

**JIM EDGAR  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY**

CITY DECATUR LIBRARY NAME DECATUR PUBLIC LIBRARY

**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICANT STATEMENT**

"The Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that the qualified applicants should receive a proportionate share. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons."

"In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and Rule 3030.105 (d), (e) and (f). The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year."

"The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. The Board further affirms that it has reviewed **AVENUES TO EXCELLENCE II** during the previous twelve months and that it has completed all requirements of this application."

"The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records which directly relate to this grant."

"The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct."

Date June 21, 1990

|           |   |                                     |
|-----------|---|-------------------------------------|
| Signature | <u><i>Barbara A. Ohlsen</i></u><br>President, Board of Directors/Trustees | <u>Barbara Ohlsen</u><br>Name Typed |
| Attest    | <u><i>Daniel Gaumer</i></u><br>Secretary, Board of Directors/Trustees     | <u>Daniel Gaumer</u><br>Name Typed  |
|           | <u><i>James C. Seidl</i></u><br>Librarian                                 | <u>James C. Seidl</u><br>Name Typed |



15. Calculation of Equalization Aid Grant.

(NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant even if you are not applying for an equalization aid grant.)

|   |    |                    |
|---|----|--------------------|
| a. Value of all taxable property within the library's service area as of Jan. 1, 1989, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau ..... | \$ | <u>460,326,905</u> |
| b. Said valuation multiplied by 0.0013 yields .....   | \$ | <u>598,425</u>     |
| c. Levy at 0.13% divided by population served yields per capita of .....  | \$ | <u>6.37</u>        |
| d. Population served multiplied by \$4.25 equals .....  | \$ | <u>399,241</u>     |
| e. Enter valuation multiplied by 0.0013 obtained in step (b) .....  | \$ | <u>598,425</u>     |
| f. Subtract (e) from (d) equals amount of equalization aid  | \$ | <u>0</u>           |

16. Calculation of Per Capita Grant.

Population served 93,939  
(Based on latest U.S. Census figure.)

Attach the enclosed statement for notarization from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of Jan. 1, 1989, or the most recent year available (the assessed valuation against which tax revenue was most recently levied).

17. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check this box.

**ILLINOIS STATE LIBRARY**

**FY91**

CITY DECATUR

3. (A) Please certify that the library has met or made progress in 1990 toward meeting the Illinois Library Association's standards for public libraries, **AVENUES TO EXCELLENCE II**.

Yes

No

(B) The board has reviewed **AVENUES TO EXCELLENCE II** during October 1989 - June 1990.

Yes

No

*(Please place an "X" in the box beside each standard listed below that the library either met or made progress toward meeting in 1990.)*

**AVENUES TO EXCELLENCE II**

| Checklist                   | Made progress | Met |
|-----------------------------|---------------|-----|
| I. Structure and Governance |               | X   |
| II. Finances                |               | X   |
| III. Administration         |               | X   |
| IV. Library Image           | X             |     |
| V. Users & Usage            | X             |     |

| Checklist                                     | Made progress | Met |
|---|---------------|-----|
| VI. Reference Service                         | X             |     |
| VII. Personnel                                |               | X   |
| VIII. Materials                               | X             |     |
| IX. Physical Facilities                       | X             |     |
| X. System/ILLINET Membership Responsibilities | X             |     |

19. Please certify that the library has filed a current annual report with the Illinois State Library.

Yes

No

LIBRARY NAME

DECATUR PUBLIC LIBRARY

2. In order to receive a Per Capita Grant for FY91, the library must report on the following required output measures completed after Oct. 15, 1989.

**REQUIRED**

| MEASURE   | RESULT | DATE COMPLETED |
|---|--------|----------------|
| 1. Circulation Per Capita *                         | 8.7    | 5/1/90         |
| 2. Program Attendance Per Capita *                  | .08    | 5/1/90         |
| 3. Reference Transactions Per Capita *              | .40    | 5/1/90         |
| 4. Registration as a Percentage of the Population * | 61 %   | 5/1/90         |
| 5. Turnover Rate *                                  | 3.3 %  | 5/1/90         |

\* NOTE: based upon the twelve month period May 1, 1989 to April 30, 1990

**OPTIONAL**

| MEASURE                                | RESULT  | DATE COMPLETED |
|--|---------|----------------|
| 1. In-Library Materials Use Per Capita |         |                |
| 2. Library Visits Per Capita           | 4.54    | 5/1/90         |
| 3. Reference Fill Rate                 | %       |                |
| 4. Title Fill Rate                     | %       |                |
| 5. Subject and Author Fill Rate        | %       |                |
| 6. Browser's Fill Rate                 | %       |                |
| 7. Document Delivery                   |         |                |
|  | 7 days  | %              |
|  | 30 days | %              |

NOTE: The results of completing the output measures are compiled by the Library Research Center of the University of Illinois each year. If you wish to list your library's results from the OPTIONAL output

21. Using the space provided, describe in a narrative statement how the results of the required output measures will be used to revise and/or update the library's long-range plan.

The Library's long range plan will incorporate the results of the output measures to:

1. Expand the selection of collections and materials owned. To evaluate materials already in the various collections through collection development procedures to ensure that the collections are meeting the needs of the patrons. Over the past year, circulation per capita and turnover rates for the library have substantially increased, indicating a need for additional materials in the popular, reference, and preschool collections.
2. Staff development will be a priority. Per capita use of the library has substantially increased while staffing levels have remained the same. Emphasis on adding new staff to help meet the growing demands is part of the long range plan. Volunteers will be used to help provide service where staffing is unavailable.
3. Services to special groups will be evaluated. Possible development of bookmobile stops and programming for young adults will be reviewed.
4. Reference service's routines and procedures will be reviewed and streamlined. Training of library staff in the use of computers and on-line searching techniques will be added to the long range plan goals.

22. In order to meet standards in **AVENUES TO EXCELLENCE II**, we plan to use FY91 grant monies in the following way(s) (all grant funds must be obligated by the library board for library expenditures by June 30, 1991).

To meet Avenues to Excellence II standards, Decatur Public Library plans to use its FY91 grant monies to:

1. Purchase Illinois Library Association memberships for library trustees. Send trustees to state and national library meetings. Structure and Governance I, 1, 6, 8, 9.
2. Purchase a microfilm reader-printer to allow improved access to the library's collection of 35 and 16 mm microfilm. Physical Facilities IX, 5.
3. Increase staff training and development.
  - a. Conduct a day long staff institute
  - b. Support and encourage staff to attend specialized programs which expand their knowledge and abilities in providing services to the patrons. Library Image IV, 2 and 3; Personnel VII, 10 and 11.

REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

CITY DECATUR

23. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **AVENUES TO EXCELLENCE II**.

See page 7a.

24. Expenditure of FY90 Per Capita Grant monies:  
 Total FY90 Per Capita Grant received \$93,939

**NOTE:** Please provide a breakdown of expenditures/obligations by general category.

| Category   | Amount/Cost      | Date of Obligation<br>(July 1, 1989 - June 30, 1990) |
|--|------------------|--|
| <u>Children's Materials</u>                            | \$ <u>9,381</u>  | <u>1/1/90 to 4/30/90</u>                             |
| <u>Adult Materials</u>                                 | \$ <u>37,136</u> | <u>1/1/90 to 4/30/90</u>                             |
| <u>Programs</u>  | \$ _____         | _____  |
| <u>Personnel (Salaries, fringe benefits)</u>           | \$ <u>43,821</u> | <u>7/1/90 to 2/28/90</u>                             |
| <u>Supplies</u>  | \$ _____         | _____  |
| <u>Equipment</u>                                       | \$ _____         | _____  |
| <u>Travel</u>  | \$ _____         | _____  |
| <u>Contractual Services (Specify)</u>                  | \$ _____         | _____  |
| <u>Other (Specify) IIA memberships, staff training</u> | \$ <u>3,601</u>  | _____  |

LIBRARY NAME DECATUR PUBLIC LIBRARY

23. Decatur Public Library used its FY90 per capita grant funds to:
- a. Purchase Illinois Library Association memberships for library trustees to promote increased awareness of issues facing libraries.
  - b. Two thirds of the staff (50 people) attended seminars, institutes, workshops, classes, and conferences to learn new skills and techniques. Staff from all levels and departments of the library participated in programs.
  - c. A day-long staff institute was held that focused on effective communications with patrons and fellow workers. Effective communications are essential to the operation of the library and its ability to provide the highest level of service to its users.
  - d. Paid part of the salaries of two professional staff members:
    1. Young Adult Librarian - developed a summer reading program, produced several annotated book lists of popular YA reading topics, conducted a day-long program on YA services for libraries from the Rolling Prairie Library System, and increased circulation of YA materials.
    2. Assistant Adult Services Librarian - assisted in collection development through the selection of 1,500 volumes and withdrawal of 4,665 volumes, updated non-fiction materials on families, etiquette, gardening, travel, Moslem religion, auto repair, and large print titles. In fiction, emphasis was placed on expanding the science fiction collection and adding sequels of titles already owned. Collection development has been used to ensure that the library is meeting the needs of its clientele.
  - e. Increased demand for information was helped with the purchase of 4,406 items through the per capita grant. Library circulation increased 39,750 items for the year. A record total of 817,697 items were circulated. Circulation of audiovisual materials increased 12% and additional audio-cassettes and compact discs were added to the collection to meet demand. Print materials purchased expanded our holdings and provided a wider range and depth to the collection.



REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID

25. If an Equalization Aid Grant was received last year, describe the use of the grant monies and the impact of the grant on public library services in your community.

26. Expenditure of FY90 Equalization Aid Grant monies:  
 Total FY90 Equalization Aid Grant received \_\_\_\_\_

**NOTE:** Please provide a breakdown of expenditures/obligations by general category.

| Category                              | Amount/Cost | Date of Obligation<br>(July 1, 1989 - June 30, 1990) |
|---------------------------------------|-------------|--|
| Children's Materials                  | \$ _____    | _____  |
| Adult Materials                       | \$ _____    | _____  |
| Programs                              | \$ _____    | _____  |
| Personnel (Salaries, fringe benefits) | \$ _____    | _____  |
| Supplies                              | \$ _____    | _____  |
| Equipment                             | \$ _____    | _____  |
| Travel                                | \$ _____    | _____  |
| Contractual Services (Specify)        | \$ _____    | _____  |

CITY \_\_\_\_\_  
 DECATUR \_\_\_\_\_  
 LIBRARY NAME \_\_\_\_\_  
 DECATUR PUBLIC LIBRARY

JIM EDGAR  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

CITY DECATUR

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, William M. Dargney, County Clerk of the County of  
Macon in the State of Illinois, and keeper of the records and  
files of said county, do hereby certify that the assessed value of all property as equalized by the Department  
of Revenue, Property Tax Administration Bureau for the most recent year available in City of  
Decatur Library is  
(library corporate entity)

|                   |    |                    |
|-------------------|----|--------------------|
| Real Estate       | \$ | <u>455,421,086</u> |
| Pollution Control | \$ | <u>- 0 -</u>       |
| Railroad Property | \$ | <u>4,905,819</u>   |
| <b>TOTAL</b>      | \$ | <u>460,326,905</u> |

All of which appears from the records and files in my office.\*  
The City of Decatur library tax rate is .4348

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY  
HAND AND FIXED THE SEAL OF THE COUNTY OF  
Macon, AT MY OFFICE,  
IN THE CITY OF Decatur,  
IN SAID COUNTY, THIS 17<sup>th</sup> DAY OF  
May, A.D. 1990

William M. Dargney  
County Clerk

(County Seal)

Subscribed and sworn before me this 17<sup>th</sup> day of May, 1990



Cheryl Meyer  
Notary Public

LIBRARY NAME DECATUR PUBLIC LIBRARY

