

AGENDA*

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

January 28, 1976

1. Roll Call
2. Open Public Meetings Statement
3. Minutes
4. Election of Officers
5. Treasurer's Report
 - a) Bills Presented for Payment
 - b) Financial Statement
 - c) Transfer of Funds to Balance Accounts
6. Director's Report
7. Committee Reports
8. Old Business
 - a) Sick Leave after Retirement
 - b) Reference Area Shelving
 - c) Boiler and Fire Detection
9. New Business
10. Communications
 - a) Mr. Ostrow
 - b) Mr. Jonas
 - c) Mrs. Buoye
11. Community Participation
12. Adjournment

*** No Smoking During Meeting**

DIRECTOR'S
MONTHLY REPORT

January 28, 1976

We started the New Year as busy as ever. Special programs and events have been well attended during the month. Our Tuesday night hours started on January 6th. The 3½ additional hours gives us a total of 61 hours of opening time per week

In an effort to keep our vacation time balanced later in the year, we have asked employees to use up all left over 1975 annual leave time during this month. By so doing we can minimize the extended vacation days when the summer comes. This arrangement is working smoothly.

A general staff meeting was held on Thursday, January 8, 1976. We discussed a number of points which concerned the smooth operation of the library and a closer working relationship between staff and Director. Through the open discussion we believe that the lines of communication are open and is conducive to an all around harmonious understanding, a relaxed atmosphere which creates a more desirable working relationship.


On display in the Adult area are beautiful pieces of woodwork in celebration of the Bicentennial. These art works were made by students in the Shop classes of Mr. Emmons of the West Orange High School.

The Art Department of the schools of West Orange will have on display in the library art done by students on all grade levels. Beginning February 10 art from the elementary schools will be exhibited. The junior high schools will follow and then the high schools.

Formica on the Adult desk and on the shelves in the Young Adult Department are all peeling. We need to engage the services of a person knowledgeable in this type of work to mend them before they are too far gone for repair.

The Children's Room staff is busy getting ready for the next session of the Story Hour which will begin on February 9, 1976.

Respectfully submitted,


Lola N. Reed
Director

MINUTES

BOARD OF TRUSTEES

MEETING OF JANUARY 28, 1976

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976, in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of the meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "Star-Ledger, the officially designated newspaper, was mailed to the "West Orange Chronicle", the second newspaper, and was hand-delivered to the Town Clerk and that copies of all notices sent shall be recorded in the minutes of this meeting.

MINUTES:

Correction in the Minutes of the December 22, 1975 meeting: Page 2, paragraph 4--typographic error in the word religious. Mrs. Strauss made a motion to accept the minutes of the December 22, 1975 Board of Trustees meeting as corrected Miss Flanagan seconded the motion, and it was carried unanimously.

ELECTION OF OFFICERS:

The nominating committee presented the following slate of officers for 1976:

President	-	Anita Strauss
Vice President	-	William Sagosz
Treasurer	-	Nancy Herman
Secretary	-	Phyllis Lopis

No other nominations were offered. Mr. Kupferer made a motion that the Secretary cast one ballot for the slate of nominees as presented. Miss Flanagan seconded the motion, and it was passed unanimously.

Mrs. Strauss thanked Mr. Sagosz and Mr. Kupferer for their dedication and efforts made on behalf of the library during the past year. A meeting will be held with the Director, staff, and Board members to discuss how the library can best serve the community without overexpenditures in the budget, considering the cut in state aid.

Mrs. Strauss requested the following Board members to serve on committees for 1976:

Building and Grounds	- Mr. Sagosz, Mr. Kupferer
Finance	- Mrs. Lopis, Mrs. Herman
Personnel	- Miss Flanagan, Mrs. Grover

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim explained that the bills for December are extensive due to an influx of book orders. Also, included are the Petty Cash accounts for October, November, and December.

Mr. Sagosz made a motion to accept the Bills Presented for Payment. Mrs. Lopis seconded the motion, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim discussed the final report summerizing the year's accounts. This report, known as exhibits A, B, C, and D stated in detail: A) The final budget modifications for 1975; B) Statement of fund balances as of 12/31/75; C) A comparative balance sheet for 12/31/75 and 12/31/74; D) A Statement of Accumulated Revenues for the year ended 12/31/75. The mayor was sent a copy of the end of the year expenditure report.

Mrs. Herman suggested that a covering letter be sent to the Town explaining why the Salary Contingency Fund will be used.

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

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that the staff has been using annual leave hours left over from 1975.

A survey of hours most frequently used by library patrons is being taken in hopes of accumulating information in regard to staff hours and salaries needed.

Mrs. Reed will get exact specifications for the reference area shelving from Bro-dart, American Commercial Equipment Company, and the W. B. Wood Company.

The library no longer needs a separate building to store flammable equipment. The town rents storage space in a Main Street garage and Mr. Refinski has taken the equipment there to be stored. In addition, shelves have been ordered to house the paper materials in the garage.

Mr. Sagosz will contact Mr. Leo Handel in regard to the removal of the outdated Civil Defense supplies stored in the garage.

Mr. Sagosz and Mr. Kupferer will investigate boiler problems. Mr. Sagosz will summarize the letters received from Deputy Chief Cohrs and will forward this information to the fire detection equipment companies suggested by the Fire Department.

COMMITTEE REPORTS:

Mrs. Lopis presented an amendment to page 9 of the Staff Manual in regard to the use of annual leave and/or personal days for religious holidays (see December 22, 1975 minutes). This amendment will be added to the Staff Manual.

The personnel committee will meet with the staff to obtain their views on sick leave payment at time of retirement. This issue will be taken up at the next meeting after the personnel committee reports their findings.

NEW BUSINESS:

Mrs. Herman made a motion that the Board of Trustees: 1) Change the designation of all savings accounts to read: West Orange Free Public Library. 2) Combine West Orange Savings and Loan account #3848 and #10085 into one account. The motion was seconded by Mr. Sagosz and it was carried unanimously.

A motion was made by Mr. Kupferer that the Board of Trustees approve the transfer of \$25,000 from the Statement Savings account #073-0000177-0, Midlantic Bank to the checking account. This motion was seconded by Mrs. Lopis and passed unanimously.

Following Mr. Manheim's recommendation, Mr. Sagosz motioned that:

I RESOLVED:

That the 1975 West Orange Free Public Library Budget be modified to the total amount of \$462,642.74 to cover the actual 1975 encumbrances/ expenditures. Such modification shall be covered by the 1975 Proposed Budget as granted by the Town of West Orange in the amount of \$291,505.00 plus the appropriation of \$171,137.74 from the following funds:

1974 Building Addition Fund	\$96,996.68
1974 New Mobilibrary Fund	50,000.00
1974 Accumulated Revenue Fund	\$34,891.92
Less: Amount transferred to 1975 Accumulated Revenue	<u>(10,750.86)</u>
1974 Net Accumulated Revenue Used in 1975 Budget	<u>24,141.06</u>

TOTAL APPROPRIATIONS TO 1975 BUDGET FUND	<u>\$171,137.74</u>
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It was seconded by Mrs. Herman and carried unanimously.

Mrs. Lopis motioned that the following resolution be made:

II RESOLVED:

The following 1975 funds be transferred to Accumulated Revenues:

1. 1975 Fines and Reserves Fund	\$ 31,353.79
2. 1975 Lost Book Fund	1,289.80
3. 1975 Book Sales and Excess Property Sold Fund	2,201.85
4. 1975 State Aid Fund	40,000.00
5. Salary Contingency Fund	16,611.29
6. Excess of Amounts Provided from Library Funds Over Actual Expenditures--to be returned to Accumulated Revenue (See Resolution III)	<u>10,750.86</u>

TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE	<u>\$102,207.59</u>
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This motion was seconded by Mrs. Grover and was carried unanimously.

Mrs. Herman motioned that the following resolution be made:

III RESOLVED:

That the amount of \$10,750.86 be returned from the 1975 Budget Fund to Accumulated Revenues viz:

AMOUNTS PROVIDED FROM LIBRARY FUNDS	
1974 Building Addition Fund	\$ 96,996.68
1974 New Mobilibrary Fund	50,000.00
1974 Accumulated Revenue Fund	<u>34,891.92</u>
TOTAL REVENUES PROVIDED BY LIBRARY	\$181,888.60
LESS: ACTUAL AMOUNTS REQUIRED FOR EXPENDITURES BY LIBRARY FROM LIBRARY FUNDS:	
Actual Expenditures	\$462,642.74
Less: Amount Provided from "Town"	<u>291,505.00</u>
ACTUAL EXPENDITURES FROM "LIBRARY FUNDS" (SEE RESOLUTION I)	<u>171,137.74</u>
EXCESS AMT. TO BE RETURNED TO ACCUMULATED REVENUES (SEE RESOLUTION II)	<u>\$ 10,750.86</u>

COMMUNICATIONS:

1) Jonas Case:

Mr. Ostrow explained that a petition for certification, which is a request to the supreme court to review the judgment of the appellate division, had been filed by Mr. Solomon on January 10, 1976. He indicated that he will rely on the appellate brief in presenting the library's case as there are no new points to consider. It should take approximately eight weeks for the Supreme Court to review these briefs.

2) Jonas Letter:

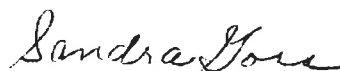
Mr. Ostrow read a second letter from Mr. Jonas in which he asks for reimbursement of goods and claims. Mrs. Strauss asked Mr. Ostrow to draw up a letter in reply denying any such claims and indicating that as yet, no decision has been reached on "sick leave".

3) Buoye Letter:

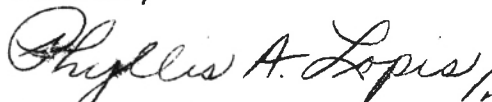
Mr. Ostrow reviewed the letter sent by the parents of Cathleen Buoye, who was injured at the library picnic. He stated that a mere happening of an accident does not create a case of negligence. Mrs. Strauss recommended that a letter be sent to Mr. and Mrs. Buoye stating that all information will be sent to our insurance agency for their determination.

After opening up the meeting to public participation, the meeting was adjourned at 10:00 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis, Secretary
Board of Trustees

I RESOLVED:

THAT THE 1975 WEST ORANGE FREE PUBLIC LIBRARY BUDGET BE MODIFIED TO THE TOTAL AMOUNT OF \$462,642.74 TO COVER THE ACTUAL 1975 ENCUMBRANCES/EXPENDITURES. SUCH MODIFICATION SHALL BE COVERED BY THE 1975 PROPOSED BUDGET AS GRANTED BY THE TOWN OF WEST ORANGE IN THE AMOUNT OF \$291,505.00 PLUS THE APPROPRIATION OF \$171,137.74 FROM THE FOLLOWING FUNDS:

1974 BUILDING ADDITION FUND	\$ 96,996.68
1974 NEW MOBILE LIBRARY FUND	50,000.00
1974 ACCUMULATED REVENUE FUND	\$34,891.92
LESS: AMOUNT TRANSFERRED TO 1975 ACCUMULATED REVENUE	<u>(10,750.86)</u>
1974 NET ACCUMULATED REVENUE USED IN 1975 BUDGET	<u>24,141.06</u>
<u>TOTAL APPROPRIATIONS TO 1975 BUDGET FUND</u>	<u>\$171,137.74</u>

II RESOLVED:

THE FOLLOWING 1975 FUNDS BE TRANSFERRED TO ACCUMULATED REVENUES:

1. 1975 FINES AND RESERVES FUND	\$ 31,353.79
2. 1975 LOST BOOK FUND	1,289.80
3. 1975 BOOK SALES AND EXCESS PROPERTY SOLD FUND	2,201.85
4. 1975 STATE AID FUND	40,000.00
5. SALARY CONTINGENCY FUND	16,611.29
6. EXCESS OF AMOUNTS PROVIDED FROM LIBRARY FUNDS OVER ACTUAL EXPENDITURES - TO BE RETURNED TO ACCUMULATED REVENUE (SEE RESOLUTION <u>III</u>)	<u>10,750.86</u>
<u>TOTAL FUNDS TO BE TRANSFERRED TO ACCUMULATED REVENUE</u>	<u>\$102,207.59</u>

III RESOLVED:

THAT THE AMOUNT OF \$10,750.86 BE RETURNED FROM THE 1975 BUDGET FUND TO ACCUMULATED REVENUES VIZ:

AMOUNTS PROVIDED FROM LIBRARY FUNDS

1974 BUILDING ADDITION FUND	\$ 96,996.68
1974 NEW MOBILE LIBRARY FUND	50,000.00
1974 ACCUMULATED REVENUE FUND	<u>34,891.92</u>
<u>TOTAL REVENUES PROVIDED BY LIBRARY</u>	<u>181,888.60</u>

LESS: ACTUAL AMOUNTS REQUIRED FOR EXPENDITURES
BY LIBRARY FROM LIBRARY FUNDS:

ACTUAL EXPENDITURES	\$462,642.74
LESS: AMOUNT PROVIDED FROM "TOWN"	<u>291,505.00</u>
<u>ACTUAL EXPENDITURES FROM "LIBRARY FUNDS" (SEE RESOLUTION <u>I</u>)</u>	<u>171,137.74</u>

<u>EXCESS AMOUNT TO BE RETURNED TO ACCUMULATED REVENUES (SEE RESOLUTION <u>II</u>)</u>	<u>\$ 10,750.86</u>
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WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF DECEMBER 1975
LIBRARY BOARD MEETING OF JANUARY 28, 1976

EXPENDITURES

	AMENDED BUDGET 1975	PAID MONTH OF DECEMBER 1975	1975 ACCUMULATED BUDGET EX- PENDITURES PAID 12 MONTHS ENDED 12/31/75	1975 UNEX- PENDED BUDGET BALANCE 12/31/75	BILLS/ACCTS. PAYABLE 12/31/75 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 12/31/75
SALES & WAGES	\$286,765	\$23,555.93	\$284,133.33	\$ 2,631.67		\$ 2,631.67
CONTRACTUAL SERVICES:						
BINDING	1,000	166.60	961.13	38.87	\$ 90.70	(51.83)
COMMUNITY SERVICES	400	10.00	687.49	(287.49)		(287.49)
TRANSPORTATION	300	57.54	287.69	12.31	15.50	(3.19)
SEMINARS & WORKSHOPS	1,500	114.20	1,483.86	16.14		16.14
AUDIT	1,650		1,650.00	-0-		
MANAGEMENT & PROF. SERVICES	8,000	667.00	7,270.00	730.00	667.00	63.00
ARCHITECTS	-0-		-0-	-0-		
LEGAL	5,529	681.00	5,784.36	(255.36)		(255.36)
CONTRACTUAL MAINT. AND REPAIRS:						
MAIN LIBRARY-UTILITIES	15,000	898.90	15,319.64	(319.64)	2,055.80	(2,375.44)
MAIN LIBRARY-REPAIRS & MAIN.	6,000	45.40	2,439.76	3,560.24	32.00	3,528.24
TORY CORNER - RENTAL	540		540.00	-0-		-0-
BOOKMOBILE	8,300	7.05	6,899.59	1,400.41		1,400.41
SERVICE CONTRACTS	2,200	414.95	3,077.00	(877.00)	174.77	(1,051.77)
MATERIALS AND SUPPLIES:						
BOOKS	70,000	5,077.66	55,417.64	14,582.36	6,998.02	7,584.34
SUPPLIES	15,000	907.52	8,432.00	6,568.00	1,527.55	5,040.45
MAGAZINES	6,000	53.65	6,596.13	(596.13)	279.49	(875.62)
AUDIO-VISUAL	6,000	571.56	3,539.03	2,460.97	322.76	2,138.21
MISC. OTHER EXPENSES:						
INSURANCE	5,000	(171.00)	4,388.09	611.91	53.00	558.91
TELEPHONE	1,600	130.65	1,487.03	112.97	138.06	(25.09)
POSTAGE	2,500	300.00	1,841.11	658.89		658.89
EMPLOYEE HEALTH BENEFIT PLAN	8,000	807.71	8,949.56	(949.56)		(949.56)
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	3,737.00	16,046.49	(1,046.49)		(1,046.49)
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	10,405		10,405.00	-0-		-0-
<u>TOTAL</u>	<u>\$483,439</u>	<u>\$37,983.32</u>	<u>\$450,288.09</u>	<u>\$33,150.91</u>	<u>\$12,354.65</u>	<u>\$20,796.26</u>

B U D G E T R E P O R T
 MONTH OF DECEMBER 1975
 LIBRARY BOARD MEETING OF JANUARY 28, 1976
 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 7/3 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>

4.

WEST ORANGE FREE PUBLIC LIBRARY
DECEMBER 1975 BILLS PRESENTED FOR PAYMENT
JANUARY 28, 1976

CHECKS ARE DATED
 DECEMBER 22, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9540	VOID		
9541	LEAGUE OF WOMEN VOTERS	2. BOOKS	\$ 22.00
9542	MIDLANTIC NATL BANK-W.T. DEC.1975	1. SALARIES	1,499.66
9543	WEST ORANGE-FEDERAL CREDIT UNION- DECEMBER 1975	1. "	192.50
9544	TOWN OF W.O.-SOC. SEC.-EMPLOYEES- DECEMBER 1975	1. "	1,116.03
9545	P.E.R.S. #20284-1 PENSIONS & LOANS- DECEMBER, 1975	1. "	1,237.01
9546	P.E.R.S. CONTRIBUTORY GROUP INS.- DECEMBER 1975	1. "	120.46
9547	P.E.R.S. SUPPLEMENTAL ANNUITY- DECEMBER 1975	1. "	33.00
9548	TOWN OF W.O.-HOSPITALIZATION- JANUARY 1976	22. HOSPITALIZATION	807.71
9549	TOWN OF W.O.-SOC.SEC.EMPLOYERS- 4TH QTR. 1975	23. EMPLOYERS SOC. SEC.	3,737.00
9550	TOWN OF W.O.-ADMINISTRATIVE	4. SUPPLIES	1.00
	NET PAYROLL-CHECKS-#296-344(49)	1. SALARIES	8,676.77
	NET PAYROLL-CHECKS-#345-393(49)	1. "	9,096.82
	<u>SUB-TOTAL</u>		26,539.96
<u>ADD:</u>	CHECKS-#9458-9539-PRESENTED FOR PAYMENT-DECEMBER 23, 1975		11,547.72
	<u>SUB-TOTAL</u> CHECKS ISSUED DECEMBER 1975		38,087.68
<u>LESS:</u>	CHECK-#9537-CHECK TO XEROX CORP.	CHARGE FROM PHOTOCOPY MACHINE	\$ 223.96
	DEPOSIT-DECEMBER 5, 1975-STAFF BOOKS		9.86
	DECEMBER 31, 1975-INSURANCE REFUND		171.00
	<u>SUB-TOTAL</u>		404.82
			37,682.86
<u>ADD:</u>	PETTY CASH CHECKS-#571-609 FOR 4TH QTR. 1975		300.46
	<u>TOTAL EXPENDITURES-MONTH OF DECEMBER 1975</u>		<u>\$ 37,983.32</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

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

BY:

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1975 BILLS PRESENTED FOR PAYMENT
ON JANUARY 28, 1976

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1975

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
10/1/75	571	N.J.L.A.	14. SEM. & WORKSHOP	\$ 26.00
10/1/75	572	S. SEIDLER	12. TRANSPORTATION	3.00
10/1/75	573	BROOKLYN BOTANIC GARDEN	2. BOOKS	1.50
10/7/75	574	N.J.L.A.	14. SEM. & WORKSHOP	3.00
10/8/75	575	S. GOSS	4. SUPPLIES	5.78
10/8/75	576	E. MEYERS	4. "	3.86
10/9/75	577	W.O.P.L.	12. TRANSPORTATION	6.25
10/14/75	578	W.O.P.L.	12. "	8.50
10/16/75	579	W.O.P.L.	12. "	10.00
10/18/75	580	CARMINE JULIANO	12. "	10.00
10/20/75	581	JACK DEETER	2. BOOKS	1.00
10/20/75	582	N.J. HISTORICAL COMM.	2. "	2.00
10/20/75	583	DEPT. OF ED.	2. "	1.00
10/20/75	584	PUBLIC INFO OFFICE	2. "	6.00
10/21/75	585	S. GOSS	12. TRANSPORTATION	5.00
10/25/75	586	L. REED	14. SEM. & WORKSHOP	10.50
10/29/75	587	S. GOSS	12. TRANSPORTATION	2.29
10/30/75	588	M. DONNELLY	14. SEM. & WORKSHOP	18.00
10/30/75	589	D. COFFMAN	4. SUPPLIES	15.05
10/30/75	590	E. L. CZARNECKI	14. SEM. & WORKSHOP	6.50
11/3/75	591	L. REED	2. BOOKS	10.00
11/4/75	592	S. ITKIN	4. SUPPLIES	4.98
11/4/75	593	THE SEED CENTER	2. BOOKS	4.00
11/4/75	594	NATL. UNIVERSITY EXTENSION ASSO.	2. "	1.00
11/4/75	595	COLLEGE ENTRANCE EXAMINATION BOARD CLEP EXAMS	2. "	1.00
11/6/75	596	L. REED	12. TRANSPORTATION	6.00
11/7/75	597	W.O. CHAMBER OF COMMERCE	10. COMM. REL.	10.00
11/11/75	598	WILLOUGHBY	19. AUDIO-VISUAL	14.38
11/11/75	599	NATL. FIRE PROTECTION ASSN.	2. BOOKS	4.00
12/1/75	600	L. REED	14. SEM. & WORKSHOP	8.70
12/1/75	601	SUPT. OF DOCUMENTS	2. BOOKS	1.15
12/1/75	602	NAT. UNI EXTEN. ASSO.	2. "	1.00
12/1/75	603	PUB. INFO-OFFICE	2. "	5.00
12/2/75	604	JULIAN BRENNER	2. "	15.00
12/8/75	605	S. GOSS	4. SUPPLIES	25.00
12/12/75	606	L. REED	4. "	20.00
12/20/75	607	L. REED	14. SEM. & WORKSHOP	10.00
12/22/75	608	LE JOANS	4. SUPPLIES	7.52
12/29/75	609	L. REED	12. TRANSPORTATION	6.50

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 1975

\$ 300.46

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

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

By: Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT JANUARY 28, 1976

CHECKS ARE DATED
JANUARY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9551	MIDLANTIC NATL. BANK W.T. 1/10/76	1. SALARIES	\$ 1,447.67
9552	WEST ORANGE FEDERAL CREDIT UNION	1. "	218.55
9553	WEST ORANGE PUBLIC LIBRARY PETTY CASH CHECKING ACCOUNT	EXCHANGE	200.00
9554A	PETTY CASH	2. BOOKS	\$ 28.85
B	" "	4. SUPPLIES	24.34
C	" "	9. TELEPHONE	1.40
D	" "	11. SERVICE CONTRACTS	11.12
E	" "	13. POSTAGE	15.50
9555	FOWLER AGENCY, INC.	5. INSURANCE	81.21
9556	AASLH	2. BOOKS	53.00
9557	ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	14.25
9558	AMERICAN CORRECTIONAL ASSOCIATION	2. BOOKS	15.00
9559A	AMERICAN LIBRARY ASSOCIATION	2. "	6.00
B	" " "	2. "	15.70
9560	AMERICAN LIFE FOUNDATION	2. "	66.50
9561	AMA/COM	2. "	82.20
9562	AMERICAN SOCIETY FOR INFORMATION SCIENCE	2. "	28.00
9563	APERTURE	2. "	10.24
9564A	ARCO PUBLISHING COMPANY, INC.	2. "	19.31
B	" " "	2. "	20.25
9565A	AUTOMATIC DATA PROCESSING	2. "	116.32
B	" " "	2. "	5.12
9566A	THE BAKER & TAYLOR COMPANIES	11. SERVICE CONTRACTS	36.30
B	" " " "	11. " "	37.35
C	" " " "	2. BOOKS	(6.08)
D	" " " "	2. "	161.90
E	" " " "	2. "	(11.22)
F	" " " "	2. "	55.97
G	" " " "	2. "	30.31
H	" " " "	2. "	233.28
I	" " " "	2. "	46.96
J	" " " "	2. "	9.87
K	" " " "	2. "	33.12
9567A	THE BAKER & TAYLOR CO.	2. "	72.47
B	" " " "	2. "	134.69
C	" " " "	2. "	46.15
9568	BICENTENNIAL PRESS	2. "	10.45
9569	BLOOMFIELD WINDOW CLEANING CO.	2. "	46.77
9570	BOROUGH OF MONMOUTH BEACH	2. "	103.37
9571	R. R. BOWKER	2. "	3.40
9572A	R. R. BOWKER CO.	6. MAINT.-MAIN	32.00
B	" " " "	18. MAGAZINES	1.00
C	" " " "	2. BOOKS	24.00
D	" " " "	2. "	15.70
9573	BRIDGETON BICENTENNIAL COMMITTEE	2. "	38.62
9574	BRO-DART, INC.	2. "	23.25
9575A	BRO-DART, INC.	2. "	23.25
B	" " " "	2. "	100.82
C	" " " "	2. "	2.00
9576	THE BROOKINGS INSTITUTION	2. "	10.00
9577	BULLETIN BOARDS AND DIRECTORY PRODUCTS, INC.	4. SUPPLIES	82.00
9578	C. W. ASSOCIATES	4. "	31.59
9579	CELESTIAL ARTS	4. "	82.00
		2. BOOKS	195.59
		4. SUPPLIES	9.24
		2. BOOKS	208.70
		2. "	10.60
		2. "	3.35

WEST ORANGE FREE PUBLIC LIBRARY

7.

DECEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1976

CHECKS ARE DATED
JANUARY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9580A	CHAMBERS RECORD CORP.	19. AUDIO-VISUAL	\$ 132.28
B	" " "	19. " "	24.12
C	" " "	19. " "	8.66
9581	CHATHAM HISTORICAL SOCIETY	2. BOOKS	\$ 165.06
9582	CHELSEA HOUSE PUBLISHERS	2. "	6.95
9583	COMMERCE CLEARING HOUSE, INC.	2. "	32.00
9584	COMMONWEALTH WATER CO.	6. MAINT.-MAIN	41.08
9585	THE DIAL PRESS/DELACORTE PRESS	2. BOOKS	55.01
9586A	DIMONDSTEIN BOOK COMPANY, INC.	2. "	5.05
B	" " " "	2. "	118.45
C	" " " "	2. "	251.64
D	" " " "	2. "	206.63
E	" " " "	2. "	161.25
F	" " " "	2. "	216.47
G	" " " "	2. "	144.75
H	" " " "	2. "	229.14
I	" " " "	2. "	212.24
J	" " " "	2. "	197.78
K	" " " "	2. "	169.94
L	" " " "	2. "	(11.07)
M	" " " "	2. "	282.28
N	" " " "	2. "	(39.61)
O	" " " "	2. "	196.54
9587	DORRANCE & Co.	2. "	87.84
9588A	DOUBLEDAY & Co. INC.	2. "	2,424.27
B	" " " "	2. "	5.08
C	" " " "	2. "	7.81
D	" " " "	2. "	3.50
E	" " " "	2. "	4.24
F	" " " "	2. "	55.17
G	" " " "	2. "	31.46
H	" " " "	2. "	49.05
I	" " " "	2. "	6.79
9589A	EBSCO SUBSCRIPTION SERVICES	2. "	9.77
B	" " " "	2. "	17.10
9590	EDUCATIONAL DIRECTORIES, INC.	18. MAGAZINES	184.29
9591	AARON EISENBERG & Co.	18. MAGAZINES	25.34
9592	EXECUTIVE COFFEE SERVICE, INC.	2. BOOKS	(11.50)
9593	FACTS ON FILE, INC.	20. MGMT. SERVICES	13.84
9594	FARRAR, STRAUSS & COMPANY, INC.	4. SUPPLIES	23.16
9595A	FISCHER & KAUFMAN	18. MAGAZINES	667.00
B	" " " "	2. BOOKS	38.00
9596A	GALE RESEARCH COMPANY	4. SUPPLIES	229.50
B	" " " "	4. SUPPLIES	23.13
9597	GANN LAW BOOKS	4. "	5.15
9598	GAYLORD BROS. INC.	4. "	7.26
9599	GREAT LAKES LIVING PRESS, LTD.	2. BOOKS	12.41
9600	HACKER ART BOOKS	2. "	36.15
9601A	G. K. HALL & Co.	2. "	69.06
B	" " " "	2. "	105.21
C	" " " "	2. "	22.00
9602	HOTCHKISS HOUSE	4. SUPPLIES	320.98
9603	HUMANITIES PRESS, INC.	2. BOOKS	4.16
9604	INDEPENDENT PUBLISHERS GROUP	2. "	147.38
9605	KENNIKAT PRESS CORP.	2. "	14.31
9606A	LAPAT DUPLICATING SUPPLIES	2. "	26.52
B	" " " "	2. "	16.36
9607	THE LAWYERS CO-OPERATIVE PUBLISHING Co.	4. SUPPLIES	57.19
9608	MARGARET W. LONG	4. "	169.28
9609A	MACMILLAN PUBLISHING Co.	2. BOOKS	7.42
B	" " " "	2. "	15.33
C	" " " "	2. "	10.00
		2. "	232.70
		4. "	45.60
		2. BOOKS	278.30
		2. "	13.40
		2. "	3.00
		2. "	18.16
		2. "	6.26
		2. "	19.40
			43.82

WEST ORANGE FREE PUBLIC LIBRARY

DECEMBER 1975 BILLS, ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1976CHECKS ARE DATED
JANUARY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
9610	MEANINGS OF MODERN ART	2. BOOKS	\$ 6.66
9611	M. MEGHRIG & SONS, INC.	2. "	13.58
9612	THE METROPOLITAN MUSEUM OF ART	2. "	26.25
9613	J. M. MOREHOUSE PRINTING CO. INC.	4. SUPPLIES	108.00
9614	NATIONAL DIRECTORY SERVICE, INC.	2. BOOKS	12.29
9615A	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	\$1,075.50
B	" " " "	6. " "	23.00
9616	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	1,098.50
9617	NEW JERSEY BELL	9. TELEPHONE	17.10
9618	NEW JERSEY BELL-T.C.	9. " -T.C.	125.26
9619A	NEW JERSEY OFFICE SUPPLY CO.	4. SUPPLIES	11.40
B	" " " "	4. "	19.20
C	" " " "	4. "	70.35
D	" " " "	4. "	69.50
E	" " " "	4. "	1.30
9620	J. PHILIP O'HARA, INC. PUBLISHERS	4. "	27.20
9621	OLLIS BOOK COMPANY	2. BOOKS	187.55
9622	PACKAGE PUBLICITY SERVICE, INC.	2. "	6.65
9623A	PRENTICE HALL, INC.	2. "	161.16
B	" " " "	2. "	7.45
C	" " " "	2. "	19.33
D	" " " "	2. "	9.95
9624	PRICE & LEE COMPANY	2. "	24.14
9625	PRINCETON UNIVERSITY PRESS	2. "	14.33
9626	PUBLIC SERVICE ELEC. & GAS	2. "	67.75
9627	PUBLISHERS CENTRAL BUREAU	2. "	201.08
9628	RANDOM HOUSE, INC.	6. MAINT.-MAIN	65.86
9629	REDPATH ART SERVICE	2. BOOKS	902.29
9630	ROUTE 23 ARTISTS' SUPPLY	2. "	20.60
*9631	ROUTLEDGE & KEGAN PAUL, LTD.	2. "	3.24
9633	RUTGERS UNIVERSITY PRESS	19. AUDIO-VISUAL	157.70
9634	HENRY F. SCHMIDT & CO. INC.	4. SUPPLIES	19.25
9635	THE SCRIMSHAW PRESS	2. BOOKS	17.75
9636	SHAR-FREY, INC.	2. "	21.08
9637	SILVER BURDETT COMPANY	4. SUPPLIES	17.83
9638A	STANDARD & POORS CORPORATION	2. BOOKS	6.55
B	" " " "	2. "	13.92
9639	STATE CHEMICAL MANUFACTURING CO.	2. "	8.93
9640	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	740.00
9641	STUBS PUBLICATIONS	2. "	590.00
9642	STUDENT EMPLOYMENT DIRECTORY	4. SUPPLIES	1,330.00
9643	SUPERIOR ENGINEERING CO.	2. BOOKS	116.60
9644A	TWAYNE PUBLISHERS	2. "	87.50
B	" " " "	2. "	2.75
9645	UNIVERSITY OF CHICAGO PRESS	2. "	6.00
9646	UNIVERSITY OF TEXAS PRESS	11. SERV. CONTR.	75.00
9647	WASHINGTON CROSSING FOUNDATION	2. BOOKS	17.16
9648	WATSON-GUPTILL PUBLICATIONS	2. "	54.81
9649A	WEISE-WICKLER BINDERY, INC.	2. "	8.70
B	" " " "	2. "	9.18
C	" " " "	2. "	5.95
9650	WORRALL PUBLICATIONS, INC.	2. "	81.00
9651	XEROX CORPORATION	3. BINDING	65.05
9652	YOUNG'S NEWS SERVICE	3. "	14.35
*9632	RUNNING PRESS	3. "	11.30
		18. MAGAZINES	90.70
		PHOTOCOPYING	16.00
		18. MAGAZINES	117.70
		2. BOOKS	20.15
			10.18

WEST ORANGE FREE PUBLIC LIBRARY

9.

DECEMBER 1975 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JANUARY 28, 1976

CHECKS ARE DATED
JANUARY 28, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9653	ZOMEWORKS CORPORATION	2. Books	\$ 3.50
<u>SUB-TOTAL</u>			14,338.57
<u>LESS:</u>			
	CHECK #9551 - MIDLANTIC NAT'L. BANK-W.T. JAN. 10, 1975		\$ 1,447.67
	CHECK #9552 - WEST ORANGE FEDERAL CREDIT UNION		218.55
	CHECK #9553 - WEST ORANGE - PUBLIC LIBRARY - EXCHANGE		200.00
	CHECK #9621 - XEROX CORP. CHARGE FROM PHOTOCOPY MACHINE		117.70
			<u>1,983.92</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - JANUARY 28, 1976</u>			<u>\$12,354.65</u>

PAYMENT RECOMMENDED BY:

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

February 25, 1976

1. Roll Call
2. Open Public Meetings Statement
3. Minutes
4. Treasurer's Report
 - a) Bills Presented for Payment
 - b) Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
 - a) Sick Leave after Retirement
 - b) Reference Area Shelving
 - c) Boiler and Fire Detection
 - d) Civil Defense Supplies
8. New Business
 - a) Survey of Library Hours
9. Communications
10. Community Participation
11. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

FEBRUARY 25, 1976

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Miss Flanagan made a motion to accept the minutes of the January 28, 1976 Board of Trustees meeting. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Lopis made a motion to pay voucher #1112 to Superior Engineering in the amount of \$261. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mr. Kupferer made a motion to accept the Bills Presented for Payment. Miss Flanagan seconded, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim informed the Board that if the Town budget is passed, the library will be \$62,144 short of funds. He suggested that the Board modify the budget when the Town budget is passed.

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

DIRECTOR'S REPORT:

Mrs. Reed reported that the front door of the library had been accidentally broken by two boys. Library insurance only covers the contents of the building, therefore, Mrs. Strauss requested Mrs. Reed to contact the Fowler Insurance Agency to obtain an estimate for premiums on plate glass insurance for 1 and 3 years.

Mrs. Reed stated that the Statistical Report, upon which state aid to libraries is based, was sent to Trenton on February 12, 1976.

COMMITTEE REPORTS:

Mr. Kupferer representing the Building and Grounds Committee reported on his meeting with Mr. Shultz of Honeywell. He indicated that it would be necessary for an engineer from Honeywell to go through each part of the mechanism for corrections, replacements and deletions within the boiler system.

Mrs. Grover presented a report of the Personnel Committee and their meeting with the Employees' Association officers concerning accumulated Sick Leave at retirement. The staff requested that sick leave be paid upon retirement and indicated that there will be no retirements in the near future. They favor the following benefits: 1) a half day's pay for each day of sick leave accumulated at time of retirement. 2) additional benefits for part-timers who work in some instances up to 25-28 hours per week. These benefits would include a) a personal day or mourning day (or both) for a death in the immediate family. b) to have more equitable annual leave time in line with the professionals. c) when the library is closed due to weather conditions or a holiday, a part-time worker who is scheduled to work that day, would like to be paid for it.

OLD BUSINESS:

Mrs. Lopis made a motion that the Sick Leave Committee Report be tabled. Miss Flanagan seconded, and it was carried unanimously.

Mr. Kupferer made a motion to table the reference area equipment issue until the next meeting. Miss Flanagan seconded it, and it was carried unanimously.

Mrs. Reed received a list of eight companies to contact for fire detection equipment. All companies will be contacted for estimates. Each will be given exact specifications recommended in Deputy Chief Cohrs' letter of January 8, 1976.

Mr. Handel requested that the Board of Trustees hold the Civil Defense equipment stored in the garage for a longer length of time as he is investigating places to move the supplies.

NEW BUSINESS:

The survey of library hours will be continued for four more weeks.

Mr. Bullman, director of East Orange Free Public Library asked that letters be written to representatives and assemblymen in regard to the cut in state aid. Mrs. Strauss suggested that a notice be posted requesting patrons to write letters.

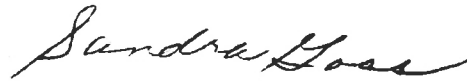
COMMUNITY PARTICIPATION:

A member of the staff indicated that the employees would welcome a study of the Staff Manual in regard to different points which lack clarity.

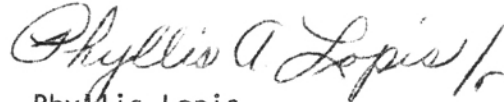
After a short recess, the Board heard a report from Mr. Shultz, Honeywell representative. He stated that the net result of his investigation of the boiler system indicates that the system needs a check-out by a Honeywell technician. A technician can be hired on the basis of \$25.00 per hour plus traveling expenses and equipment charges. After this is done, an organized preventive maintenance system is needed. This can be obtained through a) a contract for the temperature control system only at a cost of approximately \$408 per year providing all equipment is in order. b) a total mechanical maintenance for a total of \$8,000 per year.

The meeting was adjourned at 10:05 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

February 25, 1976

There is never a dull moment at the West Orange Free Public Library! Things which happened today, Friday, February 20th, should have taken place on Friday the 13th. A disgruntled patron called to complain about not being able to get the cookbook she wanted through "Interlibrary Loan". It took all of one half hour of listening before she finally finished by stating her daughter has given her the book as a St. Valentine's gift.

After a two-hour meeting of Department Heads our order of vouchers arrived from the printers loose in two huge boxes. A quick call to the printer caused him to retrieve the boxes to have the vouchers packaged as they should have been before delivery. Having solved the immediate problems we decided to get involved with other duties. Then an urgent call came downstairs saying "you must come upstairs at once." Upon reaching the scene we found two young boys had been "horsing" around and managed to break the double plate glass door at the Mt. Pleasant Avenue entrance. No one was hurt. The culprits were caught and brought to me for their punishment. After getting their names and addresses and an explanation of what really happened effort was made to contact parents of the youngsters, Robert Maurizi and Jeff Gunning--to no avail.

Since Robert has no telephone, he accompanied me to his home. A conversation was held with his mother who promised to relate the message to the father so he could pay half of the cost of replacement. The Gunnings were not at home but a neighbor called to get the details because Jeff was quite shaken. A hurried call to our insurance agent revealed that we do not have coverage for damage to the building, only its contents. Mrs. Gunning called and agreed to share half of the cost.

Publicity about the doll houses that were on exhibit in the library during the Christmas holidays has caused an upsurge in requests about them and for literature on miniature houses, furniture, etc.

The Statistical Report which was due in Trenton by February 15th was sent by Certified mail on Thursday, the 12th and received on the 13th. Also, one copy was sent to East Orange, our area library.

We have been in touch with a postal employee who believes we can obtain two discarded mail boxes (for free) which can be used as book drops. As soon as the postmaster signs the release, we can pick them up.

A box labeled "For Trustees Only" has been placed behind the Circulation desk with pieces of mail addressed to each Trustee. If you will inquire about mail each time you visit the library we could save on postage. However, if mail is not picked up we have no alternative but to send it through the mail.

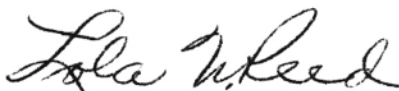
On Friday, February 20, Mr. William Jervy, past president of the now defunct Friends of the Library, gave us a check in the amount of \$1,155.38 to cover the cost of the new library bags. He also stated that the "Friends" has a balance of \$334.81 which they would like to contribute toward the purchase of a new projector. The cost of a 16mm Kodak projector is \$685.00. Since Mr. Donnelly has expressed a need for an additional projector, we feel that the library should pay the difference of \$360.19.

Beginning Thursday, February 26th I would like to take a long overdue two-weeks' vacation. Arrangements have been made with Mrs. Czarnecki to be in charge while I am away. Miss Cushing will assist, if needed. Mrs. Goss is very capable of handling routine office procedures. If any problems arise during this period, they have been instructed to contact Board President Anita Strauss. If unable to reach Mrs. Strauss other Trustees should be notified of the problem.

We have just completed a survey of persons entering the library at certain hours of library opening. The survey lasted for four weeks, excluding the holiday we were closed. The study was made between the hours of 9:00 A.M. to 10:00 A.M.; 10:00 A.M. to 12:00 Noon and 5:00 P.M. to closing. (see attached survey.)

My staff and I have been able to iron out some of our differences, and have, what I believe, an amicable working relationship and a good relaxed atmosphere. It is my desire to have the same kind of rapport with Trustees. If, at any time, you feel the need to discuss any matter with me, I am available. Or, if there is any information in my possession in which you are interested, please feel free to request this of me. Full cooperation on all matters has always been accorded you (Board of Trustees) and I hope the same courtesy will be extended to me as Library Director. Please feel free to offer criticism, where they are warranted, as well as suggestions. This is very instrumental to the continuous growth and successful operation of our library.

Respectfully submitted,


Lola N. Reed
Director



WEST ORANGE FREE PUBLIC LIBRARY

B U D G E T R E P O R T

MONTH OF JANUARY 1976

LIBRARY BOARD MEETING OF FEBRUARY 25, 1976

EXPENDITURES

	PROPOSED BUDGET 1976	PAID MONTH OF JANUARY 1976	(DEDUCT) ACCOUNTS PAYABLE 12/31/75 INCLUDED IN JAN. 1976 EXPENDITURES	UNEXPENDED BUDGET BALANCE ON 1/31/76	BILLS/ACCTS. PAYABLE @1/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 1/31/76
SALES & WAGES	\$307,907	\$23,349.48		\$284,557.52		\$284,557.52
CONTRACTUAL SERVICES:						
BINDING	1,000	90.70	(\$ 90.70)	1,000.00	\$ 76.50	923.50
COMMUNITY SERVICES	800			800.00	24.99	775.01
TRANSPORTATION	400	15.50	(15.50)	400.00		400.00
SEMINARS & WORKSHOPS	2,000			2,000.00		2,000.00
AUDIT	1,650			1,650.00		1,650.00
MANAGEMENT & PROF.SERVICES	9,200	667.00	(667.00)	9,200.00	667.00	8,533.00
ARCHITECTS	-0-			-0-		
LEGAL	1,800			1,800.00		1,800.00
CONTRACTUAL MAINT.&REPAIRS:						
MAIN LIBRARY-UTILITIES	16,500	2,055.80	(2,055.80)	16,500.00	1,762.54	14,737.46
MAIN LIBRARY-REPAIRS & MAIN.	5,000	32.00	(32.00)	5,000.00	255.70	4,744.30
TORY CORNER-RENTAL	540			540.00	135.00	405.00
BOOKMOBILE	5,300			5,300.00	760.50	4,539.50
SERVICE CONTRACTS	2,200	174.77	(174.77)	2,200.00	291.18	1,908.82
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	6,980.61	(6,998.02)	60,017.41	5,725.06	54,292.35
SUPPLIES	12,000	1,527.55	(1,527.55)	12,000.00	2,234.22	9,765.78
PERIODICALS,SERIALS & NEWSPAPERS	9,000	243.34	(243.34)	9,000.00	8.18	8,991.82
AUDIO-VISUAL MATERIALS	6,000	322.76	(322.76)	6,000.00	213.50	5,786.50
PAMPHLETS	500	36.15	36.15	500.00	29.16	470.84
MISC. OTHER EXPENSES:						
INSURANCE	5,000	53.00	(53.00)	5,000.00		5,000.00
TELEPHONE	1,600	138.06	(138.06)	1,600.00	141.65	1,458.35
POSTAGE	3,000	300.00		2,700.00		2,700.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	807.71		9,192.29		9,192.29
CONTINGENT	-0-			-0-		
ANNUAL REPORT	750			750.00		750.00
BOOKMOBILE	50,000			50,000.00		50,000.00
EQUIPMENT	18,900			18,900.00		18,900.00
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000			18,000.00		18,000.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750			13,750.00	364.32	13,385.68
<u>TOTAL</u>	<u>\$562,797</u>	<u>\$36,794.43</u>	<u>(\$12,354.65)</u>	<u>\$538,357.22</u>	<u>\$12,689.50</u>	<u>\$525,667.72</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JANUARY 1976

[illegible]

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1976 BILLS PRESENTED FOR PAYMENT
ON FEBRUARY 25, 1976

CHECKS ARE DATED
 JANUARY 28, 1975

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
9654	MIDLANTIC NAT'L BANK-WT FOR JAN. 1976	1. SALARIES	\$ 1,429.77
9655	WEST ORANGE FED. CREDIT UNION-JAN. 1976	1. "	218.55
9656	P.E.R.S.-PENSIONS & LOANS-JAN. 1976	1. "	1,085.80
9657	P.E.R.S.-CONTRIBUTORY GROUP INS.-JAN.'76	1. "	115.54
9658	P.E.R.S.-SUPPLEMENTAL ANNUITY-JAN.1976	1. "	33.00
9659	TOWN OF WEST ORANGE-SOC.SEC.-EMPLOYEES- JANUARY 1976	1. "	1,365.91
9660	TOWN OF W.O. HOSPITALIZATION FEB. 1976	22. HOSPITALIZATION	807.71
9661	POSTMASTER - W.O.	13. POSTAGE	300.00
7487	FACTS ON FILE-VOID CHECK	2. BOOKS	(7.95)
	NET PAYROLL 1/9/76 CHKS #394-441 (48)	1. SALARIES	8,764.79
	NET PAYROLL 1/23/76 #394-440 (47)	1. "	8,669.90
	<u>SUB-TOTAL</u>		<u>\$ 22,783.02</u>
	<u>ADD: CHECKS #9551-9653 PRESENTED FOR PAYMENT-JANUARY 29, 1976</u>		<u>14,338.57</u>
	<u>SUBTOTAL - CHECKS ISSUED JANUARY 1976</u>		<u>\$ 37,121.59</u>
	<u>LESS:</u>		
	CHECK #9553 WEST ORANGE PETTY CASH CHECKING A/C- TRANSFER		\$ 200.00
	CHECK #9621 XEROX CORP-CHARGE FROM PHOTOCOPY MACHINE		117.70
	DEPOSIT - REFUND	21. Books	9.46
			<u>327.16</u>
	<u>TOTAL EXPENDITURES-MONTH OF JANUARY 1976 PER BUDGET REPORT</u>		<u>\$ 36,794.43</u>

PAYMENT RECOMMENDED BY:

Leo Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,
 AARON EISENBERG & CO., CPA's

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

JANUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 25, 1976

CHECKS ARE DATED
FEBRUARY 25, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1001	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,547.17
1002	WEST ORANGE FEDERAL CREDIT UNION	1. "	218.55
1003	STATE OF N.J. PENSION INCREASE FUND	28. EMP. PERS	364.32
1004	ABORN EXTERMINATING CO.	11. SERV.CONTR.	15.00
1005	AL's AUTO PARTS, INC.	5. MAINT.-MOB.	42.59
1006	AMERICAN COLLEGIATE EMPLOYMENT INST.	2. BOOKS	6.95
1007	AMERICAN FOUNDATION FOR THE BLIND	2. "	9.00
1008	AMERICAN LIBRARY ASSOCIATION	2. "	11.25
1009	ARCO PUBLISHING CO. INC.	2. "	17.57
1110	ARNO PRESS, INC.	2. "	7.70
1011A	AUTOMATIC DATA PROCESSING	11. SERV.CONTR.	\$ 38.50
B	" " "	11. SERV.CONTR.	36.00
C	" " "	11. SERV. CONTR.	7.68
D	" " "	4. SUPPLIES	5.00
1012A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	39.79
B	" " " "	2. "	56.37
C	" " " "	2. "	23.32
D	" " " "	2. "	122.85
E	" " " "	2. "	10.40
F	" " " "	2. "	9.80
G	" " " "	2. "	72.64
H	" " " "	2. "	65.57
I	" " " "	2. "	(6.13)
J	" " " "	2. "	11.65
K	" " " "	2. "	119.17
L	" " " "	2. "	(13.13)
M	" " " "	2. "	124.37
1013A	THE BAKER & TAYLOR COMPANIES	2. "	57.61
B	" " " "	2. "	10.20
C	" " " "	2. "	158.91
D	" " " "	2. "	117.56
1014	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN	32.00
1015	BOOK PEOPLE	2. BOOKS	4.75
1016	R. R. BOWKER	2. "	68.00
1017A	R. R. BOWKER	2. "	51.50
B	" " "	2. "	36.05
C	" " "	2. "	36.05
1018A	THE BROOKINGS INSTITUTION	2. "	8.34
B	" " "	2. "	12.89
1019	THE BUCKS COUNTY HISTORICAL SOCIETY	2. "	12.15
1020	C. W. ASSOCIATES	2. "	8.50
1021	CAHNERS PUBLISHING CO. INC.	2. "	35.00
1022	CAPRA PRESS	2. "	8.35
1023	CENTER TYPEWRITER COMPANY	4. SUPPLIES	12.70
1024	COBBLESMITH	2. BOOKS	3.95
1025	COMMUNICATIONS PRESS, INC.	2. "	7.35
1026	COMMERCE CLEARING HOUSE, INC.	2. "	10.16
1027	THE COUNCIL OF STATE GOVERNMENTS	2. "	8.40
1028	CRONER PUBLICATIONS, INC.	2. "	21.95
1029	THOMAS Y. CROWELL CO.	2. "	31.00
1030A	CURTIS SERVICE, INC.	8. MAINT.-MOB.	170.73
B	" " "	8. " "	490.69
C	" " "	8. " "	56.49

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 25, 1976

CHECKS ARE DATED
FEBRUARY 25, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT	
1061A	MACMILLAN PUBLISHING CO. INC.	2. BOOKS	\$ 28.71	
B	" " "	2. "	18.84	\$ 47.55
1062	MARTINDALE-HUBBELL, INC.	2. "		100.00
1063	MEANINGS OF MODERN ART BOOK-OF-THE-MONTH CLUB, INC.	2. "		6.75
1064A	MODERN MASS MEDIA, INC.	21. A/V MATERIALS	6.95	
B	" " " "	21. " "	12.80	
C	" " " "	6. MAINT.-MAIN.	23.95	43.70
1065	MONROE CALCULATOR CO.	11. SERV. CONTR.		34.00
1066A	J.M. MOREHOUSE PRINTING CO. INC.	4. SUPPLIES	147.00	
B	" " " "	4. "	95.00	242.00
1067	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN		863.27
1068	NATIONAL REGISTER PUB. CO.	2. BOOKS		40.00
1069A	N.J. BELL	9. TELEPHONE	130.25	
B	" "	9. "	11.40	141.65
1070	NEW JERSEY LAW JOURNAL	2. BOOKS		18.75
1071	N.J. OFFICE SUPPLY CO.	4. SUPPLIES		32.29
1072	E. & M. O'HARA, INC.	6. MAINT.-MAIN		79.85
1073A	PITNEY BOWES	6. " "	32.00	
B	" "	4. SUPPLIES	5.76	
C	" "	4. "	20.00	57.76
1074	PLANNED PARENTHOOD FED. OF AMER.	22. PAMPHLETS		10.33
1075	PRENTICE-HALL, INC.	2. BOOKS		5.66
1076	PUBLIC AFFAIRS COMMITTEE, INC.	18. MAGAZINES		8.18
1077	PUBLIS SERVICE ELEC. & GAS CO.	6. MAINT.-MAIN		899.27
1078	G.P. PUTNAMS SONS	2. BOOKS		12.52
1079	REDPATH ART SERVICE	21. A/V MATERIALS		193.75
1080	REGENT BOOK COMPANY, INC.	2. BOOKS		48.84
1081	T.K. SANDERSON ORGANIZATION	2. "		26.00
1082	NETTI-SCHREINER-YANTIS	2. "		4.21
1083	SHAR-FREY, INC.	2. "		22.85
1084	SILVER BURDETT COMPANY	2. "		8.60
1085	PETER SMITH PUBLISHER	10. COMM. REL.		5.21
1086	THE STAR-LEDGER	10. " "		20.16
1087	STATE INDUSTRIAL DIRECTORIES	2. BOOKS		87.50
1088	STIPES PUBLISHING CO.	2. "		9.80
1089	STRUCTURE PUBLISHING CO.	2. "		8.95
1090	SUPERIOR ENGINEERING CO.	11. SERV. CONTR.		75.00
1091	T M PRODUCTIONS	2. BOOKS		14.35
1092	TIME AND LIFE BOOKS	2. "		78.60
1093	TREASURER, STATE OF N.J. N.J. HISTORICAL COMMISSION	20. NEWS. & PAMP.		8.85
1094	TYPEWRITER & OFFICE MACHINE CO.	4. SUPPLIES		54.00
1095	UPSTART LIBRARY PROMOTIONALS	4. SUPPLIES		6.75
1096	FRANKLIN WATTS, INC.	2. BOOKS		61.57
1097	WEISE-WINCKLER BINDERY, INC.	3. BINDING		76.50
1098	WIESENBERGER SERVICES, INC.	2. BOOKS		81.60
1099	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY		135.00
1100	WEST PUBLISHING CO.	2. BOOKS		20.00
1101	PROFESSOR STANLEY & WINTERS N.J. INSTITUTE OF TECHNOLOGY	2. "		1.75
1102	WORKALL PUBLICATIONS	10. COMM. REL.		4.83

WEST ORANGE FREE PUBLIC LIBRARY
JANUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 25, 1976

CHECKS ARE DATED
FEBRUARY 25, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1031	DATA BUSINESS SYSTEMS, INC.	4. SUPPLIES	\$ 247.18
1032A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	\$ 152.19
B	" " " "	2. "	139.31
C	" " " "	2. "	270.57
D	" " " "	2. "	151.33
E	" " " "	2. "	202.26
F	" " " "	2. "	96.42
G	" " " "	2. "	198.02
H	" " " "	2. "	55.33
I	" " " "	2. "	(32.00)
J	" " " "	2. "	254.69
K	" " " "	2. "	222.33
L	" " " "	2. "	286.12
M	" " " "	2. "	41.77
N	" " " "	2. "	128.65
O	" " " "	2. "	274.00
P	" " " "	2. "	109.26
Q	" " " "	2. "	(12.37) 2,537.88
1033A	DOUBLEDAY & COMPANY, INC.	2. "	11.31
B	" " " "	2. "	23.03
C	" " " "	2. "	30.32
D	" " " "	2. "	20.76
E	" " " "	2. "	4.85
F	" " " "	2. "	4.85
G	" " " "	2. "	41.82
H	" " " "	2. "	27.30 164.24
1034	DRAMA BOOK SPECIALISTS	2. "	62.45
1035	AARON EISENBERG & CO.	23. MGMT. SERVICES	667.00
1036	ENCYCLOPAEDIA BRITANNICA EDUCATIONAL CORP.	2. BOOKS	13.45
1037	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
1038	EXPOSITION PRESS	2. BOOKS	7.00
1039A	FACTS ON FILE, INC.	2. "	12.95
B	" " " "	2. "	5.75 18.70
1040	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	87.90
1041	FIELD ENTERPRISES EDUCATIONAL CORP.	2. BOOKS	199.00
1042	FISCHER & KAUFMAN	4. SUPPLIES	140.27
1043	FLEETWOOD UNICOVER CORP.	2. BOOKS	12.50
1044	GALE RESEARCH COMPANY	2. "	68.00
1045A	GAYLORD BROS., INC.	11. SERV.CONTR.	85.00
B	" " " "	4. SUPPLIES	203.36
C	" " " "	4. "	47.03 335.39
1046	GREEN TIGER PRESS	2. BOOKS	8.70
1047	HASTINGS HOUSE PUBLISHERS, INC.	2. "	25.32
1048	THE HORN BOOK, INC.	2. "	60.99
1049	INDEPENDENT PUBLISHERS GROUP	2. "	13.28
1050	THE INSTITUTE FOR RESEARCH	20. NEWS. & PAMP.	9.98
1051	INTERBOOK INCORPORATED	2. BOOKS	6.50
1052	INTERNATIONAL PUBLICATIONS SERVICE COLLINGS, INC.	2. "	69.45
1053	INVESTOR'S SYSTEMS, INC.	2. "	18.75
1054	JERSEY PAPER COMPANY	4. SUPPLIES	1,155.38
1055	KRAUSE-THOMSON ORGANIZATION LTD.	2. BOOKS	20.85
1056A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	10.50
B	" " " "	4. "	14.00 24.50
1057A	LIBRARIES UNLIMITED, INC.	2. BOOKS	21.88
B	" " " "	2. "	11.80 33.68
1058	LIBRARY OF CONGRESS, CDS DIV.	2. "	35.00
1059	LONGMAN, INC.	2. "	8.38
1060	M.E.D.S. CORPORATION	2. "	12.50

WEST ORANGE FREE PUBLIC LIBRARYJANUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON FEBRUARY 25, 1976CHECKS ARE DATED
FEBRUARY 25, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1103	XEROX CORPORATION	25. PHOTOCOPY	\$ 126.14
1104	C. & W. ZABEL CO.	2. Books	219.57
<u>SUB-TOTAL</u>			14,581.36
<u>LESS:</u>			
CHECK #1001 - MIDLANTIC NATIONAL BANK -W.T.-FEB. 1976			\$ 1,547.17
#1002 - WEST ORANGE FEDERAL CREDIT UNION			218.55
#1103 - XEROX CORP.-CHARGE FROM PHOTOCOPY MACHINE			126.14
			<u>1,891.86</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - FEBRUARY 25, 1976</u>			<u>\$ 12,689.50</u>

PAYMENT RECOMMENDED BY:*Lela Reed*PAYMENT APPROVED BY:

PREPARED WITH AUDIT,

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

BY: *Aaron Eisenberg*

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 24, 1976

1. Roll Call
2. Open Public Meetings Statement
3. Minutes
4. Treasurer's Report
 - a) Bills Presented for Payment
 - b) Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
 - a) Sick Leave after Retirement
 - b) Reference Area Shelving
 - c) Boiler and Fire Detection
 - d) Adopt Amended Budget
8. New Business
 - a) NJLA Trustee Seminar Report
 - b) Roof Leak
9. Communications
10. Community Participation
11. Adjournment

MINUTES

BOARD OF TRUSTEES MEETING

MARCH 24, 1976

The meeting was called to order at 7:45 P. M. by President Anita Strauss. Board of Trustees members present were: Andrea Grover, Eileen Flanagan, Phyllis Lopis and Albert Kupferer constituting a quorum. Also present were Director Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant, Stewart Manheim. Several residents of West Orange were present.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the February 25, 1976 Board of Trustees meeting. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim stated that vouchers #1115 and 1116 to the Cheese Shop and Postmaster, respectively, were paid on earlier dates than the bills presented at the meeting.

Mrs. Lopis made a motion to accept the Bills Presented for Payment. Miss Flanagan seconded, and it was carried unanimously.

2) Financial Statement:

A letter will be sent to the Town Council informing them that the Salary Contingency Fund has been placed in the Accumulated Reserves Fund.

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

DIRECTOR'S REPORT:

Mrs. Reed has informed the Board of Trustees that the Department of Civil Service has approved the permanent appointment of two part-time professionals, Dawn Coffman and Elsa Meyers, and one full-time professional, Mark Donnelly.

Mrs. Reed reported that there has been a cut in hours of part-time employees who work over 25 hours per week. The Children's Room will have one employee only working in the evenings.

Mrs. Lopis reviewed each line of the 1976 Amended budget which results in a depletion of all library reserves with the exception of \$5,356.

Mr. Kupferer made a motion that the proposed amended budget be approved as of the Board of Trustees meeting of March 24, 1976. It was seconded by Mrs. Grover and passed unanimously.

Mr. Kupferer made a motion to transfer \$96,851 from Accumulated Reserve Fund to cover the current 1976 budget. Mrs. Lopis seconded the motion and it was carried unanimously.

OLD BUSINESS:

The Board of Trustees acted upon the following benefits for employees:

- 1) Mrs. Lopis made a motion that the part-time employees be given one day of mourning for a death in the immediate family (father, mother, spouse, child, sister, brother, or other relative residing in the employee's household) based on hours worked on that day.
- 2) It was the opinion of the Board of Trustees that part-time workers should not be paid for holidays when the library is closed.
- 3) The Board of Trustees minutes of March 24, 1975 grants payment to part-time workers scheduled to work on a day that the library is closed due to weather conditions.
- 4) Mrs. Lopis made a motion that Sick Leave at Time of Retirement be tabled. It was seconded by Miss Flanagan, and passed unanimously.

Mr. Kupferer made a motion to table the Reference Area Shelving issue until the next meeting. Miss Flanagan seconded, and it was carried unanimously.

The specifications submitted by Mr. Sagosz will be sent to Deputy Chief Cohrs for his approval before they are submitted to several Fire Detection Equipment companies.

Mrs. Strauss reported that Mr. Lehman will send a representative to inspect the boiler room.

Mrs. Strauss reported on the New Jersey Library Trustees Seminar held in North Brunswick on March 13 which she attended. The round table discussions dealt with Management Procedures and Effective Library Services. Some of the topics covered were: Directors and Officers Liability Insurance, a survey of technical services, services for shut-ins, two shelf lists in case of damage, and the possibility of having a single state library card for N. J. residents which would be used at the library.

NEW BUSINESS:

The Town of West Orange will send someone to evaluate the condition of the roof in hopes of repairing the leak that leads into the main reading room of the library.

Mrs. Strauss made a motion to transfer \$35,000 from Carteret Savings and Loan Account #3-2-5589 to the checking account at Midlantic Bank to meet operating expenses. Mr. Kupferer seconded the motion, and it was passed unanimously.

COMMUNICATIONS:

Mr. Ostrow informed Mrs. Reed and the Board of Trustees that the Supreme Court denied Certification to Mr. Jonas. Mr. Ostrow pointed out that Mr. Jonas has applied for relief from court costs based on his claim of indigency.

The court unanimously reversed the judgement in the case of the Town of West Orange versus Groves which favored the library with an award for flood damages. Mr. Malkin, Town Attorney, does not recommend an appeal. Mr. Ostrow agrees with his recommendation. No money will be forthcoming.

Mrs. Lopis read a letter sent by Mrs. Reed to Mr. Michniewski, Head of the Library Development Bureau, informing him of the library's Tuesday evening hours. This is in reply to a letter asking for proof of hours for State Aid.

The Board of Trustees has decided that the insurance premiums for the plate glass windows and doors is not warranted at this time because of the expense.

Mrs. Lopis read a note from Mr. Sagosz thanking the Board for their thoughts and gift to his son Timothy.

Mrs. Zeitlin sent a thank you note to the Board in regard to the gift she received in appreciation of the years she spent as a Board of Trustee member.

Mrs. Strauss referred to a communication from the employees (see WOPLEA minutes of meeting--March 8, 1976, pages 4-5) requesting a change in the policy of handling copy machine monies. After discussion by the board, Mrs. Reed requested that the board set a policy regarding this matter. Mrs. Strauss made a motion that the money from the copy machine be collected on a daily basis; the number of copies be recorded daily; and the money to be counted by two people as it is taken from the box. Miss Flanagan seconded the motion, and it was passed unanimously.

The Board of Trustees dinner will be held at Libretti's Restaurant at 5:00 P. M. before the next Board of Trustees meeting on April 28, 1976.

PUBLIC PARTICIPATION:

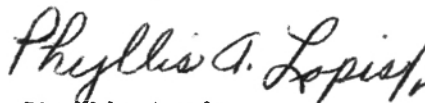
Mark Donnelly, President of the Employees' Association asked the Board of Trustees to consider the equity of vacation time allotted to professional and non-professional full-time employees.

The meeting was adjourned at 9:50 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

March 24, 1976

During my absence the first two weeks of this month Mrs. Czarnecki supervised the operations in the library. She reported everything went smoothly. She did a very splendid job.

Some of us went to Florida to "thaw" out and somehow contacted the "flu" bug and generously spread it around the library upon our return which resulted in several employees being out sick for a few days. We are gradually coming out of it and returning to our respective duties. Only some of my duties are being performed in the Jury Control Room 410 at the Essex County Court House in Newark because I have been called to Jury Duty for two weeks beginning March 15, 1976.

Regretfully, it must be reported that the Mobilibrary was inoperative beginning February 26th through March 15th. It returned to its schedule on Tuesday, March 16th.

The art exhibit from the elementary schools of West Orange has been replaced by art from the junior high schools. Senior high art will replace the current exhibit in two weeks. These exhibits continue to attract many non users as well as users of the library.

After many months of "hassle" with the Department of Civil Service about the permanent appointments of two part-time professionals and one full-time professional, I am proud to advise that Messrs. Dawn Coffman and

Elsa Meyers and Mark Donnelly have finally been approved. All three are now permanent employees.

Like all other libraries and most businesses, we are the victims of a drastic budget cut and are compelled to function within the means provided, and still remain open an extra evening each week for the sake of state aid.

We are now in the process of cutting hours through attritions and re-scheduling. By the end of May, it is anticipated that four or five of our part-time employees will be leaving our employ for various reasons. There are no plans for immediate replacements.

Scheduled programs will continue as long as we are able to finance them. However, if appeals made to the Legislature by libraries are not adhered to, there is a strong possibility of a reduction of library hours, services and programs.

Since my jury duty will not end until Friday, March 26th, Mrs. Czarnecki will represent me at the Essex County Directors meeting at Newark Public Library on Tuesday, March 23rd.

Respectfully submitted,

Lola N. Reed

WEST ORANGE FREE PUBLIC LIBRARY

BUDGET REPORT

MONTH OF FEBRUARY 1976

LIBRARY BOARD MEETING OF MARCH 24, 1976

EXPENDITURES

	PROPOSED BUDGET 1976	PAID MONTH OF FEB. 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID TWO MONTHS ENDED 2/29/76	UNEXPENDED BUDGET BALANCE 2/29/76	BILLS/ACCTS. PAYABLE 2/29/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 2/29/76
SALES & WAGES	\$307,907	\$ 23,711.33	\$ 47,060.81	\$260,846.19		\$260,846.19
CONTRACTUAL SERVICES:						
BINDING	1,000	76.50	76.50	923.50	\$ 42.00	881.50
COMMUNITY SERVICES	800	24.99	24.99	775.01	21.29	753.72
TRANSPORTATION	400			400.00		400.00
SEMINARS & WORKSHOPS	2,000			2,000.00		2,000.00
AUDIT	1,650			1,650.00		1,650.00
MANAGEMENT & PROF. SERVICES	9,200	667.00	667.00	8,533.00	667.00	7,866.00
ARCHITECTS	-0-			-0-		-0-
LEGAL	1,800			1,800.00	949.34	850.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	16,500	1,762.54	1,762.54	14,737.46	840.10	13,897.36
MAIN LIBRARY-REPAIRS & MAIN.	5,000	516.70	516.70	4,483.30	248.35	4,234.95
TORY CORNER-RENTAL	540	135.00	135.00	405.00		405.00
BOOKMOBILE	5,300	760.50	760.50	4,539.50	118.53	4,420.97
SERVICE CONTRACTS	2,200	291.18	291.18	1,908.82	196.10	1,712.72
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	5,682.55	5,665.14	54,334.86	4,261.81	50,073.05
SUPPLIES	12,000	1,061.05	1,061.05	10,938.95	1,481.44	9,457.51
PERIODICALS, SERIALS & NEWS.	9,000			9,000.00		9,000.00
AUDIO-VISUAL MATERIALS	6,000	213.50	213.50	5,786.50		5,786.50
PAMPHLETS	500	37.34	37.34	462.66	75.80	386.86
MISC. OTHER EXPENSES:						
INSURANCE	5,000			5,000.00		5,000.00
TELEPHONE	1,600	95.96	95.96	1,504.04	146.91	1,357.13
POSTAGE	3,000	(2.00)	298.00	2,702.00	300.00	2,402.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	807.71	1,615.42	8,384.58		8,384.58
CONTINGENT	-0-			-0-		-0-
ANNUAL REPORT	750			750.00		750.00
BOOKMOBILE	50,000			50,000.00		50,000.00
EQUIPMENT	18,900			18,900.00	167.22	18,732.78
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000			18,000.00		18,000.00
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	364.32	364.32	13,385.68		13,385.68
<u>TOTAL</u>	<u>\$562,797</u>	<u>\$ 36,206.17</u>	<u>\$ 60,645.95</u>	<u>\$502,151.05</u>	<u>\$9,515.89</u>	<u>\$492,635.16</u>

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF FEBRUARY 1976

CASH FUNDS-1/31/76									
ADD:									
FINES									
NON-RESIDENT FEES									
PHOTO COPY									
RENTALS									
MICROFILMS									
MEETING ROOM									
LOST BOOKS									
EXCESS PROPERTY									
63.03									
80.65									
1,953.29									
63.03									
80.65									
1,953.29									
4,550.80									
47,560.22									
36,206.17									
111,354.05									
490,797.00									
502,151.05									
9,515.89									
492,635.16									
26,369.75									
34,270.39									
40,783.91									
17,008.96									
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118,779.00									
102,207.59									
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63.59									
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392.16									

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1976 BILLS PRESENTED FOR PAYMENT
ON MARCH 24, 1976

CHECKS ARE DATED
FEBRUARY 25, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1105	MIDLANTIC NATL. BANK-W/T FEB. 1976	1. SALARIES	\$ 1,398.63
1106	WEST ORANGE FEDERAL CREDIT UNION- FEB. 1976	1. "	228.55
1107	P.E.R.S.-PENSIONS, LOANS-FEB. 1976	1. "	1,116.42
1108	P.E.R.S.-CONTRIBUTORY GROUP INS.- FEB. 1976	1. "	115.54
1109	P.E.R.S.-SUPPLEMENTAL ANNUITY- FEB. 1976	1. "	33.00
1110	TOWN OF WEST ORANGE-SOC. SEC. EMPLOYEES-FEB. 1976	1. "	1,387.12
1111	TOWN OF WEST ORANGE-HOSPITALIZATION- MAR. 1976	22. HOSPITALIZATION	807.71
1112	SUPERIOR ENGINEERING	6. MAINTENANCE	261.00
	NET PAYROLL 2/15/76 #441-486 (46)	1. SALARIES	9,202.53
	NET PAYROLL 2/29/76 #487-583 (47)	1. "	8,463.82
	<u>SUB-TOTAL</u>		<u>23,014.32</u>
	<u>ADD: CHECKS #1001-1104 PRESENTED FOR PAYMENT - FEBRUARY 25, 1976</u>		<u>14,581.36</u>
	<u>SUB-TOTAL-CHECKS ISSUED FEBRUARY 25, 1976</u>		<u>37,595.68</u>
	<u>LESS:</u>		
	DEPOSIT - REFUND	9. TELEPHONE	\$ 45.69
		4. SUPPLIES	19.79
		2. BOOKS	42.51
	REIMBURSEMENT-FRIENDS OF WEST ORANGE LIBRARY	4. SUPPLIES	1,155.38
	CHECK #1103 XEROX CORP. -CHARGE FROM PHOTOCOPY MACHINE		<u>126.14</u>
			<u>1,389.51</u>
	<u>TOTAL EXPENDITURES - MONTH OF FEBRUARY 1976 PER BUDGET REPORT</u>		<u><u>\$36,206.17</u></u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

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

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1976

CHECKS ARE DATED
MARCH 24, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1115	THE CHEESE SHOP	10. COMM. RELATIONS	\$ 21.29
1116	POSTMASTER - WEST ORANGE	13. POSTAGE	300.00
1117	ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
1118	AL'S AUTO PARTS, INC.	8. MAINT.-MOB.	9.58
1119	AMA/COM	2. BOOKS	7.70
1120	AMERICAN MEDICAL ASSN. ORDER DEPT.	20. NEWSPAPERS & PRMP.	16.09
1121	ASSOCIATED MICROFILM SERVICE, INC.	2. BOOKS & MICROFILMS	14.00
1122A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 36.90
B	" " "	11. " "	36.20
1123A	THE BAKER & TAYLOR CO.	2. Books	(9.87)
B	" " "	2. " "	128.03
C	" " "	2. " "	33.02
D	" " "	2. " "	34.89
E	" " "	2. " "	(8.75)
F	" " "	2. " "	55.98
G	" " "	2. " "	10.74
H	" " "	2. " "	41.38
I	" " "	2. " "	322.44
J	" " "	2. " "	(12.58)
K	" " "	2. " "	17.86
1124A	THE BAKER & TAYLOR CO.	2. " "	(7.50)
B	" " "	2. " "	19.24
C	" " "	2. " "	19.15
D	" " "	2. " "	6.89
1125	ARNOLD BERNHARD & CO. INC.	2. " "	37.78
1126	BOOKS FOR LIBRARIES	2. " "	168.00
1127A	R. R. BOWKER CO.	2. " "	25.75
B	" " "	2. " "	20.25
C	" " "	2. " "	20.70
1128A	BROADCASTING BOOK DIVISION	2. " "	20.70
B	" " "	2. " "	36.50
1129A	BRO-DART, INC.	2. " "	20.00
B	" " "	4. SUPPLIES	255.59
C	" " "	4. " "	41.00
D	" " "	4. " "	82.00
1130	CENTER TYPEWRITER CO.	4. " "	123.00
1131	CURTIS SERVICE, INC.	6. MAINT.-MAIN	501.59
1132	DEMCO EDUCATIONAL CORP.	8. MAINT.-MOB.	18.50
1133	T. S. DENISON AND CO. INC.	17. EQUIPMENT	108.95
1134A	DIMONDSTEIN BOOK CO. INC.	2. BOOKS	167.22
B	" " "	2. " "	22.36
C	" " "	2. " "	318.68
D	" " "	2. " "	39.22
E	" " "	2. " "	268.43
F	" " "	2. " "	276.92
G	" " "	2. " "	(4.03)
H	" " "	2. " "	181.59
1135	DOBBS BROS. LIBRARY BINDING CO. OF VA.	2. " "	331.45
1136A	DOUBLEDAY & COMPANY, INC.	2. " "	225.37
B	" " "	3. BINDING	1,637.63
C	" " "	2. BOOKS	42.00
D	" " "	2. " "	13.13
E	" " "	2. " "	21.00
F	" " "	2. " "	4.24
G	" " "	2. " "	20.01
H	" " "	2. " "	42.40
I	" " "	2. " "	12.72
J	" " "	2. " "	9.70
K	" " "	2. " "	18.32
L	" " "	2. " "	4.85
		2. " "	16.38
		2. " "	49.17
		2. " "	30.90
			242.82

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1976

CHECKS ARE DATED
MARCH 24, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1137	EAST ORANGE GLASS CO.	6. MAINT.-MAIN	\$ 131.25
1138	AARON EISENBERG & Co.	23. MGMT. SERVICES	667.00
1139	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
1140	FACTS ON FILE, INC.	2. BOOKS	35.27
1141	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES	65.52
1142	MAX FREEMAN & Co. INC.	6. MAINT.-MAIN	32.00
1143	GALE RESEARCH COMPANY	2. BOOKS	33.38
1144	GAYLORD BROS. INC.	4. SUPPLIES	134.83
1145	GOVERNMENT INFORMATION SERVICES	2. BOOKS	10.95
1146	GROLIER YEAR BOOK, INC.	2. "	10.75
1147	HAMILTON COTTAGE PRESS	2. "	3.00
1148	HANCOCK HOUSE PUBLISHERS	2. "	12.71
1149	THE HARROP PRESS	4. SUPPLIES	25.00
1150	HUMANITIES PRESS, INC.	2. BOOKS	7.42
1151A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	\$ 249.45
B	" " "	4. "	25.00
C	" " "	4. "	27.00
1152	LIBRARY OF CONGRESS CARD DIV.	20. PAMPHLETS	35.00
1153A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	29.93
B	" " "	2. "	26.68
C	" " "	2. "	9.48
D	" " "	2. "	10.71
1154	MARQUIS WHO'S WHO, INC.	2. "	61.00
1155	HOW GOOD MODERN ART	2. "	6.75
1156	MINIATURE MAKERS	2. "	3.95
1157	J. M. MOREHOUSE PRINTING Co. INC.	4. SUPPLIES	199.50
1158	NATIONAL FIRE PROTECTION ASSN.	20. PAMPHLETS	21.71
1159	NATIONAL REGISTER PUBLISHING Co. INC.	2. BOOKS	38.00
1160	HAROLD R. NESTLER, INC.	2. "	67.00
1161	N.J. BELL	9. TELEPHONE	135.18
1162	N.J. BELL	9. " -T.C.	11.73
1163A	N.J. OFFICE SUPPLY Co.	4. SUPPLIES	2.70
B	" " " "	4. "	3.50
C	" " " "	4. "	2.80
1164	NUTSHELL NEWS	2. BOOKS	10.50
1165A	IRVING OSTROW	24. LEGAL SERVICES	375.00
B	" " "	24. " "	574.34
1166	PITNEY BOWES	11. SERVICE CONTR.	33.00
1167A	PRENTICE-HALL, INC.	2. BOOKS	25.13
B	" " "	2. "	80.57
C	" " "	2. "	22.05
D	" " "	2. "	19.20
1168	PUBLIC SERVICE ELECT. & GAS. Co.	6. MAINT.-MAIN	840.10
1169A	RAND McNALLY & COMPANY	2. BOOKS	50.00
B	" " "	2. "	13.12
1170A	RUNNING PRESS	2. "	4.16
B	" " "	2. "	4.29
1171	HENRY F. SCHMIDT, INC.	4. SUPPLIES	13.35
1172	SCHOLASTIC BOOK SERVICES	2. BOOKS	46.37
1173	CHARLES SCRIBNER'S SONS	2. "	32.66
1174	SECURITY WORLD PUBLISHING Co. INC.	2. "	13.50
1175A	SILVER BURDETT Co.	2. "	17.81
B	" " "	2. "	9.00
1176A	SHAR-FREY, INC.	2. "	18.68
B	" " "	2. "	40.54
1177A	PETER SMITH PUBLISHERS, INC.	2. "	524.79
B	" " " "	2. "	4.71
C	" " " "	2. "	5.80
D	" " " "	2. "	2.71
E	" " " "	2. "	(16.10)
			521.91

WEST ORANGE FREE PUBLIC LIBRARY
FEBRUARY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MARCH 24, 1976

CHECKS ARE DATED
MARCH 24, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1178	STATE CHEMICAL MANUFACTURING Co.	4. SUPPLIES	\$ 193.20
1179	SUPERIOR ENGINEERING Co.	11. SERVICE CONTR.	75.00
1180	THOMAS PUBLISHING Co.	2. BOOKS	59.00
1181	UNITED STEEL PRODUCTS Co.	6. MAINT.-MAIN	66.60
1182	WESTERN WORLD PUBLISHERS	2. BOOKS	12.95
1183	XEROX CORPORATION	25. PHOTOCOPY	169.37
1184	XEROX UNIVERSITY MICROFILMS	2. BOOKS	6.06
1185	YOUNG ADULT ALTERNATIVE NEWSLETTER	20. PAMPHLETS	3.00
1113	MIDLANTIC NATIONAL BANK	1. SALARIES	1,357.59
1114	WEST ORANGE FEDERAL CREDIT UNION	1. SALARIES	228.55
 <u>SUB-TOTAL</u>			 <u>11,271.40</u>
 <u>LESS:</u> Ck. #1113-MIDLANTIC NATIONAL BANK-W/T 3/15/76			 \$ 1,357.59
#1114-WEST ORANGE FEDERAL CREDIT UNION 3/15/76			228.55
#1183-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE			169.37
			<u>1,755.51</u>
 <u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-MARCH 24, 1976</u>			 <u><u>\$ 9,515.89</u></u>

PAYMENT RECOMMENDED BY:

Lea 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

April 28, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
 - a. Sick Leave after Retirement
 - b. Reference Area Shelving
 - c. Fire Detection
8. New Business
 - a. Friends of the Library
 - b. Book Sale
9. Communications
10. Community Participation
11. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

APRIL 28, 1976

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Sagosz made a motion to accept the Minutes of the March 24, 1976 Board of Trustees meeting as presented. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Lopis made a motion to accept the Bills Presented for Payment. Mrs. Herman seconded it, and it was carried unanimously.

2) Financial Statement:

Mr. Manheim pointed out that for the three months ending March 31, 1976 there has been \$8,412.24 deposited in the Fines and Reserves Fund.

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

DIRECTOR'S REPORT:

Mrs. Reed reported to the Board of Trustees that the library has not been receiving proof of the monthly visits made by Superior Engineering Company. Mr. Ostrow will send a letter to Mr. Rappaport asking that proof be submitted after each monthly visit as the contract has indicated.

Mrs. Reed reported that three Jr. Library Assistants and two Jr. Library Clerks will be leaving before summer. She would like to hire four Jr. Library Clerks to replace these five people and to cover the areas needed as the staff takes vacations. Mr. Manheim stated that there is provision in the budget for the hiring of summer help.

OLD BUSINESS:

Mr. Sagosz reported that the fire department has approved the specifications for the fire detection equipment. Letters have been sent to the eight companies listed in the letter submitted by Deputy Chief Cohrs. Four out of the eight companies have responded.

Mr. Ostrow has reviewed the existing statutes in regard to regulating purchases by libraries. They are 40:54-12.1 entitled Free Public Libraries--Purchases Without Advertising, and Free County Libraries 40:33-8.1. He is of the opinion that the cited statutes appear to control our purchasing procedures. Mrs. Reed will check with the State Library to find out the proper procedures. Mr. Sagosz will compose a letter to be sent to the newspaper advertising bids for the fire detection equipment.

The Board of Trustees reviewed the staff request for sick leave at time of retirement, and after discussion, Mrs. Grover made a motion that the Board of Trustees not remunerate employees for accumulated sick leave at time of retirement. Mrs. Herman seconded the motion, and it was passed with four votes cast against remuneration and three in favor.

NEW BUSINESS:

Mrs. Reed reported that Mrs. Joan Bojsza, a new "Friend of the Library" has worked diligently in assisting Mrs. Czarnecki in preparation with the book sale to be held May 15.

Responding to Mrs. Reed's request, Mr. Kupferer made a motion to approve the book sale on May 15, 1976--rain date, May 22, 1976. Mrs. Lopis seconded the motion and it was carried unanimously.

COMMUNICATIONS:

Mrs. Lopis read a letter received from George A. Freeman of Vogelbach and Baumann in regard to their survey taken of the automatic temperature control system. After reviewing their recommendations, the Board of Trustees decided that more investigation is necessary.

Mrs. Lopis read two letters, addressed to Mr. Sagosz, from Mrs. Cora Zalme, West Orange resident, and Richard Buoye, member of the local PBA in which they condemn the contents of Inner City Mother Goose, by Eve Merriam and request that it be removed from library shelves because of its access to children. A letter from Eileen Lurie was also read in which Mrs. Lurie praised the book and was in favor of it being kept on the shelves.

Mr. Sagosz replied that he sympathizes with the feelings expressed in the letters. However, this book depicts certain situations that exist in life and that removing the book from the shelves will not remove the existing situations. Mrs. Herman added that there are books written about people from all walks of life and occupations that could be found derogatory. She noted that the book has never been placed in the Children's Room as the letters have indicated.

Mrs. Strauss commended Mrs. Reed on the position she has taken in defense of the book. She noted that the book had been purchased several years ago.

Mr. Kupferer said that in reading the book, he felt that it should definitely be kept out of the Children's Room, but he is in favor of keeping it in the adult section of the library. Mrs. Grover stated that it is a good piece of literature and has had good reviews.

Miss Flanagan said that the book deals with life in the ghetto and tells it like it really is. People have the right and freedom to read whatever they wish. Mrs. Lopis commented that the books were put in the adult section and that the parents must accept the responsibility for the child checking out the book with an adult card.

Mr. Sagosz moved that the Board of Trustees affirm its policy of non-censorship, specifically applying this policy to the book titled Inner City Mother Goose by Eve Merriam. Miss Flanagan seconded the motion, and it was passed unanimously.

Mrs. Strauss suggested that the secretary reply to the letters sent to Mr. Sagosz particularly responding to the fact that the book has never been placed in the Children's Room.

PUBLIC PARTICIPATION:

Mr. Ostrow commended the Board for their stand on non-censorship. As a West Orange resident he wanted to express his appreciation. Mrs. Coffman, Children's librarian, added that on the application cards, parents can give their children permission to take books out of the adult section and that they assume the responsibility for this action.

The meeting was adjourned at 9:45 P. M. The next Board of Trustees meeting will be held on Wednesday, May 26, 1976.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

April 28, 1976

The busiest month of the year so far for the library is April. Maybe because Spring is in the air everybody is itching to show what he/she can do.

Another attempt has been made to revive interest in the "Friends" organization. A meeting was held on April 13, but only one person came and the possibility of the "Friends" sponsoring a book sale during the month of May was discussed. With your permission, we would like to have a book sale on May 15, 1976 and another during the month of September. No September date has yet been set.

With the presence of the many displays in the library we minimized our library exhibits for National Library Week. However, our observation of the occasion was extended to almost a full-page advertisement in the "Chronicle" on April 8. Also, we purchased a publication by the New Jersey Library Association called the 'Library Almanack which were distributed to patrons during National Library Week. Our Public Relations person, Mark Donnelly worked closely with a staff member of the West Orange Chronicle in soliciting patrons for our National Library Week advertisement. We would like to thank all of our sponsors, including our CPA Stewart Manheim and our Attorney Irving Ostrow, for making the publicity possible.

A Calendar of Events in recognition of famous people, events, holidays and happenings at the library is being made and exhibited monthly. Our calendar for this month includes two puppet shows by Ralph Kelly from the Community House on Saturday, March 27th which were very well attended; a photographic display by Mr. James Waxman, President of the Vailsburg Camera Club, for which he had quite a write up in the Newark Sunday News; a mini-ensemble folk pageant called "A Junior Bi-Centennial" was presented by the New Dimensions Learning Center.

Donated to the library during the month were the following: a check in the amount of \$122.00 by the West Orange Junior Womans' Club, three copies of Uncle Sam-The Man-The Legend by Alton Ketchum from the Board of Realtors of the Oranges and Maplewood; the book of poetry called The Theomachia donated by the author, William Charles Beller, a book Pioneering the Union Pacific by Charles E. Ames, and two discarded postal mailboxes by the Livingston Postmaster. These are being readied to serve as additional bookdrops.

Among meetings attended by staff personnel were the following:

- 1) Circulation Section Spring Workshop at Livingston Public Library by Messrs. Ericsson, Lepore, Longo and Springsteel.
- 2) A workshop on Young Adults and Senior Citizens in Bordentown--Mark Donnelly.
- 3) A Civil Service Workshop at Cranford Public Library--Messrs. Czarnecki and Reed

Services rendered by Superior Engineering Company are very poor and inadequate. We have no proof of monthly service from the time the company was engaged. They are never prompt as promised by Mr. Rappaport, Sr. Instead, we are often given excuses as to why our problem has to be put off.

As an economic measure, we have instituted a policy of making purchases for supplies on a quarterly basis. We find that by combining as many small orders as possible our discount is greater and shipping charges are at a minimum.

Pre-school story sessions ended on Thursday, April 15. After a few weeks, the Children's Room staff will be getting set for their Summer Reading Program.


Two new exhibits are up in the library. One is in honor of a local resident, Mrs. Rita Edelman, who has authored a new cook book called You Don't Have to Be Chinese to Cook Great Chinese Food. The second exhibit, which is only partially complete, are photographs by Worrall Publications.

Several of our student workers will be leaving during the month of May. Their departure will leave us very short-handed. Since we do have money in the salary line for summer help, I would like the Board's permission to hire at least four Junior Library Clerks. These persons would replace two clerks and two Junior Library Assistants. Also, the help is needed to fill-in for regular workers who will be on vacation.

The chairs for the Children's Room have arrived. They are lovely sturdy chairs and we are pleased with most of them. Four chairs are being returned in exchange for four larger ones to fit the large table in that area.

Some of the tables were too tall to accommodate the chairs. Mr. Sagosz was kind enough to come in during his spare time and cut down the legs of some of the table in order to adjust them to the size of the chairs. They fit perfectly and children adore them.

Respectively yours,


Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

B U D G E T R E P O R T

MONTH OF MARCH 1976

LIBRARY BOARD MEETING OF APRIL 28, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF MARCH 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID THREE MONTHS ENDED MARCH 31, 1976	UNEX- PENDED BUDGET BALANCE	BILLS/ACCTS. PAYABLE 3/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 3/31/76
SALARIES AND WAGES	\$307,907	\$ 23,180.83	\$ 70,241.64	\$237,665.36		\$237,665.36
CONTRACTUAL SERVICES:						
BINDING	1,000	42.00	118.50	881.50	\$ 107.20	774.30
COMMUNITY SERVICES	300	67.94	92.93	207.07		207.07
TRANSPORTATION	300	29.45	29.45	270.55		270.55
SEMINARS AND WORKSHOPS	500	83.00	83.00	417.00		417.00
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	667.00	1,334.00	7,866.00	667.00	7,199.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	1,800	949.34	949.34	850.66		850.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	840.10	2,602.64	17,397.36	1,593.26	15,804.10
MAIN LIBRARY-REPAIRS	5,000	253.35	770.05	4,229.95	367.00	3,862.95
TORY CORNER-RENTAL	540		135.00	405.00		405.00
BOOKMOBILE	5,300	118.53	879.03	4,420.97	895.49	3,525.48
SERVICE CONTRACTS	2,800	196.10	487.28	2,312.72	162.50	2,150.22
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	4,237.84	9,902.98	50,097.02	5,541.95	44,555.07
SUPPLIES	8,000	1,489.78	2,550.83	5,449.17	1,473.91	3,975.26
PERIODICALS, SERIALS AND NEWSPAPERS	8,000		-0-	8,000.00		8,000.00
PHAMPHLETS	500	96.40	133.74	366.26	76.00	290.26
AUDIO-VISUAL-MATERIALS	2,000		213.50	1,786.50	166.97	1,619.53
MISC. OTHER EXPENSES:						
INSURANCE	5,000		-0-	5,000.00	-0-	5,000.00
TELEPHONE	1,600	146.91	242.87	1,357.13	136.62	1,220.51
POSTAGE	2,500	300.00	598.00	1,902.00		1,902.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	807.71	2,423.13	7,576.87		7,576.87
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	200		-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	167.22	167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000		-0-	1,000.00		1,000.00
STAFF ROOM FURN.	-0-		-0-	-0-		-0-
MAINT. EQUIPT.	1,000		-0-	1,000.00		1,000.00
AUDIO-VIS. EQ.	700		-0-	700.00	30.10	669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	4,109.24	4,109.24	13,890.76		13,890.76
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750		364.32	13,385.68		13,385.68
FIRE ALARM SYSTEM	3,750		-0-	3,750.00		3,750.00
BOOKMOBILE	-0-		-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$ 37,782.74</u>	<u>\$ 98,428.69</u>	<u>\$396,868.31</u>	<u>\$11,218.00</u>	<u>\$385,650.31</u>

WEST ORANGE FREE PUBLIC LIBRARY1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MARCH 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS - 2/29/76	\$118,779.00	\$ 11,354.05	\$ 4,550.80	\$ 196.07	\$ 144.24	\$ 326.25	\$102,207.59
ADD:							
FINES			(1,858.15				
Non-Resident Fees			(30.00				
PHOTOCOPY			(575.43				
RENTALS	2,689.49		(42.50				
MICRO-FILMS			(5.50				
PHONE			(30.91				
GIFTS			(147.00				
Lost Books	155.76			155.76			
EXCESS PROPERTY	51.60				51.60		(96,851.00)
INTEREST			1,171.95				(96,851.00)
TRANSFERS	1,171.95	96,851.00					
II TOTAL RECEIPTS-MARCH 1976	\$ 4,068.80	\$ 96,851.00	\$ 3,861.44	\$ 155.76	\$ 51.60		
III TOTAL AVAILABLE - I PLUS II	\$122,847.80	\$108,205.05	\$ 8,412.24	\$ 351.83	\$ 195.84	\$ 326.25	\$ 5,356.59
IV LESS:							
MARCH 1976 - EXPENDITURES	37,782.74	37,782.74					
V TOTAL CASH FUNDS - 3/31/76	\$ 85,065.06	\$ 70,422.31	\$ 8,412.24	\$ 351.83	\$ 195.84	\$ 326.25	\$ 5,356.59
ADD: DUE FROM TOWN OF W.O. FOR 2, 3, 4TH QTR. BUDGET							
		326,446.00					
		396,868.31					
		11,218.00					
LESS: ACCOUNTS PAYABLE 3/31/76		\$385,650.31					
BUDGET BALANCE PER REPORT 3/31/76							
CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NATIONAL BANK		\$ 23,622.66					
MIDLANTIC NAT'L BANK #02-073-00001770		37,776.78					
CARTERET S & L ASS'N #3-25589		6,293.68					
W.O. S & L ASS'N - 10085		17,230.97					
PETTY CASH - CASH FUND		126.25					
PETTY CASH - CHECKING FUND		14.72					
		\$ 85,065.06					

WEST ORANGE FREE PUBLIC LIBRARY
MARCH 1976 BILLS PRESENTED FOR PAYMENT
ON APRIL 28, 1976

CHECKS ARE DATED
MARCH 31, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1187	MIDLANTIC NAT'L BANK-W.H. MARCH 1976	1 - SALARIES	\$ 1,495.30
1188	W. ORANGE FEDERAL CREDIT UNION	1 - SALARIES	228.55
1189	TOWN OF W.O. SOCIAL SECURITY EMPLOYEES - MARCH 1976	1 - SALARIES	1,356.00
1190	P.E.R.S. #20284- PENSIONS, LOANS, ETC.	1 - SALARIES	1,101.66
1191	P.E.R.S. CONTRIBUTORY GROUP INS.	1 - SALARIES	115.54
1192	P.E.R.S. SUPPLEMENTAL ANNUITY	1 - SALARIES	33.00
1193	TOWN OF W.O. - HOSPITALIZATION - APRIL 1976	26 - HOSPITALIZATION	807.71
1194	TOWN OF W.O. - SOCIAL SECURITY EMPLOYERS - 1ST QTR. 1976	27 - EMPLOYER SOC. SEC.	4,109.24
1195	TOWN OF W.O. - ADM. CH. 1ST QTR. 1976	28 - ADMINISTRATIVE CHARGE	1.00
	NET PAYROLL - 3/15/76 -#534-580 (47)	1 - SALARIES	8,242.88
	NET PAYROLL - 3/31/76 -#581-627 (47)	1 - SALARIES	9,021.76
<u>SUB-TOTAL</u>			<u>\$ 26,512.64</u>
<u>ADD: CHECKS - #1113-1186 PRESENTED FOR PAYMENT - MARCH 24, 1976</u>			<u>11,271.40</u>
<u>SUB-TOTAL - CHECKS ISSUED MARCH 31, 1976</u>			<u>\$ 37,784.04</u>
<u>LESS:</u>			
	CHECK - 1143 - GALE RESEARCH Co. VOIDED - 2 - BOOKS	\$ 33.38	
	CHECK - 1183 - XEROX CORP. CHARGE FOR PHOTO COPY MACHINE	169.37	
	REFUND - BOOKS - 3/12/76	<u>3.57</u>	<u>206.32</u>
<u>SUB-TOTAL</u>			<u>37,577.72</u>
<u>ADD: PETTY CASH CHECKS - #610-643</u>			<u>223.62</u>
<u>SUB-TOTAL</u>			<u>37,801.34</u>
<u>LESS:</u>			
	REFUND - BOOKS - 1/27/76		<u>18.60</u>
<u>TOTAL EXPENDITURES - MONTH OF MARCH 1976 PER BUDGET REPORT</u>			<u><u>\$ 37,782.74</u></u>

PAYMENT RECOMMENDED BY:

Lila N. Reed

PAYMENT APPROVED BY:

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

BY: *Aaron Eisenberg*

WEST ORANGE FREE PUBLIC LIBRARY

5.

MARCH 1976 BILLS PRESENTED FOR PAYMENT

ON APRIL 28, 1976

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1976

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1/5/76	610	BERKELEY PUBLISHING Co.	2. BOOKS	\$ 4.00
1/7/76	611	BUREAU OF GEOLOGY	20. NEWSPAPERS & PAMPHLETS	1.50
1/7/76	612	SCHOOL OF EDUCATION- PRINCETON	20. " "	1.00
1/7/76	613	DEPT. OF ED.-TRENTON	20. " "	1.00
1/7/76	614	CHICAGO NUTRITION ASSN.	2. BOOKS	2.00
1/12/76	615	NATL. FOUNDATION FOR SUDDEN INFANT DEATH	20. NEWSPAPERS & PAMPHLETS	4.25
1/12/76	616	REGISTRATION & MILEAGE FOR BICENTENNIAL MEETING	15. WORKSHOPS & SEMINARS	8.00
1/16/76	617	CHUBB & SON, INC.	6. MAINT.-MAIN	5.00
1/17/76	618	L. REED	12. TRANS.	4.60
1/19/76	619	DIMONDSTEIN BOOK Co.	2. BOOKS	18.60
1/27/76	620	N.J. HISTORICAL SOCIETY	15. WORKSHOPS & SEMINARS	12.50
1/27/76	621	WORRELL PUB.	10. COMM. REL.	3.00
1/30/76	622	F. REFINSKI	4. SUPPLIES	5.30
2/2/76	623	N.J. L.T.A.	15. WORKSHOPS & SEMINARS	14.00
2/2/76	624	N.J. L.T.A.	15. " "	14.00
2/4/76	625	W.O.P.L. L. REED	15. " "	12.00
2/4/76	626	TREASURER, STATE OF N.J.	15. " "	6.00
2/5/76	627	WORRELL PUB.	10. COMM. REL.	3.00
2/6/76	628	NATL. COUNCIL OF TEACHERS OF MATH.	20. NEWSPAPERS & PAMPHLETS	1.10
2/12/76	629	BULLETIN BOARDS & DIRECTORS PRODUCTS	4. SUPPLIES	1.00
2/18/76	630	BROOKLYN MUSEUM	2. BOOKS	6.98
2/18/76	631	N.J. L.A.	15. WORKSHOPS & SEMINARS	4.00
2/20/76	632	S. GOSS	12. TRANS.	3.60
2/21/76	633	L. REED	15. WORKSHOPS & SEMINARS	12.50
3/12/76	634	RUTGERS - THE STATE UNIV.	20. NEWSPAPERS & PAMPHLETS	1.40
3/15/76	635	L. REED	20. " "	10.35
	636	VOID		
3/19/76	637	WM. TOOHEY	12. TRANS.	7.20
3/20/76	638	L. REED	12. " "	5.00
3/25/76	639	WM. TOOHEY	12. " "	9.05
3/27/76	640	RALPH KELLY	10. COMM. REL.	25.00
3/27/76	641	RALPH KELLY	10. " "	10.00
3/29/76	642	ELSA MEYERS	10. " "	5.65
3/29/76	643	S. ITKIN	4. SUPPLIES	1.04

TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH, 1976

\$ 223.62

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA's

By:

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 28, 1976CHECKS ARE DATED
APRIL 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1196	WEST ORANGE PETTY CASH CK.ACCT.	EXCHANGE	\$ 200.00
1197	MIDLANTIC NATIONAL BANK	1. SALARIES	3,131.03
1198	WEST ORANGE FEDERAL CREDIT UNION	1. "	228.55
1199	ABORN EXTERMINATING CO.	11. SERVICE CONTR.	15.00
1200	AL'S AUTO PARTS, INC.	8. MAINT.-MOB.	3.20
1201	AMERICAN INSTITUTE OF ITALIAN STUDIES	2. BOOKS	4.95
1202	AMERICAN LIBRARY ASSOCIATION	2. "	36.00
1203A	ARCO PUBLISHING CO. INC.	2. "	\$ 9.25
B	" " " "	2. "	15.52
1204A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTR.	36.15
B	" " " "	11. " "	36.35
1205	AVERY LABEL SYSTEMS	4. SUPPLIES	579.38
1206	AYER PRESS	2. BOOKS	52.89
1207A	THE BAKER & TAYLOR CO.	2. "	10.01
B	" " " "	2. "	81.85
C	" " " "	2. "	(9.38)
D	" " " "	2. "	53.46
E	" " " "	2. "	(30.00)
1208A	THE BAKER & TAYLOR COMPANIES	2. "	221.63
B	" " " "	2. "	(4.96)
C	" " " "	2. "	173.17
D	" " " "	2. "	206.11
E	" " " "	2. "	27.84
F	" " " "	2. "	8.66
G	" " " "	2. "	279.41
H	" " " "	2. "	(7.86)
I	" " " "	2. "	88.10
1209	BANK OF TOKYO TRUST CO.	2. "	992.10
1210	BLUEBERRY HILL PUBLISHING CO.	2. "	3.00
1211	R. R. BOWKER COMPANY	2. "	18.95
1212A	BRODART, INC.	4. SUPPLIES	36.05
B	" " " "	4. "	139.40
1213	THE BULLETIN OF THE ATOMIC SCIENTISTS	2. BOOKS	148.40
1214	BUSINESS PUBLICATIONS, INC.	2. "	287.80
1215	C.A.P.I.	19. MAGAZINES	3.66
1216	C. W. ASSOCIATES	2. BOOKS	12.15
1217	CENTER TYPEWRITER COMPANY	6. MAINT.-MAIN	5.00
1218A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	3.45
B	" " " "	21. A/V MATERIALS	35.00
1219	COLUMBIA BOOKS, INC. PUBLISHERS	2. BOOKS	62.74
1220	COMMONWEALTH WATER CO.	6. MAINT.-MAIN	14.83
1221	CREATIVE EDUCATION, INC.	2. BOOKS	19.50
1222A	CURTIS SERVICE, INC.	8. MAINT.-MOB.	54.40
B	" " " "	8. " "	39.38
1223	DAUGHTERS, INC.	2. BOOKS	42.00
1224A	ROBERT W. DAUM	6. MAINT.-MAIN	850.29
B	" " " "	6. " "	892.29
1225A	DIMONDSTEIN BOOK COMPANY, INC.	2. BOOKS	2.83
B	" " " "	2. "	51.00
C	" " " "	2. "	175.00
D	" " " "	2. "	226.00
E	" " " "	2. "	12.37
F	" " " "	2. "	130.46
G	" " " "	2. "	210.44
H	" " " "	2. "	263.05
I	" " " "	2. "	340.36
J	" " " "	2. "	125.41
K	" " " "	2. "	203.82
L	" " " "	2. "	201.55
M	" " " "	2. "	143.21
		2. "	(24.40)
		2. "	235.64
		2. "	250.22
		2. "	273.03
			2,365.16

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 28, 1976

CHECKS ARE DATED
APRIL 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1226A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 9.70
B	" " "	2. "	28.00
C	" " "	2. "	13.33
D	" " "	2. "	17.03
E	" " "	2. "	5.46
F	" " "	2. "	46.79
G	" " "	2. "	49.69
			\$ 170.00
1227	THE DRAWING BOARD, INC.	4. SUPPLIES	33.49
1228	ETC PUBLICATIONS	2. BOOKS	11.55
1229	EBS CO SUBSCRIPTION SERVICES	19. MAGAZINES	61.00
1230	RITA EDELMAN	2. BOOKS	19.80
1231	AARON EISENBERG & Co.	23. MGMT. SERV.	667.00
1232	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
1233	FIDELER	2. BOOKS	8.41
1234	MAX FREEMAN & Co. INC.	6. MAINT.-MAIN	23.50
1235	FRENCH & EUROPEAN PUBLICATIONS, INC.	2. BOOKS	3.95
1236	GALE RESEARCH COMPANY	2. "	13.29
1237	GARLAND PUBLISHING, INC.	2. "	14.42
1238	GAYLORD BROS. INC.	4. SUPPLIES	76.98
1239	GROLIER EDUCATIONAL CORP.	2. BOOKS	90.50
1240	GROLIER YEAR BOOK, INC.	2. "	10.75
1241	HARVARD UNIVERSITY PRESS	2. "	35.75
1242	THE HIGHSMITH COMPANY, INC.	4. SUPPLIES	21.71
1243	THE INTERNATIONAL CITY MGMT. ASSN.	2. BOOKS	22.50
1244	JEWISH PUBLICATION SOCIETY	2. "	12.35
1245A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	48.50
B	" " "	4. "	11.50
			60.00
1246	LEWIS PAPER & SUPPLY CO.	4. "	257.45
1247	MCGRAW HILL BOOK COMPANY	2. BOOKS	30.92
1248A	MACMILLAN PUBLISHING CO. INC.	2. "	47.17
B	" " "	2. "	199.00
C	" " "	2. "	1.45
D	" " "	2. "	4.56
E	" " "	2. "	35.24
F	" " "	2. "	8.85
			296.27
1249A	A. R. MEEKER CO.	4. SUPPLIES	11.80
B	" " "	4. "	21.40
			33.20
1250A	MODERN MASS MEDIA, INC.	22. A/V EQUIPMENT	15.10
B	" " "	22. " "	15.00
			30.10
1251	THE MUSIC EXCHANGE	2. BOOKS	114.10
1252	NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS	2. "	27.66
1253	NATIONAL FUEL OIL, INC.	6. MAINT.-MAIN	788.59
1254	NEW JERSEY BELL	9. TELEPHONE	125.22
1255	NEW JERSEY BELL	9. TEL.-T.C.	11.40
1256A	N.J. OFFICE SUPPLY COMPANY	4. SUPPLIES	15.24
B	" " "	4. "	43.45
C	" " "	4. "	2.50
D	" " "	4. "	3.81
E	" " "	4. "	4.45
F	" " "	4. "	6.95
G	" " "	4. "	9.50
			85.90
1257	OXFORD UNIVERSITY PRESS, INC.	2. "	8.83
1258	PARAMETER PRESS	2. "	3.95
1259	PERDUE RADIO COMPANY	21. A/B MATERIALS	89.40
1260	PHOENIX PUBLISHING	2. BOOKS	6.25
1261A	PRENTICE HALL, INC.	2. "	4.46
B	" " "	2. "	(12.11)
C	" " "	2. "	12.47
			4.82

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 28, 1976CHECKS ARE DATED
APRIL 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1262	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT.-MAIN	\$ 804.67
1263	PUBLISHERS CENTRAL BUREAU	2. BOOKS	67.15
1264A	REGENT BOOK Co. INC.	2. MICROFILMS	\$ 10.77
B	" " "	2. "	43.25
1265	THE RIO GRANDE PRESS, INC.	2. BOOKS	54.02
1266	J. ROSS & Co.	6. MAINT.-MAIN	10.98
1267	RUTGERS UNIVERSITY	2. BOOKS	28.10
1268	RUTGERS UNIV. INST. OF ENVIRONMENTAL STUDIES	2. "	6.95
1269	RUTGERS-THE STATE UNIVERSITY	2. "	10.00
1270A	SHAR FREY, INC.	2. "	35.00
B	" " "	2. "	12.89
1271	SENECA BOOKS	2. "	31.08
1272	SILVER BURDETT COMPANY	2. "	43.97
1273A	PETER SMITH PUBLISHER, INC.	2. "	15.50
B	" " " "	2. "	8.60
1274	SOCIETY FOR VISUAL EDUCATION, INC.	2. "	10.89
1275	SPEECH & HEARING SERVICE	2. "	7.80
1276	SUBURBAN HOMES GUIDE	2. "	18.69
1277	SUPERIOR ENGINEERING Co.	2. BOOKS & MICROFILM	61.00
1278	THE U*N*A*B*A*S*H*E*D* LIBRARIAN	11. SERVICE CONTR.	7.00
1279	THE UNDERWRITER PRINTING & PUBLISHING Co.	19. MAGAZINES	6.27
1280	FREDERICK UNGER PUBLISHING Co.	2. BOOKS	75.00
1281	UNITED NATIONS	2. "	10.00
1282	U.S. NAVAL INSTITUTE	2. "	32.15
1283	UNIVERSE BOOKS	2. "	19.70
1284	UNIVERSITY OF NEW MEXICO PRESS	2. "	43.90
1285	VERLAINE BOOKS	2. "	8.04
1286	FREDERICK WARNE & Co. INC.	2. "	9.75
1287	WARREN, GORHAM & LAMONT, INC.	2. "	7.19
1288A	WEISE, WINCKLER BINDERY, INC.	3. BINDING	21.50
B	" " "	3. "	15.50
C	" " "	3. "	24.75
1289	WHO'S WHO AMONG BLACK AMERICANS	2. BOOKS	46.15
1290A	THE H. W. WILSON Co.	2. "	3.25
B	" " "	2. "	57.80
C	" " "	2. "	107.20
1291	XEROX CORPORATION	25. PHOTOCOPY	35.00
1292A	XEROX UNIVERSITY MICROFILMS	2. MICROFILMS	172.00
B	" " "	2. "	75.00
C	" " "	2. "	45.00
1293	H. O. ZINMAN	2. "	292.00
		2. "	132.25
		2. "	25.25
		2. "	15.15
		2. "	14.64
		2. "	55.04
			5.45

SUB-TOTAL - FORWARD

14,909.83

WEST ORANGE FREE PUBLIC LIBRARY

MARCH 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON APRIL 28, 1976

CHECKS ARE DATED
 APRIL 28, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
<u>SUB-TOTAL - FORWARD</u>			\$14,909.83
<u>Less: Ck. #1196</u>	- WEST ORANGE PETTY CASH 4/1/76		\$ 200.00
#1197	- MIDLANTIC NATIONAL BANK-W/T 4/15/76		3,131.03
#1198	- WEST ORANGE FEDERAL CREDIT UNION - 4/15/76		228.55
#1291	- XEROX CORP. - CHARGE FOR PHOTOCOPY MACHINE		132.25
			<u>3,691.83</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - APRIL 28, 1976</u>			<u>\$11,218.00</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

AARON EISENBERG & CO., CPA's

By: *David Eisenberg*

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 26, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
5. Director's Report
6. Committee Reports
7. Old Business
 - a. Fire Detection
 - b. Heating System Repairs
8. New Business
 - a. Robbery
 - b. Book Sale
 - c. Friends of the Library
 - d. Square Dance
 - e. Burglar Alarm System
9. Communications
10. Community Participation
11. Adjournment

MAY

MINUTES

BOARD OF TRUSTEES MEETING

MAY 26, 1976

The meeting was called to order at 8:00 P. M. by President, Anita Strauss. Present were Board of Trustees members Andrea Grover, Albert Kupferer, Nancy Herman and William Sagosz constituting a quorum. Also present were Director, Lola N. Reed, Board Attorney, Irving Ostrow, and Board Accountant Stewart Manheim. Several residents of West Orange were also present..

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the April 28, 1976 Board of Trustees meeting as presented. Mr. Sagosz seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Strauss will inquire about the payment for roof repairs, voucher #1324 to S. J. Carney, roofing contractor.

Mr. Manheim informed the Board of Trustees that check #1306 is a transfer of \$50,000 from the checking account to the statement savings account in Midlantic Bank so that interest will accrue.

Mr. Sagosz made a motion to accept the Bills Presented for Payment. Mrs. Herman seconded the motion, and it was passed unanimously.

2) Financial Statement:

Mr. Manheim noted that salaries and wages are in line as of this date.

Mrs. Reed stated that more than half of the Supply line has been spent. Mrs. Herman inquired about bulk buying and suggested that Mr. Flynn be called at Town Hall in regard to the cost of paper. Mrs. Reed added that at the Essex County Library Directors' Group meeting held on April 25, bulk buying of books was discussed. There are 21 libraries involved in this, and they are going to investigate the possibility of bulk buying.

Mr. Sagosz questioned the cost of management and professional services. Mr. Manheim explained that the fee includes retroactive payment and at no time will the fees be more than the budget.

Mr. Sagosz made a motion to accept the Financial Statement as presented. Mr. Kupferer seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed received a letter from Sara L. Siebert, Coordinator of the Young Adult Services at the Enoch Pratt Free Library in Baltimore, in which she enclosed information pertaining to The Inner City Mother Goose. Mrs. Reed also informed the Board that she has thanked Mr. Vogt and the New Jersey Library Association for their vote of confidence in this matter.

As the result of the break-in which occurred early on May 18, the Toshiba Fax photocopy machine was badly damaged and the entire coin collecting unit must be replaced. Mrs. Strauss suggested that a copy of the police report be secured for our records.

As a result of local and state budget cuts, the East Orange Free Public Library, our area library, has been forced to eliminate 22 of its employees and to close all branches. There has been a cut of hours, and all summer and fall programs have been discontinued.

Mrs. Chirico, of the State Library, will send Mrs. Reed information on the new bills determining procedures for bidding. We have up to 90 days to make purchases without obtaining three bids. This supplement to the "Local Public Contracts law", Senate #1377 was approved as of May 11, 1976.

Mrs. Reed informed the Board that the book sale earnings amounted to \$442.78.

OLD BUSINESS:

a) Fire Detection:

Mr. Sagosz reviewed the bids received for installation of fire detection equipment. There is a big difference from company to company depending upon the number of heat and smoke detectors specified by each company. Costs range from a low of \$2,435 to \$9,907 with various options. Mr. Sagosz will contact Deputy Chief Cohrs for his approval. The library will select the lowest responsible bid, and a decision will be made at the next Board meeting.

b) Heating System:

Mr. Sagosz reported on his talk with Mr. Freeman of Vogelbach and Baumann. Mr. Freeman pointed out that the library could update its system in steps as specified in his letter of April 26, 1976. Mr. Sagosz has a list of three companies recommended by Mr. Freeman, who could do the job. However, we need to advertise for bids. If action is taken on the first step as presented in the letter, it should normalize the problem.

NEW BUSINESS:

Mr. Manheim suggested that the library obtain a copy of the police report and submit this with the reports on the income of the Toshiba Fax so that there will be an accounting of the missing monies.

Mr. Sagosz made a motion that all of the locks on the doors leading into the library be changed immediately. Mr. Kupferer seconded the motion, and it was carried unanimously. This action was based on the fact that a key was reported missing from the Adult Circulation desk.

The Board suggested that Mrs. Reed give a portion of the books left over from the book sale away to Brandeis University or a similiar institution.

Mr. Ostrow reported that Mrs. Joan Bojsza has been active in helping in setting up the book sale and in getting in contact with members. Mrs. Meyers is working on a letter to get more Friends interested in the activities. There are meetings scheduled for the future.

Mark Donnelly and Elsa Meyers have been working on the possibility of having a square dance. Seventy-five dollars is needed for a caller. Mr. Donnelly has contacted Mr. Charlie Beck, a square dance caller, and the Recreation Department in hopes that a caller can be obtained for the dance. Possible dates would be July 16 or July 23. A small fee of \$1.00 would be asked. Factors such as lighting, safety conditions, ground surfaces must be investigated before a final decision is made.

Mr. Sagosz suggested that the Board consider the possibility of installing a burglar alarm system on the outside of the building. This issue will be tabled at the present time.

COMMUNICATIONS:

Mrs. Strauss read a copy of the letter sent to Council President Rosen in regard to the Salary Contingency Fund dated May 18, 1976. Also a letter was read from Mr. Corwick, dated May 20, 1976 in which he informed the Board of Trustees that a storage shed will be built to house the grounds keeping equipment. Work will begin shortly in the back corner of the lower rear parking lot eliminating two employee parking stalls.


ADJOURNMENT:

The meeting was adjourned at 9:35 P. M. The next meeting will be held on Wednesday, June 23 at 7:30 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

May 26, 1976

The month of May has been a super active one in more ways than the routine activities. Interests in The Inner City Mother Goose soared to tremendous heights. The matter was discussed at the New Jersey Library Association where a resolution, in support of the West Orange Board of Trustees and Director was read by the President, Howard Vogt, voted on and passed unanimously by the Association at its Business Meeting on Saturday, May 8th. Messrs. Czarnecki and Reed attended the Association.

Our library was the victim of a break-in on Monday night, May 17th. We are not able to determine the extent of damage done monetarily until a price is given us by the Toshibafax repairman. Both photocopying machines were damaged and approximately \$26.00 taken from them. The Toshibafax was badly damaged and a new unit will have to replace the old one. The safe was tampered with but the prowlers were unable to open it. Nothing is missing from the safe. A window as broken in the Children's Room which could have been the way the building was entered.

Frank Refinski found the door to the employee entrance open when he came to work. He called the police, who came over and inspected the damage. Later, the Detective Bureau was called by me and two detectives came over and made prints. No further word has been heard from them at this writing.

Although our "Book Sale" was not a big success as the one last year, we feel the amount of \$343.78 was worth all the work and efforts of everyone

who assisted. We even had volunteers who worked very diligently.

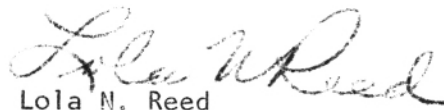
We have received from the Public Schools of West Orange a "Certification of Participation" for our contribution to the Cooperative Education Program during the current school year.

Your library director is presently enrolled in a refresher series of seminars in Administration which meets for four consecutive Wednesdays at the Graduate School of Library Service at Rutgers University in New Brunswick.

According to a report from the East Orange Public Library, the staff has been reduced by 22 employees because of a 27% cut by the State and an 18% cut by their Council. Many services have been curtailed or cut off completely. All of their branches were closed on May 10th. Also, hours of opening have been reduced.

We have received six bids from companies for the installation of the fire detection equipment.

Respectfully submitted,


Lola N. Reed

Director

WEST ORANGE FREE PUBLIC LIBRARY
BUDGET REPORT
MONTH OF APRIL 1976
LIBRARY BOARD MEETING OF MAY 26, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF APRIL 1976	1976 ACCUMULATED BUDGET Ex- PENDITURES PAID FOUR MONTHS ENDED APRIL 30, 1976	UNEX- PENDED BUDGET BALANCE 4/30/76	BILLS/ACCTS. PAYABLE 4/30/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 4/30/76
SALARIES AND WAGES	\$307,907	\$31,813.32	\$102,054.96	\$205,852.04	\$	\$205,852.04
CONTRACTUAL SERVICES:						
BINDING	1,000	107.20	225.70	774.30	86.00	688.30
COMMUNITY SERVICES	300		92.93	207.07	65.00	142.07
TRANSPORTATION	300		29.45	270.55	22.65	247.90
SEMINARS AND WORKSHOPS	500		83.00	417.00		417.00
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	667.00	2,001.00	7,199.00	1,067.00	6,132.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	1,800		949.34	850.66		850.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,593.26	4,195.90	15,804.10	946.84	14,857.26
MAIN LIBRARY-REPAIRS	5,000	367.00	1,137.05	3,862.95	307.37	3,555.58
TORY CORNER-RENTAL	540		135.00	405.00		405.00
BOOKMOBILE	5,300	895.49	1,774.52	3,525.48	158.64	3,366.84
SERVICE CONTRACTS	2,800	162.50	649.78	2,150.22	236.25	1,913.97
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	5,525.70	15,428.68	44,571.32	5,471.16	39,100.16
SUPPLIES	8,000	1,470.69	4,021.52	3,978.48	1,222.94	2,755.54
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	76.00	76.00	7,924.00	106.10	7,817.90
PHAMPHLETS	500	(1.00)	132.74	367.26		367.26
AUDIO-VISUAL-MATERIALS	2,000	166.97	380.47	1,619.53	173.34	1,446.19
MISC. OTHER EXPENSES:						
INSURANCE	5,000		-0-	5,000.00		5,000.00
TELEPHONE	1,600	136.62	379.49	1,220.51	141.00	1,079.51
POSTAGE	2,500		598.00	1,902.00	300.00	1,602.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	900.11	3,323.24	6,676.76		6,676.76
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	200		-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000		167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-		-0-	-0-		-0-
CHAIRS	1,000		-0-	1,000.00	491.20	508.80
STAFF ROOM FURN.	-0-		-0-	-0-		-0-
MAINT. EQUIPT.	1,000		-0-	1,000.00	369.00	631.00
AUDIO-VIS. EQ.	700	30.10	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000		4,109.24	13,890.76		13,890.76
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750		364.32	13,385.68		13,385.68
FIRE ALARM SYSTEM	3,750		-0-	3,750.00		3,750.00
BOOKMOBILE	-0-		-0-	-0-		-0-
	<u>*\$495,297</u>	<u>\$43,910.96</u>	<u>\$142,339.65</u>	<u>\$352,957.35</u>	<u>\$11,164.49</u>	<u>\$341,792.86</u>

* SOURCE OF FUNDS

BUDGET-TOWN OF WEST ORANGE	\$398,446
LIBRARY ACCUMULATED REVENUE	96,851
<u>TOTAL AMENDED BUDGET</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-Vis. Eq.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF APRIL 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS - 3/31/76	\$ 85,065.06	\$ 70,422.31	\$ 8,412.24	\$ 351.83	\$ 195.84	\$ 326.25	\$ 5,356.59
ADD:							
FINES			(1,566.27				
NON-RESIDENT FEES			(70.00				
PHOTOCOPY			(548.60				
RENTALS			(41.00				
MICRO-FILMS	\$ 2,310.27		(10.40				
GIFTS			(50.00				
AUDIO-VISUAL			(24.00				
LOST BOOKS	126.93			\$ 126.93			
EXCESS PROPERTY	133.70				\$ 133.70		
BUDGET FUND-BAL. 1ST & 2ND. QTR. 1976	127,223.00	127,223.00					
II TOTAL RECEIPTS-APRIL-1976	\$129,793.90	\$127,223.00	\$ 2,310.27	\$ 126.93	\$ 133.70		
III TOTAL AVAILABLE - I PLUS II	\$214,858.96	\$197,645.31	\$ 10,722.51	\$ 478.76	\$ 329.54	\$ 326.25	\$ 5,356.59
IV LESS:							
APRIL 1976 EXPENDITURES	43,910.96	43,910.96					
V TOTAL CASH FUNDS 4/30/76	\$170,948.00	\$153,734.35	\$ 10,722.51	\$ 478.76	\$ 329.54	\$ 326.25	\$ 5,356.59
ADD: DUE FROM TOWN OF W. O. FOR 3RD AND 4TH QTR. BUDGET		199,223.00					
		352,957.35					
		11,164.49					
LESS: ACCOUNTS PAYABLE 4/30/76		\$341,792.86					
BUDGET BALANCE PER REPORT 4/30/76							
CASH FUNDS REPRESENTED BY:							
CHECKING A/C MIDLANTIC NAT'L. BANK		\$106,554.75					
MIDLANTIC NAT'L. BANK 02-073-0000177-9		40,527.63					
CARTERET S & L ASSN. 3-25589		6,293.68					
W.O. S & L ASSN. #10085		17,230.97					
PETTY CASH - CASH FUND		326.25					
PETTY CASH - CHECKING FUND		14.72					
		\$170,948.00					

WEST ORANGE FREE PUBLIC LIBRARY

4.

APRIL 1976 BILLS PRESENTED FOR PAYMENT
ON MAY 26, 1976

CHECKS ARE DATED
APRIL 28, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1294	MIDLANTIC NAT'L. BANK-W.H. APRIL 1976	1. SALARIES	\$ 1,630.02
1295	W. ORANGE FEDERAL CREDIT UNION	1. "	246.05
1296	TOWN OF W. ORANGE SOCIAL SECURITY-EMPLOYEES - APRIL 1976	1. "	1,863.84
1297	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. "	1,348.64
1298	P.E.R.S. CONTRIBUTORY GROUP INS.	1. "	147.06
1299	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	45.00
1300	TOWN OF WEST ORANGE HOSPITALIZATION MAY 1976	26. HOSPITALIZATION	853.91
1301	TOWN OF W. O. HOSPITALIZATION RE: D. ERRICSON	26. HOSPITALIZATION	46.20
	NET PAYROLL 4/15/76 #628-674 (47)	1. SALARIES	14,073.76
	NET PAYROLL 4/30/76 #675-721 (47)	1. "	9,147.07
	<u>SUB-TOTAL</u>		<u>29,401.55</u>
	<u>ADD: CHECKS #1196-1293 PRESENTED FOR PAYMENT-APRIL 28, 1976</u>		<u>14,909.83</u>
	<u>SUB-TOTAL - CHECKS ISSUED APRIL 28, 1976</u>		<u>44,311.38</u>
	<u>LESS: CHECK #1196-WEST ORANGE PETTY CASH ACCOUNT</u>	TRANSFER	\$200.00
	CHECK #1240-GROLIER YEAR BOOK-VOIDED	2. BOOKS	10.75
	CHECK #1291-XEROX CORP. CHARGE FOR PHOTO COPY MACHINE		<u>132.25</u>
	<u>SUB-TOTAL</u>		<u>343.00</u>
			<u>43,968.38</u>
	<u>LESS: REFUND - SUPPLIES - 4/7/76</u>		3.22
	REFUND - BOOKS - 4/9/76		3.00
	JURY DUTY - SALARIES - 4/20/76		47.70
	REFUND - PAMPHLETS - 4/28/76		1.00
	REFUND - BOOKS - 4/28/76		<u>2.50</u>
			<u>57.42</u>
	<u>TOTAL EXPENDITURES - MONTH OF APRIL 1976</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 43,910.96</u>

PAYMENT RECOMMENDED BY:

Lola N. Reed

PAYMENT APPROVED BY:

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

By: *Aaron Eisenberg Co*

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 26, 1976

CHECKS ARE DATED
MAY 26, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1302	WEST ORANGE PETTY CASH CH. ACCT.	TRANSFER	\$ 200.00
1303	MIDLANTIC NATIONAL BANK	1. SALARIES	1,608.92
1304	WEST ORANGE FEDERAL CREDIT UNION	1. "	248.55
1305	POSTMASTER - ORANGE	13. POSTAGE	300.00
1306	WEST ORANGE LIBRARY-MIDLANTIC NATL. BANK	TRANSFER	50,000.00
1307	ABINGDON PRESS	2. BOOKS	8.42
1308	ABORN EXTERMINATING CO.	11. SERVICE CONTRACTS	15.00
1309	ACADEMIC PRESS, INC.	2. BOOKS	40.13
1310	THE ALMANAC OF AMERICAN POLITICS	2. "	22.90
1311	AL'S AUTO PARTS, INC.	8. MAINT.-MOB.	21.67
1312A	AMERICAN COMMERCIAL EQUIPMENT CO. INC.	17. EQUIPMENT	\$ 459.20
B	" " " "	17. "	32.00
1313	AMERICAN HOTEL REGISTER CO.	2. BOOKS	12.41
1314	AMS PRESS, INC.	2. "	18.40
1315	ASS'N. OF AMERICAN MEDICAL COLLEGES	2. "	15.00
1316A	AUTOMATIC DATA PROCESSING	11. SERV.CONTR.	46.10
B	" " " "	11. " "	40.15
1317	THE BAKER & TAYLOR COMPANIES	2. BOOKS	13.01
1318A	THE BAKER & TAYLOR COMPANIES	2. "	24.85
B	" " " "	2. "	121.40
C	" " " "	2. "	94.21
D	" " " "	2. "	(4.56)
E	" " " "	2. "	104.00
F	" " " "	2. "	3.39
G	" " " "	2. "	15.53
H	" " " "	2. "	236.95
I	" " " "	2. "	117.22
1319	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN	712.99
1320	BOOK PEOPLE	2. BOOKS	32.00
1321A	BOOKS FOR LIBRARIES	2. "	2.70
B	" " " "	2. "	13.05
1322A	THE R. R. BOWKER COMPANY	2. "	13.65
B	" " " "	2. "	26.70
C	" " " "	2. "	51.50
D	" " " "	2. "	9.85
E	" " " "	2. "	17.25
F	" " " "	2. "	19.70
G	" " " "	2. "	11.25
1323A	BRODART, INC.	2. "	20.70
B	" " " "	2. "	38.62
C	" " " "	4. SUPPLIES	53.05
1324	S. J. CARNEY	4. "	148.50
1325	CHAMBER OF COMMERCE OF U.S.	4. "	(10.90)
1326	CHRONICLE BOOKS	6. MAINT.-MAIN	132.00
1327	COLUMBIA UNIVERSITY PRESS	2. BOOKS	5.00
1328	CONGRESSIONAL QUARTERLY, INC.	2. "	5.06
1329	CURTIS SERVICE, INC.	2. "	15.00
1330	DIETARY RESEARCH	2. "	6.20
1331A	DIMONDSTEIN BOOK CO. INC.	8. MAINT.-MOB.	136.97
B	" " " "	2. BOOKS	2.85
C	" " " "	2. "	212.61
D	" " " "	2. "	129.35
E	" " " "	2. "	219.88
F	" " " "	2. "	36.09
G	" " " "	2. "	250.31
H	" " " "	2. "	78.49
I	" " " "	2. "	167.67
J	" " " "	2. "	268.73
K	" " " "	2. "	291.57
		2. "	239.53
		2. "	144.08

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 26, 1976

CHECKS ARE DATED
MAY 26, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
133TL	DIMONDSTEIN BOOK COMPANY, INC.-CONTD.	2. BOOKS	(\$ 32.43)
M	" " "	2. "	268.78
N	" " "	2. "	175.33
1332	MARC DONNELLY	12. TRANSPORTATION	\$ 2,449.99
1333A	DOUBLEDAY & Co. INC.	2. BOOKS	22.65
B	" "	2. "	6.10
C	" "	2. "	4.58
D	" "	2. "	68.95
E	" "	2. "	23.67
F	" "	2. "	23.77
G	" "	2. "	42.37
H	" "	2. "	49.28
I	" "	2. "	4.85
J	" "	2. "	24.25
K	" "	2. "	14.00
L	" "	2. "	42.91
M	" "	2. "	9.70
N	" "	2. "	7.90
			4.85
1334	ROBERT FROST SOCIETY	10. COMM. REL.	327.18
1335	SANFORD J. DURST	2. BOOKS	40.00
1336	AARON EISENBERG & Co.	23. MGMT. SERVICES	8.95
1337	ENCYCLOPEDIA BRITANNICA	2. BOOKS	1,067.00
1338	ENTERPRISE PUBLISHING Co.	2. "	226.90
1339	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	35.08
1340	EXPOSITION PRESS	2. BOOKS	38.00
1341	FEARON PUBLISHERS, INC.	2. "	10.75
1342	FLEET ACADEMIC EDITIONS, INC.	2. "	25.09
1343	MAX FREEMAN & Co. INC.	2. "	11.85
1344A	GALE RESEARCH Co.	6. MAINT.-MAIN	18.45
B	" "	2. BOOKS	38.97
		2. "	39.65
1345	GAYLORD BROS. INC.	4. SUPPLIES	78.62
1346	GENEALOGICAL INSTITUTE	2. BOOKS	208.23
1347	GREEN HILL	2. "	8.00
1348	G. K. HALL & Co.	2. "	9.25
1349	THE HARROP PRESS	2. "	145.62
1350	HARVARD UNIVERSITY PRESS	10. COMM. REL.	25.00
1351	HEARST BOOKS	2. BOOKS	17.89
1352	HOLMES & MEIER PUBLISHERS, INC.	2. "	7.25
1353	INFORMATION COORDINATORS, INC.	2. "	13.85
1354	INSTITUTE FOR ADVANCEMENT OF PHILOSOPHY FOR CHILDREN	2. "	7.75
1355	INTL. ASSOC. OF CHIEFS OF POLICE, INC.	2. "	5.50
1356	INTERNATIONAL PUBLICATIONS SERVICE	2. "	10.32
1357	KTAV PUBLISHING HOUSE, INC.	2. "	11.10
1358A	KENNIKAT PRESS CORP.	2. "	89.58
B	" "	2. "	23.95
		2. "	(9.50)
1359	KENTUCKY DEPT. OF LIBRARY & ARCHIVES	2. "	14.45
1360A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	5.25
B	" "	4. "	64.00
			182.00
1361	LIBRARIES UNLIMITED, INC.	2. BOOKS	246.00
1362	LITTLE, BROWN & Co.	2. "	10.30
1363	McMANUS LOCKSMITH	6. MAINT.-MAIN	12.30
1364	MCGRAW HILL BOOK Co.	2. BOOKS	34.00
1365A	MACMILLAN PUBLISHING Co. INC.	2. "	23.07
B	" "	2. "	17.11
C	" "	2. "	8.25
D	" "	2. "	4.56
		2. "	22.96
			52.88

WEST ORANGE FREE PUBLIC LIBRARY

APRIL 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 26, 1976

CHECKS ARE DATED
MAY 26, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1366A	MODERN-MASS MEDIA, INC.	21. A/V MATERIALS	\$ 108.50
B	"	21. " "	52.32
1367	J. M. MOREHOUSE PRINTING CO. INC.	4. SUPPLIES	\$ 160.82
1368	NATIONAL COUNCIL ON AGING	20. PAMPHLETS	128.00
1369	NATL. EDUCATIONAL ADV. SERVICE, INC.	2. BOOKS	25.50
1370	NATL. FIRE PROTECTION ASSN.	2. "	4.50
1371	NATL. REGISTER PUBLISHING CO.	2. "	44.33
1372	NEWBURY BOOKS	2. "	72.50
1373	NEW JERSEY BELL	2. "	2.21
1374	NEW JERSEY BELL	9. TELEPHONE	129.60
1375	NEW JERSEY OFFICE SUPPLY CO.	9. TEL. -T.C.	11.40
1376	E. & M. O'HARA, INC.	4. SUPPLIES	87.26
1377A	OCEANA PUBLICATIONS, INC.	6. MAINT.-MAIN.	90.92
B	"	2. BOOKS	10.75
1378	ORANGE GARDEN SUPPLY CO.	2. "	75.25
1379	OWLSWICK PRESS	4. SUPPLIES	86.00
1380	PHOENIX PUBLISHING	2. BOOKS	40.99
1381	POPULAR PERIODICAL INDEX	2. "	8.50
1382	PRENTICE-HALL, INC.	2. "	11.64
1383	PRINCETON UNIVERSITY PRESS	2. "	9.70
1384	PUBLICATIONS SERVICE-AMERICAN CAMPING ASSN.	2. "	5.66
1385	PUBLIC SERVICE E & G Co.	2. "	9.21
1386	REGENT BOOK COMPANY, INC.	6. MAINT.-MAIN	1.21
1387	REGENT STANDARD FORMS, INC.	21. A/V MATERIALS	946.84
1388	ROWMAN & LITTLEFIELD	4. SUPPLIES	12.52
1389A	RUTGERS UNIVERSITY PRESS	2. BOOKS	44.11
B	"	2. "	10.35
1390	CHARLES SCRIBNER'S SONS	2. "	3.14
1391A	SHAR-FREY, INC.	2. "	3.14
B	"	2. "	6.28
1392	PETER SMITH PUBLISHER, INC.	2. "	10.26
1393	SVE-SOCIETY FOR VISUAL EDUCATION, INC.	2. "	22.24
1394	SOMERSET PRESS	2. "	45.60
1395	STATE CHEMICAL MANUFACTURING CO.	4. SUPPLIES	67.84
1396	STATE INDUSTRIAL DIRECTORIES CORP.	2. BOOKS	34.16
1397	STRATTON-INTERCONTINENTAL MEDICAL BOOK CORP.	2. "	41.00
1398A	SUPERIOR ENGINEERING CO.	2. "	4.90
B	"	11. SERV. CONTR.	239.70
1399	3 M BUSINESS PRODUCTS SALES, INC.	11. " "	77.50
1400	TIME LIFE BOOKS	2. MICROFILMS	5.15
1401	THE UNDERWRITER PRINTING & PUB. CO.	2. BOOKS	75.00
1402A	WEISE-WINCKLER BINDERY, INC.	2. "	60.00
B	"	3. BINDING	197.07
1403	WIDERKEHR HARDWARE	3. "	14.63
1404	THE H. W. WILSON CO.	3. "	32.15
1405	XEROX CORPORATION	17. EQUIPMENT	61.20
1406	YOUNG'S NEWS SERVICE	2. BOOKS	24.80
		25. PHOTOCOPY	86.00
		20. NEWSPAPERS	369.00

SUB-TOTAL - FORWARD

\$63,404.70

WEST ORANGE FREE PUBLIC LIBRARY
APRIL 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON MAY 26, 1976

CHECKS ARE DATED
MAY 26, 1976

VOUCHER
NUMBER

PAYEE

BUDGET ALLOCATION

AMOUNT

SUB-TOTAL - FORWARD

\$63,404.70

<u>LESS:</u>	Ck. # 1302 - WEST ORANGE PETTY CASH 5/10/76	\$ 200.00	
	# 1303 - MIDLANTIC NATIONAL BANK-W/R-5/15/76	1,608.92	
	# 1304 - WEST ORANGE FEDERAL CREDIT UNION - 5/15/76	248.55	
	# 1306 - WEST ORANGE LIBRARY TRANSFER TO SAVINGS A/C	50,000.00	
	# 1405 - XEROX CORP. - CHARGE FOR PHOTOCOPY MACHINE	182.74	52,240.21

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - MAY 26, 1976

\$ 11,164.49

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola N. Reed

PREPARED WITHOUT AUDIT,
AARON EISENBERG & CO., CPA's

Aaron Eisenberg

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 23, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Fire Detection
 - b. Heating System Repairs
- 8) New Business
 - a. Superior Engineering - contract
 - b. Friends of the Library - bank account
 - c. Square Dance
- 9) Communications
- 10) Community Participation
- 11) Adjournment

JUNE

MINUTES

BOARD OF TRUSTEES MEETING

JUNE 23, 1976

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Grover made a motion to accept the Minutes of the May 26, 1976 meeting with the following correction: Page 3, paragraph 6, under heading of New Business to read: "Mr. Sagosz suggested that the Board consider the possibility of installing a burglar alarm system. This issue will be tabled at the present time." The motion was seconded by Mrs. Herman and passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Manheim explained that voucher #1496 to Worrall Publications in the amount of \$270.00 will be credited to the checking account in next month's report as payment from the various subscribers have been deposited.

Mr. Manheim stated that it is difficult to estimate the amount needed for the Public Employees Retirement System until the bill is received from Trenton. The increase in this line item is for employees who have left the library and are now collecting pensions. This reflects a cost of living increase.

Mrs. Lopis made a motion to accept the Bills Presented for Payment. Miss Flanagan seconded it, and it was carried unanimously.

2) Financial Statement:

Mrs. Herman made a motion to accept the Financial Statement as presented. Mr. Sagosz seconded the motion, and it was carried unanimously.

DIRECTOR'S REPORT:

The following employees will be leaving the library at the end of June: Alice Anderson, Betty Betz, Shelly Bromberg, Betty Carras, Mary McGraw, and Elizabeth Portuese. Mrs. Reed has hired the following Jr. Library Clerks: Aileen Bordman, Thomas Prior, and Terry Rucker. Maria Pavlou will be transferred from Tory Corner.

The library will be closed Monday, July 5, 1976. Summer hours will begin on July 3, when Saturday hours will be 9:00 A. M. to 1:00 P. M.

The Board of Trustees has requested Mrs. Reed to collect all keys from the employees. One door will be kept open until 9:00 A. M. for the staff to gain admission to the building.

OLD BUSINESS:

Mrs. Reed reported that she has been in contact with Deputy Chief Cohrs of the Fire Department regarding the bids on the fire detection system. She has received a letter indicating which companies have submitted the most responsible bids for the fire detection system. Mr. Sagosz will contact the J. W. Signal Company about their maintenance fee. Approval of a contract will be tabled until the next meeting.

Chief Cohrs also indicated that the Fire Department Alarm System is being replaced with a telephone system. Connection to this new system should wait until it is completely installed. The portion of each bid designated for this purpose should be kept in escrow until the connections can be made.

NEW BUSINESS:

Mr. Ostrow reported that he has sent a letter to Superior Engineering Company asking them to report to Mrs. Reed whenever a monthly service call is made.

Mr. Sagosz will prepare a preliminary specification for the heating and air conditioning unit so that a request for bids may be advertised for the servicing of this system.

Mr. Ostrow, as acting president of the Friends of the Library will open a bank account so that checks received in their name may be deposited.

Mrs. Lopis made a motion to close out Account #3-25589, Carteret Savings and Loan Association in the amount of \$6,293.68 plus interest to be deposited into the checking account; and to transfer from the Statement Savings Account #02-073-0000177-0 at Midlantic Bank the amount of \$30,000 to the checking account for operating expenses. The motion was seconded by Mrs. Herman, and was carried unanimously.

The square dance will be held on Friday 23 at 8:00 P. M. to 10:00 P.M. (rain date is Saturday, July 24) at Lafayette Park. Admission will be free. Mrs. Reed will check on the rest room facilities.

COMMITTEES:

Mrs. Strauss requested that the Personnel Committee review the Staff Manual.

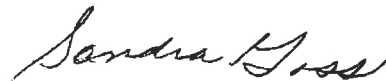
COMMUNICATIONS:

Mrs. Rabinowitz presented a report to the board on the reluctance of Mr. Barry Jaffe to pay fines on overdue books because he had been hospitalized. Mr. Ostrow recommended that a letter be sent to Mr. Jaffee stating that although the fines would be waived in this matter, any future violations will require payment. Failing to do so would result in the suspension of borrowing privileges. Mrs. Strauss requested Mrs. Lopis to send the letter from the Board of Trustees.

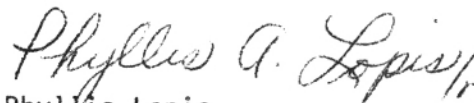
ADJOURNMENT:

The meeting was adjourned at 9:10 P. M. The next meeting will be held on July 28, 1976.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

June 23, 1976

Compared to the bulk of activities going on in the library last month, we have had a relatively quiet and almost uneventful month of June. Our circulation has dropped noticeably this month which is normal for this time of year. Students are busy with school closing activities and are not checking out as many books as usual. However, we have started our "summer loan" program which will be in effect through September 13. This will boost our circulation somewhat.

We have been selected by New World Records as one of the organizations designated to receive as a gift from the Rockefeller Foundation a 100-record collection of American Music produced by the Recorded Anthology of American Music. The records will be issued over the next three years on the New World Records label in ten-record units. Our only obligation is to include the records in our circulating collection. American music of all idioms and from all periods will be represented.

Our latest art exhibit is the work of the husband of one of our employees, Elizabeth Springsteel. He has a very attractive watercolor arrangement now on display in the adult area.

Vacations are now underway. Very few are scheduled for June. During the months of July and August, however, our staff will be scaled down to the minimum because of vacationing employees. Additional hours will be allocated to non-vacationing personnel during this two-month period to assure adequate coverage at all times.

The persons listed below have been terminated or will be terminated at the end of the current month of June:

Anderson, Alice
Betz, Betty
Bromberg, Shelly
Carras, Betty
McGraw, Mary
Portuese, Elizabeth

Persons listed below have been added to our staff:

Bordman, Aileen
Pavlou, Maria (not new, transferred from T.C.)
Prior, Thomas
Rucker, Terry

As voted at the May meeting, all of the outside locks to the library have been changed at a cost of \$164.15. Also, a lock has been placed over the meter of the Toshibafax photocopying machine to prevent unauthorized persons from changing it.

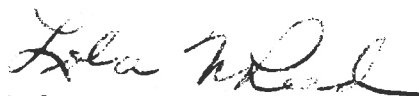
The air-conditioning system on the Mobilibrary has not worked for six weeks. Efforts to get Superior Engineering Company to fix the unit are futile. Six weeks of waiting have gotten us a response that parts have been ordered but not yet received. Their latest promise is to come to the library and work on the system on the Mobilibrary on Friday, June 18th.

The sharp ears and eagle eyes of Miss Cushing have resulted in our catching a few magazine molesters in the act of destroying library property.

The latest incident took place directly in front of the librarian where only a few books prevented her from seeing what she heard. A young man boldly ripped out three pages of the July, 1976 issue of "Field and Stream" before he could be apprehended. Upon being called to the scene of the crime, a quiet tongue-lashing was given the student and a fine of \$1.00 was imposed, which he paid upon demand. Afterwards a telephone call was made to the mother who expressed deep regret and offered to make restitution.

Our Summer Reading Program for 1976 will get underway on July 6th.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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 MAY 1976
LIBRARY BOARD MEETING OF JUNE 23, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF MAY 1976	1976 ACCUMULATED BUDGET Ex- PENDITURES PAID FIVE MONTHS ENDED MAY 31, 1976	UNEX- PENDED BUDGET BALANCE 5/31/76	BILLS/ACCTS. PAYABLE 5/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 5/31/76
SALARIES AND WAGES	\$307,907	\$24,961.45	\$127,016.41	\$180,890.59		\$180,890.59
CONTRACTUAL SERVICES:						
BINDING	1,000	86.00	311.70	688.30	\$ 148.30	540.00
COMMUNITY SERVICES	300	65.00	157.93	142.07	274.37	(132.30)
TRANSPORTATION	300	22.65	52.10	247.90		247.90
SEMINARS AND WORKSHOPS	500		83.00	417.00	76.10	340.90
AUDIT	1,650		-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	1,067.00	3,068.00	6,132.00	767.00	5,365.00
ARCHITECTS	-0-		-0-	-0-		-0-
LEGAL	1,800		949.34	850.66	375.00	475.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	946.84	5,142.74	14,857.26	1,868.80	12,988.46
MAIN LIBRARY-REPAIRS	5,000	307.37	1,444.42	3,555.58	364.03	3,191.55
TORY CORNER-RENTAL	540		135.00	405.00	135.00	270.00
BOOKMOBILE	5,300	158.64	1,933.16	3,366.84	399.11	2,967.73
SERVICE CONTRACTS	2,800	236.25	886.03	1,913.97	734.25	1,179.72
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	5,388.61	20,817.29	39,182.71	4,769.30	34,413.41
SUPPLIES	8,000	1,216.94	5,238.46	2,761.54	728.57	2,032.97
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	80.60	156.60	7,843.40	92.00	7,751.40
PHAMPHLETS	500	25.50	158.24	341.76	6.80	334.96
AUDIO-VISUAL-MATERIALS	2,000	173.34	553.81	1,446.19		1,446.19
MISC. OTHER EXPENSES:						
INSURANCE	5,000		-0-	5,000.00		5,000.00
TELEPHONE	1,600	141.00	520.49	1,079.51	138.76	940.75
POSTAGE	2,500	300.00	898.00	1,602.00		1,602.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	853.91	4,177.15	5,822.85		5,822.85
CONTINGENT	-0-		-0-	-0-		-0-
ANNUAL REPORT	200		-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000		167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-		-0-	-0-		-0-
CHAIRS	1,000	491.20	491.20	508.80		508.80
STAFF ROOM FURN.	-0-		-0-	-0-		-0-
MAINT. EQUIPT.	1,000	369.00	369.00	631.00		631.00
AUDIO-Vis. Eq.	700		30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000		4,109.24	13,890.76		13,890.76
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750		364.32	13,385.68	13,809.00	(423.32)
FIRE ALARM SYSTEM	3,750		-0-	3,750.00		3,750.00
BOOKMOBILE	-0-		-0-	-0-		-0-
	<u>* \$495,297</u>	<u>\$36,891.30</u>	<u>\$179,230.95</u>	<u>\$316,066.05</u>	<u>\$24,686.39</u>	<u>\$291,379.66</u>

*SOURCE OF FUNDS

BUDGET-TOWN OF WEST ORANGE	\$398,446
LIBRARY ACCUMULATED REVENUE-PRIOR YEARS	96,851
<u>TOTAL AMENDED BUDGET</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

2.

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF MAY 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS - 4/30/76	\$170,948.00	\$153,734.35	\$ 10,722.51	\$ 478.76	\$ 329.54	\$ 326.25	\$ 5,356.59
ADD:							
FINES			(1,833.36				
NON-RESIDENT FEES			(30.00				
PHOTO-COPY			(370.50				
RENTALS	2,292.87		(36.15				
MICRO-FILMS			(7.50				
PHONE BOOTH			(10.36				
MOVIE PROJECTOR RENTAL			(5.00				
LOST BOOK FUND	139.47			\$ 139.47			
EXCESS PROPERTY FUND	471.89		3.00		\$ 468.89		
II TOTAL RECEIPTS-MAY-1976	2,904.23	-0-	2,295.87	139.47	468.89		
III TOTAL AVAILABLE - I PLUS II	173,852.23	153,734.35	13,018.38	618.23	798.43	\$ 326.25	\$ 5,356.59
IV LESS:							
MAY 1976 - EXPENDITURES	36,891.30	36,891.30					
V TOTAL CASH FUNDS - 5/31/76	\$136,960.93	\$116,843.05	\$ 13,018.38	\$ 618.23	\$ 798.43	\$ 326.25	\$ 5,356.59

ADD: DUE FROM TOWN OF WEST ORANGE FOR
3RD AND 4TH QTR. BUDGET

199,223.00
316,066.05
24,686.39
\$291,379.66

LESS: ACCOUNTS PAYABLE 5/31/76
BUDGET BALANCE PER REPORT 5/31/76

CASH FUNDS REPRESENTED BY:
CHECKING A/C MIDLANTIC NAT'L. BANK
MIDLANTIC NAT'L. BK. 02-073-0000177-0
CARTERET S & L ASSN. 3-25589
W.O. S & L ASSN. #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

\$ 19,280.71
93,614.60
6,293.68
17,230.97
326.25
214.72
\$136,960.93

WEST ORANGE FREE PUBLIC LIBRARYMAY 1976 BILLS PRESENTED FOR PAYMENT
ON JUNE 23, 1976CHECKS ARE DATED
MAY 26, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1407	MIDLANTIC NAT'L. BANK-W.H. MAY 31, 1976	1. SALARIES	\$ 1,668.54
1408	WEST ORANGE FEDERAL CREDIT UNION	1. "	248.55
1409	TOWN OF WEST ORANGE, SOC. SEC.-MAY 1976	1. "	1,460.23
1410	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. "	1,163.40
1411	P.E.R.S. CONTRIBUTORY GROUP INS.	1. "	123.38
1412	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	36.00
1413	TOWN OF W.O. HOSPITALIZATION-JUNE 1976	26. HOSPITALIZATION	853.91
	NET PAYROLL #722-768 (47)	1. SALARIES	9,048.42
	NET PAYROLL #769-815 (47)	1. "	9,355.46
	<u>SUB-TOTAL</u>		<u>23,957.89</u>
	<u>ADD: CHECKS #1302-1406 PRESENTED</u> <u>FOR PAYMENT - MAY 26, 1976</u>		<u>63,404.70</u>
	<u>SUB-TOTAL - CHECKS ISSUED MAY 26, 1976</u>		<u>87,362.59</u>
	<u>LESS: CHECK #1302-WEST ORANGE PETTY CASH 5/10/76</u>	\$ 200.00	
	1303-WEST ORANGE LIBRARY TRANSFER TO SAVINGS ACCOUNT	50,000.00	
	1405-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE	182.74	
	9021-R. R. BOWKER-VOIDED	2. Books 78.60	
	1235-FRENCH & EUROPEAN PUBLIC- ATIONS-VOIDED	2. " 3.95	<u>50,465.29</u>
	<u>SUB-TOTAL</u>		<u>36,897.30</u>
	<u>LESS: REFUND - SUPPLIES - 5/12/76</u>		<u>6.00</u>
	<u>TOTAL EXPENDITURES - MONTH OF MAY 1976</u> <u>PER BUDGET REPORT</u>		<u>\$ 36,891.30</u>

PAYMENT RECOMMENDED BY:*Lela H. Leek*PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,

AARON EISENBERG & CO., CPA's

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

5.

MAY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 23, 1976CHECKS ARE DATED
JUNE 23, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1414	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,597.01
1415	WEST ORANGE FEDERAL CREDIT UNION	1. "	248.55
1416	PUBLIC EMPLOYEES RETIREMENT SYSTEM OF NEW JERSEY	28. GEN.P.E.R.S.	13,809.00
1417	ABORN EXTERMINATING CO.	11. SERV. CONTR.	15.00
1418	AMERICAN BUSINESS GRAPHICS, INC.	6. MAINT.-MAIN	110.90
1419	ARLINGTON BOOK MAILING SERVICE	2. BOOKS	31.75
1420	ARLINGTON HOUSE PUBLISHERS	2. "	10.21
1421A	AUTOMATIC DATA PROCESSING	11. SERV.CONTR.	\$ 38.70
B	" " "	11. " "	38.55
1422	THE BAKER & TAYLOR COMPANIES	2. BOOKS	77.25
1423A	" " " "	2. "	40.41
B	" " " "	2. "	79.78
C	" " " "	2. "	99.58
D	" " " "	2. "	45.10
E	" " " "	2. "	209.44
F	" " " "	2. "	67.32
G	" " " "	2. "	164.21
H	" " " "	2. "	200.70
1424A	THE BAKER & TAYLOR Co.	2. "	92.84
B	" " " "	2. "	172.57
1425	A.M. BEST Co.	2. "	18.08
1426A	R.R. BOWKER Co.	19. MAGAZINES	190.65
B	" " " "	2. BOOKS	10.00
C	" " " "	2. "	38.11
D	" " " "	2. "	16.70
E	" " " "	2. "	49.95
1427A	BRODART, INC.	2. "	77.25
B	" " " "	2. "	24.25
1428	CALDWELL BICENTENNIAL COMM.	4. SUPPLIES	206.26
1429	CENTER TYPEWRITER Co.	4. "	130.00
1430	CHANDLER-DAVIS PUBLISHING Co.	2. BOOKS	148.40
1431	CROWN PUBLISHERS, INC.	2. "	5.50
1432A	CURTIS SERVICE, INC.	11. SERV. CONTR.	309.00
B	" " " "	2. BOOKS	2.50
1433	EMMA LOU CZARNECKI	2. "	28.36
1434A	DIMONDSTEIN BOOK Co. INC.	8. MAINT.MOB.	64.01
B	" " " "	8. " "	335.10
C	" " " "	14. CONVENTIONS	76.10
D	" " " "	2. BOOKS	(16.00)
E	" " " "	2. "	220.10
F	" " " "	2. "	(1.24)
G	" " " "	2. "	237.71
H	" " " "	2. "	92.22
I	" " " "	2. "	205.99
J	" " " "	2. "	205.99
K	" " " "	2. "	194.00
L	" " " "	2. "	143.74
1435	DOBBS BROS. LIBRARY BINDING Co.	2. "	252.32
1436A	DOUBLEDAY & COMPANY, INC.	2. "	225.89
B	" " " "	2. "	144.70
C	" " " "	2. "	257.96
D	" " " "	3. BINDING	1,957.39
E	" " " "	2. BOOKS	58.20
F	" " " "	2. "	18.30
G	" " " "	2. "	7.26
H	" " " "	2. "	87.10
I	" " " "	2. "	14.00
J	" " " "	2. "	4.85
K	" " " "	2. "	62.41
L	" " " "	2. "	19.83
	" " " "	2. "	36.36
	" " " "	2. "	8.45
	" " " "	2. "	21.00
	" " " "	2. "	36.42
	" " " "	2. "	4.85
			320.83

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 23, 1976

CHECKS ARE DATED
JUNE 23, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1437	EAST ORANGE GLASS CO.	6. MAINT. - MAIN	\$ 27.00
1438	EAST ORANGE PUBLIC LIBRARY	4. SUPPLIES	144.22
1439	AARON EISENBERG & Co.	23. MGMT. SERVICES	767.00
1440	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
1441	FACTS ON FILE, INC.	2. BOOKS	5.95
1442	MAX FREEMAN & Co. INC.	6. MAINT.-MAIN	23.50
1443	FRENCH & EUROPEAN PUBLICATIONS	2. BOOKS	39.55
1444	GALE RESEARCH Co.	2. "	39.06
1445	GANN LAW BOOKS	2. "	10.00
1446	THE STEPHEN GREEN PRESS	2. "	8.30
1447	GROILER EDUCATIONAL CORP.	2. "	133.50
1448A	HARVARD UNIVERSITY	2. "	\$ 12.00
B	" "	2. "	12.00
1449	INSCAPE	2. "	15.60
1450	INTERCULTURE ASSOCIATES	2. "	3.30
1451	THE KICKUS SERVICE, INC.	19. MAGAZINES	82.00
1452A	LAPAT DUPLICATING SUPPLIES	4. SUPPLIES	37.50
B	" " "	4. "	40.40
1453	LEWIS PAPER AND SUPPLY Co.	4. "	172.80
1454	MCGRAW-HILL BOOK Co.	2. BOOKS	20.86
1455	MCMANUS LOCKSMITH	6. MAINT.-MAIN	164.15
1456A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	6.36
B	" " "	2. "	2.90
C	" " "	2. "	11.91
D	" " "	2. "	28.03
E	" " "	2. "	6.45
F	" " "	2. "	7.15
G	" " "	2. "	4.60
H	" " "	2. "	19.39
1457	MAIL-M-MUSIC Co.	2. "	86.79
1458	MORRIS COUNTY FARMS, INC.	2. "	28.44
1459	NATIONAL AUDIO VISUAL ASSN. INC.	6. MAINT.-MAIN	21.00
1460	NATIONAL FUEL OIL Co.	2. BOOKS	14.50
1461A	NATIONAL SCIENCE TEACHERS ASSN.	6. MAINT.-MAIN	865.87
B	" " " "	2. BOOKS	10.25
1462	NEW JERSEY BELL	2. "	26.00
1463	NEW JERSEY BELL	9. TEL.	36.25
1464A	N.J. OFFICE SUPPLY Co.	9. TEL.-T.C.	127.36
B	" " "	2. BOOKS	11.40
C	" " "	2. "	2.70
1465	OFFICE OF EDUCATIONAL SERVICES-F & I	2. "	3.58
1466	IRVING OSTROW	2. "	4.95
1467A	OXFORD UNIVERSITY PRESS, INC.	2. "	11.23
B	" " "	24. LEGAL SVCS.	3.50
1468	THE PETROLEUM PUBLISHING Co.	2. BOOKS	375.00
1469	PITNEY BOWES	2. "	25.61
1470A	PRENTICE-HALL, INC.	2. "	28.61
B	" " "	2. "	54.22
1471	PROMETHEUS BOOKS	2. "	31.45
1472	PUBLIC AFFAIRS COMMITTEE, INC.	11. SERV. CONTR.	33.00
1473	PUBLIC SERVICE ELEC. & GAS Co.	2. BOOKS	32.45
1474	THE PUSHCART PRESS	2. "	26.28
1475	RAIL-EUROPE	2. "	58.73
1476	REGENT BOOK Co. INC.	2. "	12.11
1477	J. ROSSI & Co.	2. "	6.80
1478	RUTGERS UNIVERSITY PRESS	20. PAMPHLETS	1,002.93
1479	CHARLES SCRIBNER'S SONS	6. MAINT.-MAIN	13.00
1480	SERINA PRESS	2. BOOKS	14.58
1481	SHAR-FREY, INC.	2. "	32.38
1482	SPECIAL LIBRARIES ASSN.	4. SUPPLIES	17.25
1483	STATE INDUSTRIAL DIRECTORIES	2. BOOKS	22.89
		2. "	10.34
		2. "	5.70
		2. "	39.71
		2. "	19.55
		2. "	91.50

WEST ORANGE FREE PUBLIC LIBRARY
MAY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JUNE 23, 1976

7.

CHECKS ARE DATED
JUNE 23, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1484	STUDENT COOPERATIVE STORE, INC.	2. BOOKS	\$ 2.98
1485	SUPERIOR ENGINEERING Co.	11. SERV. CONTR.	75.00
1486	3M BUSINESS PROD. SALES, INC.	11. SERV. CONTR.	225.00
1487	TIME LIFE BOOKS	2. BOOKS	33.95
1488	TWAYNE PUBLISHERS	2. "	19.02
1489	FREDERICK UNGAR PUBLISHING Co. INC.	2. "	41.46
1490	WEISE-WINKLER BINDERY, INC.	3. BINDING	90.10
1491	WEST ORANGE CHRONICLE	10. COMM.-RELATIONS	4.37
1492	WEST ORANGE COMMUNITY HOUSE	7. MAINT.-TORY	135.00
1493	WESTVIEW PRESS, INC.	2. BOOKS	16.57
1494	WIDERKEHR HARDWARE	6. MAINT.-MAIN	17.48
1495	WOODALL PUBLISHING Co.	2. BOOKS	15.50
1496	WORRALL PUBLICATIONS	10. COMM. REL.	270.00
1497	XEROX CORPORATION	25. PHOTOCOPY	173.07
<u>SUB-TOTAL</u>			<u>26,705.02</u>
<u>LESS:</u> Ck. #1414 -MIDLANTIC NATIONAL BANK W/T 6/15/76			\$ 1,597.01
#1415 -WEST ORANGE FEDERAL CREDIT UNION 6/15/76			248.55
#1497 -XEROX CORPORATION-CHARGE FOR PHOTOCOPY MACHINE			<u>173.07</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-JUNE 23, 1976</u>			<u><u>2,018.63</u></u> <u>\$24,686.39</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.
AARON EISENBERG & CO., CPA's

Aaron Eisenberg

AGENDA
WEST ORANGE FREE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JULY 28, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Fire Detection
 - b. Reference Area Shelving
 - c. Superior Engineering contract
 - d. Specifications for inspection and Maintenance Service of HAVC Equipment
- 8) New Business
 - a. Square Dance
 - b. Break-in # 2 - Burglar proof
 - c. Inner City Mother Goose - New York Times
- 9) Communications - letter from Councilman Spinelli
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

JULY 28, 1976

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Miss Flanagan made a motion to accept the minutes of the June 23, 1976 Board of Trustees meeting as presented. Mrs. Grover seconded the motion, and it was carried unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Voucher #1527 issued to Charlie Beck will be voided as another check has superseded it.

Mrs. Herman made a motion to accept the Bills Presented for Payment. Mrs. Lopis seconded it, and it was passed unanimously.

2) Financial Report:

Mrs. Herman made a motion to transfer \$40,000 from the checking account at Midlantic Bank to the Statement Savings Account #02-073-0000177-0. Mrs. Lopis seconded the motion and it was carried unanimously.

Mr. Kupferer made a motion to accept the Financial Report as presented. The motion was seconded by Mrs. Herman and carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that because of the lack of space, only reserve and standing order books will be ordered along with the best sellers and popular subject matter books. She has assured the Board that the library will do the best it can under these present circumstances.

Mrs. Reed urged the Board to consider the acquisition of additional shelves in the Reference Area which are badly needed. Inexpensive metal shelves will be placed in the garage to store second and third copies of titles.

COMMITTEE REPORTS:

Mrs. Grover and Miss Flanagan will consult with Mrs. Reed in regards to clarifying and updating the Staff Manual.

OLD BUSINESS:

Mr. Sagosz made a motion that the Board of Trustees accept the J. W. Signal bid of \$4,139 for the installation of a fire detection system modified to include a semi-annual inspection at an annual charge of \$180.00. Mr. Kupferer seconded the motion, and it was carried unanimously.

Mr. Sagosz noted that the fire detection system will be tied into the Police Department's burglar alarm panel.

The Board of Trustees would like Mrs. Reed to contact the J. W. Signal Company to notify them of the acceptance and to obtain a specified date of completion for the installation in writing.

Mr. Ostrow defined the Local Public Contracts Law by stating that any purchase over \$2500 must be advertised for bids. If the purchase is under \$500, it may be given to anyone. If it is over \$500 and under \$2500 three bids must be received.

Mrs. Lopis suggested that Mr. Sagosz be authorized to set up the specifications for the Reference Area Shelving requested by Mrs. Reed so they can be put up for bids.

Mrs. Reed will inform the Superior Engineering Company that their contract will not be renewed and that the Board of Trustees will advertise for bids.

Mrs. Lopis made a motion that the Board of Trustees advertise for bids for the inspection and maintenance service of the heating, ventilating, and air-conditioning equipment at the West Orange Free Public Library. Mrs. Herman seconded the motion, and it was passed unanimously.

NEW BUSINESS:

The square dance was a success. Over 200 people attended of all ages and the Recreation and Parks Department cooperated fully. A letter will be sent to Fred Maglicone, Supervisor at Lafayette Playground thanking him for his assistance. A copy will be sent to Anthony Naporano, Director of Recreation and Parks.

Mrs. Reed suggested that the Board of Trustees consider placing bars or steel mesh over the window which has been broken into a second time. The Board of Education uses mesh over their windows as the window may still be broken with bars. Mrs. Reed will contact the Burglary Squad at the Police Department to ask their advice.

CBS will interview Mrs. Reed on Monday, August 2, 1976 about the Inner City Mother Goose book.

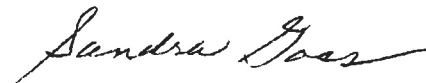
COMMUNICATIONS:

Mrs. Lopis read a letter sent to Mrs. Strauss from Councilman Spinelli in which he recommends an establishment of a Project Group to investigate ways in which the Town, the Board of Education and Library can work together to achieve operational efficiencies and economies.

Mr. Sagosz suggested that a letter be sent to Councilman Spina reminding him of the library's needs if a portion of the public works law is obtained by the town. Councilman Spina listed a number of projects in an article in "The Star-Ledger" which he felt worthy of attention, but did not include any future plans for the library. The Board secretary will send this letter to Councilman Spina with copies to the Mayor and Town Council.

The meeting was adjourned at 9:45 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

JULY 28, 1976

A concerted effort is made in each monthly report to keep you informed of matters pertinent to the library and the events taking place in or sponsored outside our library walls. Also, we endeavor to make you aware of the conditions under which we work and some of the everyday experiences encountered.

This report is also meant to be informative and precise on library-related matters and conditions which affect all of us. Special attention is given to our space problem and to the urgency of installing a burglar alarm system as soon as possible.

Space is at a premium. We have had to take drastic steps to ease this situation. Book purchases have been reduced to the bare minimum. Reserve books, best sellers, popular subject matter books and "standing orders" are the only books purchases being made. This trend will probably continue for the remainder of this year or until our space problem is relieved.

The matter of acquiring additional shelves in the Reference Area has seemingly been forgotten. May we have a decision on whether or not we can expect to purchase them in the near future?

It was decided, I believe, that the proposal made by Mr. Zeiher of the W. B. Wood Company was more reasonable and realistic than the other two companies (Commercial Equipment Company and Bro-Dart). I suggest that some money from our book budget be transferred to this line, if needed.

Sal Basciotti, town carpenter, is presently working with me to obtain metal free-standing shelves which are inexpensive, to set up in the garage. With this addition some relief can be obtained for second and third copies of titles.

Since the end of the school year I have been working very closely with several students in shifting books and magazines and discarding what we considered outdated or an excessive number of a given title.

Several activities are in progress this summer. Along with scheduled movies which are being shown, there is a "Jeans" contest, a summer reading program two sessions each week and are very well attended, and a special music program for four weeks, conducted by a volunteer, Ms. Toby Menkis. Both individual and group exhibits are being displayed throughout the summer. They are attracting quite a bit of attention.

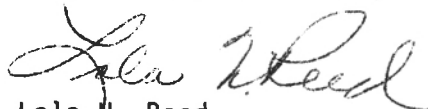
Credit should be given to our secretary, Sandy Goss, who has produced many timely mini bicentennial figures which have been prominently displayed. She is actually wearing "two hats" one as secretary and the other as library exhibit artist. She has a tremendous amount of work to do but never says "no" when asked to make another sign, type another letter, etc.

We feel an immediate need for some type of burglar alarm system. The second time in two months our library has been burglarized. Entrance was by the same window in the Children's Room which was again broken. Both photocopying machines were ransacked and relieved of whatever money was in them--approximately \$19.35 (Xerox \$10.10 - Toshibafax \$9.25). Our Monroe adding machine was taken along with three sets of earphones, change from Mrs. Rabinowitz's desk and two record players were wrecked. (I was just interrupted by a telephone call from Captain Temple informing me that a senior citizen had found our adding machine near the senior citizens' garden and had turned it over to the Police Department. He further stated I could send over for it--which I did).

I would like to respectfully recommend that the vulnerable window be equipped with upright iron bars as soon as possible until some type of burglar alarm system can be installed. We feel that this vandalism will continue throughout the summer months, or maybe even later. Therefore, some deterrent measure should be instituted before any very serious crime is committed.

You will probably be bombarded with more complaints from borrowers who are unable to obtain certain titles, materials or services. Please rest assured that we are doing as best we can under the present circumstances.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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 JUNE, 1976
LIBRARY BOARD MEETING OF JULY 28, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF JUNE 1976	1976 ACCUMULATED BUDGET Ex- PENDITURES PAID 6 MONTHS ENDED JUNE 30, 1976	UNEX- PENDENT BUDGET BALANCE 6/30/76	BILLS/ACCTS. PAYABLE 6/30/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 6/30/76
SALARIES AND WAGES	\$307,907	\$24,691.22	\$151,707.63	\$156,199.37		\$156,199.37
CONTRACTUAL SERVICES:						
BINDING	1,000	148.30	460.00	540.00		540.00
COMMUNITY SERVICES	300	75.71	233.64	66.36	\$ 52.24	14.12
TRANSPORTATION	300	95.18	147.28	152.72		152.72
SEMINARS AND WORKSHOPS	500	296.80	379.80	120.20		120.20
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	767.00	3,835.00	5,365.00	767.00	4,598.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	375.00	1,324.34	475.66		475.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,868.80	7,011.54	12,988.46	1,274.49	11,713.97
MAIN LIBRARY-REPAIRS	5,000	364.03	1,808.45	3,191.55	93.85	3,097.70
TORY CORNER-RENTAL	540	135.00	270.00	270.00		270.00
BOOKMOBILE	5,300	398.51	2,331.67	2,968.33	190.60	2,777.73
SERVICE CONTRACTS	2,800	734.25	1,620.28	1,179.72	209.60	970.12
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	4,755.18	25,572.47	34,427.53	6,488.30	27,939.23
SUPPLIES	8,000	757.08	5,995.54	2,004.46	754.09	1,250.37
PERIODICALS, SERIALS AND						
NEWSPAPERS	8,000	92.00	248.60	7,751.40	337.05	7,414.35
PHAMPHLETS	500	9.01	167.25	332.75	129.07	203.68
AUDIO-VISUAL-MATERIALS	2,000	-0-	553.81	1,446.19		1,446.19
MISC. OTHER EXPENSES:						
INSURANCE	5,000	-0-	-0-	5,000.00		5,000.00
TELEPHONE	1,600	138.76	659.25	940.75	165.20	775.55
POSTAGE	2,500	-0-	898.00	1,602.00		1,602.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	853.91	5,031.06	4,968.94		4,968.94
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	-0-	491.20	508.80		508.80
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	-0-	369.00	631.00	99.80	531.20
AUDIO-VIS. Eq.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	4,768.65	8,877.89	9,122.11		9,122.11
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	13,809.00	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	-0-	-0-	3,750.00		3,750.00
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>*\$495,297</u>	<u>\$55,133.39</u>	<u>\$234,364.34</u>	<u>\$260,932.66</u>	<u>\$10,561.29</u>	<u>\$250,371.37</u>

*SOURCE OF FUNDS

BUDGET-TOWN OF WEST ORANGE	\$ 398,446
LIBRARY ACCUMULATED REVENUE-PRIOR YRS.	96,851
<u>TOTAL AMENDED BUDGET</u>	<u>\$ 495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	<u>* \$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF JUNE 1976

TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
\$136,960.93	\$116,843.05	\$ 13,018.38	\$ 618.23	\$ 798.43	\$ 326.25	\$ 5,356.59

ADD: CASH FUNDS 5/31/76

FINES
NON-RESIDENT FEES
PHOTOCOPY
RENTALS
MICRO-FILMS
PHONE BOOTHS
LOST BOOK FUND
EXCESS PROPERTY FUND
INTEREST

2,385.01

141.94
71.00
1,125.54

II TOTAL RECEIPTS - JUNE - 1976

III TOTAL AVAILABLE - I PLUS II

IV LESS:

JUNE - 1976 EXPENDITURES

V TOTAL CASH FUNDS - 6/30/76

ADD: DUE FROM TOWN OF WEST ORANGE FOR
3RD AND 4TH QTR. BUDGET

LESS: ACCOUNTS PAYABLE 6/30/76

BUDGET BALANCE PER REPORT 6/30/76

CASH FUNDS REPRESENTED BY:

CHECKING A/C - MIDLANTIC NAT'L. BANK
MIDLANTIC NAT'L. 02-073-0000177-0
W. O. S & L ASSN. #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

\$ 576.78
67,203.17
17,456.35
126.25
188.48
\$ 85,551.03

199,223.00
260,932.66
10,561.29
\$250,371.37

55,133.39
\$ 61,709.66

-0-
116,843.05

1,125.54
3,510.55
16,528.93

141.94
141.94
760.17

\$ 869.43

\$ 326.25

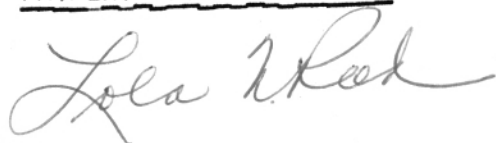
\$ 5,356.59

WEST ORANGE FREE PUBLIC LIBRARY

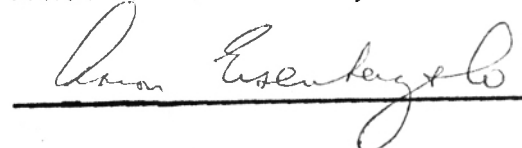
JUNE 1976 BILLS PRESENTED FOR PAYMENT
ON JULY 28, 1976CHECKS ARE DATED
JUNE 30, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1498	CHARLIE BECK	10. COMMUNITY RELATIONS	\$ 15.00
1499	W.ORANGE PUBLIC LIBRARY-PETTY CASH CH. A/C	TRANSFER	200.00
1500	W.ORANGE FEDERAL CREDIT UNION	1. SALARIES	248.55
1501	MIDLANTIC NAT'L. BANK-W.T. 6/30/76	1. SALARIES	1,649.53
1502	VOIDED CHECK		
1503	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. "	1,238.25
1504	P.E.R.S. CONTRIBUTORY GROUP INS.	1. "	136.84
1505	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	36.00
1506	TOWN OF W.O. Soc. SEC. EMPLOYERS-2ND QTR.1976	27. EMPLOYER Soc.SEC.	4,768.65
1507	TOWN OF W.O. HOSPITALIZATION-JULY 1976	26. HOSPITALIZATION	853.91
1508	TOWN OF W.O. ADMINISTRATION CHARGES- 2ND QUARTER 1976	28. ADMINISTRATIVE CHARGE	1.00
1509	TOWN OF W.O. Soc. SEC. EMPLOYEES-JUNE 1976	1. SALARIES	1,444.38
	NET PAYROLL 6/15/76 #816-862 (47)	1. "	8,869.02
	NET PAYROLL 6/30/76 #863-908 (46)	1. "	9,223.09
	<u>SUB-TOTAL</u>		28,684.22
	<u>ADD: CHECKS #1414-1497 PRESENTED FOR PAYMENT</u>		26,705.02
	<u>SUB-TOTAL - CHECKS ISSUED JUNE 30, 1976</u>		55,389.24
	<u>LESS:</u>		
	CHECK #1497 - XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE	\$ 173.07	
	#1499 - W.O. PUBLIC LIBRARY-TRANSFER	200.00	
	#1461 - NATIONAL SCIENCE TEACHER-VOIDED	2. BOOKS 36.25	
	#1339 - CURTIS SERVICE, INC. CORRECTION	8. MOBILE .60	
	DEPOSIT - JUNE 10, 1976 - REFUND	10. COMM.REL. 270.00	
	DEPOSIT - JUNE 28, 1976 - REFUND	2. BOOKS 2.17	682.09
	<u>SUB-TOTAL</u>		54,707.15
	<u>ADD: PETTY CASH CHECKS #644-685</u>		491.58
	<u>SUB-TOTAL</u>		55,198.73
	<u>LESS:</u>		
	REFUND - COMMUNITY RELATIONS - 4/9/76	15.34	
	REFUND - TRANSFER - 5/19/76	50.00	65.34
	<u>TOTAL EXPENDITURES - MONTH OF JUNE 1976 PER BUDGET REPORT</u>		<u>\$55,133.39</u>

PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,
AARON EISENBERG & CO., CPA's


WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1976 BILLS PRESENTED FOR PAYMENT
ON JULY 28, 1976

5.

LIST OF CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT
FOR THE MONTHS OF APRIL, MAY AND JUNE, 1976

DATE	VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
4/2/76	644	N.J. LIBRARY ASS'N.	10. COMM. REL.	\$ 12.50
4/2/76	645	N.J. L.A.	14. CONVENTIONS	7.00
4/2/76	646	N.J. L.A.	15. WORKSHOPS & SEMINARS	7.00
4/5/76	647	AMER. ASSO. FOR STATE & LOCAL HISTORY	2. BOOKS	.25
4/6/76	648	EMMA L. CZARNECKI	12. A/V EQUIP.	3.90
4/7/76	649	N.J. L.A.	15. WORKSHOPS & SEMINARS	8.50
4/7/76	650	LIVINGSTON BOTTLE KING, INC.	10. COMM. REL.	15.34
4/9/76	651	WM. TOOHEY	4. SUPPLIES	5.45
4/12/76	652	AMER. INSTITUTE OF ITALIAN STUDIES BOOK	2. BOOKS	4.95
4/15/76	653	YANKEE, INC.	2. "	5.00
4/15/76	654	COMMUNITY CALENDAR	10. COMM. REL.	3.00
4/16/76	655	HOWARD JOHNSONS	14. CONVENTIONS	20.00
4/23/76	656	RUTGERS UNIVERSITY	15. WORKSHOPS & SEM.	20.00
4/23/76	657	LE JOHNS	10. COMM. REL.	13.84
4/24/76	658	L. REED	15. WORKSHOPS & SEMINARS	8.45
4/28/76	659	N.J. LTA	15. " "	30.00
5/5/76	660	UNITED WAY	15. " "	10.00
5/5/76	661	L. REED	14. CONVENTIONS	30.00
5/8/76	662	HOWARD JOHNSON	14. "	24.00
5/14/76	663	SANDRA GOSS	2. BOOKS	50.00
5/17/76	664	D. COFFMAN	12. TRANS.	16.73
5/18/76	665	S. GOSS	4. SUPPLIES	20.00
5/18/76	666	J. LEPORE & D. HUBERT	12. TRANS.	22.70
5/18/76	667	D. COFFMAN	12. " "	8.10
5/19/76	668	L. REED	12. " "	10.00
5/24/76	669	L. REED	14. CONVENTIONS	20.00
5/2/76	670	WORRALL PUBLICATIONS	10. COMM. REL.	6.00
5/27/76	671	ESSEX CO. DIRECTORS' GROUP	15. WORKSHOPS & SEMINARS	10.00
5/29/76	672	L. REED	2. BOOKS	8.25
6/8/76	673	SANDRA GOSS	12. TRANS.	5.55
5/29/76	674	L. REED	15. WORKSHOPS & SEMINARS	12.30
6/1/76	675	ALICE SHAPIRO	2. BOOKS	5.85
6/8/76	676	AMER. CAMPING ASSO.	20. PUBLICATIONS	1.21
6/8/76	677	OFFICE OF PUBLIC INFO.	20. " "	1.00
6/10/76	678	WORRALL PUBS.	10. COMM. REL.	3.00
6/10/76	679	L. REED	15. WORKSHOPS & SEMINARS	10.75
6/14/76	680	W.O. BICENTENNIAL BALL	10. COMM. REL.	15.00
6/16/76	681	WORRALL PUBS.	10. " "	3.00
6/18/76	682	L. REED	15. WORKSHOPS & SEMINARS	15.00
6/22/76	683	REED & COFFMAN	12. TRANS.	7.00
6/25/76	684	S. GROSS	4. SUPPLIES	2.06
6/25/76	685	BILL TOOHEY	12. TRANS.	8.90
<u>TOTAL CHECKS PAID FROM PETTY CASH CHECKING ACCOUNT</u> <u>FOR THE MONTHS OF APRIL, MAY AND JUNE, 1976</u>				<u>\$ 491.58</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPAs

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

JUNE 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 28, 1976CHECKS ARE DATED
JULY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1510	POSTMASTER, ORANGE, N.J.	13. POSTAGE	\$ 300.00
1511	MIDLANTIC NATIONAL BANK	1. SALARIES	1,658.25
1512	WEST ORANGE FEDERAL CREDIT UNION	1. "	248.55
1513	ABORN EXTERMINATING CO.	11. SERVICE CONT.	15.00
1514	ACADEMIC PRESS, INC.	2. BOOKS	15.30
1515	AMERICAN BUSINESS GRAPHICS, INC.	6. MAINT.-MAIN	33.25
1516	AMERICAN PHARMACEUTICAL ASSN.	2. BOOKS	7.50
1517	AMSCO SCHOOL PUBLICATIONS, INC.	2. "	5.30
1518	ARCO PUBLISHING CO. INC.	2. "	20.48
1519	ARDIS	2. "	15.30
1520	ARTISTS SUPPLY	4. SUPPLIES	73.43
1521	ASSOCIATED UNIVERSITY PRESSES, INC.	2. BOOKS	13.80
1522	ASSOCIATION PRESS	2. "	8.41
1523	AUTOMATIC DATA PROCESSING, INC.	11. SERV. CONTR.	41.60
1524A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	\$ 6.45
B	" " " "	2. "	15.71
1525A	THE BAKER & TAYLOR COMPANIES	2. "	19.36
B	" " " "	2. "	3.64
1526A	THE BAKER & TAYLOR COMPANIES	2. "	52.09
B	" " " "	2. "	15.85
C	" " " "	2. "	102.79
D	" " " "	2. "	117.38
E	" " " "	2. "	119.39
F	" " " "	2. "	59.48
G	" " " "	2. "	15.68
H	" " " "	2. "	(3.74)
I	" " " "	2. "	188.16
J	" " " "	2. "	82.93
1527	CHARLIE BECK	10. COMM. REL.	15.00
1528	BERNARDSVILLE BOOK CO.	2. BOOKS	3.25
1529	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN	32.00
1530A	R. R. BOWKER CO.	2. BOOKS	23.25
B	" " " "	2. "	25.75
C	" " " "	2. "	6.00
D	" " " "	2. "	46.35
E	" " " "	2. "	16.25
1531	BROADWAY BOOKFINDERS/AMERICAN VALUE	2. "	7.70
1532A	BRODART, INC.	4. SUPPLIES	148.40
B	" " " "	4. "	238.50
1533	BROOKE HOUSE PUBLISHERS, INC.	2. BOOKS	9.30
1534	BUNTING AND LYON, INC.	2. "	29.00
1535A	CHAMBERS RECORD CORP.	21. A/V MATERIALS	6.42
B	" " " "	21. " "	72.95
1536	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	2.83
1537	COMMONWEALTH WATER CO.	6. MAINT.-MAIN	72.64
1538	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	9.95
1539	CONTINENTAL PUBLISHING CO.	2. "	12.00
1540	CRANE, RUSSAK & COMPANY, INC.	2. "	6.16
1541A	DIMONDSTEIN BOOK CO. INC.	2. "	288.68
B	" " " "	2. "	214.73
C	" " " "	2. "	19.73
D	" " " "	2. "	306.09
E	" " " "	2. "	278.27
F	" " " "	2. "	114.78
G	" " " "	2. "	219.94
H	" " " "	2. "	211.54
I	" " " "	2. "	(3.69)
J	" " " "	2. "	256.35
K	" " " "	2. "	248.58
L	" " " "	2. "	208.10
M	" " " "	2. "	263.10
			2,626.20

WEST ORANGE FREE PUBLIC LIBRARY

7.

JUNE 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 28, 1976

CHECKS ARE DATED
JULY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1542A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 1.53
B	" " "	2. "	10.89
C	" " "	2. "	21.84
D	" " "	2. "	4.85
E	" " "	2. "	41.21
F	" " "	2. "	30.08
G	" " "	2. "	9.70
H	" " "	2. "	15.26
I	" " "	2. "	7.26
J	" " "	2. "	14.55
K	" " "	2. "	53.96
L	" " "	2. "	15.74
			\$ 226.87
1543	AARON EISENBERG & Co.	23. MGMT. SERVICES	767.00
1544	EUROPEAN BOOK Co.	2. BOOKS	16.36
1545	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	38.00
1546	EXPOSITION PRESS, INC.	2. BOOKS	10.75
1547	FACTS ON FILE, INC.	2. "	8.39
1548	FAIRCHILD BOOK DIVISION	2. "	41.00
1549	FOUNDATION PRESS	2. "	13.00
1550A	GALE RESEARCH COMPANY	2. "	39.06
B	" " "	2. "	18.79
			57.85
1551	THE HARROP PRESS	10. COMM. REL.	25.00
1552	HERALD BOOKS	2. BOOKS	24.70
1553	HOBBY HOUSE PRESS	2. "	128.87
1554	HOWELL BOOK HOUSE, INC.	2. "	16.65
1555	HUMAN SCIENCES PRESS	2. "	7.93
1556	THE INSTITUTE FOR RESEARCH	2. "	10.02
1557	INTERNATIONAL SCHOLARLY BOOK SERVICES, INC.	2. "	13.00
		2. "	16.00
1558	KTAV PRESS	2. "	28.95
1559	KTAV PUBLISHING HOUSE, INC.	4. SUPPLIES	193.50
1560A	LAPAT DUPLICATING SUPPLIES	4. "	31.00
B	" " "		224.50
1561	LOUISIANA STATE UNIVERSITY PRESS	2. BOOKS	13.66
1562	MC MANUS LOCKSMITH	4. SUPPLIES	6.60
1563A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	24.03
B	" " "	2. "	4.56
C	" " "	2. "	22.04
D	" " "	2. "	6.45
E	" " "	2. "	43.48
		2. "	100.56
1564	MARAN COMPANY	2. "	31.00
1565	MODERN-MASS MEDIA, INC.	21. A/V MATERIALS	49.70
1566	MOODY'S INVESTORS SERVICE, INC.	2. BOOKS	280.00
1567	NATIONAL SCIENCE TEACHERS ASSN.	2. "	10.25
1568	NATIONAL TRAFFIC SAFETY FOUNDATION	20. PAMPHLETS	2.75
1569	THE NATIONAL UNDERWRITER Co.	2. BOOKS	9.60
1570	NATIONAL WILDLIFE FEDERATION	2. "	3.00
1571	N.J. BELL	9. TELE.	152.89
1572	N.J. BELL	9. TELE.-T.C.	12.31
1573	N.J. LEGISLATIVE MANUAL	2. BOOKS	7.50
1574A	N.J. OFFICE SUPPLY Co.	4. SUPPLIES	11.50
B	" " " "	4. "	1.80
			13.30
1575	THE N.Y. TIMES/LARGE TYPE WEEKLY	20. NEWSPAPERS	44.00
1576	NEW YORK UNIVERSITY PRESS	2. BOOKS	41.25
1577	OLLIS BOOK Co.	2. "	289.55
1578	ORANGE GARDEN SUPPLY	6. MAINT.-MAIN	13.00
1579	ORANGE VALLEY HDWE.	4. SUPPLIES	11.36
1580	P & P LAWMOWER REPAIRS	6. MAINT.-MAIN	15.60
1581	" " "	17. EQUIPMENT	99.80

WEST ORANGE FREE PUBLIC LIBRARY
JUNE 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON JULY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	CHECKS ARE DATED JULY 28, 1976	
			AMOUNT	
1582	R. L. POLK & Co.	2. Books		\$ 38.30
1583A	PRENTICE-HALL, INC.	2. "	\$ 15.29	
B	" "	2. "	21.97	
C	" "	2. "	41.92	
D	" "	2. "	28.07	107.25
1584	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT.-MAIN		1,201.85
1585	PUBLIC SERVICE MATERIALS CENTER	2. Books		8.95
1586	PUBLISHERS CENTRAL BUREAU	2. "		94.32
1587	READER BOOKS	2. "		8.75
1588	REGENT BOOK Co. INC.	2. "		43.56
1589	ROWMAN AND LITTLEFIELD	2. "		49.95
1590	RUNNINE PRESS	2. "		9.80
1591A	THE SCARECROW PRESS, INC.	2. "	18.25	
B	" " " "	2. "	38.00	56.25
1592	SEDGEWICK	11. SERVICE CONTR.		78.00
1593	SERENDIPITY BOOKS	2. Books		7.62
1594A	SHAR-FREY, INC.	2. "	52.32	
B	" " "	2. "	43.84	96.16
1595A	SILVER BURDETT Co.	2. "	9.17	
B	" " "	2. "	8.60	
C	" " "	2. "	9.17	26.94
1596	PETER SMITH PUBLISHER, INC.	2. "		20.66
1597	SPECIAL LIBRARIES ASSN.	2. "		17.75
1598	STATE OF N.J. DEPT. OF COMMUNITY AFFAIRS	2. "		5.00
1599	STRUCTURES PUBLISHING Co.	2. "		12.00
1600	SUPT. OF DOCUMENTS	2. "		26.00
1601	SUPT. OF DOCUMENTS	20. PAMPHLETS		250.00
1602	SUPERIOR ENGINEERING Co.	11. SERV. CONTR.		75.00
1603	TWAYNE PUBLISHERS	2. Books		7.89
1604	U.S. INVESTORS PROTECTION CORP.	2. "		10.50
1605	THE UNIVERSITY OF CHICAGO PRESS	2. "		12.89
1606	UNIVERSITY OF NEW MEXICO PRESS	2. "		10.75
1607	UNIVERSITY OF OKLAHOMA PRESS	2. "		35.26
1608	THE UNIVERSITY PRESS OF VA.	2. "		14.08
1609	UNIVERSITY OF WASHINGTON PRESS	2. "		39.19
1610	VICTOR HOTH & Co.	2. "		426.22
1611	VOLPE SERVICE Co. INC.	6. MAINT. Mob.		190.60
1612	THE WHITSTON PUBLISHING Co.	2. Books		18.30
1613	THE H. W. WILSON Co.	2. "		172.00
1614	WORRALL PUBLICATIONS	10. COMM. REL.		12.24
1615	XEROX CORP.	25. PHOTOCOPY		156.99
1616A	YOUNG'S NEWS SERVICE	20. NEWSPAPERS & PAMP.	20.15	
B	" " "	20. " "	20.15	40.30
SUB-TOTAL				12,925.08
LESS: CHECK #1510-POSTMASTER, ORANGE, N.J.			300.00	
#1511-MIDLANTIC NATL. BANK WT 7/15/76			1,658.25	
#1512-W.O. FEDERAL CREDIT UNION 7/15/76			248.55	
#1615-XEROX CORP.-CHARGE FOR PHOTO-COPY MACHINE			156.99	2,363.79
TOTAL ACCOUNTS PAYABLE FOR BUDGET REPORT - JULY 28, 1976				<u>\$10,561.29</u>

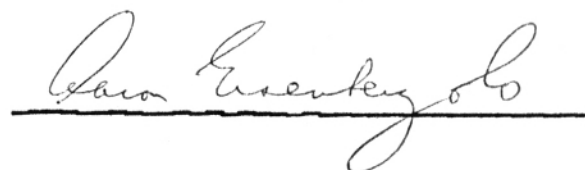
PAYMENT RECOMMENDED BY:



PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's



AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

SEPTEMBER 1, 1976
(August 25, 1976
meeting)

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Reference Area Shelving
 - b. Air Conditioning and Heating Equipment Maintenance
 - c. Federal Funds, which may be available for Construction
- 8) New Business
 - a. Window Protection
 - b. Inner City Mother Goose - CBS
- 9) Communications
- 10) Community Participation
- 11) Adjournment

MINUTES

BOARD OF TRUSTEES MEETING

SEPTEMBER 1, 1976
(August 25, 1976 meeting)

Mr. Wagner, representing McManus Hardware Supply Company spoke to the Board of Trustees before the opening of the meeting. He described the window guards his company would install if the Board elects to protect the south side of the building from window damage. The price for complete manufacture and installation would be \$1,061.00.

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

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss asked for an addition to the Minutes of the July 28, 1976 Board of Trustees meeting to include on page 2, paragraph 1 under Old Business-- "for the lowest responsible bid" to be inserted in the motion to accept J. W. Signal's bid for fire detection equipment. Mr. Sagosz made the motion to accept the minutes with this modification. Mrs. Herman seconded, and it was passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mr. Sagosz made a motion to accept the Bills Presented for Payment. Mrs. Herman seconded it, and it was carried unanimously.

2. Financial Statement:

Mr. Sagosz inquired if the library had received an audit. Mr. Manheim explained that an audit had been completed a few months ago, but as yet, we had not received a report. Mrs. Reed will contact the auditors, Samuel Klein and Company, to find out when the reports will be delivered.

Mr. Manheim stated that \$4,300 is available each month for the remainder of the year in the library budget. He indicated that the library is working very close to the lines allocated for each area.

Mr. Sagosz questioned the deficit of \$423.32 in the Public Employees Retirement System. Mr. Manheim explained that this represents a cost of living increase for retired employees that the Board of Trustees is required to provide. Also, voucher numbers 1620, 1621, and 1622 represent the employees' share of P.E.R.S. The library pays the employer's share once a year on June 30.

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

DIRECTOR'S REPORT:

Mrs. Reed's proposal to make three part-time employees full-time employees will be tabled at the present time. The Personnel Committee will meet to discuss the need for this action along with the Budget Committee who will determine budget priorities for 1977.

Mrs. Reed requested that as many Board members as possible should attend a demonstration of mini computer operation given by C. L. System Inc. to be held on Sept. 21, 1976. This is a first step towards the computerization of all of the Essex County libraries.

COMMITTEE REPORTS:

The Personnel Committee requested that each Board member read the revised Staff Manual and give any suggestions, criticisms, etc. at the next meeting.

OLD BUSINESS:

Mr. Sagosz will assist Mrs. Reed in comparing the specifications of the bids received for the reference area shelving. One bid was received through advertisement, and three others had been submitted previously by library request.

No bids were received from the advertisement that was placed in the newspapers for the servicing of the heating and air conditioning system. Mr. Sagosz will compile a list of companies the library can solicit.

Mrs. Reed received a call from Mr. Corwick's office informing her that renderings were on file there for the new library addition. Mr. Sagosz suggested that the Board inquire into the exact requirements needed for the building plans. Mrs. Strauss will contact Mr. Moss for this information.

NEW BUSINESS:

Mr. Sagosz and Mrs. Reed will look into the possibilities of using mesh in plastic for window protection. A glazier will be called to determine the prices.

Mrs. Reed reported that she had received many letters from throughout the country as a result of her television interview regarding Inner City Mother Goose.

Mrs. Reed explained the library's book selection policy. Briefly, she stated that the library abides by the "Library Bill of Rights", which she will distribute to the Board members.

Mr. Sagosz inquired about the date for the installation of the fire detection system. Mrs. Reed reported that she had sent a letter to the J. W. Signal Co. informing them of the acceptance of their bid, and asking them to set up a date of installation. As yet, no date has been set.

PUBLIC PARTICIPATION:

Mr. and Mrs. George Lawrence of 23 Rose Terrace, George Niver and John Di Domeniso of the TM Center at 109 Valley Road, Montclair have requested use of the meeting room approximately every three months. They feel they have been denied access to the room on a regular basis. Mrs. Reed has stated that the meeting room should be available to as many groups as possible as the library is limited to the evenings it is opened. The Board will discuss this and notify the TM Center of their decision.

The meeting was adjourned at 9:05 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis A. Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

September 1, 1976
for
August 25, 1976

This has been the busiest month of August in the library I have ever experienced. A number of summer projects have culminated; the summer reading and music programs with a Puppet Show, instead of the yearly picnic, and the Jeans Contest--all of which were very successful. Our movie programs continues. Displays of great interest have been exhibited throughout the summer.

Three pages have resigned this month for various reasons. They are Michael Molle, Michael Wilk and Terry Rucker. Only one replacement has been made--Michael Repiscak. Two other pages will probably be needed.

Our employee number will be down to 40 by September 15. We need additional personnel to adequately cover all areas throughout the day. Therefore, I recommend the following:

1. That Mrs. Shirley Itkin be made permanent full-time at an annual salary of \$7,500.
2. That Mrs. Jacqueline Lepore be made permanent full-time at an annual rate of \$7,500.
3. That Mrs. Marie Magno be made permanent full-time at an annual salary of \$7,500.

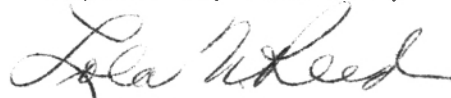
All three persons listed above are presently on our staff as permanent part-time employees who, incidentally, are already working within 7½ hours of full-time.

We have had national television and local radio exposure during the month. As a result of these programs, several telephone calls and letters have been received. Some of the calls came from as far away as Los Angeles and Ohio. Each of these calls and letters support the stand which the Board of Trustees and Director have taken in The Inner City Mother Goose controversy. The radio appearance was a "talk show" on WNJR radio on Sunday, August 29, 1976 at 10:30 P. M.

The Essex County Directors Group selected a committee of seven directors (of which I am a member) to visit and study two different systems of library automation as a first step towards computerization of Essex County Libraries. We visited Liverpool New York where the Gaylord System is installed. Later we visited Greenwich Connecticut where the C. L. Systems, Incorporated is in operation.

A demonstration of mini computer operation by Gaylord Corporation was set up in the Livingston Public Library several months ago. C. L. Systems, Inc. will perform the same type of demonstration for librarians and Trustees during the month of September. A discussion session will be held for both groups during that period. It is hoped that all of you will be able to attend. Gaylord representatives will also be on hand.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "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 JULY, 1976
LIBRARY BOARD MEETING OF SEPTEMBER 1, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF JULY 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID 7 MONTHS ENDED JULY 31, 1976	UNEX- PENDENT BUDGET BALANCE 7/31/76	BILLS/ACCTS. PAYABLE 7/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 7/31/76
SALARIES AND WAGES	\$307,907	\$25,470.26	\$177,177.89	\$130,729.11		130,729.11
CONTRACTUAL SERVICES:						
· BINDING	1,000	-0-	460.00	540.00	104.69	435.31
COMMUNITY SERVICES	300	139.24	372.88	(72.88)	75.00	(147.88)
TRANSPORTATION	300	-0-	147.28	152.72		152.72
SEMINARS AND WORKSHOPS	500	-0-	379.80	120.20		120.20
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	767.00	4,602.00	4,598.00	767.00	3,831.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	-0-	1,324.34	475.66		475.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,274.49	8,286.03	11,713.97	1,382.98	10,330.99
MAIN LIBRARY-REPAIRS	5,000	93.85	1,902.30	3,097.70	55.05	3,042.65
TORY CORNER-RENTAL	540	-0-	270.00	270.00	135.00	135.00
BOOKMOBILE	5,300	190.60	2,522.27	2,777.73	437.36	2,340.37
SERVICE CONTRACTS	2,800	209.60	1,829.88	970.12	230.65	739.47
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	6,477.55	32,050.02	27,949.98	3,544.73	24,405.25
SUPPLIES	8,000	754.09	6,749.63	1,250.37	655.76	594.61
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	337.05	585.65	7,414.35		7,414.35
PHAMPHLETS	500	-0-	167.25	332.75		332.75
AUDIO-VISUAL-MATERIALS	2,000	129.07	682.88	1,317.12	25.11	1,292.01
MISC. OTHER EXPENSES:						
INSURANCE	5,000	-0-	-0-	5,000.00		5,000.00
TELEPHONE	1,600	163.24	822.49	777.51	123.33	654.18
POSTAGE	2,500	300.00	1,198.00	1,302.00		1,302.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	853.91	5,884.97	4,115.03		4,115.03
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	-0-	491.20	508.80		508.80
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	99.80	468.80	531.20		531.20
AUDIO-VIS. EQ.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	-0-	8,877.89	9,122.11		9,122.11
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	-0-	-0-	3,750.00		3,750.00
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$37,259.75</u>	<u>\$271,624.09</u>	<u>\$223,672.91</u>	<u>\$7,446.66</u>	<u>\$216,226.25</u>

*SOURCE OF FUNDS

BUDGET-TOWN OF WEST ORANGE	\$ 398,446
LIBRARY ACCUMULATED REVENUE-PRIOR YRS.	96,851
<u>TOTAL AMENDED BUDGET</u>	<u>\$ 495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-Vis. Eq.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF JULY 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS 6/30/76	\$ 85,551.03	\$ 61,709.66	\$ 16,528.93	\$ 760.17	\$ 869.43	\$ 326.25	\$ 5,356.59
ADD:							
FINES			(1,478.22				
NON-RESIDENT FEES			(60.00				
PHOTOCOPY			(262.41				
RENTALS			(52.15				
MICRO-FILMS			(1.30				
PHONE BOOTHS			(12.16				
LOST BOOK FUND	104.09			104.09			
EXCESS PROPERTY FUND	163.15				163.15		
TOWN OF WEST ORANGE	99,611.50	99,611.50					
II TOTAL RECEIPTS - JULY - 1976	101,744.98	99,611.50	1,866.24	104.09	163.15		
III TOTAL AVAILABLE - I PLUS II	187,296.01	161,321.16	18,395.17	864.26	1,032.58	326.25	5,356.59
IV LESS:							
JULY 1976 - EXPENDITURES	37,259.75	37,259.75					
V TOTAL CASH FUNDS - 7/31/76	\$150,036.26	\$124,061.41	\$ 18,395.17	\$ 864.26	\$1,032.58	\$326.25	\$ 5,356.59
ADD: DUE FROM TOWN OF WEST ORANGE FOR 4TH QTR. BUDGET							
		99,611.50					
		223,672.91					
		7,446.66					
		216,226.25					
LESS: ACCOUNTS PAYABLE 7/31/76							
BUDGET BALANCE PER REPORT 7/31/76							
CASH FUNDS REPRESENTED BY:							
CHECKING A/C - MIDLANTIC NAT'L. BANK		62,771.54					
MIDLANTIC NAT'L. BANK - 02-073-0000177-0		69,493.64					
W.O. S & L ASSN. #10085		17,456.35					
PETTY CASH - CASH FUND		126.25					
PETTY CASH - CHECKING FUND		188.48					
		\$150,036.26					

WEST ORANGE FREE PUBLIC LIBRARY

4.

JULY 1976 BILLS PRESENTED FOR PAYMENT

ON SEPTEMBER 1, 1976

CHECKS ARE DATED
JULY 28, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1617	MIDLANTIC NAT'L. BANK-W.T. 7/31/76	1. SALARIES	\$ 1,738.84
1618	W. ORANGE FEDERAL CREDIT UNION	1. SALARIES	248.55
1619	TOWN OF W.O. SOC. SEC. EMPLOYEES-JULY 1976	1. SALARIES	1,490.00
1620	P.E.R.S.-#20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,272.58
1621	P.E.R.S.-CONTRIBUTORY GROUP INS.	1. SALARIES	157.24
1622	P.E.R.S.-SUPPLEMENTAL ANNUITY	1. SALARIES	36.00
1623	TOWN OF W.O.-HOSPITALIZATION-AUGUST 1976	26. HOSPITALIZATION	853.91
1624	TONY SPINA	10. COMMUNITY RELATIONS	21.00
1625	ARTY MILLER	10. COMMUNITY RELATIONS	21.00
1626	CHARLES BECK	10. COMMUNITY RELATIONS	60.00
	NET PAYROLL 7/15/76-#909-952 (44)	1. SALARIES	9,092.03
	NET PAYROLL 7/30/76-#953-997 (45)	1. SALARIES	9,528.22
<u>SUB-TOTAL</u>			24,519.37
ADD: CHECKS #1510-1616 PRESENTED FOR PAYMENT			12,925.08
<u>SUB-TOTAL - CHECKS ISSUED JULY 28, 1976</u>			37,444.45
<u>LESS:</u>			
CHECK #1527-CHARLIE BECK-VOIDED	10. COMM. REL.	\$ 15.00	
#1546-EXPOSITION PRESS, INC.-VOIDED	2. BOOKS	10.75	
#1615-XEROX CORP.-CHARGE FOR PHOTO COPY MACHINE		156.99	
DEPOSIT-JULY 28, 1976-REFUND	9. TELEPHONE	1.96	184.70
<u>TOTAL EXPENDITURES - MONTH OF JULY 1976</u>			
<u>PER BUDGET REPORT</u>			<u>\$37,259.75</u>

PAYMENT RECOMMENDED BY:

Lola Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT,
AARON EISENBERG & CO., CPA's

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY
JULY 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPT. 1, 1976

CHECKS ARE DATED
SEPT. 1, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1627	MIDLANTIC NAT'L. BANK-SAV. A/c	TRANSFER	\$40,000.00
1628	MIDLANTIC NATIONAL BANK	1. SALARIES	1,818.43
1629	WEST ORANGE FEDERAL CREDIT UNION	1. SALARIES	218.55
1630	POSTMASTER	13. POSTAGE	300.00
1631	ABORN EXTERMINATING Co.	11. SERVICE CONT.	15.00
1632	ALASKA NORTHWEST PUBLISHING Co.	2. BOOKS	9.45
1633	AL's AUTO PARTS, INC.	8. MAINT. MOB:	9.45
1634	AMERICAN LIBRARY ASSOCIATION	2. BOOKS	10.00
1635	AMS PRESS, INC.	2. BOOKS	20.90
1636	AMERICAN MAP Co., INC.	2. BOOKS	16.00
1637	AMERICAN MEDICAL ASSOCIATION	2. BOOKS	8.00
1638	ARCO PUBLISHING Co., INC.	2. BOOKS	71.85
1639A	AUTOMATIC DATA PROCESSING	11. SERVICE CONT.	\$ 41.05
B	" " "	11. " "	40.10
1640A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	130.52
B	" " " " "	2. "	62.05
C	" " " " "	2. "	51.62
D	" " " " "	2. "	110.21
E	" " " " "	2. "	20.44
1641A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	92.78
B	" " " " "	2. "	7.56
1642	A.M. BEST COMPANY	2. BOOKS	95.00
1643	R.R. BOWKER COMPANY	2. BOOKS	17.25
1644	THE BROOKINGS INSTITUTION	2. BOOKS	11.54
1645A	C.W. ASSOCIATES	2. BOOKS	17.00
B	" " "	2. "	11.40
1646	CELESTIAL ARTS	2. BOOKS	3.35
1647A	CHAMBERS RECORD CORP.	21. A/V SOFTWARE	20.40
B	" " "	21. " "	4.71
1648	COLUMBIA PUBLISHING Co., INC.	2. BOOKS	8.00
1649A	COLUMBIA UNIVERSITY PRESS	2. BOOKS	65.81
B	" " "	2. "	56.06
1650	COMMERCE CLEARING HOUSE, INC.	2. BOOKS	3.51
1651	THE COMMERCIAL & FINANCIAL CHRONICLE	2. BOOKS	95.00
1652	COMMODITY RESEARCH BUREAU, INC.	2. BOOKS	22.99
1653	CONGRESSIONAL QUARTERLY, INC.	2. BOOKS	9.45
1654	THE COUNCIL OF STATE GOVERNMENTS	2. BOOKS	14.50
1655A	CURTIS SERVICE, INC.	8. MAINT. MOB.	93.66
B	" " "	8. " "	289.25
1656	DEMCO EDUCATIONAL CORP.	4. SUPPLIES	10.80
1657A	DIMONDSTEIN BOOK Co. INC.	2. BOOKS	131.76
B	" " " "	2. "	301.35
C	" " " "	2. "	61.17
D	" " " "	2. "	175.98
E	" " " "	2. "	237.65
F	" " " "	2. "	52.83
1658	DOBBS BROS. LIB. BINDING Co. OF VA.	3. BINDING	960.74
1659A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	29.89
B	" " "	2. "	(10.89)
C	" " "	2. "	15.22
D	" " "	2. "	12.75
E	" " "	2. "	44.23
F	" " "	2. "	11.84
G	" " "	2. "	20.20
		2. "	7.00
			100.35

WEST ORANGE FREE PUBLIC LIBRARY

JULY 1976 BILLS/ACCOUNTS PAYABLE PRESENTEDFOR PAYMENT ON SEPT. 1, 1976CHECKS ARE DATED
SEPT. 1, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1660	EAST ORANGE GLASS Co.	6. MAINT. MAIN	\$ 43.00
1661	AARON EISENBERG & Co.	23. MANAGEMENT SERV.	767.00
1662	FOSG PUBLICATIONS	2. BOOKS	4.50
1663	FARNSWORTH PUBLISHING Co.	2. BOOKS	7.46
1664A	FISCHER & KAUFMAN	4. SUPPLIES	3.99
B	" "	4. "	1.22
C	" "	4. "	.80
1665A	GALE RESEARCH Co.	2. BOOKS	15.29
B	" " "	2. "	66.25
1666	GAYLORD BROS. INC.	4. SUPPLIES	232.75
1667	HOBBS/CONTEXT CORP.	2. BOOKS	4.45
1668A	VICTOR HOTH & Co.	2. BOOKS	306.58
B	" " "	2. "	9.98
1669	INTERNATIONAL BUSINESS MACH. CORP.	11. SERV. CONT.	59.50
1670	JOHNSON PUBLISHING Co. INC.	2. BOOKS	7.92
1671	JOHNSON REPRINT CORP.	2. BOOKS	21.89
1672	KULACS ENGRAVING SERVICE	4. SUPPLIES	68.00
1673	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES	26.00
1674	McMANUS LOCKSMITH	8. MAINT. MOB.	45.00
1675A	MACMILLAN PUBLISHING Co. INC.	2. BOOKS	20.52
B	" " " "	2. "	46.84
1676	MARQUIS WHO'S WHO, INC.	2. BOOKS	74.50
1677	MERANZA PRESS	2. BOOKS	6.15
1678	MOORE PUBLISHING Co.	2. BOOKS	6.95
1679	MUSEUM SHOP - PMA	2. BOOKS	6.16
1680	NAT'L TRAFFIC SAFETY FOUNDATION	2. BOOKS	2.75
1681	NEW JERSEY BELL	9. TELEPHONE-TC	11.73
1682	NEW JERSEY BELL	9. TELEPHONE	111.60
1683A	NEW JERSEY OFFICE SUPPLY Co.	4. SUPPLIES	39.60
B	" " " " "	4. "	2.70
C	" " " " "	4. "	47.95
D	" " " " "	4. "	15.00
1684	PERGAMON PRESS, INC.	2. BOOKS	32.76
1685	THE PETROLEUM PUBLISHING Co.	2. BOOKS	34.00
1686	PUBLIC SERVICE ELECTRIC & GAS Co.	6. MAINT. MAIN	1,382.98
1687	PUBLISHING SCIENCES GROUP, INC.	2. BOOKS	11.00
1688	QUALITY BOOK, INC.	2. BOOKS	75.11
1689	ROWMAN AND LITTLEFIELD	2. BOOKS	25.45
1690	SCIENCE AND BEHAVIOR BOOKS, INC.	2. BOOKS	5.10
1691A	CHARLES SCRIBNER'S SONS	2. BOOKS	32.69
B	" " "	2. "	269.00
1692	SHAR-FREY INC.	2. BOOKS	19.75
1693	SILVER BURDETT COMPANY	2. BOOKS	8.60
1694	PETER SMITH PUBLISHER, INC.	2. BOOKS	8.35
1695	STATE CHEMICAL MFG. Co.	4. SUPPLIES	206.95
1696	SUPERIOR ENGINEERING Co.	11. SERV. CONT.	75.00
1697	TIME-LIFE	2. BOOKS	10.91
1698	UNITED NATIONS - SALES SECTION	2. BOOKS	36.60
1699	UNIVERSITY OF GEORGIA PRESS	2. BOOKS	8.30

WEST ORANGE FREE PUBLIC LIBRARYJULY 1976 BILLS/ACCOUNTS PAYABLE PRESENTEDFOR PAYMENT ON SEPT. 1, 1976CHECKS ARE DATED
SEPT. 1, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1700	UNIVERSITY MICROFILMS INTERNATIONAL	2. BOOKS	15.15
1701	VANGUARD PRESS, INC.	2. BOOKS	28.40
1702	VISUAL IMPACT, INC.	2. BOOKS	7.45
1703	WEISE-WINCKLER BINDERY, INC.	3. BINDING	74.80
1704	WEST ORANGE COMMUNITY HOUSE	7. MAINT. TORY	135.00
1705A	WEST PUBLISHING Co., INC.	2. BOOKS	85.00
B	" " " "	2. "	<u>20.00</u>
1706	WIDERKEHR HARDWARE	6. MAINT. MAIN	12.05
1707	XEROX UNIVERSITY MICROFILMS	2. BOOKS	9.59
1708	XEROX CORP.	25. PHOTOCOPY	138.92
1709	VOID	---	---
1710	JEAN RAPICANO	10. COMMUNITY REL.	<u>75.00</u>
			<u>49,922.56</u>

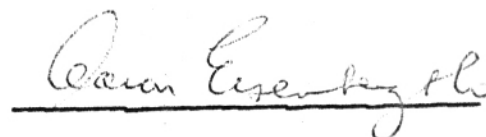
SUB-TOTALLESS:

CHECK #1627 - MIDLANTIC NAT'L BANK-TRANSFER	40,000.00
#1628 - MIDLANTIC NAT'L BANK w/T 8/15/76	1,818.43
#1629 - W.O. FEDERAL CREDIT UNION 8/15/76	218.55
#1630 - POSTMASTER, ORANGE, N.J.	300.00
#1708 - XEROX CORP.-CHARGE FOR PHOTO COPY MACH.	<u>138.92</u>
	<u>42,475.90</u>

TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT - SEPT. 1, 1976\$ 7,446.66PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's



AGENDA

WEST ORANGE FREE PUBLIC LIBRARY

September 22, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Reference Area Shelving
 - b. Air conditioning and Heating Equipment
 - c. Federal Funds
 - d. Window Protection
- 8) New Business
 - a. Budget
 - b. Use of Meeting Room
- 9) Communications
- 10) Community Participation
- 11) Adjournment

MINUTES

BOARD OF TRUSTEES MEETING

SEPTEMBER 22, 1976

Before the opening of the meeting, the Board discussed the request of Mr. George Niver of the TM Center, Montclair. Mrs. Lopis will send a letter approving the use of the meeting room for four meetings (one every three months as requested).

Mr. Sagosz briefly informed the Board about the mini-computer demonstration he had attended at the Montclair Library. This trend of computerization is a change for future consideration.

The meeting was called to order at 8:20 P. M. by President, Anita Strauss. Present were members Andrea Grover, Eileen Flanagan, Nancy Herman, Phyllis Lopis, Albert Kupferer and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Board Accountant, Stewart Manheim, and Board Attorney, Irving Ostrow.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Kupferer made a motion to accept the Minutes of the September 1, 1976 meeting with the following correction: On page 2, the first sentence to read-- "Mr. Manheim stated that \$43,000 is available each month for the remainder of the year in the library budget". The motion was seconded by Mr. Sagosz and passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mrs. Grover made a motion to accept the Bills Presented for Payment. Mrs. Herman seconded it, and it was carried unanimously.

2. Financial Statement:

Mr. Sagosz made a motion to approve the Financial Statement as presented. Miss Flanagan seconded it, and it was carried unanimously.

Mrs. Herman made a motion to transfer \$30,000 from the statement savings account #02-073-0000177-0, Midlantic Bank to the checking account, Midlantic Bank to meet this month's obligations. Mrs. Lopis seconded the motion, and it was passed unanimously.

DIRECTOR'S REPORT:

Mrs. Reed related to the Board the problems she has been having in contacting Town Hall officials in the matter dealing with the storage shed. At Mrs. Strauss' request, Mr. Ostrow will send a letter to the Town informing them that the library will not be responsible for injuries sustained by anyone climbing over the railing onto the roof of the shed.

Mrs. Strauss will speak to Police Director De Fazio about the problem of the clutter and debris in the library parking lot after late hour weekend use by individuals.

Mrs. Lopis made a motion to permit purchase of a Kodak 16mm sound movie projector not to exceed the cost of \$689.00 with purchase pursuant to the three bid requirement. The motion was seconded by Mr. Kupferer and passed unanimously.

Mr. Donnelly will contact three companies and request an estimate in writing of the cost of such a projector.

Mr. Sagosz made a motion that we charge a fee of \$5.00 for each time we rent the projector. Miss Flanagan seconded the motion and it was carried unanimously.

COMMITTEE REPORT:

The Personnel Committee reviewed several passages of the staff manual with the Board members. It was decided that more time is needed to revise the manual. Mrs. Reed will give the manual to the employees' committee so that they may submit their suggestions. Therefore, this matter will be tabled until the next meeting.

Miss Flanagan recommended that the Personnel Committee be informed of any changes to be made in dealing with the staff before discussion is brought before the Board.

OLD BUSINESS:

Mr. Sagosz informed the Board that he had received a call from Mr. Rappaport of Superior Engineering who registered his displeasure in the library's cancellation of this contract. Several letters have been sent out to companies asking for their bids on the HVAC servicing and maintenance.

The library will obtain an estimate for a panel of mesh in lexan for the side windows.

Mr. Kupferer made a motion that we accept the W. B. Wood Co. bid for \$1,945.50 as the lowest responsible bid submitted for the reference area shelving. Mrs. Lopis seconded, and it was carried unanimously.

Mr. Ostrow will write a letter to the J. W. Signal Company asking them for a starting date for the installation of the fire detection equipment.

Mrs. Strauss suggested that Mrs. Reed contact the companies who had submitted bids for the fire detection system to inform them that a company had been chosen.

NEW BUSINESS:

After discussing the 1977 proposed budget, the following changes were made: Line item--Legal Services raised to \$2,000 from \$1,800. Line item--Service Contracts raised to \$3,400 from \$2,800.

Mr. Kupferer made a motion to accept the 1977 Proposed Budget as amended. Mrs. Herman seconded it, and it was carried unanimously.

A letter from Mrs. Strauss has been mailed to the Town Council requesting a meeting to discuss the funding of the architectural fees for a library addition in order to apply for a federal grant.

Mr. Sagosz made a motion that the Board of Trustees support Mrs. Strauss; letter as a vote of confidence, and to pursue the building addition according to the requirements of the Local Public Works Capital Development and Investment Program of the Economic Development Administration. The motion was seconded by Mrs. Grover and was carried unanimously.

Miss Flanagan made a motion to transfer from part-time to full-time Mrs. Shirley Itkin, Mrs. Jacqueline Lepore and Mrs. Marie Magno as of January 1, 1977. It was seconded by Mrs. Lopis and carried unanimously.

COMMUNICATIONS:

Mrs. Lopis read a letter from Mr. Olindo Romulus Angelillo of Los Angeles. He has offered the Board of Trustees \$100.00 to pay legal fees should they be brought into court over The Inner City Mother Goose.

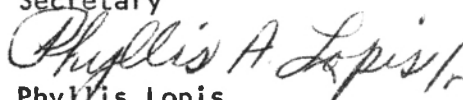
Mrs. Strauss announced that there will be a Trustee Association meeting at the Governor Morris Inn on October 29th. Any member who is interested in attending will inform Mrs. Reed. There will be a workshop on October 14th at Hasbrouck Heights sponsored by the Regional Library Institutes 1976.

The meeting was adjourned at 10:30 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis Lopis
Secretary, Board of Trustees

DIRECTOR'S
MONTHLY REPORT

SEPTEMBER 22, 1976

The opening of schools and vacations almost over, with a few exceptions, we are preparing for a busy 1976-77 year of activities and programs in the library.

Our Fall pre-school story hour will get underway on Monday, October 4th for a period of 10 consecutive weeks. Calendars of events for each month's activities are being distributed as usual. Programs, mostly movies, are being planned for youngsters on holidays.

Shortly after the storage shed was built in our staff parking lot attention was called to abuse by youngsters jumping on the roof and throwing rocks from it into the parking lots, and the potential danger of someone getting injured.

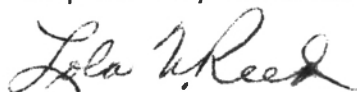
About six weeks ago someone came over from Town Hall and took measurements of the rail for the installation of safety wire. I have been in touch with Mr. Torlucci, Mr. Corwick, Business Administrator and Mr. Serio, Assistant Town Engineer to Mr. McCann. Each promised to get back to me. To my knowledge nothing further has been done.

The idea is to take precautionary measures to prevent injuries beforehand, not after the fact when a lawsuit is instituted against us. Maybe you, the Board of Trustees, can get some action from Mr. McCann.

Our parking lots are evidently being used for beer drinking parties and rendezvous--especially on weekends. Police surveillance leaves a lot to be desired. Two men, Refinski and Toohey, are kept busy each morning gathering beer cans, wine bottle and other types of debris scattered all over. Monday mornings are especially bad.

Mr. Donnelly is away on vacation at this time but has asked your permission to purchase a Kodak 16mm sound movie projector at a cost of \$689.00

Respectfully submitted,



Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF AUGUST, 1976
LIBRARY BOARD MEETING OF SEPTEMBER 22, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF AUGUST 1976	1976 ACCUMULATED BUDGET Ex- PENDITURES PAID 8 MONTHS ENDED AUGUST 31, 1976	UNEX- PENDENT BUDGET BALANCE 8/31/76	BILLS/ACCTS. PAYABLE 8/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 8/31/76
SALARIES AND WAGES	\$307,907	\$25,352.65	\$202,530.54	\$105,376.46		\$105,376.46
CONTRACTUAL SERVICES:						
BINDING	1,000	104.69	564.69	435.31		435.31
COMMUNITY SERVICES	300	75.00	447.88	(147.88)	\$ 9.89	(157.77)
TRANSPORTATION	300	-0-	147.28	152.72		152.72
SEMINARS AND WORKSHOPS	500	-0-	379.80	120.20		120.20
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	767.00	5,369.00	3,831.00	767.00	3,064.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	-0-	1,324.34	475.66	375.00	100.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,382.98	9,669.01	10,330.99	1,278.83	9,052.16
MAIN LIBRARY-REPAIRS	5,000	55.05	1,957.35	3,042.65	273.50	2,769.15
TORY CORNER-RENTAL	540	135.00	405.00	135.00		135.00
BOOKMOBILE	5,300	437.36	2,959.63	2,340.37	11.78	2,328.59
SERVICE CONTRACTS	2,800	230.65	2,060.53	739.47	201.35	538.12
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	3,452.23	35,502.25	24,497.75	4,024.68	20,473.07
SUPPLIES	8,000	655.76	7,405.39	594.61	449.45	145.16
PERIODICALS, SERIALS AND						
NEWSPAPERS	8,000	-0-	585.65	7,414.35	9.00	7,405.35
PHAMPHLETS	500	-0-	167.25	332.75	165.71	167.04
AUDIO-VISUAL-MATERIALS	2,000	25.11	707.99	1,292.01		1,292.01
MISC. OTHER EXPENSES:						
INSURANCE	5,000	-0-	-0-	5,000.00		5,000.00
TELEPHONE	1,600	123.33	945.82	654.18	138.31	515.87
POSTAGE	2,500	300.00	1,498.00	1,002.00		1,002.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	853.91	6,738.88	3,261.12		3,261.12
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	167.22	2,832.78		2,832.78
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	-0-	491.20	508.80		508.80
STAFF ROOM FURN.	-0-	-0-	-0-	-0-	File eq b	-0-
MAINT. EQUIPT.	1,000	119.95	588.75	411.25	229.35	181.90
AUDIO-VIS. Eq.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	-0-	8,877.89	9,122.11		9,122.11
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	-0-	-0-	3,750.00		3,750.00
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$34,070.67</u>	<u>\$305,694.76</u>	<u>\$189,602.24</u>	<u>\$7,933.85</u>	<u>\$181,668.39</u>

*SOURCE OF FUNDS

BUDGET-TOWN OF WEST ORANGE	\$398,446
LIBRARY ACCUMULATED REVENUE-PRIOR YRS.	96,851
<u>TOTAL AMENDED BUDGET</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-Vis. Eq.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE 102,207	
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF AUGUST 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS, 7/31/76	\$150,036.26	\$124,061.41	\$18,395.17	\$ 864.26	\$1,032.58	\$ 326.25	\$ 5,356.59
ADD: FINES			(\$ 1,576.89				
NON-RESIDENT FEES	\$ 1,999.12		(20.00				
PHOTO-COPY			(345.53				
RENTALS			(56.70				
LOST BOOK FUND	166.85			\$ 166.85	\$ 145.85		
EXCESS PROPERTY FUND	145.85				145.85		
II TOTAL RECEIPTS - AUGUST, 1976	2,311.82	-	1,999.12	166.85			
III TOTAL AVAILABLE I PLUS II	152,348.08	124,061.41	20,394.29	1,031.11	1,178.43	\$ 326.25	\$ 5,356.59
IV LESS:							
AUGUST 1976 - EXPENDITURES	34,070.67	34,070.67					
V TOTAL CASH FUNDS - 8/31/76	\$118,277.41	\$ 89,990.74	\$20,394.29	\$1,031.11	\$1,178.43	\$ 326.25	\$ 5,356.59

ADD: DUE FROM TOWN OF WEST ORANGE
FOR 4TH QTR. BUDGET

99,611.50
189,602.24

LESS: ACCOUNTS PAYABLE 8/31/76
BUDGET BALANCE PER REPORT 8/31/76

7,933.85
\$181,668.39

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NATL. BANK
MIDLANTIC NAT'L. BANK 02-073-0000177-0
W.O. S & L ASSN. #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

\$ 28,561.95
71,944.38
17,456.35
126.25
188.48
\$118,277.41

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1976 BILLS PRESENTED FOR PAYMENT
ON SEPTEMBER 22, 1976

4.

CHECKS ARE DATED
SEPTEMBER 1, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1711	VOID	-	\$ -
1712	VOID	-	-
1713	MIDLANTIC NATL. BANK - W.T. 8/31/76	1. SALARIES	1,616.19
1714	W. ORANGE FEDERAL CREDIT UNION 8/31/76	1. "	278.55
1715	TOWN OF W.O. SOC.SEC. EMPLOYEES- AUGUST 1976	1. "	1,483.14
1716	P.E.R.S. #20284 - PENSIONS, LOANS, ETC.	1. "	1,265.31
1717	P.E.R.S. -CONTRIBUTORY GROUP INS.	1. "	156.36
1718	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	36.00
1719	VOID	-	-
1720	TOWN OF W.O. HOSPITALIZATION-SEPT. 1976	26. HOSPITALIZATION	853.91
1721	BRICK CHURCH APPLIANCE	17. EQUIPMENT	119.95
	NET PAYROLL 8/15/76 #998-1039(42)	1. SALARIES	9,637.07
	NET PAYROLL 8/31/76 #1040-1081 (42)	1. "	<u>8,843.05</u>
	<u>SUB-TOTAL</u>		24,289.53
	ADD: CHECKS #1627-1710 PRESENTED FOR PAYMENT AT SEPTEMBER 1, 1976 MEETING		<u>49,922.56</u>
	<u>SUB-TOTAL - CHECKS ISSUED SEPTEMBER 1, 1976</u>		74,212.09
	LESS:		
	CHECKS #1627-MIDLANTIC NATL BANK-TRANSFER		\$40,000.00
	1708-XEROX CORP. CHARGE FOR PHOTO COPY MACHINE		138.92
	DEPOSIT-AUG. 18, 1976-REIMBURSEMENT	2. BOOKS	<u>2.50</u>
			40,141.42
	<u>TOTAL EXPENDITURES - MONTH OF AUGUST 1976</u>		
	<u>PER BUDGET REPORT</u>		<u><u>\$34,070.67</u></u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 22, 1976

5.

CHECKS ARE DATED
SEPT. 22, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1722	ABC - CLIO, INC.	2. Books	\$ 20.75
1723	ABORN EXTERMINATING Co.	11. SERV. CONTR.	15.00
1724	AFTON PUBLISHING Co.	2. Books	8.30
1725	AL's AUTO PARTS, INC.	8. MAINT.-Mob.	11.78
1726A	AMERICAN HOSPITALIZATION ASSN.	2. Books	\$ 8.50
B	" " "	2. "	22.00
1727	AMERICAN INSURANCE ASSN.	2. "	12.00
1728	AMS PRESS, INC.	2. "	15.30
1729	AMERICAN TECHNICAL SOCIETY	2. "	9.41
1730	ARCO PUBLISHING COMPANY, INC.	2. "	160.68
1731	JASON ARONSON, INC.	2. "	15.45
1732	ASSOCIATION PRESS	2. "	10.81
1733A	AUTOMATIC DATA PROCESSING	11. SERV. CONTR.	38.65
B	" " "	11. " "	39.70
1734A	THE BAKER & TAYLOR COMPANY	2. Books	(11.68)
B	" " " "	2. "	38.00
C	" " " "	2. "	17.40
D	" " " "	2. "	84.32
1735A	THE BAKER & TAYLOR COMPANIES	2. "	121.37
B	" " " "	2. "	4.44
C	" " " "	2. "	4.44
D	" " " "	2. "	20.47
E	" " " "	2. "	43.94
F	" " " "	2. "	18.18
G	" " " "	2. "	(6.48)
H	" " " "	2. "	83.22
I	" " " "	2. "	98.61
1736	BLOOMFIELD WINDOW CLEANING Co.	6. MAINT.-MAIN	388.19
1737	R. R. BOWKER	2. Books	32.00
1738	BRO-DART, INC.	4. SUPPLIES	15.70
1739A	C. W. ASSOCIATES	2. Books	148.40
B	" " "	2. "	6.10
1740	CENTER FOR CALIFORNIA PUBLICATIONS	2. "	21.00
1741A	CENTER TYPEWRITER COMPANY	4. SUPPLIES	27.10
B	" " "	6. MAINT.-MAIN	25.00
1742	CHAMBERS RECORD CORP.	21. A/V MATERIALS	86.10
1743	COLOMBIA PUBLISHING Co. INC.	2. Books	32.50
1744	CRANE, CRUSSAK & COMPANY, INC.	2. "	118.60
1745A	DIMONDSTEIN BOOK COMPANY, INC.	2. "	27.21
B	" " " "	2. "	6.36
C	" " " "	2. "	9.34
D	" " " "	2. "	140.13
E	" " " "	2. "	(18.46)
F	" " " "	2. "	(3.63)
G	" " " "	2. "	261.52
H	" " " "	2. "	282.86
I	" " " "	2. "	222.83
J	" " " "	2. "	196.88
K	" " " "	2. "	78.78
L	" " " "	2. "	343.48
1746A	DOUBLEDAY & COMPANY, INC.	2. "	241.41
B	" " " "	2. "	212.67
C	" " " "	2. "	75.45
D	" " " "	2. "	18.30
E	" " " "	2. "	8.48
F	" " " "	2. "	30.35
G	" " " "	2. "	4.85
H	" " " "	2. "	44.93
		2. "	19.40
		2. "	14.55
		2. "	6.07
			146.93

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 22, 1976

CHECKS ARE DATED
 SEPT. 22, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1747	EAST ORANGE GLAZING COMPANY	6. MAINT. - MAIN	\$ 45.00
1748	EDUCATORS PROGRESS SERVICE, INC.	2. BOOKS	12.20
1749	AARON EISENBERG & Co.	23. MGMT. SERVICES	767.00
1750	EUROPA PUBLICATIONS LIMITED	2. BOOKS	168.00
1751	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	42.76
1752	FARMER ELECTRICAL SUPPLY	6. MAINT.-MAIN	144.00
1753	FISCHER & KAUFMAN	4. SUPPLIES	2.95
1754	GAYLORD BROS., INC.	4. "	137.24
1755A	GREAT LAKES LIVING PRESS, LTD.	2. BOOKS	\$ 6.16
B	" " " " "	2. "	<u>7.16</u>
1756	GROLIER EDUCATIONAL CORPORATION	2. "	13.32
1757	INTERNATIONAL PUBLICATIONS SERVICE	2. "	98.50
1758	J. B. LIPPINCOTT COMPANY	2. "	70.85
1759A	MACMILLAN PUBLISHING Co. INC.	2. "	12.95
B	" " " " "	2. "	(4.98)
C	" " " " "	2. "	21.61
D	" " " " "	2. "	5.82
E	" " " " "	2. "	8.32
F	" " " " "	2. "	<u>4.62</u>
1760	MAIN LINE BOOK COMPANY, INC.	2. "	48.34
1761A	MODERN MASS. MEDIA, INC.	21. A/V MAT. & SOFTWARE	22.35
B	" " " " "	21. " "	18.80
1762	NATIONAL GEOGRAPHIC SOCIETY	2. BOOKS	<u>119.70</u>
1763	NELSON-HALL, INC. PUBLISHERS	2. "	138.50
1764	NEW JERSEY BELL	9. TEL. T.C.	3.95
1765	NEW JERSEY BELL	9. TEL.	9.01
1766	NEW JERSEY OFFICE SUPPLY Co.	4. SUPPLIES	11.40
1767	OCEANA PUBLICATIONS, INC.	2. BOOKS	126.91
1768	IRVING OSTROW	24. LEGAL SERVICES	7.50
1769	OXFORD RUBBER STAMP COMPANY	4. SUPPLIES	19.28
1770	PHYSICIAN'S DESK REFERENCE	2. BOOKS	375.00
1771	PITNEY BOWES	11. SERV. CONTRACTS	24.50
1772A	PRENTICE-HALL, INC.	2. BOOKS	10.25
B	" " " "	2. "	33.00
C	" " " "	2. "	43.12
D	" " " "	2. "	(4.17)
1773	PRINGLE AUTO TOP COMPANY	2. "	4.17
1774	PUBLIC SERVICE ELEC. & GAS Co.	6. MAINT.-MOB.	<u>10.30</u>
1775	PUBLISHERS CENTRAL BUREAU	5. MAINT.-MAIN	53.42
1776	RANDOM HOUSE, INC.	2. BOOKS	20.00
1777	THE RONALD PRESS COMPANY	2. "	1,278.83
1778	PORTER SARGENT PUBLISHER, INC.	2. "	13.11
1779	SCIENCE AND BEHAVIOR BOOKS, INC.	2. "	3.20
1780	SCOTT PUBLISHING Co.	2. "	18.00
1781A	THE SEABURY BOOKSTORE	2. "	5.58
B	" " " "	2. "	5.61
1782	SHAR-FREY, INC.	2. "	33.00
1783	SILVER BURDETT COMPANY	2. "	6.95
1784A	PETER SMITH PUBLISHER, INC.	2. "	<u>9.54</u>
B	" " " "	2. "	16.49
1785	SPECIAL LIBRARIES ASSN.	2. "	33.60
1786	STATE INDUSTRIAL DIRECTORIES CORP.	2. "	9.17
1787	SUPERIOR ENGINEERING COMPANY	11. SERV.CONTR.	13.05
1788	TAPLINGER PUBLISHING Co. INC.	2. BOOKS	<u>6.35</u>
			19.40
			19.26
			82.50
			75.00
			9.11

WEST ORANGE FREE PUBLIC LIBRARY
AUGUST 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON SEPTEMBER 22, 1976

7.

CHECKS ARE DATED
 SEPT. 22, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1789	TELEVISION DIGEST, INC.	2. BOOKS	\$ 70.05
1790	TREASURER -STATE OF N.J.	20. NEWSPAPERS & PAMPHLETS	9.00
1791	CHARLES E. TUTTLE CO. INC.	2. BOOKS	15.89
1792	UNIVERSITY OF MARYLAND	2. "	5.75
1793	UNIVERSITY OF NO. CAROLINA PRESS	2. "	16.96
1794	UNIVERSITY MICROFILMS INTER- NATIONAL	2. "	29.29
1795	THE W. B. WOOD COMPANY	17. EQUIPMENT	229.35
1796A	WORRALL PUBLICATIONS, INC.	10. COMM. REL.	\$ 4.60
B	" " "	10. " "	<u>5.29</u>
1797	THE WRITER, INC. PUBLISHERS	2. BOOKS	12.51
1798	XEROX CORPORATION	25. PHOTOCOPY	115.64
1799	MIDLANTIC NATIONAL BANK	1. SALARIES	3,099.69
1800	WEST ORANGE FEDERAL UNION	1. "	253.55
1801	PETTY CASH CHECKING A/C	TRANSFER	200.00
<u>SUB-TOTAL</u>			<u>11,602.73</u>
<u>LESS:</u>			
CHECK #1798 - XEROX CORP.-CHARGE FOR PHOTO COPY			115.64
1799 - MIDLANTIC NATIONAL BANK - W/T 9/15/76			3,099.69
1800 - WEST ORANGE FEDERAL CREDIT UNION - 9/15/76			253.55
1801 - PETTY CASH - CHECKING A/C			<u>200.00</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-MO. OF AUGUST 1976</u>			<u><u>\$ 7,933.85</u></u>

PAYMENT RECOMMENDED BY:

Lela Wheel

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA's

Aaron Eisenberg & Co.

WEST GORHAM FREE PUBLIC LIBRARY

1977 ANNUAL BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 9/22/76

	1977 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 BUDGET
SALARIES AND WAGES	\$330,885	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	500	300
TRANSPORTATION	300	300
SEMINARS AND WORKSHOPS	600	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,700	9,200
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	20,000	20,000
MAIN LIBRARY-REPAIRS	7,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	3,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	55,000	60,000
SUPPLIES	10,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL - MATERIALS	1,500	2,000
MISC. OTHER EXPENSES:		
INSURANCE	6,000	5,000
TELEPHONE	1,500	1,600
POSTAGE	2,300	2,500
EMPLOYEE HEALTH BENEFIT PLAN	12,500	10,000
ANNUAL REPORT	200	200
EQUIPMENT:		
SHELVING - BOOKS	3,000	3,000
SHELVING - MAGAZINES	1,000	-0-
CHAIRS	750	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	500	1,000
AUDIO-VIS. EQ.	1,200	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	20,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	16,000	13,750
FIRE ALARM SYSTEM	-0-	3,750
BURGLAR ALARM	1,500	-0-
<u>TOTAL</u>	<u>\$524,925</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

SUMMARY OF PROPOSED SALARIES

1977

	<u>1976</u>	<u>1977</u>
<u>FULL TIME EMPLOYEES</u>		
1975/1976 SALARY	\$156,636	\$171,651
ADD: TRANSFER OF PART TIME TO FULL TIME	-	22,500
ADD: INCREMENT	5,800	6,025
LONGEVITY	600	300
5.5%/5% COST OF LIVING	<u>8,615</u>	<u>9,708</u>
<u>TOTAL FULL TIME EMPLOYEES</u>	<u>171,651</u>	<u>210,184</u>
<u>PART TIME EMPLOYEES</u>		
SR. AND JR. LIB. ASSTS. - 1975	107,196	116,891
(Loss) TRANSFER TO FULL TIME AND AND REDUCTIONS IN STAFF	-	(23,273)
ADD: INCREMENTS	3,799	2,837
5.5%/5% COST OF LIVING	<u>5,896</u>	<u>4,581</u>
<u>TOTAL P/T SR. & JR. LIB. ASST.</u>	<u>116,891</u>	<u>101,036</u>
<u>PART TIME EMPLOYEES - CLERKS</u>	<u>19,365</u>	<u>19,665</u>
<u>TOTAL SALARIES - 1976/1977</u>	<u><u>\$307,907</u></u>	<u><u>\$330,885</u></u>

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY GUIDE - FULL TIME EMPLOYEES

1977

DATE OF EMPLOYMENT	EMPLOYEE	TITLE	BASE SALARY 1976	LONGEVITY	TOTAL SALARY 1976	PROPOSED INCREMENT 1977	TOTAL PROPOSED SALARY 1977
4/16/63	ALLERHAND	SR. LIBRARIAN ASSISTANT	\$ 10,519	\$ 300	\$ 10,819	\$ 350	\$ 11,169
9/1/71	ARONSON	JR. LIBRARIAN ASSISTANT	8,858		8,858	300	9,158
8/2/65	CHOW	SR. LIBRARIAN	17,541	300	17,841	500	18,341
6/1/70	CUSHING	SR. LIBRARIAN	16,127	150	16,277	500	16,777
9/8/70	CZARNECKI	SR. LIBRARIAN	16,127	150	16,277	500	16,777
1/1/68	ERICSSON	SUPERVISING LIB. ASST.	10,189	150	10,339	350	10,689
10/10/66	FORD	JR. LIB. ASST.	9,649	150	9,799	300	10,099
4/1/75	Goss	SECRETARY	8,141		8,141	350	8,491
8/15/69	RABINOWITZ	JR. LIB. ASST.	9,364	150	9,514	300	9,814
8/1/63	REED	LIB. DIRECTOR	22,182	300	22,482	1,000	23,482
11/15/65	SCHROEDER	JR. LIB. ASST.	9,984	300	10,284	300	10,584
4/1/59	SCHWARTZ	JR. LIB. ASST.	10,071	450	10,521	300	10,821
5/14/73	TOOHEY	LIB. CLERK DRIVER	10,082		10,082	350	10,432
10/1/74	DONNELLY	JR. LIBRARIAN	10,417		10,417	400	10,817
			\$169,251	\$2,400	\$171,651	\$5,800	177,451
		JR. LIB. ASST.			7,500	75	7,575
		JR. LIB. ASST.			7,500	75	7,575
		JR. LIB. ASST.			7,500	75	7,575
					\$194,151	\$6,025	200,176
							300
							200,476
							9,708
							\$210,184

ADD: TRANSFER FROM PART-TIME:

10/1/73 ITKIN
7/1/70 LEPORE
8/25/69 MAGNO

TOTAL

ADD: LONGEVITY - ARONSON, FORD @ \$150

SUB-TOTAL

ADD: 5% COST OF LIVING

TOTAL

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY GUIDE - FULL TIME EMPLOYEES

1977

DATE OF EMPLOYMENT	EMPLOYEE	TITLE	BASE SALARY 1976	LONGEVITY	TOTAL SALARY 1976	PROPOSED INCREMENT 1977	TOTAL PROPOSED SALARY 1977
4/16/63	ALLERHAND	SR. LIBRARIAN ASSISTANT	\$ 10,519	\$ 300	\$ 10,819	\$ 350	\$ 11,169
9/1/71	ARONSON	JR. LIBRARIAN ASSISTANT	8,858		8,858	300	9,158
8/2/65	CHOW	SR. LIBRARIAN	17,541	300	17,841	500	18,341
6/1/70	CUSHING	SR. LIBRARIAN	16,127	150	16,277	500	16,777
9/8/70	CZARNECKI	SR. LIBRARIAN	16,127	150	16,277	500	16,777
1/1/68	ERICSSON	SUPERVISING LIB. ASST.	10,189	150	10,339	350	10,689
10/10/66	FORD	JR. LIB. ASST.	9,649	150	9,799	300	10,099
4/1/75	GROSS	SECRETARY	8,141		8,141	350	8,491
8/15/69	RABINOWITZ	JR. LIB. ASST.	9,364	150	9,514	300	9,814
8/1/63	REED	LIB. DIRECTOR	22,182	300	22,482	1,000	23,482
11/15/65	SCHROEDER	JR. LIB. ASST.	9,984	300	10,284	300	10,584
4/1/59	SCHWARTZ	JR. LIB. ASST.	10,071	450	10,521	300	10,821
5/14/73	TOOHEY	LIB. CLERK DRIVER	10,082		10,082	350	10,432
10/1/74	DONNELLY	JR. LIBRARIAN	10,417		10,417	400	10,817
			\$169,251	\$2,400	\$171,651	\$5,800	177,451
		JR. LIB. ASST.			7,500	75	7,575
		JR. LIB. ASST.			7,500	75	7,575
		JR. LIB. ASST.			7,500	75	7,575
					\$194,151	\$6,025	200,176
							300
							200,476
							9,708
							\$210,184

ADD: LONGEVITY - ARONSON, FORD @ \$150

SUB-TOTAL

ADD: 5% Cost of Living

TOTAL

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY RANGES - FULL TIME EMPLOYEES

1977

SALARY RANGES	1976		INCREMENT	1977 - (AFTER 5.0% INCREASE)		YEARS TO MAX.
	BASE	SALARY RANGE		BASE	SALARY RANGE	
LIBRARY DIRECTOR		- OPEN -			- OPEN -	
ASST. (ACTG.) DIRECTOR	\$14,469	- \$22,261	\$ 1,000	\$15,192	- \$23,374	8
SR. LIBRARIAN	12,243	- 17,808	500	12,855	- 19,233	11
JR. LIBRARIAN	10,017	- 13,134	400	10,518	- 13,791	8
SR. LIBRARIAN ASST.	8,651	- 11,465	350	9,084	- 12,038	8
SUPERVISING LIB. ASST.	8,651	- 11,465	350	9,084	- 12,038	8
SECRETARY	8,014	- 11,130	350	8,415	- 11,687	9
LIB. CLERK DRIVER	7,596	- 11,289	350	7,976	- 11,853	11
Jr. Lib. Asst.	6,678	- 10,017	300	7,012	- 10,518	11

WEST ORANGE FREE PUBLIC LIBRARY
PROPOSED SALARY GUIDE - PART TIME EMPLOYEES

1977

DATE OF EMPLOYMENT	EMPLOYEE	TITLE	ESTIMATED HRS. FOR YEAR 1977	PRESENT RATE 1976	INCREMENT INCREASE	PROPOSED 1977 RATE	PROPOSED 1977 SALARY
8/11/68	BENJAMIN H.	LIBR. EXHIBIT ARTIST	1,070	4.57	.15	4.72	\$ 5,050
9/9/74	BERGER, A.	JR. LIBR. ASST. - Book	1,186	3.71	.15	3.86	4,578
9/1/68	CHESNUT, D.	SR. LIBRARIAN	350	8.86	.26	9.12	3,192
2/1/73	COFFMAN, D.	JR. LIBRARIAN	1,040	6.47	.18	6.65	6,916
1/2/75	HUBERT D.	JR. LIBRARIAN ASST.	884	3.93	.15	4.08	3,607
9/3/69	LONGO, G.	LIBR. EXHIBIT ARTIST	858	4.57	.15	4.72	4,050
11/1/69	MANTELL, F.	JR. LIB. ASST.	1,482	4.57	.15	4.72	6,995
9/14/70	MELICK, A.	" "	1,040	4.47	.15	4.62	4,805
9/14/73	MEYERS, E.	JR. LIBRARIAN	1,040	6.36	.18	6.54	6,802
6/15/70	O'BRIEN, J.	JR. LIB. ASST.	780	4.23	.15	4.38	3,416
5/28/62	PERRY, M.	" "	1,040	4.91	.15	5.06	5,262
6/17/68	RITTER, M.	" "	1,560	4.23	.15	4.38	6,833
12/4/70	SEIDLER, S.	" "	1,456	4.47	.15	4.62	6,727
7/1/75	SHANAHAN, M.	" "	806	3.32	.15	3.47	2,797
8/1/70	SOME, P.	" "	1,196	4.47	.15	4.62	5,526
11/19/70	SPRINGSTEEL, E.	" "	1,167	4.47	.15	4.62	5,392
9/11/65	TANGRETI, A.	" "	1,286	4.91	.15	5.06	6,507
	VACANCIES		1,000			4.00	4,000
			1,000			4.00	4,000
			20,241				96,455
							4,581
							\$101,036

ADD: 5% COST OF LIVING

SALARY RANGES	1976	1977 (AFTER 5.0% INCREASE)	YRS. TO MAX.
SR. LIBRARIAN			
JR. LIBRARIAN	INCREMNT .26	RANGE 6.00 - 9.56	13
JR. LIBRARIAN ASST.	.18	5.21 - 7.17	10
	.15	3.60 - 5.40	11

WEST ORANGE FREE PUBLIC LIBRARY

PROPOSED SALARY

1977

<u>EMPLOYEE</u>	<u>TITLE</u>	<u>ESTIMATED HOURS FOR YEAR</u>	<u>PRESENT RATE 1976</u>	<u>PROPOSED INCREMENT INCREASE</u>	<u>PROPOSED 1977 RATE</u>	<u>PROPOSED 1977 SALARY</u>
Bromberg, R.	Jr. Lib. Clerk (Pages)	520	2.20	.10	2.30	\$ 1,196
Longo, M.		856	2.20	.10	2.30	1,969
Mc Quirk		520	2.20	.10	2.30	1,196
Pavlov, M.		520	2.20	.10	2.30	1,196
Prior, T.		624	2.20	.10	2.30	1,435
Repiscak, M.		1,092	2.20	.10	2.30	2,511
Rubineti, M.		780	2.20	.10	2.30	1,794
Siesputowski, B.		676	2.20	.10	2.30	1,555
Soprano, E.		362	2.20	.10	2.30	2,213
CUMMER HELP AND HOLIDAYS		2,000	2.20	.10	2.30	4,609
		<u>8,550</u>				<u>\$19,665</u>
<u>SALARY RANGE</u>	<u>1976</u>	<u>INCREMENT</u>				
Jr. Lib. Clerk (Pages)	2.20 - 2.60	.10				
				<u>PROPOSED 1977</u>		
				2.30 - 2.70		

AGENDA

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

OCTOBER 27, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Air Conditioning and Heating Equipment
 - b. Application for Federal Funds
- 8) New Business
 - a. Audit Report
 - b. Centrex
 - c. Seminar at Hasbrouck Heights--Surveys
- 9) Communications
 - a. Budget Hearing - November 8
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

OCTOBER 27, 1976

The meeting was called to order at 8:00 P. M. by President, Anita Strauss. Present were Board members Andrea Grover, Eileen Flanagan, Nancy Herman, Phyllis Lopis, Albert Kupferer and William Sagosz constituting a quorum. Present also were Board Attorney Irving Ostrow, Board Accountant, Stewart Manheim and Director Lola N. Reed. Three residents of West Orange also attended the meeting.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1976 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to "The Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Miss Flanagan made a motion to accept the Minutes of the September 22, 1976 Board of Trustees meeting as presented. Mr. Kupferer seconded the motion, and it was passed unanimously.

TREASURER'S REPORT:

1. Bills Presented for Payment:

Mrs. Lopis made a motion to accept the Bills Presented for Payment for the month of September. The motion was seconded by Mrs. Grover and carried unanimously.

2. Financial Statement:

Mr. Manheim noted that line items Community Services, Service Contracts, Supplies, and the Public Employees' Retirement System are in the red.

The fourth quarter check in the amount of \$99,611.50 was received from the Town and deposited into the checking account.

Mrs. Herman made a motion to transfer \$65,000 from the checking account at Midlantic Bank to the Statement Savings Account #02-073-0000177-0 Midlantic Bank. Mr. Kupferer seconded the motion and it was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Lopis read a letter from Mr. Ianni of Civil Service in which he asks the Board to attend to Mr. Jonas' request of five days vacation pay for the months of January, February and part of March, 1971.

Mr. Kupferer made a motion that should Mr. Jonas' arrears be validated, the Board will pay five days vacation pay and Civil Service will be notified. Mrs. Lopis seconded, and it was carried unanimously.

Mrs. Lopis made a motion to approve a leave of absence for Mrs. Lorraine Schwartz for two months dating from Sept. 27th to Nov. 27th. Mr. Kupferer seconded the motion, and it was passed unanimously.

Mrs. Reed had a meeting with Mr. Dreyer of the Fowler Insurance Agency in which the policies were reviewed. There has been an increase in all of the policies with the exception of automobile insurance, which has decreased.

The J. W. Signal Co. has informed Mrs. Reed that installation of the fire detection equipment will commence on November 3, 1976.

Based upon a motion that was made at the September 22, 1976 meeting which granted permission to purchase a Kodak 16mm sound projector (the amount not to exceed \$689.00), Mr. Donnelly will purchase this item from the Gene Hacker Camera Shop as the lowest bidder.

Mr. Sagosz will discuss with Mr. Donnelly the possibility of having cabinets built to house the Audio-Visual equipment.

COMMITTEES:

Mrs. Grover informed the Board that she had been contacted by Mr. Donnelly of the Employees' Association asking for a meeting with the Personnel Committee. They will meet on October 30 at 11:00 A. M. The committee will report back on this at the next Board meeting.

OLD BUSINESS:

Mr. Sagosz will look over the three service contracts submitted by the Volpe Service Company, Air Controlled Environment, and Monsen Engineering Company to determine why there is such a vast differential in fees.

The Board of Trustees went before the Town Council on October 5th and requested \$20,000 in architects' fees so we could make application to the Local Public Works Capital Development and Investment Program for the library addition. President Bonnet called Mrs. Strauss and stated that the Council would approve the expenditure. Subsequently, the Town Council passed a resolution to approve the appropriation of such funds. (Resolution attached to Minutes). Mr. John McCann was appointed co-ordinator for the project.

On November 8, 1976 at 1:00 P. M. a public hearing for the proposed budget will be held. Mr. Sagosz, Mrs. Reed, Mr. Manheim and Mrs. Herman will attend this meeting with Mrs. Reed.

NEW BUSINESS:

Mrs. Strauss reported that Mr. Corwick had stated that the representative from the telephone company had informed him that the library did not want to be included in the Centrex System. This not being the case, Mr. Sagosz will check on the cost of having a line for the library or hooking into the Town system now that it is already set up excluding the library.

Mrs. Strauss reported on the workshop she had attended with Mrs. Reed at Hasbrouck Heights. She is interested in conducting scientific surveys within the library to find out how our library is being used. For example, we do not know how many people come in to read magazines, or to use a specified area of books. The Friends of the Library could possibly aid us in this survey. Mr. Sagosz suggested that the professional staff determine what area would merit such a survey. Mr. Kupferer and Mr. Sagosz will review the data.

Mr. Ostrow discussed a letter sent to Mrs. Strauss from Mr. Lehman in reference to the signed agreement dated April 4, 1973. He noted that the architect will be paid in accordance with the 1973 contract, less the \$20,000 appropriated for preparation of plans and specifications in connection with the Public Works Bill. The contract states that the architect will receive 6% of whatever the cost of the addition will be.

The next Board of Trustees meeting will be held on Monday, November 22, 1976. Adjournment was at 9:40 P. M.

Respectfully submitted,



Sandra Goss
Secretary



Phyllis A. Lopis
Secretary, Board of Trustees

RESOLUTION

WHEREAS, the West Orange Library located on Mt. Pleasant Avenue is in need of additional space, is presently unable to function properly with its existing facilities and requires the erection of an addition thereto to accomodate its needs; and

WHEREAS, the West Orange Library Board of Trustees has made an official request of the Town Council of the Town of West Orange for such an addition to be installed; and

WHEREAS, representatives and members of said West Orange Library Board of Trustees appeared before the Town Council at a public conference meeting with architect Thomas Lehman and presented renderings for the proposed addition and other materials to the Town Council, and indicated that if architects plans and drawings are prepared & submitted timely, federal funding is available to pay for the proposed addition including the architect's fees which would have to be advanced by the Town of West Orange now; and

WHEREAS, said Architect has indicated his fee for same is \$20,000; and

WHEREAS, said sum is available from the Capital Improvement Fund;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of West Orange as follows:

1. The sum of \$20,000.00 be and is hereby appropriated from the Capital Improvement Fund of the Town of West Orange to pay to Thomas Lehman his fee of \$20,000 for architect's plans and drawings for the proposed addition to the West Orange Library located on Mt. Pleasant Avenue, West Orange, N.J.

2..Marvin Corwick, Business Administrator, is hereby
authorized to transmit said sum of \$20,000 to Thomas
Lehman upon the completion of said architectural plans
and drawings & receipt from said Thomas Lehman of a
voucher therefor in the prescribed form.

10/19/46
Thomas Lehman
Thomas Lehman

WEST ORANGE FREE PUBLIC LIBRARY
B U D G E T R E P O R T
MONTH OF SEPTEMBER 1976
LIBRARY BOARD MEETING OF OCTOBER 27, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF SEPTEMBER 1976	1976 ACCUMULATED BUDGET Ex- PENDITURES PAID 9 MONTHS ENDED SEPTEMBER 30, 1976	UNEX- PENDED BUDGET BALANCE 9/30/76	BILLS/ACCTS. PAYABLE 9/30/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 9/30/76
SALARIES AND WAGES	\$307,907	24,222.91	226,753.45	81,153.55		81,153.55
CONTRACTUAL SERVICES:						
BINDING	1,000	-0-	564.69	435.31	16.35	418.96
COMMUNITY SERVICES	300	81.69	529.57	(229.57)		(229.57)
TRANSPORTATION	300	57.35	204.63	95.37		95.37
SEMINARS AND WORKSHOPS	500	103.10	482.90	17.10		17.10
AUDIT	1,650	-0-	-0-	1,650.00		1,650.00
MANAGEMENT AND PROF. SVCS.	9,200	767.00	6,136.00	3,064.00	767.00	2,297.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	375.00	1,699.34	100.66		100.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,278.33	10,947.34	9,052.66	1,200.53	7,852.13
MAIN LIBRARY-REPAIRS	5,000	274.00	2,231.35	2,768.65	195.00	2,573.65
TORY CORNER-RENTAL	540	-0-	405.00	135.00		135.00
BOOKMOBILE	5,300	24.28	2,983.91	2,316.09	1,323.03	993.06
SERVICE CONTRACTS	2,800	201.35	2,261.88	538.12	695.50	(157.38)
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	4,037.21	39,539.46	20,460.54	3,719.55	16,740.99
SUPPLIES	8,000	481.50	7,886.89	113.11	530.37	(417.26)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	165.71	751.36	7,248.64	13.70	7,234.94
PHAMPHLETS	500	9.35	176.60	323.40	6.00	317.40
AUDIO-VISUAL-MATERIALS	2,000		707.99	1,292.01	63.00	1,229.01
MISC. OTHER EXPENSES:						
INSURANCE	5,000	5.00	5.00	4,995.00	3,037.31	1,957.69
TELEPHONE	1,600	134.76	1,080.58	519.42	145.00	374.42
POSTAGE	2,500		1,498.00	1,002.00	300.00	702.00
EMPLOYEE HEALTH BENEFIT PLAN	10,000	1,360.62	8,099.50	1,900.50		1,900.50
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	167.22	2,832.78	240.81	2,591.97
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	229.35	720.55	279.45		279.45
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	-0-	588.75	411.25		411.25
AUDIO-VIS. EQ.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	4,298.80	13,176.69	4,823.31		4,823.31
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	-0-	-0-	3,750.00		3,750.00
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$38,107.31</u>	<u>\$343,802.07</u>	<u>\$151,494.93</u>	<u>\$12,253.15</u>	<u>\$139,241.78</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH SEPTEMBER 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
I CASH FUNDS, 8/31/76	\$118,277.41	\$ 89,990.74	\$ 20,394.29	\$1,031.11	\$1,178.43	\$ 326.25	\$ 5,356.59
ADD:							
FINES			(\$ 1,387.95				
NON-RESIDENT FEES			(40.00				
PHOTO-COPY	\$ 1,866.77		(369.97				
RENTALS			(57.65				
MICRO-FILMS			(2.40				
PHONE			(8.80				
LOST BOOKS	156.83			\$ 156.83	\$ 65.50		
EXCESS PROPERTY	65.50						
INTEREST	1,234.68		1,234.68				
II TOTAL RECEIPTS-SEPTEMBER 1976	3,323.78	-	3,101.45	156.83	65.50		
III TOTAL AVAILABLE I PLUS II	121,601.19	89,990.74	23,495.74	1,187.94	1,243.93	\$ 326.25	\$ 5,356.59
IV LESS:							
SEPTEMBER 1976 - EXPENDITURES	38,107.31	38,107.31					
V TOTAL CASH FUNDS - 9/30/76	\$ 83,493.88	\$ 51,883.43	\$ 23,495.74	\$1,187.94	\$1,243.93	\$ 326.25	\$ 5,356.59

ADD: DUE FROM TOWN OF W.O.
FOR 4TH QTR. '76 BUDGET

LESS: ACCOUNTS PAYABLE 9/30/76

BUDGET BALANCE PER REPORT 9/30/76

CASH FUNDS REPRESENTED BY:

CHECKING ACCOUNT MIDLANTIC NAT'L Bk.
MIDLANTIC NAT'L Bk. 02-073-0000177-0
W.O. S & L ASS'N #10085
PETTY CASH-CASH FUND
PETTY CASH-CHECKING FUND

\$ 20,452.30
45,152.81
17,687.34
126.25
75.18
\$ 83,493.88

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1976 BILLS PRESENTED FOR PAYMENT
ON OCTOBER 27, 1976

CHECKS ARE DATED
SEPTEMBER 30, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1802	VOID		
1803	W.O. FEDERAL CREDIT UNION	1. SALARIES	\$ 253.55
1804	TOWN OF W.O. Soc.Sec.EMPLOYEES- SEPTEMBER 1976	1. SALARIES	1,325.73
1805	TOWN OF W.O.Soc.Sec.EMPLOYERS - 3RD QTR. 1976	27. EMPLOYER Soc. Sec.	4,298.80
1806	TOWN OF W.O. HOSPITALIZATION - OCTOBER 1976	26. HOSPITALIZATION	1,020.97
1807	TOWN OF W.O. HOSPITALIZATION - BAL. AUG.&SEPT. '76	26. HOSPITALIZATION	339.65
1808	TOWN OF W.O. ADMINISTRATIVE CHARGE- 3RD QTR. '76	28. ADMINISTRATIVE CHARGE	1.00
1809	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,327.63
1810	P.E.R.S. CONTRIBUTORY GROUP INS.	1. SALARIES	112.89
1811	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	36.00
1812	MIDLANTIC NAT'L Bk EMPLOYEES W.T. 2 WKS 9/30/76	1. "	153.86
1813	VOID		
1814	VOID		
1815	STATE OF N.J.-N.J. W.T. SEPT. '76	1. "	733.59
	NET PAYROLL-9/15/76-1082-1124 (43)	1. "	8,786.74
	NET PAYROLL-9/30/76-1125-1167 (43)	1. "	<u>8,139.68</u>
	<u>SUB-TOTAL</u>		\$ 26,530.09
	<u>ADD:</u> CHECKS #1722-1801 PRESENTED FOR PAYMENT AT SEPTEMBER 22, 1976 MEETING		<u>11,602.73</u>
	<u>SUB-TOTAL- CHECKS ISSUED SEPTEMBER 22, 1976</u>		38,132.82
	<u>LESS:</u>		
	CHECK #1150-HUMANITIES PRESS, INC. VOIDED	2. BOOKS	\$ 7.42
	CHECK-1798-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE		115.64
	CHECK-1801-PETTY CASH CHECKING ACCOUNT-TRANSFER		200.00
	DEPOSIT-SEPTEMBER 3, 1976 - REFUND	2. BOOKS	10.95
	DEPOSIT-SEPTEMBER 13, 1976 - REFUND	20. PAMPLETS	1.25
	DEPOSIT-SEPTEMBER 22, 1976 - REFUND	9. TELE.	3.55
			<u>338.81</u>
	<u>SUB-TOTAL</u>		37,794.01
	<u>ADD:</u>		
	PETTY CASH CHECKS #686-816		<u>313.30</u>
	<u>TOTAL EXPENDITURES-MONTH OF SEPTEMBER 1976</u> <u>PER BUDGET REPORT</u>		<u>\$ 38,107.31</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

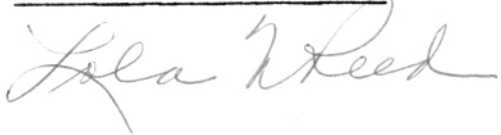
PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPAs

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARYSEPTEMBER 1976 BILLS PRESENTED FOR PAYMENT ON
OCTOBER 27, 1976LIST OF CHECKS PAID FROM PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF JULY, AUGUST AND
SEPTEMBER 1976

<u>DATE</u>	<u>VOUCHER NO.</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
7/2/76	686	THE STAR LEDGER	10. COMM. REL.	\$ 6.80
7/8/76	687	WILLIAM TOOHEY	12. TRANSPORTATION	5.10
7/15/76	688	WORRALL PUBLICATIONS	10. COMM. REL.	6.00
7/16/76	689	WILLIAM TOOHEY	12. TRANSPORTATION	4.10
7/23/76	690	ACME MARKETS, INC.	10. COMM. REL.	50.00
	691	SANDRA GOSS	12. TRANSPORTATION	2.95
7/27/76	692	WILLIAM TOOHEY	4. SUPPLIES	5.50
7/27/76	693	LOLA REED	4. "	9.35
8/11/76	694	SHIRLEY ITKIN	4. "	2.82
8/16/76	695	LOLA REED	12. TRANSPORTATION	12.50
8/19/76	696	WORRALL PUBLICATIONS	10. COMM. REL.	3.00
	697	LOVEJOY'S COLLEGE GUIDE	2. BOOKS & MICRO FILMS	2.00
	698	VOID		
	699	VOID		
	700	VOID		
	701	MARK DONNELLY	12. TRANSPORTATION	7.60
8/23/76	702	EAST ORANGE PUB. LIB. STAFF ASS'N.	15. WORKSHOPS & SEM.	12.50
8/23/76	703	LOLA N. REED	12. TRANSPORTATION	13.50
	704	CHUBB & SON	5. INSURANCE	5.00
9/1/76	705	SHIRLEY ITKIN	4. SUPPLIES	4.60
9/11/76	800	LOLA N. REED	15. WORKSHOPS & SEM.	9.60
9/13/76	801	SANDRA GOSS	4. SUPPLIES	4.14
	802	MARGARET CUSHING	12. TRANSPORTATION	1.10
	803	VOID		
	804	BOOK LAB, INC.	20. NEWSPAPERS & PAMP.	1.60
	805	WORRALL PUBLICATIONS	10. COMM. REL.	6.00
	806	SHIRLEY ITKIN	4. SUPPLIES	4.64
	807	AFTON PUBLISHING CO.	2. BOOKS & MICRO FILMS	6.00
9/20/76	808	LOLA N. REED	15. WORKSHOPS & SEM.	15.00
	809	NAT'L COMMUNICATION COUNCIL	2. BOOKS & MICRO FILMS	4.00
	810	S & S	2. " " "	13.40
	811	N.J.L.A.	15. WORKSHOPS & SEM.	30.00
9/24/76	812	LOLA N. REED	12. TRANSPORTATION	10.50
	813	WILLIAM TOOHEY	8. MOBILE	12.50
	814	N.J.L.A.	14. CONVENTIONS	36.00
	815	UNABASHED LIBRARIAN	2. BOOKS & MICRO FILMS	3.50
9/30/76	816	AMERICAN LIBRARY ASS'N.	2. " " "	2.00

TOTAL CHECKS PAID FROM PETTY CASH CHECKING
ACCOUNT FOR THE MONTHS OF JULY, AUGUST AND SEPT. 1976\$ 313.30PAYMENT RECOMMENDED BY:PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA's



WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 27, 1976

CHECKS ARE DATED
OCTOBER 27, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1816	MIDLANTIC NATIONAL BANK	1. SALARIES	\$ 1,669.85
1817	WEST ORANGE CREDIT UNION	1. "	298.55
1818	POSTAGE	13. POSTAGE	300.00
1819	ABORN EXTERMINATING Co., Inc.	11. SERVICE CONTRACTS	15.00
1820	AMERICAN BUSINESS GRAPHICS, Inc.	11. " "	210.00
1821	AMERICAN LIFE FOUNDATION	2. BOOKS	14.50
1822	THE AMERICAN POLITICAL SCIENCE ASSN.	2. "	4.00
1823A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 39.45
B	" " "	11. " "	42.55
1824A	THE BAKER & TAYLOR Co.	2. BOOKS	18.96
B	" " " " "	2. "	47.20
C	" " " " "	2. "	17.80
D	" " " " "	2. "	11.69
E	" " " " "	2. "	7.75
1825A	THE BAKER & TAYLOR Co.	2. "	2.41
B	" " " " "	2. "	(2.41)
C	" " " " "	2. "	13.62
D	" " " " "	2. "	197.88
E	" " " " "	2. "	3.07
F	" " " " "	2. "	30.72
G	" " " " "	2. "	5.82
H	" " " " "	2. "	15.46
I	" " " " "	2. "	37.59
1826A	R. R. BOWKER	4. SUPPLIES	50.00
B	" " " "	4. "	14.95
C	" " " "	4. "	23.75
1827A	C.W. ASSOCIATES	2. BOOKS	6.50
B	" " "	2. "	10.60
1828	CINCINNATI TIME RECORDER Co.	11. SERVICE CONTRACTS	42.50
1829A	COMMERCE CLEARING HOUSE, Inc.	2. BOOKS	157.00
B	" " " "	2. "	115.00
1830	DEPT OF COMMUNITY AFFAIRS	2. "	15.00
1831A	DIMONDSTEIN BOOK Co., Inc.	2. "	217.09
B	" " " " "	2. "	(53.51)
C	" " " " "	2. "	224.34
D	" " " " "	2. "	266.90
E	" " " " "	2. "	43.16
F	" " " " "	2. "	173.26
G	" " " " "	2. "	165.39
H	" " " " "	2. "	278.10
I	" " " " "	2. "	128.76
1832A	DOUBLEDAY & COMPANY, Inc.	2. "	19.84
B	" " " "	2. "	13.30
C	" " " "	2. "	21.84
D	" " " "	2. "	24.89
E	" " " "	2. "	3.50
F	" " " "	2. "	10.89
G	" " " "	2. "	8.48
H	" " " "	2. "	10.92
I	" " " "	2. "	14.55
J	" " " "	2. "	16.35
K	" " " "	2. "	33.77
L	" " " "	2. "	7.63
M	" " " "	2. "	10.92

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 27, 1976

CHECKS ARE DATED
OCTOBER 27, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1833	DUMBARTON PRESS	2. BOOKS	\$ 7.00
1834A	EDUCATORS PROGRESS	2. " \$ 11.45	
1834B	" "	2. " 11.70	23.15
1835	AARON EISENBERG & Co.	23. MANAGEMENT SVCS.	767.00
1836	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	42.76
1837A	FISCHER & KAUFMANN	4. " 10.95	
B	" "	4. " 2.30	
C	" "	4. " 6.40	
D	" "	4. " .85	
E	" "	4. " 3.54	24.04
1838	FOWLER AGENCY, INC.	5. INSURANCE	3,037.31
1839A	GAYLORD BROS., INC.	11. SERVICE CONTRACTS 19.00	
B	" " "	11. " " 120.00	139.00
1840	GROLIER EDUCATIONAL CORP.	2. BOOKS	6.50
1841	HOUSE OF COLLECTIBLES	2. " 7.28	
1842	THE ITEM OF MILLBURN & SHORT HILLS	20. NEWSPAPERS & PAMP.	10.00
1843	J & S VACUUM CLEANER CO.	4. SUPPLIES 7.50	
1844	LANDFALL PRESS, INC.	2. BOOKS 22.19	
1845A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. SUPPLIES 339.85	
B	" " " "	4. " 11.50	351.35
1846A	MAC MILLAN PUBLISHING CO., INC.	2. BOOKS 8.05	
B	" " " "	2. " 12.95	21.00
1847	MARKETING HANDBOOKS	2. " 20.00	
1848	A. R. MEEKER CO.	11. SERVICE CONTRACTS 132.00	
1849	MICROFILMING CORP. OF AMERICA	2. BOOKS 794.00	
1850	THE MIDDLE ATLANTIC PRESS	2. " 7.55	
1851	MODERN MASS MEDIA, INC.	21. A/V MAT.&SOFTWARE 12.50	
1852	NATIONAL ASSN OF THE DEAF	2. BOOKS 5.20	
1853	NATIONAL FUEL OIL INC.	6. MAINT.-MAIN 175.00	
1854	NATIONAL REGISTER PUBLISHING CO.	2. BOOKS 36.25	
1855	THE NEW HAMPSHIRE PUBLISHING CO.	2. " 6.36	
1856	NEW JERSEY BELL	9. TELEPHONE 133.60	
1857	NEW JERSEY BELL	9. TELEPHONE T.C. 11.40	
1858	NEW JERSEY MONTHLY SUBSCRIPTION DEPT.	19. MAGAZINES 6.00	
1859A	E & M OHARA, INC.	6. MAINT.-MAIN 20.00	
B	" " "	8. MAINT.-MOB. 18.00	38.00
1860	PERDUE RADIO CO.	21. A/V MAT. & SOFTWARE 50.50	
1861	PLENUM PUBLISHING CORP.	2. BOOKS 20.30	
1862A	PRENTICE-HALL, INC.	2. " 3.01	
B	" " "	2. " 5.12	
C	" " "	2. " 21.37	
D	" " "	2. " 7.02	36.52
1863	PUBLIC AFFAIRS PRESS	20. NEWSPAPERS & PAMP. 3.70	
1864	PSE & G Co.	6. MAINT.-MAIN 1,200.53	
1865	G.P. PUTNAM & SONS	2. BOOKS 12.48	
1866	PORTER SARGENT PUBLISHER, INC.	2. " 18.98	
1867A	PETER SMITH PUBLISHER, INC.	2. " 11.70	
1868	STAMATS PUBLISHING CO.	2. " 16.00	
1869	STRALEYS	4. SUPPLIES 16.02	
1870	SUBURBAN HOMES GUIDES	2. BOOKS 6.33	
1871	SUBSCRIPTION OFFICE-CONG. QTR. SERVICE	2. " 195.00	
1872	SUPERIOR ENGINEERING CO.	11. SERVICE CONTRACTS 75.00	
1873	TIME, INC.	2. BOOKS 3.00	

WEST ORANGE FREE PUBLIC LIBRARY
SEPTEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON OCTOBER 27, 1976

CHECKS ARE DATED
OCTOBER 27, 1976

<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1874	UNIV. MICROFILMS INTERNATIONAL	2. BOOKS	\$ 15.15
1875	WEISE-WINKLER BINDERY, INC.	3. BINDING	16.35
1876	TOWN OF WEST ORANGE	8. MAINT.-MOB.	1,305.03
1877	H. W. WILSON Co.	2. BOOKS	40.00
1878	THE W. B. WOOD Co.	28. SHELVING-BOOKS	240.81
1879	WORLD PUBLICATIONS	2. BOOKS	8.58
1880	WORRALL PUBLICATIONS, INC.	2. MICROFILMING	8.50
1881	XEROX CORP.	25. PHOTOCOPY	119.71
			<hr/>
<u>SUB-TOTAL</u>			14,341.26
 <u>LESS:</u>			
CHECK #1816-MIDLANTIC NATIONAL BANK-			
W.T. - 10/15/76			\$ 1,669.85
1817-WEST ORANGE CREDIT UNION			298.55
1881-XEROX CORP.-CHARGE FOR PHOTOCOPY MACH.			<u>119.71</u>
			<u>2,088.11</u>
 <u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-SEPTEMBER 1976</u>			 <u>\$12,253.15</u>

PAYMENT RECOMMENDED BY:

Lela Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA'S

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	* <u>\$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE 102,207	
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

AGENDA

WEST ORANGE FREE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

NOVEMBER 22, 1976

- 1) Roll Call**
- 2) Open Public Meetings Statement**
- 3) Minutes**
- 4) Treasurer's Report**
 - a. Bills Presented for Payment**
 - b. Financial Statement**
- 5) Director's Report**
- 6) Committee Reports**
- 7) Old Business**
 - a. Air Conditioning and Heating Contract**
 - b. Funds for Jonas**
 - c. Architect's Contract**
 - d. Friends of the Library**
- 8) New Business**
 - a) Town Budget Hearing Report**
 - b) Date for December Meeting**
 - c) State Aid**
 - d) Status of New Addition**
- 9) Communications**
- 10) Community Participation**
- 11) Adjournment**

MINUTES

BOARD OF TRUSTEES MEETING

NOVEMBER 22, 1976

The meeting was called to order at 8:15 P. M. by President, Anita Strauss. Present were Board members Andrea Grover, Eileen Flanagan, Nancy Herman, Phyllis Lopis, Albert Kupferer and William Sagosz constituting a quorum. Also present were Director Lola N. Reed, Board Attorney Irving Ostrow, Board Accountant Stewart Manheim, and two residents of West Orange.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1975 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to the "Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mrs. Strauss noted that in the previous meeting she had stated that there was no point in hooking into the Centrex System as the phone directories have already been issued for this year. Mrs. Herman made a motion to accept the Minutes of the October 27, 1976 meeting with this additional statement to be added to the first paragraph under New Business, page 3. Mrs. Grover seconded the motion and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mrs. Lopis made a motion that the Bills Presented for Payment for the month of October, 1976 be accepted for payment. Mrs. Herman seconded, and the motion was carried unanimously.

2) Financial Statement:

Mr. Kupferer made a motion to accept the Financial Statement as presented. Miss Flanagan seconded, and the motion was carried unanimously.

DIRECTOR'S REPORT:

Mrs. Reed informed the Board that Mr. Toohey will be filling in for Mr. Daniello in the evenings when needed.

Based upon the motion that was made at the October meeting, payment to Mr. Robert Jonas for his vacation time was forwarded to him by certified mail.

Mrs. Reed will meet with Town Purchaser, Mr. Flynn to discuss the various rules and regulations involved in purchasing procedures. After attending a financial workshop at East Orange Public Library, she feels that it will be beneficial to confer with him on the methods used by the Town.

Based upon Mrs. Reed's request, Mr. Kupferer made a motion that the library be closed at 1:00 P. M. on Christmas Eve and New Year's Eve. Mrs. Lopis seconded the motion and it was passed unanimously.

COMMITTEE REPORTS:

Mrs. Grover, as a member of the Personnel Committee with Miss Flanagan, reported that the Board of Trustees has voted to pay the staff members for one hours' work from 8-9:00 P. M. on August 9, 1976 when the library was closed due to weather conditions.

The Board of Trustees with one negative vote approved the reinstatement of pay for the personnel that was working at the library on the night of August 9, 1976. There were hurricane warnings that night and Mark Donnelly, with approval of Mr. Sagosz closed the library when efforts to reach Mrs. Reed in early evening failed. Mrs. Reed was directed to inform those people concerned to have their time cards checked and money authorized to be paid. The discussion and vote of this item were taken in closed session since it concerned personnel.

OLD BUSINESS:

Mr. Sagosz investigated Air Controlled Environment and found the firm to be reliable. He has checked references and found them favorable. Mrs. Herman made a motion to accept Air Controlled Environment as the lowest responsible bidder with the stipulation that the contract be limited to one year. The motion was seconded by Mr. Sagosz and passed unanimously.

Mr. Ostrow will write a letter asking Mr. Silverstein to include this limitation in his contract.

Mr. Ostrow pointed out to the Board that the letter received from Mr. Lehman should be answered. In his opinion, it would be wrong to negate the contract. Based upon this report, Mr. Sagosz made a motion that the letter received from Mr. Lehman dated October 18, 1976 become a part of the contract. Mr. Kupferer seconded, and it was passed unanimously. Mrs. Lopis will notify Mr. Lehman that the Board has accepted the terms indicated in his letter.

Mrs. Strauss received a comprehensive report on the Friends of the Library submitted by Mrs. Elsa Meyers. Mrs. Meyers suggests that someone on the Board or on the outside of the library take over the organization of the Friends. She suggested trips sponsored by the Friends. Mrs. Reed feels that the staff can handle any special project set up by the Friends. The Board would like to encourage the staff in the undertaking of any such program.

NEW BUSINESS:

Mr. Sagosz reported on the budget hearing that was held on November 8, 1976 which he had attended with Mrs. Reed, Mrs. Herman and Mr. Manheim. He indicated his displeasure with the hearing as he felt that as a Board member he was excluded from full participation. Mr. Corwick referred the majority of questions to Mr. Manheim. Mr. Manheim felt that Mr. Corwick was acting without the assistance of the Council members and therefore, needed explanation for the various items listed.

The December meeting will be held on Monday, December 20, 1976 instead of Wednesday, December 22, 1976. The two newspapers, the Town Clerk, and public will be notified of the change in dates.

Mrs. Grover made a motion that the staff be paid on the 15th of December and the 23rd of December, 1976. Mrs. Lopis seconded the motion and it was carried unanimously.

State Aid in the amount of \$36,199.00 was received by the library and deposited in the Statement Savings Account at Midlantic Bank.

Mrs. Strauss would like Mrs. Reed to contact Mr. Lehman and ask him to please consider incorporating the list of suggestions submitted to him into the plans for the new additions.

Mrs. Lopis made a motion to transfer \$45,000.00 from Statement Savings Account #02-073-0000177-0 to the checking account, Midlantic Bank to meet expenditures. Mrs. Herman seconded the motion and it was carried unanimously.

Mrs. Herman asked Mrs. Reed about the Annual Report for 1975. Mrs. Reed told the Board that she hopes to have it ready within the next week or two.

COMMUNICATIONS:

Mrs. Lopis read a letter from the Essex County Cultural and Heritage Commission in which they congratulated Mrs. Reed for her outstanding achievements as library director which was featured in an article of the "West Orange Chronicle" dated 10/14/76.

Adjournment was at 9:45 P.M.

Respectfully submitted,

Sandra Goss

Sandra Goss, Secretary

Phyllis A. Lopis

Phyllis A. Lopis
Secretary, Board of Trustees

DIRECTOR'S MONTHLY

REPORT

NOVEMBER 22, 1976

The library has been humming with activities since the new school year and our Fall Pre-School Program started. With Mrs. Schwartz on Leave of Absence and other absences due to illnesses, etc. our staff is being taxed to the maximum. So far, we are able to manage by re-scheduling.

George Daniello suffered a heart attack during the month which left us without a back-up person to assist Frank Refinski, our one full-time custodian.

Joe Torlucci, Frank Refinski and I met in my office to discuss our custodial problem. Mr. Torlucci explained that he is unable to get a replacement for the library at this time. A major problem has been temporarily averted by using the services of Bill Toohey on Monday and Wednesday evenings and other times when needed.

Mr. Torlucci explained that the new work code stipulates a minimum of 4 hours pay for employees who are called back after a normal work day. Since Mr. Refinski is asking time and a half for hours other than his normal schedule, we find more monetarily advantageous for the library to hire Mr. Toohey for overtime pay.

Robert Jonas was paid by certified mail \$298.95 less \$17.49 social security tax (\$281.46 net salary) for five days' earned vacation pay-- 1/1/71 - 3/17/71. A copy of the check with a covering letter have been sent to the Department of Civil Service at 1100 Raymond Boulevard in Newark.

The workers from J. W. Signal Company are still with us. They informed me that the installation of our fire detection system should be completed by Wednesday, November 24th.

With permission from you, the Board of Trustees, we would like to close the library at 1:00 P. M. on Christmas and New Years' Eve as we have done in previous years.

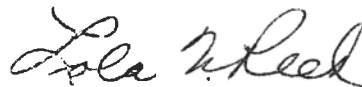
Two very worthwhile workshops were held during the month. One which was held at East Orange Public and sponsored by Southwest Essex Area Libraries was on Purchase and Accounting Practices of Libraries. Our authority was Comptroller/Purchaser Joe Bonin of Maplewood who is also an instructor at Rutgers University and serves on the Board of Trustees.

Mr. Bonin discussed things like The Art of Purchasing, Public Contracts Laws, Blanket Purchasing, Batch Paying, Model Specification, Proposal Guarantee, Performance Bonds and Certificates of Insurance.

The second workshop sponsored by NJLA and the State Library was held at the Wayne Public Library. It was called A Hands-On Learn-By-Doing Public Relations Workshop. The workshop leader was Mrs. Virginia Backler, a free lance library consultant. Both Mark Donnelly and Lola Reed attended and came away reassured that we are doing something right here at the WOPL.

Shelves for the Reference area have arrived and will be installed during the week of November 22nd.

Respectfully submitted,

A handwritten signature in cursive script that reads "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 OCTOBER 1976
LIBRARY BOARD MEETING OF NOVEMBER 22, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF OCTOBER 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID 10 MONTHS ENDED OCTOBER 31, 1976	UNEX- PENDED BUDGET BALANCE 10/31/76	BILLS/ACCTS. PAYABLE 10/31/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 10/31/76
SALARIES AND WAGES	\$307,907	\$24,356.84	\$251,110.29	\$ 56,796.71		\$ 56,796.71
CONTRACTUAL SERVICES:						
BINDING	1,000	16.35	581.04	418.96	47.37	371.59
COMMUNITY SERVICES	300	4.01	533.58	(233.58)		(233.58)
TRANSPORTATION	300	-0-	204.63	95.37		95.37
SEMINARS AND WORKSHOPS	500	-0-	482.90	17.10		17.10
AUDIT	1,650	-0-	-0-	1,650.00	1,650.00	-0-
MANAGEMENT AND PROF. SVCS.	9,200	767.00	6,903.00	2,297.00	767.00	1,530.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	-0-	1,699.34	100.66		100.66
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	1,200.53	12,147.87	7,852.13	994.43	6,857.70
MAIN LIBRARY-REPAIRS	5,000	195.00	2,426.35	2,573.65	831.35	1,742.30
TORY CORNER-RENTAL	540	-0-	405.00	135.00	135.00	-0-
BOOKMOBILE	5,300	1,323.03	4,306.94	993.06	829.17	163.89
SERVICE CONTRACTS	2,800	695.50	2,957.38	(157.38)	279.15	(436.53)
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	3,719.55	43,259.01	16,740.99	6,248.01	10,492.98
SUPPLIES	8,000	544.30	8,431.19	(431.19)	683.00	(1,114.19)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	7.50	758.86	7,241.14	4,695.66	2,545.48
PHAMPHLETS	500	4.70	181.30	318.70	263.61	55.09
AUDIO-VISUAL-MATERIALS	2,000	63.00	770.99	1,229.01	8.42	1,220.59
MISC. OTHER EXPENSES:						
INSURANCE	5,000	3,037.31	3,042.31	1,957.69	2,029.00	(71.31)
TELEPHONE	1,600	145.00	1,225.58	374.42		374.42
POSTAGE	2,500	320.08	1,818.08	681.92		681.92
EMPLOYEE HEALTH BENEFIT PLAN	10,000	1,020.97	9,120.47	879.53		879.53
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	240.81	408.03	2,591.97		2,591.97
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	-0-	720.55	279.45		279.45
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	-0-	588.75	411.25		411.25
AUDIO-VIS. EQ.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	-0-	13,176.69	4,823.31		4,823.31
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	-0-	-0-	3,750.00	1,698.53	2,051.47
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$37,661.48</u>	<u>\$381,463.55</u>	<u>\$113,833.45</u>	<u>\$21,159.70</u>	<u>\$ 92,673.75</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	<u>* \$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 1976

	TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND
<u>I</u> CASH FUNDS, 9/30/76	\$ 83,493.88	\$ 51,883.43	\$ 23,495.74	\$ 1,187.94	\$ 1,243.93	\$ 326.25	\$ 5,356.59
ADD:							
FINES			(\$ 1,304.35				
Non-Resident Fees			(20.00				
PHOTOCOPY			(519.29				
RENTALS			(61.20				
MICRO-FILMS			(7.70				
PHONE	\$ 1,995.96		(10.92				
MEMORIAL			(17.50				
MEETING			(55.00				
LOST BOOKS	44.87			\$ 44.87	\$ 75.94		
EXCESS PROPERTY	75.94						
TOWN OF W.O.	99,611.50	\$ 99,611.50					
<u>II</u> TOTAL RECEIPTS-OCTOBER 1976	101,728.27	99,611.50	\$ 1,995.96	\$ 44.87	\$ 75.94		
<u>III</u> TOTAL AVAILABLE - I PLUS II	185,222.15	151,494.93	25,491.70	1,232.81	1,319.87	\$ 326.25	\$ 5,356.59
<u>IV</u> LESS:							
OCTOBER 1976 - EXPENDITURES	37,661.48	37,661.48					
<u>V</u> TOTAL CASH FUNDS-10/31/76	\$147,560.67	\$113,833.45	\$ 25,491.70	\$ 1,232.81	\$ 1,319.87	\$ 326.25	\$ 5,356.59
LESS: ACCOUNTS PAYABLE, 10/31/76		21,159.70					
BUDGET BALANCE PER REPORT		\$ 92,673.75					

CASH FUNDS REPRESENTED BY:							
CHECKING ACCOUNT MIDLANTIC NAT'L BANK	\$ 17,033.92	BUDGET FUND		\$113,833.45			
MIDLANTIC NAT'L BANK-02-073-0000177-0	112,437.98	FINES & RESERVES		25,491.70			
W.O. S & L ASS'N #10085	17,687.34	LOST BOOK		1,232.81			
PETTY CASH-CASH FUND	326.25	BOOK SALES & EXCESS PROPERTY		1,319.87			
PETTY CASH-CHECKING FUND	75.18	PETTY CASH & CHANGE		326.25			
		ACCUMULATED RESERVES		5,356.59			
	\$147,560.67	LESS: ACCOUNTS PAYABLE-		\$147,560.67			
		10/31/76		21,159.70			
				\$126,400.97			

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1976 BILLS PRESENTED FOR PAYMENT
ON NOVEMBER 22, 1976

CHECKS ARE DATED
OCTOBER 27, 1976

<u>VOUCHER</u> <u>NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>
1882	LOLA REED-PETTY CASH	4. SUPPLIES	\$ 13.93
"	"	10. COMM. REL.	4.01
"	"	13. POSTAGE	20.08
"	"	19. MAGAZINES	1.50
"	"	LOST BOOKS REFUND	48.69
1883	PETTY CASH CHECKING ACCOUNT	TRANSFER	\$ 88.21
1884	MIDLANTIC NAT'L BK-FED. INC. TAX 10/31/76		200.00
1885	W.O. FEDERAL CREDIT UNION	1. SALARIES	1,598.14
1886	TOWN OF W.O.-SOC. SEC. OCT. '76	1. SALARIES	238.55
1887	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. SALARIES	1,315.26
1888	P.E.R.S. CONTRIBUTORY GROUP INS.	1. SALARIES	1,291.15
1889	P.E.R.S. SUPPLEMENTAL ANNUITY	1. SALARIES	133.69
1890	TOWN OF W.O. HOSPITALIZATION-NOV. '76	1. SALARIES	36.00
1891	W.O. FREE PUBLIC LIBRARY SAVINGS A/C	26. HOSPITALIZATION	1,020.97
1892	VOID	TRANSFER	65,000.00
1893	STATE OF N.J. -W.T. - OCT. '76	1. SALARIES	-
	NET PAYROLL 10/15/76 #1168-1210 (43)	1. SALARIES	737.75
	NET PAYROLL 10/31/76 #1211-1252 (42)	1. SALARIES	8,675.20
		1. SALARIES	8,362.70
	<u>SUB-TOTAL</u>		<u>\$ 88,697.62</u>
<u>ADD:</u>	CHECKS #1816-1881 PRESENTED FOR		
	PAYMENT AT OCTOBER 27, 1976 MEETING		<u>14,341.26</u>
	<u>SUB-TOTAL - CHECKS ISSUED OCTOBER 27, 1976</u>		<u>\$103,038.88</u>
<u>LESS:</u>			
	CHECK #1881-XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE		119.71
	CHECK #1882-LOLA REED	LOST BOOK REFUND	48.69
	CHECK #1883-PETTY CASH-CHECKING A/C	TRANSFER	200.00
	CHECK #1891-W.O. FREE PUB. LIB.-SAV. A/C	TRANSFER	65,000.00
	VOIDED CHECK #1790-TREAS. OF N.J.	19. MAGAZINES	9.00
			<u>65,377.40</u>
	<u>TOTAL EXPENDITURES - MONTH OF OCTOBER 1976</u>		
	<u>PER BUDGET REPORT</u>		<u>\$ 37,661.48</u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lola Reed

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA'S

Aaron Eisenberg & Co.

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 22, 1976

CHECKS ARE DATED
NOVEMBER 22, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1894	VOID		
1895	ROBERT JONAS - ANNUAL LEAVE - 1971	1. SALARIES	\$ 281.46
1896	MIDLANTIC NATIONAL BANK	1. "	1,591.77
1897	WEST ORANGE CREDIT UNION	1. "	268.55
1898	ISABEL DICKINSON	EXCHANGE	14.12
1899	ABORN EXTERMINATING Co., INC.	11. SERVICE CONTRACTS	15.00
1900	AIR CONTROLLED ENVIRONMENT	6. MAINT. MAIN.	109.00
1901	AL'S AUTO PARTS, INC.	8. MAINT. MOB.	22.50
1902	AMERICAN ASS'N OF COLLEGES OF PHARMACY	2. BOOKS	5.00
1903	AMERICAN COUNCIL ON EDUCATION	2. "	42.75
1904	AMS PRESS, INC.	2. "	14.80
1905	ARCO PUBLISHING Co.	2. "	13.00
1906A	AUTOMATIC DATA PROCESSING	11. SERVICE CONTRACTS	\$ 40.35
B	" " " "	11. " "	39.40
C	" " " "	11. " "	39.40
1907A	THE BAKER & TAYLOR COMPANIES	2. BOOKS	7.91
B	" " " "	2. "	32.22
1908A	THE BAKER & TAYLOR COMPANIES	2. "	16.52
B	" " " "	2. "	33.61
C	" " " "	2. "	17.10
1909	A. S. BARNES	2. "	67.23
1910	BEACON PRESS, INC.	2. "	3.50
1911	A. M. BEST COMPANY	2. "	3.80
1912	BODGER PRESS	2. "	190.00
1913A	BRO-DART, INC.	2. "	3.95
B	" " " "	4. SUPPLIES	(10.90)
1914	CHAMBERS RECORD CORP.	4. "	148.40
1915	CHRONICLE PUBLISHING Co.	21. A/V MATERIALS	137.50
1916	CITY OF NEW YORK	2. BOOKS	8.42
1917	CLINTON GLASS	2. "	4.76
1918	COLUMBIA UNIVERSITY PRESS	2. "	4.00
1919A	COMMERCE CLEARING HOUSE, INC.	6. MAINT. MAIN.	50.00
B	" " " "	2. BOOKS	10.50
C	" " " "	2. "	13.48
1920	COMMONWEALTH WATER Co.	2. "	19.34
1921A	CURTIS SERVICE, INC.	2. "	9.22
B	" " " "	6. MAINT. MAIN.	42.04
1922	CUSTOM BOOK Co.	8. MAINT. MOB.	107.21
1923	C. W. ASSOCIATES	8. " "	716.86
1924	DATA COURIER, INC.	8. " "	89.81
1925A	ROBERT W. DAUM	2. BOOKS	806.67
B	" " " "	2. "	6.21
1926A	DIMONDSTEIN BOOK Co., INC.	2. "	12.30
B	" " " "	2. "	7.85
C	" " " "	6. MAINT-MAIN.	160.25
D	" " " "	6. " "	88.15
E	" " " "	2. BOOKS	136.83
F	" " " "	2. "	177.07
G	" " " "	2. "	209.13
H	" " " "	2. "	299.48
I	" " " "	2. "	246.59
J	" " " "	2. "	132.02
K	" " " "	2. "	(22.57)
1927	DIV. OF ADMINISTRATIVE PROCEDURE	2. "	274.39
		2. "	271.29
		2. "	226.95
		2. "	228.04
			2,179.22
			112.00

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON NOVEMBER 22, 1976

CHECKS ARE DATED
NOVEMBER 22, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1928	DOBBS BROS. LIBRARY BINDING CO. OF VA.	3. BINDING	\$ 47.37
1929A	DOUBLEDAY & COMPANY, INC.	2. BOOKS	\$ 16.38
B	" " " "	2. "	2.75
C	" " " "	2. "	102.70
D	" " " "	2. "	31.54
E	" " " "	2. "	10.92
F	" " " "	2. "	7.90
G	" " " "	2. "	9.70
H	" " " "	2. "	7.26
I	" " " "	2. "	10.95
J	" " " "	2. "	61.31
K	" " " "	2. "	53.98
L	" " " "	2. "	<u>16.96</u> 332.35
1930	DRAMA BOOK SPECIALISTS	20. PHAMPLETS	21.75
1931	DUN & BRADSTREET, INC.	2. BOOKS	100.00
1932	EBSCO SUBSCRIPTION SERVICES	19. MAGAZINES	4,695.66
1933	AARON EISENBERG & Co.	23. MGMT SERVICES	767.00
1934	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	42.76
1935	FACTS ON FILE, INC.	20. NEWSPAPERS & PHAMP.	229.50
1936	FAIRCHILD PUBLICATIONS, INC.	2. BOOKS	31.25
1937	F. W. FAXION Co., INC.	2. "	18.00
1938	FOWLER AGENCY, INC.	5. INSURANCE	2,029.00
1939	GALE RESEARCH COMPANY	2. BOOKS	68.00
1940	GARDEN WAY PUBLISHING	2. "	42.67
1941	G. K. HALL & Co.	2. "	46.14
1942	D. C. HEATH & Co.	2. "	9.56
1943	IMPACT PUBLISHERS, INC.	2. BOOKS	6.04
1944	INDUSTRIAL & BUSINESS TRAINING BUREAU	2. "	2.50
1945	INTERNATIONAL PUBLICATIONS SERVICE	2. "	8.05
1946	J. W. SIGNAL Co.	FIRE ALARM SYSTEM	1,698.53
1947	LAWRENCE KANTOR, INC.	6. MAINT. MAIN.	76.30
1948	SAMUEL KLEIN & Co.	16. AUDIT	1,650.00
1949	LANDAU BOOK Co., INC.	2. BOOKS	2.40
1950	LEWIS PAPER & SUPPLY Co.	4. SUPPLIES	174.00
1951	LIBRARIES UNLIMITED	2. BOOKS	13.85
1952A	MACMILLAN PUBLISHING Co., INC.	2. "	13.29
B	" " " "	2. "	10.72
C	" " " "	2. "	15.12
D	" " " "	2. "	5.92
E	" " " "	2. "	9.52
F	" " " "	2. "	12.39
G	" " " "	2. "	<u>12.37</u> 79.33
1953	MARQUIS WHO'S WHO	2. "	36.50
1954	MOODY'S INVESTORS SERVICE, INC.	2. "	820.00
1955A	J. M. MOREHOUSE PRINTING Co., INC.	4. SUPPLIES	104.00
B	" " " "	4. "	<u>95.00</u> 199.00
1956	NATIONAL TELEPHONE DIRECTOR CORP.	2. BOOKS	230.00
1957	NEW JERSEY OFFICE SUPPLY Co.	4. SUPPLIES	18.04
1958	OCEANA PUBLICATIONS INC.	2. BOOKS	10.75
1959A	E. & M. O'HARA, INC.	6. MAINT. MAIN.	146.00
B	" " " "	6. " "	<u>47.20</u> 193.20
1960	PITNEY BOWES	11. SERVICE CONTRACTS	145.00

WEST ORANGE FREE PUBLIC LIBRARY
OCTOBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
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<u>VOUCHER NUMBER</u>	<u>PAYEE</u>	<u>BUDGET ALLOCATION</u>	<u>AMOUNT</u>	
1961A	PRENTICE-HALL, INC.	2. BOOKS	\$ 28.89	
B	" " "	2. "	13.09	
C	" " "	2. "	<u>10.05</u>	\$ 52.03
1962	PROMETHEUS BOOKS	2. "		22.21
1963	PUBLIC AFFAIRS COMMITTEE, INC.	20. PAMPHLETS		2.86
1964	PUBLIC SERVICE E & G Co.	6. MAINT.-MAIN.		994.43
1965	QUALITY PRODUCTS Co.	4. QUALITY PRODUCTS Co.		13.75
1966	SHARFREY, INC.	2. BOOKS		33.48
1967	SHEPARD'S CITATIONS, INC.	2. BOOKS		10.00
1968	THE SHOE STRING PRESS, INC.	2. "		9.00
1969A	SILVER BURDETT Co.	2. "	9.17	
B	" " "	2. "	<u>8.60</u>	17.77
1970	PETER SMITH PUBLISHER, INC.	2. "		6.35
1971	STANDARD & POOR'S CORP.	2. "		585.00
1972	THE STATE CHEMICAL MFG. Co.	4. SUPPLIES		97.95
1973	STATE OF N.J.	2. BOOKS		3.00
1974	TIME-LIFE BOOKS	2. "		10.91
1975	ATT: PHYLLIS WALKER, TREAS. STATE OF N.J.	20. PAMPHLETS		6.00
1976A	TWAIN PUBLISHERS	2. BOOKS	8.39	
B	" " "	2. "	<u>7.94</u>	16.33
1977	UNABASHED LIBRARIAN	20. PAMPHLETS		3.50
1978	UNITED NATIONS	2. BOOKS		35.60
1979	WEISE-WINC LER BINDERY, INC.	2. "		54.40
1980	WEST ORANGE COMMUNITY HOUSE	7. MAINT-TORY		135.00
1981	WIM	2. BOOKS		3.50
1982A	THE H. W. WILSON Co.	2. "	711.00	
B	" " " "	2. "	<u>57.00</u>	768.00
1983	XEROX CORP.	25. PHOTOCOPY		123.31
1984	YUDIN'S PAINT STORES	6. MAINT-MAIN.		47.24
<u>SUB-TOTAL</u>				<u>23,438.91</u>
<u>LESS: CHECK #1895-ROBERT JONAS-ANNUAL LEAVE - 1971</u>			281.46	
1896-MIDLANTIC NAT'L Bk-W.T.-11/15/76			1,591.77	
1897-WEST ORANGE CREDIT UNION-11/15/76			268.55	
1898-ISABEL DICKINSON-TRANSFER			14.12	
1983-XEROX CORP-CHARGE FOR PHOTOCOPY MACHINE			<u>123.31</u>	<u>2,279.21</u>
<u>TOTAL ACCOUNTS PAYABLE PER BUDGET REPORT-OCTOBER 1976</u>				<u><u>\$21,159.70</u></u>

PAYMENT RECOMMENDED BY:

PAYMENT APPROVED BY:

Lela Reed

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO. CPA'S

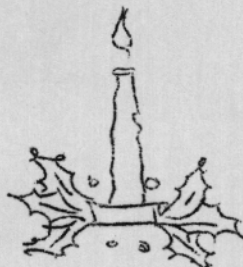
Aaron Eisenberg

AGENDA

WEST ORANGE FREE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

DECEMBER 20, 1976

- 1) Roll Call
- 2) Open Public Meetings Statement
- 3) Minutes
- 4) Treasurer's Report
 - a. Bills Presented for Payment
 - b. Financial Statement
- 5) Director's Report
- 6) Committee Reports
- 7) Old Business
 - a. Air Conditioning and Heating Contract
- 8) New Business
 - a. Appoint Nominating Committee
 - b. Schedule of Dates for 1977 Meetings
 - c. Discuss Trip Sponsored by Library--
Ballantine House, Washington to see King Tut,
Alternates
- 9) Communications
- 10) Community Participation
- 11) Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

DECEMBER 20, 1976

The meeting was called to order at 8:15 P. M. by President Anita Strauss. Present were Board members Eileen Flanagan, Nancy Herman, Phyllis Lopis and William Sagosz constituting a quorum. Also present were Board Attorney Irving Ostrow, Board Accountant Stewart Manheim, and residents of West Orange.

OPEN PUBLIC MEETINGS ACT:

The President opened the meeting and stated that on January 6, 1975 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 1976 was posted, and shall remain posted throughout the year, on the official Main Library Bulletin Board, was mailed to the "Star-Ledger"--the officially designated newspaper, was mailed to the "West Orange Chronicle"--the second newspaper, and was hand-delivered to the Town Clerk.

MINUTES:

Mr. Sagosz made a motion to accept the Minutes of the November 22, 1976 Board of Trustees meeting as presented. Miss Flanagan seconded the motion, and it was passed unanimously.

TREASURER'S REPORT:

1) Bills Presented for Payment:

Mr. Sagosz questioned voucher #2043 of National Fuel Oil Company for \$667.32. One of the service charges on this bill is for draining the boiler. Mr. Sagosz will inquire into why this service was performed by the fuel company, instead of Air Controlled Environment.

Mrs. Lopis expressed concern over Voucher #2012 from Curtis Service, Inc. for repairs to the Mobilibrary. It was explained that this had been for road service and that more work had to be performed on the Onan engine. Another invoice is forthcoming.

2) Financial Statement:

Mrs. Herman made a motion to transfer \$45,000 from Statement Savings Account #02-073-0000177-0 to the checking account, Midlantic Bank to meet November expenditures in December. Mrs. Lopis seconded, and the motion was passed unanimously.

Mr. Sagosz made a motion to accept the Financial Statement as presented. The motion was seconded by Mrs. Herman and unanimously carried by the Board of Trustees.

DIRECTOR'S REPORT:

Mr. Sagosz inquired as to whether Mrs. Reed had appointed someone to act as Assistant Director to take her place at the Board meeting when she is not available. The Board of Trustees would like to have a representative appointed by Mrs. Reed.

Mr. Sagosz made a motion that the library not install a vending machine containing the West Orange Chronicle. Mrs. Herman seconded the motion and it was passed by the majority of the Board of Trustees. (Three ayes, one abstention.)

Mrs. Strauss noted that the library's application for federal funds under the Public Works and Employment Act of 1976 has passed five different clearances which includes local, county, and tri-state approval.

Mr. Ostrow stated that the suggestion made by Mr. Flynn, Town Purchasing Agent, that the library retain our present insurance company is not a valid one as the library has policies in excess of \$2,500. Contracts must be established by advertising for bids. The board will adhere to this advertising policy.

COMMITTEE REPORT:

Miss Flanagan, representing the Personnel Committee has suggested that a definite policy be written in regard to the librarian on duty. Questions for the Board to consider are: Should this policy be stated in the staff manual? What happens when the director is not at a Board meeting?

When the Personnel Committee had met with the employees' association representatives, one of the concerns was with fire drills. The staff feels that there is a need for regular fire drills. The Board of Trustees would like this written so that procedures in case of fire are explicit. Mrs. Strauss has requested Mr. Sagosz to assist Mrs. Reed in setting up this program. Also, the fire department should be contacted once again to help establish and approve of a fire drill system.

OLD BUSINESS:

Mr. Sagosz reported on the Contract for Maintenance of the Air Conditioning and Heating Equipment. Mr. Silverstein advised Mr. Ostrow that the one year limitation of the contract is acceptable. In response to Mr. Ostrow's inquiry of the Certificate of Insurance, he was informed that Air Controlled Environment was a subsidiary of the parent company which is Environmental Control, Inc. The terms of the Agreement is for one year from December 8, 1976 and is issued by Environment Control, Inc., although billing for payment could be made by Air Controlled Environment.

NEW BUSINESS:

The dates for next year's Board of Trustee meetings are attached to Minutes.

Mrs. Strauss appointed Mrs. Herman and Mrs. Grover to the nominating committee for the January Board of Trustees meeting.

After discussing the pros and cons of trips sponsored by the library, or the Friends of the Library, it was decided that further investigation in running such programs would be necessary, and that more discussion will be needed.

Mrs. Strauss presented a plaque to Miss Eileen Flanagan for her five years of service to the Board of Trustees. On the behalf of the Board, Mrs. Strauss expressed appreciation for the contributions made to the welfare of the library.

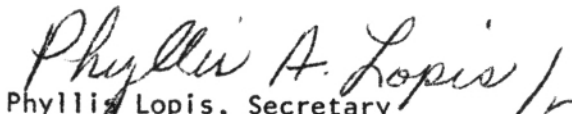
Miss Flanagan made a motion that the part-timers in question--Mrs. Lepore, Mrs. Itkin, Mrs. Magno, be given an annual salary of \$7,912 with full-time status for the year of 1977. They will be placed on step three of the salary scale. Mrs. Lopis seconded the motion. Mr. Sagosz indicated that the employees shall be notified of this decision in order that they might voice their acceptance or rejection. The motion was passed unanimously by the Board of Trustees.

Adjournment was at 9:15 P. M. The next meeting will be on January 26, 1977.

Respectfully submitted,



Sandra Goss
Secretary


Phyllis Lopis, Secretary
Board of Trustees

DIRECTOR'S
MONTHLY REPORT

DECEMBER 20, 1976

We had our usual headaches during the past month, some worse than others, but we have managed to survive by our well-known tactful and courteous manners backed up with our sometimes forced smiles.

J. W. Signal finally completed installation of the fire alarm system and it is functioning. However, there were a few problems discovered when they proceeded to test the system. They found that only one of the old fire alarm boxes scattered throughout the building was in working condition. Lucky us, we never had reason to use them.

We received several book donations, as usual. But two exceptional gifts were received, both in celebration of the bicentennial. The West Orange Junior Womans Club gave us the Atlas of Early American History: The Revolutionary Era, 1760-1790, a beautiful and very colorful book at a cost of \$100.00 from Princeton University. Mr. John T. McCann, Town Engineer, donated History of Public Works in the United States published by American Public Works Association of which he is a member.

Mrs. Itkin and I kept our appointment with Mr. Joseph Flynn, Town Purchasing Agent, in his office on Thursday, December 2nd at 2:00 P. M. Mr. Flynn was very cordial and patient, and willingly covered many aspects of buying practices and, at the same time, gave us some good commonsense advice on buying procedures.

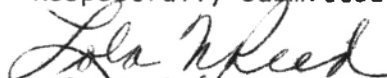
Some of the areas covered were the purchasing of office, janitorial and maintenance supplies and the forthcoming new insurance law. He promised to advise us of any further changes in insurance laws. He also stated that ours is a good and trustworthy insurance company and that we should stay with our present agent unless revisions in the present law requires us to do otherwise. He confirmed the fact that we should continue to use the benefits of state contracts instead of making purchases from high-pressured salesmen. We should also get written inspection reports from heating and air conditioning inspectors each time an inspection is made. We were advised to use services of local businesses when feasible.

Mr. Paul Wagner, Circulation Manager has asked permission to set up a vending box in the vestibule with copies of 'The Chronicle'. The library will receive \$.07 out each \$.25 for the sale of papers. Unsold papers will be picked up at no cost to the library. The library will receive a check once each month. In case of forced entry, the library will not be held liable.

According to an article in this weeks' Chronicle Public Works Director John McCann reports that West Orange has not received word whether the applications for federal funds under the Public Works and Employment Act of 1976 have been approved. It further states that other towns have had their projects rejected. So far, our applications have passed five different clearances including, county, tri-state and local planning board approval. Hopefully, NO NEWS IS GOOD NEWS!

Incidentally, we have received a copy of the plans (blueprints) for the new addition to the library from Mr. Lehman.

Respectfully submitted,


Lola N. Reed
Director

WEST ORANGE FREE PUBLIC LIBRARY

B U D G E T R E P O R T

MONTH OF NOVEMBER 1976

LIBRARY BOARD MEETING OF DECEMBER 20, 1976

EXPENDITURES

	AMENDED BUDGET 1976	PAID MONTH OF NOVEMBER 1976	1976 ACCUMULATED BUDGET EX- PENDITURES PAID 11 MONTHS ENDED NOVEMBER 30, 1976	UNEX- PENDED BUDGET BALANCE 11/30/76	BILLS/ACCTS. PAYABLE 11/30/76 PRESENTED FOR PAYMENT AT THIS MEETING	BUDGET BALANCES AT 11/30/76
SALARIES AND WAGES	\$307,907	\$23,962.68	\$275,072.97	\$32,834.03		\$32,834.03
CONTRACTUAL SERVICES:						
BINDING	1,000	47.37	628.41	371.59		371.59
COMMUNITY SERVICES	300	-0-	533.58	(233.58)		(233.58)
TRANSPORTATION	300	-0-	204.63	95.37		95.37
SEMINARS AND WORKSHOPS	500	-0-	482.90	17.10		17.10
AUDIT	1,650	1,650.00	1,650.00	-0-		-0-
MANAGEMENT AND PROF. SVCS.	9,200	767.00	7,670.00	1,530.00	\$ 767.00	763.00
ARCHITECTS	-0-	-0-	-0-	-0-		-0-
LEGAL	1,800	-0-	1,699.34	100.66	375.00	(274.34)
CONTRACTUAL MAINT. & REPAIRS:						
MAIN LIBRARY-UTILITIES	20,000	994.43	13,142.30	6,857.70	858.92	5,998.78
MAIN LIBRARY-REPAIRS	5,000	831.35	3,257.70	1,742.30	722.82	1,019.48
TORY CORNER-RENTAL	540	135.00	540.00	-0-		-0-
BOOKMOBILE	5,300	829.17	5,136.11	163.89	44.37	119.52
SERVICE CONTRACTS	2,800	279.15	3,236.53	(436.53)	127.20	(563.73)
MATERIALS AND SUPPLIES:						
BOOKS & MICROFILMS	60,000	6,248.01	49,507.02	10,492.98	4,814.34	5,678.64
SUPPLIES	8,000	683.00	9,114.19	(1,114.19)	1,257.19	(2,371.38)
PERIODICALS, SERIALS AND NEWSPAPERS	8,000	4,695.66	5,454.52	2,545.48	129.25	2,416.23
PHAMPHLETS	500	263.61	444.91	55.09		55.09
AUDIO-VISUAL-MATERIALS	2,000	8.42	779.41	1,220.59	618.00	602.59
MISC. OTHER EXPENSES:						
INSURANCE	5,000	2,029.00	5,071.31	(71.31)		(71.31)
TELEPHONE	1,600	(15.44)	1,210.14	389.86	344.78	45.08
POSTAGE	2,500	-0-	1,818.08	681.92	300.00	381.92
EMPLOYEE HEALTH BENEFIT PLAN	10,000	1,020.97	10,141.44	(141.44)		(141.44)
CONTINGENT	-0-	-0-	-0-	-0-		-0-
ANNUAL REPORT	200	-0-	-0-	200.00		200.00
EQUIPMENT:						
SHELVING-BOOKS	3,000	-0-	408.03	2,591.97	2,045.00	546.97
SHELVING-MAGAZINES	-0-	-0-	-0-	-0-		-0-
CHAIRS	1,000	-0-	720.55	279.45		279.45
STAFF ROOM FURN.	-0-	-0-	-0-	-0-		-0-
MAINT. EQUIPT.	1,000	-0-	588.75	411.25		411.25
AUDIO-VIS. EQ.	700	-0-	30.10	669.90		669.90
STATUTORY EXPENDITURES:						
SOCIAL SECURITY	18,000	-0-	13,176.69	4,823.31		4,823.31
PUBLIC EMPLOYEES RETIRE- MENT SYSTEM	13,750	-0-	14,173.32	(423.32)		(423.32)
FIRE ALARM SYSTEM	3,750	1,698.53	1,698.53	2,051.47	429.06	1,622.41
BOOKMOBILE	-0-	-0-	-0-	-0-		-0-
	<u>\$495,297</u>	<u>\$46,127.91</u>	<u>\$427,591.46</u>	<u>\$67,705.54</u>	<u>\$12,832.93</u>	<u>\$54,872.61</u>

WEST ORANGE FREE PUBLIC LIBRARY

1976 AMENDED BUDGET PROPOSED BY BOARD OF TRUSTEES
PER RESOLUTION 3/24/76

	1976 PROPOSED BUDGET (AS REQUESTED BY BOARD)	1976 AMENDED BUDGET PER LIB. BOARD RESOL. 3/24/76
SALARIES AND WAGES	\$307,907	\$307,907
CONTRACTUAL SERVICES:		
BINDING	1,000	1,000
COMMUNITY SERVICES	800	300
TRANSPORTATION	400	300
SEMINARS AND WORKSHOPS	2,000	500
AUDIT	1,650	1,650
MANAGEMENT AND PROF. SVCS.	9,200	9,200
ARCHITECTS	-0-	-0-
LEGAL	1,800	1,800
CONTRACTUAL MAINT. & REPAIRS:		
MAIN LIBRARY-UTILITIES	16,500	20,000
MAIN LIBRARY-REPAIRS	5,000	5,000
TORY CORNER-RENTAL	540	540
BOOKMOBILE	5,300	5,300
SERVICE CONTRACTS	2,200	2,800
MATERIALS AND SUPPLIES:		
BOOKS	60,000	60,000
SUPPLIES	12,000	8,000
PERIODICALS, SERIALS AND NEWSPAPERS	9,000	8,000
PAMPHLETS	500	500
AUDIO-VISUAL-MATERIALS	6,000	2,000
MISC. OTHER EXPENSES:		
INSURANCE	5,000	5,000
TELEPHONE	1,600	1,600
POSTAGE	3,000	2,500
EMPLOYEE HEALTH BENEFIT PLAN	10,000	10,000
CONTINGENT	-0-	-0-
ANNUAL REPORT	750	200
EQUIPMENT:	-0-	-0-
SHELVING - BOOKS	9,000	3,000
SHELVING- MAGAZINES	4,000	-0-
CHAIRS	1,700	1,000
STAFF ROOM FURN.	1,000	-0-
MAINT. EQUIPT.	1,500	1,000
AUDIO-VIS. EQ.	1,700	700
STATUTORY EXPENDITURES:		
SOCIAL SECURITY	18,000	18,000
PUBLIC EMPLOYEES RETIREMENT SYSTEM	13,750	13,750
FIRE ALARM SYSTEM	-0-	3,750
BOOKMOBILE	50,000	-0-
	<u>\$562,797</u>	<u>* \$495,297</u>

*SOURCE OF FUNDS:

TOWN OF WEST ORANGE	\$398,446
TOTAL LIBRARY ACCUMULATED REVENUE	102,207
LESS "RESERVE"	<u>5,356</u>
LIBRARY FUNDS REQUIRED	<u>96,851</u>
<u>TOTAL SOURCE OF FUNDS</u>	<u>\$495,297</u>

3. WEST ORANGE FREE PUBLIC LIBRARY

STATEMENT OF ALL FUNDS, RECEIPTS AND DISBURSEMENTS

FOR THE MONTH OF NOVEMBER 1976

TOTAL ALL FUNDS	BUDGET FUND	FINES & RESERVES FUND	LOST BOOK FUND	BOOK SALES & EXCESS PROPERTY	PETTY CASH & CHANGE FUND	ACCUMULATED RESERVES FUND	STATE AID 1976
\$147,560.67	\$113,833.45	\$25,491.70	\$ 1,232.81	\$ 1,319.87	\$ 326.25	\$ 5,356.59	
		(\$ 1,428.46					
		(10.00					
\$ 2,040.95		(520.29					
		(8.40					
		(73.80					
112.63			\$ 112.63				
38.70				\$ 38.70			\$36,199.00
36,199.00							\$36,199.00
\$ 38,391.28		\$ 2,040.95	\$ 112.63	\$ 38.70			\$36,199.00
185,951.95	\$113,833.45	\$27,532.65	\$ 1,345.44	\$ 1,358.57	\$ 326.25	\$ 5,356.59	
46,127.91	46,127.91						
\$139,824.04	\$ 67,705.54	\$27,532.65	\$ 1,345.44	\$ 1,358.57	\$ 326.25	\$ 5,356.59	\$36,199.00
	12,832.93						
	\$ 54,872.61						

TOTAL RECEIPTS-NOVEMBER 1976

TOTAL AVAILABLE - I PLUS II

LESS:

NOVEMBER 1976 - EXPENDITURES

TOTAL CASH FUNDS, 11/30/76

LESS: ACCOUNTS PAYABLE, 11/30/76

BUDGET BALANCE PER REPORT

CASH FUNDS REPRESENTED BY:

CHECKING A/C MIDLANTIC NAT'L. BANK
MIDLANTIC NAT'L. BANK-02-073-0000177-0
W.O. S. & L. ASS'N. #10085
PETTY CASH - CASH FUND
PETTY CASH - CHECKING FUND

FUNDS:

\$ 15,782.70	BUDGET FUND	\$67,705.54
105,952.57	FINES & RESERVES	27,532.65
17,687.34	LOST BOOK	1,345.44
326.25	BOOK SALES & EXCESS PROP.	1,358.57
75.18	PETTY CASH & CHANGE	326.25
	STATE AID FUND - 1976	36,199.00
\$139,824.04	ACCUMULATED RESERVES	5,356.59
		\$139,824.04
	LESS: ACCOUNTS PAYABLE-	12,832.93
	11/30/76	\$126,991.11

WEST ORANGE FREE PUBLIC LIBRARY

4.

NOVEMBER 1976 BILLS PRESENTED FOR PAYMENT
ON DECEMBER 20, 1976

CHECKS ARE DATED
NOVEMBER 30, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1985	MIDLANTIC NAT'L. BANK-FED. W.T. 11/30/76	1. SALARIES	\$ 1,542.93
1986	W.O. FEDERAL CREDIT UNION	1. "	268.55
1987	TOWN OF W.O. Soc. SEC. Nov. 1976	1. "	1,230.52
1988	P.E.R.S. #20284-PENSIONS, LOANS, ETC.	1. "	1,279.81
1989	P.E.R.S. CONTRIBUTORY GROUP INS.	1. "	133.03
1990	P.E.R.S. SUPPLEMENTAL ANNUITY	1. "	36.00
1991	STATE OF N.J. - W.T. Nov. 1976	1. "	707.35
1992	TOWN OF W.O.-HOSPITALIZATION-DEC. 1976	26. HOSPITALIZATION	1,020.97
	NET PAYROLL-11/15/76-#1253-1295 (43)	1. SALARIES	8,394.81
	NET PAYROLL-11/30/76-#1296-1338 (43)	1. "	8,227.90
	<u>SUB-TOTAL</u>		<u>22,841.87</u>
	<u>ADD: CHECKS #1894-1984 PRESENTED FOR</u> <u>PAYMENT AT NOVEMBER 22, 1976 MEETING</u>		<u>23,438.91</u>
	<u>SUB-TOTAL - CHECKS ISSUED NOVEMBER 22 AND 30, 1976</u>		<u>46,280.78</u>
	<u>LESS:</u>		
	CHECK #1898 - I. DICKINSON-TRANSFER		\$ 14.12
	1893 - XEROX CORP.-CHARGE FOR PHOTOCOPY MACHINE		123.31
	DEPOSIT - 11/17/76	TELEPHONE REF.	15.44
			<u>152.87</u>
	<u>TOTAL EXPENDITURES - MONTH OF NOVEMBER 1976</u> <u>PER BUDGET REPORT</u>		<u>\$ 46,127.91</u>

PAYMENT RECOMMENDED BY:

Lala N Reed

PAYMENT APPROVED BY:

PREPARED WITHOUT AUDIT.

AARON EISENBERG & CO., CPA'S

Aaron Eisenberg

WEST ORANGE FREE PUBLIC LIBRARY

5.

NOVEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 20, 1976

CHECKS ARE DATED
DECEMBER 20, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
1993	KULAC'S ENGRAVING SERVICE	4. SUPPLIES	\$ 26.25
1994	POSTMASTER, ORANGE, N.J.	13. POSTAGE	300.00
1995	MIDLANTIC NATIONAL BANK	1. SALARIES	1,597.30
1996	WEST ORANGE CREDIT UNION	1. "	273.55
1997	PETTY CASH CHECKING ACCOUNT	TRANSFER	200.00
1998	A. ABORN EXTERMINATING CO. INC.	11. SERV. CONTR.	15.00
1999	AMERICAN LIBRARY ASSN.	2. BOOKS	34.45
2000	AMERICAN PHARMACEUTICAL ASSN.	2. "	7.95
2001A	AUTOMATIC DATA PROCESSING	11. SERV. CONTR.	\$ 39.45
B	" " "	11. " "	39.75
2002A	THE BAKER & TAYLOR CO.	2. BOOKS	7.63
B	" " "	2. "	45.09
C	" " "	2. "	70.53
D	" " "	2. "	33.61
2003A	THE BAKER & TAYLOR CO.	2. "	185.30
B	" " "	2. "	83.18
C	" " "	2. "	19.03
D	" " "	2. "	45.09
E	" " "	2. "	65.40
F	" " "	2. "	15.79
G	" " "	2. "	98.19
2004	BLOOMFIELD WINDOW CLEANING CO.	6. MAINT.-MAIN	32.00
2005	R. R. BOWKER CO.	2. BOOKS	53.00
2006A	R. R. BOWKER	2. "	157.59
B	" " "	2. "	118.45
2007A	BRODART, INC.	4. SUPPLIES	190.80
B	" " "	4. "	4.50
2008	CENTURN HOUSE	2. BOOKS	19.00
2009	COLUMBIA UNIVERSITY PRESS	2. "	65.98
2010	CONGRESSIONAL QUARTERLY, INC.	2. "	11.45
2011	CRONER PUBLICATIONS, INC.	2. "	27.95
2012	CURTIS SERVICE, INC.	8. MAINT.-MOB.	44.37
2013	DA CAPO PRESS, INC.	2. BOOKS	25.60
2014A	DIMONDSTEIN BOOK CO. INC.	2. "	139.10
B	" " " "	2. "	224.65
C	" " " "	2. "	256.70
D	" " " "	2. "	163.10
E	" " " "	2. "	269.37
F	" " " "	2. "	296.23
G	" " " "	2. "	113.48
H	" " " "	2. "	259.64
I	" " " "	2. "	87.35
J	" " " "	2. "	(16.99)
K	" " " "	2. "	(4.31)
L	" " " "	2. "	243.26
M	" " " "	2. "	254.85
2015A	DOUBLEDAY & COMPANY, INC.	2. "	56.08
B	" " "	2. "	52.43
C	" " "	2. "	47.32
D	" " "	2. "	15.25
E	" " "	2. "	7.26
F	" " "	2. "	45.79
G	" " "	2. "	15.77
H	" " "	2. "	8.48

WEST ORANGE FREE PUBLIC LIBRARY

6.

NOVEMBER 1976 BILLS/ACCOUNTS PAYABLE PRESENTED
FOR PAYMENT ON DECEMBER 20, 1976

CHECKS ARE DATED
DECEMBER 20, 1976

VOUCHER NUMBER	PAYEE	BUDGET ALLOCATION	AMOUNT
2016	DUN & BRADSTREET, INC.	2. BOOKS	\$ 150.00
2017	EDUCATIONAL TESTING SERVICE	2. "	3.00
2018	AARON EISENBERG & Co.	23. MGMT. SERVICES	767.00
2019	EXECUTIVE COFFEE SERVICE, INC.	4. SUPPLIES	42.76
2020	FAIRCHILD BOOK DIV.	2. BOOKS	33.25
2021	FIDELITY PAPER & SUPPLY CORP.	4. SUPPLIES	65.52
2022A	FISCHER & KAUFMAN	4. SUPPLIES	\$ 5.40
B	" "	4. "	<u>1.77</u>
2023	MAX FREEMAN & Co. INC.	6. MAINT.-MAIN	7.17
2024	W. H. FREEMAN & Co.	2. BOOKS	23.50
2025	GALE RESEARCH Co.	2. "	8.18
2026	GAYLORD BROS. INC.	2. "	39.15
2027	GENEALOGICAL PUBLISHING Co. INC.	4. SUPPLIES	451.33
2028	GULF PUBLISHING Co.	2. BOOKS	28.55
2029	GENE HACKER CAMERA SHOP	2. "	9.16
2030	HARVARD UNIVERSITY PRESS	22. A/V EQUIP.	618.00
2031	HUMANITIES PRESS	2. BOOKS	19.40
2032	INDIANA UNIVERSITY PRESS	2. "	4.75
2033	INTERNATIONAL CITY MGMT. ASSN.	2. "	17.85
2034	INTERNATIONAL FRANCHISE ASSN.	2. "	18.50
2035	J. W. SIGNAL Co.	2. "	2.00
2036	JOSTENS LIBRARY SUPPLIES	17. EQUIP.-FIRE ALARM	429.06
2037	RALPH KELLY -W.O.COMMUNITY HOUSE	17. EQUIP.-SHELVING-BOOKS	99.50
2038	VOID	4. SUPPLIES	15.00
2039A	LAPAT DUPLICATING & OFFICE SUPPLIES	4. "	172.90
B	" " "	4. "	37.50
C	" " "	4. "	38.30
2040	LIBRARIES UNLIMITED, INC.	2. BOOKS	248.70
2041A	MACMILLAN PUBLISHING Co. INC.	2. "	19.95
B	" " "	2. "	43.32
C	" " "	2. "	3.39
D	" " "	2. "	8.42
E	" " "	2. "	16.50
F	" " "	2. "	4.62
2042	A. R. MEEKER Co.	2. "	39.10
2043	NATIONAL FUEL OIL Co.	4. SUPPLIES	115.35
2044	NATIONAL LIBRARY WEEK c/o AMERICAN LIBRARY ASSN.	6. MAINT.-MAIN	19.40
2045	THE NEWARK MUSEUM	4. SUPPLIES	667.32
2046A	N.J. BELL	4. SUPPLIES	17.50
B	" "	19. MAGAZINES	7.00
2047A	N.J. BELL	9. TELEPHONE	175.13
B	" "	9. "	146.85
2048A	N.J. OFFICE SUPPLY Co.	9. " -TORY CORNER	11.40
B	" " "	9. " -TORY CORNER	11.40
C	" " "	4. SUPPLIES	1.40
D	" " "	4. "	4.00
2049	NEWSPAPER ENTERPRISE ASSN. INC.	4. "	1.50
2050	OCEANA PUBLICATIONS	4. "	23.50
2051	THE ORANGE PUBLIC LIBRARY	2. BOOKS	21.90
2052	IRVING OSTROW	2. "	10.75
2053	" "	2. "	23.00
2054	PITNEY BOWES	24. LEGAL SERVICES	375.00
2055	R. L. POLK & Co.	4. SUPPLIES	110.30
		11. SERVICE CONTR.	33.00
		2. BOOKS	38.30

7.

CHECKS ARE DATED
DECEMBER 20, 1976

PAYMENT RECOMMENDED BY:

AARON EISENBERG & CO. CPA'S

Ben Greenberg & Co