

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JULY 20, 1971

The meeting was called to order by Board president, Mr. Ehrenkranz at 4:30 P.M. Present at the meeting were Board members, Mrs. Zeitlin, and Mssrs. Yeager and Duess. Also present was Mr. W. Jervey and Mrs. Tina Levey. Also present was Mrs. Reed, Acting Temporary Director.

MINUTES: The minutes of the June 22, 1971 were read. Mr. Yeager moved that the minutes be accepted as read, Mrs. Zeitlin seconded the motion with the following exception: the word "Financial" be inserted in reference to the committee set up. Also the first staff meeting of the Library was held on June 12, 1971. The minutes were then unanimously accepted. It was also noted that Mrs. Reed and Mrs. Zeitlin were witnesses at the trial of Mrs. Rubin. This too, was unanimously accepted by the board.

TREASURERS REPORT: There were no bills presented for payment since Mr. Manheim and Mr. Eisenberg were under the impression that the meeting was to be held on the 27th of July. Mr. Duess and Mr. Ehrenkranz will meet next week to go over bills presented for payment. A motion was made by Mr. Yeager to have those bills payed that they deemed necessary. Mrs. Zeitlin seconded the motion, it was carried unanimously.

FINANCIAL STATEMENT: Mr. Duess made a motion that the following be standard for future reports, etc:

1. a recap of money left after each monthly report.
2. each bill should have payment authorized by Mrs. Reed and audited and accepted by the Board.

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

PERSONNEL COMMITTEE: Mrs. Reed noted that there were a few cases of insubordination. Mr. Duess made a motion that the rules and regulations set up by Mrs. Reed be adopted. Mrs. Zeitlin seconded the motion and it was passed unanimously.

LIBRARY DIRECTORS REPORT: Mr. Duess made a motion that the following items be purchased at the request of Mrs. Reed:

mimeograph machine \$775: Bro-dak (charge machine) \$600.: Micro film cabinets \$187.; two new typewriters at \$200. each and supplies for approx. \$500., which should cover until the end of the year.

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

Mr. Duess made a motion that the Directors report be accepted and Mr. Yeager seconded the motion, it was carried unanimously.

Mrs. Tina Levey advised that a "Cultural & Heritage Committee" has been formed. A nationwide observation of 200 years since the American Revolution will be formed. The committee will consist of: Tina Levey; Mayor Falcone; Jack Magee; Stanley Witzel; Ramos J. Lambrou; Mrs. L. Reed; John J. Rooney; Eleanor Marra and Mr. John Willies, Jr. This committee will be called the West Orange Bicentennial Observation Committee.

OLD BUSINESS: Mr. Duess made a motion that the resolution re the art works be accepted, Mr. Yeager seconded the motion, it was passed unanimously.

NEW BUSINESS: Mrs. Jos. Levey, 21 Clonover Road, West Orange, N.J. donated a picture valued at \$400. A sketch of Rudyard Kipling was donated by Mrs. Arthur Kishpaugh, 10 Yale Terr., W. Orange, N.J. A note of thanks will be sent to both of these donators.

A letter from Mrs. Zimmerman was read to the board. All her recommendations were taken up at this meeting.

A letter from Mrs. Zeitlin to the Mayor was read, indicating that we will persue the matter of legal representation re Mr. Jonas.

A letter from the Mayor to the Town Council was read requesting that the ordinance be amended to provide for the title of ~~Acting~~ Library Director at a minimum of \$13,000. and maximum of \$18,000.

*(Permanent Assistant Director)*  
Mrs. Zeitlin also made a correction to the May minutes, stating that Mrs. Reed and Mrs. Zeitlin only could dispose of materials no longer useful to the library.

The meeting was adjourned at 5:50 P.M. The next meeting will be held Tuesday, August 24, 1971.

Respectfully submitted,

*Beatrice Hoffman*  
Beatrice Hoffman

ACTING DIRECTOR'S REPORT  
TO THE  
BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY  
JULY 20, 1971

We have been unusually busy in the library during the past month, but have managed to keep things moving.

First, Mr. George Pearson, representative of Bro Dart Industries, came to the library, and gave a lecture on the different charging systems handled by his company. He also demonstrated one of the machines. Our Personnel Committee, along with several members of the staff, were in attendance.

Since we are anxious to install a new charging system, it was agreed that we should try the Sysdak machine. This machine can be rented at a cost of \$15.00 per month. The purchase price is \$600. If the machine is purchased within six months from the date of installation, 50% of the rental charge for the six-month period may be applied to the purchase price.

Supplies for our present system are very low. In fact, we have had no borrowers cards for the Children's Room in three weeks. It is felt that it is unwise and uneconomical for us to purchase more of these supplies if we plan to change over soon.

In preparation for the new system, we are in the process of typing lists of our borrowers to be sent to Bro Dart for borrowers' cards to be made--if and when you approve the change.

With the Board's approval, we would like to have one central "Charge Desk" for all departments. The method is very fast and we believe no long waiting line will be necessary once we have become accustomed to it.

The A B Dick mimeograph machine is priced at \$795.00 less a \$20.00 trade-in for our ditto machine. It can also be rented with the total rental going toward the balance for purchase if our purchase is final in six months.

This is a much needed piece of equipment which can save us hundreds of dollars on printing bills alone.

Still there is other equipment which we badly need--a microfilm cabinet and typewriters. The reference librarians are very anxious for the cabinet because they have no more storage space. A microfilm cabinet can be bought for \$295. An estimate of around \$200 (each) has been given by Center Typewriter Service of Irvington, allowing a small trade-in for our old machines.

More than one hundred children registered for our Summer Reading Program which began July 1. A group of enthusiastic readers are well on their way with their summer reading. Several college girls are instrumental in keeping the program and interest alive.

Many hours have been devoted to clearing out the five file cabinets in the director's office. A lot has been done, but there is a great deal more to be done before they are in order. For this job, we are in dire need of a secretary.

Since July 1, Margaret Pappas has worked closely with me and is doing a wonderful job. However, not being a trained secretary limits her effectiveness in this capacity. She will be leaving in August for graduate school.

We have recently become subscribers to the Kirkus Service. This is a reviewing media published twice monthly for both Children's and Adult books.



Most of their reviews are months ahead of publication dates and all other reviewing services. With the addition of this service, we believe that in the months to come, ordering will be in advance of the tremendous number of reserves just after the New York Times reviews are published.

Only two cancelled checks for Mr. Clifford Mohr were found. Mr. Mohr is the substitute Mobilibrary driver who replaces Mr. Baldwin when he is on vacation.

A call to Mr. Eisenberg revealed that Mr. Mohr has been employed in the past at a rate of \$3.00 per hour. He is asking for a raise this summer. He is scheduled to work July 29 and 30, the entire month of August and three days in September.

One of two copies of the N. J. State Industrial Directory (\$65.00) was returned and a check for that amount was sent to us. The check was deposited.

On June 29, I wrote a letter to Dr. D'Alessio stating that "It is becoming increasingly impossible for employees and borrowers of the W. O. P. L. to find parking spaces in our parking lots, upper and lower." It seems unfair to the library, its staff and clientele, that teachers next door, town hall employees and others from places of business nearby should be allowed to continue this practice. Can something be done about this matter?

Respectfully submitted,



Lola N. Reed  
Acting Library Director  
7/20/71

A D D E N D U M

TO: WEST ORANGE LIBRARY BOARD OF TRUSTEES  
FROM: LOLA N. REED, ACTING DIRECTOR  
RE: VACATION POLICIES

July 20, 1971

THERE HAVE BEEN SO MANY QUESTIONS AND DISCUSSIONS ABOUT THE VACATION POLICIES OF THE WEST ORANGE PUBLIC LIBRARY AS COMPARED TO TOWN HALL AND TO OTHER LIBRARIES I THOUGHT YOU MIGHT WANT TO LOOK INTO THE MATTER AND MAKE SOME REVISIONS.

FOR THE PRESENT TIME, HOWEVER, WE HAVE HAD TO RESORT TO THE VACATION POLICY ADOPTED BY THE LIBRARY BOARD JANUARY 1, 1964.

SIGNED: 

LOLA N. REED

AARON EISENBERG & Co.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

JULY 22, 1971

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

ATTENTION: MR. IRA EHRENKRANZ, PRESIDENT

GENTLEMEN:

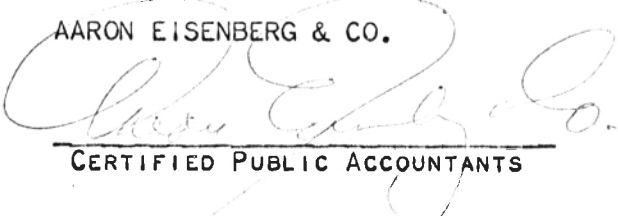
WE REGRET WE COULD NOT GET THE ATTACHED BUDGET AND FINANCIAL REPORTS FOR THE MONTH OF JUNE 1971 TO YOU FOR YOUR JULY 20TH BOARD MEETING SINCE WE WERE NOT AWARE IN TIME THAT THIS MEETING HAD BEEN MOVED UP FROM THE REGULARLY SCHEDULED MEETING ON JULY 27TH.

WE HAD ALREADY SUBMITTED TO YOU PRELIMINARY STATEMENTS AS OF JUNE 30TH AT THE SPECIAL MEETING HELD AT THAT TIME IN THE OFFICE OF MR. DUESS AT THE WEST ORANGE SAVINGS & LOAN. THOSE STATEMENTS HAVE NOW BEEN UPDATED TO INCLUDE ALL BILLS THRU JUNE 30TH AND AS YOU WILL NOTE FROM THE ATTACHED LIST OF SUCH BILLS, ALL ACCOUNTS PAYABLE OUTSTANDING ON JUNE 30TH HAVE NOW BEEN PAID BY CHECKS ISSUED ON JULY 20TH WHICH ARE ALSO SUBMITTED TOGETHER HEREWITH FOR SIGNATURE. THE ONLY ACCOUNTS PAYABLE OUTSTANDING ACCORDING TO THIS STATEMENT ARE BALANCES IN THE TOTAL AMOUNT OF \$34.36 WHICH ARE SUBJECT TO ADJUSTMENT.

SUMMARIZED ON THE BUDGET STATEMENT IS THE STATUS OF THE BUDGET FUND BALANCES THRU TO JULY 22, 1971 WHICH DISCLOSES THAT AFTER TAKING INTO ACCOUNT THE \$34.36 OF ACCOUNTS PAYABLE UNPAID AT JUNE 30, 1971 AND ALSO REPAYMENT OF THE \$15,000.00 SAVINGS CERTIFICATE LOAN FROM THE WEST ORANGE SAVINGS AND LOAN THERE STILL REMAINS ON HAND IN THE BANK \$39,345.11 WHICH AMOUNT TOGETHER WITH \$82,126.75 WHICH ARE FUNDS YET TO BE RECEIVED FOR THE BALANCE OF THE 1971 BUDGET FROM THE TOWN OF WEST ORANGE AND STATE AID, ACCOUNTS FOR THE UNEXPENDED BUDGET BALANCES AMOUNTING TO \$121,471.86 SHOWN IN THE LAST COLUMN OF THE BUDGET REPORT.

VERY TRULY YOURS,

AARON EISENBERG & CO.

  
CERTIFIED PUBLIC ACCOUNTANTS

AE/DB  
ENCS.

P.S. PLEASE NOTE THAT CHECK #5135 INCLUDED IN THE BATCH OF CHECKS FOR SIGNATURES SUBMITTED HEREWITH SHOULD BE DEPOSITED WITH THE WEST ORANGE SAVINGS & LOAN TO COVER THE \$15,000.00 ADVANCE AGAINST THE SAVINGS CERTIFICATE MENTIONED ABOVE.

837.57

# West Orange Public Library

LIBRARY BOARD MEETING OF JULY 27, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	TOTALS EXPENDED THROUGH 6/30/71	UNEXPENDED BALANCE ON 6/30/71	ACCOUNTS PAYABLE OUTSTANDING 6/30/71	BUDGET BALANCE 6/30/71
1. Salaries	\$196,824	\$ 23,707.34	\$103,198.60	\$ 93,625.40		\$93,625.40
2. Books	48,000		23,313.43	24,686.57	\$6,580.67	18,105.90
3. Binding	1,300		816.75	483.25	137.50	345.75
4. Supplies	7,000	20.50	7,186.68	( 186.68)	254.22	( 440.90)
5. Insurance	3,500		2,222.11	1,277.89	23.00	1,254.89
6. Maintenance - Main (does not include any salaries); roofing, repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000		6,648.84	3,351.16	1,516.29	1,834.87
7. Maintenance - Tory Corner	540		270.00	270.00		270.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000		716.23	2,283.77	32.31	2,251.46
9. Telephone	840		556.48	283.52	84.82	198.70
10. Community relations; publicity; reading contests, etc., etc.	300		32.29	267.71	9.35	258.36
11. Service contracts	400		239.50	160.50	87.75	72.75
12. Transportation	125	45.40	97.57	27.43	9.25	18.18
13. Postage	1,045	8.62	785.88	259.12	4.15	254.97
14. Conventions	200		292.82	( 92.82)	35.50	( 128.32)
15. Audit	150			150.00		150.00
16. Equipment	7,000		4,109.74	2,890.26	287.50	2,602.76
17. Contingency	400	75.00	807.80	( 407.80)		( 407.80)
18. Depreciation	2,000	11.85	575.50	2,224.50	15.00	2,209.50
19. Audio-visual; microfilm; photo records; reproductions; framing, etc.	4,000		5,075.07	( 1,075.07)	248.93	( 1,324.00)
20. Xerox (includes Xerox supplies; cleaners)	2,200		1,945.91	254.09	609.70	( 355.61)
21. Accounting services	4,800		3,325.00	1,475.00	800.00	675.00
22. Consultant (architect's preliminary drawings)	-0-					

\$294,424      \$23,868.71      \$162,216.20      \$132,207.80      \$10,735.94      \$121,471.8

CHECKS ISSUED 7/20/71 PER LIST ATTACHED \$10,701.58  
BALANCE OF 6/30/71 ACCTS.PAY. UNPAID 7/27/71 \$ 34.36

ON HAND 1/1/71 \$ 18,132.00  
RECD. 1ST QTR. 55,500.00  
RECD. 2ND QTR. 73,898.50  
RECD. 3RD QTR. 64,766.75  
DUE 4TH QTR. 82,126.75  
TOTAL BUDGET 1971 \$294,424.00

1971 BUDGET \$294,424.00  
LESS: AMT.RECD. THRU 7/7/71 212,297.25  
DUE FROM TOWN 7/7/71 82,126.75

BUDGET FUND BALANCE ON  
ON HAND 7/20/71 39,345.11  
UNEXPENDED 6/30/71 \$121,471.86

BUDGET FUND BALANCE 6/4/71 \$ 9,183.01  
LESS: JUNE 1971 EXP. 23,868.71  
FUND DEFICIT 6/27/71 (14,685.70)  
6/28 TRANSFER LOAN ON W.O.  
S/L CERT. OF DEPOSIT 15,000.00

BUDGET FUND BALANCE 7/1/71 \$ 314.30  
ADD: 7/7/71 3RD QTR. BUDGET  
FUNDS FROM TOWN W.O. 64,766.75  
TOTAL 65,081.05  
DEDUCT: REPAYMENT LOAN  
ON W.O. S/L CERT. DEP. \$15,000.00  
7/20/71 PAYMENT 6/30/  
71 ACCTS. PAYABLE 10,735.94 25,735.94  
7/22/71 BUDGET FUND  
BALANCE \$39,345.11

BUDGET FUND BALANCE ON  
6/30/71 \$ 314.30



WEST ORANGE PUBLIC LIBRARY

JUNE 1971 BILLS PRESENTED FOR PAYMENT  
ON JUNE 28, 1971

CHECKS ARE DATED  
JUNE 16 AND 28,  
1971

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5122	PETTY CASH	4. SUPPLIES	\$ 20.50
		12. TRANSPORTATION	45.40
		13. POSTAGE	8.62
		18. MAGAZINES	11.85
		LOST BOOK FUND	5.00
			\$ 91.37
5123	GALLERY 9	19. AUDIO-VISUAL	75.00
5124	P.E.R.S. #20284-PENSION-ANNUAL FEE	1. SALARIES	5,433.00
5125	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES - JUNE	1. "	726.11
5126	NATL. NEWARK & ESSEX BANK - W/T EMPLOYEES - JUNE	1. "	1,533.10
5127	P.E.R.S. #20284-PENSION	1. "	347.04
5128	P.E.R.S. CONTRIBUTORY GROUP INS. FUND	1. "	46.89
5129	P.E.R.S. #20284 SUPPLEMENTAL ANNUITY - JUNE	1. "	17.00
5130	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - JUNE	1. "	220.00
5131	TOWN OF WEST ORANGE - HOSPITALIZATION - JUNE	1. "	436.94
5132	TOWN OF WEST ORANGE - SOC. SEC. A/C ADMIN. CHG.	1. "	1.00
5133	TOWN OF WEST ORANGE - SOC. SEC. A/C EMPLOYERS PORTION	1. "	2,550.99
5134	WEST ORANGE PUBLIC LIBRARY-SALARY CONTINGENCY FUND	1. "	1,320.79
--	PAYROLL CHECKS - JUNE 1971 #5998-6059	1. "	11,074.48
	<u>TOTAL EXPENDITURES</u>		<u>23,873.71</u>
	<u>LESS: #5122 LOST BOOK FUND</u>		<u>5.00</u>
	<u>NET BUDGET EXPENDITURES - MONTH OF JUNE 1971</u>		<u>\$23,868.71</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: \_\_\_\_\_

AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

MAY AND JUNE 1971 BILLS, ACCOUNTS PAYABLE  
PRESENTED FOR PAYMENT JULY 22, 1971

CHECKS ARE DATED  
JULY 20, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5135	WEST ORANGE PUBLIC LIBRARY	W.O. S & L LOAN CERT. OF DEP.TC 3012	\$15,000.00
5136A	BAKER & TAYLOR CO.	2. BOOKS	\$ 101.69
B	" "	2. "	101.98
C	" "	2. "	79.28
D	" "	2. "	97.63
E	" "	2. "	40.06
F	" "	2. "	144.89
G	" "	2. "	20.22
H	" "	2. "	139.26
I	" "	2. "	109.33
J	" "	2. "	12.58
K	" "	2. "	62.81
L	" "	2. "	132.80
M	" "	2. "	109.33
N	" "	2. "	( 27.90)
O	" "	2. "	105.02
P	" "	2. "	( 11.37)
Q	" "	2. "	( 109.33)
R	" "	2. "	370.95
S	" "	2. "	168.80
T	" "	2. "	192.52
U	" "	2. "	( 45.90)
V	" "	2. "	72.59
W	" "	2. "	6.96
X	" "	2. "	( 7.44)
Y	" "	2. "	83.86
Z	" "	2. "	13.52
5137	BELL MAGNETO SERVICE	8. MAINT.-BK.	1,964.14
5138	BAILEY & SWINFEN EXPORTS	2. BOOKS	14.75
5139	BRENNER DESK & DESIGN	16. EQUIPMENT	4.27
5140	BROADCASTING	2. BOOKS	87.50
5141	BROADART	19. AUDIO-VISUAL	13.50
5142A	JAMES BROWN & SON	3. BINDING	16.45
B	" " "	3. "	68.60
5143A	R. R. BOWKER CO.	2. BOOKS	68.90
B	" " "	2. "	137.50
5144	BUREAU OF BUSINESS PRACTICE	2. "	1.50
5145A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	70.00
B	" " "	19. " "	16.00
C	" " "	19. " "	64.24
D	" " "	19. " "	6.18
5146	CONSENSUS OF INSIDERS	19. " "	75.38
5147	CONSUMERS MARKETING RESEARCH	2. BOOKS	161.80
5148	AARON EISENBERG	2. "	72.00
5149	ENCYCLOPEDIA BRITANNICA	21. ACCTG.SERVICES	52.50
5150	VOID	2. BOOKS	800.00
5151A	GANN LAW BOOKS	2. "	204.45
B	" " "	2. "	65.00
5152A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	16.00
B	" " "	4. "	8.65
5153	GALLERY 9	4. "	69.05
5154	THE INSTITUTE FOR RESEARCH	19. AUDIO VISUAL	69.06
5155	THE KIRKUS SERVICE, INC.	2. BOOKS	19.64
5156	LE FEVRE, HOLMGREN & HANSCH	2. "	57.60
5157	A. R. MEEKER CO.	5. INSURANCE	23.00
5158	MOONEY GENERAL PAPER CO.	4. SUPPLIES	52.45
5159	THE MUNICIPAL YEAR BOOK	4. SUPPLIES	31.44
5160	NATIONAL BASEBALL CONGRESS	2. BOOKS	15.50
5161	THE NEW YORK TIMES	2. "	2.25
5162	FRITZ, NOELLER WOODWORKING CO.	2. "	118.74
		16. EQUIPMENT	200.00

WEST ORANGE PUBLIC LIBRARY

MAY AND JUNE 1971 BILLS, ACCOUNTS PAYABLE  
PRESENTED FOR PAYMENT JULY 22, 1971

CHECKS ARE DATED  
JULY 20, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5163	N.J. BELL TELEPHONE	9. TELEPHONE	\$ 84.82
5164	NORTH JERSEY PHOTOCOPY	20. XEROX	110.30
5165	THE PAPERBACK BOOK SHOP	2. BOOKS	8.62
5166	PARK AUTO GLASS	8. MAINT.-BK	17.56
5167	PUBLIC SERVICE ELEC. & GAS	6. MAINT. - MAIN	1,128.03
5168A	A. H. ROEMER COMPANY, INC.	2. BOOKS	\$ 322.46
B	" " " "	2. "	86.99
C	" " " "	2. "	126.44
D	" " " "	2. "	268.10
E	" " " "	2. "	86.06
F	" " " "	2. "	162.31
G	" " " "	2. "	236.00
H	" " " "	2. "	95.21
I	" " " "	2. "	82.17
J	" " " "	2. "	288.05
K	" " " "	2. "	( 110.54)
L	" " " "	2. "	331.75
M	" " " "	2. "	152.39
N	" " " "	2. "	394.16
O	" " " "	2. "	245.15
P	" " " "	2. "	( 24.67)
Q	" " " "	2. "	242.91
R	" " " "	2. "	498.91
S	" " " "	2. "	146.05
T	" " " "	2. "	( 32.40)
5169	REGENT BOOK CO. INC.	2. "	3,597.50
5170	ST. MARY'S HOSPITAL	2. "	28.85
5171	G. SCHIRMER, INC.	10. COMM. REL.	9.35
5172	ROBERT W. SHIEL	19. AUDIO-VISUAL	1.62
5173A	HENRY F. SCHMIDT	6. MAINT. MAIN	132.70
B	" " " "	4. SUPPLIES	23.98
5174	SEDGWICK MACHINE WORKS	4. "	17.06
5175A	SPENCER DIVISION-GROLIER CORP.	11. SERVICE CONTRACTS	41.04
B	" " " "	2. BOOKS	54.00
5176	SETON HALL UNIVERSITY	2. "	142.13
5177	TYPEWRITER & OFFICE MACHINE	2. "	4.00
5178A	UNITEMP. INCORPORATED	2. "	146.13
B	" " " "	11. SERVICE CONTRACTS	22.50
C	" " " "	6. MAINT.-MAIN	33.75
5179A	UNITED COFFEE BREWERS	6. " "	61.08
B	" " " "	6. " "	30.00
5180A	XEROX CORPORATION	6. " "	101.60
B	" " " "	4. SUPPLIES	25.00
C	" " " "	4. "	25.00
5181	COMMONWEALTH WATER CO.	20. XEROX	26.90
5182	PETTY CASH	20. "	22.50
		20. "	450.00
		6. MAINT.-MAIN	
		4. SUPPLIES	1.59
		6. MAINT.-MAIN	10.00
		12. TRANSP.	9.25
		13. POSTAGE	4.15
		14. CONVENTIONS	5.50
		18. MAGAZINES	15.00
		LOST BOOK FUND	7.25
			52.74



WEST ORANGE PUBLIC LIBRARY

MAY AND JUNE 1971 BILLS, ACCOUNTS PAYABLE  
PRESENTED FOR PAYMENT JULY 22, 1971

CHECKS ARE DATED  
JULY 20, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5183	CITY PUBLISHING	2. BOOKS	\$ 52.50
5184	BAKER & TAYLOR CO.	14. CONVENTIONS	30.00
5185	RENSSELAER POLYTECHNIC	2. BOOKS	6.00
<u>TOTAL CHECKS ISSUED ON JULY 20, 1971</u>			<u>25,708.83</u>
<u>LESS:</u>	#5135 - WEST ORANGE SAVINGS & LOAN CERT. OF DEP. TC #3012		\$15,000.00
	#5182 - PETTY CASH - LOST BOOK FUND		<u>7.25</u> 15,007.25
<u>NET BUDGET EXPENDITURES, ACCOUNTS PAYABLE</u> <u>THRU JUNE 30, 1971</u>			<u>\$10,701.58</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JULY 20, 1971

The meeting was called to order by Board president, Mr. Ehrenkranz at 4:30 P.M. Present at the meeting were Board members, Mrs. Zeitlin, and Mssrs. Yeager and Duess. Also present was Mr. W. Jervey and Mrs. Tina Levey. Also present was Mrs. Reed, Acting Temporary Director.

MINUTES: The minutes of the June 22, 1971 were read. Mr. Yeager moved that the minutes be accepted as read, Mrs. Zeitlin seconded the motion with the following exception: the word "Financial" be inserted in reference to the committee set up. Also the first staff meeting of the Library was held on June 12, 1971. The minutes were then unanimously accepted. It was also noted that Mrs. Reed and Mrs. Zeitlin were witnesses at the trial of Mrs. Rubin. This too, was unanimously accepted by the board.

TREASURERS REPORT: There were no bills presented for payment since Mr. Manheim and Mr. Eisenberg were under the impression that the meeting was to be held on the 27th of July. Mr. Duess and Mr. Ehrenkranz will meet next week to go over bills presented for payment. A motion was made by Mr. Yeager to have those bills paid that they deemed necessary. Mrs. Zeitlin seconded the motion, it was carried unanimously.

FINANCIAL STATEMENT: Mr. Duess made a motion that the following be standard for future reports, etc:

1. a recap of money left after each monthly report.
2. each bill should have payment authorized by Mrs. Reed and audited and accepted by the Board.

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

PERSONNEL COMMITTEE: Mrs. Reed noted that there were a few cases of insubordination. Mr. Duess made a motion that the rules and regulations set up by Mrs. Reed be adopted. Mrs. Zeitlin seconded the motion and it was passed unanimously.

LIBRARY DIRECTORS REPORT: Mr. Duess made a motion that the following items be purchased at the request of Mrs. Reed: mimeograph machine \$775; Bro-dak (charge machine) \$600.; Micro film cabinets \$187.; two new typewriters at \$200. each and supplies for approx. \$500., which should cover until the end of the year. Mr. Yeager seconded the motion and it was unanimously accepted. Mr. Duess made a motion that the Directors report be accepted and Mr. Yeager seconded the motion, it was carried unanimously.

Mrs. Tina Levey advised that a "Cultural & Heritage Committee" has been formed. A nationwide observation of 200 years since the American Revolution will be formed. The committee will consist of: Tina Levey; Mayor Falcone; Jack Magee; Stanley Witzel; Ramos J. Lambrou; Mrs. L. Reed; John J. Rooney; Eleanor Marra and Mr. John Willies, Jr. This committee will be called the West Orange Bicentennial Observation Committee.

OLD BUSINESS: Mr. Duess made a motion that the resolution re the art works be accepted, Mr. Yeager seconded the motion, it was passed unanimously.

NEW BUSINESS: Mrs. Jos. Levey, 21 Clonover Road, West Orange, N.J. donated a picture valued at \$400. A sketch of Rudyard Kipling was donated by Mrs. Arthur Kishpaugh, 10 Yale Terr., W. Orange, N.J. A note of thanks will be sent to both of these donators.

A letter from Mrs. Zimmerman was read to the board. All her recommendations were taken up at this meeting.


A letter from Mrs. Zeitlin to the Mayor was read, indicating that we will persue the matter of legal representation re Mr. Jonas.

A letter from the Mayor to the Town Council was read requesting that the ordinance be amended to provide for the title of Acting Library Director at a minimum of \$13,000. and maximum of \$18,000.

Mrs. Zeitlin also made a correction to the May minutes, stating that Mrs. Reed and Mrs. Zeitlin only could dispose of materials no longer useful to the library.

The meeting was adjourned at 5:50 P.M. The next meeting will be held Tuesday, August 24, 1971.

Respectfully submitted,

  
Beatrice Hoffman

A G E N D A

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

TUESDAY, JULY 20, 1971

- I. MINUTES
- II. PERSONNEL COMMITTEE REPORT
- III. TREASURER'S REPORT
- IV. ACTING LIBRARY DIRECTOR'S REPORT
- V. OLD BUSINESS
  - A. Resolution on sale of excess art
  - B. Resolution on mimeograph machine
  - C. Resolution on Sysdac Charging (Bro-Dart)
  - D. Resolution on microfilm cabinet
  - E. Card catalog furnished by "Friends" (\$800)
  - F. Insurance coverage
- VI. NEW BUSINESS
  - A. Transfer of funds to "supplies"
  - B. "Thank You" notes (letters) for two pictures
  - C. Minutes to be amplified for public information
    - 1. Correct report on Rubin trial (June)
    - 2. Correct motion on disposal of materials  
(May Meeting)

$$\begin{array}{r}
 1 \\
 775 \\
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WEST ORANGE PUBLIC LIBRARY

A G E N D A

August 24, 1971

I. MINUTES OF JULY 20, 1971

A. Addendum

II. TREASURER'S REPORT

III. PERSONNEL COMMITTEE REPORT

IV. ACTING DIRECTORS' REPORT

V. OLD BUSINESS

A. Liability Coverage

B. Committee to review vacation policies

C. Annual Report

VI. NEW BUSINESS

A. Budget for 1972

B. Committee to revise by-laws

C. Letter to West Orange Chronicle regarding Mobilibrary

D. Garage

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, AUGUST 24, 1971

The meeting was called to order by Mr. Yeager at 4:45 P.M. Present at the meeting were Board members Mrs. Mary Zeitlin, Mrs. Rose Zimmerman and Mr. Richard Duess. Also present were Mrs. Lola Reed, Acting Director, and Mr. Jervey of the Friends of the West Orange Public Library.

MINUTES: Mr. Duess made the motion that the minutes of the July 20th meeting be approved. Mrs. Zimmerman seconded the motion. It was carried unanimously.

TREASURERS REPORT:

- A. BILLS PRESENTED FOR PAYMENT: Mr. Yeager inquired as to the nature of the \$775.00 equipment expenditure. Mrs. Reed explained this was to cover the A.B. Dick equipment. Mr. Duess moved that payment be made for the bills presented. Mrs. Zimmerman seconded the motion and it was passed unanimously.
- B. FINANCIAL STATEMENT: Mr. Duess quoted the Financial Statement at \$16,153.86. Mrs. Zeitlin asked if this included any State Aid. Mr. Duess stated this amount reflected no State Aid. Mr. Yeager questioned the \$2,200.00 left in the magazine budget. Mrs. Reed said that some magazines are ordered on a 2-3 year subscription basis. Any money which is left will go towards ordering additional magazines which are needed to fulfill state requirements. It was noted that Mrs. Reed has done an excellent job economizing on books. Mr. Duess moved that the Financial Statement be accepted as read. Mrs. Zimmerman seconded the motion and it was carried unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin made a request that Mrs. Aaronson be raised from part time Junior Library Clerk at \$2.50 per hour to full time Junior Library Assistant at \$3.50 per hour in accordance with the recommendation of the accountants. Mrs. Zeitlin also requested that Carmine Juliano be raised from Junior Library Clerk to Junior Library Assistant at \$2.50 per hour. Mrs. Zimmerman motioned that the above requests be put into effect. It was seconded by Mr. Duess and passed unanimously.

It was noted that Mr. Mohr, the Bookmobile driver, has resigned due to the incapacitation of the Mobile Library. Mrs. Zeitlin said she called Mayor Falcone, Mr. Warrence and Mr. Belli and told them that when the Bookmobile was purchased they were warned of the poor service of the vehicle.

Mrs. Zimmerman said that she felt money was being wasted where it otherwise could be put to good use. Mr. Duess made the motion to wait to speak with Mr. Baldwin and ask his advice on the situation and a report to be made at the September meeting. Mrs. Zimmerman seconded the motion and it was passed unanimously.

MRS. BOSIN: Mr. Duess inquired as to what the policy was regarding the return to work of a sick employee. He suggested that the Board should reaffirm its policy regarding sick people coming to work and the possibility of such people being placed on a sick list and enrolled on some sort of compensation. The motion was made by Mrs. Zimmerman that any employee who reports to work ill be placed on sick leave at the discretion of the Director. Mr. Yeager seconded the motion and it was passed unanimously. Mr. Yeager suggested a signed report of the Board's policy on such matters be posted on the employee bulletin board.

Mrs. Zeitlin made a motion that a letter be sent to Mr. Warrence asking that the position of Assistant Director of the West Orange Public Library be set up and passed by the City Council. This motion was seconded by Mrs. Zimmerman and unanimously passed by the members.

The subject of Mrs. Reed's vacation was discussed and it was decided that she will take a few days off with Mrs. Czarnecki filling in for her those days.

Mr. Mohr, the Bookmobile driver, requested a raise in pay from \$3.00 per hr. A motion was made by Mrs. Zeitlin that for the time Mr. Mohr worked he will be paid \$3.50 per hr. Mr. Duess seconded the motion and it was passed unanimously.

#### OLD BUSINESS:

Concerning the water damage to the Library, Mrs. Reed was advised that everything damaged in the flood was a total loss. The Safeco representative came and took pictures and advised that there is no coverage for the magazines which were ruined. Also, due to the flood a new garage door has been installed. In order to review the Library's liability coverage Mr. Yeager appointed an Insurance Committee consisting of himself, Mr. Ira Ehrenkranz, and Mr. Richard Duess. This committee will contact Mr. Hench of the Safeco Insurance Co.

Mrs. Zeitlin brought to the attention of the Board the terrible parking conditions. Mr. Yeager said he would call Mr. Torlucci to see what he could do about improving the parking lot.

The Director's Annual Report to the public has not yet been submitted. We are required under state law to submit such a report. Mr. Yeager inquired as to the possibility of putting together a flimsy report. Mrs. Zeitlin volunteered to help Mrs. Reed in the composition of such a report.



ACTING LIBRARY DIRECTORS REPORT:

The Acting Library Director's Report was discussed and accepted unanimously. Mr. Yeager motioned a committee consisting of Mrs. Zeitlin, Mrs. Zimmerman and Mrs. Reed to study and revise the vacation policy be appointed. It was passed unanimously.

NEW BUSINESS:

Mrs. Zimmerman introduced a resolution whereby Mr. Duess would be empowered to sign checks as one of the signatories in place of Mr. Jonas and that he be bonded in this position. Mrs. Zeitlin seconded the motion and it passed unanimously.

The possibility of establishing a lending library for popular book was brought up by Mr. Yeager. Mrs. Zimmerman noted that Mrs. Reed has been keeping up with the demand, however, if the demand should increase, a lending library is a possible alternative.

Mrs. Zeitlin stated that an account has been opened for the sale of excess materials with a present balance of \$2,837.57. The budget for 1972 will be submitted in November. A motion was made by Mr. Yeager that Mrs. Reed, Mrs. Zeitlin and Mr. Manheim work on the Budget Committee. It was passed unanimously.

Mr. Yeager made a motion that Mrs. Zimmerman and Mrs. Zeitlin work on the Committee to Review and Revise the By-Laws. The motion was passed unanimously.

Mr. Jervey of the Friends of the West Orange Public Library made a request to authorize the Annual Book Sale to be run by the Friends of the W. O. Public Library to be held at the West Orange Savings & Loan Association on some date in October. A motion to this effect was made by Mrs. Zeitlin and was seconded by Mrs. Zimmerman. It was passed unanimously. Mr. Jervey asked for the help of Mrs. Czarnecki to assist in pricing the new books. Mr. Yeager suggested that the Friends of the W. O. Library should take charge of publicizing the event.

At 5:45 Mr. Yeager made the motion to adjourn the meeting. This was seconded by Mrs. Zimmerman. The next meeting will be held on Wednesday, September 22, 1971.

Respectfully submitted,

*Geraldine Schaffter*  
Geraldine Schaffter

A D D E N D U M

TO

BOARD OF TRUSTEES MEETING

HELD AUGUST 24, 1971

A check for \$1500.00 gross, to Lola Reed, less applicable deductions represents compensation as a result of advancement to position of Acting Director. This is not to be considered a merit or longevity increase.

A D D E N D U M

TO

BOARD OF TRUSTEES MEETING

HELD AUGUST 24, 1971

A check for \$1500.00 gross, to Lola Reed, less applicable deductions represents compensation as a result of advancement to position of Acting Director. This is not to be considered a merit or longevity increase.

M O N T H L Y   R E P O R T  
to the  
LIBRARY BOARD OF TRUSTEES

August 24, 1971

The West Orange Public Library has had its share of problems during the month of August. On Sunday, August 1, 1971, we suffered severe damages, mostly to the garage and in it. Financial records, library statistics, audit reports, and other important documents were water-soaked and completely ruined. Some of the records were as recent as 1970. These materials were stored in a metal file cabinet which was on the floor in the garage. We have tried to salvage as much as possible.

Also, in the garage was a "new" cardboard storage cabinet filled with Avery labels and other materials. All of these were completely destroyed. Approximately 250 of the 11,500 bags had been used. The other bags were in the garage, still packaged. The entire stock was demolished.

The extent of our losses, as to dollars and cents, has not yet been determined. We are in the process of preparing a very detailed list for the Safeco Insurance Company to be submitted within a few days.

Mrs. Geraldine Schaffter is our new secretary. She joined our staff on August 11, and is doing a splendid job. Mrs. Schaffter is continuing the job of setting up highly organized and orderly arranged files started by Margaret Pappas.

Our mobilibrary has been on and off the road since Mr. Baldwin departed for his vacation. It has been parked since Tuesday, August 17 because of its condition and the substitute driver refused to drive it unless it could be fixed.

The Sysdak charging machine has been ordered from Bro-Dart Industries and should be in the library during the month of September. Two typewriters and a microfilm cabinet are also on order.

Mrs. Marjorie Bosin returned to work on Monday, August 9. She is unbelievable. She carries the same "chip" which she left with, and her work has been completely unsatisfactory. Mrs. Bosin has been wearing a splint on her right hand since Thursday, August 19. Prior to that time she constantly kept wet paper towels wrapped around the wrist. She has complained daily about any and everything.

Today, August 24, Mrs. Bosin handed me two letters, which I read. One letter was from Mrs. Bosin and the other was from her doctor, in which he states there should be "complete immobilization of the right hand." I stated that I would talk to her later concerning the letters.

After speaking to members of the Personnel Committee, I called Mrs. Bosin back to the office and stated that the Committee agreed with me that she should take "sick leave" until her hands are sufficiently healed so she could be able to perform her duties at work. (She has been working with one hand). Mrs. Bosin refused to take sick leave. She snatched the letters from my desk and left the office. I followed

her upstairs and asked for the documents. She refused to release them. I explained to her that those documents were the property of the library and no longer belonged to her. She still refused.

Mrs. Bosin went to the telephone booth and made a call and came back behind the desk. I explained that she was not to work behind the desk, that she was to take sick leave. This time she agreed to take the time off and left.

Other than the aforementioned, the library seems to be making progress and we are getting things done.

Respectfully submitted,

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

Lola N. Reed  
Acting Director

LNR

8/24/71

# Budget Report

## West Orange Public Library

LIBRARY BOARD MEETING OF AUGUST 24, 1971

EXPENDITURE DETAIL 1971	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	TOTALS EXPENDED THROUGH 7/31/71	UNEXPENDED BALANCE ON 7/31/71	ACCOUNTS PAYABLE OUTSTANDING 7/31/71	BUDGET BALANCE 7/31/71
1. Salaries	\$196,824	\$ 15,425.98	\$118,624.58	\$78,199.42		\$ 78,199.42
2. Books	48,000	6,472.59	29,786.02	18,213.98	3,953.79	14,260.19
3. Binding	1,300	137.50	954.25	345.75		345.75
4. Supplies	7,000	254.22	7,440.90	( 440.90)	346.91	( 787.81)
5. Insurance	3,500	23.00	2,245.11	1,254.89		1,254.89
6. Maintenance - Main (does not include any salaries); roofing, repairs; moisture proofing, etc., etc. oil; air-conditioning...	10,000	1,516.39	8,165.23	1,834.77	691.30	1,143.47
7. Maintenance - Tory Corner	540		270.00	270.00		270.00
8. Maintenance - Mobilibrary (includes gasoline, oil, repairs, parts, etc. Motor runs all day in winter and summer for heat and cooling)	3,000	32.31	748.54	2,251.46	112.40	2,139.06
9. Telephone	840	84.82	641.30	198.70	79.88	118.82
10. Community relations; publicity; reading contests, etc., etc.	300	9.35	41.64	258.36		258.36
11. Service contracts	400	87.75	327.25	72.75		72.75
12. Transportation	125	9.25	106.82	18.18		18.18
13. Postage	1,045	4.15	790.03	254.97	26.78	228.19
14. Conventions	200	35.50	328.32	( 128.32)		( 128.32)
15. Audit	150			150.00		150.00
16. Equipment	7,000	287.50	4,397.24	2,602.76	775.00	1,827.76
17. Contingency	400		807.80	( 407.80)		( 407.80)
18. Magazines	2,800	15.00	590.50	2,209.50	8.50	2,201.00
19. Audio-visual; microfilm; phone records; reproductions; framing, etc.	4,000	248.93	5,324.00	(1,324.00)	44.80	(1,368.80)
20. Xerox (includes Xerox supplies; cleaners)	2,200	609.70	2,555.61	( 355.61)		( 355.61)
21. Accounting services	4,800	800.00	4,125.00	675.00	400.00	275.00
22. Consultant (architect's preliminary drawings)	-0-					
	<u>\$294,424</u>	<u>\$26,053.94</u>	<u>\$188,270.14</u>	<u>\$106,153.86</u>	<u>\$ 6,439.36</u>	<u>\$99,714.50</u>

PREPARED WITHOUT AUDIT.

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

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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## MONTH OF JULY 1971

TOTAL ALL CASH BALANCES



WEST ORANGE PUBLIC LIBRARY  
JULY 1971 BILLS PRESENTED FOR PAYMENT  
ON AUGUST 24, 1971

CHECKS ARE DATED  
JULY 29, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5186	TOWN OF WEST ORANGE - SOC. SEC. TAX-EMPLOYEES-JULY	1. SALARIES	\$ 713.32 <sup>n</sup>
5187	NATL. NWK. & ESSEX BANK W/T EMPLOYEES - JULY	1. "	1,519.90 <sup>n</sup>
5188	P.E.R.S. #20284 PENSION	1. "	348.65 <sup>n</sup>
5189	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	47.31 <sup>n</sup>
5190	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	11.00 <sup>n</sup>
5191	WEST ORANGE MUNICIPAL EMPLOYEES FCU	1. "	210.00 <sup>n</sup>
5192	WEST ORANGE PUBLIC LIBRARY - HOSPITALIZATION	1. "	436.94 <sup>n</sup>
5193	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,269.46 <sup>n</sup>
--	PAYROLL CHECKS #6060-6120 JULY 1971	1. "	10,869.40 <sup>n</sup>
	<u>TOTAL</u>		15,425.98
<u>ADD:</u>	<u>TOTAL CHECKS #5135-5185 DATED</u> <u>JULY 20, 1971 FOR MEETING OF JULY 22, 1971</u>		<u>25,708.83</u>
	<u>TOTAL - MONTH OF JULY 1971</u>		41,134.81
<u>LESS:</u>	#5135 - WEST ORANGE S & L - REDEPOSITED IN CHECKING A/C IN ERROR		\$15,000.00
	#5182 - PETTY CASH - LOST BOOK FUND	2. BOOKS	7.25
	#5165 - VOIDED	2. BOOKS	8.62
	REFUND - N.J. IND. DIRECTORY BOOKS	2. BOOKS	65.00
	<u>NET BUDGET EXPENDITURES - JULY 1971 PER BUDGET REPORT</u>		<u>15,080.87</u>
			<u>\$26,053.94</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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WEST ORANGE PUBLIC LIBRARY

JULY BILLS, ACCOUNTS PAYABLE JULY 31, 1971  
PRESENTED FOR PAYMENT AUGUST 24, 1971

CHECKS ARE DATED  
AUGUST 24, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5196	ACADEMIC MEDIA	2. Books	\$ 26.25 ^
5197	ASSOCIATED PUBLISHERS	2. "	24.30 ^
5198	AMERICAN LIBRARY ASSOCIATION	2. "	8.50 ^
5199A	THE BAKER & TAYLOR Co.	2. "	\$ 41.27
B	" " " " "	2. "	211.44
C	" " " " "	2. "	94.76
D	" " " " "	2. "	54.14
5200A	MATTHEW BENDER	2. "	30.75
B	" " " " "	2. "	22.50
C	" " " " " C/M	2. "	- ( 37.50)
5201	BUREAU OF BUSINESS PRACTICE	2. "	15.75 ^
5202	CHAMBERS RECORD CORP.	19. AUDIO VISUAL	6.72 ^
5203	JAMES BROWN & SON	3. BINDING	44.80 ^
5204	THE MACMILLAN COMPANY	2. BOOKS	353.25 ^
5205	EDUCATORS PROGRESS SERVICE, INC.	19. AUDIO VISUAL	350.00 ^
5206	AARON EISENBERG & Co.	21. ACCTG. SERVICES	8.50 ^
5207A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	400.00 ^
B	" " " " "	4. "	13.05
5208	A. R. MEEKER	16. EQUIPMENT	171.91
5209	MC MANUS	6. MAINT. - MAIN	184.96 ^
5210	N.J. BELL TELEPHONE Co.	9. TELEPHONE	775.00 ^
5211	THE BALTIMORE AFRO-AMERICAN	18. MAGAZINES	2.70 ^
5212	ONAN EASTERN CORP.	8. MAINT. - BK.	79.88 ^
5213	PITNEY-BOWES, INC.	13. POSTAGE	8.50 ^
5214	PLUMBERS SUPPLY Co. INC.	6. MAINT.-MAIN	112.40 ^
5215	PUBLIC SERVICE ELECTRIC & GAS Co.	6. " "	26.78 ^
5216	REGENT BOOK Co. INC.	2. Books	10.50 ^
5217A	A. H. ROEMER, INC.	2. "	678.10 ^
B	" " " " "	2. "	47.80 ^
C	" " " " "	2. "	218.72
C	" " " " "	2. "	53.10
D	" " " " "	2. "	269.10
D	" " " " "	2. "	32.17
E	" " " " "	2. "	484.85
E	" " " " "	2. "	74.75
F	" " " " "	2. "	410.79
G	" " " " "	2. "	52.04
G	" " " " "	2. "	762.69
H	" " " " "	2. "	295.36
5218A	HENRY F. SCHMIDT	2. "	35.84
B	" " " " "	2. "	( 3.30)
C	" " " " "	4. SUPPLIES	14.12
5219	VOID	4. "	1.60
5220A	UNITED COFFEE BREWERS, INC.	4. "	.93
B	" " " " "	4. SUPPLIES	25.00
5221	U.S. PENCIL & STATIONERY Co.	4. "	25.00
5222	H. W. WILSON Co.	2. BOOKS	50.00 ^
TOTAL JULY BILLS AND/OR ACCOUNTS			95.30 ^
PAYABLE JULY 31, 1971 COVERED BY			25.00 ^
CHECKS ISSUED AUGUST 24, 1971 - FORWARD			\$ 6,439.36

WEST ORANGE PUBLIC LIBRARY

JULY BILLS, ACCOUNTS PAYABLE JULY 31, 1971  
PRESENTED FOR PAYMENT AUGUST 24, 1971

CHECKS ARE DATED  
 AUGUST 24, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>TOTAL JULY BILLS AND/OR ACCOUNTS</u>			
<u>PAYABLE JULY 31, 1971 COVERED BY</u>			
<u>CHECKS ISSUED AUGUST 24, 1971 - FORWARDED</u>			\$ 6,439.36
<u>ADD:</u>			
5194	POSTMASTER, ORANGE, N. J. (Aug. 10)	13. POSTAGE	300.00 n
5195	PETTY CASH (Aug. 12)	2. BOOKS \$ 16.60	
		4. SUPPLIES 1.04	
		10. COMMUNITY REL. 16.96	
		12. TRANSPORTATION 20.65	
		13. POSTAGE 7.54	
		18. MAGAZINES 8.25	
		LOST BOOK FUND 7.20	78.24 n
5223	WEST ORANGE PUBLIC LIBRARY-BOOK SALE	TRANSFER FROM LOST	
	EXCESS PROPERTY A/C	BOOK FUND TO BOOK	
		SALE EXCESS PROPERTY	
		ACCOUNT	153.55
5224	LOLA REED	1. SALARIES	1,076.25
<u>TOTAL CHECKS ISSUED THRU TO AUGUST 24, 1971</u>			<u>\$ 8,047.40</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
 CERTIFIED PUBLIC ACCOUNTANT

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WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF WEDNESDAY, SEPTEMBER 22, 1971

The meeting was called to order by Mr. Ira Ehrenkranz, President, at 4:40 P.M. Present at the meeting were Board members Mrs. Mary Zeitlin, Mrs. Rose Zimmerman, Mr. Ben Yeager and Dr. Theodore D'Alessio. Also present were Mr. Joseph Torlucci, Mr. Arthur Lang, Mr. Walter Baldwin, Mr. Frank Refinski and Mr. William Jervey of the Friends of the West Orange Public Library.

With the permission of the Board there was a change in the order of agenda.

Mr. Torlucci of the Maintenance Department presented the Board with a report on several deteriorating conditions which need immediate attention. The roof is in need of repair work. The downspouts are too high forcing water to run off the sides of the building. Other repair work is needed around the flashing, parapet walls in front and the outer wall. Mr. Torlucci suggested Bradford Roofing along with two other companies submit estimates on the cost of repairs. Mr. Yeager said this should be called an emergency condition since more damage may occur.

Mr. Torlucci also noted that the ceilings will have to be painted and that three estimates will be brought up for consideration.

On the east wall the building is settling and cracks are occurring. The marble is deteriorating and the slate walk has cracked in many places. All this work will have to be done by a mason. By the October meeting Mr. Torlucci will have figures on all repair work.

Mr. Torlucci stated the Town budget allotted \$1500 for material and supplies for the library and of this amount \$85 is left.

Mr. Yeager expressed the gratitude of the Board for the excellent repair job Mr. Torlucci did on the parking lot.

Mr. Arthur Lang, who had previously written to the Board, stated his opinion that he thought the library was inadequately spaced out. He cited as an example the Conference Room which is a very large, quiet room, but is unavailable for public use. It was noted by the Board that this room is very much in use for many activities, childrens' story hours, various programs and courses. Mr. Lang also stated that there is inadequate study area in the library and it is not quiet enough. Mr. Ehrenkranz replied that these were some of the reasons why we have sought architect's estimates for the library addition. A copy of the consultant's report was given to Mr. Lang. Dr. D'Alessio suggested that the Board write a letter to Mr. Lang stating a reasonable answer to each of his suggestions.

MINUTES: Mr. Yeager made the motion that the minutes of the August 24th meeting be approved. Mrs. Zimmerman seconded the motion and it was carried unanimously.

TREASURER'S REPORT:

Mr. Walter Baldwin, the Mobilibrary driver, stated that after a complete overhaul is done by the Onan Eastern Corp. and some new tires are purchased, the Bookmobile should once again be serviceable. Mr. Yeager offered to look into the possibility of garaging the Bookmobile in a building on Valley Road where the Board of Education has two of its school buses parked. This would provide shelter for the vehicle and Mr. Baldwin could make repairs more conveniently. Mr. Baldwin was advised that he has the Board's approval to take charge of all servicing of the Mobilibrary.

Mrs. Zeitlin stated that Mrs. Reed attended the Area Library Director's Meeting where it was stated all magazines must be bound and kept for five years according to state requirements. Binding the magazines ourselves will be more economical. At the October meeting Mrs. Reed will have some figures to present on the cost of such a project.

Mrs. Zeitlin noted that Mrs. Reed and several other ladies have been paying their own transportation to various meetings where their attendance is required. It was decided that consideration for this expenditure will be taken up in the next budget, meanwhile money should be allocated from another source in the present budget. Mrs. Zeitlin made the motion to tell Mr. Manheim to allocate funds to cover this issue. Mrs. Zimmerman seconded the motion and it was passed unanimously. It is to be noted that money for Conventions is to be included in this motion.

Mrs. Zeitlin made the motion to install two new photocopy machines to replace the Xerox machine whose contract expires in November. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Manheim advised that the Board should finish interviewing the architects and put the \$3500 back in the budget for preliminary architect's drawings. Five or six more interviews are needed.

- A. BILLS PRESENTED FOR PAYMENT: Mr. Yeager moved that payment be made for the bills presented. Mrs. Zeitlin seconded the motion and it was passed unanimously.
- B. FINANCIAL STATEMENT: Mrs. Zeitlin stated that the latest balance in our account for the sale of excess property is \$3,528. Mr. Yeager moved that the Financial Statement be accepted and Mrs. Zeitlin seconded.

PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin read to the Board the Personnel Committee's letter to Mr. Stanziale inquiring as to whether he has received any records from Mrs. Bosin's lawyer. Mrs. Bosin has applied for Workmen's Compensation. Dr. D'Alessio motioned that Mrs. Bosin become duly informed in writing that before she can return to work a medical examination will be needed from our physician. A rough draft will be prepared and presented to Mr. Ehrenkranz who will ask Mr. Margolis, Town Attorney, to compose the final letter.

Several employees have left and the rest of the employees are doing a very good job. Mr. Yeager said that the Board should have been notified even though these were part-time employees. Any future action will be brought before the Board for approval.

Mrs. Zeitlin moved that Mrs. Smolan be hired as Acting Children's Librarian at \$5.50 per hour for 20 hours a week. She will set up and conduct the Children's Story Hours. The motion was seconded and carried unanimously.

Mrs. Zeitlin has contacted the Town Council and Department of Civil Service regarding the establishment of the position of Assistant Director. She was informed that the Library Board of Trustees is completely autonomous. Civil Service will send the proper forms for establishing this position.

ACTING DIRECTOR'S REPORT:

Mr. Yeager moved that the Acting Director's Report be accepted. Mrs. Zimmerman seconded the motion and it was carried unanimously.

OLD BUSINESS:

The payroll records for 1969 and 1970 were found buried under and hidden inside cushions etc. in the garage. Mr. Eisenberg and Mr. Manheim have seen these records. These payroll records must be kept for 5 years.

NEW BUSINESS:

Mrs. Zeitlin stated that Mrs. Schwartz and Mrs. Dickinson have reached their maximum. Mrs. Allerhand and Mrs. Dickinson have passed the Civil Service Exam for Sr. Library Assistant. Since the Sr. Library Assistant does the same work as the Jr. Library Assistant there really is no need for this title. The question of salary increase can be better handled next year when there may be more money in the budget.

Mrs. Zeitlin motioned that an amount of \$200 be put into a special checking account and Mrs. Reed authorized to sign. This account will be used specifically for Petty Cash. Mr. Yeager seconded the motion.

At 6:35 P.M. Mr. Yeager made the motion to adjourn the meeting. This was seconded by Mr. Ehrenkranz. The next meeting will be held on Tuesday, October 26, 1971.

Respectfully submitted,

  
Geraldine Schaffter

MINUTES OF EXECUTIVE MEETING CONVENED AFTER  
REGULAR BOARD OF TRUSTEES MEETING SEPTEMBER 22, 1971

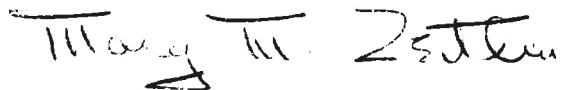
Quorum present comprised Mr. Ehrenkranz, Mrs. Zimmerman,  
Mrs. Zeitlin and Mr. Yeager.

There has been much discussion undertaken by the Board concerning the matter of legal representation in the appeal of Robert Jonas.

A motion was made by Mrs. Zeitlin and seconded by Mrs. Zimmerman to retain Mr. Irving Ostrow, Newark attorney and a past President of the Friends of the West Orange Library. Mr. Ostrow will receive a fee of three hundred (\$300) dollars per court appearance and will make no charge to the Board for his time spent on preparation, interviews, obtaining of Civil Service records etc. Unless the hearing officer should demand a written brief, these services will be gratis as a "Friend of the Library". The motion was passed unanimously. All members of the Board not present had been contacted and agreed to this proposal.

We have still received no offer of legal assistance, in the matter of this appeal, from the Town of West Orange.

Respectfully submitted,



Mary M. Zeitlin  
for the secretary



MONTHLY REPORT

to the  
Library Board of Trustees

September 22, 1971

The library has returned to its original opening and closing schedule. According to New Jersey Administrative Code 8:68-3 (e) our population is in the 25,000 to 49,000 category (43,222 to be exact) and is required to be open fifty hours (50) per week and must include some evening and Saturday hours. We are open 53½ hours weekly and decided against being open Thursday evenings because very few clients used the library on this night.

It is our desire not to renew our expensive contract with Xerox when it expires in December. In its place, we would like to install another coin-operated copying machine. The cost of this machine will be for supplies only and we keep whatever money is made.

At the meeting of Area Library Directors at the Bloomfield Public Library on Tuesday, September 21st two representatives from the State Library in Trenton revealed that A-V materials must be bought in quantities in order to meet State requirements by January, 1972. Detailed information will be mailed to each library in a few days.

Because of the work load of the Acting Director and the pre-school story sessions (5) which will begin on October 4,

may I respectfully submit the name of Mrs. Emma Smolen, a 1971 graduate of the Rutgers Library School, to be hired immediately for part-time work in the Children's Room.

Also, because many of our pages are seniors or have gone to college, we would like to hire three or four pages.

Miss Harper, of the Trenton State Library called last week because word had reached her office of the losses we suffered due to the flood on August 1st. She informed me that there is an emergency fund which we should apply for before October 1st.

We are presently working on the list which she requested but have found it difficult to find required information such as, costs, firms from which items were bought and when purchased. However, the list will be completed and submitted early next week.

Mrs. Marjorie Bosin returned to work on August 9. She has been absent from work for 26 working days to date. However, she has filed claim for Workmen's Compensation.

With the opening days of school and some staff members out on vacation, we have been somewhat short of help. Things are beginning to return to normal. The staff has been very co-operative by filling in where ever needed and staying later hours.

The Mobilibrary is still not operating. We hope to get new tires and have it back in circulation by next week.

Respectfully submitted,



Lola N. Reed  
Acting Director

# West Orange Public Library

LIBRARY BOARD MEETING OF SEPTEMBER 22, 1971

EXPENDITURE DETAIL	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING		TOTALS EXPENDED THROUGH 8/31/71	UNEXPENDED BALANCE ON 8/31/71	ACCOUNTS PAYABLE OUTSTANDING 8/31/71	BUDGET BALANCE 8/31/71
1. Salaries	196,824	17,397.89	136,022.47	60,801.53	312.00	60,489.53	
2. Books	48,000	3,610.42	33,396.44	14,603.56	3,513.27	11,090.29	
3. Binding	1,300	353.25	1,307.50	-( 7.50)	9.60	-( 17.10)	
4. Supplies	7,000	347.95	7,788.85	-( 788.85)	161.52	-( 950.37)	
5. Insurance	3,500		2,245.11	1,254.89		1,254.89	
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	691.30	8,856.53	1,143.47	890.64	252.83	
7. Maintenance-Tory Cor.	540		270.00	270.00		270.00	
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,000	112.40	860.94	2,139.06		2,139.06	
9. Telephone	840	79.88	721.18	118.82	80.35	38.47	
10. Community relations; publicity; reading contests, etc...	300	16.96	58.60	241.40		241.40	
11. Service contracts	400		327.25	72.75		72.75	
12. Transportation	125	20.65	127.47	-( 2.47)		-( 2.47)	
13. Postage	1,045	334.32	1,124.35	-( 79.35)	4.05	-( 83.40)	
14. Conventions	200		328.32	-( 128.32)		-( 128.32)	
15. Audit	150			150.00		150.00	
16. Equipment	7,000	775.00	5,172.24	1,827.76		1,827.76	
17. Contingency	400		807.80	-( 407.80)		-( 407.80)	
18. Magazines	2,800	23.47	613.97	2,186.03	12.12	2,173.91	
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,000	44.80	5,368.80	-(1,368.80)	1,003.47	-(2,372.27)	
20. Xerox(inc. supplies)	2,200		2,555.61	-( 355.61)	450.00	-( 805.61)	
21. Accounting services	4,800	400.00	4,525.00	275.00	400.00	-( 125.00)	
22. Consultant (architect's prelim. drawings)	-0-						
	\$294,424	\$24,208.29	\$212,478.43	\$81,945.57	\$6,837.02	\$75,108.55	

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

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

BY: Aaron Eisenberg  
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY  
STATEMENT OF ALL FUNDS BALANCES -  
RECEIPTS AND DISBURSEMENTS  
MONTH OF AUGUST 1971

	1971 TOTAL ALL FUNDS	1971 BUDGET FUND	1971 SALARY CONTINGENCY FUND	1971 FINES & RESERVES FUND	1971 LOST BOOK FUND	1971 BOOK SALE EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUNDS BALANCES 1968 & 1970 BUDGETS	1970 FINES & RESERVES
August 1, 1971 BALANCES	\$71,902.48	\$39,027.11	\$5,755.62	\$16,006.41	\$1,778.82	\$1,864.02	\$126.25	\$153.19	\$7,191.06
ADD:									
August 1971 RECEIPTS									
FINES				( 1,358.86					
XEROX				( 203.17					
NON-RESIDENCE FEES	1,580.14			( 10.00					
TELEPHONE				( 8.11					
BOOK SALE					( 101.85				
Lost Book Fund	239.11				( 137.26				
SALARY CONTINGENCY FUND	1,255.50		1,255.50			820.00			
SALE OF EXCESS PROPERTY	820.00								
Total August RECEIPTS	3,894.75		1,255.50	1,580.14	239.11	820.00			
TOTAL AVAILABLE (I Plus II)	75,797.23	39,027.11	7,011.12	17,586.55	2,017.93	2,684.02	126.25	153.19	7,191.06
DEDUCT:									
August EXPENDITURES									
BUDGET EXPENDITURES	24,208.29	24,208.29			160.75				
Lost Book Fund	160.75								
August 31, 1971 FUND BALANCES	\$51,428.19	\$14,818.82	\$7,011.12	\$17,586.55	\$1,857.18	\$2,684.02	\$126.25	\$153.19	\$7,191.06
REPRESENTED BY:									
CHECKING A/C-NATL. NWK & ESSEX	7/31/71 \$36,935.85	8/31/71 \$12,566.81							
CASH FUND IN LIBRARY	126.25	126.25							
WEST ORANGE S & L:									
CERT. OF DEPOSIT #TC 3012	25,755.62	25,755.62							
LESS: LOAN AGAINST ABOVE CD	(15,000.00)	(15,000.00)							
SAVINGS A/C TC 2828	5.00	5.00							
TC 2752	14,647.99	16,228.13							
TC 2757	1,812.13	2,051.24							
10085	5,755.62	7,011.12							
NAT. NWK & ESSEX #51658	1,864.02	2,684.02							
TOTAL ALL CASH BALANCES	\$71,902.48	\$51,428.19							

WEST ORANGE PUBLIC LIBRARY

AUGUST 1971 BILLS PRESENTED FOR PAYMENT  
ON SEPTEMBER 22, 1971

CHECKS ARE DATED  
AUGUST 26, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5225	TOWN OF WEST ORANGE - SOC. SEC. TAX-EMPLOYEES-AUGUST	1. SALARIES	\$ 652.43
5226	NATL. NWK. & ESSEX BANK W/T EMPLOYEES - AUGUST	1. "	1,698.00
5227	P.E.R.S. #20284 PENSION	1. "	460.13
5228	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	58.56
5229	P.E.R.S. - SUPPL. ANNUITY	1. "	26.00
5230	TOWN OF WEST ORANGE-FEDERAL CREDIT UNION-AUG. 1971	1. "	210.00
5231	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94
5232	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,255.50
--	PAYROLL CHECKS #6121-6181 AUGUST 1971	1. "	11,524.08
	<u>TOTAL</u>		16,321.64
<u>ADD:</u>	<u>TOTAL CHECKS #5194 - 5224</u>		<u>8,047.40</u>
	<u>TOTAL - MONTH OF AUGUST 1971</u>		<u>24,369.04</u>
<u>LESS:</u>	#5195 PETTY CASH - LOST BOOK FUND		\$ 7.20
	#5223 TRANSFER FROM LOST BOOK FUND TO EXCESS PROPERTY ACCOUNT		<u>153.55</u> <u>160.75</u>
	<u>NET BUDGET EXPENDITURES - AUGUST 1971 PER BUDGET REPORT</u>		<u><u>\$24,208.29</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

AUGUST BILLS, ACCOUNTS PAYABLE AUGUST 31, 1971  
PRESENTED FOR PAYMENT SEPTEMBER 22, 1971

CHECKS ARE DATED  
 SEPTEMBER 22, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5234	AVCO PERSONNEL SERVICES	1. SALARIES	\$ 312.00
5235A	BAKER & TAYLOR COMPANY	2. BOOKS	\$ 60.29
B	" " "	2. "	7.44
C	" " "	2. "	78.61
C	" " "	2. "	6.89
C	" " "	2. "	5.35
D	" " "	2. "	( 75.00)
D	" " "	2. "	( 3.86)
5236	BROADCASTING	2. "	79.72
5237A	BRO-DART, INC.	2. "	13.50
A	" " "	19. AUDIO-VISUAL	630.00
5238	JAMES BROWN & SON	19. " "	39.95
5239	BUREAU OF BUSINESS PRACTICE	3. BINDING	9.60
5240	CHAMBERS RECORD CORP.	18. MAGAZINES	12.12
5241	EDUCATORS PROGRESS SERVICE, INC.	19. AUDIO-VISUAL	57.46
5242	AARON EISENBERG & CO.	2. BOOKS	9.95
5243A	GAYLORD LIBRARY SUPPLIES	21. ACCTS. SERVICES	400.00
B	" " "	4. SUPPLIES	47.00
5244	MOODY'S INVESTOR SERVICE, INC.	4. "	12.60
5245	N.J. BELL TELEPHONE CO.	2. BOOKS	180.00
5246	E & M O'HARA, INC.	9. TELEPHONE	80.35
5247	ORANGE ELECTRIC & SUPPLY CO. INC.	6. MAINT. - MAIN	190.94
5248	PITNEY-BOWES, INC.	6. MAINT. - MAIN	43.00
5249	PUBLIC SERVICE ELECTRIC & GAS CO.	13. POSTAGE	4.05
5250	REGENT BOOK CO. INC.	6. MAINT. - MAIN	656.70
5251A	A.H. ROEMER CO. INC.	2. BOOKS	29.10
A	" " " "	2. BOOKS	540.06
B	" " " "	2. "	77.02
C	" " " "	2. "	334.98
D	" " " "	2. "	300.32
E	" " " "	2. "	558.44
E	" " " "	2. "	76.39
F	" " " "	2. "	474.05
G	" " " "	2. "	242.99
G	" " " "	2. "	540.50
H	" " " "	2. "	51.94
I	" " " "	2. "	( 27.17)
J	" " " "	2. "	( 18.00)
K	" " " "	2. "	( 5.30)
5252A	HENRY F. SCHMIDT CO. INC.	2. "	( 15.87)
A	" " " "	4. SUPPLIES	8.90
B	" " " "	4. "	9.92
B	" " " "	4. "	2.40
5253	SPOKEN ARTS, INC.	4. "	4.30
5254A	CHARLES SCRIBNERS SONS	19. AUDIO-VISUAL	25.52
B	" " " "	2. BOOKS	276.06
5255	UNITED COFFEE BREWERS, INC.	2. "	39.15
5256A	W. B. WOOD CO.	4. SUPPLIES	31.50
B	" " " "	4. "	70.65
C	" " " "	4. "	26.25
5257	XEROX CORPORATION	4. "	30.00
		4. "	24.40
		4. "	( 4.25)
		20. XEROX	50.15
			450.00

TOTAL AUGUST BILLS AND/OR ACCOUNTS  
PAYABLE AUGUST 31, 1971 COVERED BY  
CHECKS ISSUED SEPTEMBER 22, 1971 - FORWARD

\$ 6,837.02

WEST ORANGE PUBLIC LIBRARY

AUGUST BILLS, ACCOUNTS PAYABLE AUGUST 31, 1971  
PRESENTED FOR PAYMENT SEPTEMBER 22, 1971

CHECKS ARE DATED  
SEPTEMBER 22, 1971

VOUCHER  
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

TOTAL AUGUST BILLS AND/OR ACCOUNTS  
PAYABLE AUGUST 31, 1971 COVERED BY  
CHECKS ISSUED AUGUST 24, 1971 - FORWARDED

\$ 6,837.02

5258

PETTY CASH

18. MAGAZINES	\$ 15.00
10. COMM. REL.	47.33
12. TRANSPORTATION	14.85
4. SUPPLIES	18.51
2. BOOKS	3.00
6. MAINT.-MAIN	3.61
LOST BOOK FUND	2.05

104.35

TOTAL CHECKS ISSUED THRU TO SEPTEMBER 22, 1971

\$ 6,941.37

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF WEDNESDAY, OCTOBER 27, 1971

The October meeting was held at the West Orange Savings & Loan Association. The meeting was called to order by Mr. Ira Ehrenkranz, President, at 3:55 P.M. Present were Board members Richard Duess, Ben Yeager and Mary Zeitlin. According to the by-laws, cards were sent out to Board members notifying them of the meeting date and time.

MINUTES: The reading of the September minutes was waived by Mr. Ehrenkranz. They will be incorporated into next month's meeting.

TREASURER'S REPORT:

- A. BILLS PRESENTED FOR PAYMENT: Mr. Yeager moved that payment be made for the bills presented. Mrs. Zeitlin seconded and the motion passed unanimously. Mr. Duess noted that signatures are needed by Mrs. Reed and authorization by the accountants.
- B. FINANCIAL STATEMENT: Mr. Ehrenkranz made a motion that the financial statement be approved. Mrs. Zeitlin seconded and it was passed unanimously.

ACTING DIRECTOR'S REPORT: To be included in November's meeting.

OLD BUSINESS:

Mr. Yeager stated that the garage on Valley Road can accomodate the Mobilibrary. The charge will be \$50.00 per month, the same as for the Town of West Orange school buses. Mr. Duess said the Board should look into the question of a lease and also insurance coverage. These questions will be referred to Mr. Vincent Mangino. Mr. Duess made the motion for the Mobilibrary to be housed at the garage on Valley Road the lease and insurance coverage to be decided upon when more information is received. Mr. Yeager seconded the motion and it was passed unanimously.

Mrs. Zeitlin stated that she sent a floral wreath from the Board of Trustees to Mrs. Reed upon the death of her husband in September. A note of appreciation was received from Mrs. Reed.



Mrs. Zeitlin informed the Board that the Vacation Committee has found the present vacation policy satisfactory and to be in effect until the end of the year. The By-laws Committee will report the end of December.

NEW BUSINESS:

Mrs. Zeitlin, acting on a motion passed by the Board at the September meeting, has opened a Petty Cash Account at the National Newark and Essex Bank. Of the \$200.00 deposited in this new account \$174.00 was withdrawn in order to pay Attorney Mangino for the Marjorie Bosin transcript. Mrs. Zeitlin moved that the amount of \$174.00 be transferred from the Excess Property Account, which currently stands at \$3,086.82, in order to reimburse the Petty Cash account for the Bosin records. This account is unallocated funds over and above the 1971 budget and can be used to defray cost of legal fees in the Jonas case. The Town has not furnished us with legal services in this matter. Mr. Yeager seconded the motion and it was passed unanimously.

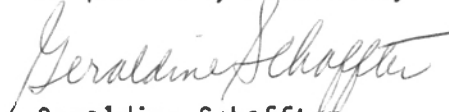
Mrs. Zeitlin made the motion to restrict the \$5.00 out-of-town fee to residents of the State of New Jersey who can pick up and return their books to the Library. The motion was seconded by Mr. Yeager and passed unanimously.

Mrs. Zeitlin informed the Board that Mr. Torlucci will install signs and chains in the library parking lot which will hopefully alleviate the parking problem.

Mrs. Zeitlin stated that Mr. Manheim has prepared a preliminary library budget. The adjusted library budget will be sent to the Board members in a few days. The budget will be presented to the Town Council for approval the end of November. Since adjustments may have to be made Mr. Yeager made the motion to hold a special budget meeting November 12, 1971 at 3:30 in the library. Mr. Duess seconded.

The meeting adjourned at 4:55 P.M.

Respectfully submitted,

  
Geraldine Schaffter

WEST ORANGE PUBLIC LIBRARY

A G E N D A

For October 26, 1971  
Trustees Meeting

- I. MINUTES OF SEPTEMBER 22, 1971 MEETING
- II. TREASURERS' REPORT
- III. PERSONNEL COMMITTEE REPORT
  - a. Mrs. Smolan, P/T Childrens' Librarian
  - b. Hire Youth Librarian
  - c. Mrs. Bosin
- IV. ACTING DIRECTORS' REPORT
- V. OLD BUSINESS
  - a. List of Flood Losses sent to Trenton
  - b. Mobilibrary
  - c. Committee on By-Laws Report
  - d. Committee on Vacation Policy
- VI. NEW BUSINESS
  - a. Reports on Seminars
  - b. Report from Mr. Torlucci
  - c. Literature from Gaylord for Lion's Club
  - d. Budget
  - e. Regulations concerning out of town borrowers

ACTING DIRECTOR'S  
MONTHLY REPORT  
to the  
LIBRARY BOARD OF TRUSTEES

October 1971

The month of October was filled with activities at the library. Circulation began to go upward in the main and branch libraries. Because of many mechanical problems experienced by the Mobilibrary, it has only operated spasmodically, thereby causing a decline in its circulation.

The new charging system, Sysdac, from Bro-Dart Industries started operation this month. So far, it has proven to be quite satisfactory. Although some of the circulation staff were somewhat apprehensive and reluctant to change, they have learned to accept the system and are progressing rapidly.

The Sysdac system is only being operated in the Adult Section at present. We hope to start using the new system in the Children's Room by the end of December.

Mrs. Gloria Smolan, part-time Children's Librarian, started the Pre-School Story Hour as scheduled, on October 4th. She is conducting five classes per week for eleven weeks. Mrs. Smolan is doing a marvelous job. She is also cataloging books for the Children's Room.

Because of the untimely death of my husband, I was unable to attend a two-day institute in New York for which I had made reservations.

Fortunately, Mrs. Smolan was able to substitute for me. Her report is attached. Also attached, is a report by Mrs. Czarnecki, who attended the Fall Conference of the New Jersey Library Association at Point Pleasant.

A group which calls itself Smoke-Enders, Inc., began holding weekly seminars in the library on October 20th. They will hold ten consecutive weeks of meetings. They are paying the stipulated \$10.00 fee per session.

As Acting Director, I wrote a letter of inquiry to the Administrative Secretary of the New Jersey Library Association, Mrs. Pauline Schear, concerning our status in the State Association.

Her reply, in part, reads "my records show that the West Orange Public Library has never been an institutional member of the Association."

We have since then, applied for membership--institutional, trustees and personal.

Respectfully submitted,



Lola N. Reed  
Acting Director

LNR/gs

Attachments

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

OCTOBER 18, 1971

TO THE BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY  
MOUNT PLEASANT AVENUE  
WEST ORANGE, NEW JERSEY 07052

GENTLEMEN:

WE RESPECTFULLY REQUEST INCREASE IN OUR ANNUAL FEE FROM \$4,800.00 TO \$7,200.00 RETROACTIVE TO MARCH 1ST, 1971, FOR THE FOLLOWING REASONS:

SINCE EARLY 1968 THRU TO THE BEGINNING OF 1971, WE HAD BEEN RETAINED TO RENDER THE FOLLOWING MANAGEMENT SERVICES FOR THE LIBRARY DIRECTOR WHICH HAD FORMERLY BEEN THE DUTIES OF THE LIBRARY'S ADMINISTRATIVE ASSISTANT:-

1. PREPARATION OF MONTHLY PAYROLLS, PAYROLL CHECKS AND REPORTS FOR ALL STATE AND FEDERAL AGENCIES.
2. PREPARATION OF VOUCHERS AND CHECKS FOR PAYMENT OF CURRENT BILLS.
3. WRITE-UP OF ALL CASH RECEIPTS AND DISBURSEMENTS AND OTHER RECORDS.
4. PREPARATION OF BUDGET STATEMENTS, REPORTS AND SCHEDULES REQUIRED FOR MONTHLY BOARD MEETINGS.
5. SUNDRY OTHER RECORD KEEPING SERVICES.

AS YOU KNOW, THESE SERVICES RESULTED IN CONSIDERABLE SAVINGS TO THE LIBRARY OVER THE AMOUNT WHICH HAD PREVIOUSLY BEEN PAID AS SALARY TO THE ADMINISTRATIVE ASSISTANT. SINCE THAT TIME, ON THE BASIS OF SALARY INCREASES IN THE LIBRARY, THE VALUE OF THESE SAVINGS INCREASED SUBSTANTIALLY.

ON THE OTHER HAND OUR WORK EXPANDED AND GREW. SINCE JANUARY, 1971 PARTICULARLY, OUR DUTIES, -- BECAUSE OF YOUR BOARD'S REQUEST FOR

1. ACCOUNTING FOR ACCOUNTS PAYABLE AND BUDGET EXPENDITURES, (IN LIEU OF FOLLOWING THE CASH BASIS THERETOFORE EMPLOYED);
2. IMPROVEMENTS IN INTERNAL CONTROL PROCEDURES WITH PARTICULAR REFERENCE TO PURCHASE ORDERS -- RECEIVING PROCEDURES, BUDGET PROJECTIONS AND FORECASTS, ASSISTANCE WITH ADMINISTRATIVE DETAILS RELATING TO PERSONNEL SCALES, PAYROLL RECORDING AND CONTROLS, ETC. --

HAVE REQUIRED SUBSTANTIAL AND PROGRESSIVE INCREASE IN EXPENDITURE OF MAN-HOURS ON OUR PART.

(IT SHOULD BE NOTED THAT IN ADDITION TO THE ABOVE, ON FEBRUARY 5, 1971, WE SUBMITTED A SPECIAL REPORT TO YOUR BOARD RELATING TO BUDGET EXPENDITURES AND ENCUMBRANCES THRU TO DECEMBER 31, 1970. OUR FEE FOR THESE SPECIAL SERVICES OF \$925.00 WAS SEPARATELY AUTHORIZED BY YOUR BOARD AND PAID FEBRUARY 8, 1971.)

TO THE BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY

-2-

OCTOBER 18, 1971

WE THEREFORE PROPOSE:-

1. TO CONTINUE TO CARRY ON THE ABOVE ENLARGED DUTIES FOR THE ANNUAL FEE OF \$7,200.00.
2. SUBJECT TO YOUR APPROVAL, WE SHALL BILL YOU \$1,200.00 FOR THE AMOUNT OF THE RETROACTIVE INCREASE COVERING THE PERIOD MARCH 1, 1971 TO AUGUST 31, 1971 AT \$200.00 PER MONTH OR \$1,600.00 AND COMMENCING WITH THE INVOICE COVERING SERVICES FOR THE MONTH OF SEPTEMBER 1971 THE SAME SHALL BE BILLED TO YOU AT THE RATE OF \$600.00 IN LIEU OF \$400.00 AND THE SAME EACH MONTH THEREAFTER.

DUPLICATE COPIES OF THIS PROPOSAL ARE ENCLOSED, ONE OF WHICH SHOULD BE COUNTERSIGNED BY PROPER AUTHORITY AND RETURNED TO US.

VERY TRULY YOURS,

AARON EISENBERG & CO.

By: 

PARTNER

AE/DB  
ENCS.

ACCEPTED THIS      DAY OF      , 1971.

WEST ORANGE PUBLIC LIBRARY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL RECOMMENDED BY:

\_\_\_\_\_  
\_\_\_\_\_

# B u d g e t

# R e p o r t

## West Orange Public Library

LIBRARY BOARD MEETING OF OCTOBER 26, 1971

EXPENDITURE DETAIL	BUDGET	EXPENDITURES	TOTALS	UNEXPENDED	ACCOUNTS	BUDGET
		TO BE PRESENTED FOR APPROVAL AT THIS MEETING	EXPENDED THROUGH 9/30/71	BALANCE ON 9/30/71	PAYABLE OUTSTANDING 9/30/71	
1. Salaries	196,824	18,555.29	154,577.76	42,246.24	10.00	42,236.24
2. Books	48,000	3,516.27	36,912.71	11,087.29	3,199.93	7,887.36
3. Binding	1,300	9.60	1,317.10	( 17.10)	82.95	( 100.05)
4. Supplies	7,000	129.88	7,918.73	( 918.73)	3,420.09	(4,338.82)
5. Insurance	3,500		2,245.11	1,254.89	212.00	1,042.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	894.25	9,750.78	249.22	1,417.19	(1,167.97)
7. Maintenance-Tory Cor.	540		270.00	270.00		270.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,000		860.94	2,139.06	1,511.67	627.39
9. Telephone	840	80.35	801.53	38.47	80.10	( 41.63)
10. Community relations; publicity; reading contests, etc...	300	47.33	105.93	194.07		194.07
11. Service contracts	400		327.25	72.75	143.00	-( 70.25)
12. Transportation	125	14.85	142.32	-( 17.32)		-( 17.32)
13. Postage	1,045	4.05	1,128.40	-( 83.40)		-( 83.40)
14. Conventions	200		328.32	-( 128.32)		-( 128.32)
15. Audit	150			150.00		150.00
16. Equipment	7,000	50.15	5,222.39	1,777.61	697.00	1,080.61
17. Contingency	400		807.80	-( 407.80)		-( 407.80)
18. Magazines	2,800	27.12	641.09	2,158.91	70.00	2,088.91
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,000	1,003.47	6,372.27	-(2,372.27)	54.08	(2,426.35)
20. Xerox (inc. supplies)	2,200	450.00	3,005.61	-( 805.61)		( 805.61)
21. Accounting services	4,800	400.00	4,925.00	-( 125.00)	400.00	( 525.00)
22. Consultant (architect's prelim. drawings)	-0-					
	\$294,424	\$25,182.61	\$237,661.04	\$56,762.96	\$11,298.01	\$45,464.95

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

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

WEST ORANGE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS BALANCES -  
RECEIPTS AND DISBURSEMENTS

MONTH OF SEPTEMBER 1971

1971

[illegible]

Add:

SEPTEMBER 1971 RECEIPTS

1971 BUDGET

## FINES

XEROX

## NON-RESIDENCE FEES

TELEPHONE

INTEREST INCOME

BOOK SALE

LOST BOOK FUND

STATE OF N.J. REIMBURSEMENT

SALARY CONTINGENCY FUND

# SALE OF EXCESS PROPERTY

---

TOTAL SEPTEMBER RECEIPTS

TOTAL AVAILABLE ( $\bar{I}$  PLUS  $\bar{II}$ )

DEDUCT:

111

SEPTEMBER EXPENDITURES

### BUDGET EXPENDITURES

LOST BOOK FUND

SEPTEMBER 30, 1971

FUND BALANCES

✓

REPRESENTED BY:

CHECKING A/C-NATL. NWK.

&amp; ESSEX

CASH FUND IN LIBRARY

WEST ORANGE S &amp; L:

CERT. OF DEPOSIT#TC 3012 25,755.62

LESS: LOAN AGAINST ABOVECD(15,000.00 (15,000.00)

SAVINGS A/C TC 2828

TC 2752

TC 2757

10085

NAT. N.Y.K. & ESSEX #51658

TOTAL ALL CASH BALANCES



WEST ORANGE PUBLIC LIBRARY

SEPTEMBER 1971 BILLS PRESENTED FOR PAYMENT  
ON OCTOBER 26, 1971

CHECKS ARE DATED  
SEPTEMBER 27, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5259	TOWN OF WEST ORANGE - SOC. SEC. TAX EMPLOYEES-SEPT. 1971	1. SALARIES	\$ 640.50
5260	NATL. NWK. & ESSEX BANK W/T EMPLOYEES - SEPT. 1971	1. "	1,729.60
5261	P.E.R.S. #20284 PENSION	1. "	371.37
5262	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	47.30
5263	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	11.00
5264	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SEPT. 1971	1. "	210.00
5265	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	436.94
5266	TOWN OF WEST ORANGE-ADMIN. CHR.	1. "	1.00
5267	TOWN OF WEST ORANGE-SOC. SEC. TAX-EMPLOYERS SHARE-3RD QTR.1971	1. "	2,006.22
5268	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,255.50
--	PAYROLL CHECKS #6182-6242	1. "	<u>11,533.86</u>
	<u>TOTAL</u>		18,243.29
<u>ADD: TOTAL CHECKS #5234-5258 PRESENTED FOR PAYMENT SEPTEMBER 22, 1971</u>			<u>6,941.37</u>
<u>TOTAL DISBURSEMENTS - MONTH OF SEPTEMBER 1971</u>			25,184.66
<u>LESS: #5258 PETTY CASH - LOST BOOK FUND</u>			<u>2.05</u>
<u>NET BUDGET EXPENDITURES - SEPT. 1971 PER BUDGET REPORT</u>			<u><u>\$25,182.61</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

## WEST ORANGE PUBLIC LIBRARY

SEPTEMBER BILLS, ACCOUNTS PAYABLE SEPTEMBER 30, 1971  
PRESENTED FOR PAYMENT OCTOBER 26, 1971

CHECKS ARE DATED  
OCTOBER 26, 1971  
#5271 Oct. 5, 1971  
#5272 Oct. 8, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
* 5271	PETTY CASH FUND		\$ 200.00
* 5272	TREASURER-STATE OF N.J.	2. BOOKS	7.90
5273	AMERICAN METEOROLOGICAL SOCIETY	2. "	7.00
5274	APPLETON CENTURY CRAFTS	2. "	16.91
5275	BLOOMFIELD WINDOW CLEANING	6. MAINT.-MAIN	22.00
5276	JAMES BROWN & SON	3. BINDING	82.95
5277A	BRO-DART, INC.	4. SUPPLIES	\$ 2,880.00
B	" " "	4. "	10.00
C	" " "	4. "	63.00
D	" " "	4. "	19.95
		LESS:BACK ORDER	( 1,587.06)
5278	BRULIN & Co. INC.	4. SUPPLIES	85.00
5279	BUSINESS ENVELOPE MFGS. INC.	4. "	41.80
5280	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	42.63
5281	CHOICE	18. MAGAZINES	20.00
5282	CINCINNATI TIME RECORDER Co.	11. SERV.CONTRACTS	35.00
5283	COMMONWEALTH WATER Co.	6. MAINT.-MAIN	73.52
5284	COOPER COPY COMPANY	4. SUPPLIES	30.00
5285	CRANFORD DOOR SALES, INC.	6. MAINT.-MAIN	185.00
5286	EDUCATIONS PROGRESS SVC.INC.	19. AUDIO-VISUAL	11.45
5287	EDUCATIONAL TECHNOLOGY PUB.INC.	18. MAGAZINES	18.00
5288	AARON EISENBERG & Co.	21. ACCTG. SERVICES	400.00
5289	CENTER TYPEWRITER Co.	16. EQUIPMENT	389.25
5290	ERNIE'S WELDING SVC. INC.	8. MAINT.-BOOKMB.	5.00
5291	FINANCIAL BOOK SVC.	18. MAGAZINES	8.00
5292A	GAYLORD LIBRARY SUPPLIES	4. SUPPLIES	102.51
B	" " "	4. "	133.96
5293	GINN & Co.	2. BOOKS	7.48
5294	VOID		
5295	HARTFORD STEAM BOILER INS.&INS.CO.	6. MAINT.-MAIN	5.00
5296	INTERNATIONAL HARVESTER Co.	8. MAINT.-BK.	697.50
5297	WM. KANTOR, M.D.	1. SALARIES	10.00
5298	LEFEVRE, HOLMGREN & HANSCH	5. INSURANCE	212.00
5299	Mc MANUS	6. MAINT.-MAIN	5.60
5300	A. R. MEEKER	11. SVC.CONTRACTS	108.00
5301	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	415.82
5302	N.J. BELL TELEPHONE Co.	9. TELEPHONE	80.10
5303	N.J. STATE INDUSTRIAL DIRECTORY	2. BOOKS	75.00
5304	OMEGA PRESS	2. "	12.32
5305	PERFORMANCE DYNAMICS, INC.	2. "	15.60
5306	PLEASANTDALE NURSERIES, INC.	6. MAINT.-MAIN	66.00
5307	PUBLIC SERVICE ELEC. & GAS Co.	6. " "	644.25
5308A	A. H. ROEMER	2. BOOKS	51.86
A	" "	2. "	545.89
A	" "	2. "	( 29.70)
B	" "	2. "	705.51
B	" "	2. "	47.14
C	" "	2. "	( 21.17)
C	" "	2. "	( 18.00)
D	" "	2. "	428.63
D	" "	2. "	58.24
E	" "	2. "	( 16.16)
F	" "	2. "	409.11
F	" "	2. "	89.02
G	" "	2. "	( 10.00)
H	" "	2. "	( 6.00)
I	" "	2. "	443.67
I	" "	2. "	34.51
J	" "	2. "	299.26
			3,011.81

WEST ORANGE PUBLIC LIBRARY

SEPTEMBER BILLS, ACCOUNTS PAYABLE SEPTEMBER 30, 1971  
PRESENTED FOR PAYMENT OCTOBER 26, 1971

CHECKS ARE DATED  
 OCTOBER 26, 1971  
 #5271 OCT. 5, 1971  
 #5272 OCT. 8, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5309A	HENRY SCHMIDT	4. SUPPLIES	\$ 1.41	
B	" "	4. "	2.46	\$ 3.87
5310	SCHNELL PUBLISHING Co.	18. MAGAZINES		10.00
5311	SILVER BURDETT Co. DIVISION	2. BOOKS		17.98
5312A	TOWN OF WEST ORANGE	8. MAINT.-Bk.	565.75	
B	" " " "	8. " "	243.42	809.17
5313A	UNITED COFFEE BREWERS, INC.	4. SUPPLIES	25.00	
B	" " " "	4. "	25.00	50.00
5314	U.S.GOVERNMENT PRINTING OFFICE	2. BOOKS		25.00
5315	WOODALL PUBLISHING Co.	2. "		6.50
5316A	W. B. WOOD Co.	16. EQUIPMENT	128.00	
B	" " "	16. "	184.00	
C	" " "	16. "	( 4.25)	307.75
5317	WEST ORANGE CHRONICLE	18. MAGAZINES		14.00
<u>TOTAL CHECKS ISSUED THRU TO OCTOBER 26, 1971</u>				9,914.52
<u>LESS: ADDITION TO PETTY CASH FUND - CHECK</u>				<u>200.00</u>
<u>BUDGET LINE ITEMS</u>				9,714.52
<u>ADD: ACCOUNTS PAYABLE OUTSTANDING:</u>				
	BRO-DART, INC.	2. SUPPLIES (UNDELIVERED BACK ORDER)	1,587.06	
	BAKER & TAYLOR - NET CREDIT SEPT.		( 3.57)	1,583.49
<u>ACCOUNTS PAYABLE SEPTEMBER 30, 1971</u>				<u>\$11,298.01</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: Aaron Eisenberg  
 AARON EISENBERG  
 CERTIFIED PUBLIC ACCOUNTANT

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

\* CHECK ISSUED PRIOR TO OCTOBER 26, 1971.

## TOWN OF WEST ORANGE

## ANNUAL BUDGET

Form No. B-1

DEPARTMENT		DIVISION		DEPARTMENTAL SUMMARY						
GENERAL GOVERNMENT		PUBLIC LIBRARY								
CODE NUMBER	CLASSIFICATION	PERSONNEL				BUDGET 1971	EXPENDED AND BUDGET COMMITTED	PROPOSED BUDGET 1972	RECOMMENDED BY MAYOR 1972	FINAL BUDGET 1972
		Cur- rent	Prop. Dept.	Recmd. Mayor	Final Budget					
400	SALARIES AND WAGES	51	51			196,824	196,824	228,247	228,247	
500	CONTRACTUAL SERVICES					6,875	6,875	14,300	14,000	
600	CONTR. MAINTENANCE & REPAIRS					13,940	13,940	21,540	14,240	
700	MATERIALS AND SUPPLIES					64,000	64,000	80,000	64,000	
800	OTHER CHARGES					5,785	5,785	7,450	7,450	
900	PERMANENT PROPERTY					7,000	7,000	12,000	7,000	
<u>Deduct: STATE AID</u>						-(35,707)	-(35,707)	-	-(35,707)	
TOTAL						258,717	258,717	363,537	299,230	
OFFICIAL BUDGET BREAKDOWN										
SALARIES AND WAGES						196,824	196,824	228,247	228,247	
OTHER EXPENSES						61,893	61,893	135,290	70,983	
TOTAL						258,717	258,717	363,537	299,230	

TOWN OF WINDHAM  
ANNUAL BUDGET

Form No. 6-2  
DEPARTMENT

GENERAL GOVERNMENT

DIVISION  
PUBLIC LIBRARY

DEPARTMENTAL DETAIL

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

TOWN OF WEST ORANGE  
ANNUAL BUDGET

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

TOWN OF WEST ORANGE  
ANNUAL BUDGET

Form No. B-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT

GENERAL GOVERNMENT

DIVISION

PUBLIC LIBRARY

CODE NUMBER

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

(9)

FULL-TIME EMPLOYEES

NAME

CIVIL SERVICE TITLE

DATE OF  
EMPLOYMENT

P  
OF  
T

C  
OF  
U

1971  
PRESENT  
SALARY

1972  
DEPT.  
REQUEST

1972  
MAYOR'S  
RECOMM.

1972  
FINAL  
BUDGET

1 MARY ALLERHAND JR. LIB. ASST.  
2 WALTER BALDWIN LIB. CLERK DRIVER  
3 EMMA LOU CZARNECKI SR. LIB. CATALOGUE  
4 ISABEL DICKINSON JR. LIB. ASST.  
5 DOROTHY ERICSSON JR. LIB. ASST.  
6 THOMAS FORD JR. LIB. ASST.  
7 SARAH RABINOWITZ JR. LIB. ASST.  
8 LOLA REED ASST. LIB. DIRECTOR  
9 CLAIRE SCHROEDER JR. LIB. ASST.  
10 LORRAINE SCHWARTZ JR. LIB. ASST.  
11 MARJORIE BOSIN JR. LIB. ASST.  
12 TZE-NG CHOW SR. LIB. CATALOGUE  
13 MARGARET CUSHING SR. LIB. REFERENCE  
14 GERALDINE SCHAFETER SECRETARY  
15 EONNIE ARONSON JR. LIB. ASST.  
16 VACANCY LIBRARY DIRECTOR

SUB-TOTAL FULL TIME EMPLOYEES

132,127

135,480

135,480

\* ADD: LONGEVITY INCREASES DUE IN 1972 TO 2 EMPLOYEES @ \$150

300

TOTAL FULL TIME EMPLOYEES

135,780

135,780

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

6858

135,780

1178

136,958

## ANNUAL BUDGET

Form No. B-3

## DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENTDIVISION PUBLIC LIBRARYCODE NUMBER 400

(1)		(2)		(3)		(4)		(5)		(6)		(7)		(8)		(9)	
PART-TIME EMPLOYEES		CIVIL SERVICE TITLE		DATE OF EMPLOYMENT		P. OF T		C. OF U		1971 PRESENT SALARY (EST)		1972 DEPT. REQUEST		1972 MAYORS RECOMM.		1972 FINAL BUDGET	
NAME (HOURLY)																	
1	HELEN BENJAMIN	JR. LIB. ASST.		8/1/68	P	C				2.70	HR.-2,970	2.80	HR.-3,808	2.80	HR-3808		
2	DOROTHY CHESNUT	JR. LIB.-REFERENCE		9/1/68	P	C				5.57	" -2,228	5.57	" 3,509	5.57	HR-3509		
3	SHIRLEY ITKIN	JR. LIB. ASST.		1/12/70	P	C				2.60	" 2,782	2.70	" 5,076	2.70	HR-5076		
4	JACQUELINE LEPORE	"		7/3/70	P	C				2.60	" 3,224	2.70	" 5,076	2.70	HR-5076		
5	MARIE MAGNO	"		8/25/69	P	C				2.70	" 1,836	2.80	" 2,912	2.80	HR-2912		
6	FLORENCE MANTELL	"		11/1/69	P	C				2.70	" 2,889	2.80	" 1,736	2.80	HR-1736		
7	VIRGINIA MULVIHILL	"		5/1/68	P	C				2.70	" 999	2.80	" 1,764	2.80	HR-1764		
8	MIRIAM PERRY	"		5/28/62	P	C				3.10	" 3,534	3.10	" 3,224	3.10	HR-3224		
9	PHYLLISS SOME	"		8/1/70	P	C				2.60	" 1,612	2.70	" 2,106	2.70	HR-2106		
10	ANNETTE TANGRETTI	"		9/11/65	P	C				3.10	" 3,875	3.10	" 5,828	3.10	HR-5828		
11	ROBERT COLEMAN	"		1/1/70	P	C				2.60	" 1,638	2.70	" 1,701	2.70	HR-1701		
12	AUDREY MELICK	"		9/14/70	P	C				2.60	" 1,664	2.70	" 3,375	2.70	HR-3375		
13	SYBIL SIEDLER	"		12/4/70	P	C				2.60	" 2,834	2.70	" 1,701	2.70	HR-1701		
14	ELIZABETH SPRINGSTEEL	"		11/19/70	T	C				2.60	" 1,950	2.70	" 2,268	2.70	HR-2268		
15	SANDRA GOSS	"		12/21/70	T	C				2.50	" 2,450	2.60	" 3,250	2.60	HR-3250		
16	CARMINE JULIANO	"		6/9/69	T	C				2.50	" 925	2.60	" 1,092	2.60	HR-1092		
17	BELIEF DRIVER	LIB. CLERK DRIVER		-	T	C				3.50	" 630	3.50	" 630	3.50	HR-630		
18	MARGARET PELOSE	JR. LIB. ASST.		12/1/68	T	C				2.70	" 1,566	2.80	" 1,764	2.80	HR-1764		
19	GLOPIA SUCLEN	Sr. LIBRARIAN		10/1/70	T	C				5.50	" 825	5.50	" 3,465	5.50	HR-3465		
20	GAIL LONGO	Jr. LIB. ASST.		9/3/69	T	C				"	" 1,701	2.80	" 1,764	2.80	HR-1764		
TOTAL PART TIME JR. LIB. ASSTS. & CLERKS										42,132		56,049		56,049			
NOTE: SALARY RANGE FOR JR. LIB. ASSTS.																	
1971 - \$2.50 - 3.10																	
1972 - \$2.50 - 3.10																	

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



# TOWN OF WEST ORANGE ANNUAL BUDGET

Form No. B-3

## DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

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

NOTE: SALARY RANGE FOR PART TIME JR. LIB. CLERKS-PAGES  
YEAR 1971 \$1.40 - 1.70  
YEAR 1972 1.40 - 1.70  
NO REQUEST FOR INCREASE IN RANGE. ONLY  
"NORMAL" 10% INCREASE PER HOUR IS REQUESTED.  
ALSO, HOURS MAY VARY ACCORDING TO NEEDS OF LIBRARY.

TOWN OF WEST ORANGE  
ANNUAL BUDGET

Form No. B-3

DEPARTMENTAL BUDGET REQUEST - SALARIES AND WAGES

DEPARTMENT GENERAL GOVERNMENT

DIVISION PUBLIC LIBRARY

CODE NUMBER 400

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

SPECIAL MEETING  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FRIDAY, NOVEMBER 12, 1971

The meeting was called to order at 3:30 P.M. at the West Orange Savings & Loan Association by President Ira Ehrenkranz.

The following members were present: Richard Duess, Ira Ehrenkranz, Rose Zimmerman, Mary Zeitlin and Ben Yeager. Also present was Stuart Manheim, C.P.A.

Mr. Manheim discussed several problems relative to the salary settlement of Mrs. Marjorie Bosin in accordance with the Civil Service decision reinstating her and ordering payment of back salary (see attached letter).

It was agreed that the Assistant Town Attorney would be requested to get a ruling from Civil Service and render a decision as to the amount of salary due Mrs. Bosin, less all proper offsets, to effect an early settlement.

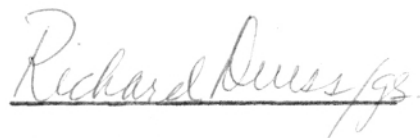
Mr. Manheim stated that the new purchase order system (see attached) is being developed and suggested certain printing modifications. He further suggested that we get a bid on the printing of same and put the system to work in 1972. His report was accepted and approved.

The Budget Committee and Mr. Manheim presented the proposed 1972 Budget. Each item was reviewed, line by line and after due deliberation Ben Yeager moved that the budget be adopted and submitted to the Town Council for their approval. Rose Zimmerman seconded the motion which was unanimously carried.

Mary Zeitlin motioned that all fines for the return of lost books, during the month of December 1971, be waived. Rose Zimmerman seconded the motion and added that this action is taken as a part of our continued community service and the re-organization of certain practices and policies related to this segment of library operations. This action was unanimously approved.

The regular meeting of the Board of Trustees was set for November 23, 1971, 4 P.M., at the library.

Since there was no further business to come before the Trustees the meeting was adjourned at 5:45 P.M.



Richard Duess  
Secretary, Board of Trustees

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

NOVEMBER 12, 1971

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

IN RE: NEW PURCHASE ORDER SYSTEM

GENTLEMEN:

SEVERAL MONTHS AGO WE HAD PREPARED DUMMY COPY OF A FORM OF PURCHASE ORDER FOR THE PUBLIC LIBRARY MODELED AFTER THE PURCHASE ORDER OF THE TOWN OF WEST ORANGE AND REQUESTED THAT BIDS BE OBTAINED FOR THE PRINTING OF THE FIVE PARTS SNAP-OUT FORM SO THAT WE MIGHT UNDERTAKE TO INITIATE THE INSTALLATION OF THE PURCHASE ORDER SYSTEM BEGINNING IN 1972.

AS ALREADY DISCUSSED, THIS SYSTEM OF COURSE, SHOULD:

- (1) SPECIFICALLY FIX SIGNATURE RESPONSIBILITY FOR EACH PURCHASE ORDER AND/OR BUDGET ENCUMBRANCE AS AND WHEN INCURRED.
- (2) PROVIDE ACCURATE CONTROL OF PURCHASE ORDERS THRU THE ACCOUNTING FOR EACH INDIVIDUAL PURCHASE ORDER NUMBER ISSUED AND UNISSUED.
- (3) THAT SAME WOULD PROVIDE US WITH ACCURATE AND SPECIFIC DATA WITH RESPECT TO BUDGET ENCUMBRANCES AND ACCOUNTS PAYABLE AT THE END OF EVERY MONTH.
- (4) THAT THERE WOULD BE BETTER CONTROL OVER RECEIVING PROCEDURES AND ACCOUNTING FOR OVERAGES, SHORTAGES AND ADJUSTMENTS WITH RESPECT TO THE ORDERS.

WE WILL APPRECIATE THE OPPORTUNITY AT THIS TIME, TO BE ABLE TO DISCUSS THE FORM IN WHICH THE FINAL PURCHASE ORDER WILL BE PRINTED SINCE WE DO HAVE IN MIND SEVERAL MODIFICATIONS THAT MIGHT BE INCORPORATED IN ADDITION TO THOSE SHOWN ON THE DUMMY COPY ORIGINALLY SUBMITTED, OR IF THE BOARD MAY SO DESIRE, WE WILL BE PLEASED TO CONTACT THE PRINTER OF THESE FORMS FOR THE TOWN OF WEST ORANGE OR PERHAPS ONE OR TWO OTHERS FOR THE PURPOSE OF HAVING THEM SUBMIT THEIR BIDS TO YOUR BOARD.

WE WILL APPRECIATE YOUR DIRECTIONS IN THIS REGARD.

VERY TRULY YOURS,

AARON EISENBERG & CO.

  
CERTIFIED PUBLIC ACCOUNTANTS

AE/DB

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

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AARON EISENBERG, C.P.A.  
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NOVEMBER 12, 1971

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

IN RE: MARJORIE (RUBIN) BOSIN

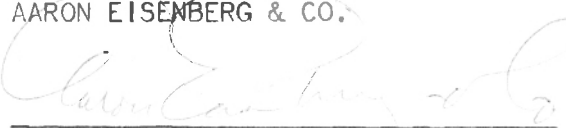
GENTLEMEN:

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

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

VERY TRULY YOURS,

AARON EISENBERG & CO.

  
CERTIFIED PUBLIC ACCOUNTANTS

AE/DB

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

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

NOVEMBER 12, 1971

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

GENTLEMEN:

ENCLOSED HERewith IS OUR INVOICE FOR ADDITIONAL SERVICES DURING  
1971 AS SET FORTH IN OUR LETTER OF OCTOBER 18, 1971.

THIS INVOICE, IN ORDER TO BE PROCESSED FOR PAYMENT, WILL  
REQUIRE RESOLUTION OF THE BOARD APPROVING OF THE PAYMENT.

VERY TRULY YOURS,

AARON EISENBERG & CO.

  
CERTIFIED PUBLIC ACCOUNTANTS

AE/DB  
ENCS.

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

NOVEMBER 12, 1971

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

To:

PROFESSIONAL SERVICES:

INCREASE COVERING THE PERIOD MARCH 1, 1971  
TO SEPTEMBER 30, 1971 @ \$ 200.00 PER MONTH OR . . . \$ 1,800.00  
(AS PROVIDED IN OUR LETTER, OUR CHARGE FOR MONTHLY  
SERVICES SHALL BE INCREASED HEREAFTER FROM \$400.00  
PER MONTH TO \$600.00 PER MONTH).



AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

NOVEMBER 12, 1971

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

To:

PROFESSIONAL SERVICES:

INCREASE COVERING THE PERIOD MARCH 1, 1971  
TO SEPTEMBER 30, 1971 @ \$ 200.00 PER MONTH OR . . . . \$ 1,800.00  
(AS PROVIDED IN OUR LETTER, OUR CHARGE FOR MONTHLY  
SERVICES SHALL BE INCREASED HEREAFTER FROM \$400.00  
PER MONTH TO \$600.00 PER MONTH).

AARON EISENBERG & CO.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

OCTOBER 18, 1971

TO THE BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY  
MOUNT PLEASANT AVENUE  
WEST ORANGE, NEW JERSEY 07052

GENTLEMEN:

WE RESPECTFULLY REQUEST INCREASE IN OUR ANNUAL FEE FROM \$4,800.00 TO \$7,200.00 RETROACTIVE TO MARCH 1ST, 1971, FOR THE FOLLOWING REASONS:

SINCE EARLY 1968 THRU TO THE BEGINNING OF 1971, WE HAD BEEN RETAINED TO RENDER THE FOLLOWING MANAGEMENT SERVICES FOR THE LIBRARY DIRECTOR WHICH HAD FORMERLY BEEN THE DUTIES OF THE LIBRARY'S ADMINISTRATIVE ASSISTANT:-

1. PREPARATION OF MONTHLY PAYROLLS, PAYROLL CHECKS AND REPORTS FOR ALL STATE AND FEDERAL AGENCIES.
2. PREPARATION OF VOUCHERS AND CHECKS FOR PAYMENT OF CURRENT BILLS.
3. WRITE-UP OF ALL CASH RECEIPTS AND DISBURSEMENTS AND OTHER RECORDS.
4. PREPARATION OF BUDGET STATEMENTS, REPORTS AND SCHEDULES REQUIRED FOR MONTHLY BOARD MEETINGS.
5. SUNDRY OTHER RECORD KEEPING SERVICES.

AS YOU KNOW, THESE SERVICES RESULTED IN CONSIDERABLE SAVINGS TO THE LIBRARY OVER THE AMOUNT WHICH HAD PREVIOUSLY BEEN PAID AS SALARY TO THE ADMINISTRATIVE ASSISTANT. SINCE THAT TIME, ON THE BASIS OF SALARY INCREASES IN THE LIBRARY, THE VALUE OF THESE SAVINGS INCREASED SUBSTANTIALLY.

ON THE OTHER HAND OUR WORK EXPANDED AND GREW. SINCE JANUARY, 1971 PARTICULARLY, OUR DUTIES, -- BECAUSE OF YOUR BOARD'S REQUEST FOR

1. ACCOUNTING FOR ACCOUNTS PAYABLE AND BUDGET EXPENDITURES, (IN LIEU OF FOLLOWING THE CASH BASIS THERETOFORE EMPLOYED);
2. IMPROVEMENTS IN INTERNAL CONTROL PROCEDURES WITH PARTICULAR REFERENCE TO PURCHASE ORDERS -- RECEIVING PROCEDURES, BUDGET PROJECTIONS AND FORECASTS, ASSISTANCE WITH ADMINISTRATIVE DETAILS RELATING TO PERSONNEL SCALES, PAYROLL RECORDING AND CONTROLS, ETC. --

HAVE REQUIRED SUBSTANTIAL AND PROGRESSIVE INCREASE IN EXPENDITURE OF MAN-HOURS ON OUR PART.

(IT SHOULD BE NOTED THAT IN ADDITION TO THE ABOVE, ON FEBRUARY 5, 1971, WE SUBMITTED A SPECIAL REPORT TO YOUR BOARD RELATING TO BUDGET EXPENDITURES AND ENCUMBRANCES THRU TO DECEMBER 31, 1970. OUR FEE FOR THESE SPECIAL SERVICES OF \$925.00 WAS SEPARATELY AUTHORIZED BY YOUR BOARD AND PAID FEBRUARY 8, 1971.)

TO THE BOARD OF TRUSTEES  
WEST ORANGE PUBLIC LIBRARY

-2-

OCTOBER 18, 1971

WE THEREFORE PROPOSE:-

1. TO CONTINUE TO CARRY ON THE ABOVE ENLARGED DUTIES FOR THE ANNUAL FEE OF \$7,200.00.
2. SUBJECT TO YOUR APPROVAL, WE SHALL BILL YOU \$1,200.00 FOR THE AMOUNT OF THE RETROACTIVE INCREASE COVERING THE PERIOD MARCH 1, 1971 TO AUGUST 31, 1971 AT \$200.00 PER MONTH OR \$1,600.00 AND COMMENCING WITH THE INVOICE COVERING SERVICES FOR THE MONTH OF SEPTEMBER 1971 THE SAME SHALL BE BILLED TO YOU AT THE RATE OF \$600.00 IN LIEU OF \$400.00 AND THE SAME EACH MONTH THEREAFTER.

DUPLICATE COPIES OF THIS PROPOSAL ARE ENCLOSED, ONE OF WHICH SHOULD BE COUNTERSIGNED BY PROPER AUTHORITY AND RETURNED TO US.

VERY TRULY YOURS,

AARON EISENBERG & CO.

BY: 

PARTNER

AE/DB  
ENCS.

ACCEPTED THIS      DAY OF      , 1971.

WEST ORANGE PUBLIC LIBRARY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL RECOMMENDED BY:

\_\_\_\_\_  
\_\_\_\_\_

AARON EISENBERG & Co.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

NOVEMBER 22, 1971

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

ATTENTION: IRA EHRENKRANZ, PRESIDENT

GENTLEMEN:

THE BUDGET REPORTS FOR THE WEST ORANGE PUBLIC LIBRARY AS OF OCTOBER 31, 1971 FOR PRESENTATION AT YOUR MEETING ON NOVEMBER 23, 1971 AS SUBMITTED HERewith INDICATES THAT THERE IS A NET UNEXPENDED BUDGET BALANCE AS OF OCTOBER 31, 1971 OF \$18,520.04 REMAINING OUT OF \$294,424 THE ADOPTED BUDGET FOR THE YEAR. TAKING INTO ACCOUNT THE ESTIMATED PAYROLLS FOR THE MONTHS OF NOVEMBER AND DECEMBER AS WELL AS ESTIMATES FOR PURCHASES AND OTHER ENCUMBRANCES DURING THE MONTHS OF NOVEMBER AND DECEMBER, IT WOULD APPEAR THAT THE TOTAL EXPENDITURES FOR BUDGET ITEMS DURING THE YEAR 1971 MIGHT ULTIMATELY BE IN THE NEIGHBORHOOD OF \$320,000 WHICH WOULD MEAN THERE MIGHT BE APPROXIMATELY \$20,000 TO \$25,000 OF EXCESS EXPENDITURES IN 1971.

IT SHOULD BE BORNE IN MIND HOWEVER, THAT THE CONTEMPLATED TOTAL EXPENDITURES OF \$320,000 WOULD INCLUDE THE \$31,080.89 (AS ADJUSTED) OF ACCOUNTS PAYABLE CARRIED OVER FROM THE YEAR 1970. (SEE OUR REPORT DATED FEBRUARY 5, 1971 AND REPORT OF A. M. HART & Co. DATED JUNE 22, 1971). IT WAS SUGGESTED THAT THE BOARD MIGHT COVER THE ACCOUNTS PAYABLE AT THAT TIME BY TRANSFERS OF FUNDS FROM THE 1970 FINES AND RESERVES FUND TO THE GENERAL FUND OF THE LIBRARY AS WELL AS FROM EXCESS STATE AID FUNDS FROM PRIOR YEARS. SINCE \$15,000 HAD BEEN WITHDRAWN FROM THE FINES AND RESERVES FUND DURING THE MONTH OF JUNE AND \$18,182 OF EXCESS STATE AID FUNDS MADE AVAILABLE UPON AUDIT, IT IS APPARENT THAT THE EXCESS EXPENDITURES OF \$20,000 TO \$25,000 FOR 1971 WILL BE MORE THAN ADEQUATELY COVERED. HOWEVER, IT IS SUGGESTED THAT YOUR BOARD, PRIOR TO THE END OF THIS YEAR, ACT UPON AUTHORIZATION FOR NOT ONLY THE TRANSFER OF THE \$15,000 FROM THE 1970 FINES AND RESERVES FUND BUT \$7,191.06, THE BALANCE IN THAT FUND TO DATE TO THE END THAT ALL FINES AND RESERVES FOR THE YEAR 1970 WILL BE INCLUDED AS SUPPLEMENTAL REVENUES FOR THE YEAR 1971.

VERY TRULY YOURS,

AARON EISENBERG & CO.

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

AE/DB  
ENCS.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, NOVEMBER 23, 1971

The meeting was called to order at 4:20 P.M. by Board President, Ira Ehrenkranz. Present at the November meeting were Board members Mr. Ben Yeager, Mr. Richard Duess, Mrs. Mary Zeitlin, Mrs. Rose Zimmerman and Acting Director, Mrs. Lola N. Reed. Also present were Mr. William Jervy of the Friends of the West Orange Library, Mrs. J. Donis, 43 Woodland Ave., West Orange and Mrs. H. Seelig, 33 Fairway Drive, West Orange.

MINUTES: Mr. Duess made a motion that the minutes of the October 22 and November 12 meetings be approved. The motion was seconded and passed unanimously.

TREASURER'S REPORT:

- A. BILLS PRESENTED FOR PAYMENT: Mrs. Reed assured the Board that all merchandise and services for which bills have been presented have been received. Mr. Yeager made the motion that payment be made for the bills presented. Mrs. Zimmerman seconded and the motion passed unanimously.
- B. FINANCIAL STATEMENT: Mr. Yeager moved that the Financial Statement be approved. Mrs. Zimmerman seconded and it passed unanimously.

Mr. Duess made the motion that the letter from Mr. Aaron Eisenberg dated November 22, 1971 be approved subject to clarification. Mr. Yeager seconded the motion and it passed unanimously.

After some discussion Mr. Duess motioned to accept the addendum to the proposed budget. Mr. Yeager seconded and it passed unanimously.

PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin motioned that on Christmas Eve and New Year's Eve the library close at 1 P.M. Mrs. Zimmerman seconded and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mrs. Reed informed the Board members that, regarding Mrs. Bosin, a Civil Service rule states that if no word is received from her within five days she is considered to have voluntarily resigned. Mrs. Reed will send a certified letter to this effect to her.

Mrs. Reed has the approval of the Board to hire a part-time Jr. Library Assistant to assist Mrs. Schroeder in mending books providing there is proper allowance in the budget.

Mr. Duess motioned that the October and November Acting Director's Reports be approved. Mrs. Zeitlin seconded the motion and it was passed unanimously.

OLD BUSINESS:

There has been no further word about parking the Mobilibrary in the garage on Valley Road. Mrs. Reed will be in contact with Mr. Mangino to discuss the matter of a lease and insurance coverage.

Mrs. Reed reported on Sysdac, the new book charging system recently put into effect at the Main Circulation Desk. One machine has been installed and a second one has been ordered with a third machine planned for use in the Children's Room.

Mrs. Reed offered to check on the new Voucher System which Mr. Manheim has proposed.

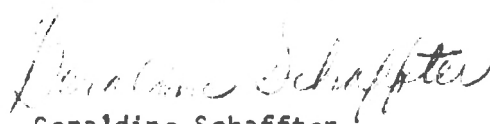
There was some discussion on the issue of Mr. Manheim's back pay and the increase in the accountant's fee. Mrs. Reed will contact Mr. Manheim in order to schedule a meeting with him and Mr. Yeager in regard to this.

NEW BUSINESS:

Mrs. Reed presented to the Board an estimate on new drapes for the library submitted by Mr. Youngman. It was decided that another estimate will be sought for comparison. Mr. Duess made the recommendation that the selection of the drapes be left to the female members of the Board.

Mr. Ehrenkranz closed the meeting at 5:30 P.M. The next meeting will be held on Tuesday, December 14, 1971.

Respectfully submitted,

  
Geraldine Schaffter

WEST ORANGE PUBLIC LIBRARY

A G E N D A

For December 14, 1971  
Board of Trustees Meeting

I. MINUTES OF PREVIOUS MEETING

II. TREASURER'S REPORT

III. PERSONNEL COMMITTEE REPORT

IV. ACTING DIRECTOR'S REPORT

V. OLD BUSINESS

VI. NEW BUSINESS

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, DECEMBER 14, 1971

The December meeting of the Library Board of Trustees was called to order at 4:10 P.M. by President, Mr. Ira Ehrenkranz. Present were Board members Dr. Theodore D'Alessio, Mr. Richard Duess, Mrs. Mary Zeitlin, Mrs. Rose Zimmerman and Acting Director, Mrs. Lola N. Reed. Also present was Mr. William Jervey of the Friends of the West Orange Library.

A change in the order of agenda was requested by Mr. Ehrenkranz.

TREASURER'S REPORT:

A. **BILLS PRESENTED FOR PAYMENT:** A motion was made by Dr. D'Alessio that payment be made for the bills presented. The motion was seconded and carried unanimously.

B. **FINANCIAL STATEMENT:** The following resolutions, as proposed by Aaron Eisenberg in his letter of December 10, 1971 to the Board, were adopted unanimously by the Board:

1. That the Certificate of Deposit with the West Orange Savings & Loan Association #TC 24012 in the face amount of \$25,000 plus accumulated interest be withdrawn and after payment of the Library's \$15,000 loan against same, the net proceeds be deposited in the checking account of the Library with the National Newark & Essex Bank on December 31, 1971.

2. That the Savings Account with the West Orange Savings & Loan Association #TC 2028 in the amount of \$5.00 be closed out and the proceeds deposited on December 31, 1971 in the checking account of the Library with the National Newark & Essex Bank.

3. That the Savings Accounts with the West Orange Savings & Loan Association #TC 2752 for Fines and Reserves for 1971 plus accumulated interest, and #TC 2757 for the Lost Book Fund for 1971 plus accumulated interest, be closed out and deposited on December 31, 1971 in the checking account of the Library with the National Newark & Essex Bank.

Furthermore, with respect to Fines and Reserves and the Lost Book Fund for the new year 1972, that new savings accounts be opened with the West Orange Savings & Loan Association and that all receipts with respect thereto after January 1, 1972 be deposited therein.



4. That the amount of \$3,243.97 be set aside by the Board on 12/31/71 as being payable to Mrs. Bosin pending final decision/adjudication.

Mrs. Zeitlin stated that \$600.00 has been withdrawn from the Excess Property Account for lawyer fees. This includes payment for the court session of November 30, 1971 and the next session to be held in 1972. A motion was made by Mrs. Zimmerman and seconded by Mr. Duess to accept the Financial Statement. It was passed unanimously.

#### BUDGET REPORT:

Mrs. Zeitlin stated that the 1972 budget is \$104,000 over last year's budget. She reported on her presentation of the budget at the Town Budget Hearing. There were many unfavorable comments made about the Library at this Hearing. Dr. D'Alessio suggested that the Friends of the Library talk to members of the Council in order to give a more favorable impression of the Library to them. Dr. D'Alessio also suggested that the Board write a letter to the Town Council in anticipation of a budget cut, to express our willingness to explain our position on the budget and addendum.

MINUTES: A motion was made by Mrs. Zeitlin, seconded by Mrs. Zimmerman to accept the minutes of the November 23rd meeting. It was passed unanimously.

#### PERSONNEL COMMITTEE REPORT:

Mrs. Zeitlin notified the Board of Mrs. Reed's Civil Service approval, salary increase to be retroactive to November 1st.

Mrs. Zeitlin listed the names of the employees who have testified at the Robert Jonas hearing. Among these were Messrs. Schroeder, Aronson, Allerhand and Miss Cushing.

#### ACTING DIRECTOR'S REPORT:

Mr. Duess made a motion to accept the December Acting Director's Report. Mrs. Zeitlin seconded and it was passed unanimously.

Mrs. Zeitlin made a motion to act on Mrs. Reed's request to hire two new Pages to replace the two who are leaving. Dr. D'Alessio seconded and it was passed unanimously.

#### OLD BUSINESS:

Mrs. Zimmerman reported on the recent estimate for curtains made by Mr. Deemer of Arnold Constable's. No figures were available. Another estimate will be sought before a decision is made.

Mr. Ehrenkranz reported that subject to Board approval he will be taking over the Le fevre, Holmgren & Hansch insurance on the boiler. The maximum coverage for the boiler alone will be \$500,000. This insurance will cover damage due to use of equipment, not the equipment itself. The motion was made by Dr. D'Alessio to accept the insurance coverage on the boiler alone at an annual cost of \$91.00. It was seconded and passed unanimously.

NEW BUSINESS:

The Nominating Committee consisting of Mr. Duess and Mrs. Zimmerman presented the slate of officers as follows for 1972:

President	-	Mrs. Mary Zeitlin
Vice President	-	Mr. Ben Yeager
Treasurer	-	Mr. Richard Duess
Secretary	-	Mrs. Rose Zimmerman

Mr. Duess made the motion to accept this list and Dr. D'Alessio seconded.

Mr. Ehrenkranz made the motion to adjourn at 5:10 P.M. The next scheduled Board meeting will be held on Tuesday, January 25, 1972, at 4:30 P.M.

Respectfully submitted,

  
Geraldine Schaffter

ADDENDUM TO BOARD MEETING OF DECEMBER 14, 1971

Following the adjournment of the regular meeting it was realized that Mr. Ehrenkranz would not be available to preside at a meeting to elect the slate for 1972. Therefore, an executive session was held to authorize the Secretary to cast a ballot.

A quorum consisting of Mr. Ehrenkranz, Mr. Duess, Mrs. Zimmerman and Mrs. Zeitlin approved the slate as presented and the following officers were elected for 1972:

President	-	Mrs. Mary M. Zeitlin
Vice President	-	Mr. Benjamin Yeager
Treasurer	-	Mr. Richard Duess
Secretary	-	Mrs. Rose Zimmerman

ACTING DIRECTOR'S  
MONTHLY REPORT  
TO THE  
LIBRARY BOARD OF TRUSTEES  
WEST ORANGE FREE PUBLIC LIBRARY

December, 1971

Since the November meeting we have been extremely busy. The moritorium for the month of December seems to be getting results. However, we feel that another statement concerning the moritorium should be placed in the West Orange Chronicle next week for the benefit of those borrowers who have not heard or seen any of our many signs.

Our second Sysdac charging machine has been installed at the Adult Counter. Better and quicker service is being rendered. The system is working quite well.

Also installed are the long-needed carpets behind the charging desks in both the Adult and Children's rooms. Many complimentary statements have been made to many of us by our public.

So as to assure ourselves the best service possible, four members of our staff visited the Livingston library to learn more about the Sysdac charging, overdues, etc.

Pursuant to my telephone call to Mrs. Ruth Rockwood, Director, we were given a date and time for the visit. The representatives -- Mssrs. Ericsson, Dickinson, Rabinowitz and Czarnocki are pleased and state that they benefitted and feel now that they are better equipped to handle the situation.

Mrs. Smolan has been extremely busy. In addition to directing the Story Hour and cataloging books, she attended a one-day symposium on "The Reading Process" at the Rahway Public Library. She has also on exhibit different types of toys, etc. which are made from what she calls "garbage". She gave demonstrations to our "pre-school mothers".

I attended a budget meeting, along with Mrs. Zeitlin and Mr. Manheim on November 30. Also, during the month, I prepared a "Staff Manual"--in part. (A sample is attached) It is hoped that the Manual will be finished before the next meeting.

The biggest surprise of my life. This is not the title of a book, but truly a surprise. Without my knowledge or any suspicion on my part, my secretary, Mrs. Gerrie Schaffter contacted members of the staff, and on Friday, November 26, had a "Surprise Party" for me. Never has anything like this happened to me, and never have I been so grateful, but really surprised.


In my estimation, this gesture is an indication of the good relationship between all of us--Acting Director and Staff.

The Library staff, with your approval, plans a small holiday party on Tuesday, December 21, at 5:30 P.M. It would be appreciated if all Board members could find time to "drop-in"--even for a short time.

On December 4th I attended the New Jersey Historical Symposium which was held in the auditorium of the State Museum in Trenton. It was a rewarding event.

Two Pages, Andrea Cambouris and Louis Grebler will not be employed by us after December 14th. I would like to respectfully submit the names of Mary Longo and Albert Greuter as replacements as of December 15th.

Respectfully submitted,

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

Lola N. Reed  
Acting Director

LNR/gs

AARON EISENBERG & Co.

*Certified Public Accountants*

744 BROAD STREET

NEWARK, N. J. 07102

AREA CODE 201-642-1507-08

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

DECEMBER 10, 1971

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

ATTENTION: IRA EHRENKRANZ, PRESIDENT

GENTLEMEN:

WE SUBMIT HERewith FINANCIAL STATEMENTS THRU NOVEMBER 30, 1971  
FOR THE WEST ORANGE PUBLIC LIBRARY TO BE PRESENTED AT THE BOARD MEETING  
ON DECEMBER 14, 1971.

PLEASE NOTE WE HAVE EXTENDED THE BUDGET REPORT BY ADDING TWO  
ADDITIONAL COLUMNS. THE FIRST OF THESE IS A LISTING BY LINE ITEMS OF THE  
ACCOUNTS PAYABLE OUTSTANDING ON DECEMBER 31, 1970 WHICH WERE PAID AND INCLUDED  
IN EXPENDITURES FOR THE YEAR 1971, SO THAT AS SHOWN HERETOFORE THE BUDGET  
STATEMENTS FOR THE YEAR 1971 HAVE INCLUDED THESE EXPENDITURES ATTRIBUTABLE  
TO THE YEAR 1970. BY ELIMINATING THESE PAYMENTS FOR 1970 BILLS FROM THE  
NOVEMBER 30, 1971 BUDGET STATEMENT, THE ACTUAL UNEXPENDED BUDGET BALANCES  
ATTRIBUTED SOLELY TO THE 1971 BUDGET ARE SHOWN IN THE LAST COLUMN TO BE  
IN THE NET AMOUNT OF \$22,303.29 AS AT NOVEMBER 30, 1971. THE \$22,303.29  
THEREFORE IS THE NET AMOUNT REMAINING FOR EXPENDITURE IN THE MONTH OF DECEMBER  
FOR ALL LINE ITEMS OUT OF THE ORIGINAL APPROPRIATED BUDGET OF \$294,504 FOR THE  
ENTIRE YEAR 1971.

AS TO THE \$30,480.89 OF ACCOUNTS PAYABLE CARRIED OVER FROM 1970,  
THIS AMOUNT PLUS \$600.00 FOR INVOICE FOR AUDITING FEES FROM A. M. HART & Co.  
FOR THE YEARS 1966 THRU 1969, OR A TOTAL OF \$31,080.89. THIS AMOUNT HAS BEEN  
PAID AND COVERED BY FUNDS PROVIDED OUTSIDE THE APPROPRIATED BUDGET AS FOLLOWS:

TOTAL ACCOUNTS PAYABLE AT DECEMBER 31, 1970 AS ABOVE	\$31,080.89
--	-------------

PAID AND COVERED BY FUNDS IN 1971 PROVIDED  
FROM THE FOLLOWING SERVICES:-

A. ACCUMULATED EXCESS STATE AID THRU TO 12/31/70	\$18,132.00	
B. BALANCES 1966-67-68-69 BUDGETS	600.00	
C. FINES AND RESERVES FOR YEAR 1970 APPLIED IN PAYMENT OF THE ABOVE BILLS AS RECOMMENDED IN OUR REPORT OF 2/5/71	22,191.06	40,923.06

EXCESS OF FUNDS AVAILABLE FOR ADDITIONAL  
1971 EXPENDITURES AS SUPPLEMENT TO THE  
1971 APPROPRIATED BUDGET OF \$294,504

\$ 9,842.17

THE \$9,842.17, OF EXCESS FUNDS AVAILABLE ABOVE, PLUS THE \$22,303.29 SHOWN AS THE NOVEMBER 30, 1971 BUDGET BALANCE, SHOULD THEREFORE PROVIDE \$32,145.46, COMFORTABLE MARGIN TO COVER ALL THE POSSIBLE EXPENDITURES WHICH MIGHT BE ANTICIPATED FOR THE REMAINING MONTH OF DECEMBER OF 1971. THUS, IT IS TO BE HOPED THAT THE YEAR 1971 MAY BE CLOSED OUT UNDER THESE CIRCUMSTANCES WITHOUT ANY BUDGET DEFICIT.

TO CLOSE OUT THE YEAR 1971, WE NOW SUGGEST THAT YOUR BOARD ADOPT AT ITS DECEMBER 14, 1971 MEETING, RESOLUTIONS TO THE FOLLOWING EFFECT:-

1. THE CERTIFICATE OF DEPOSIT WITH THE WEST ORANGE SAVINGS AND LOAN ASSOCIATION #TC #4012 IN THE FACE AMOUNT OF \$25,000 PLUS ACCUMULATED INTEREST BE WITHDRAWN AND AFTER PAYMENT OF THE LIBRARY'S \$15,000 LOAN AGAINST SAME, THE NET PROCEEDS BE DEPOSITED IN THE CHECKING ACCOUNT OF THE LIBRARY WITH THE NATIONAL NEWARK & ESSEX BANK ON DECEMBER 31, 1971.

2. THAT THE SAVINGS ACCOUNT WITH THE WEST ORANGE SAVINGS & LOAN ASSOCIATION #TC #2828 IN THE AMOUNT OF \$5.00 BE CLOSED OUT AND THE PROCEEDS DEPOSITED ON DECEMBER 31, 1971 IN THE CHECKING ACCOUNT OF THE LIBRARY WITH THE NATIONAL NEWARK & ESSEX BANK.

3. THAT THE SAVINGS ACCOUNTS WITH THE WEST ORANGE SAVINGS AND LOAN #TC 2752 FOR FINES AND RESERVES FOR 1971 PLUS ACCUMULATED INTEREST, AND #TC 2757 FOR THE LOST BOOK FUND FOR 1971 PLUS ACCUMULATED INTEREST, BE CLOSED OUT AND DEPOSITED ON DECEMBER 31, 1971 IN THE CHECKING ACCOUNT OF THE LIBRARY WITH THE NATIONAL NEWARK AND ESSEX BANK.

FURTHERMORE, WITH RESPECT TO FINES AND RESERVES AND THE LOST BOOK FUND FOR THE NEW YEAR 1972, THAT NEW SAVINGS ACCOUNTS BE OPENED WITH THE WEST ORANGE SAVINGS AND LOAN ASSOCIATION AND THAT ALL RECEIPTS WITH RESPECT THERETO AFTER JANUARY 1, 1972 BE DEPOSITED THEREIN.

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

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



BOARD OF TRUSTEES

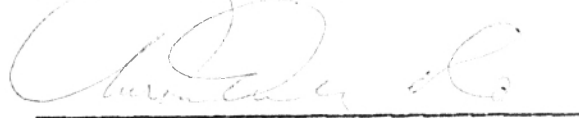
-3-

DECEMBER 10, 1971

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

VERY TRULY YOURS,

AARON EISENBERG & CO.

---

CERTIFIED PUBLIC ACCOUNTANTS

AE/DB  
ENCS.

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

## West Orange Public Library

LIBRARY BOARD MEETING OF DECEMBER 14, 1971

EXPENDITURE DETAIL	BUDGET 1971	EXPENDITURES TO BE PRESENTED FOR APPROVAL AT THIS MEETING	TOTALS EXPENDED THROUGH 11/30/71	UNEXPENDED BALANCE ON 11/30/71	ACCOUNTS PAYABLE OUTSTANDING 11/30/71	BUDGET BALANCE 11/30/71	ELIMINATE FROM 1971 EXPENDITURES 12/31/70	ADJUSTED BUDGET BALANCE
							ACCTS. PAYABLE @ (PER AUDITS)	11/30/71
1. Salaries	196,904	17,079.07	188,096.32	8,807.68		8,807.68		8,807.68
2. Books	48,000	5,310.77	45,419.08	2,580.92	4,740.57	(2,159.65)	3,317.46	11,157.81
3. Binding	1,300	--	1,400.05	( 100.05)	504.99	( 605.04)	235.35	( 319.69)
4. Supplies	7,000	1,718.91	11,470.67	(4,470.67)		(4,470.67)	4,343.97	( 126.70)
5. Insurance	3,500	670.00	3,127.11	372.89		372.89	129.25	502.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	770.47	11,938.44	(1,938.44)	562.75	(2,501.19)	1,857.68	( 643.51)
7. Maintenance-Tory Cor.	540	270.00	540.00	--		--	--	--
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,000	2,091.11	4,463.72	(1,463.72)	162.57	(1,626.29)	603.72	( 1,017.57)
9. Telephone	840	86.42	968.05	( 128.05)	99.33	( 227.44)	152.50	( 74.94)
10. Community relations; publicity; reading contests, etc...	300	--	105.93	194.07	20.00	174.07		174.07
11. Service contracts	400	--	470.25	( 70.25)		( 70.25)	18.50	( 51.75)
12. Transportation	125	13.05	155.37	( 30.37)	10.70	( 41.07)		( 41.07)
13. Postage	1,045	240.08	1,368.48	( 323.48)		( 323.48)		( 323.48)
14. Conventions	200	10.00	338.32	( 138.32)		( 138.32)		( 138.32)
15. Audit	150	--	--	150.00		150.00		150.00
16. Equipment	7,000	4.25	5,923.64	1,076.36	1,236.41	( 210.05)	3,492.40	3,282.35
17. Contingency	400	--	807.80	( 407.80)		( 407.80)	20.00	( 387.80)
18. Magazines	2,800	115.90	834.89	1,965.11	122.32	1,842.79	479.25	2,322.04
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,000	287.95	6,714.30	(2,714.30)	69.87	(2,784.17)	3,079.80	295.63
20. Xerox (inc. supplies)	2,200	--	3,005.61	( 805.61)	29.00	( 834.61)	1,496.01	661.40
21. Accounting services	4,800	400.00	5,725.00	( 925.00)	2,200.00	(3,125.00)	1,200.00	(1,925.00)
22. Consultant (architect's prelim. drawings)	-0-							

\$294,504 \$29,067.98 \$292,873.03 \$1,630.97 \$9,808.57 (\$8,177.60) \$30,480.89 1/22,303.29

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

PREPARED WITHOUT AUDIT.  
AARON EISENBERG & CO. C.P.A.s  
BY: \_\_\_\_\_  
CERTIFIED PUBLIC ACCOUNTANT

STATEMENT OF ALL FUNDS BALANCES -  
RECEIPTS AND DISBURSEMENTS  
MONTH OF NOVEMBER 1971

CHECKING A/C-NAT. NWK. & ESSEX	\$35,202.76	\$25,678.74
CASH FUND IN LIBRARY	326.25	326.25
WEST ORANGE S & L:		
CERT. OF DEPOSIT TC#3012	25,755.62	25,755.62
LESS: LOAN AGAINST ABOVE CD	(15,000.00)	(15,000.00)
SAVINGS A/C TC 2828	5.00	5.00
TC 2752	20,927.78	19,418.40
TC 2757	2,629.74	2,465.69
10085	10,849.50	9,594.00
NATL. NWK. & ESSEX #51658	2,580.00	3,086.52
TOTAL ALL CASH BALANCES	\$83,276.65	\$71,330.22

WEST ORANGE PUBLIC LIBRARY

NOVEMBER 1971 BILLS PRESENTED FOR PAYMENT  
ON DECEMBER 14, 1971

CHECKS ARE DATED  
NOVEMBER 24, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5364	TOWN OF WEST ORANGE - SOC. SEC. TAX EMPLOYEES-OCT. 1971	1. SALARIES	\$ 531.43
5365	NATL. NWK. & ESSEX BANK W/T EMPLOYEES-OCT. 1971	1. "	1,780.20
5366	P.E.R.S. #20284 PENSION	1. "	471.59
5367	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	47.31
5368	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	11.00
5369	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - OCT. 1971	1. "	220.00
5370	TOWN OF WEST ORANGE-HOSPITAL- IZATION	1. "	436.94
5371	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,255.50
--	PAYROLL CHECKS #6302-6357	1. "	12,325.10
	<u>TOTAL</u>		17,079.07
<u>ADD:</u>	TOTAL CHECKS #5326-5363 PRESENTED FOR PAYMENT NOVEMBER 23, 1971		12,098.91
	<u>TOTAL DISBURSEMENTS - MONTH OF NOVEMBER 1971</u>		29,177.98
<u>LESS:</u>	REFUND OF INSURANCE PREMIUM		110.00
	<u>NET BUDGET EXPENDITURES - NOV. 1971 PER BUDGET REPORT</u>		<u>\$29,067.98</u>

PAYMENT RECOMMENDED BY:

*Lola N. Reed*

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

NOVEMBER BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1971

PRESENTED FOR PAYMENT DECEMBER 14, 1971

CHECKS ARE DATED  
DECEMBER 14, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5402	UNITED COFFEE BREWERS	4. SUPPLIES	\$ 26.25
5403	VINCENTS CARPET SERVICE	16. EQUIPMENT	686.41
5404	VOCATIONAL FOUNDATION, INC.	18. MAGAZINES	3.50
5405	XEROX CORP.	20. XEROX	29.00
5406A	WALTER BALDWIN	8. MAINT.-BK.	\$ 8.43
B	" "	12. TRANSPORTATION	10.70
5407	AARON EISENBERG & CO.	21. ACCTG. SVC.	19.13
5403	" " "	21. " "	400.00
			<u>1,800.00</u>
<u>TOTAL CHECKS ISSUED THRU TO DECEMBER 14, 1971</u>			10,270.91

LESS: NET DEBIT BALANCE DUE FROM WEST ORANGE S & L ASSN.  
11/3/71 #5385-B - FIELD ENTERPRISES,  
INC. 2. Books ( 293.30)

NET DEBIT BALANCE DUE FROM  
DIMONDSTEIN BOOK Co.:

4/8/69	#53790	\$( 27.63)	
4/8/69	#54201	(172.21)	
4/8/69		( 15.61)	
5/26/71	#91796	20.04	
6/1/71	#92063	11.34	
7/29/71	#95419	15.03	( 169.04)
			<u>( 462.34)</u>

NET ACCOUNTS PAYABLE OUTSTANDING NOVEMBER 30, 1971 \$ 9,808.57

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:   
AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

WEST ORANGE PUBLIC LIBRARY

NOVEMBER BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1971

PRESENTED FOR PAYMENT DECEMBER 14, 1971

CHECKS ARE DATED  
DECEMBER 14, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
5372	THE BAKER & TAYLOR Co.	2. BOOKS	\$	24.13
5373A	R. R. BOWKER Co.	2. "	\$ 39.50	
B	" " " "	2. "	33.00	
C	" " " "	2. "	202.50	275.00
5374	BRO-DART, INC.	16. EQUIPMENT		600.00
5375A	BRO-DART, INC.	4. SUPPLIES	79.20	
B	" " " "	4. "	89.20	
C	" " " "	4. "	30.00	198.40
5376	BRO-DART FOUNDATION	2. BOOKS		19.50
5377	BUREAU OF BUSINESS PRACTICE	18. MAGAZINES		6.72
5378	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL		61.17
5379	THE CHILDRENS BOOK COUNCIL	19. " "		8.70
5380	CINCINNATI TIME RECORDER Co.	4. SUPPLIES		20.98
5381	MARGARET CUSHING	10. COMM. REL.		20.00
5382	DIMONDSTEIN BOOK Co. INC.	2. BOOKS		40.84
5383	EBSCO SUBSCRIPTION SVC.	18. MAGAZINES		6.00
5384	EDUCATIONAL DIRECTORIES, INC.	2. BOOKS		19.09
5385A	FIELD ENTERPRISES EDUCATIONAL CORP.	2. BOOKS	370.80	
B	" " " "	2. "	293.30	664.10
5386A	GAYLORD BROS. INC.	4. SUPPLIES	39.50	
B	" " " "	4. "	121.42	160.92
5387	INTERNATIONAL HARVESTER	8. MAINT.-BK.		121.37
5388	JEFFCO INDUSTRIES	4. SUPPLIES		21.40
5389	EDWARD G. KLAPPROTH, SR.	4. "		25.80
5390A	MCMANUS SALES & SERVICE	6. MAINT.-MAIN	4.68	
B	" " " "	6. " "	2.70	7.38
5391A	A. R. MEEKER	4. SUPPLIES	21.37	
B	" " " "		11.40	32.77
5392	MONEYSWORTH	18. MAGAZINES		27.80
5393	NATIONAL TELEPHONE DIRECTORY CORP.	18. "		72.00
5394	N.J. BELL TEL. Co.	9. TELEPHONE		99.39
5395	N.J. CLIPPING SERVICE	18. MAGAZINES		6.30
5396	ORANGE ELECTRIC & SUPPLY	6. MAINT.-MAIN		5.50
5397A	PAPERBACK BOOK SHOP	2. BOOKS	75.16	
B	" " " "	2. "	5.52	80.68
5398	PUBLIC SERVICE ELEC. & GAS	6. MAINT.-MAIN		549.87
5399	REGENT BOOK Co. INC.	2. BOOKS		55.40
5400A	A. H. ROEMER Co. INC.	2. "	-( 13.27)	
B	" " " " "	2. "	148.64	
C	" " " " "	2. "	473.52	
D	" " " " "	2. "	603.74	
E	" " " " "	2. "	484.91	
F	" " " " "	2. "	-( 2.81)	
G	" " " " "	2. "	94.29	
H	" " " " "	2. "	19.95	
I	" " " " "	2. "	308.87	
J	" " " " "	2. "	1,054.22	
K	" " " " "	2. "	-( 11.97)	
L	" " " " "	2. "	177.79	
M	" " " " "	2. "	686.29	4,024.17
5401A	HENRY F. SCHMIDT Co. INC.	4. SUPPLIES	10.84	
B	" " " " "	4. "	11.90	
C	" " " " "	4. "	20.91	
D	" " " " "	4. "	7.59	51.24

ATTACHMENT TO BUDGET  
FOR WEST ORANGE FREE PUBLIC LIBRARY  
FOR 1972

December 13, 1971

Attention of Hon. Louis P. Falcone, Mayor

By reductions as shown, in pencil, on attached copy of 1972 Budget a cut of \$14,000 can be affected.

This is not to say that the repairs, under Maintenance Main #656, can be safely postponed for another year but we can try.

The proposals, as presented to us by Mr. Torlucci are much needed--i.e. masonry on front of building, painting of ceilings during off hours, etc. The ceilings are filthy and are chipping off. We have suffered water damage as well as the ravages of time.

The amount deducted from Equipment #904 is also risky as typewriters, work tables etc. are in bad condition.

#706, Supplies, we can try to hold at 1971 level although I am afraid the figures for the last three years have not reflected the rise in prices.

The line item for books (#706) most certainly has not. The average rise in book prices is 22%.

The figures from the A.H. Hart audit report show that the Library lost \$80,936.13 in monies not returned by the Town although the Library has born the expense of replacements on lost books, extra purchases for reserves, etc.

I am enclosing an estimate on only one microfilm reader and equipment. The new State requirements as of January 1972 for purchases and retention of magazines and periodicals will make more of this equipment necessary.

The pages copied from the latest edition of New Jersey Library Laws refer to provisions for State Aid to Libraries under the New Jersey Administrative Code. Hopefully, this will explain our position on deducting State Aid from the Municipal Budget. These sums, from the State Board of Higher Education, are plainly granted for Library Services, not as a measure of financial relief for the Municipality. This was pointed out in a conference with Mr. Arthur Dwyer, Attorney, who is President of the Paterson Library Board, Finance Board and, presently Mayor.

If you can take a moment to look over the 1971 Budget from Fairlawn (a town of slightly less population) it might serve as a point of comparison to show how far below proper standards we find the West Orange Library to really be.

Both Mr. Panheim and myself are readily available for questioning at your convenience.

---

Mary M. Zeitlin (Mrs.)  
Budget Chairman  
Board of Trustees



ACTING DIRECTOR'S  
MONTHLY REPORT  
to the  
LIBRARY BOARD OF TRUSTEES

November 1971

With only a few exceptions, the staff seems relaxed, happy and is very cooperative. Part-time personnel often fill in whenever and where ever they are needed.

We are continuing our policy of diversified buying, with special emphasis on Reference and Resource materials. We are aware of the many criticisms of patrons not being able to get "best sellers" as quickly as they did. This is because of our limited number of copies of a title.

On the other hand, we are being told by some how satisfied they are with the "great" selections which we are now purchasing.

During this month we have purchased quite a few badly needed new titles, and replacements in the Children's Room.

The Mobilibrary is in operation again. Circulation in that area is improving. Understandably, it will take a while for clientele to build up again.

Mrs. Marjorie Dosin worked 6½ hours on Monday, November 1st and 3 hours on Wednesday, November 3rd. She ~~became~~ abusive, arrogant and insubordinate and refused to perform duties assigned to her. Instead, she left her unfinished paper work on my desk and walked out.

A few minutes later she appeared in the doorway of my office and announced that she was going home because her hand hurt. She left the building. The following day, after a telephone conversation with two Board members, Mr. Ehrenkranz, President, and Mrs. Zimmerman, and Miss Anne O'Neill of Civil Service, I wrote Mrs. Bosin a letter in which she was suspended for five days without pay.

Mrs. Bosin has not returned to work. However, when I came to work on Monday she had called and left a message with Mrs. Ericsson that her arm was still giving her trouble.

The mending and processing of books is too great a job for Mrs. Schroeder. She can only spend one-half day at this task because of having to open the Tory Corner Branch in the afternoon. Some members of the Children's Room Staff are being trained to perform these duties but they can only get to children's books.

Because of the backlog of mending adult books, and because we need someone to assist Mrs. Schroeder, I would like to respectfully ask you to hire Mrs. Barbara O'Neill on a part-time basis as a Junior Library Assistant for mending and processing books.

Mrs. Smolan, Mrs. Reed and Miss Cushing attended an all-day seminar of N.J.L.A. in Cedar Grove on November 17. A short report is attached.

In order to develop a better understanding of how we can better meet the needs of our schools, and at the same time gain some kind of good relationship with school librarians Mrs. Smolan met with some of

them at Tory Corner Diner on Friday, November 20. At the same time, Mrs. Reed met with another group of school librarians at Mr. J's. We feel both meetings were necessary and beneficial to all concerned.

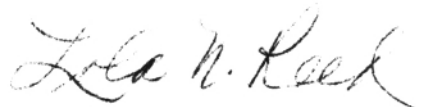
Today, November 23, Mrs. Reed is attending an Area Director's meeting in Haplewood.

Carpets have been installed behind the desks both in the Adult Section and the Children's Room.

Mr. Youngman has presented an estimate on the cost of drapes for the entire library for your consideration.

Operation of the library is running rather smoothly. As soon as we are able to discontinue the old charging system, it is believed that the entire situation will change for the better.

Respectfully submitted,

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

Lola H. Reed  
Acting Director

LNR/gs

Attachment

TO: Board of Trustees, West Orange Public Library

FROM: Gloria Smolan, Acting Children's Librarian

RE: THE RIGHT TO READING READINESS WORKSHOP

A workshop for New York and New Jersey librarians and others concerned with pre-reading opportunities for pre-school and first grade children, was held at the South Bronx Project, Mott Haven Branch of the New York Public Library at 321 East 140 Street, New York City, on October 7 and 8, 1971.

It was sponsored by the New Jersey and New York State Library Agencies in cooperation with the United States Office of Education, Region II, and the National Book Committee, Inc. Our Acting Children's Librarian, Mrs. Gloria Smolan, attended in Mrs. Reed's absence.

Lucille Lindberg, Professor of Education at Queens College, excited the audience with her descriptions of things parents can do in the home with pre-school children, such as singing, painting and helping in the kitchen. She noted that the child who plays hard, eventually is the one who studies hard. Accenting the value of picture books for pre-readers, she told the anecdote of the youngster who tried to explain to his friend what all those "letters" were. "Oh, them's words--they're for people that can't read the pictures!"

Juanita Dennis, Education Specialist in the Office of Child Development, DHEW, told of the many programs being funded by the federal government for the pre-schooler. Some of those mentioned, (some still very much in the experimental stage) were the Parent and Child Centers (36 throughout the country), Head Start, Planned Variation Studies (12 different methods, 5,000 children now involved), Health Start (begun summer 1971 for 15,000 children, their families and siblings), Home Start (15 pilot programs planned to be in operation by February 1972). The chief need now, she says, is for a cadre of people to staff Childhood Care Centers which are coming. Standards are being written, and those having the proper qualifications will be called Child Development Associates.

When Miss Dennis described the people working on these proposals and standards, it was discovered that no librarian was included on the committee. Dirithy Dietrich, Supervisor of the Reading Program of the Union Free School District on Long Island, agreed with Mrs. Smolan, when questioned, that there is little consultation by reading specialists with the librarians, the very people who can provide the "right book for the right child." As a result of this, a move was made to provide a formal memo, to be signed by all present at the workshop, that librarians be included in present and future planning committees for the right-to-read programs. This document will be sent to Congressmen and others.

Mrs. Marianela Hernandez, an Early Childhood Specialist for the United Bronx Parents Daycare Center, demonstrated some of the playful devices used with preschoolers, and noted that the three A's of childhood are affection, acceptance and achievement.

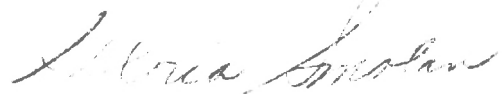
Mary Kaye Conwell, Children's Librarian and Coordinator of nine children's libraries for the South Bronx Project, prepares pre-school storytellers. She never assumes that helpers know anything, and trains them from the ground up, reinforcing the training with two showings of the film "The Pleasure is Mutual."

The newly appointed director of the Right-to-Read Program at the Office of Education, Dr. Ruth Love Holloway, spoke at the dinner Thursday evening. This program, first proposed by Education Commissioner James Allen in 1969, and endorsed by the Nixons in 1970, aims to eliminate illiteracy by 1980. But this will only be accomplished by 1) developing performance criteria 2) providing staff development by on-the-job training 3) involving parents in the planning process 4) using evaluation as a tool for decision making and 5) involving both the public and private sectors (libraries, publishers).

Doreitha Madden, from the N. J. State Department of Education, Public and School Library Services Bureau, gave us a copy of "Library Services to the Disadvantaged," which is a grant program made possible by the use of Library Services and Construction Act funds. It is designed to help libraries initiate "outreach" programs which are not presently fundable from local sources. This type of program hopes to encourage full use of public library services by citizens heretofore reticent to use libraries.

One of the chief accents of this workshop was the attempt to show how various community resources can work together for the benefit of the pre-school child. The Director of the Head Start program in Montclair, Phyllis Rogers, pointed out how the Red Cross has come to their assistance in transporting Head Start students to the Public Library for weekly story hours. Each of these agencies has allocated specific funds and staff for these projects.

In February, Virginia Matthews, Director of this workshop, and of the National Book Committee, plans a follow-up to see what programs each of us may have initiated as a result of the enthusiasm engendered by these two days.



Gloria Smolan  
Acting Children's Librarian

West Orange Public Library

LIBRARY BOARD MEETING OF

NOVEMBER 23, 1971

EXPENDITURE DETAIL	BUDGET 1971	EXPENDITURES	TOTALS	UNEXPENDED	ACCOUNTS	BUDGET 10/31/71
		TO BE PRESENTED FOR APPROVAL AT THIS MEETING	EXPENDED THROUGH 10/31/71	BALANCE ON 10/31/71	PAYABLE OUTSTANDING 10/31/71	
1. Salaries	196,824	16,439.49	171,017.25	25,806.75		25,806.75
2. Books	48,000	3,195.60	40,108.31	7,891.69	5,310.77	2,580.92
3. Binding	1,300	82.95	1,400.05	( 100.05)		( 100.05)
4. Supplies	7,000	1,833.03	9,751.76	( 2,751.76)	1,718.91	(4,470.67)
5. Insurance	3,500	212.00	2,457.11	1,042.89	780.00	262.89
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	1,417.19	11,167.97	(1,167.97)	770.47	(1,938.44)
7. Maintenance-Tory Cor.	540		270.00	270.00	270.00	-
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,000	1,511.67	2,372.61	627.39	2,091.11	(1,463.72)
9. Telephone	840	80.10	881.63	( 41.63)	86.42	( 128.05)
10. Community relations; publicity; reading contests, etc...	300		105.93	194.07		194.07
11. Service contracts	400	143.00	470.25	( 70.25)		( 70.25)
12. Transportation	125		142.32	( 17.32)	13.05	( 30.37)
13. Postage	1,045		1,128.40	( 83.40)	240.08	( 323.48)
14. Conventions	200		328.32	( 128.32)	10.00	( 138.32)
15. Audit	150			150.00		150.00
16. Equipment	7,000	697.00	5,919.39	1,080.61	4.25	1,076.36
17. Contingency	400		807.80	( 407.80)		( 407.80)
18. Magazines	2,800	77.90	718.99	2,081.01	115.90	1,965.11
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,000	54.08	6,426.35	(2,426.35)	287.95	(2,714.30)
20. Xerox (inc. supplies)	2,200		3,005.61	( 805.61)		( 805.61)
21. Accounting services	4,800	400.00	5,325.00	( 525.00)	400.00	( 925.00)
22. Consultant (architect's prelim. drawings)	-0-					
	\$294,424	\$26,144.01	\$263,805.05	\$30,618.95	\$12,098.91	\$18,520.04

PREPARED WITHOUT AUDIT.  
AARON EISENBERG & CO. C.P.A.s  
BY:

BY: [Signature]  
 CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

OCTOBER 1971 BILLS PRESENTED FOR PAYMENT  
ON NOVEMBER 23, 1971

CHECKS ARE DATED  
OCTOBER 26, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5318	TOWN OF WEST ORANGE - SOC. SEC. TAX EMPLOYEES-SEPT. 1971	1. SALARIES	\$ 606.66
5319	NATL. NWK. & ESSEX BANK W/T EMPLOYEES-SEPT. 1971	1. "	1,774.10
5320	P.E.R.S. #20284 PENSION	1. "	370.09
5321	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	47.31
5322	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	11.00
5323	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SEPT. 1971	1. "	210.00
5324	TOWN OF WEST ORANGE-HOSPITAL- IZATION	1. "	436.94
5325	WEST ORANGE PUBLIC LIBRARY - SALARY CONTINGENCY FUND	1. "	1,255.50
--	PAYROLL CHECKS #6244-6301	1. "	<u>11,717.89</u>
	<u>TOTAL</u>		16,429.49
<u>ADD:</u>	<u>TOTAL CHECKS #5721-5317 PRESENTED</u> <u>FOR PAYMENT OCTOBER 26, 1971</u>		<u>9,914.52</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF OCTOBER 1971</u>		<u>26,344.01</u>
<u>LESS:</u>	<u>#5271 ADDITION TO PETTY CASH FUND CHECK</u>		<u>200.00</u>
	<u>NET BUDGET EXPENDITURES - OCT. 1971 PER BUDGET REPORT</u>		<u>\$26,144.01</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

AARON EISENBERG  
CERTIFIED PUBLIC ACCOUNTANT

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

MONTH OF OCTOBER 1971

[illegible]



WEST ORANGE PUBLIC LIBRARY

OCTOBER BILLS, ACCOUNTS PAYABLE OCTOBER 31, 1971  
PRESENTED FOR PAYMENT NOVEMBER 23, 1971

CHECKS ARE DATED  
 NOVEMBER 23, 1971  
 #5326 Nov. 8, 1971

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
5326	POSTMASTER, ORANGE, N. J.	13. POSTAGE	\$ 200.00
5327A	BAKER & TAYLOR CO.	2. BOOKS	\$ 67.80
B	" " "	2. "	5.45
C	" " "	2. "	242.86
	" " " CREDIT PREV.MONTH	2. "	( 3.57)
5328A	BRO-DART, INC.	19. AUDIO-VISUAL	79.20
B	" " "	19. " "	7.05
C	" " "	19. " "	55.30
D	" " "	19. " "	125.00
E	" " "	19. " "	12.90
5329	VOID		
5330	IRA F. EHRENKRANZ AGENCY	5. INSURANCE	780.00
5331	AARON EISENBERG	21. ACCTG. SVCS.	400.00
5332A	EBSCO SUBSCRIPTIONS	18. MAGAZINES	84.25
B	" " "	18. "	( 10.00)
C	" " "	18. "	6.00
D	" " "	18. "	( 7.50)
E	" " "	18. "	7.50
5333	VOID		
5334A	GAYLORD BROS. INC.	4. SUPPLIES	38.60
B	" " "	4. "	14.10
C	" " "	4. "	( 14.60)
5335	HONEYWELL	6. MAINT.-MAIN	122.08
5336	J. M. MOREHOUSE PRINTING	4. SUPPLIES	56.00
5337	MC MANUS	6. MAINT.-MAIN	5.80
5338	N.J. BELL TELEPHONE CO.	9. TELEPHONE	86.42
5339	NATIONAL AUDIO VISUAL ASSOCIATION	19. AUDIO-VISUAL	8.50
5340	ONAN EASTERN CORP.	8. MAINT.-BK.	841.90
5341	PARK AUTO GLASS	8. MAINT.-BK.	2.00
5342	PAPER BACK BOOK SHOP	2. BOOKS	31.00
5343A	PITNEY BOWES	13. POSTAGE	25.50
B	" " "	13. "	5.50
5344A	PETTY CASH	2. BOOKS	1.00
B		4. SUPPLIES	1.77
		12. TRANSP.	13.05
		13. POSTAGE	9.08
		14. CONVENTIONS	10.00
		18. MAGAZINES	15.65
5345	PUBLIC SERVICE ELEC & GAS CO.	6. MAINT.-MAIN	50.55
5346A	A. H. ROEMER CO. INC.	2. BOOKS	541.14
B	" " " "	2. "	244.65
C	" " " "	2. "	34.46
D	" " " "	2. "	452.39
E	" " " "	2. "	34.10
F	" " " "	2. "	508.88
G	" " " "	2. "	30.14
H	" " " "	2. "	687.72
I	" " " "	2. "	660.05
J	" " " "	2. "	453.89
K	" " " "	2. "	476.32
L	" " " "	2. "	( 7.93)
M	" " " "	2. "	( 6.60)
N	" " " "	2. "	( 5.63)
O	" " " "	2. "	72.63
P	" " " "	2. "	552.79
		2. "	123.71
			4,311.57

WEST ORANGE PUBLIC LIBRARY

OCTOBER BILLS, ACCOUNTS PAYABLE OCTOBER 31, 1971  
PRESENTED FOR PAYMENT NOVEMBER 23, 1971

CHECKS ARE DATED  
 NOVEMBER 23, 1971  
 #5326 Nov. 8, 1971

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
5347	SALS & FRED'S ESSO SERVICE	8. MAINT.-BK.	\$ 13.10
5348	SILVER BURDETT CO. DIV.	2. BOOKS	6.00
5349	SUPERINTENDENT OF DOCUMENTS	18. MAGAZINES	20.00
5350	THE H. W. WILSON CO.	2. BOOKS	346.00
5351	UNITEMP, INC.	6. MAINT.-MAIN	59.95
5352	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	270.00
5353	R. R. BOWKER CO.	2. BOOKS	17.50
5354	DUN & BRADSTREET	2. "	85.00
5355	INTERNATIONAL HARVESTER	8. MAINT.-BK	1,234.11
5356	NATIONAL FUEL OIL	6. MAINT.-MAIN	41.50
5357	CONTINENTAL BOOK CO.	2. BOOKS	111.00
5358	THE NEW YORK TIMES	2. "	89.16
5359	ORANGE ELECTRIC & SUPPLY CO. INC.	4. SUPPLIES	2.50
5360	HENRY F. SCHMIDT CO. INC.	4. "	8.48
5361	UNITED COFFEE BREWERS, INC.	4. "	25.00
5362	W. B. WOOD	16. EQUIPMENT	4.25
5363	BRO-DART, INC.	4. SUPPLIES	1,587.06
 <u>TOTAL CHECKS ISSUED THRU TO NOVEMBER 23, 1971</u>			
<u>AND ACCOUNTS PAYABLE OUTSTANDING AT OCTOBER 31, 1971</u>			<u>\$12,098.91</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: 

AARON EISENBERG  
 CERTIFIED PUBLIC ACCOUNTANT

NOTE: THIS REPORT IS SUBJECT TO SUCH CHANGES AS MAY BE ADOPTED FROM FINDINGS AND  
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