

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, July 17, 2003 @ 4:30 p.m.**  
**AGENDA**

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
  - a. Regular meeting of June 19, 2003
- III. Communication from the public
- IV. City Librarian’s report
  - a. Introduction of division head
- V. Reports of committees
  - a. Personnel, Policy & Public Relations Committee
    - i. No meeting
  - b. Finance and Properties Committee
    - i. Approval of bills for June 2003
    - ii. No meeting
  - c. Rolling Prairie Library System
    - i. Report on July 2003 meeting
  - d. Friends of the Library
    - i. Meeting of July 10, 2003
  - e. Foundation
    - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - a. Chapter I: Core Standards
- VII. Old business
- VIII. New business
  - a. Appointment of committees for 2003/04
  - b. Schedule of meetings for 2003/04
- IX. Adjournment

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 19, 2003

### I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, and Linda Rowden. Absent: Phil Wise. Staff present: Lee Ann Fisher and Linda Humphreys.

### II. APPROVAL OF MINUTES

Mr. Cocagne made a motion to approve the regular and annual minutes of May 22, 2003. The motion was seconded by Mrs. Krigbaum and unanimously approved.

### III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher received a letter from Tom Rood and family, former residents, complimenting the staff on the great service given over the years.

Another letter was received from Jeff Pokorski regarding library funding. Mrs. Arnold will reply.

### IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that she received a contract from the state for Project Next Generation. She will be working with the state to change equipment that can be purchased with the grant funds.

A contract has also arrived for the Lincoln exhibit that will be at the library from November 12 through January 9. A fundraiser is being planned for the first weekend of the exhibit, with public unveiling on November 19<sup>th</sup>, the anniversary of the Gettysburg address.

As far as a new automation vendor, Ms. Fisher reported that the governing board will recommend whichever system the users group recommends, even if that means borrowing money.

### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee did not meet. The next meeting was rescheduled from July 3 to July 2 at 4:30 p.m.

**Finance and Properties Committee:** Mr. Cocagne made a motion to approve the May 2003 bills. The motion was seconded by Mrs. Rowden and unanimously carried on roll call vote. The July committee meeting was cancelled.

**Rolling Prairie Library System:** Mrs. Greanias attended the meeting. Mrs. Greanias reported that the system has budgeted for the funding cuts without reducing services.

**Friends of the Library:** The Friends met June 12, 2003. The annual dues were increased from five dollars to fifteen dollars and renewal notices were mailed.

**Foundation:** The Foundation Board of Directors will meet in late July.

## **VI. OLD BUSINESS**

There was no old business.

## **VII. NEW BUSINESS**

Mr. Cocagne made a motion to approve the resolution for the safe deposit box as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

Mrs. Greanias made a motion to approve an ordinance determining prevailing wage rates as presented. The motion was seconded by Mrs. Rowden and unanimously approved.

Ms. Craig made a motion to increase the fee for a library card for a non-resident to \$80.11 effective July 1, 2003. The motion was seconded by Mr. King and unanimously approved on roll call vote.

After discussion, Mrs. Rowden made a motion to close the library and bookmobiles on both Friday and Saturday, August 1 and 2, during the Decatur Celebration. The motion was seconded by Mr. King and unanimously approved on roll call vote.

## **VIII. ADJOURNMENT**

Mrs. Arnold adjourned the meeting at 5:35 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys  
Executive Admin. Assistant

**CITY LIBRARIAN'S REPORT**  
**July 14, 2003**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** The library received lots of good publicity this month. I have received no word from the State or RPLS on how Supreme Court ruling will affect the library. We are currently gathering information on filters. In addition to my regular meetings, I met with Carol Townsend of ADT twice to discuss our contract and the possibility of moving the 3 video cameras from the upstairs lease space to downstairs public space. I have been asked to participate in a focus group for the Decatur Park District. I attended a workshop on "Who Are Boards Looking For?" and a seminar on "How To Manage Problem Employees". I also went to hear a Civil War band for a possible program. I did not attend ALA in Toronto due to SARS. I will be on vacation July 19-August 3.

**FIRST FLOOR REORGANIZATION:** The last large pieces of shelving have been moved and are in place. Larry and his team have been great about moving things and in some cases moving them again, as what is planned on paper does not work out on the floor. The fiction and mystery sections have been shifted and moved so that there is nothing shelved on the top or bottom shelf. With weeding, we should be able to maintain this goal for several years. At least now we have room to grow. The committee will meet on July 15<sup>th</sup> to discuss the final phase of turning the non-fiction area around. Also Sandi is still considering reducing and moving the reference area.

**LINCOLN:** Sandi and I met with Barbara of the Friends and Marilyn of the Foundation to discuss a fund-raising event using the Lincoln exhibit. We all agreed we would like to work together to host a special preview of the exhibit. We would first set up the exhibit in the Madden Auditorium and send out invitations and sell tickets to those we think would like to see it first. This would include several other unique experiences that we are still working on. The preview party would be Friday night, November 14<sup>th</sup> or Sunday afternoon, November 16<sup>th</sup>; the committee has not yet decided. The public unveiling upstairs in the gallery area would be Wednesday, the 19<sup>th</sup> with ribbon cutting, etc. We are working with the Macon County Republican Women to host the reception for this event. Sandi gave her first talk to my ABWA group on June 27<sup>th</sup>. We already have another talk scheduled from speaking to this group.

**PROJECT NEXT GENERATION:** I have signed the grant contract and it is awaiting approval from the Secretary of State. We are working on a list of equipment we would like to purchase for the program. Also Sandi, Carol and I are formulating ideas about what we want to do.

**RPLS:** Linda Shaw, director at Rochester, died suddenly last week. As you may recall, she attended a board meeting a few months ago and was very instrumental in helping us obtain a permanent seat on the governing board. The governing board will met later this week.

**SIRSI:** Attended the SIRSI demonstration on June 12<sup>th</sup> and 13<sup>th</sup>. The demonstrations and site visits are now over and the request for "best and final offer" is out to all three vendors.

## CITY LIBRARIAN'S REPORT

July 14, 2003

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**FOUNDATION:** The Foundation currently has a balance of \$27,929.28 as of 6/30/03 and will meet on July 28.

**FRIENDS:** I was not able to attend due to the SIRSI demonstration.

**STAFF:** On June 19<sup>th</sup>, Sally Petro was temporarily appointed to Extension, pending her obtaining a CDL. She already has her learners permit.

**ADMINISTRATION:** The gate count was up 9.3% over last June. We received notice from the City that 14 library staff members are qualified for the early retirement incentive. This list does not include those who may have carried time from another employer or have bought their time. We could be facing a very big exodus if this passes. Linda attended an IMRF workshop. Sheila is working with the publicity committee.

**ADULT DIVISION:** We have created a new display space for AV materials to highlight our new acquisitions. It is also a good location to focus on areas of public interest, like what we have featuring Katherine Hepburn. We have reevaluated what types of non-fiction and how long we want to keep it on the New Book Shelf and made some minor changes. We are still focusing on weeding the non-fiction. We are working with the Friends to cull their donations to replace worn copies of popular authors (King, Clark, etc.) instead of buying new copies. Carol was the featured speaker for Books Between Bites. J attended the Regional Small Business and Entrepreneurship Forum. Most staff attended at least one of the vendor demonstrations.

**BUILDING DIVISION:** We finished the art gallery area by lowering the rails and painting them to match the new wall covering. It looks great and we have received several complements on it already. Larry and his crew patched holes in the parking lot, which is only buying us time. We are going to have to consider paving the whole lot sometime in the future. There were lots of meetings to set up for and many small "honey do" items that kept the department busy this month.

**CHILDREN'S DIVISION:** Harry has left the building, Potter that is, and he has been flying madly off the shelf. 1285 children have signed up for the summer reading program, up 79 from last year at the same time. We had 14 groups schedule visits and many drop-bys. 277 people attended fourteen programs.

**CIRCULATION DIVISION:** One of our 20-year-old 3M Sensitizer/Desentizers is failing and will have to be replaced soon. Only May statistics are available at this time, but we charged, renewed, routed-out and discharged 101,925 items this month, 17,027 more than last May!

## CITY LIBRARIAN'S REPORT

July 14, 2003

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EXTENSION DIVISION: The Children's Museum is doing a great job of promoting us to their visitors and participation at Staley is growing. Scott is already looking at new sites for the fall, including DMH. We had generator problems on BKM 549, but Larry figured out the problem and now everything is working fine. Scott spoke to four groups at Step Forward and a Rotary meeting. 28 volunteers donated 260.5 hours this month.

GATES COMPUTER LAB: We added Word Processing III and Intermediate Internet this month. We had 177 people take one of the nine classes we offered. This number includes two special classes we held for the Decatur Housing Authority Hope 6 project and the Literacy Center. We hope to attract more groups like this in the future.

SYSTEMS ADMINISTRATION: We added a book discussion forum to our website to test the waters on this type of patron interaction. We had to purchase a new computer for one of the bookmobiles. Matt is exploring filtering cost.

TECHNICAL DIVISION: Karen went to two site visits and Steve made all three. This gave us very helpful insight to the systems by those actually using it. In Acquisitions we still have a backlog of carts ready to order. The Cataloging backlog is nearly gone and the Processing backlog is dwindling.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

July 14, 2003

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2003

FUND	DECATUR PUBLIC LIBRARY	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/04/2003	TREAS--MEDICAL INSURANCE		06/04/2003	10,157.03	E022207	06/04/2003	MEDICAL INSURANCE
06/04/2003	TREAS--NON MEDICAL INS		06/04/2003	118.58	E022208	06/04/2003	WORKERS COMPENSATION
06/04/2003	TREAS--NON MEDICAL INS		06/04/2003	6,196.76	E022209	06/04/2003	RETIREMENT-TIMRF
06/08/2003	TREAS--MEDICAL INSURANCE		06/18/2003	10,080.88	E022231	06/18/2003	MEDICAL INSURANCE
06/08/2003	TREAS--NON MEDICAL INS		06/18/2003	118.76	E022232	06/18/2003	WORKERS COMPENSATION
06/08/2003	TREAS--IMRF		06/18/2003	6,252.94	E022233	06/18/2003	RETIREMENT-TIMRF
06/02/2003	COMMERCIAL MAIL SERVICES		06/02/2003	162.430	E022234	06/02/2003	POSTAGE
06/09/2003	SHOW		06/09/2003	60.00	E022235	06/09/2003	SERV-AUTO EQUIPMENT
06/09/2003	WILLIAMS, LINDA		06/09/2003	146.00	E022236	06/09/2003	SERV-AUTO EQUIPMENT
06/11/2003	WICHILAND COMMUNITY COLLEGE		06/11/2003	146.00	E022237	06/11/2003	TRAINING SCHOOL
06/11/2003	PHILADELPHIA DIST ASSN		06/11/2003	49.96	E022238	06/11/2003	MAG/PAPERS-MAIN ADULT
06/12/2003	PHILADELPHIA DIST ASSN		06/12/2003	49.96	E022239	06/12/2003	MAG/PAPERS-EXTEN ADULT
06/12/2003	DIET SERVICES		06/12/2003	327.46	E022240	06/12/2003	SERV-BUILDINGS
06/12/2003	ONYX STATE SELESS		06/12/2003	30.24	E022241	06/12/2003	TELEPHONE
06/12/2003	VERIZON WIRELESS		06/12/2003	275.15	E022242	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	BAKER TAYLOR CO		06/12/2003	239.00	E022243	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	BABY TALK INC.		06/12/2003	35.90	E022244	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	BAKER TALK INC.		06/12/2003	93.24	E022245	06/12/2003	OFFICE SUPPLIES
06/09/2003	DEMCO INC		06/09/2003	22.562	E022246	06/09/2003	OFFICE SUPPLIES
06/09/2003	DEMCO INC		06/09/2003	26.36	E022247	06/09/2003	MATERIAL-BLDGS
06/09/2003	DEMCO INC		06/09/2003	69.36	E022248	06/09/2003	MATERIAL-BLDGS
06/09/2003	DEMCO INC		06/09/2003	84.12	E022249	06/09/2003	TELEPHONE
06/12/2003	SEC		06/12/2003	52.00	E022250	06/12/2003	ELECTRICITY
06/12/2003	ILLINOIS POWER COMPANY		06/12/2003	78.84	E022251	06/12/2003	ELECTRICITY
06/12/2003	LIBRARY SERVICES		06/12/2003	25.84	E022252	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	JAN MA STER, INC.		06/12/2003	165.02	E022253	06/12/2003	JANITORIAL SUPPLIES
06/12/2003	MCL BUSIN SYSTEMS		06/12/2003	609.43	E022254	06/12/2003	TEMP-PERSONEL SERVICES
06/12/2003	SPHERIN CORP		06/12/2003	133.60	E022255	06/12/2003	SERV-BUILDINGS
06/12/2003	SCHINDLER ELEVATOR CORP.		06/12/2003	850.08	E022256	06/12/2003	SERV-BUILDINGS
06/12/2003	ST		06/12/2003	1,246.36	E022257	06/12/2003	POSTAGE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	2.38	E022258	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	2.90	E022259	06/12/2003	TRAINING SCHOOL
06/12/2003	TREAS--GENERAL FUND		06/12/2003	11.00	E022260	06/12/2003	POSTAGE PROFESSIONAL SERVICES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	18.30	E022261	06/12/2003	OTHER PROFESSIONAL SERVICES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	28.10	E022262	06/12/2003	MATERIAL-BLDGS
06/12/2003	TREAS--GENERAL FUND		06/12/2003	6.25	E022263	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	703.240	E022264	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	TREAS--GENERAL FUND		06/12/2003	317.00	E022265	06/12/2003	BOOKS AND PERIODICALS
06/12/2003	TREAS--GENERAL FUND		06/12/2003	3100.00	E022266	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	3100.00	E022267	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	2000.00	E022268	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	2000.00	E022269	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	339.45	E022270	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	100.00	E022271	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	145.75	E022272	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	248.92	E022273	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	1,055.83	E022274	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	1,686.58	E022275	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	1,469.98	E022276	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	350.00	E022277	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	1,325.00	E022278	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	420.00	E022279	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	319.75	E022280	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	319.17	E022281	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	626.72	E022282	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	214.00	E022283	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	96.80	E022284	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	164.97	E022285	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	85.13	E022286	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	41.35	E022287	06/12/2003	OFFICE SUPPLIES
06/12/2003	TREAS--GENERAL FUND		06/12/2003	90.44	E022288	06/12/2003	OFFICE SUPPLIES

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2003

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/26/2003	TOTAL PLASTICS INC	905.18	162983	06/26/2003	DECEASE SUPPLIES
06/26/2003	TREZZO SANDRANO	524.16	162984	06/26/2003	POSTAGE
06/26/2003	UNLIMITED PARCELL SERVICE	1,298.00	162986	06/26/2003	COMPUTER SOFTWARE EXPENSE
06/26/2003	W W GRAINGERS INC.	126.81	162987	06/26/2003	MATERIAL-PROFESSIONAL SERVICES
06/27/2003	HASTINGS, SCOTT A.	195.00	162991	06/27/2003	OTHER PROFESSIONAL SERVICES
06/27/2003	HIGGINS, DANNY R.	200.00	162992	06/27/2003	OTHER PROFESSIONAL SERVICES
06/27/2003	RIGSBETH, ALAN	140.00	162999	06/27/2003	OTHER PROFESSIONAL SERVICES
06/27/2003	TAYLOR, ALAN	190.00	163005	06/27/2003	OTHER PROFESSIONAL SERVICES
06/27/2003	ABY AMERICAN	2,244.44	163009	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	ARMARK PROGRAM SERVICES, INC.	30.00	163012	06/30/2003	SERV-BUILDINGS
06/27/2003	AMERICAN CULTURAL &	87.77	163016	06/30/2003	MAG/PAPR
06/27/2003	VERICON-WIRELESS	3,462.16	163023	06/30/2003	TELEPHONE
06/19/2003	BAKER & TAYLOR CO	1,375.36	163024	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	BOOKS ON TAPE	1,112.67	163029	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	BAKER & TAYLOR ENTERTAINMENT	1,112.39	163037	06/30/2003	BOOKS AND PERIODICALS
06/17/2003	BARBECK COMMUNICATIONS GROUP	381.69	163038	06/30/2003	BOOKS AND PERIODICALS
06/17/2003	BOOK WHOLESALERS, INC.	369.99	163040	06/30/2003	BOOKS AND PERIODICALS
06/17/2003	BOOK WHOLESALERS, INC.	239.00	163041	06/30/2003	BOOKS AND PERIODICALS
06/20/2003	CDW	45.25	163051	06/30/2003	SMALL CAPITAL ITEMS
06/20/2003	CAPITAL CITY PAPER CO	464.44	163058	06/30/2003	OFFICE SUPPLIES
06/19/2003	COMMUTEL MARKET INC	197.60	163074	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	HERALD & REVIEW	9,652.64	163089	06/30/2003	ELECTRICITY AND PERIODICALS
06/24/2003	DYNEGY ENERGY SERVICES	1,274.62	163103	06/30/2003	PRINTING AND BINDING
06/24/2003	PAST EMPRESSIONS	28.60	163108	06/30/2003	BOOKS AND PERIODICALS
06/20/2003	THE GALE GROUP	20.49	163110	06/30/2003	TELEPHONE
06/20/2003	SEC CLINTS	63.50	163111	06/30/2003	BOOKS AND PERIODICALS
06/20/2003	LIBRARY SERVICES	203.05	163113	06/30/2003	BOOKS AND PERIODICALS
06/20/2003	INGRAM LIBRARY SERVICES	71.23	163114	06/30/2003	BOOKS AND PERIODICALS
06/20/2003	ILL STATE HISTORICAL LIBRARY	1,560.09	163154	06/30/2003	TELEPHONE PERSONNEL SERVICES
06/20/2003	INFORMATION TODAY, INC.	150.22	163162	06/30/2003	BOOKS AND PERIODICALS
06/24/2003	MCLEOD USA	607.00	163166	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	SPHERION CORPORATION	150.41	163177	06/30/2003	OFFICE SUPPLIES
06/27/2003	OMNIGRAPHICS, INC	519.14	163177	06/30/2003	OFFICE SUPPLIES
06/24/2003	POLK DIRECTORIES INC	1,876.75	163209	06/30/2003	BOOKS AND PERIODICALS
06/26/2003	SATILEY, S, INC.				
06/26/2003	STRIGLOS/HAINES & ESSICK				
06/19/2003	WEST GROUP				
	TOTAL	100,008.11			



BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2003

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/12/2003	BAKER & TAYLOR CO	11.79	162638	06/13/2003	BOOKS AND PERIODICALS
06/26/2003	ADS AMER ICAS	234.69	163009	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	BAKER & TAYLOR CO	395.00	163023	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	BAKER & TAYLOR CO	178.03	163023	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	BAKER & TAYLOR CO	248.11	163024	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	BAKER & TAYLOR CO	22.42	163024	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	BAKER & TAYLOR ENTERTAINMENT	109.61	163030	06/30/2003	BOOKS AND PERIODICALS
06/19/2003	BAKER & TAYLOR ENTERTAINMENT	14.38	163030	06/30/2003	BOOKS AND PERIODICALS
06/27/2003	POLK DIRECTORIES	281.00	163173	06/30/2003	BOOKS AND PERIODICALS
	TOTAL	1,525.03			

CITY OF DECATUR FY 2003-2004  
REVENUE REPORT

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20030630	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE		MONTHLY ACTUAL					
30001-000	BEGINNING FUND BALANCE	.00	69,955.67	378,948.27	419,734.00	40,785.73	90
	TOTAL	.00	69,955.67	378,948.27	419,734.00	40,785.73	90
30100-107	PROPERTY TAX-LIBRARY	.00	475,209.67	.00	2,851,258.00	2,851,258.00	
	TOTAL	.00	475,209.67	.00	2,851,258.00	2,851,258.00	
30200-104	REPLACEMENT TAX	243.62	39,166.67	20,690.14	235,000.00	214,309.86	8
30200-107	STATE GRANTS OR OTHER	1,000.00	15,984.00	1,000.00	95,904.00	94,904.00	1
	TOTAL	1,243.62	55,150.67	21,690.14	330,904.00	309,213.86	6
	FINES AND FEES						
30500-509	LIBRARY FINES AND FEES	4,192.71	8,333.33	7,127.95	50,000.00	42,872.05	14
30500-510	LIBRARY NON-RESIDENT FEES	.00	83.33	.00	500.00	500.00	
30500-511	LIBRARY LOST AND DAMAGED BOOKS	645.10	750.00	853.69	4,500.00	3,646.31	19
30500-514	COPIES & MISC.	624.95	3,333.33	1,514.80	20,000.00	18,485.20	7
30500-515	MEETING ROOM FEES	530.00	1,666.67	1,355.00	10,000.00	8,645.00	13
	TOTAL	5,992.76	14,166.66	10,851.44	85,000.00	74,148.56	12
	INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	5.69	2,000.00	204.22	12,000.00	11,795.78	1
	TOTAL	5.69	2,000.00	204.22	12,000.00	11,795.78	1
	OTHER INCOME						
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	6,666.67	6,666.66	40,000.00	33,333.34	16
30800-899	MISCELLANEOUS INCOME	800.96	1,498.00	812.71	8,988.00	8,175.29	19
	TOTAL	4,134.29	8,164.67	7,479.37	48,988.00	41,508.63	15
	FUND TOTAL	11,376.36	624,647.34	419,173.44	3,747,884.00	3,328,710.56	11

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

06/30/2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,870,518	118,158.84	246,716.38	311,753	1,623,801.62	.00	1,623,801.62	13.2
092	HOLIDAYS	0	9,104.93	10,419.12	0	10,419.12	.00	10,419.12	
094	OTHER LEAVE WITH PAY	0	134.20	253.13	0	253.13	.00	253.13	
096	SICK TIME	0	4,343.29	8,476.00	0	8,476.00	.00	8,476.00	
098	VACATION TIME	0	11,965.97	16,835.92	0	16,835.92	.00	16,835.92	
<b>PERSONAL SERVICES</b>									
101	OVERTIME	15,000	2,383.09	4,12.07	2,500	14,587.93	.00	14,587.93	2.7
102	TEMPORARY SALARIES	25,000	12,449.50	24,764.30	4,166	20,884.07	.00	20,884.07	16.5
104	RETIEMENT-IMRF	169,741	237.36	474.24	27,790	141,976.70	.00	141,976.70	14.9
111	LIFE INSURANCE	3,133	20,237.91	40,551.97	48,457	250,191.03	.00	250,191.03	15.1
112	MEDICAL INSURANCE	290,743	1,331.52	2,672.16	3,941	15,576.84	.00	15,576.84	14.9
114	WORKERS COMPENSATION	18,249	1,056.86	3,603.72	3,702	18,612.28	.00	18,612.28	16.2
115	SERVICE RECOGNITION	22,216	37,696.24	76,594.39	90,178	464,487.61	.00	464,487.61	14.2
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING AND BINDING	250	.00	.00	41	250.00	.00	250.00	16.3
202	PRINTING	6,000	164.60	919.55	1,000	5,080.45	.00	5,080.45	40.7
210	SERV-BUILDINGS	30,000	2,754.15	7,977.94	5,000	22,022.06	4,236.32	17,785.74	
211	SERV-IMPROVEMENTS	3,500	.00	.00	583	3,500.00	.00	3,500.00	
212	SERV-AUTO-EQUIPMENT	20,500	101.85	292.60	416	2,207.40	.00	2,207.40	
213	SERV-OFFICE EQUIP	17,634	581.77	1,743.18	3,333	15,256.82	280.85	14,975.97	11.7
230	MIS SERVICES	20,000	1,669.50	4,939.00	2,939	14,695.00	.00	14,695.00	16.7
231	ELECTRICITY	150,000	8,506.98	17,615.67	25,000	132,984.33	.00	132,984.33	11.3
232	GAS	30,000	.00	.00	3,333	20,000.00	.00	20,000.00	
233	TELEPHONE	30,000	2,373.63	4,930.41	5,000	20,069.59	.00	20,069.59	16.4
240	TRAINING SCHOOL AND OTHER TRAVEL	3,100	.00	.00	516	2,621.87	.00	2,621.87	15.0
241	POSTAGE	3,000	151.38	478.13	500	2,848.62	.00	2,848.62	13.1
245	COMPUTER SOFTWARE EXPENSE	17,000	664.65	919.15	1,166	6,080.85	.00	6,080.85	29.0
247	PERSONNEL SERVICES	20,000	2,192.89	4,444.20	2,833	12,555.80	484.00	12,071.80	20.5
271	TUITION REIMBURSEMENT	23,000	298.00	703.00	3,833	19,297.00	.00	19,297.00	30.4
273	TRAVEL EXPENSE FOR INTERVIEWS	1,250	144.00	796.00	1,666	18,310.73	.00	18,310.73	79.6
280	OTHER PROFESSIONAL MEMBERSHIP FEES	46,340	3,885.13	8,395.14	41	250.00	.00	250.00	28.0
284	RENTAL-EQUIPMENT	1,400	.00	.00	233	37,944.86	4,566.00	33,378.86	44.6
289	RENTAL-EQUIPMENT	5,000	318.17	653.24	833	1,400.00	1,575.00	2,771.76	17.5
<b>COMMODITIES</b>									
310	GASOLINE	406,974	25,783.22	60,047.86	67,822	346,926.14	11,202.19	335,723.95	
312	JANITORIAL SUPPLIES	3,700	339.45	669.62	616	3,030.38	.00	3,030.38	18.1
320	MATERIAL-BLDGS	18,000	222.49	325.94	1,333	13,128.06	.00	13,128.06	27.1
337	OFFICE SUPPLIES	1,500	406.88	1,611.33	250	1,338.67	.00	1,338.67	10.8
357	EMPLOYEE RECOGNITION SUPPLIES	150	3,865.00	7,377.75	5,000	22,622.25	359.57	22,262.68	25.8
<b>OTHER CHARGES</b>									
415	TRANSFER TO GENERAL FUND	61,350	4,388.84	13,405.64	10,224	47,944.36	359.57	47,584.79	22.4
420	MOTOR VEHICLE-INSURANCE	1,200	100.00	200.00	200	1,000.00	.00	1,000.00	16.7
421	PROPERTY INSURANCE	5,313	345.75	773.33	885	4,468.00	.00	4,468.00	14.6
422	GENERAL LIABILITY INSURANCE	14,258	248.92	407.00	342	12,914.00	.00	12,914.00	15.9
424	GENS TO TRUST FUND	7,854	1,055.83	2,341.08	2,309	6,512.92	.00	6,512.92	17.1
499	SMALL CAPITAL ITEMS	17,423	715.97	1,472.59	2,903	15,950.41	.00	15,950.41	8.5

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY								
	OTHER CHARGES	47,921	3,153.05	31,869.31	7,985	16,051.69	.00	16,051.69	66.5
800	BOOKS AND PERIODICALS	397,500	31,655.71	77,712.71	66,250	319,787.29	.00	319,787.29	19.6
841	MAG/PAPERS-MAIN ADULT	0	79.96	79.96	0	79.96	.00	79.96	
847	MAG/PAPERS-EXTEN ADULT	0	49.96	49.96	0	49.96	.00	49.96	
		397,500	31,785.63	77,842.63	66,250	319,657.37	.00	319,657.37	19.6
**	DIVISION TOTAL **	3,325,345	245,514.21	542,460.38	554,212	2,782,884.62	11,561.76	2,771,322.86	16.7

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	LEASE EXPENSES								
	CONTRACTUAL SERVICES								
231	ELECTRICITY	5,575	.00	.00	929	5,575.00	.00	5,575.00	
	OTHER CHARGES	5,575	.00	.00	929	5,575.00	.00	5,575.00	
409	PRINCIPAL PAYMENTS	21,875	.00	.00	3,645	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE	6,563	.00	.00	1,093	6,563.00	.00	6,563.00	
		28,438	.00	.00	4,738	28,438.00	.00	28,438.00	
**	DIVISION TOTAL **	34,013	.00	.00	5,667	34,013.00	.00	34,013.00	

ACCT. NO.	DESCRIPTION	PERIOD ENDING	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-TRUSTS								
FUND BALANCE								
30001-921	BEG FUND BAL-CANTONI		.00	19,676.00	118,034.69	118,056.00	21.31	100
30001-922	BEG FUND BAL-MEYER		.00	45,222.33	271,519.00	271,334.00	185.00	100
30001-923	BEG FUND BAL-BRIDGES		.00	.17	1,893.69	1.00	1,892.69	369
30001-924	BEG FUND BALANCE-DONATIONS		.00	3,779.67-	25,433.31-	22,678.00-	2,755.31	112
TOTAL			.00	61,118.83	366,014.07	366,713.00	698.93	99
TRANSFERS FROM								
30600-709	TRANSFER FROM DPL		.00	.00	25,433.31	.00	25,433.31-	
TOTAL			.00	.00	25,433.31	.00	25,433.31-	
INVESTMENT INCOME								
30700-103	DPL INTEREST-CANTONI TRUST		83.83	208.33	186.48	1,250.00	1,063.52	14
30700-104	DPL INTEREST-MEYER		191.24	666.67	427.36	4,000.00	3,572.64	10
30700-105	DISTRIBUTION FR BRIDGES TRUST		1.34	37.83	2.99	227.00	224.01	1
30700-142	INTEREST-DONATIONS		.25	.00	.25	.00	.25-	
TOTAL			276.66	912.83	617.08	5,477.00	4,859.92	11
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS		639.53	1,000.00	949.53	6,000.00	5,050.47	15
TOTAL			639.53	1,000.00	949.53	6,000.00	5,050.47	15
FUND TOTAL			916.19	63,031.66	393,013.99	378,190.00	14,823.99-	103

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	FUND 92 PUBLIC LIBRARY-TRUSTS		UNENCUMBERED BALANCE	ENCUMBRANCE	UNENCUMBERED PRCNT BALANCE	PRCMT COMM
		ANNUAL BUDGET	Y-T-D BUDGET				
41000	DPL-CANTONI TRUST						
		MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE			
		357.72	357.72	34,642.28	.00	34,642.28	1.0
		357.72	357.72	34,642.28	.00	34,642.28	1.0
	800 BOOKS AND PERIODICALS						
		0	.00	0	212.00	212.00-	
	EXPENDITURES						
	900 EXPENDITURES						
		0	.00	0	212.00	212.00-	
	** DIVISION TOTAL **	35,000	357.72	34,642.28	212.00	34,430.28	1.6

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	FUND 92 PUBLIC LIBRARY-TRUSTS		UNENCUMBERED BALANCE	ENCUMBRANCE	UNENCUMBERED PRCNT BALANCE	PRCMT COMM
		ANNUAL BUDGET	Y-T-D BUDGET				
42000	DPL-MEYER TRUST						
		MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE			
		11,000	.00	11,000.00	.00	11,000.00	
		11,000	.00	11,000.00	.00	11,000.00	
	499 SMALL CAPITAL ITEMS						
		0	676.00	0	2,926.80-	2,926.80-	
		0	676.00	0	2,926.80-	2,926.80-	
	800 BOOKS AND PERIODICALS						
		11,000	676.00	8,073.20	.00	8,073.20	26.6
	** DIVISION TOTAL **	11,000	676.00	8,073.20	.00	8,073.20	26.6

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST	227	.00	.00	37		227.00	.00	227.00	06/30/2003
800	BOOKS AND PERIODICALS	227	.00	.00	37		227.00	.00	227.00	
** DIVISION TOTAL **		227	.00	.00	37		227.00	.00	227.00	

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
44000	DPL-DONATIONS FOR BOOKS	6,500	491.31	516.31	1,083		5,983.69	.00	5,983.69	06/30/2003
800	BOOKS AND PERIODICALS	6,500	491.31	516.31	1,083		5,983.69	.00	5,983.69	7.9
** DIVISION TOTAL **		6,500	491.31	516.31	1,083		5,983.69	.00	5,983.69	7.9

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- 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 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are



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- provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].
- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- 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 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

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- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- 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 21. The library provides access to ILLINET Online.
- Core 22. The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23. The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25. The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27. The library informs its community about the collections and services available in and through the library.
- 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.
- Core 29. At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

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## **Bibliography**

*Ethics Statement for Public Library Trustees.* Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.

*Library Bill of Rights.* Chicago: ALA, 1980.

*Standards for the Services of Illinois Multitype Systems.* Springfield, Ill.: Secretary of State of Illinois, 1993.



# Decatur Public Library

[www.decaturlib.il.us](http://www.decaturlib.il.us)

Lee Ann Fisher • City Librarian

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## PUBLIC NOTICE

### 2003/2004 REGULAR MEETINGS DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES FINANCE AND PROPERTIES COMMITTEE

The regular meetings of the Finance and Properties Committee of the Decatur Public Library Board of Trustees for 2003/2004 will be held in the Main Library, 130 North Franklin Street, Decatur, Illinois at 4:30 p.m. on the first Tuesday of each month. If the first Tuesday of the month is a legal holiday, the meeting will be held on the second Tuesday of the month.

The schedule of regular meetings is as follows:

August 5, 2003  
September 2, 2003  
October 7, 2003  
November 4, 2003  
December 2, 2003  
January 6, 2004  
February 3, 2004  
March 2, 2004  
April 6, 2004  
May 4, 2004  
June 1, 2004  
July 6, 2004

The schedule of regular meetings is available upon request at Decatur Public Library, 130 North Franklin Street, Decatur, Illinois.

\_\_\_\_\_/s/ Carol Craig  
Secretary, Library Board of Trustees



# Decatur Public Library

[www.decatur.lib.il.us](http://www.decatur.lib.il.us)

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## PUBLIC NOTICE

### 2003/2004 REGULAR MEETINGS DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

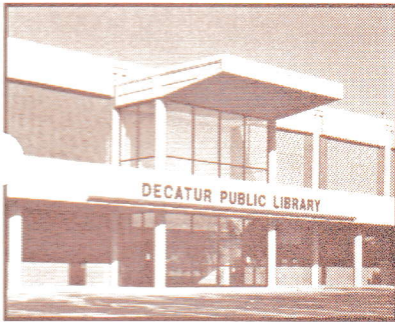
The regular meetings of the Decatur Public Library Board of Trustees for 2003/2004 will be held in the Main Library, 130 North Franklin Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month, except for May, at 4:30 p.m. The regular and annual meetings will be held on the fourth Thursday of May at 4:30 p.m.

The schedule of regular meetings is as follows:

August 21, 2003  
September 18, 2003  
October 16, 2003  
November 20, 2003  
December 18, 2003  
January 15, 2004  
February 19, 2004  
March 18, 2004  
April 15, 2004  
May 27, 2004  
June 17, 2004  
July 15, 2004

The schedule of regular meetings is available upon request at Decatur Public Library, 130 North Franklin Street, Decatur, Illinois.

/s/ Carol Craig  
Secretary, Library Board of Trustees



# Decatur Public Library

[www.decaturlib.il.us](http://www.decaturlib.il.us)

Lee Ann Fisher • City Librarian

## PUBLIC NOTICE

### 2003/2004 REGULAR MEETINGS DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE

The regular meetings of the Personnel, Policy, and Public Relations Committee of the Decatur Public Library Board of Trustees for 2003/2004 will be held in the Main Library, 130 North Franklin Street, Decatur, Illinois at 4:30 p.m. on the first Thursday of each month. If the first Thursday of the month is a legal holiday, the meeting will be held on the second Thursday of the month.

The schedule of regular meetings is as follows:

August 7, 2003  
September 4, 2003  
October 2, 2003  
November 6, 2003  
December 4, 2003  
January 8, 2004  
February 5, 2004  
March 4, 2004  
April 1, 2004  
May 6, 2004  
June 3, 2004  
July 1, 2004

The schedule of regular meetings is available upon request at Decatur Public Library, 130 North Franklin Street, Decatur, Illinois.

           /s/ Carol Craig  
Secretary, Library Board of Trustees

## **A message from Illinois State Library Director Jean Wilkins**

"Everyone has, by now, become aware of the United States Supreme Court decision this week forcing public libraries that receive federal funding to equip their computers with filters. The decision was announced on Monday with respect to the constitutionality of the Children's Internet Protection Act (CIPA) as applied to libraries. CIPA requires schools and libraries receiving E-rate funds to install software to block visual depictions of obscenity or child pornography, and to prevent minors from accessing pornographic material deemed to be harmful to them. In response to a suit filed by a group of libraries and others, a lower court found the blocking requirements as applied to libraries to be unconstitutional. However, the Supreme Court reversed the lower court, holding the requirements to be constitutional. The Illinois State Library is awaiting guidance in response to the Supreme Court decision. Discussions are underway with the Secretary of State's Legal Counsel and the Illinois Century Network. We also await implementation details from the Schools and Libraries Division and the Institute of Museum and Library Services regarding the E-rate and LSTA programs."

(June 27, 2003)