A G E N D A

BOARD OF TRUSTEES MEETING - JULY 25, 1973

- I. Roll Call
- II. Minutes of June 27, 1973
 Additions or corrections
- III. Financial Statement
 Additions or corrections

IV. Standing Committee Reports

- A. Personnel Committee
- B. Building and Grounds
 - 1. Lease on Tory Corner
 - 2. Bill for rear wall
 - 3. Employee's parking lot
 - 4. Air conditioning
- C. Art Committee

V. Old Business

- A. Bookmobile
- B. Transfer of insurance 30 days notice to be given August 1st as first premium on old coverage is due in September.
- C. Report from Mr. Irving Ostrow, Attorney for Board in Civil Service case vs. Robert Jonas. (Letter of reference from Mr. Jonas.)

VI. New Business

- A. Budget Committee to meet with Mr. Manheim regarding the 1974 budget upon Mr. Kupferer's return from Europe. The budget should be presented to Town Hall for Mayor's consideration in November. The public hearing with the Mayor due in December.
- B. Lawyer to be in 1974 Budget.

Any other business?

Adjournment

West Orange Public Library

Board of Trustees

Special Meeting Held Wednesday, July 11, 1973

A special meeting of the Library Board of Trustees was held on Wednesday, July 11, 1973.

The meeting was called to order at 7:30 p.m. by the President, Mrs. Mary Zeitlin. Present at the meeting were Mesdames Eileen Flanagan, Phyllis Lopis, Rose Zimmerman and Lola Reed. Messrs. Albert Kupferer and William Sagosz were also present.

The purpose of this special meeting was to meet with Architect, Mr. Thomas Lehman and Consultant, Mr. Henry Thomas to make final preparations for our proposed meeting with the Town Council on Monday, July 16th.

While waiting the arrival of Messrs. Lehman and Thomas, there were a few emergency problems discussed.

(1.) Mr. Sagosz reported his findings on our bookmobile needs. He stated that he had talked with representatives of at least two deisel engine companies and had reached the conclusion that we need a bigger motor for running our present mobile unit which would use regular gas, and that we should install a deisel engine for the generator motor. The approximate length of time it will take to complete the job is 120 days at a savings of \$5,000 for Mack Boring Company as compared to five to seven weeks delay with a price of \$15,000 estimated by the deisel company in Lodi.

After a lengthy discussion, Mr. Sagosz asked the Board's approval for at least a two week period to investigate further and consult with the experts on deisel engines, and to get a commitment from them as to what they will be able to do, the length of time involved and the cost. He also stated that he would visit the Town Garage and consult with personnel there in an effort to reach the right decision as to the type or types of engines we should use.

The Board agreed to extend the time of two weeks for Mr. Sagosz to investigate further into the matter of getting the Mobilibrary fixed.

It was also agreed that since Mr. Sagosz is an engineer, he is in a better position to decide the best solution to the problem and we would rely on his judgement.

(2.) Mrs. Zeitlin asked that we do something about the Baldwin matter. She stated facts about his salary raise, a letter received from Mr. Dooley, our Assistant Town Attorney, and the continued employment of Mr. Baldwin.

Thus, a discussion ensued as to the status of Mr. Baldwin so far as Civil Service is concerned, his veteran's status and also his tenure. We also discussed the fact that Mr. Baldwin does not have a driver's license and will not be able to drive.

Questions were raised as to what type of work Mr. Baldwin could do.

Mrs. Reed reported that a job would have to be created for him because her information from Civil Service is that we cannot discharge him from the staff.

Mrs. Reed also mentioned a letter she had received from Mr. Baldwin's doctor which stated that "Mr. Baldwin has my permission to return to work..." Since the Board deemed the letter was not explicit enough as to Mr. Baldwin's health etc. they requested Mrs. Reed to write a letter to the doctor asking for detailed information.

(3.) Mrs. Zimmerman motioned that Mr. Baldwin be included in the \$700 cost of living increases given to full time employees as passed by the Board at the March 28, 1973 meeting and modified at the May 2, 1973 meeting. The motion was seconded by Miss Flanagan. It was carred unanimously.

After waiting until 9 p.m. for Mr. Thomas, who, incidentally, did not show up---but called to say he could not make it to the meeting, Mr. Lehman, who had been waiting patiently since 8 p.m., was asked to make his presentation.

We were well pleased with the presentation made by Mr. Lehman. He explained in detail about the plans and then showed us a drawing of what the finished library would look like.

The meeting was adjourned at 9:30 p.m.

Signed:

Acting Director

LNR:gs

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

TUESDAY, JULY 31, 1973

The Board of Trustees meeting scheduled for Wednesday, July 25, was attended by Mrs. Mary Zeitlin, Mr. Ben Yeager, Mrs. Phyllis Lopis and Mrs. Lola Reed. Mr. Irving Ostrow, the attorney retained by the Board in the Robert Jonas Civil Service case, was also present and gave a report on the brief he is preparing in this matter. There being no quorum, it was decided to hold a special meeting on Tuesday, July 31, at 5:00 p.m. when the entire Board would be available to discuss the month's agenda.

On Tuesday, July 31, the special meeting of the Board was called to order at 4:55 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mrs. Phyllis Lopis, Miss Eileen Flanagan, Mr. Ben Yeager, Mr. William Sagosz and Mr. Albert Kupferer. Also present was Mrs. Lola Reed, Acting Director.

MINUTES: June 27, 1973

Mr. Yeager motioned to have Mrs. Schaffter write a letter to the Town Council requesting an emergency appropriation in the amount of \$950 for the waterproofing of the east wall of the building by the Colonial Waterproofing Co. Mrs. Zimmerman seconded and it was passed unanimously.

Mrs. Zeitlin requested an addition to the minutes. Under Old Business, to the paragraph referring to Samuel Klein will be added the sentence: The \$300 check will be sent with a covering letter of explanation.

Mrs. Zeitlin also noted a change in wording to the paragraph referring to Walter Baldwin. The last sentence to read: Mrs. Zeitlin read a letter from Mayor Falcone to Mr. Mangino, Town Attorney, on this matter and will wait for further directives from him.

Mrs. Zeitlin requested the phrase "In order to conform with established procedure" on page 3 of the minutes be stricken.

Mrs. Zeitlin moved that the Bookmobile deisel engine motion on page 2 be rescinded. Mrs. Lopis seconded and it was passed unanimously.

Mr. Yeager motioned to set aside \$900 from the first quarter Bookmobile budget and \$2,500 from accumulated revenue to be applied to complete overhaul of present engine set and main propulsion engine and give Mr. Sagosz authority to approve any additional work done by the Mack Boring Co. Mrs. Zimmerman seconded and it was passed unanimously.

FINANCIAL STATEMENT:

Mrs. Zeitlin motioned that the \$125 for the Essex County Traveling Exhibit Circuit appropriated at the May meeting from the Community Relations budget line be transferred to the Audio-Visual line in the budget. Mr. Sagosz seconded and it was passed unanimously.

Mrs. Reed was instructed by the Board to contact Mr. Manheim to consult with him as to what line in the budget the United Coffee bill should be applied to.

Mr. Kupferer moved that \$200 be taken from contingency line and transferred to Community Relations. Mr. Yeager seconded and it was passed unanimously.

Mr. Yeager motioned to accept the Financial Statement including approval for payment of the \$27 bill to Grossman Publishers (#7159). Mr. Kupferer seconded and it was passed unanimously.

COMMITTEE REPORTS: BUILDING AND GROUNDS

- A. Tory Corner Lease -- Mr. Yeager reported that he called Mr. Dooley and requested him to call Mr. Magee at the Community House. Mr. Dooley replied that he was told by Mrs. Zeitlin that the Board is autonomous. Mr. Yeager saw the Mayor and was told by him that under no conditions is Mr. Dooley to refuse the Board since he is the Assistant Town Attorney.
 - 1. Mrs. Reed was instructed to write a letter to the Mayor for clarification as to Mr. Dooley's responsibility to the Board.
 - 2. Mr. Yeager suggested that Mrs. Reed also write to Mr. Dooley to secure a lease for our rental in the Community House and Include:
 - a. security
 - b. fee in writing (rent)

This is to be written after Mrs. Reed receives a reply to her letter to the Mayor.

B. Employee's Parking Lot -- Mrs. Reed will contact Mr. Warrence to see what can be done to improve conditions and decrease the vandalism in the new rear parking area.

ACTING DIRECTOR'S REPORT:

Mr. Sagosz motioned to accept the Acting Director's Report and approve her recommendation that Mr. Baldwin be reinstated as Jr. Library Clerk at a range of 4,500 - 6,442 with a starting salary of 4,442. Mr. Yeager seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mrs. Lopis motioned that the Board approve payment of Mr. Ostrow's bill of \$3,210 to be taken from accumulated revenue. Mr. Yeager seconded and it was passed unanimously.

The Board has received a second estimate for insurance coverage from George H. Smith, Inc.

Mr. Yeager motioned that we cancel the present insurance package with the Ira F. Ehrenkranz Agency to be effective September 1, 1973 and that Mrs. Reed notify Mr. Ehrenkranz in a formal letter. Also, Mrs. Zeitlin be authorized to sign with the Fowler Agency for insurance package coverage to be effective September 1, 1973. Mr. Kupferer seconded the motion and it was passed unanimously.

The next Board of Trustees meeting will be held on Wednesday, August 29th at 7:30 p.m.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Geraldine Schaffter

WEST ORANGE FREE

PUBLIC LIBRARY

MEETING:

JULY 16, 1973, 7:30 P.M.

FACT SHEET - FOR MAYOR & COUNCIL

1. COST DATA

| A. | LAND ACQUISITION: | \$ 00.00 |
|----|--------------------------|----------------|
| В. | BUILDING COST: | 900,000.00 |
| c. | FURNITURE & EQUIP.: | 80,000.00 |
| D. | ARCHITECT & ENGINEER: | 62,000.00 |
| E. | LEGAL & BONDING: | 20,000.00 |
| F. | SURVEY, BORINGS & MISC.: | 8,000.00 |
| | TOTAL: | \$1,070,000.00 |

2. IMPORTANT MISC, FACTS

| A. | EXISTING BUILDING: | 16,000 | Sq. Ft. |
|----|-------------------------------|---------|---------|
| B. | ADDITION: | 21,474 | n . |
| c. | NEW BOOK CAPACITY: | 171,000 | Volumes |
| D. | PROJECTED POPULATION BY 1990: | 65,000 | |
| E. | CIRCULATION (1971) | 306,000 | Volumes |

MEMORANDUM

July 17, 1973

TO: Mrs. 1

Mrs. Mary Zeitlin

FROM:

Mr. William Sagoss Bookmobile Committee

SUBJECT: Repair of Mobilibrary Engines

Arrangements for the repair of the Mobilibrary have been made with Mack Boring & Tool Company of Union, New Jersey. Although they are not the ideal, the arrangements are the best we could get.

Recommendations I received from more than one source were that the main propulsion engines be over-hauled and not changed for new.

Recommendations for the Engine-generator were to obtain a new engine but not a diesel.

Diesels in either of the above cases were not desirable because:

Extensive body modifications had to be made to accommodate them.

Diesels are good for continuous running. Since the main propulsion engine is started and stopped about eight times a day, the advantages are discounted. Also poor or slow starting in cold weather or damp weather.

Although the Engine-generator is continuous running, the rear compartment had to be modified and cut into the bookmobile operating space. They are also noisy and create vibrations that would upset the personnel on the vehicle.

To obtain a new Engine-generator would take 120 days (4 months)

Therefore---

A complete overhaul of both engines is the best and the least expensive way to go.

| Signed | | | | |
|--------|-----|------|----|--|
| | iam | Sago | 82 | |

July 17, 1973

Mack Boring and Tool Company U.S. Highway 22 Union, New Jersey 07083

Attention: Mr. Bruce McKee

Re: West Orange Library Bookmobile

Dear Bruce,

The West Orange Library Board of Trustees requested that I arrange for the repair of our bookmobile and to get it operating within a reasonable time period.

in my conversations with you and Frank Schumaker, we covered many aspects of the repairs including replacement of the Onan Engine-generator set and the international Harvester engine with diesels and the value of doing this. As a result, the facts point to a viable solution to be a major over-haul of both engines as outlined below:

- 1. Move disabled bookmobile from West Orange Library to your repair shop.
- 2. Completely overhaul the Onen Generator Set
 - 2a. Engine Rebore cylinders and replace rings, wrist-pins, bearings, belts and hoses as required.
 - 2b. Generator Dress commutator rings and replace brushes, relays and switches as required.
- Completely overhaul the International Hervester engine. Rebore cylinders and replace rings, wrist-pins, bearings, etc.
- 4. Add and enlarge louvered openings in the engine-generator compartment to provide maximum ventilation. Sub-contract as required.
- 5. Provide written instructions for changes of oil, filters, spark plugs, etc. on both engines. (We need this to start a daily log.)
- 6. Deliver the bookmobile and statement of warrantee to the West Orange Library c/o Hrs. Lola Reed on or about August 15, 1973. Please notify Hrs. Reed if you have reason to change the schedule.

Mr. Bruce McKee Mack Boring and Tool Company July 17, 1973

- 7. Total cost of work not be exceed \$3,400.00. Please Itamize parts and labor costs.
- 8. If, in the course of work, you find other items that need attention, please proceed with such work up to the amount of ten percent of the cost in item 7. Request additional authorization over this amount.

Sincerely yours,

William Sagosz West Orange Public Library Board of Trustees

WS:93

IRVING OSTROW

COUNSELLOR AT LAW

24 COMMERCE STREET, SUITE 425

NEWARK, N. J. 07102

PHONE 642-4284

July 25, 1973

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

Re: Robert Jonas ads. West Orange Library Board of Trustees

To research and preparation of Findings of Fact and Conclusion of law brief required by the hearing officer in the above captioned matter: see schedule of time spent on research and preparation of brief on schedule attached hereto covering through date hereof.

IRVING OSTROW

COUNSELLOR AT LAW
24 COMMERCE STREET, SUITE 425
NEWARK, N. J. 07102

PHONE 642-4284

RESEARCH AND BRIEF

TIME SCHEDULE

| DATE | TIME | -OFF TIME | HOURS |
|---------------|------------|------------------|--|
| | 6:15/8:15 | | 2 |
| 6/14/73 | 6:30/11:00 | | 4-1/2 |
| 6/18/73 | 6:30/11:00 | | 4-1/2 |
| 6/19/73 | 7:00/9:00 | | 2 |
| 6/20/73 | 6:30/10:30 | | 4 |
| 6/21/73 | 1:00/5:00 | | 4 |
| Sat 6/23/73 | 11:00/5:00 | 1/2 hr lunch | 5-1/2 |
| Sum 6/24/73 | 7:00/11:00 | | 4 |
| 6/25/73 | 7:00/12:00 | | 5 |
| 6/26/73 | 7:00/12:00 | | 5 |
| 6/27/73 | | | 7 |
| 6/28/73 | 7:00/2:00 | - 1/2 hr | 6-1/2 |
| 6/29/73 | 6:30/1:30 | 1/2 hr lunch | 8 |
| #at. 6/30/73 | 9:00/5:30 | 1/2 312 1 421011 | 7-1/4 |
| 7/2/73 | 6:30/2:15 | | 3-1/2 |
| 7/5/73 | 6:30/10:00 | | 5 |
| Sat. 7/7/73 | 1:00/6:00 | 1/2 hr lunch | 7-3/4 |
| 300 7/8/73 | 9:45/6:00 | 1/2 HE LUM | 4-1/2 |
| 7/9/73 | 6:30/11:00 | | 5 |
| 7/11/73 | 6:30/11:30 | | 5 |
| 7/16/73 | 6:30/11:00 | | 4-1/2 |
| 1 0 / 7/17/73 | 6:30/11:00 | | 4-1/2 |
| 7/18/73 | 6:00/10:30 | | A |
| 7/19/73 | 6:00/10:00 | | 2 |
| 7/20/73 | 6:00/8:00 | | 5-1/2 |
| Sat_ 7/21/73 | 10:30/5:00 | | 3-3/4 |
| Fig. 7/22/73 | 1:30/5:15 | | 3-3/ % |
| 7/23/73 | 6:00/10:00 | | estandar para capara ca |
| | | Potal | 128-1/2 |

ACTING DIRECTOR'S REPORT

TO THE

LIBRARY BOARD OF TRUSTEES

JULY 25, 1973

My return from the American Library Association Annual Meeting in Las Vegas was blessed relief. The meeting, though with a drop in attendance, was a success in this desert town, which was unbelievably hot. (Report is attached.)

Completion of the 14-stall parking area for library employees was received by most with great delight. This delight was short-lived though. This was due to the casualty factor which some had already anticipated. It finally happened. Rock-throwing youngsters smashed the rear window of a car owned by Mrs. Claire Schroeder We have instructed Mrs. Schroeder to have the damage repaired on her car and have the bill sent to us. We will, in turn, send the bill on to the Ira Ehrnekranz Agency.

Needless to say, employees refuse to park in the new area. Although I had vowed to enforce the rule of individuals parking in assigned stalls, I cannot, in all consciousness continue my line of thought after what happened to Mrs. Schroeder's car.

I strongly suggest that the Board act with all expediency to have wire fencing installed around the entire top of the ledge at sufficient depth to prohibit youngsters from being able to throw debris at cars parked in the parking lot below.

As reported by me at the time of the special meeting on July 11, we are forced to create a position on our staff for Walter Baldwin. According to information which I received from the Department of Civil Service, it would constitute

less headache and confusion for us if the Board vote to extend employment to Mr. Baldwin at a lesser rank and with a reduction in pay.

This step will be necessary because Mr. Baldwin does not have a valid drivers license and will be unable to get one not earlier than one year from the date of his accident. Therefore, he cannot be reinstated as ClerkDriver, as was his title prior to January 3, 1973. Instead, because of his limited educational background, I recommend that Mr. Baldwin be reinstated with a title of Junior Library ClerkWit with a salary range of \$4,500 - 6,442. It is hopeful that he will not have to begin at the bottom of the scale.

The following employees have passed the Civil Service examination for Jr. Library Assistant:

Richard Glaser

Ellen Bern

Jacqueline Blair

Betty Carras

Elizabeth Betz

Jane O'Brien

Robert Coleman

Elizabeth Portuese

Robert Bliwise

Nancy Rubinstein

Sue Kasdon

Carmine Juliano

Maureen Ritter

Barbara O'Neill

Respectfully submitted,

Lola N. Reed Acting Director

REPORT FROM ALA CONVENTION

Many hours of the recent ALA Convention were spent discussing the Supreme Court decision of June 21, 1973 which has dramatic effects on the First Amendment.

The Freedom to Read Foundation requested the American Library Association to hold appropriate press conferences and to release statements to the press informing the public of the concern of the Association and the implications for librarians.

This Committee also voted to request the American Library Association to appropriate funds to file a petition to the U.S. Supreme Court for a rehearing of its six decisions, and that litigation be conducted for ALA by its legal action arm, the Freedom to Read Committee.

The Intellectual Freedom Program featured a panel discussion entitled "Conflict-Public vs Private Morality."

Emphasis, by one of four speakers, was placed on the Supreme Court decisions on pornography as a means by which local communities could set their own standards in the matter of publication and distribution of pornographic literature.

''Paternalistic morality and censorship'was the the theme of another speaker. Still another dwelt on the need for all societies to achieve a balance between individual expressions and society's needs, without stifling the flow of new ideas and interchange of ideas between differing groups.

A recent Rutgers study was used as a model by the Public Library Association in examining the demands for effective internally generated measurement techniques. Discussions and presentations focused on the need for devising measurement models from within the library rather than relying upon externally imposed methods of data gathering techniques.

Therefore, effective decision making by libraries is dependent upon the new methods of data gathering and interpretation. These preliminary efforts are only a beginning towards developing measurement techniques needed by all types of libraries.

At a meeting on Library Automation, the speaker presented an overview of the automation developments of the last five years. Also discussed was present and future technology of library automation with various types of circulation systems with emphasis on distributive logic systems.

Several resolutions were presented to a general ALA membership meeting on Thursday, June 28, 1973. A resolution to censure the University of Chicago Library for firing six librarians for union activities was met with difficulty. It was finally decided that the situation would be fully investigated and that the University would be urged to reinstate the librarians, to bargain with employers, and to organize to bargain.

"Libraries and Post-Secondary Education: Change and Response" was the theme of a joint meeting of two Committees. It was decided that the development of new

instructional technology to assist in the educational process must be of first priority. There is also a need to affirm the right to education for all individuals regardless of age, background, or prior formal educational attainment. In light of this, new non-traditional forms of education, such as non-residential colleges and universities, college credit by examination for life experience and work must be advanced.

The President of NOW spoke to a very receptive audience on "Welfare of Women in Librarianship." Some of the issues in the feminist movement she discussed are povery (all women are poor in a male society), politics, religion and education.

At a luncheon held on Friday, June 29, author June Jordan was given a standing ovation after her speech, "Young People---Victims of Realism." Contrasting the different kinds of realism she pointed out that profit-oriented publishers too often discourage the writing of anything but gritty realism. She urged librarians to set different criteria, to challenge the status quo and to help redefine realism.

The membership meeting heard a great deal of discussion on the question of all library school students having instruction in service to young adults and on the most effective ways to accomplish changes in curriculum.

Congressional contact was urged by every librarian. 'Write your Congressman' was the plea regarding HR 5424, a bill aimed at regulating governmental agencies in light of the Freedom of Information Act by requiring a 10-day response to questions received, the publication of rulings and operational procedures, and the indexing of materials in clear terms, part of the bill's content.

Chairman Joseph Shubert of the Legislative Committee reported passage of H.R. 8877. A resolution commending the House action was unanimously passed by Council. Copies of the resolution will be sent to members of the House of Representatives. ALA members were also urged to express their appreciation immediately to the 213 Congressmen who defeated the Michael amendment which would have reduced library funds by \$19 million.

In other action Council unanimously approved a resolution stating goals for Indian Library Information Services as a "treaty right of the American Indian." The affirmation of the right of library employees to organize and bargain collectively was made ALA policy by Council action.

Lola N. Reed Acting Director

Le mands

TOWN OF WEST ORANGE, NEW JERSEY

HARRY BONNET COUNCIL PRESIDENT

August 14, 1973

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

Dear Mrs. Zeitlin:

It is the unanimous opinion of the Town Council that the extension to the Library appears to be necessary; however, our bonding capacity could not withstand an additional \$1,000,000 at this time. It is essential that we expend considerable sums to reduce our sewage problems and it will also cost approximately \$1,000,000 to construct our proposed new Police Headquarters.

If the size of the proposed addition to the Library could possibly be reduced, the Council may be in a position to consider a revised plan and a lesser expenditure of money.

Very truly yours,

Harry Bonnet

Harry Bonnet

Council President

HB:ms

cc: Town Council

Hon. Louis P. Falcone, Mayor Town Hall West Orange, New Jersey 07052

Dear Mayor Falcone:

Members of the Library Board of Trustees and I are deeply concerned about matters of legal representation and who is to be contacted for such services.

At present, we are in need of a legal document to be drawn up for our security and lease at the Tory Corner Branch in the Community House.

Since we do not have an attorney, please advise me as to whether or not the Town Attorney or Assistant Town Attorney can be called on by us to render this and other legal services.

Your prompt attention to this matter will be greatly appreciated.

Respectfully yours,

Mrs. Lola N. Reed Acting Director



OFFICE OF THE MAYOR

LOTIS P PALCONE MAYOR

WEST ORANGE, NEW JERSEY

August 6, 1973

Mrs. Lola N. Reed, Acting Director West Orange Free Public Library West Orange, N. J.

Dear Mrs. Reed:

I am in receipt of your letter regarding legal representation dated August 1, 1973 and have turned over a copy of same to the Town Council along with my response to you.

Until an appropriation can be put in the 1974 Library budget for approval by the Town Council, it is suggested that you use the two Town Attorneys in seeking legal advice. A copy of this letter is being sent to them to notify them of my decision.

Very truly yours,

eurs P. Fa

Louis P. Falcone
Mayor

LPF:mds

CC: Town Council

Mr. Mangino

Mr. Dooley

West Orange Public Library

40 MI THE BOTH THE WAS CONTRACTED BY A DEAD OF SE

736-0300

July 2, 1973

MR. GEORGE H. SMITH, INC. 632 Engle Rock Avenue West Orange, N.J. 07052

Dear Mr. Smith:

In accordance with a resolution passed at the West Grange Library Board of Trustees meeting held on June 27, 1973, I have been directed to obtain quotes on premium costs for insurance coverage for the West Grange Library as listed herein.

We would be pleased to have you review our present coverage and submit your quotes as well as suggestions for changes and additions on or before July 20, 1973.

Please call Mrs. L. Reed, Acting Director, on 736-0198 for information that you may need to make your survey.

Sincerely yours,

Walley Mr.

WITLLIAM SAGOSZ

West Orange Library - Insurance Requirements

(1) Commercial Property Policy

| Part I = Property |
|---|
| Personal Property, Main Branch \$325,000 |
| Personal Property, Tory Corner Branch 15,000. |
| Transit, Bookmobile 3.000. |
| Perils Covered - All-Risk |
| Valuation Clause - Replacement Cost |
| - D - d + : 1 1 |

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

| Part III - Hability |
|---|
| Bodily Injury or Personal Injury \$300,000. |
| Property Damage 50,000. |
| Additional Insured - Town of West Orange |
| 그 그 그 아내는 그 아내는 일 하는 아이들이 얼마나 아들이 얼마나 얼마나 하는데 |

| Loss of Money & Securities - Main Branch (Inside | \$20 0 2 | ,000. ,000. |
|--|--------------------|----------------|
| & Outside) Loss of Money & Securities - Tony Corner Branch | | 500. |
| (Inside & Outside) | | |
| | | |
| Non-Compensated Officers Rider Ex-Officio Trustees Rider | | |

(2) Comprehensive Automobile

| Bodily Injury Liability | - each person | \$250,000. |
|-------------------------|--------------------|-------------------|
| | each documence | 500,000. |
| Property Damage Liabili | ty-each docurrence | 50,000. |
| Medical Payments | each person | 5.000. |
| Comprehensive | | Actual Cash Value |
| Collision | | 100. Deductible |
| Uninsured Motorists | each person | 15,000. |
| | each accident | 30,000. |
| Hired Car - Included | | |

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

Non-Ownership - Included

| Statutory I | Benefits - State of New Jersey | |
|-------------|--------------------------------|-------------|
| Employer's | Liability | \$1.00,000. |
| | Findorsement - Included | |
| | Professional Employee's | 200,000. |
| | Non-Professional Employee's | 10,000. |

(4) Position Schedule Bond

| Treasurer | | | | | | |
|-----------|------|----|------|--------|--|-----------|
| Obligec - | Town | pf | West | Orange | | \$15,000. |

GEORGE H. SMITH AGENCY, INC.

632 EAGLE ROCK AVENUE WEST ORANGE, NEW JERSEY 07052

Telephone: $\begin{cases} -\frac{239-0300}{736-0300} \end{cases}$

July 31, 1973

TRUSTEES of WEST ORANGE LIBRARY

Dear Sirs:

In reply to Mr. William Sagosz's letter of July 2, 1973, I have reveiwed all your insurance policies and am suggesting the following:

- 1. The Workmen's Compensation could be rerated with a savings of about 10% in premium.
- 2. Reduction of the Public Employees Blanket Bond to \$50,000.
- 3. The automobile policy can be placed with another company with a savings of 10%.
- 4. The SMP contents policy can be placed with another company with an overall savings of 15%

You are paying a yearly premium of \$4,000. so the overall savings would be about \$750. a year.

However, I wish to state that the main library should be insured for at least \$750,000. and the Branch should be insured for at least \$100,000.

Yours very truly,

George H. Smith

GHS aat

Representing Hartford Fire Insurance Company, Hartford Accident and Indemnity Company and Hartford Life Insurance Company of

THE HARTFORD INSURANCE GROUP

HARTFORD PLAZA, HARTFORD, CONNECTICUT 06115

IRVING OSTROW

COUNSELLOR AT LAW

24 COMMERCE STREET, SUITE 425

NEWARK, N. J. 07102

PHONE 642-4284

July 25, 1973

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

Re: Robert Jonas ads. West Orange Library Board of Trustees

To research and preparation of Findings of Fact and Conclusion of law brief required by the hearing officer in the above captioned matter: see schedule of time spent on research and preparation of brief on schedule attached hereto covering through date hereof.

Or in the alternative \$300.00 per diem based on a 12 hr. of research day 10.7 days at \$100.00 mesearch day 1

IRVING OSTROW

COUNSELLOR AT LAW
24 COMMERCE STREET, SUITE 425
NEWARK, N. J. 07102
PHONE 642-4284

RESEARCH AND BRIEF

TIME SCHEDULE

| DAVE | TIME | -OFF TIME | HOURS |
|--------------|------------|--------------|---------|
| | 6:15/8:15 | | 2 |
| 6/14/73 | 6:30/11:00 | | 4-1/2 |
| 6/18/73 | 6:30/11:00 | | 4-1/2 |
| 6/19/73 | | | 2 |
| 6/20/73 | 7:00/9:00 | | 4 |
| 6/21/73 | 6:30/10:30 | | 4 |
| Bath 6/23/73 | 1:00/5:00 | 1/2 hr lunch | 5-1/2 |
| Sum 6/24/73 | 11:00/5:00 | 1/2 HE Iduon | 4 |
| 6/25/73 | 7:00/11:00 | | 5 |
| 6/26/73 | 7:00/12:00 | | 5 |
| \U 6/27/73 | 7:00/12:00 | | 7 |
| 6/28/73 | 7:00/2:00 | | |
| 6/29/73 | 6:30/1:30 | = 1/2 hr | 6-1/2 |
| Fat. 6/30/73 | 9:00/5:30 | 1/2 hr lunch | *** |
| 1/2/73 | 6:30/2:15 | | 7-1/4 |
| 7/5/73 | 6:30/10:00 | | 3-1/2 |
| Sac 7/7/73 | 1:00/6:00 | | 5 |
| Sun 7/8/73 | 9:45/6:00 | 1/2 hr lunch | 7-3/4 |
| 7/9/73 | 6:30/11:00 | | 4-1/2 |
| 7/11/73 | 6:30/11:30 | | 8 |
| 7/16/73 | 6:30/11:00 | | 5 |
| U) 7/17/73 | 6:30/11:00 | | 4-1/2 |
| 7/18/73 | 6:00/10:30 | | 4-1/2 |
| 7/19/73 | 6:00/10:00 | | 4 |
| | 6:00/8:00 | | 2 |
| 7/20/73 | 10:30/5:00 | | 5-1/2 |
| 25 7/21/73 | 1:30/5:15 | | 3-3/4 |
| 1/22/73 | | | 4 |
| 7/23/73 | 0.00/20-00 | TOTAL | 120-1/2 |

ALLAN COMMERCIAL SERVICE

| | TO: West Orange Public Library | June 13, 1973 | | | | | | |
|--------------------|--|--|--|--|--|--|--|--|
| | | Date | | | | | | |
| | | | | | | | | |
| | · · | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | PECEDENCE | | | | | | | |
| | REFERENCE | : Robert Jonas | | | | | | |
| | Date of Birth: | | | | | | | |
| | S.S. No.: 10 | 1-07-3811 | | | | | | |
| | | /33 | | | | | | |
| | The above named applied to us for a position of considerable | *1 *1 * · · · · · · · · · · · · · · · · | | | | | | |
| | The above named applied to us for a position of considerable responses a reference. The nature of our business and the strict licensing of the mandatory that we bring into our organization only those of good a background. With this in mind, the applicant has stated you can veri | under which we operate make that acter, reputation and | | | | | | |
| | | | | | | | | |
| | Employed from / / to / / . Capacity employed | | | | | | | |
| Peason for leaving | | | | | | | | |
| | igible for reemployment . If NO give reason Do you recommend the applicant without reservation? | | | | | | | |
| | Signature | | | | | | | |
| | Title | | | | | | | |
| | | | | | | | | |
| | Please use the reverse side of this letter to inform us of any known statement, and tell us of any adverse comment in connection with his | honesty, character, domestic | | | | | | |
| | life, integrity, financial status, ambition, health, mentality, sobriety adverse characteristic of which you may be aware. If you prefer to in phone, please feel free to contact me. | , agreeableness, or any other | | | | | | |
| | Your prompt and complete cooperation will be appreciated by both the Your reply will be kept confidential, and you may use the enclosed servelope in replying. Thank you. | e applicant and ourselves. tamped self-addressed | | | | | | |

Yours truly,

MANAGER ANAL

Signature of person answering

(See reverse side)

All information will be kept confidential

P. O. BOX 395 MAPLEWOOD, N. J. 07040



KIRSTEN, SOLOMON & FRIEDMAN A PROFESSIONAL CORPORATION COUNSELLOPS AT LAW 144 DECEMBER STREET NEWARK, N. J. 07102 AREA DODE 20 JACK E KIPSTEN 822 7875 -AROLD FRESWAN July 20, 1973 ROSER L SAMACHS Irving Ostrow, Esq. 24 Commerce Street Newark, New Jersey Re: Robert Jonas vs. West Orange Library Dear Mr. Ostrow: I am really shocked by the position and attitude taken by your client together with your attitude concerning an employment information request form that was sent to the Library. I understood from you that this request was received by the Library on June 13, 1973 and was a request for information with regard to a new job being applied for by Mr. Jonas. As you know, and are fully aware, Mr. Jonas has been out of work for the greatest portion of the time since he was wrongfully fired by the Library in April of 1971. How the Board has the audacity to withhold answering the employment information form for 5 weeks while they know a man is out of a job and is in desperate financial straits is incomprehensible. All they had to do, if they questioned the ethics of completing the form, was to get in touch with you and ask you to relay this information to me. I am shocked at the position taken by the Board, their failure to give any consideration to this request for information and their failure to act upon it in any manner. It only goes to show the capricious, spiteful and arbitrary attitude of the Board, and all of the members of the Board, insofar

as my alient is conderned

Unless that request is answered immediately by the Board, I will have no alternative but to take such action as I deem necessary to protect the interests of my client.

RSS:pn

Mr. Richard C. Fowler, Jr., President Powler Agency, Inc. 725 Park Avenue East Orange, New Jersey 07017

Dear Mr. Fowler:

During a meeting held on Tuesday, July 31, 1973, the Board of Trustees voted unanimously to retain your company as insurance agent for the West Orange Free Public Library, effective September 1, 1973.

We would appreciate it if you would outline in a letter to us, the changes to the proposals which you presented to Mrs. Zeitlin when you met with her on June 25, 1973.

Yours very truly,

Mrs. Lola N. Reed Acting Director

Hon. Louis P. Falcone, Mayor Town Hall West Orange, New Jersey 07052

Dear Mayor Falcone:

Members of the Library Board of Trustees and I are deeply concerned about matters of legal representation and who is to be contacted for such services.

At present, we are in need of a legal document to be drawn up for our security and lease at the Tory Corner Branch in the Community House.

Since we do not have an attorney, please advise me as to whether or not the Town Attorney or Assistant Town Attorney can be called on by us to render this and other legal services.

Your prompt attention to this matter will be greatly appreciated.

Respectfully yours,

Mrs. Lola N. Reed Acting Director

Mr. Ira Ehrenkranz Ira F. Ehrenkranz Agency, Inc. 487 Pleasant Valley Way West Orange, New Jersey 07052

Dear Mr. Ehrenkranz:

A special meeting was held by the Library Board of Trustees at 5:00 p.m. on Tuesday, July 31, 1973.

By the expressed orders of the Board, I am transmitting to you pertinent information. In a unanimous decision the Board voted to terminate your services as the insurance agent for the West Orange Free Public Library, effective September 1, 1973.

It would be greatly appreciated if you would forward to us any library materials which you might have in your possession by August 31, 1973.

Very truly yours,

Mrs. Lola N. Reed Acting Director

Mr. Walter Baldwin 286 Gregory Avenue West Orange, New Jersey 07052

Dear Mr. Baldwin:

We have received a letter from your physician, Dr. Ira S. Ross, which states that you have his medical permission to return to work. He also states that your electroencephalogram will shows minimal abnormalities, and that the state motor vehicle agency does not consider you to be reasonably safe to drive a motor vehicle within one year of your present illness.

At its meeting of Tuesday, July 31, the Library Board of Trustees, taking all of the above under consideration, decided to reinstate you with the title of Junior Library Clerk at a salary of \$6,442 per year (range: \$4,500 - \$6,442).

We are looking forward to our continued pleasant working relationship with you.

Very truly yours,

Mrs. Lola N. Reed Acting Director

WEST ORANGE FREE PUBLIC LIBRARY BUDGET REPORT

MONTH OF JUNE 1973

LIBRARY BOARD MEETING OF JULY 25

| | • | | | | | | |
|---|---|------------------------------------|--|---|--|---|--|
| MODIFIED BUDGET 1973 | | PAID - MONTH OF JUNE 1973 | PAID - 6 MONTHS ENDED 6/30/73 | BILLS/ACCTS PAY.6/30/73 PRESENTED FOR PAYMENT AT THIS MEETING | TOTAL PAID/ PAYABLE 6 MONTHS ENDED 6/30/73 | BUDGET BALANCES OR COVER- EXPENDITURES 6/30/73 | |
| SALARIES & WAGES | \$234,854 | \$ 19,358.9 | 5 \$112,191.05 | | 112,191.05 | \$122,662.95 | |
| Contractual Services: Binding Community Relations Transportation Conventions Audit Accounting Services Architects Consultants | 1,400 300 250 1,160 150 7,200 3,500 | 48.4 76.0 114.2 549.2 | 262.34 0 168.43 5 890.65 | \$ 78.75 | 168.43 890.65 | 1,307.70 (41.09) 81.57 269.35 150.00 3,600.00 | |
| Contractual Maint. | | | 1,000.00 | | 1,000,00 | -0- | |
| AND REPAIRS: MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 13,000 540 3,500 1,000 | 1,519.3 10.0 72.0 357.2 | 0 280.00 0 166.46 | | 5,783.13 280.00 166.46 1,003.72 | 7,216.87 260.00 3,333.54 (3.72) | |
| MATERIALS AND SUPPLIES BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 55,000 8,500 3,300 6,000 | 4,881.9 714.5 176.3 154.6 | 3 3,822.88 3 614.21 | 1,368.29 55.13 | 669.34 | 33,282.76 3,308.83 2,630.66 4,859.42 | |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan | 4,000 1,200 1,500 5,000 | 103.6 544.3 | 923,30 | . 108.19 | 23.00 714.48 923.30 3,173.98 | 3,977.00 485.52 576.70 1,826.02 | |
| LEGAL | 1,908 | | 1,908.00 | | 1,908.00 | -0- | |
| CONTINGENT | 500 | 10.0 | 0 10.00 | 10.00 | | 480.00 | |
| EQUIPMENT | 8,000 | 1,033.7 | 5 2,065.70 | | 2,065.70 | 5,934.30 | |
| STATUTORY EXPENDITURES SOCIAL SECURITY PUBLIC EMPLOYEES | 11,800 | 3,728.1 | • | | 6,564.09 | 5,235.91 | |
| Retirement System | 6,000 | 5,256.0 | | | 5,269.01 | 730,99 | |
| TOTAL . | \$380,562 | \$ 39,303.7 | 6 \$172,280.32 | \$ 7,116.40 | \$179,396.72 | \$201,165.28 | |

BUDGET REPORT MONTH OF JUNE 1973

LIBRARY BOARD MEETING OF JULY 25, 1973

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| | | | | | | -4 |
|--|--|--|---|--|------------------------------|--------------------|
| | 1973 PROPOSED | 1973 ADOPTED | INCREASE OR OR DE- CREASE IN ADOPTED | 1973 MODI - FIED | | |
| | BUDGET | BUDGET | BUDGET | BUDGET | | |
| SALARIES & WAGES | \$238,128 | \$218,128 | \$ 16,726 | | *LR 5/2/73 **TR 4/3/73 | \$ 5,550 11,176 |
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES | 1,600 500 350 1,500 150 7,200 | 1,400 300 250 600 150 6,200 | 560 1,000 | 1,400 300 250 1,160 150 7,200 | LR 3/28/73 LR 5/23/73 | |
| ARCHITECTS Consultants | 3,500 -0- | -0- -0- | 3,500 | 3,500 | | - |
| CONTRACTUAL MAINT. & REPAIRS: | -0- | -0- | 1,000 | 1,000 | LR 2/28/73 | |
| MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 18,250 540 3,500 1,000 | 13,000 540 3,500 1,000 | | 13,000 540 3,500 1,000 | | |
| MATERIALS AND SUPPLIES: BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 60,000 10,000 4,000 6,000 | 55,000 8,500 3,300 6,000 | | 55,000 8,500 3,300 | | |
| MISC. OTHER EXPENSES: INSURANCE TELEPHONE POSTAGE EMPLOYEE HEALTH BENEFIT PLAN | 4,000 1,500 1,500 | 4,000 1,200 1,500 5,000 | | 6,000 4,000 1,200 1,500 5,000 | | |
| LEGAL CONTINGENT EQUIPMENT | 500 12,600 | 500 8,000 | 1,008) | 1,008) | LR 5/23/73 RESOLUTION | REQUIRED |
| STATUTORY EXPENDITURES: SOCIAL SECURITY PUBLIC EMPLOYEES | 11,800 | 11,800 | | 11,800 | | |
| RETIRE. SYSTEM | 6,000 | 6,000 | | 6,000 | | |
| TOTAL | \$398,518 | \$355,868 | \$ 24,694 | \$380,562 | | |
| | FROM LIBRAR ACCUM. REV | | \$ 13,518 | ward domining a chair in make a magain min who year wards. Appropriate the chair fill you had don't do not glass all planted as | | , |
| | FROM TOWN | OF W.O. | 11,176 | | | |
| | | | \$ 24,694 | | *LR -LIBRARY *TR -TOWN RE | |
| | | | | | | |

WEST GRANCE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUND BALANCES - RECEIPT AND DISBURSEMENTS

MONTH OF JUNE 1973

| 107AL \$ 82,148,30 | CHECKING A/C-NAT'L NWK & ESSEX \$ 9,615.03 PETTY CASH CHECKING A/C CASH FUND W.ORANGE S&L ASS'N-SAV.A/C 10085 14,588.00 " " " " TC-3422 45,106.16 " " " TC-3375 853.64 NAT'L NWK & ESSEX 51658 1,490.76 | ADD: DUE FROM W.O. SRO & 4TH BUDGET FOTAL LESS: ACCOUNTS PAYABLE - 6/30/73 BUDGET BALANCE - 6/30/73 \$2 | <>> ∶ | 11 JUNE 1973 EXPENDITURES JUNE 30, 1973 - BUDGET 39,308.76 | AVAILABLE [PLUS [] \$121,457.06 \$ | EXCESS PROPERTY SOLD 207, 38 EXCESS PROPERTY SOLD 202, 94 INTEREST 844, 95 | ! | PHOTO COPY 1,712.65 | | ALI. FUNDS | \rangle \text{-1.5} | |
|--------------------|---|---|-----------------------|---|---|--|---|---------------------|------------------------------------|--------------------------|---------------------|--------------------|
| | | 177,934.00 \$208,281.68 7,116.40 \$201,165.28 | 30,347.68 | 39,308.76 | 69,656,44 | #POPATRIC LANGUAGE SENSON TO ALCOHOLOGICAL STATES | | | 69,656.44 | BUDGET | 1073 | |
| | | | \$ 11,647.25 \$853.64 | | \$ 2,358.54 \$213.77 \$ 11,647.25 \$853.64 | \$207.38 645.89 6.39 | | (15.00 (49.78 | \$ 9,288.71 \$639.87 (1,615.39 | RESERVES BOOK FUND FUND | | MONTH OF JUNE 1973 |
| | | | \$ 1,168.41 | | \$ 215.52 \$ 1,168.41 | 202.94 12.58 | | | \$ 952.89 | PROPERTY FUND | BOOK SALES | 1973 |
| | | | -0- | | 00 | j. | | | 101 | STATE AID FUND | 1973 | |
| | | | \$ 326,25 | | \$ 326.25 | | | | \$ 326.25 | CASH & CHANGE | ALL3d | |
| | | | \$ 14,588.00 | | \$ 16,588.00 | 180.09 | | | \$ 14,407.91 | CONTING- ENCY FUND | SALARY | |
| | | | \$ 22,767,07 \$ 4 | | \$ 22,761.07 \$ | | | | \$ 22,767.07 \$ | LATED ACC REVENUE P/ | ь | |
| | | | 450.00 | | 450.00 | | | | 450.00 | ACCOUNTS PAYABLE 1/1/73 | | |

JUNE 1973 BILLS PRESENTED FOR PAYMENT ON JULY 25, 1973

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF APRIL, MAY, JUNE 1973

| DATE | VOUCHER NUMBER | PAYEE | BUDO | SET ALLOCATION | AMO | TNUC |
|----------------------------|-------------------|----------------------------------|------|---------------------|-----|-------|
| | 241 | ALUMNI ASS'N | 12. | TRANSPORTATION | \$ | 10.00 |
| 4/2/73 4/2/73 4/9/73 | 242 | LIBRARY WORKSHOP | 14. | CONVENTIONS | | 5.95 |
| 4/9/73 | 243 | EMMA L. CZARNECKI | 14. | 11 | | 13.30 |
| 4/9/73 | 244 | W. SAGOSZ | 12. | TRANSPORTATION | | 14.75 |
| 4/9/73 | 245 | NAT'L COUNCIL ON THE AGING | 18. | MAGAZINES | | 3.50 |
| 4/26/73 | 245 | | 2. | Воокѕ | | 3.25 |
| 4/27/73 | 247 | AMERICAN LIBRARY ASSOC. | 14. | CONVENTIONS | | 20.00 |
| 4/30/73 | 248 | SANDRA GOSS | 12. | TRANSPORTATION | | 25.55 |
| 5/3/73 | 249 | LOLA REED | 12. | 11 | | 40.60 |
| 5/14/73 | 250 | GERRY SCHAFFTER | 12. | 10 | | 4.00 |
| 5/15/73 | 251 | Cash | 12. | 11 | | 4.65 |
| 5/17/73 | 252 | UNITED WAY OF ESSEX & WEST | | | | |
| 27.1713 | 2,22 | Hudson | 18. | MAGAZINES | | 3.00 |
| 5/17/73 | 253 | CASH | | TRANSPORTATION | | 5.00 |
| 5/21/73 | 254 | UNITED WAY OF ESSEX & W. HUDSON | 10. | COMMUNITY RELATIONS | | 13.50 |
| 5/29/73 | 255) | NATIONAL AUDIO-VISUAL ASSIN, INC | .19. | AUDIO-VISION | | 9.00 |
| 5/29/73 | 256 | CASH | 12. | TRANSPORTATION | | 5.60 |
| 6/1/73 | 257 | GERRIE SCHAFTER | 12. | n | | 4.65 |
| 6/1/73 | 258 | Void | | | | |
| 6/7/73 | 259 | SUPERINTENDENT OF DOCUMENTS | | MAGAZINES | | 18.70 |
| 6/15/73 | 260 | RALPH KELLY | | TORY | | 10.00 |
| 6/15/73 | 261 | Cash | | COMMUNITY RELATIONS | | 10.00 |
| 6/21/73 | 262 | CHILDREN'S BOOK COUNCIL | 18. | MAGAZINES | | 6.00 |
| | | | | | | |

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF APRIL, MAY, JUNE 1973

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

230.40

By:

JUNE 1973 BILLS PRESENTED FOR PAYMENT ON JULY 25, 1973

CHECKS ARE DATED June 27, 1973

| VOUCHER NUMBER | PAYEE | BUD | GET ALLOCATION | <u>A MOUNT</u> |
|-------------------|--|------|-------------------------|-----------------|
| 7085 | Town of West Orange - Soc. Sec. Month of June 1973 | 1. | SALARIES | \$ 1,132.47 |
| 7036 | NATIL. NWK & ESSEX BANK-WITHHOLDING EMPLOYEES - JUNE 1973 | 1. | н | 2,485.86 |
| 7087 | P.E.R.S. #20284 | | | · |
| 7000 | JUNE 1973 PENSIONS & LOANS | 1. | 1 1 | 730.46 83.03 |
| 7038 7089 | P.E.R.S. CONTRIB. GROUP INS. FUND P.E.R.S. SUPPLEMENTAL ANNUITY | 1. | 10 | 80.57 |
| 7090 | Town of West Orange | • | | 00137 |
| , | FEDERAL CREDIT UNION SAVINGS | 1. | 18 | 305.00 |
| 7091 | TOWN OF WEST ORANGE | | | |
| 7.000 | Soc. Sec. EmpLoyers-2nd Qtr. 173 | 1. | 11 | 3,728.18 |
| 7092 | Town of West Orange Hospitalization-July 1973 | 1. | 11 | 544. 38 |
| 7093 | Town of West Orange | , . | | 311130 |
| | ADMINISTRATIVE-2ND QTR. 1973 | 1. | н | 1.00 |
| | NET PAYROLL CHECKS - JUNE 1973 | | | |
| | #979 - #1032 | 1. | 11 | 14,540.56 |
| | SUB-TOTAL | | | \$ 23,631.51 |
| | ADD: CHECKS #7023-7084 PRESENTED FOR PAYMENT JUNE 27, 1973 LESS: VOIDED CHECK 7036-COUNCIL ON S GOVERNMENTS | | \$ 15,471.55 \$ 3.00 | |
| | VOIDED CHECK 7045-GREATER NWK | | C 3.00 | |
| | VOIDED CHECK 7073-SUPERINTENDE OF DOCUMENTS | NT | 18.70 24.70 | 15,446.85 |
| | SUB-TOTAL | | | \$ 39,078.36 |
| | ADD: PETTY CASH CHECKS #241-262 PRE FOR PAYMENT 2ND QUARTER 1973 | | ED | 230.40 |
| | TOTAL BUDGET EXPENDITURES -MONTH OF | JUNE | 1973 PER BUDGET REPOR | \$ 39,308.76 |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola nReed

PREPARED WITHOUT AUDIT.

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

BY:

JUNE BILLS, ACCOUNTS PAYABLE - JUNE 30, 1973

PRESENTED FOR PAYMENT JULY 25, 1973

CHECKS ARE DATED JULY 25, 1973

| VOUCHER . NUMBER | PAYEE | BUDGET ALLOCATION | AMO | DUNT |
|---------------------|--|--------------------------------------|------------------|----------|
| #7094 TO | Mining and added | | | |
| 7102 | VOIDED | | | |
| 7 7103 | AMERICAN LIBRARY ASSN. | 2. Books | | \$ 4.95 |
| 77104 | AMERICAN HERITAGE-PUB. Co. | 2. " | | 69.60 |
| 77105 | ASSOCIATED MICROFILM SERVICE | | | 10.00 |
| 77106 | AUTOMATIC DATA PROCESSING OF | | | 52.30 |
| 7107 | AVERY LABEL CO. | 4. SUPPLIES | | 502.30 |
| 7 7108A | THE BAKER & TAYLOR CO. | 2. Books | \$ 7.86 | ` |
| / B | 17 18 | 2. " | 155.80 | |
| C | 11 11 | ∠. | 116.12 | |
| D E F | 77 16 | 2. ¹¹ 2. ¹¹ | 125.06 37.88 | |
| √ E | 11 11 | 2. n | 123.58 | |
| → G | 11 11 | 2. " | 91.46 | |
| ~ H | 31 16 | 2. " | 6.29 | |
| | ti ii | 2. " | 149.88 | |
| J | 98 18 12 95 | 2. " | 167.47 | |
| ∌ K | 12 91 | 2. " | 10.50 | |
| L M | 11 10 | ۷. | 13.59 | |
| - N | 11 | 2. " 2. " | 7.48 | |
| 0 | 17 | 2. " | 260.16 150.55 | |
| P | TF | 2. H | (9.41) | |
| Q | FT FT | 2. " | 10.55 | |
| ∜ R | 11 11 | 2. " | (4.43) | 1,420.39 |
| 77109 | THE BERKSHIRE TRAVELER BOOK S | STALL 2. " | | 3.29 |
| 7110A | R. R. BOWKER Co. | 2. " | 18.25 | |
| В | 61 92 65 | 2. " | 139.05 | |
| - 7111 | | 4. | 13.25 | 170.55 |
| 77111 7112A | THE BRITISH BOOK CENTRE, INC. BRO-DART, INC. | 4. | 22,20 | 9.65 |
| B | II II | 4. SUPPLIES 4. " | 176.40 | |
| ΛĊ | 11 | 4 tr | 77.66 | |
| n D | 17 17 | 4. ** | 79.20 | 355.46 |
| 77113 | CHAMBERS RECORD CORP. | 19. AUDIO-VISUAL | | 39.21 |
| 7114 | COMMERCE CLEARING House, INC. | | | 5.46 |
| 7115A | DIMONDSTEIN BOOK Co. INC. | 2. " | 38.95 | |
| В | 11 11 | ∠ • | 109.02 | |
| C | и > и | 2. " 2. " | 100.40 15.40 | |
| E | 11 02 | 2 " | 10.48 | |
| F | II II | 2. " | 90.42 | |
| G | 41 11 | 2. " | 10.48 | |
| H | tt 14 | 2. " | 52,47 | |
| 9 | 17 | 2. " | 180.49 | |
| 73 | 97 97 97 99 | 2. " | 65.82 | |
| K | 17 11 | G. | 198.47 | 001 10 |
| 7116A | | 2. " 2. " | 9.02 | 881.42 |
| В | Doubleday & Co. INC. | 2. " | 8.62 | |
| - C | 17 17 | 2. " | 50.53 | |
| - D | 11 11 | 2. " | 4.98 | |
| E | 11 17 | 2. " | 4.38 | |
| | 11 11 | 2. " | 8.62 | |
| G | 98 98 97 99 | 2. " | 38.34 | |
| H | ff 11 | ∠• | 9.39 | 470 70 |
| 7117 | AARON EISENBERG & Co. | 2. " 21. Management Svcs. | 28.05 | 176.76 |
| 74311 | CANON CIBERDERG & CO. | ZI. MANAGEMENT SVCS | | 600.00 |

JUNE BILLS, ACCOUNTS PAYABLE - JUNE 30, 1973

PRESENTED FOR PAYMENT JULY 25, 1973

CHECKS ARE DATED JULY 25, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUN | <u> </u> |
|---|--|------------------------------|-------------------|------------------------|
| 77118A | Fischer & Kaufman | 4. SUPPLIES | \$ 1.95 | |
| 7 8 | 11 11 | <u>∠</u> , π | 17.25 | |
| - C | 11 11 11 11 11 11 11 11 11 11 11 11 11 | 4. tr | 2.37 | 27 77 |
| 77119A | GALE RESEARCH Co. | 4. " 2. Books | 6.20 \$ | 27.77 |
| 7 7 1 1 3 A | II II | 2. " | 25.63 | 40.34 |
| 7 7120A | GAYLORD BROS. INC. | 4. SUPPLIES 4. " | 134.47 | 232.39 |
| 78 7 7121A | GENERAL LEARNING CORP. | 4. 2. Books | 97.92 | 232,33 |
| 7 B | H H | 2. " | 7.61 | 15.22 |
| 7122 | HAGSTROM Co. | 18. MAGAZINES 4. SUPPLIES | | 24.10 88.08 |
| 7123 | THE HIGHSMITH Co. INC. HIPPOCRENE BOOKS, INC. | 2. Books | | 5.77 |
| 7125 | HOTEL AND MOTEL RED BOOK | 2. " | | 12.50 |
| 77126 | INDEPENDENT PUBLISHERS GROUP | ∠. | 5.80 | 9.31 |
| 7127A | JOSTENS CATALOG CARD CORP. | 4. SUPPLIES | 12.18 | |
| C | 11 11 | 4. ** | 17.69 | |
| 7 D | 11 | 4. 11 | 19.72 | 55.39 |
| 77128 | Samuel Klein & Co. C.P.A.s | Acc.Pay.12/31/72 2. Books | 18.35 | 300.00 |
| 7129A B | Mc GRAW HILL BOOK Co. | 2. " | 50.84 | 69.19 |
| 7130 | MARQUIS WHO'S WHO, INC. | 2. " | | 45.50 |
| 77131 | A. R. MEEKER Co. | 4. SUPPLIES 18. MAGAZINES | | 43.31 10.58 |
| 77132 · · · · · · · · · · · · · · · · · · · | MIDTOWN MAGAZINES, INC. NATHANIEL DAME & Co. | 2. Books | | 6.98 |
| 7134 | N.J. B. T. Co. | 9. Telephone | | 98.64 |
| 7 7135 | tt tt | 9. TELEPHONE 2. Books | | 9.55 2.00 |
| 7136 7137 | N.J. State Council on the Arts The Paperback Book Shop | 2. 00085 | | 6.37 |
| 7138 | PITNEY BOWES | 11. SERV. CONTR. | | 27.28 |
| 7139A | PRENTICE HALL, INC. | 2. Books | 4.71 4.77 | |
| BC | 97 91 | 2. " 2. " | 7.42 | |
| D | 11 11 | 2. " | 45.89 | |
| Ξ | 11 11 | 2. 17 | 24.66 | 87.45 733.69 |
| 77140 7141 | PUB. SERV. ELEC. & GAS CO. REGENT BOOK CO. INC. | 6. MAINTMAIN 2. Books | | 47.80 |
| 7142A | A.H.Roemer Co. Inc. | 2. Books | (13.97) | |
| 7 B | 71 · 17 | 2. " | 120.79 4.48 | |
| C | H 17 | 19. Audio-Visual 2. Books | 35.16 | |
| 7 E | n n | 2. " | 346.77 | |
| ∍ F | 17 | 2. " | 3.97 2.00 | |
| ∍G ∍H | 21 ET | 2. " 2. " | 136.74 | |
| 71 | 11 11 | 2. " | 3.30 | |
| 7.3 | 11 11 | 2. " | (5.30) 263.99 | |
| ₹K | 21 | 2. " | 3.30 | |
| 7 L 5 M | 11 19 | 2. " | 34.03 | 935.26 |
| 77143A | HENRY F. SCHMIDT CO. INC. | 4. SUPPLIES | 29.67 | |
| 18 | 15 17 27 28 | 4. " | 11.86 14.00 | |
| 1 C 1 D | tz tt | 24 SE | 11.67 | |
| 1 E | 11 11 | 4. 11 | (9.97) | 57.23 |
| 77144 | SHAMBALA PUBLICATIONS | 4. " 17. CONTINGENCY | | 6.36 1 0. 00 |
| 7145 17146A | St. Barnabas Medical Center United Coffee Brewers, Inc. | 19. COMM. Rel. | 26.25 | , |
| 1 B | 11 | 19. " " | 26.25 | |
| T C | 11 11 11 11 11 11 11 11 11 11 11 11 11 | 19. " " | 26.25 | 78.75 |
| 7147 | U.S. DEPT. OF COMMERCE | 18. MAGAZINES | | 3.00 |

JUNE BILLS, ACCOUNTS PAYABLE - JUNE 30, 1973

PRESENTED FOR PAYMENT JULY 25, 1973

CHECKS ARE DATED JULY 25, 1973

| VOUCHER | | | 0021 23, 1575 | |
|-------------------------|---|------------------------------|--|--|
| NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT | |
| 77148 17149 77150 | U.S. GOVT. PRINTING OFFICE VOCATIONS FOR SOCIAL CHANGE YOUNGS NEWS SERVICES | 2. BOOKS 18. MAGAZINES 18. " | \$ 7.80 1.45 16.00 | |
| | TOTAL | | 7,416.40 | |
| | LESS: CHECK #7128 SAMUEL KLEIN & CO ACCOUNTS PAYABLE 12/31/72 - | 300.00 | | |
| | ACCOUNTS PAYABLE PER BUDGET REPORT- | \$ 7,116.40 | | |
| | | | and the second s | |

PAYMENT RECOMMENDED BY:

Lola nReed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT

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

By:

AUGUST 1973

AGENDA

BOARD OF TRUSTEES MEETING - AUGUST 29, 1973

- I. Roll Call
- II. Minutes of July 25, 1973
 Additions or corrections

III. Financial Statement

Additions or corrections

(A.) Bill for rear wall - Accumulated Revenues

IV. Standing Committee Reports

- (A.) Personnel Committee
 - a. PERC
 - b. Insurance on Mrs. Schroeder's car?
 - c. Pages to Jr. Library Assistants? Temporary employees?
- (B.) Budget Committee

Meeting Thursday, Sept. 6th or Saturday, Sept. 8th with Stewart Manheim.

V. Acting Director's Report

VI. Old Business

- (A.) Air Conditioning?
- (B.) Letter from Mayor re: Town Attorney
- (C.) Consideration of attorney for 1974

VII. New Business

- (A.) Letter from Harry Bonnet reply?
- (B.) Cost of putting catalog on microfilm LNR will check on this $\underline{\text{or}}$ Have catalog insured through Fowler Agency
- (C.) Bond to Town \$15,000

Any other business?

Adjournment

BOARD OF TRUSTEES MEETING

WEDNESDAY, AUGUST 29, 1973

The Board of Trustees meeting was called to order at 8 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mrs. Phyllis Lopis and Mr. Albert Kupferer, constituting a quorum. Also present were Mrs. Lola Reed, Acting Director and Mr. & Mrs. Walter Baldwin.

MINUTES: July 31, 1973

The Board was advised by Mrs. Reed that all future invoices from the United Coffee Brewers will be applied to supplies.

The Mayor has responded to Mrs. Reed's letter concerning the Town Attorneys. He stated that both Mr. Mangino and Mr. Dooley have been notified of their responsibility to render legal assistance to the library.

Mr. Ostrow's brief in the Robert Jonas case has been submitted to the hearing officer. Copies have been made available to members of the Board.

Mrs. Zimmerman motioned to accept the minutes. Mr. Kupferer seconded and it was passed unanimously.

FINANCIAL STATEMENT:

Voucher #7194, Park Auto Glass Co., for repair of Mrs. Schroeder's car was discussed. It was the unanimous decision of the Board that the Voucher will not be paid. Mrs. Schroeder is covered for comprehensive damage under her own insurance policy. Mr. Yeager will contact Mrs. Schroeder and explain the Board's decision.

Mrs. Lopis motioned to accept the Financial Statement. Mr. Kupferer seconded the motion and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mr. Walter Baldwin, former library clerk/driver, was present at the meeting and was instructed as to the proper procedure to follow if he wished to discuss the matter of his return to work.

There was discussion on the resolution passed at the June 27th meeting regarding sick leave for permanent part-time employees. It was decided that Mrs. Reed would write to Civil Service and attach a copy of the resolution to see if it corresponds with Civil Service rulings. If not, she is to ask for a representative to attend the September meeting and explain the ruling.

Mrs. Zeitlin was contacted by a representative from PERC and she will meet with him on September 6th along with Mrs. Reed, Mrs. Rabinowitz and Mrs. Lepore to discuss a petition which was filed by the West Orange Public Library Employee's Association.

BUDGET COMMITTEE REPORT:

The Budget Committee will meet with Mr. Manheim on September 8th at 10 a.m. to discuss the 1974 Budget.

ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned to accept Mrs. Reed's recommendation for permanent appointment of the following employees as Jr. Library Assistants:

Betty Betz

* Betty Carras
Richard Glaser
Elizabeth Portuese
Carmine Juliano

Jane O'Brien Barbara O'Neill Maureen Ritter Nancy Rubinstein

* to receive \$3.00 per hour

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

OLD BUSINESS:

Mrs. Reed was instructed by the Board to have the air conditioner balancing matter turned over to Mr. Dooley.

Mr. Kupferer suggested adding a line to the budget for maintenance and repair (M&R).

Mrs. Lopis offered to check on what other libraries are doing by way of retaining a lawyer for the library's legal advice and assistance.

NEW BUSINESS:

Mrs. Zeitlin read a letter she received from Mr. Bonnet, Town Council President, regarding the proposed addition. She will reply to the letter and copies will be sent to the Board.

The cost of microfilming the catalog card file was discussed. It was decided instead, to purchase fire-proof cabinets for the shelf list cards and then insure the cabinets.

The meeting adjourned at 9:20 p.m. The next Board meeting will be held on Wednesday, September 26th at 7:30 p.m.

Respectfully submitted,

Scraldine Shaffter

Geraldine Schaffter



OFFICE OF THE MAYOR

LOUIS P. PALCONE

MAYOR

WEST ORANGE, NEW JERSEY

August 6, 1973

Mrs. Lola N. Reed, Acting Director West Orange Free Public Library West Orange, N. J.

Dear Mrs. Reed:

I am in receipt of your letter regarding legal representation dated August 1, 1973 and have turned over a copy of same to the Town Council along with my response to you.

Until an appropriation can be put in the 1974 Library budget for approval by the Town Council, it is suggested that you use the two Town Attorneys in seeking legal advice. A copy of this letter is being sent to them to notify them of my decision.

Very truly yours,

auis P. Falcone

Louis P. Falcone Mayor

LPF:mds

CC: Town Council

Mr. Mangino

Mr. Dooley

TOWN OF WEST ORANGE, NEW JERSEY

HARRY BONNET

August 14, 1973

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

Bear Mrs. Zeitlin:

It is the unanimous opinion of the Town Council that the extension to the Library appears to be necessary; however, our bonding capacity could not withstand an additional \$1,000,000 at this time. It is essential that we expend considerable sums to reduce our sewage problems and it will also cost approximately \$1,000,000 to construct our proposed new Police Headquarters.

If the size of the proposed addition to the Library could possibly be reduced, the Council may be in a position to consider a revised plan and a lesser expenditure of money.

Very truly yours,

Harry Bonnet

Council President

HB:ms

cc: Town Council

West Orange Free Public Library

46 Mt. Pleasant Ave., West Orange, N.J. 07052 736-0192

September 6, 1973

Hon. Harry Bonnet
President, Town Council
Town Hall
West Orange, New Jersey 07052

Dear Mr. Bonnet:

Upon furnishing the Trustees of the West Orange Library with copies of your letter of August 14, 1973, the Board members requested me to write to you reporting their unanimous decision in regard to the plans for the library addition.

The Board feels that the plans, as presented, represent the minimum amount of space needed to serve the public and, very importantly, allow room for our staff engaged in cataloging, acquisition, storage, office work etc.

Two questions were raised: (1) inasmuch as the Library Board presented their plans in detail, the Board wonders if they could be informed of the physical plans for a new Police Headquarters to cost the same amount as the library. (2) Also, what would be the bonding capacity the town would require to meet the expense of our vitally needed construction.

I am enclosing a statement which the Board appended to their 1972 Budget request which I think did not reach the Council members.

Should the Council decide to return these funds to the Library the amount could be used to defray the cost of furnishings as set forth by the library architect.

These sources of revenue have, in fact, been earmarked for this purpose for some years but always had to be used for emergency expenses due to budget cuts, debts incurred by the previous Director etc.

I am also enclosing a copy of the editorial from "The Library Journal" (official publication of the American Library Association for September, 1973.)

It seems pertinent to recall that when the Library Board retained a qualified Consultant they obtained half of his fee from the State and returned that amount to the Town. The same situation might well obtain in relation to funds for Library Construction.

However, the sum of \$3,500 for architects' fees were subtracted (by Council) from the 1971, 1972 and 1973 proposed Library Budgets. This year the Trustees, by resolution, appropriated the sum from accumulated revenues and commissioned the preliminary plans.

The Library Board had interviewed five firms of responsible library architects, commencing in 1970, during which time rising costs constantly increased the amounts presented to us. It seemed the height of irresponsibility that we allow conditions to continue to worsen.

I am sorry that I was ill on the evening that the Board met with Council but Mr. Kupferer and Mrs. Lopis reported on the courtesy and interest with which they were received.

Sincerely,

Mary M. Zeitlin

President

Board of Trustees

wang w- 25 lew

MMZ:qs

enclosures (2)

cc: Board of Trustees

Aaron Eisenberg Assoc.

HOPE FOR FEDERAL FUNDS

"It's going to be a long legislative season!" So said Eileen Cooke, director of the Washington Office of the American Library Association when she tried to lead LJ through the current maze of legislation, littgation, and tabbying on Capital Hill. We can't remember when things have been more confused—but, more important, it's been a long time since they have been as hopeful. Congress, rebellious even before Watergate, is now in a reghting mood, and some hope is coming from the other branch, the courts.

Most important, despite the existence of a Conmining Resolution authorizing funding at the levels in the 1974 Labor-HEW appropriations bill (HR 8877), at this writing no money has been forthcoming. Last year's funds (1973) are still tied up by executive impoundment, and there is some doubt as to whether the Nixon administration will accept the verdicts in initial saits brought by roughly a dozen states, or appeal them. HEW Scaretary Weinberger did write to the states to tell them that if the suits currently pending succeed in prying loose the 1973 funds, then the government will accept this as applicable to all the states, but some observers find this communication suspect, and urge other tests to join in the impoundment litigation.

Eileen Cooke also reports that although optimists predict passage of a completed appropriations bill based on HR 8877 by the September 30th deadline (that's when the Continuing Resolution expires), Washington realists expect extension of the CR, because a final appropriations bill won't get through Congress before mid-October, and possibly not until Christmas.

While many saw the House passage of HR 8877, with library funding pegged at 1972 levels, as a victory, others point out that in the runaway inflation of 1973-74, those 1972 dollars will be worth even less.

But there is an atmosphere of hope in Washington, and one library leader there was moved to tell us that he had no doubt that full funding would succeed.

Leadership in the fight for educational funding is coming from the Committee for Full Funding of Education Programs, the old crisis committee that started in 1969, and to which ALA, the National Education Association, the Association for Educational Communications and Technology, the American Council on Education, and a number of other education groups belong. The Coalition for Human Needs and Budget Priorities, an umbrella lobby composed of more than 100 groups, is supporting HR 8877 on broader issues. Its board member and spokesman, former HEW Secretary Wilbur Cohen, a known friend of libraries, has announced a nationwide citizens strategy, aimed at garnering enough votes to override the expected Nixon veto of HR 8877.

Some of the possibilities are incredible. For instance, if the state impoundment suits for 1973 funds are successful, and HR 8877 is eventually passed with funding at levels near the current version, we face the possibility that funds for both 1973 and 1974 will be disbursed within months, weeks, or even days of each other, after the disastrous zero-funding hiatus.



EDITORS: John Berry III Shirley Havens Karl Nyren

Way back in 1970 President Richard Nixon signed an amended Library Services and Construction Act into law. It was a five-year program, and authorized funding through 1976. For 1974 \$220 million was authorized in the original law. The 1974 appropriation in HR 8877 is \$58 million, and nearly all of it requires matching funds from the states. If state legislators are faced, as they appear to be, with the necessity to support former federal programs during the current no-funds crisis, and are then asked to match a new set of appropriations, all in the space of a few weeks, the potential for difficulty is obvious.

Congress goes back to work on September 5. The Senate's version of HR 8877 should be debated by mid-September, after revisions by Senator Magnuson's (Washington) Labor-HEW Subcommittee. Then the long process of House-Senate compromise begins.

This timetable means work for librarians, right now. There are state legislatures to convince. Senators should be wired, telephoned, or best of all, visited in Washington. Specifics of the current funding disaster and its effects, but more valuable than the crisis input, positive arguments and facts showing the successes of federal library support must be collected and communicated. And be prepared to keep up the work until Christmas. First the Senate, then the House and Senate together, then enough members of both to override that Nixon veto, then state legislatures have to be comminced. The prospects look better than they have for a long time—but without solid documentation to make our case we could blow it.

HOPE FOR FEDERAL FUNDS

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Page 3 - Appended from the A. M. Hart report rendered to this Library Board covering December, 1969.

\$17,080 - 1965 Fines, reserves, etc. turned over to Town and returned by Town Council to Library, May 3, 1966 as has been the annual custom.

\$19,325.95 - 1966 Fines, etc. Returned to Town in 1967 19,518.87 - 1967 " " " in 1968 44,091.31 - 1968 & 1969 Fines, etc. Returned to Town in 1970

\$80,936.13 - Never returned to Library

Although these amounts were recovered from losses to the Library under the budgets of the years stated.

Signed:

Mrs. Mary M. Zeitli

August 7, 1973

The Honorable Town Council
Town Hall
West Orange, New Jersey 07052

Attention: Mr. Harry Bonnet, President

Gentlemen:

The Board of Trustees, at their monthly meeting on July 31, 1973, instructed me to write to you regarding payment of a bill from the Colonial Waterproofing Company. The bill in the amount of \$950, was for waterproofing the east wall of the library building. This wall had been deteriorating over the years and recently the heavy rains caused seepage to the extent where rags had to be used to fill in the cracks to prevent water from coming through.

The Board of Trustees feels strongly that this condition warrants consideration in the form of an emergency appropriation by the members of the Town Council since this was a necessary expense for which no monies were allocated, but had to be done.

We would appreciate hearing from the Council and hope our request meets with a favorable reply.

Sincerely yours,

Mrs. Geraldine Schaffter Administrative Secretary

August 1, 1973

Mr. Walter Baldwin 286 Gregory Avenue West Orange, New Jersey 07052

Dear Mr. Baldwin:

We have received a letter from your physician, Dr. Ira S. Ross, which states that you have his medical permission to return to work. He also states that your electroencephalogram still shows minimal abnormalities, and that the state motor vehicle agency does not consider you to be reasonably safe to drive a motor vehicle within one year of your present illness.

At its meeting of Tuesday, July 31, the Library Board of Trustees, taking all of the above under consideration, decided to reinstate you with the title of Junior Library Clerk at a salary of \$6,442 per year (range: \$4,500 - \$6,442).

We are looking forward to our continued pleasant working relationship with you.

Very truly yours,

Mrs. Lola N. Reed Acting Director

LNR:gs cc: Board of Trustees Acting Director's Report

to the

Library Board of Trustees

August 29, 1973

We have had our usual problems---plus some---during the month of August. Almost a year to the day we were inundated with flood waters on August 2. The garage was flooded again, the boiler room was flooded and the water seeped in through the north wall of the Young Adult area. A few books were ruined. Fortunately Mr. Toohey was working in the garage re-arranging books and had removed many books from the lower shelves.

We called for help from Town Hall but most of the men were already tied up in areas throughout the town. Later two young men were sent over to give Mr. Toohey and Mr. Daniello a hand. The Fire Department was also contacted but no men could be spared. Later one fireman did come to the library. By the time he arrived, we had everything under control.

Both as friends and representatives of the West Orange Free Public Library, Mmes. Mantell, Zimmerman and Reed attended Memorial Services at the Lincoln Center Library for Mrs. Peggy Roth, late sister of Mrs. Mary Zeitlin, President of our Library Board.

A letter was sent to Mr. Walter Baldwin, apprising him of the Board's decision to reinstate him as an employee of the West Orange Library with the title of Junior Library Clerk. Since the duties assigned to him are far less than those performed in his prior capacity

as Library Clerk/Driver, his salary was decreased accordingly, and he was so informed.

Mr. Baldwin does not accept the decision of the Board and is in the process of pursuing the matter further. He informed me that he has spoken with the Acting Business Administrator, Mr. Doug Coffey, and that Mr. Coffey later reported to him that he had spoken with Mayor Falcone who would, in turn, get in touch with me. To date I have not heard from the Mayor concerning this matter.

A number of our dedicated staff have left or will be leaving us at the end of August to pursue their educational careers or for other reasons. In an effort to avoid hiring new personnel, unless there is a dire need, I recommend that the following individuals be made permanent part/time Junior Library Assistants to fill into categories where we need them since they have successfully passed the Civil Service examination.

* Betty Betz

* Betty Carras
Richard Glaser
Elizabeth Portuese
Carmine Juliano

Jane O'Brien
Barbara O'Neill
Maureen Ritter
Nancy Rubinstein

* To receive \$3.00 per hour

I contacted the Mack Boring Company today, August 29, for information on the Mobilibrary. Mr. McKee informed me that they are having difficulty getting some of the parts which are needed. However, with luck, the work should be completed by the end of next week, September 8.

Respectfully submitted,

Lola N. Reed Acting Director

BUDGET REPORT

MONTH OF JULY 1973

LIBRARY BOARD MEETING OF AUGUST 29 1973

| | • | | EXPEND! | TURES | | |
|---|---|--------------|--------------|---------------|-------------------|-----------------|
| | | | | BILLS/ACCTS | | BUDGET |
| • | | | | PAY 7/31/73 | TOTAL | BALANCES |
| , , , , , , , , , , , , , , , , , , , | MODIFIED | PAID - | PAID - | PRESENTED FOR | PAID/ PAYABLE | OR |
| • | *************************************** | MONTH OF | 7 MONTHS | PAYMENT | 7 MONTHS | (o∇ER- |
| | BUDGET | JULY | ENDED | AT THIS | | EXPENDITURES; |
| | 1973 | 1973 | 7/31/73 | MEETING | 7/31/73 | 7/31/73 |
| SALARIES & WAGES | \$234,854 | \$ 20,098.85 | \$132,289.90 | | \$132,289.90 | \$102,564.10 |
| CONTRACTUAL SERVICES: | | | | • | | |
| BINDING | 1,400 | | 92.30 | | 147.30 | |
| COMMUNITY RELATIONS | 500 | 78.75 | 341.09 | 139.86 | 480.95 | 19.05 |
| TRANSPORTATION | 250 | | 168.43 | | 168.43 890.65 | 81.57 269.35 |
| Conventions | 1,160 | | 890.65 | | 890.00 | 150.00 |
| AUDIT ACCOUNTING SERVICES | 150 7,200 | 600.00 | 3,600.00 | 600.00 | 4,200.00 | 3,000.00 |
| ACCOUNTING SERVICES ARCHITECTS | 3,500 | | 3,500.00 | 000.00 | 3,500.00 | wa |
| Consultants | 1,000 | | 1,000.00 | | 1,000.00 | |
| | patricus. | | | | 4 | |
| CONTRACTUAL MAINT | | | | | | |
| MAIN LIBRARY | 13,000 | 733.69 | 5,783.13 | 1,918.35 | 7,701.48 | 5,298.52 |
| Tory Corner-RentaL | 540 | , | 280.00 | 135.00 | 415.00 | 125.00 |
| BOOKMOBILE | 6,000 | | 166.46 | | 166.46 | 5,833.54 |
| SERVICE CONTRACTS | 1,000 | 79.58 | 1,003.72 | | 1,003.72 | (3.72) |
| MATERIALS AND SUPPLIES | | | • | | | |
| Вэокѕ | 55,000 | 4,029.08 | 22,717.24 | 4,036.77 | 26,754.01 | 28,245.99 |
| SUPPLIES | 8,500 | 1,368.29 | 5,191.17 | 689.68 | 5,880.85 | 2,619.15 |
| MAGAZINES | 3,300 | 55.13 | 669.34 | 68.95 | 738.29 | 2,561.71 |
| AUDIO-VISUAL | 6,000 | 53,69 | 1,140.58 | 100.98 | 1 <u>,</u> 241.56 | 4,758.44 |
| Misc. Other Expenses: | | | 23.00 | | 23,00 | 3,977.00 |
| INSURANCE | 4,000 | 108.19 | , | | 714.48 | 485.52 |
| Telephone Postage | 1,200 1,500 | 100.19 | 923.30 | 300.00 | 1,223.30 | 276.70 |
| EMPLOYEE HEALTH | 1,500 | | | • | • | |
| BENEFIT PLAN | 5,000 | 544.38 | 3,718.36 | | 3,718.36 | 1,281.64 |
| LEGAL | 5,148 | 1.7 | 1,908.00 | 3,210.00 | 5,118.00 | |
| CONTINGENT | 300 | 10.00 | 20.00 | | 20,00 | 280.00 |
| EQUIPMENT | 8,000 | | 2,065.70 | 155.70 | 2,221.40 | 5,778.60 |
| STATUTORY EXPENDITURES SOCIAL SECURITY | 11,800 | | 6,564.09 | | 6,564.09 | 5,235.91 |
| Public Employees . Retirement System | 6,000 | | 5,269.01 | | 5,269.01 | 730.99 |
| TOTAL | \$386,272 | \$ 27,759.63 | \$200,039.95 | \$11,410.29 | \$211,450.24 | \$174,821.76 |

BUDGET REPORT

MONTH OF JULY 1973

LIBRARY BOARD MEETING OF August 29, 1973

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| | | 1973 PROPOSED BUDGET | 1973 ADOPTED BUDGET | INCREASE OR OR DE- CREASE IN ADOPTED | 1973 MODI - FIED | | |
|--|------|----------------------------|---------------------------|--------------------------------------|---------------------------|--------------------------|------|
| SALARIES AND WAGES | • | \$238,128 | \$218,128 | \$ 16,726 | \$234,854 | *LR 5/2/73 \$ 5 | |
| CONTRACTUAL SERVICES: | • | | y - 10 | | | **TR 4/3/73 11 | ,176 |
| Binding Community Relations Transportation | | 1,600 500 350 | 1,400 300 250 | 200 | 1,400 500 250 | LR 7/31/73 | |
| CONVENTIONS AUDIT | | 1,500 150 | 600 150 | 560 | 1,160 | LR 3/28/73 | |
| ACCOUNTING SERVICES ARCHITECTS CONSULTANTS | | 7,200 3,500 | | 1,000 3,500 | 150 7,200 3,500 | LR 2/28/73 | |
| CONTRACTUAL MAINT. & REPAIRS: | | , -0- | | 1,000 | 1,000 | LR 2/28/73 | |
| MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE | | 18,250 540 3,500 | 13,000 540 3,500 | 2,500 | 13,000 540 6,000 | 10 7/21/72 | |
| SERVICE CONTRACTS | | 1,000 | 1,000 | 2,500 | 1,000 | LR 7/31/73 | |
| MATERIALS AND SUPPLIES: Books | | 60,000 | 55,000 | | 5 5 000 | , | |
| Supplies Magazines Audio-Visual | | 10,000 4,000 6,000 | 8,500 3,300 6,000 | | 55,000 8,500 3,300 | | |
| Misc. Other Expenses: | | 0,000 | 0,000 | • | 6,000 | | |
| Insurance Telephone Postage | | 4,000 1,500 1,500 | 4,000 1,200 1,500 | | 4,000 1,200 1,500 | | |
| Employee Health Benefit Legal | PLAN | 5,000 - 0- | 5,000 | 3,210) 1,008) | 5,000 3,210) 1,008) | LR 7/31/73 LR 5/23/73 | |
| CONTINGENCY EQUIPMENT | | 500 12,000 | 500 8 , 000 | 900) | 900) 300 8,000 | LR 7/31/73 | IRED |
| STATUTORY EXPENDITURES: SOCIAL SECURITY PUBLIC EMPLOYEES | | 11,800 | 11,800 | , | 11,800 | | |
| RETIRE. SYSTEM | | 6,000 | 6,000 | | 6,000 | | |
| TOTAL | | \$398,518 | \$355,868 | \$ 30,404 | \$386,272 | | |
| | | FROM LIBRA | ARY ACCUM. | REVENUE | \$ 19,228 11,176 | | |
| | ٧ | | | | | *LR-LIBRARY RESOLUTION | |
| | | | | | | *TR-Town | 1 |

RECOLUTION

STATEMENT OF ALL FUND BALANCES - RECEIPT AND DISBURSEMENTS

| BACKET PRODUCED AND ADDRESS OF THE PERSON AN | NON I |
|--|-------|
| | Ç |
| SALVE CHEMICAL SALVES | JULY |
| STATE OF THE PARTY OF | 19/3 |
| | |

| CASH FUNDS REPRESENTED BY: CHECKING A/C-NATL. NWK & ESSEX PETTY CASH CHECKING A/C CASH FUND W.O. S & L ASSNSAVINGS A/C 10085 | LEGAL BOOKMOBILE TOTAL BUDGET FUND ADD: DUE FROM W.O. 4TH QTR.BUDGET SUB-TOTAL LESS: ACCOUNTS PAYABLE -7/31/73 BUDGET BALANCE - 7/31/73 | JULY 1973 - EXPENDITURES JULY 31, 1973 - BUDGET JULY 1973-FUND BALANCE ADD: TRANSFER PER BUDGET MODIFICATION ATTACHED: | LOST BOOK FUND EXCESS PROPERTY SOLD 3RD QTR. 1973-BUDGET TOTAL-JULY 1973 RECEIPTS TOTAL AVAILABLE (1 PLUS 11) | ADD: FINES NON-RESIDENT FEES PHOTO COPY BOOK RENTALS | |
|--|---|--|---|---|--|
| \$ 70,575.40 113.24 126.25 14,588.00 45,106.16 969.93 11,520.88 1,809.21 \$144,809.07 | 7 | 28,059.63 \$144,809.07 | 116.29 318.45 88,967.00 90,720.40 172,868.70 | | TOTAL ALL FUNDS |
| | 3,210.00 2,500.00 97,265.05 88,967.00 186,232.05 11,410.29 \$174,821.76 | 27,759.63 \$ 91,555.05 | 88,967.00 88,967.00 119,314.63 | | 1973 BUDGET FUND \$ 30.347.68 |
| | | \$12,965.91 | 1,318.66 | | 1973 FINES & RESERVES FUND \$11.647.25 |
| | | \$ 969.93 | 116.29 116.29 969.93 | | 1973 LOST BOOK FUND \$ 853,64 |
| | | \$1,486.86 | 318.45 318.45 1,486.86 | | 1973 BOOK SALES EXCESS PROPERTY FUND |
| | | \$ -0- | 00 | | 1973 STATE AID FUND |
| | | \$ 326,25 | -0- 326.25 | | PETTY CASH & CHANGE FUND \$ 326.25 |
| | | \$14,588.00 | -0- 14,588.00 | | SALARY CONTIN- GENCY FUND \$14,588.00 |
| • 1 | (3,210.00) (2,500.00) \$17,057.07 | \$22,767.07 | -0- 22,767.07 | | ACCUMU- LATED REVENUE |
| | | 300.00 | 450.00 | | ACCOUNTS PAYABLE 1/1/73 \$ 450.00 |

JULY 1973 BILLS PRESENTED FOR PAYMENT ON AUGUST 29, 1973

CHECKS ARE DATED
JULY 26, 1973

| VOUCHER | | | | | |
|---------|---|-------|-----------|-------|--------------|
| NUMBER | PAYEE | BUDO | GET ALLOC | ATION | AMOUNT |
| 7151 | Town of West Orange - Social Security Month of July 1973 | 1. 9 | SALARIES | | \$ 1,175.79 |
| 7152 | NATL. NWK & ESSEX BANK - WITHHOLDING EMPLOYEES - JULY 1973 | 1. 9 | SALARIES | | 2,622.84 |
| 7153 | P.E.R.S. #20284 July 1973 Pensions and Loans | 1. | Ħ . | | 712.67 |
| 7154 | P.E.R.S. CONTRIB. GROUP INS. FUND | 1. | 17 | | 92.26 |
| 7155 | P.E.R.S. SUPPLEMENTAL ANNUITY | 1. | Ħ | | 81.01 |
| 7156 | TOWN OF WEST ORANGE | | | | |
| 7100 | FEDERAL CREDIT UNION | 1. | ** | | 295.00 |
| 7157 | Town of West Orange | | | | |
| 7131 | Hospitalization - August 1973 | 1. | ** | | 544.38 |
| | | | | | |
| | NET PAYROLL CHECKS - JULY 1973 #1033-1084 | 1. | # | | 15,119.28 |
| | # 1033= 1064 | | | | , |
| | | | | | |
| 1.0 | CUD TOTAL | | | | 20,643.23 |
| | SUB-TOTAL | | | | ,- |
| | #7400 7450 Paragrams 500 | | | | |
| | ADD: CHECKS #7103-7150 PRESENTED FOR | | | | 7,416.40 |
| | PAYMENT JULY 25, 1973 | | | | 13410110 |
| | MANUEL OF HEN 1070 | | | | 28,059.63 |
| | TOTAL OTHER DISBURSEMENTS - MONTH OF JULY 1973 | | | | 20,000 |
| | | | | | |
| | LESS: CHECKS #7128 - SAMUEL KLEIN & CO. C.P.A.S ACCOUNTS PAYABLE 12/31/72 - PRIOR YEAR | - | | | 300.00 |
| | MACAGET A MINORE INTO IL TO THE TOTAL TERMS | | | | |
| | TOTAL BUDGET EXPENDITURES - MONTH OF JULY 1973 P | ER BU | DGET REPO | RT | \$ 27,759.63 |
| | TOTAL DODGET EXCENDED STRONG OF BOLL 1919 1 | | | | |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

JULY BILLS, ACCOUNTS PAYABLE - JULY 31, 1973

PRESENTED FOR PAYMENT AUGUST 29, 1973

CHECKS ARE DATED AUGUST 29, 1973

| VOUCHER | | | | August 2 | 9, 1973 |
|--|-----------------------------|------|--------------------|-------------------|-----------------|
| NUMBER | PAYEE | | BUDGET ALLOCATION | AMOUN | T |
| 7158 | Postmaster, Orange, N.J. | ** | 13. POSTAGE | · \$ | 300.00 |
| 7 7159 | GROSSMAN PUBLISHERS | | 18. MAGAZINES | | 27.00 |
| 7160 | IRVING OSTROW, Esq. | | 20. LEGAL SERVICES | | 3,210.00 |
| 7161 | PETTY CASH - CHECKING A/C | | | | 200.00 |
| 7162 | ABC-CLIO, INC. | | 2. Books | | 5.10 |
| 7163 | ABORN EXTERMINATING CO. INC | | 6. MAINTMAIN | | 450.00 |
| 7164A | AUTOMATIC DATA PROCESSING, | INC. | 4. SUPPLIES | \$ 63.70 | |
| В | Tf | 11 | 4. " | 53.90 | 117.60 |
| 7165A | BAKER & TAYLOR CO. | | 2. Books | 196.08 | |
| 1 B | ` 11 11 11 | | 2. " | 237.21 | |
| 7 C | 11 11 | | 2. " | 53.49 | |
| 7 D | 11 11 | | 2. " | 28.36 | |
| 7, E | . 11 | | 2. " | 276.87 | |
| ∍ F | 17 17 17 | | 2. " | 174.88 | |
| ¹ D 1. E 2. F 2. G 2. H | 11 11 11 | | 2. " | 5.00 | |
| | 11 11 | | 2. " | 114.15 | |
| 7 | . 11 . 11 | | 2. " | 98.07 | |
| . / J | 11 11 11 | | 2. " | 19.58 | |
| ∍K | 11 11 11 | | 2. " | 105.47 | |
| 7 | 17 11 | | 2. " | 26.10 | |
| -M | 11 11 11 | | 2. " | 206.42 | |
| ⊸N | 11 11 11 | | 2. " | (21.85) | |
| 0 | 11 11 | | 2. " | 79.92 | |
| P | и и и | | 2. " | 37.08 | |
| Q | 17 17 | | 2. " | 5.00 | |
| ≠ R | 11 11 17 | | 2. " | 157.94 | |
| ₹ S | п н | | 2. " | 36.74 | 1,836.51 |
| 7166 | R. R. BOWKER CO. | | 2. " | | 57.20 |
| 7167 | JAMES BROWN & SON | | 3. BINDING | | 55.00 |
| 7168 | CHAMBERS RECORD CORP. | 7 | 19. AUDIO-VISUAL | | 100.98 20.75 |
| 77169 | COMMODITY RESEARCH BUREAU, | Inc. | 2. " | | |
| 77170 | COMMONWEALTH WATER CO. | | 6. MAINTMAIN | | 59.09 |
| 77171 | CONGRESSIONAL QUARTERLY, IN | c. | 2. Books | | 10.95 |
| 7172 | CONSUMERS LEAGUE OF N.J. | | 18. MAGAZINES | 4 2 4 4 | 5.00 |
| 7173A | DIMONDSTEIN BOOK Co. INC. | | 2. Books | 4.66 | |
| ∀B | 11 11 11 | | ۷. | 38.36 | |
| 7 C | 17 17 17 | | ∠• | 47.60 | |
| D E F | 17 11 11 | | ۷. | 41.36 | |
| , TE | 11 11 11 | | 6. | 51.16 | |
| - | 11 11 11 | • | 2. " | 73.56 | |
| G | 11 11 11 | | 2. " 2. " | (6.79) 104.65 | |
|) H | 11 11 11 | | 2. " | 65.30 | |
| J | 11 11 11 | | 2. " | 127.85 | |
| K | 99 99 99 | | 2. " | 131.78 | 679.49 |
| 7174A | DOUBLEDAY & Co. INC. | | 2. " | 53.50 | 010010 |
| 7 7 1 74A B | DOUBLEDAY & CO. INC. | | 2. ⁱⁱ | 5,43 | |
| C | 11 11 11 | | 2. " | 5.88 | |
| | " " " | | 2. " | 59.55 | |
| D E F | и. и и | | 2. " | 24.09 | |
| / F | 11 11 11 | | 2. " | 7.45 | |
| 7 6 | ti 11 17 | | 2. " | 10.99 | 166.89 |
| 77175 | THE DRAWING BOARD, INC. | | 2. " | | 26.45 |
| 77176A | Educators Progress Service, | INC. | 18. MAGAZINES | 11.75 | |
|) B | n n n | Ħ | 18. " | 9.20 | 20.95 |
| 7177A | EBSCO SUBSCRIPTION SERVICES | | 2. Books | 5.25 | |
| 7 B | 11 11 11 | | 2. " | (4.35) | .90 |
| 7178 | AARON EISENBERG & Co. | | 20. MGMT.SVCS. | · | 600.00 |
| 7179 | GALE RESEARCH Co. | | 2. Books | | 29.40 |
| | | | | | |

JULY BILLS, ACCOUNTS PAYABLE - JULY 31, 1973

PRESENTED FOR PAYMENT AUGUST 29, 1973

CHECKS ARE DATED AUGUST 29, 1973

| VOUCHER | | | A06051 29, 1919 |
|------------|--|------------------------|------------------------|
| NUMBER | PAYEE | BUDGET ALI | OCATION AMOUNT |
| 77180A | GENERAL LEARNING CORP. | 2. Books | \$ 6.35 |
| 7 B | 17 17 19 | 2. " | 6.59 \$ 12.94 |
| 7181 | GESTETHER CORPORATION | 4. SUPPLIE | |
| 7182 | GOLDSMITH BROS. | 4. " | 21.00 |
| 7183 | THE INDEX COMPANY | 2. Books | 1.16 |
| 7184A | JOSTEN'S CATALOG CARD CORP. | 4. SUPPLIE | |
| 7 B | 17 11 11 11 | 4. ** | 7.83 16.53 |
| 7185 | KAISER CIRCULATION SYSTEMS | 4. " | 35.69 |
| 17186 | LIBRARY OF CONGRESS CARD DIV. | 4. " | 8.05 |
| 7187A | MACMILLAN PUBLISHING Co. INC. | 2. Books | 165.00 |
| ∌ B | 11 11 11 | 2. " | 5.55 |
| Č | 11 11 11 11 | 2. " | 42 . 96 |
| Ď | 17 11 11 11 | 2. " | 5.58 219.09 |
| 7188 | A. R. MEEKER Co. | | |
| 77189A | The state of the s | 4. SUPPLIE NC. 4. " | |
| 7 1 B | J. M. Morehouse Printing Co. 1 | | 167.00 |
| 77190 | Namana Casarana Cas | 4. " | <u>24.00</u> 191.00 |
| / | NATIONAL GEOGRAPHIC Soc. | 2. Books | 9.80 |
| 7191 | N.J. B. TEL. Co. | 9. TELET | |
| 7 7192 | N.J. B. TEL. Co. | 9. TELEPHO | |
| 7193 | THE PAPERBACK BOOK SHOP | 2. Books | 16.52 |
| 7194 | PARK AUTO GLASS | 6. MAINT. | |
| -7195A | PITNEY BOWES | 11. SERV. C | |
| 7 B | - " | 4. SUPPLIE | |
| , 7196A | PRENTICE-HALL, INC. | 2. Books | 6.88 |
| В | ** ** ** | ۷. | (4.32) |
| 7 C | " " | ۷. | 11.93 |
| D | | ۷. | 20.55 35.04 |
| 7197 | P.S.E. & G. Co. | 6. MAINT | |
| 1 7198 | PUBLISHERS CENTRAL BUREAU | 2. Books | 7.70 |
| 7199A | A. H. ROEMER Co. INC. | ۷. | 51.75 |
| В | 11 11 11 | ۷. | 133.74 |
| 7 C | 11 11 11 | 2. " | 28.37 |
| D | 71 11 10 77 | ۷. | 74.43 |
| E | | C • | 9,60 |
| F | 11 11 11 | 2. " | 29.84 |
| G | 11 11 11 | 2. " | 153.41 |
| ∍H | 11 11 H | 2. " | (6.67) |
| 2.1 | 11 11 11 | 2. " | 194.78 |
|) J | 11 11 11 | 2. " | <u>(21.83)</u> 647.42 |
| 7200A | HENRY F. SCHMIDT Co. INC. | 4. SUPPLIE | |
| В | 17 17 19 | 4. " | 53,22 |
| C | 17 17 09 | 4 | 3.04 |
| D | | 4. | .80 |
| Ε | | 4. " | 3,20 |
| F | 16 11 11 | 4. | <u>(9.96</u>) 69.09 |
| 7201 | PETER SMITH PUBLISHER, INC. | 2. Books | 9.96 |
| 7202 | STATE INDUSTRIAL DIRECTORIES C | | 90.00 |
| 7203 | TODD PUBLICATIONS | 2. " | 25,50 |
| 7204 | Typewriter & Office Machine Co | | |
| 7205 | United Coffee Brewers, Inc. | 10. Comm.Re | |
| 7 7206 | United Way of Essex & West Hud | | 3.00 |
| 7207A | Unitemp, Inc. | 6. MAINT | |
| 7 B | 17 17 | 6. " | " 255.32 520.24 |
| 7208 | WEST ORANGE COMMUNITY House | 7. MAINT | TORY 135.00 |
| 7209 | WEST PUBLISHING Co. | 2. Books | 100.00 |
| | | | |

JULY BILLS, ACCOUNTS PAYABLE - JULY 31, 1973

PRESENTED FOR PAYMENT AUGUST 29, 1973

CHECKS ARE DATED AUGUST 29, 1973

| VOUCHER NUMBER | PAYEE | | BU | OGET ALLOCATION | AMOUN | T | |
|-------------------------|--|----------|-----|---------------------------------|---------|--------------------------|--|
| 77210 77211 77212 | THE H. W. WILSON CO. W. B. WOOD CO. Young's News Service | | 16. | BOOKS EQUIPMENT MAGAZINES | \$ | 25.00 155.70 16.00 | |
| | | 1 W - 1. | | | _ | | |
| | TOTAL | | | | | 11,610.29 | |
| | Less: Check #7161 - Petty Cash | | | | _ | 200.00 | |
| | ACCOUNTS PAYABLE PER BUDGET REPORT | -JULY | 31, | 1973 | \$ = | 11,410.29 | |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT

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

BY:



SEPTEMBER 1973

AGENDA

BOARD OF TRUSTEES MEETING - SEPTEMBER 26, 1973

- I. Roll Call
- II. Minutes August 29, 1973

Corrections and additions

III. Financial Statement

Voucher #7277 - Bill for completion of Legal Brief in Jonas case. Resolution required to appropriate \$1762.50.

IV. Personnel Committee

- (A) Report on meeting with PERC (Mrs. Reed)
- (B) Walter Baldwin resolution for vacation pay
- (C) Mrs. Reed re 6/27/73 resolution on sick leave for permanent part timers.
- V. Acting Director's Report
- VI. Old Business
 - (A) Bookmobile
 - (B) Lease for Tory Corner
 - (C) Air Conditioner Balancing

VII. New Business

Vote on 1974 Budget as approved by Director and Budget Committee.

Any other business?

Adjournment

BOARD OF TRUSTEES MEETING

WEDNESDAY, SEPTEMBER 26, 1973

The meeting was called to order at 7:45 p.m. by Mr. Ben Yeager, Vice President. Present were Board members Mrs. Phyllis Lopis, Mr. Albert Kupferer and Mr. William Sagosz constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey and Mr. Richard Conti, Attorney.

MINUTES: August 29, 1973

Mr. Kupferer motioned to accept the August minutes. Mrs. Lopis seconded and it was passed unanimously.

FINANCIAL STATEMENT:

Mr. Sagosz motioned that voucher #7277 to Irving Ostrow be paid and the amount of \$1,762.50 be taken from accumulated revenue. Mrs. Lopis seconded and it was passed unanimously.

Mrs. Lopis motioned to correct the Statement of All Fund Balances to read the correct amount of \$1,762.50 instead of \$1,763.00 to be taken from accumulated revenue. Mr. Sagosz seconded and it was passed unanimously.

Mr. Yeager noted that the amount of \$3,630.28 to be paid to the Fowler Agency represents full insurance coverage for one year. A refund is anticipated from the Ira Ehrenkranz Agency for cancelled policies.

Mr. Sagosz motioned to accept the Financial Statement and Bills Presented for Payment as amended. Mr. Kupferer seconded and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Reed reported on the meeting with the representative from PERC.
Mr. Manney will be sending information on voting procedure for the October election.

Mr. Conti offered his suggestions regarding PERC:

- 1. Contact PERC and ask for their laws in layman's language.
- 2. One Board member to act as a contact between staff and the Board. The Personnel Committee already represents this contact. A staff member would contact Mrs. Reed for an appointment with the Personnel Committee.

Mr. Kupferer reported on the Personnel Committee meeting with Walter Baldwin. Mr. Yeager brought to his attention the aspect of early or disability retirement. Mr. Baldwin felt that the Board owed him something since he saved the town a great deal of money with the work he has done on the Bookmobile. Mr. Baldwin has a letter from the State Motor Vehicle Agency stating that they will review the case in January, 1974. This is no guarantee that he will receive his license. There is also the matter of insurance coverage since Mr. Baldwin is a high insurance risk because of his physical condition.

Mr. Kupferer noted that as far as Civil Service is concerned, we have two choices. One, offer him an alternate position, which has been done. Walter Baldwin declined this position to entire Personnel Committee and the Board Vice President. And two, to terminate his employment. The library's insurance agent, Mr. Fowler, said he knows no way Mr. Baldwin would be insurable as far as driving a vehicle is concerned. Another aspect is that members of the staff would feel uneasy on the Mobilibrary with Mr. Baldwin as driver, thus mitigating against the effective use of the vehicle.

Mr. Sagosz motioned to grant Mr. Baldwin extended sick leave pay of 30 working days in this one case due to the fact of his age and the circumstances as they occured and noting that it is not the policy of the Board to do so. This action is taken only due to technicalities in the delay of receiving information on types of money involved available for early or disability retirement. This motion to include that when the figures are presented to Mr. Baldwin he be terminated as of November 1, 1973. Mr. Kupferer seconded the motion and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mrs. Lopis motioned to table further discussion on the Honeywell contract until the next meeting. Mr. Sagosz seconded and it was passed unanimously.

Mr. Sagosz motioned to act on the Fire Prevention Bureau's recommendations to have panic hardware installed where needed and remove the zip cord in the Janitor's closet on the main level. The monies to be used to make these improvements to be taken from contractual agreements, repair and maintenance. Mr. Kupferer seconded the motion and it was passed unanimously.

Mr. Sagosz moved to obtain three estimates for emergency lighting type 1, 2 or 3. Mrs. Lopis seconded and it was passed unanimously.

Mr. Yeager motioned to have Mrs. Reed contact the Fire Department in order to set up a fire drill procedure and establish a system of two fire drills per month. Mrs. Lopis seconded and it was passed unanimously.

OLD BUSINESS:

Work on the Bookmobile has been completed at Mack Boring and it is presently at International Harvester for transmission repairs. It is expected the Bookmobile will be back at the library next week. Mr. Russo worked on the vehicle at Mack Boring and told Mrs. Reed that he would be available to do repair work when needed. Mr. Sagosz will check on this further.

There has been no word from Mr. Dooley, Assistant Town Attorney, on the matters of the Tory Corner lease or the air balancing. Mr. Yeager will contact him to see what progress has been made.

NEW BUSINESS:

Mr. Kupferer motioned that the proposed 1974 budget for the West Orange Public Library be approved as presented. Mr. Sagosz seconded and it was passed unanimously.

Mr. Kupferer will work with Mrs. Reed on employee evaluation forms.

Mr. Sagosz moved to adjourn the meeting at 10 p.m.

The next Board meeting will be held on Wednesday, October 24, at 7:30 p.m.

Respectfully submitted,

Geraldine Schaffter

ACTING DIRECTOR'S REPORT

TO THE

LIBRARY BOARD OF TRUSTEES

September 26, 1973

Now that school is open and vacation season is nearing an end for most of us, we are beginning to settle down with our Fall schedule of hard work.

The Summer Reading Program was a big success this year. There was regular attendance throughout the eight-week period. The culminating activity was the usual picnic at Mayapple Hill Park. Between 35 and 40 children attended.

A staff meeting was held on Thursday, September 20, at 4:00 p.m. All members of the staff were present with the exception of those on vacation, Mr. Toohey, who was ill, and student workers, who manned the desks while the meeting was in session.

We feel the meeting was a profitable one. A number of problems were discussed, and, hopefully, they were satisfactorily dealt with. There was a question and answer period which proved helpful to all concerned.

The meeting lasted for only one hour but much was accomplished. Because of a prior meeting with Department Heads on Thursday, September 13, we had been able to discuss and begin to work on many of the problems which greatly concerned us.

Mrs. Elsa Meyers, our Young Adult Librarian, began work on September 4. She is working diligently to liven up this area of our library. Although she only works part time, she is beginning to organize her program and get it underway.

Mrs. Claire Schroeder was suspended for one day for failure to perform duties assigned to her. She returned to work the following work day but felt she was not able to work. So, she was given permission to take the morning off without pay.

Your attention is called to the contract agreement as set up by Honeywell, Inc. Since their installations are in operation throughout the building, and they are called frequently for maintenance service, it will be cheaper if we entered into a contractual agreement with them rather than the current method of using their services.

Recently, the Fire Prevention Bureau contacted me with an inquiry as to what steps the Library Board has taken to correct the seven requirements listed in their letter of June 27, 1973. Some of the requirements have been met. However, numbers 4, 6 and 7 have not been done. With your permission, I can contact an electrician to do the job. Please react to this matter.

Submitted by,

Lola N. Reed

Lola n. Reed

Acting Director

WEST ORANGE FREE PUBLIC LIBRARY BUDGET REPORT MONTH OF AUGUST 1973

1973

6,564.09 5,235.91

730.99

5,269.01

LIBRARY BOARD MEETING OF SEPT. 26

| NO. | AID | EXPEND! | BILLS/ACCTS PAY.8/31/73 | | BUDGET |
|--|-----------|--------------|----------------------------|--|----------------------------|
| MOI MOI | | RAID | PAY.8/31/73 | | BUDGET |
| MOI MOI | | RAID. | | IUIAL | |
| MOI MOI | | BA10 | | PAID/ | BALANCES |
| MOI MOI | | | PRESENTED FOR | PAYABLE | OR |
| DI DOCT 14101 | VID ME | 8 MONTHS | PAYMENT | 8 MONTHS | (oŸĔĸ- |
| BUDGET AU | GUST | ENDED | AT THIS | ENDED | EXPENDITURES) |
| | 1973 | 8/31/73 | MEETING | 8/31/73 | 8/31/73 |
| AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN THE PERSON NAMED IN THE PERSON NAMED IN THE PERSON NAMED IN THE | | | | Annual continue frequency and an investment of | |
| SALARIES & WAGES \$234,854 \$ | 20,659.49 | \$152,949.39 | | \$152,949.39 | \$ 81,904.61 |
| CONTRACTUAL SERVICES: | | • | | | |
| BINDING 1,400 | 55.00 | 147.30 | \$ 3.90 | 151.20 | 1,248.80 |
| COMMUNITY RELATIONS 500 | 139.86 | 480.95 | | 480.95 | 19.05 |
| TRANSPORTATION . 250. | | 168.43 | | 168.43 | 81.57 |
| Conventions 1,160 | | 890.65 | | 890.65 | 269.35 |
| AUDIT 150 | | | 444 | | 150.00 |
| ACCOUNTING SERVICES 7,200 | 600.00 | 4,200.00 | 600.00 | | 2,400.00 |
| ARCHITECTS 3,500 | | 3,500.00 | | 3,500.00 | -0- |
| Consultants 1,000 | | 1,000.00 | | 1,000.00 | -0- |
| CONTRACTUAL MAINTS. | | | | | |
| AND REPAIRS: | | | | | |
| MAIN LIBRARY 13,000 | 1,918.35 | 7,701.48 | 799.56 | 8,501.04 | 4,498.96 |
| TORY CORNER-RENTAL 540 | 135.00 | | | 415.00 | 125.00 |
| BOOKMOBILE 6,000 | | 166.46 | | 166.46 | 5,833.54 |
| SERVICE CONTRACTS 1,000 | | 1,003.72 | 188.00 | 1,191.72 | (191.72) |
| MATERIALS AND SUPPLIES: | | | | | |
| 35,000 | 4,033.77 | 26,751.01 | 3,646.38 | 30,397.39 | 24,602.61 |
| SUPPLIES 8,500 | 620.59 | 5,811.76 | 755.95 | 6,567.71 | 1 , 93 2. 29 |
| MAGAZINES 3,300 | 68.95 | 738.29 | 56.00 | 794.29 | 2,505.71 |
| AUDIO-VISUAL 6,000 | 100.98 | 1,241.56 | 33.83 | 1,275.39 | 4,724.61 |
| Misc. Other Expenses: | | | | | |
| INSURANCE 4,000 | | 23.00 | 3,630.28 | 3,653.2 8 | 346.72 |
| TELEPHONE 1,200 | | 714.48 | 133.37 | 847.85 | 352.15 |
| Postage 1,500 | 300.00 | 1,223.30 | | 1,223.30 | 276.70 |
| EMPLOYEE HEALTH | | | • | 4 040 =4 | |
| BENEFIT PLAN 5,000 | 544.38 | 4,262.74 | | 4,262.74 | 737 .2 6 |
| LEGAL 6,881 | 3,210.00 | 5,118.00 | 1,762.50 | 6,880.50 | .50) |
| CONTINGENT 300 | | 20.00 | | 20.00 | 280.00 |
| Equipment 8,000 | 155.70 | 2,221.40 | | 2,221.40 | 5,778.60 |

6,564.09

5,269.01

\$ 32,542.07 \$232,582.02 \$11,609.77 \$244,191.79 \$143,843.21

STATUTORY EXPENDITURES

RETIREMENT SYSTEM

SOCIAL SECURITY PUBLIC EMPLOYEES

TOTAL

11,800

6,000

\$388,035

BUDGET REPORT

MONTH OF AUGUST 1973

LIBRARY BOARD MEETING OF SEPTEMBER 26, 1973

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| Salaries and Wages | 1973 PROPOSED BUDGET \$238,128 | 1973 ADOPTED BUDGET \$218,128 | INCREASE OR OR DE- CREASE IN ADOPTED BUDGET \$ 16,726 | 1973 MODI- FIED BUDGET \$234,854 | *LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176 |
|---|---|---|--|--|--|
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES ARCHITECTS CONSULTANTS | 1,600 500 350 1,500 150 7,200 3,500 | 1,400 300 250 600 150 6,200 -0- | 200 560 1,000 3,500 1,000 | 1,400 500 250 1,160 150 7,200 3,500 1,000 | LR 3/28/73 LR 5/23/73 |
| CONTRACTUAL MAINT. & REPAIRS: MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 18,250 540 3,500 1,000 | 13,000 540 3,500 1,000 | 2,500 | 13,000 540 6,000 1,000 | LR 7/31/73 |
| MATERIALS AND SUPPLIES: BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 60,000 10,000 4,000 6,000 | 55,000 8,500 3,300 6,000 | | 55,000 8,500 3,300 6,000 | |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan Legal | 4,000 1,500 1,500 5,000 | 4,000 1,200 1,500 5,000 | 1,763 3,210 | 3,210 | RESOLUTION REQUIRED |
| CONTINGENCY EQUIPMENT | 500 12,000 | 500 8,000 | 1,008 900 -(200) | 1,008 900 300 8,000 | LR 5/23/73 RESOLUTION REQUIRED LR 7/31/73 |
| STATUTORY EXPENDITURES: SOCIAL SECURITY PUBLIC EMPLOYEES RETIRE. SYSTEM | 11,800 | 11,800 | | 11,800 6,000 | |
| TOTAL | \$398,518 | \$355,868 | \$ 32,167 | \$388,035 | |
| | | RARY ACCUM. N OF W. O. | REVENUE | \$ 20,991 11,176 \$ 32,167 | *LR-LIBRARY RESOLUTION **TR-TOWN RESOLUTION |

STATEMENT OF ALL FUND BALANCES-RECEIPT AND DISBURSEMENTS

MONTH OF AUGUST 1973

| HECKING ACCOUNT-NAT'L NWK & ESSEX ETTY CASH CHECKING A/C ASH FUND O. S & L ASS'N-SAVINGS A/C 10085 OTIL NWK & ESSEX #51658 TOTAL | LEGAL TOTAL BUDGET FUND ADD: DUE FROM W.O. 4TH QTR. BUDGET LESS: ACCOUNTS PAYABLE 8/30/73 BUDGET BALANCE 8/31/73 | AUGUST 1973 - EXPENDITURES AUGUST 1973 FUND BALANCE ADD: TRANSFER PER BUDGET MODIFICATION ATTACHED: | FINES NON-RESIDENT FEES NON-RESIDENT FEES PHOTO-COPY PHONES BOOK RENTALS LOST BOOK FUND EXCESS PROPERTY SOLD EXCESS PROPERTY SOLD TOTAL-AUGUST 1973-RECEIPTS TOTAL AVAILABLE (1 PLUS 11) | AUGUST 1, 1973-FUND BALANCES |
|--|--|--|--|---|
| \$ 37,833.33 313.24 126.25 14,588.00 45,106.16 1,070.18 12,784.32 2,350.66 \$114,182.14 | | 32,542.07 \$114,182.14 | \$ 1,263.44 100.25 551.45 \$ 1,915.14 \$146,724.21 | TOTAL ALL FUNDS \$144,809.07 |
| | 1,763.00 \$ 66,485.98 88,967.00 155,452.98 11,609.77 \$143,843.21 | 32,542.07 \$ 64,722.98 | \$ 97,265.05 | 1973 BUDGET FUND \$ 97,265.05 |
| | | \$ 14,229.35 | \$ 1,263.44 \$ 14,229.35 | 1973 FINES & RESERVES FUND \$ 12,965.91 |
| | | \$1,070.18 | 100.25 \$ 100.25 \$1,070.18 | 1973 LOST BOOK FUND \$ 969.93 |
| | | \$ 2,038.31 | 551.45 \$ 551.45 \$ 2,038.31 | 1973 BOOK SALES SALES EXCESS PROPERTY FUND \$ 1,485.86 |
| | | P | | 1973 STATE AID FUND |
| | | \$ 326.25 | -0- \$ 326.25 | PETTY CASH & CHANGE FUND \$ 326.25 |
| | | \$ 14,588.00 | \$ 14,588.00 | SALARY CONTIN- GENCY FUND \$ 14,588.00 |
| | (1,763.00) \$15,294.07 | \$17,057.07 | \$17,057.07 | ACCUMU- LATED REVENUE \$17,057.07 |
| | | \$ 150.00 | \$ 150.00 | ACCOUNTS PAYABLE 1/1/73 \$ 150.00 |

AUGUST 1973 BILLS PRESENTED FOR PAYMENT ON SEPTEMBER 26, 1973

CHECKS ARE DATED AUGUST 29, 1973

| Vouche Number | | BUD | GET ALLOCAT | ION AMOUNT |
|------------------|---|---------|-------------|--------------------------|
| 7213 | Town of West Orange-Social Security Month of August 1973 | 1. | SALARIES | \$ 1,204.63 |
| 7214 | NAT'L NWK & ESSEX BANK-WITHHOLDING | | | |
| 7215 | EMPLOYEES - AUGUST 1973 | 1. | SALARIES | 2,689.29 |
| 7215 | P.E.R.S. #20284 August 1973 Pensions & Loans | 1 | SALARIES | 698.53 |
| 7216 | P.E.R.S. CONTRIB. GROUP INS. FUND | | SALARIES | 89.63 |
| 7217 | Town of West Orange | • • | | 07.03 |
| | FEDERAL CREDIT UNION | 1. | SALARIES | 295.00 |
| | P.E.R.S. SUPPLEMENTAL ANNUITY | 1. | SALARIES | 81.01 |
| 7219 | Town of West Orange | | _ | |
| | Hospitalization-September 1973 Net Payroll Checks-August 1973 | 1. | SALARIES | 544.38 |
| | *1085-1135 | 1. | SALARIES | 15,601.40 |
| | CHR TOTAL | | | A 01 007 07 |
| | SUB-TOTAL | | | \$ 21,203.87 |
| | ADD: CHECKS #7158-7212 PRESENTED | | | |
| | FOR PAYMENT AUGUST 29, 1973 LESS: VOIDED CHECKS | | | \$11,410.29 |
| 7200 | HENRY F. SCHMIDT Co. INC. | . Supp | LIES\$69.09 | |
| 7206 | | 2. Воок | • | 72.09 11,338.20 |
| | TOTAL BUDGET EXPENDITURES - MONTH OF | AUGUST | 1973-PER B | UDGET REPORT \$32,542.07 |
| | | | | |

PAYMENT RECOMMENDED BY:

Loea Theel

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: Claron Exerberg & Co

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1973

PRESENTED FOR PAYMENT SEPTEMBER 26, 1973

CHECKS ARE DATED SEPTEMBER 26, 1973

| | | | SEFTEMBE | K 20, 1313 |
|---------------|-------------------------------------|-------------------|--|------------|
| VOUCHER | | | | |
| NUMBER | PAYEE | PINCET ALLOCATION | AMOU | NIT . |
| NONDER | PAILL | BUDGET ALLOCATION | AMOU | N I |
| 7220 | VOID | | | |
| 7221 | AIR TRAVEL BARGAINS | 2. Books | | \$ 2.00 |
| 7222 | AMERICAN DENTAL ASSN. | 2. " | | 25.00 |
| 7223 | AMERICAN HERITAGE PUB. Co. INC. | 2. " | | 1.00 |
| 7224 | AUTOMATIC DATA PROCESSING OF N.J. | 11. SERV. CONT. | | 50.00 |
| 7225A | THE BAKER & TAYLOR Co. | 2. Books | \$ 2.18 | 30.00 |
| В | II II II II | 2. " | 18.00 | |
| C | 11 11 11 | 2. " | 4.37 | |
| | 11 11 11 | 2. " | | |
| D | 11 11 11 | | (3.06) | |
| E F | 10 10 11 11 | C • | 155.18 | |
| | 10 11 11 11 | ۷. | (7.44) | |
| G | 11 11 11 | ۷. | 49.42 | |
| Н | 11 11 17 17 | ۷. | 12.55 | |
| 1 | | 2. " | 165.09 | |
| J | 11 11 11 11 | 2. " | 19.80 | |
| K | 11 11 11 | 2. " | 5.15 | |
| L | 17 11 11 | 2. " | (7.48) | |
| М | 11 11 11 | 2. " | (5.66) | |
| N | 11 11 11 11 | 2. " | 171.62 | |
| 0 | 11 11 11 11 | 2. " | 134.53 | |
| Р | 11 11 11 | 2. " | 879.34 | |
| Q | H H H | 2. " | (8.75) | 1,584.84 |
| 7226 | THE BAKER & TAYLOR CO MOMENCE, ILL. | 2. " | \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | 16.40 |
| 7227 | A. M. BEST Co. | 2. " | | 75.00 |
| 7228 | BILLBOARD PUBLICATIONS | 2. " | | 11.91 |
| 7229A | R. R. BOWKER COMPANY | 2. " | 30.84 | 11,51 |
| В | II II II | 2. " | 17.25 | 48.09 |
| 7230A | Bro-Dart, Inc. | 4. SUPPLIES | 8.95 | 40.03 |
| | II II II | 4. " | (9.90) | |
| В | 11 11 11 | | | |
| С | 11 11 11 | 4. " 4. /11 | 125.82 | 2/2 67 |
| D 7001 | Danisation | 4. | 118.80 | 243.67 |
| 7231 | BROADCASTING | 2. Books | | 14.50 |
| 7232 | JAMES BROWN & SON | 3. BINDING | | 3.90 |
| 7233 | CHESTERFIELD MUSIC SHOPS, INC. | 19. AUDIO-VISUAL | / 05 | 33.83 |
| 7234A | CONGRESSIONAL QUARTERLY, INC. | 2. Books | 4.95 | 40.00 |
| В | | C. | 8.95 | 13.90 |
| 7235 | DAILY RECORD | 18. MAGAZINES | 4 | 40.00 |
| 7236 A | DIMONDSTEIN BOOK Co. INC. | 2. Books | 97.71 | |
| В | 11 11 11 | 2. " | 58.29 | |
| С | 11 11 11 11 | 2. " | 52.46 | |
| D E F | 11 11 11 | 2. " | 33.15 | |
| Ε | 11 11 11 11 | 2. " | 65.79 | |
| F | 16 11 16 11 | 2. " | 10.14 | |
| · G | 10 11 11 11 | 2. " | 72.80 | |
| , н |)1 11 1F | 2. " | 228.14 | |
| 1 | tt 91 11 Tf | 2. " | 22.79 | |
| J | 11 11 11 11 | 2. " | 84.12 | |
| K | 11 11 11 | 2. " | 104.49 | 829.88 |
| 7237A | DOUBLEDAY & Co. INC. | 2. " | 18.64 | · |
| В | 11 11 | 2. " | 33.90 | |
| C | n n n | 2. " | 2.31 | |
| | 11 11 11 | | 14.03 | |
| n n | 11 11 11 | ۷. | 52.6 2 | |
| D E F | 11 11 11 | ∠ • | | |
| | 11 11 11 | ۷. | 9.89 | |
| G | tt 10 11 | ۷. | 5.16 | 140.00 |
| н | 11 11 11 | 2. " | 13.38 | 149.93 |
| | | | | |

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1973 PRESENTED FOR PAYMENT SEPTEMBER 26,1973

CHECKS ARE DATED SEPTEMBER 26, 1973

| VOUCHER | | | 41/01/ | A 1 900 | |
|--------------|---|---------------------|----------------|-----------------|--|
| NUMBER | PAYEE | BUDGET ALLOCATION | AMOU | N I | |
| 7238 | AARON EISENBERG & Co. | 21. MGMT. Svcs. | | \$ 600.00 | |
| 7239 | ENCH'S STATIONERY | 4. SUPPLIES | | 16.47 | |
| 7240A | FowLer Agency, Inc. | 5. Insurance | \$ 1,581.28 | | |
| В | 10 11 11 | ٥. | 967.00 | 3,630.28 | |
| C | | 5. " 4. SUPPLIES | 1,082.00 | 3,030.20 | |
| 7241A | GAYLORD BROS. INC. | 4. SUPPLIES 4. " | 124.80 | 132.80 | |
| B 7242 | GENERAL LEARNING CORP. | 2. Books | 1 1 1 0 0 0 | 8.60 | |
| 7243 | THE HIGHSMITH Co. INC. | 4. SUPPLIES | | 4.73 | |
| 7244 | INTERNATIONAL BASEBALL CONGRESS | 2. Books | | 2.00 | |
| 7245 | 1.B.M. | 11. Svc.Contr. | 44.01 | 53.00 | |
| 7246A | JOSTEN'S CATALOG CARD CORP. | 4. SUPPLIES | 11.31 | 10.73 | |
| В | n n n | 4. | (.58) 5.58 | 10.73 | |
| 7247A | MacMillan Publishing Co., Inc. | 2. Books 2. " | (4.52) | | |
| В | 17 tt 17 tt | 2. " | 5.58 | | |
| C D | 11 11 11 11 | 2. " | (3.33) | | |
| E | 11 11 11 11 | 2. " | 4.38 | | |
| F | и и и и | 2. " | 26.20 | | |
| G | 14 13 14 11 | 2. " | 27.39 | 64.00 | |
| Н | FT 91 11 11 | 2. | 2.72 | 45.50 | |
| 7248 | MARQUIS WHO'S WHO, INC. | 2. " 2. " | | 15.00 | |
| 7249 | Modern Language Assn. J. M. Morehouse Printing Co. Inc. | 4. SUPPLIES | 38.00 | | |
| 7250A B | ii ii ii ii ii | 4. " | 184.00 | 222.00 | |
| 7251 | NATIONAL GEOGRAPHIC SOC. | 2. Books | | 3.50 | |
| 7252 | N.J. B. T. Co. | 9. TELEPHONE | | 123.82 | |
| 7253 | N.J. B. T. Co. | 9. " -TORY | | 9.55 6.00 | |
| 7254 | N.J. LEGISLATIVE MANUAL | 2. Books | | 6.78 | |
| 7255 | THE OVERLOOK PRESS | 2. " 2. " | | 9.00 | |
| 7256 | PHYSICIANS DESK REFERENCE PRENTICE-HALL, INC. | 2. " | 10.27 | - | |
| 7257A B | THE II II | 2. " | 4.98 | | |
| Č | 11 11 11 | 2. " | 17.70 | 32.95 | |
| 7258 | P.S.E. & G. Co. | 6. MAINTMAIN | | 799.56 44.40 | |
| 7259 | QUALITY BOOKS, INC. | 2. Books | | 9.85 | |
| 7260 | REGENT BOOK Co. INC. | 2. " 2. " | 24.25 | 3,03 | |
| 7261A | A. H. ROEMER Co. INC. | 2. " | (21.60) | 2.65 | |
| B 7262A | HENRY F. SCHMIDT | 4. SUPPLIES | 18.79 | | |
| B | n n | 4. 11 | 3.04 | | |
| Č | 11 11 | 4. " | .80 | | |
| D | 11 | 4. " | 3.20 | 46.80 | |
| Ε | 11 11 | 4. | 20.97 | 4.96 | |
| 7263 | PETER SMITH PUBLISHER, INC. | 2. Books 2. " | | 126.50 | |
| 7264 | SPECIAL SELECTIONS SERVICE STATE INDUSTRIAL DIRECTORIES CORP. | 2. " | | 66.25 | |
| 7265 7266 | THOMAS PUBLISHING CO. | 2. " | | 20.00 | |
| 7267A | Typewriter & Office Machine Co. | 11. SVC. CONTR. | 42.50 | | |
| B | 11 11 11 11 | 11. " | 42.50 | 85.00 | |
| 7268A | United Coffee Brewers, Inc. | 4. SUPPLIES | 52.50 26.25 | 78.75 | |
| В | 17 11 11 11 | 4. " | 20,23 | ,5.15 | |
| | | | | | |

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1973

PRESENTED FOR PAYMENT SEPTEMBER 26,1973

CHECKS ARE DATED SEPTEMBER 26, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT |
|--|---|---|--|
| 7269 7270 7271 7272 7273 7274 7275 7276 7277 | Henry Z. Walck, Inc. Div. David McKay Co. Inc. The H. W. Wilson Co. Xerox University Microfilms Young's News Service Baker & Taylor Commerce Clearing House Educators Progress Service, Inc. State Industrial Directories Irving Ostrow, Esq. | 2. BOOKS 2. " 2. " 18. MAGAZINES 2. BOOKS 2. " 2. " 2. " 20. LEGAL SERVICES | \$ 4.95 70.00 12.75 16.00 91.04 68.00 9.25 150.00 1,762.50 |
| | ACCOUNTS PAYABLE PER BUDGET REPORT | - AUGUST 31, 1973 | \$11,609.77 |

PAYMENT RECOMMENDED BY:

Lea rheed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By

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AGENDA

BOARD OF TRUSTEES MEETING - OCTOBER 24, 1973

I. Roll Call

II. Minutes - September 26, 1973 meeting

Corrections:

- (A.) Financial Statement Total on Fowler Agency
- (B.) Personnel Committee Report
 - 1. No need contact with PERC
 - 2. No one member of Board may function unilaterally against By-Laws

III. Financial Statement

- (A.) Bills presented for payment
- (B.) Statement of Funds & Balances

IV. Personnel Committee Report

- (A.) PERC supervised employee election
- (B.) Motion to terminate Mr. Baldwin as of Nov. 1, 1973
- (C.) Vote on 3 increments to be withdrawn at Director's recommendation

V. Acting Director's Report

VI. Old Business

- (A.) Bookmobile is functioning
- (B.) Mr. Dooley to be heard at 7:30
- (C.) Message from Mr. Ostrow re Jonas case

VII. New Business

- (A.) Public Hearing on Budget to be held Thursday, Nov. 8th
- (B.) Motion to order shelving @ \$3,800 from equipment line on budget.

Adjournment

WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 24, 1973

The meeting was called to order at 7:40 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mrs. Phyllis Lopis, Miss Eileen Flanagan, Mr. Albert Kupferer and Mr. William Sagosz, constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mr. William Jervey and several citizens of West Orange.

MINUTES: September 26, 1973

The Board directed Mrs. Reed to write to Mr. Baldwin notifying him that his employment with the library will be terminated effective November 1, 1973.

Mr. Kupferer motioned to accept the minutes of the September meeting as presented. Mrs. Zimmerman seconded and it was passed unanimously.

FINANCIAL STATEMENT:

Mr. Sagosz motioned that the Financial Statement and Bills Presented for Payment be approved. Mr. Kupferer seconded the motion and it was passed unanimously. The Colonial Waterproofing Co. bill in the amount of \$950 was approved for payment.

Mrs. Lopis moved to authorize Mrs. Reed to obtain \$3,800 worth of shelving from the Ernst Co. for the housing of magazines. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Kupferer motioned to authorize Mrs. Reed to use her discretion to dispose of the law books in the garage. Mrs. Zimmerman seconded and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

The Board directed Mrs. Reed to answer Mr. Dooley's letter of October 10, 1973 in which he inquired about the \$20,000 legal and bonding fees as listed on the fact sheet presented to the Mayor and Town Council. The amount stated is for legal fees connected with the proposed library expansion.

ACTING DIRECTOR'S REPORT:

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

The meeting was adjourned at 8:35 p.m.

The next meeting will be held on Wednesday, November 28, at 7:30 p.m.

Respectfully submitted,

Geraldine Schaffter

TO THE

LIBRARY BOARD OF TRUSTEES

October 24, 1973

Your library has functioned during the month of October as normal as can be expected considering the overcrowded conditions under which we operate.

Space (shelf, storage, etc.) is now at a premium. There is a dire need to remove from our shelves many of the duplicate copies of titles. In many cases, because of their potential value and use, we would like to store duplicate titles on shelves in the garage. Because of the numerous volumes of law books housed in that area, it is impossible to shelve our duplicate titles there. The law books do not get used, have never been used, and are taking up valuable space, which we desperately need. Your suggestions as to what should be done with the law books will be appreciated.

The Mobilibrary is back on the road again. We were able to return this service to the community during the week of October 10. Borrowers are very please with the return of this service.

Malter Baldwin has decided to take an early veteran and ordinary disability retirement rather than accept the position we offered him. A "Request for a Retirement Estimate," signed by Mr. Baldwin, has been sent to the Division of Pensions in Trenton. No further word has been received.

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The Art Show sponsored by the West Orange Cultural and Heritage Committee successfully got underway as scheduled on Friday, October 12. The paintings will be exhibited through the week of November 17.

Also, on exhibit in the Children's Room, in celebration of American Education Week, are displays from the elementary schools of West Orange.

Mrs. Audrey Melick will begin her Maternity Leave at the end of this month. Mrs. Shirley Itkin has returned to work as replacement for Mrs. Melick.

Respectfully submitted,

Lola N. Reed



State of New Jersey

DEPARTMENT OF THE TREASURY DIVISION OF PENSIONS

WILLIAM J. JOSEPH DIRECTOR 20 WEST FRONT STREET
POLEOX 2058
TRENTON NEW JERSEY 08625

September 28, 1973

TO:

Certifying Agents - Public Employees' Retirement System
Teachers' Pension and Annuity Fund

FROM:

John A. McGarrity, Assistant Director

Division of Pensions

SUBJECT: NEW FORMS AND PROCEDURES - REQUEST FOR RETIREMENT ESTIMATES

On May 16, 1973, Governor William T. Cahill approved legislation which will permit members of both the Public Employees' Retirement System and the Teachers' Pension, and Annuity Fund, who have at least 25 years of credited service in their retirement system, to retire on an Early Retirement allowance with a reduction in their benefit, because of early retirement, only for each year they are under 55, rather than 60, years of age at retirement.

The Public Employees' Retirement System legislation pertains to all members of the retirement system - employees of the State and of local employers; this legislation, now known as Chapter 129 of the Laws of 1973, was effective July 1, 1973. Comparable legislation for members of the Teachers' Fund, Chapter 131 of the Laws of 1973, is effective January 1, 1974.

Enactment of this legislation, which covers 255,000 members of the two major retirement systems which are administered by this Division will undoubtedly cause many members to request an estimate of the early retirement allowance for which they can now qualify. Members of either system who have at least 25 years of credited service and who are between 55 and 60 years of age may retire on a benefit calculated on the basis of years of service, divided by 60, and multiplied by their 3-year

final average salary, with no reduction in their benefit because of early retirement prior to age 60. Members of either system who have at least 25 years of credited service and who have not yet attained 55 years of age may qualify for an early retirement allowance calculated, as indicated above, but with their benefit reduced by 3% for each year they lack of having attained age 55 at the time of retirement.

We are anxious to promptly advise any eligible member who is considering retirement of the amount of the early retirement benefit for which he can qualify. However, we ask that both you and your employee members of the two systems recognize that our primary responsibility must be to those members who have already filed a completed application for a retirement benefit, not merely a request for an estimate of the benefit for which they can qualify if they do decide to retire. Therefore, we have established the following priorities for the processing of valid retirements, and the processing of requests for retirement estimates:

<u>Priority A</u> - Actual retirements - members have already filed an "Application for Retirement".

<u>Priority B</u> - Request for retirement estimates based on the proximity of the date of the request to the member's tentative date of retirement.

<u>Priority C</u> - Request for retirement estimates based on a tentative date of retirement that is one year or more in the future will be assigned the lowest priority and will be processed only when Priorities A and B have been completed.

Requests for retirement estimates will be promptly acknowledged and we will advise the member of the priority assigned to his request. This procedure, which was prompted by the recent amendments to the Teachers' Fund and the Public Employees' Retirement System statutes on "early retirement", is applicable to all requests for retirement estimates in the future whether the request for an estimate pertains to early retirement, service retirement, deferred retirement or special veteran's retirement; this procedure obviously will not be applicable to inquiries regarding accidental disability or ordinary disability retirement which are available only if the member is totally and permanently disabled for the continued performance of duty.

To facilitate the processing of requests for retirement estimates for both State and local employee members of both the Public Employees' Retirement System and the Teachers' Pension and Annuity Fund we have developed the following four (4) different "Request for Retirement Estimate" forms:

- A yellow-colored form for State employee members of the Public Employees' Retirement System who are paid through the State Centralized Payroll Unit.
- 2. A blue-colored form for State employees and employees of local employers (counties, municipalities, boards of education, public agencies, etc.) who are members of the Public Employees' Retirement System and are reported on quarterly reports of pension contributions.
- 3. A green-colored form for State employee members of the Teachers' Pension and Annuity Fund who are paid through the State Centralized Payroll Unit.
- 4. A white-colored form for State employees and employees of local boards of education who are members of the Teachers' Pension and Annuity Fund and are reported on quarterly reports of pension contributions.

A supply of the forms appropriate to your employees accompanies this memorandum. Additional forms will be available to employers on request. We would appreciate your distributing the appropriate form to any of your employees who are seriously considering retirement; please be certain that the employee receives the form that is appropriate to the system in which he is a member, whether Teachers' Pension and Annuity Fund or Public Employees' Retirement System.

Your employees may complete the forms themselves and forward them directly to Sara Septak, Supervisor of Retirement, at this address. However, it is preferable that the employee request your assistance in correctly determining his current salary so that he may properly complete item 10 on the request for retirement estimate form. It is extremely important that his current salary, subject to pension contributions, be correctly stated on the form because the retirement estimate will be based on the salary shown on the form.

This memorandum is being sent to all employing agencies which participate in either the Teachers' Fund or the Public Employees' Retirement System. In order to assist you in notifying your appropriate employees of the new retirement estimate procedure we would suggest that you reproduce and post throughout the facilities of your agency a notice to your employees similar to the enclosure requesting them to obtain the new "Request for Retirement Estimate" forms from a particular individual by name and title in your agency. The individual may be, for example, the treasurer or the clerk of a municipality, the payroll clerk of a State agency or the secretary of a board of education.

We suggest that any employee who is seriously considering retirement obtain from the appropriate official in your agency a "Request for Retirement Estimate" form and file it directly with the Division of Pensions about 6 months before his tentative retirement date.

If all employing agencies and all employee members of both the Public Employees' Retirement System and the Teachers' Pension and Annuity Fund cooperate in the procedures which are outlined in this memorandum we will be able to promptly and fully be of service to both the employee members and the employing agencies.

Thank you again for your cooperation and if you have any questions please do not hesitate to contact Sara Septak of our staff either by letter or by telephone at 609-292-3651.

JAM:bf Encl.

October 29, 1973

Joseph G. Dooley, Jr., Esq. Assistant Town Attorney 239 Main Street West Orange, New Jersey 07052

Dear Mr. Dooley:

At the request of the Library Board of Trustees and in response to your letter of October 10, 1973, I am again writing to you in an effort to clarify the gross misunderstanding which has arisen to the tune of \$20,000.

Your attention is called, therefore, to the "Fact Sheet" which you so kindly enclosed in your letter. The fact sheet, for Mayor and Council, covering all proposed monies therein, is simply the overall proposal submitted by the architect for the expansion of the library. The \$20,000 mentioned has nothing whatsoever to do with a retainer fee for the Library which is \$1,500 requested in our 1974 proposed budget.

It is most regrettable that you were unable to attend the Library Soard meeting on October 24. We sincerely hope that a meeting can be arranged with you to further clarify matters which concern us and the library.

Yours very truly,

Lola N. Reed (Mrs.) Acting Director

LNR:gs
co: Hon. Louis P. Falcone, Mayor
Board of Trustees



| DIL D | B175 | |
|-------|------|--|
| FILE | NU. | |

TOWN OF WEST ORANGE, NEW JERSEY

JOSEPH G. DOOLEY, JR. ASSISTANT TOWN ATTORNEY

October 10, 1973

West Orange, N.J. (201) 736-5356

Mrs. Lola N. Reed, Acting Director West Orange Free Public Library West Orange, New Jersey

> Re: Tri-County Mechanical Service -West Orange Community House

Dear Mrs. Reed:

Reference is made to your letters of September 27, 1973 relative to the above referred.

As I indicated to you in a subsequent telephone conversation it is the position of the Town Attorney's Office that the Library Board can not be autonomous for some purposes and not for other purposes. Therefore, please find enclosed photostated copy of a letter dated July 11, 1973 directed to you which is consistent with that which we discussed during our conversation.

Additionally, I indicated to you that the Library Board advised the Town Council of future building plans at which time is was disclosed that some \$20,000 would be appropriated for bonding and legal fees of which at lease 1/2 would be for legal fees. You indicated to me that you had no knowledge of this.

Therefore, please find enclosed photostated copy of Fact Sheet presented to the Town Council at a Caucus Meeting relative to the proposed expansion and more particularly I call your attention to Item 1E.

Very truly yours,

JOSEPH G. DOOLEY, JR. ASSISTANT TOWN ATTORNEY

JGDJ/jf

WEST ORANGE FREE

DUBLIC LIBRARY

MERTING: JULY 16, 1973, 7:30 P.M.

FACT SHEET - FOR MAYOR & COUNCIL

1. COST DETE

| A. | MART ACRONSITION: | \$ 00.00 |
|-----------------------------|--------------------------|-------------------------------|
| D. | REELLUING COST: | 900,000.00 |
| G_{η} | FRENTSTORE & EQUIP.: | 80,000.00 |
| $\mathfrak{D}_{\mathbf{c}}$ | LECTION & ENGRHEER: | 62,000.00 |
| E. | NUTTO & ROWDING: | 20,000.00 |
| F' . | SURVEY, BONINGS & MISC.: | 8,000.00 |
| | TOTAL: | \$5 <mark>,070,000.</mark> 00 |

2. DETURBLIEF MESC, FACTS

| 200 | ESASTING LOLLDING: | 16,000 Sq. Ft. |
|-----|--------------------|----------------|
| | ALGENEROU: | 21,474 " |

| G. | MIN | ROOK | CAPACITY: | 371,000 | Volumes | |
|----|-----|------|-----------|---------|---------|--|
| | | | | | | |
| | | | | | | |

| 130 | ELUTEGEEN EULWESTERON | |
|-----|-----------------------|--------|
| | MI 1990: | 65,000 |

| 100 | CININTATION | (3.97%) | 306,000 | Volumes |
|-----|-------------|---------|---------|---------|
|-----|-------------|---------|---------|---------|

WEST ORANGE FREE PUBLIC LIBRARY BUDGET REPORT

MONTH OF SEPTEMBER 1973

LIBRARY BOARD MEETING OF Oct. 24 197

| | • | EXPENDITURES | | | | |
|--|------------|--------------|--------------|--------------|--------------|--------------|
| · · | | | | BILLS/ACCTS | | BUDGET |
| | 7. | * | | PAY 10/24/73 | | |
| | | | | PRESENTED | PAID/ | BALANCES |
| | MODIFIED | PAID | PAID - | FOR | PAYABLE | OR |
| | | MONTH OF | 9 MONTHS | PAYMENT | 9 MONTHS | (OVER- |
| | BUDGET | SEPTEMBER | ENDED | AT THIS | ENDED E | KPENDITURES) |
| | 1973 | 1973 | 9/30/73 | MEETING | 9/30/73 | 9/30/73 |
| SALARIES & WAGES | \$234,854 | | \$171,005.30 | | \$171,005.30 | \$ 63,848.70 |
| CONTRACTUAL SERVICES: | | • | | • , | | |
| BINDING | 1,400 | 3.90 | ···151.20 | | 151.20 | 1,248.80 |
| COMMUNITY RELATIONS | 500 | 61.56 | 542,51 | (| 542.51 | (42.51) |
| TRANSPORTATION | 250 | 32.14 | | \$ 28.56 | 229.13 | 20.87 |
| CONVENTIONS | 1,160 | 137.54 | 1,028.19 | | 1,028.19 | 131.81 |
| AUDIT | 150 | | | | · | 150.00 |
| Accounting Services | 7,200 | 600.00 | 4,800.00 | 600.00 | 5,400.00 | 1,800.00 |
| ARCHITECTS | 3,500 | | 3,500.00 | | 3,500.00 | -0- |
| Consultants | 1,000 | | 1,000.00 | | 1,000.00 | -0- |
| | | | | | · | ' |
| CONTRACTUAL MAINT | Section 1 | | • | | | |
| AND REPAIRS: | 10.000 | 700 56 | 0.501.04 | 1 220 60 | 0 720 64 | 7 270 76 |
| MAIN LIBRARY | 13,000 | 799.56 | 8,501.04 | 1,228.60 | 9,729.64 | 3,270.36 |
| TORY CORNER-RENTAL | 540 | | 415.00 | | 550.00 | (10.00) |
| BOOKMOBILE | 6,000 | | 166.46 | 3,722.78 | 3,889.24 | 2,110.76 |
| SERVICE CONTRACTS | 1,000 | 188.00 | 1,191.72 | 200.25 | 1,391.97 | (391.97) |
| MATERIALS AND SUPPLIES | : | | | | | |
| Ээохэ | 55,000 | 3,675.16 | 30,426.17 | 4,676.47 | 35,102.64 | 19,897.36 |
| SUPPLIES | 8,500 | 755.95 | 6,567.71 | 821.41 | 7,389.12 | 1,110.88 |
| MAGAZINES | 3,300 | 22.80 | 761.09 | 36.05 | 797.14 | 2,502.86 |
| AUDIO-VISUAL | 6,000 | 33.83 | 1,275.39 | 296.34 | 1,571.73 | 4,428.27 |
| Misc. Other Expenses: | . • | • , : | | | | |
| | 4,000 | 3,630.28 | 3,653,28 | 147.00 | 3,800.28 | 199.72 |
| INSURANCE | 1,200 | 133.37 | 847.85 | | 954.16 | 245.84 |
| TELEPHONE . | 1,500 | | 1,223.30 | | 1,504.92 | (4.92) |
| POSTAGE | ,,000 | | | • | | • |
| EMPLOYEE HEALTH | 5,000 | 544.38 | 4,807.12 | | 4,807.12 | 192.88 |
| BENEFIT PLAN | 6,881 | 1,762.50 | • | | 6,880.50 | •50 |
| LEGAL | • | (20.00 | | | -0- | 300.00 |
| CONTINGENT | 300 | 20.00 | , -0- | | | |
| EQUIPMENT | 8,000 | | 2,221.40 | 270.84 | 2,492.24 | 5,507.76 |
| STATUTORY EXPENDITURES SOCIAL SECURITY | 11,800 | 3,357.17 | 9,921,26 | | 9,921.26 | 1,878.74 |
| PUBLIC EMPLOYEES | , | | - ' | | | |
| Revirement System | 6,000 | | 5,269.01 | | 5,269.01 | 730.99 |
| TOTAL | \$'388,035 | \$ 33,774.05 | \$266,356.07 | \$12,551.23 | \$278,907.30 | \$109,127.70 |

BUDGET REPORT

MONTH OF SEPTEMBER 1973

LIBRARY BOARD MEETING OF October 24, 1973

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| SALARIES AND WAGES | 1973 PROPOSED BUDGET \$238,128 | 1973 ADOPTED BUDGET \$218,128 | INCREASE OR OR DE- CREASE IN ADOPTED BUDGET \$ 16,726 | 1973 MODI - FIED BUDGET \$234,854 | *LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176 |
|---|---|---|---|--|---|
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES ARCHITECTS CONSULTANTS | 1,600 500 350 1,500 150 7,200 3,500 | 1,400 300 250 600 150 6,200 -0- | 200 560 1,000 3,500 1,000 | 1,400 500 250 1,160 150 7,200 3,500 1,000 | LR 3/28/73 LR 5/23/73 LR 2/28/73 |
| CONTRACTUAL MAINT. & REPAIRS: MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 18,250 540 3,500 1,000 | 13,000 540 3,500 1,000 | 2,500 | 13,000 540 6,000 1,000 | LR 7/31/73 |
| MATERIALS AND SUPPLIES: BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 60,000 10,000 4,000 6,000 | 55,000 8,500 3,300 6,000 | | 55,000 8,500 3,300 6,000 | |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan Legal | 4,000 1,500 1,500 5,000 | 4,000 1,200 1,500 5,000 | 1,763 3,210 1,008 | 3,210 1,008 | |
| CONTINGENCY EQUIPMENT | 500 12,000 | 500 8 , 000 | 900 | 900 300 8 , 000 | |
| STATUTORY EXPENDITURES: SOCIAL SECURITY PUBLIC EMPLOYEES RETIRE. SYSTEM | 11,800 | 11,800 | | 11,800 | |
| TOTAL | FROM LIB | \$355,868 RARY ACCUM. | \$ 32,167 REVENUE | \$388,035 \$ 20,991 11,176 | |
| | | | | \$ 32,167 | *LR-LIBRARY RESOLUTION **TR-TOWN |

RESOLUTION

STATEMENT OF ALL FUND BALANCES-RECEIPT AND DISBURSEMENTS

MONTH OF SEPTEMBER 1973

| | March Hard School Belleville | | | de de la seco | Assistant Assistant | i e |
|---|--|--|--|---------------|------------------------|--|
| ACCOUNTS PAYABLE 1/1/73 \$ 150.00 | | \$ 150.00 | \$ 150.00 | | | |
| ACCUMJ- LATED REVENUE \$15,294.07 | | \$15,294.07 | \$15,94,007 | | | |
| SALARY CONTIN- GENCY FUND \$ 14,588.00 | \$ 182.35 | \$ 14,770.35 | \$ 14,770,35 | | | |
| PETTY CASH & CHANGE FUND \$ 326.25 | | \$ 326.25 | \$ 326.25 | | | |
| 1973 STATE A I D FUND | | | The Committee of the Co | | | |
| 1973 BOOK SALES EXCESS PROPERTY FUND \$ 2,038.31 | \$ 296.93 | \$ 2,350,20 | reproductive transfer and transfer tran | | | • |
| 1973 LOST BOOK FUND \$ 1,070.18 | \$ 83.91 | \$ 1,167.32 | S 19167 32 A 1916 | | | |
| 1973 FINES & RESERVES FUND \$ 14,229.35 | (\$ 1,057.46 (55.00 (34.81 7.46 (29.85 | \$ 1,939,25 | \$ 16,168,60 | | | |
| 1973 BUDGET FUND \$ 66,485,98 | | \$ 88,967.00 \$ 88,967.00 \$155,452.98 | \$121,678.93 | 12,551.23 | \$109,127.70 | |
| TOTAL ALL FUNDS \$1114,182.14 | | \$ 91,497.63 \$205,679.77 | 33,774.05 | | | \$ 93,318.10 21.42 126.25 14,770.35 45,703.041, 1,167.32 14,126.69 2,672.55 \$171,905.72 |
| SEPTEMBER 1, 1973-FUND BALANCES | ADD: FINES NON-RESIDENT FEES PHOTO-COPY PHONES BOOK-RENTALS LOST BOOK FUND EXCESS PROPERTY SOLD INTEREST | S-RECEIPTS | SEPTEMBER 1973 - EXPENDITURES SEPTEMBER 1973 FUND BALANCE | CCOUNTS | BUDGET BALANCE 9/30/73 | CASH FUNDS PRESENTED BY: CHECKING ACCOUNT - MIDATLANTIC NAT'L PETTY CASH-CHECKING A/C CASH FUND W.O. S&L ASS'N SAVINGS A/C 10085 " " " " " TC-3422 " " " " " " TC-3375 " " " " " " TC-3375 " " " " " " TC-3376 MIDATLANTIC NAT'L - 51658 |
| i —i | - | | | | | |

SEPTEMBER 1973 BILLS PRESENTED FOR PAYMENT ON OCTOBER 24, 1972

CHECKS ARE DATED SEPTEMBER 26, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT |
|-------------------|---|--|--------------------------|
| 7278 | Town of West Orange - Soc. Sec. Month of Sept. 1973 | 1. SALARIES | \$ 976.74 |
| 7279 | NATL. NWK & ESSEX BANK-WITHHOLDING EMPLOYEES-SEPTEMBER 1973 | 1. " | 2,296.10 |
| 7280 | P.E.R.S. #20284 SETP. 1973-PENSIONS & LOANS | 1. " | 878.53 |
| 7281 7282 | P.E.R.S. CONTRIB. GROUP INS. FUND TOWN OF WEST ORANGE FEDERAL CREDIT UNION | 1. " | 89.63 305.00 |
| 7283 | Town of West Orange - Soc. Sec. Employers-3rd Qtr 1973 | 1. " | 3,357.17 |
| 7284 | Town of West Orange - Administration Charge - 3rd Qtr 1973 | 1. " | 1.00 |
| 7285 | Town of West Orange-Hospitalization October 1973 P.E.R.S. Supplemental Annuity | 1. " | 544.38 8 0. 98 |
| 7286 | NET PAYROLL CHECKS-SEPTEMBER 1973 #1136-1187 | 1. " | 13,427.93 |
| | SUB-TOTAL | | 21,957.46 |
| | ADD: CHECKS #7220-7277 PRESENTED FOR PAYMENT SEPTEMBER 26, 1973 LESS: Voided Checks | \$11,609. | 77 |
| 7222 7235 | | 2. BOOKS \$ 25.00 18. MAGAZINES 40.00 65. | 00 11,544.77 |
| | SUB-TOTAL | | 33,502.23 |
| | LESS: I.N.A. CORP. INS. Co.'s REFUND | | 33,482.23 |
| | ADD: PETTY CASH CHECKS #263-283 PRES | SENTED 294. | 62 |
| | LESS: GOV'T. OF CANADA REFUND | 2. Books | 80 291.82 |
| | TOTAL BUDGET EXPENDITURES-MONTH OF SE | PTEMBER 1973 PER BUDGET REPORT | \$33,774.05 |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

SEPTEMBER 1973 BILLS PRESENTED FOR PAYMENT ON OCTOBER 24, 1973

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR THE MONTHS OF JULY, AUGUST, SEPTEMBER 1973

| DATE | VOUCHER NUMBER | PAYEE | BUDO | GET ALLOCATION | A | MOUNT |
|--------------------|-------------------|----------------------------------|-----------|-----------------|----|--------|
| 7/2/73 | 263 | SUPERINTENDENT OF DOCUMENTS | | MAGAZINES | \$ | 6.80 |
| 7/5/73 | 264 | BAKER & TAYLOR CO. (COFFMAN, CL | | • | | 00.00 |
| | | & CZARNECKI) | | CONVENTIONS | | 30.00 |
| 7/5/73 | 265 | DAWN COFFMAN | | TRANSPORTATION | | 13.70 |
| 7/31/73 | 266 | RECEIVER GENERAL OF CANADA | - | Books | | 10.40 |
| 7/31/73 | 267 | U.S. GEOLOGICAL SURVEY | 2. | | | 12.00 |
| 8/1/73 | 268 | GERRIE SCHAFFTER | | COMM. RELATIONS | | 5.24 |
| 8/2/73 | 269 | ANNETTE TANGRETI | | COMM. RELATIONS | | 15.00 |
| 8/6/73 | 2 7 0 | SAMUEL FRENCH | | Books | | 4.68 |
| 8/10/73 | 271 | GERRIE SCHAFFTER | | TRANSPORTATION | | 4.60 |
| 8/15/73 | 272 | RUTGERS UNIVERSITY | | CONVENTIONS | | 18.00 |
| 8/20/73 | 273 | Essex Green Shop-Rite | | COMM. RELATIONS | | 15.72 |
| 8/22/73 | 274 | MIDDLE ATLANTIC REGIONAL LIBRAR | | | | |
| | | FEDERATION (REGISTRATION) | | CONVENTIONS | | 65.00 |
| 8/22/73 | 275 | EMMA L. CZARNECKI | 14. | *** | | 24.54 |
| 8/24/73 8/31/73 | 276 | FREDERICK CO. H'WAY DEPT. | | Books | | .75 |
| 8/31/73 | 277 | MITOLA'S MEAT MARKET | 10. | COMM. RELATIONS | | 25.60 |
| 9/6/73 | 278 | AMECA PUBLISHING CORP. | 2. | Воок з | | 2.00 |
| 9/10/73 | 279 | GERRIE SCHAFFTER | 12. | TRANSPORTATION | | 4.09 |
| 9/10/73 | 280 | W. O. PUBLIC LIBRARY | 12. | 11 | | 5.20 |
| 9/11/73 | 231 | U.S. DEPT. OF INTERIOR | | | | |
| , , , , | | GEOLOGICAL SURVEY | 2. | Books | | 12.00 |
| 9/24/73 | 282 | SCHWINN BICYCLE COMANUAL | 2. | 11 | | 14.75 |
| 9/28/73 | 283 | GERRIE SCHAFFTER | 12. | TRANSPORTATION | | 4.55 |
| 0, 20, 10 | | | | | | |
| | | | | | | |
| | TOTAL CHE | CKS PAID FROM PETTY CASH CHECKIN | IG ACCOUN | T | | |
| | FOR THE | MONTHS OF JULY, AUGUST, SEPTEME | BER 1973 | | | 294.62 |
| | 1011 1112 | | | - | | |
| | Less: Gov | PERNMENT OF CANADA REFUND | 2. | Books | (| 2.80) |
| | | | | | - | |
| | NET CHECK | S PAID FROM PETTY CASH CHECKING | ACCOUNT | | | |
| | FOR THE | MONTHS OF JULY, AUGUST, SEPTEME | BER 1973 | | \$ | 291.82 |
| | 1 011 1116 | | | | - | |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

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SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 30, 1973

PRESENTED FOR PAYMENT OCTOBER 24, 1973

CHECKS ARESDATED OCTOBER 24, 1973

| | | | OCTOBER | 24, 1913 |
|-------------------|-----------------------------------|--------------------|----------|-----------|
| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT | |
| 7287 | PETTY CASH CHECKING A/C | TRANSFER | | \$ 200.00 |
| 7288 | PETTY CASH | 4. SUPPLIES | \$ 13.88 | |
| | tt tt | 12. TRANSPORTATION | 28.56 | |
| | 11 11 | 2. Books | 26.18 | |
| | 11 11 | 13. Postage | 4.92 | |
| | 11 11 | 8. MAINTBKMOBILE | 2.83 | 76.37 |
| 7289 | Postmaster, Orange | 13. Postage | | 276.70 |
| 7290 | AMERICAN BIBLIOGRAPHICAL CENTER | | | |
| | CLIO PRESS | 2. Books | | 3.25 |
| 7291 | AMERICAN HOSPITALIZATION ASSN. | 2. " | | 14.00 |
| 7292A | AMERICAN LIBRARY ASSN. | 2. " | 9.95 | |
| В | II II II | 2. " | 9.95 | 19.90 |
| 7293A | AMSTERDAM PRINTING & LITHO CORP. | 4. SUPPLIES | 11.10 | |
| В | 37 81 11 11 | 4. 11 | 11.10 | |
| С | 17 11 11 11 | 4. " | 21.35 | |
| Ð | 11 11 11 | 4. " | 10.25 | 53.80 |
| 7294 | AUTOMATIC DATA PROCESSING OF N.J. | 11. SERVICE CONTR. | | 53.25 |
| 7295 | THE BAKER & TAYLOR CO. | 2. Books | | 11.10 |
| 72 96A | 11 11 11 11 | 2. " | 4.37 | |
| В | 16 11 11 11 | 2. " | (5.63) | |
| С | f1 11 H 11 | 2. " | 19.85 | |
| D | 87 97 EF 17 | 2. " | 19.42 | |
| E | 11 11 11 11 | 2. " | 149.64 | |
| F | 11 H 11 11 | 2. " | 242.71 | |
| G | H H H | 2. " | 28.18 | |
| Н | 11 11 11 11 | 2. " | 88.15 | |
| 1 | 17 11 11 | 2. " | 140.73 | |
| J | 11 11 11 11 | 2. " | 4.16 | |
| K | ff 11 H H | 2. " | 94.48 | |
| L | 11 11 11 11 | 2. " | 28.84 | |
| M | 11 11 11 | 2. " | 85.02 | |
| N | II II II | 2. " | (8.75) | |
| 0 | 11 17 17 17 | 2. " | 176.47 | |
| Р | ft 11 11 11 | 2. " | 8.71 | |
| Q | H H H | 2. " | 130.59 | |
| R | 11 11 11 11 | 2. " | (30.58) | |
| S | II II II II | 2. " | 147.14 | |
| Т | 11 11 11 | 2. " | (2.58) | |
| U | 11 11 11 11 | 2. " | 26.81 | |
| V | 11 11 11 11 | 2. " | 174.61 | . ==./ =/ |
| W | 17 11 11 11 | ۷. | 72.50 | 1,594.84 |
| 7297 | A. M. BEST Co. | ۷. | 00.00 | 150.00 |
| 7298A | R. R. BOWKER Co. | 4. | 38.62 | |
| В | 11 11 11 | ۷. | 24.00 | 62.62 |
| 7301A | CHAMBERS RECORD CORP. | 19. AUDIO-VISUAL | 96.40 | 140.0/ |
| В | и и и | 19. | 21.64 | 118.04 |
| 7302 | CHICOREL LIBRARY PUBLISHING Co. | 2. Books | | 92.75 |
| 7303 | CINCINNATI TIME RECORDER CO. | 4. SUPPLIES | / 00 | 38.50 |
| 7304A | CONGRESSIONAL QUARTERLY, INC. | 2. Books | 4.90 | |
| В | " " " | 2. " | 44.95 | 49.85 |
| 7305 | CONGRESSIONAL QUARTERLY SERVICE | 2 11 | | 151 00 |
| | SUBSCRIPTION SERVICE | ∠ • | | 151.00 |
| 7299 | BRADFORD'S DIRECTORY | ۲. | 72.00 | 24.00 |
| 7300A | Bro-Dart, Inc. | 4. SUPPLIES | | 07 10 |
| В | | 4. " | 15.12 | 87.12 |
| | | | | |

SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 30, 1973

PRESENTED FOR PAYMENT OCTOBER 24, 1973

CHECKS ARE DATED OCTOBER 24, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT | |
|--------------------------------|--|--------------------------------|--------------------|----------------|
| | DIMONDSTEIN BOOK Co. INC. | 2. Books | \$ 183.27 | |
| 7306A | DIMONDSTEIN BOOK CO. THE. | 2. " | 55.08 | |
| В | 17 17 17 | 2. " | 225.52 | |
| C | 11 11 17 17 | 2. " | 114.93 | |
| | 11 11 11 11 | 2. " | 94.79 | |
| E F | 17 17 17 17 | 2. " | 77.67 | 931.65 |
| G | 11 11 11 | 2. " | 180.39 \$ 22.14 | 931.03 |
| 7307A | DOUBLEDAY & Co. INC. | ۷. | 13.40 | |
| 3 | 11 11 11 | 2. | 39.51 | |
| С | 11 11 11 | 2. " | 8.62 | |
| D | " | 2. " 2. " | 33.85 | |
| E | 11 11 11 11 11 | 2. " | 24.57 | |
| F | 11 11 11 11 1 1 1 1 1 1 1 1 1 1 1 1 1 | 2. " | 3.81 | |
| G | 11 11 | 2. " | 19.79 | |
| H | 11 11 11 | 2. " | 52.83 | |
| 1 | 11 11 11 | 2. " | 3.81 | |
| J | 11 11 11 | 2. " | 12.91 | 0/0 1/ |
| K | 11 11 | 2. " | 10.90 | 246.14 |
| 7308A | Dow-Jones-Irwin, Inc. | 2. " | 23.52 | 31.72 |
| 7500Д | 11 11 11 11 | 2. | 8.20 | 31.72 |
| 7309A | EDUCATOR'S PROGRESS SERVICE, INC. | 2. | 9.45 | 10.15 |
| В | и и и | 2. | J. +0 | 600.00 |
| 7310 | AARON EISENBERG & Co. | 21. MGMT. SERVICES 4. SUPPLIES | | 48.80 |
| 7311 | FIDELITY PAPER & SUPPLY CORP. | 2. Books | | 37.50 |
| 7312 | FINANCIAL PUBLISHING Co. | 5. INSURANCE | | 142.00 |
| 7313 | FOWLER AGENCY, INC. | 4. SUPPLIES | 152.42 | |
| 7314A | GAYLORD BROS., INC. | 4. " | 85.85 | |
| В | 11 11 11 | 4. " | 39.98 | 007.00 |
| C D | 11 11 11 | 4. " | 9.64 | 287.89 8.71 |
| 7315 | GENEALOGICAL PUBLISHING CO. INC. | 2. Books | | 36.68 |
| 7313 | GESTETNER CORP. | 4. SUPPLIES | 24.25 | 30.00 |
| 7317A | GOLDSMITH BROS. | 4. | 52.50 | 76.75 |
| В | 11 *** | 4. | <u> </u> | 5.00 |
| 7318 | THE HARTFORD STEAM BOILER INSPECTION | 5. INSURANCE 16. EQUIPMENT | | 191.64 |
| 7319 | THE HIGHSMITH CO. INC. | 2. Books | | 10.45 |
| 7320 | INTERNATIONAL LIBRARY, INC. | 4. SUPPLIES | 5.51 | |
| 7321A | JOSTEN'S CATALOG CARD CORP. | 4. " | 15.08 | |
| . В | 11 11 11 | 4. " | 9.28 | 10.00 |
| C | 11 11 11 | 4. " | 11.02 | 40.89 |
| 7000 | B. KLEIN PUBLICATIONS, INC. | 2. Books | 0.00/.05 | 15.50 |
| 7322 7 32 3 A | MACK BORING & PARTS CO. | 4. MAINTBK. | 2,824.95 | 3,719.95 |
| 7323A B | 11 11 11 11 | 4. " | 895.00 8.05 | 3,113133 |
| 7324A | MACMILLAN PUBLISHING CO. INC. | 2. Books | 12.72 | |
| В | 11 11 11 | ۲. | 5.61 | |
| Č | 11 11 11 11 | 2. | 12.78 | |
| D | | 2. " | 19.45 | |
| E F | 11 11 | 2. " | 14.56 | |
| | 11 11 11 11 11 11 11 11 11 11 11 11 11 | 2. " | 5.01 | |
| G | 11 11 11 | 2. " | 4.41 | 00.00 |
| Н | 17 11 11 17 | 2. " | 10.49 | 93.08 |

SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 30, 1973

PRESENTED FOR PAYMENT OCTOBER 24, 1973

CHECKS ARE DATED OCTOBER 24, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUN | Т |
|-------------------|-----------------------------------|--------------------|---------------|-----------|
| | | 2. Books | \$ 89.54 | |
| 7325A | MACMILLAN PUBLISHING CO. | 2. " | | \$ 95.48 |
| B - | Maraura Musta Mus. Tus | 2. " | | 45.50 |
| 7326 | MARQUIS WHO'S WHO, INC. | 11. SERVICE CONTR. | | 132.00 |
| 7327 | A. R. MEEKER CO. | 19. AUDIO-VISUAL | | 95.00 |
| 7328 | MICROFILMING CORP. OF AMERICA | 2. Books | | 200.00 |
| 7329 | Moody's Investors Service, Inc. | 4. SUPPLIES | | 41.00 |
| 7330 | J. M. Morehouse Printing Co. Inc. | 6. MAINTMAIN | \$ 296.00 | ,,,,,, |
| 7331A | NATIONAL FUEL OIL, INC. | 6. MAINT MAIN | 175.00 | 471.00 |
| В | | 2. Books | 113,00 | 3.50 |
| 7332 | NATIONAL GEOGRAPHIC SOC. | | | 43.60 |
| 7333 | NATIONAL PAPER CO. | 4. SUPPLIES | | 9.55 |
| 7334 | N.J. BELL TEL. Co. | 9. TELEPHONE | | 96.76 |
| 7335 | N.J. B.T.Co. | J. | 12.41 | 30.10 |
| 733 6A | Prentice-Hall, Inc. | 2. Books | 15.41 | |
| В | 11 11 Pl | 2. " | (12.14) | |
| С | • | ۷. | 10.24 | |
| D E | , " | ۷. | 6.29 | |
| Ε | ,, ,, | ۷. | 9.94 | 42.15 |
| F | 15 11 11 | <i>ج</i> • | 9,94 | 757.60 |
| 7337 | PUB. SERVICE E & G Co. | 6. MAINT MAIN | 40.00 | 131.00 |
| 7338A | QUALITY BOOKS, INC. | 2. Books | 46.82 | 53.12 |
| В | tr II II | 2. | 6.30 47.37 | 33.12 |
| 733 9A | A. H. ROEMER CO. INC. | ۷. | | |
| В | 11 11 11 | ۷. | 82.54 | |
| С | 71 17 17 11 | ۷. | 89.33 | |
| D | 11 11 11 | ۷. | (17.90) | 174.83 |
| Ε | 11 17 17 | ۷. | (26.51) | 6.99 |
| 7340 | ROUTLEDGE & KEGAN PAUL, LTD. | 2. Books | | 6.70 |
| 7341 | SERINA PRESS | ۷. | | 9.20 |
| 7342 | SINCERE PRESS | ۷. | | 4.71 |
| 7343 | PETER SMITH PUBLISHERS, INC. | C • | | |
| 7344 | STAMATS PUBLISHING CO. | ۷. | | 12.00 |
| 7345 | Sterling Press | ۷. | | 13.00 |
| 7346 | STERLING PUBLISHING CO. INC. | ۷. | | 34.90 |
| 7347 | OSCAR B. STISKIN | 2. | | 276.00 |
| 7348 | SUBURBAN HOMES GUIDE | 18. MAGAZINES | | 5.05 |
| 7349 | SUN GUARD SHADE CO. | 16. EQUIPMENT | | 79.20 |
| 7350 | TYPEWRITER & OFFICE MACH. Co. | 11. SERVICE CONTR. | 00.05 | 15.00 |
| 7351A | United Coffee Brewers, Inc. | 4. SUPPLIES | 26.25 | 50 F0 |
| В | 11 11 11 11 | 4. " | 26.25 | 52.50 |
| 7352 | VOCATIONAL FOUNDATION, INC. | 18. MAGAZINES « | | 5.00 |
| 7353 | WESTON WOODS | 19. AUDIO-VISUAL | | 83.30 |
| 7354 | WEST ORANGE CHRONICLE | 18. MAGAZINES | | 26.00 |
| 7355 | W.O. COMMUNITY House | 7. MAINTTORY | | 135.00 |
| 7356 | THE H. W. WILSON CO. | 2. Books | | 114.00 |
| 1000 | THE ITS HE HIGGS! SEE | | | |
| | TOTAL | | | 12,751.23 |

TOTAL

LESS: PETTY CASH

ACCOUNTS PAYABLE PER BUDGET REPORT - SEPTEMBER 30, 1973

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: Concerty Co

200.00

\$12,551.23



A G E N D A

BOARD OF TRUSTEES MEETING - NOVEMBER 28, 1973

- I. Roll Call
- II. Minutes October 24, 1973 Meeting
- III. Financial Statement
 - (a) Bills presented for payment
 - (b) Statement of Funds & Balances
- IV. Personnel Committee Report
 - (a) Letter from Employees Association
 - (b) Seminar at Rutgers, November 9
 - (c) Notice to employees re Civil Service rule on suspension without pay for insubordination.
 - (d) Communication from Civil Service re Walter Baldwin
- V. Acting Director's Report
- VI. Old Business
 - (a) Bookmobile ?
 - (b) Answer from Mr. Dooley ?
 - (c) Jonas case
 - (d) Attorney for 1974
 - (e) Wall in rear leaking again. Joe Torlucci ?
- VII. New Business
 - (a) Public Hearing on Budget November 8
 - (b) Amendments to By-Laws
 - (c) Next Board meeting?

ADJOURNMENT

BOARD OF TRUSTEES MEETING

WEDNESDAY, NOVEMBER 28, 1973

EXECUTIVE MEETING

An executive meeting of the Board of Trustees was called to order at 7:30 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mrs. Phyllis Lopis, Miss Eileen Flanagan, Mr. Ben Yeager, Mr. Albert Kupferer and Mr. William Sagosz. Also present was Mrs. Lola Reed, Acting Director.

Discussion was undertaken on Mrs. Rabinowitz's letter to the Personnel Committee and Mrs. Zeitlin's reply.

Mrs. Reed's letter to the Personnel Committee requesting a change in personnel at the Tory Corner Branch was discussed.

Mr. Kupferer motioned to officially authorize Mrs. Reed to use her prerogative in assigning duties to the staff in order to make full use of personnel within the library. Also that in such internal matters, the Acting Director has the Board's support on her decisions. Mrs. Zimmerman seconded and it was passed unanimously.

REGULAR MEETING

Mrs. Zeitlin called the regular meeting to order at 8 p.m. Present were the above mentioned Trustees, Mr. William Jervey and several citizens of West Orange.

MINUTES: October 24, 1973

Mrs. Reed noted that water has begun to seep through the side wall which was supposedly water-proofed by the Colonial Co. in May. She will contact Mr. Torlucci and ask him to attend the next meeting. Mr. Yeager asked for a copy of the Colonial Waterproofing Co. bill and contract so he could contact them about the guarantee.

Mr. Sagosz suggested to have the Board Secretary, Mrs. Zimmerman, sign the official record of the minutes of each month's meeting.

Mr. Kupferer inquired as to the outcome of Mrs. Reed's letter to Mr. Dooley explaining the \$20,000 request for lawyer's fees for the proposed addition. Mr. Dooley has been invited to attend a Board meeting but we have not received a response.

Mr. Kupferer moved and Mr. Sagosz seconded to approve the minutes as read. It was passed unanimously.

FINANCIAL STATEMENT:

Mr. Kupferer motioned that the minus \$747.04 in the magazine line be transferred to the book line of the budget since this amount was expended for government pamphlets which were erroneously charged to the magazine line. Mr. Sagosz seconded the motion and it was passed unanimously.

Mr. Sagosz motioned that the five checks totaling \$980.32 (Vouchers #7423-#7427) presented for payment and not listed on the financial statement be approved. Mrs. Lopis seconded and it was passed unanimously.

Mr. Kupferer motioned for official payment of \$900 from accumulated revenue for lawyer's fees in 1973. Mrs. Zimmerman seconded and it was passed unanimously.

Mr. Yeager motioned to accept the financial statement as corrected. Mr. Kupferer seconded and it was passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mr. Sagosz suggested to have a social meeting of the Board members, perhaps in February.

ACTING DIRECTOR'S REPORT:

Mrs. Reed reported on an accident the Bookmobile had with another car while it was being serviced at Tiger Exxon on Main Street. Mr. Yeager suggested to get an estimate on the bent front fender from Washington Auto Body and also an estimate for the broken glass which would be covered under our insurance compensation.

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

Mrs. Zimmerman motioned to close the library on Christmas and New Year's Eves. Mrs. Lopis seconded and it was passed unanimously.

OLD BUSINESS:

Mrs. Lopis motioned to retain Mr. Irving Ostrow as attorney for the Board for the budgeted amount of \$1,500 per year. Mr. Kupferer seconded. The Board passed on the motion with the exception of Mr. Yeager who opposed.

NEW BUSINESS:

Mrs. Zimmerman will write to Mrs. Rabinowitz, President of the Employee's Association, and answer her request regarding the addition of dental coverage to the present medical coverage for employees.

The December Board meeting will be held on January 9, 1974.

The January Board meeting is scheduled for January 23, 1974. Both meetings to start at 7:30 p.m.

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Graldine Schoffter

Geraldine Schaffter Executive Secretary

(Mrs.) Rose Zammerman

Secretary, Board of Trustees

ACTING DIRECTOR'S REPORT

TO THE

LIBRARY BOARD OF TRUSTEES

November 28, 1973

The involvements of your library for the past month have been many and varied. It has been quite a busy time for all of us.

First, Mmes. Zeitlin and Reed attended the Mid-Atlantic Regional Federation meeting for three days in Atlantic City. This organization is made up of Librarians and Trustees of 6 area states and the District of Columbia. We also attended two half-day sessions on Reviews of New Jersey Public Employer-Employee Law and how it works given at Rutgers University in New Brunswick.

Here, at the library, we have experienced vandalism on the new book drop which was reported to the police. They promised more surveillance around the library.

Our bookmobile was ticketed for parking on Gaston Street during a period when it was impossible to get into our parking lot because of work being done on the street leading to the library by the Street Department.

It was decided that we should fight the charge. So, Mmes. Allerhand and Reed and Mr. Toohey appeared before Judge Stanziale on Monday, November 26th to appeal. The charge was dismissed.

The law books have been sold! We had two offers for the lot of them. So, naturally the most appealing offer of \$225.00 was accepted.

The Mobilibrary was involved in a slight accident. While backing out from the Exxon Service Station on Main Street, Mr. Toohey accidentally damaged

the fender of a car parked to his right. The amount of damage is \$151.25 as given to us in an estimate by Ryall's Auto Body Co. We feel this is a matter which should be turned over to our insurance agent.

The Film Circuit Program for which we had a federal grant for the past year will end on March 31, 1974. Directors have been requested to ask their Boards of Trustees to send letters to Mr. Roger McDonough, State Librarian in Trenton, stressing the importance of this very valuable service and that he should do whatever is in his power to solicit state, even federal aid.

The other alternative is for interested libraries to join together to keep the program going. It was decided that each library would pay a per capita percentage as published in the 1973 Statistical Directory of New Jersey Public Libraries. According to the population figures, our per capita is 8% or \$3,514.

You may be interested to know that this program has been a tremendous success. Between April 1st through September 30th we have filled more than 800 requests. Unfortunately, we have not kept a record of the requests we were unable to fill.

Mr. Toohey took the Civil Service examination and passed with a score of 87.2. He is therefore eligible to become a permanent employee.

May I suggest that the Board start to think seriously about hiring a person for security purposes on evenings and Saturdays. A general opinion of Essex County Directors during a meeting on Tuesday, November 27th, is that the problems of young people in the library are getting out of hand. A vote revealed that out of the 18 libraries represented, only three of us had no security protection.

Respectfully submitted,

Jola N. Roed Leed

West Orange Free Public Library

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

December 7, 1973

Colonial Waterproofing Co., Inc. 99 Pennington Street Newark, New Jersey 07105

Sirs:

The waterproofing job which your company did at the West Orange Public Library on May 15, 1973 has not successfully stopped the leakage in our downstairs area.

Whenever there is a heavy rainfall, the water pours in from all angles and floods the floor. This necessitates our pushing moveable furniture to other areas in the room.

According to your warranty of May 15, 1973, you will make necessary repairs for three years without further cost to us. Therefore, we would appreciate your sending repairmen to the library to make these repairs to stop the leaks as soon as possible.

Yours truly,

Sela Litted Lola N. Reed (Mrs.)

Acting Director

LNR:gs

West Orange Free Public Library

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

October 29, 1973

Joseph G. Dooley, Jr., Esq. Assistant Town Attorney 239 Main Street West Orange, New Jersey 07052

Dear Mr. Dooley:

At the request of the Library Board of Trustees and in response to your letter of October 10, 1973, I am again writing to you in an effort to clarify the gross misunderstanding which has arisen to the tune of \$20,000.

Your attention is called, therefore, to the "Fact Sheet" which you so kindly enclosed in your letter. The fact sheet, for Mayor and Council, covering all proposed monies therein, is simply the overall proposal submitted by the architect for the expansion of the library. The \$20,000 mentioned has nothing whatsoever to do with a retainer fee for the Library which is \$1,500 requested in our 1974 proposed budget.

It is most regrettable that you were unable to attend the Library Board meeting on October 24. We sincerely hope that a meeting can be arranged with you to further clarify matters which concern us and the library.

Yours very truly,
Lea Med

Lola N. Reed (Mrs.) Acting Director

LNR:qs

cc: Hon. Louis P. Falcone, Mayor Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY REPORT BUDGET

MONTH OF OCTOBER 1973

| | • 3. L | IBRARY BOARD | MEETING OF | November | 28 | 1973 |
|---|--|--|---|--|---|--|
| | | | | | | |
| | MODIFIED BUDGET 1973 | | | BILLS/ACCTS PAY. PRESENTED FOR PAYMENT AT THIS MEETING | TOTAL PAID/ PAYABLE 10 MONTHS ENDED 10/31/73 | BUDGET BALANCES OR (OVER- EXPENDITURES) 10/31/73 |
| SALARIES & WAGES | \$234,854 | \$ 18,570.65 | \$189,575.95 | \$ 33.75 | \$189,609.70 | \$ 45,244.30 |
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES ARCHITECTS CONSULTANTS | 1,400 500 250 1,160 150 7,200 3,500 1,000 | 28.56° 600.00 | 151.20 542.51 229.13 1,028.19 -0- 5,400.00 3,500.00 1,000.00 | 126.29 | 151.20 542.51 229.13 1,154.48 -0- 6,000.00 3,500.00 1,000.00 | -0- |
| CONTRACTUAL MAINT. AND REPAIRS: MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 13,000 540 6,000 | 1,150.48 135.00 3,722.78 185.25 | 9,651.52 550.00 3,889.24 1,376.97 | 59.30 598.35 | 10,499.01 609.30 4,487.59 1,403.97 | . 1 |
| MATERIALS AND SUPPLIES BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 55,000 8,500 3,300 6,000 | 4,644.81 36.05 296.34 | 35,070.98 7,373.72 797.14 1,571.73 | 1,539.04 3,249.90 | 39,379.01 8,912.76 4,047.04 1,704.44 | (747.04) |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan Legal | 4,000 1,200 1,500 5,000 6,881 | 147.00 106.31 281.62 544.38 | 3,800.28 954.16 1,504.92 5,351.50 6,880.50 | · 154.70 | 3,800.28 1,108.86 1,504.92 5,351.50 6,880.50 | 91.14 (4.92) (351.50) |
| CONTINGENT | 300 | | -0- | | -0- | 300.00 |
| EQUIPMENT | 8,000 | 270.84 | 2,492.24 | , | 2,492.24 | 5,507.76 |
| STATUTORY EXPENDITURES SOCIAL SECURITY | | • | 9,921.26 | | 9,921.26 | 1,878.74 |
| Public Employees Retirement System | 6,000 | | 5,269.01 | | 5,269.01 | 730.99 |
| TOTAL | \$388,035 | \$31,526.08 | \$297,882.15 | \$11,676.56 | \$309,558.71 | \$78,476.29 |

BUDGET REPORT

MONTH OF OCTOBER 1973

LIBRARY BOARD MEETING OF NOVEMBER 28, 1973

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| | BUDGET MUL | DIF.ICATIONS | TEAR 19/3 | | |
|----------------------------------|---|--|---|--|---|
| SALARIES AND WAGES | 1973 PROPOSED BUDGET \$238,128 | 1973 ADOPTED BUDGET \$218,128 | INCREASE OR OR DE- CREASE IN ADOPTED BUDGET \$ 16,726 | 1973 MODI- FIED BUDGET \$234,854 | *LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176 |
| CONTRACTUAL SERVICES: | | | | | |
| BINDING | 1,600 | 1,400 | | 1,400 | · · |
| COMMUNITY RELATIONS | 500 | 300 | 200 | 500 | |
| Transportation | 350 | 250 | | 250 | |
| CONVENTIONS | 1,500 | 600 | 560 | 1,160 | |
| AUDIT | 150 | 150 | | 150 | |
| ACCOUNTING SERVICES | 7,200 | 6,200 | 1,000 | 7,200 | |
| ARCHITECTS | 3,500 | -0- | 3,500 | 3,500 | |
| CONSULTANTS | -0- | -0- | 1,000 | 1,000 | LR 2/28/73 |
| CONTRACTUAL MAINT. & REPAIRS: | | | | | |
| MAIN LIBRARY | 18,250 | 13,000 | | 13,000 | |
| TORY CORNER-RENTAL | 540 | 540 | | 540 | |
| BOOKMOBILE | 3,500 | 3,500 | 2,500 | 6,000 | LR 7/31/73 |
| SERVICE CONTRACTS | 1,000 | 1,000 | r r | 1,000 | |
| MATERIALS AND SUPPLIES: | | | | | |
| Воокѕ | 60,000 | 55,000 | | 55,000 | |
| SUPPLIES | 10,000 | 8,500 | | 500 و8 | |
| MAGAZINES | 4,000 | 3,300 | | 3,300 | |
| AUDIO-VISUAL | 6,000 | 6,000 | | 6,000 | |
| Misc. Other Expenses: | | | | | |
| INSURANCE | 4,000 | 4,000 | | 4,000 | |
| TELEPHONE | 1,500 | 1,200 | | 1,200 | |
| POSTAGE | 1,500 | 1,500 | | 1,500 | |
| EMPLOYEE HEALTH BENEFIT PLAN | 5,000 | 5,000 | 4 567 | 5,000 | LR 9/26/73 |
| 1 man | • | | 1,763 | | |
| LEGAL | -0- | | 3,210 | 3,210 | LR 7/31/73 LR 5/23/73 |
| | | | 1,008 900 | 1,008 900 | RESOLUTION REQUIRED |
| CONTINGENCY | 500 | 500 | -(200) | 300 | LR 7/31/73 |
| Equipment | 12,000, | 8,000 | 2007 | 8,000 | 2. 772.772 |
| STATUTORY EXPENDITURES: | ,_,, | 2,000 | | | |
| Social Security Public Employees | 11,800 | 11,800 | | 11,800 | |
| RETIRE. SYSTEM | 6,000 | 6,000 | | 6,000 | |
| TOTAL | \$398,518 | \$355 , 868 | \$ 32,167 | \$388,035 | |
| | | RARY ACCUM. N OF W. O. | REVENUE | \$ 20,991 11,176 | |
| | | | | \$ 32,167 | *LR-LIBRARY RESOLUTION |
| | | | | | **TR-TOWN RESOLUTION |

STATEMENT OF ALL FUND BALANCES-RECEIPT AND DISBURSEMENTS

MONTH OF OCTOBER 1973

| TOTAL | CASH FUNDS PRESENTED BY: CHECKING ACCOUNT-MIDLANTIC NAT'L PETTY CASH-CHECKING ACCOUNT CASH FUND W.O. S&L ASS'N-SAVINGS A/C 10085 """""""TC-3422 """""TC-3375 MIDLANTIC NAT'L BANK-51658 | OCTOBER 1973 - EXPENDITURES OCTOBER 1973 - FUND BALANCE LESS: ACCOUNTS PAYABLE 10/31/73 BUDGET BALANCE - 10/31/73 | TOTAL OCTOBER 1973-RECEIPTS TOTAL AVAILABLE (1 PLUS 11) LESS: | FINES NON-RESIDENT FEES PHOTO-COPY BOOK RENTAL LOST BOOK FUND EXCESS PROPERTY SOLD | OCTOBER 1, 1973-FUND BALANCES |
|--------------|--|--|---|--|--|
| \$142,050.16 | \$ 61,592.02 21.42 21.42 326.25 14,770.35 45,703.04 1,293.65 15,398.13 2,945.30 | \$142,050.16 | \$ 1,670.52 \$173,576.24 | \$ 1,271.44 126.33 272.75 | TOTAL ALL FUNDS \$171,905.72 |
| | | 31,526.08 \$ 90,152.85 11,676.56 \$ 78,476.29 | \$121,678.93 | | 1973 BUDGET FUND \$121,678.93 |
| | | \$ 17,440.04 | \$ 1,271.44 \$ 17,440.04 | (\$ 1,151.87 (45.00 (28.27 (46.30 | 1973 FINES & RESERVES FUND \$ 16,168.60 |
| | | \$ 1,293.65 \$ 2,622.95 -0- | \$ 1,293.65 \$ 2,622.95 -0- | \$ 126.33 \$ 272.75 | 1973 BOOK 1973 SALES 1973 LOST EXCESS STATE BOOK PROPERTY A ID FUND FUND FUND FUND \$ 1,167.32 \$ 2,350.20 -0- |
| | also de la companya d | \$ 326.25 | -0- \$ 326.25 | | PETTY CASH & CHANGE FUND \$ 326.25 |
| | | \$14,770.35 | -0- \$14,770.35 | | SALARY CONTIN- GENCY FUND \$14,770.35 |
| | | \$15,294.07 \$ 150.00 | \$15,294.07 \$ 150.00 | | ACCUMU- ACCOUNTS LATED PAYABLE REVENUE 1/1/73 \$15,294.07 \$ 150.00 |

OCTOBER 1973 BILLS PRESENTED FOR PAYMENT ON NOVEMBER 28, 1973

CHECKS ARE DATED OCTOBER 24, 1973

| VOUCH NUMBE | | PAYEE | BUD | GET ALLOCATION | <u>A</u> | MOUNT |
|----------------|---------------|---|--------|---|----------|-----------|
| 7357 | Town of | WEST ORANGE-SOCIAL SECURITY | | | | |
| | | OF OCTOBER 1973 | 1. | SALARIES | \$ | 962.64 |
| 7358 | | ic Bank-Withholding | • | S., | | 2,472.14 |
| 7750 | | EES-OCTOBER 1973 . #20284-1 OCTOBER 1973 | 1 • | SALARIES | | 297/2017 |
| 1339 | | NS & LOANS | 1. | SALARIES | | 889.34 |
| 7360 | | . CONTRIB. GROUP INS. FUND | | SALARIES | | 89.63 |
| 7361 | | WEST ORANGE | | | | |
| | | AL CREDIT UNION | | SALARIES | | 305.00 |
| | | . SUPPLEMENTAL ANNUITY | 1. | SALARIES | | 81.01 |
| 7363 | Hospi | WEST ORANGE TALIZATION-NOV. 1973 ROLL CHECKS-OCTOBER 1973 | 1. | SALARIES | | 544.38 |
| | <i>#</i> 1188 | | 1. | SALARIES | 1 | 3,770.89 |
| | SUB-T | OTAL | | | \$ 1 | 9,115.03 |
| | ADD: | CHECKS #7287-7356 PRESENTED PAYMENT OCTOBER 24, 1973 | | \$ 12,751.23 | _ | 0 751 47 |
| | | CHECK #7230-BRO-DART (CORREC | TION 4 | SUPPLIES | | 2,751.43 |
| | | SUB-TOTAL - TOTAL CHECKS ISS | UED FO | R MONTH OF OCT. | | 31,866.46 |
| | LESS: | SERVICE CONTRACT REFUND BOOK REIMBURSEMENTS SUPPLIES REIMBURSEMENTS CHECK #7287-PETTY CASH FUND | 2. | SERVICE CONTRACTS 15.00 BOOKS 31.66 SUPPLIES 15.60 200.00 | | |
| | | CHECK #7194-PARK AUTO GLASS | (VOIDE | | | 340.38 |
| | TOTAL | BUDGET EXPENDITURES-MONTH OF | OC TOE | ER 1973 PER BUDGET REPORT | \$ 3 | 31,526.08 |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:

OCTOBER BILLS, ACCOUNTS PAYABLE - OCTOBER 31, 1973

PRESENTED FOR PAYMENT NOVEMBER 28, 1973

CHECKS ARE DATED NOVEMBER 28, 1973

| VOUCHER | | | | DIRECT ALL COLTLON | 4.1401 | INIT |
|----------------------------|-------------|----------------|---------------|--------------------|----------------|----------------|
| NUMBER | | PAYEE | | BUDGET ALLOCATION | AMOI | |
| 7364 | MARY ZEITLE | IN | | 14. Conventions | | \$ 91.90 |
| 7365 | LIBRARY OF | | | 4. SUPPLIES | | 15.00 |
| 7366 | AMERICAN LI | | OCIATION | 4- " | | 50.00 |
| 7367 | CHARLES JOY | CE | | 1. SALARIES | | 33.75 |
| 7368 | LOLA REED | | | 14. Conventions | | 34.39 |
| 7 369 | | | OK SERV. OFFI | ces 2. Books | | 14.70 |
| 7370 | A. & S. Boo | | | 18. MAGAZINES | | 8.30 6.46 |
| 7371 | THE BAKER & | L TAYLOR C | 0. | 19. AUDIO-VISUAL | \$ 216.42 | 0.40 |
| 7372A | 11 11 | 11 | ·· • | 2. Books | (13.11) | |
| В | 71 11 | 11 | 11 | 2. " 2. " | (2.50) | |
| C | 11 11 | Ħ | 11 | 2. " | 2.04) | |
| D | 11 11 | 11 | 17 | 2. " | 14.05 | |
| E F | 11 11 | 91 | 11 | 2. " | 3.74 | |
| | 11 11 | ** | ** | 2. " | 19.55 | |
| G | 11 11 | ** | ** | 2. " | 9.33 | |
| H | 11 11 | ** | 97 | 2. " | 231.86 | |
| j | 11 11 | 11 | ** | 2. " | 69.80 | |
| K | 17 11 | 11 | 11 | 2. " | 132.73 | |
| I. | 11 11 | 81 | 11 | 2. " | (4.34) | |
| M | 11 11 | 17 | 11 | 2. " | 55.03 | |
| N | 11 11 | tt | 11 | 2. " | 127.35 | |
| Ö | 11 11 | Ħ | 11 | 2. " | 43.06 | |
| P | if 11 | *** | 11 | 2. " | 160.57 | |
| Q | 11 11 | 91 | 11 | 2. " | 5.21 | |
| Ř | 11 11 | 91 | 1 T | 2. " | 51.15 | 1,117.86 |
| 7373A | BRO-DART, | inc. | | 4. SUPPLIES | 118.80 | 000 00 |
| В | 11 11 | 11 | | 4. " | 210.00 | 328.80 |
| 7374A | CHAMBERS R | | • | 19. AUDIO-VISUAL | (3.09) | / 05 |
| В | 11 | 11 11 | | 19. | 7.74 | 4.65 |
| 7375 | CHESTERFIE | | | 19. | | 39.90 90.57 |
| 7376 | COMMONWEAL | | | 6. MAINTMAIN. | | 151.00 |
| 7377 | CONGRESSIO | NAL QUARTE | RLY SERVICE | 2. Books | | 25.35 |
| 7378 | DEMCO | _ | 3 100 | 4. SUPPLIES | 199.69 | 23,00 |
| 7379A | DIMONSTEIN | BOOK COME | ANY, INC. | 2. Books | 137.95 | |
| B C D E F G | 11 | 11 1 | | 2. " 2. " | 158.61 | |
| C | 11 | | r 11 | 2. " | 14.68 | |
| D | 11 | | r 11 | 2. " | 192.27 | |
| . E | 11 | | 1 11 | 2. " | 14.26 | |
| 1 | 11 | 11 1 | t tt | 2. " | 125.48 | |
| H | 91 | rt 1 | r tf , | 2. " | 94.70 | |
| 1 | 11 | 11 (| t ti | 2. " | 177.31 | |
| j | 71 | 11 | t tf | 2. " | 4.93 | |
| ĸ | 11 | 11 | 1 11 | 2. " | 207.91 | |
| Ë | 11 | 11 | 17 | 2. " | 1 6. 67 | |
| М | 11 | 11 | 11 | 2. " | 20.71 | 1,365.17 |
| 7380A | DOUBLEDAY | & Co. INC | | 2. " | 31.24 | |
| В | 11 | 11 11 | | 2. " | 4.41 | |
| C | 11 | 11 11 | | <i>د</i> ٠ | 19.16 | |
| D | 11 | 11 11 | | ۷. | 46.94 22.23 | |
| D E F | 11 | 11 11 | | ۷. | 12.91 | |
| | 11 | 11 11 | | ۷. | 20,32 | |
| G | 11 | ;1 17 17 11 | | 6 • | 11.11 | |
| Н | 11 | 11 11 | | ۷. | 25.33 | |
| 1 | \$1 4* | 11 11 | | 2. " 2. " | 9.83 | |
| J | 11 | 11 11 | | 2. " | 5.01 | |
| K | 11 | 11 11 | | 2. " | 16.75 | |
| L | " " | 11 11 | | 2. " | 35.33 | 260.57 |
| М | ** | | | •• | | |

OCTOBER BILLS, ACCOUNTS PAYABLE - OCTOBER 31, 1973 PRESENTED FOR PAYMENT NOVEMBER 28, 1973

CHECKS ARE DATED November 28, 1973

| VOUCHER | | | HOAEMBEK | 20, 1510 |
|--------------|-----------------------------------|--------------------|----------------|-----------------|
| NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT | |
| 7381A | EBSCO SUBSCRIPTION SERVICES | 18. MAGAZINES | \$ 3,222.50 | |
| В | 11 11 | 18. " | (12.00) | |
| С | 11 11 | 18. " | (7.00) | |
| D | 11 11 1 | 18. " | (10.00) | |
| Ε | 11 11 11 | 18. " | 5.24 \$ | 3,198.75 |
| 7382 | AARON EISENBERG & Co. | 21. MGMT.SERVICES | | 600.00 |
| 7383A | GALE RESEARCH Co. | 2. Books | 93.90 | |
| В | 11 11 11 | 2. " | 75.00 | 168.90 |
| 7384A | GAYLORD BROS. INC. | 4. SUPPLIES | 41.14 | |
| В | 11 11 11 | 4. | 15.00 | |
| , C | 97 97 97 97 97 97 | 4. | 15.60 | |
| D E | 11 11 11 14 11 11 | 4. | 183.96 | |
| Ε | 17 17 19 | 4. | 52 . 55 | 855.86 |
| F | | 4. | 547.61 | 32.94 |
| 7385 | GENERAL BINDING CORP. | 4. " | 7.61 | 32.54 |
| 7386A | GENERAL LEARNING CORP. | 2. Books | 18.06 | |
| В | 11 11 11 | 2. " 2. " | 7.61 | 33.28 |
| C | | 4. SUPPLIES | 7.01 | 16.85 |
| 7387 | GOLDSMITH BROS. | 4. " | 45.56 | 10.05 |
| 7388A B | THE HIGHSMITH CO. INC. | 4. " | 37.00 | 82.56 |
| 7389 | INTERNATIONAL HARVESTER Co. | 8. MAINTBK. | | 264.21 |
| 7390 | INTERNATIONAL MAP Co. | 18. MAGAZINES | | 10.85 |
| 7391A | JOSTEN'S CATALOG CARD CORP. | 4. SUPPLIES | 21.46 | |
| 7551K | H H H H | 4. " | 5.51 | 26.97 |
| 7392 | LIBRARY OF CONGRESS CARD DIVISION | 4. " | | 2.80 |
| 7393A | MacMillan Publishing Co. Inc. | 2. Books | 5.01 | |
| В | 11 11 11 11 | 2. " | 5.69 | |
| Č | 11 11 11 11 | 2. " | 5.01 | |
| Ď | 11 11 11 11 | 2. " | 13.02 | |
| E | 11 11 11 11 | 2. " | 4.93 | 33. 66 |
| 7394 | Music Exchange | 19. AUDIO-VISUAL | | 81.70 |
| 7395 | N.J.B.T. Co. | 9. TELEPHONE | | 145.15 |
| 739 6 | N.J.B.T. Co. | 9. " T.C. | | 9.55 |
| 7396 | E. & M. O-HARA, INC. | 8. MAINTBK. | | 23.00 |
| 7398A | PITNEY BOWES | 11. SERVICE CONTR. | 27.00 | 10.00 |
| В | 19 11 | 4. SUPPLIES | 15.00 | 42.00 |
| 7399 | PRENTICE-HALL, INC. | 2. Books | | 11.17 621.72 |
| 7400 | P.S. ELEC. & GAS CO. | 6. MAINT MAIN | | 28.50 |
| 7401 | REGENT BOOK Co. INC. | 2. Books | 26.33 | 20,00 |
| 7402A | A. H. ROEMER CO. INC. | 2. " 2. " | 25.00 | |
| В | 11 11 11 | 2. " | 7.15 | 58.48 |
| C | | 4. SUPPLIES | 14.60 | 304 /2 |
| 7403A | HENRY F. SCHMIDT & Co. INC. | 4. " | 8.24 | |
| В | 11 11 11 11 | 4. " | (9.96) | |
| C D | tf 15 1f 11 | 4. " | 9.97) | 2.91 |
| 7404 | PETER SMITH PUBLISHER, INC. | 2. Books | | 5.24 |
| 7404 7405 | STANDARD & POORS CORP. | 2. " | | 345.00 |
| 7405 | STRYKER-POST PUBLICATIONS, INC. | 2. " | | 10.15 |
| 7407A | Town of West Orange | 8. MAINT BK | 311.14 | |
| В | A II II | 7. MAINTTORY | 59.30 | 370.44 |
| 7408A | United Coffee Brewers, Inc. | 4. SUPPLIES | 26.25 | |
| В | ff 17 H 11 | 4. " | 33.10 | 59.35 |

OCTOBER BILLS, ACCOUNTS PAYABLE - OCTOBER 31, 1973

PRESENTED FOR PAYMENT NOVEMBER 28, 1973

| VOUCHER | | | CHECKS AN November | 28, 1973 |
|---|--|---|--------------------------------------|----------------------------|
| NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT | |
| 7409 7410 7411 7412A B C | UNITEMP, INC. WEST PUBLISHING CO. INC. SUPERINTENDENT OF DOCUMENTS THE H. W. WILSON COMPANY """""""""""""""""""""""""""""""""""" | 6. MAINTMAIN 2. BOOKS 4. SUPPLIES 2. BOOKS 2. " 2. " 2. " | \$ 20.00 210.00 346.00 6.00 | 135.20 35.00 100.00 |
| 7413 7414 | Young's News Service ZIFF-David Publishing Co. ACCOUNTS PAYABLE PER BUDGET R | 18. MAGAZINES 2. BOOKS EPORT - OCTOBER 31, 1973 | \$1 | 32.00 12.00 1,676.56 |

PAYMENT RECOMMENDED BY:

Lola hores

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By:

DECEMBER 1973

MEMORANDUM

January 12, 1974

TO: LIBRARY BOARD OF TRUSTEES

FROM: LOLA N. REED, ACTING DIRECTOR

Nearly 3 years ago, March 17, 1971, I was designated as Acting Director of your library. Since that time I have worked diligently, conscientiously and in good faith for the benefit and improvement of your library and the calibre of service which it offers.

During this time adjustments had to be made, errors have been made, and a great deal of learning and re-learning have taken place. It took a while, but my old self-confidence has returned and I feel quite assured of my ability to assume full responsibility of the job which you entrusted to me.

For some reason, however, I have never been given complete freedom to operate independently and effectively to my fullest potential or in properly conducting the business of the library, which I feel should be one of my main functions. Also, I feel that the accountant hired by you, is another employee, whose business is to deal directly with me, as Acting Director, on all matters concerning the library instead of working directly with members of the Board of Trustees. This has not been so in the past. True, a few minor matters have been taken up with me, but, the real business of the library reaches me as a third or fourth party.

It is high time that I begin to prove whether or not I am capable of doing the whole job instead. Far too long I have kept quiet about this matter which disturbs me greatly. My reason for having kept silent is twofold:

(1) I felt and still feel that you were trying to be helpful and, in many instances, you were. And (2) because of circumstances and lack of information given by the previous administration, you felt you must keep a tight daily surveillance on all functions and operational procedures carried on throughout the library.

Here, again, I can readily respect your cause to be concerned. But I did think that after my period of adjustment, you would have gathered enough confidence in me to leave the affairs of the library in my hands. This has not been the case at all. I am given the feeling that some think I do not have the ability to think or the capability of carrying out my duties as Acting Director.

On the contrary, I feel very capable and confident. Therefore, I ask of you to leave me alone to do my job. On the other hand, if the Board feels that this responsibility should rest with someone else of its choice, I shall gladly surrender.

If you want me to continue as Acting Director, then I must request that you give me the leeway and privilege given any other individual with the same title and duties, eliminating the dictatorial condescension, as has been exhibited heretofore. Also, the accountants must deal directly with me, the Acting Director, as he did with the previous Director. Monthly reports will still be given to you. Your requests will be honored and carried out at all times, if at all possible.

You are my employer and I respect your position. I also know that final decisions of the library rest with you. So, I need your trust and confidence as employee to employer. Ours could be a cooperative venture for the success of your library.

Respectfully submitted,

Lola N. Reed Acting Director

ACTING DIRECTOR'S REPORT

TO THE

LIBRARY BOARD OF TRUSTEES

January 12, 1974

This December, as in the previous four years, the spirit of the season was brought to your library by the usual big-hearted giver, in the form of several beautiful poinsettia plants. The donor of these plants set the pace for the oncoming holiday season in each area of the library. Our mysterious donor (she refuses to give her name) is none other than our own truly dedicated Secretary of the Board, Mrs. Rose Zimmerman. The benefactress of all this holiday cheer is thanked most sincerely by the Acting Director and staff alike for her thoughtfulness and generosity.

In the past, the month of December was usually quiet because of children being out of school for the holidays and families in preparation for holiday celebrations or trips.

December, 1973, showed a different pattern of use by patrons on all levels. Maybe the gasoline shortage had something to do with it and maybe our publications in the local paper gave rise to our circulation. One thing we are sure of though, our improved Reference collection was instrumental in keeping the library buzzing throughout the holiday season mainly by college students home on vacation and the general public. (We received many compliments from students as well as parents).

Our two record breaking days were December 26th, on which our circulation was 1,364 and January 2nd a day when our circulation rose to 1,615. These records were made because of a dedicated tireless staff who "goes all the way" to satisfy a borrower.

Your library was "almost" closed on December 17th when we had our first snow storm of the season. But it was not quite "closed" on that day because a few of your "do or die" determined employees kept the doors open until 4:30 p.m.

Other accomplishments during the month were as follows: (1) Our Annual Report was finished and distributed. (We will endeavor to get the Report out by mid-year in 1974). (2) Much of the audio-visual equipment has been received and some is in the process of being installed at the present. (3) Mr. Phillip Bradbury, Chairman of the Essex County Traveling Art Exhibit, has informed me that a grant has been received from the State Department which will enable the program to get underway within the next few months---after our first meeting.

Through the help of Mr. Behar of the Fire Prevention Bureau, we have been able to get estimates on equipment for our panic alarm system and emergency equipment. The equipment alone comes to \$1,006.90. The installation must be done by a reputable electrical firm. At present we are interviewing companies and taking bids for the installation.

Respectfully submitted,

Lola N. Reed

BOARD OF TRUSTEES MEETING

SATURDAY, JANUARY 12, 1974 (In lieu of December 26, 1973 meeting)

EXECUTIVE MEETING

The Executive meeting of the Board of Trustees was called to order at 11 a.m. by Mrs. Mary Zeitlin, President. Present were Board members Mmes. Rose Zimmerman and Phyllis Lopis; and Messrs. Albert Kupferer and William Sagosz. Also present was Mrs. Lola Reed, Acting Director.

Mr. Sagosz motioned to have a dinner meeting of the Board on February 27, 5:00 p.m., at Libretti's Restaurant, to honor Mr. Ben Yeager to be paid by the treasury and taken out of contingency. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Discussion was undertaken on Mrs. Reed's memo to the Board of Trustees.

Mr. Sagosz commented on Mrs. Reed's fine job as Acting Director. Mrs. Lopis suggested the Board turn over the functioning of the library into the Acting Director's hands. Mrs. Zimmerman will notify the accountant that he is to deal directly with the Acting Director, final Judgment resting with the Board. Mrs.

Reed will meet in the future with members of the Board by appointment.

REGULAR MEETING

The regular meeting was called to order at 11:40 a.m. Mr. Ben Yeager joined the other Board members for the regular meeting.

MINUTES: November 28, 1973

Mr. Sagosz motioned and Mrs. Zimmerman seconded to accept the November minutes. It was passed unanimously.

FINANCIAL STATEMENT:

Mrs. Reed notified the Board that the 1973 audit has begun. Petty Cash was counted on January 3 & 4.

Mr. Yeager moved that the \$150 on the audit line for 1973 be transferred to accumulated revenue. Mr. Sagosz seconded and it was passed unanimously. The \$1,650 alloted in the 1974 budget will be used to pay the 1973 audit.

Mr. Sagosz motioned that the Board send a written request to the Town Council in the amount of \$3,472.24 to be added to the 1974 budget on the Maintenance Main line. Mr. Yeager seconded and it was passed unanimously. Mr. Kupferer will write the letter.

All future bills from the Typewriter & Office Machine Co. for repair and overhaul of typewriters over and above the service contract will be charged to equipment.

Mr. Sagosz motioned to pay the amount of \$377.34 in bills not appearing on the November Financial Statement. Mr. Yeager seconded and it was passed unanimously.

Mr. Kupferer moved to approve the Financial Statement. Mrs. Lopis seconded and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned that Mr. Chow, Mr. Toohey and Mrs. Goss become permanent employees. Mr. Kupferer seconded and it was approved unanimously.

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

NEW BUSINESS:

Mrs. Zeitlin appointed a Nominating Committee consisting of Mrs. Zimmerman and Mr. Kupferer who will present the slate of officers for 1974 at the January 23rd meeting.

Mrs. Reed reported on the estimates for the installation of the fire detection system. So far two bids have been received. Lighthouse Electrical Co. of Livingston will do the complete job for \$1,440. O'Hara Electrical Co. submitted a bid of \$725---not including the panic hardware. McManus Locksmiths have been contacted and their bid for the panic hardware should be received next week. Mrs. Reed will give an up-dated report at the January meeting.

AMENDMENTS TO BY-LAWS:

- Article I Section 2 Senate bill No. 658, Chapter 143, Laws of New Jersey, 1970 permitting Mayor and Superintendent of Schools to appoint alternates who are by state law members ex-officio of the Library Board.
 - Section 4 The annual organizational meeting shall be part of the January meeting including election of officers.
 - Section 9 (b) All checks to require two signatures President,

 Treasurer, and/or Vice President, who will also be designated Assistant Treasurer. Thesethree signatures will be on record at bank and savings and loan organizations

 ---any two of which are valid and required.
- Article II Section 1 (a) Regular meetings to be held at 7:30 p.m. on the fourth Wednesday of each month.

Article III Section 1 (b) - Budget must be approved at September Board meeting, or at a special meeting called for this purpose, to meet with new Municipal time table.

 $\it Mr.\ Sagosz\ motioned$ that the amendments as proposed be included in the by-laws. Mrs. Zimmerman seconded and it was passed unanimously.

The January meeting will be held on Wednesday, January 23rd at 7:30 p.m.

Mrs. Lopis motioned to adjourn the meeting at 2 p.m.

Respectfully submitted,

Geraldine Schaffter Executive Secretary

(Mrs.) Rose Zimmerman

Secretary, Board of Trustees

West Orange Free Public Library

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

January 18, 1974

Mr. Harry Bonnet, President Town Council Municipal Building West Orange, New Jersey 07052

Dear Mr. Bonnet:

As Treasurer of the Library Board of Trustees I have been directed by the Board to bring the following matters to your attention.

- 1. The Library Board has been informed by the state that the Social Security benefits raise amounts to \$2,002. In preparing the 1973 budget it was impossible to anticipate this action and therefore this levy represents at present an unbudgeted item.
- 2. The Board is also currently faced with a bill of \$950 for water-proofing service which has been accomplished. This type of service for a municipal building is not covered by any budget item in the operating budget of the library. This type of service relates to caring for municipal property and is outside the scope of the Maintenance Main budget line of the operating library budget.
- 3. Similarly and finally, a bill for \$520.24 for air conditioning service is not presently covered in the service contract and represents an unbudgeted item.

These three items are above and beyond our 1973 budget and the Library Board respectfully requests that the Town Council adjusts the 1974 budget figures to accommodate the items listed and explained above by adding \$3,472.24 to the 1974 budget request.

Sincerely,

Albert Kupferer

Treasurer

Board of Trustees

BUDGET REPORT

MONTH OF NOVEMBER 1973

LIBRARY BOARD MEETING OF DECEMBER 26, 1973 1974) 1973

| | | EXPENDITURES | | | | | |
|--|-----------------------------------|--|---|--|--|---|--|
| | • | | | BILLS/ACCTS PAY.11/30/73 PRESENTED | TOTAL PAID/ | BUDGET | |
| | MODIFIED | PAID | PAID - | FOR | PAYABLE | OR: | |
| | BUDGET | MONTH OF November | 11 MONTHS ENDED | AT THIS | MONTHS ENDED 11/30/73 | OVER- EXPENDITURES 11/30/73 | |
| | 1973 | 1973 | 11/30/73 | MEETING | Charles and the contract of th | Barrage Co. | |
| SALARIES & WAGES | \$234,854 | \$18,763.53 | \$208,339.48 | | \$208,339.48 | \$26,514.52 | |
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS | 1,400 500 250 1,160 | 126,29 | 151.20 542.51 229.13 | | 151.20 542.51 229.13 1,154.48 | 1,248.80 (42.51) 20.87 5.52 | |
| Audit Accounting Services Architects Consultants | 150 7,200 3,500 1,000 | 600.00 | -0- 6,000.00 3,500.00 1,000.00 | \$ 600.00 | 6,600.00 3,500.00 1,000.00 | 150.00 600.00 -0- -0- | |
| CONTRACTUAL MAINTS. A | Marine | | | | | | |
| Main Library Tory Corner-Rental | 13,000 540 | 847.49 59.30 | 10,499.01 | 533.56 | 11,032.57 609.30 | 1,967.43 (69.30) | |
| BOOKMOBILE SERVICE CONTRACTS | 6,000 | 598.35 27.00 | 4,487.59 | 1,297.20 209.00 | 5,784.79 1,612.97 | 215.21 (612.97) | |
| MATERIALS AND SUPPLIES BOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 55,000 8,500 3,300 6,000 | 4,299.15 1,539.04 3,249.90 132.71 | 39,370.13 8,912.76 4,047.04 1,704.44 | 4,589.60 458.00 26.74 18.23 | 43,959.73 9,370.76 4,073.78 1,722.67 | 11,040.27 (870.76) (773.78) 4,277.33 | |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health | 4,000 1,200 1,500 | 154.70 | 3,800.28 1,108.86 1,504.92 | 101.57 | 3,800.28 1,210.43 1,504.92 | 199.72 (10.43) (4.92) | |
| BENEFIT PLAN LEGAL | 5,000 6881/ | 544.38 | 5,895.88 6,880.50 | | 5,895.88 6,880.50 | (895.88) .50 | |
| CONTINGENT | 300 | | -0- | | -0- | 300.00 | |
| EQUIPMENT | 8,000 | • 1 | 2,492.24 | 159.00 | 2,651.24 | 5,348.76 | |
| STATUTORY EXPENDITURES SOCIAL SECURITY | 11,800 | | 9,921.26 | | 9,921.26 | 1,878.74 | |
| Public Employees Retirement System | 6,000 | | 5,269.01 | | 5,269.01 | 730.99 | |
| TOTAL | \$388,035 | \$30,941.84 | \$328,823.99 | \$7,992.90 | \$336,816.89 | \$51,218.11 | |

BUDGET REPORT

MONTH OF NOVEMBER 1973

(Held Jan. 9, LIBRARY BOARD MEETING OF DECEMBER 26, 1973 1974)

WEST ORANGE FREE PUBLIC LIBRARY BUDGET MODIFICATIONS YEAR 1973

| SALARIES AND WAGES | 1973 PROPOSED BUDGET \$238,128 | 1973 ADOPTED BUDGET \$218,128 | INCREASE OR OR DE- CREASE IN ADOPTED BUDGET \$ 16,726 | 1973 MODI- FIED BUDGET \$234,854 | *LR 5/2/73 \$ 5,550 **TR 4/3/73 11,176 |
|--|--|--|---|--|--|
| CONTRACTUAL SERVICES: BINDING COMMUNITY RELATIONS TRANSPORTATION CONVENTIONS AUDIT ACCOUNTING SERVICES | 1,600 500 350 1,500 150 7,200 | 1,400 300 250 600 150 6,200 | 200 560 1,000 | 1,400 500 250 1,160 150 7,200 | LR 7/31/73 LR 3/28/73 LR 5/23/73 LR 2/28/73 |
| ARCHITECTS Consultants | 3,500 -0- | -0- | 3,500 1,000 | 3,500 1,000 | LR 2/28/73 |
| CONTRACTUAL MAINT. & REPAIRS: | | * } | | • | |
| MAIN LIBRARY TORY CORNER-RENTAL BOOKMOBILE SERVICE CONTRACTS | 18,250 540 3,500 1,000 | 13,000 540 3,500 1,000 | 2,500 | 13,000 540 6,000 1,000 | LR 7/31/73 |
| MATERIALS AND SUPPLIES: SOOKS SUPPLIES MAGAZINES AUDIO-VISUAL | 60,000 10,000 4,000 6,000 | 55,000 8,500 3,300 6,000 | | 55,000 8,500 3,300 6,000 | |
| Misc. Other Expenses: Insurance Telephone Postage Employee Health Benefit Plan | 4,000 1,500 1,500 5,000 | 4,000 1,200 1,500 5,00 0 | | 4,000 1,200 1,500 5,000 | LR 9/26/73 |
| LEGAL | -0- | * 1 | 1,763 3,210 1,008 900 | 1,763 3,210 1,008 900 | LR 7/31/73 LR 5/23/73 LR 11/28/73 |
| CONTINGENCY Equipment | 500 12,000 | 500 8,000 | -(200) | 300 8,000 | LR 7/31/73 |
| STATUTORY EXPENDITURES: SOCIAL SECURITY | 11,800 | 11,800 | | 11,800 | |
| PUBLIC EMPLOYEES RETIRE. SYSTEM | 6,000 | 6,000 | Secretary and annual second | 6,000 | |
| TOTAL | \$398,518 | \$355,868 | \$ 32,167 | \$388,035 | |
| | | RARY ACCUM. | Revenue | \$ 20,991 11,176 | |
| | | | | \$ 32,167 | *LR-LIBRARY RESOLUTION **TR-TOWN RESOLUTION |

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUND BALANCES-RECEIPTS AND DISBURSEMENTS

MONTH OF NOVEMBER 1973

| LESS: ACCOUNTS PAYABLE-11/30/73 BUDGET BALANCE-11/30/73 | NOVEMBER 1973-EXPENDITURES NOVEMBER 1973-FUND BALANCE | TOTAL NOVEMBER 1973-RECEIPTS TOTAL AVAILABLE (T PLUS TT) | LOST BOOK FUND EXCESS PROPERTY SOLD | FINES NON-RESIDENT FEES BOOK-RENTAL | November 1, 1973 -Fund Balances Add: | |
|--|--|--|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| | 30,941.84 | 1,666.36 143,716.52 | 103.80 127.82 | 1,434.74 | \$142,050.16 | TOTAL ALL FUNDS |
| 7,992.90 \$51,218.11 | 30,941,84 | \$90,152.85 | | | \$90,152.85 | 1973 BUDGET FUND |
| | \$18,874.78 | 1,434.74 | 8.60 | (1,358.79 (20.00 (47.35 | \$17,440.04 | 1973 FINES & RESERVES |
| | \$1,397.45 | 103.80 | 103.80 | | \$1,293.65 | 1973 LOST BOOK FUND |
| | \$2,750.77 | 127.82 \$2,750.77 | 127.82 | | \$2,622.95 | 1973 BOOK SALES EXCESS PROPERTY FUND |
| | \$-0- | \$-0- | | | \$-0- | 1973 STATE AID FUND |
| eschafe einsterschaft, der mit chafe des einschafe des ein | \$ 326.25 | \$ 326.25 | | | \$ 326.25 | PETTY & CHANGE FUND |
| | \$14,770.35 | \$14,770.35 | | | \$14,770.35 | SALARY CONT I NGENCY FUND |
| | \$15,294.07 | \$15,294.07 \$ 150.00 | | | \$15,294.07 \$ 150.00 | ACCUMU- LATED REVENUE |
| THE PARTY OF THE P | \$ 150,00 | \$ 150.00 | | | \$ 150.00 | ACCOUNTS PAYABLE 1/1/73 |

CASH FUNDS PRESENTED BY:
CHECKING A/C MIDLANTIC NAT'L.
PETTY CASH-CHECKING A/C

CASH FUND

W.O. S&L Ass'N.SAVINGS A/C 10085
" TC-3422
" TC-3375
" TC-3376

\$ 30,650.18 21.42 326.25 085 14,770.35 2 45,703.04 5 1,397.45 6 16,832.87 3,073.12

MIDLANTIC NAT'L BANK-51658

TOTAL

\$112,774.68

NOVEMBER 1973 BILLS PRESENTED FOR PAYMENT ON DECEMBER 26, 1973

ON DECEMBER 26, 1973
(MEETING HELD JANUARY 9, 1974)

CHECKS ARE DATED NOVEMBER 28, 1973

| VOUCHER NUMBER | PAYEE | BUDGET ALLOCATION | AMOUNT |
|-------------------|--|-------------------------------|-----------------|
| 7415 | Town of West Orange-Social Security Month of November 1973 | 1. SALARIES | \$ 914.45 |
| 7416 | MIDLANTIC NATIONAL BANK-WITHHOLDING EMPLOYEES-NOVEMBER 1973 | 1. " | 2,441.26 |
| 7417 | P.E.R.S. #20284-1 - November 1973 Pensions and Loans | | 879 . 53 |
| 7418 | P.E.R.S. CONTRIB. GROUP INS. FUND | 1. " | 85.19 |
| 7419 7420 | P.E.R.S. Supplemental Annuity Town of West Orange | 1. " | 81.01 |
| | FEDERAL CREDIT UNION | 1. " | 355.00 |
| 7421 | Town of West Orange Hospitalization-December 1973 | 1. " | 544.38 |
| | NET PAYROLL CHECKS-NOVEMBER 1973 #1236-1286 | 1. " | 13,973.34 |
| | SUB-TOTAL | | 19,274.16 |
| | ADD: CHECKS #7364-7414 PRESENTED FOR PAYMENT NOVEMBER 28, 1973 | | 11,676.56 |
| | SUB-TOTAL - TOTAL CHECKS ISSUED | FOR MONTH OF NOVEMBER | 30,950.72 |
| | LESS: BOOK REIMBURSEMENTS | 2. Books | 8.88 |
| | TOTAL BUDGET EXPENDITURES-MONTH OF NO | VEMBER 1973 PER BUDGET REPORT | \$30,941.84 |

PAYMENT RECOMMENDED BY:

Lola nReed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY

NOVEMBER 1973 BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1973

PRESENTED FOR PAYMENT DECEMBER 26, 1973 (MEETING HELD JANUARY 9, 1974)

CHECKS ARE DATED DECEMBER 26, 1973

| VOUCHER NUMBER | PAYEE | BI | UDGET ALLOCATION | AMOUNT | |
|--|---|---|---|---|--|
| 7422 7423 7424 7425 7426 7427 7428 | West Orange Free Public Li Petty Cash Checking a/c United Nations Publication Performance Dynamics, Inc. University of California F International City Managem Vincent E. Cicenia Bill Wander | PRESS 2 PRESS 2 PRESS 2 PRESS 2 PRESS 3 PRESS | • | \$ | 28.00 10.00 5.95 14.50 921.87 44.90 |
| | SUB-TOTAL CHECKS #7422- | <u> 428</u> | | - | 1,225.22 |
| 7438 7439 7440 7441 7442 7443 | AL'S AUTO PARTS, INC. AMERICAN HERITAGE-BOOK SER APPLE TREE PRESS ARMATURE GENERATOR EXCHANG ASSOCIATED MICROFILM SERVE AUTOMATIC DATA PROCESSING | 2 2 2 2 2 3 4 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 | . MaintBK. . Audio-Visual . Service Contracts | | 3.08 14.70 5.35 252.95 10.00 50.50 |
| 7444A B C D E F G H - J K L M N O P | BAKER & TAYLOR Co. 11 | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | | \$ 313.34 151.29 42.66 231.16 1.73 105.80 33.55 47.27 235.96 (20.00) 5.63 (6.70) (13.91) (14.37) 91.06 99.93 | |
| Q R S | 11 11 11 11 11 11 | 2 2 2 | 11 11 11 11 11 11 11 11 11 11 11 11 11 | 102.45 17.75 104.62 12.70 | 1,529.22 |
| 7445A B C D E | R. R. BOWKER COMPANY II II II II II II II II II II II II | 2 2 2 2 2 | 11 11 11 11 11 11 11 11 11 11 11 11 11 | 99.91 11.70 11.70 9.25 41.20 91.67 | |
| G H 7446A | BRO-DART, INC. | 2 | 4. SUPPLIES | 19.25 (9.90) | 297.38 |
| 7446A B C 7447 7448A B C D E | CONGRESSIONAL QUARTERLY, DIMONDSTEIN BOOK Co. INC. | INC. 2 | 2. Books 2. " 2. " 2. " 2. " 2. " 2. " 2. " | 51.49 90.30 122.30 69.13 166.93 179.77 32.31 69.98 | 131.89 35.00 |
| FGH-3 | \$1 | | 2. " 2. " 2. " 2. " | 67.51 67.34 (21.79) 170.24 | 923.72 |

NOVEMBER 1973 BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1973

PRESENTED FOR PAYMENT DECEMBER 26, 1973 (MEETING HELD JANUARY 9, 1974)

CHECKS ARE DATED DECEMBER 26, 1973

| MOUGHED | | | | DECEMBER | 26, 1973 |
|-----------------------|---|---------|---------------------------|--------------|---------------|
| VOUCHER NUMBER | PAYEE | BU | DGET ALLOCATION | A | MOUNT |
| - | | | Books | | \$ 10.00 |
| 7449 74 50A | DIVISION OF LOCAL GOVERNMENT DOUBLEDAY & Co. Inc. | 2, | | \$ 3.1 | |
| 7430A B | n n | 2. | | (5.0 | |
| C | 51 51 | 2. | | 5.0 | |
| D | 17 39 11 | 2. | | 12.2 | 3 |
| E | 11 11 | 2. | | 13.4 | |
| E F | 52 57 67 | 2. | | 4.4 | |
| G | 18 17 17 | 2. | | 3.6 | |
| н | 70 90 ET | 2, | • | 15.6 | |
| 1 | 90 90 90 90 90 90 | 2, | • | 6.2 | |
| J | 11 11 17 | 2, | • | 7.1 25.7 | |
| K | | 2. | | 23.1 | 85.00 |
| 7451 | DUNN & BRADSTREET, INC. AARON EISENBERG & Co. | | MGMT. SERV. | | 600.00 |
| 7452 7453 | Gale Research Co. | | Books | | 27.19 |
| 7455 7454A | GAYLORD BROS. INC. | | SUPPLIES | 31.4 | |
| 7434A B | U U U | 4, | | 23.2 | |
| 7455 | GENERAL LEARNING CORP. | | . Воокѕ | | 8.60 |
| 7456 | GERMAINE BOOKS | 2. | • " | | 9.90 |
| 7456 | GESTETNER CORP. | | SUPPLIES | | 29.96 |
| 7458 | GLT INDUSTRIES, INC. | | . Books | | 6.10 |
| 7459 | GREEN NOTE MUSIC PUBLICATIO | | | | 5.00 |
| 7460 | GROLIER EDUCATIONAL CORP. | 2. | • | | 93.50 |
| 7461 | HAN/MAR PUBLICATIONS | 2 | • | | 13.75 6.60 |
| 7462 | HAPPY VALLEY APPLES PRESS | 2. | • | | 8.50 |
| 7463 | ITEM OF MILLBURN & SHORT HI | LLS 18. | . MAGAZINES . Supplies | 4.6 | |
| 7464A | JOSTEN'S CATALOG CARD CORP. | 4 | | 6.3 | |
| B C | 11 11 11 11 | 4 | | 12.4 | |
| D | 91 17 11 11 | 4 | | 6.3 | |
| 7465 | EDWARD G. KLAPPROTH, SR. | 4 | | | 17.00 |
| 7466A | MACMILLAN PUBLISHING CO. IN | c. 2 | | 88.7 | |
| В | 11 11 11 | 2 | | 5.4 | |
| С | 11 11 | 2 | | 5.0 | |
| D | 11 11 11 | 2 | • | 5.6 21.0 | |
| D E F | 17 17 17 | 2 2 | • | 8.6 | |
| F | 11 11 | 2 | | 40.1 | |
| G | 11 11 | 2 | | (4.1 | |
| H | 20 72 77 | 2 | | 6.3 | |
| j | 11 11 | 2 | * H | 3.1 | |
| ĸ | 11 11 | 2 | • | 3.8 | |
| Ĺ | 21 26 11 | 2 | | (116.0 | |
| М | 11 11 11 | 2 | | (40.8 | |
| 7467A | McGRAW-HILL BOOK CO. | 2 | | 9.2 | |
| В | 11 11 11 11 13 11 | 2 | • | 9.2 278.7 | |
| С | | 2 | • | 40.0 | |
| 7468A | A. R. MEEKER Co. | 4 | SUPPLIES | 24.5 | |
| 8 | 77 11 11 | | 11 | 12.8 | |
| 7/.CO | NATIONAL FUEL OIL, INC. | | . MAINTMAIN | | 12.50 |
| 7469 7470 | NATIONAL FUEL OIL, INC. NATIONAL GEOGRAPHIC SOCIETY | | . Books | | 3.50 |
| 7470 7471A | NATIONAL REGISTER PUBLISHIN | | 11 | 49.3 | |
| В | II II II | | tt • • | 23.8 | |
| 7472 | NATIONAL TELEPHONE DIRECTOR | | 11 · | | 150.00 |
| 7473 | N.J. B. T. Co. | 9 | . TELEPHONE | | 101.57 |
| 7474 | ORANGE VALLEY HOWE & BLDG. | SUP. 4 | . SUPPLIES | | 1.96 |
| | | | | | |

NOVEMBER 1973 BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1973

PRESENTED FOR PAYMENT DECEMBER 26, 1973 (MEETING HELD JANUARY 9, 1974)

CHECKS ARE DATED
DECEMBER 26, 1973

| VOUCHER | | · | | • | | | |
|------------|-------|--|---------------------|------|-------------------|---------|----------|
| NUMBER | | PAYEE | | BU | DGET ALLOCATION | AMOUNT | |
| 7475 | PAPER | BACK BOOK SHOP | | 2. | Books | \$ | |
| 7476 | PITNE | Bowes | | | SERVICE CONTRACTS | | 116.00 |
| 7477 | PRAKK | EN PUBLICATIONS | s, Inc. | | Books | | 10.65 |
| 7478A | PRENT | CE-HALL, INC. | | 2. | | \$ 3.81 | |
| 8 | 11 | 11 11 | | 2. | | 219.60 | |
| C | 11 | 99 91 | | 2. | | 11.92 | 235.33 |
| 7479 | | SERV. E & G Co. | • | | MAINTMAIN | | 521.06 |
| 7480 | | TY BOOKS, INC. | | - | Воокѕ | | 8.38 |
| 7481 | | RECORDS | | _ | AUDIO-VISUAL | | 8.23 |
| 7482 | | MCNALLY & Co. | | | Books | | 42.00 |
| 7483 | | BOOK CO. INC. | | 2. | | 01 17 | 35.71 |
| 7484A | A. H. | ROEMER CO. IN | C. | 2. | | 21.17 | 16.44 |
| . В | | | 11. | 2. | | (4.73) | 30.00 |
| 7485 | | RS - THE STATE | | | SUPPLIES | | 62.87 |
| 7486 | | F. SCHMIDT & | | | Books | | 30.55 |
| 7487 | | AL LIBRARIES A | | 2. | | 345.00 | 50.55 |
| 7488A B | DIAND | ARD & Poors Co | RP. | 2. | | 2.00 | 347.00 |
| 7489 | S-1-5 | of N.J. DIV. | or Prictone | | SALARIES | | 100.40 |
| 7490 | | Exxon | OF IENSIONS | | MAINT BK. | | 74.40 |
| 7490 | | RITER & OFFICE | MACH CO. | | SERV. CONTR. | | 42.50 |
| 7492A | | COFFEE BREWE | | - | SUPPLIES | 26.25 | |
| В | 11 | וו וו | 11 | 4. | | 26.25 | 52.50 |
| 7493 | WEST | PUBLISHING Co. | INC. | _ | Воокѕ | | 35.00 |
| 7494 | | . W. WILSON CO | | 2. | | | 32.00 |
| 7495 | | . B. Wood Co. | - | 16. | EQUIPMENT | | 159.00 |
| 7496 | | 's NEWS SERVIC | ES | 18. | MAGAZINES | | 16.00 |
| 7497A | ZINMA | N'S RAPID WRIT | ING | | MAGAZINES | 2.24 | |
| В | 11 | 11 11 | | 2. | Воокѕ | 2.14 | 4.38 |
| | Sus | -TOTAL CHECKS | #7438 - 7497 | | | _ | 7,068.08 |
| | TOTAL | CHECKS #7422- | 7428, 7438-7497 | | | | 8,293.30 |
| | LESS: | #7422 PE | TTY CASH | | TRANSFER | 200.00 | |
| | | ** | VISION OF PENSIONS | s 1. | SALARIES | 100.40 | 300.40 |
| | ACCOU | ACCOUNTS PAYABLE PER BUDGET REPORT - NOVEMBER 30, 1973 | | | | | 7,992.90 |
| | | | | | | - | |

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola nReed

PREPARED WITHOUT AUDIT.

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

BY: