

ILLINOIS STATE LIBRARY
LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)
QUARTERLY NARRATIVE REPORT

SUBGRANTEE: Decatur Public Library

PROJECT#: I-91-0290-135

PROJECT TITLE: Business Information Center Network

PROJECT STATUS 25%
(percent complete)

DATE OF REPORT: October 10, 1990

QUARTER COVERED
IN REPORT: July 1, 1990 TO September 30, 1990

SUBGRANTEE STAFF MEMBER PREPARING REPORT:

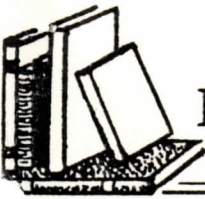
Janice Mandernach
(SIGNATURE)

BRIEFLY DESCRIBE THE FOLLOWING --- LIMIT TWO (2) PAGES
(to be attached to this sheet)

- (1) Describe progress made toward meeting objectives during the period covered by this report.
- (2) Explain any program deviation which occurred during this reporting period.
- (3) Detail plans for resolving any program deviation.
- (4) Outline progress expected to be made next quarter toward meeting program objectives.

RECEIVED/ACKNOWLEDGED BY: _____
Consultant

Date



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



First Quarter Report: The Business Information Center Network Project #: I-91-0290-135; Contract #10-1202-271

The first quarter of The Business Information Center Network project got off to a vigorous start with the addition of a fifth "mini center" at Mt. Zion District Library. Mt. Zion chose to focus on: serving those patrons who need help in finding a job, providing information as a career center, and serving the existing small businesses. To announce the addition of Mt. Zion District Library, the Project Coordinator gave a speech at the monthly meeting of the Mt. Zion Chamber of Commerce on this new link between library resources in Mt. Zion and Decatur.

To inaugurate the second year of the mini-business center at Forsyth Public Library, a series of workshops has been scheduled for October at the regional mall located in Forsyth. The workshops are primarily for mall businesses but are open to the public. They will be held in the mall rent-free, due to the efforts of the Forsyth mini business center and Richland Community College in cooperation with the Mall management.

A "Future Funding Committee" was organized, which includes as members a retired businessman, a city economic development official, a chamber of commerce executive and library personnel. Two meetings were held during the first quarter; one brainstorming session and a follow-up meeting. Efforts of this group are coordinated with the Decatur Public Library's Foundation. Funding will be sought from corporate users of the BIC, through fee based services, and in cooperation with DCCA.

During the first quarter, 3 CD-ROM services were tested in the BIC. A subscription to The Million Dollar Disc, marketed by Dun & Bradstreet, has been purchased--which has the capability to search public and private companies. The addition of this service has resulted in very positive reactions from community economic development professionals. Also, all libraries have begun ordering print and audio-visual materials for circulation and reference use.

The Project Director is negotiating with suppliers of hardware and software for a Local Area Network using CD-ROM, with installation anticipated by January of 1991.

The two IBM-compatible public access computers available in the BIC are currently used 6-10 hours per day. During the first quarter, with very little promotion, approximately 250 persons discovered the computers. Usage during July, August and September included persons composing resumes and letters of interest (one patron sent out over 400 letters using our equipment), a limited partnership agreement, a formal business presentation including financial tables, and training in data processing skills. Desktop publishing was added to the public access computers during September, and several advertising flyers have already been created.

At the suggestion of the BIC Advisory Committee, the on-line searching of databases was put on hold for evaluation during the

second quarter. Satisfaction with direct user searching of CD-ROM services suggests that having additional CD-ROM services may be preferable to on-line services.

The Business Information Center once again cooperated with Richland Community College and the Decatur Industry and Technology Center in its Self Employment Training (S.E.T.) program for small business. 30 persons spent 2 hours in the BIC gaining a brief exposure to 12 different types of resources available in the Center. Subsequently, many of the business persons who are a part of the S.E.T. program returned to use the resources in more depth. Another visit to the BIC is planned for an October S.E.T. class session.

Also on the subject of training, the Project Director continues to serve as a member of the Seminar Committee of the Small Business Council (Metro. Decatur Chamber of Commerce), which fosters continued cooperation between the BIC and the Chamber--and keeps BIC staff abreast of the training and development needs of Decatur area businesses.

Promotion of the resources of the Business Information Center to area business groups has continued this grant year. Approximately 50 persons attended two speeches given by the Project Coordinator during the first quarter, and informational packets were distributed to 75 participants of the Downstate Industry Minority Expo held at the Decatur Holiday Inn. Eight persons have sought in-depth help from the BIC staff, and close to 1,000 reference questions were answered using BIC resources during the quarter. Because of the growing usage of the BIC, staffing was increased by a part-time librarian who works 12 hours per week on-site.

The promotional brochure was redesigned to include the new mini-business center and new services available. FAX cover sheets and postcards were also designed.

A Job Pathfinder using resources available at the Decatur Public Library, both in the Business Information Center and other collections, was prepared. A display table within the library featuring aids for job seekers is planned for the second quarter.

No advertising of BIC services was attempted during the first quarter because we had ads on the radio in July funded by the previous grant year. Also, we had not received official notification from the Secretary of State's office that the grant project could be publicized, so additional advertising is planned for the rest of the year.

The tour of DCCA offices will also be delayed until the second quarter to accommodate the schedules of DCCA personnel.

Finally, a project to develop a series of videos for persons wanting to start a business has been delayed until the second quarter. The Project Coordinator plans to put this information on audiocassette rather than videocassette, and will be able to devote more time to this now that the new project year has actually begun. Her contract for the 1990-91 project year did not officially begin until September 4, 1990, because we did not receive our contracts from the Illinois State Library until the end of August.

We are looking forward to a productive and eventful project year, with many activities still to come.

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)
ILLINOIS STATE LIBRARY
QUARTERLY FINANCIAL REPORT

SUBGRANTEE: Decatur Public Library

PROJECT #: I-91-0290-135

PROJECT TITLE: Business Information Center Network

PROJECT STATUS 25%
(Percent Complete)

DATE OF REPORT: October 10, 1990

QUARTER COVERED IN REPORT: July 1, 1990 TO September 30, 1990

SUBGRANTEE STAFF MEMBER PREPARING REPORT: *Janice Mandernach*
(Signature)

PROJECT DIRECTOR: *Carol A. Gibson*
(Signature)

NOTE: All budget lines should be listed.

BUDGET LINE	BUDGET AMOUNT	REQUESTED THIS PERIOD	TOTAL EXPENDITURES/OBLIGATIONS TO DATE	REIMBURSED TO DATE	PERCENT REMAINING
Equipment Purchase	\$ 9,523	\$ -0-	\$ -0-	\$ -0-	100%
Contractual Services	31,678	936	936	-0-	97%
Library Materials	46,050	4,494.30	4,494.30	-0-	90.2%
Other	6,140	27.73	27.73	-0-	99.5%
TOTALS	\$ 93,391	\$5,458.03	\$5,458.03	\$ -0-	94.2%

Received/Acknowledged by: _____ (ISL Consultant) _____ (Date)

FORM C-13-7 PART (REV. 10-89)

Invoice Voucher

The preparation instructions for vendors are on the back of the last copy.

STATE OF ILLINOIS

Name and Location of State Agency or Institution

VENDOR AND STATE AGENCY SEE IMPORTANT INSTRUCTIONS ON BACK OF COPIES 6 AND 7 FOR COMPLETION OF BOX 3	2. Taxpayer Identification Number 37-6001308	Important See instructions on back of page 7 for completion of box 2.	4. Voucher No. _____
	3. Vendor or Payee LAST NAME OR BUSINESS NAME FIRST NAME MIDDLE INITIAL Decatur Public Library 247 E. North St. Decatur, IL 62523		5. Voucher Date _____
PAYMENT OF INTEREST MAY BE AVAILABLE IF THE STATE FAILS TO COMPLY WITH THE ILLINOIS PROMPT PAYMENTS ACT, ILL. REV. STAT., CH. 127, PAR. 132.401.			6. Appropriation Account Code Number _____
Disposition of Copies 1-Comptroller 5-Agency 2-Agency 6-Agency 3-Agency 7-Retained 4-Remittance Copy by Vendor			7. Invoice Number _____
			8. Invoice Date _____

10. Give Complete Description of Articles/Services Rendered or Attach Itemized Vendor Invoice	11. Quantity	12. Units	13. Unit Price	14. Amount
Request for reimbursement for an agreement between the Illinois State Library and Decatur Public Library for an LSCA Grant entitled "The Business Information Center Network" Project # I-91-0290-135 Obligation # 10-1202-271				\$5,458 03

18. Exp. Obj.	19. Exp. Amount	Comp Use Only	15. Subtotal
		22. Obligation No.	24. Payment Amount
		23F	
			16. Discount/Deduction
			17. Total Amount
20. Total Exp.		25. Total Payment Amount	

26. For Agency Use Only

Approved for Payment _____

Receiving Officer _____ Date _____ Clerk _____

Certification of Receiving Agency

I certify that the goods or services specified on this voucher were for the use of this agency and that the expenditure for such goods or services was authorized and lawfully incurred, that such goods or services meet all the required standards set forth in the purchase agreement or contract to which this voucher relates; and that the amount shown on this voucher is correct and approved for payment. If applicable, the reporting requirements of Section 5.1 of 'An Act to create the Bureau of the Budget and to define its powers and duties and to make an appropriation', approved April 16, 1969, as amended, have been met.