

1970

Circulation

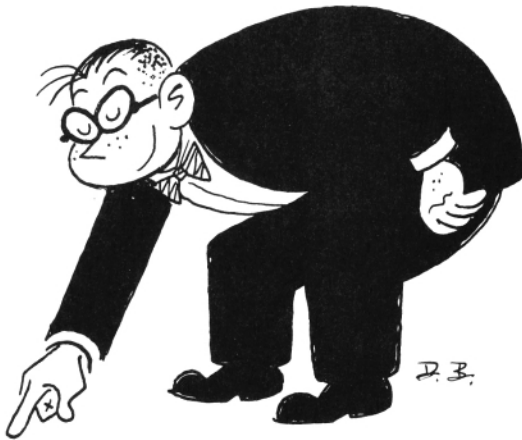
	Jan.	Feb.	Mar.	Apr.
Main Adult	17298	15960	17218	16780
" Juvenile	6231	6523	6902	6635
Mob. Adult	1121	1003	1346	1371
Mob. Juvenile	1569	1878	2085	2234
Tory Adult	138	148	151	164
Tory Juvenile	343	268	281	258
Total	26700	25780	27983	27442
	May	June	July	August
Main Adult	14785	15119	16515	15093
" Juvenile	4815	5838	6400	5736
Mob. Adult	1203	1430	1605	1283
Mob. Juvenile	2515	1933	1716	1505
Tory Adult	125	17	closed	closed
Tory Juvenile	219	44	closed	closed
Total	23662	24381	26236	23617
	Sept.	Oct.	Nov.	Dec.
Main Adult	15221	17422	16553	16256
" Juvenile	5476	7017	6673	5157
Mob. Adult	1311	1453	1206	1204
Mob. Juvenile	1649	2660	2535	2183
Tory Adult	70	166	75	93
Tory Juvenile	199	376	301	306
Total	23926	29094	27343	25199

# AGENDUM

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING JAN 20 1971  
TUESDAY

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



## IT'S THE LAW!

**Library Board and Library Director**

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

**Mayor of West Orange and Councilmen**

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

WEST ORANGE LIBRARY BOARD OF TRUSTEES

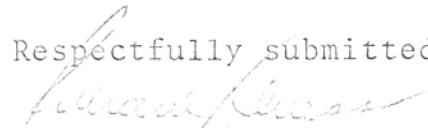
January 15, 1971

Informal Caucus meeting of the Board of Trustees called order at 11:30 A.M. at 487 Pleasant Valley Way, West Orange. All members were present except Dr. T. D'Alessio.

Certain matters concerning the performance of the Library Director, Robert Jonas, were discussed. It was noted that apparently numerous problems were at hand. The trustees agreed that Mary Zeitlin and Rose Zimmerman would investigate and report back to the board.

The meeting was adjourned at 12:15 P.M.

Respectfully submitted,

  
Richard Duess,  
Secretary of Board

WEST ORANGE LIBRARY BOARD OF TRUSTEES

January 26, 1971

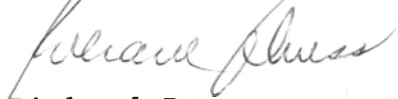
An informal caucus meeting of the West Orange Library Board of Trustees was called to order at 3:30 P.M. in the Mayors Office, Town Hall, West Orange.

All members were present. A lengthy discussion was held regarding Mr. Jonas with respect to the investigation conducted by Mrs. Zeitlin and Mrs. Zimmerman.

It was unanimously agreed that the following (attached) directive be presented to Mr. Jonas for his acceptance and signature. Mr. Jonas signed same.

The meeting was adjourned at 5:00 P.M.

Respectfully submitted,



Richard Duess,  
Secretary of Board



## WEST ORANGE PUBLIC LIBRARY

## BOARD OF TRUSTEES

MEETING OF TUESDAY, DECEMBER 1, 1970

The meeting was called to order by Board president, Mr. Ehrenkramz at 5:20 P.M. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Duess, Jonas. Also present was Mr. W. Jervey represent the Friends of the Library.

Mr. Thomas, Library Consultant was at this meeting. He showed the plan of the Civic Center and projected library. The new building would extend to the parking lot. The projected building, expansion, cassettes, pictures, film, etc., would need by 1990 with a again projected population of 65,000, 39,000 sq. ft. This board would apply for NJ State for Federal aid for 33,650 sq. ft. The additional 21,000 sq. ft. over a period of the 20 years. Mr. Thomas suggested that architects be interviewed as the next step since their renderings reflect costs. The usual fee being 5% immediately, and 15% in total of building costs. As presently suggested, there would be 19,000 sq. ft. in front, east of the present building. Single building in front and three levels on the East side. The overall costs per sq. ft. (1969 costs) with interiors, should run approx. \$33. per sq. ft. If an elevator or escaltor is added the cost will be about \$40/50,000. Mr. Duess suggest meeting with at least eight architects, have a questionnaire prepared, and report to the Board. Mr. Thomas was thanked by the Board for all his time and effort in the prepartion of his report. The Board can now qualify for the \$500. balance from the State. It was decided to try to have two architects at the January 20 th meeting.

MINUTES: The Minutes of the September meeting were read. Mrs. Zimmerman moved that the minutes be accepted as read: Mr. Duess seconded the motion, it was carried unanimously.

TREASURERS REPORT:

A. Bills presented for payment. The money for the cabinet, \$900.00 was paid. This money to be paid out of the 1971 budget, but Mr. Jonas felt that as a working man he should be paid immediately. It was noted that maintenance for the branch at Tory Corners, is on a rental basis. A motion was made to pay the bills including Avery Labels (on only what was printed correctly) by Mrs. Zimmerman and seconded by Mr. Duess, it was carried unanimously.

BUDGET REPORT

It was noted that the magazine section was running in the red every year. It has been adjusted so that it appears in the new budget as of the first of the year and that problem should be eliminated.

TREASURERS REPORT

Mrs. Zimmerman moved that the Treasurers report be accepted and Mr. Duess seconded the motion, it was carried unanimously.

FINANCIAL REPORT: Mrs. Zeitlin suggested that we have an accounting of all bills that go to the Town. Mr. Hart should do an audit of the Library since it has not been done for three or four years. Mr. Duess suggested that If Mr. Hart does not do the audit, we should get a new auditor. This recommendation is to go to the Mayor. Mrs. Zimmerman seconded the motion and it was carried unanimously.

LIBRARY DIRECTORS REPORT:

Mr. Jonas reported that the help situation is very difficult. Good help is hard to come by.

PERSONNEL COMMITTEE:

Old Business: none

NEW BUSINESS:

Mr. Jonas wants permission to shift monies, but only as an extreme last resort, the money used is the fine monies for 1970. This will only be done after all personnel have been paid. Deficit spending is not encouraged, but we can use the fine money now. (since Town Attorney said it is within the law to do so.)

In March the report goes in and will have to be approved. At that time it will be decided where to put the fine money, designate a particular project. It was suggested we speak to the accountant about this. From now on the money will be earmarked for a reserve account for new furnishings of projected new building, if accountant goes along. A motion was made by Mr. Duess and seconded by Mrs. Zimmerman, it was carried unanimously.

Mr. Jervey asked for the floor, representing the Friends of the West Orange Library. They definitely support the new proposed expansion and would like to have an open meeting to discuss this project. They would like to have Mr. Thomas as the speaker. A date to be decided upon later.

The meeting was adjourned at 6:30 P.M. The next meeting will be Wednesday, January 20, 1971 at 4:45 P.M.

Respectfully submitted,

  
Beatrice Hoffman

## BUDGET REPORT

WEST ORANGE PUBLIC LIBRARY

BOARD MEETING OF

(DECEMBER 22, 1970) *not held*

FORM 40

FOR JAN. 20/71  
MEETING

EXPENDITURE DETAIL 1970	BUDGET OF 1970	ALL THESE EXPENDITURES TO BE APPROVED AT TONIGHT'S BOARD MEETING.		EXPENDED THROUGH 11/30/70	BALANCE ON 11/30/70
1. Salaries	171,124	12,717.24		153,404.75	17,719.25
2. Books	40,000	-( .50)		41,448.41	-( 1,448.41)
3. Binding	1,000			901.29	98.71
4. Supplies	5,500			7,046.65	-( 1,546.65)
5. Insurance	3,500			3,383.24	116.76
6. Maintenance - Main	8,100			10,430.22	-( 2,330.22)
Maintenance - Tory	540			540.00	--
8. Maintenance - Mobilibrary including gasoline, oil, repairs	1,500			642.83	857.17
9. Telephone	750			811.00	-( 61.00)
10. Community relations	300			315.02	-( 15.02)
11. Service contracts	300			488.55	-( 188.55)
12. Transportation	100			86.68	13.32
13. Postage	950			960.16	-( 10.16)
14. Conventions	200			254.28	-( 54.28)
15. Audit	150			--	150.00
16. Equipment	5,750			4,761.65	988.35
17. Contingency	300			575.02	-( 275.02)
18. Magazines	2,060	25.50		5,081.31	-( 3,021.31)
19. Audio-visual	3,200			3,471.67	-( 271.67)
20. Xerox	1,200			1,291.06	-( 91.06)
21. Accounting services	4,800			4,800.00	--
22. CONSULTANT	2,000			1,000.00	1,000.00
TOTAL	\$253,324	\$12,742.24		\$241,693.79	\$11,630.21



PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg*

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF NOVEMBER 1970 FOR MEETING 12/22/70

BALANCE, NOVEMBER 1, 1970

1967 BUDGET	\$ 150.00	
1968 BUDGET	153.19	
1969 BUDGET	150.00	
1970 BUDGET	<u>6,782.45</u>	\$ 7,235.64
1970 FINES AND RESERVES	19,740.63	
1970 LOST BOOK FUND	<u>1,016.84</u>	20,757.47
CASH IN LIBRARY		<u>126.25</u> \$ 28,119.36

ADD: RECEIPTS, NOVEMBER 1970

1970 BUDGET	17,575.00	
1971 BUDGET	<u>18,132.00</u>	35,707.00
1970 FINES	1,758.72	
XEROX	232.70	
MEETING ROOM	30.00	
POST CARDS	<u>.05</u>	2,021.47
1970 LOST BOOK FUND	104.61	
BOOK SALE	<u>657.12</u>	<u>761.73</u> 38,490.20

TOTAL

66,609.56

LESS: EXPENDITURES - NOVEMBER 1970

EXPENDITURES - 1970 BUDGET		<u>12,742.24</u>
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BALANCE, NOVEMBER 30, 1970

\$ 53,867.32

1967 BUDGET	150.00	
1968 BUDGET	153.19	
1969 BUDGET	150.00	
1970 BUDGET	11,615.21	
1971 BUDGET	<u>18,132.00</u>	30,200.40
1970 FINES AND RESERVES	21,762.10	
LOST BOOK FUND	<u>1,778.57</u>	23,540.67
CASH IN LIBRARY		<u>126.25</u>

CASH BALANCES, NOVEMBER 30, 1970

\$ 53,867.32

<u>BUDGETS</u> - NATIONAL NEWARK & ESSEX-CHECKING A/c	24,976.62
- A/c #2828 WEST ORANGE S & L	<u>3,081.07</u>
TOTAL BUDGETS	28,057.69

<u>FINES AND RESERVES</u> -A/c #2752 W. ORANGE S. & L.	21,826.80
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<u>LOST BOOK FUND</u> - A/c #2757 W. ORANGE S. & L.	3,856.58
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<u>CASH IN LIBRARY</u>	<u>126.25</u>	<u>\$ 53,867.32</u>
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PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

NOVEMBER 1970 BILLS PRESENTED FOR PAYMENT  
AT DECEMBER 22, 1970 MEETING

CHECKS ARE DATED  
NOVEMBER 25, 1970

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4800	TOWN OF WEST ORANGE- HOSPITALIZATION	1. SALARIES	\$ 139.99
4801	NATL. NEWARK & ESSEX BANK - W/T	1. "	1,446.60
4802	P.E.R.S. - CONTRIB.GR. INS.	1. "	35.16
4803	P.E.R.S. - SUPP. ANNUITY	1. "	10.00
4804	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. "	448.22
4805	TOWN OF WEST ORANGE - F.C.U.	1. "	220.00
4806	P.E.R.S. - PENSION & LOAN	1. "	517.29
PAYROLL	CHECKS #5511-5564 - Nov. 1970	1. "	9,899.98
	ADD BACK FOR CHECK #4582 VOIDED TWICE - JULY AND OCTOBER	18. MAGAZINES	25.50
	CHECK #4727 CLEARED BANK FOR \$7.00 NOT \$7.50 AS RECORDED	2. BOOKS	( .50)
	<u>NET BUDGET EXPENDITURES - MONTH OF NOVEMBER 1970</u>		<u>\$12,742.24</u>

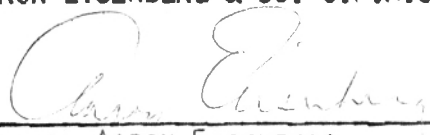
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

## BUDGET REPORT

## WEST ORANGE PUBLIC LIBRARY

FORM 400

BOARD MEETING OF

JANUARY 20, 1971

ALL THESE EXPENDITURES  
TO BE APPROVED AT  
TONIGHT'S BOARD MEETINGEXPENDED  
THROUGH  
12/31/70BALANCE ON  
12/31/70EXPENDITURE DETAIL  
1970BUDGET OF  
1970

1. Salaries	171,124	11,465.21	164,869.96	6,254.04
2. Books	40,000		41,448.41	-(1,448.41)
3. Binding	1,000		901.29	98.71
4. Supplies	5,500		7,046.65	-(1,546.65)
5. Insurance	3,500		3,383.24	116.76
6. Maintenance - Main	8,100		10,430.22	-(2,330.22)
Maintenance - Tory	540		540.00	--
8. Maintenance - Mobilibrary including gasoline. oil. repairs	1,500		642.83	857.17
9. Telephone	750		811.00	-( 61.00)
10. Community relations	300		315.02	-( 15.02)
11. Service contracts	300		488.55	-( 188.55)
12. Transportation	100		86.68	13.32
13. Postage	950		960.16	-( 10.16)
14. Conventions	200		254.28	-( 54.28)
15. Audit	150			150.00
16. Equipment	5,750		4,761.65	988.35
17. Contingency	300		575.02	-( 275.02)
18. Magazines	2,060		5,081.31	-(3,021.31)
19. Audio-visual	3,200		3,471.67	-( 271.67)
20. Xerox	1,200		1,291.06	-( 91.06)
21. Accounting services	4,800		4,800.00	--
22. CONSULTANT	2,000		1,000.00	1,000.00

TOTAL

\$ 253,324

\$ 11,465.21

\$ 253,159.00

\$ 165.00

PREPARED WITHOUT AUDIT.

AARON EISENBERG &amp; CO.

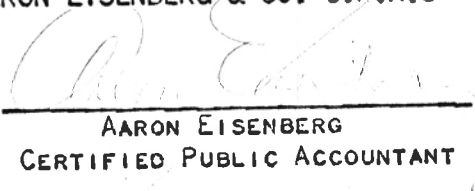
By: AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF DECEMBER 1970 FOR MEETING 1/20/71

<u>BALANCE, DECEMBER 1, 1970</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	11,615.21		
1971 BUDGET	<u>18,132.00</u>	\$ 30,200.40	
1970 FINES AND RESERVES	21,762.10		
1970 LOST BOOK FUND	<u>1,778.57</u>	23,540.67	
CASH IN LIBRARY		<u>126.25</u>	\$ 53,867.32
 <u>ADD: RECEIPTS, DECEMBER 1970</u>			
1970 FINES	1,818.57		
XEROX	231.90		
MEETING ROOM	15.00		
POST CARDS	.05		
TELEPHONE BOOTHLET	13.32		
INTEREST	<u>293.27</u>	2,372.11	
1970 LOST BOOK FUND	143.88		
BOOK SALE	80.69		
INTEREST	<u>41.44</u>	<u>266.01</u>	<u>2,638.12</u>
TOTAL			56,505.44
 <u>LESS: EXPENDITURES - DECEMBER 1970</u>			
EXPENDITURES - 1970 BUDGET		11,465.21	
LOST BOOK FUND (NOTE 1)	1,522.51		
FINES AND RESERVES (NOTE 1)	<u>2,465.22</u>	<u>3,987.73</u>	<u>15,452.94</u>
BALANCE, DECEMBER 31, 1970			<u>\$41,052.50</u>
 1967 BUDGET 150.00			
1968 BUDGET 153.19			
1969 BUDGET 150.00			
1970 BUDGET 150.00			
1971 BUDGET <u>18,132.00</u>	18,735.19		
1970 FINES AND RESERVES 22,191.06			
LOST BOOK FUND <u>--</u>	22,191.06		
CASH IN LIBRARY		<u>126.25</u>	
CASH BALANCES, DECEMBER 31, 1970			<u>\$41,052.50</u>
NATIONAL NEWARK & ESSEX-CHECKING A/C		40,926.25	
CASH IN LIBRARY		<u>126.25</u>	<u>\$41,052.50</u>

PREPARED WITHOUT AUDIT.

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

By:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE 1/: SEE DETAILED LISTING ON ATTACHED SCHEDULE OF CHECKS. NOTE OPINION OF TOWN COUNSEL DATED 8/31/70 RE: EXPENDITURES FROM FINES AND RESERVES.



WEST ORANGE PUBLIC LIBRARY

DECEMBER 1970 BILLS PRESENTED FOR PAYMENT  
AS JANUARY 30, 1971 MEETING

CHECKS ARE DATED DEC. 1,  
DEC. 16, DEC. 23, 1970

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4867	AVERY LABEL CO.	FINES & RESERVES FOR #4. SUPPLIES	\$ 769.39
4808	BURSK & POOR	" " " " #4. "	10.00
4809	POSTMASTER	" " " " 13. POSTAGE	76.00
4810	PETTY CASH	" " " " 13. "	92.11
4811	NATIONAL NEWARK & ESSEX	" " " " #1. SALARIES	1,438.30
4812	P.E.R.S.-CONT.GR. INS.	" " " " #1. "	33.74
4813	P.E.R.S.-SUPP. ANN.	LOST BOOK FUND FOR #1. "	9.00
4814	P.E.R.S.-PENS.&LOAN	" " " " #1. "	537.04
4815	TOWN OF WEST ORANGE-		
	SOC. SEC. EMPLOYEES	" " " " #1. "	450.58
4816	TOWN OF WEST ORANGE-FCU	" " " " #1. "	220.00
4817	TOWN OF WEST ORANGE-HOSP.	" " " " #1. "	305.35
4818	TOWN OF WEST ORANGE-		
	ADM. CHARGE	" " " " #1. "	\$ .54
	TOWN OF WEST ORANGE-		
	ADM. CHARGE	" " " " #1. "	.46
4819	TOWN OF WEST ORANGE-		
	SOC.SEC.EMPLOYERS	" " " " #1. "	45.22
	TOWN OF WEST ORANGE-		
	SOC.SEC.EMPLOYERS	" " " " #1. "	1,263.92
	PAYROLL CHECKS #5565-5626	#1. "	10,201.29
TOTAL CHECKS SUBMITTED FOR MONTH OF DECEMBER, 1970 FOR MEETING OF JANUARY 20, 1971			15,452.94

LESS: LOST BOOK FUND

CHECK # 4813 - P.E.R.S. SUPP. ANN.	\$ 9.00
4814 - P.E.R.S. PEN. & LOAN	537.04
4815 - TOWN OF W.O.-SOC.SEC.EMPLOY- EES	450.58
4816 - TOWN OF W.O.-FED.CR.UN.	220.00
4817 - TOWN OF W.O.-HOSP.MAJ.MED.	305.35
4818 - TOWN OF W.O.-ADMIN.CHG. (PART)	.54
	1,522.51

LESS: FINES AND RESERVES

4807 AVERY LABEL CO.	769.39
4808 BAUSK & POOR	10.00
4809 POSTMASTER	76.00
4810 PETTY CASH	92.11
4811 NAT. NWK. & ESSEX W/T	1,438.30
4812 P.E.R.S.-CONT. GR. INS.	33.74
4818 TOWN OF W.O. ADM.CHG.(PART)	.46
4819 TOWN OF W.O.-SOC.SEC.EMPLOYERS (PART)	45.22
	2,465.22

TOTAL LOST BOOK FUND & FINES & RESERVES-EXPENDITURES

3,987.73

NET BUDGET EXPENDITURES - MONTH OF DECEMBER 1970

\$11,465.21

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO.

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT



WEST ORANGE PUBLIC LIBRARY

JANUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1971 MEETING

CHECKS ARE DATED  
JANUARY 11, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4820	POSTMASTER, ORANGE, N.J.	13. POSTAGE	\$	100.00
4821	ACME PLASTICS	4. SUPPLIES		42.05
4822	ADCO LIBERTY MFG. CORP.	4. "		90.00
4823	" " " "	4. "		600.00
4824	ADDISON-WESLEY PUB. Co. INC.	2. BOOKS		13.09
4825	AMER. ASSOC. FOR ADVANCEMENT OF SCIENCE			
		LOST BOOK FUND		2.00
4826	APPLETON-CENTURY-CROFTS/NEW CENTURY	2. BOOKS		11.51
4827	ARCO PUB. Co.	2. "		62.16
4828A	AVERY LABEL Co.	4. SUPPLIES	\$ 749.13	
B	" " " "	4. "	234.17	
C	" " " "	4. "	( 301.59 )	681.71
4829	AYR VARI-TYPING	4. "		6.00
4830	BAILEY & SWINFEN EXPORTS, LTD.	2. BOOKS		3.30
4831	BELL MAGNETO SERVICE	8. MAINT.-BOOKMOBILE		11.90
4832	MATTHEW BENDER & Co. INC.	2. BOOKS		37.50
4833	VOID			
4834	THE BAKER & TAYLOR Co.	2. "		28.43
4835A	" " " " "	2. "	141.95	
B	" " " " "	2. "	196.58	
C	" " " " "	2. "	108.61	
D	" " " " "	2. "	10.38	
E	" " " " "	2. "	6.26	
F	" " " " "	2. "	604.52	
G	" " " " "	2. "	15.72	
H	" " " " "	2. "	3.15	
I	" " " " "	2. "	231.67	
J	" " " " "	2. "	242.46	
K	" " " " "	2. "	56.78	
L	" " " " "	2. "	153.61	
M	" " " " "	2. "	178.18	
N	" " " " "	2. "	99.29	
O	" " " " "	2. "	94.87	
P	" " " " "	2. "	304.12	
Q	" " " " "	2. "	6.29	
R	" " " " "	2. "	( 13.68 )	
S	" " " " "	2. "	( 18.88 )	2,421.88
4836	R. R. BOWKER Co.	2. BOOKS		88.80
4837	JAMES BROWN & SON	19. AUDIO-VISUAL		204.03
4838	CARUSO'S GARAGE, INC.	8. MAINT.-BOOKMOBILE		41.90
4839A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	130.95	
B	" " " "	19. " "	( 17.30 )	
C	" " " "	19. " "	109.34	
D	" " " "	19. " "	85.88	
E	" " " "	19. " "	20.74	
F	" " " "	19. " "	19.53	
G	" " " "	19. " "	107.66	
H	" " " "	19. " "	130.32	587.12
4840	CURTIS FURNITURE MFG.	6. MAINT.-MAIN		250.00
4841	DON'S JEWELERS	4. SUPPLIES		14.85

WEST ORANGE PUBLIC LIBRARY

JANUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1971 MEETING

CHECKS ARE DATED  
JANUARY 11, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4842A	DIAMONDSTEIN BOOK Co. INC.	2. BOOKS	\$ 9.36	
B	" " " "	2. "	5.19	
C	" " " "	2. "	49.50	
D	" " " "	2. "	3.75	
E	" " " "	2. "	93.36	
F	" " " "	2. "	62.24	
G	" " " "	2. "	38.52	
H	" " " "	2. "	24.56	
I	" " " "	2. "	47.52	
J	" " " "	2. "	35.07	
K	" " " "	2. "	103.82	\$ 472.89
4843A	DOUBLEDAY & Co. INC.	2. "	14.40	
B	" " " "	2. "	91.58	
C	" " " "	2. "	101.76	
D	" " " "	2. "	65.57	273.31
4844A	EBSCO SUBSCRIPTION SERVICE	18. MAGAZINES	199.50	
B	" " " "	18. "	26.30	
C	" " " "	18. "	17.00	
D	" " " "	18. "	8.50	251.30
4845	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS		17.07
4846A	AARON EISENBERG & Co.	21. ACCTG. SVCS.	400.00	
B	" " " "	21. " "	400.00	800.00
4847	GALLERY TWELVE	19. AUDIO VISUAL		1,215.00 ✓
4848	GANN LAW BOOKS	2. BOOKS		42.00
4849	GATE HOUSE FRAME Co.	19. AUDIO VISUAL		157.40
4850	THE GERSTENSLAGER Co.	8. MAINT.-BOOKMOBILE		17.95
4851	HARCOURT, BRACE & WORLD, INC.	2. BOOKS		15.46
4852	HERMES ENGRAVERS, INC.	4. SUPPLIES		19.44
4853	HOLT, RINEHART & WINSTON, INC.	2. BOOKS		14.89
4854	HONEYWELL, INC.	2. "		74.05
4855	R. S. KNAPP Co. INC.	4. SUPPLIES		2.63
4856	KOPEL CREATIVE PROD. SERVICES	4. "		65.00
4857	LEFEVRE, HOLMGREN & HANSEN	5. INSURANCE		129.25
4858	THE CONGINES SYMPHONETTE SOCIETY	19. AUDIO VISUAL		5.95
4859A	MCGRAW-HILL BOOK Co.	2. BOOKS	14.24	
B	" " " "	2. "	7.36	
C	" " " "	2. "	( 14.85)	6.75
4860	MCMANUS	6. MAINT.-MAIN		12.00
4861	MAXWELL SCIENTIFIC INTERNATL. INC.	2. BOOKS		249.50
4682	J.M. MOREHOUSE PRINTING	4. SUPPLIES		12.50
4683	NATIONAL FUEL OIL Co.	6. MAINT.-MAIN		447.00
4864A	N.J. BELL TELEPHONE Co.	9. TELEPHONE	75.15	
B	" " " "	9. "	77.35	152.50
4865	NAME-O-PLATE, INC.	4. SUPPLIES		3.87
4866	N.Y. GRAPHIC SOCIETY	19. AUDIO VISUAL		10.75
4867	OPEN COURT PUBLISHING Co.	2. BOOKS		7.74
4868	OESTREICHER'S PRINTS, INC.	2. "		10.00
4869	PAPERBACK BOOK SHOP	2. "		96.80
4870	PUBLIC SERVICE E & G	6. MAINT.-MAIN		428.77
4871	PARK AUTO GLASS Co.	8. MAINT.-BOOKMOBILE		2.00
4872	PATERSON STAMP WORKS	4. SUPPLIES		15.40
4873A	PLASTIC LAMINATING CORP.	4. "	16.43	
B	" " " "	4. "	( 2.50)	13.93
4874	THE PRICE & LEE Co.	2. BOOKS		122.45
4875	VOID			
4876	REDPATH ART SERVICE	19. AUDIO VISUAL		37.69

WEST ORANGE PUBLIC LIBRARY  
JANUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT JANUARY 20, 1971 MEETING

CHECKS ARE DATED  
JANUARY 11, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4877	REGENT BOOK Co. INC.	2. Books	\$ 52.30
4878A	A. H. ROEMER Co. INC.	2. "	\$ 460.13
B	" " " "	2. "	238.76
C	" " " "	2. "	65.24
D	" " " "	2. "	84.57
E	" " " "	2. "	146.49
F	" " " "	2. "	41.83
G	" " " "	2. "	20.94
H	" " " "	2. "	104.22
I	" " " "	2. "	123.24
J	" " " "	2. "	33.33
K	" " " "	2. "	( 14.27)
4879	ROYAL TYPEWRITER Co.	16. EQUIPMENT	1,304.48
4880A	SILVER BURDETT Co.	2. Books	218.40
B	" " " "	2. "	49.29
C	" " " "	2. "	8.28
D	" " " "	2. "	9.46
E	" " " "	2. "	6.20
		2. "	( 5.00)
4881	STATE RADIO, INC.	17. CONTINGENCY	68.23
4882	VIVIAN S. STEINBERG	19. AUDIO VISUAL	20.00
4883	SUPT. OF DOCUMENTS	2. Books	625.00
4884	SUPT. OF DOCUMENTS	2. "	5.75
4885	SUPT. OF DOCUMENTS	2. "	6.25
4886	SUPT. OF DOCUMENTS	2. "	6.00
4887A	TOWN OF WEST ORANGE	2. "	17.00
B	" " " "	8. MAINT.-BOOKMOBILE	85.95
		8. " "	466.97
4888	TYPEWRITER & OFFICE MACH. Co.	11. SER. CONTRACTS	552.92
4889A	TYPOGRAPHICS COMMUNICATIONS, INC.	4. SUPPLIES	18.50
B	" " " "	4. "	34.52
		4. "	22.90
4890	UNITED PUBLISHING CORP.	2. Books	11.25
4891	WALL STREET TRANSCRIPT	18. MAGAZINES	210.00
4892	THE H. W. WILSON Co.	2. Books	16.00
4893	THE H. B. WOOD Co.	16. EQUIPMENT	256.00
4894	XEROX CORP.	20. XEROX	722.15
4895	WEST ORANGE S. & L. ASSN.	TRANSFER OF FUNDS	25,000.00
TOTAL CHECKS SUBMITTED DATED 1/11/71 FOR MEETING OF JANUARY 20, 1971			\$ 39,669.12

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

Circulation was 311, 363 for 1970, and that amount compares with 298,319 for 1969.

Preliminary information from our accountants indicates that fines/reserves with interest from the fines/reserves account and the interest-making account hit an all-time high of \$24,900.

We have placed \$25,000 in a 6% interest certificate at the West Orange Savings and Loan Association in order to make money for the library. That money had to be at the Association by the tenth of January in order to gain the maximum amount of interest.

It has been extremely difficult to run this library efficiently in the absence of a Board meeting in December, 1970. Creditors and staff both felt a "pinch", and I hope that it will be possible for regular meetings to be held.

The pace of business is extremely high in early 1971. Formerly, we were busiest on Mondays and Saturdays. Now, in 1971, we are busy almost every late afternoon, also.

In order to protect the library's interests, we have not paid invoices that have been submitted (some time ago)...for Avery Label Co. As soon as proper credits will have been issued, we'll consider such invoices. Also, Max Blau Company has not completed its job of setting up steel shelving; so we have not paid their invoice. Mr. Blau understands the situation, and he has been apologetic for the "service" or lack of service. A Mr. Peter Andrews, salesman for Blau, evidently left that company, and this library's job for shelving was under the supervision of Mr. Andrews.

In accordance with a suggestion made some time ago by our accountants, we have rented, for 1971 and beyond, a Pitney-Bowes postage meter. The meter is adding to this library's efficiency.

As I explained previously to you, we have finally taken steps to straighten out the magazine subscription methods. In order that we may present to the Council the exact amount needed for any year's budget, we should, in our opinion, obtain an estimate around October...and pay the required amount at the beginning of the following year.

Whatever we have done, you may be assured, has been done with the interest of this library in our mind, foremost. It would be an ideal situation if, for once, this library were to receive an ample budget. We feel that the proposed 1971 budget is ample...if received in its entirety.


Mrs. Marchese has been taking an inventory of books at the main building.

Although I have been suggesting, since 1959 (or '58), that a tape recorder be used at meetings, I'd like to suggest this method once more. It is most important that resolutions be recorded exactly. In fact, the writer, when he was taking notes for the Board, in 1959, did use a tape recorder, and no complaints were registered. (Of course, your secretary could transcribe from the recording.)

In order to continue receiving State Aid funds, all New Jersey libraries will have to live up to State requirements for public libraries. In order to maintain proper standards and in order to "feed" materials to our staff, a steady flow of books and other materials is indicated.

Because our entire staff has done what I think is an excellent job, in 1970, I'd like to recommend to the Personnel Committee that every staff member receive his or her proper increment as of January 1, 1971.

Respectfully submitted

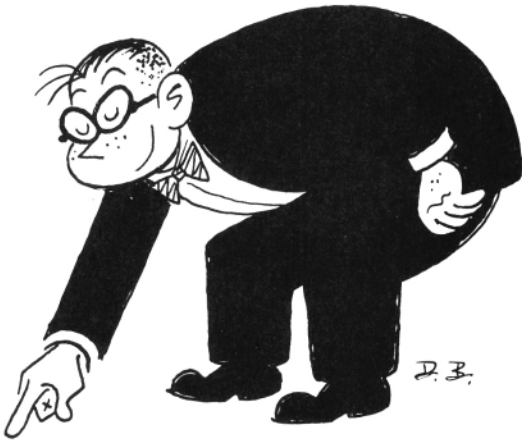
  
Robert Jonas  
Library Director

# A G E N D U M

WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES

REGULAR MEETING  
TUESDAY FEB 23 1971

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



## IT'S THE LAW!

**Library Board and Library Director**

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

**Mayor of West Orange and Councilmen**

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

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF THURSDAY, January 21, 1971.

FOR FEB. 23/71

BOARD MEETING

SHOULD  
JAN. 20  
y

The meeting was called to order by Board President, Mr. Ehrenkranz, at 4:50 P.M. Present at the meeting were Board members, Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Ben Yeager, Dick Duess, and Mayor Louis Falcone. Also present were Bob Jonas, Mr. Stanzielle, ass't Town Attorney, and Mr. W. Jervy of the Friends of the Library.

MINUTES: The minutes of the previous meeting were read and a correction noted that Mr. Jonas is not a Board Member. Ben Yeager moved that the minutes be accepted as read and Rose Zimmerman seconded the motion, carried unanimously.

TREASURERS REPORT: Under authority of the board all bills for 1970 are to be paid. Mr. Jonas is not to pay any further bills until approved by the Board. Mayor Falcone did not approve the payment of the 1970 bills. Mr. Duess made a motion that the Treasurers report and Financial report be held in abeyance until accountants go over the books. Rose Zimmerman seconded the motion and it was carried unanimously.

LIBRARY DIRECTORS REPORT:

Board members would like the names of the new employees, part time and full time. Mr. Jonas to get this information. Mayor Falcone accepted the temporary report and made such a motion, Ben Yeager seconded the motion, and it was carried unanimously.

OLD BUSINESS: \$25,000. was deposited in the West Orange Savings and Loan Association in reserves, lost books and fine money. Dick Duess abstained from voting since he is a Director of said bank. Motion made by Ben Yeager, seconded by Rose Zimmerman, and motion carried unanimously.

NEW BUSINESS: Ben Yeager made a motion to have a complete audit of 1970 books and obtain all bills and statements for auditor, Aaron Eisenberg. Monies for this audit to come from Lost Book Fund. Mary Zeitlin seconded the motion and it was carried unanimously.

Mayor Louis Falcone made a motion that the officers for 1971 be the same as last year: Pres. Ira F. Ehrenkranz: V. Pres. Ben Yeager: Secretary, Dick Duess: Treasurer, Mary Zeitlin. Rose Zimmerman seconded the motion and it was carried unanimously.

NEW BUSINESS: Mr. Thomas, consultant for the new Library, suggested we interview architects. Hiring cannot be done until the new budget is approved in March. Letters will be mailed to architectural firms making appointments for them to meet with the board. Mr. Thomas also noted that the fee schedule for drawings would be approximately \$3500.00.

David Mark of the Citizens League advised the Board his group is ready to cooperate at any time.

The meeting was adjourned at 5:25 PM. The next meeting is set for February 23, 1970 at 4:45 P.M.

Respectfully submitted,

Beatrice Hoffman

CIRCULATION	JANUARY, 1971	JANUARY, 1970
MAIN ADULT	17143	17298
MAIN JUV.	5227	6231
TORY ADULT	161	138
TORY JUV.	313	343
MOB. ADULT	1282	1121
MOB. JUV.	1943	1569
	<u>26069</u>	<u>26700</u>

(see below, please)

CORRECTED  
AS TO  
PAGINATION...

A new Staff Manual has been issued and placed upstairs for our staff. The manual will be continuously revised and improved.

A window in the Xerox room was recently broken by a snowball. The window has been replaced.

A letter from Avery Label Company, dated February 9, 1971, will show that we have had the interest of your library in mind when we refused to pay Avery invoices until that firm settled with your library for all their unacceptable work. We are now satisfied with the credits which have been allowed by Avery.

As always, we have been cooperating with the schools of West Orange. A letter from Mt. Pleasant School is attached hereto. A similar letter was received from the principal of Gregory School, where the Mobilibrary aided the school until completion of their library. As you may have seen, Gregory School gave your library some favorable publicity. Some teachers with whom your library has cooperated recently include Raby (Mountain High), Steinberg (W.O.H.S.), and Schein (W.O.H.S.).

J. M. Morehouse Printing Co., Inc., does not allow any discount. A sample billhead is here.

We recommend to the Personnel Committee payment of increments and changes of rates as shown on pages 2 and 3 of this report. Those pages were prepared by Mr. Manheim of Aaron Eisenberg & Company.

We recommend to the Personnel Committee adoption of the salary scales, also prepared by Mr. Manheim, shown as pages <sup>5 & 6</sup> 4 and 5 of this report.

We also recommend payment of a cost of living bonus. We recommend that to the Personnel Committee.

The following new employees are working on a part-time basis, as Junior Library Assistants, subject to a test by Civil Service of New Jersey:

Marilyn Helfeld	Adult Section
Helen Glasmire	" "
Madge Tunison	" "
Thelma Levenson	" "
Sandra Goss	Children's Room
Elizabeth Springsteel	Adult Section
Audrey Melick	" "
Sybil Seidler	" "
Ellen Zimmerman.	" "

If there are any questions of any kind, I'll be happy to try to provide answers.

Respectfully submitted

*Robert Jonas*  
Robert Jonas  
Library Director



AARON EISENBERG & Co.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

FEBRUARY 9, 1971

WEST ORANGE PUBLIC LIBRARY  
46 MT. PLEASANT AVENUE  
WEST ORANGE, NEW JERSEY

ATTENTION: MR. ROBERT JONAS, DIRECTOR

GENTLEMEN:

AT YOUR REQUEST WE HAVE DETAILED ON THE ATTACHED SHEETS,  
SUGGESTED SALARY SCALES FOR ALL CLASSIFICATIONS OF EMPLOYEES AT THE  
LIBRARY FOR THE YEAR 1971.

WE UNDERSTAND THESE SCALES ARE FOR SUBMISSION TO THE  
PERSONNEL COMMITTEE FOR THE ULTIMATE APPROVAL BY THE BOARD OF TRUSTEES  
OF THE LIBRARY.

VERY TRULY YOURS,

AARON EISENBERG & CO.

  
\_\_\_\_\_  
CERTIFIED PUBLIC ACCOUNTANTS

AE/DB  
ENCS.

**AVERY**

AVERY LABEL COMPANY • 777 E. FOOTHILL BLVD. • AZUSA, CALIF. 91702 • PHONE 969-3311

February 9, 1971

West Orange Public Library  
46 Mt. Pleasant  
West Orange, New Jersey

Attention: Accounts Payable Supervisor

Dear Sir:

I am writing in regard to your outstanding account, totaling \$2,114.08.

You recently stated that as soon as you received a credit memo to offset invoices 048106 and D03168, you would remit the balance due.\*

Enclosed please find credit memo, C56575, totaling \$878.35. We have offset this credit memo against those outstanding invoices, leaving a balance of zero.

I am setting your file ahead to February 22, 1971, and would appreciate payment of the balance due by that date. If you have any further questions, don't hesitate to contact me.

Sincerely,

*Jan Bryant*

Jan Bryant  
Credit Representative  
Terr. 425

tob

A DIVISION OF AVERY PRODUCTS CORPORATION

AKRON, ATLANTA, BALTIMORE, BOSTON, CHICAGO, CINCINNATI, CLEVELAND, COLUMBUS, DALLAS, DAYTON, DENVER, DES MOINES, DETROIT, FT. WAYNE, GRAND RAPIDS, HARRISBURG, HARTFORD, HIGH POINT, KANSAS CITY, KANSAS CITY, LANCASTER, MEMPHIS, MIAMI, MILWAUKEE, MINNEAPOLIS, NASHVILLE, NEW ORLEANS, NEW YORK, NORTH BRIDGE, OKLAHOMA, PHILADELPHIA, PHOENIX, PITTSBURGH, RICHMOND, ROCHESTER, ROCKFORD, ST. LOUIS, SALT LAKE CITY, SAN FRANCISCO, SEATTLE, TAMPA, TULSA, WILKES-BARRE, WASHINGTON, D.C., AZUSA, CALIF. REPRESENTATIVES IN FOREIGN COUNTRIES

After 5 days, return to  
MT. PLEASANT SCHOOL  
9 Manger Road  
WEST ORANGE, NEW JERSEY 07052



Mr. Robert Jonas  
West Orange Public Library  
46 Mt. Pleasant Ave.  
West Orange, N. J. 07052

MT. PLEASANT SCHOOL  
9 MANGER ROAD  
WEST ORANGE, NEW JERSEY  
07052

TELEPHONE: 733 - 1200

February 4, 1971

Dear Mr. Jonas:

May I thank you and the members of the Library Board for making the Bookmobile available to the students of Mt. Pleasant School for all the weeks our school library was not available to the children.

Mr. Baird, the teachers, the children and I all appreciate the kindness of Mr. Baldwin, Mrs. Allerhand and Mrs. Benjamin. They were most helpful and cooperative.

Thank you again.

Lillian Shemis

*Lillian Shemis*  
Librarian

cc. Ira Elronkrantz

TELEPHONE 679-1222-6

J.M. WILSON-CLARK PRINTING CO. INC.

INVOICE NO.  
DATE  
YOUR ORDER NO.  
OUR ORDER NO.  
DATE SHIPPED

TERMS: NET 10 DAYS PLEASE RETAIN THIS INVOICE / NO MONTHLY STATEMENT RENDERED UNLESS REQUESTED

631 LAKEBIDE AVENUE ORANGE NEW JERSEY 07060

DEPARTMENT	HOURLY WAGE		YEARLY INCREMENT		BASE HOURLY RATE INCREASE		TOTAL
	12/31/70		1/1/71		2.00 FROM 2.50	TO 2.50	
	R. ARONSON	210	10		50		270
	H. BENJAMIN	210	10		50		270
	D. CHESNUT	557	—		—		557
	S. ITRIN	200	10		50		260
	J. LE PORE	200	10		50		260
	M. MASNO	210	10		50		270
	F. MANTELL	210	10		50		270
	V. MULVIHILL	210	10		50		270
	M. PAPPAS	210	10		50		270
	M. PERRY	260	10		50		310
	P. SOME	200	10		50		260
	A. TANCROFT	260	10		50		310
<u>TEMPORARY</u>							
	R. COLEMAN	200	10		50		260
	H. GLASHIRE	200	10		50		260
	M. HELFELD	200	10		50		260
	G. LONGO	210	10		50		270
	M. MARCHESI	210	10		50		270
	A. MELICK	200	10		50		260
	M. PELOSE	210	10		50		270
	S. SEIDLER	200	10		50		260
	E. SPRINSTEEL	200	10		50		260
	M. TUNISON	200	10		50		260
	E. ZIMMERMAN	200	10		50		260
ALL NEW EMPLOYEES (PART-TIME JR LIE ASSO)							250
HIRED IN 1971.							

\* MAXIMUM RATE 34 (RANGE 250 TO 320)



PART TIME CLERKS (PAGES)	HOURLY WAGE 12/31/70	YEARLY INCREMENT 1/1/71	BASE HOURLY RATE INCREASE 1 <sup>st</sup> FROM 12/31/70 TO 1/1/71	TOTAL
B. BETZ	135	10	15	160
M. BISHOP	135	10	15	160
R. BLIWISSE	135	10	15	160
T. BLAIR	125	10	15	150
B. CARRAS	145	10	15	150
S. CHONHAT	145	10	15	150
S. HUNTER	145	10	15	150
C. JULIANO	135	10	15	160
S. LIEBERMAN	145	10	15	150
J. LONGO	145	10	15	150
J. O'BRIEN	145	10	15	150
M. MOSBY	135	10	15	160
W. NATHANSON	145	10	15	150
C. POWERS	145	10	15	150
M. RITTER	135	10	15	160
L. SPELMAN	145	10	15	150
D. WASHCO	135	10	15	160
B. WATLEY	145	10	15	150
P. BROWN	145	10	15	150
J. MARR	145	10	15	150
C. PERKIN	145	10	15	150
E. PORTUESE	135	10	15	160
D. WILLIAMSON	145	10	15	150
P. SCHMIDT	145	10	15	150
ALL NEW PART TIME CLERKS (PAGES) HIRED in 1971				140

56

\$ --

\$ --

(N.J. LIB. TRUSTEE ASSN. RECOMMENDS  
\$1.20 TO \$1.75) (BASE PLUS 5 STEPS)

--

--

3.00

3.10 (N.J. LIB. TRUSTEE ASSN. DOES NOT  
HAVE HOURLY SCALE)

2.50

2.60

\$ 5,750

\$ 6,000

(SCALE OF N.J. LIB. TRUSTEE ASSN. IS  
\$300 LESS PER STEP)  
(N.J. LIB. TRUSTEE ASSN. INCREMENT  
RECOMMENDATION \$210)

5,050

5,300

3003005,3505,600

\$11,575

\$12,026

(SCALE OF N.J. LIB. TRUSTEE ASSN. IS  
\$300 LESS PER STEP)

10,313

10,725

300300\$10,613\$11,025



5

6

\$ 8,050

\$ 8,450

(N.J. LIB. TRUSTEE ASSN. DOES NOT HAVE  
SCALE FOR THIS POSITION)

6,150

6,350

ETC. 1/ (PRESENT LIBRARY CLERK DRIVER, MR.  
BALDWIN SALARY IN 1970 WAS \$8,300

300

300

ETC. 1/ PER RESOLUTION OF BOARD OF TRUSTEES  
OF WHICH \$300 WAS FOR LONGEVITY)

\$ 6,450

\$ 6,650

\$8,300 1/

\$16,912

\$17,589

(N.J. LIB. TRUSTEE ASSN. RECOMMENDATION  
BASED UPON POPULATION OF 25,000-  
49,999)

15,882

16,336

300

300

\$16,182

\$16,636

AARON EISENBERG & CO.  
*Certified Public Accountants*

WEST ORANGE PUBLIC LIBRARY

SUGGESTED SALARY SCALES FOR 1971

	INCREMENT	BASE	STEP 1	2	3	4	5	6
LIBRARY CLERK DRIVER								
RECOMMENDED FOR 1971	\$ 400	\$ 6,050	\$ 6,450	\$ 6,850	\$ 7,250	\$ 7,650	\$ 8,050	\$ 8,450 (N. SC)
PRESENT SCALE (1970) ADOPTED AT MEETING 11/26/68	200	5,150	5,350	5,550	5,750	5,950	6,150	6,350 ETC.
ADD: COST OF LIVING BONUS GRANTED 1970		300	300	300	300	300	300	300 ETC.
ADJUSTED PRESENT SCALE 1970		\$ 5,450	\$ 5,650	\$ 5,850	\$ 6,050	\$ 6,250	\$ 6,450	\$ 6,650 \$8,300

LIBRARY DIRECTOR

RECOMMENDED FOR 1971	677	\$13,527	\$14,204	\$14,881	\$15,558	\$16,235	\$16,912	\$17,589
PRESENT SCALE (1970) ADOPTED AT MEETING 11/26/68	454	13,612	14,066	14,520	14,974	15,428	15,882	16,336
ADD: COST OF LIVING BONUS GRANTED 1970		300	300	300	300	300	300	300
ADJUSTED PRESENT SCALE 1970		\$13,912	\$14,366	\$14,820	\$15,274	\$15,728	\$16,182	\$16,636

THE ABOVE RECOMMENDATIONS FOR 1971 DO NOT INCLUDE:

(A) REQUEST FOR \$750 COST OF LIVING INCREASE FOR EACH FULL TIME EMPLOYEE.

(B) LONGEVITY INCREASES DUE EMPLOYEES AT THE RATE OF \$150 FOR EVERY 5 YEARS OF SERVICE.

SUGGESTED SALARY SCALES FOR 1971

		INCREMENT	BASE	STEP 1	2	3	4	5	6
<u>JUNIOR LIBRARY CLERK</u>									
RECOMMENDED SCALE FOR 1971		\$ .10	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ --	\$ --	\$ --
PRESENT SCALE (1970)		.10	1.25	1.35	1.50	1.65	--	--	--
<u>JUNIOR LIBRARY ASST.</u>									
<u>PART TIME - HOURLY</u>									
RECOMMENDED SCALE FOR 1971		.10	2.50	2.60	2.70	2.80	2.90	3.00	3.10 (N H
PRESENT SCALE (1970)		.10	2.00	2.10	2.20	2.30	2.40	2.50	2.60
<u>JUNIOR LIBRARY ASST.</u>									
<u>FULL TIME</u>									
RECOMMENDED SCALE FOR 1971		\$ 250	\$ 4,500	\$ 4,750	\$ 5,000	\$ 5,250	\$ 5,500	\$ 5,750	\$ 6,000
PRESENT SCALE (1970) ADOPTED AT MEETING 11/26/68		250	3,800	4,050	4,300	4,550	4,800	5,050	5,300
ADD: COST OF LIVING BONUS GRANTED 1970			<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
ADJUSTED PRESENT SCALE (1970)			<u>4,100</u>	<u>4,350</u>	<u>4,600</u>	<u>4,850</u>	<u>5,100</u>	<u>5,350</u>	<u>5,600</u>
<u>SENIOR LIBRARIAN - FULL TIME</u>									
RECOMMENDED FOR 1971		451	\$ 9,320	\$ 9,771	\$ 10,222	\$ 10,673	\$ 11,124	\$ 11,575	\$ 12,026
PRESENT SCALE (1970) ADOPTED AT MEETING 11/26/68		413	8,250	8,663	9,076	9,489	9,900	10,313	10,725
ADD: COST OF LIVING BONUS GRANTED 1970			<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
ADJUSTED PRESENT SCALE (1970)			<u>\$ 8,550</u>	<u>\$ 8,963</u>	<u>\$ 9,376</u>	<u>\$ 9,789</u>	<u>\$ 10,200</u>	<u>\$ 10,613</u>	<u>\$ 11,025</u>

AARON EISENBERG & Co.  
*Certified Public Accountants*

TO THE BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY

-2-

FEBRUARY 5, 1971

I THE ACCUMULATED DEFICIT:-

AS MORE PARTICULARLY DETAILED AS TO THE BUDGET LINE ITEMS ON EXHIBIT A AND THE RELATED SCHEDULES FURTHER IN THIS REPORT, THE NET ACCUMULATED DEFICIT AT DECEMBER 31, 1970, IS ASCERTAINED TO BE IN THE AMOUNT OF \$36,570.24 AS FOLLOWS:-

<u>TOTAL OF 1970 BUDGET APPROPRIATED TO LIBRARY BY TOWN OF WEST ORANGE</u>	<u>\$253,324.00</u>
<u>TOTAL EXPENDITURES THROUGH 12/31/70 - PER REPORT TO BOARD OF TRUSTEES AT MEETING 1/20/70</u>	<u>\$253,159.00</u>
<u>ADD:</u>	
EXPENDITURES IN 1970 PAID FROM LOST BOOK FUND AND FROM FINES AND RESERVES FUND COL 3, EXHIBIT A & SCHEDULE A	6,529.11
1970 INVOICES PAID JANUARY 11, 1971 COL 4, EXHIBIT A & SCHEDULE B	13,907.12
1970 INVOICES/ORDERS UNPAID JANUARY 11, 1971 COL 5, EXHIBIT A & SCHEDULE C	<u>22,828.12</u>
<u>TOTAL EXPENDITURES/ENCUMBRANCES THRU DECEMBER 31, 1970</u>	<u>296,423.35</u>
<u>ACCUMULATED EXPENDITURES/ENCUMBRANCES AS OF DECEMBER 31, 1970 IN EXCESS OF BUDGET FOR 1970</u>	<u>43,099.35</u>
<u>DEDUCT:</u>	
EXPENDITURES IN 1970 PAID FROM LOST BOOK FUND AND FROM FINES AND RESERVES FUND COL 3, EXHIBIT A & SCHEDULE C	<u>6,529.11</u>
<u>NET ACCUMULATED DEFICIT AS AT DECEMBER 31, 1970</u>	<u>\$ 36,570.24</u>

NOTE THAT ON SCHEDULES A, D AND E IN THIS REPORT ACCOUNTING IS GIVEN NOT ONLY FOR ALL CLASSIFICATIONS OF BUDGET EXPENDITURES ACTUALLY MADE IN 1970, BUT ALSO FOR SUCH EXPENDITURES AUTHORIZED AND PAID FROM THE LOST BOOK AND FINES AND RESERVES FUNDS DURING THE YEAR. IN ADDITION, THESE SCHEDULES INCLUDE ADDITIONAL BUDGET ENCUMBRANCES REPRESENTED BY UNPAID INVOICES AND UNFILLED ORDERS AS AT DECEMBER 31, 1970.

AS SHOWN, THE EXCESS OF TOTAL EXPENDITURES AND ENCUMBRANCES THROUGH 1970 OVER THE BUDGET APPROPRIATED TO THE LIBRARY BY THE TOWN OF WEST ORANGE, IS \$43,099.35, WHICH AMOUNT LESS THE AUTHORIZED EXPENDITURES OF \$6,529.11 FROM THE LOST BOOK AND FINES AND RESERVES FUNDS RESULTS IN THE INDICATED ACCUMULATED DEFICIT OF \$36,570.24.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, FEBRUARY 23, 1971

The meeting was called to order by Board President, Mr. Ehrenkranz, at 5:35 P.M. Present at the meeting were Board members, Mrs. Zeitlin, Mrs. Zimmerman, and Messrs. Yeager, Duess, and Mayor L. Falcone. Mr. Jonas was also present.

MINUTES:

The minutes of the January meeting were read. A correction was made that the date of the meeting was Wednesday, January 20, 1971 in lieu of January 21, 1971. Mayor Falcone moved that the minutes be accepted as read, Mrs. Zimmerman seconded the motion, it was so carried.

TREASURERS REPORT:

Bills presented for payment - Mr. Yeager did not approve the expenditures. Mayor Falcone, Dick Duess and Mrs. Zeitlin want to see voucher for each bill and will not vote unless the merchandise was purchased in January. Mrs. Zeitlin also wants to be on record that she did not sign the December checks. It was decided to pay bills pending further investigations. Mr. Yeager made such a motion, seconded by Mayor Falcone, and it was carried unanimously.

Financial Statement - Mr. Duess made a motion to hold in abeyance until the transfer of \$25,000 in funds is explained by Mr. Eisenberg. Mrs. Zimmerman seconded the motion and it was passed unamously.

PERSONNEL COMMITTEE:

A motion was made that employees get two days off, full time employees only, for personal reasons, other than vacations. Mary Zeitlin seconded the motion and it was passed unanimously.

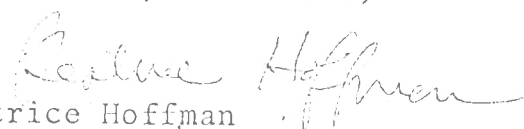
OLD BUSINESS: None

NEW BUSINESS:

Mayor Louis Falcone asked Mr. Robert Jonas for his resignation, to be effective two (2) weeks from the date of this meeting. The feeling of the Board was unanimous.

The meeting was adjourned at 7:40 P.M. The next meeting is set for Tuesday, March 23rd., 1971 at 4:45 P.M.

Respectfully submitted,

  
Beatrice Hoffman

WEST ORANGE LIBRARY BOARD OF TRUSTEES

ADDENDUM to regular meeting of February 23, 1971.

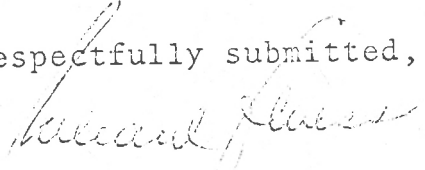
After the regular meeting, the recording secretary of the board was excused and the Board of Trustees remained and went into an executive session.

Mr. Eisenberg, the library accountant, appeared and reviewed details of the audit as prepared by his office. The audit was discussed and a lengthy discussion of Mr. Jonas followed. It was unanimously agreed that Mr. Jonas would be asked to resign.

Mr. Jonas was asked into the meeting and Mayor Falcone told Mr. Jonas that the Board of Trustees were generally dissatisfied with his performance and that the board unanimously requested his resignation in letter form within fifteen (15) days.

The meeting was adjourned at approximately 8:00 P.M.

Respectfully submitted,

  
Richard Duess,  
Secretary of Board

WEST ORANGE LIBRARY BOARD OF TRUSTEES

ADDENDUM to regular meeting of February 23, 1971.

After the regular meeting, the recording secretary of the board was excused and the Board of Trustees remained and went into an executive session.

Mr. Eisenberg, the library accountant, appeared and reviewed details of the audit as prepared by his office. The audit was discussed and a lengthy discussion of Mr. Jonas followed. It was unanimously agreed that Mr. Jonas would be asked to resign.

Mr. Jonas was asked into the meeting and Mayor Falcone told Mr. Jonas that the Board of Trustees were generally dissatisfied with his performance and that the board unanimously requested his resignation in letter form within fifteen (15) days.

The meeting was adjourned at approximately 8:00 P.M.

Respectfully submitted,

*Richard Duess*  
Richard Duess,  
Secretary of Board

## For attention of Board of Trustees...

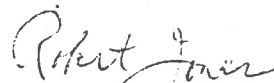
I should like to suggest to the Board that the maximum fine for overdue MAGAZINES be set at \$2.00.

## For attention of Personnel Committee...

I should like to suggest to the Personnel Committee that the ruling (Meeting of Tuesday, September 22, 1970) which states: "All full time employees to get two days pay for religious holidays other than Christmas and Good Friday..." be rescinded and restated as follows:

"All full time employees will be entitled to take two days, with pay, for personal reasons, separately, in addition to annual leave days, but such personal days may not be combined with vacation days."

Respectfully submitted



Robert Jonas  
Library Director



WEST ORANGE PUBLIC LIBRARY

FEBRUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT FEBRUARY 23, 1971 MEETING

CHECKS ARE DATED  
FEBRUARY 23, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4904A	AVERY LABEL COMPANY	4. SUPPLIES	\$ 646.96	
B	" " "	4. "	231.39	
C	" " "	4. "	( 878.35)	
D	" " "	4. "	1,206.56	
E	" " "	4. "	907.52	\$ 2,114.08
4905A	BAKER & TAYLOR Co.	2. Books	6.63	
B	" " "	2. "	215.95	
C	" " "	2. "	70.74	
D	" " "	2. "	7.48	
E	" " "	2. "	336.82	
F	" " "	2. "	130.27	
G	" " "	2. "	272.75	
H	" " "	2. "	23.18	
I	" " "	2. "	455.04	
J	" " "	2. "	84.83	
K	" " "	2. "	178.05	
L	" " "	2. "	199.35	
M	" " "	2. "	39.83	
N	" " "	2. "	90.43	
O	" " "	2. "	178.38	
P	" " "	2. "	3.77	
Q	" " "	2. "	36.70	
R	" " "	2. "	10.11	
S	" " "	2. "	98.21	
T	" " "	2. "	4.28	
U	" " "	2. "	95.41	
V	" " "	2. "	18.66	
W	" " "	2. "	258.59	
X	" " "	2. "	43.90	
Y	" " "	2. "	21.92	
Z	" " "	2. "	290.75	
AA	" " "	2. "	23.07	
BB	" " "	2. "	82.96	
CC	" " "	2. "	171.13	
DD	" " "	2. "	28.07	
EE	" " "	2. "	121.96	
FF	" " "	2. "	2.62	
GG	" " "	2. "	191.86	
HH	" " "	2. "	38.75	
II	" " "	2. "	30.00	
JJ	" " "	2. "	74.37	
KK	" " "	2. "	68.49	
LL	" " "	2. "	41.21	
MM	" " "	2. "	261.26	
NN	" " "	2. "	133.62	4,441.40
4906A	R. R. BOWKER Co.	2. "	63.50	
B	" " "	2. "	30.00	93.50
4907A	JAMES BROWN & SON	3. BINDING	119.25	
B	" " "	3. "	166.10	285.35
4908	BURSK & POOR	2. Books		6.00
4909A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	19.53	
B	" " "	19. " "	79.06	98.59
4910	COLLECTORS EDITIONS, LTD.	2. Books		285.40
4911	COMMONWEALTH WATER Co.	6. MAINT.-MAIN		55.20
4912	AARON EISENBERG & Co.	21. ACCTG. SERVICES		400.00

WEST ORANGE PUBLIC LIBRARY

FEBRUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT FEBRUARY 23, 1971 MEETING

CHECKS ARE DATED  
 FEBRUARY 23, 1971

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4913A	GALE RESEARCH CO.	2. BOOKS	\$ 70.00	
B	"	2. "	52.86	\$ 122.86
4914	GALLERY TWELVE	19. AUDIO-VISUAL		351.00
4915A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	71.25	
B	"	4. "	13.00	
C	"	4. "	15.00	
D	"	4. "	83.04	
E	"	4. "	17.85	
F	"	4. "	40.75	
G	"	4. "	50.72	291.61
4916	HARVARD UNIVERSITY PRESS	2. BOOKS		12.09
4917	THE HOLES-WEBWRY CO.	4. SUPPLIES		9.53
4918	HOLT, RINEHART & WINSTON, INC.	2. BOOKS		38.06
4919	THE INSTITUTE FOR RESEARCH	2. "		19.64
4920	R. S. KNAPP COMPANY, INC.	4. SUPPLIES	5.95	2.50
4921A	LONGINES SYMPHONETTE	19. AUDIO-VISUAL	5.95	
B	"	19. " "		11.90
4922	LYLE STUART, INC.	2. BOOKS		23.78
4923	MOONEY GENERAL	4. SUPPLIES		129.60
4924	J. M. MOREHOUSE PRtg. Co.	4. "		71.50
4925	NAME-O-PLATE, INC.	4. "		8.99
4926A	NATIONAL DIRECTORY SERVICE	2. BOOKS	4.00	
B	"	2. "	10.78	14.78
4927	NATIONAL FUEL OIL Co.	6. MAINT.-MAIN		87.50
4928	PETERSONS GUIDES, INC.	2. BOOKS		63.05
4929	PITNEY-BOWES, INC.	4. SUPPLIES		15.25
4930	PUBLIC SERVICE ELECTRIC & GAS	6. MAINT.-MAIN		503.16
4931	REGENT BOOK Co. INC.	2. BOOKS		41.39
4932A	HENRY F. SCHMIDT	4. SUPPLIES	13.40	
B	"	4. "	2.88	
C	"	4. "	5.98	
D	"	4. "	3.92	
E	"	4. "	7.02	
F	"	4. "	17.10	
G	"	4. "	-( 3.92)	
H	"	4. "	-( 1.35)	
I	"	4. "	4.82	
J	"	4. "	16.83	66.68
4933A	XEROX CORPORATION	20. XEROX	84.90	
B	"	20. "	479.00	
C	"	20. "	156.06	
D	"	20. "	26.90	746.86
4934A	GATE HOUSE FRAME Co.	19. AUDIO-VISUAL	67.32	
B	"	19. " "	60.92	
C	"	19. " "	75.17	
D	"	19. " "	86.41	
E	"	19. " "	11.08	
F	"	19. " "	46.46	
G	"	19. " "	19.63	
H	"	19. " "	33.38	400.37
<u>SUB-TOTAL - FORWARD</u>				\$ 10,811.62

# WEST ORANGE PUBLIC LIBRARY

FEBRUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT FEBRUARY 23, 1971 MEETING

CHECKS ARE DATED  
FEBRUARY 23, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
	<u>SUB-TOTAL - FORWARDED</u>		\$10,811.62
4935	A-1 ELECTRIC MOTOR Co.	8. MAINT.-BK.	27.50
4936	AMERICAN BINDERY	3. BINDING	262.80
4937	CORNELL UNIVERSITY-LABORATORY OF ORNITHOLOGY	19. AUDIO-VISUAL	31.35
4938	DON'S JEWELERS	17. CONTINGENCY	8.50
4939	EAST ORANGE GLASS Co.	17. "	18.00
4940	AARON EISENBERG & Co.	LOST BOOK FUND	925.00
4941	A. M. HART	15. AUDIT	450.00
4942	KOPEL CREATIVE PRODUCTION SERVICES	4. SUPPLIES	8.50
4943	LINGUAPHONE	19. AUDIO-VISUAL	46.30
4944	MUTUAL SPORTS, INC.	19. " "	7.90
4945	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	403.46
4946	N.J. BELL TELEPHONE Co.	9. TELEPHONE	70.95
4947	PAPERBACK BOOK SHOP	2. BOOKS	14.76
4948	VIRGIL F. PARTCH	4. SUPPLIES	199.00
4949	PATERSON STAMP WORKS	4. "	6.08
4950	PUBLIC SERVICE ELEC & GAS Co.	6. MAINT. - MAIN	479.85
4951	M. N. O'BRIEN	2. BOOKS	2.50
4952	POSTMASTER, ORANGE, N. J.	13. POSTAGE	300.00
4953	MITCHELL SEIDLER	16. EQUIPMENT	52.92
4954	SHAW-WALKER Co.	4. SUPPLIES	7.88
4955	W. O. COMMUNITY HOUSE	7. MAINT. - TORY	135.00
4956	PETTY CASH	4. SUPPLIES	\$ .90
		6. MAINT. - MAIN	1.35
		10. COMM. RELATIONS	16.99
		12. TRANSPORTATION	24.74
		13. POSTAGE	6.91
		18. MAGAZINES	25.63
		LOST BOOK FUND	8.48
			<u>85.00</u>
	<u>TOTAL CHECKS SUBMITTED DATED 2/23/71 FOR MEETING OF FEBRUARY 23, 1971</u>		<u>\$14,354.87</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: CHECK #4952 FOR POSTAGE IN THE AMOUNT OF \$300.00 WAS ISSUED ON FEBRUARY 11, 1971 AS VO #4904 AND IS NOT INCLUDED FOR SIGNATURE HEREWITH. ALSO NOTE - ASIDE FROM SUNDRY BOOK ORDERS OUTSTANDING FOR THE YEAR 1970 THE FOLLOWING ARE 1970 INVOICES REMAINING TO BE PAID AS OF THIS DATE:

MAX BLAU - INVOICE DATED 5/13/70	\$ 3,018.00
FISHER & KAUFMAN	9.43
P.E.R.S. - STATE OF N. J. DUE 7/1/71	5,433.00
MONARCH STORAGE & WAREHOUSE 10/21/70	27.00
<u>TOTAL</u>	<u>\$ 8,487.43</u>

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF FEBRUARY 23, 1971

EXPENDITURE DETAIL 1971	PROPOSED BUDGET 1971	ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING	EXPENDED THROUGH <u>1/31/71</u>	BALANCE ON <u>1/31/71</u>
1. Salaries	\$206,213	\$ 13,405.15	\$ 13,405.15	\$192,807.85
2. Books	48,000	5,393.99	5,393.99	42,606.01
3. Binding	2,000			2,000.00
4. Supplies	7,000	1,624.80	1,624.80	5,375.20
5. Insurance	3,500	129.25	129.25	3,370.75
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	12,000	1,211.82	1,211.82	10,788.18
7. Maintenance - Tory Corner	540			540.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	626.67	626.67	2,373.33
9. Telephone	840	152.50	152.50	687.50
10. Community relations; publicity; reading contests, etc., etc.	500			500.00
11. Service contracts	500	18.50	18.50	481.50
12. Transportation	125			125.00
13. Postage	1045	100.00	100.00	945.00
14. Conventions	300			300.00
15. Audit	150			150.00
16. Equipment	8500	474.40	474.40	8,025.60
17. Contingency	400	20.00	20.00	380.00
18. Magazines	2800	461.30	461.30	2,338.70
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	6400	2,931.74	2,931.74	3,468.26
20. Xerox (includes Xerox supplies; cleaners)	2200	722.15	722.15	1,477.85
21. Accounting services	4800	800.00	800.00	4,000.00
22. Consultant (architect's preliminary drawings)	3500			3,500.00
	<u>\$314,313</u>	<u>\$ 28,072.27</u>	<u>\$ 28,072.27</u>	<u>\$286,240.73</u>



PREPARED WITHOUT AUDIT.

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

BY: Aaron Eisenberg

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

**NOTE:** THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY

JANUARY 1971 BILLS PRESENTED FOR PAYMENT  
AT FEBRUARY 23, 1971 MEETING

CHECKS ARE DATED  
JANUARY 28, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4896	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 658.00
4897	NATIONAL NEWARK & ESSEX BANK W/T	1. "	1,311.20
4898	P.E.R.S. #20284	1. "	505.19
4899	P.E.R.S. #20284 CONTRIBUTORY GROUP INS. PREM. FUND	1. "	37.45
4900	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY	1. "	10.00
4901	TOWN OF WEST ORANGE MUN. EMP. FUC	1. "	220.00
4902	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	339.47
4903	TOWN OF WEST ORANGE - (ARREARS 12Mo) HOSPITALIZATION FOR RABINOWITZ	1. " 1. "	411.94
PAYROLL CHECKS #5627-5689		1. "	<u>9,911.90</u>

TOTAL CHECKS SUBMITTED DATED  
1/28/71 FOR MEETING OF FEBRUARY 23, 1971 13,405.15

ADD: TOTAL CHECKS #4820 THRU 4895 DATED  
1/11/71 SUBMITTED AT JANUARY 20, 1971 MEETING 39,669.12

TOTAL CHECKS ISSUED - MONTH OF JANUARY 1971 53,074.27

LESS:

4825	LOST BOOK FUND	\$ 2.00	
4895	TRANSFER OF FUNDS TO WEST ORANGE SAVINGS & LOAN ASSOCIATION	<u>25,000.00</u>	<u>25,002.00</u>

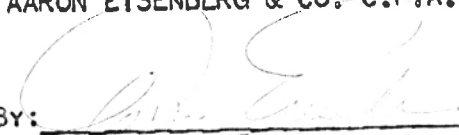
NET BUDGET EXPENDITURES - MONTH OF JANUARY 1971 \$28,072.27

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND  
RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF JANUARY 1971 FOR MEETING 2/23/71

<u>BALANCE, JANUARY 1, 1971</u>			
1967 BUDGET	\$ 150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	150.00		
1971 BUDGET	<u>18,132.00</u>	\$ 18,735.19	
1970 FINES AND RESERVES	22,191.06		
1970 LOST BOOK FUND	<u>--</u>	22,191.06	
CASH IN LIBRARY		<u>126.25</u>	\$ 41,052.50
<u>ADD: RECEIPTS, JANUARY 1971</u>			
1971 BUDGET		55,500.00	
1971 FINES	2,017.81		
XEROX	258.35		
MEETING ROOM	35.00		
OUT OF TOWN FEES	5.00		
TELEPHONE BOOTHLET	<u>10.89</u>	2,327.05	
1971 LOST BOOK FUND	79.26		
BOOK SALE	<u>141.68</u>	<u>220.94</u>	<u>58,047.99</u>
			99,100.49
<u>TOTAL</u>			
<u>LESS: EXPENDITURES - JANUARY 1971</u>			
EXPENDITURES - 1971 BUDGET		28,072.27	
LOST BOOK FUND		<u>2.00</u>	<u>28,074.27</u>
			\$ 71,026.22
<u>BALANCE, JANUARY 31, 1971</u>			<u><u></u></u>
1967 BUDGET	150.00		
1968 BUDGET	153.19		
1969 BUDGET	150.00		
1970 BUDGET	150.00		
1971 BUDGET	<u>45,559.73</u>	46,162.92	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	2,327.05		
LOST BOOK FUND	<u>218.94</u>	2,545.99	
CASH IN LIBRARY		<u>126.25</u>	
			\$ 71,026.22
<u>CASH BALANCES, JANUARY 31, 1971</u>			<u><u></u></u>
NATIONAL NEWARK & ESSEX-CHECKING A/C		43,351.98	
CASH IN LIBRARY		126.25	
WEST ORANGE SAVINGS & LOAN:			
CERTIFICATE OF DEPOSIT #TC 3012	25,000.00		
SAVINGS A/C #TC 2828	5.00		
SAVINGS A/C #TC 2752	2,322.05		
SAVINGS A/C #TC 2757	<u>220.94</u>	<u>27,547.99</u>	<u>\$ 71,026.22</u>

PREPARED WITHOUT AUDIT.

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

BY: Aaron Eisenberg  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, MARCH 23, 1971

The meeting was called to order by Board Vice President, Mr. Yeager, who presided in the absence of the President, Mr. Ehrenkranz who was ill. Present at the meeting were Board Members, Mrs. Zeitlin, Mrs. Zimmerman, Mayor Falcone, and Mr. Duess. Also present was Acting Librarian, Mrs. Lola Reed. Meeting was called to order at 4:45 P.M. Also many local citizens were in attendance to hear the meeting.'

MINUTES: The minutes of the previous meeting were not read since Mr. Jonas had failed to send copies to the Board Members.

TREASURERS REPORT: Mary Zeitlin made a motion to approve all the payroll bills and to have a special meeting to approve all the rest of the current bills, when the money from the new budget is received. This was a suggestion from the accountant, Mr. Eisenberg. Mayor Falcone seconded the motion. It was passed unanimously.

FINANCIAL STATEMENT: Mayor Falcone made a motion to approve the financial statement, subject to further suggestions. Mrs. Zimmerman seconded the motion and it was passed unanimously.

LIBRARY DIRECTORS REPORT: Since Mr. Jonas was not there there was no report. Mrs. Reed, Acting Director, suggested post cards be sent out to patrons who have asked for reserved books, and as soon as orders are filled they will be notified. Mary Zeitlin made the motion and it was seconded by Mr. Duess and unanimously passed.

PERSONNEL COMMITTEE: No Report

OLD BUSINESS: All architects meetings will be adjourned until further notice.

NEW BUSINESS: Mary Zeitlin made a motion that since there is \$5100.00 allocated in the budget for new personell, and since she feels they are not necessary, this momey should be used to hire a full time secretary to help Mrs. Reed. Mr. Duess agreed and if it within the budget he felt this suggestion should be accepted. Secretaries will be interviewed. Rose Zimmerman seconded the motion, it was passed unanimously.

Mrs. Zeitlin made a motion that stationery and envelopes for the library be ordered at a cost lf \$107.50. Mayor Falcone seconded the motion and it was passed unanimously.

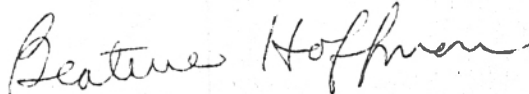
It was further noted that by law, by March 31 a Statistical report for 1970 must be made. This report must go to:

- a. Trenton State Library
- b. Area Library ( East Orange)
- c. Civil Service

This report was never filed by Mr. Jonas. Mrs. Zeitlin asked for a thirty (30) day extension. This is necessary for our State aid. This extension was granted verbally over the phone, but a letter will be written by this secretary to be on record.

The meeting was adjourned at 5:10 P.M. The next meeting will be held at 4:45 P.M. on Tuesday April 27, 1971.

Respectfully submitted,

A handwritten signature in cursive script that reads "Beatrice Hoffman". The signature is written in dark ink and is positioned above the printed name.

Beatrice Hoffman



WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, MARCH 23, 1971

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Respectfully submitted,

A handwritten signature in cursive script that reads "Beatrice Hoffman". The signature is written in dark ink and is positioned above the printed name.

Beatrice Hoffman

Circulation  
Total - 1970

x  
267.00  
257.80  
279.83  
274.42  
236.62  
243.81  
262.36  
236.17  
239.26  
290.94  
273.43  
251.99  
3113.63 \*

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, April 27, 1971

The meeting was called to order by Board President, Mr. Ehrenkranz, at 4:35 P.M. Present at the meeting were Mayor Louis P. Falcone, Messrs. Yeager, Duess, and Mrs. Zeitlin and Mrs. Zimmerman, and Mrs. Reed, Temporary Ass't. Library Director.

MINUTES:

The Minutes of the March 23rd, 1971 meeting were read. Mr. Duess moved that the minutes be accepted as read: Mr. Yeager seconded the motion, it was carried unanimously.

TREASURER'S REPORT:

A. Bills Presented for payment- All bills presented through April 22, 1971 were paid. A motion was made by Mr. Duess that an Executive Board Meeting be held to go over the statement of outstanding bills in accordance with Mrs. Reed's receipts of bills, etc. Rose Zimmerman Seconded the motion, it was carried unanimously.

B. Financial Statement- Mr. Duess made a motion to have the financial statement and budget redrawn to simplify financial standing. Mr. Duess is willing to assist the accountant in getting this done. Mayor Falcone seconded the motion, it was carried unanimously.

In reference to Financial statement, Mr. Duess made a motion that he and Mr. Ehrenkranz would draft a letter to Mr. Eisenberg to get together to see how much money was over expended in 1970 and included in the 1971 bills. They will also recommend a purchase order system to be installed for Mrs. Reed. Mrs. Zeitlin seconded the motion and it was carried unanimously.

LIBRARY DIRECTOR'S REPORT:

Mary Zeitlin moved that the Library Directors Report be accepted, and the Board wanted to be record of thanking Mrs. Reed for the excellent job she has done. Mayor Falcone seconded the motion, it was carried unanimously.

PERSONNEL COMMITTEE REPORT:

The Katherine Gibbs school will send out a secretary for Mrs. Reed, she will be interviewed and the salary will be fixed by budget. Report at next meeting.

Mrs. Levinson, has been ill, and in all fairness to Library she will not be rehired at this time.

Robert Coleman will be hired as full timer for the summer.

More hours for summer work are to be given to the present part timers.

The additional salary for Mrs. Reed will be retroactive.

Mrs. Reed is to make a list of summer help she will need, and then hire within the terms of the budget. Mr. Warrance is to be called re the dates raises are due.

All the above was made into motion by Mayor Falcone and seconded by Ben Yeager, and carried unanimously.

OLD BUSINESS:

Statistical report extension report was granted. It had been previously filed by Mr. Jonas. They need a salary scale and Mrs. Zeitlin will sent such a report to Miss O'Neill. The salaries of Mrs. Benjamin, Mrs. Erikson, and Mrs. Schwartz must be adjusted so that May raises will be correct. State Aid has been filed for.

NEW BUSINESS:

Mrs. Reed suggested shelves for pictures. Metal shelves will be cheaper and will be ordered. Since so many pictures and reproductions (461) are owned by the library and bills have been exc essive, Mrs. Reed will clean out closet and put all the pictures in said closet. Mrs. Zimmerman made a motion that all the expensive art books are to be used for reference only, and are not to go out on loan. It will be up to the Reference Librarian to decide which books are to be for reference only. Mr. Yeager seconded motion, it was c arried unanimously.

A motion was made by Mrs. Zimmerman that we keep on our shelves enough copies of a title being used by a teacher for one class. All copies in excess of 35 should be sold; that schools in West Orange should be given first choice of buying books, after the local schools other libraries and schools in surrounding areas and that we sell remaining books to the general public. Mrs. Zeitlin seconded the motion and it was carried unanimously.

There are to be several executive Board meetings before the next meeting. Mr. Yeager made a motion to adjourn meeting at 5:35PM. The next meeting will be held on May 25, 1971 at 4:45 P.M.

Respectfully submitted,

  
Beatrice Hoffman

# Budget Report

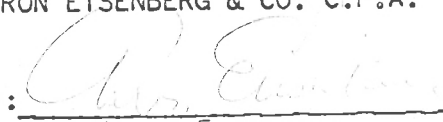
## West Orange Public Library

LIBRARY BOARD MEETING OF APRIL 27, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING	EXPENDED THROUGH 3/31/71	BALANCE ON 3/31/71
1. Salaries	\$196,824	\$ 14,052.17	\$ 40,495.53	\$156,328.47
2. Books	48,000		10,573.20	37,426.80
3. Binding	1,300		548.15	751.85
4. Supplies	7,000		4,556.90	2,443.10
5. Insurance	3,500			3,500.00
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000		2,742.34	7,257.66
7. Maintenance - Tory Corner	540		135.00	405.00
8. Maintenance - Mobilibrary (includes gasoline, oil; repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000		654.17	2,345.83
9. Telephone	840		223.45	616.55
10. Community relations; publicity; reading contests, etc., etc.	300		16.99	283.01
11. Service contracts	400		18.50	381.50
12. Transportation	125		24.74	100.26
13. Postage	1,045		406.91	638.09
14. Conventions	200			200.00
15. Audit	150			150.00
16. Equipment	7,000		527.32	6,472.68
17. Contingency	400		46.50	353.50
18. Magazines	2,800		486.93	2,313.07
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	4,000		3,879.15	120.85
20. Xerox (includes Xerox supplies; cleaners)	2,200		1,469.01	730.99
21. Accounting services	4,800		2,125.00	2,675.00
22. Consultant (architect's preliminary drawings)	-0-			-0-
	<u>\$294,424</u>	<u>\$ 14,052.17</u>	<u>\$68,929.79</u>	<u>\$225,494.21</u>



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

By:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

**NOTE:** THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF MARCH 1971 FOR MEETING 4/27/71

<u>BALANCE, MARCH 1, 1971</u>			
1968 BUDGET	\$ 3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>18,754.38</u>	\$ 18,907.57	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	4,980.96		
1971 LOST BOOK FUND	<u>374.76</u>	5,355.72	
CASH IN LIBRARY		<u>126.25</u>	\$ 46,580.60
<u>ADD: RECEIPTS, MARCH 1971</u>			
1971 FINES	1,902.08		
XEROX	303.50		
INTEREST INCOME	37.13		
OUT OF TOWN FEES	50.00		
TELEPHONE BOOTHLET	<u>13.11</u>	2,305.82	
1971 LOST BOOK FUND	74.44		
BOOK SALE	258.15		
INTEREST INCOME	<u>3.14</u>	335.73	2,641.55
TOTAL			49,222.15
<u>LESS: EXPENDITURES - MARCH 1971</u>			
EXPENDITURES - 1971 BUDGET	<u>14,052.17</u>		14,052.17
BALANCE, MARCH 31, 1971			<u>\$35,169.98</u>
<u>BALANCE, MARCH 31, 1971</u>			
1968 BUDGET	3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>4,702.21</u>	4,855.40	
1970 FINES AND RESERVES		22,191.06	
1970 FINES AND RESERVES	7,286.78		
1971 LOST BOOK FUND	<u>710.49</u>	7,997.27	
CASH IN LIBRARY		<u>126.25</u>	
CASH BALANCES, MARCH 31, 1971			<u>\$35,169.98</u>
NATIONAL NEWARK & ESSEX-CHECKING A/C		2,535.98	
CASH IN LIBRARY		126.25	
WEST ORANGE SAVINGS & LOAN:			
CERTIFICATE OF DEPOSIT #TC 3012	25,000.00		
SAVINGS A/C #TC 2828	5.00		
SAVINGS A/C #TC 2752	6,781.78		
SAVINGS A/C #TC 2757	<u>720.97</u>	32,507.75	<u>\$35,169.98</u>

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

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WEST ORANGE PUBLIC LIBRARY

MARCH 1971 BILLS PRESENTED FOR PAYMENT  
AT APRIL 27, 1971 MEETING

CHECKS ARE DATED  
MARCH 25, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4964	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 611.41
4965	NATIONAL NEWARK & ESSEX BANK W/T	1. "	1,154.80
4966	P.E.R.S. #20284	1. "	567.61
4967	P.E.R.S. #20284 CONTRIBUTORY GROUP INS. PREM. FUND	1. "	48.18
4968	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY	1. "	9.00
4969	TOWN OF WEST ORANGE MUN. EMP. FUC	1. "	220.00
4970	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	339.47
4971	TOWN OF WEST ORANGE - ADM. CHG.	1. "	1.00
4972	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYERS	1. "	1,930.84
-	PAYROLL CHECKS #5754-5817	1. "	9,169.86
TOTAL CHECKS SUBMITTED DATED <u>3/25/71 FOR MEETING OF APRIL 27, 1971</u>			<u>\$14,052.17</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.



WEST ORANGE PUBLIC LIBRARY  
APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT APRIL 27, 1971 MEETING

CHECKS ARE DATED  
APRIL 6, 12, 13 AND  
22, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4973	PETTY CASH	14. CONVENTION	\$ 75.00	
		4. SUPPLIES	12.75	
		12. TRANSPORTATION	6.92	
		13. POSTAGE	1.56	
		18. MAGAZINES	8.05	
		10. COMM. RELATIONS	15.30	
		14. CONVENTION	5.00	\$ 124.58
4974	NEWARK PUBLIC LIBRARY	2. BOOKS		75.00
4975	HALPER BROS.	4. SUPPLIES		22.90
4976A	THE BAKER & TAYLOR Co.	2. BOOKS	11.22	
B	" " " "	2. "	15.59	
C	" " " "	2. "	14.69	
D	" " " "	2. "	81.41	
E	" " " "	2. "	202.06	
F	" " " "	2. "	94.20	
G	" " " "	2. "	105.85	
H	" " " "	2. "	240.29	
I	" " " "	2. "	7.48	
J	" " " "	2. "	60.72	
K	" " " "	2. "	13.77	
L	" " " "	2. "	37.52	
M	" " " "	2. "	112.53	
N	" " " "	2. "	10.00	
O	" " " "	2. "	157.06	
P	" " " "	2. "	148.60	
Q	" " " "	2. "	185.72	
R	" " " "	2. "	29.44	
S	" " " "	2. "	84.75	
T	" " " "	2. "	37.10	1,635.04
4977	BENEAC PRESS	2. "		303.34
4978A	R. R. BOWKER Co.	2. "	129.50	
B	" " " "	2. "	53.60	183.10
4979A	CHAMBERS RECORD Co.	19. AUDIO VISUAL	14.83	
B	" " " "	19. " "	88.97	
C	" " " "	19. " "	12.35	
D	" " " "	19. " "	161.24	
E	" " " "	19. " "	150.11	427.50
4980A	DIAMONDSTEIN BOOK Co.	2. BOOKS	11.94	
B	" " " "	2. "	62.02	
C	" " " "	2. "	171.98	
D	" " " "	2. "	109.50	355.44
4981	DUN & BRADSTREET	2. "		108.50
4982	FISCHER & KAUFMAN	4. SUPPLIES		6.95
4983A	GAYLORD BROS. INC.	4. "	165.51	
B	" " " "	4. "	65.92	231.43
4984	GREYSTONE CORP.	2. BOOKS		66.86
4985	GROLIER EDUCATIONAL CORP.	2. "		153.62
4986	HARVARD UNIVERSITY PRESS	2. "		4.50
4987	HASTINGS HOUSE, PUBLISHERS	2. "		7.95
4988	INVESTMENT STATISTICS LABORATORY	2. "		122.00
4989	Mc GRAW-HILL BOOK Co.	2. "		299.26
4990	Mc MANUS	17. CONTINGENCY		8.50
4991	MARTINDALE-HUBBELL, INC.	2. BOOKS		85.00
4992	MOODY'S INVESTORS SERVICE, INC.	2. "		415.00
4993	MOONEY-GENERAL PAPER	4. SUPPLIES		103.68

WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT APRIL 27, 1971 MEETING

CHECKS ARE DATED  
APRIL 6, 12, 13 AND  
22, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
4994A	J. M. MOREHOUSE PRINTING Co.	4. SUPPLIES	\$ 24.00	
B	" " " " "	4. "	124.50	
C	" " " " "	4. "	109.00	
D	" " " " "	4. "	47.00	
E	" " " " "	4. "	24.00	
F	" " " " "	4. "	40.50	
G	" " " " "	4. "	37.00	\$ 406.00
4995A	THE NEW YORK TIMES	4. "	15.00	
B	" " " " "	19. AUDIO VISUAL	297.92	312.92
4996A	E & M O'HARA	6. MAINT. - MAIN	43.05	
B	" " " " "	6. " "	129.15	172.20
4997	VOID			
4998	PLOUGH PUBLISHING HOUSE	2. BOOKS		91.60
4999	PRENTICE-HALL, INC.	2. "		39.21
5000A	A. H. ROEMER Co. INC.	2. "	13.63	
B	" " " " "	2. "	60.56	
C	" " " " "	2. "	136.75	
D	" " " " "	2. "	123.96	334.90
5001A	HENRY F. SCHMIDT	4. SUPPLIES	8.08	
B	" " " " "	4. "	11.70	
C	" " " " "	4. "	17.32	
D	" " " " "	4. "	22.08	59.18
5002	SEDGWICK MACHINE WORKS	17. CONTINGENCY		29.80
5003A	STANDARD & POOR'S CORP.	2. BOOKS	961.00	
B	" " " " "	2. "	425.00	1,386.00
5004A	TYPEWRITER & OFFICE MACHINE	11. SERVICE CONTRACTS	192.00	
B	" " " " "	14. SUPPLIES	15.00	207.00
5005	UNI TEMP, INC.	6. MAINT.-MAIN		47.95
5006	THE H. H. WILSON Co.	2. BOOKS		344.00
5007	XEROX CORPORATION	20. XEROX		26.90
5008	APPLETON-CENTURY-CROFTS	2. BOOKS		7.76
5009	AUSTRALIAN ART LIBRARY	2. "		74.00
5010A	THE BAKER & TAYLOR Co.	2. "	151.35	
B	" " " " "	2. "	8.65	
C	" " " " "	2. "	16.18	
D	" " " " "	2. "	49.78	
E	" " " " "	2. "	154.81	
F	" " " " "	2. "	352.68	
G	" " " " "	2. "	15.00	
H	" " " " "	2. "	21.18	
I	" " " " "	2. "	169.53	
J	" " " " "	2. "	18.70	
K	" " " " "	2. "	11.22	
L	" " " " "	2. "	90.73	
M	" " " " "	2. "	61.91	
N	" " " " "	2. "	215.26	
O	" " " " "	2. "	3.11	
P	" " " " "	2. "	200.90	
Q	" " " " "	2. "	200.52	
R	" " " " "	2. "	51.94	
S	" " " " "	2. "	93.95	
T	" " " " "	2. "	121.02	
U	" " " " "	2. "	59.90	
V	" " " " "	2. "	51.77	2,120.09
5011	BELL MAGNETO SERVICE	8. MAINT.-BK.		14.75
5012	ARNOLD BERNHARD & Co. INC.	2. BOOKS		94.50

WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT APRIL 27, 1971 MEETING

CHECKS ARE DATED  
APRIL 6, 12, 13 AND  
22, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
5013A	R. R. BOWKER Co.	2. BOOKS	\$ 37.95	
B	" " " "	2. "	13.50	
C	" " " "	2. "	17.50	\$ 68.95
5014A	JAMES BROWN & SON	3. BINDING	111.05	
B	" " " "	3. "	93.95	205.00
5015A	CHAMBERS RECORD CORP.	19. AUDIO VISUAL	26.60	
B	" " " "	19. " "	20.00	
C	" " " "	19. " "	34.60	
D	" " " "	19. " "	39.54	
E	" " " "	19. " "	32.12	152.86
5016A	DIMONDSTEIN BOOK Co. INC.	2. BOOKS	49.29	
B	" " " "	2. "	21.97	
C	" " " "	2. "	11.25	
D	" " " "	2. "	26.28	108.79
5017	DOUBLEDAY & Co. INC.	2. "		96.00
5018A	AARON EISENBERG & Co.	21. ACCTG. SERVICES	400.00	
B	" " " "	21. " "	400.00	800.00
5019A	GATE HOUSE FRAME Co.	16. EQUIPMENT	75.55	
B	" " " "	16. "	112.45	
C	" " " "	16. "	96.73	
D	" " " "	16. "	59.44	
E	" " " "	16. "	11.75	355.92
5020A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	60.00	
B	" " " "	4. "	10.75	
C	" " " "	4. "	23.90	94.65
5021	HONEYWELL, INC.	6. MAINT.-MAIN		201.71
5022	INVESTORS LIBRARY	2. BOOKS		5.35
5023	R. S. KNAPP Co. INC.	19. AUDIO VISUAL		2.50
5024A	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE	539.00	
B	" " " "	5. "	736.11	1,275.11
5025	MCGRAW-HILL BOOK Co.	2. BOOKS		15.60
5026A	MONROE CALCULATOR	11. SERVICE CONTRACTS	27.00	
B	" " " "	11. " "	2.00	29.00
5027	MOONEY, GENERAL PAPER	4. SUPPLIES		965.81
5028A	NJ BELL TELEPHONE	9. TELEPHONE	76.41	
B	" " " "	9. "	66.66	143.07
5029	PITNEY BOWES, INC.	13. POSTAGE		24.36
5030	PRENTICE-HALL, INC.	2. BOOKS		2.40
5031	PUBLIC SERVICE ELEC. SERVICE	6. MAINT.-MAIN		481.09
5032A	A. H. ROEMER Co. INC.	2. BOOKS	1.49	
B	" " " "	2. "	222.87	
C	" " " "	2. "	190.23	
D	" " " "	2. "	( 6.75)	407.84
5033	STATE OF N.J. P.E.R.S. "PENSION INCREASE FUND"	1. SALARY		18.16
5034	THOMAS PUBLISHING Co.	2. BOOKS		44.75
5035	UNITEMP. INC.	6. MAINT.-MAIN		260.55
5036	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY		135.00
5037	XEROX	20. XEROX		450.00
5038A	NATIONAL FUEL OIL Co.	6. MAINT. - MAIN	469.10	
B	" " " "	6. " "	394.28	863.38

# WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT APRIL 27, 1971 MEETING

CHECKS ARE DATED  
APRIL 6, 12, 13 AND  
22, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5039	PETTY CASH	4. SUPPLIES	\$ 7.70
		6. TRANSPORTATION	8.31
		13. POSTAGE	11.71
		18. MAGAZINES	17.37
		LOST BOOK FUND	4.90
		14. CONVENTION	37.00
		6. MAINT. - MAIN	\$ 86.99
5040	ARROW ELECTRIC MOTOR Co.		10.50
5041A	THE BAKER & TAYLOR Co.	2. BOOKS	365.15
B	" " " " "	2. "	53.24
C	" " " " "	2. "	58.12
D	" " " " "	2. "	98.31
5042	WILLIAM L. BAUMAN, INC. PUB.	2. "	574.82
5043	COMMONWEALTH WATER Co.	6. MAINT. - MAIN	8.24
5044	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	45.21
5045	FLOYD CLYMER PUBLISHER	2. BOOKS	44.47
5046A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	5.49
B	" " " " "	4. "	30.87
5047A	GATE HOUSE FRAME Co.	19. AUDIO VISUAL	41.16
B	" " " " "	19. " "	84.19
C	" " " " "	19. " "	15.38
5048	GROLIER EDUCATIONAL CORP.	2. BOOKS	88.33
5049A	MC MANUS	6. MAINT.-MAIN	187.90
B	" " " " "	6. " "	262.50
5050	J.M. MOREHOUSE PRINTING Co.	4. SUPPLIES	120.00
5051	PUBLIC SERVICE ELECTRIC	6. MAINT.-MAIN	11.40
5052	MOODYS INVESTORS SERVICE	2. BOOKS	216.00
5053	A. H. ROEMER COMPANY, INC.	2. "	490.55
5054	MARQUIS	2. "	150.00
		2. "	159.05
			38.70

TOTAL CHECKS SUBMITTED DATED 4/6/71,  
4/12/71, 4/13/71 AND 4/22/71 FOR  
MEETING OF APRIL 27, 1971

\$20,200.61

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: A SUBSTANTIAL NUMBER OF THE ABOVE VOUCHERS REQUIRE APPROVAL SIGNATURES OF  
THE LIBRARY DIRECTOR.

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF April 27, 1971

ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING

EXPENDED THROUGH 3/31/71 BALANCE ON 3/31/71

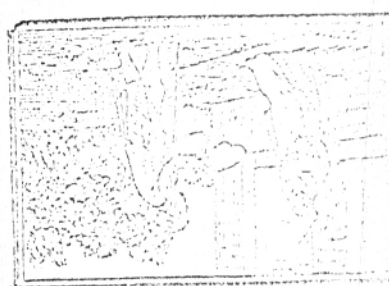
CHECKS ISSUED ON 4/22/71

BALANCE ON 4/22/71

Salaries	\$196,824	\$ 14,052.17	\$40,495.53	\$156,328.47
Books	48,000		10,573.20	37,426.80
Binding	1,300		548.15	751.85
Supplies	7,000		4,556.90	2,443.10
Insurance	3,500			3,500.00
Maintenance - Main	10,000		2,742.34	7,257.66
(does not include any salaries); roofing repairs; moisture proofing, etc., etc.				
oil; air-conditioning...				
Maintenance - Tory Corner	540		135.00	405.00
Maintenance - Mobilibrary	3,000		654.17	2,345.83
(includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)				
Telephone	840		223.45	616.55
Community relations; publicity; reading contests, etc., etc.	300		16.99	283.01
Service contracts	400		18.50	391.50
Transportation	125		24.74	100.25
Postage	1,045		406.91	638.09
Conventions	200			200.00
Audit	150			150.00
Equipment	1,000		527.32	6,472.68
Contingency	400		46.50	353.50
Machines	2,800		486.93	2,313.07
Audio-visual; microfilm; photo records; reproductions; framing, etc.	4,000		3,879.15	120.85
Xerox (includes Xerox supplies; cleaners)	2,200		1,469.01	730.99
Accounting services	4,800		2,125.00	2,675.00
Consultant (architect's preliminary drawings)	-0-			-0-
	\$294,424	\$ 14,052.17	\$68,929.79	\$225,494.21
			\$20,195.71	\$205,298.50

PREPARED WITHOUT AUDIT.  
AARON EISENBERG & CO. C.P.A.  
By: *[Signature]*  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.



*Not making May 25/1971*

STATEMENT OF ALL FUNDS BALANCES -  
RECEIPTS AND DISBURSEMENTS

MONTH OF APRIL 1971

1971	TOTAL ALL FUNDS	1971 BUDGET FUND	1971 FINES & RESERVES FUND	1971 LOST BOOK FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUNDS BALANCES	
						1968 & 1970 BUDGETS	1970 FINES & RESERVES
APRIL 1 BALANCES	\$35,169.98	\$ 4,702.21	\$ 7,286.78	\$ 710.49	\$ 126.25	\$ 153.19	\$22,191.06
ADD:							
APRIL RECEIPTS							
TOWN OF WEST ORANGE - BUDGET	\$73,898.50	\$73,898.50					
FINES			\$ 1,726.76				
XEROX			272.50				
MEETING ROOM			10.00				
OUT OF TOWN FEES	2,058.60		40.00				
TELEPHONE BOOTHELT			9.34				
LOST BOOK FUND				\$ 89.82			
BOOK SALE	305.28			102.50			
SETTLEMENT-STATE OF N.J. V. HARPER & ROW				40.96			
FRIENDS OF WEST ORANGE LIBRARY				72.00			
TOTAL APRIL RECEIPTS	76,262.38	73,898.50	2,058.60	305.28			
TOTAL AVAILABLE (I PLUS II)	111,432.36	78,600.71	9,345.38	1,015.77	126.25	153.19	22,191.06
DEDUCT:							
APRIL EXPENDITURES							
BUDGET EXPENDITURES	32,485.86	32,480.96					
LOST BOOK FUND				4.90			
APRIL 30 FUND BALANCES (II MINUS III)	\$78,946.50	\$46,119.75	\$ 9,345.38	\$1,010.87	\$ 126.25	\$ 153.19	\$22,191.06
REPRESENTED BY:-							
CHECKING ACCT. NATL. NEWARK & ESSEX	\$42,237.69 1/						
CASH FUND IN LIBRARY	126.25						
WEST ORANGE S/L:-							
CERTIFICATE OF DEPOSIT TC 3012	25,000.00						
SAVINGS ACCT. TC 2828	5.00						
" TC 2752	8,742.58						
" TC 2757	1,011.09						
SALARY CONTINGENCY FUND	1,823.89 1/						
TOTAL ALL CASH BALANCES	\$78,946.50						

NOTE 1/: SALARY CONTINGENCY - SET ASIDE IN SEPARATE FUND DURING APRIL 1971.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF Tuesday, May 25, 1971

The meeting was called to order by Board president, Mr. Ehrenkranz at 4:06 P.M. Present at the meeting were Board members Mrs. Zeitlin, Mrs. Zimmerman, Mayor Louis Falcone and Mr. Ben Yeager. Also present was Mrs. Reed, Acting Temporary Director, and Mrs. Peg Seelig.

MINUTES: The minutes of the April 25, 1971 meeting were read. Mayor Falcone moved that the minutes be accepted as read, Mrs. Zimmerman seconded the motion, it was carried unanimously. Mrs. Zeitlin noted that a financial meeting was not held.

TREASURERS REPORT:

A. BILLS PRESENTED FOR PAYMENT- Mr. Yeager moved that the bills presented for payment be paid. Mayor Falcone seconded the motion, it was carried unanimously.

B. FINANCIAL STATEMENT: Mr. Yeager moved that the financial statement be accepted as stated, Mayor Falcone seconded the motion, and it was carried unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin made a request to have Mrs. Reed made permanent Ass't Director until a permanent director is assigned. The Mayor suggested we contact Civil Service to see if she should be put on a promotional basis or regular Civil Service. One might be more beneficial to Mrs. Reed than the other. It will be held in abeyance until next month. It was decided that Mrs. Reed should be paid for her overtime. Mayor Falcone made a motion that four (4) salaries of employees, where there were arithmetical errors made, be retroactive to January 1, 1971. Mr. Yeager seconded the motion and it was carried unanimously..

The Mayor will talk to Frank Ravinsky about his being more cooperative to the Library staff.

OLD BUSINESS:

A secretary for Mrs. Reed has not been hired yet. A part-timer will be interviewed this week.

A letter will go out to Mr. Thomas thanking him for his help in the past.

LIBRARY DIRECTORS REPORT:

Mrs. Zimmerman moved that the Library Directors report be accepted as read, Mr. Yeager seconded the motion, it was passed unanimously.

A motion was made by Mrs. Zimmerman that a few of each new book, even though there are reserves on them, be put on the shelves,

so that the general public can get to the good books. Mary Zeitlin seconded the motion, and it was carried unanimously.

Mr. Jervey and Mr. Justin, of the Friends of the Library have worked with the pictures and books, helping catalogue, etc. They will be in charge of the sale projected for after Labor Day.

A motion was made by Mr. Yeager that vacations be projected from January 1st to December 31st of any year so that no one forfeits his vacation. Mrs. Zimmerman seconded the motion and it was passed unanimously.

NEW BUSINESS:

Mr. Yeager suggests that the Town Attorney write letters to all delinquent accounts.

A suggestion was made that the Library be open another evening, Monday, Wednesday & Thursday. Mrs. Seelig suggest that the Library be open Saturday mornings during July and August. Mrs. Reed will look into this suggestion and it was held in abeyance.

Mrs. Reed suggested that the Library needs a mimeograph machine or copier. Mayor Falcone suggested that they use the machines that belong to the city and the library will be charged as are other units of the town. Mrs. Reed will try working that out.

Mr. Ehrenkranz told the Board that Mr. Jonas suspended salary is being deposited in the West Orange Savings and Loan Association until the case is disposed of. Mr. Yeager made a motion to this effect and Mrs. Zimmerman seconded the motion.

Mr. Yeager made a motion that the library staff be permitted to dispose of materials no longer useful to the library. Rose Zimmerman seconded the motion and it was passed unanimously.

The meeting was adjourned at 5:25 P.M. The next meeting will be Tuesday, June 22, 1971.

Respectfully submitted,



Beatrice Hoffman

. . . . .



REPORT FROM LOLA N. REED ---- ACTING DIRECTOR

MAY 25, 1971

During the past month several members of the staff have worked extra hours learning various aspects of work done in the library. As a result of same, much has been accomplished and at the same time, individuals have been trained as "back up" replacements in several assignments.

We resumed our ordering of books on a very small scale. As done previously, we have ordered a limited number of all books on "reserve". In addition, more emphasis has been placed on ordering more of much needed "Reference books" - an area which is sadly lacking of needed titles.

Since only a limited number of "best sellers" are ordered, a restriction of a seven-day loan has been imposed. This seems to be working very well. Although there have been a few complaints from individuals who must wait a little longer for these books, they are willing to wait since it is explained to them that the loan period for each borrower is seven days.

An effort is being made to get all borrowers to re-register. This is being done in order to clear

up the ugliness in the secretary's room. The registrations will be placed in the special file which was purchased for that purpose.

Several members of the staff will be leaving for the summer or will be working fewer hours. Since most will be leaving at the end of this month and next, I would like to ask permission to hire necessary replacements - with the understanding that those already on our payroll have been given sufficient hours of work. At this writing, it is not known how many summer employees will be needed because the vacation schedule is not yet complete.

Mrs. Dorothy Chestnut is available for either part-time or full-time work during the months of July and August. She could be a valuable asset to our program in that she is willing to lend a hand in the Childrens' Department.

The Personnel Committee has worked very closely with us and given many long hours of hard work.

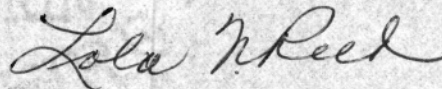
With the help of the Friends of the Library, our Personnel Committee and members of our own staff, the appraiser, Mrs. Hardy, was very helpful in her appraisal and inventory of paintings owned by the library. This task was completed on Monday, May, 24, 1971. Mrs. Hardy is available if you desire an appraisal on the posters.

Incidentally, she stated that they are quite valuable.

The library is gradually beginning to run on a much smoother basis.

The staff is cooperative and is working harmoniously in all areas.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lola N. Reed".

Lola N. Reed  
5/25/71

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF MAY 25, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING	EXPENDED THROUGH <u>4/30/71</u>	BALANCE ON <u>4/30/71</u>	MAY 1971 CHECKS FOR ACCOUNTS PAYABLE OUTSTANDING <u>4/30/71</u>	BALANCE ON <u>5/25/71</u>
1. Salaries	\$196,824	12,303.41	52,798.94	144,025.06		144,025.06
2. Books	48,000	10,255.15	20,828.35	27,171.65	2,488.08	24,683.57
3. Binding	1,300	205.00	753.15	546.85	63.60	483.25
4. Supplies	7,000	2,229.08	6,785.98	214.02	380.20	- ( 166.18)
5. Insurance	3,500	1,275.11	1,275.11	2,224.89	947.00	1,277.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000	2,704.54	5,446.88	4,553.12	1,201.96	3,351.16
7. Maintenance - Tory Corner	540	135.00	270.00	270.00		270.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	14.75	668.92	2,331.08	47.31	2,283.77
9. Telephone	840	143.07	366.52	473.48	189.96	283.52
10. Community relations; publicity; reading contests, etc., etc.	300	15.30	32.29	267.71		267.71
11. Service contracts	400	221.00	239.50	160.50		160.50
12. Transportation	125	15.23	39.97	85.03	12.20	72.83
13. Postage	1,045	37.63	444.54	600.46	332.72	267.74
14. Conventions	200	117.00	117.00	83.00	175.82	- ( 92.82)
15. Audit	150			150.00		150.00
16. Equipment	7,000	355.92	883.24	6,116.76	3,226.50	2,890.26
17. Contingency	400	38.30	84.80	315.20	648.00	- ( 332.80)
18. Magazines	2,800	25.42	512.35	2,287.65	51.30	2,236.35
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	4,000	1,113.15	4,992.30	-( 992.30)	82.77	- (1,075.07)
20. Xerox (includes Xerox supplies; cleaners)	2,200	476.90	1,945.91	254.09		254.09
21. Accounting services	4,800	800.00	2,925.00	1,875.00	400.00	1,475.00
22. Consultant (architect's preliminary drawings)	-0-					
	<u>\$294,424</u>	<u>\$32,480.96</u>	<u>\$101,410.75</u>	<u>\$193,013.25</u>	<u>\$10,247.42</u>	<u>\$182,765.83</u>



PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.

By:

Aaron Eisenberg  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

**NOTE:** THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

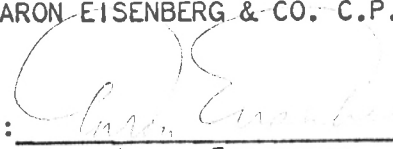
WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF APRIL 1971 FOR MEETING 5/25/71

<u>BALANCE, APRIL 1, 1971</u>			
1968 BUDGET	\$ 3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>4,702.21</u>	\$ 4,855.40	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	7,286.78		
1971 LOST BOOK FUND	<u>710.49</u>	7,997.27	
CASH IN LIBRARY		<u>126.25</u>	\$ 35,169.98
<u>ADD: RECEIPTS, APRIL 1971</u>			
1971 BUDGET		73,898.50	
1971 FINES	1,726.76		
XEROX	272.50		
MEETING ROOM	10.00		
OUT OF TOWN FEES	40.00		
TELEPHONE BOOTHLET	<u>9.34</u>	2,058.60	
1971 LOST BOOK FUND	89.82		
BOOK SALE	102.50		
SETTLEMENT-STATE OF N.J. v. HARPER & ROW	40.96		
FRIENDS OF WEST ORANGE LIBRARY	<u>72.00</u>	<u>305.28</u>	<u>76,262.38</u>
<u>TOTAL</u>			111,432.36
<u>LESS: EXPENDITURES - APRIL 1971</u>			
EXPENDITURES - 1971 BUDGET		32,480.96	
LOST BOOK FUND		<u>4.90</u>	<u>32,485.86</u>
<u>BALANCE, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
<u>BALANCE, APRIL 30, 1971</u>			
1968 BUDGET	3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>46,119.75</u>	46,272.94	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	9,345.38		
1971 LOST BOOK FUND	<u>1,010.87</u>	10,356.25	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
NATIONAL NEWARK & ESSEX - CHECKING A/C		42,237.69	
CASH IN LIBRARY		126.25	
SALARY CONTINGENCY FUND		1,823.89	
WEST ORANGE SAVINGS & LOAN:			
CERTIFICATE OF DEPOSIT #TC 3012	25,000.00		
SAVINGS A/C #TC 2828	5.00		
SAVINGS A/C #TC 2752	8,742.58		
SAVINGS A/C #TC 2757	<u>1,011.09</u>	<u>34,758.67</u>	<u>\$ 78,946.50</u>

PREPARED WITHOUT AUDIT.

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

BY:

  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
APRIL 29, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5055	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 621.29
5056	NATIONAL NEWARK & ESSEX BANK W/T	1. "	1,192.80
5057	P.E.R.S. #20284-PENSION & LOANS	1. "	370.60
5058	P.E.R.S. #20284-CONTRIBUTORY GROUP INS. PREM. FUND	1. "	39.28
5059	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY	1. "	9.00
5060	TOWN OF WEST ORANGE MUN.EMP. FUC	1. "	220.00
5061	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	339.47
5062	W. O. PUBLIC LIBRARY- SALARY CONTINGENCY FUND	TRANSFER	1,823.89
-	PAYROLL CHECKS #5818-5875	1. SALARIES	9,492.81
TOTAL CHECKS SUBMITTED DATED 4/29/71 FOR MEETING OF MAY 25, 1971			14,109.14
<u>ADD: TOTAL CHECKS #4973-5054 DATED 4/6/71, 4/12/71, 4/13/71</u> <u>AND 4/22/71 FOR THE MEETING OF APRIL 27, 1971</u>			<u>20,200.61</u>
TOTAL CHECKS ISSUED - MONTH OF APRIL, 1971			34,309.75
<u>LESS:</u>			
5039	LOST BOOK FUND		\$ 4.90
5062	TRANSFER OF FUNDS		<u>1,823.89</u> 1,828.79
NET BUDGET EXPENDITURES - MONTH OF APRIL 1971			<u>\$32,480.96</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND  
RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.



WEST ORANGE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF APRIL 30, 1971  
PRESENTED FOR PAYMENT AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
MAY 25, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
* 5063	PETTY CASH	14. CONVENTION	\$	175.82
* 5064	POSTMASTER	13. POSTAGE		300.00
5065	ADLERS FOREIGN BOOKS, INC.	2. BOOKS		7.83
5066	AYER PRESS	2. "		42.63
5067A	BAKER & TAYLOR	2. "	\$ 235.59	
B	" " "	2. "	229.36	
C	" " "	2. "	278.78	
D	" " "	2. "	-( 45.00)	
E	" " "	2. "	586.61	
F	" " "	2. "	194.17	
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I	" " "	2. "	84.38	
J	" " "	2. "	94.87	
K	" " "	2. "	98.65	1,954.15
5068	JAMES BROWN & SON	3. BINDING		63.60
5069	CARUSO'S GARAGE, INC.	8. MAINT.-BK.		32.56
5070	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL		82.77
5071	FREE PUBLIC LIBRARY OF EAST ORANGE	2. BOOKS		3.00
5072	EAST ORANGE GLASS CO.	6. MAINT.-MAIN		15.30
5073A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	12.60	
B	" " "	4. "	76.51	
C	" " "	4. "	54.06	143.17
5074	MARSHALL GOLDBERG	17. CONTINGENCY		648.00
5075	LAWRENCE KANTOR, INC.	6. MAINT.-MAIN		56.25
5076	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE		947.00
5077	J. M. MOREHOUSE PRINTING CO. INC.	4. SUPPLIES		170.50
5078	VOID			
5079A	NATIONAL FUEL OIL, INC.		567.17	
B	" " " "		72.24	639.41
5080	NEW JERSEY BELL TELEPHONE CO.	9. TELEPHONE		70.03
5081	N.J. STATE INDUSTRIAL DIRECTORY, INC.	2. BOOKS		220.00
5082	PAPERBACK BOOK SHOP	2. "		8.62
5083	RICHARD G. PFEIFFER, INC.	8. MAINT.-BK.		14.75
5084	PITNEY BOWES, INC.	13. POSTAGE		25.50
5085	PUBLIC SERVICE ELEC. & GAS CO.	6. MAINT.-MAIN		469.50
5086	REGENT BOOK CO. INC.	2. BOOKS		44.10
5087	A. H. ROEMER CO. INC.	2. "		75.09
5088A	HENRY F. SCHMIDT	4. SUPPLIES	.81	
B	" " "	4. "	7.00	
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5090A	W. B. WOOD CO.	16. EQUIPMENT	97.00	
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C	" " "	6. MAINT.-MAIN	17.50	226.00
5091	NATIONAL COUNCIL OF CHURCHES OF CHRIST USA	2. BOOKS		7.97
5092	THE NEW YORK TIMES	2. "		118.74
5093	VOID			
5094	"			

\* #5063 AND 5064 ARE DATED MAY 13 AND MAY 14, RESPECTIVELY.

WEST ORANGE PUBLIC LIBRARY

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MAY 25, 1971

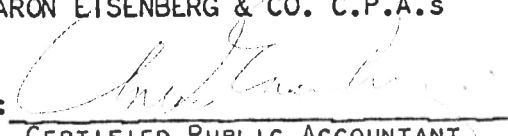
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5095	N.J. BELL TELEPHONE Co.	9. TELEPHONE	\$ 119.93 ~
5096 to			
5104	VOID		
5105	N.J. LEGISLATIVE NEWS	18. MAGAZINES	40.00 ~
5106	PETTY CASH	4. SUPPLIES \$ 3.63	
		12. TRANSPORTATION 12.20	
		6. MAINT.-MAIN 4.00	
		13. POSTAGE 7.22	
		18. MAGAZINES 11.30	
		LOST BOOK FUND 20.84	59.19 ~
5107	MAX BLAU & SONS, INC.	16. EQUIPMENT	3,018.00 ✓
5108A	FISHER & KAUFMAN	4. SUPPLIES .48	
B	" "	4. " .99	
C	" "	4. " 1.49	
D	" "	4. " .89	
E	" "	4. " 5.58	9.43 ~
5109	AARON EISENBERG & Co.	15. AUDIT	400.00 ✓
<u>TOTAL CHECKS SUBMITTED DATED 5/25/71</u> <u>FOR MEETING OF MAY 25, 1971</u>			10,268.26
<u>Less:</u>			
5106	PETTY CASH - LOST BOOK FUND		20.84
<u>NET BUDGET EXPENDITURES THRU MAY 25, 1971</u>			<u>\$ 10,247.42</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:   
CERTIFIED PUBLIC ACCOUNTANT

NOTE: A SUBSTANTIAL NUMBER OF THE ABOVE VOUCHERS REQUIRED APPROVAL SIGNATURES OF THE LIBRARY DIRECTOR.



WEST ORANGE PUBLIC LIBRARY

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5094	"			

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WEST ORANGE PUBLIC LIBRARY

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CHECKS ARE DATED  
MAY 25, 1971

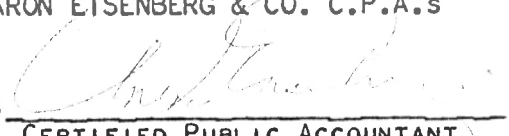
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		LOST BOOK FUND	20.84
			59.19
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B	" "	4. "	.99
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D	" "	4. "	.89
E	" "	4. "	5.58
5109	AARON EISENBERG & Co.	15. AUDIT	9.43
			400.00
	TOTAL CHECKS SUBMITTED DATED 5/25/71		10,268.26
	FOR MEETING OF MAY 25, 1971		
	Less:		
5106	PETTY CASH - LOST BOOK FUND		20.84
	NET BUDGET EXPENDITURES THRU MAY 25, 1971		\$ 10,247.42

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:   
CERTIFIED PUBLIC ACCOUNTANT

NOTE: A SUBSTANTIAL NUMBER OF THE ABOVE VOUCHERS REQUIRED APPROVAL SIGNATURES OF THE LIBRARY DIRECTOR.

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF MAY 25, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING		EXPENDED THROUGH 4/30/71	BALANCE ON 4/30/71	MAY 1971 CHECKS FOR ACCOUNTS PAYABLE OUTSTANDING 4/30/71	BALANCE ON 5/25/71
1. Salaries	\$196,824	12,303.41	52,798.94	144,025.06			144,025.06
2. Books	48,000	10,255.15	20,828.35	27,171.65	2,488.08		24,683.57
3. Binding	1,300	205.00	753.15	546.85	63.60		483.25
4. Supplies	7,000	2,229.08	6,785.98	214.02	380.20		- ( 166.18)
5. Insurance	3,500	1,275.11	1,275.11	2,224.89	947.00		1,277.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000	2,704.54	5,446.88	4,553.12	1,201.96		3,351.16
7. Maintenance - Tory Corner	540	135.00	270.00	270.00			270.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	14.75	668.92	2,331.08	47.31		2,283.77
9. Telephone	840	143.07	366.52	473.48	189.96		283.52
10. Community relations; publicity; reading contests, etc., etc.	300	15.30	32.29	267.71			267.71
11. Service contracts	400	221.00	239.50	160.50			160.50
12. Transportation	125	15.23	39.97	85.03	12.20		72.83
13. Postage	1,045	37.63	444.54	600.46	332.72		267.74
14. Conventions	200	117.00	117.00	83.00	175.82		- ( 92.82)
15. Audit	150			150.00			150.00
16. Equipment	7,000	355.92	883.24	6,116.76	3,226.50		2,890.26
17. Contingency	400	38.30	84.80	315.20	648.00		- ( 332.80)
18. Magazines	2,800	25.42	512.35	2,287.65	51.30		2,236.35
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	4,000	1,113.15	4,992.30	-( 992.30)	82.77		- (1,075.07)
20. Xerox (includes Xerox supplies; cleaners)	2,200	476.90	1,945.91	254.09			254.09
21. Accounting services	4,800	800.00	2,925.00	1,875.00	400.00		1,475.00
22. Consultant (architect's preliminary drawings)	-0-						
	<u>\$294,424 ;</u>	<u>\$32,480.96</u>	<u>\$101,410.75</u>	<u>\$193,013.25</u>	<u>\$10,247.42</u>		<u>\$182,765.83</u>



PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.

BY:

*(Signature)*  
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

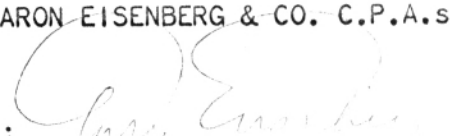
**NOTE:** THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF APRIL 1971 FOR MEETING 5/25/71

<u>BALANCE, APRIL 1, 1971</u>			
1968 BUDGET	\$ 3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>4,702.21</u>	\$ 4,855.40	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	7,286.78		
1971 LOST BOOK FUND	<u>710.49</u>	7,997.27	
CASH IN LIBRARY		<u>126.25</u>	\$ 35,169.98
<u>ADD: RECEIPTS, APRIL 1971</u>			
1971 BUDGET		73,898.50	
1971 FINES	1,726.76		
XEROX	272.50		
MEETING ROOM	10.00		
OUT OF TOWN FEES	40.00		
TELEPHONE BOOTHLET	<u>9.34</u>	2,058.60	
1971 LOST BOOK FUND	89.82		
BOOK SALE	102.50		
SETTLEMENT-STATE OF N.J. v. HARPER & ROW	40.96		
FRIENDS OF WEST ORANGE LIBRARY	<u>72.00</u>	305.28	76,262.38
<u>TOTAL</u>			111,432.36
<u>LESS: EXPENDITURES - APRIL 1971</u>			
EXPENDITURES - 1971 BUDGET		32,480.96	
LOST BOOK FUND		<u>4.90</u>	32,485.86
<u>BALANCE, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
<u>BALANCE, APRIL 30, 1971</u>			
1968 BUDGET	3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>46,119.75</u>	46,272.94	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	9,345.38		
1971 LOST BOOK FUND	<u>1,010.87</u>	10,356.25	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
NATIONAL NEWARK & ESSEX - CHECKING A/C		42,237.69	
CASH IN LIBRARY		126.25	
SALARY CONTINGENCY FUND		1,823.89	
WEST ORANGE SAVINGS & LOAN:			
CERTIFICATE OF DEPOSIT #TC 3012	25,000.00		
SAVINGS A/C #TC 2828	5.00		
SAVINGS A/C #TC 2752	8,742.58		
SAVINGS A/C #TC 2757	<u>1,011.09</u>	34,758.67	\$ 78,946.50

PREPARED WITHOUT AUDIT.

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

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
APRIL 29, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5055	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 621.29
5056	NATIONAL NEWARK & ESSEX BANK W/T	1. "	1,192.80
5057	P.E.R.S. #20284-PENSION & LOANS	1. "	370.60
5058	P.E.R.S. #20284-CONTRIBUTORY GROUP INS. PREM. FUND	1. "	39.28
5059	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY	1. "	9.00
5060	TOWN OF WEST ORANGE MUN.EMP. FUC	1. "	220.00
5061	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	339.47
5062	W. O. PUBLIC LIBRARY- SALARY CONTINGENCY FUND	TRANSFER	1,823.89
-	PAYROLL CHECKS #5818-5875	1. SALARIES	9,492.81
TOTAL CHECKS SUBMITTED DATED 4/29/71 FOR MEETING OF MAY 25, 1971			14,109.14
<u>ADD: TOTAL CHECKS #4973-5054 DATED 4/6/71, 4/12/71, 4/13/71</u> AND 4/22/71 FOR THE MEETING OF APRIL 27, 1971			20,200.61
TOTAL CHECKS ISSUED - MONTH OF APRIL, 1971			34,309.75
<u>LESS:</u>			
5039	LOST BOOK FUND		\$ 4.90
5062	TRANSFER OF FUNDS		1,823.89
NET BUDGET EXPENDITURES - MONTH OF APRIL 1971			<u>\$32,480.96</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
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5096 TO			
5104	VOID		
5105	N.J. LEGISLATIVE NEWS	18. MAGAZINES	40.00
5106	PETTY CASH	4. SUPPLIES	\$ 3.63
		12. TRANSPORTATION	12.20
		6. MAINT.-MAIN	4.00
		13. POSTAGE	7.22
		18. MAGAZINES	11.30
		LOST BOOK FUND	20.84
			59.19
5107	MAX BLAU & SONS, INC.	16. EQUIPMENT	3,018.00
5108A	FISHER & KAUFMAN	4. SUPPLIES	.48
B	" "	4. "	.99
C	" "	4. "	1.49
D	" "	4. "	.89
E	" "	4. "	5.58
5109	AARON EISENBERG & Co.	15. AUDIT	9.43
			400.00
TOTAL CHECKS SUBMITTED DATED 5/25/71			
<u>FOR MEETING OF MAY 25, 1971</u>			10,268.26
 Less:			
5106	PETTY CASH - LOST BOOK FUND		20.84
<u>NET BUDGET EXPENDITURES THRU MAY 25, 1971</u>			<u>\$ 10,247.42</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: *Chas. Eisenberg*  
 CERTIFIED PUBLIC ACCOUNTANT

NOTE: A SUBSTANTIAL NUMBER OF THE ABOVE VOUCHERS REQUIRED APPROVAL SIGNATURES OF THE LIBRARY DIRECTOR.

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF MAY 25, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	ALL THESE EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS AFTERNOON'S MEETING		EXPENDED THROUGH 4/30/71	BALANCE ON 4/30/71	MAY 1971 CHECKS FOR ACCOUNTS PAYABLE OUTSTANDING 4/30/71	BALANCE ON 5/25/71
1. Salaries	\$196,824	12,303.41	52,798.94	144,025.06			144,025.06
2. Books	48,000	10,255.15	20,828.35	27,171.65	2,488.08		24,683.57
3. Binding	1,300	205.00	753.15	546.85	63.60		483.25
4. Supplies	7,000	2,229.08	6,785.98	214.02	380.20		- ( 166.18)
5. Insurance	3,500	1,275.11	1,275.11	2,224.89	947.00		1,277.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000	2,704.54	5,446.88	4,553.12	1,201.96		3,351.16
7. Maintenance - Tory Corner	540	135.00	270.00	270.00			270.00
8. Maintenance - Mobilibrary (includes gasoline, oil; repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	14.75	668.92	2,331.08	47.31		2,283.77
9. Telephone	840	143.07	366.52	473.48	189.96		283.52
10. Community relations; publicity; reading contests, etc., etc.	300	15.30	32.29	267.71			267.71
11. Service contracts	400	221.00	239.50	160.50			160.50
12. Transportation	125	15.23	39.97	85.03	12.20		72.83
13. Postage	1,045	37.63	444.54	600.46	332.72		267.74
14. Conventions	200	117.00	117.00	83.00	175.82		- ( 92.82)
15. Audit	150			150.00			150.00
16. Equipment	7,000	355.92	883.24	6,116.76	3,226.50		2,890.26
17. Contingency	400	38.30	84.80	315.20	648.00		- ( 332.80)
18. Magazines	2,800	25.42	512.35	2,287.65	51.30		2,236.35
19. Audio-visual; microfilm; phono records; reproductions; framing, etc.	4,000	1,113.15	4,992.30	- ( 992.30)	82.77		- (1,075.07)
20. Xerox (includes Xerox supplies; cleaners)	2,200	476.90	1,945.91	254.09			254.09
21. Accounting services	4,800	800.00	2,925.00	1,875.00	400.00		1,475.00
22. Consultant (architect's preliminary drawings)	-0-						
	\$294,424 ;	\$32,480.96	\$101,410.75	\$193,013.25	\$10,247.42		\$182,765.83



PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. C.P.A.

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

**NOTE:** THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

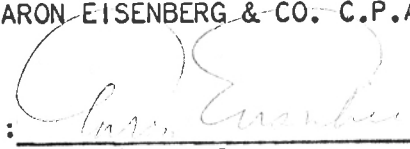


WEST ORANGE PUBLIC LIBRARY - FINANCIAL STATEMENT  
MONTH OF APRIL 1971 FOR MEETING 5/25/71

<u>BALANCE, APRIL 1, 1971</u>			
1968 BUDGET	\$ 3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>4,702.21</u>	\$ 4,855.40	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	7,286.78		
1971 LOST BOOK FUND	<u>710.49</u>	7,997.27	
CASH IN LIBRARY		<u>126.25</u>	\$ 35,169.98
<u>ADD: RECEIPTS, APRIL 1971</u>			
1971 BUDGET		73,898.50	
1971 FINES	1,726.76		
XEROX	272.50		
MEETING ROOM	10.00		
OUT OF TOWN FEES	40.00		
TELEPHONE BOOTHLET	<u>9.34</u>	2,058.60	
1971 LOST BOOK FUND	89.82		
BOOK SALE	102.50		
SETTLEMENT-STATE OF N.J. v. HARPER & ROW	40.96		
FRIENDS OF WEST ORANGE LIBRARY	<u>72.00</u>	<u>305.28</u>	<u>76,262.38</u>
<u>TOTAL</u>			<u>111,432.36</u>
<u>LESS: EXPENDITURES - APRIL 1971</u>			
EXPENDITURES - 1971 BUDGET		32,480.96	
LOST BOOK FUND		<u>4.90</u>	<u>32,485.86</u>
<u>BALANCE, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
<u>BALANCE, APRIL 30, 1971</u>			
1968 BUDGET	3.19		
1970 BUDGET	150.00		
1971 BUDGET	<u>46,119.75</u>	46,272.94	
1970 FINES AND RESERVES		22,191.06	
1971 FINES AND RESERVES	9,345.38		
1971 LOST BOOK FUND	<u>1,010.87</u>	10,356.25	
CASH IN LIBRARY		<u>126.25</u>	
<u>CASH BALANCES, APRIL 30, 1971</u>			<u>\$ 78,946.50</u>
NATIONAL NEWARK & ESSEX - CHECKING A/C		42,237.69	
CASH IN LIBRARY		126.25	
SALARY CONTINGENCY FUND		1,823.89	
WEST ORANGE SAVINGS & LOAN:			
CERTIFICATE OF DEPOSIT #TC 3012	25,000.00		
SAVINGS A/C #TC 2828	5.00		
SAVINGS A/C #TC 2752	8,742.58		
SAVINGS A/C #TC 2757	<u>1,011.09</u>	<u>34,758.67</u>	<u>\$ 78,946.50</u>

PREPARED WITHOUT AUDIT.

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

By:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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WEST ORANGE PUBLIC LIBRARY

APRIL 1971 BILLS PRESENTED FOR PAYMENT  
AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
APRIL 29, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5055	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 621.29
5056	NATIONAL NEWARK & ESSEX BANK W/T	1. "	1,192.80
5057	P.E.R.S. #20284-PENSION & LOANS	1. "	370.60
5058	P.E.R.S. #20284-CONTRIBUTORY GROUP INS. PREM. FUND	1. "	39.28
5059	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY	1. "	9.00
5060	TOWN OF WEST ORANGE MUN.EMP. FUC	1. "	220.00
5061	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	339.47
5062	W. O. PUBLIC LIBRARY- SALARY CONTINGENCY FUND	TRANSFER	1,823.89
-	PAYROLL CHECKS #5818-5875	1. SALARIES	9,492.81
TOTAL CHECKS SUBMITTED DATED 4/29/71 FOR MEETING OF MAY 25, 1971			14,109.14
<u>ADD:</u> TOTAL CHECKS #4973-5054 DATED 4/6/71, 4/12/71, 4/13/71 AND 4/22/71 FOR THE MEETING OF APRIL 27, 1971			20,200.61
TOTAL CHECKS ISSUED - MONTH OF APRIL, 1971			34,309.75
<u>LESS:</u>			
5039	LOST BOOK FUND		\$ 4.90
5062	TRANSFER OF FUNDS		1,823.89
NET BUDGET EXPENDITURES - MONTH OF APRIL 1971			<u>\$32,480.96</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND  
RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF APRIL 30, 1971  
PRESENTED FOR PAYMENT AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
MAY 25, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
* 5063	PETTY CASH	14. CONVENTION	\$	175.82
* 5064	POSTMASTER	13. POSTAGE		300.00
5065	ADLERS FOREIGN BOOKS, INC.	2. BOOKS		7.83
5066	AYER PRESS	2. "		42.63
5067A	BAKER & TAYLOR	2. "	\$ 235.59	
B	" " "	2. "	229.36	
C	" " "	2. "	278.78	
D	" " "	2. "	-( 45.00)	
E	" " "	2. "	586.61	
F	" " "	2. "	194.17	
G	" " "	2. "	141.72	
H	" " "	2. "	55.02	
I	" " "	2. "	84.38	
J	" " "	2. "	94.87	
K	" " "	2. "	98.65	1,954.15
5068	JAMES BROWN & SON	3. BINDING		63.60
5069	CARUSO'S GARAGE, INC.	8. MAINT.-BK.		32.56
5070	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL		82.77
5071	FREE PUBLIC LIBRARY OF EAST ORANGE	2. BOOKS		3.00
5072	EAST ORANGE GLASS CO.	6. MAINT.-MAIN		15.30
5073A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	12.60	
B	" " "	4. "	76.51	
C	" " "	4. "	54.06	143.17
5074	MARSHALL GOLDBERG	17. CONTINGENCY		648.00
5075	LAWRENCE KANTOR, INC.	6. MAINT.-MAIN		56.25
5076	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE		947.00
5077	J. M. MOREHOUSE PRINTING CO. INC.	4. SUPPLIES		170.50
5078	VOID			
5079A	NATIONAL FUEL OIL, INC.		567.17	
B	" " " "		72.24	639.41
5080	NEW JERSEY BELL TELEPHONE CO.	9. TELEPHONE		70.03
5081	N.J. STATE INDUSTRIAL DIRECTORY, INC.	2. BOOKS		220.00
5082	PAPERBACK BOOK SHOP	2. "		8.62
5083	RICHARD G. PFEIFFER, INC.	8. MAINT.-BK.		14.75
5084	PITNEY BOWES, INC.	13. POSTAGE		25.50
5085	PUBLIC SERVICE ELEC. & GAS CO.	6. MAINT.-MAIN		469.50
5086	REGENT BOOK CO. INC.	2. BOOKS		44.10
5087	A. H. ROEMER CO. INC.	2. "		75.09
5088A	HENRY F. SCHMIDT	4. SUPPLIES	.81	
B	" " "	4. "	7.00	
C	" " "	4. "	20.20	
D	" " "	4. "	1.25	
E	" " "	4. "	5.50	
F	" " "	4. "	13.35	
G	" " "	4. "	11.30	
		LESS 10%	-( 5.94)	53.47
5089	SCOTT PUBLISHING CO.	2. BOOKS		5.95
5090A	W. B. WOOD CO.	16. EQUIPMENT	97.00	
B	" " "	16. "	111.50	
C	" " "	6. MAINT.-MAIN	17.50	226.00
5091	NATIONAL COUNCIL OF CHURCHES OF CHRIST USA	2. BOOKS		7.97
5092	THE NEW YORK TIMES	2. "		118.74
5093	VOID			
5094	"			

\* #5063 AND 5064 ARE DATED MAY 13 AND MAY 14, RESPECTIVELY.

WEST ORANGE PUBLIC LIBRARY

ACCOUNTS PAYABLE AS OF APRIL 30, 1971  
PRESENTED FOR PAYMENT AT MAY 25, 1971 MEETING

CHECKS ARE DATED  
MAY 25, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5095	N.J. BELL TELEPHONE Co.	9. TELEPHONE	\$ 119.93
5096 TO			
5104	VOID		
5105	N.J. LEGISLATIVE NEWS	18. MAGAZINES	40.00
5106	PETTY CASH	4. SUPPLIES \$ 3.63	
		12. TRANSPORTATION 12.20	
		6. MAINT.-MAIN 4.00	
		13. POSTAGE 7.22	
		18. MAGAZINES 11.30	
		LOST BOOK FUND 20.84	59.19
5107	MAX BLAU & SONS, INC.	16. EQUIPMENT	3,018.00
5108A	FISHER & KAUFMAN	4. SUPPLIES .48	
B	" "	4. " .99	
C	" "	4. " 1.49	
D	" "	4. " .89	
E	" "	4. " 5.58	9.43
5109	AARON EISENBERG & Co.	15. AUDIT	400.00
TOTAL CHECKS SUBMITTED DATED 5/25/71			
<u>FOR MEETING OF MAY 25, 1971</u>			<u>10,268.26</u>
 LESS:			
5106	PETTY CASH - LOST BOOK FUND		<u>20.84</u>
 <u>NET BUDGET EXPENDITURES THRU MAY 25, 1971</u>			<u><u>\$ 10,247.42</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:   
 CERTIFIED PUBLIC ACCOUNTANT

NOTE: A SUBSTANTIAL NUMBER OF THE ABOVE VOUCHERS REQUIRE APPROVAL SIGNATURES OF  
THE LIBRARY DIRECTOR.

3120

673-3121

675

Middleton

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting of Tuesday, June 22, 1971

The meeting was called to order by Board President, Mr. Ehrenkranz at 4:15 P.M. Present at the meeting were Board members Mrs. Aeitlin, Mrs Zimmerman, Mr. Yeager, Mr. Duess. Also present was Mrs. Reed, Acting Temporary Directory, Mrs. Seelig, Mrs. Donis and Mrs. Vigerstad. Mr. Jervey of the Friends of the Library also attended.

MINUTES: The minutes of the May 25th meeting were read. Mr. Yeager made a motion that they be accepted as read except that Mrs. Reedstitle should be Ass't Director. Mrs. Zeitlin then seconded the motion, and it was carried unanimously.

TREASURERS REPORT:

A. BILLS PRESENTED FOR PAYMENT: Mr. Duess made a motion that only the salaries be paid and the rest of the bills be held in abeyance until the committee, comprised of Mr. Duess, Mr. Ehrenkranz and Mr. Yeager meet with Mr. Eisenberg and check all the bills, etc, and the committee is to have the power to pay the bills they deem necessary. Mr. Yeager seconded the motion, it was carried unanimously.

B. FINANCIAL STATEMENT: The same motion is to be in effect as above until the committee meets. Motion made by Mr. Duess and seconded by Mary Zeitlin.

OLD BUSINESS: Mr. Yeager reported that letters were sent out by the Ass't Town Attorney for delinquent fines and books. So far no responses.

Mrs. Zeitlin suggested that she and Mrs. Zimmerman draft a letter to be sent to the Library Journal in response to the one they had previously printed. They will present the letter at the next meeting.

The case of Mrs. Rubin came before the Civil Service Board. No decision was handed down yet. Mr. George Gilbert was a witness and the board felt he should get a letter of commendation for his time and effort. Mrs. Zeitlin noted that minutes of our Board Meetings are allowed as testimony.

LIBRARY DIRECTORS REPORT: Mr. Yeager made a motion that the Library Directors report be accepted as read, and Mrs. Reed to have the authority to hire all those mentioned in report. Mr. Duess seconded the motion.

Mr. Duess made a motion that \$250. be allocated from the Lost Book fund to the personnel of the Library to be used for conferences and seminars. Mr. Yeager seconded the motion.

NEW BUSINESS: Mr. Yeager made a motion that Mrs. Reed get all the information in reference to a duplication machine on a lease purchase agreement, or rental until January 1, 1972 when the money can be incorporated into new budget and then purchase same. Rose Zimmerman seconded the motion, it was passed unanimously.

Mrs. Zeitlin suggested that financial assistance be given to Margaret Pappas, a graduate of Seton Hall and the Library Science at Rutgers University. This money would be used toward graduate studies. Mrs. Zeitlin will research this and advise the board.

Mrs. Zeitlin  
Mrs. Zeitlin Made a motion to open a new bank account at National Newark & Essex for the proceeds of the book and painting sale. The two signatures will be Rose Zimmerman and Mary Zeitlin.

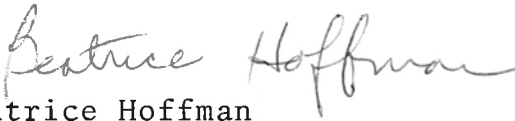
Mr. Yeager seconded the motion and it was passed unanimously.

Mr. Duess made a motion that after all the books and paintings, artwork etc. are catalogued, there be a sale, date to be determined by the Board. Mr. Yeager seconded the motion.

Mr. Jervey of the Friends of the Library brought a book that was donated by Dr. & Mrs. Sidney Keats. He will send a thank you letter on behalf of the library.

The meeting was adjourned at 5:50 P.M. The next meeting will be Tuesday July 20, 1971.

Respectfully submitted,

  
Beatrice Hoffman

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

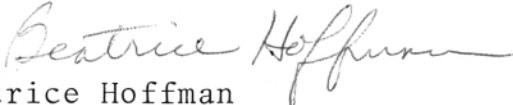
SPECIAL MEETING OF JUNE 25, 1971

On Friday, June 25, 1971 a Special meeting was held and a Resolution was passed, enabling the Trustees to borrow \$15,000.00 from the West Orange Savings & Loan Association to pay salaries.

This money will be paid back when we receive payment from the Town of West Orange.

The motion was made by Ira Ehrenkranz, seconded by Richard Duess and passed unanimously by the quorum consisting of Mary Zeitlin, Ben Yeager, Dick Duess, Ira Ehrenkranz and Louis F. Falcone.

Respectfully submitted,

  
Beatrice Hoffman



WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

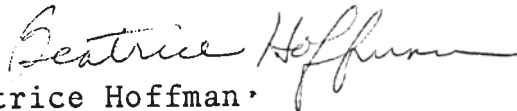
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Respectfully submitted,

  
Beatrice Hoffman

REVIEWED AND APPROVED BY THE LIBRARY BOARD OF  
TRUSTEES, TUESDAY, JULY 20, 1971.

STAFF MEETING  
TUESDAY, JUNE 15, 1971

Agenda and General Comments

The purpose of this meeting is to work out with you an organizational pattern to be practiced by every employee of the W. O. P. L.--be it professionals, full time library assistants, clerks, part-time library assistants, clerks or pages.

It is my belief that in order to function properly every organization must have definite policies and rules governing all concerned. A set of rules should be so "fixed" as to meet the needs and demands of the workers in order to run smoothly, formulate a good working relationship within the group, and serve the public properly.

In every organization there has to be a leader, someone in charge, or whatever title given. In our group, I happen to be that person--selected by our Board of Trustees who made the appointment official in the presence of many of you.

Now--where do we go from here? I would like for it to be widely known and clearly understood that there is a chain of authority which must be adhered to by all employees at all times. For example--Whatever your business is you are to take it up with me (regardless to whether it concerns general information concerning the library, vacation, additional hours, etc.) these matters must be brought to my attention (not to the Personnel Committee nor the Board of Trustees) in an effort to disperse with them businesslike and intelligently. If, however, you feel your problem has not been handled properly or adequately, then obtain, from me, permission to speak to the Personnel Committee. Granted a hearing from the Personnel Committee you are still not satisfied, ask their permission to be heard by the entire Board of Trustees.

Taking the aforementioned steps in the order in which they were presented, you are following the proper procedure (the line of authority).

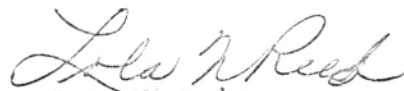
During the past months all of us have heard comments about the W. O. P. L., some favorable, some unfavorable. Since you work here, you are considered a part of the library. Therefore it becomes your duty and responsibility both as an employee and citizen to protect the library in every sense of the word--not destroy it. I am not telling you to defend the library and the Board if you happen not to agree with certain facets of the organization, but, please, do not SAY OR DO ANYTHING detrimental to it. Rather than speak unfavorably about the library to others, why not withhold any comment. Let us work together and prove comments (i.e. last week's Roosevelt Junior High's school paper, the article in Library Journal, May 1, 1971) to be untrue. We have got to prove ourselves. In order to do this, we must not indulge and participate in anything that will not help our cause. Rather, let's build up our image by pitching in and doing our duties.

Observations which I have made as well as others (inside and outside our library)

1. Groups of 3, 4 or even more engaged in small talk for lengthy periods of time. This should never be during working hours. Our every move is being watched. Let them see "we are on the ball".
- 2.. Lack of neatness in work areas. It is understood that space is at a premium, which should be all the more reason for us to all join in and keep work areas as neat as possible at all times.
3. Delayed breaks (15 minutes??) Although I have not mentioned it verbally, I was of the opinion that we could use the "honor system" and not be required to punch "out" and "in" when breaks are taken. I still hope this can be accomplished.

4. Loud talk and laughter. Let's face it! We do tend to forget at times but we should strive to control ourselves. It is often said, this is the noisiest library ever. But, do we have to be the noisiest staff too? Please watch it.
5. Derogatory or unkind remarks made in the presence of pages. This, I consider, very serious. Although you may not be aware of it, the young pages listen to your conversations and hang on to every word. For all our sake, please be careful what you say in their presence and what you say to them.

Many of you have gripes, complaints and even suggestions. Please feel free to air them in a Suggestion Box which we shall place near the time clock for your convenience.



Lola N. Reed  
Acting Director

AN OVERSIGHT-----

6. BE PLEASANT TO BORROWERS (AND TO EACH OTHER).

Recently a borrower said to me - "Mrs. --- is not a very pleasant person at this "WORLD'S FRIENDLIEST LIBRARY"! She always acts as if she is doing the borrower a favor. She snaps at people." <sup>NOT</sup>  
PLEASE - if you do not feel well maybe you should <sup>NOT</sup> work at the charging desk, or better still, maybe you should go home and rest.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

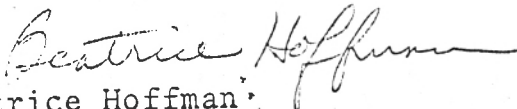
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This money will be paid back when we receive payment from the Town of West Orange.

The motion was made by Ira Ehrenkranz, seconded by Richard Duess and passed unanimously by the quorum consisting of Mary Zeitlin, Ben Yeager, Dick Duess, Ira Ehrenkranz and Louis F. Falcone.

Respectfully submitted,

  
Beatrice Hoffman

THE BOARD OF TRUSTEES, BY RESOLUTION ADOPTED AT THE MEETING OF MAY 25, 1971, HAS APPROVED AND ESTABLISHED THE FOLLOWING SCHEDULE OF SALARY SCALES AND INCREMENTS WHICH SHALL BE EFFECTIVE AS OF JANUARY 1, 1971, SUPERSEDING ALL PRIOR SALARY SCHEDULES AND SCALES:

1970 SALARY		YEARS OF SERVICE THRU 12/31/70	BASE SALARY 1/1/71	ADD: 8-1/2% OF 1970 SALARY	LONGEVITY (\$150 FOR EVERY 5 YEARS SERVICE)	TOTAL SALARY 1/1/71
\$ 5,210	MARY ALLERHAND	8	\$ 6,000	\$ 442	\$ 150	\$ 6,592
8,300	WALTER BALDWIN	14	8,450	706	300	9,456
8,550	EMMA LOU CZARNECKI	(LESS THAN 6 Mo.)	9,320	--	--	9,320
5,650	ISABELLE DICKINSON	10	6,000	480	300	6,780
4,780	DOROTHY ERICSSON	7	6,000	406	150	6,556
4,810	THOMAS FORD	4	5,500	409	--	5,909
4,990	SARAH RABINOWITZ	1	5,250	424	--	5,674
11,676	LOLA REED	7	12,026	992	150	13,168
5,240	CLAIRE SCHROEDER	5	5,750	445	150	6,345
5,830	LORRAINE SCHWARTZ	12	6,000	496	300	6,796
11,676	TZE NAN CHOW	5	11,575	992	150	12,717
8,550	MARGARET CUSHING	1	9,771	727	--	10,498

1971 BASE SALARY SCALES

	JR. LIB. CLERK	PART TIME JR. LIB. ASST.	FULL TIME JR. LIB. ASST.	FULL TIME SR. LIB.	LIB.CLK. DRIVER
BASE	\$ 1.40	\$ 2.50	\$ 4,500	\$ 9,320	\$ 6,050
STEP 1	1.50	2.60	4,750	9,771	6,450
2	1.60	2.70	5,000	10,222	6,850
3	1.70	2.80	5,250	10,673	7,250
4	--	2.90	5,500	11,124	7,650
5	--	3.00	5,750	11,575	8,050
6	--	3.10	6,000	12,026	8,450

IN ADDITION TO THE BASE SALARY ABOVE, EACH FULL TIME EMPLOYEE SHALL RECEIVE A COST OF LIVING INCREASE OF 8-1/2% OVER THEIR 1970 SALARY AND \$150 PER YEAR FOR EACH 5 YEARS OF SERVICE TO THE WEST ORANGE PUBLIC LIBRARY.

WEST ORANGE LIBRARY - BOARD OF TRUSTEES

DATE: May 25, 1971

By:

TRUSTEE

TRUSTEE

TRUSTEE

TRUSTEE

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF

JUNE 22, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	TOTALS EXPENDED THROUGH 5/31/71	UNEXPENDED BALANCE ON 5/31/71	ACCOUNTS PAYABLE OUTSTANDING 5/31/71	BUDGET BALANCE 5/31/70
1. Salaries	\$196,824	\$26,692.32	\$ 79,491.26	\$117,332.74		\$117,332.74
2. Books	48,000	2,485.08	23,313.43	24,686.57	\$2,919.75	21,766.82
3. Binding	1,300	63.60	816.75	483.25	68.60	414.65
4. Supplies	7,000	380.20	7,166.18	( 166.18)	64.07	(230.25)
5. Insurance	3,500	947.00	2,222.11	1,277.89	23.00	1,254.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000	1,201.96	6,648.84	3,351.16	713.61	2,637.55
7. Maintenance - Tory Corner	540		270.00	270.00		270.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	47.31	716.23	2,283.77	14.75	2,269.02
9. Telephone	840	189.96	556.48	283.52		283.52
10. Community relations; publicity; reading contests, etc., etc.	300		32.29	267.71	9.35	258.36
11. Service contracts	400		239.50	160.50	87.75	72.75
12. Transportation	125	12.20	52.17	72.83		72.83
13. Postage	1,045	332.72	777.26	267.74		267.74
14. Conventions	200	175.82	292.82	( 92.82)		( 92.82)
15. Audit	150			150.00		150.00
16. Equipment	7,000	3,226.50	4,109.74	2,890.26	287.50	2,602.76
17. Contingency	400	648.00	732.80	( 332.80)		( 332.80)
18. Recreation	2,800	51.30	563.65	2,236.35		2,236.35
19. Audio-visual; microfilm; photo records; reproductions; framing, etc.	4,000	82.77	5,075.07	( 1,075.07)	156.91	( 1,231.98)
20. Xerox (includes Xerox supplies; cleaners)	2,200		1,945.91	254.09	609.70	( 355.61)
21. Accounting services	4,800	400.00	3,325.00	1,475.00	400.00	1,075.00
22. Consultant (architect's preliminary drawings)	-0-					
	<u>\$294,424</u>	<u>\$36,936.74</u>	<u>\$138,347.49</u>	<u>\$156,076.51</u>	<u>\$5,354.99</u>	<u>\$150,721.52</u>

PREPARED WITHOUT AUDIT.

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

BY:

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

## STATEMENT OF ALL FUNDS BALANCES - RECEIPTS AND DISBURSEMENTS

MONTH OF MAY 1971

	TOTAL ALL FUNDS	1971 BUDGET FUND	1971 SALARY CONTINGENCY FUND	1971 FINES & RESERVES FUND	1971 LOST BOOK FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUNDS BALANCES 1968 & 1970 BUDGETS	1970 FINES & RESERVES
<b>I</b> MAY 1 BALANCES	\$78,946.50	\$46,119.75	\$ --	\$ 9,345.38	\$1,010.87	\$ 126.25	\$ 153.19	\$22,191.06
ADD:								
<b>MAY RECEIPTS</b>								
FINES								
XEROX								
MEETING ROOM	2,244.54							
OUT OF TOWN FEES								
LOST BOOK FUND								
BOOK SALE	239.65							
SALARY CONTINGENCY FUND	3,144.68		\$3,144.68					
TOTAL MAY RECEIPTS	5,628.87	-0-	3,144.68	2,244.54	239.65			
TOTAL AVAILABLE (I PLUS II)	84,575.37	46,119.75	3,144.68	11,589.92	1,250.52	126.25	153.19	22,191.06
DEDUCT:								
<b>MAY EXPENDITURES</b>	36,957.58							
BUDGET EXPENDITURES		(36,936.74						
SALARY CONTINGENT PROVISION								
LOST BOOK FUND					20.84			
MAY 31 FUND BALANCES(II MINUS III)	\$47,617.79	\$ 9,183.01	\$3,144.68	\$11,589.92	\$1,229.68	\$ 126.25	\$ 153.19	\$22,191.06
REPRESENTED BY:-	5/1/71	5/31/71						
CHECKING ACCT.NATL. NEWARK&ESSEX	\$42,237.69	1/ \$7,104.00						
CASH FUND IN LIBRARY	126.25	126.25						
WEST ORANGE S/L:-								
CERTIFICATE OF DEPOSIT TC 3012	25,000.00	25,000.00						
SAVINGS ACCT. TC 2828	5.00	5.00						
" TC 2752	8,742.58	10,987.12						
" TC 2757	1,011.09	1,250.74						
SALARY CONTINGENCY FUND	1,823.89	3,144.68						
TOTAL ALL CASH BALANCES	\$78,946.50	\$47,617.79						

NOTE 1/: SALARY CONTINGENCY - SET ASIDE IN SEPARATE FUND SINCE APRIL 1971.



WEST ORANGE PUBLIC LIBRARY

MAY 1971 BILLS PRESENTED FOR PAYMENT  
AT JUNE 22, 1971 MEETING

CHECKS ARE DATED  
MAY 27, 1971

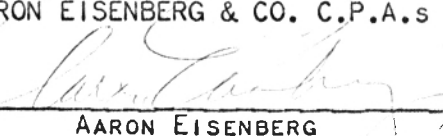
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5110	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES-RETROACTIVE P/R	1. SALARIES	\$ 465.70
5111	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES-MAY P/R	1. "	737.72
5112	NATL. NWK & ESSEX BANK - W/T RETROACTIVE P/R	1. "	770.10
5113	NATL. NWK & ESSEX BANK - W/T MAY P/R	1. "	1,535.70
5114	P.E.R.S. #20284-PENSION RETROACTIVE P/R	1. "	113.42
5115	P.E.R.S. #20284-PENSION AND LOANS - MAY P/R	1. "	358.29
5116	P.E.R.S. CONTRIBUTORY GROUP INS. PREMI FUND - RETRO P/R	1. "	26.99
5117	P.E.R.S. CONTRIBUTORY GR. INS. PREM. FUND - MAY P/R	1. "	48.56
5118	P.E.R.S. SUPPLEMENTAL ANNUITY MAY P/R	1. "	11.00
5119	TOWN OF WEST ORANGE - FED. CREDIT UNION	1. "	220.00
5120	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	402.20
5121	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,320.79
-	PAYROLL CHECKS - MAY 1971 #5879-5938	1. "	11,275.14
-	PAYROLL CHECKS - RETROACTIVE #5939-5997	1. "	<u>7,582.82</u>
	TOTAL CHECKS SUBMITTED DATED 5/27/71 FOR MEETING OF JUNE 22, 1971		24,868.43
<u>ADD:</u>	TOTAL CHECKS #5063-5109 DATED 5/25/71 FOR MEETING OF 5/25/71		\$10,268.26
	LESS: CHECK #5071 VOIDED (2) (BOOKS)		( 3.00)
	TOTAL CHECKS ISSUED - MONTH OF MAY 1971		<u>35,133.69</u>
<u>ADD:</u>	RECLASSIFICATION OF CHECK #5062 - SALARY CONTINGENCY FUND FROM TRANSFER A/C TO BUDGET ALLOCATION	1. SALARIES	<u>1,823.89</u>
	TOTAL EXPENDITURES		36,957.58
<u>LESS:</u>	#5106 LOST BOOK FUND		<u>20.84</u>
	NET BUDGET EXPENDITURES - MONTH OF MAY 1971		<u><u>\$36,936.74</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND  
RECOMMENDATIONS IN THE AUDIT REPORTS SUBMITTED TO THE BOARD.

WEST ORANGE PUBLIC LIBRARY

SCHEDULE OF ACCOUNTS PAYABLE

AS AT MAY 31, 1971

<u>VENDOR</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
BAKER & TAYLOR	2. BOOKS	\$ 1,217.61
BELL MAGNETO SERVICE	8. MAINT. - BK.	14.75
BAILEY & SWINFEN, EXPORTS	2. BOOKS	4.27
MATTHEW BENDER	2. "	cr.( 6.75)
BRENNER DESK Co.	16. EQUIPMENT	87.50
BROADCASTING	2. BOOKS	13.50
JAMES BROWN & SON	3. BINDING	68.60
R. R. BOWKER	2. BOOKS	1.50
BUREAU OF BUSINESS PRACTICE	2. "	7.02
CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	80.29
CONSENSUS OF BUSINESS	2. BOOKS	72.00
CONSUMERS MARKETING RESEARCH	2. "	52.50
DIMONSTEIN BOOK Co.	2. "	31.38
EBS CO	2. "	cr.( 4.00)
AARON EISENBERG & Co.	21. ACCTG. SERVICES	400.00
ENCYCLOPEDIA BRITANNICA	2. BOOKS	196.45
FISCHER & KAUFMAN	6. MAINT. - MAIN	4.15
GANN LAW BOOKS	2. BOOKS	81.00
GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	8.65
GALLERY 9 UPSTAIRS	19. AUDIO-VISUAL	75.00
THE INSTITUTE FOR RESEARCH	2. BOOKS	19.64
LE FIORE, HOLMGREN & HONSCH	5. INSURANCE	23.00
MC GRAW HILL BOOK Co.	2. BOOKS	.31
MOONEY - GENERAL	4. SUPPLIES	31.44
NATIONAL BASEBALL CONGRESS	2. BOOKS	2.25
NEW YORK TIMES	2. "	118.74
NOELLER WOODWORKING	16. EQUIPMENT	200.00
NORTH JERSEY PHOTOCOPY SUPPLY	20. XEROX	110.30
PAPERBACK BOOK SHOP	2. BOOKS	8.62
PUBLIC SERVICE ELECTRIC & GAS	6. MAINT. - MAIN	515.68
A. H. ROEMER & COMPANY	2. BOOKS	1,052.36
REGENT BOOK COMPANY, INC.	2. "	28.85
ST. MARYS HOSPITAL	10. COMM. RELATIONS	9.35
G. SCHERMER, INC.	19. AUDIO VISUAL	1.62
ROBERT W. SHUL	6. MAINT. - MAIN	132.70
HENRY F. SCHMIDT	4. SUPPLIES	23.98
SEDGEWICK MACHINE WORKS	11. SERVICE CONTRACTS	54.00
SETON HALL BOOKSHOP	2. BOOKS	22.50
TYPERWRITER & OFFICE MACHINE Co.	11. SERVICE CONTRACTS	33.75
UNITEMP, INC.	6. MAINT. - MAIN	61.08
XEROX	20. XEROX	499.40

TOTAL ACCOUNTS PAYABLE - MAY 31, 1971

\$ 5,354.99