

WEST ORANGE PUBLIC LIBRARY.

Board Meeting Jan. 22, 1952.

AGENDA

1. Minutes.
2. Treasurer's report:
 - a. Monthly statement Dec. 26, 1951.
 - b. Bills payable Dec. 31, 1951.
 - c. Preliminary annual statement before audit.
3. Library Director's report.
 - a. Civilian defense council request.
 - b. Personnel.
 1. Custodian.
 2. Pages.
 - c. Equipment.
 1. Adding machine.
 2. Stove.
4. Election of officers.
5. Appointment of committees.
6. Day of meeting.

WEST ORANGE PUBLIC LIBRARY

Monthly statement

Dec. 26, 1951.

	Cumulation	Balance	1951 Budget
1 Salaries	16,229.89	2,350.11*	18,580.*
2. Supplies	799.71		700.
3. Rental - Tory Corner	275.00	25.00	300.
4. Books:			
Reference	412.89		300.
Newspapers&Periodicals	374.31		350.
Children	1,338.29		800.
Adult	2,028.56		1,700.
Tory Corner	584.35	215.65	800.
5. Binding	191.97	308.03	500.
6. Insurance	195.71	54.29	250.
7. Maintenance	1,708.47		1,425.
8. Miscellaneous	978.98		700.
9. Equipment	230.90	2,269.10	2,500.
10. Contingency	238.54	261.46	500.
	<hr/>	<hr/>	<hr/>
	\$25,587.57	\$3,817.43*	\$29,405.*

W.T. payment due \$553.80
 Adjustment 102.40
 Amt. Paid \$451.40

West Orange Public Library.
Bills Payable - REVISED.

Dec. 31, 1951.

Amount to be paid

Refund

Chargeable
to Library

1. Salaries:			
Coll. Internal Rev.	\$451.40*	451.40*	0.00
		(Already deducted from budget in ledger)	
2. Supplies:			
Gaylord	7.30		7.30
Midland	7.25		7.25
Schmidt	9.45		9.45
3. Rent Tory Corner			
	25.00		25.00
4. Books:			
Amer. News	101.53	37.23 (Rental)	64.30
Amer. News	11.49	1.83	9.66
Bowker	7.00		7.00
Carteret	60.52		60.52
Collier & Son	125.00		125.00
Great Bks.	9.60	9.60 (Rental)	0.00
Mayfair	240.25		240.25
H. W. Wilson	75.00		75.00
7. Maintenance:			
Commonwealth	2.75		2.75
Daum	35.04		35.04
Bloomfield Window Cleaners	40.00		40.00
McConnell	12.50		12.50
Public Service	23.95		23.95
Watchung	24.20		24.20
8. Miscellaneous:			
Brisick	32.00		32.00
N.J. Bell Telephone Co.	55.10		55.10
Petty cash	23.28		23.28
9. Equipment:			
Anderson	275.00		275.00
Anderson	284.00		284.00
Remington Rand	24.40		24.40
10. Contingency:			
Travel	2.92		2.92
	<hr/>	<hr/>	<hr/>
	\$1,965.93	\$500.06	\$1,465.87

*W.T. payment due \$553.80
 Adjustment 102.40
 Amt. Paid \$451.40

WEST ORANGE PUBLIC LIBRARY

ANNUAL STATEMENT (before audit)

	1951 <u>Cumulation</u>	<u>Balance</u>	1951 <u>Budget</u>
1. Salaries	16,229.89	2,350.11	18,580.00
2. Supplies	823.71	123.71	700.00
3. Rental Tory Corner	300.00	000.00	300.00
4. Books:			
Reference	612.89	312.89	300.00
News & Periodicals	621.56	271.56	350.00
Children	1,398.81	598.81	800.00
Adult	2,102.52	402.52	1,700.00
Tory Corner	584.35	215.65	800.00
5. Binding	191.97	308.03	500.00
6. Insurance	195.71	54.29	250.00
7. Maintenance	1,846.91	421.91	1,425.00
8. Miscellaneous	1,089.36	389.36	700.00
9. Equipment	814.30	1,685.70	2,500.00
10. Contingency	241.46	258.54	500.00
	<hr/> \$27,053.44	<hr/> \$2,351.56	<hr/> \$29,405.00

January 22, 1952.

The monthly meeting of the Trustees of the Free Public Library of West Orange was held in the Library on January 22, 1952. Mayor Erwin, Mrs. Oliver, Dr. Brown, Mr. McLoughlin and Mr. Williams were present. Mrs. Oliver called the meeting to order at 5:30 P. M.

The minutes of the last meeting were approved.

The Treasurer presented the monthly statement for Dec. 26, 1951 and the bills payable on Dec. 31, 1951. It was moved and seconded that these bills be paid. Total budget expenditures for 1951 were \$27,053.44, leaving a balance of \$2,351.56 out of a total budget of \$29,405.00. \$2,350.11 represents unexpended salary funds with \$1.45 outstanding in all other accounts.

Mrs. Martin reported that a deficit exists in the non-budget accounts carried by the library and Mr. McLoughlin requested that an audit be made of the financial records as early as possible. Mayor Erwin stated that the town auditor would probably not make his audit before March. Mr. Williams will ask Mr. McGoughran, who has agreed to give assistance voluntarily, to come in as soon as convenient.

The Library's book-keeping system has been adopted from that of the Linden Public Library, a system highly recommended by the New Jersey State Library. Its adoption in West Orange has, however, been incomplete and when the system is fully and accurately established it should prove satisfactory. Mrs. Martin was instructed to work it out with Mr. McLoughlin.

A request from the Civilian Defense Council, that the Library purchase books for them was next introduced. A discussion on the entire policy of purchasing books for the P. T. A. libraries and other organizations followed. New Jersey library laws make clear that books purchased by the library for its rental collection must

January 22, 1952.

be handled separately from those purchased out of budget appropriations for free use, but no legal handicaps exist respecting P.T.A. purchases, since they are a unit serving the community. Dr. Brown will study the possibility of placing the purchase of P.T.A. books under the Board of Education. Mrs. Oliver expressed great reluctance to relinquish the long established association existing between the public library and the P.T.A. libraries. A recommendation that the processing of library books for the P.T.A. libraries currently requiring one third the working hours of the Children's Librarian, be continued, was favorably commented on by Dr. Brown and Mr. Williams since it remains still the most efficient method of maintaining the libraries and will permit continuation of the close cooperation now in effect. Since the subject is of first importance, it will be held over for further study.

Meanwhile, the request of the Civilian Defense Council was denied. The Library Director was instructed to inform them that they should place their request through the Town of West Orange purchasing agency.

The duties of the building custodian, his hours of work and rate of pay, are subject to a difference of opinion between the Library Director and custodian. Following discussion, the matter was referred to Mr. Falcone for complete investigation and report at the next meeting of the Board.

A vacancy among Junior Library Clerks caused by the resignation of Bernice Devine brought up the question of the minimum pay-rate which is currently 50¢ an hour. The vocational advisor at the High School reports 75¢ an hour the prevailing minimum in the community. If a page cannot be hired for less, then Mrs. Martin contended, Mary Schnekenburger with a full year's satisfactory **service**

January 22, 1952.

should be raised from 50¢ to 75¢ an hour. The male page hired in September received 75¢ starting salary. Mrs. Oliver moved, Mayor Erwin seconded and the motion was carried to raise Mary Schnekenburger's salary to 75¢ an hour. The Library Director was authorized to offer as high as 75¢ an hour if necessary, but warned to control total working hours so that the budget allowance for Junior Library clerks would not be exceeded in 1952.

It was moved by Mr. McLoughlin, seconded by Dr. Brown and carried that an adding machine be purchased. Since no one has agreed to purchase the stove at the price originally set, Mrs. Martin was advised to get the best possible price, but not less than \$50.00.

Mayor Erwin and Dr. Brown, the nominating committee, presented their report on nominations for 1952. Since the Library had operated very well during 1951, their recommendation was, first, that the same officers be re-appointed for 1952 and second, the recommendation by Mayor Erwin that next year there be a rotation in office. Discussion followed after which Mayor Erwin moved, Dr. Brown seconded and the motion was carried that present officers retain their respective offices for 1952*.

Mr. Louis Falcone, whose initial one year term expired as of Dec. 31, 1951 was re-appointed by Mayor Erwin to the board for a five year term ending Dec. 31, 1956.

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

Respectfully submitted

*Roster of Officers for 1952.

President - Mr. S. C. Williams.
Vice-President- Mrs. Thomas J. Oliver.
Secretary - Mrs. Simon Griffinger.
Treasurer - Mr. Matthew J. McLoughlin.

Agenda
February 12, 1952.

1. Minutes (correction - add word "service")
2. Treasurer's report.
3. Director's report:
 1. Lost books.
 2. Overdue books.
4. Personnel:
 1. Torlucci.
 2. Bateman.
 3. James.
5. Old business:
 1. Purchasing for P.T.A. libraries.
6. Appointment of standing committees:
 1. Finance.
 2. Personnel.
 3. Buildings and grounds.

BILLS PRESENTED FOR PAYMENT

January 1952

Voucher No.	Payee	Budget Allocation	Amount
1137	American News Co.	2. Books	\$35.30
1137A	American News Co.	2. Books	40.83
1137B	American News Co.	2. Books	66.21
1138	Joseph Elstein Inc.	2. Books	32.60
1139	Demco Library Supplies	4. Supplies	46.40
1140	Henry F. Schmidt	4. Supplies	4.70
1141	W. O. Community League	6. Maintenance	25.00
1141A	W. O. Community League	6. Maintenance	25.00
1142	N. J. Bell Telephone Co.	7. Miscellaneous	31.25
1143	Public Service Gas & El.	6. Maintenance	24.61
1144	Watchung Coal & Oil Co.	6. Maintenance	44.71
1145	Cash	7. Miscellaneous	23.03
Total			\$399.70

Payment recommended by:

Approved by:

Eugene A. Martin

Library director.

Feb. 12, 1952

February 12, 1952.

At a regular meeting of the Trustees of the West Orange Public Library, the following bills, having been certified correctly by the Library Director, were presented for payment. The Trustees, having examined the bills, by their signature authorized ~~their~~ payment by the Treasurer.

Voucher No.	Payee	Budget Allocation	Amount
1137	American News Co.	2 - Books	\$ 35.30
1137A	American News Co.	2 - Books	40.83
1137B	American News Co.	2 - Books	66.21
1138	Joseph Elstein Inc.	2 - Books	32.60
1139	Demco Library Supplies	4 - Supplies	46.40
1140	Henry F. Schmidt	4 - Supplies	4.70
1141	W. O. Community League	6 - Maintenance	25.00
1141A	W. O. Community League	6 - Maintenance	25.00
1142	N. J. Bell Telephone Co	6 - Maintenance	31.25
1143	Public Service Gas & Elec. Co.	6 - Maintenance	24.61
1144	Watchung Coal & Oil Co.	6 - Maintenance	44.77
1145	Cash (Petty)	7 - Miscellaneous	23.03

Payment recommended by:

Approved by:

Emma A. Martini
Library Director.

Matthew J. McLaughlin (Pres.)
W. W. Brown
James P. Falcione
Samuel C. Hill
W. B. Gorman
Rona M. Oliver

WEST ORANGE PUBLIC LIBRARY

Director's
Monthly Report

January 1952

	<u>Attendance</u>	<u>Circulation</u>	<u>Registrations (New)</u>
M - A	1697	2512	68
M - J	683	1052	40
TC- A	253	235	15
TC- J	799	595	17
Total	3432	4394	140

Fines -	\$ 87.13
Rentals-	42.51
Reserves-	4.20
Lost books-	5.75

Total	\$139.59
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On January 7 Mrs. Martin and Mrs. Hall presented a talk on Books for Children before the Ridgeview Child Study Group. On the 23rd the 2nd grade at Fairmount school visited the Children's Department and on the 25th the 2nd grades from Eagle Rock School came.

The Pleasantdale P.T.A. Librarians were hostesses for a demonstration on mending procedures by a representative of Demco Library Supplies, held Jan. 30 in their Library. The meeting, arranged by the West Orange Public Library was attended by librarians from West Orange High School, Roosevelt Junior High, Gregory, St. Cloud, Eagle Rock, Hazel and Pleasantdale. Coffee and rolls served by Mrs. Tolley and Mrs. Lane broke the ice very effectively. The meeting was so successful, another is planned in March, and Mr. Weigle has offered the Hazel school library for a meeting place.

The loan of a radio-phonograph and records permits the library to have music and pertinent news broadcasts during the day, which has been well received by the public.

February 12, 1952.

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the Library on February 12, 1952. Mayor Erwin, Mrs. Oliver, Dr. Brown, Mr. Falcone, Mr. McLoughlin and Mr. Williams were present. Mr. Williams called the meeting to order at 5:05 P. M.

Following the addition of the word "service" at the end of page 2, the minutes were approved.

Mr. McLoughlin presented the Bills for approval. At the request of the West Orange Community House, both January and February rent for the branch library will be paid. This adjustment will enable them to receive rent on the first of the month due rather than at the end. Dr. Brown moved, Mrs. Oliver seconded and it was carried that the bills be paid. Mrs. Martin submitted a new form requiring board signatures which was approved and duly signed. The annual statement of budget expenditures was presented.

The Library Director offered her monthly report, for the first time in writing, as had been requested previously. In addition to the statistical information for the current month, it was suggested that in the future, comparative figures for the previous month and for the corresponding month of the previous year be included to show the Library's gains in registration, circulation and attendance.

All photography books have recently disappeared from the Library, an actual monetary loss of \$12.35. Pilfering from libraries is normally adjusted through a loss rate of 2% of book stock per annum. Since this library is not subject to excessive losses, closer staff supervision will comprise the only action in this instance.

Results of letters sent to thirty delinquent borrower's for overdue books totalled approximately \$150.00, showing^{ed} that 12 returned their books and paid their fines, two acknowledged the letters, but reported they had never had the books, 16 did not reply. Mrs. Martin

February 12, 1952.

asked if the board would approve asking help from the police department in collecting library books. Mayor Erwin will discuss the problem with Commissioner Byrne and report at the next meeting.

Mr. Falcone reported that Mr. Torlucci wishes to submit his resignation as custodian, March 1st. Following discussion of the duties to be expected of a custodian, the president appointed Mr. Falcone to study the question and look for a replacement.

The appointment of a new library page, Barbara Bateman, was announced by Mrs. Martin. The starting salary will be 60¢ an hour.

Mrs. James impending resignation was announced. She will leave in April to take charge of work with Young People in the South Orange Public Library at a starting salary of \$3050. While expressing regret at losing her, the board agreed that it was unable to increase her present salary to compete with that which she has been offered.

Dr. Brown reported that Mrs. Meyers, the Librarian at West Orange High School would assume charge of purchasing books for the P. T. A. libraries through the Board of Education channels which will permit them full discount privileges. The Board approved, and Dr. Brown will notify them. The Library will continue to classify books and otherwise aid the P. T. A. Libraries.

Mr. Williams announced 1952 committee appointments with no changes over the previous year:

Finance - Mr. Williams and Mr. McLoughlin

Personnel- Mrs. Griffinger and Dr. Brown

Buildings and Grounds- Mr. Williams.

Mr. McLoughlin moved, Mrs. Oliver seconded and the motion was carried that the meeting adjourn at 5:47 P. M.

Respectfully submitted

Emma A. Martin,
Assistant Secretary.

WEST ORANGE PUBLIC LIBRARY

Board of Trustees Meeting, Mar. 11, 1952.

Agenda.

1. Minutes.
2. Treasurer's report.
Bills presented for payment.
3. Library director's report.
4. Personnel.
 - a. Adopt sick and annual leave policies
 - b. James vacation leave allowance
 - c. Hall - appointment to permanent Civil Service position
 - d. Custodian
 - e. Cost of living bonus
5. Unfinished business.
 - a. Overdue books - report on police assistance in collecting
 - b. Circulation desk and half of footstools installed
 - c. Stove sold
6. New business
 - a. Who is "appointing authority"? Mayor has signed forms.
 - b. Lost books - St. Cloud.
 - c. Outdoor sign - Kennedy
 - d. Electrical bid - Ring
 - e. Pleasantdale branch

March 11, 1952

At a regular meeting of the Trustees of the West Orange Public Library, the following bills, having been certified correctly by the Library Director, were presented for payment. The Trustees, having examined the bills, by their signature authorized payment by the Treasurer.

Voucher No.	Payee	Budget Allocation	Amount
1157A	American Library Assn.	2 - Books	\$ 5.00
1157B	" " "	"	21.00
1158A	American News Company	"	67.13
1158B	" " "	"	111.84
1159A	Doubleday & Co. Inc.	"	21.00
1159B	" " "	"	18.00
1160	Retail Bookseller	"	3.00
1161	H. W. Wilson	"	32.75
1162	Fideler Co.	"	33.96
1163A	Demco Library Supplies	4 - Supplies	15.10
1163B	" " "	"	282.12
1164	Gaylord Bros. Inc.	"	99.00
1165	Andrew H. Owen, Inc.	5 - Insurance	73.11
1166	West Orange Community League	6 - Maintenance	25.00
1167	Public Service Elec. & Gas. Co.	"	25.48
1168	Tappan Supply	"	24.23
1169	Watchung Coal & Oil	"	42.58
1170A	N.J. Bell Telephone Co.	7 - Miscellaneous	7.25
1170B	" " "	"	35.60
1171	Cash (Petty cash)	"	22.50
1172	Cash (Travel)	9 - Contingency	10.24
	Sub-total		\$975.89
	A. H. Roemer	Rentals	46.31
	Associated Libraries	Pleasantdale	86.93
	" "	"	7.64
	R. S. & S. Co.	"	25.64
			<u>\$1,142.41</u>

Payment recommended by:

Eugene A. Martin
Library Director.

Approved by:

Matthew J. McLaughlin
Louis P. Falcone
Vivian R. Giffinger
Robert C. Martin
Samuel C. Webb

BILLS PRESENTED FOR PAYMENT

February 1952

Voucher No.	Payee	Budget Allocation	Amount
1157A	American Library Assn.	2. Books	\$ 5.00
1157B	American Library Assn.	2. Books	21.00
1158A	American News Co.	2. Books	67.13
1158B	American News Co.	2. Books	111.84
1159A	Doubleday Co., Inc.	2. Books	21.00
1159B	Doubleday Co., Inc.	2. Books	18.00
1160	Retail Bookseller	2. Books	3.00
1161	H. W. Wilson Co.	2. Books	32.75
1162	Fideler Co.	2. Books	33.96
1163A	Demco Library Supplies	4. Supplies	15.10
1163B	Demco Library Supplies	4. Supplies	282.12
1164	Gaylord Brothers Inc.	4. Supplies	99.00
1165	Andrew H. Owen, Inc.	5. Insurance	73.11
1166	W. O. Community League	6. Maintenance	25.00
1167	Public Service E. & G.	6. Maintenance	25.48
1168	Tappan Supply Co.	6. Maintenance	24.23
1169	Watchung Coal & Oil Co.	6. Maintenance	42.58
1170A	N. J. Bell Telephone Co.	7. Miscellaneous	7.25
1170B	N. J. Bell Telephone Co.	7. Miscellaneous	35.60
1171	Cash - Petty	7. Miscellaneous	22.50
1172	Cash - Travel	9. Contingency	10.24
1173	A. H. Roemer	Rental books	46.31
1174	Associated Libraries	Other (PTA)	94.57
1175	R. S. & S. Co.	Other (PTA)	25.64
Total			\$1142.41

Payment recommended by:

Approved by:

Evelyn A. Martin

Library director

March 11, 1952

WEST ORANGE PUBLIC LIBRARY
~~Director's~~
Monthly Report - February, 1952.

	<u>ATTENDANCE</u>			<u>CIRCULATION</u>		
	<u>Feb. 51</u>	<u>Jan. 52</u>	<u>Feb. 52</u>	<u>Feb. 51</u>	<u>Jan. 52</u>	<u>Feb. 52</u>
M - A	1235	1697	1358	1785	2512	2390
M - J	498	683	764	865	1052	1234
TC- A	(253	215	251	235	221
	(632					
TC- J	(799	636	529	595	500
Total	2365	3432	2973	3430	4394	4345

<u>REGISTRATION</u>				
	<u>On hand</u>	<u>New</u>	<u>Cancellation</u>	<u>Balance</u>
M - A	3358	56	35	3379
M - J	1156	24	163	1017
TC- A	433	19	9	452
TC- J	271	19	4	276
Total	5219	108	211	5124

Fines	-	\$62.08	Overdues	
Lost books	-	2.50	1st	- 233
Rentals	-	36.98	2nd	- 56
Reserves	-	3.15	3rd	- 79
Stove	-	50.00	Reference questions-	137
Total		\$154.71	Telephone calls	- 445

WEST ORANGE PUBLIC LIBRARY

Monthly Report - February, 1952

February was a quiet month for the Library, with two holidays, although circulation and attendance were steady.

Mrs. Martin attended an Essex County Librarians meeting. Mrs. Hall had two classes visit the Library and spent one morning with Mrs. Schiff at the Hazel Ave. school Library.

Mrs. Hall's Civil Service examination was waived, while Mrs. Martin took her oral and written examination on February 29th.

141 new and gift books have been processed this month. Supplies were inventoried and the sadly depleted stock replenished for the year.

Overdue letters have produced at least one - "all's well that ends well" - item, to wit:irate borrower to Mrs. Harris, "I returned the book to you personally one night just before closing."

Mrs. H.(soothingly) "I am sure you must have, but it is funny the way books can vanish, fall behind the radiator in the house - or even slip underneath the seat in the car."

Irate borrower, "Why I never thought of that, just a minute while I look there!" (Exit borrower to car parked at Library door - and return) "Am I embarrassed! the book was under the car seat. How did you ever guess?"

March 11, 1952.

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the Library March 11, 1952. Mr. Williams called the meeting to order at 5:15 P. M. Mrs. Griffinger, Mayor Erwin, Mr. Williams and Mr. Falcone were present. Mrs. Ezra Rosenbaum of 40 Curtis Avenue, West Orange, attended also.

Minutes of the last meeting were approved.

February bills were presented for approval and payment authorized by signatures.

The Library Director's monthly report was presented. On request of the president, Mrs. Martin explained that registration figures had been adjusted to show the cancellation of cards which had expired one year previously and had not been used since.

✓ In the absence of Dr. Brown, Mrs. Martin reported on a personnel conference held during the month to study the adjustment of sick leave and annual leave policies to conform with civil service regulations. Following discussion it was moved by Mr. Falcone, seconded by Mayor Erwin and carried that 15 working days per annum with pay be allowed for sick leave, to be cumulative during the entire period of employment, and that Jan. 24, 1951 be the effective date for computing the allowance.

Annual leave policies vary in Essex County libraries; of five libraries polled, two grant one calendar month to each employee, three based vacations on working days, one giving 22, one 23 and one 24 days per annum. The New Jersey Division of Public Libraries recommended 2 working days per month based on a five day week, to be the same for all full time employees regardless of rating. The Civil Service minimum is 12 working days per annum. In the discussion which followed

March 11, 1952.

Mayor Erwin stated that other West Orange town employees received a maximum of three weeks. Mr. Falcone recommended that since library employees wished to be considered Town employees, the vacation allowance should be the same. Mrs. Martin commented that three weeks would represent a reduction in allowance from the calendar month which had previously been granted. She recommended that for ease in handling schedules, whatever leave was granted be stated in working days rather than calendar weeks. Mayor Erwin moved that 15 working days with pay per annum be granted all employees. Mr. Falcone seconded and the motion was carried.

Next on the agenda was consideration of the amount of annual leave to be allowed Mrs. James who will have been employed half time for $4\frac{1}{2}$ months and full time for $14\frac{1}{2}$ months without a vacation at the time of her anticipated resignation April 15th. The Director reported that Civil Service recommended not giving severance pay but placing her on vacation status April 16th with her resignation date falling at the end of the vacation allowance. This course will not prevent the immediate hiring of a replacement on a temporary basis. Nineteen working days leave was granted her.

The certification of eligibles to the position of Senior Librarian (Children's) having been received from the Civil Service Commission, Mrs. Martin recommended the appointment of Ruth S. Hall, the temporary incumbent. Mrs. Griffinger moved, Mayor Erwin seconded and the motion was carried that Mrs. Hall received the appointment.

Mr. Falcone reported on his efforts to find a replacement for the position of Building Maintenance Worker. He recommended the appointment of Mr. Martin Burns, custodian of the West Orange Community House, who, he stated, would accept the position if he were given a starting salary of \$60 a month. Mr. Falcone recommended that the board adopt the increase in salary, since he felt Mr. Burns.

March 11, 1952.

would prove satisfactory. Mrs. Martin, who had also interviewed Mr. Burns, said that he had made a favorable impression on her also. To effect the salary change the amount of \$65 in excess of that allocated, will be required and can be taken from the salary contingency fund. Mr. Falcone moved that Mr. Burns be hired at \$60 per month. Mayor Erwin seconded, and the motion was carried.

Mayor Erwin said that the question of whether Library employees were eligible for the Town cost of living bonus had been referred to the Town attorney. His report is not yet ready.

Police assistance in the collection of long overdue books has been approved by Commissioner Byrne according to the report made by Mayor Erwin. Mrs. Martin was instructed to work out the details with Mr. Byrne.

The circulation desk in the Children's room and part of the footstools have been installed. The stove has been sold for \$50.

A letter from the Civil Service Commission requesting that the "appointing authority" sign all forms was introduced. Since by definition the board as a corporate body is the appointing authority, the designation of an individual to perform this duty was requested. Mr. Falcone moved that Mr. Williams, as President of the Board of Trustees, perform this function. Mrs. Griffinger seconded the motion and it was carried.

Next Mrs. Martin reported that in June 1951 the St. Cloud P. T. A. library had brought 49 books to the Library to be forwarded for re-binding. These books were lost, having never been received by the binder, nor found in the library. Accepting that the Library was at fault, a plan of settlement had been worked out with Mrs. Kelly, the St. Cloud Librarian. It was offered as follows: 24 books, being unserviceable and obsolete would be written off, the remaining 25, averaging \$1.25 in original cost and allowing a

March 11, 1952.

depreciation of 50% per book, might be replaced by new books, selected by the Children's Librarian to a total value of \$18.75. Mrs. Griffinger moved that the proposed settlement be accepted. Mr. Falcone seconded and the motion was passed.

A bid from Mr. Kennedy to make and install an outdoor sign for the library at a cost of \$66 was presented, and discussed. Mayor Erwin made the motion, Mrs. Griffinger seconded and it was carried that the bid be accepted.

An electrical bid for improved lighting in the Children's room and kitchen and for new lights in the attic from the Ring Electric Company for the sum of \$166 was introduced; after discussion Mr. Falcone moved, Mr. Williams seconded and the motion was carried that the bid be accepted.

Mayor Erwin moved, Mrs. Griffinger seconded and the motion was carried that the meeting be adjourned at 6:30 P. M.

Following adjournment Mrs. Rosenbaum expressed her interest in the meeting and stated her purpose in attending was to express her personal desire to see Library service expanded to reach the Pleasantdale section of West Orange.

The board then visited the Children's room to inspect the new furniture.

Respectfully submitted,

Emma A. Martin,

Assistant Secretary.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting April 8, 1952.

AGENDA

1. Minutes
2. Treasurer's report
Bills presented for payment - March 1952.
3. Library Director's report
 - a. Gift book
 - b. N.J.L.A. conference
4. Personnel
 - a. James resignation
 - b. Report on replacement
 - c. Byrne - temporary appointment
 - d. Leaves.

BILLS PRESENTED FOR PAYMENT

March 1952

Voucher No,	Payee	Budget Allocation	Amount
1187	Collector of Internal Revenue	1. Salaries	\$578.70
1188A	American News Co.	2. Books	43.39
1188B	American News Co.	2. Books	45.50
1189A	Doubleday Co.	2. Books	37.00
1189B	Doubleday Co.	2. Books	40.00
1190	Public Affairs Com.	2. Books	4.00
1191	H. W. Wilson Co.	2. Books	16.00
1192	Demco Library Supplies	4. Supplies	22.50
1193	Gaylord Brothers	4. Supplies	32.05
1194	Henry F. Schmidt	4. Supplies	39.50
1195	Fowler Agency Inc.	5. Insurance	489.73
1196	Walter J. Daum	6. Maintenance	9.25
1197	Public Service E. & G.	6. Maintenance	24.87
1198	Joseph S. Ring	6. Maintenance	154.00
1199A	Watchung Coal & Oil Co.	6. Maintenance	28.44
1199B	Watchung Coal & Oil Co.	6. Maintenance	41.50
1200	W. O. Community League	6. Maintenance	25.00
1201	Cash - Petty	7. Miscellaneous	16.55
1202A	N. J. Bell Telephone Co.	7. Miscellaneous	33.25
1202B	N.J. Bell Telephone Co.	7. Miscellaneous	7.25
1203	Monroe Calculating Machine Co.	8. Equipment	157.50
1204	A. H. Roemer	Rentals	36.94
Total			\$1882.92

Payment recommended by:

Approved by:

Euna A. Martin

Library director.

April 8, 1952

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - MARCH 1952

ATTENDANCE

	<u>Mar. 51</u>	<u>Feb. 52</u>	<u>Mar. 52</u>
M - A	1600	1358	1393
M - J	571	764	657
TC - Z (685	215	282
TC - J (636	566
Total	2856	2973	2898

CIRCULATION

	<u>Mar. 51</u>	<u>Feb. 52</u>	<u>Mar. 52</u>
	1938	2390	2336
	990	1234	1173
	275	221	197
	626	500	485
Total	3829	4345	4191

REGISTRATION

	<u>On hand</u>	<u>New</u>	<u>Cancellation</u>	<u>Balance</u>
M - A	3379	42	7	3414
M - J	1017	18	0	1035
TC - A	452	20	7	465
TC - J	276	1	0	277
Total	5124	81	14	5191

Fines	-	\$73.93
Lost books	-	2.15
Rentals	-	34.95
Reserves	-	3.20
P.T.A. Libraries		<u>129.56</u>
Total		\$243.79

Overdues

1st	-	252
2nd	-	63
3rd	-	22
Reference questions	-	212
Telephone calls		614

WEST ORANGE PUBLIC LIBRARY
Monthly Report - March, 1952

The electrical work in the library was completed during March. Mr. Byrne, the new custodian has taken over very well and the building presents an improved appearance.

Mrs. Mead has the distinction of being the only staff member not requiring sick leave during the month. Mrs. Lewis and Mrs. Martin were each out a week, the others only a day.

The children's librarian, Mrs. Hall, had one school class visit the library. Mrs. Hall visited the Pleasantdale Library and spent a morning with a physically handicapped child who was brought to the library by his teacher to register and make arrangements for reading materials to meet his special needs.

March 26, 1952.

TO THE BOARD OF TRUSTEES OF THE WEST ORANGE PUBLIC LIBRARY.
Mr. Samuel C. Williams, President.

Dear Mr. Williams:

It is with deep regret that I tender my resignation to take effect May 9th, 1952. As you are aware, I am going to a much better position. I am very sorry that I could not stay with the West Orange Library. My work has been very enjoyable and I have been quite content.

Since there has been a decision made as to the vacation pay due me, I would like to add that the nineteen working days allowed to me are included in the last weeks before May 9th. I wish to thank the Board for allotting me the nineteen days.

Very truly yours,

Olive James.

Olive James.

REPORT OF VACATIONS OF NEW JERSEY LIBRARIES

<u>LIBRARY</u>	<u>LENGTH OF VACATION</u>	<u>LENGTH OF WORKING WEEK</u>
Bloomfield	23 working days	5 days
East Orange	24 " "	5 "
Glenridge	22 " "	5 "
Maplewood	31 calendar days	5 "
Millburn	22 working days	5 "
Montclair	30 " "	5 "
Newark	169 hours	5 "
Orange	31 calendar days	5 "
South Orange	1 calendar month	5 "
Summit	26 working days	5 "
Verona	26 " "	5 "
Irvington	22 " "	5 "

All of above libraries but Montclair are under Civil Service and all are municipalized.

When the staff accepted the positions offered, they were told that they would have one month's vacation during each year.

SUGGESTED STANDARDS - TERMS OF EMPLOYMENT AND WORKING CONDITIONS
by
Special Committee on Personnel, New Jersey Library Association.

VACATION WITH PAY

"Two work days vacation leave should be granted for each month worked or 24 vacation leave days for the year. In the case of termination of employment payment should be made for unused vacation".

The Staff of the West Orange Public Library would greatly appreciate it if the Board of Trustees would re-open for discussion the matter of vacations.

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the Library April 8, 1952. The president called the meeting to order at 5:15 P. M. Mrs. Oliver, Mrs. Griffinger, Mr. Williams and Mr. Falcone were present.

Minutes of the last meeting were approved.

March bills were presented for approval. Mr. Falcone moved, Mrs. Griffinger seconded, and the motion was carried that the bills be paid.

The Library Director's monthly report for March was next presented. Mrs. Martin displayed a gift book, "Art treasures of the Louvre" received from the Women's Auxiliary to the Essex County Medical Society, and was authorized to acknowledge the gift in the name of the Board.

Announcement of the annual conference of the New Jersey Library Association to be held in Atlantic City April 24-26 followed. Mrs. Martin invited attention to the Trustees meeting to be held there on Saturday, April 26th. Mr. Falcone agreed to take the matter of his attendance under consideration.

Mr. Williams read Mrs. James resignation from the position of Clerk-stenographer. Mr. Falcone moved, Mrs. Griffinger seconded, and the motion was carried that it be accepted and placed on record. Mrs. Martin reported that a replacement has not yet been found. Candidates interviewed so far have not been interested.

Martin Byrne, the custodian, will hold his position on a temporary 6 months basis in order to comply with Civil Service regulations, since he is not yet a citizen.

✓ Mr. Williams introduced a request from the Library Staff that the question of vacation allowance be re-opened for further discussion.

He reviewed the minutes of the previous meeting concerning the subject, presented the Staff's report on vacations, and reported that he had himself checked outside this area on the matter. As the result of considerable discussion, and the submission of more detailed data from other communities, the previous motion was rescinded. Mr. Falcone moved that all staff members be allowed vacation time based on two working days per month. Mrs. Oliver seconded the motion and it was carried.

Mrs. Martin reported that no action had as yet been taken for police assistance in collecting long overdue books, and was requested to pursue a test case as soon as possible.

The meeting was adjourned at 6:25 P. M.

Respectfully submitted,

Emma A. Martin
Assistant secretary

WEST ORANGE PUBLIC LIBRARY
TRUSTEES MEETING - May 13, 1952

AGENDA

1. Minutes
2. Treasurer's Report
 - a. Bills presented for payment - April
 - b. Financial statements - January - April
3. Director's Report
4. Personnel
 - a. Martin
 - b. Wyckoff
 - c. Staff Letter
5. Unfinished Business
 - a. Bonus
 - b. Retroactive payroll
6. New Business
 - a. Fans
 - b. Chatham conference
 - c. Radio program
 - d. Spring book festival

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT

April 1952

Voucher No.	Payee	Budget Allocation	Amount
1216	American News Co.	2. Books	\$19.56
1217	Arco Publishing Co.	2. Books	5.30
1218	Joseph Elstein	2. Books	45.17
1219	Pergande Publishing Co.	2. Books	4.37
1220	A.H. Roemer Co.	2. Books	186.46
		Rentals	9.09
1221	Bro-dart Industries	4. Supplies	92.33
1222	Midland Press	4. Supplies	8.75
1223	Henry F. Schmidt	4. Supplies	1.80
1224	Commonwealth Water Co.	6. Maintenance	3.02
1225	Public Service Electric & Gas Co.	6. Maintenance	24.30
1226	John McConnell	6. Maintenance	28.00
1227	Watchung Coal & Oil Co.	6. Maintenance	32.67
1228	W.O. Community League	6. Maintenance	25.00
1229	N.J. Bell Telephone	7. Miscellaneous	45.95
1230A	Cash, Petty	7. Miscellaneous	24.55
1230B	Cash, Refund on Book	7. Miscellaneous	2.50
1230C	Cash, NJLA Conference	9. Contingency	67.17
			<u>\$625.99</u>

Payment recommended by:

Emma Q. Martin

Library director
May 13, 1952

Approved by:

Samuel C. Hill

Louis P. Falcone

Leon M. Oliver

W. W. Brown

Vincent R. Hiffinger

Matthew J. McLaughlin

WEST ORANGE PUBLIC LIBRARY

FINANCIAL STATEMENT - JANUARY 1952

RECEIPTS

Town of West Orange	\$7,000.00
Fines	87.13
Rentals	42.51
Reserves	4.20
Lost and paid books	5.75
Refunds (PTA)	40.18
Total	7,179.77

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Expen. to date	Vouchers presented	Total Expen.	Balance on hand
1. Salaries	23370.00	----	1363.35	1363.35	22006.65
2. Books	4680.00	----	174.94	174.94	4505.06
3. Binding	600.00	----	----	----	600.00
4. Supplies	1150.00	----	51.10	51.10	1098.90
5. Insurance	530.00	----	----	----	530.00
6. Maintenance	1700.00	----	119.38	119.38	1580.62
7. Miscellaneous	1035.00	----	54.28	54.28	980.72
8. Equipment	2000.00	----	----	----	2000.00
9. Contingency	425.00	----	----	----	425.00
Total	35490.00	----	1763.05	1763.05	33726.95

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	Cash on hand	Vouchers presented	Balance
Rentals	263.14	----	263.14
Misc. (PTA)	----	----	----

WEST ORANGE PUBLIC LIBRARY

FINANCIAL STATEMENT - FEBRUARY 1952

RECEIPTS

Fines	\$ 62.08
Rentals	36.98
Reserves	3.15
Lost and paid books	2.50
Misc. (stove)	50.00
Total	154.71

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Expen. to date	Vouchers presented	Total Expen.	Balance
1. Salaries	23370.00	1363135	1371.45	2734.80	20635.20
2. Books	4680.00	174.94	313.68	488.62	4191.38
3. Binding	600.00	----	----	----	600.00
4. Supplies	1150.00	51.10	396.22	447.32	702.68
5. Insurance	530.00	----	73.11	73.11	456.89
6. Maintenance	1700.00	119.38	117.29	236.67	1463.33
7. Miscellaneous	1035.00	54.28	65.35	119.63	915.37
8. Equipment	2000.00	----	----	----	2000.00
9. Contingency	425.00	----	10.24	10.24	414.76
Total	35490.00	1763.05	2347.34	4110.39	31379.61

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	Cash on hand	Vouchers presented	Balance
Rentals	300.12	46.31	253.81
Misc. (PTA)	0.00	120.21	- 120.21
Total	300.12	166.52	133.60

WEST ORANGE PUBLIC LIBRARY

FINANCIAL STATEMENT - MARCH 1952

RECEIPTS

Fines	\$ 73.93
Rentals	34.95
Reserves	3.20
Lost and paid books	2.15
Refunds (PTA)	129.56
Total	243.79

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Expen. to date	Vouchers presented	Total Expen.	Balance
1. Salaries	23370.00	2734.80	1389.10 578.70WT	4702.60	18667.40
2. Books	4680.00	488.62	185.89	674.51	4005.49
3. Binding	600.00	0.00	0.00	0.00	600.00
4. Supplies	1150.00	447.32	94.05	541.37	608.63
5. Insurance	530.00	73.11	489.73	562.84	- 32.84
6. Maintenance	1700.00	236.67	283.06	519.73	1180.27
7. Miscellaneous	1035.00	119.63	57.05	176.68	858.32
8. Equipment	2000.00	0.00	157.50	157.50	1842.50
9. Contingency	425.00	10.24	0.00	10.24	414.76
Total	35490.00	4110.39	3235.08	7345.47	28144.53

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	Cash on hand	Vouchers presented	Balance
Rentals	288.76	36.94	251.82
Misc. (PTA)	- 120.21	0.00	0.00

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - APRIL 1952

RECEIPTS

Fines	\$54.43
Rentals	26.97
Reserves	2.10
Lost and Paid Books	14.20
Miscellany	4.00
TOTAL	101.70

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Exp. to date	Vouchers Presented	Total Exp.	Balance On hand
1. Salaries	23370.00	4702.60	1588.50	6291.10	17078.90
2. Books	4680.00	674.51	260.86	935.37	3744.63
3. Binding	600.00	000.00	000.00	000.00	600.00
4. Supplies	1150.00	541.37	102.88	644.25	505.75
5. Insurance	530.00	562.84	000000	562.84	- 32.84
6. Maintenance	1700.00	519.73	112.99	632.72	1067.28
7. Misc.	1035.00	176.68	73.00	249.68	785.32
8. Equipment	2000.00	157.50	000.00	157.50	1842.50
9. Contingency	425.00	10.24	67.17	77.41	347.59
TOTAL	35490.00	7345.47	2205.40	9550.87	25939.13

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	Cash on Hand	Vouchers Presented	Balance
Rentals	\$278.79	9.09	269.70
Misc. (PTA & Personal)	-----	-----	-----

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - APRIL 1952

ATTENDANCE

	<u>Apr. 51</u>	<u>Mar. 52</u>	<u>Apr. 52</u>	<u>Apr. 51</u>	<u>Mar. 52</u>	<u>Apr. 52</u>
M - A	1271	1393	1280	1886	2336	2258
M - J	465	657	456	777	1173	845
TC - A	(282	178	220	197	161
TC - J	{583	566	436	558	485	335
Total	2319	2898	2350	3441	4191	3955

CIRCULATION

REGISTRATION

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M - A	3414	80	146	3348
M - J	1035	14	3	1046
TC - A	465	7	0	472
TC - J	277	6	3	280
Total	5191	107	152	5146

OVERDUES

1st notices - 283
 2nd " - 103
 3rd " - 8

REFERENCE QUESTIONS

157

TELEPHONE CALLS

450

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - APRIL 1952

Early in the month, Mr. McGoughram, Mr. McLoughlin and Mrs. Martin held a conference on the financial records kept by the library. Mr. McGoughram was very helpful with his suggestions, and clarified many points of a technical nature. As a result of the meeting; and also with the passage of the 1952 West Orange budget, the financial records of the library have been set up for the fiscal year, and are ready for inspection.

Staff members attended an Open House at South Orange Library in honor of the opening of their new Youth Room with Mrs. James in charge. Mrs. Martin was a guest at the luncheon given by the Trustees of the Montclair Library to honor Miss Quigley and Miss Clark for their twenty five years service in that library.

Mrs. Hall and Mrs. Martin attended the three day annual conference of the New Jersey Library Association at Atlantic City. Of particular interest to our library was a panel discussion between librarians and representatives of the state civil service commission, touching upon examinations for ~~our~~ temporary appointments, which would affect our staff. Unfortunately no clear cut decision has yet been reached which would be to our benefit.

West Orange Public Library

46 MT. PLEASANT AVENUE

WEST ORANGE, N. J.

Emma A. Martin, Library Director

ORange 2-6268

May 12, 1952

Board of Trustees
West Orange Public Library
West Orange, N.J.
Mr. Samuel C. Williams, President.

Dear Mr. Williams;

We wish to express our appreciation to the
Board of Trustees for restoring our vacation
period to twenty-four days.

Sincerely,

Dorothy M. Lewis
Paul S. Hall
Helen Sue Harris
Rebecca B. Mead
Emma A. Martin

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the Library May 13, 1952. It was called to order at 5:15 P.M. Mrs. Oliver, Mrs. Griffinger, Mr. Williams, Mr. Falcone, Mr. McLoughlin and Dr. Brown were present.

Minutes of the last meeting were approved.

Mr. McLoughlin presented the April bills for approval. Dr. Brown moved, Mrs. Griffinger seconded and the motion was carried that they be paid. The treasurer next reported on the assistance and advice given by Mr. Hugh McGoughran which had enabled Mrs. Martin to set up a simplified bookkeeping system. Monthly financial statements for January through April were submitted.

Discussion of the library's present financial situation was followed by Mr. McLoughlin's recommendation that a letter of appreciation be sent to Mr. McGoughran for his valuable help. Mr. Falcone moved, Mrs. Griffinger seconded and it was carried.

Dr. Brown reported for the Personnel Committee that the certificate of eligibles for the position of Library Director had been received from Civil Service. The candidates having been notified, and indicated their interest, he proposed the resolution that Mrs. Martin be given the permanent appointment. Mrs. Griffinger seconded and the resolution was carried.

Mrs. Martin reported that she had found a Clerk-stenographer, Ruth S. Wyckoff of West Orange, described her qualifications, and recommended that she be offered a temporary appointment to fill the current vacancy on the staff. Dr. Brown moved, Mr. Falcone seconded and the appointment was made at the base salary of \$2040. per annum.

A letter from the staff ^{Signed by} expressing appreciation for the Trustees' action respecting vacations was read by Mr. Williams and placed on

record.

In the absence of Mayor Erwin, Mrs. Martin reported that she had been instructed by the West Orange Town Clerk to prepare a bonus payroll for the five full time employees for the first quarter of 1952 in the amount of \$100. each, with a 20% withholding tax deduction. Following discussion, Dr. Brown moved that the payroll be signed by Mr. Williams, the appointing authority, and forwarded to the Mayor with a letter stating the boards' approval and requesting elucidation on the procedure for securing funds for it. Mrs. Oliver seconded the motion and it was carried.

Mrs. Martin informed the Board that she would now put through a retroactive payroll for the employees in-grade raises approved by the Board last December, which had been held up until the budget was passed.

Electric fans for the library were requested by the director. Action was postponed following discussion of various models, to permit investigation into the suitability of an attic fan.

Mrs. Oliver and Mrs. Griffinger will represent the Trustees at the Institute for Library Service to be held May 15th in Chatham.

An invitation to the trustees to appear on Louise Power's radio program on WJNR was issued. The library's Open House on May 21st was also mentioned.

The meeting was adjourned at 6:05 P.M.

Respectfully submitted,

Emma A. Martin, Assistant Secretary

WEST ORANGE PUBLIC LIBRARY
TRUSTEES MEETING - June 10, 1952

AGENDA

1. Minutes
2. Treasurer's Report
 - a. Bills presented for payment - May
 - b. Financial statement - May
3. Director's Report
4. Personnel
 - a. Clerk-stenographer
5. Unfinished business
 - a. Bonus
 - b. Fans
6. New Business
 - a. Library planning

WEST ORANGE PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT - MAY 1952

<u>Voucher No.</u>	<u>Payee</u>	<u>Budget Allocation</u>	<u>Amount</u>
1250	American News Co.	2. Books	\$58.23
1251	A.H. Roemer Co., Inc.	2. Books	104.21
		9. Contingency	19.60
		Rentals	53.01
1252	Price & Lee Co.	2. Books	35.54
1253	H. F. Schmidt & Co.	4. Supplies	11.10
		8. Equipment	67.50
1254	Typewriter & Adding Machine Service Co.	4. Supplies	8.50
1255	W.O. Community League	7. Miscellaneous	76.25
1256	Public Service Electric & Gas Co.	6. Maintenance	25.00
1257	Oxford Window Cleaners	6. Maintenance	23.48
1258	Tappan Supply Co.	6. Maintenance	19.75
1259	N.J. Bell Telephone Co.	6. Maintenance	11.80 * corrected to 1.80
1260	Charles M. Kennedy	7. Miscellaneous	35.15
1261	Cash, Petty	8. Equipment	66.00
1262	Cash, Travel	7. Miscellaneous	23.48
		9. Contingency	12.36
			\$640.96

Payment recommended by:

Emma A. Martin

Library Director
June 5, 1952

Approved by:

Samuel C. Miller

Vivian R. Giffinger

J. W. Brun

James P. Falcone

Matthew J. M. Loughlin

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - MAY 1952

RECEIPTS

Town of West Orange	\$9000.00
Fines	69.37
Rentals	24.03
Reserves	1.80
Lost and Paid Books	3.50
Miscellany	23.15
	<hr/>
TOTAL	\$9121.85

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Exp.	Vouchers presented	Total Exp.	Balance on hand
1. Salaries	23370.00	6291.10	2172.85	8463.95	14906.05
2. Books	4680.00	935.37	197.98	1133.35	3546.65
3. Binding	600.00	00.00	00.00	00.00	600.00
4. Supplies	1150.00	644.25	19.60	663.85	486.15
5. Insurance	530.00	562.84	00.00	562.84	- 32.84
6. Maintenance	1700.00	632.72	70.03	702.75	997.25
7. Miscellany	1035.00	249.68	134.88	384.56	650.44
8. Equipment	2000.00	157.50	133.50	291.00	1709.00
9. Contingency	<u>425.00</u>	<u>77.41</u>	<u>31.96</u>	<u>109.37</u>	<u>315.63</u>
	35490.00	9550.87	2760.80	12311.67	23178.33

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	<u>Cash on hand</u>	<u>Vouchers presented</u>	<u>Balance</u>
Rentals	\$293.73	\$50.91	\$242.82
Miscellany (PTA & Personal)	---.	2.10	---.

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - MAY 1952

	<u>ATTENDANCE</u>			<u>CIRCULATION</u>		
	<u>May 51</u>	<u>Apr. 52</u>	<u>May 52</u>	<u>May 51</u>	<u>Apr. 52</u>	<u>May 52</u>
M -A	1381	1280	1168	1861	2258	2036
M - J	413	456	570	777	845	1107
TC - A(178	172	192	161	157
J(721					
	<u>721</u>	<u>436</u>	<u>536</u>	<u>505</u>	<u>335</u>	<u>487</u>
Total	2515	2350	2446	3335	3955	3787

<u>REGISTRATION</u>				
	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M - A	3348	87	27	3408
M - J	1046	17	0	1063
TC - A	472	14	8	478
TC - J	280	12	1	291
Total	5146	130	36	5240

<u>OVERDUES</u>	
1st notices	241
2nd notices	71
3rd notices	26

REFERENCE QUESTIONS

160

TELEPHONE CALLS

423

May has been a month of meetings for the staff. On the first, Mrs. Martin attended the Essex County reference librarians' meeting. On the 8th, Mrs. Harris went to the Essex County circulation librarians' meeting. Mrs. Oliver, Mrs. Griffinger, Mrs. Hall, Mrs. Lewis and Mrs. Martin attended the New Jersey regional library conference on the 15th.

Non-library meetings to which Mrs. Martin was invited, included the Essex County Council of P.T.A.'s and the League of Women Voters' luncheon on the 27th. For the latter meeting, an exhibit of books on India was displayed and favorably received.

To further school-library contacts, Mrs. Mead and Mrs. Martin visited Sister Francis, principal of Our Lady of Lourdes, on May 6th. On the 27th, Mrs. Mead had 27 children from the 3rd grade of Washington School visit Tory Corner Branch.

The Spring Book Festival, on the 21st, went well. Mrs. Hall prepared an excellent exhibit of new books for children and an attractive tea table. Mr. Miller donated armloads of flowers, and all but one piece of furniture was in place. Mrs. McDonough honored us by coming as our guest. Between fifty and sixty people came. Five public schools and the parochial schools were represented as well as several P.T.A.'s, the school board and library board.

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on June 10, 1952. The president called the meeting to order at 5:10 P. M. Mrs. Oliver, Mrs. Griffinger, Mr. Williams, Dr. Brown, Mr. McLoughlin and Mr. Falcone attended.

Minutes of the last meeting were approved.

Mr. McLoughlin presented the May bills and moved that their payment be approved. Mr. Falcone seconded and the motion was carried. The financial statement for May showed the receipt of the second quarterly payment of \$9000.00 from the Town. Mrs. Martin reported that following a conference with the Mayor, the bonus was put through. It will be charged to the library's salary budget account until November, when if necessary, an additional appropriation can be requested from the Town to cover it.

The director's monthly report followed. Adult attendance and circulation has fallen off but the juvenile figures show an increase. Mr. McLoughlin suggested that the information contained in the director's report would be suitable for newspaper publicity and should be so used. Mr. Williams concurred.

Mrs. Martin reported that following the appointment of Mrs. Wyckoff as clerk-stenographer, Civil Service sent a Certificate of Eligibles listing Nora Delplato, a West Orange resident. An appointment having been offered her, Miss Delplato phoned that she was not interested in the position. It was recommended that since no other names appeared on the certificate, Mrs. Wyckoff receive a temporary

appointment until such time as a new list of eligibles is received. A motion to that effect was made and carried. Mr. Falcone recommended that in the absence of a written statement from Nora Delplato, a copy of the report to Civil Service on this matter, be sent to her, confirming her refusal.

The temporary appointments of Rosalie Norcia at \$1.50 per hour and of Emily Schafer at 85¢ an hour for not more than two (2) months each, to act as vacation substitutes was reported. The total salaries to be paid them will not exceed \$500.00 as allocated in the budget for that purpose.

Action approving the purchase of fans for the library, was held up due to the lack of a further report on what is needed. Following discussion, Dr. Brown moved that Mr. Williams, Chairman of Buildings and Grounds, and Mrs. Martin be delegated to handle the business and authorized to spend an amount not exceeding \$100.00. Mr. Falcone seconded and the motion was carried.

The director next presented a resume of the library's functions and services during the past year. In administration and public relations the library shows itself to be good in internal organization with excellent staff morale, but makes a poor showing in publicity and community contacts.

Technical services, briefly described, include the selection and acquisition of materials, classification and cataloging, the mechanical preparation of materials and the physical upkeep of book stock. The director handles all adult classification and cataloging. Current material is piling up faster than the records are being made and a back log exists.

Approximately 70% of the reference books and 50% of the books at Tory Corner have never been completely recorded. Some day these books will have to be done. The Children's Librarian classifies all juvenile books for the Main Library and branch, in addition to which she does those brought in by the P. T. A. libraries. Thus a disproportionate amount of her time is spent on this one phase of children's work.

Readers' services include registration and circulation of reading materials, reference work and readers' advisory service. During the past year 75% of the reference questions came from children; approximately 95% of these questions were answered to the borrower's satisfaction, the other 5% were referred to other libraries.

Extension services include branches, deposit collections, work with schools and all services carried outside the Main Library to the people. Tory Corner branch works predominately with children. Adult reference work is referred to the Main Library. Deposit collections are maintained in the three firehouses. Work with the schools is inadequate and sporadic and no effort to reach other community groups is currently attempted.

In conclusion Mrs. Martin offered two suggestions to the Board for their study and consideration. First, that the possibility of procuring a Bookmobile to expand library service impartially to all parts of West Orange, be investigated. Preliminary study shows that a Bookmobile would involve an investment of approximately \$15,000.00 plus a full time librarian.

The second recommendation was that a position be created on the staff for a qualified library cataloger in 1953.

Following a discussion of the report, the meeting was adjourned at 6:25 P. M.

Respectfully submitted,

Emma A. Martin,
Assistant Secretary

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - JUNE 1952

<u>Voucher No.</u>	<u>Payee</u>	<u>Budget Allocation</u>	<u>Amount</u>
1280	Collector of Internal Revenue	1. Salaries	787.00
1281	American News Co.	2. Books	9.00
		Rental and other	15.37
1282	Joseph Elstein, Inc.	2. Books	37.50
1283	Encyclopaedia Britannica	2. Books	86.04
1284	Facts-On-File, Inc.	2. Books	30.00
1285	Orange News Co.	2. Books	20.48
1286	A.H.Roemer Co., Inc.	2. Books	241.13
		Rental and other	57.02
1287	State Service Bureau, Inc.	2. Books	2.50
1288	Vocational Guidance Manuals, Inc.	2. Books	16.48
1289	H.W.Wilson Co.	2. Books	69.25
1290	Chivers Book Binding Co.	3. Binding	135.41
1291	Brod-dart Industries	4. Supplies	6.45
1292	Demco Library Supplies	4. Supplies	28.95
1293	Remington Rand, Inc.	4. Supplies	19.50
1294	H.F.Schmidt & Co.	4. Supplies	11.35
1295	W.O.Community League	6. Maintenance	25.00
1296	Watchung Coal & Oil Co.	6. Maintenance	38.24
1297	Public Service Electric & Gas Co.	6, Maintenance	21.39
1298	N.J.Bell Telephone Co.	7. Miscellaneous	36.35
1299	Library Trustees Assoc.	9. Contingency	5.00
1300	Cash, Petty	7. Miscellaneous	14.37
			<hr/>
			\$926.78

*Previously deducted - other checks Voided.

Payment recommended by:

Emma A. Wadsworth

Library Director
July 10, 1952

Approved by:

Matthew J. McLaughlin Pres.
Samuel P. Hill
W. W. Brown
Louis P. Falcone

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - JUNE 1952

RECEIPTS

Fines	84.64
Rentals	33.00
Reserves	1.90
Refunds	6.30
	<hr/>
TOTAL	125.84

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Exp. to date	Vouchers Presented	Total Exp.	Balance on hand
1. Salaries	23370.00	8463.95	2045.85	10509.80	12860.20
2. Books	4680.00	1133.35	512.38	1645.73	3034.27
3. Binding	600.00	000.00	135.41	135.41	464.59
4. Supplies	1150.00	663.85	66.25	730.10	419.90
5. Insurance	530.00	562.84	00.00	562.84	- 32.84
6. Maintenance	1700.00	702.75	84.63	787.38	912.62
7. Misc.	1035.00	384.56	50.72	435.28	599.72
8. Equipment	2000.00	291.00	00.00	291.00	1709.00
9. Contingency	<u>425.00</u>	<u>109.37</u>	<u>5.00</u>	<u>114.37</u>	<u>310.63</u>
TOTAL	35490.00	12311.67	2900.24	15211.91	27278.09

DISBURSEMENTS - NON-BUDGET ACCOUNTS

	Cash on hand	Vouchers Presented	Balance
Rentals	275.82	81.39	194.43
Miscellany (PTA & Personal)	----	6.30	----

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - JUNE 1952

ATTENDANCE

	<u>June 51</u>	<u>May 52</u>	<u>June 52</u>	<u>June 51</u>	<u>May 52</u>	<u>June 52</u>
M - A	1183	1168	1168	1349	2036	2244
M - J	406	570	522	894	1107	1085
TC - A	(172	158	200	157	166
TC - J	(536	534	378	487	657
	544					
TOTAL	2133	2446	2382	2821	3787	4152

CIRCULATION

REGISTRATION

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M - A	3408	76	8	3476
M - J	1063	26	0	1089
TC - A	478	6	1	483
TC - J	291	17	0	308
TOTAL	5240	125	9	5356

OVERDUES

1st notices	302
2nd notices	104
3rd notices	61

REFERENCE QUESTIONS

83

TELEPHONE CALLS

391

During the first half of June, business was slow, but as soon as school was out, attendance and circulation picked up. The vacation reading club at Tory Corner started with great enthusiasm and by the end of the month the children were giving so many book reports that it became necessary to assign two staff members to the branch.

Staff vacations started. Mrs. Hall was away ten days, Mrs. Lewis left on the 21st and Mrs. Mead on the 30th. The substitutes arrived; Miss Norcia on the 23rd and Miss Schafer on July 1st.

The annual convention of the American Library Association was held in New York City from June 29th through July 4th. Mrs. Martin and Mrs. Hall attended part time. The outstanding event of the conference was an address by Eleanor Roosevelt about her trip to India. She urged librarians to support the efforts being made to send good books to other countries saying that the United States is being judged today on such out-of-date books as "Uncle Tom's Cabin" due to lack of accurate information in the shape of current well presented books about our nation.

West Orange Public Library

46 MT. PLEASANT AVENUE

WEST ORANGE, N. J.

Emma A. Martin, Library Director

ORange 2-6268

July 1, 1952

TO THE BOARD OF TRUSTEES OF THE WEST ORANGE PUBLIC LIBRARY

Mr. Samuel C. Williams, President

Dear Mr. Williams,

It is with sincere regret that I tender my resignation to take effect August 22, 1952. My reason for resigning is that I may be with my husband who is accepting a position out of the state. I have enjoyed my work and my associations with the staff of the West Orange Public Library and the people of West Orange.

My last working day will be July 31, 1952 and the sixteen vacation days due me are included in the last weeks before August 22, 1952.

Very truly yours



Ruth S. Hall

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - JULY 1952

<u>Voucher No.</u>	<u>Payee</u>	<u>Budget Allocation</u>	<u>Amount</u>
1314A	American News Co.	2. Books	\$98.50
1314B	American News Co.	2. Books	25.33
1314C	American News Co.	2. Books	54.94
1314D	American News Co.	2. Books	214.84
1315	P.F. Collier & Son	2. Books	2.95
1316	Dover Publications	2. Books	6.95
1317	Great Books Foundation	2. Books	19.20
1318	Institute for Research	2. Books	34.13
1319	Motor Book Department	2. Books	5.35
1320A	National Geographic Society	2. Books	6.00
1320B	National Geographic Society	2. Books	5.00
1321A	A.H. Roemer & Co.	2. Books	31.84
		Rental	11.88
1321B	A.H. Roemer & Co.	2. Books	13.26
		Rental	6.65
1322	Brodart Industries	4. Supplies	31.25
1323	Demco Library Supplies	4. Supplies	6.00
1324	Gaylord Bros., Inc.	4. Supplies	23.55
1325	H.F. Schmidt & Co.	4. Supplies	9.95
1326	W.O. Community League	6. Maintenance	25.00
1327	Martin Byrne	6. Maintenance	10.00
1328	Commonwealth Water Co.	6. Maintenance	3.11
1329	Public Service Electric & Gas Co.	6. Maintenance	21.43
1330	Smith & Kaufman	6. Maintenance	32.43
1331A	N.J. Bell Telephone Co.	7. Miscellaneous	7.25
1331B	N.J. Bell Telephone Co.	7. Miscellaneous	28.45
1332	Cash, Petty	7. Miscellaneous	19.21
1333	John J. Brady	8. Equipment	99.78
1334	Cash, Travel	9. Contingency	22.80
			<hr/>
			\$877.03

Payment recommended by:

Emma A. Martin

Approved by:

Samuel C. Hill
Louis P. Falcone
M. J. M. Loughlin

Library Director
 August 11, 1952

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - JULY 1952

RECEIPTS

Fines	\$69.82
Rentals	20.77
Reserves	1.65
Refunds	10.85
Lost and paid books	<u>2.72</u>
TOTAL	105.81

DISBURSEMENTS - BUDGET ACCOUNTS

	Budget	Exp. to date	Vouchers Presented	Total Expense	Balance on hand
1. Salaries	23370.00	10509.80	1979.05	12488.85	10881.15
2. Books	4680.00	1645.73	518.29	2164.02	2515.98
3. Binding	600.00	135.41	000.00	135.41	464.59
4. Supplies	1150.00	730.10	70.75	800.85	349.15
5. Insurance	530.00	562.84	000.00	562.84	- 32.84
6. Maintenance	1700.00	787.38	91.97	879.35	820.65
7. Miscellaneous	1035.00	435.28	54.91	490.19	544.81
8. Equipment	2000.00	291.00	99.78	390.78	1609.22
9. Contingency	<u>425.00</u>	<u>114.37</u>	<u>22.80</u>	<u>137.17</u>	<u>287.83</u>
TOTAL	35490.00	15211.91	2837.55	18049.46	17440.54

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Balance brought forward	Receipts (Rentals & Refunds)	Total	Vouchers Presented	Balance on hand
\$207.98	\$31.62	\$239.60	\$18.53	\$221.07

WEST ORANGE PUBLIC LIBRARY

LIBRARY DIRECTOR'S REPORT - JULY 1952

ATTENDANCE

	<u>July 51</u>	<u>June 52</u>	<u>July 52</u>	<u>July 51</u>	<u>June 52</u>	<u>July 52</u>
M - A	1269	1168	1130	2102	2244	2244
M - J	422	522	589	957	1085	1189
TC - A	(158	59	231	166	117
&						
TC - J	(426					
	(534	410	461	657	573
TOTAL	2117	2382	2188	3751	4152	4123

CIRCULATION

REGISTRATION

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M - A	3476	92	51	3517
M - J	1089	24	0	1113
TC - A	483	6	0	489
TC - J	308	6	0	314
TOTAL	5356	128	51	5433

OVERDUES

1st notices - 261
 2nd notices - 87
 3rd notices - 27

REFERENCE QUESTIONS

36

TELEPHONE CALLS

366

LIBRARY DIRECTOR'S REPORT - JULY 1952

During July, half of the staff was on vacation and two substitutes came on duty. Attendance fell off; but circulation decreased less than anticipated for the first of the two hot summer months.

At the Main Library, a story hour held every Tuesday at eleven was not much of a success. The high attendance of 12 petered out to a low of 4. With the loss of the Childrens' Librarian in August, its continued existence is extremely doubtful.

The Tory Corner Branch Vacation Reading Club, has however, been successful in holding the interest of about 20 children who are reading steadily and in quantity toward the prizes to be awarded at the end of the summer. Their enthusiasm has necessitated having two staff members at the Branch nearly all month.

An inventory of adult books at Tory Corner has been undertaken. Obsolete material is being discarded and books which have not been used there are being transferred to Main. While this will relieve the acutely overcrowded shelves in the Branch, it will at the same time aggravate the crowded condition in the Main Library. The material transferred is in demand by adults and high school students who use Main in preference to the Branch.

A second project completed by the staff during July has been the interfiling of the subject catalogs with the author and title catalogs. This arrangement, in a single alphabet, is known as a dictionary catalog and is commonly preferred in public libraries. It is considered simpler to use by the general public since they need look in only one place instead of in two.

The auditors spent seven days in the Library, checking the 1951 financial records. They expressed approval of the 1952 bookkeeping system established with Mr. McGoughran's helpful advice and generously clarified several points of procedure for us so that we believe our current financial records are in good order.

Search for a Childrens' Librarian is underway. Progress report to date; no luck!

WEST ORANGE PUBLIC LIBRARY
TRUSTEES MEETING September 16, 1952

AGENDA

1. Minutes (Correction on May Bills presented for payment Vo. #1258 should read \$1.80)
2. Treasurer's Report:
 - a. Bills presented for payment (June, July, August)
 - b. Financial statements (June, July, August)
 - c. Preliminary report on 1951 audit
3. Library director's Report
4. Personnel: Childrens' Librarian
5. Building
 - a. Basement repairs necessitated by mildew
 - b. Ceiling on 1st floor
6. New Business
 - a. Tory Corner Rent
 - b. Equipment

WEST ORANGE PUBLIC LIBRARY
BILLS PRESENTED FOR PAYMENT - AUGUST 1952

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1347A	American News Co.	2. Books	19.40
1347B	American News Co.	2. Books	25.65
1347C	American News Co.	2. Books	23.24
1348A	Doubleday & Co.	2. Books	21.00
1348B	Doubleday & Co.	2. Books	20.00
1351	A. H. Roemer & Co.	2. Books	84.85
		Rental	37.10
1353	H. F. Schmidt & Co.	4. Supplies	10.05
1354	Public Service Electric & Gas Co.	6. Maintenance	18.14
1355	Tappan Supply Co.	6. Maintenance	8.75
1356	W.O.Community League	6. Maintenance	25.00
1357A	N.J.Bell Telephone Co. - TC	7. Miscellaneous	7.25
1357B	N.J.Bell Telephone Co. - M	7. Miscellaneous	25.80
1358	American Library Association	9. Contingency	4.50
1359A	Cash, Petty	7. Miscellaneous	12.35
1359B	Cash	9. Contingency	24.56
		TOTAL	367.64

Payment recommended by:

Emma C. Martin

Library Director
September 16, 1952

Approved by:

W. W. Braun
Samuel C. Melt
Louis P. Falcone
M. J. M. Loughlin

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - AUGUST 1952

RECEIPTS

Town of West Orange	8000.00
Fines	50.62
Rentals	17.89
Reserves	1.10
Refunds	11.28
Dressel (sale of old books)	<u>1.25</u>
 TOTAL	 8082.14

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	12488.85	1644.00	14132.85	9237.15
2. Books	4680.00	2164.02	194.14	2358.16	2321.84
3. Binding	600.00	135.41	000.00	135.41	464.59
4. Supplies	1150.00	800.85	10.05	810.90	339.10
5. Insurance	530.00	562.84	000.00	562.84	- 32.84
6. Maintenance	1700.00	879.35	51.89	931.24	768.76
7. Miscellaneous	1035.00	490.19	45.40	535.59	499.41
8. Equipment	2000.00	390.78	000.00	390.78	1609.22
9. Contingency	<u>425.00</u>	<u>137.17</u>	<u>29.06</u>	<u>166.23</u>	<u>258.77</u>
TOTAL	35490.00	18049.46	1974.54	20024.00	15466.00

DISBURSEMENTS - NON-BUDGET ACCOUNTS

<u>Balance brought forward</u>	<u>Receipts (Rentals & Refunds)</u>	<u>Total</u>	<u>Vouchers presented</u>	<u>Balance on hand</u>
			37.10	

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

ATTENDANCE

	<u>August 51</u>	<u>July 52</u>	<u>August 52</u>	<u>August 51</u>	<u>July 52</u>	<u>August 52</u>
M - A	1580	1130	1103	1693	2244	2309
M - J	479	589	462	1059	1189	1038
TC - A	(59	58	249	117	89
TC - J	(526	410	140	415	573	137
TOTAL	2585	2188	1763	3416	4123	3573

CIRCULATION

REGISTRATION

	<u>On hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M - A	3517	68	11	3574
M - J	1113	21	1	1133
TC - A	489	2	0	491
TC - J	314	1	0	315
TOTAL	5433	92	12	5513

OVERDUES

1st notices - 202
2nd notices - 68
3rd notices - 3

REFERENCE QUESTIONS

22

TELEPHONE CALLS

267

LIBRARY DIRECTOR'S REPORT - AUGUST 1952

Tory Corner Branch Library was closed from August 11 through August 23, due to the closing of the Community House during that period. As a result, attendance and circulation were reduced to about 1/4 of average for the month. At the Main Library in the adult department, business continued good, but in the childrens' department dropped somewhat.

The problem of mildew in the childrens' room became most acute during the wet summer. De-Moist bags proved ineffectual. Books painted with a commercial preparation to reduce mildew grew whiskers in two weeks. The matter was then referred to Mr. Williams who has instigated building improvements to forestall future serious damage to the book stock.

On Sunday, August 31st, a section of the plaster ceiling on the main floor fell. Fortunately, no one was in the building at the time. Mr. Williams was informed and has arranged for immediate repairs.

The total number of books charged out during the summer or vacation loan was 594, of which over half were childrens' books; 1/3 of the total were non-fiction.

During the school session, from September 1951 through June 1952, Mrs. Mead completed ~~six~~ graduate credits in the School of Library Service at Columbia University. This work was accomplished outside of her library hours and for her own self-improvement. She is to be congratulated on her accomplishment which will be of benefit not only to herself but to the library as well.

LIBRARY AND OFFICE EQUIPMENT

Recommended for: purchase September 1952

Note: Balance outstanding in account \$1609.22

1. Catalog cases:

2	-	26" leg bases	@	45.25	\$90.50
2	-	15-drawer units	@	110.25	220.50
2	-	sliding shelves	@	34.25	68.50
2	-	tops	@	16.50	33.00
					<hr/>

412.50

2. Safe file #60 legal size capacity 20,400 cards
plus papers

2	drawer (30" high, 30" deep, 20 1/4" wide)		147.75	
12	trays (shelf list)	@	5.95	71.40
			<hr/>	211.95
				219.15

3. Typewriters

2	Remington Rand Standard	@	157.50	list
	discount allowance	-	20.00	
	Tax		9.45	
			<hr/>	

Net	146.95	293.90
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2	Library platens	@	15.00	30.00
			ea.	<hr/>

323.90

4. Footstools - Tory Corner	2	@	12.75	25.50
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5. Circulation Desk Main Library

1	Discharging unit #7440	@	339.00
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6	trays	@	6.00
---	-------	---	------

Carpentry work in existing unit	25.00	<hr/>	400.00
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Total	1381.05
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6. Circulation Desk Tory Corner
#7492

@	446.25	446.25
---	--------	--------

not approved

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on September 16, 1952. The president called the meeting to order at 5:30 P. M. Mr. Williams, Dr. Brown, Mr. McLoughlin and Mr. Falcone were present.

Voucher #1258 on the Bills presented for May was corrected to read \$1.80 after which the minutes of the last meeting were approved.

Mr. McLoughlin presented the June, July and August bills. Payment of June and July bills by the President and Treasurer was approved and payment of August bills authorized. Mrs. Martin reported that the audit of the library's 1951 financial records had been made and that the audit report would be received in the near future. On receipt of this report the Treasurer and Director will prepare a final report to be submitted to the Trustees at the next meeting.

The Library director's report for August was next submitted. It was requested that future reports include the cumulative attendance and circulation statistics from January first to date for both 1951 and 1952. A total of 1464 books have been added to the library since January 1, 1952, of which 1040 were purchased and 233 were gifts.

Efforts to secure the services of a qualified Childrens' Librarian are so far unsuccessful. The civil service eligible list contained the name of only one librarian who declined the position. The state library and the library schools report no applicants. Of five persons reached, only one has expressed an interest in the position. Since her qualifications are limited, it was decided to search further.

It was moved and seconded that a clerk-typist be hired on a temporary weekly basis to help out until a librarian is found.

Mr. Williams then reported on the damage incurred in the main floor reading room when a section of the ceiling plaster fell. Ceiling board can be installed to repair the damage. He further reported on the deleterious effects of mildew in the Childrens' Room and recommended changes in heating and ventilation which will improve conditions. Dr. Brown moved, Mr. McLoughlin seconded and a motion was carried that Mr. Williams be empowered to proceed with such repairs as are required to correct the situation.

A letter from the West Orange Community League requesting the library to increase the rent on the Tory Corner Branch from \$25.00 to \$45.00 per month effective September 1952 was next introduced. Following discussion, it was moved that the library cannot pay more this year since the 1952 budget is set with the rent at \$25.00.

Mrs. Martin introduced a list of library and office equipment recommendations for purchase this year. Action was postponed to the next meeting to permit further study.

The meeting was adjourned at 6:20 P.M.

Respectfully submitted,

Emma A. Martin,
Assistant Secretary

September 19, 1952

WEST ORANGE PUBLIC LIBRARY
TRUSTEES MEETING-- OCTOBER 18, 1952

AGENDA

1. Minutes
2. Treasurer's Report
 1. Bills presented for payment, September
 2. Financial statement, September
3. Library Director's report
4. Personnel Committee Report
 1. Children's Librarian
 2. Clerk-typist, temporary
5. Unfinished business
 1. Letter from West Orange Community League
 2. Equipment recommended for purchase
6. New Business
 1. Movie film on library
 2. Budget

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT- SEPT. 1952

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1375	American News Co.	2. Books	22.16
1376A	Doubleday & Co.	2. Books	3.34
1376B	Doubleday & Co.	2. Books	3.34
1376C	Doubleday & Co.	2. Books	12.94
		Rental	2.33
1376D	Doubleday & Co.	2. Books	1.67
1376E	Doubleday & Co.	2. Books	67.76
1377	Jos. Elstein Inc.	2. Books	67.60
1378	Encyclopaedia Britannica	2. Books	249.50
1379A	A. H. Roemer Co. Inc.	2. Books	25.61
		Rental	8.83
1379B	A. H. Roemer Co. Inc.	2. Books	70.08
		Rental	33.70
1379C	A. H. Roemer Co. Inc.	2. Books	35.40
		Rental	6.83
1379D	A. H. Roemer Co. Inc.	2. Books	31.68
		Rental	5.46
		9. Contingencies	3.60
1380	Maitland P. Simmons	2. Books	2.40
1381	Wilcox & Follett	2. Books	48.14
1382	Bro-dart Industries	2. Supplies	19.31
1383	Remington Rand	4. Supplies	67.96
1384	Public Service Electric & Gas Co.	6. Maintenance	20.27
1385	Ward Sands & Co.	6. Maintenance	13.50
1386	W.O. Community League	6. Maintenance	25.00
1387	H. F. Schmidt & Co	8. Equipment	17.50
1388A	N. J. Bell Telephone Co.	7. Miscellaneous	7.25
1388B	N. J. Bell Telephone Co.	7. Miscellaneous	27.95
1389	R. R. Bowker Co.	9. Contingencies	7.00
1390	Cash	7. Miscellaneous	24.93
		4. Supplies	20.00

TOTAL 953.04

Payment recommended by:

Eunice A. Martini
Library director
October 18, 1952

Approved by:

J. H. Sum
James P. Falcione
Vivian R. Liffman
Matthew M. Liffman
Samuel C. Wilk
W. Barrin

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - SEPTEMBER 1952

RECEIPTS

Fines	56.97
Rentals	19.91
Reserves	<u>1.80</u>
TOTAL	78.68

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	14132.85	1789.75	15922.60	7447.40
2. Books	4680.00	2358.16	641.62	2999.78	1680.22
3. Binding	600.00	135.41	000.00	135.41	464.59
4. Supplies	1150.00	810.90	107.27	918.17	231.83
5. Insurance	530.00	562.84	000.00	562.84	- 32.84
6. Maintenance	1700.00	931.24	58.77	990.01	709.99
7. Miscellaneous	1035.00	535.59	60.13	595.72	439.28
8. Equipment	2000.00	390.78	17.50	408.28	1591.72
9. Contingency	425.00	166.23	10.60	176.83	248.17
TOTAL	<u>35490.00</u>	<u>20024.00</u>	<u>2685.64</u>	<u>22709.64</u>	<u>12780.36</u>

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Balance brought forward	Receipts (Rentals & Refunds)	Total	Vouchers presented	Balance on hand
			57.15	

WEST ORANGE PUBLIC LIBRARY

Library director's report- September 1952

Attendance

<u>Sept. 1951</u>	<u>Jan-Sept. 51</u>	<u>Aug. 1952</u>	<u>Sept. 1952</u>	<u>Jan.-Sept 52</u>
M-A 1176	12178	1103	1412	11709
M-J 601	4457	462	879	5582
TC-A (58	210	1585
TC-J { 629	5514	140	444	4501
TOTAL <u>2406</u>	<u>22149</u>	<u>1763</u>	<u>2945</u>	<u>23377</u>

Circulation

<u>Sept. 1951</u>	<u>Jan.-Sept. 51</u>	<u>Aug. 1952</u>	<u>Sept. 1952</u>	<u>Jan.-Sept 52</u>
M-A 1956	16351	2309	2376	20705
M-J 843	8121	1038	1372	10095
TC-A 191	2092	89	209	1552
TC-J <u>453</u>	<u>4518</u>	<u>137</u>	<u>393</u>	<u>4162</u>
TOTAL 3443	31084	3573	4350	38514

WEST ORANGE PUBLIC LIBRARY

Library Director's report- September 1952

Registration

<u>On Hand</u>		<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A	3574	116	185	3505
M -J	1133	75	58	1150
TC-A	491	6	0	497
TC-J	<u>315</u>	<u>10</u>	<u>0</u>	<u>325</u>
TOTAL	5513	207	243	5477

Overdues

First notices-	195
Second notices-	29
Third notices	30

Reference questions

112

Telephone calls

403

September brought increased business to the library with the opening of school and the end of the vacation period.

Two new Junior library clerks were added to the staff to replace those lost during the summer. Marjorie Coote, a Sophomore fills the vacancy at Main library, and Jacqueline Fennell, a Junior works at Tory Corner. Following approval by the Board, of a temporary clerk-typist to substitute until a children's librarian is appointed, Mrs. Cecelia Bury, 63 Llewellyn Ave., West Orange has been given the position as of September 22. She was recommended by Miss Magliola of the Town Clerk's office, and is proving most helpful.

September 10th, the Vacation reading club party was held at Tory Corner Branch. Prizes were awarded to the three children who had read and reported on the highest number of books during the summer. The Chronicle sent a photographer and a picture appeared in the paper Sept. 18th.

Page three

On the 17th the Second grade from Fairmount visited the library. Thirty-one children came with their teacher for a talk on the library.

Mrs Martin attended a series of meetings for librarians sponsored by the E. O. Public Library on leadership of discussion groups. She also attended a New Jersey Librarians Association meeting in Trenton on the 26th.

Mrs Mead took her Civil Service examination to qualify for a permanent appointment to the staff on September 25th.

West Orange Public Library

46 MT. PLEASANT AVENUE

WEST ORANGE, N. J.

Emma A. Martin, Library Director

October 7, 1952

ORange 2-6268

Subject: Proposed Budget for 1953
From: The Library Director
To: The Trustees of the WEST ORANGE PUBLIC LIBRARY

The proposed budget of the WEST ORANGE PUBLIC LIBRARY for 1953, together with a statement explaining the items included; and recommendations in respect to current and future library service, is herewith submitted to your attention.

This proposed budget will be presented for discussion and action by the Board at their regular meeting to be held on October 14, 1952.

Respectfully submitted,

Emma A. Martin

Library Director

WEST ORANGE PUBLIC LIBRARY

Proposed Budget - 1953

	<u>1952</u>	<u>1953</u>	<u>1952</u>	<u>1953</u>
1. SALARIES			23370.00	30100.43
1. Library Director	4110.00	4790.00		
2. Assistant Library Director	3570.00	3750.00		
3. Senior Librarian (Catalog)		3294.00		
4. Senior Librarian (Children)	3060.00	3000.00		
5. Senior Librarian (Branch)	3120.00	3240.00		
6. Senior Library Assistant, P.T.	1560.00	1680.00		
7. Clerk-Stenographer	2220.00	2100.00		
8. Junior Library Clerk (3)	1050.00	1319.20		
9. Bldg. Maintenance Worker, P.T.	630.00	760.00		
10. Contingency	700.00	1460.00		
11. Pension fund	3350.00	2067.23		
12. Bonus		2640.00		
2. BOOKS			4680.00	4680.00
3. BINDING			600.00	600.00
4. SUPPLIES			1150.00	1365.00
5. INSURANCE			530.00	190.00
1. Automobile Liability	75.00	90.00		
2. Workmen's Compensation	55.00	100.00		
6. MAINTENANCE			1700.00	3065.00
1. Rent - Tory Corner	300.00	540.00		
2. Oil	400.00	450.00		
3. Gas and Electricity	300.00	300.00		
4. Water	50.00	35.00		
5. Janitor Supplies	150.00	150.00		
6. Building Repairs	400.00	1500.00		
7. Contingency	100.00	100.00		
7. MISCELLANEOUS			1460.00	1510.00
1. Telephone	600.00	500.00		
2. Publicity	75.00	100.00		
3. Service Contracts Equipment		50.00		
4. Transportation	100.00	100.00		
5. Conventions	125.00	200.00		
6. Cash - Petty	360.00	360.00		
7. Contingency	200.00	200.00		
8. EQUIPMENT			2000.00	2000.00
1. Library	1000.00	1000.00		
2. Office and Staff	500.00	500.00		
3. Building	500.00	500.00		
TOTAL			35490.00	43553.43

Proposed Budget - 1953

1. SALARIES

Salaries, representing as is common procedure in library budgets, approximately two thirds of the total budget are tentatively set at \$30,100.43. The library currently has a staff composed of four full time librarians, one half-time librarian, one full time clerk-stenographer, three one-fourth time clerks and one one-fourth time building maintenance worker. These employees will continue at their present rates with such annual in-grade increments as have been previously established. Appendix 1 shows these rates. Appendix 2 gives a detailed breakdown of individual salaries for 1953.

It is earnestly requested that the creation of one additional position on the staff be approved. The present organizational set-up requires that the technical services of the library, comprising the duties of book ordering, accessioning, classifying and cataloging, be performed by the Director, the Sr. Librarian (Children) and the Clerk-Stenographer. Since the Director carries all administrative work, the Sr. Librarian (Children) all circulation, reference and public relations work of her department, and the Clerk-Stenographer all financial and secretarial duties of the library, the addition of a librarian fully qualified by education and experience to carry on the technical services would free the present staff to perform their primary functions more adequately and completely. The salary suggested for this position starting at \$3294. per annum, is based on the American Library Association "Minimum library salary standards for 1952", a copy of which is available for your inspection.

It is further recommended that the hours of the building maintenance worker be increased from one-fourth to one-half time, either by doubling the hours currently carried by the incumbent, or by adding a cleaning woman one-fourth time. During the past year, building maintenance has allowed only for the most cursory cleaning of the building and care of the grounds. No provision has ever been made for dusting books and shelves. When the book stock becomes too dirty to be acceptable to the public, it has been necessary for the staff to interrupt their work to perform the task of cleaning. That the librarians in the West Orange Public Library have graciously consented to do this is an example of their complete loyalty to the organization they serve, but that they should be asked to do so is deplorable. The public is quick to see and take note of low standards of cleanliness in a public building. Appendix 2, item 10 shows an amount of \$760. provisionally allocated to the purpose if the Board accepts this recommendation.

The pension fund allocation is shown in detail in Appendix 2, item 11. While only one staff member, the Director, is currently enrolled in the retirement plan, it will be compulsory for the others to enroll upon receiving permanent appointments. Civil Service examinations pending these permanent appointments are currently in process or anticipated.

The cost of living bonus, Appendix 2, item 12 is provisionally estimated on the basis of the allowance granted by the Town of West Orange in 1952. It is recommended to the Board that consideration be given to the equity of excluding the one part-time staff member from this bonus; This exclusion in 1952 had the effect of lowering her salary in comparison to her colleagues not because the quality of her work was less highly valued, but because she worked 60% of the time only. It may also be pointed out that she is not exempt from the same cost of living increases that effect everyone equally. The entire item of \$2640. is entered on this budget subject to the granting of such a bonus by the Town of West Orange in 1953. It should be deleted if not a proper charge against the library budget. No allocation was made for this item in the library's 1952 budget, but, following its approval by the Town, actual payments have been charged to the library salary budget of 1952.

2. BOOKS

The allowance of \$4680. for the purchase of books in 1952 is carried over to 1953 without change. While the unit cost of books continues to rise and it may therefore mean that fewer books will be bought in 1953, this allowance is considered adequate. Library standards recommend $2\frac{1}{2}$ volumes per capita. A population of 29,644 in West Orange would therefore give the library a goal of 60,000 to 75,000 books. The library currently has holdings of around 12,000 books. To expand its book stock without expanding the physical facilities to house them is questionable at this time.

3. BINDING

During 1952 \$600. for the binding of books has proved adequate to keep the collection in good condition. Therefore no increase is considered necessary for 1953.

4. SUPPLIES

The sum of \$1365. is proposed for supplies; a 10% increase in the amount allocated in 1952 is requested to meet anticipated increased cost of such items. Appendix 3, shows such expenditures for the first nine months of 1952 indicating that the average monthly cost runs slightly over \$100. The sum of \$100. has been added to permit the library to purchase printed catalog cards. Eventually the use of such cards may effect a saving to the library and it is thought desirable to give them a fair trial.

5. INSURANCE

The library carries four insurance policies. The Fire and Extended Coverage policy expires in 1955, the Burglary policy in 1954. The Comprehensive General Automobile Liability policy for which \$75. was allocated in 1952, actually cost \$81.13. An allotment of \$90. is recommended for 1953. For the Workmen's Compensation policy \$55. was allocated; \$73.11 actually spent. \$100. is recommended since rates are up slightly and the payroll has increased. A total of \$190. is therefore requested.

6. MAINTENANCE

Maintenance requirements for 1953 are estimated at \$3065. Rent for the Tory Corner Branch has provisionally been set at \$540, pending the Board's decision respecting the increase proposed by the West Orange Community League. Oil, gas, electricity and water are set at figures explained in Appendix 3. Building repairs in 1951 cost the library \$539.25. Through August 1952 \$221. has been expended with the cost of work in the Children's room and the new ceiling on the first floor not yet estimated. It is felt that \$500. is necessary for 1953.

In addition to predicted operating costs the Director requests the Board to consider redecoration of the library interior. Painting all the woodwork in the building with the exception of the Children's room is recommended. Wall paper in the hallway, public rooms and staff rest room appears in good condition. The Director's office and lavatory and the staff office (the former kitchen) require repapering and/or wall paint. With space at a premium it is suggested also that the built-in supply cupboards in the small workroom and staff office be moved to the room at the foot of the rear basement staircase which area needs to be white-washed and cleaned. Wall shelving built into the small workroom and into the space now occupied by the old kitchen sink would permit the rearrangement of periodicals for greater accessibility, and add urgently needed storage facilities for books in process. To accomplish these improvements, the rough figure of \$1000. is suggested. If approved, more exact estimates of cost can be secured for inclusion in the final budget.

7. MISCELLANEOUS

Items entered in the 1952 budget under Miscellaneous and Contingency have been combined in the 1953 proposed budget to effect an improvement in bookkeeping records. Budget item number 6 covers current operating expenses on physical plant, item number 7 may be considered to cover current operating expenses in terms of the business conducted by the library.

Telephone service for the first eight months of 1952 has cost \$310.25, appendix 3. \$500. is therefore considered adequate for 1953. Expansion of telephone service by the addition of a second number is not yet found to be necessary. \$100. for Publicity should cover basic requirements. A service contract for the maintenance of typewriters has been listed at \$50., the same amount as spent in 1952. Transportation covering mileage on staff cars used for library needs remains the same, as does the petty cash allowance of \$25. per month. The Director will not attend the American Librarian Association Annual Conference next July since it will be held on the west coast involving prohibitive expense. The state conferences and regional meetings which all of the staff should attend in part, will require an estimated \$200. A contingency allowance of \$200. is carried over from 1952 bringing the total allotment requested to \$1510. which is \$50. more than the combined allotments of \$1035. and \$425. in the 1952 budget.

8. EQUIPMENT

The addition of new furniture and equipment to increase the useability of the library to its public, guarantee efficient and good service by its staff, and replace outworn equipment is a continuing process. In 1953, it is recommended that a more efficient system for charging out books be installed. The Gaylor charging machine at an initial cost of \$150. for card stock and an annual rental charge of \$50. per machine is advised. Six easy chairs for public use are thought important since at present only nine adults may sit down simultaneously in the library. Two over-size filing cabinets for the picture collection and one letter size filing cabinet for the Information file are needed.

Desks and chairs used by the staff are not in good condition, nor is every member of the staff supplied. There are three desks, one table and two office chairs for seven persons. The acquisition of one or two standard office desks and chairs each year will gradually improve facilities for the staff and give them, at length, comfortable and efficient equipment. \$2000., the same amount approved in 1952 is requested.

The overall budget figure of \$43,553.43 divided by the 1951 population of West Orange of 29,644, brings the per capita cost of library service to \$1.46. The 1952 per capita figure was \$1.25. The revised standard figures for 1948 published by the American Library Association are:

\$1.50 per capita for limited or minimum service

\$2.25 per capita for reasonably good service

\$3.00 per capita for superior service

Thus the West Orange library, with only five years accumulated investment in capital assets as compared to the fifty years of neighboring Essex County libraries; and with a current annual budget still not meeting the minimum library standards, is faced with the necessity of gaining community support and expanding its services. To that end, the Library Director, herewith submits, as a supplement to the budget, a plan for expansion which while not yet achieving the maximum provided by many branches and diversified activities, will open the library doors to the great many in the Town too far distant from the present library to use it.

In the following pages, appendix 4, a plan for a BOOKMOBILE in West Orange, is presented, including an estimate of its initial cost and anticipated annual operating expenses. It is earnestly requested that the Board of Trustees give serious consideration to this project and should its adoption be approved, action for insuring its realization be instituted.

WEST ORANGE PUBLIC LIBRARY

Proposed Budget- 1953

POSITIONS AND PAY- SCALE

	Base	1 yr.	2 yr.	3 yr.	4 yr.	5 yr.	Annual Increment	Total Raise
Library Director	4020	4200	4380	4560	4740	4920	180	900
Ass't Lib. Director	3480	3660	3840	4020	4200	4380	180	900
* Sr. Librarian (catalog)	3294	3414	3534	3654	3774	3894	120	600
Sr. Librarian(Children)	3000	3120	3240	3360	3480	3600	120	600
Sr. Librarian(Branch)	3000	3120	3240	3360	3480	3600	120	600
Sr. Librarian Ass't (PT)	1200	1320	1440	1560	1680	1800	120	600
Clerk-Stenographer	2040	2160	2280	2400	2520	2640	120	600
Bldg. Main. Worker(PT)	700	760	820	880	940	1000	60	300
Jr. Library Clerks			.60-	.75¢ per hour				

*New Position

Proposed Budget - 1953

SALARIES (detail) for 1953 Budget

1. Library Director		
6 mos. @ 1st gr.	4200 - 2100	
6 mos. @ 2nd gr.	4380 - 2690	4790.00
2. Assistant Library Director		
6 mos. @ 1st gr.	3660 - 1830	3750.00
6 mos. @ 2nd gr.	3840 - 1920	
3. Sr. Librarian (Catalog)		
12 mos. @ base	3294 - 3294	3294.00
4. Sr. Librarian (Children)		
12 mos. @ base	3000 - 3000	3000.00
5. Sr. Librarian (Branch)		
12 mos. @ 2nd gr.	3240 - 3240	3240.00
6. Sr. Library Assistant, P.T.		1680.00
12 mos. @ 4th gr.	1680 - 1680	
7. Clerk-Stenographer		
6 mos. @ base	2040 - 1020	
6 mos. @ 1st gr.	2160 - 1080	2100.00
8. Jr. Library Clerk (3)		
Salary .60 - .75 per hour		
52 weeks at an average of 12 hrs. per week		
1 @ .60	372.40	
1 @ .60	374.40	
1 @ .75	<u>570.40</u>	1319.20
9. Building Maintenance Worker, P.T.		
12 mos. @ 1st gr.	760.	<u>760.00</u>

23933.20

SALARIES (detail) for 1953 Budget cont'd.

10. Contingency

1. Vacation substitutes		
2 @ 1.25 per hour - 460 hours	575.00	
2. Building Maintenance Worker raise	<u>760.00</u>	1460.00

11. Pension fund

1. Library Director	427.26	
2. Assistant Library Director	384.75	
3. Sr. Librarian (Catalog)	292.18 *	
4. Sr. Librarian (Children)	266.10	
5. Sr. Librarian (Branch)	332.42	
6. Sr. Librarian, Assistant, P.T.	172.37	
7. Clerk-Stenographer	192.13	
8. Jr. Library Clerks	—.—	
9. Building Maintenance Worker, P.T.	<u>—.—</u>	2067.23

12. Bonus

6 @ 400.00	2400.00	
1 @ 3/5 of 400.00	<u>240.00</u>	2640.00

30,100.43

* Estimated on basis that incumbents will be at a median age of 40 years at time of appointment.

WEST ORANGE PUBLIC LIBRARY

Proposed Budget - 1953

4. SUPPLIES

Expenditures January - September 1952 \$931.47

Monthly average \$103.49

6. MAINTENANCE

1. OIL - Actual consumption January - May 1952 - 1516 gallons
Rate 14.9 per gal. increase predicted

2. GAS AND ELECTRICITY - Expenditures January - August 1952 \$183.70

No rate change anticipated

3. WATER - Expenditure January - June 1952 \$8.88

7. and 9. MISCELLANEOUS and CONTINGENCY

1. TELEPHONE - Expenditure January - August 1952 \$310.25

2. TRANSPORTATION - Mileage staff cars January - August \$47.16

3. Convention - Expenditure January - August 1952 \$89.97

Proposed Budget - 1953

BOOKMOBILE PROJECT

The most acute problem confronting the West Orange Public Library at this time is its failure to serve all of the people in West Orange. Its geographical location in relation to the 12½ square mile area of the town, the inadequacy of public transportation to bring borrowers to it, and the limitations on walking imposed by the mountains limit its users to those within a short radius of the building and those with private means of transportation.

Registration figures show that 5477 persons belong to the library of whom 4002 are adults and 1475 children. Standards set by the American Library Association recommend a goal of one third the population. On the basis of West Orange's 1951 population figure of 29,644, approximately 6000 adults and 5500 children should be on the library rolls.

Since the mountains cannot come to Mohammed, it becomes imperative for Mohammed (the library) to go to the mountains, quite literally in West Orange. Branch libraries established throughout the town in heavily populated areas, have long been the library's way of meeting this problem. In West Orange so large a land area must be covered, rights of one area not allowed to outweigh the equal rights of another; and; when the costs of building or renting premises in which to operate are excessive, the solution lies in obtaining and operating a mobile unit.

The BOOKMOBILE or travelling library, is a complete unit capable of carrying library service to every section of the town. Its initial cost is less than that required to establish an adequate branch library and its operating expenses are about equal to that of a branch. Its location schedule is flexible, permitting long and frequent stops in heavily patronized areas and briefer stops where fewer people require it. It will show through actual experience where branches may actually be best located and it will bring library service within reach of every member of the community.

A statement of the cost of financing a BOOKMOBILE, together with the expenses require to operate it for one year follows. A complete brochure, containing photographs, a blueprint, detailed descriptions of BOOKMOBILE operation, schedules and other pertinent data has been prepared and is available for your inspection.

1. Chassis: Ford F-6, Dodge J or other standard truck model in the 2-ton or 16,000 lb. gross class may be purchased locally. \$2000. - \$2500.
2. Body: Gerstenslager Co. - 2-door model containing its own generator to provide heat and light, a circulation desk and shelving, built to the library's specifications to carry 1400 books and periodicals. Movie projector and sound recording equipment would be extras.

12 foot 6 inch inside length	—	\$4000. - \$5000.
14 foot inside length		\$5000. - \$6000.
3. Book stock: Reserves currently on hand will form basic collection. Additions may be made from the current book budget for the first year. No additional funds are requested at the inception of the project.
4. Staff: A librarian and a driver form the normal staff for a BOOKMOBILE. The model recommended has been selected because it can be driven by the librarian, so that if necessary to start operations with only one person, the librarian can manage it.

BOOKMOBILE PROJECT (cont'd)

Librarian -- per annum \$3000. - \$3600.

Driver -- per annum 2500. - \$2800.

5. Operating expenses: Insurance, garage, gas and oil, washing and servicing
are estimated at \$100. per month

\$1200.

TOTAL CAPITAL INVESTMENT \$7000. - \$8000.

TOTAL OPERATING EXPENSE - 1st YEAR \$6700.

WEST ORANGE PUBLIC LIBRARY

Trustees Meeting- November 7, -1952

Agenda

1. Minutes
2. Treasurer's report
 1. Bills presented for payment
 2. Financial statement
 3. Refund to Town and Fines
 4. Periodical bids for 1953
3. Library director's report.
 1. New Jersey Library Association fall meeting.
4. Budget
 1. Survey
 2. Revised budget

WEST ORANGE PUBLIC LIBRARY
Trustees Meeting- November 25th, 1952
(Postponed from November 7th)

Agenda

1. Minutes
2. Library Director's report
3. Treasurer's report
 1. Bills presented for payment
(approved by signature Nov. 7th.)
 2. Financial Statement, October 1952
 3. Refund to Town- \$1359.79
 4. Transfer \$1.25 from association.
 5. Estimated financial statement as
of November 25th, 1952
 6. Typewriters.
4. Building repairs and equipment.
5. Personnell.
 1. Childrens' Librarian
 2. Harris appointment.
 3. Martin vacation
6. Budget.

WEST ORANGE PUBLIC LIBRARY

Minutes

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on October 24th, 1952. Mrs. Oliver, Mrs. Griffinger, Mayor Erwin, Mr. Williams, Dr. Brown, Mr. McLoughlin and Mr. Falcone were present. The president called the meeting to order at 4:10 P.M.

Minutes of the last meeting were approved.

Dr. Brown reported for the Personnel committee that a letter had been received from the only current applicant declining the position of Children's librarian. No other candidate is available. The Director was authorized to continue the employment of a temporary clerk-typist.

A letter from the West Orange Community League acknowledging receipt of a report on the Board's action at the previous meeting respecting the Tory Corner Branch rent was read by Mr. Williams.

Mrs. Martin then submitted a list of equipment recommended for immediate purchase. Following a detailed discussion of each item, respecting its usefulness to the library and its price, a motion was made by Mrs. Oliver, seconded by Dr. Brown, and carried that five items, consisting of two catalog cases, a safe, 2 typewriters, 2 footstools, and a new circulation desk unit be purchased. It was ordered that an effort be made to secure a better price on the two typewriters than that quoted.

Six Essex County libraries are participating in an enterprise to purchase a movie film depicting library service to be available for publicity purposes. Mrs. Martin was authorized to expend \$20.00 toward the project.

WEST ORANGE PUBLIC LIBRARY

Minutes

The treasurer presented the September bills, the payment of which were approved by signature. The financial report and the Library Directors report were next presented.

The President then opened discussion on the proposed budget for 1953, by stating that the total figure of \$43,553.43 would have to be pared very much, since it seemed to be out of line on the population served, if not the Town. He also raised the question of salary increments. He recommended that comparative budget figures, from other communities, namely South Orange, Maplewood and Milburn be obtained.

Mr. McLoughlin pointed out the need for expansion at the same time that tax reduction is desirable.

Mayor Erwin expressed the opinion that no expansion is possible. Normal salary increments and a bonus should be taken care of but services should be cut. Taxes in West Orange are so high people are leaving town. People are getting services for which they can't afford to pay.

Dr. Brown expressed himself in favor of salary increments if the Town of West Orange gives them and pointed out that we must compete with other libraries in the matter of salaries.

The question was raised, how many staff people are considered adequate per circulation. The Director was requested to obtain an answer from the American Library Association.

Respecting other budget items, it was felt that the book and binding allowances could be reduced. Supplies, maintenance and insurance couldn't be cut except for the item on building repairs.

Redecoration of the entire building is too large an item for one year but possibly one fourth of the work can be done each year

WEST ORANGE PUBLIC LIBRARY

Minutes

Until the whole is completed. More exact estimates of cost were requested.

The cost of operating Tory Corner Branch in view of the proposed increase in rent and the proposal for a Bookmobile were discussed. A general picture emerged of how to reach and serve all of West Orange.

Under Miscellaneous, item 6, petty cash was deleted.

Mayor Erwin recommended that a committee composed of Mr. McLoughlin and Mr. Falcone assist Mrs. Martin in the adjustment of the budget prior to the next meeting which was set for 4 P.M. Friday, November 7th.

The meeting was adjourned at 6 P.M.

Respectfully submitted,

Emma A. Martin

Assistant Secretary

October 28th, 1952

WEST ORANGE PUBLIC LIBRARY

Library director's report- October 1952

Attendance

	<u>Oct 51</u>	<u>Jan-Oct 51</u>	<u>Sep 52</u>	<u>Oct 52</u>	<u>Jan-Oct 52</u>
M-A	971	13149	1412	1329	13038
M-J	700	5157	879	819	6401
TC-A)			210	291	1876
TC-J)	956	6470	<u>444</u>	<u>723</u>	<u>5224</u>
TOTAL	2627	24776	2945	3162	26539

Circulation

	<u>Oct 51</u>	<u>Jan-Oct 51</u>	<u>Sep 52</u>	<u>Oct 52</u>	<u>Jan-Oct 52</u>
M-A	2197	18550	2376	2486	23191
J-M	1175	9296	1372	1617	11712
TC-A	228	2320	209	241	1793
TC-J	<u>651</u>	<u>5169</u>	<u>393</u>	<u>652</u>	<u>4814</u>
TOTAL	4251	35335	4350	4996	41510

WEST ORANGE PUBLIC LIBRARY

Library director's report- October 1952

Registration

<u>On Hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A 3505	147	94	3558
M-J 1150	14	3	1161
TC-A 497	12	0	509
TC-J <u>325</u>	<u>30</u>	<u>0</u>	<u>355</u>
TOTAL 5477	203	97	5583

Overdues

First notice-	272
Second notice-	42
Third notice-	3

Reference questions

273

Telephone Calls

437

WEST ORANGE PUBLIC LIBRARY

Library director's report October 1952

Circulation for October is higher than for any previous month recorded by the library falling just four books below the 5,000 mark. Reference questions more than doubled the number for the previous month and at 273 are now running far ahead of the summer low of 22 for August. The members of the staff carrying this work are thus in their busiest period and have little time to assist with technical processes.

The director and secretary, concentrating on the budget and administrative duties during the month have had to allow the new books not in urgent demand, to wait. There are approximately 450 books in the library with records only partially complete of which 2/3 are children's books.

Outside meetings and contacts have been kept to a minimum. The director spent one morning at the St. Cloud P.T.A. library and is happy to report that they have several very competent volunteers who are putting that library in good order.

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT October 1952

<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1404	American News	2. Books	235.52
1405A	R. R. Bowker Co.	9. Contingency	6.00
1405B	R. R. Bowker Co.	2. Books	20.40
1405C	R. R. Bowker Co.	2. Books	7.00
1405D	R. R. Bowker Co.	7. Miscellaneous	8.39
1406A	Doubleday & Co.	2. Books	65.06
1406B	Doubleday & Co.	2. Books	4.57
1406C	Doubleday & Co.	2. Books	5.34
1406D	Doubleday & Co.	2. Books	57.55
1406E	Doubleday & Co.	2. Books	3.00
1406F	Doubleday & Co.	2. Books	1.67
1406G	Doubleday & Co.	2. Books	13.99
1407	Facts on File Inc.	2. Books	49.50
1408A	Fideler Co	2. Books	43.40
1408B	Fideler Co.	2. Books	25.58
1409	E. M. Hale	2. Books	33.60
1410A	R S & S Co Inc.	2. Books	72.81
1410B	R S & S Co Inc.	2. Books	12.12
1410C	R S & S Co Inc.	2. Books	2.30
1411A	A H Roemer & Co.	2. Books	49.22
		Rental	19.88
1411B	A H Roemer & Co.	2. Books	42.71
		Rental	19.25
1412	Bro-dart Industries	4. Supplies	16.20
1413	Demco Library Supplies	4. Supplies	32.86
1414A	Remington Rand	4. Supplies	36.50
1414B	Remington Rand	4. Supplies	1.56
1415	Commonwealth Water Co	6. Maintenance	1.80
1416	Oxford Window Cleaner	6. Maintenance	36.75
1417	Public Service Gas & Electric Co.	6. Maintenance	24.65
1418	West Orange Community League	6. Maintenance	25.00
1419A	New Jersey Bell Telephone Co.	7. Miscellaneous	7.25
1419B	New Jersey Bell Telephone Co.	7. Miscellaneous	29.05
1420	Retail Bookseller	2. Books	4.00
1421A	Cash (Mileage)	9. Contingency	16.28
1421B	Cash (Petty)	7. Miscellaneous	25.42
1421C	Cash (Supplies)	4. Supplies	20.00
			<u>1076.18</u>

Payment recommended by:

Emma Q. Martini

Library director
October 1952

Approved by:

Lammal C. Miller
James P. Falcone
Vivian R. Hiffinger
Matthew J. McLaughlin

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - OCTOBER 1952

RECEIPTS

Fines	75.07
Rentals	23.95
Reserves	2.80
Refunds	6.83
Lost and paid books	<u>2.50</u>
 TOTAL	 111.15

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses to date</u>	<u>Vouchers presented</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	15922.60	1521.60	17444.20	5925.80
2. Books	4680.00	2999.78	749.34	3749.12	930.88
3. Binding	600.00	135.41	000.00	135.41	464.59
4. Supplies	1150.00	918.17	107.12	1025.29	124.71
5. Insurance	530.00	562.84	000.00	562.84	- 32.84
6. Maintenance	1700.00	990.01	88.20	1078.21	621.79
7. Miscellaneous	1035.00	595.72	70.11	665.83	369.17
8. Equipment	2000.00	408.28	000.00	408.28	1591.72
9. Contingency	<u>425.00</u>	<u>176.83</u>	<u>22.88</u>	<u>199.11</u>	<u>225.89</u>
TOTAL	35490.00	22709.64	2558.65	25268.29	10221.71

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Balance brought forward	Receipts (Rentals & Refunds)	Total	Vouchers presented	Balance on hand
			39.13	

November 3, 1952

WEST ORANGE PUBLIC LIBRARY
SURVEY OF SIX ESSEX COUNTY LIBRARIES

LIBRARY	1950 Population	No. of Sq.miles	No. of Branches	Hrs.open per week	Oct. 1952 Registration	1951 Circulation	1952 Budget
A. Maplewood	25,201	3.97	1	58 Main 38 Branch	8,318	123,483	\$58,472.
B. Milburn	13,712	10.00	0	51½	5,617	74,330	18,945.
C. Orange	38,413	2.2	0	58	11,525 11,525	80,895	60,320.*
D. South Orange	15,175	2.87	0	68	6,000	100,000	38,316.**
E. Verona	10,900	2.98	0***	68	5,000	120,000	37,000.
F. West Orange	28,624	12.62	1	55 Main 15 Branch	5,477	43,141	35,490

* Includes endowment \$7500.

** Includes endowment \$700.

*** One Staff member serves 1 day a week in each of 4 schools

WEST ORANGE PUBLIC LIBRARY

Survey of Six Essex County Libraries

A. Percentage of population registered in library.

Verona	46%
Milburn	41%
South Orange	39%
Maplewood	33%
Orange	30%
<u>West Orange</u>	<u>19%</u>

B. Number of books borrowed annually per registered borrower.

Verona	24.
South Orange	16.7
Maplewood	14.8
Milburn	13.2
<u>West Orange</u>	<u>7.9</u>
Orange	7.

Survey of Six Essex County Libraries

C. 1952 per capita expenditures by total population.

Verona	\$3.39
South Orange	\$2.52
Maplewood	\$2.07
Orange	\$1.54
Milburn	\$1.31
<u>West Orange</u>	<u>\$1.24</u>

D. 1952 per capita expenditure by registered borrower.

Verona	\$7.40
Maplewood	\$7.02
<u>West Orange</u>	<u>\$6.48</u>
South Orange	\$6.27
Orange	\$5.23
Milburn	\$3.37

November 3, 1952

Survey of Six Essex County Libraries

F Number and class of Staff Employees

<u>Professional:</u>	<u>Maplewood</u>	<u>Milburn</u>	<u>Orange</u>	<u>South Orange</u>	<u>Verona</u>	<u>West Orange</u>
Library Director	1	1	1	1	1	1
Assistant Library Director	1	0	0	1	1	1
Senior Librarian	2	0	3½	2	2	2*
Junior Librarian	0	0	1	2	0	0
<u>Sub-Professional</u>						
Senior Library Assistant	4½	3	1*	23¼	1	½
Junior Library Assistant	0	0	4½	0	3½	0
<u>Clerical</u>						
Secretary or administrative assistant	1	0	1	0	0	1
TOTAL:	9½	4	11	83¼	8½	5½
<u>Junior Library Clerks</u>						
Number of work hours per week-	48	25½	36	12	38½	36
<u>Building Maintenance</u>	1	½	2	1½	1	1/3

* Vacancy

WEST ORANGE PUBLIC LIBRARY

ESTIMATED FINANCIAL STATEMENT AS OF NOVEMBER 25, 1952

	<u>Budget</u>	<u>Expenses to date</u>	<u>Estimated Expenses</u>	<u>Estimated Balance</u> <i>Free</i>
1. Salaries	23370.00	18915.00	2225.00	2230.00
2. Books	4680.00	3750.00	880.00	50.00*
3. Binding	600.00	135.00	380.00	85.00
4. Supplies	1150.00	1025.00	125.00	00.00
5. Insurance	530.00	563.00	00.00	- 33.00
6. Maintenance	1700.00	1080.00	420.00	200.00
7. Miscellaneous	1035.00	670.00	200.00	165.00
8. Equipment	2000.00	410.00	1315.00	275.00
9. Contingency	<u>425.00</u>	<u>200.00</u>	<u>75.00</u>	<u>150.00</u>
	35490.00	26748.00	5620.00	3122.00

* 360.00 obligated for 1953

WEST ORANGE PUBLIC LIBRARY

Building repairs and equipment recommended
November, 1952.

A. Building repairs.

1. Plumbing- remove kitchen sink,
capping pipes.
Daum- estimated cost- \$12.50
2. Carpentry- remove cupboards
from work room and kitchen,
rebuild them in basement room.
Build shelving floor to ceiling in workroom and kitchen.
Build shelving in basement room.
One coat varnish on new wood.
Build drop leaf table in work room.
McConnell- estimated cost \$300.00
3. Painting- kitchen, workroom,
office and lavatory walls and
wood work, 2 coats green paint.
Front hall woodwork one coat
white paint, including normal
plaster repair.
Peterson- estimated cost- \$335.00
4. Plastering- excessive plaster
repair necessitated by removing
cupboards-
Estimated cost- \$50.00
5. Electricity- install basement
one light & fixture, and second
floor one light and fixture.
Ring- estimated cost- \$36.00

Total building repairs- estimated-- \$733.00

B. Equipment:

1. 2 secretarial desks, including
built in cupboards for typewriters,
glass tops-
second hand @ \$89.50- \$179.00
2. 1 executive desk-
second hand- \$79.50
3. 2 office chairs
second hand @ 25.00 \$50.00

WEST ORANGE PUBLIC LIBRARY

Building repairs and equipment recommended
November 1952.

4.	Circulation desk - Tory Corner- new	\$446.25	
5.	Filing cabinet For picture collection new-	\$130.25	
6.	Filing cabinet (with lock for office records) new-	\$96.75	
7.	Library table 60" by 36" new-	\$126.75	
8.	6 straight chairs @ \$38.50 23.75	\$231.00	141.80
Total equipment estimated--		\$1339.50	
GRAND TOTAL--		\$2072.50	

WEST ORANGE PUBLIC LIBRARY

Proposed Budget - 1953 -- 1st Revision Nov. 7, 1952

	<u>1952</u>	<u>1953</u>	<u>1952</u>	<u>1953</u>
1. SALARIES			23370.00	28800.00
1. Library Director	4110.00	4290.00		
2. Assistant Lib. Director	3570.00	3570.00		
3. Sr. Librarian (Catalog)	3120.00	3000.00		
4. Sr. Librarian (Children)	3060.00	3000.00		
5. Sr. Library Assistant	-----	2880.00		
6. Sr. Library Assistant, P.T.	1560.00	1680.00		
7. Clerk-Stenographer	2220.00	2100.00		
8. Jr. Library Clerks (3)	1050.00	1300.00		
9. Bldg. Maintenance worker (P.T.)	630.00	760.00		
10. Bldg. Main. Worker, P.T.	-----	700.00		
11. Contingency	700.00	700.00		
12. Pension Fund	3350.00	2000.00		
13. Bonus	-----	2640.00		
2. BOOKS			4680.00	^{4300.00} 4000.00
3. BINDING			600.00	400.00
4. SUPPLIES			1150.00	1365.00
5. INSURANCE			530.00	190.00
6. MAINTENANCE			1700.00	2565.00 ^{2665.00}
1. Rent - Tory Corner	300.00	540.00		
2. Oil	400.00	450.00		
3. Gas and Electricity	300.00	300.00		
4. Water	50.00	25.00		
5. Janitor Supplies	150.00	150.00		
6. Building Repairs	400.00	1000.00 500		
7. Contingency	100.00	100.00		
7. MISCELLANEOUS			1460.00	1250.00
1. Telephone	600.00	500.00		
2. Publicity	75.00	100.00		
3. Service contracts Equipment		50.00		
4. Transportation	100.00	100.00		
5. Postage	360.00	100.00		
6. Conventions	125.00	200.00		
7. Contingency	200.00	200.00		
8. EQUIPMENT			2000.00	^{2000.00} 500.00
TOTAL			35490.00	39070.00 38570.00

WEST ORANGE PUBLIC LIBRARY

SALARIES - Detail

Revision - November 7, 1952

1.	Library Director			
	6 mos. @ 1st gr.	4200 - 2100		
	6 mos. @ 2nd gr.	4380 - 2190		4290.
2.	Ass't Library Director			
	6 mos. @ 1st gr.	3660 - 1830		
	6 mos. @ 2nd gr.	3840 - 1920		3750.
3.	Sr. Librarian (Catalog)			
	12 mos. @ base	3000 - 3000		3000.
4.	Sr. Librarian (Children)			
	12 mos. @ base	3000 - 3000		3000.
	<u>OR</u>			
	Sr. Library Ass't. (Children)			
	12 mos. @ base	2280 - 2280		<u>2280.*</u>
5.	Sr. Library Ass't. (Circulation)			
	12 mos. @ 5th gr.	2880 - 2880		2880.
6.	Sr. Library Ass't. (Branch) P.T.			
	12 mos. @ 4th gr.	1680 - 1680		1680.
7.	Clerk-Stenographer			
	6 mos. @ base	2040. - 1020		2100.
	6 mos. @ 1st gr.	2160 1080		
8.	Jr. Library Clerks (3)			
	@ 60¢ - 75¢ per hour			1300.
9.	Bldg. Maintenance Worker, P.T.			
	12 mos. @ 1st gr.	760 - 760		760.
10.	Bldg. Maintenance Worker, P.T.			
	12 mos. @ base	700 - 700		700.
11.	Contingency - Vacation substitutes			
	2 @ 1.25 per hr. - 200 hours - 500			
	Salary adjustments	200		700.
12.	Pension Fund			2000.
13.	Bonus			2640.

TOTAL

28800.

*TOTAL 28080.

WEST ORANGE PUBLIC LIBRARY

POSITIONS AND PAY SCALES - REVISION - November 7, 1952

	Base	1 yr.	2 yr.	3 yr.	4 yr.	5 yr.	Annual increment	Total Raise
Library Director	4020	4200	4380	4560	4740	4920	180	900
Ass't.Lib.Director	3480	3660	3840	4020	4200	4380	180	900
Sr. Librarian (catalog)	3000	3120	3240	3360	3480	3600	120	600
Sr. Librarian, Children	3000	3120	3240	3360	3480	3600	120	600
<u>OR</u>								
Sr. Library Ass't., (Children)	2280	2400	2520	2640	2760	2880	120	600
Sr. Library Ass't., (Circulation)	2280	2400	2520	2640	2760	2880	120	600
Sr. Library Ass't. (Branch) P.T.	1200	1320	1440	1560	1680	1800	120	600
Clerk-Stenographer	2040	2160	2280	2400	2520	2640	120	600
Bldg.Main.Worker, P.T.	700	760	820	880	940	1000	60	300
Bldg.Main.Worker, P.T.	700	760	820	880	940	1000	60	300
Jr.Library Clerks (3)	.60	-	75¢	per hour				

WEST ORANGE PUBLIC LIBRARY

Trustees meeting- December 9th, 1952

Agenda

1. Minutes
2. Treasurer's report
 1. Bills presented for payment.
 2. Financial statement.
3. Library Director's report.
4. Personnel committee,
5. Building
 1. Repairs
 2. Equipment
6. Tory Corner Rent.

WEST ORANGE PUBLIC LIBRARY

MINUTES

November 25, 1952

The November meeting of the Trustees of the Free Public Library of West Orange was held in the library on November 25, 1952. Mr. Williams, Mrs. Griffinger, Mr. Falcone, Mr. McLoughlin and Dr. Brown were present. The meeting was called to order at 4:20 P.M.

Minutes of the last meeting were approved.

The treasurer's report followed, including the October bills and financial statement. A report on the audit for 1951 shows that the sum of \$1359.79 is due to the Town of West Orange, which sum includes \$777.58 collected in fines during 1951. Following discussion, Mr. Williams agreed to ask Mr. Foley, the Town attorney, for an opinion regarding the possibility of the fine money eventually being returned to the library. A sum of \$1.25 discovered to be still remaining in the Library Association account will be transferred to the present bank account.

A financial statement showing total expenses to date, and estimated expenses for the balance of the year was submitted. The estimated free balance is \$3122.00 of which the greater part is derived from the salary account due to a vacancy on the staff.

The library director submitted a list of building repairs and equipment originally planned for 1953, with the recommendation that if the board approved the use of the estimated free balance to meet this cost, the 1953 budget could be reduced correspondingly. Detailed discussion of the budget items to be thus affected followed.

The budget discussion followed with reports from the personnel committee on staff requirements, classifications and salaries.

November 25, 1952

It was recommended that Mrs. Lewis change from the position of Sr. Librarian to Senior Library Assistant and that a cataloger be hired to fill the position of Senior Librarian thus vacated. The change gives Mrs. Lewis a more exact job classification, and it is anticipated that decrease in her salary will be offset by greater job security. Increase in the allotment for building maintenance work was approved.

Items on the revised budget were changed as follows: Books \$4300, Building Repairs \$500, and Equipment \$200, giving a total of \$38,570.00.

Dr. Brown moved that the budget as revised be approved and submitted to the Town. Mr. Falcone seconded and the motion was carried.

A motion to transfer \$800 to Building Repairs and \$1400 to Equipment from surplus, was made by Mr. Falcone, seconded by Dr. Brown and carried. The director was instructed to accept the estimates as approved and let the contracts before the end of the year.

The permanent appointment of Mrs. Harris to the position of Assistant Library Director following compliance with Civil Service requirements was moved by Dr. Brown, seconded by Mr. Falcone and carried. Mrs. Martin's request for a two-week vacation the end of December was granted.

Sale of the two old typewriters, one to Mrs. Harris and one to Mr. Falcone for \$10.00 each was approved.

November 25, 1952

A nominating committee composed of Mayor Erwin and Dr. Brown was appointed by the president following which the meeting adjourned at 5:45 P.M.

Respectfully submitted,

December 1, 1952

Emma A. Martin,
Assistant secretary

WEST ORANGE PUBLIC LIBRARY

BILLS PRESENTED FOR PAYMENT - NOVEMBER 1952

VOUCHER NO.	PAYEE	BUDGET ALLOCATION	AMOUNT
1437	Town of West Orange	1951 Refund	1359.79 *
1435A	American News Co.	2. Books	29.36
1435B	American News Co.	2. Books	10.24
1436	Doubleday & Co.	2. Books	17.50
1437	Joseph Elstein, Inc.	2. Books	6.95
1438	Great Books Foundation	2. Books	10.95
1439A	R.S.&S. Co.	2. Books	109.72
1439B	R.S.&S. Co.	2. Books	7.26
1440A	A.H.Roemer Co., Inc.	2. Books	38.41
1440B	A.H.Roemer Co., Inc.	Rental and other	8.30
1440C	A.H.Roemer Co., Inc.	2. Books	47.45
1441A	American Library Assoc.	Rental and other	28.46
1441B	American Library Assoc.	2. Books	29.05
1442	R.R.Bowker Co.	2. Books	5.00
1443	Moore Cotterell Sub-	9. Contingency	4.50
1444	scription Agencies	9. Contingency	6.00
1445	Public Affairs Committee	2. Books	270.10
1446	H.W.Wilson Co.	2. Books	2.50
1447	Chivers Book Binding Co.	2. Books	85.00
1448	Gaylord Bros., Inc.	3. Binding	153.74
1449	H.F.Schmidt & Co., Inc.	4. Supplies	43.70
1450	W.O.Community League	4. Supplies	7.00
1451	Watchung Coal & Oil Co.	6. Maintenance	25.00
1452	Public Service Electric	6. Maintenance	50.96
1453	& Gas Co.	6. Maintenance	22.74
1454A	Tappan Supply Co.	6. Maintenance	7.50
1454B	John McConnell	6. Maintenance	112.50
1455A	N.J. Bell Telephone Co.	7. Miscellaneous	7.30
1455B	N.J. Bell Telephone Co.	7. Miscellaneous	30.80
	Cash, Petty	7. Miscellaneous	17.11
	Cash, (NJLA conference)	9. Contingency	17.65
			<u>\$1212.75</u>

* Not deducted from 1952 budget

Payment recommended by:

Eileen A. Martini

Library director
November 1952

Approved by:

Lena M. Olivier,
J.W. Brown
Vivian R. Liffing
Matthew J. McLaughlin
Samuel C. Martin

WEST ORANGE PUBLIC LIBRARY
FINANCIAL STATEMENT - NOVEMBER 1952

RECEIPTS

Town of West Orange	11490.00
Fines	64.55
Rentals	18.40
Reserves	1.85
Refunds	8.75
Lost and paid books	2.40
Miscellany	10.00
TOTAL	11595.95

DISBURSEMENTS - BUDGET ACCOUNTS

	<u>Budget</u>	<u>Expenses</u>	<u>Vouchers</u>	<u>Total Expenses</u>	<u>Balance on hand</u>
1. Salaries	23370.00	17444.20	1469.15	18913.35	4456.65
2. Books	4680.00	3749.12	669.49	4418.61	261.39
3. Binding	600.00	135.41	153.74	289.15	310.85
4. Supplies	1150.00	1025.29	50.70	1075.99	74.01
5. Insurance	530.00	562.84	00.00	562.84	- 32.84
6. Maintenance	1700.00	1078.21	218.70	1296.91	403.09
7. Miscellaneous	1035.00	665.83	55.21	721.04	313.96
8. Equipment	2000.00	408.28	00.00	408.28	1591.72
9. Contingency	425.00	199.11	28.15	227.26	197.74
TOTAL	35490.00	25268.29	2645.14	27913.43	7576.57

DISBURSEMENTS - NON-BUDGET ACCOUNTS

Balance brought forward	Receipts (Rentals & Refunds)	Total	Vouchers presented	Balance on hand
			36.76	

WEST ORANGE PUBLIC LIBRARY

Library Director's report- November 1952

Attendance

	<u>Nov 51</u>	<u>Jan-Nov 51</u>	<u>Oct 52</u>	<u>Nov 52</u>	<u>Jan-Nov 52</u>
M-A	1471	14620	1329	1329	14367
M-J	547	5704	819	720	7121
TC-A)			291	273	2149
TC-J)	<u>1080</u>	<u>7550</u>	<u>723</u>	<u>859</u>	<u>6083</u>
Total:	3098	27874	3162	3181	29720

Circulation

	<u>Nov. 51</u>	<u>Jan-Nov 51</u>	<u>Oct 52</u>	<u>Nov 52</u>	<u>Jan-Nov 52</u>
M-A	2110	20660	2486	2106	25297
M-J	986	10282	1617	1325	13037
TC-A	215	2535	241	193	1986
TC-J	<u>791</u>	<u>5960</u>	<u>652</u>	<u>768</u>	<u>5582</u>
Total:	4102	39437	4996	4392	45902

WEST ORANGE PUBLIC LIBRARY

Library Director's Report- November 1952

Registration

<u>On Hand</u>	<u>New</u>	<u>Cancellations</u>	<u>Balance</u>
M-A 3558	63	0	3621
M-J 1161	22	2	1181
TC-A 509	8	1	516
TC-J <u>355</u>	<u>29</u>	<u>3</u>	<u>381</u>
Total: 5583	122	6	5699

Overdues

First Notices-	247
Second notices-	63
Third notices-	12

Reference questions:

212

Telephone calls:

404

WEST ORANGE PUBLIC LIBRARY

Library Director's report- November 1952

In November the library had an exhibit during National Art Week arranged by Mrs. Harley Smith, and was honored to have a picture by Mrs. S. C. Williams included among the paintings.

Aside from a display of new books and the distribution of printed reading lists, the library did not plan any special activities in the children's room during Book Week. Mrs. Martin was speaker at the Book Week program for the Carteret Home and School association on November 13th. She also gave a book week talk to the 4th, 5th, and 6th grades at St. Cloud School on November 20th. Mr. Carpenter congratulated her on holding the attention of 178 out of 180 children, the other two being too engrossed in bopping each other over the heads to listen.

On November 19th, the staff attended all or part of the fall meeting of the New Jersey Library Association in Newark. The afternoon session was particularly stimulating since it concentrated on the library situation in New Jersey and provided excellent perspective on our own place in the state picture. The foremost project this year is to support the state budget item of \$50,000 for the establishment of a graduate library school at Rutgers University and to expand the library courses at Trenton State Teachers College. This project will eventually provide librarians, educated in our own state to fill the urgent requirements for personnel within the state. Letters approving this measure may be sent to Governor Driscoll and our Senators and representatives.

WEST ORANGE PUBLIC LIBRARY

1953 Budget - Approved by Board November 25th, 1952

	<u>1952</u>	<u>1953</u>	<u>1952</u>	<u>1953</u>
1. SALARIES			23370.00	28800.00
1. Library Director	4110.00	4290.00		
2. Assistant Lib. Dir.	3570.00	3570.00		
3. Sr. Librarian (Cat)	3120.00	3000.00		
4. Sr. Librarian (Child)	3060.00	3000.00		
5. Sr. Library Asst.	---	2880.00		
6. Sr. Library Asst. P.T	1560.00	1680.00		
7. Clerk-Stenographer	2220.00	2100.00		
8. Jr. Library Clerks 3	1050.00	1300.00		
9. Bldg. Main. worker (P.T)	630.00	760.00		
10.0 Bldg. Main. worker (P.T)	----	700.00		
11. Contingency	700.00	700.00		
12. Pension Fund	3350.00	2000.00		
13. Bonus	-----	2640.00		
2. BOOKS			4680.00	43.00.00
3. BINDING			600.00	400.00
4. SUPPLIES			1150.00	1365.00
5. INSURANCE			530.00	190.00
6. MAINTENANCE			1700.00	2565.00
1. Rent- Tory Corner	300.00	540.00		
2. Oil	400.00	450.00		
3. Gas & Electricity	300.00	300.00		
4. Water	50.00	25.00		
5. Janitor supplies	150.00	150.00		
6. Building repairs	400.00	500.00		
7. Contingency	100.00	100.00		
7. MISCELLANEOUS			1460.00	750.00
1. Telephone	600.00	500.00		
2. Publicity	75.00	100.00		
3. Service Contracts		50.00		
4. Transportation	100.00	100.00		
5. Postage	360.00	100.00		
6. Conventions	125.00	200.00		
7. Contingency	200.00	200.00		
8. EQUIPMENT			2000.00	200.00
TOTAL:			35490.00	38570.00

WEST ORANGE PUBLIC LIBRARY

MINUTES

The regular meeting of the Trustees of the Free Public Library of West Orange was held in the library on December 9, 1952. Mrs. Oliver, Mrs. Griffinger, Mr. McLoughlin and Dr. Brown were present. Mrs. Oliver called the meeting to order at 5:15 P.M.

Minutes of the last meeting were approved.

Mr. McLoughlin presented the bills which were approved for payment by signature. The financial statement was next presented.

The library director's report was accepted.

The personnel committee next reported on the search for the childrens' librarian. Mrs. Martin reported that Mrs. Lewis was agreeable to the change in classification on her position. As a temporary appointee, she will resign from the Senior librarians classification and accept the temporary appointment of Senior Library Assistant to be effective January 1, 1953. It was so moved.

Mrs. Martin submitted a report on the repairs and equipment which are being carried out in accordance with the motions made last month.

Dr. Brown requested that the nominating committee be furnished a memorandum respecting the terms of office of board members.

Mrs. Griffinger and Mrs. Martin were appointed a special committee to interview the West Orange Community League respecting the proposed rent increase. If \$45.00 a month is the best figure obtainable it will be approved, but the effort to settle for a lower amount should be made.

The meeting was adjourned at 5:50 P.M.

Respectfully submitted,

Emma A. Martin
Assistant secretary

December 15, 1952