ANNUAL REPORT OF THE CITY LIBRARIAN

for 1967/1968

Library operations during the past year have been marked by consolidation and simplification of routines, by the elimination of arrearages some of which extended back more than two years, by continuing staff shortages, by a new approach to acquisitions, by a halt in circulation decline which had averaged an approximate loss of 45,000 per year for the past three years, and by a vast improvement in staff morale.

Public Service. As noted above, the trend towards circulation loss which was lessened last year has been reversed this year by a slight gain of 7,710 for the system as a whole. The Main Library had a circulation gain of 12,758 volumes; Extension Division suffered a loss of 4,158 compared with fiscal 1967/1968. The circulation gain in the central library has put an enormous strain upon the staff. The elimination of the very considerable backlog in this department while contending with this gain could only have been accomplished by uncommon dedication of the staff to the interest of the library and its public.

Readers Advisory Service and Reference Service, as a result of stricter definition, suffer an apparent loss of approximately 1,200 and 4,200 units of service respectively. Comparability may be restored by 4,600 units of non-bibliographic information provided.

Overdue materials are a continuing problem in all public libraries. Contrary to public opinion, fines are not a positive source of income in a library since the collection costs tend to be greater than the revenue produced. While there is still a substantial decline in the number of overdue notices mailed this year compared with two and three years ago, there was an increase over last year. Personal attention to larger delinquencies by the

Supervisor of Circulation has resulted in clearing a number of accounts in excess of fifty dollars. More than 5,500 overdue notices were prepared and mailed.

Technical Services. The statistical table showing the monthly activity in the Technical Services Division speaks for itself. Insofar as I can determine production exceeds that of any year in the history of the library, both in gross and in terms of authorized manpower hours. 80% more volumes were cataloged in this fiscal year than the last. Withdrawals have more than doubled. Books recataloged or transferred have more than tripled. Nearly 60% more volumes have been mended. The increased load has been made possible by improvements in routines, by pride of the staff in their capabilities, and by many individual contributions by members of the department.

The Collections. Three principle needs pertaining to the collections were mentioned in my last annual report, namely, filling in the gaps in the core collection, the coordination and relation of various indexes and book catalogs with the holdings of the library, and the extensive duplication of material where demand warrants it. Attention to these needs has resulted in the acquisition of basic standard texts of major English novelists of the eighteenth and nineteenth century, the initiation of what will be a long term effort extending over a number of years in improving control over and access to the collection by relating printed indexes to the library's holdings, and by su~~s~~bstantial duplication of a limited number of titles. The last mentioned program probably has contributed more than anything else to reversing the trend in circulation decline, but the former two projects have the greater long range importance to the library's educational and informational goals. The coordinating of indexes with the library's collection will continue during the coming year, but unfortunately the considerable cut in the book budget for fiscal 1968/1969 will practically abrogate the in-depth efforts at collection improvement.

The budget for printing and binding will also necessitate a hard choice either to forego needed collection maintenance somewhat or to set aside plans for extensive booklist production during the coming year. The choice is complicated by consideration of efficient utilization of central staff.

Staff. Perhaps the most heartening phenomenon during the past year has been the restoration of staff morale and the contribution the staff has made in the consideration of and improvement in operational routines and a much improved relation of the library with the public it serves. A little more than one year ago complaints from the public were frequent and vehement; during the past year complaints have been nearly eliminated and in their place has come a growing volume of compliments. This can be directly attributed to growing awareness and sensitivity to public needs and points of view by the staff.

Professional recruitment has resulted in filling two critical positions in the central library, the heads of the Reference Department and the Department of Home Reading. Miss Meyer came to us in July of last year and Mr. Betty was employed in February, 1968. Recruitment of first-class people was unsuccessful for the positions of Children's Supervisor, Supervisor of Technical Services, and Extension positions for children's librarian and adult librarian. The reduction in the library's budget request for fiscal 1968/1969 has effectively eliminated these positions.

Because of her appreciation of the needs of the library for qualified supervisory personnel, Mrs. Muriel Perry Traver, who was formerly City Librarian, has come out of retirement and is filling the position of Technical Services Supervisor on a part-time basis. Her attention to organizational needs of this division has been instrumental in effecting clarification of many interlocking and complex routines necessary to maintain internal control over the library's collections.

In April, Miss Edna Jones resigned as Supervisor of Adult Services. Because of cuts in the personnel budget account, her position will not be filled.

A Note of Appreciation. During the past year the library has been designated as an accepted project by the Decatur Junior Welfare League and the library has been the recipient of a considerable amount of volunteer labor donated by members of the organization, and I want to express my personal appreciation as well as that of the staff for the help we have received from the League.

A growing number of organizations and individuals are making a practice of placing a memorial book in the library in memory of a deceased member or friend. Prominent among the organizations who have adopted the practice as a policy are the Decatur Women's Club and the Republican Women's Organization.

The library has received more than five hundred gifts in kind during the past year from a large number of individuals. Many of these books have been good additions to our collections.

I would be remiss not to mention the cooperation the library has received from Mr. Broom and Mr. Lipe in the City Accounting Department, from Mrs. Witts in the City Personnel Office, and from the Board of Civil Service Commissioners.

I want to pay tribute and express my thanks to the library staff. I have received much credit during the past year for the library's operations - credit which rightfully belongs to the staff. In many respects what has been accomplished in the past year or more has been far beyond my best expectations, and much of it could not have been accomplished without efforts beyond the call of duty by the staff who have effectively subsidized the operation. I know the Board is aware of this and I want merely to express my own sense of indebtedness.

Finally I would like, with your permission, to express my thanks to the Board for the cooperation they have extended and the help they have given me during the past year.

TECHNICAL SERVICES

Activities by Month

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
New Books Cataloged 1966/67	27	176	402	1154	702	656	550	637	784	713	936	944	7,681
New Books Cataloged 1967/68	1060	1066	1132	1587	750	1048	724	990	952	1048	1672	1777	13,806
New Titles Cataloged 1966/67	20	137	241	613	409	309	367	362	375	280	539	339	3,991
New Titles Cataloged 1967/68	492	367	432	358	379	270	230	383	452	437	780	511	5,091
Microfilm Cataloged 1966/67	50	10	19	16	14	11	21	27	14	15	13	17	227
Microfilm Cataloged 1967/68	5	26	8	18	12	11	11	10	10	16	10	20	157
Books Withdrawn 1966/67	383	450	127	6	182	55	148	322	222	422	42	683	3,042
Books Withdrawn 1967/68	28	570	403	213	1142	506	1657	405	1878	948	75	858	8,683
Books Recat. & Transferred 1966/67	1	4	3	4	3	5	28	12	2	2	17	1	82
Books Recat. & Transferred 1967/68	3	8	3	158	59	18	68	37	13	14	8	5	394
Books Mended 1966/67	183	124	150	101	97	342	170	102			281	164	1,714
Books Mended 1967/68	352	222	183	379	149	144	119	211	230	247	281	214	2,731
Volumes Bound 1966/67								439			235	250	924
Volumes Bound 1967/68		258							162		120	292	632
Books Received 1966/67	87	205	947	1387	261	403	846	673	1428	1376	1967	1124	10,704
Books Received 1967/68	1144	1662	1051	1643	567	1407	818	1119	742	978	1255	2382	14,768
Microfilm Rec'd 1966/67	59	11	19	16	13	7	23	15	13	15	9	17	217
Microfilm Rec'd 1967/68	5	26	8	18	12	11	11	10	10	16	10	20	157
Phono Records Received 1966/67						10					138	10	158
Phono Records Received 1967/68						1						12	13

Circulation Statistics 1967/1968

	Adult	Youth	Juvenile	Total
Main Adult	124,195	8,043	3,545	135,783
Main Youth	42,209	12,375	796	55,380
Magic Carpet	135	1,840	71,433	73,408
Reference	272			272
Main Library	166,811	22,258	75,774	264,843
B-1	15,334	8,651	34,511	58,496
B-2	14,903	6,605	40,509	62,017
Evans Branch	13,156	4,991	9,793	27,940
St. Marys	419	28	1	448
Dill Branch	10,322	4,648	24,149	39,119
Extension	54,134	24,923	108,963	188,020
Total System	220,945	47,181	184,737	452,863
General Works	1,636	96	401	2,133
Philosophy	5,467	572	39	6,078
Religion	3,890	184	943	5,017
Social Science	15,231	1,252	5,481	21,964
Language	1,007	49	342	1,398
Science	5,936	1,442	7,675	15,053
Useful Arts	18,648	2,247	4,502	25,397
Fine Arts	16,549	1,573	5,318	23,440
Literature	12,019	614	1,977	14,610
History	8,899	1,717	3,639	14,255
Travel	5,787	699	2,480	8,966
Biography	7,772	2,170	4,996	14,938
Foreign Non Fiction	69		107	176
Periodicals	9,047	675	1,432	11,154
Pamphlets	1,094	8	33	1,135
Paperbacks	56	1	11	68
	113,107	13,299	39,376	165,782
Fiction	107,787	33,881	52,391	194,059
Foreign Fiction	51	1	207	259
Juvenile Easy			92,763	92,763
	220,945	47,181	184,737	452,863

	Adult	Youth	Juvenile	1967/1968 Total
Bibliographies	27		10	37
Ceiling Projector		2		2
Class Visits	4	5	117	126
Book Talks			17	17
Instruction			27	27
Stories			41	41
Attendance	135	161	2602	2898
Exhibits	191	38	78	307
Film Attendance	846		244	1090
Showings	19		5	24
16 MM	15		5	20
8 MM	223			223
Recordak	1697	827	25	2549
Slides	3			3
Group Use of Library	136	4	51	191
Attendance	1178	43	1104	2325
Inter Library Loans	281	6		287
Maps Circulated	27			27
Meetings in Building	47			47
Attendance	641			641
Mending	3208	162	1383	4967
Overdue Notices Sent				5567
Pictures, Framed	176			176
Pictures, Mounted	1417	18	640	2075
Records LP	4039	51	107	4197
Records Stereo	42			42
Records SR	1497	9	2	1508
Records 16	5			5
Readers Advisory Services	11,534	7087	9984	28,605
Requests, Reserve	3336	812	1381	5529
School Visits			7	7
Story Hours		13	10	23
Attendance		220	202	422
Number of Stories		32	40	72
Telephone, Incoming	16,485	196	1119	17,800
Directional Information	3325	1223	91	4639
Bookmobile Stops				
18th & E. William	526	274	1505	2305
Cardinal & Pippit	156	188	1460	1804
Fairview Plaza	3950	1458	6410	11,818
Sawyer & Monroe	2161	1608	6254	10,023
Grand & Summit	4331	2744	9661	16,736
Macon & Linden	1481	414	4038	5933
Forest & Lincoln Court	1383	664	2830	4877
32nd & Duchess	1808	1114	4687	7609
Mt. Calvary Church	6097	2774	18,602	27,473
North Fork Road	1384	750	5514	7648
N. 31st & Garfield	556	182	488	1226
22nd & E. Clay	2402	1265	4534	8201
24th & E. William	500	261	1290	2051
Eisners	3502	1560	7747	12,809
Reference				
Adult Personal	139	30	3141	3310
Adult Mail	1	3	39	43

	Adult	Youth	Juvenile	1967/1968 Total
Reference (Contd)				
Adult Telephone	142	527	2929	3598
Youth Personal	86	4	1193	1283
Youth Mail			1	1
Youth Telephone			60	60
Juvenile Personal	1255	13	2627	3895
Juvenile Mail	17		28	45
Juvenile Telephone	12		38	50

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

REPORT OF EXAMINATION

APRIL 30, 1968

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

EFFINGHAM, ILLINOIS 62401
202 NORTH BANKER STREET
342-2233

CHAMPAIGN, ILLINOIS 61820
501 WEST CHURCH STREET
352-7041

DECATUR, ILLINOIS 62525
240 NORTH CHURCH STREET
429-2411

MATTOON, ILLINOIS 61938
1709 BROADWAY
235-0377

TAYLORVILLE, ILLINOIS 62568
240 NORTH WASHINGTON STREET
824-4971

Board of Trustees,
Decatur Public Library,
Decatur, Illinois.

We have examined the attached statement of revenue, expenditures and balance on a cash basis of the Decatur Public Library for the fiscal year ended April 30, 1968. Our examination was made in accordance with generally accepted auditing standards and therefore included all tests of the accounting records and other auditing procedures which we considered necessary in the circumstances. As supplemental information we include a statement of budget appropriations and expenditures and a schedule of taxes.

The books of account are maintained on a cash basis; no recognition is given in the attached operating statements to any items of accrued income or expense. No significant unpaid liabilities for materials or services were noted in the course of our examination. Property control records are not maintained and the attached statements do not include a report of investment in property and equipment. Equipment acquisitions and capital expenditures of the current year have been charged to operations in accordance with established policy.

In our opinion, the attached statement presents fairly the cash revenue and expenditures of the Decatur Public Library for the fiscal year ended April 30, 1968 and the resulting cash balance at that date.

Murphey, Jenne & Jones
Certified Public Accountants.

Decatur, Illinois
May 29, 1968

MURPHEY, JENNE & JONES
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Murphey, Jenne & Jones
Certified Public Accountants.

Decatur, Illinois
May 29, 1968

DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE, EXPENDITURES and BALANCE - CASH BASIS
Year ended April 30, 1968

REVENUE:		
Property taxes	$ 319,615.58	
Fines	11,297.52	
Non-resident fees	357.00	
Interest on investments	5,057.45	
Miscellaneous fees	3,051.05	
Total revenue		$ 339,378.60
EXPENDITURES:		
Personal services	$ 213,750.98	
Other operating expenditures	120,789.75	
Capital outlay	3,815.83	
Total expenditures		338,356.56
EXCESS of REVENUE over EXPENDITURES		$ 1,022.04
Cash balance, May 1, 1967		78,590.85
CASH BALANCE, April 30, 1968		$ 79,612.89

Cash balance at April 30, 1968 consists of the following items:

Cash on deposit -	
Pershing National Bank of Decatur	$ 24,370.17
The First National Bank of Decatur, certificate of deposit	25,000.00
The Citizens National Bank, certificate of deposit	30,094.93
First Federal Savings and Loan Association of Macon County (designated for Building Fund)	13.19
Cash on hand -	
Petty cash fund	100.00
Change funds	34.60
Total, as above	$ 79,612.89

DECATUR PUBLIC LIBRARY

STATEMENT of BUDGET APPROPRIATIONS and EXPENDITURES
Year ended April 30, 1968

	Budget appropriations	Actual expenditures	Expenditures under budget
Personal services:			
Regular salaries	$ 210,434.01	$ 191,024.41	$ 19,409.60
Hospitalization, medical and life insurance	3,483.00	2,840.73	642.27
Temporary salaries	23,931.06	19,885.84	4,045.22
Total personal services	$ 237,848.07	$ 213,750.98	$ 24,097.09
Other operating expenditures:			
Advertising	$ 850.00	$ 784.60	$ 65.40
Printing and binding	4,550.00	3,942.63	607.37
Service to maintain buildings	14,000.00	13,646.46	353.54
Service to maintain improvements other than buildings	300.00	153.79	146.21
Service to maintain office equipment	709.00	581.69	127.31
Service to maintain automotive equipment	850.00	739.02	110.98
Auditing service	600.00	585.00	15.00
Other professional services - see note below	20,500.00	7,542.52	12,957.48
Light and power	3,035.00	3,034.68	.32
Telephone and telegraph	2,501.00	2,460.00	41.00
Travel	1,000.00	848.65	151.35
Freight and cartage	200.00	0	200.00
Postage	1,380.00	1,373.91	6.09
Professional and technical service fees and costs	458.00	455.00	3.00
Rentals	12,826.00	10,842.78	1,983.22
Books, publications and maps	67,500.00	62,904.70	4,595.30
Gas, oil and anti-freeze	300.00	211.93	88.07
Janitorial supplies	125.00	124.70	.30
Materials to maintain buildings and other improvements	2,000.00	1,997.57	2.43
Materials to maintain automotive equipment	625.00	546.25	78.75
Medical and laboratory supplies	10.00	10.00	0
Office supplies	7,100.00	6,971.38	128.62
Contingencies	1,010.00	0	1,010.00
Other insurance	1,035.00	1,032.49	2.51
Total other operating expenditures	$ 143,464.00	$ 120,789.75	$ 22,674.25
Capital outlay:			
Office machinery and equipment	$ 4,089.00	$ 3,815.83	$ 273.17
Total	$ 385,401.07	$ 338,356.56	$ 47,044.51

NOTE: The Library has a contractual liability of $9,000.00 at April 30, 1968 for services to be performed regarding the new building survey.

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED, COLLECTED and SETTLEMENTS
Tax levy years 1963 through 1966

	1966	1965	1964	1963
roperty taxes, current year levy (includes payment by Decatur Housing Authority)	$ 338,366.91	$ 322,663.08	$ 301,123.39	$ 292,462.17
ack taxes collected, prior years	2,584.11	4,775.50	4,282.23	7,707.26
Total to be accounted for	$ 340,951.02	$ 327,438.58	$ 305,405.62	$ 300,169.43
eductions -				
Errors and abatements	$ 721.05	$ 645.11	$ 682.77	$ 1,404.16
Real estate tax objections pending	1,490.46	2,235.39	1,759.96	5,359.56
Collection and extension fees	10,964.13	10,415.85	9,795.50	9,401.79
Personal property taxes unpaid	8,159.80	6,405.36	5,942.03	5,352.59
Total deductions	$ 21,335.44	$ 19,701.71	$ 18,180.26	$ 21,518.10
et tax collections	$ 319,615.58	$ 307,736.87	$ 287,225.36	$ 278,651.33

decatur public library

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

COMBINED ANNUAL MEETING FOR 1967/1968
AND MONTHLY MEETING FOR MAY, 1967

AGENDA

May 17, 1968

I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING APRIL 19, 1968
B. SPECIAL BOARD MEETING APRIL 26, 1968

III. COMMUNICATIONS

IV. STATISTICAL REPORT

V. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
C. NEW CENTRAL LIBRARY BUILDING

VI. OLD BUSINESS

VII. NEW BUSINESS

ANNUAL MEETING

VIII. ANNUAL REPORT OF CITY LIBRARIAN

IX. ANNUAL REPORT OF THE BOARD OF DIRECTORS

X. ELECTION OF OFFICERS

XI. ADJOURNMENT

MRS. RUSSELL CALLED TO THE ATTENTION OF THE BOARD THAT THE TREES AND LAWN OF THE EVANS BRANCH LIBRARY NEEDED BETTER CARE.

MR. OLSEN DECLARED THAT THE REMAINDER OF THE MEETING WOULD BE DEVOTED TO THE ANNUAL MEETING FOR FISCAL YEAR 1967/1968.

MR. DUMAS PRESENTED THE ANNUAL REPORT OF DECATUR PUBLIC LIBRARY, A COPY OF WHICH IS ATTACHED TO THESE MINUTES.

MR. OLSEN ASKED MR. DUMAS TO CONVEY THE THANKS OF THE BOARD TO THE LIBRARY STAFF FOR TAKING PRIDE IN THEIR WORK AND DOING A GOOD JOB.

THE BUDGET CUT WITH RELATION TO PROFESSIONAL PERSONNEL POSITIONS WAS DISCUSSED. MR. MILLER STATED IT WAS A CRYING SHAME THAT THE CITY OF DECATUR HAS SEEN FIT TO SAY THAT WE DO NOT HAVE A CHILDREN'S LIBRARIAN. MR. DUMAS STATED THAT WE CANNOT RUN THE LIBRARY WITHOUT A TECHNICAL SERVICES SUPERVISOR AND THAT THIS HAS THE GREATEST PRIORITY.

MR. OLSEN PRESENTED THE BOARD'S ANNUAL REPORT TO THE MAYOR AND CITY COUNCIL FOR APPROVAL. MR. SAPPINGTON MOVED THAT THE REPORT BE ACCEPTED AND MRS. RUSSELL SECONDED. THE REPORT WAS APPROVED AS READ, AND A COPY IS ATTACHED HERETO.

MR. OLSEN STATED THAT NOMINATIONS WERE IN ORDER FOR OFFICERS OF THE BOARD FOR THE COMING YEAR. MR. SAPPINGTON NOMINATED THE FOLLOWING:

WILLIAM L. OLSEN, PRESIDENT
ROBERT L. SCHUERMAN, VICE PRESIDENT
MRS. JAMES BRALLEY, SECRETARY

MR. MILLER SECONDED THE MOTION. THERE BEING NO FURTHER NOMINATIONS, A UNANIMOUS BALLOT WAS CAST FOR THE ELECTION OF THESE OFFICERS.

THE MEETING WAS ADJOURNED AT 5:15 P.M.

Robert H. Dumas

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

public library

ROBERT H. DUMAS, City Librarian 457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

May 15, 1968

The Honorable Mayor and City Council
City of Decatur
707 East Wood Street
Decatur, Illinois 62521

Gentlemen:

In accordance with Illinois Revised Statutes, 1967, Chapter 81, Section 4-10, the Annual Report of the Board of Directors of the Decatur Public Library for fiscal 1967/1968 is herewith presented:

a) Sources of Revenue, 1967/1968

Fund Balance May 1, 1967	$ 78,443.63
Tax Levy Receipts - Current	317,031.47
Tax Levy Receipts - Prior	2,584.11
Fines and Fees	11,297.52
Non-Resident Fees	357.00
Interest on Investments	5,057.45
Lost and Damaged Books	651.52
Memorial Books	59.64
Prints Made on Copy Machine	393.30
Postage	175.02
Miscellaneous	1,771.00
TOTAL REVENUE	$417,821.66

b) Expenditures, 1967/1968

Salaries, Regular	$191,024.41
Salaries, Temporary	19,885.84
Hospitalization, Medical, and Life Insurance	2,840.73
Advertising	786.60
Printing and Binding	3,942.63
Service to Maintain Buildings	13,646.46
Service to Maintain Other Improvements	153.79
Service to Maintain Office Equipment	581.69

b) Expenditures, 1967/1968 (Contd)

Service to Maintain Automotive Equipment	$ 739.02
Auditing Service	585.00
Other Professional Services	7,542.52
Electricity	3,034.68
Telephone & Telegraph	2,460.00
Travel Expense	848.65
Postage	1,373.91
Professional & Technical Service Fees	455.00
Rentals	10,842.78
Gasoline, Oil & Anti-freeze	211.93
Janitorial Supplies	124.70
Materials to Maintain Buildings and Other Improvements	1,997.57
Materials to Maintain Automotive Equipment	546.25
Medical and Laboratory Supplies	10.00
Office Supplies	6,971.38
Other Insurance	1,032.49
Office Machinery and Equipment	2,234.22
Other Machinery and Equipment	1,581.61
Library Books	62,904.70
TOTAL EXPENDITURES	$338,356.56

c) Surplus April 30, 1968 — $ 79,465.10

d) Book Stock, April 30, 1968 — 183,869 volumes

e) Circulation, 1967/1968

General Works	2,133
Philosophy & Psychology	6,078
Religion	5,017
Social Sciences	21,964
Languages	1,398
Sciences	15,053
Useful Arts & Technology	25,397
Fine Arts & Recreation	23,440
Literature	14,610
History	14,255
Travel	8,966
Biography	14,938
Foreign Non-Fiction	176
Periodicals	11,154
Pamphlets	1,135
Paperbacks	68

e) Circulation, 1967/1968 (Contd)

Fiction	194,059
Foreign Fiction	259
Juvenile Picture Books	92,763
Total Circulation - Printed Materials	452,863 volumes
Films	243
Phono Records	5,752
Framed Pictures	176
Mounted Pictures	2,075
Maps	27
Total Audio-Visual Circulation	8,273 items
TOTAL CIRCULATION	461,136 items

f) Financial Requirements for 1968/1969 $488,000

g) Annual Tax Levy

In order to assure adequate funds for library operation in fiscal 1968/1969, it will be necessary, in the judgment of the Board of Directors, to levy for $443,500 for library purposes in the next annual tax levy ordinance.

Respectfully submitted,

Wm L. Olsen Jr

William L. Olsen, Jr., President
Library Board of Directors

Attest: W. A. Sappington

W. A. Sappington

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JUNE 14, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON JUNE 14, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
MRS. BRALLEY	MR. FREYFOGLE	LINDA HUGHES (HERALD REVIEW)
MR. BUTLER	MR. MILLER	GARY BLACKBURN (HERALD REVIEW)
MR. OLSEN	MR. SCHUERMAN	MR. DUMAS
MRS. RUSSELL	MR. TEBUSSEK	MISS SCHWEGMAN
MR. SAPPINGTON		

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. OLSEN.

THE MINUTES OF THE REGULAR AND ANNUAL BOARD MEETING OF MAY 17, 1968 WERE APPROVED.

COPIES OF THE REPORT OF EXAMINATION FOR THE YEAR ENDING APRIL 30, 1968 BY THE FIRM OF MURPHEY, JENNE & JONES, WERE GIVEN TO EACH MEMBER PRESENT. MR. OLSEN STATED THAT A REPORT ON THE AUDIT WOULD BE GIVEN AT THE NEXT REGULAR MEETING.

MR. DUMAS REPORTED THAT THE TREND UPWARD IN CIRCULATION FOR THE PAST YEAR IS STILL CONTINUING. THIS IS THE FIRST MONTH THAT CENTRAL YOUTH HAS MAINTAINED ITS OWN. BOTH BOOKMOBILES WERE UP SLIGHTLY, EVANS BRANCH IS DOWN A LITTLE AND DILL BRANCH IS EVEN, THE FIRST TIME IN MANY MONTHS THAT THE EXTENSION DIVISION HAS SHOWN AN INCREASE IN CIRCULATION.

MR. DUMAS STATED THAT HE WOULD ATTEND THE AMERICAN LIBRARY ASSOCIATION CONVENTION JUNE 23 TO 29 IN KANSAS CITY, MISSOURI.

MR. BUTLER GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH MAY 31, 1968 AND BILLS APPROVED THROUGH MAY 28, 1968. THE MOTION FOR APPROVAL OF THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

AS CHAIRMAN OF THE POLICIES, PUBLIC RELATIONS AND PERSONNEL COMMITTEE, MR. SAPPINGTON MOVED:

> THAT THE NORMAL HOURS OF OPERATION FOR THE BRANCH LIBRARIES BE 38 HOURS AND FOR THE BOOKMOBILES 27-1/2 HOURS EACH WEEK IN WHICH HOLIDAYS DO NOT OCCUR.

MR. SAPPINGTON EXPLAINED THAT THE REDUCTION OF HOURS WAS NECESSARY BECAUSE MRS. MILDRED LEONARD, HEAD OF EXTENSION SERVICES, IS THE ONLY PROFESSIONAL LIBRARIAN IN THE DIVISION AND THAT DUE TO LACK OF QUALIFIED PERSONNEL MRS. LEONARD WAS FORCED TO MAKE DECISIONS ON THE RUN. THE ACTUAL REDUCTION WOULD BE FROM 139 TO 131-1/4 HOURS OF OPERATION. BOTH BRANCH LIBRARIES AND THE BOOKMOBILES WOULD BE CLOSED ON WEDNESDAYS. MR. DUMAS STATED THAT THE EXTENSION STAFF HAD NOT

HELD REGULAR STAFF MEETINGS IN OVER TWO YEARS. HE ALSO STATED THAT THE NEW HOURS WOULD NOT GO INTO EFFECT FOR AT LEAST ANOTHER MONTH. AFTER DISCUSSION, MRS. RUSSELL SECONDED THE MOTION AND IT WAS APPROVED.

PRESIDENT OLSEN APPOINTED THE FOLLOWING COMMITTEES FOR FISCAL YEAR 1968/ 1969:

PROPERTIES AND FINANCE
MR. BUTLER, CHAIRMAN
MRS. BRALLEY
MR. FREYFOGLE
____________________(NEW MEMBER)

POLICIES, PUBLIC RELATIONS, AND PERSONNEL
MR. SAPPINGTON, CHAIRMAN
MR. MILLER
MRS. RUSSELL
MR. SCHUERMAN

NEW CENTRAL LIBRARY BUILDING
MR. SCHUERMAN, CHAIRMAN
MR. FREYFOGLE
MR. MILLER
MR. SAPPINGTON

THE NEXT REGULAR BOARD MEETING WILL BE HELD FRIDAY, JULY 12, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY AT 4:30 P.M.

THE MEETING WAS ADJOURNED AT 5:05 P.M.

Robert H. Dumas
ROBERT H. DUMAS

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

May, 1968

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books - 1968 -	20,310	3,189	15,594	39,093	39,093
1967 -	18,423	3,927	14,656	37,006	37,006

REGISTRATION

Resident	28,997	Non-Resident	5,959	
Added	624	Added	68	
	29,621		6,027	
Withdrawn	643	Withdrawn	303	
	28,978		5,724	34,702

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	936	Books checked in	939
New titles added	442	Pamphlets checked in	18
Books transferred	17	Microfilm checked in	5
Books mended	328		
Books to bindery	227		

REQUISITION AGING REPORT

Purchase Orders have not been received for the following requisitions as of May 31, 1968:

May 16

CITY OF DECATUR
May 31, 1968
STATEMENT OF CASH AND INVESTMENTS

Name of Fund		All Funds Cash on Hand (Deficit)		Investments		Fund Balance
General Fund	$	33,974.92	$	156,000.00	$	189,974.92
Central Services Fund	$	36,765.07	$	0.00	$	36,765.07
Water Fund	$	20,222.80	$	1,955,072.90	$	1,975,295.70
Motor Vehicle Parking System						
Revenue Fund	$	17,853.12	$	268,061.10	$	285,914.22
Bond & Interest Fund		20,846.32		12,000.00		32,846.32
Bond Reserve		26,011.41		205,067.20		231,078.61
TOTAL-MOTOR VEHICLE PARKING	$	64,710.85	$	485,128.30	$	549,839.15
M.V.P.S. Acquisition & Construction	$	22,166.62	$	226,145.50	$	248,312.12
Other Agencies						
Civil Defense	$	3,008.35	$	0.00	$	3,008.35
Municipal Band		963.00		0.00		963.00
Playground & Recreation		0.00		0.00		0.00
Public Library		23,035.89		30,094.93		53,130.82
TOTAL-OTHER AGENCIES	$	27,007.24	$	30,094.93	$	57,102.17
Motor Fuel Tax	$	38,294.59	$	610,302.28	$	648,596.87
1963 Street Improvement Bond	$	3,892.43	$	55,000.00	$	58,892.43
1966 Street Improvement Bond	$	3,652.66	$	2,245,000.00	$	2,248,652.66
1963 Traffic Signal Bond	$	2,582.61	$	0.00	$	2,582.61
1966 Traffic Control Signal	$	23,733.56	$	1,000.00	$	24,733.56
1966 Bridge Bond	$	35,532.58	$	0.00	$	35,532.58
Urban Renewal - Performance	$	4,767.66	$	25,294.14	$	30,061.80
Trust Funds						
Illinois Municipal Retirement	$	4,469.75	$	0.00	$	4,469.75
Public Benefit		633.04		17,000.00		17,633.04
Employees Pension		9,119.24		0.00		9,119.24
Withholding Tax		13,713.60		0.00		13,713.60
Right of Way Acquisition		766.34		2,000.00		2,766.34
Unclaimed Rebate		1,856.04		5,000.00		6,856.04
Firemen's Pension		66,828.04		0.00		66,828.04
Police Pension		15,523.38		0.00		15,523.38
TOTAL-TRUST FUNDS	$	112,909.43	$	24,000.00	$	136,909.43

CITY OF DECATUR, ILLINOIS

MONTHLY FINANCE REPORT

FOR THE PERIOD

MAY 1ST, 1968 THRU MAY 31, 1968

1968 - 1969
FIRST MONTH

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Estimated Fund Balance, May 1	66,000.00	0.00	79,465.10	(13,465.10)	120.40
Tax Levy Receipts-Current	353,000.00	0.00	0.00	353,000.00	0.00
Tax Levy Receipts-Prior	4,000.00	0.00	0.00	4,000.00	0.00
Fines and Fees	10,250.00	877.87	877.87	9,372.13	8.56
Non-Residential Fees	340.00	21.00	21.00	319.00	6.18
Interest on Investments	4,170.00	294.14	294.14	3,875.86	7.05
Lost and Damaged Books	730.00	29.04	29.04	700.96	3.98
Memorial Books	70.00	0.00	0.00	70.00	0.00
Prints Made on Copy Machine	270.00	28.25	28.25	241.75	10.46
Postage	170.00	11.80	11.80	158.20	6.94
Miscellaneous	500.00	48.11	48.11	451.89	9.62
TOTAL REVENUE	439,500.00	1,310.21	80,775.31	358,724.69	18.38

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1968-1969 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	239,661.00	0.00	18,494.48	18,494.48	221,166.52
107	Hospitalization, Medical, and Life Insurance	3,320.00	0.00	227.92	227.92	3,092.08
109	Temporary Salaries	28,103.00	0.00	1,622.68	1,622.68	26,480.32
201	Advertising	500.00	0.00	72.00	72.00	428.00
202	Printing and Binding	4,000.00	1,017.50	568.51	568.51	2,413.99
211	Service to Maintain Buildings	14,000.00	0.00	1,131.78	1,131.78	12,868.22
212	Service to Maintain Improvements Other Than Buildings	100.00	0.00	10.59	10.59	89.41
214	Service to Maintain Office Equipment	887.00	0.00	0.00	0.00	887.00
215	Service to Maintain Automotive Equipment	500.00	0.00	0.00	0.00	500.00

OTHER AGENCIES

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1968-1969 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
221	Auditing Service	700.00	0.00	0.00	0.00	700.00
229	Other Professional Services	9,500.00	0.00	0.00	0.00	9,500.00
231	Electricity	3,200.00	0.00	263.93	263.93	2,936.07
233	Telephone and Telegraph	3,000.00	0.00	197.25	197.25	2,802.75
241	Travel Expense	831.00	0.00	28.17	28.17	802.83
244	Freight and Cartage	100.00	0.00	0.00	0.00	100.00
245	Postage	1,800.00	0.00	6.18	6.18	1,793.82
284	Professional and Technical Service Fees and Costs	455.00	0.00	0.00	0.00	455.00
288	Rentals	10,979.00	0.00	870.88	870.88	10,108.12
310	Gas, Oil & Anti-Freeze	300.00	0.00	0.00	0.00	300.00
312	Janitorial Supplies	300.00	0.00	19.16	19.16	280.84
320	Materials to Maintain Buildings and Other Improvements	2,000.00	0.00	0.00	0.00	2,000.00
324	Materials to Maintain Automotive Equipment	425.00	0.00	0.00	0.00	425.00
330	Medical and Laboratory Supplies	10.00	0.00	0.00	0.00	10.00
345	Office Supplies	6,350.00	661.25	0.00	0.00	5,688.75
402	Contingencies	18,000.00	0.00	0.00	0.00	18,000.00
423	Other Insurance	1,050.00	0.00	0.00	0.00	1,050.00
	TOTAL OPERATING EXPENDITURES	350,071.00	1,678.75	23,513.53	23,513.53	324,878.72
	CAPITAL OUTLAY					
515	Office Machinery and Equipment	225.00	0.00	0.00	0.00	225.00
525	Library Books	49,704.00	2,742.92	4,130.96	4,130.96	42,830.12
	TOTAL CAPITAL OUTLAY	49,929.00	2,742.92	4,130.96	4,130.96	43,055.12
	GRAND TOTAL	400,000.00	4,421.67	27,644.49	27,644.49	367,933.84

City of Decatur, Illinois

Decatur Public Library

Bills to be approved for the period ending May 28, 1968:

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
10632	Treasurer-City of Decatur	Payroll	521.16
10633	Postmaster, Decatur	Postage	6.18
10634	Treasurer-City of Decatur	Payroll	9,425.50
10635	Illinois Power Co	Electric & Gas Service	263.93
10636	Treasurer-City of Decatur	Payroll	394.32
10637	R.R.Bowker Co	Personnel Advertising and Books	61.00
10638	Stappenbeck Bookbindery	Book Binding	568.51
10639	Decatur Window Cleaning Co	April Maintenance	1,113.78
10640	R.E.Gadberry Disposal	April & May Service	5.00
10641	Camfield's Disposal Service	Service to 5/1/68	4.00
10642	Normans	Wash Mops	1.59
10643	Orkin Exterminating Co	Pest Control	18.00
10644	Hotel Orlando	Library Board Meeting	28.17
10645	Illinois Bell Telephone	Phone Service	197.25
10646	First National Bank of Decatur	Rent on Safety Deposit Box	5.00
10647	IBM Corporation	Machine Rental	678.00
10648	Swartz Homes Inc	May Rent-Dill Branch	187.88
10649	Industrial Towel Service	April Service	19.16
10650	American Association of Junior Colleges	Books	4.00
10651	Archery World	Books	4.00
10652	Bacon Pamphlet Service Co	Books	8.07
10653	Baker & Taylor Co	Books	3,135.20
10654	The Chemical Rubber Co.	Books	11.98

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
10655	Columbia University Press	Books	2.54
10656	Doubleday and Company	Books	222.84
10657	Dover Publications Inc	Books	2.25
10658	General Microfilm Service	Microfilm Service	41.39
10659	E.M.Hale Co.	Books	3.66
10660	Humanities Press Inc.	Books	3.60
10661	Indiana University Press	Books	6.03
10662	Richard D. Irwin & Co.	Books	9.26
10663	Library Supply Co.	Books	6.30
10664	A.C.McClurg Co.	Books	91.88
10665	William Morrow Co.	Books	12.39
10666	New York Public Library	Books	3.00
10667	Porter Sargent Co.	Books	3.96
10668	Summy-Birchard Co.	Books	33.83
10669	The Talisman Press	Books	20.00
10670	Charles Thomas Publisher	Books	8.10
10671	Track and Field News	Books	6.00
10672	Trail-R-Club of America	Books	5.17
10673	Transatlantic Art	Books	6.98
10674	Vocational Guidance Manuals	Books	5.53
10675	The Volta Bureau	Books	7.50
10676	Wall Street Journal	Annual Subscription	17.34
10677	Treasurer-City of Decatur	Payroll	9,430.40
10678	Aetna Life Insurance Co	Employee Hospitalization	227.92
10679	R.L.Polk Co.	Books	315.00
10680	R.R.Bowker Co	Personnel Advertising	36.00
10681	The British Book Center	Books	47.46

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
10682	International Publications	Books	28.50
10683	Lawrence Verry Inc	Books	6.10
10684	Rand McNally Co.	Books	26.10
		TOTAL PUBLIC LIBRARY VOUCHERS	$27,298.71

The Policies, Public Relations and Personnel Committee moves:

1. That the salaries and wages to be paid employees of Decatur Public Library commencing May 1, 1968, and retroactive thereunto, and until otherwise changed by the Board of Library Directors be, and they are hereby, fixed as provided herein and in the schedule hereunto attached and hereby made a part hereof entitled "City of Decatur Pay Grades," which said salaries and wages shall be paid in regular weekly or bi-weekly installments, as the case may be, in accordance with payrolls presented to and allowed by the Board of Library Directors.

2. That employees assigned to positions as the same are designated in the Position Classification Plan of the Civil Service Commission of the City of Decatur, Illinois, shall be paid the salary or wage set opposite the designation of such position in the attached schedules entitled "Decatur Public Library classification and pay plan" and in the appropriate column thereof as herein provided.

3. That those employees whose rate of pay on April 30, 1968, was in an amount less than the amount provided in said schedule for the lowest step in the pay grade to which said employee is in said schedule assigned, or was in an amount between amounts provided for the respective steps in such grade, said employees shall be paid the amount provided for step immediately next greater in amount above such April 30, 1968, rate of pay; provided, however, that no employee who as of May 1, 1968, had service in grade, of more than six months shall be placed below Step B; of more than two years shall be placed below Step C; of more than three years shall be placed below Step D; of four years, or more, shall be placed below Step E; and provided, further, that except as set out above

herein, an employee whose pay on April 30, 1968, was in an amount the same as an amount provided at a step in the grade to which such employee is assigned shall be placed at such step.

4. That commencing November 1, 1968, employees at Step B of the pay grades assigned in said schedule who were in service in the same position classification on May 1, 1968, shall be advanced to, and shall be paid at the rate provided for, Step C of such grade.

5. That any employee entering service or being promoted after May 1, 1968, shall commence service in grade at the lowest step provided in said schedule for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade, as follows: from Step A to Step B upon completing six months of service; from Step B to Step C upon completing one year of service; from Step C to Step D upon completing two years of service; from Step D to Step E upon completing three years of service; and from Step E to Step F upon completing four years of service.

6. That, notwithstanding the foregoing, full time pages shall be compensated on an abbreviated range comprised of Steps D through F.

7. That, notwithstanding the foregoing, supervisory employees shall be placed in grade at a step which provides an amount of pay one step higher than the then current pay of the highest paid regularly assigned employee supervised.

8. When an employee, after being certified for appointment by the Civil Service Commission, is appointed to another classified position having a pay range higher than the former position of such employee, said employee shall advance to the lowest step of the new pay grade, or to the step in the new grade with the rate next above the rate of pay of such employee immediately before appointment, whichever is higher.

9. Temporary, seasonal and part time employees as defined in the Civil Service Commission Rules shall be compensated pro rata from Step A of the pay range for the grade thereunto appertaining.

Employees designated in this section shall receive only the salary or wage provided in this section and shall not be entitled to or be credited with vacation time or pay, holidays, sick leave or other employee benefits, excepting that certain employees currently employed who work on a half-time basis and who currently receive these benefits shall not be deprived thereof.

10. That where it is found by him to be in the best interests of the public service, and the interest of better conduct of the public business, the City Librarian may, upon initial appointment or otherwise, assign a particular employee to step in grade higher than that provided herein.

DECATUR PUBLIC LIBRARY

CLASSIFICATION & PAY PLAN

May 1, 1968

	Pay Grade
1. Professional	
Adult Services Librarian	27
Children's Services Librarian	27
Extension Services Librarian	27
Librarian	22
Technical Services Librarian	27
2. Para-professional and Technical	
Data Processing Supervisor	21
Library Assistant I	18
Library Assistant II	20
Library Staff Artist	12
3. Clerical and Related	
Administrative Secretary	14
Bookmobile Driver Clerk	11
Clerk Stenographer II	13
Library Clerk I	9
Library Clerk II	11
Library Clerk III	13
Technical Services Clerk I	9
Technical Services Clerk II	11
Technical Services Clerk III	13
Library Page	3

CITY OF DECATUR, ILLINOIS

PAY GRADES
EFFECTIVE MAY 1, 1968

	A	B	C	D	E	F	
1.	117.88	120.85	123.77	129.96	136.46	143.27	Bi-weekly
	3065	3142	3218	3379	3548	3725	Annual
2.	123.77	126.85	129.96	136.46	143.27	150.42	Bi-weekly
	3218	3298	3379	3548	3725	3911	Annual
3.	129.96	133.19	136.46	143.27	150.42	157.96	Bi-weekly
	3379	3463	3548	3725	3911	4107	Annual
4.	136.46	139.88	143.27	150.42	157.96	165.85	Bi-weekly
	3548	3637	3725	3911	4107	4312	Annual
5.	143.27	146.85	150.42	157.96	165.85	174.15	Bi-weekly
	3725	3818	3911	4107	4312	4528	Annual
6.	150.42	154.19	157.96	165.85	174.15	182.85	Bi-weekly
	3911	4009	4107	4312	4528	4754	Annual
7.	157.96	161.92	165.85	174.15	182.85	192.00	Bi-weekly
	4107	4210	4312	4528	4754	4992	Annual
8.	165.85	170.00	174.15	182.85	192.00	201.62	Bi-weekly
	4312	4420	4528	4754	4992	5242	Annual
9.	174.15	178.50	182.85	192.00	201.62	211.69	Bi-weekly
	4528	4641	4754	4992	5242	5504	Annual
10.	182.85	187.42	192.00	201.62	211.69	222.27	Bi-weekly
	4754	4873	4992	5242	5504	5779	Annual
11.	192.00	196.81	201.62	211.69	222.27	233.38	Bi-weekly
	4992	5117	5242	5504	5779	6068	Annual
12.	201.62	206.65	211.69	222.27	233.38	245.04	Bi-weekly
	5242	5373	5504	5779	6068	6371	Annual
13.	211.69	217.00	222.27	233.38	245.04	257.31	Bi-weekly
	5504	5642	5779	6068	6371	6690	Annual
14.	222.27	227.81	233.38	245.04	257.31	270.19	Bi-weekly
	5779	5923	6068	6371	6690	7025	Annual
15.	233.38	239.23	245.04	257.31	270.19	283.69	Bi-weekly
	6068	6220	6371	6690	7025	7376	Annual

	A	B	C	D	E	F	
	245.04	251.15	257.31	270.19	283.69	297.88	Bi-weekl
16.	6371	6530	6690	7025	7376	7745	Annual
	257.31	263.73	270.19	283.69	297.88	312.77	Bi-weekl
17.	6690	6857	7025	7376	7745	8132	Annual
	270.19	276.92	283.69	297.88	312.77	328.42	Bi-weekl
18.	7025	7200	7376	7745	8132	8539	Annual
	283.69	290.77	297.88	312.77	328.42	344.85	Bi-week
19.	7376	7560	7745	8132	8539	8966	Annual
	297.88	305.35	312.77	328.42	344.85	362.08	Bi-weekl
20.	7745	7939	8132	8539	8966	9414	Annual
	312.77	320.58	328.42	344.85	362.08	380.19	Bi-weekl
21.	8132	8335	8539	8966	9414	9885	Annual
	328.42	336.62	344.85	362.08	380.19	399.19	Bi-weekl
22.	8539	8752	8966	9414	9885	10379	Annual
	344.85	353.46	362.08	380.19	399.19	419.15	Bi-weekl
23.	8966	9190	9414	9885	10379	10898	Annual
	362.08	371.12	380.19	399.19	419.15	440.12	Bi-weekl
24.	9414	9649	9885	10379	10898	11443	Annual
	380.19	389.69	399.19	419.15	440.12	462.12	Bi-weekl
25.	9885	10132	10379	10898	11443	12015	Annual
	399.19	409.15	419.15	440.12	462.12	485.23	Bi-weekl
26.	10379	10638	10898	11443	12015	12616	Annual
	419.15	429.62	440.12	462.12	485.23	509.50	Bi-weekl
27.	10898	11170	11443	12015	12616	13247	Annual
	440.12	451.12	462.12	485.23	509.50	534.96	Bi-weekl
28.	11443	11729	12015	12616	13247	13909	Annual
	462.12	473.65	485.23	509.50	534.96	561.69	Bi-weekl
29.	12015	12315	12616	13247	13909	14604	Annual
	485.23	497.35	509.50	534.96	561.69	589.77	Bi-weekl
30.	12616	12931	13247	13909	14604	15334	Annual
	509.50	522.23	534.96	561.69	589.77	619.27	Bi-weekl
31.	13247	13578	13909	14604	15334	16101	Annual
	534.96	548.35	561.69	589.77	619.27	650.23	Bi-weekl
32.	13909	14257	14604	15334	16101	16906	Annual
	561.69	575.73	589.77	619.27	650.23	682.73	Bi-weekl
33.	14604	14969	15334	16101	16906	17751	Annual