

BOARD OF TRUSTEE MEETING

SEPTEMBER 24, 1975

The meeting was called to order at 8:05 P. M. by William Sagosz, President. Present were Board members Eileen Flanagan, Albert Kupferer, Phyllis Lopis, Nancy Herman, Andrea Grover and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant, Irving Ostrow, Board Attorney, and several citizens of West Orange.

MINUTES

Miss Flanagan made a motion to accept the minutes from the August 27, 1975 Board of Trustee meeting as presented. Mrs. Herman seconded the motion, and it was carried unanimously.

TREASURER'S REPORT

1. Bills Presented for Payment:

Mr. Sagosz requested Mr. Ostrow to contact the Curtis Service Co., Inc. for a clarification of the warranty on the new Mobilibrary engine.

Mr. Kupferer questioned vouchers #9292 (Dramatist's Play Service), and #9211 (Samuel French). Mr. Sagosz explained that in some cases books must be prepaid in order to insure shipment.

Mrs. Lopis made a motion that the Bills Presented for Payment be accepted with the exception of voucher #9198 to Curtis Service, Inc. until the warranty is clarified. Mr. Kupferer seconded the motion, and it was passed unanimously.

2. Financial Statement:

Mrs. Herman made a motion that the Board of Trustees deposit the 4th quarter allocation from the Town of West Orange to the checking account #5987 to meet proper accounting procedures, then to transfer the amount of \$72,876.25 into the Carteret Savings and Loan account #3-2-5589. Mrs. Lopis seconded, and it was carried unanimously.

Mrs. Strauss made a motion that the Board withdraw from Carteret Savings and Loan Association account #3-2-5589, the amount of \$37,521.70; and to transfer from West Orange Savings and Loan account #3422 the amount of \$9,091.00 plus interest to the checking account #5987. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Kupferer made a motion to accept the Financial Statement as presented. Mrs. Lopis seconded it, and it was passed unanimously.

DIRECTOR'S REPORT

In response to Mrs. Reed's request for a policy decision in her Director's Report (see attached Damage Claim Form), Mrs. Herman made a motion that the Board of Trustees permit West Orange artists to display their work in the library. Mrs. Reed will set policy as to time of showings and liability factors. Mrs. Strauss seconded it, and the motion was passed unanimously.

Mrs. Reed reported on the repeated abuse of the bookdrop, and at the request of Mr. Sagosz, she will investigate various ways of installing a new bookdrop to prevent further vandalism.

BUDGET PROPOSAL FOR 1976

In accordance with the auditor's request in their report of 1974, Mr. Sagosz made a motion that the Board of Trustees accept the \$491,505 Budget for 1975. \$200,000 to be provided from library funds, and \$291,505 to be allocated from the Town of West Orange. (See attachment of Proposed 1975 budget).

The Board of Trustees discussed and established budgetary requirements for the West Orange Free Public Library for 1976. (See attached budget proposal for 1976).

Mrs. Grover made a motion that the Board of Trustees accept the proposed 1976 budget of \$512,797. The motion was amended to include a provision for \$50,000 for a new Mobilibrary for a total of \$562,797. Mrs. Lopis seconded the motion, and it was carried unanimously.

COMMITTEES

1. Personnel Committee:

Mr. Sagosz read a letter from the staff of the West Orange Public Library stating that they are in favor of being paid twice a month.

Mr. Kupferer made a motion that the employees be paid twice a month with payment dates to be the 10th and the 25th of each month. The program will be initiated as soon as possible. Miss Flanagan seconded the motion, and it was carried unanimously.

Mrs. Lopis made a motion that the Board of Trustees accept the reinstatement of Carmine Juliano after a leave of absence of six months at a starting salary of \$3.87 as a Jr. Library Assistant commencing Sept 2, 1975. The following Jr. Library Clerks have been hired at \$2.00 per hour: Shelly Bromberg--Sept. 9, 1975; Maria Pavlou--Sept. 3, 1975; Michael Molle--Sept. 8, 1975; and Michael Wilk--Sept. 8, 1975. Mrs. Grover seconded the motion, and it was carried unanimously.

Mr. Manheim stated that as of January 1, 1976, an hourly rate for Jr. Library Clerks was set by the United States Department of Labor at \$2.10 per hour.

NEW BUSINESS

Mrs. Reed reported that the Friends of the Library would like the Board to purchase library bags, and would reimburse the library for the amount spent. Mr. Ostrow suggested that an agreement be drawn up in which it would state that the Friends agree to reimburse the West Orange Public Library for the amount expended.

Mrs. Reed has informed the Board of Trustees that in communities over 10,000 it will be a state law that libraries remain open three evenings a week in order to receive their State Aid Funds. She indicated that State Aid has been cut 29% from last year.

Based on the report of the requirements made by the state for State Aid Funds, Mrs. Strauss made a motion that the West Orange Public Library be open three evenings a week. Mrs. Lopis seconded the motion, and it was carried unanimously.

The next Board of Trustees meeting will be held on Wednesday, October 22, 1975. The meeting was adjourned at 11:30 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DAMAGE CLAIM LIMITATION

The undersigned, an Artist, whose painting(s), sculpture(s) or art work(s), is about to be displayed in the West Orange Public Library, in consideration of such display opportunity, agrees that the West Orange Public Library shall not be liable (except as set forth below) for any damage, loss or other injury to their art work(s), sculpture(s) or painting(s) that may be sustained by the artist for any reason or by any cause whatsoever, whether the said damage, loss or injury shall be caused by or be due to the negligence of the West Orange Public Library, its patrons, visitors, agents, servants or employees, or not.

The undersigned is aware that the West Orange Public Library has an insurance policy which covers loss or damages to its library property and the undersigned agrees that any claim it may have for loss, damage or injury to its property will be limited to the liability limits for such loss, damage or injury as set forth in the aforesaid policy.

DATED: _____

ARTIST

WEST ORANGE FREE PUBLIC LIBRARY

1976 ANNUAL BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 9/24/75

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$307,907	\$286,765	\$286,765	\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,000	1,600	1,000	1,000
COMMUNITY SERVICES	800	1,000	400	400
TRANSPORTATION	400	350	300	300
SEMINARS AND WORKSHOPS	2,000	2,000	1,500	1,500
AUDIT	1,650	1,650	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	8,000	8,000	8,000
ARCHITECTS	-0-	3,500	-0-	-0-
LEGAL	1,800	1,500	1,500	5,529
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,500	16,000	15,000	15,000
MAIN LIBRARY-REPAIRS	5,000	8,000	6,000	6,000
TORY CORNER-RENTAL	540	540	540	540
BOOKMOBILE	5,300	4,000	4,000	8,300
SERVICE CONTRACTS	2,200	2,600	2,200	2,200
MATERIALS AND SUPPLIES:				
BOOKS	60,000	70,000	70,000	70,000
SUPPLIES	12,000	12,000	15,000	15,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	6,000	6,000	6,000
PAMPHLETS	500	-0-	-0-	-0-
AUDIO-VISUAL - MATERIALS	6,000	9,000	6,000	6,000
MISC. OTHER EXPENSES:				
INSURANCE	5,000	4,000	5,000	5,000
TELEPHONE	1,600	2,000	1,600	1,600
POSTAGE	3,000	2,500	2,500	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	8,000	8,000	8,000
CONTINGENT	-0-	500	-0-	-0-
ANNUAL REPORT		1,500	750	750
EQUIPMENT:	-0-	12,000	6,000	6,000
SHELVING - BOOKS	9,000	-0-	-0-	-0-
SHELVING - MAGAZINES	4,000	-0-	-0-	-0-
CHAIRS	1,700	-0-	-0-	-0-
STAFF ROOM FURN.	1,000	-0-	-0-	-0-
MAINT. EQUIPT.	1,500	-0-	-0-	-0-
AUDIO-VIS. Eq.	1,700	-0-	-0-	-0-
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	18,000	17,000	15,000	15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	9,500	10,405	10,405
BOOKMOBILE	50,000	-0-	-0-	-0-
	<u>\$562,797</u>	<u>\$491,505*</u>	<u>\$475,110</u>	<u>\$483,439</u>

NOTE *: 1975 BUDGET FUNDS PROVIDED AS FOLLOWS:
FROM TOWN OF WEST ORANGE
FROM LIBRARY FUNDS

\$ 291,505
200,000
\$ 491,505

PROPOSED 1975
B U D G E T
LIBRARY BOARD MEETING OF SEPTEMBER 25, 1974
WEST ORANGE FREE PUBLIC LIBRARY

	1974 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1974 ADOPTED BUDGET (AS GRANTED BY TOWN)	INCREASE OR DECREASE ADOPTED 1974 BUDGET (MODIFICATIONS BY BOARD).	1974 MODIFIED BUDGET	1975 PROPOSED BUDGET
SALARIES AND WAGES	\$249,355	\$249,355		\$249,355	\$286,765
CONTRACTUAL SERVICES:					
BINDING	1,600	1,600		1,600	1,600
COMMUNITY SERVICES	1,000	500	\$ 100	600	1,000
TRANSPORTATION	350	300		300	350
SEMINARS AND WORKSHOPS	2,000	1,000		1,000	2,000
AUDIT	1,650	1,650		1,650	1,650
MANAGEMENT AND PROF. SVCS.	7,200	7,200		7,200	8,000
ARCHITECTS	3,500	-0-		-0-	3,500
LEGAL	1,500	-0-	(1,500 (524	2,024	1,500
CONTRACTUAL MAINT. & REPAIRS:					
MAIN LIBRARY - UTILITIES	12,000	12,000		12,000	16,000
MAIN LIBRARY - REPAIRS	8,000	6,000		6,000	8,000
TORY CORNER - RENTAL	540	540		540	540
BOOKMOBILE	3,500	3,500		3,500	4,000
SERVICE CONTRACTS	2,600	2,600		2,600	2,600
MATERIALS AND SUPPLIES:					
BOOKS	65,000	55,000		55,000	70,000
SUPPLIES	12,000	9,000		9,000	12,000
MAGAZINES	4,500	3,300		3,300	6,000
AUDIO-VISUAL	7,000	6,000		6,000	9,000
MISC. OTHER EXPENSES:					
INSURANCE	4,000	4,000		4,000	4,000
TELEPHONE	2,000	2,000		2,000	2,000
POSTAGE	2,000	2,000		2,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	7,000	7,000		7,000	8,000
CONTINGENT	500	-0-	500	500	500
EQUIPMENT	12,000	8,000		8,000	12,000
STATUTORY EXPENDITURES:					
SOCIAL SECURITY	14,500	14,500		14,500	17,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	6,500	6,500		6,500	9,500
ANNUAL REPORT	-0-	-0-		-0-	1,500
<u>TOTAL</u>	<u>\$431,795</u>	<u>\$403,545</u>	<u>\$ 2,624*</u>	<u>\$406,169</u>	<u>\$491,505</u>

* FROM LIBRARY ACCUM. REVENUE.

NOTE: THE 1974 BUDGET ABOVE DOES NOT INCLUDE \$10,114 INCREASE TO SALARIES REPRESENTING \$350 ADDITIONAL INCOME FOR ALL EMPLOYEES (EXCEPT PAGES). THIS AMOUNT SHOULD BE TRANSFERRED TO 1974 BUDGET AS NEEDED BEFORE THE END OF THE YEAR.

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DIRECTOR'S MONTHLY REPORT

SEPTEMBER 24, 1975

With the exceptions of preparing a "proposed" budget, completion of the Annual Report and getting programs in line for the new school year, the functions of the library were normal this month.

Several local artists have contacted me during the past few months about hanging their work in the library. The idea is appealing but there are drawbacks so far as guarantee of the safety of these works. A check on our "Personal Property" insurance policy reveals that we are covered for property belonging to others should they be damaged or stolen while held by the library. What, then, is your collected opinion on permitting local artists exhibit their crafts in the library?

The following persons have been hired as Junior Library Clerks:

Shelly Bromberg - 9/9/75
Michael Molle - 9/8/75
Maria Pavlou - 9/3/75
Michael Wilk - 9/8/75 (Through student
work-study program)

We purchased a new Royal standard typewriter for Mr. Chow. He is very pleased and has thanked me several times (and I thank you too).

There are four additional old typewriters which we are anxious to replace with new ones, three manuals and one electric. As trade-ins these could bring prices down somewhat.

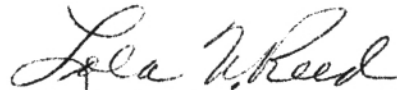
Because of the lack of regular police surveillance around the library our book drop has been tampered with on numerous occasions. Each time the custodian has made an effort to "bang" it back in shape and we continue to use it. Recently, however, a patron complained about injuring her arm while trying to place books in the receptacle.

To avoid future complaints, it is suggested that you consider having the glass cut on an outside door large enough for books to be slipped through. This could possibly be done at both the Gaston Street and Mt. Pleasant Avenue entrances.

The First Mountain Crafters have their Bicentennial display in the Adult area. The exhibit will remain through October 9th.

The entire Children's Room staff is busy preparing for the Fall Story Hour sessions which will begin on October 6th. Although five classes are being set up for the Main library and one for our Tory Corner branch, we are not able to accommodate all on the waiting list. Strict adherence must be given to the age rule in order to afford fair treatment to all applicants.

Respectfully submitted,

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

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF AUGUST 1975
LIBRARY BOARD MEETING OF SEPTEMBER 24, 1975

EXPENDITURES

	MODIFIED BUDGET 1975	PAID MONTH OF AUGUST 1975	1975 ACCUMULATED BUDGET Ex- PENDITURES PAID 8 MONTHS ENDED 8/31/75	1975 UNEX- PENDED BUDGET BALANCE 8/31/75	BILLS/ACCTS. PAYABLE 8/31/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 8/31/75
SALES & WAGES	\$286,765	\$25,060.10	\$188,114.11	\$ 98,650.89		\$ 98,650.89
CONTRACTUAL SERVICES:						
BINDING	1,000	27.05	549.43	450.57		450.57
COMMUNITY SERVICES	400	107.40	586.36	(186.36)	8.00	(194.36)
TRANSPORTATION	300	17.70	154.20	145.80		145.80
SEMINARS & WORKSHOPS	1,500		1,131.66	368.34	90.00	278.34
AUDIT	1,650		-0-	1,650.00	1,650.00	-0-
MANAGEMENT & PROF. SERVICES	8,000	667.00	4,602.00	3,398.00	667.00	2,731.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	5,529		4,778.36	750.64	375.00	375.64
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,251.92	10,065.19	4,934.81	1,265.94	3,668.87
MAIN LIBRARY-REPAIRS & MAIN.	6,000	196.09	2,020.14	3,979.86	74.63	3,905.23
TORY CORNER - RENTAL	540		270.00	270.00		270.00
BOOKMOBILE	8,300	131.63	916.10	7,383.90	4,360.33	3,023.57
SERVICE CONTRACTS	2,200	219.88	1,751.40	448.60	198.78	249.82
MATERIALS AND SUPPLIES:						
BOOKS	70,000	3,000.60	33,354.34	36,645.66	5,112.85	31,532.81
SUPPLIES	15,000	961.34	5,657.79	9,342.21	748.31	8,593.90
MAGAZINES	6,000	36.60	1,796.00	4,204.00	12.23	4,191.77
AUDIO-VISUAL	6,000	340.79	2,157.02	3,842.98	119.92	3,723.06
MISC. OTHER EXPENSES:						
INSURANCE	5,000		(139.00)	5,139.00	4,513.09	625.91
TELEPHONE	1,600	141.27	970.24	629.76	134.96	494.80
POSTAGE	2,500	306.40	1,241.11	1,258.89		1,258.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	5,718.72	2,281.28		2,281.28
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		-0-	750.00	200.68	549.32
EQUIPMENT	6,000		2,157.48	3,842.52		3,842.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		8,130.21	6,869.79		6,869.79
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$33,273.48</u>	<u>\$286,387.86</u>	<u>\$197,051.14</u>	<u>\$19,531.72</u>	<u>\$177,519.42</u>

B U D G E T R E P O R T
 MONTH OF AUGUST 1975
 LIBRARY BOARD MEETING OF SEPTEMBER 24, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/ 25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000	4,300	8,300 LR 7/30 75
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750.
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 8,329</u>	<u>\$483,439</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR

THE MONTH OF AUGUST 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
<u>I BALANCES AS OF 7/31/75</u>	\$184,246.61	\$95,840.05	\$19,009.25	\$ 731.50	\$ 596.40	\$ 326.25	\$45,700.00	\$ 16,180.24	\$ 5,862.92
<u>ADD:</u>									
<u>FINES</u>			(1,141.72						
NON-RESIDENT FEES			(70.00						
PHOTO-COPIES			(291.57						
TELEPHONE	1,581.34		(12.50						
GIFT			(10.00						
BOOK RENTALS			(55.55						
LOST BOOKS	142.04			142.04					
EXCESS PROPERTY SOLD	110.94			110.94					
SPECIAL SALE - BOOKS	1,244.46			1,244.46					
<u>II TOTAL-August 1975-RECEIPTS</u>	\$ 3,078.78		\$ 1,581.34	\$ 142.04	\$1,355.40				
<u>III TOTAL-AVAILABLE I Plus II</u>	\$187,325.39	\$95,840.05	\$20,590.59	\$ 873.54	\$1,951.80	\$ 326.25	\$45,700.00	\$ 16,180.24	\$ 5,862.92
<u>IV LESS:</u>									
August 1975 EXPENDITURES	33,273.48	33,273.48							
<u>V TOTAL CASH FUNDS-8/31/75</u>	\$154,051.91	\$62,566.57	\$20,590.59	\$ 873.54	\$1,951.80	\$ 326.25	\$45,700.00	\$ 16,180.24	\$ 5,862.92
<u>ADD: DUE FROM TOWN OF W.O.</u>									
4TH QTR. BUDGET		72,876.25							
FROM LIBRARY FUNDS		61,608.32							
		\$197,051.14							
		19,531.72							
<u>LESS: ACCOUNTS PAYABLE 8/31/75</u>		\$177,519.42							
<u>BUDGET BALANCE PER REPORT 8/31/75</u>									
<u>CASH FUNDS REPRESENTED BY:</u>									
CHECKING A/C MIDLANTIC NAT'L BANK		\$ 5,809.25							
MIDLANTIC NAT'L BANK #51658		44,088.80							
W.O. S & L ASS'N TC #3848		41,102.15							
CARTERET S & L ASS'N #3-2-5589		37,531.70							
W.O. S & L ASS'N #3422		9,091.08							
W.O. S & L ASS'N #10085		16,180.24							
PETTY CASH-CASH FUND		126.25							
PETTY CASH-CHECKING FUND		122.44							
<u>TOTAL</u>	\$154,051.91								

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1975 BILLS PRESENTED FOR PAYMENT
ON SEPTEMBER 24, 1975

CHECKS ARE DATED
AUGUST 27, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9167	PETTY CASH	10-COMMUNITY RELATIONS	\$ 75.00
9168	MIDLANTIC NAT'L BANK-W.T. AUGUST 1975	1-SALARIES	3,059.44
9169	TOWN OF W.O.-SOC.SEC. EMPLOYEES-AUGUST 1975	1-SALARIES	1,466.03
9170	P.E.R.S. #20284-1, PENSIONS & LOANS	1-SALARIES	1,094.83
9171	P.E.R.S. SUPPLEMENTAL ANNUITY-AUGUST 1975	1-SALARIES	101.00
9172	TOWN OF W.O., FEDERAL CREDIT UNION	1-SALARIES	150.00
9173	P.E.R.S. CONTRIBUTORY GROUP INS. AUGUST 1975	1-SALARIES	114.59
9174	TOWN OF W.O., HOSPITALIZATION-SEPTEMBER 1975	22-HOSPITALIZATION	807.71
	NET PAYROLL CHECKS-#2303-2350 (48)	1-SALARIES	<u>19,074.21</u>
	<u>SUB-TOTAL</u>		<u>\$25,942.81</u>
<u>ADD:</u>			
	CHECKS-#9093-9166 PRESENTED FOR PAYMENT AUGUST 27, 1975		<u>7,529.12</u>
	<u>SUB-TOTAL CHECKS ISSUED AUGUST 1975</u>		<u>\$33,471.93</u>
<u>LESS:</u>			
	CHECK #9164- TO XEROX CORP. - CHARGE FROM PHOTO COPY-INCOME	\$ 118.33	
	VOIDED CHECK #5660-SUPPLIES	5.12	
	REFUND FROM GALE RESEARCH	<u>75.00</u>	<u>198.45</u>
	<u>TOTAL EXPENDITURES-MONTH OF AUGUST 1975</u>		
	<u>PER BUDGET REPORT</u>		<u><u>\$33,273.48</u></u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1975

CHECKS ARE DATED
 SEPTEMBER 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9175	AMERICAN LIBRARY ASSOCIATION	14. CONVENTIONS	\$ 90.00
9176	PETTY CASH CHECKING A/C	TRANSFER	200.00
9177	ABORN EXTERMINATING Co.	6. MAINT.-MAIN	15.00
9178	AMERICAN INFORMATION SERVICES	2. BOOKS	4.95
9179	AMERICAN INSURANCE ASSN.	2. "	4.00
9180A	ARCO PUBLISHING Co. INC.	2. "	\$ 10.27
B	" " "	2. "	85.06
C	" " "	2. "	7.78
D	" " "	2. "	8.28
9181	ASSOCIATED COUNCILS OF THE ART	2. "	111.39
9182	ASSOCIATION OF AMERICAN MEDICAL COLLEGES	2. "	10.50
9183	AUTOMATIC DATA PROCESSING	2. "	15.00
9184A	THE BAKER & TAYLOR COMPANY	11. SERVICE CONTRACTS	53.78
B	" " "	2. BOOKS	20.09
C	" " "	2. "	53.88
D	" " "	2. "	41.07
E	" " "	2. "	206.72
F	" " "	2. "	35.66
G	" " "	2. "	162.52
9185A	THE BAKER & TAYLOR Co.	2. "	85.80
B	" " "	2. BOOKS	7.21
C	" " "	2. "	42.04
D	" " "	2. "	40.84
9186	THE BAKER & TAYLOR Co.	2. "	46.58
9187	BEHAVIORDELIA, INC.	19. AUDIO-VISUAL	136.67
9188	CHANNING L. BETE Co., INC.	2. BOOKS	20.45
9189	THOMAS BOUREGY AND Co. INC.	2. "	4.94
9190A	R. R. BOWKER Co.	2. "	97.28
B	" " "	2. "	14.75
C	" " "	2. "	51.24
D	" " "	2. "	43.77
E	" " "	2. "	14.70
F	" " "	2. "	15.70
G	" " "	2. "	17.50
H	" " "	2. "	9.50
9191	Ms. E. K. BRAINARD	2. "	18.25
9192A	BRO-DART, INC.	2. "	19.70
B	" " "	2. "	190.36
C	" " "	2. "	1.50
D	" " "	4. SUPPLIES	41.00
9193A	BRO-DART, INC.	4. "	123.00
B	" " "	4. "	82.00
9194	WM. C. BROWN Co., PUBLISHERS	4. "	(51.25)
9195	CHAMBERS RECORD CORP.	2. BOOKS	178.01
9196	THE COIN & CURRENCY INSTITUTE, INC.	2. "	22.52
9197	COLLEGE ENTRANCE EXAMINATION BOARD	2. "	7.45
9198A	CURTIS SERVICE, INC.	19. AUDIO-VISUAL	63.41
B	" " "	2. BOOKS	14.62
C	" " "	2. "	2.50
D	" " "	8. MAINT.-MOB.	39.78
9199A	DIMONDSTEIN BOOK Co. INC.	8. "	77.70
B	" " "	8. "	867.85
C	" " "	8. "	3,375.00
D	" " "	2. "	117.66
E	" " "	2. "	126.86
F	" " "	2. "	277.19
G	" " "	2. "	315.20
H	" " "	2. "	169.67
		2. "	265.99
		2. "	120.26
		2. "	223.43
			1,616.26

WEST ORANGE FREE PUBLIC LIBRARY

6.

AUGUST 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1975CHECKS ARE DATED
SEPTEMBER 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9200	DIRECTIONS SIMPLIFIED, INC.	2. Books	\$ 5.95
9201A	DOUBLEDAY & Co. INC.	2. "	\$ 5.65
B	" " "	2. "	6.85
C	" " "	2. "	28.48
D	" " "	2. "	37.83
E	" " "	2. "	51.83
F	" " "	2. "	14.77
G	" " "	2. "	31.93
H	" " "	2. "	16.66
I	" " "	2. "	9.54
J	" " "	2. "	4.15
K	" " "	2. "	21.44
9202	DRAMATIST'S PLAY SERVICE	2. "	229.13
9203	DUSTBOOKS, LEN FULTON, PUBLISHER	2. "	17.30
9204A	EDUCATORS PROGRESS SERVICE, INC.	2. "	9.70
B	" " "	2. "	13.45
9205	AARON EISENBERG & Co.	2. "	9.95
9206	EXECUTIVE COFFEE SERVICE, INC.	20. MGMT. SERVICES	23.40
9207	FIELD ENTERPRISES EDUCATIONAL CORP.	4. SUPPLIES	667.00
9208	FISCHER & KAUFMAN	2. BOOKS	38.00
9209A	FOWLER AGENCY, INC.	4. SUPPLIES	7.00
B	" " "	5. INSURANCE	1.79
C	" " "	5. "	1,531.00
9210	FRANKLIN PUBLISHING Co. INC.	5. "	911.79
9211	SAMUEL FRENCH	5. "	2,070.30
9212	H. FRENKEL	2. BOOKS	4,513.09
9214A	GAYLORD BROS. INC.	2. "	7.21
B	" " "	2. "	21.00
C	" " "	2. "	12.00
9215	GENERAL LEARNING CORP.	2. "	50.70
9216	GOODYEAR PUBLISHING Co. INC.	2. "	130.95
9217	GUINEA HOLLOW PRESS	2. "	169.37
9218	HADDAD'S FINE ARTS, INC.	2. "	351.02
9219	THE HARROP PRESS	2. "	7.61
9220	HAYDEN BOOK COMPANY, INC.	2. "	12.92
9221	THE ITEM OF MILLBURN & SHORT HILLS	2. "	5.30
9222	SHIRLEY ITKIN	4. SUPPLIES	17.30
9223	SAMUEL KLEIN & Co.	2. BOOKS	50.00
9224	KNOW, INC.	18. MAGAZINES	3.88
9225	E. J. KORVETTE, INC.	4. SUPPLIES	8.50
9226A	LAPAT DUPLICATING SUPPLIES	15. AUDIT	21.00
B	" " "	2. BOOKS	1,650.00
9227	LEAGUE OF WOMEN VOTERS	19. AUDIO-VIS.	3.85
9228	LITTLE BROWN & Co.	4. SUPPLIES	23.25
9229	THE M.I.T. PRESS	4. "	34.80
9230A	MACMILLAN PUBLISHING Co. INC.	4. "	91.90
B	" " "	18. MAGAZINES	126.70
C	" " "	2. BOOKS	3.73
D	" " "	2. "	11.00
E	" " "	2. "	3.23
9231A	MARQUIS WHO'S WHO, INC.	2. "	21.34
B	" " "	2. "	6.16
9232	MEANINGS OF MODERN ART	2. "	8.14
9233	MIDDLE STATES ASSOC.	2. "	8.02
9234	MODERN MASS MEDIA, INC.	2. "	6.85
9235	MOONEY-GENERAL PAPER Co.	2. "	49.00
9236	N.J. BELL	2. "	49.00
9213	GALE RESEARCH Co.	19. AUDIO-VIS.	50.51
		4. SUPPLIES	98.00
		9. TEL.	6.66
		2. BOOKS	6.00
			12.81
			50.00
			124.89
			33.37

WEST ORANGE FREE PUBLIC LIBRARY

AUGUST 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 24, 1975CHECKS ARE DATED
SEPTEMBER 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9237	N.J. BELL	9. TELEPHONE	\$ 10.07
9238	N.J. S.M.A.	2. BOOKS	1.50
9239	ORANGE GARDEN SUPPLY Co.	6. MAINT.-MAIN	3.98
9240	ORANGE VALLEY HOWE. & BLDG. SUPPLY	4. SUPPLIES	22.88
9241	OSTREIKER'S PRINTS, INC.	2. BOOKS	5.00
9242	IRVING OSTROW, Esq.	21. LEGAL	375.00
9243	PEACE PRESS	2. BOOKS	7.03
9244A	PRENTICE-HALL, INC.	2. "	\$ 27.34
B	"	2. "	12.80
C	"	2. "	10.28
9245	PRENTICE-HALL, INC.	2. "	50.42
9246	PUBLIC SERV. E & G	5. MAINT.-MAIN	10.42
9247	PUBLISHING SCIENCES GROUP, INC.	2. BOOKS	1,265.94
9248	ROBSAC INDUSTRIES, INC.	4. SUPPLIES	7.95
9249A	H. F. SCHMIDT & Co.	4. "	40.23
B	"	4. "	5.20
9250A	SHAR-FREY, INC.	4. "	58.56
B	"	2. BOOKS	10.22
C	"	2. "	48.82
9251	SEDGWICK	2. "	5.20
9252	SINCERE PRESS	11. SERV. CONTR.	64.24
9253	ROBERT W. SHIEL	2. BOOKS	70.00
9254	STAMATS PUBLISHING Co.	6. MAINT.-MAIN	70.43
9255	STAR LEDGER	2. BOOKS	48.70
9256	STATE CHEMICAL MFG. Co.	10. COMM. REL.	14.00
9257	SUPERIOR ENGINEERING Co.	4. SUPPLIES	5.00
9258	TWAYNE PUBLISHERS	11. SERV. CONTR.	139.20
9259	UNITED NATIONS	2. BOOKS	75.00
9260	THE WALL STREET TRANSCRIPT	2. "	561.58
9261	WIDERKEHR HARDWARE	2. "	31.50
9262	H. W. WILSON Co.	6. MAINT.-MAIN	250.00
9263	ROBERT H. WINTERS, INC.	2. BOOKS	6.95
9264	WORRALL PUBLICATIONS	26. ANNUAL REPORT	57.00
9265	XEROX CORP.	10. COMM. REL.	200.68
		METER INCOME	3.00
			144.52
SUB-TOTAL			19,876.24

LESS:

CHECK #9176-PETTY CASH CHECKING FUND
CHECK #9265-CHECK TO XEROX CORP.

200.00

CHARGE FROM

PHOTO COPY INCOME 144.52

344.52

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT SEPTEMBER 24, 1975

\$19,531.72

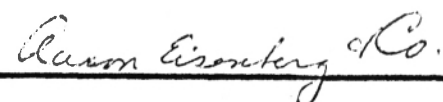
PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:



PREPARED WITHOUT AUDIT.

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

BY: 

BOARD OF TRUSTEES MEETING
of the
WEST ORANGE FREE PUBLIC LIBRARY
AGENDA

OCTOBER 22, 1975

MINUTES

TREASURER'S REPORT

1. Bills Presented for Payment
2. Financial Report

DIRECTOR'S REPORT

COMMITTEE REPORTS

1. Personnel
2. Friends of Library (Mrs. Grover)

OLD BUSINESS

1. Curtis Service Warranty
2. Damage Claim Form (Artists)

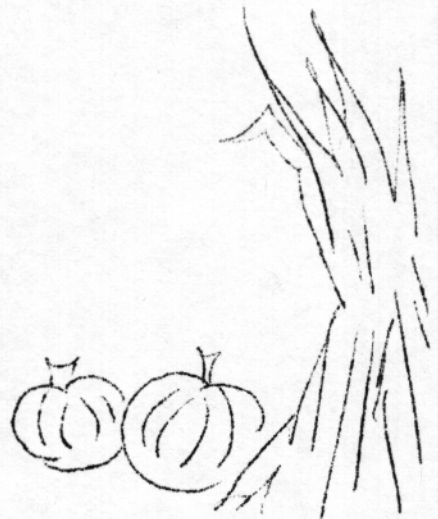
NEW BUSINESS

1. Install Smoke Detectors
2. Next Meeting Date

COMMUNICATIONS

COMMUNITY PARTICIPATION

ADJOURNMENT



BOARD OF TRUSTEE MEETING

OCTOBER 22, 1975

The meeting was called to order at 8:00 P. M. by William Sagosz, President. Present were Board of Trustee members Eileen Flanagan, Andrea Grover, Albert Kupferer, Phyllis Lopis, Nancy Herman, and Anita Strauss constituting a quorum. Also present were Lola M. Reed, Director, Stewart Manhelm, Board Accountant, Irving Ostrow, Board Attorney and two citizens of West Orange.

MINUTES

1. Bills Presented for Payment:

Mr. Kupferer made a motion that the Bills Presented for Payment be accepted as presented. Mrs. Herman seconded the motion, and it was carried unanimously.

2. Financial Statement:

Mrs. Herman made a motion that due to the fact that the fourth quarter allocation from the Town of West Orange in the amount of \$72,876.25 arrived later than expected, it was not transferred to Carteret Savings and Loan account #3-2-5589 from the checking account #5937 at Midlantic National Bank. The Board of Trustees approves this non-transfer for the reasons stated above. The motion was seconded by Mrs. Lopis and passed unanimously.

Mrs. Strauss made a motion that the Board of Trustees transfer the funds from the Midlantic National Bank, account #51658 to a statement savings account (day of deposit, day of withdrawal) at Midlantic National Bank in order to increase interest yield. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mrs. Lopis made a motion to accept the Financial Statement as presented. Mrs. Grover seconded it, and it was carried unanimously.

DIRECTOR'S REPORT

Mrs. Reed presented the Director's Report for the month of October, 1975. She informed the Board of Trustees that two Jr. Library Clerks have been hired to replace Dana Larson who resigned as of October 14, 1975, and Carmine Juliano who is resigning as of October 31, 1975. The new employees are: Linda Hirschmann and Alice Anderson who will begin work on October 27 and 14 respectively. Both employees will begin at an hourly wage of \$2.10 per hour.

Mrs. Reed noted that the staff has been busy attending various seminars and workshops, and that she is presently in the process of obtaining more information in regard to the installation of a bookdrop.

Mrs. Reed made a request for a display board and audio/visual cabinets. Mr. Sagosz reminded her to bring in estimates and materials to present at the next Board of Trustee meeting.

COMMITTEE REPORTS

Mrs. Lopis read a letter sent to Mrs. Helen Benjamin of the West Orange Public Library Employees' Association stating the Board's policy on "selling within the library" and "sick leave time for medical appointments" discussed at the September 24, 1975 Board of Trustees meeting.

Mrs. Grover reported on the meeting held on October 3, 1975 of the New Friends of the Library. Mr. Sagosz suggested that Mr. Ostrow, a former member of the group, contact Mrs. Meyers to discuss the aims and objectives of this organization.

OLD BUSINESS

To improve stack lighting, Mr. Sagosz requested Mrs. Reed to experiment with a mirror of a reasonable size by placing it on top of one of the stacks to reflect the light into the aisle.

Mr. Sagosz reported on the Seminar on Continuing Education and the Public Library which he attended on October 3, 1975 in Jamesburg. He indicated that it would be feasible for the library to prepare programs for Cable TV transmission in the future. One or two session seminars could be offered featuring a specialist in various fields of interest. Mrs. Reed indicated that additional help would be required to investigate and prepare such a program.

Mr. Ostrow reported that he obtained a letter from Curtis Service Inc. giving a one year warranty for the new Onan engine, and a ninety day warranty covering labor and maintenance. Based on this report, Mrs. Lopis made a motion that the bill to Curtis Service Inc. #9198 be paid since the Board is satisfied with the warranty requirements being met. Mrs. Strauss seconded the motion, and it was carried unanimously.

Mr. Ostrow presented a Damage Claim Limitation form that he prepared. It explains the limit of liability the library has to exhibitors of art work displayed in the library.

NEW BUSINESS

Mrs. Reed was notified by the Fowler agency, that their inspectors recommend installation of a product combustion alarm system in the main library. Recommendation was also made that the fire extinguisher at Tory Corner be inspected annually and that the branch should have a product combustion alarm system installed. Mrs. Reed will meet with Town Safety Inspector Cohrs on October 28, 1975 to discuss this matter. She indicated that it will soon be a state law to have a smoke detection system installed in public buildings.

Mrs. Reed notified the Board of Trustees that Mr. Refinski, the library custodian is seriously ill. Therefore she assigned Mr. William Toohey to perform custodian duties at the library, at his current wage, whenever he has time available.

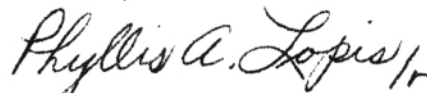
The November Board of Trustee meeting will be held on Tuesday, November 25, 1975 at 8:00 P. M. The December meeting will be held on Monday, December 22, 1975 at 8:00 P. M. The public will be notified of the change in meeting dates.

The meeting was adjourned at 10:00 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S MONTHLY REPORT

OCTOBER 22, 1975

October seems to be the month of many mini meetings attended by members of our staff. Included were the following--Seminar on Continuing Education and the Public Library attended by Mr. Sagosz; retirement dinner meeting in honor of James W. Clayton former Town Comptroller attended by Mr. Donnelly and Mrs. Reed; meeting on Social Services attended by Mr. Donnelly; Media File Collection, Miss Cushing and Mr. Donnelly; Committee on Vandalism--Mrs. Reed; Southwest Essex Area Children's Librarians--Mrs. Coffman and Mrs. Lepore; Gaylord Circulation Control System for Libraries--Mrs. Reed; Central Reviewing Committee--Mrs. Coffman; Organizational Meeting of the New Friends of the Library attended by Donnelly, Meyers, Grover, Reed and Sagosz; Bicentennial Committee meeting--Mr. Donnelly; Cable Television Committee meeting attended by Mr. Kupferer; and the automation meeting on "The Catalog--its Nature and Prospects" in New York attended by Mrs. Czarnecki.

Despite our involvement in the many mini conferences and seminars our regular routines were not neglected, and the library was as busy as ever. Pre-school classes are underway and are well-attended. Mrs. Coffman is conducting five classes per week here at Main and Mrs. Lepore has one class per week at our Tory Corner branch.

Carmine Juliano has given notice that he will be leaving the library at the end of this month to devote more time to a full-time position and to return to school. Dana Larsen resigned on October 14th to begin work on a full-time job.

Two young ladies were hired during the month as Junior Library Clerks (Pages) at an hourly rate of \$2.10. They are Alice Anderson and Linda Hirshmann.

There have been smiles all around since our new pay system went into effect. Practically everyone seems pleased with the results. Adjustments are being made without a great many problems as some had envisioned. The consensus is it is a good thing to happen to us.

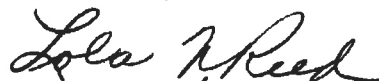
Mr. Ostrow received a new warranty proposal from Curtis Service Company which he read to me over the telephone. We felt that it covered sufficiently the question of a clarification of warranty. On the basis of what was received it was suggested that the check to the company could be released.

In accordance with the instructions of the Board of Trustees, Mr. Ostrow has prepared and presented to me a "Damage Claim Limitation" for artists who might want to exhibit their works in the library.

A check with several libraries in the area reveals that there are several types of book drops being used. One library has two old fashioned mail boxes at the front entrance. Others have chutes extending from a hole cut in the wall or door (brick or glass). Still another has a hole cut through glass and a cart inside to catch books as they fall. One librarian gave me the name of Mosler Safe Co., in Irvington, who is experienced in this type of work.

Movies at the library are beginning to be very popular. There have been large crowds at each of the last few movies shown.

Respectfully submitted,

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

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF SEPTEMBER 1975
LIBRARY BOARD MEETING OF OCTOBER 22, 1975

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF SEPTEMBER 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 9/30/75	1975 UNEX- PENDED BUDGET BALANCE 9/30/75	BILLS/ACCTS. PAYABLE 9/30/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 9/30/75
SALES & WAGES	\$286,765	\$ 23,430.67	\$211,544.78	\$ 75,220.22		\$ 75,220.22
CONTRACTUAL SERVICES:						
BINDING	1,000		549.43	450.57	\$ 101.50	349.07.
COMMUNITY SERVICES	400	91.13	677.49	(277.49)		(277.49)
TRANSPORTATION	300	56.45	210.65	89.35	19.50	69.85
SEMINARS & WORKSHOPS	1,500	138.00	1,269.66	230.34		230.34
AUDIT	1,650	1,650.00	1,650.00	-0-		-0-
MANAGEMENT & PROF. SERVICES	8,000	667.00	5,269.00	2,731.00	667.00	2,064.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	5,529	375.00	5,153.36	375.64		375.64
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,265.94	11,331.13	3,668.87	2,081.09	1,587.78
MAIN LIBRARY-REPAIRS & MAIN.	6,000	74.63	2,094.77	3,905.23	227.84	3,677.39
TORY CORNER - RENTAL	540		270.00	270.00	135.00	135.00
BOOKMOBILE	8,300	4,360.33	5,276.43	3,023.57	1,366.61	1,656.96
SERVICE CONTRACTS	2,200	198.78	1,950.18	249.82	545.77	(295.95)
MATERIALS AND SUPPLIES:						
BOOKS	70,000	5,105.85	38,460.19	31,539.81	5,525.52	26,014.29
SUPPLIES	15,000	754.74	6,412.53	8,587.47	486.89	8,100.58
MAGAZINES	6,000	12.23	1,808.23	4,191.77	64.00	4,127.77
AUDIO-VISUAL	6,000	104.65	2,261.67	3,738.33	53.77	3,684.56
MISC. OTHER EXPENSES:						
INSURANCE	5,000	4,513.09	4,374.09	625.91		625.91
TELEPHONE	1,600	134.96	1,105.20	494.80	119.42	375.38
POSTAGE	2,500		1,241.11	1,258.89	300.00	958.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	6,526.43	1,473.57		1,473.57
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750	200.68	200.68	549.32		549.32
EQUIPMENT	6,000		2,157.48	3,842.52	294.00	3,548.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000	4,179.28	12,309.49	2,690.51		2,690.51
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$48,121.12</u>	<u>\$334,508.98</u>	<u>\$148,930.02</u>	<u>\$11,987.91</u>	<u>\$136,942.11</u>

B U D G E T R E P O R T
 MONTH OF SEPTEMBER 1975
 LIBRARY BOARD MEETING OF OCTOBER 22, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/ 25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000	4,300	8,300 LR 7/30 75
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 8,329</u>	<u>\$483,439</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS & DISBURSEMENTS FOR

THE MONTH OF SEPTEMBER 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES	PETTY CASH & CHANGE FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
<u>I</u> BALANCES AS OF 8/31/75	\$154,051.91	\$ 62,566.57	\$ 20,590.59	\$ 873.54	\$ 1,951.80	\$ 326.25	\$45,700.00	\$ 16,180.24	\$ 5,862.92
ADD:									
FINES			(1,360.79						
Non-Resident Fees			(20.00						
Photo Copies	1,733.71		(245.88						
Gifts			(37.00						
Book Rentals			(70.04						
Lost Books	115.44			115.44					
Excess Property Sold	140.50				140.50			214.11	
Interest	2,005.96		1,791.85					214.11	
<u>II</u> Total-September 1975 Receipts	\$ 3,995.61		\$ 3,525.56	\$ 115.44	\$ 140.50			\$ 214.11	
<u>III</u> Total Available- <u>I</u> Plus <u>II</u>	\$158,047.52	\$ 62,566.57	\$ 24,116.15	\$ 988.98	\$ 2,092.30	\$ 326.25	\$45,700.00	\$ 16,394.35	\$ 5,862.92
<u>IV</u> LESS:									
SEPTEMBER 1975 EXPENDITURES	48,121.12	48,121.12							
<u>V</u> TOTAL CASH FUNDS-9/30/75	\$109,926.40	\$ 14,445.45	\$24,116.15	\$ 988.98	\$ 2,092.30	\$ 326.25	\$45,700.00	\$ 16,394.35	\$ 5,862.92
ADD: Due from Town of W.O. 4th Qtr. 1975 Budget from Library Funds		72,876.25							
		61,608.32							
		148,930.02							
		11,987.91							
		\$136,942.11							
LESS:Accounts Payable 9/30/75									
Budget Balance Per Report 9/30/75									
CASH FUNDS REPRESENTED BY:									
CHECKING A/C Midlantic Nat'l Bank		\$ 4,505.89							
Midlantic Nat'l Bank #51658		46,613.25							
W.O. S & L Assn TC #3848		41,646.05							
Carteret S & L Ass'n #3-25589		520.41							
W.O. S & L Assn #10085		16,394.35							
Petty Cash-Cash Fund		126.25							
Petty Cash-Cash Fund		120.20							
Petty Cash-Checking Fund									
TOTAL	\$109,926.40								

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1975 BILLS PRESENTED FOR PAYMENT
ON OCTOBER 22, 1975CHECKS ARE DATED
SEPTEMBER 24, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9266	MIDLANTIC NAT'L BANK-W.T. SEPTEMBER 1975	1-SALARIES	\$ 2,848.94
9267	TOWN OF W.O.-SOC. SEC. EMPLOYEES-SEPTEMBER 1975	1-SALARIES	1,302.19
9268	P.E.R.S. #20284-1, PENSIONS & LOANS	1-SALARIES	1,118.26
9269	P.E.R.S. CONTRIBUTORY GROUP INS. SEPTEMBER 1975	1-SALARIES	114.59
9270	P.E.R.S. SUPPLEMENTAL ANNUITY-SEPTEMBER 1975	1-SALARIES	33.00
9271	TOWN OF W.O. FEDERAL CREDIT UNION	1-SALARIES	425.00
9272	TOWN OF W.O. HOSPITALIZATION-OCTOBER 1975	22-HOSPITALIZATION	807.71
9273	TOWN OF W.O. SOC. SEC. EMPLOYERS-3RD QTR. '75	23-EMPLOYERS	4,179.28
9274	TOWN OF W.O. ADMINISTRATIVE CHARGE-3RD QTR. 175	4-SUPPLIES	1.00
	NET PAYROLL CHECKS-#49-100 (52)	1-SALARIES	17,588.69
	<u>SUB-TOTAL</u>		\$ 28,418.66
<u>Add:</u>	CHECKS-#9175-9265-PRESENTED FOR PAYMENT SEPTEMBER 24, 1975		19,876.24
	<u>SUB-TOTAL CHECKS ISSUED SEPTEMBER 1975</u>		\$ 48,294.90
<u>Less:</u>	CHECK #9176-PETTY CASH CHECKING FUND	\$ 200.00	
	CHECK #9228-VOIDED	2-BOOKS 11.00	
	CHECK #9265-CHEC TO XEROX CORP.	CHARGE FROM	
	DEPOSIT-SEPT. 5 - DAMAGED FILMS	PHOTO COPY MACHINE 144.52	
		19-AUDIO-VISUAL 20.50	376.02
	<u>SUB-TOTAL</u>		\$ 47,918.88
<u>Add:</u>	PETTY CASH CHECKS-#545-570 FOR 3RD QTR. 1975		231.54
	<u>SUB-TOTAL</u>		\$ 48,150.42
<u>Less:</u>	REIMBURSEMENT	4-SUPPLIES 19.30	
	REIMBURSEMENT	10-COMMUNITY RELATIONS 10.00	29.30
	<u>TOTAL EXPENDITURES-MONTH OF SEPTEMBER 1975</u>		
	<u>PER BUDGET REPORT</u>		\$ 48,121.12

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO., C.P.A.'sBY: Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY

5.

SEPTEMBER 1975 BILLS PRESENTED FOR PAYMENT
ON OCTOBER 22, 1975

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1975

<u>DATE</u>	<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
6/26/75	545	UNIVERSITY OF CALIFORNIA	2. BOOKS	\$ 1.00
6/27/75	546	WILLIAM TOOHEY	12. TRANSPORTATION	3.23
7/8/75	547	MARK DONNELLY	12. "	7.33
7/8/75	548	STAREX, INC.	4. SUPPLIES	2.88
7/8/75	549	LOLA REED	12. TRANSPORTATION	7.85
7/31/75	✓550	WEST ORANGE CHRONICLE	10. COMM. REL.	7.50
8/6/75	551	WEST ORANGE PUBLIC LIBRARY	12. TRANSPORTATION	9.75
8/14/75	✓552	MC DONOUGH RECEPTION	10. COMM. REL.	20.00
8/22/75	553	ELSA MEYERS	4. SUPPLIES	3.85
8/5/75	554	BROOKLYN BOTANIC GARDEN	2. BOOKS	3.00
8/22/75	555	KELLY BROTHERS	4. SUPPLIES	18.00
9/3/75	556	W.O. PUBLIC LIBRARY	10. COMM. REL.	13.63
9/4/75	✓557	LOLA N. REED	12. TRANSPORTATION	5.00
9/8/75	558	W. O. PUBLIC LIBRARY	14. SEM. & WORKSHOP	7.00
9/8/75	559	N.J. LIBRARY ASSOCIATION	14. " "	7.50
9/15/75	560	JAMES W. CLAYTON RETIREMENT DINNER	10. COMM. REL.	16.00
9/15/75	561	N.J. L.A.	14. SEM. & WORKSHOP	7.50
9/15/75	562	DAWN COFFMAN	12. TRANSPORTATION	9.79
9/15/75	563	W. O. PUBLIC LIBRARY	12. "	8.00
9/16/75	✓564	JAMES W. CLAYTON RETIREMENT DINNER	10. COMM. REL.	16.00
9/19/75	565	LOLA N. REED	14. SEM. & WORKSHOP	15.00
9/23/75	566	W. O. PUBLIC LIBRARY	12. TRANSPORTATION	5.50
9/24/75	✓567	GEORGE DANIELLO	10. COMM. REL.	20.00
9/24/75	568	MARK DONNELLY	19. AUDIO-VISUAL	5.23
9/30/75	569	N.J.L.A.	14. SEM. & WORKSHOP	5.00
9/30/75	570	N.J.L.A.	14. SEM. & WORKSHOP	6.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JULY, AUGUST AND SEPTEMBER 1975

\$ 231.54

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

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

By: *Aaron Eisenberg & Co.*

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 22, 1975

CHECKS ARE DATED
OCTOBER 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9275	POSTMASTER, ORANGE	13. POSTAGE	\$ 300.00
9276	MIDLANTIC NATL. BANK	1. SALARIES	1,662.78
9277	WEST ORANGE FEDERAL CREDIT UNION	1. "	175.00
9278	ABORN EXTERMINATING Co.	11. SERV. CONTR.	15.00
9279	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	5.97
9280	AMERICAN BUSINESS GRAPHICS, INC.	11. SERV. CONTR.	195.00
9281	ASSOC. MICROFILMING SERVICE, INC.	19. AUDIO-VISUAL	14.00
9882	AUTOMATIC DATA PROCESSING	11. SERV. CONTR.	56.27
9283	A. M. BEST Co.	2. BOOKS	190.00
9284	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT.-MAIN	32.00
9285	THOMAS BOUREGY & COMPANY, INC.	2. BOOKS	14.75
9286A	R. R. BOWKER COMPANY	2. "	\$ 56.65
B	" " "	2. "	30.79
C	" " "	2. "	49.00
D	" " "	2. "	41.09
9287A	BRO-DART, INC.	2. "	5.63
B	" "	2. "	5.63
C	" "	2. "	5.00
9288A	BRO-DART, INC.	4. SUPPLIES	225.00
B	" "	4. "	16.67
C	" "	4. "	82.00
9289	CENTER TYPEWRITER COMPANY	16. EQUIPMENT	294.00
9290	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	13.57
9291	CINCINNATI TIME RECORDER Co.	11. SERV. CONTR.	42.50
9292	COMMONWEALTH WATER Co.	6. MAINT.-MAIN	82.98
9293	CONGRESSIONAL QUARTERLY SERVICE	2. BOOKS	195.00
9294	CRC PRESS, INC.	2. "	29.98
9295A	C. W. ASSOCIATES	2. "	8.50
B	" "	2. "	7.05
9296	EMMA LOU CZARNECKI	12. TRANSPORTATION	19.50
9297	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	129.54
9298A	DIMONDSTEIN BOOK COMPANY, INC.	2. "	206.11
B	" " " "	2. "	78.73
C	" " " "	2. "	(45.10)
D	" " " "	2. "	174.85
E	" " " "	2. "	131.38
F	" " " "	2. "	216.58
G	" " " "	2. "	164.74
H	" " " "	2. "	118.97
I	" " " "	2. "	129.75
J	" " " "	2. "	224.53
9299A	THE BAKER & TAYLOR COMPANIES	2. "	85.02
B	" " " "	2. "	49.68
C	" " " "	2. "	80.57
D	" " " "	2. "	279.08
E	" " " "	2. "	13.22
F	" " " "	2. "	121.97
G	" " " "	2. "	13.95
H	" " " "	2. "	9.58
9300A	DOUBLEDAY & Co. INC.	2. "	7.78
B	" " " "	2. "	4.36
C	" " " "	2. "	12.28
D	" " " "	2. "	64.51
E	" " " "	2. "	5.05
F	" " " "	2. "	16.27
G	" " " "	2. "	5.63
H	" " " "	2. "	35.38
I	" " " "	2. "	12.31
J	" " " "	2. "	17.74
K	" " " "	2. "	16.55
L	" " " "	2. "	5.66
M	" " " "	2. "	10.71

WEST ORANGE FREE PUBLIC LIBRARY

SEPTEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 22, 1975

CHECKS ARE DATED
OCTOBER 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9301	DRAMATIC PUBLISHING Co.	2. Books	\$ 2.05
9302	DUN & BRADSTREET, INC.	2. "	100.00
9303	SANFORD J. DURST	2. "	17.90
9304	DUSTBOOKS, LEN FULTON, PUBLISHER	2. "	5.25
9305	EAST AMWELL BICENTENNIAL COMMITTEE	2. "	10.50
9306A	EDUCATORS PROGRESS SERVICE	2. "	\$ 9.50
B	" " "	2. "	10.25
9307	AARON EISENBERG & Co.	20. MGMT.SVCS.	667.00
9308	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
9309	FACTS ON FILE, INC.	2. BOOKS	7.95
9310	FARMER ELECTRIC SUPPLY	6. MAINT.-MAIN	195.84
9311	FIDELER	2. BOOKS	13.28
9312	FORDHAM EQUIPMENT Co. INC.	2. "	2.60
9313	BURT FRANKLIN & Co. INC.	2. "	28.01
9314	GARDENWAY PUBLISHING Co.	2. "	4.16
9315	GAYLORD BROS. INC.	4. SUPPLIES	32.93
9316	GENERAL LEARNING CORP.	2. BOOKS	8.60
9317	GRADUATE RECORD EXAMINATIONS	2. "	14.00
9318	GREAT LAKES LIVING PRESS, LTD.	2. "	4.96
9319	GRYPHON PRESS	2. "	70.64
9320	HARVARD UNIVERSITY PRESS	2. "	7.20
9321	HYPERION PRESS, INC.	2. "	9.53
9322	INTERNATIONAL PUBLICATIONS SERVICE	2. "	56.85
9323	JANITORIAL SUPPLIES & PAPER PRODUCTS	4. SUPPLIES	27.60
9324	THE JOURNAL OF COMMERCE	18. MAGAZINES	64.00
9325A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	24.50
B	" " "	4. "	14.00
9326	LEAGUE OF WOMEN VOTERS WEST ORANGE,NJ	2. BOOKS	10.00
9327	LITTLE, BROWN & COMPANY	2. "	24.36
9328A	MACMILLAN PUBLISHING Co. INC.	2. "	4.40
B	" " " "	2. "	4.40
C	" " " "	2. "	5.05
D	" " " "	2. "	6.85
E	" " " "	2. "	6.26
F	" " " "	2. "	4.50
9329A	MARQUIS WHO'S WHO, INC.	2. "	54.00
B	" " " "	2. "	31.00
9330A	MEANINGS OF MODERN ART	2. "	6.66
B	" " " "	2. "	6.66
9331	MEDFORD HISTORICAL SOCIETY	2. "	5.50
9332	A. R. MEEKER Co.	11. SERV. CONTR.	132.00
9333	M. MEGHRIG & SONS, INC.	2. BOOKS	15.66
9334	MODERN MASS MEDIA, INC.	19. AUDIO-VISUAL	5.50
9335	MOODY'S INVESTORS SERVICE, INC.	2. BOOKS	740.00
9336	NATIONAL BASEBALL CONGRESS	2. "	2.25
9337	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	912.43
9338	NATIONAL TELEPHONE DIRECTORY CORP.	2. BOOKS	174.00
9339	NEW JERSEY BELL	9. TELEPHONE	109.35
9340	NEW JERSEY BELL	9. " -T.C.	10.07
9341	NEW JERSEY OFFICE SUPPLY Co.	4. SUPPLIES	26.19
9342	OXFORD UNIVERSITY PRESS, INC.	2. BOOKS	5.05
9343	PILOT BOOKS	2. "	2.50
9344	PITNEY BOWES	11. SERV. CONTR.	30.00
9345	PRECEDENT PUBLISHING, INC.	2. BOOKS	7.69
9346	PRENTICE-HALL, INC.	2. "	174.00
9347A	PRENTICE-HALL, INC.	2. "	9.23
B	" " " "	2. "	2.65
9348	PRINCETON UNIVERSITY PRESS	2. "	7.79
9349	PUBLIC SERVICE E & G Co.	6. MAINT.-MAIN	1,085.68
9350	REGENT BOOK Co. INC.	2. BOOKS	16.41
9351	SETON HALL UNIVERSITY	2. "	7.00
9352	SHAR-FREY, INC.	2. "	29.96

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 22, 1975

CHECKS ARE DATED
OCTOBER 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9353	PETER SMITH PUBLISHER, INC.	2. Books	\$ 11.87
9354	STANDARD & POOR'S CORPORATION	2. "	550.00
9355	STRYKER-POST PUBLICATIONS, INC.	2. "	24.25
9356	SUBURBAN HOMES GUIDE	2. "	6.27
9357	SUPERIOR ENGINEERING CO.	11. SERVICE CONTR.	75.00
9358	TOWN OF WEST ORANGE	8. MAINT. MOB.	1,360.64
9359	TWAYNE PUBLISHERS	2. Books	10.88
9360	UNIVERSITY OF ALABAMA PRESS	2. "	7.44
9361	WADSWORTH PUBLISHING CO. INC.	2. "	10.35
9362A	WEISE-WINCKLER BINDERY, INC.	3. BINDING	\$ 79.45
B	" " " "	3. "	22.05
9363	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
9364	JAMES T. WHITE & Co.	2. Books	6.95
9365	THE H. W. WILSON Co.	2. "	114.00
9366	XEROX CORPORATION	METER INCOME	132.48
9367A	XEROX UNIVERSITY MICROFILMS	19. AUDIO-VISUAL	6.06
B	" " " "	19. " "	14.64
			<u>20.70</u>
	<u>SUB-TOTAL</u>		<u>13,958.17</u>
	<u>LESS:</u>		
	CHECK #9276 - MIDLANTIC NATL. BANK W.T. Oct. 10, 1975		1,662.78
	CHECK #9277 - TOWN OF W.O.-FEDERAL CR. UNION Oct. 10, 1975		175.00
	CHECK #9366 - XEROX CORP.-CHARGE FROM PHOTO COPY MACHINE		132.48
			<u>1,970.26</u>
	<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - OCTOBER 22, 1975</u>		<u>\$11,987.91</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY: *Aaron Eisenberg & Co.*

AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

November 25, 1975

- 1. Roll Call**
- 2. Reading of Minutes**
- 3. Treasurer's Report**
 - a) Bills Presented for Payment**
 - b) Financial Report**
- 5. Old Business**
 - a) Safety Devices - Deputy Chief Cohrs**
 - b) Robert Jonas Appeal**
 - c) Voluntary Work Policy**
 - d) Shelves and Equipment**
- 6. New Business**
 - a) Accumulated Sick Time at Retirement**
 - b) Open Public Meeting Act**
- 7. Communications**
 - a) Eisenberg and Company**
 - b) State Library - State Aid**
 - c) West Orange Public Library Employees' Association**
 - d) Mayor Couzzi**
- 8. Public Participation**
- 9. Next Meeting Date and Notice**
- 10. Adjournment**



MINUTES

BOARD OF TRUSTEES MEETING

NOVEMBER 25, 1975

Prior to the regular Board of Trustees meeting, Deputy Chief James J. Cohrs spoke to the Board about the inspection made by the Fire Prevention Bureau. His recommendations are as follows: 1) elimination of flammables within the garage by obtaining an outside storage shed or construction of a Fire Rated Room within the garage area. 2) The building should be protected by a combination Smoke and Rate of Rise detection system. He will give Mrs. Reed a list of acceptable systems and companies from which the Board may receive estimates.

The meeting was called to order at 8:05 P. M. by William Sagosz, President. Present were Board of Trustee members Andrea Grover, Albert Kupferer, Phyllis Lopis, Nancy Herman, and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant, Irving Ostrow, Board Attorney and several citizens of West Orange.

MINUTES:

Mrs. Strauss made a motion to accept the minutes from the October 22, 1975 Board of Trustees meeting as presented. The motion was seconded by Mrs. Grover and passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

The purchase of microfilm was discussed and the Board agreed that in the future, microfilm purchases would be moved from line item-Materials and Supplies/Audio-Visual, to line item-Materials and Supplies/Books.

Mrs. Lopis made a motion to accept the Bills Presented for Payment. It was seconded by Mrs. Strauss and carried unanimously.

2) Financial Report:

Mrs. Grover made a motion to accept the Financial Report for the month of October, 1975. Mr. Kupferer seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that a new Jr. Library Clerk, Barbara Siesputowski was hired on November 6, 1975 at a rate of \$2.10 per hour.

In a communication from the Employees' Association, Mrs. Reed informed the Board that the following people will serve as officers for 1976: Mark Donnelly, President; Jackie Lepore, Vice President; Ada Berger, Treasurer; Elizabeth Springsteel, Secretary.

Mrs. Lopis made a motion that the library close on December 24, 1975 at 1:00 P. M. and on December 31, 1975 at 1:00 P. M. Mr. Kupferer seconded the motion and it was carried unanimously.

Mr. Sagosz appointed Mrs. Lopis and Mrs. Strauss to investigate and report on the use of annual leave and personal days in regard to religious holidays for 1976.

Acting on the report made by Mrs. Reed that there are repeated losses of borrower's cards by patrons, Mr. Kupferer made a motion that the cost of replacing borrower's cards be established at 50¢. Mrs. Strauss seconded the motion, and it was passed unanimously.

After a brief discussion of payment of sick leave time upon retirement, Mr. Sagosz made a motion that the Board table the item of Sick Leave until the next meeting. Mrs. Strauss seconded the motion, and it was carried unanimously. Mr. Ostrow will look into Civil Service laws in regard to retirement benefits.

OLD BUSINESS:

Mr. Ostrow reported on his appearance in the appellate court in Hackensack on November 17, 1975 in regard to the Jonas appeal. He indicated that the panel of three judges would take four to six weeks to make a decision.

Mr. Sagosz read a letter from the West Orange Public Library Employees' Association in which concern was shown in regard to the voluntary work policy. The Association would like to have guidelines established for any volunteer workers. Mr. Sagosz appointed Mrs. Grover to meet with Mrs. Reed and the Association officers to formulate a policy to present to the Board.

Mrs. Reed presented estimates for various pieces of equipment. Mrs. Lopis made a motion that the Board of Trustees approve the expenditure of \$500.00, taken from line item-Equipment, for the purchase of chairs for the Children's Room. Mr. Kupferer seconded the motion, and it was carried unanimously. The Board will consider future purchases in priority order as indicated by the Director.

NEW BUSINESS:

Based upon the request for additional shelving for the Reference Area, Mr. Sagosz suggested that Mrs. Reed contact a furniture representative to make an estimate and floor plan for that department.

Mr. Sagosz informed the Board of Trustees that according to the Open Public Meetings Act, the library must publicize all meetings in two newspapers at least 48 hours before the date of the meeting, and that notice must be posted within the library indicating the date and time such a meeting will be held. This policy must be put into effect by January 19, 1976.

Mrs. Strauss made a motion that the Board of Trustees close out savings account #3848, West Orange Savings and Loan Association, in the amount of \$41,646.05 plus interest and to transfer it to the checking account at Midlantic Bank for November expenditures. Mrs. Lopis seconded the motion, and it was passed unanimously.

COMMUNICATIONS:

Mr. Stewart Manheim informed the Board of Trustees that the A. Eisenberg and Company will continue to provide professional services to the library.

Mr. Manheim informed the Board of Trustees that the State Aid check has been received from the Town of West Orange and deposited in a savings account. Acting upon this information, Mrs. Herman made a motion to approve the deposit of the State Aid check in the amount of \$40,000.00 to the Carteret Savings and Loan Association account #3-25589. Mrs. Strauss seconded the motion, and it was passed unanimously.

Mr. Sagosz read a letter from Mayor Cuozzi appointing Mrs. Anita Strauss to serve on the Board of Trustees for the period 1976-1980.

Mrs. Lopis made a motion that the Board of Trustees approve the expenditure of \$256.00, line item-legal for services rendered in regard to the Jonas appeal. Mrs. Herman seconded the motion, and it was passed unanimously.

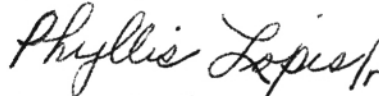
ADJOURNMENT:

The next Board of Trustee meeting will be held on Monday, December 22, 1975. The meeting was adjourned at 10:45 P. MM.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

November 25, 1975

The month of November seems to have been one for many happenings here at the library. On two occasions our hearts were made to feel sad because of the loss of someone dear to library-connected personnel.

An unusually large number of classes from local schools toured the library and were given lectures on its operation and how to use it. A series of movies were shown to children on holidays which were well attended. Bicentennial and other exhibits are continually on display. One very interesting display, in the Children's Room, is from a class from one of our schools.

On the evening of November 13, a retirement party was given in honor of Mrs. Isabel Dickinson at Solano's Restaurant. There was almost 100% attendance by staff members and the Trustee Board was represented by Mr. Sagosz. Mrs. Dickinson, one of the oldest employees, (16 years) retired on November 15.

According to the 1972 Revised Ordinances of West Orange, and the Business Manager's Office in Town Hall, a retiring employee is entitled to 50% of his/her accumulated sick leave at the time of retirement. Exerpts on retiring from Town of West Orange Ordinances and the booklet "Public Employees' Retirement" prepared by the New Jersey Division of Pensions (1973) are enclosed. Mrs. Dickinson should receive a lump sum pro-rated as defined by sources supplied.

We are experiencing problems with patrons misplacing or losing their borrowers' card. Since they seem to be the same people time after time, it has been suggested by the staff at the Circulation Desk that we propose to you a change of cost from \$.25 to \$.50. This way, we feel, will discourage patrons from requesting new cards and, at the same time, caution them to be more careful in keeping their cards in a safe place.

One new Page has been added to our staff. Her name is Barbara Siesputowski. She has had experience in school libraries in elementary, junior high, and now, senior high school. Barbara started work on November 6, 1975 at a rate of \$2.10 per hour.

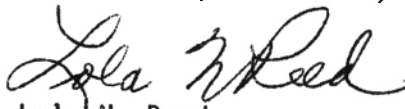
Because of the volume of library business at this time, we would propose to you that the library remain open on Christmas Eve and New Year's Eve until 1:00 P. M. We have arranged for those of the Christian religion to work on the holidays of people of the Jewish faith and Jewish personnel to work on the two half days of the Christian holidays.

Frank Refinski has returned to work but is not yet up to par. He is still being assisted by Mr. Toohey. In about another week, we hope he will be able to take on full duties.

The Employees Association gave me a list of the new slate of officers for the coming year. Mark Donnelly has been selected as President.

The Employees Association has expressed concern about volunteer workers, a matter brought up by Mr. Sagosz. According to a letter which I received from their President, they feel very strongly that definite line of distinction be drawn separating the duties of volunteers as opposed to jobs given to salaried workers.

Respectfully submitted,

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

Lola N. Reed
Director

Enclosures

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF OCTOBER 1975
LIBRARY BOARD MEETING OF NOVEMBER 25, 1975

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF OCTOBER 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 10/31/75	1975 UNEX- PENDED BUDGET BALANCE 10/31/75	BILLS/ACCTS. PAYABLE 10/31/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 10/31/75
SALES & WAGES	\$286,765	\$ 24,520.75	\$236,065.53	\$ 50,699.47		\$ 50,699.47
CONTRACTUAL SERVICES:						
BINDING	1,000	101.50	650.93	349.07	\$ 143.60	205.47
COMMUNITY SERVICES	400		677.49	(277.49)		(277.49)
TRANSPORTATION	300	19.50	230.15	69.85		69.85
SEMINARS & WORKSHOPS	1,500		1,269.66	230.34	100.00	130.34
AUDIT	1,650		1,650.00	-0-		-0-
MANAGEMENT & PROF. SERVICES	8,000	667.00	5,936.00	2,064.00	667.00	1,397.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	5,529		5,153.36	375.64		375.64
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	2,081.09	13,412.22	1,587.78	1,008.52	579.26
MAIN LIBRARY-REPAIRS & MAIN.	6,000	227.84	2,322.61	3,677.39	71.75	3,605.64
TORY CORNER - RENTAL	540	135.00	405.00	135.00	135.00	-0-
BOOKMOBILE	8,300	1,366.61	6,643.04	1,656.96	249.50	1,407.46
SERVICE CONTRACTS	2,200	545.77	2,495.95	(295.95)	166.10	(462.05)
MATERIALS AND SUPPLIES:						
BOOKS	70,000	5,522.56	43,982.75	26,017.25	6,365.12	19,652.13
SUPPLIES	15,000	486.89	6,899.42	8,100.58	625.06	7,475.52
MAGAZINES	6,000	64.00	1,872.23	4,127.77	4,670.25	(542.48)
AUDIO-VISUAL	6,000	53.77	2,315.44	3,684.56	652.03	3,032.53
MISC. OTHER EXPENSES:						
INSURANCE	5,000		4,374.09	625.91	185.00	440.91
TELEPHONE	1,600	119.42	1,224.62	375.38	131.76	243.62
POSTAGE	2,500	300.00	1,541.11	958.89		958.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	7,334.14	665.86		665.86
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		200.68	549.32		549.32
EQUIPMENT	6,000	294.00	2,451.48	3,548.52		3,548.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		12,309.49	2,690.51		2,690.51
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$ 37,313.41</u>	<u>\$371,822.39</u>	<u>\$111,616.61</u>	<u>\$15,170.69</u>	<u>\$ 96,445.92</u>

B U D G E T R E P O R T
 MONTH OF OCTOBER 1975
 LIBRARY BOARD MEETING OF NOVEMBER 25, 1975
 WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/ 25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000	4,300	8,300 LR 7/30 75
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 8,329</u>	<u>\$483,439</u>

WEST ORANGE FREE PUBLIC LIBRARY
STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS FOR
THE MONTH OF OCTOBER 1975

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY FUND	PETTY CASH & CHANGE FUND	RESERVE FOR NEW MOBILE LIBRARY	SALARY CONTINGENCY FUND	ACCUMULATED REVENUE FUND
<u>I BALANCES AS OF 9/30/75</u>	<u>\$109,926.40</u>	<u>\$ 14,445.45</u>	<u>\$ 24,116.15</u>	<u>\$ 988.98</u>	<u>\$ 2,092.30</u>	<u>\$ 326.25</u>	<u>\$ 45,700.00</u>	<u>\$ 16,394.35</u>	<u>\$ 5,862.92</u>
<u>ADD:</u>									
FINES			(1,448.70						
NON-RESIDENT FEES			(10.00						
PHOTO COPY	\$ 2,080.60		(540.44						
PHONE			(9.01						
GIFTS			(31.00						
BOOK RENTALS			(41.45						
Lost Books	154.26			154.26					
Excess Property	40.70				40.70				
W. O. 4TH QTR. 1975-BUDGET	72,876.25	72,876.25							
<u>II TOTAL OCTOBER 1975 - RECEIPTS</u>	<u>\$ 75,151.81</u>	<u>\$ 72,876.25</u>	<u>\$ 2,080.60</u>	<u>\$ 154.26</u>	<u>\$ 40.70</u>				
<u>III TOTAL AVAILABLE I PLUS II</u>	<u>\$185,078.21</u>	<u>\$ 87,321.70</u>	<u>\$ 26,196.75</u>	<u>\$ 1,143.24</u>	<u>\$ 2,133.00</u>	<u>\$ 326.25</u>	<u>\$ 45,700.00</u>	<u>\$ 16,394.35</u>	<u>\$ 5,862.92</u>
<u>IV LESS:</u>									
OCTOBER 1975 - EXPENDITURES	37,313.41	37,313.41							
<u>TOTAL CASH FUNDS -10/31/75</u>	<u>\$147,764.80</u>	<u>\$ 50,008.29</u>	<u>\$ 26,196.75</u>	<u>\$ 1,143.24</u>	<u>\$ 2,133.00</u>	<u>\$ 326.25</u>	<u>\$ 45,700.00</u>	<u>\$ 16,394.35</u>	<u>\$ 5,862.92</u>
<u>ADD: Due from LIBRARY FUNDS</u>		61,608.32							
		\$111,616.61							
		15,170.69							
<u>LESS: Accounts Payable 10/31/75</u>		<u>\$ 96,445.92</u>							
<u>BUDGET BALANCE PER REPORT-10/31/75</u>									
<u>CASH FUNDS REPRESENTED BY:</u>									
CHECKING A/C MIDLANTIC BANK		\$ 39,736.25							
MIDLANTIC NAT'L BANK-02-073-0000177		49,021.29							
W. O. S & L ASS'N TC-#3848		41,646.05							
CARTERET S & L ASS'N 3-25589		520.41							
W. O. S & L ASS'N #10085		16,394.35							
PETTY CASH - CASH FUND		326.25							
PETTY CASH - CHECKING FUND		120.20							
<u>TOTAL</u>	<u>\$147,764.80</u>								

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1975 BILLS PRESENTED FOR PAYMENT
ON NOVEMBER 25, 1975

CHECKS ARE DATED
OCTOBER 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9368	PETTY CASH		\$ 200.00
9369	MIDLANTIC NAT'L BANK-W. T. OCTOBER 1975	1-SALARIES	1,396.34
9370	TOWN OF W.O. FEDERAL CREDIT UNION	1-SALARIES	175.00
9371	TOWN OF W.O. Soc. SEC. EMPLOYEES-OCTOBER 1975	1-SALARIES	1,335.13
9372	P.E.R.S. #20284-1 PENSIONS & LOANS	1-SALARIES	1,128.88
9373	P.E.R.S. -CONTRIBUTORY GROUP INS.-OCTOBER 1975	1-SALARIES	114.66
9374	P.E.R.S. -SUPPLEMENTAL ANNUITY-OCTOBER 1975	1-SALARIES	33.00
9375	TOWN OF W.O.-HOSPITALIZATION-NOVEMBER 1975	22-HOSPITALIZATION	807.71
	NET PAYROLL CHECKS-#101-148 (48)	1-SALARIES	9,321.93
	NET PAYROLL CHECKS-#149-197 (49)	1-SALARIES	<u>9,178.03</u>
	<u>SUB-TOTAL</u>		\$ 23,690.68
<u>ADD:</u>			
	CHECKS #9275 -9367 - PRESENTED FOR PAYMENT-OCTOBER 22, 1975		<u>13,958.17</u>
	<u>SUB-TOTAL CHECKS ISSUED OCTOBER 1975</u>		\$ 37,648.85
<u>LESS:</u>			
	CHECK #9366 - CHECK TO XEROX CORP.	CHARGE FROM PHOTO COPY MACHINE	\$ 132.48 200.00
	CHECK #9368 - PETTY CASH CHECKING FUND REIMBURSEMENT	2-BOOKS	<u>2.96</u> <u>335.44</u>
<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1975</u>			\$ 37,313.41
<u>PER BUDGET REPORT</u>			

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

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

By: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

5.

OCTOBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 25, 1975CHECKS ARE DATED
NOVEMBER 18, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9376	ABBAY PRESS	2. Books	\$ 15.79
9377	ABORN EXTERMINATING Co.	11. SERVICE CONTR.	15.00
9378A	AMERICAN HERITAGE PUBLISHING Co., Inc.	2. Books	\$ 13.70
B	" " " "	2. "	4.90
9379	AMERICAN LIBRARY ASSN.	14. CONVENTION	18.60
9380	AMA Com.	2. Books	100.00
9381	ARCO PUBLISHING COMPANY, Inc.	2. "	13.49
9382A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	108.16
B	" " " "	11. " "	7.65
C	" " " "	11. " "	40.80
9383A	THE BAKER & TAYLOR Co.	11. " "	36.50
B	" " " "	2. Books	84.96
C	" " " "	2. "	232.35
D	" " " "	2. "	89.86
E	" " " "	2. "	42.83
F	" " " "	2. "	13.93
G	" " " "	2. "	170.80
H	" " " "	2. "	8.51
I	" " " "	2. "	71.88
J	" " " "	2. "	36.52
K	" " " "	2. "	237.56
L	" " " "	2. "	10.54
9384A	THE BAKER & TAYLOR Co.	2. "	89.23
B	" " " "	2. "	15.47
C	" " " "	2. "	15.74
D	" " " "	2. "	20.99
9385	BLOOMFIELD WINDOW CLEANING Co.	2. "	91.41
9386A	R. R. BOWKER COMPANY	6. MAINT.-MAIN.	143.61
B	" " " "	2. Books	32.00
C	" " " "	2. "	28.73
9387A	BRO-DART, Inc.	2. "	53.94
B	" " " "	2. "	144.09
C	" " " "	2. "	24.84
9388	BRO-DART, Inc.	2. "	30.82
9389	BULLINGER's GUIDES, Inc.	2. "	10.00
9390A	C. W. ASSOCIATES	4. "	65.66
B	" " " "	2. "	67.90
9391	CARD EMPORIUM, Inc.	2. "	155.00
9392	COMMODITY RESEARCH BUREAU, Inc.	2. "	2.95
9393	CONGRESSIONAL QUARTERLY, Inc.	2. "	6.75
9394	CURRENT BIBLIOGRAPHY SERIES	2. Books	9.70
9395A	CURTIS SERVICE, Inc.	2. "	37.90
B	" " " "	8. MAINT.-MOB.	22.79
C	" " " "	8. " "	53.23
9396	DA CAPO PRESS, Inc.	8. " "	3.00
9397A	DIMONDSTEIN BOOK COMPANY	2. Books	72.50
B	" " " "	2. "	124.00
C	" " " "	2. "	53.00
D	" " " "	2. "	238.78
E	" " " "	2. "	78.36
F	" " " "	2. "	203.50
G	" " " "	2. "	188.50
H	" " " "	2. "	252.26
I	" " " "	2. "	227.73
J	" " " "	2. "	234.57
K	" " " "	2. "	225.50
L	" " " "	2. "	49.96
M	" " " "	2. "	230.09
N	" " " "	2. "	(20.67)
O	" " " "	2. "	248.19
P	" " " "	2. "	34.60
		2. "	212.05
		2. "	247.45
		2. "	26.51
			2,677.38

WEST ORANGE FREE PUBLIC LIBRARY

OCTOBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 25, 1975

CHECKS ARE DATED
 NOVEMBER 18, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
9398A	DOUBLEDAY AND COMPANY, INC.	2. Books	\$ 23.43	
B	" " "	2. "	6.29	
C	" " "	2. "	13.65	
D	" " "	2. "	4.61	
E	" " "	2. "	10.79	
F	" " "	2. "	9.38	
G	" " "	2. "	2.57	
H	" " "	2. "	31.10	
I	" " "	2. "	7.26	
J	" " "	2. "	18.95	
K	" " "	2. "	15.25	
L	" " "	2. "	53.54	
M	" " "	2. "	93.17	
N	" " "	2. "	11.21	
O	" " "	2. "	5.66	\$ 306.86
9399	EBS CO SUBSCRIPTION SERVICES	18. MAGAZINES		4,579.80
9400A	EDUCATORS PROGRESS SERVICE, INC.	2. Books	.70	
B	" " "	2. "	10.45	11.15
9401	AARON EISENBERG & Co.	20. MGMT. SERVICES		667.00
9402	F. W. FAXON COMPANY, INC.	2. Books		14.00
9403	FACTS ON FILE, INC.	2. "		8.27
9404	FAIRCHILD BOOK DIVISION	2. "		33.00
9405A	FOWLER AGENCY, INC.	5. INSURANCE	7.00	
B	" " "	5. "	178.00	185.00
9406	GALE RESEARCH COMPANY	2. Books		97.42
9407A	GAYLORD BROS. INC.	4. SUPPLIES	19.00	
B	" " "	4. "	82.35	101.35
9408	THE HISTORICAL SOC. OF MOORESTOWN	2. Books		12.00
9409	INTERNATIONAL MARINE PUBLISHING CO.	2. "		14.00
9410A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	215.00	
B	" " "	4. "	11.50	226.50
9411	LEAGUE OF WOMEN VOTERS OF THE U.S.	2. Books		10.00
9412	LIBRARY OF CONGRESS	2. "		35.00
9413	MCGRAW-HILL PUBLICATIONS COMPANY	2. "		31.00
9414	MC MANUS LAWNMOWER	6. MAINT.-MAIN		27.80
9415A	MACMILLAN PUBLISHING Co. INC.	2. Books	28.88	
B	" " "	2. "	11.12	
C	" " "	2. "	3.74	
D	" " "	2. "	15.53	
E	" " "	2. "	12.30	
F	" " "	2. "	114.50	
G	" " "	2. "	6.95	193.02
9416	MARKETING ASSOCIATES	2. "		6.00
9417	MEANINGS OF MODERN ART	2. "		6.66
9418	M. MEGHRIG AND SONS, INC.	2. "		15.67
9419	MICROFILMING CORPORATION OF AMERICA	19. AUDIO-VISUAL		499.00
9420	MODERN-MASS MEDIA, INC.	19. " "		4.30
9421	NATIONAL FIRE PROTECTION ASSOCIATION	2. Books		22.01
9422	NATIONAL GEOGRAPHIC SOCIETY	2. "		3.50
9423	NEW JERSEY BELL	9. TELEPHONE		120.09
9424	NEW JERSEY BELL	9. " -TC		11.67
9425A	N.J. OFFICE SUPPLY Co.	4. SUPPLIES	102.58	
B	" " "	4. SUPPLIES	39.13	141.71
9426	THE ORYX PRESS	2. Books		33.75
9427	PRAAKEN PUBLICATIONS, INC.	2. "		14.31
9428A	PRENTICE-HALL, INC.	2. "	20.46	
B	" " "	2. "	8.24	
C	" " "	2. "	10.29	
D	" " "	2. "	8.24	47.23

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 25, 1975

CHECKS ARE DATED
NOVEMBER 18, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9429	PUBLIC SERVICE ELEC & GAS Co.	6. MAINT.-MAIN.	\$ 1,008.52
9430	REGENT BOOK Co.	2. BOOKS	17.11
9431A	SHAR-FREY, INC.	2. "	\$ 27.65
B	" " "	2. "	27.92
9432	SHOREWOOD REPRODUCTIONS, INC.	19. AUDIO-VISUAL	55.57
9433	SIMON AND SHUSTER, INC.	2. BOOKS	118.94
9434	SINCERE PRESS, INC.	2. "	68.15
9435	ALBERT A. C. SPOHLER	2. "	8.19
9436	STATE CHEMICAL MANUFACTURING Co.	2. "	3.97
9437	SUPERIOR ENGINEERING Co.	4. SUPPLIES	87.60
9438	THOMAS PUBLISHING Co.	11. SERVICE CONTR.	66.15
9439	TREASURER, STATE OF NEW JERSEY	2. BOOKS	45.00
9440	VETERANS INFORMATION SERVICE	2. "	15.00
9441A	WEISE-WINCKLER BINDERY, INC.	2. "	8.00
B	" " " "	3. BINDING	87.95
9442A	WEST ORANGE CHRONICLE	3. "	55.65
B	" " "	18. MAGAZINES	15.00
9443	WEST ORANGE COMMUNITY HOUSE	18. "	15.00
9444	THE WHITSTON PUBLISHING Co.	7. MAINT.-TORY	135.00
9445	WIDERKEHR HARDWARE	2. BOOKS	12.79
9446A	THE H. W. WILSON COMPANY	6. MAINT.-MAIN	11.95
B	" " " "	2. BOOKS	10.00
9447	XEROX CORPORATION	2. "	508.00
9448A	XEROX UNIVERSITY MICROFILMS	METER INCOME	518.00
B	" " " "	19. AUDIO-VISUAL	15.15
9449A	YOUNG'S NEWS SERVICE	19. " "	14.64
B	" " " "	18. MAGAZINES	40.30
		18. "	20.15
	<u>SUB-TOTAL</u>		<u>15,297.60</u>
	<u>LESS:</u>		
	CHECK #9447-XEROX CORP.-CHARGE FROM PHOTOCOPY MACHINE		<u>126.91</u>
	<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - NOVEMBER 25, 1975</u>		<u><u>\$15,170.69</u></u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

BY:

Aaron Eisenberg

AGENDA*

WEST ORANGE FREE PUBLIC LIBRARY

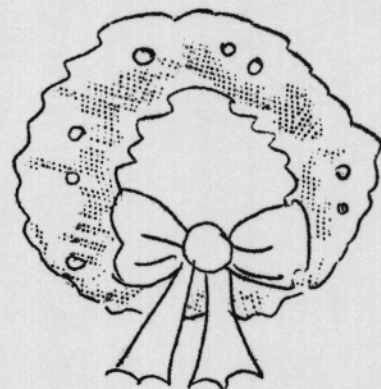
BOARD OF TRUSTEES MEETING

December 22, 1975

- 1. Roll Call**
- 2. Minutes**
- 3. Treasurer's Report**
 - a) Bills Presented for Payment
 - b) Financial Statement
 - c) Transfer of Funds from Savings to Checking Account
- 4. Director's Report**
- 5. Committee Reports**

Personnel - Leave Time and Personal Days for 1976
Voluntary work policy
- 6. Old Business**
 - a) Remove Director's Provisional Status
 - b) Leave of Absence after Retirement
 - c) Open Public Meetings Announcement
 - d) Reference Area Shelving
- 7. New Business**
 - a) Frank Refinski - Report on Boiler Room
 - b) Appoint Nominating Committee
 - c) Approve purchase of tote bags (reimbursed by Friends of the Library)
 - d) Pay date changes
- 8. Communications**
- 9. Community Participation**
- 10. Adjournment**

*** No Smoking During Meeting.**



MINUTES

BOARD OF TRUSTEES MEETING

DECEMBER 22, 1975

Due to inclement weather, the Board of Trustees meeting was held on Tuesday, December 23, 1975 at 8:00 P. M.

Prior to the regular meeting, Mr. Frank Refinski, Custodian, spoke to the Board of Trustees about the boiler room. He requested that the Board look into the possibility of updating the control panel putting the pumps on automatic control, also to replace the circulating pump, repair the modulating stck, and to uncover radiators in the Children's Room which are hidden behind bookcases.

The meeting was called to order at 8:00 P. M. by William Sagosz, President. Present were Board of Trustee members Eileen Flanagan, Nancy Herman, Albert Kupferer and Anita Strauss constituting a quorum. Also present were Lola N. Reed, Director, Stewart Manheim, Board Accountant, and several citizens of West Orange.

MINUTES:

Mrs. Strauss made a motion to accept the minutes from the November 25, 1975 Board of Trustees meeting as presented. The motion was seconded by Miss Flanagan and was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Lopis made a motion to approve payment of Check #9541 for \$22.00 to the League of Women Voters. Mrs. Herman seconded the motion and it was passed unanimously.

Mrs. Herman made a motion to accept the bills presented for payment. Miss Flanagan seconded, and the motion was carried unanimously.

2) Financial Statement

Mr. Manheim indicated that budget balances for the month of December should be approximately \$15,000 in unexpended monies after December bills are paid. Utilities, Service Contracts, Legal Services, and Hospitalization are line items that are overexpended as of December 22, 1975.

Mrs. Strauss made a motion that \$45,000--Reserve for New Mobilibrary be transferred to the 1975 Budget Fund to cover December expenditures. Mrs. Herman seconded it, and the motion was passed unanimously.

Mrs. Lopis made a motion to accept the financial statement as presented. Mrs. Strauss seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

2)

Mrs. Reed informed the Board that Mary Jean McGraw was hired on December 10, 1975 at a rate of \$2.10 per hour as a Junior Library Clerk.

Mrs. Reed presented a letter from Mr. Robert Jonas in which he enclosed an application for his pension and requested to be paid for his vacation and personal days. Reimbursement was requested for a radio valued at \$17.00, and shoes valued at \$20.00.

Mr. Sagosz made a motion to send the letter prepared by Mrs. Reed and amended by the Board in response to the Jonas' letter. Miss Flanagan seconded the motion, and it was passed unanimously.

COMMITTEE REPORT:

Mrs. Lopis and Mrs. Strauss, a committee appointed to investigate the use of annual leave and/or personal days or religious holidays, recommended that religious holidays should be taken as annual leave or personal days; 1/2 day be allowed to be taken the day before a holiday if so desired. Mrs. Lopis will present a list of recognized religious holidays issued by the State Department of Education at the next Board of Trustees meeting to be used as a criterion for religious holidays. Mr. Sagosz asked the committee to draft a passage to amend the Staff Manual to include religious holidays.

OLD BUSINESS:

Mrs. Herman amended the motion from the November meeting to state that the Board of Trustees authorize closing West Orange Savings and Loan Account #3848, leaving \$50.00 in that account in order for interest to be paid. The Board approves that action. The motion was seconded by Mrs. Lopis and passed unanimously.

Mrs. Lopis made a motion to accept the "Open Public Meetings Act" resolution as presented. Mrs. Herman seconded the motion and it was passed unanimously. See attachment to minutes.

NEW BUSINESS:

Mr. Sagosz thanked the secretary, accountant and attorney for their service and assistance throughout the past year.

Mr. Sagosz requested Mrs. Strauss and Mrs. Herman to serve on the nominating committee. Mrs. Strauss will head the committee and conduct the elections at the January meeting. The elections will be the first order of business following the reading of the minutes.

The Board of Trustees agreed that a check submitted to the New Friends of the Library be returned to the donor until the organization makes provision for such funds.

Mrs. Herman made a motion that pay day for employees be changed to the 15th of the month or the last working day before the 15th, and the last working day before the end of the month. Changes to be effective as of February, 1976. Miss Flanagan seconded the motion. It was passed with an abstention cast by Mrs. Strauss.

COMMUNICATIONS''

Mr. Sagosz presented a letter from Mr. Ostrow concerning the successful conclusion of the Jonas' appellate case appeal.

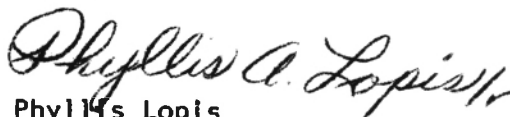
ADJOURNMENT:

The meeting was adjourned at 9:50 P. M. The next Board of Trustees meeting will be held on January 28, 1976.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

December 22, 1975

MOTION ON "OPEN PUBLIC MEETINGS ACT"

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," the West Orange Free Public Library Board of Trustees designates:

- a) The Star-Ledger, as the official newspaper
- b) West Orange Chronicle, as the second newspaper to receive for publication, notices of all regular, re-scheduled and special meetings of this Library Board.

Further, the Library Board approves the following schedule of meetings for 1976:

JANUARY	28	- Election of Officers	JULY	28
FEBRUARY	25		AUGUST	25
MARCH	24		SEPTEMBER	22
APRIL	28		OCTOBER	27
MAY	26		NOVEMBER	22
JUNE	23		DECEMBER	22

Meetings start at 8:00 P. M. and are held at the Main Library, 46 Mt. Pleasant Avenue, West Orange, New Jersey.

This schedule shall be published once during the first full week of January, 1976 in the newspapers designated above and posted throughout 1976 on the official bulletin board at the Main Library, and shall be hand delivered to the City Clerk.

Copies of all notices shall be included in the minutes of the January 28, 1976 meeting.

DIRECTOR'S
MONTHLY REPORT

December 22, 1975

Several important holidays were observed during the past month which made the library seem busier than ever. Because of our recognition of the various holidays, exhibits were changed frequently to fit the celebration activity.

During the present yuletide season on exhibition in the Children's Room are three doll houses, one each belonging to Mrs. Goss and Mrs. Lepore. The third house is the property of Mr. Ralph Kelly of the Community House. They are a great attraction and many citizens have made special trips to the library to see these exhibits. We hope you will not miss the opportunity to see these exhibits. Also, on exhibition in the Adult area are lovely crocheted Revolutionary Dolls loaned by Mrs. Blanche B. Johnson, a local resident. Continuing our Bicentennial recognition is a New Jersey Declaration on which West Orange residents are encouraged to sign. Holiday safety is the theme of the bulletin board display presented by the local Health and Consumer Protection Department. In two display cases are a selection of old mail order catalogs.

Linda Hirschmann has terminated her employment with us. The reason given for the resignation is inability to keep up with school assignments. She has been replaced by Mary Jean McGraw who began work on December 10, 1975 at an hourly rate of \$2.10.

Nancy Rubinstein, a recent library school graduate, has resigned to accept a full-time professional position. Since we are already using the services of our present staff to the maximum, it is necessary that we hire another junior library clerk.

The lack of heat on the Mobilibrary caused it to be off the road for several days during the month. Hopefully, it will survive the winter without another major breakdown.

In compliance with the 1975 revised New Jersey Library Laws, our library will remain open until 9:00 P. M. on Tuesdays beginning January 6, 1976. This will mean we will add $3\frac{1}{2}$ hours to the current $57\frac{1}{2}$, totaling 61 hours of library openings per week.

Respectfully submitted,

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

Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF NOVEMBER.
LIBRARY BOARD MEETING OF DECEMBER 22, 1975

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF NOVEMBER 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID MONTHS ENDED 11/30/75	1975 UNEX- PENDED BUDGET BALANCE 11/30/75	BILLS/ACCTS. PAYABLE 12/22/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 11/30/75
SALES & WAGES	\$286,765	\$ 24,511.87	\$260,577.40	\$ 26,187.60		\$ 26,187.60
CONTRACTUAL SERVICES:						
BINDING	1,000	143.60	794.53	205.47	\$ 166.60	38.87
COMMUNITY SERVICES	400		677.49	(277.49)		(277.49)
TRANSPORTATION	300		230.15	69.85		69.85
SEMINARS & WORKSHOPS	1,500	100.00	1,369.66	130.34	31.50	98.84
AUDIT	1,650		1,650.00	-0-		-0-
MANAGEMENT & PROF. SERVICES	8,000	667.00	6,603.00	1,397.00	667.00	730.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	5,529		5,153.36	375.64	631.00	(255.36)
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	1,008.52	14,420.74	579.26	898.90	(319.64)
MAIN LIBRARY-REPAIRS & MAIN.	6,000	71.75	2,394.36	3,605.64	45.40	3,560.24
TORY CORNER - RENTAL	540	135.00	540.00	-0-		-0-
BOOKMOBILE	8,300	249.50	6,892.54	1,407.46	7.05	1,400.41
SERVICE CONTRACTS	2,200	166.10	2,662.05	(462.05)	414.95	(877.00)
MATERIALS AND SUPPLIES:						
BOOKS	70,000	6,357.23	50,339.98	19,660.02	5,011.87	14,648.15
SUPPLIES	15,000	625.06	7,524.48	7,475.52	824.33	6,651.19
MAGAZINES	6,000	4,670.25	6,542.48	(542.48)	53.65	(596.13)
AUDIO-VISUAL	6,000	652.03	2,967.47	3,032.53	557.18	2,475.35
MISC. OTHER EXPENSES:						
INSURANCE	5,000	185.00	4,559.09	440.91		440.91
TELEPHONE	1,600	131.76	1,356.38	243.62	130.65	112.97
POSTAGE	2,500		1,541.11	958.89	300.00	658.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	8,141.85	(141.85)		(141.85)
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	750		200.68	549.32		549.32
EQUIPMENT	6,000		2,451.48	3,548.52		3,548.52
STATUTORY EXPENDITURES						
SOCIAL SECURITY	15,000		12,309.49	2,690.51		2,690.51
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$ 40,482.38</u>	<u>\$412,304.77</u>	<u>\$ 71,134.23</u>	<u>\$ 9,740.08</u>	<u>\$61,394.15</u>

B U D G E T R E P O R T
 MONTH OF NOVEMBER 1975
 LIBRARY BOARD MEETING OF DECEMBER 22, 1975

WEST ORANGE FREE PUBLIC LIBRARY

	1975 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1975 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/75	INCREASE OR (DECREASE) OF AMENDED 1975 BUDGET (MODIFICATIONS BY BOARD)	1975 MODIFIED BUDGET
SALARIES AND WAGES	\$286,765	\$286,765		\$286,765
CONTRACTUAL SERVICES:				
BINDING	1,600	1,000		1,000
COMMUNITY SERVICES	1,000	400		400
TRANSPORTATION	350	300		300
SEMINARS AND WORKSHOPS	2,000	1,500		1,500
AUDIT	1,650	1,650		1,650
MANAGEMENT AND PROV. SVCS.	8,000	8,000		8,000
ARCHITECTS	3,500	-0-		-0-
LEGAL	1,500	1,500	\$ 4,029	5,529 LR 6/ 25/75
CONTRACTUAL MAINT. & REPAIRS:				
MAIN LIBRARY-UTILITIES	16,000	15,000		15,000
MAIN LIBRARY-REPAIRS	8,000	6,000		6,000
TORY CORNER-RENTAL	540	540		540
BOOKMOBILE	4,000	4,000	4,300	8,300 LR 7/30 15
SERVICE CONTRACTS	2,600	2,200		2,200
MATERIALS AND SUPPLIES:				
BOOKS	70,000	70,000		70,000
SUPPLIES	12,000	15,000		15,000
MAGAZINES	6,000	6,000		6,000
AUDIO-VISUAL	9,000	6,000		6,000
MISC. OTHER EXPENSES:				
INSURANCE	4,000	5,000		5,000
TELEPHONE	2,000	1,600		1,600
POSTAGE	2,500	2,500		2,500
EMPLOYEE HEALTH BENEFIT PLAN	8,000	8,000		8,000
CONTINGENT	500	-0-		-0-
ANNUAL REPORT	1,500	750		750
EQUIPMENT	12,000	6,000		6,000
STATUTORY EXPENDITURES:				
SOCIAL SECURITY	17,000	15,000		15,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	9,500	10,405		10,405
	<u>\$491,505</u>	<u>\$475,110</u>	<u>\$ 8,329</u>	<u>\$483,439</u>

NOVEMBER 1975 BILLS PRESENTED FOR PAYMENT
ON DECEMBER 22, 1975

CHECKS ARE DATED
NOVEMBER 25, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9450	MIDLANTIC NAT'L BANK-W.T. NOVEMBER 1975	1-SALARIES	\$ 3,045.25
9451	TOWN OF W.O. SOC. SEC. EMPLOYEES-NOVEMBER '75	1-SALARIES	1,285.65
9452	P.E.R.S.#20284-1 PENSIONS & LOANS	1-SALARIES	1,136.53
9453	P.E.R.S.CONTRIBUTORY GROUP INS., NOVEMBER '75	1-SALARIES	115.99
9454	P.E.R.S.SUPPLEMENTAL ANNUITY-NOVEMBER 1975	1-SALARIES	33.00
9455	WEST ORANGE FEDERAL CREDIT UNION	1-SALARIES	367.50
9456	TOWN OF W.O. HOSPITALIZATION-DECEMBER 1975	22-HOSPITALIZATION	807.71
9457	FLORENCE MANTELL	PAYROLL EXCHANGE	188.73
	NET PAYROLL-CHECKS-#198-246 (49)	1-SALARIES	9,247.59
	NET PAYROLL-CHECKS-#247-295 (49)	1-SALARIES	9,280.36
	<u>SUB-TOTAL</u>		\$ 25,508.31
 <u>ADD:</u>			
	CHECKS-#9376-9449-PRESENTED FOR PAYMENT- NOVEMBER 18, 1975		15,297.60
	<u>SUB-TOTAL CHECKS ISSUED - NOVEMBER 1975</u>		\$ 40,805.91
 <u>LESS:</u>			
	CHECK #9447-XEROX CORP.	CHARGE FROM PHOTO COPY MACHINE	\$126.91
	CHECK #9456-FLORENCE MANTELL	PAYROLL EXCHANGE	188.73
	REIMBURSEMENT	2-BOOKS	7.89
			<u>323.53</u>
	<u>TOTAL EXPENDITURES-MONTH OF NOVEMBER 1975</u> <u>PER BUDGET REPORT</u>		<u>\$ 40,482.38</u>

PAYMENT RECOMMENDED BY:

Lela N. Reed

PAYMENT APPROVED BY:

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

By: *Aaron Eisenberg & Co.*

WEST ORANGE FREE PUBLIC LIBRARY

NOVEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 22, 1975

CHECKS ARE DATED
DECEMBER 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9458	POSTMASTER, ORANGE	13. POSTAGE	\$ 300.00
9459	MIDLANTIC NATL. BANK	1. SALARIES	1,391.18
9460	WEST ORANGE FED. CREDIT UNION	1. SALARIES	192.50
9461	AASLH	2. BOOKS	3.00
9462	ABORN EXTERMINATING Co.	11. SERVICE CONTR.	15.00
9463	AL's AUTO PARTS, INC.	8. MAINT.-MOB.	7.05
9464	AMERICAN HERITAGE PUBLISHING Co. INC.	2. BOOKS	30.85
9465	AMERICAN LIFE FOUNDATION	2. "	20.25
9466	APPLE TREE PRESS	2. "	9.00
9467A	AUTOMATIC DATA PROCESSING	11. SERV. CONTR.	\$ 134.95
B	" " "	11. " "	55.00
9468A	THE BAKER & TAYLOR Co.	2. BOOKS	(5.00)
B	" " " "	2. "	77.74
C	" " " "	2. "	2.58
D	" " " "	2. "	126.31
E	" " " "	2. "	34.51
F	" " " "	2. "	148.75
9469A	THE BAKER & TAYLOR Co.	2. "	16.80
B	" " " "	2. "	63.17
9470A	R. R. BOWKER Co.	2. "	108.15
B	" " " "	2. "	46.35
C	" " " "	2. "	15.70
9471	BOWMAR	19. AUDIO-VISUAL	11.62
9472	BRO-DART, INC.	4. SUPPLIES	119.46
9473A	C. W. ASSOCIATES	2. BOOKS	7.75
B	" " "	2. "	9.05
9474	CHAMBER OF COMMERCE OF THE U.S.	2. "	3.00
9475	CHAMBER RECORD CORP.	19. AUDIO-VISUAL	48.86
9476	CINCINNATI TIME RECORDER Co.	4. SUPPLIES	46.30
9477	THE JONATHAN DAVID Co. INC.	2. BOOKS	7.41
9478A	DIMONDSTEIN BOOK Co. INC.	2. "	187.09
B	" " "	2. "	280.63
C	" " "	2. "	199.39
D	" " "	2. "	216.30
E	" " "	2. "	223.24
F	" " "	2. "	142.33
G	" " "	2. "	254.55
H	" " "	2. "	63.56
I	" " "	2. "	224.21
J	" " "	2. "	262.12
K	" " "	2. "	75.27
L	" " "	2. "	167.87
M	" " "	2. "	(1.55)
9479	DIMONDSTEIN BOOK Co. INC.	2. "	2,295.01
9480	DIV. OF SURVEYS & FIELD SERVICES	2. "	21.11
	GEORGE PEABODY COLLEGE FOR TEACHERS	2. "	3.50
9481A	DOUBLEDAY & COMPANY, INC.	2. "	14.55
B	" " "	2. "	14.81
C	" " "	2. "	45.92
D	" " "	2. "	24.02
E	" " "	2. "	24.11
F	" " "	2. "	46.64
G	" " "	2. "	5.66
H	" " "	2. "	8.76
I	" " "	2. "	23.75
J	" " "	2. "	28.02
K	" " "	2. "	19.45
L	" " "	2. "	22.39
M	" " "	2. "	5.66
			283.74

WEST ORANGE FREE PUBLIC LIBRARY

6.

NOVEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 22, 1975

CHECKS ARE DATED
DECEMBER 22, 1975

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9482	DUN & BRADSTREET, INC.	2. BOOKS	\$ 125.00
9383	EBSCO SUBSCRIPTIONS SERVICES	18. MAGAZINES	8.50
9484	AARON EISENBERG & Co.	20. MGMT. SERVICES	667.00
9485	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	40.00
9486	F.O.S.G. PUBLICATIONS	2. BOOKS	4.80
9487	FACTS ON FILE, INC.	2. "	7.95
9488	FAST PRINT	2. "	7.00
9489	GALE RESEARCH COMPANY	2. "	113.05
9490	GAYLORD BROS. INC.	4. SUPPLIES	135.00
9491	GOVERNMENT DATA PUBLICATIONS	2. BOOKS	20.90
9492	HACKER ART BOOKS	2. "	243.41
9493	MIERONYMUS BOOKS	2. "	26.50
9494	HISTORY OF FOLSOM, N.J. INC.	2. "	10.48
9495	LIBRARIES UNLIMITED, INC.	2. "	13.79
9496	LIBRARY OF CONGRESS PHOTO. DUPLICATION SERVICE	2. "	64.65
9497A	MACMILLAN PUBLISHING Co. INC.	2. "	\$ 6.95
B	" " "	2. "	27.83
C	" " "	2. "	5.35
D	" " "	2. "	18.58
E	" " "	2. "	6.35
9498	MEANINGS OF MODERN ART	2. "	6.66
9499	METROPOLITAN OPERA BUILD	18. MAGAZINES	12.00
9500	VOID		
9501	VOID		
9502	MICROFILMING CORPORATION OF AMERICA	19. AUDIO-VISUAL	225.00
9503	MOONEY-GENERAL PAPER Co.	4. SUPPLIES	318.00
9504	MODERN-MASS MEDIA, INC.	19. AUDIO-VISUAL	4.30
9505	J. M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	55.00
9506	THE NEW YORK TIMES	18. MAGAZINES	13.00
9507	NEWSPAPER ENTERPRISE ASSOCIATION, INC.	2. BOOKS	18.30
9508	NEW JERSEY BELL	9. TELEPHONE	119.25
9509	NEW JERSEY BELL	9. TELEPHONE-T.C.	11.40
9510	N.J. LIBRARY TRUSTEE ASSOCIATION	14. SEMINARS & WORKSHOPS	31.50
9511A	NEW JERSEY OFFICE SUPPLY Co.	4. SUPPLIES	3.60
B	" " " " "	4. "	1.80
C	" " " " "	4. "	2.00
D	" " " " "	4. "	23.42
9512A	IRVING OSTROW	21. LEGAL SVCS.	256.00
B	" " " " "	21. " "	375.00
9513	PERDUE RADIO COMPANY	19. AUDIO-VISUAL	48.50
9514	THE PETROLEUM PUBLISHING Co.	2. BOOKS	36.10
9515	PITNEY BOWES	11. SERVICE CONTR.	135.00
9516	PITNEY BOWES	4. SUPPLIES	5.00
9517	PLAYS, INC. PUBLISHERS	2. BOOKS	156.39
9518	R. L. POLK & Co.	2. "	37.95
9519	PRENTICE-HALL, INC.	2. "	39.46
9520	PUBLIC SERVICE ELECTRIC & GAS	2. "	898.90
9521	QUALITY PRODUCTS COMPANY	4. SUPPLIES	13.75
9522	REDPATH ART SERVICE	19. AUDIO-VISUAL	203.75
9523	REGENT BOOK Co. INC.	2. BOOKS	59.43
9524	RUTGERS UNIVERSITY	2. "	6.95
9525	CHARLES SCRIBNER'S SONS	2. "	32.62
9526	SHAR-FREY, INC.	2. "	13.75
9527A	SILVER BURDETT COMPANY	2. "	243.69
B	" " " " "	2. "	8.60
C	" " " " "	2. "	8.93
			261.22

7.

BY: