

STALEY NEWS

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December 1, 1942

We Gave 2 in '42

With our 10% War Bond Drive not yet completed we were faced with a campaign for the United War Fund (which combined the Community Chest with a number of special war relief drives).

That was tough enough. But on top of that we were asked for TWICE as much as the usual Community Chest contribution because the need was twice as great.

That was tougher, even when you knew that Staley's had a reputation for always doing a better than average job on any charitable cause.

But—we brought home the bacon.

Last year, with the company helping to the tune of \$7,500.00, we gave a total of \$18,634. In percentages it looked like this. We represented 12.6% of the total number of people in Decatur who gave to the Community Chest but we gave 18.4% of the total amount of money that the Chest collected.

This year, when the drive took in all of Macon County rather than just Decatur, we at Staley's were still in front on the batting averages. Our employees, representing 9.4% of the people who gave to the War Fund, gave 15% of the \$242,356.62 which drove the total contributions \$21,736.62 over the County's quota.

Our total contribution, which almost doubled last year's, was \$36,700.60 and it came from these sources. The company more than doubled its contribution to give an even \$20,000. The office contributed \$10,747.90, the hourly paid employees \$3,774.20 and the plant foremen \$2,178.50.

There is a solid satisfaction in those figures for every one of us. When a Staley boy in uniform comes back on furlough we're able to tell him that we *ARE* doing our part. That's a source of satisfaction for him too. He knows that he is not going out to fight for slackers. We are production soldiers and if the need is twice as great next year or next month we'll still carry our end.

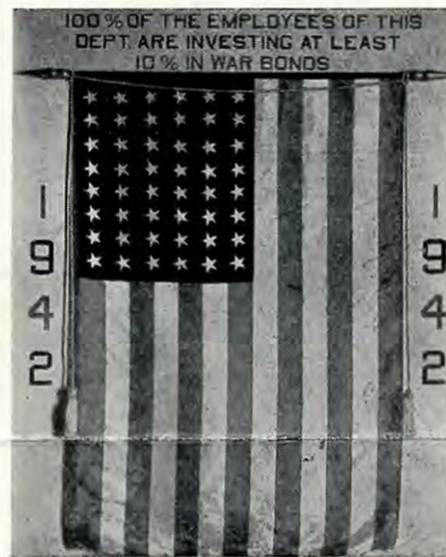
A Report On Patriotism

The first time you pick up an issue of The Staley News and find no story on the progress of our 10% War Bond Drive you'll know that one of two things has happened. Either we have made no progress during the previous month or . . . we have reached 100% and there is no more to say.

Neither one of those things is true today so . . . here it is.

Since last month the percentage of all Staley employees everywhere who are putting 10% of their pay into War Bonds has risen from 94 to 95.8.

The number of plant departments who are 100% on 10% has risen from 35 to 36.



Do YOU Have One?

Flags Are Flying

Every department that is 100% on 10% has received (or will get) a new silk flag in a glass case to display in the department as long as it remains 100%. To keep its flag when a new man who is not signed up for 10% bids in, the department must get him signed up within a week. If he doesn't sign within a week, the flag comes out.

100% on 10% is getting closer every month. Do what you can to help us reach it.

All 7 Per Cent Preferred Stock Redeemed

And \$200,000 Worth of Debt Plowed Under

A year ago today The Staley News carried a story on the improvement that had been made in your company's financial structure during the ten previous years in the direction of lowering the fixed charges which the business must meet every year. You'll remember that during that time we had paid off \$2,500,000 worth of bonds, refinanced the balance on a much lower interest scale, traded a substantial amount of our 7% preferred stock for 5% preferred and reduced our fixed charges to \$346,736.72 a year or just 52% of what they had been in 1931.

Within the last year we have taken two more steps in the same direction.

Two hundred thousand dollars has been paid on the 2.1% Serial Notes leaving us a balance there of \$400,000 and reducing our total bonded indebtedness to \$2,100,000.

All holders of the 6,860 shares of 7% Preferred Stock still outstanding have been notified that their shares are called for redemption at \$110, the call price provided in the company's Certificate of Incorporation. The \$754,600 necessary for this purpose will come out of the company's working capital and, though it makes us nothing at the present, it reduces by \$48,020 the amount of fixed charges we will have to meet in 1943 and future years. That, added to the \$4,200 interest reduction we gained by paying off \$200,000 of our bond issue, brings our total fixed charges down to \$294,516.72, a very welcome figure when you reflect that in 1931 fixed charges ran to \$666,101.87.

Every one of us has an interest in those transactions because every step in the direction of debt reduction and reduction of fixed charges puts our company, and hence our jobs, in a stronger and more secure position.

Use Your Phone Only When You Must

Before you reach for the phone to call your Aunt Minnie in Tuscaloosa you'd better read Order No. 20 from the Board of War Communications regarding the "Priority for Urgent Telephone Toll Calls Essential to the War Effort or Public Safety" and then make the call **ONLY** if a telegram or letter wouldn't do at all. The order follows:

"WHEREAS, The Board of War Communications has determined that the national defense and security and the successful conduct of the war demand that certain telephone toll calls relating to the war effort or public safety be given preferred handling;

"NOW, THEREFORE, by virtue of the authority vested in the Board of Executive Order No. 8964 of December 10, 1941, prescribing regulations governing the preference and

Know Your

Staley Safety

C O D E



13. USE CARE IN LIFTING.

- You should know how much you can lift safely. Get help if the load is too heavy.
- Lift with your legs, not your back.

priority of communications, and by virtue of the authority vested in the Board of Executive Order No. 9089 of March 6, 1942, prescribing regulations governing the use, control, supervision and closing of stations and facilities for wire communications:

"IT IS HEREBY ORDERED AS FOLLOWS:

1. Priorities.

On and after November 1, 1942, urgent toll calls placed with commercial telephone systems by the authorized persons or agencies designated in Paragraph 2 shall upon request be given priority over all other toll calls in accordance with the provisions of, and in the order set forth in Subparagraphs (a), (b) and (c) below:

(a) Priority 1 shall be given to calls which require *immediate* completion for war purposes or to safeguard life or property and which relate to one or more of the following matters:

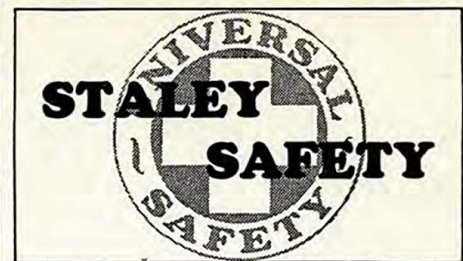
- (1) Arrangements for moving armed forces during combat operations.
- (2) Extremely urgent orders to armed forces.
- (3) Immediate dangers due to the presence of the enemy.
- (4) Hurricane, flood, earthquake or other disaster materially affecting the war effort or public security.

Where necessary for the immediate completion of a call having Priority 1, any conversation in process (other than one having Priority 1) may be interrupted.

(b) Priority 2 shall be given to calls which require *immediate* completion for the national defense and security, the successful conduct of the war, or to safeguard life or property other than those specifically described in Paragraph 1 (a).

(c) Priority 3 shall be given to calls which require *prompt* completion for the national defense and security, the successful conduct of the war, or to safeguard life or property and which involve matters of the following type:

- (1) Important governmental functions.
- (2) Machinery, tools or raw materials for war plants."



By MYLO ROBERTS
Director of Safety

FOR WOMEN ONLY

Girls, there are more of you working for Staley's than ever before, both in the office and in the plant. It is probable that there will be even more of you here in the near future as more men are called to the services.

You girls at Staley's are not doing hazardous jobs, as are the girls in the airplane factories and munitions plants. However, the Safety idea is just as important to you as it is to them.

A lot has been written and said about women workers in industry but it all boils down to this as far as Safety is concerned: learn how to do your job safely, wear safe, comfortable clothing, and don't attempt to do more than you are physically able to do.

What is safe clothing? Well, slacks and short sleeves are considered the best. Don't wear frilly blouses that can catch on moving belts and conveyors.

Sure, you like to dress attractively, and we like for you to, but save those fancy clothes for after work. Take off your rings, bracelets, and necklaces when you come to work. There's too much danger of their catching on something.

Wear medium or low heeled shoes. They're much more comfortable and you won't get tired nearly so quickly. Also, high heels cause falls on stairs and sprained ankles on rough ground.

Oh, yes! What about your long hair? That's a problem we men don't have. Well, keep it tucked in under a cap or band so that it can't be caught by moving machinery. You'll look much more attractive keeping it covered while at work than you would at a dance without any.

The various rules in the Staley Safety Code apply to you just as much as to the fellows. Read them and see how they fit your jobs.

They say that women are safer workers than men. It's up to you to prove that it's true at Staley's.

Published Monthly
By The Personnel Department
For The Employees of

THE A. E. STALEY MANUFACTURING COMPANY

DECATUR, ILLINOIS

W. G. REYNOLDS, Manager of Personnel
ROY ROLLINS, Editor

We Must Use, Salvage, Sell Or Scrap

With new construction jobs practically out of the way we now have the manpower to get going on the scrap drive. Our scrap drive really started last spring when a special housekeeping drive disclosed that we had quite a bit of obsolete equipment (piping, conveyors, fans, etc.) which had been disconnected but not removed from the building where it had been used. In many cases the equipment had stayed where it was because we thought we might use it again, because there was a lack of inside storage space elsewhere or simply because the cost of removal and junking would have been more than the value of the space that it occupied.

But, if our plant was to be cleaned up it had to go so we made a list of all those items and handed it over to the engineering department. What with a summer that was away too busy with new projects and the many extra demands that the war has made upon us the engineers never had time to carefully check over all of this equipment and decide what was to be done with it. But now they are finding or making the time and we are cataloging every last bit of loose equipment and material in our plant and deciding what to do with each item.

If it can be used (and will be used within the near future) we will save it and use it. If it can be used after a few repairs we are reclaiming it. If it doesn't fit in either of those categories we will, if it is usable, try to sell it to someone who can use it.

If there is no market for it or if it is not usable it must be scrapped.

There will be no more "string saving" on the basis that we *might* find a use for it some day. Metal is too short in the nation as a whole to allow that kind of thinking. So now the scrap is leaving and our housekeeping will be improved by it. Only one hitch remains. Supplies of oxygen are pretty close and scrapping

demands a lot of use of the oxyacetylene torch. But we think that we'll get enough shortly and we'll dump our stream of scrap into the river that is going to flood the Axis. Gains to us will be better housekeeping and more economical use of material.

Don't Lay Off Until The War Is Won

Shortly after the October 1st issue of the News appeared carrying a story urging Staley people to avoid laying off work except in case of absolute necessity we found out about the swell record the Boiler Room had made in the first nine months of this year.

Eighteen of the thirty-six men in that department were neither late to work nor off work a single day that they were scheduled to work during the first nine months of this year.

There may be other departments with records just as good (if there are we'd like to hear from them) but in the meantime we'll have to say that the Boiler Room has set up a nice mark for them to shoot at.

Don't lay off. The demands of the armed services alone are forcing us to hire new men every week and that load is heavy enough to carry without our having to replace you once a month with an inexperienced man. Don't let high wages make you feel that you can afford to lay off a day now and then to have a good time. You can't afford it and we can't afford it and neither can the men who are manning our tanks in North Africa or standing off the Japanese on Guadalcanal. They'd like a day off occasionally too but they can't get it. You can hasten the day when their job will be finished by *staying on the job*.

Monthly Examination For Foremen

Along about 2:00 o'clock in the afternoon on the tenth or twelfth of each month we call a special meeting of all superintendents, foremen and assistant foremen. The purpose is to tell them how well, or how badly, they did their jobs during the previous month.

Bill Bishop collects the figures from laboratory and yield reports and you might be interested in knowing what some of them are.

First there is a chart showing how many standard bushels of corn we ground per day and another to show how much of the grind went into dry starch and how much to the Refinery.

Then the Mill House gets its marks on how much starch was lost in the feed and the percentage of moisture in the bran that goes to the Feed House. And the Feed House has to answer for the amount of press cloths used per thousand bushels of grind and how good a job the presses did. The Table House finds out how much starch it lost in the gluten and how much gluten was left in the starch.

Then we move over to No. 21 Building and see whether or not they left any solubles in the starch going to the Refinery and how good a job the Sweetlands did of separating out the insolubles. No. 16 Building passes about the same sort of a test except that it is not sending starch to the Refinery and then we move to the Oil House.

Our oil meal is sold with a guarantee of 4% fats but when it runs higher than that we are losing oil. So we check the oil content of germs going to the Oil House (to see how well the Mill House separators were operated) and the oil content of the meal to see how much we lost. Then, too, there's a chart showing what we lost to the sewer from the Sweetlands, the feed house pans, the bone wash and unaccounted for places and one showing moisture percentages in finished products.

Altogether those figures give the operating departments a monthly check on how well they are doing and, over the years, the answer is—*better*.



If you live in the neighborhood of 1115 N. Union and work from 8:15 to 4:30 see Art Harris in the Engineering Department about swapping rides.

* * *

If you don't call Henry Buckley at 2-8416 and make arrangements for him to bring you some coal it will be warm weather before you know it and you won't need the coal. Think how silly you'll feel then.

* * *

If you need a good Hot Point Electric Range rush right over to 941 E. Cantrell and look it over. It may be gone before you get there, though, so first you had better call 2-7101 and tell them to hold onto it until you get there.

Five Lights To Steer By

At the last monthly foremen's meeting Bill Bishop and Dr. Greenfield evolved a statement of war time ideals or objectives for our plant. They are worth passing on to you.

They are as follows:

NO. 1, MAINTENANCE OF A maximum grind. There has never been such a demand for our products as exists today and our prime consideration must be to keep our grind as high as we can and to inch it up whenever possible.

NO. 2, MAXIMUM YIELD. IF WE maintain a high grind but waste products by inefficiencies in processing we have not only failed to produce the maximum amount of materials but we have wasted raw materials as well. So losses must be reduced.

NO. 3, MINIMUM USE OF MAN-power. Of all the critical materials, manpower is the most critical and we have just begun to feel the pinch here. This plant is producing an essential product and *must* continue in operation even though we are able to obtain only inexperienced people and too few of them. That means that we *must* make intelligent use of the manpower available to us.

NO. 4, MINIMUM USE OF SUPPLIES. Even though our products are essential, guns and tanks and ammunition are even more essential and a bolt wasted here means one bolt less for a Liberty ship. We will *probably* get the materials we need to operate our plant but we *positively* will not get enough to waste.

NO. 5, MAINTENANCE OF THE quality of our products. The fact that our products are needed in great quantity does not mean that we can relax our attention to quality. In fact, in most cases, it means that quality must be increased to meet rigid standards. We are not making a product, such as automobiles, where you can leave off a few trimmings and still get performance. Many of our products become raw materials for other manufacturers and their product quality depends in part on ours.

Safety and Good Housekeeping Are Methods

Safety and good housekeeping are not listed as separate points because they are tied up so closely with those listed above as to be inseparable. If we are to hold our use of manpower to a minimum we must have safety

because accidents have wasted more manpower thus far in our war effort than any other single factor. Accidents also waste supplies and break machinery and, in some cases, interfere with maximum production. So safety must be woven into our operations if we are to attain our ideals and housekeeping is important because it has an effect on safety, product quality and efficient use of supplies.

They're Not New

If you'll take another look at those five objectives you'll see that they are the ones toward which we have always pointed and always will point. The war has somewhat rearranged their order of importance but, in good times or bad, they are the ideals we are trying to reach and the yardsticks by which we measure our performance. Keep them in mind and see how your own performance stacks up.

Your 1942 Income Tax Bill

If you haven't already estimated your federal income tax on 1942 earnings and started making provision to pay it this will give you an idea of what to plan on.

Taking into consideration only the tax rate increases and lowered exemptions in the Revenue Act of 1942, practically all of us would have to pay over twice as much income tax as last year. But beyond that we will have larger incomes this year because of the wage rate increase last December and the fact that many of us have been working longer hours. Therefore, the average person may expect his income tax to be at least three times what it was last year. There will also be some who paid no tax previously that will be liable for a substantial tax on 1942 earnings because of lowered personal exemptions and credit for dependents.

The following comparison of tax at selected income levels up to \$3,000.00 will tell you roughly what you may expect your tax to be when you fill out your return sometime before next March 15th. These figures do not take dependents into consideration, but the effect of dependents can be estimated by subtracting \$350.00 for each dependent from your gross income in arriving at the amount to be compared with gross incomes listed below. While the use

of this table will not give your exact tax liability it can be used as a guide in making an estimate. The tax may be paid in quarterly installments on March 15th, June 15th, September 15th and December 15th, 1943.

Gross Income	Single		Married—No Dependents	
	1941 Tax	1942 Tax	1941 Tax	1942 Tax
\$ 750	\$ 0.00	\$ 37.00
1,000	20.00	80.00
1,250	42.00	123.00
1,500	63.00	167.00	1.00	34.00
1,750	85.00	210.00	17.00	77.00
2,000	106.00	253.00	39.00	120.00
2,250	128.00	296.00	60.00	163.00
2,500	150.00	340.00	82.00	207.00
2,750	172.00	386.00	104.00	250.00
3,000	197.00	431.00	123.00	289.00

The Steel Drums Are All

One more war shortage pinched us a few weeks ago. We can no longer buy steel drums either new or used and, although we may continue to use the drums which we owned on September 14, 1942, we may use them only for products which had been packed in them prior to that date. After November 12th five and ten gallon steel drums cannot be used for our mixed table syrups although they may be used for corn syrup. We are not restricted from purchasing repair parts and fixing our drums up as long as they last but—when they are gone there ain't gonna be no more. Which means that very shortly we will be packing nothing in so-called "non-returnable" drums because they will all be gone. We'll stay with the returnable drums, however, as long as there is one that can be repaired. Which should be a long time if we and our customers take care of them. We have some returnable drums in service now that we have been using for several years.

This restriction should not prove to be too tough on us except that it will knock out the non-returnable drum which, because it costs only about \$2.00 new and is used by our customer and his customer until it finally winds up as scrap, makes a little better economic sense than the returnable drum which costs more than seven times as much new and about \$1.00 per trip for cleaning and handling. It also adds to the transportation problem in that it must be returned empty to the owner and packer. We'll experiment a bit with paper five and ten gallon containers and that may not turn out too badly.