

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, June 19, 2008 @ 4:30 p.m.
(in the DPL Board Room)

- ✓I. Call to order – Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of May 22, 2008
- III. Communications from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. June meeting held at 4:00p.m. on June 19, 2008
 - ii. Closed session for personnel discussion
 - B. Finance and Properties Committee
 - i. No meeting in June
 - ii. Approval of bills for May 2008
 - iii. YTD budget report
 - C. Rolling Prairie Library System
 - i. René Corcoran
 - D. Friends of the Library
 - i. June 12, 2008, meeting
 - E. Foundation
 - i. No meeting in May, 2008.
- ✓VI: Old Business
 - A. Friends' space
- VII: New Business
 - A. Patron Wireless Use
 - B. Barnwell print
 - C. Draft lease for Glenda Williamson Realty
 - D. Election of officers
 - ✓E. Review of minutes of closed sessions prior to December 1, 2008.
- ✓VIII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter IX: Facilities
- IX: Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
May 22, 2008

I. CALL TO ORDER:

Shirley Moore, vice president, called the meeting to order at 4:35 p.m. Members present: Rene Corcoran, Beth Couter, Gary Davis, Sally Krigbaum, Nicholette Rademacher, and Darryl Barbee. Eugene King, president, arrived at 4:40. Carol Craig was absent. Administrative staff present: Lee Ann Fisher and Karen Bjorkman. Others present: Nancy Rostek and Mike Deatherage.

II. AGENDA:

Approved as presented.

III. MINUTES:

Motion by Mrs. Rademacher and seconded by Mr. Corcoran to approve the April 17, 2008, minutes as presented. Motion passed on a voice vote - all yes.

IV. COMMUNICATIONS FROM THE PUBLIC:

Friends have requested permission to place an above ground watering system under some of the flower beds that the Master Gardeners maintain around the library grounds.

Motion was made by Mrs. Couter and seconded Mrs. Krigbaum to approve installation of a watering system by the Master Gardeners, provided that it includes a timer. Motion passed on a voice vote – all yes.

V. CITY LIBRARIAN'S REPORT:

In addition to her typed report, Ms. Fisher reported that Technical Services had experienced a small problem with termites swarming in the cataloging area. Maintenance had taken care of the problem and the area would receive further treatment when staff was not present.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Committee did not meet in May.

Finance and Properties Committee:

Check Register for May was presented.

Motion by Mrs. Couter and seconded by Mrs. Rademacher approve the bills for April 2008. Motion carried by a voice vote, with all board members voting yes.

Mrs. Couter reviewed the year-to-date budget report.

Rolling Prairie Library System:

Mr. Corcoran reported that RPLS met on May 22, 2008. They have approved their strategic plan and budget. Their disaster plan has been finished.

Friends of the Decatur Public Library:

Mrs. Krigbaum reported that they have agreed to work with the Boy Scouts in monitoring the library parking lot during the car show. Cars will be charged \$5.00 and trailers will be charged \$10.00. They were wondering if the library would consider closing early on July 10, 2008.

After discussion, the Board agreed that it was too early to make a decision on closing early July 10, 2008.

Foundation:

No meeting in May

VII: OLD BUSINESS:

No old business at this time.

VIII. NEW BUSINESS:

No new business at this time.

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VIII: Public Relations and Marketing

Ms. Fisher reported that the library more than meets the requirements for this standard.

X. ADJOURNMENT:

Motion by Mrs. Rademacher and seconded by Mr. Davis to adjourn the meeting. Motion carried unanimously. Mr. King adjourned the meeting at 5:05 p. m.

Respectfully submitted,

Karen Bjorkman

Assistant City Librarian

CITY LIBRARIAN'S REPORT
June 13, 2008
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Our last Sunday to be open till September 7th, was May 18th. We also held our second annual Patriotic Celebration in Central Park that day. Attendance was good; however I think it would have been better if it had been a little warmer with no wind. The overwhelming comment from the public was do it again next year. The mayor suddenly resigned without appointing our four new board members. We are in a "wait and see" mode, until a new mayor is appointed. Outgoing board members will serve until the new ones are appointed.

FRIENDS: It is time for the annual Friends membership drive, so pay your dues. Bea Fisher is in charge of the big book sale coming up Labor Day weekend at the Civic Center. The Second Saturday sale continues to do well.

PNG: PNG was scheduled to meet for their final session on May 8th, but again no students showed up. This has been a very disappointing year, because of this; we have decided to end our three year partnership with Webster-Cantrell Hall. Students from the school will still be eligible to participate in the program next year, but the program will be open to all area teens. The mentors are meeting in mid-June to begin planning for the fall session. We are fortunate that Todd Hauser from Millikin will continue to be involved.

RPLS: The July Users Group and Governing Board meetings have been canceled. I am serving as the Head of the Personnel Committee for the Governing Board, which evaluates Jo McLain, the LLSAP Manager and Terry Moreland, the Computer Systems Coordinator, both who's salaries are paid by the Users Group, but work at RPLS.

STAFF: Four interviews were conducted for the Assistant Head of Circulation position. Richard Stokes, a part-time Library Clerk I in Circulation, was selected and started June 2nd. Two interviews were conducted for the full-time Library Clerk I position in Circulation left by the resignation of Brenda Dickey, who moved to Tennessee. Lohri Cerny a part-time Library Clerk I in Circulation, was promoted. She will start her new duties June 23. Jennifer Wolf started May 27, as a half-time page in the Circulation Department. We are currently short 1 full-time Library Clerk I and 2 part-time Library Clerk I's in Circulation.

ADMINISTRATION: There were 25,806 people in the building during the month of May an increase of 1.4% from May 07. We received notification that *Picturing America* had been awarded to the Decatur Public Library and we will be receiving the 40 posters in the fall. Karen was appointed to Heritage Behavioral Health Care Board. The meeting rooms were used 108 times, but booked 23 times, earning \$1,200.

ADULT DIVISION: Do to low usage numbers, we have decided to discontinue our involvement with the *AskAway* program. We don't plan to have any programs for summer, unless something really good comes our way. Focus is on the Summer Reading Club, which now includes an adult program to go along with our children's and YA programs. Our 2 programs had 157 attendees, we had 180 people use the online databases this month and patrons logged 149,169 minutes on the internet. Our 11 online book clubs were accessed 22,040 times by 1,102 members. Our Local History Room had 60 guests and 14 of them were from out of town. Selectors ordered 10 carts of books.

BUILDING DIVISION: Water and termites, neither very good for libraries, and we had them both this month. Termites began swarming in TS. When we inspected the area, they had found a weakness in an outside wall. The area was repaired and sealed, then treated both inside and outside for termites. We had water issues this past week (who didn't), one in the library building division area and in the former bagel shop

in the library annex. The area in the library has been repaired and sealed by staff. The library annex problem may be more extensive, and we have called in an outside professional to assist us in evaluating the problem. They will be here next week.

CHILDREN'S DIVISION: June 2nd was the start of the summer reading club with 305 kids signing up. In getting the word out about the SRP, Children's worked with Chris Oyer and LeeAnn Grossman with the school libraries. They helped us get our posters and flyers to all the elementary schools. The district also compiled a suggested summer reading list for PK - 6th grade and featured our contact information in it. We had 375 kids sign up to use the computers; our 20 programs had 284 attendees. There were 9 groups visiting the department with 191 people, and 1 outreach program had 25 attendees.

CIRCULATION DIVISION: Total number of checkouts during the month of May was 41,765 items, down -6% as compared to the 44,189 items checked out in April 2008, and up +3% as compared to 40,284 items checked out in May 2007. There were 6,431 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 3,368 items at other libraries. Of the 3,368 items checked out by our patrons at other libraries, 1,416 of those items were checked out on the bookmobiles. We had 2,248 items were routed into the DPL from other libraries to fill requests for pick-up at the DPL and 4,126 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 May, the combined circulation total is 45,891. We placed 4,756 requests in May, down -4% from April and up +4% from last May. We resolved 6,952 requests and of these, 3,441 items were picked up here at the DPL during the month of May. Overall, request volume is up +15% from last year at this time. There were 214 new accounts opened in May, down -18% from April, and down -20% from May 2007.

EXTENSION DIVISION: We are working more closely with the Park District than we have been able to before, mostly because of contacts made at Education Coalition meetings, so there are stops scheduled to coincide with programs running in the parks, including one at the Scovill Zoo. Which is good because we were not able to schedule stops at schools where summer school is being held as we did last year. We had a few new volunteers join us and we had 21 volunteers donate 164 hours this month.

GATES COMPUTER LAB: The computer lab was rearranged to make viewing of Patron's actions more visible to staff. The laptops are currently using a wireless connection with the WAP located near station B at the Ref. Desk. Our 18 computer classes had 67 attendees, 54 of them Decatur residents. Classes will resume in August. We find that taking a break in the summer helps attendance pick up in the fall and gives staff a break.

SYSTEMS ADMINISTRATION: Most of the month was spent moving and rearranging things, then fixing all the problems that come with it. There were no major breakdown, only minor upgrades and patches to problems installed.

TECHNICAL DIVISION: Karen was on vacation and there is no TS report. It will be added to next months report.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

Bickes, Wilson, Moss & Gibson

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June 9, 2008

VIA HAND DELIVERY

Glenda Williamson Realty
444 East Main Street, Suite 210
Decatur, IL 62523

RE: Lease with Library Board of Trustees

Dear Glenda:

I have a version of the Lease for your review. I am also presenting this version of the Lease to the Library Board of Trustees. The draft is based upon your prior Lease with the Real Estate Investors of Decatur, LLC. The rent remains unchanged. However, the share of the insurance and common area expenses has been changed greatly. Also, the tax provision has been changed greatly. I've attempted to mark the changes from the prior Lease on this Lease. I have provided for base rent in the same amount as you were previously paying. The Real Estate Taxes will actually be paid by you when they come due. The Decatur Assessor and the Macon County Assessor should provide you with some assessment for taxes on your Lease. You will pay those directly. The Decatur Public Library will not receive a tax bill and will not have any obligation to pay Real Estate Taxes. The Assessor will assess the Lease amount directly to you. Obviously, this means there should be a refund of a portion of any amounts paid for Real Estate Taxes.

Similarly, there will not be a charge for insurance as the City and the Decatur Public Library are largely self insured in regard to their property. Therefore, you will not be charged for insurance costs incurred by the Lessor.

Finally, because you are effectively the only Tenant remaining (once the Villa leaves), and it is difficult for the Library to calculate the common area expenses, the Library has set the common area expenses share at \$100.00 per month in this draft. This amount has not been approved by the Board and may be subject to change. However, I will let you know as soon as I have a definite amount.

I am hoping to get this done quickly while we still have the same Board in place. Please review the Lease and get back to me at your earliest convenience. I will also be talking with the

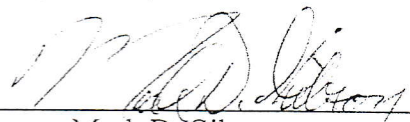
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Library to see if this draft meets their approval. I am sending it to you without their approval in an effort to try to get this done. There could be some changes as a result.

Please call me with questions.

Very truly yours,

Bickes, Wilson, Moss & Gibson

By 
Mark D. Gibson

MDG:amd
CC: Lee Ann Fisher

Bickes, Wilson, Moss & Gibson

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June 9, 2008

VIA HAND DELIVERY

Ms. Lee Ann Fisher
Decatur Public Library
130 North Franklin Street
Decatur, Illinois 62523

RE: Lease with Glenda Williamson

Dear Lee Ann:

Enclosed is a marked up and clean version of the Lease. I've also enclosed a copy of the letter I've sent to Glenda Williamson. I believe that the most controversial terms in this Lease are the real estate tax provisions and the common area expenses. The common area expenses based upon \$100.00 per month came out of a conversation which I previously had with you. In addition, we will need to decide how to best refund overpayments that I understand have likely been made in the amount of approximately \$375.00 per month. This would go back to whenever the Library started collecting rents as the Library has no 2007 tax obligation.

Please review the Lease and get back to me with your concerns, if any. I will be trying to talk with Glenda about how we might get this done so that the Board could approve this Lease or one in substantially similar condition at the board meeting next week.

Very truly yours,

Bickes, Wilson, Moss & Gibson

By 

Mark D. Gibson

MDG:amd
Enclosures

Closed Session: August 17, 2006

General discussion of lease agreement on village mall and the problems with collecting the funds.

What are the library's options and how much is still owed on our bill with the city?

Closed Session: May 24, 2007

Offering space in the village mall to the city for use as part of the plan to improve the police department.

Closed Session: June 21, 2007

Personnel matters.

Board members discussed director's evaluation.

Closed Session August 16, 2007

Board Member: Met with school committee about using space in the library for a gifted center. Board member gave a very general description about why the school was wanting to implement this program and that they also wanted a Family Center for making changes in the family to assist in keeping students in school.

Would allow the family to act as part of program to assist them in becoming better parents. And to address the needs of the family. Would need a fairly large area.

Discussed the initial leases and asked the City Librarian to explain the information that we had discovered by reading the tenant leases. She went over the spreadsheet showing the leases and how far out they go. This appears to be a violation of the original lease the library had with the original lessee. Brinkouter was contacted to obtain the additional information.

Explained what would be discussed at the upcoming meeting with the current tenants. Ed Booth is checking into various aspects of the situation.

The suggestion was made that we be as honest and upfront with the tenants if the library proceeds with the school district.

Board Member: Indicated that several community leaders were in favor of the school using the library campus. Was suggested that there might be people in the community who could help the current tenants find other locations. However, when the school was shown the area on the 2nd floor proper of the library, they were very interested.

More general discussion on what ages of children might be using the area, how many buses and what kind of congestion might this generate.

Board discussed the cultural center and possibly using the Village Mall could be moved and would not need the space on the 2nd floor of the library. Maintenance could be expanded and move extension.

This will not affect grants because we have already specified unused library space. The school is wanting to proceed as soon as possible on their build out. The question before the board is does the library want to make the space on the 2nd floor of the library available to the school.

The school promised that they would have their rent paid on time. There is also the possibility that the library could allow the Friends to use space in the Village Mall that is not currently in use.

Explained the existing tenants that would like to stay and how this would impact the school.

Board Members expressed concern about wanting something from the school indicating their interest and visit with the school about what we could do for them.

Mentioned several members of the school district who would like to have the gifted center in the library.

Discussed the \$900.00 cleaning option and that this was a legal dilemma for the library. Would like to have nice steady tenant or move maintenance over to the Annex and what we could do with various areas of the Village Mall. That the library would still need storage.

Board Member: The library wants that space and the discussion is how to go about it.

Only 2 board members met with the school representatives for the discussion.

What is the cost of the average square foot of rental space in the downtown area. Karen has several calls out and we should get replies back soon.

Poor arrangement in the Mall and the location of the bathrooms and mechanical rooms were a real plus for the school. No blueprints for much of the space, no permits at the city for much of the space. Did locate the old Sears blue prints.

Need some sort of a commitment from the Board. How do we need to proceed? The school is only asking for the empty nova space.

Requested review of dates that leases currently go to. Mr. Booth is investigating further the length of the leases.

Mr. King reminded members that they need to be out of closed session to make a motion or take any action.

Moved and 2nd to come out of closed session at 5:40p.m.

September 20, 2007

Closed Session:

Board member They can not have November & December (Mark and then we are still trying to get them out). That is my only concern. If they have a request they can make a request by stating when they are vacating then we can make that adjustment on an individual basis.

Attorney: They need to send us a notice saying that they are vacating.

Board Member: Yes then we have something to hold them to.

Attorney: But I can send them something that says " We will forgive the last two months of their tenancy if you want to vacate".

Several board members: That sounds very clear.

Board Member: The lady at the beauty shop. And she doesn't want anything else

Attorney: She is leaving and she has found another spot. I told her that I cannot comment. She just wants the 2 months and I could offer nothing else.

Board Member: My other question is about the Bagel shop, what are your feeling, research, she is saying she is filing suit and she has been advised that she has valid lease.

Attorney: She feels it favors her.

Board Member: But I think these inIf you have some issues or concerns we will discuss it and board will decide who to discuss it with.

We don't want any more accusations. I did not get the letter that he said was sent to everyone.

City librarian: We did not deny him a list.

Closed Session: October 18, 2007

Arbitration

Board member was asked to give an overview of arbitration.

Gary spoke about Board decision to change job description. Ed was of opinion that management had to right to manage.

Union position was that the job descriptions were so outrageous and they demanded that they demanded a renegotiation of those job descriptions.

Both attorneys were to file briefs with the arbitrator and she need to review them.

Board asked Lee Ann some questions. She explained that the union did not make the meeting.

No discussion of the village mall.

LEASE AGREEMENT

This Lease Agreement is made effective as of the 1st day of February, 2008, by and between the Decatur Public Library ("Lessor") and Glenda Williamson d/b/a Glenda Williamson Realty ("Lessee").

Terms of the Agreement

1. Leased Premises. Lessor leases to Lessee space in a building located in ~~Madison~~ County, Illinois, ~~having a street address of [redacted]~~. ~~The Leased Premises~~ has a net leasable area of approximately 1918 square feet, ("Gross Square Feet"), out of a building with a leasable area of 17,300 square feet.

Lessor also grants to Lessee the right to use the common parking area adjoining the building (the "Common Parking Area") of which the Leased Premises is a part, subject to the rights granted from time to time by Lessor to other lessees and occupants of Lessor's Premises. Lessor reserves the right to designate parking spaces or areas for Lessee and its employees. Lessee agrees to comply with same. No vehicles may remain on the Common Parking Area overnight.

2. Term. The term of this Lease shall be for two (2) years, commencing the 1st day of February, 2008 (the "commencement date") and expiring on the 31st day of January 2010 unless sooner terminated or extended as hereinafter provided (the "Lease Term"). Lessee may occupy premises sooner and pay pro-rated rent based upon the days of occupancy in the building.

3. Rent. Lessee shall pay base rent in the sum of Twenty Three Thousand Seven Hundred Eighty-Three Dollars and Twenty Cents (\$23,783.20), payable in advance in equal monthly installments of One Thousand Nine Hundred Eighty-One Dollars and Ninety-Three Cents (\$1,981.93), and beginning on the commencement date and on the first day of each month thereafter. Lessee shall pay as additional rent, a share of common area expenses, as is identified in paragraph 15 of this Agreement.

Lessee agrees to pay a late payment charge equal to 10% of all or any part of a payment not paid by the 5th day of the month in which due, and an additional late payment charge of 2% of all or any part of a payment plus the 10% late payment charge thereon which remains past due and unpaid on the last day of any month thereafter. Such late payment charges shall be imposed without further notice and shall be deemed additional rent immediately due. Lessee's installment payments shall first apply to reimbursement of any advances by Lessor of Lessee improvements, then to late fees or other items of additional rent, taxes, insurance and lastly, toward rent.

4. Condition of Leased Premises. Lessee currently occupies the Leased Premises and acknowledges that the Leased Premises are in satisfactory condition

5. Alterations. Lessee shall have no right to modify the building exterior without first obtaining the written consent of Lessor. Lessee's Work shall cause no penetrations of roof or exterior walls without Lessor's prior consent. If Lessee replaces or supplements existing

heating-cooling equipment, Lessee shall install Trane or American Standard heating-cooling equipment, according to the building standard determined by Lessor. Any furnace installed by Lessee shall be a high efficiency type utilizing a PVC exhaust stack. Lessee shall install outside air conditioner condensing units and disconnects only at the locations designated by Lessor.

6. Liens. Within 30 days after any maintenance, repairs, alterations, replacements or other work done to the Leased Premises, Lessee shall furnish Lessor with lien waivers for all contractors and materialmen who have performed any portion of Lessee's Work. Should mechanic's, contractor's materialmen who have performed any portion of Lessee's Work. Should mechanic's, contractor's materialmen's or any other lien be filed against the Leased Premises or the underlying real estate, Lessee shall cause such lien to be canceled within thirty (30) days after receipt of notice of the lien from such claimant or from Lessee, whichever is sooner, or Lessee may be in good faith contest such lien claim by providing Lessor within such thirty (30) day period a bond, title insurance or escrow adequate to protect Lessor, the Leased Premises and the underlying real estate against such lien claim and the costs of contesting the same. If Lessee has not caused such lien to be canceled or provided such bond, title insurance or escrow within such 30-day period, Lessor may, at its election declare a default or may cause the lien to be discharged by paying the amount claimed due, in which event such amount plus 25% thereof, plus Lessor's reasonable attorney's fees, shall become additional rent and be immediately paid to Lessor.

8. Use of Leased Premises. Lessee shall use the Leased Premises solely as retail space for the purpose of engaging in Lessee's business of providing real estate sales and services, and such use shall be in compliance with all applicable laws, ordinances, and governmental regulations and shall not involve any activity which would increase the premiums of or invalidate the policy of any insurance on the Leased Premises.

9. Taxes. Lessee agrees to pay, all real estate taxes attributable to this Lease Agreement, for the period from and after January 1, 2008, during the original Leased Term, and subsequent extensions or renewals of this Lease. Lessee agrees to pay such real estate taxes when due.

10. Insurance. Lessor is generally self-insured but Lessor may keep in force fire and extended coverage insurance and vandalism and malicious mischief insurance on the Leased Premises and the building where the Leased Premises is located to the extent Lessor shall deem appropriate, which Lessor shall pay when due.

Lessee shall carry, at its own cost, fire and extended coverage insurance, and vandalism and malicious mischief insurance on the property of the Lessee placed in or upon the Leased Premises to the extent that Lessee shall deem appropriate.

Each party obtaining insurance shall have their insurer under such policies of insurance waive in writing any and all rights of subrogation that such insurer might otherwise have against the other party to this Lease. Lessee shall pay the cost of such waiver if a charge is made by Lessor's insurer. Each party to this Lease waives any and all rights of recovery against the other

party for losses covered or normally covered by fire and extended coverage insurance, vandalism and malicious mischief insurance.

Lessee at Lessee's own cost and expense shall maintain comprehensive general liability insurance protecting and indemnifying Lessor and Lessee against any and all claims and liabilities for injury or damage to persons property or for the loss of life or of property occurring upon, in or about the Leased Premises, and the public portions of the building caused by or resulting from any act or omission of Lessee, its employees, agents, contractors, customers, guests, licensees and invitees, and naming as of Lessee, its employees, agents, contractors, customers, guests, licensees and invitees, and naming as of Lessee, its employees, agents, contractors, customers, guests, licensees and invitees, and naming as additional insureds, Decatur Public Library, as Lessor, its agents and employees, and as may otherwise be reasonably designated by Lessor from time to time following execution of this Lease; such insurance to afford minimum protection from and after the date of execution of this Lease, of not less than \$1,000,000.00 for personal injury to any one person (including death) and \$2,000,000.00 for personal injuries (including death) to more than one person arising out of any one accident and not less than \$500,000.00 with respect to property damage; and further, the terms of such insurance shall provide that Lessor shall be given at least thirty (30) days advance written notice prior to cancellation, expiration, or other change in such insurance. Lessee shall deliver to Lessor, promptly after this Lease is executed, insurers' certificates evidencing all insurance that Lessee must maintain under this Lease and, within thirty (30) days before any such insurance expires, other certificates evidencing their renewal. Any failure of Lessee to provide certificates of insurance required herein shall not constitute any waiver on the part of Lessor or Lessee's obligation to maintain insurance coverage required under this Lease. Furthermore, Lessor shall have the right to obtain certification of such insurance coverage periodically at its request.

11. Liability of Lessor. Lessee expressly waives any right of recovery against Lessor for damage to Lessee's person or property, except for that caused by the intentional misconduct of Lessor or Lessor's authorized agents and employees within the scope of their agency or employment, or by the negligence of Lessor, Lessor's agents and employees, in operating and maintaining the Leased Premises. In no event shall Lessor be charged with or liable for any consequential damages suffered by Lessee.

12. Indemnification. Lessee agrees to indemnify and hold harmless Lessor, Lessor's agents and employees from and against all liability, injury, loss, cost, damage and expense (including attorney's fees) arising out of any injury to, death of, any person and damage to any property, liens, claims of lien, demands, charges, encumbrances, or litigation arising directly or indirectly out of Lessee's use, occupancy or activities at or upon the Leased Premises, but excepting such liability, injury, loss, costs, damage and expense arising out of negligence of Lessor, Lessor's agents or employees.

13. Utilities. Lessee shall pay for all utilities, including but not limited to electricity, natural gas, water/sewer, garbage removal, telephone and all other utilities consumed by Lessee. In the event that utilities are not separately metered, Lessee shall pay its pro rata share of the utilities based upon Lessee's square footage divided by the total square footage serviced by said meter.

14. Assignment and Lease. Lessee shall not assign this Lease or sublet the Leased Premises to another party without the express written consent of Lessor which may be withheld at discretion of Lessor. The acceptance of any rent by Lessor from any alleged assignee or sublessee shall not constitute consent to an assignment or subletting.

Nothing contained in this Lease Agreement shall restrict Lessor's right to assign this Lease in Lessor's sole discretion, and in the event of such an assignment, the assignee shall be considered the Lessor hereunder for all purposes.

15. Maintenance, Repairs and Pest Control. Lessor shall maintain and repair, as necessary, the roof, exterior walls, foundation, and structural frame of the building of which the Leased Premises is a part. Lessor shall provide services to the common areas, as determined necessary by Lessor, including, but not limited to, snow removal, landscaping and lawn care and otherwise maintain the parking area and grounds. Lessee shall pay \$100.00 per month as and for its pro rata share of estimated common area expenses. Lessee or Lessor shall immediately submit payment as may be required by the reconciliation. Lessor has not had possession of the building in which the Leased Premises is located for a complete year, nor has the building been fully occupied. Lessee understands that Lessor is providing this estimate based upon costs which Lessor anticipates. Lessee shall maintain, repair or replace all portions of the Leased Premises other than those required of Lessor, including, but not limited to the electrical systems, heating and air conditioning systems, sprinkler and plumbing systems, plate glass, and window doors. To prevent damages to the Leased Premises, Lessee agrees to maintain an interior temperature of not less than 60 degrees or more than 80 degrees. Should Lessee fail for five (5) days to perform such maintenance, repairs or replacements as determined by Lessor, Lessor may perform such maintenance, repairs or replacements and the expense of the same shall become additional rent immediately due. Notwithstanding this right of Lessor, Lessee shall be liable for all damages to the Lessor's premises, consequential or otherwise, arising from Lessee's failure to repair or maintain.

Lessor shall have no obligation to provide pest control services for the Leased Premises. Lessee shall be solely responsible to provide and pay for pest control services for Leased Premises.

16. Alterations and Signs. Lessee shall not erect any signs or alter or modify the Leased Premises without first obtaining the written consent of Lessor. All alterations and additions to the Leased Premises (with the exception of trade fixtures) shall, at the option of the Lessor, either remain in whole or in part as determined by Lessor, for the benefit of Lessor, or shall be removed by Lessee in whole or in part as determined by Lessor and damages caused by removal shall be repaired by Lessee at Lessee's expense. Lessee shall not place on any exterior door, wall or window of the Leased Premises, any sign, advertising matter or window decorations without first obtaining Lessor's prior written approval and consent. All signs and signage installation shall be subject to the building standard at the time of installation and Lessor's advance written approval as to size, type, location, graphic style, color and content and further subject to the approval of Lessor following the final installation of such signs and signage. Lessee agrees to maintain such sign, advertising matter or window decoration as

approved by Lessor in good condition and repair and to remove such signage or advertising matter upon demand by Lessor. All signs shall comply with applicable ordinances or other governmental regulations and restrictions, and the determination of, and prompt compliance with, such requirements shall be the responsibility of Lessee.

In re-keying the Leased Premises' interior door locks, Lessee shall not affect the function of the Lessor's master key without having prior written consent of Lessor. Rekeying shall be at Lessee's cost and expense. Lessee shall not have any right to re-key exterior locks.

17. [Intentionally Omitted].

18. Destruction. If the Leased Premises are totally destroyed or so damaged by fire or other casualty not occurring through fault or the Lessee, or those employed by or acting for Lessee, that the Leased Premises cannot be repaired and restored, on the basis of normal working days and hours, within 120 days from the date of destruction or damage, the Lessor shall restore them as speedily as circumstances reasonably permit, including the time necessary and required by the insurance companies to inspect the premises and to make an adjustment with the Lessor. Lessor and Lessor's insurers, agents, servants and contractors may enter upon the Leased Premises for the purposes of evaluation, estimating and inspecting any damage and subsequent restoration work. If the premises are untenable during the time restoration is being done, the rent shall be apportioned and/or suspended which the Lessor is in possession, taking into account the proportioned area of the Leased Premises rendered untenable and the duration of the Lessor's possession. If a dispute arises as to the amount of rent due under this paragraph, the Lessee shall pay the full amount claimed by the Lessor. The Lessee may, however, proceed at law to recover any excess payment.

19. 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 the exception of trade fixtures), broom clean and in good order and condition, ordinary wear and tear excepted. Any damage caused to the Leased Premises by removal of any property shall be promptly repaired by Lessee. Lessee shall remove all property to be removed at the expense of Lessee and Lessee hereby agrees to pay all the costs and expenses thereby incurred. If Lessee holds over after termination, Lessor may at its election choose to treat the holdover as extending this Lease on a month-to-month basis, but otherwise on the same terms, except rental which shall increase 25%; or choose to give written notice to Lessee to immediately vacate and thereafter to assess Lessee 150% 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.

20. Default by Lessee. Lessee is in default if it: (a) fails to pay rent within 10 days of when due; (b) vacates or abandons the Leased Premises; (c) fails to perform or observe any other provision of the Lease; or (d) it files for voluntary bankruptcy, is placed in receivership, or has involuntary bankruptcy proceedings instituted against it by creditors. No notice of a failure to pay rent is required. In the event of a default, other than nonpayment of rent, Lessee shall have fifteen (15) days after written notice by Lessor, specifying the default, to correct the default.

21. Remedies of Lessor. In the event of the failure to pay rent or if the default is not cured within fifteen (15) days of the notice required above, the balance of rent for the entire term of the Lease is immediately due and payable without further notice or demand by Lessor. In addition to accelerating rent, Lessor may, at Lessor's option, elect to: (a) enforce the terms and conditions of this Lease; or (b) terminate this Lease. If Lessor elects to terminate this Lease, Lessor shall have the right to re-enter the Leased premises, with or without process of law, expel Lessee or any other occupant and repossess the Leased Premises. Lessor shall not be required to mitigate Lessor's damages by reletting the Leased Premises. Without limiting Lessor's right to accelerated rent or damages, any re-entry, expulsion or repossession shall not released Lessee from any liability for the payment of rent or other obligations incurred before the termination of this Lease.

22. [Intentionally Omitted].

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

24. Notices. Notices are deemed given when delivered (if delivered by hand) or when postmarked (if mailed). If mailed, notices shall be addressed as set forth below, unless either party has designated a different address by notice to the other party given in accordance herewith, whereupon the new address specified in such notice shall be the address of such party for all purposes herein, until further changed:

Lessor: Decatur Public Library
Attn: City Librarian
130 N. Franklin Street
Decatur, Illinois 62523

Lessee: Glenda Williamson Realty
Attn: Glenda Williamson
444 E. Main Street, Suite 210
Decatur, IL 62523

25. Governing Law/Construction. This Lease Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Lessor and Lessee acknowledge and agree that each has mutually contributed or agreed to all provisions of this Agreement, and that no provision of this Lease Agreement shall be construed against nor interpreted to the advantage or disadvantage of a party by reason of such party having or being deemed to have drafted, structured or dictated such provision.

26. Binding Effect. This Lease Agreement shall be binding upon the parties and their successors and assigns.

27. Relationship of Parties. The relationship of the parties shall at all times be regarded as that of landlord and tenant and not that of principal and agent, partnership, joint venture, or any other relationship.,

28. Authority. Each signator to this Lease Agreement warrants and represents that such signator is duly authorized to execute this Lease Agreement on behalf of the party for whom the Lease Agreement is signed.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement as of the day and year first above written.

LESSOR:

DECATUR PUBLIC LIBRARY

By _____

Its _____

LESSEE:

GLENDA WILLIAMSON REALTY

By _____

Glenda Williamson

CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 5/1/2008 TO 5/31/2008

DATE: 6/2/2008
 TIME: 9:38:43AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
39196	5/6/2008	2-D MARKETING & COMMUNICATIONS	528.75	APR/MAY NEWSLETTER	35593512 - 428000	PROFESSIONAL SERVICES
39199	5/6/2008	AMERENIP	15.28	#44653-48020 ACCT	35593512 - 423100	ELECTRICITY
39199	5/6/2008	AMERENIP	31.11	#85268-39012 ACCT	35593512 - 423100	ELECTRICITY
39199	5/6/2008	AMERENIP	1,156.45	#05795-67017 ACCT	35593512 - 423100	ELECTRICITY
39199	5/6/2008	AMERENIP	916.18		35593532 - 423100	ELECTRICITY
39200	5/6/2008	AMERENIP	2,445.66	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
39200	5/6/2008	AMERENIP	164.11		35593512 - 423200	NATURAL GAS
39204	5/6/2008	ARAMARK UNIFORM SERVICES, INC.	165.91	CLEAN MATS-SERV TO BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
39207	5/6/2008	AT & T	98.35	#217 Z07-5232 228 5 ACCT	35593512 - 423300	TELEPHONE
39207	5/6/2008	AT & T	111.68	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
39207	5/6/2008	AT & T	126.95	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
39207	5/6/2008	AT & T	923.66	#217 R26-4043 285 4 ACCT	35593512 - 423300	TELEPHONE
39215	5/6/2008	BIBBY, SCOTT	250.00	DPL-SEC-0424,050108	35593512 - 428000	PROFESSIONAL SERVICES
39225	5/6/2008	CDW	15.98	COMPUTER HARDWARE/SOFTWARE	35593512 - 424500	POSTAGE
39225	5/6/2008	CDW	135.65		35593512 - 424700	COMPUTER SOFTWARE
39225	5/6/2008	CDW	519.53		35593512 - 449900	SMALL CAPITAL ITEMS
39230	5/6/2008	COMMERCIAL MAIL SERVICES	143.09	MO PRESORT-BAR CODING/DELIVERY	35593512 - 424500	POSTAGE
39245	5/6/2008	DELL INC.	869.00	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
39246	5/6/2008	DEMCO INC	685.03	OFC SUPP-ASSTD	35593512 - 434500	OFFICE SUPPLIES
39250	5/6/2008	DUNKER ELECTRIC SUPPLY, INC	65.60	FUSES/PLIERS-BLDG SUPP	35593512 - 421000	SERVICE TO MAINT BUILDING
39258	5/6/2008	FORDHAM EQUIPMENT	73.27	ASSTD JACKETS/FLATS-OFC SUPP	35593512 - 424500	POSTAGE
39258	5/6/2008	FORDHAM EQUIPMENT	554.85		35593512 - 434500	OFFICE SUPPLIES
39268	5/6/2008	HASTINGS, SCOTT A.	350.00	DPL-SFC-0423,043008	35593512 - 428000	PROFESSIONAL SERVICES
39269	5/6/2008	HAWKINS, MICHAEL	275.00	DPL-SFC-0421,042808	35593512 - 428000	PROFESSIONAL SERVICES
39272	5/6/2008	HERMANN, JAMIE	275.00	DPL-SFC-0422,042908	35593512 - 428000	PROFESSIONAL SERVICES
39291	5/6/2008	MASON, CHARLENE	28.00	PROF-SERV-IL CHRGS-MATL RET'D	35593512 - 428000	PROFESSIONAL SERVICES
39294	5/6/2008	MENARDS	21.96	BLDG SUPP	35593512 - 431200	JANITORIAL SUPPLIES
39294	5/6/2008	MENARDS	11.59		35593512 - 432000	MATERIALS - BUILDINGS
39294	5/6/2008	MENARDS	58.80		35593512 - 432000	MATERIALS - BUILDINGS
39301	5/6/2008	NCI BUSINESS SYSTEMS	39.50	DUPLICATOR-SAVIN 3160	35593512 - 421300	SERV-OFFICE EQUIPMENT
39317	5/6/2008	SAM'S CLUB	232.98	DVD/VHS COMBO PLAYER/SUIPP	35593512 - 434500	OFFICE SUPPLIES
39317	5/6/2008	SAM'S CLUB	79.57		35593512 - 449900	SMALL CAPITAL ITEMS
39322	5/6/2008	SENTINEL PEST CONTROL CO	30.00	EXTERMINATING	35593512 - 421000	SERVICE TO MAINT BUILDING
39325	5/6/2008	SHOW SHOP	70.00	POWERWASH VEHICLE	35593512 - 421200	SERV - AUTO EQUIPMENT
39329	5/6/2008	SPHERION CORPORATION	133.75	JONES, ANDREW-041308	35593512 - 427100	TEMP AGENCY SERVICES
39329	5/6/2008	SPHERION CORPORATION	186.08	JONES, ANDREW-042008	35593512 - 427100	TEMP AGENCY SERVICES
39330	5/6/2008	SPRINGFIELD ELECTRIC	5.48	SHIPPING	35593512 - 424500	POSTAGE
39330	5/6/2008	SPRINGFIELD ELECTRIC	9.02	BLDG SUPP-ASSTD	35593512 - 432000	MATERIALS - BUILDINGS
39330	5/6/2008	SPRINGFIELD ELECTRIC	20.87		35593512 - 432000	MATERIALS - BUILDINGS
39331	5/6/2008	STENER, JENNIFER	35.00	PROF-SERV-IL CHRGS-MATL RET'D	35593512 - 428000	PROFESSIONAL SERVICES

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2008 TO 5/31/2008**

DATE: 6/2/2008
TIME: 9:38:43AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
39353	5/6/2008	WATTS COPY SYSTEMS	352.00	COPY MACH-ADM/CIRC DEPTS	35593512 - 421300	SERV-OFFICE EQUIPMENT
39394	5/12/2008	CONSTELLATION NEW ENERGY, INC	9,001.34	#0734699377 ACCT	35593512 - 423100	ELECTRICITY
39480	5/12/2008	ONYX WASTE	347.76	GARBAGE-SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
39514	5/12/2008	TREAS-BJFET MAINTENANCE	1,261.45	DPL FUHL USAGH-APR'08	35593512 - 431000	GASOLINE
39638	5/20/2008	MCFEOD USA	38.64	ACCT#3292627	35593512 - 423300	TELEPHONE
39638	5/20/2008	MCFEOD USA	92.36	ACCT# 3318933	35593512 - 423300	TELEPHONE
39695	5/20/2008	TREAS-GENERAL FUND	1,173.49	APR'08 POSTAGE	35593512 - 424500	POSTAGE
39698	5/20/2008	TREAS-PETTY CASH	10.00	DPL PETTY CASH	35593512 - 424100	CONFERENCES & TRAVEL
39698	5/20/2008	TREAS-PETTY CASH	12.95		35593512 - 424500	POSTAGE
39698	5/20/2008	TREAS-PETTY CASH	3.65		35593512 - 428000	PROFESSIONAL SERVICES
39698	5/20/2008	TREAS-PETTY CASH	16.22		35593512 - 431200	JANITORIAL SUPPLIES
39698	5/20/2008	TREAS-PETTY CASH	4.19		35593512 - 434500	OFFICE SUPPLIES
39698	5/20/2008	TREAS-PETTY CASH	6.76		35593512 - 434500	OFFICE SUPPLIES
39698	5/20/2008	TREAS-PETTY CASH	10.09		35593512 - 434500	OFFICE SUPPLIES
39698	5/20/2008	TREAS-PETTY CASH	24.99		35593512 - 434500	OFFICE SUPPLIES
39726	5/27/2008	ARAMARK UNIFORM SERVICES, INC.	165.91	CLEAN MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
39730	5/27/2008	BAKER & TAYLOR CO	4.09	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	7.53		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	9.21		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	9.22		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	11.67		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	11.96		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	12.29		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	13.43		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	13.45		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.01		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.03		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.04		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.11		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.60		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	14.63		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	15.18		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	15.20		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	15.21		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	16.10		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	16.35		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	16.94		35593515 - 458000	BOOKS & PERIODICALS

C I T Y O F D E C A T U R
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2008 TO 5/31/2008

DATE: 6/2/2008
 TIME: 9:38:43AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
39730	5/27/2008	BAKER & TAYLOR CO	18.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	18.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	20.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	21.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	26.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	26.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	27.47	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	28.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	29.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	29.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	30.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	30.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	30.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	31.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	35.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	39.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	40.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	41.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	42.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	43.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	44.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	48.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	48.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	51.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	56.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	57.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	57.26	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	59.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	71.29	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	73.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	80.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	81.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	83.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	88.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	88.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	125.27	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	158.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	162.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	175.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	199.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	215.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 5/1/2008 TO 5/31/2008

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
39730	5/27/2008	BAKER & TAYLOR CO	217.64	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	226.20		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	229.56		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	244.87		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	255.74		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	259.22		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	303.01		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	324.51		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	350.32		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	352.17		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	353.86		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	356.16		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	482.84		35593515 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	700.40		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	42.56		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	42.60		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	44.09		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	66.03		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	66.10		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	103.24		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	130.02		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	317.25		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	339.65		35593515 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	406.21		35593515 - 458000	BOOKS & PERIODICALS
39736	5/27/2008	BIBBY, SCOTT	250.00	SECURITY	35593512 - 428000	PROFESSIONAL SERVICES
39740	5/27/2008	BOB & RON'S REPAIR SERVICE	173.40	ADJ LIFT DOOR, LOCK, RESEAL	35593512 - 421200	SERV - AUTO EQUIPMENT
39742	5/27/2008	BOOK LINKS	39.95	BOOKS	35593515 - 458843	MAG/PAPERS MAIN JUVENILE
39743	5/27/2008	BOOK WHOLESALERS, INC.	9.17		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	9.80		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	10.29		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	18.15		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	19.38		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	34.23		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	41.97		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	67.38		35593515 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	69.11		35593515 - 458000	BOOKS & PERIODICALS
39744	5/27/2008	BOOTH, EDWARD	3,555.00	LEGAL SRVCS APRIL 2008	35593512 - 428000	PROFESSIONAL SERVICES
39751	5/27/2008	BUSEY BANK	40.00	SAFE DEPOSIT/30001511	35593512 - 428000	PROFESSIONAL SERVICES
39767	5/27/2008	DECATUR AWARDS AND SCREEN PRINTING	240.00	4 PIC'S INGRAVED	35593512 - 434500	OFFICE SUPPLIES
39784	5/27/2008	EZ LAWN CARE	162.50	MOW/TRIM	35593512 - 421000	SERVICE TO MAINT BUILDING
39792	5/27/2008	GALE GROUP, INC.	24.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2008 TO 5/31/2008

DATE: 6/2/2008
 TIME: 9:38:43AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
39793	5/27/2008	GARRATT CALLAHAN	1,250.00	APR,MAY,JUN MAT'L S	35593512 - 432000	MATERIALS - BUILDINGS
39802	5/27/2008	HASTINGS, SCOTT A.	525.00	SECURITY	35593512 - 428000	PROFESSIONAL SERVICES
39803	5/27/2008	HAWKINS, MICHAEL	275.00		35593512 - 428000	PROFESSIONAL SERVICES
39805	5/27/2008	HEART TECHNOLOGIES INC	16.36	AGREE#003-0428793-001	35593512 - 423300	TELEPHONE
39805	5/27/2008	HEART TECHNOLOGIES INC	1,376.98	AGREE#007-0428793-000	35593512 - 423300	TELEPHONE
39807	5/27/2008	HERALD & REVIEW	91.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39808	5/27/2008	HERMANN, JAMES	125.00	SECURITY	35593512 - 428000	PROFESSIONAL SERVICES
39811	5/27/2008	HUNZEKER SERVICE AGENCY	320.00	MAT'L/LABR REPR A/C	35593512 - 421000	SERVICE TO MAINT BUILDING
39811	5/27/2008	HUNZEKER SERVICE AGENCY	11.40		35593512 - 432000	MATERIALS - BUILDINGS
39816	5/27/2008	JAN MASTER, INC.	46.26	CUST# 0304410	35593512 - 431200	JANITORIAL SUPPLIES
39816	5/27/2008	JAN MASTER, INC.	110.87	CUST#0304410	35593512 - 431200	JANITORIAL SUPPLIES
39824	5/27/2008	MARSHALL CAVENDISH CORP.	19.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
39830	5/27/2008	MENARDS	50.41	ACCT# 30600276	35593512 - 432000	MATERIALS - BUILDINGS
39830	5/27/2008	MENARDS	89.09		35593512 - 432000	MATERIALS - BUILDINGS
39833	5/27/2008	MICROTEK	1,142.00	YRLY AGRMT/6/16/08-6/15/09	35593512 - 421300	SERV-OFFICE EQUIPMENT
39838	5/27/2008	MILLIKIN UNIVERSITY	100.00	PROF SERVICES-10 HOURS	35593512 - 428000	PROFESSIONAL SERVICES
39865	5/27/2008	REXX BATTERY	39.90	ACCT#DECAT49	35593512 - 433700	MATERIAL - AUTO EQUIP
39869	5/27/2008	ROLLING PRAIRIE LIBRARY SYSTEM	173.72	3 PART FORMS	35593512 - 434500	OFFICE SUPPLIES
39879	5/27/2008	SPHERION CORPORATION	197.71	JONES, ANDREW	35593512 - 427100	TEMP AGENCY SERVICES
39879	5/27/2008	SPHERION CORPORATION	209.34		35593512 - 427100	TEMP AGENCY SERVICES
39886	5/27/2008	TOMMY HOUSE TIRE	27.00	MAT'L/LABR TIRES FOR TRUCK	35593512 - 421200	SERV - AUTO EQUIPMENT
39886	5/27/2008	TOMMY HOUSE TIRE	281.68		35593512 - 433700	MATERIAL - AUTO EQUIP
39891	5/27/2008	TREAS-GENERAL FUND	100.00	MAY'08 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
39892	5/27/2008	TREAS-MIS OPERATING	1,656.42	MAY'08 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
39896	5/27/2008	TREAS-SELF INSURANCE FUND	221.83	MAY'08 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
39896	5/27/2008	TREAS-SELF INSURANCE FUND	102.58		35593512 - 442000	BOILER INSURANCE
39896	5/27/2008	TREAS-SELF INSURANCE FUND	2,228.50		35593512 - 442100	PROPERTY INSURANCE
39896	5/27/2008	TREAS-SELF INSURANCE FUND	745.17		35593512 - 442300	GENERAL LIABILITY INS
39902	5/27/2008	UNIQUE MANAGEMENT SERVICES	545.95	COLLECTION SERV/APR 08	35593512 - 428000	PROFESSIONAL SERVICES
39906	5/27/2008	VERIZON WIRELESS	206.63	#980380645-00001 ACCT	35593512 - 423300	TELEPHONE
39907	5/27/2008	W W GRAINGER, INC.	63.72	ACCT# 802792473	35593512 - 432000	MATERIALS - BUILDINGS
39932	5/30/2008	AMERENIP	2,813.96	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
39932	5/30/2008	AMERENIP	164.92		35593512 - 423200	NATURAL GAS
40004	5/30/2008	OFFICE DEPOT	12.48	FEL 85336 CD album	35593512 - 434500	OFFICE SUPPLIES
40004	5/30/2008	OFFICE DEPOT	41.62		35593512 - 434500	OFFICE SUPPLIES
40004	5/30/2008	OFFICE DEPOT	133.51	TONER	35593512 - 434500	OFFICE SUPPLIES
40004	5/30/2008	OFFICE DEPOT	412.45		35593512 - 434500	OFFICE SUPPLIES
40016	5/30/2008	SPECIALTY COMPUTER RIBBONS	174.75		35593512 - 434500	OFFICE SUPPLIES
40029	5/30/2008	TREAS-GENERAL FUND	100.00	JUN'08 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
40030	5/30/2008	TREAS-MIS OPERATING	1,656.42	JUN'08 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
40032	5/30/2008	TREAS-SELF INSURANCE FUND	221.83	JUN-08 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2008 TO 5/31/2008

DATE: 6/2/2008
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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
40032	5/30/2008	TREAS-SELF INSURANCE FUND	102.58	JUN-08 TRANSF TO SELF INS FD	35593512 - 442000	BOILER INSURANCE
40032	5/30/2008	TREAS-SELF INSURANCE FUND	2,228.50		35593512 - 442100	PROPERTY INSURANCE
40032	5/30/2008	TREAS-SELF INSURANCE FUND	745.17		35593512 - 442300	GENERAL LIABILITY INS
35 LIBRARY FUND Total			59,475.80			
59 LIBRARY TRUST FUNDS						
39730	5/27/2008	BAKER & TAYLOR CO	15.37	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	24.59		59595912 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	16.47		59595942 - 458000	BOOKS & PERIODICALS
39730	5/27/2008	BAKER & TAYLOR CO	24.95		59595942 - 458000	BOOKS & PERIODICALS
39731	5/27/2008	BAKER & TAYLOR ENTERTAINMENT	1.00	TO CORR CK#39033	59595942 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	21.58	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	27.38		59595912 - 458000	BOOKS & PERIODICALS
39743	5/27/2008	BOOK WHOLESALERS, INC.	47.13		59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			178.47			

WARRANT TOTAL: **59,654.27**

DECATUR PUBLIC LIBRARY
City of Decatur

FOR 2009 01

YEAR-TO-DATE BUDGET REPORT
REVENUE EXPENSE SUMMARY MAY 2008

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE	AVAILABLE MBR/BUDGET	PCT USED
35 LIBRARY FUND							
3559350 LIBRARY FUND							
3559350 300000 BEGINNING FUND BALANCE	\$ (356,000.00)	\$ (356,000.00)	\$ -	\$ -	\$ -	\$ (356,000.00)	0 %
3559350 301103 REAL ESTATE TAXES	\$ (3,501,621.00)	\$ (3,501,621.00)	\$ -	\$ -	\$ -	\$ (3,501,621.00)	0 %
3559350 302104 STATE REPLACEMENT TAX	\$ (343,000.00)	\$ (343,000.00)	\$ (66,661.10)	\$ (66,661.10)	\$ -	\$ (276,338.90)	19.4 %
3559350 302107 STATE GRANTS OR OTHER	\$ (115,000.00)	\$ (115,000.00)	\$ -	\$ -	\$ -	\$ (115,000.00)	0 %
3559350 305509 FINES AND FEES	\$ (63,000.00)	\$ (63,000.00)	\$ (2,442.93)	\$ (2,442.93)	\$ -	\$ (60,557.07)	3.9 %
3559350 305510 NON-RESIDENTIAL FEES	\$ (650.00)	\$ (650.00)	\$ (87.23)	\$ (87.23)	\$ -	\$ (562.77)	13.4 %
3559350 305511 LOST OR DAMAGED BOOKS	\$ (11,000.00)	\$ (11,000.00)	\$ (383.05)	\$ (383.05)	\$ -	\$ (10,616.95)	3.5 %
3559350 305514 COPIES AND MISCELLANEOUS	\$ (15,000.00)	\$ (15,000.00)	\$ (892.94)	\$ (892.94)	\$ -	\$ (14,107.06)	6 %
3559350 305515 MEETING ROOM FEES	\$ (10,000.00)	\$ (10,000.00)	\$ (420.00)	\$ (420.00)	\$ -	\$ (9,580.00)	4.2 %
3559350 307101 INVESTMENT INCOME	\$ (45,000.00)	\$ (45,000.00)	\$ -	\$ -	\$ -	\$ (45,000.00)	0 %
3559350 308846 LEASE OF LIBRARY PROPERTY	\$ (30,000.00)	\$ (30,000.00)	\$ (3,442.43)	\$ (3,442.43)	\$ -	\$ (26,557.57)	11.5 %
TOTAL LIBRARY FUND	\$ (4,490,271.00)	\$ (4,490,271.00)	\$ (74,329.68)	\$ (74,329.68)	\$ -	\$ (4,415,941.32)	1.7 %
35593511 DPL - PERSONNEL SERVICES							
35593511 409000 SALARIES	\$ 2,209,024.00	\$ 2,209,024.00	\$ 246,713.13	\$ 246,713.13	\$ -	\$ 1,962,310.87	11.2 %
35593511 410100 OVERTIME	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00	0 %
35593511 410200 TEMPORARY SALARIES	\$ 2,500.00	\$ 2,500.00	\$ 129.17	\$ 129.17	\$ -	\$ 2,370.83	5.2 %
35593511 410400 IMRF/SOCIAL SECURITY PAYMI	\$ 374,772.00	\$ 374,772.00	\$ 38,559.27	\$ 38,559.27	\$ -	\$ 336,212.73	10.3 %
35593511 411100 LIFE INSURANCE	\$ 3,250.00	\$ 3,250.00	\$ 398.28	\$ 398.28	\$ -	\$ 2,851.72	12.3 %
35593511 411200 MEDICAL INSURANCE	\$ 370,000.00	\$ 370,000.00	\$ 42,592.44	\$ 42,592.44	\$ -	\$ 327,407.56	11.5 %
35593511 411400 WORKERS' COMPENSATION	\$ 31,464.00	\$ 31,464.00	\$ 3,597.34	\$ 3,597.34	\$ -	\$ 27,866.66	11.4 %
35593511 411500 SERVICE RECOGNITION	\$ 20,000.00	\$ 20,000.00	\$ 3,987.26	\$ 3,987.26	\$ -	\$ 16,012.74	19.9 %
TOTAL DPL - PERSONNEL SERVICES	\$ 3,014,510.00	\$ 3,014,510.00	\$ 335,976.89	\$ 335,976.89	\$ -	\$ 2,678,533.11	11.1 %

DECATUR PUBLIC LIBRARY

City of Decatur

YEAR-TO-DATE BUDGET REPORT

REVENUE EXPENSE SUMMARY MAY 2008

Page 2

LIBRARY FUND	OPERATING EXPENSES	REVENUE	EXPENSE	BUDGET	ACTUAL	DIFFERENCE	PERCENT
35	LIBRARY FUND						
35593512	DPL - OPERATING EXPENSES						
35593512	420100 ADVERTISING	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	0 %
35593512	420200 PRINTING AND BINDING	\$ 8,900.00	\$ 8,900.00	\$ -	\$ -	\$ -	0 %
35593512	421000 SERVICE TO MAINT BUILDINGS	\$ 35,000.00	\$ 35,472.00	\$ 1,257.68	\$ 1,257.68	\$ 478.20	4.9 %
35593512	421100 SERV TO MAINT IMPROVEMEN	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	0 %
35593512	421200 SERV - AUTO EQUIPMENT	\$ 5,000.00	\$ 5,000.00	\$ 270.40	\$ 270.40	\$ -	5.4 %
35593512	421300 SERV-OFFICE EQUIPMENT	\$ 22,000.00	\$ 22,000.00	\$ 1,533.50	\$ 1,533.50	\$ -	7 %
35593512	423000 MIS SERVICES	\$ 19,877.00	\$ 19,877.00	\$ 1,656.42	\$ 1,656.42	\$ -	8.3 %
35593512	423100 ELECTRICITY	\$ 150,000.00	\$ 150,000.00	\$ 12,649.84	\$ 12,649.84	\$ -	8.4 %
35593512	423200 NATURAL GAS	\$ 20,000.00	\$ 20,000.00	\$ 164.11	\$ 164.11	\$ -	0.8 %
35593512	423300 TELEPHONE	\$ 30,000.00	\$ 30,000.00	\$ 2,991.61	\$ 2,991.61	\$ -	10 %
35593512	423400 WATER	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	0 %
35593512	423901 BANKING SERVICE CHARGES	\$ 150.00	\$ 150.00	\$ 16.97	\$ 16.97	\$ -	11.3 %
35593512	424000 TRAINING SCHOOL EXPENSES	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ -	0 %
35593512	424100 CONFERENCES & TRAVEL	\$ 7,250.00	\$ 7,250.00	\$ 10.00	\$ 10.00	\$ -	0.1 %
35593512	424500 POSTAGE	\$ 17,500.00	\$ 17,500.00	\$ 1,424.26	\$ 1,424.26	\$ -	8.1 %
35593512	424700 COMPUTER SOFTWARE	\$ 20,000.00	\$ 20,000.00	\$ 135.65	\$ 135.65	\$ -	0.7 %
35593512	426500 MEDICAL EXPENSES	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	0 %
35593512	427100 TEMP AGENCY SERVICES	\$ 1,000.00	\$ 1,000.00	\$ 936.22	\$ 936.22	\$ -	93.6 %
35593512	427200 TUITION REIMBURSEMENT	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	0 %
35593512	427300 TRAVEL INTERVIEW EXP	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	0 %
35593512	428000 PROFESSIONAL SERVICES	\$ 60,000.00	\$ 60,000.00	\$ 7,161.35	\$ 7,161.35	\$ 3,300.00	17.4 %
35593512	428400 MEMBERSHIP FEES	\$ 31,000.00	\$ 31,000.00	\$ -	\$ -	\$ -	0 %
35593512	428900 RENTAL - EQUIPMENT	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	0 %
35593512	431000 GASOLINE	\$ 9,000.00	\$ 9,000.00	\$ 1,261.45	\$ 1,261.45	\$ -	14 %
35593512	431200 JANITORIAL SUPPLIES	\$ 9,000.00	\$ 9,000.00	\$ 420.16	\$ 420.16	\$ -	4.7 %
35593512	432000 MATERIALS - BUILDINGS	\$ 20,000.00	\$ 20,000.00	\$ 1,564.90	\$ 1,564.90	\$ -	7.8 %
35593512	433700 MATERIAL - AUTO EQUIP	\$ 5,000.00	\$ 5,000.00	\$ 321.58	\$ 321.58	\$ -	6.4 %
35593512	434500 OFFICE SUPPLIES	\$ 36,500.00	\$ 36,500.00	\$ 2,207.81	\$ 2,207.81	\$ 1,403.65	9.9 %
35593512	435700 EMPLOYEE RECOG SUPPLIES	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	0 %
35593512	441500 TRANSFER TO GENERAL FID	\$ 1,200.00	\$ 1,200.00	\$ 100.00	\$ 100.00	\$ -	8.3 %
35593512	441800 MOTOR VEHICLE INSURANCE	\$ 2,662.00	\$ 2,662.00	\$ 221.83	\$ 221.83	\$ -	8.3 %
35593512	442000 BOILER INSURANCE	\$ 1,231.00	\$ 1,231.00	\$ 102.58	\$ 102.58	\$ -	8.3 %
35593512	442100 PROPERTY INSURANCE	\$ 26,742.00	\$ 26,742.00	\$ 2,228.50	\$ 2,228.50	\$ -	8.3 %
35593512	442300 GENERAL LIABILITY INS	\$ 8,942.00	\$ 8,942.00	\$ 745.17	\$ 745.17	\$ -	8.3 %
35593512	442600 COLLISION DEDUCTIBLE	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	0 %
35593512	449900 SMALL CAPITAL ITEMS	\$ 10,000.00	\$ 10,000.00	\$ 1,468.10	\$ 1,468.10	\$ -	14.7 %
	TOTAL DPL - OPERATING EXPENSES	\$ 567,854.00	\$ 568,326.00	\$ 40,850.09	\$ 40,850.09	\$ 5,181.85	8.1 %

**DECATUR PUBLIC LIBRARY
City of Decatur
YEAR-TO-DATE BUDGET REPORT
REVENUE EXPENSE SUMMARY MAY 2008**

35 LIBRARY FUND											
35593515 DPL - OPERATING EXPENSES											

35593515 458000 BOOKS & PERIODICALS	\$	465,977.00	\$	9,726.50	\$	9,726.50	\$	-	\$	456,250.50	2.1 %
35593515 458843 MAG/PAPERS MAIN JUVENILE	\$	-	\$	39.95	\$	39.95	\$	-	\$	(39.95)	100 % *
TOTAL DPL - OPERATING EXPENSES	\$	465,977.00	\$	9,766.45	\$	9,766.45	\$	-	\$	456,210.55	2.1 %
35 LIBRARY FUND											
35593522 DPL LEASE- OP EXPENSES											

35593522 440900 PRINCIPAL PAYMENTS	\$	21,875.00	\$	-	\$	-	\$	-	\$	21,875.00	0 %
35593522 441000 INTEREST PAYMENTS	\$	1,094.00	\$	-	\$	-	\$	-	\$	1,094.00	0 %
TOTAL DPL LEASE- OP EXPENSES	\$	22,969.00	\$	-	\$	-	\$	-	\$	22,969.00	0 %
35 LIBRARY FUND											
35593532 VILLAGE MALL-OP EXPENSES											

35593532 421000 SERVICE TO MAINT BUILDINGS	\$	5,000.00	\$	-	\$	-	\$	-	\$	5,000.00	0 %
35593532 423100 ELECTRICITY	\$	15,000.00	\$	916.18	\$	916.18	\$	-	\$	14,083.82	6.1 %
35593532 429900 CONTRACTUAL SERVICES	\$	10,000.00	\$	-	\$	-	\$	-	\$	10,000.00	0 %
TOTAL VILLAGE MALL-OP EXPENSES	\$	30,000.00	\$	916.18	\$	916.18	\$	-	\$	29,083.82	3.1 %
TOTAL LIBRARY FUND	\$	(388,961.00)	\$	313,179.93	\$	313,179.93	\$	5,181.85	\$	(706,850.82)	-81.9 %
TOTAL REVENUES	\$	(4,490,271.00)	\$	(74,329.68)	\$	(74,329.68)	\$	-	\$	(4,415,941.32)	
TOTAL EXPENSES	\$	4,101,310.00	\$	387,509.61	\$	387,509.61	\$	5,181.85	\$	3,709,090.50	
GRAND TOTAL	\$	(388,961.00)	\$	313,179.93	\$	313,179.93	\$	5,181.85	\$	(706,850.82)	-81.9 %

DECATUR PUBLIC LIBRARY
City of Decatur
YEAR-TO-DATE BUDGET REPORT
REVENUE EXPENSE SUMMARY MAY 2008

FOR 2009 01

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE	AVAILABLE BUDGET	PCT USED
59 LIBRARY TRUST FUNDS							
5959590 DPL TRUST FUND REVENUES							

5959590 300590 BEG FUND BAL- CANTONI	\$ (88,000.00)	\$ (88,000.00)	-	\$ -	-	\$ (88,000.00)	0 % *
5959590 300591 BEG FUND BAL- MEYERS	\$ (290,000.00)	\$ (290,000.00)	-	\$ -	-	\$ (290,000.00)	0 % *
5959590 300592 BEG FUND BAL - BRIDGES	\$ (1,000.00)	\$ (1,000.00)	-	\$ -	-	\$ (1,000.00)	0 % *
5959590 300593 BEG FUND BAL - DONATIONS	\$ (4,000.00)	\$ (4,000.00)	-	\$ -	-	\$ (4,000.00)	0 % *
5959590 307103 INTEREST INC - CANTONI	\$ (3,000.00)	\$ (3,000.00)	-	\$ -	-	\$ (3,000.00)	0 % *
5959590 307104 INTEREST INC - MEYERS	\$ (10,000.00)	\$ (10,000.00)	-	\$ -	-	\$ (10,000.00)	0 % *
5959590 307105 INTEREST INC - BRIDGES	\$ (50.00)	\$ (50.00)	-	\$ -	-	\$ (50.00)	0 % *
5959590 307142 INTEREST - DONATIONS	\$ (200.00)	\$ (200.00)	-	\$ -	-	\$ (200.00)	0 % *
5959590 308805 CONTRIBUTIONS	\$ (3,000.00)	\$ (3,000.00)	(516.00)	\$ (516.00)	-	\$ (2,484.00)	17.2 %
TOTAL DPL TRUST FUND REVENUES	\$ (399,250.00)	\$ (399,250.00)	(516.00)	\$ (516.00)	-	\$ (398,734.00)	0.1 %
59 LIBRARY TRUST FUNDS							
59595912 TRUST CANTONI EXPENSES							

59595912 458000 BOOKS & PERIODICALS	\$ 30,000.00	\$ 30,000.00	88.92	\$ 88.92	-	\$ 29,911.08	0.3 %
TOTAL TRUST CANTONI EXPENSES	\$ 30,000.00	\$ 30,000.00	88.92	\$ 88.92	-	\$ 29,911.08	0.3 %

Chapter IX Facilities

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. The supplemental standards for this section are divided into two sections—those for existing facilities and for new or expanded facilities.

Applicable Core Standards

- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the Illinois Accessibility Code [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.

Core 28. At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, the parking space provision should be one space per 500 square feet.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.
10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first-aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of the first-aid kit.
12. The library has an emergency manual and a disaster plan that are reviewed biennially.

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13. The library has telephones and associated communications devices sufficient to meet user and staff needs:
 - . telephones in all offices and at all service desks
 - . telephone number listed in both white and yellow pages
 - . automatic equipment to inform callers of library hours when the library is closed
 14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
 15. *The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving and other display or storage space is designed for library purposes. Shelving in the area serving young children is scaled to their needs.*
 16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor-to-ceiling illumination of all vertical surfaces. (For more information on lighting, see #8 under supplemental standards for new or expanded facilities.)
 17. The library has fireproof facilities for the return of library materials when the library is closed.
 18. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
 19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for New or Expanded Facilities

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, unless it is part of a home rule unit of government, selects an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILL. COMP. STAT. ANN. 510/0.01 et seq.]. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.

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5. The facilities provide flexibility of design and furnishings.

Buildings are designed with extensive data and electrical conduit or with alternative methods of providing service to all locations in the library.

Lighting is designed to allow extensive rearrangement of library furnishings.

All areas of the library are designed to meet the floor-loading standard of 150 pounds per square foot. Heavier loads, such as microform storage cabinets and compact shelving, require 300 pounds per square foot.

Service counters, service desks, and office work areas are freestanding modular units.

6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket-type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate for the material being stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:

national codes, including the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]

Illinois codes, including the *Illinois Environmental Barriers Act* of 1985 (410 ILL. COMP. STAT. ANN. 25/1 et seq.), the *Illinois Plumbing Code* [225 ILL. ADMIN. CODE 890.110-890.1950], and the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], published by the Capital Development Board to implement the *Illinois Environmental Barriers Act*

local codes. Many Illinois municipalities have adopted nationally-formulated codes as their local codes. Most municipalities adopt either the *Building Officials and Construction Administrators (BOCA) Code* or the *Uniform Building Codes* established by the International Conference of Building Officials (ICBO)

8. High-quality lighting is critically important to libraries.

Indirect lighting provides uniform, nonglare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from individual points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where computer monitors and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a computer monitor and look for reflections of concentrated light sources.

Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and they eliminate hum and flicker.

High-pressure sodium lighting is the ideal choice for parking lots.

The most recent edition of the *IES Lighting Handbook*, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. (For example, the Illuminating Engineering Society [IES] recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision.) IES standards are also included in *ALA's Administrator's Guide to Library Building Maintenance*, by Dianne Lueder and Sally Webb. (See the bibliography following this section.)

9. Provide enough storage space. (This is one of the most frequently overlooked needs in the design of new or expanded facilities.)
10. Especially consider safety and low maintenance when designing landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, some standard guidelines exist for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. (See appendix 7 for more-detailed information.)

Examples of unique needs include extensive local-history or genealogy collections, large meeting rooms, frequent programming, and extensive art- and graphics-related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

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Dahlgren, Anders. *Public Library Space Needs: A Planning Outline*. Madison, Wis.: Wisconsin Department of Public Instruction, 1988. (Out of print but available through ILLINET Online.)

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Fraley, Ruth A., and Carol Lee Anderson. *Library Space Planning*. New York: Neal-Schuman, 1990. (Includes an excellent section on moving a library.)

Kaufman, John E., ed. *IES Lighting Handbook, Application Volume*. New York: Illuminating Engineering Society of North America, 1987.

Lueder, Dianne and Sally Webb. *Administrator's Guide to Library Building Maintenance*. Chicago: ALA, 1992.

McCarthy, Richard. *Designing Better Libraries: Selecting and Working with Building Professionals*. Fort Atkinson, Wis.: Highsmith, 1995.

Closed Session: June 21, 2007

Personnel matters.

Board members discussed director's evaluation.

Closed Session: May 24, 2007

Offering space in the village mall to the city for use as part of the plan to improve the police department.

Closed Session: August 17, 2006

General discussion of lease agreement on village mall and the problems with collecting the funds.

What are the library's options and how much is still owed on our bill with the city?

Closed Session August 16, 2007

Board Member: Met with school committee about using space in the library for a gifted center. Board member gave a very general description about why the school was wanting to implement this program and that they also wanted a Family Center for making changes in the family to assist in keeping students in school.

Would allow the family to act as part of program to assist them in becoming better parents. And to address the needs of the family. Would need a fairly large area.

Discussed the initial leases and asked the City Librarian to explain the information that we had discovered by reading the tenant leases. She went over the spreadsheet showing the leases and how far out they go. This appears to be a violation of the original lease the library had with the original lessee. Brinkouter was contacted to obtain the additional information.

Explained what would be discussed at the upcoming meeting with the current tenants. Ed Booth is checking into various aspects of the situation.

The suggestion was made that we be as honest and upfront with the tenants if the library proceeds with the school district.

Board Member: Indicated that several community leaders were in favor of the school using the library campus. Was suggested that there might be people in the community who could help the current tenants find other locations. However, when the school was shown the area on the 2nd floor proper of the library, they were very interested.

More general discussion on what ages of children might be using the area, how many buses and what kind of congestion might this generate.

Board discussed the cultural center and possibly using the Village Mall could be moved and would not need the space on the 2nd floor of the library. Maintenance could be expanded and move extension.

This will not affect grants because we have already specified unused library space. The school is wanting to proceed as soon as possible on their build out. The question before the board is does the library want to make the space on the 2nd floor of the library available to the school.

The school promised that they would have their rent paid on time. There is also the possibility that the library could allow the Friends to use space in the Village Mall that is not currently in use.

Explained the existing tenants that would like to stay and how this would impact the school.

Board Members expressed concern about wanting something from the school indicating their interest and visit with the school about what we could do for them.

Mentioned several members of the school district who would like to have the gifted center in the library.

Discussed the \$900.00 cleaning option and that this was a legal dilemma for the library. Would like to have nice steady tenant or move maintenance over to the Annex and what we could do with various areas of the Village Mall. That the library would still need storage.

Board Member: The library wants that space and the discussion is how to go about it.

Only 2 board members met with the school representatives for the discussion.

What is the cost of the average square foot of rental space in the downtown area. Karen has several calls out and we should get replies back soon.

Poor arrangement in the Mall and the location of the bathrooms and mechanical rooms were a real plus for the school. No blueprints for much of the space. no permits at the city for much of the space. Did locate the old Sears blue prints.

Need some sort of a commitment from the Board. How do we need to proceed? The school is only asking for the empty nova space.

Requested review of dates that leases currently go to. Mr. Booth is investigating further the length of the leases.

Mr. King reminded members that they need to be out of closed session to make a motion or take any action.

Moved and 2nd to come out of closed session at 5:40p.m.

September 20, 2007

Closed Session:

Board member They can not have November & December (Mark and then we are still trying to get them out). That is my only concern. If they have a request they can make a request by stating when they are vacating then we can make that adjustment on an individual basis.

Attorney: They need to send us a notice saying that they are vacating.

Board Member: Yes then we have something to hold them to.

Attorney: But I can send them something that says " We will forgive the last two months of their tenancy if you want to vacate".

Several board members: That sounds very clear.

Board Member: The lady at the beauty shop. And she doesn't want anything else

Attorney: She is leaving and she has found another spot. I told her that I cannot comment. She just wants the 2 months and I could offer nothing else.

Board Member: My other question is about the Bagel shop, what are your feeling, research, she is saying she is filing suit and she has been advised that she has valid lease.

Attorney: She feels it favors her.

Board Member: But I think these inIf you have some issues or concerns we will discuss it and board will decide who to discuss it with.

We don't want any more accusations. I did not get the letter that he said was sent to everyone.

City librarian: We did not deny him a list.

Closed Session: October 18, 2007

Arbitration

Board member was asked to give an overview of arbitration.

Gary spoke about Board decision to change job description. Ed was of opinion that management had to right to manage.

Union position was that the job descriptions were so outrageous and they demanded that they demanded a renegotiation of those job descriptions.

Both attorneys were to file briefs with the arbitrator and she need to review them.

Board asked Lee Ann some questions. She explained that the union did not make the meeting.

No discussion of the village mall.