

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

WEDNESDAY, JANUARY 3, 1973

The December 28, 1972 Board meeting was rescheduled for January 3, 1973 because of the Christmas holidays. The meeting was called to order at 8:35 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mrs. Rose Zimmerman, Mr. Albert Kupferer and Mr. Ben Yeager constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, and Mr. William Jervey of the Friends of the West Orange Library.

MINUTES:

Mrs. Zimmerman motioned to change Mayor Falcone's motion under Treasurer's Report to read "appropriated funds available" as this was the intended meaning of his statement. Mr. Yeager seconded the motion and it was passed unanimously.

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

FINANCIAL STATEMENT:

Bills Presented for Payment - Mr. Yeager motioned to make payment of the November bills including the Ira Ehrenkranz insurance bill for \$1,063.27. Mrs. Zimmerman seconded and it was passed unanimously.

Mr. Yeager said he will call Mr. Ehrenkranz to review the Insurance Co. of North America Public Employee Blanket Bond Policy #S 734865 issued 11/13/72. He will also ask Mr. Ehrenkranz to send all the insurance policies to the library.

ACTING DIRECTOR'S REPORT:

Mrs. Reed's request to the Personnel Committee to hire additional help was approved pending presentation of names of applicants to the Board.

The Board was made aware of the Civil Service directives dated 11/10/72 regarding vacations, etc.

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

NEW BUSINESS:

Mrs. Zeitlin was directed to send a letter to the Town Council asking them to put in writing their verbal promise as of October 2, 1972 that should Mr. Jonas be granted any sort of monetary compensation as a result of his present Civil Service appeal the Town Council would reimburse the Library Board because they deducted the Library Director's salary which the Board had included in the 1972 Budget.

Mrs. Zeitlin suggested the fourth Wednesday in each month at 7:30 p.m. as a new meeting date and time. The By-Laws will be amended in accordance with the new library laws and properly recorded at the January meeting.

Mrs. Zimmerman motioned and Mr. Kupferer seconded that Irving Ostrow be paid \$300 for one court appearance on January 4, 1973 in the Bosin hearing. It was passed unanimously.

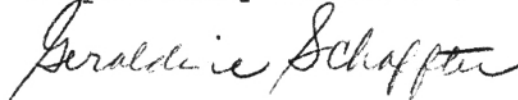
Mrs. Zimmerman will send Mr. Duess a letter requesting his attendance at the January meeting to receive his plaque.

Mrs. Zimmerman will be listed on the library's savings and checking accounts as Secretary and Assistant Treasurer of the Board.

The next Board meeting will be held on January 24, 1973 at 7:30 p.m.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,



Geraldine Schaffter

EXECUTIVE MEETING

JANUARY 3, 1973

Mr. Albert Kupferer, Chairman of the Nominating Committee presented the 1973 slate of officers of the Board of Trustees as follows:

President	-	Mrs. Mary Zeitlin
Vice President	-	Mr. Benjamin Yeager
Treasurer	-	Mr. Albert Kupferer
Secretary & Assistant Treasurer	-	Mrs. Rose Zimmerman

The Board voted unanimously to approve the slate of officers as presented.

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

January 3, 1973

At the end of the calender year of 1972, your library continues to improve in many ways -- this is especially noticeable in the morale and working relationships among staff members, as well as with the public.

The accomplishments throughout the year add credability to both the status of our library and a dedicated staff.

For the first time, paraprofessionals attended and participated in seminars and workshops held throughout the state on various aspects of the library. In every instance the participants seemed interested and eagerly attended. Upon completion of these events, reports were given and a renewed interest in improvement of services was evident.

Our circulation statistics by the three branches (Main, MOB, Tory Corner) for 1972 are as follows:

Adult	--	210,717
Juvenile	--	77,984
		<hr/>
Grand Total		288,701

A general staff meeting was held on Thursday, November 16, 1972 with an almost 100% attendance. Many issues were discussed and debated. It was a most amicable meeting and we all felt that something was accomplished.

The meeting lasted for two hours with everyone participating and making whatever contribution in the way of questions or suggestions they saw fit.

Following our general discussion, each Department Head told the group briefly what his department is doing and what it hopes to accomplish with their continued help and cooperation. Because of the great delay in mail deliveries during the holiday season, we did not mail books starting December 1st through January 15th.

The staff enjoyed two long holiday weekends after our annual Christmas party which was held on Thursday, December 21st. We have been extremely busy after each holiday but feel it is well worth it.

An Attendance Report Record has been secured for each employee for 1973. Schedules are kept up-to-date by Department Heads. The system is called the "Di-Do" System, an abbreviated way of saying Days In - Days Out. This record will be instrumental in determining which employees are deserving increments and other fringe benefits at the end of the year.

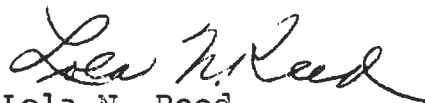
The professional staff has held several meetings over the past months. By meeting regularly we have been able to organize

ourselves for a common cause -- to give more efficient and well-rounded library service. Responsibilities have been delegated and back-up persons from our para-professionals were selected. Sofar, the plan seems to be working.

Due to the limited working hours of some of our staff, there is not always a back-up in all areas. However, in the more pertinent positions there is always someone to fill-in.

For your information and perusal, I have attached a copy of a recent letter written to an Essex County Library Director, who was kind enough to pass the information on to other Directors in our Area.

Respectfully submitted,

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

Lola N. Reed
Acting Director



State of New Jersey

DEPARTMENT OF CIVIL SERVICE

LOCAL GOVERNMENT SERVICES

NEWARK OFFICE

JAMES A. ALLOWAY
PRESIDENT

WILLIAM DRUZ
CHIEF EXAMINER & SECRETARY

1100 RAYMOND BOULEVARD
NEWARK, NEW JERSEY 07102

November 10, 1972

In reply to your letter of October 31, 1972 concerning sick leave and vacation benefits that must be granted to part-time permanent employees in the Library.

All permanent part-time employees are entitled to the same sick leave and vacation benefits granted to the permanent full-time employees by his employer. Of course, these benefits should be pro-rated to reflect the fewer hours worked weekly by the part-time incumbent. Even if a part-time employee works only one day per week, he is entitled to sick leave and vacation.

Under our regulations, permanent full-time employees are to be granted at least the following vacation with pay:

First year of service	1 working day for each month
1 to 10 years	12 days annual vacation
10 to 20 years of service	15 days annual vacation
20 years of service and after	20 days annual vacation .

When in any calendar year the vacation due an employee is not granted because the work requires his presence, that vacation leave must be granted during the next succeeding calendar year. In the event an employee is separated from his position before he exhausts the vacation he has earned, he is entitled to be duly compensated.

In addition to vacation leave, permanent full-time employees are to be granted a minimum annual allowance of 15 days paid sick leave, after the initial calendar year of employment. During the first calendar year, the employee accrues this benefit at the rate of 1 day per month of service. Unused sick leave accumulates, and it intended to be available to the employee when illness necessitates his absence from work. An employee is not compensated for unused sick leave when his employment ends.

Please feel free to contact this office if you require additional information or assistance.

For: Director of Local
Government Services

JRC:aon

By: J.R. Collins
Manager

REPORT TO PERSONNEL COMMITTEE

January 3, 1973

There is a shortage of personnel in the library, especially in the Children's Room. This shortage, is brought about because of (1) resignation (2) leave of absence, and (3) illness.

1. Mrs. Mercedes Marchese, who just recently returned to us, had to resign because of problems with her children which she could not handle while working.
2. Because of the serious prolonged illness of her mother, Mrs. Shirley Itkin, at the request of the attending physician, has asked for a six months' Leave of Absence.
3. Mrs. Smolan went on vacation immediately after the last session of the pre-school story hour. According to a statement made to me, Mrs. Smolan plans to enter the hospital shortly after her return from vacation for major surgery during the second week of January. She also stated that she will be available to catalog books but will not be able to take over the story-hour sessions.

Since two of Mrs. Smolan's primary duties are cataloging and story telling, and she will be unable to perform both, I suggest that we hire a professional who can perform both assignments, and terminate the services of Mrs. Smolan.

Signed:


Lola N. Reed
Acting Director

EMPLOYMENT STANDARDS
FOR
NEW JERSEY PUBLIC LIBRARIES

1972

EMPLOYMENT STANDARDS FOR NEW JERSEY PUBLIC LIBRARIES

Introduction

The Personnel Administration Committee of NJLA believes strongly that New Jersey's Public Libraries must improve the employment environment for their employees.

This edition of Employment Standards For New Jersey Public Libraries is the 1973 revised edition of the 1970 publication and of "Suggested Minimal Standards, Terms of Employment and Working Conditions for N.J. Libraries," first issued in 1952 and revised in 1956. Today, standards can be neither "suggested" nor "minimal" if libraries are to obtain qualified and energetic personnel who can structure library functions to meet the ramifications of current living and to be responsive to the many facets of community life.

The Committee presents these revised standards as a basis for providing public libraries with terms of employment comparable to other educational professions. It is recommended that these Standards be incorporated in written personnel policies of all public libraries. These Standards apply to all full-time library employees, including custodians, guards, and library trainees.

There shall be no discrimination in the selection, recruitment, and promotion of employees by reason of age, marital status, national origin, politics, race, religion, sex, or any other consideration which is unrelated to merit or to the qualifications deemed necessary for the successful performance of the duties of the position in question.

The Standards presented here do not conflict with the Civil Service Rules for the State of New Jersey, revised April 15, 1971.

HOURS OF WORK

The work week should not exceed 35 hours and should be a 5-day week.

OVERTIME	When overtime is authorized by the employer, payment should be made either at the rate of time and one-half or compensatory time given at the rate of time and one-half.
EVENING AND WEEKEND WORK	Staff should be required to work no more than two evenings a week, preferably only one evening if scheduling permits. Staff should not be required to work more than two weekends every month. Weekend and evening work is to be expected in the library profession. However, many libraries when having full schedules count the evening meal as working time.
MEAL TIME	An hour should be provided for lunch in the middle of the day or for dinner when working the evening shift.
REST PERIODS	Staff should be permitted one 15-minute break per three and one-half or four hour tour of duty.
SUNDAYS AND HOLIDAYS	Sundays and Holidays as authorized by law or by local custom shall be allowed as days off with pay or if worked, should be compensated by cash or compensatory time off at a premium rate for all full-time staff. When a Holiday falls on a free day or during vacation, compensatory time off should be allowed.
VACATIONS	Vacation allowance for people holding professional positions should not be less than 22 working days and the allowance for other employees should conform if possible. Part-time employees are eligible for vacation leave on a proportional basis. A minimum vacation period of two (2) weeks is recommended for custodial staff. At time of separation from employment an employee shall be entitled to payment for vacation earned.
PERSONAL DAYS OFF	In addition to the regular Holiday and vacation time, staff should be allowed three extra days per year to be used for personal business. These days should be requested in advance and not be added to sick leave or vacation entitlements and would not be cumulative.
SABBATICALS	Sabbatical leave for the professional staff may be granted provided the leave will benefit his work at the library, that the staff member has been with the library at least seven consecutive years, and that he agrees to continue working in the library for at least one year upon completion of the leave. Salary should be one year at half pay or six months at full pay.
ACADEMIC OR SPECIAL COURSE WORK	A staff member desiring to take an extension course, attend an extended seminar or workshop in any field related to his work that will benefit both his work and the library should be permitted to do so at the discretion of the Director under the policy set by the Board. Time off with pay should be allowed and full or partial expenses paid for related fees.

SALARIES

Libraries should revise salary schedules as needed in order to be in agreement with the current "New Jersey Library Association Recommended Salaries for N.J. Libraries," or other recommended studies recognized by NJLA or ALA.

CONFERENCES

The staff should be encouraged to attend professional meetings and conferences where attendance would benefit the library and the profession.

BUDGETS Budgets should provide an adequate allotment annually for such professional expenses.

HEALTH EXAMINATIONS

Health adequate to the duties involved should be a prerequisite for employment. When the library administration requires a physical examination, the expense should be borne by the employer.

HEALTH INSURANCE All full-time employees should be provided with paid health insurance such as: Blue Cross, Blue Shield, or similar insurance and Major Medical coverage. Often insurance coverage for the employee's family is also provided.

LEAVES OF ABSENCE The Board of Trustees, at their discretion, may grant a leave of absence without pay up to 6 months at the employee's request, which may be renewable once for the same period.

SICK LEAVE Sick leave means the absence of any employee because of illness, accident, exposure to contagious disease, attendance upon a sick member of his immediate family, death in his immediate family (5 days), or death in non-immediate family (day of funeral). Immediate family means father, mother, spouse, children, sister or brother and relatives residing in employee's household. Full-time employees should have 15 days sick leave annually (earned at 1 1/4 days per month) from the beginning of employment cumulative indefinitely. An absence exceeding five days should be explained by a doctor's statement.

MATERNITY LEAVE Maternity leave without pay may be granted upon request. Many libraries grant 6 months.

EMERGENCY AND SPECIAL LEAVES Full-time staff members should be given time off without loss of pay or vacation time when required to do jury duty, performing emergency civilian duty, or as a member of the Armed Forces Reserve for annual field training.

RETIREMENT

Some form of retirement income for employees should be provided along the lines of plans now in existence, such as: Public Employees Retirement System (PERS), Teachers' Pension and Annuity Fund, the American Library Association Plan, or similar coverage. Upon retirement, provision should be made to compensate employees for accumulated sick leave, according to a prorated formula.

CONTRACTS

Librarians not under Civil Service should be protected by Contract. See addendum for Sample Contract approved by the New Jersey Library Trustees Association and the New Jersey Library Association, June 1968.

GRIEVANCE PROCEDURE

All libraries should include a grievance procedure in their written personnel policy.

Every Library employee should have the opportunity to appeal to the proper authority on the local level (Director and/or Board of Trustees) and, unless under Civil Service, on a state level to a duly constituted committee such as a body of NJLA for review of a grievance. Library Boards may wish to consult the appropriate sections of Ch.303, N.J. Public Laws of 1968

* * * * *

NEW JERSEY LIBRARY ASSOCIATION

SAMPLE CONTRACT

(Approved by NJLTA June 11,1968 and NJLA June 13,1968)

In the interest of fair and efficient operation so that both Library Board of Trustees and employees may best fulfill their responsibility of good library service, the following contract is agreed upon:

The Governing Board of the _____ State of New Jersey, hereinafter called the employer, and _____ (Employee's Name) hereinafter called the employee, hereby agree to the following conditions in regard to the employment of the aforesaid employee as _____ for _____ hours a week at a salary of \$_____ per year/hour with _____ (Number) annual increments of _____ for satisfactory performance, beginning _____ (Date).

The employee hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under this employment and to observe and enforce the policies and rules adopted by the employer.

The first six months of employment hereunder shall be deemed as a probationary period during which the employer may discharge the employee or the employee may leave the employment after two weeks' notice with neither party being obligated to give any reason for so doing. After the expiration of such six months probationary period, however, the employer shall not discharge the employee, nor shall the employee terminate his services to the employer without giving the other party 30 days' written notice of termination which shall state the cause for giving notice. The employer may elect to give this notice as 30 days' leave with pay.

If such notice is given by the employer to the employee, the latter shall not be discharged until, if he so requests, he has been granted a hearing by the employer at which the employee may be represented by counsel. Except as hereinbefore provided, this contract shall continue in force for one year from the date hereof, and shall thereafter be deemed automatically renewed from year to year unless or until a review of the terms hereof is requested by either party not less than 30 days prior to the expiration of the contract year. If upon such review, the parties are unable to agree upon terms for a continuation of the employment either party shall have the right to terminate this agreement at the end of said contract year.

Delete or change items if not acceptable:

1. The employee, if Library Director or Head Librarian shall be responsible for the administration of the library and selection of books and other library materials. He shall be responsible, together with the employer, for preparation of the annual budget and shall recommend policies to be adopted by the employer. He shall recommend to the employer the employment or dismissal of all other staff members and he shall have authority for temporary appointments within limits of salary, budget and table of organization. He shall submit such reports as may be required by the employer.

2. The employee, if Library Director or Head Librarian shall attend all Library Board of Trustees' meetings except that he may be excluded when his salary or evaluation of his performance is being discussed.

3. The employee is eligible for participation in _____ pension plan and _____ hospital-surgical plan, and such other benefits provided by the employer as follows:

4. The employee is entitled to 1 month or 22 working days vacation in each full year worked, to be taken by December 31 of the year in which granted, but not thereafter.

5. The employee is entitled to time off with pay for all legal state holidays.

6. The employee is entitled to at least 15 days sick leave with pay annually, cumulative without limit, and such other sick leave benefits provided by the employer as follows:

7. The employee is entitled to a one hour lunch period.

8. Extended leave without pay may be taken only by permission of the employer.

9. The Director or Head Librarian or any staff member selected by the Director is authorized to attend professional meetings or to conduct other special library business outside the library without loss of pay. Unauthorized absence shall be considered cause for disciplinary action.

10. The employee, if employed in a professional position in a municipality of over 10,000 population, must hold or be eligible for the appropriate New Jersey Librarian's Certificate. If the employee does not hold the appropriate certificate, application for such certificate must be made forthwith. This contract may be terminated by the employer forthwith if the certificate is denied or is not granted within _____ months from the date hereof.

11. All employees, except the Director or Head Librarian or the Assistant Director of Head Librarian, shall receive overtime pay if required to work longer hours than the usual work week stated in this contract. Payment for overtime shall be made either at the rate of time and one half or compensatory time given at the rate of time and one half.

12. (For association libraries only). Notwithstanding any other provisions of this Agreement, the employee after serving a period of 36 consecutive calendar months under the Agreement shall be entitled to continue the same in full force and effect and without reduction in salary during good behavior and efficiency. After the completion of said 36-month period of service the employee shall not be discharged or subjected to a reduction in salary except for inefficiency, incapacity or other just cause and after a written charge of the cause or causes has been presented to him by the employer and the employee has been granted an opportunity to be heard by the governing board of the employer. If the employee is aggrieved by the decision of the governing board, he shall have the right to have the matter submitted to arbitration in accordance with the rules of the American Arbitration Association. The decision of the arbitrators shall be final and binding upon both parties. The fees of the arbitrators shall be shared equally by the employer and the employee.

13. The employee and employer further agree to the following not stated above:

In witness whereof the parties have duly executed this agreement the _____
day of _____ 19____.

The Governing Body of the _____ Library
by _____ President
_____ Employee

Attest: (Secretary, Board of Library Trustees)
Seal

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

NOVEMBER 30, 1972

West Orange Public Library

LIBRARY BOARD MEETING OF DECEMBER 28, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL BUDGET EXPENDITURES FOR MONTH OF NOVEMBER 1972	ACCUMULATED 1972 BUDGET EXPENDITURES THRU Nov. 30, 1972	UNEXPENDED BUDGET BALANCE ON 11/30/72	BILLS/ ACCOUNTS PAYABLE 11/30/72 PRESENTED FOR APPROVAL AT THIS MEETING	BUDGET BALANCE REMAINING 11/30/72
1. Salaries	203,679	17,533.02	199,298.14	4,380.86	85.76	4,295.10
2. Books	48,000	4,129.22	40,471.58	7,528.42	5,060.39	2,468.03
3. Binding	1,300		438.48	861.52		861.52
4. Supplies	7,000	1,355.88	6,033.82	966.18	593.22	372.96
5. Insurance	4,000	1,678.27	3,074.13	925.87	25.00	900.87
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition. 10,000		908.18	9,378.66	621.34	852.03	(230.69)
7. Maintenance-Tory Cor. 540		135.00	778.98	(238.98)	2.98	(241.96)
8. Maintenance-Mobilib. . (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling) 3,200		-0-	1,700.30	1,499.70	49.78	1,449.92
9. Telephone	950	114.60	1,114.70	(164.70)	117.23	(281.93)
10. Community relations; publicity; reading contests, etc... 300		50.00	597.19	(297.19)	62.43	(359.62)
11. Service contracts	500	39.50	760.85	(260.85)	134.00	(394.85)
12. Transportation	200	-0-	209.22	(9.22)	23.35	(32.57)
13. Postage	1,200	200.00	1,217.23	(17.23)	2.89	(20.12)
14. Conventions	800	-0-	936.81	(136.81)	3.86	(140.67)
15. Audit	150	-0-	-0-	150.00		150.00
16. Equipment	7,000	447.00	7,315.00	(315.00)		(315.00)
17. Contingency	200	-0-	-0-	200.00		200.00
18. Magazines	3,000	3,074.20	6,729.19	(3,729.19)	60.43	(3,789.62)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc.. 4,500		43.87	3,522.22	977.78	6.56	971.22
20. Xerox (inc. supplies)	-0-	-0-	-0-	-0-		-
21. Accounting services	5,500	600.00	6,000.00	(500.00)	600.00	(1,100.00)
22. Consultant (architect's prelim. drawings)						
	\$302,019	\$30,308.74	\$289,576.50	\$12,442.50	\$7,679.91	\$4,762.59

MONTH OF NOVEMBER 1972

Total

WEST ORANGE FREE PUBLIC LIBRARY
NOVEMBER 1972 BILLS PRESENTED FOR PAYMENT
ON DECEMBER 28, 1972

CHECKS ARE DATED
NOVEMBER 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6607	TOWN OF WEST ORANGE - SOC. SEC. MONTH OF NOV. 1972	1. SALARIES	\$ 677.63
6608	NATL. NWK & ESSEX BANK W/T EMPLOYEES - NOV. 1972	1. SALARIES	2,152.45
6609	P.E.R.S. - #20284 NOV. 1972 PENSION & LOAN	1. SALARIES	712.53
6610	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	70.14
6611	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	68.97
6612	TOWN OF WEST ORANGE/FEDERAL CREDIT UNION SAVINGS	1. "	285.00
6613	TOWN OF WEST ORANGE HOSPITALIZATION DEC. 1972	1. "	399.11
	NET PAYROLL CHECKS NOV. 1972 #600-652	1. "	<u>13,167.19</u>
	<u>SUB-TOTAL</u>		<u>17,533.02</u>
ADD: TOTAL CHECKS #6537-6606 PRESENTED FOR PAYMENT NOV. 28, 1972			<u>12,775.72</u>
<u>NET BUDGET EXPENDITURES PER BUDGET REPORT NOVEMBER 1972</u>			<u>\$30,308.74</u>

PAYMENT RECOMMENDED BY:

Lela N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1972

PRESENTED FOR PAYMENT DECEMBER 28, 1972

CHECKS ARE DATED
DECEMBER 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6614	AMERICAN COUNCIL FOR NATIONALITIES SERVICE	2. BOOKS	\$ 2.00
6615	AMERICAN HOSPITAL ASSOCIATION	2. "	6.50
6616	ARROW MAPS, INC.	19. AUDIO VISUAL	6.56
6617	AUTOMATIC DATA PROCESSING	4. SUPPLIES	51.75
6618A	BAKER & TAYLOR Co.	2. BOOKS	\$ 9.33
B	" " " "	2. "	149.70
C	" " " "	2. "	303.56
D	" " " "	2. "	25.91
E	" " " "	2. "	331.23
F	" " " "	2. "	227.38
G	" " " "	2. "	3.46
H	" " " "	2. "	154.18
I	" " " "	2. "	(10.06)
J	" " " "	2. "	31.56
K	" " " "	2. "	270.62
L	" " " "	2. "	52.48
			<hr/> 1,549.35
6619	BLANCHET RUBBER STAMP Co.	4. SUPPLIES	2.00
6620	THE BOOK MARK	2. BOOKS	8.72
6621A	R. R. BOWKER	2. "	133.50
B	" "	2. "	24.00
C	" "	2. "	30.00
D	" "	2. "	79.00
			<hr/> 266.50
6622A	BRO-DART, INC.	4. SUPPLIES	(9.90)
B	" " "	4. "	79.20
			<hr/> 69.30
6623	CENTER TYPEWRITER Co.	11. SVC. CONTR.	18.00
6624	COMMERCE CLEARING HOUSE	2. BOOKS	8.64
6625	DATAR CORP.	4. SUPPLIES	5.82
6626	DIMONDSTEIN BOOK Co.	2. BOOKS	42.03
6627	DIV. OF SURVEYS & FIELD SERVICES- GEO. PEABODY COLL. FOR TEACHERS	2. "	3.00
		2. "	85.00
6628	DUNN & BRADSTREET, INC.		
6629A	EBSCO SUB. SVC.	18. MAGAZINES	6.00
B	" " "	18. "	10.00
C	" " "	18. "	13.59
			<hr/> 29.59
6630	IRA EHRENKRANZ	5. INS.	25.00
6631	AARON EISENBERG & Co.	21. ACCTS. SVC.	600.00
6632	ERNIES WELDING SERVICE, INC.	8. MAINT.-BK.	8.00
6633A	GAYLORD BROS. INC.	4. SUPPLIES	66.02
B	" " "	4. "	29.00
C	" " "	4. "	105.19
D	" " "	4. "	125.29
			<hr/> 325.50
6634	GENERAL LEARNING CORP.	2. BOOKS	13.66
6635	HAGSTROM Co.	2. "	14.33
6636A	JOSTENS CATALOG CARD CORP.	4. SUPPLIES	10.50
B	" " " "	4. "	8.75
C	" " " "	4. "	6.00
D	" " " "	4. "	27.00
			<hr/> 52.25
6637	EDWARD G. KLAPPROTH, SR.	4. "	6.60
6638	LAW ARTS PUBLISHERS, INC.	2. BOOKS	7.04
6639	LIBRARY OF CONGRESS CARD DIVISION	4. SUPPLIES	7.70
6640	M. MEGHRIG & SONS, INC.	2. BOOKS	15.92
6641	A. R. MEEKER Co.	4. SUPPLIES	37.17

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1972

PRESENTED FOR PAYMENT DECEMBER 28, 1972

CHECKS ARE DATED
DECEMBER 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6642	J.M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	\$ 19.00
6643	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	261.42
6644	N.J. BELL TELEPHONE	9. TELE.	117.23
6645	N.Y. TIMES-LIBRARY & INFO. DIV.	18. MAGAZINES	15.84
6646	ONAN EASTERN CORP.	8. MAINT.-BK.	38.50
6647	ORANGE NEWS SERVICE	18. MAGAZINES	15.00
6648	PACKAGE PUBLICITY SERVICE, INC.	2. BOOKS	5.50
6649A	PAPERBACK BOOK SHOP	2. "	\$ 42.43
B	" " "	2. "	36.44
6650	PITNEY BOWES	11. SVC. CONTR.	116.00
6651	PRAKKEN PUBLICATIONS, INC.	2. BOOKS	10.95
6652A	PRENTICE HALL	2. "	4.38
B	" "	2. "	100.59
C	" "	2. "	14.06
D	" "	2. "	3.18
E	" "	2. "	7.64
F	" "	2. "	(3.57)
6653	PUBLIC SERVICE ELEC. & GAS	6. MAINT.-MAIN	126.28
6654A	REGENT BOOK Co. INC.	2. BOOKS	507.61
B	" " " "	2. "	27.95
C	" " " "	2. "	6.44
6655A	A. H. ROEMER Co. INC.	2. "	149.11
B	" " " "	2. BOOKS	87.03
C	" " " "	2. "	52.00
D	" " " "	2. "	446.61
E	" " " "	2. "	400.27
F	" " " "	2. "	420.80
G	" " " "	2. "	18.50
H	" " " "	2. "	54.37
I	" " " "	2. "	349.06
J	" " " "	2. "	263.20
K	" " " "	2. "	37.94
L	" " " "	2. "	40.56
M	" " " "	2. "	330.73
N	" " " "	2. "	6.60
O	" " " "	2. "	(42.17)
P	" " " "	2. "	(3.60)
Q	" " " "	2. "	(95.92)
6656A	PETER SMITH PUBLISHER, INC.	2. "	(35.10)
B	" " " "	2. "	2,330.88
6657	STATE RADIO, INC.	2. "	30.56
6658	STRYKER-POST PUBLICATIONS, INC.	2. "	7.96
6659A	TYPEWRITER & OFFICE MACHINE Co.	6. MAINT.-MAIN	38.52
B	" " " "	2. BOOKS	8.00
6660	UNITED COFFEE BREWERS, INC.	6. MAINT.-MAIN	10.10
6661	VOCATIONAL FOUNDATION, INC.	6. " "	60.00
6662	WEST ORANGE CHAMBER OF COMMERCE	10. COMM. REL.	15.00
6663A	THE H. W. WILSON Co.	2. BOOKS	25.00
B	" " " "	2. "	14.00
C	" " " "	2. "	200.00
6664	PETTY CASH	2. "	25.00
		4. SUPPLIES	.31
		12. TRANSP.	5.10
		14. CONVENTIONS	3.86
			9.27

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER BILLS, ACCOUNTS PAYABLE - NOVEMBER 30, 1972

PRESENTED FOR PAYMENT DECEMBER 28, 1972

CHECKS ARE DATED
DECEMBER 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6665	PETTY CASH	2. BOOKS	\$ 10.60
"	"	4. SUPPLIES	15.82
"	"	7. MAINT.-TORY	2.98
"	"	8. MOBILE	3.28
"	"	10. COMM. REL.	12.43
"	"	12. TRANSP.	18.25
"	"	18. POST.	2.89
"	"	14. CONVENT.	-
"	"	LOST BOOK FUND	15.75
6666	STATE OF N.J. DIV. OF PEN.	1. SALARY	\$ 82.00
			85.76
	<u>TOTAL CHECKS #6614-6666</u>		7,695.66
	<u>LESS: CHECK #6665 LOST BOOK FUND</u>		15.75
	<u>ACCOUNTS PAYABLE PER BUDGET REPORT NOVEMBER 30, 1972</u>		<u>\$7,679.91</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *[Signature]*

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1972 BILLS PRESENTED FOR PAYMENT
ON DECEMBER 28, 1972

CHECKS ARE DATED
DECEMBER 20 & 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6667	TOWN OF WEST ORANGE - SOC. SEC. MONTH OF DEC. 1972	1. SALARIES	\$ 749.73
6668	NATL. NWK & ESSEX BANK W/T EMPLOYEES - DEC. 1972	1. "	2,505.79
6669	P.E.R.S. - #20284 DEC. 1972 PENSION & LOAN	1. "	715.67
6670	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	73.07
6671	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	69.06
6672	TOWN OF WEST ORANGE/FEDERAL CREDIT UNION SAVINGS	1. "	310.00
6673	TOWN OF WEST ORANGE - SOC. SEC. 4TH QTR. 1972 EMPLOYERS SHARE	1. "	2,161.39
6674	TOWN OF WEST ORANGE ADMINISTRATIVE CHARGE - 4TH QTR.	1. "	1.00
6675	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	399.11
-	NET PAYROLL CHECKS #653-709-DEC. 1972	1. "	<u>15,321.49</u>
	<u>SUB-TOTAL</u>		<u>22,306.31</u>
ADD: TOTAL CHECKS #6614-6666 PRESENTED FOR PAYMENT DEC. 28, 1972			<u>7,695.66</u>
<u>TOTAL DISBURSEMENTS - MONTH OF DEC. 1972 - REG. CHG. A/C</u>			<u>30,001.97</u>
LESS: VOIDED CHECKS #6470	2. Books	\$ 5.00	
6529	10. COMM. REL.	<u>23.00</u>	<u>28.00</u>
<u>NET DISBURSEMENTS - MONTH OF DEC. 1972 - REG. CHECKING A/C</u>			<u>29,973.97</u>
LESS: LOST BOOK FUND - CHECK #6665			<u>15.75</u>
<u>NET BUDGET EXPENDITURES - MONTH OF DEC. 1972 - REG. CHECKING A/C</u>			<u>\$29,958.22</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

Aaron Eisenberg & Co.

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

TUESDAY, NOVEMBER 28, 1972

The meeting was called to order at 4:30 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Hon. Louis P. Falcone, Mayor, Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Ben Yeager and Mr. Albert Kupferer. Also present were Mrs. Lola N. Reed, Acting Director, Mr. William Jervey of the Friends of the West Orange Library and Mr. Dan Dolan, reporter for the Newark Star Ledger.

MINUTES:

Mayor Falcone motioned to hold off approval of the Financial Statement (Section A) of the October minutes. Mrs. Zimmerman seconded and it was passed unanimously.

Mayor Falcone motioned to approve the minutes of the October meeting with the above mentioned exception. Mrs. Zimmerman seconded and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mrs. Zimmerman motioned to act on Mrs. Reed's recommendation and notify the Town Council that Mrs. Sandra Goss will be given a new Civil Service title, Library Exhibit Artist, at a rate of \$3.10 per hour. Mayor Falcone seconded the motion and it was passed unanimously.

Mr. Yeager motioned that the proposals presented by the Acting Director regarding lost items be approved. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Yeager motioned to give Mrs. Reed the authority to accept or reject donations of books at her discretion. Mayor Falcone seconded the motion and it was passed unanimously.

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

BUILDING AND GROUNDS COMMITTEE REPORT:

Mrs. Zeitlin noted that the wall facing Town Hall is in need of repairs because of the heavy rains. There are floods and leaks inside of the building. Mr. Yeager said he would check with Mr. Joe Torlucci on what repairs could be made.

NEW BUSINESS:

The next Board of Trustees meeting will be held on Thursday, December 28th at 4 p.m.

The Board acknowledged with appreciation the \$100 worth of books which Mr. Jervy bought from the library and donated to St. Barnabas Hospital and Kessler Institute.

Mr. Yeager motioned that the Board purchase a plaque for Mr. Duess who will be leaving the Board the end of the year. Mrs. Zimmerman seconded and it was passed unanimously.

TREASURER'S REPORT:

Mr. Yeager motioned to make payment of the Bills Presented with the exception of the Ira Ehrenkranz bill in the amount of \$1,063.27 to be paid at the December meeting. Mrs. Zimmerman seconded and it was passed unanimously.

Discussion was undertaken as to the \$80,000 held by the Town and the recent newspaper article in the Star Ledger which mentioned the possible closing of the library.

Mayor Falcone motioned that, in consideration of all facts and circumstances presently existing and the lack of attention paid by the Town Council to the requests of the Library Board, that the Board use all funds available giving priority to salaries.

Mayor Falcone further motioned that all bills to the end of the current year, not possible to pay out of ~~funds~~ ^{appropriated funds} available, should be presented to the Town Council for addition to the 1973 Budget. Mr. Yeager seconded and the motion passed unanimously. (revised at 12/73 meeting)

Mayor Falcone moved to adjourn the meeting at 5:55 p.m. Mr. Yeager seconded the motion.

Respectfully submitted,


Geraldine Schaffter

BOARD OF TRUSTEES
West Orange Free Public Library

40 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Tel.: 736-0198

October 5, 1972

Mr. Robert Mangino, President
Town Council
Town Hall
West Orange, New Jersey

Dear Mr. Mangino:

As you requested, at our meeting with you on October 2nd, we are forwarding to you a copy of our work sheet for the October 24, 1972 Board of Trustees meeting.

These figures do, of necessity, exclude some items of both repair and inventory which are not obtainable in advance and also do not include amounts for needed purchases which were cut from the 1972 Budget and therefor will have to be indicated in the 1973 Budget which we are now preparing.

I should like to add that on October 4th Mr. Albert Kupferer (Dr. D'Alessio's duly appointed alternate to our Board) attended a very lengthy seminar conducted by the Department Heads of the New Jersey State Library for members of the New Jersey State Trustees Association.

These officials made it very clear that our applications for State Aid are considered on the basis of our annual Statistical Report to the State (circulation, hours open, number of staff, number of volumes etc.) as against the amount appropriated by the Municipality.

-2-

Mr. Robert Mangino

October 5, 1972

Also, that any present or past amounts held by the Town in the form of Fines and Reserves are very properly Library Funds.

Mr. Roger McDonough, in his address, referred to the State Association of Trustees (of which we are members) as "in political terms, a formerly sleeping but now awakening giant". We found it an interesting figure of speech!

The Board is truly grateful for the time you gave us and the sincere interest that you all evinced.

We would welcome the attendance of any of your members at any of our regular meetings and are always available for questioning.

Please do understand our position in that we furnish more different types of services to a larger number of citizens than any other Board in Town and are, in effect, responsible to the public for what they may feel are their rights and our inadequacies.

Yours very sincerely,



Mary M. Zeitlin (Mrs.)
President

MMZ:gs

cc: Town Council Members
Board of Trustees Members
Mr. Douglas Coffey,
Acting Business Administrator
Aaron Eisenberg Associates

Budget Report

West Orange Public Library

	1972 APPRO- PRIATED BUDGET	LESS: EXPENDED THRU 9/30/72	LESS: UNPAID BILLS ON HAND 9/30/72	BALANCE UN- ENCUMBERED @ 9/30/72	ESTIMATED ANTICIPATED ENCUMBRANCES 10/1/72- 12/31/72	ESTIMATED PROJECTED BALANCE (DEFICIT) THRU 12/31/72
1. Salaries	\$203,679	\$164,556	--	39,123	56,000	(16,877)
2. Books	48,000	29,774	4,785	13,441	21,000	(7,559)
3. Binding	1,300	439	--	861	560	301
4. Supplies	7,000	4,084	455	2,461	1,500	961
5. Insurance	4,000	491	905	2,604	2,604	--
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; office-condition.	10,000	7,571	806	1,623	4,000	(2,377)
7. Maintenance-Tony Cor.	540	441	200	(101)	135	(236)
8. Maintenance-Mobile (includes gas, oil, repairs, parts, etc. motor runs all day winter and summer for heating/cooling)	3,200	1,058	642	1,500	1,500	--
9. Telephone	950	909	106	(65)	360	(425)
10. Community relations; publicity; reading contests, etc...	300	443	25	(168)	150	(318)
11. Service contracts	500	611	183	(194)	200	(394)
12. Transportation	200	155	--	45	45	--
13. Postage	1,200	1,001	--	199	300	(101)
14. Conventions	800	890	--	(90)	--	(90)
15. Utility	150	--	--	150	150	--
16. Equipment	7,000	6,709	40	251	2,500	(2,249)
17. Contingency	200	--	--	200	--	200
18. Magazines	3,000	3,603	36	(639)	1,000	(1,639)
19. Audio-visual; microfilm; phono rec.; reproductions; framing etc.	4,500	3,356	37	1,107	1,500	(393)
20. Xerox (inc. supplies)	-0-					
21. Accounting services	5,500	4,800	600	100	1,800	(1,700)
22. Consultant - ARCHITECT-0- (architect's profit)	-0-				3,500	(3,500)
	\$302,019	\$230,791	\$8,820	\$62,408	\$98,804	\$(36,395)

WEST ORANGE PUBLIC LIBRARY

EXPLANATION OF ESTIMATED PROJECTED DEFICITS

LINE #1 - SALARIES (\$16,877)

THE FOLLOWING EMPLOYEES RECEIVED AMOUNTS NOT INCLUDED IN APPROPRIATED BUDGET:

BOSIN - SALARY	\$ 7,067	
SOCIAL SECURITY ON ABOVE	367	
	<u>7,434</u>	
LESS: AMOUNT IN BUDGET	<u>5,500</u>	
NET ADDITIONAL PAYMENT BOSIN		\$ 1,934
ADDITIONAL P.E.R.S. PAYMENT	1,836	
CZARNECKI	1,629	(\$451 REPRESENTS INCREMENT)
FORD	250	INCREMENT
RAGINOWITZ	250	INCREMENT
REED	1,000	(REPRESENTS CHANGE IN JOB TITLE)
SCHROEDER	250	INCREMENT
CROW	451	INCREMENT
CUSHING	451	INCREMENT
AARONSON	250	INCREMENT
PAPPAS (1/3 OF \$8,500)	<u>2,833</u>	9,200 NEW EMPLOYEE AS OF 9/1/72
PART TIMERS (EST)		<u>5,743</u> INCREMENT OF 10¢ PER HOUR
PROJECTED DEFICIT SALARIES		<u><u>\$ 16,877</u></u>

LINE #2 - BOOKS (\$ 7,559)

AMOUNT EXPENDED THRU 9/30/72	\$ 34,559
UNFILLED PURCHASE ORDERS @ 9/30/72	10,500
ESTIMATED PURCHASES 10/1/72 - 10/31/72	<u>10,500</u>
	55,559
APPROPRIATED BUDGET	<u>48,000</u>
PROJECTED DEFICIT BOOKS	<u><u>\$ 7,559</u></u>

LINE #6 - MAINTENANCE - MAIN (\$ 2,377)

NECESSARY MAINTENANCE FOR PAINTING AND MISCELLANEOUS MASONRY, ETC.	\$ 2,377
GAS, ELECTRIC, WATER AND FUEL	<u>10,000</u>
	12,377
APPROPRIATED	<u>10,000</u>
PROJECTED DEFICIT MAINTENANCE - MAIN	<u><u>\$ 2,377</u></u>

LINE #7 - MAINTENANCE - TORY CORNER (\$ 236)

PAINTING	\$ 236
RENT	<u>540</u>
	776
APPROPRIATED BUDGET	<u>540</u>
PROJECTED DEFICIT - TORY CORNER	<u><u>\$ 236</u></u>

LINE #11 - SERVICE CONTRACTS (\$ 394)

ADDITIONAL SERVICE REQUIRED ON
MIMED EQUIPMENT, TYPEWRITERS, ETC.
OVER ANTICIPATED SERVICE PER BUDGET.

WEST ORANGE PUBLIC LIBRARYEXPLANATION OF ESTIMATED PROJECTED DEFICITSLINE #18 - EQUIPMENT (\$ 2,249)

ADDITIONAL EQUIPMENT REQUIRED, SUCH AS MICRO
FILM READERS, EARPHONES, SHELVING, CURTAINS
IN ADDITION TO NEW BOOK CHARGING SYSTEM
INSTALLED THIS YEAR.

LINE #19 - MAGAZINES (\$ 1,639)

ADDITIONAL MAGAZINES REQUIRED TO MAINTAIN
STANDARDS.

LINE #21 - ACCOUNTING SERVICES (\$ 1,700)

SUPPLEMENTARY ADMINISTRATIVE SERVICES REQUIRED
OF OUR ACCOUNTANTS IN ADDITION TO BOOKKEEPING
AND FINANCIAL SERVICES.

LINE #22 - ARCHITECT FEES (\$ 3,500)

ARCHITECT FEE REQUIRED FOR PRELIMINARY STAGES OF
PLANNING NEW WING FOR LIBRARY.

BOARD OF TRUSTEES
West Orange Free Public Library

46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Tel.: 736-0198

November 27, 1972

Re: West Orange Public
Library
Additional Operating
Funds

Robert M. Mangino
Council President
Town of West Orange,
New Jersey

Dear Mr. Mangino:

Your letter of November 1, 1972 relative to the above was referred to me, as Treasurer of the West Orange Public Library, for reply.

Please be advised that the figures submitted did reflect the State Aid money and does not change the amount requested. The amount of the State Aid was deducted from the budget submitted for 1972.

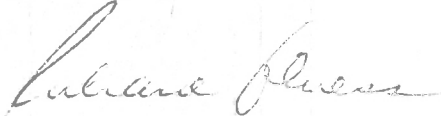
The Library has had a difficult year and has accomplished a great deal with the money allotted; however, if we do not receive the emergency appropriation, it will become necessary to limit the full time operation of the Library or perhaps even close it on certain days.

Robert M. Mangino

November 27, 1972

In view of the foregoing, please reconsider
our request and advise. We are running out
of time.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Richard Duess".

Richard Duess, Treasurer

RD/gs

cc: Mr. Douglas Coffey,
Acting Business Administrator
Town Council Members

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

November 28, 1972

October has been our organizational or department month. Several meetings were held by the professional staff in an effort to minimize problems by working more closely together.

The respective departments are set up as follows---

Acquisitions/Cataloging/ Processing	- Mrs. Czarnecki
Reference	- Miss Cushing
Young Adult Services	- Mrs. Carpiano
Children's Services	- Mrs. Smolan
Adult Circulation	- Mrs. Ericsson
Children's Circulation	- Mrs. Lepore

In each area an individual has been designated as a "back-up" person. Even in our clerical and filing duties, persons have been selected to "fill-in".

On Thursday, November 16, 1972 at 5:30 p.m. we held a general staff meeting. We had an almost perfect attendance. Only 4 members of our entire full time and part time staff were not present.

The meeting lasted for two hours and we were able to discuss and temporarily solve many issues. Since it was an open and informal session, everyone felt free to participate and express their views about matters which concerned them. All of us felt that much was accomplished and it has been suggested by several members that we do this more often.

In one of the professional meetings held, we discussed in great length the problems we are experiencing since fines were eliminated when the full price of a "lost" item is reported.

The consensus of opinion is that more and more of our patrons are taking advantage of keeping items, especially books, since they had only the cost of the item with no fines.

I hereby submit to the Board of Trustees our proposal to

1. When books and other properties of the library are reported lost, the borrower is to be charged the cost of said item(s) and a maximum fine of \$1.50 for lost item whose cost was not more than \$10.00. A maximum of \$3.00 in fines will be charged for lost items valued for more than \$10.00.
2. If a reported "lost" item is found and returned, fines are to be charged from the due date until the date it is returned.
3. Because of the difficulty in replacing "lost" magazines, and because the number of work hours spent in processing, there is a mandatory fine of \$2.00 for each lost magazine.
4. A fine of \$2.00 is to be charged for lost paperbacks. This minimum fine must be imposed due to the amount of time and work spent in preparing these items for circulation.

The library is being inundated with old books by persons of "good will" who seem to be cleaning their attics, cellars, or garages. It has become a tremendous burden on an already

"short" staff which has resulted in actual choas. We are understaffed at this time because of prolonged absences of several members of our staff for one reason or another. In the future, it would be deeply appreciated if the Board of Trustees handles all gift items as to their acceptance or rejection.

Through the help of Mr. LaBastille, Executive Director of the West Orange Redevelopment Agency, we have acquired a Pitney-Bowes 250 copier machine for office use in exchange for the many volumes of law books donated to us by McGraw Edison Plant, for which we have no need or space.

Our Young Adult Section has a "new look" and is being used constantly by young and old alike, mostly young enthusiastic borrowers. They sit around and browse through the paperback collection and seem to enjoy every minute of it and their surroundings.

Mrs. Benjamin and Mrs. Goss are currently in attendance of a series of seminars in Reference for non-professionals given by the State Library.

I respectfully recommend that Mrs. Sandra Goss be considered for the title Library Exhibit Artist subject to passing the Civil Service Examination for same. Mrs. Goss is currently working in this position without the title. She is a definite asset to our library and does excellent work.

Respectfully submitted,


Lola M. Reed
Acting Director

BOARD OF TRUSTEES
West Orange Free Public Library

46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Tel.: 736-0198

November 27, 1972

Re: West Orange Public
Library
Additional Operating
Funds

Robert M. Mangino
Council President
Town of West Orange,
New Jersey

Dear Mr. Mangino:

Your letter of November 1, 1972 relative to the above was referred to me, as Treasurer of the West Orange Public Library, for reply.

Please be advised that the figures submitted did reflect the State Aid money and does not change the amount requested. The amount of the State Aid was deducted from the budget submitted for 1972.

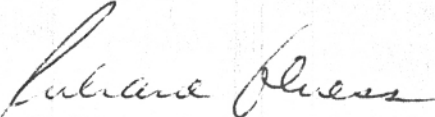
The Library has had a difficult year and has accomplished a great deal with the money allotted; however, if we do not receive the emergency appropriation, it will become necessary to limit the full time operation of the Library or perhaps even close it on certain days.

Robert M. Mangino

November 27, 1972

In view of the foregoing, please reconsider our request and advise. We are running out of time.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Richard Duess".

Richard Duess, Treasurer

RD/gs

cc: Mr. Douglas Coffey,
Acting Business Administrator
Town Council Members

Budget Report

West Orange Public Library

LIBRARY BOARD MEETING OF NOVEMBER 28, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL BUDGET	ACCUMULATED 1972 BUDGET	UNEXPENDED BUDGET	BILLS/ ACCOUNTS PAYABLE 10/31/72	BUDGET BALANCE
		EXPENDITURES FOR MONTH OF OCTOBER 1972	EXPENDITURES THRU OCT. 31, 1972	BALANCE ON 10/31/72	PRESENTED FOR APPROVAL AT THIS MEETING	REMAINING 10/31/72
1. Salaries	\$203,679	\$ 17,208.99	181,765.12	21,913.88		21,913.88
2. Books	48,000	6,532.70	36,342.36	11,657.64	4,129.22	7,528.42
3. Binding	1,300		438.48	861.52		861.52
4. Supplies	7,000	594.39	4,677.94	2,322.06	1,355.88	966.18
5. Insurance	4,000	905.00	1,395.86	2,604.14	1,678.27	925.87
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition. 10,000		899.11	8,470.48	1,529.52	908.18	621.34
7. Maintenance-Tory Cor. 540		200.00	643.98	(103.98)	135.00	(238.98)
8. Maintenance-Mobilib. . (includes gas, oil, . repairs, parts, etc. Motor runs all day winter and summer for heat&cooling) 3,200		642.04	1,700.30	1,499.70		1,499.70
9. Telephone	950	105.88	1,000.10	(50.10)	114.60	(164.70)
10. Community relations; publicity; reading contests, etc... 300		73.00	547.19	(247.19)	50.00	(297.19)
11. Service contracts	500	210.50	721.35	(221.35)	39.50	(260.85)
12. Transportation	200		209.22	(9.22)		(9.22)
13. Postage	1,200	16.35	1,017.23	182.77	200.00	(17.23)
14. Conventions	800		936.81	(136.81)		(136.81)
15. Audit	150		-	150.00		150.00
16. Equipment	7,000	158.75	6,868.00	132.00	447.00	(315.00)
17. Contingency	200		-	200.00		200.00
18. Magazines	3,000	51.36	3,654.99	(654.99)	1973 Subsc. 3,074.20	(3,729.19)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc.. 4,500		122.36	3,478.35	1,021.65	43.87	977.78
20. Xerox (inc. supplies)	-0-			-0-		
21. Accounting services	5,500	600.00	5,400.00	100.00	600.00	(500.00)
22. Consultant (architect's prelim. drawings)						
	\$ 302,019	\$28,320.43	\$259,267.76	\$42,751.24	\$12,775.72	\$29,975.52

**STATEMENT OF ALL FUNDS BALANCES
RECEIPTS AND DISBURSEMENTS**

ADD: INTEREST INCOME	475.51
<u>LESS: TRANSFER TO</u>	
1972 BUDGET	{ 2,203.23 }
PMTS. FOR BOSIN A/c	{ 7,266.59 }
<u>TOTAL</u>	<u>\$25,909.90</u>

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1972 BILLS PRESENTED FOR PAYMENT
ON NOVEMBER 28, 1972

CHECKS ARE DATED
OCTOBER 27, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6530	TOWN OF WEST ORANGE-SOC. SEC. OCT. 1972-EMPLOYEES SHARE	1. SALARIES	\$ 734.04
6531	NATL. NWK & ESSEX BANK W/T EMPLOYEES-OCT. 1972	1. "	2,073.94
6532	P.E.R.S. #20284 PENSION & LOAN	1. "	713.56
6533	P.E.R.S. CONTRIB. GROUP INS. FUND	1. "	72.14
6534	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	68.97
6535	TOWN OF WEST ORANGE-FEDERAL CREDIT UNION-SAVINGS	1. "	310.00
6536	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	399.11
-	NET PAYROLL CHECKS-OCT. 1972 #545-599	1. "	12,669.06
	<u>SUBTOTAL</u>		<u>17,040.82</u>
<u>ADD:</u>	<u>TOTAL CHECKS #6462-6529 PRESENTED</u> <u>FOR PAYMENT OCT. 27, 1972</u>		<u>11,284.36</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF OCT. 1972 - REG. A/c</u>		<u>28,325.18</u>
<u>LESS:</u>	<u>BOOK REFUNDS DEPOSITED 10/4/72</u>		<u>4.75</u>
	<u>NET BUDGET EXPENDITURES PER BUDGET REPORT - OCTOBER, 1972</u>		<u>\$28,320.43</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg & Co.*

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER BILLS, ACCOUNTS PAYABLE - OCTOBER 31, 1972

PRESENTED FOR PAYMENT NOVEMBER 28, 1972

CHECKS ARE DATED
NOVEMBER 1 AND 28,
1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6537	M. D'ALOIA ELECTRICAL SERVICE	6. MAINT.-MAIN	\$ 252.35
6538	THE RALPH NADER CONGRESS PROJECT		
	c/o GROSSMAN PUBLISHERS	18. MAGAZINES	4.00
6539	POSTMASTER, ORANGE, N.J.	13. POSTAGE	200.00
6540	AMERICAN HERITAGE BOOK SERVICE		
	OFFICES	2. BOOKS	31.15
6541	AMERICAN LIBRARY ASSOCIATION	2. "	5.00
6542	AMERICAN SPEECH & HEARING ASSOC.	18. MAGAZINES	23.00
6543	AUTOMATIC DATA PROCESSING	4. SUPPLIES	59.70
6544	AVERY LABEL CO.	4. "	222.67
6545	THE BAKER & TAYLOR CO.	2. BOOKS	426.49
6546	A. M. BEST	2. "	75.70
6547	THE BOOK MARK	2. "	40.72
6548	BOOK CENTER	2. "	3.00
6549	BOY SCOUTS OF AMERICA	2. "	12.60
6550A	R. R. BOWKER CO.	2. "	\$ 40.20
B	" " "	2. "	22.00
6551A	BRO-DART, INC.	4. SUPPLIES	118.80
B	" " "	4. "	26.36
C	" " "	4. "	125.00
6552	THE BROOKINGS INSTITUTION	2. BOOKS	6.45
6553A	CHAMBERS RECORD CORP.	19. AUDIO-VIS.	9.88
B	" " "	19. " "	33.99
6554	CONGRESSIONAL QUARTERLY	2. BOOKS	46.40
6555	CONTEXT PUBLISHING CO.	2. "	2.95
6556	D.A.T.A. INC.	2. "	25.00
6557	DEMCO EDUCATIONAL CORP.	4. SUPPLIES	13.75
6558	T.S. DENISON & CO. INC.	2. BOOKS	42.13
6559A	DIMONDSTEIN BOOK CO. INC.	2. "	25.91
B	" " " "	2. "	32.64
C	" " " "	2. "	38.13
6560A	EBSCO SUBSCR. SVC.	18. MAGAZINES	10.94
B	" " " "	18. "	48.00
C	" " " "	18. "	2,962.26
D	" " " "	18. "	2.00
6561	THE DRAWING BOARD, INC.	4. SUPPLIES	38.06
6562A	IRA F. EHRENKRANZ AGENCY, INC.	5. INSURANCE	615.00
B	" " " " "	5. "	1,063.27
6563	AARON EISENBERG & CO.	21. ACCTG. SVC.	600.00
6564	EMPORIUM PUBLICATIONS	2. BOOKS	2.20
6565	GBS SALES & SERVICE, INC.	16. EQUIPMENT	359.00
6566A	GAYLORD BROS.	4. SUPPLIES	29.75
B	" " "	4. "	228.84
C	" " "	4. "	36.93
6567	GENERAL BINDING CORP.	11. SVC. CONT.	39.50
6568	GENERAL BINDING CORP.	4. SUPPLIES	44.60
6569	GENERAL LEARNING CORP.	2. BOOKS	6.35
6570	H.M.H. HORTICULTURAL	2. "	2.00
6571A	THE HIGHSMITH CO. INC.	4. SUPPLIES	13.76
B	" " " "	4. "	(10.75)
6572A	JOSTENS CATALOGUE CARD CORP.	4. "	8.75
B	" " " "	4. "	6.25
C	" " " "	4. "	2.25
D	" " " "	4. "	6.50
6573	EDWARD G. KLAPPROTH, SR.	4. "	86.40
6574	VOID		

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER BILLS, ACCOUNTS PAYABLE - OCTOBER 31, 1972

PRESENTED FOR PAYMENT NOVEMBER 28, 1972

CHECKS ARE DATED
NOVEMBER 1 AND 28,
1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
6575A	A. R. MEEKER Co. INC.	4. SUPPLIES	\$ 21.98	
B	" " " "	4. "	11.40	\$ 33.38
6576A	J. M. MOREHOUSE PRINTING Co. INC.	4. "	176.00	
B	" " " "	4. "	20.00	196.00
6577	NATIONAL EDUCATION Assoc. of US	18. MAGAZINES		7.00
6578	NATHANIEL DAME & Co.	2. BOOKS		28.17
6579	N.J. STATE FEDERATION OF DISTRICT SCHOOL BOARDS	2. "		3.00
6580	NEWARK BUSINESS LIBRARY	18. MAGAZINES		2.00
6581	N.J. BELL TELEPHONE Co.	9. TELEPHONE		114.60
6582	ORANGE NEWS Co.	18. MAGAZINES		15.00
6583A	PAPERBACK BOOK SHOP	2. BOOKS	102.80	
B	" " " "	2. "	40.68	
C	" " " "	2. "	47.12	
D	" " " "	2. "	11.68	
E	" " " "	2. "	5.48	
F	" " " "	2. "	41.28	249.04
6584A	PITNEY BOWES	4. SUPPLIES	26.00	
B	" " " "	4. "	42.88	68.88
6585	POTOMAC APPALACHIAN TRAIL CLUB	2. BOOKS		1.00
6586	POTOMAC BOOKS, INC.	2. "		2.50
6587	PRENTICE-HALL, INC.	2. "		76.67
6588	PUBLIC SERVICE E & G	6. MAINT.-MAIN		594.93
6589A	REGENT BOOK Co.	2. BOOKS	94.44	
B	" " " "	2. "	109.93	
C	" " " "	2. "	23.65	228.02
6590A	A. H. ROEMER Co. INC.	2. "	492.87	
B	" " " "	2. "	238.06	
C	" " " "	2. "	29.96	
D	" " " "	2. "	2.93	
E	" " " "	2. "	671.25	
F	" " " "	2. "	13.87	
G	" " " "	2. "	192.97	
H	" " " "	2. "	31.86	
I	" " " "	2. "	528.92	
J	" " " "	2. "	56.42	
K	" " " "	2. "	12.65	
L	" " " "	2. "	22.81	2,157.87
6591	PETER SMITH PUBLISHER, INC.	2. "		21.99
6592	SPERR & DOUTH, INC.	2. "		3.41
6593	STATE RADIO, INC.	6. MAINT.-MAIN		8.00
6594	UNITEMP, INC.	6. " "		52.90
6595A	UNITED COFFEE BREWERS, INC.	10. COMM. REL.	25.00	
B	" " " "	10. " "	25.00	50.00
6596	WEATHERWISE	2. BOOKS		3.25
6597	W. O. COMMUNITY HOUSE	7. MAINT.-TORY		135.00
6598	DAVID WHITE Co.	2. BOOKS		10.28
6599 TO				
6604	VOID			
6605A	THE H.W. WILSON Co.	2. BOOKS	35.00	
B	" " " "	2. "	422.00	457.00
6606	THE W. B. WOOD Co.	16. EQUIPMENT		88.00

ACCOUNTS PAYABLE PER BUDGET REPORT OCTOBER 31, 1972

\$12,775.72

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER BILLS, ACCOUNTS PAYABLE-OCTOBER 31, 1972

PRESENTED FOR PAYMENT NOVEMBER 28, 1972

CHECKS ARE DATED
NOVEMBER 1 AND 28,
1972

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

PAYMENT RECOMMENDED BY:

Lela H. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

TUESDAY, OCTOBER 24, 1972

The October Board meeting was called to order at 4:40 p.m. by Mrs. Mary Zeitlin, President. Present were Board members Mr. Albert Kupferer, Mr. Richard Duess and Mr. Ben Yeager, constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, and Mr. William Jervey of the Friends of the West Orange Library.

The Board members met in executive session to discuss the proposed 1973 library budget before the regular meeting. Mr. Kupferer motioned that the budget as presented with the additions be approved. Mr. Yeager seconded. Mrs. Zeitlin cast the quorum vote and the motion was passed unanimously.

Mrs. Zeitlin cast the quorum vote on all motions passed at the meeting.

TREASURER'S REPORT:

Mr. Yeager motioned that the resolution presented by the accountant, Aaron Eisenberg, be approved. Mr. Kupferer seconded and it was passed unanimously.

A. Financial Report - Mr. Yeager motioned that the Financial Report be accepted as presented. Mr. Kupferer seconded the motion and it was passed unanimously.

Mr. Yeager will contact Mr. Robert Mangino, President of the Town Council, regarding the Council's response to their recent meeting with the Board.

B. Bills Presented for Payment - Mr. Yeager motioned to make payment for the bills presented, with the exception of the hospital bill. Mr. Duess seconded and it was passed unanimously.

PERSONNEL COMMITTEE: Report of the Personnel Committee will be given at the November meeting.

ACTING DIRECTOR'S REPORT:

Mrs. Reed will prepare a scale to determine fines on lost books to be presented to the Board at the next meeting.

The Board was in agreement that name tags should continue to be worn by all staff members. The possibility of another type of tag design will be investigated.

Mr. Duess moved to accept the Acting Director's Report.
Mr. Yeager seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mr. Duess will contact Mr. Thurman Williams, Town Clerk, to discuss guidelines to be used in setting up polling place in the library on November 7th.

NEW BUSINESS:

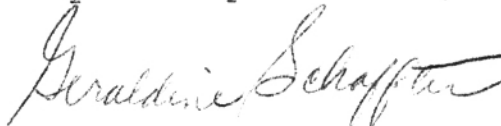
Mr. Kupferer reported on the Trustees Information Program (TIP) which he and Mrs. Zeitlin attended in Saddle Brook.

The Secretary will send a certified letter to Robert Jonas to advise him of the disposition of his personal property.

Mr. Jervey informed the Board that the Friend's Book Sale on October 14th was a success. Approximately 500 books were sold. He offered his sincere thanks to the Board for their cooperation.

The meeting adjourned at 5:50 p.m. The next Board meeting will be held on Tuesday, November 28th at 4:30 p.m.

Respectfully submitted,



Geraldine Schaffter

1973 BUDGET

WEST ORANGE FREE PUBLIC LIBRARY

- CONTENTS -

	<u>PAGE</u>
ACTING DIRECTOR'S REPORT TO MAYOR & COUNCIL . . .	1
PRESIDENT'S REPORT TO MAYOR & COUNCIL	2
LIBRARY BUDGET INTERPRETATION FOR 1973	3
N. J. LIBRARY ASSOCIATION 1973 SALARY GUIDE . . .	5
PROPOSED SALARY RANGE REQUESTS	6
SALARY SCHEDULES FOR FULL TIME EMPLOYEES	7
SALARY SCHEDULES FOR PART TIME EMPLOYEES	8
PART TIME EMPLOYEES SCHEDULE OF WEEKLY HOURS . .	10

West Orange Free Public Library

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

Mayor Falcone and Town Council
Town Hall
West Orange, New Jersey

Gentlemen:

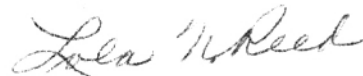
In an effort to reach the whole community, we have made numerous changes in your library which we feel are significant. An all-out effort is underway to meet the needs of all the people of West Orange through the provision of a well-rounded collection and additional services to the community at large.

Adequate support is a vital part of a good library service. Demands for the tax dollar are many and diverse, but if the demands for continuing education are not met, the character of the community will be eroded and the Town of West Orange will ultimately be lost.

Because a library is no longer thought of as a mere collection of books, many innovations are being considered in an effort to expand our cultural, educational, social and recreational services.

The library is in dire need of additional space and financial support. In the years ahead, it will be incumbent upon every enlightened citizen to lend his voice in support of his Town Library to insure the type and amount of service desired. So, please weigh our problems and services and let us be favorably considered when appropriations and allowances are being made for the good of West Orange and its citizenry.

Respectfully yours,



Lola N. Reed
Acting Director

LNR:gs

West Orange Free Public Library

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

Hon. Mayor and Council
Town Hall
West Orange, New Jersey

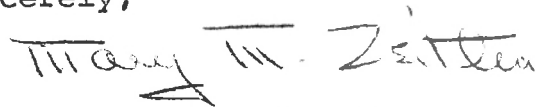
Gentlemen:

The budget here presented was unanimously approved at the regular meeting of the Board of Trustees on October 24, 1972.

Included you will find a brief interpretation of the budget requests. Your careful consideration of each item will be gratefully appreciated.

It is our hope to see your Library move forward into the cultural mainstream of our town and to be, as it should, part of the educational process for every citizen.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary M. Zeitlin". The signature is fluid and cursive, with a large initial "M" and a stylized "Z".

Mary M. Zeitlin, President
Board of Trustees

MMZ:gs

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED BUDGET FOR 1973

	<u>Appropriated 1972 Budget</u>	<u>Proposed 1973 Budget</u>
1. Salaries		
(A) Full Time Employees (14)	\$117,361	\$122,672
(B) Part Time Sr.&Jr. Lib. Assts.(25)	50,000	80,534
(C) Part Time Jr. Lib. Clerks (15)	12,368	14,922
(D) Hospitalization	6,250	5,000
(E) Soc. Sec. - Employers Portion	10,200	11,800
(F) P.E.R.S.	<u>7,500</u>	6,000
* Requested for purpose of filling the position of Library Director		<u>20,000</u>
Total Salaries, Taxes & Benefits	\$203,679	\$260,928
2. Books)	48,000	60,000
3. Binding) All costs in paper etc. have	1,300	1,600
4. Supplies) risen sharply	7,000	10,000
5. Insurance	4,000	4,000
6. Maintenance - Main		
(A) Fuel	2,300	2,500
(B) Gas & Electric	7,500	7,500
(C) Water	200	400
(D) Masonry (Marble Repairs, Slate Patio, etc.)	--	2,200
(E) Painting (Ceilings only)- After hours	--	1,800
(F) Air Balancing	--	450
(G) Roofing - Leaders & Gutters	--	400
(H) Repairs and Maint. - Other	--	2,000
(I) Materials and Supplies - Other	<u>--</u>	<u>1,000</u>
	10,000	18,250
7. Maintenance - Tory Corner		
(A) Rent	540	540
8. Maintenance - Mobilibrary	3,200	3,500
9. Telephone - Raise in rates, additions of tele- phones for Reference & Catalog departments, telephone for Tory Corner Branch where the Librarian has been left alone in building without transportation. Also increase in circulation requiring more communication.	950	1,500
10. Community Relations	300	500
11. Service Contracts	500	1,000
12. Transportation	200	350
(a) Increased attendance by Librarians at State Conferences and Workshops		
(b) Increase in cost of travel		
13. Postage	1,200	1,500

PROPOSED BUDGET FOR 1973 (cont'd.)Appropriated
1972
BudgetProposed
1973
Budget

14. Conventions	500	1,500
(a) For the first time, in 1972, the West Orange Library sent the Acting Director to the National Convention of the American Library Assoc. held, this year, in Chicago. Other Libraries of comparable size were represented by several Staff members as well as at least one Trustee.		
(b) Representatives of various departments attended the convention of the N.J. State Library Assoc. in Atlantic City. They were forced, by lack of funds, to drive down, attend their various seminars, and return the same night. Only the most dedicated Professional Librarians and Jr. Library Assistants would endure such an arduous experience.		
(c) The Heads of Reference, Acquisitions, Young Adult and Children's Depts. have attended courses and workshops conducted by the State at various locations--all of which requires registration fees and per diem expenses. These activities are of the utmost importance in helping to raise the standards of our Library.		
15. Audit	150	150
16. Equipment	7,000	12,000
(a) one more micro-film reader		
(b) one typewriter - electric		
(c) 5 typewriters - manual		
(d) 2 desks @ \$300		
(e) 10 chairs @ \$50		
(f) Reading Tables		
(g) Misc. Equipment etc.		
17. Contingency	500	500
18. Magazines	3,000	4,000
19. Audio- Visual	4,500	6,000
Our materials are far below State Standards. This Dept. needs back issues of N.Y. Times on micro-film, listening equip., languagerecords, cassettes, film strips,etc.		
20. Accounting Services	5,500	7,200
21. Architectural Services - In 1970 the Library Board received funds from the Town and from the State to engage a Library Consultant. This was done and Mr. Henry Thomas presented his recommendations to the Board and to the Town Council. The Board interviewed six firms of Architects with the assistance of Mr. Thomas and voted unanimously to retain the firm of William Lehman. Mr. Lehman has been waiting for the Board to commission the preliminary drawings, at the above fee, which is the first step in a long and arduous process directed toward the expansion of our severely overcrowded facilities.	-0-	3,500
<u>TOTAL</u>	<u>\$302,019</u>	<u>\$398,511</u>

NEW JERSEY LIBRARY ASSOCIATION
1973 PUBLIC LIBRARY SALARY GUIDE

The Salary Guide is offered to Boards of Trustees and to Directors as minimum recommendations based on a thirty-five hour week.

The purposes of this guide are:

- 1) To provide salary information in the recruiting of personnel.
- 2) To provide information on the minimum current salaries that should be paid to present, experienced, and qualified personnel.
- 3) To provide data for negotiation procedures in the case of employee grievances regarding salaries. The New Jersey Employer-Employee Relations Act, Chapter 303, Laws of 1968, establishes the rights of public employees to present their grievances and to negotiate the terms and conditions of their employment.

Public Library Boards of Trustees and Library Directors are urged to make every effort to meet the minimum salary recommendations listed below. In many cases professional salaries in New Jersey public libraries are below salaries in neighboring states and substantially below those paid New Jersey teachers having comparable education and training.

The New Jersey Association recommends these minimum salaries and encourages individual libraries to determine the range of salary, number of steps and the lengths of time to complete the steps. Annual examination of salaries and job descriptions is strongly recommended. Annual increments based upon costs of living, merit or performance, or professional growth must be provided to retain good staff members.

Population breakdown should not be the sole basis for salary determination. Area living costs, library hours and irregular schedules (Saturday work, night hours), and volume and pressure of work in individual libraries should be recognized and considered.

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY RANGE REQUESTS

1973

<u>TITLE</u>	<u>PROPOSED SALARY RANGE</u>		<u>SUGGESTED</u>
<u>FULL TIME</u>	<u>1972</u>	<u>1973</u>	<u>FULL YEAR</u>
			<u>INCREMENT</u>
Asst. Library Director	\$11,000 - \$14,500	\$11,000 - \$17,500	\$1000
Sr. Librarian	8,500 - 13,018	8,500 - 13,018	451
Sr. Library Asst.	-	7,000 - 8,500	300
Library Clerk Driver	6,050 - 9,156	6,050 - 9,156	-
Secretary	6,000 - 8,000	6,000 - 8,000	300
Jr. Library Asst.	4,500 - 6,496	4,500 - 7,500	250
Library Director		17,500 - 22,500	

* Requested for purpose of filling the position of Library
Director -- \$20,000

PART TIME

Sr. Librarian	5.50 - 8.00	5.50 - 8.00	.25
Jr. Lib. Asst.	2.50 - 3.10	2.50 - 4.50	.15
Jr. Lib. Clerk - Page	1.40 - 1.70	1.60 - 2.00	.10

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY GUIDE FOR FULL TIME EMPLOYEES

1973

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>YEAR EMPLOYED</u>	<u>SALARY RANGE</u>	<u>1972</u>	<u>PROPOSED</u>	<u>1973</u>	<u>LONGEV- ITY</u>	<u>SALARY FOR 1973 INCL. LONG.</u>	<u>SALARY FOR 1972 INCL. LONG.</u>	<u>TOTAL INCREASE</u>
				<u>BASE SALARY</u>	<u>SALARY RANGE</u>	<u>BASE SALARY</u>				
Allerhand *	Sr. Lib. Asst.	4/16/63(10)	\$ 4,500-6,442	\$ 6,442	\$ 7,000-8,500	\$ 7,000	\$300	\$ 7,300	\$ 6,592	\$ 150)
Aronson	Jr. Lib. Asst.	9/1/71 (1)	4,500-6,442	5,500	4,500-7,500	5,750	-	5,750	5,500	250
Baldwin	Lib. Clk. Dr.	10/1/56(16)	6,050-9,156	9,156	6,050-9,156	9,156	450	9,606	9,606	-
Carpiano	Jr. Lib.	9/11/72(0)	8,500-13,018	8,500	8,500-13,018	8,650	-	8,650	8,500	150
Cushing	Sr. Lib.	6/1/70 (3)	3,500-13,018	10,949	3,500-13,018	11,400	-	11,400	10,949	451
Czarnecki	Sr. Lib.	9/3/70 (3)	3,500-13,018	10,949	3,500-13,018	11,400	-	11,400	10,949	451
Ericsson	Jr. Lib. Asst.	12/4/63(9)	4,500-6,442	6,406	4,500-7,500	6,656	150	6,806	6,556	250
Ford	" "	10/10/66(6)	4,500-6,442	6,159	4,500-7,500	6,409	150	6,559	6,309	250
Rabinowitz	" "	8/15/69 (3)	4,500-6,442	5,924	4,500-7,500	6,174	-	6,174	5,924	250
Reed	Asst. Lib. Dir.	3/1/63 (9)	11,000-14,500	14,012	11,000-17,500	15,018	150	15,163	14,168	1000
Schaffter	Sec.	8/12/71 (1)	6,000-8,000	6,500	6,000-8,000	6,800	-	6,800	6,500	300
Schroeder	Jr. Lib. Asst.	11/15/65(7)	4,500-6,445	6,445	4,500-7,500	6,695	150	6,845	6,595	250
Schwartz	" "	4/1/59 (14)	4,500-6,496	6,496	4,500-7,500	6,746	300	7,046	6,796	250
Chow	Sr. Lib.	8/2/65 (7)	8,500-13,012	13,012	9,320-13,018	13,018	150	13,163	13,168	-
**Library Director				17,500-22,500				20,000	None	20,000
				\$116,462		\$ 4,410	\$120,872	\$1,300	\$142,672	\$118,112
										\$24,560

** Requested for purpose of filling the position of Library Director

* Proposed Title Change from Jr. Lib. Asst. to Sr. Lib. Asst.
Mrs. Allerhand has passed Civil Service Competitive Examination for this rating.

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY GUIDE FOR PART-TIME EMPLOYEES

Sr. Librarian
Sr. & Jr. Library Assts.

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>ESTIMATED</u>		<u>PRESENT</u>		<u>PROPOSED</u>		<u>PROPOSED</u>		<u>PROPOSED</u>	
		<u>HOURS</u>	<u>FOR YEAR</u>	<u>RATE</u>	<u>1972</u>	<u>INCREASE</u>		<u>RATE</u>	<u>1973</u>	<u>SALARY</u>	<u>1973</u>
1. D. Chesnut	Sr. Librarian	351		\$5.75		\$.50		\$6.25		\$2,193	
2. G. Smolan	Sr. Librarian	1,040		5.50		.25		5.75		5,980	
3. T. Benjamin	Jr. Lib. Asst.	1,012		2.80		.15		2.95		2,985	
4. R. Coleman	"	572		2.70		.15		2.85		1,630	
5. I. Dickinson	"	1,532		3.10		.15		3.25		4,979	
6. R. Glaser	"	676		2.50		.15		2.65		1,791	
7. S. Goss	"	1,196		2.60		.15		2.75		3,289	
8. S. Itkin	"	1,755		2.70		.15		2.85		5,002	
9. C. Juliano	"	624		2.60		.15		2.75		1,716	
10. J. Lepore	"	1,755		2.70		.15		2.85		5,002	
11. G. Longo	"	858		2.80		.15		2.95		2,531	
12. M. Magno	"	1,194		2.80		.15		2.95		3,522	
13. F. Mantell	"	1,558		2.80		.15		2.95		4,595	
14. M. Marchese	"	975		2.70		.15		2.85		2,779	
15. A. Melick	"	908		2.70		.15		2.85		2,588	
16. J. O'Brien	"	754		2.50		.15		2.65		1,998	
17. B. O'Neill	"	1,170		2.60		.15		2.75		3,218	
18. M. Perry	"	1,168		3.10		.15		3.25		3,796	
19. E. Portuese	"	702		2.50		.15		2.65		1,860	
20. M. Ritter	"	1,196		2.50		.15		2.65		3,169	
21. S. Seidler	"	1,430		2.70		.15		2.85		4,076	
22. P. Some	"	780		2.70		.15		2.85		2,223	
23. E. Springsteel	"	780		2.70		.15		2.85		2,223	
24. A. Tangreti	"	1,298		3.10		.15		3.25		4,219	
25. D. Washco	"	1,196		2.50		.15		2.65		3,169	

TOTAL PART TIME EMPLOYEES-
Sr. Lib. & Sr. & Jr. Lib.Assts. 26,480

\$80,534

Note: Hours may vary based upon needs of library

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY GUIDE FOR PART -TIME EMPLOYEES -
JR. LIBRARY CLERKS (PAGES)

1973

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>ESTIMATED PRESENT</u>		<u>PROPOSED</u>		<u>PROPOSED</u>
		<u>HOURS</u>	<u>RATE</u>	<u>INCREASE</u>	<u>RATE</u>	<u>SALARY</u>
		<u>FOR YEAR</u>	<u>1972</u>		<u>1973</u>	<u>1973</u>
1. C. Beattie	Jr. Library Clerk (Page)	312	\$ 1.40	\$.30	\$ 1.70	\$ 530
2. E. Bern		494	1.40	.30	1.70	840
3. J. Blair		598	1.60	.30	1.90	1,136
4. R. Borrello		858	1.40	.30	1.70	1,459
5. E. Carras		728	1.60	.30	1.90	1,383
6. R. Kaufe		390	1.40	.30	1.70	663
7. S. Kasdon		494	1.40	.30	1.70	840
8. M. Longo		390	1.40	.30	1.70	663
9. M. Richter		572	1.40	.30	1.70	972
10. M. Rozansky		390	1.40	.30	1.70	663
11. M. Rubinetti		416	1.40	.30	1.70	707
12. M. Shanahan		754	1.50	.30	1.80	1,357
13. B. Walton		520	1.40	.30	1.70	884
14. R. Wannemacher		520	1.40	.30	1.70	884
15. S. Watley		390	1.60	.30	1.90	741
Summer Help & Holidays		750				1,200

TOTAL - JR. LIBRARY CLERKS - PAGES

8,576

\$14,922

PART TIME EMPLOYEES

1972

PROPOSED
1973

Jr. Library Clerks - Pages \$1.40-1.70 \$1.60-2.00

Note: Hours May Vary Based on Need of Library.

PART TIME EMPLOYEES

<u>TOTAL ESTIMATED HOURS FOR YEAR 1973</u>	<u>NAME</u>	<u>NUMBER OF HOURS WORKED</u>
312	C. Beattie	6
1,012	H. Benjamin	17 every 3rd Sat.
494	E. Bern	9½
598	J. Blair	11½
858	R. Borrello	16½
728	B. Carras	14
351	D. Chesnut	3 every other Sat.
572	R. Coleman	11
1,532	I. Dickinson	27 every 3rd Sat.
676	R. Glaser	13
1,196	S. Goss	23
390	R. Hauffe	7½
1,755	S. Itkin	30 alternate Sat.
624	C. Juliano	12
494	S. Kasdon	9½
1,755	J. Lepore	30 alternate Sat.
858	G. Longo	16½
390	M. Longo	7½
1,194	M. Magno	20½ every 3rd Sat.
1,558	F. Mantell	27½ every 3rd Sat.
975	M. Marchese	15 alternate Sat.
908	A. Melick	15 every 3rd Sat.
754	J. O'Brien	14½
1,170	B. O'Neill	22½
1,168	M. Perry	20 every 3rd Sat.

PART TIME EMPLOYEES - (cont'd.)

<u>TOTAL ESTIMATED HOURS FOR YEAR 1973</u>	<u>NAME</u>	<u>NUMBER OF HOURS WORKED</u>
702	E. Portuese	13½
572	M. Richter	11
1,196	M. Ritter	23
390	M. Rozansky	7½
416	M. Rubinetti	8
1,430	S. Seidler	27½
754	M. Shanahan	14½
1,040	G. Smolan	20
780	P. Some	15
780	E. Springsteel	15
1,298	A. Tangreti	22½ every 3rd Sat.
520	B. Walton	10
520	R. Wannemacher	10
1,196	D. Washco	23
390	B. Watley	7½
750	Summer & Holiday Help	
<u>35,056</u>		
8,576	Jr. Lib. Clerks - Pages	
26,480	Sr. Lib. & Sr. & Jr. Lib. Assistants	
<u>35,056</u>		

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

October 24, 1972

All indications show that October is one of our busiest months. With a shortage of personnel, we have managed to prepare a large collection of books for the sale on October 14th, begin the pre-school story hour, send 12 persons to various library meetings set up by the State Department throughout the state. Most meetings were geared to the non-professional workers which we attended in pairs, one was for library trustees which was attended by Mrs. Zeitlin and Mr. Kupferer. One was the Fall session of the New Jersey Library Association, attended by Mrs. Czarnecki and Mrs. Reed.

All persons who attended these workshops and conferences returned full of ideas, printed materials and a general statement that the meeting was well worthwhile and look forward to future meetings. Many wondered aloud why we have never done this before. The enthusiasm as exemplified by the participants made others eager for the experience.

We have institutional membership in the New Jersey Library Association for 1972-1973. Also, each member of the Library Board of West Orange is registered. It is hoped that all of you have received your membership cards by this time.

Sometime ago we instituted a policy whereby borrowers were obligated to pay only the cost of a lost item. The fine was eliminated entirely. We have had many problems with patrons wanting to keep the item if no more than the cost is involved.

I have spoken to quite a few librarians, especially directors about the problem. Because of information from these reliable sources, I suggest that the charge of at least a token fine, over and above the price of the item be reinstated. The fine would vary according to the price of lost item. This policy is practiced in all surrounding libraries.

Complaints seem to have created a chain reaction of library personnel toward wearing name tags. The most frequently used objection is "the pin puts holes in my clothes". Please react to this and let me know your feelings on same.

Our Annual Report has been completed and bound. We sincerely hope that it meets your approval. Including the copies which we have given you today, three hundred bound copies are being readied for distribution. Copies will be sent to libraries, our Town Council, Board of Education, etc. Interested citizens may pick copies up at Main, Tory Corner or Mobilibrary.

For your information, I have listed below costs for materials used in preparing this report --

Cover sets - window backs	\$ 96.00
W B Cerlox 19 ring	22.50
Mimeograph Paper	22.50
21 Stencils (approx.)	<u>5.00</u>
Total Cost of Materials	\$ 146.00

Respectfully submitted,

Lola N. Reed

Lola N. Reed
Acting Director

MEMORANDUM

TO: ENTIRE STAFF PERSONNEL

FROM: LOLA N. REED

RE: STAFF RESERVES

At a meeting held by the professional staff on Wednesday, October 18, 1972, the following decisions were unanimously agreed on:

1. Reserves made by staff members are to be honored in the order in which they appear on the "Reserve Board."
2. No staff member is allowed to take ANY of the reviewing media which we receive through the mail and make "reserves" as soon as they arrive. These publications should be channeled to the proper department without delay.
3. The correct date should be stamped on all reserves made by staff.
4. All books, records, paintings, etc. taken from the library should be properly checked out by another staff member.
5. Fines will be imposed on all delinquent staff members. Lost books by staff will be treated like all others.
6. Staff personnel are requested not to hoard books or other materials belonging to the library. Any person found guilty of this practice will be dealt with accordingly.
7. No one, other than persons working in the Catalog Room, is permitted to stand around and browse through newly arrived books, records, etc. without special permission from the Department Head.

LNR/sg

10/23/72

AARON EISENBERG & Co.

Certified Public Accountants

76 SOUTH ORANGE AVENUE

So. ORANGE, N. J. 07079

AREA CODE 201 762-1507

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

OCTOBER 20, 1972

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

ATTENTION: MRS. M. ZEITLIN, PRESIDENT

GENTLEMEN:

WE SUBMIT HERewith FINANCIAL STATEMENTS THRU TO SEPTEMBER 30, 1972 FOR PRESENTMENT AT THE BOARD MEETING ON OCTOBER 24, 1972. WE NOTE FROM THE MINUTES OF THE LAST MEETING OF THE BOARD THAT IN THE ABSENCE OF A QUORUM, THERE COULD BE NO CONSIDERATION GIVEN TO THE RECOMMENDATIONS IN OUR PRIOR LETTER OF SEPTEMBER 22, 1972, NAMELY,

(1) RESOLUTION TO ESTABLISH THAT THE PAYMENT OF \$7,266.59 AUTHORIZED BY THE BOARD OF TRUSTEES ON AUGUST 29TH TO BE PAID IN SETTLEMENT OF THE BOSIN LITIGATION BE NOW DIRECTED TO BE CHARGED TO:

(A) THE \$3,955.10 THEREFORE FORE SET ASIDE AND PROVIDED FOR THIS CONTINGENCY AND

(B) THAT \$2,930.16 OF THE EXCESS BE CHARGED AGAINST FINES AND RESERVES FOR THE YEAR 1970, AND

(C) THE BALANCE OF \$1,024.84 BE CHARGED AGAINST FINES AND RESERVES AVAILABLE FOR THE YEAR 1971.

(2) RESOLUTION TO ESTABLISH THAT THE TRANSFER OF \$2,203.23 FOR MAGAZINES AUTHORIZED BY THE BOARD OF TRUSTEES MEETING ON JULY 25, 1972 FROM THE FINES AND RESERVE FUND TO THE GENERAL BUDGET FUND BE NOW REPHRASED TO PROVIDE THAT SUCH TRANSFER SHALL SPECIFICALLY BE CHARGED AGAINST THE FINES AND RESERVE FUND AVAILABLE FOR THE YEAR 1971.

IT SHOULD BE NOTED THAT THE BUDGET REPORT ATTACHED HERETO SHOWS AN OVEREXPENDITURE OVER THE APPROPRIATED BUDGET FOR MAGAZINES IN THE AMOUNT OF \$654.99 AS OF SEPTEMBER 30, 1972. HOWEVER, IN VIEW OF THE TRANSFER OF \$2,203.23 FROM THE FINES AND RESERVES FUND AS A SUPPLEMENT TO THE APPROPRIATED BUDGET LINE ITEM 18 OF \$3,000 FOR MAGAZINES, IT WILL BE SEEN THAT THERE IS IN FACT, AN UNEXPENDED BALANCE FOR MAGAZINES AS OF SEPTEMBER 30, 1972 OF \$1,548.24 AS A RESULT OF SUCH TRANSFER.

OCTOBER 20, 1972

AS SHOWN ON THE BUDGET REPORT FORM, THE BALANCE REMAINING OF THE APPROPRIATED BUDGET FOR THE YEAR 1972 IS SHOWN TO BE	\$ 59,787.31
THERE SHOULD BE ADDED TO THIS AMOUNT, TRANSFER FOR MAGAZINES FROM THE FINES AND RESERVES FUND MENTIONED ABOVE IN THE AMOUNT OF	2,203.23
FURTHERMORE THERE WAS RECEIVED DURING THE MONTH OF JUNE, STATE AID ON ACCOUNT OF FLOOD LOSS THE PROCEEDS OF WHICH WERE DEPOSITED IN THE GENERAL BUDGET ACCOUNT IN THE AMOUNT OF	<u>3,190.37</u>
THE TOTAL THEREFORE AVAILABLE FOR ENCUMBRANCES BY WAY OF PURCHASES AND OTHER COMMITMENTS BY THE LIBRARY AFTER SEPTEMBER 30, 1972 IS	<u>\$ 65,180.91</u>

TAKING INTO ACCOUNT THAT THE MONTHLY EXPENDITURES BY THE LIBRARY HAVE
AVERAGED RECENTLY, APPROXIMATELY \$30,000, IT WOULD APPEAR THAT AN AMOUNT IN THE
NEIGHBORHOOD OF \$90,000 WILL BE REQUIRED BETWEEN SEPTEMBER 30 AND DECEMBER 31, 1972.
THE INDICATED AVAILABILITY OF FUNDS BEING ONLY \$65,180.91, IT IS APPARENT THAT
THE DIFFERENCE MAY OF NECESSITY, HAVE TO BE MADE UP FROM THE \$25,909.80 OF
PRIOR YEAR'S FUND BALANCES, AND FINES AND RESERVES FUNDS OF \$15,925.43 FOR 1972 AS
SHOWN ON THE STATEMENT OF FUNDS BALANCES AS OF SEPTEMBER 30, 1972 ATTACHED; THAT IS
IN THE ABSENCE OF ANY EXCESS STATE AID WHICH MAY BE FORTHCOMING PRIOR TO THE
END OF 1972.

VERY TRULY YOURS,

AARON EISENBERG & CO.


CERTIFIED PUBLIC ACCOUNTANTS

AE/DB
ENCS.

Budget Report

West Orange Public Library

LIBRARY BOARD MEETING OF OCTOBER 24, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL BUDGET EXPENDITURES FOR MONTH OF SEPT. 1972	ACCUMULATED 1972 BUDGET EXPENDITURES THRU SEPT. 30, 1972	UNEXPENDED BUDGET BALANCE ON 9/30/72	BILLS/ACCOUNTS PAYABLE 9/30/72	BUDGET BALANCE REMAINING 9/30/72
					PRESENTED FOR APPROVAL AT THIS MEETING	
1. Salaries \$203,679		20,936.20	64,556.13	39,122.87	168.17	38,954.70
2. Books 48,000		4,387.37	29,809.66	18,190.34	6,537.45	11,652.89
3. Binding 1,300		46.70	438.48	861.52	--	861.52
4. Supplies 7,000		603.48	4,083.55	2,916.45	610.74	2,305.71
5. Insurance 4,000		--	490.86	3,509.14	905.00	2,604.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofings; oil-air-condition. 10,000		1,153.45	7,571.37	2,428.63	899.11	1,529.52
7. Maintenance-Tory Cor. 540		38.98	443.98	96.02	200.00	(103.98)
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat & cooling) 3,200		164.00	1,058.26	2,141.74	642.04	1,499.70
9. Telephone 950		111.68	894.22	55.78	105.88	-(50.10)
10. Community relations; publicity; reading contests, etc... 300		167.00	474.19	(174.19)	73.00	-(247.19)
11. Service contracts 500		--	510.85	(10.85)	210.50	-(221.35)
12. Transportation 200		54.12	209.22	(9.22)	--	-(9.22)
13. Postage 1,200		--	1,000.88	199.12	--	199.12
14. Conventions 800		47.20	936.81	(136.81)	--	-(136.81)
15. Audit 150		--	--	150.00	--	150.00
16. Equipment 7,000		732.99	6,709.25	290.75	158.75	132.00
17. Contingency 200		--	--	200.00	--	200.00
18. Magazines 3,000		172.36	3,603.63	(603.63)	51.36	-(654.99)
19. Audio-visual; microfilm; phonorec.; reproductions; framing etc... 4,500		1,449.24	3,355.99	1,144.01	122.36	1,021.65
20. Xerox (inc. supplies) -0-		--	--	--	--	--
21. Accounting services 5,500		600.00	4,800.00	700.00	600.00	100.00
22. Consultant (architect's prelim. drawings)						
	\$302,019	\$30,664.77	\$230,947.33	\$71,071.67	\$11,284.36	\$59,787.31

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS BALANCES
RECEIPTS AND DISBURSEMENTS

MONTH OF SEPTEMBER 1972

	1972 TOTAL ALL FUNDS	1972 BUDGET FUND	1972 FINES & RESERVES FUND	1972 LOST BOOK FUND	1971-1972 SALARY CONTINGENCY FUND	BOOK SALES EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUND BALANCES
<u>I</u> SEPTEMBER 1, 1972 FUND BALANCES	\$ 62,953.70	\$ 4,740.09	\$14,223.86	\$ 1,175.71	\$13,880.87	\$ 2,831.28	\$ 231.20	\$25,870.69
ADD:								
SEPTEMBER 1972 RECEIPTS								
FINES			1,378.19)					
PHOTOCOPY			36.86)					
NON-RESIDENT FEES	1,538.58		40.00)					
TELEPHONE			8.33)					
BOOK RENTALS			75.20)					
INTEREST	398.02		162.99	14.64	173.50	7.68		39.21
LOST BOOK FUND	158.20			158.20		496.23		
EXCESS PROPERTY SOLD	496.23						200.00	
TRANSFER TO P/C FUND	200.00							
<u>II</u> TOTAL SEPTEMBER 1972 RECEIPTS	2,791.03	-	1,701.57	172.84	173.50	503.91	200.00	39.21
TOTAL AVAILABLE (<u>I</u> PLUS <u>II</u>)	65,744.73	4,740.09	15,925.43	1,348.55	14,054.37	3,335.19	431.20	25,909.90
LESS:								
<u>III</u> SEPTEMBER 1972 EXPENDITURES	30,664.77	30,494.47					170.30	
TRANSFER TO P/C CKG. A/C	200.00	200.00				1,500.00		
LEGAL FEES - RE: JONAS	1,500.00							
<u>IV</u> SEPTEMBER 30, 1972 FUND BALANCE	\$ 33,379.96	(\$25,954.38)	\$15,925.43	\$ 1,348.55	\$14,054.37	\$ 1,835.19	\$ 260.90	\$25,909.90
REPRESENTED BY:								
CHECKING A/C-NATL. NWK & ESSEX	\$(3,369.58)							
PETTY CASH CHECKING A/C	220.48							
CASH FUND IN LIBRARY	126.25							
WEST ORANGE S & L Assn.								
SAVINGS A/C #TC 3386	15,925.43							
TC 3375	1,411.33							
10085	14,054.37							
TC 3422	3,176.49							
NATL. NWK & ESSEX #51658	1,835.19							
	\$33,379.96							

WEST ORANGE PUBLIC LIBRARY

LIST OF CHECKS FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1972

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7/7/72	174	HARLO PRINTING Co.	2. Books	\$ 7.00
7/20/72	175	NATL. ASSN. OF INDEPENDENT SCHOOLS	2. "	28.00
8/3/72	176	BAKER & TAYLOR Co.	10. COMM. REL.	15.00
8/14/72	177	STEPHEN LOELL	14. CONVENTIONS	15.00
8/18/72	178	MARGARET CARPIANO	14. "	13.00
8/25/72	179	SAM FRAZIER	10. COMM. REL.	16.00
9/7/72	180	LIBRARY WORKSHOP ACCT.	14. CONVENTIONS	22.50
9/19/72	181	N.J.L.A.	14. "	7.00
9/20/72	182	HELEN BOHNE	14. "	6.00
9/20/72	183	N.J.L.A.	14. "	7.00
9/20/72	184	N.J.L.A.	14. "	7.00
9/21/72	185	HELEN FRASER	14. "	6.00
9/21/72	186	GLORIA SMOLAN	14. "	17.00
9/21/72	187	GERRI SCHAFFTER	12. TRANSPORTATION	11.42
9/27/72	188	IRVING OSTROW	12. "	5.00
9/27/72	189	M. M. ZEITLIN	12. "	12.00
9/27/72	190	RALPH KELLY	7. MAINT.-TORY	2.98
9/29/72	191	EMMA L. CZARNECKI	14. CONVENTIONS	6.70
9/29/72	192	DOROTHY ERICSON	12. TRANSPORTATION	7.50
9/29/72	193	MARGARET CARPIANO	12. "	8.60
9/28/72	194	LOLA REED	12. "	9.60

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR
THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1972

\$ 230.30

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

WEST ORANGE PUBLIC LIBRARY

SEPTEMBER 1972 BILLS PRESENTED FOR PAYMENT
ON OCTOBER 24, 1972

CHECKS ARE DATED
SEPT. 27, 1972

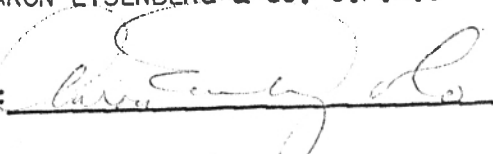
<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6453	TOWN OF WEST ORANGE - SOC. SEC. SEPT. 1972-EMPLOYEES SHARE	1. SALARIES	\$ 803.02
6454	NATL. NWK & ESSEX BANK W/T EMPLOYEES-SEPT. 1972	1. "	2,195.88
6455	P.E.R.S.-PENSION #20284 & LOANS	1. "	562.60
6456	P.E.R.S.-CONTRIB.GROUP INS. FUND	1. "	112.28
6457	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	47.00
6458	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SAVINGS	1. "	310.00
6459	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	399.11
6461	TOWN OF WEST ORANGE-ADMIN.CHG.	1. "	1.00
6460	TOWN OF WEST ORANGE-SOC. SEC. 3RD QTR. EMPLOYERS SHARE	1. "	3,036.47
-	NET PAYROLL CHECKS - SEPT. 1972 #485-544	1. "	13,468.84
6452	PETTY CASH CHECKING A/C	TRANSFER TO P/C CHG. A/c	200.00
	<u>SUBTOTAL</u>		<u>21,136.20</u>
<u>PETTY CASH CHECKING A/C - 3RD QUARTER 1972</u>			
<u>CHECKS</u>			
174-194	SEE ATTACHED	2. BOOKS	\$ 35.00
		7. MAINT.-TORY	2.98
		10. COMM. REL.	31.00
		12. TRANS.	54.12
		14. CONVENTIONS & MEETINGS	47.20
			<u>170.30</u>
	<u>TOTAL</u>		<u>21,306.50</u>
<u>ADD:</u>	<u>TOTAL CHECKS #6387-6451 PRESENTED FOR PAYMENT SEPT. 27, 1972</u>		<u>9,558.27</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF SEPT. 1972 - REG. A/c AND 3RD QTR. 1972 PETTY CASH CHECKING A/c</u>		<u>30,864.77</u>
<u>LESS:</u>	<u>#6152 TRANSFER TO PETTY CASH CHECKING A/c</u>		<u>200.00</u>
	<u>TOTAL EXPENDITURES PER BUDGET REPORT - SEPT. 1972</u>		<u><u>\$30,664.77</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: 

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 30, 1972

PRESENTED FOR PAYMENT OCTOBER 24, 1972

CHECKS ARE DATED
OCTOBER 24, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6462	A. & S. BOOK CO.	18. MAGAZINES	\$ 1.00
6463	ADVENTURE TRIP GUIDE	2. BOOKS	2.50
6464	" " "	2. "	3.25
6465	ARGUS COMMUNICATIONS	4. SUPPLIES	23.84
6466	ASSOC. OF AMERICAN MEDICAL COLLEGES	2. BOOKS	8.00
6467	AUTOMATIC DATA PROCESSING	4. SUPPLIES	51.20
6468A	THE BAKER & TAYLOR CO.	2. BOOKS	\$ 10.66
B	" " " " "	2. "	117.64
C	" " " " "	2. "	260.45
D	" " " " "	2. "	23.81
E	" " " " "	2. "	36.53
F	" " " " "	2. "	15.22
G	" " " " "	2. "	94.46
H	" " " " "	2. "	74.96
I	" " " " "	2. "	4.37
J	" " " " "	2. "	(23.84)
6469	BLANCHET RUBBER STAMP CO.	4. SUPPLIES	614.26
6470	H. P. BOOKS	2. BOOKS	3.20
6471A	R. R. BOWKER CO.	2. "	5.00
B	" " " "	2. "	12.95
6472	BRO-DART, INC.	2. "	32.00
6473A	CHAMBERS RECORD CORP.	4. SUPPLIES	44.95
B	" " " "	19. AUDIO-VISUAL	8.90
6474	CINCINNATI TIME RECORDER CO.	19. " "	14.83
6475	COLLEGE ENTRANCE EXAMINATION BOARD	11. SERVICE CONTRACTS	22.25
6476	COMMONWEALTH WATER CO.	2. BOOKS	37.08
6477A	DIMONDSTEIN BOOK CO. INC.	6. MAINT.-MAIN	35.00
B	" " " "	2. BOOKS	9.50
C	" " " "	2. "	26.62
D	" " " "	2. "	31.06
E	" " " "	2. "	9.04
F	" " " "	2. "	34.51
6478A	EDUCATORS PROGRESS SERVICE	2. "	28.78
B	" " " "	2. "	31.61
6479	IRA F. EHRENKRANZ AGENCY, INC.	2. "	9.95
6480	AARON EISENBERG & CO.	2. "	8.75
6481	ERNIES WELDING SERVICE, INC.	5. INSURANCE	18.70
6482	GALE RESEARCH CO.	21. ACCTS. SVCS.	905.00
6483A	GAYLORD BROS. INC.	8. MAINT.-BK.	600.00
B	" " " "	2. BOOKS	8.00
C	" " " "	4. SUPPLIES	15.50
D	" " " "	4. "	42.88
6484	GENERAL BINDING CORP.	4. "	39.18
6485A	GENERAL LEARNING CORP.	4. "	51.37
B	" " " "	4. "	14.00
6486	W. W. GRANGER, INC.	16. EQUIPMENT	147.43
6487	HARTFORD STEAM BOILER INSP.&INS.CO.	2. BOOKS	118.50
6488	HEARST MAGAZINES	2. "	6.35
6489	W. W. HOLES MFG. CO.	2. "	8.27
6490	INSTITUTE FOR SOCIAL RESEARCH	6. MAINT.-MAIN	38.11
6491A	INTERNATIONAL HARVESTER CO.	11. SVC. CONTR.	5.00
B	" " " "	2. BOOKS	52.35
6492	INTERNATIONAL PUBLICATIONS SVC.	16. EQUIPMENT	40.25
6493	JOHNSON PUBLISHING CO. INC.	2. BOOKS	5.00
6494A	JOSTEN'S CATALOG CARD CORP.	8. MAINT.-BK.	33.94
B	" " " "	8. " "	4.18
C	" " " "	2. BOOKS	4.75
D	" " " "	4. SUPPLIES	6.72
6495A	EDWARD G. KLOPPROTH, SR.	2. "	2.00
B	" " " "	4. "	5.50
6496	LIBRARIES UNLIMITED	4. "	9.25
		4. "	2.25
		4. SUPPLIES	64.80
		4. "	36.48
		2. BOOKS	101.28
			29.67

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 20, 1972

PRESENTED FOR PAYMENT OCTOBER 24, 1972

CHECKS ARE DATED
OCTOBER 24, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6497	McGraw-Hill Book Co.	2. Books	\$ 22.78
6498	MEDICAL ECONOMICS, INC.	2. "	12.00
6499	MEDICAL SOCIETY OF N.J.	2. "	10.00
6500	A. R. MEEKER Co.	11. SVC. CONTR.	108.00
6501	A. R. MEEKER Co.	4. SUPPLIES	26.59
6502	J. M. MOREHOUSE PRINTING Co. INC.	4. "	150.00
6503	N.J. BELL TELEPHONE Co.	9. TELEPHONE	105.88
6504	MUSEUM SHOP, N.J. STATE MUSEUM	2. BOOKS	2.75
6505	THE NEW YORK TIMES-LIB.SVC.&INFO..DIV.	2. "	243.63
6506A	ORANGE NEWS Co.	18. MAGAZINES	\$ 18.00
B	" " "	18. "	15.00
6507	OXFORD UNIVERSITY PRESS, INC.	2. Books	4.24
6508	PAPERBACK BOOK SHOP	2. "	40.95
6509	PARK AUTO GLASS Co.	8. MAINT.-Bk.	27.23
6510	PUBLIC AFFAIRS PAMPHLETS	18. MAGAZINES	3.36
6511	PUBLIC EMPLOYEES RETIREMENT SYSTEM	1. SALARIES	168.17
6512A	PITNEY BOWES	4. SUPPLIES	7.55
B	" " "	4. "	8.80
6513	PRODUCTION SUPPLY & EQUIPMENT Co.	4. "	16.52
6514A	PRENTICE HALL	2. Books	4.97
B	" " "	2. "	1.76
C	" " "	2. "	6.25
D	" " "	2. "	7.42
E	" " "	2. "	8.62
F	" " "	2. "	7.42
6515	PUBLIC SERVICE EL & GAS	6. MAINT.-MAIN	36.44
6516A	A. H. ROEMER Co. INC.	2. Books	50.67
B	" " "	2. "	324.54
C	" " "	2. "	118.52
D	" " "	2. "	154.80
E	" " "	2. "	(24.75)
F	" " "	2. "	72.90
G	" " "	2. "	362.22
H	" " "	2. "	514.05
I	" " "	2. "	(18.33)
J	" " "	2. "	414.00
K	" " "	2. "	185.51
L	" " "	2. "	504.69
M	" " "	2. "	332.45
N	" " "	2. "	72.69
O	" " "	2. "	545.41
P	" " "	2. "	183.47
Q	" " "	2. "	(1.25)
R	" " "	2. "	(104.23)
S	" " "	2. "	35.49
T	" " "	2. "	176.26
U	" " "	2. "	177.64
V	" " "	2. "	716.30
W	" " "	2. "	(2.60)
X	" " "	2. "	(49.03)
Y	" " "	2. "	67.76
Z	" " "	2. "	229.48
			5,038.66
AA	" " "	2. "	(2.63)
			5,036.03

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER BILLS, ACCOUNTS PAYABLE - SEPTEMBER 20, 1972

PRESENTED FOR PAYMENT OCTOBER 24, 1972

CHECKS ARE DATED
OCTOBER 24, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6517	A. H. ROEMER Co. INC.	19. AUDIO VISUAL	\$ 85.28
6518	SANI-KEM SUPPLY Co.	6. MAINT.-MAIN	28.50
6519A	HENRY SCHMIDT Co. INC.	4. SUPPLIES	\$ 8.55
B	" " "	4. "	37.88
6520A	PETER SMITH PUBLISHER, INC.	2. BOOKS	9.78
B	" " " "	2. "	6.21
6521	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	66.25
6522A	TYPEWRITER & OFFICE MACHINE Co.	11. SVC. CONTR.	42.50
B	" " " " "	11. " "	20.00
6523A	UNITED COFFEE BREWERS, INC.	10. COMM. REL.	25.00
B	" " " "	10. " "	25.00
6524	WASHINGTON WORKSHOP PRESS	2. BOOKS	6.00
6525A	TOWN OF WEST ORANGE	8. MAINT.-BK.	91.02
B	" " " "	8. " "	477.67
6526	WEST ORANGE CHRONICLE	18. MAGAZINES	14.00
6527	MARTIN BYRNE	7. MAINT.-TORY	200.00
6528	WEISENBERGER SERVICES, INC.	2. BOOKS	44.00
6529	THE HOSPITAL CENTER AT ORANGE	10. COMM. REL.	23.00
<u>ACCOUNTS PAYABLE PER BUDGET REPORT SEPTEMBER 30, 1972</u>			<u>\$11,284.36</u>

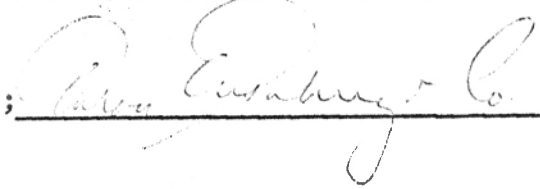
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By;



WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF WEDNESDAY, SEPTEMBER 27, 1972

The October Board meeting was presided over by Mrs. Mary Zeitlin, President. Present were Board members Mr. Ben Yeager and Mr. Albert Kupferer. Also present was Mrs. Lola N. Reed, Acting Director, Mr. Arthur Lang and Mrs. Alice Vigerstadt. Absent from the meeting were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Hon. Louis P. Falcone and Mr. Richard Duess.

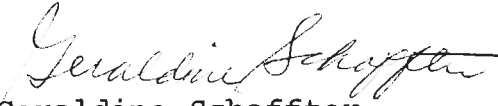
There being no quorum the agenda was postponed until the October 24th meeting.

However, Mr. Yeager telephoned to Mr. Duess and obtained his approval for the payment of the bills presented which were signed by Mrs. Zeitlin and taken to Mr. Duess's office that Friday for his signature, with vouchers and invoices for his inspection.

Mr. Yeager's motion to approve the bills presented was seconded by Mr. Kupferer and passed by the Board.

Approval was also obtained for the retention of Irving Ostrow for the continuation of the Bosin case on October 26th, inasmuch as he has already appeared once in court on this matter and is familiar with the necessary records.

Respectfully submitted,


Geraldine Schaffter

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF WEDNESDAY, SEPTEMBER 27, 1972

The meeting of the Board of Trustees was held at 8 p.m. and was presided over by Mrs. Mary Zeitlin, President. Present were Board members Mr. Ben Yeager and Mr. Albert Kupferer. Also present were Mrs. Lola N. Reed, Acting Director, Mr. Arthur Lang and Mrs. Alice Vigerstadt. Absent from the meeting were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Hon. Louis P. Falcone and Mr. Richard Duess.

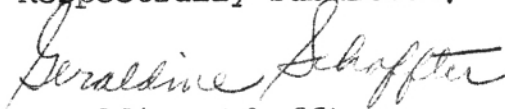
There being no quorum the agenda was postponed until the October 24th meeting.

However, Mr. Yeager telephoned to Mr. Duess and obtained his approval for the payment of the bills presented which were signed by Mrs. Zeitlin and taken to Mr. Duess's office that Friday for his signature, with vouchers and invoices for his inspection.

Mr. Yeager's motion to approve the bills presented was seconded by Mr. Kupferer and passed by the Board.

Approval was also obtained for the retention of Irving Ostrow for the continuation of the Bosin case on October 26th, inasmuch as he has already appeared once in court on this matter and is familiar with the necessary records.

Respectfully submitted,


Geraldine Schaffter

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

September 27, 1972

A very vivacious and refreshed staff has completed almost all of their vacation and seems eager and ready for the really busy Fall and Winter Seasons.

In preparation for the influx of requests, our Microfilm reader/prINTER has been installed and is already being used. Our users are quite thrilled with this added service and glad to pay the 10¢ fee per copy.

The Annual Report is well underway and should be ready for distribution before the next Board meeting in October. The recent purchase of a binding machine will make it possible for us to present to you a Report attractively bound and which, we hope, will meet with your approval.

Mrs. Carpiano, our newly acquired Junior Librarian, is doing wonders with our Youth Room. With a very little to work with and a lot of help from enthusiastic young people the small area has been transformed into an attractiveness which is almost unbelievable.

Among other things she has instituted a wide range of paperback materials which is going like wildfire. Needless to say, we are well pleased.

We were fortunate enough to have a very well-organized and hard working staff during the summer months. Under the supervision of Mrs. Dorothy Chesnut, a Herculean task of a "true" inventory of our holdings got underway. Unfortunately, the summer was too short and the project has not been completed. It is still being worked on, but at a slower pace. Upon its completion, I daresay, we shall all be surprised how lacking we are in so many areas.

Regretfully, Mrs. Virginia Mulvihill has informed me that she plans to resign as Junior Library Assistant in favor of a teaching position which she has been offered.

Robert Coleman, Jane O'Brien and Daria Washco have returned to part-time work because of having returned to college. Because of the loss of their full-time services, it will be necessary to replace them with at least two or three part-time employees.

I would like to respectfully submit the name of Mrs. Mercedes Marchese, a former employee, to fill one of these positions.

Respectfully submitted,

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

Lola N. Reed
Acting Director

MEMO

To: MRS. REED
From: Gloria Smolan
Date: September 19, 1972
Re: NJ State Library Book Selection Meeting held at
the Princeton Public Library on September 15, 1972

This book selection meeting, the first of four fall meetings scheduled throughout Central Jersey, is an excellent opportunity for a library as small as ours, to reap the benefits of a central reviewing committee. We have neither the time nor the personnel nor the funds for such reviewing. Each book is read and reviewed by two members of the committee and compared with one or more published reviews such as Kirkus. A printed sheet is provided for our notes and orders can be made from these suggestions. In addition, we are asked to take several books home to participate in the reviewing.

While I was at the Princeton Public Library, I took the opportunity to explore their operations in the Children's Room and came away with the following notes which we may want to think about:

1. Recordings are catalogued by the librarian. They tried using LC cards, but the waiting time between purchase of records and receipt of cards was too long. Accessioned by type.
2. At one time they had a picture file, but it is now discontinued. Too much time and effort was put into it to make the expenditure worthwhile for the amount of calls for that material. The schools now perform this function.
3. The Vertical Files in the Adult Department, also contain material for children. Thus, only one central set of files is necessary.
4. Their paperback collection is extensive. At first the librarian only kept an author card. But she is now preparing title cards as well. Books are shelved by author (non-fiction as well as fiction), regular accession numbers are used, and a card and pocket are placed in the FRONT of each book. Spines are not marked (but I felt that a felt-tipped author initial would make shelving easier for the pages).



M E M O R A N D U M

September 27, 1972

TO: Lola N. Reed, Acting Director
FROM: Emma-Lou Czarnecki

On Tuesday, September 26, I had the pleasure of representing the West Orange Public Library at a Southwest Essex County directors meeting in Maplewood. Other public libraries with directors, assistant directors or their representatives included East Orange, Irvington, Orange, Millburn, South Orange, Livingston and Maplewood.

The most discussed issue of the morning session was a plan from East Orange to set up an interloan circuit with a truck to visit each library in Southwest Essex on a daily basis with books and other materials requested by each library and pick up books requested by the other libraries in the circuit. This system has been in operation in Northeast Essex County for many years and has been very successful. By the way, East Orange will bear the expenses of the whole operation for the first year starting January, 1973.

Other items discussed included the policy of buying textbooks (most libraries do not, unless the particular text fits into the needs of the library's collection); the use of a cash register for keeping track of fines, book sale money, etc.; and the use of an etching tool to label for identification all typewriters and machines owned by the library.

After lunch we met with the directors from Northeast Essex libraries which included Newark, Montclair, Belleville, Bloomfield, Roseland and Nutley.

East Orange announced plans for an area film library for Essex and Hudson County libraries to be housed at the new East Orange building when completed in March 1973. The project will be financed by the state and administered by East Orange for the first year.

Other matters discussed included a phonograph record lending policy between libraries (most libraries will lend records if the patron is willing to pick up and return the recording to the lending library); and grievance procedures, if the department head can not resolve the difficulty, it would be passed on, in writing, to the director, if the director can not come up with a satisfactory solution, the Board of Trustees should be asked to mediate.

These two meetings were very informative for me and I welcomed the chance to represent Mrs. Reed and the West Orange Library.

Emma-Lou Czarnecki

AARON EISENBERG & CO.

Certified Public Accountants

76 SOUTH ORANGE AVENUE

SO. ORANGE, N. J. 07079

AREA CODE 201 762-1507

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

SEPTEMBER 22, 1972

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

ATTENTION: MRS. M. ZEITLIN, PRESIDENT

GENTLEMEN:

WE SUBMIT HERewith FINANCIAL STATEMENTS THROUGH TO AUGUST 31, 1972 TO BE PRESENTED AT THE BOARD MEETING ON SEPTEMBER 27, 1972. IT IS NOTED IN THE MINUTES OF THE BOARD OF TRUSTEES MEETING OF TUESDAY, AUGUST 29, 1972, THAT RESOLUTION WAS ADOPTED AUTHORIZING PAYMENTS OF \$7,266.59 IN FULL PAYMENT OF THE MARJORIE BOSIN LITIGATION. THIS AMOUNT INCLUDES \$200.00 PAID TO DAVID FOX, ESQ. FOR HIS LEGAL FEES. AND, IT WILL BE NOTED THAT THE TOTAL THEREOF IS \$3,955.10 IN EXCESS OF THE \$3,311.49 WHICH HAD BEEN HERETOFORE SET ASIDE AND PROVIDED FOR THIS CONTINGENCY. WHILE THE RESOLUTION OF THE BOARD OF TRUSTEES ON AUGUST 29, 1972 AUTHORIZED PAYMENT OF THE \$7,266.59, IT IS SUGGESTED THAT A CLARIFYING AMENDMENT TO THE RESOLUTION BE ADOPTED AT THE COMING MEETING OF THE BOARD ON SEPTEMBER 27, 1972, SO AS TO SPECIFY THAT THE EXCESS PAYMENT OF \$3,955.10 OVER AND ABOVE THE \$3,311.49 AVAILABLE BE CHARGED AGAINST FINES AND RESERVES AVAILABLE FIRST FOR THE YEAR 1970 IN THE AMOUNT OF \$2,930.16 AND THE BALANCE AGAINST FINES AND RESERVES AVAILABLE FOR THE YEAR 1971.

SIMILARLY AT THE BOARD OF TRUSTEES MEETING ON JULY 25, 1972 IT WAS BY RESOLUTION ADOPTED THAT \$2,203.23 BE TRANSFERRED FROM THE FINES AND RESERVE FUND TO THE GENERAL BUDGET FUND. IT IS SUGGESTED THAT RESOLUTION BE NOW ADOPTED AT THE COMING MEETING OF THE BOARD TO SPECIFY THE \$2,203.23 BE CHARGED AGAINST THE FINES AND RESERVE FUND AVAILABLE FOR THE YEAR 1971 SPECIFICALLY.

VERY TRULY YOURS,

AARON EISENBERG & CO.

Aaron Eisenberg & Co.
CERTIFIED PUBLIC ACCOUNTANTS

AE:RD

MONTH OF AUGUST, 1972

West Orange Public Library

LIBRARY BOARD MEETING OF SEPTEMBER 27, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL	ACCUMULATED	BILLS/ ACCOUNTS PAYABLE		BUDGET BALANCE REMAINING 8/31/72
		BUDGET	1972 BUDGET	UNEXPENDED	8/31/72	
		EXPENDITURES FOR MONTH OF AUG. 1972	EXPENDITURES THRU AUG. 31, 1972	BUDGET BALANCE ON 8/31/72	PRESENTED FOR APPROVAL AT THIS MEETING	
1. Salaries	203,679	19,384.26	143,619.93	60,059.07		60,059.07
2. Books	48,000	3,717.26	25,422.29	22,577.71	4,352.37	18,225.34
3. Binding	1,300	--	391.78	908.22	46.70	861.52
4. Supplies	7,000	273.10	3,480.07	3,519.93	603.48	2,916.45
5. Insurance	4,000	--	490.86	3,509.14		3,509.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil, air-condition. 10,000		746.24	6,417.92	3,582.08	1,153.45	2,428.63
7. Maintenance-Tory Cor. 540		--	405.00	135.00	36.00	99.00
8. Maintenance-Mobilib. . (includes gas, oil, . repairs, parts, etc. Motor runs all day winter and summer for heat&cooling) 3,200		720.60	894.26	2,305.74	164.00	2,141.74
9. Telephone	950	124.47	782.54	167.46	111.68	55.78
10. Community relations; publicity; reading contests, etc... 300		83.92	307.19	(7.19)	136.00	(143.19)
11. Service contracts	500	53.65	510.85	(10.85)		(10.85)
12. Transportation	200	39.35	155.10	44.90		44.90
13. Postage	1,200	325.88	1,000.88	199.12		199.12
14. Conventions	800	147.96	889.61	(89.61)		(89.61)
15. Audit	150	--	--	150.00		150.00
16. Equipment	7,000	895.00	5,976.26	1,023.74	2,147.16	(1,123.42)
17. Contingency	200	--	--	200.00		200.00
18. Magazines	3,000	30.00	3,431.27	(431.27)	172.36	(603.63)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc... 4,500		544.87	1,906.75	2,593.25	35.07	2,558.18
20. Xerox(inc. supplies)	-0-	--	--	--		--
21. Accounting services	5,500	600.00	4,200.00	1,300.00	600.00	700.00
22. Consultant (architect's prelim. etc...)	-0-	--	--	--		--
	\$302,019	\$27,686.56	\$200,282.56	\$101,736.44	\$ 9,558.27	\$92,178.17

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS BALANCES
RECEIPTS AND DISBURSEMENTS

[illegible]

LESS: EXCESS OF PAYMENT TO
MARJORIE BOSIN OVER
AMOUNT PROVIDED
TOTAL

NOTE 1/: (\$3,935.10) DEFICIT AS ABOVE IN SUSPENSE PENDING ADOPTION BY BOARD OF TRUSTEES RESOLUTION DESIGNATING WHICH YEAR FINES AND RESERVES FUND ARE TO BE CHARGED.

WEST ORANGE PUBLIC LIBRARY

AUGUST 1972 BILLS PRESENTED FOR PAYMENT
ON SEPTEMBER 27, 1972

CHECKS ARE DATED
AUGUST 29, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6374	MARJORIE BOSIN-BACK PAY (NET)	1. SALARIES-LITIGATION*	\$ 4,752.04
6375	P.E.R.S.-RE: M. BOSIN SHORTAGE #F 01246	1. " -LITIGATION*	631.45
6376	P.E.R.S. CONTRIB. GROUP INS. FUND RE: M. BOSIN	1. " -LITIGATION*	94.64
6377	NATL. NWK & ESSEX BANK W/T - M. BOSIN	1. " -LITIGATION*	1,221.00
6378	TOWN OF WEST ORANGE-SOC. SEC. AUGUST 1972-EMPLOYEES SHARE	1. " "	838.67
6379	NATL. NWK & ESSEX BANK W/T EMPLOYEES-AUGUST 1972	1. " "	2,096.95
6380	P.E.R.S.-PENSION #20284 & LOANS	1. " "	745.57
6381	P.E.R.S.-CONTRIB.GROUP INS.FUND	1. " "	65.54
6382	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. " "	47.00
6383	TOWN OF WEST ORANGE-FEDERAL CREDIT UNION-SAVINGS	1. " "	300.00
6384	TOWN OF WEST ORANGE- HOSPITALIZATION	1. " "	399.11
6385	TOWN OF WEST ORANGE- SOC. SEC.-M. BOSIN	1. " -LITIGATION*	367.46
-	NET PAYROLL CHECKS-AUGUST 1972 #430-484	1. " "	13,025.16
6386	DAVID I. FOX, Esq.	LITIGATION*	200.00
<u>ADD: TOTAL CHECKS #6326-6373 PRESENTED FOR PAYMENT - AUGUST 29, 1972</u>			<u>10,182.62</u>
<u>TOTAL DISBURSEMENTS - MONTH OF AUGUST, 1972 - REG. A/C</u>			<u>34,997.21</u>
<u>LESS: BOOK REFUNDS - DEPOSITED 8/23/72</u>			<u>\$ 5.56</u>
<u>BOOK REFUNDS - DEPOSITED 8/23/72</u>			<u>16.25</u>
<u>SUBTOTAL</u>			<u>34,975.40</u>
<u>CHECK #6372 - LOST BOOK FUND</u>			<u>22.25</u>
<u>SUB-TOTAL</u>			<u>34,953.15</u>
<u>*LESS: PAYMENTS ATTRIBUTABLE TO MARJORIE BOSIN LITIGATION</u>			
#6374 - BOSIN NET CHECK	1. SALARIES	4,752.04	
6375 - BOSIN PENSION	1. " "	631.45	
6376 - BOSIN INSURANCE	1. " "	94.64	
6377 - BOSIN W. T.	1. " "	1,221.00	
6385 - BOSIN SOC. SEC.	1. " "	367.46	
<u>SUB-TOTAL - BOSIN GROSS SALARY</u>		<u>7,066.59</u>	
6386 - DAVID FOX, Esq. - LEGAL FEE		<u>200.00</u>	<u>7,266.59</u>
<u>NET BUDGET EXPENDITURES PER BUDGET REPORT - AUGUST 1972</u>			<u>\$27,686.56</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela R. Reed

PREPARED WITHOUT AUDIT.

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

By: _____

AARON EISENBERG & Co.
CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1972

PRESENTED FOR PAYMENT SEPTEMBER 27, 1972

CHECKS ARE DATED
SEPTEMBER 9, 1972 AND
SEPTEMBER 27, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6387	AMERICAN BOOK Co.	18. MAGAZINES	\$.76 M
6388	ASSOC. ON AMERICAN INDIAN AFFAIRS	18. "	1.00
6389	H. P. BOOKS	18. "	5.00
6390	CAREERS	18. "	2.20
6391	CARNEGIE LIBRARY OF PITTSBURGH	18. "	3.00
6392	CHRONICLE GUIDANCE PUBLICATIONS	18. "	1.05
6393	CITIZENS RES. FOUNDATION	18. "	1.00
6394	DICKENSON PUBLISHING Co.	18. "	2.50
6395	MUNICIPAL FINANCIAL OFFICERS ASSOC.	18. "	1.00
6396	SUPY. OF DOCUMENTS	18. "	24.75
6397	SUPY. OF DOCUMENTS	18. "	100.00
6398	VOID		
6399	WESTERN WASHINGTON STATE COLLEGE	18. "	1.50
6400	N.J. LIBRARY ASSN.	10. COMM. RELATIONS	86.00
6401	AMERICANA ANNUAL CORP.	2. BOOKS	8.65
6402	AUTOMATIC DATA PROCESSING	4. SUPPLIES	66.75
6403A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 43.82
B	" " " "	2. "	6.56
C	" " " "	2. "	13.11
D	" " " "	2. "	130.38
6404	BOOK MARK	2. "	19.48
6405A	R. R. BOWKER Co.	2. "	17.50
B	" " " "	2. "	38.50
C	" " " "	2. "	38.50
6406A	BRO-DART, INC.	4. SUPPLIES	25.41
B	" " " "	4. "	86.26
C	" " " "	4. "	118.80
D	" " " "	4. "	30.20
6407	JAMES BROWN & SON	3. BINDING	46.70
6408	CHAMBERS RECORD CORP.	19. AUDIO-VIS.	26.57
6409	CIRCULATION SYSTEMS	4. SUPPLIES	61.36
6410	COUNCIL OF STATE GOVT'S.	2. BOOKS	4.00
6411	DEMCO	4. SUPPLIES	19.74
6412A	DIMONSTEIN BOOK Co.	2. BOOKS	24.99
B	" " " "	2. "	23.19
C	" " " "	2. "	9.42
D	" " " "	2. "	44.46
E	" " " "	2. "	25.22
F	" " " "	2. "	4.38
6413	EBSCO SUBSCRIP. SERVICE	18. MAGAZINES	18.00
6414	EDUCATOR PROGRESS SERVICE, INC.	19. AUDIO-VIS.	8.50
6415	AARON EISENBERG & Co.	21. ACCTG. SERVICES	600.00
6416	F.O.S.G.	18. MAGAZINES	1.50
6417	FRIEDMAN BOOK RACK COMPANY	2. BOOKS	142.15
6418A	GAYLORD BROS. INC.	4. SUPPLIES	46.03
B	" " " "	4. "	74.87
C	" " " "	4. "	6.41
6419	GAYLORD BROS. INC.	16. EQUIPMENT	127.31
6420	GENERAL LEARNING CORP.	2. BOOKS	547.61
6421	HARLO PRESS	2. "	152.88
6422	HARVARD UNIVERSITY PRESS	2. "	7.00
6423	THE HIGHSMITH Co. INC.	16. EQUIPMENT	4.50
6424	W. W. HOLES MFG. Co.	4. SUPPLIES	185.38
6425A	INTERNATIONAL HARVESTER Co.	8. MAINT.-BK.	11.90
B	" " " "	8. "	16.49
6426A	JOSTEN'S CATALOG CARD CORP.	4. SUPPLIES	117.51
B	" " " "	4. "	9.00
6427A	EDWARD G. KLAPPROTH, SR.	4. "	3.25
B	" " " "	4. "	19.20
		4. "	18.64
			37.84

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1972

PRESENTED FOR PAYMENT SEPTEMBER 27, 1972

CHECKS ARE DATED
SEPTEMBER 9, 1972 AND
SEPTEMBER 27, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6428	B. KLEIN PUBLICATIONS, INC.	2. BOOKS	\$ 30.50
6429	LIBRARIANS	2. "	2.00
6430	MC CRAW-HILL BOOK CO.	2. "	5.77
6431	MC MANUS SALES & SERVICE	6. MAINT.-MAIN	4.50
6432	MARQUIS WHO'S WHO, INC.	2. BOOKS	51.00
6433	MIDTOWN MAGAZINES, INC.	2. "	2.04
6434	A. R. MEEKER CO.	4. SUPPLIES	22.90
6435	NATIONAL FUEL OIL CO.	6. MAINT.-MAIN	397.26
6436	N.J. BELL TEL. CO.	9. TELEPHONE	111.63
6437A	E. & M. O'HARA, INC.	8. MAINT.-BK	\$ 15.00
B	" " " "	8. " "	15.00
6438	OPEN HORIZONS	18. MAGAZINES	30.00
6439A	PAPERBACK BOOK SHOP	2. BOOKS	62.89
D	" " " "	2. "	42.07
6440	PRENTICE-HALL, INC.	2. "	92.25
6441A	" " " "	2. "	7.64
C	" " " "	2. "	26.59
D	" " " "	2. "	4.38
E	" " " "	2. "	5.97
F	" " " "	2. "	27.02
G	" " " "	2. "	7.45
H	" " " "	2. "	8.43
I	" " " "	2. "	3.78
6442	PUBLIC SERVICE GAS & ELECTRIC	2. "	13.59
6443	RANDON HOUSE, INC.	6. MAINT.-MAIN	104.85
6444A	RICCARDI BROS.	2. BOOKS	751.69
B	" " " "	7. MAINT.-TORY	1.60
6445A	A. H. ROEMER, INC.	7. " "	29.00
B	" " " "	2. BOOKS	7.00
C	" " " "	2. "	290.78
D	" " " "	2. "	308.73
E	" " " "	2. "	(6.63)
F	" " " "	2. "	18.60
G	" " " "	2. "	213.65
H	" " " "	2. "	(27.50)
I	" " " "	2. "	387.01
J	" " " "	2. "	239.04
K	" " " "	2. "	20.29
L	" " " "	2. "	83.81
M	" " " "	2. "	(5.95)
N	" " " "	2. "	(24.05)
O	" " " "	2. "	(5.36)
P	" " " "	2. "	29.79
Q	" " " "	2. "	716.35
R	" " " "	2. "	373.58
S	" " " "	2. "	75.16
T	" " " "	2. "	137.56
U	" " " "	2. "	(5.27)
V	" " " "	2. "	5.27
6446A	HENRY F. SCHMIDT, INC.	2. "	241.91
B	" " " "	2. "	(6.65)
6447A	PETER SMITH PUBLISHER, INC.	4. SUPPLIES	3,060.12
B	" " " "	4. "	18.24
6448	3 M BUSINESS PRODUCTS SALES, INC.	2. BOOKS	20.88
6449	C. S. UNDERHILL	2. "	13.53
6450A	UNITED COFFEE BREWERS, INC.	16. EQUIPMENT	34.20
B	" " " "	18. MAGAZINES	47.73
6451A	H. W. WILSON CO.	10. COMM. REL.	1,414.17
B	" " " "	10. " "	2.50
6451A	" " " "	2. BOOKS	25.00
B	" " " "	2. "	25.00
			4.50
			25.00
			29.50
			\$ 9,558.27

ACCOUNTS PAYABLE PER BUDGET REPORT AUGUST 31, 1972

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST BILLS, ACCOUNTS PAYABLE - AUGUST 31, 1972

PRESENTED FOR PAYMENT SEPTEMBER 27, 1972

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *[Signature]*

CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, AUGUST 29, 1972

The meeting of the Board of Trustees was called to order at 4:37 P.M. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Mr. Ben Yeager, Mr. Richard Duess and Mr. Albert Kupferer constituting a quorum. Also present were Mrs. Lola Reed, Acting Director, Mrs. Harold Seelig and Mr. William Jervey.

MINUTES: Mr. Duess motioned to accept the minutes of the July meeting. Mrs. Zimmerman seconded and the motion was passed unanimously.

TREASURER'S REPORT:

Mr. Yeager motioned to accept the bills presented for payment. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Yeager motioned to transfer \$30,000 from the West Orange Savings & Loan Assoc. Account #TC 3422 to the National Newark and Essex Checking Account per Mr. Manheim's suggestion in order to meet current expenses in view of the fact the Town's quarter is not due until October. Mr. Kupferer seconded the motion. Mr. Duess abstained. The remaining Board members passed the motion.

Mr. Duess noted a projected deficit for 1972 of \$29,500 which includes the Bosin matter.

ACTING DIRECTOR'S REPORT:

Mr. Yeager inquired as to what insurance premiums are due. He will contact Mr. Ehrenkranz in regard to this and inform the Board of his findings.

Mrs. Zeitlin noted that the law books donated to the library by McGraw Edison are piled on shelves in the library garage. More shelves are needed since a great many of the books are also piled in stacks on the garage floor. The rest are being held for us at Town Hall. Mr. Yeager suggested, as a temporary solution, to put the remaining books on planks to keep them off the floor in case of flooding.

Mr. Duess instructed the secretary to write Mr. Jonas a letter to the effect that he contact Mr. Duess at the West Orange Savings & Loan Association regarding disposition of personal articles left at the library.

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

NEW BUSINESS:

Mr. Duess motioned that the Board pay, in accordance with the court order ordering the amount of \$7,066.59 less Social Security etc., to Mrs. Bosin plus attorney fees of \$200 in order to expedite matters and that the Library Board will seek to make judgment from the Town for this amount. Mr. Yeager seconded and it passed unanimously.

Two bids have been received for the balancing of the air conditioning system. Mr. Yeager suggested since the air conditioning will be used for only a short time longer that this cost be considered in the 1973 budget.

Mrs. Zeitlin stated that September 11th is the proposed meeting date with the Town Council. It was suggested that Mr. Jervy, President of the Friends of the W.O. Library, write the Council a letter informing them that his organization requests the return of monies cut from the library budget.

If the Board has not heard from the Council as to a definite meeting date it will send them a letter stating the 3 alternative actions:

1. Close the library rather than encumber 1973 budget.
2. Inform Newark and West Orange Press.
3. Inform card holders by direct mailing.

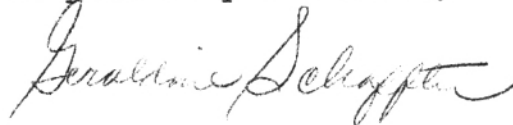
The Budget Committee was appointed and includes Mrs. Mary Zeitlin, Mrs. Rose Zimmerman and Mr. Albert Kupferer. Members will meet and work on preparation of a bound budget to be presented to the Town Council the first week in November.

Mrs. Zimmerman noted a correction in the July minutes. The architect selected by the Library Consultant and the Board of Trustees for future construction will be Mr. Thomas Lehman.

Mrs. Zeitlin proposed that the regular meeting of the Board be held on Wednesday, September 27 at 8 P.M.

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

Respectfully submitted,

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

Geraldine Schaffter



State of New Jersey

DEPARTMENT OF CIVIL SERVICE

STATE HOUSE

TRENTON, NEW JERSEY 08625

JAMES A. ALLOWAY
PRESIDENT

WILLIAM DRUZ
CHIEF EXAMINER & SECRETARY

July 5, 1972

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

Mrs. Lola M. Reed
Acting Director
West Orange Public Library
46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Dear Mrs. Reed:

I am enclosing a copy of the decision of the Civil Service Commission as delivered by Hearing Commissioner Anthony J. Statile on June 30, 1972, on the appeal of Marjorie (Rubin) Bosin re back pay.

Very truly yours,

William Druz
William Druz
Chief Examiner and Secretary

Enclosure

CERTIFIED MAIL

CERTIFIED

No.

RETURN RECEIPT REQUESTED



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
JAMES A. ALLOWAY, PRESIDENT

STATE HOUSE, TRENTON • TELEPHONE 292-4150

June 30, 1972

DECISION ON BACK PAY OF MARJORIE (RUBIN) BOSIN

An appeal regarding back pay in the case of Marjorie (Rubin) Bosin, Senior Library Assistant, Public Library, West Orange, was brought on for hearing on February 3, 1972 and April 11, 1972, at Newark, New Jersey, before Honorable Anthony J. Statile of the Civil Service Commission, who rendered his decision on June 30, 1972.

APPEARANCES: VINCENT M. MANGINO, ESQ., for the Library Board of West Orange, Respondent

DAVID I. FOX, ESQ., for Marjorie (Rubin) Bosin, Appellant

D I S C U S S I O N

At the hearing, attorneys for both parties to the dispute presented their respective calculations as to the proper amount which should be awarded to Mrs. Bosin as back pay.

The attorney for the West Orange Public Library submitted the estimate of their accountant based on two separate scales; the one being calculated for the title of Senior Librarian, and the other for Junior Library Assistant.

The attorney for Mrs. Bosin relies on the figures submitted in his letter of August 4, 1971, copies to all parties, which specifies a minimum back pay award of \$7,066.59.

Since the hearing, attorney for Mrs. Bosin has also suggested counsel fees be awarded in the amount of \$1750.

F I N D I N G S O F F A C T

1. Appellant was employed as Senior Library Assistant, Town of West Orange.

June 30, 1972

2. The appointing authority's action in abolishing the position held by the appellant was reversed.

3. Appellant was unable to work at her position as a result of the action of the appointing authority from December 15, 1969 to August 4, 1971.

4. The salary of the appellant on December 15, 1969 was \$6020 a year.

5. During the period mentioned above, appellant should have earned an increment of \$890.

6. The loss of earnings of appellant was mitigated by the sum of \$3672.81.

7. Attorney for appointing authority failed to appear at a hearing scheduled for February 3, 1972.

C O N C L U S I O N

The appellant is entitled to \$10,739.40, subject to mitigation. Mitigation, the source of which is outside employment, unemployment compensation, and employment by appointing authority at a lesser position, amounts to \$3672.81

O R D E R

On the basis of the above, the Civil Service Commission orders that appellant, Marjorie (Rubin) Bosin, be awarded back pay of \$10,739.40 subject to mitigation of \$3672.81, the mitigated total being \$7066.59.

It is further ordered that the attorney for the appellant be awarded counsel fees for his February 3, 1972 appearance. Such fee should be approximately that fee suggested by the County Bar Association Fee Schedule for a one-day Commission appearance.

June 30, 1972

Decision rendered by Civil Service
Commissioner Anthony J. Statile

I hereby certify that the above is a true
copy of the original which appears in the
official record of the Civil Service
Commission

Mrs. Bosin resides at
301 Beech Street
Hackensack, New Jersey

William Druz
Chief Examiner and Secretary
Department of Civil Service

BOARD OF TRUSTEES
West Orange Free Public Library

46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Tel.: 736-0198

July 28, 1972

Mr. Robert Mangino
President, Town Council
Town Hall
West Orange, New Jersey 07052

Dear Mr. Mangino:

The Library Board requests a meeting with the members of the Town Council at the earliest possible date following the Labor Day Holidays.

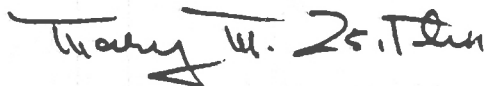
As per your request to the Administrative Secretary of the Library, we are enclosing a list of the topics that the Board will bring up for discussion with the Council.

Also enclosed, please find a copy of the Addendum to the original 1972 Budget requests which did not seem to have reached the Council members.

We are sure that our meeting with you will be mutually helpful in attaining a better understanding of the many added responsibilities that the present Library Board has been faced with since the dismissal of the former Director in March, 1971.

Thanking you for your kind attention
I am

Most sincerely yours,



Mary M. Zeitlin (Mrs.)
President
For the Board of Trustees

FOR: THE TOWN COUNCIL OF WEST ORANGE
FROM: THE LIBRARY BOARD OF TRUSTEES

The Board respectfully requests that the following amounts be returned to the 1972 Library Budget so that the Town Library may continue its normal activities.

- (1) \$24,468 deducted from the Salary Budget, of this amount \$15,066 is a Director's salary which the Board would hold in escrow pending the determination of Mr. Jonas' appeal under Civil Service. (The Board has been notified that the hearings will recommence on September 25th and the Hearing Officer will sit for the remainder of that week, if necessary.)

The remainder of this amount (\$9,402) is for normal increments to full timers and part timers retroactive to January 1, 1972. Such increments have already been granted to Town Hall employees. Library Staff members are also West Orange residents and tax payers.

- (2) Restitution of \$3,500 requested for fee to architect for Preliminary Drawings selected by the Library Board with the advice and counsel of the Consultant to the Library. Mr. Thomas was retained a year and a half ago and his fee paid, one half by the Town of West Orange (\$1000), and one half by the State (\$1000).

The Library Board and Mr. Thomas have interviewed six architects concerning plans for the expansion of the present Library and it was for this program that the Town and the State granted his Consultant's fee of \$2000.

The Board is also anxious to introduce Mr. Thomas to the Town Council.

Other subjects of vital concern to the Library are discussion of:

- (a) Status of State Aid to Libraries under new State Laws effective January 1, 1972.
- (b) Fines & Reserves returned to the Town for the years 1966, 1967, 1968 and 1969.
- (c) Deterioration of the Mobilibrary.
- (d) Repairs needed in Library Building and deterioration in furnishings and equipment.

ADDENDUM TO PROPOSED BUDGET REPORT
OF THE FREE PUBLIC LIBRARY OF WEST ORANGE
FOR 1972

The Board of Trustees has prepared what it feels is a true statement of the present needs of the Library without any deductions for anticipated income, as advised by the State Library in Trenton and the independent audit report by the A.M. Hart Co., Municipal Auditors.

The new State Library Laws, as set forth under the State Board of Higher Education for January 1, 1972, delineate very stringent requirements for Public Libraries desiring to apply for State Aid. These include, per capita, numbers of Professionals (i.e. Librarians holding a Masters' Degree in Library Science), numbers of volumes in designated categories, numbers and kinds of periodicals to be purchased, and retained for five years, etc. The present departments of Reference and Audio Visual Aids are completely unsatisfactory.

The physical deterioration of the building over twelve years is serious. There are leaks threatening books and materials as the proposals received from Mr. Torlucci set forth.

The Budgets for the last several years have not reflected the rising costs of books, services, mailings or replacements of worn furnishings and equipment.

The Library should, properly, be known as the Free Public Library of West Orange. Since the citizens of West Orange are already paying taxes to support the Library they should not be further taxed by having to pay for Library cards and excessive fines and charges.

Therefore, until the West Orange Library can be brought into conformity with State standards it is impossible to anticipate income from State Aid or other sources.



TOWN OF WEST ORANGE, NEW JERSEY

Douglas S. Coffey

Acting Business Administrator

LOUIS P. FALCONE

Mayor

TELEPHONE
(201) 736-1500

August 10, 1972

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

Dear Mayor Falcone:

There is no question that the Town and/or Library is liable for this judgment of Civil Service with regard to Mrs. Bosin.

A sum of \$5,500 was appropriated in the 1972 Library Budget for Mrs. Bosin's salary. No provision was made to reserve her salary for prior periods which go back to 1969. Therefore, I shall ask the Town Council to pass an emergency authorization to cover the difference between the award and this \$5,500 together with legal fee designated by the Chief Examiner of Civil Service to be paid her attorney, David Fox.

When the Council passes the emergency, the money will be turned over to the Library so that proper deductions can be made for pension, withholding, etc.

Very truly yours,

A handwritten signature in cursive script, appearing to read "D. S. Coffey", is written over the typed name.

Douglas S. Coffey
Acting Business Administrator

DSC:rt



TOWN OF WEST ORANGE, NEW JERSEY

ROBERT M. MANGINO
COUNCIL PRESIDENT

August 22, 1972

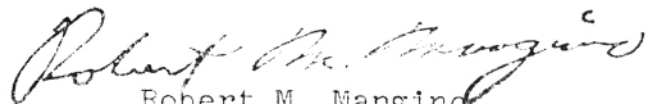
Mrs. Mary M. Zeitlin, President
West Orange Library Board of Trustees
46 Mt. Pleasant Avenue
West Orange, New Jersey

Dear Mrs. Zeitlin:

The Town Council recently received your request for additional monies in order to satisfy a judgment of the Civil Service Commission concerning an employee of the Library.

The Council is concerned that the Commission's decision may have been erroneous and we ask that you consult your attorney for a specific recommendation concerning whether or not this decision should be appealed. In the event you decide not to appeal, and this decision must be reached within 45 days, the Council would like to discuss the possibility of your financing the judgment out of your own receipts.

Very truly yours,


Robert M. Mangino
Council President

RMM:ms
cc: Members of Town Council

West Orange Public Library

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

August 23, 1972

Mr. Robert M. Mangino
President, Town Council
West Orange Town Hall
West Orange, New Jersey 07052

Dear Mr. Mangino:

Thank you for your letter of August 22nd.

We are grateful to the Council for their concern with the Bosin case; however, the Commissioner's decision, to which you refer, is based on an appeal filed April 11, 1972 by Mr. Vincent Mangino, Assistant Town Attorney.

When we were granted the date for the hearing on the decision, I appeared with Mr. Mangino at Civil Service. We can not appeal again.

The Library Board does not have an attorney, although it seems that most other Boards in town do.

I am enclosing copies of Board minutes and correspondence with Mr. Margolis which will, perhaps, serve to clarify our position.

Mr. Ostrow is retained to appear in the matter of Mrs. Bosin's second appeal. Civil Service reinstated her at the Library in August of 1971 and she was discharged in November of that year under N.J.A.C. 4:1-5.15. Therefore, the hearing involving Mr. Ostrow does not pertain to the decision of her case which was brought against Robert Jonas personally and decided on that basis.

Perhaps I can clarify the matter of the "receipts" of the Library.

Funds labeled "Lost Book Fund" are to be used to replace the books previously paid for out of the Book Budget and returned by the patrons who have lost Library property.

Funds received from "Fines and Reserves" also involve monies paid out of Library Budget under "printing" and "postage" ---both of which involve considerable expense to the Library

Mr. Robert M. Mangino

August 23, 1972

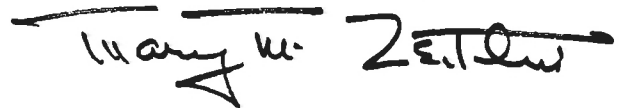
In other words, these are not surplus funds but monies to be used for replacement.

The Library has been without a Director since March 17, 1971 which has placed a tremendous burden on the Board and on the Acting Director, Mrs. Reed.

We have repeatedly tried to achieve a better understanding with the Town Council and the Business Administrator; and still feel that these misunderstandings could be solved much more constructively by discussion than by these convoluted forms of correspondence which are time consuming and, it would seem, not productive of result.

The Board members welcome your interest and thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary M. Zeitlin". The signature is written in a cursive, somewhat stylized script. There is a horizontal line above the signature.

Mrs. Mary M. Zeitlin
President
Board of Trustees

MMZ:gs
Enclosures

cc: Members of Town Council
Members of Board of Trustees
Aaron Eisenberg Associates

West Orange Public Library

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

September 5, 1972

Mr. Douglas Coffey
Acting Town Administrator
West Orange Town Hall
West Orange, New Jersey 07052

Dear Mr. Coffey:

Enclosed please find copies of checks forwarded to Mrs. Bosin and her attorney, David Fox. All proper deductions have been made and paid to appropriate institutions.

At the regular meeting of the Board of Trustees on August 29, 1972, the Board voted to pay these amounts under protest and directed me to so inform the Town Council.

In the matter of State Aid may I refer you to Chapter #11 in New Jersey Library Laws, of which we obtained a copy for you from Trenton.

Title 18A Education should make clear that the State is not bound to grant us this money. It is, in fact, based on our "Statistical Report" which must be sent to the State Library in March of each year together with a copy of the municipal funds granted to the Library for that year.

State Aid is granted on the basis of what the Library needs over and above the budget---not as a deduction from it to benefit the municipality.

At present the Town of West Orange is deducting State Aid from each quarterly payment to the Library although we do not receive it until November and are not apprised in advance whether we will receive it at all.

This Board discharged Mr. Jonas in March of 1971 and paid \$36,000 in accumulated debts which were only discovered by means of an independent audit.

Obviously we do not intend to compound this violation on his part by continuing to encumber next year's budget.

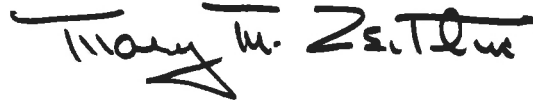
Twice in 1971 we had to borrow money for payroll because we did not even receive the quarterly payment as it "was not on the agenda" for that month's Council meeting.

Mr. Douglas Coffey

September 5, 1972

We have made every effort to clarify the Library's position since last January. If we can only maintain the Library, according to standards set by the State, for ten months instead of twelve, then that is all that we can do.

Very sincerely,

A handwritten signature in dark ink, appearing to read "Mary M. Zeitlin". The signature is stylized with a large, sweeping initial 'M' and a trailing flourish.

Mary M. Zeitlin
President
Board of Trustees

MMZ:gs

cc: All Town Council Members
Hon. Louis P. Falcone, Mayor
All Board of Trustee Members
Aaron Eisenberg Assoc., CPA

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT			
DATE	AMOUNT		

WEST ORANGE FREE PUBLIC LIBRARY

46 MT. PLEASANT AVE.

WEST ORANGE, N. J. 07052

6386

AUG 29 1972

19

55-1
217

DAVID I FOX, ESQ.

\$ 200.00

PAY
TO THE
ORDER OF

THE SUM 200 DOLS 00 CTS

DOLLARS



NATIONAL NEWARK & ESSEX BANK

A MIDLANDIC BANK

West Orange Office - West Orange, N. J. 07052

⑆0217⑆0001⑆ ⑆0734⑆05987⑆

David I. Fox
Michael J. Fox

AUTH. SIG.

AUTH. SIG.

BY ENDORSEMENT THE CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT		
DATE		AMOUNT
BACK	PAY:	
SEE	REVERSE SIDE	

WEST ORANGE FREE PUBLIC LIBRARY

6374

46 MT. PLEASANT AVE.

WEST ORANGE, N. J. 07052

AUG 29 1972

55.1
217

PAY TO THE ORDER OF

MARJORIE BOSIN

\$ 4752.04

THE SUM 4752 DOL 04 CTS

DOLLARS



NATIONAL NEWARK & ESSEX BANK
A MIDLANDTIC BANK

West Orange Office - West Orange, N. J. 07052

@10217000011: 073400598711

Wm. T. Zetser
William Zetser

AUTH. SIG.

AUTH. SIG.

BACK PAY \$10,739.40
LESS: MITIGATION 3,672.81
MITIGATED TOTAL 7,066.59

FICA \$ 367.46
WT 1,221.00
PENSION 631.45
INSURANCE 94.64 2,314.55
NET \$ 4,752.04

September 6, 1972

Mr. Joseph G. Dooley Jr.
Assistant Town Attorney
Town Of West Orange
50 Park Place
Newark, New Jersey 07102

Dear Mr. Dooley:

The West Orange Library received, today, a copy of your letter to Mr. William Druz, Chief Examiner for the State Department of Civil Service in Trenton.

This letter asks for a postponement of the Hearing on the appeal of Marjorie Bosin (A-13-MTC) ordered for Sept. 13, 1972 at 10 A.M.

Please find enclosed copies of the Board of Trustees's letter, dated April 23, 1972, to Mr. Margolis, then Town Attorney for West Orange. Also enclosed is a copy of special meeting held by the Board on April 14, 1972 which copy was sent to Mr. Margolis.

These documents clearly state that the Board of Trustees of the West Orange Library have retained Mr. Irving Ostrow to represent the Board at the above hearing.

It is understood that, should the hearing be continued for more than the original date of September 13, 1972, Mr. Ostrow will continue to represent the Board.

Mr. Ostrow has cancelled his other court appearances for September 13th and the Board expects to participate on that date.

We are sorry that you were not properly apprised of this situation and request that you immediately notify Commissioner Druz and the Hearing Officer in Newark of the expectation of Mr. Ostrow, Mrs. Reed and myself to appear for the appointed hearing.

The Board of Trustees is fully cognizant of the fact that it is, normally, to seek the services of the Assistant Town Attorney for West Orange and will be pleased to do so at the conclusion of this matter and the current hearing on the dismissal of Robert Jonas. In these two cases the Board is represented by Mr. Ostrow.

Thank you for your cooperation.

Sincerely,

Mary M. Zeitlin (Mrs.)
President

West Orange Public Library

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

September 12, 1972

Mr. Douglas S. Coffey
Acting Business Administrator
Town Hall
West Orange, New Jersey 07052

Dear Mr. Coffey:

Your letter of September 8th reached me at the Library yesterday, September 11th. I am attempting to answer it, to your satisfaction, as I appreciate your evident concern with the difficulties being experienced by the Board of Trustees.

You will find enclosed a copy of a letter to the Board from the Council President which seems in accord with your opinion that the Library should finance its budget deficits from past fines and reserves plus State Aid.

We thought that we had made it clear that we are not in possession of any further excess funds due to paying off the debts incurred by Mr. Jonas plus awards to Mrs. Bosin in her settlement against Mr. Jonas personally.

The enclosed statement of funds being held by the Town of West Orange as surplus town property is a copy of A.M. Hart's 1969 audit.

This, coupled with the fact that the Town Council deducted an amount for State Aid from the 1972 Library Budget should make it amply clear that we do not have the funds that you suggest that we can use.

When all Town Hall employees were granted their raises, increments, etc., retroactive to January 1, 1972, the employees of the Library were immediately aware of it. They are, after all, residents and taxpayers of the Town of West Orange. So are the members of the Library Board and our accountant!

The Library employees are the only group in West Orange not represented by a union. They did not picket or demonstrate in any way but certainly were not content with being ignored. Therefore, by resolution, at the Board meeting of June, 1972, the Board voted to pay these amounts to the Staff out of past Fines and Reserves, pending a return from the Council of cuts in the salary budget. We were assured by the former Business Administrator of a meeting with the Town Council and an equitable settlement.

Mr. Douglas S. Coffey

September 12, 1972

Again, let me point out that the Library is open 57½ hours per week, including evenings and Saturdays (even in summer) and these people work hard and uncomplainingly to serve the public.

For eight months the Library Board has, politely, endeavored to be heard by the Council. I have written to the Town Clerk requesting appointments. In August I telephoned him, at the direction of the Mayor who is a member of the Board by law, and was told that we would probably be scheduled for September 11th. We were not.

This was, obviously, the last time that we would have been able to discuss any emergency appropriations to cover the cuts in the 1972 budget. In the absence of a Director, it now becomes the responsibility of the Board, with the advice and assistance of our accountants to prepare the Budget for 1973. This, plus the fact that the hearing on the Civil Service appeal of Mr. Jonas resumes on September 25th and is scheduled for that entire week.

Again, asking you to note the A.M. Hart report, it seems that the only source of funds for the continued operation of the Library which include the Mobilibrary, maintaining the purchase of books and materials required under State standards, would be a return of the \$80,936.13 now held in a Savings Account bearing interest for the Town although these monies were garnered from the Library and at the Library's expense.

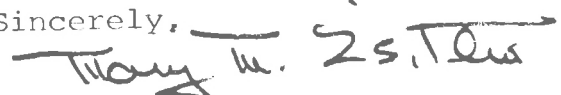
The Library has approximately 22,000 card holders and should the Trustees find themselves unable to stay open and meet their proper demands as well as payroll, taxes, etc., they will have to be notified through the press or by direct mailing.

There are busy men serving on the Board who, but for their sense of duty, would have been happy to resign during the last year and a half of constant difficulty and responsibility way past the call of unpaid service to the Town.

In order that your own difficult position may be made a little easier, will you be kind enough to see that the members of the Town Council receive their copies of this letter prior to tonight's Council meeting.

I appreciate your continued efforts in our behalf and, exhausted as I am, would not have attempted this last lengthy explanation except for the trouble that you took to write to the Board.

Sincerely,



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

MMZ:gs
Enclosures
cc: Town Council Members

1965 FINES & RESERVES turned over to Town

In 1966 Township per resolution 5/3/66
gave this back to Library \$17,080.

1966 FINES & RESERVES to Town in 1967	\$ 17,325.95
---------------------------------------	--------------

1967 FINES & RESERVES to Town in 1968	19,518.87
---------------------------------------	-----------

1968	
& FINES & RESERVES to Town in 1970	44,091.31
1969	

TOTAL FINES & RESERVES paid to Town of West Orange -- <u>never</u> returned to Library as in the <u>past</u> .	<hr/> \$ 80,936.13 <hr/> <hr/>
--	--------------------------------



TOWN OF WEST ORANGE, NEW JERSEY

ROBERT M. MANGINO
COUNCIL PRESIDENT

August 22, 1972

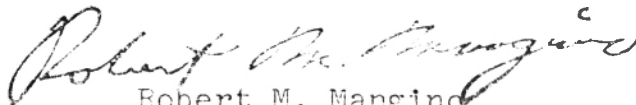
Mrs. Mary M. Zeitlin, President
West Orange Library Board of Trustees
46 Mt. Pleasant Avenue
West Orange, New Jersey

Dear Mrs. Zeitlin:

The Town Council recently received your request for additional monies in order to satisfy a judgment of the Civil Service Commission concerning an employee of the Library.

The Council is concerned that the Commission's decision may have been erroneous and we ask that you consult your attorney for a specific recommendation concerning whether or not this decision should be appealed. In the event you decide not to appeal, and this decision must be reached within 45 days, the Council would like to discuss the possibility of your financing the judgment out of your own receipts.

Very truly yours,


Robert M. Mangino
Council President

RMM:ms
cc: Members of Town Council

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

August 29, 1972

Circulation at the West Orange Free Public Library for the month continued to be what we think of as normal. Because ours is a community of readers, we have not suffered in circulation figures as reported by several of our neighboring libraries.

The entire collection of the McGraw-Edison legal library was donated to WOPL during the month. It is such a huge collection, we do not have space for it. Half is stored in Town Hall and the others are in our garage. Some shelves have been installed but not enough.

We are indebted to Mrs. Claire Schroeder for the dedication and long hours of work in clearing out the shelves at Tory Corner. She went far beyond the "call of duty" and worked at the branch library during some very hot days without the benefit of any cooling system.

Paint was ordered and delivered by Mr. Torlucci to Tory Corner. According to the painter, it was impossible to get a good job done with one coat of paint. We ordered additional paint. If all goes well the books will be back in place and ready for business when school opens.

During the past month we have experimented with a new service and are delighted with the outcome so far. On several occasions "shut-ins" have called us and asked for books to be delivered to them. In every instance this service was provided by one or the other of our staff personnel. The recipients expressed their gratitude to persons making the delivery and also called the library to thank me, personally.

We beat the rain and thunderstorm on Saturday, Aug. 26 and the picnic was enjoyed by all who attended. About 50 happy faces showed up. They played games for quite a while. Then they ate heartily and drank sodas thirstily. Marshmallows were roasted, certificates and prizes were presented to winners. The whole affair was great and we went home, tired but happy, long before the rain started.

The microfilm reader/printer has been received. It will be put into operation by a representative of the 3-M company during the first week in September.

Our library will be closed on Saturday, September 2nd through Monday, September 4th. We will open for business on Tuesday, September 5th resuming our regular Winter schedule.

Respectfully submitted,



Lola H. Reed
Acting Director

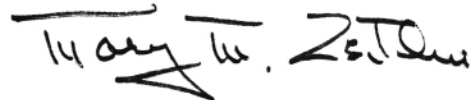
August 22, 1972

TO ALL BOARD MEMBERS:

The letter referred to in Mayor Falcone's letter to me is evidently the enclosed copy of one sent by Mrs. Reed at my request.

This request to her was based on the advice from the Mayor to the Library Board at the Board meeting of March, 1972--please see minutes of that meeting.

The Board will please meet at four P.M. on Tuesday, August 29th for the purpose of passing a resolution as to the disposal of the Bosin case. Trenton is calling us for an immediate disposition of this matter.

A handwritten signature in dark ink, appearing to read "Mary W. Zeitlin". The signature is stylized with a large, sweeping initial "M" and a long, horizontal stroke extending to the right.

Mary Zeitlin
President

MMZ:gs

Enclosures

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

MONTH OF JULY, 1972

West Orange Public Library

LIBRARY BOARD MEETING OF August 29, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL	ACCUMULATED	UNEXPENDED BUDGET BALANCE ON 7/31/72	BILLS/ACCOUNTS PAYABLE 7/31/72 PRESENTED FOR APPROVAL AT THIS MEETING	BUDGET BALANCE REMAINING 7/31/72
		EXPENDITURES FOR MONTH OF JULY 1972	EXPENDITURES THRU JULY 31, 1972			
1. Salaries	203,679	19,581.78	124,235.67	79,443.33	1,836.26	77,607.07
2. Books	48,000	3,185.75	21,705.03	26,294.97	3,739.07	22,555.90
3. Binding	1,300	41.90	391.78	908.22	--	908.22
4. Supplies	7,000	462.99	3,206.97	3,793.03	273.10	3,519.93
5. Insurance	4,000	--	490.86	3,509.14	--	3,509.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofings; oil; air-condition.	10,000	1,112.86	5,671.68	4,328.32	746.24	3,582.08
7. Maintenance-Tory Cor.	540	135.00	405.00	135.00	--	135.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. motor runs all day winter and summer for heat&cooling)	3,200	17.41	173.66	3,026.34	720.60	2,305.74
9. Telephone	950	96.16	658.07	291.93	124.47	167.46
10. Community relations; publicity; reading contests, etc...	300	50.00	223.27	76.73	83.92	(7.19)
11. Service contracts	500	17.55	457.20	42.80	53.65	(10.85)
12. Transportation	200	--	115.75	84.25	39.35	44.90
13. Postage	1,200	--	675.00	525.00	325.88	199.12
14. Conventions	800	--	741.65	58.35	147.96	(89.61)
15. Audit	150	--	--	150.00	--	150.00
16. Equipment	7,000	678.00	5,081.26	1,918.74	895.00	1,023.74
17. Contingency	200	--	--	200.00	--	200.00
18. Magazines	3,000	186.60	3,401.27	(401.27)	30.00	(431.27)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc...	4,500	55.61	1,361.88	3,138.12	544.87	2,593.25
20. Xerox (inc. supplies)	-0-	--	--	--	--	--
21. Accounting services	5,500	600.00	3,600.00	1,900.00	600.00	1,300.00
22. Consultant (architect's prelim. drawings)	--	--	--	--	--	--
	302,019	26,221.61	172,596.00	129,423.00	10,160.37	119,262.63

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS BALANCES

RECEIPTS AND DISBURSEMENTS

MONTH OF JULY 1972

	1972 BUDGET FUND	1972 FINES & RESERVES FUND	1972 LOST BOOK FUND	1971-1972 SALARY CONTINGENCY FUND	BOOK SALES EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUND BALANCES
TOTAL ALL FUNDS	\$120,527.70	\$56,445.03	\$11,124.79	\$ 997.02	\$13,880.87	\$ 2,508.28	\$35,340.51

I JULY 1, 1972 FUND BALANCES

ADD:

JULY 1972 RECEIPTS

THIRD QUARTER BUDGET 1972

FINES

PHOTOCOPY

NON-RESIDENT FEES

BOOK RENTAL

LOST BOOK FUND

EXCESS PROPERTY SOLD

TOTAL JULY 1972 RECEIPTS

TOTAL AVAILABLE (I PLUS II)

LESS:

JULY 1972 EXPENDITURES

JULY 1972 BUDGET (NET)

IV JULY 31, 1972 FUND BALANCE

V REPRESENTED BY:

CHECKING A/C NATL. NEWARK & ESSEX

PETTY CASH CHECKING A/C FUND

CASH FUND IN LIBRARY

WEST ORANGE S & L ASSN.

SAVINGS A/C TC 3386

TC 3375

10085

NATL. NEWARK & ESSEX 51658

WEST ORANGE S & L TC 3422

TOTAL CASH BALANCES 7/31/72

\$ 30,097.06	1968 BUDGET	\$ 3.19
190.78	1970 BUDGET	150.00
126.25	1970 FINES & RESERVES	2,930.16
	1971 EXCESS STATE AID	2,885.00
	1971 FINES & RESERVES	22,809.61
	1971 LOST BOOK FUND	2,664.76
	1971 ACCTS.PAYABLE-BOSIN	3,311.49
	1971 ACCTS.PAYABLE-HART	150.00
	TOTAL PRIOR YEARS	34,904.21
	ADD: INTEREST ON PRIOR	
	YEARS BUDGET FUND	436.30
	TOTAL	\$35,340.51

WEST ORANGE PUBLIC LIBRARY

JULY 1972 BILLS PRESENTED FOR PAYMENT
ON AUGUST 29, 1972

CHECKS ARE DATED
JULY 27, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6319	TOWN OF WEST ORANGE - SOC. SEC. JULY 1972 - EMPLOYEES SHARE	1. SALARIES	\$ 997.54
6320	NATL. NWK & ESSEX BANK W/T EMPLOYEES - JULY 1972	1. "	2,449.14
6321	P.E.R.S. - PENSION #20284 & LOANS	1. "	714.99
6322	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	70.16
6323	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	47.00
6324	TOWN OF WEST ORANGE-FEDERAL CREDIT UNION - SAVINGS	1. "	300.00
6325	TOWN OF WEST ORANGE - HOSPITALIZATION	1. "	399.11
-	NET PAYROLL CHECKS - JULY 1972 #373-429	1. "	<u>14,603.84</u>
			19,581.78
<u>ADD:</u>	<u>TOTAL CHECKS #6271-6318 PRESENTED FOR PAYMENT JULY 25, 1972</u>		<u>6,673.96</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF JULY, 1972 - REG. A/C</u>		<u>26,255.74</u>
<u>LESS:</u>	BOOK REFUNDS - DEPOSITED 7/12/72		\$ 13.90
	BOOK REFUNDS - DEPOSITED 7/12/72		8.95
6185	VOID - CHECK #6185 - PERGAMON PRESS, INC. 5/23/72		<u>11.28</u> <u>34.13</u>
	<u>TOTAL BUDGET EXPENDITURES PER BUDGET REPORT - JULY 1972</u>		<u><u>\$26,221.61</u></u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *[Signature]*
AARON EISENBERG
CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE FREE PUBLIC LIBRARY

JULY BILLS, ACCOUNTS PAYABLE - JULY 31, 1972

PRESENTED FOR PAYMENT AUGUST 29, 1972

CHECKS ARE DATED
AUGUST 10, 1972 AND
AUGUST 29, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6326	LOLA REED	14. CONVENTION	\$ 142.26
6327A	AMERICAN LIBRARY ASSN.	2. BOOKS	\$ 1.50
B	" " "	2. "	4.50
6328	ARNOLD CONSTABLE	16. EQUIPMENT	414.00
6329	AUTOMATIC DATA PROCESSING	11. SVC. CONTRACTS	53.65
6330	AYER PRESS	2. BOOKS	42.63
6331A	THE BAKER & TAYLOR CO.	2. "	45.00
B	" " " "	2. "	50.16
C	" " " "	2. "	6.29
D	" " " "	2. "	(3.99)
E	" " " "	2. "	103.94
F	" " " "	2. "	74.61
G	" " " "	2. "	165.11
H	" " " "	2. "	66.74
6332	BLANCHET RUBBER STAMP CO.	4. SUPPLIES	507.86
6333A	R. R. BOWKER CO.	2. BOOKS	4.68
B	" " " "	2. "	19.95
6334A	BRO-DART, INC.	2. "	9.95
B	" " " "	4. SUPPLIES	23.40
6335	CHAMBERS RECORD CORP.	4. "	(20.00)
6336	CENTER TYPEWRITER CO.	19. AUDIO VISUAL	3.40
6337	DOVER PUBLICATIONS, INC.	16. EQUIPMENT	52.82
6338	EASTMAN KODAK CO.	2. BOOKS	464.70
6339	EDUCATORS PROGRESS SVC. INC.	4. SUPPLIES	17.13
6340	AARON EISENBERG & CO.	19. AUDIO VISUAL	4.34
6341	FIDELITY PAPER & SUPPLY CO.	21. ACCTG. SVC.	12.45
6342	GAYLORD BROS. INC.	4. SUPPLIES	600.00
6343	GILEAD HILL BOOK SHOP	4. "	84.50
6344	ITALIAN ART & LANDSCAPE FOUNDATION	2. BOOKS	27.11
6345A	JOSTEN'S CATALOG CARD CORP.	2. "	10.00
B	" " " "	4. SUPPLIES	6.21
C	" " " "	4. "	7.75
D	" " " "	4. "	1.25
6346	KEYSTONE MFG. CO.	4. "	9.25
6347A	EDW. G. KLAPPROTH, SR.	16. EQUIPMENT	27.50
B	" " " "	4. SUPPLIES	16.30
6348	MARQUIS WHO'S WHO, INC.	4. "	33.40
6349	MC CRAW HILL BOOK CO.	4. "	36.80
6350	A. R. MEEKER CO.	2. BOOKS	66.11
6351	MUSIC INFORMATION SVC. INC.	2. "	22.85
6352	N.J. BELL TELEPHONE CO.	4. SUPPLIES	13.20
6353	N.Y. TIMES	2. BOOKS	40.35
6354	OLYMPIA CIRCULATION CO. INC.	9. TELEPHONE	124.47
6355	ONAN EASTERN CORP.	19. AUDIO VISUAL	479.60
6356	ORANGE NEWS CO.	2. BOOKS	7.10
6357	PITNEY BOWES	8. MAINT.-BK.	720.60
6358A	PRENTICE-HALL, INC.	18. MAGAZINES	18.00
B	" " " "	13. POSTAGE	25.50
C	" " " "	2. BOOKS	4.77
D	" " " "	2. "	(1.19)
E	" " " "	2. "	12.86
F	" " " "	2. "	4.38
G	" " " "	2. "	3.78
H	" " " "	2. "	8.62
I	" " " "	2. "	4.38
J	" " " "	2. "	7.64
K	" " " "	2. "	4.97
	" " " "	2. "	4.97
	" " " "	2. "	49.10
			104.28

WEST ORANGE FREE PUBLIC LIBRARY

JULY BILLS, ACCOUNTS PAYABLE - JULY 31, 1972

PRESENTED FOR PAYMENT AUGUST 29, 1972

CHECKS ARE DATED
AUGUST 10, 1972 AND
AUGUST 29, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6359	PUBLIC SERVICE ELEC. & GAS CO.	6. MAINT. - MAIN	\$ 746.24
6360	PUBLISHER CENTRAL BUREAU	4. SUPPLIES	10.64
6361	RECREATIONAL EQUIPMENT, INC.	2. BOOKS	6.66
6362	REGENT BOOK CO. INC.	2. "	19.29
6363A	A. H. ROEMER	2. "	\$ 40.56
B	" " "	2. "	831.64
C	" " "	2. "	29.39
D	" " "	2. "	283.27
E	" " "	2. "	219.14
F	" " "	2. "	(9.27)
G	" " "	2. "	(5.30)
H	" " "	2. "	483.84
I	" " "	2. "	378.78
J	" " "	2. "	19.54
K	" " "	2. "	(8.33)
L	" " "	2. "	(3.67)
M	" " "	2. "	348.69
N	" " "	2. "	6.94
6364	HENRY SCHMIDT	4. SUPPLIES	2,615.22
6365	PETER SMITH PUBLISHER, INC.	2. BOOKS	18.73
6366	" " " "	2. "	186.27
6367	UNIPUB	2. "	5.21
6368A	UNITED COFFEE BREWERS, INC.	2. "	37.00
B	" " " "	10. COMM. REL.	25.00
C	" " " "	10. " "	25.00
6369	H. W. WILSON CO.	10. " "	25.00
6370	WORLD MAGAZINE	2. BOOKS	9.00
6371	PUBLIC EMPLOYEES RETIREMENT SYSTEM	18. MAGAZINES	12.00
6372	POSTMASTER - ORANGE	1. SALARIES	1,836.26
	PETTY CASH	13. POSTAGE	300.00
		4. SUPPLIES	3.60
		10. COMM. REL.	8.92
		12. TRANSP.	39.35
		13. POSTAGE	.38
		LOST BOOK FUND	22.25
		14. CONVENTIONS	5.70
TOTAL CHECKS #6326-6372 DATED AUGUST 10, 1972 AND AUGUST 29, 1972			10,182.62
LESS: CHECK #6372 - LOST BOOK FUND			22.25
NET ACCOUNTS PAYABLE PER BUDGET REPORT JULY 31, 1972			\$10,160.37

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

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

By: *[Signature]*

CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JULY 25, 1972

The Board of Trustees meeting was called to order at 4:45 P.M. by President, Mrs. Mary Zeitlin. Present were Board members Miss Eileen Flanagan, Mr. Ben Yeager and Mr. Albert Kupferer, constituting a quorum. Also present was Mrs. Lola Reed, Acting Library Director. Absent were Mrs. Rose Zimmerman, Mr. Richard Duess and Mayor Louis P. Falcone. ^{BOARD MEMBERS}

MINUTES: Mr. Yeager motioned to accept the minutes of the June 27, 1972 meeting. Mr. Kupferer seconded and it was passed unanimously.

TREASURER'S REPORT:

Mr. Yeager motioned that the Treasurer's Report of May be accepted as ammended. The motion was unanimously passed.

Mr. Yeager motioned the bills presented for payment be approved. Mr. Kupferer seconded the motion and it was passed unanimously.

Mrs. Zeitlin noted that the line on the budget for magazines was in a minus. In December of 1971 the balance for magazines was \$2,203.23. Mr. Manheim put this amount into surplus funds instead of carrying it over into the 1972 budget. Mr. Yeager motioned to withdraw \$2,203.23 that was put into fines and reserves account and transfer it to the magazine line in the 1972 budget. Mr. Kupferer seconded the motion and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mr. Yeager motioned to hire Mrs. Margaret Pappas Carpiano, at ~~Mr.~~ Reed's recommendation, as a Junior Librarian at a scale of \$8,500 per year effective September 1, 1972. Miss Flanagan seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mrs. Zeitlin informed the Board that the check from the State for flood losses in the amount of \$3,190.37 was received and deposited.

Mr. Robert Mangino, Town Council President, requested a list of subjects to be discussed when the representatives of the Board meet with the Council. Mrs. Zeitlin said she would reply to his request and listed the subjects to be discussed as:

1. Return of full amount to Salary Budget
2. State Aid
3. Fines & Reserves to be returned to library.

NEW BUSINESS:

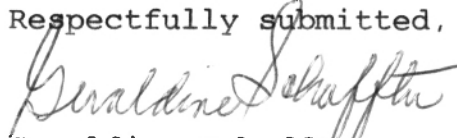
Mr. Yeager motioned that the Board accept the law books picked out at McGraw-Edison and the secretary send a letter of acknowledgement. It was passed unanimously by the Board.

Mr. Kupferer moved to accept Mr. Thomas' recommendation as to choice of architect for future expansion of the library. -MR. THOMAS
Mr. Yeager seconded the motion and it was passed unanimously. LEHMAN

Mr. Yeager motioned to adjourn the meeting at 5:25 P.M.

The next Board meeting will be held on Tuesday, August 29 at 4:30 P.M.

Respectfully submitted,


Geraldine Schaffter

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JULY 25, 1972

The Board of Trustees meeting was called to order at 4:45 P.M. by President, Mrs. Mary Zeitlin. Present were Board members Miss Eileen Flanagan, Mr. Ben Yeager and Mr. Albert Kupferer, constituting a quorum. Also present was Mrs. Lola Reed, Acting Director. Absent were Board members Mrs. Rose Zimmerman, Mr. Richard Duess and Mayor Louis P. Falcone.

MINUTES: Mr. Yeager motioned to accept the minutes of the June 27th meeting. Mr. Kupferer seconded and it was passed unanimously.

TREASURER'S REPORT:

Mr. Yeager motioned that the Treasurer's Report for May be accepted as ammended. The motion was passed unanimously.

Mr. Yeager motioned the bills presented for payment be approved. Mr. Kupferer seconded the motion and it was passed unanimously.

Mrs. Zeitlin noted that the line on the budget for magazines was in a minus. In December of 1971 the balance for magazines was \$2,203.23. Mr. Manheim put this amount into surplus funds instead of carrying it over into the 1972 budget. Mr. Yeager motioned to withdraw \$2,203.23 that was put into fines and reserves account and transfer it to the magazine line in the 1972 budget. Mr. Kupferer seconded the motion and it was passed unanimously.

ACTING DIRECTOR'S REPORT:

Mr. Yeager motioned to hire Mrs. Margaret Pappas Carpiano, at Mrs. Reed's recommendation, as a Junior Librarian at a scale of \$8,500 per year effective September 1, 1972. Miss Flanagan seconded the motion and it was passed unanimously.

OLD BUSINESS:

Mrs. Zeitlin informed the Board that the check from the State for flood losses in the amount of \$3,190.37 was received and deposited.

Mr. Robert Mangino, Town Council President, requested a list of subjects to be discussed when the representatives of the Board meet with the Council. Mrs. Zeitlin said she would reply to his request and listed the subjects to be discussed as:

1. Return of full amount to Salary Budget
2. State Aid
3. Fines & Reserves to be returned to library

NEW BUSINESS:

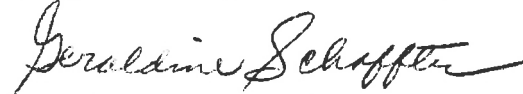
Mr. Yeager motioned that the Board accept the law books picked out at McGraw-Edison and the secretary send a letter of acknowledgement. It was passed unanimously.

Mr. Kupferer moved to accept Mr. Thomas' recommendation as to choice of architect for future expansion of the library. Mr. Yeager seconded the motion and it was passed unanimously.

Mr. Yeager motioned to adjourn the meeting at 5:25 P.M.

The next Board meeting will be held on Tuesday, August 29th at 4:30 P.M.

Respectfully submitted,



Geraldine Schaffter

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

July 25, 1972

Thank you, Library Board of Trustees, for allowing me the privilege of attending the American Library Association Convention in Chicago, Illinois, June 24 through July 1.

The Conference was well attended by representatives from all over the U.S. and many foreign countries. It was quite an enjoyable and educational experience. Vast amounts of information pertaining to all phases and types of libraries and librarianship were distributed. Seminars dealing with all aspects and kinds of libraries were held throughout the week.

According to Library Standards, and the volume of work to be performed, we are deficient insofar as number of professional librarians. So that we may meet "State" requirements and the "Standards", I would like to recommend Mrs. Margaret Pappas Carpiano, to be considered for the position of Junior Librarian, in charge of Young Adult Services. Mrs. Carpiano is a local resident, was the recipient of scholarships from the Friends of the West Orange Library and the New Jersey Library Association. She will be receiving the MLS degree in Library Service during the month of August, 1972.

Mrs. Carpiano is a very capable individual. She has been on the Dean's list throughout her school attendance.

ACTING DIRECTOR'S REPORT
JULY

2.

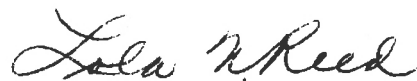
She has worked in the West Orange Library as a volunteer, a junior library clerk and a junior library assistant.

Several employees, including myself, have been or are on vacation. Vacations are staggered in such a way as to have adequate staff at all times. Everybody seems happy with this arrangement.

Mrs. Chesnut will be working part-time beginning September. She will be on vacation during the last three weeks in August.

Due to a conflict with a Jewish holiday, the culminating activities of the Summer Reading Program will be on Saturday, August 26, instead of Saturday, September 9.

Respectfully submitted,

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

Acting Director

WEST ORANGE CHRONICLE
JULY 13, 1972

Acting library director gets ideas

One of the nearly 10,000 delegates attending the ninety-first annual conference of the American Library Association in Chicago last week was Mrs. Lola N. Reed, acting director of the West Orange Public Library. Besides all the United States, 23 foreign countries were represented at the convention at the Palmer House and Hilton hotels.

Mrs. Reed attended as many meetings as possible and, she stated, "several times I left one meeting early in order to get in on another one which was in progress at the same time."

She explained, "There was much to be seen, heard and learned during the week and I have returned to the West Orange library revitalized and refreshed with great new ideas gained from Media--Man, Material, Machine, central theme of the ALA meeting."

Although Mrs. Reed attended seminars in administration, adult and youth services, she was most enthusiastic about the two dealing with the children's work, the Newbery Caldecott award event and the storytelling session which featured among its participants, the nationally known teller of stories Spencer Shaw.

Emphasized throughout the convention were the important functions of library trustees and their relationships with directors and personnel.

Exhibits in the hotels were often accompanied by authors, publishers and

agents, who chatted with librarians.

Mrs. Reed gave a verbal report to the library staff and expressed her wish that all professional staff, as well as the library board become members of the Association.

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

MONTH OF JUNE 1972
West Orange Public Library

LIBRARY BOARD MEETING OF JULY 25, 1972

EXPENDITURE DETAIL	1972 BUDGET	TOTAL	ACCUMULATED	BILLS/		BUDGET
		BUDGET	1972 BUDGET	ACCOUNTS	UNEXPENDED	
		EXPENDITURES	EXPENDITURES	PRESENTED FOR	APPROVAL AT	REMAINING
		FOR MONTH	THRU JUNE	6/30/72	THIS MEETING	6/30/72
		OF JUNE, 1972	30, 1972	ON 6/30/72		

1. Salaries	\$203,679	23,600.46	104,653.89	99,025.11		99,025.11
2. Books	48,000	3,477.30	18,519.28	29,480.72	3,243.88	26,236.84
3. Binding	1,300	42.10	349.88	950.12	41.90	908.22
4. Supplies	7,000	633.47	2,743.98	4,256.02	438.99	3,817.03
5. Insurance	4,000	--	490.86	3,509.14		3,509.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	745.28	4,558.82	5,441.18	1,112.86	4,328.32
7. Maintenance-Tory Cor.	540	--	270.00	270.00	135.00	135.00
8. Maintenance-Mobilib. (includes gas, oil, repairs, parts, etc. Motor runs all day winter and summer for heat&cooling)	3,200	7.45	156.25	3,043.75	35.41	3,008.34
9. Telephone	950	123.64	561.91	388.09	96.16	291.93
10. Community relations; publicity; reading contests, etc...	300	40.52	173.27	126.73	50.00	76.73
11. Service contracts	500	176.40	439.65	60.35	17.55	42.80
12. Transportation	200	25.30	115.75	84.25	--	84.25
13. Postage	1,200	300.00	675.00	525.00	--	525.00
14. Conventions	800	400.75	741.65	58.35		58.35
15. Audit	150	--	--	150.00		150.00
16. Equipment	7,000	307.51	4,403.26	2,596.74	678.00	1,918.74
17. Contingency	200	--	--	200.00		200.00
18. Magazines	3,000	136.05	3,214.67	(214.67)	168.60	(383.27)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,500	388.08	1,306.27	3,193.73	55.61	3,138.12
20. Xerox (inc. supplies)	-0-	--	--	--	--	--
21. Accounting services	5,500	600.00	3,000.00	2,500.00	600.00	1,900.00
22. Consultant (architect's prelim. drawings)	--	--	--	--	--	--
	\$502,019	\$31,004.31	146,374.39	155,644.61	6,673.96	148,970.65

WEST ORANGE PUBLIC LIBRARY

JUNE 1972 BILLS PRESENTED FOR PAYMENT
ON JULY 25, 1972

CHECKS ARE DATED
JUNE 28, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6261	TOWN OF WEST ORANGE - Soc. SEC. JUNE 1972-EMPLOYEES SHARE	1. SALARIES	\$ 811.91
6262	NATL. NWK & ESSEX BANK W/T EMPLOYEES-JUNE 1972	1. "	1,907.33
6263	P.E.R.S.-PENSION #20284 & LOANS	1. "	433.91
6264	P.E.R.S.-CONTRIB.GROUP INS. FUND	1. "	48.91
6265	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. "	47.00
6266	TOWN OF WEST ORANGE - FEDERAL CREDIT UNION - SAVINGS	1. "	310.00
6267	TOWN OF WEST ORANGE-HOSPITALIZATION	1. "	399.11
6269	TOWN OF WEST ORANGE-ADMIN. CHG.	1. "	1.00
6268	TOWN OF WEST ORANGE-Soc. SEC. 2ND QTR. EMPLOYERS SHARE	1. "	2,411.88
-	NET PAYROLL CHECKS - JUNE 1972 #318-372	1. "	12,053.41
6270	PETTY CASH CHECKING A/C	TRANSFER TO P/C CHG. A/C	200.00
	<u>SUBTOTAL</u> <u>PETTY CASH CHECKING A/C - 2ND QUARTER 1972</u>		<u>18,624.46</u>
<u>CHECKS</u>			
142-173	SEE ATTACHED	2. BOOKS	\$ 32.35
		4. SUPPLIES	65.00
		8. BOOKMOBILE	6.00
		10. COMM. REL.	15.52
		12. TRANS.	25.30
		14. CONVENTIONS & MEETINGS	100.75
		18. MAGAZINES	82.80
			<u>327.72</u>
	<u>TOTAL</u>		<u>18,952.18</u>
<u>ADD:</u>	<u>TOTAL CHECKS #6210-6260 PRESENTED FOR PAYMENT JUNE 27, 1972</u>		<u>12,252.13</u>
	<u>TOTAL DISBURSEMENTS - MONTH OF JUNE 1972 - REG. A/C AND 2ND QTR. 1972 PETTY CASH CHECKING A/C</u>		<u>31,204.31</u>
<u>LESS:</u>	<u>#6270 TRANSFER TO PETTY CASH CHECKING A/C</u>		<u>200.00</u>
	<u>TOTAL EXPENDITURES PER BUDGET REPORT - JUNE 1972</u>		<u>\$31,004.31</u>

PAYMENT RECOMMENDED BY:

Lela N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg
AARON EISENBERG -
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE PUBLIC LIBRARY

LIST OF CHECKS FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF APRIL, MAY AND JUNE 1972

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
4/3/72	142	U.S. GOVT. PRINTING OFFICE	18. MAGAZINES	\$ 12.30
4/7/72	143	E. L. CZARNECKI	2. BOOKS	9.60
4/7/72	144	MARGARET CUSHING	2. "	3.60
4/6/72	145	N.J.L.A.	14. CONVENTIONS	32.75
4/6/72	146	N.J.L.A.	14. "	5.00
4/7/72	147	CONSUMERS LEAGUE OF N.J.	2. BOOKS	2.00
4/10/72	148	FICTION	18. MAGAZINES	2.00
4/10/72	149	GERRY SCHAFFTER	12. TRANSPORTATION	6.70
5/1/72	150	CONSUMERS LEAGUE OF NJ	18. MAGAZINES	5.00
5/1/72	151	FICTION	18. "	2.00
5/1/72	152	ESSEX COUNTY COLLEGE	14. CONVENTIONS	15.00
5/3/72	153	N.J. DEPT. OF COMMUNITY AFFAIRS	18. MAGAZINES	1.00
5/16/72	154	LIBRARY WORKSHOP	14. CONVENTIONS	8.00
5/16/72	155	MONMOUTH COLLEGE	2. BOOKS	1.25
5/17/72	156	FORDS INTL. CRUISE GUIDE	2. "	6.50
5/18/72	157	MODERN LANGUAGE ASSO. OF AMERICA	2. "	2.50
5/18/72	158	CHILDREN'S BOOK COUNCIL	2. "	2.95
5/18/72	159	PUBLIC DOCUMENTS DISTRIBUTION CENTER	18. MAGAZINES	25.00
5/18/72	160	A.L.A.	18. "	25.00
5/22/72	161	I. ITKIN	10. COMM. REL.	10.52
5/23/72	162	A.L.A.	14. CONVENTIONS	25.00
5/25/72	163	UNITED PHOTOCOPY, INC.	4. SUPPLIES	50.00
5/25/72	164	VOID		
5/30/72	165	GERRI SCHAFFTER	12. TRANSPORTATION	4.40
5/31/72	166	CHILDREN'S BOOK COUNCIL	2. BOOKS	3.95
6/7/72	167	AMERICAN HOSP. ASSN.	18. MAGAZINES	7.50
6/7/72	168	N.J. DEPT. OF COMM. AFFAIRS	18. "	3.00
6/7/72	169	CASH	14. CONVENTIONS	15.00
6/13/72	170	ANTOICH BOOK PLATE Co.	4. SUPPLIES	15.00
6/9/72	171	W. BALDWIN	8. BKL.	6.00
6/9/72	172	LEONARD T. BIELMAN	10. COMM. REL.	5.00
6/9/72	173	E. L. CZARNECKI	12. TRANSPORTATION	14.20

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT FOR
THE MONTHS OF APRIL, MAY AND JUNE 1972

\$327.72

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg
AARON EISENBERG

CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE FREE PUBLIC LIBRARY

JUNE BILLS, ACCOUNTS PAYABLE - JUNE 30, 1972

PRESENTED FOR PAYMENT JULY 25, 1972

CHECKS ARE DATED
JULY 25, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6271	ABINGTON PRESS	2. Books	\$ 6.92
6272	APPALACHIAN MOUNTAIN CLUB	2. "	14.50
6273	AUTOMATIC DATA PROCESSING	4. SUPPLIES	52.70
6274A	THE BAKER & TAYLOR Co.	2. Books	\$ 680.98
B	" " " "	2. "	8.74
C	" " " "	2. "	142.98
D	" " " "	2. "	3.50
E	" " " "	2. "	(4.37)
F	" " " "	2. "	269.58
G	" " " "	2. "	47.02
H	" " " "	2. "	258.48
I	" " " "	2. "	4.37
J	" " " "	2. "	116.62
K	" " " "	2. "	69.41
L	" " " "	2. "	(17.63)
M	" " " "	2. "	(6.29)
6275	R. R. BOWKER Co.	2. "	1,573.39
6276A	BRO-DART, INC.	4. SUPPLIES	16.50
B	" " " "	4. "	45.36
C	" " " "	4. "	11.70
D	" " " "	4. "	75.52
6277	JAMES BROWN & SON	4. "	8.00
6278	CHAMBERS RECORD CORP.	3. BINDING	140.58
6279	COMMONWEALTH WATER Co.	19. AUDIO VISUAL	41.90
6280	DIMONDSTEIN BOOK Co. INC.	6. MAINT.-MAIN	55.61
6281	EBS CO SUBSCRIPTION SERVICES	2. BOOKS	53.54
6282	AARON EISENBERG & Co.	18. MAGAZINES	12.00
6283	M. FORGIONE CONSTRUCTION CORP.	21. ACCTG. SVC.	168.60
6284	MAX FREEMAN & Co.	6. MAINT.-MAIN	600.00
6285	GANN LAW BOOKS	6. " "	284.00
6286A	GAYLORD BROS. INC.	2. BOOKS	38.00
B	" " " "	4. SUPPLIES	9.00
C	" " " "	4. "	27.11
6287	THE GERSTENSLAGER Co.	4. "	34.08
6288	THE HARROP PRESS	4. "	25.75
6289	INTERNATIONAL HARVESTER Co.	8. MAINT.-BK	86.94
6290	THE JEWISH PUBLICATION SOC. OF AMERICA	4. SUPPLIES	9.55
6291A	JOSTEN'S CATALOG CARD CORP.	4. SUPPLIES	24.00
B	" " " "	8. MAINT.-BK	7.86
C	" " " "	2. BOOKS	9.95
6292	KEYSTONE MFG. Co.	4. SUPPLIES	9.75
6293	EDWARD G. KLAPPROTH, SR.	4. SUPPLIES	6.50
6294	LIVINGSTON CYCLE & MOWER SHOP	4. "	15.50
6295	A. R. MEEKER Co.	4. "	31.75
6296	MONITOR BOOK Co. INC.	4. "	5.45
6297	J. M. MOREHOUSE PRINTING Co.	16. EQUIPMENT	47.20
6298	VOID	4. SUPPLIES	150.00
6299	N.J. BELL TELEPHONE Co.	2. BOOKS	16.00
6300	ORANGE ELECTRIC & SUPPLY Co.	4. SUPPLIES	18.06
6301	ORANGE NEWS Co.	4. SUPPLIES	23.00
6302A	THE PAPERBACK BOOK SHOP	9. TELEPHONE	96.16
B	" " " "	6. MAINT.-MAIN	13.75
6303	PITNEY-BOWES	18. MAGAZINES	18.00
6304A	PRENTICE-HALL, INC.	2. BOOKS	28.69
B	" " " "	2. "	22.21
C	" " " "	11. SVC. CONTRACT	50.90
D	" " " "	2. BOOKS	17.55
E	" " " "	2. "	31.13
F	" " " "	2. "	4.97
G	" " " "	2. "	(4.91)
		2. "	(14.48)
		2. "	29.11
		2. "	24.79
		2. "	(4.77)
			65.84

WEST ORANGE FREE PUBLIC LIBRARY

JUNE BILLS, ACCOUNTS PAYABLE - JUNE 30, 1972

PRESENTED FOR PAYMENT JULY 25, 1972

CHECKS ARE DATED
JULY 25, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6305	PUBLIC SERVICE ELEC & GAS Co.	6. MAINT.-MAIN	\$ 664.31
6306	REGENT BOOK Co.	2. BOOKS	52.60
6307A	A. H. ROEMER Co. INC.	2. "	(\$ 33.36)
B	" " " "	2. "	550.21
C	" " " "	2. "	129.19
D	" " " "	2. "	9.10
E	" " " "	2. "	(23.24)
F	" " " "	2. "	654.35
G	" " " "	2. "	(46.62) 1,239.63
6308A	HENRY F. SCHMIDT Co. INC.	4. SUPPLIES	11.36
B	" " " " "	4. "	16.64 28.00
6309	SEDGWICK MACHINE WORKS, INC.	6. MAINT.-MAIN	18.81
6310	HENRY F. SCHMIDT Co. INC.	4. SUPPLIES	7.37
6311	PETER SMITH PUBLISHERS, INC.	2. BOOKS	5.71
6312	SUPT. OF DOCUMENTS-GOVT. PRINTING OFFICE	2. "	53.20
6313A	UNITED COFFEE BREWERS, INC.	10. COMM. REL.	25.00
B	" " " "	10. " "	25.00 50.00
6314	UNITEMP, INC.	6. MAINT.-MAIN	40.45
6315	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
6316	WESTERN PUBLISHING Co.	2. BOOKS	19.68
6317	THE H.W. WILSON Co.	2. "	72.00
6318	THE W.B. Wood Co.	16. EQUIPMENT	528.00
<u>TOTAL CHECKS #6271-6318 DATED JULY 25, 1972</u>			<u>\$ 6,673.96</u>

PAYMENT RECOMMENDED BY:

Lola N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg & Co*
CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY

BOARD OF TRUSTEES

MEETING OF TUESDAY, JUNE 27, 1972

The meeting of the Board of Trustees was called to order at 5:15 P.M. by President, Mrs. Mary Zeitlin. Present were Board members Mrs. Rose Zimmerman, Miss Eileen Flanagan, Mr. Richard Duess, Mr. Ben Yeager and Mr. Albert Kupferer. Also present was Mr. William Jervey of the Friends of the W.O. Library.

MINUTES: Mr. Yeager motioned, and the Board unanimously approved to accept the minutes of the May 23rd meeting.

TREASURER'S REPORT:

Mr. Duess noted that the Financial Statement had been rearranged to give a clearer understanding of expenditures. He then moved to make payment for the bills presented. Mrs. Zimmerman seconded the motion and it was passed unanimously.

Mr. Duess was present for the approval of the Treasurer's Report and left immediately following this for another appointment.

PERSONNEL COMMITTEE REPORT:

Mrs. Zimmerman made a motion and then spoke to her motion, the motion to read that funds be appropriated from Savings Account #TC 3012 (1971 Fines & Reserves) to be used for the purpose of reinstituting cuts in the 1972 Salary Budget. Mrs. Zimmerman pointed out that Board of Education employees and Town Hall employees had all received normal increments and longevity---Town Hall employees to be retroactive to January 1, 1972. Mrs. Zeitlin said that she had so far not received an answer to her request for a meeting with the Town Council requesting a return of funds deducted from the 1972 Library Budget request and that Library employees are justifiably very concerned about their lack of financial consideration from this Board. Mr. Kupferer then mentioned the autonomy of the Library Board. Mrs. Zeitlin said that this is a perfectly justifiable procedure (transfer of surplus funds) which has been followed annually in the past to augment one line or another in the current budget.

Mrs. Zimmerman then inserted in her motion the proviso that any funds returned to us by the Town Council for purposes of returning Library salaries to the figure in the proposed 1972 Budget should then be returned to Savings Account #TC 3012.

The motion was put to a vote and Mr. Yeager and Miss Flanagan voted against the motion. Mrs. Zimmerman and Mr. Kupferer voted to pass the motion with Mrs. Zeitlin casting the deciding affirmative vote.

OLD BUSINESS:

Mrs. Zeitlin informed the Board that Trenton has granted our request for financial assistance in the flood losses and they will be sending us a check in the amount of \$3,190.37.

NEW BUSINESS:

Mr. Baldwin has submitted his request to change his vacation to the following schedule:

Vacation: 7/24 - 8/4

Return to Work: 8/7 - 8/18

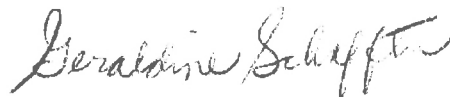
Mr. Yeager motioned to accept Mr. Baldwin's vacation schedule as noted above. Miss Flanagan seconded the motion and it was passed by the Board.

Mr. Yeager motioned to make Mr. Kupferer the fourth signator on the Library checking account. Miss Flanagan seconded the motion.

The President adjourned the meeting at 6:30 P.M.

The next Board meeting is scheduled for Tuesday, July 25, 1972 at 4:30 P.M.

Respectfully submitted,



Geraldine Schaffter

BOARD OF TRUSTEES
West Orange Free Public Library

46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

Tel.: 736-0198

June 28, 1972

Mr. Thurman Williams
Town Clerk
Town Hall
West Orange, New Jersey 07052

Dear Mr. Williams:

The Board of Trustees of the West Orange Library, at their regular Board meeting of June 27th, has requested me to ask you to make known to the Town Council the Board's desire for an interview at their earliest convenience.

We would like atleast a half hour of their time and will make available to you, in advance, copies of our subjects for discussion.

We will appreciate the courtesy.

While I think of it---the conditions during the last day that the Board of Elections used the Library were very satisfactory and there was no difficulty experienced by any of our Staff.

With kind personal regards,

Sincerely,

Mary M. Zeitlin
President

SUMMARY OF ARCHITECT'S INTERVIEWS

Tuesday, June 27, 1972

The Board of Trustees met at 4 P.M. to hear Mr. Henry Thomas, West Orange Library Consultant, offer his professional views on the architects which have been interviewed.

Mr. Thomas stated that it is of prime importance for the members of the Board to decide on an architect who they consider will best meet their needs and who will be willing to work with them in a cooperative manner.

Mr. Thomas said he felt the firm of Valk & Keown would be limited in their scope on what is needed on the job.

He also felt Sheingarten and Johnson, who did the Wayne Library and extension, would not give a wholehearted approach.

Tischler & Comaro did an excellent renovation job on the Paterson Library. They are very capable architects. Since they were interviewed last year Mr. Thomas felt some of the strong points of their presentation may have been forgotten.

Mr. Thomas stated he was completely sold on Mr. Lehman's presentation. Because he was the original architect he is most familiar with the building and its various problems. These include the telephone trunk line and the water problem which would require pile driving.

Mr. Lehman is part of an old established firm. Mr. Thomas stated that considering all these factors, he thinks Mr. Lehman could give the Board a most satisfactory job.

Mr. Thomas stated that the presentation by Kruger & Albenberg was not prepared. They are not accurately aware of institutional problems and perhaps would not offer a wholehearted approach.

Mr. Thomas recommended that the Board try to meet the 1973 deadline for submission of application for State Aid.

Mr. Thomas noted that the last architect to be interviewed, Mr. Church, has no experience with libraries. He appears to be quick to learn and willing to complete the project to the Board's satisfaction. Mr. Church did not come prepared with a written presentation.

Mr. Thomas recommended a line item in the budget to cover preliminary drawings. The Board will also have to take into consideration the 5% retainer fee when the architect's contract is signed.



OFFICE OF THE MAYOR

LOUIS P. FALCONE
MAYOR

WEST ORANGE, NEW JERSEY

July 12, 1972

Mrs. Reed
West Orange Library
Mt. Pleasant Avenue
West Orange, N. J.

Dear Mrs. Reed:

Enclosed please find decision of Civil Service Commission regarding the appeal of Marjorie Bosin for back pay. I believe that each member of the Library Board should receive a copy of same.

Just a reminder regarding the gift from McGraw Edison of their entire legal volumes. Hope that you have made arrangements to accept same.

Very truly yours,

Louis P. Falcone

Louis P. Falcone
Mayor

LPF:mds
CC: Mrs. Zeitlin
Mr. Mangino



State of New Jersey

DEPARTMENT OF CIVIL SERVICE

STATE HOUSE

TRENTON, NEW JERSEY 08625

JAMES A. ALLOWAY
PRESIDENT

July 5, 1972

WILLIAM DRUZ
CHIEF EXAMINER & SECRETARY

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

The Honorable Louis P. Falcone
Mayor
Municipal Building
West Orange, New Jersey

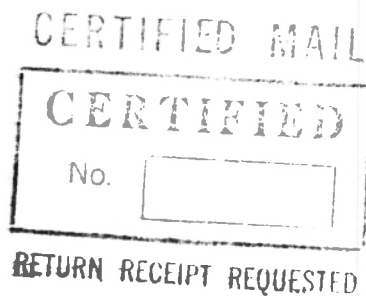
Dear Mayor:

I am enclosing a copy of the decision of the Civil Service Commission as delivered by Hearing Commissioner Anthony J. Statile on June 30, 1972, on the appeal of Marjorie (Rubin) Bosin re back pay.

Very truly yours,

William Druz
William Druz
Chief Examiner and Secretary

Enclosure





STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
JAMES A. ALLOWAY, PRESIDENT

STATE HOUSE, TRENTON • TELEPHONE 292-4150

June 30, 1972

DECISION ON BACK PAY OF MARJORIE (RUBIN) BOSIN

An appeal regarding back pay in the case of Marjorie (Rubin) Bosin, Senior Library Assistant, Public Library, West Orange, was brought on for hearing on February 3, 1972 and April 11, 1972, at Newark, New Jersey, before Honorable Anthony J. Statile of the Civil Service Commission, who rendered his decision on June 30, 1972.

APPEARANCES: VINCENT M. MANGINO, ESQ., for the Library Board of West Orange, Respondent

DAVID I. FOX, ESQ., for Marjorie (Rubin) Bosin, Appellant

DISCUSSION

At the hearing, attorneys for both parties to the dispute presented their respective calculations as to the proper amount which should be awarded to Mrs. Bosin as back pay.

The attorney for the West Orange Public Library submitted the estimate of their accountant based on two separate scales; the one being calculated for the title of Senior Librarian, and the other for Junior Library Assistant.

The attorney for Mrs. Bosin relies on the figures submitted in his letter of August 4, 1971, copies to all parties, which specifies a minimum back pay award of \$7,066.59.

Since the hearing, attorney for Mrs. Bosin has also suggested counsel fees be awarded in the amount of \$1750.

FINDINGS OF FACT

1. Appellant was employed as Senior Library Assistant, Town of West Orange.

June 30, 1972

2. The appointing authority's action in abolishing the position held by the appellant was reversed.

3. Appellant was unable to work at her position as a result of the action of the appointing authority from December 15, 1969 to August 4, 1971.

4. The salary of the appellant on December 15, 1969 was \$6020 a year.

5. During the period mentioned above, appellant should have earned an increment of \$890.

6. The loss of earnings of appellant was mitigated by the sum of \$3672.81.

7. Attorney for appointing authority failed to appear at a hearing scheduled for February 3, 1972.

C O N C L U S I O N

The appellant is entitled to \$10,739.40, subject to mitigation. Mitigation, the source of which is outside employment, unemployment compensation, and employment by appointing authority at a lesser position, amounts to \$3672.81

O R D E R

On the basis of the above, the Civil Service Commission orders that appellant, Marjorie (Rubin) Bosin, be awarded back pay of \$10,739.40 subject to mitigation of \$3672.81, the mitigated total being \$7066.59.

It is further ordered that the attorney for the appellant be awarded counsel fees for his February 3, 1972 appearance. Such fee should be approximately that fee suggested by the County Bar Association Fee Schedule for a one-day Commission appearance.

Appeal of Marjorie (Rubin) Bosin - 3 -

June 30, 1972

Decision rendered by Civil Service
Commissioner Anthony J. Statile

I hereby certify that the above is a true
copy of the original which appears in the
official record of the Civil Service
Commission

Mrs. Bosin resides at
301 Beech Street
Hackensack, New Jersey

William Druz
Chief Examiner and Secretary
Department of Civil Service

ACTING DIRECTOR'S REPORT
TO THE
LIBRARY BOARD OF TRUSTEES

JUNE 27, 1972

As reported by other libraries in our area, circulation for the month of June is noticeably down, especially in the Children's Area. The adult circulation has not fallen off to a great degree. The drop in circulation is due mainly to the closing of school. This happens each year.

Our Summer Reading Program is scheduled to begin on July 10. It is expected that our circulation will increase in the Children's Area at that time. Also, families will begin taking "Summer Loans" to last throughout the summer.

During the month additional counter high shelves were installed in the Reference section. Our collection in this department continues to grow. If we continue to grow at the present rate, soon we will no longer be thought of as a "best seller" library. We have also received one typewriter (electric).

Mr. Baldwin has offered an alternate solution to our summer problem with the Mobilibrary. Because of the troubles he envisions after having left the vehicle standing for six weeks, he has suggested that he is willing to follow the following schedule, if approved by the Board.

7/24 -28; 7/31 - 8/4 Vacation

8/7 - 11; 8/14 - 18 Return to Work

8/21 - 25; 8/28 - 9/1 Vacation

12/26 and 12/29 Vacation

As a reminder, the library will close at 1:00 P.M. Saturdays throughout the months of July and August.

It has been brought to my attention by Mr. Jervey that the Friends of the West Orange Public Library plans a book sale in October. We have started to set aside books for this purpose. It is hoped that you, the Board of Trustees, would look into the possibility of selling the excess reproductions we have on hand. Many of them are literally falling apart. As we have no storage space for them, maybe this would be a good time to sell.

I am off to the American Library Association Convention in Chicago !!

Respectfully submitted,



Acting Director



State of New Jersey

DEPARTMENT OF CIVIL SERVICE

STATE HOUSE

TRENTON, NEW JERSEY 08625

JAMES A. ALLOWAY
PRESIDENT

July 5, 1972

WILLIAM DRUZ
CHIEF EXAMINER & SECRETARY

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

Mrs. Lola N. Reed
Acting Director
West Orange Public Library
46 Mt. Pleasant Avenue
West Orange, New Jersey 07052

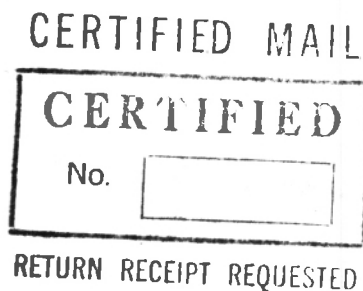
Dear Mrs. Reed:

I am enclosing a copy of the decision of the Civil Service Commission as delivered by Hearing Commissioner Anthony J. Statile on June 30, 1972, on the appeal of Marjorie (Rubin) Bosin re back pay.

Very truly yours,

William Druz
William Druz
Chief Examiner and Secretary

Enclosure





STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
JAMES A. ALLOWAY, PRESIDENT

STATE HOUSE, TRENTON • TELEPHONE 292-4150

June 30, 1972

DECISION ON BACK PAY OF MARJORIE (RUBIN) BOSIN

An appeal regarding back pay in the case of Marjorie (Rubin) Bosin, Senior Library Assistant, Public Library, West Orange, was brought on for hearing on February 3, 1972 and April 11, 1972, at Newark, New Jersey, before Honorable Anthony J. Statile of the Civil Service Commission, who rendered his decision on June 30, 1972.

APPEARANCES: VINCENT M. MANGINO, ESQ., for the Library
Board of West Orange, Respondent

DAVID I. FOX, ESQ., for Marjorie (Rubin) Bosin,
Appellant

D I S C U S S I O N

At the hearing, attorneys for both parties to the dispute presented their respective calculations as to the proper amount which should be awarded to Mrs. Bosin as back pay.

The attorney for the West Orange Public Library submitted the estimate of their accountant based on two separate scales; the one being calculated for the title of Senior Librarian, and the other for Junior Library Assistant.

The attorney for Mrs. Bosin relies on the figures submitted in his letter of August 4, 1971, copies to all parties, which specifies a minimum back pay award of \$7,066.59.

Since the hearing, attorney for Mrs. Bosin has also suggested counsel fees be awarded in the amount of \$1750.

F I N D I N G S O F F A C T

1. Appellant was employed as Senior Library Assistant, Town of West Orange.

June 30, 1972

2. The appointing authority's action in abolishing the position held by the appellant was reversed.

3. Appellant was unable to work at her position as a result of the action of the appointing authority from December 15, 1969 to August 4, 1971.

4. The salary of the appellant on December 15, 1969 was \$6020 a year.

5. During the period mentioned above, appellant should have earned an increment of \$890.

6. The loss of earnings of appellant was mitigated by the sum of \$3672.81.

7. Attorney for appointing authority failed to appear at a hearing scheduled for February 3, 1972.

C O N C L U S I O N

The appellant is entitled to \$10,739.40, subject to mitigation. Mitigation, the source of which is outside employment, unemployment compensation, and employment by appointing authority at a lesser position, amounts to \$3672.81

O R D E R

On the basis of the above, the Civil Service Commission orders that appellant, Marjorie (Rubin) Bosin, be awarded back pay of \$10,739.40 subject to mitigation of \$3672.81, the mitigated total being \$7066.59.

It is further ordered that the attorney for the appellant be awarded counsel fees for his February 3, 1972 appearance. Such fee should be approximately that fee suggested by the County Bar Association Fee Schedule for a one-day Commission appearance.

Appeal of Marjorie (Rubin) Bosin - 3 -

June 30, 1972

Decision rendered by Civil Service
Commissioner Anthony J. Statile

I hereby certify that the above is a true
copy of the original which appears in the
official record of the Civil Service
Commission

Mrs. Bosin resides at
301 Beech Street
Hackensack, New Jersey

William Druz
Chief Examiner and Secretary
Department of Civil Service

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

MONTH OF MAY 1972

West Orange Public Library

LIBRARY BOARD MEETING OF JUNE 27, 1972

BILLS/
ACCOUNTS
PAYABLE

EXPENDITURE DETAIL 1972 BUDGET TOTAL BUDGET EXPENDITURES FOR MONTH OF MAY, 1972 ACCUMULATED 1972 BUDGET EXPENDITURES THRU MAY 31, 1972 UNEXPENDED BUDGET BALANCE ON 5/31/72 PRESENTED FOR APPROVAL AT THIS MEETING BUDGET BALANCE REMAINING 5/31/72

1. Salaries	\$203,679	15,841.90	81,053.43	122,625.57	5,176.00	117,449.57
2. Books	48,000	3,965.21	15,041.98	32,958.02	3,444.95	29,513.07
3. Binding	1,300	-	307.78	992.22	42.10	950.12
4. Supplies	7,000	708.42	2,110.51	4,889.49	568.47	4,321.02
5. Insurance	4,000	(71.00)	490.86	3,509.14	--	3,509.14
6. Maintenance - Main (does not include any salaries); roofing repairs; moisture proofing; oil; air-condition.	10,000	729.19	3,813.54	6,186.46	745.28	5,441.18
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)	3,200	5.66	148.80	3,051.20	1.45	3,049.75
9. Telephone	950	133.00	438.27	511.73	123.64	388.09
10. Community relations; publicity; reading contests, etc...	300	88.90	132.75	167.25	25.00	142.25
11. Service contracts	500	100.75	263.25	236.75	176.40	60.35
12. Transportation	200	31.30	90.45	109.55		109.55
13. Postage	1,200	35.50	375.00	825.00	300.00	525.00
14. Conventions	500	30.90	340.90	159.10	300.00	(140.90)
15. Audit	150	--	--	150.00	--	150.00
16. Equipment	7,000	847.75	4,095.75	2,904.25	307.51	2,596.74
17. Contingency	500	--	--	500.00	--	500.00
18. Magazines	3,000	48.90	3,078.62	(78.62)	53.25	(131.87)
19. Audio-visual; microfilm; phono rec., reproductions; framing etc..	4,500	98.03	918.19	3,581.81	388.08	3,193.73
20. Xerox (inc. supplies)	-0-	--	--	--	--	--
21. Accounting services	5,500	600.00	2,400.00	3,100.00	600.00	2,500.00
22. Consultant (architect's prelim. drawings)	--	--	--	--	--	--

\$302,019 \$23,194.41 \$115,370.08 \$186,648.92 \$12,252.13 \$174,396.79

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO.

CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS BALANCES
RECEIPTS AND DISBURSEMENTS

MONTH OF MAY 1972

	1972 TOTAL ALL FUNDS	1972 BUDGET FUND	1972 FINES & RESERVES FUND	1972 LOST BOOK FUND	1971-1972 SALARY CONTINGENCY FUND	BOOK SALES EXCESS PROPERTY FUND	CASH FUNDS IN LIBRARY	PRIOR YEARS FUND BALANCES
I MAY 1, 1972 FUND BALANCES	\$ 99,930.79	\$ 40,947.66	\$ 6,747.89	\$ 688.36	\$ 13,707.51	\$ 2,774.24	\$ 158.92	\$ 34,904.21
ADD:								
APRIL 1972 RECEIPTS								
SECOND QUARTER BUDGET 1972	-	-						
FINES			1,795.10)					
PHOTOCOPY			33.74)					
NON-RESIDENT FEES			74.81)					
TELEPHONE			10.91)					
BOOK RENTAL			79.25)					
MEETING ROOM	2,118.46		100.00)					
GIFTS			16.95)					
RENTAL OF EQUIPMENT			7.70)					
LOST BOOK FUND	139.09			139.09				
EXCESS PROPERTY SOLD	97.45					97.45	200.00	
TRANSFER TO P/C FUND	200.00							
II TOTAL MAY 1972 RECEIPTS	2,555.00	-	2,118.46	139.09	-	97.45	200.00	-
III TOTAL AVAILABLE (I PLUS II)	\$ 102,485.79	\$ 40,947.66	\$ 8,866.35	\$ 827.45	\$ 13,709.51	\$ 2,871.69	\$ 358.92	\$ 34,904.21
III MAY 1972 EXPENDITURES								
MAY 1972 BUDGET	\$ 23,194.41	\$ 23,194.41		\$ 4.34		\$ 600.00		
LOST BOOK FUND	4.34							
LEGAL FEES - RE: JONAS	600.00							
TRANSFER TO P/C CK. A/C	200.00	200.00						
IV MAY 31, 1972 FUND BALANCE	\$ 78,487.04	\$ 17,553.25	\$ 8,866.35	\$ 823.11	\$ 13,709.51	\$ 2,271.69	\$ 358.92	\$ 34,904.21
V REPRESENTED BY:								
CHECKING A/C NATL. NEWARK & ESSEX	\$ 17,426.89					1968 BUDGET		\$ 3.19
PETTY CASH CHECKING A/C FUND	318.50					1970 BUDGET		150.00
CASH FUND IN LIBRARY	126.25					1970 FINES & RESERVES		2,930.16
WEST ORANGE S & L ASSN.						1971 EXCESS STATE AID		2,885.00
SAVINGS A/C TC 3386	8,866.35					1971 FINES & RESERVES		22,809.61
TC 3375	863.64					1971 LOST BOOK FUND		2,664.76
10085	13,709.51					1971 ACCTS. PAYABLE-BOSIN		3,311.49
NATL. NEWARK S/L TC #3422	2,271.69					1971 ACCTS. PAYABLE-HART		150.00
WEST ORANGE S/L TC #3422	34,904.21					TOTAL PRIOR YEARS		\$ 34,904.21
TOTAL CASH BALANCES 5/31/72	\$ 78,487.04							

WEST ORANGE FREE PUBLIC LIBRARY

MAY 1972 BILLS PRESENTED FOR PAYMENT
ON JUNE 27, 1972

CHECKS ARE DATED
MAY 23, 1972

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6203	TOWN OF WEST ORANGE - SOC. SEC. EMPLOYEES	1. SALARIES	\$ 803.06
6204	NATL. NEWARK & ESSEX W.T. MAY	1. "	1,867.45
6205	P.E.R.S. - PENSION #20284 MAY	1. "	347.06
6206	P.E.R.S. - CONTRIB. GROUP INS. FUND	1. "	48.95
6207	P.E.R.S. - SUPPLEMENTAL ANNUITY	1. "	47.00
6208	TOWN OF W. O. FED. CREDIT UNION	1. "	335.00
6209	TOWN OF W. O. HOSPITALIZATION	1. "	399.11
-	NET PAYROLL CHECKS - MAY 1972 #264-317		<u>11,994.27</u>
	<u>TOTAL</u>		15,841.90
<u>ADD: TOTAL CHECKS #6155-6202</u> PRESENTED FOR PAYMENT MAY 23, 1972			<u>7,627.85</u>
<u>TOTAL DISBURSEMENTS - MONTH OF MAY 1972</u>			23,469.75
<u>LESS: REFUND DEPOSITED IN CHECKING A/C:</u>			
	5/12/72 LE FEVRE, ETC.	5. INSURANCE	\$ 71.00
	#6155 LOST BOOK FUND (NON BUDGET EXPENSE)		4.34
	#6156 PETTY CASH - TRANSFER (NON-BUDGET EXPENSE)		<u>200.00</u>
			<u>275.34</u>
<u>NET EXPENDITURES PER BUDGET REPORT - MAY 1972</u>			<u>\$23,194.41</u>

PAYMENT RECOMMENDED BY:

Lois K Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg
AARON EISENBERG
CERTIFIED PUBLIC ACCOUNTANT

WEST ORANGE FREE PUBLIC LIBRARY
MAY BILLS, ACCOUNTS PAYABLE - MAY 31, 1972
PRESENTED FOR PAYMENT JUNE 27, 1972

CHECKS ARE DATED
JUNE 5, JUNE 15
AND JUNE 27, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6210	LOLA REED	14. CONVENTION	\$ 300.00
6211	POSTMASTER, ORANGE, N.J.	13. POSTAGE	300.00
6212	PUBLIC EMPLOYEES RETIREMENT SYSTEM	1. SALARIES	5,176.00
6213	AUTOMATIC DATA PROCESSING OF NJ, INC.	11. SERVICE CONTRACTS	52.35
6214A	THE BAKER & TAYLOR Co.	2. BOOKS	\$ 44.74
B	" " " "	2. "	90.71
C	" " " "	2. "	280.85
D	" " " "	2. "	31.56
E	" " " "	2. "	213.89
F	" " " "	2. "	132.59
G	" " " "	2. "	52.80
H	" " " "	2. "	(3.74)
I	" " " "	2. "	99.49
J	" " " "	2. "	52.90
K	" " " "	2. "	51.43
L	" " " "	2. "	31.45
M	" " " "	2. "	336.63
N	" " " "	2. "	(8.74)
O	" " " "	2. "	(6.92)
6215A	R. R. BOWKER Co.	2. "	4.50
B	" " " "		70.00
6216	BOWMAR RECORDS, INC.	19. AUDIO VIS.	74.50
6217	THE BRITISH BOOK CENTER, INC.	2. BOOKS	35.94
6218A	BRO-DART, INC.	4. SUPPLIES	1.30
B	" " " "	4. "	79.20
C	" " " "	4. "	39.60
6219A	" " " "	4. "	39.60
B	" " " "	16. EQUIPMENT	158.40
6220	JAMES BROWN & SON	16. "	210.00
6221	CHAMBERS RECORD CORP.	16. "	93.56
6222	" " " "	3. BINDING	303.56
6223	THE COUNCIL OF STATE GOVERNMENTS	19. AUDIO VIS.	42.10
6224	AARON EISENBERG & Co.	19. " "	9.90
6225A	FISCHER & KAUFMAN	2. BOOKS	49.43
B	" " " "	21. ACCTS. SVC.	18.50
6226	GALE RESEARCH Co.	4. SUPPLIES	600.00
6227A	GAYLORD BROS. INC.	4. "	2.90
B	" " " "	4. "	1.18
C	" " " "	2. BOOKS	4.08
6228	GROLIER EDUCATIONAL CORP.	4. SUPPLIES	31.25
6229	HEARNE BROS. MAP DISTRIBUTORS	4. "	15.38
6230	THE INSTITUTE FOR RESEARCH	4. "	27.54
6231A	JOSTEN'S CATALOG CARD CORP.	4. "	57.75
B	" " " "	2. BOOKS	100.67
C	" " " "	19. AUDIO VIS.	69.50
6232	THE KIRKUS SERVICE, INC.	2. BOOKS	127.50
6233	EDWARD G. KLAPPROTH, SR.	4. SUPPLIES	9.88
6234	THE MANCHESTER GUARDIAN WEEKLY	4. SUPPLIES	13.75
6235	MARBORO BOOKS, INC.	4. "	8.00
6236	MC MANUS	4. "	33.75
6237	A. R. MEEKER Co.	2. BOOKS	55.50
6238A	MICROFILMING CORP. OF AMERICA	18. MAGAZINES	72.00
B	" " " "	2. BOOKS	26.40
6239	J. M. MOREHOUSE PRINTING	6. MAINT.-MAIN	19.50
		16. EQUIPMENT	29.90
		19. AUDIO-VISUAL	35.30
		19. " "	3.95
		4. SUPPLIES	15.00
			15.06
			30.06
			75.00

WEST ORANGE FREE PUBLIC LIBRARY

MAY BILLS, ACCOUNTS PAYABLE - MAY 31, 1972

PRESENTED FOR PAYMENT JUNE 27, 1972.

CHECKS ARE DATED
JUNE 5, JUNE 15
AND JUNE 27, 1972

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
6240A	NATIONAL FUEL OIL CO.	6. MAINT. - MAIN	\$ 13.50
B	" " " "	6. " "	62.75 \$ 76.25
6241	N.J. BELL TELEPHONE CO.	9. TELEPHONE	123.64
6242	ONAN EASTERN CORP.	8. MAINT.-BK.	1.45
6243A	ORANGE NEWS CO.	18. MAGAZINES	15.75
B	" " "	18. "	18.00 33.75
6244A	PAPERBACK BOOK SHOP	2. BOOKS	7.80
B	" " "	2. "	40.26
C	" " "	2. "	52.28
D	" " "	2. "	24.37 124.71
6245	PETERSONS GUIDES, INC.	2. "	63.16
6246A	PRENTICE HALL, INC.	2. "	12.93
B	" " "	2. "	139.93
C	" " "	2. "	34.03
D	" " "	2. "	9.96
Adj.	" " "	2. "	.28
Adj.	" " "	2. "	.21 197.34
6247	PRODUCTION SUPPLY & EQUIPMENT CORP.	4. SUPPLIES	16.60
6248A	AUTOMATIC DATA PROCESSING	4. "	109.75
B	" " "	4. "	6.30 116.05
6249	PUB. SVC. ELEC & GAS	6. MAINT-MAIN	579.73
6250	JOSEPH RANK PUBLISHING	2. BOOKS	4.10
6251A	A. H. ROEMER CO. INC.	2. "	(10.17)
B	" " " "	2. "	(79.96)
C	" " " "	2. "	168.32
D	" " " "	2. "	(33.13)
E	" " " "	2. "	246.81
F	" " " "	2. "	31.34
G	" " " "	2. "	3.79
H	" " " "	2. "	452.44
I	" " " "	2. "	(27.25)
J	" " " "	2. "	445.35 (1.75) CR.
K	" " " "	2. "	9.90 1,207.44
6252A	A. H. ROEMER CO. INC.	19. AUDIO VIS.	24.28
B	" " " "	19. " "	25.90
C	" " " "	19. " "	85.07 135.25
6253	HENRY F. SCHMIDT CO. INC.	4. " "	15.77
6254	SEDGWICK MACHINE WORKS, INC.	6. MAINT.-MAIN	54.00
6255	ROMAN AND LITTLEFIELD	2. BOOKS	11.60
6256	UNIPUB, INC.	2. "	8.38
6257	UNITED COFFEE BREWERS, INC.	10. COMM. REL.	25.00
6258	THE H. W. WILSON CO.	2. BOOKS	110.00
6259	XEROX CORP.	11. SERVICE CONTR.	124.05
6260	DIAMONDSTEIN BOOK CO.	2. BOOKS	13.50
TOTAL CHECKS #6210-6260 ISSUED THRU TO JUNE 27, 1972			\$12,252.13

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:



PREPARED WITHOUT AUDIT.

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

BY:



CERTIFIED PUBLIC ACCOUNTANTS

WEST ORANGE PUBLIC LIBRARY
MINUTES OF ARCHITECT'S INTERVIEWS

THURSDAY, JUNE 8, 1972

At 4 P.M. interviews with selected architects were held for the proposed addition to the West Orange Public Library. Present were Mrs. Mary Zeitlin, Miss Eileen Flanagan, Mrs. Lola Reed, Mr. William Jervey and Mr. Henry Thomas, consultant, who conducted the interviews.

The architects interviewed were: Mr. Lehman, Mr. Valk, Mr. Sheingarten and Mr. Johnson, and Mr. Albenberg and Mr. Kruger.

Mr. Lehman of 972 Broad Street, Newark was the original architect of the present library. Mr. Thomas explained that the expansion of the library would consist of 21,400 sq. feet in the addition, with a total area involved of 34,000 sq. feet. Anticipated cost per square foot is \$31 to \$33.

The library will select an architect this year and also apply for funds for a grant in 1973.

Mr. Lehman is one of two partners in the firm. He stated he is familiar with the problems and conditions of the building. He has designed five libraries, four of which have been built. These include the libraries of West Orange, Cedar Grove, Maplewood and Red Bank. He is familiar with State requirements. He had handled the furnishing of the West Orange Library and will be able to get bids.

Mr. Lehman's fee would be 6% for the addition and 10% for the alterations. 15% of total fee would be required for preliminary plans suitable for filing with the State. This includes presentation drawings, cost estimates, etc.

Mr. Lehman said the Board would be dealing with him directly. He estimated the cost figures at \$35 to \$40 per square foot. He will supervise the job on an average of two to three days a week.

Mr. Lehman uses a professional cost estimator. Preliminary sketches would be completed in six months. Drafts of preliminary drawings will be prepared at no extra charge.

Mr. Lehman is willing to sign a contract to design within the budget.

Mr. Valk of Valk & Keown, 17 Midland Avenue, Montclair was interviewed next. His firm consists of a partnership with a staff of four employees. His fee would be 7% for the expansion and 10% for remodeling. Estimated cost figure would be \$32 per sq. foot which includes the air conditioning, carpeting and toilets.. The furniture would be extra. He is able to handle furniture and equipment for a 10% fee.

The Board would be working directly with Mr. Valk.

Mr. Valk has designed the Little Falls and Belleville libraries. He is familiar with State procedures.

Mr. Valk stated that preliminary drawings would be ready in less than six months. His retaining fee is 5%, however, with preliminary designs and costs his fee would be 15%. He stated he has been accurate within 5 to 10% of previous estimates.

At no additional cost a model of the library would be made.

Mr. Sheingarten and Mr. Johnson, 1 Broad Street, Elizabeth were interviewed next. They have recently finished construction on the Wayne Library to be dedicated on June 18. Mr. Sheingarten stated that there is a 10% increase per year in building costs. His fee would be 8% at \$500,000, 7 $\frac{1}{2}$ % at \$800,000 and proportioned accordingly thereafter. 15% of fee would be required for preliminary drawings. Mr. Sheingarten said one of the principals would be directly in charge. He said he would bid furniture separately at the same time as the building.

Mr. Sheingarten estimated the cost figure for construction alone would be \$33 to \$35 per sq. foot, adding that one year from now the figures would be higher.

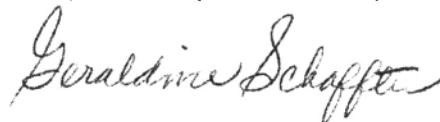
Preliminary drawings would be finished in 90 days.

The two architects to be interviewed next were Mr. Albenberg and Mr. Kruger representing the firm of Kruger, Kruger and Albenberg, 11 Hill Street, Newark, N.J. Mr. Albenberg stated the Board would be working directly with one of the principals of the firm. He is equipped to do interiors including furniture.

Mr. Albenberg's fee would be the standard A.I.A. fee. He suggested, as an alternative, using the Time and Material Contract, not to exceed A.I.A. figures. He is familiar with State requirements. A rendering or model will be developed at no extra cost.

Mr. Albenberg estimated cost figures at \$30 - \$32 per sq. foot for the addition. He uses an independent building estimator.

Respectfully submitted,



Geraldine Schaffter

LEHMAN:

cost figure: \$35-\$40 per sq. foot
fee : 6% - addition
10% - alterations
preliminary
plans : 15% of total fee
ready in 6 months

VALK & KEOWN:

cost figures: \$32 per sq. foot
fee : 7% - addition
10% - alterations
preliminary
plans : 5% - retainer fee, no sketches
or
15% of total fee - includes designs
ready in less than 6 months

SHEINGARTEN & JOHNSON:

cost figure : \$33-\$35 per sq. foot
fee : 8% at \$500,000
7½% at \$800,000 (based on a declining rate scale)
preliminary
plans : 15% of total fee
ready in 90 days

KRUGER, KRUGER & ALBENBERG:

cost figures : \$30-\$32 per sq. foot
fee : standard A.I.A. fee
or
Time & Material Contract