

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting - - January 13, 1953

AGENDA

1. Minutes
2. Treasurer's Report
  1. Bills presented for payment - December
  2. Bills outstanding - December
  3. Preliminary financial statement - December
3. Library director's Report
4. Election of officers
  1. Appointment of committees
    1. Finance
    2. Personnel
    3. Buildings and grounds
  2. Designation of appointing authority
5. Unfinished business

Tory Corner Rent

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - DECEMBER 1952

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1472	American News Co.	2. Books	56.61
1472B	American News Co.	2. Books	21.33
1473	Doubleday & Co.	2. Books	10.64
1474	Fideler Co.	2. Books	4.92
1475	E.M.Hale Co.	2. Books	33.60
1476A	R.S.&S. Co.	2. Books	7.66
1476B	R.S.&S. Co.	2. Books	4.60
1476C	R.S.&S. Co.	3. Binding	183.39
1476D	R.S.&S. Co.	3. Binding	2.65
1477A	A.H.Roemer & Co.	2. Books	71.82
1477B	A.H.Roemer & Co.	2. Books	33.92
		Rental & other	18.70
1478	Wilcox & Follett	2. Books	33.40
1479	Chivers Book Binding Co.	3. Binding	10.88
1480	Gaylord Bros.	4. Supplies	42.45
1481	Edgar Anderson, Jr.	6. Maintenance	45.00
1482	Martin Byrne	6. Maintenance	25.00
1483	Commonwealth Water Co.	6. Maintenance	2.77
1484	Walter J. Daum	6. Maintenance	257.00
1485	John McConnell	6. Maintenance	346.00
1486	Public Service E.&G.Co.	6. Maintenance	24.12
1487	Joseph S. Ring	6. Maintenance	36.00
1488	Smith & Kaufman	6. Maintenance	11.03
1489	Watchung Coal & Oil Co.	6. Maintenance	41.28
1490	John H. Petersen	6. Maintenance	335.00
1491	N.J.Bell Telephone Co.	7. Miscellaneous	45.95
1492	Pub. Relations Planner	7. Miscellaneous	18.00
1493A	Amer. Comm.Equip. Co.	8. Equipment	380.00
1493B	Amer. Comm.Equip. Co.	8. Equipment	144.20
1494	Remington Rand, Inc.	8. Equipment	808.73
1495	John E. Sjostrom	8. Equipment	523.50
1496	Amer.Library Assoc.	9. Contingency	5.25
1497	R.R.Bowker Co.	9. Contingency	6.00
1498	LeBlanc Cleaners	6. Maintenance	40.00
1499	Cash	7. Miscellaneous	21.10
		9. Contingency	11.06
TOTAL			\$3663.56

Payment recommended by:

Approved by:

*Everett A. Warten*  
*M. J. McLaughlin*  
 Library director  
 December 1952

*Samuel C. Hill*  
*Edith Brown*  
*Leona M. Olin*  
*Vivian R. Lippner*

DECEMBER 1952 BILLS OUTSTANDING      as of January 13, 1953

1. SALARIES	- N.J.State Retirement Fund	375.00 *
2. BOOKS	- R.S.&S. Co.	150.00 *
3. BINDING		---.---
4. SUPPLIES		---.---
5. INSURANCE		---.---
6. MAINTENANCE	- John H. Petersen	50.00
7. MISCELLANEOUS		---.---
8. EQUIPMENT	- Remington Rand, Inc., Remington Rand, Inc.	211.95 375.60
TOTAL		1182.55

\* Estimated

BALANCE Preliminary Financial Statement	2032.68
Outstanding 1952 obligations	1182.55
Final estimated BALANCE	850.13

# WEST ORANGE PUBLIC LIBRARY

## PRELIMINARY FINANCIAL STATEMENT - DECEMBER 1952

### RECEIPTS

West Orange Library Association	1.25
Fines	83.03
Rentals	22.17
Reserves	1.90
Refunds	1.23
Lost and paid books	1.00
Miscellany	10.00
	<hr/>
	120.58

### DISBURSEMENTS \* BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	18913.35	1899.03	20812.38	2557.62
2. Books	4680.00	4418.61	278.50	4697.11	- 17.11
3. Binding	600.00	289.15	196.92	486.07	113.93
4. Supplies	1150.00	1075.99	42.45	1118.44	31.56
5. Insurance	530.00	562.84	00.00	562.84	- 32.84
6. Maintenance	1700.00	1296.91	1163.20	2460.11	- 760.11
7. Miscellaneous	1035.00	721.04	85.05	806.09	228.91
8. Equipment	2000.00	408.28	1856.43	2264.71	- 264.71
9. Contingency	<u>425.00</u>	<u>227.26</u>	<u>22.31</u>	<u>249.57</u>	<u>175.43</u>
TOTAL	<del>35490.00</del>	27913.43	5543.89	33457.32	2032.68

### DISBURSEMENTS - NON-BUDGET ACCOUNTS

Balance brought forward	Receipts (Rentals & Refunds)	Total	Vouchers presented	Balance on hand
			18.70	



WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - DECEMBER 1952

	<u>Attendance</u>				
	<u>Dec. 51</u>	<u>Jan.-Dec.51</u>	<u>Nov. 52</u>	<u>Dec. 52</u>	<u>Jan.-Dec.52</u>
M-A	1586	16206	1329	1269	15636
M-J	428	6132	720	588	7709
TC-A)			273	206	2355
)	579	8129	859	628	6711
TC-J)					
TOTAL	2593	30467	3181	2691	32411

	<u>Circulation</u>				
	<u>Dec. 51</u>	<u>Jan.-Dec.51</u>	<u>Nov. 52</u>	<u>Dec. 52</u>	<u>Jan.-Dec.52</u>
M-A	1877	22537	2106	2066	27363
M-J	691	10973	1325	1006	14043
TC-A	127	2662	193	152	2138
TC-J	391	6351	768	515	6097
TOTAL	3086	42523	4392	3739	49641

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - DECEMBER 1952

	<u>On Hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3621	37	1	3657
M-J	1181	5	1	1185
TC-A	516	4	0	520
TC-J	<u>381</u>	<u>7</u>	<u>1</u>	<u>387</u>
TOTAL	5699	53	2	5749

Overdues

First notices - 343  
Second notices - 77  
Third notices - 50

Reference questions

128

Telephone calls

437

December was a quiet month at the library with no activities planned for the public. The electrician, plumber, carpenters and painters took over. While the building has been kept open for service with the exception of one day, December 31, furniture and equipment has been shifted daily. Order should be restored by the middle of January.

BOARD OF EDUCATION

WEST ORANGE, N. J.

M. W. BROWN  
SUPERINTENDENT

January 9, 1953

The Nominating Committee, appointed by the president of the Library Board, wishes to submit the following nominations for the year 1953.

President - Matthew J. McLoughlin

Vice-President - Leona Oliver

Secretary - Vivien Griffinger

Treasurer - Louis P. Falcone

Respectfully submitted,

Nominating Committee

  
M. W. Brown, Chairman

Fred C. Erwin

Board of Trustees  
West Orange Public Library

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting --- February 6, 1953

AGENDA

1. Minutes
2. Treasurer's Report
  1. Bills presented for payment - December 1952
    - a. Safe
  2. Bills presented for payment - January 1953
    - a. Insurance bond
    - b. Lamps

Financial Statement of Non-budget Funds - 1952
3. Library director's Reports
  1. Annual Report - 1952
  2. January 1953
4. Personnel Committee

Childrens' Librarian
5. Unfinished Business

Tory Corner Rent
6. Appointment of Committees

# WEST ORANGE PUBLIC LIBRARY

## MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on January 13, 1953. Mr. Williams, Dr. Brown, Mrs. Oliver, Mr. McLoughlin, Mrs. Griffinger and Mr. Falcone were present. The meeting was called to order by Mr. Williams at 5:20 P.M.

The minutes of the previous meeting were approved.

Mr. McLoughlin presented the December bills. Approval of payment was made by signature. A preliminary financial statement for December was presented accompanied by a memorandum showing 1952 financial obligations outstanding at the close of the fiscal year. Dr. Brown moved, Mrs. Griffinger seconded and a motion was carried that the \$50.00 unexpended on plastering be used to complete the painting of the first floor woodwork. The estimated balance remaining in the 1952 budget was \$850.13 which will be returned to the Town of West Orange.

The Library Director's report was introduced.

Mr. Williams reported that the 1953 budget had been submitted to the Mayor and Commissioners on December 22, 1952.

The report of the Personnel Committee was made by Dr. Brown who announced that the committee's decision to fill the position of cataloger first had resulted in the appointment of Miss Anna Newcomb as of January 2, 1953. Miss Newcomb was presented to the Trustees just before the meeting was called to order. The position of Children's Librarian will be held open pending the

the approval of the 1953 budget. Mr. Falcone commended the Personnel Committee for their intensive work and a vote of thanks was unanimously approved.

The election of officers for 1953 followed. Dr. Brown read the nominations submitted by the nominating committee as follows:

President - Matthew J. McLoughlin  
Vice-President - Leona Oliver  
Secretary - Vivien Griffinger  
Treasurer - Louis P. Falcone

No further nominations being received, Dr. Brown moved, Mrs. Griffinger seconded and a motion was carried that the officers as nominated be elected. Mr. Williams thereupon requested Mr. McLoughlin to accept the chair as president.

Mrs. Oliver expressed the sincere appreciation of the Trustees for the great service rendered the library by Mr. Williams, not only during his term as president, but during the preceding years when the library was being established. Dr. Brown thereupon proposed a resolution commending the out-going president which was unanimously carried.

The designation of Mr. McLoughlin as appointing authority for the Board to sign Civil Service forms and the library payroll was approved. Mr. McLoughlin requested that the appointment of committees be held over until the next meeting.

Mrs. Griffinger reported on a meeting between Mrs. Caleb Stone and Mrs. Matthewson of the West Orange Community League, Mrs. Martin and herself, respecting the Tory Corner rent. A figure of \$35.00 per month will be referred to the League's board and the library will receive further word from them.

Following adjournment at 6:00 P.M. the Board inspected the

alteration to the building and the newly installed equipment.

Respectfully submitted,

January 14, 1953

Emma A. Martin,  
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - December 1953

ADDITIONAL ITEMS

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1512	Orange News Co.	2. BOOKS	18.08
1513	John H. Petersen	6. MAINTENANCE	<u>50.00</u>
		TOTAL	68.08

Payment recommended by:

*Emma A. Martin*

Library director  
February 6, 1953

Approved by:

*Liona M. Oliver*  
*Therese*  
*H. W. Brown*  
*M. J. McLaughlin*



WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - JANUARY 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1514	Doubleday & Co.	2. Books	3.34^
1515	Moore-Cottrell Sub. Agencies	2. Books	1.50 ^
1516A	A.H.Roemer Co.	2. Books	2.87^
		Rental & other	13.57^
		Credit	- 4.69^
1516B	A.H.Roemer Co.	2. Books	41.12^
		Rental & other	4.70^
1517	Wilcox & Follett Co.	2. Books	3.96 ^
1518	Bro-dart Industries	4. Supplies	27.22^
1519	Demco Library Supplies	4. Supplies	51.05^
1520	Andrew H. Owen	5. Insurance	31.06^
1521	Public Service G.&E. Co.	6. Maintenance	24.99^
1522A	N.J.Bell Telephone Co.	7. Miscellaneous	7.25^
1522B	N.J.Bell Telephone Co.	7. Miscellaneous	32.70^
1523	American Library Assoc.	7. Miscellaneous	3.00^
1524	R.R.Bowker Co.	7. Miscellaneous	3.00^
1525	Library Trustees Assoc.	7. Miscellaneous	5.00^
1526	Cash	2. Books	8.35^
		7. Miscellaneous	12.65^
		TOTAL	272.64

Payment recommended by:

*Emma A. Marten*

Library Director  
February 6, 1953

Approved by:

*Mr. J. McLaughlin*  
*Lorna M. Oliver*  
*Edwin*  
*J. W. Brown*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT - JANUARY 1953

RECEIPTS

Town of West Orange	9200.00
Fines	86.51
Rental & other	42.56
Reserves	1.70
Miscellany	1.00
	9331.77

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	28800.00	0.00	1604.40	1604.40	27195.60
2. Books	4300.00	0.00	56.45	56.45	4243.55
3. Binding	400.00	0.00	0.00	0.00	400.00
4. Supplies	1365.00	0.00	78.27	78.27	1286.73
5. Insurance	190.00	0.00	31.06	31.06	158.94
6. Maintenance	2065.00	0.00	24.99	24.99	2040.01
7. Miscellaneous	1250.00	0.00	63.60	63.60	1186.40
8. Equipment	200.00	0.00	0.00	0.00	200.00
TOTAL	38570.00	0.00	1858.77	1858.77	36711.23

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Rental & other	18.27
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WEST ORANGE PUBLIC LIBRARY  
ANNUAL STATEMENT OF NON-BUDGET FUNDS - 1952

	Balance Jan. 1, 1952	Receipts	Disbursements	Balance Dec. 31, 1952
Fines	0.00	831.64 ✓	*831.64	0.00
Rentals and Refunds	220.63 ✓ - 45.58 ?	496.33 ?	545.32	126.06 144.76
Reserves	0.00	27.45 ✓	0.00	27.45 ok. due Town
Lost books	23.98 ✓	36.72 ✓ + 12.25 decreased	0.00	72.95 <del>60.70</del>
Miscellany -				
Bank deposit	956.40 ✓	99.65	0.00	1131.05
Suspense	37.50 ✓	70.15		
Cash	37.50 ✓			
<b>Total</b>	<b>1230.43</b>	<b>1491.79</b>	<b>1373.96</b>	<b>1345.26</b>

\* Due Town, not yet paid

Fines 831.64  
 Reserves 27.45  
 Sale of equip 70.00  
 Tel refund .05  


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 929.14  
 1340.85  


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 2269.99

Balance on hand Dec 31, 1952  
remaining in library

lost books 72.95  
 Rental 200.94  
 Suspense (cash & change) 37.50  
 L.A. Surplus 956.40

WEST ORANGE PUBLIC LIBRARY

ANNUAL REPORT - 1952

At the completion of five years of service to the community, the West Orange Public Library is in a healthy condition. Its growth has been steady and its value recognized. The statistical record depicting the services is herewith submitted. While figures show a realistic picture of activity, they fail to give what the staff considers to be the library's greatest asset, the cordial, friendly and warm relationships so freely given to the library by its borrowers.

No year of work may be considered well done unless it adds a challenge for the coming year in well defined objectives to be achieved. To this end, the library director respectfully submits two recommendations. First, that a Bookmobile be placed in operation within the next eighteen months so that library service may reach all of West Orange. Second, that a planning committee for a new library be appointed this year to begin actual study on the project. The present library has outgrown its quarters already.

Plans for a new library, thoughtfully and thoroughly developed, cannot be undertaken too soon, for eventual realization.

Respectfully submitted,

Library Director

# WEST ORANGE PUBLIC LIBRARY

ANNUAL REPORT -- 1952

## STATISTICAL RECORD -- READERS' SERVICES

### I Attendance - 1952

Main - Adult 15,636  
Main - Juvenile 7,709  
TC - Adult 2,355  
TC - Juvenile 6,711

TOTAL 32,411

### Growth

1949 - 23,972  
1950 - 25,563  
1951 - 30,350  
1952 - 32,411

### II Circulation - 1952

Main - Adult 27,363  
Main - Juvenile 14,043  
TC - Adult 2,138  
TC - Juvenile 6,097

TOTAL 49,641

### Growth

1949 - 32,429  
1950 - 38,277  
1951 - 43,141  
1952 - 49,641

### III Registration - 1952

New and Renewed 1496  
Cancelled and  
Expired 931  
Net increase 565

TOTAL - Dec. 31, 1952 5749

IV Reference Questions - 1532 (11 mos.)

V Telephone calls - 4637 (11 mos.)

VI Interlibrary Loans -

East Orange - 27  
Montclair - 5  
Newark - 3  
Orange - 48  
South Orange - 1  
State Library - 98

TOTAL 182



# WEST ORANGE PUBLIC LIBRARY

## ANNUAL REPORT - 1952

### STATISTICAL RECORD - TECHNICAL SERVICES

#### I Book Stock

##### Books added in 1952

Adult - Rental	-	269
Adult - Purchased	-	950
Adult - Gift	-	189
Juvenile - Purchased		753
Juvenile Gift		90

TOTAL	2251
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#### II Books discarded in 1952

Adult	-	413
Juvenile	-	71

TOTAL	484
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#### III Book Stock

Main - Adult	-	7162
Main - Juvenile	-	2240
Main - Total	-	9402

TC - Adult	-	1530
TC - Juvenile		904
TC - Total		2434

TOTAL	11,836
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IV Information File	Total Subjects	-	520
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V Picture Collection		-	1370
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VI Periodical Subscriptions			78
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WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - JANUARY 1953

Attendance

	<u>Jan. 52</u>	<u>Dec. 52</u>	<u>Jan. 53</u>
M-A	1697	1269	1359
M-J	683	588	820
TC-A	253	206	249
TC-J	<u>799</u>	<u>628</u>	<u>635</u>
TOTAL	3432	2691	3063

Circulation

	<u>Jan. 52</u>	<u>Dec. 52</u>	<u>Jan. 53</u>
M-A	2512	2066	2583
M-J	1052	1006	1077
TC-A	235	152	235
TC-J	<u>595</u>	<u>515</u>	<u>507</u>
TOTAL	4394	3739	4402

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT -- JANUARY 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3657	88	301	3444
M-J	1185	12	24	1173
TC-A	520	23	0	543
TC-J	<u>387</u>	<u>9</u>	<u>0</u>	<u>396</u>
TOTAL	5749	132	325	5556

Overdues

First notices	274
Second notices	101
Third notices	60

Reference questions

204

Telephone calls

432



WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - JANUARY 1953

The first week of January found the public dodging painters and carpenters while the staff shoved furniture to and fro, and hunted in the most unlikely places for most essential books. By the tenth, however, order was restored; compliments flowed from our borrowers, and the staff settled down in its more attractive and efficient quarters with a deep vote of gratitude to the Trustees and the free budget funds which brought it all about.

The alterations have improved the library's facilities greatly. However, the approximate net increase in book stock during 1952 of 1500 volumes does mean that the building is more than filled to capacity. The Board of Trustees are requested to authorize an immediate search for storage space outside the library building in which to place book stock too valuable to discard but which cannot be used until expansion of the library takes place.

Miss Anna Newcomb reported for duty the first of the month and has taken over the technical processes. She shows every indication of being well qualified and competent to handle the work.

Mrs. Harris and Mrs. Martin attended the dedication of the newly remodeled Newark Public Library on January 26.

On the 29th Mrs. Mead, Miss Newcomb and Mrs. Martin attended the Library Institute for Essex and Union counties. The Trustees and Library Directors' meeting included a discussion on financial and budgetary questions. Of interest to West Orange was the discussion on returning unexpended budget funds to the Town at the close of the fiscal year. West Orange was the only library represented which did so, and the unanimous opinion was that libraries spend all their free balances. One third of the group felt that such expenditures should be limited to books, but the rest mentioned a wide assortment of equipment and building improvements so obtained.

The Trustees Association went on record as favoring individual memberships of library trustees in the organization so that contacts may be made directly to them rather than to the libraries.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting - March 10, 1953

AGENDA

1. Minutes
2. Treasurer's Report
  - a. Bills presented for payment - February
  - b. Financial statement - February
  - c. Report on 1952 non-budget funds
3. Library director's report
4. Personnel committee
  - a. Report - Childrens' librarian
5. New business
  - a. Resolution to incorporate bonus into salaries recommended - to become effective on April 1, 1953 following payment of 1st quarter
6. Equipment under consideration
7. Plan for orientation program

WEST ORANGE PUBLIC LIBRARY

MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on February 6, 1953. Mrs. Oliver, Mayor Erwin, Mr. McLoughlin and Dr. Brown were present. Mr. McLoughlin called the meeting to order at 5:10 P.M.

The minutes of the previous meeting were approved.

In the absence of the Treasurer, the Library Director presented the additional December 1952 bills. Approval of payment was made by signature. Mrs. Martin reported on the two December accounts still outstanding. R.S.&S., a book supplier, has vouchered a shipment of books in the amount of \$118.92, but since the shipment has not yet been received, payment is held up. Approximately \$60.00 in books on order from R.S.&S. has been cancelled due to the fact that six months has elapsed since the order was placed and repeated efforts to secure a promise of delivery have failed.

The safe, ordered from Remington Rand, has been received but has proved unsatisfactory in accordance with the original specifications. It is therefore necessary to return it and to reorder a model which will cost approximately \$100.00 more. Following discussion, a motion was presented by the Mayor, seconded by Dr. Brown and carried, that the \$60.00 be transferred from the R.S.&S. account to meet this, and that the

balance required \$40.00 be charged to the 1953 budget.

The January bills were approved for payment by signature. An invoice for \$60.00 covering the \$10,000. bond on the treasurer was discussed and referred to Mr. Falcone for signature before payment is made next month. Mrs. Martin requested permission to purchase two desk lamps for the work room. Approval was held over to the following month pending verification of their necessity by checking the room with a light meter.

A financial statement showing the receipts and disbursements of non-budget accounts for 1952 was introduced. Discussion took place respecting the proper accounting procedures to be followed in handling such funds, which include fines, the rental book fund, reserves, lost books and miscellaneous library moneys. The matter was referred to the Treasurer for thorough study and conferences with the Town auditor and others.

The Library Director submitted her annual report on the Library for 1952. The president requested comment on the recommendations of the director and posed the query "Where are we going in the future?" He stated that while the Book-mobile was a good idea, the time had perhaps not yet come to push it, and a new library costing some quarter of a million dollars is still far in the future. Mrs. Oliver spoke of the need for decentralization of facilities in a community as wide spread as West Orange. Mayor Erwin said there was not much hope for a library building but mobile service is a possibility.

The report of the Personnel Committee was made by Dr. Brown. One applicant for the position of Childrens' Librarian has been interviewed, a second one has gone to Newark. The anticipated passage of the West Orange budget before another library board meeting is held will permit the appointment of a candidate at once. Therefore, Mrs. Oliver moved, Mr. McLoughlin seconded and a motion was carried authorizing the Personnel Committee to proceed ~~with the Personnel Committee to proceed~~ with an appointment before the next meeting if advisable.

A certification of eligibility having been received from Civil Service, Dr. Brown moved that Mrs. Mead be given a permanent appointment to the part time position of Senior Library Assistant. Mayor Erwin seconded and it was so carried.

A letter from the West Orange Community League was read stating that \$35.00 monthly rent is considered to be satisfactory. Dr. Brown moved that the rent be authorized at \$35.00 monthly for 1953. Mr. McLoughlin seconded and the motion passed. The Library director was instructed to send a letter of appreciation to the West Orange Community League.

Appointment of committees for 1953 was announced by Mr. McLoughlin as follows:

Finance: Mr. Falcone and Mrs. Martin

Personnel: Mrs. Griffinger and Dr. Brown

Buildings and grounds: Mr. Williams and Mrs. Oliver

The meeting was adjourned at 6:10 P.M.

Respectfully submitted,

February 9, 1953      ~~Emma~~ A. Martin  
Assistant Secretary

# WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - FEBRUARY 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1539A	American News Co.	2. Books	111.36^
1539B	American News Co.	2. Books	45.08^
1539C	American News Co.	2. Books	55.07^
1540	Doubleday & Co., Inc.	2. Books	144.79^
		Rental & other	4.67^
1541	Joseph Elstein, Inc.	2. Books	39.95^
1542	Institute for Research	2. Books	3.00^
1543	R.S.&S. Co.	2. Books	98.84^
1544A	A.H.Roemer & Co.	2. Books	44.61^
		Rental & other	16.24^
1544B	A.H.Roemer & Co.	2. Books	58.03^
1544C	A.H.Roemer & Co.	2. Books	25.95^
1544D	A.H. Roemer & Co.	2. Books	36.83^
		Rental & other	11.17^
1545	H.W.Wilson Co.	2. Books	45.00^
1546A	Gaylord Bros.	4. Supplies	3.15^
1546B	Gaylord Bros.	4. Supplies	43.80^
1547	O'Gorman & Young	5. Insurance	60.00^
1548	Andrew H. Owen, Inc.	5. Insurance	65.64^
1549	Public Service E.&G.Co.	6. Maintenance	25.53^
1550	Smithe & Kaufman	6. Maintenance	5.00^
1551A	Watchung Coal & Oil Co.	6. Maintenance	43.86^
1551B	Watchung Coal & Oil Co.	6. Maintenance	61.80^
1552A	W.O.Community League	6. Maintenance	70.00^
1552B	W.O.Community League	6. Maintenance	35.00^
1552C	W.O.Community League	6. Maintenance	35.00^
1553	Midland Press	7. Miscellaneous	16.25^
1554A	N.J.Bell Telephone Co.	7. Miscellaneous	7.55^
1554B	N.J.Bell Telephone Co.	7. Miscellaneous	33.80^
1555	Public Relations Planner	7. Miscellaneous	6.00^
1556	Cash	7. Miscellaneous	4.72^
		2. Books	3.00^
TOTAL			1260.29

Payment recommended by:

Approved by:

*Emma Q. Elster*

*Louis P. Falcone*  
*Matthew J. McLaughlin*  
*Vivian R. Hiffmeyer*  
*J.W. Brown*

Library Director  
 March 10, 1953

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT - FEBRUARY 1953

RECEIPTS

Fines	66.39
Rentals and other	25.35
Reserves	2.10
Lost Book fund	8.75
	102.59

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Expenses to date	Vouchers presented	Total expenses	Balance on hand
1. Salaries	28800.00	1604.40	1607.10	3211.50	25588.50
2. Books	4300.00	56.45	695.01	751.46	3548.54
3. Binding	400.00	0.00	0.00	0.00	400.00
4. Supplies	1365.00	78.27	46.95	125.22	1239.78
5. Insurance	190.00	31.06	125.64	156.70	33.30
6. Maintenance	2065.00	24.99	276.19	301.18	1763.82
7. Misc.	1250.00	63.60	68.32	131.92	1118.08
8. Equipment	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
TOTAL	38570.00	1858.77	2819.21	4677.98	33892.02

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Rental & other	48.18
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WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - FEBRUARY 1953

ATTENDANCE

	<u>Feb. 52</u>	<u>Jan.-Feb. 52</u>	<u>Jan. 53</u>	<u>Feb. 53</u>	<u>Jan.-Feb. 53</u>
M-A	1358	3055	1359	1348	2707
M-H	764	1477	820	620	1440
TC-A	215	468	249	316	565
TC-J	<u>626</u>	<u>1425</u>	<u>635</u>	<u>591</u>	<u>1226</u>
TOTAL	2963	6395	3063	2875	5938

CIRCULATION

	<u>Feb. 52</u>	<u>Jan.-Feb. 52</u>	<u>Jan. 53</u>	<u>Feb. 53</u>	<u>Jan.-Feb. 53</u>
M-A	2390	4902	2583	2529	5112
M-J	1234	2286	1077	1135	2212
TC-A	221	456	235	288	523
TC-J	<u>500</u>	<u>1095</u>	<u>507</u>	<u>542</u>	<u>1049</u>
TOTAL	4345	8739	4402	4494	8896

REGISTRATION

	<u>On Hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3444	69	0	3513
M-J	1173	16	0	1189
TC-A	543	6	5	544
TC-J	<u>396</u>	<u>11</u>	<u>4</u>	<u>403</u>
TOTAL	5556	102	9	5649

OVERDUES

1st notices	191
2nd notices	46
3rd notices	7

REFERENCE QUESTIONS - 239

TELEPHONE CALLS - 397

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - FEBRUARY 1953

February was a quiet month for the library with two holidays and a weeks school vacation.

Mrs. Harris made every effort to procure an Amheric-English dictionary to facilitate conversation at Kessler Institute with the Ethiopian soldier now there. She learned that only one such dictionary has ever been printed which is unavailable. She did, however, discover that there is a student at Princeton seminary who understands the language and will offer his services to Kessler. If we don't have a book, we do try to locate it!

The new unit for the circulation desk has arrived. It improves the appearance of the front room, and increases the efficiency of the working area for the staff.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting - April 15, 1953

AGENDA

1. Minutes

Correction of resolution incorporating salary increase

2. Treasurer's Report

a. Bills presented for payment - March

b. Financial Statement - March

3. Library director's Report

4. Building Repairs

5. N.J.L.A. Conference -- Atlantic City

6. Orientation

# WEST ORANGE PUBLIC LIBRARY

## Minutes

The regular meeting of the Trustees of the Free Public Library of West Orange was held on March 10, 1953, in the library. Mrs. Griffinger, Mr. McLoughlin, Mr. Falcone and Dr. Brown were present. The meeting was called to order by the president at 5:20 P.M.

The minutes of the previous meeting were approved.

The treasurer's report followed. Payment of February bills was approved by signature and the financial statement accepted.

Mr. Falcone then reported on his investigation of non-budget funds for 1952. As a result of a conference with Mr. Coffee, the Town Treasurer, it is shown that all profits derived in the operation of a municipal library revert to the Town. There followed a detailed analysis of each account. The collection of fines is legal and such revenues are turned into the Town treasury in accordance with the law. Money collected in payment for lost books will be spent by the library for the replacement of such books. The legal aspects of maintaining a rental collection, and of charging for reserves was thoroughly examined and found questionable. Dr. Brown offered a resolution that the library abolish the rental collection and the reserve charge not later than May 1, 1953. Mrs. Griffinger seconded the motion, and the resolution was passed. It was agreed that final action on these

funds as a whole, be held open for further study.

The Library Director's report followed. Mr. McLoughlin asked about the overdue book situation to which Mrs. Martin replied that while the total number of delinquencies is not alarming, a successful method for collecting books has not yet been worked out. A full report on the number of books which have not been collected, will be prepared.

Mrs. Griffinger gave the report for the Personnel Committee. One applicant has declined the appointment. It was decided not to offer the position to the second applicant, Mrs. Fillingham. Mrs. Martin was instructed to start all over again.

The Library Director called attention to the recent ordinance passed by the Commissioners of West Orange incorporating a \$400. bonus into the salaries of all town employees. Since the library staff comes under the jurisdiction of the library board, not of the Town, Mrs. Martin submitted a request from the staff that consideration be given to a similar action. Dr. Brown spoke in favor of the proposal. Mrs. Griffinger offered a resolution to incorporate the \$400.1 bonus into salaries to be effective April 1, 1953, following the payment of the first quarter of the bonus on March 31, 1953.

Mrs. Martin mentioned several items of equipment which the library would find useful; a charging machine, a floor polisher, a duplicating or mimeographing machine and curtains to replace the present outworn ones. The \$200. allotment will not permit purchase of more than one item this year, but an opinion respecting their relative importance would be helpful in preparing specific recommendations. The floor polisher was declared unessential. The other items will be investigated further.

The tentative proposal to have an orientation program was brought up. After discussion, it was decided to hold the April meeting in the evening instead of at 5:00 P.M. on the second Tuesday. Mrs. Martin will give a talk on the library's activities.

The meeting was adjourned at 6:15 P.M.

Respectfully submitted,

March 11, 1953

Emma A. Martin,  
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - MARCH 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1577	American Library Assoc.	2. Books	20.40^
1578A	American News Co.	2. Books	20.97^
1578B	American News Co.	2. Books	70.70^
1578C	American News Co.	2. Books	27.85^
1579	Case Shepperd Mann Publishing Co.	2. Books	7.00^
1580	Doubleday & Co.	2. Books	22.02^
		Rental	16.26^
1581	Gann Law Books	2. Books	10.00^
1582A	A.H.Roemer & Co.	2. Books	48.56^
1582B	A.H.Roemer & Co.	2. Books	60.51^
1583	State Service Bureau	2. Books	2.50^
1584	W.O. Chronicle	2. Books	3.50^
1585	H.W. Wilson Co.	2. Books	18.50^
1586A	H.F.Schmidt & Co.	4. Supplies	20.39^
1586B	H.F.Schmidt & Co.	4. Supplies	6.80^
1587	Sturgis Printing Co.	4. Supplies	7.79^
1588	Commonwealth Water Co.	6. Maintenance	2.43^
1589	Public Service E.&G. Co.	6. Maintenance	25.40^
1590A	N.J.Bell Telephone Co.	7. Miscellaneous	7.25^
1590B	N.J.Bell Telephone Co.	7. Miscellaneous	30.15^
1591	Public Relations Planner	7. Miscellaneous	6.00^
1592	W.O. Community League	6. Maintenance	35.00^
1593	Cash and Mileage	7. Miscellaneous	24.60^
TOTAL			\$494.58

Payment recommended by:

*Emma A. Martin*

Library director  
April 15, 1953

Approved by:

*Leona M. Oliver*  
*Vivian R. Hiffinger*  
*Paul P. Folsom*  
*Samuel C. Miller*

# WEST ORANGE PUBLIC LIBRARY

## FINANCIAL STATEMENT - MARCH 1953

### RECEIPTS

Fines	91.27
Rental & other	14.82
Reserves	.70
Lost book fund	4.50
Sale of old books	7.00
Miscellany	<u>4.00</u>

122.29

### DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	28800.00	3211.50	2264.15	5475.65	23324.35
2. Books	4300.00	751.56	312.51	1064.07	3235.93
3. Binding	400.00	00.00	00.00	00.00	400.00
4. Supplies	1365.00	125.22	34.98	160.20	1204.80
5. Insurance	190.00	156.70	00.00	156.70	33.30
6. Maintenance	2065.00	301.18	62.83	364.01	1700.99
7. Miscellaneous	1250.00	131.92	68.00	199.92	1050.08
8. Equipment	<u>200.00</u>	<u>00.00</u>	<u>00.00</u>	<u>00.00</u>	<u>200.00</u>
TOTAL	38570.00	4678.08	2742.47	7420.55	31149.45

### DISBURSEMENTS - NON-BUDGET ACCOUNTS

Rental & other	16.26
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WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - MARCH 1953

Attendance

	<u>Mar. 52</u>	<u>Jan-Mar 52</u>	<u>Feb 53</u>	<u>Mar 53</u>	<u>Jan-Mar 53</u>
M-A	1393	4448	1348	1489	4196
M-J	659	2104	620	837	2277
TC-A	282	750	316	318	883
TC-J	<u>566</u>	<u>1991</u>	<u>591</u>	<u>915</u>	<u>2141</u>
TOTAL	2898	9293	2875	3559	9497

Circulation

	<u>Mar 52</u>	<u>Jan-Mar 52</u>	<u>Feb 53</u>	<u>Mar 53</u>	<u>Jan-Mar 53</u>
M-A	2336	7238	2529	2621	7733
M-J	1173	3459	1135	1261	3473
TC-A	197	653	288	268	791
TC-J	<u>485</u>	<u>1580</u>	<u>542</u>	<u>863</u>	<u>1912</u>
TOTAL	4191	12930	4494	5013	13909

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - MARCH 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3513	114	89	3538
M-J	1189	32	12	1209
TC-A	544	7	0	551
TC-J	<u>403</u>	<u>27</u>	<u>0</u>	<u>430</u>
TOTAL	5649	180	101	5728

Overdues

1st notices	252
2nd notices	60
3rd notices	20

Reference Questions      259

Telephone Calls      515

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - MARCH 1953

Attendance and circulation for March are the highest in our history. Monday is the busiest day of the week in the Main Library, while Monday and Tuesday are both busy at Tory Corner Branch, with up to 100 persons crowding into its small rooms during its after school hours. This has complicated the problems of supervision in the branch. Mrs. Mead is currently faced with greater disciplinary problems than usual. Several books have been maliciously defaced, but with the very kind cooperation of Mr. Taylor, at Edison Junior High School, the situation is being brought under control promptly.

Several classes from Fairmount School have visited the library this month. Thirty Girl Scouts from the St. Cloud Troop came to the library as part of a tour to the Town Hall.

Five high school students are giving fifteen hours volunteer help to the library this spring in connection with their school courses.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting ---- May 12, 1953

AGENDA

1. Minutes
2. Treasurer's Report
  - a. Bills presented for payment - April
  - b. Financial statement - April
3. Library director's Report
4. Personnel committee
  - a. Report - Childrens' librarian
5. Building Repairs
6. Equipment

# WEST ORANGE PUBLIC LIBRARY

## MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on April 15, 1953. Mrs. Oliver, Mrs. Griffinger, Mr. Williams and Mr. Falcone were present. Mrs. Oliver, the Vice-President, called the meeting to order at 8:15 P.M.

The minutes of the last meeting were read. The director stated that, while unable to be present, Mayor Erwin had questioned the wording of the resolution in paragraph 7 which read as follows "Mrs. Griffinger offered a resolution to incorporate the \$400. bonus into salaries to be effective April 1, 1953 following the payment of the first quarter bonus on March 31, 1953".

Mayor Erwin recommended that it be changed to read; the \$400. that was paid as a bonus in 1952 be added to the minimum and maximum salaries to be effective as of January 1, 1953 and that the payroll for March 31, 1953 include that adjustment for the first three months. He had also advised that since the 1st quarter bonus payroll in March 31, 1953 had already been paid, the library notify Civil Service that the special payroll submitted was an error in reference to the bonus, that the sum paid out was an adjustment for the first three months to include the \$400. that was added to the minimum and maximum salary range.

Following a discussion on whether the \$400. should be added to the salary range or be given as a bonus, it was decided to call it a bonus. Mrs. Griffinger offered a resolution to pay a \$400. bonus retroactive to January 1, 1953, to be paid quarterly. The resolution was carried and the minutes of the previous meeting with this correction were approved.

The treasurer presented the March bills. Payment was approved by signature. The financial statement was also approved.

The library director's report followed.

Mrs. Martin reported that a brace had been installed to reinforce the floor under the new safe. The vestibule into the Childrens' Room is leaking badly and the front porch and steps are in bad condition. She was instructed to ask Mr. McConnell for an estimate on repairs. Mr. Falcone suggested the front steps be replaced with cement or brick construction. Mr. Williams presented his resignation as Chairman of the Building Committee, so Mr. Falcone was appointed to take charge of the repair work.

Notice of the New Jersey Library Association and Trustee Association Conference in Atlantic City, April 30 - May 2 was given.

The library director gave a detailed description of the duties of the administrative and technical services departments of the library following which the meeting was adjourned at 9:50 P.M.

Respectfully submitted,

April 20, 1953

Emma A. Martin,  
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY  
BILLS PRESENTED FOR PAYMENT - APRIL 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1616A	American News Co.	2. Books	12.87 <sup>^</sup>
1616B	American News Co.	2. Books	21.05 <sup>^</sup>
1616C	American News Co.	2. Books	74.56 <sup>^</sup>
1617	Doubleday & Co.	2. Books	63.74 <sup>^</sup>
1618A	A. H. Roemer & Co.	2. Books	37.78 <sup>^</sup>
1618B	A. H. Roemer & Co.	2. Books	49.01 <sup>^</sup>
1618C	A. H. Roemer & Co.	2. Books	40.76 <sup>^</sup>
1619A	Demco Library Supplies	4. Supplies	75.60 <sup>^</sup>
1619B	Demco Library Supplies	4. Supplies	3.00 <sup>^</sup>
1620A	Henry F. Schmidt & Co.	4. Supplies	6.85 <sup>^</sup>
1620B	Henry F. Schmidt & Co.	4. Supplies	7.55 <sup>^</sup>
1621A	Gaylord Bros.	4. Supplies	30.25 <sup>^</sup>
1621B	Gaylord Bros.	4. Supplies	54.07 <sup>^</sup>
1621C	Gaylord Bros.	4. Supplies	1.05 <sup>^</sup>
1622	H. W. Wilson Co.	4. Supplies	8.88 <sup>^</sup>
1623	Oxford Window Cleaners	6. Maintenance	28.00 <sup>^</sup>
1624	Fowler Agency, Inc.	5. Insurance	82.53 <sup>^</sup>
1625	Public Service E.&G. Co.	6. Maintenance	24.65 <sup>^</sup>
1626	West Orange Community League	6. Maintenance	35.00 <sup>^</sup>
1627	R.R.Bowker Co.	7. Miscellaneous	3.00 <sup>^</sup>
1628A	N.J.Bell Telephone Co.	7. Miscellaneous	10.25 <sup>^</sup>
1628B	N.J.Bell Telephone Co.	7. Miscellaneous	31.65 <sup>^</sup>
1629	Public Relations Planner	7. Miscellaneous	6.00 <sup>^</sup>
1630A	Cash	2. Books	14.88 <sup>^</sup>
		6. Maintenance	3.03 <sup>^</sup>
		7. Miscellaneous	4.09 <sup>^</sup>
1630B	Cash	7. Miscellaneous	110.67 <sup>^</sup>
TOTAL			840.77

Payment recommended by:

*Eunice A. Martin*

Library director  
May 12, 1953

Approved by:

*Louis P. Falcone*  
*J. W. Brown*  
*Leona M. Oliver*  
*Matthew J. McLaughlin*  
*Vivian R. Liffenger*



WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT -- APRIL 1953

RECEIPTS

Fines	91.97
Lost book fund	<u>3.72</u>
	95.69

DISBURSEMENTS -- BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	28800.00	5475.65	1677.70	7153.35	21646.65
2. Books	4300.00	1064.07	314.65	1378.72	2921.28
3. Binding	400.00	00.00	00.00	00.00	400.00
4. Supplies	1365.00	160.20	187.25	347.45	1017.55
5. Insurance	190.00	156.70	82.53	239.23	- 49.23
6. Maintenance	2065.00	364.01	90.68	454.69	1610.31
7. Miscellaneous	1250.00	199.92	165.66	365.58	884.42
8. Equipment	<u>200.00</u>	<u>00.00</u>	<u>00.00</u>	<u>00.00</u>	<u>200.00</u>
TOTAL	38570.00	7420.55	2518.47	9939.02	28630.98

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - APRIL 1953

Attendance

	<u>Apr 52</u>	<u>Jan-Apr 52</u>	<u>Mar 53</u>	<u>Apr 53</u>	<u>Jan-Apr 53</u>
M-A	1280	5728	1489	1358	5554
M-J	456	2560	837	754	3031
TC-A	178	928	318	251	1134
TC-J	<u>436</u>	<u>2427</u>	<u>915</u>	<u>903</u>	<u>3044</u>
TOTAL	2350	11643	3559	3266	12763

Circulation

	<u>Apr 52</u>	<u>Jan-Apr 52</u>	<u>Mar 53</u>	<u>Apr 53</u>	<u>Jan-Apr 53</u>
M-A	2258	9496	2621	2476	10209
M-J	845	4304	1261	1209	4682
TC-A	161	814	268	299	1090
TC-J	<u>335</u>	<u>1915</u>	<u>863</u>	<u>855</u>	<u>2767</u>
TOTAL	3599	16529	5013	4839	18748

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - APRIL 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3538	98	1	3636
M-J	1209	33	0	1242
TC-A	551	8	0	559
TC-J	<u>430</u>	<u>27</u>	<u>0</u>	<u>457</u>
TOTAL	5728	166	1	5893

Overdues

1st notices	253
2nd notices	75
3rd notices	20

Reference Questions    198

Telephone calls    460

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - APRIL 1953

Principal activity of the month was the N.J. Library Association Conference held in Atlantic City April 30 through May 2nd. Mrs. Martin and Miss Newcomb attended.

Highspots on the program were the meetings devoted to mandatory certification of librarians, position classification and pay plans, the projected graduate library school at Rutgers and the state aid program.

Certification of librarians has been on a permissive basis for a number of years. It has failed to gain wide support due to the number of inadequately qualified librarians currently employed in professional positions. It was strongly urged that mandatory certification be adopted in order to make possible the raising of minimum professional standards.

Position classification and pay scales, both for librarians under civil service and not under civil service, were thoroughly studied. New York state, which now has mandatory certification, offers an average minimum salary of \$3600. for beginning professional positions, thus drawing the bulk of new graduates each year. Columbia School of Library Service advises its graduates not to accept less than \$3400.

The state of New Jersey has appropriated \$50,000. this year to Rutgers University for the establishment of a graduate library school.

Dean Meder of Rutgers led a panel discussion on plans for the new school. Once the school is under way, recruiting for students will be an obligation on all librarians and trustees. About 70 librarians are needed each year to fill vacancies in New Jersey. At present, there are many vacancies.

Six million dollars is the proposed amount to be requested for state aid. A history of library state aid programs in other states and a description of the state aid program for education and public health in New Jersey was followed by discussion on form of state aid for libraries.

At the Library Trustees Association Meeting, Mr. Fear, the mayor of Morris Plains, was elected president for the coming year. After the business meeting, the program was devoted to the topic of library development in New Jersey which summarized many of the topics previously presented.

# WEST ORANGE PUBLIC LIBRARY

## MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on May 12, 1953. Mr. McLoughlin, Mrs. Oliver, Dr. Brown, Mrs. Griffinger and Mr. Falcone were present. The president called the meeting to order at 5:10 P. M.

The minutes of the previous meeting were read. Mr. McLoughlin reopened discussion of the motion respecting the \$400. cost of living bonus. As a result of a study of the problem with the Mayor, Mr. McLoughlin reported the Mayor said that legally there had been no town resolution allowing the payment of a bonus in 1953. Therefore, either the \$400. must be incorporated in the salaries or not paid at all. Mrs. Oliver asked what the status of the Board was in respect to establishing its own salaries, and queried the Library Board's similarity to the Board of Education. Dr. Brown answered that the Board of Education is not incorporated and school employees are therefore under the state. The Library Budget is a part of the Town Budget. Mr. McLoughlin said that library employees are town employees and that they should be treated the same. The problem was fully discussed and a decision reached to incorporate the \$400. into salaries.

Dr. Brown moved to rescind the resolution continuing the bonus (paragraph one, page two, of the April minutes) and offer

a resolution to follow the recommendations of the Mayor. Mrs. Griffinger seconded the motion and it was carried.

Dr. Brown offered a resolution that the \$400. which was paid as a bonus in 1952 be added to the minimum and maximum salaries to be effective January 1, 1953. Mrs. Griffinger seconded the motion and it was carried. Mrs. Martin was requested to prepare a survey of library salaries for 1953 in eight surrounding towns.

The Treasurer's Report followed. April bills were approved for payment by signature. Mr. Falcone drew attention to the Insurance item on the Financial Statement which is over-expended due to the fact that the treasurer's bond of \$60.00 had not been anticipated in the budget.

The Library Director's report followed. Mr. McLoughlin expressed his regret that neither he nor Mr. Falcone had been able to attend the Library Trustees conference in Atlantic City. He recommended that one trustee be sent next year.

The Personnel Committee reported that they were unable to make a recommendation without further investigation into the references of the present applicant. They were given authority to make an appointment if satisfied.

The estimate from Mr. McConnell for repairs not having been received, Mr. Falcone was instructed to go ahead. It will not be a major expenditure since only a few boards need replacing on the front porch.

Mrs. Martin requested permission to install the Gaylord charging machine system in the library. It will involve the rental of from one to three machines at an annual cost of \$50. per machine; and an initial cost of \$138. for card stock to replace the present registration records. Mr. Falcone, who had thoroughly studied the system, moved that the director be authorized to install it. Dr. Brown seconded and the motion was carried.

The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

May 15, 1953

Emma A. Martin,  
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting --- June 9, 1953

AGENDA

1. Minutes
2. Treasurer's report
  - a. Bills presented for payment - December 1952
  - b. Bills presented for payment - May 1953
  - c. Financial statement - 1952
  - d. Financial statement - May 1953
3. Library director's report
4. Survey on salary schedules
5. Personnel
  - a. Substitutes
  - b. Clerk-typist
6. Equipment and repairs



WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - DECEMBER 1952

ADDITIONAL ITEM

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1673	Remington Rand, Inc. Library Bureau Div.	8. Equipment	\$623.75

Payment recommended by:

*Emm A. Martin*

Library director  
June 9, 1953

Approved by:

*Matthew J. McLaughlin*  
*Vivian R. Liffenger*  
*J. W. Brown*  
*Louis P. Folsom*

WEST ORANGE PUBLIC LIBRARY  
BILLS PRESENTED FOR PAYMENT - MAY 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1650	American Lib.Association	2. Books	6.00^
1651A	American News Co.	2. Books	21.36^
1651B	American News Co.	2. Books	25.00^
1651C	American News Co.	2. Books	22.34^
1652	Americana Corporation	2. Books	5.00^
1653	Doubleday & Co.	2. Books	39.04^
1654	Jos.Elstein, Inc.	2. Books	35.79^
1655	Institute for Research	2. Books	9.85^
1656A	A.H.Roemer & Co., Inc.	2. Books	27.26^
1656B	A.H.Roemer & Co., Inc.	2. Books	127.72^
1656C	A.H.Roemer & Co., Inc.	2. Books	34.77^
1657	Story House Co.	2. Books	35.82^
1658	Chivers Book Binding Co.	3. Binding	143.00^
1659	Bro-dart Industries	4. Supplies	28.67^
1660	Demco Library Supplies	4. Supplies	9.50^
1661	Gaylord Bros., Inc.	4. Supplies	21.50^
1662	H.F.Schmidt & Co.	4. Supplies	6.95^
1663	Sturgis Printing Co.	4. Supplies	26.50^
1664	John McConnell	6. Maintenance	14.75^
1665	Public Service E.&G.Co.	6. Maintenance	23.02^
1666	Watchung Coal & Oil Co.	6. Maintenance	88.11^
1667	W.O.Community League	6. Maintenance	35.00^
1668	American Lib.Association	7. Miscellaneous	4.50^
1669	R.R.Bowker Co.	7. Miscellaneous	6.00^
1670A	N.J.Bell Telephone Co.	7. Miscellaneous	7.25^
1670B	N.J.Bell Telephone Co.	7. Miscellaneous	46.85^
1671	Public Relations Planner	7. Miscellaneous	6.00^
1672	Cash	2. Books	6.26^
		7. Miscellaneous	4.41^
		8. Equipment	3.00^
1674	R.R.Bowker Co.	7. Miscellaneous	3.00^
TOTAL			874.52

Payment recommended by:

*Ernest A. Wastner*

Library director,  
June 9, 1953

Approved by:

*Matthew J. McLaughlin*  
*Vivian R. Huffer*  
*J. W. Brown*  
*John P. Falcone*

WEST ORANGE PUBLIC LIBRARY

FINANCIAL STATEMENT - January 1, 1952 thru December 31, 1952<sup>2</sup>

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	20812.38	2557.62
2. Books	4680.00	4715.19	- 35.19
3. Binding	600.00	486.07	113.93
4. Supplies	1150.00	1118.44	31.56
5. Insurance	530.00	562.84	- 32.84
6. Maintenance	1700.00	2510.11	- 810.11
7. Miscellaneous	1035.00	806.09	228.91
8. Equipment	2000.00	2888.46	- 888.46
9. Contingency	<u>425.00</u>	<u>249.57</u>	<u>175.43</u>
TOTAL	35490.00	34149.15	1340.85

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT - MAY 1953

RECEIPTS

Town of West Orange	9200.00
Fines	90.09
Lost book fund	<u>11.20</u>
	9301.29

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	28800.00	7153.35	2068.75	9222.10	19577.90
2. Books	4300.00	1378.72	396.21	1774.93	2525.07
3. Binding	400.00	00.00	143.00	143.00	257.00
4. Supplies	1365.00	347.45	93.12	440.57	924.43
5. Insurance	190.00	239.23	00.00	239.23	- 49.23
6. Maintenance	2065.00	454.69	160.88	615.57	1449.43
7. Miscellaneous	1250.00	365.58	78.01	443.59	806.41
8. Equipment	<u>200.00</u>	<u>00.00</u>	<u>3.00</u>	<u>3.00</u>	<u>197.00</u>
TOTAL	38570.00	9939.02	2942.97	12881.99	25688.01

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - May 1953

Attendance

	<u>May 52</u>	<u>Jan-May 52</u>	<u>Apr 53</u>	<u>May 53</u>	<u>Jan-May 53</u>
M-A	1168	6896	1358	1408	6962
M-J	570	3130	754	758	3789
TC-A	172	1100	251	278	1412
TC-J	<u>536</u>	<u>2963</u>	<u>903</u>	<u>646</u>	<u>3690</u>
TOTAL	2446	14089	3266	3090	15853

Circulation

	<u>May 52</u>	<u>Jan-May 52</u>	<u>Apr 53</u>	<u>May 53</u>	<u>Jan-May 53</u>
M-A	2036	11532	2476	2420	12629
M-J	1107	5411	1209	1090	5772
TC-A	157	971	299	280	1370
TC-J	<u>487</u>	<u>2402</u>	<u>855</u>	<u>687</u>	<u>3454</u>
TOTAL	3787	20316	4839	4477	23225

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - MAY 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3635	55	2	3688
M-J	1242	13	0	1255
TC-A	559	10	0	569
TC-J	<u>457</u>	<u>18</u>	<u>0</u>	<u>475</u>
TOTAL	5893	96	2	5987

Overdues

1st notices	307
2nd notices	110
3rd notices	34

Reference Questions      192

Telephone Calls      460

May was a quiet month in the library. Circulation and attendance fluctuated like the weather. When it rained we were busy, when the sun shone, we were not.

WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

PROFESSIONAL

	<u>Library director</u>	<u>Ass't. library director</u>	<u>Principal librarian</u>
Bloomfield	\$5000 - 7000 (a) 8 @ 240 (b) 1 @ 80	\$4000 - 6000 8 @ 240 1 @ 80	-----
East Orange	6300 - 7800 5 @ 300	4800 - 6000 5 @ 240	4380 - 5280 5 @ 180
Irvington	5100 - 6000 (c)	4500 - 5100	3900 - 4500
Maplewood	5000 (d)	-----	3900
Milburn	4200	-----	-----
Montclair	5800 - 7947 @ 220 - 285 (e)	4350 - 5995 @ 180 - 220	3955 - 5450 @ 160 - 220
South Orange	4674	-----	-----
West Orange	4420 - 5320 5 @ 180	3880 - 4150 5 @ 180	-----

WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

PROFESSIONAL

	<u>Senior librarian</u>	<u>Junior librarian</u>	<u>Library Interne and trainee</u>
Bloomfield	\$3500 - 5000 8 @ 180 1 @ 60	\$3000 - 4500 8 @ 180 1 @ 60	-----
East Orange	3660 - 4260 5 @ 120	3300 - 3660 3 @ 120	Int. 3300 (1 yr.) Train. 2700 - 3060 3 @ 120
Irvington	-----	3000-3600	-----
Maplewood	3550	3300	-----
Milburn	-----	-----	-----
Montclair	3595 - 4944 @ 145 - 180	-----	-----
South Orange	3557	1 @ 3224 1 @ 3099	-----
West Orange	3400 - 4000 5 @ 120	-----	-----



WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

SUB-PROFESSIONAL

	<u>Supervising library ass't.</u>	<u>Senior library ass't.</u>	<u>Junior library ass't.</u>
Bloomfield	-----	\$2500 - 3500 8 @ 120 1 @ 40	\$2250 - 3250 8 @ 120 1 @ 40
East Orange	\$3000 - 3600 5 @ 120	-----	2460 - 3060 5 @ 120
Irvington	3000 - 3600	2400 - 3000	2100 - 3700
Maplewood	-----	2700	-----
Milburn	-----	1 @ 3100 1 @ 2900 1 @ 2700	-----
Montclair	\$3265 - 4499 @ 130 - 165	2970 - 4092 @ 120 - 150	2700 - 3712 @ 110 - 135
South Orange	-----	2804	1.00 - 1.30 per hr. part time
West Orange	-----	2680 - 3280 5 @ 120	-----

WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

CLERICAL

	<u>Clerk-stenographer (principal clerk)</u>	<u>Clerk-stenographer</u>	<u>Sr. Clerk library</u>
Bloomfield	\$2500 - 3500 8 @ 120 1 @ 40	-----	-----
East Orange	3300 - 3900 5 @ 120	2340 - 2940 5 @ 120	-----
Irvington	2400 - 3000	-----	-----
Maplewood	3125	1 @ 2625 1 @ 2500	1875
Milburn	-----	-----	-----
Montclair	2565 - 3536 @ 80	2025 - 2777 @ 80 - 100	2280 - 3140 @ 90 - 115
South Orange	-----	-----	-----
West Orange	2440 - 3140 5 @ 120	-----	-----

WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

CLERICAL AND MAINTENANCE

	<u>Junior clerk library</u>	<u>Sr. Building Maintenance</u>	<u>Building Maintenance</u>
Bloomfield	\$1560 - 1800 also 0.50 - 0.75 per hr.	\$2750 - 3600 7 @ 120	-----
East Orange	1980 - 2340 3 @ 120	2700 - 3300 5 @ 120	2400 - 3000 5 @ 120
Irvington	0.75 - 1.00 per hr.	2700 - 3300	1.20 per hr.
Maplewood	1200	3000	-----
Milburn	0.50 - 0.90 per hr.	-----	-----
Montclair	1800 - 2475 @ 70 - 90	2565 - 3536 @ 80	2025 - 2777 @ 80
South Orange	0.60 - 0.75 per hr.	2492	0.90 per hr.
West Orange	0.60 - 0.75 per hr.	1600 - 2200 (Part Time) 5 @ 120	-----

WEST ORANGE PUBLIC LIBRARY  
SURVEY ON SALARY SCHEDULES IN NORTH JERSEY LIBRARIES

FOOTNOTES

- (a) Minimum and maximum salary
- (b) Number and amount of increments granted
- (c) No regular increment
- (d) Salary for 1953
- (e) Amount of increment for first year for "average rating" and "above average rating"

Note: The Orange Public Library is in process of revising its salary scale and was unable to submit its figures in time for this survey.

June 1, 1953

WEST ORANGE PUBLIC LIBRARY

The regular meeting of the Trustees of the Free Public Library of West Orange scheduled for 5:00 P. M., June 9, was cancelled due to the lack of a quorum.

The next scheduled meeting of the Board will be held on the third Tuesday, September 15, 1953, following the customary summer recess.

*Emma A. Martin*

June 10, 1953

WEST ORANGE PUBLIC LIBRARY  
BILLS PRESENTED FOR PAYMENT - JUNE 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1687	American News Co.	2. Books	8.34 <sup>^</sup>
		Lost and paid	1.33 <sup>^</sup>
1688A	Doubleday & Co.	2. Books	1.67 <sup>^</sup>
1688B	Doubleday & Co.	2. Books	28.31 <sup>^</sup>
1689	McClurg & Co.	2. Books	31.98 <sup>^</sup>
1690A	A.H.Roemer & Co.,	2. Books	127.61 <sup>^</sup>
		Lost and paid	54.59 <sup>^</sup>
1690B	A.H.Roemer & Co.	2. Books	56.95 <sup>^</sup>
		Lost and paid	4.20 <sup>^</sup>
1691A	Gaylord Bros.	4. Supplies	96.25 <sup>^</sup>
1691B	Gaylord Bros.	4. Supplies	13.75 <sup>^</sup>
1692	Commonwealth Water Co.	6. Maintenance	3.11 <sup>^</sup>
1693	Public Service E. & G. Co.	6. Maintenance	24.04 <sup>^</sup>
1694	Watchung Coal & Oil Co.	6. Maintenance	27.28 <sup>^</sup>
1695	American Library Association		
		7. Miscellaneous	4.50 <sup>^</sup>
1696	W.O. Community League	6. Maintenance	35.00 <sup>^</sup>
1697A	R.R.Bowker Co.	7. Miscellaneous	3.00 <sup>^</sup>
1697B	R.R.Bowker Co.	7. Miscellaneous	3.00 <sup>^</sup>
1698A	N.J.Bell Telephone Co.	7. Miscellaneous	7.25 <sup>^</sup>
1698B	N.J.Bell Telephone Co.	7. Miscellaneous	31.40 <sup>^</sup>
1699	H.W.Wilson Co.	4. Supplies	18.64 <sup>^</sup>
1700	Cash	2. Books	.28 <sup>^</sup>
		3. Salaries	3.00 <sup>^</sup>
		6. Maintenance	3.25 <sup>^</sup>
		7. Miscellaneous	42.80 <sup>^</sup>
TOTAL			631.53

Payment recommended by:

*Emma A. Martin*

Library director  
July 13, 1953

Approved by:

*Leona M. Oliver*

*J.W. Brown*

*Vincent R. Liffert  
Matthew J. McLaughlin*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT - JUNE 1953

RECEIPTS

Fines	91.25
Lost book fund	21.55
Miscellany	<u>1.88</u>
Total	114.68

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Exp.</u>	<u>Balance on hand</u>
1. Salaries	28800.00	9222.10	1882.75	11104.85	17695.15
2. Books	4300.00	1774.93	255.14	2030.07	2269.93
3. Binding	400.00	143.00	00.00	143.00	257.00
4. Supplies	1365.00	440.57	128.64	569.21	795.79
5. Insurance	190.00	239.23	00.00	239.23	- 49.23
6. Maintenance	2065.00	615.57	92.68	708.25	1356.75
7. Miscellaneous	1250.00	443.59	91.95	535.54	714.46
8. Equipment	<u>200.00</u>	<u>3.00</u>	<u>00.00</u>	<u>3.00</u>	<u>197.00</u>
TOTAL	38570.00	12881.99	2451.16	15333.15	23236.85

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Lost and paid fund	60.12
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# WEST ORANGE PUBLIC LIBRARY

## LIBRARY DIRECTOR'S REPORT - JUNE 1953

### Attendance

	<u>June 52</u>	<u>Jan-June 52</u>	<u>May 53</u>	<u>June 53</u>	<u>Jan-June 53</u>
M-A	1168	8064	1408	1381	8343
M-J	522	3652	758	709	4498
TC-A	158	1258	278	246	1658
TC-J	<u>534</u>	<u>3497</u>	<u>646</u>	<u>618</u>	<u>4308</u>
TOTAL	2382	16471	3090	2954	18807

### Circulation

	<u>June 52</u>	<u>Jan-June 52</u>	<u>May 53</u>	<u>June 53</u>	<u>Jan-June 53</u>
M-A	2244	13776	2420	2488	15117
M-J	1085	6496	1090	1323	7095
TC-A	166	1137	280	260	1630
TC-J	<u>657</u>	<u>3059</u>	<u>687</u>	<u>653</u>	<u>4107</u>
TOTAL	4152	24468	4477	4724	27949



WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - JUNE 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3688	69	0	3757
M-J	1255	41	2	1294
TC-A	569	3	0	572
TC-J	<u>475</u>	<u>14</u>	<u>0</u>	<u>489</u>
TOTAL	5987	127	2	6112

Overdues

1st notices	-	321
2nd notices	-	105
3rd notices	-	27

Reference Questions      126

Telephone calls      415

June has been a busy month in the library. With the closing of school and the beginning of the vacation period, many books were given out on the customary long vacation loan period from June 1st through October 1st. Circulation for the first six months of the year is 27949, a hopeful sign that the library may go over the fifty thousand annual circulation which is its goal this year.

The vacation reading club at Tory Corner Branch has gotten off to a good start. Each child has a clown card to which spots are attached for each book read. Their three-ring circus is very gay already. The room has been converted into a "Big Top" by Mrs. Mead with crepe paper decorations.

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - JULY 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1715	American Library Association	2. Books	10.00 <sup>^</sup>
1716	American News Co.	2. Books	60.21 <sup>^</sup>
		Lost and paid	3.99 <sup>^</sup>
1717	Beckley-Cardy Co.	2. Books	20.07 <sup>^</sup>
1718	Doubleday & Co.	2. Books	22.61 <sup>^</sup>
1719	Joseph Elstein, Inc.	2. Books	32.55 <sup>^</sup>
1720A	A.H.Roemer & Co., Inc.	2. Books	33.44 <sup>^</sup>
1720A		Lost and paid	3.78 <sup>^</sup>
1720B	A.H.Roemer & Co., Inc.	2. Books	19.88 <sup>^</sup>
1720C	A.H.Roemer & Co., Inc.	2. Books	107.48 <sup>^</sup>
		Other	1.88 <sup>^</sup>
1721A	H.W.Wilson Co.	2. Books	4.00 <sup>^</sup>
1721B	H.W.Wilson Co.	2. Books	25.00 <sup>^</sup>
1722	Midland Press	4. Supplies	9.00 <sup>^</sup>
1723	H.F.Schmidt & Co.	4. Supplies	12.50 <sup>^</sup>
1724	William E. Nalley	6. Maintenance	12.50 <sup>^</sup>
1725	Public Service E.&Gas Co.	6. Maintenance	25.78 <sup>^</sup>
1726	Tappan Supply Co.	6. Maintenance	30.74 <sup>^</sup>
1727	W.O. Community League	6. Maintenance	35.00 <sup>^</sup>
1728	American Library Association	7. Misc.	4.50 <sup>^</sup>
1729	R.R.Bowker Co.	7. Misc.	3.00 <sup>^</sup>
1730A	N.J.Bell Telephone Co.	7. Misc.	7.40 <sup>^</sup>
1730B	N.J.Bell Telephone Co.	7. Misc.	27.75 <sup>^</sup>
1731	P.F.Collier & Son	2. Books	4.19 <sup>^</sup>
1732	Story House Co.	2. Books	41.28 <sup>^</sup>
1733	Cash	2. Books	1.00 <sup>^</sup>
		4. Supplies	2.70 <sup>^</sup>
		6. Maintenance	1.40 <sup>^</sup>
		7. Misc.	18.99 <sup>^</sup>
TOTAL			582.62

Payment recommended by:

*Eugene A. Martini*

Library director  
July 13, 1953

Approved by:

*Leona M. Oliver*  
*W. H. Brown*  
*Vivian R. Hufferizer*  
*Matthew J. McLaughlin*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT -- JULY 1953

RECEIPTS

Fines	<u>70.62</u>
Total	70.62

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expense</u>	<u>Balance on hand</u>
1. Salaries	28800.00	11104.85	2635.65	13740.50	15059.50
2. Books	4300.00	2030.07	381.71	2411.78	1888.22
3. Binding	400.00	143.00	00.00	143.00	257.00
4. Supplies	1365.00	569.21	24.20	593.42	771.58
5. Insurance	190.00	239.23	0.00	239.23	- 49.23
6. Maintenance	2065.00	708.25	105.42	813.67	1251.33
7. Miscellaneous	1250.00	535.54	61.64	597.18	652.82
8. Equipment	<u>200.00</u>	<u>3.00</u>	<u>0.00</u>	<u>3.00</u>	<u>197.00</u>
TOTAL	38570.00	15333.15	3208.62	18541.98	20028.22

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Lost and paid fund	7.77
Other	1.88

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - **July** 1953

Attendance

	<u>July 52</u>	<u>Jan-July 52</u>	<u>June 53</u>	<u>July 53</u>	<u>Jan-July 1953</u>
M-A	1130	9194	1381	1048	9391
M-J	589	4241	709	401	4899
TC-A	59	1317	246	185	1843
TC-J	<u>410</u>	<u>3907</u>	<u>618</u>	<u>463</u>	<u>4771</u>
TOTAL	2188	18659	2954	2097	20904

Circulation

	<u>July 52</u>	<u>Jan-July 52</u>	<u>June 53</u>	<u>July 53</u>	<u>Jan-July 53</u>
M-A	2244	16020	2488	2530	17647
M-J	1189	7685	1323	1199	8294
TC-A	117	1254	260	291	1921
TC-J	<u>573</u>	<u>3632</u>	<u>653</u>	<u>440</u>	<u>4547</u>
TOTAL	4123	28591	4724	4460	32409

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - July 1953

Registration

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3757	51	2	3806
M-J	1294	35	0	1329
TC-A	572	5	2	575
TC-J	<u>489</u>	<u>3</u>	<u>0</u>	<u>492</u>
TOTAL	6112	94	4	6202

Overdues

1st notices	193
2nd notices	52
3rd notices	6

Reference Questions	49	Telephnone Calls	299
---------------------	----	------------------	-----

July turned out to be the busiest month in a long time. The extensive vacation loan period proved popular with the public. In June, 999 books went out on the special loan basis, and in July 975. Total vacation loans in 1952 were 743.

July 13, 1953, the Main Library charged out 309 books, the Branch 66, a total of 375; on the 27th, the Main Library circulated 339 and Tory Corner 26, a total of 365. These figures are higher than any previously recorded for the library and both came on hot summer days during a so-called "slack season".

Miss Newcomb, with the aid of the temporary clerk-typist, Rosemary Sharkey, and a volunteer page, Carol Newman, put in an extremely busy month. The huge backlog of recent books were classified, cataloged and readied for use. For the first time in over two years, the technical services have caught up with the acquisitions. Miss Newcomb merits commendation for her hard work.

WEST ORANGE PUBLIC LIBRARY

TRUSTEES MEETING - NOVEMBER 10, 1953

AGENDA

1. Minutes
2. Treasurer's report
  - a. Bills presented for payment - October
  - b. Financial statement - October
  - c. Outstanding obligations for 1953  
and estimated free balance
  - d. Audit report 1952
3. Library Director's report
  - a. Periodical bids
  - b. Library trustees association meeting
4. Personnel committee
  - a. Coots- salary
5. Building committee report
  - a. Repairs
  - b. Parking lot
6. Budget

WEST ORANGE PUBLIC LIBRARY

Trustees meeting----- October 15,1953

Minutes

The October meeting of the Trustees of the Free Public Library of West Orange was held in the library on October 15,1953. Mrs. Oliver, Mrs.Griffinger, Mr. McLaughlin and Mr. Falcone were present. The president called the meeting to order at 5:05 P.M.

The minutes of the previous meeting were approved.

Mr.Falcone presented the September bills for approval by signature. The financial report followed.The report on the audit, was carried over to the next meeting.

The director's report was presented next. Mrs. Martin stated that Mrs. Harris was currently attending the library convention in Atlantic City. Mrs .Mead,having just lost her son-in-law,it was resolved to send her a letter of sympathy.

Recommendations for equipment needed in the library presented by Mrs.Martin, included three electric heaters at approximately \$15.00 each, one posture chair at \$33.00,one legal size four-drawer filing cabinet at \$40.00, and one set of drawers for the safe at \$26.50, the latter item to be charged against a credit memorandum amounting to \$30.00 now held by the library. Immediate purchase of the filing cabinet and safe-drawers was approved. Purchase of heaters was approved, subject to investigation by Mrs. Oliver to secure a better quality heater at a better price than the Arvin model suggested. Approval of the posture chair was carried over.

The library director next brought to the attention of the trustees certain building and grounds repairs and improvements requiring consideration. The lot beside the library constitutes

an eyesore since it is overgrown with weeds, is a catch-all for trash and debris, and has been used by small boys for digging caves. Mrs. Martin recommended that it be converted into a badly needed parking area for library staff and patrons. Mr. McLoughlin stated that the Town engineer, Mr. Warnick, was not prepared to give Town help on the project. Following discussion Mr. Falcone was delegated to take up the matter with Commissioner Manda and Mr. Demarzo and to report at the next meeting.

Repairs on the building include the construction of a front porch, to include a book-return slot, and the painting of the second floor. This led into a discussion of the strain on the building due to the constantly increasing weight load, and the lack of space for additional books in the building. Mrs. Oliver was delegated to ask the Town building inspector to make an immediate inspection of the building in respect to its safety and to report his findings at the next meeting so that an accurate understanding of the building's condition may be made the basis of future repairs.

The president then introduced the proposed budget for 1954. He stated that the salary budget reflected increases that appeared normal and to be expected, and that other items exclusive of the bookmobile showed slight ~~slight~~ if any increase. He expressed himself favorable to the Bookmobile. Mrs. Oliver asked if it would be possible to raise the money for a Bookmobile by gift rather than through the appropriation of tax money. Discussion followed, after which Mr. McLoughlin recommended further study before the budget is brought to a vote at the next meeting.

The meeting adjourned at 6:10 P.M.

October 19, 1953

Respectfully submitted,

Emma A. Martin

Director



WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - October 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1803A	R. R. Bowker Co.	2. Books	2.50^
1803B	R.R. Bowker Co.	2. Books	23.40^
1803C	R. R. Bowker Co.	2. Books	7.00^
1804	Doubleday & Co.	2. Books	197.43^
1805	Joseph Elstein, Inc.	2. Books	54.10^
1806	Facts on File, Inc.	2. Books	49.50^
1807	Orange News Co.	2. Books	22.73^
1808	Public Affairs Comm., Inc.	2. Books	2.50^
1809A	A. H. Roemer Co., Inc.	2. Books	56.60^
1809B	A. H. Roemer Co., Inc.	2. Books	68.01^
1810	W.O. Chronicle	2. Books	7.00^
1811	Bro-dart Industries	4. Supplies	4.12^
1812	H.F.Schmidt & Co.	4. Supplies	9.70^
1813A	Gaylord Bros., Inc.	4. Supplies	12.70^
1813B	Gaylord Bros., Inc.	4. Supplies	132.25^
1813C	Gaylord Bros., Inc.	4. Supplies	68.25^
1814	H. W. Wilson Co.	4. Supplies	8.24^
1815	Walter J. Daum	6. Maintenance	21.35^
1816	Public Service E.&G.Co.	6. Maintenance	30.11^
1817	W.C.Community League	6. Maintenance	35.00^
1818	Amer.Comm'l Equipment Co.	8. Equipment	39.00^
1819	Miller & Walsh Type. Co.	7. Miscellaneous	6.00^
1820B	N.J.Bell Telephone Co.	7. Miscellaneous	37.05^
1820A	N.J.Bell Telephone Co.	7. Miscellaneous	7.25^
1821A	Cash	1. Salaries	3.00^
		2. Books	9.43^
		4. Supplies	.55^
		6. Maintenance	.35^
		7. Miscellaneous	33.49^
1821B		7. Miscellaneous	33.86^
TOTAL			\$982.47

Payment recommended by:

*Emma A. Martini*

Library Director  
November 10, 1953

Approved by:

*Matthew J. McLaughlin*  
*Liana M. Oliver*  
*Vivian R. Liffenger*  
*Louis P. T. ...*  
*J. W. Brown*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT---OCTOBER 1953

	<u>RECEIPTS</u>
Town of West Orange	\$8,170.00
Fines	97.07
Lost Book Fund	5.50
	8,272.57

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total expenses</u>	<u>Balance on hand</u>
1. Salaries	28800.00	17755.65	2439.93	20195.58	8604.42
2. Books	4300.00	3299.59	500.20	3799.79	500.21
3. Binding	400.00	143.00	00.00	143.00	257.00
4. Supplies	1365.00	722.77	235.81	958.58	406.42
5. Insurance	190.00	239.23	00.00	239.23	-49.23
6. Maintenance	2065.00	997.15	86.81	1083.96	981.04
7. Misc.	1250.00	802.08	117.65	919.73	330.27
8. Equipment	200.00	24.87	39.00	63.87	136.13
	38570.00	23984.34	3419.40	27403.74	11166.26

WEST ORANGE PUBLIC LIBRARY

OUTSTANDING OBLIGATIONS FOR 1953

AND ESTIMATED FREE BALANCE.

	<u>Balance on hand November 1st</u>	<u>Obligations</u>	<u>Estimated balance</u>
1.Salaries	8604.42	6675.00	1930.00
2.Books	500.21	420.00	80.00
3.Binding	257.00	250.00	7.00
4.Supplies	406.42	250.00	150.00
5.Insurance	49.23	00.00	-50.00
6.Maintenance	981.04	315.00	666.00
7.Mis cellaneous	330.27	215.00	115.00
8.Equipment	136.13	30.00	106.00
	<hr/>	<hr/>	<hr/>
	11166.26	7905.00	3004.00

Nov. 10,1953

WEST ORANGE PUBLIC LIBRARY

Library Director's Report- October 1953

ATTENDANCE

	<u>Oct. 52</u>	<u>Jan.-Oct. 52</u>	<u>Oct. 53</u>	<u>Jan.-Oct. 53</u>
M-A	1329	13038	1591	13747
M-J	819	6401	1534	7812
TC-A	291	1876	217	2467
TC-J	723	5214	741	6518
	<u>6</u>			
Total	3162	26529	4083	30544

CIRCULATION

	<u>Oct. 52</u>	<u>Jan.-Oct. 52</u>	<u>Oct. 53</u>	<u>Jan.-Oct. 53</u>
M-A	2486	23191	2623	25531
M-J	1617	11712	1976	12565
TC-A	241	1793	258	2711
TC-J	652	4814	757	6370
	<u></u>	<u></u>	<u></u>	<u></u>
Total	4996	41510	5614	47177

OVERDUES

1st notices - 405

2nd notices - 82

3rd notices - 10

Reference Questions 278

Telephone calls 516

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - OCTOBER 1953

REGISTRATION

OLD SYSTEM

	<u>On Hand</u>	<u>New</u>	<u>Cancel.</u>	<u>Balance</u>
M-A	2941	0	100	2841
M-J	1387	51	75	1363
T-A	593	3	112	484
TC-J	525	18	134	409
	<u>5446</u>	<u>72</u>	<u>421</u>	<u>5097</u>

NEW SYSTEM

	<u>ON HAND</u>	<u>NEW</u>	<u>RE-REG.</u>	<u>CANC</u>	<u>BAL</u>
M-A	1036	108	100	0	1244
TC-A	0	1	112	0	113
M-J	0	29	75	0	104
TC-J	<u>0</u>	<u>38</u>	<u>134</u>	<u>0</u>	<u>172</u>
	1036	176	421	0	1633

BOOK STOCK RECORD

	<u>On Hand</u>	<u>Accessioned</u>	<u>Discarded</u>	<u>Balance</u>
		Purchased	gift	
M-A	9140	91	0	9227
M-J	2584	22	0	2606
TC-A	1778	63	0	1841
TC-J	1236	271	0	1507
	<u>14,738</u>	<u>447</u>	<u>4</u>	<u>15,181</u>

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT- OCTOBER 1953

Biggest news of the month is the rapidity with which West Orange children discovered that the Children's Room is once more open for business with a librarian ready to welcome them. Attendance of 1534 tops all previous records which had never exceeded 900. Novelty must be credited for some of this, but it is certainly a most auspicious beginning. Four classes totalling 99 children visited to hear stories, and circulation started upward.

Mrs. Harris attended the American Library Association regional meeting at Atlantic City, October 15-17th. She reported that the meetings were better than usual.

The last week of October was the first week in fourteen months when the entire regular library staff was present for duty every day. If one excludes the vacancy existing for so long, it was the first week in four and a half months that no vacations or sick leave prevented the staff from being 100% present.

WEST ORANGE PUBLIC LIBRARY  
TRUSTEES MEETING - DECEMBER 8, 1953

AGENDA

1. Minutes
2. Treasurer's Report
  - a. Bills presented for payment - November
  - b. Financial Statement - November
  - c. Outstanding obligations and free balance
3. Building Committee Report
  - a. Repairs - cost
  - b. Parking lot
4. Library director's Report
  - a. Holiday closing
5. Budget
  - a. Salary schedules

WEST ORANGE PUBLIC LIBRARY

Trustees meeting-- November 10, 1953

MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on November 10, 1953. The president called the meeting to order at 8:30 P.M. Those present were Mrs. Griffinger, Mrs. Oliver, Mr. McLaughlin, Dr. Brown and Mr. Falcone.

The Minutes of the previous meeting were approved.

The treasurer presented the October bills for approval which was given by signature.

The financial statement for October was presented. Receipt of the fourth quarterly payment from the Town was reported, bringing total 1953 receipts to \$36,570 which is \$2,000 less than the budget appropriation for this year. This \$2,000, allocated for the payment of the pension fund, was retained by the Town Treasurer. Mr. Falcone explained that the library does not have information respecting the amount of money the library is required to pay into the State pension fund, since only one bill is rendered to the town for all Town employees. It fails to show any breakdown for individual employees. He recommended that a letter be sent to Mr. George Borden, secretary of the state retirement system saying that the library must pay its own share and requesting that it be billed directly. Dr. Brown and Mr. Falcone were requested to investigate the situation.

A summary of outstanding financial obligations for the balance of the fiscal year, and an estimate of the free balance remaining in an amount of approximately \$3,004.00 was submitted by the library director.

Mr. Falcone next presented a report of his interviews with Commissioner Moran and Mr. De Marzo on the construction of the parking lot. It was suggested that if the library would provide approximately \$500.



to defray the cost of materials, the town would supply the labor. Mr. Falcone will see Commissioner Mada and report further on this matter at the next meeting.

Mrs. Oliver presented a detailed report of the findings respecting the building. Mr. Christiano made an inspection of the library during the month. He felt that repairs would be costly since the building is not too sound. A load limit of 40 pounds per square foot is advised and by a rough estimate it appears that the library is all right if no more books are added. He further suggested that the two closets backing on the second floor hallway be removed to ease the building weight load and allow for more shelf space and a wider hall.

Continuing her report Mrs. Oliver queried the possibility of adding a one story wing on the east side of the present building to be the beginning of a new library. She spoke of the library as a responsibility of the Town as well as of the library board and said that the beginning for the planning for the future is necessary.

Mr. Falcone stated that the blueprints for a new building might be considered with plans to build it in parts. Mrs. Griffinger concurred. Dr. Brown expressed the opinion that this country is not overspending on a national scale for educational, service, and recreational things, and that if service is withdrawn it can never be regained. If service can go to the people, it will triple circulation, therefore, Dr. Brown advised do not discard the Bookmobile idea. The library referendum several years ago was nearly unanimous. Present services rendered by the library indicate it is needed in the community.

Discussion of a proposal to obtain an architect to draw up blueprints was led by Mr. McLoughlin and cost of each service explored.

Mrs. Martin asked if it would be advisable to conduct a survey of library needs in West Orange to determine just what the future services are that should be planned. , It was also suggested that the Town Commissioners be invited to inspect the library and be informed of the necessity of planning expanded facilities to meet its steady growth.

Following the discussion, a motion was carried that the director immediately explore the possibilities of a library survey from three sources, the New Jersey State Library, Mr. Bryan, president of the New Jersey Library Association, and Mr. Lowell Martin, Dean of the school of Library Science at Rutgers University, and that the cost of such a survey, if reasonable, be included in the 1954 budget. It was agreed that the Bookmobile be included in the 1954 budget.

Mr. Falcone then reported that the 1952 audit was under study by himself and Mrs. Martin. A final report will be ready at the December meeting.

Mrs. Martin presented two quotations for periodical subscriptions for 1954, Moore- Cottrell \$279.90 and American News Co. \$285.21. Mayfair did not submit a bid. It was moved and carried that the Moore Cottrell bid be accepted and payment was authorized out of free balance remaining in 1953 funds.

An invitation to attend the meeting of the New Jersey Library Trustees Association at the Newark library Monday, November 16th was given. Mr. Falcone accepted tentatively and others will notify Mrs. Martin if able to attend.

Mr. Falcone made a motion that Mrs. Oliver contract with Mr. Theodore Stevie on an hourly wage rate to perform the following building work; repair the leak in the children 's room, remove the closet partitions on the second floor, build shelves and do necessary refinish-

ing, install a book return slot on the front porch, and make such repairs to the front porch as are essential. The motion was carried.

A motion was carried that the Commissioners of West Orange be invited to a closed meeting with the Library trustees on Tuesday evening December first immediately following their regular Town meeting. Invitations signed by the president of the Board will be mailed to each Commissioner at once. Details of the meeting were planned. Mrs. Oliver and Mrs. Griffinger were designated to make arrangements for suitable refreshments.

The meeting was adjourned at 10:30 P.M.

Respectfully submitted,

Emma A. Martin,  
Assistant Secretary

November 12, 1953

# WEST ORANGE PUBLIC LIBRARY

Bills presented for payment - November 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1836	American Library Assoc.	2. Books	6.00 ^
1837A	American News Co.	2. Books	83.09 ^
		Lost and pd.	3.27 ^
1837B	American News Co.	Rental	53.52 ^
1837C	American News Co.	2. Books	39.93 ^
		Rental	5.42 ^
1837D	American News Co.	2. Books	38.50 ^
		Lost and paid	3.00 ^
1838	Doubleday & Co.	2. Books	51.80 ^
1839	E.M.Hale & Co.	2. Books	67.20 ^
1840	Moore-Cottrell	2. Books	279.90 ^
	Sub. Agencies		
1841A	A.H.Roemer Co.	Rental	24.50 ^
1841B	A.H.Roemer Co.	Rental	40.09 ^
1841C	A.H.Roemer Co.	Rental	77.43 ^
		Non- budget(Hardy)	3.50 ^
1842	Yale University Press	2. Books	16.89 ^
1843	Bro-dart Industries	4. Supplies	82.17 ^
1844	Demco Library supplies	4. Supplies	11.56 ^
1845	Gaylord Brothers	4. Supplies	36.80 ^
1846	Midland Press	4. Supplies	5.25 ^
1847	H.F.Schmidt	4. Supplies	17.95 ^
1848	Public Service Electric	6. Main.	30.46 ^
1849	Watchung Coal & Oil	6. Main.	36.58 ^
1850	Oxford Window Cleaning	6. Main.	36.75 ^
1851	LeBlanc Cleaners	6. Main.	7.50 ^
1852	R.R.Bowker Co.	7. Misc.	15.95 ^
1853A	New Jersey Bell Tel. Co.	7. Misc.	7.25 ^
1853B	New Jersey Bell Tel. Co.	7. Misc.	35.30 ^
1854	Cash	6. Main.	.65 ^
		7. Misc.	21.26 ^
		Non-budget	2.75 ^
			1142.22

*1855	Town of West Orange	1952	2269.99
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Payment recommended by:

Approved by:

Dec. 8, 1953

*Emma A. Martin*

\*Not deducted from 1953 Budget

*Louis P. Falgout*  
*M. J. McLaughlin*  
*Alona M. Oliver*  
*Vivian R. Liffing*

WEST ORANGE PUBLIC LIBRARY

FINANCIAL STATEMENT \* November 1953

Receipts

Fines	105.14
Lost Book Fd.	10.50
	<u>115.64</u>

Disbursements - Budget Accounts

	<u>Budget</u>	<u>Expenses to date</u>	<u>Voucher presented</u>	<u>Total Exp.</u>	<u>Balance</u>
1.Salaries	28800.00	20195.58	2308.11	22503.69	6296.31
2.Books	4300.00	3799.79	583.31	4383.10	- 83.10
3.Binding	400.00	143.00	00.00	143.00	257.00
4.Supplies	1365.00	958.58	153.73	1112.31	252.69
5.Insurance	190.00	239.23	00.00	239.23	- 49.23
6.Maintenance	2065.00	1083.96	111.94	1195.90	869.10
7.Misc.	1250.00	919.73	79.76	999.49	250.51
8.Equipment	200.00	63.87	00.00	63.87	136.13
	<u>38570.00</u>	<u>27403.74</u>	<u>3236.85</u>	<u>30640.59</u>	<u>7929.41</u>

WEST ORANGE PUBLIC LIBRARY

OUTSTANDING OBLIGATIONS FOR 1953 and ESTIMATED  
FREE BALANCE

	<u>Bal. on hand 12/8/53</u>	<u>OBLIGATIONS</u>	<u>ESTIMATED BALANCE</u>
1. Salaries	6296.31	4396.00	1900.00
2. Books	- 83.10	100.00	-185.00
3. Binding	257.00	257.00	0.00
4. Supplies	252.69	227.00	25.00
5. Insurance	-49.23	00.00	-50.00
6. Maintenance	869.10	100.00	769.00
7. Miscellaneous	250.51	150.00	100.00
8. Equipment	<u>136.13</u>	<u>30.00</u>	<u>106.00</u>
TOTAL	7929.41	5260.00	2665.00

WEST ORANGE PUBLIC LIBRARY

Library Director's report - Nov. 1953

<u>ATTENDANCE</u>	<u>Nov. 1952</u>	<u>Jan-Nov. 52</u>	<u>Nov. 53</u>	<u>Jan- Nov. 53</u>
MA	1329	14367	1366	15113
M-J	720	7121	1766	9578
TC-A	273	2149	262	2729
TC-J	859	6073	950	7468
	<u>3181</u>	<u>29710</u>	<u>4344</u>	<u>34888</u>

CIRCULATION

MA	2106	25297	2351	27882
MJ	1325	13037	2206	14771
TC-A	193	1986	214	2925
TC-J	768	5582	874	7244
	<u>4392</u>	<u>45902</u>	<u>5645</u>	<u>52822</u>

OVERDUES

1st notices	319
2nd notices	102
3rd notices	27

Reference questions 293

Telephone calls 491

WEST ORANGE PUBLIC LIBRARY

Library Director's report - November 1953

REGISTRATION

OLD SYSTEM

	<u>On Hand</u>	<u>New</u>	<u>Cancellation</u>	<u>Balance</u>
M-A	2841	0	57	2784
M-J	1363	0	140	1223
TC-A	484	0	13	471
Tc-J	409	0	29	380
	<hr/>	<hr/>	<hr/>	<hr/>
	5097	0	239	4858

NEW SYSTEM

	<u>On Hand</u>	<u>New</u>	<u>Re-reg.</u>	<u>Canc.</u>	<u>Balance</u>
M-A	1244	60	57	0	1361
TC-A	113	7	13	0	133
M-J	104	164	140	0	408
TC-J	172	48	29	0	249
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	1633	279	239	0	2151

BOOK STOCK RECORD

	<u>On Hand</u>	<u>Accessioned</u>		<u>Discarded</u>	<u>Balance</u>
		<u>Purchased</u>	<u>gift</u>		
M-A	9227	99	0	20	9306
M-J	2606	33	0	13	2626
TC-A	1841	34	0	3	1872
TC-J	1507	71	0	9	1569
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	15,181	237	0	45	15,373



WEST ORANGE PUBLIC LIBRARY

Library Director's Report - November 1953

Book Week in November gave the Children 's Librarian an opportunity to visit some of the schools to tell stories. He visited Carteret Junior school, Hazel Ave., and Roosevelt Junior High School. Pleasantdale school has arranged for story hours after the holidays. Although all the schools were offered a visit none of the others replied. Four classes from Fairmount and one from Hazel Ave. visited the library for story hours. In addition Mr. Davies also visited the Young People's group at Grace Church, Orange.

At Tory Corner Branch, Mrs. Mead extended her hours to permit the 6th graders from Pleasantdale area who attend Washington school to visit the library Tuesday between 12-1 P.M. The first week 86 students came and took out 142 books in forty-five minutes. The two succeeding week over 60 boys and girls came in.

Mrs. Martin addressed the Tory Corner Business Men's Association on November 9th.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting ---- September 15, 1953

AGENDA

1. Minutes of the meeting of May 12, 1953
2. Treasurer's report
  - a. Bills presented for payment, June, July, August
  - b. Financial statements, June, July, August
  - c. Report on 1952 audit
    1. Cost
    2. Authorize payment of surplus to town
  - d. Third quarterly payment due from town
3. Library Director's report
4. Personnel committee
  - a. Wyckoff appointment and salary change
  - b. Davies appointment
  - c. Byrne vacation
  - d. Nieman volunteer service
  - e. Clerk-typist
  - f. Policy on retirement
5. Equipment and repairs
  - a. Gaylord machine - electrical connection and balance of order
  - b. Front porch
  - c. Desk lamps and heaters
  - d. Drawers for safe - (credit \$30)
6. Recommend evening meetings for October and November

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - AUGUST 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1747	American News Co.	2. Books	35.26^
		Lost and paid	1.34^
1748A	Doubleday & Co.	2. Books	2.33^
1748B	Doubleday & Co.	2. Books	13.93^
1749	Joseph Elstein, Inc.	2. Books	3.92^
1750	Encyclopedia Britannica	2. Books	4.95^
1751	Grolier Society	2. Books	271.85^
1752A	A.H.Roemer & Co.	2. Books	24.69^
1752B	A.H.Roemer & Co.	2. Books	55.23^
1752C	A.H.Roemer & Co.	2. Books	35.72^
1753	West Orange Chronicle	2. Books	3.50^
1754	H.W.Wilson Co.	2. Books	7.75^
1755	Demco Library Supplies	4. Supplies	10.30^
1756	H.F.Schmidt & Co.	4. Supplies	15.90^
1757	Public Service Electric & Gas Co.	6. Maintenance	26.17^
1758	Smith & Kaufman	6. Maintenance	27.38^
1759	West Orange Community League	6. Maintenance	35.00^
1760	N.J.Bell Telephone Co.	7. Miscellaneous	7.25^
1761	Cash	7. Miscellaneous	3.92^
		4. Supplies	.55^
TOTAL			586.94

Payment recommended by :

*Emma A. Martini*

Library director  
September 15, 1953

Approved by:

*Leona M. Oliver*

*J. W. Brown*

*Vivian R. Liffman*

*Matthew J. M. Longley*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT -- AUGUST 1953

RECEIPTS

Fines	50.16
Lost book fund	<u>9.00</u>
 TOTAL	 59.16

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expense</u>	<u>Balance on hand</u>
1. Salaries	28800.00	13740.50	2149.30	15889.80	12910.20
2. Books	4300.00	2411.78	459.13	2870.91	1429.09
3. Binding	400.00	143.00	00.00	143.00	257.00
4. Supplies	1365.00	593.42	26.75	620.17	744.83
5. Insurance	190.00	239.23	00.00	239.23	- 49.23
6. Maintenance	2065.00	813.67	88.55	902.22	1162.78
7. Miscellaneous	1250.00	597.18	11.17	608.35	641.65
8. Equipment	<u>200.00</u>	<u>3.00</u>	<u>00.00</u>	<u>3.00</u>	<u>197.00</u>
TOTAL	38570.00	18541.78	2734.90	21276.68	17293.32

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Lost and paid fund	1.34
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WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - AUGUST 1953

ATTENDANCE

	<u>Aug 52</u>	<u>Jan-Aug 52</u>	<u>July 53</u>	<u>Aug 53</u>	<u>Jan - Aug 53</u>
M-A	1103	10297	1048	1268	10659
M-J	462	4703	401	524	5423
TC-A	58	1375	185	141	1984
TC-J	<u>140</u>	<u>4047</u>	<u>463</u>	<u>331</u>	<u>5102</u>
TOTAL	1763	20422	2097	2264	23168

CIRCULATION

	<u>Aug 52</u>	<u>Jan-Aug 52</u>	<u>July 53</u>	<u>Aug 53</u>	<u>Jan-Aug 53</u>
M-A	2309	18329	2530	2599	20246
M-J	1038	8723	1199	1074	9368
TC-A	89	1343	291	225	2146
TC-J	<u>137</u>	<u>3769</u>	<u>440</u>	<u>418</u>	<u>4965</u>
TOTAL	3573	32164	4460	4316	36725

OVERDUES

1st notices	-	148
2nd notices	-	36
3rd notices	-	11

Reference Questions - 60

Telephone Calls - 346

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - AUGUST 1953

REGISTRATION

OLD SYSTEM:

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3806	0	739	3067
M-J	1329	27	3	1353
TC-A	575	44	0	579
TC-J	<u>492</u>	<u>18</u>	<u>4</u>	<u>506</u>
TOTAL	<u>6202</u>	<u>149</u>	746	5505

NEW SYSTEM:

	<u>Balance</u>	<u>New</u>	<u>Re-registration</u>	<u>Balance</u>
M - ADULT	0	99	739	838

Reregistration of adult borrowers in anticipation of the new charging system was a major project for the summer. Effort was made to prepare new cards for as many persons as possible before the machine is put into use on September 4th. Branch and juvenile borrowers will be transferred during the fall. Statistics show both the old and the new systems.

Inventory of juvenile books in the main library and branch was attempted this summer. Records at the main library are in fair order, but it was discovered that barely half of the childrens' books at the branch are accessioned or cataloged. Correcting these records will require a long period of time since only a few books can be put through monthly in addition to the current material now demanding the attention of the cataloger. Currently she is working on reference books which had never been cataloged.

WEST ORANGE PUBLIC LIBRARY

Trustees meeting-----October <sup>15</sup>~~13~~, 1953

AGENDA

1.Minutes

2.Treasurer's Report

a.Bills presented for payment-September

b.Financial statement-September

c.Audit report

3,Library Director's report

A.L.A. conference-Atlantic City

4.Equipment

a.Three electric heaters @ \$15.00 each

b.Picture filing cabinet( 4 drawer legal \$40.00)

c.Posture chair \$33.00

d.One set safe drawers (\$30.00 credit)

5.Building repairs and equipment

a.Parking lot

b.Front porch with book return slot

c.Back porch-leak

d.Bookcases on second floor under windows

e.Second floor painted

f.Mimeograph machine

g.Stove unit for staff room

6.Budget

West Orange Public Library  
Trustees Meeting--- September 15,1953

Minutes

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on September 15, 1953. Mrs.Oliver, Mrs.Griffinger,Mr.McLoughlin,and Dr. Brown were present. The president called the meeting to order at 5:15 P.M.

The minutes of the previous meeting were read and approved.

The Treasurer's report was given by Mrs.Martin in Mr.Falcone's absence. Bills were presented for payment and approved by signature. Financial statements for June,July,and August were submitted. The audit of accounts for 1952,prepared by A.M.Hart Co. was introduced along with a voucher in the amount of \$100 covering its cost. Following a brief discussion it was tabled until the following month to permit the Treasurer and Director to study it thoroughly. Mr. Falcone will be requested to refer the matter of its cost to the Town Treasurer.

The Library Directors report for August followed. Mr.McLoughlin described the party given at Tory Corner Branch on September 10th in honor of the members of the Vacation Reading Club. Sixty-five guests were present and enjoyed the refreshments very much.

The Personnel Committee reported the temporary appointment of Thomas E. Davies to the position of Senior Librarian,Children's was announced. He will assume his duties on October 1st.

Mrs.Martin announced that the permanent appointment of Mrs. Wyckoff to the position of clerk-stenographer had come through during the summer and the Civil Service papers signed by Mr. McLoughlin as ap-



pointing authority. Mrs. Martin recommended that due to the excellence of Mrs. Wyckoff's work, and on high grade obtained by her in her examination (second highest in the Town of West Orange) the Board review her present salary scale, which is \$2440-\$3040 per annum, and grant her an increase to the next higher salary scale of \$2680-\$3280. The higher scale is the one paid to Town employees holding the same classification rating. Following discussion Mrs. Griffinger moved that the salary scale for the Clerk-Stenographer be raised one level from \$2440-\$3040 to \$2680-\$3280 to be effective January 1, 1954. The motion was seconded by Mrs. Oliver and carried.

In lieu of a two weeks vacation to which he is entitled, Martin Byrne wishes to remain on duty and receive the additional pay which would otherwise go to a substitute. The total amount is \$67.50. Permission granted.

Carol Nieman, a Junior in the West Orange High School, served as a volunteer worker in the Library twelve hours a week for two and a half months. Dr. Brown moved, Mrs. Oliver seconded, and a motion was carried to send her a letter of appreciation and the gift of a five dollar compact.

Due to the extra work piling up in the late fall, including the preparation of the budget, and new registration cards, Mrs. Martin requested permission to hire a clerk-typist at \$1.25 an hour on a temporary basis. Approval was given for one month.

The first Gaylord machine has been installed. Permission was requested and granted to drill a small hole through the floor for the electrical connection, to prevent persons stumbling over a cord laid on the floor.

Mrs. Martin requested permission to purchase three desk lamps at a list price of \$10.00 each on which Mr. Pingatore of the State Radio Shop had promised a discount, a motion was carried, granting approval.

The difficulties encountered in trying to have the Board meeting at five P.M. were brought up. Since several Board members cannot reach the Library on time, and others must leave early, it has been impossible to cover all necessary business. It was moved and carried that beginning in October the Board meeting be held at 8:15 P.M. on the second Tuesday of each month.

The meeting was adjourned at 5:55 P.M.

Respectfully submitted,

Emma A. Martin

Assistant Secretary.

September 18, 1953

# WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT- SEPTEMBER 1953

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1774 A	Doubleday & Co.	2 Books	1.83 ^
1774 B	Doubleday & Co.	2 Books	14.67 ^
1774 C	Doubleday & Co.	2 Books	2.90 ^
1774 D	Doubleday & Co.	2 Books	20.81 ^
1775 A	A.H.Roemer & Co.	2 Books	101.08 ^
1775 B	A.H.Roemer & Co.	2 Books	241.27 ^
1776	Henry F.Schmidt & Co.	4 Supplies	8.05 ^
1777 A	Gaylord Bros., Inc	4 Supplies	66.80 ^
1777 B	Gaylord Bros., Inc.	4 Supplies	15.75 ^
1777 C	Gaylord Bros., Inc.	4 Supplies	11.70 ^
1778	Commonwealth Water Co.	6 Maintenance	2.77 ^
1779	Public Service Elec.Co.	6 Maintenance	25.41 ^
1780	Watchung Coal & Oil Co.	6 Maintenance	31.75 ^
1781	West Orange Community League	6 Maintenance	35.00 ^
1782 A	New Jersey Bell Telephone Co.	7 Miscellaneous	27.05 ^
1782 B	New Jersey Bell Telephone Co.,	7 Miscellaneous	7.25 ^
1782 C	New Jersey Bell Telephone Co.,	7 Miscellaneous	30.80 ^
1783	Cash	2 Books	1.50 ^
		4 Supplies	.30 ^
		7 Miscellaneous	28.63 ^
		8 Equipment	3.15 ^
1784	Doubleday & Co.	2 Books	26.62 ^
1785	State Radio	8 Equipment	18.72 ^
1786	H.W.Wilson & Co.	2 Books	18.00 ^
1787	A.M.Hart	7 Miscellaneous	100.00 ^
Total			\$ 841.81

Payment recommended by:

Approved by:

*Emma A. Martin*

Library Director  
October 13, 1953

*M. McLaughlin*  
*Rosa M. Oliver*  
*Louis P. Falcone*  
*Vivian R. Luffinger*

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT---SEPTEMBER 1953

<u>RECEIPTS</u>	
Town of West Orange	10,000.00
Fines	74.17
Lost Book Fund	4.75
	10,078.92

DISBURSEMENTS----BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expenses</u>	<u>Balance on Hand</u>
1.Salaries	28800.00	15 889.80	1865.85	17755.65	11044.35
2.Books	4300.00	2 870.91	428.68	3299.59	1000.41
3.Binding	400.00	143.00	00.00	143.00	257.00
4.Supplies	1365.00	620.17	102.60	722.77	642.23
5. Insurance	190.00	239.23	00.00	239.23	- 49.23
6.Maintenance	2065.00	902.22	94.93	997.15	1067.85
7.Miscellaneous	1250.00	608.35	193.73	802.08	447.92
8.Equipment	200.00	3.00	21.87	24.87	175.13
	38570.00	21276.68	2707.66	23984.34	14585.66

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT- SEPTEMBER 1953

ATTENDANCE

	<u>Sept 52</u>	<u>Jan-Sept 52</u>	<u>Sept 53</u>	<u>Jan-Sept 53</u>
M-A	1412	11709	1497	12156
M-J	879	5582	855	6278
TC-A	210	1585	266	2250
TC-J	444	4491	675	5777
	<hr/>	<hr/>	<hr/>	<hr/>
Total	2945	23367	3293	26461

CIRCULATION

	<u>Sept 52</u>	<u>Jan-Sept 52</u>	<u>Sept 53</u>	<u>Jan-Sept 53</u>
M-A	2376	20705	2662	22908
M-J	1372	10095	1221	10589
TC-A	209	1552	307	2453
TC-J	393	4162	648	5613
	<hr/>	<hr/>	<hr/>	<hr/>
	4350	36514	4838	41563

OVERDUES

1st notices	-	207
2nd notices	-	53
3rd notices		10

Reference Questions    136

Telephone Calls        500

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT- SEPTEMBER 1953

REGISTRATION

OLD SYSTEM

	<u>On Hand</u>	<u>New</u>	<u>Cancellation</u>	<u>Balance</u>
M-A	3067	0	126	2941
M-J	1353	37	3	1387
TC-A	579	15	1	593
TC-J	506	19	0	525
	—	—	—	—
Total	5505	71	130	5446

NEW SYSTEM

	<u>Balance</u>	<u>New</u>	<u>Re-regist.</u>	<u>Cancellation</u>	<u>Balance</u>
M-Adult	838	76	126	4	1036

Book Stock Record

	<u>On Hand</u>	<u>Accessioned</u>		<u>Discarded</u>	<u>Balance</u>
		<u>Purchased</u>	<u>Gift</u>		
M-A	9106	49		15	9140
J-A	2602	0	0	18	2584
TC-A	1773	5	0	0	1778
TC-J	1242	0	0	6	1236
	—	—	—	—	—
Total	14723	54	0	39	14738

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT-SEPTEMBER 1953

A new statistical table is added this month to the report, a Book stock record. Since it starts in the middle of the year, a brief resume for the past nine months is in order. Total accessions to date, October 1st, 1953 are 1256 adult, 667 juvenile books. Total discards are 513 adult, 116 juvenile books. While financial and circulation department reports have been submitted to the Trustees regularly, no record has reflected the work accomplished by the Technical services department. The Director feels the record has been incomplete without it, and the work of the catalogs not regularly evaluated for the Trustees

The charging machine has been well received by the public. Re-registrations are proceeding as rapidly as possible.

Fall meetings were many. Miss Newcomb and Mrs. Martin attended the Cataloger's section of New Jersey Library Association in Montclair on September 16th. Mrs. Martin attended the Extension section meeting in Clifton on September 23rd where the new library building and their very successful Bookmobile were shown. On September 23rd the Essex Reference group held a meeting at Newark Public Library at which the Superintendent of Public Documents discussed the use of documents in libraries.

On September 21st, Mrs. Martin attended a meeting of the Clean Literature Committee. At this meeting the selection of a new project for study during the winter of 1953-1954 was brought up, upon which the Library Director proposed a study of Public Library services to West Orange schools. Dr. Brown supported Mrs. Martin's Suggestion and

it was favorably received. At the Parent Teacher Association board meeting later that day the committee's proposal was accepted, and the Clean Literature Committee was changed to the "Public Library Services Committee." Its first meeting is scheduled for October 14th.

On October 2 Mrs. Martin was guest speaker at the West Orange Rotary Club on the subject "Expanding library services."



West Orange Public Library

46 MT. PLEASANT AVENUE

WEST ORANGE, N. J.

*Emma A. Martin, Library Director*

ORange 2-6268

October 10, 1953

Subject: Proposed Budget for 1954  
From: The Library Director  
To: The Trustees of the West Orange Public Library

The proppsed budget of the WEST ORANGE PUBLIC LIBRARY for 1954, together with a statement explaining the items included; and recommendations in respect to current and future library service, is herewith submitted to your attention.

This proposed budget will be presented for discussion and action by the Board at their regular meeting to be held on October 13, 1953.

Respectfully submitted,

EAM:RSW

Library Director

# WEST ORANGE PUBLIC LIBRARY

## PROPOSED BUDGET - 1954

	<u>1953</u>	<u>1954</u>	<u>1953</u>	<u>1954</u>
1. <u>SALARIES</u>				
1. Library director	4290.00	4870.00		
2. Ass't.Lib.director	3750.00	4330.00		
3. Sr. Librarian, Catalog	3000.00	3520.00		
4. Sr. Librarian, Children	3000.00	3400.00		
5. Sr. Library Assistant	2880.00	3280.00		
* 6. Sr. Library Assistant	00.00	2680.00		
7. Sr. Library Assistant, P.T.	1680.00	2040.00		
* 8. Jr. Library Assistant	00.00	1020.00		
9. Clerk-stenographer	2100.00	2860.00		
10. Bldg.Main. Worker, P.T.	1460.00	1840.00	1740.00	
11. Jr. Library Clerks (3)	1300.00	1685.00		
12. Contingency	700.00	970.00		
13. Pension Fund	2000.00	2000.00	28800.00	34495.00
2. <u>BOOKS</u>			4300.00	4500.00
3. <u>BINDING</u>			400.00	400.00
4. <u>SUPPLIES</u>			1365.00	1200.00
5. <u>INSURANCE</u>			190.00	540.00
6. <u>MAINTENANCE</u>				
1. Rent - Tory Corner	540.00	420.00		
2. Oil	450.00	425.00		
3. Gas and Electricity	300.00	300.00		
4. Water	25.00	15.00		
5. Janitor's Supplies	150.00	100.00		
6. Building Repairs	500.00	300.00		
7. Contingency	100.00	100.00		
8. BOOKMOBILE	00.00	960.00	2065.00	2620.00
7. <u>MISCELLANEOUS</u>				
1. Telephone	500.00	500.00		
2. Publicity	100.00	200.00		
3. Service contracts	50.00	200.00		
4. Transportation	100.00	100.00		
5. Postage	100.00	100.00		
6. Conventions	200.00	500.00		
7. Contingencies	200.00	200.00	1250.00	1800.00
8. <u>EQUIPMENT</u>			200.00	200.00
9. <u>BOOKMOBILE</u>			00.00	7500.00
TOTAL			38570.00	53255.00

# WEST ORANGE PUBLIC LIBRARY

## PROPOSED BUDGET - 1954

### 1. SALARIES

Salaries for 1954 reflect the changes which have been made during the year such as the incorporation of the \$400. bonus into individual salaries and its deletion as a separate item. The clerk-stenographer salary reflects the \$240. raise approved in September to be effective January 1, 1954. Annual increments for all eligible staff members total \$900.

It is recommended that rates of pay for hourly wage employees be increased. Vacation substitutes were estimated at \$1.25 per hour in 1953 but in one instance \$1.50 was actually paid, therefore a rate of \$1.50 an hour, and a slight increase in hours is recommended. Consideration is requested for an allotment to provide emergency help due to illness of the regular staff. For the first nine months of 1953, a total of 54 working days (4050 hours) was lost. Since desk schedules must be maintained, technical services were seriously curtailed. An allowance of \$225. covering 150 hours at \$1.50 per hour would alleviate a small portion of the loss and allow for emergency help where two of the staff are incapacitated at the same time.

Junior Library Clerks have been paid at the rate of \$0.60 per hour for girls, \$0.75 for boys. While a rate differential based on sex is not strictly allowable in the same position classification, the library has justified it by demanding additional duties of the boys. West Orange is currently paying high school students \$0.75 to \$1.00 an hour. The superior quality of students which the library needs, leads to the recommendation that girls receive \$0.85 an hour, boys \$1.00. This will bring the allotment for Jr. Library Clerks to \$1685. for 1954.

Two new positions are introduced in the event that the BOOKMOBILE is acquired. While a professionally qualified librarian is undoubtedly the best person to assume responsibility for the new service, the project may be more readily adopted by the Town if the library limits its request to a more modest proposal, that is, to create the position with a non-professional person classified as a Senior Library Assistant, opening the position to residents of West Orange. A full years' salary is proposed to permit this person to assist in the preliminary work of securing the BOOKMOBILE, preparing the book collection and schedules, etc. The second BOOKMOBILE attendant is provided for six months only since the mobile unit may not actually be in operation much before the middle of the year.

Summarizing the salary budget, it is shown that exclusive of the two new positions for the BOOKMOBILE estimated at \$3700., the new budget is for \$31035. as against 1953's total of \$28,800., an increase of \$2235 or 7.7%.

# WEST ORANGE PUBLIC LIBRARY

## PROPOSED BUDGET - 1954

### 2. BOOKS

The 1954 budget request for books is \$4500., an increase of 4.4% over the previous year. Current book prices are in general running about 15 to 20% higher than a year ago, so this in effect reduces the total number of books to be purchased. While the BOOKMOBILE will require a stock of 1500 volumes, the main library and branch are so overcrowded that present congestion will be in some measure relieved by the transfer of present stock to the new unit, and the budget for new books can be apportioned between the three outlets according to demand. While the library has frequent demands for other than book material, such as pictures, records, films, pamphlets and government publications, the director reluctantly admits that it is not yet strong enough in either staff or physical space to introduce any but the most limited amount of these desirable items.

### 3. BINDING

The 1953 allowance for binding, \$400. may be considered adequate for 1954.

### 4. SUPPLIES

A sum of \$1200. is recommended for the purchase of supplies. This is a decrease of \$165. The installation of the Gaylord charging machine in 1953 required the purchase of new registration forms adequate for three years at the present rate of adding new borrowers. While the BOOKMOBILE will greatly increase the rate, the present supply should be adequate up to 1955, a total of two years. \$100. a month should be sufficient to the needs of the library.

### 5. INSURANCE

Allotment for insurance goes up in 1954. The treasurer's bond is \$60. which had not been anticipated in 1953, creating a deficit in the account. The burglary policy expires in March 1954 and is due for renewal for three years at \$50. Insurance on the BOOKMOBILE is provisionally set at \$240. Workmens' compensation and general liability are estimated at slightly higher than the premiums actually paid in 1953, amounting to \$100. and \$90. respectively.

### 6. MAINTENANCE

Maintenance on standard operating costs have been adjusted as close to actual expenses as feasible with no increases, and with minor decreases. Building repair has been reduced 2/5 in view of the fact that few major repairs have been called for and no alterations are anticipated beyond those which it will be hoped may come out of the 1953 budget before the close of the fiscal year.

## WEST ORANGE PUBLIC LIBRARY

### PROPOSED BUDGET - 1954

Operating costs of the BOOKMOBILE are estimated at \$1200. a year of which \$240. is insurance included in item 5. Garage rent is estimated at \$360. a year. Gasoline, oil, washing and miscellaneous costs will run to \$600. annually. In lieu of garage rent, the trustees may wish to consider the possibility of building a simple shelter on the rear of the proposed parking area.

#### 7. MISCELLANEOUS

Telephone, transportation and postage remain at a fairly constant rate, and are carried over at the same amounts. Publicity has been increased to \$200. in anticipation of introducing the BOOKMOBILE to the public favorably and thoroughly. Service contracts include the annual rental of the charging machines of \$150.

Conventions expenses for 1954 have been expanded to permit a staff member to attend the American Library Association convention. No provision was made for this last year due to the conference being held on the West Coast. This year it is scheduled for Minneapolis.

#### 8. EQUIPMENT

Very little new equipment is required for the library in 1954 in the event that 1953 recommendations pending at this time are successfully accomplished. New curtains for the windows would go far to improve the appearance of the library. The outfitting of the staff room would do much to improve the comfort of the staff and heighten their morale. Consideration of these items is referred to the trustees, without specific recommendation. The \$200. estimate for 1953 is carried over unchanged.

#### 9. BOOKMOBILE

\$7500. represents the capital investment in the BOOKMOBILE. The estimate submitted by the Gerstenlager Co. is \$7192.16 for a Pioneer model, with the breakdown as follows: Body \$3959.16, Ford chassis \$2000, generator \$1108. Delivery from factory \$125.

Operating costs have been allocated to their proper place in the budget but for clarity the total estimate for the BOOKMOBILE is recapitulated here:

Capital investment	\$7500.
Salaries	3700.
Insurance	240.
Maintenance	960.
	<hr/>
	\$12400.

WEST ORANGE PUBLIC LIBRARY

PROPOSED BUDGET - 1954

In requesting this projected service unit from the Town it may be pertinent to recall that in 1951 the library returned \$1359.79 to the Town, having received \$900. less than its total budget. In 1952 a total of \$2269.99 in in process of return. These items total \$4529.78.

The total budget for 1954 exclusive of the BOOKMOBILE is \$40,855, an increase of \$2285. or 6.1%. Per capita cost of library service to West Orange's approximate population of 30,000 is \$1.36 exclusive of the BOOKMOBILE and is \$1.78 inclusive of it.

## WEST ORANGE PUBLIC LIBRARY

## PROPOSED BUDGET- 1954

## POSITIONS AND PAY-SCALE

	Base	1 yr.	2 yr.	3 yr.	4 yr.	5 yr.	Annual Increment	Total Raise
1. Library Director	4420	4600	4780	4960	5140	5320	180	900
2. Assistant Library Dr.	3880	4060	4240	4420	4600	4780	180	900
3. Sr. Librarian (Cataloger)	3400	3520	3640	3760	3880	4000	120	600
4. Sr. Librarian (Children)	3400	3520	3640	3760	3880	4000	120	600
5. Sr. Library Assistant	2680	2800	2920	3040	3160	3280	120	600
6. *Sr. Library Assistant	2680	2800	2920	3040	3160	3280	120	600
7. Sr. Library Assistant, P.T	1440	1560	1680	1800	1920	2040	120	600
8. *Jr. Library Assistant	2040	2160	2280	2400	2520	2640	120	600
9. Clerk-Stenographer	2680	2800	2920	3040	3160	3280	120	600
10. Building Maintenance Worker, P.T.	1620 1600	1740 1720	1860 1840	1980 1960	2100 2080	2220 2200	120	600
11. Junior Library Clerk(3)	.85 to 1.00 an hour							

\*New positions for Bookmobile

# WEST ORANGE PUBLIC LIBRARY

## PROPOSED BUDGET - 1954

### SALARIES (detail) for 1954 BUDGET

1.	Library Director			
	6 mos. @ 2nd gr.	4780 - 2390		
	6 mos. @ 3rd gr.	4960 - 2480		4870.00
2.	Assistant Library Director			
	6 mos. @ 2nd gr.	4240 - 2120		
	6 mos. @ 3rd gr.	4420 - 2210		4330.00
3.	Senior Librarian (Catalog)			
	12 mos. @ 1st gr.	3520 - 3520		3520.00
4.	Senior Librarian (Children)			
	12 mos. @ base	3400 - 3400		3400.00
5.	Senior Library Assistant, P.T.			
	12 mos. @ 5th gr.	3280 - 3280		3280.00
* 6.	Senior Library Assistant			
	12 mos. @ base	2680 - 2680		2680.00
7.	Senior Library Assistant, P.T.			
	12 mos. @ 5th gr.	2040 - 2040		2040.00
* 8.	Jr. Library Assistant			
	6 mos @ base	1020 - 1020		1020.00
9.	Clerk-stenographer			
	6 mos. @ 1st gr.	2800 - 1400		
	6 mos. @ 2nd gr.	2920 - 1460		2860.00
10.	Building Maintenance Worker, P.T.			
	12 mos. @ 1st gr. <del>1740 - 1740</del> <i>base new rate</i>			1740.00
11.	Jr. Library Clerks (3)			
	Rate \$0.85 - \$1.00 per hour - 12 hours weekly (each)			
	2 @ .85	1060.80		
	1 @ 1.00	<del>624.00</del>		1685.00
12.	Contingencies			
	1. Vacation substitutes			
	2 @ 1.50 per hour for 250 hours each		750.00	
	2. Substitute Librarian			
	1 @ 1.50 per hour for 150 hours		225.00	975.00



WEST ORANGE PUBLIC LIBRARY

PROPOSED BUDGET - 1954

SALARIES(detail) for 1954 BUDGET

13. Pension Fund

1. Library Director	335.00	
2. Assistant Library Director	412.00	
3. Sr. Librarian (Catalog)	313.00	
4. Sr. Librarian (Children)	264.00	
5. Sr. Library Assistant	337.00	
6. Sr. Library Assistant	<del>00.00</del>	
7. Sr. Library Assistant, P.T.	189.00	
8. Jr. Library Assistant	00.00	
9. Clerk-stenographer	264.00	
10. Building Maintenance worker	00.00	
11. Jr. Library Clerks	<u>00.00</u>	2114.00

WEST ORANGE PUBLIC LIBRARY  
PROPOSED BUDGET - 1954

Revision - December 8, 1953

	<u>1953</u>	<u>1954 normal increments</u>	<u>1954 \$300 increase</u>	<u>1954 \$450 inc.</u>
1. Salaries:				
1. Lib.Dir.	4690.00	4870.00	5170.00	5320.00
2. Asst.Lib. Director	4150.00	4330.00	4630.00	4780.00
3. Sr.Lib. Catalog	3400.00	3520.00	3820.00	3970.00
4. Sr.Lib. Childrens	3400.00	3400.00	3700.00	3850.00
5. Sr.Lib.Asst.	3280.00	3280.00	3580.00	3730.00
* 6. Sr.Lib.Asst.	00.00	<del>2680.00</del>	<del>2980.00</del>	<del>3130.00</del>
7. Sr.Lib.Asst. P.T.	1920.00	2040.00	2220.00	2310.00
* 8. Jr.Lib.Asst.	00.00	1020.00	1170.00	1245.00
9. Clerk-stenog.	2500.00	<del>2800.00</del>	3160.00	3310.00
10. Bldg.main worker,P.T.	1460.00	1740.00	1890.00	1965.00
11. Jr.Lib. Clerks (3)	1300.00	1872.00	1872.00	1872.00
12. Contingency	700.00	970.00	970.00	970.00
13. Pension	<u>2000.00</u>	<u>2000.00</u>	<u>2000.00</u>	<u>2000.00</u>
TOTAL SALARIES	28800.00	34582.00	37162.00	38452.00

## WEST ORANGE PUBLIC LIBRARY

Page 2

## PROPOSED BUDGET - 1954

Revised - Dec. 8, 1953

	<u>1953</u>	<u><del>1954</del></u>	<u>1953</u>	<u>1954</u>
2. BOOKS			4300.00	4500.00
3. BINDING			400.00	400.00
4. SUPPLIES			1365.00	1200.00
5. INSURANCE			190.00	300.00
6. MAINTENANCE				
1. Rent - Tory	540.00	420.00		
2. Oil	450.00	425.00		
3. Gas & Electricity	300.00	300.00		
4. Water	25.00	15.00		
5. Janitor Supplies	150.00	100.00		
6. Bldg. Repairs	500.00	300.00		
7. Contingency	100.00	100.00	2065.00	1660.00
7. MISCELLANEOUS				
1. Telephone	500.00	500.00		
2. Publicity	100.00	200.00		
3. Service contracts	50.00	200.00		
4. Transportation	100.00	100.00		
5. Postage	100.00	100.00		
6. Conventions	200.00	500.00		
7. Contingency	200.00	200.00	1250.00	1800.00
8. EQUIPMENT			200.00	200.00
9. BOOKMOBILE				
1. Capital investment		7500.00		
2. Insurance		240.00		
3. Maintenance		960.00	00.00	8700.00
TOTAL OPERATING	9770.00	18760.00	18760.00	18760.00
	<u>1953</u>	<u>1954</u>	<u>1953</u>	<u>1954</u>
		norm. increments	\$300 increase	\$450
SALARIES	28800.00	32582.00	37162.00	38452.00
OPERATING	9770.00	18760.00	18760.00	18760.00
TOTAL	38570.00	53342.00	<del>55922.00</del>	57212.00

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting -- December 8, 1953

MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on December 8, 1953. Mrs. Oliver, Mrs. Griffinger, Mr. McLoughlin and Mr. Falcone were present. The president called the meeting to order at 8:30 P. M.

The minutes of the last meeting were approved.

The treasurer presented the bills for approval of payment, and the Financial Statement. The report on the audit was presented and payment of the \$2269.99 due the municipality as the result of the 1952 operation approved.

The final revision of the proposed 1954 budget was introduced. In accordance with instructions received from the Mayor and Town Treasurer, three salaries schedules had been set up. One showed the normal increment increases; the second reflected the \$300. increase, and the third the \$450. increase currently under consideration by the town. Mrs. Martin asked that the salary scale for junior library clerks originally set at 85¢ per hour for girls and \$1.00 per hour for boys be revised to a straight \$1.00 per hour rate. Following approval of this item, a motion was carried accepting the budget as revised for submission to the town.

The library director's report followed. Mrs. Martin submitted a request from the staff that the library be closed

on Saturday, December 26 and Saturday, January 2, normally four hour days, due to the holidays falling on Fridays. Permission was granted.

A report of the outstanding obligations against the 1953 budget, and estimated free balance shows approximately remaining. Mrs. Oliver reported that the cost of the building repairs authorized at the previous meeting will amount to about \$500. Following discussion, a motion was carried to supply the library with venetian blinds at a cost of approximately \$200., and to outfit the staff room at about \$150. Mrs. Oliver was appointed to take charge of the work.

Purchase of a new typewriter was approved. Mrs. Martin stated that the increased circulation of childrens' books revealed the need for additional stock. A monthly circulation of 2000 depletes the present stock of 3000 very considerably. Following discussion, a motion was carried authorizing the director to expend the free balance on books with particular emphasis on children's books and adult reference works.

The meeting was adjourned at 9:45 P.M.

Respectfully submitted,

December 10, 1953

Emma A. Martin,  
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY

TRUSTEES MEETING - JANUARY 12, 1954

AGENDA

1. Minutes
2. Treasurer's report
  - a. Bills presented for payment - December 1953
  - b. Bills outstanding - December 1953
  - c. Financial statement - December 1953
3. Budget - final revision - Pension fund
4. Personnel committee
  - a. Newcomb appointment
  - b. Pages' salaries
5. Building committee
6. Library director's report
  - a. December 1953
  - b. Annual report - 1953
7. Election of officers
8. Appointment of committees
  - Finance
  - Personnel
  - Building and grounds
9. Designation of appointing authority

# WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - DECEMBER 1953

VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
1871A	American News Co.	2. Books	170.72 <sup>^</sup>
		Lost and paid	3.49 <sup>^</sup>
1871B	American News Co.	2. Books	54.47 <sup>^</sup>
1871C	American News Co.	2. Books	24.09 <sup>^</sup>
1872	Beckley-Cardy Co.	2. Books	2.27 <sup>^</sup>
1873	Doubleday & Co.	2. Books	3.67 <sup>^</sup>
1874	Joseph Elstein, Inc.	2. Books	22.35 <sup>^</sup>
1875	Follett Library Book Co.	2. Books	16.00 <sup>^</sup>
1876	Gann Law Books	2. Books	3.00 <sup>^</sup>
1877	H.R.Hunting Co.	2. Books	475.36 <sup>^</sup>
1878	Pergande Publishing Co.	2. Books	7.35 <sup>^</sup>
1879	R.S.&S. Co., Inc.	Lost and paid	22.10 <sup>^</sup>
1880A	A.H.Roemer Co., Inc.	2. Books	32.18 <sup>^</sup>
		Lost and paid	19.25 <sup>^</sup>
1880B	A.H.Roemer Co., Inc.	2. Books	86.84 <sup>^</sup>
		Lost and paid	25.07 <sup>^</sup>
		& other (gifts)	2.80 <sup>^</sup>
1880C	A.H.Roemer Co., Inc.	2. Books	33.22 <sup>^</sup>
1881	H.W.Wilson Co.	2. Books	95.00 <sup>^</sup>
1882	Yale University Press	2. Books	112.07 <sup>^</sup>
1883A	Chivers Book Binding Co.	3. Binding	92.50 <sup>^</sup>
1883B	chivers Book Binding Co.	3. Binding	1.81 <sup>^</sup>
1884	Bro-dart Industries	4. Supplies	3.90 <sup>^</sup>
1885A	Remington Rand, Inc.	4. Supplies	1.10 <sup>^</sup>
1885B	Remington Rand, Inc.	4. Supplies	22.00 <sup>^</sup>
1886	H.F.Schmidt & Co.	4. Supplies	10.40 <sup>^</sup>
1887A	Demco Library Supplies	4. Supplies	106.27 <sup>^</sup>
1887B	Demco Library Supplies	4. Supplies	2.25 <sup>^</sup>
1888	Orange Shade & Floor Cover Co.	6. Maintenance	175.00 <sup>^</sup>
1889	Public Service Gas & E.Co.	6. Maintenance	30.59 <sup>^</sup>
1890	Watchung Coal & Oil Co.	6. Maintenance	25.60 <sup>^</sup>
1891	N.J.Bell Telephone Co.	7. Miscellaneous	7.25 <sup>^</sup>
1892	Childrens' Book Council	7. Miscellaneous	5.50 <sup>^</sup>
1893	Amer.Commercial Equipment Co.	8. Equipment	49.60 <sup>^</sup>
1894	Smith-Corona, Inc.	8. Equipment	165.60 <sup>^</sup>
1895	Cash	4. Supplies	.30 <sup>^</sup>
		7. Miscellaneous	40.30 <sup>^</sup>
		8. Equipment	10.88 <sup>^</sup>
		Non-budget	5.25 <sup>^</sup>
1896	A.H.Roemer Co., Inc.	2. Books	337.14 <sup>^</sup>
TOTAL			2303.94

Payment recommended by:

Approved by:

*Emma A. Martini*

*Leona M. Oliver*  
*Matthew J. McLaughlin*  
*Virgie R. Liffenger*  
*Louis P. Falcone*

January 8, 1954

WEST ORANGE PUBLIC LIBRARY

1953 BILLS OUTSTANDING - January 12, 1954

<u>BUDGET ALLOCATION</u>	<u>PAYEE</u>	<u>AMOUNT</u>	
1. SALARIES	State Retirement	2000.00	
2. BOOKS	E. M. Hale Co.	31.44	
	✓ H. R. Huntting Co.	83.51	
	Rand McNally Co.	21.80	
	American News Co.	110.00 *	
	A. H. Roemer Co.	35.00 *	
	Macmillan Co.	27.00	
	✓ Fallett Library Book Co.	<u>3.84</u>	
			312.59
3. BINDING	Chivers Book Binding Co.	162.69*	162.69*
4. SUPPLIES	Demco Library Supplies, Inc.	65.30	65.30
6. MAINTENANCE	✓ Smith & Kaufman	15.00*	
	Theodore J. Stieve	400.00*	
	Commonwealth Water Co.	<u>3.00*</u>	
			418.00*
7. MISCELLANEOUS	N.J. Bell Telephone Co.	47.25*	47.25*
8. EQUIPMENT	✓ Mrs. Oliver	300.00*	<u>300.00*</u>
			3305.83

\* Estimated



WEST ORANGE PUBLIC LIBRARY  
OUTSTANDING OBLIGATIONS for 1953

	<u>Balance On hand</u>	<u>Estimates</u>	<u>Balance</u>
1. SALARIES	3996.52	2000.00	1996.52
2. BOOKS	-1558.53	312.59	- 1871.12
3. BINDING	162.69	162.69	00.00
4. SUPPLIES	106.47	65.30	41.17
5. INSURANCE	- 49.23	00.00	- 49.23
6. MAINTENANCE	637.91	418.00	219.91
7. MISC.	197.46	47.25	,150.21
8. EQUIPMENT	- 89.35	300.00	- 389.35
TOTAL	3403.94	3305.83	98.11

JANUARY 12, 1954

# WEST ORANGE PUBLIC LIBRARY

## FINANCIAL STATEMENT - DECEMBER 1953 (Preliminary - January 12, 1954)

### RECEIPTS

Fines	78.20
Lost and paid	1.75
Miscellaneous	<u>7.00</u>
Total	86.95

### DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers Presented</u>	<u>Total Expense</u>	<u>Balance on hand</u>
1. SALARIES	28800.00	22503.69	2299.79	24803.48	3996.52
2. BOOKS	4300.00	4383.10	1475.73	5858.83	-1558.53
3. BINDING	400.00	143.00	94.31	237.31	162.69
4. SUPPLIES	1365.00	1112.31	146.22	1258.53	106.47
5. INSURANCE	190.00	239.23	00.00	239.23	- 49.23
6. MAINTENANCE	2065.00	1195.90	231.19	1427.09	637.91
7. MISCELLANEOUS	1250.00	999.49	53.05	1052.54	197.46
8. EQUIPMENT	<u>200.00</u>	<u>63.87</u>	<u>225.48</u>	<u>289.35</u>	<u>- 89.35</u>
TOTAL	38570.00	30640.59	4525.77	35166.36	3403.94

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - DECEMBER 1953

ATTENDANCE

	<u>Dec. 52</u>	<u>Jan-Dec 52</u>	<u>Dec 53</u>	<u>Jan-Dec 53</u>
M-A	1269	15636	1275	16388
M-J	588	7709	1321	10899
TC-A	206	2355	219	2948
TC-J	<u>628</u>	<u>6701</u>	<u>896</u>	<u>8364</u>
TOTAL	2691	32401	3711	38599

CIRCULATION

	<u>Dec 52</u>	<u>Jan-Dec 52</u>	<u>Dec 53</u>	<u>Jan-Dec 53</u>
M-A	2066	27363	2268	30150
M-J	1066	14043	1686	16457
TC-A	152	2138	219	3144
TC-J	<u>515</u>	<u>6097</u>	<u>739</u>	<u>7983</u>
TOTAL	3799	49641	4912	57734

OVERDUES

1st Notices	345
2nd Notices	43
3rd Notices	23

Reference Questions      223

Telephone Calls      746

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - DECEMBER 1953

REGISTRATION

<u>OLD SYSTEM</u>	<u>ON HAND</u>	<u>NEW</u>	<u>CANCELLATION</u>	<u>BALANCE</u>
M-A	2784	0	47	2737
M-J	1223	0	76	1147
TC-A	471	0	5	466
TC-J	<u>380</u>	<u>0</u>	<u>24</u>	<u>356</u>
TOTAL	4858	0	152	4706

<u>NEW SYSTEM</u>	<u>ON HAND</u>	<u>NEW</u>	<u>Rereg.</u>	<u>CANCELLATION</u>	<u>BALANCE</u>
M-A	1361	72	47	1	1479
TC-A	133	3	5	0	141
M-J	408	39	76	0	523
TC-J	<u>249</u>	<u>24</u>	<u>24</u>	<u>0</u>	<u>297</u>
TOTAL	2151	138	152	1	2440

BOOK STOCK RECORD

	<u>ON HAND</u>	<u>ACCESSIONED</u>	<u>DISCARDED</u>	<u>BALANCE</u>
M-A	7870	161	6	8025
M-J	2610	47	1	2656
TC-A	1872	33	1	1904
TC-J	<u>1606</u>	<u>54</u>	<u>0</u>	<u>1660</u>
TOTAL	13958	295	8	14245

WEST ORANGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT - DECEMBER 1953

Due to the holiday season, December was a slow month for the library. One class visited the Childrens' Room. Attendance at Story Hours dropped from 48 the first week to 19 the Saturday before Christmas.

The remodeling work on the second floor was done and the books shifted. Slightly over 600 books fit into this space now. Another 100 may go in when it becomes necessary to use the tops of the cases.

WEST ORANGE PUBLIC LIBRARY

ANNUAL REPORT - 1953

The West Orange Public Library continued its steady growth during 1953. Since it is still below the average for a town of its population due to its fairly recent inception, the upward trend may be expected to continue for some years before a leveling off period is reached.

The basic function of the library is to provide services to its borrowers. This year, six thousand more people came to the library and its branch than had done so the previous year. A total of 57,734 books, periodicals and pictures, or 8.4 books for each registered borrower were loaned.

The introduction of a new registration system during the year necessitated the reregistration of every borrower. This process is not completed since a three year period must elapse before all old registrations are voided. However, it does insure that non-users will be dropped and the records begin to reflect accurately the persons availing themselves of library services. Work with children increased sharply with the advent in October of a Librarian to take charge of their needs. There is a definite indication that service to children will equal or even exceed service to adults.

The preparation of books for use is still behind the number of accessions. 2493 books were added to the collection of which 126 were gifts. While all purchased books are put through as soon as possible, gifts are stored unless urgently needed. By midsummer, the technical processes had caught up on

## WEST ORANGE PUBLIC LIBRARY

## ANNUAL REPORT - 1953

a six months backlog. Since then it has fallen behind. Until more clerical help is available, the library will continue to carry a backlog on its technical processes.

The most acute problem facing the library in 1954, is its building. The net increase in books during 1953 was 1803. The recent remodelling on the second floor allowed for the shelving of 600 additional books. The anticipated BOOKMOBILE will relieve the main library of 1500 books. By the middle of 1954, it is anticipated that a point will be reached at which literally no more books can be placed in the building without exceeding the weight maximum set recently by the town building inspector.. Arrangement for the storage of books for the period between the time the present building's capacity is exhausted, and the time the new library is ready should be completed by the fall of 1954.

It is recommended that the primary project for the library in 1954 should be a program leading to the realization of a new library building. The solicitation of private gifts toward defraying the cost of the project may well be undertaken at once, while planning for the site, size and cost of the building should progress to a well defined outline on paper and the retention of an architect experienced in library architecture to prepare blueprints.

Respectfully submitted,

January 12, 1954

Library director

## WEST ORANGE PUBLIC LIBRARY

## ANNUAL REPORT - 1953

## STATISTICAL RECORD - READERS' SERVICES

## I ATTENDANCE

	<u>1953</u>	<u>Growth</u>
Main - Adult	16388	1949 - 23972
Main - Juvenile	10899	1950 - 25563
TC - Adult	2948	1951 - 30350
TC - Juvenile	8364	1952 - 32411
TOTAL	38599	1953 - 38599

## II CIRCULATION

	<u>1953</u>	<u>Growth</u>
Main - Adult	30150	1949 - 32429
Main - Juvenile	16457	1950 - 38277
TC - Adult	3144	1951 43141
TC - Juvenile	7983	1952 49641
TOTAL	57734	1953 57734

## III REGISTRATION 1953

	<u>OLD</u>	<u>NEW</u>
On hand Jan.1, 1953	5749	0
New & reregistered	1089	2445
Cancelled & expired	2532	5
Balance, Dec.31, 1953	4306	2440



## WEST ORANGE PUBLIC LIBRARY

## ANNUAL REPORT - 1953

## STATISTICAL RECORD - READERS' SERVICES

IV REFERENCE QUESTIONS - 2257

V TELEPHONE CALLS - 5577

## VI INTERLIBRARY LOANS

Drew University	-	2
East Orange P.L.	-	25
Livingston P.L.	-	1
Montclair P.L.	-	2
N.J.State Library	-	52
Newark Museum	-	2
Newark P.L.	-	6
Nutley P.L.	-	3
Orange P.L.	-	44
South Orange P.L.	-	5
Verona P.L.	-	<u>1</u>

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## ANNUAL REPORT - 1953

## STATISTICAL RECORD - TECHNICAL SERVICES

## I BOOK STOCK

	ADULT	JUVENILE	TOTAL
On hand Dec.31,'52	8692	3144	11836
Accessioned:			
Rental	101	0	101
Purchased	1533	733	2266
Gift	88	38	126
Discarded	546	144	690
Balance Dec.31, 1953	9968	3771	13639

II INFORMATION FILE 575

IV PICTURE COLLECTION 1400

V PERIODICAL SUBSCRIPTIONS 96

# WEST ORANGE PUBLIC LIBRARY

## FINANCIAL STATEMENT : FISCAL YEAR 1953

Balance, December 31, 1952		
Due municipality - 1952	2269.99	
Lost book fund	72.95	
Rental fund	200.94	
Cash	37.50	
Suspense	37.50	
Library association surplus	956.40	
 Total		3575.28

Receipts		
Town of West Orange	36570.00	
Fines	987.05	
Reserves	4.50	
Lost book fund	88.22	
Rentals	82.73	
Miscellaneous: Gifts 9.88		
Refund 4.00	13.88	
 Total		<u>37746.38</u>
		<u>41321.66</u>

Disbursements		
1953 - operation	36501.69	
Rental books	303.67	
Lost book fund	153.41	
Gift books	8.18	
Refund - 1952 operation	2269.99	
 Total		39236.94

Balance, December 31, 1953		
Due municipality - 1953	1059.86	
Lost books fund	7.76	
Cash	37.50	
Suspense	37.50	
Library association surplus	956.40	
Rental books	- 20.00	
Gift books	1.70	
Miscellaneous - refund	4.00	
 Total		<u>2084.72</u>
		<u>41321.66</u>

WEST ORANGE PUBLIC LIBRARY  
FINANCIAL STATEMENT - DECEMBER 1953      FINAL

RECEIPTS

Fines	78.20
Lost and paid	1.75
Gifts	<u>7.00</u>
Total	86.95

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expense</u>	<u>Balance on hand</u>
1. Salaries	28800.00	22503.69	2299.79	24803.48	3996.52
2. Books	4300.00	4383.00	1861.92	6244.92	-1944.92
3. Binding	400.00	143.00	221.54	364.54	35.46
4. Supplies	1365.00	1112.30	211.52	1323.82	41.18
5. Insurance	190.00	239.23	00.00	239.23	- 49.23
6. Maintenance	2065.00	1195.90	781.46	1977.36	87.64
7. Miscellaneous	1250.00	1003.09	98.90	1101.99	148.01
8. Equipment	<u>200.00</u>	<u>63.87</u>	<u>382.48</u>	<u>446.35</u>	<u>-246.35</u>
Total	38570.00	30644.08	5857.61	36501.69	2068.31

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Lost and paid	75.16
Gift book	2.80
Rentals	20.00