

BOARD OF TRUSTEES

BY-LAWS

BY- LAWS OF THE BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY  
OF THE TOWN OF WEST ORANGE

Adopted 3/13/51  
Amended 1/12/74

Article I:     Body Corporate, Organization, Officers, Duties.

SECTION 1.     The Board of Trustees is a body corporate under the name of "The Trustees of the Free Public Library of the Town of West Orange" by virtue of law (N.J. Revised Statutes 40:54-11)

SECTION 2.     Trustees: Number, Appointments and Terms (N.J. Rev. Stat. 40:54-9) The Board of Trustees shall consist of seven members, one of whom shall be the Mayor of the Town of West Orange, one, the Superintendent of Schools of West Orange, and five citizens to be appointed by the Mayor with the consent of the governing body of West Orange, four of whom shall be residents of West Orange. The appointments shall be for terms of one, two, three, four and five years respectively, as they may be selected by the Mayor. Terms of office shall commence to run from date of adoption of these by-laws. Senate bill No. 658, Chapter 143, Laws of New Jersey, 1970 permitting Mayor and Superintendent of Schools to appoint alternates who are by state law members ex-officio of the Library Board.

SECTION 3.     Vacancies: how filled: Upon the expiration of the term of office of any trustee the Mayor with the consent of the governing body of the Town of West Orange shall appoint a citizen for a term of five years. Vacancies occurring in the Board of Trustees shall be filled for the unexpired term only, the same manner as the original appointments are made.

SECTION 4.     The annual organizational meeting shall be part of the January meeting including election of officers.

SECTION 5.     (a) The officers shall be a president, vice-president, secretary, and treasurer, elected by ballot at the annual meeting to serve for one year and until their successors are elected and qualify. They shall be members of the Board.

                 (b) The Library Director of the Free Public Library of the Town of West Orange shall serve as assistant secretary of the Board, ex-officio.

SECTION 6.     Vacancies in offices shall be filled by election for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

SECTION 7.     The president shall preside at all meetings and be an ex-officio voting member of all regular and standing committees. He may be named on any special committee.

SECTION 8.     In the absence of the president, the vice-president shall act in his stead. In the absence of both president and vice-president, a trustee designated by the Board shall exercise the president's functions.



(2)

SECTION 9. (a) Trustees: Treasurer: Bond and duties. The Treasurer of the Board shall give bond in an amount to be fixed by the governing body of the Town of West Orange, payable to the Town of West Orange, conditioned for the faithful performance and discharge of his duties. The Board shall, by its treasurer, upon its warrant signed by its president, receive from the disbursing officer of the municipality the money raised therein for library purposes, as provided in section 40:54-8 of the State Statutes. (N.J. Rev. Stat.II 40:54-11).

(b) The Treasurer shall be the disbursing officer of the Board, shall have charge of its funds and shall keep the accounts of the Board. He shall pay all bills properly approved by the majority of the Board or ordered paid by the Board at any open regular or special meeting, except the monthly or semi-monthly payroll which shall be paid upon the approval of the president of the Board and the Library Director. In the absence of the president, the vice-president or a Trustee designated by the Board shall exercise this function of payroll approval. All checks to require two signatures - President, Treasurer, and/or Vice President, who will also be designated Assistant Treasurer. These three signatures will be on record at bank and savings and loan organizations ---any two of which are valid and required.

(c) Gifts of money, securities or real property made to the Library or Board for Library purposes shall be acknowledged by the Secretary, reported to the Board, and managed by the Treasurer as directed by the Board.

SECTION 10. (a) The Secretary of the Board shall keep full and correct reports of all proceedings.

(b) He shall give notice in writing of all regular meetings of the Board at least four days in advance of such meetings and notice of all special meetings at least 24 hours before the time of such meeting. He shall give notice to all committee members of the meetings of regular, standing or special committees when so requested by the Committee's Chairman.

SECTION 11. No individual officer or member of the Board has authority to issue orders for or in the name of the Board unless especially empowered so to do by a majority of the Board so voting at a regular or duly called special meeting of the Board where a quorum is present.

## SECTION 12. COMMITTEES

(a) There shall be the following standing committees of two members each (not counting the President, ex-officio) appointed by the President at the annual meeting to serve for one year and until their successors shall be appointed.

1. Finance
2. Personnel
3. Buildings and Grounds

(3)

(b) These committees shall have advisory powers only, not administrative, except on matters referred to them by vote of the Board "with power to act".

(c) Special committees may be appointed at any time by the president or authorized and appointed by the Board. They shall be advisory only unless otherwise authorized.

SECTION 13. The Board of Trustees and its officers shall also be governed by all other regulations specified in the Library law of the State of New Jersey as applied to towns operating under its provisions and by all other applicable state legislation.

Article II: Meetings.

SECTION 1. (a) Regular meetings to be held at 8:00 p.m. on the fourth Wednesday of each month.

(b) Special meetings may be called by the President at the request of two Trustees and the notices for such special meetings shall state the object or objects for which they are called.

(c) A quorum at all meetings shall consist of four members of the Board.

Article III: General policies, Library officers and employees.

SECTION 1. (a) Trustees: powers: employees. "The Board shall hold in trust and manage all property of the library. It may rent rooms, or, when proper, cause to be constructed buildings for the use of the library, purchase books, pamphlets, documents, papers and other reading matter, engage librarians and other necessary servants, and fix their compensation, make proper rules and regulations for the government of the library, and generally do all things necessary and proper for the establishment and maintenance of the free public library in the municipality." (N.J. Rev. Stat.II 40:54-12)

(b) The budget must be approved at September Board meeting, or at a special meeting called for this purpose, to meet with new Municipal time table.

SECTION 2. (a) Subject to the Civil Service Laws and Regulations of the State applicable, and sec. 40:54-12 of the Revised Statutes, the Board shall appoint all library officers and employees, determine their number, fix their salaries or wages and retain them during its pleasure.

(b) Salary and wage increases shall be made at the discretion of the Board in accordance with regulations set forth in the Personnel Classification and Pay Plan of the Library and such Civil Service Laws and Rules as may be applicable.

(4)

SECTION 3. If charges are preferred against any officer or employee of the Board or Library, he or she shall have the right to an investigation and a hearing before the Board.

Article IV: The Library Director

SECTION 1. (a) The Library Director shall be the executive and administrative officer of the Board of Trustees and of the Library, and under these By-Laws and the Board's declared policies and rules shall have general charge of the Library and of all persons employed therein by the Board. Library Director shall recommend the appointment and determine the duties of all employees, and Pay Plan and shall administer the plan when adopted. The Library Director shall be held responsible to the Board for the proper management of the Library, for the preservation and care of its property, and for the discipline and efficiency of its staff and service.

(b) The Board specifically delegates to the Library Director as its executive officer, interim authority to appoint all part-time, or temporary employees and all employees in the non-competitive classified service, which appointments shall be reported to the Board monthly for their approval.

(c) The Library Director shall certify to the correctness of all bills before their approval by the Board, except in the case of expenditures directly ordered by the Board or one of its Committees.

SECTION 2. In the event of a vacancy in the position of Library Director, the Trustees shall designate a head of department as "Acting Library Director" who shall, for the interim, have the powers, duties and responsibilities assigned the Library Director in these by-laws.

Article V: Order of Business

SECTION 1. The order of business at regular meetings of the Board shall be:

1. Calling roll
2. Reading of minutes
3. Report of Treasurer
4. Report of special committees
5. Report of Library Director
6. Reading of communications
7. Presentation of claims
8. Election of officers
9. Unfinished business
10. New Business

Article VI: Votes

SECTION 1. A majority of the votes of all the members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution, order or motion. The president may vote on all proposals and may offer motions. He may at any time require to put motions in writing.

Article VII: Amendments

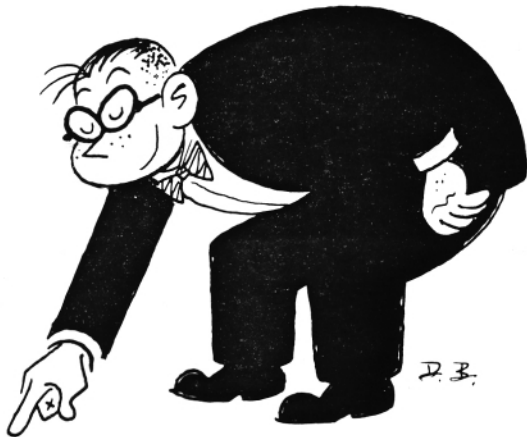
SECTION 1. These By-Laws may be amended at any meeting of the Board by a majority vote of the entire Board, provided that specific notice of proposed amendments shall have been given in writing to all members at least ten days prior to the meeting.

# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY \_\_\_\_\_

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
  - FINES
  - JAN. 1 INCREMENTS ... DATE
  - PLAQUE
6. NEW BUSINESS



3 Call  
Mrs. Cohen

731  
2885  
about library  
about library

Betty

1000  
570  
10/10

Call  
Dick  
plant at library  
see  
Lyle  
about returning  
opinion  
time

James  
James  
James  
James



WEST CHURCH PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF TUESDAY, JANUARY 20, 1970

The meeting was called to order by the Board president, Mr. Yeager, at 4:40 p.m. Present at the meeting were Mrs. Zeitlin, Messrs. Duess, Ehrenkranz, Jonas, and Mayor Falcone. Also present was Mr. Jervy, representing the Friends of the Library.

MINUTES - The minutes of the December 9, 1970 meeting were read. Mr. Ehrenkranz moved that they be accepted as read. Mr. Duess seconded the motion, and it was carried.

TREASURER'S REPORT

- A. BILLS PRESENTED FOR PAYMENT - Mayor Falcone moved that the bills for the month of December be accepted for payment as stated. Mr. Ehrenkranz seconded the motion, and it was carried.
- B. FINANCIAL STATEMENT - Mr. Ehrenkranz moved that the Financial Statement for the month of December be accepted as stated. Mayor Falcone seconded the motion, and it was carried.

LIBRARY DIRECTOR'S REPORT - Mr. Ehrenkranz moved that the Library Director's Report be accepted as presented. Mr. Duess seconded the motion, and it was carried.

Mr. Jonas informed the Board that Mrs. Rubin has resigned. A copy of her letter of resignation has been sent to the Civil Service Bureau.

PERSONNEL COMMITTEE REPORT - Mrs. Zeitlin asked Mr. Jonas for the list of increments due as of ~~January~~. Since the list had not been prepared, the increments will be voted on at the February Board Meeting, and will be made retroactive to the recipients.

Mrs. Zeitlin moved that the Board formally accept the resignation of Mrs. Rubin. Mr. Duess seconded the motion, and it was carried.

OLD BUSINESS - Mrs. Zeitlin pointed out that the Library parking lot is still being used by commuters and others not using the Library. Mr. Jonas suggested that perhaps a town ordinance might help the situation. Mayor Falcone suggested that an inquiry be made to the town attorney stating the exact problem and asking a legal decision. Mr. Jonas agreed to direct an inquiry to the town attorney.

NEW BUSINESS

1. Mr. Yeager raised a discussion regarding the presentation of a plaque to Mr. George Gilbert for his long service on the Board. Mr. Duess moved that the Board present Mr. Gilbert with such a plaque. Mrs. Zeitlin seconded the motion, and it was passed.

2. Mr. Yeager read a letter from the Town Council requesting the presence of a Board representative to discuss the transfer of funds at the Town Council meeting on Saturday, January 24, 1970 at Town Hall. It was moved by Mr. Ehrenkranz that Mr. Duess present the figures to the Council, and that Mrs. Zeitlin and Mr. Jonas attend the meeting to answer questions. Mr. Jervy's presence at the meeting was requested by the Board in order to show evidence of town support for the Library budget.

Your library's business has been exceptionally good in the past weeks.

In order to keep up with the ever-increasing amount of daily mail and other paper work, we have:


1. Decreased book purchasing as much as possible until April 1, 1970, in order to catch up with bills on hand, etc., etc.
2. Devised a pegboard-clipboard system of keeping papers + invoices well arranged.

It is pleasant for us to be able to report that, since we set up the pegboard system, no papers have been misplaced.

We are including in this month's report a letter from Louis Lando, Town Attorney, concerning your library's parking lot problems. (The writer has already informed two citizens that their cars were illegally parked, and the cars were removed by the owners.) We have spoken a few times with Mr. Torlucci\* and he is fully aware of the fact that we need posts, signs, chains. All these things are "in the works". Signs will be made at the State penitentiary.

Also, we have included some rules that have been used, but these rules should be approved or disapproved by the Board of Trustees, we feel.

Respectfully submitted

  
Robert Jones  
Library Director

\* Letter was directed to Mr. Ehrenkrantz.

\*\* of Town Hall

The following rules have been made for the purpose of  
property and of having a smoothly functioning organization.

1. Clients may not ~~chew gum~~, eat, or drink (except at water fountains provided) on library property. To 1/15/70  
Agree
2. Loitering will not be permitted on library property.
3. Minors must enter building without associates and must use library facilities singly, ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ (except as noted)
4. Children who are less than nine years old are not permitted in the adult section of the Main Library.
5. Noisy children must be removed from the library without delay.  
Any person with a noisy child may be asked to leave the building immediately, without any library service.
6. Putting feet on chairs or tables is prohibited.
7. Removing any signs, or other property, from their proper place, is prohibited.
8. Hiding library property is forbidden.
9. Walking on grass plots or flower plots is strictly forbidden.
10. Smoking is prohibited on library property.
11. Using library as a passageway or as a short-cut to another place is prohibited.
12. Littering is prohibited.
13. Parking in parking lot is prohibited except during the period in which the user of a car uses the facilities of the library other than the parking lot.
14. Identification and names of references may be requested by library staff at time of registration.
15. The number of borrowing cards that may be issued to clients may be limited by the library director, but if a client wishes to borrow extra material, at any time, he may purchase additional borrowing cards at 5¢ a card.
16. If a client should fail to cooperate with the library one month after a certified letter has been mailed (and acknowledged by receipt), borrowing privileges of client may be revoked until client appears before Library Board of Trustees.
17. If a client is delinquent in his dealing with the library, neither he nor any member of his immediate family may borrow material until the delinquency has been cleared.



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- My dear  
Chas. J. R.

FOR  
minutes Book

Form No. 8-1

DEPARTMENT		DIVISION		DEPARTMENTAL SUMMARY							
GENERAL GOVERNMENT		PUBLIC LIBRARY									
CODE NUMBER											
CLASSIFICATION	PERSONNEL			BUDGET 1968	BUDGET 1969	PROPOSED BUDGET 1970	RECOMMENDED BY MAYOR 1970	FINAL BUDGET 1970			
	Cur- rent	Prop. Dept.	Recmd. Mayor						Final Budget		
400 SALARIES AND WAGES	52	52		137,705	151,236	173,565	169,065	171,124			
500 CONTRACTUAL SERVICES				1,550	6,350	8,550	8,550	8,550			
600 CONTR. MAINTENANCE & REPAIRS				7,945	8,420	10,440	10,440	8,440			
700 MATERIALS AND SUPPLIES				44,508	49,750	51,960	51,960	51,960			
800 OTHER CHARGES				3,795	4,200	5,500	5,500	5,500			
900 PERMANENT PROPERTY				2,575	3,750	5,750	5,750	5,750			
DEDUCT: STATE AID				-(17,575)	-(27,106)	-(30,148)	-(30,148)	-(30,148)			
TOTAL				180,503	196,600	225,617	221,117	221,176			
OFFICIAL BUDGET BREAKDOWN											
SALARIES AND WAGES				137,705	151,236	173,565	169,065	171,124			
OTHER EXPENSES				42,798	45,364	52,052	52,052	50,052			
TOTAL				180,503	196,600	225,617	221,117	221,176			

## ANNUAL BUDGET

DEPARTMENT		DIVISION		DEPARTMENTAL DETAIL						
GENERAL GOVERNMENT		PUBLIC LIBRARY								
CODE NUMBER										
ACCT. NO.	CLASSIFICATION	BUDGET 1968	BUDGET 1969	PROPOSED BUDGET 1970	RECOMMENDED BY MAYOR 1970	FINAL BUDGET 197				
400	SALARIES AND WAGES	137,705	151,236	173,565	169,065					
500	OTHER EXPENSES:									
	CONTRACTUAL SERVICES									
	BINDINGS	800	800	1,000	1,000	1,000				
	COMMUNITY RELATIONS	300	300	300	300	300				
	TRANSPORTATION	100	100	100	100	100				
	CONVENTIONS	200	200	200	200	200				
	AUDIT	150	150	150	150	150				
	ACCOUNTING SERVICES	-	4,800	4,800	4,800	4,800				
	CONSULTANTS FEES	-	-	2,000	2,000	2,000				
	TOTAL 500 CONTRACTUAL SERVICES	1,550	6,350	8,550	8,550	8,550				
600	CONTRACTUAL MAINTENANCE AND REPAIRS									
	MAINTENANCE - MAIN	6,600	6,600	8,100	8,100	6,600				
	MAINTENANCE - TORY	540	540	540	540	540				
	MAINTENANCE - BOOKMOBILE	500	900	1,500	1,500	1,000				
	SERVICE CONTRACTS	305	380	300	300	300				
	TOTAL 600 CONTRACTUAL MAINTENANCE AND REPAIRS	7,945	8,420	10,440	10,440	8,440				
700	MATERIALS AND SUPPLIES									
	BOOKS	34,000	38,000	40,000	40,000	40,000				
	SUPPLIES	5,000	5,400	5,500	5,500	5,500				
	MAGAZINES	1,408	1,950	2,060	2,060	2,060				
	AUDIO VISUAL	3,000	3,200	3,200	3,200	3,200				
	XEROX	1,100	1,200	1,200	1,200	1,200				
	TOTAL 700 MATERIALS AND SUPPLIES	44,508	49,750	51,960	51,960	51,960				

## ANNUAL BUDGET

DEPARTMENT		DIVISION		DEPARTMENTAL DETAIL						
GENERAL GOVERNMENT		PUBLIC LIBRARY								
CODE NUMBER										
ACCT. NO.	CLASSIFICATION	BUDGET 1968	BUDGET 1969	PROPOSED BUDGET 1970	RECOMMENDED BY MAYOR 1970	FINAL BUDGET 197				
400	SALARIES AND WAGES									
	OTHER EXPENSES CONT'D.									
800	OTHER CHARGES									
	INSURANCE	2,000	2,200	3,500	3,500	3,500	3,500			
	TELEPHONE	620	750	750	750	750	750			
	POSTAGE	875	950	950	950	950	950			
	CONTINGENCY	300	300	300	300	300	300			
	TOTAL 800 OTHER CHARGES	3,795	4,200	5,500	5,500	5,500	5,500			
900	PERMANENT PROPERTY									
	EQUIPMENT	2,575	3,750	5,750	5,750	5,750	5,750			
	TOTAL 900 PERMANENT PROPERTY	2,575	3,750	5,750	5,750	5,750	5,750			
	TOTAL ALL 500 THRU 900 OTHER EXPENSES	60,373	72,470	82,200	82,200	82,200	82,200			
	LESS: STATE AID	-(17,575)	-(27,106)	-(30,148)	-(30,148)	-(30,148)	-(30,148)			
	TOTAL ALL 500 THRU 900 OTHER EXPENSES (NET)	42,798	45,364	52,052	52,052	52,052	52,052			

ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENT  
DIVISION PUBLIC LIBRARY  
CODE NUMBER 400

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	T	C	PRESENT SALARY	DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
<u>ANALYSIS</u>								
FULL TIME EMPLOYEES						120,233	115,733	117,792
PART TIME - JR. LIBRARY ASSISTANTS						22,480	22,480	22,480
PART TIME - JR. LIBRARY CLERKS (PAGES)						9,452	9,452	9,452
SUB-TOTAL						152,165	147,665	149,724
HEALTH BENEFIT PLAN						5,900	5,900	5,900
SOCIAL SECURITY (EMPLOYER'S PORTION)						7,300	7,300	7,300
P.E.R.S. (EMPLOYER'S PORTION)						8,200	8,200	8,200
		<u>TOTAL</u>				<u>173,565</u>	<u>169,065</u>	<u>171,124</u>

ANNUAL BUDGET

Form No. B-3 DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FULL TIME EMPLOYEES NAME		CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	P OF T	C OF U	PRESENT SALARY	DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
MARY ALLERHAND		JR. LIBRARY ASST.	4/16/63	P	C	4,660	4,743	4,743	All
WALTER BALDWIN		LIB. CLERK DRIVER	10/1/56	P	C	7,250	7,781	7,781	
DOROTHY CHESNUT		SR. LIBRARIAN-REF.	9/1/63	P	C	9,813	9,951	9,951	
ISABEL DICKINSON		JR. LIBRARY ASST.	9/9/59	P	C	5,100	5,350	5,350	
DOROTHY ERICSSON		JR. LIBRARY ASST.	12/4/63	P	C	4,230	4,480	4,480	The
THOMAS FORD		JR. LIBRARY ASST.	10/10/66	P	C	4,260	4,260	4,260	
MARY HOLLANDER		JR. LIBRARY ASST.	1/1/62	P	C	4,840	4,955	4,955	
ROBERT JONAS		LIBRARY DIRECTOR	2/1/58	P	C	14,312	14,728	14,728	
WINIFRED LEISENTRITT		JR. LIBRARY ASST.	5/19/59	P	C	5,100	5,350	5,350	Same
LOLA REED		SR. LIBRARIAN-CHILD.	8/1/63	P	C	10,963	11,275	11,275	
MARJORIE RUBIN		SR. LIBRARY ASST.	3/12/62	P	C	6,020	4,050	4,050	
CLAIRE SCHROEDER		JR. LIBRARY ASST.	11/15/65	P	C	4,690	4,712	4,712	
LORRAINE SCHWARTZ		JR. LIBRARY ASST.	4/1/59	P	C	5,280	5,509	5,509	
TZE-NAN CHOW		SR. LIBRARIAN CATAL.	8/2/65	T	C	10,813	10,985	10,985	
SARAH RABINOWITZ		JR. LIBRARY ASST.	8/15/69	T	C	4,440	4,544	4,544	
VACANCY		SR. LIBRARIAN					9,000	9,000	
VACANCY		JR. LIBRARY ASST.					4,050	4,050	
SUB-TOTAL FULL TIME EMPLOYEES						101,771	115,733	115,733	
ADD: ACROSS THE BOARD INCREASE - 15 EMPLOYEES @ \$300							4,500	4,500	4,500
LONGEVITY INCREASES							-0-	-0-	-0-
TOTAL FULL TIME EMPLOYEES							120,233	115,733	116,183
Change in increment to January 1, 1970									1,609
NOTE: * RECLASSIFICATION OF THIS POSITION TO BE MADE TO JR. LIBRARY ASST.									117,792



ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
PART-TIME EMPLOYEES		CIVIL SERVICE TITLE ASSTS. & CLERKS	DATE OF EMPLOYMENT	P OF T	C OF U	PRESENT SALARY	DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
MARIAN K. PERRY		JR. LIBRARY ASST.	5/28/62	P	C	\$2.20 HR.	\$2.60 HR.	3,120	ASST.
LAUREL RAFFEL		"	9/19/60	P	C	2.20 "	2.60 "	2,860	
FRANCES VILLANI		"	9/7/67	P	C	1.90 "	2.00 "	1,900	
BOHNE ARONSON		"	12/1/67	P	C	1.90 "	2.00 "	2,000	All
CYNTHIA DAVIES		"	9/13/65	P	C	1.90 "	2.00 "	2,400	
MARGARET PAPPAS		"	9/7/68	P	C	1.90 "	2.00 "	1,200	The
VIRGINIA FULHIVILL		"	5/1/68	P	C	1.90 "	2.00 "	1,000	
ANNETTE TANGRETI		"	9/11/65	P	C	2.10 "	2.50 "	3,000	Same
HELEN BENJAMIN		"	8/1/68	T	C	1.90 "	2.00 "	1,400	
MARGARET PELOSE		"	12/1/68	T	C	1.80 "	2.00 "	700	
MARIE MAGNO		"	8/25/69	T	C	1.80 "	2.00 "	1,200	
GAIL LONGO		"	9/3/69	T	C	1.80 "	2.00 "	800	
ELIZABETH SHIELDS		SR. CLERK STENO.	8/26/69	T	C	-	-	300	END.
REPLACEMENT HELP		LIB. CLERK DRIVERS		T	C	-	-	600	REPLACEMENT
TOTAL PART-TIME JR. LIB. ASSTS. & CLERKS						18,070	22,480	22,480	

NOTE: SALARY RANGE FOR PART-TIME JR. LIBRARY ASSTS.

YEAR 1969 \$1.80 - \$2.20  
YEAR 1970 \$2.00 - \$2.60

ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. 8-3

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME PART-TIME	CIVIL SERVICE TITLE JR. LIB. CLERKS-PAGES	DATE OF EMPLOYMENT	P T	C OR U	PRESENT SALARY	DEPT. REQUEST	MAYOR'S RECOMM.	FINAL BUDGET
DIANE CARLONE	JR. LIBRARY CLERK	8/26/68	P	C	1.25 HOUR	600	600	
RALPH CICCHELLI	"	11/29/66	P	C	"	467	467	
KAREN COFFEY	"	6/25/68	P	C	"	290	290	All
ROBERT COLEMAN	"	9/1/67	P	C	"	745	745	The
LUCIA CORVELLI	"	6/21/68	P	C	"	520	520	Same
DEBORAH GABRY	"	9/7/67	P	C	"	690	690	
EILEEN KIRK	"	6/8/67	P	C	"	810	810	
JAMES LEVITES	"	6/24/68	P	C	"	350	350	
MAUREEN RITTER	"	6/17/68	P	C	"	400	400	
DARIA WASHCO	"	8/29/68	P	C	"	500	500	
ROBERT BLIWISE	"	5/29/69	P	C	"	460	460	
GAIL CAMPBELL	"	6/16/69	P	C	"	360	360	
CARMINE JULIANO	"	6/9/69	P	C	"	400	400	
DANA LIEBHAN	"	6/4/69	P	C	"	400	400	
DOROTHY MCQUIRK	"	6/5/69	P	C	"	360	360	
ADELE ABRAMS	"	6/6/69	P	C	"	400	400	
MARGO MOSBY	"	6/23/69	P	C	"	250	250	
ROBIN OLSON	"	6/5/69	P	C	"	400	400	
ELIZABETH PORTUESE	"	7/1/69	P	C	"	150	150	
MARY JO STANKIEWICZ	"	7/1/69	P	C	"	150	150	
MARY ANN ZARRO	"	6/5/69	P	C	"	250	250	
PAGES (SUMMER)						500	500	
TOTAL PART-TIME CLERKS - PAGES						9,452	9,452	

NOTE: SALARY RANGE FOR PART-TIME JR. LIB. CLERKS

YEAR 1969

YEAR 1970

\$1.25 HR. ONLY

\$1.25 HR. - \$1.55 HR.



for  
Lyle apt.  
about 1000

WEST GREENSBORO TOWN LIBRARY  
BOARD OF TRUSTEES  
MEETING OF TUESDAY, JANUARY 20, 1970

The meeting was called to order by the Board president, Mr. Yeager, at 4:40 p.m. Present at the meeting were Mrs. Zeitlin, Messrs. Duess, Ehrenkranz, Jonas, and Mayor Falcone. Also present was Mr. Jervy, representing the Friends of the Library.

MINUTES - The minutes of the December 9, 1970 meeting were read. Mr. Ehrenkranz moved that they be accepted as read. Mr. Duess seconded the motion, and it was carried.

TREASURER'S REPORT

- A. BILLS PRESENTED FOR PAYMENT - Mayor Falcone moved that the bills for the month of December be accepted for payment as stated. Mr. Ehrenkranz seconded the motion, and it was carried.
- B. FINANCIAL STATEMENT - Mr. Ehrenkranz moved that the Financial Statement for the month of December be accepted as stated. Mayor Falcone seconded the motion, and it was carried.

LIBRARY DIRECTOR'S REPORT - Mr. Ehrenkranz moved that the Library Director's Report be accepted as presented. Mr. Duess seconded the motion, and it was carried.

Mr. Jonas informed the Board that Mrs. Rubin has resigned. A copy of her letter of resignation has been sent to the Civil Service Bureau.

PERSONNEL COMMITTEE REPORT - Mrs. Zeitlin asked Mr. Jonas for the list of increments due as of ~~January~~. Since the list had not been prepared, the increments will be voted on at the February Board Meeting, and will be made retroactive to the recipients.

Mrs. Zeitlin moved that the Board formally accept the resignation of Mrs. Rubin. Mr. Duess seconded the motion, and it was carried.

OLD BUSINESS - Mrs. Zeitlin pointed out that the Library parking lot is still being used by commuters and others not using the Library. Mr. Jonas suggested that perhaps a town ordinance might help the situation. Mayor Falcone suggested that an inquiry be made to the town attorney stating the exact problem and asking a legal decision. Mr. Jonas agreed to direct an inquiry to the town attorney.

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1. Mr. Yeager raised a discussion regarding the presentation of a plaque to Mr. George Gilbert for his long service on the Board. Mr. Duess moved that the Board present Mr. Gilbert with such a plaque. Mrs. Zeitlin seconded the motion, and it was passed.

2. Mr. Yeager read a letter from the Town Council requesting the presence of a Board representative to discuss the transfer of funds at the Town Council meeting on Saturday, January 24, 1970 at Town Hall. It was moved by Mr. Ehrenkranz that Mr. Duess present the figures to the Council, and that Mrs. Zeitlin and Mr. Jonas attend the meeting to answer questions. Mr. Jervy's presence at the meeting was requested by the Board in order to show evidence of town support for the Library budget.

Mayor Falcone moved that Mr. Jonas be authorized to turn back to the Town the funds held in the Fines and Reserves of 1968-1969. Mr. Jonas seconded the motion, and it was carried. Mr. Yeager added that Mr. Jonas should alert the Town to the fact that if the funds are turned back previous to March, interest on the money will be lost.

3. Mr. Yeager presented the slate of Board Officers for the 1970 term. They are:

President	Mr. Ehrenkranz
Vice-President	Mr. Yeager
Treasurer	Mrs. Zeitlin
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Mayor Falcone moved that the slate of officers for 1970 be accepted as presented. Mr. Ehrenkranz seconded the motion, and it was carried.

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5. Mrs. Zeitlin lead a discussion regarding a Library Trustee Book which would contain guidelines and precedents for the Board to follow. Mayor Falcone suggested that rules and regulations regarding the Library and the Library personnel be revised and included in such a book. It was generally agreed on by the Board that a set of standard procedures should be set up and followed.

Mayor Falcone moved that the meeting be adjourned at 5:30 p.m. Mr. Ehrenkranz seconded the motion, and it was carried.

The next Board meeting is set for Tuesday, February 24, 1970, at 4:45 p.m.

Respectfully submitted,



Beth Shields, Secretary

Your library's business has been exceptionally good in the past weeks.

In order to keep up with the ever-increasing amount of daily mail and other paper work, we have:

1. Decreased book purchasing as much as possible until April 1, 1970, in order to catch up with bills on hand, etc., etc.
2. Devised a pegboard-clipboard system of keeping papers + invoices well arranged.

It is pleasant for us to be able to report what, since we set up the pegboard system, no papers have been misplaced.

We are including in this month's report a letter from Louis Lando, Town Attorney, concerning your library's parking lot problems. (The writer has already informed two citizens that their cars were illegally parked, and the cars were removed by the owners.) We have spoken a few times with Mr. Torinucci, and he is fully aware of the fact that we need posts, signs, chains. All these things are "in the works". Signs will be made at the State penitentiary.

Also, we have included some rules that have been used, but these rules should be approved or disapproved by the Board of Trustees, we feel.

Respectfully submitted



Robert Jones  
Library Director

\* Letter was directed to Mr. Ehrenkranz.

\*\* of Town Hall

The following rules have been made for the purpose of  
property and of having a smoothly functioning organization.

1. Clients may not ~~chew~~ gum, eat, or drink (except at water fountains provided) on library property.
2. Loitering will not be permitted on library property.
3. Minors must enter building without associates and must use library facilities singly, ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ (except as noted).
4. Children who are less than nine years old are not permitted in the adult section of the Main Library.
5. Noisy children must be removed from the library without delay.  
Any person with a noisy child may be asked to leave the building immediately, without any library service.
6. Putting feet on chairs or tables is prohibited.
7. Removing any signs, or other property, from their proper place, is prohibited.
8. Hiding library property is forbidden.
9. Walking on grass plots or flower plots is strictly forbidden.
10. Smoking is prohibited on library property.
11. Using library as a passageway or as a short-cut to another place is prohibited.
12. Littering is prohibited.
13. Parking in parking lot is prohibited except during the period in which the user of a car uses the facilities of the library other than the parking lot.
14. Identification and names of references may be requested by library staff at time of registration.
15. The number of borrowing cards that may be issued to clients may be limited by the library director, but if a client wishes to borrow extra material, at any time, he may purchase additional borrowing cards at 5¢ a card.
16. If a client should fail to cooperate with the library one month after a certified letter has been mailed (and acknowledged by receipt), borrowing privileges of client may be revoked until client appears before Library Board of Trustees.
17. If a client is delinquent in his dealing with the library, neither he nor any member of his immediate family may borrow material until the delinquency has been cleared.

to 4/10/70  
2/23/70  
Bard  
Bard

18. Client is responsible for seeing to it that each item borrowed is charged out and that each item has a date-due indicator and/or a transaction number. A charge of 25¢ will be made for each item borrowed and returned without a transaction NUMBER, number card or label.
19. A charge of 25¢ will be made for any borrowed photograph record returned without its protective envelope.
20. A charge of 10¢ will be made for reserving any item, whether or not library owns the item.
21. An additional charge of \$1.00 will be made for special delivery service for reservations. When such a fee has been paid, a telephone call will be made to publisher, and special delivery service will be ordered. ~~The following information~~
22. The 10¢ fee (and \$1.00 fee) will not be returned, nor can a reserve postal be used twice, in case a desired item is unobtainable.
23. Using emergency doors is strictly prohibited except in case of fire, etc.  
Borrowing privileges of any person who unlawfully uses an emergency exit door may be revoked by Librarian for a period of 60 days...from time of offence.
24. Library property is not to be used for socializing. Persons who converse will be asked to leave premises.
25. Library vestibule is not to be used for conversing, socializing, or smoking.
26. If a client or visitor refuses to cooperate with library staff, Police Department of West Orange is to be called.
27. Library privileges of any person who knowingly damages any library property may be revoked by Library Director and his staff until a hearing is granted by Library Board of Trustees.
28. ~~All persons~~ <sup>Persons who are under 21</sup> may be required to present proper identification and register. A study permission slip must be obtained from a teacher or a parent. <sup>may be required</sup>
29. Minimum charge for a lost book will be \$2.00 in view of increased costs of purchasing, cataloging, processing.

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF TUESDAY, JANUARY 20, 1970

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Respectfully submitted,



Beth Shields, Secretary

BS

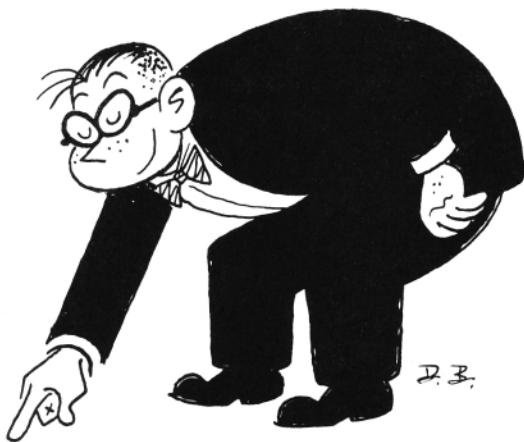


# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY FEB 24 1970

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
  - FINES
  - JAN. 1 INCREMENTS ... DATE PLAQUE
6. NEW BUSINESS



Finance - 400.00  
Income 207.10  
Exp. - 200.00  
Library



3 Call Mrs. Cohen

731

2885

about library  
not to library  
come

Butty

1600  
570  
2170

Call

① Dick Duesch  
about certificate

get Legal app. opinion  
about returning  
fines

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BOARD OF TRUSTEES  
MEETING OF TUESDAY, JANUARY 20, 1970

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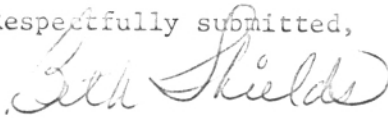
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Respectfully submitted,



Beth Shields, Secretary

The fact that your library has been EXCEPTIONALLY busy can easily be understood from a study of the amount of fine money taken in:

Total 1969 fines (including interest) were \$23,404.38.

Total 1968 fines (including interest) were \$20,686.93

Increase: \$ 2,717.45

The above figures do NOT include money received for the lost book fund + book sale. In 1969, such an amount was almost \$4,000.

(It may be interesting to note that the entire amount received for fines was \$1,821.73....in 1957. In the first fifteen days of January, 1970, your library has taken in almost \$1100.)

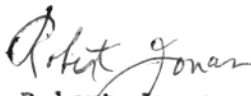
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The appearance of your library has been enhanced by additions to the Children's Room charging desk. Mr. Noeller widened the top of the desk, and our public comments continuously on the improvement.

Color transparencies of the first moon trip have been placed in our bulletin board transparency holder.

-----

Respectfully submitted

  
Robert Jonas

CIRCULATION

DECEMBER, 1969

DECEMBER, 1968

MAIN ADULT	15054		13860
MAIN JUV.	5091		5378
T.C. ADULT	61...	CLOSED XMAS	112
T.C. JUV.	227....	HOLIDAYS	224
MOB. ADULT	1010		919
MOB. JUV.	1792		1794
	<u>23235</u>		<u>22287</u>

*[Signature]*

RE-REGISTRATION IS STARTING WITH SURNAMES WHICH BEGIN WITH "A".

## BUDGET REPORT

WEST ORANGE PUBLIC LIBRARY

BOARD MEETING OF

JANUARY <sup>20</sup>~~27~~, 1969 1970ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETINGEXPENDED  
THROUGH  
11/30/69BALANCE ON  
11/30/69EXPENDITURE DETAIL  
1969BUDGET OF  
1969

1. Salaries	151,236	12,019.68	134,108.73	17,127.27
2. Books	38,000	6,857.07	40,968.26	( 2,968.25)
3. Binding	800		800.00	--
4. Supplies	5,400	994.54	5,390.49	9.51
5. Insurance	2,200		2,200.00	--
6. Maintenance - Main	6,600	1,727.36	8,009.53	( 1,409.53)
7. Maintenance - Tory	540	540.00	540.00	--
8. Maintenance - Mobilibrary including gasoline. oil. repairs	900	143.04	798.43	101.57
9. Telephone	750	144.45	667.85	82.15
10. Community relations	300	8.00	290.84	9.16
11. Service contracts	380	37.01	311.01	68.99
12. Transportation	100	41.94	141.94	( 41.94)
13. Postage	950	172.90	929.84	20.16
14. Conventions	200	7.43	207.43	( 7.43)
15. Audit	150		--	150.00
16. Equipment	3,750	237.35	3,987.35	( 237.35)
17. Contingency	300		298.96	1.04
18. Magazines	1,950	29.20	1,933.35	16.65
19. Audio-visual	3,200	531.55	3,731.55	( 531.55)
20. Xerox	1,200	449.61	1,639.36	( 439.36)
21. Accounting services	4,800	800.00	4,400.00	400.00

TOTAL

\$ 223,706

\$24,741.13

\$211,354.92

\$12,351.06



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF NOVEMBER, 1969 FOR MEETING OF 1/27/70

BALANCE, NOVEMBER 1, 1969

1967 BUDGET	\$ 150.00	
1968 BUDGET	153.19	
1969 BUDGET	19,517.21	
LOST BOOK FUND	<u>4,033.64</u>	\$23,854.04
1968 FINES AND RESERVES	20,686.93	
1969 FINES AND RESERVES	<u>19,250.28</u>	39,937.21
CASH IN LIBRARY		<u>111.25</u> \$63,902.50

RECEIPTS, NOVEMBER, 1969

STATE AID - 1969 BUDGET	17,575.00	
- 1970 BUDGET	<u>12,573.00</u>	30,148.00
1969 LOST BOOK FUND	53.39	
BOOK SALE	<u>80.88</u>	134.27
1969 FINES	1,361.93	
XEROX	279.11	
POST CARDS	.40	
MEETING ROOM	10.00	
TELEPHONE BOOTHLET	<u>7.75</u>	1,659.19
		<u>31,941.46</u>

TOTAL

\$95,843.96

EXPENDITURES, NOVEMBER, 1969

1969 BUDGET	24,741.13	
LOST BOOK FUND	<u>1,844.58</u>	\$26,585.71

BALANCE, NOVEMBER 30, 1969

1967 BUDGET	150.00	
1968 BUDGET	153.19	
1969 BUDGET	12,351.08	
LOST BOOK FUND	<u>2,323.33</u>	14,977.60
1968 FINES AND RESERVES	20,686.93	
1969 FINES AND RESERVES	<u>20,909.47</u>	41,596.40
1970 BUDGET		12,573.00
CASH IN LIBRARY		<u>111.25</u> 69,258.25

TOTAL

\$95,843.96

CASH BALANCES, NOVEMBER 30, 1969

BUDGETS AND LOST BOOK FUND:

NATIONAL NEWARK & ESSEX-CHECKING A/C	21,088.02	
A/C #2548 W. ORANGE S. & L.	2,000.00	
A/C #2335 W. ORANGE S. & L.	<u>3,753.01</u>	\$26,841.03

FINES AND RESERVES:

A/C #43203 NATIONAL NEWARK & ESSEX	46.65	
A/C #TC 1073 W. ORANGE S. & L.	8,205.06	
A/C #1988 LLEWELLYN EDISON S. & L.	584.39	
A/C #1772 W. ORANGE S. & L. CERT. OF DEP.	12,000.00	
A/C #2385 W. ORANGE S. & L.	131.58	
A/C #TC 2466 W. ORANGE S. & L.	3,984.52	
A/C #2548 W. ORANGE S. & L.	353.77	
A/C #1782 W. ORANGE S. & L. CERT. OF DEP.	<u>17,000.00</u>	42,305.97

CASH IN LIBRARY

111.25

TOTAL CASH BALANCES, NOVEMBER 30, 1969

\$69,258.25

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

Aaron Eisenberg  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY  
NOVEMBER, 1969 BILLS PRESENTED

NOVEMBER, 1969 BUDGET EXPENDITURES, DATED  
NOVEMBER 3, 1969 CHECKS #4070-4126,  
PRESENTED FOR PAYMENT AT OCTOBER 28, 1969 MEETING \$ 7,079.70

NOVEMBER, 1969 BUDGET EXPENDITURES, DATED  
NOVEMBER 4, 24, 25, 1969 CHECKS #4127-4199,  
PRESENTED FOR PAYMENT AT DECEMBER 9, 1969 MEETING 17,661.43

NET BUDGET EXPENDITURES - MONTH OF NOVEMBER, 1969 \$24,741.13

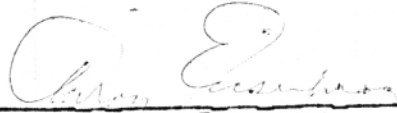
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



BUDGET REPORT WEST ORANGE PUBLIC LIBRARY

BOARD MEETING OF JANUARY 20, 1970

EXPENDITURE DETAIL 1969	BUDGET OF 1969	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING	EXPENDED THROUGH 12/31/69	BALANCE ON 12/31/69
1. Salaries	151,236	12,134.08	146,242.81	4,993.19
2. Books	38,000		40,968.26	( 2,968.26)
3. Binding	300		800.00	
4. Supplies	5,400		5,300.49	9.51
5. Insurance	2,200		2,200.00	
6. Maintenance - Main	6,600		8,009.53	( 1,409.53)
7. Maintenance - Tory	540		540.00	
8. Maintenance - Mobilibrary including gasoline. oil. repairs	900		798.43	101.57
9. Telephone	750		667.85	82.15
10. Community relations	300		290.84	9.16
11. Service contracts	380		311.01	68.99
12. Transportation	100		141.94	( 41.94)
13. Postage	950	67.00	996.84	( 46.84)
14. Conventions	200		207.43	( 7.43)
15. Audit	150			150.00
16. Equipment	3,750		3,987.35	( 237.35)
17. Contingency	300		298.96	1.04
18. Magazines	1,950		1,933.35	16.65
19. Audio-visual	3,200		3,731.55	( 531.55)
20. Xerox	1,200		1,639.36	( 439.36)
21. Accounting services	4,800		4,400.00	400.00



TOTAL

\$ 223,706

\$12,201.08

\$223,556.00

\$ 150.00

PREPARED WITHOUT AUDIT:

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF DECEMBER, 1969 FOR MEETING 1/20/70

BALANCE, DECEMBER 1, 1969

1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	12,351.08		
LOST BOOK FUND	2,323.33	\$14,977.60	
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	20,909.47	41,596.40	
1970 BUDGET		12,573.00	
CASH IN LIBRARY		111.25	\$69,258.25

RECEIPTS, DECEMBER, 1969

1969 LOST BOOK FUND	99.20		
BOOK SALE	18.88		
INTEREST INCOME-LFB A/c	38.72	156.80	
1969 FINES	1,767.27		
XEROX	152.90		
POST CARDS	.15		
MEETING ROOM	50.25		
INTEREST INCOME-FINES & RESERVE A/c	524.34	2,494.91	2,651.71

TOTAL

\$71,909.96

EXPENDITURES, DECEMBER, 1969

1969 BUDGET	12,201.08		
LOST BOOK FUND	2,480.13		\$14,681.21

BALANCE, DECEMBER 31, 1969

1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
LOST BOOK FUND	-0-	453.19	
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	23,404.38	44,091.31	
1970 BUDGET		12,573.00	
CASH IN LIBRARY		111.25	57,228.75

TOTAL

\$71,909.96

CASH BALANCES, DECEMBER 31, 1969

BUDGETS AND LOST BOOK FUND:

NATIONAL NEWARK & ESSEX-CHECKING A/c	13,026.19		
A/c #2548 W. ORANGE S. & L.	-0-		
A/c #2335 W. ORANGE S. & L.	-0-		\$13,026.19

FINES AND RESERVES:

A/c #43203 NATIONAL NEWARK & ESSEX	47.10		
A/c #TC 1073 W. ORANGE S. & L.	8,292.23		
A/c #1988 LLEWELLYN EDISON S. & L.	590.96		
A/c #1772 W. ORANGE S. & L. CERT. OF DEP.	12,000.00		
A/c #2385 W. ORANGE S. & L.	132.97		
A/c #TC 2466 W. ORANGE S. & L.	5,649.28		
A/c #2548 W. ORANGE S. & L.	378.77		
A/c #1782 W. ORANGE S. & L. CERT. OF DEP.	17,000.00	44,091.31	

CASH IN LIBRARY		111.25	
-----------------	--	--------	--

TOTAL CASH BALANCES, DECEMBER 31, 1969

\$57,228.75

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

DECEMBER 1969 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1970 MEETING

CHECKS ARE DATED: #4200 THRU 4209 -  
DECEMBER 29, 1969.  
#4210 THRU 4227 -  
DECEMBER 30, 1969.

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4200	POSTMASTER	13. POSTAGE	\$ 67.00
	PAYROLL CHECKS #4891-4944	1. SALARIES	8,127.39
4201	TOWN OF WEST ORANGE - MAJOR MEDICAL, ETC.	1. "	\$ 244.97
		27. LOST BOOK FUND FOR MAJ. MED.	<u>144.72</u> 389.69
4202	NATIONAL NEWARK & ESSEX BANK- DEC. W/T	1. SALARIES	1,495.60
4203	P.E.R.S. DEC. PENS. ETC.	1. "	640.48
4204	P.E.R.S. CONTRIB. GROUP INS.	1. "	63.99
4205	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	9.66
4206	TOWN OF WEST ORANGE - EMPLOYEES DED.	1. "	335.89
4207	WEST ORANGE MUNICIPAL EMPLOYEES- F.C.U.	1. "	150.00
4208	TOWN OF WEST ORANGE-S.S. ACCT. EMPLOYERS	1. "	1,065.10
4209	TOWN OF WEST ORANGE-S.S. ADMIN. SERV.	1. "	1.00
4210	PETTY CASH \$ 85.00	27. LOST BOOK FUND FOR	
4211	PETTY CASH 5.96	#17 CONTINGENCIES	22.19
		#18 MAGAZINES	9.80
		#19 AUDIO VISUAL	5.10
		#14 CONVENTIONS	11.45
		#13 POSTAGE	17.00
		# 2 BOOKS	5.19
		# 8 MAINT. BKL.	15.60
		#12 TRANSP.	<u>4.63</u>
4212	ARCO PUBLISHING CO.	27. LOST BOOK FUND FOR #2 BOOKS	90.96 31.88
4213	VOID		
4214A	AVERY LABEL COMPANY	27. LOST BOOK FUND FOR #4 SUPPLIES	246.21
		" "	153.74
		" "	<u>143.48</u>
B			543.43
C			
4215	BEARCAMP PRESS	27. LOST BOOK FUND FOR #2 BOOKS	5.95
4216	BOOK BUYERS GUIDE	27. LOST BOOK FUND FOR #18 MAGAZINES	7.00
4217	R. & R. BOWKER COMPANY	27. LOST BOOK FUND FOR #2 BOOKS	31.50
4218	C.C.M. INFORMATION CORPORATION	27. LOST BOOK FUND FOR #2 BOOKS	89.50
4219	CHAMBERS RECORD CORP.	27. LOST BOOK FUND FOR #19 AUDIO VISUAL	677.56
4220	COMMONWEALTH WATER CO.	27. LOST BOOK FUND FOR #6 MAINT.-MAIN	40.71
4221	DUN & BRADSTREET, INC.	27. LOST BOOK FUND FOR #2 BOOKS	85.00
4222	MRS. SEL GROSS	27. LOST BOOK FUND FOR #19 AUDIO VISUAL	185.00
4223	COLLIER MAC MILLAN DIST. CENTER	27. LOST BOOK FUND FOR #2 BOOKS	17.45
4224	EDUCATOR PROGRESS SERVICE, INC.	27. LOST BOOK FUND FOR #2 BOOKS	28.75
4225	DAVIS PUBLICATIONS	27. LOST BOOK FUND FOR #2 BOOKS	196.62

WEST ORANGE PUBLIC LIBRARY

DECEMBER 1969 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1970 MEETING

CHECKS ARE DATED: #4200 THRU 4209 -  
DECEMBER 29, 1969.  
#4210 THRU 4227 -  
DECEMBER 30, 1969.

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4226	THE HEADLINES OF NEW YORK	27. LOST BOOK FUND FOR	
		#4 SUPPLIES	\$ 150.00
4227	OESTRICHERS PRINTS, INC.	27. LOST BOOK FUND FOR	
		#19 AUDIO VISUAL	154.10
<u>TOTAL CHECKS SUBMITTED 1/20/70 MEETING</u>			<u>\$14,681.21</u>
<u>LESS:</u>			
4201	TOWN OF WEST ORANGE-MAJOR		
	MEDICAL, ETC.	27. LOST BOOK FUND	\$ 144.72
4210	PETTY CASH	27. " " "	85.00
4211	PETTY CASH	27. " " "	5.96
4212	ARCO PUBLISHING CO.	27. " " "	31.88
4214	AVERY LABEL COMPANY	27. " " "	543.43
4215	BEARCAMP PRESS	27. " " "	5.95
4216	BOOK BUYERS GUIDE	27. " " "	7.00
4217	R. & R. BOWKER COMPANY	27. " " "	31.50
4218	C.C.M. INFORMATION CORPORATION	27. " " "	89.50
4219	CHAMBERS RECORD CORP.	27. " " "	677.56
4220	COMMONWEALTH WATER CO.	27. " " "	40.71
4221	DUN & BRADSTREET, INC.	27. " " "	85.00
4222	MRS. SEL GROSS	27. " " "	185.00
4223	COLLIER MAC MILLAN DIST. CENTER	27. " " "	17.45
4224	EDUCATOR PROGRESS SERVICE, INC.	27. " " "	28.75
4225	DAVIS PUBLICATIONS	27. " " "	196.62
4226	THE HEADLINES OF NEW YORK	27. " " "	150.00
4227	OESTRICHERS PRINTS, INC.	27. " " "	154.10
			<u>2,480.13</u>
<u>NET BUDGET EXPENDITURES -</u>			
<u>MONTH OF DECEMBER - 1969</u>			<u>\$12,201.08</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

# WEST ORANGE PUBLIC LIBRARY

JANUARY 1970 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1970 MEETING

CHECKS ARE DATED  
JANUARY 16, 1970

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4228A	COSMO BOOK DISTRIBUTING CO.	2. BOOKS	\$ 215.45	
B	" " " "	2. "	173.62	
C	" " " "	2. "	64.64	
D	" " " "	2. "	43.09	
E	" " " "	2. "	25.85	
F	" " " "	2. "	12.93	
G	" " " "	2. "	137.76	
H	" " " "	2. "	38.75	\$ 712.09
4229	VICTOR W. COHEN	19. AUDIO-VISUAL		80.00
4230	FABULOUS TABLES	16. EQUIPMENT		137.50
4231	M. D'ALOIA	6. MAINT.-MAIN		260.00
4232A	DIMONDSTEIN BOOK COMPANY, INC	2. BOOKS	234.72	
B	" " " "	2. "	5.01	
C	" " " "	2. "	308.44	
D	" " " "	2. "	134.90	
E	" " " "	2. "	14.97	
F	" " " "	2. "	8.52	
G	" " " "	2. "	434.67	
H	" " " "	2. "	18.75	
I	" " " "	2. "	5.96	
J	" " " "	2. "	401.96	
K	" " " "	2. "	310.98	
L	" " " "	2. "	81.06	
M	" " " "	2. "	CM -( 5.64)	1,954.30
4233	EBS CO SUBSCRIPTION SERVICES	18. MAGAZINES		1,985.50-
4234A	AARON EISENBERG & CO.	21. ACCTG. SERVICES	400.00	
B	" " " "	21. "	400.00	800.00
4235	ENCYCLOPAEDIA BRITANNICA	2. BOOKS		541.00
4236	W. H. FREEMAN AND COMPANY	2. "		5.08
4237A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	169.00	
B	" " " "	4. "	24.50	
C	" " " "	4. "	13.00	
D	" " " "	4. "	154.77	361.27
4238	GARRETT PRESS, INC.	2. BOOKS		19.31
4239	GINN & COMPANY	2. "		6.52
4240	HARVARD UNIVERSITY PRESS	2. "		3.20
4241	HARPER & ROW	2. "		14.45
4242	HERDER	2. "		5.40
4243A	HERTZBERG-NEW METHOD, INC.	3. BINDING	52.90	
B	" " " "	3. "	151.34	204.24
4244	HOUGHTON MIFFLIN	2. BOOKS		19.07
4245A	HOWELL BOOK HOUSE, INC.	2. "	15.65	
B	" " " "	2. "	9.57	25.22
4246	THE INSTITUTE FOR RESEARCH	2. "		19.64
4247	R. S. KNAPP CO.	4. SUPPLIES		2.00
4248	CARD DIV.-LIB. OF CONGRESS	2. BOOKS		35.00
4249	LA LECHE LEAGUE INT. INC.	2. "		3.30
4250A	MC-GRAW HILL PUB. CO.	2. "	9.10	
B	" " " "	2. "	8.50	
C	" " " "	2. "	23.72	41.32
4251	MOODY'S INVESTORS SERVICE,	2. "		415.00
4252	MEREDITH PRESS	2. "		18.26
4253A	H. G. MOONEY	4. SUPPLIES	236.16	
B	" " " "	4. "	187.20	
C	" " " "	4. "	103.32	
D	" " " "	4. "	453.75	980.43
4554	MOSBY PUBLISHERS	2. BOOKS		16.28
4555	PUB. SERVICE ELEC & GAS	6. MAINT.-MAIN		433.61
4556	PUB. SERVICE ELEC & GAS	6. " "		425.05

5/64-ny  
ETC

# WEST ORANGE PUBLIC LIBRARY

JANUARY 1970 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1970 MEETING

CHECKS ARE DATED  
JANUARY 16, 1970

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4557A	N.J. BELL TELEPHONE CO.	9. TELEPHONE	\$ 72.05	
B	" " " "	9. " "	64.95	\$ 137.00
4558	N.Y. GRAPHIC SOCIETY LTD.	19. AUDIO-VISUAL		25.40
4559A	THE PAPERBACK BOOK SHOP	2. BOOKS	177.62	
B	" " " "	2. " "	23.90	
C	" " " "	2. " "	22.80	224.32
4560A	PRENTICE-HALL, INC.	2. " "	8.34	
B	" " " "	2. " "	4.84	
C	" " " "	2. " "	10.95	
D	" " " "	2. " "	6.94	
E	" " " "	2. " "	16.47	47.54
4561	PARK AUTO GLASS	8. MAINT.- BK.		18.50
4562	PRINT	2. BOOKS		17.40
4563	QUADRANGLE BOOKS, INC.	2. " "		8.06
4564A	RANDON LIBRARY SERVICE	2. " "	15.20	
B	" " " "	2. " "	73.62	88.82
4565A	REGENT BOOK COMPANY	2. " "	22.25	
B	" " " "	2. " "	47.25	
C	" " " "	2. " "	39.53	109.03
4566	ROBERTS T.V.-APPLIANCES	4. SUPPLIES		20.00
4567A	A. H. ROEMER COMPANY, INC.	2. BOOKS	19.71	
B	" " " "	2. " "	77.95	
C	" " " "	2. " "	171.56	
D	" " " "	2. " "	47.26	
E	" " " "	2. " "	132.50	
F	" " " "	2. " "	143.29	
G	" " " "	2. " "	73.02	
H	" " " "	2. " "	187.88	
I	" " " "	2. " "	33.65	CM (
J	" " " "	2. " "	161.49	
K	" " " "	2. " "	59.17	
L	" " " "	2. " "	221.90	
M	" " " "	2. " "	400.56	1,662.64
4568 A	SHAW-WALKER	4. SUPPLIES	6.72	
B	" " " "	4. " "	7.73	14.45
4569	H. F. SCHMIDT & CO.	4. " "		12.38
4570A	CHAS. SCHRIEBNER'S & SONS	2. BOOKS	55.58	
B	" " " "	2. " "	31.82	87.40
4571	SEDGWICK MACHINE WORKS	11. SERVICE CONTRACTS		24.00
4572	STILL PHOTO PRODUCTIONS	4. SUPPLIES		65.00
4573	PENSION INCREASE FUND	1. SALARIES		12.44
4574	CHAS. C. THOMAS	2. BOOKS		16.65
4575	TRACK & FIELD NEWS	2. " "		4.26
4576A	TYPEWRITER & OFFICE MACHINE	4. SUPPLIES	12.00	
B	" " " "	A. " "	135.00	147.00
4577	TOWN OF WEST ORANGE	8. MAINT. - BK.		579.71
4578	THE H. W. WILSON CO.	18. MAGAZINES		332.00
4579A	ANTHONY D. WYSOCKI AGENCY	5. INSURANCE	212.00	
B	" " " "	5. " "	132.00	344.00
4580	VAN NOSTRAND REINHOLD CO.	2. BOOKS		4.93
4581	UNIVERSITY OF MINNESOTA PRESS	2. " "		5.03
4582A	XEROX	20. XEROX	77.06	
B	" " " "	20. " "	30.70	
C	" " " "	20. " "	77.00	
D	" " " "	20. " "	80.13	264.89
4583	ORANGE MEMORIAL HOSPITAL	17. CONTINGENCY		27.00
4584	CHAS. I. NADEL, M.D.	17. CONTINGENCY		40.00
4585	PRESCRIPTION CENTER	17. CONTINGENCY		3.45
4586A	MINNA GOLINKO	19. AUDIO-VISUAL	217.50	
B	" " " "	19. " "	220.00	
C	" " " "	19. " "	183.35	620.85

CONTINUED

WEST ORANGE PUBLIC LIBRARY  
JANUARY 1970 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1970 MEETING

CHECKS ARE DATED  
JANUARY 16, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4587A	CHIVER-TALAN BOOKBINDING Co.	3. BINDING	\$ 66.50	
B	" " " "	3. "	6.50	\$ 73.00..
4588A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	3.90	
B	" " " "	2. "	15.23	
C	" " " "	2. "	3.81	
D	" " " "	2. "	24.10	
E	" " " "	2. "	35.71	
F	" " " "	2. "	.61	83.36
4589	POSTMASTER-ORANGE, N.J.	13. POSTAGE		67.00
<u>TOTAL CHECKS SUBMITTED 1/20/70 MEETING</u>				<u>\$14,711.55</u>

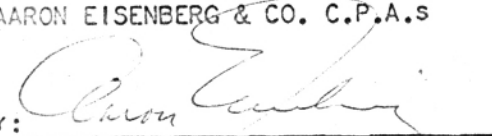
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Your library's business has been exceptionally good in the past weeks.

In order to keep up with the ever-increasing amount of daily mail and other paper work, we have:

1. Decreased book purchasing as much as possible until April 1, 1970, in order to catch up with bills on hand, etc., etc.
2. Devised a pegboard-clipboard system of keeping papers + invoices well arranged.

It is pleasant for us to be able to report that, since we set up the pegboard system, no papers have been misplaced.

We are including in this month's report a letter from Louis Lando, Town Attorney, concerning your library's parking lot problems. (The writer has already informed two citizens that their cars were illegally parked, and the cars were removed by the owners.) We have spoken a few times with Mr. Torlucci\*, and he is fully aware of the fact that we need posts, signs, chains. All those things are "in the works". Signs will be made at the State penitentiary.

Also, we have included some rules that have been used, but these rules should be approved or disapproved by the Board of Trustees, we feel.

Respectfully submitted



Robert Jonas  
Library Director

\* Letter was directed to Mr. Ehrenkranz.

\*\* of Town Hall



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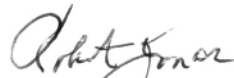
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Also, we have included some rules that have been used, but these rules should be approved or disapproved by the Board of Trustees, we feel.

Respectfully submitted



Robert Jonas  
Library Director

\* Letter was directed to Mr. Ehrenkranz.

\*\* of Town Hall

The following rules have been made for the purpose of Library  
property and of having a smoothly functioning organization:

1. Clients may not chew gum, eat, or drink (except at water fountains provided) on library property. to 2/23/70  
L. J. J.
2. Loitering will not be permitted on library property.
3. Minors must enter building without associates <sup>(except a parent)</sup> and must use library facilities singly. ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~
4. Children who are less than nine years old are not permitted in the adult section of the Main Library.
5. Noisy children must be removed from the library without delay.  
Any person with a noisy child may be asked to leave the building immediately, without any library service.
6. Putting feet on chairs or tables is prohibited.
7. Removing any signs, or other property, from their proper place, is prohibited.
8. Hiding library property is forbidden.
9. Walking on grass plots or flower plots is strictly forbidden.
10. Smoking is prohibited on library property.
11. Using library as a passageway or as a short-cut to another place is prohibited.
12. Littering is prohibited.
13. Parking in parking lot is prohibited except during the period in which the user of a car uses the facilities of the library other than the parking lot.
14. Identification and names of references may be requested by library staff at time of registration.
15. The number of borrowing cards that may be issued to clients may be limited by the library director, but if a client wishes to borrow extra material, at any time, he may purchase additional borrowing cards at 5¢ a card.
16. If a client should fail to cooperate with the library one month after a certified letter has been mailed (and acknowledged by receipt), borrowing privileges of client may be revoked until client appears before Library Board of Trustees.
17. If a client is delinquent in his dealing with the library, neither he nor any member of his immediate family may borrow material until the delinquency has been cleared.

Done

18. Client is responsible for seeing to it that each item borrowed is charged out and that each item has a date-due indicator and/or a transaction number. A charge of 25¢ will be made for each item borrowed and returned without a transaction ~~XXXXXXXX~~ number card or label.
19. A charge of 25¢ will be made for any borrowed phonograph record returned without its protective envelope.
20. A charge of 10¢ will be made for reserving any item, whether or not library owns the item.
21. An additional charge of \$1.00 will be made for special delivery service for reservations. When such a fee has been paid, a telephone call will be made to publisher, and special delivery service will be ordered. ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~
22. The 10¢ fee (and \$1.00 fee) will not be returned, nor can a reserve postal be used twice, in case a desired item is unobtainable.
23. Using emergency doors is strictly prohibited except in case of fire, etc.  
Borrowing privileges of any person who unlawfully uses an emergency exit door may be revoked by librarian for a period of 60 days...from time of offense.
24. Library property is not to be used for socializing. Persons who converse will be asked to leave premises.
25. Library vestibule is not to be used for conversing, socializing, or smoking.
26. If a client or visitor refuses to cooperate with library staff, Police Department of West Orange is to be called.
27. Library privileges of any person who knowingly damages any library property may be revoked by Library Director and his staff until a hearing is granted by Library Board of Trustees.
28. ~~X~~Persons who are under 21 <sup>may be required to</sup> must present proper identification and register.  
<sup>A study permission slip ~~must be obtained~~ from a teacher or a parent.</sup>  
<sub>may be required</sub>  
*H. H. ...  
Chgo of ...*
29. Minimum charge for a lost book will be \$2.00 in view of increased costs of purchasing, cataloging, processing.

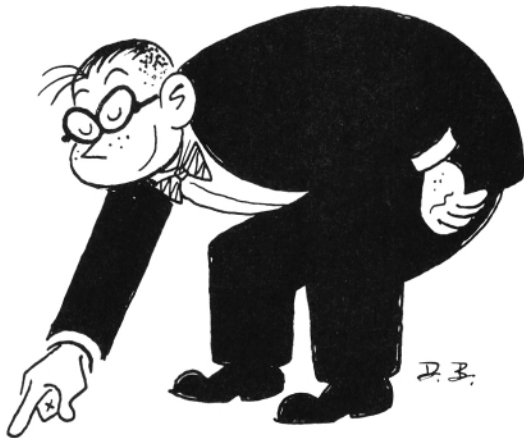
# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY

MAR 24 1970

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
6. NEW BUSINESS



WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING OF TUESDAY, FEBRUARY 24, 1970

The meeting was called to order by the Board president, Mr. Ehrenkranz, at 5:00 p.m. Present at the meeting were Mrs. Zeitlin, Miss Zimmerman, Messrs. Duess, Yeager and Jonas. Also present were Mr. Jervy and three members of the Friends of the Library, along with Mr. George Gilbert.

MINUTES - The minutes of the January 20, 1970 meeting were read. It was noted that in the Personnel Committee Report the first sentence should read "Mrs. Zeitlin asked Mr. Jonas for the list of increments due as of February 1" (not January 1). Mr. Yeager moved that the minutes be accepted as corrected. Mr. Duess seconded the motion and it was carried.

TREASURER'S REPORT

- A. BILLS PRESENTED FOR PAYMENT - In answer to Mr. Duess' questions regarding the bills for January, Mr. Jonas supplied the following clarifications:  
Item 4312 covered the cost of pictures order by Mr. Jonas for the Library Gallery.  
The services of Mr. Fritz Knowler were employed for woodworking in the Children's Room.  
Voucher No. 4347B was for portable book trucks.  
Voucher No. 4349 was for the Town of West Orange for a snowblower.

Mr. Duess moved that the Board accept for payment the bills for the month of January. Mr. Yeager seconded the motion, and it was carried.

- B. FINANCIAL STATEMENT - Mr. Yeager moved that the Financial Statement for the month of January be accepted by the Board as stated. Mr. Duess seconded the motion, and it was carried.

LIBRARY DIRECTOR'S REPORT - Mr. Jonas reported that the parking lot situation is in the working. The erection of signs will be delayed, however, until warmer weather, since the ground is too hard to be dug up.

Mr. Yeager moved that the Library Director's Report be accepted as presented. Mr. Duess seconded the motion, and it was carried.

PERSONNEL COMMITTEE REPORT - Mrs. Zeitlin moved that the following increments be granted as of February 1, 1970:

	<u>Increment</u>	<u>Present Salary</u>	<u>Revised Salary</u>
W. Baldwin	\$375	\$7250.00	\$7625.00
L. Schwartz	\$250	\$5280.00	\$5530.00
R. Jonas	\$454	\$14,312.00	\$14,766.00

Mr. Duess seconded the motion, and it was carried.

OLD BUSINESS

1. Mr. Ehrenkranz informed the Board that the Town of West Orange has requested the immediate return of the monies held in the fund for Library Fines 1968-1969, despite the loss of interest. Mr. Yeager moved that the funds, amounting to \$44,091.31 be turned over to the Town Council. Mr. Duess seconded the motion, and it was carried. Mrs. Zeitlin requested that the Board conduct an investigation into the legality of turning back these funds.

2. Annual Increments - Mr. Duess moved that the anniversary dates of all full-time employees be January 1, subject to the appropriation of \$1600 in the 1970 budget. Mrs. Zeitlin seconded the motion, and it was carried.

3. Library Rules - Considerable questioning and discussion arose concerning the Library Rules, therefore Mrs. Zeitlin moved that discussion of the rules be tabled until the next Board meeting. Mr. Duess seconded the motion, and it was carried.

4. Mr. Ehrenkranz requested that Mr. Jonas contact Mrs. Sylvia Cohen and inform her of the intra-library borrowing policy.

5. Mr. Ehrenkranz presented Mr. George Gilbert with a plaque in recognition of his long service on the Library Board.

NEW BUSINESS

1. Mrs. Zeitlin moved that Mr. Jonas direct all requests from the Town to explain Library expenditures to the Library Board of Trustees. Mr. Duess seconded the motion, and it was carried.

2. Mr. Ehrenkranz introduced ~~Miss~~<sup>Ms</sup> Rose Zimmerman as a new member of the Board.

3. Mr. Ehrenkranz designated the committees for 1970 as follows:

Financial Committee - Messrs. Yeager and Duess

Personnel Committee - Mrs. Zeitlin and ~~Miss~~<sup>Ms</sup> Zimmerman

Building and Grounds Committee - Mr. Ehrenkranz

Mr. Duess moved that the meeting be adjourned. Mrs. Zeitlin seconded the motion, and the meeting adjourned at 5:45 p.m. The next meeting of the Board will be March 24, 1970 at 4:45 p.m.

Respectfully submitted,



Elisabeth Patterson, Secretary to the Board

BOARD MEETING OF

MARCH 24, 1970

EXPENDITURE DETAIL 1970	PROPOSED BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING	EXPENDED THROUGH 2/28/70	BALANCE ON 2/28/70
1. Salaries	173,565	11,872.23	22,618.20	150,946.80
2. Books	40,000	1,309.06	7,515.94	32,484.06
3. Binding	1,000	-	277.24	722.76
4. Supplies	5,500	473.39	1,940.92	3,559.08
5. Insurance	3,500	( 51.00)	293.00	3,207.00
6. Maintenance - Main	8,100	705.55	1,824.21	6,275.79
7. Maintenance - Tory	540	-	-	540.00
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,500	13.00	611.21	888.79
9. Telephone	750	128.80	265.80	484.20
10. Community relations	300	-	-	300.00
11. Service contracts	300	83.55	242.55	57.45
12. Transportation	100	7.11	7.11	92.89
13. Postage	950	103.90	170.90	779.10
14. Conventions	200	-	-	200.00
15. Audit	150	-	-	150.00
16. Equipment	5,750	1,231.50	1,369.00	4,381.00
17. Contingency	300	-	70.45	229.55
18. Magazines	2,060	227.65	2,545.15	( 485.15)
19. Audio-visual	3,200	1,604.29	2,330.54	869.46
20. Xerox	1,200	131.21	396.10	803.90
21. Accounting services	4,800	400.00	1,200.00	3,600.00
22. CONSULTANT	2,000	-	-	2,000.00
TOTAL	255,765	\$18,240.24	\$43,678.32	\$212,086.68



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF FEBRUARY, 1970 FOR MEETING 3/24/70

BALANCE, FEBRUARY 1, 1970

1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	36,134.92	\$36,588.11	
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	23,404.38	44,091.31	
1970 FINES AND RESERVES	2,266.13		
1970 LOST BOOK FUND	160.69	2,426.82	
CASH IN LIBRARY		111.25	\$ 83,217.49

ADD: RECEIPTS, FEBRUARY, 1970

1970 FINES	1,502.27		
XEROX	274.50		
POST CARDS	.15		
MEETING ROOM	30.00		
TELEPHONE	11.64	1,818.56	
1970 LOST BOOK FUND	111.27		
BOOK SALE	173.48	284.75	2,103.31
			85,320.80

TOTAL

LESS: EXPENDITURES AND TRANSFERS - FEBRUARY 1970

EXPENDITURES - 1970 BUDGET (NET)		18,240.24	
TRANSFERS TO TOWN OF WEST ORANGE:-			
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	23,404.38	44,091.31	62,331.55

BALANCE, FEBRUARY 28, 1970

1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	17,894.68	18,347.87	
1970 FINES AND RESERVES	4,084.69		
LOST BOOK FUND	445.44	4,530.13	
CASH IN LIBRARY		111.25	\$ 22,989.25

CASH BALANCES, FEBRUARY 28, 1970

BUDGETS - NATIONAL NEWARK & ESSEX - CHECKING A/C	\$18,347.87		
FINES AND RESERVES - A/C #2752 W. ORANGE S. & L.	4,084.69		
LOST BOOK FUND - A/C #2757 W. ORANGE S. & L.	445.44		
CASH IN LIBRARY	111.25	\$ 22,989.25	

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: IN FEBRUARY, 1970 CERTIFICATE OF DEPOSIT, NUMBERS #1772, #1782 AND #1789 WEST ORANGE S. & L. TOTALLING \$44,000.00 HELD BY THE WEST ORANGE PUBLIC LIBRARY WERE ENDORSED OVER TO TOWN OF WEST ORANGE, TOGETHER WITH A CHECK FOR \$91.31. THE TOTAL AMOUNT OF \$44,091.31 REPRESENTS 1968 AND 1969 FINES AND RESERVES COLLECTED AND HELD BY THE LIBRARY.



WEST ORANGE PUBLIC LIBRARY

FEBRUARY, 1970 BILLS PRESENTED FOR PAYMENT  
AT MARCH 24, 1970 MEETING

FEBRUARY, 1970 BILLS AND CHECKS PREVIOUSLY  
SUBMITTED AT FEBRUARY 24, 1970 MEETING  
CHECKS #4297 - 4354

\$ 6,468.57

LESS: CHECKS VOIDED

#4315 HARVARD EDUCATIONAL REVIEW  
#4353 TOWN OF WEST ORANGE

	\$ 1.75	
1. SALARIES	46.06	47.81
		<u>6,420.76</u>

SUB-TOTAL

ADD: FEBRUARY, 1970 BILLS AND CHECKS PRESENTED  
AT MARCH 24, 1970 MEETING-CHECKS ARE  
DATED 2/26/70

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4355	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 331.99
4356	NATL. NEWARK & ESSEX BANK- FEB. W/T	1. "	1,398.13
4357	P.E.R.S.-FEB. PENSIONS, ETC.	1. "	534.19
4358	P.E.R.S.-FEB. CONTRIB. GROUP INS.	1. "	59.31
4359	P.E.R.S.-FEB. SUPPLEMENTAL ANNUITY	1. "	9.00
4360	TOWN OF WEST ORANGE-SOC. SEC. A/C	1. "	550.81
4361	WEST ORANGE MUNICIPAL EMP. F.C.U.	1. "	150.00
4362	TOWN OF WEST ORANGE-ADD. HOSP. INSURANCE	1. "	64.34
	PAYROLL CHECKS #4998-5052	1. "	<u>8,774.46</u>
	<u>TOTAL BUDGET EXPENDITURES-MONTH OF FEBRUARY, 1970</u>		<u>18,292.99</u>

<u>LESS: REFUND-FOWLER AGENCY</u>	5. INSURANCE	\$ 51.00	
REFUND-U. S. GOVT.	18. MAGAZINES	1.75	<u>52.75</u>
<u>NET BUDGET EXPENDITURES - MONTH OF FEBRUARY, 1970</u>			<u>18,240.24</u>

ADD: TRANSFER OF 1968 AND 1969 FINES AND RESERVES  
TO TOWN OF WEST ORANGE:-

CHECK #4363	\$ 91.31	
CERTIFICATE OF DEPOSIT #1772 W. ORANGE S. & L.	12,000.00	
CERTIFICATE OF DEPOSIT #1782 W. ORANGE S. & L.	17,000.00	
CERTIFICATE OF DEPOSIT #1789 W. ORANGE S. & L.	<u>15,000.00</u>	<u>44,091.31</u>

<u>TOTAL EXPENDITURES AND TRANSFERS - MONTH OF FEBRUARY 1970</u>	<u>\$62,331.55</u>
------------------------------------------------------------------	--------------------

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*Robert J. Jones*

*Aaron Eisenberg*  
PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: *Aaron Eisenberg*  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

*Robert Zimmerman*

WEST ORANGE PUBLIC LIBRARY

MARCH 1970 BILLS PRESENTED FOR PAYMENT  
AT MARCH 24, 1970 MEETING

CHECKS ARE DATED  
MARCH 19, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4364	WALTER BALDWIN	12. TRANSPORTATION	\$ 8.00
4365	BENNINGTON GALLERY	16. EQUIPMENT	69.50
4366	BENEFIC PRESS	2. BOOKS	222.37
4367	BOSTON BOOK AND ART SHOP	2. BOOKS	41.35
4368	R. R. BOWKER COMPANY	2. "	139.30
4369	COMMUNICATION ARTS MAGAZINE	LOST BOOK FUND	15.00
4370A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	\$ 61.56
B	" " " "	19. " "	182.24
4371A	COLLIER MACMILLON DISTR.CENTER	2. BOOKS	8.64
B	" " " "	2. "	10.62
C	" " " "	2. "	10.59
D	" " " "	2. "	155.00
4372	<del>CURTIS</del> FURNITURE CO.	17. CONTINGENCY	247.50
4373	" " " "	17. "	247.50
4374A	DIAMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	26.31
B	" " " "	2. "	250.59
C	" " " "	2. "	45.00
D	" " " "	2. "	30.66
E	" " " "	2. "	4.98
F	" " " "	2. "	161.45
G	" " " "	2. "	219.48
H	" " " "	2. "	115.62
I	" " " "	2. "	16.26
J	" " " "	2. "	3.75
K	" " " "	2. "	207.66
L	" " " "	2. "	111.99
M	" " " "	2. "	322.94
N	" " " "	2. "	8.76
O	" " " "	2. "	41.55
P	" " " "	2. "	56.94
4375	EAKINS PRESS	2. "	1,623.94
4376A	EAST ORANGE GLASS CO.	6. MAINT.-MAIN	97.21
B	" " " "	6. " "	59.12
C	" " " "	6. " "	30.80
4377	AARON EISENBERG & CO.	6. " "	22.50
4378	FEARON PUBLISHERS	21. ACCTG.SERV.	400.00
4379	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS	8.43
4380A	GAYLORD LIBRARY SUPPLIES	2. BOOKS	8.52
B	" " " "	11. SERVICE CONTRACTS	60.00
4381	HARCOURT, BRACE & WORLD, INC.	4. SUPPLIES	24.71
4382	HERTZBERG NEW METHOD, INC.	2. BOOKS	5.10
4383	R. S. KNAPP COMPANY, INC.	3. BINDING	223.45
4384	KULACS ENGINEERING SERVICE	4. SUPPLIES	2.70
4385	MC GRAW-HILL BOOK CO.	10. COMM.RELATIONS	3.82
4386	MARQUIS-WHOS WHO, INC.	2. BOOKS	3.76
4387A	CHAS. E. MERRILL PUBLISHING CO.	2. "	96.40
B	" " " "	2. "	19.13
4388A	J. M. MOREHOUSE PRINTING CO.	2. "	27.79
B	" " " "	4. SUPPLIES	47.00
C	" " " "	4. "	21.00
D	" " " "	4. "	42.90
E	" " " "	4. "	155.25
F	" " " "	4. "	84.75
4389	N.J. BELL TELEPHONE CO.	4. "	50.70
4390	ANTHONY D. WYSOCKI AGENCY	9. TELEPHONE	72.35
		5. INSURANCE	1,828.94

CHECKS ARE DATED  
MARCH 19, 1970

PAYMENT RECOMMENDED BY:

Benjamin Fleeger  
Robert Jonin

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Re Zimmerman

BOARD MEETING OF

MARCH 24, 1970

EXPENDITURE DETAIL 1970	PROPOSED BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING	EXPENDED THROUGH 2/28/70	BALANCE ON 2/28/70
1. Salaries	173,565	11,872.23	22,618.20	150,946.80
2. Books	40,000	1,309.06	7,515.94	32,484.06
3. Binding	1,000	-	277.24	722.76
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6. Maintenance - Main	8,100	705.55	1,824.21	6,275.79
7. Maintenance - Tory	540	-	-	540.00
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14. Conventions	200	-	-	200.00
15. Audit	150	-	-	150.00
16. Equipment	5,750	1,231.50	1,369.00	4,381.00
17. Contingency	300	-	70.45	229.55
18. Magazines	2,060	227.65	2,545.15	( 485.15)
19. Audio-visual	3,200	1,604.29	2,330.54	869.46
20. Xerox	1,200	131.21	396.10	803.90
21. Accounting services	4,800	400.00	1,200.00	3,600.00
22. CONSULTANT	2,000	-	-	2,000.00
TOTAL	255,765	\$18,240.24	\$43,678.32	\$212,086.68



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF FEBRUARY, 1970 FOR MEETING 3/24/70

BALANCE, FEBRUARY 1, 1970

1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	36,134.92	\$36,588.11	
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	23,404.38	44,091.31	
1970 FINES AND RESERVES	2,266.13		
1970 LOST BOOK FUND	160.69	2,426.82	
CASH IN LIBRARY		111.25	\$ 83,217.49

ADD: RECEIPTS, FEBRUARY, 1970

1970 FINES	1,502.27		
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POST CARDS	.15		
MEETING ROOM	30.00		
TELEPHONE	11.64	1,818.56	
1970 LOST BOOK FUND	111.27		
BOOK SALE	173.48	284.75	2,103.31

TOTAL

85,320.80

LESS: EXPENDITURES AND TRANSFERS - FEBRUARY 1970

EXPENDITURES - 1970 BUDGET (NET)		18,240.24	
TRANSFERS TO TOWN OF WEST ORANGE:-			
1968 FINES AND RESERVES	20,686.93		
1969 FINES AND RESERVES	23,404.38	44,091.31	62,331.55

BALANCE, FEBRUARY 28, 1970

\$ 22,989.25

1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	17,894.68	18,347.87	
1970 FINES AND RESERVES	4,084.69		
LOST BOOK FUND	445.44	4,530.13	
CASH IN LIBRARY		111.25	<u>\$ 22,989.25</u>

CASH BALANCES, FEBRUARY 28, 1970

BUDGETS - NATIONAL NEWARK & ESSEX - CHECKING A/C	\$18,347.87		
FINES AND RESERVES - A/C #2752 W. ORANGE S. & L.	4,084.69		
LOST BOOK FUND - A/C #2757 W. ORANGE S. & L.	445.44		
CASH IN LIBRARY	111.25	<u>\$ 22,989.25</u>	

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: Aaron Eisenberg  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: IN FEBRUARY, 1970 CERTIFICATE OF DEPOSIT, NUMBERS #1772, #1782 AND #1789 WEST ORANGE S. & L. TOTALLING \$44,000.00 HELD BY THE WEST ORANGE PUBLIC LIBRARY WERE ENDORSED OVER TO TOWN OF WEST ORANGE, TOGETHER WITH A CHECK FOR \$91.31. THE TOTAL AMOUNT OF \$44,091.31 REPRESENTS 1968 AND 1969 FINES AND RESERVES COLLECTED AND HELD BY THE LIBRARY.

WEST ORANGE PUBLIC LIBRARY

FEBRUARY, 1970 BILLS PRESENTED FOR PAYMENT  
AT MARCH 24, 1970 MEETING

FEBRUARY, 1970 BILLS AND CHECKS PREVIOUSLY  
SUBMITTED AT FEBRUARY 24, 1970 MEETING  
CHECKS #4297 - 4354

\$ 6,468.57

LESS: CHECKS VOIDED

#4315 HARVARD EDUCATIONAL REVIEW  
#4353 TOWN OF WEST ORANGE

	\$ 1.75	
1. SALARIES	46.06	47.81
		<u>6,420.76</u>

SUB-TOTAL

ADD: FEBRUARY, 1970 BILLS AND CHECKS PRESENTED  
AT MARCH 24, 1970 MEETING-CHECKS ARE  
DATED 2/26/70

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4355	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 331.99
4356	NATL. NEWARK & ESSEX BANK-FEB. W/T	1. "	1,398.13
4357	P.E.R.S.-FEB. PENSIONS, ETC.	1. "	534.19
4358	P.E.R.S.-FEB. CONTRIB. GROUP INS.	1. "	59.31
4359	P.E.R.S.-FEB. SUPPLEMENTAL ANNUITY	1. "	9.00
4360	TOWN OF WEST ORANGE-SOC. SEC. A/C	1. "	550.81
4361	WEST ORANGE MUNICIPAL EMP. F.C.U.	1. "	150.00
4362	TOWN OF WEST ORANGE-ADD. HOSP. INSURANCE	1. "	64.34
PAYROLL CHECKS #4998-5052			<u>8,774.46</u>
<u>TOTAL BUDGET EXPENDITURES-MONTH OF FEBRUARY, 1970</u>			<u>18,292.99</u>

<u>LESS: REFUND-FOWLER AGENCY</u>	5. INSURANCE	\$ 51.00	
REFUND-U. S. GOVT.	18. MAGAZINES	1.75	<u>52.75</u>
<u>NET BUDGET EXPENDITURES - MONTH OF FEBRUARY, 1970</u>			<u>18,240.24</u>

ADD: TRANSFER OF 1968 AND 1969 FINES AND RESERVES  
TO TOWN OF WEST ORANGE:-

CHECK #4363	\$ 91.31	
CERTIFICATE OF DEPOSIT #1772 W. ORANGE S. & L.	12,000.00	
CERTIFICATE OF DEPOSIT #1782 W. ORANGE S. & L.	17,000.00	
CERTIFICATE OF DEPOSIT #1789 W. ORANGE S. & L.	<u>15,000.00</u>	<u>44,091.31</u>

TOTAL EXPENDITURES AND TRANSFERS - MONTH OF FEBRUARY 1970 \$62,331.55

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

*[Handwritten signatures: Robert J. ... and Benjamin ...]*

*[Handwritten signature: Aaron Eisenberg]*

PREPARED WITHOUT AUDIT.  
AARON EISENBERG & CO. C.P.A.s

BY: *[Handwritten signature: Aaron Eisenberg]*  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

*[Handwritten signature: Ben Zimmerman]*



WEST ORANGE PUBLIC LIBRARY

MARCH 1970 BILLS PRESENTED FOR PAYMENT  
AT MARCH 24, 1970 MEETING

CHECKS ARE DATED  
MARCH 19, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4364	WALTER BALDWIN	12. TRANSPORTATION	\$ 8.00
4365	BENNINGTON GALLERY	16. EQUIPMENT	69.50
4366	BENEFIC PRESS	2. BOOKS	222.37
4367	BOSTON BOOK AND ART SHOP	2. BOOKS	41.35
4368	R. R. BOWKER COMPANY	2. "	139.30
4369	COMMUNICATION ARTS MAGAZINE	LOST BOOK FUND	15.00
4370A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	\$ 61.56
B	" " "	19. " "	182.24
4371A	COLLIER MACMILLON DISTR. CENTER	2. BOOKS	8.64
B	" " " "	2. "	10.62
C	" " " "	2. "	10.59
D	" " " "	2. "	155.00
4372	CARTER FURNITURE CO.	17. CONTINGENCY	247.50
4373	" " " "	17. "	247.50
4374A	DIAMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	26.31
B	" " " "	2. "	250.59
C	" " " "	2. "	45.00
D	" " " "	2. "	30.66
E	" " " "	2. "	4.98
F	" " " "	2. "	161.45
G	" " " "	2. "	219.48
H	" " " "	2. "	115.62
I	" " " "	2. "	16.26
J	" " " "	2. "	3.75
K	" " " "	2. "	207.66
L	" " " "	2. "	111.99
M	" " " "	2. "	322.94
N	" " " "	2. "	8.76
O	" " " "	2. "	41.55
P	" " " "	2. "	56.94
4375	EAKINS PRESS	2. "	1,623.94
4376A	EAST ORANGE GLASS CO.	6. MAINT.-MAIN	59.12
B	" " " "	6. " "	30.80
C	" " " "	6. " "	22.50
4377	AARON EISENBERG & CO.	21. ACCTG. SERV.	400.00
4378	FEARON PUBLISHERS	2. BOOKS	8.43
4379	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS	8.52
4380A	GAYLORD LIBRARY SUPPLIES	11. SERVICE CONTRACTS	60.00
B	" " " "	4. SUPPLIES	24.71
4381	HARCOURT, BRACE & WORLD, INC.	2. BOOKS	5.10
4382	HERTZBERG NEW METHOD, INC.	3. BINDING	223.45
4383	R. S. KNAPP COMPANY, INC.	4. SUPPLIES	2.70
4384	KULACS ENGINEERING SERVICE	10. COMM. RELATIONS	3.82
4385	MC GRAW-HILL BOOK CO.	2. BOOKS	3.76
4386	MARQUIS-WHOS WHO, INC.	2. "	96.40
4387A	CHAS. E. MERRILL PUBLISHING CO.	2. "	19.13
B	" " " "	2. "	27.79
4388A	J. M. MOREHOUSE PRINTING CO.	4. SUPPLIES	47.00
B	" " " "	4. "	21.00
C	" " " "	4. "	42.90
D	" " " "	4. "	155.25
E	" " " "	4. "	84.75
F	" " " "	4. "	50.70
4389	N.J. BELL TELEPHONE CO.	9. TELEPHONE	72.35
4390	ANTHONY D. WYSOCKI AGENCY	5. INSURANCE	1,828.94

CHECKS ARE DATED  
MARCH 19, 1970

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Pre Zimmerman



3/24/70

Mr. Yeager questioned  
bill for Curtis Furn. Co.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, MARCH 24, 1970

The meeting was called to order by Board president, Mr. Ehrenkranz, at 4:50 p.m. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, Mr. Yeager, Mr. Duess, and Mr. Jonas. Also present at the meeting were Mr. Jervey and Mrs. Wodas.

MINUTES: The minutes of the February 24, 1970 meeting were read. It was noted that Mr. Duess' name had been omitted from the Building and Grounds Committee. It was also noted that Miss Rose Zimmerman should be Mrs. Rose Zimmerman. Mr. Duess moved that the minutes of the February meeting be accepted as corrected, Mr. Yeager seconded the motion, and it was carried.

TREASURER'S REPORT :

A. BILLS PRESENTED FOR PAYMENT - Mr. Yeager questioned the bill for the Curtis Furniture Company. Mr. Jonas explained that the bill was for reupholstering two couches at a cost of \$247.50 each. Mrs. Zeitlin questioned the low balance remaining in the Audio-Visual fund. Mr. Jonas explained that he had order equipment early in the year in order that their benefits could be enjoyed throughout the year. He further explained that the only items to be bought out of the Audio-Visual fund for the rest of the year were records, and that the Lost Book Fund could be used to compensate for the low balance.

Mr. Duess moved the Bills Presented for Payment for the month of February be accepted for payment. Mrs. Zimmerman seconded the motion, and it was carried.

B. FINANCIAL STATEMENT - Mr. Ehrenkranz read a letter which he received from Mr. Skarbnik informing the Board that the sum of \$4500, previously omitted from the Mayor's recommended budget and then subsequently recommended by the Mayor to be added to said budget, has been informally approved by the Town Council. Therefore, it is expected that upon approval of the 1970 annual budget, \$4500 for Library employees will be included in the budget.

Mr. Yeager moved the Financial Statement for February be accepted as stated, Mr. Duess seconded the motion, and it was carried.

LIBRARY DIRECTOR'S REPORT: Mr. Yeager moved the Secretary of the Board write a letter of thanks to the Friends of the Library in appreciation for the case which they presented to the Library. Mrs. Zeitlin seconded the motion, and it was carried.

Mr. Yeager moved that the Board accept the Library Director's Report as stated. Mrs. Zimmerman seconded the motion, and it was carried.

PERSONNEL COMMITTEE REPORT: Mrs. Zeitlin reported that she had received no recommendations for increments. Mr. Jonas said that he would check on whether any increments had come due for the next meeting.

Mrs. Zimmerman suggested that Library employees were identification tags so that they can receive personal recognition from Library patrons for special services that they perform. Mr. Jonas said that he was taking steps to order such name tags.

OLD BUSINESS: Mr. Duess questioned whether any further action had been taken in reference to the Library Rules. The Board was in general agreement that Mr. Jonas should use his own discretion in handling questionable situations. It was decided that since a formal set of Library rules could not possibly cover every situation that may arise, the Board would not adopt such rules at this time.

NEW BUSINESS:

1. Mr. Duess informed the Board that he had received a request by Mrs. Gershon that the Friends of the Library use the Savings and Loan facilities for their book sale, and that her request has been granted.
2. Mr. Yeager suggested that the Board obtain names and fees of several Library consultants, in view of the fact that the Library would probably be granted \$2000 in consultant fees. Mrs. Zeitlin suggested that the Board get in touch with the Rutgers Library School for the names of such consultants.
3. Mr. Jonas reported that if the Town could lend some men to dig holes, flowers would be planted outside the Library.

Mr. Ehrenkranz moved that the meeting be adjourned. Mr. Yeager seconded the motion. The motion was carried, and the meeting adjourned at 5:25 p.m.

The next Board meeting has been set for April 21, 1970 at 4:45 p.m.

Respectfully submitted,



Elizabeth A. Patterson

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF MARCH, 1970 FOR MEETING 4/28/70

BALANCE, MARCH 1, 1970

1967 BUDGET	\$ 150.00	
1968 BUDGET	153.19	
1969 BUDGET	150.00	
1970 BUDGET	<u>17,894.68</u>	\$18,347.87
1970 FINES AND RESERVES	4,084.69	
1970 LOST BOOK FUND	<u>445.44</u>	4,530.13
CASH IN LIBRARY		<u>111.25</u> \$ 22,989.25

ADD: RECEIPTS, MARCH, 1970

1970 FINES	1,652.31	
XEROX	278.55	
POST CARDS	.20	
INTEREST	34.53	
TELEPHONE	<u>10.48</u>	1,976.07
1970 LOST BOOK FUND	111.96	
BOOK SALE	159.16	
INTEREST	<u>3.47</u>	274.59
		<u>2,250.66</u>

TOTAL

25,239.91

LESS: EXPENDITURES - MARCH 1970

EXPENDITURES - 1970 BUDGET	23,410.46	
LOST BOOK FUND	<u>17.25</u>	23,427.71

BALANCE, MARCH 31, 1970

\$ 1,812.20

1967 BUDGET	150.00	
1968 BUDGET	153.19	
1969 BUDGET	150.00	
1970 BUDGET	<u>(5,515.78)</u>	( 5,062.59)
1970 FINES AND RESERVES	6,060.76	
LOST BOOK FUND	<u>702.78</u>	6,763.54
CASH IN LIBRARY		<u>111.25</u>

CASH BALANCES, MARCH 31, 1970

\$ 1,812.20

BUDGETS - NATIONAL NEWARK & ESSEX - CHECKING A/C	(\$ 5,079.84)	
FINES AND RESERVES - A/C #2752 W.ORANGE S. & L.	6,060.76	
LOST BOOK FUND - A/C #2757 W.ORANGE S. & L.	720.03	
CASH IN LIBRARY	<u>111.25</u>	<u>\$ 1,812.20</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: Aaron Eisenberg

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

NOTE: ON APRIL 10, 1970, THE AMOUNT OF \$61,588.00 WAS RECEIVED FROM TOWN OF WEST ORANGE FOR THE SECOND QUARTER'S BUDGET ACCOUNT. THE AMOUNT OF \$40,000.00 WAS DEPOSITED IN A SAVINGS ACCOUNT AND THE BALANCE OF \$21,588.00 WAS DEPOSITED IN THE CHECKING A/C.

BOARD MEETING OF

APRIL 28, 1970

EXPENDITURE DETAIL  
1970PROPOSED  
BUDGET OF  
1970ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETING.EXPENDED  
THROUGH  
3/31/70BALANCE ON  
3/31/70

1. Salaries	173,565	13,071.88	35,690.08	137,874.92
2. Books	40,000	4,422.83	11,938.77	28,061.23
3. Binding	1,000	223.45	500.69	499.31
4. Supplies	5,500	672.87	2,613.79	2,886.21
5. Insurance	3,500	1,828.94	2,121.94	1,378.06
6. Maintenance - Main	8,100	1,386.64	3,210.85	4,889.15
7. Maintenance - Tory	540	135.00	135.00	405.00
8. Maintenance - Mobilibrary including gasoline, oil, repairs	1,500		611.21	888.79
9. Telephone	750	72.35	338.15	411.85
10. Community relations	300	30.82	30.82	269.18
11. Service contracts	300	60.00	302.55	( 2.55)
12. Transportation	100	18.76	25.87	74.13
13. Postage	950	67.00	237.90	712.10
14. Conventions	200			200.00
15. Audit	150			150.00
16. Equipment	5,750	182.50	1,551.50	4,198.50
17. Contingency	300	504.57	575.02	( 275.02)
18. Magazines	2,060	5.50	2,550.65	( 490.65)
19. Audio-visual	3,200	243.80	2,574.34	625.66
20. Xerox	1,200	83.55	479.65	720.35
21. Accounting services	4,800	400.00	1,600.00	3,200.00
22. CONSULTANT	2,000			2,000.00
TOTAL	255,765	\$23,410.46	\$67,088.78	\$188,676.22



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO., C.P.A.s

BY

CERTIFIED PUBLIC ACCOUNTANT

Circulation of various items is showing a steady improvement over last year's records.

Miss Jean Rapicano gave a marionette show for two groups of children at the end of the story-telling sessions. As usual, Miss Rapicano's work was greeted enthusiastically by children and their parents.

Postal service has been so faulty, in the matter of our reserve postal card mailings, that we are going to suggest that an envelope be used, with reserve card inside, and that six-cent postage be used. Extra printing and extra postage call for a review of our low charge for reserving an item, we feel.

Each room of your library will be "neatened", within a few weeks. Three rooms are awaiting "treatment", and our summer staff will aid in this project.

Last month we reported that we are busy. This month we state:

Are we busy !!!

## CIRCULATION, APRIL, 1970

## APRIL, 1969

M-A	16780
M-J	6635
TC-A	164
TC-J	258
MOB-A	1371
MOB-J	2234
	<u>27442</u>

15494
6354
163
370
1192
1841
<u>25414</u>

Respectfully submitted

  
Robert Jonas  
Library Director

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, APRIL 28, 1970

The meeting was called to order by Board president, Mr. Ehrenkranz, at 4:45 p.m. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, Mr. Yeager, Mr. Duess, and Mr. Jonas.

MINUTES: The minutes of the March 24, 1970 meeting were read. Mr. Duess moved that the March minutes be accepted as stated, Mr. Yeager seconded the motion, it was carried unanimously.

TREASURER'S REPORT:

A. BILLS PRESENTED FOR PAYMENT - In reply to Mr. Duess' questions, Mr. Jonas explained that \$44.34 had been spent for shadow boxes, and \$44.31 was spent on a picture by Sel Gross.

Mr. Yeager moved that the bills presented for payment for the month of March be accepted for payment. Mrs. Zeitlin seconded the motion, it was carried unanimously.

B. FINANCIAL STATEMENT - Mr. Duess moved that the financial statement be accepted as stated, Mrs. Zeitlin seconded the motion, it was carried unanimously.

A discussion followed regarding the 1970 Budget. Mrs. Zimmerman moved that, since the Budget was supposed to be approved as it was presented to the Town Council plus the sum of \$1600, Mr. Duess meet with the Council President to clarify the cut in the Budget and that Mr. Duess make a presentation of his findings at the next Board meeting. Mrs. Zeitlin seconded the motion, it was passed unanimously.

LIBRARY DIRECTOR'S REPORT: Mrs. Zeitlin moved that the Library Director's Report be accepted as stated, Mr. Duess seconded the motion, it was carried unanimously.

PERSONNEL COMMITTEE REPORT: Mrs. Zeitlin moved that the following increments be granted as of May 1, 1970. Mrs. Zimmerman seconded the motion, it was passed unanimously.

NAME	INCREMENT	PRESENT SALARY	REVISED SALARY
Mr. Ford	\$250.00	\$4560	\$4810
Mrs. Mulvihill	\$.10/hr	\$2.00/hr	\$2.10/hr

OLD BUSINESS : Mr. Jonas reported that he is in receipt of a listing of building consultants operating in the New Jersey area. A discussion followed stressing the importance of selecting a consultant qualified to determine the needs of the West Orange Library. Mr. Yeager suggested that Mrs. Zeitlin, Mrs. Zimmerman, and Mr. Jonas investigate the work done by the consultants recommended.

NEW BUSINESS:

Mr. Yeager moved that the Board allow Mr. Jonas to make a one-month passbook loan at the end of May if money be needed. Mrs. Zeitlin seconded the motion, the motion was carried, Mr. Duess abstained from voting.

It was suggested that the Board Secretary write a letter of thanks to Mrs. Luther Reynolds for the flowers she presented to the Library. Mr. Duess agreed to write the letter.

Mr. Duess moved that the meeting be adjourned. Mrs. Zimmerman seconded the motion, and the meeting was adjourned at 5:30 p.m.

The next board meeting is set for May 26, 1970 at 4:45 p.m.

Respectfully submitted,

*Elizabeth Ann Patterson*  
Elizabeth Ann Patterson

WEST ORANGE PUBLIC LIBRARY

APRIL 1970 BILLS PRESENTED FOR PAYMENT  
AT APRIL 28, 1970 MEETING

CHECKS ARE DATED  
APRIL 24, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4420	AFRO AMERICAN COMPANY	18. MAGAZINES	\$ 8.50
4421	AMERICAN LIBRARY ASSO.	2. BOOKS	4.50
4422	BRENNER DESK CO.	16. EQUIPMENT	64.00
4423	BRADFORD ROOFING	6. MAINT. - MAIN	680.00
4424	DOROTHY CHESNUT	14. CONVENTIONS	15.70
4425	E. L. CONGDON LUMBER CO.	16. EQUIPMENT	39.76
4426	DEMCO EDUCATIONAL CORP.	4. SUPPLIES	9.00
4427A	DIAMONDSTEIN BOOK CO. INC.	2. BOOKS	\$ 111.63
B	" " " "	2. "	289.11
C	" " " "	2. "	138.42
D	" " " "	2. "	139.01
E	" " " "	2. "	115.50
F	" " " "	2. "	22.05
G	" " " "	2. "	119.79
H	" " " "	2. "	74.93
4428	AARON EISENBERG & CO.	21. ACCTG. SVCS.	1,010.44
4429	GENERAL ELECTRIC SUPPLY CO.	16. EQUIPMENT	400.00
4430	GATE HOUSE FRAME CO.	19. AUDIO VISUAL	18.42
4431	MRS. SAL GROSS	LOST BOOK FUND	529.10
4432	JOSEPH HANNABACH	16. EQUIPMENT	240.00
4433	HERMES ENGRAVERS, INC.	16. "	66.50
4434A	IVEL CORPORATION	16. "	24.64
B	" "	16. "	224.00
4435	KOPEL CREATIVE PRODUCTION SERVICES	16. "	225.00
4436	MCGRAW HILL BOOKSTORE	10. COMMUNITY RELATIONS	449.00
4437	J.M.MOREHOUSE PRINTING CO.	2. BOOKS	22.50
4438	NATIONAL ASSOCIATION OF SOCIAL WORKERS, INC.	10. COMMUNITY RELATIONS	31.80
4439	N.J. BELL TELEPHONE CO.	2. BOOKS	62.50
4440	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	5.03
4441	NATIONAL FUEL OIL CO.	9. 'PHONE	78.55
4442	N.J. LEGISLATIVE MANUAL	2. BOOKS	9.85
4443	E. & M. O'HARA, INC.	6. MAINT. - MAIN	335.21
4444	PUBLIC SERVICE ELECTRIC & GAS	2. BOOKS	12.00
4445	POLITICAL RESEARCH, INC.	6. MAINT. - MAIN	29.52
4446	FRANK REFINSKI	6. MAINT. - MAIN	423.39
4447A	A. H. ROEMER	2. BOOKS	61.25
B	" " "	6. MAINT. - MAIN	25.00
C	" " "	2. BOOKS	215.15
D	" " "	2. "	121.83
E	" " "	2. "	28.12
F	" " "	2. "	77.75
G	" " "	2. "	160.18
4448A	HENRY F. SCHMIDT CO.	2. "	114.80
B	" " " "	2. "	114.80
4449	PETER SMITH PUBLISHER, INC.	2. "	108.03
4450	ROBERT W. SHIEL	4. SUPPLIES	825.86
		4. "	40.68
		2. BOOKS	16.47
		6. MAINT.-MAIN	57.15
			7.33
			22.00



WEST ORANGE PUBLIC LIBRARY

MARCH, 1970 BILLS PRESENTED FOR PAYMENT  
AT APRIL 28, 1970 MEETING

CHECKS ARE DATED  
MARCH 26, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4410	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 331.99
4411	NATIONAL NEWARK & ESSEX BANK- MARCH W/T		1,360.30
4412	VOID		
4413	P.E.R.S.-MAR. CONTRIB.GROUP INS.	1. SALARIES	63.24
4414	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	9.00
4415	TOWN OF WEST ORANGE-SOC.SEC. A/C	1. "	535.37
4416	TOWN OF WEST ORANGE MUNICIPAL EMP. F.C.U.	1. "	150.00
4417	TOWN OF WEST ORANGE-SOC. SEC. A/C	1. "	1,585.52
4418	TOWN OF WEST ORANGE-SOC. SEC. ACCT.	1. "	532.86
PAYROLL CHECKS #5053-5109		1. "	8,502.60
4418	TOWN OF WEST ORANGE-SOC. SEC. ACCT. ADMINISTRATIVE CHARGE	1. "	1.00
<u>TOTAL VOUCHERS #4410-4419</u>			<u>13,071.88</u>
<u>ADD: NET BUDGET EXPENDITURES BY CHECKS DATED</u> <u>MARCH 19, 1970 PRESENTED AT MARCH 24,</u> <u>1970 MEETING</u>			<u>10,338.58</u>
<u>TOTAL BUDGET EXPENDITURES MONTH OF MARCH 1970</u>			<u>\$23,410.46</u>

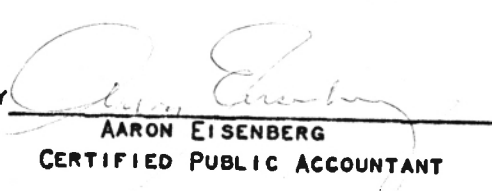
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY

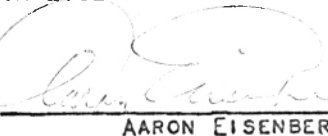
  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF APRIL, 1970 FOR MEETING 5/26/70

<u>BALANCE, APRIL 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	(5,515.78)	(\$ 5,062.59)	
1970 FINES AND RESERVES	6,060.76		
1970 LOST BOOK FUND	702.78	6,763.54	
CASH IN LIBRARY		111.25	\$ 1,812.20
<u>ADD: RECEIPTS, APRIL, 1970</u>			
1970 BUDGET		61,588.00	
FINES	1,823.01		
XEROX	211.15		
POST CARDS	.60		
MEETING ROOM	20.00	2,054.76	
1970 LOST BOOK FUND	146.74		
BOOK SALE	109.86	256.60	63,899.36
			65,711.56
<u>TOTAL</u>			
<u>LESS: EXPENDITURES - APRIL 1970</u>			
EXPENDITURES - 1970 BUDGET		18,600.66	
LOST BOOK FUND		258.95	18,859.61
			\$46,851.95
<u>BALANCE, APRIL 30, 1970</u>			
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	37,471.56	37,924.75	
1970 FINES AND RESERVES	8,115.52		
LOST BOOK FUND	700.43	8,815.95	
CASH IN LIBRARY		111.25	
			\$46,851.95
<u>CASH BALANCES, APRIL 30, 1970</u>			
BUDGETS - NATIONAL NEWARK & ESSEX - CHECKING A/c		( 2,351.45)	
A/c #2828 WEST ORANGE S & L		40,000.00	
TOTAL BUDGETS		37,648.55	
FINES AND RESERVES - A/c #2752 W. ORANGE S. & L.		8,115.52	
LOST BOOK FUND - A/c #2757 W. ORANGE S. & L.		976.63	
CASH IN LIBRARY		111.25	\$46,851.95

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: ON MAY 1, 1970 THE AMOUNT OF \$2,400 WAS TRANSFERRED FROM THE BUDGET SAVINGS A/c #2828 WEST ORANGE S & L TO THE BUDGET CHECKING ACCOUNT - NATIONAL NEWARK AND ESSEX TO COVER CHECKS ISSUED 4/28/70 BUT NOT MAILED UNTIL 5/1/70.

## BUDGET REPORT

## WEST ORANGE PUBLIC LIBRARY

FORM 400

BOARD MEETING OF

MAY 26, 1970

ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETINGEXPENDED  
THROUGH  
4/30/70BALANCE ON  
4/30/70EXPENDITURE DETAIL  
1970BUDGET OF  
1970requested  
173,565requested  
8,100requested  
1,500

1. Salaries	171,124	13,117.49	48,807.57	122,316.43
2. Books	40,000	1,976.01	13,914.78	26,085.22
3. Binding	1,000		500.69	499.31
4. Supplies	5,500	103.71	2,717.50	2,782.50
5. Insurance	3,500		2,121.94	1,378.06
6. Maintenance - Main	6,600	1,515.12	4,725.97	1,874.03
Maintenance - Tory	540		135.00	405.00
8. Maintenance - Mobilibrary including gasoline, oil, repairs	1,000		611.21	388.79
9. Telephone	750	78.55	416.70	333.30
10. Community relations	300	85.00	115.82	184.18
11. Service contracts	300		302.55	- ( 2.55)
12. Transportation	100	5.82	31.69	68.31
13. Postage	950	79.00	316.90	633.10
14. Conventions	200	33.04	33.04	166.96
15. Audit	150			150.00
16. Equipment	5,750	662.32	2,213.82	3,536.18
17. Contingency	300		575.02	-( 275.02)
18. Magazines	2,060	15.50	2,566.15	-( 506.15)
19. Audio-visual	3,200	529.10	3,103.44	96.56
20. Xerox	1,200		479.65	720.35
21. Accounting services	4,800	400.00	2,000.00	2,800.00
22. CONSULTANT	2,000			2,000.00
TOTAL	251,324	\$18,600.66	\$85,689.44	\$165,634.56



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

APRIL, 1970 BILLS PRESENTED FOR PAYMENT  
AT MAY 26, 1970 MEETING

CHECKS ARE DATED  
APRIL 28, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4454	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 331.99
4455	NATL. NEWARK & ESSEX - APRIL W/T	1. "	1,640.93
4456	P.E.R.S. CONTRIB.GROUP INS.	1. "	67.59
4457	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	9.00
4458	TOWN OF WEST ORANGE-S.S. EMPLOYEE	1. "	613.71
4459	TOWN OF WEST ORANGE-EMPLOYEE MUN. EMP. F.C.U.	1. "	150.00
4460	P.E.R.S. - PENSION & LOAN- APRIL	1. "	584.14
PAYROLL CHECKS #5110-5166			9,720.13
TOTAL VOUCHERS #4454 THRU 4460			13,117.49
ADD: NET BUDGET EXPENDITURES BY CHECKS DATED APRIL 24, 1970 PRESENTED AT APRIL 28, 1970 MEETING			5,483.17
<u>TOTAL BUDGET EXPENDITURES MONTH OF APRIL 1970</u>			<u>\$18,600.66</u>

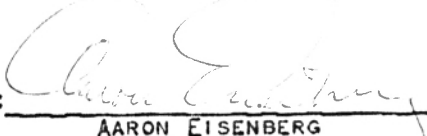
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

MAY 1970 BILLS PRESENTED FOR PAYMENT  
AT MAY 26, 1970 MEETING

CHECKS ARE DATED  
MAY 20, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4461	ACADEMIC PRESS, INC.	2. BOOKS	\$ 18.64
4462	APPLETON-CENTURY CRAFTS, INC.	2. "	6.03
4463	BOOKS FOR LIBRARIES, INC.	2. "	167.25
4464A	R. R. BOWKER COMPANY	2. "	\$ 27.50
B	" " " "	2. "	12.25
C	" " " "	2. "	16.50
4465	JAMES BROWN & SON	3. BINDING	76.90
4466	BRUNNER NAGEL, INC.	2. BOOKS	21.00
4467A	CHAMBERS RECORD CORP.	10. AUDIO VISUAL	159.12
B	" " " "	10. " "	8.42
C	" " " "	10. " "	160.58
D	" " " "	10. " "	40.11
4468	DOROTHY CHESNUT	14. CONVENTIONS	368.23
4469	COLLEGE ENTRANCE EXAMINATION BOARD		47.15
4470	COMMONWEALTH WATER CO.	2. BOOKS	19.00
4471	COMMUNICATION ARTS MAGAZINE	6. MAINT.-MAIN	47.88
4472A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	12.50
B	" " " "	2. "	107.80
C	" " " "	2. "	13.72
D	" " " "	2. "	23.79
E	" " " "	2. "	21.90
F	" " " "	2. "	93.75
G	" " " "	2. "	239.62
H	" " " "	2. "	130.99
I	" " " "	2. "	28.55
J	" " " "	2. "	135.89
K	" " " "	2. "	155.33
L	" " " "	2. "	-( 4.38)
M	" " " "	2. "	125.42
N	" " " "	2. "	94.66
O	" " " "	2. "	202.06
P	" " " "	2. "	20.68
Q	" " " "	2. "	114.45
R	" " " "	2. "	219.82
S	" " " "	2. "	3.72
T	" " " "	2. "	276.78
U	" " " "	2. "	22.34
V	" " " "	2. "	189.73
W	" " " "	2. "	-( 3.10)
X	" " " "	2. "	10.65
Y	" " " "	2. "	106.41
Z	" " " "	2. "	133.20
AA	" " " "	2. "	50.04
BB	" " " "	2. "	52.46
CC	" " " "	2. "	133.09
DD	" " " "	2. "	37.50
			17.76
4473	DIRECTORY PUBLISHERS CO.		2,754.63
4474A	DOUBLEDAY & Co.	2. "	7.00
B	" " " "	2. "	15.26
		2. "	8.61
4475	EDUCATIONAL DIRECTORIES, INC.	2. "	23.87
4476	AARON EISENBERG & Co.	21. ACCTG. SVCS.	17.07
4477	GANN LAW BOOKS	2. BOOKS	400.00
4478A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	50.00
B	" " " "	4. "	56.81
C	" " " "	4. "	22.50
D	" " " "	4. "	10.00
		4. "	35.00
			124.31

WEST ORANGE PUBLIC LIBRARY

MAY 1970 BILLS PRESENTED FOR PAYMENT  
AT MAY 26, 1970 MEETING

CHECKS ARE DATED  
MAY 20, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4479	HARCOURT, BRACE & WORLD, INC.	2. BOOKS	\$	9.92
4480	ROBERT JONAS	14. CONVENTIONS		60.94
4481	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	2. BOOKS		13.50
4482	R. S. KNAPP COMPANY, INC.	4. SUPPLIES		3.10
4483	JOURNAL OF STUDIES ON ALCOHOL	2. BOOKS		9.27
4484	J. B. LIPPINCOTT COMPANY	2. "		13.12
4485	MOODY'S INVESTORS SERVICE, INC.	2. "		150.00
4486	MOONEY-GENERAL PAPER COMPANY	4. SUPPLIES		20.16
4487	J.M. MOREHOUSE PRINTING CO. INC.	4. "		35.00
4488A	MCGRAW-HILL BOOK COMPANY	2. BOOKS	\$ 3.70	
B	" " " "	2. "	1.56	
C	" " " "	2. "	30.11	35.37
4489	NAME-O-PLATE	4. SUPPLIES		43.32
4490	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN		344.85
4491	N.J. STATE LEAGUE OF MUNICIPAL- ITIES	2. BOOKS		5.00
4492A	THE PAPERBACK BOOK SHOP	2. "	37.46	
B	" " " "	2. "	18.00	
C	" " " "	2. "	4.68	60.14
4493	PENNETTA AND CHRISTIANSEN, INC.	6. MAINT.-MAIN		48.00
4494	POSTMASTER, ORANGE, N.J.	13. POSTAGE		67.00
4495	PUBLIC SERVICE ELEC. & GAS CO.	6. MAINT.-MAIN		419.94
4496	JEAN RAPICANO	10. COMMUNITY REL.		75.00
4497	LOLA REED	14. CONVENTIONS		17.70
4498	FRANK REFINSKI	6. MAINT.-MAIN		25.00
4499	REGENT BOOK COMPANY	2. BOOKS		9.01
4500A	A. H. ROEMER COMPANY, INC.	2. "	407.33	
B	" " " "	2. "	181.30	588.63
4501	SEDGWICK MACHINE WORKS, INC.	6. MAINT.-MAIN		37.90
4502	STANDARD & POOR'S CORP.	2. BOOKS		868.00
4503	HENRY F. SCHMIDT & CO.	4. SUPPLIES		75.50
4504	SUBURBAN LIFE MAGAZINE	18. MAGAZINES		6.50
4505	TAPLINGER PUBLISHING CO. INC.	2. BOOKS		26.97
4506	TEACHERS COLLEGE PRESS	2. "		15.36
4507	THOMAS PUBLISHING COMPANY	2. "		39.75
4508	THE VIKING PRESS, INC.	2. "		99.21
4509	W. ORANGE COMMUNITY HOUSE	7. MAINT.-TORY		135.00
4510	THE H.W. WILSON COMPANY	2. BOOKS		16.00
4511A	XEROX CORP.	20. XEROX	82.38	
B	" "	20. "	28.60	110.98
4512	PETTY CASH-VOUCHERS A-S	2. BOOKS	6.25	
		4. SUPPLIES	17.92	
		8. MOBILIBRARY-MAINT.	.41	
		14. CONVENTION-REED	40.00	
		12. TRANSPORTATION	9.05	
		13. POSTAGE	16.00	
		18. MAGAZINES	4.20	
		LOST BOOK FUND	4.90	98.73

TOTAL CHECKS SUBMITTED DATED 5/20/70  
FOR MEETING OF 5/26/70 - FORWARD

\$7,801.58

WEST ORANGE PUBLIC LIBRARY

MAY 1970 BILLS PRESENTED FOR PAYMENT  
AT MAY 26, 1970 MEETING

CHECKS ARE DATED  
MAY 20, 1970

VOUCHER  
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

TOTAL CHECKS SUBMITTED DATED 5/20/70  
FOR MEETING OF 5/26/70 - FORWARDED

\$ 7,801.58

LESS:

4512

PETTY CASH

LOST BOOK FUND

4.90

NET BUDGET EXPENDITURES BY CHECKS  
DATED 5/20/70

\$ 7,796.68

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

APRIL 1970 BILLS PRESENTED FOR PAYMENT  
AT APRIL 28, 1970 MEETING

CHECKS ARE DATED  
APRIL 24, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4451	TYPO GRAPHICS COMMUNICATIONS, INC.	4. SUPPLIES	\$ 22.18
4452	POSTMASTER, ORANGE	12. POSTAGE	67.00
4453	PETTY CASH-VOUCHERS A-M	2. BOOKS	\$ 7.95
		4. SUPPLIES	15.38
		12. TRANS.	5.82
		13. POSTAGE	12.00
		14. CONVENTIONS	17.34
		18. MAGAZINES	7.00
		LOST BOOK FUND	18.95
			<u>84.44</u>
		TOTAL CHECKS SUBMITTED DATED 4/24/70 FOR MEETING OF 4/28/70	<u>5,742.12</u>
		LESS:	
4431	MRS. SAL GROSS	LOST BOOK FUND	240.00
4453	PETTY CASH	LOST BOOK FUND	18.95
			<u>258.95</u>
		NET BUDGET EXPENDITURES BY CHECKS DATED 4/24/70	<u>\$ 5,483.17</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

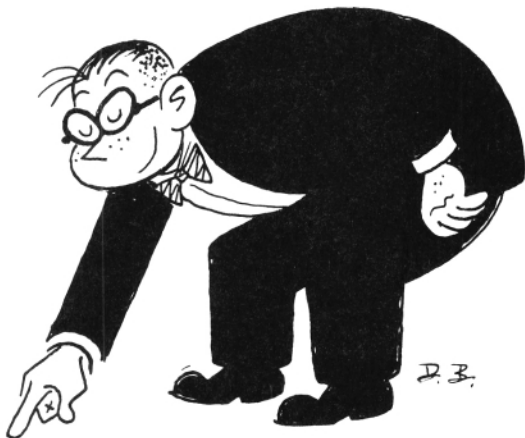


# A G E N D U M

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY JUN 23 1970

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
6. NEW BUSINESS



5/26/70

Duess moved &  
Mr. Hart be notified  
of trustees ✓  
audits 2 — Gen.

May, 1970

<u>CIRCULATION</u>	May, 1970	previous year
M-A	14,785	14,270
M-J	4,815	5,381
TC-A	125	129
TC-J	219	254
MOB-A	1,203	1,138
MOB-J	<u>2,515</u>	<u>2,286</u>
	23,662	23,458

New shelving has been set up in the Children's Room and in the basement. We hope that you will like the wooden end-panels in the Children's Room.

The final "shadow box" has been placed near the Adult Control Desk. There is now a balanced appearance above the shelves.

Your library received some favorable publicity, during early June, when a full-page article was printed in SUBURBAN LIFE, an article was published in NEWARK NEWS, and mention was made in an article about suburban libraries, in THE NEW YORK TIMES. Also, an article about your library was published in POINTS OF REFERENCE for May, 1970.

Circulation of material for May, 1970, shows a slight improvement over the circulation of May, 1969.

Mrs. Leisentritt will resign during August. Mrs. L. has been one of our good triumvirate --- Schwartz, Dickinson, Leisentritt.

Mrs. Villani is, regrettably, in very poor condition in St. Barnabas Hospital.

Mr. Thomas of Fairlawn Library should be putting in an appearance at the Library Board meeting of June 23.

Respectfully

*Robert Jones*  
Robert Jones

# A G E N D U M

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING      JULY 28/70  
TUESDAY \_\_\_\_\_

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
  1. SICK LEAVE
  2. PERMANENT EMPLOYEES
5. OLD BUSINESS
  
6. NEW BUSINESS



NEW BANK ACCOUNT  
EQUIPMENT NEEDED  
LOAN

*FUNDS*

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF THURSDAY, JUNE 25, 1970

The meeting was called to order by Board president, Mr. Ehrenkranz, at 5:00 p.m. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Yeager, Duess, Jonas. Also present was Mr. W. Jervey representing the Friends of the Library.

MINUTES: The Minutes of the May 26, 1970 meeting were read. Mr. Yeager moved that the minutes be accepted as read; Mrs. Zimmerman seconded the motion, it was carried unanimously.

TREASURER'S REPORT:

A. BILLS PRESENTED FOR PAYMENT - Mrs. Yeager moved that the bills for the month of May be accepted for payment as corrected in that the insurance check be made payable to the brokerage house and not to the corporate name. Mrs. Zimmerman seconded the motion, it was carried unanimously.

B. FINANCIAL STATEMENT - Mrs. Zimmerman moved that the financial statement be accepted as stated, Mr. Yeager seconded the motion, it was carried unanimously.

LIBRARY DIRECTOR'S REPORT: Mr. Duess moved that the Library Director's Report be accepted as read; Mr. Yeager seconded the motion, it was carried unanimously.

PERSONNEL COMMITTEE REPORT:

Mr. Jonas moved that Mrs. Allerhand be granted a leave of absence due to poor health. Mrs. Zeitlin seconded the motion, it was passed.

Mrs. Zeitlin moved that Mrs. Winifred Leisentritt's resignation be accepted as requested. Mrs. Yeager seconded the motion, it was carried unanimously.

Mr. Jonas reported the death of Mrs. Villani, a Library employee. It was decided that the members of the Board would send flowers.

Mrs. Zeitlin moved that the Personnel Committee Report be accepted, Mr. Yeager seconded the motion, it was passed.

OLD BUSINESS:

Mr. Jonas asked the Board to request more funds from the Council. Mr. Yeager suggested delaying action until after the July 1 meeting.

Mr. Duess moved that Mr. Baldwin carry \$20 cash on the Mobile Library to make change. Mrs. Zeitlin seconded the motion, it was carried.

Mr. Henry Thomas, building consultant, was introduced to the members of the Board. After a presentation of his background experience and basic plans for the Library, Mrs. Zeitlin moved that Mr. Thomas be hired as the library consultant; Mrs. Zimmerman seconded the motion, it was carried unanimously.

NEW BUSINESS: None.

The meeting was adjourned at 6:35 p.m. The next meeting is set for July 28, 1970 at 4:45 p.m.

Respectfully submitted,

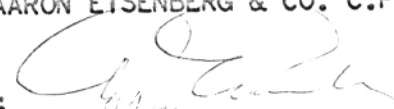
*Elizabeth Ann Patterson*

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF JUNE 1970 FOR MEETING 7/28/70

<u>BALANCE, JUNE 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	16,435.67	\$16,888.86	
1970 FINES AND RESERVES	10,264.41		
1970 LOST BOOK FUND	1,273.71	11,538.12	
CASH IN LIBRARY		111.25	\$28,538.23
<u>ADD: RECEIPTS, JUNE 1970</u>			
1970 BUDGET		54,917.00	
1970 FINES	1,949.39		
XEROX	209.41		
POST CARDS	.35		
MEETING ROOM	10.00		
TELEPHONE BOOTHLET	11.35		
INTEREST	110.51	2,291.01	
1970 LOST BOOK FUND	122.15		
BOOK SALE	169.44		
INTEREST	363.65	655.24	57,863.25
			86,401.48
<u>TOTAL</u>			
<u>LESS: EXPENDITURES - JUNE 1970</u>			
EXPENDITURES - 1970 BUDGET		33,362.79	
LOST BOOK FUND		144.16	33,506.95
			\$52,894.53
<u>BALANCE, JUNE 30, 1970</u>			
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	37,989.88	38,443.07	
1970 FINES AND RESERVES	12,555.42		
LOST BOOK FUND	1,784.79	14,340.21	
CASH IN LIBRARY		111.25	
<u>CASH BALANCES, JUNE 30, 1970</u>			\$52,894.53
<u>BUDGETS - NATIONAL NEWARK &amp; ESSEX-CHECKING A/c</u>		9,240.11	
A/c #2828 WEST ORANGE S & L		29,060.92	
<u>TOTAL BUDGETS</u>		38,301.03	
<u>FINES AND RESERVES - A/c #2752 W. ORANGE S &amp; L</u>		12,620.12	
<u>LOST BOOK FUND - A/c #2757 W. ORANGE S &amp; L</u>		1,862.13	
<u>CASH IN LIBRARY</u>		111.25	\$52,894.53

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

BOARD MEETING OF

JULY 28, 1970

ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETINGEXPENDED  
THROUGH  
6/30/70BALANCE ON  
6/30/70EXPENDITURE DETAIL  
1970BUDGET OF  
1970

1. Salaries	171,124	23,997.84	86,109.32	85,014.68
2. Books	40,000	6,026.96	25,137.38	14,862.62
3. Binding	1,000	-	500.69	499.31
4. Supplies	5,500	775.28	3,812.09	1,687.91
5. Insurance	3,500	815.00	2,872.24	627.76
6. Maintenance - Main	6,600	769.73	6,419.27	180.73
Maintenance - Tory	540	-	270.00	270.00
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,000	-	611.62	388.38
9. Telephone	750	67.75	484.45	265.55
10. Community relations	300	13.70	204.52	95.48
11. Service contracts	300	-	302.55	-( 2.55)
12. Transportation	100	4.91	45.65	54.35
13. Postage	950	80.28	480.18	469.82
14. Conventions	200	17.75	216.58	-( 16.58)
15. Audit	150	-	-	150.00
16. Equipment	5,750	144.95	2,358.77	3,391.23
17. Contingency	300	-	575.02	-( 275.02)
18. Magazines	2,060	21.70	2,598.55	-( 538.55)
19. Audio-visual	3,200	-	3,471.67	-( 271.67)
20. Xerox	1,200	226.94	817.57	382.43
21. Accounting services	4,800	400.00	2,800.00	2,000.00
22. CONSULTANT	2,000	-	-	2,000.00
<b>TOTAL</b>	<b>251,324</b>	<b>\$33,362.79</b>	<b>\$140,088.12</b>	<b>\$111,235.88</b>



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

JUNE 1970 BILLS PRESENTED FOR PAYMENT  
AT JULY 1970 MEETING

CHECKS ARE DATED  
JUNE 25, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4560	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 388.03
4561	NATIONAL NEWARK & ESSEX BANK - JUNE W/T	1. "	1,636.60
4562	P.E.R.S. - INSURANCE	1. "	65.42
4563	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	13.00
4564	TOWN OF WEST ORANGE - SOC. SEC.	1. "	611.93
4565	TOWN OF WEST ORANGE - F.C.U.	1. "	160.00
4566	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYERS PORTION	1. "	1,848.08
4567	TOWN OF WEST ORANGE - SOC. SEC. ACCT. ADMIN. CHARGE-2ND QTR.	1. "	1.00
4568	P.E.R.S. - JUNE PENSION	1. "	568.35
PAYROLL CHECKS #5223-5280		1. "	9,647.16
TOTAL VOUCHERS #4560 - 4568			14,939.57
<u>ADD: TOTAL CHECKS SUBMITTED DATED 6/15/70 FOR MEETING OF 6/23/70</u>			\$18,567.38
<u>LESS:-</u>			
4525	CHAMBERS RECORD CORP.	LOST BOOK FUND	\$139.01
4559	PETTY CASH	" " "	5.15
			144.16
NET BUDGET EXPENDITURES - MONTH OF JUNE 1970			<u>\$33,362.79</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



WEST ORANGE PUBLIC LIBRARY

JULY 1970 BILLS PRESENTED FOR PAYMENT  
AT JULY 28, 1970 MEETING

CHECKS ARE DATED  
JULY 23, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4569	VOID		
4570	AMERICAN INSURANCE ASSOCIATION	2. BOOKS	\$ 1.31
4571	APPLETON CENTURY CRAFTS	2. "	9.05
4572	BEACON PRESS	2. "	7.58
4573	BELL MAGNETO SERVICE	8. MAINT.-MOBIL	5.15
4574A	BELL & HOWELL	4. SUPPLIES	\$ 24.17
B	" " "	4. "	10.93
4575	MATTHEW BENDER	2. BOOKS	32.50
4576	R. R. BOUKER COMPANY	2. "	18.50
4577	JAMES BROWN & SON	3. BINDING	111.65
4578	CENTRAL COMMITTEE FOR CONSCIENTIOUS OBJECTORS	2. BOOKS	1.12
4579A	CHAMBERS RECORD CORP.	LOST BOOK FUND	53.74
B	" " "	" " "	45.45
C	" " "	" " "	117.35
4580	CINCINNATI TIME RECORDER CO.	4. SUPPLIES	10.34
4581	AARON EISENBERG & Co.	21. ACCOUNTING SVCS.	400.00
4582	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	25.50
4583	ENCYCLOPEDIA BRITANNICA	2. BOOKS	15.35
4584	FAMILY FORUM	2. "	18.00
4585	MAX FREEMAN & Co.	6. MAINT.-MAIN	45.00
4586	HARVARD UNIVERSITY PRESS	2. BOOKS	3.20
4587	HERMES ENGRAVERS, INC.	4. SUPPLIES	5.60
4588	INEL CORPORATION	16. EQUIPMENT	231.00
4589	VOID		
4590A	J.M. MOREHOUSE PRINTING CO.	4. SUPPLIES	68.75
B	" " " "	4. "	45.00
C	" " " "	4. "	18.00
D	" " " "	4. "	11.50
E	" " " "	4. "	11.50
F	" " " "	4. "	61.00
G	" " " "	4. "	16.50
4591	GEBBIE DIRECTORY	2. BOOKS	16.95
4592	MOONEY GENERAL PAPER CO.	4. SUPPLIES	23.00
4593	NAME O PLATE, INC.	4. "	5.12
4594	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	17.05
4595	NEW YORK TIMES	10. COMMUNITY REL.	39.20
4596	N.J. BELL TELEPHONE CO.	9. TELEPHONE	67.45
4597	THE PAPERBACK BOOK SHOP	2. BOOKS	10.75
4598	PAYMASTER CORP.	16. EQUIPMENT	119.50
4599	VOID		
4600	VOID		
4601	VOID		
4602	VOID		
4603	VOID		
4604	THE PETROLEUM PUBLISHING COMPANY	2. BOOKS	35.00
4605	PUBLIC SERVICE ELEC. & GAS	6. MAINT. -MAIN	512.22
4606	R.H. M.CONVERTIBLE SURVEY	2. BOOKS	100.00
4607	A.H. ROEMER COMPANY, INC.	2. "	314.02
4608	SEDGWICK MACHINE WORKS, INC.	11. SERVICE CONTRACTS	54.00
4609	SHAW WALKER CO.	4. SUPPLIES	15.80
4610	JOHN E. SJOSTROEM CO.	16. EQUIPMENT	319.00
4611	TYPEWRITER & OFFICE MACHINE CO.	4. SUPPLIES	12.50
4612	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-MAIN	135.00

WEST ORANGE PUBLIC LIBRARY

JULY 1970 BILLS PRESENTED FOR PAYMENT  
AT JULY 28, 1970 MEETING

CHECKS ARE DATED  
JULY 23, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4613	PAUL B. WILLIAMS, INC.	20. XEROX	\$ 17.63
4614	JOHN WILEY & SONS, INC.	2. BOOKS	10.98
4615	VOID		
4616	POSTMASTER-ORANGE, N.J.	13. POSTAGE	65.00
4617	PETTY CASH (BAL. NOW \$20.00)	MOBILIBRARY	\$ 15.00
		12. TRANSPORTATION	1.12
		13. POSTAGE	40.00
		18. MAGAZINES	10.20
			<u>66.32</u>
	<u>TOTAL CHECKS SUBMITTED DATED 7/23/70</u>		
	<u>FOR MEETING OF 7/28/70</u>		<u>3,381.23</u>
	<u>LESS:</u>		
4579	LOST BOOK FUND		216.54
4617	PETTY CASH (TRANSFER TO MOBILIBRARY)		<u>15.00</u>
			<u>231.54</u>
	<u>NET BUDGET EXPENDITURES BY CHECKS</u>		
	<u>DATED 7/23/70</u>		<u><u>\$3,149.69</u></u>

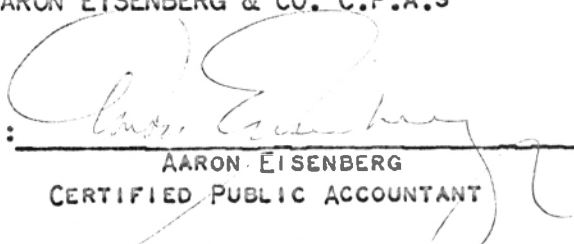
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF MAY, 1970 FOR MEETING 6/23/70

<u>BALANCE, MAY 1, 1970</u>			
1967 BUDGET	\$	150.00	
1968 BUDGET		153.19	
1969 BUDGET		150.00	
1970 BUDGET		<u>37,471.56</u>	\$37,924.75
1970 FINES AND RESERVES		8,115.52	
1970 LOST BOOK FUND		<u>700.43</u>	8,815.95
CASH IN LIBRARY			<u>111.25</u> \$46,851.95
<u>ADD: RECEIPTS, MAY 1970</u>			
1970 FINES		1,824.69	
XEROX		292.60	
POST CARDS		.15	
MEETING ROOM		20.00	
TELEPHONE BOOTHLET		<u>11.45</u>	2,148.89
1970 LOST BOOK FUND		104.69	
BOOK SALE		<u>473.49</u>	578.18
			<u>2,727.07</u>
<u>TOTAL</u>			49,579.02
<u>LESS: EXPENDITURES - MAY 1970</u>			
EXPENDITURES - 1970 BUDGET		21,035.89	
LOST BOOK FUND		<u>4.90</u>	21,040.79
<u>BALANCE, MAY 31, 1970</u>			<u>\$28,538.23</u>
1967 BUDGET		150.00	
1968 BUDGET		153.19	
1969 BUDGET		150.00	
1970 BUDGET		<u>16,435.67</u>	16,888.86
1970 FINES AND RESERVES		10,264.41	
LOST BOOK FUND		<u>1,273.71</u>	11,538.12
CASH IN LIBRARY			<u>111.25</u>
<u>CASH BALANCES, MAY 31, 1970</u>			<u>\$28,538.23</u>
BUDGETS - NATIONAL NEWARK & ESSEX - CHECKING A/c		143.06	
A/c #2828 WEST ORANGE S & L		<u>16,400.00</u>	
TOTAL BUDGETS		16,543.06	
FINES AND RESERVES - A/c #2752 W. ORANGE S & L		10,329.11	
LOST BOOK FUND - A/c #2757 W. ORANGE S & L		1,554.81	
CASH IN LIBRARY		<u>111.25</u>	<u>\$28,538.23</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: \_\_\_\_\_

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

## BUDGET REPORT

## WEST ORANGE PUBLIC LIBRARY

FORM 40

BOARD MEETING OF

JUNE 23, 1970

EXPENDITURE DETAIL 1970		BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING,	EXPENDED THROUGH 5/31/70	BALANCE ON 5/31/70
1. Salaries	171,124	13,303.91	62,111.48	109,012.52	
2. Books	40,000	5,195.64	19,110.42	20,889.58	
3. Binding	1,000	--	500.69	499.31	
4. Supplies	5,500	319.31	3,036.81	2,463.19	
5. Insurance	3,500	- ( 64.70)	2,057.24	1,442.76	
6. Maintenance - Main	6,600	923.57	5,649.54	950.46	
Maintenance - Tory	540	135.00	270.00	270.00	
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,000	.41	611.62	388.38	
9. Telephone	750	--	416.70	333.30	
10. Community relations	300	75.00	190.82	109.18	
11. Service contracts	300	--	302.55	-( 2.55)	
12. Transportation	100	9.05	40.74	59.26	
13. Postage	950	83.00	399.90	550.10	
14. Conventions	200	165.79	198.83	1.17	
15. Audit	150	--	--	150.00	
16. Equipment	5,750	--	2,213.82	3,536.18	
17. Contingency	300	--	575.02	-( 275.02)	
18. Magazines	2,060	10.70	2,576.85	-( 516.85)	
19. Audio-visual	3,200	368.23	3,471.67	-( 271.67)	
20. Xerox	1,200	110.98	590.63	609.37	
21. Accounting services	4,800	400.00	2,400.00	2,400.00	
22. CONSULTANT	2,000			2,000.00	
TOTAL	251,324	\$21,035.89	\$106,725.33	\$144,598.67	



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

MAY 1970 BILLS PRESENTED FOR PAYMENT  
AT JUNE 1970 MEETING

CHECKS ARE DATED  
MAY 26, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4513	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 331.99
4514	NATIONAL NEWARK & ESSEX - MAY W/T	1. "	1,656.73
4515	P.E.R.S. - INSURANCE	1. "	68.87
4516	P.E.R.S. - PENSION AND LOANS	1. "	587.81
4517	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	9.00
4518	TOWN OF WEST ORANGE - SOC. SEC.	1. "	622.68
4519	TOWN OF WEST ORANGE - F.C.U.	1. "	150.00
PAYROLL CHECKS #5167 THRU 5222		1. "	9,876.83
<u>TOTAL VOUCHERS #4513 - 4519</u>			<u>13,303.91</u>
<u>ADD: NET BUDGET EXPENDITURES BY CHECK</u> DATED MAY 20, 1970 PRESENTED AT MAY 26, 1970 MEETING			<u>7,796.68</u>
<u>TOTAL EXPENDITURES - MONTH OF MAY 1970</u>			<u>21,100.59</u>
<u>LESS: INSURANCE DIVIDEND EARNED AND REFUNDED</u>			<u>64.70</u>
<u>NET BUDGET EXPENDITURES - MONTH OF MAY 1970</u>			<u>\$21,035.89</u>

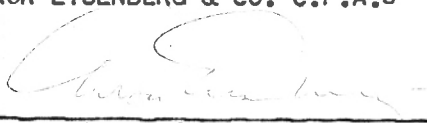
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

JUNE 1970 BILLS PRESENTED FOR PAYMENT  
AT JUNE 23, 1970 MEETING

CHECKS ARE DATED  
JUNE 15, 1970

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4520	MARGARET PAPPAS	1. SALARIES	\$	44.27
4521	AMERICAN BINDERY	2. Books		257.65
4522	AMERICAN LIBRARY ASSOCIATION	2. "		15.00
4523A	THE BAKER & TAYLOR Co.	2. "	\$	16.16
B	" " " "	2. "		43.92
C	" " " "	2. "		13.77
D	" " " "	2. "		66.14
E	" " " "	2. "		29.43
F	" " " "	2. "		55.45
G	" " " "	2. "		41.80
H	" " " "	2. "		72.20
I	" " " "	2. "		311.84
J	" " " "	2. "		9.67
K	" " " "	2. "		89.10
L	" " " "	2. "		34.15
M	" " " "	2. "		35.76
N	" " " "	2. "		51.18
O	" " " "	2. "		23.77
P	" " " "	2. "		287.58
Q	" " " "	2. "		300.56
4524	MATTHEW BENDER	2. "		1,482.48
4525A	CHAMBERS RECORD CORP.	2. "		35.00
B	" " " "	LOST BOOK FUND		103.19
4526A	DIMONDSTEIN BOOK COMPANY, INC.	" " "		35.82
B	" " " "	2. Books		111.12
C	" " " "	2. "		41.15
D	" " " "	2. "		238.59
E	" " " "	2. "		74.90
F	" " " "	2. "		63.18
G	" " " "	2. "		6.87
H	" " " "	2. "		189.14
I	" " " "	2. "		168.81
J	" " " "	2. "		22.50
K	" " " "	2. "		19.50
L	" " " "	2. "		12.30
M	" " " "	2. "		19.91
N	" " " "	2. "		378.30
O	" " " "	2. "		26.16
P	" " " "	2. "		257.91
Q	" " " "	2. "		377.08
R	" " " "	2. "		26.25
S	" " " "	2. "		30.40
T	" " " "	2. "		76.79
U	" " " "	2. "		95.39
V	" " " "	2. "		254.90
W	" " " "	2. "		46.40
X	" " " "	2. "		143.31
Y	" " " "	2. "		33.31
Z	" " " "	2. "		76.88
AA	" " " "	2. "		23.13
BB	" " " "	2. "		17.55
CC	" " " "	2. "		40.20
DD	" " " "	2. "		54.45
EE	" " " "	2. "		119.32
FF	" " " "	2. "		3.96
GG	" " " "	2. "		41.23
4527A	EBSCO SUBSCRIPTION SERVICES	2. "		71.40
B	" " " "	18. MAGAZINES		25.50
4528	IRA F. EHRENKRANZ AGENCY	18. "	CR. (	10.00)
		5. INSURANCE		15.50
				815.00

WEST ORANGE PUBLIC LIBRARY

JUNE 1970 BILLS PRESENTED FOR PAYMENT  
AT JUNE 23, 1970 MEETING

CHECKS ARE DATED  
JUNE 15, 1970

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4529	AARON EISENBERG & Co.	21. ACCOUNTING SERVICES	\$	400.00
4530	THE EVENING NEWS	10. COMMUNITY RELATIONS		13.70
4531	MAX FREEMAN & Co.	6. MAINT. - MAIN		52.00
4532A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	\$ 86.88	
B	" " "	4. "	116.00	202.88
4533A	GRALIER EDUCATIONAL CORPORATION	2. BOOKS	57.15	
B	" " "	2. "	209.30	266.45
4534	THE INSTITUTE FOR RESEARCH	2. "		19.64
4535	JORDON SPECIALTY Co.	4. SUPPLIES		214.01
4536	R. S. KNAPP COMPANY, INC.	4. "		2.50
4537	J. B. LIPPINCOTT COMPANY	4. "		1.01
4538	MAR-LINE DISPLAYS, INC.	16. EQUIPMENT		25.45
4539	J. M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES		16.50
4540	NATIONAL FUEL OIL, INC.	6. MAINT. - MAIN		255.38
4541	N.J. BELL TELEPHONE COMPANY	9. TELEPHONE		67.75
4542	N.J. LEGISLATIVE NEWS	2. BOOKS		40.00
4543	PATERSON STAMP WORKS	4. SUPPLIES		4.74
4544	MR. VIRGIL PARTICH	4. "		199.00
4545	PAYMASTER CORPORATION	16. EQUIPMENT		119.50
4546	PRESTYPE, INC.	4. SUPPLIES		1.53
4547	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT. MAIN		462.35
4548	REGENT BOOK COMPANY, INC.	2. BOOKS		56.16
4549A	A. H. ROEMER, INC.	2. "	159.20	
B	" " " "	2. "	213.32	
C	" " " "	2. "	293.42	
D	" " " "	2. "	- ( 16.30)	649.64
4550	HENRY F. SCHMIDT & Co.	4. SUPPLIES		64.30
4551	STAMFORD UNIVERSITY PRESS	2. BOOKS		9.78
4552	P.E.R.S. EMPLOYER LIABILITY	1. SALARIES		9,014.00
4553	TEACHERS PUBLISHING Co.	2. BOOKS		5.75
4554	TYPO GRAPHICS COMMUNICATIONS, INC.	4. SUPPLIES		51.25
4555	TYPEWRITER & OFFICE MACHINE Co.	4. "		15.00
4556	WM. H. WISE & Co. INC.	2. BOOKS		13.20
4557A	XEROX CORPORATION	20. XEROX	85.48	
B	" "	20. "	58.00	
C	" "	20. "	83.46	226.94
4558	POSTMASTER	13. POSTAGE		67.00
4559	PETTY CASH - VOUCHERS A THRU V	2. BOOKS	13.92	
		4. SUPPLIES	2.56	
		14. CONVENTIONS	17.75	
		12. TRANSPORTATION	4.91	
		13. POSTAGE	13.28	
		18. MAGAZINES	6.20	
		LOST BOOK FUND	5.15	63.77

TOTAL CHECKS SUBMITTED DATED 6/15/70  
FOR MEETING OF 6/23/70 - FORWARD

\$18,567.38

XERO  
COPY

WEST ORANGE PUBLIC LIBRARY  
JUNE 1970 BILLS PRESENTED FOR PAYMENT  
AT JUNE 23, 1970 MEETING

CHECKS ARE DATED  
JUNE 15, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
	TOTAL CHECKS SUBMITTED DATED 6/15/70 FOR MEETING OF 6/23/70 - FORWARDED		\$ 18,567.38
	<u>LESS:</u>		
4525	CHAMBERS RECORD CORP.	\$ 139.01	
4512	PETTY CASH	<u>4.90</u>	<u>143.91</u>
	NET BUDGET EXPENDITURES BY CHECKS DATED 6/15/70		<u>\$ 18,423.47</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



## CIRCULATION

JUNE, 1970		JUNE, 1969
ADULT-MAIN	15119	13164
JUV.-MAIN	5838	5573
ADULT -MOB.	1430	1261
JUV. -MOB.	1933	1962
ADULT- TORY (CLOSED)	17	19
JUV. - TORY (CLOSED)	44	41
	<u>24381</u>	<u>22020</u>

Your library had a significant increase in circulation when the month of June, 1970's circulation is compared with that of June, 1969. Circulation for June, 1970, was 24,381; that for June, 1969 was 22020, an increase of 2,361 items.

On Monday, June 22, your library's adult staff broke its all-time record by circulating 1 4 7 0 items. 638 items were circulated on June 22 in the Children's Room.

For the first half-year, <sup>fine</sup> receipts at your library met a new mark, \$13,000, if interest of \$470 be added to your library's fines. (We opened an account for the sole purpose of earning interest; and our accountants inform us that that interest may properly be used for library expenses. We had intended to return the money to the Town of West Orange at the end of this year.)

\*These figures do not include receipts for the Book Sale and Lost Book accounts.

We have received very poor service from the following, and we're making this statement only for the purpose of informing you that "things are not what they used to be". In other words, very few persons or firms are interested in doing a 100% good job, in our opinion.

Avery Label Corp. We are awaiting many credit forms for work which was returned to that company.  
(Labels were made incorrectly.)

Estey Mfg. Co. Salesman has been shifted. We have not received the required number of shelves for our contract; end panels are missing from two stacks, and one end panel is damaged. The company has received our complaints.

Superior Air Conditioning Co. Catalog Room has never had satisfactory cooling; Children's Room is too cool in summer; listening room is too cold in winter.

I have consulted Abe Schwartz, air-conditioning expert of Irvington, N.J., and he will take over our air-conditioning problems. His rates will be reasonable. We have already spoken to him about obtaining the finest air-conditioning for your new wing.

If we all can aim for the best equipment next time...instead of settling for the very worst (our shelving is the world's worst, in our opinion), we'll have a happy staff, a happy public, and a wonderful library.

Cordially

*Bob Jonas*  
Bob Jonas  
Library Director

## BOARD OF TRUSTEES

MEETING OF Tuesday, July 28, 1970

The meeting was called to order by Board president, Mr. Ehrenkranz at 5: 15 P.M. Present at the meeting were Board members, Mrs. Zeitlin, and Mssrs. Yeager, Duess, Jonas. Also present was Mr. W. Jervey representing the Friends of the Library.

MINUTES

The Minutes of the June 26, 1970 meeting were read. Mr. Duess moved that the minutes be accepted as read. Mr. Yeager seconded the motion. It was carried unanimously.

TREASURER's REPORT

A. BILLS PRESENTED FOR PAYMENT: Mr. Duess moved that the bills for the month of June be accepted for payment. Mr. Yeager seconded the motion, it was carried unanimously. Mr. Jonas is to write to the Council and suggest the Board meet at Caucus for more money for services.

B. FINANCIAL STATEMENT: Decided to write to the State for Consultants fee. All salaries approved for the year. Mr. Yeager moved that the financial statement be accepted as stated. Mr. Duess seconded the motion, it was carried unanimously.

LIBRARY DIRECTORS REPORT

Mr. Yeager moved that the Library Director's Report be accepted as read. Mrs. Zeitlin seconded the motion, it was carried unanimously.

PERSONNEL COMMITTEE REPORT

Board decided it cannot set a precedent by giving money for accrued sick leave, since the Library is not legally obligated. Mrs. Zeitlin noted list of permanent employees passed by Civil Service. The following passed the Civil Service Examination, all as Jr. Library Assistants: Phyllis Some: Virginia Mulvhill: Margaret Pappas: Shirley Itkin: Helen Benjamin: Marie Magno: Sarah Rabinowitz: Florence Mantell: Jacqueline Lepore. Mrs. Zeitlin moved that the Personnel Committee Report be accepted, Mr. Yeager seconded the motion, it was unanimously passed.

OLD BUSINESS

Mr. Ehrenkranz signed and returned the contract to Mr. Thomas and will apply to Trenton to get some of the fee back from the State.

It was decided to pay Mr. Rappaport the old bill, but to get someone else to do the air conditioning work from now on.

NEW BUSINESS

Mr. Jonas wants a quote on a new cabinet for pictures and for a magazine stand. Mr. Yeager moved to apply for a passbook loan to save interest.

Mr. Duess seconded the motion, it was carried unanimously.

Mrs. Paterson, the secretary, was not present due to her condition. Mr. Ehrenkranz moved that the Board hire Mrs. Beatrice Hoffman at \$25.00, for each meeting. Mr. Yeager will find out what Beth's intentions are, and if she can continue to work and for what length of time. Mr. Ehrenkranz made a motion to have Mrs. Hoffman appointed permanent secretary after Beth leaves. Mr. Duess seconded the motion, it was carried unanimously.

Mr. Ehrenkranz made a motion to poll the members as to quorum, so bills can be paid even if there is no quorum present. Mr. Duess seconded the motion, it was carried unanimously.

The meeting was adjourned at 5:55 PM. The next meeting will be held August 25th, 1970 at 4:45 P.M.

Respectfully submitted,

*Beatrice Hoffman*

## BOARD OF TRUSTEES

MEETING OF Tuesday, July 28, 1970

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B. FINANCIAL STATEMENT: Decided to write to the State for Consultants fee. All salaries approved for the year. Mr. Yeager moved that the financial statement be accepted as stated. Mr. Duess seconded the motion, it was carried unanimously.

LIBRARY DIRECTORS REPORT

Mr. Yeager moved that the Library Director's Report be accepted as read. Mrs. Zeitlin seconded the motion, it was carried unanimously.

PERSONNEL COMMITTEE REPORT

Board decided it cannot set a precedent by giving money for accrued sick leave, since the Library is not legally obligated. Mrs. Zeitlin noted list of permanent employees passed by Civil Service. The following passed the Civil Service Examination, all as Jr. Library Assistants: Phyllis Some: Virginia Mulvhill: Margaret Pappas: Shirley Itkin: Helen Benjamin: Marie Magno: Sarah Rabinowitz: Florence Mantell: Jacqueline Lepore. Mrs. Zeitlin moved that the Personnel Committee Report be accepted, Mr. Yeager seconded the motion, it was unanimously passed.

OLD BUSINESS

Mr. Ehrenkranz signed and returned the contract to Mr. Thomas and will apply to Trenton to get some of the fee back from the State.

It was decided to pay Mr. Rappaport the old bill, but to get someone else to the the air conditioning work from now on.

NEW BUSINESS

Mr. Jonas wants a quote on a new cabinet for pictures and for a magazine stand. Mr. Yeager moved to apply for a passbook loan to save interest.

Mr. Duess seconded the motion, it was carried unanimously.

Mrs. Paterson, the secretary, was not present due to her condition. Mr. Ehrenkranz moved that the Board hire Mrs. Beatrice Hoffman at \$25.00, for each meeting. Mr. Yeager will find out what Beth's intentions are, and if she can continue to work and for what length of time. Mr. Ehrenkranz made a motion to have Mrs. Hoffman appointed permanent secretary after Beth leaves. Mr. Duess seconded the motion, it was carried unanimously.

Mr. Ehrenkranz made a motion to poll the members as to quorum, so bille can be paid even if there is no quorum present. Mr. Duess seconded the motion, it was carried unanimously.

The meeting was adjourned at 5:55 PM. The next meeting will be held August 25th, 1970 at 4:45 P.M.

Respectfully submitted,

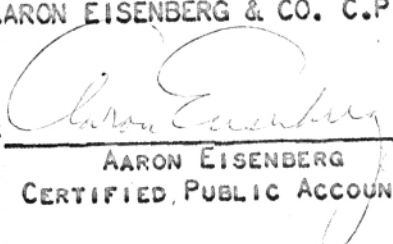
*Beatrice Hoffman*

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF JULY 1970 FOR MEETING 8/25/70

<u>BALANCE, JULY 1, 1970</u>			
1967 BUDGET	\$	150.00	
1968 BUDGET		153.19	
1969 BUDGET		150.00	
1970 BUDGET		<u>37,989.88</u>	\$38,443.07
1970 FINES AND RESERVES		12,555.42	
1970 LOST BOOK FUND		<u>1,784.79</u>	14,340.21
CASH IN LIBRARY			<u>111.25</u> \$52,894.53
<u>ADD: RECEIPTS, JULY 1970</u>			
1970 FINES		1,545.87	
XEROX		172.60	
POST CARDS		.35	
MEETING ROOM		10.00	
TELEPHONE BOOTHLET		<u>5.82</u>	1,734.64
1970 LOST BOOK FUND		89.57	
BOOK SALE		<u>194.52</u>	<u>284.09</u> 2,018.73
			54,913.26
<u>TOTAL</u>			
<u>LESS: EXPENDITURES - JULY 1970</u>			
EXPENDITURES - 1970 BUDGET			16,988.10
LOST BOOK FUND			<u>216.54</u> 17,204.64
			<u>\$37,708.62</u>
<u>BALANCE, JULY 31, 1970</u>			
1967 BUDGET		150.00	
1968 BUDGET		153.19	
1969 BUDGET		150.00	
1970 BUDGET	\$21,001.78		
LESS: INCREASE IN PETTY CASH	<u>15.00</u>	<u>20,986.78</u>	21,439.97
1970 FINES AND RESERVES		14,290.06	
LOST BOOK FUND		<u>1,852.34</u>	16,142.40
CASH IN LIBRARY			<u>126.25</u>
			<u>\$37,708.62</u>
<u>CASH BALANCES, JULY 31, 1970</u>			
<u>BUDGETS - NATIONAL NEWARK &amp; ESSEX-CHECKING A/C</u>		70.47	
A/C #2828 WEST ORANGE S & L		<u>21,010.92</u>	
<u>TOTAL BUDGETS</u>		21,081.39	
<u>FINES AND RESERVES - A/C #2752 W. ORANGE S. &amp; L.</u>		14,354.76	
<u>LOST BOOK FUND - A/C #2757 W. ORANGE S. &amp; L.</u>		2,146.22	
<u>CASH IN LIBRARY</u>		<u>126.25</u>	<u>\$37,708.62</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

## BUDGET REPORT

## WEST ORANGE PUBLIC LIBRARY

17 (0950) 400

BOARD MEETING OF

August 25, 1970

ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETINGEXPENDED  
THROUGH  
7/31/70BALANCE ON  
7/31/70EXPENDITURE DETAIL  
1970BUDGET OF  
1970

1. Salaries	171,124	13,864.31	99,973.63	71,150.37
2. Books	40,000	611.46	25,748.84	14,251.16
3. Binding	1,000	117.25	617.94	382.06
4. Supplies	5,500	334.11	4,146.20	1,353.80
5. Insurance	3,500		2,872.24	627.76
6. Maintenance - Main	6,600	557.22	6,976.49	-( 376.49)
Maintenance - Tory	540	135.00	405.00	135.00
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,000	5.15	616.77	383.23
9. Telephone	750	67.45	551.90	198.10
10. Community relations	300	38.70	243.22	56.78
11. Service contracts	300	54.00	356.55	-( 56.55)
12. Transportation	100	1.12	46.77	53.23
13. Postage	950	105.00	585.18	364.82
14. Conventions	200		216.58	-( 16.58)
15. Audit	150			150.00
16. Equipment	5,750	669.50	3,028.27	2,721.73
17. Contingency	300		575.02	-( 275.02)
18. Magazines	2,060	10.20	2,608.75	-( 548.75)
19. Audio-visual	3,200		3,471.67	-( 271.67)
20. Xerox	1,200	17.63	835.20	364.80
21. Accounting services	4,800	400.00	3,200.00	1,600.00
22. CONSULTANT	2,000			2,000.00
TOTAL	251,324	\$16,988.10	\$157,076.22	\$94,247.78



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

By:

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

JULY 1970 BILLS PRESENTED FOR PAYMENT  
AT AUGUST 1970 MEETING

CHECKS ARE DATED  
JULY 28, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4618	TOWN OF WEST ORANGE-MAJOR MEDICAL	1. SALARIES	\$ 388.03
4619	NATIONAL NEWARK & ESSEX - W/T	1. "	1,659.40
4620	P.E.R.S. - GROUP INSURANCE	1. "	62.40
4621	P.E.R.S. - SUPP. ANN.	1. "	10.00
4622	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. "	593.39
4623	TOWN OF WEST ORANGE - F.C.U.	1. "	150.00
4624	P.E.R.S. - PENSION & LOANS	1. "	570.35
NET PAYROLL CHECKS #5291-5335		1. "	10,425.74
To CORRECT Ck. #4168 FOR \$51.52 CLEARED AS \$51.62		2. BOOKS	.10
To CORRECT Ck. #4530 FOR \$13.70 CLEARED AS \$13.20		10. COMM. REL'S.	(.50)
<u>TOTAL VOUCHERS #4618-4624</u>			<u>13,863.91</u>
<u>ADD: TOTAL CHECKS SUBMITTED DATED 7/23/70 FOR MEETING OF 7/28/70</u>			<u>\$3,361.23</u>
<u>LESS: To VOID Ck. #4582 - Esbas Sub. SVC. 18 MAGAZINES</u>			<u>25.50</u>
<u>TOTAL CHECKS - MONTH OF JULY 1970</u>			<u>17,219.64</u>
<u>LESS:</u>			
4579	LOST BOOK FUND		216.54
4617	PETTY CASH (TRANSFER TO MODILIBRARY)		15.00
<u>NET BUDGET EXPENDITURES - MONTH OF JULY 1970</u>			<u>\$16,988.10</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO.-C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

AUGUST 1970 BILLS PRESENTED FOR PAYMENT  
AT AUGUST 25, 1970 MEETING

CHECKS ARE DATED  
AUGUST 25, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4625	ADDISON WESLEY PUB. Co.	2. BOOKS	\$ 43.19
4626	AMERICANA DIV. GROLIER ED. CORP.	2. "	10.00
4627	AVERY LABEL COMPANY	4. SUPPLIES	499.50
4628	N. W. AYER & SON, INC.	2. BOOKS	40.00
4629A	THE BAKER & TAYLOR Co.	2. "	\$ 77.51
B	" " " " "	2. "	382.36
C	" " " " "	2. "	202.34
D	" " " " "	2. "	220.56
E	" " " " "	2. "	60.51
F	" " " " "	2. "	113.10
G	" " " " "	2. "	98.02
H	" " " " "	2. "	183.71
I	" " " " "	2. "	( .37)
J	" " " " "	2. "	318.31
K	" " " " "	2. "	9.44
L	" " " " "	2. "	44.51
M	" " " " "	2. "	5.14
N	" " " " "	2. "	54.84
O	" " " " "	2. "	59.78
P	" " " " "	2. "	51.73
Q	" " " " "	2. "	7.83
R	" " " " "	2. "	100.40
S	" " " " "	2. "	9.33
T	" " " " "	2. "	197.39
U	" " " " "	2. "	236.75
			<u>2,433.19</u>
4630	BELL MAGNETO SERVICE	8. MAINT.-BK.	8.85
4631	MATTHEW BENDER & COMPANY	2. BOOKS	35.00
4632	R.R. BOWKER COMPANY	2. "	39.90
4633A	CHAMBERS RECORD CORP.	LOST BOOK FUND	60.66
B	" " " "	" " "	86.45
C	" " " "	" " "	60.56
			<u>207.67</u>
4634	COMMONWEALTH WATER COMPANY	6. MAINT.-MAIN	65.75
4635	COWLES BOOK COMPANY, INC.	2. BOOKS	3.99
4636A	DIAMONDSTEIN BOOK COMPANY	2. "	39.51
B	" " " "	2. "	17.52
C	" " " "	2. "	18.18
D	" " " "	2. "	34.34
E	" " " "	2. "	53.15
F	" " " "	2. "	112.50
G	" " " "	2. "	15.00
H	" " " "	2. "	34.55
			<u>324.75</u>
4637	EDUCATORS PROGRESS SERVICE	2. "	10.75
4638	" " " "	2. "	8.50
4639	AARON EISENBERG & Co.	21. ACCTG. SVCS.	400.00
4640A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	90.68
B	" " " "	4. "	123.29
			<u>213.97</u>
4641	R. S. KNAPP Co.	4. "	2.50
4642	A. R. MEEKER Co.	4. "	21.51
4643	THE METROPOLITAN MUSEUM OF ART	2. BOOKS	46.62
4644	MOODY'S INVESTORS SERVICE, INC.	2. "	180.00
4645	N.J. BELL TELEPHONE COMPANY	9. TELEPHONE	68.60
4646A	N.J. STATE INDUSTRIAL DIRECTORY	2. BOOKS	61.25
B	" " " "	2. "	122.50
			<u>183.75</u>
4647	OESTREICHERS PRINTS, INC.	LOST BOOK FUND	6.00
4648	PARK AUTO GLASS	8. MAINT.-BK.	14.50
4649	PATERSON STAMP WORKS	4. SUPPLIES	6.68
4650	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT.-MAIN	556.75

WEST ORANGE PUBLIC LIBRARY

AUGUST 1970 BILLS PRESENTED FOR PAYMENT  
AT AUGUST 25, 1970 MEETING

CHECKS ARE DATED  
AUGUST 25, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4651A	A. H. ROEMER COMPANY	2. BOOKS	\$ 63.57
B	" " "	2. "	187.97 \$ 251.54
4652	H. F. SCHMIDT Co.	4. SUPPLIES	41.08
4653	ABE SCHWARTZ AIR CONDITIONING	11. SERVICE CONTR.	45.00
4654A	SILVER BURDETT COMPANY	2. BOOKS	5.70
B	" " "	2. "	6.78
C	" " "	2. "	5.90
D	" " "	2. "	8.28 26.66
4655	So. ILLINOIS UNIV. PRESS	2. "	8.79
4656A	SUPERIOR AIR CONDITIONING	6. MAINT.-MAIN	275.00
B	" " "	6. " "	87.95
C	" " "	6. " "	20.25 383.20
4657	TYPEWRITER & OFFICE MACHINE Co.	11. SERVICE CONTR.	12.50
4658	TYPOGRAPHIC COMMUNICATIONS, INC.	4. SUPPLIES	24.88
4659	THE WALL STREET TRANSCRIPT	2. BOOKS	20.00
4660	WELLINGTON BOOK Co. INC.	2. "	123.22
4661A	XEROX, INC.	20. XEROX	28.60
B	" "	20. "	84.67 113.27
4662	THE PRICE & LEE Co.	2. BOOKS	85.90
4663	POSTMASTER-ORANGE, N.J.	13. POSTAGE	71.00
4664	PETTY CASH Vo. #1-12	12. TRANSP.	1.66
		13. POSTAGE	31.36
		18. MAGAZINES	6.80
		LOST BOOK FUND	3.39 43.21
4665	VIRGIL PARTCH	4. SUPPLIES	199.00
4666	HARCOURT BRACE & WORLD, INC.	2. BOOKS	8.25
<u>TOTAL CHECKS SUBMITTED DATED 8/25/70</u>			6,889.62
<u>FOR MEETING OF 8/25/70</u>			
<u>LESS:</u>			
4633	LOST BOOK FUND		207.67
4647	LOST BOOK FUND		6.00
4664	LOST BOOK FUND		3.39 217.06
<u>NET BUDGET EXPENDITURES BY CHECKS</u>			
<u>DATED 8/25/70</u>			<u>\$6,672.56</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



Mrs. Chesnut wishes to work for your library on Wednesday evenings and every other Saturday. We are happy that we'll be able to avail ourselves of her services.

After Labor Day, we'll be getting some "new blood" on our staff. Little by little things are "looking up".

We were pleased to see our library's name in print. Because we are mentioned in ADULTS NEED SEX EDUCATION TOO by Helen Colton (1970), we thought that you might like to see a page or two reprinted; so an attachment to this report is being made.

We have sent out a quantity of framed pictures for repairs.

Xerox copying for the public has been particularly heavy in recent months.

Books have been sent to our binders, and, in general, we are getting caught up with work that has been on hand for some time. With additional staff members, "production" should be significantly higher in the last four months of this year.

## CIRCULATION

JULY, 1970	JULY, 1969
MAIN ADULT 16515	15078
JUV. MAIN 6400	6232
MOBILIBRARY ADULT 1605	1420
" JUV. 1716	1751
Tory Corner/closed	
<u>26236</u>	<u>24481</u>

Respectfully submitted



Robert Jonas  
Library Director

have begun routinely to tell interviewers about their companionate living arrangements and trial marriages. Biographies now routinely include material on the sexual problems of their subjects—Ernest Hemingway's and Billy Rose's impotence, for example. A world-famed novelist, interviewed by the Los Angeles Free Press and asked if it were true that he was homosexual, replied: "I'm bisexual." A British film actress, shortly after winning an Oscar, announced: "I don't want to be married but I would like to have a child." A New York woman, a political figure, felt no concern that it would affect her career when she candidly told a newspaper interviewer that she had had a child out of wedlock when she was 17, and it was duly reported in the newspaper sketch of her.

That same decade has seen the decline of the gossip columnist in U.S. journalism because, as a Broadway press agent commented: "Look, you have glamorous stars now openly living with each other. You get people talking on TV about the most intimate things. You get magazine articles that are incredibly blunt." Once-taboo topics such as abortion, homosexuality, adultery, transvestism, wife-swapping, group or "social" sex, sex language, are commonly discussed on TV, especially on the late-night shows, and are now the subject matter of TV soap operas.

**THROUGHOUT** the country, laws against nudist camps have been thrown out. Films have been produced in the U.S. and imported from other countries with increasingly explicit scenes of sexual behavior—heterosexual and homosexual—and bluntness of language. The movie, *The Group*, became the first commercial film in the U.S. to discuss a contraceptive and to show a girl carrying her diaphragm in its case. When her film, *Night Games*, was attacked, Mai

Zetterling, Swedish actress-director, replied: "All censorship in the long run is futile. The truth of life will out sooner or later." Truth even extended to short stories in popular magazines in which, something never done before, characters about to make love checked first with each other as to whether they were "prepared."

At the same time as a large segment of the American public was loudly proclaiming "no-no" to pornography (the word means "the writings of prostitutes"), *Porno Shops*, euphemistically called *Adult Book Stores*, and "skin flicks" flourished, with failing movie houses even in conservative small towns turning to nude movies to stay in business. *Variety* reported that many did excellent business, despite their exorbitant admission charge of \$5, largely from "executive type business men killing time between appointments." Robert Jonas, a librarian in West Orange, New Jersey, delighted the community with his sense of humor when he labeled some stacks of books "Goodnography."

The U.S. Supreme Court wrestled constantly with definitions of the word obscenity, satisfying neither those who wanted more censorship nor those who wanted less. "Obscenity," said Stanley Fleishman, Los Angeles attorney specializing in such cases, "is a matter of geography." The geography apparently extended not only from national region to national region—the Bible Belt versus the Big Cities—but even from inside a house to outside a house. In a landmark decision the Supreme Court ruled that an Atlanta man had the legal right to possess and show stag films inside his own apartment, a bachelor pad. Out in the community, however, it was still illegal.

For the first time, social workers in many communities were legally permitted to discuss birth control and contraception with families on welfare. The Defense Department, as of January 1, 1967, began to issue birth control devices, free of charge, to the wives of all men in the armed forces.

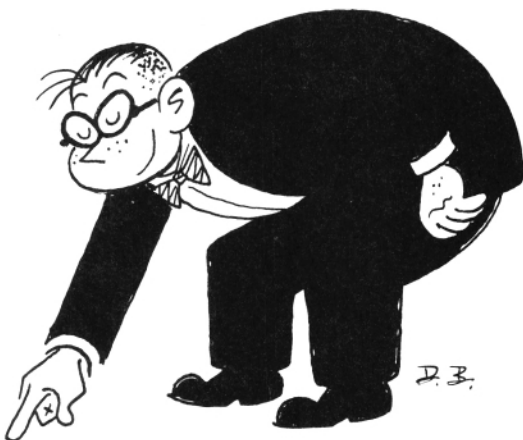
# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING

TUESDAY AUG 25 1970

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
6. NEW BUSINESS



WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF AUGUST 25, 1970

The meeting was called to order by Board President, Mr. Ehrenkranz at 5:00 P.M. Present at the meeting were Board members, Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Yeager and Jonas.

MINUTES:

The minutes of the July 28, 1970 meeting were read. Mrs. Zeitlin moved that the minutes be accepted as read. Mrs. Zimmerman seconded the motion. It was carried unanimously.

TREASURER'S REPORT

A. BILLS PRESENTED FOR PAYMENT: Mr. Yeager moved that the bills for the month of July be accepted for payment. Mrs. Zimmerman seconded the motion, it was carried unanimously.

B. FINANCIAL STATEMENT: Mr. Yeager made a motion that financial statement be accepted as stated, Mrs. Zeitlin seconded the motion. It was carried unanimously.

LIBRARY DIRECTORS REPORT

Mrs. Zeitlin moved that the Library Director's Report be accepted as read. Mrs. Zimmerman seconded the motion, it was carried unanimously. A letter was read from the State authorizing \$1000.00 fee toward the consultant.

PERSONNEL COMMITTEE REPORT

The Library has hired some new employees. Our next report will have the full list, as furnished by Mr. Jonas. There was no actual report necessary.

OLD BUSINESS

Mr. Hansch, recommended by Mr. Ehrenkranz, gave a comprehensive report on the insurance for the Library. He suggested that Mr. Jonas take an inventory of the contents of the Library, and based on those figures the Board will decide what steps to take. He strongly suggested that the Boiler & Machinery policy be raised to the highest limits the company would allow. Mr. Yeager made a motion that the Boiler Insurance be taken care of immediately, seconded by Mrs. Zimmerman, passed unanimously. Mrs. Zimmerman and Mrs. Zeitlin congratulated Mr. Ehrenkranz on having Mr. Hansch at the meeting. He was well received.

Mr. Yeager reported that he had been trying to reach Beth, the previous Board Secretary, but since she had not returned his calls, he felt that he had done what was expected of him. Mr. Jonas also tried to reach her. Mrs. Zeitlin therefore made a motion that Mrs. Hoffman be made secretary of the Library. Mrs. Zimmerman seconded the motion, and it was unanimously carried that Mrs. Beatrice Hoffman be made Secretary

of the Library Board.

NEW BUSINESS

The Board decided that Mr. Bob Jonas should write a letter to Mr. Harry Margolis, Town Attorney, to get an opinion on the Council Memo re the interpretation of the Senate Bill 549 relating to fines accepted by the Library.

A. Budget

This item will be brought up at the Council meeting on Monday, Aug. 31, 1970 at 8:00 P.M. Members were urged to be there promptly. It was decided that \$8100.00 would be the figure necessary to cover all items necessary. Mrs. Zeitlin reported that she had called surrounding communities and that our budget in comparison is not high. For the balance of the year these are the figures:

Maintenance of building	\$3400.
Mobil Library -gas,	
supplies, etc.	<u>1600.</u>
	\$5000.

Mr. Jonas would like to have \$270.00 for a new work table allocated out of this budget and \$679.00 for a case for pictures to be ordered now but to be allocated as of 1971. This motion was made by Mrs. Zeitlin and seconded by Mrs. Zimmerman. It was carried unanimously.

The meeting was adjourned at 6:03 P.M. The next meeting will be held September 22, 1970 at 4:45 P.M.

Respectfully submitted,

*Beatrice Hoffman*

## Circulation//October

	1970	1969
Main Adult	17422	16270
Main Children's	7017	7400
Tory Adult	166	124
Tory Children's	376	446
Mobilibrary Adult	1453	1405
Mobilibrary Children's	2660	2347
	29094	27992

Once again, circulation for 1970 has increased over the corresponding circulation of 1969.

Mrs. Raffel, another long-time employee, has resigned because her family is moving from Livingston to the "Jersey Shore". We have had poor luck, this past year, in losing Mrs. Leisentrutt (retirement), Mrs. Hollander (moved to Florida), Mrs. Katz (moved), Mrs. Villani (deceased), Mrs. Raffel (moving). We have been fortunate in being able to have three new part-timers join our staff in the past few weeks: Miss Tunison, Mrs. Springsteel, and Mrs. Zimmerman. It would be well to note that Mrs. Katz and Mrs. Zimmerman, just mentioned, are not members of the Library Board. There is no conflict of interest. In fact, there is no conflict.

Orange Public Library is adopting your West Orange Library's special method of stapling book pockets on a slant.

Mrs. D. Frisch of West Orange moved to Union, but Mrs. Frisch is willing to pay (and has paid) our \$5 non-resident fee. The willingness of out-of-townners to use your library (and pay) counterbalances the extremely few nasty remarks that we get (about seven times a year). As Orville may have said to Wilbur, "We must be doing something, Wright."

We now have a Xerox 720 machine, which replaced the languishing 914 which we had had for many years. The new Xerox is about three times as fast as the old one, and an entire ream of paper may be loaded into the machine.

A barrier against rain water has been set up outside our garage. The next step is to waterproof the garage...and use the garage for storing magazines. The slope of the pavement is incorrect, near garage, and water has been running right into the garage when the water has been running right.

Mrs. Luther Reynolds helped Frank Refinski plant some tulip bulbs, and the Garden Club of the Oranges, once more, has generously contributed both time and money (\$30) to your library.

The writer has suggested to the Suburban Club that it be the first organization to contribute to the new building furniture fund, and the Club has publicized the fact that it will make a donation. (We want to avoid having to give the world's worst furniture manufacturers a chance to get into your library...by setting up a gift fund.)

The writer has designed a new end panel for use with steel shelves, and we hope to have a sample soon.

Two libraries were mentioned in an article (copy herewith) in the NEWARK SUNDAY NEWS of Nov. 8, 1970, and Newark Public Library was one of them.

In general, "things" are falling into place...or, rather, are being put into place.

Respectfully

*Robert Jonas*  
Robert Jonas

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4719A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	\$ 64.53	
B	"	2. "	6.30	
C	"	2. "	102.03	
D	"	2. "	21.60	
E	"	2. "	29.79	
F	"	2. "	44.39	
G	"	2. "	26.75	
H	"	2. "	28.35	
I	"	2. "	23.46	
J	"	2. "	18.72	
K	"	2. "	90.53	
L	"	2. "	18.48	
M	"	2. "	11.24	
N	"	2. "	9.36	
O	"	2. "	13.66	
P	"	2. "	10.71	
Q	"	2. "	39.45	
R	"	2. "	19.32	
S	"	2. "	29.86	
T	"	2. "	31.00	
U	"	2. "	8.31	
V	"	2. "	38.50	
W	"	2. "	46.94	
X	"	2. "	29.61	
Y	"	2. "	61.61	
Z	"	2. "	33.75	
AA	"	2. "	27.05	
BB	"	2. "	5.19	
CC	"	2. "	11.48	
DD	"	2. "	11.28	
EE	"	2. "	16.00	
FF	"	2. "	8.52	\$ 937.83
4720	EDUCATORS PROGRESS SERVICE, INC.	2. "	9.25	
4721	AARON EISENBERG & CO.	21. ACCTG. SERVICES	400.00	
4722	GALE RESEARCH COMPANY	2. BOOKS	103.51	
4723	GATE HOUSE FRAME CO.	LOST BOOK FUND	687.25	
4724A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	76.19	
B	"	4. "	58.40	
C	"	4. "	53.28	
D	"	4. "	53.55	
E	"	4. "	24.00	265.42
4725	ROBERT JONAS	LOST BOOK FUND	205.00	
4726	HARCOURT, BRACE & WORLD, INC.	2. BOOKS	18.76	
4727	HIALEAH GUILD PUBLISHERS	2. "	7.50	
4728A	R. S. KNAPP COMPANY, INC.	4. SUPPLIES	2.50	
B	"	4. "	5.67	8.17
4729A	LAFAYETTE RADIO ELECT. CORP. OF NJ	LOST BOOK FUND	3.95	
B	"	"	23.30	27.25
4730	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE		299.00
4731A	J. M. MOREHOUSE PRINTING CO.	4. SUPPLIES	150.50	
B	"	4. "	41.75	
C	"	4. "	12.50	214.75
4732	N.J. BELL TELEPHONE CO.	9. TELEPHONE		53.35
4733	NEW YORK TIMES	18. MAGAZINES		125.00
4734	FRITZ MOELLER WOODWORKING	16. EQUIPMENT		900.00
4735	W.W. MORTON & COMPANY, INC.	2. BOOKS		52.40
4736	THE OTC MARKET CHRONICLE	18. MAGAZINES		20.00
4737A	THE PAPERBACK BOOK SHOP	2. BOOKS	179.05	
B	"	2. "	46.11	225.16
4738	PLASTIC LAMINATING CORP.	4. SUPPLIES		122.70
4739	POLITICAL RESEARCH, INC.	2. BOOKS		62.50
4740	PRENTICE-HALL, INC.	2. "		17.81
4741	PUBLIC SERVICE ELEC & GAS CO.	6. MAINT.-MAIN		582.91

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4742	G. P. PUTNAMS SONS	2. BOOKS	\$ 6.46
4743	VOID		
4744	ROBERTS TV APPLIANCES	16. EQUIPMENT	20.00
4745A	A. H. ROEMER COMPANY, INC.	2. BOOKS	\$ 274.35
B	" " " "	2. "	305.84
C	" " " "	2. "	441.73
D	" " " "	2. "	619.98
4746A	H. F. SCHMIDT & Co.	4. SUPPLIES	57.26
B	" " " "	4. "	40.63
C	" " " "	4. "	41.80
D	" " " "	4. "	14.84
4747	SELECTIVE BOOKS, INC.	2. BOOKS	8.95
4748	THE SHAW WALKER COMPANY	4. SUPPLIES	40.09
4749	SILVER BURDETT COMPANY	2. BOOKS	1,232.74
4750	UNION PEN & PENCIL Co.	4. SUPPLIES	43.05
4751	WELLINGTON BOOK Co. INC.	2. BOOKS	123.22
4752	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
4753	JOHN WILEY & SONS, INC.	2. BOOKS	12.25
4754	XEROX CORPORATION	20. XEROX	116.90
4755	POSTMASTER, ORANGE, N.J.	13. POSTAGE	67.00
4582 7/23	EBSCO SUB.SERVICES - VOID	18. MAGAZINES	CHECK VOID -( 25.50)
4756	PETTY CASH	2. BOOKS	1.40
		12. TRANSPORTATION	12.24
		13. POSTAGE	52.10
		14. CONVENTIONS	4.25
		18. MAGAZINES	13.15
		LOST BOOK FUND	3.75
<u>TOTAL CHECKS SUBMITTED DATED 10/27/70</u>			
<u>FOR MEETING OF 10/27/70</u>			14,126.22
<u>LESS:</u>			
4717	LOST BOOK FUND		658.67
4723	" " "		687.25
4725	" " "		205.00
4729	" " "		27.25
4756	" " "		3.75
<u>NET BUDGET EXPENDITURES BY CHECKS</u>			
<u>DATED 10/27/70</u>			\$12,544.30

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
4711	ACADEMIC MEDIA, INC.	2. BOOKS		\$ 26.25
4712	AVERY LABEL COMPANY	4. SUPPLIES		305.34
4713A	BAKER & TAYLOR CO.	2. BOOKS	\$ 13.64	
B	" " " "	2. "	90.03	
C	" " " "	2. "	37.40	
D	" " " "	2. "	12.27	
E	" " " "	2. "	17.48	
F	" " " "	2. "	118.90	
G	" " " "	2. "	282.14	
H	" " " "	2. "	301.59	
I	" " " "	2. "	103.57	
J	" " " "	2. "	291.03	
K	" " " "	2. "	70.85	
L	" " " "	2. "	135.02	
M	" " " "	2. "	47.50	
N	" " " "	2. "	124.40	
O	" " " "	2. "	75.89	
P	" " " "	2. "	54.72	
Q	" " " "	2. "	7.48	
R	" " " "	2. "	67.40	
S	" " " "	2. "	79.76	
T	" " " "	2. "	78.88	
U	" " " "	2. "	80.17	
V	" " " "	2. "	144.96	
W	" " " "	2. "	120.22	
X	" " " "	2. "	127.68	
Y	" " " "	2. "	62.90	
Z	" " " "	2. "	4.72	
AA	" " " "	2. "	6.29	
BB	" " " "	2. "	96.00	
CC	" " " "	2. "	83.15	
DD	" " " "	2. "	39.00	
EE	" " " "	2. "	115.07	
FF	" " " "	2. "	66.72	
GG	" " " "	2. "	90.33	
HH	" " " "	2. "	108.47	
II	" " " "	2. "	277.82	
JJ	" " " "	2. "	117.90	
KK	" " " "	2. "	10.00	
LL	" " " "	2. "	89.70	3,651.05
4714A	R.R. BOWKER COMPANY	18. MAGAZINES	55.00	
B	" " " "	18. "	24.95	79.95
4715	JAMES BROWN & SON	3. BINDING		283.35
4716	BROWNLEE BOOKS	2. BOOKS		12.00
4717A	CHAMBERS RECORD CORP.	LOST BOOK FUND	42.02	
B	" " " "	" " "	97.63	
C	" " " "	" " "	32.74	
D	" " " "	" " "	47.54	
E	" " " "	" " "	24.09	
F	" " " "	" " "	154.68	
G	" " " "	" " "	41.38	
H	" " " "	" " "	12.34	
I	" " " "	" " "	206.25	658.67
4718	COMMONWEALTH WATER COMPANY	6. MAINT.-MAIN		95.61

WEST ORANGE PUBLIC LIBRARY  
OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
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4719A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	\$ 64.53
B	" " " "	2. "	6.30
C	" " " "	2. "	102.03
D	" " " "	2. "	21.60
E	" " " "	2. "	29.79
F	" " " "	2. "	44.39
G	" " " "	2. "	26.75
H	" " " "	2. "	28.35
I	" " " "	2. "	23.46
J	" " " "	2. "	18.72
K	" " " "	2. "	90.53
L	" " " "	2. "	18.48
M	" " " "	2. "	11.24
N	" " " "	2. "	9.36
O	" " " "	2. "	13.66
P	" " " "	2. "	10.71
Q	" " " "	2. "	39.45
R	" " " "	2. "	19.32
S	" " " "	2. "	29.86
T	" " " "	2. "	31.00
U	" " " "	2. "	8.31
V	" " " "	2. "	38.56
W	" " " "	2. "	46.94
X	" " " "	2. "	29.61
Y	" " " "	2. "	61.61
Z	" " " "	2. "	33.75
AA	" " " "	2. "	27.05
BB	" " " "	2. "	5.19
CC	" " " "	2. "	11.48
DD	" " " "	2. "	11.28
EE	" " " "	2. "	16.00
FF	" " " "	2. "	8.52
			\$ 937.83
4720	EDUCATORS PROGRESS SERVICE, INC.	2. "	9.25
4721	AARON EISENBERG & CO.	21. ACCTG. SERVICES	400.00
4722	GALE RESEARCH COMPANY	2. BOOKS	103.51
4723	GATE HOUSE FRAME CO.	LOST BOOK FUND	687.25
4724A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	76.19
B	" " " "	4. "	58.40
C	" " " "	4. "	53.28
D	" " " "	4. "	53.55
E	" " " "	4. "	24.00
			265.42
4725	ROBERT JONAS	LOST BOOK FUND	205.00
4726	HARCOURT, BRACE & WORLD, INC.	2. BOOKS	18.76
4727	HIALEAH GUILD PUBLISHERS	2. "	7.50
4728A	R. S. KNAPP COMPANY, INC.	4. SUPPLIES	2.50
B	" " " "	4. "	5.67
			8.17
4729A	LAFAYETTE RADIO ELECT. CORP. OF NJ	LOST BOOK FUND	3.95
B	" " " " " "	" " " "	23.30
			27.25
4730	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE	299.00
4731A	J. M. MOREHOUSE PRINTING CO.	4. SUPPLIES	160.50
B	" " " "	4. "	41.75
C	" " " "	4. "	12.50
			214.75
4732	N.J. BELL TELEPHONE CO.	9. TELEPHONE	58.35
4733	NEW YORK TIMES	18. MAGAZINES	125.00
4734	FRITZ MOELLER WOODWORKING	16. EQUIPMENT	900.00
4735	W.W. MORTON & COMPANY, INC.	2. BOOKS	52.40
4736	THE OTC MARKET CHRONICLE	18. MAGAZINES	20.00
4737A	THE PAPERBACK BOOK SHOP	2. BOOKS	179.05
B	" " " "	2. "	46.11
			225.16
4738	PLASTIC LAMINATING CORP.	4. SUPPLIES	122.70
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WEST ORANGE PUBLIC LIBRARY

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4743	VOID		
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B	" " " "	2. "	305.84
C	" " " "	2. "	441.73
D	" " " "	2. "	619.98
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B	" " " "	4. "	40.63
C	" " " "	4. "	41.80
D	" " " "	4. "	14.84
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4750	UNION PEN & PENCIL CO.	4. SUPPLIES	1,232.74
4751	WELLINGTON BOOK CO. INC.	2. BOOKS	43.05
4752	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	123.22
4753	JOHN WILEY & SONS, INC.	2. BOOKS	135.00
4754	XEROX CORPORATION	2. BOOKS	12.25
4755	POSTMASTER, ORANGE, N.J.	20. XEROX	116.90
4582 7/23	EBSCO SUB.SERVICES - VOID	13. POSTAGE	67.00
4756	PETTY CASH	18. MAGAZINES	CHECK VOID -( 25.50)
		2. BOOKS	1.40
		12. TRANSPORTATION	12.24
		13. POSTAGE	52.10
		14. CONVENTIONS	4.25
		18. MAGAZINES	13.15
		LOST BOOK FUND	3.75
			86.89
<u>TOTAL CHECKS SUBMITTED DATED 10/27/70</u>			
<u>FOR MEETING OF 10/27/70</u>			14,126.22
<u>LESS:</u>			
4717	LOST BOOK FUND		658.67
4723	" " "		687.25
4725	" " "		205.00
4729	" " "		27.25
4756	" " "		3.75
			1,581.92
<u>NET BUDGET EXPENDITURES BY CHECKS</u>			
<u>DATED 10/27/70</u>			<u>\$12,544.30</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Circulation//October

	1970	1969
Main Adult	17422	16270
Main Children's	7017	7400
Tory Adult	166	124
Tory Children's	376	446
Mobilibrary Adult	1453	1405
Mobilibrary Children's	2660	2347
	<u>29094</u>	<u>27992</u>

Once again, circulation for 1970 has increased over the corresponding circulation of 1969.

Mrs. Raffel, another long-time employee, has resigned because her family is moving from Livingston to the "Jersey Shore". We have had poor luck, this past year, in losing Mrs. Leisentratt (retirement), Mrs. Hollander (moved to Florida), Mrs. Katz (moved), Mrs. Villani (deceased), Mrs. Raffel (moving). We have been fortunate in being able to have three new part-timers join our staff in the past few weeks: Miss Tunison, Mrs. Springsteel, and Mrs. Zimmerman. It would be well to note that Mrs. Katz and Mrs. Zimmerman, just mentioned, are not members of the Library Board. There is no conflict of interest. In fact, there is no conflict.

Orange Public Library is adopting your West Orange Library's special method of stapling book pockets on a slant.

Mrs. D. Frisch of West Orange moved to Union, but Mrs. Frisch is willing to pay (and has paid) our \$5 non-resident fee. The willingness of out-of-townners to use your library (and pay) counterbalances the extremely few nasty remarks that we get (about seven times a year). As Orville may have said to Wilbur, "We must be doing something, Wright."

We now have a Xerox 720 machine, which replaced the languishing 914 which we had had for many years. The new Xerox is about three times as fast as the old one, and an entire ream of paper may be loaded into the machine.

A barrier against rain water has been set up outside our garage. The next step is to waterproof the garage...and use the garage for storing magazines. The slope of the pavement is incorrect, near garage, and water has been running right into the garage when the water has been running right.

Mrs. Luther Reynolds helped Frank Refinski plant some tulip bulbs, and the Garden Club of the Oranges, once more, has generously contributed both time and money (\$30) to your library.

The writer has suggested to the Suburban Club that it be the first organization to contribute to the new building furniture fund, and the Club has publicized the fact that it will make a donation. (We want to avoid having to give the world's worst furniture manufacturers a chance to get into your library...by setting up a gift fund.)

The writer has designed a new end panel for use with steel shelves, and we hope to have a sample soon.

Two libraries were mentioned in an article (copy herewith) in the NEWARK SUNDAY NEWS of Nov. 8, 1970, and Newark Public Library was one of them.

In general, "things" are falling into place...or, rather, are being put into place.

Respectfully

*Robert Jonas*  
Robert Jonas

# AGENDUM

Book

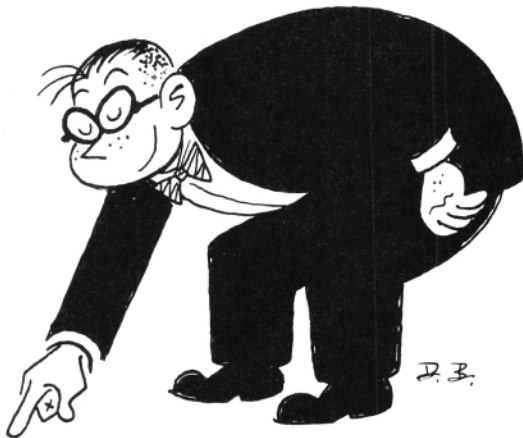
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY OCT 27 1970

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS

MR. THOMAS

6. NEW BUSINESS



WEST ORANGE PUBLIC LIBRARY

Board of Trustees

Meeting of Tuesday September 22, 1970

The meeting was called to order by Board president, Mr. Ehrenkranz, at 4:50 P.M. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Yeager and Jonas. Also present was Mr. W. Jervey representing the Friends of the Library.

Minutes: The minutes of the previous meeting of August 25th, 1970 were read. Mrs. Zeitlin moved that the minutes be accepted as read: Mrs. Zimmerman seconded the motion, it was carried unanimously.

TREASURERS REPORT: Bills presented for payment. Mr. Yeager moved that the bills for the month be accepted for payment as presented. Mrs. Zimmerman seconded the motion, it was carried unanimously.

Financial Statement: It was announced that money for the Library should arrive from the Town on the 23rd. In the meantime a motion was made to allow Mr. Jonas to use the money from a sinking fund (fines) until the money arrives from the Town. Mrs. Zimmerman made the motion and it was seconded by Mrs. Zeitlin.

LIBRARY DIRECTORS REPORT: Mrs. Zeitlin moved that the Library Directors Report be accepted as read, Mr. Yeager seconded the motion, it was carried unanimously.

OLD BUSINESS: Mrs. Zeitlin and Mrs. Zimmerman having met with Mr. Manheim and Mr. Eisenberg, and having researched the matter thoroughly with surrounding communities of like population, feel that a Cost of Living raises of \$750. per year should be given to all permanent full time personnel, except Mr. Jonas. Mrs. Zeitlin made the motion, and Mrs. Zimmerman seconded the motion, it was carried unanimously. Those to receive the raise as follows: the 12 full time employees.

- a. Mr. Baldwin total salary to be raised to \$9500.00 from the present \$8000. Comparative salaries having been checked into, he still is getting less than other communities pay.
- b. All full time employees to get two days pay for religious holidays other than Christmas and Good Friday.
- c. Jr. Library Assistants pay schedule to go from \$2.00 per hr to \$2.50 hr. Jr. Library Clerks from \$1.40 to \$1.70 per hr.

Mrs. Zeitlin made a motion that these raises be accepted as read, seconded by Mrs. Zimmerman, and it was carried unanimously.

Motion made to increase Mr. Jonas salary to 17,580. made by Mary Zeitlin, seconded by Rose Zimmerman, it was carried unanimously.

Mr. Ehrenkranz commended both Mrs. Zeitlin and Mrs. Zimmerman on all their efforts and interest in seeing that these pay schedules were updated to meet the present day cost of living.

Mr. Jonas took a complete inventory of the Library, \$325,625.00. Policy will be changed accordingly.

NEW BUSINESS None

The meeting was adjourned at 5:31 P.M. The next meeting is set for Tuesday, October 27, 1970 at 4:45 P.M.

Respectfully submitted,

*Beatrice Hoffman*  
Beatrice Hoffman

## BOARD MEETING OF

OCTOBER 27, 1970

EXPENDITURE DETAIL 1970		BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING	EXPENDED THROUGH 9/30/70	BALANCE ON 9/30/70
1. Salaries	171,124	14,332.69	128,013.03	43,110.97	
2. Books	40,000	523.72	30,156.56	9,843.44	
3. Binding	1,000		617.94	382.06	
4. Supplies	5,500	278.71	5,434.03	65.97	
5. Insurance	3,500		2,872.24	627.76	
6. Maintenance - Main	6,600	629.63	8,611.82	-( 2,011.82)	
Maintenance - Tory	540		405.00	135.00	
8. Maintenance - Mobilibrary including gasoline, oil, repairs	1,000		640.12	359.88	
9. Telephone	750	65.50	686.20	63.80	
10. Community relations	300	50.61	293.83	6.17	
11. Service contracts	300	35.00	449.05	-( 149.05)	
12. Transportation	100	12.73	61.16	38.84	
13. Postage	950	81.60	769.14	180.86	
14. Conventions	200	33.45	250.03	-( 50.03)	
15. Audit	150			150.00	
16. Equipment	5,750	682.88	3,711.15	2,038.85	
17. Contingency	300		575.02	-( 275.02)	
18. Magazines	2,060	6.10	2,621.65	-( 561.65)	
19. Audio-visual	3,200		3,471.67	-( 271.67)	
20. Xerox	1,200	28.60	977.07	222.93	
21. Accounting services	4,800	400.00	4,000.00	800.00	
22. CONSULTANT	2,000			2,000.00	

TOTAL

\$251,324

\$17,161.22

\$194,616.71

\$56,707.29

PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

By: AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF SEPTEMBER 1970 FOR MEETING 10/27/70

<u>BALANCE, SEPTEMBER 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>607.51</u>	\$ 1,060.70	
1970 FINES AND RESERVES	15,981.46		
1970 LOST BOOK FUND	<u>1,894.33</u>	17,875.79	
CASH IN LIBRARY		<u>126.25</u>	\$19,062.74
<u>ADD: RECEIPTS, SEPTEMBER 1970</u>			
1970 BUDGET		55,671.00	
1970 FINES	1,551.31		
XEROX	196.20		
MEETING ROOM	10.00		
TELEPHONE BOOTHLET	6.50		
INTEREST	<u>185.17</u>	1,949.18	
1970 LOST BOOK FUND	113.04		
BOOK SALE	166.73		
INTEREST	<u>201.70</u>	481.47	58,101.65
<u>TOTAL</u>			77,164.39
<u>LESS: EXPENDITURES - SEPTEMBER 1970</u>			
EXPENDITURES - 1970 BUDGET		17,161.22	
LOST BOOK FUND		<u>11.06</u>	17,172.28
<u>BALANCE, SEPTEMBER 30, 1970</u>			<u>\$ 59,992.11</u>
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>39,117.29</u>	39,570.48	
1970 FINES AND RESERVES	17,930.64		
LOST BOOK FUND	<u>2,364.74</u>	20,295.38	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES - SEPTEMBER 30, 1970</u>			<u>\$ 59,992.11</u>
<u>BUDGETS</u> - NATIONAL NEWARK & ESSEX-CHECKING A/C	36,076.86		
A/c #2828 WEST ORANGE S & L	<u>3,081.07</u>		
<u>TOTAL BUDGETS</u>		39,157.93	
<u>FINES AND RESERVES</u> - A/c #2752 W. ORANGE S. & L.	17,995.34		
<u>LOST BOOK FUND</u> - A/c #2757 W. ORANGE S. & L.	2,712.59		
<u>CASH IN LIBRARY</u>		<u>126.25</u>	<u>\$ 59,992.11</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



WEST ORANGE PUBLIC LIBRARY

SEPTEMBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
SEPTEMBER 24, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4700	FRIEDMAN BOOKRACK Co.	16. EQUIPMENT	\$ 682.88
4701	TOWN OF WEST ORANGE-MAJOR MED.	1. SALARIES	422.15
4702	NATL. NWK & ESSEX BANK- EMPLOYEES W/T	1. "	1,465.00
4703	P.E.R.S. - CONTR. GROUP INS.	1. "	48.92
4704	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	9.00
4705	TOWN OF WEST ORANGE-SOC. SEC. EMPLOYEES	1. "	445.01
4706	TOWN OF WEST ORANGE-F.C.U.	1. "	210.00
4707	TOWN OF WEST ORANGE-SOC. SEC. EMPLOYER PORTION	1. "	1,621.58
4708	TOWN OF WEST ORANGE-3RD QTR. ADM. CHG.	1. "	1.00
4709	P.E.R.S. - PENSION	1. "	451.32
NET PAYROLL CHECKS #5389-5451		1. "	9,658.71
<u>TOTAL VOUCHERS #4700-4709</u>			15,015.57
<u>ADD: TOTAL CHECKS SUBMITTED DATED 9/22/70</u> <u>FOR MEETING OF 9/22/70</u>			2,156.71
<u>TOTAL CHECKS - MONTH OF SEPTEMBER 1970</u>			17,172.28
<u>LESS:</u> 4688 LOST BOOK FUND			11.06
<u>NET BUDGET EXPENDITURES - MONTH OF SEPTEMBER 1970</u>			<u>\$17,161.22</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4711	ACADEMIC MEDIA, INC.	2. BOOKS		\$ 26.25
4712	AVERY LABEL COMPANY	4. SUPPLIES		305.34
4713A	BAKER & TAYLOR Co.	2. BOOKS	\$ 13.64	
B	" " " "	2. "	90.03	
C	" " " "	2. "	37.40	
D	" " " "	2. "	12.27	
E	" " " "	2. "	17.48	
F	" " " "	2. "	118.90	
G	" " " "	2. "	282.14	
H	" " " "	2. "	301.59	
I	" " " "	2. "	103.57	
J	" " " "	2. "	291.03	
K	" " " "	2. "	70.85	
L	" " " "	2. "	135.02	
M	" " " "	2. "	47.50	
N	" " " "	2. "	124.40	
O	" " " "	2. "	75.89	
P	" " " "	2. "	54.72	
Q	" " " "	2. "	7.48	
R	" " " "	2. "	67.40	
S	" " " "	2. "	79.76	
T	" " " "	2. "	78.88	
U	" " " "	2. "	80.17	
V	" " " "	2. "	144.96	
W	" " " "	2. "	120.22	
X	" " " "	2. "	127.68	
Y	" " " "	2. "	62.90	
Z	" " " "	2. "	4.72	
AA	" " " "	2. "	6.29	
BB	" " " "	2. "	96.00	
CC	" " " "	2. "	83.15	
DD	" " " "	2. "	39.00	
EE	" " " "	2. "	115.07	
FF	" " " "	2. "	66.72	
GG	" " " "	2. "	90.33	
HH	" " " "	2. "	108.47	
II	" " " "	2. "	277.82	
JJ	" " " "	2. "	117.90	
KK	" " " "	2. "	10.00	
LL	" " " "	2. "	89.70	3,651.05
4714A	R.R. BOWKER COMPANY	18. MAGAZINES	55.00	
B	" " " "	18. "	24.95	79.95
4715	JAMES BROWN & SON	3. BINDING		283.35
4716	BROWNLEE BOOKS	2. BOOKS		12.00
4717A	CHAMBERS RECORD CORP.	LOST BOOK FUND	42.02	
B	" " " "	" " "	97.63	
C	" " " "	" " "	32.74	
D	" " " "	" " "	47.54	
E	" " " "	" " "	24.09	
F	" " " "	" " "	154.68	
G	" " " "	" " "	41.38	
H	" " " "	" " "	12.34	
I	" " " "	" " "	206.25	658.67
4718	COMMONWEALTH WATER COMPANY	6. MAINT.-MAIN		95.61

WEST ORANGE PUBLIC LIBRARY  
OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4719A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	\$ 64.53	
B	" " " "	2. "	6.30	
C	" " " "	2. "	102.03	
D	" " " "	2. "	21.60	
E	" " " "	2. "	29.79	
F	" " " "	2. "	44.39	
G	" " " "	2. "	26.75	
H	" " " "	2. "	28.35	
I	" " " "	2. "	23.46	
J	" " " "	2. "	18.72	
K	" " " "	2. "	90.53	
L	" " " "	2. "	18.48	
M	" " " "	2. "	11.24	
N	" " " "	2. "	9.36	
O	" " " "	2. "	13.66	
P	" " " "	2. "	10.71	
Q	" " " "	2. "	39.45	
R	" " " "	2. "	19.32	
S	" " " "	2. "	29.86	
T	" " " "	2. "	31.00	
U	" " " "	2. "	8.31	
V	" " " "	2. "	38.56	
W	" " " "	2. "	46.94	
X	" " " "	2. "	29.61	
Y	" " " "	2. "	61.61	
Z	" " " "	2. "	33.75	
AA	" " " "	2. "	27.05	
BB	" " " "	2. "	5.19	
CC	" " " "	2. "	11.48	
DD	" " " "	2. "	11.28	
EE	" " " "	2. "	16.00	
FF	" " " "	2. "	8.52	\$ 937.83
4720	EDUCATORS PROGRESS SERVICE, INC.	2. "		9.25
4721	AARON EISENBERG & CO.	21. ACCTG. SERVICES		400.00
4722	GALE RESEARCH COMPANY	2. BOOKS		103.51
4723	GATE HOUSE FRAME CO.	LOST BOOK FUND		687.25
4724A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	76.19	
B	" " " "	4. "	58.40	
C	" " " "	4. "	53.28	
D	" " " "	4. "	53.55	
E	" " " "	4. "	24.00	265.42
4725	ROBERT JONAS	LOST BOOK FUND		205.00
4726	HARCOURT, BRACE & WORLD, INC.	2. BOOKS		18.76
4727	HIALEAH GUILD PUBLISHERS	2. "		7.50
4728A	R. S. KNAPP COMPANY, INC.	4. SUPPLIES	2.50	
B	" " " "	4. "	5.67	8.17
4729A	LAFAYETTE RADIO ELECT. CORP. OF NJ	LOST BOOK FUND	3.95	
B	" " " " " "	" " " "	23.30	27.25
4730	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE		299.00
4731A	J. M. MOREHOUSE PRINTING CO.	4. SUPPLIES	160.50	
B	" " " "	4. "	41.75	
C	" " " "	4. "	12.50	214.75
4732	N.J. BELL TELEPHONE CO.	9. TELEPHONE		58.35
4733	NEW YORK TIMES	18. MAGAZINES		125.00
4734	FRITZ MOELLER WOODWORKING	16. EQUIPMENT		900.00
4735	W.W. MORTON & COMPANY, INC.	2. BOOKS		52.40
4736	THE OTC MARKET CHRONICLE	18. MAGAZINES		20.00
4737A	THE PAPERBACK BOOK SHOP	2. BOOKS	179.05	
B	" " " "	2. "	46.11	225.16
4738	PLASTIC LAMINATING CORP.	4. SUPPLIES		122.70
4739	POLITICAL RESEARCH, INC.	2. BOOKS		62.50
4740	PRENTICE-HALL, INC.	2. "		17.81
4741	PUBLIC SERVICE ELEC & GAS CO.	6. MAINT.-MAIN		582.91

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT OCTOBER 27, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4742	G. P. PUTNAMS SONS	2. BOOKS	\$ 6.46
4743	VOID		
4744	ROBERTS TV APPLIANCES	16. EQUIPMENT	20.00
4745A	A. H. ROEMER COMPANY, INC.	2. BOOKS	\$ 274.35
B	" " " "	2. "	305.84
C	" " " "	2. "	441.73
D	" " " "	2. "	619.98
4746A	H. F. SCHMIDT & CO.	4. SUPPLIES	57.26
B	" " " "	4. "	40.63
C	" " " "	4. "	41.80
D	" " " "	4. "	14.84
4747	SELECTIVE BOOKS, INC.	2. BOOKS	8.95
4748	THE SHAW WALKER COMPANY	4. SUPPLIES	40.09
4749	SILVER BURDETT COMPANY	2. BOOKS	1,232.74
4750	UNION PEN & PENCIL CO.	4. SUPPLIES	43.05
4751	WELLINGTON BOOK CO. INC.	2. BOOKS	123.22
4752	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
4753	JOHN WILEY & SONS, INC.	2. BOOKS	12.25
4754	XEROX CORPORATION	20. XEROX	116.90
4755	POSTMASTER, ORANGE, N.J.	13. POSTAGE	67.00
4582 7/23	EBSCO SUB.SERVICES - VOID	18. MAGAZINES	CHECK VOID -( 25.50)
4756	PETTY CASH	2. BOOKS	1.40
		12. TRANSPORTATION	12.24
		13. POSTAGE	52.10
		14. CONVENTIONS	4.25
		18. MAGAZINES	13.15
		LOST BOOK FUND	3.75
<u>TOTAL CHECKS SUBMITTED DATED 10/27/70</u>			
<u>FOR MEETING OF 10/27/70</u>			14,126.22
<u>LESS:</u>			
4717	LOST BOOK FUND		658.67
4723	" " "		687.25
4725	" " "		205.00
4729	" " "		27.25
4756	" " "		3.75
<u>NET BUDGET EXPENDITURES BY CHECKS</u>			
<u>DATED 10/27/70</u>			<u>\$12,544.30</u>

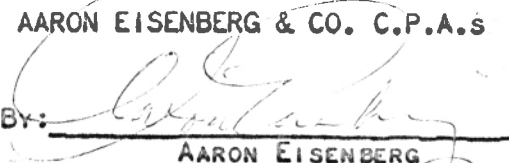
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.S

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Library Board

Meeting

September 22, 1970

statistics for August, 1970

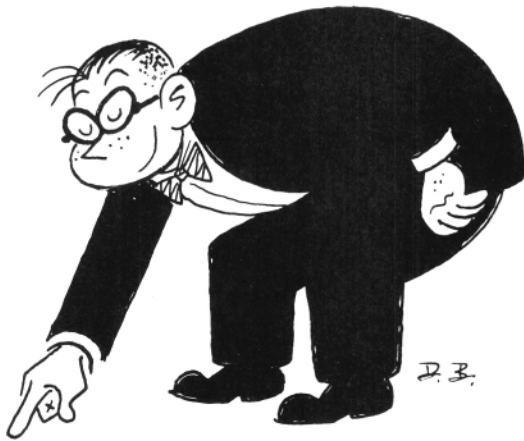
Sept 70

# A G E N D U M

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING      SEP 22 1970  
TUESDAY \_\_\_\_\_

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
6. NEW BUSINESS



INVENTORY  
BANK WITHDRAWAL FORMS

# LIBRARY DIRECTOR'S REPORT FOR AUGUST, 1970

Circulation:	August 1970	August 1969
Main Adult	15093	13247
Main Juvenile	5736	5279
Mob. Adult	1283	1317
Mob. Juvenile	1505	1707
Tory: closed	<u>23617</u>	<u>21550</u>

We have lost another good, "old-time" staff member. Mrs. Hollander is going to live in Florida, looking forward to the healthful climate. Mrs. Hollander has always been one of your library's best boosters, and she considered the library her "turf".

Circulation for August of this year increased  $9\frac{1}{2}\%$  over last year's production. What does this mean to the staff? It means that many more items were borrowed and (hopefully) returned. It means that your library staff is becoming increasingly busy.

All our Civil Service papers are up-to-date, now. We had had a large backlog of work. (We were amused to hear one of the Civil Service staff complaining, "Miss O. is in the hospital; I'm bogged down with work.") Until now, we have been bogged down, but Mrs. Helfeld\* is helping with ~~clerical work~~ clerical work, and things are "looking up".

\* new, part-timer, clerk

We have put up laminated plaques, downstairs, which show the winning, nationally honored P.A.L. football team of West Orange.

Reservations, for new books which your library doesn't own, have been especially heavy in recent months, and, we feel, the flow of new business is a highly encouraging sign.

As the Dodgers used to say.... "WAIT 'TIL NEXT YEAR!" You should have the good little library that we've all been striving for.

Respectfully

*Robert Jonas*  
Robert Jonas

## BOARD MEETING OF

SEPTEMBER 22, 1970

EXPENDITURE DETAIL 1970		BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING	EXPENDED THROUGH 8/31/70	BALANCE ON 8/31/70
1. Salaries	171,124	13,706.71	113,680.34	57,443.66	
2. Books	40,000	3,884.00	29,632.84	10,367.16	
3. Binding	1,000	--	617.94	382.06	
4. Supplies	5,500	1,009.12	5,155.32	344.68	
5. Insurance	3,500	--	2,872.24	627.76	
6. Maintenance - Main	6,600	1,005.70	7,982.19	-( 1,382.19)	
Maintenance - Tory	540	--	405.00	135.00	
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,000	23.35	640.12	359.88	
9. Telephone	750	68.80	620.70	129.30	
10. Community relations	300	--	243.22	56.78	
11. Service contracts	300	57.50	414.05	-( 114.05)	
12. Transportation	100	1.66	48.43	51.57	
13. Postage	950	102.36	687.54	262.46	
14. Conventions	200	--	216.58	-( 16.58)	
15. Audit	150	--	--	150.00	
16. Equipment	5,750	--	3,028.27	2,721.73	
17. Contingency	300	--	575.02	-( 275.02)	
18. Magazines	2,060	6.80	2,615.55	-( 555.55)	
19. Audio-visual	3,200	--	3,471.67	-( 271.67)	
20. Xerox	1,200	113.27	948.47	251.53	
21. Accounting services	4,800	400.00	3,600.00	1,200.00	
22. CONSULTANT	2,000			2,000.00	

TOTAL

\$ 251,324

\$20,379.27

\$177,455.49

\$ 73,868.51



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

BY:

 Aaron Eisenberg  
 CERTIFIED PUBLIC ACCOUNTANT



WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF AUGUST 1970 FOR MEETING 9/22/70

<u>BALANCE, AUGUST 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>20,986.78</u>	\$ 21,439.97	
1970 FINES AND RESERVES	14,290.06		
1970 LOST BOOK FUND	<u>1,852.34</u>	16,142.40	
CASH IN LIBRARY		<u>126.25</u>	\$37,708.62
<u>ADD: RECEIPTS, AUGUST 1970</u>			
1970 FINES	1,477.35		
XEROX	<u>214.05</u>	1,691.40	
1970 LOST BOOK FUND	154.35		
BOOK SALE	<u>104.70</u>	<u>259.05</u>	<u>1,950.45</u>
<u>TOTAL</u>			39,659.07
<u>LESS: EXPENDITURES - AUGUST 1970</u>			
EXPENDITURES - 1970 BUDGET		20,379.27	
LOST BOOK FUND		<u>217.06</u>	<u>20,596.33</u>
<u>BALANCE, AUGUST 31, 1970</u>			<u>\$19,062.74</u>
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>607.51</u>	1,060.70	
1970 FINES AND RESERVES	15,981.46		
LOST BOOK FUND	<u>1,894.33</u>	17,875.79	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES- AUGUST 31, 1970</u>			<u>\$19,062.74</u>
<u>BUDGETS - NATIONAL NEWARK &amp; ESSEX-CHECKING A/C</u>		( 2,421.86)	
A/C #2828 WEST ORANGE S & L		<u>2,906.92</u>	
<u>TOTAL BUDGETS</u>		485.06	
<u>FINES AND RESERVES - A/C #2752 W. ORANGE S. &amp; L.</u>		16,046.16	
<u>LOST BOOK FUND - A/C #2757 W. ORANGE S. &amp; L.</u>		2,405.27	
<u>CASH IN LIBRARY</u>		<u>126.25</u>	<u>\$19,062.74</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

AUGUST 1970 BILLS PRESENTED FOR PAYMENT  
AT SEPTEMBER 22, 1970 MEETING

CHECKS ARE DATED  
AUGUST 25, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4667	TOWN OF WEST ORANGE-MAJOR MED.	1. SALARIES	\$ 388.03
4668	NATL. NWK. & ESSEX-EMPLOYEES W/T	1. "	1,613.60
4669	P.E.R.S. - CONTR. GROUP INS.	1. "	57.69
4670	P.E.R.S. - SUPPL. ANNUITY	1. "	10.00
4671	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. "	578.08
4672	TOWN OF WEST ORANGE - F.C.U.	1. "	210.00
4673	P.E.R.S. - PENSION & LOANS	1. "	476.25
NET PAYROLL CHECKS #5336-5388		1. "	<u>10,373.06</u>
TOTAL VOUCHERS #4667-4673			13,706.71
ADD: <u>TOTAL CHECKS SUBMITTED DATED 8/25/70</u> <u>FOR MEETING OF 8/25/70</u>			<u>6,889.62</u>
TOTAL CHECKS - MONTH OF AUGUST			20,596.33
LESS:			
4633	LOST BOOK FUND		\$ 207.67
4647	LOST BOOK FUND		6.00
4664	LOST BOOK FUND		<u>3.39</u>
			<u>217.06</u>
NET BUDGET EXPENDITURES - MONTH OF AUGUST 1970			<u>\$20,379.27</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

SEPTEMBER 1970 BILLS PRESENTED FOR PAYMENT  
AT SEPTEMBER 22, 1970 MEETING

CHECKS ARE DATED  
SEPTEMBER 22, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4674	CARNEGIE COMMISSION ON HIGHER EDUCATION	2. BOOKS	\$ 6.00
4675	CINCINNATI TIME RECORDER Co.	11. SERVICE CONTRACTS	35.00
4676	AARON EISENBERG & Co.	21. ACCTS. SERVICES	400.00
4677	HERMES ENGRAVERS, INC.	4. SUPPLIES	14.65
4678	EDWARD G. KLAPPROTH, SR.	4. "	32.00
4679	I. P. LADDIN PRESS	2. BOOKS	5.35
4680	LE JOHNS, INC.	10. COMM. REL.	17.19
4681	LOGOS, INTERNATIONAL	2. BOOKS	3.95
4682	THE MCMILLAN COMPANY	2. "	27.71
4683	MITATOS MEAT MARKET	10. COMM. REL.	19.48
4684	MOONEY-GENERAL PAPER Co.	4. SUPPLIES	40.32
4685A	J.M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	\$ 77.50
B	" " " " "	4. "	17.00
C	" " " " "	4. "	65.00
4686	N.J. BELL TELEPHONE Co.	9. TELEPHONE	159.50
4687	THE PAPERBACK BOOK SHOP	2. BOOKS	65.30
4688	PATERSON STAMP WORKS	4. SUPPLIES	82.35
4689	PRENTICE HALL, INC.	2. BOOKS	17.09
4690	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT. - MAIN	13.63
4691	THE RONALD PRESS COMPANY	2. BOOKS	629.63
4692A	REGENT BOOK COMPANY	2. "	22.36
B	" " " "	2. "	39.91
4693A	A. H. ROEMER, INC.	2. "	35.51
B	" " " "	2. "	132.67
C	" " " "	2. "	87.75
4694	TYPEWRITER & OFFICE MACHINE Co.	2. "	34.23
4695	UNIPUB, INC.	4. SUPPLIES	254.65
4696	JOHN WILEY & SONS, INC.	2. BOOKS	15.00
4697	XEROX CORP.	2. "	13.65
4698	POSTMASTER, ORANGE, N.J.	20. XEROX	18.65
4699	PETTY CASH	13. POSTAGE	28.60
		4. SUPPLIES	67.00
		9. TELEPHONE	.15
		10. COMM. RELATIONS	.20
		12. TRANSP.	13.94
		13. POSTAGE	12.73
		14. CONVENTIONS	14.60
		18. MAGAZINES	33.45
		LOST BOOK FUND	6.10
			11.06
			92.23

TOTAL CHECKS SUBMITTED DATED 9/22/70  
FOR MEETING OF 9/22/70

2,156.71

LESS:

4699      LOST BOOK FUND

11.06

NET BUDGET EXPENDITURES BY CHECKS  
DATED 9/22/70

\$2,145.65

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

*Aaron Eisenberg*  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Sept. 22/70

Inventory West Orange Public  
Library*P. Jones*

BOOKS	Children's, shelved	14755		
		600		
		15355 @ \$4		\$61420
	Adult, shelved	40000 @ \$5		\$ 200000
	39069 +931			
PHONOGRAPH ALBUMS		300 @ \$3		900
FRAMED REPRODUCTIONS		150 @ 20		3000

## SECRETARY'S ROOM

adding machine		\$	150
typewriters 2 @ 1 50	\$150		300
desks 3 @ 200			600
tables 2 @ 80			160
book trucks 5 @ 80			400
2 col lapsible book trucks @ 200			400
6 files @ 80			480
1 safe			600
shelving 3 @ 250			750

## MEETING ROOM

table		275
phonograph system		400
paintings, originals 5 @ 250		1250
special peg boards 3 @ 150		450
Board <del>extra</del> chairs 10 @ 90		900
fiberglass reinforced chairs 70 @ 30		2100

## MAIN FLOOR

card catalogs 2 @ 800		1600
1 @ 1500		1500
serpentine book case		1000
shelving 7 @ 1000		7000
special kiosk		600
panel (special)		2000
display unit		2000
original pictures 20 @ 50		1000
charging desk		2500
7 tables @ 90		630
picture cabinet		500
phonograph bins 2 @ 200		400

## LISTENING ROOM

microfilm reader		250
" cabinet		150
1 table		100
sofas 2 @ 120		240
4 chairs @ 30		120

CHAIRS FOR MAIN READING ROOM AND DOWNSTAIRS	40 @ 30	1200
---------------------------------------------	---------	------

September 22, 1970

I should appreciate the Board members' considering payment of the following invoices:

not presented yet

HENRY THOMAS

\$1,000

CONSULTANT'S WRITTEN PROGRAM

not presented yet

FORBES GARDEN CENTER

48.60

TULIPS FOR AUTUMN PLANTING ... SUGGESTED  
BY MRS. LUTHER REYNOLDS

presented with other invoices

FRITZ NOELLER

\$900.

MR. NOELLER DID MAGNIFICENT WORK FOR  
US ON A NEW PICTURE STORAGE CABINET  
AND SPECIAL TABLE. I'D LIKE TO  
KEEP HIS GOOD WILL, FOR EXCELLENT  
CABINET MAKERS ARE AS SCARCE  
AS.

presented with other invoices

ROBERT JONAS

\$205.

COPY OF BOARD MINUTES OF  
JUNE 19, 1961 ARE PART OF PAPERS  
PRESENTED HEREWITH.

TOTAL CIRCULATION SEPTEMBER, 1970

SEPTEMBER, 1969

23926

26152

Circulation for your library system was down considerably in September, 1970, when comparison is made with circulation of 1969. We feel that the many holidays and holy days may be the clue to such low circulation.

MOBILIBRARY	ADULT	1311	1322
"	JUVENILE	1649	2191
TORY CORNER	ADULT	70	89
"	JUVENILE	199	284
MAIN	ADULT	15221	15647
"	JUVENILE	5476	6619

Respectfully submitted

*Robert Jonas*  
Robert Jonas, Library Director

Sept. 22/70 Library Board of Trustees Meeting

I'd like to recommend payment of \$682.88 for books....sold to library by

FRIEDMAN BOOK RACK COMPANY  
East Lake Shore Drive  
Carmel, New York

on May 27/70.

(We have just received a duplicate invoice...and a voucher number (check number)  
will be assigned at Sept. 22/70 meeting.)

Respectfully

*Robert Jonas* 9/19/70  
Robert Jonas

Mr. Virgil Partich  
(Cartoonist from Calif)

Supplies \$199.

#4544

~~Jonas - removed~~  
~~Mr. Jones Mr. cabinet~~



Mr. Virgil F. Patch # 4789

4. Supplies

\$199.00

Aug 1970

Case for  
Reviews

Director's Table  
Sept 22, 70

Jones Inventory

Director's  
Report Sept 70

Mr. Virgil Patch #4665

4. Supplies \$199.00

different spelling  
appears on June 23

May 26, 1970

Personnel Committee  
Report

~~Mr. Jo~~

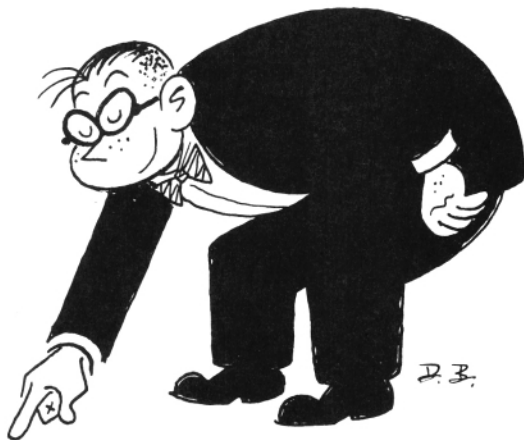
Two senior librarians  
be hired at Library  
Directors recommenda-  
tion

# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING DEC 1 1970  
TUESDAY

1. MINUTES
2. TREASURER'S REPORT
  - A. BILLS PRESENTED FOR PAYMENT
  - B. FINANCIAL STATEMENTS
3. LIBRARY DIRECTOR'S REPORT
4. PERSONNEL COMMITTEE REPORT
5. OLD BUSINESS
6. NEW BUSINESS



## IT'S THE LAW!

**Library Board and Library Director**

**Our job:** To work together to build a wonderful library...and to protect the library and its users by obtaining an adequate budget every year.

**Mayor of West Orange and Councilmen**

**Their job:** To work together to protect the town and its taxpayers.

*There was  
no other meeting  
1970  
Agones*

*& no 4th Tuesday  
December meeting 1/19/71  
Agones*

## BUDGET REPORT

## WEST ORANGE PUBLIC LIBRARY

FORM 40

BOARD MEETING OF

NOVEMBER 24, 1970

EXPENDITURE DETAIL  
1970BUDGET OF  
1970ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETING.EXPENDED  
THROUGH  
10/31/70BALANCE ON  
10/31/70

1. Salaries	171,124	12,674.48	140,687.51	30,436.49
2. Books	40,000	11,292.35	41,448.91	-( 1,448.91)
3. Binding	1,000	283.35	901.29	98.71
4. Supplies	5,500	1,612.62	7,046.65	-( 1,546.65)
5. Insurance	3,500	511.00	3,383.24	116.76
6. Maintenance - Main	8,100	1,818.40	10,430.22	-( 2,330.22)
Maintenance - Tory	540	135.00	540.00	--
8. Maintenance - Mobilibrary including gasoline, oil, repairs	1,500	2.71	642.83	857.17
9. Telephone	750	124.80	811.00	-( 61.00)
10. Community relations	300	21.19	315.02	-( 15.02)
11. Service contracts	300	39.50	488.55	-( 188.55)
12. Transportation	100	25.52	86.68	13.32
13. Postage	950	191.02	960.16	-( 10.16)
14. Conventions	200	4.25	254.28	-( 54.28)
15. Audit	150	-	-	150.00
16. Equipment	5,750	1,050.50	4,761.65	988.35
17. Contingency	300	-	575.02	-( 275.02)
18. Magazines	2,060	2,434.16	5,055.81	-(2,995.81)
19. Audio-visual	3,200	-	3,471.67	-( 271.67)
20. Xerox	1,200	313.99	1,291.06	-( 91.06)
21. Accounting services	4,800	800.00	4,800.00	--
22. CONSULTANT	2,000	1,000.00	1,000.00	1,000.00
<b>TOTAL</b>	<b>\$ 253,324</b>	<b>\$34,334.84</b>	<b>\$228,951.55</b>	<b>\$24,372.45</b>



PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO. C.P.A.s

By:

AARON EISENBERG

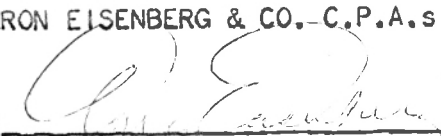
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF OCTOBER 1970 FOR MEETING 11/24/70

<u>BALANCE, OCTOBER 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>39,117.29</u>	\$ 39,570.48	
1970 FINES AND RESERVES	17,930.64		
1970 LOST BOOK FUND	<u>2,364.74</u>	20,295.38	
CASH IN LIBRARY		<u>126.25</u>	\$ 59,992.11
<u>ADD: RECEIPTS, OCTOBER 1970</u>			
1970 BUDGET		2,000.00	
1970 FINES	1,539.66		
XEROX	254.40		
MEETING ROOM	10.00		
TELEPHONE BOOTHLET	5.88		
POST CARDS	<u>.05</u>	1,809.99	
1970 LOST BOOK FUND	111.17		
BOOK SALE	225.09		
MISC. INCOME	<u>46.00</u>	<u>382.26</u>	<u>4,192.25</u>
<u>TOTAL</u>			64,184.36
<u>LESS: EXPENDITURES - OCTOBER 1970</u>			
EXPENDITURES - 1970 BUDGET		34,334.84	
LOST BOOK FUND		<u>1,730.16</u>	<u>36,065.00</u>
<u>BALANCE, OCTOBER 31, 1970</u>			<u>\$ 28,119.36</u>
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	<u>6,782.45</u>	7,235.64	
1970 FINES AND RESERVES	19,740.63		
LOST BOOK FUND	<u>1,016.84</u>	20,757.47	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES, OCTOBER 31, 1970</u>			<u>\$ 28,119.36</u>
<u>BUDGETS</u> - NATIONAL NEWARK & ESSEX-CHECKING A/C		2,011.86	
A/C #2828 WEST ORANGE S & L		<u>3,081.07</u>	
<u>TOTAL BUDGETS</u>		5,092.93	
<u>FINES AND RESERVES</u> - A/C #2752 W. ORANGE S. & L.		19,805.33	
<u>LOST BOOK FUND</u> - A/C #2757 W. ORANGE S. & L.		3,094.85	
<u>CASH IN LIBRARY</u>		<u>126.25</u>	<u>\$ 28,119.36</u>

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO.-C.P.A.s

By:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT NOVEMBER 24, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970 AND  
OCTOBER 31, 1970

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4757	TOWN OF WEST ORANGE-MAJOR MED.	1. SALARIES	\$ 422.15
4758	NATL. NWK & ESSEX BANK -		
	EMPLOYEES W/T	1. "	1,415.50
4759	P.E.R.S. - CONTR.GROUP INS.	1. "	46.92
4760	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	10.00
4761	TOWN OF WEST ORANGE-SOC.SEC.		
	EMPLOYEES	1. "	434.97
4762	TOWN OF WEST ORANGE - F.C.U.	1. "	220.00
4763	P.E.R.S. - PENSION	1. "	517.29
4764	P.E.R.S. - PENSION	1. "	1.25
	NET PAYROLL CHECKS #5452-5510	1. "	9,606.40
4765	FORBES GARDEN CENTER	6. MAINT.-MAIN	48.60
4766	HENRY THOMAS	22. CONSULTANT	1,000.00
4767	AVERY LABEL CO.	4. SUPPLIES	106.35
4768A	BAKER & TAYLOR	2. BOOKS	\$ 409.82
B	" " "	2. "	348.49
C	" " "	2. "	115.87
D	" " "	2. "	138.87
E	" " "	2. "	38.81
F	" " "	2. "	262.32
G	" " "	2. "	215.59
H	" " "	2. "	382.50
I	" " "	2. "	100.36
J	" " "	2. "	114.16
K	" " "	2. "	115.51
L	" " "	2. "	15.60
M	" " "	2. "	248.57
N	" " "	2. "	169.32
			2,675.79
4769	R. R. BOWKER CO.	18. MAGAZINES	88.80
4770	THE BRITISH BOOK CENTRE, INC.	2. BOOKS	10.43
4771A	CHAMBERS RECORD CORP.	LOST BOOK FUND	27.81
B	" " "	" " "	111.18
			138.99
4772A	DIAMONDSTEIN BOOK CO. INC.	2. BOOKS	13.50
B	" " " "	2. "	19.92
C	" " " "	2. "	5.68
D	" " " "	2. "	13.12
E	" " " "	2. "	11.70
F	" " " "	2. "	7.50
G	" " " "	2. "	9.51
H	" " " "	2. "	21.43
			102.36
4773A	DOUBLEDAY & CO. INC.	2. "	69.95
B	" " " "	2. "	41.95
			111.90
4774	E. P. DUTTON & CO. INC.	2. "	6.99
4775	DUN & BRADSTREET, INC.	2. "	85.00
4776A	EBSCO SUBSCRIPTION SERVICE	18. MAGAZINES	2,130.11
B	" " "	18. "	-( 5.00)
			2,125.11
4777	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	8.75
4778	AARON EISENBERG & CO.	21. ACCTG.SERVICES	400.00
4779	LE FEURE, HOLMGREN & HANSCH	5. INSURANCE	212.00
4780	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	153.22
4781	HONEYWELL, INC.	6. MAINT.-MAIN	47.00
4782	MICHAELS SHOE SERVICE	10. COMM. REL.	10.00
4783	MICHIE COMPANY	2. BOOKS	15.75
4784	MOREAU PUBLICATIONS, INC.	10. COMM. REL.	3.50
4785	NATIONAL FUEL OIL CO.	6. MAINT. MAIN.	19.10



WEST ORANGE PUBLIC LIBRARY

OCTOBER 1970 BILLS PRESENTED FOR PAYMENT  
AT NOVEMBER 24, 1970 MEETING

CHECKS ARE DATED  
OCTOBER 27, 1970 AND  
OCTOBER 31, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4786A	NATIONAL FUEL OIL CO.	6. MAINT. - MAIN	\$ 286.23
B	" " " "	6. " "	75.00
4787	N.J. BELL TELEPHONE	9. TELEPHONE	66.45
4788A	PAPERBACK BOOK SHOP	2. BOOKS	24.72
B	" " "	2. " "	41.80
4789	VIRGIL F. PARTCH	4. SUPPLIES	199.00
4790	POSTMASTER	13. POSTAGE	59.00
4791	PRINT	2. BOOKS	17.85
4792	PUBLIC SERVICE ELEC. & GAS	6. MAINT.-MAIN	528.92
4793	REGENT BOOK CO. INC.	2. BOOKS	9.23
4794	STRYKER-POST PUBLICATIONS	2. " "	30.84
4795	TYPEWRITER & OFFICE MACHINE CO.	11. SERVICE CONT.	39.50
4796	UNITEMP. INC.	6. MAINT.-MAIN	128.10
4797	THE W. B. WOOD CO.	16. EQUIPMENT	130.50
4798A	XEROX CORPORATION	20. XEROX	101.69
B	" "	20. " "	26.90
C	" "	20. " "	68.50
4799	PETTY CASH	8. MOBIL-MAINT.	2.71
		12. TRANSPORTATION	13.28
		13. POSTAGE	12.92
		18. MAGAZINES	7.65
		10. COMM. REL.	7.69
		LOST BOOK FUND	9.25
		6. MAINT.-MAIN	6.93
			60.43
TOTAL CHECKS SUBMITTED DATED 10/27/70 AND 10/31/70 FOR MEETING OF 11/24/70.			21,938.78
ADD: TOTAL CHECKS SUBMITTED DATED 10/27/70 FOR MEETING OF 10/27/70			14,126.22
TOTAL CHECKS - MONTH OF OCTOBER 1970			36,065.00
LESS:			
4717	LOST BOOK FUND		658.67
4723	" " "		687.25
4725	" " "		205.00
4729	" " "		27.25
4756	" " "		3.75
4771	" " "		138.99
4799	" " "		9.25
NET BUDGET EXPENDITURES - MONTH OF OCTOBER 1970			1,730.16
			\$ 34,334.84

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.s

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

## Circulation//October

	1970	1969
Main Adult	17422	16270
Main Children's	7017	7400
Tory Adult	166	124
Tory Children's	376	446
Mobilibrary Adult	1453	1405
Mobilibrary Children's	2660	2347
	29094	27992

Once again, circulation for 1970 has increased over the corresponding circulation of 1969.

Mrs. Raffel, another long-time employee, has resigned because her family is moving from Livingston to the "Jersey Shore". We have had poor luck, this past year, in losing Mrs. Leisentrutt (retirement), Mrs. Hollander (moved to Florida), Mrs. Katz (moved), Mrs. Villani (deceased), Mrs. Raffel (moving). We have been fortunate in being able to have three new part-timers join our staff in the past few weeks: Miss Tunison, Mrs. Springsteel, and Mrs. Zimmerman. It would be well to note that Mrs. Katz and Mrs. Zimmerman, just mentioned, are not members of the Library Board. There is no conflict of interest. In fact, there is no conflict.

Orange Public Library is adopting your West Orange Library's special method of stapling book pockets on a slant.

Mrs. D. Frisch of West Orange moved to Union, but Mrs. Frisch is willing to pay (and has paid) our \$5 non-resident fee. The willingness of out-of-towners to use your library (and pay) counterbalances the extremely few nasty remarks that we get (about seven times a year). As Orville may have said to Wilbur, "We must be doing something, Wright."

We now have a Xerox 720 machine, which replaced the languishing 914 which we had had for many years. The new Xerox is about three times as fast as the old one, and an entire ream of paper may be loaded into the machine.

A barrier against rain water has been set up outside our garage. The next step is to waterproof the garage...and use the garage for storing magazines. The slope of the pavement is incorrect, near garage, and water has been running right into the garage when the water has been running right.

Mrs. Luther Reynolds helped Frank Refinski plant some tulip bulbs, and the Garden Club of the Oranges, once more, has generously contributed both time and money (\$30) to your library.

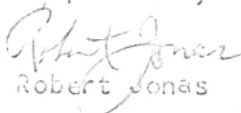
The writer has suggested to the Suburban Club that it be the first organization to contribute to the new building furniture fund, and the Club has publicized the fact that it will make a donation. (We want to avoid having to give the world's worst furniture manufacturers a chance to get into your library...by setting up a gift fund.)

The writer has designed a new end panel for use with steel shelves, and we hope to have a sample soon.

Two libraries were mentioned in an article (copy herewith) in the NEWARK SUNDAY NEWS of Nov. 8, 1970, and Newark Public Library was one of them.

In general, "things" are falling into place...or, rather, are being put into place.

Respectfully

  
Robert Jonas

# B u d g e t

# West Orange Public Library

## EXPENDITURE DETAIL

## BUDGET COMMITTEE'S RECOMMENDATION

1970  
received

1971

1. Salaries	\$171,124	\$206,213
2. Books	40,000	43,000
3. Binding	1,000	2,000
4. Supplies	5,500	7,000
5. Insurance	3,500	3,500
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	8,100	12,000
	540	540
7. Maintenance - Tory Corner		
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc.)	1,500	3,000
9. Telephone	750	840
10. Community relations; publicity; reading contests, etc.	300	500
11. Service contracts	300	500
12. Transportation	100	125
13. Postage	950	1045
14. Conventions	200	300
15. Audit	150	150
16. Equipment	5,750	3,500
17. Contingency	300	400
18. Magazines	2,060	2,800
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	3,200	6,400
20. Xerox	1,200	2,200
21. Accounting services	4,800	4,800
22. Consultant	2,000	3,500

	\$ 253,324	\$ 314,313
deduct STATE AID	- 30,148	- 35,707
	\$ 223,176	\$ 278,606

\*\*\*\*\*

MONTCLAIR PUBLIC LIBRARY	1970	\$435,000 received
MONTCLAIR PUBLIC LIBRARY	1971	\$538,800 plus State Aid/asking
FAIR LAWN PUBLIC LIBRARY	1970	\$304,787 received
FAIR LAWN PUBLIC LIBRARY	1971	\$388,622 requested
WEST ORANGE PUBLIC LIBRARY	1970	\$253,324 received
WEST ORANGE PUBLIC LIBRARY	1971	\$314,313 requested

\*\*\*\*\*

# Newark Library Tracking Down Overdue Books

NEWARK SUNDAY NEWS  
November 2, 1970

By EILEEN PEARSON

Newark News Staff Writer

The Newark Library can now boast a collection of more than one million volumes, but it takes a daily struggle to keep it that size.

What is necessary, according to library officials, is perseverance, and lots of it, to keep track of the books' constant comings and goings.

As of September, explained Walter Pedze, chief librarian in special charges, over to the City of Newark, not a year a total of \$38,915.59 in fines, charge of branches and extension, "there were 600 books out-due penalties. In the first nine months of 1970, \$49,020.51 has been collected."

The library gets some help from the overdue fines—5 cents per day for adults, 1 cent per day for children, with the value communities. As of now, despite of the book the maximum fine, blossoming inflation, there are Contrary to popular belief, the no plans to hike overdue fines. fine is not a means of raising extra library funds or even paying very popular, laughed Mrs. He- for lost books. Rather, it is in-ten Comparo, who is in charge

tended to discourage borrowers from keeping books past dead-line, thus depriving others of their use and imposing extra re-trieving problems on the library staff.

## Fines Go to City

In addition, all money collected by the library is turned over to the City of Newark, not kept to buy replacements. Last year a total of \$38,915.59 in fines, non-residence fees and certain

year a total of \$38,915.59 in fines, non-residence fees and certain charge of branches and extension, "there were 600 books out-due penalties. In the first nine months of 1970, \$49,020.51 has been collected."

The library gets some help from the overdue fines—5 cents per day for adults, 1 cent per day for children, with the value communities. As of now, despite of the book the maximum fine, blossoming inflation, there are Contrary to popular belief, the no plans to hike overdue fines. fine is not a means of raising extra library funds or even paying very popular, laughed Mrs. He- for lost books. Rather, it is in-ten Comparo, who is in charge

receiving department, "that books on their vacation, parents does the trick when all else has for that book."

No matter how high the fine, however, library officials feel books and even lawyers who there would still be problems. Although suburbanites are equally irresponsible and forgetful, there are a number of special problems for the city library.

Continuing Search

Mobility is foremost. Librarians are constantly tracking people down who have borrowed books and then moved to a new address or left the city entirely. The anonymity of a city is another problem.

"In a smaller town, residents know they are part-owners of the library," said Mrs. Comparo. "But in a city like Newark, people don't realize that this is their library, too. And therefore, they just don't feel as responsible or care what happens to the books as much."

But some of the excuses borrowers offer for not returning their books are less philosophical. One amazing-but-true story is the stolen car excuse: "I left my library books on the back seat trunk of my auto and it was stolen."

"It's all very discouraging," continued Mrs. Comparo, fiered letter warning that a sum-

who refuse to look through their failed."

children's messy rooms to find books and even lawyers who have volumes tied up as evidence in court cases."

## Reminders Sent

Despite the excuse, the procedure for tracking down the missing publication remains the same. The guilty party is sent overdue reminders, telephoned, prodded by a messenger and finally threatened with legal action.

"Even with the telephone calls we encounter problems, however," explained Pedze. "Many know they are part-owners of the library," said Mrs. Comparo. "But in a city like Newark, people don't realize that this is their library, too. And therefore, they just don't feel as responsible or care what happens to the books as much."

Libraries enjoy a subpoena power, but rarely invoke this privilege. (Except for rare instances such as the infamous "midnight raids" of the East Orange Library several years ago when delinquent borrowers were surprised with visits from the sheriff's department.)

"We've only taken about four or five cases to court," Mrs. Comparo continued, "these were books that were nearly half a year overdue. Generally a registered letter warning that a sum-

mons will be issued in 30 days individual envelope designated for that book."

Smaller libraries use variations on these methods. Some, for example, publicly post the name of delinquent borrowers, a system which proves effective in a small town where all the residents know each other.

West Orange Library installed a new "error-proof check-out" system in 1964. A maximum of six cards are issued to each adult; when a book is taken out, they insist, there's no substitute one of the cards is placed in an

This system, explained Director Robert Jones, prevents people from claiming that books were returned but misplaced on our shelves. "We're on the offense now, instead of the defense," he said, adding that fines have jumped from \$14,441 in 1963 to more than \$24,000 last year.

But officials at the Newark Library have no intention at present of changing their routine. As far as we're concerned, they insist, there's no substitute one of the cards is placed in an

one of the cards is placed in an

ART

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State Nurse Board  
Vacancies Scored

Newark News Medical Writer

The New Jersey State Nurses' Association is urging a telegram by the board president, Miss Helen M. Dutton, and the secretary, Miss Catherine Denning. Miss Dutton, chairman of the member State Board of Nursing, nursing program at Mercer



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# West-O Digest-O

November 30/70

I should appreciate your considering approving the following invoices, which should be paid immediately in order to allow library to maintain its credit standing:

1. Bursk & Poor \$10.00 for 2 books *VOUCHER 4808*
2. Avery Label Company \$1,009.39 less \$240.00 credit = \$769.39 net.  
*VOUCHERS 4807A  
4807B*

We have been having a battle with Avery Label Co. for atleast two years.....concerning their granting us credit for incorrect materials supplied. Their salesman, Steve Artin, is seeing to it that, finally, we'll receive all credits due us. I'm presenting a roll of labels which Mrs. Reed brought to my attention today. I showed the roll to Steve Artin.

Respectfully

  
Robert Jonas

MINUTES OF REGULAR MEETING  
OF THE TRUSTEES OF THE  
FREE PUBLIC LIBRARY OF WEST ORANGE  
Held: June 19, 1961

The regular meeting of the Trustees of the Free Public Library of West Orange was held at the library on Monday, June 19, 1961, at 7:15 P.M.

The following Trustees were present, constituting a quorum: Roger Doering, Jesse Taylor, Muriel Katz, Herbert J. Dwyer and Vivien Griffinger (who arrived late). There were also present Robert Jonas, Library Director, and Herbert L. Farkas.

The meeting was called to order by the President, Mr. Doering, who presided; H. J. Dwyer recorded the minutes of the meeting.

MINUTES

Upon motion made by Mrs. Katz, seconded by Mr. Taylor and unanimously carried, the minutes of the Regular Meeting held on May 9, 1961, were approved and adopted as presented.

TREASURER'S REPORT

Upon motion made by Mrs. Katz and seconded by Mr. Dwyer, the Financial Statements for May 1961, were unanimously approved and accepted.

BILLS PRESENTED FOR PAYMENT

The Bills Presented for Payment, May, 1961, in the total amount of \$2,646.13, were unanimously approved upon motion made by Mrs. Katz and seconded by Mr. Taylor.

LIBRARY DIRECTOR'S REPORT

Upon motion made by Mr. Dwyer and seconded by Mrs. Katz, the Library Director's Report for May, 1961, was unanimously approved and accepted.

PERSONNEL COMMITTEE

Mr. Dwyer recommended that the Trustees should pay the annual dues of the Library Director as a member of the West Orange Lions Club. Upon motion made by Mr. Dwyer, seconded by Mr. Taylor and unanimously carried, it was determined that the annual dues of the Library Director as a member of the West Orange Lions Club, in the amount of \$20.00, be paid by the Trustees and charged to Community Relations in the budget.

FINES

Mr. Jonas reported that the 1960 Fines and Reserves in the amount of \$6,134.30 had been reappropriated by the Commissioners for the use of the library. Upon motion made by Mrs. Katz, seconded by Mr. Dwyer and unanimously carried, the said sum of \$6,134.30 was allocated to the Book Account in the budget.