- Assistance in completing college applications and FAFSA
- Assistance in finding and completing scholarship applications
- Access to information about the military and recruiters
- Linkages to workforce readiness programs, especially in soft skills

Print Resources:

- College catalogs
- Financial aid information, including scholarships
- Career exploration information
- Job postings from local employers
- Military opportunities
- FAFSA forms

On-Line Resources

- Website with search capability and built-in links to colleges and employers
- Computer lab
- FAFSA applications
- Career assessments

Off-Site Programming

- Presentations in schools
- Workshops in community (after-school programs, churches, neighborhood sites)
- Possible satellite facilities at mall and in community libraries

In addition to the college and career resources, we would like to have a staff representative from 411 Teen Health available to provide resources and referrals to students related to general health.

Utilization

We envision using the current Project Read facility as office space and the training room in a similar manner to its current use. We would like to use the open space (near the elevator and restroom) as a supervised waiting/reading/research area as needed.

Hours and Staffing

Presently, we envision that the resource center would be open in the late afternoons and evenings, as well as on Saturdays. Initially, C³ will be manned by volunteers from the Education Coalition, members of a youth leadership team, as well as representatives from the Illinois Student Assistance Commission, who understand the daunting challenges and insecurities often experienced by our underserved community. Youth leaders will be trained in the college application process, financial aid resources, career cruising, and will have access to additional support agencies. The Decatur Area Education Coalition understands that staffing the center would be our responsibility and not the responsibility of the Decatur Public Library.

Equipment and furnishings

The Decatur Area Education Coalition would be responsible for providing its own computer equipment and furnishings. The technical support from the library staff would consist of potential connectivity issues, but not general PC related issues.



TRANE

Trane
101 Matrix Commons Drive
Fenton, MO 63026 U.S.
Tel (636) 305-3600 Fax (636) 305-3690
www.trane.com

April 9, 2010

Ms. Lee Ann Fisher
Library Director
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523

Dear Ms. Fisher,

The current economy has adversely affected revenues and budgets for public institutions across Illinois and nationally. Many local governments are considering alternative funding methods, such as performance contracting, in order to improve energy efficiency and to address critical infrastructure needs.

A performance contract is a fiscal tool that leverages future energy and operational savings over time to cash flow finance facility improvements while working within your tight budgetary constraints. Any available utility grants or incentives are used to offset the project implementation cost further. These agreements are typically structured to be revenue/budget neutral and the savings must be **GUARANTEED** by the provider as required under the law. The Decatur Public Library would benefit from more fully exploring the feasibility of this procurement method as enabled under *50/ ILCS 515/Local Government Energy Conservation Act*.

In order to perform a meaningful preliminary facility analysis, Trane requests the following information from each facility:

- Individual building floor plans of the Main Library and the Annex (or Fire Escape diagrams.)
- Individual building square footage breakdown
- Utility bills from the last two years (electric, natural gas, and water/sewer)
- Access to available architectural, mechanical and electrical building plans

We request that we can present the concept and Trane's contracting process more fully at the upcoming Board meeting on April 15th. Thank you, in advance, for your interest. If you have any questions or need require additional information, please contact me directly at (636) 305-3646.

Sincerely,
TRANE U.S., INC.

Scott P. Hardwick
Comprehensive Solutions & Energy Services Manager
Missouri/Illinois/Iowa Territory

Outside of the United States, please place information here required legally where appropriate. For example, a number of counties by law require certain specific information to be stated on the letterhead such as a company's full legal name, a company registration number, and/or an identification number. You should check with your local controller or HR representative to be sure your letterhead is in accordance with local regulations for the relevant Ingersoll Rand company.

Ingersoll Rand



Pat Quinn
Governor

Warren Ribley
Director

Notice to Proceed

April 9, 2010

Lee Ann Fisher, Librarian
Decatur Public Library
130 N Franklin St.
Decatur, IL 62523

RE: Decatur Public Library Pre-application

Dear Ms. Fisher:

The Department is in receipt of your Public Sector Electric Efficiency Pre-Approval application to upgrade the HVAC system at the Decatur Public Library. Your application has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Congratulations! Your application was processed during our Green Spring Campaign, so the Decatur Public Library will receive a bonus incentive for your project. This total will be calculated by DCEO when your final paperwork is received. For more information, please see the included addendum.

This letter will serve as your formal Notice to Proceed Letter for this project. Appropriate funds will be held until May 31, 2010. Equipment installation must be completed and all documentation must be submitted to the Department for final review and approval. It is your responsibility to verify that all equipment meets the required specifications.

Please be advised that Final documentation must include the required Final Applications, signed certifications, copies of all sales invoices, listing of areas and quantities where equipment was installed. Your facility may be selected for a verification site visit. Also, projects receiving a notice of funding award prior to June 1, 2008, for the same equipment from other funding sources, including the Illinois Clean Energy Foundation are not eligible for incentives.

Please indicate your agreement with these terms by signing this letter and returning to Tom Coe, Public Sector Energy Efficiency Program, Bureau of Energy and Recycling, Illinois Department of Commerce and Economic Opportunity, 620 E. Adams, Springfield, IL 62701. Scanned letters are encouraged and can be submitted to illinois.energy@illinois.gov or faxed to 217/785-2433.

Sincerely,

Tom Coe
Public Sector Electric Efficiency Program Manager

Approved by:

(Signature)

Date: April 12, 2010

Lee Ann Fisher, City Librarian, Decatur Public Librarian

(Printed name)

Internet Address <http://www.commerce.state.il.us>

620 East Adams Street
Springfield, Illinois 62701-1615

217/782-7500
TDD: 800/785-6055

James R. Thompson Center
100 West Randolph Street, Suite 3-400
Chicago, Illinois 60601-3219
312/814-7179
TDD: 800/785-6055

2309 West Main, Suite 118
Marion, Illinois 62959-1180

618/997-4394
TDD: 800/785-6055

APPENDIX C: APPLICATION FOR CUSTOM INCENTIVE PROGRAM

Facility Type

The project will be (please check all that apply):

- Part of new facility
 Addition to existing facility
 Replacement for existing equipment
 Is equipment operational?
 Yes
 No
 Was the project identified in a DCEO Retro-commissioning Study?
 Yes
 No

Project Description

The project will provide controls and duct work, an integrated damper, programming, and etc. to provide comfort and energy savings. (See Attachment B)

Existing Equipment: Describe existing equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

see Attachment B, C, and D

Proposed Equipment: Describe proposed equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

see Attachment B, C, and D

Calculation Method: Briefly describe the method used to calculate annual electric energy savings in kWh (attach documentation if available.)

I used a System Analyzer Report (Attachment C) and subtracted energy savings that would be realized from more efficient variable-speed drives without the extensive improvements noted above (Attachment E & F)

Total Project Cost (Dollars): \$195,946.00

Expected Measure Life* (Years): 10 years

Annual Electric Savings (kWh): 7,192,217 kWh

Estimated Annual Electric Savings (Dollars): \$50,345.19

Payback** $\frac{\text{Total Project Costs}}{\text{Estimated Annual Electric Savings}}$: 3.89 years

Incentive Amount*** (Dollars): \$115,074.72

* Incentive amount equals 8 cents per annual kWh saved for measures with a payback of 1 – 7 years and involve capital investment in new equipment. Exterior lighting incentive amount equals 20 cents per kWh for demonstration of breakthrough equipment and devices.
 ** Maximum allowable payback is 7 years.
 *** Incentive cannot exceed 100 percent of the incremental measure cost and 75 percent of the total project cost.

Staff Changes
 Effective April 26, 2010
 (revised 4-2-2010)

Bumps

| | | | |
|-------------------|--------------------------|----|------------------------|
| Nancy Rosteck | Circulation Clerk II | to | Circulation Clerk I |
| Barb Joyner | Extension Clerk II | to | Circulation Clerk I |
| Monica Skelley | Acquisition/ILL Clerk II | to | Circulation Clerk I |
| Shelley Whiteside | Extension Dept. | to | Reference Dept. |
| Sally Petro | Bookmobile Driver | to | FT Custodian |
| Jim Kupish | FT Senior Custodian | to | PT Custodian |
| Lohri Cerny | FT Circulation Clerk I | to | PT Circulation Clerk I |
| Susan Johnson | FT Circulation Clerk I | to | PT Circulation Clerk I |
| Karen Williams | PT Circulation Clerk I | to | PT Library Page |
| Susan Gulick | FT Catalog Clerk I | to | FT Circulation Clerk I |

Layoffs

| | | | |
|------------------|-------------------|-------------|----|
| Ken Banning | Bookmobile Driver | Extension | FT |
| Sally Woller | Library Assistant | Extension | FT |
| John Kidd | Clerk Driver | Extension | PT |
| Rae Ann Campbell | Library Clerk I | Circulation | PT |
| Cynthia Doran | Library Page | Circulation | PT |
| Karen McDonald | Library Clerk I | Circulation | PT |
| Mary Jo Schanuel | Library Clerk I | Circulation | PT |

Staff Changes
 Effective April 26, 2010
 (revised 4-2-2010)

Bumps

| | | | |
|-------------------|--------------------------|----|------------------------|
| Nancy Rosteck | Circulation Clerk II | to | Circulation Clerk I |
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Layoffs

| | | | |
|------------------|-------------------|-------------|----|
| Ken Banning | Bookmobile Driver | Extension | FT |
| Sally Woller | Library Assistant | Extension | FT |
| John Kidd | Clerk Driver | Extension | PT |
| Rae Ann Campbell | Library Clerk I | Circulation | PT |
| Cynthia Doran | Library Page | Circulation | PT |
| Karen McDonald | Library Clerk I | Circulation | PT |
| Mary Jo Schanuel | Library Clerk I | Circulation | PT |

**Decatur Public Library Board of Trustees
FINANCE AND PROPERTIES**

**Monday
April 26, 2010
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to order – Carol Craig, Chair
- II. Approval of agenda
- III. Approval of the March 16, 2010 minutes.
- IV. New Business:
 - A. ~~C3 Proposal~~ *Next Mtg.*
 - B. Cash Flow, Tax Receipts, State of Illinois Payments
 - C. Other
- IV. Old business
 - ✓ A. Baby Talk - *Claudia Quigg*
 - B. Lease Price: Closed Session (5 ILCS 120/2(c)(6) I move that the Board enter into closed session for the purpose of setting a price for lease of the space requested by Baby Talk. Mark Gibson present.
 - C. Negotiations: Closed Session (5 ILCS 120/2(c)(2) I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.
 - D. Performance Contract with Trane *Get the RFP out there.*
 - E. Other
- VI. Adjournment

*Nikki Jones
Thursday*

If you have questions please contact:

Lee Ann Fisher, City Librarian

421-9713 or lfisher@decatur.lib.il.us

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance & Properties Committee Meeting
March 16, 2010

I. CALL TO ORDER:

Carol Craig, Chair, called the meeting to order at 4:42 p.m. Members present: Jim Alpi and Nicholette Rademacher. Teena Zindel-McWilliams, ex-officio, was absent. Other board members present Eugene King. Staff present: Lee Ann Fisher, City Librarian, Karen Bjorkman, Assistant City Librarian.

II: AGENDA:

Approved as amended.

III. MINUTES:

Previous minutes had been approved at a regular Board meeting. Board and Committees have determined that minutes are to be approved by the committee and then brought to the next regular Board Meeting.

IV: OLD BUSINESS:

Budget changes will be brought to the regular board meeting on March 18, 2010.

Ms. Fisher reported that she has not heard back from the Education Coalition on the space for the College and Career Center. Mr. Alpi requested that the square footage and an estimate of the cost for the utilities in the space be made available to the next committee meeting.

New fees in addition to the changes in the fines and charges for the meeting rooms were discussed and Ms. Craig will present them at the next regular Board Meeting for approval.

IV. NEW BUSINESS:

The committee asked Ms. Fisher to have Mr. Booth contact the Fire Marshall. The only things left in the building are the city papers and the city will need to pay the utilities if they continue to use the building.

Committee recommended that a letter be sent from the Board to the City of Decatur explaining the issues on the Library Annex and request the city remove their materials from the building or pay the utilities.

Ms Fisher went over the suggestions from AFSCME. She then presented the list of employees that will be affected by the budget cuts. This will result in the library going

from 72 to 62 positions. The library will still be a $\frac{3}{4}$ union shop. She recommended that the board approve paying the laid off employees for unused vacation day.

Ms. Craig will take all the proposals to the next regular Board Meeting.

IV. ADJOURNMENT

Motion by Mr. Alpi and seconded by Mrs. Rademacher that the meeting be adjourned.
Motion carried unanimously.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

Decatur Public Library Board of Trustees

AGENDA

SPECIAL CALLED MEETING

**Wednesday
April 28, 2010
4:30 pm**

Decatur Public Library Board Room

- I. Call to order:
Teena Zindel-McWilliams, President
- II. Approval of Agenda
- III. Report of Finance and Property Committee
- IV. OLD BUSINESS
 - A. Baby Talk lease proposal
Lease Price: Closed Session (5 ILCS 120/2(c)(6) I move that the Board enter into closed session for the purpose of setting a price for lease of the space requested by Baby Talk.
Mark Gibson
 - B. Negotiations: Closed Session (5 ILCS 120/2(c)(2) I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.
 - C. Other
- V. Adjournment

| |
|-----------------------------------------------|
| Opinion of Probable Construction Costs |
| 95% CD |

BLDD Architects, Inc.



Project : Baby TALK 's Head Start Renovation
 Location : Decatur, Illinois

Const. Type: _____
 Area : (gsf) 12,715

By : clw
 Date : 22-Apr-10

| Division | Division Title | % Total | Cost /gsf | Totals | Total Cost |
|-----------------------------------------------|-------------------------------------------|---------|---------------------|--------------------|--------------------|
| Div. 1 | General Requirements | 11.50% | \$9.20 /gsf | \$117,025 | |
| Div. 2 | Existing Conditions | 5.29% | \$4.23 /gsf | \$53,813 | |
| Div. 3 | Concrete | 0.00% | \$0.00 /gsf | \$0 | |
| Div. 4 | Masonry | 0.10% | \$0.08 /gsf | \$1,000 | |
| Div. 5 | Metals | 0.00% | \$0.00 /gsf | \$0 | |
| Div. 6 | Woods & Plastics | 6.54% | \$5.23 /gsf | \$66,550 | |
| Div. 7 | Thermal & Moisture Protection | 0.59% | \$0.47 /gsf | \$6,036 | |
| Div. 8 | Doors & Windows | 3.61% | \$2.89 /gsf | \$36,730 | |
| Div. 9 | Finishes | 19.19% | \$15.35 /gsf | \$195,202 | |
| Div. 10 | Specialties | 0.21% | \$0.17 /gsf | \$2,105 | |
| Div. 11 | Equipment | 0.00% | \$0.00 /gsf | \$0 | |
| Div. 12 | Furnishings | 0.00% | \$0.00 /gsf | \$0 | |
| Div. 13 | Special Construction | 0.00% | \$0.00 /gsf | \$0 | |
| Div. 14 | Conveying Systems | 0.00% | \$0.00 /gsf | \$0 | |
| Div 31,32,&33 | Earthwork / Ext Improvements / Util. | 0.00% | \$0.00 /gsf | \$0 | |
| SUBTOTAL - GENERAL WORK | | | | | \$478,461 |
| Div. 21 | Fire Protection | 1.46% | \$1.17 /gsf | \$14,850 | |
| Div. 22 | Plumbing | 12.38% | \$9.91 /gsf | \$125,970 | |
| Div. 23 | Heating, Ventilating and Air Conditioning | 24.76% | \$19.80 /gsf | \$251,815 | |
| Div. 26,27,&28 | Electrical | 14.36% | \$11.49 /gsf | \$146,120 | |
| SUBTOTAL - MECHANICAL & ELECTRICAL | | | | | \$538,755 |
| Total Estimated Construction Cost : | | | \$80.00 /gsf | \$1,017,216 | |
| Design Fee's : | | | | \$79,500 | |
| Total Project Cost : | | | | | \$1,096,716 |

1,900,000.00 in Cont.
Performance and payment Bonds.

NOTICE OF FEDERAL INTEREST

This is to notify all potential sellers, purchasers, transferors, transferees, mortgagee creditors and any other person or entity who has or may seek to obtain an interest of a kind in the real property described in EXHIBIT A, which is attached to and incorporated into this Notice as if fully set forth herein, of the Federal government's interests in said property as defined in the Head Start Act, 42 U.S.C. § 9831 et seq., 45 C.F.R. Parts 74, 92 and 1309 and relevant decisions of the United States courts. This Federal interest arises because the United States Department of Health and Human Services, Administration for Children and Families (hereafter "HHS") approved the use of Federal Head Start grant funds on [date of approval] by [legal name of the grantee], to acquire the said property and because HHS also will have awarded such respective future awards of Federal Head Start grant funds authorizing payments that [legal name of the grantee] will have used toward the acquisition and renovation of the said property. These grant awards incorporated conditions which include restrictions on the use of the property and provide for a Federal interest in the property. The property to which this Notice applies is further identified as that certain property situated in the County of County Name, State of State Name at street address and city/town, and as that certain property described in EXHIBIT A.

In accordance with the terms of the Federal grant, the Head Start Act, 42 U.S.C. § 9831, et seq., 45 C.F.R. Parts 74, 92 and 1309 and relevant decisions of the United States courts, the property may not be used for any purpose inconsistent with that authorized by the Head Start Act and applicable regulations. In addition, the property may not be mortgaged, encumbered, used as collateral, sold or otherwise transferred to another party without the written permission of the responsible HHS official. The grant conditions and requirements cannot be altered or nullified through a transfer of ownership. Further information regarding the Federal government's interest in the property described in this Notice can be obtained from the Regional Program Manager, Office of Head Start, 233 N. Michigan Avenue, Chicago, Illinois 60601 or from the Director, Office of Head Start, Portals Building, 1200 Maryland Avenue SW Suite 800, Washington, D.C. 20024.

GRANTEE NAME: _____

GRANT NUMBER: _____

Date: _____

Signed: _____

Name: _____

Title: _____

LEASE

This Lease is made this _____ day of _____, 2010, between the Board of Library Trustees of Decatur, Illinois (Lessor) and Baby Talk, Inc. (Lessee).

WHEREAS, Baby Talk, Inc. has been awarded a federal grant beginning December 1, 2009 for the lease and renovation of property to be used as an Early Head Start facility; and

WHEREAS, Decatur Public Library has agreed to lease a portion of the Library Annex at 444 E. Main, Decatur, Illinois for this purpose.

I. LEASED PREMISES.

Lessor leases to Lessee and Lessee leases from Lessor, a portion of the premises known as Decatur Public Library Annex at 444 E. Main Street, Decatur, Illinois, consisting of approximately 12,715 square feet as shown on the attached Exhibit A ("Leased Premises"). The second floor and access thereto, is not included in the Leased Premises. In addition, Lessee may create a grass or other area adjacent to the building to be fenced and suitable for children, ages birth to three years of age to play.

Lessee shall have the use of 40 parking spaces in the northeast corner of the Lessor's property. Lessor reserves the right to designate which parking spaces Lessee may use for employee parking and reserves the right to change said designation during the term of this Lease. Lessor further grants to Lessee an easement across the parking lot to allow ingress and egress to the parking area. Lessor reserves the right to undertake any type of construction, maintenance, repair or other activity of any kind or nature on or about the parking lot as long as ingress and egress of the premises is not unreasonably restricted.

II. TERM.

Oct. 1 The term of this Lease shall begin May 15, 2010 ("Commencement Date") and end on ~~September 30~~, 2011, unless extended as provided in III below. However, as a result of the improvements to be made by Lessee as contemplated herein, no rent shall be payable until October 1, 2010. Lessee shall have the right to occupy the premises on the Commencement Date, but before beginning construction shall provide Lessor performance and payment bonds and certificates of insurance related to the proposed constructions as Lessor may reasonably require.

III. OPTION.

Lessee, in addition to the initial term ending on ~~September 30~~, 2011, shall have three (3) options of three (3) years each, each option to be exercised by Lessee notifying

these option provisions and further must provide Lessor with a guaranty of payment of rent for the period of the option period from such person or entity approved by or at the direction of the Lessor in a form approved by Lessor at its discretion.

If an option is exercised, the annual rent payment shall be increased at the beginning of each option period of the Lease in an amount equal to any increase in the Consumer Price Index for All Urban Consumers, North Central Region, published by the Bureau of Labor Statistics of the United States Department of Labor. The index number for the month of July, 2010, shall be the base index number and the corresponding index number for the then current month of July shall be the current index number. From the quotient thereof, there shall be subtracted the integer 1, and any resulting positive number (rounded to 1,000ths) shall be deemed to be the percentage of increase. The percentage of increase multiplied by the base rent, for the prior term, shall be the additional rent required. The payment for parking and snow removal expense shall be similarly increased at the beginning of each option period by using the same calculation set forth immediately above.

IV. RENT & COMMON AREA EXPENSES.

Lessee shall pay rent in installments of \$40,000.00. Each installment of rent shall be paid on the fifteenth day of each October without demand. The rent payable hereunder shall be payable to the Decatur Public Library, 130 N. Franklin Street, Decatur, Illinois 62523, or such other address as the Lessor shall designate. If the rent is more than fourteen (14) days late, then this Lease shall be considered in default and Lessor may take such action as it deems necessary.

In addition to the rent set forth herein, the Lessor and Lessee have agreed to a flat fee of \$7,500.00 per year for the provision by Lessor to Lessee of the use of 40 parking spaces and for the payment of \$2,500.00 per year for maintenance of the parking lot, including such things as snow removal and striping and sealing as needed as determined by the Lessor. Such payments shall be due, without notice, at the same time as rent. If payment is more than fourteen (14) days late, then this Lease shall be considered in default and Lessor may take such action as it deems necessary.

V. USE OF THE PREMISES.

The Leased Premises may only be used for the operation and administration of an Early Head Start program.

VI. UTILITIES.

The expense of utilities has been a substantial factor used by Lessor and Lessee to determine the rent to be paid by Lessee. Lessor and Lessee agree that Lessee will pay

VII. BUILD OUT CONSTRUCTION.

Lessee accepts the Leased Premises vacated by Lessor "as is". Lessee will provide build out construction in and on the Leased Premises substantially as indicated to Lessor in negotiations for this Lease. Lessee shall submit all build out construction or other alteration plans to Lessor for Lessor's written approval. Lessee shall provide Lessor with reasonable assurances that the project will be completed in accordance with such approved specifications, including payment and performance bonds.

VIII. HEATING, VENTILATING, AIR CONDITIONING, PLUMBING, ELECTRICAL AND WATER SYSTEMS.

Lessee shall be responsible for all heating, air conditioning, plumbing, electrical, sewer, boiler, fire protection systems, fire detection and monitoring system, and water systems on the Leased Premises, including, but not limited to, required inspection, testing, repair and replacement of those systems or any part hereof.

The building does not have a current operable heating or air conditioning system and Lessor has agreed to forego rent (excluding parking or maintenance fees) for such time and in such amount as might be required for Lessee to recover the costs of the purchase and installation of such system to the extent that the installation of such system causes the cost of construction to exceed the sum of \$895,000.00. However, the total amount of such credit shall not exceed the total amount of \$200,000.00 in any event.

IX. SIGNAGE.

All signs placed on the premises shall have the prior approval of Lessor, which approval shall not be unreasonably withheld. All signs must comply with all applicable laws, ordinances, rules, and regulations.

X. LIENS.

Upon completion by Lessee of any maintenance, repairs, alterations or other work done to the Leased Premises, Lessee shall furnish Lessor with lien waivers from all contractors and materialmen who have performed work on the premises. Should a mechanic's, contractor's, materialman's or other lien be filed against the Leased Premises by reason of a claim against Lessee, Lessee shall cause such liens to be canceled within ten (10) days after receipt of notice from Lessor. After such ten (10) day period, Lessor may cause the lien to be discharged by paying the amount claimed due and such amounts, plus Lessor's reasonable attorney's fees shall become additional rent immediately due.

make any construction pay outs and secure appropriate lien waivers. This is in addition to any payment or performance bond required by Lessor.

XI. ASBESTOS ABATEMENT.

There may be asbestos in the building. Lessee will be responsible for the removal of the asbestos as Lessee deems necessary for its use of the building and alterations thereto and any cost associated therewith. Any such removal or repair shall be done by an insured contractor licensed for asbestos removal in accordance with appropriate rules and regulations governing such removal, disposal or repair. The Contractor shall provide Lessee original copies of all documents related to disposal and chain of custody of materials being disposed, including but not limited to bills of lading, receipts from licensed disposal facilities, and related documents. Such documents and copies thereof shall be exhibited to Lessor.

XII. GENERAL PREVAILING RATE OF WAGES.

Lessee will pay not less than the general prevailing rate of hourly wages and not less than the general prevailing rate of hourly wages for legal holidays and overtime work to all laborers, workers and mechanics employed on the initial build out and any other construction requiring such payment.

XIII. REPAIR.

During the occupancy of the premises under the terms of this Lease, if Lessee refuses or neglects to make repairs and/or refuses to maintain the premises or any part thereof in a manner reasonably satisfactory to Lessor, the Lessor shall have the right upon giving Lessee thirty (30) days reasonable written notice of election to do so, to make such repairs or perform such maintenance on behalf of and for the account of Lessee. In such event, such work shall be paid for by lessee within fifteen (15) days upon receipt of the bill thereafter.

Lessee shall not do or suffer anything to be done on the premises that will increase the rate of fire insurance on the building. Lessee shall not permit the accumulation of waste or refuse matter on the Leased Premises or anywhere in or near the building. Lessee shall not, without first obtaining the written consent of Lessor, abandon the premises or allow the premises to become vacant.

Lessor shall keep the foundation, exterior walls, and roof in good repair, except Lessor shall not be required to make any such repairs that shall become necessary due to the negligence of the Lessee.

In the event the Leased Premises shall be destroyed or so damaged by fire, explosion,

days after the date of the destruction or damage, and the minimum rent shall abate on a per diem basis during the period of restoration. In the event of restoration, it is understood and agreed that the Lease term shall be extended for a period of time equal to the rent abatement.

In the event the Leased Premises shall be damaged as aforesaid but are not thereby rendered untenable, the Lessor shall restore the Leased Premises with reasonable dispatch, and while such damage is being repaired, the Lessee shall be entitled to an equitable abatement of the minimum rent. The Lessor shall not be liable for any delays in rebuilding or repairing due to labor controversies, riots, Acts of God, governmental laws or regulations, or inability to procure materials or labor or both, or any other causes beyond Lessor's control.

XIV. ALTERATIONS.

The Lessee shall not make any alterations in or additions to the Leased Premises, or make any contract therefore without first procuring the Lessor's written consent. Alterations, additions, improvements, and fixtures, except Lessee's trade fixtures, shall become the property of the Lessor, and shall remain upon and be surrendered with the Leased Premises on the termination of the term of the Lease without compensation or credit to the Lessee; provided, however, that if prior to said termination, or within fifteen (15) days thereafter the Lessor directs Lessee to return all or any part of the premises to its original condition by written notice to the Lessee. Lessee shall have the sole responsibility for all leasehold improvements, and those in any way associated with the build outs, including but not limited to, all mechanical, plumbing, electric, heat, air conditioning, water, sewer, interior walls, flooring, accessibility requirements, and safety requirements including sprinkler systems.

XV. LIABILITIES.

Each of the parties hereby waives and relinquishes any and all rights which it might have against the other party on account of any claim for damages resulting from a loss to property owned by it, or by the alleged negligence of the other party, or its employees, or persons on the within described premises by permission of such other party, provided such loss is covered by the periods insured against under the policy carried on such property and provided that the waiver shall not affect the parties' respective rights of recovery on the said policy.

XVI. CONDEMNATION.

If the whole of the premises hereby leased shall be taken or condemned by any competent authority for any public use or purpose, then hereby granted shall cease on

If a portion of the Leased Premises shall be taken and, as a result thereof, there shall be such a major change in the character of the premises as to prevent Lessee from using the same in substantially the same manner as therefore used, then, and in the event, the Lessee may either cancel or terminate this Lease, as of the date when the part of the premises so taken shall be required for such public use or purpose, or said Lessee may continue to occupy the remaining portion, provided, however, the Lessee shall give written notice to the Lessor, within fifteen (15) days after the date of such vesting of title, of its election. In the event Lessee shall remain in possession and occupation of the remaining portion, all the terms and conditions of this lease shall remain in full force and effect with respect to such remaining portion, except that the rent reserved to be paid hereunder shall be equably adjusted according to the amount and value of such remaining space; and provided further that Lessor shall, at Lessor's own expense, promptly and with all reasonable diligence (subject to strikes, lockouts, inability to procure material and labor in the free market, governmental restrictions, fire, the elements and other extraordinary conditions beyond Lessor's reasonable control) do such work as to make a complete architectural unit of the remainder of the building on the Leased Premises, and this Lease shall continue for the balance of its term, subject to the terms and conditions herein stated.

The entire award for damages or compensation for the premises taken, or the amount paid pursuant to private purchase in lieu thereof, whether such condemnation or sale be total or partial, shall belong to and be the property of the Lessor, and the Lessee hereby assigns to Lessor any and all such award or purchase price. Nothing herein contained shall be deemed or construed to prevent Lessee from interposing and prosecuting in any condemnation proceeding a claim for the value of any trade fixtures installed in the leased Premises by Lessee, and in the case of a partial condemnation of the Leased Premises, the cost, or damages, sustained by Lessee as a result of any alterations, modifications or repairs which may be reasonably required of Lessee in order to place the remaining portion of the Leased Premises not so condemned in a suitable condition for Lessee's further occupancy.

XVII. INSURANCE.

Lessee's Responsibility. Lessee shall from the Commencement Date and throughout the term of this Lease, or any option period, at Lessee's sole expense, carry and maintain comprehensive general public liability and property damage insurance with liability limits of not less than \$1,000,000.00 per person and \$3,000,000.00 per occurrence, and property damage limits of not less than \$1,000,000.00 per occurrence, insuring against all liability of Lessee arising out of an in connection with Lessee's occupancy of the Leased Premises. Such insurance shall name Lessor as an additional insured. Lessee shall be responsible for and carry insurance for window glass in the Leased Premises. In addition, Lessee shall carry a Builder's Risk insurance which names Lessor as an additional insured in such amount as Lessor and

Lessor's Responsibility. Lessor shall from time of the execution of this agreement and throughout the term of this Lease, at Lessor's sole expense, carry and maintain comprehensive general public liability and property damage insurance with liability limits of not less than \$ _____ per person and \$ _____ per occurrence, and property damage limits of not less than \$ _____ per occurrence, insuring against all liability of Lessor arising out of and in connection with Lessor's interest in and to the Leased Premises. Such insurance shall name Lessee as an additional insured. In addition, Lessor, at Lessor's sole expense, shall carry insurance against perils customarily included within all-risk and fire and extended coverage on the Leased Premises and all window glass in the leased Premises, in an amount equal to the full replacement value thereof, excluding any value attributable to fixtures or personal property of Lessee. The insurance policy shall be issued in the name of Lessor and Lessee as their interests appear.

General Requirements. All insurance required pursuant to this Lease shall: (i) be issued by responsible insurance companies authorized to do business in the State in which the Leased Premises is located; and (ii) contain an endorsement requiring thirty (30) days prior notice from the insurance company to both parties before cancellation or change in the coverage, scope or amount of any policy. Each policy to be obtained by a party hereunder, or a certificate of the policy, shall be deposited with the other party to this Lease at the commencement of the term hereof, and on renewal of the policy not less than thirty (30) days before expiration of the term of the policy. All policies carried by Lessee may contain Lessee's standard deductibles and may be in one or more blanket, umbrella or excess liability policies covering other locations and activities.

Increase in Coverage. At the beginning of each option period throughout the term of the Lease, Lessor and Lessee agree that the amounts of coverage as hereinabove stated shall be increased so as to be commensurate with coverage being then provided in commercial policies in Macon County.

XVIII. HOLD HARMLESS.

The Lessee agrees to indemnify and save harmless the Lessor from and against all claims of whatever nature arising from any act of omission or negligence of the Lessee or the Lessee's agents, servants, or employees, or to the property of any person, occurring during the term hereof in or about the premises, unless such claims arise from any act, omission, or negligence of the Lessor, Lessor's agents, servants or employees. The indemnity and hold harmless agreements shall include indemnity against all reasonable costs, expenses and liabilities incurred in or in connection with

XIX. FEDERAL INTEREST; ASSIGNMENT AND SUBLEASE.

Lessor recognizes the "federal interest" in the improvements made pursuant to the Early Head Start grant given to Lessee. Such federal interest shall terminate whenever this Lease terminates for any reason provided hereunder, but Lessor agrees to notify the federal Administration for Children and Families of the lease end. Such notice may be given in writing by first class mail and shall be deemed given upon mailing.

Lessee shall not sublet the Leased Premises or any portion thereof to another party.

Lessee shall not have the right to assign its interest under this Lease.

XX. ACCESS.

The Lessor reserves the right to enter upon the Leased Premises at all reasonable hours for the purpose of inspecting the same, or making repairs, or to exhibit the Leased Premises to prospective purchasers. During the last ninety (90) days of the term hereby created or any extension hereof, the Lessor shall have the right to exhibit the Leased Premises to prospective Lessees. All such access shall be accorded to the Lessor without hindrance by the Lessee. "For Rent" or "For Sale" signs may displayed in the Leased Premises within said last ninety (90) days of the term if the same is not renewed.

XXI. LEASEHOLD TAXES.

Lessee shall be liable for all Real Estate Taxes imposed on the Leased Premises. It is understood that there may be a tax placed on Lessee as the tenant in the property and it shall be the responsibility of the Lessee to pay any such taxes or to take steps for a tax exemption if it believes it so qualifies. The execution of this Lease will require Lessor to report its time to the local taxing authority.

XXII. TERMINATION.

The Lessor may terminate this Lease upon the happening of any one or more of the following events and Lessee's failure to remedy the same before the expiration of a ten (10) days' written notice to the Lessee:

- d) The doing or permitting to be done by the Lessee of any act which creates a mechanic's lien or claim therefore against the land or building of which the Leased Premises are a part;
- e) The failure of the Lessee to pay an installment of rent or parking or parking lot maintenance fees, within fourteen (14) days of when due;
- f) If proceedings are instituted in a court of competent jurisdiction for the adjudication as a bankrupt or insolvent or for the appointment of a receiver of the property of Lessee, and said proceedings are not dismissed within thirty (30) days after the institution of said proceedings;
- g) The failure of the Lessee to perform any other of its covenants hereunder unless Lessee cures the default within ten (10) days of written notice by Lessor.
- h) Lessee's inability to pay rent as a result of it not being the recipient of a sufficient grant for the operation of an Early Head Start program.

Upon the termination of the Lease, as aforesaid, the Lessor may re-enter upon the Leased Premises with or without process of law, using such force as may be necessary, and to remove all persons and chattels therefrom, and Lessor shall not be liable for damages or otherwise by reason of such re-entry or termination of the term of this Lease. Notwithstanding such termination, the liability for the rent of the Lessee provided shall not be extinguished for the balance of the term remaining. Lessor shall be entitled to recover annually as it becomes due, the difference between the rent specified herein and that obtained by reletting the premises.

In the event the Lessor shall at any time be compelled to pay any sum of money or do any act which will require the payment of any sum of money or incurs any expense, including reasonable attorney's fees, for instituting or prosecuting any action or proceedings to enforce said party's right hereunder, the sum or sums so paid by said party shall be deemed damages in favor of said party against the party in default, and shall be due and payable forthwith.

XXIII. SURRENDER.

Upon the expiration or other termination of this Lease, Lessee shall surrender to Lessor the Leased Premises, together with all other property affixed to the Leased Premises (with exception of trade fixtures), broom clean and in good order and condition, ordinary wear and tear expected. Any damaged caused to the Leased Premises hereunder, or any property shall be promptly repaired by Lessee. Lessee

after termination, Lessor may at its election, choose to treat the holder as extending this lease on a month-to-month basis with rent payable on a monthly basis but otherwise on the same terms; or choose to give written notice to Lessee to immediately vacate and thereafter assess Lessee double the amount of per diem rent previously imposed. Lessee shall be liable for all consequential damages suffered by Lessor arising from Lessee's failure to vacate in a timely manner.

XXIV. NO SALE OF INTOXICATING LIQUOR.

No part of the Leased Premises shall be used for the sale of other disposal of alcoholic liquor.

XXV. WAIVER.

No waiver of any default by Lessee shall be implied by Lessor's failure to take any action on account of such default. One or more waivers by Lessor shall not constitute a waiver of a subsequent breach of the same term or condition.

XXVI. NOTICES.

Any notice under this Lease shall be deemed sufficiently given if sent by certified mail to the Lessee at the Leased Premises and to the Lessor at the address then fixed for payment of rent. Either may designate a different address to which notices shall be sent. Notices shall be deemed received the day following the date mailed.

XXVII. ATTORNEY FEES.

Upon default of Lessee, Lessee shall pay Lessor's reasonable attorney fees incurred to enforce this agreement of Lease. Upon default of Lessor, Lessor shall pay Lessee's reasonable attorney fees incurred to enforce this agreement of Lease.

XXVIII. GOVERNING LAW.

This Lease shall be construed in accordance with the laws of the State of Illinois.

XXIX. BINDING EFFECT.

The Lease shall be binding upon the parties and their successors and assigns.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

THE BOARD OF LIBRARY TRUSTEES OF
DECATUR, ILLINOIS

BY _____
Its President

LESSEE:
BABY TALK, INC.

BY: _____
Its President

EXHIBIT A

The entire first floor of the building (except that portion set aside for access to the second floor such as the stairs, elevator, and vestibule) located at 444 E. Main as more fully set forth on a diagram of the improvement attached hereto plus such space as may be required for a playground off the south side of the premises (such playground cannot block access to the second floor of the building) to be agreed upon.

| PER DRA ACQUISITION PROGRAM | | | | | | | | | |
|----------------------------------|--------------|----------------------|-------------------------------|---------------|--------------------|-------------------|--|--|--|
| ANNUAL BUDGET Allocation | YTD Spending | Currently Encumbered | PerCent Spent plus Encumbered | PerCent Spent | Unexpended Balance | Available Balance | | | |
| BOOKS | \$1,301.23 | \$0.00 | 37.18% | 37.18% | \$3,500.00 | \$2,198.77 | | | |
| BOOKS | \$2,599.33 | \$94.44 | 89.79% | 86.64% | \$2,905.56 | \$306.23 | | | |
| BOOKS | \$3,337.57 | \$115.41 | 98.66% | 95.36% | \$3,384.59 | \$47.02 | | | |
| BOOKS | \$7,728.35 | \$157.21 | 63.08% | 61.83% | \$12,342.79 | \$4,614.44 | | | |
| BOOKS | \$565.87 | \$23.03 | 117.78% | 113.17% | \$476.97 | (\$88.90) | | | |
| BOOKS | \$2,294.95 | \$76.89 | 67.77% | 65.57% | \$3,423.11 | \$1,128.16 | | | |
| BOOKS | \$12,578.51 | \$315.55 | 80.59% | 78.62% | \$15,684.45 | \$3,105.94 | | | |
| BOOKS | \$8,003.52 | \$62.16 | 67.21% | 66.70% | \$3,996.48 | \$3,934.32 | | | |
| BOOKS | \$3,779.40 | \$17.47 | 84.37% | 83.99% | \$720.60 | \$703.13 | | | |
| BOOKS | \$8,805.17 | \$290.55 | 82.69% | 80.05% | \$2,194.83 | \$1,904.28 | | | |
| BOOKS | \$37,124.33 | \$2,200.89 | 50.42% | 47.60% | \$40,875.67 | \$38,674.78 | | | |
| PBK BOOKS | \$2,965.50 | \$0.00 | 98.85% | 98.85% | \$34.50 | \$34.50 | | | |
| BOOKS | \$4,352.21 | \$15.72 | 87.36% | 87.04% | \$647.79 | \$632.07 | | | |
| BOOKS | \$3,904.29 | \$120.96 | 80.51% | 78.09% | \$1,095.71 | \$974.75 | | | |
| BOOKS | \$12,350.21 | \$0.00 | 123.50% | 123.50% | (\$2,350.21) | (\$2,350.21) | | | |
| BOOKS | \$171,000.00 | \$3,490.28 | 67.36% | 65.32% | \$59,309.56 | \$55,819.28 | | | |
| AUDIO VISUAL (Circulating) FUNDS | | | | | | | | | |
| PER DRA ACQUISITION PROGRAM | | | | | | | | | |
| CD's | \$4,689.25 | \$136.37 | 68.94% | 66.99% | \$2,310.75 | \$2,174.38 | | | |
| B-O-T | \$45.70 | \$0.00 | 9.14% | 9.14% | \$454.30 | \$454.30 | | | |
| B-O-CD | \$8,150.50 | \$0.00 | 77.62% | 77.62% | \$2,349.50 | \$2,349.50 | | | |
| DVD | \$22,892.18 | \$0.00 | 65.41% | 65.41% | \$12,107.82 | \$12,107.82 | | | |
| Games | \$1,457.15 | \$41.97 | 74.96% | 72.86% | \$542.85 | \$500.88 | | | |
| | \$55,000.00 | \$178.34 | 68.02% | 67.70% | \$17,765.22 | \$17,586.88 | | | |
| CHILDREN'S DIVISION FUNDS | | | | | | | | | |
| PER DRA ACQUISITION PROGRAM | | | | | | | | | |
| Books | \$32,133.89 | \$630.36 | 66.87% | 65.58% | \$16,866.11 | \$16,235.75 | | | |
| AV | \$7,451.01 | \$79.11 | 62.75% | 62.09% | \$4,548.99 | \$4,469.88 | | | |

| ADULT DIVISION (Reference) FUNDS - FY | | | | | | | | | |
|---------------------------------------|-------------|--------------------------|--------------|----------------------|-------------------------------|---------------|--------------------|-------------------|--|
| PER DRA ACQUISITION PROGRAM | | | | | | | | | |
| ALLOCATION | DESCRIP | ANNUAL BUDGET Allocation | YTD Spending | Currently Encumbered | PerCent Spent plus Encumbered | PerCent Spent | Unexpended Balance | Available Balance | |
| | BOOKS ***** | \$4,000.00 | \$2,720.91 | \$0.00 | 68.02% | 68.02% | \$1,279.09 | \$1,279.09 | |
| | BOOKS | \$100.00 | \$15.34 | \$0.00 | 15.34% | 15.34% | \$84.66 | \$84.66 | |
| | BOOKS | \$400.00 | \$454.83 | \$0.00 | 113.71% | 113.71% | (\$54.83) | (\$54.83) | |
| | BOOKS ***** | \$11,000.00 | \$7,529.40 | \$50.00 | 68.90% | 68.45% | \$3,470.60 | \$3,420.60 | |
| | BOOKS | \$500.00 | \$218.11 | \$0.00 | 43.62% | 43.62% | \$281.89 | \$281.89 | |
| | BOOKS | \$500.00 | \$108.98 | \$0.00 | 21.80% | 21.80% | \$391.02 | \$391.02 | |
| | BOOKS | \$2,000.00 | \$2,533.17 | \$0.00 | 126.66% | 126.66% | (\$533.17) | (\$533.17) | |
| | BOOKS | \$1,500.00 | \$732.92 | \$0.00 | 48.86% | 48.86% | \$767.08 | \$767.08 | |
| | BOOKS | \$1,000.00 | \$97.49 | \$0.00 | 9.75% | 9.75% | \$902.51 | \$902.51 | |
| | BOOKS | \$3,000.00 | \$2,695.36 | \$0.00 | 89.85% | 89.85% | \$304.64 | \$304.64 | |
| | Microforms | \$2,000.00 | \$969.19 | \$0.00 | 48.46% | 48.46% | \$1,030.81 | \$1,030.81 | |
| | Internet | \$69,000.00 | \$72,048.06 | \$0.00 | 104.42% | 104.42% | (\$3,048.06) | (\$3,048.06) | |
| | BOOKS | \$95,000.00 | \$90,123.76 | \$50.00 | 94.92% | 94.87% | \$4,876.24 | \$4,826.24 | |
| EXTENSION DIVISION FUNDS - FY | | | | | | | | | |
| PER DRA ACQUISITION PROGRAM | | | | | | | | | |
| | BOOKS | \$23,000.00 | \$20,742.38 | \$0.00 | 90.18% | 90.18% | \$2,257.62 | \$2,257.62 | |
| | BOOKS | \$1,000.00 | \$317.42 | \$0.00 | 31.74% | 31.74% | \$682.58 | \$682.58 | |
| | BOOKS | \$12,000.00 | \$12,008.61 | \$0.00 | 100.07% | 100.07% | (\$8.61) | (\$8.61) | |
| | EXTENSION | \$36,000.00 | \$33,068.41 | \$0.00 | 91.86% | 91.86% | \$2,931.59 | \$2,931.59 | |

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Called Meeting
April 1, 2010

I. CALL TO ORDER:

Teena Zindel-McWilliams, president, called the meeting to order at 3:35 p.m. Members present: Edward Costa, Eugene King, Carol Craig, Jim Alpi, Nikki Rademacher and Darryl Barbee. William Faber and Mary Gendry were absent. Staff present: Lee Ann Fisher and Karen Bjorkman.

Others present: Noah Tipton, Steve Mousse, Tom Loos, and Claudia Quigg.

II. AGENDA:

Agenda was approved as presented.

III. MINUTES:

There were no minutes to approve as this was a special called meeting.

IV. NEW BUSINESS:

a. Baby TALK Proposal

Claudia Quigg gave a presentation on the Early Headstart Federal Project Grant that Baby TALK has been working on. This is for children from Birth to 3 and will give them and their families the support necessary to meet specific goals. They want the board to consider allowing them to lease the Library Annex (former Village Mall). The project will serve about 457 families and they are more than willing to agree to a 5- or 10-year lease.

Several suggestions were discussed as to additional funding that is required for the project. Baby TALK did say that there was a gap in the funding. Mrs. Zindel-McWilliams asked for specifics on the gap and Ms. Quigg explained that it was the HVAC system.

Baby TALK will finance the entire cost of the build-out. Board will defer rent if they need to obtain a loan for the build-out until the loan is paid off. This could mean several years with no rent but Baby TALK will be responsible for all interior maintenance of the building. Ms. Craig was asked for the actual cost of the first floor build-out.

Board asked Ms. Quigg for more definite numbers on the HVAC cost and the cost of the build-out.

Motion by Mr. Alpi and seconded by Mr. King that the board authorize the Staff and library

b. HVAC proposal for Main Library

Tom Loos and Steve Mouisse presented a detailed plan from Trane for repairing the current HVAC system. This would be a system upgrade with energy efficiency. The problem is that to take advantage of the grants available, the project would need to be completed by May 1, 2010. The actual cost of \$240,334.00 would return to us the amount of \$143,371.00, leaving the library with only \$100,000.00 to finance the complete project.

Mr. Alpi questioned them about a "Performance Contract" and asked them to make another presentation at the June Board meeting

V. OLD BUSINESS:

Motion by Mrs. Zindel-McWilliams and seconded by Mrs. Rademacher at 5:35 p.m. to go into closed session (5ILCS1202(c)(2) for the purpose of discussing collective negotiating matters between the public body and its employees or representatives. Motion carried on a roll call vote of yes.

Motion by Mr. King and seconded by Mrs. Rademacher at 5:45 p.m. to return to open session. Motion carried on a roll call vote of yes.

VI. ADJOURNMENT:

Motion by Mrs. Rademacher and seconded by Mr. King to adjourn the meeting at 5:50 p.m. Motion carried unanimously.

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Karen Bjorkman

Assistant City Librarian

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations**

**Thursday,
April 1, 2010
4:00 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to order – Eugene King, Chair
- II. Approval of agenda
- III. Review of the minutes of March 4, 2010.

- IV. Old Business
 - A. Budget
 - B. Negotiations: Closed Session (5 ILCS 1202(c)(2)

 - C. Other

- V. New Business
 - A. Policy revision
 - B. Other

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

- VI. Adjournment

If you have questions please contact:

AGENDA
SPECIAL CALLED MEETING
Thurs, April 1, 2010
3:30 pm
Decatur Public Library Board of Trustees
Decatur Public Library Board Room

- I. Call to order - Teena Zindel-McWilliams, Chair
- II. Approval of agenda
- III. New business
 - a. Baby TALK proposal – Claudia Quigg
 - b. HVAC proposal – Trane, Tom Loos
 - c. Other
- IV. Old business
 - a. Negotiations: Closed Session (5 ILCS 1202(c)(2))

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

- V. Adjournment



TRANE

Trane
101 Matrix Commons Drive
Fenton, MO 63026 U.S.
Tel (636) 305-3600 Fax (636) 305-3690
www.trane.com

April 9, 2010

Ms. Lee Ann Fisher
Library Director
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523

Dear Ms. Fisher,

The current economy has adversely affected revenues and budgets for public institutions across Illinois and nationally. Many local governments are considering alternative funding methods, such as performance contracting, in order to improve energy efficiency and to address critical infrastructure needs.

A performance contract is a fiscal tool that leverages future energy and operational savings over time to cash flow finance facility improvements while working within your tight budgetary constraints. Any available utility grants or incentives are used to offset the project implementation cost further. These agreements are typically structured to be revenue/budget neutral and the savings must be **GUARANTEED** by the provider as required under the law. The Decatur Public Library would benefit from more fully exploring the feasibility of this procurement method as enabled under *50/ ILCS 515/Local Government Energy Conservation Act*.

In order to perform a meaningful preliminary facility analysis, Trane requests the following information from each facility:

- Individual building floor plans of the Main Library and the Annex (or Fire Escape diagrams.)
- Individual building square footage breakdown
- Utility bills from the last two years (electric, natural gas, and water/sewer)
- Access to available architectural, mechanical and electrical building plans

We request that we can present the concept and Trane's contracting process more fully at the upcoming Board meeting on April 15th. Thank you, in advance, for your interest. If you have any questions or need require additional information, please contact me directly at (636) 305-3646.

Sincerely,
TRANE U.S., INC.

Scott P. Hardwick
Comprehensive Solutions & Energy Services Manager



Pat Quinn
Governor

Warren Ribb
Director

Notice to Proceed

April 9, 2010

Lee Ann Fisher, Librarian
Decatur Public Library
130 N Franklin St.
Decatur, IL 62523

RE: Decatur Public Library Pre-application

Dear Ms. Fisher:

The Department is in receipt of your Public Sector Electric Efficiency Pre-Approval application to upgrade the HVAC system at the Decatur Public Library. Your application has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Congratulations! Your application was processed during our Green Spring Campaign, so the Decatur Public Library will receive a bonus incentive for your project. This total will be calculated by DCEO when your final paperwork is received. For more information, please see the included addendum.

This letter will serve as your formal Notice to Proceed Letter for this project. Appropriate funds will be held until May 31, 2010. Equipment installation must be completed and all documentation must be submitted to the Department for final review and approval. It is your responsibility to verify that all equipment meets the required specifications.

Please be advised that Final documentation must include the required Final Applications, signed certifications, copies of all sales invoices, listing of areas and quantities where equipment was installed. Your facility may be selected for a verification site visit. Also, projects receiving a notice of funding award prior to June 1, 2008, for the same equipment from other funding sources, including the Illinois Clean Energy Foundation are not eligible for incentives.

Please indicate your agreement with these terms by signing this letter and returning to Tom Coe, Public Sector Energy Efficiency Program, Bureau of Energy and Recycling, Illinois Department of Commerce and Economic Opportunity, 620 E. Adams, Springfield, IL 62701. Scanned letters are encouraged and can be submitted to illinois.energy@illinois.gov or faxed to 217/785-2433.

Sincerely,

Tom Coe
Public Sector Electric Efficiency Program Manager

Approved by:

Date: April 12, 2010

(Signature)

Lee Ann Fisher, City Librarian, Decatur Public Library

APPENDIX C: APPLICATION FOR CUSTOM INCENTIVE PROGRAM

Facility Type

The project will be (please check all that apply):

Part of new facility Addition to existing facility Replacement for existing equipment

Is equipment operational? Yes No
 Was the project identified in a DCEO Retro-commissioning Study? Yes No

Project Description

The project will provide controls and duct work an integrated damper programming, and etc. to provide comfort and energy savings. (see Attachment B)

Existing Equipment: Describe existing equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

see Attachment B, C, and D

Proposed Equipment: Describe proposed equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

see Attachment B, C, and D

Calculation Method: Briefly describe the method used to calculate annual electric energy savings in kWh (attach documentation if available.)

I used a System Analyzer Report (Attachment) and subtracted energy savings that would be realized from more efficient variable-speed drives without the extensive improvements noted above (Attachment)

Total Project Cost (Dollars): \$195,946.00

Expected Measure Life* (Years): 10 years

Annual Electric Savings (kWh): 7.19,217 kWh

Estimated Annual Electric Savings (Dollars): \$50,345.19

Payback** $\frac{\text{Total Project Costs}}{\text{Estimated Annual Electric Savings}}$: 3.89 years

Incentive Amount*** (Dollars): \$115,074.72

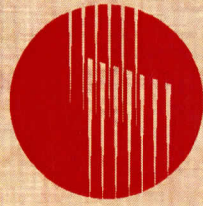
*** Incentive amount is based on 7 years and include capital investment in new equipment.

Decatur Public Library

“Where You Go to Know”

**Guaranteed Savings
Performance
Based Solutions**

April 15, 2010



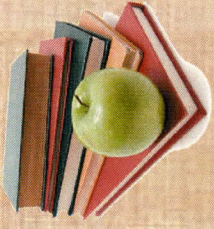
TRANE®

**A discussion on Savings,
Improvements, Funding and
Contracting Process**



TRANE®

Meeting Objectives

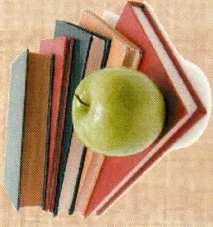


- 1) Library Strategic Goals***
- 2) Needs & Challenges***
- 3) Energy Performance Contracting Review***
- 4) Trane Overview***
- 5) Questions and Discussion***



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Library Strategic Goals



Community Learning Resource

- Technology Programs
- Acquire new materials
- Serve diverse needs

- Infrastructure Needs
- Deferred Maintenance
- Repairs
- Energy Efficiency

Maintain & Improve Facilities

- Indoor Comfort
- Humidity Control
- Lighting
- Acoustics

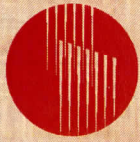
Quality Environment



Fiscal Management

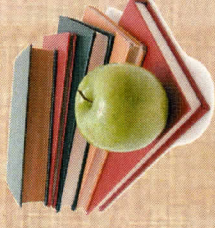
- Manage Utility & Operations Expense
- Stewardship of Public Funds
- Leverage Savings to preserve capital

****Performance Contracting leverages future savings to positively impact your strategic goals today!**



TRANE®

Needs & Challenges



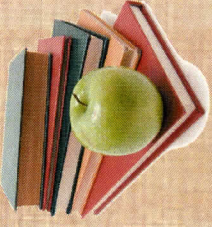
- Rising utility and operational costs
- Balancing multiple budgets without increasing taxes
- Meet increasing demand for public services and/or additional learning programs to serve the local community.
- Improving comfort/indoor air quality/humidity
- Modernize physical plant and HVAC systems
- Improve reliability of central plant and reduce associated maintenance expense

Your ability to adequately serve the community and expand services is being challenged by rising operating costs and declining revenues!

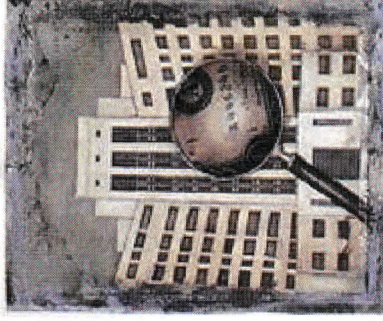


TRANE

Energy Performance Contracting Review

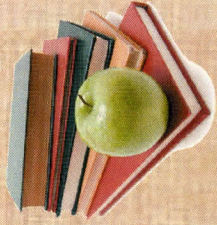


- 50/ ILCS 515 Local Government Energy Conservation Act
- Revenue/Tax-Neutral Alternative Funding of comprehensive facility improvements for public institutions
 - Paid from existing budgets
 - No new taxes
 - No up-front capital outlay
- Leverage future savings to fund immediate facility needs.
- Selected solution provider Guarantees Savings & Performance
- Selection of Qualified Partner best on “best value”
 - RFP on Qualifications Process
 - Single Source Accountability





Energy Performance Contracting Review



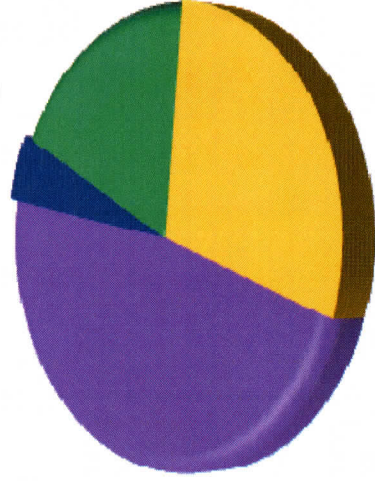
Before Performance Contract

- Maintenance Expenses
- Utilities Expenses
- Deferred Maintenance Expenses



After Performance Contract

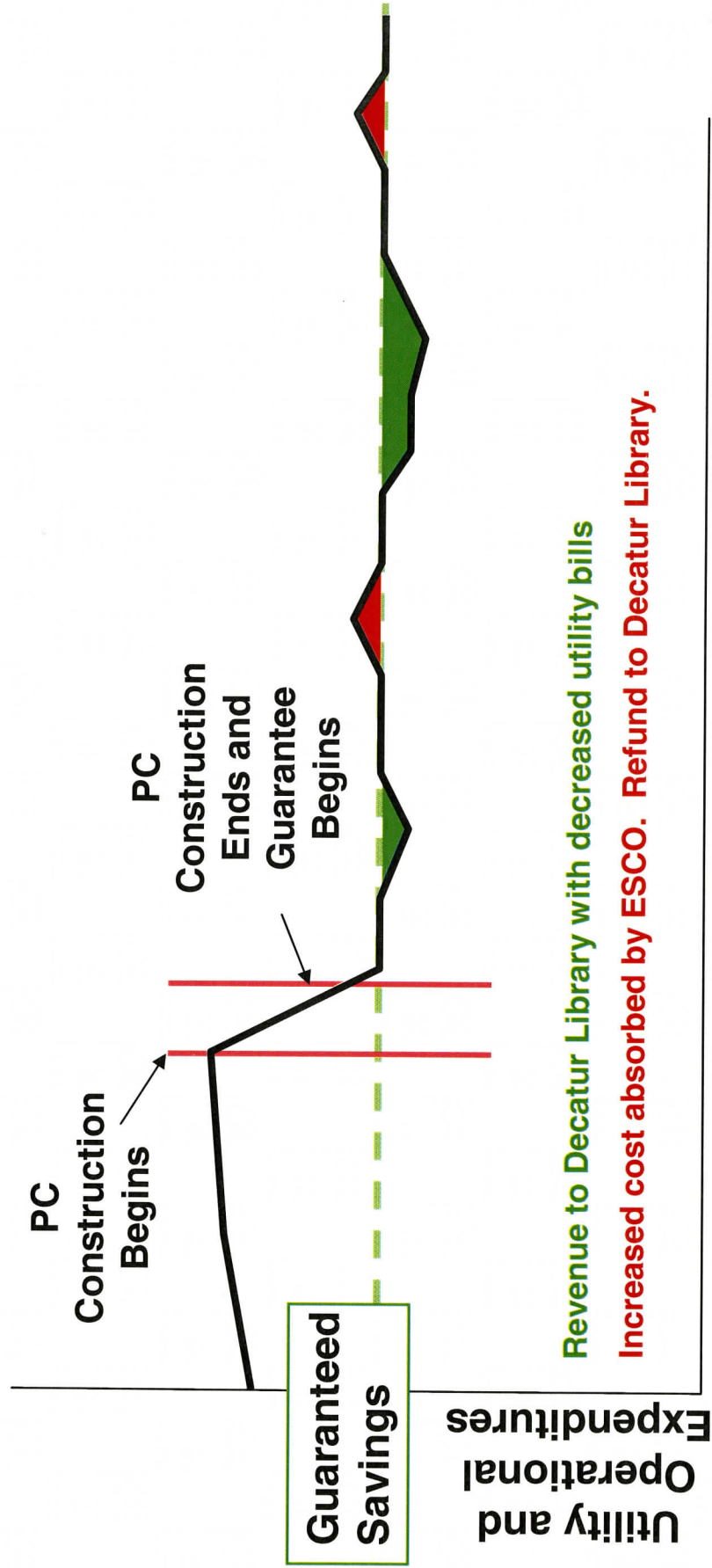
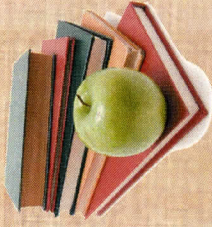
- Maintenance Expenses
- Utilities Expenses
- Deferred Maintenance Expenses
- Performance Contract Payment





TRANE

Energy Performance Contracting Review

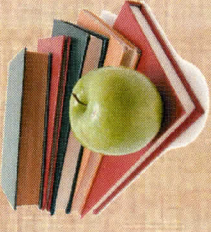


Term in Years



TRANE[®]

Energy Performance Contracting Review



Typical “Energy Cost Savings Measures”

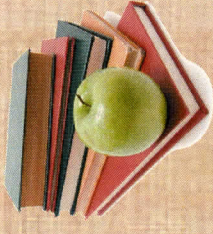
- *Lighting/Electrical Updates*
- *Heating & Air Conditioning Modernization*
- *Building Management Systems*
- *Direct Digital Control Upgrades*
- *Ventilation/Indoor Air Quality Improvements*
- *Building Envelope Improvements (Roof, Windows, etc.)*
- *Utility Metering Upgrades*
- *Added Insulation*
- *Renewable Energy Sources and Technology*

***Includes comprehensive audit / assessment of
Main Library Building and Annex HVAC & Energy Needs***



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Performance Contracting vs. Conventional Process

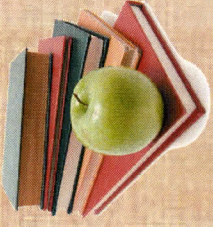


| | <u>Conventional</u> | <u>PC</u> |
|-----------------------------------------------|---------------------|------------|
| 1. Up-front engineering and development costs | \$50,000 +/- | \$0 / NA |
| 2. Time from audit to construction | 1 years +/- | 2-6 months |
| 3. Number of contracts to execute | Multiple | One |
| 4. Project costs fixed before project begins | No | Yes |
| 5. Collaborative process | No | Yes |
| 6. Avoids change orders and disputes | No | Yes |
| 7. Operational outcomes guaranteed | No | Yes |
| 8. Savings measured, verified, guaranteed | No | Yes |
| 9. Long-term accountability | No | Yes |
| 10. Lowest life cycle cost | No | Yes |

This process emphasizes RESULTS over PROCESS, while dramatically reducing time from audit to construction...



Energy Improvements Which road is best?

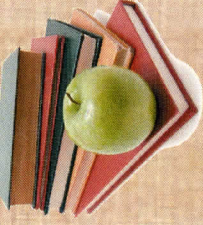


What difference can Performance Contracting make?



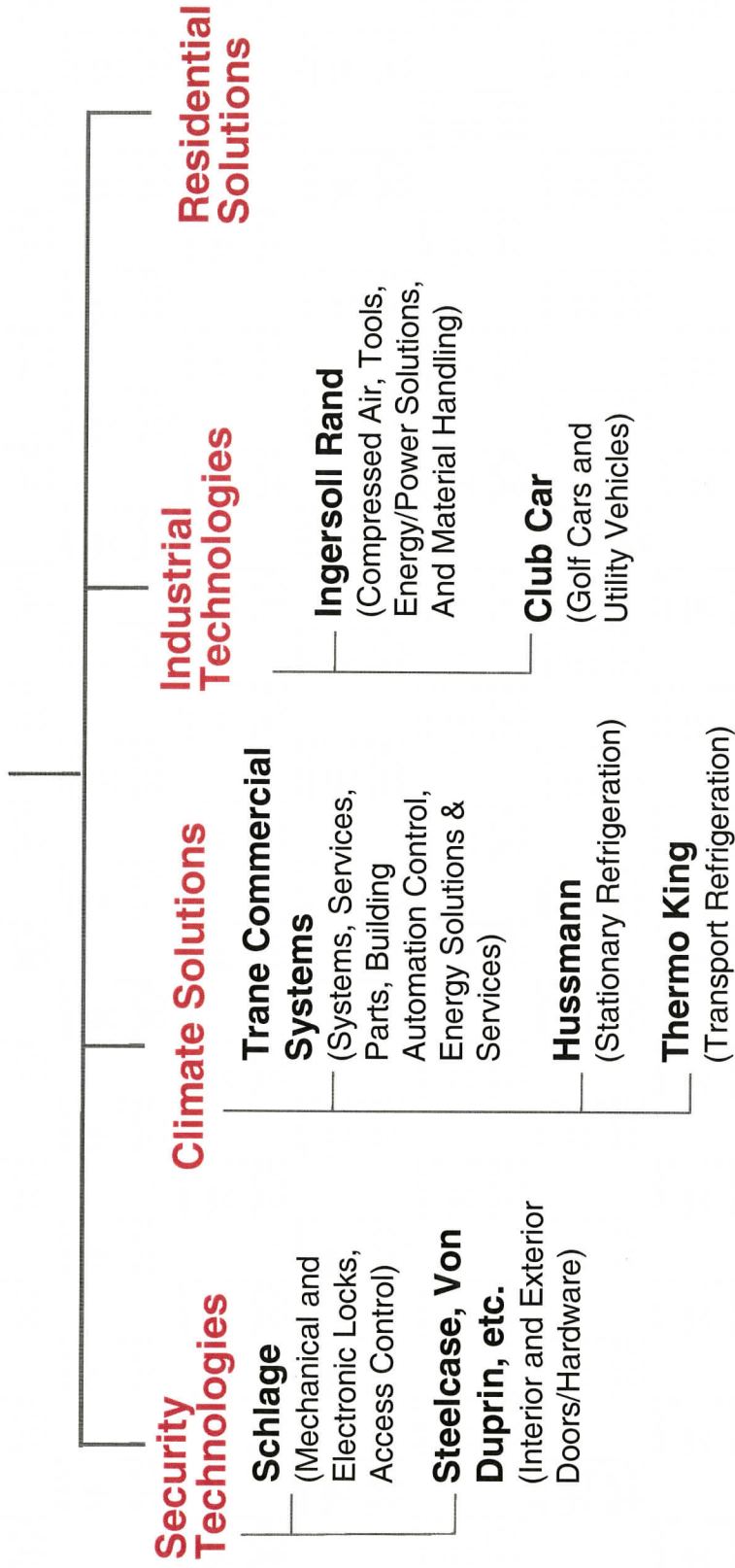
TRANE

Trane Overview



Ingersoll Rand

- \$17 Billion Global Diversified
- Local Expertise
- Strategic Brands



\$7.45 B USD

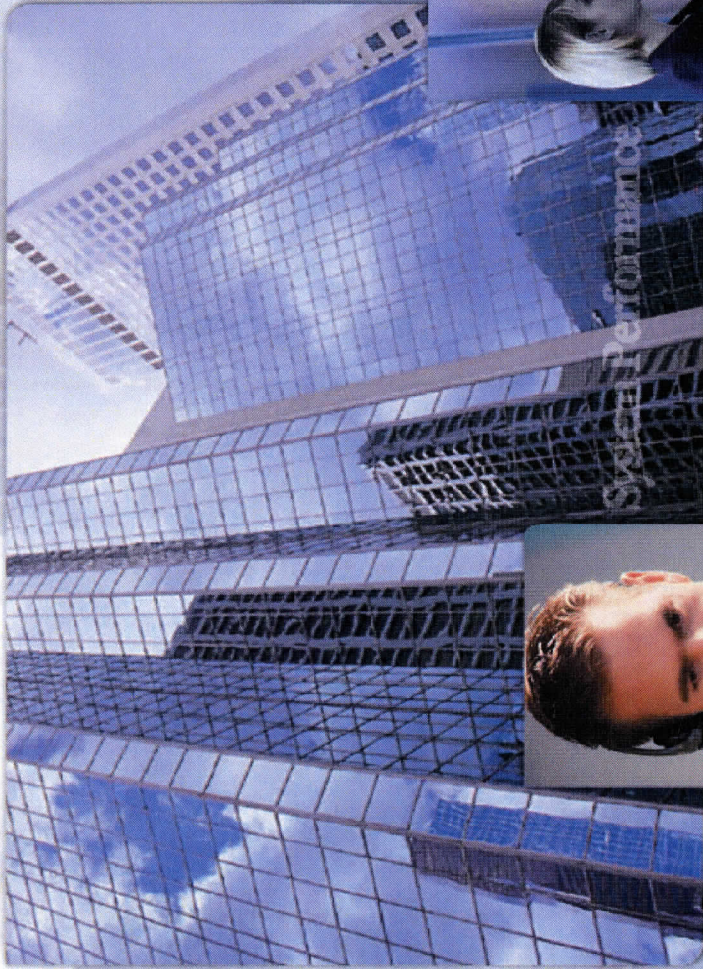
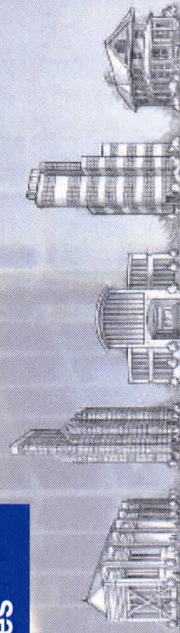
29,000 employees

29 plants in 10 countries



TRANE
Building Services

We Make Buildings Work Better for Life™



High Performance Buildings

Upgrade & Improve

- Trane Renewal Services
- Trane Turnkey Services
- Trane Energy Services
- Trane Comprehensive Solutions
- Trane Chiller Upgrades



Optimize

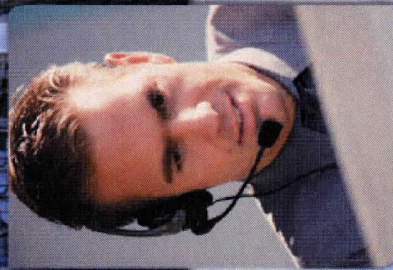
- Trane Start-up Services
- Trane Service Agreements
- Trane Extended Warranty (labor & parts)

Equipment Optimization



Operate & Maintain

- Trane Service Agreements
- Trane Facility Management
- Trane Repair Services
- Trane National Service
- Trane Extended Warranty (labor & parts)
- Trane Chemical Laboratory



Trane Rental Services

Trane Equipment Controls & Systems

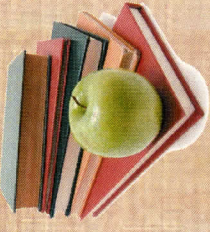
Trane Parts

We provide professional building services, from equipment optimization in new buildings to long-term improvements for delivery of High Performance Buildings for Life.™
We are Trane Building Services.



TRANE®

Trane Overview

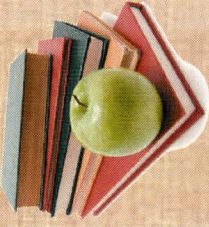


- **Largest HVAC, Energy & Comfort Solutions Company in the US**
- **\$7.5 Billion USD**
- **40-50% Market Share for Commercial HVAC systems**
- **Leading Provider of Comfort Control Systems to New Construction Markets**
- **Approximately \$1 Billion in Annual Contracting**
- **>\$400 Million in Guaranteed Energy Savings Contracts**
- **Annual Savings Guarantee Portfolio >\$250 Million - <1.5% in guarantee shortfall**
- **Leading Service Organization - >3000 Service Technicians**



TRANE

Energy Industry Leader



AMERICAN COLLEGE & UNIVERSITY
PRESIDENTS CLIMATE COMMITMENT

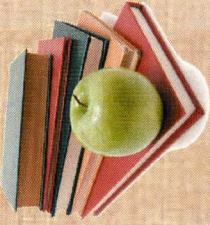


- ACUPCC Gold Sponsor
- Charter member of Clinton Climate Initiative to reduce carbon emissions globally
- American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Award Winner - Energy Efficient Design
- U.S. Green Building Council Charter Member > 700 LEED Accredited Professionals
- U.S. Environmental Protection Agency ENERGY STAR Program Ally of the Year
- U.S. Department of Energy Rebuild America – Premier Allied Partner
- Sustainable Buildings Industry Council – Best Practices Award
- NAESCO Fully Accredited Energy Services Company



TRANE

Energy Industry Leader



AMERICAN COLLEGE & UNIVERSITY
PRESIDENTS CLIMATE COMMITMENT

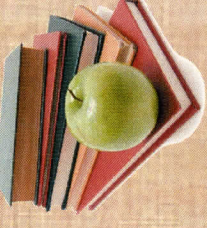


- ACUPCC Gold Sponsor
- Charter member of Clinton Climate Initiative to reduce carbon emissions globally
- American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Award Winner - Energy Efficient Design
- U.S. Green Building Council Charter Member > 700 LEED Accredited Professionals
- U.S. Environmental Protection Agency ENERGY STAR Program Ally of the Year
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TRANE

Trane Local Presence



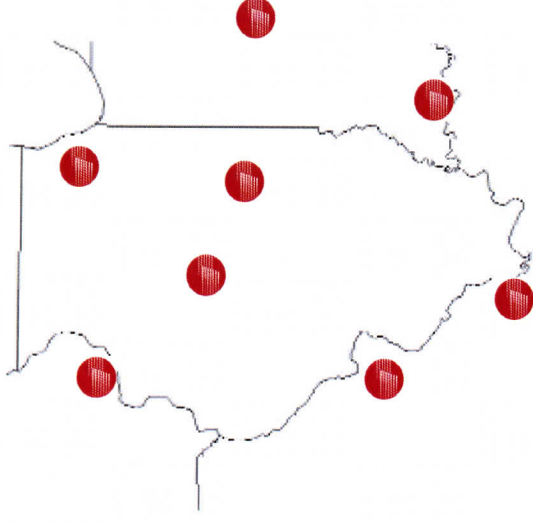
Core Competency for Technical Analysis, Energy Services and Performance Solutions : St. Louis Regional Office

Local support – St. Louis, Peoria & Champaign

- Service
- Building Automation/Controls
- Mechanical Systems
- Parts

Local Trane Presence

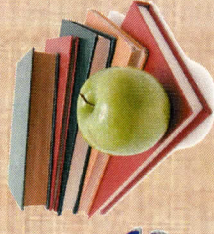
- Decatur Public Library
- Archer Daniels Midland - Various
- Milliken University
- Akorn Pharmaceutical
- Decatur Memorial – Lillibridge Wing
- Decatur Public Building Commission
- Kemmerer Village
- St. Mary's Hospital
- Macon County Offices & Courts





TRANE

Utility Grants & Incentives



- Trane will research all available grants & incentives and handle all application & approval paperwork
- Trane help secure pre-approval of approximately \$140,000 in grants to offset the financed project cost
- Any grants secured can be used to expand the project scope or buy-down project costs
- Possible sources include:
 - **IL Clean Energy** Community Foundation Grants
 - **DCEO** - Large-Customer Energy Analysis Program (LEAP) or Energy Efficiency Programs
 - **Ameren Illinois** “Act on Energy” Standard and Custom Rebates
 - **ARRA** federal stimulus flow down or renewable energy federal rebates or incentives
 - **Illinois State** Treasurer’s Green Energy Loan Program

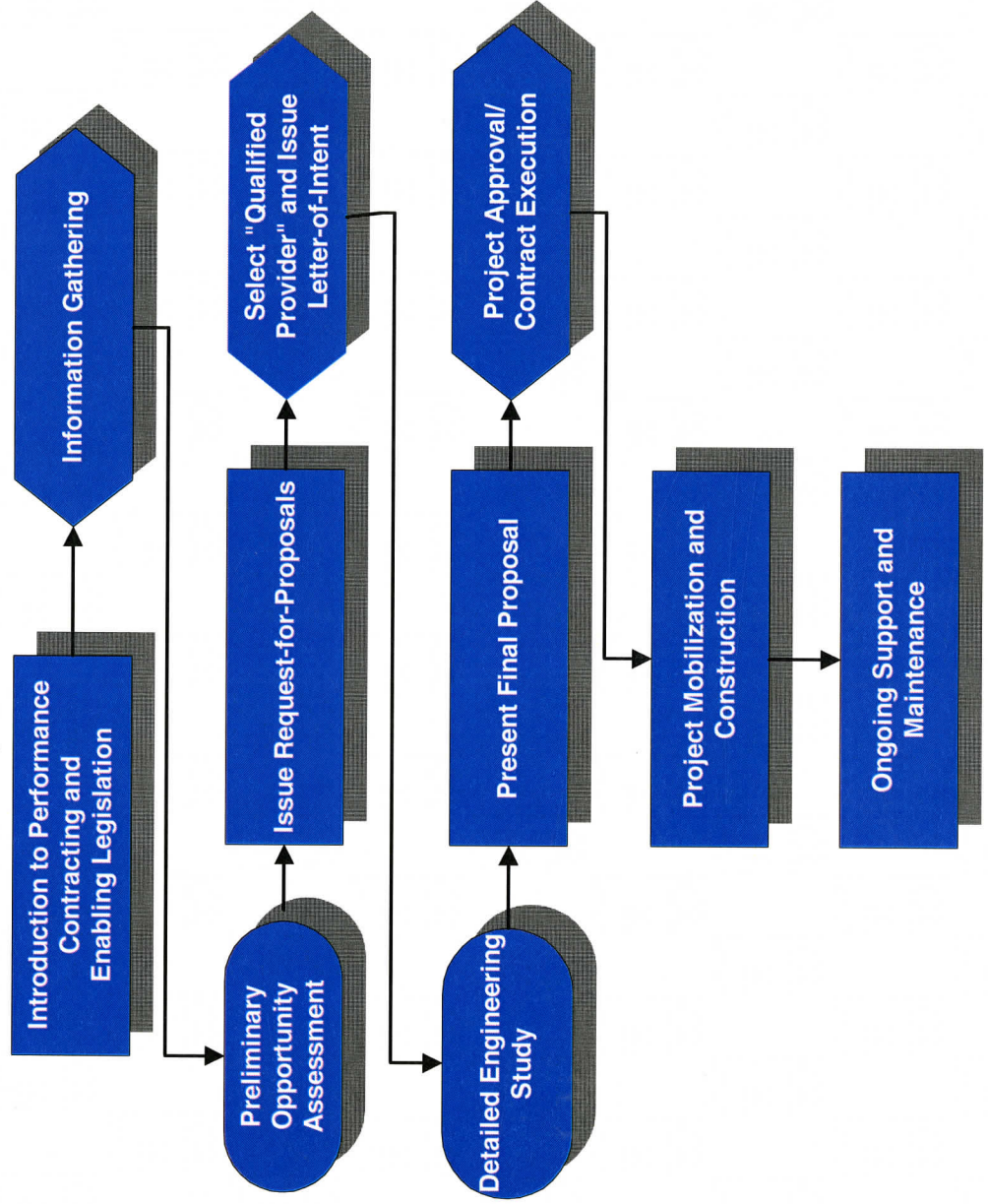
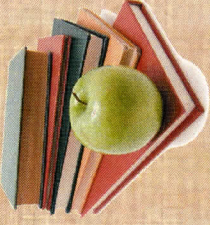


We will pursue any and all available grant opportunities aggressively on your behalf.



TRANE

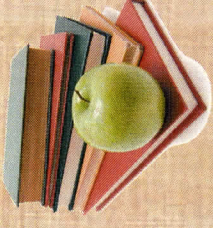
Review Process





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When Should You Consider Performance Contracts?



- **When comprehensive infrastructure improvements are needed/desired**
- **When capital funds are not available or needed for other priorities**
- **When energy and/or operational savings are available**
- **When you desire to reduce/contain escalating operating costs**
- **When you want *long term solutions with NO RISK!***



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Questions or Discussion???

