

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62701-1796  
PUBLIC LIBRARY ANNUAL REPORT  
1993-1994

Every public library in Illinois is required by law (75 Illinois Compiled Statutes (ILCS) 5/4-10, and elsewhere) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1993, and June 30, 1994. Please complete and return this form promptly. According to legislation enacted in 1993, public library districts have until September 1 to file this report.

Please do not leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. Type your responses or print in black ink. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 1-9.

## IDENTIFICATION

1. Location Decatur \_\_\_\_\_ 1  
(Name of the municipality in which the central library is located.)
2. Librarian John A. Moorman / Title City Librarian \_\_\_\_\_ 2  
(Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).)
3. Legal name of library Decatur Public Library \_\_\_\_\_ 3
- 4a. Address: \_\_\_\_\_  
247 East North Street  
Number and Street  
Decatur, Illinois  
City State  
62523-1128  
Zip Code Plus Four  
(If four digit extension is unknown, contact local post office)
- 4b. Mailing address, if different: \_\_\_\_\_  
Number and Street or P.O. Box  
\_\_\_\_\_  
City State  
\_\_\_\_\_  
Zip Code Plus Four \_\_\_\_\_ 4
5. Library telephone: ( 217 ) 428-6617 \_\_\_\_\_ 5  
Area Code
6. Library fax telephone number: ( 217 ) 423-5741 \_\_\_\_\_ 6  
Area Code
7. INTERNET address: a. Library Director's e-mail address: jmoorman@alexia.lis.uiuc.edu \_\_\_\_\_ 7a  
b. Automated System Address: \_\_\_\_\_ 7b
8. Library system Rolling Prairie \_\_\_\_\_ 8
9. Type of library (please circle one):  
 City \_\_\_\_\_  
 County \_\_\_\_\_  
 District \_\_\_\_\_  
 Park \_\_\_\_\_  
 Town \_\_\_\_\_  
 Township \_\_\_\_\_  
 Village \_\_\_\_\_  
 Other \_\_\_\_\_ 9
10. Is your library involved in a contractual arrangement with another library to receive all library services? ..... Yes \_\_\_\_\_ No  \_\_\_\_\_  
If yes, list the name(s) of the library(s) with whom you contract for service \_\_\_\_\_ 10

City  
DECATURLibrary  
DECATUR PUBLIC LIBRARY

SERVICE OUTLETS AND HOURS

11. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open during its regularly scheduled hours):

Monday	<u>9 a.m.</u>	to	<u>9 p.m.</u>	Friday	<u>9 a.m.</u>	to	<u>9 m.</u>
Tuesday	<u>9 a.m.</u>	to	<u>9 p.m.</u>	Saturday	<u>9 a.m.</u>	to	<u>5:30 p.m.</u>
Wednesday	<u>9 a.m.</u>	to	<u>9 p.m.</u>	Sunday	<u>1 p.m.</u>	to	<u>5 p.m.</u>
Thursday	<u>9 a.m.</u>	to	<u>9 p.m.</u>				

11

12. Total scheduled weekly public service hours for all service outlets: (i.e., central library, branches and bookmobiles) ..... 134.5 12

13. List branches (please attach additional sheets as necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	( ) _____
_____	_____	( ) _____
_____	_____	( ) _____

13

14. Total number of bookmobiles ..... 2 14

15. Total annual attendance in library ..... 347,159 15  
(Report the total number of persons entering the library, including persons attending activities and those persons requiring no staff services. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)

REGISTERED BORROWERS

16. Total number of resident borrower's cards in force as of the last day of the fiscal year ..... 55,511 16

17. Non-resident local borrower's cards.  
(If tax bill method is used to calculate non-resident fee, please indicate T.B.M. in "fee" blank.)

Number of family fees paid	<u>28.3</u>	Family fee (for use of this library)	\$ <u>75.00</u>
Number of student fees paid	<u>NA</u>	Student fee (for use of this library)	\$ <u>NA</u> 17

18. Total number of non-resident borrower's cards purchased during the past fiscal year ..... 28.3 18

19. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 2,122.50 19

CHILDREN

20. Children's Program Attendance ..... 4,270 20  
(Report the actual count over the course of a year of the attendance, both adults and children, at programs which have a portion or all of their target market intended for children age 14 and younger.)

21. Children's Holdings ..... 64,722 21  
(Report the number of children's cataloged items (number of ITEMS, NOT number of titles) plus children's paperbacks and children's cassettes, even if uncataloged. Do NOT include periodicals whether cataloged or uncataloged. A child is defined as persons age 14 and younger.)

22. Children's Materials Budget ..... 36,191.45 22  
(Report expenditures for material in all formats which are purchased for use by patrons age 14 and younger.)

City DECATUR

Library DECATUR PUBLIC LIBRARY



RESOURCES OWNED

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
23. Number of books (Report number of different physical volumes in your library for which you provide at least minimal access through the library's catalog (on cards, in book form, on microfiche, online, etc.). <b>Include</b> government documents arranged by Su Docs classification. <b>Exclude</b> periodicals and microforms only.)	<u>235,893</u>	<u>11,920</u>	<u>15,119</u>	<u>239,092</u>	23
24. Video recordings (Report number of copies, of all formats. <b>Include</b> videotapes, videocassettes, and videodiscs. <b>Exclude</b> slides or filmstrips.)	<u>5,337</u>	<u>413</u>	<u>1,117</u>	<u>6,041</u>	24
25. Films (Report number of copies of motion picture films of all formats and all sizes.)	<u>0</u>	<u></u>	<u></u>	<u>0</u>	25
26. Audio recordings (Report number of copies, of all formats. <b>Include</b> phonorecords, tapes, cassettes, compact disks, etc.)	<u>12,542</u>	<u>520</u>	<u>1,421</u>	<u>13,443</u>	26
27. Number of periodical <i>titles</i> (magazines and newspapers only) currently received ( <b>Exclude</b> duplicates. <b>Include</b> periodicals received by gift subscriptions, in microform, or as government documents.)				<u>584</u>	27

USE OF RESOURCES (Report for your entire fiscal year)

28. Number of adult materials loaned (Count all <b>adult and young adult</b> materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)	<u>530,463</u>	28
Number of children's materials loaned (Count all <b>children's</b> materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints. A child is defined as persons age 14 or younger.)	<u>266,074</u>	29
30. TOTAL loans (sum of lines 28 and 29)	<u>796,537</u>	30
31. Reciprocal borrowing (Number of materials lent directly to card holders from other libraries during the fiscal year.)	<u>66,726</u>	31

Interlibrary Loans

32. Number of interlibrary loans provided to other libraries during the fiscal year	<u>1,177</u>	32
33. Number of interlibrary loans received from other libraries during the fiscal year	<u>2,370</u>	33

Reference Questions

34. Number of reference (as opposed to directional) questions by phone or in person. Answer line 33a if you have data for the year; if not, use lines 33b and c.		
a. For the year: asked by adults <u>48,750</u> ; asked by children <u>20,518</u> ; total <u>69,268</u> .		
b. For any one week in October: asked by adults _____; asked by children _____; total _____.		
c. For any one week in April: asked by adults _____; asked by children _____; total _____.		34

(A reference question is a question which requires the use of books, periodicals or other resources such as index tools, the library catalog, online data bases or people outside the library.)

City  
DECATUR

Library

DECATUR PUBLIC LIBRARY

FINANCIAL INFORMATION

(REPORT WHOLE DOLLARS ONLY. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)

Library Receipts by Source (Do not include balance from previous year or income from tax anticipation warrants.)

35.	Local government	Include capital income from sale of bonds. Exclude income from tax anticipation warrants.		
	a. Local Government (except capital income from sale of bonds)		2,017,617	35a
	b. Capital income from sale of bonds.		0	35b
36.	State government	Exclude federal funds distributed by the state		
	a. Per capita grants		99,841	36a
	b. Equalization aid		0	36b
	c. Corporate replacement tax		164,042	36c
	d. Other (SPECIFY) _____		0	36d
37.	Federal government	Include federal money received through the state, e.g., LSCA grants, paid directly, to your library.		
	a. LSCA funds received		23,069	37a
	b. Other federal funds received		0	37b
38.	All other receipts		137,005	38
	<i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>			
39.	TOTAL receipts (sum of lines 35-38)		2,441,574	39

Library Expenditures by Category (regardless of the source of funds)

40.	Salaries and wages for all library staff INCLUDING building maintenance staff.		1,320,744	40
	<i>Include salaries and wages before deductions. Exclude fringe benefits for all library staff.</i>			
41.	Fringe benefits paid by the library for all library staff INCLUDING building maintenance staff		339,117	41
	<i>Include fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>			
42.	Printed materials		270,844	42
	<i>Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.</i>			
43.	Nonprint materials		31,597	43
	<i>Include expenditures for all materials used by visual project and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>			
44.	All other operating expenditures not entered above		377,869	44
	<i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 45.</i>			
45.	Capital outlay for building construction		0	45
	<i>Show here the amount spent this year on construction of a new building or of an addition to or remodeling of an existing building, which cost at least \$1,000.</i>			
46.	Capital outlay for all other fixed assets		49,952	46
	<i>Report all expenditures for land and improvements to land, for the purchase of existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1,000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.</i>			
47.	TOTAL of all expenditures (sum of lines 40-46)		2,390,123	47
	<i>Lines 39 and 47 need not agree.</i>			

City DECATUR

Library DECATUR PUBLIC LIBRARY



PERSONNEL (Report status as of the last day of the fiscal year.)

48. Staff Data (Only for people paid by the library)

Group A: Professional librarians, media and audiovisual specialists, etc.

For each Group A employee, list his/her position title (given by your library) and enter a code for that person's level of education, sex, total number of hours worked per week, and up to three assignments that are most characteristic of this employee's duties with the number of hours spent working in each of those assignments in a typical week. For example, some Group A employees will have only 1 assignment and some will have 2 or 3 assignments. List each Group A employee on a separate line. The head librarian's information must be listed on the first line, as marked, and is considered to have only one work area, head librarian. Do not include persons employed as short-term substitutes. Business manager or other person(s) not a librarian should be counted under Group B below. Attach additional pages, if necessary.

- I. **Position Title**—The position title created and assigned to this Group A employee by your library.
- II. **Educ.**—Use the highest appropriate number from the following code to indicate the extent of formal education.
  - 1—Less than a bachelor's degree
  - 2—Bachelor's degree
  - 3—Master's degree from other than ALA accredited library school program
  - 4—Master's degree from ALA accredited library school program
- III. **Sex**—Use **M** for male and **F** for female.
- IV. **Total Hrs/Wk**—Total number of hours worked per week. If exact number is not known, supply your best estimate.
- V. **Hourly Rate**—If the hourly rate is unknown, enter the annual salary.

**Work Area Codes**—Use the following codes when completing columns VI, VII, and VIII.

- 1—Children's/Youth Services
  - 2—Cataloging
  - 3—Reference
  - 4—Collection Development
  - 5—Circulation
  - 6—Automation/Systems
  - 7—Assistant Library Director
  - 8—Bookmobile
  - 9—\*Assistant Librarian
  - 10—Other Type of Librarian
- \* [Assistant Librarian refers to a librarian who has a broad range of assignments, due to the small staff size of the library. Usually found in smaller libraries.]

VI. **Assignment 1**—The assignment in which this Group A employee works the largest number of hours per week.

**Code**—Use one of the Work Area Code numbers listed above.

**Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 1.

VII. **Assignment 2**—If this person has more than one assignment, the work area in which this Group A employee works the second largest number of hours per week.

**Code**—Use one of the Work Area Code numbers listed above.

**Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 2.

VIII. **Assignment 3**—If this person has more than two assignments, the work area in which this Group A employee works the third largest number of hours per week.

**Code**—Use one of the Work Area Code numbers listed above.

**Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 3.

(I) Position Title	(II) Educ. Code	(III) Sex	(IV) Total Hrs/Wk	(V) Hourly Rate	(VI) Assignment 1		(VII) Assignment 2		(VIII) Assignment 3	
					Code	Hrs/Wk	Code	Hrs/Wk	Code	Hrs/Wk
					Head Librarian					
see attached										

Group B: Full-time or part-time technical and clerical employees

Total number of hours all Group B employees worked in a typical week	1,240
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 7.51
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 14.62

Group C: Full-time or part-time pages or shelvers

Total number of hours all Group C employees worked in a typical week	380
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 5.86
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 8.25

Group D: Full-time or part-time building maintenance, security or plant operation employee

Total number of hours all Group D employees worked in a typical week	145
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 8.17
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 15.37

49. How many hours per week is considered full-time equivalence in your library? 40 49

REFERENDA

50. Was your library involved in a referendum during the last fiscal year? . . . . . Yes \_\_\_\_ No x 50  
If No, go directly to question 52. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

51. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 51

	Date of Referendum	Passed	Failed	Effective Date
Tax Increase Referendum	_____	_____	_____	_____
Bond Issue Referendum	_____	_____	_____	_____
Establishment Referendum	_____	_____	_____	_____
Annexation Referendum	_____	_____	_____	_____
Conversion Referendum	_____	_____	_____	_____
Other (Please Specify)	_____	_____	_____	_____

52. For district libraries only: If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A. 86-346 and P.A. 86-713), or annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8), indicate the effective date of either action. 52

Effective Date  
Conversion \_\_\_\_\_  
Annexation \_\_\_\_\_

53. Name of library attorney Edward Booth 53

Address 132 S. Water, Decatur, IL 62523 Telephone: (217) 423-6076

54. Amount of surety bond . . . . . (on City Treasurer). \$ 1,000,000 54  
NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be "not less than 50% of the total funds received by the library in the last fiscal year" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 15/4-10).

55. Person to contact (if necessary) concerning the information reported on this form:  
Name: John A. Moorman Telephone: (217) 428-6617 55

CERTIFICATION

56. This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing 5/1 19 93 and ending 4/30 19 94  
(Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year.) 56

57. Signature of the librarian John A. Moorman 57  
(The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.)

58. Hilce Williams 5/26/94 58  
Secretary (signature) Date signed by the secretary of the board.  
(Requires the signature of the secretary and president of the current library board.)

59. Stanley L. Sutton 5/26/94 59  
President (signature) Date signed by the president of the board.

City DECATUR  
Library DECATUR PUBLIC LIBRARY



CURRENT LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of library districts. REPORT THE MOST RECENT INFORMATION AVAILABLE.

- |     |   |  |  |
|-----|---|--|--|
| 60. | President (a) <u>Stanley Sitton</u><br>Name                               | (b) <u>(217) 423-4803</u><br>(Area Code) Telephone | (c) <u>7/96</u> <u>60</u><br>Mo. & Yr. When<br>Present Term Ends |
|     | (d) <u>115 Bayshore Drive, Decatur, IL 62521</u><br>Complete Home Address |  |  |
| 61. | Vice-President (a) <u>John Stengel</u>                                    | (b) <u>(217) 429-6357</u>                          | (c) <u>7/94</u> <u>61</u>  |
|     | (d) <u>431 Shoreline Drive, Decatur, IL 62521</u>                         |  |  |
| 62. | Treasurer (a) <u>NA</u>   | (b) _____  | (c) _____ <u>62</u>  |
|     | (d) _____   |  |  |
| 63. | Secretary (a) <u>Patricia Williams</u>                                    | (b) <u>(217) 423-9781</u>                          | (c) <u>7/94</u> <u>63</u>  |
|     | (d) <u>136 White Pines Circle, Decatur, IL 62521</u>                      |  |  |
| 64. | Other Members (a) <u>Daniel Gaumer</u>                                    | (b) <u>(217) 428-5952</u>                          | (c) <u>7/94</u> <u>64</u>  |
|     | (d) <u>3010 E. Chestnut, Decatur, IL 62521</u>                            |  |  |
| 65. | (a) <u>Janice Lambert</u>   | (b) <u>(217) 428-1139</u>                          | (c) <u>7/95</u> <u>65</u>  |
|     | (d) <u>3206 Pinehurst, Decatur, IL 62521</u>                              |  |  |
| 66. | (a) <u>Richard Lockmiller</u>   | (b) <u>(217) 423-2610</u>                          | (c) <u>7/95</u> <u>66</u>  |
|     | (d) <u>422 Hackberry Drive, Decatur, IL 62521</u>                         |  |  |
| 67. | (a) <u>Edmund McClure</u>   | (b) <u>(217) 877-0301</u>                          | (c) <u>7/95</u> <u>67</u>  |
|     | (d) <u>1131 Chelsea Way, Decatur, IL 62526</u>                            |  |  |
| 68. | (a) <u>Gary Pasek</u>   | (b) <u>(217) 422-7054</u>                          | (c) <u>7/96</u> <u>68</u>  |
|     | (d) <u>317 Southmoreland, Decatur, IL 62521</u>                           |  |  |
| 69. | (a) <u>David Pritts</u>   | (b) <u>(217) 422-2016</u>                          | (c) <u>7/96</u> <u>69</u>  |
|     | (d) <u>30 South Shores Drive, Decatur, IL 62521</u>                       |  |  |
| 70. | (a) _____   | (b) _____  | (c) _____ <u>70</u>  |
|     | (d) _____   |  |  |

City DECATUR  
Library DECATUR PUBLIC LIBRARY

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the University of Illinois Library Research Center, and send the original to the State Library. You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

(or System Use Only)  
Full name of system staff member who reviewed this form: \_\_\_\_\_

IPLAR 1993-1994  
Supplement

AUTOMATION

1. Does your library currently use a computerized circulation system? Yes x No       
If NO, are you planning to switch to such a system within a year? Yes      No     

2. Check all activities of the following for which you use micro/mainframe computers. (Check all that apply.)

a. CD-ROM <u>  x  </u>	e. Serials Control <u>    </u>	i. Interlibrary Loans <u>  x  </u>
b. Cataloging <u>  x  </u>	f. Serials Union List <u>  x  </u>	j. Word Processing <u>  x  </u>
c. Acquisitions <u>  x  </u>	g. Library Statistics <u>  x  </u>	k. Graphics <u>  x  </u>
d. Reference <u>  x  </u>	h. Online Catalog <u>  x  </u>	

Something else? (Please Specify) \_\_\_\_\_

3. How many of the following does your library have? (Attach additional sheets, if necessary.)  
see attached

	Number in library	Name/Model	Number Available for Public Use	IBM Compatible?		Highest Baud Rate
				Yes	No	
a. Micro Computers	_____	_____	_____	1	2	
b. Mini computers	_____	_____	_____	1	2	
c. Main Frame Computer	_____	_____	_____	1	2	
d. Printers	_____	_____	_____	1	2	
e. Computer Modem	_____	_____	_____			

4. Does your library have at least one IBM compatible Micro Computer? Yes x No     

IF YES, do any these computers have one of the following disk drives?

	Yes	No
a. 5-1/4 disk drive, double density (360 K)	<u>1</u>	2
b. 5-1/4 disk drive, high density (1.2 MB)	<u>1</u>	2
c. 3-1/2 disk drive, double density (720 K)	<u>1</u>	2
d. 3-1/2 disk drive, high density (1.44 MB)	<u>1</u>	2

5. Does your library subscribe to any of the following?

	Yes	No
a. DIALOG	<u>1</u>	2
b. OCLC	<u>1</u>	2
c. SILO	<u>1</u>	2
d. IO (Illinois Online)	<u>1</u>	2
e. Commercial Databases (Example: WILSONDISC)	<u>1</u>	2
f. Internet	1	<u>2</u>
Available for public use?	1	2

6. Are your catalog records part of an electronic catalog? Yes x No     

IF YES, are you . . .

	Yes	No
a. part of a regional library system catalog? . . .	1	<u>2</u>
b. part of another shared system? . . . . .	1	<u>2</u>
c. a stand alone, inhouse system? . . . . .	<u>1</u>	2

Is it . . . ? (Check all that apply.)

On line _____	CD-ROM _____
On line _____	CD-ROM _____
On line <u>x</u>	CD-ROM _____

7. Estimated number of titles in MARC format? 151,521 Volumes? 265,876

CONTINUED ON REVERSE SIDE



IPLAR 1993-1994  
Supplement

LIBRARIAN POSITION VACANCIES AND ELIMINATIONS (Report Status as of *the last day* of the fiscal year.)

List vacant or eliminated librarian positions in the appropriate spaces below (questions 8 and 9). Do not include librarians employed as short-term substitutes. Attach additional pages, if necessary.

- I. **Work Area Code**—Please enter one code number for each vacancy using the Work Area Codes listed below.
  - 1—Children's/Youth Services
  - 2—Catalog
  - 3—Reference
  - 4—Collection Development
  - 5—Circulation
  - 6—Automation/Systems
  - 7—Assistant Library Director
  - 8—Bookmobile
  - 9—\*Assistant Librarian
  - 10—Other Type of Librarian
  - \* [Assistant Librarian refers to a librarian who has a broad range of assignments, due to the small staff size of the library. Usually found in smaller libraries.]
- II. **Number of Weeks Vacant**—Indicate the number of weeks this position has been vacant.
- III. **Hours per Week**—Indicate the number of hours required per week.
- IV. **Education Required**—Use the highest appropriate number in the following code to indicate the extent of formal education required.
  - 1—Less than a bachelor's degree
  - 2—Bachelor's degree
  - 3—Master's degree from other than ALA accredited library school program
  - 4—Master's degree from ALA accredited library school program
- V. **Salary Offer Range**—Indicate the lowest and highest annual salary that your library is willing to offer.

8. Librarian Position Vacancies at Fiscal Year End

(Include only those budgeted librarian positions vacant the last day of the 1993/94 fiscal year that remained vacant for longer than six months and for which there was an active search during this time.)

(I) Work Area Code	(II) Number of Weeks Vacant	(III) Hours per Week	(IV) Education Required	(V) Salary Offer Range	
				Lowest	Highest
8	19	40	4	30,000	42,600

9. Eliminated Librarian Positions within the Fiscal Year 1993/94

(An Eliminated Librarian Position refers to those positions which were budgeted for in the 1993/94 fiscal year but are not in the library's 1994/95 budget.)

(I) Work Area Code	(II) Number of Weeks Vacant	(III) Hours per Week	(IV) Education Required	(V) Salary Offer Range	
				Lowest	Highest

CITY DECATUR

Library DECATUR PUBLIC LIBRARY