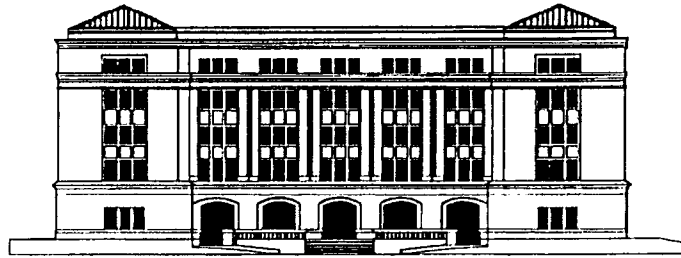


FY2010 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS APPLICATION



ILLINOIS STATE LIBRARY

DUE DATE: OCTOBER 15, 2009

This is a postmark due date. Postmark legibility and proof of postal receipt are the applicant's responsibility. The Illinois State Library is neither responsible for, nor obligated to fund, grant applications that are postmarked past the deadline date, that are incomplete or that are missing components. The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135.

This application form is made available electronically so that libraries may complete the form online. It is recommended that you use **version 8.1.3 or higher** of Adobe Acrobat Reader. You may download the latest version of Adobe Acrobat Reader free of charge from [Adobe's Website](#). It is also suggested that you save the file to your computer before completing any form fields. If necessary, use the last page of the document to supplement your application with any additional information.

After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

ONE ORIGINAL grant application with original signatures, including the original County Clerk(s) signature(s) and seal(s) with any supporting documentation, AND ONE COPY, are to be postmarked on or before October 15, 2009 or hand delivered no later than 4:30 p.m. on October 15, 2009. Postmark legibility and proof of postal receipt are the applicant's responsibility.

Mail or deliver application to: State Grants for Illinois Public Libraries
Illinois State Library
Gwendolyn Brooks Building - Room 410
300 South Second Street
Springfield, Illinois 62701-1796

Make three (3) COPIES of the original application and all supporting documentation. Submit the **ORIGINAL AND ONE (1) COPY** to the Illinois State Library. **Retain one (1) COPY** for the library's files and **send one (1) COPY** to the regional library system.

CITY: DECATUR
LIBRARY: DECATUR PUBLIC LIBRARY

SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES
APPLICATION STATEMENT

The library board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The board further affirms that in making the application for the 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 all 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 corresponding Administrative Rules. 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. Failure to spend funds as approved by the Illinois State Library and/or within the time frame allotted shall result in ineligibility for future grants for a period of one year. The board further affirms that it has reviewed *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997* or *Serving Our Public 2.0: Standards for Illinois Public Libraries* 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 that directly relate to this grant.

The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135. This application form has been made available electronically so that libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: October 13, 2009

DO NOT USE BLACK INK OR PENCIL FOR SIGNATURES

Mr. Mrs. Ms. _____
Signature - President, Board of Directors/Trustees

Teena Zindel-McWilliams
Name (typed)

Mr. Mrs. Ms. _____
Signature - Secretary, Board of Directors/Trustees

Nichollette Rademacher
Name (typed)

Mr. Mrs. Ms. Lee Ann Fisher
Signature - Librarian

Lee Ann Fisher
Name (typed)

City: DECATUR
Library: DECATUR PUBLIC LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2010 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal name of library: DECATUR PUBLIC LIBRARY
*Any name changes made since October 16, 2008 due to conversion or other reasons should be reported here.

Formerly:

2. Address: 130 N. Franklin Street
(Street Address) (Post Office Box)
Decatur 62523-1327
(City) (ZIP + Four)

Primary County: Macon

3. Name of corporate authority that levies the tax supporting the library: Decatur Public Library

4. Type of library applying: (check one) [X] City [] County [] District [] Town [] Village [] Township [] Other

5. Beginning with the primary county, list all counties in the library's service area: Macon

6. Date library was legally established: 1876

7. Library System: [] Alliance [] Chicago Public [] DuPage [] Lewis & Clark [] Lincoln Trail [] Metropolitan [] North Suburban [] Prairie Area [X] Rolling Prairie [] Shawnee

8. Federal Tax Identification Number (FEIN#): 37-6001308

9. Is the library participating in the non-resident reciprocal borrowing program: [X] Yes [] No

10. The library's non-resident fee for FY2010 is: \$ 101.38

11. Does the library use the tax bill method to determine the non-resident fee: [] Yes [X] No

12. *Name and title of the person preparing this application: Karen Bjorkman Assistant City Librarian
(Name) (Title)

Library Phone Number: 217-424-2900

Library FAX Number: 217-233-4071

*E-Mail Address: kbjorkman@decatur.lib.il.us
(E-mail address of the person preparing this application)

Main Library Hours: Monday 9 am - 9 pm Tuesday 9 am - 9 pm Wednesday 9 am - 9 pm
Thursday 9 am - 9 m Friday 9 am - 5:30 pm Saturday 9 am - 5:30 pm Sunday 1pm - 5 pm

*If this information changes within the next six months, please e-mail the change to jurbanek@ilsos.net

City: DECATUR
Library: DECATUR PUBLIC LIBRARY

13. Calculation of Per Capita Grant:

Population Served 81860

ONLY THE OFFICIAL 2000 CENSUS (INCLUDING CORRECTED OR REVISED) OR A SPECIAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF OCTOBER 15, 2009 FOR THE LIBRARY'S SERVICE AREA WILL BE ACCEPTED.

14. 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 the library is not applying for an Equalization Aid Grant.*

- a) Value of all taxable property within the library's service area as of January 1, 2009, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau
 - Must match "TOTAL" line from primary county's County Clerk's page..... \$ 912,014,180.00
 - Must match "TOTAL" line from additional county's County Clerk's page..... \$ _____
 - Must match "TOTAL" line from additional county's County Clerk's page..... \$ _____
 - Must match "TOTAL" line from additional county's County Clerk's page..... \$ _____

a) = the sum of ALL county total lines

TOTAL of combined said valuation for primary and/or additional counties: \$ 912,014,180.00 a)

- b) Said valuation multiplied by 0.0013 yields..... \$ 1,185,618.00 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 14.48 c)

Complete d) e) and f) only if receiving an Equalization Aid Grant

- d) Population served multiplied by \$4.25 equals..... \$ _____ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ _____ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ _____ f)

15. Attachments and Certifications Check Off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof), attach a sheet showing the population for each and a total. *If necessary, include documentation for any population changes officially on file with the Secretary of State's Office as of October 15, 2009 (such as a special census or correction).* Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original County Clerk(s) Page(s), with original signature(s) and seal(s), certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within the library's service area as of January 1, 2009 or the most recent year available.
- c) In order to be eligible for either a Per Capita Grant or an Equalization Aid 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 (75 ILCS 10/8.1). *If the library is applying for a grant on that basis, attach documentation for the most recent year available.* Please check if applicable.
- d) Please check the box if the library's current IPLAR (Illinois Public Library Annual Report) is on file at the Illinois State Library.
- e) Qualification for this grant requires the library to develop and attach a plan for ongoing building maintenance, replacement and repairs. Please check the box to indicate the library has included the required document with this application.
- f) Qualification for this grant requires the library to complete a Technology Inventory, using TechAtlas for Libraries on WebJunction Illinois. Check the box and provide the date the Technology Inventory was submitted on TechAtlas for Libraries:

Date submitted 12-4-2008

Clerk: DECATUR
Library: DECATUR PUBLIC LIBRARY

LEGAL COMPLIANCE

16. Between October 16, 2008 and October 14, 2009, the library board must review policies identified in *Illinois Library Laws, January 2008, (Chapter 75, Libraries)* and all additional acts pertaining to library type. Provide the date(s) of review and list the policies that were developed or revised as a result of this review. In narrative format, identify areas where the library needs to address compliance, policies or other improvements and the steps the board will take to alleviate any discrepancies.

The library board started reviewing the bylaws dealing with communication with the public on September 4, 2008, and presented the changes to the board on September 18, 2008. Revisions were made at the October 16, 2008, meeting and the changes were approved at the November 20, 2008, meeting.

Article 3. Order of Business and Article 8. Public Participation were changed. (See attachment A)

They continued with reviews on December 18, 2008, and January 15, 2009. No additional changes were suggested.

STANDARDS

17. In narrative format, report on progress in meeting Chapter V "Reference, Reader's Advisory, and Bibliographic Instruction" of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997*, or Chapter 8 "Public Services: Reference and Reader's Advisory Services" of *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

April 16, 2009, Board Meeting. Reviewed the figures from the Adult Division department for services provided to patrons at the reference desk which was 6,352 for the month of April with a total of 7,828 when the extension service and children's department were added in.

All basic services are available when the library is open and a box is provided on the main floor and patron's are encouraged to place comments in the suggestion box. The suggestion box is opened each week and an effort is made to reply to patron complaints by administration and various division heads.

After reviewing the reports and statistics the board felt that the library staff were providing excellent service to patrons.

OW: DECATUR
LIBRARY: DECATUR PUBLIC LIBRARY

18. Between October 16, 2008 and October 14, 2009, library staff must review the most recently published ILLINET Interlibrary Loan Code. Provide the date(s) of review.
November 12, 2008, January 14, 2009, and March 11, 2009.

TRUSTEES

19. Between October 16, 2008 and October 14, 2009, the library staff and board must review the most recently published *Administrative Ready Reference*. Provide the date(s) of review. In narrative format, describe the policies that were developed or revised as a result of this review.

June 18, 2009, presented the board with copies of the Administrative Ready Reference. An additional copy was made available to staff. Board reviewed several issues covered in the ARR on July 18, 2009, and August 20, 2009. The decision was made to use the form in the ARR for induction of new members to the board.

Staff reviewed the ARR on August 13 and September 10 at the regular Division Head meetings. No policies were developed or revised as a result of the review.

LIBRARY'S ENVIRONMENTAL PROFILE

20. In narrative format, describe the process used to develop the plan for ongoing building maintenance, replacement and repairs.

Head of Maintenance has changed 3 times in the last 12 months. Long range building includes a section on building maintenance, replacement and repairs.

The library has been its current location for 10 years and a number of areas are beginning to show signs of wear. Meetings were held between the city librarian and the head of maintenance to develop a new building maintenance plan and changes will be presented to the board in November or December 2009 as a new long range plan is due.

See attachment B for the Long Range plan and a copy of the suggestions for the new long range plan.

City: DECATUR
Library: DECATUR PUBLIC LIBRARY

TECHNOLOGY AND COLLECTION MANAGEMENT

21. As a result of completing a technology inventory using TechAtlas for Libraries on WebJunction Illinois, in narrative format, describe what was learned about the library's technology needs.

Currently the library has between 32 and 60 computers that are out of date and will need to be replaced within the next two years. The PAC computers are adequate and should continue to function until the system is updated.

The patron computers are slow and beginning to require continuous updating to keep them working when accessing the internet. The patron work station computers still contain floppy drives and at times will not access necessary job sites.

22. The library's website is estimated to be: 25% ADA compliant 50% ADA compliant
 75% ADA compliant 100% ADA compliant

23. In narrative format, describe any changes the library plans to make to the website design to make it more accessible to persons with disabilities.

The website is in the process of being totally redesigned and will be checked regularly to be sure that it meets between 85 and 100 percent ADA compliant. Currently the Systems division head is investigating additional enhancements to make it more accessible.

PLANNED USE OF FY2010 GRANT MONIES

24. Describe how the library plans to use FY2010 grant monies in order to meet standards in *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997* or *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building interior or exterior including heating and air conditioning systems, is a capital expenditure) will not be an approved use of per capita funds. Inappropriate expenditures include appliances such as refrigerators, stoves, microwaves, etc.*

- MATERIALS -- plans are to spend 40 to 45% of the total grant funds for materials for children's and adults.
- PROGRAMS -- special programs and assistance with job hunting workshops have increased more demand is being placed on the library for assistance with the computers. 3 to 5% will allow the library to increase the number of computer classes and to offer exhibits that assist patrons on finding information on jobs and education.
- PERSONNEL -- 35 to 40% will be spent on maintaining a competent and knowledgeable staff.
- CONTINUING EDUCATION -- The library is developing "Core Competencies" as a way to provide more in house training for staff. 10 to 12% of the grant funds will be spent on staff continuing to attend workshops and training at RPLS.
- SUPPLIES -- Due to the increase usage of the library it will be necessary to spend 10 to 15% more on the cost of handouts and program supplies.
- PUBLIC RELATIONS -- 2 to 3% will continue to be spent on marketing the library as we work toward more and more free advertising.

City: DECATUR
Library: DECATUR Public Library

For libraries that received and reported the use of FY2008 Per Capita Grant funds on last year's application, proceed to page number 9.

For libraries that did not report any or all of the use of FY2008 Per Capita Grant funds on last year's application, the information below is required.

FY2008 Per Capita Grant funds must be obligated by June 30, 2009 and expended by August 15, 2009

EXPENDITURE OF FY2008 PER CAPITA GRANT

25. Total FY2008 Per Capita Grant received: \$ N/A
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2008 Per Capita Grant.

Include per capita grant expenditures only - do not include entire library budget.

All expenditures listed here, must be addressed in the budget explanation below.

CATEGORY	FY08 AMOUNT
Children's Materials (including electronic resources).....	\$ _____
Adult Materials (including electronic resources).....	\$ _____
Programs.....	\$ _____
Personnel.....	\$ _____
Continuing Education.....	\$ _____
Supplies.....	\$ _____
Equipment.....	\$ _____
Electronic Access (include computer software and hardware).....	\$ _____
Travel.....	\$ _____
Public Relations.....	\$ _____
Telecommunications	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
TOTAL (must be equal to or greater than the FY2008 Per Capita Grant).....	\$ _____

If a Per Capita Grant was received in FY2008, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997* or *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

All expenditures addressed here, must also be represented above.

City: DECATUR
Library: DECATUR PUBLIC LIBRARY

EXPENDITURE OF FY2009 PER CAPITA GRANT

27. Total FY2009 Per Capita Grant received: \$ 99,034.23
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2009 Per Capita Grant.
 Include per capita grant expenditures only - do not include entire library budget.
 All expenditures listed here, must be addressed in the budget explanation below.

CATEGORY	FY09 AMOUNT
Children's Materials (including electronic resources).....	\$ 15,408.23
Adult Materials (including electronic resources).....	\$ 24,565.00
Programs.....	\$ 2,971.00
Personnel.....	\$ 39,614.00
Continuing Education.....	\$ 4,952.00
Supplies.....	\$ 9,903.00
Equipment.....	\$
Electronic Access (include computer software and hardware).....	\$
Travel.....	\$
Public Relations.....	\$ 1,981.00
Telecommunications.....	\$
Contractual Services (please specify).....	\$
Other (please specify).....	\$
TOTAL (must be equal to or greater than the FY2009 Per Capita Grant).....	\$ 99,034.23

If a Per Capita Grant was received in FY2009, describe how the monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition, 1997* or *Serving Our Public 2.0: Standards for Illinois Public Libraries*.

All expenditures addressed here, must also be represented above.

15% was spent on Children's materials and 24.8% was spent on Adult resources bringing the Materials total to 39.8%. 3% was spent on programming and the library was able to obtain a target grant for \$2,000 to be able to adequately do programming. 40% was spent on Personnel to keep up with inflation and to maintain a knowledgeable staff. 10% was spent on supplies and this cost is continuing to increase and more patrons are using the library. 2% was spent on Public Relations as staff have worked very hard to continue to find ways to advertise free.

City: DECATUR
 Library: DECATUR PUBLIC LIBRARY

JESSE WHITE
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

ATTACH A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA

I, Stephen M. Bean 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 2008 available in CITY OF DECATUR is:

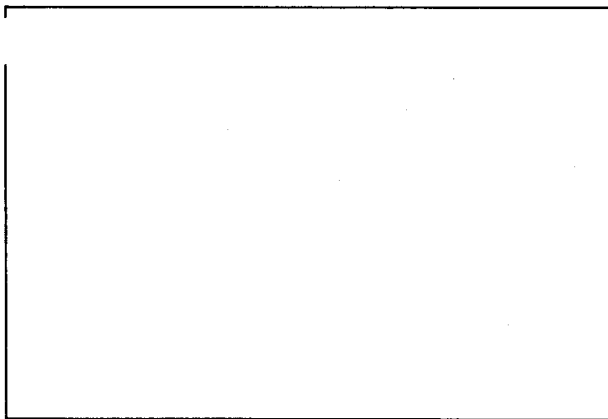
Real Estate	899,526,895
Pollution Control	0
Railroad Property	12,487,285
All Other	0
*TOTAL	912,014,180

*USE THIS FIGURE TO ANSWER QUESTION 14. A) ON PAGE 3 OF THIS APPLICATION

All of which appears from the records and files in my office.

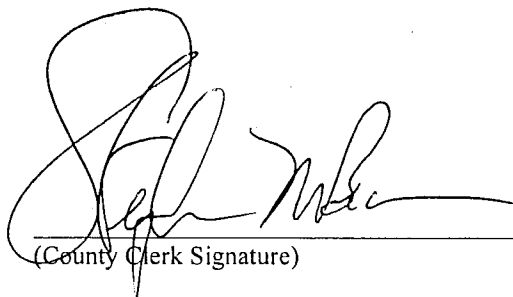
The CITY OF DECATUR tax rate for 2008 is 0.37138

Is this tax rate below .13% because of the Property Tax Limitation Law? YES NO



I HAVE HEREUNTO SET MY HAND AND
AFFIXED THE SEAL OF THE COUNTY OF
MACON IN THE CITY OF DECATUR IN
SAID COUNTY.

Affix County Seal within box above


(County Clerk Signature)

10/13/09
Date

THE COUNTY CLERK'S SIGNATURE AND THE COUNTY SEAL MUST BE ORIGINAL

City Decatur Library Public Library