

PAYROLL _ August, 1962

DECATUR PUBLIC LIBRARY
Decatur, Illinois

-2-

NAME	ANNUAL	CODE	MONTHLY	RET. & S.S.	INC. TAX	C.U.	B.C. & B.S.	U.F.	TOT. DED.	NET SALARY
Arisman, Susan 53½h @ 2.00 & 20d @ 15.92		81	42540	1329	8100				9429	33111
Baker, Ronald 93½h @ .83		59	7761	243	480				723	7038
Bork, Shirley 160h @ 1.43		89	22880	715	3210				3925	18955
Branson, Judith 160h @ .83		91	13280	415	2480				2895	10385
Brewer, Fred 152h @ .83		60	12616	394	2340				2734	9882
Collinsworth 87.04 ded. for fines		92	4974	155	40				195	4779
Cox, Ruth 160h @ 1.25		70	13280	415	2480				2895	10385
McBride, James 160h @ 1.25		90	33000	1031	5980				7011	25989
Moser, Fred 72:25h @ .83		43	6011	188	1190				1378	4633
Mullen, Dean 160h @ 2.15		94	34400	1075	4260				5335	29065
Osbakken, Kristine 80h @ .83		47	6640	208	260				468	6172
Petersen, Dora 113h @ 2.00		75	22600	1441	4140				5581	17019
Schultz, Verna 135h @ 1.65		49	22275	696	3070				3766	18509
Spittler, Helen 132h @ 1.65		64	21780	1389	3000		534		4923	16857
Stuke, Sally 160h @ 1.27			20320	635	2710				3345	16975
TOTAL PART TIME EMPLOYEES			284357	10329	43740		534		54603	229754
Burton, Lynn	\$4180.	40	34833	2569	3410			100	6079	28754
			1541516	90496	232560	12500	16268	700	3525241	188992
GRAND TOTAL			\$1576349	\$93065	\$235970	\$12500	\$16268	\$800	\$358603	\$1217746

- * Ayers - left employment August 31, 1962 to go back to school
- Jones - returned to employ August 15, 1962 after returning from school
- Kirchgraber - raised to \$8505. per year effective August 1, 1962
- Lonnon - left employ August 15, 1962/transferred to Water Department
- Weidner - raised to \$4596 per year effective August 1, 1962

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

LIBRARIAN'S FINANCIAL REPORT

Date August, 1962

MONTH	100	200	300	400	500	600	TOTAL
MAY	14,725.07	1,002.99	767.35	1,703.67	0	167.50	18,366.58
JUNE	15,813.29	2,023.51	1,114.32	4,741.90	63.50	167.50	23,924.02
JULY	15,681.53	1,346.91	1,120.41	4,527.86	0	167.50	22,844.21
AUGUST	15,763.49	1,636.88	1,301.55	3,365.16	0	167.50	22,234.58
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
JANUARY '63							
FEBRUARY							
MARCH							
APRIL							
Tot. Alloc. Spent May - Aug.	# 61,983.38	# 6,010.29	# 4,303.63	# 14,338.59	# 63.50	# 670.00	# 87,369.39
Bal. in Fund	# 118,536.62	10,244.71	17,729.37	34,193.41	1,586.50	1,340.00	# 183,630.61
Tot. Year's Alloc.	\$180,520.00	16,255.00	22,033.00	48,532.00	1,650.00	2,010.00	271,000.00
Av. Monthly Alloc. to Spend	15,043.33	1,354.98	1,836.08	4,044.33	137.50	167.50	# 22,583.00
Av. Monthly Spent Months	# 15,495.84	# 1,502.59	# 1,075.90	# 3,584.64	# 15.27	# 167.50	# 21,842.34
Av. Monthly of Bal. in Alloc. to Spend	# 14,817.07	# 1,220.58	# 2,216.17	# 4,274.17	# 176.27	# 167.50	# 22,953.82

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

CIRCULATION STATISTICS

August 1962

GENERAL WORKS		Adult	Youth	Juv.	Total	Y-Date
		38	7	6	51	347
		50	4	12	66	378
001	PHILOSOPHY	347	67	3	417	1545
		352	74	1	427	1715
002	RELIGION	321	10	97	428	1904
		366	10	125	501	2105
003	SOCIAL SCIENCE	822	141	751	1714	7183
	E	808	183	741	1732	7017
004	LANGUAGE	111	6	41	158	522
		110	4	13	127	538
005	SCIENCE	484	135	959	1578	6398
		491	186	1010	1687	6713
006	USEFUL ARTS	1353	286	747	2386	9047
		1487	309	710	2506	9537
007	FINE ARTS	1305	207	431	1943	7380
		1397	225	390	2012	7637
008	LITERATURE	741	53	196	990	4196
		645	50	195	890	4047
009	HISTORY	596	196	332	1124	5172
		659	214	317	1190	5243
010	TRAVEL	421	63	165	649	3309
		419	36	245	700	3247
011	BIOGRAPHY	647	314	670	1631	6733
		648	330	741	1719	6894
012	FOREIGN NON FIC	28	8	42	78	263
		34	1	29	64	237
013	PERIODICALS	660	60	143	863	3712
		819	155	86	1060	4334
014	PAMPHLETS	59	1	1	61	199
		64	2	1	67	332
015	PAPERBACKS	50			50	322

7983	1554	4584	14121	58232
8349	1783	4616	14748	59974

115	FICTION	9449	5085	6516	21050	80005
		9562	5378	5812	20752	77706
116	FOREIGN FICTION	17	15	79	111	556
		1		85	86	455
117	J E			9459	9459	40633
				9354	9354	41331

9466	5100	16054	30620	121194
9563	5378	15251	30192	119492

17449	6654	20638	44741	179426
17912	7161	19867	44940	179466

AUGUST 1962

MAIN ADULT	9404	7	331	9742	35491
MAIN YOUTH	1974	3260	3	5237	23471
MAGIC CARPET			6673	6673	27321
REFERENCE	1			1	16
JUV COORDINATOR			419	419	419
	11379	3267	7426	22072	86718
B 1	1229	1041	3685	5955	24878
B 2	1622	1105	4944	7671	31504
EVANS BRANCH	1402	669	2012	4083	16424
HOME SERVICE	534	55	18	607	2531
ST MARYS HOSP	164	12	11	187	651
D M C	32	5	194	581	2269
T B SAN	82	3		85	434
NURSES RES	103	3		106	339
DILL BRANCH	605	441	2348	3394	13678
	5773	3334	13212	22669	92708
	17152	6601	20638	44741	179426

218	BIBLIOGRAPHIES	2			2	5
221	CLASS VISITS					19
223	INSTRUCTION					3
224	STORIES					9
225	ATTENDANCE					4 65
226	EXHIBITS	16		2	18	54
227	FILMS ATTENDANC	245			245	1 291
228	SHOWINGS	5			5	35
229	16 MM	5			5	32
232	RECORDAK	116			116	597
235	GROUPS NOT CLAS					19
236	ATTENDANCE					334
237	HOME SERVICE VI	46			46	244
238	HOME SERVICE PA	45			45	239
239	HOME SER NEW PA	1			1	2
240	INTER LIBRARY L	11			11	42
241	MAPS					7
242	MEETINGS IN BLD	7		1	8	68
243	ATTENDANCE	70		5	75	339
244	MENDING	53	1	204	258	2440
245	OVERDUE BOOKS	704	81	473	1258	5643
246	OVERDUE NOTICES	407	47	203	657	3202
247	PICTURES FRAMED	9			9	26
248	PICTURES MOUNTE	30		131	161	1311
249	PROFESSIONAL VI					3
250	RADIO	1			1	10
251	RECORDS LP	847	1	26	874	3424
252	RECORDS S					22
253	RECORDS SR	110			110	372
254	RECORDS 16					1
256	READERS ADVISOR	714	551	1064	2329	10259
257	REQUESTS	55	13	34	102	328
259	STORY HOURS					2
260	ATTENDANCE					47
261	NUM OF STORIES					7
262	TELEPHONE INCOM	371			1425	5240
263	TV					1
264	VISITS IN COMM					5
265	RECORD BAGS	150			150	489
302	VELWYN	59			59	181
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	53			53	207
308	LAKESHORE MANOR	28			28	174
401	18TH & E WILLIA	96	147	586	829	3093
405	FAIRVIEW PLAZA	350	284	571	1205	5294
407	GARFIELD & WATE	160	47	303	510	2282
408	SAWYER & MONROE	332	349	1174	1855	6495
411	GRAND & SUMMIT	291	214	1051	1556	7352
501	OAKLAND & W WOO	165	67	283	515	2309
503	FOREST & LINCOL	74	86	257	417	1818
506	MT CALVARY CHUR	436	295	1598	2329	11074
507	S ILLINOIS & E	66	45	207	318	318
508	S TAYLOR & W WO	326	145	838	1309	5878
510	L BR RD & SOUTH	151	139	367	657	2171
511	STALEY BRIDGE	7	2	100	109	492
512	22ND & E CLAY	100	81	281	462	1182
513	24TH & E WILLIA	44	31	181	256	1262
514	16TH & LINCOLN	253	214	832	1299	5362
601	AP	9		458	467	1117
602	AM		2	5	7	34
603	AT	2	91	321	414	1479
604	YP	3	5	66	74	221
605	YM					2
606	YT		1		1	1
607	JP	1		16	17	164
609	JT			1	1	7

AUGUST 1962
MAIN ADULT
GENERAL WORKS

		26			26	119
001	PHILOSOPHY	256			256	902
002	RELIGION	177		2	179	762
003	SOCIAL SCIENCE	584		7	591	2395
004	LANGUAGE	58			58	150
005	SCIENCE	287		3	290	989
006	USEFUL ARTS	922		1	923	3485
007	FINE ARTS	752		1	753	2819
008	LITERATURE	351		15	366	1379
009	HISTORY	309			309	1299
010	TRAVEL	266		1	267	1056
011	BIOGRAPHY	322		10	332	1162
012	FOREIGN NON FIC	12		1	13	49
013	PERIODICALS	237	7		244	1058
014	PAMPHLETS	46			46	129
015	PAPERBACKS	32			32	263
		4637	7	41	4685	18016
115	FICTION	4757		154	4911	16960
116	FOREIGN FICTION	10			10	39
117	J E			136	136	476
		4767		290	5057	17475
		9404	7	331	9742	35491
226	EXHIBITS	16			16	43
235	GROUPS NOT CLAS					2
236	ATTENDANCE					18
241	MAPS					6
242	MEETINGS IN BLD	6			6	49
243	ATTENDANCE	59			59	243
247	PICTURES FRAMED	7			7	22
248	PICTURES MOUNTE	30			30	260
251	RECORDS LP	586		20	606	2458
252	RECORDS S					20
253	RECORDS SR	100			100	307
256	READERS ADVISOR	42	25		67	183
262	TELEPHONE INCOM	160			160	1030
265	RECORD BAGS	112			112	378
		1118	25	20	1163	5019
		1118	25	20	1163	5019
604	YP			5	5	5
				5	5	5
				5	5	5

AUGUST 1962

MAIN YOUTH

	GENERAL WORKS	3	2		5	62
001	PHILOSOPHY	48	17		65	325
002	RELIGION	30	8		38	190
003	SOCIAL SCIENCE	101	80		181	1145
004	LANGUAGE	34	5		39	181
005	SCIENCE	106	84		190	891
006	USEFUL ARTS	149	161		310	1395
007	FINE ARTS	260	132		392	1644
008	LITERATURE	118	40		158	980
009	HISTORY	122	119		241	1528
010	TRAVEL	14	40	1	55	451
011	BIOGRAPHY	50	160	1	211	1249
012	FOREIGN NON FIC	7	1		8	52
013	PERIODICALS	52	32		84	436
014	PAMPHLETS	7			7	44
015	PAPERBACKS	16			16	52
		1117	881	2	2000	10625
115	FICTION	850	2379	1	3230	12823
116	FOREIGN FICTION	7			7	19
117	J E					4
		857	2379	1	3237	12846
		1974	3260	3	5237	23471
226	EXHIBITS					5
247	PICTURES FRAMED	2			2	4
248	PICTURES MOUNTE					298
251	RECORDS LP	197		4	201	706
252	RECORDS S					2
253	RECORDS SR	7			7	50
254	RECORDS 16					1
256	READERS ADVISOR	41	160		201	713
257	REQUESTS					2
262	TELEPHONE INCOM					18
265	RECORD BAGS	38			38	111
		285	160	4	449	1910
		285	160	4	449	1910
604	YP	3		49	52	180
605	YM					2
		3		49	52	182
		3		49	52	182

AUGUST 1962
MAGIC CARPET
GENERAL WORKS

		2	2	40
002	RELIGION	40	40	215
003	SOCIAL SCIENCE	241	241	1066
004	LANGUAGE	7	7	22
005	SCIENCE	403	403	1526
006	USEFUL ARTS	282	282	911
007	FINE ARTS	148	148	594
007	FINE ARTS	1	1	1
008	LITERATURE	86	86	336
009	HISTORY	105	105	470
010	TRAVEL	48	48	350
011	BIOGRAPHY	239	239	974
012	FOREIGN NON FIC	11	11	49
013	PERIODICALS	66	66	230
014	PAMPHLETS			4
		1679	1679	6788

115	FICTION	2168	2168	8275
116	FOREIGN FICTION	5	5	275
117	J E	2821	2821	11983
		4994	4994	20533
		6673	6673	27321

221	CLASS VISITS			9
223	INSTRUCTION			1
224	STORIES			8
225	ATTENDANCE			211
226	EXHIBITS	1	1	2
235	GROUPS NOT CLAS			6
236	ATTENDANCE			161
242	MEETINGS IN BLD			1
243	ATTENDANCE			3
244	MENDING	80	80	430
245	OVERDUE BOOKS	111	111	614
246	OVERDUE NOTICES	36	36	288
248	PICTURES MOUNTE			170
250	RADIO			1
256	READERS ADVISOR	5	149	1003
257	REQUESTS	5	19	31
259	STORY HOURS		24	2
260	ATTENDANCE			47
261	NUM OF STORIES			7
		10	396	2995
		10	396	2995

601	AP	2	2	4	30
603	AT		1	1	12
604	YP				1
607	JP	1	16	17	163
609	JT		1	1	7
		3	20	23	213
		3	20	23	213

AUGUST, 1962

REFERENCE

002	RELIGION						3
003	SOCIAL SCIENCE	1			1		11
009	HISTORY						1
010	TRAVEL						1
		1			1		16
		1			1		16
218	BIBLIOGRAPHIES	1			1		1
221	CLASS VISITS						1
225	ATTENDANCE						32
232	RECORDAK	116			116		597
240	INTER LIBRARY L	11			11		42
250	RADIO						5
251	RECORDS LP	1			1		15
256	READERS ADVISOR	367	86	5	458		2256
257	REQUESTS						12
263	TV						1
		496	86	5	587		2962
		496	86	5	587		2962
601	AP			452	452		1054
602	AM		2	5	7		34
603	AT	1	91	320	412		1459
604	YP			12	12		12
		1	93	789	883		2559
		1	93	789	883		2559

AUGUST 1962
2ND OFFICE

262 TELEPHONE INCOM

14
14
14

598
598
598

857
857
857

AUGUST 1962
MARY T HOWE

218	BIBLIOGRAPHIES	1
242	MEETINGS IN BLD	8
243	ATTENDANCE	72
249	PROFESSIONAL VI	3
250	RADIO	1
262	TELEPHONE INCOM	11
264	VISITS IN COMM	5
		101
		101

603	AT	3
		3
		3

AUGUST 1962
TECHNICAL PROCE

244 MENDING

1037
1037
1037

AUGUST 1962
LINCOLN ROOM

227	FILMS ATTENDANC	245				245	1291
228	SHOWINGS	5				5	35
229	16 MM	5				5	32
245	OVERDUE BOOKS	651	76	292		1019	4317
246	OVERDUE NOTICES	378	42	140		560	2524
262	TELEPHONE INCOM					470	2406
		1284	118	432		2304	10605
		1284	118	432		2304	10605

AUGUST 1962
JUV COORDINATOR

001	PHILOSOPHY	3	3	3
003	SOCIAL SCIENCE	89	89	89
005	SCIENCE	33	33	33
006	USEFUL ARTS	72	72	72
007	FINE ARTS	32	32	32
008	LITERATURE	7	7	7
010	TRAVEL	16	16	16
		252	252	252
115	FICTION	116	116	116
117	J E	51	51	51
		167	167	167
		419	419	419
242	MEETINGS IN BLD	1	1	1
243	ATTENDANCE	5	5	5
		6	6	6
		6	6	6

AUGUST 1962

B 1

	GENERAL WORKS	1	2		3	24
001	PHILOSOPHY	11	14		25	79
002	RELIGION	28		1	29	104
003	SOCIAL SCIENCE	24	25	85	134	542
004	LANGUAGE	2		5	7	32
005	SCIENCE	12	14	132	158	747
006	USEFUL ARTS	63	44	127	234	977
007	FINE ARTS	51	27	75	153	623
008	LITERATURE	38	1	19	58	290
009	HISTORY	24	23	65	112	456
010	TRAVEL	10	5	9	24	241
011	BIOGRAPHY	45	52	104	201	810
012	FOREIGN NON FIC	6	7	5	18	36
013	PERIODICALS	95	9	21	125	417
014	PAMPHLETS					10
		410	223	648	1281	5388
115	FICTION	819	818	991	2628	11232
116	FOREIGN FICTION			45	45	99
117	J E			2001	2001	8159
		819	818	3037	4674	19490
		1229	1041	3685	5955	24878
242	MEETINGS IN BLD					7
244	MENDING			78	78	507
245	OVERDUE BOOKS					29
246	OVERDUE NOTICES					14
251	RECORDS LP	4			4	5
256	READERS ADVISOR	54	80	234	368	1710
257	REQUESTS	19	5	7	31	104
		77	85	319	481	2376
		77	85	319	481	2376
401	18TH & E WILLIA	96	147	586	829	3093
405	FAIRVIEW PLAZA	350	284	571	1205	5294
407	GARFIELD & WATE	160	47	303	510	2282
408	SAWYER & MONROE	332	349	1174	1855	6495
411	GRAND & SUMMIT	291	214	1051	1556	7352
508	S TAYLOR & W WO					362
		1229	1041	3685	5955	24878
		1229	1041	3685	5955	24878

AUGUST 1962

B 2

	GENERAL WORKS	1		1	2	28
001	PHILOSOPHY	12	22		34	110
002	RELIGION	11		36	47	236
003	SOCIAL SCIENCE	30	28	155	213	922
004	LANGUAGE	8		10	18	70
005	SCIENCE	12	21	244	277	1165
006	USEFUL ARTS	62	36	152	250	1004
007	FINE ARTS	67	23	84	174	701
008	LITERATURE	56	4	34	94	410
009	HISTORY	44	21	67	132	672
010	TRAVEL	30	6	53	89	462
011	BIOGRAPHY	49	38	189	276	1089
012	FOREIGN NON FIC	3		13	16	41
013	PERIODICALS	67	8	37	112	521
014	PAMPHLETS	5	1	1	7	7
		457	208	1076	1741	7438

115	FICTION	1165	897	1535	3597	13986
116	FOREIGN FICTION			21	21	83
117	J E			2312	2312	9997
		1165	897	3868	5930	24066
		1622	1105	4944	7671	31504

226	EXHIBITS			1	1	3
235	GROUPS NOT CLAS					11
236	ATTENDANCE					155
244	MENDING	7	1	28	36	174
245	OVERDUE BOOKS	9	5	55	69	360
246	OVERDUE NOTICES	9	5	22	36	206
251	RECORDS LP	21			21	90
256	READERS ADVISOR	155	166	488	809	3096
257	REQUESTS	12	8	6	26	72
		213	185	600	998	4167
		213	185	600	998	4167

501	OAKLAND & W WOO	165	67	283	515	2309
503	FOREST & LINCOL	74	86	257	417	1818
506	MT CALVARY CHUR	436	295	1598	2329	11074
507	S ILLINOIS & E	66	45	207	318	318
508	S TAYLOR & W WO	326	145	838	1309	5516
510	L BR RD & SOUTH	151	139	367	657	2171
511	STALEY BRIDGE	7	2	100	109	492
512	22ND & E CLAY	100	81	281	462	1182
513	24TH & E WILLIA	44	31	181	256	1262
514	16TH & LINCOLN	253	214	832	1299	5362
		1622	1105	4944	7671	31504
		1622	1105	4944	7671	31504

AUGUST 1962

EVANS BRANCH

	GENERAL WORKS	2	2	2	6	44
001	PHILOSOPHY	14	7		21	65
002	RELIGION	17	1	11	29	124
003	SOCIAL SCIENCE	33	7	91	131	554
004	LANGUAGE	6		4	10	31
005	SCIENCE	19	4	68	91	456
006	USEFUL ARTS	93	16	66	175	629
007	FINE ARTS	68	12	38	118	383
008	LITERATURE	46	4	18	68	309
009	HISTORY	44	10	28	82	295
010	TRAVEL	14	7	10	31	191
011	BIOGRAPHY	54	36	45	135	554
012	FOREIGN NON FIC			12	12	30
013	PERIODICALS	136	4	19	159	646
014	PAMPHLETS	1			1	5
015	PAPERBACKS	1			1	3
		548	110	412	1070	4319
115	FICTION	854	559	710	2123	7968
116	FOREIGN FICTION					1
117	J E			890	890	4136
		854	559	1600	3013	12105
		1402	669	2012	4083	16424
218	BIBLIOGRAPHIES	1			1	2
221	CLASS VISITS					5
223	INSTRUCTION					1
224	STORIES					1
225	ATTENDANCE					107
226	EXHIBITS					1
241	MAPS					1
242	MEETINGS IN BLD	1			1	2
243	ATTENDANCE	11			11	16
244	MENDING	3		18	21	152
245	OVERDUE BOOKS	44		15	59	323
246	OVERDUE NOTICES	20		5	25	170
248	PICTURES MOUNTE			131	131	583
250	RADIO	1			1	2
251	RECORDS LP	38	1	2	41	150
253	RECORDS SR	3			3	15
256	READERS ADVISOR	44	28	133	205	918
257	REQUESTS	3			3	12
262	TELEPHONE INCOM	180			180	794
		349	29	304	682	3255
		349	29	304	682	3255
601	AP	7			7	25
603	AT	1			1	4
604	YP		5		5	23
606	YT		1		1	1
607	JP					1
		8	6		14	54
		8	6		14	54

AUGUST 1962
HOME SERVICE
GENERAL WORKS

001	PHILOSOPHY	1			1	9
002	RELIGION	35			35	130
003	SOCIAL SCIENCE	7			7	33
005	SCIENCE	11	2	1	14	71
006	USEFUL ARTS	16			16	74
007	FINE ARTS	1			1	15
008	LITERATURE	68		1	69	214
009	HISTORY	23	1		24	74
010	TRAVEL	54	2	1	57	217
011	BIOGRAPHY	60	9		69	255
013	PERIODICALS	17			17	155
		293	14	3	310	1249
115	FICTION	241	41		282	1210
116	FOREIGN FICTION					9
117	J E			15	15	63
		241	41	15	297	1282
		534	55	18	607	2531
218	BIBLIOGRAPHIES					1
237	HOME SERVICE VI	46			46	244
238	HOME SERVICE PA	45			45	239
239	HOME SER NEW PA	1			1	2
250	RADIO					1
257	REQUESTS	6			6	59
		98			98	546
		98			98	546
302	VELWYN	59			59	181
306	WAKEFIELD NO 2					44
307	MINOR NURSING H	53			53	207
308	LAKE SHORE MANOR	28			28	174
		140			140	606
		140			140	606

AUGUST 1962
ST MARYS HOSP
GENERAL WORKS

002	RELIGION	4			4	4
003	SOCIAL SCIENCE			2	2	3
004	LANGUAGE					1
005	SCIENCE	2		2	4	11
006	USEFUL ARTS	3			3	3
007	FINE ARTS	14			14	17
008	LITERATURE	15			15	56
009	HISTORY	3		2	5	21
010	TRAVEL					5
011	BIOGRAPHY	10	1		11	32
013	PERIODICALS	7			7	44
		62	1	6	69	217
115	FICTION	102	11	5	118	428
117	J E					6
		102	11	5	118	434
		164	12	11	187	651
257	REQUESTS	1			1	1
		1			1	1
		1			1	1

AUGUST 1962

D M C

001	PHILOSOPHY					4
002	RELIGION	4			4	15
003	SOCIAL SCIENCE	22			22	64
005	SCIENCE	27			27	127
006	USEFUL ARTS	24			24	136
007	FINE ARTS	52			52	192
008	LITERATURE	23			23	56
009	HISTORY	13			13	29
010	TRAVEL	12			12	63
011	BIOGRAPHY	29			29	99
013	PERIODICALS	2			2	29
		208			208	814

115	FICTION	121	43	74	238	960
116	FOREIGN FICTION		15		15	15
117	J E			120	120	480
		121	58	194	373	1455
		329	58	194	581	2269

257	REQUESTS	6			6	15
		6			6	15
		6			6	15

AUGUST 1962

T B SAN

002	RELIGION				1
003	SOCIAL SCIENCE				7
005	SCIENCE	1		1	6
006	USEFUL ARTS	1		1	4
007	FINE ARTS	4		4	12
008	LITERATURE	5		5	17
009	HISTORY	6	3	9	27
010	TRAVEL	10		10	43
011	BIOGRAPHY	1		1	18
013	PERIODICALS	9		9	49
		37	3	40	184
115	FICTION	45		45	250
		45		45	250
		82	3	85	434
257	REQUESTS	3		3	8
		3		3	8
		3		3	8

AUGUST 1962
NURSES RESIDENC

001	PHILOSOPHY	1		1	9
002	RELIGION	8		8	36
003	SOCIAL SCIENCE	2		2	10
006	USEFUL ARTS	2		2	15
007	FINE ARTS	8		8	12
009	HISTORY				1
010	TRAVEL				4
011	BIOGRAPHY	11		11	50
		32		32	137
115	FICTION	71	3	74	202
		71	3	74	202
		103	3	106	339

DILL BRANCH						
	GENERAL WORKS	1	1	1	3	24
001	PHILOSOPHY	4	7		11	39
002	RELIGION	7	1	7	15	68
003	SOCIAL SCIENCE	18	1	81	100	342
004	LANGUAGE	3	1	15	19	35
005	SCIENCE	7	10	73	90	376
006	USEFUL ARTS	18	29	47	94	342
007	FINE ARTS	28	13	52	93	335
008	LITERATURE	21	4	16	41	142
009	HISTORY	8	19	65	92	299
010	TRAVEL	11	3	26	40	209
011	BIOGRAPHY	16	18	82	116	441
012	FOREIGN NON FIC					6
013	PERIODICALS	38			38	127
015	PAPERBACKS	1			1	4
		181	107	465	753	2789
115	FICTION	424	334	762	1520	5595
116	FOREIGN FICTION			8	8	16
117	J E			1113	1113	5278
		424	334	1883	2641	10889
		605	441	2348	3394	13678
221	CLASS VISITS					4
223	INSTRUCTION					1
225	ATTENDANCE					115
244	MENDING	43			43	140
256	READERS ADVISOR	6	5	52	63	376
256	READERS ADVISOR		1	3	4	4
257	REQUESTS			2	2	12
262	TELEPHONE INCOM	17			17	124
		66	6	57	129	776
		66	6	57	129	776
601	AP			4	4	8
603	AT			4	4	1
				4	4	9
				4	4	9

4	7	6	0	9	1
1	4	1	6	6	0
	5	5	8	6	4
		1	6	4	7
2	6	1	0	0	
	7	2	0	5	
1	4	0	0	0	
	5	3	7	1	

7	2	7	9	3	8	*
—	1	0	0	.	0	0
					0	*

7,179.38

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

copy A
changes made
to correct errors
7/21/62
MHT

PAY INCREASES JUNE 1, 1962 OR RETRO-ACTIVE TO JUNE 1, 1962

June 1	July 1	August 1	September 1
✓ MacMillan \$ 7.17	✓ Puhek \$22.58	✓ Weidner \$ 1.83	✓ Jones \$50.50
✓ Bogard 11.83 <i>pay all</i>	✓ Read 39.00		MacMillan 15.00 16.3
Lonnon 49.83	✓ Ruedger 25.25	<i>Kindgraber - 27.50</i>	Turnbo 19.33
Earmon 22.83	✓ Mitchell 10.67		
Johnson 70.83	White 34.16		
Ayres 69.83	Lonnon 10.00 <i>No</i>		
Williams, N. 80.83 42.33	<i>leaving Aug 15, 1962</i>		
Ensign 69.83			
Vogler 59.83			

TOTAL \$432.81 x 11

TOTAL ~~\$141.66~~ x 10
131.66

TOTAL \$ 1.83 x 9

TOTAL ~~\$ 84.83~~ x 8
69.83

October 1 -

November 1

December 1

January 1

MacMillan 7.83

✓ Williams, C. 8.00
✓ Honnold 35.50

✓ Leonard .58
Hunk 3.83
Johnson 10.00

✓ Puhek 20.00 6.66
✓ Weidner 15.00 5.00
✓ Ruedger 16.00 5.33

TOTAL \$ 43.50 x 6

TOTAL \$14.41 x 5

TOTAL \$ 35.00 x 4

7.83 x 7

Houck 5.95
40.95

4682.04
\$ 4,760.91 - June
1316.60 1,416.60 - July
558.64 678.64 - August
16.47 - September
261.00 - November
72.05 - December
140.00 - January, 1963

\$ 7,345.67

TOTAL AMOUNT

- 53.71

October

7179.38

February

Bogard -
Ensign -
Shoyer

March

Debrunick
Marris
Vogler

April

None

Feb

March

April

decatur

library

public

MARY T. HOWE, Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS

Total Amount needed to bring everyone to recommended pay grade - \$ 7,345.67

1/3	August 1, 1962	-	\$ 2,448.55	
1/3	March 1, 1963	-	2,448.56	(?) May, 1963 —
1/3	May 1, 1963	-	2,448.56	(?) July, 1963 —

\$ 7,345.67

Accruals known 1962/63:

Emery Ward retires 7/14/62	-	2,603.36
Mary Read - On leave	-	4,740.00
Edna Jones - On leave 8/62	-	367.50
Hattie Houck- On leave (3 mos.)-	-	897.92 ✓

\$ 8,608.78

Mrs. Ruby Bailey - hired 5/62-

~~3,621.00~~
~~4,345.00~~

Resigned 7/24/62

~~4,987.78~~
~~\$ 4,263.78~~

Pages on full time summer -

- 777.83

~~4,209.95~~
~~\$ 3,485.95~~

1/3 increase -

-2,448.55

Total Amount available after 1/3
increase paid in August, 1962.

1,761.40
\$ ~~937.40~~

Suggest next increase on May 1 and July 1 rather than try for 2/3 of this budget - 1962/63. There are many unseen variables which could change these estimates.

DECATUR PUBLIC LIBRARY

Decatur, Illinois

ANALYSIS OF PERSONNEL CLASSIFICATION AND PAY GRADES

1	2	3	4	5	6	7	8	9	10	11	12	13
Library Code #	Name	Classification	Pay Grade	Date Began Work	Pay Range (City)	Length Service Present Position	Suggested Pay	Present Pay	Monthly Differential	1/3- Aug.1	1/3- Mar.1	1/3- May 1
11 ✓	Kirshgraber	Assistant City Librarian	21	1/22/62	587-719 7044-8628	1/22/62 - Beg - 6 mo. 182 30 mo 632/653 42-60 mo 673/694	587/612	681.25 ✓ 8175	Aug 1 - \$330 Jan 1 - 1963 Jan 1 - 1964 -			
2 ✓	Stafford	Librarian III	20	8/1/58	556-683 6672-8196	8/1/59 - 48 mos 8/1/63 = 60 "	617/638	681.25 ✓ 8175				
✓4 ✓	Puhek	"	20 ^c	5/19/52	"	6/20/60 24/30 July 1 - 597-24 Jan 1 - 617-30	574.42 6893	574.42 ✓ 6893	Jy.1-\$22.58 (24) Jan 1 - 20.00 (30) 6.64	7.53 6.64	7.53 6.64	7.52 6.64
7 ✓	Leonard	"	20	12/20/56	"	5/10/61 12 mos 18 mos	576/597	596.42 ✓ 7157	Dec.1- .58 (18) .20	.19	.19	.19
5 ✓	Yamamoto	Librarian II	18 ⁷⁹	8/29/50	495-612	8/1/59 - 36 mos	571/- 42 mos	618.22 ✓	at top			
3 ✓	McNabb	"	18 ¹⁹	9/3/56 2/25/52	5940-7344 " ^{104 mos 84 mos = 648}	9/61 PT 6/1/62 FT May 1, 55 - Ex Head 30/42 60/84	515/536 551/571 592/612	596.42 ✓ 7157	612 at 84 mos will be top.			
15 ✓	Read	Library Assistant II	12	4/11/56	362-449 4344-5388	5/1/57 1/31/57 1/2/62	434/449	395.00 ✓ 4740	Jy.1- 39.00 (60)	13.00	13.00	13.00
✓19 ✓	Ruedger	"	12 ^E	1/31/57	"	60 mos 372 or 434	372 or 434	408.75 ✓ 4905	Jy.1- 25.25 (60)	8.42	8.42	8.41
18 ✓	Williams, C.	"	12	1/18/57	"	5/1/60 30 mos	383/403	395.00 ✓ 4740	Nov.1- 8.00 (30)	2.67	2.67	2.66
20 ✓	Honnold	"	12	6/1/59	"	10/19/59 36 mos 4/7/58 42 mos 8/17/61 42 mos	403/418 418/434	367.50 ✓ 4410	Nov.1-35.50 (36) May 1-63-15.00 (42) → 15.00	11.83	11.83	11.84
16 ✓	Jones	"	12	4/7/58	"	"	"	367.50 ✓ 4410	Sept.1-50.50 (48) Sept 1, 1963 = 16	16.84	16.83	16.83
25 ✓	Weidner	Date Processing Supervisor	11	1/13/58	342-428 4104-5136	7/1/59 36 mos 42 mos → 383 = Aug 1 42 mos → 398 = Jan 1	383/403	398 (4776) 381.17 4574	Aug 1 - 1.83 (36) Jan 1 - 15.00 (42)	5.1	5.1	5.61

388 = ⁽²⁾ 381.17
1.83
383.00

#1 or less

1	2	3	4	5	6	7	8	9	10	11		
Library Code #	Name	Classification	Pay Grade	Date Began Work	Pay Range (City)	Length Service Present Position	Suggested Pay	Present Pay	Monthly Differential	1/3- Aug. 1	1/3- Mar. 1	1/3- May 1
43	Mullen	"	9	P. T.			367	2.15 per hr.	Jy 1- 7.83 (54)			
26	Houck	Library Assistant I	9	11/6/56	321-388 3852-4656	12/1/57	377	359.17	Jan. 1- 10.00 (60)	5.95	5.94	5.94
47	Petersen	"	9	11/18/57	"	11/18/57	367	\$2 per hr.	Jan. 1- .21 (56)	.07	.07	.07
65	Arisman	"	9	3/14/61	"	8/1/61 PT 3/14/61 FT	332	\$2 per hr. (3898)	Dec. 1- .06 (60)			
82	Shafer	"	9	11/20/61	"	11/20/61	332	334.92	Oct 1, 1963 - 7.08	2.36	2.36	2.36
51	Seitz	"	9	2/16/62	"	2/16/62	332	334.92				
39	McMillan	Bookmobile Clerk-Driver II	9	6/16/55	"	4/1/59	352/367	359.17	Oct. 1- 7.83	2.61	2.61	2.61
27	Goff	Clerk-Stenographer II	7	1/13/57	296-357 3552-4284	9/1/60	316/326 347 (4164)	337.17 4046	Sept. 1, 1965 (9.83)	3.27	3.28	3.28
79	Bogard	Bookmobile Clerk-Driver I	6	8/15/61	286-347 3432-4164	8/15/61	286/296	284.17	June 1- 11.83 (6)	3.94	3.94	3.95
37	Atchison	"	6	9/26/55	"	9/26/55	337	370.17				
23	Mitchell	Library Clerk III	5	1/5/59	275-337 3300-4044	12/5/61	286/296	275.33	Jy. 1- 10.67 (60)	3.56	3.56	3.55
22	White	"	5	5/19/26	"	11/16/54	337	302.84	Jy. 1- 34.16 (84)	11.39	11.39	11.38
29	Dobrinick	"	5	8/5/57	"	8/1/60	296/306	293.17	Dec 1- 12.83	4.27	4.28	4.28
75	Schultz	Key Punch Operator	5	1-11-56 PT 6-1-57 FT	"	8/1/60-12/60 FT	286	1.72 per Hr.	Jan. 1- .07	.03	.02	.02
87	Kelley	"	5	12/5/61	"	12/5/61	275/286	293.17	July 1, 63 - 2.83	.94	.94	.95
59	Bork	"	5	9/8/58 PT 6/1/59-9/60 PT	"	9/60 PT	3552(296)	3518	1.43 per hr.			

1	2	3	4	5	6	7	8	9	10	11		
Library Code #	Name	Classification	Pay Grade	Date Began Work	Pay Range (City)	Length Service Present Position	Suggested Pay	Present Pay	Monthly Differential	1/3- Aug.1	1/3- Mar.1	1/3- May 1
40	Burton	Building & Ground Custodian	4	11/15/55	265-326 3180-3912	11/15/55	326	348.33 ✓ 4180 ✓				
34	Hunk	Library Clerk II	3	9/1/60	255-316 3060-3792	6/1/61	265/275	271.17 ✓ 3254 ✓	Dec.1-3.83 (18)	1.28	1.28	1.27
✓ 50	Lonnon 16.61	" 221.78	3 ^{July} ₁₈	2/1/62	"	2/1/62 241.72	255/265	205.17 ✓ 2462 ✓	Je.1-49.83 (42 mo) Sept.1-10.00 (6 mo)	16.61	16.61	16.61
28	Turnbo	"	3	1/4/54	"	8/1/58	296	276.67 ✓ 3320 ✓	Sept.1-19.33	6.45	6.44	6.44
21	O'Dell	"	3	11/12/56	"	11/12/56	306	334.92 ✓ 4019 ✓				
✓ 30	Larmon	"	3 ₁₀	4/26	"	12/1/54	316 308.39	293.17 ✓ 3518 ✓	Je.1-22.83	7.61	7.61	7.61
✓ 53	Johnson	"	3 ₁₃	8/29/60 PT 6/1/61 FT	"	6/1/61	265/275 241.39	194.17 ✓ 2330 ✓	Je.1-70.83 (12) Dec.1-10.00 (18)	23.61 3.33	23.61 3.33	23.61 3.34
✓ 33	Ayres	Library Clerk I	1	6/9/58	245-306 2940-3672	7/1/58 PT 6/1/59	275/286 251.73	205.17 ✓ 2462 ✓	Je.1-69.83 (36)	23.28	23.28	23.27
✓ 18	Williams, N.	"	1 _E	6/2/58 FT 9/4/57 PT	"	6/2/58	286 259.07	205.17 ✓ 2462 ✓	Je.1-80.83 (48) 2462 242.4	14.11 26.93	14.11 26.94	14.11 26.94
64	Stuke	"	1	10-6-58 PT 6/1/59	"	9/61 PT		1.27 per hr.				
38	Ward	"	1	6/3/57	"	6/3/57	306	325.42 ✓ 3905 ✓				
60	Collinsworth	"	1	9/2/60	"	9/2/60 PT	(1.35)	1.38 per hr.				
✓ 31	Ensign,	"	1 _D	8/19/59	"	8/19/59	3300 (275) 251.73	205.17 ✓ 2462 ✓	Je.1-69.83 (34) Feb.1-11.00 (42 mo)	23.28 3.66	23.28 3.67	23.27 3.67
✓ 35	Vogler	Typist I	1 _C	8/22/60	"	8/22/60	265 245.07	205.17 ✓ 2462 ✓	Je.1-59.83 (24) Feb.1-10.00 (30)	19.95 3.33	19.94 3.33	19.94 3.34
81	Baker	Page				2/7/62		.83 per hr.				
89	Branson	"				2/14/62		.83 per hr.				
91	Brewer	"				2/10/62		.83 per hr.				
92	Cox	"						.83 per hr.				

1	2	3	4	5	6	7	8	9	10	11		
Library Code #	Name	Classification	Pay Grade	Date Began Work	Pay Range (City)	Length Service Present Position	Suggested Pay	Present Pay	Monthly Differential	1/3- Aug.1	1/3- Mar.1	1/3- May 1
70	McBride	Page				2/25/61		1.25 per hr.				
93	Miller	"						.83 per hr.				
90	Moser	"						.83 per hr.				
94	Osbakken	"						.83 per hr.				
49	Spittler	Artist		9/28/54		9/28/54		1.65 per hr.				
17	Woodward	Clerk-Typist		7/10/61 FT 9/1/61 PT				1.00 per hr.				

Total Differential to be

paid in 3 installments: Aug. 1 - ~~\$3,691.75~~
 March 1 - ~~\$3,691.75~~
 May 1 - ~~\$3,691.75~~

\$ 2,487.99

2% Crsd at present salaries =

3,610.00

DECATUR PUBLIC LIBRARY
PERSONNEL CLASSIFICATION -
April 19, 1962

Library Page -
1. Judith Branson 7. Ruth Cox
2. Bill Moser 8. Kristine Osbakken
3. Ron Baker
4. Fred Brewer
5. Jim McBride
6. Steven Miller

Buildings and Grounds Custodian -
1. Lynn Burton

Library Clerk I -
1. Myrna Ayers
2. Nancy Williams
3. Sally Stuke
4. Emery Ward
5. Jim Collinsworth
6. Eunice Ensign

Library Clerk II -
1. Clara Hunk
2. Wilma Lonnon
3. Dorthia Turnbo
4. Gladys O'Dell
5. Margaret Larmon
6. Carolyn Johnson

Library Clerk III -
1. Marjorie Dobrinick
2. Carola White
3. Frances Mitchell

Bookmobile Clerk Driver I -
1. Russell Bogard
2. Russell Atchison

Bookmobile Clerk Driver II -
1. Harold McMillan

Key Punch Operator -
1. Neva Kelley
2. Dena Schultz

Typist I -
1. Ozella Vogler

Data Processing Supervisor -
1. Kay Weidner

Clerk Stenographer II -
1. Pat Goff

Library Assistant I -
1. Penny Shafer
2. Barbara Seitz
3. Susan Arisman
4. Hattie Houck
5. Dora Petersen

Library Assistant II -
1. Mary Read
2. Ora Ruedger
3. Opal Honnold
4. Edna Jones
5. Charlotte Williams

Librarian II -
1. Nellie McNabb
2. Catherine Yamamoto

Librarian III -
1. Mildred Leonard
2. Marjorie Stafford
3. Esther Puhek

Assistant City Librarian -
1. Robert Kirchgraber

City Librarian -
1. Mary T. Howe

Librarian I -
Vacant

*60 day
90 day -
request.*

*Letter to Civil Service Commission
by April 23, 1962
720 hrs.*

3. Shirley Bork

copy 1

A Recommended Pay Plan For
City of Decatur Public Library Employees

Report to City of Decatur
Library Board of Trustees

Ernest B. Bodnar.

CITY OF DECATUR

COUNTY BUILDING • DECATUR, ILLINOIS



COUNCIL - MANAGER
GOVERNMENT

May 18, 1962

Mr. Jack Burnett, President,
City of Decatur Library Board of Trustees,
Decatur Public Library,
457 North Main Street,
Decatur, Illinois.

Dear Mr. Burnett:

In accordance with the Library Board's request, I am submitting for your consideration and recommended assignment of positions at the public library to pay grades that are now in effect for all City departments directly under the control of the Mayor and City Council.

I would at this time, like to express my thanks and appreciation to you and the members of the Library staff for their cooperation in the completion of the previously prepared position classification plan and the attached pay plan.

Very truly yours,



Ernest B. Bodnar,
Administrative Assistant.

EBB:ls

DEVELOPMENT OF THE CITY SALARY PLAN

The Position Classification Plan

In October 1959, the Illinois State Department of Personnel began a comprehensive personnel survey of City positions in order to develop a program of position classification and compensation.

The first stage of this work required the collection and analysis of certain basic information by the Position Classification Section of the Department.

- (1) All employees furnished detailed information regarding their duties, responsibilities, and functions. This was analyzed and tentative groupings of positions with similar duties and responsibilities were made.
- (2) Job audits were conducted by personnel technicians of the Position Classification Section. Following this, a descriptive listing of the distinguishing features of work, illustrative examples of duties, and requirements for each class of positions was completed.

Position Evaluation System

In order to determine the proper relationship, for pay purposes, of one class of positions vis-a-vis all other classes of positions, a system to evaluate classes of positions was developed by the Salary and Survey Section of the Department. The evaluation system provides a rationale for the objective assembly of classes of positions into groups whose relative value to the operation of the City's government is essentially the same, although the classes may have dissimilar duties, responsibilities and requirements.

Thirteen factors were incorporated into the evaluation system. These factors are:

- | | |
|---|---|
| 1. Education Requirements | 7. Responsibility for Personal Contacts |
| 2. Experience Requirements | 8. Responsibility for Reports & Records |
| 3. Responsibility for Responsibility Exercise | 9. Responsibility for Machinery and Equipment |
| 4. Responsibility for Policy and Methods | 10. Mental Skills |
| 5. Responsibility for Materials and Supplies | 11. Mental Demands |
| 6. Responsibility for Money | 12. Physical Demands |
| | 13. Working Conditions |

Factor Evaluation

Examination of the thirteen factors presented above reveals that these general categories are very broad in nature and do not readily lend themselves to substantial distinctions between the various degrees and amounts of skills, responsibility, and complexity, found in all classes of positions. For example, the factor "Education" does not differentiate between a class requiring an eighth grade education and another requiring a college degree. This is also true of each of the other factors.

To compensate for this, each of the thirteen factors is subdivided into degrees of the general factor category. Using this method of definition, the factor "Education" is divided into degrees to provide for positions whose education requirements may range from eight years of elementary school to four years of college and three or more years of graduate study.

The method of degree definition is applied to each of the thirteen factors and serves to establish the method for defining the various levels of requirements, responsibilities, complexities, and working conditions that are characteristic of each class.

The degree definitions established for each of the thirteen factors will not readily allow for the assembling of the class into groups or grades. To accomplish this, each degree of each factor is assigned a numerical number of points and each of the groups or grades is also assigned a numerical number of points. To place any class in a grade, it is necessary to apply the point values of the degrees of each of the thirteen factors and compare the resultant sum with the number of points assigned to the various grades.

Allocation of Library Positions to Pay Grades

Attached is a scale of City of Decatur pay grades which is effective for the 1962 - 1963 fiscal year. It is mathematically constructed to provide:

- (a) A total of 24 pay grades which cover all Civil Service Classified positions.
- (b) Differentials between pay grades to allow for greater differences between pay grades to reflect a progression from the less to the more responsible positions, e.g. differentials between pay grades 1 through 3 are \$5.00 per month in the starting rate (Step A), whereas differentials between pay grades 3 through 7 are \$10.00 - \$11.00 per month in the starting rate (Step A), etc.
- (c) A series of steps (A through G) in each pay grade to provide for length of meritorious service in a position assigned to that pay grade. The step increases are approximately 4% each so that the overall difference between the beginning and maximum salary is about 25% to 30%.

Analyses have been made of each classified position at the Public Library in accordance with the point rating standards described in the previous section. Based on the analyses my recommended assignment of positions to the attached pay grades are as follows:

Assignment of Positions to Pay Grade

<u>Position</u>	<u>Pay Grade</u>	<u>Monthly Pay Range</u>
Library Clerk I	1	\$245 - \$306
Typist I	1	\$245 - \$306
Library Clerk II	3	\$255 - \$316
Building and Grounds Custodian	4	\$265 - \$326
Key Punch Operator	5	\$275 - \$337
Library Clerk III	5	\$275 - \$337
Bookmobile Clerk Driver I	6	\$286 - \$347
Clerk Stenographer II	7	\$296 - \$357
Bookmobile Clerk Driver II	9	\$321 - \$388
Library Assistant I	9	\$321 - \$388
Data Processing Supervisor	11	\$342 - \$428
Library Assistant II	12	\$362 - \$449
Librarian I	14	\$403 - \$495
Librarian II	18	\$495 - \$612
Librarian III	20	\$556 - \$683
Assistant City Librarian	21	\$587 - \$719

not necessarily in this pay schedule

The position of Library Page which is hourly and part-time in nature has not been included in the formal pay plan. Based on the relative ratings of the Page Position with the other positions, it is recommended that the rate be set at \$.80 to \$1.00 per hour for this position.

CITY OF DECATUR PAY GRADES

PAY
GRADE

A

B

C

D

E

F

G

1

245
2940255
3060265
3180275
3300286
3432296
3552306
3672MONTHLY
ANNUAL

2

250
3000260
3120270
3240281
3372291
3492301
3612311
3732MONTHLY
ANNUAL

3

255
3060265
3180275
3300286
3432296
3552306
3672316
3792MONTHLY
ANNUAL

4

265
3180275
3300286
3432296
3552306
3672316
3792326
3912MONTHLY
ANNUAL

5

275
3300286
3432296
3552306
3672316
3792326
3912337
4044MONTHLY
ANNUAL

6

286
3432296
3552306
3672316
3792326
3912337
4044347
4164MONTHLY
ANNUAL

7

296
3552306
3672316
3792326
3912337
4044347
4164357
4284MONTHLY
ANNUAL

8

311
3732321
3852332
3984342
4104352
4224362
4344372
4464MONTHLY
ANNUAL

9

321
3852332
3984342
4104352
4224367
4404377
4524388
4656MONTHLY
ANNUAL

10

332
3984342
4104352
4224367
4404383
4596393
4716408
4896MONTHLY
ANNUAL

11

342
4104352
4224367
4404383
4596398
4776413
4956428
5136MONTHLY
ANNUAL

12

362
4344372
4464383
4596403
4836418
5016434
5208449
5388MONTHLY
ANNUAL

13

383
4596393
4716403
4836423
5076439
5268454
5448469
5628MONTHLY
ANNUAL

14

403
4836418
5016434
5208449
5388464
5568479
5748495
5940MONTHLY
ANNUAL

15

423
5076439
5268454
5448469
5628485
5820500
6000520
6240MONTHLY
ANNUAL

16

449
5388464
5568479
5748495
5940510
6120530
6360546
6552MONTHLY
ANNUAL

17

474
5688490
5880505
6060520
6240541
6492556
6672576
6912MONTHLY
ANNUAL

18

495
5940515
6180536
6432551
6612571
6852592
7104612
7344MONTHLY
ANNUAL

latest 1962

6 mos

18 mos

30 mos

42 mos

60 mos

84 mos

PAY GRADE	<i>Enter</i> <u>A</u>	<i>6 mos</i> <u>B</u>	<i>18 mos</i> <u>C</u>	<i>30 mos</i> <u>D</u>	<i>42 mos</i> <u>E</u>	<i>60 mos</i> <u>F</u>	<i>84 mos</i> <u>G</u>	
19	525 6300	541 6492	561 6732	581 6972	602 7224	622 7464	648 7776	MONTHLY ANNUAL
20	556 6672	576 6912	597 7164	617 7404	638 7656	658 7896	683 8196	MONTHLY ANNUAL
21	587 7044	612 7344	532 7584	653 7836	673 8076	694 8328	719 8628	MONTHLY ANNUAL
22	622 7464	643 7716	663 7956	689 8268	714 8568	734 8808	760 9120	MONTHLY ANNUAL
23	653 7836	678 8136	704 8448	729 8748	755 9060	775 9300	801 9612	MONTHLY ANNUAL
24	694 8328	719 8628	745 8940	770 9240	796 9552	821 9852	847 10164	MONTHLY ANNUAL

HOURLY PAID EMPLOYEES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
MAINTENANCE LABORER	1.70	1.76	1.83	1.89	1.94	2.00	2.06
MAINTENANCE EQUIPMENT OPERATOR	1.80	1.86	1.92	1.97	2.03	2.09	2.15
STREET EQUIPMENT OPERATOR	1.92	1.97	2.03	2.12	2.20	2.26	2.36
MECHANIC	1.97	2.03	2.12	2.20	2.30	2.39	2.47
WATER UTILITY REPAIRMAN	1.79	1.85	1.91	1.97	2.03	2.09	2.15

ORDINANCE NO. _____

AN ORDINANCE FIXING THE SALARIES AND WAGES OF THE VARIOUS OFFICIALS AND EMPLOYEES OF THE CITY OF DECATUR, ILLINOIS FOR THE FISCAL YEAR 1961-1962 BEGINNING MAY 1, 1961 AND ENDING ON APRIL 30, 1962.

BE IT HEREBY ORDAINED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

SECTION I. That the salaries and wages of various officials and employees of the City of Decatur, Illinois shall be herein set forth and the salaries and wages shall be paid in regular semi-monthly installments according to payrolls presented to and allowed by the City Council.

SECTION II. That the attached Schedule of "City of Decatur Pay Grades" is made a part of this Ordinance and shall be the basis for determining the salary or wage of those officials and employees of the City of Decatur who are, or who may in the future be, designated as incumbents of the position named in the attached Schedule entitled "City of Decatur Pay Grades" as contained in the Decatur Civil Service Commission's position classification plan of the City of Decatur. Any new position added to the position classification plan of the City of Decatur shall be evaluated, for purposes of pay grade allocation, in accordance with the Position Point Evaluation Plan developed by the Illinois State Department of Personnel. Revised schedules of "Positions Assigned to Pay Grades" will be made as needed to provide for any new positions added to the Position Classification Plan.

SECTION III. A. Provisions in Ordinance #3567 shall remain in effect for determining compensation of employees between May 1, 1961 and August 1, 1961.

B. Effective August 1, 1961, an Employee who was hired before May 1, 1960 into a position having a pay grade below twenty-one (21) and whose position classification has not changed since May 1, 1960 shall be eligible for placement at that pay step within his position's assigned pay grade which corresponds to the period of continuous service in the position as of November 1, 1960. Continuous service in the position is defined as stated in Ordinance No. 3514.

C. Effective February 1, 1962, all above said employees cited in Section III B shall receive additional continuous service credit in their respective positions from November 1, 1960 to February 1, 1962 and will become eligible to be placed at that step within the employee's respective position assigned pay grade which corresponds to the employee's respective period of continuous service in the position. Thereafter, from February 1, 1962 through April 30, 1962, as an employee accumulates additional continuous service credits in the same position, he will be eligible for placement at that pay step within his position's assigned pay grade which corresponds to the length of continuous service in the position.

D. Employees who were hired and/or promoted since May 1, 1961 and assigned to a pay grade below twenty-one (21) shall be eligible for placement at that step within their respective position's assigned pay grade which corresponds to length of continuous service in the position.

SECTION IV. All employees, except as hereinafter provided, whose positions are assigned to a pay grade above twenty (20) shall be eligible for placement at pay step A of their respective position's pay grade on August 1, 1961. On February 1, 1962, the above said employees shall be eligible for placement at pay step B of their respective position's pay grade.

SECTION V. The positions of maintenance laborer, maintenance equipment operator, street equipment operator and mechanic shall be compensated at a per-hour rate as follows:

<u>POSITION</u>	<u>WAGE RATE PER HOUR</u>						
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
Maintenance Laborer	\$1.67	\$1.73	\$1.79	\$1.85	\$1.90	\$1.96	\$2.02
Maintenance Equipment Operator	\$1.76	\$1.82	\$1.88	\$1.93	\$1.99	\$2.05	\$2.11
Street Equipment Operator	\$1.88	\$1.93	\$1.99	\$2.08	\$2.16	\$2.22	\$2.31
Mechanic	\$1.93	\$1.99	\$2.08	\$2.16	\$2.25	\$2.34	\$2.42

Full time classified employees allocated to these positions will be paid one and one-half ($1\frac{1}{2}$) times their respective rates for work in excess of forty (40) hours in any week.

The manner for determining the respective step within the pay grade to which the employee is eligible to advance on August 1, 1961 and February 1, through to April 30, 1962 for the position of Maintenance Laborer, Maintenance Equipment Operator, Street Equipment Operator, and Mechanic, shall be subject to the same conditions cited in Section III of this Ordinance.

SECTION VI. An employee who is certified by the Civil Service Commission and appointed to a position having a higher pay grade than the position from which he was promoted shall be placed at that pay step within the higher pay range which would give the employee an increase of at least \$5.00 per month in salary or an increased rate of at least \$0.03 per hour above that hourly pay rate which the employee received immediately prior to his certification for promotion and appointment. After placement on the pay step within the pay range of the position to which the employee is promoted, future compen-

sation increases shall be in accordance with the attached pay step schedule and periods of service between pay steps as contained in the attached "City of Decatur Pay Grade."

SECTION VII. Effective August 1, 1961 and February 1, 1962 the monthly rate of pay for the exempt positions cited below will be as follows:

	<u>AUGUST 1, 1961</u>	<u>FEBRUARY 1, 1962</u>
Director of Water Department	\$795.00	\$825.00
Director of Finance	\$745.00	\$775.00
Police Chief	\$775.00	\$805.00
Fire Chief	\$755.00	\$785.00
Corporation Counsel	\$680.00	\$705.00
Administrative Assistant	\$640.00	\$665.00

In addition thereto, the Corporation Counsel shall receive the sum of \$166.00 per month above that which he is eligible to receive in accordance with provisions of this Ordinance.

SECTION VIII. Initial appointments to the City service shall be made at the entrance step (Step A) of the position's Pay Grade. No appointment will be made at a pay step higher than Step A without approval of the City Manager. Initial appointees shall become eligible for pay increases in accordance with the required periods of continuous service in the position as indicated in the attached City of Decatur Pay Grades.

SECTION IX. Temporary and seasonal employees as defined in the Civil Service Commission Rules shall be compensated at the following rates:

Physician	\$225.00 per month
School Crossing Guard	\$1.25 per hour
Part-Time Clerical Positions	\$1.25 per hour
Part-Time Labor Positions	\$1.56 per hour ✓

Said employees will not be compensated for holidays not worked, nor

shall said employees be credited with vacation or sick leave benefits.

PRESENTED, PASSED, APPROVED, and RECORDED this _____ day of _____
_____, A.D., 1961.

APPROVED:

Mayor

ATTEST:

City Clerk

CITY OF DECATUR
PAY GRADES

Prior May 1 1962

PAY GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	Within grade increments Amount
1	240 2880	250 3000	260 3120	270 3240	280 3360	290 3480	300 3600	Monthly \$10 Annual \$120
2	245 2940	255 3060	265 3180	275 3300	285 3420 ✓	295 3540	305	Monthly 10 Annual -120
3	250 3000	260 3120	270 3240	280 3360	290 3480	300 3600	310 3720	Monthly 10 Annual -120
4	260 3120	270 3240	280 3360	290 3480	300 3600 ✓	310 3720	320 3840	Monthly 10 Annual -120
5	270 3240	280 3360	290 3480	300 3600	310 3720	320 3840	330 3960	Monthly 10 Annual -120
6	280 3360	290 3480	300 3600	310 3720	320 3840	330 3960	340 4080	Monthly 10 Annual -120
7	290 3480	300 3600	310 3720	320 3840	330 3960	340 4080	350 4200	Monthly 10 Annual -120
8	305 3660	315 3780	325 3900	335 4020	345 4140	355 4260	365 4380	Monthly 10 Annual -120
9	315 3780	325 3900	335 4020	345 4140	360 4320	370 4440	380 4560	Monthly Annual -120
10	325 3900	335 4020	345 4140	360 4320	375 4500	385 4620	400 4800	Monthly Annual -120
11	335 4020	345 4140	360 4320	375 4500	390 4680	405 4860	420 5040	Monthly Annual -120
12	355 4260	365 4380	375 4500	395 4740	410 4920	425 5100	440 5280	Monthly Annual -120
13	375 4500	385 4620	395 4740	415 4980	430 5160	445 5340	460 5520	Monthly Annual -120
14	395 4740	410 4920	425 5100	440 5280	455 5460	470 5640	485 5820	Monthly 15 Annual -180
15	415 4980	430 5160	445 5340	460 5520	475 5700	490 5880	510 6120	Monthly Annual -180
16	440 5280	455 5460	470 5640	485 5820	500 6000	520 6240	535 6420	Monthly Annual -180
17	465 5580	480 5760	495 5940	510 6120	530 6360	545 6540	565 6780	Monthly Annual -180
18	485 5820	505 6060	525 6300	540 6480	560 6720	580 6960	600 7200	Monthly Annual -240

60

120

180

120

240

240

240

240

PAY GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	
360 19	515 6180	15 530 6360	20 550 6600	20 570 6840	20 590 7080	25 610 7320	25 635 7620	Monthly Annual -180
20	545 6540	20 565 6780	20 585 7020	20 605 7260	20 625 7500	25 645 7740	25 670 8040	Monthly Annual -240
21	575 6900	25 600 7200	20 620 7440	20 640 7680	20 660 7920	25 680 8160	25 705 8460	Monthly Annual -300
420 22	610 7320	20 630 7560	20 650 7800	25 675 8100	25 700 8400	25 720 8640	25 745 8940	Monthly Annual -240
360 23	640 7680	25 665 7980	25 690 8280	25 715 8580	25 740 8880	20 760 9120	25 785 9420	Monthly Annual -300
480 24	680 8160	25 705 8460	25 730 8760	25 755 9060	25 780 9360	25 805 9660	25 830 9960	Monthly Annual -300

The respective steps in each pay grade represent the compensation that an official or employee, whose position has been assigned to a pay grade, is eligible to receive based upon satisfactory performance ratings and length of service in the position as follows:

- STEP A - Entrance Level (date appointed to the position)
- STEP B - After Six (6) months service in the position
- STEP C - After Eighteen (18) months service in the position
- STEP D - After Thirty (30) months service in the position
- STEP E - After Forty-two (42) months service in the position
- STEP F - After Sixty (60) months service in the position
- STEP G - After Eighty-four (84) months service in the position

PAY GRADE

ASSIGNMENT OF POSITIONS

1- } Library Clerk I (1) Typist I (1)	Switchboard Operator
2- } -----	Clerk I
3- } Library Clerk II (3)	Parking Garage Attendant
4- } -----	Parking Meter Checker
	Clerk II
	Clerk Typist I
	Building and Grounds Custodian
5- } -----	Clerk Stenographer I
	Bookkeeping Machine Operator I
	Water Serviceman
6- } Key punch operator (5)	Parking Meter Maintenance Man
7- } Clerk Stenog II (5)	Clerk Typist II
	Maintenance Laborer
	Clerk Stenographer II
	Bookkeeping Machine Operator II
	Animal Control Warden
	Water Meter Reader
8- } -----	Electrician I
	Water Utility Repairman
	Water Plant Operator I
	Maintenance Equipment Operator

Library Clerk III (5)

Ed reg.
by City
Approved
by CSC

Ed
required
by City
Approved
by CSC

PAY GRADE

ASSIGNMENT OF POSITIONS

Library
Clerk II

9 --- Bookm. Clerk Driver II (9)

10 --- Library Assistant I (9)

11 ---
Data Processing
Supervisor (11)

12 ---
Library Assistant II (12)

14 --- Librarian I (14)

19 --- Librarian II (18)

21 --- Librarian III (21)
22 --- assist Librarian
23 --- (21)

- Clerk Typist III
- Lake Maintenance Man
- Police Radio Dispatcher
- Street Equipment Operator
- Water Meter Repairman
- Water Plant Operator II
- Clerk Stenographer III
- Clerk III
- Account Clerk
- Electrician II
- Mechanic
- Lake Patrolman
- Police Matron
- Engineering Aide
- Patrolman
- Fire Fighter
- Sanitarian
- Foreman I
- Water Utility Maintenance Man
- Water Plant Operator III
- Building and Construction Inspector I
- City Clerk
- Civil Engineer I
- Detective
- Fire Administrative Aide
- Fire Lieutenant
- Lake Superintendent
- Public Health Nurse
- Corporal
- Foreman II
- Bacteriologist
- Water Utility Electrician
- Water Plant Operator IV
- Fire Captain
- Sergeant
- Fire Fighting Instructor
- Planning Technician
- Milk Sanitarian
- Superintendent of Water Distribution
- City Treasurer
- Civil Engineer II
- Building and Construction Inspection Supervisor
- Purchasing Agent
- Accountant
- Lieutenant
- Battalion Fire Chief
- Superintendent of Streets and Sewers
- Assistant City Engineer
- Captain
- Assistant Fire Chief
- City Engineer
- Public Health Laboratory Supervisor

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE SPECIAL BOARD OF DIRECTOR'S MEETING
August 4, 1962

A special meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, August 4, 1962 at 8:30 AM. Coffee and donuts were served.

Members Present:

Mr. Jack Burnett, president
Mrs. Dwight Nelson
Mrs. Erich Stern
Mr. John Cheeks

Members Present:

Mrs. Roger Pogue
Mr. Francis Hart
Mr. Harold Koslofski
Mr. David Pilcher
Mr. James Sommer

Others Present: Mrs. Mary T. Howe, Librarian and Mr. Robert Kirchgraber, Asst. Lib.

Mr. Burnett called the meeting to order at 8:30 AM. He asked if the Board was favorable to go ahead with the long range plans.

It was suggested that the publicity reflect that no bonds will be used but the library will accumulate the money which will in turn earn money. This capital expenditure will not be requested now but should go into the 1963/64 budget request.

The special meeting was called in order to request a larger appropriation for 1963/64; and, therefore, a higher levy for the library must be requested now. A letter should be sent to the Council by the following Monday. The letter should include a clear definition of no carry over of funds this fiscal year 1962/63. The only addition or estimated expense is the salary increase (\$7,000) brought about by the salary adjustment, based on the new Civil Service Classification Plan and subsequent placing employees in the correct position.

The attached statement of estimated expenses was presented.

Mr. Hart moved the letter be written and estimated statement be sent to the Council. Mrs. Nelson seconded the motion. All present voted aye.

Meeting adjourned at 9:15 AM.

Respectfully submitted,

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

Minutes of the Board of Directors Meeting, July 27, 1962

The regular meeting of the Board of Directors of the Decatur Public Library was held in the Board Room of the Main Library, 457 North Main Street, July 27, 1962 at 3:45 P.M.

Members Present:

Mr. Jack Burnett, President	Mrs. Erich Stern
Mr. David Pilcher	Mrs. Harold Pogue
Mr. Francis Hart, Vice President	Mr. James Sommer

Members Absent:

Mr. Harold Koslofski
Mr. John Cheeks

Others Present:

Mrs. Mary Howe, Secretary-Librarian
Mr. John Sweetnam
Mr. Robert Kirchgraber-Assistant Librarian
Miss Sandra Salenski-Reporter Herald
Mrs. Susan Arisman, Staff Member

Mr. Hart called the meeting to order at 4:30 P.M., and presided until Mr. Burnett came.

The Properties Committee report was made by Mr. Hart, Chairman. Bookmobile II was being painted and Bookmobile II was used to cover B2 stops.

The Public Schools requested the use of B3 at Lakeview High School until the school library was completed. After much discussion Mr. Pilcher moved to authorize the Properties Committee work out the problems involved. Mrs. Stern seconded the motion. All present voted aye. Motion carried.

Mr. Hart reported the progress made on painting and repairs. The hand rail is on order for the back stairs and the painters are working on the window sills.

The grass at Dill Branch is being mowed. Bids for the black topping will be opened August 6, 1962. Action has already been taken by the Board.

The insurance company of the man who hit the station wagon, has refused to pay the costs. All information is in Mr. Merris' hands, but we haven't heard from him. The library insurance company will pay all costs except the \$100 deductible. Mr. Burnett suggested turning this over to Sanks Insurance and go ahead with the repairs. Mr. Pilcher moved to pay the \$100 deductible and go ahead with the repairs but try to recover the \$100 from the other insurance company. Mr. Sommer seconded the motion. Roll call was taken: Mr. Burnett, Mr. Pilcher, Mr. Hart, Mrs. Stern, Mr. Sommer and Mrs Pogue voted aye. Motion carried.

Mr. John Sweetnam, architect, reported on the plans for the Main Library.

His letter concerning the present building was read into the minutes. The building is 59 years old. The older the building and the materials in it, the more in the way of repairs and replacements will be required. The area at present is only about $\frac{1}{2}$ of what it should be according to areas of other cities of like size. Additional building could be done in two stages by building a wing to the south over the top of the present city parking lot with in the next 5-6 years with the idea that this would be the first step in a program for a new building.

Mrs. Howe said the second addition could be built on the north with additional parking space. The service area would start on the second floor with the stack areas in the middle. If the Board approves this plan, we would then present it to the City Council.

Mr. Sommer asked for a drawing by John Sweetnam that would show the building facts a little clearer than the long hand notes.

Mrs. Howe said we have to be sure to copy the right Illinois Statute that pertains to cities and villages under 500,000 population. She questioned whether to ask for .08 or .0833 tax rate, but felt that .0833 was a good basis to start with. Mr. Hart said \$200,000 could be raised each year if .0833 was used. The Library could be completed in 6 years from the date of the first levy.

Mr. Burnett asked if it would take 6 years? Mr. Hart said it would take 6 years to complete the financing. Mr. Sommer said the south wing could be started then by the time it is completed construction could begin on the center section. Mr. Burnett said that after 6 years, we might have only 75% of what it will take to complete the building especially with building costs going up all the time. Mr. Sommer said they had talked about that. The increased valuation would more or less offset inflation. The property value would go up.

Mr. Burnett asked if we could say that we are raising this much rate rather than so many dollars. You have to appropriate funds and then you levy a tax to raise the funds.

After much discussion, it was decided to have the Properties Committee meet with Corporation Counsel, Byron Merris, and bring more facts to the Board Meeting. Mr. Hart asked permission to proceed with the study. It was agreed to go ahead.

Mr. Burnett asked for a patron count and additional facts for the September Board meeting unless a special meeting is called for August.

The Finance Committee report was made by Mr. Pilcher who had checked all of the bills. Mr. Pilcher moved the bills for July be paid.

Salaries	\$ 15,333.20
Janitors Salary	<u>348.33</u>
Total Salaries	\$ 15,681.53

Operating Expenses	<u>7,162.68</u>
TOTAL	\$ 22,844.21

Mr. Hart seconded the motion. Roll call was taken: Mr. Burnett, Mr. Hart, Mrs. Pogue, Mr. Pilcher, Mrs. Stern and Mr. Sommer voted aye. Motion carried.

Mr. Pilcher made the motion to give the Finance Committee authority to approve the bills for August subject to the September Board Meeting.

Mrs. Stern seconded the motion. Roll call was taken. Mr. Burnett, Mr. Hart Mrs. Pogue, Mr. Pilcher, Mrs. Stern and Mr. Sommer voted aye. Motion carried.

The minutes of the meeting for June 29, 1962 and July 19, 1962 were approved as received.

Mr. Burnett congratulated the Board for making a quick decision in regard to the increase in pay for the staff to bring them in line with their classification.

The members of the Board asked for the full program at the University of Chicago be sent to them. The Board agreed to process city bills and have Mrs. Weidner, supervisor of Data Processing, compensated for her overtime by asking the City to pay the same rate as she is now receiving from the Library.

Mr. Hart reported that he and Mrs. Howe would speak before the American Business Men's Club August 7, 1962 in the Elks Club.

Mr. Pilcher moved the meeting be adjourned. Mr. Hart seconded the motion.

Meeting adjourned at 6:00 P.M.

Respectfully submitted

Mary T. Howe,
Secretary.

DECATUR PUBLIC LIBRARY
Decatur, Illinois

MINUTES OF THE SPECIAL MEETING, BOARD OF DIRECTORS
July 19, 1962

The special meeting of the Board of Directors of the Decatur Public Library was held in the Decatur Club at 6 PM, July 19, 1962. Dinner preceded the meeting.

Members Present:

Mr. Jack Burnett, President
Mr. Francis Hart, Vice-President
Mrs. Roger Pogue
Mr. John Cheeks
Mr. James Sommer

Members Absent:

Mr. Harold Koslofski
Mr. David Pilcher
Mrs. Dwight Nelson
Mrs. Erich Stern

Others Present:

Mrs. Mary T. Howe, Secretary-Librarian
Mr. Robert Kirchgraber, Assistant Librarian
Miss Sandy Salenski, reporter Herald-Review

The meeting was called to order by Mr. Burnett, President at 7 PM. The subject of the meeting was "Personnel Salary Adjustments".

Mr. Cheeks, Chairman of Personnel called the members attention to the data sheets explaining the proposals.

Mr. Sommer said it seems the lower employees are under paid and the higher employees are well paid.

Mr. Burnett said we were trying to spread the increases to bring up the minimum salaries. One third (1/3) of the adjusted salaries is proposed for this month (July) retroactive to June for those employees whose salaries should have been adjusted June 1962.

Mr. Cheeks moved to grant employees 1/3 of the recommended salary adjustment effective as stated in the attached schedule. Mr. Sommer seconded the motion. Roll call was taken: Mr. Sommer, Mrs. Pogue, Mr. Hart, Mr. Cheeks, and Mr. Burnett voted Aye. No noes or abstentions were recorded. Motion carried.

Mr. Burnett suggested the following resolution.

" Whereas it is the considered opinion of the Board of Directors of the Decatur Public Library that the present pay scale of the employees of the Decatur Public Library does not conform to the recommended pay scale of the City of Decatur and

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"Whereas it is the desire of the Board to conform to the recommended minimum pay scale now, therefore, be it resolved that this Board go on record as recommending to succeeding Boards that they follow as nearly as possible the recommended pay adjustments that were officially made a part of the Minutes of the Special Board Meeting of July 19, 1962".

Mr. Hart moved the adoption. Mr. Sommer seconded the motion. All present voted aye. No noes or abstentions were recorded. Motion carried.

Mrs. Howe called attention to the Board's commitment to increase the Assistant Librarian's salary at the end of the first six months service. Mr. Kirchgraber has successfully completed his probation period. The raise is from the old payroll schedule and amounts to \$330.00 per year. Mr. Sommer moved the raise be given. Mrs. Pogue seconded the motion. Roll call was taken: Mr. Sommer, Mrs. Pogue, Mr. Hart, Mr. Cheeks, and Mr. Burnett voted aye. No abstentions or noes were recorded. Motion carried.

The meeting adjourned at 8:45 PM.

Respectfully submitted,

Mary T. Howe,
Librarian.