

TREASURER'S REPORT
General Fund

	Budget July 1 1974 June 30 1975	Actual July 1 1974 Sept. 30 1974	Balance as of Sept. 30 1974
RECEIPTS			
Dues-Individual & Institutional	\$ 22,000.00	\$ 1,990.00	\$20,010.00
Dues-Sections	600.00	59.00	541.00
Subscriptions-N.J. LIBRARIES	700.00	46.25	653.75
Interest Income	2,350.00	101.42	2,248.58
Scholarship Fund	200.00	3.00	197.00
Scholarship(Roemer & Regent)	600.00	---	600.00
Sale of Publications	500.00		
Evil John's Almanac		110.00	
New Jersey & the Negro		13.50	376.50
N.J. Historical Commission	2,100.00	---	2,100.00
Programs & Workshops	2,500.00	---	2,500.00
N.J.L.T.A.	250.00		250.00
Miscellaneous Receipts	150.00	3.00	147.00
Conferences: Fall	3,600.00	---	3,600.00
Spring	35,400.00		35,400.00
Accounts Receivable	---	165.00	---
Revolving Publication Fund	---		
Amnesty Bibliography		184.95	
	<u>\$ 70,950.00</u>	<u>\$ 2,676.12</u>	
Cash, Beginning of Period	38,807.78	40,435.67	
	<u>\$ 109,757.78</u>	<u>\$43,111.79</u>	
DISBURSEMENTS			
President's Expenses	\$ 1,500.00	\$ 93.20	\$ 1,406.80
Emerg. Discretionary Fund	500.00	---	500.00
NJLA Office: Adm. Sec. Salary	5,808.00	1,350.00	4,458.00
Adm. Sec. Mileage	100.00	---	100.00
Adm. Sec. Conf. Exp.	250.00	---	250.00
Office Expenses	2,300.00	302.76	1,997.24
Printing & Mailing	6,000.00	847.63	5,152.37
Equip-Purchase & Service	450.00	137.50	312.50
ALA: Membership	150.00	---	150.00
Representatives' Expenses	2,100.00	---	2,100.00
President Hospitality	100.00	---	100.00
Washington Office	750.00	---	750.00
Freedom to Read Foundation	300.00	---	300.00
Telephone	2,200.00	322.22	1,877.78
Legal Counsel	4,000.00	---	4,000.00
Scholarships	1,900.00	---	1,900.00
Publications			
Evil John's Almanac	1,000.00	93.75	906.25
N.J. LIBRARIES	11,500.00	1,378.71	10,121.29
Library Development Comm.	3,000.00	---	3,000.00
CSS Section	40.00	---	40.00
AYA Section	140.00	---	140.00
Hist. & Biblio. Section	3,425.00	---	3,425.00
C & U Section	400.00	---	400.00
Prison Papers	100.00	---	100.00
Sections	775.00	55.40	719.60
Committees	2,580.00	8.05	2,571.95
Programs & Workshops	2,630.00	44.73	2,585.27
Insurance	325.00	---	325.00
Job Hotline	900.00	106.26	793.74
Revolving Publication Fund	5,000.00	---	5,000.00
Legislative Network	5,000.00	---	5,000.00
Accounting	450.00	---	450.00
Conferences: Fall 1974	3,200.00	---	3,200.00
Spring 1975	28,000.00	36.34	27,963.66
Exec. Secty. Study Committee	500.00	---	500.00
Archives Project	450.00	---	450.00
Accounts Payable	1,106.29	1,106.29	---
Contingencies	2,000.00	9.00	1,991.00
Reserve Fund	8,828.49	---	8,828.49
		<u>5,891.84</u>	
Cash, End of Period	---	37,219.95	
	<u>\$109,757.78</u>	<u>\$43,111.79</u>	

RESERVE FUND
\$25,421.51

Margaret Monroe taught
me at Rutgers

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

May 23, 1972

In an effort to keep abreast and be a part of the mainstream of the library world your staff at the West Orange Free Public Library is continuing to attend various meetings, conferences, workshops etc. and are beginning to make use of the ideas gained.

A Workshop on Library Administration which was held on the Douglass Campus in New Brunswick was attended by your Acting Director on the four Tuesdays during the month of April. Mrs. Czarnecki and Miss Margaret Pappas will represent us at a conference on "Young Adult Services - A New Approach" in Trenton on June 9. Mrs. Czarnecki and Miss Cushing spent a half day at East Orange Public Library attending a workshop on Interlibrary Loan Procedures on Monday, May 15. Miss Cushing will attend a workshop on A-V Materials in New York late in the month of June. As Acting Director, I hope to attend the American Library Association Convention June 25 - July 1 in Chicago.

On Monday, May 22, the Southwest Area Children's Librarians held their quarterly meeting here at our library. The meeting was well attended and a success.

Vacation time is approaching rapidly and we do need additional help during this period so as to have adequate staff at all times.

I would like to recommend the following persons for full-time employment during the months of July and August--

- (1) Mrs. Dorothy Chesnut to fill-in for the month of July when I hope to take some time off. Also, to work in Reference when the other librarians are on Vacation.
- (2) Robert Coleman - Adult Desk
- (3) Jane O'Brien - Adult Desk
- (4) Daria Washco - Children's Summer Reading Program

Also, I would like to hire approximately 8 pages for the two months in question.

Mr. Baldwin would like his Vacation to start July 31 and end September 1. Included in this period are the personal (Jolly) days he has been unable to take off.

We have no prospects for a qualified driver to drive the Mobilibrary during the period Mr. Baldwin is on Vacation. Should we discontinue Book-mobile service for the length of time? Or should we make an effort to get a driver?

It has been called to my attention by Mr. Baldwin that he was told by the school night watchman that the Mobilibrary has been tampered with by youngsters who loiter around the library when it is closed. On one occasion the watchman found the motor going and shut it off. What can we do to prohibit this type of pilfering?

As a matter of building better public relations and opinions, we have instituted a policy of mailing "reserved" books to patrons. It is

hoped that this will speed up the circulation of often requested books and eliminate some criticisms.

Preparations for our Summer Reading Program are underway. Also, we plan to extend the "Summer loan" privilege to our patrons who desire it. Summer loans will commence during the last week of the school term.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lola N. Reed".

Acting Director

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, MAY 23, 1972

The Board of Trustees met at 4 P.M. to hear a special report from Mr. Fred LaBastille, West Orange Redevelopment Agency and Planning Board.

The regular meeting was called to order at 4:50 P.M. by Board President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Mr. Richard Duess, Mr. Ben Yeager and Mr. Albert Kupferer. Also present were Mrs. Lola N. Reed, Acting Director, Mr. William Jervey, Mrs. Harold Seelig and Mrs. Alice Vigerstad.

MINUTES: Mrs. Zimmerman motioned to correct the minutes of the Special Meeting held April 14, 1972. The paragraph on Irving Ostrow to read to be retained for one day subject to further discussion by the Board. Mr. Duess seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

Mr. Duess noted that the heading on the second column of the Budget Report was in error. He suggested to make payment of the bills outstanding and hold off approval of the Budget Report until further clarification is received from the accountants.

Mr. Duess motioned that the Financial Statement be held in abeyance and that the amount of \$12,599.51 indicated as Accounts Payable and outstanding be paid. Mrs. Zimmerman seconded the motion and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin appointed Mr. Kupferer to the committee which will meet with the Town Council for the purpose of discussing the budget. This appointment is pending his acceptance. The committee to consist of Mrs. Zeitlin, Mrs. Zimmerman and Albert Kupferer.

Mrs. Zimmerman motioned to have the Board reconsider granting all normal increments, as recommended by Mrs. Reed, for full time employees; and 10¢ per hour for all part time employees as presented in the 1972 budget to the town. We are already paying Mrs. Reed on the basis of her Civil Service status retroactive to November 1971. We are also paying Mrs. Czarnecki on an equal rate with Miss Cushing (under Civil Service), retroactive to January 1972.

Inasmuch as the Town did not grant either of these sums of money, it will be the responsibility of the committee that will wait upon the Town Council to request that all these salary cuts be returned to the Library. Otherwise our salary budget will be over expended prior to December 1972 merely on Mrs. Reed's and Mrs. Czarnecki's salaries. Mr. Kupferer seconded the motion and it was carried unanimously.

ACTING DIRECTOR'S REPORT:

Mr. Yeager made a motion to accept Mrs. Reed's recommendation on full-time and part-time help. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Duess suggested that the Board contact the West Orange Police Department and have them keep a special eye on the Bookmobile due to the recent vandalism problem.

Mr. Yeager made a motion to suspend operation of the Mobilibrary from July 31 to September 1 during Mr. Baldwin's vacation. Mrs. Zimmerman seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mr. Eisenberg, the accountant, has been paid on a month to month basis and upon recommendation from Mr. Duess this payment policy will continue.

NEW BUSINESS:

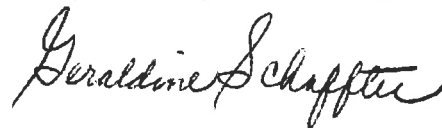
Mrs. Reed will be attending the American Library Association Convention in Chicago the last week in June. Mr. Duess motioned that \$300 be appropriated from the contingency fund to the convention fund for Mrs. Reed's expenses, subject to final accounting. Mrs. Zimmerman seconded the motion and it was ~~passed~~ unanimously.

It was decided, at Mrs. Zeitlin's suggestion, to put an ad in the paper to sell excess library property.

The meeting adjourned at 6:20 P.M. by motion of Mr. Yeager.

The next Board meeting will be held Tuesday, June 27, 1972 at 4:30 P.M.

Respectfully submitted,



Geraldine Schaffter

B u d g e t R e p o r t

West Orange Public Library

LIBRARY BOARD MEETING OF May 23, 1972

EXPENDITURE DETAIL	1972 BUDGET	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	1972 BILLS EXPENDED THROUGH 4/30/72	1972 UNEXPENDED BUDGET BALANCE ON 4/30/72	1972 BILLS- ACCOUNTS PAYABLE OUTSTANDING 4/30/72	1972 BUDGET BALANCE 4/30/72
1. Salaries	203,679	15,458.92	65,211.53	138,467.47	5,176.00	133,291.47
2. Books	48,000	4,216.93	11,076.77	36,923.23	3,965.21	32,958.02
3. Binding	1,300	72.58	307.78	992.22	--	992.22
4. Supplies	7,000	354.69	1,402.09	5,597.91	708.42	4,889.49
5. Insurance	4,000	--	561.86	3,438.14	--	3,438.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	1,103.41	3,084.35	6,915.65	729.19	6,186.46
7. Maintenance-Tory Cor.	540	135.00	270.00	270.00	--	270.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,200	--	143.14	3,056.86	5.66	3,051.20
9. Telephone	950	106.52	305.27	644.73	133.00	511.73
10. Community relations; publicity; reading contests, etc...	300	--	43.85	256.15	88.90	167.25
11. Service contracts	500	--	162.50	337.50	100.75	236.75
12. Transportation	200	--	59.15	140.85	31.30	109.55
13. Postage	1,200	--	339.50	860.50	35.50	825.00
14. Conventions	500	150.00	310.00	190.00	30.90	159.10
15. Audit	150	--	--	150.00	--	150.00
16. Equipment	7,000	2,432.00	3,248.00	3,752.00	847.75	2,904.25
17. Contingency	500	--	--	500.00	--	500.00
18. Magazines	3,000	19.00	3,029.72	(29.72)	48.90	(78.62)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc...	4,500	107.54	820.16	3,679.84	98.03	3,581.81
20. Xerox (inc. supplies)	-0-	--	--	--	--	--
21. Accounting services	5,500	600.00	1,800.00	3,700.00	600.00	3,100.00
22. Consultant (architect's prelim. drawings)	--	--	--	--	--	--
	<u>\$302,019</u>	<u>\$24,756.59</u>	<u>\$92,175.67</u>	<u>\$209,843.33</u>	<u>\$12,599.51</u>	<u>\$197,243.82</u>

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

MONTH OF APRIL 1972

	1972 TOTAL ALL FUNDS	1972 BUDGET FUND	1972 FINES & RESERVES FUND	1972 LOST BOOK FUND	1971-1972 SALARY CONTINGENCY FUND	BOOK SALES EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUND BALANCES
I APRIL 1, 1972 FUND BALANCES	\$ 80,222.54	\$23,548.25	\$5,082.60	\$ 451.16	\$13,709.51	\$ 2,367.89	\$ 158.92	\$ 34,904.21
ADD:								
APRIL 1972 RECEIPTS								
SECOND QUARTER BUDGET 1972	42,156.00	42,156.00	1,578.17)					
FINES			5.57)					
PHOTOCOPY			15.00)					
NON-RESIDENT FEES	1,665.29		66.55)					
BOOK RENTAL								
LOST BOOK FUND	237.20			237.20				
EXCESS PROPERTY SOLD	406.35					406.35		
II TOTAL APRIL 1972 RECEIPTS	44,464.84	42,156.00	1,665.29	237.20		406.35		
TOTAL AVAILABLE (I PLUS II)	\$124,687.38	\$65,704.25	\$6,747.89	\$ 688.36	\$13,709.51	\$ 2,774.24	\$ 158.92	\$ 34,904.21
III APRIL 1972 EXPENDITURES								
APRIL 1972 BUDGET	\$ 24,756.59	\$24,756.59						
	24,756.59	24,756.59						
IV APRIL 30, 1972 FUND BALANCE	\$ 99,930.79	\$40,947.66	\$6,747.89	\$ 688.36	\$13,709.51	\$ 2,774.24	\$ 158.92	\$ 34,904.21
V REPRESENTED BY:								
CHECKING A/C-NATL. NEWARK & ESSEX	\$ 40,825.64					1968 Budget		\$ 3.19
PETTY CASH CHECKING A/C FUND	118.50					1970 Budget		150.00
CASH FUND IN LIBRARY	126.25					1970 FINES & RESERVES		2,930.16
WEST ORANGE S & L ASSN.: SAVINGS A/c TC 3386	6,747.89					1971 EXCESS STATE AID		2,885.00
TC 3375	724.55					1971 FINES & RESERVES		22,809.61
10085	13,709.51					1971 LOST BOOK FUND		2,664.76
NATL. NEWARK & ESSEX #51658	2,774.24					1971 ACCTS.PAYABLE-BOSIN		3,311.49
WEST ORANGE S & L TC 3422	34,904.21					1971 ACCTS.PAYABLE-HART		150.00
TOTAL CASH BALANCES 4/30/72	\$ 99,930.79					TOTAL PRIOR YEARS		\$34,904.21

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1972 BILLS PRESENTED FOR PAYMENT
ON MAY 23, 1972

CHECKS ARE DATED
APRIL 27, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6148	TOWN OF WEST ORANGE - SOC. SEC. APRIL 1972-EMPLOYEES SHARE	1. SALARIES	\$ 797.22 [^]
6149	NATL. NWK & ESSEX BANK W/T EMPLOYEES-APRIL 1972	1. "	1,871.31 [^]
6150	P.E.R.S.-PENSION #20284 & LOANS	1. "	433.91 [^]
6151	P.E.R.S.-CONTRIB.GROUP INS. FUND	1. "	48.95 [^]
6152	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	47.00 [^]
6153	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SAVINGS	1. "	220.00 [^]
6154	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	128.91 [^]
-	NET PAYROLL CHECKS - APRIL 1972 #208-263	1. "	11,911.62 [^]
	<u>TOTAL</u>		<u>15,458.92</u>
<u>ADD: TOTAL CHECKS #5582, 5583, 6104-6147</u> <u>PRESENTED FOR PAYMENT APRIL 25, 1972</u>			<u>9,347.17</u>
<u>TOTAL DISBURSEMENTS - MONTH OF APRIL 1972</u>			<u>24,806.09</u>
<u>LESS: REFUNDS DEPOSITED IN CHECKING A/C:</u>			
	4/24/72 NATL. EDUCATIONAL ASSOC.	2. Books	\$ 2.00
	4/24/72 OXFORD UNIVERSITY PRESS	2. "	36.00
	4/19/72 HARVARD UNIVERSITY PRESS	2. "	4.50
	4/19/72 NATL. EDUCATIONAL ASSOC.	2. "	7.00
			<u>49.50</u>
<u>NET EXPENDITURES PER BUDGET REPORT - APRIL 1972</u>			<u>\$24,756.59</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:



AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE FREE PUBLIC LIBRARY

APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1972

PRESENTED FOR PAYMENT MAY 23, 1972

CHECKS ARE DATED
MAY 23, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6155	PETTY CASH	4. SUPPLIES	\$ 5.25
		8. BOOKMOBILE	5.66
		10. COMM. REL.	10.90
		13. POSTAGE	10.00
		12. TRANS.	31.30
		14. CONVENTIONS	30.90
		LOST BOOK FUND	4.34
			\$ 98.35
6156	W.O. FREE PUBLIC LIBRARY- PETTY CASH CHECKING A/C	TRANSFER TO P/C	200.00
6157	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	51.25
6158A	BAKER & TAYLOR Co.	2. BOOKS	44.33
B	" " " "	2. "	41.63
C	" " " "	2. "	101.51
D	" " " "	2. "	48.48
E	" " " "	2. "	66.16
F	" " " "	2. "	211.70
G	" " " "	2. "	187.90
			701.71
6159	BENEFIC PRESS	2. "	11.75
6160	R.R. BOWKER Co.	2. "	21.00
6161	BRO DART, INC.	4. SUPPLIES	90.90
6162A	BRO DART, INC.	4. "	120.00
B	" " " "	4. "	210.00
C	" " " "	4. "	14.22
			344.22
6163	CENTER FOR APPLIED RESEARCH IN EDUCATION	2. BOOKS	8.27
6164	CHAMBERS RECORD CORP.	19. AUDIO VISUAL	98.03
6165	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	7.95
6166A	EBSCO SUBSCRIPTION SERVICE	2. "	(18.00)
B	" " " "	2. "	30.00
			12.00
6167	AARON EISENBERG & Co.	21. ACCTG. SVC.	600.00
6168	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES	46.80
6169	GANN LAW BOOKS	2. BOOKS	8.00
6170A	GAYLORD BROS. INC.	4. SUPPLIES	27.11
B	" " " "	4. "	12.24
C	" " " "	4. "	56.24
D	" " " "	4. "	28.47
			124.06
6171	FOLLETT PUBLISHING Co.	2. BOOKS	4.09
6172	GENERAL LEARNING CORP.	2. "	7.16
6173	GREATER NWK CHAMBER OF COMMERCE	10. COMM. REL.	3.00
6174A	JOSTEN'S CATALOG CARD CORP.	4. SUPPLIES	5.75
B	" " " "	4. "	12.25
			18.00
6175A	A. R. MEEKER Co.	4. "	13.28
B	" " " "	4. "	7.45
			20.73
6176	MICROFILIMING CORP. OF AMERICA	18. MAGAZINES	15.00
6177	MANCHESTER GUARDIAN WEEKLY	18. "	19.50
6178	J.M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	30.00
6179	MUNICIPAL YEAR BOOK-INTERNATIONAL CITY MGT. MGT. ASSN.	2. BOOKS	15.50
		2. "	2.00
6180	NATIONAL BASEBALL CONGRESS	9. TELEPHONE	133.00
6181	N.J. B.T. Co.	18. MAGAZINES	6.00
6182	N.J. LEGISLATIVE MANUAL	2. BOOKS	32.22
6183	PAPERBACK BOOK SHOP	11. SERVICE CONTRACTS	49.50
6184	PAYMASTER CORP.	2. BOOKS	11.28
6185	PERGAMON PRESS, INC.	13. POSTAGE	25.50
6186	PITNEY BOWES		

WEST ORANGE FREE PUBLIC LIBRARY

APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1972

PRESENTED FOR PAYMENT MAY 23, 1972

CHECKS ARE DATED
MAY 23, 1972

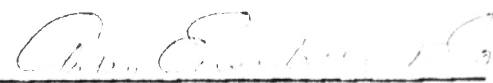
VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6187A	PRENTICE-HALL	2. Books	\$ 3.18
B	" "	2. "	112.03
C	" "	2. "	8.91
D	" "	2. "	(3.57)
E	" "	2. "	3.78
F	" "	2. "	7.43
G	" "	2. "	63.61
H	" "	2. "	5.98
I	" "	2. "	4.32
J	" "	2. "	6.81
K	" "	2. "	54.33
6188	PUB. SERV. ELECTRIC & GAS Co.	6. MAINT.-MAIN	\$ 266.81
6189	ARNOLD CONSTABLE (RADEENS HOME DECORATORS)		599.64
6190	REGENT BOOK Co.	16. EQUIPMENT	778.00
6191A	A. H. ROEMER Co. INC.	2. Books	35.66
B	" " " " "	2. "	630.00
C	" " " " "	2. "	68.85
D	" " " " "	2. "	785.42
E	" " " " "	2. "	(10.60)
F	" " " " "	2. "	(3.30)
G	" " " " "	2. "	793.14
H	" " " " "	2. "	34.97
I	" " " " "	2. "	18.92
6192	HENRY F. SCHMIDT Co. INC.	4. SUPPLIES	2,756.30
6193	SILVER BURDETT Co.	2. Books	28.46
6194	PETER SMITH PUBLISHER, INC.	2. "	6.35
6195	" " " "	2. "	3.39
6196	THE SPORTING NEWS	2. "	3.64
6197	THOMAS PUBLISHING Co.	18. MAGAZINES	8.40
6198	TUNERS SUPPLY Co.	2. Books	44.75
6199	UNIQUE BLDG. SUPPLY Co. INC.	2. "	5.38
6200A	UNITED COFFEE BREWERS	6. MAINT.-MAIN	32.15
B	" " " "	10. COMM. REL.	25.00
C	" " " "	10. " "	25.00
6201	UNITEMP, INC.	10. " "	25.00
6202	W. B. WOOD Co.	6. MAINT.-MAIN	97.40
		16. EQUIPMENT	69.75
TOTAL CHECKS #6155-6202 ISSUED THRU TO MAY 23, 1972			7,627.85
ADD: P.E.R.S. YEARLY EMPLOYERS CONTRIBUTION TO DIVISION OF PENSIONS - DUE PRIOR TO JUNE 30, 1972			
1. SALARIES			5,176.00
TOTAL APRIL BILLS, ACCOUNTS PAYABLE - APRIL 30, 1972			12,803.85
LESS:			
6155	LOST BOOK FUND		4.34
6156	TRANSFER TO PETTY CASH CHECKING AC		200.00
NET ACCOUNTS PAYABLE PER BUDGET REPORT APRIL 30, 1972			204.34
			\$12,599.51

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 
CERTIFIED PUBLIC ACCOUNTANTS

SPECIAL MEETING

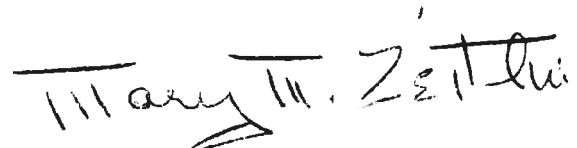
TO: All Trustees of the West Orange Public Library
FROM: Mary M. Zeitlin, President
SUBJECT: Special Executive Meeting

There will be a Special Executive Meeting at 12 Noon on Friday,
April 14, 1972.

Said meeting will be convened in the office of the Treasurer,
Mr. Richard Duess, at the West Orange Savings & Loan Association,
487 Pleasant Valley Way, West Orange, N. J.

The purpose being discussion of legal representation in the
appeal of Marjorie Bosin from her termination under Civil Service
rules as of November 1971.

Anyone unable to attend will please notify Mrs. Reed at the
library or Mrs. Zeitlin at 731-7299.

A handwritten signature in cursive script that reads "Mary M. Zeitlin". The signature is written in dark ink and is positioned above the printed name and title.

Mary M. Zeitlin
President, Board of Trustees

MINUTES OF SPECIAL MEETING

FRIDAY, APRIL 14, 1972

A Special Meeting was called by Mrs. Mary Zeitlin, President of the Board of Trustees of the West Orange Free Public Library. All Board members were notified by certified letter.

The meeting was held at twelve noon at the office of the Treasurer, Mr. Richard Duess, at the West Orange Savings & Loan Association.

Present were Mrs. Mary Zeitlin, Mrs. Rose Zimmerman, Mr. Richard Duess, Mr. Ben Yeager and Mr. Albert Kupferer.

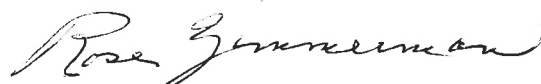
After a thorough discussion of the case of Marjorie Bosin, who is appealing her termination in November, 1971, under Civil Service, it was unanimously decided that the Board authorize the Secretary to inform the Town Attorney that the legal services provided by the Town have been unsatisfactory as to preparation and representation in previous Civil Service cases.

to be retained for one day subject to further discussion by the Board (correction made at 5-23-72 meeting)

Therefore, the Board voted unanimously to retain Mr. Irving Ostrow on the same basis as he is serving in the Jonas appeal. He is to be paid a fee of \$300 per court appearance and makes no charge to the Board for his time spent in obtaining Civil Service records and preparing witnesses for their appearance in court, acting as a Friend of the Library.

This money is to be appropriated from Savings Account #51658 in the National Newark & Essex Bank and appearing in the monthly Financial Statement as sale of Excess property.

Respectfully submitted,


Rose Zimmerman
Secretary

WEST ORANGE LIBRARY
V A C A T I O N P O L I C Y

Effective immediately the Vacation Policy for the West Orange Library will be as indicated below. This replaces the Vacation Policy adopted August 20, 1963.

1. FULL-TIME PROFESSIONAL EMPLOYEES

1. Less than 1 year - 2 working days for each full month of employment.
2. 1 year or more - 24 working days

2. PART-TIME PROFESSIONAL EMPLOYEES

1. Less than 1 year - 12 working days for each full month of employment.
2. 1 year or more - 12 working days

Vacations must be taken within said calendar year unless professional responsibilities require the services of an individual before the end of the vacation period. Under these circumstances, unused vacation should be allowed during the next year, with the approval of the Library Director or the person appointed for such matters.

3. FULL-TIME NON-PROFESSIONAL EMPLOYEES

1. Less than 1 year - 1 working day for each full month of employment.
2. 1 to 5 years - 12 working days
3. 6 to 12 years - 15 working days
4. 13 to 20 years - 18 working days

4. PART-TIME NON-PROFESSIONAL EMPLOYEES

Part-time Non-Professional employees' vacation time to be computed as follows:

21 hours work time - 1 hr. vacation leave

Vacation hours to be cumulative during the year and any time not taken to be paid as earnings at end of year at employee's request.

5. Employees on an hourly wage (Pages) rate will receive no vacation, but may be given leave without pay.
6. Vacations must be taken during the year they are earned, unless, in the opinion of the Director, this would impair the efficient operation of the library.
7. Employees shall submit first and second choice for vacation leave to the Director. These choices will be honored as far as possible, but adjustments may be necessary to comply with the following:
 - (a) The efficient operation of the library must not be impaired.
 - (b) The size of the staff does not permit more than one employee to be away at any given time, unless substitutes are taken on.
 - (c) Competent substitutes can rarely be secured except during summer months.
 - (d) Final approval of all vacation dates shall rest with the Director.
8. The vacation earned will be credited to each employee at the beginning of each calendar year, and will be adjusted for any employment change during the year. For example, if a year's vacation has been used and an employee resigns before the end of the year, adjustments will be made in the credit earned and corresponding deductions will be made in the final salary check.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, APRIL 25, 1972

The meeting was called to order at 4:50 P.M. by the President, Mrs. Mary Zeitlin. Present at the meeting were Board members Mrs. Rose Zimmerman and Mr. Ben Yeager. There being no quorum, the President asked Mayor Falcone for a fourth necessary vote to approve payment of the bills and the Financial Statement. This was received after telling him Mrs. Zeitlin and Mrs. Zimmerman had approved the bills as presented by the accountant.

MINUTES: Reading of the minutes will be carried over to the May meeting.

TREASURER'S REPORT:

A. FINANCIAL STATEMENT

B. BILLS PRESENTED FOR PAYMENT: Mrs. Zimmerman motioned to make payment for the bills presented. Mr. Yeager seconded the motion.

PERSONNEL COMMITTEE REPORT:

Mrs. Zimmerman motioned that the vacation schedule, as presented at the March meeting be accepted. Mr. Yeager seconded the motion.

ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned to accept Mrs. Reed's report for April. Mr. Yeager seconded. Mr. Yeager motioned to authorize Mrs. Reed to contact the State and request a consultant to visit the library and make an evaluation. This service is free of charge. Mrs. Zimmerman seconded the motion.

OLD BUSINESS:

Mrs. Zimmerman motioned that Mrs. Zeitlin, at her discretion, appoint a committee to meet with the Town Council after the elections for the purpose of discussing the budget in equities. Mr. Yeager seconded.

Mrs. Zeitlin brought to the Board's attention a letter written by her to Town Attorney, Harry A. Margolis, dated April 23, 1972. The letter updated him on the Marjorie Bosin case and also asked for his assistance on the U*N*A*B*A*S*H*E*D Librarian article.

(NOTE: All of the motions voted upon were subject to a fourth vote which Mrs. Zimmerman obtained that evening from Mr. Duess---constituting a proper quorum vote.)

NEW BUSINESS:

Mrs. Zeitlin reported to the Board on her telephone call to Mr. Maloney, President of the Orange Public Library Board of Trustees, in which they discussed the recent article on the West Orange Public Library in the U*N*A*B*A*S*H*E*D Librarian. She will give a full report at the May meeting.

The meeting was adjourned at 6 P.M. The next meeting will be held on Tuesday, May 23, 1972 at 4:30 P.M. in the library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Geraldine Schaffter". The signature is fluid and elegant, with the first letter of each word being capitalized and prominent.

Geraldine Schaffter

April 7, 1972

Mr. Harry A. Margolis
Town Attorney
Town Hall
West Orange, New Jersey 07052

Dear Mr. Margolis:

In reference to the Civil Service Hearing on back pay to be awarded Marjorie Bosin by the Town of West Orange, I have made myself available as a witness on April 11, 1972.

Having testified at an earlier hearing on this case I am willing to do this in a spirit of cooperation with the Town.

I have never met Mr. Mangino who is representing the Town, although I have made numerous offers to meet with him and show him the records. Indeed, on one occasion, I went all the way to Newark, to the last hearing, and waited an hour before being informed that Mr. Mangino had been taken ill and was not appearing and that Commissioner Statile, Mrs. Bosin and her attorney had left the Civil Service Building.

As a member of the Library Board I am making this appearance with the full knowledge that neither I nor any member of the present Board has any responsibility as to the Commissioner's findings.

Very sincerely yours,

Mary M. Zeitlin (Mrs.)

MMZ/gs

cc: Hon. Louis P. Falcone, Mayor

West Orange Public Library

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

April 23, 1972

Harry A. Margolis, Esq.
Town Attorney
Town Hall
West Orange, New Jersey 07052

Dear Mr. Margolis:

You requested "enlightenment" as to the content of my letter to you dated April 7, 1972. (Also, the matter of the dates of same seems to confuse you.) As I have no office and no secretary I do my letters in longhand at home, then give them to Mrs. Reed's secretary to type. In the case of the letter you referred to I left it at the library on Friday and returned on Monday to sign that and many other documents.

I wrote you that no member of the Library Board has any responsibility for the findings of Civil Service in the case of Marjorie Bosin against the Town of West Orange. She brought a suit against Robert Jonas, the former Director, in May of 1971. The Hearing Officer found that she had been deprived of her position due to personal harassment by Robert Jonas whom the Library Board had discharged on April 6, 1971.

When the Hearing Officer's opinion was received on July 28, 1971, we instructed the then Assistant Town Attorney, upon the advice of the Mayor, to appeal it within the necessary five days. We never heard from him again.

I was in court with Mr. Mangino on April 11, 1972 and heard the Hearing Officer say that he had never heard from the Board since last year, although I have an extensive file of correspondence with both attorneys pertaining to the case!

The enclosed minutes of a Special Meeting of the Library Board will, I trust, suffice to explain the Board's position on Mrs. Bosin's present appeal.

There are some twenty-two thousand library card holders in West Orange. The Library Board works very hard, without compensation, to serve them and provide the best possible services and physical plant with the monies allotted by the municipality.

Harry A. Margolis, Esq.

April 23, 1972

We have been without a Director for over a year and Mrs. Reed, the Children's Librarian, has performed a fantastic service to this Town in that capacity, although it has meant countless hours of overtime on her part and that of the Board members.

Mr. Jonas left the library in an absolute state of chaos, physically and financially. In addition to untangling Mr. Jonas' confusion there has been the endless preparation of the court appearances of Board and staff members in Mr. Jonas' appeal of his termination, which is still in the process of adjudication.

We have certainly learned that there is no substitute for proper preparation and documentation when appearing before Civil Service, which is normally disposed to find for an employee, no matter what the circumstances.

I, myself, spent three and one half days on the witness stand. Mr. Dues has been called three times and is not excused. Mr. Warrence wasted a half day and was not called. Mr. Ostrow has postponed other court appearances in order to be available, only to be cancelled on twelve hours notice by Civil Service.

Will you please note the enclosed copies of two pages from a quarterly publication called "The UN*A*B*A*S*H*E*D Librarian," which advertises a book charge system which Mr. Jonas invented and copyrighted while employed at the West Orange Library. These pages are from the March 1972 edition and quite plainly gives his address as our library. This publication is widely circulated to other libraries. The Board took steps to replace this system immediately after Mr. Jonas' departure, and we have received many calls from neighboring libraries alerting us to what is, at best, very embarrassing and quite possibly requires some sort of legal action against Mr. Jonas. Will you please be kind enough to look into it?

It would be nice if someone from Town Hall would visit the library and see the many changes that we have effected in quiet areas for study and reference material and the pleasant air of decorum that prevails now that we have a staff which is happy (except for their salaries!) and able to work toward pleasing the public.

I, personally would be delighted to meet with you any time you could spare a few moments for this purpose.

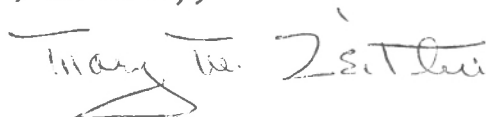
Not one staff member has left us, other than those who did not have Civil Service ratings whose positions we abolished in the need for economy, and many offered to work overtime in the "cleaning up" process which we went through after Mr. Jonas' departure.

Harry A. Margolis, Esq.

April 23, 1972

Please accept my earnest wishes for a better understanding---it
would be mutually helpful.

Very sincerely,

A handwritten signature in cursive script, appearing to read "Mary M. Zeitlin". The signature is written in dark ink and is positioned above the typed name.

Mary M. Zeitlin (Mrs.)
President,
Board of Trustees

MMZ/gs
Enclosures

cc: Hon. Louis P. Falcone, Mayor
West Orange Library Board Members

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

April 25, 1972

Having just returned from a most inspirational and rewarding session of the annual New Jersey Library Association Convention, I am filled with enthusiasm and determination to continue my efforts to make West Orange Free Public Library one of the most respected and progressive in the state.

After attending numerous meetings of discussion and seminar groups, I am convinced we have started in the right direction and can say truthfully that when I represented our library it was done so with pride and eagerness.

Both Mrs. Chesnut and Mrs. Czarnecki joined me at the convention and together we covered as many events as humanly possible---and enjoyed every minute, inspite of inclement weather conditions.

It is hoped that in future years members of our Trustee Board will be able to join with us, and other trustees in these lively meetings.

We are proud to announce that our entire charging system is completely changed since the addition of the Sysdac charging machine in the Children's Room. Also, counter high shelves have been installed as a divider for our Reference Area. Two more sections are needed to complete this area and to house the remainder of reference books now located in the back of the main stacks.

Because of pressures brought by libraries throughout the state on the State Library, it has rescinded an earlier decision to keep libraries open all day Saturdays year round. Instead, we are told to open a few hours on Saturdays during the summer months.

With the Boards' permission, I would like to have the library open from 9:00 A.M. to 1:00 P.M. on Saturdays during the months of July and August. The other opening and closing hours will remain as they are.

I would also like to have your permission to invite consultants at the State Department in Trenton to visit our library for consultative services on various aspects of our organizational plans and in regard to meeting ALL requirements as set by state rulings. This service will not cost one cent. Consultants are hired by the State Government and stand ready to serve upon request.

It is believed that services as rendered by State Consultants can be a very beneficial and effective contribution toward our goal of a complete organizational plan for smoother operation and better community relationship.

Respectfully submitted,

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

Acting Director

THE "BOOKY"TM POSITIVE CHARGING
SYSTEM AS USED AT THE WEST ORANGE (N.J.)
PUBLIC LIBRARY

When we first entered the library game, after being in business, we were amazed at the lack of confidence of librarians when a hard-hearted client insisted that he had returned "that" book. The librarian inevitably would have a set speech of this sort: "We shall be glad to look for your book in our collection, and we shall place a reserve on it for one month. Would you, also, please search, once more, at home, in your car, at your office, just in case it may show up there? If you will please report back in thirty days, we can take it from there."

Now, gossips of the library world may have reported to you that we invented a new charging system for the purpose of collecting fines. Not so. We invented our charging system for the purpose of eliminating all those "claims returned" cases which are hidden, by most other libraries, in the "back room". There is no such thing as a claims returned case at West Orange. We invented our charging system for the purpose, too, of putting the librarian in the driver's seat, for a change.

To put things quite bluntly, we have circulated, since 1959, almost four million items, and we've never found the system wrong!

When we tried to describe our system to one of our library school teachers, he wrote, "Don't you know that there is no such thing as a perfect system?!!!"

When you have read further about the system, you may be tempted to say, "Oh, that sounds like the 'Brown Bag System' used in England." I prefer to compare the "Booky" system with a Chinese laundry system wherein you receive your shirts only when you present a numbered "ticket". The laundry system uses transaction numbers too!

A feature: the "Booky" system is fastest of all when it's overdue letter

time. On hand are the name of the borrower, address, name of book, author, title, price. There is no developing a microfilm; no searching to see who belongs to transaction number 87442; no chance of reversing one of the numbers so that you find yourself looking for 78442. A feature that should appeal to library clerks is the fact that there is no filing at any time. All "filing" has been done for the library by the simple expedient of turning each transaction number pocket "around" at the time of charging!

Here's how the system works: Three rolls of labels are placed in a simple, hand-operated label dispenser: twin transaction number labels are on one roll; date-due labels for 14-day books are on a second roll; and date-due labels for 28-day books are on a third roll. Actually, the twin labels remain on their roll in the dispenser until another roll may be needed. The only daily change is for the date-due label rolls, which are put in the dispenser in eight seconds flat.

87/442	87/442	DUE APR 14	DUE APR 28
87/441	87/441	DUE APR 14	DUE APR 28
87/440	87/440	DUE APR 14	DUE APR 28
etc., etc.	etc., etc.	etc., etc.	etc., etc.

Each client receives gratis, at time of joining the library, six small cards, each of which contains his name, address, signature. If he loses a card, or if he wishes more cards, limitless extra cards may be had at 5¢ each. A record is kept of additional cards issued.

Client brings a book to control desk for charging out process.

Library clerk opens book to back book

"BOOKY"TM POSITIVE CHARGING SYSTEM (continued)

pocket, takes an empty transaction pocket, places label 87/440 at top of transaction pocket and the twin 87/440 label at top of book pocket, together with an appropriate date-due label. Clerk removes book number card from book and places book card in transaction pocket. Clerk also puts a borrower's card in transparent plastic holder which is part of the transaction pocket. The clerk then turns transaction pocket around and places it in a tray so that the lowest number is first in the line of pockets; thus, there will be no filing tomorrow morning! (The first number is first, etc., etc., in the tray.) When the day's circulation activity has ended, the clerk places a tall card in front of the first transaction pocket, and information like this is recorded:

87/440 thru 87/970 14-day books due
April 14/72
28-day books due
April 28/72

When the borrower returns his book, library clerk opens book to back. He sees that book is not overdue, and he sees label 87/440. He then goes to trays, removes transaction pocket which contains twin label 87/440, pulls out borrower's card, calling aloud, "Mrs. Brown". If it's Mrs. Brown who is the borrower, Mrs. Brown replies, "Yes", or "Uh, hum". If it's not Mrs. Brown who is the borrower, the lady will be quite irritated and say, "I am Mrs. Wappinger." Clerk then says, "Sorry, wrong number. I pulled the wrong number. Here is 87/440. I had pulled 87/448! Mrs. Wappinger?" Mrs. Wappinger receives her borrowing card (one of the six issued), and she goes away happy. (Of course, if more than one book had been borrowed, a borrowing card would have been returned for each book returned.) As you have seen, the borrower serves as a double-check for the library clerk. Most of

our clerks are pretty darned accurate, but we insist that they call the client's name in a rather loud voice for every single item so that the client will serve as this double check.

Later, labels may be removed or, if speed is desired, information on labels may be crossed out rapidly with a felt tipped pen and labels may be left in place.

That's all there is to the system. It works. It saves money, staff time, and, most importantly, gets items returned to the library.

What are the faults? Well, there is no clicking sound when we charge out books! Some librarians like to hear a click, we have learned. If one hundred clients suddenly return their books at 3:15 P.M., there will be a slight delay. We figure that these taxpayers have been getting services free at the library; so they can wait a few seconds, if necessary. After all, how many times have you waited at a bank when a payroll line is awaiting salary checks? How many times have you waited at the entrance of the Lincoln Tunnel because there has been an accident in the tunnel? How many times have you waited in line, with groceries to be checked out, at your favorite Pantry Pride, Acme, A & P, Shop-Rite? A librarian shouldn't be afraid to keep a borrower waiting a few seconds. Get off the defensive! Our staff got off, in 1959, at West Orange.

Bob Jonas

West Orange (N.J.) Public Library

WEST ORANGE, N.J.
PUBLIC LIBRARY

**YOUR
FRIENDLY
LIBRARY**

**I PROMISE TO PAY
ALL LIBRARY FINES/
CHARGES ON DEMAND**

Signature Ernie Hemminger

LEND ONE
ITEM

B u d g e t

R e p o r t *Reed*

West Orange Public Library

LIBRARY BOARD MEETING OF APRIL 25, 1972

EXPENDITURE DETAIL	1972 BUDGET	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	1972 BILLS EXPENDED THROUGH 3/31/72	1972 UNEXPENDED BUDGET BALANCE ON 3/31/72	1972 BILLS - ACCOUNTS PAYABLE OUTSTANDING 3/31/72	1972 BUDGET BALANCE @ 3/31/72
1. Salaries	203,679	17,056.03	49,752.61	153,926.39		153,926.39
2. Books	48,000	3,318.20	6,859.84	41,140.16	4,266.43	36,873.73
3. Binding	1,300	94.15	235.20	1,064.80	72.58	992.22
4. Supplies	7,000	531.75	1,047.40	5,952.60	354.69	5,597.91
5. Insurance	4,000	-	561.86	3,438.14	-	3,438.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition. 10,000		1,000.98	1,980.94	8,019.06	1,103.41	6,915.65
7. Maintenance-Tory Cor. 540		-	135.00	405.00	135.00	270.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling) 3,200		-	143.14	3,056.86	-	3,056.86
9. Telephone	950	107.88	198.75	751.25	106.52	644.73
10. Community relations; publicity; reading contests, etc... 300		43.85	43.85	256.15	-	256.15
11. Service contracts	500	27.00	162.50	337.50	-	337.50
12. Transportation	200	21.00	59.15	140.85	-	140.85
13. Postage	1,200	310.00	339.50	860.50	-	860.50
14. Conventions	500	160.00	160.00	340.00	150.00	190.00
15. Audit	150			150.00	-	150.00
16. Equipment	7,000		816.00	6,184.00	2,432.00	3,752.00
17. Contingency	500			500.00	-	500.00
18. Magazines	3,000	93.94	3,010.72	-(10.72)	19.00	(29.72)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc.. 4,500		623.36	712.62	3,787.38	107.54	3,679.84
20. Xerox (inc. supplies) -0-			-0-	-0-	-0-	-0-
21. Accounting services 5,500		600.00	1,200.00	4,300.00	600.00	3,700.00
22. Consultant (architect's prelim. drawings) -0-				-0-	-0-	-0-
	<u>\$302,019</u>	<u>\$23,988.14</u>	<u>\$67,419.08</u>	<u>\$234,599.92</u>	<u>\$9,347.17</u>	<u>\$225,252.75</u>

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS BALANCES -
RECEIPTS AND DISBURSEMENTS

MONTH OF MARCH 1972

	1972	1972	1971-72	BOOK SALES	CASH FUNDS	PRIOR YEARS
		FINES & RESERVES FUND	LOST BOOK FUND	EXCESS PROPERTY FUND	IN LIBRARY	FUND BALANCES
TOTAL ALL FUNDS						
	\$102,598.80	\$47,369.06	\$3,283.90	\$304.08	\$14,866.50	\$1,544.80
						\$326.25
						\$34,904.21

ADD:
MARCH 1972 RECEIPTS

FINES	(1,457.03
PHOTOCOPY	(18.58
NON-RESIDENT FEES	(48.39
TELEPHONE	(9.56
BOOK RENTAL	(40.10
MEETING ROOM	(200.00
BOOK SALE	(29.55
LOST BOOK FUND	(115.03
TRANSFER TO P/C FUND	
EXCESS PROPERTY SOLD	
INTEREST	25.04
SALARY CONTINGENCY - JONAS -	2.50
TO VOID FEB. 1972 DEPOSIT	
	(1,320.79)
	2,368.59
TOTAL MARCH 1972 RECEIPTS	
TOTAL AVAILABLE (I Plus II)	\$104,967.39

III MARCH 1972 EXPENDITURES

MARCH 1972 BUDGET	\$23,988.14
TRANSFER TO PETTY CASH CK. A/C	156.71
LEGAL EXPENSE RE: JONAS TRIAL	600.00
	24,744.85
MARCH 31, 1972 FUND BALANCES	\$80,222.54

IV REPRESENTED BY:

CHECKING A/C-NATL. NEWARK & ESSEX
PETTY CASH CHECKING A/C FUND
CASH FUND IN LIBRARY
WEST ORANGE S & L ASSN.:
SAVINGS A/C #TC 3386
#TC 3375
10085

NATL. NEWARK & ESSEX #51658
WEST ORANGE S & L #TC 3422
TOTAL CASH BALANCES 3/31/72

\$23,426.23
118.50
126.25
5,082.60
487.35
13,709.51
2,367.89
34,904.21
\$80,222.54

	(1,320.79)				
	(1,156.99)				
	1,423.09		156.71		
	\$2,967.89		\$482.96		
					\$34,904.21

\$324.04

600.00	
600.00	324.04
\$2,367.89	\$158.92

\$34,904.21

1968 BUDGET	\$3.19
1970 BUDGET	150.00
1970 FINES & RESERVES	2,930.15
1971 EXCESS STATE AID	2,885.00
1971 FINES & RESERVES	22,809.61
1971 LOST BOOK FUND	2,664.76
1971 ACCTS. PAYABLE-BOSIN	3,311.49
1971 ACCTS. PAYABLE-HART	150.00
TOTAL PRIOR YEARS	\$34,904.21

WEST ORANGE PUBLIC LIBRARY

MARCH 1972 BILLS PRESENTED FOR PAYMENT
ON APRIL 25, 1972

CHECKS ARE DATED
MARCH 29, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5568	TOWN OF WEST ORANGE - SOC. SEC. MARCH 1972-EMPLOYEES SHARE	1. SALARIES	\$ 770.94
5569	NATL. NWK & ESSEX BANK W/T EMPLOYEES-MARCH 1972	1. "	1,807.49
5570	P.E.R.S.-PENSION #20284 & LOANS	1. "	442.70
5571	P.E.R.S.-CONTRIB.GROUP INS. FUND	1. "	49.96
5572	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	23.00
5573	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SAVINGS	1. "	230.00
5574	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94
5575	TOWN OF WEST ORANGE-ADMIN. CHG.	1. "	1.00
5576	TOWN OF WEST ORANGE-SOC. SEC. 1ST QTR. EMPLOYERS SHARE	1. "	2,325.68
-	NET PAYROLL CHECKS - MARCH 1972 #153-207	1. "	11,500.91
5577	VOID		
5578	WEST ORANGE FREE PUBLIC LIBRARY- PRIOR YEARS FUND BALANCE	TRANSFER TO SAVINGS A/C	34,904.21
5579	POSTMASTER	13. POSTAGE	300.00
5580	TOWN OF WEST ORANGE - SOC. SEC. FEB. 1972-EMPLOYEES SHARE	1. SALARIES	788.20
(5532)	TO VOID CK. #5532 2/29/72 TO SALARY CONTINGENCY FUND	1. "	(1,320.79)
(5505)	TO VOID CK. #5504 2/29/72 NATL. JEWISH MONTHLY	18. MAGAZINES	(1.50)
5533	PETTY CASH CHECKING A/C	TRANSFER TO P/C CHG. A/C	156.71
<u>PETTY CASH CHECKING A/C - 1ST QUARTER 1972</u>			
<u>CHECKS</u>			
115-141	SEE ATTACHED	2. BOOKS	\$ 26.00
		4. SUPPLIES	66.44
		10. COMM. REL.	25.60
		12. TRANS.	21.00
		13. POSTAGE	10.00
		14. CONVENTIONS & MEETINGS	160.00
		18. MAGAZINES	15.00
			<u>324.04</u>
			52,739.49
	<u>TOTAL</u>		
ADD:	TOTAL CHECK #5534-5567 PRESENTED FOR PAYMENT MARCH 28, 1972		<u>6,309.57</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF MARCH 1972 - REG. A/C</u> <u>AND 1ST QTR. 1972 PETTY CASH CHECKING A/C</u>		59,049.06
LESS:	#5578 TRANSFER TO PRIOR YEARS FUND BALANCE SAVINGS A/C		34,904.21
	#5533 TRANSFER TO PETTY CASH CHECKING A/C		<u>156.71</u>
	<u>TOTAL EXPENDITURES PER BUDGET REPORT - MARCH 1972</u>		<u>\$23,988.14</u>

PAYMENT RECOMMENDED BY:

Lois N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg
AARON EISENBERG
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

LIST OF CHECKS FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 1972

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1/3/72	115	NEWARK PUBLIC LIBRARY	14. CONVENTIONS	\$ 1.75
1/3/72	116	J. LE PORE & L. REED	10. COMM. RELATIONS	25.60
1/3/72	117	JAY NORRIS	4. SUPPLIES	7.99
1/5/72	118	POSTMASTER	13. POSTAGE	10.00
1/12/72	119	NATL. LIBRARY WEEK	4. SUPPLIES	14.95
1/31/72	120	CHILDRENS BOOK COUNCIL	4. "	3.00
2/2/72	121	NEWARK PUBLIC LIBRARY	14. CONVENTIONS	60.00
2/3/72	122	RUTGERS UNIVERSITY	14. "	50.00
2/3/72	123	FRENCH & EUROPEAN PUBLIC	2. BOOKS	11.00
2/11/72	124	N.J.L.A.	14. CONVENTIONS	5.50
2/14/72	125	LIBRARY WORKSHOP	14. "	12.75
2/15/72	126	SECT. OF STATE	4. SUPPLIES	15.00
2/18/72	127	MEDICAL SOCIETY OF N.J.	2. BOOKS	10.00
2/18/72	128	SUPT. OF DOCUMENTS	18. MAGAZINES	7.00
3/7/72	129	C. S. UNDERHILL	18. "	2.50
3/7/72	130	VOID		
3/7/72	131	MODERN PAINT JOURNAL	18. "	3.00
3/7/72	132	A.L.A.	18. "	2.50
3/14/72	133	M. CUSHING	12. TRANSPORTATION	14.00
3/15/72	134	ALPHONSUS COLLEGE VISUAL	14. CONVENTIONS	15.00
3/15/72	135	RUTGERS UNIVERSITY	14. "	15.00
3/15/72	136	NATL. AUDOBON SOCIETY	4. SUPPLIES	8.00
3/17/72	137	NATL. MUNICIPAL ASSOC.	4. "	7.50
3/20/72	138	G. SCHAFFTER	12. TRANSPORTATION	7.00
3/23/72	139	M. PELOSE	4. SUPPLIES	10.00
3/24/72	140	MARVIN SCILKEN	2. BOOKS	2.50
3/29/72	141	MARVIN SCILKEN	2. "	2.50

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE
MONTHS OF JANUARY, FEBRUARY AND MARCH 1972

\$324.04

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

MARCH BILLS, ACCOUNTS PAYABLE - MARCH 31, 1972

PRESENTED FOR PAYMENT APRIL 25, 1972

CHECKS ARE DATED
APRIL 18 AND
APRIL 25, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5582	L. REED	14. CONVENTIONS	\$ 150.00
5583	AUTOMATIC DATA PROCESSING	4. SUPPLIES	52.00
5584 TO			
6103	VOID		
6104A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 59.15
B	" " " "	2. "	25.73
C	" " " "	2. "	159.25
6105	THE BAKER & TAYLOR Co.	2. "	244.13
6106A	R. R. BOWKER Co.	2. "	162.81
B	" " " "	2. "	47.85
6107	THE BRITISH BOOK CENTRE, INC.	2. "	9.95
6108A	BRO-DART, INC.	2. "	11.28
B	" " " "	16. EQUIPMENT	400.00
6109A	CHAMBERS RECORD CORP.	16. "	630.00
B	" " " "	19. AUDIO VISUAL	14.22
C	" " " "	19. " "	7.42
6110	COMMONWEALTH WATER Co.	19. " "	85.90
6111	CURRENT HISTORY	6. MAINT.-MAIN	107.54
6112A	DIMONDSTEIN BOOK Co.	18. MAGAZINES	45.21
B	" " " "	2. BOOKS	4.90
C	" " " "	2. "	10.37
6113	DOVER PUBLICATIONS	2. "	8.16
6114	AARON EISENBERG & Co.	2. "	22.00
6115	GALE RESEARCH Co.	2. "	40.53
6116	GAYLORD BROS. INC.	21. ACCTS. SVC.	3.35
6117	GENERAL LEARNING CORP.	2. BOOKS	600.00
6118	THE HOLES-WEBWAY Co.	3. BINDING	87.28
6119	INTERNATIONAL CITY MANAGEMENT ASSOC.	2. BOOKS	55.03
6120A	JOSTENS CATALOGUE CARD Co.	4. SUPPLIES	41.36
B	" " " "	4. SUPPLIES	33.64
6121	McMANUS	2. BOOKS	15.50
6122	" "	4. SUPPLIES	11.00
6123	A. R. MEEKER Co.	4. "	12.50
6124	MOODY'S INVESTORS SERVICE, INC.	6. MAINT.-MAIN	23.50
6125	J.M. MOREHOUSE PRINTING Co. INC.	6. MAINT.-MAIN	15.25
6126	MOTOR	4. SUPPLIES	2.25
6127	NATIONAL FUEL OIL Co. INC.	2. BOOKS	31.79
6128	NATIONAL PAPER Co. OF N.J.	2. BOOKS	150.00
6129	N.J. BELL TEL. Co.	4. SUPPLIES	74.00
6130	ORANGE ELECTRIC & SUPPLY Co. INC.	2. BOOKS	32.90
6131	ORANGE NEWS Co.	6. MAINT.-MAIN	432.39
6132A	PAPER BACK BOOK SHOP	4. SUPPLIES	60.00
B	" " " "	9. TELEPHONE	106.52
C	" " " "	6. MAINT.-MAIN	39.00
6133A	PETER SMITH PUBLISHER	18. MAGAZINES	14.10
B	" " " "	2. BOOKS	19.60
C	" " " "	2. "	14.40
6134	PITNEY BOWES	2. "	15.04
6135	PUBLIC SERVICE E & G	2. "	4.46
6136	PRENTICE-HALL, INC.	2. "	4.14
6137	RESEARCH & EDUCATION	2. "	5.28
6138A	A. H. ROEMER Co. INC.	4. SUPPLIES	13.88
B	" " " "	6. MAINT.-MAIN	4.00
C	" " " "	2. BOOKS	540.61
D	" " " "	2. "	60.38
E	" " " "	2. "	3.57
F	" " " "	2. "	301.38
G	" " " "	2. "	552.95
H	" " " "	2. "	421.49
I	" " " "	2. "	331.18
J	" " " "	2. "	270.45
		2. "	612.44
		2. "	252.33
		2. "	(12.54)
		2. "	173.10
		2. "	105.02

WEST ORANGE PUBLIC LIBRARY

MARCH BILLS, ACCOUNTS PAYABLE - MARCH 31, 1972

PRESENTED FOR PAYMENT APRIL 25, 1972

CHECKS ARE DATED
APRIL 18 AND
APRIL 25, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6138K	A. H. ROEMER CO. INC.	2. BOOKS	\$(9.27)
L	" " " "	2. "	28.96
M	" " " "	2. "	(11.33)
N	" " " "	2. "	237.27
O	" " " "	2. "	(3.30)
P	" " " "	2. "	(16.10)
Q	" " " "	2. "	10.60
6139	RICCIARDI BROS.	6. MAINT.-MAIN	\$ 3,244.63 ~
6140A	HENRY F. SCHMIDT CO. INC.	4. SUPPLIES	28.70 ~
B	" " " "	4. "	20.43
6141	THE SPORTING NEWS	4. "	5.33
6142	TIME-LIFE BOOKS	2. BOOKS	25.76 ~
6143A	UNITED COFFEE BREWERS, INC.	2. "	16.81 ~
B	" " " "	4. SUPPLIES	8.68 ~
6144	WEISE-WINCKLER BINDERY, INC.	4. "	25.00
6145A	THE W.B. WOOD COMPANY	4. "	25.00
B	" " " "	3. BINDING	50.00 ~
C	" " " "	16. EQUIPMENT	17.55 ~
6146	WEST ORANGE COMMUNITY HOUSE	16. "	284.00
6147	WORLD BOOK ENCYCLOPEDIA	16. "	894.00
		7. MAINT.-TORY CORNER	224.00
		2. BOOKS	1,402.00 ~
			135.00 ~
			22.50 ~
<u>TOTAL CHECKS ISSUED THRU TO APRIL 25, 1972</u>			<u>\$ 9,347.17</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg
CERTIFIED PUBLIC ACCOUNTANTS

A G E N D A

March 28, 1972 - Order of Business

I. Call to Order

II. Remarks -- Mary Zeitlin

III. Minutes of February 29, 1972

IV. Treasurer's Report

- A. Financial Statement
- B. Bills Presented for Payment

NOTE: 3rd part of Eisenberg resolution presented Feb. 29 and proposal by Richard Duess to be discussed under New Business.

V. Personnel Committee Report

- A. New vacation policy - Mrs. Zimmerman
- B. Salary, Mrs. Chesnut - \$5.57 to \$5.75 per hour.

VI. Director's Report

VII. Old Business

- A. Report on Tory Corner - Mr. Kupferer
- B. Mrs. Bosin - See Eisenberg letter {
Skarbnik's suggestion to M. Zeitlin}
- C. The Secretary polled the Board and received unanimous approval to telegraph the Town Council requesting return of funds for salaries and requesting wire be read March 21 at Open Budget Hearing.

Any other Old Business?

VIII. New Business

- A. Eisenberg statement of Feb. 23, 1972 (\$3,243.97)
Motion to transfer funds from Fines and Reserves and Lost Books from National Newark & Essex checking Account to Savings Accounts in West Orange Savings & Loan before April 1, 1972.

Suggest two separate accounts be opened and that, unless there is an emergency requirement, the Lost Book Fund be kept intact to supplement cuts in Book buying.

- B. That Eisenberg Assoc. be paid on a monthly basis of \$660.

- C. 1. On Feb. 29 the Board acted on 2 parts of a 3 part resolution suggested by our Accountants. The 3rd section was discussed in Executive session

- 2. as was the proposal from Mr. Duess as to allocation of funds in the accounts mentioned in the previous motion re \$3,243.97.

3. After a good deal of consideration, I should like to put forth another alternative to these two suggestions -- Namely a Committee to request an appointment with the Town Council immediately following the elections in May for the purpose of:

- 1.) Clarifying their public statement via the West Orange Chronicle of Feb. 10, 1972 in light of their remarks to Mr. Manheim and me the week previous as to Board's Autonomy.
- 2.) Statement to Town Council regarding their deduction of anticipated State Aid to Library. This can be cut as to amount or refused entirely under the State Library Laws for any of several reasons without any explanation. One being that our different departments may be found sub-standard by the State - another that the State Board of Higher Education itself may have their funds cut or that there may be more Libraries to share in the same amount of money.

Mr. Manheim and I have made the Town Council aware of these possibilities and, at their request, given them copies of the Statutes under the N.J.A.C. and the Attorney General's opinions corroborated by my call to the State Law Library in Trenton October 1971.

There is also a statute preventing a municipality from "anticipating" income. We receive no prior notification of the amount we are to receive and last year we had to borrow from our savings Account in July to meet payroll and in November the Town gave us less than one half our last quarter's budget prior to their getting the check from State Aid.

In July, after two calls from Mr. Manheim, Mr. Warrence "forgot" to put our quarter's payment on the Council's agenda so the check was not approved.

If this proposal meets with the Board's approval, I would welcome a motion to appoint such a committee and, prior to a vote, let us hear from Mr. Kupferer and Mrs. Zimmerman as to the philosophy of educating the Council and the public to the needs of the Library and our ultimate action on employee's salaries as we are already paying Mrs. Reed's salary of \$14,168 retroactive to November 1971 and Mrs. Czarnecki's salary of \$10,949 retroactive to January 1, 1972 with no provision in the salary budget.

Vote requested

- D. Balance in Excess Property Account \$2,334.35 with Irving Ostrow paid through April 5th.

- E. Motion to acquire Microfilm Retrieval Equipment on rental plan of \$109.20 per month for 3 month trial period as first step toward trying to bring our AV department in some sort of line with State requirements.

Miss Cushing previously to Douglas and to another Work Shop following Atlantic City Convention.

April 22, Saturday, Trustees Day -- Convention.
Trustees to view new arrangement for Reference Department.

Any other New Business?

Adjournment

Public to be heard.

March 28, 1972

A G E N D A

BOARD OF TRUSTEES MEETING
WEST ORANGE PUBLIC LIBRARY

- I. MINUTES OF PREVIOUS MEETING
- II. TREASURER'S REPORT
- III. PERSONNEL COMMITTEE REPORT
- IV. ACTING DIRECTOR'S REPORT
- V. OLD BUSINESS
- VI. NEW BUSINESS

March 24, 1972

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

Vincent M. Mangino, Esq.
Assistant Town Attorney
282 Main Street
Orange, New Jersey 07050

Dear Counsellor Mangino:

In your letter of March 6, 1972, you are for the first time contesting the claim of the attorney for the appellant, Mrs. Marjorie Bosin, for back pay in the amount of \$7,066.59. As I understand you, the Town of West Orange is contending that Mrs. Bosin is entitled to \$3,243.97. This figure is submitted after a history of correspondence that is devoid of any prior indication that the Town of West Orange believed this award to be appropriate.

Nevertheless, I am scheduling a hearing on the sole issue of back pay which will be held on Tuesday, April 11, 1972 at 9:30 A.M., Civil Service Hearing Room No. 1, Room 310, 1100 Raymond Boulevard, Newark.

In the event that the Town of West Orange presents no reasonable justification for the amount they have stipulated, I am prepared to award Mrs. Bosin the amount requested, plus interest and attorney's fees.

Very truly yours,

Anthony J. Statile
Commissioner

cc: David I. Fox, Esq.
Mrs. Lola N. Reed ✓
Mayor Louis P. Falcone

March 30, 1972

Harry A. Margolis, Esq.
Town Attorney
Municipal Building
West Orange, New Jersey 07052

Dear Mr. Margolis:

As directed by Mayor Falcone on Tuesday, March 28, I am forwarding herewith the copy of a letter sent to me by Commissioner Anthony J. Statile of the Civil Service Commission.

Because the charge is filed against the Town of West Orange, the Mayor stated the matter should be handled by you.

Yours truly,

Lola N. Reed (Mrs.)
Acting Director

LNR/gs

Enclosure

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, MARCH 28, 1972

The March meeting of the Board of Trustees was called to order at 4:45 P.M. by Mrs. Mary Zeitlin, President. Present at the meeting were Board members Mayor Louis P. Falcone, Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Ben Yeager, Mr. Richard Duess and Mr. Albert Kupferer. Also present were Mrs. Lola Reed, Acting Director, and Mrs. Harold Seelig, representative, League of Women Voters.

MINUTES: The corrections to the February minutes are listed as follows:

- A. Treasurer's Report, Section A., last sentence of the first paragraph to be stricken from the minutes. Mrs. Czarnecki's salary increase was passed at the January 25th meeting retro-active to January 1, 1972.
- B. Treasurer's Report, Section A. Mr. Duess requested that his suggestions be stricken from the minutes.
- C. Mr. Yeager requested that motion to adjourn be corrected to read "Mr. Yeager motioned that the Board convene in Executive Session to discuss the budget."

The corrections being noted, Mr. Yeager motioned that the minutes be approved as amended. Mrs. Zimmerman seconded the motion. The entire Board, with the exception of Mayor Falcone, who abstained from voting, passed the motion.

TREASURER'S REPORT:

- A. FINANCIAL STATEMENT: Mayor Falcone motioned that the prior year's funds of \$34,904.21 as listed in the March Budget Report under Prior Years Funds Balance, or any portion thereof that the accountants deem necessary, be transferred from the National Newark & Essex checking account to a savings account to be opened at the West Orange Savings & Loan Association. Mrs. Zimmerman seconded the motion. Mr. Duess abstained from voting and the motion was passed unanimously by the remaining Board members.
- B. BILLS PRESENTED FOR PAYMENT: Mr. Duess noted that the Budget Report is not corrected to the Actual Budget figures. Mr. Yeager questioned the \$258.48 Chambers Record invoice. Mrs. Reed clarified this by stating this bill was the result of many orders, the total amount of which appeared on one invoice. Mr. Duess made the motion to make payment for the bills presented. Mrs. Zimmerman seconded and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zimmerman submitted for the Board's approval the revised vacation policy. Mr. Yeager said the changes were not clearly outlined and after some discussion he motioned that the present vacation policy continue to be in effect until the new schedule is presented. Mr. Duess seconded and the motion was passed unanimously. Mayor Falcone recommended that Mrs. Zimmerman check the revisions against the Town vacation policy.

Mrs. Zimmerman motioned that Mrs. Chesnut, part-time reference Librarian, be raised to a salary of \$5.75 per hour. After some discussion Mrs. Zimmerman moved to table her motion until she receives further clarification from the accountants on this matter. Mr. Yeager seconded and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mayor Falcone motioned to accept the Acting Director's Report. Mr. Kupferer seconded and it was passed unanimously.

OLD BUSINESS:

Mr. Kupferer met with Jack Lee at the Tory Corner Branch to discuss repairs and redecoration. It was noted that the floors are old and may be unsafe to support heavy objects, such as metal book shelves. Mayor Falcone offered to check on the conditions and to have the Town engineers inspect the premises.

Mayor Falcone read a letter addressed to Councilor Mangino from Anthony J. Statile regarding Marjorie Bosin. The amount due Mrs. Bosin depends on her title. The letter stated an amount in excess of \$7,000 plus interest and lawyer fees would be due Mrs. Bosin. As advised by the Mayor, this letter will be directed to the attention of Mr. Harry Margolis in view that the above is directed to the Town of West Orange.

NEW BUSINESS:

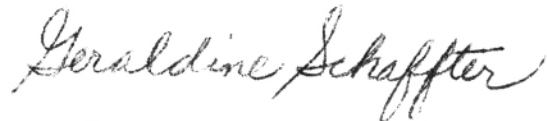
The new resolutions proposed by Aaron Eisenberg were discussed. A total amount of \$7,200 is requested for accountant fees for 1972. This amount exceeds that allocated in the budget. No action was taken.

Mrs. Zimmerman motioned that the library rent a Microfilm Retriever on a monthly basis of \$109 per month for a three month trial period. Mr. Duess seconded and it was passed unanimously.

Mrs. Zeitlin informed the Board about the publicity the West Orange Library received in the March edition of the U*N*A*B*A*S*H*E*D Librarian, a quarterly publication by the Director of the Orange Public Library. The old Booky book charging system, a Jonas inovation which has long since been replaced, was incorrectly stated as still being in use. Mayor Falcone will offer his suggestions on this situation and they will be mailed to each Board member.

Mr. Yeager motioned to adjourn the meeting at 7:00 P.M. Mr. Kupferer seconded. The next meeting will be held Tuesday, April 25.

Respectfully submitted,

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

Geraldine Schaffter

THE "BOOKY"TM POSITIVE CHARGING SYSTEM AS USED AT THE WEST ORANGE (N.J.) PUBLIC LIBRARY

When we first entered the library game, after being in business, we were amazed at the lack of confidence of librarians when a hard-hearted client insisted that he had returned "that" book. The librarian inevitably would have a set speech of this sort: "We shall be glad to look for your book in our collection, and we shall place a reserve on it for one month. Would you, also, please search, once more, at home, in your car, at your office, just in case it may show up there? If you will please report back in thirty days, we can take it from there."

Now, gossips of the library world may have reported to you that we invented a new charging system for the purpose of collecting fines. Not so. We invented our charging system for the purpose of eliminating all those "claims returned" cases which are hidden, by most other libraries, in the "back room". There is no such thing as a claims returned case at West Orange. We invented our charging system for the purpose, too, of putting the librarian in the driver's seat, for a change.

To put things quite bluntly, we have circulated, since 1959, almost four million items, and we've never found the system wrong!

When we tried to describe our system to one of our library school teachers, he wrote, "Don't you know that there is no such thing as a perfect system??!!!"

When you have read further about the system, you may be tempted to say, "Oh, that sounds like the 'Brown Bag System' used in England." I prefer to compare the "Booky" system with a Chinese laundry system wherein you receive your shirts only when you present a numbered "ticket". The laundry system uses transaction numbers too!

A feature: the "Booky" system is fastest of all when it's overdue letter

time. On hand are the name of the borrower, address, name of book, author, title, price. There is no developing a microfilm; no searching to see who belongs to transaction number 87442; no chance of reversing one of the numbers so that you find yourself looking for 78442. A feature that should appeal to library clerks is the fact that there is no filing at any time. All "filing" has been done for the library by the simple expedient of turning each transaction number pocket "around" at the time of charging!

Here's how the system works: Three rolls of labels are placed in a simple, hand-operated label dispenser: twin transaction number labels are on one roll; date-due labels for 14-day books are on a second roll; and date-due labels for 28-day books are on a third roll. Actually, the twin labels remain on their roll in the dispenser until another roll may be needed. The only daily change is for the date-due label rolls, which are put in the dispenser in eight seconds flat.

87/442	87/442	DUE APR 14	DUE APR 28
87/441	87/441	DUE APR 14	DUE APR 28
87/440	87/440	DUE APR 14	DUE APR 28
etc., etc.	etc., etc.	etc., etc.	etc., etc.

Each client receives gratis, at time of joining the library, six small cards, each of which contains his name, address, signature. If he loses a card, or if he wishes more cards, limitless extra cards may be had at 5¢ each. A record is kept of additional cards issued.

Client brings a book to control desk for charging out process.

Library clerk opens book to back book

"BOOKS" THE POSITIVE CHARGING SYSTEM (continued)

pocket, takes an empty transaction pocket, places label 87/440 at top of transaction pocket and the twin 87/440 label at top of book pocket, together with an appropriate date-due label. Clerk removes book number card from book and places book card in transaction pocket. Clerk also puts a borrower's card in transparent plastic holder which is part of the transaction pocket. The clerk then turns transaction pocket around and places it in a tray so that the lowest number is first in the line of pockets; thus, there will be no filing tomorrow morning! (The first number is first, etc., etc., in the tray.) When the day's circulation activity has ended, the clerk places a tall card in front of the first transaction pocket, and information like this is recorded:

87/440 thru 87/970 14-day books due
April 14/72
28-day books due
April 28/72

When the borrower returns his book, library clerk opens book to back. He sees that book is not overdue, and he sees label 87/440. He then goes to trays, removes transaction pocket which contains twin label 87/440, pulls out borrower's card, calling aloud, "Mrs. Brown". If it's Mrs. Brown who is the borrower, Mrs. Brown replies, "Yes", or "Uh, hum". If it's not Mrs. Brown who is the borrower, the lady will be quite irritated and say, "I am Mrs. Wappinger." Clerk then says, "Sorry, wrong number. I pulled the wrong number. Here is 87/440. I had pulled 87/448! Mrs. Wappinger?" Mrs. Wappinger receives her borrowing card (one of the six issued), and she goes away happy. (Of course, if more than one book had been borrowed, a borrowing card would have been returned for each book returned.) As you have seen, the borrower serves as a double-check for the library clerk. Most of

our clerks are pretty darned accurate, but we insist that they call the client's name in a rather loud voice for every single item so that the client will serve as this double check.

Later, labels may be removed or, if speed is desired, information on labels may be crossed out rapidly with a felt tipped pen and labels may be left in place.

That's all there is to the system. It works. It saves money, staff time, and, most importantly, gets items returned to the library.

What are the faults? Well, there is no clicking sound when we charge out books! Some librarians like to hear a click, we have learned. If one hundred clients suddenly return their books at 3:15 P.M., there will be a slight delay. We figure that these taxpayers have been getting services free at the library; so they can wait a few seconds, if necessary. After all, how many times have you waited at a bank when a payroll line is awaiting salary checks? How many times have you waited at the entrance of the Lincoln Tunnel because there has been an accident in the tunnel? How many times have you waited in line, with groceries to be checked out, at your favorite Pantry Pride, Acme, A & P, Shop-Rite? A librarian shouldn't be afraid to keep a borrower waiting a few seconds. Get off the defensive! Our staff got off, in 1959, at West Orange.

Bob Jonas
West Orange (N.J.) Public Library

WEST ORANGE, N.J.
PUBLIC LIBRARY

**YOUR
FRIENDLY
LIBRARY**

**I PROMISE TO PAY
ALL LIBRARY FINES/
CHARGES ON DEMAND**

Signature Ernie Henning

LEND ONE
ITEM

WEST ORANGE PUBLIC LIBRARY

V A C A T I O N P O L I C Y

I wish to hereby recommend the following changes be made in the vacation policy of the West Orange Free Public Library to bring it in line with other libraries in the area and also commensurate with that instituted at our Town Hall:

That: 1. Full-time professional librarians be allowed 24 working days for vacation during the calendar year calculated on the basis of a five-day work week.

Vacation be taken within said calendar year unless professional responsibilities require the services of individual before the end of vacation period. Under these circumstances unused vacation time should be allowed during the next year, with the approval of the library director or the person appointed for matters such as these.

2. Full-time non-professionals with five or more years of continued employment in the library be given 20 working days of vacation with pay.

3. Full-time non-professional workers with less than five years tenure be given 12 working days for vacation.

4. Part-time non-professional workers who have been employed for five years or more be given 15 working days vacation with pay.

5. Part-time non-professional workers with less than five years of service be given 12 working days off with pay.

6. Persons working at hourly rates do not receive paid vacations.

7. Part-time professional workers' vacations will be worked out with the Director and Board of Trustees.

SICK LEAVE

1. All full-time workers receive one working day Sick Leave each full month of service, with unused portion of Sick Leave to be cumulative. New employees may not be eligible to use Sick Leave until they have worked three months.
2. Illness must be reported between 9:00 A.M. and 9:30 A.M. to the Department Head or the Director.
3. A staff member absent on Sick Leave for more than three consecutive working days will be required to submit a doctors' statement.
4. A staff member absent on Sick Leave for periods totaling twelve days in one calendar year consisting of periods of less than three days, shall submit acceptable medical evidence for any additional Sick Leave during that year unless such illness is of a chronic nature to require recurring absences of one day or less in which case only one doctor's certificate shall be necessary for a period of six months.
5. Proof of illness may be required for an employee on Sick Leave whenever such requirements appear reasonable. Abuse of Sick Leave shall be cause for disciplinary action.
6. For death in the immediate family, five days of Sick Leave may be used.

Immediate family means father, mother, spouse, child, sister, brother and relative or friend residing in employee's household.

For death in the non-immediate family, one day of Sick Leave may be used on day of funeral.

LEAVE OF ABSENCE

1. No vacation time can be accrued during Leave of Absence.
2. Leave of Absence without pay may be granted to permanent full-time personnel for specific reasons. Requests for such leaves must be presented to the Director and approved by the Library Board of Trustees.

THE EDITOR'S VIEW OF THE NEWS

HA'PENNIES FROM HEAVEN

Governor Cahill's budget for fiscal 1973 (i. e., the year ending June 30, 1973) includes only \$7,990,457 for state aid to libraries. This falls far short of the \$9,921,387 authorized for this purpose and will severely restrict the amounts distributed to libraries around the state in October 1972. Trustees, and concerned citizens may wish to urge remedial action upon the legislators. Assembly Bill no. 681 provides for full funding of the State Library Aid Law and is now in the Committee on Education. Send letters of support to the Committee on Education and to your Assemblyman.

The first decisive action of NJLA's infant Grievance Committee appeared for awhile to be headed for legal tests. But firmness carried the day. After thorough investigation of a situation in which a NJLA member claimed that vacation time due her was withdrawn by her library's board of trustees, the G. C. sided with the employee and chairman, Ken MacPherson, informed the library board that censure procedures would be invoked if the vacation allowance was not reinstated. The Board, through its attorney, responded with a threat to test in court the right of NJLA to censure a duly constituted public body. The Grievance Committee and the NJLA Executive Board stood firm. Verbal indications are that the Library Board and the complainant have reached an agreement incorporating part of what the Grievance Committee recommended. Pending written notification of the withdrawal of the complaint, the case has come to a satisfactory close.

Meanwhile, the Clifton case (see October 1971) remains open. Library board and staff changes since the original censorship complaint have further complicated matters. The trustees seem to have repeatedly procrastinated on the question of meeting with the Grievance Committee. So, the Grievance Commit-

tee has been instructed by the Executive Board to hold public hearings in Clifton, with or without the cooperation of the library board.

THE PRICE OF VIGILANCE

But while the Grievance Committee is riding tall in the saddle, others are running for cover. Discussion of insurance and legal protection in the event of court action consumed considerable time at the last two Executive Board meetings. One insurance firm consulted by an Executive Board member has recommended (don't they always?) the need for up to \$5,000,000 in insurance protection. But other board members pointed out that since the annual budget of NJLA is only about \$20,000, and its assets are virtually nil, it is hard to see how any litigant could expect to collect millions of dollars in a court suit. "Danger lies in the minds of man," pronounced another.

And, at a time when legal support seems especially important, NJLA's attorney has demanded a 25% increase in his rate from \$40 to \$50 per hour. (It is his legal opinion, given free of charge, that attorney's fees are exempt from price controls). Last year, the attorney received \$1,600 for 40 hours work (\$400 over budgeted retainer), and he estimates a cost overrun of \$500 on the college librarian's case for which NJLA has allotted \$1,000. (Ironically, Sally Sullivan has had to persist for six months to get Executive Board approval of a \$22 to \$44 annual budget for her Children's and Young People's Newsletter).

"Protection" costs (insurance and legal) could soon consume 20% of the NJLA budget, it was pointed out.

AVOID DUES: BECOME AN OFFICER

One candidate for Executive Board in the upcoming elections, it was discovered, was not a member of NJLA. The office seeker was prepared to join, but requested a reduced rate since the membership year is half over. Initial Executive Board indignation changed to embarrassment when

ACTING DIRECTOR'S REPORT
to the
LIBRARY BOARD OF TRUSTEES

March 28, 1972

The month of March has seen some new developments at the West Orange Free Public Library. A new filing cabinet to house applications for borrowers has been installed under the desk of the Adult Counter. Sizes in application cards have been reduced to fit in the file drawers, thereby eliminating the large, bulky cards which curled over and looked horrible on the shelves of the secretary's room.

Also, counter top shelves have been installed in the Reference area. These shelves are attractive and serve a dual purpose--to house Reference Books and as a divider between the lounging and Reference areas. Shelves on the panel wall have been extended on both sides and a long overdue desk has been purchased for our Reference Librarian.

Miss Cushing attended a two-day Workshop on A-V equipment and materials in New Brunswick. A Map Workshop sponsored by the Graphics Committee of NJLA History and Bibliography Section was attended by Mrs. Czarnecki at Maplewood Public Library on March 21. The Workshop on training non-professional college graduates, which was scheduled to begin on March 15, at Newark Public Library and attended by Mrs. Benjamin, has been postponed indefinitely because of the bus strike.

The staff, in general, is doing a wonderful job in vital areas such as good public relations, cooperation and being involved in the inner workings of the library.

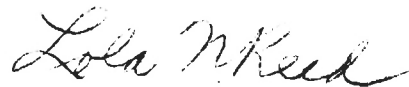
Mrs. Magno, who suffered a broken ankle, is out of the hospital but has not yet returned to duty.

We received a check in the amount of \$200 from the Smoke-enders for the use of our Conference Room on Wednesday evenings. Their session ended on March 15. They have already engaged the room for another 10-week session to begin on April 5.

Tremendous strides have been made in our Acquisitions and Processing Department under the able leadership of Mrs. Czarnecki and the serious dedication of both Mrs. Aronson and Mrs. Seidler. They are to be commended.

Although there was one "sour" note in our local paper this month (which I was able to rectify), we have had some very favorable publicity.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lola N. Reed".

Lola N. Reed
Acting 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.

MARCH 6, 1972

BOARD OF TRUSTEES
WEST ORANGE PUBLIC LIBRARY
46 MT. PLEASANT AVENUE
WEST ORANGE, NEW JERSEY 07052

ATTENTION: MRS. M. ZEITLIN, PRESIDENT

IN RE: BACK PAY AWARD - MRS. BOSIN

GENTLEMEN:

IN OUR LETTER ADDRESSED TO THE BOARD OF TRUSTEES DATED
DECEMBER 10, 1971, WE MADE THE FOLLOWING PROPOSAL:

"4. THAT WITH RESPECT TO THE CONTINGENT STATUS OF THE BACK
PAY AWARD TO MRS. BOSIN, AS TO WHICH CLARIFICATION IS BEING SOUGHT THROUGH
COUNSEL FOR THE LIBRARY FROM THE STATE HEARING EXAMINER, THERE ARE, THREE
AMOUNTS WHICH MAY POSSIBLY BECOME PAYABLE:

1. AMOUNT CLAIMED AS SENIOR LIBRARIAN
IN BEHALF OF MRS. BOSIN AS OUTLINED
IN LETTER ON FILE FROM HER ATTORNEY \$ 7,066.59
2. AMOUNT COMPUTED ON STATUS AS JR. LIBRARY
ASSISTANT (\$4,050 PER ANNUM) 12/31/69
THRU TO 8/4/71 3,243.97
3. AMOUNT COMPUTED ON STATUS AS JR. LIBRARY
ASSISTANT AT BASE OF \$5,500 PER ANNUM
ORDERED AT 8/4/71 5,562.87

THAT ACCORDINGLY THE LOWEST OF THE THREE AMOUNTS ABOVE, \$3,243.97
BE SET ASIDE BY THE BOARD AS AT 12/31/71 AS BEING PAYABLE TO MRS. BOSIN PENDING
FINAL DECISION/ADJUDICATION."

THE AMOUNT OF \$3,243.97, UPON APPROVAL OF THE BOARD, WAS THEREFORE
SET UP AS A CONTINGENT LIABILITY OF THE LIBRARY AS OF DECEMBER 31, 1971 IN THE
ABSENCE OF MORE SPECIFIC AND EXPLICIT DIRECTION AS TO THE ACTUAL AMOUNT INTENDED
BY THE HEARING EXAMINER AND PENDING THE CLARIFICATION IN THIS REGARD WHICH WAS
SOUGHT THRU THE ATTORNEY FOR THE LIBRARY. THE COMPUTATION OF THE ALTERNATIVE
AMOUNTS AS SET FORTH IN OUR LETTER ABOVE, IS GIVEN AS FOLLOWS:

BOARD OF TRUSTEES

-2-

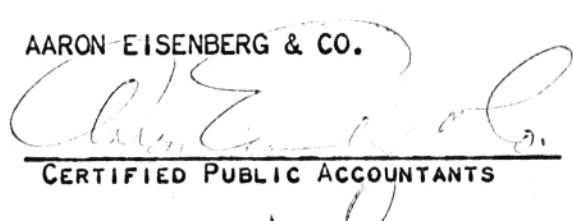
MARCH 6, 1972

	<u>PER LETTER FROM BOSIN ATTORNEY</u>	<u>SCALE AT JR. LIB. ASST.</u>	<u>\$5,500 YEAR REEMPLOYMENT ORDER OF 7/28/71</u>
YEARLY SALARY	<u>\$ 6,020.00</u>	<u>\$ 4,050.00</u>	<u>\$ 5,500.00</u>
12/15/69 - 12/31/69 (1/2 mo.)	\$ 250.83	(MRS. BOSIN WAS (MRS. BOSIN WAS (PAID THRU (PAID THRU (12/31/69 (12/31/69	
1970	6,020.00	\$ 4,050.00	5,500.00
1971 (7 mo.) 1/1/71-7/31/71	3,511.69	2,362.50	3,208.38
4 DAYS IN AUGUST 1971	66.88	64.28	87.30
	<u>9,849.40</u>	<u>6,476.78</u>	<u>8,795.68</u>
<u>ADD: INCREMENT</u>	<u>140.00</u>	<u>140.00</u>	<u>140.00</u>
<u>ACROSS THE BOARD</u>	<u>750.00</u>	<u>300.00</u>	<u>300.00</u>
	<u>10,739.40</u>	<u>6,916.78</u>	<u>9,235.68</u>
EARNINGS - OUTSIDE	<u>3,672.81</u>	<u>3,672.81</u>	<u>3,672.81</u>
	<u>7,066.59</u>	<u>3,243.97</u>	<u>5,562.87</u>
WORKMENS COMPENSATION AWARD - (ESTIMATED)	<u>2,500.00</u>	EST <u>2,500.00</u>	<u>2,500.00</u>
<u>NET AFTER WORKMENS COMPENSATION ??</u>	<u>\$ 4,566.59</u>	<u>\$ 743.97</u>	<u>\$3,062.87</u>

PLEASE NOTE, NONE OF THE ALTERNATIVE AMOUNTS GIVEN TAKE INTO ACCOUNT POSSIBLE DEDUCTION FOR THE WORKMENS COMPENSATION AWARD ALREADY RECEIVED BY MRS. BOSIN, THE ACTUAL AMOUNT OF WHICH MAY POSSIBLY BE DEDUCTIBLE UPON CONSIDERATION BY THE HEARING EXAMINER. THUS, EVEN THE MAXIMUM AWARD MIGHT BE CONSIDERABLY REDUCED IF THIS BE TAKEN INTO ACCOUNT. OF COURSE, THIS IS A MATTER FOR DETERMINATION BETWEEN COUNSELLOR AND THE HEARING EXAMINER.

VERY TRULY YOURS,

AARON EISENBERG & CO.



CERTIFIED PUBLIC ACCOUNTANTS

AE/DB
ENCS.

P.S. SEE ALSO OUR LETTER OF NOVEMBER 12, 1971 (COPY ATTACHED) ON THE SAME SUBJECT.

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.

NOVEMBER 12, 1971

BOARD OF TRUSTEES
WEST ORANGE PUBLIC LIBRARY
WEST ORANGE, NEW JERSEY 07052

IN RE: MARJORIE (RUBIN) BOSIN

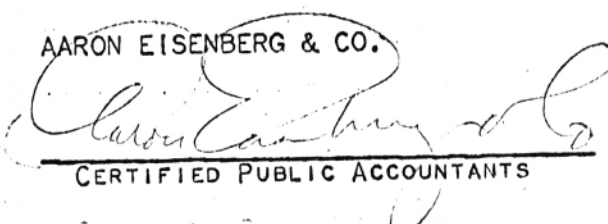
GENTLEMEN:

THE STATUS OF THE RETROACTIVE PAY DUE TO MRS. BOSIN UPON HER REINSTATEMENT AS AN EMPLOYEE OF THE LIBRARY STILL CONTINUES TO BE UNCERTAIN IN AMOUNT DUE TO THE FACT THAT THE ORDER OF THE CIVIL SERVICE COMMISSION REQUIRING HER REINSTATEMENT AS A JR. LIBRARY ASSISTANT IS NOT CLEAR AS TO WHETHER SHE IS TO BE AWARDED BACK PAY FROM THE DATE OF LAY-OFF, DECEMBER 15, 1969 TO THE DATE OF HER RETURN TO WORK ON AUGUST 9, 1971 AS A JR. LIBRARY ASSISTANT OR AS A SENIOR LIBRARY ASSISTANT AS CLAIMED BY DAVID I. FOX, ESQ., HER ATTORNEY, IN HIS LETTER DATED AUGUST 4, 1971 ADDRESSED TO THE CHIEF EXAMINER, CIVIL SERVICE COMMISSION.

A COPY OF THE LETTER OF MR. FOX AND OF THE DECISION OF THE CIVIL SERVICE COMMISSION DATED JULY 28, 1971, ADDRESSED TO MRS. REED AS THE ACTING LIBRARY DIRECTOR WAS SUBMITTED TO US ON OCTOBER 16, 1971 WITH THE REQUEST THAT WE CONTACT VINCENT MANGINO, ESQ., LIBRARY BOARD COUNSEL AND REQUEST THAT HE ADVISE US AND THE BOARD AS TO ANY CLARIFICATION AND DIRECTION HE MIGHT OBTAIN FROM THE CIVIL SERVICE COMMISSION WITH REGARD TO THIS MATTER. WE HAVE NOT YET HEARD FROM MR. MANGINO AND WOULD APPRECIATE ADVICE FROM THE BOARD OF TRUSTEES WITH RESPECT TO ANY FURTHER INFORMATION OR DIRECTION TO US THAT WOULD PROPERLY DISPOSE OF THE PAYMENT OF THIS SUSPENDED BACK PAY AWARD.

VERY TRULY YOURS,

AARON EISENBERG & CO.


CERTIFIED PUBLIC ACCOUNTANTS

AE/db

B u d g e t R e p o r t

West Orange Public Library

LIBRARY BOARD MEETING OF MARCH 28, 1972

EXPENDITURE DETAIL	PROPOSED BUDGET 1972	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	1972 BILLS EXPENDED THROUGH 2/29/72	1972 UNEXPENDED BUDGET BALANCE ON 2/29/72	1972 BILLS - ACCOUNTS PAYABLE OUTSTANDING 2/29/72	1972 BUDGET BALANCE @ 2/29/72
1. Salaries	228,247	16,126.43	32,696.58	195,550.42		195,550.42
2. Books	60,000	3,541.64	3,541.64	56,458.36	3,292.20	53,166.16
3. Binding	1,600	141.05	141.05	1,458.95	94.15	1,364.80
4. Supplies	10,000	515.65	515.65	9,484.35	465.31	9,019.04
5. Insurance	4,000	1,030.86	561.86	3,438.14		3,438.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition. 17,000		979.96	979.96	16,020.04	1,000.98	15,019.06
7. Maintenance-Tory Cor. 540		135.00	135.00	405.00		405.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling) 3,500		143.14	143.14	3,356.86		3,356.86
9. Telephone	950	90.87	90.87	859.13	107.88	751.25
10. Community relations; publicity; reading contests, etc... 500				500.00	18.25	481.75
11. Service contracts	500	135.50	135.50	364.50	27.00	337.50
12. Transportation	350	38.15	38.15	311.85		311.85
13. Postage	2,000	29.50	29.50	1,970.50		1,970.50
14. Conventions	1,000			1,000.00		1,000.00
15. Audit	150			150.00		150.00
16. Equipment	12,000	816.00	816.00	11,184.00		11,184.00
17. Contingency	500			500.00		500.00
18. Magazines	4,000	2,916.78	2,916.78	1,083.22	80.44	1,002.78
19. Audio-visual; microfilm; phono rec., reproductions; framing etc.. 6,000		89.26	89.26	5,910.74	623.36	5,287.38
20. Xerox (inc. supplies) -0-				-0-		-0-
21. Accounting services 7,200		600.00	600.00	6,600.00	600.00	6,000.00
22. Consultant (architect's prelim. drawings) 3,500				3,500.00		3,500.00
	<u>\$363,537</u>	<u>\$27,329.79</u>	<u>\$43,430.94</u>	<u>\$320,106.06</u>	<u>\$6,309.57</u>	<u>\$313,796.49</u>

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY

STATEMENT OF ALL FUND BALANCES -
RECEIPTS AND DISBURSEMENTS

MONTH OF FEBRUARY 1972

	1972	1972	1971-72	BOOK SALES	CASH FUNDS	PRIOR YEARS
	TOTAL	1972	FINES &	1972	SALARY	EXCESS
	ALL	BUDGET	RESERVES	LOST BOOK	CONTINGENCY	PROPERTY
	FUNDS	FUND	FUND	FUND	FUND	FUND
I FEBRUARY 1, 1972 BALANCE	\$127,496.84	\$74,698.85	\$ 1,822.11	\$ 199.91	\$13,545.71	\$ 1,999.80
						\$ 326.25
						LIBRARY
						IN
						FUND
						BALANCES
						\$ 34,904.21

ADD:

FEBRUARY 1972 RECEIPTS

FINES	(1,410.10
PHOTOCOPY	(28.05
NON RESIDENT FEES	(5.00
TELEPHONE	(9.99
BOOK RENTAL	(8.65

BOOK SALE	129.91
LOST BOOK FUND	(51.65
	78.26

EXCESS PROPERTY SOLD	445.00
SALARY CONTINGENCY - JONAS	1,320.79

II TOTAL FEBRUARY 1972 RECEIPTS	3,357.49	-	1,461.79	129.91	1,320.79	445.00	-	-
TOTAL AVAILABLE (I PLUS II)	130,854.33	74,698.85	3,283.90	329.82	14,866.50	2,444.80	326.25	34,904.21

III FEBRUARY 1972 EXPENDITURES

FEBRUARY 1972 BUDGET	27,329.79	27,329.79						
LOST BOOK FUND	25.74			25.74				
LEGAL EXPENSE RE: JONAS TRIAL	900.00					900.00		

IV FEBRUARY 29, 1972 FUND BALANCES	\$102,598.80	\$47,369.06	\$ 3,283.90	\$ 304.08	\$ 14,866.50	\$ 1,544.80	\$ 326.25	\$ 34,904.21
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V REPRESENTED BY:

CHECKING A/C-NATL. Nwk & ESSEX	\$ 82,151.25	1968 BUDGET	3.19
CASH FUND IN LIBRARY	412.08	1970 BUDGET	150.00
WEST ORANGE S & L ASSN.:		1970 FINES & RESERVES	2,930.16
SAVINGS A/C #TC 3386	3,283.90	1971 EXCESS STATE AID	2,885.00
#TC 3375	340.27	1971 FINES & RESERVES	22,809.61
10085	14,866.50	1971 LOST BOOK FUND	2,564.76
NATL. Nwk & ESSEX #51658	1,544.80	1971 ACCTS. PAYABLE-BOSIN	3,311.49
		1971 ACCTS. PAYABLE-HART	150.00
TOTAL CASH BALANCES 2/29/72	\$102,598.80	TOTAL PRIOR YEARS	\$34,904.21

WEST ORANGE PUBLIC LIBRARY

FEBRUARY 1972 BILLS PRESENTED FOR PAYMENT
ON MARCH 28, 1972

CHECKS ARE DATED
FEBRUARY 29, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5525	PETTY CASH	4. SUPPLIES	\$ 11.08
		6. MAINT.-MAIN	1.42
		12. TRANSP.	38.15
		19. AUDIO Vis.	1.60
		Lost Book Fund	<u>25.74</u> \$ 76.99
5526	NATL. NWK & ESSEX BANK		
	W/T EMPLOYEES-FEB. 1972	1. SALARIES	1,906.81
5527	P.E.R.S. - PENSION #20284	1. "	451.16
5528	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	50.94
5529	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	12.00
5530	TOWN OF WEST ORANGE - FEDERAL		
	CREDIT UNION	1. "	210.00
5531	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94
5532	WEST ORANGE PUBLIC LIBRARY -		
	SALARY CONTINGENCY FUND	1. "	1,320.79
	NET PAYROLL CHECKS - FEB. 1972		
	#100-152	1. "	<u>11,737.79</u>
	<u>TOTAL</u>		16,203.42
<u>ADD:</u>	TOTAL CHECKS #5470-5524 PRESENTED FOR		
	PAYMENT FEBRUARY 29, 1972		<u>11,152.11</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF FEBRUARY 1972 - REG. A/c</u>		27,355.53
<u>LESS:</u>	#5525 Lost Book Fund	Lost Book Fund	<u>25.74</u>
	<u>TOTAL EXPENDITURES PER BUDGET REPORT - FEBRUARY 1972</u>		<u>\$27,329.79</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

[Signature]

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

FEBRUARY BILLS, ACCOUNTS PAYABLE - FEBRUARY 29, 1972

PRESENTED FOR PAYMENT MARCH 28, 1972

CHECKS ARE DATED
MARCH 28, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5534	AMERICAN ASSOC. FOR HEALTH, PHYS. ED. & RECREATION	18. MAGAZINES	\$ 25.00
5535	BENEFIC PRESS	19. AUDIO VISUAL	12.97
5536A	R. R. BOWKER CO.	2. BOOKS	\$ 31.90
B	" " " "	2. "	38.50
5537	BRO-DART, INC.	4. SUPPLIES	122.45
5538	JAMES BROWN & SON	3. BINDING	94.15
5539A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	93.48
B	" " " "	19. " "	37.95
C	" " " "	19. " "	38.90
D	" " " "	19. " "	44.47
E	" " " "	19. " "	20.01
F	" " " "	19. " "	258.48
5540	CONGRESSIONAL QUARTERLY	18. MAGAZINES	6.95
5541	DEMCO EDUC. CORP.	4. SUPPLIES	70.27
5542	DEMCO EDUC. CORP.	4. "	12.16
5543	EBSCO SUBSCRIPT. SVC.	18. MAGAZINES	34.39
5544A	ENCYCLOPEDIA BRITANNICA EDUC. CORP.	2. BOOKS	15.45
B	" " " "	2. "	384.50
5545	AARON EISENBERG & CO.	21. ACCTG. SVC.	600.00
5546	EVERGLADES PUBLISHING CO.	2. BOOKS	3.00
5547A	FOLLETT PUBLISHING CO.	2. "	3.59
B	" " " "	2. "	4.07
C	" " " "	2. "	35.85
5548A	GAYLORD BROS. INC.	4. SUPPLIES	29.75
B	" " " "	4. "	30.60
C	" " " "	4. "	100.84
5549	GENERAL LEARNING CORP.	2. BOOKS	11.87
5550	THE HIGHSMITH CO. INC.	4. SUPPLIES	20.99
5551	KULACS ENGRAVING	10. COMM. REL.	18.25
5552	MARBORO BOOKS, INC.	2. BOOKS	62.67
5553	MCGRAW HILL BOOK CO.	2. "	17.92
5554	MONROE	11. SVC. CON.	27.00
5555A	NATIONAL FUEL OIL CO.	6. MAINT.-MAIN	12.50
B	" " " "	6. " "	412.79
5556	N.J. BELL TEL. CO.	9. TELEPHONE	107.88
5557A	N.Y. TIMES	19. AUDIO-VIS.	(118.74)
B	" " " "	19. " "	(89.16)
C	" " " "	19. " "	325.00
5558	ORANGE NEWS CO.	18. MAGAZINES	14.10
5559	PITNEY BOWES	4. SUPPLIES	4.05
5560	PUB. SVC. E & G	6. MAINT.-MAIN	575.69
5561A	A. H. ROEMER CO. INC.	2. BOOKS	408.95
B	" " " "	2. "	716.61
C	" " " "	2. "	461.49
D	" " " "	2. "	655.86
E	" " " "	2. "	(26.71)
F	" " " "	2. "	(8.63)
G	" " " "	2. "	(6.60)
H	" " " "	2. "	(16.67)
I	" " " "	2. "	46.48
J	" " " "	2. "	(9.97)
K	" " " "	2. "	(12.62)
L	" " " "	2. "	119.24
M	" " " "	2. "	(28.11)
N	" " " "	2. "	270.26
5562	H. F. SCHMIDT & CO.	4. SUPPLIES	2,569.58
			7.95

WEST ORANGE PUBLIC LIBRARY
FEBRUARY BILLS, ACCOUNTS PAYABLE - FEBRUARY 29, 1972
PRESENTED FOR PAYMENT MARCH 28, 1972

CHECKS ARE DATED
MARCH 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5563	STATE INDUSTRIAL DIRECTORIES	2. BOOKS	\$ 90.00
5564	SCHOCKEN BOOKS, INC.	2. "	1.96
5565	TIME LIFE BOOKS	2. "	21.34
5566	TYPEWRITER & OFFICE MACHINE CO.	4. SUPPLIES	15.00
5567A	UNITED COFFEE BREWERS	4. "	\$ 25.00
B	" " "	4. "	26.25
			<u>51.25</u>
<u>TOTAL CHECKS ISSUED THRU TO MARCH 28, 1972</u>			<u>\$ 6,309.57</u>

PAYMENT RECOMMENDED BY:

Lola N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *[Signature]*
CERTIFIED PUBLIC ACCOUNTANTS

February 29, 1972

A G E N D A

BOARD OF TRUSTEES MEETING
WEST ORANGE PUBLIC LIBRARY

- I. MINUTES OF PREVIOUS MEETING
- II. TREASURER'S REPORT
- III. PERSONNEL COMMITTEE REPORT
- IV. ACTING DIRECTOR'S REPORT
- V. OLD BUSINESS
- VI. NEW BUSINESS



FILE NO. _____

TOWN OF WEST ORANGE, NEW JERSEY

HARRY A. MARGOLIS
TOWN ATTORNEY

REPLY TO
60 PARK PLACE
NEWARK, N. J. 07102
623-2530

February 8, 1972

Hon. Louis P. Falcone, Mayor
Town Hall
West Orange, N. J.

Hon. Town Council
c/o Thurman J. Williams, Town Clerk
Town Hall
West Orange, N. J.

Gentlemen:

The composite claim of the Town of West Orange, in connection with the flooding damage of August 1, 1971, in the sum of \$11,974.92, has been rejected by Mr. James Fulcher, the adjuster for S. J. Groves & Sons Company.

Do I have your authorization to proceed to suit in this matter?

Sincerely,

THE TOWN OF WEST ORANGE

By *Harry A. Margolis*
HARRY A. MARGOLIS

HAM:rb

CC: Samuel Warrence, Business Administrator
Mr. Joseph Torlucci
Mr. Ernest Ricca

Mrs. Lola Reed, of W.O. Public Library



OFFICE OF THE MAYOR

LOUIS P. FALCONE
MAYOR

WEST ORANGE, NEW JERSEY

February 10, 1972

Harry A. Margolis, Esq.
60 Park Place
Newark, N. J.

Dear Mr. Margolis:

I believe that the only authorization that would be binding relative to your letter to me dated February 8, 1972 must come from the Town Council. I am most in favor of instituting suit.

Very truly yours,

Louis P. Falcone
Mayor

LPF:mds

CC: Town Council
Mr. Warrence
Mr. Torlucci
Mr. Ricca
Mrs. Reed

IRA F. EHRENKRANZ AGENCY, INC.

487 PLEASANT VALLEY WAY
WEST ORANGE, NEW JERSEY 07052
Telephone: 736-5170

January 26, 1971

Mrs. Lola Reed, Acting Director
Trustees of West Orange Free Public Library
40 Mount Pleasant Ave
West Orange, N.J.

Dear Mrs. Reed:

At the request of Mr. Benjamin Yeager
of this date, this office has written three (3) policies
for the Library.

- | | |
|--|-----------|
| 1. Workmens Compensation - Insurance Co. of No. America | \$780.00 |
| 10/15/71-72 NWC 19 69 30. This covers professional,
clerical, non-professional and drivers. This policy
is subject to audit at the end of each year. | |
| 2. Special Multi Peril policy - Insurance C o. of No. | |
| America GSA 2722 12/21/71-74 (installments) | 965.00 |
| covers two locations 242 Main St. & NJ Srge: | 9.41 |
| 40 Mount Pleasant Ave. This covers contents
and liability. \$15,000 at 242 Main st &
\$325,000 at 40 Mount Pleasant. | |
| 5. Beekmobile- Insurance Co. of No. America | |
| CAL 101551 12/31/71-72 | 942.00 |
| liability 250,000/500,000 and 50,000 Medical
payments, comprehensive and Collision (100 Ded.) | |
| | <hr/> |
| | \$2696.41 |

If you have any questions, please do not
hesitate to call.

Sincerely,

IRA F. EHRENKRANZ AGENCY, INC.

Ira Ehrenkranz

IE/bh

Representing: HARTFORD FIRE INSURANCE COMPANY, HARTFORD ACCIDENT AND INDEMNITY COMPANY
and HARTFORD LIFE INSURANCE COMPANY

THE HARTFORD INSURANCE GROUP

HARTFORD PLAZA, HARTFORD, CONNECTICUT 06115



WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, FEBRUARY 29, 1972

At the February meeting of the Library Board of Trustees former President, Mr. Ira Ehrenkranz, was presented with a plaque to honor his years of service on the Board. The meeting was called to order at 4:20 P.M. by Board President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Ben Yeager, Mr. Richard Duess and Mr. Albert Kupferer. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey representing the Friends of the W. O. Library and Mrs. Harold Seelig, representative of the League of Women's Voters.

MINUTES: Mrs. Zeitlin requested that Mr. Yeager withdraw his additional motion to add \$1,178.00 to the budget. After so doing Mrs. Zimmerman motioned that the minutes for January be accepted. Mr. Kupferer seconded and it was passed unanimously.

TREASURER'S REPORT:

A. FINANCIAL STATEMENT: Mr. Yeager motioned to approve the Financial Statement as it will be corrected to correspond with the budget. Mrs. Zimmerman seconded. Mr. Yeager said the amount of \$2,536.00 is for insurance coverage. Mrs. Zeitlin requested to transfer the amount of money needed to cover Mrs. Czarnecki's salary increase. (Mr. Yeager stated he would first like to contact the Town Attorney to discuss Mrs. Czarnecki's salary increase before any transfer of funds takes place.) ~~STRICKEN FROM MINUTES AT 3-28-72 MEETING~~

(Mr. Duess noted that the \$35,000.00 State Aid has not been approved, and suggested to limit all spending which has not been allocated. He suggested the \$31,000 be allocated according to a line budget as follows: \$11,000 to Budget Section #400, \$1,500 to Section #500, \$5,000 to Section #600 (Maintenance), \$10,000 to Section #700 (Books), \$500 to Section #800 and \$3,000 to Section #900.) ~~STRICKEN FROM MINUTES AT 3-28-72 MEETING~~

B. BILLS PRESENTED FOR PAYMENT: Mr. Duess motioned to approve the payment of the bills with the exception of the Aaron Eisenberg Accountant's bill which will be discussed after the meeting. Mrs. Zimmerman seconded and it passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zimmerman made a progress report on the curtains for the library. It was suggested that ready-made curtains be used in order to save the expense of custom made curtains. Window shades used in some areas would also decrease the cost.

Mr. Kupferer gave a report on his February 28th visit to the Tory Corner Branch. Estimated circulation was: Adult--50 books per month,

Children--300 to 400 books per month. Mr. Kupferer said that repairs and redecorating are essential. Book shelves are needed. There is a possibility of the Community House painting the rooms if the books are removed. Mr. Yeager suggested that Tory Corner be closed for one week during Spring Vacation when the pages would be available to help remove the books. Mrs. Zimmerman will check with Mr. McGee at the Community House to see if the paint job could be arranged.

Mr. Yeager recently contacted the Town Attorney to see what action has taken place on the Town's law suit regarding the flood damage. He was told there was no such law suit. The insurance company has turned down all claims of damage. Mrs. Reed said that she received a letter from the Mayor to the Town Attorney informing him to proceed with the suit.

ACTING DIRECTOR'S REPORT:

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

OLD BUSINESS:

Mrs. Reed announced she will call Mr. Torlucci to get an estimate on the repair of the library roof.

NEW BUSINESS:

Mrs. Reed noted that the Rental Books are being purchased in the quantity of 2 to 3 copies each. Mrs. Zimmerman motioned to continue, at Mrs. Reed's discretion, to have the Rental Shelves at full function. Mr. Yeager seconded and it was passed unanimously.

Mrs. Zeitlin asked the Board's approval to take Mr. Mannheim's recommendations to Town Council. It was approved unanimously.

Mr. Kupferer suggested to look into the possibility of opening Tory Corner Branch for one night a week. Mr. Kupferer motioned to have a larger library branch sign installed in front of the Community House. Mr. Duess seconded and it was passed unanimously.

(Mr. Yeager motioned to adjourn the meeting at 5:25 P.M. Mr. Duess seconded.) AT 3-28-72 MEETING ACTION WAS CORRECTED TO READ: MR. YEAGER MOTIONED THAT THE BOARD CONVEENE IN EXECUTIVE SESSION TO DISCUSS THE BUDGET

The next meeting will be held on Tuesday, March 23, 1972 at 4:30 P.M. in the library.

Respectfully submitted,

Geraldine Schaffter

Geraldine Schaffter

ACTING DIRECTOR'S MONTHLY REPORT
TO THE LIBRARY BOARD OF TRUSTEES

February 25, 1972

Various activities and displays in the library during this month have been quite rewarding. The Art Display by the elementary schools of West Orange attracted many new persons to the library. A display on China in the Children's Room made this week's West Orange Chronicle. This display was set up by students from Our Lady of Lourdes School.

The mid-winter sessions of the preschool program are well attended. Classes are much larger than we would like, but Mrs. Smolan and her assistants are managing very well.

In an effort to eliminate some of the backlog of "reserves" on popular fiction, we have set up a rental collection. These books go very rapidly. It is felt that a rental collection is more expedient than the McNaughton System which we have investigated. By the time popularity has died on rentals, we feel that they will have paid for themselves.

Reference materials are constantly being added to our collection. However, it will take some time of constantly adding to the collection to make it a reputable one. Also, our science section is miserably outdated. We hope to begin to correct this situation during the coming months.

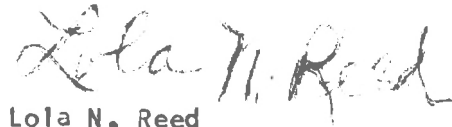
Mrs. Marie Magno, a junior library assistant in the Adult Area, is hospitalized with a broken ankle. Mr. Ford has been absent for more than a week because of the serious illness of his mother.

May I respectfully suggest that the many shelves not in use at the Main library be utilized at the Tory Corner Branch.

Because of the severe snow storm on Saturday, February 19, 1972, the library was closed all day. The closing resulted in a deluge of work over the next few days.

Our statistical reports were completed and mailed to Trenton several days before the deadline on February 15th.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lola N. Reed". The signature is written in dark ink and is positioned above the printed name and title.

Lola N. Reed
Acting 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 23, 1972

BOARD OF TRUSTEES
WEST ORANGE PUBLIC LIBRARY
46 MT. PLEASANT AVENUE
WEST ORANGE, NEW JERSEY 07052

ATTENTION: MRS. MARY M. ZEITLIN, PRESIDENT

GENTLEMEN:

WE SUBMIT HERewith FINANCIAL STATEMENTS THRU TO JANUARY 31, 1972
TO BE PRESENTED AT THE BOARD MEETING ON FEBRUARY 29, 1972.

IN OUR LETTER OF JANUARY 20, 1972 WE INDICATED A SURPLUS OF
\$2,930.16 FROM FINES AND RESERVES BALANCE FROM YEARS PRIOR TO JANUARY 1,
1971 WHICH IS AVAILABLE FOR CARRYOVER FOR EXPENDITURES IN 1972.

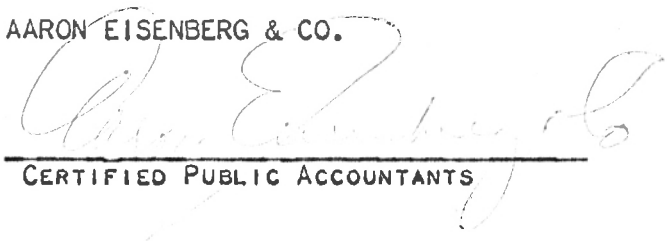
AS SHOWN ON THE STATEMENT OF ALL FUNDS BALANCES, THIS AMOUNT
WILL BE INCREASED AND THE TOTAL AVAILABLE FOR FURTHER EXPENDITURES IN
1972 AS FOLLOWS:

1970 BALANCE - FINES AND RESERVES	\$ 2,930.16
1971 EXCESS STATE AID	2,885.00
1971 FINES AND RESERVES	22,809.61
1971 LOST BOOK FUND	<u>2,664.76</u>
<u>TOTAL AVAILABLE FOR EXPENDITURES - 1972</u>	<u>\$31,289.53</u>

PLEASE NOTE THAT THE ABOVE AMOUNT IS IN EXCESS OF AMOUNTS ADDITIONALLY
SET ASIDE IN THE BOOK SALES, EXCESS PROPERTY FUND OF \$1,999.80, THE 1971 CONTINGENCY
PROVISION FOR SALARY AWARD TO MRS. BOSIN OF \$3,311.49 AS WELL AS \$12,224.92
SET ASIDE IN 1971 FOR CONTINGENT SALARY FOR MR. JONAS. THAT IS TO SAY, BY WAY
OF EMPHASIS, THAT THE \$31,289.53 IS FREE AND CLEAR OF THE FOREGOING FUNDED
CONTINGENCIES.

VERY TRULY YOURS,

AARON EISENBERG & CO.


CERTIFIED PUBLIC ACCOUNTANTS

AE/DB
ENCS.

P.S. PLEASE NOTE THAT THE \$31,289.53 IS PRESENTLY ON DEPOSIT IN THE REGULAR
CHECKING ACCOUNT OF THE LIBRARY BEARING NO INTEREST. IT IS SUGGESTED
THAT SO LONG AS THESE FUNDS ARE NOT PUT TO USE, THAT SAME BE DEPOSITED
INTO A SAVINGS ACCOUNT AT THE EARLIEST OPPORTUNITY FOR PRODUCTION OF
INTEREST INCOME FOR THE LIBRARY.

West Orange Public Library

LIBRARY BOARD MEETING OF FEBRUARY 29, 1972

EXPENDITURE DETAIL	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING IN JAN. 1972			(DEDUCT) ACCOUNTS PAYABLE INCLUDED IN JAN. 1972 EXPENDITURES		UNEXPENDED BUDGET) BALANCE ON 1/31/72		1972 BILLS- ACCOUNTS PAYABLE OUTSTANDING 1/31/72		BUDGET BALANCE 1/31/72	
	BUDGET 1972			12/31/71		1/31/72		1/31/72		1/31/72	
1. Salaries	228,247	16,570.15				221,676.85				211,676.85	
2. Books	60,000	2,311.96	(2,311.96)			60,000.00	3,541.64			56,458.36	
3. Binding	1,600	132.10	(132.10)			1,600.00	141.05			1,458.95	
4. Supplies	10,000	622.79	(622.79)			10,000.00	504.57			9,495.43	
5. Insurance	4,000	505.41	(974.41)			4,469.00	1,030.86			3,438.14	
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	17,000	968.26	(968.26)			17,000.00	978.54			16,021.46	
7. Maintenance-Tory Cor.	540					540.00	135.00			405.00	
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,500	12.10	(12.10)			3,500.00	143.14			3,356.86	
9. Telephone	950	94.33	(94.33)			950.00	90.87			859.13	
10. Community relations; publicity; reading contests, etc...	500					500.00	--			500.00	
11. Service contracts	500					500.00	135.50			364.50	
12. Transportation	350	56.50	(56.50)			350.00	--			350.00	
13. Postage	2,000	312.00	(312.00)			2,000.00	29.50			1,970.50	
14. Conventions	1,000					1,000.00	--			1,000.00	
15. Audit	150					150.00	--			150.00	
16. Equipment	12,000					12,000.00	816.00			11,184.00	
17. Contingency	500					500.00	--			500.00	
18. Magazines	4,000	118.81	(118.81)			4,000.00	2,916.78			1,083.22	
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	6,000	18.54	(18.54)			6,000.00	88.66			5,911.34	
20. Xerox (inc. supplies)	-0-					-0-				-0-	
21. Accounting services	7,200	400.00	(400.00)			7,200.00	600.00			6,600.00	
22. Consultant (architect's prelim. drawings)	3,500					3,500.00				3,500.00	
	<u>\$363,537</u>	<u>\$22,122.95</u>	<u>(6,021.80)</u>			<u>\$347,435.85</u>	<u>\$11,152.11</u>			<u>\$336,283.74</u>	

PREPARED WITHOUT AUDIT.

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

West Orange Public Library

WEST ORANGE PUBLIC LIBRARY

STATEMENT OF ALL FUND BALANCES
RECEIPTS AND DISBURSEMENTS

	MONTH OF JANUARY 1972				1971-72 SALARY CONTINGENCY FUND	BOOK SALES EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUND BALANCES
	1972 FINES & RESERVES FUND	1972 LOST BOOK FUND	1972 BUDGET FUND	1972 FINES & RESERVES FUND				
I JANUARY 1, 1972 BALANCE	\$ 55,276.98	\$ --	\$ --	\$ --	\$ 12,224.92	\$ 1,999.80	\$ 212.08	\$40,870.18
ADD:								
JANUARY 1972 RECEIPTS								
1972 BUDGET - 1ST QUARTER	91,000.00		91,000.00					
FINES	(1,741.98							
PHOTOCOPY	(15.75							
NON-RESIDENT FEES	(35.00							
TELEPHONE	(14.38							
MEETING ROOM	(15.00							
BOOK SALE	210.36							
LOST BOOK FUND	-							
UNEXPENDED FUNDS IN CHECKING ACCOUNT 1/1/72	-							85.83
SALARY CONTINGENCY-JONAS	1,320.79				1,320.79		200.00	
TRANSFER TO PETTY CASH FUND	200.00							
TOTAL JANUARY 1972 RECEIPTS	94,553.26				1,320.79	-	114.17	85.83
TOTAL AVAILABLE (I PLUS II)	149,830.24				13,545.71	1,999.80	326.25	40,926.01
JANUARY 1972 EXPENDITURES								
JANUARY 1972 - BUDGET	22,122.95		16,101.15					6,021.80
LOST BOOK FUND	10.45			10.45				
TRANSFER TO PETTY CASH FUND	200.00		200.00					
JANUARY 31, 1972 FUND BALANCES	\$127,496.84		\$74,698.85		\$13,545.71	\$ 1,999.80	\$ 326.25	\$34,904.21
REPRESENTED BY:								
CHECKING A/C-NAT.NWK & ESSEX	\$109,506.78							\$ 3.19
CASH FUND IN LIBRARY	412.08							150.00
WEST ORANGE S & L ASSN.	1,822.11							2,930.16
SAVINGS A/C #TC 3386	210.36							2,885.00
#TC 3375	13,545.71							22,809.61
10085	1,999.80							2,664.76
NATL.NWK & ESSEX #51658								3,311.49
TOTAL CASH BALANCES 1/31/72	\$127,496.84							150.00
								\$34,904.21

TOTAL PRIOR YEARS

WEST ORANGE PUBLIC LIBRARY

JANUARY 1972 BILLS PRESENTED FOR PAYMENT
ON FEBRUARY 29, 1972

CHECKS ARE DATED
JANUARY 27, 1972

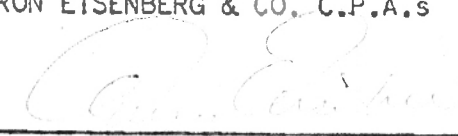
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5462	TOWN OF WEST ORANGE-Soc. Sec. TAX EMPLOYEES-DEC. 1971	1. SALARIES	\$ 766.77 ✓
5462	NATL. NWK & ESSEX BANK W/T EMPLOYEES-DEC. 1971	1. "	1,876.20 ✓
5464	P.E.R.S. - PENSION #20284	1. "	451.16 "
5465	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	50.94 "
5466	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	12.00 "
5467	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION	1. "	220.00 "
5468	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94 "
5469	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,320.79 "
	NET PAYROLL CHECKS - JAN. 1972 #7002-7055	1. "	11,367.83 "
	<u>TOTAL</u>		<u>16,502.63</u>
<u>ADD:</u>	TOTAL CHECKS #5419-5461 PRESENTED FOR PAYMENT JANUARY 25, 1972		<u>6,934.07</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF JANUARY 1972 - REG. A/C</u>		<u>23,436.70</u>
<u>LESS:</u>	RETURN INSURANCE PREMIUM - LE FEVRE, HOLMGREN & HANSCH-DEPOSITED 1/26/72	5. INSURANCE	\$ 469.00
	#5420 PETTY CASH CHECKING A/C	TRANSFER	200.00
	5421 LOST BOOK FUND	L.B.F.	4.00
	5454 LOST BOOK FUND	L.B.F.	6.45
	5460 TRANSFER OF 1972 FINES & RESERVES TO SAVINGS A/C	TRANSFER	602.50
	5461 TRANSFER 1972 LOST BOOK FUND TO SAVINGS A/C	TRANSFER	31.80
			<u>1,313.75</u>
	<u>TOTAL EXPENDITURES PER BUDGET REPORT - JANUARY 1972</u>		<u>\$22,122.95</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

JANUARY BILLS, ACCOUNTS PAYABLE - JANUARY 31, 1972

PRESENTED FOR PAYMENT FEBRUARY 29, 1972

CHECKS ARE DATED
FEBRUARY 9, 1972 AND
FEBRUARY 29, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5470	IRA EHRENKRANZ AGENCY, INC.	5. INSURANCE	\$ 942.00
5471	AMERICAN ASSOC. FOR THE ADVANCEMENT OF SCIENCE	2. BOOKS	10.00
5472	AMERICAN LIBRARY ASSOCIATION	2. "	3.95
5473	APPLE TREE PRESS	2. "	5.25
5474	ASHLEY BOOKS, INC.	2. "	14.74
5475	ASSOCIATION OF AMERICAN MEDICAL COLLEGES	2. "	5.25
5476	BELLWIN-MILLS PUBLISHING CORP.	2. "	34.00
5477	BENEFIC PRESS	2. "	11.80
5478	JAMES BROWN & SON	3. BINDING	134.85
5479A	BRO-DART, INC.	4. SUPPLIES	\$ 101.40
B	" " "	4. "	15.15
5480	ARNOLD BERHARD & Co. INC.	18. MAGAZINES	94.50
5481A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	68.66
B	" " "	19. " "	20.00
5482	DIMONDSTEIN BOOK Co.	2. BOOKS	13.50
5483	DUN & BRADSTREET	2. "	108.50
5484A	EBSCO SUBSCRIPTION SERVICE	18. MAGAZINES	76.80
B	" " "	18. "	2.45
C	" " "	18. "	14.18
D	" " "	18. "	2,375.00
E	" " "	18. "	7.00
5485A	EBSCO SUBSCRIPTION SERVICE	18. "	36.50
B	" " "	18. "	3.00
5486	AARON EISENBERG & Co.	21. ACCTG.SVC.	600.00
5487A	FISCHER & KAUFFMAN	4. SUPPLIES	1.96
B	" " "	4. "	2.94
C	" " "	4. "	1.84
D	" " "	4. "	2.00
5488	GAYLORD BROS. INC.	16. EQUIPMENT	816.00
5489A	GAYLORD BROS. INC.	4. SUPPLIES	16.00
B	" " "	4. "	22.75
5490	E. M. HALE AND Co.	2. BOOKS	5.26
5491	INTERNATIONAL HARVESTER Co.	8. MAINT.-BKMObILE	143.14
5492	W. W. HOLES MFG. Co.	4. SUPPLIES	33.65
5493	HAGSTROM Co.	2. BOOKS	32.50
5494	LAW ARTS PUBLISHERS, INC.	2. "	6.04
5495	LARK PUBLISHING Co. INC.	2. "	3.85
5496	LAWYERS Co-OPERATIVE PUB. Co.	2. "	20.00
5497	MARTINDALE-HUBBELL, INC.	2. "	85.00
5498	Mc GRAW-HILL BOOK Co.	2. "	17.50
5499	A. R. MEEKER Co.	4. SUPPLIES	13.20
5500	MOODYS INVESTORS SERVICE, INC.	2. BOOKS	415.00
5501	NATIONAL DIRECTORY SERVICE	2. "	5.01
5502A	NATIONAL EDUCATION ASSN. OF U.S.	18. MAGAZINES	7.00
B	" " " " "	18. "	2.00
5503	NATIONAL FUEL OIL Co.	6. MAINT.-MAIN	401.29
5504	NATL. JEWISH MONTHLY	18. MAGAZINES	1.50
5505	N.J. BELL TELE. Co.	9. TELEPHONE	90.87
5506	N.Y. TIMES	2. BOOKS	150.00
5507	ORANGE NEWS Co.	18. MAGAZINES	14.10
5508A	PAPERBACK BOOK STORE	2. BOOKS	35.19
B	" " "	2. "	16.00
C	" " "	2. "	7.61

WEST ORANGE PUBLIC LIBRARY

JANUARY BILLS, ACCOUNTS PAYABLE - JANUARY 31, 1972

PRESENTED FOR PAYMENT FEBRUARY 29, 1972

CHECKS ARE DATED
FEBRUARY 9, 1972 AND
FEBRUARY 29, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5509A	PITNEY BOWES	13. POSTAGE	\$ 25.50
B	" "	13. "	4.00 \$ 29.50
5510	PREBOUND PERIODICALS, INC.	18. MAGAZINES	282.75
5511	PUBLIC SERVICE ELEC. & GAS	6. MAINT.-MAIN	559.75
5512	PUBLISHERS CENTRAL BUREAU	2. BOOKS	36.54
5513	RONNINGEN METRIC Co.	2. "	7.35
5514A	A. H. ROEMER Co. INC.	2. "	(6.86)
B	" " " "	2. "	66.99
C	" " " "	2. "	356.47
D	" " " "	2. "	(4.63)
E	" " " "	2. "	30.08
F	" " " "	2. "	220.32
G	" " " "	2. "	22.34
H	" " " "	2. "	(9.97)
I	" " " "	2. "	235.27
J	" " " "	2. "	(9.97)
K	" " " "	2. "	38.86
L	" " " "	2. "	(9.26)
M	" " " "	2. "	482.53 1,412.17
5515A	HENRY F. SCHMIDT Co. INC.	4. SUPPLIES	40.54
B	" " " "	4. "	11.88
C	" " " "	4. "	.80 53.22
5516A	STANDARD & POORS CORP.	2. BOOKS	525.00
B	" " " "	2. "	425.00
C	" " " "	2. "	122.00 1,072.00
5517	TYPEWRITER & OFFICE MACH. Co.	11. SVC.CONTRACTS	135.50
5518	UNITED COFFEE BREWERS	4. SUPPLIES	26.25
5519	UNITED CHURCH PRESS	2. BOOKS	7.63
5520	WEISE-WINCKLER BINDERY, INC.	3. BINDING	6.20
5521	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
5522	W. B. WOOD Co.	6. MAINT.-MAIN	17.50
5523A	SHAW-WALKER COMPANY	4. SUPPLIES	202.51
B	" " " "	4. "	11.70 214.21
5524	IRA EHRENKRANZ AGENCY, INC.	5. INSURANCE	88.86
<u>TOTAL CHECKS ISSUED THRU TO FEBRUARY 29, 1972</u>			<u>\$11,152.11</u>

PAYMENT RECOMMENDED BY:

Lea N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: *Aaron Eisenberg*
AARON EISENBERG
CERTIFIED PUBLIC ACCOUNTANT

SUGGESTED LIBRARY BOARD RESOLUTIONS

RESOLVED, THAT AFTER APRIL 1, 1972, UPON ADOPTION OF THE BUDGET APPROPRIATED FOR THE TOWN OF WEST ORANGE FOR THE LIBRARY, THE PROVISION THEREIN FOR PAYMENT FOR ACCOUNTING SERVICES OF AARON EISENBERG & CO. FOR THE YEAR 1972 SHALL BE DISCHARGED AND PAID UPON PRESENTATION OF THEIR BILLS, AT THE RATE OF \$460.00 PER MONTH. ANY BILLS FROM AARON EISENBERG & CO. IN EXCESS OF \$460.00 PER MONTH DURING 1972 SHALL BE DISCHARGED AND PAID FROM OTHER FUNDS AND REVENUES OF THE LIBRARY SUCH AS THE LOST BOOK FUND AND/OR THE FINES AND RESERVES FUND, PROVIDING HOWEVER THAT SUCH ADDITIONAL BILLING SHALL NOT BE IN EXCESS OF ADDITIONAL CHARGES AUTHORIZED BY THE BOARD OF TRUSTEES DURING THE PRIOR YEAR 1971.

DUE TO:

1. ELIMINATION OF THE POSITION OF LIBRARY DIRECTOR IN THE APPROPRIATED BUDGET OF THE TOWN OF WEST ORANGE, AND
 2. CLAIM OF THE FORMER LIBRARY DIRECTOR FOR REINSTATEMENT WHICH IS STILL IN PROCESS OF HEARING AND PENDING ADJUDICATION BY THE CIVIL SERVICE COMMISSION, AND
 3. IT HAS BEEN PUBLICLY STATED BY MEMBERS OF THE TOWN COUNCIL IN ABOLISHING THE POSITION OF LIBRARY DIRECTOR IN THE APPROPRIATED BUDGET THAT SHOULD THERE BE A DECISION BY THE CIVIL SERVICE COMMISSION WHICH WOULD REINSTATE THE FORMER LIBRARY DIRECTOR, ARRANGEMENTS MIGHT BE MADE FOR DEFICIENCY APPROPRIATION,
- NOW THEREFORE BE IT RESOLVED, THAT MONTHLY PROVISIONS OF \$1,320.79 WHICH HAVE HERETOFORE BEEN MADE THRU TO FEBRUARY 29, 1972 FOR THE FORMER LIBRARY DIRECTOR'S SALARY CONTINGENCY FUND PENDING FINAL ADJUDICATION FOR HIS REINSTATEMENT, BE DISCONTINUED RETROACTIVE TO DECEMBER 31, 1971 IN ORDER TO GIVE EFFECT TO ELIMINATION OF THIS POSITION IN THE 1972 APPROPRIATED BUDGET; THE TRUSTEES OF THE LIBRARY, HEREBY PLACING FULL RELIANCE UPON THE PUBLIC STATEMENTS OF THE TOWN COUNCIL AS A COMMITMENT FOR DEFICIENCY APPROPRIATION IN THE EVENT THAT ADJUDICATION BY THE TRIAL EXAMINER OF THE CIVIL SERVICE COMMISSION SO REQUIRES.
-

RESOLVED, THAT SALARIES AND WAGES OF LIBRARY PERSONNEL FOR THE YEAR 1972 SHALL BE DISCHARGED AND PAID FROM THE APPROPRIATED BUDGET OF THE TOWN OF WEST ORANGE AND TO THE EXTENT THAT THERE MAY BE A DEFICIENCY IN ANY PARTICULAR CLASSIFICATION WITH RESPECT THERETO, THE SAME SHALL BE DISCHARGED AND PAID FROM OTHER FUNDS AND REVENUES OF THE LIBRARY SUCH AS THE LOST BOOK FUND AND THE FINES AND RESERVES FUND; SUCH DEFICIENCIES IN THE SPECIFIC CASE OF INCREASES FOR JR. LIBRARY ASSISTANTS PROMOTED FROM JR. LIBRARY CLERKS ARE NOT EXPECTED TO BE IN EXCESS OF \$1,700 FOR THE YEAR 1972.

SUGGESTED LIBRARY BOARD RESOLUTIONS

(1)

RESOLVED, THAT DEFICIENCIES IN THE APPROPRIATED BUDGET OF THE TOWN OF WEST ORANGE PROVIDING FOR PAYMENT OF SALARIES AND WAGES OF LIBRARY PERSONNEL FOR THE YEAR 1972, SHALL BE DISCHARGED FROM OTHER FUNDS OF THE LIBRARY, SUCH AS LOST BOOK FUND/OR THE FINES AND RESERVE FUNDS.

(2)

RESOLVED, THAT PAYMENTS AT THE RATE OF \$600.00 PER MONTH TO AARON EISENBERG & CO. FOR SERVICES ARE HEREBY APPROVED, AND THAT THE DEFICIENCY IN THE APPROPRIATED BUDGET OF THE TOWN OF WEST ORANGE PROVIDING FOR THE PAYMENT OF ACCOUNTING SERVICES OF AARON EISENBERG & CO. FOR THE YEAR 1972 SHALL BE DISCHARGED FROM OTHER FUNDS OF THE LIBRARY SUCH AS LOST BOOK FUND AND/OR THE FINES AND RESERVE FUNDS.

(3)

DUE TO:

1. ELIMINATION OF THE POSITION OF LIBRARY DIRECTOR IN THE APPROPRIATED BUDGET OF THE TOWN OF WEST ORANGE, AND
2. CLAIM OF THE FORMER LIBRARY DIRECTOR FOR REINSTATEMENT WHICH IS STILL IN PROCESS OF HEARING AND PENDING ADJUDICATION BY THE CIVIL SERVICE COMMISSION --

RESOLVED, THAT MONTHLY PROVISIONS OF \$1,320.79 BE CONTINUED FOR THE FORMER LIBRARY DIRECTOR'S SALARY CONTINGENCY FUND PENDING FINAL ADJUDICATION OF HIS CLAIM FOR REINSTATEMENT, AND, IN THE ABSENCE OF APPROPRIATION THEREFOR BY THE TOWN OF WEST ORANGE, AND/OR PENDING ANY DEFICIENCY APPROPRIATION, SUCH MONTHLY PROVISIONS SHALL BE PROVIDED OUT OF OTHER FUNDS OF THE LIBRARY, SUCH AS THE LOST BOOK FUND/OR THE FINES AND RESERVE FUNDS, ETC.

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.

JANUARY 20, 1972

BOARD OF TRUSTEES
WEST ORANGE PUBLIC LIBRARY
46 MT. PLEASANT AVENUE
WEST ORANGE, NEW JERSEY 07052

ATTENTION: MRS. MARY M. ZEITLIN, PRESIDENT

GENTLEMEN:

WE SUBMIT HERewith FINANCIAL STATEMENTS THRU TO DECEMBER 31, 1971
TO BE PRESENTED AT THE BOARD MEETING ON JANUARY 25, 1972.

AS DETAILED IN OUR LETTER OF DECEMBER 10, 1971, THERE HAS BEEN
AVAILABLE FOR 1971 AN ACCUMULATION OF EXCESS STATE AID AND FINES AND RESERVES
BALANCE FROM YEARS PRIOR TO JANUARY 1, 1971, AMOUNTING TO \$9,842.17

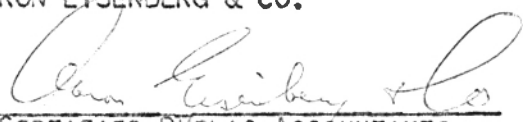
THUS, THE EXPENDITURES OVER THE APPROPRIATED
BUDGET OF \$294,504 SHOWN ON THE BUDGET STATE-
MENT FOR 1971 IN THE AMOUNT OF (6,912.01)

ARE MORE THAN COVERED, LEAVING IN FACT,
A SURPLUS OF \$2,930.16
AVAILABLE FOR CARRYOVER FOR EXPENDITURES
IN 1972.

PLEASE NOTE, THE ABOVE EXCESS FUNDS OF \$2,930.16 ARE AVAILABLE
OVER AND ABOVE ESTIMATES FOR 1971 BACK PAY CONTINGENCIES. WITH RESPECT TO
THE LATTER NOTE TOO, THAT \$600.00 OF EXPENSE RELATIVE TO THE JONAS TRIAL
WAS PAID FROM THE "BOOK SALES AND EXCESS PROPERTY FUND".

VERY TRULY YOURS,

AARON EISENBERG & CO.


CERTIFIED PUBLIC ACCOUNTANTS

AE/DB
ENCS.

Budget Report

West Orange Public Library

LIBRARY BOARD MEETING OF JANUARY 25, 1972

EXPENDITURE DETAIL	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	TOTALS EXPENDED THROUGH 12/31/71	UNEXPENDED BALANCE ON 12/31/71	ACCOUNTS PAYABLE OUTSTANDING 12/31/71	BUDGET 12/31/71	ELIMINATE FROM 1971 EXPENDITURES 12/31/70 ACCTS. PAYABLE (PER AUDITS)		ADJUSTED BUDGET BALANCE 12/31/71
1. Salaries	\$196,904	19,626.54	207,722.86	(10,818.86)	3,311.49	(14,130.35)	--	--	(14,130.35)
2. Books	48,000	4,735.87	50,154.95	(2,154.95)	2,311.96	(4,466.91)	13,317.46	8,850.55	✓
3. Binding	1,300	--	1,400.05	(100.05)	132.10	(232.15)	265.35	53.20	✓
4. Supplies	7,000	579.68	12,050.35	(5,050.35)	622.79	(5,673.14)	4,343.97	(1,329.17)	✓
5. Insurance	3,500	--	3,127.11	372.89	974.41	(601.52)	129.25	(472.27)	✓
6. Maintenance - Main 10,000 (does not include any salaries; roofing repairs; moisture proofing; oil; air-condition.	✓	562.75	12,501.19	(2,501.19)	968.26	(3,469.45)	1,357.68	(1,611.77)	✓
7. Maintenance-Tory Cor. 540	✓	--	540.00	--	--	--	--	--	✓
8. Maintenance-Mobilib. 3,000 (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat & cooling)	✓	129.80	4,593.52	(1,593.52)	12.10	(1,605.62)	608.72	(996.90)	✓
9. Telephone	840	99.39	1,067.44	(227.44)	94.33	(321.77)	152.50	(169.27)	✓
10. Community relations; publicity; reading contests, etc...	300	20.00	125.93	174.07	--	174.07	--	174.07	✓
11. Service contracts	400	--	470.25	(70.25)	--	(70.25)	18.50	(51.75)	✓
12. Transportation	125	12.90	168.27	(43.27)	56.50	(99.77)	--	(99.77)	✓
13. Postage	1,045	--	1,368.48	(323.48)	312.00	(635.43)	--	(635.43)	✓
14. Conventions	200	53.35	391.67	(191.67)	--	(191.67)	--	(191.67)	✓
15. Audit	150	--	--	150.00	150.00	--	--	--	✓
16. Equipment	7,000	1,286.41	7,210.05	(210.05)	--	(210.05)	3,492.40	3,282.35	✓
17. Contingency	400	4.00	811.80	(411.80)	--	(411.80)	20.00	(391.80)	✓
18. Magazines	2,800	122.32	957.21	1,842.79	118.81	1,723.98	479.25	2,203.23	✓
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,000	78.57	6,792.87	(2,792.87)	18.54	(2,811.41)	3,079.80	268.39	✓
20. Xerox (inc. supplies)	2,200	29.00	3,034.61	(834.61)	--	(834.61)	1,496.01	661.40	✓
21. Accounting services	4,800	2,200.00	7,925.00	(3,125.00)	400.00	(3,525.00)	1,200.00	(2,325.00)	✓
22. Consultant (architect's prelim. drawings)	-0-	--	--	--	--	--	--	--	✓
	\$294,504	\$29,540.58	\$322,413.61	(27,909.61)	\$9,483.29	(37,392.90)	\$30,480.89	(\$6,912.01)	

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE PREPARED WITHOUT AUDIT.
BE ADOPTED FROM FINDINGS AND RECOMMENDATIONS AARON EISENBERG & CO. C.P.A.s
IN THE AUDIT REPORTS SUBMITTED TO THE BOARD. BY: Aaron Eisenberg
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS BALANCES - RECEIPTS AND DISBURSEMENTS

MONTH OF DECEMBER 1971

I DECEMBER 1, 1971 BALANCE

	1971	1971	1971	1971	1971	1971	1971	1971	1971
	TOTAL	BUDGET	SALARY	FINES &	LOST BOOK	BOOK SALES	CASH	PRIOR YEARS FUND BALANCES	
	FUNDS	FUND	FUND	RESERVES	FUND	EXCESS	FUNDS IN	1968 & 1970	1970 FINES
	ALL			FUND		PROPERTY	LIBRARY	BUDGETS	& RESERVES
	\$83,276.65	\$37,447.97	\$10,849.50	\$22,286.20	\$2,442.48	\$2,580.00	\$ 326.25	\$ 153.19	\$ 7,191.06

ADD:

DECEMBER 1971 RECEIPTS

REIMBURSEMENT - WEST ORANGE

S/L - BOOKS

REFUND - DIMONSTEIN BOOK

Co. - BOOKS

FINES

NON-RESIDENT FEES

MEETING ROOM

INTEREST INCOME

BOOK SALE

LOST BOOK FUND

INTEREST INCOME

SALARY CONTINGENCY - JONAS

II TOTAL DECEMBER 1971 RECEIPTS

	2,603.25	462.34	1,375.42	523.41	222.28	19.80			
	\$85,879.90	\$37,910.31	\$12,224.92	\$22,809.61	\$2,664.76	\$2,599.80	\$ 326.25	\$ 153.19	\$ 7,191.06

DEDUCT:

DECEMBER EXPENDITURES:

REGULAR A/c

PETTY CASH CHG. A/c

LEGAL EXPENSE RE: JONAS TRIAL

IV DECEMBER 31, 1971 FUND BALANCES

	30,002.92	(29,888.75)					114.17		
	\$55,276.98	\$ 8,021.56	\$12,224.92	\$22,809.61	\$2,664.76	\$1,999.80	\$ 212.08	\$ 153.19	\$ 7,191.06

V REPRESENTED BY:

CHECKING A/c-NAT. NWK & ESSEX

CASH FUND IN LIBRARY-P/C FUND

CASH FUND IN LIBRARY-CHG. A/c

WEST ORANGE S & L:

CERT. OF DEPOSIT #TC-3012

LESS: LOAN AGAINST ABOVE CB

SAVINGS A/c #TC 2803

TC 2752

TC 2757

NATL. NWK & ESSEX #51653

TOTAL ALL CASH BALANCES 12/31/71

	\$ 5,776.35								
	126.25								
	85.83								
	25,557.85								
	(15,000.00)								
	5.00								
	21,648.96								
	2,852.02								
	12,224.92								
	1,950.80								
	10035								
	12,224.92								
	1,950.80								
	1,950.80								

WEST ORANGE PUBLIC LIBRARY

DECEMBER BILLS, ACCOUNTS PAYABLE - DECEMBER 31, 1971

PRESENTED FOR PAYMENT JANUARY 25, 1972

CHECKS ARE DATED
JANUARY 5, 1972 AND
JANUARY 25, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5419	POSTMASTER	13. POSTAGE	\$ 300.00
5420	PETTY CASH FUND - CHECKING A/c	TRANSFER	200.00
5421	PETTY CASH	12. TRANSP.	\$ 29.60
		13. POSTAGE	4.00
		4. SUPPLIES	31.70
		2. BOOKS	3.00
		LOST BOOK FUND	4.00
5422	AVERY LABEL Co.	4. SUPPLIES	72.30
5423	BELL MAGNETO SERVICE		289.35
5424	MATTHEW BENDER & Co. INC.	8. MAINT. Bk.	12.10
5425	R. R. BOWKER	2. BOOKS	38.50
5426	JAMES BROWN & SON	2. "	29.50
5427	BUREAU OF BUSINESS PRACTICE	3. BINDING	132.10
5428A	COMMERCE CLEARING HOUSE	18. MAGAZINES	39.96
B	" " "	2. BOOKS	11.30
5429	COMMONWEALTH WATER Co.	2. "	1.21
5430	CONGRESSIONAL QUARTERLY, INC.	6. MAINT.-MAIN	47.43
5431A	DIMONDSTEIN BOOK Co. INC.	2. BOOKS	46.95
B	" " " "	2. BOOKS	1.54
C	" " " "	2. "	15.75
D	" " " "	2. "	4.55
5432	AARON EISENBERG & Co.	2. "	27.31
5433	PENSION INCREASE FUND	21. ACCTG.	49.15
5434	ESSEX COUNTY HIGHWAY DEPT.	1. SALARIES	400.00
5435	FISHER & KAUFMAN	6. MAINT.-MAIN	67.52
5436	FOLLETT EDUCATIONAL CORP.	6. " "	25.00
5437A	GAYLORD BROS. INC.	2. BOOKS	2.75
B	" " "	4. SUPPLIES	11.20
C	" " "	4. "	60.00
5438	THE INSTITUTE OF RESEARCH	4. "	22.50
5439	LAWRENCE KANTOR, INC.	4. "	109.50
5440	N.J. LIBRARY ASSOCIATION	2. BOOKS	19.64
5441	A. R. MEEKER Co.	6. MAINT.-MAIN	14.07
5442	J. M. MOREHOUSE PRINTING Co.	18. MAGAZINES	50.00
5443	NATIONAL DIRECTORY SERVICE	4. SUPPLIES	21.74
5444	N.J. BELL TELEPHONE Co.	4. " \	23.00
5445	ORANGE ELECTRIC & SUPPLY Co. INC.	2. BOOKS	10.79
5446	ORANGE NEWS Co.	9. TELEPHONE	94.33
5447	THE O-T-C MARKET CHRONICLE	6. MAINT.-MAIN	10.17
5448	PUBLIC SERVICE E & G Co.	18. MAGAZINES	24.35
5449A	A. H. ROEMER & Co.	2. BOOKS	14.95
B	" " "	2. BOOKS	537.55
C	" " "	2. "	319.35
D	" " "	2. "	75.05
E	" " "	2. "	(47.62)
F	" " "	2. "	(2.33)
G	" " "	2. "	454.82
H	" " "	2. "	221.07
I	" " "	2. "	285.90
J	" " "	2. "	164.67
K	" " "	2. "	(5.97)
L	" " "	2. "	42.31
		2. "	377.85
		2. "	67.97
			1,953.07

WEST ORANGE PUBLIC LIBRARY

DECEMBER 1971 BILLS PRESENTED FOR PAYMENT
ON JANUARY 25, 1972

CHECKS ARE DATED
DECEMBER 21, 1971

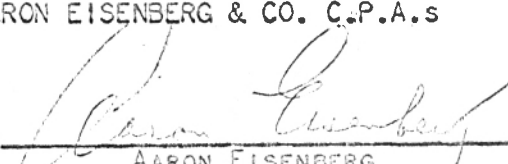
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5409	TOWN OF WEST ORANGE-SOC. SEC. TAX EMPLOYEES-DEC. 1971	1. SALARIES	\$ 594.82
5410	NATL. NWK & ESSEX BANK W/T EMPLOYEES-DEC. 1971	1. "	1,940.60
5411	P.E.R.S. - PENSION #20284	1. "	482.96
5412	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	48.55
5413	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	13.00
5414	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION	1. "	220.00
5415	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94
5416	TOWN OF WEST ORANGE-ADMIN. CHG.- 4TH QTR.	1. "	1.00
5417	TOWN OF WEST ORANGE-SOC. SEC. - EMPLOYERS SHARE - 4TH QTR.	1. "	1,731.87
5418	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,255.50
	NET PAYROLL CHECKS - DEC. 1971 #6358-6414	1. "	12,901.30
(5379)	VOID CHECK-DIMONDSTEIN BOOK Co.	2. BOOKS	(8.70)
	<u>TOTAL</u>		19,617.84
<u>ADD:</u>	<u>TOTAL CHECKS #5372-5408 PRESENTED FOR PAYMENT DECEMBER 14, 1971</u>		<u>10,270.91</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF DECEMBER 1971 - REG. A/C</u>		<u>29,888.75</u>
<u>LESS:</u>	<u>REIMBURSEMENT - W. ORANGE S. & L.</u>	2. BOOKS	\$ 293.30
	<u>REFUND - DIMONDSTEIN BOOK Co.</u>	2. "	<u>169.04</u> 462.34
	<u>TOTAL</u>		<u>29,426.41</u>
<u>ADD:</u>	<u>DISBURSMENTS FROM PETTY CASH CHECKING ACCOUNT:</u>		
	CHECKS #101-114 - SEE ATTACHED SHEET		288.17
<u>LESS:</u>	<u>CHECK #103 - TRANSFER TO SAV. A/C #51568</u>		<u>174.00</u> 114.17
	<u>NET BUDGET EXPENDITURES - DECEMBER 1971, PER BUDGET REPORT</u>		<u>\$29,540.58</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

DECEMBER BILLS, ACCOUNTS PAYABLE - DECEMBER 31, 1971

PRESENTED FOR PAYMENT JANUARY 25, 1972

CHECKS ARE DATED
JANUARY 5, 1972 AND
JANUARY 25, 1972

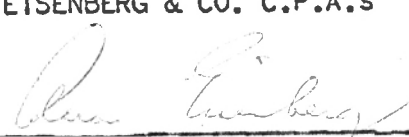
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5450	REGENT BOOK CO. INC.	2. BOOKS	\$ 38.25
5451	SHAW WALKER CO.	4. SUPPLIES	7.50
5452	STATE INDUSTRIAL DIRECTORIES	2. BOOKS	75.00
5453A	UNITED COFFEE BREWERS, INC.	4. SUPPLIES	\$ 26.25
B	" " " "	4. "	26.25
5454	PETTY CASH	13. POSTAGE	4.00
		12. TRANS.	26.90
		6. MAINT.-MAIN	1.00
		18. MAGAZINES	4.50
		LOST BOOK FUND	6.45
			42.85
5455	IRA F. EHRENKRANZ AGENCY, INC.	5. INSURANCE	974.41
5456	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	18.54
5457	NATIONAL FUEL OIL CO.	6. MAINT.-MAIN	330.29
5458	PITNEY BOWES	13. POSTAGE	4.00
5459	EDUCATORS PROGRESS SERVICE	2. BOOKS	9.45
5460	WEST ORANGE PUBLIC LIBRARY-1972 FINES & RESERVES A/C TRANSFER	TRANSFER	602.50
5461	WEST ORANGE PUBLIC LIBRARY-1972 LOST BOOK FUND A/C	TRANSFER	31.80
<u>TOTAL CHECKS ISSUED THRU TO JANUARY 25, 1972</u>			<u>6,934.07</u>
<u>LESS:</u>			
#5420	PETTY CASH CHECKING A/C FUND	TRANSFER	\$ 200.00
5421	LOST BOOK FUND		4.00
5454	LOST BOOK BUND		6.45
5460	TRANSFER OF 1972 FINES & RESERVES TO SAVINGS A/C		602.50
5461	TRANSFER OF 1972 LOST BOOK FUND TO SAVINGS A/C		31.80
			<u>844.75</u>
			6,089.32
<u>ADD:</u> ACCOUNTS PAYABLE-A.M. HART			150.00
BACK PAY-AWARD BOSIN(ESTIMATED)			3,243.97
15. AUDIT Y. SALARIES			
<u>TOTAL ACCOUNTS PAYABLE OUTSTANDING DECEMBER 31, 1971</u>			<u>\$9,483.29</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.

TOWN OF WEST ORANGE ANNUAL BUDGET

Form No. B-1

DEPARTMENT		DIVISION		
GENERAL GOVERNMENT		PUBLIC LIBRARY		
CODE NUMBER		DEPARTMENTAL SUMMARY		
CLASSIFICATION	PERSONNEL			
	Cur- rent	Prop. Dept.	Recmd. Mayor	Final Budget
400 SALARIES AND WAGES	51	51		
500 CONTRACTUAL SERVICES				
600 CONTR. MAINTENANCE & REPAIRS				
700 MATERIALS AND SUPPLIES				
800 OTHER CHARGES				
900 PERMANENT PROPERTY				
Deduct: STATE AID				
TOTAL				

OFFICIAL BUDGET BREAKDOWN

SALARIES AND WAGES	196,824	196,824	228,247	228,247	179,729
OTHER EXPENSES	61,893	61,893	135,290	70,983	86,583
TOTAL	258,717	258,717	363,537	299,230	266,312

TOWN OF WEST ORANGE
ANNUAL BUDGET

DEPARTMENT		DIVISION				
GENERAL GOVERNMENT		PUBLIC LIBRARY				
CODE NUMBER		DEPARTMENTAL DETAIL				
ACCT. NO.	CLASSIFICATION	BUDGET 1971	BUDGET EXPENDED AND COMMITTED	PROPOSED BUDGET 1972	RECOMMENDED BY MAYOR 1972	FINAL BUDGET 1972
400	SALARIES AND WAGES OTHER EXPENSES (NET OF STATE AID) TOTAL APPROPRIATION	196,824 61,893 258,717	196,824 61,893 258,717	228,247 135,290 363,537		
500	CONTRACTUAL OTHER THAN REPAIRS AND MAINTENANCE					
502	BINDING	1,300	1,300	1,600	1,300	1,300
518	CONVENTIONS	200	200	1,000	1,000	500
519	COMMUNITY RELATIONS	300	300	500	500	300
520	TRANSPORTATION	125	125	350	350	200
528	AUDIT	150	150	150	150	150
528	ACCOUNTING SERVICES	4,800	4,800	7,200	7,200	5,500
528	ARCHITECTS	-	-	3,500	3,500	-0-
	TOTAL 500 CONTRACTUAL OTHER THAN REPAIRS AND MAINTENANCE	6,875	6,875	14,300	14,000	7,950
600	REPAIRS AND MAINTENANCE ITEMS					
604	SERVICE CON.	400	400	500	500	500
656	MAINTENANCE - MAIN	10,000	10,000	17,000	10,000	10,000
656	MAINTENANCE - TORY	540	540	540	540	540
656	MAINTENANCE - BOOKMOBILE	3,000	3,000	3,500	3,200	3,200
	TOTAL 600 REPAIRS AND MAINTENANCE ITEMS	13,940	13,940	21,540	14,240	14,240
700	MATERIALS, SUPPLIES AND THINGS					
702	XEROX	2,200	2,200	--	48,000	48,000
706	BOOKS	48,000	48,000	60,000	7,000	7,000
706	SUPPLIES & Equip. Supplies	7,000	7,000	10,000	3,000	3,000
706	MAGAZINES	2,800	2,800	4,000	6,000	4,500
706	AUDIO VISUAL	4,000	4,000			
	TOTAL 700 MATERIALS, SUPPLIES & THINGS	64,000	64,000	80,000	64,000	62,500

TOWN OF WEST ORANGE
ANNUAL BUDGET

DEPARTMENT	DIVISION
GENERAL GOVERNMENT	PUBLIC LIBRARY

CODE NUMBER

DEPARTMENTAL DETAIL

ACCT. NO.	CLASSIFICATION	BUDGET 1971	BUDGET EXPENDED AND COMMITTED	PROPOSED BUDGET 197 2	RECOMMENDED BY MAYOR 197 2	FINAL BUDGET 197 2
400	SALARIES AND WAGES					
	OTHER EXPENSES (CONTD.)					
800	OTHER CHARGES					
801	INSURANCE	3,500	3,500	4,000	4,000	4,000
802	TELEPHONE	840	840	950	950	950
803	POSTAGE	1,045	1,045	2,000	2,000	1,200
804	CONTINGENCY	400	400	500	500	500
	TOTAL 800 OTHER CHARGES	5,785	5,785	7,450	7,450	6,650
900	PERMANENT PROPERTY					
	EQUIPMENT	7,000	7,000	12,000	7,000	7,000
	TOTAL 900 PERMANENT PROPERTY					
	TOTAL ALL 500 THRU 900 OTHER EXPENSES	97,600	97,600	135,290	106,690	98,340
	LESS: STATE AID	(35,707)	(35,707)	-	-(35,707)	-(35,707)
	TOTAL ALL 500 THRU 900 OTHER EXPENSES (NET)	61,893	61,893	135,290	70,983	62,633

TOWN OF WEST ORANGE ANNUAL BUDGET

Form No. B-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FULL-TIME EMPLOYEES	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	P. OF T	C. OF U	1971 PRESENT SALARY	1972 DEPT. REQUEST	1972 MAYOR'S RECOMM.	1972 FINAL BUDGET
1 MARY ALLERHAND	JR. LIB. ASST.	4/16/63	P	C	6,592	6,592	6,592	6,592
2 WALTER BALDWIN	LIB. CLERK DRIVER	10/1/56	P	C	9,456	9,456*	9,456*	9,456
3 EMMA LOU CZARNECKI	SR. LIB. CATALOGUE	9/8/70	P	C	9,320	9,771	9,771	9,320
4 ISABEL DICKINSON	JR. LIB. ASST.	9/9/59	P	C	6,780	6,780	6,780	6,780
5 DOROTHY ERICSSON	JR. LIB. ASST.	12/4/63	P	C	6,556	6,556	6,556	6,556
6 THOMAS FORD	JR. LIB. ASST.	10/10/66	P	C	5,909	6,159*	6,159*	5,909
7 SARAH RABINOWITZ	JR. LIB. ASST.	8/15/69	P	C	5,674	5,924	5,924	5,674
8 LOLA REED	ASST. LIB. DIRECTOR	8/1/63	P	C	13,168	14,168**	14,168**	13,168
9 CLAIRE SCHROEDER	JR. LIB. ASST.	11/15/65	P	C	6,345	6,595	6,595	6,345
10 LORRAINE SCHWARTZ	JR. LIB. ASST.	4/1/59	P	C	6,796	6,796	6,796	6,796
11 MARJORIE BOSIN	JR. LIB. ASST.	3/12/62	P	C	5,500	5,500	5,500	5,500
12 TZE-NAN CHOW	SR. LIB. CATALOGUE	8/2/65	T	C	12,717	13,168	13,168	12,717
13 MARGARET CUSHING	SR. LIB. REFERENCE	6/1/70	T	C	10,498	10,949	10,949	10,498
14 GERALDINE SCHAFETER	SECRETARY	8/10/71	T	C	6,500	6,500	6,500	6,500
15 BONNIE ARONSON	JR. LIB. ASST.	12/6/67	P	C	5,250	5,500	5,500	5,250
16 VACANCY	LIBRARY DIRECTOR	-	-	-	15,066	15,066	15,066	-0-
SUB-TOTAL FULL TIME EMPLOYEES					132,127	135,480	135,480	117,061
* ADD: LONGEVITY INCREASES DUE IN 1972 TO 2 EMPLOYEES @ \$150						300	300	300
TOTAL FULL TIME EMPLOYEES						135,780	135,780	117,361

** NOTE: CHANGE IN CLASSIFICATION FROM SR. LIBRARIAN TO ASST. LIB. DIRECTOR - SCALE \$11,000 - \$14,500

TOWN OF WEST ORANGE ANNUAL BUDGET

Form No. 8-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
PART-TIME EMPLOYEES (NAME) (Hourly)	CIVIL SERVICE TITLE ASSTS. & CLERKS	DATE OF EMPLOYMENT	'P' OF T	'C' OF U	1971 PRESENT SALARY (EST)	1972 DEPT. REQUEST	1972 MAYOR'S RECOMM.	1972 FINAL BUDGET
HELEN BENJAMIN	JR. LIB. ASST.	8/1/68	P	C	2.70	HR.-2,970	2.80	hr-3808
DOROTHY CHESNUT	JR. LIB.-REFERENCE	9/1/68	P	C	5.57	"	5.57	hr-3509
SHIRLEY ITKIN	JR. LIB. ASST.	1/12/70	P	C	2.60	2,782	2.70	hr-5076
JACQUELINE LEPORE	"	7/3/70	P	C	2.60	3,224	2.70	hr-5076
MARIE MAGNO	"	8/25/69	P	C	2.70	1,836	2.80	hr-5076
FLORENCE MANTELL	"	11/1/69	P	C	2.70	2,889	2.80	hr-2912
VIRGINIA MULVIHILL	"	5/1/68	P	C	2.70	999	2.80	hr-1736
MIRIAM PERRY	"	5/28/62	P	C	3.10	3,534	3.10	hr-1764
PHYLISS SOME	"	8/1/70	P	C	2.60	1,612	2.70	hr-3224
ANNETTE TANGRETTI	"	9/11/65	P	C	3.10	3,875	3.10	hr-2106
ROBERT COLEMAN	"	1/1/70	P	C	2.60	1,638	2.70	hr-5828
AUDREY MELICK	"	9/14/70	P	C	2.60	1,664	2.70	hr-1701
SYBIL SIEDLER	"	12/4/70	P	C	2.60	2,834	2.70	hr-3375
ELIZABETH SPRINGSTEEL	"	11/19/70	P	C	2.60	1,950	2.70	hr-1701
SANDRA GOSS	"	12/21/70	P	C	2.50	2,450	2.60	hr-2268
CARMINE JULIANO	"	6/9/69	P	C	2.50	925	2.60	hr-3250
RELIEF DRIVER	LIB. CLERK DRIVER	-	T	C	3.50	630	3.50	hr-1092
MARGARET PELOSE	JR. LIB. ASST.	12/1/68	T	C	2.70	1,566	2.80	hr-630
GLORIA SMOLEN	SR. LIBRARIAN	10/1/70	T	C	5.50	825	5.50	hr-1764
GAIL LONGO	JR. LIB. ASST.	9/3/69	T	C	2.70	1,701	2.80	hr-3465
TOTAL PART TIME JR.	LIB. ASSTS. & CLERKS				42,132	56,049		56,049

NOTE: SALARY RANGE FOR JR. LIB. ASSTS.

1971 - \$2.50 - 3.10
1972 - \$2.50 - 3.10

NO INCREASE IN SALARY RANGE IS REQUESTED. ONLY
"NORMAL" INCREMENT OF 10¢ PER HOUR IS REQUESTED.
ALSO, HOURS MAY VARY ACCORDING TO NEEDS OF LIBRARY.

50,000

TOWN OF WEST ORANGE
ANNUAL BUDGET

Form No. B-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1) PART TIME NAME HOURLY	(2) CIVIL SERVICE TITLE JR. LIBRARY CLERKS- PAGES	(3) DATE OF EMPLOYMENT	(4) P OF T	(5) C OF U	(6) 1971 PRESENT SALARY (EST)	(7) 1972 DEPT. REQUEST	(8) 1972 MAYOR'S RECOMM.	(9) 1972 FINAL BUDGET
MARGARET BISHOP	JR. LIBRARY CLERK	11/26/69	P	C	\$1.60 Hour	\$1.70 hr. \$ 765	1.70 hr- 765	1.70 hr. 765
ROBERT BLIWISSE	"	5/29/69	P	C	1.60 "	1.70 " 765	1.70 hr- 765	1.70 hr. 765
JACQUELINE BLAIR	"	9/18/70	P	C	1.50 "	1.60 " 720	1.60 hr- 720	1.60 hr. 720
BERRY CARRAS	"	5/1/70	P	C	1.50 "	1.60 " 608	1.60 hr- 608	1.60 hr. 608
SUSAN HUNTER	"	1/1/71	P	C	1.50 "	1.60 " 512	1.60 hr- 512	1.60 hr. 512
JANE O'BRIEN	"	6/15/70	P	C	1.50 "	1.60 " 540	1.60 hr- 540	1.60 hr. 540
DARIA WASHCO	"	8/29/68	P	C	1.60 "	1.70 " 714	1.70 hr- 714	1.70 hr. 714
BERNICE WATLEY	"	9/14/70	P	C	1.50 "	1.60 " 1,280	1.60 hr- 1,280	1.60 " 1,280
ROBERT DINNEMAN	"	1/9/71	P	C	1.40 "	1.50 " 630	1.50 hr- 630	1.50 hr. 630
MAUREEN SHANAHAN	"	7/10/71	P	C	1.40 "	1.50 " 315	1.50 hr- 315	1.50 hr. 315
WENDY NATHANSON	"	9/15/70	P	C	1.50 "	1.60 " 336	1.60 hr- 336	1.60 hr. 336
MAUREEN RITTER	"	6/17/68	P	C	1.60 "	1.70 " 1,326	1.70 hr- 1,326	1.70 hr. 1,326
LE-ELLEN SPELMAN	"	6/1/70	P	C	1.50 "	1.60 " 512	1.60 hr- 512	1.60 hr. 512
SUSAN BERGMAN	"	10/10/71	P	C	1.40 "	1.50 " 315	1.50 hr- 315	1.50 hr. 315
A. DIENER	"	10/14/71	P	C	1.40 "	1.50 " 315	1.50 hr- 315	1.50 hr. 315
BETTY FRANK	"	10/8/71	P	C	1.40 "	1.50 " 315	1.50 hr- 315	1.50 hr. 315
DAVID MAYER	"	3/10/71	P	C	1.40 "	1.50 " 570	1.50 hr- 570	1.50 hr. 570
PAGES-SUMMER & HOLIDAY					1.40 "	1,830	1.40 hr- 1,830	1.40 hr. 1,830
TOTAL PART-TIME CLERKS-PAGES						12,468	12,368	12,368

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

YEAR 1971	\$1.40 - 1.70
YEAR 1972	1.40 - 1.70

NO REQUEST FOR INCREASE IN RANGE. ONLY
"NORMAL" 10¢ INCREASE PER HOUR IS REQUESTED.
ALSO, HOURS MAY VARY ACCORDING TO NEEDS OF LIBRARY

TOWN OF WEST ORANGE ANNUAL BUDGET

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

Form No. B-3

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
NAME	CIVIL SERVICE TITLE	DATE OF EMPLOYMENT	P OF T	C OF U	PRESENT SALARY	1972 DEPT. REQUEST	1972 MAYOR'S RECOMM.	1972 FINAL BUDGET
FULL TIME EMPLOYEES PART-TIME - JR. LIBRARY ASSISTANTS PART-TIME - JR. LIBRARY CLERKS (PAGES) SUB-TOTAL OTHER EXPENSES HEALTH BENEFIT PLAN SOCIAL SECURITY - EMPLOYERS PORTION PUBLIC EMPLOYEES RETIREMENT SYSTEM-EMPLOYER'S PORTION TOTAL	ANALYSIS							
						135,780	135,780	117,361
						56,049	56,049	50,000
						12,468	12,468	12,368
						204,297	204,297	179,729
						6,250	6,250	6,250
						10,200	10,200	10,200
						7,500	7,500	7,500
						228,247	228,247	203,679

West Orange Free Public Library

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

OFFICERS

LIBRARY BOARD OF TRUSTEES
WEST ORANGE FREE PUBLIC LIBRARY

1 9 7 2

Mrs. Mary M. Zeitlin	President
Mr. Benjamin F. Yeager	Vice President
Mr. Richard Duess	Treasurer
Mrs. Rose Zimmerman	Secretary
Miss Eileen Flanagan	
Mr. Albert Kupferer	(alternate for Dr. D'Alessio)
Ex-Officio	Honorable Louis P. Falcone, Mayor
Ex-Officio	Dr. Theodore D'Alessio Superintendent of Schools

A G E N D A

**WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

JANUARY 25, 1972

I. MINUTES FOR DECEMBER 1971

II. TREASURER'S REPORT

- A. FINANCIAL STATEMENT**
- B. BILLS PRESENTED FOR PAYMENT**

III. PERSONNEL COMMITTEE & NEW STANDING COMMITTEES

IV. ASSISTANT DIRECTOR'S REPORT

V. OLD BUSINESS

VI. NEW BUSINESS

- A. INTERVIEWS WITH ARCHITECTS**
- B. DISCUSSION OF CURRENT BUDGET**
- C. STATISTICAL REPORT FOR 1971**
- D. MC NAUGHTON SYSTEM**
- E. AUDIO VISUAL AIDS & REFERENCE DEPT.**
- F. LIGHTING DOWNSTAIRS**
- G. GROUPS USING MEETING ROOM REGULARLY**
- H. NEW VACATION SCHEDULE**
- I. UP DATE BY-LAWS - CHANGE MEETINGS**

VII. OPEN MEETING

ADJOURNMENT

Henry Hirschmann
26 Chestnut Road
West Orange, N.J.
January 23, 1972

The Town Council
Town of West Orange
66 Main Street
West Orange, N.J. 07052

Attention: Mr. Samuel Spina, President

Gentlemen:

Re: Budget of Public Library

I respectfully call your attention to the fact that the 1972 budget for the Public Library discloses that salaries of individual full-time employees for 1971 exceeded the amounts authorized by your Council by \$17,528. This unauthorized excess consists of (i) salary increments of 11 employees which exceed the budgeted amounts by a total of \$5,778, and (ii) the addition of two positions (a ninth junior library assistant and a secretary) which were not included in the budget. Details of this contention are shown in the attached schedule. The salary decreases for two employees, shown therein, are presumably due to absences, etc. and are being restored in the 1972 budget.

These changes not only infringe the authority of your Council, but also contravene the spirit of the law and are in complete disregard of the responsibility to the taxpayers. The vacancy of Library Director became the catalyst for salary increases, which previously had been disapproved by your Council, and the addition of 2 staff positions, one of which had previously been disapproved by your body. The net result of these financial acrobatics is the fact that you are being called upon to approve a budget showing a spending increase for full-time personnel in the amount of \$3,353, while in fact such amount is \$18,866.

In order to rectify this situation, I recommend that the following steps be taken:

- a) The unauthorized positions be terminated forthwith.
- b) No salary increments or promotions be authorized for 1972.
- c) The vacancy of Library Director be removed from the library budget to prevent future largess (possibly include the position in the Town Council's own budget).
- d) Legal steps be instituted against the library trustees for violation of their trust.

The contents of this letter were discussed with Mr. Samuel Warrence by Miss Kay Koller, Mr. B. Holme and the writor on January 22, 1972 and will be brought before the forthcoming meeting of the budget committee of the West Orange Residential Association.

Respectfully submitted,


Henry Hirschmann

Enc.

cc: Mr. Samuel Warrence

WEST ORANGE PUBLIC LIBRARY

Comparison Of 1971 Salaries Of Full Time Employees Per 1972 Budget With Amounts Authorized By Town Council In 1971 Budget

	Final 1971 Budget	1971 Present Salary	Unauthorized Excess Or (Decrease)
<u>Unauthorized Salary Increases:</u>			
1 Mary Allerhand	\$ 5,902	\$ 6,592	\$ 690
2 Walter Baldwin	9,006	9,456	450
4 Isabel Dickinson.....	6,380	6,780	400
5 Dorothy Ericsson.....	5,436	6,556	1,120
6 Thomas Ford.....	5,469	5,909	440
7 Sarah Rabinowitz.....	5,664	5,674	10
8 Lola Reed.....	12,588	13,168	580
9 Claire Schroeder.....	5,935	6,345	410
10 Lorraine Schwartz.....	6,326	6,796	470
13 Margaret Cushing.....	9,690	10,498	808
11 Marjorie Bosin - Replac't..	5,100	5,500	400
	<u>77,496</u>	<u>83,274</u>	<u>5,778</u>
<u>Unauthorized Positions:</u>			
14 Geraldine Schaffter - Sec'y. -		6,500	6,500
15 Bonnie Aronson - Jr. Lib. Ass't. -		5,250	5,250
		<u>11,750</u>	<u>11,750</u>
Total Unauthorized Amounts.....			<u>\$17,528</u>
<u>Other Salary Differences:</u>			
3 Emma L. Czarnecki.....	9,690	9,320	(370)
12 Tze - Nan Chow.....	13,081	12,717	(364)
16 Vacancy - Library Dir.....	16,347	15,066	(1,281)
	<u>39,118</u>	<u>37,103</u>	<u>(2,015)</u>
Total - full time employees...	<u>\$116,614</u>	<u>\$132,127</u>	<u>\$15,513</u>

APR 11 1972

LIBRARY

Bearing that the Board of Trustees Duties and Responsibilities
have on letter of January 23, 1972 by Henry Hirschmann
in criticism of the Board of Trustees

1. The alleged overexpenditure for Salaries of \$17,528 which Mr. Hirschmann states was incurred by the Board during 1971, should be disproved by the citations of the Attorney General's opinion which specifically supports the right of the Board of Trustees to exercise its discretion once funds have been obtained for Library purposes and expenditure. In particular the Court has held that once the amount of the money to be appropriated to the Board has been received the municipality has no power to intrude upon the prerogatives of the Board in appointing its Agents, employees, and fixing their compensation, nor could the Municipal Government veto salaries fixed by ordinance of the Board ***". In addition, the Board of Trustees may substantiate on a reasonable basis its action in granting increments to full time employees during 1971 which were wholly consistent and within the ranges recommended by the N.J. Library Trustees Association as being the scales and compensation which would hopefully be required to maintain the level of employment in Libraries throughout the State of New Jersey.

As to the hiring of additional employees, the two individuals hired were deemed necessary for the functions of the library as determined within the discretion of the Board of Trustees.

As to the abolition of the position of Library Director which presently is vacant, it is respectfully suggested that as long as the appeals for reinstatement of the former Director currently is pending, -that provision for payment of the back salary in the event of such reinstatement must be provided for in any budget.

It is noted that Mr. Hirschmann in his letter, urges that legal steps be instituted against the Library Trustees because of violation of their Trust. On the face of the foregoing such violations have not been demonstrated and at best should merely be characterized as rhetorical, serving only to impugn the honesty of the Board of Trustees in the discharge of their duties fully within the limits of the powers and discretion laid down by statute, decided cases and legal opinions. Perhaps such assertions against the Board of Trustees might be considered to be harmful to the name and reputations of the individual members of the Board of Trustees at the risk of understatement.

Signed: 

Mary M. Zeitlin (Mrs.)
President, Board of Trustees

2/3/72

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JANUARY 25, 1972

The January meeting of the Library Board of Trustees was called to order at 4:55 P.M. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Ben Yeager and Mr. Albert Kupferer, acting as alternate for Dr. Theodore D'Alessio. Also present were Mrs. Lola N. Reed, Acting Director, Mr. William Jervey, and Mrs. Harold Seelig, 33 Fairway Drive, West Orange.

MINUTES: A motion was made by Mr. Yeager and seconded by Mrs. Zimmerman to accept the minutes of the December 14, 1971 meeting. It was passed unanimously.

TREASURER'S REPORT:

- A. FINANCIAL STATEMENT: Mr. Yeager noted that there will be a deficit of approximately \$2,000 in the 1971 budget. This is caused by books ordered in 1971 and not yet received or paid for. Mrs. Yeager motioned that the Financial Statement be approved and Mrs. Zimmerman seconded. It was passed unanimously.
- B. BILL PRESENTED FOR PAYMENT: Mrs. Reed notified the Board that the new purchase order system should go into effect within a month. Mr. Yeager said he would contact Mr. Ehrenkranz in order to have him draw up an itemized schedule of insurance coverage and cost of same for the library.

Mrs. Zeitlin pointed out that the Avery Label bill was for replacement of labels which were lost in the flood of August 1971. Mr. Yeager said he would check with the Town Attorney to see if any action has been taken with the suit the Town instituted against the company involved in the flood damage.

Mrs. Zimmerman motioned to make payment for the bills presented. It was seconded by Mr. Kupferer and passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zimmerman motioned that Mrs. Czarnecki's title be changed to Senior Librarian, Head of Cataloging and Acquisitions at a requested salary of \$10,949, retroactive to January 1, 1972. Mr. Yeager seconded the motion and it was passed unanimously.

(Mr. Yeager made a motion that the Budget Committee approve the addition of \$1178.00 to the total Salary Budget of \$136,958. Mr. Kupferer seconded and it was passed unanimously.) *MOTION WITHDRAWN AT 2/29/72 meeting*

Mrs. Reed noted that Mrs. Dickinson has requested to work on a part-time basis instead of her present full time schedule. The Board unanimously approved her request.

ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned to accept Mrs. Reed's recommendation that Miss Cushing and Mrs. Springsteel be made permanent employees. Mr. Yeager seconded the motion and it was unanimously passed.

Mr. Yeager made a recommendation that the Building & Grounds Committee look into Mrs. Reed's suggestion to renovate Tory Corner Branch.

Mr. Kupferer motioned to make the six Jr. Library Clerks Jr. Library Assistants. Mrs. Zimmerman seconded and it was passed unanimously.

A motion was made by Mr. Kupferer and seconded by Mrs. Zimmerman to accept the Acting Director's Report. It was passed unanimously.

OLD BUSINESS:

Mrs. Zeitlin noted that the Fines and Reserves collected by the library have been previously turned over to the town. Mr. Yeager requested that further discussion of this matter be taken up at the next meeting.

The next Trustee meeting will be held on Feb. 29, 1972 at 4:30 P.M. in the library.

At 6:05 P.M. Mr. Yeager motioned to adjourn the meeting, seconded by Mrs. Zimmerman.

Respectfully submitted,

Geraldine Schaffter
Geraldine Schaffter

COMMITTEES FOR 1972

FINANCE -- Mr. Duess & Mr. Yeager

Bonding and insurance - Jonas Inventory

BUILDING & GROUNDS -- Mrs. Zimmerman & Mr. Kupferer

LEGISLATIVE -- Mrs. Zimmerman, Mrs. Zeitlin and Miss Flanagan

SUB COMMITTEE: BY-LAWS & VACATION POLICY - Mrs. Zimmerman
Mr. Kupferer
Mrs. Zeitlin
Mrs. Reed

PERSONNEL -- Mrs. Zeitlin, Mrs. Zimmerman, Mr. Kupferer
& Mrs. Reed

ACTING DIRECTOR'S REPORT
to the
LIBRARY BOARD OF TRUSTEES

January 25, 1972

An all-time record was reached in circulation at our library on Monday, December 27, 1971. The overall circulation for that date was 1,763. The branch library was closed.

The moratorium for the month of December went over quite well, but not as well as we expected. The lack of continued adequate publicity through the different media contributed to the weakness of this gesture. However, we did benefit to a degree.

A second general staff meeting was held. During the course of our meeting we discussed various aspects of our program and some problems which we came to some definite means and conclusions through which they might be solved. The meeting, on a whole, was beneficial and enlightening to all. At the end, we decided to have a Christmas party, to which all Library Trustees were invited.

Our Christmas party was a huge success. It was held in the Conference Room on Tuesday, December 21 from 5:30 to 7:30 P.M. It was an enjoyable event. Everybody had fun and openly welcomed Mrs. Zeitlin and Mr. Manheim who attended. We were sorry other Trustees were unable to attend.

Everybody returned to work after the New Year still excited over the past events and with an eagerness to work. Although several of our staff have been out during the month because of illness, others willingly doubled their work load and filled in where they were needed.

Mrs. Sandra Goss completed a series of workshops in puppetry during the month of January. An example of her achievements is on display in the Children's Room. Also, a one-day symposium on "Annual Reports" was held at Newark Public Library on Tuesday, January 18. I attended and received some guidelines and up-to-date data on making an annual report.

New display magazine racks have been received and are in use. Much of the furniture in the Adult Section has been re-arranged because our space problem has become very acute. Counter high shelves will be used to somewhat partition the Reference Section from the main reading room (estimate of shelving attached). All reference materials are to be housed in one area so as to eliminate the overcrowded conditions in the 300's.

Existing conditions at the Tory Corner Branch are deplorable. So much needs to be done to make the tiny rooms look decent, I do not honestly feel it would be worthwhile to enumerate them.

May I respectfully suggest that the Board of Trustees visit the branch. I would like to recommend that we seriously consider another location. Having visited the library and seeing what it

needs, it is my honest opinion that even with an increase in rent at a more suitable location on a ground floor level, we would save rather than renovate, re-decorate and paint the present quarters.

If the latter is decided upon then consider an immediate paint job should be done, shelves remodeled, window shades and drapes bought and tables and chairs painted.

A letter received from Civil Service recently states that an appeal has been granted Mrs. Marjorie Bosin which pertains to her dismissal on November 23, 1971. No date has been set for the hearing as yet.

Our Mobilibrary made national news this month. It was referred to as one of the biggest mobile units in the country. (Little did they know that it is probably one of the biggest headaches too.) However, by the skillfull operation and untiring efforts of Mr. Walter Baldwin we are able to make our daily rounds.

May I respectfully submit the names of Miss Margaret Cushing, now certified by the State of New Jersey and Mrs. Elizabeth Springsteel, who recently passed her Civil Service Examination, as permanent employees.

Also, I recommend the names of the following college students as Junior Library Assistants:

~~Robert Coleman~~

Elizabeth Portuese

Marguerite Bishop

Maureen Ritter

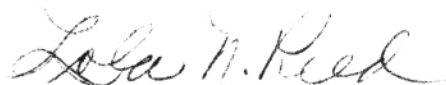
Jane O'Brien

Daria Washco

I recommend William Merklinger and Michael Rozansky as library clerks to fill the vacancies created by the loss of August Kaufhold and Robert Petrokovsky.

Mrs. Smolan, and the Children's Room staff are in the last stages of preparation for the next Pre-School Story Session which begins February 7, 1972.

Respectfully submitted,

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

Lola N. Reed
Acting Director