### West Orange Free Public Library

46 Mt. Pleasant Ave., West Orange, N.J. 07052 736-0198

### OFFICERS

### LIBRARY BOARD OF TRUSTEES WEST ORANGE FREE PUBLIC LIBRARY

1973

Mrs. Mary M. Zeitlin

PRESIDENT

Mr. Benjamin F. Yeager

VICE PRESIDENT

Mr. Albert Kupferer (alternate for Dr. D'Alessio)

TREASURER

Mrs. Rose Zimmerman

SECRETARY & ASSISTANT TREASURER

Miss Eileen Flanagan

Mrs. Phyllis Lopis (alternate for Mayor Falcone)

Mr. William Sagosz

Ex-Officio

Honorable Louis P. Falcone, Mayor

Ex-Officio

Dr. Theodore D'Alessio Superintendent of Schools

### ANNUAL BUDGET TOWN OF WEST ORANGE

Form No. B-1

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DEPARTMENT	NOISIAIG					
GENERAL GOVERNMENT	PUBLIC LIBRARY					
CODE NUMBER		DEPARTMENTAL SUMMARY	AL SUMMARY			
CLASSIFICATION Cur-	Prop. Rocmd. Final Dept. Mayor Budget	BUDGET	BUDGET	PROPOSED	RECOMMENDED BY MAYOR	FINAL
400 SALARIES AND WAGES		179,729		260 928	260 000	210 120
.500 CONTRACTUAL SERVICES		7,950		14,800	14,800	8.900
& REPAIRS		14,240		23,290	23.290	18.040
700 MATERIALS AND SUPPLIES		62,500		80,000	80,000	72,800
900 PERMANENT PROPERTY	en di	30,600 7,000		7,500 12,000	7,500	7,200
DEDUCT: STATE AID		-(35,707)				22,800
	TOTAL	266 319				
		1009016		398,518	398,518	355,868
OFFICIAL BUDGET BREAKDOWN		The second secon				
SALARIES AND VIAGES		179,729		260,928	260,928	218,128
OTHER EXPENSES		366,583		137,590	137,590	137,740
TOTAL		710,002		398,518	398,518	355,868

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# ANNUAL BUDGET

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TOTAL 700's	MATERIALS AND SUPPLIES Books Supplies & Equip. Supplies Magazines Audio Visual Binding	TOTAL,600's	MAINTENANCE AND REPAIRS Service Con Maintenance - Main Maintenance - Tory Maintenance - Bookmobile	TOTAL 500's	CONTRACTUAL SERVICES Binding Conventions Community Relations Transportation Audit Accounting Services Architects	SALARIES AND WAGES	CLASSIFICATION	MBER	GENERAL GOVERNMENT PUI
	ŭ								PUBLIC LIBRARY
62,500	48,000 7,000 3,000 4,500	14,240	500 10,000 540 3,200	7,950	1,300 500 300 200 150 5,500	179,729	1972	DEPARTMENTAL	
							вировт	ITAL DETAIL	
80,000	60,000 10,000 4,000	23,290	1,000 18,250 540 3,500	14,800	1,600 1,500 500 350 150 7,200 3,500	260,928	PROPOSED SUDGET		
80,000	60,000 10,000 4,000 6,000	23,290	1,000 18,250 540 3,500	14,800	1,600 1,500 500 350 150 7,200 3,500	260,928	BY MAYOR		
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orm No. 8.2		ANNUAL	BUDGET			24
GENE	GENERAL GOVERNMENT PUBLIC LIBRARY					
0.00	CODE NUMBER	DEPARTMENTAL DETAIL	TAL DETAIL			
ACCT.	CLASSIFICATION	1972	Labone	PROPOSED BUDGET 197 3	BY MAYOR	FINAL
400	SALARIES AND WAGES					
	OTHER EXPENSES (CONT'D.)					
800 801	OTHER CHARGES Insurance Telephone	4,000		4,000	4,000	4,000
804	Postage Contingency	1,200		1,500 1,500 500	1,500 1,500 500	1,200 1,500 500
	TOTAL 800's	6,650		7,500	7,500	7,200
	. 2					
904	Equipment - TOTAL 900's	7,000		12,000	12,000	8,000
	TOTAL 500 - 900	98,340		137,590	137,590	114,940
		-(35,707)				
	TOTAL 500 - 900 (Net)	62,633		137,590	137,590	114,940
	Taken from Salary Account:					
	Soc. Sec. 11,800 PERS 6,000 Hosp. 5.000					22,800
						137,740
	. 22,800					
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WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JANUARY 24, 1973

The Board of Trustees meeting was called to order at 7:35 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mr. Ben Yeager and Mr. Albert Kupferer constituting a quorum. Also present were out-going Trustee member, Mr. Richard Duess; Mrs. Lola Reed, Acting Director; and Mr. William Jervey of the Friends of the W.O. Library.

The first order of business was the presentation of a plaque by Mr. Yeager on behalf of the Board of Trustees, to Mr. Duess for his many years of service on the Board.

MINUTES: Mr. Yeager motioned to accept the December minutes. Mr. Kupferer seconded the motion and it was passed unanimously.

### FINANCIAL STATEMENT:

Discussion was undertaken as to the library's budget position as outlined in the January 22, 1973 Eisenberg letter.

Mr. Yeager motioned that, at the suggestion of the accountant, the amounts of Fines & Reserves - \$19,581.44, excess State Aid for 1971 - \$2,885.00 and Lost Book Fund - \$2,664.76 be applied to cover total excess budget deficit of \$21,891.12, with the proviso that if and when the Town grants the return of the \$31,321.72 requested, this amount be returned to the savings account. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Yeager questioned the Essex County Sign Co. bill for \$300. It was decided by all Board members to charge this invoice to Community Relations rather than supplies since the sign has generated a new interest in the Tory Corner Branch.

### ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned to hire Mrs. Dawn Coffman to replace Mrs. Gloria Smolan at a rate of \$4.50 per hour on a temporary, part-time basis from February 1, 1973 to May 31, 1973 and also to hire Mrs. Doris Greenberg at \$2.50 per hour, as part-time Jr. Library Assistant, to replace Mrs. Itkin. Mr. Yeager seconded the motion and it was passed unanimously.

Mrs. Zimmerman motioned to accept the Acting Director's Report. Mr. Kupferer seconded the motion and it was passed unanimously.

### OLD BUSINESS:

Mr. Yeager checked with Mr. Ehrenkranz on the Public Employees Blanket Bond Policy and was informed that all Trustees and also a few employees in specified positions were covered.

### NEW BUSINESS:

Mr. Baldwin is being paid by Workman's Compensation for the time he is not able to work. The amount of these checks will be deducted from his monthly salary. Mr. Baldwin will not be allowed to return to work until a full written release is received from his doctor.

Mr. Yeager will contact Mr. Bonnet and Mr. Clayton to see if the Bond issue on the Bookmobile is paid off.

Mrs. Zimmerman suggested to include in the By-Laws a provision whereby a Trustee who misses a certain number of meetings could be suspended or further action sought.

Mrs. Zeitlin appointed the following Board members to the committees listed below:

Personnel - Mrs. Zimmerman

Mr. Kupferer

Building & Grounds - Mrs. Zimmerman

Finance - Mr. Kupferer

The meeting adjourned at 8:55 p.m.

Respectfully submitted.

Geraldine Schaffter

### ACTING DIRECTOR'S REPORT

TO THE

### LIBRARY BOARD OF TRUSTEES

January 24, 1973

The month of January has been filled with all kinds of "happenings" for us, most of which we would like to pretend did not happen.

First, there was the accident of our Mobilibrary unit and the subsequent hospitalization of Mr. Baldwin. This has resulted with bedlam, a barrage of calls from MOB borrowers and a pile up of "returned" books and "overdue" notices.

The fact that one person, Mrs. Itkin, is on Leave of Absence, one on jury duty, Mrs. Schroeder, two in hospital, Mr. Baldwin and Mrs. Magno, and one individual being terminated, Mrs. Smolan and one out because of mother's passing, Miss Cushing, has led to quite a backlog. However, through the cooperative efforts of the entire staff, we have managed to successfully keep our heads above water.

May I respectfully suggest that some thought be given to Mr. Baldwin's future here at the library. He has been employed here about 17 years and has Civil Service veteran's status.

A letter, requesting a copy of Mr. Baldwin's medical report, was sent by me to the St. Barnabas Medical Center. We were told that a request has to come to them from Mr. Baldwin. I wrote the letter and informed him that it was being sent for his signature. We hope to receive a report soon.

An estimate of \$2,051.90 has been quoted to us by Washington Auto Body, Inc. for the repair of the Mobilibrary unit.

The Suburban Air Pollution Commission has set up displays in several libraries in the state. With your permission, the unit will be set up in our library on February 1st.

According to Mrs. Schroeder, the recent face lifting of our Tory Corner Branch and erection of the beautiful new sign have brought new faces in the library.

Now that the record-breaking Jonas hearings have come to an end, we hope to be able to direct all our attention to the immediate needs and improvement of our services to the community.

Respectfully submitted,

Lea Wed

Lola N. Reed

TO: Personnel Committee

FROM: Lola N. Reed, Acting Director

As instructed by the Library Board of Trustees during the meeting of January 3, 1973, I made imquiries from various sources, including Rutgers Graduate School of Library Service, for a person to fill the position of part-time Children's Librarian, temporarily.

Upon the recommendation of Mrs. Dorothy Chesnut, I interviewed Mrs. Dawn Beverly Coffman, a graduate of the University of South Dakota with a major in English and Music. She has also completed the requirements for certification as teacher-librarian (18 hours in Library Service) at Montclair State College.

Mrs. Coffman has assured me that she has already filed for her certificate and it should be forthcoming shortly.

I recommend Mrs. Coffman to be hired temporarily as Children's Librarian, beginning February 1, 1973 through May 31, 1973. Since she does not have the MLS degree, I recommend an hourly rate of \$4.50.

By hiring Mrs. Coffman at this time will bridge the gap we have in Children's services until a person with a Master's degree is selected.

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### AARON EISENBERG & Co.

Certified Tublic Accountants
76 SOUTH ORANGE AVENUE
SO. ORANGE. N. J. 07079

AARON EISENBERG, C.P.A. STEWART S. MANHEIM, C.P.A.

AREA CODE 201 762-1507

JANUARY 22, 1973

Board of Trustees West Orange Free Public Library 46 Mt. Pleasant Avenue West Orange, New Jersey 07052

ATTENTION: Mrs. Mary Zeitlin, President

### GENTLEMEN:

WE PRESENT HEREWITH BUDGET REPORT THRU TO DECEMBER 31, 1972 FOR PRESENTATION AT BOARD MEETING OF JANUARY 24, 1973.

As shown thereon, the 1972 adopted Budget amounted to \$302,019.00. However, during the year 1972 there was added to the 1972 Adopted Budget \$13,550.60 consisting of the following:

1. Transfer from Fines & Reserves, to	
MAGAZINE BUDGET	\$ 2,203.23
2. FLOOD LOSS STATE AID	3,190.37
3. Excess State Aid Received - 1972	8,157.00
TOTAL ADDITIONS TO 1972 ADOPTED BUDGET	\$13,550.60

Thus, the total Realized Funds Available thru December 31, 1972 amounted to \$315,569.60 (\$302,019.00 plus \$13,550.60). The total 1972 Expenditures thru December 31, 1972 amounted to \$319,582.70 leaving an (excess) expenditure of (\$4,013.10) as shown on the "Statement of Fund Balances" under "1972 Budget Fund". In addition, there remains unpaid \$10,100.02 of bills/accounts payable as at December 31, 1972 increasing the (excess) of 1972 encumbrances over amounts realized to (\$14,113.12). Also, there were open orders for books not yet received in the amount of \$7,778.00 at December 31, 1972, which also must be considered as budget encumbrances for 1972.

THE FOLLOWING THEREFORE, IS A SUMMARY OF THE LIBRARY'S BUDGET POSITION AT DECEMber 31, 1972:

1972 Adopted Budget \$30	2,019.00
ADD: ADDITIONS TO BUDGET (AS ABOVE)	3,550.60
	5,569.60
LESS: 1972 EXPENDITURES, PER BUDGET REPORT 31	9,582.70
(Excess) Budget Expenditures thru 12/31/72	
AS SHOWN UNDER 1972 BUDGET FUND STATEMENT - (1881)	4,013.10)
BILLS/ACCOUNTS PAYABLE AT 12/31/72 (1)	0,100.02)
Excess of Budget Encumbrances Over Modified	
BUDGET AT DECEMBER 31, 1972 EXCLUSIVE OF	
BOOK ORDERS -(1)	4,113.12)
1972 BOOK ORDERS OUTSTANDING	7,778.00
TOTAL EXCESS BUDGET ENCUMBRANCES-YEAR 1972 \$ 2	1,891.12)

While the Budget Balance remaining at December 31, 1972 as shown on accompanying 1972 Budget Report indicates (excess) encumbrances of (\$27,663.72), the additions to Budget of \$13,550.60 and provision of \$7,778.00 for books on order at December 31, 1972 reduced the excess encumbrances to (\$21,891.12) as shown above.

IT IS SUGGESTED THAT THERE BE RESOLUTIONS BY THE BOARD:

1. "That,
"Flood Loss State Aid"- proceeds received by the Library
BE APPLIED TO SUPPLEMENT THE 1972 BUDGET.

2. "Excess State Aid" - Received in 1972 Be applied to supplement the 1972 Budget.

(Note: Prior Resolution to the above effect was adopted by the Board at a prior meeting with respect to transfers from the Fines and Reserves Fund for Magazines Budget).

3. "Fines and Reserves of \$19,581.44, excess State Aid for 1971 of \$2,885.00 and Lost Book Fund of \$2,664.76" may be applied in whole or in part to cover the Total Excess Budget Expenditures at December 31, 1972 of \$21,891.12 as shown in this Budget Report Letter at December 31, 1972.

VERY TRULY YOURS,

AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

AE/DB

### DECEMBER 31, 1972 West Orange Public Library

LIBRARY BOARD MEETING OF JANUARY 24, 1973

		. YOTAL	- Paccumulati	Fa .	ACCOUN ACCOUN	nts	
EXPENDUTURE DETAUL	1972 BUDGST	SUDGET EXPENDITURES FOR MONTH F December 19	1972 BUDG EXPENDITU THRU DEC.	ET UNEXPEND RES BUDGET BALANCE	DED 12/31/ PRESENTED APPROVAL	72 BUDGI FOR BALAI AL REMAIN	NOI N. NO
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	203,679	22,392.07	221,690.21	(18,011.21		(18,011.21)	)
	48,000	5,055.39	45,526.97	2,473.03	4,376.58	(1,903.55)	) +
The state of the s	1,300		438.48	861.52	31.10	830.42	+
	7,000	642,59	6,676.41	323.59	755.34	( 431.75)	) <del>~</del>
insurance	4,000	25 00	3,099.13	900.87	942.00	( 41.13)	) +
Su Maintenande - Main (does not include any calaries); roofing repairs; maisture proofing; oilvair-conditions	10,000	827 <b>.</b> 03	10,205.69	( 205.69)	892.80	(1,098.49)	
A Mathemanage Tory C	0.7 540	2,98	781.96	( 241.96)	**************************************	( 241.96)	+
Addressance-Mobility (includes gas, oit) repairs, pares, etc mosor runs all day wincer and summer for meshlopoling)		4.9, 78	1,750.08	1 g 449 e 92	424。91	1,025.01	*
	950	117.23	1,231.93	( 281.93)	134.93	416.86)	+
Oudemmunicy relations publicity; reading contests etc	300	39 , 4.3	636,62	( 336.62)	The distribution of the control of t	( 336,62)	<b>.</b>
-0079100 007.07.000	500	134.00	894.85	entengan gantingkan gangantian tan kaontan at propertientengan	hyrmae Eddiningsky Element a history i dentary fin francustry i time	( 394.85)	
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chacounting sorvices	5,500	600.00	6,600.00	(1,100.00)	600.00	(1,700.00)	<b>+</b>
Lu Consullations (anchi accat a problem accations)	Access Commission (Commission Commission Com	ng nakilambankan makin dari kuri kupi da kita katan dan da makin kuri kuri kuri katan dan da makin kuri kuri k	amenguntungkan kentekan kentekan kentungkan kentungkan kentungkan kentungkan kentungkan kentungkan kentungkan			high.	

\$ 60,941	TOTAL	
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	SAVINGS A/C 10 3375	
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\$ 41,438	OΙ	ŀ
	REPRESENTED BY:	<
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\$ 60,941	DECEMBER 1972 FUND BALANCES	14
15	LOST BOOK FUND	
600	LEGAL FEES RE: JONAS	
30,008	DECEMBER 31, 1972 - BUDGET	
	1	=
91,000	TOTAL AVAILABLE (1 PLUS 11)	
	·	
2,454	TOTAL DECEMBER 1972 RECEIPTS	=
•	ADJ. FOR 1971 P/C USED IN 1972	
250		
166	LOST BOOK FUND	
477	INTEREST	
	BOOK RENTALS	
	MEETING ROOM	
	TELEPHONE	
1,560	PHOTO COPY	
	Non RESIDENT FEES	
	FINES	
\$ 89,108	DECEMBER 1, 1972 FUND BALANCES	I —I

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# WEST ORANGE FREE PUBLIC LIBRARY

# RECEIPTS AND DISBURSEMENTS

\$ 41,438.55 126.25 14,230.04 3,216.19 1,930.35 \$ 60,941.38	30,006.20 600.00 15.75 \$ 60,941.38	477.69 166.12 250.15 2,454.72 91,563.33	1,560.76	TOTAL ALL FUNDS	I & I
	29,785.72	( 85.83) ( 85.83) 25,772.62		1972 BUDGET FUND \$25,858.45	MONTH OF DEC
	29,785.72 4,013.10)\$20,914.17	20,914.17	( 1,422.13 ( 15.00 ( 41.02 ( 12.36 ( 20.00 ( 50.25	1972 FINES & RESERVES FUND \$19,129.54	DECEMBER 1972
1968 E 1969 E 1970 F (Less: 1971 F 1971 F (Less: 1971 I 1971 I	15.75	186.11		1972 LOST BOOK ( FUND \$1,633.71	•
1969 BUDGET 1969 BUDGET 1970 FINES & RESERVES LESS: )APPLIED TO BOSIN P 1971 EXCESS STATE AID 1971 FINES & RESERVES LESS: )APPLIED TO BOSIN P TRANSFER TO 1972 M 1971 LOST BOOK FUND 1971 ACCTS.PAYABLE-BOSIN P 1971 ACCTS.PAYHART INTEREST INCOME TOTAL	\$14,230.04	175.67		1971-1972 SALARY CONT I NGENCY FUND \$14,054.37	
1968 BUDGET 1969 BUDGET 1970 FINES & RESERVES (LESS:)APPLIED TO BOSIN PMT. 1971 EXCESS STATE AID 1971 FINES & RESERVES (LESS:)APPLIED TO BOSIN PMT. TRANSFER TO 1972 MAG. 1971 LOST BOOK FUND 1971 ACCTS.PAYABLE-BOSIN 1971 ACCTS.PAYHART INTEREST INCOME TOTAL	600.00 \$ 1,930.35	250.15 250.15 268.61 2,530.35		BOOK SALES EXCESS PROPERTY FUND \$ 2,261.74	
\$2,930.16 (2,930.16) 22,809.61 (1,024.94) (2,203.23) 3,311.49 (3,311.49)	220.48 \$ 126.25	85.83 85.83 346.73		CASH FUNDS IN LIBRARY \$ 260.90	
\$ 3.19 150.00 2,885.00 19,581.44 2,664.76 150.00 515.21 \$25,949.60	\$25,949,60	39.70	20	CASH FUNDS PRIOR YEARS IN FUND LIBRARY BALANCES \$ 260.90 \$25,909.90	

### DECEMBER 1972 BILLS PRESENTED FOR PAYMENT ON JANUARY 24, 1973

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF OCTOBER, NOVEMBER, DECEMBER 1972

VOUCHER DATE NUMBER	PAYEE	BUDGET ALLOCATION AMO	JNT
		16. Communication	\$ 20.00
10/3/72 195	N.J.L.A.	14.Conventions	7.87
10/4/72 196	Pumpkins -Children's RM.	4. SUPPLIES	8.15
10/13/72 197	LOLA N. REED	14. CONVENTIONS	
10/16/72 198	GERRI SCHAFFTER	12.TRANS.	4.35
10/16/72 199	N.J.L.A.	14.Conventions	6.00
10/21/72 200	M. CARPIANO	12.TRANS.	6.90
10/21/72 201	EMMA L. CZARNECKI	14.Conventions	17.45
10/21/72 202	L. REED	14.	11.23
10/25/72 2 <b>0</b> 3	G. SMOLAN	14.	4.00
10/26/72 204	F. MANTELL	12. TRANS.	3.90
11/3/72 205	Postmaster-Orange, N.J.	13.Postage	20.00
11/7/72 206	M. MARCHESE	4.SUPPLIES	10.00
11/15/72 207	W.O. CHAMBER OF COMMERCE	14.Conventions	8.00
11/16/72 208	SUPREME BAKERY	4. SUPPLIES	11.50
11/27/72 209	GERRIE SCHAFFTER	12.TRANS.	9.27
11/27/72 210	L. REED	12. "	10.00
11/27/72 211	J. LEPORE	4.SUPPLIES	20.00
12/4/72 212	G. SMOLAN	12.TRANS.	7.25
12/4/72 213	L. REED	12. "	11.35
, , , , , , , , , , , , , , , , , , ,	M. ZEITLIN	12. "	8.00
	Cash - Stamps	13.Postage	14.00
	Cash - Stamps	13.Postage	1.24
12/31/72 216			
	TOTAL CHECKS PAID FROM PETTY CASH CH FOR THE MONTHS OF OCTOBER, NOVEMBE	RECKING ACCOUNT R, DECEMBER, 1972	220.48
	HECKS #6614-6675 PRESENTED FOR PAYMENT HEER 28, 1972		30,001.97
	•		30,222.45
SUB-T	TOTAL		00,222.40
LESS: VOIDED		15.Equip. \$119.50	
7/23/70 #4598	PAYMASTER	15.Equip. \$119.50 6.Maint-Main 25.00	
1/25/72 5434	ESSEX COUNTY HWY. DEPT.		
3/28/72 5534	AMERICAN ASSOC. FOR HEALTH	18.Mags. 25.00	
10/24/72 6470	H.P. Books	2.Books 5.00	
10/24/72 6529	Hosp. Center at Orange	10.Comm.Rel. 23.00	
11/28/72 6579	N.J. STATE FED. OF DIST. SCH.BDS.	18.MAGS. 3.00	200.50
	ISBURSEMENTS - MONTH OF DECEMBER 1972		30,021.95
LESS: Lost Book	K FUND - CHECK #6665		15.75
	UDGET EXPENDITURES - MONTH OF DECEMBER	1972	\$20 00¢ 20
PER	BUDGET REPORT		\$30,006.20
	DAMAGNI	T ADDDOVED BY.	

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Loca horced

PREPARED WITHOUT AUDIT.

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

BY

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### DECEMBER BILLS, ACCOUNTS PAYABLE - DECEMBER 31, 1972

### PRESENTED FOR PAYMENT JANUARY 24, 1973

CHECKS ARE DATED JANUARY 24, 1973

VOUCHER NUMBER	PAYEE	BUD	GET ALLOCATION	BOAT SANS	AMOUN	
6676 6677 6673 6579 6680 6681 6682 6684	POSTMASTER, ORANGE PETTY CASH CHECKING A/C ALEPH AL'S AUTO PARTS AMERICAN ASSOC. FOR STATE & LOCAL HISTO AMERICAN HERITAGE BOOKS AMERICAN LIBRARY ASSOCIATION AMERICAN MAP CO. APPLE TREE PRESS	2. 8. 2. 2. 2.	MAGAZINES		\$	200.00 1.75 10.75 3.50 31.15 2.00 12.90 5.35
6685 6696A B 668 <b>7</b> 6688A	ARNO PRESS AUTOMATIC DATA PROCESSING  AVERY LABEL Co. BAKER & TAYLOR Co.	4. 4. 4.	11	\$	51.95 56.75	450.92 108.70 101.73
900mrg	11 11 11 11 11 11 11 11 11 11 11 11 11	2, 2, 2, 2,	17 11 11 11		207.85 282.14 10.06 274.41 125.24 119.62	1 120 12
H 6689A B 3690A B	THE BOOK MARK  R. R. BOWKER CO.	2. 2. 2. 2. 2. 2.	Books		10.66 8.72 1.52 59.95 20.00 14.95	1,130.13
C D 6691 6692 6693A	JAMES BROWN & SON BUREAU OF BUSINESS PRACTICE CHAMBERS RECORD CORP.	2. 3 4.	BINDING SUPPLIES AUDIO-VIS.	Market Park	141.80	236.70 31.10 18.15
6694 6695A 6	Commonwealth Water Co. Congressional Quarterly, Inc.	19 6 2 2	MAINTMAIN BOOKS	companya	32.50 15.00	203.26 51.32
C 6696 6697 6698 6699 6700 6701 6702 6703	DIMONOSTEIN BOOK Co. Inc. EDUCATIONAL DIRECTORIES, INC. IRA F. EHRENKRANZ AGENCY, INC. AARON EISENBERG & Co. SAMUEL EPSTEIN ESSEX SIGN CO. FISHER & KAUFMAN FRENCH & EUROPEAN PUBLICATIONS, INC.	21 4 16 4	911		144.00	191.50 3.12 19.06 942.00 600.00 7.51 300.00 3.59 24.85
6704A B 6705A	GALE RESEARCH CO.  GAYLORD BROS. INC.	2	SUPPLIES	(	49.82 15.00) 106.34 60.00	34.82
6706 6707	GENERAL LEARNING CORP.  GROLIER EDUCATIONAL CORP.	4 2 2		-	16.40	132.74 6.35 103.50 2.00
6708 6709A B 6710A	INSTITUTE OF INTERNATIONAL EDUCATION INTERNATIONAL HARVESTER  "" JOSTEN'S CATALOGUE CARD CORP.	8	. MAINTBK		3.60 410.56 6.00	414.16
BC	11 11 11 11 11 11 11 11 11 11 11 11 11		17 18	_	18.27 23.78	48.05

### DECEMBER BILLS, ACCOUNTS PAYABLE - DECEMBER 31, 1972

### PRESENTED FOR PAYMENT JANUARY 24, 1973

CHECKS ARE DATED JANUARY 24, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6711 6712 6713 6714A	Libraries Unlimited, Inc. League of Women Voters Kenneth Lynch & Sons, Inc. McGraw-Hill Book Co.	2. Books 2. " 18. Magazines 2. Books 2. "	\$ 8.71 4.70 2.50 \$ 218.14 22.78 240.92
8 6715 6716 6717 6718 6719 6720 6721 6722 6723 6725 6725 6726 6727 6728 6729	McManus M. Meghrig & Sons, Inc. MIT Press National Directories Service, Inc. National Fuel Oil Co. National Register Pub. Co. Inc. New England Free Press N.J. Bell Telephone Co. N.J. Bell Telephone Co. N.Y. Times Library Services N.Y. Library Services, Inc. Orange News Co. Other Books Peterson's Guide, Inc. Pitney-Bowes Prentice-Hall, Inc.	6. MAINTMAIN 2. BOOKS 2. " 3. " 6. MAINTMAIN 2. BOOKS 18. MAGAZINES 9. TELEPHONE 9. " 2. BOOKS 19. AUDIO-VIS. 18. MAGAZINES 2. BOOKS 2. " 4. SUPPLIES 2. BOOKS 2. "	11.50 8.13 3.72 5.41 323.88 31.50 .55 28.24 106.69 243.98 1,164.70 15.00 1.50 56.50 50.10
8 C D E F 6731 6732 6733A B C D E F	PUBLIC SERVICE ELEC & GAS RED CLAY BOOKS REGENT BOOK CO. INC.  H. H. ROEMER CO.  H. H. H. H. H.  H. H.  H. H. H.  H. H. H.  H. H.  H. H. H.  H. H.  H. H. H.  H. H	2. " 2. " 2. " 2. " 2. " 6. MAINTMAIN 18. MAGAZINES 2. BOOKS 2. " 2. " 2. " 2. " 2. " 2. " 2. " 2. "	69.50 3.57 12.48 10.49 106.57 506.10 1.50 109.67 (29.24) 105.66 244.92 32.33 177.24 19.20 32.58
G H J K 6735A B 6736 6737 6738 6739 6740 6741 6742	H. F. SCHMIDT & Co. INC.  "" " " "  H. F. SCHMIDT & Co. INC.  "" " " "  SHEPARDS CITATIONS, INC.  STATE ARTS COUNCIL  SUPT. OF DDCUMENTS-GOVT. PRINTING  TEN SPEED PRESS  3 M BUSINESS PRODUCTS SALES  TYPEWRITER & OFFICE MACHINE Co.  WEST PUBLISHING Co. INC.	2. " 2. " 2. " 4. SUPPLIES 4. " 2. BOOKS 2. "  OFFICE 18. MAGAZINES 2. BCOKS 4. SUPPLIES 4. " 2. BOOKS	74.52 71.93 ( 9.97) 268.43 987.60 75.11 94.40 169.51 50.00 1.00 100.00 4.20 50.26 15.00 110.00
6743A B 6744 6745 6746	THE H. W. WILSON CO.  WORLD ALMANAC WEST ORANGE S & L ASSN. WEST ORANGE S & L ASSN.	2. " 2. " TRANSFER	8.50 120.00 1,804.07 20,914.17

### DECEMBER BILLS, ACCOUNTS PAYABLE - DECEMBER 31, 1972

### PRESENTED FOR PAYMENT JANUARY 24, 1973

CHECKS ARE DATED JANUARY 24, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6747 6748	VOID WEST ORANGE S & L	Transfer	\$22,733.41
	TOTAL CHECKS #6675-6748		55,901.67
	LESS:  #6676 POSTMASTER - 1973 BUDGET ALLOG 6677 PETTY CASH CHECKING A/C 6745 WEST ORANGE S & L TC 3422 6746 WEST ORANGE S & L TC 3422 6748 WEST ORANGE S & L TC 3422 SUB-TOTAL	CATION TRANSFER  11 11	\$ 300.00 200.00 1,804.07 20,914.17 22,733.41 45,951.65 9,950.02
	ADD: ACCOUNTS PAYABLE - A. M. HART	15. AUDIT	150.00
	TOTAL ACCOUNTS PAYABLE OUTSTANDING DE	CEMBER 31, 1972	\$10,100.02

PAYMENT RECOMMENDED BY:

Tola Wheel

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

EBRUARY

1973

### WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WEDNESDAY, FEBRUARY 28, 1973

The Board of Trustees meeting was called to order at 7:50 p.m. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Albert Kupferer and Mr. Milliam Sagosz constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mr. Milliam Jervey of the Friends of the Mest Orange Library and several citizens of West Orange.

MINUTES: Miss Flanagan questioned the progress made on the bonding for the trustees. Mrs. Zeitlin explained that the insurance company was notified and a rider was received and attached to the policy covering all trustees.

Miss Flanagan asked for further explaination of Mrs. Zimmerman's suggestion under New Business regarding trustees missing a number of meetings. Mrs. Zimmerman will write for copies of the Trustee Pocket Guide for each trustee.

There being no further corrections or additions the minutes were unanimously approved as read.

### FINANCIAL STATEMENT:

- A. Budget Report Mrs. Zeitlin reported to the Board on her call to Mr. Coffey regarding the budget. The figures in the last column were approved by the Town Council but will not be voted upon until the Budget meeting on March 6th. General discussion took place on the proposed budget.
- B. Bills Presented for Payment Mrs. Flanagan asked to have the bills atleast five days before the meeting. Mrs. Zeitlin explained that it would be impossible since the Financial Statement is received from the accountants at the last possible moment in order to make payment on as many bills as possible. Mrs. Zimmerman motioned to accept the payment of bills presented. Mr. Kupferer seconded and it was passed unanimously.

### ACTING DIRECTOR'S REPORT:

Mrs. Reed stated that circulation has increased in the main library because the Bookmobile has been out of circulation. Mr. Kupferer questioned whether or not Mr. Yeager had looked into the payment of the bond issue on the Bookmobile. Mrs. Zeitlin said she believed the bond issue had been paid off.

Mrs. Zimmerman motioned that the Bookmobile be put back into service as soon as a capable temporary driver is found for same. Mr. Sagosz seconded and it was passed unanimously. Mrs. Zeitlin suggested to check with Civil Service on those who are already classified as Clerk/Driver.

Mrs. Zimmerman motioned for Mr. Sagosz to head a committee to look into the acquisition of a new Mobilibrary. Miss Flanagan seconded and it was passed unanimously.

Discussion was undertaken on Mrs. Reed's addendum concerning a petition signed by the library employees requesting a 5.5% salary increase. Mr. Kupferer motioned that the Board of Trustees endorse the request of the library employees that the cost of living increase granted to municipal employees be granted to them. Mrs. Zimmerman seconded and it was passed unanimously.

### OLD BUSINESS:

Mrs. Reed will contact the Tri-County Mechanical Service to arrange a date to start the balancing of the air conditioning system.

The Marjorie Bosin hearing has been concluded and the determination of the hearing officer was in the library's favor.

### **NEW BUSINESS:**

Mr. Sagosz motioned that money be allocated for payment of architect's preliminary drawings (\$3,500) and for the balance of consultant's fee (\$1,000) received by this board in 1970, from the 1971 and 1972 Lost Book Fund. Mrs. Zimmerman seconded and it was passed unanimously.

Mrs. Zeitlin thanked Mr. Jervey, on behalf of the Board, for the book bags donated to the library compliments of the Friends of the West Orange Library.

The meeting was adjourned at 9:50 p.m.

The next meeting will be held on Mednesday, March 28th at 8 p.m.

Respectfully submitted,

Graldine Schoffter

Geraldine Schaffter



### State of New Jersey

### STATE LIBRARY

DEPARTMENT OF EDUCATION
185 WEST STATE STREET P. O. BOX 1898
TRENTON, N. J. 08625

### MEUORANDUM

TO:

Directors, Public Libraries; Presidents, Board of Trustees:

and Chairmen, County Library Commissions

FROM:

Ralph Gers, Consultant, Public Library Construction

Library Development Rureau

SUBJECT:

Discontinuance of Library Consultant Grant Program.

DATE:

February 9, 1973

For the past several years, we have administered a library consultant grant program which was funded with Federal moneys under the Library Services and Construction Act. This program has provided impetus toward sound library planning, especially in the area of library construction.

As you are probably aware, the President has vetoed H.E.W. appropriations bills which would have provided Federal funds for libraries at a higher level than last year and has severely cut back the funds for the Library Services and Construction Act for this fiscal year (July 1, 1972 - June 30, 1973).

As a result, we have had to discontinue the library consultant grant program and can no longer assist public libraries financially in hiring a consultant. Formal applications for funds should no longer be submitted.

"e shall continue, however, to be available to offer free advice on consultants' assignments, proposed contracts, and related matters, and to review proposed contractual arrangments.

The State Library would appreciate receiving complimentary copies of any studies or surveys conducted for or by your library. We shall add them to our collection and make them available to other public libraries to aid them in their planning.

## ANNUAL BUDGET

Form No. B-1

OTHER EXPENSES -

TOTAL

266,312

398,518

137,590 398,518

137,740 355,868

and the state of the state of the state of

260,928

260,928

218,128

137,590

SALABIES AND WAGES

179,729

86,583

P 6			ספר אח ואיפוע ואר	אר ספואור			1
(	ACCT.	CLASSIFICATION	1972	BUDGET	PROPOSED BUDGET	RECOMMENDED BY MAYOR	BUDGET
. y	4,00	SALARIES AND WAGES	179,729		260,928	260,928	
***	500 502 518	CONTRACTUAL SERVICES Binding Conventions	1,300		1,600	1,600	1,400
grang ing ing hipotening	519 520	Community Relations Transportation	300		350	350	2500
	528	Accounting Services Architects	5,500		7,200 3,500	7,200 3,500	6,200 -0-
The Kard		TOTAL 500's	7,950	ri <sub>x</sub>	14,800	14,800	8,900
ways.	600	MAINTENANCE AND REPAIRS					
	656 656 656	Service Con Maintenance - Main Maintenance - Tory	10,000		1,000 18,250 540	1,000 18,250	1,000 13,000 540
1.5		TOTAL 600's	14,240		23,290	23,290	18,040
	700	MATERIALS AND SUPPLIES Books	48,000		60,000	60 000	55,000
ter We	706 706 706	Supplies & Equip. Supplies Magazines Audio Visual Binding	7,000 3,000 4,500		10,000 4,000 6,000	10,000 4,000 6,000	8,500 6,000
- Territory		TOTAL 700's	62,500		80,000	80,000	72,800
	(2007) (2017) (2017) (2017) (2017) (2017)						

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Taken from Salary Account:  Soc. Sec. 11,800 PERS 6,000 Hosp. 5,000  22,800	TOTAL 500 - 900 (Net)	Equipment TOTAL 500 Less Sta	TOTAL 800's  900 PERMANENT PROPERTY	OTHER EXPENSES (CONT'D.)  S00 OTHER CHARGES  801 Insurance Telephone  802 Telephone  803 Postage  804 Contingency	400 SALARIES AND WAGES	NO. CLASSIFICATION	CODE NUMBER	GENERAL GOVERNMENT PUBLIC LIBRARY	orm No. B.
	62,633	7,000 98,340 -(35,707)	6,650	4,000 • 950 1,200 500		вивсет 1972	DEPARTMENTAL		ANNUAL
						BUDGET	TAL DETAIL		BUDGET
3	137,590	12,000 137,590	7,500	4,000 1,500 1,500		PROPOSED BUDGET			
	137,590	12,000 137,590	7,500	4,000 1,500 1,500		RECOMMENDED BY MAYOR 197 3			
22,800 137,740	114,940	8,000	7,200	4,000 1,200 1,500 500		FINAL BUDGET 197 3			24



### ACTING DIRECTOR'S REPORT

### TO THE

### LIBRARY BOARD OF TRUSTEES

February 28, 1973

Circluation at our Main library has increased quite noticeably during the past month. The increase, we feel certain, is due primarily to the lack of Mobilibrary service.

Many patrons, however, are unable to visit the Main library and are suffering a loss of library participation. We are inundated with questions about the return of the Mobilibrary by persons visiting my office and by telephone calls. There is also a petition listing citizens interested in the return of Mobilibrary service as soon as possible.

Because of the many requests received at the library and our desire to serve the whole community, may I respectfully request that an all out effort be made to hire a qualified substitute driver during the period negotiations are being made to sell the old bookmobile and to buy a new one. The Mobilibrary has been repaired and is parked at the rear of the library.

A recent report given to me verbally by Mr. Baldwin is that his doctors found that he suffered a light stroke. A series of tests have been scheduled for him over the next two months. It is not yet known how long Mr. Baldwin will be incapacitated. Also in our possession is a complete medical report from St. Barnabas Hospital.

Mrs. Margaret Carpiano, Young Adult Librarian has resigned her position with us, effective February 12. In an effort to find a replacement for her we have scheduled a number of interviews over the next few weeks.

We have received from the Department of Civil Service the results of the examination taken recently by Miss Margaret Cushing. Because of her passing score, Miss Cushing is now eligible for permanent employment. I respectfully recommend, therefore, that this employee be made permanent by the Library Board of Trustees.

A major attraction in our library this month is the Art Exhibit from the elementary schools of our town. Several classes, as well as groups of individuals have visited the exhibit. Following this exhibit will be Art from our Secondary schools.

We have received new book bags--compliments of the Friends of West Orange Public Library. They are being widely circulated and used by our patrons.

Respectfully submitted,

Lola hReed.

Lola N. Reed

### $A \quad D \quad D \quad E \quad II \quad D \quad U \quad M$

As evidenced by the accompanying petition, employees of the West
Orange Free Public Library feel that they are entitled to, and should
be granted salary increases comparable to those of other municipal workers.

May I respectfully request that you, the Library Board of Trustees, react favorably to their request.

Signed: Lola Week

2/28/73

Board of Trustees West Orange Public Library

We, the undersigned, employees of the library, request that the cost of living increase to be granted to the municipal employees be given to us too.

Maurica Petter

Emarka Charles

Margaret Cuthing Jarah Rabinaunt Marie Magari Muriam K. Perry

Thiste Span to to.

Justy Eurosi Wary allerhand Thomas Ford Barbara C'Heill

Claire Schrinder Coreuse mantell

Hawn Coffman Geralden Schiffeter Jacket Dickinson

F. Quely Milich Tarana Schwart J. G. Lepone

Robert Coleman

### NATIONAL NEWARK & ESSEX ACCOUNT #51658 West Orange Library Sale of Surplus Property

### WITHDRAWLS

Date	Amount	Purpose
10/5/71	\$ 150	Ostrow retainer fee
10/26/71	474	One court appearance and Jonas Transcript
11/8/71	600	Two court appearances
12/8/71	600	Two court appearances
2/9/72	300	One court appearance
2/29/72	600	Two court appearances
3/4/72	600	Two court appearances
5/4/72	300	One court appearance
5/4/72	300	One court appearance
9/11/72	300	One court appearance
9/27/72	1,200	Four court appearances
Total	\$5,424	
11/22/72	300	One court appearance
12/14/72	300	One court appearance
1/2/73	300	One court appearance
1/18/73	600.	Two court appearances
Total	\$6,924	

### Budget Report West Orange Public Library

LIBRARY BOARD M	EETING OF FEE	BRUARY 28,	1973		
	EXPENDITURES	(DEDUCT) ACCOUNTS	UNEXPENDED		
PROPOSEE EXPENDITURE DETAIL BUDGET 1973	THIS MEETING	PAYABLE 12/31/72 INCLUDED IN JAN.197 EXPENDITURE	3 1/31/73	ACCOUNTS PAYABLE UTSTANDING 1/31/73	DUDGET
1. Salaries 260,928	16,190.50	-	244,737.50	11.16	244,726.34
2. Books 60,000	4,376.58	(4,376.58	60,000.00	4,462.87	55,537.13
3. Binding 1,600	31.10	( 31.10	1,600.00	11.60	1,588,40
4. Supplies 10,000	755.34	( 755.34	10,000.00	904.84	9,095.16
5. Insurance 4,000	942.00	( 942.00	4,000.00	23.00	3,977.00
6. Maintenance - Main 18,250 (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	892.80	( 892.80	18,250.00	530.11	17,719.89
7. Maintenance-Tory Cor. 540	-	-	540.00	135.00	405.00
<pre>8. Maintenance-Mobilib.   (includes gas, oil, 3,500   repairs, parts, etc.   Motor runs all day   winter and summer   for heat&amp;cooling)</pre>	424.91	( 424.91	3,500.00		3,500.00
9. Telephone 1,500	134.93	( 134.93	1,500.00	121.37	1,378.63
10.Community relations; publicity; reading contests, etc 500			500.00	44.59	455.41
11.Service contracts 1,000			1,000.00	284.20	715.80
12.Transportation 350			350,00		350.00
13.Postage 1,500	300.00		1,200.00		1,200.00
14.Conventions 1,500			1,500.00		1,500.00
15.Audit 150			150.00		150.00
16. Equipment 12,000	300.00	( 300.00	) 12,000.00		12,000.00
17.Contingency 500			500.00		500.00
18.Magazines 4,000	124.40	( 124.40	) 4,000.00	329.90	3,670.10
19.Audio-visual; 6,000 microfilm; phono rec., reproductions; framing etc	1,367.96	(1,367.96	) 6,000.00		6,000.00
20.Xerox(inc. supplies) -0-					-0-
21.Accounting services 7,200	600.00	( 600.00	7,200.00	600.00	6,600.00
22.Consultant (architect's prelimedrawings) 3,500			3,500.00		3,500.00
TOTALS \$398,518	\$26,440.52	(9,950.02)	382,027.50	7,458.64	374,568.86

# RECEIPTS AND DISBURSEMENTS

REPRESENTED BY:  CHECKING ACCTNAT'L. NWK & ESSEX PETTY CASH CHECKING A/C CASH FUND IN LIBRARY WEST ORANGE S & L ASSN.: SAVINGS A/C 10085 TC - 3422 TC - 3375 TC - 3376  NAT'L. NWK & ESSEX #51658  TOTAL	JANUARY 1973 EXPENDITURES 1972 BUDGET JANUARY 31, 1973 -BUDGET LEGAL FEES RE: JONAS JANUARY 1973 FUND BALANCES	A L EST X T P O R ST	JANUARY 1, 1973 FUND BALANCES
\$ 69,346.38 200.00 126.25 14,230.04 48,667.84 87.65 1,939.80 1,558.00 \$136,155.96	9,950.02 16,490.50 600.00 \$136,155.96	1,939.80 1,939.80 87.65 227.65 102,255.10 163,196.48	TOTAL ALL FUNDS \$ 60,941.38
	16,490.50	100,000.00	MONTH OF  1973 BUDGET FUND \$
	\$ 1,939.80	1,765.02 20.00 45.07 12,91 50.00 46.80 1,939.80	MONTH OF JANUARY 1973  1973  973  FINES & RESERVES I
1968 BUDGET 1969 BUDGET 1971 EXCESS 1971 FINES 1971 FINES 1972 BUDGET 1972 ACCTS. 1971 LOST B 1972 INTERE 1972 LOST B 1972 LOST B 1972 ACCTS.	\$ 87.65	87.65 87.65	1973 LOST BOOK FUND
1968 BUDGET 1969 BUDGET 1971 EXCESS STATE AID 1971 FINES & RESERVES (APPLIED TO BOSIN PMT.) (1,024.94. LESS: (APPLIED TO BOSIN PMT.) (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,024.94. (1,03.23. (1,03.23. (1,03.23. (10,100.02. (10,100.02. (10,100.02. (10,100.02. (10,100.02. (1,0	\$14,230.04	-0- 14,230.04	SALARY CONTINGENCY FUND \$14,230.04
SIN PMT.)  972 MAGAZINE)  10:17)12/31/72  2/31/72  ART	600.00 \$ 1,558.00	227.65 227.65 2,158.00	BOOK SALES EXCESS PROPERTY FUND \$ 1,930.35
\$22,809.61 (1,024.94) )(2,203.23) 19,581.44 2(4,013.10) (10,100.02) 20,914.17 1,804.07	\$ 126.25	-0- 126.25	CASH FUNDS IN LIBRARY
\$ 3.19 150.00 2,885.00 2,885.00 5,468.32 2,664.76 150.00 515.21 22,718.24 150.00 \$34,704.72	9,950.02	-0-	PRICR YEARS FUND BALANCES \$44,654.74

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### JANUARY 1973 BILLS PRESENTED FOR PAYMENT ON FEBRUARY 28, 1973

CHECKS ARE DATED JANUARY 29, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMO	DUNT
6749	Town of West Orange - Soc. Sec.			
	Month of Jan. 1973	1. SALARIES		\$ 923.83
6750	NATL. NWK & ESSEX BANK W/T EMPLOYEES - JAN. 1973	1. "		1,943.80
6751	P.E.R.S #20284 JAN. 1973 PENSION & LOAN	1. "		670.68
6752	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "		69.07
6753	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "		68.97
6754	Town of West Orange/Federal Credit Union Savings	1. "		285.00
6755	Town of West Orange Hospitalization Feb. 1973	1. "		399.11
	NET PAYROLL CHECKS JAN. 1973	1. "		11,830.04
	#710-763 SUB-TOTAL	1.		16,190.50
	ADD: CHECKS #6675-6748 PRESENTED FOR JANUARY 24, 1973	PAYMENT		55,901.67
	TOTAL DISBURSEMENTS - MONTH OF JANUA	RY 1973		72,092.17
	LESS: TRANSFER CHECKS: #6677 PETTY CASH CHECKING A/C 6745 WEST ORANGE S & L TC 3422 6746 " " " " " "		\$ 200.00 1,804.07 20,914.17 22,733.41	45,651.65
	TOTAL EXPENDITURES - JANUARY 1973 PE	R BUDGET REPORT		\$26,440.52
	PAYMENTS OF ACCOUNTS PAYABLE 12/31/7 1972 BUDGET PAYMENTS CHARGED TO 1973 BUDGET	2 CHARGED TO	9,950.02 16,490.50	\$26,440.52

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Loin & Reed

PREPARED WITHOUT AUDIT.

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

BY: Caron Cuentry olo

### JANUARY BILLS, ACCOUNTS PAYABLE - JANUARY 31, 1973

### PRESENTED FOR PAYMENT FEBRUARY 28, 1973

CHECKS ARE DATED FEBRUARY 28, 1973

			FEBRUARY	20, 1913
VOUCHER				
NUMBER	PAYEE	BUDGET ALLOCATION	AMO	UNT
6756	AMERICAN AUTOMOBILE ASSN.	2. Books	\$	2.14
6757A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRA		
В	ii ii ii	11. "	3.95	54.70
	THE BAKER & TAYLOR CO.	2. Books	14.72	
6758A	H H H H	2. "	270.46	
В	m 11 11	2. "	10.45	
C	11 11 11		40.01	
D E F	77 77 17 17	۷.		
Ε		۷.	48.92	
F	17 11 11 17	۷.	40.14	
G.	TF TF E1 11	2. "	346.95	
н	17 17 17	2. "	22.71	
1	\$1 \$1 \$1	2. "	12.21	
j	11 11 11	2. "	( 3.11)	
K	11 11 11 11	2. "	( 8.11)	
Ľ	11 11 11	2. "	64.14	
_	£7	2. "	278.48	1,137.97
M	Maria Barrana & Ca		210110	41.50
6759	MATTHEW BENDER & Co.	2. "		1.50
6760	BLANCHET RUBBER STAMP CO.	4. SUPPLIES	22.00	1.50
6761A	R. R. BOWKER COMPANY	2. Books	33.00	
B	jt 11 11	2. "	42.50	
C	н н н	2. "	( 44.50)	31.00
6762	JAMES BROWN & SON	3. BINDING		11.60
6763A	Bro-Dart, Inc.	4. SUPPLIES	29.60	
В	11 11 11	4. "	118.80	
C	11 11 11	4. "	118.80	
Ď	tt tf ff	4. "	125.00	392.20
-	Dec Dies Luc	4. 11	120700	118.80
6764	Bro-Dart, Inc.			5.46
6765	COMMERCE CLEANING HOUSE	2. Books		5.40
6766	THE COMMISSION ON VOLUNTARY SERVICE	40 11		1 00
	AND ACTION	18. MAGAZINES		1.00
6767	CONGRESSIONAL QUARTERLY, INC.	10.		6.95
6768	DATAR CORPORATION	4. SUPPLIES		28.30
6768	DIMONDSTEIN BOOK Co.	2. Books		25.47
6770	DUN & BRADSTREET, INC.	2. "		108.50
6771A	EBSCO SUBSCRIPTION SERVICES	18. MAGAZINES	10.50	
В	II II II II	18. "	( 15.00)	
C	17 37 17	18. "	34.95	
D	11 11 11	18. "	62.90	
E	11 11 11	18. "	18.00	111.35
	to E European Angular Ind	5. INSURANCE		23.00
6772	IRA F. EHRENKRANZ AGENCY, INC.	20. MGMT. SVCS.		600.00
6773	AARON EISENBERG & CO.		5.92	000,00
6774A	Kodak Co.	6. MAINTMAIN		32.16
В	11 17	6.	26.24	46.80
6775	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES		
6776	HARRY J. FORMAN, INC.	2. Books		4.11
6777	GALE RESEARCH COMPANY	2. "		20.40
6778A	GAYLORD BROS. INC.	4. SUPPLIES	32.94	
В	11 11 11	4. "	43.05	75.99
6779	GESTETNER CORP.	4. "		47.48
6780A	JOSTENS CATALOG CARD CORP.	4. "	9.57	
	11 II II II	4. "	25.23	34.80
B	V Eventuale Schules	10. COMM. REL.		19.59
6781	KULACS ENGRAVING SERVICE	4. SUPPLIES	66.40	
6782A	LIBRARY OF CONGRESS-CARD DIVISION	4. 30PPLIES	18.55	84.95
В			10:00	24.00
6783	MAN AND MANAGER, INC.	18. MAGAZINES		1.80
6 <b>7</b> 84	McManus Sales & Service	4. SUPPLIES		7.39
6785	M. Meghrig & Sons, Inc.	2. Books		
6786	Moody's Investors Service, Inc.	4.		415.00
6787	NATIONAL TELEPHONE DIRECTORY CORP.	2. "		72.00
6788A	N.J. Bell Telephone Co.	9. TELEPHONE	112.60	
В	п н н п	9. "	8.77	121.37
5		•		

### JANUARY BILLS, ACCOUNTS PAYABLE - JANUARY 31, 1973

### PRESENTED FOR PAYMENT FEBRUARY 28, 1973

CHECKS ARE DATED FEBRUARY 28, 1973

MONGHED				u,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMO	UNT
67.89	THE N.Y. TIMES-LARGE TYPE WEEKLY	18. MAGAZINES		\$ 35.00
6790	ORANGE NEWS COMPANY	18. "		15.00
6791A	THE PAPERBACK BOOK SHOP	2. Books	\$ 74.83	
В	17 11 11	2. **	<u>54.74</u>	129.57
6792	Pergamon Press, Inc.	2. "		83.88
6793	PITNEY BOWES	11. SERVICE CONTR.		27.00
6794	PRENTICE-HALL, INC.	2. Books		3.18
6795	PUBLIC SERVICE EL & GAS	6. MAINTMAIN		497.95
6796	REGENT BOOK Co.	2. Beoks		33.45
6797A	A. H. ROEMER CO.	2. "	( 8.63)	
В	er 11 11	2. "	6.00	
С	11 11 11	2. "	513.69	
D	11 11	2. "	6.00	
	11 11 11	2. "	( 1.66)	
E F	11 11	2. "	110.52	
G	\$\$ 11 11	2. "	63,02	
Н	и и и	2. "	20.34	
1	11 11 11	2. "	( 80.52)	
j	11 11	2. "	287.75	
K	11 11 11	2. "	3.00	
L	11 11 11	2. "	119.65	
М	11 11	2. "	19.17	1,058.33
6798	THE SHAW-WALKER CO.	4. SUPPLIES		7.50
6799A	PETER SMITH PUBLISHER, INC.	2. Books	46.09	OO
В	11 11 11 11	2. "	5.21	51.30
6800A	STANDARD & POORS CORP.	2. "	567.00	
В	tf 11 11 17	2. "	454.00	1,021.00
6801	STORY HOUSE CORP.	2. "		144.32
6802	SUPERIOR ELECTRIC SUPPLY CO. INC.	4. SUPPLIES		17.78
6803	TEN SPEED PRESS	2. Books		8.40
6804	3 M Business Products Sales, Inc.	4. SUPPLIES		46.94
6805	OSWALD TRAIN	2. Books		12.00
6806	TREASURER, STATE OF N.J.	۷.	1.00 .00	25.00
6807A	Typewriter & Office Machine Co.	11. SERV.CONTR.	160.00	202.50
В		11.	42.50	25.00
6808	United Coffee Brewers, Inc.	10. COMM. REL.		28.10
6809	U.S. GOVT. PRINTING OFFICE	18. MAGAZINES		135.00
6810	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY		123.50
6811	THE WORLD BOOK ENCYCLOPEDIA	2. Books		11.16
6812	PUBLIC EMPLOYEES RETIREMENT SYSTEM	1. SALARIES		11.10
6813	AMERICAN ASSOC. FOR STATE &	O . Danie		6.50
	LOCAL HISTORY	2. Books		0.50
		HANDA 04 4070		\$ 7,458.64
	ACCOUNTS PAYABLE PER BUDGET REPORT	JANUARY 31, 1973		¥ 1,70007

PAYMENT RECOMMENDED BY:

Lea Theed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

**v** :

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### AGENDA

### BOARD OF TRUSTEES MEETING - MARCH 28, 1973

- I. Roll Call
- II. Minutes of Board Meeting February 28, 1973
  - (a.) Correction mention of Ostrow's brief regarding Mr. Jonas
- III. Financial Statement
  - (a.) Bills presented for payment
- IV. Standing Committee Reports
  - (a.) Personnel Committee Mr. Kupferer
  - (b.) Appointment Committees for 1973
    - Personnel Committee Mr. Kupferer
       Mrs. Zimmerman
       Mrs. Zeitlin (ex-officio)
    - 2. Building & Grounds Mrs. Zimmerman
      Mr. Sagosz
    - 3. Legislative Miss Flanagan Mr. Kupferer
    - 4. Finance Mr. Kupferer
      Mr. Sagosz
      Mrs. Zeitlin (ex-officio)
    - 5. Public Relations

Mrs. Lopis - Mrs. Zimmerman

### V. Acting Director's Report

### VI. <u>Old Business</u>

- (a.) Bookmobile
- (b.) Bosin (for a change!)
- (c.) Air Conditioning

### AGENDA

### VI. Old Business (cont'd.)

(d.) Architects - Mr. Thomas to report at April 25th meeting Any other Old Business?

### VII. New Business

(a.) Recognize "West Orange Free Public Library Employees Association" as a formal organization to represent all the employees, other than the Acting Director and the Administrative Secretary.

This recognition to be spread upon the minutes and to be binding upon the Board of Trustees of the West Orange Library.

- (b.) Motion to adjust employee's salaries in accordance with  $5\frac{1}{2}\%$  raise granted upon receipt of \$11,176.00, by special appropriation of the Town Council.
- (c.) Further request by Employees Association for amount to be raised to approximately 8% by increase of \$16,519.00 to be taken under advisment by Finance Committee together with Mr. Manheim prior to April 25th Board meeting.
- (d.) Reconstruction of Budget format Mr. Kupferer, Mr. Sagosz, Mrs. Zeitlin Mrs. Reed and Mr. Manheim.
- (e.) Town Council re: Revenue Sharing
- (f.) Bills pending re: Library Aid & Construction
- (g.) Bookmobile N.J.L.A. Conference April 10th and 11th
- (h.) Check, 2nd quarter received from Town Hall?

Any other New Business?

Adjournment

Citizens present to be heard.

M A R C H 1973

# WEST ORANGE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WEDNESDAY, FEBRUARY 28, 1973

The Board of Trustees meeting was called to order at 7:50 p.m. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Albert Kupferer and Mr. William Sagosz constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey of the Friends of the Mest Orange Library and several citizens of West Orange.

MINUTES: Miss Flanagan questioned the progress made on the bonding for the trustees. Mrs. Zeitlin explained that the insurance company was notified and a rider was received and attached to the policy covering all trustees.

Miss Flanagan asked for further explaination of Mrs. Zimmerman's suggestion under New Business regarding trustees missing a number of meetings. Mrs. Zimmerman will write for copies of the Trustee Pocket Guide for each trustee.

There being no further corrections or additions the minutes were unanimously approved as read.

#### FINANCIAL STATEMENT:

A. Budget Report - Mrs. Zeitlin reported to the Board on her call to Mr. Coffey regarding the budget. The figures in the last column were approved by the Town Council but will not be voted upon until the Budget meeting on March 6th. General discussion took place on the proposed budget.

of final budget (#355,868)

B. Bills Presented for Payment - Miss Flanagan asked to have the bills atleast five days before the meeting. Mrs. Zeitlin explained that it would be impossible since the Financial Statement is received from the accountants at the last possible moment in order to make payment on as many bills as possible. Mrs. Zimmerman motioned to accept the payment of bills presented. Mr. Kupferer seconded and it was passed unanimously.

#### ACTING DIRECTOR'S REPORT:

Mrs. Reed stated that circulation has increased in the main library because the Bookmobile has been out of circulation. Mr. Kupferer questioned whether or not Mr. Yeager had looked into the payment of the bond issue on the Bookmobile. Mrs. Zeitlin said she believed the bond issue had been paid off.

Mrs. Zimmerman motioned that the Bookmobile be put back into service as soon as a capable temporary driver is found for same. Mr. Sagosz seconded and it was passed unanimously. Mrs. Zeitlin suggested to check with Civil Service on those who are already classified as Clerk/Driver.



Mrs. Zimmerman motioned for Mr. Sagosz to head a committee to look into the acquisition of a new Mobilibrary. Miss Flanagan seconded and it was passed unanimously.

Discussion was undertaken on Mrs. Reed's addendum concerning a petition signed by the library employees requesting a 5.5% salary increase. Mr. Kupferer motioned that the Board of Trustees endorse the request of the library employees that the cost of living increase granted to municipal employees be granted to them. Mrs. Zimmerman seconded and it was passed unanimously.

#### OLD BUSINESS:

Mrs. Reed will contact the Tri-County Mechanical Service to arrange a date to start the balancing of the air conditioning system.

The Marjorie Bosin hearing has been concluded and the determination of the hearing officer was in the library's favor.

#### **NEW BUSINESS:**

Mr. Sagosz motioned that money be allocated for payment of architect's preliminary drawings (\$3,500) and for the balance of consultant's fee (\$1,000) received by this board in 1970, from the 1971 and 1972 Lost Book Fund. Mrs. Zimmerman seconded and it was passed unanimously.

Mrs. Zeitlin thanked Mr. Jervey, on behalf of the Board, for the book bags donated to the library compliments of the Friends of the West Orange Library.

The meeting was adjourned at 9:50 p.m.

The next meeting will be held on Mednesday, March 28th at 8 p.m.

Respectfully submitted,

Graldine Schaffter

Geraldine Schaffter

#### ACTING DIRECTOR'S REPORT

#### TO THE

#### BOARD OF LIBRARY TRUSTEES

March 28, 1973

There has not been a dull moment at the West Orange Free Public Library during the past month.

1. We have discovered that our library is infested with termites.

Their presence was made known on Saturday, March 17, when literally hundreds crawled and flew all over the downstairs stacks.

Terminix Exterminators were called in on Monday, March 19. The entire building has been inspected by a representative of the company, Mr. Sasson.

Mr. Sasson examined the original plans of the building and has suggested that because the library is built on pilings of hundreds of telegram posts which were not pre-treated, the entire library should be treated as soon as possible.

We have received a proposal from the company setting forth the terms in which they are prepared to service our needs. It would be appreciated if you discuss this matter and permit me to know your decision so I can inform Terminix.

2. Not everything was bad. One good thing---our Mobilibrary is back in service. Our mobile patrons are delighted, and so are we.

Through the help and very stong recommendation of the Valley Transportation Company, we were able to secure the services of a temporary relief driver, Mr. John Barton.

Mr. Barton is a veteran who spent 13 years in the Navy. He possesses a valid New Jersey bus driver's license and a regular driver's license. He understands that his position is temporary and shows a willingness to do whatever job is assigned to him.

- 4. Mr. Sagosz learned of a bookmobile demonstration being sponsored by the State Library next month. I spoke to Mr. Michniewski in Trenton and he assured me that the affair will be more than a demonstration and he thought it would be worth our while to make the trip to Trenton on April 10 or 11 to view some of the many different bookmobiles which will be on display.
- 5. Members of our staff seem to be very popular with the courts at a time when we most need them. Mrs. Schroeder has just returned to full-time work after four weeks on jury duty. Now, Mrs. Allerhand, our right arm for the Mobilibrary, is scheduled for two weeks jury duty.

During the week of May 3 - 5 several of our staff will be in attendance at the New Jersey Library Association Convention in Atlantic City. It is hoped that some of our Trustees will be able to attend at least one day during the session.

The American Library Association will hold its annual meeting in Las Vegas June 24 - 30. Reservations are being taken now. Other libraries

in our area are already scheduled. Do you plan to be represented this year? Your kindness in permitting me to know before the deadline, which is fast approaching, will enable me to take advantage of the package deal offered by airlines.

For the benefit of persons with sight problems, we have purchased and installed an Endolite Masterlens set which magnifies words on the printed page to make easier reading possible. Your help is solicited in whatever you can do to encourage civic groups to buy additional machines for our library.

Respectfully submitted,

Lola hReel

Lola N. Reed

Eudget Repor West Orange Public Library

V ACACA !	DOARD MES	TTING OF	MARCH 28, 1	973 :		
FINNI	DONIG TIEL				BILLS/ ACCOUNTS	· · · · · · · · · · · · · · · · · · ·
•		XPENDITURES .	EXPENDITUR	T UNEXPENDE	PRESENTED F	OR BALANCE
EXPENDITURE DETAIL		FOR MONTH	THRU FEB, 1972	BALANCE ON 2/28/73	APPROVAL A	
, Salaries	260,928	17,388.83	33,579.33	227,348.67	74.06	227,274.61
, Books	60,000	4,462.87	4,462.87	55,537.13	2,386.88	53,150.25
. Binding	1,600	11.60	11.60	1,588.40	32.30	1,556.10
√ Suppîfes	10,000	904.84	904.84	9,095.16	1,120.91	7,974.25
. Insurance	4,000	23.00	23.00	3,977.00		3,977.00
6. Maintenance - Main (does not include any salaries); roofing repairs;				Section (Section Section Secti		
moisture proofing; oilsair-condition.	18,250	530.11	530.11	17,719.89	1,082.05	16,637.84
7. Maintenance-Tory Co	540	135.00	135.00	405.00		405.00
% Maintenance-Mobilib (includes gas, oil, repairs, parts, etc Motor runs all day	1		The state of the s			
Winter and summer for heat@cooling)	3,500		<u></u>	3,500.00		3,500.00
9. Telephone	1,500	121.37	121.37	1,378.63	134.08	1,244,55
<pre>10.Community relations    publicity; reading    contests, etc</pre>	500	44.59	44,59	455.41	26.25	429.16
::.Service contracts	1,000	284,20	284.20	715.80	93,30	. 622.50
12,Transportation	350		Dispersion of the second	350.00	12.15	337.85
13.Postage	1,500		300.00	1,200.00	300.00	900.00
14.Conventions	1,500			1,500.00		1,500.00
15.Audit	150		'	150.00		150.00
16.Equipment	12,000		y N	12,000.00	128.50	11,871.50
17.Contingency	500		) A C C C C C C C C C C C C C C C C C C	500.00		500.00
:OuMagazines	4,000	329.90	329.90	3,670.10	29.78	3,640.32
19.Audio-visual; microfilm;phono re reproductions;fram etc.,	ing 6,000			6,000.00	600.30	5,399.70
20.Xerox(inc. supplie	es) _0_		_			-
2: Accounting service	es 7,200	600.00	600.0	6,600.00	600.00	6,000,00
22.Consultant (architect's preli	3,500			3,500.00		3,500.00
TOTALS	\$398,518	\$24,836.31	\$41,326.8	1\$357,191.19	\$6,620.56	\$350,570.63

# WEST ORANGE FREE PUBLIC LIBRARY STATEMENT OF ALL FUND BALANCES RECEIPTS AND DISBURSEMENTS

1																		
					<	14			1							ı—l		
	TOTAL	TC #3376 NATL. NWK & ESSEX #51658	C	CASH FUND WEST ORANGE S & L ASSN.	REPRESENTED BY: CHECKING ACCTNATL. NWK & ESSEX PETTY CASH CHECKING A/C	FEBRUARY 1973 - FUND BALANCE	FEBRUARY 1973 EXPENDITURES FEBRUARY 28, 1973 BUDGET		TOTAL AVAILABLE (T PLUS 11)	TOTAL FEBRUARY 1973 RECEIPTS	FRIENDS OF WOPL-UNIFLEX, INCSUPPLIES REFUND-CHAMBER RECORD CORPAUDIO-VIS.		BOOK RENTALS		Non-Resident Fees	FEBRUARY 1, 1973 FUND BALANCES		
	\$113,456.63	3,399.77	14,230.04 48,667.84 240.95	126.25	\$ 44,813.78 200.00	\$113,456.63	24,836.31		138,292,94	2,136.98	3.71	211.00	162_30	•	1,459.97	\$136,155.96	TOTAL ALL FUNDS	
						\$58,976.90	24,836.31	,	83,813,21	303,71	3,71					\$83,509.50		MONTH OF FE
						\$ 3,399.77		,	3,399.77	1,459.97	authoring chantering in the chantering of the ch		01.13	(47.59	( 1,364.63 ( 10.00	\$ 1,939.80		FEBRUARY 1973
1972 FINES & F 1972 LOST BOOK 1972 ACCOUNTS TOTAL		1972 BUDGET 1972 ACCOUN 1971 LOST E	SUB-TOTAL		1968 BUDGET 1969 BUDGET 1971 Excess	\$ 249.95	well-belieft and the second and an article second and article second article second and article second and article second and article second article second and article second article second article second and article second		249,95	162.30	en de proposition de la companie de		162.30			\$ 87.65	1973 LOST BOOK FUND	
& RESERVES BOOK FUND TS PAYABLE	ACCOUNTS PAYABLE INTEREST INCOME	BUDGET FUND (DEFICIT) 12/31/12/ ACCOUNTS PAYABLE 12/31/72 ( LOST BOOK FUND	TRANSFERS TO 1972 MAGAZINES	_ ~	STATE AID	\$14,230.04			14,230.04	Polanchine de colonida de la colonida del colonida de la colonida de la colonida del colonida de la colonida del colonida de la colonida de la colonida del colonida de la colonida del col						\$14,230.04	SALARY CONTINGENCY FUND	
# HART	- HART	12/31/72	72 MAGAZINES	N PAYMENTS)		\$1,769.00			1,769.00	211.00		211.00				\$1,558.00	EXCESS PROPERTY FUND	BOOK GAIFS
1,804.07			s)(2,203.23) 19,581.44	\$22,809.61		\$ 126.25			126,25	And the second s						\$ 126.25	CASH FUNDS IN LIBRARY	
22,718.24 150.00 \$34,704.72	515.21	ຽວ			\$ 3.19 150.00 2,885.00	\$34,704.72			34,704.72							\$34,704.72	PRIOR YEARS FUND . BALANCES	

#### WEST ORANGE FREE FUELIC LIBRARY

### FEBRUARY 1973 BILLS PRESENTED FOR PAYMENT ON MARCH 28, 1973

CHECKS ARE DATED FEBRUARY 27, 1973

VOUCHER				,
NUMBER	PAYEE	BUD	GET ALLOCATION	AMOUNT
6814	Town of West Orange - Soc. Sec.			
	MONTH OF FEBRUARY 1973	1. :	SALARIES	\$ 993.23
6815	NATL. NWK & ESSEX BANK			
	W/T EMPLOYEES - FEB. 1973	1.	11	2,112.80
6816	P.E.R.S. #20284			•
	FEB. 1973 PENSION & LOAN	1.	11	670.68
6817	P.E.R.S. CONTRIB. GROUP INS. FUND	1.	ff .	69.07
6818	P.E.R.S. SUPPLEMENTAL ANNUITY	1.	.11	63.97
6819	Town of West Orange/Federal			
	CREDIT UNION SAVINGS	1.	11	285.00
6820	Town of West Orange			
	Hospitalization March 1973	1.	11	399.11
	NET PAYROLL CHECKS FEB. 1973			
	<i>#</i> 764 <b>-</b> 816	1.		12,778.81
	515 70711			45 077 07
	SUB-TOTAL			17,377.67
	ADD: CHECKS #6756-6813 PRESENTED FOR			
	PAYMENT FEBRUARY 28, 1973			7,458.64
	•			
	TOTAL DISBURSEMENTS - MONTH OF FEBRUAR	RY 19	73 PER BUDGET REPOR	RT \$24,836.31
				製造され、可能では、1985年では、1985年では、日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日

PAYMENT RECOMMENDED BY:

Lola holech

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

Rv.

#### WEST ORANGE FREE PUBLIC LIBRARY

#### FEBRUARY BILLS, ACCOUNTS PAYABLE - FEBRUARY 28, 1973

#### PRESENTED FOR PAYMENT MARCH 28, 1973

CHECKS ARE DATED MARCH 1 AND MARCH 28, 1973

VOUCHER			
NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6821 6822 6823 6824 6825 6826 6827 6828 6829	Postmaster Cynthia Beattle Mr. Henry Thomas Thomas C. Lehman, A.I.A. American Library Association American Map Co. Inc. American Friends Service Committee Arnold Bernhard & Co. Inc. Automatic Data Processing	13. Postage 1. Salaries Transfer Transfer 2. Books 18. Magazines 2. Books 2. " 11. Svc. Contracts	\$ 300.00 21.09 1,000.00 3,500.00 15.50 1.00 2.09 94.50 50.80
6830A B C D E F G H I J K L M N	THE BAKER & TAYLOR CO.  11	2. BOOKS 2. " 2. " 2. " 2. " 2. " 2. " 2. " 2. "	\$( 9.40) 27.14 109.78 78.52 3.11 146.44 ( 4.72) 79.70 15.55 143.21 139.92 70.55 ( 3.74) ( 7.00)
0 6831 6832A B	BLANCHET RUBBER STAMP Co. BRO-DART, INC.	2. " 4. SUPPLIES 4. " 4. "	139.92 95.38 22.20
C 6833 6834A	JAMES BROWN & SON CHAMBERS RECORD CORP.	4. " 3. BINDING 19. AUDIC=VIS.	125.35 242.93 32.30 81.59
8 6835 6836 6837A 6837B	PUBLICATIONS ORDER OFFICE CULTURAL EVENTS IN N.J. NATHANIEL DAME & Co.	2. Books 18. Magazines 2. Books 2. "	3.71 85.30 9.50 1.50 69.19 16.99 86.18
6838 6839A B C D	DIRECTORY PUBLISHERS Co. DUBLEDAY & Co. INC.	2. " 2. " 2. " 2. "	7.00 47.64 27.42 8.34 34.83
E 6840 6841 6842A B	AARON EISENBERG & Co. GALE RESEARCH Co. GAYLORD BROS. INC.	2. " 21. Accts. Svc. 2. Books 4. Supplies 4. "	12.26 130.49 600.00 71.23 ( 11.56) 107.93
C 6843A B	GOLDSMITH BROS.	4. " 4. SUPPLIES 16. EQUIPMENT	18.27 20.00 52.50 114.64 72.50
6844 6845 6846 6847 6848	HARVARD UNIV. PRESS INFORMATION DYNAMICS CORP. THE INSTITUTE FOR RESEARCH JOSTENS CATALOG CARD CORP. LIBRARY OF CONGRESS	2. BOOKS 2. " 18. MAGAZINES 4. SUPPLIES 4. "	4.50 2.50 9.88 10.15 2.10 515.00
6849 6850A B C	Microfilming Corp. of America National Fuel Oil, Inc.	19. AUDIO-VIS. 6. MAINTMAIN 6. """	51 <b>7.</b> 59 18.75 30.00 <b>5</b> 66.34
6851A B 6852A	N.J. BELL TEL CO. THE PAPER BACK BOOK SHOP	9. TELEPHONE 9. "	10.75 123.33 134.08
В	H H H H	2. Books 2. "	27.22 ( 6.40) 20.82

#### WEST ORANGE FREE PUBLIC LIBRARY

#### FEBRUARY BILLS, ACCOUNTS PAYABLE - FEBRUARY 28, 1973

#### PRESENTED FOR PAYMENT MARCH 28, 1973

CHECKS ARE DATED MARCH 1 AND MARCH 28, 1973

			March 28, 1973	
VOUCHER NUMBER	PAYEE	BUDGET_ALLOCATION	AMOUNT	
6853	PAVILION PUBLISH Co.	2. Books	\$ 2.25	-
68 <b>54</b> A	PITNEY BOWES	6. MAINT-MAIN.	\$ 17.00	
В	11 11	4. SUPPLIES	28.00 45.00	
6855	PRENTICE-HALL, INC.	2. Books	4.38	
6856	PUBLIC AFFAIRS COMMITTEE	18. MAGAZINES	2.40	
68 <b>57</b> A	PLOUGH PUBLISHING HOUSE	2. Books	10.45	
В	fr ff 11	2. "	9.55 20.00	
6858	PUBLIC SERVICE EL & GAS	6. MAINTMAIN	498.71	
6859	REGENT BOOK Co. INC.	2. Books	9.66	
6860A	A.H. ROEMER CO. INC.	2. "	( 5.30)	
В	ff 19 19 17	2. "	138.31	
С	11 11 11 11	2. "	9.00	
D	ff ff ff ff	2. "	63.63	
£	11 11 11 11	2. "	277.72	
F	11 11 17 19 11 11 11	۷.	27.82	
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l l	TT 11 11 11 11	<i>C</i> •	67.09	
J		C.	48.26 787.23	
6861A	HENRY F. SCHMIDT & Co. INC.	4. SUPPLIES	73.29 66.20 139.49	
8		4. "	3.80	
6862 6863	Special Libraries Assoc.	2. Books 2. "	38.57	
6864	STORY House Corp. TEACHERS COLLEGE PRESS	2. "	2.25	
6865	Treasurer-State of N.J.	2. "	10.00	
6866	T.J.C. Truckers, Inc.	12. TRANSP	12.15	
6867	Typewriter & Office Machine Co.	11. Svc. Contr.	42.50	
6868A	Uniflex, Inc.	4. SUPPLIES	50.00	
В	11 11	4.	502.00 552.00	
6869	UNIPUB, INC.	2. Books	43.45	
6870 .	United Coffee Brewers, Inc.	10. COMM. REL.	26.25	
6871	U.S. DEPT. OF COMMERCE	2. Books	3.50	
6872	U.S. FIGURE SKATING ASSN.	2. "	3.00	
6873	MRS. EDGAR VAIL	2. "	3.50	
6874	WEST PUBLISHING Co.	2. "	35.00	
68 <b>7</b> 5	THE H.W. WILSON CO.	2. "	43.00	
6876	WISCONSIN LIBRARY ASSOC.	2. "	4.00	
6877	THE W. B. WOOD CO.	16. EQUIPMENT	76.00	
6878	Youngs News Service	18. MAGAZINES	15.00	
6879	Town of West Orange-Hospitalization	1. SALARIES	52.97	
	TOTAL		11,120.56	
	LESS: CHECK #6823 MR. HENRY THOMAS	- TRANSFER	\$ 1,000	
	CHECK #6824 THOMAS C. LEHMAN		3,500 4,500.00	
			\$ 6,620.56	
	ACCOUNTS PAYABLE PER BUDGET REPORT F	- EDRUANT 20, 1913	A 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

PAYMENT RECOMMENDED BY:

Leen Week

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

STATEMENT SHOWING APPLICATION TO LIBRARY
SALARIES AS APPROVED IN THE FINAL 1973
BUDGET OF EMERGENCY SALARY APPROPRIATIONS
PER TOWN OF WEST ORANGE RESOLUTION #1693-73
DATED 4/3/73 AND SUPPLEMENTAL INCREASES TO
SAME BY LIBRARY BOARD OF TRUSTEES PER
RESOLUTION DATED 3/28/73

	TOTAL SALARIES	FULL TIME EMPLOYEES	PART TIME SR. & JR. LIB.ASSTS.	PART TIME JR. LIE. CLERKS
FINAL 1973 BUDGET, AS APPROVED ADD:	\$218,128	\$122,672	\$ 80,534	\$ 14,922
EMERGENCY APPROPRIATION -Town Council Resolution #1693-73 DATED 4/3/73 5.5% INCREASE	11,176	6,747	4,429	-0-
ADDITIONAL APPROPRIATION— BOARD OF TRUSTEES RESOLUTION DATED 3/28/73 2.5% INCREASE	5,030	3,067	2,013	-0-
ADDITIONAL AMOUNT REQUIRED TO ROUND OFF PART TIME EMPLOYEES 350 PER HOUR FOR 22,554 HOURS AS STATED IN LIBRARY EMPLOYEES ASSOC. REQUEST			470	-0-
TOTAL EMERGENCY AND ADDITIONAL APPROPRIATION - 8% (APPROX)	\$ 16,726	\$ 9,814	\$ 6,912	-0-
To Be Apportioned as Follows:  11 Full Time Employees @ \$700 each (Per Town of West Orange Employees Cost of Living Increase) 1 Full Time Employee (Reed) 8% of 1972 Earnings of 14,168	\$ 7,700 3 1,133	\$ 7,700 1,133		
22 PART TIME EMPLOYEES BASED 22,554 HOURS WORKED (PER LIBR ASSOC) @ 35¢ PER HOUR 1_/		-	7,893	
TOTAL AMOUNT APPORTIONED	\$ 16,726	\$ 8,833	\$ 7,893	

NOTE 1/ \$700 FULL TIME COST OF LIVING INCREASE

@37 1/2HRS. PER WEEK FOR 52 WEEKS IS

APPROX. 35¢ PER HOUR 
37 1/2 X 52 WKS = 1,950 HOURS PER YEAR

\$700 = 1950 HRS = 35.9¢ ROUNDED OFF

TO 35¢ HOUR.

# VEST ORANGE FREE FUBLIC LIBRARY SALARY GUIDE FOR ENGLOYEES-1973

Note 1/	TOTAL - ALL	PART TIME J	TOTAL PART	PART TIME EMPLOYEES SR. LIBRARIAN JR. LIB. ASST.		Сном	SCHWARTZ	SCROEDER	SCHAFFTER	REED	RAB I NOVI SY	ERICSSON	CZARNESKI	CUSHING	CARPIANO	BALDVIN	ALLERHAND	FULL TIME	
Cost of Living Increase Reed at Meeting 3/28/73 8% of 1972 Salary	EMPLOYEES	JR. LIB. CLERKS R ATTACHED (NO CHA	TIME EMPLOYEES I	S T .		SR. LIB.	= =	LIB.ASST.	<b>少</b> 間の	ST.1 IR		LIB.AS	SR.LIS.	SR. LIB.	JR. LIB.	LIB CLK DRIVER	SR.LIE ASST.	TITLE	
NCREASE VOTED MAS. 3/28/73 AT		ERKS (No Change)1.60- 2.00	PER ATTACHED	5.50 - 8.00 2.50 - 4.50		8,500 - 13,018	3	B	1	11.000 - 17.500		E	*	8	ğ	6,050 - 9,155		TO SEE	
		1.60 - 2.00		5.85 - 8.35 2.85 - 4.85	\$ 1	9,200 - 13,718		8	6,700 - 8,700	3	5,200 - 8,200	8,200	- 13,718	- 13,718	9,200 - 13,718	6.050 - 9.155	- \$9,200	RANGE \$700 LIVING	
				2/2	\$116,462	13,018	6,495	0,445	6,500	14 01R	6,159	6,406	10,949	10,949	8,500	0,155	\$6,442	1972 Base Salary	
APPROVED B TRUSTEES: EFFECTIVE					\$4,410	1	250	250	U 000	1 200	250	250	451	451	150	1 00	\$ UTIO	1973 INCREMENT YEARLY (VITHIN RANGE)	
By Board of May 2, 1973					\$1,800	150	300	150	1 0	350	150	150	ı	ŧ	i d	20 1	\$ 300	Longevity	
	\$218,128	14,922	80,534		\$122,672	13, 168	7,046	6,845	6.800 6.800	6,174	6,559	6,805	11,400	11,400	න දු ලා ලා ලා ලා	000	\$ 7,300	TOTAL, OR APPROVED BY TOWN COUNCIL, 1973	
	\$16,726 \$23		7,893 2/88,427	2/	\$8,833 \$131,505	_		700	700					0	1 (	700	<b>~</b>	ADD:COST OF LIVING	
B. The Co. of the State of the Co. of the Co	\$234,854	14,922	8,427		_	3,868	7,746	7.545	7,500	6,874	7,259	7,50%	12,100	12,100	8,650	0,450	000	TOTAL 1973 SALARY	
					\$118,112	13, 168	6,795	5, 50 C	5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	5,924	6,309	6,556	10,949	10,949	8 500 5000	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	\$ 6,592	SALARY FOR 1972 INCLUDING	
					\$13,393	700	950	0.000	1,000		950	950		1.150		950	\$ 1,408	TOTAL INCREASE FULL TIME	

Note 1 See Accompanying Computation Attached

3. Albut & Kyfone

MEST ORANGE FREE FUBLIC LIBRARY
SALARY GUIDE FOR PART-TIME EMPLOYEES

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WEST GRANGE FREE FUBLIC LIBRARY
SALARY GUIDE FOR PART-TIME EMPLOYEES JR. LIBRARY CLERKS (PAGES)

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1973	

	174 177 170 180 7 6 5 4 4 3 2 3	•
TOTAL - JR. LIBRARY CLERKS  PART TIME EMPLOYEES  JR. LIBRARY CLERKS - PAGES	E. BERN  J. BLAIR  R. BORELLO  B. CARROS  R. HOUFFE  S. KASDEN  M. LONGO  M. RICHTER  M. ROZANSKY  M. RUBINETTI  M. SCHANHAN  B. WALTON  R. WANNEMACKER  B. WATLEY  SUMMER HELP AND HOLIDAYS	EMPLOYEE
- PAGES 1972 \$1.40-1.70	E 00 00 00 00 00 00 00 00 00 00 00 00 00	TITLE
8,576 PROPOSED 1973 \$1.60-2.00	756 776 798 858 728 728 390 416 750 520 520 5390	ESTIMATED HOURS
	11.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	PRES RATE 1977
	**************************************	PROPOSED
	* 1.70 1.70 1.70 1.70 1.70 1.70 1.70 1.70	PROPOSED RATE 1973
\$14,922	\$ 530 840 1,136 1,459 1,383 663 840 663 972 663 707 1,357 884 884 741	PROPOSED SALARY 1973

NOTE: HOURS MAY VARY BASED ON NEED OF LIBRARY.

.25

## WEST ORANGE FREE PUBLIC LIBRARY SALARY RANGE REQUESTS

1	9	73
	100	F_100

TITLE FULL TIME	PRO 1972	POSED SALARY	RANGE 1973	SUGGESTED FULL YEAR INCREMENT
ASST. LIBRARY DIRECTOR SR. LIBRARIAN SR. LIBRARY ASST. LIBRARY CLERK DRIVER SECRETARY JR. LIBRARY ASST.	8,500 6,050 6,000	- \$14,500 - 13,018 - 9,156 - 8,000 - 6,496	\$11,000 - \$17,500 8,500 - 13,018 7,000 - 8,500 6,050 - 9,156 6,000 - 8,000 4,500 - 7,500	\$1,000 451 300 - 300 250
PART TIME  SR. LIBRARIAN  JR. LIB. ASST.  JR. LIB. CLERK - PAGE	2.50	) - 8.00 ) - 3.10 ) - 1.70	5.50 - 8.00 2.50 - 4.50 1.60 - 2.00	

#### 1973 SALARY RANGES AFTER GIVING EFFECT TO "COST OF LIVING" INCREASES

	COST OF	1973 SALARY RANGE	SUGGESTED FULL YEAR INCREMENT
ASST.LIBRARY DIRECTOR SR. LIBRARIAN SR. LIBRARY ASST. LIBRARY CLERK DRIVER SECRETARY JR. LIBRARY ASST.	\$ 1,133 700 700 700 700	\$ 12,133 - \$ 18,633 9,200 - 13,718 7,700 - 9,200 6,050 - 9,156 6,700 - 8,700 5,200 - 8,200	\$ 1,000 451 300 - 300 250
PART TIME  SR. LIBRARIAN  JR. LIB. ASST.  JR. LIB. CLERK	•35 •35	5.85 - 8.35 2.85 - 4.85 1.60 - 2.00	

# APRIL 1973

#### TRUSTEES MEETING MAY 2, 1973

#### AGENDA

#### MINUTES PRIOR MEETING:

MRS. ZIMMERMAN (OR MRS. ZEITLIN) REQUESTED THAT BEFORE ACCEPTANCE OF THE MARCH 28, 1973 MEETING MINUTES, THERE BE CLARIFICATION OF THE TWO MOTIONS THEREIN MADE BY MRS. ZIMMERMAN RELATING TO SALARY INCREASES FOR LIBRARY EMPLOYEES, WHICH HAD AT THAT MEETING BEEN UNANIMOUSLY ADOPTED. MOTION IS NOW MADE THAT THE MINUTES OF THE MARCH 28, 1973 MEETING BE ACCEPTED, SUBJECT HOWEVER THAT THE TWO ADOPTED SALARY RESOLUTIONS AS PROPOSED BY MRS. ZIMMERMAN BE MODIFIED FOR PURPOSES OF CLARIFICATION TO READ AS FOLLOWS:

"MRS. ZIMMERMAN MOTIONED TO RAISE THE SALARIES OF THE LIBRARY EMPLOYEES 5.5% AS PROVIDED AND APPROPRIATED BY THE TOWN COUNCIL IN THE PER TOWN RESOLUTION #1693-73 DATED APRIL 3, 1973 SAME BEING DESIGNATED AS AN EMERGENCY APPROPRIATION - RETROACTIVE TO JANUARY 1, 1973.

\$11,176.00

MRS. ZIMMERMAN ALSO MOTIONED THAT THE LIBRARY BOARD ADD APPROXIMATELY 2.5% (\$5,080.00 PLUS \$470.00) OR TO THE SALARY INCREASE VOTED BY THE TOWN, SAME TO COME SEPARATELY FROM THE ACCUMULATED REVENUE FUND, AS ADVISED BY THE ACCOUNTANT, AND THE TOTAL OF ALL SUCH INCREASES OF APPROXIMATELY 8% (5.5% PLUS APPROXIMATELY 2.5%) OR \$16,726.00 SHALL DE RETROACTIVE TO JANUARY 1, 1973 AND APPORTIONED AS FOLLOWS:

5,550.00

1. FULL-TIME EMPLOYEES: THE SAME \$700 ON ACCOUNT OF COST OF LIVING INCREASE SHALL DE GRANTED TO EACH SUCH EMPLOYEE, WITH EXCEPTION OF THE LIBRARY DIRECTOR, - AS HAS BEEN GRANTED FULL TIME TOWN EMPLOYEES. ACCORDINGLY,

\$ 7,700.00

11 FULL TIME EMPLOYEES @ \$700, OR

2. LIBRARY DIRECTOR: THE COST OF LIVING INCREASE FOR MRS. REED, THE ACTING LIBRARY DIRECTOR, SHALL BE AN AMOUNT WHICH IS EIGHT PERCENT OF HER 1972 SALARY. ACCORDINGLY,

85 OF \$14,168 HER 1972 SALARY, OR

1,133.00

3. PART-TIME EMPLOYEES: THE PROXIMATE AMOUNT OF THE \$700.00 COST OF LIVING INCREASE SHALL BE PAYABLE TO PART-TIME EMPLOYEES ON THE BASIS OF THE ROUNDED OFF HOURLY RATE OF THIRTY-FIVE CENTS PER HOUR WORKED: THUS, 37 1/2 FULL TIME HOURS WEEKLY, TIMES 52 WEEKS, IS 1950 HOURS PER FULL TIME EMPLOYEE ANNUALLY. \$700.00 DIVIDED BY THE TOTAL OF 1950 HOURS IS 35.9 CENTS, WHICH IS ROUNDED OFF HERE TO 35 CENTS PER HOUR.

THE WEST ORANGE FREE PUBLIC LIBRARY EMPLOYEES ASSOCIATION, HAS SUBMITTED THAT TWENTY-TUO PART-TIME EMPLOYEES WILL BE EMPLOYED IN 1973 FOR A TOTAL OF 22,554 HOURS, OR THE COST OF LIVING INCREASE FOR PART-TIME EMPLOYEES SHALL BZ .ACCORDINGLY,

35¢ PER HOUR TIMES 22,554 HOURS, OR

7,893.00

TOTAL INCREASES APPORTIONED

\$16,726.00

MR.(s) LOPIS

SECONDED THE MOTION BY MRS. ZIMMERMAN (OR MRS. ZEITLIN) AND URGED THAT THE MINUTES OF THE PRIOR MEETING ON MARCH 28, 1973 BE ACCEPTED, SUBJECT TO THE SALARY INCREASE RESOLUTIONS THEREIN BEING AMENDED CONSONENT WITH THE CLARIFICATION AND MODIFICATIONS SUBMITTED AT THIS MEETING. THIS MOTION WAS UNANIMOUSLY ADOPTED.

#### PERSONNEL COMMITTEE REPORT:

MRS. ZEITLIN (OR THE CHAIRMAN?) STATED THAT THE BOARD OF TRUSTEES HAD BEEN IN DECEIPT FROM AARON EISENBERG & Co., SCHEDULES RELATING TO THE SALARY INCREASES VOTED AT THE MARCH 28, 1973 MEETING AS WELL AS REVISED SALARY GUIDES AND RANGES FOR ALL EMPLOYEES FOR THE YEAR 1973, AS FOLLOWS:

SCHEDULE A: STATEMENT SHOWING APPLICATION TO LIBRARY SALARIES AS APPROVED IN THE FINAL 1973 BUDGET OF THE EMERGENCY SALARY APPROPRIATION PER TOWN OF WEST ORANGE RESOLUTION #1693-73 DATED 4/3/73 ALONG WITH SUPPLEMENTAL INCREASES TO SAME BY LIBRARY BOARD OF TRUSTEES PER RESOLUTION DATED 3/28/73

SCHEDULE B: SALARY GUIDE FOR EMPLOYEES - 1973

SCHEDULE B-1: SALARY GUIDE FOR PART-TIME EMPLOYEES - 1973

SCHEDULE B-2: SALARY GUIDE FOR PART-TIME EMPLOYEES -JR. LIBRARY CLERKS (PAGES) 1973

SCHEDULE C: SALARY RANGES BEFORE AND AFTER GIVING EFFECT TO "COST OF LIVING INCREASES".

AFTER DISCUSSION, MOTION WAS MADE BY MRS. LOPIS THAT ALL OF THE ABOVE SCHEDULES BE APPROVED AND THAT COPIES OF EACH OF SAME, SIGNED BY MEMBERS OF THE BOARD, BE AFFIXED TO AND MADE A PART OF THESE MINUTES. THIS HOTION WAS SECONDED AND UNANIMOUSLY CARRIED.

BY MRS ZIMMERMED

#### AGENDA

#### BOARD OF TRUSTEES MEETING - MAY 2, 1973

(Official meeting of April 25th postponed due to vaction absences)

#### I. Roll Call

II. Minutes of Board Meeting - March 28, 1973

#### III. Financial Statement

- (a.) Bills presented for payment
- (b.) Statement of Fund Balances
- (c.) Report from accountants

#### IV. Committee Reports

#### 1. Personnel Committee:

- (a.) Bookmobile driver Report on Mr. Baldwin
- (b.) Employees to be at stations at <u>opening</u> time and remain until bell rings at <u>closing</u> time.

#### 2. Building & Grounds:

Report from Mr. Torlucci regarding wall on rear parking lot.

#### 3. Legislative

#### 4. Financial

#### 5. Public Relations:

- (a.) Notice to West Orange Chronicle Library Convention in Atlantic City Trustees Convention last month.
- (b.) Notice of trip to Trenton Mr. Sagosz, Mrs. Reed and Mrs. Allerhand.
- (c.) Good publicity Mrs. Reed Library Week

#### AGENDA

#### V. Acting Director's Report

#### VI. <u>Old Business</u>

- (a.) Copies of Bosin decision to all Board members
- (b.) Contract with Eisenberg Associates for \$7200 annually
- (c.) Contract with Thomas Lehman
- (d.) Termites

#### VII. New Business

- (a.) Memo: State Library June 6 Mewark Library
- (b.) Contact organizations for gifts? attendance?
- (c.) Parking lot approval
- (d.) Election Board
- (e.) Mr. Honig

#### Adjournment

Citizens to be heard

#### WEST ORANGE PUBLIC LIBRARY

#### BOARD OF TRUSTEES MEETING

WEDNESDAY, MAY 2, 1973

The April meeting of the Board of Trustees was held on May 2, 1973. Mrs. Mary Zeitlin, President, called the meeting to order at 7:45 p.m. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mrs. Phyllis Lopis, Mr. William Sagosz and Mr. Albert Kupferer, constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey, and several citizens of West Orange.

#### MINUTES:

Mr. Sagosz requested the first paragraph under New Business to be stricken.

A separate two page clarification of Mrs. Zimmerman's motion under Personnel Committee Report was submitted to be added to the March minutes. This addendum stated, in dollar amounts, the raises to be given to the library employees.

Mr. Sagosz motioned that the minutes of the March 28th meeting be ammended to include this addition. Mrs. Zimmerman seconded the motion and it was passed unanimously.

#### FINANCIAL STATEMENT:

Mr. Kupferer motioned to accept the Financial Statement. Miss Flanagan seconded and it was approved unanimously.

#### PERSONNEL COMMITTEE REPORT:

Mrs. Reed reported on Walter Baldwin's condition. A recent doctor's report stated Mr. Baldwin will be unable to return to work for at least a few more months. Mr. Sagosz motioned to hire a permanent Bookmobile driver with a starting salary of \$7,500 per year. Mrs. Zimmerman seconded and it was passed unanimously.

Mrs. Zeitlin reported to the Board on the proposed additional parking spaces for library employees. Mr. Torlucci had received bids and submitted sketches on the construction and the Town Council passed an emergency appropriation for \$1,500 to cover the work to be done.

#### ACTING DIRECTOR'S REPORT:

Mr. Sagosz motioned that Mrs. Reed be authorized to make staff changes as requested in her report. That is, Mrs. Coffman to be retained beyond her original severance date and transferred to the A-V/YA Department. Mrs. Martinez to be hired on a part-time basis before August 1st as Acting Children's Librarian at a rate of \$5.25 an hour. Mr. Kupferer seconded and it was passed unanimously.

Mrs. Zimmerman motioned to retain the Aborn Exterminating Co. on their terms of \$450 for the initial work and a five year warrenty at no additional cost. Mr. Sagosz seconded the motion and it was passed unanimously.

Mr. Sagosz motioned that the Acting Director's recommendations on vacation leave be accepted and binding on all employees and in the future all vacation time should be in by April 15th (May 21st for the current year) and that the employee's association should be so notified. These recommendations are:

- 1. A vacation is primarily to provide change and rest. Therefore, the library's policy is to grant not less than three vacation days at a time, and not more than three separate periods.
- 2. Vacation periods are scheduled during June, July and August of each year. For vacations at other times or across two periods, special permission of the Director will be necessary. Vacations outside these periods should be for at least three days. All vacations should be completed by December 31st of that year.

Mrs. Lopis seconded the motion and it was unanimously passed.

Mrs. Reed suggested to the Board that the library purchase a book deposit box. These receptacles have been in use by many libraries in our area and have proven to cut down on book losses. The Board unanimously decided to purchase a book deposit box to be located near the side entrance of the library.

The Acting Director's Report was unanimously approved.

#### OLD BUSINESS:

Aaron Eisenberg & Co., the library accountants, had submitted on Oct. 18, 1971 a contract for accounting services in the amount of \$7200 yearly fee. This contract was never voted on. Mr. Kupferer motioned that the accountant draw up a proper contract to reflect the yearly rate of \$7200. Mr. Sagosz seconded and it was carried unanimously.

Mr. Sagosz reported on the Mobilibrary exhibit he attended this past month in Trenton. He will keep the Board up-to-date on any other material he receives.

#### **NEW BUSINESS:**

There will be a meeting held June 6th on State Aid at the Newark Public Library. Mr. Kupferer and Mrs. Zeitlin are tentatively scheduled to attend.

The Board of Elections will be using the library Y/A room on June 5th and November 6th as a polling place. They will use the new senior citizen's apartment complex as a polling place as soon as it is opened.

The Board will meet with Mr. Thomas Lehman and Mr. Henry Thomas at 7 p.m. on Wednesday, May 23rd, the scheduled date of the next Board meeting.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Geraldine Schaffter

#### Resolution

WHEREAS, an emergency has arisen with respect to items not provided for in the 1973 Budget, and as set forth below; and,

WHEREAS, N.J.S.A. 40A:4-46 provides for the creation of an emergency appropriation in such cases; and,

WHEREAS, the total amount of emergency appropriations including the appropriation to be created by this resolution is \$11,176.00 and 3% of the total operation appropriations in the Budget for the year 1973 is \$225,763.92

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of West Orange (Not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-46:

- 1. An emergency appropriation be, and the same is hereby made to the Board of Trustees of the West Orange Library in the total amount of \$11,176.00 for the following purposes.
  - a. 5.5% pay increase for full time employees \$6,747.00.
  - b. 5.5% salary increase for part time library assistants \$4,429.00

for a total of \$11,176.00.

- 2. That said emergency appropriation shall be provided for in full in the 1974 Budget.
- 3. That the aforesaid appropriation shall come from surplus, and that an emergency note is not required.
- 4. That the statement required by the Local Government Board has been filed with the Clerk, and a copy thereof will be transmitted to the Director of Local Government.

#### TRUSTEES MEETING MAY 2. 1973

#### **AGENDA**

#### MINUTES PRIOR MEETING:

MAS. ZIMMERMAN (OR MRS. ZEITLIN) REQUESTED THAT BEFORE ACCEPTANCE OF THE MARCH 28, 1973 MEETING MINUTES, THERE BE CLARIFICATION OF THE TWO MOTIONS THEREIN MADE BY MRS. ZIMMERMAN RELATING TO SALARY INCREASES FOR LIBRARY EMPLOYEES, WHICH HAD AT THAT MEETING BEEN UNANIMOUSLY ADOPTED. MOTION IS NOW MADE THAT THE MINUTES OF THE MARCH 28, 1973 MEETING BE ACCEPTED, SUBJECT HOWEVER THAT THE TWO ADOPTED SALARY RESOLUTIONS AS PROPOSED BY MRS. ZIMMERMAN SE MODIFIED FOR PURPOSES OF CLARIFICATION TO READ AS FOLLOWS:

THRS. ZIMMERMAN MOTIONED TO RAISE THE SALARIES OF THE LIBRARY EMPLOYEES 5.5% AS PROVIDED AND APPROPRIATED BY THE TOWN COUNCIL IN THE AMOUNT OF

\$11,176.00

PER TOWN RESOLUTION #1693-73 DATED APRIL 3, 1973 SAME BEING DESIGNATED AS AN EMERGENCY APPROPRIATION - RETROACTIVE TO JANUARY 1, 1973.

MRS. ZIMMERMAN ALSO MOTIONED THAT THE LIBRARY BOARD ADD APPROXIMATELY 2.5% (\$5,080.00 PLUS \$470.00) OR TO THE SALARY INCREASE VOTED BY THE TOWN, SAME TO COME SEPARATELY FROM THE ACCUMULATED REVENUE FUND, AS ADVISED BY THE ACCOUNTANT, AND THE TOTAL OF ALL SUCH INCREASES OF APPROXIMATELY 8% (5.5% PLUS APPROXIMATELY 2.5%) OR \$16,726.00 SHALL DE RETROACTIVE TO JANUARY 1, 1973 AND APPORTIONED AS FOLLOWS:

5,550.00

- 1. FULL-TIME EMPLOYEES: THE SAME \$700 ON ACCOUNT OF COST OF LIVING INCREASE SHALL BE GRANTED TO EACH SUCH EMPLOYEE, WITH EXCEPTION OF THE LIBRARY DIRECTOR, - AS HAS BEEN GRANTED FULL TIME TOWN EMPLOYEES. ACCORDINGLY,
  - 11 FULL TIME EMPLOYEES @ \$700, OR

\$ 7,700.00

2. LIBRARY DIRECTOR: THE COST OF LIVING INCREASE FOR MRS. REED, THE ACTING LIBRARY DIRECTOR. SHALL BE AN AMOUNT WHICH IS EIGHT PERCENT OF HER 1972 SALARY. ACCORDINGLY,

85 of \$14,168 HER 1972 SALARY, OR

1,133.00

3. PART-TIME EMPLOYEES: THE PROXIMATE AMOUNT OF THE \$700.00 COST OF LIVING INCREASE SHALL BE PAYABLE TO PART-TIME EMPLOYEES ON THE BASIS OF THE ROUNDED OFF HOURLY RATE OF THIRTY-FIVE CENTS PER HOUR WORKED: THUS, 37 1/2 FULL TIME HOURS WEEKLY, TIMES 52 WEEKS, IS 1950 HOURS PER FULL TIME EMPLOYEE ANNUALLY. \$700.00 DIVIDED BY THE TOTAL OF 1950 HOURS IS 35.9 CENTS, WHICH IS ROUNDED OFF HERE TO 35 CENTS PER HOUR.

THE WEST ORANGE FREE PUBLIC LIBRARY EMPLOYEES ASSOCIATION, HAS SUBMITTED THAT TUENTY-TUO PART-TIME EMPLOYEES WILL BE EMPLOYED IN 1973 FOR A TOTAL OF 22,554 Hours, or the Cost of Living Increase for Part-Time Employees shall BE - ACCORDINGLY,

35% PER HOUR TIMES 22,554 HOURS, OR

7,893.00

TOTAL INCREASES APPORTIONED

\$16,726.00

MR.(s) LOPIS SECONDED THE MOTION BY MRS. ZIMMERMAN (OR MRS. ZEITLIN) AND URGED THAT THE MINUTES OF THE PRIOR MEETING ON MARCH 28, 1973 BE ACCEPTED, SUBJECT TO THE SALARY INCREASE RESOLUTIONS THEREIN BEING AMENDED CONSONENT WITH THE CLARIFICATION AND MODIFICATIONS SUBMITTED AT THIS MEETING. THIS MOTION WAS UNANIMOUSLY ADOPTED.

#### PERSONNEL COMMITTEE REPORT:

MRS. ZEITLIN (OR THE CHAIRMAN?) STATED THAT THE BOARD OF TRUSTEES HAD BEEN IN DECEIPT FROM AARON EISENBERG & Co., SCHEDULES RELATING TO THE SALARY INCREASES VOTED AT THE MARCH 28, 1973 MEETING AS WELL AS REVISED SALARY GUIDES AND RANGES FOR ALL EMPLOYEES FOR THE YEAR 1973, AS FOLLOWS:

SCHEDULE A: STATEMENT SHOWING APPLICATION TO LIBRARY SALARIES AS APPROVED IN THE FINAL 1973 BUDGET OF THE EMERGENCY SALARY APPROPRIATION PER TOWN OF WEST ORANGE RESOLUTION #1693-73 DATED 4/3/73 ALONG WITH SUPPLEMENTAL INCREASES TO SAME BY LIBRARY BOARD OF TRUSTEES PER RESOLUTION DATED 3/28/73

SCHEDULE B: SALARY GUIDE FOR EMPLOYEES - 1973

Schedule B-1: Salary Guide For Part-Time Employees - 1973

Schedule B-2: Salary Guide for Part-Time Employees -Jr. Library Clerks (Pages) 1973

SCHEDULE C: SALARY RANGES BEFORE AND AFTER GIVING EFFECT TO "COST OF LIVING INCREASES".

AFTER DISCUSSION, MOTION WAS MADE BY MRS. LOPIS THAT ALL OF THE ABOVE SCHEDULES BE APPROVED AND THAT COPIES OF EACH OF SAME, SIGNED BY MEMBERS OF THE BOARD, BE AFFIXED TO AND MADE A PART OF THESE MINUTES. THIS HOTION WAS SECONDED AND UNANIMOUSLY CARRIED.

BY MRS ZIMMERMAN

#### MOBILIBRARY REPORT

In the past two months, I have inspected eight Mobilibraries, interviewed about twelve people regarding Mobilibrary operation and, at our February meeting, listened to housewives express considerable interest in Mobilibrary service.

With Mrs. Reed, Mrs. Allerhand and Mr. Baldwin of our library staff, I attended a seminar in Trenton where a display of Mobilibraries were exhibited.

#### MOBILIBRARIES vs. BRANCH LIBRARIES

There is a need for Mobilibrary service in West Orange. Our vehicle services about 36 stops in our 12 square miles including a number of institutions. To provide similar service, we heard that West Virginia (state) is putting up permanent buildings costing about \$20,000 each on donated land. If we could get land, similar construction in West Orange would cost about \$25,000.

Not that Mobilibraries are cheap. They cost from \$30,000 to \$50,000 depending upon the size and furnishings. The life expectancy of a Mobilibrary is about 10 to 12 years, average, although I have inspected one that was in service since 1957 (18 years).

People in Mobilibrary service speak proudly of "their" Mobilibrary and drivers are likely to service their vehicles rather than have a garage mechanic do the work.

Our vehicle is about 8 years old and although there are reasons why it has a shabby outer appearance, it is a servicable vehicle. Maintenance bills in our files prior to the accident indicate only minor breakdowns. However, out-of service days due to the breakdowns have not been recorded, at least I found no

log book. Mr. Baldwin knows the vehicle intimately and has done much of the routine service. The one important thing that was not done, but should be started as soon as possible is to keep a record of the hours of operation and the service completed in accordance with manufacturers recommendations, especially on the engine-generator. Drivers I talked to, showed me records of gas consumption, oil changes, filter changes, etc. initialled by them each day and reported to the administrator in charge. Manufacturers recommend this procedure as the one most important function in giving Mobilibrary service with a minimum of service interruption.

I recommend that we wait one year before taking serious action on the purchase of another vehicle. In the meantime, I will draw up a specification based upon the best features of manufacturers standard specifications.

There are two manufacturers of Mobilibrary vehicles, Gerstenslager of Ohio and J. Moroney of Massachusetts. I have their specifications and will make a report at a later date on these.

William Sagosz

L. Reed IRVING OSTROW COUNSELLOR AT LAW 24 COMMERCE STREET, SUITE 425 NEWARK, N. J. 07102 PHONE 642-4284 March 30, 1973 Mrs. Mary Zeitlin Mr. Lola N. Reed 493 Park Avenue 36 Colony Drive East East Orange, New Jersey West Orange, New Jersey Stephen R. Bosin, Esq. Re: Dear Mary and Lola: I enclose herewith copies of the exceptions filed by Mr. Bosin's attorney to the hearing officer's report and recommendations in the above captioned matter. I regret that he appealed, although knowing the claimant, it was almost to be anticipated. I would not file a reply to the exception for I feel that the hearing officer's findings more than adequately covered the facts without need for further elaboration. I shall alert you to any further decisions as I receive them. With every best wish I am, Very truly yours, IRVING OSTROW IO:rw



#### State of New Jersey

#### DEPARTMENT OF CIVIL SERVICE

STATE HOUSE

TRENTON, NEW JERSEY 08625

JAMES A. ALLOWAY

WILLIAM DRUZ CHIEF EXAMINER & SECRETARY April 12, 1973

In reply refer to:
A-13 - MTC
Telephone - Area Code 609
292-4150

Mrs. Mary Zeitlin President, Board of Trustees West Orange Public Library 46 Mt. Pleasant Avenue West Orange, New Jersey 07052

Dear Mrs. Zeitlin:

I am enclosing a copy of the decision of the Civil Service Commission rendered on April 5, 1973, on the appeal of Marjorie Bosin, which is self-explanatory.

Very truly yours,

William Druz

Chief Examiner and Secretary

enclosure

#### CIVIL SERVICE COMMISSION

JAMES A. ALLOWAY, PRESIDENT



#### STATE HOUSE, TRENTON • TELEPHONE 292-4150

April 5, 1973

#### DECISION ON APPEAL OF MARJORIE BOSIN

The appeal of Marjorie Bosin, Junior Library Assistant, Public Library, West Orange, from her resignation, effective November 23, 1971, under the provisions of N.J.A.C. 4:1-16.14, for failure to report for duty five (5) consecutive days without authority from November 10, 1971 to November 23, 1971 inclusive, was brought on for hearing on September 13, 1972, December 14, 1972 and January 4, 1973, at Newark, New Jersey, before Hearing Officer Arnold Samuels. Mr. Samuels rendered his report and recommendations on February 16, 1973, copy of which is attached. Exceptions were filed by Stephen R. Bosin, Esq., on behalf of Mrs. Marjorie Bosin, within the prescribed time. No cross-exceptions were filed.

Having considered the record and the Hearing Officer's report and recommendations issued thereon, and based upon the record herein, and having made an independent evaluation of the same, the Civil Service Commission makes the following

#### FINDINGS OF FACT

- l. The appellant, Marjorie Bosín, was employed as a Junior Library Assistant by the West Orange Public Library.
- 2. The appellant was unjustifiably absent from duty from November 10 through November 23, 1971, more than five consecutive business days, without notice and approval of her superior for the reason for such absence and the time she expected to return.
- 3. The appellant, having not reported for duty at any time after November 10, 1971, unjustifiably failed to report for duty within five business days after the expiration of any leave that was authorized.
- 4. The appellant was not on authorized sick leave according to the usual library rules and procedures from November 10, 1971 through November 23, 1971.

- 5. The library and the appellant's superiors did not impose quantitative or qualitative job assignments upon her that were not expected to be performed by all other personnel holding the same job title, and the appellant was not harassed or discriminated against in such job assignments.
- 6. The work assigned to the appellant was not intentionally calculated to demean her or to cause her hands to become painful, since most of the tasks that must be performed by all Junior Library Assistants are repetitive in nature and do involve use of the hands.
- 7. The appointing authority did not act in bad faith in invoking a resignation pursuant to N.J.A.C. 4:1-16.14 against the appellant.

#### CONCLUSION

The appellant's absence and her failure to report for work on and after November 10, 1971 through November 23, 1971, or obtain approval of her superior of the reason for such absence, justified the appointing authority's action taken against the appellant pursuant to N.J.A C. 4:1-16.14(a). The respondent has satisfied its burden of proof by the substantial weight of credible evidence, and the appellant has not demonstrated that the appointing authority's action was taken in bad faith or by reason of discrimination against her.

#### ORDER

On the basis of the above, the Civil Service Commission finds that the appointing authority was justified in resigning appellant, Marjorie Bosin, from her position of Junior Library Assistant, Public Library, West Orange, under the provisions of N.J.A.C. 4:1-16.14. The Commission therefore affirms that action and the appeal of appellant is dismissed.

Decision rendered by the Civil Service Commission on April 5, 1973.

I hereby certify that the above is a true copy of the original which appears in the official record of the Civil Service Commission.

Mrs. Bosin resides at 301 Beech Street Hackensack, New Jersey

Enclosure

William Druz Chief Examiner and Secretary Department of Civil Service

## HEARING OFFICER'S REPORT AND RECOMMENDATIONS ON APPEAL OF MARJORIE BOSIN

The appeal of Marjorie Bosin, Junior Library Assistant, Public Library, West Orange, resignation effective November 23, 1971 under the provisions of N.J.A.C. 4:1-16.14, for failure to report for duty for five consecutive days without authority for the period November 10, 1971 to November 23, 1971 was regularly brought on for hearing before Hearing Officer Arnold Samuels at Newark, New Jersey on September 13, 1972, December 14, 1972 and January 4, 1973, and the Hearing Officer rendered his report and recommendations on February 16, 1973.

APPEARANCES:

IRVING OSTROW, ESQUIRE, Attorney for the Town of West Orange, Respondent

STEPHEN R. BOSIN, ESQUIRE, Attorney for Marjorie Bosin, Appellant

WITNESSES:

For the Respondent:

Lola Nicholson Reed
Mary Zeitlin
Helen Benjamin
Claire Schroeder
Blossom Aronson
Sarah Rabinowitz
Dorothy Ericson
Geraldine Schaffter

For the Appellant:

Appellant, MARJORIE BOSIN, testified in her own behalf

#### EXHIBITS:

R-1 Time Card R-2 Time Card R-3 Time Cardol R-4Time Card R-5Time Card R-5 Time Card R-7Time Card R-8 Time Card

Appeal of Marjorie Bosin		Page	2.
(Exhibits, continued)			
R9	Application for Sick Leave		
R-10	Application for Sick Leave		
R-11	Application for Sick Leave		
R-12	Application for Sick Leave		
R-13	Application for Sick Leave		
R-14	Application for Sick Leave		
R-15	Leave Form		
R-16	Application for Sick Leave		
R-17	Day in Lieu of Holiday Form	1	
R-18	Application for Sick Leave		
R <b>-</b> 19	Application for Sick Leave		
R=20	Application for Sick Leave		
R-21	Day in Lieu of Holiday Form		
R-22	Letter dated 11/3/71		
R-23	Message dated 11/8/71		
R-24a	Message dated 8/19/71		
R-24b	Message dated 8/23/71		
R-24c	Message dated 10/22/71		
R-24d	Message dated 10/27/71		
R-24e	Message dated 11/2/71		
R-25	Administrative Code 4:1-17.17		
R-26	Letter dated 9/24/71 from Dr. C	apell	
R-27	Letter dated 10/7/71 from Dr. K	antor	
R-28	Memorandum dated July 30, 1971	direst.	
A-1	Letter dated 8/23/71 from Dr. Ca	apell	
A-2	Letter dated 8/24/71	~	
A-3	Time Card dated 9/14/71		
A-4	Letter from Mr. Ehrenkranz dated	d 9/24/7	1
A5A	Sheet containing numbers		
A~5B	Sheet containing numbers		
A-6A - A-6E	Lists prepared on 10/29/71		
A-7a, A-8B	Two page documents		
A-8	Dr. Capell's final report & bill	lings	
A-8B (renumbered)	Letter dated 11/15/71	5	

#### DISCUSSION

The Appellant, Marjorie Bosin, had been an employee of the West Orange Public Library since March, 1962. For an approximate eight month period between December, 1969 and August, 1971 her employment there was temporarily suspended pending resolution of a Civil Service appeal of her removal by the library (the subject of which is not relevant to this appeal), in which appeal Mrs. Bosin prevailed and was ordered to be reinstated. The reinstatement and resumption of her employment as a Junior Library Assistant commenced

on August 9, 1971, on which day she first reported for work after the eight month hiatus. It is this date, August 9, 1971, that began the employment period for purposes of the facts adduced at this hearing.

The Appellant continued to work at the Library, with frequent interruptions for sick leave purposes, until November 3, 1971, the last day on which she was present at the library. On November 23, 1971 notification was sent to the Appellant of her resignation pursuant to N.J.A.C. 46:1-16.14 for absence from duty for five or more consecutive days without authority. The time period of such absence cited in the notice was November 10, 1971 through November 23, 1971. The essence of Mrs. Bosin's defense is a claim that she was actually on authorized sick leave during this period, the cause of which was mistreatment and harrassment in her work assignments by Mrs. Reed, her superior and acting library director, so that she became physically disabled and unable to continue work.

Primarily through the testimony of Mrs. Reed, the Respondent established that Mrs. Bosin was absent from duty for more than five consecutive business days without notice and without. approval (T-1 37-41). Although the last partial day worked by the Appellant was November 3, 1971, a disagreement between Mrs. Bosin and Mrs. Reed on that day resulted in a five day suspension effective on November 3, 1971, for insubordination (R-22 Evd). On November 8, 1971 a sick call telephone message was received at the library informing them that she would not be in that day. Thereafter nothing further was heard from Mrs. Bosin or from anyone on her behalf, and on November 23, 1971, after consultation by Mrs. Reed with the Personnel Committee of the Library Board of Trustees, the resignation notice was sent. This consultation was confirmed by the testimony of Mrs. Mary Zeitlin, President of the Board of Trustees and a member of the Personnel Committee (T-1 84-85).

In order to keep informed by the employees of absences due to illnesses, the library operated under a system of sick leave forms, doctors' certificates and telephone notifications. The need for these procedures varied depending on the length of time of an illness and the particular circumstances surrounding each absence (T-1 37-38), but in any event it was expected that the library be kept informed during an absence, even by telephone (T-1 48-51, T-3 186). It is patently clear that Mrs. Bosin was familiar with these procedures since she had utilized them frequently and carefully in the past, as evidenced by the many sick leave forms and telephone messages in evidence. During a series

of absences in September - October, 1971, Mrs. Bosin did report to the library by telephone two or three times during a week (T-3 170). However, after November 8, 1971 there was no such contact.

In her own testimony Mrs. Bosin indicated that she considered herself to be on continuous sick leave after she left the library on November 3, 1971, since according to Mrs. Bosin, Mrs. Reed allegedly told her at the time of the argument between them on that day to come back when she was well; and that a sick leave form was filled out and left with Mrs. Reed that day (R-20 Evd). After close scrutiny of the facts this theory cannot be credibly sustained as a reason to justify complete lack of communication by Mrs. Bosin with the library for the 13 day period between November 10 and November 23. The sick leave form (R-20 Evd) indicates only an expected  $4\frac{1}{2}$  hour absence on November 3. Mrs. Bosin clearly did not intend this to operate as anything else, since she herself called the library five days later on November 8, to report that she would not be in that day (R-23 Evd). Furthermore, even if Mrs. Read did tell her on November 3 to return to work when she was better, such a statement could hardly be relied on by the Appellant as authority for absence of unlimited duration. telephone message of November 8 is again relevant in this regard. No evidence or testimony was introduced medically or directly by Mrs. Bosin indicating that after November 8, 1971 the condition she complained of, pain in the hand or hands due to tendonitis or ganglion, prevented her in any way from calling, writing or visiting the library or having someone else do so on her behalf. was not hospitalized or so disabled that ordinary contact could not be made with her employer.

The next question to be determined is if the library and its Acting Director, Mrs. Reed, acted in bad faith. Mrs. Bosin claims that from the first day of her employment after she returned to the library, she was harrassed and maltreated by Mrs. Reed who intentionally assigned work to her that was calculated to and did cause severe pain in the Appellant's hand or hands, or aggravated previously related medical conditions. According to Mrs. Bosin, those duties involved such repetitively manual tasks as mending books, covering books (T-1 108), writing, slipping books, reading shelves and handling phonograph records. In addition, Mrs. Bosin alleges that she was discriminated against and intimidated by not being given a key to the library and by being told she was forbidden to speak to or have any contact with the public. The Appellant indicated that the effect of these acts practiced against her was to force her to take frequent sick leave and that emotional strain and hostility was created between her and Mrs. Reed that ultimately resulted in the confrontation of November 3 and Mrs. Bosin's subsequent unexplained absence.

There is little question that the Appellant did experience pain or discomfort when using her hands or one of them at the library. In fact, on the very first day that she reported to work, August 9, 1971, she requested that she be assigned specially selected tasks that would not unduly involve manual work (T-1 108). requests were continuously made during the entire following three months. According to the Appellant, the requests were intentially denied by Mrs. Reed. However, according to Mrs. Reed and several other employees at the library who testified, Mrs. Reed did try to accommodate Mrs. Bosin as much as possible. Mrs. Helen Benjamin, a co-worker, testified that she never observed Mrs. Reed harrassing the Appellant or singling her out for exclusion of work other than routine Junior Library Assistant tasks (T-2 176). She also indicated that most library work is repetitive in nature. Mrs. Claire Schroeder, another co-employee, testified that Mrs. Bosin's general demeanor indicated that she was unhappy with her work and that she spent considerable intervals of time away from the duties assigned to her (T-2 192). Blossom Aronson, another fellow employee, also testified that she detected no hostility between Mrs. Reed and the Appellant; and although Mrs. Bosin indicated that some of her duties were designed to confine her physically, Mrs. Aronson said she did not notice this. Mrs. Aronson also commented on what she thought was an attitude on the part of Mrs. Bosin that she might have been better equipped than some of the other Junior Library Assistants, and she let her co-workers know it (T-3 5-20).

Sarah Rabinowitz testified that she actually noticed Mrs. Reed being solicitous of the Appellant by asking her to use a cart for phonograph records instead of carrying them manually, thereby expressing concern for any possible painful condition of the Appellant's hands (T-3 26). This witness also testified to a meeting that was held by Mrs. Reed at the time Mrs. Bosin returned to the library in August, at which meeting Mrs. Reed asked all the employees to welcome her and treat her in the same manner as all other employees (T-3 26). Mrs. Rabinowitz also indicated that there were substantial periods of time when the Appellant was assigned to work at the front desk. Mrs. Bosin, in her testimony, indicated that she was denied a key to the library and was, therefore, forced to bang on the front door in order to gain admittance in the mornings. Mrs. Rabinowitz explained that no key was really required because there was an open entrance through another room. In addition, it seems that the locks had been changed due to a dispute with a former director and that very few people were given keys for some time after that.

Another co-employee, Dorothy Ericson, testified to having worked with Mrs. Bosin at the front circulation desk, a task that was also repetitive in nature. She also noticed no hostility from Mrs. Reed toward the Appellant, but commented that the Appellant never seemed to accept the fact that she was not in charge. Mrs. Ericson also indicated that she saw no evidence of any prohibitions against Mrs. Bosin's contact with the public (T-3 53-68).

Mrs. Geraldine Schaffter, secretary to Mrs. Reed, testified that Mrs. Bosin frequently came into the office complaining about the particular tasks assigned to her and that on most occasions Mrs. Reed would give her something else to do (T-3 90-91).

Mrs. Mary Zeitlin, President of the Library Board of Trustees, confirmed the fact that the locks had been changed due to an unrelated problem at about the time the Appellant began work at the library, and that not all employees had or needed keys. Regarding certain inventory lists that Mrs. Bosin spoke of having been forced to compile, Mrs. Zeitlin confirmed that this was a task that had to be done due to certain State requirements (T-3 136). Other witnesses testified that this particular task was something that was being done in the library and was still going on.

There seems little doubt that most all of the tasks performed by Junior Library Assistants are repetitive in nature and that most of them necessarily involve use of the hands in one way or another. The testimony of Mrs. Reed and the other library employees is credible and convincing, leaving little doubt in my mind that Mrs. Bosin was not, under all the circumstances, a victim of intentional and forced discrimination in her job assignments; although the Appellant may have had that impression, since she did experience discomfort when handling most of these manual assignments. Mrs. Bosin did spend considerable time assigned to work at the front desk, which indicates that she was given a reasonable variety of usual Junior Library Assistant tasks to perform, contrary to the impression her testimony attempted to create of confinement almost solely to allegedly demeaning manual jobs. Mrs. Reed can hardly be criticized for expecting each one of the employees to do an ordinary day's work, and if some degree of hostility or impatience with Mrs. Bosin did manifest itself, after many complaints about the work and requests for changes, this is understandable.

Mrs. Reed did seem to sympathize with Mrs. Bosin's problems, but as Director, she was entitled to the reasonable use of personnel in order to keep the library functioning, so long as she did not exercise bad faith and discrimination in so doing. The substantial

weight of the credible evidence indicates that Mrs. Reed attempted to cope with Mrs. Bosin's problem as best she could, and that she did not act in bad faith or discriminate against her. Furthermore, if Mrs. Bosin felt, as she has stated, that Mrs. Reed was trying to force her out and was warring against her, she could have attempted to have her grievances resolved by application to the Library Board of Trustees or even to the Civil Service Commission.

While many of the sick days or partial sick days taken by Mrs. Bosin during the period between August 9, 1971 and November 3, 1971 (Appellant worked approximately 26 days out of 60 during this period) were obviously due to the pain in her hands, some of them were also due to headaches, toothaches, colds and other problems. However, the attempt to place the blame for her distressing physical condition upon Mrs. Reed is not justified by the evidence, although the pain or conditions complained of may have been very

### FINDINGS OF FACT

Based upon all of the relevant and credible testimony and the exhibits admitted into evidence, and having carefully observed the demeanor of the witnesses, I make the following findings of fact:

- 1. The discussion set forth above is incorporated herein as if set forth at length.
- 2. The Appellant, Marjorie Bosin, was employed as a Junior Library Assistant by the West Orange Public Library.
- 3. The Appellant was unjustifiably absent from duty from November 10 through November 23, 1971, more than five consecutive business days, without notice and approval of her superior for the reason for such absence and the time she expected to return.
- 4. The Appellant, having not reported for duty at any time after November 10, 1971, unjustifiably failed to report for duty within five business days after the expiration of any leave that
- 5. The Appellant was not on authorized sick leave according to the usual library rules and procedures from November 10, 1971 through November 23, 1971.
- 6. The library and the Appellant's superiors did not impose quantitative or qualitative job assignments upon her that were not expected to be performed by all other personnel holding the same job title, and the Appellant was not harrassed or discriminated

- 7. The work assigned to the Appellant was not intentionally calculated to demean her or to cause her hands to become painful, since most of the tasks that must be performed by all Junior Library Assistants are repetitive in nature and do involve use of the hands.
- 8. The appointing authority did not act in bad faith in invoking a resignation pursuant to N.J.A.C. 4:1-16.14 against the Appellant.

### CONCLUSION

The Appellant's absence and her failure to report for work on and after November 10, 1971 through November 23, 1971, or obtain approval of her superior of the reason for such absence, justified the appointing authority's action taken against the Appellant pursuant to N.J.A.C. 4:1-16.14 (a). The Respondent has satisfied its burden of proof by the substantial weight of credible evidence, and the Appellant has not demonstrated that the appointing authority's action was taken in bad faith or by reason of discrimination against her

### RECOMMENDATION

It is, therefore, recommended to the Civil Service Commission that the action of the appointing authority in removing the Appellant from her position be affirmed and that the appeal be dismissed.

ARNOLD SAMUELS, Hearing Officer

AS/ahk

WEST ORANGE FREE PUBLIC LIBRARY EMPLOYEES ASSOCIATION
46 Mt. Pleasant Ave.
West Orange, N. J.

April 26, 1973

Mrs. Mary Zeitlin, President Library Board of Trustees 46 Mt. Pleasant Ave. West Orange, N. J.

Dear Mrs. Zeitlin:

Today the staff of the West Orange Free Public Library received their salary. Words cannot express our feelings to all of you.

Again, as in the past, "our Trustees" have shown that they are interested in our welfare and concerned with our morale. You have given us your trust and full cooperation in granting us our increases.

We can show our appreciation by doing our best for our Library and continuing to give good service to our borrowers.

Again, we say "thank you".

Most sincerely,

President

W.O.F.P.L.E.A.

cc: To all trustees

### ACTING DIRECTOR'S REPORT

### TO THE

### LIBRARY BOARD OF TRUSTEES

May 2, 1973

The West Orange Public Library has been functioning for the past months with a severe shortage of professional help. Now that the vacation season is upon us and some of our staff are already on Annual Leave, we are feeling the pinch much more than ever.

In order to keep our professional requirements up to par, and at the same time provide good library service to our users, I respectfully request that we continue to retain the services of Mrs. Dawn Coffman beyond the original severance date.

There is no doubt that Mrs. Coffman is an asset to our library. She is reliable, hard-working and shows a willingness to pitch in and help wherever needed. Her special interest is in Audio-Visual Education, an area where we lack any talent in our present staff.

With the approval of the Board of Trustees, I would like to transfer

Mrs. Coffman to the A-V/YA Department as our Media Specialist, with the idea

of eventually phasing out the YA Department, thereby making it a part of the

Adult collection. Phasing out YA areas seems to be the trend in libraries today

because it has been found that young adults make use of the adult section in

preference to their own. Mrs. Coffman will still be working on a part-time

schedule at the same rate of pay.

For the position of Children's Librarian, I recommend the hiring of Mrs. Jane Martinez, a recent graduate of Rutgers University Graduate School of Library Service. Mrs. Martinez would be hired on a temporary part-time basis at a rate of \$5.25 an hour. She is to be in charge of the Pre-School Story Hour, ordering and cataloging books for children, etc. In order to acquaint herself with the library and its resources, and to make preparations for the Story Hour session, I suggest that Mrs. Martinez be hired not later than August 1, 1973.

Mr. John Barton, our temporary Mobilibrary driver, has left us and moved to Virginia. He walked away with our keys to the Mobile unit, the library key and a key to the men's room.

Through the efforts of Mr. Barton's aunt, Mrs. Meehen, of Bloomfield, we have been in contact with him. He assured me by telephone that he was mailing all keys last Wednesday. The keys have not been received as yet. We are holding Mr. Barton's check until the keys are safely in our possession.

Several persons have applied for the job as clerk/driver. Problems have arisen because (1) we only pay once each month, (2) the appointment is temporary, (3) we are not clear what the decision will be about Mr. Baldwin. Those drivers we are interested in hiring are presently employed and cannot sacrifice their jobs until assured of continuous employment.

Mobilibrary users are again upset because the unit has not been on the road these past two weeks. So, please give some serious thought to this matter and make a decision as to what we can do about hiring a driver and on what basis.

Since the last meeting we have acquired one typewriter and two new desks.

On order are three secretarial chairs and two additional typewriters.

Three exterminating company representatives were in to inspect the library and have given us estimates as follows--

1. Terminex International Inc.

K.M. Sasson - representative

Terms: \$1,630.00 for first year's service to entire building plus tax. Annual rate of continuation of this service is \$50.00 plus tax.

2. Aborn Exterminating Co.

D.M. Schatzberg-representative

Terms: \$450.00 for area where termites are presently located for five years at no extra cost.

3. Western Exterminating Co. -- no estimate received.

Recently I made a survey of a number of libraries in our area as to whether or not they have or favor book deposit boxes. The consensus is that a book deposit box is a necessity. Even though occasionally some mischievous person places things other than books in the receptacle, it is good to have one. Also, many feel that their losses are much less since installing the receptacle.

Book theft and mutilation are big problems with us. Would you like to give the idea of a book deposit box a try?

We have made ourselves popular with librarians, teachers and some organizations in town since the newspaper announcement about our involvement in the newly established film circuit.

Mrs. Coffman has been instrumental in sending packets of materials to schools and private organizations informing them of the service. The response has been overwhelming.

### VACATION

Our effort to permit the staff to select vacation time anytime during the calendar year has failed. Probably because of too much leniency on the administrator's part.

Problems being experienced are very real. Efforts to secure definite vacation dates selected by employees leaves a lot to be desired.

Since our first concern is the smooth operation of the library, I recommend that we institute the following rules:

- 1. A vacation is primarily to provide change and rest. Therefore, the library's policy is to grant not less than three vacation days at a time, and not more than three separate periods.
- 2. Vacation periods are scheduled during June, July and August of each year. For vacations at other times or across two periods, special permission of the Director will be necessary. Vacations outside these periods should be for at least three days. All vacations should be completed by December 31 of that year.

Respectfully submitted,

Lola N. Reed

### udge O Report

### West Orange Public Library

LIBRARY BOARD MEETING OF MAY 2, 1973 AS OF APRIL 25, 1973

	DRAKT BUAKU M	RETING OF	2, 1973 A	S OF APRIL	BILLS	
EXPENDITURE DE			ACCUMULAT 1972 BUDG EXPENDITU THRU ARCH, 1972	ET UNEXPEND RES BUDGET BALANCE	ACCOUN PAYABLI ED 3/31/7 PRESENTED APPROVAL THIS MEET	BUDGET FOR BALANC
i. Salaries	260,928	18,978.60	52,557.93	208,370.07	1.85	208,368.22
2. Books	60,000	2,386.88	6,849.75	53,150.25	3,379,60	49,770,65
3. Binding	1,600	32.30	43.90			1.556.10
4. Supplies	10,000	1,129.81	2,034.65			7,383,01
5. Insurance	4,000		23.00			3,977.00
6. Maintenance - i (does not incluany salaries); roofing repairs moisture proof	ude s; ing;	•				
oil;air-condit		1,082.05	1,612.16	16,637.84	935.73	15,702.11
7. Maintenance-Tor			135.00	405.00		405.00
8. Maintenance-Mol (includes gas, repairs, parts, Motor runs all winter and summ for heat&coolir	oil, otc. day	94.46	94.46	3,405.54		3,405.54
9. Telephone	1,500	134.08	255.45	1,244.55	129.17	1,115.38
10.Community relat publicity; reac contests, etc	ding	36.75	81.34	418.66	52.50	366.16
11.Service contrac		93.30	377.50	622.50	71.95	550.55
12.Transportation	350	54.23	54.23	295.77	11.25	295.77
13.Postage	1,500	323.30	623.30	876.70		876.70
14.Conventions	1,500	166.35	166.35	1,333.65		1,333.65
15.Audit	150			150.00		150.00
ić_Equipment	12,000	128.50	128.50	11,871.50	160.75	11.710.75
17.Contingency	500			500.00		500.00
10 magazīnes	4,000	29.78	359.68	3,640.32	21.20	3,619,12
19.Audio-visual; microfilm;phono reproductions;f etc 20.Xerox(inc. supp	rec., raming 6,000	605.53	605.53	5,394.47	250,41	5,144.06
21.Accounting serv	rices 7,200	600.00	1,200.00	6,000.00	600.00	5,400,00
22.Consultant (architect's pr drawings)				3,500.00	3000	3,500.00

398,518

25,875.92 67,202.73 331,315.27 6,185.50 325,129.77

1-1

	PRIOR YEARS FUND	\$34,704.72									381,46	35,086,18			2,000 3,500 5,000 5,000	30,586,18	\$ 0.19 180 00	2				( 31.17)					515.21	70°05'	\$30,586.18
	CASH FUNDS IN	LIBRARY \$ 126,25										126,25				126.25			\$2,664.76	4,468,83	(3,500,00)	11,000,000	22,809,61	1,024,94	19,581,64	(10,100,02)			
	9 m F	FUND \$ 1,769.00							137,90		14,59	152,49				1,921.49						B. 28,1973)		YMENTS) AGAZINE)	22/31/72	72/	-	T	
	SALARY	FUND \$14,230.04									177.87	14,407,91				14,407.91		STATE AID	Book Fund	מאס ד	CT'S FEES	CONSULTANT FEES (AS PER MINUTES -FEB.	& RESERVES	APPLIED TO BOSIN PAYMENTS)	TAL UND (DEFICIT)	-Accounts Payable-12/31/72	INCOME	ACCOUNTS PAYABLE-HART	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
TITIO AND	1973 LOST BOCK	FUND \$ 249,95						98.83				01 38				350.61	968 Bunger	Excess	Lost	Los I JB=To1	LESS: ARCHITECT'S	(As Per		LESS: APPLIED (TRANSFER	72_BIDGET FIND	72-Accounts	72 INTEREST	1972 Accounts	TOTAL
MARCH 1	1973 FINES & RESERVES	\$ 3,399,77	25,00,32	( 27.26	36.00	00.00	15.00				27.59	1,648.95				5,048.72	1961	1971	1971	2	LEK		1971		19.	000	n on c	2000	2
MONTH OF	1973 BUDGET	\$53,976,90								25,00		140,00		25,875,92		33,240,98													
UPLEASE OF	TOTAL	\$113,456.63			1,621,36			98,83	137,90	25.00	603,34	2,601,43		25,875,92	1,000,00 8,500,00	\$ 85,682.14	10 33% 22	-( 56,36)		17 707 01	44,549,30	350,61	1,921,49	\$ 85,682,14					
		MARCH 1, 1973 - FUND BALANCES	ADD: FINES NON-RESIDENT FEES		BOOK RENTALS	MEETING KOOMS	Clerk	LOST BOOK FUND	EXCESS PROPERTY SOLD	SCHROEDER JURY DUTY W. O. WOMENS CLUB	NTEREST	TOTAL MARCH 1973 RECEIPTS TOTAL AVAILABLE (I PLUS II)	LESS:	1973 Budo	THOMS - CONSULTANT	Σ	V REPRESENTED BY:	CHECKING ACCI.**NAI'L. NWK O. ESSEA PETTY CASH CHECKING A/C	CASH FUND		SAVINGS A/C 10083 TC 3422		NATIONAL NUM & FAGEX #51658	5					

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### MARCH 1973 BILLS PRESENTED FOR PAYMENT

### ON MAY 2, 1973 AS OF APRIL 25, 1973

CHECKS ARE DATED MARCH 29, 1973

VOUCHER				
NUMBER	PAYEE	BUDGET ALLOCATI	ON	AMOUNT
6880	Town of West Orange - Soc. Sec.  Month of March 1973	1. SALARIES		\$ 917.92
6881	NATL. NWK & ESSEX BANK W/T EMPLOYEES - MARCH 1973	1. "		1,933.94
6882	P.E.R.S. #20284 March 1973 Pension & Loan	1. "		•
6883	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "		670.70 69.07
6884	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "		69.06
6885	Town of West Orange Federal Credit Union Savings	1. "	•	300.00
6886	Town of West Orange Soc. Sec. Employers-1st Qtr. 1973	1. "		2,834.91
6887	Town of West Orange Hospitalization April 1973	1. "		399.11
6888	Town of West Orange Administrative - 1st Qtr. 1973	1. "		1.00
6889	WASHINGTON AUTO BODY, INC. NET PAYROLL CHECKS MARCH-1973	8. MAINTBKL.		1,342.50
	#817-870	1. SALARIES		11,708.83
	SUB-TOTAL			20,247.04
	ADD: CHECKS #6821-6879 PRESENTED FOR PAYMENT MARCH 28, 1973 PETTY CASH CHECKS #217-240 PRESENTED	NTED		11,120.56
	FOR PAYMENT 1ST QUARTER 1973 Less: Exchange checks to E. Bern	,	\$ 430.17 173.81	256.36
	SUB-TOTAL			31,623.96
	LESS: CHECK #6823-MR. HENRY THOMAS-TRA CHECK #6824-THOMAS C. LEHMAN-TRA INSURANCE REIMBURSEMENT		1,000.00 3,500.00 1,248.04	
	TOTAL DISBURSEMENTS - MONTH OF MARCH 19	973 PER BUDGET REF	ORT	\$25,875.92

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: Caron Texenbery of

### MARCH 1973 BILLS PRESENTED FOR PAYMENT

### ON MAY 2, 1973 AS OF APRIL 28, 1973

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF JANUARY, FEBRUARY, MARCH 1973

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1/6/73	217	ELLEN BERN	TRANSFERS	\$ 50.09
1/9/73	218	GERALDINE SCHAFFTER	12. TRANS.	6.83
1/18/73	219	MARY ZEITLIN	12. "	10.00
1/24/73	220	LOLA REED	12. "	6.50
1/29/73	221	ELLEN BERN	TRANSFERS	19.77
2/7/73	. 222	DAWN COFFMAN	19. Audio-Vis.	5.23
2/7/73	223	LOLA REED	4. SUPPLIES	8.90
2/26/73	224	N.J. LIBRARY TRUSTEE ASSN.	14. CONVENTIONS	11.00
2/26/73	225	GERRY SCHAFFTER	12. TRANS.	5.30
2/26/73	226	ELLEN BERN	Transfers	41.16
3/7/73	227	LE JOHNS, INC.	10. COMM. REL.	10.50
3/7/73	228	LOLA REED	12. Trans.	5.00
3/12/73	229	MARY ZEITLIN	13. Postage	23.30
3/20/73	230	DAWN COFFMAN	14. Conventions	6.50
3/26/73	231	GERALDINE SCHAFFTER	12. Trans.	<b>3.4</b> 5
3/27/73	,232	E. L. CZARNECKI	14. Conventions	8.00
3/28/73	233	N.J.L.ACZARNECKI & COFFMAN	14. "	16.00
3/28/73	234	N.J.L.AMEAL RES. CZARNECKI		
		& COFFMAN	14. "	24.75
3/28/73	235	LIBRARY WORKSHOP	14.	17.85
3/29/73	236	LOLA REED-N.J.L.A.	14.	28.25
3/29/73	237	N.J.L.A. LOLA REED	14 <u>.</u> "	4.00
3/28/73	238	ELLEN BERN	TRANSFERS	62.79
3/30/73	239	Bergen Travel Agency	14. CONVENTIONS	50.00
3/30/73	240	LOLA REED	12. TRANS.	5.00
	TOTAL CHE	CKS PAID FROM PETTY CASH CHECKING	ACCOUNT	
	FOR THE	MONTHS OF JANUARY, FEBRUARY, MARI	CH 1973	\$ 430.17

PAYMENT RECOMMENDED BY:

Lola Weed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:

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### MARCH BILLS, ACCOUNTS PAYABLE - MARCH 31, 1973 PRESENTED FOR PAYMENT - MAY 2, 1973 AS OF APRIL 25, 1973

CHECKS ARE DATED APRIL 1, APRIL 13 AND MAY 2, 1973

VOUCHER			
NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6890 6891 6892 6893 6894 6895 6896A	PETTY CASH CHECKING A/C JOHN BARTON JOHN BARTON AMERICAN LIBRARY ASSOCIATION ARNO PRESS, INC. AUTOMATIC DATA PROCESSING THE BAKER & TAYLOR CO.	TRANSFER  1. SALARIES  1. SALARIES  2. BOOKS  19. AUDIO VIS.  11. SVC. CONTR.  2. BOOKS  2. "	\$ 200.00 189.00 194.00 7.50 78.00 56.95 \$ 156.18 116.78
C D E F G H I J K L	## 10	2. " 2. " 2. " 2. " 2. " 2. " 2. " 2. "	42.16 72.01 62.43 ( 82.50) 6.29 91.78 10.18 80.05 13.77 55.00
M 6897 6898 6899A B C D	BARRONS EDUCATIONAL SERVICES, INC. WALLACE B. BLACK, INC. R. R. BOWKER CO.  """ """ """ """ """ """ """ """ """	2. " 2. " 2. " 2. " 2. " 2. " 2. " 2. "	169.90 794.03 11.55 157.50 ( 35.00) 18.95 73.00 ( 13.95) 19.95 34.50
G 6900 6901A B C	BRICK CHURCH APPLIANCE BRO-DART, INC.	2. " 4. SUPPLIES 4. " 4. "	24.75 122.20 2.67 210.00 39.60 24.02 273.62
6902A B 6903 6904 6905 6906A	Chambers Record Corp.  Commonwealth Water Co.  Nathaniel Dame & Co.  The Dartnell Corp.  Diamonstein Book Co. Inc.	19. Audio Vis. 19. " 6. MaintMain 2. Books 2. " 2. "	20.00 97.43 41.88 16.92 7.12 42.57 39.17 81.74
B 6907A B C D E F G H	DOUBLEDAY & CO. INC.  H H H H H H H H H H H H H H H H H H H	2. " 2. " 2. " 2. " 2. " 2. " 2. " 2. "	44.58 15.83 3.78 5.58 29.82 21.91 6.29 16.46 3.78
6908 6909 6910 6911 6912A B	DRAMA BOOK SPECIALISTS/PUBLISHERS AARON EISENBERG & Co. FIDELITY PAPER & SUPPLY Co. FINE HARDBOARDS-AMERICAN WALNUT ASSOC. GALE RESEARCH Co.	2. " 2. " 21. Accts. Svc. 4. Supplies 18. Mags. 2. Books 2. "	28.62 176.65 5.26 600.00 57.96 2.20 25.56 14.70 40.26

### MARCH BILLS, ACCOUNTS PAYABLE - MARCH 31, 1973

### PRESENTED FOR PAYMENT - MAY 2, 1973 AS OF APRIL 25, 1973

CHECKS ARE DATED APRIL 1, APRIL 13 AND MAY 2, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOL	JNT
	Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, where the Owner, where the Owner, which is the	16. EQUIPMENT	\$	160.75
6913	GAYLORD BROS. INC. GENEALOGICAL PUBLISHING CO.	2. Books		10.21
6914		2. Books		65.99
. 6915	GENERAL LEARNING CORP.	4. SUPPLIES		2.00
6916	GOLDSMITH BROS. INC.	4. "	\$ 15.95	
6917A	JOSTENS CATALOGUE CARD CORP.	4. "	2.90	18.85
В	The state of the s	2. Books		39.80
6918	THE LAWYERS COOPERATIVE PUB. Co.	4. SUPPLIES		1.05
6919	LIBRARY OF CONGRESS	19. Audio-Vis.		54.98
6920	LIVINGSTON CAMERA MART	2. Books		150.00
6921	Moody's Investors Service, Inc.	2. "		15.40
6922	NATIONAL GEOGRAPHIC SOCIETY	6. MAINTMAIN		411.37
6923	NATIONAL FUEL OIL, INC.	4. SUPPLIES		65.31
6924	NATIONAL PEN	2. Books		3.00
6925	NATIONAL TECHNICAL INFORMATION SERVICE	9. TELEPHONE	104.62	
6926A	N.J. Bell Telephone Co.	9. "	24.55	129.17
В	•	2. Books		7.64
6927	OSTER'S	4. SUPPLIES		87.05
6928	PITNEY-BOWES	2. Books	4.38	
6929A	PRENTICE-HALL, INC.	2. "	73.41	
В	er 11 1f	2. "	6.44	
C	11 11 11	2. "	12.93	97.16
D ,	PUBLIC SERVICE E & G	6. MAINT MAIN		482.48
6930		2. Books		2.98
6931	REGENT BOOK CO. INC.	2. "	7.16	
6932A	A. H. ROEMER CO.	2. "	107.67	
В	77 79 77	2. "	378.85	
C	n n n	2. "	32.25	
D	11 11	2. "	64.61	
E F	n n n	2. "	10.27	
G	py py 11	2. "	(14.20)	
H	11 11 11	2. "	199.66	
1	11 11	2. "	22.49	
J	11 11 -	2. "	309.48	
K	11 11 11	2. "	15.53	
L	11 11 11	2. "	172.09	
M	ET 11 11	2. "	3.30	
N	11 11	2. "	50.30	1 267 70
0 -	11 11 11	2. "	8.33	1,367.79
6933	SARANO, INC.	4. SUPPLIES	27 77	33.37
6934A	HENRY F. SCHMIDT	4. "	37.77	40.46
В	11 11	4.	2.69	28.35
6935	CHARLES SCRIBNER'S SONS	2. Books		3.69
6936	SUBURBAN HOMES GUIDE	۷.		4.00
6937	SUBURBAN LIFE, INC.	18. MAGS.		15.00
6938	Typewriter & Office Machine Co.	11. Svc. Contr.	26.25	, 5, 60
6939A	UNITED COFFEE BREWERS	10. COMM. REL.	26.25	52.50
В	11 11 11	10.	20.23	22.00
6940	UNITED NATIONS PUBLICATIONS	2. Books		3.20
6941	UNITED WAY OF AMERICA	2.		2.97
6942	HENRY Z. WALCK, INC.	2.	25,00	
6943A	WEST PUBLISHING CO. INC.	2.	25.00	50.00
В	H H H	2. " 2. "	23,00	44.00
6944	WEISENBERGER SERVICES, INC.	•••		

### MARCH BILLS, ACCOUNTS PAYABLE - MARCH 31, 1973 PRESENTED FOR PAYMENT - MAY 2, 1973 AS OF APRIL 25, 1973

CHECKS ARE DATED, APRIL 1, APRIL 13 AND MAY 2, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMC	UNT
6945 6946 694 <b>7</b> <b>694</b> 8	Woodall Publishing Co. Youngs News Service P.E.R.S. Baker & Taylor	2. Books 18. Mags. 1. Salaries 2. Books		\$ 6.50 15.00 1.85 38.19
	TOTAL CHECKS #6890-6948 PRESENT ON MAY 2, 1973			6,768.50
	LESS: CHECKS NOT ACCOUNTS PAYA	BLE: Transfer	\$ 200.00	
	#6890 PETTY CASH 6891 John Barton 6892 John Barton	1. SALARIES 1. "	189.00 194.00	583.00
	ACCOUNTS PAYABLE PER BUDGET REP	ORT - MARCH 31, 1973		\$ 6,185.50

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

v: / lac

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### AGENDA

### BOARD OF TRUSTEES MEETING - MAY 23, 1973

- I. Roll Call
- II. Minutes of Board Meeting May 2nd (April meeting)
  - (a.) Corrections of minutes

### III. Financial Report

- (a.) Budget Report
- (b.) Bills Presented for Payment
- (c.) Statement Funds & Balances

### IV. Standing Committee Reports

- (a.) Personnel Committee
- (b.) Building & Grounds
- (c.) Legislative
- (d.) Finance

### V. Acting Director's Report

### VI. Old Business

- (a.) Sign Eisenberg contract
- (b.) Parking lot
- (c.) Employees Association
- (d.) Report on Vacation Schedule

### VII. New Business

- (a.) Transcript Ostrow
- (b.) Auditors Mr. Honig

### Adjournment

### BOARD OF TRUSTEES MEETING

### WEDNESDAY, MAY 23, 1973

The Board of Trustees met with Mr. Thomas Lehman, architect, and Mr. Henry Thomas, library consultant, prior to the start of the regular meeting. Mr. Lehman discussed the preliminary drawings of the new addition. Suggestions and changes were made. Mrs. Zeitlin signed the architect's contract and Mr. Lehman received a retainer check for \$3,500. Mr. Thomas received a check for \$1,000, the balance of his consultant's fee.

The meeting was called to order at 8:10 p.m. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Mrs. Phyllis Lopis and Mr. William Sagosz constituting a quorum. Mr. Albert Kupferer was present for the approval of the Financial Statement. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey and several citizens of West Orange.

### MINUTES: May 2, 1973 (April meeting)

Mrs. Zeitlin brought to the Board's attention the motion by Mr. Sagosz under Personnel Committee Report concerning the hiring of a permanent Bookmobile driver at a starting salary of \$7,500 per year. She was advised by the accountant that this motion does not require a resolution at this time because of a sufficient balance in the salary line.

Mr. Sagosz motioned to accept the minutes as amended.
Mrs. Zimmerman seconded the motion and it was passed unanimously.

### FINANCIAL STATEMENT:

The format of the Financial Statement has been revised by the accountant. This was done to provide a clearer understanding of how, why and where the budget is spent.

The Board has received a contract from Eisenberg & Co. for accounting services in the amount of \$7,200 per year. It was unanimously approved to accept the contract and a copy will be made a permanent part of the minutes.

It was noted that the Tory Corner quarterly rental fee has been paid for the summer months even though the branch closes during this time. Also, the Community House uses the branch as a meeting room after hours and several items have been misplaced. Mrs. Zeitlin will contact Mr. Magee to check if there is a copy of a lease on file.

Mrs. Zimmerman motioned to accept the Financial Statement. Mrs. Lopis seconded and it was passed unanimously.

### COMMITTEE REPORTS:

BUILDING & GROUNDS - The waterproofing of the wall facing Town Hall has been completed by the Colonial Waterproofing Co. Work has been started on the employee's parking lot in the rear of the library.

LEGISLATIVE - Copies of a letter supporting state aid to be sent to congressmen in our area have been placed at the front desk where patrons can fill them out.

### ACTING DIRECTOR'S REPORT:

Mr. Sagosz motioned to appropriate \$125.00 from community relations to join the Essex County Traveling Exhibits Circuit. Mrs. Lopis seconded the motion and it was passed unanimously.

Mrs. Lopis moved to accept the Acting Director's Report. Mr. Sagosz seconded and it was passed unanimously.

### **NEW BUSINESS:**

Mrs. Zimmerman motioned to make available \$1,008 from the Excess Property Account (#15658) if it becomes necessary to purchase the transcript in the Robert Jonas case. Mr. Sagosz seconded the motion and it was passed unanimously.

Mr. Honig was in contact with Mrs. Zeitlin regarding the cost of the library audit (\$3,600). It was suggested that further discussion on this matter be tabled until the next meeting when the full Board can meet with Mr. Honig.

The next Board meeting is scheduled for Wednesday, June 27th at 7 p.m.

The meeting was adjourned at 9 p.m.

Respectfully submitted,

Geraldine Schoffen

Geraldine Schaffter

### ACTING DIRECTOR'S REPORT

### TO THE

### LIBRARY BOARD OF TRUSTEES

May 23, 1973

Since the Board of Trustees meeting on May 2, I have obtained the requested vacation schedules from library personnel.

In connection with the adopted plan for annual leave days, I respectfully ask that we change the minimum number of annual leave days taken at a time to one, instead of three.

At a meeting of Essex County Library Directors on Tuesday,
May 22, 1973, at the Livingston Public Library there was much discussion of cooperative book buying for all libraries in our county.
Mr. Howard Vogt, Director of Bloomfield Public Library, will investigate further into the matter and report to the group at the
time of its next meeting.

The Directors also discussed the possibility of television hookup with Channel 50 WNJTV in Little Falls. This possibility is to be investigated by Mr. Arthur Curley, Director of Montclair Public Library.

An Essex County Traveling Exhibits Circuit is being organized. An incentive grant under the State of New Jersey's Mini-Grant Program is being applied for. For a fee of \$125.00 and a letter of intent by the President of our Library Board we can become members. If we wait until later to join, the fee will be doubled, or even more.

I strongly recommend that we join this organization. It is a worthwhile project and one which, I feel sure, will grow.

The New Jersey Library Association Convention was attended by staff members Mesdames Dawn Coffman, Emma Lou Czarnecki, Dorothy Chesnut and Lola Reed. Also, one Library Trustee, Mrs. Mary Zeitlin, attended. We all returned with many new ideas and plans for the library.

Our library and mobilibrary keys have been returned to us by Mr. John Barton, the former temporary clerk/driver.

The new clerk/driver, Mr. William Toohey, began work on May 14. He is mature and is doing a good job. We are very pleased with his services.

Respectfully submitted,

Lola nReed

Lola N. Reed

AARON EISENBERG & Co.

Certified Public Accountants
76 SOUTH ORANGE AVENUE
SO. ORANGE, N. J. 07079

AREA CODE 201 762-1507

AARON EISENBERG, C.P.A. STEWART S. MANHEIN, C.P.A.

MAY 18, 1973

THE BOARD OF TRUSTEES
WEST ORANGE FREE PUBLIC LIBRARY
46 Mt. PLEASANT AVENUE
WEST ORANGE, NEW JERSEY 07052

### GENTLEMEN:

WE TRANSMIT HEREWITH COPIES OF THE LIBRARY BUDGET AND FINANCIAL REPORT FOR THE MONTH OF APRIL 1973 FOR PRESENTATION AT THE MAY 23, 1973 LIBRARY BOARD MEETING. PLEASE NOTE DEPARTURES IN THESE REPORTS FROM THE PRESENTATION GIVEN HERETOFORE AS FOLLOWS:

- (1) BUDGET REPORT MONTH OF APRIL 1973. HENCEFORTH THIS REPORT SHALL PRESENT THE BUDGET AS MODIFIED THRU TO THE END OF THE MONTH TO DATE. NOTE THAT THERE IS RECLASSIFICATION OF THE LINE ITEMS CONSISTENT WITH THE RECOMMENDATIONS MADE IN THE MUNICIPAL ACCOUNTANTS REPORT FOR THE YEAR ENDED DECEMBER 31, 1972.
- (2) BUDGET REPORT MODIFICATIONS FOR THE YEAR 1973. THIS IS A NEW ADDITION TO THE MONTHLY STATEMENTS AND IS DESIGNED TO SHOW ALL CHANGES IN BUDGET LINE ITEMS FROM PROPOSED BUDGET TO ADOPTED BUDGET AND IT INCREASES OR DECREASES IN SAME RESULTING IN THE MODIFIED BUDGET AND ACCOUNTS FOR THE LIBRARY BOARD RESOLUTIONS AND TOWN RESOLUTIONS GIVING EFFECT TO SUCH CHANGES. PLEASE NOTE THAT THE STATEMENTS SUBMITTED FOR THE MONTH OF APRIL HEREWITH INDICATES THAT A BOARD RESOLUTION IS REQUIRED TO PROVIDE FOR THE INCREASE OF \$900 IN LEGAL EXPENSES INCLUDED IN THE MODIFIED BUDGET.
- (3) April 1973 Bills to be approved for payment at the May 23rd, 1973 meeting in the amount of \$37,713.93. There is no change in the format of this schedule from previous months.
- (4) STATEMENT OF ALL FUND BALANCES RECEIPTS AND DISBURSEMENTS.
  THIS STATEMENT REPRESENTS CONSOLIDATION AND CLARIFICATION FROM PRIOR MONTHS REPORTS IN THAT THE SAME IS PRESENTED SO AS TO CONFORM WITH THE MUNICIPAL ACCOUNTANTS REPORT.
- (5) SUMMARY AND RECLASSIFICATION OF RECEIPTS AND DISBURSEMENTS FOR THE THREE MONTHS ENDED MARCH 31, 1973 TO CONFORM WITH THE MUNICIPAL ACCOUNTANTS REPORT.
- (6) RECLASSIFICATION OF FUND BALANCES TO CONFORM TO MUNICIPAL ACCOUNTANTS REPORT AT DECEMBER 31, 1972.

THE THREE STATEMENTS ABOVE ARE INCLUDED AT THIS TIME ONLY FOR THE PURPOSE OF CARRYING FORWARD FROM DECEMBER 31, 1972 THE FORMAT SET FORTH IN THE MUNICIPAL ACCOUNTANTS REPORT THRU TO THE MONTH OF APRIL 1973.

THE BOARD OF TRUSTEES
WEST ORANGE FREE PUBLIC LIBRARY

-2-

MAY 18, 1973

(7) APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1973 PRESENTED FOR PAYMENT MAY 23, 1973. THIS SCHEDULE REPRESENTS NO DEPARTURE FROM PRIOR PRESENTATIONS OF BILLS AND CHECKS SUBMITTED FOR CERTIFICATION, SIGNATURE AND APPROVAL AT THE TRUSTEES MEETING.

VERY TRULY YOURS,

AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

AE/DB

13 COPIES

### BUDGET REPORT

MONTH OF \_\_APRIL 1973

LIBRARY BOARD MEETING OF MAY 23, 1973

			EXPENDIT			
<u>M</u>	ODIFIED BUDGET	PAID - MONTH OF	PAID - 4 MONTHS	BILLS/ACCTS PAY. 4/30/73 PRESENTED FOR PAYMENT	PAID/ PAYABLE 4 MONTHS	BUDGET  BALANCES  OR  (OVER- EXPENDITURES)
	1973	1973	ENDED4/30 1973	AT THIS MEETING	ENDED 4/30/73	4/30/73
SALARIES & WAGES	\$234,854	\$ 25,827.47	\$ 74,288.03		\$ 74,288.03	\$160,565.97
CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES	1,400 300 250 1,160 150 7,200 3,500	52.50 600.00 3,500.00	43.90 133.84 54.23 166.35 1,800.00 3,500.00	\$ 52.50 175.05 600.00	43.90 186.34 54.23 341.40 2,400.00 3,500.00	1,356.10 113.66 195.77 818.60 150.00 4,800.00
Architects Consultants	1,000	1,000.00	1,000.00		1,000.00	-0-
CONTRACTUAL MAINT	13,000 540 3,500 1,000	935 <b>.</b> 73	2,547.89 135.00 94.46 449.45	135.00	94.46	9,469.90 270.00 3,405.54 432.45
MATERIALS AND SUPPLIES: BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL	55,000 8,500 3,300 6,000	3,281.45 582.34 21.20 250.41	10,131.20 2,616.99 380.88 855.94	353.81 57.00	2,970.80 437.88	41,167.39 5,529.20 2,862.12 5,067.73
Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan Legal	4,000 1,200 1,500 5,000 900	129.17 399.11 900.00	23.00 384.62 623.30 1,649.41 900.00	118.03 300.00		3,977.00 697.35 576.70 3,350.59
CONTINGENT	500					500.00
EQUIPMENT	8,000	160.75	289.25	742.70	1,031.95	6,968.05
STATUTORY EXPENDITURES SOCIAL SECURITY PUBLIC EMPLOYEES	11,800		2,835.91		2,835.91	8,964.09
RETIREMENT SYSTEM	6,000	1.85	13.01		13.01	5,986.99
TOTAL	\$379,554	\$ 37,713.93	\$104,916.66	\$ 7,412.14	\$112,328.80	\$267,225.20

### BUDGET REPORT MONTH OF APRIL 1973

### WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

\*LR - LIBRARY RESOLUTION \*\*TR - TOWN RESOLUTION

		1	NCREASE OR		
	1077	40	OR DE-	1973	
	1973 PROPOSED	1973 ADOPTED	CREASE IN		
	BUDGET	BUDGET	XDOPTED BUDGET	F1ED BUDGET	
SALARIES & WAGES	\$238,128	\$218,128	\$ 16,726	\$234,854	*LR 5/2/73 \$ 5,550
	7-30 <b>,</b> 120	72103120	¥ 103720	<b>4234,034</b>	*LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176
•					175/15 113170
CONTRACTUAL SERVI	- · · ·				
BINDING	1,600	1,400		1,400	
COMMUNITY RELAT		300		300	
TRANSPORTATION CONVENTIONS	350	250	E( 0	250	10 - /0-/
AUDIT	1,500 150	600 150	560	1,160	LR 3/28/73
ACCOUNTING SERV		6,200	1,000	150 7,200	ID 5/2/77
ARCHITECTS	3,500	-0-	3,500	3,500	
CONSULTANTS	-0-	-0-	1,000	1,000	
			.,	1,000	2. 2/20/75
CONTRACTUAL MAINT	• 4				
MAIN LIBRARY	18,250	13,000	Children	13,000	
TORY CORNER-RENT	TAL 540	540		540	
BOOKMOBILE	3,500	3,500		3,500	
SERVICE CONTRACT	rs 1,000	1,000		1,000	
MATERIALS AND SUPE	PLIES:				
Воокѕ	60,000	55,000		55,000	
SUPPLIES	10,000	8,500		8,500	
MAGAZINES	4,000	3,300		3,300	
AUDIO-VISUAL	6,000	6,000		6,000	
MISC. OTHER EXPENS	BES:				
INSURANCE	4,000	4,000		4,000	
TELEPHONE	1,500	1,200		1,200	
POSTAGE	1,500	1,500		1,500	
EMPLOYEE HEALTH					
BENEFIT PLAN	5,000	5,000		5,000	
LEGAL	-0-		900		RESOLUTION REQUIRED
CONTINGENT	500	500		500	
EQUIPMENT STATUTORY EXPEND	12,000	8,000		8,000	
TURES	1-				
SOCIAL SECURITY	11,800	11,800		11,800	
PUBLIC EMPLOYEE		11,000		11,000	
RETIRE. SYS.	6,000	6,000	•	6,000	
TOTAL	\$398 <b>,</b> 518	\$355,868	\$23,686	\$379,554	
	FROM LIBRA	ARY -			
	ACCUM. R	EVENUE	\$12,510		
	FROM TOWN	of W.O.	11,176		
			\$23,686		
			000 و 2.24		

### APRIL 1973 BILLS PRESENTED FOR PAYMENT

ON MAY 23, 1973

CHECKS ARE DATED APRIL 26, 1973

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	· AM	OUNT
6949	Town of West Orange - Soc. Sec. Month of April 1973	1. SALARIES		\$ 1,510.90
6950	NATL. NWK & ESSEX BANK			•
6951	W/T EMPLOYEES - APRIL 1973 P.E.R.S. #20284	1. "		3,643.38
	APRIL 1973 - PENSION & LOAN	1. "		867.58
6952	P.E.R.S. CONTRIB. GROUP INS. FUND			97.55
6953	P.E.R.S. SUPPLEMENTAL ANNUITY	1. " 1. "		116.42
6954	Town of West Orange			110112
6955	FEDERAL CREDIT UNION SAVINGS	1. "		290.00
6933	Town of West Orange Hospitalization May 1973	1. "		399.11
	NET PAYROLL CHECKS - APRIL 1973 #871-925	1. "		18,918.64
	SUB-TOTAL			25,843.58
	ADD: CHECKS #6890-6948 PRESENTED FOR PAYMENT ON MAY 2, 1973			6,768.50
	TOTAL CHECK DISBURSEMENTS AS OF APRIL	1973		32,612.08
	LESS: CHECK #6890-PETTY CASH - TRANSFE BOOK REFUNDS - APRIL 6, 1973 BOOK REFUNDS - APRIL 25, 1973		\$ 200.00 67.00 31.15	298.15
	TOTAL BUDGET EXPENDITURES FOR MONTH OF	APRIL 1973		32,313.93
	ADD: REDISTRIBUTION OF FOLLOWING EXPE 1. ARCHITECT FEES-PREVIOUSLY CHA	RGED TO ACCUMULATED	0 500 00	
	REVENUE, RECLASSIFIED AS BUD		3,500.00	
	2. Consultants Fees-previously of Revenue, reclassified as Bud	GET EXPENDITURE	1,000.00	
	3. LEGAL FEES-PREVIOUSLY CHARGED FUND, RECLASSIFIED AS BUDGET	900.00	5,400.00	
	TOTAL BUDGET EXPENDITURES FOR MONTH OF	APRIL 1973 PER BUDGET	REPORT	\$37,713.93

PAYMENT RECOMMENDED BY:

Len Wheel

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:

# STATEMENT OF ALL FUND BALANCES-RECEIPTS AND DISBURSEMENTS

### MONTH OF APRIL 1973

DDE FROM W.OEMERGENCY RESOLUTION TOTAL  DUE FROM W.O3RD & 4TH QT. BUDGET TOTAL  SS: ACCOUNTS PAYABLE-4/30/73  GET BALANCE 4/30/73	3ET MO	APRIL 1973 EXPENDITURES  APRIL 30, 1973 - BUDGET  APRIL 1973-FUND BALANCE	EXCESS PROPERTY SOLD GIFT-MRS. R. EMANUEL SECOND QUARTER-BUDGET TOTAL APRIL 1973 RECEIPTS TOTAL AVAILABLE (1 PLUS 11	ADD: FINES NON-RESIDENT FEES PHOTO-COPY PHONE-BOOTHS BOOK RENTALS	APRIL 1, 1973-FUND BALANCES
	ON ATTACHED  \$ 560.00 1,000.00 3,500.00 1,000.00 900.00	32,313,93 * \$133,204,46	81.01 182.50 10.00 77,934.00 \$ 79,836.25 \$165,518.39	1,628,74	TOTAL ALL FUNDS \$ 85,682.14
85,527.34 11,176.00 \$ 96,703.34 177,934.00 \$274,637.34 7,412.14 \$267,225.20	12,510.00	37,713.93 \$ 73,017.34	77,934.00 5 \$ 77,934.00 \$ 110,731.27	~~ ~~	1973 BUDGET FUND
*CASH FUNDS REPCHECKING ACCT. PETTY CASH CHECASH FUND W.ORANGE S & L NATIONAL NWK & TOTAL		7,512.63 \$	10.00 1,638.74 7,512.63	1,512.67 45.00 25.96 10.66 34.45	1973 FINES & RESERVES FUND 5,873.89 \$
REPRESENTED BY: CCT., NAT'L NWK & CHECKING A/C  & L ASS'N -SAV.A/ TC TC TC WK & ESSEX # 51658		431.62 \$	81.01 81.01 \$ 431.62 \$		1973 BO LOST BOOK F FUND 550.61 \$
.A/c 10085 TC 3422 TC 3375 TC 3376		773.64 -0-	182 <b>,50</b> 182 <b>,50</b> 773.64  -0-		BOOK SALES 1973 EXCESS STATE PROPERTY AID FUND FUND 591.14 -0-
\$ 64,764.29 143.64 126.25 14,407.91 44,549.30 431.62 6,677.46 2,103.99 \$133,204.46		\$ 326.25	-0- \$ 326.25	•	73 PETTY FE CASH CHANGE FUND \$ 326.25
	luta	\$ 14,407.91	-0- \$ 14,407.91 \$		SALARY CONTINGENCY FUND \$ 14,407.91
	( 12,510.00) \$ 23,775.07	( 5,400.00) \$ 36,285,07 \$	-0- \$ 30,885.07 \$		ACCUMJ- LATED REVENUE \$ 30,885.07 \$
		450.00	450.00	<u>.</u>	ACCOUNTS PAYABLE 1/1/73 450.00

# SUMMARY & RECLASSIFICATION OF RECEIPTS AND DISBURSEMENTS FOR THE THREE MONTHS ENDED MARCH 31, 1973 TO CONFORM WITH MUNICIPAL ACCOUNTANTS REPORTS

<b> &lt; </b>	=					=				1—	1				
MARCH 1973-FUND BALANCE	TOTAL-1ST QT-1973-DISBURSE-	MARCH	FEB.	LESS: EXPENDITURES-JAN. 1973	TOTAL AVAILABLE-(I PLUS II)	TOTAL-1ST QT-1973 RECEIPTS	MARCH	FEBRUARY	ADD: INCREASES JANUARY 1973	BALANCE-JANUARY 1, 1973					
\$ 85,682.14	\$ 82,552.75 \$ 67,202.73	30,375.92	24,836.31	\$ 27,340.52 \$ 16,490.50	\$168,234.89	\$106,993,51	2,601.43	2,136.98	\$102,255.10	\$ 61,241.38	FUNDS	ALL	TOTAL		
\$ 32,797.27	\$ 67,202,73	30, 375.92 25,875.92	24,836.31	\$ 16,490.50	\$100,000.00	\$100,000.00	þ	þ	\$102,255.10 \$100,000.00 \$	9	FUND	BUDGET		APPROPRI-	,
\$ 85,682.14 \$ 32,797.27 \$ 5,873.89 \$	-0-	-0	þ	þ	\$168,234.89 \$100,000.00 \$ 5,873.89 \$	\$100,000.00 \$ 5,873.89 \$	2,170.41	1,763.68	1,939.80 \$	9	FUND	RESERVES	FINES &	1973	
350.61	-0	9	þ	þ	350.61	350.61	100.66	162.30	87.65	-0	FUND	BOOK	LOST		
591,14	0	9	þ	የ	591.14	591.14	152.49	211.00	227.65	-0	FUND	PROPERTY	EXCESS	BOOK SALES	}
þ	<b>-</b>	þ	þ	þ	þ	þ	þ	þ	þ	P	<b>FUND</b>	AID	STATE	1973	
\$ 326.25	P	-0	þ	þ	\$ 326.25	-0	þ	þ	<del>ا</del>	\$ 326.25	FUND	& CHANGE	CASH	PETTY	
\$ 14,407.91	0	-0	þ	þ	\$ 14,407.91	\$ 177.87	177.87	þ	þ	\$ 14,230.04	FUND	CONTINGENCY	SALARY		
\$ 30,885.07	\$ 5,400.00	4,500.00	þ	\$ 900.00	\$ 36,285.07	φ		þ	þ	\$ 36,285.07	REVENUE	ATED	ACCUMUL-		
\$ 450.	0 \$ 9,950	Ģ	þ	\$ 9,950	\$ 10,400.	-0	þ	þ	þ	\$ 10,400.	1/1/73	PAYABLE	<b>ACCOUNTS</b>		

## RECLASSIFICATION OF FUND BALANCES TO CONFORM TO

## MUNICIPAL ACCOUNTANTS REPORT AT DECEMBER 31, 1972

BALANCES 1/1/73	3. TO TRANSFER BALANCES OF 1972 FUNDS TO ACCUMULATED REVENUE	2. TO REINSTATE PETTY CASH CHARGED OFF TO 1972 BUDGET	1. LEGAL FEE PAID 1/2/73 CHARGED TO 1972 BUDGET	TO ADJUST BALANCES TO CONFORM TO SAMUEL KLEIN & COMPANY - AUDITORS REPORT SUBMITTED 4/30/73	SUBMITTED 12/31/72	BALANCE PER REPORT
\$ 61,241.38		GET	300.00		\$ 60,941.38 (	TOTAL ALL FUNDS
þ	3,713.10		300.00		4,013,10)	BUDGET
þ	3,713.10 (20,914.17)(				\$ 60,941.38 (\$ 4,013.10) \$ 20,914.17 \$	FINES &
þ						LOST BOOK FUND
-0	1,804.07) ( 1,930.35)				1,804.07 \$ 1,930.35 \$	BOOK SALES-EX- PETTY CASH GESSPROPERTY & CHANGE FUND
1		200.00			126.25	PETTY CASH & CHANGE FUND
14,230.04					14,230.04	CONTING- ENCY FUND
\$ 36,285.07	10,535.47	(200.00)			126.25 \$ 14,230.04 \$ 25,949.60	ACCUMUL- ATED REVENUE
326.25 \$ 14,230.04 \$ 36,285.07 \$ 10,400.02	10,535.47 \$ 10,400.62					ACCOUNTS PAYABLE 12/31/72

### APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1973

### PRESENTED FOR PAYMENT MAY 23, 1973

CHECKS ARE DATED MAY 23, 1973

VOUCHER						
NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT			
6956 695 <b>7</b>	Postmaster, Orange, N.J. Petty Cash	13. Postage Transfer	\$	300.00		
7 6958A	AMERICAN LIBRARY ASSOCIATION	2. Books	\$ 15.50			
7 B 7 6959	Automatic Data Processing of N.J.	2. " 11. Serv. Contr.	3.00	18.50 64.10		
6960	Ayer Press	2. Books		42.72		
7 6961A	THE BAKER & TAYLOR CO.	2. "	( 139.92)			
→ B	11 11 11	2. "	55.37			
-, C	+1	2. "	15.00			
U	17 11 11 11	2. " 2. "	198.53 50.63			
D E F	11 11 11	2. "	179.24			
G	11 11 11	2. "	61.44			
Н	11 11 11	2. "	13.74			
7 I	11 11 11 11 11 11 11 17	2. "	68.30			
J	11 11 11	<b>C</b> •	239.18 34.33			
<sub>7</sub> K	11 11 11 11	2. " 2. "	71.22			
L M	11 11 11	2. "	332.48			
N	17 16 17 18	2. "	121.97			
0	11 11 11	2. "	103.58			
7 P	91 98 97 98 72 27 27 17	2. "	( 8.75)			
Q R	11 11 11	2. " 2.,"	55.08 3.77	, <b>45</b> 5.19		
76962	BNAI BRITH CAREER & Counseling Serv.	2. "	3,11	3.00		
6963A	R. R. Bowker Co.	2. "	13.50	- •		
) B	11 11 11	2. "	9.95			
2 C	77 11 17 17 17 17	2. "	12.50			
7 D	11 11 17 11	2. " 2. "	25.00 12.95	73.90		
⊅ E √6964A	Bro-Dart, Inc.	4. SUPPLIES	( 24.70)	75.50		
9 B	H H H	4. "	120.00	95.30		
<sub>7</sub> 6965	CAMBRIDGE UNIVERSITY PRESS	2. Books		21.92		
6966	CENTER TYPEWRITER Co.	16. EQUIPMENT	0/. 71	246.70		
16967A	CHAMBERS RECORD CORP.	19. Audio-Visual	24.71 11.12	35.83		
6968	CINCINNATI TIME RECORDER Co.	4. SUPPLIES	11912	21.07		
, 6969	CORNER HOUSE	2. Books		25.62		
6970A	DIMONDSTEIN BOOK Co. INC.	2. "	106.01			
В	97 97 97 97 97 98 98 98	2. "	165.65			
→ C	17 11 11	2. " 2. "	60,63 23, <b>5</b> 7			
E D	25 77 77 77	2. "	19.68			
F	P1 11 17 11	2. "	127.30	502.84		
6971A	Doubleday & Co. Inc.	2. "	4.38			
В	77 TT TT	<b>C</b> •	16.46 11.06			
→ C	11 11	2. "	10.00			
▽ D ▽ E	11 11 11 ,	2. "	1.91			
F	й и и	2. "	6.28			
G	11 11 17	2. "	29.86			
H	97 98 99 99 89 97	<b>∠</b> •	4.65 16.56			
	и п п	2. " 2. "	16.56 12.86			
J K	11 17 17	2. **	10.72	124.74		
6972	THE DRAWING BOARD, INC.	4. SUPPLIES		16.35		
•	V = · · · · · · · · · · · · · · · · · ·					

### APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1973

### PRESENTED FOR PAYMENT MAY 23, 1973

CHECKS ARE DATED MAY 23, 1973

			MAT 20, 151	9
VOUCHER NUMBER_	PAYEE	BUDGET ALLOCATION	AMOUNT	
<del>6973</del>	AARON EISENBERG & CO.	20. MGMT. SVC.	\$	600.00
6974	GAYLORD BROS. INC.	4. SUPPLIES		116.66
6975	HAGSTROM COMPANY, INC.	18. MAGAZINES		14.35
6976	JOSTEN'S CATALOG CARD CORP.	4. SUPPLIES		11.89
6977	LIBRARY OF CONGRESS CARD DIVISION	4. "		35.70
1 6978	JOHN D. McCullogh	6. MAINTMAIN		60.00
6979	Mc Manus	6. " "		10.50
6980	A. R. MEEKER CO.	4. SUPPLIES		31.84
76981	METROPOLITAN OPERA GUILD	19. AUDIO-VISUAL		40.50
<sub>7</sub> 6982	MONROE DIVISION	11. Svc. Con.		27.00
7 6983	J.M. Morehouse Printing Co. Inc.	4. SUPPLIES		25.00
7 <b>6984</b>	NATIONAL FUEL OIL, INC.	6. MAINT MAIN		64.80
6985	NEWARK-GREATER NWK CHAMBER OF COMMERCE	18. MAGAZINES	¢ 0.55	3.00
6986A	N.J. Bell Tele. Co.	9. TELEPHONE-TORY	\$ 9.55 108.48	118.03
7 B	11 41 14 17	9. " " " .	100,40	8.70
6987	PANACHE MAGAZINE	- 18. MAGAZINES		26.35
6988	THE PAPERBACK BOOK SHOP	2. Bgoks 11. Svc. Contr.		27.00
76989	PITNEY BOWES	2. Books	3.78	2,,,,,
6990A	PRENTICE-HALL, INC.	2. "	17.45	
B	17 17 17	2. "	4.38	
, C	11 11 11	2. "	20.87	
D E	11 11 11	2. "	27.62	
F	m s m m	2. "	5,65	
G	11 11 11	2. "	17.55	97.30
6991	PUBLIC SERVICE ELEC & GAS Co.	6. MAINT MAIN		575.60
6992	QUADRANGLE BOOKS, INC.	2. Books		8.41
6993A	REGENT BOOK Co. INC.	2. "	30.96	
⊸ B	11 11 11	2. "	14.67	91.43
, C	17 11 11	<b>C</b> •	45.80 79.65	31.43
6994A	A. H. ROEMER CO. INC.	Co	65.00	
/ /B	tt tr 11 11	2. " 2. "	370.14	
C	77 17 17 17	2. "	19.67	
7 D	17 11 11 11	2. "	( 49.57)	
7 E	11 11 11	2. "	379.44	
G	11 11 11	2. "	15.26	
, H	H 11 11 11	2. "	19.10	
7	11 11 11 11 11	2. "	127.39	1 000 50
7 J	# # # # #	2. "	2.55	1,028.63
6995	ROUTLEDGE & KEEGAN PAUL LTD.	2. "		48.09
46996	HOWARD W. SAMS & Co. INC.	2. "		5.42
/ 6997A	PETER SMITH PUBLISHER, INC.	<b>C</b> •	15 <b>.</b> 21	9E 7/
2 B	и и и и	۷.	10.53	15.74 44.75
7 6998	THOMAS PUBLISHING COMPANY	C.	26,25	44.75
√6999A	United Coffee Brewers, Inc.	10. COMM. REL. 10. " "	26.25	52.50
7 B ₹7000	UNITEMP, INC.	6. MAINTMAIN	20020	271.31
7 7000 √7001	WEST ORANGE COMMUNITY HOUSE	7. MAINTTORY		135.00
7001	W. B. Wood Co.	16. EQUIPMENT		496.00
7002	World Almanac	2. Books		4.00
7004	Young's News Service	18. MAGAZINES		16.00
7005	DIMONDSTEIN BOOK Co. INC.	2. Books		34.51
7006	NATL. Soc. FOR PREV. OF BLINDNESS, INC.	2. "		2.00
7007	THE OTC C CHRONICLE	18. MAGAZINES		14.95
7008	THE PAPER BACK BOOK SHOP	2. Books		26.35

### APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1973

### PRESENTED FOR PAYMENT MAY 23, 1973

CHECKS ARE DATED MAY 23, 1973

VOUCHER NUMBER	PAYEE_	BUDGET ALLOCATION	AMOUNT
7009 7010 7011 7012 7013	EMMA LOU CZARNECKI DAWN COFFMAN LOLA REED DOROTHY CHESNUT MARY ZEITLIN	14. CONVENTIONS 14. " 14. " 14. " 14. "	\$ 34.00 36.70 21.50 32.00 50.85
	TOTAL CHECKS #6956 PRESENTED FOR PAYMENT ON MAY 23, 1973		7,612.14
	LESS: CHECK #6957-PETTY CASH TRANSFERS		200.00
	ACCOUNTS PAYABLE PER BUDGET REPORT - APR	IL 30, 1973	\$ 7,412.14

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY

### J U N E 1973

### BOARD OF TRUSTEES MEETING

WEDNESDAY, JUNE 27, 1973

The Board of Trustees met in caucus session at 7 p.m. The regular meeting was called to order at 7:45 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mrs. Phyllis Lopis, Mr. Albert Kupferer, Mr. Ben Yeager and Mr. William Sagosz. Also present were Mr. William Jervey and several citizens of West Orange. Mrs. Lola Reed, Acting Director, was attending the American Library Convention in Las Vegas.

MINUTES: May 23, 1973

Mr. Yeager will contact Mr. Joseph Dooley regarding a lease for Tory Corner Branch. Mr. Sagosz motioned to accept the minutes of the last meeting. Mrs. Zimmerman seconded and it was passed unanimously.

### FINANCIAL STATEMENT:

Mr. Yeager will contact Mr. Joe Torlucci, Town Hall, regarding payment of the Colonial Waterproofing Co. bill (voucher #7034) for \$950.00. He will also speak with him about the newly paved back parking lot which may cause a flooding problem.

Mr. Sagosz motioned to withdraw \$1,008 from the accumulated revenue account and transfer this amount to the budget account. (See Minutes, May 23, 1973 New Business, transcript, R. Jonas). Mr. Yeager seconded the motion and it was passed unanimously.

Mr. Yeager motioned to accept the Financial Statement as corrected. Mr. Sagosz seconded and it was passed unanimously.

### STANDING COMMITTEE REPORTS:

- 1. Building & Grounds Mr. Yeager has assumed responsibilities of this committee.
- II. Personnel Mr. Sagosz motioned that the report by the Acting Director to the Personnel Committee setting the directives below be approved.
  - A. Instead of monetary compensation for vacation time not taken, the part-time employee be required to take whatever pro-rated vacation is due during the current year. Vacations not taken within specified time will be lost. (This is the way full-time employees are affected. Since Civil Service has ruled that they (part-timers) be treated the same as full-timers, the same rule should apply.)

- B. Sick leave should be cumulative, pro-rated on number of hours worked.
- C. These rulings should be made effective as of January, 1973 for all part-time employees.

The above three resolutions are in accordance with Civil Service Rules Chapter 24A page 169. Mrs. Zimmerman seconded and it was passed unanimously.

### OLD BUSINESS:

Mrs. Lopis motioned to accept the constitution and by-laws of the West Orange Public Library Employee's Association as presented by Mrs. Jacqueline Lepore. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Yeager motioned to pay the accounting firm of Samuel Klein the total sum of \$300 that has been alloted in the budget representing two years (1971 & 1972) for their audit of the library. Mr. Sagosz seconded the motion and it was passed unanimously.

The Board tabled the motion by Mr. Sagosz to request a contract from the Klein Co. for the next audit to be submitted in October for the Board's approval.

Mrs. Reed will contact Learned T. Bulman, Director of the East Orange Public Library, for the name of their auditing firm.

The air conditioning firm has been contacted several times and will not be able to do the air balancing until July. Mrs. Zeitlin pointed out the Town Council deducted the amount of this work from the 1973 budget.

Mrs. Zeitlin said that the meeting with the Town Council to make formal presentation of the library addition and ask for an ordinance has been set for July 16th at 7:30 p.m. The Board will meet on Wednesday, July 11th at 7:30 p.m. with Mr. Lehman and Mr. Thomas to prepare for the Town Council presentation.

Mrs. Zeitlin read a letter from Mrs. Reed to Mayor Falcone regarding the status of Walter Baldwin, Clerk/Driver. We have heard that the Mayor LETTER FROM MAYOR TO notified Mr. Mangino, Town Attorney, on this matter and will wait for further FALCONE directives from him.

Mr. Sagosz moitoned to set aside \$900 from the first quarter Bookmobile budget and \$6900 from accumulated revenue to be applied to replacement of present engine set to diesel engine set. Mrs. Zimmerman seconded the motion and it was passed unanimously.

### **NEW BUSINESS:**

Mr. Yeager motioned that we honor the Mayor's request for an Art Exhibit to be held in the library in October provided the Cultural and Heritage Committee meets the requirements and they assume all costs and protection. Mrs. Reed will

be directed to answer the Mayor's letter and assume charge of the project. Mrs. Zimmerman seconded. The Board members voting to pass the motion were Miss E. Flanagan, Mrs. R. Zimmerman, Mrs. P. Lopis and Mr. B. Yeager. Members voting against the motion were Mr. A. Kupferer, Mr. W. Sagosz and Mrs. M. Zeitlin. The motion passed 4 to 3.

An Art Committee was formed consisting of Mr. Lopis and Mrs. Zimmerman. This committee will establish Board policy as to future art exhibits and will report at the next meeting.

Mrs. Zeitlin reported that she met with Mr. Sagosz and Mr. Kupferer of the Finance Committee for  $6\frac{1}{2}$  hours. She also met with Mr. Fowler, insurance agent, and Mr. Manheim for two hours today and reported on these meetings. Mr. Fowler has submitted a revised and more comprehensive library insurance package (copies distributed to Board members) which would save the library atleast \$700. In order to conform with established procedure, Mr. Sagosz motioned to acquire one more bid from an agent in the insurance business for the library insurance package. Mrs. Zimmerman seconded. Mrs. Zeitlin cast an objection but the majority passed on the motion.

Mr. Kupferer motioned to accept Mrs. Reed's recommendation concerning the hiring of Mrs. Elsa Meyers to fill the position of Young Adult Librarian on a part time basis at an hourly rate of \$4.75 to begin work on September 3. Miss Flanagan seconded the motion and it was passed unanimously.

The next Board meeting will be held on Wednesday, July 25th at 7:30 p.m.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Geraldine Schaffter

Geraldine Schaffter

### AGENDA

BOARD OF TRUSTEES MEETING - JUNE 27, 1973

CAUCUS SESSION 7 p.m. - REGULAR MEETING 7:30 p.m.

- I. Roll Call
- II. Minutes of Board Meeting May 23, 1973
  - (a.) Correction of minutes
- III. Financial Report
  - (a.) Budget Report
  - (b.) Bills Presented for Payment
  - (c.) Statement Funds & Balances
- IV. Standing Committee Reports
  - (a.) Legislative (State Aid Bill)
  - (b.) Building & Grounds (lots across Gaston Street)
  - (c.) Finance
- V. Old Business
  - (a.) Employee's Association
  - (b.) Parking Lot
  - (c.) Request from Municipal Auditors (1971 \$1850 & 1972 \$2050)
  - (d.) Air Conditioner Balancing
  - (e.) Bookmobile Report Mr. Sagosz
    - 1. Diesel Engines (\$15,100)
    - 2. Logs
  - (f.) Walter Baldwin

## AGENDA (Cont'd.)

### VI. New Business

- (a.) Insurance Report from Mr. Fowler
- (b.) Fire Prevention
- (c.) Back Wall (not in budget)
- (d.) Proportion Books Departments
- (e.) Art Exhibits in Library
- (f.) Appointment with Town Council on July 16th
- (g.) Budget Committee (August or September?)
- (h.) Lease with Community House

### Adjournment

Citizens to be heard

# Insurance



FOWLER AGENCY, INC.

(201) 674-2933 (201) 674-2934

725 PARK AVENUE EAST ORANGE, N. J. 07017

June 27, 1973

Mrs. Mary Zeitlin, President Trustees of The Free Public Library of West Orange 46 Mount Pleasant Avenue West Orange, New Jersey 07052

Dear Mrs. Zeitlin:

At your request, which was most gratifying to our office, we are pleased to submit a program of Insurance for The Trustees of the Free Public Library of West Orange.

Having had the opportunity of serving the Library for over 10 years prior to 1969, we feel confident that we are well aware of your needs, both present and future, and have designed a program to keep exposures and coverage in balance at all times. In addition to coverage, we are most cognizant that the cost factor is a consideration.

Federal Insurance Company, a member Company of The Chubb & Son Group, has agreed to our program, offering the Library considerably broader coverage at a premium slightly lower than that previously expended. With the above in mind, we submit the following synopsis of coverage and limits:

## (1) Commercial Property Policy

Part I - Property	
Personal Property, Main Branch	\$325,000.
Personal Property, Tory Corner Branch	15,000.
Transit, Bookmobile	3,000.
Perils Covered - All-Risk	0,000.
Valuation Clause - Replacement Cost	
Deductible - \$250.00	

	Part II - Boiler	
Blanket Coverage		\$500,000.
Additional Insured	- Town of West Orange	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Part III - Liability	
Bodily Injury or Personal Injury	\$300,000.
Property Damage	50.000.
Additional Insured - Town of West Orange	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

Part IV - Crime
Commercial Blanket Employee Dishonesty \$200 000
Coverage
Loss of Money & Securities - Main Branch 2,000.
(Inside & Outside)
Loss of Money & Securities - Tory Corner 500.
Branch (Inside & Outside)
Non-Compensated Officers Rider - Included
Ex-Officio Trustee's - Included

	ANNUAL PREMIUM \$1,689.0
Recommendations:  Additional Expense PREMIUM - \$21.00	- Main Branch \$ 10,000.
Additional Expense PREMIUM - \$26.00	- Tory Corner Branch 2,000.
Medical Payments - PREMIUM - \$36.00	each person 1,000. each accident 10,000.

# (2) Comprehensive Automobile

Bodily Injury Liability -	each	person	\$250,000.	
Proporty Damage Listilit	each	occurrence	500,000.	
Property Damage Liability	-each	occurrence		
Medical Payments Comprehensive	each	person	5,000.	
Collision			Actual Cas	
				Deductible
Uninsured Motorists	each	person	15,000.	
Hired Car - Included Non-Ownership - Included	each	accident	30,000.	

# (3) Workmen's Compensation & Employer's Liability

Statutory Benefits - State of New Jersey Employer's Liability All States Endorsement - Included	\$100,000.
Payrolls - Professional Employee's Non-Professional Employee's	200,000. 10,000.

ANNUAL PREMIUM

ANNUAL PREMIUM \$969.00 \*

\$960.00

<sup>\*</sup> Subject to Experience Modification, Audit and 10% dividend.

# (4) Position Schedule Bond

Treasurer Obligee - Town of West Orange

\$ 15,000.

ANNUAL PREMIUM

\$90.00

Again thank you for providing our office with this opportunity of submitting a proposal on behalf of the Library. Hopefully, your consideration will result in a favorable reply.

Yours very truly,

Richard C. Fowler, Jr.

President

RCF, JR/bvh

### ACTING DIRECTOR'S REPORT

#### TO THE

#### LIBRARY BOARD OF TRUSTEES

June 27, 1973

The general staff meeting held on Tuesday, May 22, has proved to be a most effective way of reaching the entire staff and bringing to attention some of our every day problems and making an effort to solve them.

We have received quite a large number of applications for summer employment, which had to be turned down, because there is no need for additional personnel at this time. Our present staff is adequate because of the desire of several individuals to work more hours.

Mrs. Shirley Itkin will return to work on July 2, after her "leave of absence." She will be working on a part-time basis, as before.

I have informed Mrs. Greenberg, a temporary substitute for Mrs. Itkin, that we are terminating her services at the end of the current month. She is desirous of remaining on our staff, but we feel that we do not need her for the present. However, she was told that we would keep her application in our active file for future employment.

Since our last meeting Mrs. Martinez, the person you voted to hire as Children's Librarian, has rejected our offer in favor of a school position. Therefore we have had to retain Mrs. Coffman in that area.

I recommend Mrs. Elsa Meyers, a recent graduate of Rutgers Graduate School of Library Service, to fill the position of Young Adult Librarian on a part-time basis at an hourly rate of \$4.75. Mrs. Meyers is to begin work on September 3, 1973, if approved by the Board.

Your approval of the Civil Service Rule on vacation and sick leave for part-time employees is needed before our accountant, Mr. Manheim, can give them credit.

Mrs. Dorothy Chesnut will substitute for me as Acting Director during the week I am in Las Vegas and when I am on vacation.

Respectfully submitted,

Lola N. Reed

### 

June 27, 1973

Attached hereto is a copy of a letter which I distributed to members of the Board of Trustees earlier this year. It concerns itself with sick leave and vacation for part-time employees.

- (1.) May I suggest that you encourage the Board that instead of monetary compensation for vacation not taken, the part-time employee be required to take whatever pro-rated vacation is due during the current year. Vacations not taken within specified time will be lost. (This is the way full-time employees are affected. Since Civil Service has ruled that they (part-timers) be treated the same as full-timers, the same rule should apply.)
- (2.) Sick leave should be cumulative, pro-rated on number of hours worked.
- (3.) These rulings should be made effective as of January, 1973 for all part-time employees.

Lola N. Reed

Acting Director

# BUDGET REPORT

MONTH OF MAY 1973

LIBRARY BOARD MEETING OF JUNE 27 1973

			EXPENDIT	URES		
	MODIFIED	PAID	F	BILLS/ACCTS PAY 5/31/73 PRESENTED FOR	TOTAL PAID/ PAYABLE	BUDGET BALANCES OR
· · · · · · · · · · · · · · · · · · ·	BUDGET	MONTH OF	5 MONTHS ENDED	PAYMENT AT THIS	5 MONTHS ENDED	COVER- EXPENDITURES
	1973	1973	5/30/73	MEETING	5/31/73	5/31/73
SALARIES & WAGES	\$234,854	\$ 18,544.07	\$ 92,832.10	\$ 5,256.00	\$ 98,088.10	\$136,765.90
CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES ARCHITECTS CONSULTANTS	1,400 300 250 1,160 150 7,200 3,500	52.50 175.05 600.00	43.90 186.34 54.23 341.40 2,400.00 3,500.00 1,000.00	48.40 52.50 510.00 600.00	92.30 238.84 54.23 851.40 3,000.00 3,500.00 1,000.00	1,307.70 61.16 195.77 308.60 150.00 4,200.00 -0-
CONTRACTUAL MAINT. AND REPAIRS: MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS	13,000 540 3,500 1,000	982.21 135.00 117.40	3,530.10 270.00 94.46 566.85	1,519.34 72.00 357.29	5,049.44 270.00 166.46 924.14	7,950.56 270.00 3,333.54 75.86
MATERIALS AND SUPPLIES BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL	55,000 8,500 3,300 6,000	3,675.06 491.36 57.00 76.33	13,806.26 3,108.35 437.88 932.27	4,878.65 714.53 169.83 145.62	18,684.91 3,822.88 607.71 1,077.89	36,315.09 4,677.12 2,692.29 4,922.11
Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan Legal	4,000 1,200 1,500 5,000 1,908	118.03 300.00 980.19 1,008.00	23.00 502.65 923.30 2,629.60 1,908.00	103.64	23.00 606.29 923.30 2,629.60 1,908.00	593.71 576.70 2,370.40
CONTINGENT	500		-0-	10.00	10.00	490.00
EQUIPMENT	8,000	742.70	1,031.95	1,033.75	2,065.70	5,934.30
STATUTORY EXPENDITURES SOCIAL SECURITY PUBLIC EMPLOYEES RETIREMENT SYSTEM	11,800		2,835.91 13.01		2,835.91	8,964.09 5,986.99
TOTAL	\$380,562	\$28,054.90	\$132,971.56	\$15,471.55	\$148,443.11	\$232,118.89
	The same of the sa				/	

# BUDGET REPORT MONTH OF \_\_MAY\_\_\_ 1973

## LIBRARY BOARD MEETING OF JUNE 27, 1973

### WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

	1973 PROPOSED BUDGET	1973 ADOPTED BUDGET	INCREASE OR OR DE- CREASE IN ADOPTED BUDGET	1973 MODI – FIED BUDGET	
SALARIES & WAGES	<b>\$238,</b> 128	\$218 <b>,</b> 128	\$ 16,726	\$234,854	*LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176
CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES ARCHITECTS CONSULTANTS	1,600 500 350 1,500 150 7,200 3,500	1,400 300 250 600 150 6,200 -0-	560 1,000 3,500 1,000	1,400 300 250 1,160 150 7,200 3,500 1,000	LR 5/23/73 LR 2/28/73
CONTRACTUAL MAINT. & REPAIRS:		3			
MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS	18,250 540 3,500 1,000	13,000 540 3,500 1,000		13,000 540 3,500 1,000	
MATERIALS AND SUPPLIES: BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL	60,000 10,000 4,000 6,000	55,000 8,500 3,300 6,000		55,000 8,500 3,300 6,000	
Misc. Other Expenses: Insurance Telephone Postage Employee Health	4,000 1,500 1,500	4,000 1,200 1,500		4,000 1,200 1,500	
BENEFIT PLAN LEGAL	5,000 -0-	5,000	1,008 )		) LR 5/23/73 ) RESOLUTION REQUIRED
CONTINGENT Equipment	500 12 <b>,00</b> 0	500 8 <b>,000</b>		500 8 <b>,000</b>	
STATUTORY EXPENDITURES: SOCIAL SECURITY PUBLIC EMPLOYEES	11,800	11,800		11,800	
RETIRE. SYSTEM	6,000	6,000		6,000	
TOTAL	\$398,518	\$355,868	\$ 24,694	\$380,562	
	FROM LIBRA		\$ 13,518		
	FROM TOWN	of W.O.	11,176		
			\$ 24,694		*LR -LIBRARY RESOLUTION **TR -Town RESOLUTION

# WEST ORANGE FREE PBULIC LIBRARY MAY 1973 BILLS PRESENTED FOR PAYMENT

## ON JUNE 27, 1973

CHEC	KS A	RE	DA	T	ED
MAY	23,	. 19	973		

VOUCHER					MA	Y 23	, 1973	
NUMBER		BUD	GET ALLOCA	TION		AMOL	JNT	
7014	Uniflex, Inc.	4.	SUPPLIES			\$	137.55	
7015	Town of West Orange - Soc. Sec.  Month of May 1973	1.	SALARIES				1,084.80	
7016	NAT'L NWK & ESSEX BANK		1-					
	W/T EMPLOYEES - MAY 1973	1.	10			7	2,384.17	
7017	P.E.R.S. #20284	1.	10				719.89	
	P.E.R.S. CONTRIB. GROUP INS. FUND	1.	11				76.19	
7019 7020	P.E.R.S. SUPPLEMENTAL ANNUITY Town of West Orange	1.					81.01	
7021	FEDERAL CREDIT UNION SAVINGS	1.	"				305.00	
, , , ,	HOSPITALIZATION - MAR., APR. & MAY							
-000	@ 145 <b>.</b> 27	1.	**				435.81	
7022	Town of West Orange Hospitalization -June 1973	1.	16				544.38	
	NET PAYROLL CHECKS - MAY 1973 #926 - 978	1.	u			1	3,893.01	
	SUB-TOTAL					\$ 19	9,661.81	
	Extracted to the second					•		
	ADD: CHECKS 6956-7013 PRESENTED FOR							
	PAYMENT ON MAY 23, 1973						7,612.14	
	SUB-TOTAL		i			\$ 2	7,273.95	
	LESS: VOIDED CHECK #6988 CREDIT ON CHECK #6895			\$ 26	5.35 70		27.05	
					70	<u> </u>		
	TOTAL CHECK DISBURSEMENTS AS OF MAY 1	<u>973</u>				\$ 2	7,246.90	
	LESS: CHECK #6957 - PETTY CASH TRANS	FER					200.00	
	TOTAL					\$ 2	7,046.90	
	ADD: Payment to Sect. of State - N.							
	of Jonas Trial From Book Sales Fund Accumulated Revenue	Exc	ESS PROPER	TY			1,008.00	
	TOTAL BUDGET EXPENDITURES - MONTH OF	MAY	1973 PER B	UDGET F	REPORT	\$ 2	8,054.90	
							The section which were depleted in the State of States	

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON\_EISENBERG & CO. C.P.A.s

By:

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUND BALANCES - RECEIPT AND DISBURSEMENTS

* CASH FUNDS REPRESENTED BY: CHECKING ACCOUNT, NAT'L NWK& ES.\$ PETTY CASH CHECKING A/C CASH FUND W.ORANGE S&L ASSN-SAV.A/C10085 II II TC-3422 II II TC-3376 NATIONAL NWK & ESSEX 51658 TOTAL	ADD: DUE FROM W.O3RD & 4TH BUDGET  TOTAL LESS: ACCOUNTS PAYABLE - 5/31/73  BUDGET BALANCE - 5/31/73 - UNADJUSTED TRANSFER PER BUDGET MODIFICATION ATTACHED BUDGET BALANCE - 5/31/73	973 EXPENDITURES 1, 1973 - BUDGET 973 FUND BALANCE	ND RTY SOLD PROPRIATION-SALARY 73 RECEIPTS BLE (1 PLUS 11	ADD: FINES  NON - RESIDENT FEES  PHOTO COPY  BOOK RENTALS		
\$ 48,693.39 343.64 126.25 14,407.91 44,549.30 639.87 8,453.54 1,275.24 \$118,489.14		28,054.90 *\$118,489.14	208.25 179.25 11,176.00 \$ 13,339.58 \$146,544.04	\$133,204.46 \$ 1,776.08	TOTAL ALL FUNDS	
	177,934.00 \$246,582.44 15,471.55 \$231,110.99 1,008.00 \$232,118.99	28,054.90 \$68,648.44	\$11,176.00 \$11,176.00 \$96,703.34	85,527.34	1973 BUDGET FUND	
		\$ 9,288,71	\$ 1,776.08	\$ 7,512.63 ( 1,690.76 ( 20.00 ( 31.77	1973 FINES & RESERVES FUND	MONTH OF MAY
		\$639.87	208.25 \$208.25 \$639.87	\$431.62	1973 LOST BOOK FUND	1973
		\$ 952.89	179.25 \$ 179.25 \$ 952.89	\$ 773.64	BOOK SALES EXCESS PROPERTY FUND	1973
		P		P	1973 STATE AID FUND	
		\$ 326.25	\$ 326.25	\$ 326.25 \$	PETTY CASH & CHANGE FUND	
		\$ 14,407.91	\$ 14,407.91		SALARY CONTING- ENCY FUND	
	( 1,008.00) \$22,767.07	\$23,775.07	-0- 14,407.91 \$23,775.07	14,407.91 \$23,775.07	ACCUMU- LATED REVENUE	
		\$ 450.00	\$ 450.00	\$ 450.00	ACCOUNTS PAYABLE 1/1/73	

## MAY BILLS, ACCOUNTS PAYABLE - MAY 31, 1973

# PRESENTED FOR PAYMENT JUNE 27, 1973

CHECKS ARE DATED JUNE 27, 1973

VOUCHER		•	JONE 21, 1919
NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
77023	BERGEN TRAVEL AGENCY	14. CONVENTION	\$ 288,27
7024	LOLA REED	14. "	221.73
7025	ABINGTON PRESS	2. Books	6.92
77026	AMERICAN LIBRARY ASSN.	2. "	9.30
7 7027	Arno Press, Inc.	2. "	7.78
77028	AUTOMATIC DATA PROCESSING OF N.J.	11. SERV. CONTRACTS	50.85
7029A	BAKER & TAYLOR CO.	2. Books	\$ 129.49
7 B	lf # 11	2. "	163.23
7 C	11 11	2. "	5.63
2 D	91 9t 69	2. "	103.30
ηE	11 11 11	2. "	144.60
∍ F	TT 11 11 11	2. "	28.14
- G	11 11 11	2. "	80.08
πH	11 11	2. "	55.66
11	FT 11	2. "	154.24
J	11 11 11	2. "	( 2.05)
⊸ K	ET 98 19	2. "	( 12.12)
- L	FF 11 IV	2. "	56.85
M	f1 14 17	2. "	119.48
n N	11 11 11	2. "	13.16
0	11 11 11	2. "	5.16
e P	H 11 11	2. "	3.74
□ Q	17 16	2. "	338.44
1R	H H TF TF	2. "	126.14 1,513.17
7030A	Bro-Dart, Inc.	4. SUPPLIES	39.60
7 <b>B</b>	20 20 20	4. "	( 9.90) 29.70
7031A	James Brown & Son	3. BINDING	21.20
7 B	PT 19 ST	3. "	27.20 48.40
77032	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	54.71
7 7033	CLAITOR'S BOOK STORE	2. Books	1.75
7034	Colonial Waterproofing Co. Inc.	6. MAINTMAIN	950.00
7035	CONGRESSIONAL QUARTERLY, INC.	2. Books	25.00
77036	THE COUNCIL OF STATE GOVTS.	18. MAGAZINES	3.00
7037A	DIMONDSTEIN BOOK CO.	2. Books	120.25
B	W W W	2. "	40.71
C	11 11	2. "	123.81
B C D E F	H H H	2. "	170.32
₽Ē	91 91 91 87 91 10	2. "	219.57
	11 11 11	2. "	44.15
G	10 10 99	2. "	84.35
γH	ff 1f <del>1</del> 7	2. "	217.69
21		∠.	49.24 1,070.09
7 7038A	DOUBLEDAY & Co. INC.	<b>C</b> •	3.18
В	11 11 11	۷.	12.26
C	17 17 11 11	<b>C</b> •	26.19
D E F	11 11 11 11	۷.	25.01
Ē	97 19 19 19	∠•	5.58
G	11 11 11	4.	30.91
H	FF 97 97	2. " 2. "	24.11
- n - 1	11 11 11	2. "	12.86 3.78
J	99 99 99	2. "	12.33
K	97 97 77	2. "	12.29 168.50
/ 10		<b>-•</b>	100.00

## MAY BILLS, ACCOUNTS PAYABLE - MAY 31, 1973

## PRESENTED FOR PAYMENT JUNE 27, 1973

CHECKS ARE DATED June 27, 1973

VOUCHER			A A 40A HA 177
NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
77039	DRAMA BOOK SPECIALISTS PUBLISHERS	2. Books	\$ 7.47
77040	Ench's Stationery	16. EQUIPMENT	250.00
7041	Essex Sign Co. Inc.	4. SUPPLIES	124.00
17042	GANN LAW BOOKS	2. Books	8.00
7043A	GAYLORD BROS. INC.	4. SUPPLIES	\$ 80.75
7 1040A	# # # #	4. "	480.73
C	H H H	4. "	42.07
D	71 17 17	4. 11	68.00 371.55
7044	GENERATOR EQUIPMENT	8. MAINTBK.	60.00
	GREATER NWK. C. OF C.	18. MAGAZINES	3.00
7045		2. Books	154.62
7046	GROLIER EDUCATIONAL CORP.	18. MAGAZINES	1.75
7047	HAGSTROM CO. INC.		9.88
77048	INSTITUTE FOR RESEARCH	18. "	621.00
7049	1.B.M.	16. EQUIPMENT	42.75
7050	1.B.M.	4. SUPPLIES	
77051A	JOSTEN'S CATALOG CARD CORP.	4. "	8.12
7 B	78 55 11 11	4.	11.02 19.14
7052	THE KIRKUS SERVICE, INC.	۷.	82,00
17053	LIBRARY OF CONGRESS CARD DIV.	4. SUPPLIES	1.10
77054	LISTENING LIBRARY, INC.	19. Audio-Visual	90.91
7055	MACMILLAN PUBLISHING Co. INC.	2. Books	307.00
77056	ROBERT W. MORRISON, M.D.	17. CONTINGENCY	10.00
77057	THE MUNICIPAL YEARBOOK INTERNATIONAL		
7.00.	CITY MGMT. ASSOC.	2. Books	17.00
1 <b>7058</b>	NATIONAL DIRECTORY SERV. INC.	2. "	5.01
7 7059	N.J. B.T. Co.	9. TELEPHONE	9.55
7 7060	N.J. B.T. Co.	9. "	94.09
7061A	Paperback Book Shop	2. Books	13.85
B	H II II	2. "	( 1.32) 12.53
7062	MORT PERT	8. MAINTBK.	12.00
1		2. Books	5.21
7063A	PETER SMITH PUBLISHER, INC.	2. "	4.64 9.85
7 B	Deve Dear Berenevee	2. "	12.00
7064	PHYSICIANS DESK REFERENCE	2. "	21.67
7065A	PRENTICE-HALL, INC.	2. "	
В	tt tt tt		5.65
C	17 11 11	۷.	4.38
D		۷.	4.98
Ε	H H H	2. "	4.38
F	11 11 11	2. "	28.13
G	11 11	2. "	31.11
H	11 11	2. "	6.35
1	11 11 11	2. "	11.09 117.74
7 7066	PUBLIC SERVICE E & G	6. MAINTMAIN	569.34
7067	PUBLISHERS CENTRAL BUREAU	2. Books	71.21
7068	RAND McNally & Co.	2. "	7.16
7069A	A. H. ROEMER CO. INC.	2. "	( 9.27)
В	п и и и	2. "	( 51.95)
C	14 11 11 11	2. "	( 13.43)
D	11 11 11 11	2. "	220.94
E	89 11 19 86	2. "	58.98
F	11 11 11	2. <sup>n</sup>	475.59
G	41 11 17 17	2. "	16.12
H	SS 11 14 16	2. "	81.73
	п и и и	2. "	169.06
	11 11 11 11	2. "	4.80
73	11 11 11	2. "	48.71
. ∤K	11 11 11		
3 L	11 11 11 11	<b>6</b>	( 28.37)
1 M	21 17 17 17	۷.	( 6.26)
1 N	11 11 11	<b>∠</b> •	58.39
10	10 11 11 17	4.	86.10
Р		2. "	6.60

## MAY BILLS, ACCOUNTS PAYABLE - MAY 31, 1973

## PRESENTED FOR PAYMENT JUNE 27, 1973

CHECKS ARE DATED June 27, 1973

NUMBER         PAYEE         BUDGET ALLOCATION         AMOU           7069Q         A. H. ROEMER Co. Inc. (CONTD.)         2. Books         \$ 34.25           7070A         HENRY F. SCHMIDT & Co.         4. Supplies         27.15	\$ 1,162.52
7 R " " " " 10.53	\$ 1,162.52
A Company of the Comp	
7 70700	
C " " " 4. " 41.87	82.89
77071 SEDEWICK MACHINE WORKS, INC. 11. SERV.CONTR.	54.00
7072 SUPT. OF DOCUMENTS 18. MAGAZINES	100.00
7073 SUPT. OF DOCUMENTS 18. "	18.70
77074A 3 M BUSINESS PRODUCTS SALES, INC. 11. SERV. CONTR. 37.44	
В " " 11. " 215.00	252.44
7075 UNABASHED LIBRARIAN 18. MAGAZINES	17.50
77076A UNITED COFFEE BREWERS, INC. 10. COMM. REL. 26.25	
10. COMM. REL. 26.25	52.50
77077 WEST PUBLISHING Co. INC. 2. BOOKS	70.00
7078 THE W. B. WOOD CO. 16. EQUIPMENT	162.75
7079 Young's News Service 18. Magazines	16.00
7080 R. R. Bowker Co. 2. Books	19.50
7081A GAYLORD BROS. 4. SUPPLIES 16.15	
B " " 27.25	43.40
7082 GALE RESEARCH Co. 2. Books	15.50
7083 STATE OF N.J. DIV. OF P.E.R.S.	
EMPLOYERS SHARE 1972 1. SALARIES	5,256.00
7084 AARON EISENBERG & Co. 21. Acctg. Svc.	600.00
6941 HENRY Z. WALCK, INC. VOID 2. BOOKS	( 2.97)
ACCOUNTS PAYABLE PER BUDGET REPORT - MAY 31, 1973	\$15,471.55

PAYMENT RECOMMENDED BY:

Lola nReed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: