



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



**LSCA Contract #10-1202-030; Project #I-90-0289-135
"Decatur Area Resources For Economic Development"
Fourth Quarterly Narrative Report, April - June, 1990**

As our project year draws to a close, we find that most of our original objectives have been met--with some of the project's accomplishments exceeding our expectations.

We began the quarter with an area-wide radio promotion of the services offered by the BIC and mini-centers. Radio spots were made by librarians from all five libraries, and ran 12 times per week for a three week period. These spots also tied into National Library Week and encouraged general library usage. Other radio spots will be aired at the end of the project year, to extend promotion of the BIC into project year two.

One of the new services promoted was the availability of two Epson computers and a laser printer. This hardware was purchased in April, and is currently equipped with WordPerfect software for word processing, dBase for database management, and the Harris Illinois Industrial Directory on floppy disk. In addition, Dun's Million Dollar Disc on CD-ROM was tested for 30 days. This database is being considered for purchase, along with a compatible database known as Compact Disclosure.

Both computers are available for public use, and they are currently in use 4-6 hours per day. A news release announcing their availability appeared in a June issue of the Decatur Herald & Review, so we expect usage to pick up in the near future.

One of the computers has also been used by the BIC Project Coordinator to produce the BIC Newsletter and a publication that will be titled the Business Resource Directory for Decatur-Macon County. This directory will consist of information about area agencies that serve the business community, similar to the social service directories many communities publish. It will be published annually and distributed throughout the Decatur-Macon County area. The computer database will be updated regularly as well, so that the most current information will always be available at the BIC. We expect the 1990 directory to be printed in July, as the computer database is now completed.

Our first quarterly newsletter was mailed in May, and was well received judging from the number of inquiries we have already had concerning our fax service and the videocassettes collection.

A workshop entitled "Take This Job...And Love It" was presented at the Decatur Public Library on Friday, June 29. The presenter was Career Management Consultant Jane Shuman of Springfield, IL.

Forty people from a variety of occupations attended this 6-hour workshop, which focused on improving one's job environment and work habits. Much was done to promote this workshop, including announcements at Chamber of Commerce meetings, news releases, and radio interviews. We feel that attendance would have been somewhat higher if the workshop had been held at a different time of year.

Cooperation has increased during this past year between the BIC and other agencies promoting economic development in Decatur/Macon County. The most exciting occurrence has been the forming of the Economic Development Coordinating Committee, composed of members representing all agencies that promote economic development in Decatur and Macon County. The Committee meets monthly, and each meeting is held at a different agency. The BIC Project Director and Project Coordinator share the responsibility of attending these meetings, and have found them to be an excellent source of local economic development information. Recently, the Project Coordinator worked with other committee members to develop a flowchart that clearly explains the process an entrepreneur should follow when starting a business.

Some of the mini-center libraries have been working with the Richland Community College Business Development Center to design workshops for their local businesses. The Forsyth Public Library is designing a workshop for mall merchants, which will be held at the Hickory Point Mall in the fall. Friends Creek District Library also plans to hold a workshop in the near future, and will be hosting a meeting to form an economic development group for the Argenta-Oreana area. The Barclay District Library in Warrensburg is also hoping to host a workshop for area merchants this fall.

Looking towards the second year of our project, preliminary plans have been made for funding of the BIC and mini-centers once LSCA funds are no longer available. Active, retired businesspersons have been contacted as we prepare to establish a committee that will coordinate ongoing funding of the BIC. A long-range financial plan will be developed, to include: solicitation of funds from area businesses and corporations, application for grant funds from public and private foundations, fee-based services, and continued support from the libraries sponsoring the project.

The future of the Business Information Center network is bright as usage continues to grow. By providing a needed service for the Decatur-Macon County area, we hope to gain continued support from our community to ensure a lasting program.

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

SUBGRANTEE: Decatur Public Library

PROJECT#: I-90-0289-135

PROJECT TITLE: Decatur Area Resources for Economic Development:

Libraries "Dare To Be Great" for Business in Macon County

PROJECT STATUS 100%
(percent complete)

DATE OF REPORT: July 10, 1990

QUARTER COVERED
IN REPORT: April 1, 1990 TO June 30, 1990

SUBGRANTEE STAFF MEMBER PREPARING REPORT:

Carol A. Gibson
(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

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

SUBGRANTEE: Decatur Public Library

PROJECT #: I-90-0289-135

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SUBGRANTEE STAFF MEMBER PREPARING
REPORT: Carol A. Gibson
(signature)

PROJECT DIRECTOR: Carol A. Gibson
(signature)

NOTE: All budget lines should be listed.

Budget Line	Budget Amount	Requested This Period	Total Expenditures To Date	Reimbursed To Date	Percent Remaining
A. Personnel	-0-				
B. Finge Benefits	-0-				
C. Travel	-0-				
D. Equipment					
Purchase	\$10,736*	\$ 7,719.03	\$10,736.00	\$ 3,016.97	0%
E. Supplies	-0-				
F. Contractual					
Services	28,950	12,100.00**	28,718.72	16,618.72	0.8%
G. Library Materials	33,600	6,984.69**	33,544.69	26,560.00	0.2%
H. Other	5,249*	2,382.73**	5,248.73	2,866.00	0%

TOTALS \$78,535 \$29,186.45 \$78,248.14 \$49,061.69\$ 0.4%

*Amended amount approved through Amendment To Contract

**Includes funds still encumbered as of 6/30/90

Received/Acknowledged by: _____

State Library Consultant

date

Invoice Voucher

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

STATE OF ILLINOIS

Illinois State Library
Rm. 288, Centennial Building
Springfield, IL 62756

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. Vendor Number-FEIN/SSN	Zip Code	Type Code	4. Voucher No. _____ 5. Voucher Date _____ 6. Appropriation Account Code Number _____ 7. Invoice Number _____ 8. Invoice Date _____
	FEIN # 37-6001308	62523		
Disposition of Copies 1-Comptroller 2-Agency 3-Agency 4-Remittance Copy 5-Agency 6-Agency 7-Retained by Vendor	3. Vendor or Payee			
	LAST NAME FIRST NAME MIDDLE INITIAL OR BUSINESS NAME Decatur Public Library 247 E. North St. Decatur, IL 62523			

10. Give Complete Description of Articles or Services Rendered	11. Quantity	12. Units	13. Unit Price	14. Amount
Request for reimbursement for an agreement between the Illinois State Library and the Decatur Public Library for the LSCA Grant entitled "Decatur Area Resources For Economic Development: Libraries 'DARE To Be Great' For Business In Macon County" LSCA Contract Number <u>10 1202 030</u>				\$ 29,186 45

18. Exp. Obj.	19. Exp. Amount	Comp Use Only	15. Subtotal	
			22. Obligation No.	23F 24. Payment Amount
				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.